NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

NDSA Test Administration Manual
Online Summative Assessments

Spring 2019

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NDSA Test Administration Manual

The North Dakota State Assessment (NDSA) is a system of summative assessments in Writing, Reading, and Mathematics. The NDSA is administered in spring for grades 3-8, and 10. These assessments are designed to assess the knowledge, skills, and abilities described in the North Dakota English Language Arts (ELA) and Mathematics Content Standards. American Institutes for Research (AIR) is the test vendor for NDSA and the provider of the online testing platform.

NDSA is administered to students by Test Administrators as outlined in this document. This document is divided into three main sections:

- Before Testing
- During Testing
- After Testing

State and federal laws require the administration to all students of either the NDSA as a general assessment or the North Dakota Alternate Assessment (NDAA) to students with Individualized Education Program (IEP) that specify the administration of the alternate assessment. This Test Administration Manual addresses only the administration of the NDSA. All references of test administration to students, grades, and subjects pertain only to the NDSA as the state's general assessment.

Student results are provided for state, district, and school use. The District Test Coordinator (DTC) is responsible for ensuring that each student has an appropriate opportunity to demonstrate knowledge, skills, and abilities related to NDSA subject areas. This ensures that each student has a standardized (similar and fair) testing experience.

Test Windows and Scheduling

Students in grades 3–8, 10 participate in one Writing, Reading, and Mathematics assessment per school year. Each district is responsible for determining school testing schedules within the testing window.

Some students may be unable to participate in regular testing schedules due to absences, technical difficulties, or other unforeseen circumstances. Opportunities for these students to complete each assessment should be provided during the school's testing window. Other circumstances such as fire drills and power failures may interrupt testing for groups of students. Make-up sessions should be scheduled when normal conditions are restored.

The Math Grade 6 test has two segments to separate the non-calculator section from the calculator-permitted section. Test Administrator approval is **not** required for the student to enter the second segment.

Estimated Testing Times

The tables below provide recommended time blocks for NDSA testing by subject area.

Proposed Testing Times

Math Grade	85th Percentile (in minutes)
3	135
4	140
5	155
6	155
7	145
8	135
10	135

Reading Grade	85th Percentile (in minutes)
3	150
4	120
5	130
6	125
7	125
8	105
10	90

Writing Grade	85th Percentile (in minutes)
3	90
4	90
5	90
6	90
7	90
8	90
10	90

*These are only recommendations and should only be used as a guide to plan testing sessions. The 85th percentile column is number of minutes required for 85 percent of the students to complete the test in the time given.

Reporting

The NDSA student scores will be available to schools and districts to support local instruction. Student results will be available in the Online Reporting System (ORS) after completion of student testing in near real-time. In some cases, the Writing score will not be available immediately due to scoring verification audit procedures. Please allow up to ten business days for scores to be posted.

Test Security

The NDSA are secure, non-public assessments that follow the blueprints for each assessed subject area. Maintaining testing integrity—both the security of materials and the ethics of personnel in the testing environment—is of paramount importance. School Test Coordinators and Test Administrators must discuss assessment ethics and security requirements and resolve any questions prior to the test administration.

It is unethical and shall be viewed as a violation of test security for any person to:
- Capture images of any part of the test via any electronic device;
- Duplicate in any way any part of the test;

- Examine, read, or review the content of any portion of the test;

  Note: It is a state legal requirement to allow a member of the public to view the assessment in a controlled environment. See Section on [Test Security for Adult Viewing of NDSA](#).

- Disclose or allow to be disclosed the content of any portion of the test before, during, or after test administration;

- Discuss any test item before, during, or after test administration;

- Allow students access to any test content prior to testing;

- Allow students to share information during test administration;

- Read any parts of the test to students except as indicated in the Test Administration Manual or as part of an accommodation;

- Influence students' responses by making any kind of gestures (for example, pointing to items, holding up fingers to signify item numbers or answer options) while students are taking the test;

- Instruct students to go back and reread/redo responses after they have finished their tests since this instruction may only be given before the students take the test;

- Review students' responses;

- Read or review students' scratch paper; or

- Participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures.

Test Administrator Responsibilities

Responsibilities of the Test Administrator include:

- Participating in training activities scheduled by the School Test Coordinator;

- Reviewing this document in advance of testing;

- Adhering to test administration security procedures;

- Confirming that student accommodations and test settings in TIDE are correct;

- Approving NDSA test access to the appropriate students only;

- Reading the scripted directions aloud to the student, exactly as stated in this document;

- Requesting guidance from the School Test Coordinator when unusual circumstances arise or when uncertain about proper procedures.

Security of Test Materials

The security of all test materials is required before, during, and after test administration. Under no circumstances are students permitted to assist in either preparing secure materials before testing or in organizing and returning materials after testing. After any administration, initial or

make-up, secure materials (e.g., test tickets, used scrap paper) are required to be returned immediately to the SC and placed in locked storage. Secure materials are never to be left unsecured and are not permitted to remain in classrooms or be removed from the school's campus overnight. Materials should not be discarded in the trash but should be securely destroyed.

It is considered a test security violation for an individual to fail to follow security procedures set forth by NDDPI, and no individual is permitted to:

- Read or view the passages or test items before, during, or after testing;

- Reveal the passages or test items;

- Copy the passages or test items;

- Explain the passages or test items for students;

- Change or otherwise interfere with student responses to test items;

- Copy or read student responses; or

- Cause achievement of schools to be inaccurately measured or reported.

All special document test materials (Braille test booklets and Audio Scripts) should be treated as secure documents, and processes should be in place to protect them from loss, theft, and reproduction of any kind. Braille test booklets should be returned via mail to AIR at the address below and notification of the return provided to NDDPI.

<div align="center">

American Institutes for Research
Attn: Margaret Lindsay
1000 Thomas Jefferson Street NW
Washington, DC 20007

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Test Security for Adult Viewing of NDSA

As stipulated in North Dakota Century Code *15.1-21-14. Test - Availability for viewing*, a school district must allow, upon request, any individual over the age of twenty to view any NDSA test as soon as the test is in the possession of the school district.

To accommodate the state law for an individual over the age of twenty to view the NDSA, guidelines have been established in order to maintain the security and integrity of the assessment.

Note that the viewer must wait until at least the first day of the test window before an operational assessment can be viewed, because this will be first time the assessment will be in the "possession" of the school district. NDDPI encourages school districts to direct interested viewers to the Training Tests that are available to the public prior to the test window and do not require any special viewing guidelines. Although these Training Tests contain only sample test items that do not actually appear on the operation state assessment, the Training Tests may be

satisfactory as a preview of the NDSA to potential viewers.

Since the NDSA is only available online, a school district that receives an appointment request to view the NDSA must set up an environment within five business days within the district for online viewing. AIR will provide a demo student ID and record that can be used to access the online assessment for viewing. The following stipulations must be adhered to during the viewing appointment:

- A qualified member of the public must schedule an appointment with a school administrator to view the NDSA at a location specified by the school district. The school administrator must contact NDDPI for assistance in setting up the viewing.
- The school district must provide a secure, supervised location for the viewer to see the assessment.
- Only one person at a time may view the NDSA at the scheduled location.
- A school official must accompany and oversee the assessment viewing. The school official must be present the entire time of the viewing.
- The viewing must be completed in one sitting. If the viewer leaves the room of the viewing, they must schedule another appointment if they wish to view the assessment any further.
- No computer, writing device, phone, paper, notepad, camera, or recording devices may be brought into the location of the assessment viewing.
- No discussion is permissible during the viewing.
- The viewer may not take pictures, notes, or record any of the assessment.
- Any violation of the viewing guidelines must result in immediate termination of the viewing and should be reported to NDDPI.

Reporting Test Irregularities
Throughout the testing window, TAs are to report breaches of protocol and testing irregularities to the School Test Coordinator (SC) and, if appropriate, the North Dakota Department of Public Instruction. Online test invalidation requests are submitted, as appropriate, through the *Appeals/Invalidations* module under Administering Tests in the TIDE system. NDDPI makes the final decision on whether to approve the requested test invalidation. SCs can track the status and final decisions of requested test invalidations in TIDE.

Test Security Violations
If a Test Administrator has reason to believe that a violation in testing security has occurred, he or she should notify the School Test Coordinator immediately. The SC should then notify the DTC. If he or she has reason to believe that a lapse in test security has occurred, the DTC must do the following:
- Immediately notify the NDDPI Assessment Office;

- Securely transmit relevant evidence of irregularities via secure file transfer after the incident occurred; and
- Maintain the confidentiality of all evidence and documentation related to test security investigations.

If NDDPI has reason to believe that a violation in test security has occurred, it has an obligation to investigate the incident as soon as possible. Districts and schools are required to comply with NDDPI's requests for documentation and information relevant to their initial investigation. NDDPI may involve the school district or conduct a separate investigation.

If NDDPI determines that an irregularity in test administration or security has occurred, NDDPI will notify the DTC in writing, indicating the status of the case. Depending on the severity of the incident and its potential impact to the NDSA program, actions may include but are not limited to:
- Invalidation of student scores;
- A requirement for the district or school to complete a corrective action plan;
- The NDDPI's recommendations and/or requirements for inclusion in the district or school corrective action plan; or
- No further action required.

In the event a DTC is required to submit a corrective action plan to the NDDPI, the plan will include but is not limited to:
- Investigative findings indicating the testing irregularity resulted from inappropriate district test administration and/or inadequate security protocol; or
- Investigative findings indicating the DTC did not provide adequate or sufficient trainings to those involved in test administration and/or security procedures.

Administering NDSA

Before testing is conducted, the TA should review this *NDSA Test Administration Manual* (*TAM*), schedule testing times, and review testing procedures and schedules outlined in this manual.

Before Testing

Step 1: Complete Training
Test Administrators must complete the Test Administrator Certification Course before administering NDSA. The course can be accessed from the North Dakota Assessment Portal at https://ndsa.portal.airast.org/users/ndsa-assessment.stml#

Step 2: Access Resources
Read this *TAM* for policies and procedures. Read the *Test Administrator User Guide* for instructions on test sessions and administration steps. Both documents can be found in the Resources section of the North Dakota Assessment Portal at https://ndsa.portal.airast.org/resources. For assistance preparing for testing, setting test settings and tools, TIDE login and managing Users and Students, monitoring test progress and data cleanup and administering tests, please access the tutorials located on the North Dakota Assessment Portal at https://ndsa.portal.airast.org/resources/tutorials-ar/

Step 3: Verify User Accounts
Each person administering an assessment must have a user role created in TIDE. The SC at each school must ensure that current staff members have the appropriate user role. User roles from the previous administration are still active. Each school is responsible for verifying current user roles are still valid for the current test administration. If a user or user role is no longer valid, correct the user role prior to administering an assessment. For instructions on managing user accounts, refer to the *TIDE User Guide* found in the Resources section of the North Dakota Assessment Portal at https://ndsa.portal.airast.org/resources.

Step 4: Administer Training Tests
The training tests are provided to help students, teachers, Test Administrators, and School Test Coordinators prepare for the NDSA assessments. Whenever a training test is administered in a school, it is strongly recommended that the test be accessed using the Secure Browser to certify that local technology configurations can support testing. The training tests can be found on the North Dakota Assessment Portal at https://ndsa.portal.airast.org/training-tests.stml.

Administering training tests to students before the summative assessments ensures that both Test Administrators and students are familiar with their respective user interfaces. Training tests allow students to practice logging in to the test, become familiar with the test tools, and practice navigating between and answering questions.

Administering training tests also allows school personnel to confirm that each student testing device is configured correctly. Technology staff should confirm the following and refer to the Technology Resources section on the North Dakota Assessment Portal at

https://ndsa.portal.airast.org/resources.

- Local configuration is confirmed, including bandwidth;

- Secure Browser is downloaded; and

- Keyboards and headphones are in working order.

Best practices for using the training tests include:
- Having individual students sign in to the Secure Browser using their State Student ID, their legal first name, and the unique Test Session ID to log in to a NDSA training test;

- Working through training test items as a class, discussing how to navigate the assessment, use tools, and answer each item type; and

- Having new faculty and staff use the Secure Browser to log in to NDSA training tests as a guest and experience the assessment system first hand.

Step 5: Verify Student Accommodations and Test Settings
Ensure that student test settings and accommodations, if needed, are correctly set in TIDE at least 24 hours before testing.

Accessibility Features (Accommodations & Designated Supports)
Except where designated in IEPS for alternate assessment, all North Dakota students should be able to participate in NDSA assessments. To meet students' special needs within the TIDE system, assessment accommodations are allowed in specific situations to enable students to better demonstrate their knowledge.

Students will not need to be provided with a handheld calculator unless specified in their IEP. Calculators will be provided within the tests, where permitted.

Accommodations are determined by an Individualized Education Plan (IEP), Individual English Learner Plan (IELP), or Section 504 team. Designated Supports, outside of an IEP, are determined locally based on a demonstrated need. Designated supports are available for use by any student for whom the need has been indicated by an educator (or team of educators including the parents/guardians and the student, if appropriate) who is familiar with the student's characteristics and needs. Decisions on use of designated supports should reflect those supports that the student requires and uses during instruction and for assessments.

More information about accommodations, Designated Supports and Universal Tools can be found on the North Dakota Assessment Portal at
https://ndsa.portal.airast.org/resources/manuals-ar-ug.
- *Online Testing System Administrator User Guide*
- NDDPI Accessibility Manual.

Braille
NDSA Braille tests in Writing, Reading, and Mathematics are available for visually impaired and/or blind students in need of the accommodation. Test Administrators must provide

students using the Braille version of the assessment with sufficient time to complete the test. The student will proceed through the tests using printed Braille test booklets and will tell the TA their response to each test question. The TA will record the student's responses verbatim into the online versions of the Braille tests, logged into the secure browser as the student. The Test Administrator **must not read or interpret** any test questions for the student.

Spanish
A Spanish language designated support is available on the Mathematics tests. Spanish will be displayed in the student interface as stacked Spanish and English language. TAs will need to select the Spanish (Math Only) tests when starting a Test Session. Student test settings will need to be updated ahead of time in TIDE to select *Spanish* for the student's language for the Math test.

Step 6: Prepare Testing Materials
To make student login to the Secure Browser as easy as possible, students should have access to their legal name and State Student ID. One way to provide this information to students is by printing test tickets from TIDE. For instructions on this process, please refer to the *TIDE User Guide* found on the North Dakota Assessment Portal at https://ndsa.portal.airast.org/resources/manuals-ar-ug. **Students with the text-to-speech (TTS) accommodation and students taking the Grades 6, 7, and 10 Reading tests will require access to headphones.**

During Testing
The following steps outline the process Test Administrators use to log in to the TA Interface and start a test session with a unique Test Session ID and the specific tests to be administered.

All scripted directions are indicated by the word "**SAY**" and are in bold type enclosed in a gray box, as shown below.

SAY	Scripted directions to be read exactly as they are written.

Step 1: Distribute Materials
Ensure that blank scratch/graph paper, headphones, and appropriate test materials are distributed. If you are using student testing tickets, ensure that they are also distributed.

Follow local procedures to ensure the Secure Browser is available and launched on each device students will use for testing. It is recommended that students have access to a keyboard. Ensure students with the TTS accommodation and students taking Grades 6, 7, and 10 Reading tests have access to headphones.

Step 2: Test Administrator Log in to the TA Interface

1. Navigate to the North Dakota Assessment Portal at https://ndsa.portal.airast.org.

2. Select the **NDSA Assessment** card.

3. You will be directed to a page that includes links to the available NDSA applications.

4. Select **Test Administration**. You will be directed to the login Screen.

5. Enter your email address and password, and then click Secure Login.

Step 3: Select Tests to Administer

Once you have logged in, select the test you will administer using the dropdown filters in the "Test Selection" box. Click the "Start Session" button in the top left corner of the screen.

Step 4: Create a Session ID
Each test session will be automatically assigned a unique Test Session ID. Students must enter the unique Test Session ID to begin the assessment.

Step 5: Help Students Log in to the Test Session
The students' process to log in to the assessment involves launching the Secure Browser on the device that will be used for testing, entering login information, and clicking "Sign In." Student login information includes the student's legal first name, his or her State Student ID, and the unique Test Session ID created in Step 4.

Step 6: Approve Students for Testing
The Test Administrator approves each student to enter the test session. The approval process is an opportunity for the Test Administrator to verify student accommodations and test settings before the student enters the test.

Step 7: Read Scripted Directions
The following section provides scripted directions to be read by the Test Administrator during the test administration.

Scripted Directions for Test Administration

All Test Administrators should refer to the *Test Administrator User Guide* found on the North Dakota Assessment Portal (https://ndsa.portal.airast.org/resources) for step-by-step instructions on the various tasks necessary to administer assessments correctly. Before starting a test session, verify that all students have appropriate accommodations marked in TIDE at least 24 hours in advance.

The District Test Coordinator, School Test Coordinator, or Test Administrator may print testing tickets from TIDE. Please refer to the "Working with Student Information" section of the *TIDE User Guide* for instructions on how to print testing tickets for students. Testing tickets will be generated in a PDF and be displayed 10 tickets per page by default. Tickets should be printed and cut in advance of the test session so that testing is not delayed. If testing tickets are used, distribute them at the beginning of the test session.

- Launch the Secure Browser on each device being used for student testing.

- Write the Test Session ID clearly on the board or somewhere else where students will be able to see it.

- Distribute tickets (if you are using them).

Scripted Directions for the Grades 3-8 and 10 Writing Test

SAY	Today you will take the Writing test. You should now see a login screen on your device. If you do not, please let me know now. [Pause]
	On the login screen, please enter your legal first name (not your nickname), your State Student ID, and the Test Session ID in the appropriate areas. Click "Sign In."
	If you need any help signing in, please raise your hand.

Assist any students who need help signing in.

SAY	Once you have signed in, your first name, State Student ID, grade, and school will be displayed on the screen. If all the information on the screen is correct, select "Yes" to continue. If any information is incorrect, please raise your hand, and I will help you.

If any student information is incorrect, the student must not proceed with testing. The student should click "No." Student information must be updated in TIDE or the TA Interface, depending on which setting is incorrect, before testing.

Verify that all students are signed in.

SAY	Now select the Writing test and you will see the "Waiting for Approval" page. You should wait quietly for me to approve your test, and then wait until you have been given further instructions. I will approve your tests now.

In the TA Interface, you will see an "Approvals" box in the upper right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed without the approval of the Test Administrator.

Verify that appropriate accommodations are set before approving students. You may review and edit student test settings during the approval process. Some accommodations and settings can be updated in the TA Interface, while other test settings must be edited by the School Test Coordinator in TIDE. To confirm the settings and approve the student for testing, click "Set & Approve." To deny a student access to testing, click "Deny" for that student.

Students with the text-to-speech accommodation may see an Audio Check screen next. Ensure they have headphones plugged in to their devices and are able to hear the sound during the Audio Check.

Once all students are signed in to the test session and are approved to begin testing:

SAY	Next, you will see an "Instructions and Help" page. You may review the Help Guide, your Test Settings, and Additional Test Information here. The Help Guide lists the test tools and buttons you may use during the test or that will appear on the test. Please read this carefully. You may select the question mark button in the top right corner during the test to access the Help Guide.

Help students review the test settings.

SAY	Today's Writing test has passages to read and a prompt requiring your response. When you have finished your test, be sure to check your response. When you are done, click "End Test" and you will have a chance to review your response. After you have reviewed your response, click the "Submit Test" button. Once you click the "Submit Test" button, you will NOT be able to return to your test.
	Are there any questions before we begin?

Answer any questions.

SAY	Click "Begin Test Now."

While students are taking the test, move around the room to make sure students are

progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may **not** answer student questions about test content. Test Administrators can monitor and pause student assessments from within the TA Interface.

Use local procedures to determine whether students may leave the room as they complete their tests or if students should remain seated quietly.

When the test session ends:

SAY	The test session is now over. If you have not finished testing, you will be allowed to continue working but click the "Pause" button at this time.
	If you have already finished testing, reviewed your response, and clicked "End Test," you may click "Submit Test" now.
	This concludes the test session. I will now collect your scratch paper.

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Verify that these students have their test in "pause" status. Verify that all other students who have completed the test during the test session have submitted their test. Follow the procedures established by your School Test Coordinator for students who need additional testing time. If a test has been paused for more than 20 minutes, the test session will need to be re-opened for the student to continue testing. The student will not be able to go backwards and change a response except for on the Writing test.

If all students have completed testing in the test session, click the red "Stop Session" button in the top banner of the TA Interface. This will end the test session. Click "Log Out" in the upper right corner of the TA Interface.

Scripted Directions for the Grades 3-8 and 10 Reading Test

Note: Students taking grades 6, 7, and 10 Reading tests will require headphones for an audio element of the test. Please ensure headphones are plugged in to the students' devices before beginning test administration. The students will encounter an Audio Check page during the sign-in process to ensure the device's audio is working.

SAY	Today you will take the Reading test. You should now see a login screen on your device. If you do not, please let me know now. [Pause] On the login screen, please enter your legal first name (not your nickname), your State Student ID, and the Test Session ID in the appropriate areas. Click "Sign In." If you need any help signing in, please raise your hand.

Assist any students who need help signing in.

SAY	Once you have signed in, your first name, State Student ID, grade, and school will be displayed on the screen. If all the information on the screen is correct, select "Yes" to continue. If any information is incorrect, please raise your hand, and I will help you.

If any student information is incorrect, the student must not proceed with testing. The student should click "No." Student information must be updated in TIDE or the TA Interface, depending on which setting is incorrect, before testing.

Verify that all students are signed in.

SAY	Now select the Reading test and you will see the "Waiting for Approval" page. You should wait quietly for me to approve your test, and then wait until you have been given further instructions. I will approve your tests now.

In the TA Interface, you will see an "Approvals" box in the upper right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed without the approval of the Test Administrator.

Verify that appropriate accommodations are set before approving students. You may review and edit student test settings during the approval process. Some accommodations and settings can be updated in the TA Interface, while other test settings must be edited by the School Test Coordinator in TIDE. To confirm the settings and approve the student for testing, click "Set & Approve." To deny a student access to testing, click "Deny" for that student.

Students with the text-to-speech accommodation may see an Audio Check screen next. Ensure they have headphones plugged in to their devices and are able to hear the sound during the

Audio Check.

Once all students are signed in to the test session and are approved to begin testing:

When administering grades 6, 7, and 10 Reading say:
	SAY	Now, you will see a screen that prompts you to check that the video or sound on your computer is working. Put your headsets on and click the play button to hear the sound or see the video move. When you are ready, click "Continue." If you need help, raise your hand.	
Help any students experiencing audio issues.

SAY	Next, you will see an "Instructions and Help" page. You may review the Help Guide, your Test Settings, and Additional Test Information here. The Help Guide lists the test tools and buttons you may use during the test or that will appear on the test. Please read this carefully. You may select the question mark button in the top right corner during the test to access the Help Guide.

Help students review the test settings.

| SAY | When you finish your Reading test, click "End Test." Once you click "End Test," you will have a chance to go back and review your answers. If you are satisfied with your answers, click the "Submit Test" button. Once you click the "Submit Test" button, you will NOT be able to return to your test.

Are there any questions before we begin? |
| --- | --- |

Answer any questions.

SAY	Click "Begin Test Now."

While students are taking the test, move around the room to make sure students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content. Test Administrators can monitor and pause student assessments within the TA Interface.

Use local procedures to determine whether students may leave the room as they complete their tests or if students should remain seated quietly.

When the test session ends:

SAY	The test session is now over. If you have not finished testing, you will be allowed to continue working but click the "Pause" button at this time.
	If you have already finished testing, reviewed your response, and clicked "End Test," you may click "Submit Test" now.
	This concludes the test session. I will now collect your scratch paper.

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Verify that these students have their test in "pause" status. Verify that all other students who have completed the test during the test session have submitted their test. Follow the procedures established by your School Test Coordinator for students who need additional testing time. If a test has been paused for more than 20 minutes, the test session will need to be re-opened for the student to continue testing. The student will not be able to go backwards and change a response except for on the Writing test.

If all students have completed testing in the test session, click the red "Stop Session" button in the top banner of the TA Interface. This will end the test session. Click "Log Out" in the upper right corner of the TA Interface.

Scripted Directions for the Grades 3-8, and 10 Mathematics Test

SAY	Today you will be taking Mathematics test. You should now see a login screen on your device. If you do not, please let me know now. [Pause]
	On the login screen, please enter your legal first name (not your nickname), your State Student ID, and the Test Session ID in the appropriate areas. Click "Sign In."
	If you need any help signing in, please raise your hand.

Assist any students who need help signing in.

SAY	Once you have signed in, your first name, State Student ID, grade, and school will be displayed on the screen. If all the information on the screen is correct, select "Yes" to continue. If any information is incorrect, please raise your hand, and I will help you.

If any student information is incorrect, the student must not proceed with testing. The student should click "No." Student information must be updated in TIDE or the TA Interface, depending on which setting is incorrect, before testing.

Verify that all students are signed in.

SAY	Now select the Mathematics test and you will see the "Waiting for Approval" page. You should wait for your test to be approved and then wait until you have been given further instructions. I will approve your tests now.

In the TA Interface, you will see an "Approvals" box in the upper right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed without the approval of the Test Administrator.

Verify that appropriate accommodations are set before approving students. You may review and edit student test settings during the approval process. Some accommodations and settings can be updated in the TA Interface, while other test settings must be edited by the School Test Coordinator in TIDE. To confirm the settings and approve the student for testing, click "Set & Approve." To deny a student access to testing, click "Deny" for that student.

Students with the text-to-speech accommodation may see an Audio Check screen next. Ensure they have headphones plugged in to their devices and are able to hear the sound during the Audio Check.

Once all students are signed in to the test session and are approved to begin testing:

Help any students experiencing audio issues.

SAY	Next, you will see an "Instructions and Help" page. You may review the Help Guide, your Test Settings, and Additional Test Information here. The Help Guide lists the test tools and buttons you may use during the test or that will appear on the test. Please read this carefully. You may select the question mark button in the top right corner during the test to access the Help Guide.

Help students review the test settings.

SAY	When you finish your Mathematics test, click "End Test." Once you click "End Test," you will have a chance to go back and review your answers. If you are satisfied with your answers, click the "Submit Test" button. Once you click the "Submit Test" button, you will NOT be able to return to your test. Are there any questions before we begin?

Answer any questions.

SAY	Click "Begin Test Now."

While students are taking the test, move around the room to make sure students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content. Test Administrators can monitor and pause student assessments within the TA Interface.

Use local procedures to determine whether students may leave the room as they complete their tests or if students should remain seated quietly.

When the test session ends:

SAY	The test session is now over. If you have not finished testing, you will be allowed to continue working but click the "Pause" button at this time.
	If you have already finished testing, reviewed your responses, and clicked "End Test," you may click "Submit Test" now.
	This concludes the test session. I will now collect your scratch paper.

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Verify that these students have their test in "pause" status. Verify that all other students who have completed the test during the test session have submitted their test. Follow the procedures established by your School Test Coordinator for students who need additional testing time. If a test has been paused for more than 20 minutes, the test session will need to be re-opened for the student to continue testing. The student will not be able to go backwards and change a response except for on the Writing test.

If all students have completed testing in the test session, click the red "Stop Session" button in the top banner of the TA Interface. This will end the test session. "Log Out" in the upper right corner of the TA Interface.

Test Appeals

On rare occasions, a non-standard situation arises during test administration that requires action. Please report all test irregularities to your School Test Coordinator, who can submit an appeal in TIDE. Appeals that require action in TIDE are described below. Test appeals will require state-level approval.

Reset a Test

Resetting a test eliminates all responses for a student. When that student logs in to the test again, the test will start over. This should only be done in situations where the test cannot be appropriately completed as is (e.g., two students accidentally log in to each other's tests; a student requiring Braille was not given the accommodation). A test should never be reset to give a student a second opportunity.

Re-open a Test

Reopening a test changes the test's status from completed or reported to paused. This appeal is appropriate if a student accidentally submits a test before reviewing it. After you reopen a test, a student can resume the test then submit when completed.

Re-open a Test Segment

Reopening a test segment allows a student to return to the first segment if he or she incorrectly exited the segment. This appeal is appropriate if a student accidentally clicked to complete the first segment of a test before he or she completed and reviewed the items. Only the Grade 6 Mathematics test includes segments.

Grace Period Extension

Extending the grace period of a test gives a student access to all their previous responses. This appeal should be used if a test session is unexpectedly interrupted (e.g., due to a fire drill or lockdown). The grace period extension should not be applied if the test session ended normally or if the student was given time to review his or her answers before logging out of a test.

Invalidate a Test

Tests should be invalidated when a student's performance is not an accurate measure of his or her ability (e.g., the student cheated or used inappropriate materials, instruction related to the test is provided during the administration, students are guided to the correct answers, test questions are discussed with students). **If a test is invalidated, the student is not given another opportunity to take that test.**

Revert a Test That's Been Reset

This process reverses a reset, restoring the student's responses on the test when the reset was processed. Please refer to the *TIDE User Guide* for detailed instructions for marking, reviewing, and approving test appeals. This user guide is located on the North Dakota Assessment Portal at https://ndsa.portal.airast.org/resources.

Braille Testing Procedures

For students requiring a Braille test, please refer to *Quick Guide to TIDE: TIDE Settings for Braille* found on the North Dakota Assessment Portal under Administration Resources > Quick Start Guides. Braille tests will be administered a paper Braille test booklet. Braille testers have previously been identified and paper Braille test booklets will be shipped to the schools that have requested them via NDDPI. Requests for Braille booklets must be submitted to Tammy Mayer at NDDPI no later than the January prior to testing. In the event that your school has received a new Braille student, please contact Tammy Mayer at tmmayer@nd.gov.

Braille Test Administrators will administer the Braille test by using the settings described in the *Braille Quick Guide: Student Settings and Test Administration* found on the NDSA Portal. The administrator will open a test session on one device and sign in to the secure browser on a second device as the Braille student. The TA will enter student responses directly into the online testing system's student interface as the student proceeds through the paper Braille test booklet.

After Testing

Step 1: Collect and securely destroy all scratch paper.
Step 2: Report any testing anomalies to your School and/or District Test Coordinator.
Step 3: Check that all students who are eligible have completed the assessments.

Attemptedness and Scoring

This section describes attemptedness rules used for scoring NDSA tests.

Mathematics and Reading

The rules that define attemptedness status for the Mathematics and Reading component of the ELA assessment are as follows:

Not-Attempted:

- Eligible students who never logged onto the online testing system to take the test during the test window are considered to have not participated and not attempted.
- If a student logs into the testing system but responds to fewer than five items, the student is considered to have participated but not attempted.

Attempted:
If a student logged onto the testing system and responded to five or more items, the test is considered to have been attempted.

Writing

The rules that define attemptedness status for the Writing component of the ELA assessment are as follows:

Not Attempted:

If the student did not log onto the testing system, the student is considered to have not attempted the Writing test.

Attempted:

If the student logged into the testing system, the student is considered to have attempted the writing test. Although the student did not enter any response into the system, he or she is considered to have attempted. However, zero points would be earned if no response is entered.

Overall ELA Scores

The overall ELA scores are reported only when the student attempted both Reading and Writing tests. For students who attempted only the Reading test, Reading reporting category scores are reported. For students who attempted the Writing component only, Writing dimension scores are reported.

North Dakota Assessment Service Desk

Please contact your District Test Coordinator before contacting the North Dakota Assessment Service Desk. If you contact the Service Desk, you will be asked to provide as much detail as possible about the issue(s) you encountered.

Include the following information:

- Test Administrator name and IT/network contact person and contact information;

- State Student IDs of affected students;

- Results ID for the affected student tests;

- Operating system and browser version information;

- Any error messages and codes that appeared, if applicable;

- Information about your network configuration;

- Secure Browser installation (to individual machines or network); and

- Wired or wireless Internet network setup.

Hours of Operation

The Service Desk is open Monday–Friday from 6:30 a.m. to 6:30 p.m. Central Time (except holidays).

> **North Dakota Assessment Service Desk**
>
> Toll-Free Phone Support: 1-855-873-5715
>
> E-Mail Support: ndsaservicecenter@air.org

North Dakota Department of Public Instruction Contacts

Office of Assessment
Robert Bauer, Director of Assessment, rgbauer@nd.gov, 701-328-2224
Tammy Mayer, Deputy Director of Assessment, tmmayer@nd.gov, 701-328-1518
Bonnie Weisz, Assistant Director of Assessment, bweisz@nd.gov, 701-328-1838