



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

Ensuring a bright *future* for every child

Mississippi Academic Assessment Program (MAAP)

# TEST COORDINATOR'S MANUAL (TCM)

END-OF-COURSE: BIOLOGY AND U.S. HISTORY



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# INTRODUCTION AND OVERVIEW



## INTRODUCTION AND OVERVIEW

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### Contact Information

This *Test Coordinator's Manual (TCM)* serves to guide Test Coordinators through sign-in and general test administration activities for the EOC Biology and U.S. History Assessments. In addition, the following resources are available, which can be found on the **General Information—Documents** tab of the DRC INSIGHT Portal (<https://www.drctdirect.com/all/eca-portal-ui/welcome/ms>):

- *DRC INSIGHT Technology User Guide*—technical document for online testing
- *Portal User Guide*—detailed information on Portal navigation
- *Test Administrator's Manual (TAM)*—instructions for test administration in the classroom

All devices intended for use in the administration of the tests must be set up and configured using the DRC INSIGHT Online Testing System. System Requirements for the DRC INSIGHT Online Testing System can be found by clicking on the 'View System Requirements' button on the **General Information—Downloads** tab of the DRC INSIGHT Portal.

MDE:

- Office of Student Assessment: 601-359-3052

DRC Customer Service:

- [MSHelpDesk@datarecognitioncorp.com](mailto:MSHelpDesk@datarecognitioncorp.com)
- 888-476-0264

## MAAP Biology and U.S. History

The MAAP End-of-Course (EOC) Assessments are used to evaluate student performance relative to the 2018 Mississippi College- and Career-Readiness Standards for Science and the 2018 College- and Career-Readiness Standards for the Social Studies.

The MAAP EOC assessments for Biology and U.S. History consist of one online session. Schools should set aside a block(s) of uninterrupted time for the administration of the assessments.

More information on each assessment, including blueprints and additional resources, can be found on the Mississippi Department of Education website at <https://www.mdek12.org/OSA/MAAP>. (Select the Science and History Resources link to explore all science related folders and documents.)

## Important Dates

<b>Prior to Testing</b>	
Districts Order Paper Materials	September 7–17, 2021
Online Testing Video Tutorial Available	September 20, 2021
New Practice Tests Available	October 4, 2021
Online Tools Training (OTT) Available	October 4, 2021
Portal Test Management opens for Districts	November 8, 2021
Paper Materials Delivered to Districts	November 15, 2021
Additional Materials Order Window	November 15, 2021–January 10, 2022
<b>Test Window</b>	
November 29, 2021–January 14, 2022	
<b>After Testing</b>	
Secure Materials Shipping Deadline	January 18, 2022
Secure Materials Receipt at DRC Deadline	January 21, 2022





# ROLES AND RESPONSIBILITIES



## **INTRODUCTION AND OVERVIEW**

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### **District Test Coordinator (DTC)—Portal User Role = District**

- Communicates with the MDE
- Coordinates with the MDE, DRC, and the district
- Ensures all student data is correct
- Orders, receives, and distributes shipped items appropriately
- Acts as materials and notification point of contact for the MDE
- Assigns rights to School Test Coordinators for entry of new students and/or enters new student information
- Returns secure materials to DRC
- Adds school users to the Portal and assigns them the appropriate permissions
- Adds technology users to the Portal who require access to the software
- Unlocks student tests, as needed
- Ensures that all student tests are submitted prior to the end of the test window
- Views district-level information and reports

### **Technology Coordinator—Portal User Role = District Technology Coordinator**

- Downloads and installs the online testing software

### **School Test Coordinator (STC)—Portal User Role = School**

- Documents the Test Administrator and Proctor in each room
- Enters new student information and updates student information
- Adds test sessions and assigns student records to test sessions
- Adds accommodations to student records
- Prints secure student test tickets and distributes them to Test Administrators
- Checks test tickets in and out using the online testing roster
- Monitors students' test statuses to ensure testing is complete
- Alerts DTC if a test ticket must be unlocked
- Adds Test Administrator users to the Portal and assigns them the appropriate permissions
- Assigns Test Administrators
- Assigns Hall Monitors
- Assigns Proctors
- Schedules tests
- Collaborates with District Test Coordinator on schedules and managing students
- Ensures that all student tests are submitted prior to the end of the test window

### **Test Administrator—Portal User Role = Test Administrator**

- Leads the test administration
- Reads the directions from the TAM and monitors students
- Holds a current teaching license
- Takes attendance during test administration
- Alerts STC if student information, test ticket information, or testing rosters is incorrect
- Alerts STC if a test ticket must be unlocked
- Creates or signs off on the seating chart that is provided by the STC
- Views or monitors students' test statuses to ensure testing is complete and tests are submitted

### **Proctor**

- Provides support as the secondary adult in the classroom during testing
- Monitors students and answers allowable questions
- Receives LIMITED access to computers, secure materials, etc.
- Signs off on the seating chart provided by the Test Administrator or the STC

## INTRODUCTION AND OVERVIEW

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### Test Coordinator's Checklist

#### Before Testing

- DTCs/STCs will carefully read the *TCM* to become familiar with general test administration activities. The *TCM* and additional information can be accessed from the **General Information—Documents** page of the DRC INSIGHT Portal. Contact DRC Customer Service at 1-888-476-0264 with any questions.
- DTCs will receive a Portal username and password from DRC if they are new users. If they have not received sign-in information, they should contact DRC Customer Service.
- DTCs will communicate the dates of the testing window to all STCs within the district, assist schools with providing test training and preparation activities for students, and schedule test windows.
- DTCs/STCs will create a school testing schedule, identifying students who will be tested each session during the testing window. Be sure to consider the number of students participating in online testing and the number of available testing devices. Make sure students with special accommodations are accounted for in the schedule.
- DTCs will train STCs and Technology Coordinators for their specific roles in testing. It is recommended that the DTC, the STC, and the Technology Coordinator meet to review and discuss the district's plan for administering the online assessments to include the district's testing schedule and testing locations.
- DTCs may want to attend, assist, or monitor the Test Administrator (TA) training at each school.
- DTCs/STCs should become familiar with the DRC INSIGHT online testing features prior to testing to include the online testing video tutorial and the DRC INSIGHT Online Tools Training (OTT). STCs should ensure that Test Administrators have made arrangements for students to become familiar with these tools prior to testing.
- DTCs will add or edit users to allow specific individuals the rights (permissions) they need for accessing their student information in the Portal.
- During the appropriate timeframe, **DTCs** will order paper testing materials (accommodated materials, etc.) via the Portal.
- DTCs must ensure appropriate implementation of accommodations and address any special needs and supplies regarding test accommodations. Make sure that the appropriate online accommodations are marked for students requiring an accommodated test. Ensure that headphones are available for students testing with the Text-to-Speech (TTS) accommodation.
- DTCs must ensure that STCs understand the policy for read-aloud administrations.
- DTCs must ensure that STCs understand how to print secure online testing rosters and secure test tickets, add or edit a test session, add or edit a student, and mark accommodations for students.
- DTCs/STCs must ensure that students **not** included in the registration file have been entered manually and assigned to a test session.
- DTCs/STCs must ensure that all eligible students have been assigned to a test session.

- DTCs must ensure that STCs understand how to troubleshoot common online testing issues.
- DTCs/STCs must ensure proper spacing between workstations is available.
- DTCs/STCs must ensure that the systems are properly set up and ready for online testing.
- DTCs will distribute test materials to the schools and verify that each school has received the necessary test materials.
- DTCs will notify DRC and the MDE of any missing materials.
- DTCs will order additional materials as necessary.
- DTCs/STCs will provide rosters for Test Administrators to ensure accurate student placement.
- STCs will print secure online testing rosters and secure student test tickets.
- DTCs will save the boxes in which materials were received in order to return the materials to DRC.

### **During Testing**

- DTCs/STCs will be available during schools' testing sessions to answer questions and help resolve problems as needed.
- DTCs will assist STCs in identifying and resolving any testing incidents.
- DTCs will provide schools with additional materials as necessary.
- DTCs/STCs will monitor schools to ensure that test administration and test security policies and procedures are followed.
- DTCs will communicate with the MDE, as needed, in cases of testing incidents and security breaches or for guidance when test invalidation is being considered.
- DTCs will submit invalidation requests per the MDE guidelines.
- DTCs/STCs will be prepared to coordinate and monitor adjustments in testing schedules if inclement weather or other unforeseen events threaten or force school closures, network interruptions, etc.
- DTCs/STCs will ensure that each school has a designated computer technician who can use a cell phone during testing to provide technology support.

## INTRODUCTION AND OVERVIEW

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### After Testing

- DTCs/STCs will verify that all online tests have been submitted.**
- DTCs/STCs will collect and inventory all secure test materials, and DTCs will return them to DRC.
- DTCs will count and pack all secure test materials according to DRC and MDE regulations and return materials to DRC using the labels provided.
- DTCs/STCs will shred materials and complete and upload the *Certificate of Shredding* form. Student test tickets, online testing rosters, and scratch paper are all materials that should be shredded upon completion of testing.
- DTCs/STCs will collect all paperwork required to be filed by the District/School Test Security Plan.
- DTCs will notify DRC and the MDE of any missing materials.

## Test Irregularities

Schools must not schedule an interruption to the school day, such as a fire drill, that will affect students in any way during the assessment. If an interruption in testing occurs due to severe weather, a fire alarm, or any other natural or man-made occurrence, the Test Administrator must immediately notify the STC and note the circumstances/time of the occurrence. As soon as circumstances allow, the STC must notify the DTC, and the DTC must notify the MDE. Test administration must resume as soon as possible after the interruption, and students must be allowed sufficient time to complete the test. If testing cannot continue on the same day, contact the MDE prior to rescheduling.

Following an interrupted test administration, the MDE staff will review the incident to provide guidance as to whether the students' work will be counted as a valid attempt. The determination of a "valid attempt" will be based on whether the students had a significant opportunity to discuss test content during the interruption.

In a situation where students have strong emotional reactions (such as an actual fire or another situation that creates a real or perceived threat or causes damage to property or injury to a person), the appropriate course of action will be determined following a review of the circumstances.

If any occurrence raises questions or concerns about correct test administration, contact the MDE immediately. The MDE State Board of Education testing irregularity policies, as stated in Appendix F of the Mississippi Public School Accountability Standards, 2021, must be followed.

## Tracking Online Student Test Tickets

MAAP Fall 2021 Student Test Roster							District: DRC Use Only - Sample District School: DRC Use Only - MS Sample School Assessment: Biology Test Session: Sample Biology Session	
Form	Student Name	MSIS ID	Username	Password	Accommodations	Test Ticket		
						Out	In	
1	Sample, Student	999999999	SSample1	*****	55	_____	_____	
1	Sample, Student	888888888	SSample2	*****	72	_____	_____	
1	Sample, Student	777777777	SSample3	*****		_____	_____	
1	Sample, Student	898989898	SSample4	*****		_____	_____	
1	Sample, Student	787878787	SSample5	*****	TTS55	_____	_____	

This is a sample online testing roster, and it should be used to track secure student test tickets at all times. Online testing rosters are secure documents. For each day of testing, the STC and Test Administrator must use the online testing roster to sign out and sign in secure test tickets.





# ONLINE TESTING VIA THE DRC PORTAL



# ONLINE TESTING VIA THE DRC PORTAL

## Sign In

Sign-in information for the Portal has been distributed by DRC for DTCs. For missing sign-in information, please contact DRC Customer Service.

### 1. Log In

**Username**

**Password**  Show Text

Sign in

[Forgot your password?](#)

**Welcome to the DRC INSIGHT Portal**

Data Recognition Corporation (DRC) welcomes educators to the DRC INSIGHT Portal! This Web site enables you to quickly and easily access program information for the Mississippi Academic Assessment Program (MAAP-SCI, MAAP-EOC Biology and U.S. History).

To access secure program content, authorized district and school personnel need to log in from this page. To log in, enter your username and password, and then click Sign In.

**Access Video Tutorial and Online Tools Training with Google Chrome**

Publicly accessible versions of the Student Video Tutorial and the Online Tools Trainings (OTTs) are available. Follow the link below to access these practice opportunities. Note that Google Chrome is the only supported web browser for this public version of the OTTs.

WBTE Portal: <https://wbte.drceirect.com/MS/portals/ms>

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**A** To log in to the Portal, you must have a username and a password. When an administrator creates a new user account, the user will receive an automatically generated email from DRC. The email will contain a link to activate the new account and to set the Portal password.

**NOTE:** Within **ten** days of receiving the email, you must activate your account. After ten days, the account must be reset.

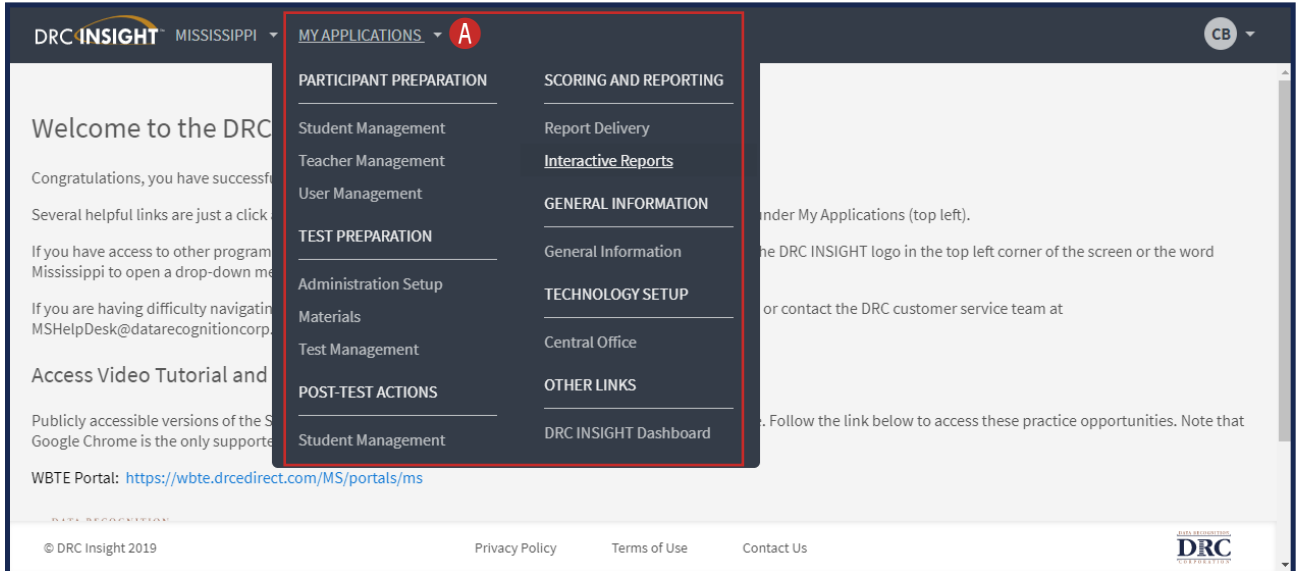
Use the following website link to access the DRC INSIGHT Portal:

<https://www.drceirect.com/all/eca-portal-ui/welcome/ms>.

## Home Tab

1. The images below show the menu options available after login.

- A From this screen, access the various menu options by selecting **My Applications**.



## ONLINE TESTING VIA THE DRC PORTAL

### User Accounts

Multiple user roles exist within the Portal—District (for DTCs), District Technology Coordinator (for Technology Coordinators), School (for STCs), and Test Administrator (for TAs).

DTCs can add or edit users as needed to allow specific individuals the rights they need for accessing information. The following chart provides details on what permissions should be assigned for each Portal user role.

Portal Permission Name	Description	MAAP-EOC			
		DTC	Tech	STC	TA
Administrator	Allows user to add/edit user accounts and profiles	X		X	
Documents—View	Allows user to view documents, presentations, and manuals	X	X	X	X
DRC IRS—Access	Allows users access to DRC INSIGHT Interactive Reporting system	X			
DRC IRS—District	Allows users District-level access to DRC INSIGHT Interactive Reporting system	X			
Edit Student—PreID Data	Allows user to edit PreID student data	X		X	
Enrollment—Primary Window	Allows user access to enrollments	X			
Materials—Additional—Primary Window	Allows user access to additional materials during the primary window	X			
Materials—Additional—View/Edit	Allows user to enter, view, and modify Additional Materials orders via the Client Entry screen	X			
Online Testing—Secured Resources	Allows user to view secured online testing downloads and tutorials	X	X		
Reports—View District Files	Allows user to view district reports	X			
Reports—View School Files	Allows user to view school reports	X			
Status Reports—District Reports	Allows access to district-level status reports as noted in the online testing reports configuration document for Mississippi	X			
Students—Add/Edit	Allows user to add/edit students and student data	X		X	
Students—Download Students	Allows user to download a list of student information for all students in a school	X		X	

## ONLINE TESTING VIA THE DRC PORTAL


Portal Permission Name	Description	MAAP-EOC			
		DTC	Tech	STC	TA
Students—Search/View (to use any of the other student permissions you MUST also have Students—Search/View)	Allows user to search/view student data and download search results	X		X	X
Students—Upload	Allows user to upload a list of students and student data	X		X	
Teachers—Add/Edit	Allows user to add/edit teachers who have students testing	X		X	
Teachers—Search/View (to use the other teacher permission you MUST also have Teacher – Search/View)	Allows user to search/view teacher data and download search results	X		X	X
Teachers—Upload	Allows user to upload a list of teachers that have students testing online	X		X	
Test Session—Add/Edit	Allows user to add, edit, and delete test sessions	X		X	
Test Session—Search/View (to use any of the other test session permissions you MUST also have Test Session—Search/View)	Allows user to search/view test sessions and download search results	X		X	
Test Session—Status Summary	Allows user to view testing status summary information	X		X	X
Test Session—Upload	Allows user to upload a list of test sessions for purposes of adding or editing test sessions	X		X	
Test Setup—Central Office Services	Allows user to configure a computer or other approved device to use for testing	X	X	X	
Test Setup—Primary Window	Allows user access to Test Setup during the primary window	X		X	X
Test Setup—View Student Status	Allows user to view test status by student	X		X	X
Test Tickets—Invalidate/Validate	Allows user to invalidate or validate a student's test for the purposes of flagging the test results as invalid	X			
Test Tickets—Unlock	Allows user to unlock a student test ticket after a student's test status is "Completed" or if the student test ticket is "Locked"	X			

## ONLINE TESTING VIA THE DRC PORTAL

Portal Permission Name	Description	MAAP-EOC			
		DTC	Tech	STC	TA
Test Tickets—View Questions Attempted	Allows user to see hover text over the Status column—the text “x of y Questions Attempted” will be displayed in the hover text	X		X	
Test Tickets—View/Print	Allows user to print student test tickets and view individual ticket statuses	X		X	X
View Reports—Download—District/School	Allows user to download all reports for a district or school for an administration	X			

## Edit or Add User Permissions

A DTC can add a new user and assign permissions by going to the **User Administration** tab.

1. To **add** a new user,
  - A Select **My Applications** and **User Management**.
  - B Select the **Add Single User** tab. Fill in the form for the new user.
  - C Choose an **Administration** for the new user.
  - D Choose a **Role** for the new user.
  - E Choose the appropriate **District** and **School** (this be may pre-populated based on your permissions).
  - F Select the appropriate permissions from the **Available Permissions** list on the left. Move them to the right to the **Assigned Permissions** list. You may also select the appropriate permission set from the dropdown. This preselects the suggested permissions for that user role. Then select the single arrow to move the selected permissions to the Assigned Permissions list. Be sure to review the permission list to verify you have selected only appropriate permissions for that user.
  - G Use the single arrow to move one permission at a time or the double arrows to move all permissions together.
  - H You may also clone permissions from another user you have set up. To do this, select this icon . Search for the user you would like to clone, and select the blue circle next to that person's name.
  - I **Save** when you are finished.

# ONLINE TESTING VIA THE DRC PORTAL

**DRC INSIGHT** MISSISSIPPI A USER MANAGEMENT

## User Administration

B **Edit User** | **Add Single User** | **Upload Multiple Users**

*\* Indicates required fields*

First Name  \* Middle Initial  Last Name  \*

Email Address  \*

C Administration  MAAP Fall 2019 D User Role  (Select) \*

E District  School

**Tip:** When you select a permission, its description will display below the list


Available Permissions <span>F</span>	Assigned Permissions
Administrator <span>H</span>	
Administrator - Mass Assign Role	
Documents - Delete	
Documents - Upload	
Documents - View	
DRC IRS - Access	
DRC IRS - District	
DRC IRS - EPM	
DRC IRS - School	
DRC IRS - State	
eDIRECT Setup - Document and Report	

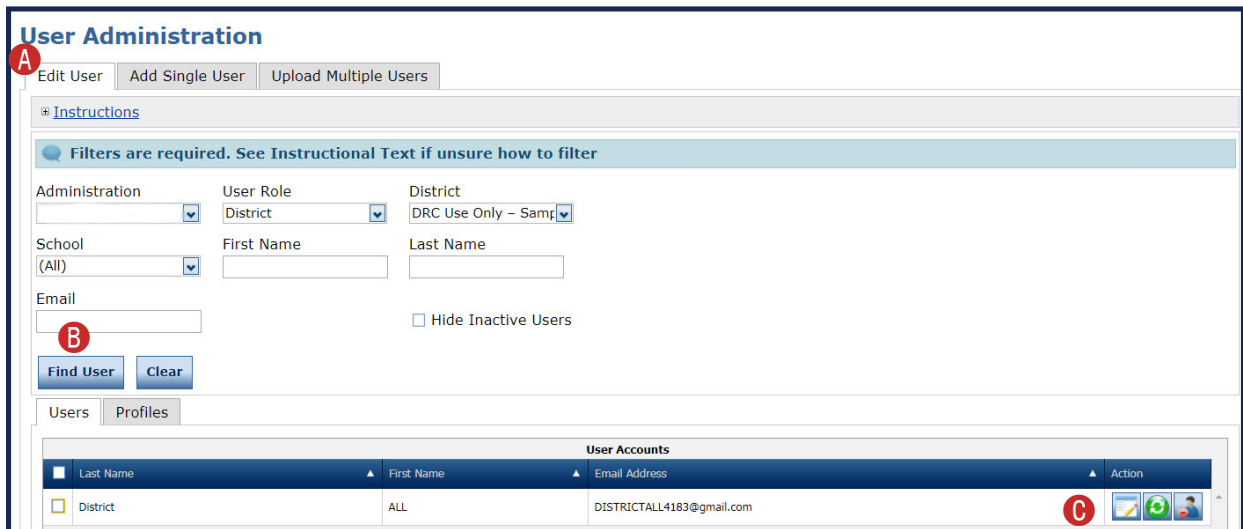
*To see the description, select a permission*

I **Save**



2. To **edit** permissions for an existing user, select **My Applications** and **User Management**.

- A** Select the **Edit User** tab.
- B** Find the user who needs edits using the filters available.
- C** Select the **View/Edit** action icon  for the user. Then either select the **View/Edit** icon on an available administration to edit permissions or select the **Add** button to add permissions to a new administration.



## Additional Functions

Refer to the *Portal User Guide* for details on how to perform the following additional functions:

- Adding/removing permissions for multiple users
- Inactivating user accounts
- Re-activating user accounts

# ONLINE TESTING VIA THE DRC PORTAL

## Edit or Add a Student

Student records provided in the registration file will be automatically uploaded into the Portal. If student records did not contain complete information or if the information needs to be modified, the record can be edited via the Portal.

1. To search and edit student records, follow these steps:

- A Select **Manage Students** under the **Student Management Application**.
- B Select the current **Administration**.
- C If applicable, select the **District** and/or **School**.
- D Find the student record using the filters available. Select **Find Students**.
- E Select the **Edit Student** icon in the **Action** column for the student record you wish to edit and make the changes, as needed. Save when you are finished.

The screenshot shows the 'Manage Students' interface. At the top, there are two tabs: 'Manage Students' (annotated with A) and 'Upload Multiple Students'. Below the tabs is a yellow warning banner: 'Test Setup is unavailable for selected Administration.' Underneath is an 'Instructions' link. A red asterisk indicates required fields. The form includes several dropdown menus: 'Administration' (annotated with B), 'District' (annotated with C), and 'School' (annotated with C). Below these are input fields for 'Last Name', 'First Name', and 'Student ID'. Further down are dropdowns for 'Accommodation Content Area', 'Accommodation Type', 'Accommodation', 'Grade', 'Demographic', 'Teacher', 'Content Area', 'Session', and 'Online Test Status'. A 'Session Assignment' dropdown is also present (annotated with D). At the bottom of the form are 'Find Students' and 'Clear' buttons. Below the form is a table with columns: 'Last Name', 'First Name', 'Student State ID', 'Date Of Birth', 'Grade', and 'Action'. The 'Action' column contains an edit icon (annotated with E).

2. To add a new student, follow these steps:
  - a. Select **Manage Students** under the **Student Management Application**.
  - b. Select the current **Administration**.
  - c. Select the **District** and **School** (these fields may be pre-populated based on your permissions).
  - d. Select **Add Student** (at the bottom of the page).
  - e. Enter the student's information into the fields on all applicable tabs.
  - f. Select **Save**.

**NOTE:** The student will then need to be added to a test session prior to testing.

### **Additional Functions**

Refer to the *Portal User Guide* for details on how to perform the following additional functions:

- Adding a new student record directly into a test session in one step
- Exporting student records into an Excel spreadsheet
- Uploading multiple student records using a template

# ONLINE TESTING VIA THE DRC PORTAL

## Edit or Add a Teacher

Teacher records provided by the MDE will be automatically uploaded into the Portal. If teacher records do not contain complete information or if the information needs to be modified, the record can be edited via the Portal.

1. To search and edit teacher records, follow these steps:

- A Select **Manage Teachers** under the **Teacher Management** application.
- B Select the current **Administration**.
- C Select the **District** and **School** (these fields may be pre-populated based on your permissions). Enter any additional search criteria.
- D Select **Find Teachers**.
- E Select the Edit Teacher icon in the **Action** column for the teacher record you wish to edit and make the changes, as needed.

The screenshot shows the 'Manage Teachers' interface. At the top, there are tabs for 'Edit Teacher' and 'Upload Multiple Teachers'. Below this is an 'Instructions' section. The search form includes a dropdown for 'Administration' (marked with a red 'B'), and dropdowns for 'District' and 'School' (marked with a red 'C'). Below these are input fields for 'Last Name' (marked with a red 'D'), 'First Name', and 'Email'. There are 'Find Teachers' and 'Clear' buttons. Below the search form is a table of teachers with columns: District, School, Last Name, First Name, Email, and Action. The Action column contains edit icons (marked with a red 'E'). Below the table are buttons for 'Add Teacher', 'Delete Teacher', and 'Export to Excel'.

District	School	Last Name	First Name	Email	Action
<input type="checkbox"/> DRC Use Only - Sample District	DRC Use Only - eDirect Sample School	ferrari	monk	fmonk@drc-mn.com	
<input type="checkbox"/> DRC Use Only - Sample District	DRC Use Only - eDirect Sample School	Hut	Dominos	Dhus@drc-mn.com	
<input type="checkbox"/> DRC Use Only - Sample District	DRC Use Only - eDirect Sample School	simple	tank	stank@drc-mn.com	
<input type="checkbox"/> DRC Use Only - Sample District	DRC Use Only - eDirect Sample School	TeacherC	Jones	TeacherC@sample.co	
<input type="checkbox"/> DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Sample	Teacher	teach@drc-mn.com	
<input type="checkbox"/> DRC Use Only - Sample District	DRC Use Only - EIS Sample School	TeacherA	Jones	TeacherA@sample.co	
<input type="checkbox"/> DRC Use Only - Sample District	DRC Use Only - EIS Sample School	TeacherB	Jones	TeacherB@sample.co	
<input type="checkbox"/> DRC Use Only - Sample District	DRC Use Only - EIS Sample School	TeacherC	Jones	TeacherC@sample.co	

2. Teachers who were not included in the file provided by the MDE will need to be added. To **add teachers**, follow these steps:
  - a. Select **Manage Teachers** under the **Teacher Management Application**.
  - b. Select the current **Administration**. Select the **District** and **School** (these fields may be pre-populated based on your permissions).
  - c. Select **Add Teacher** (at the bottom of the page).
  - d. Enter the information in the fields provided.
  - e. Select **Save**, or to add another teacher, select **Save & Add Another**.

**NOTE:** Input the teacher's license number in the **Teacher ID** field.

### Additional Functions

Refer to the *Portal User Guide* for details on how to perform the following additional functions:

- Exporting teacher records into an Excel spreadsheet
- Deleting teacher records
- Uploading multiple teacher records using a template

### Creating Test Sessions

Test sessions are used to assign students to an assessment to generate student test tickets. Students use information on their tickets to sign in to the actual online test. Districts should follow the steps below to create test sessions and assign students to a session.

**NOTE:** Teacher records should already be in the Portal before creating test sessions. If the teacher is not available when searching, follow the instructions (see #2 above) to add a teacher.

1. To create a test session, follow these steps:
  - A From the **My Applications** menu bar, select **Test Management** and
  - B Click **Manage Test Sessions**.
  - C Select the current **Administration**.
  - D Select the **District** and **School** (these fields may be pre-populated based on your permissions).
  - E At the bottom of the Test Sessions screen, click **Add Session**.

# ONLINE TESTING VIA THE DRC PORTAL

**DRC INSIGHT** MISSISSIPPI TEST MANAGEMENT CB

**A** Test Management **B** Manage Test Sessions

## Test Sessions

Manage Test Sessions

[Instructions](#)

\* Indicates required fields

**C** Administration \* **D** District School

Last Name First Name PowerSchool Number

Session Teacher SIS Code

Content Area Assessment

**Show Sessions** **Print All Tickets**

Sessions **Status Summary**

[Instructions](#)

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
Choose from the above filters and click on 'Find Sessions' to view matching 'Sessions'								

**E** **Add Session** **Export to Excel** **Unlock Selected** **Unlock All** **Export Student Details**

2. On the Add Test Session page, enter the required information (indicated by an asterisk [\*] next to the field). Some of this information may be pre-populated.

**NOTE:** Since a student’s teacher might not actually be the individual who administers the test (i.e., Test Administrator), input the Test Administrator’s name as part of the Test Session name. For example, if John Smith is going to be a Test Administrator for a first-period Biology class, the session could be named “Biology 1st Period John Smith.”

- A** Select **Find Students**.
- B** Select student from the **Available Students** list (to select more than one student, use Ctrl+Click).
- C** Select the **Right Arrow** icon to move the selected student(s) from the **Available Students** list to the **Students in Session** list.
- D** To remove students from a session, select students and choose the **Left Arrow** icon to move records from the **Students in Session** list to the **Available Students** list.
- E** Select **Save**.

**Add Test Session**

+ Instructions

\* Indicates required fields

<b>Session Name</b> <input style="border: 1px solid #ccc;" type="text" value=""/> *	<b>Content Area</b> <span style="border: 1px solid #ccc; padding: 2px;">(Select) ▼</span> *	<b>Assessment</b> <span style="border: 1px solid #ccc; padding: 2px;">▼</span> *	<b>Teacher</b> <span style="border: 1px solid #ccc; padding: 2px;">(Select) ▼</span> *
<b>Mode</b> <span style="border: 1px solid #ccc; padding: 2px;">▼</span> *	<b>Begin Date</b> <span style="border: 1px solid #ccc; padding: 2px;">▼</span> *	<b>End Date</b> <span style="border: 1px solid #ccc; padding: 2px;">▼</span> *	

Search for Available Students

<b>Student Last Name</b> <input style="width: 95%;" type="text"/>	<b>Student First Name</b> <input style="width: 95%;" type="text"/>
<b>Demographic</b> <span style="border: 1px solid #ccc; padding: 2px;">(All) ▼</span>	<b>Accommodation</b> <span style="border: 1px solid #ccc; padding: 2px;">(All) ▼</span>

Find Students
New Student
Clear

Available Students:

Double-click to edit Student

**C**

**D**

Students in Session:

Double-click to edit Student

Save
Save & Add Another
Cancel

## ONLINE TESTING VIA THE DRC PORTAL

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### Helpful Hints

- To quickly update student demographics and accommodations in a test session, double-click on the student name on the Add/Edit Test Session screen.
- Test sessions can be edited at any time, but they cannot be deleted if any of the students within the session have begun testing. The Delete icon is unavailable (grayed) when a test session is either In Progress or Complete.
- When editing a test session, the content area or assessment can be changed **ONLY** when there are no students in the Students in Session list on the Edit Test Sessions screen.

Test Session Status	
<b>Not Started</b>	None of the students in the session have started testing.
<b>In Progress</b>	One (1) or more of the students in the session have started or completed testing.
<b>Complete</b>	All of the students in the session have completed testing.

### Additional Functions

Refer to the *Portal User Guide* for details on how to perform the following additional functions:

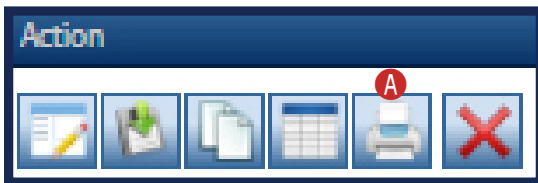
- Editing test sessions
- Copying test sessions
- Deleting test sessions
- Uploading multiple test sessions using a template



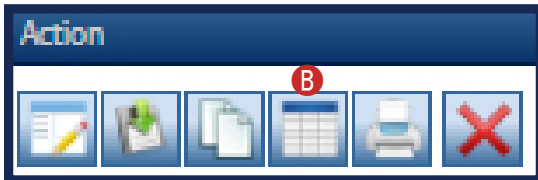
## Printing Student Test Tickets and Roster

Follow these steps to view/print student test tickets for a test session; student test tickets are secure documents:

1. Select **Manage Test Sessions** under the **Test Management** application.
2. Select the current **Administration**.
3. Select the **District** and **School** (these fields may be pre-populated based on your permissions).
4. Enter any additional criteria.
5. Select **Show Sessions**.
6. To print:
  - A For an entire test session, select the **Print All Tickets** action icon next to the desired test session.



- B For a subset of tickets from a test session, select the **Edit/Print** action icon next to the desired test session.



7. A PDF document opens containing the test ticket instructions, a roster of tickets being printed, and the test tickets.
8. Print the PDF and separate the tickets for distribution to students at testing time.

## ONLINE TESTING VIA THE DRC PORTAL

9. The student test ticket includes information such as the name of the assessment, test session name, student name, username, and password. Online accommodations, if applicable, are also included.

MAAP Fall 2021 Test Ticket Biology	
Student Name:	Sample, Student
MSIS ID:	787878787
Date of Birth:	7/10/2008
School:	DRC Use Only - MS Sample School
Test Session:	Sample Biology Session
Online Accom:	TTS55
Username:	SSample5
Password:	PL58718

Test Ticket Status	
<b>Not Started</b>	Student has not started the test.
<b>In Progress</b>	Student has begun testing.
<b>Complete</b>	Student has completed testing.
<b>Locked</b>	Test is locked (an in-progress test locked overnight).

### Unlocking Student Tests

Test tickets lock overnight when a test has been started (status of In Progress) but not completed within the same day.

The table on pages 32 and 33 describes actions to take in response to various scenarios that require a student's **Test Ticket** to be unlocked before the student can complete the assessment.

Testing should be scheduled so that students can complete their test in a one-day period unless the student has an IEP/504 Plan specifying administration of a multi-day test.

Only DTCs may unlock tests. The STC must contact the DTC with the details of why the test must be unlocked.

DTCs have the authority to unlock test tickets without filling out a MAAP District Request Form in Caveon Core in these situations:

- if testing is interrupted due to student illness or a power/Internet outage and must be made up at a later date.
- if a student test becomes locked accidentally, and the student will resume testing the **same day**.
- if a student has an IEP, 504 Plan, or LSP with a multi-day accommodation. **Note: A specific MAAP Fall 2021 Accommodation 23\_25 Guidance Document is available on SharePoint in the DTC Resources folder.**

If any type of **irregularity** is involved, please follow these steps:

1. The DTC must call the MS DRC Customer Support, 1-888-476-0264, and request a customer support case number.
2. The DTC must document the unlock/reset by filling out the Mississippi Academic Assessment Program (MAAP) District Request Form online found in Caveon Core.
3. Upload any pertinent supporting documents to the MDE using the links in Caveon Core.
4. If MDE permission is required, MDE will contact the DTC via email with approval to unlock the test.
5. If a regeneration (wiping answers totally out) is required, DRC will not complete this task without permission from the MDE.

**NOTE: The DTC must notify the STC/TA that the student may NOT go back to any questions he/she had previously answered.**

For accommodations, see the specific information below.

- if a student begins the test without the appropriate accommodation(s), the DTC must contact DRC Customer Service to regenerate the test. There are two categories to consider for the student:
  - a. student visits/answers 10 items or less; and
  - b. student visits/answers 11 items or more.

Specific rules with examples are listed in the chart on the next page. ***A NEW test ticket is required if the student's test is regenerated (reactivated). The student login will be the same but the password will be different.***

**Note: It is very important that the DTCs and STCs work closely with special education coordinators and teachers within schools to ensure that all accommodations are provided for students with disabilities in accordance with each student's IEP/504 Plan/LSP.**

## ONLINE TESTING VIA THE DRC PORTAL

### MAAP—Scenarios and Actions for Unlocking Student Tests

Scenario	DTC Action	MDE Action
<p><b><u>Student Illness or Power/Internet Outage (Student did not finish)</u></b></p> <p>The student begins testing but does not finish the same day due to student illness or power/Internet outage. Student needs to complete testing, but test ticket has been locked for security purposes.</p>	<ul style="list-style-type: none"> <li>• The DTC may unlock the student’s test when the student is scheduled to complete testing.</li> <li>• The DTC <b>must</b> notify the STC/TA that the student may <b>NOT</b> go back to any questions he/she had previously answered.</li> </ul>	<p><i>The district should keep the student's information/ situation on file for auditing purposes.</i></p> <p><i>No future action required.</i></p>
<p><b><u>“Review/End”—Finish Same Day</u></b></p> <p>Student begins testing, but accidentally presses the “Review/End” button instead of the “Pause” button. Student must stay in the testing room and will complete testing on <b>the same day</b>.</p>	<ul style="list-style-type: none"> <li>• The DTC may unlock the student’s test. The STC cannot perform this task.</li> <li>• No form is needed to be filled out in Caveon Core if security practices are followed; the student has not left the testing room and completes the test on <b>the same day</b>.</li> </ul>	<p><i>No action required.</i></p>
<p><b><u>Multi-day Test Administration</u></b> Student has an IEP, 504 Plan, or LSP with a scheduling accommodation that specifies testing over multiple days.</p>	<ul style="list-style-type: none"> <li>• The DTC may unlock the student’s test for each day of testing.</li> <li>• The DTC <b>must</b> notify the STC/TA that the student may <b>NOT</b> go back to any questions he/she had previously answered.</li> </ul>	<p><i>The district should keep the student's IEP, 504, LSP on file for auditing purposes.</i></p> <p><i>No future action required.</i></p>

Scenario	DTC Action	MDE Action
<p><b>Missing Accommodation</b>                      Student begins testing and answers one or more questions. The student or TA realizes that the student does not have the appropriate accommodation assigned for the test. The student needs to be assigned the necessary accommodation and complete testing. <b>The student should remain in the testing room if possible. A NEW test ticket must be printed.</b></p>	<p><b>If 10 items or less were visited:</b></p> <ul style="list-style-type: none"> <li>• The DTC calls the DRC Customer Service to regenerate the test after the STC has marked the appropriate online accommodation.</li> <li>• The DTC must fill out the MAAP District Request Form in Caveon Core. Any supporting documentation will have to be uploaded to the district folder in Caveon Core.</li> </ul> <p><b>If 11 items or more were visited:</b></p> <ul style="list-style-type: none"> <li>• The DTC calls the DRC Customer Service; DRC contacts the MDE for approval to regenerate the test.</li> <li>• The DTC must fill out the MAAP District Request Form in Caveon Core. Any supporting documentation will have to be uploaded to the district folder in Caveon Core.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>For 10 items or less,</b> the MDE will review the situation outlined on the form for any potential testing irregularities.</li> <li>• <b>For 11 items or more,</b> the MDE will review the situation; the student’s IEP team will meet to determine if the student can retest. This must occur during the testing window.</li> </ul> <p><i>The MDE will notify DRC if the student can retest.</i></p>

**Steps to Unlock a Test Ticket**

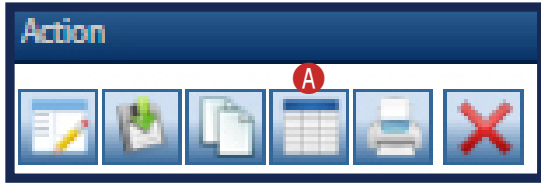
Follow these steps to unlock a test ticket from the test session:

1. Select **Manage Test Sessions** under the **Test Management** application.
2. Select the current **Administration**.
3. Select the **District** and **School** (these fields may be pre-populated based on your permissions).
4. Enter any additional criteria.
5. Select **Show Sessions**.

## ONLINE TESTING VIA THE DRC PORTAL

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- Find the test session within the list.
  - Select the **Edit/Print Ticket Status** action icon.



- Find the student in the list (you can filter the student list by last name and/or ticket status).
- Select the **Unlock** action icon for the identified student. The student will then be able to log in to their test again using the original test ticket.



- If unlocking more than one student ticket within a single test session, you may also check the boxes next to the student names and select the **Unlock Selected** button.



- If unlocking all students within a single test session, you may select the **Unlock All** button.



### Additional Functions









Refer to the *Portal User Guide* for details on how to perform the following additional functions:

- Unlocking a test ticket from the student profile

## Online Universal Features

### Universal Features

The following universal features are available to all students taking the online version of the tests.

Tool Icon	Tool Name	Tool Definition
	<b>Cross-Off</b>	Cross out/eliminate selected-response answer choices (distractors) believed to be incorrect. Includes an eraser to remove the cross-off if a student changes his or her mind.
	<b>Highlighter</b>	Highlight a portion of text or graphic. The highlighter can be used virtually anywhere within the item to highlight passage text, item text, answer options, portions of graphics and images, and text within images.
	<b>Magnifier</b>	Magnify/enlarge the entire screen, including all text, images, and objects, for better viewing. The tool magnifies the screen by 150% or 200% (configurable by the student user). As another option, students may test on larger monitors to increase the overall display size without distortion or loss of image quality.
	<b>Line Guide</b>	Movable straightedge line used to follow along with each line of text. Student can drag the guide up or down on the screen as an aid in reading an item or passage.
	<b>Color Choices</b>	Changes the background color behind text, graphics, and response areas.
	<b>Reverse Contrast</b>	Allows the student to view white text on a black background instead of the standard black text on a white background.
	<b>Contrasting Colors</b>	Offers a variety of background color and text color combinations for the student to choose from.
	<b>Masking</b>	Allows the student to cover up parts of the screen with a black box. Masks can be moved around and resized, and multiple masks can be used at the same time.

## ONLINE TESTING VIA THE DRC PORTAL

### Accommodations

The following online, print, and testing accommodations are available to students according to their IEP/504/LSP.

**Important note:** The student will receive the appropriate online accommodation if it is marked on the student's record prior to the student beginning the online test. If a student starts a test (i.e., status of In Progress) without the proper online accommodation(s) marked, proceed as follows:

- **10 or less items** visited – DTC calls DRC Customer Service to regenerate the test after the STC has marked the appropriate online accommodation. DTC submits a Mississippi Academic Assessment Program (MAAP) District Request Form in Caveon Core.
- **11 or more items** visited – DTC calls DRC Customer Service. District convenes to make IEP/504/LSP team decision (a, b, c). DRC contacts the MDE for approval to regenerate test. DTC submits a MAAP District Request Form in Caveon Core. MDE will approve or disapprove the request.

Type	Accommodation	Code
Testing	Extended time through the end of the day.	23
Testing	Multi-session test administration. Administer the test over several sessions, specifying the duration of each session. (Testing must be completed within the window.)	24
Testing	Multi-day test administration; specify the duration of each day's session. (MDE will provide designated stopping points)	25
Online	Large Print	40
Online	Braille	41
Online	Read Aloud [53 Test Administrator (human reader) reads test directions (but not test items). Repeat/paraphrase the directions if needed]	53
Online	Text-to-Speech (TTS) [55 only] Computer-voice screen reader that reads test directions and test items to the student. The student may manipulate the TTS to repeat text as necessary.	55



## ONLINE TESTING VIA THE DRC PORTAL

Type	Accommodation	Code
Online	Read Aloud [55 Test Administrator (human reader) reads test directions and test items. Repeat directions and items as needed; No paraphrasing.]	55
Online	Read Aloud [58 Test Administrator (human reader) reads test directions and test items. Repeat directions/ items and paraphrase only the directions, as needed.]	58
Testing	Student dictates answer to test administrator or proctor, who transcribes the answers into the online system.	70
Online	Paper Pencil Allow marking answers in booklet for transfer to online test system by TA.	72
Testing	Native language dictionaries for EL students (i.e. dictionaries that translate English words into the native language - no definitions are given in either language.)	81
Testing	Other allowable accommodation: Detail specific accommodation on the IEP or Section 504 plan.	98

**NOTE:** Extended time (23) allows students to use up to one full school day to complete a MAAP assessment. Extended time students **should not** start testing halfway through the school day.

**NOTE:** There are 2 Online options for Accommodation Code 55.

- **Text-to-Speech (55):** Student uses headphones with the computer voice reading the test to the student.
- **Read Aloud (55):** Student has the Test Administrator reading the test aloud to the student. This accommodation requires a paper Read Aloud script.

These are two different uses of Accommodation Code 55 and may NOT occur in the same session.

## ONLINE TESTING VIA THE DRC PORTAL

### Adding Accommodations

Prior to the beginning of testing, accommodations must be added to the students' record(s). Accommodations are available to students with documented needs. The following instructions provide the steps for adding accommodations to student record(s) in the Portal.

There are two ways to complete this task.

1. Add an accommodation to a single student record.
2. Add accommodations to multiple student records.

Follow the steps below to add an accommodation to a single student record.

1. Select **Manage Students** under the **Student Management Application**.
2. Select the **Administration** you would like to view.
3. If applicable, select the **District** and/or **School**.
4. Find the student record using the filters available.
5. Select **Find Students**.
6. Select the Edit Student icon in the **Action** column for the student record.
  - A Select the **Accommodations** tab and check (or uncheck) the appropriate accommodations for the student record.

**Edit Student**

[+ Instructions](#)

\* Indicates required fields

Last Name \* First Name \* Middle Initial

Student Detail **Accommodations** Demographics Testing Codes Test Sessions

7. Select **Save**.

Follow these steps to add accommodations to multiple student records.

1. Select **Manage Students** under the **Student Management** application.
2. Select the current **Administration**.
3. Select the **District** and **School** (these fields may be pre-populated based on your permissions).
4. Perform a search to find the students.
5. Check the box next to each student who needs the same accommodation change.
6. Select the **Update Accommodations** button at the bottom of the screen.
7. In the **Update Accommodations for Multiple Students** box, first choose the update mode.
  - A Select **Assign Accommodations** or **Remove Accommodations**.

### Update Accommodations for Multiple Students

The Accommodations selected (checked) below can be either Assigned or Removed from the Students selected on the previous screen.

[Instructions](#)

Update Mode

Assign Accommodations ] A

Remove Accommodations

**NOTE:** You may only add or remove within a single update.

8. Check the box for the accommodation(s) that you would like to add or remove for the selected students.
9. Select **Save** to apply the accommodations change.

# ONLINE TESTING VIA THE DRC PORTAL

To ensure that accommodations are appropriately marked for students, information can be exported into Excel for all students at the school level (students must first be added to test sessions since student accommodations may vary by assessment). Follow these steps to export student details:

1. Select **Manage Test Sessions** under the **Test Management** application.
2. Select the current **Administration**.
3. Select the **District** and **School** (these fields may be pre-populated based on your permissions).
4. Select the **Show Sessions** button.
5. Select the **Export Student Details** button to export information into Excel. Accommodations are indicated in column T of the export.

**Export Student Details**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W																	
1	Administr	District	Cc	District	N	School	Co	School	Na	Session	N	Content	A	Assessme	Begin	Date	End	Date	Student	Li	Student	FI	MSIS	ID	Grade	User	Nam	Password	Status	Date	Start	Date	Com	Accommo	Testing	Codes				
95	MAAP	Spr	9999	DRC	Use	C	999	DRC	Use	CMDE	Revit	Science	Science	Gi	1/13/2021	12/31/2021	STANDAR	MDEREVIE	444444822		5	MSTANDA	WIDE3576	Not	Started															
96	MAAP	Spr	9999	DRC	Use	C	999	DRC	Use	CMDE	Revit	Science	Science	Gi	1/13/2021	12/31/2021	STANDAR	MDEREVIE	444444823		5	MSTANDA	FLAT7094	Not	Started															
97	MAAP	Spr	9999	DRC	Use	C	999	DRC	Use	CMDE	Revit	Science	Science	Gi	1/13/2021	12/31/2021	TTS	MDEREVIE	444444774		5	MTTS1	LIKE6504	Not	Started												Online: Text-to-Speech (TTS) [55 only]			
98	MAAP	Spr	9999	DRC	Use	C	999	DRC	Use	CMDE	Revit	Science	Science	Gi	1/13/2021	12/31/2021	TTS	MDEREVIE	444444775		5	MTTS2	NOTE8079	Not	Started												Online: Text-to-Speech (TTS) [55 only]			
99	MAAP	Spr	9999	DRC	Use	C	999	DRC	Use	CMDE	Revit	Science	Science	Gi	1/13/2021	12/31/2021	TTS	MDEREVIE	444444776		5	MTTS3	STAR9494	Not	Started												Online: Text-to-Speech (TTS) [55 only]			
100	MAAP	Spr	9999	DRC	Use	C	999	DRC	Use	CMDE	Revit	Science	Science	Gi	1/13/2021	12/31/2021	TTS	MDEREVIE	444444777		5	MTTS4	KNOW547	Not	Started												Online: Text-to-Speech (TTS) [55 only]			
101	MAAP	Spr	9999	DRC	Use	C	999	DRC	Use	CMDE	Revit	Science	Science	Gi	1/13/2021	12/31/2021	TTS	MDEREVIE	444444778		5	MTTS5	READ6185	Not	Started												Online: Text-to-Speech (TTS) [55 only]			
111	MAAP	Spr	9999	DRC	Use	C	999	DRC	Use	CMDE	Revit	Science	Science	Gi	1/13/2021	12/31/2021	STANDAR	MDEREVIE	444444838		8	MSTANDA	SLOW608	Not	Started															
112	MAAP	Spr	9999	DRC	Use	C	999	DRC	Use	CMDE	Revit	Science	Science	Gi	1/13/2021	12/31/2021	STANDAR	MDEREVIE	444444839		8	MSTANDA	GROW263	Not	Started															

## Marking Retesters

MAAP-EOC administrations will include Biology and U.S. History retesters and Biology and U.S. History first-time testers. If a student has taken the MAAP-EOC assessment previously, he/she must be marked as a retester.

To mark a student as a retester, follow these steps:

1. Select **Manage Students** under the **Student Management Application**.
2. Select the current **Administration**.
3. If applicable, select the **District** and/or **School**.
4. Find the student record using the filters available.
5. Select **Find Students**.
6. Select the **Edit Student** icon in the **Action** column for the student record.
7. Select the Demographics tab (A) and check the retester checkbox for the appropriate subject.

**Edit Student**

[+ Instructions](#)

\* Indicates required fields

Last Name  \*      First Name  \*      Middle Initial

A

8. Select **Save**.

**NOTE:** Students who are re-testing will not be included as part of the registration file and will need to be added manually in the Portal. See the **Edit or Add a Student** section for instructions about manually adding these students.

# ONLINE TESTING VIA THE DRC PORTAL

## Moving Students

1. Students can be transferred to another school within the same district as long as they have not started testing.
2. If a student has already been placed into a test session, they must be removed from the session before they can be moved to another school.
3. Only DTCs should complete this task.
4. Students who transfer to a new district must be added manually as a new student for the new district.

If a student record needs to be transferred from one school to another school within the same district, complete the following steps:

1. Select **Manage Students** under the **Student Management Application**.
2. Select the current **Administration**.
3. If applicable, select the **District** and/or **School**.
4. Find the student record using the filters available. Select **Find Students**.
5. Select the **Edit Student** icon in the **Action** column for the student record.
6. On the **Student Detail** tab (A), select the new school (B) from the drop-down list.
7. Select **Save**.

**Edit Student**

[+ Instructions](#)

\* Indicates required fields

Last Name \* First Name \* Middle Initial

**A**

Student Detail Accommodations Demographics Testing Codes Test Sessions


Administration \* District \* School **B** \*

## Invalidations

If a student’s test needs to be invalidated, the Test Administrator must immediately notify the STC. Complete the following steps to invalidate a test:

1. The STC must notify the DTC.
2. The DTC must then
  - a. complete the MDE Testing Irregularity Form in Caveon Core and upload supporting documents.
  - b. enter the invalidation code in the Portal (see step 7 below).
  - c. invalidate the test via the Portal (see step 8 below) before the test window closes. Please note that invalidations must be marked in the INSIGHT Portal by the last day of the test window.

To invalidate a test, follow these steps.

1. Select **Manage Students** under the **Student Management Application**.
2. Select the current **Administration**.
3. If applicable, select the **District** and/or **School**.
4. Find the student record using the filters available.
5. Select **Find Students**.
6. Select the **Edit Student** icon in the **Action** column for the student record.
7. Select the **Testing Codes** tab (A) and select the appropriate reason for invalidation for the subject tested from the drop-down menu. (A list of invalidation codes are detailed in the chart on page 44.)
8. Then, select the **Test Sessions** tab (B) and select the Invalidate button (  ) for the appropriate subject.

**Edit Student**

[+ Instructions](#)

\* Indicates required fields

Last Name \*

First Name \*

Middle Initial

Student Detail

Accommodations

Demographics

Testing Codes A

Test Sessions B

### Invalidation Codes

Code	Description
1	Student not given accommodations per IEP/504 Plan
2	Sudden illness (must document with OSA Medical Emergency Form)
3	Extreme emotional reaction
4	Student/parent refusal
5	Student tested with non-allowable accommodation
6	Student cheated
7	Student tested beyond unit testing time allowed or other testing-time issues
8	Possession of electronic device
9	Staff testing violation
10	Other
11	Tested off grade



### Transcribing Print Accommodations

For students requiring accommodated materials such as Large Print, Braille, or Paper/Pencil test books, all responses for all assessments must be transcribed into the online system.

After a student completes testing, the transcriber will copy the student responses from the accommodated edition of the test book into DRC INSIGHT. **All responses must be transcribed into the online system.** Ensure that all accommodated materials are collected and returned to DRC (see the Handling Secure Print Materials section).

### Transcription Instructions

Test Administrators should follow the steps below to transcribe a student's responses.

- Step 1** Log in to the Portal. Ensure the appropriate print accommodations are marked on the student's record. See the Accommodations section for further details.
- Step 2** Obtain the student's online test ticket from the Portal. **Note:** If the student does not have a test ticket, the STC can add the student record to the Portal and assign him/her to a test session.
- Step 3** Using the information on the student's test ticket, sign in to the online testing system as the student.
- Step 4** Transcribe all student responses from the test book into the online system. If the student's response does not fit the field requirement for any test question, go back to the student and ask him/her to adjust his/her response in the test book. Do not modify the student's response in any way other than what the student provides.
- Step 5** Enlist a second staff member to verify that the student's responses were entered correctly before submitting the test. Submit the test.

If you have any questions, please contact DRC Customer Service via phone at 1-888-476-0264 or email at [MSHelpDesk@datarecognitioncorp.com](mailto:MSHelpDesk@datarecognitioncorp.com).

# ONLINE TESTING VIA THE DRC PORTAL

## Reviewing Student Information

District and School Test Coordinators should review student information (demographics, accommodations, etc) as entered into the DRC INSIGHT Portal to verify it is correct. Portal users with the appropriate Portal permissions can edit student information, as needed until the end of the testing window. Once the testing window closes, this information will be used for final reporting.

To quickly review information for a group of students, export student details into an Excel spreadsheet. The steps below walk through searching students and exporting to Excel. If changes are needed for any students, find the student in Manage Students and select the View/Edit action icon to make changes and save.

## Search Students

To search for students, follow these steps:

1. Select **Manage Students** under the Student Management Application.
2. Select the current **Administration**.
3. Select the **District** and/or **School**.
4. Enter any other desired search criteria.
5. Select **Find Students**.

To clear your search and start over, select **Clear**.

The screenshot shows the 'Manage Students' search interface in the DRC INSIGHT portal. The breadcrumb trail is 'DRC INSIGHT MISSISSIPPI > STUDENT MANAGEMENT > Manage Students'. The 'Manage Students' tab is highlighted. Below the breadcrumb trail, there are two tabs: 'Manage Students' and 'Upload Multiple Students'. A section titled 'Instructions' contains a red asterisk and the text '\* Indicates required fields'. The search form includes several dropdown menus and text input fields: Administration (with a red asterisk), District, School, Last Name, First Name, MSIS ID, Accommodation Content Area, Accommodation Type, Accommodation, Grade, Demographic, Teacher, Content Area, Session, Online Test Status, and Session Assignment. At the bottom left, there are two buttons: 'Find Students' (highlighted with a red box) and 'Clear'.

### Export Student Records

To export search results, follow these steps:

1. Search for students following the previous steps.
2. Select **Export to Excel**.

**Note:** Only the search results will be exported to Excel.





# TECHNOLOGY HELPFUL HINTS



## TECHNOLOGY HELPFUL HINTS

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### Testing Platforms

Students may use different platforms for different subjects. For example, a student may take the Biology test on a Chromebook and the U.S. History test on a desktop.

### General Information for Using Tablet Devices

If you are administering the test using an iPad:

- When online testing using an iPad, DRC INSIGHT is automatically placed in Single App Mode which prevents access to other apps during testing. When the DRC INSIGHT app is launched from an iPad, students may be prompted to turn on Single App Mode, depending on how the software was configured by your technology personnel. If prompted, have the students select Yes to allow Single App Mode. Single App Mode will be turned off automatically when students exit their tests.

If you are administering the test using a Chromebook:

- Students testing with Chromebooks should NOT be logged in to a Google account. If a student logs in to the Chromebook using a Google account, they will not see the DRC INSIGHT App. The DRC INSIGHT App runs in Single App Mode, which means that the student cannot access any other application until they exit the online testing engine.

### Other Considerations for Tablet Devices

- STCs or Test Administrators should ensure each device is fully charged or plugged in before beginning testing.
- DRC INSIGHT will be displayed in landscape mode only.
- Students should be taught to use only the tip of one finger to touch the screen. A hand resting on the edge of a screen will disable the ability to make selections with the other hand.
- Use of certain gestures like pinching to zoom in/out are supported.
- Swiping is not supported.
- If a device is idle for too long, the screen will dim or turn off (“sleep”). Each device has its own “sleep” setting, typically 1–5 minutes of inactivity. The testing system is designed to exit a student out of a test after 20 minutes of inactivity. After 19 minutes of inactivity, a one-minute timer will pop up asking if the student would like to continue. This timer may not be seen, however, if the screen has already gone to “sleep.” If the screen has gone to “sleep,” the student can touch any key to re-activate it or press the home key (and if applicable, may need to type in the device password).

## Text-to-Speech (TTS) Accommodation

Text-to-speech is an accommodation where a computer-voice screen reader reads text aloud to the student during the online test session. The technology requirements for students testing with TTS may differ from a standard administration. Please note the following:

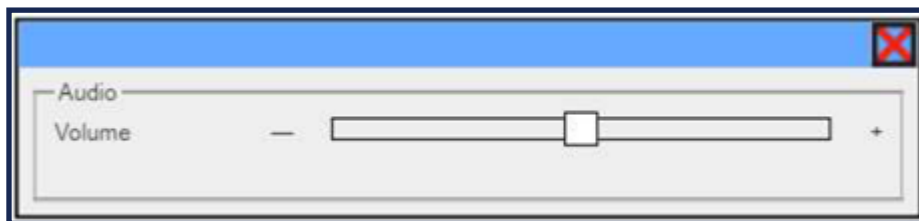
- Schools are responsible for supplying headphones needed for TTS.
- TTS does not operate with remote or virtual configurations.
- TTS requires a COS service device with content management to download the test content before testing.

For students who will be testing with the text-to-speech accommodation, the following tasks should be completed to ensure devices are set up properly for testing.

1. Have your technology personnel complete a System Readiness Check to verify that the testing computer passes the Audio Capability test (see The System Readiness Required Tests in *Volume III: DRC INSIGHT*). Accessing the accommodated version of the OTT can also be used to verify that the audio is functional prior to testing.
2. Verify that the correct number of headphones are available and working.
3. Adjust the volume on each testing device to a comfortable level for the students. The audio buttons of stop, starting points, and pause will be visible beginning on the Welcome Screen after a student logs in to the test.



4. If students need to adjust the volume during testing, they should select the **Options** button on the test screen and then select **Audio Settings**. This will allow students to adjust the volume up or down.







# HANDLING SECURE PRINT MATERIALS



# HANDLING SECURE PRINT MATERIALS

## Receiving Materials

Accommodated materials will be packed in boxes by school and shipped to the District Test Coordinator. The DTC **must** store materials in a secure location until distributing them to schools. It is recommended that secure materials leave the district office no more than three school days before the start of testing. In the shipment, DTCs will receive district return materials to use after testing, which include box labels, and UPS return labels. Upon receiving materials from the DTC, STCs must inventory the materials using the packing list. If the contents do not match the packing list, the DTC must contact DRC Customer Service. STCs must store materials in a secure location at all times, except when they are being used for testing. If additional materials are needed, the DTC must place the order.

## Ordering Additional Materials

Materials Additional Materials

### Search Additional Materials

[Instructions](#)

\* Indicates required fields

Administration  \* District  School

Status  Order #  Request #

Submitted

Find Orders Add Order Export Orders

## Additional Materials

After the initial materials shipment has been inventoried:

1. The **Additional Materials** tab under the **Materials** menu allows the DTC to place an additional material order or to review an existing order. Only DTCs should place an order for additional materials.
2. On the **Additional Materials** page, select the **Add Order** button, complete the form, and submit the order.

## Tracking Materials

Material Description	Security Code	Received from DRC	Checked Out To School	Checked In from School	Returned to DRC	Notes
Biology Read-Aloud Script	23900002					
U.S. History Large-Print Test Booklet	24300002					
U.S. History Read-Aloud Script	24400005					

Electronic security checklists are posted to the DRC INSIGHT Portal to assist DTCs with inventory and tracking of secure paper test materials. These initial checklists are created and include only materials in the initial material order shipment. Any materials received as a result of an additional material order should be added manually to this form.

Security checklists can be downloaded from the Portal by completing the following steps:

1. Select **My Applications, Report Delivery**.
2. Select **View Reports**.
3. Choose the current **Administration, District**, and **School** (optional) from the drop-down menus and select **Show Reports**.
4. Select either the **View** or **Save** action icons to open the checklist in an Excel file.
5. You may either work with the electronic file to manage materials or print the file and work with a paper copy of the checklist.
6. Add column headers to allow for tracking the movement of secure materials (i.e., receipt, distribution, and return to DRC). An example of a security checklist with added column headers is shown above.

## Day of Testing

STCs must distribute materials the morning of testing and collect them at the end of each testing block/day. For all tests, the following materials are needed:

- Student test tickets printed from the Portal
- Accommodated materials

After testing is complete, all secure materials (Read-Aloud Scripts and Paper/Pencil, Large Print, and Braille Test Books) must be provided to the DTC for accountability and returned to DRC.

## HANDLING SECURE PRINT MATERIALS

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### Returning Secure Materials

After testing, all secure materials must be returned to DRC. Complete the following steps to organize materials for return.

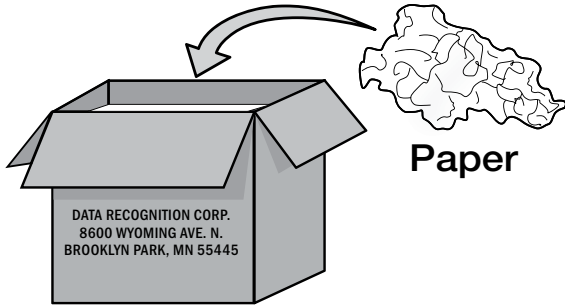
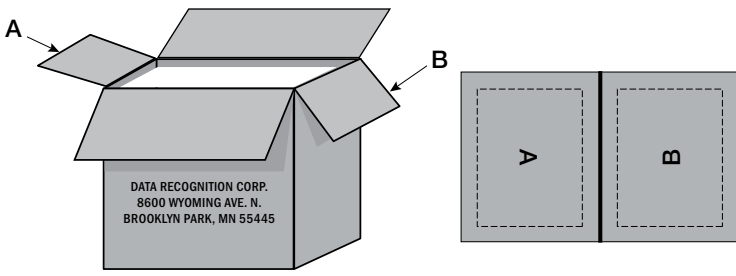
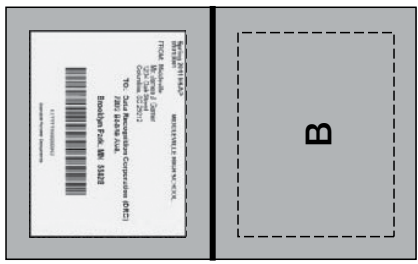

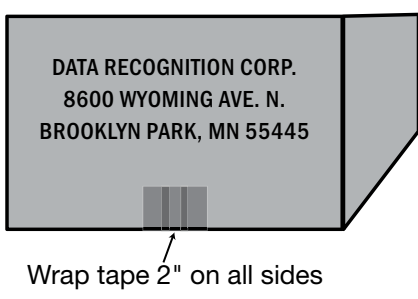
### For School Test Coordinators

- Collect all secure materials from Test Administrators.
- Place secure materials (Read-Aloud Scripts; Paper/Pencil, Large Print, and Braille Test Books) in a DRC box, unsealed, and return them to the District Test Coordinator for required verification checks.

### For District Test Coordinators (see graphics on next page)

- Use the security checklist to confirm that the materials originally received match what is being returned. Keep a copy of the security checklist for your records in case there are questions from DRC or MDE after materials are returned.
- Seal all boxes with shipping tape.
- Place a white DRC return label on top of each box (Flap A).
- Indicate Box \_ of \_ for entire district on each box.
- Place a UPS shipping label on the top of each box (Flap B).
- Arrange for UPS pick-up. If a daily pick-up or regular deliveries from UPS are available, simply give the package(s) to the UPS driver. If UPS does not come on a daily basis, call 866-857-1501 to schedule a customer pick-up.

## At the District Level

Secure Materials Return at the District Level	
<p><input type="checkbox"/> Once the secure materials are included in the boxes, fill any empty space in the boxes with crumpled paper or bubble wrap, ensuring that testing material does not shift during transit. Make sure you fill voids to the top of the box.</p>	 <p>DATA RECOGNITION CORP. 8600 WYOMING AVE. N. BROOKLYN PARK, MN 55445</p> <p>Paper</p>
<p><input type="checkbox"/> Fold the outer flaps (with old shipping labels) in, exposing the A and B flaps.</p>	 <p>DATA RECOGNITION CORP. 8600 WYOMING AVE. N. BROOKLYN PARK, MN 55445</p> <p>A B</p>
<p><input type="checkbox"/> Affix the white DRC label on Flap A of the return box.</p>	 <p>B</p>
<p><input type="checkbox"/> Affix the UPS label on Flap B of the return box.</p>	 <p>RS MN 559 9-21 UPS GROUND</p>
<p><input type="checkbox"/> Tape boxes securely by using three (3) pieces of packing tape on BOTH the top and bottom of the box. Overlap the tape and make sure it wraps around the sides at least two (2) inches.</p>	 <p>DATA RECOGNITION CORP. 8600 WYOMING AVE. N. BROOKLYN PARK, MN 55445</p> <p>Wrap tape 2" on all sides</p>



# VIEWING TEST RESULTS



## VIEWING TEST RESULTS

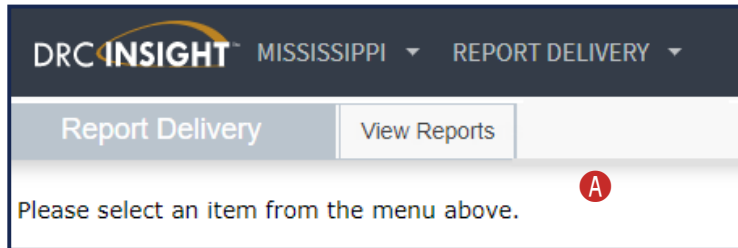
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### At the District Level

Test results will be available on the Portal after testing for DTC access. For guidance on interpreting the reports, an Interpretive Guide will be posted to the **General Information—Documents** tab of the DRC INSIGHT Portal after the Spring administration.

Follow these steps to view District Data Files and Individual Student Reports for your district.

1. Select **View Reports** (A) from the Report Delivery application.

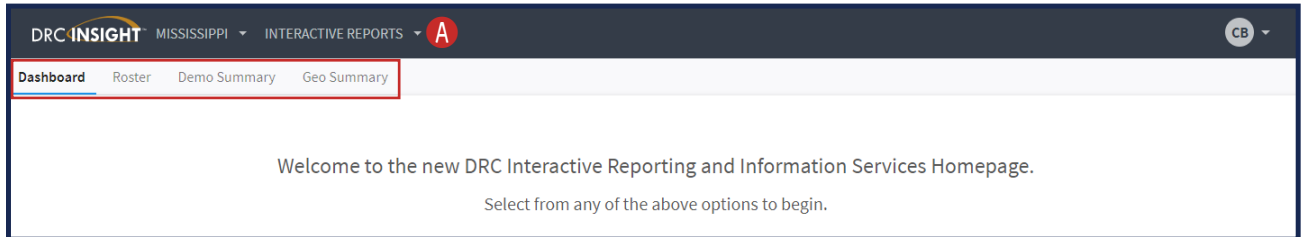


2. Select the **Administration** you would like to view.
3. Select the **District** and **School** (these fields may be pre-populated based on your permissions).
4. Select the **Report** type to see a specific report or leave blank to see all reports for that administration.
5. Select **Show Reports**.



Follow these steps to view and use Roster and Summary Reports for your district.

1. Select **Interactive Reports**.
2. Select the report you would like to view from the list in the top menu (A).



3. Download any report as a CSV, XLSX, or PDF to save or print by hovering in the top right corner of the report and selecting the three dots (B). Then select the document type for your download.

**District Summary Report**

Only students taking the test for the first time are included in this report. Counts less than 10 are reported as "\*\*". Percentages less than 5% are reported as 5%. Percentages greater than 95% are re...

District Name	School Name	# of Students	% of Minimal	% of Basic	% of Proficient	% of Advanced
DRC Use Only - Sample District	DRC Use Only - eDIRECT Sample School	18	95	5	5	
DRC Use Only - Sample District	DRC Use Only - MS Sample School	**	95	5	5	

4. Reports may be filtered to show specific groups of students, as needed.
  - a. Select the filter for the category you would like to update.

Client ID: ms | District Name: drc use only - sample district | School Name: (Select) | Session Name: (Select) | Teacher Name: (Select)

- b. Select the desired values for the category filter and select **Add Filter** (C).

**School Name**

Search by name

Clear all | Select all

- drc use only - sample school
- drc use only - ms sample school

Show all possible values

Add values in bulk | Cancel | **ADD FILTER** (C)

- c. The filtered reports may also be downloaded as described in Step 3.



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