

2019

Rhode Island Next Generation Assessment

Training Test User Guide



RIDE Rhode Island
Department
of Education

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Introduction to this User Guide

This user guide provides an overview of the Rhode Island Next Generation Science Assessment (RI NGSA) Training Test sites for test administrators and students. The Training Test and other resources can be accessed through the [Rhode Island Next Generation Science Assessment Portal](#).

User Guide Content

This user guide includes the following sections:



[About the Training Test](#) provides an overview of the purpose and functionality of the Training Test.

[Section I. Logging in as a Guest User](#) explains how students and other users can log into the Training Test as a guest.

[Section II. Administering the Training Test to Students](#) shows how to create test sessions and manage student online testing during the session.

[Section III. Scoring the Training Test](#) allows students to review scoring of their responses.

[Section IV. Embedded Accessibility Features and Accommodations](#) provides information about the embedded test tools available in the Training Test.

Icon	Description
	Alert: This symbol appears with text that contains important information.
	Note: This symbol appears next to text that contains helpful information or reminders.
Bold Text	Bold text is used to indicate a clickable link or button.

Other Resources

Other documents related to the Smarter Balanced Training Test are also available on the [Rhode Island Next Generation Science Assessment Portal](#).

For information about policies and procedures that govern secure and valid test administration, see the Test Administration Manual (TAM).

For information about test accessibility features and accommodations, see the Rhode Island Accommodations Manual.

For information about supported operating systems and browsers, see the [System Requirements for Online Testing](#) document.

For information about student and user management, rosters, and appeals, see the Test Information Distribution Engine (TIDE) User Guide.

For information about network and internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the [Technical Specifications Manual for Online Testing](#).

For information about installing secure browsers, see the [Secure Browser Installation Manual](#).

For information about supported hardware and software for Braille testing as well as information about configuring JAWS, see the [Braille Requirements and Testing Manual](#).

Help Desk Information

Rhode Island Next Generation Science Help Desk
American Institutes for Research
1.866.757.9437
rihelpdesk@air.org

About the Training Test

The Training Test site allows administrators, students and guest users to become familiar with the online testing environment before taking the online RI NGSA. The Training Test is not intended to be used as a predictor of success on the RI NGSA but, rather, to provide a preview of question types and interactions that may appear on the field test. Furthermore, students have immediate access to a digital answer key via the Score Item feature. This feature allows students to review and compare their responses with the correct ones. The Score Item feature also showcases scoring criteria for each test question and keeps track of students' scores as they respond to the test questions.



Note: The Training Test assesses a small subset of NGSS performance expectations that may or may not be assessed on the operational NGSA assessment.

Section I. Logging in as a Guest User

Accessing the Training Test with an Internet browser

1. Navigate to the [Rhode Island Next Generation Science Assessment Portal](#).
2. Click the **Training Test—Students and Guests** card.
3. Click the **Training Test** card.

Accessing the Training Test with the secure browser

1. Open the secure browser on the computer.
2. At the bottom of the **Sign In** page, click the link that says **Click here to go to the Training Test Site**.

About Guest Sessions

The Training Test Site is set up so that anyone can access the Training Test items as well as the range of test settings. You must choose a grade level prior to selecting a test.

Test takers must go through a series of login steps before they will see the first page of the test.

Step 1: Signing In as a Guest

To take a test as a guest user or in a guest session, verify that the toggles for Guest User and Guest Session are set to ON.

Note: When signing in to the Student Training Site as a guest user, students are directly taken to the Your Tests page instead of the Is This You? page.

Training Test Sign-In Page

Please Sign In

ON **Guest User**
Toggle to sign in as yourself

ON **Guest Session**
Toggle to join an active session

[Run Diagnostics](#) Browser: Chrome v71

Sign In

Step 2: Select a Grade Level

Select a grade level from the drop-down list. This determines the Training Tests you can access.

Your Tests Page

Your Tests

Select the test you need to take.

Student Grade Level:

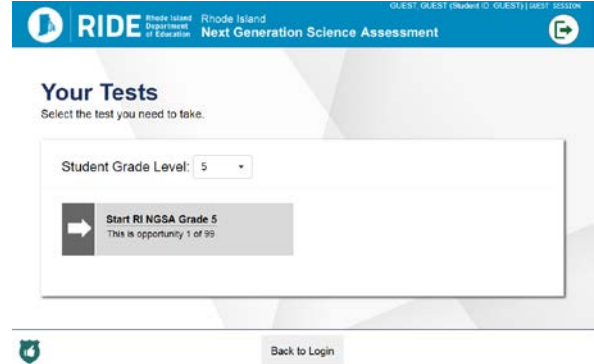
Please select a grade.

Step 3: Select a Training Test

Click the name of the Training Test you want to take and continue to the next step.

If you need to access tests from another grade, click **Back to Login**.

Your Tests Page

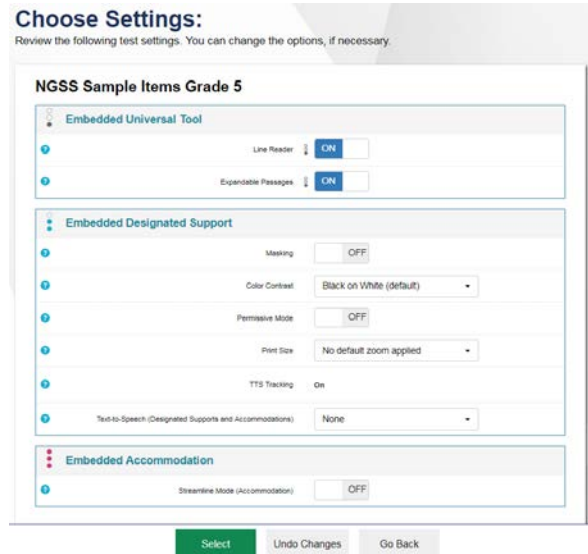


Step 4: Choose Test Settings

Select the options you want for each available test setting.

Click **Select** to continue.

Choose Settings Page



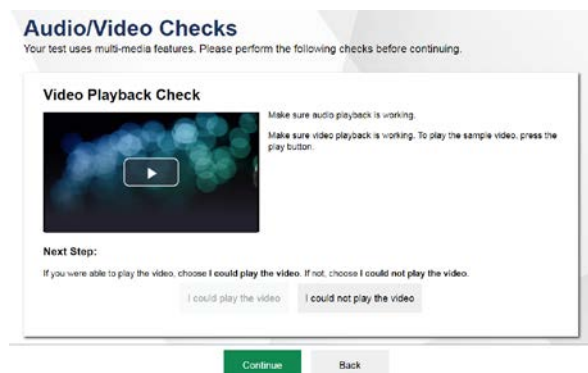
Step 5: Functionality Checks

Depending on the test content and the specified test settings, students may need to verify that their testing device is functioning properly from the Audio/Video Checks page.

To check sound and video settings:

1. Select the play button to start the video.
2. Depending on the playback quality, do one of the following:
 - a. Select **I could play the video**

Sound and Video Playback Check Page



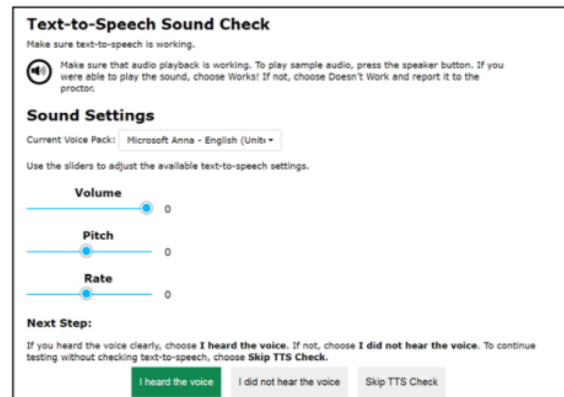
- Select **I could not play the video** and close the secure browser and check your audio/video connection and settings.

This step appears only for those tests that have text-to-speech (TTS). Students will be prompted to verify that the TTS settings work.

1. Click the green audio button to listen to the sample audio.
2. Students can adjust the settings of the TTS voice on this page.
 - If the voice is clear, click **I heard the voice**.
 - If the voice is not audible or clear, adjust the settings using the sliders and click the audio button again.
 - If the voice is still not clear, click **I did not hear the voice** and close the secure browser.

If you do not hear a voice, check your audio connection and settings. If there is still no sound, please contact the Help Desk for further instruction (see page 4).

Text-to-Speech Check Page



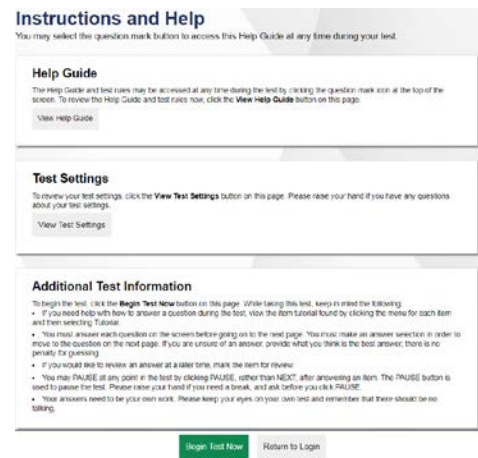
Note: If your computer does not have audio or a voice pack correctly configured, or if you are using a browser that does not support TTS, a message indicates that TTS is not available.

Step 6: Review Instructions and Begin Test

The **Test Instructions and Help** page is the last step of the sign-in process. Review the information on this page, and then click **Begin Test Now**.

The first page of the test appears.

Test Instructions and Help Page



Step 7: Review and End Test

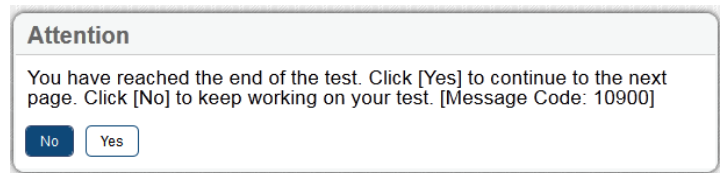
When all questions on the test have been answered, click the **End Test** button on the upper left side of the page to end the test.

End Test Button on the Global Menu



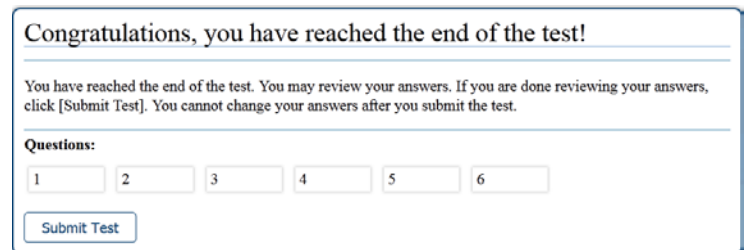
A message will appear asking if you would like to end your test. Select **Yes** to end the test. Click **No** if you want to keep working on the test.

End Test Message



If you would like to review any questions, select the box with the number of the test question you would like to return to.

Test Review Page



If you have completed the test, select **Submit Test** to end the test.

Section II. Administering the Training Test to Students

For the Training Test administration, Test Administrators may use the TA Training Site to create test sessions and manage student online testing during the session.

Test Administrator Login, Session Creation, and Student Login

1. Access the TA Training Site via the [Rhode Island Next Generation Science Assessment Portal](#).
2. Click the **Training Test—Test Administrators** card.
3. Click the **TA Training Site** card.
4. Enter your email address and password.
5. Click **Secure Login**.

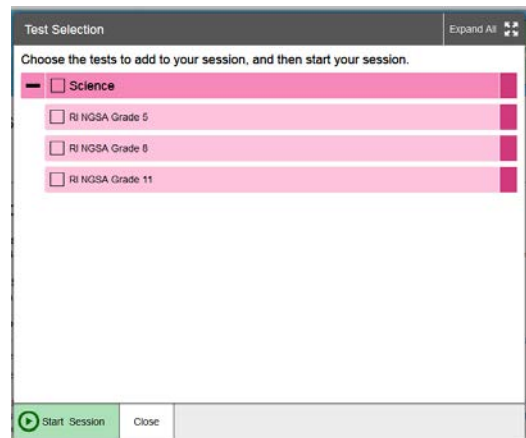
The TA Training Site appears, displaying the **Test Selection** window automatically.

TA Training Site Card

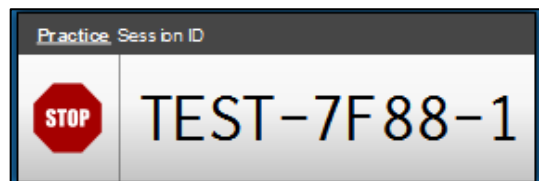


6. Start a test session.
 - a. In the **Test Selection** window, mark the checkboxes for the tests you want to include in the session.
 - b. Click **Start Session** in the lower-left corner. The window closes and the session ID automatically generates in the upper-right corner of the screen.
7. Provide the session ID to the students signing in to your test session.

Test Selection Window



Session ID



-
8. Have students sign in to the Training Test site.

Student Training Test: Sign-In Page

Note: Students can take tests as guest users or in guest sessions in the Student Training Site.

To take a test as a guest user or in a guest session, verify that the toggles for Guest User and Guest Session are set to ON.

Please Sign In

OFF **Guest User**
Toggle to sign in as yourself

First Name:
EX: JORDAN

Student ID:
EX: 123456789

OFF **Guest Session**
Toggle to join an active session

Session ID:
PT - -

Sign In

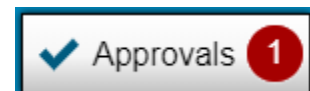
Editing Students' Test Settings

The upper-right corner of the TA Training Site contains an **Approvals** button. When students sign in and select tests, the approvals button activates, displays the number of pending students, and bounces until you click it.


1. Click the **Approvals** button. The **Approvals and Test Settings** window opens.

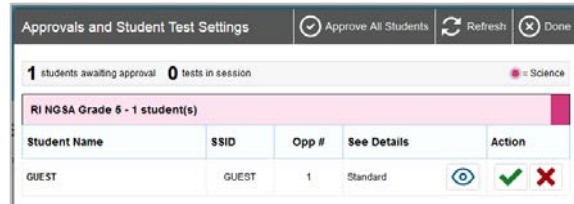
*Note: This window displays the list of students awaiting approval at the time you clicked the **Approvals** button. If other students have logged in, you may need to click **Refresh** at the top of this window.*

Approvals Button



Approvals and Test Settings Window

2. Click  to view a student.



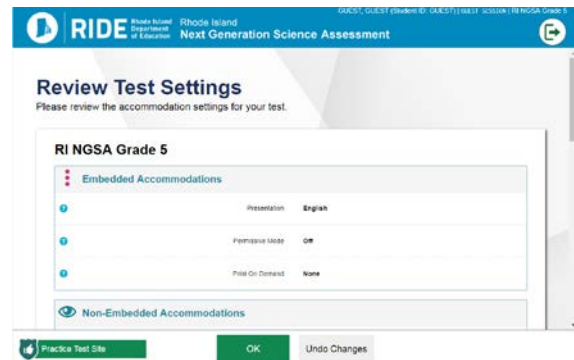
Confirm Test Settings and Approve Student for Testing

3. Confirm the test settings and approve the student for testing.



After you verify or update the student's settings, you have two options:

- Click **Set**. This saves the changes for that student and returns you to the list of students awaiting approval. You must still approve that student for testing.
- Click **Set & Approve**. This saves the changes for that student and approves the student for testing. When you return to the list of students awaiting approval, that student is no longer listed.

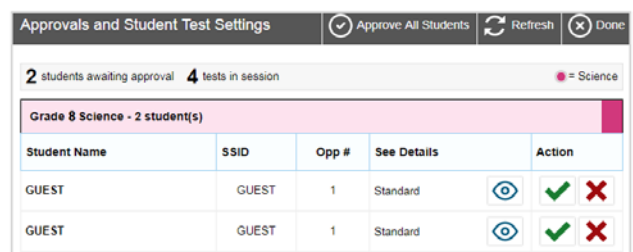
Student Test Settings



4. To approve or deny students directly from the **Approvals and Test Settings** window:

- To approve an individual student, click  in that student's row.
- To approve all students in the list, click **Approve All Students** at the top of the window.
- If you need to deny a student (for instance, if the student selected the wrong test), click  in that student's row and enter the reason in the box. Click **Yes** to confirm the denial.

Approvals and Test Settings Window



The **Approvals and Test Settings** window closes when you approve or deny all students in the list.


If there are any additional students awaiting approval, you must approve or deny them as well.

Monitoring Students' Testing Progress

Once students begin testing, they appear in the **Students in Your Test Session** table.



1. Monitor the students' progress throughout their tests.

- Statuses include the following: approved, started, review, completed, submitted, reported, and paused.
- When a student is actively testing, the Student Status column indicates how many test questions the student has answered out of the total number of test questions.


Note: This table also includes a Requests column, displaying print requests. To view the print request, click  in this column and then approve or deny the request.

Students in Your Training Test Session Table

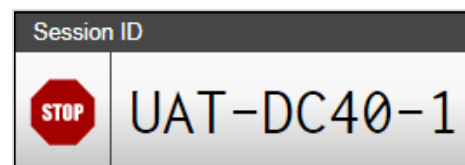
Student Name	SSID	Opp #	Test	Test Status	Test Settings	Actions
GUEST	GUEST	1	Grade 8 Science	Passed 0/0 answered	Standard	 
GUEST	GUEST	1	Grade 8 Science	Paused, 2 min 2/5 answered	Standard	 
GUEST	GUEST	1	Grade 3 Science	Paused, 4 min 2/5 answered	Standard	 

- Click  to view a student's information, including test settings. Note: You cannot change students' test settings with this feature.
-  **Important:** If you pause a guest student's test, that student will lose all answers and must restart the test from the beginning.

Ending the Test Session

- When the time is up, stop the test session and log out.
 - a. Click  next to the session ID to end the session. This

TA Interface: Stop Session




automatically pauses any in-progress tests in your session.

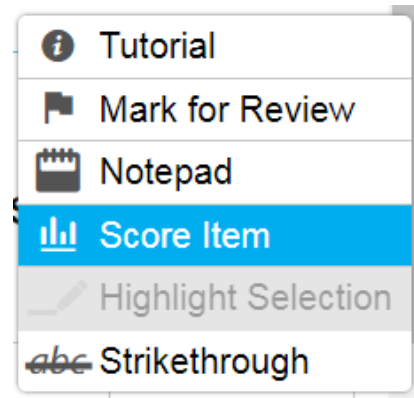
- b. Click **Log Out** to exit the TA Training Site.

Important: *Once you stop a session, you cannot resume it. If students need to continue testing, you must start a new session so students can sign in again. Please note that students must start a test from the beginning if they were signed in as guests for the original session.*

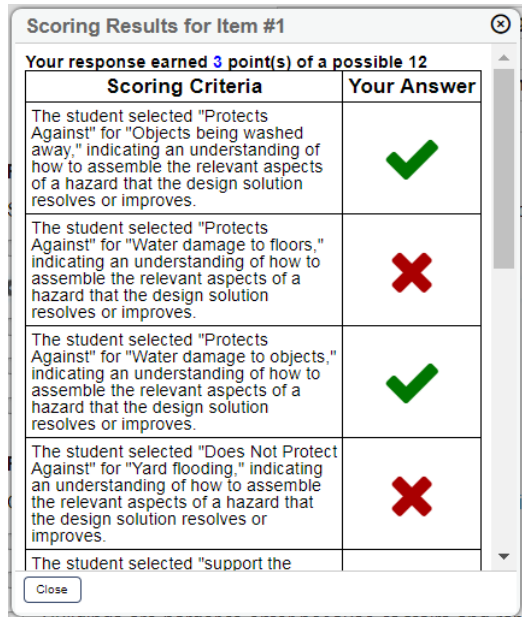
Section III. Scoring the Training Test

By using the Score Item feature, students have the ability to review and compare their responses with the digital-answer-key immediately while in the training session.

1. To access the **Score Item** feature, students must first start their test.
2. Once the test session begins, students may click  in the right-hand corner of the page and select **Score Item** from the options menu.
3. The Scoring Results window will appear.



- The Scoring Results window displays:
 - a) Scoring Criteria for each test question.
 - b) Correct and incorrect responses.
 - c) Number of points earned per each response, as well as the total number of points that can be earned for each section.



Scoring Results for Item #1

Your response earned 3 point(s) of a possible 12

Scoring Criteria	Your Answer
The student selected "Protects Against!" for "Objects being washed away," indicating an understanding of how to assemble the relevant aspects of a hazard that the design solution resolves or improves.	✓
The student selected "Protects Against!" for "Water damage to floors," indicating an understanding of how to assemble the relevant aspects of a hazard that the design solution resolves or improves.	✗
The student selected "Protects Against!" for "Water damage to objects," indicating an understanding of how to assemble the relevant aspects of a hazard that the design solution resolves or improves.	✓
The student selected "Does Not Protect Against!" for "Yard flooding," indicating an understanding of how to assemble the relevant aspects of a hazard that the design solution resolves or improves.	✗
The student selected "support the	

Close

Section IV. Embedded Accessibility Features and Accommodations

This section provides information about the embedded test tools available in the Training Test. Test tools embedded in the Test Delivery System (TDS) are available to anyone taking the Training Test, accessibility features and accommodations do not need to be set in TIDE for the Training Test.



Note: Test tools in the Training Test are assigned differently than they are in the RI NGSA. For more information on embedded and non-embedded accessibility features and accommodations for the RI NGSA, see the Rhode Island Accommodations Manual

Embedded Accessibility Features

These accessibility features are embedded within the Training Test and can be set during the log in process.

For more information on embedded and non-embedded accessibility features for the RI NGSA, see the Rhode Island Accommodations Manual.

Accessibility Feature	Description
Color Contrast	Color Contrast options are: <ul style="list-style-type: none">- Black on White (default)- Black on Rose- Medium Gray on Light Gray- Reverse Contrast (reverses the colors for the entire test interface)- Yellow on Blue
Expandable Passages	Each passage or stimulus can be expanded so that each occupies a larger portion of the screen.
Highlight	A digital tool for marking desired text, item questions, item answers, or parts of these with a color. Highlighted text remains available through the test segment.
Line Reader	This tool can be raised or lowered for each line of text on the screen.
Student Comments	Embedded note-taking is available to all students through the Test Delivery System.

Strikethrough	Allows students to cross out answer options. If an answer option is an image, a strikethrough line will not appear, but the image will be grayed out.
Mark for Review	Students can mark items for review and return to them at a later time.
Answer Masking	Masking involves blocking off content that may be distracting so the student can focus their attention on a specific part of a test item by masking.
Streamline Mode	Streamline mode rearranges how the item is presented to the student. In this format, the item stimuli are displayed above the item stem and the response options for all test questions.
Mouse Pointer	Allows the mouse pointer to be set to a larger size and also for the color to be changed. Mouse Pointer options are: Extra Large Black, Extra Large Green, Extra Large Red, Extra Large White, Extra Large Yellow, Large Black, Large Green, Large Red, Large White, and Large Yellow.
Text-to-Speech English	Text is read aloud to the student via embedded Text-to-Speech technology NOTE: Student must use headphones or be tested in a separate location.
Magnification	Print Size allows the font size viewed by the student in TDS to be set for the entire test. Print Size must be selected in TIDE prior to testing. Print size options are: 1x, 1.5x, 1.75x, 2.5x, 3x, 5x, 10x, 15x, 20x. NOTE: Levels 5x-20x will require Streamline Mode to be turned on. NOTE: If a student also requires the Print-On-Demand accommodation, stimuli and items will be printed in the font size set in TIDE.

Embedded Accommodations

These accommodations are embedded within the Training Test and can be set during the log in process. If students need accommodations for the RI NGSA, it must be specified in their IEP or 504 plan.

For more information on embedded and non-embedded accommodations for the RI NGSA, see the [Rhode Island Accommodations Manual](#).

Accommodation	Description
Spanish Edition	Displays test content in Spanish.
Permissive Mode	Students need Permissive Mode to test any assistive technologies not embedded in the Training Test.
Print-on-Demand	Allows students to request a paper copy of a specific stimulus or item. NOTE: Only individual items, passages, response options will be printed using this Print-on-Demand feature, not the entire Training Test. NOTE: If a student also requires increased Print Size set in TIDE, that font size on the screen will print if the student uses Print-On- Demand.