STAAR Alternate 2, TELPAS, and TAKS Technology Setup for Online Testing

Spring 2017

Texas Education Agency
Student Assessment Division

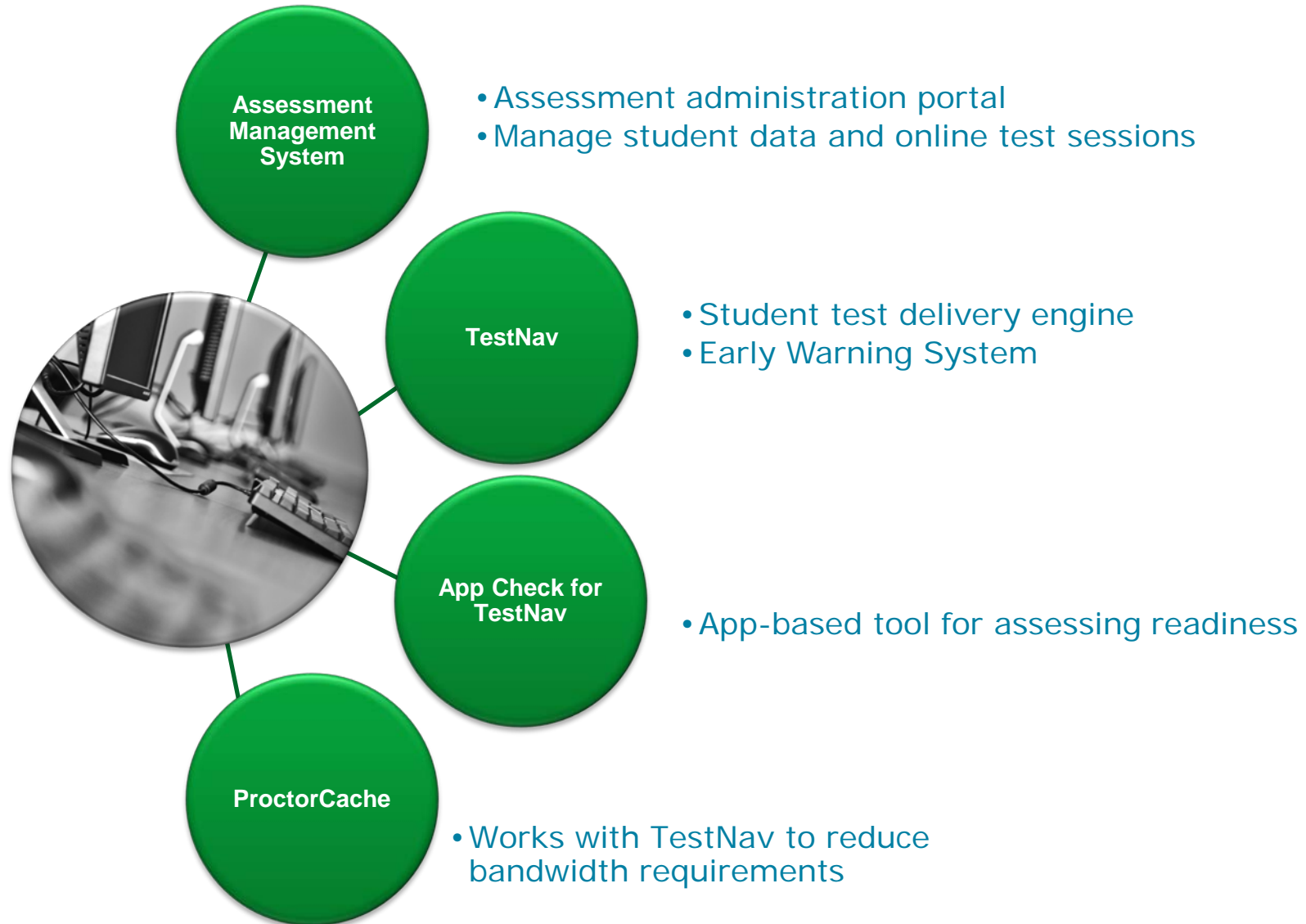Texas Assessment Conference
February 2017

Image by Can Stock Photo

Technology Setup

Online Testing Components

Assessment Management System
- Assessment administration portal
- Manage student data and online test sessions

TestNav
- Student test delivery engine
- Early Warning System

App Check for TestNav
- App-based tool for assessing readiness

ProctorCache
- Works with TestNav to reduce bandwidth requirements

Preparing - Communication

Broadcast emails
User Accounts
Staff Training

App Check
Firewalls
Proctor Caching
TestNav

District Testing
Coordinator

District Technology
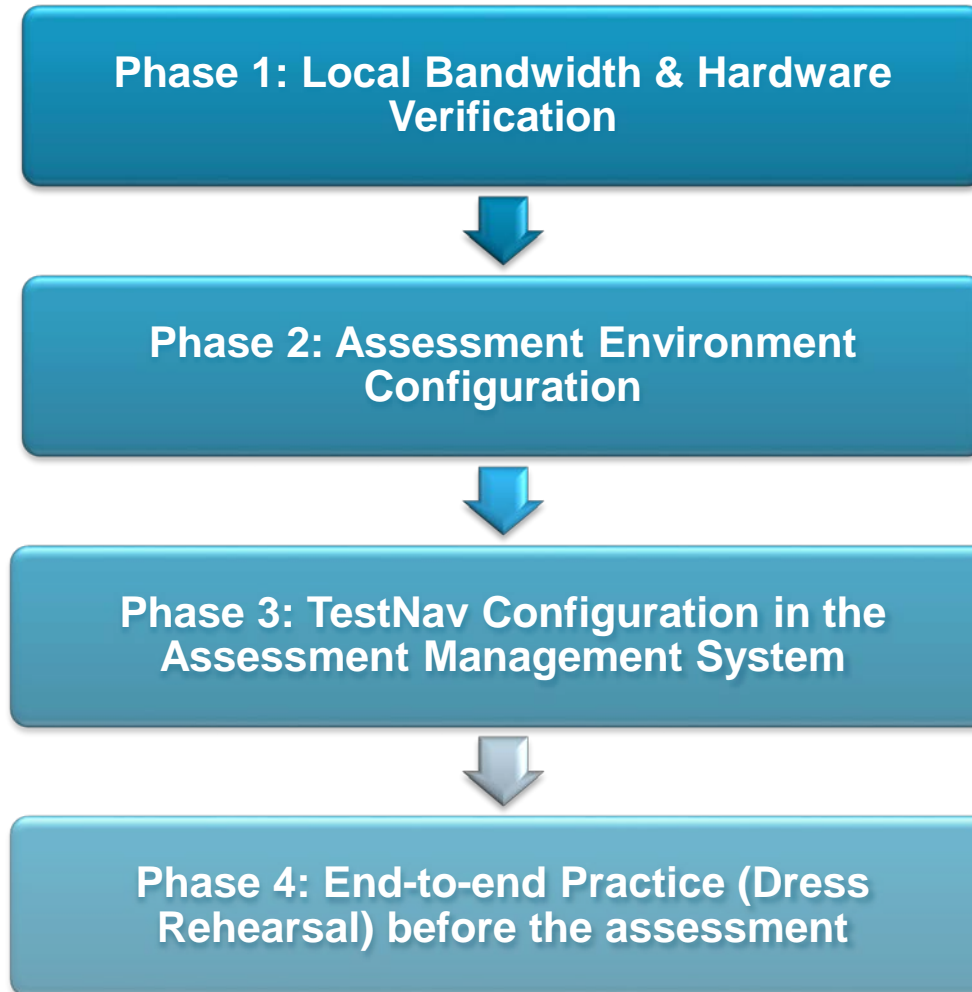Staff

Campus Technology
Staff

Test Administrators

Firewalls
Proctor Caching
TestNav
District IT Communications

Monitor Test Sessions
Resume Students
Stop Test Sessions

Preparing - Environment

Phase 1: Local Bandwidth & Hardware Verification

⬇

Phase 2: Assessment Environment Configuration

⬇

Phase 3: TestNav Configuration in the Assessment Management System

⬇

Phase 4: End-to-end Practice (Dress Rehearsal) before the assessment

Preparing - TestNav App Installers

http://download.testnav.com

Preparing - Technology Setup Checklist

1. Configure firewall, proxy server, content and spam filters
2. Identify the testing locations and the number and kind of testing devices to be used
3. Identify the Proctor Caching location and install ProctorCache software
4. Complete the App Check tests to verify testing device readiness and Proctor Caching connection
5. Update testing workstations to comply with TestNav 8 hardware/software requirements
6. Enter TestNav configuration in the Assessment Management System
7. Pre-cache test content from the Assessment Management System
8. Conduct an end-to-end Infrastructure Trial (dress rehearsal)
9. Plan your technical support during the online assessment

Preparing - Wireless Testing Best Practices

Tips to ensure that wireless networks are acceptable for online testing.

- Ensure sufficient wireless access and limit the number of computers per wireless access point for better performance.

- Computers located closer to wireless access points perform better than those that are far away.

- Obstructions such as walls and equipment between testing workstations and wireless access points can disrupt connection and negatively affect performance.

- Set up a small number of workstations to measure performance on a wireless network before setting up a large number of workstations.

Preparing - Verify Minimum System Requirements

TestNav System Requirements

Pages / TestNav 8 Online Support

TestNav 8
- **TestNav System Requirements**
- ProctorCache System Requirements
- Set up and Use TestNav
- Set Up and Use ProctorCache
- Troubleshooting
- Technical Bulletins
- Features and Demos
- Recently Updated

Search TestNav 8 Online Support:
[   ] Search

For details on supported changes, see the Recently Updated page.

(i) The requirements in this section reflect TestNav minimum requirements; however, some customers slightly vary requirements for their specific organizations.

Refer to the requirements on this page to set up browser-based TestNav or installable TestNav.

Hardware Requirements[1]

Specifications	Windows	OS X, macOS	Linux	iOS	Android	Chrome OS
Supported devices	Desktops Laptops Tablets	Desktops Laptops	Desktops Laptops	iPads	Tablets	Chromebooks
Processor	x86/x32 and x64	Intel-based™	x86/x32 and x64	any	any	any
Memory	**Recommended** 1 GB RAM **Minimum** 512 MB RAM	**Recommended** 2 GB RAM **Minimum** 1 GB RAM	**Recommended** 2 GB RAM **Minimum** 1 GB RAM	**Recommended** 1 GB RAM (iPad 3rd gen +) **Minimum** 512 MB RAM (iPad 2)	**Recommended** 2 GB RAM **Minimum** 1 GB RAM	**Recommended** 4 GB RAM **Minimum** 2 GB RAM

https://support.assessment.pearson.com

Preparing - Verify Minimum System Requirements

Unified Minimum System Requirements for the Administration of Online Assessments

The following specifications apply to all Texas student assessment program online assessments administered in the 2016-2017 school year.

Common Specifications for the Administration of All Online Testing (STAAR, STAAR L, STAAR A, STAAR Alternate 2, TELPAS, TAKS)	
Devices	Desktops: Windows, Mac OS X, Linux Laptops: Windows, Mac OS X, Linux Chromebooks Tablets: iPad - 3rd Generation and higher, Android tablets, Windows tablets except for Windows RT
Operating Systems	Windows: 7, 8.1, 10 Chrome OS: (Release Channel only, current or near-current release) Mac OSX: 10.9 10.10 10.11 (10.12 [Sierra] has known issues and is not supported at this time) iOS: 9.3.2 through 9.3.5 Android: 5 or 6 Fedora: 24 Ubuntu: 16.04

https://texasassessment.com/technology/

App Check for TestNav

Not Signed In

App Check
Sign in to TestNav
Choose a different customer

New! The configuration identifier allows TestNav to also check connection to ProctorCache computers.

TestNav   Not Signed In

Back to Sign in   App Check

Enter a configuration identifier or click "Run App Check" to run the default app check.

Configuration Identifier (optional):

Configuration Identifier

Run App Check

App Check for TestNav

Configuration Identifier not entered

Configuration Identifier entered

Proctor Caching

ProctorCache is Pearson-supplied software that is used in conjunction with TestNav 8 to reduce bandwidth requirements and accelerate the delivery of test content.

Proctor caching:

- allows you to pre-cache test content to your local network before a test;
- reduces the burden on your internet service provider (ISP) by eliminating redundancy in requests for test content; and
- stores an encrypted local copy of all pre-cached tests.

Proctor caching is highly recommended due to these benefits.

Proctor Caching

District testing coordinators create user accounts for technology coordinators

Technology coordinators install proctor cache

Technology coordinators create a TestNav Configuration in the Assessment Management System

District testing coordinators set up online test sessions

Technology coordinators pre-cache content

Proctor Caching

Tests:

- Provides information about test content and caching status

- *Content Details* displays status of individual test items

Clients:

- Displays clients by IP address that have connected to TestNav 8

- *Client Details* displays details by computer

Settings:

- Allows you to set a custom password to refresh, reload, or purge cached content

TestNav Configuration

TestNav Configuration

TestNav Configuration

Configuration Identifier populated after configuration is created.

Sara's Computer

Computer Name*

Sara's Computer

☐ Default computer used for sessions

IP Address

10.126.87.182

Port

4480

Configuration Identifier ⓘ

HM2PE7RD9M

Online Test Sessions and ProctorCache

Tasks Performed in the System

Pre Caching Test Content

TestNav Early Warning System (EWS)

The Early Warning System (EWS) is integrated functionality in TestNav that provides an additional fail-safe in the event of unexpected network disruptions during computer-based testing.

Early Warning System

EWS writes continuously in the background to the saved response file (SRF).

A combination of the student authorization ticket and the test session is used to uniquely identify an SRF.

The SRF has a response data threshold that, once reached, triggers TestNav to send response data to Pearson servers.

Uploading of response data is continuous. If an upload to the Pearson servers fails, student responses continue to be saved locally while TestNav cycles and attempts another upload.

If the response data upload is successful, TestNav creates a new SRF and begins the process again. TestNav 8 only deletes an SRF once it is successfully uploaded to the Pearson servers.

TestNav can identify the correct SRF if a test is successfully resumed.

Only the SRF from the student's last test attempt can be used when the student resumes a test.

TestNav Early Warning System:

One of the following screens will appear if the Early Warning System is triggered.

Students should be instructed to ALWAYS raise their hand when presented with either of the Test Proctor Click Here screens. They should NEVER click the Test Proctor-Click Here button.

NOTE: It may be necessary to contact your local technology coordinator to determine the appropriate course of action.

Early Warning System

Any applications or update processes that may launch automatically on testing workstations may interrupt testing. These programs should be configured to not launch automatically.

Common applications that may launch automatically include:

- Anti-virus software, browsers or operating systems performing automatic updates

- Power management software on laptops warning of low batteries

- Screen savers

- Email with automatic message notification

- Energy saving features

TestNav 8 will shut down the test if anything is detected in the background. Once you resolve the issue you can resume the student back into the test.

Pulling it All Together - Assess Local Readiness

- Use App Check to verify readiness

- Verify proctor caching default in Portal has been applied to all online test sessions

  - Also verify connectivity to ProctorCache machine

- PreCache test content to the ProctorCache machine

- Account for any last minute gaps or risks

  - Have there been any software or hardware updates?

  - Any configuration or image changes?

  - Has anything new been installed that may impact testing?

Pulling it All Together - Deliver the Assessment

- Verify ProctorCache is working
  - Use ProctorCache Diagnostics screen to verify that students are connecting and content is being served
- Make yourself available
  - Where will you and your team be the most accessible and supportive in the event anything is needed?
- Celebrate victories
  - Did things go smoothly?
  - It's not magic, it is everyone's planning and hard work!

Pulling it All Together – Post Test Steps

- Purge cached test content
    - Use the Purge function on the ProctorCache Diagnostics screen
- Optional activities
    - Uninstall ProctorCache
    - Remove TestNav from mobile devices
    - Revert any firewall, security, and systems configuration
- Review with your school and test coordinators
    - What went well, what can be improved for next time?

Contact Information

Texas Education Agency

TEA
Telephone: 512-463-9536   Fax 512-463-9302
TEA Student Assessment website   www.tea.texas.gov/student.assessment/

Call TEA's Student Assessment Division for assistance with:

- Testing accommodations
- Notification of a disruption in online testing
- Requesting changes to the testing schedule
- Questions about the time-limit policy including taking breaks
- Testing beyond normal school hours
- Handling unusual circumstances on test days
- Violations of test security

- Handling school emergencies that affect testing
- Questions about general online testing policy
- Questions about oral administration of test sessions
- Assistance with technology applications
- Questions about monitoring TELPAS rating training activities
- Questions about TEA communications

Customer Service Center

Customer Service
7:30 AM – 5:30 PM CT Monday–Friday
Toll free: 800-627-0225
E-mail: TxPearsonAccess@support.pearson.com

Call or email the Customer Service Center for assistance with:

- Information about online testing or online testing procedures
- Navigating the Assessment Management System
- Accessing and using the Training Center
- Managing examinee data
- Setting up test sessions
- Assigning usernames
- Accessing resources
- Questions about Pearson online testing communications

- Setting up a test run of the TestNav test delivery system
- Network problems
- Proctor caching issues
- Evaluating infrastructure
- Hardware and software requirements or problems
- The TestNav 8 Early Warning System
- Wireless networking issues
- Technical emergencies
- Solving online testing set-up issues

Thank you!

STAAR® Assessment Program Online Testing

Online Testing Preparation

Activities to Support Test Delivery	Resource
Verify that the district's network meets requirements and is properly configured for testing.	*STAAR Online Testing Platform Technology Guide*
Conduct network diagnostics to estimate district and campus network user capacity and to plan for concurrent testing volumes.	Online Readiness Tools
Determine local caching software needs and complete installation procedures.	*STAAR Online Testing Platform Local Caching Software (LCS) District Guide*
Verify that all devices used for online testing meet the minimum hardware and software requirements.	*Unified Minimum System Requirements*
Install the appropriate STAAR Online Testing Platform Secure Browser on all testing devices.	*STAAR Online Testing Platform Technology Guide*
Confirm successful installation and operation of secure browsers.	*STAAR Online Testing Platform Technology Guide*
Test the compatibility of computers and gauge technology infrastructure readiness.	STAAR Online Testing Platform student tutorials
Prepare all computers for online test delivery. Close all web browser windows, disable any automatically launching applications on all devices, and check for sufficient power sources.	*Quick Guide to Online Testing*

The STAAR Online Testing Platform

Requirements

- Stable, high-speed Internet connection(s) (wired or wireless)

- Appropriate bandwidth

- For complete list of requirements please see the Unified System Requirements:

    http://texasassessment.com/s/texasassessment/pdf/Unified_System_Reqs.pdf

Components Include

- Online readiness tools *https://tx-bandwidth.caltesting.org/*

    - School capacity calculator

    - System Check Test

- Secure Browser *https://www.texasassessment.com/technology/*

    - The Secure Browser prevents students from accessing other computer or internet applications or copying test information

Online Testing: LCS Management

Local Caching Software

- Only recommended for low/inadequate bandwidth or unreliable Internet connections

- For detailed information, reference the *STAAR Online Testing Platform Local Caching Software (LCS) District Guide* available at: http://www.TexasAssessment/technology

- LCS Registration required

Online Testing Preparation

<u>4-6 Weeks Before Test Administration</u>

- Review resources and complete training of coordinators and technology staff

- Register students for STAAR online testing

- Determine if LCS is required

- Prepare the testing environment

Online Testing Preparation

At least 4 Weeks Before Test Administration

- Prepare the testing environment

Checking system configuration

- ✔ Loading Software
- ✔ System Requirements
- ↻ Loading next step

Online Testing Preparation

At least 4 Weeks Before Test Administration
- Administer tutorials

Online Testing Tab – Overview

Online Testing Tab

- Manage Online Testing
- LCS Management
- Groups

Key Functions

- View online test sessions and testing groups
- Import student test tickets
- Download and print student test tickets
- Monitor online test sessions

All activities required to view and manage online tests are conducted in the *Online Testing* tab.

Students: Personal Needs and Preferences (PNP)

Indicate embedded supports

- Submit a student data file upload

- Register a new student

- Manually edit an existing student registration

NOTE: Student test registrations with PNP accommodation codes will default to an online *Test Mode*.

PNP (Embedded Support) Codes

- Content support = C

- Language and vocabulary supports = L

- Text-to-speech (TTS) = T

C L T

Students: Personal Needs and Preferences (PNP)

Upload District Supplied Data File:

Personal Needs and Preferences (PNP)

Registering a New Student

- PNP accommodation codes added during Step 2 of the register process (*Students>Register*)

- Established separately for each test

- Any combination of accommodations/embedded supports may be selected

NOTE: Text-to-speech is the only PNP selection available for Algebra II and English III tests.

Online Testing: Manage Online Testing

Available Functionality

- View Test Sessions and Testing Groups

- Import test tickets

- Print Test tickets/Rosters with PNP indicators

- Downloadable proctor tickets

- Set online test attributes

Online Testing: Manage Online Testing

District Level Online Testing Dashboard

- New functionality beginning with March STAAR administrations

- View online testing status across districts

- Drill down on specific campuses to view campus specific test sessions and online testing groups in real time

- District level dashboard is refreshed approximately every 20 minutes

Online Testing: Manage Online Testing

View Test Sessions and Testing Groups

Number of students who are enrolled and ready to take the test

Number of students who are actively testing

Number of students who are inactive

Number of students who have completed their tests

Online Testing: Manage Online Testing

View Testing Groups

- View online test status by student

Status Icon Key

Registered		Inactive	
Enrolled		Expired	
Enrolled Hold		Submitted	
Ready to Test		Processing	
In Progress		Voided	

NOTE: *Reports > Online* testing tab contains downloadable CSV files indicating student level test status

- *District Test Status Report*
- *Campus Test Status (of student) Report*

Session Info

Test Administration	Campus	District Code	District Name
MAR 2017 STAAR EOC	Training H S [999999001]	999999000	Training ISD

Session ID
20041073610

Update Results

Subject *	Testing Grade *	Group *
English I	EOC	ANDYMAN

Personal Needs & Preferences (PNP)

- ☐ Content Supports (C)
- ☐ Language and Vocabulary Supports (L)
- ☐ Text-to-Speech (T)

First Name	Last Name	PEIMS ID
Enter First Name	Enter Last Name	

UPDATE

Total Students: 48 **View All Students**

#	☐	Student Name ▼	PEIMS ID	Version	PNP	Status ⓘ	Actions ⓘ
1	☐	ATRAINING, EFGH	*****0002	STAAR	C,L,T	Feb 1, 2017 11:55 AM	🖶 ✎ ⊗
2	☐	ATRAINING, EFGH	*****0015	STAAR	- - -	Feb 1, 2017 11:55 AM	🖶 ✎ ⊗
3	☐	ATRAINING, IJKL	*****0003	STAAR	- - -	Feb 1, 2017 11:55 AM	🖶 ✎ ⊗

Online Testing: Manage Online Testing

View Testing Groups

- View student PNP embedded supports

Actions Column Functions:

Print student test tickets

Set test attributes

Do Not Report

Session Info

Test Administration	Campus	District Code	District Name
MAR 2017 STAAR EOC	Training H S [999999001]	999999000	Training ISD

Session ID
20041073610

Update Results

Subject *	Testing Grade *	Group *
English I	EOC	ANDYMAN

Personal Needs & Preferences (PNP)

☐ Content Supports (C)   ☐ Language and Vocabulary Supports (L)   ☐ Text-to-Speech (T)

First Name	Last Name	PEIMS ID
Enter First Name	Enter Last Name	

UPDATE

Total Students: 48   View All Students

#		Student Name ▼	PEIMS ID	Version	PNP	Status ⓘ	Actions ⓘ
1	☐	ATRAINING, EFGH	*****0002	STAAR	C,L,T	Feb 1, 2017 11:55 AM	🖨
2	☐	ATRAINING, EFGH	*****0015	STAAR	- - -	Feb 1, 2017 11:55 AM	🖨
3	☐	ATRAINING, IJKL	*****0003	STAAR	- - -	Feb 1, 2017 11:55 AM	🖨

Online Testing: Manage Online Testing

Print Test Tickets and Rosters

- Testing Group Rosters and Student Test Tickets contain PNP information.

- Ensure that students eligible to use embedded supports have the information noted on their test tickets.

Print All Tickets & Rosters

NOTE: Test Tickets are available for printing one week prior to the start of the testing window.

Personal Needs and Preferences (PNP)

Updating PNP Embedded Accommodations

- PNP embedded supports may be updated any time prior to test submission

- Any PNP settings established prior to the test being started will be available upon logging into the test

- Districts may make changes after an online test has been started

Personal Needs and Preferences (PNP)

Steps for updating after online test has been started:

- Log out of the online test

- Update PNP embedded supports (*Tests* tab)

- Return to online test group where the student's test ticket is located

- Check the Sync Status to confirm the updates are synced ✓ with the online test

- Login with test ticket information to resume testing after "In Sync" (may take up to 20 minutes)

Online Testing: Manage Online Testing

Online Test Attributes

- Used to update score codes and accommodations through the close of the testing window

- Accessed via a student's profile page (*Students > View & Edit > Tests* tab) or the online testing group search results page (*Online Testing > Manage Online Testing*)

- Inactive tests, tests that have been started and not submitted, and all submitted tests default to "Scored" at close of testing window

NOTE: Users must click SUBMIT after completing test attribute updates to capture changes

Online Testing: Manage Online Testing

Do Not Report (DNR)

- During the testing window:

  - Click the *DNR* icon to indicate an online test that has been opened (in progress, inactive, or submitted status) should not be reported (voided)

  - If a test was marked DNR in error, a request to unsubmit the test may be made by contacting the Texas Assessment Support Center (for tests that were marked DNR in the last 2 hours, after 2 hours call TEA's Student Assessment Division)

- After the testing window:

  - Tests that were never started (ready to test status) will expire and automatically be voided

  - Tests that have been opened but not completed by the end of the testing window (inactive status) will default to a score of S unless changed by the district through the Test Attributes or marked as DNR before the end of the window

Online Testing: Manage Online Testing

Downloadable Proctor Tickets

- District-specific proctor tickets are available for download via *Reports>Online Testing* tab

- Available for test administrators who are signing test content to students in need of reading support who are unable to access text-to-speech

NOTE: Proctor tickets are secure materials and should be treated as such

Online Testing: Groups

Manage Online Testing Groups

- Edit existing online testing groups
- Create online testing groups

NOTE: Grade 3–8 students can be assigned to different testing groups by subject starting with the March 2017 administrations.

Online testing groups may also be established via upload file.

Online Testing: Groups

Edit Existing Groups

Click the *Edit* Icon to move students between groups

Online Testing: Groups

Create New Groups

Click *CONTINUE* to create a new group and add students

Online Testing Preparation

At least 2 Weeks Before Test Administration

- Ensure student data and online registrations are loaded to the Assessment Management System

Online Testing Preparation

At least 1 Week Before Test Administration

- Print student test tickets

    - Test tickets include login information, including student username, password, session ID, and embedded supports (PNP)

    - Store student test tickets in secure, locked storage

Online Testing Preparation
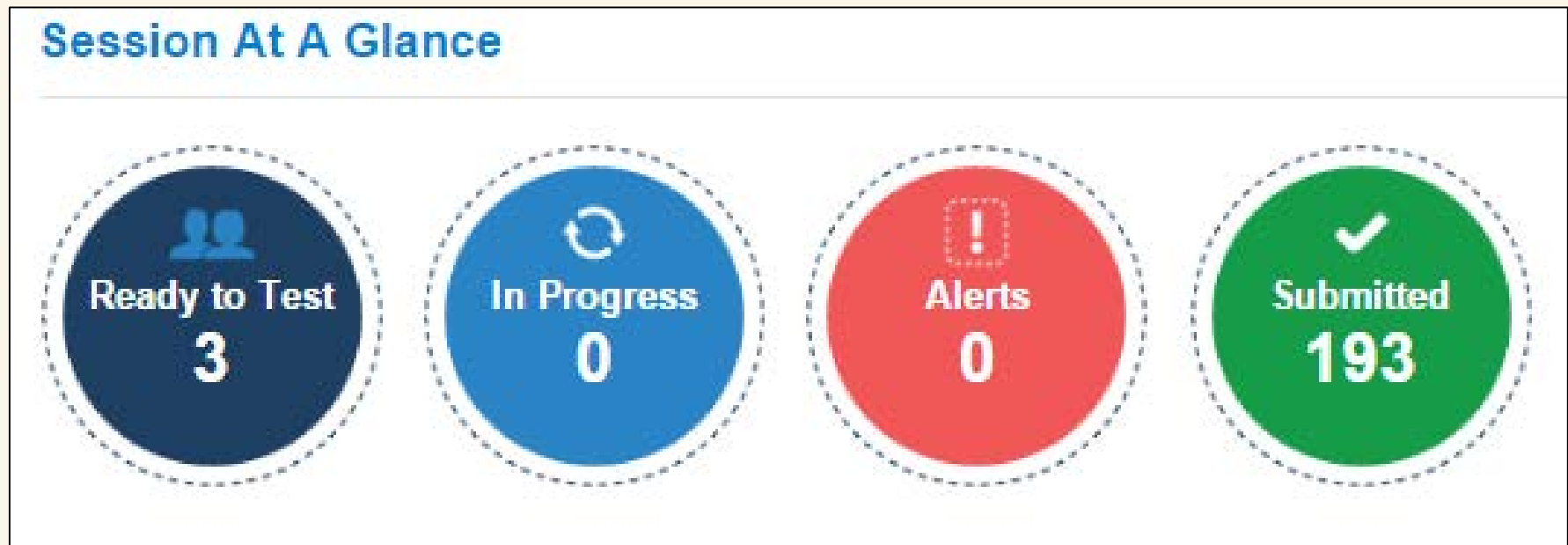
1-3 Days Before Test Administration

- Distribute test tickets
- Make final online testing environment preparations. (If using LCS, use the monitoring tool to ensure that the caching service is running)

Online Testing Preparation

Day of Testing

- Monitor and mange online test session in the Assessment Management System

Online Testing Preparation

Day of Testing

- Student Login Issues

  - Ensure that the student test ticket is available in the Assessment Management System
  - Confirm username, password, and session ID is being typed exactly as printed on the student test ticket
  - Exit and restart the STAAR Online Testing Platform

- General Troubleshooting

  - Follow any on-screen messages/instructions that appear
  - Have student logout of the test by selecting Logout (upper right)
  - Exit and restart the STAAR Online Testing Platform
  - Have the student log back in using the user name, password, and session ID on the student test ticket

NOTE: Contact the Texas Assessment Support Center for Tier 2 support if unresolved

Online Testing Preparation

Network or Power Outages

- If the Internet connection* is not working properly, students will need to complete their tests at a later time

- Test response made prior to the interruption will be saved

- When the student resumes testing, he or she will be returned to the first unanswered question
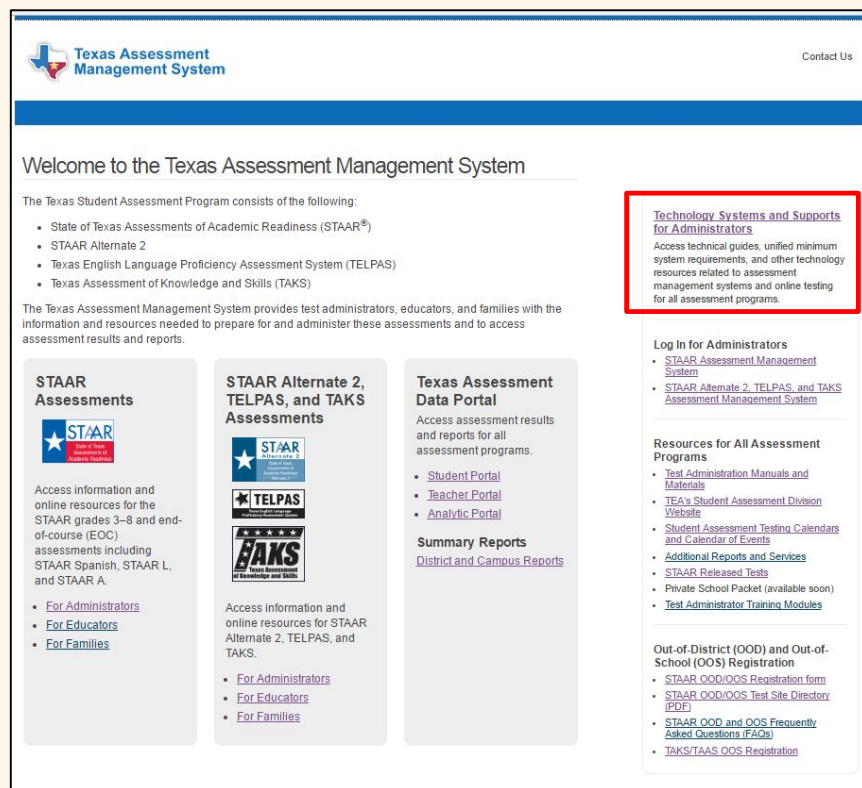
*LCS connection if LCS is being used

Online Testing Preparation

<u>After Testing Has Completed</u>

- LCS sites: verify all responses have been submitted

- Update online test attributes (accommodations, New to Texas, score codes) before the online testing window closes

- Perform post-administration resolution activities in the Assessment Management System
    - Resolve student test warnings
    - Update score codes, if necessary

Technology Systems and Supports

http://www.TexasAssessment.com/technology/

Customer Support

Texas Assessment Support Center

Monday–Friday	8:00 AM – 5:00 PM CT
Toll free:	(855) 333-7770
E-mail:	STAAREOC@ets.org or STAAR3-8@ets.org

Call or email the Texas Assessment Support Center for assistance with:

- information about online testing or online testing procedures
- navigating the Assessment Management System
- managing examinee data
- setting up test sessions
- assigning usernames and passwords
- accessing resources
- questions about STAAR Online testing communications
- ordering additional braille materials

- setting up a test run of the STAAR Online Testing Platform
- network problems
- Local Caching Software (LCS) issues
- evaluating infrastructure
- hardware and software requirements or problems
- wireless networking issues
- technical emergencies
- solving online testing set-up issues

STAAR Online Testing

TXOPSPM@ets.org