Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION™

End-of-Course Assessments

Test Administration Manual
2016–2017

English II
Algebra I
Biology
English I
Algebra II
Geometry
Physical Science
American History
Government

Partners in the Missouri End-of-Course Assessment Program

A Message from Questar Assessment, Inc.

The purpose of this manual is to provide instructions for District Test Coordinators, School Test Coordinators, and Test Examiners regarding the administration of the Missouri End-of-Course Assessments.

Because we know time is valuable and we appreciate our customers, we at Questar Assessment, Inc. are working to make the scoring process as fast and efficient as possible.

For questions about the online system, technical information, or testing, please call or e-mail us, and we will help in any way we can.

800-571-2545
7:00 A.M. to 5:00 P.M., CST
Monday–Friday
MOCustomerSupport@QuestarAI.com

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Overview of Important Information for the Missouri End-of-Course Assessments

This Test Administration Manual

The purpose of this *Test Administration Manual* is to provide detailed instructions for administering the EOC Assessments. The manual includes instructions for test preparation, the read-aloud test directions, and some post-test administration procedures. District Test Coordinators (DTCs), School Test Coordinators (STCs), and Test Examiners should thoroughly read the manual and attend training before administering the tests. Manuals are updated each year. Be certain to download the new manual each year to ensure the most recent updates are in hand.

Schedule of Important Dates for 2016–2017

	EOC TEST WINDOWS	PRECODE FILE DUE TO DESE	PRECODE DATA AVAILABLE IN iTESTER	STUDENTS MAY BEGIN TESTING
Summer	June 06, 2016 – August 26, 2016	May 23, 2016	June 6, 2016	June 6, 2016
Fall	October 3, 2016 – January 20, 2017	September 19, 2016	September 26, 2016	October 3, 2016
		November 7, 2016	November 15, 2016	November 21, 2016
Spring	February 20, 2017– May 25, 2017	January 30, 2017	February 13, 2017	February 20, 2017
		March 6, 2017	March 20, 2017	March 27, 2017
		April 3, 2017	April 17, 2017	April 24, 2017

Event	Schedule
District Test Coordinators receive welcome e-mail and login information to iTester.	The Friday before the opening of the EOC statewide pre-test window.
District Test Coordinators create new district test administration windows for test delivery.	Must be completed at least one week prior to the district testing window opening.
School Test Coordinators and School Information Technology Coordinators coordinate the installation of secure browsers on all student workstations as appropriate and complete a site certification for both new and existing workstations.	Site certification must be completed before **EVERY** statewide administration window.
School Test Coordinators verify that all student accommodations and status codes are recorded.	Prior to the end of each 7-day content window. **NOTE:** Text-to-Speech, Paper/Pencil, Braille, and Large Print accommodations MUST be marked prior to testing.
Test results and Individual Student Reports are available online via iTester Admin.	ISRs are available no later than the morning of the 5th business day after each district content area testing window closes.

Test Time Suggestions

The table below lists **suggested** times for each session of an EOC Assessment. These times do not include time needed for students to complete the iTester Tutorials. Please note that assessments are **NOT** strictly timed.

Content Area	Time Suggestions
English II	Session I: 90–110 minutes Session II: 90–110 minutes
Algebra I	Session I: 90–110 minutes Session II: 60–70 minutes
Biology	Session I: 55–60 minutes Session II: 65–70 minutes
English I	Session I: 90–110 minutes Session II: 90–110 minutes
Algebra II	90–110 minutes
Geometry	90–110 minutes
Physical Science	60–80 minutes
American History	60–80 minutes
Government	60–80 minutes

General Information

- The Missouri State Board of Education identified the following purposes for the Missouri Assessment Program (MAP) End-of-Course (EOC) Assessments:
  - Measuring and reflecting student mastery toward post-secondary readiness
  - Identifying students' strengths and weaknesses
  - Communicating expectations for all students
  - Serving as the basis for state and national accountability plans
  - Evaluating programs
  - Providing professional development for teachers
- The EOC Assessments were created by the Missouri Department of Elementary and Secondary Education (DESE) in an effort to adapt testing to the needs of Missouri districts, schools, teachers, and students, while meeting state and federal requirements.

  The EOC Assessments are based on the Missouri Learning Standards. When the content associated with a particular course is covered, the associated EOC Assessment can be administered regardless of student grade level. The responsibility and authority for testing students belongs to the school district.

DESE uses the information obtained through the EOC Assessments to monitor the progress of Missouri's students in meeting the state and national standards, to inform the public and the state legislature about students' performance, and to help make informed decisions about educational issues.

- In 2016–2017, EOC Assessments include nine tests—English I, English II, Algebra I, Algebra II, Geometry, Biology, Physical Science, American History, and Government. The English I, English II, Algebra I, and Biology Assessments consist of two sessions. The first session contains selected response items, and the second session contains a performance event (Algebra I and Biology) or a writing prompt (English I and English II). The Algebra II, Geometry, Physical Science, American History, and Government Assessments consist of only one session of selected response items. Each session is designed to be administered in one testing period and is not strictly timed. All EOC assessments are available only in the online platform unless a Large Print, Braille, or Paper/Pencil edition is required by the student as an accommodation in their Individualized Education Program (IEP) or 504 Plan.
- Each writing prompt will be scored three times, using three different rubrics, for a total of 10 points. The Algebra I performance event is now also scored using a 10-point, prompt specific rubric. English I and English II rubrics are posted on the DESE website at http://dese.mo.gov/college-career-readiness/curriculum/english-language-arts/ela-assessment-resources.
- DESE has partnered with Questar Assessment, Inc. for the administration, scoring, and reporting of the End-of-Course Assessments. Questar uses the iTester system to manage and deliver the EOC Online Assessments. iTester consists of two main applications that are described in detail beginning on page 23 of this manual, including software requirements and screen shots.
  - iTester Admin—An administrative application that supports the management of students, Test Examiners, and test sessions. iTester Admin is accessed through a standard web browser.
  - Questar Secure Browser—An HTML-based application that is launched from a secure browser that must be installed on each student's workstation before testing begins.
- DTCs must specify the district assessment windows for each content area. Districts have 7 business days per content area to administer the assessments. Once the district testing window has ended, iTester will close and no further tests will be accessible without contacting Questar.
- Districts **MUST** perform site certification prior to **EACH** EOC statewide testing window. This is to ensure districts have the latest iTester client and that workstations are tested prior to giving the assessments. With each new statewide window, new features and functionalities are built into iTester that may not be evident to the end user. Both existing and new workstations must be certified. See "Site Setup and Certification" on page 23.
  - What's New for 2016–2017: All accommodations, including the Paper/Pencil accommodation, must now be set on the Students tab at the subject-level. See page 43 for information on marking accommodations.

- It is **strongly** recommended that teachers, examiners, and students review the iTester Tutorial for the EOC Assessment they will be taking, particularly for the Session II performance events. Instructions for students logging into a Tutorial begin on page 60.
- If any workstation lockout scripts or applications that clear out student profiles, such as DeepFreeze™ or CleanSlate™, have been installed on a student workstation, an alternate save location should be selected during installation. As long as the connection to this folder exists, iTester will use this alternate location to save the encrypted response file that is created in case of connection issues while testing. See the *iTester Software Installation and Systems Testing Guide* for more information. This manual can be found on the Home page of the iTester Admin site.

Non-Accountability EOC Assessments Available for District Purchase

- All EOC Assessments that are not required for accountability purposes are also available for districts to purchase from Questar. Districts will continue to provide a precode file to DESE for all students participating in EOC Assessments, including non-accountability assessments. Questar will then bill districts for completed assessments at the end of each statewide window. Districts will be charged only for the students they seat for the assessments. Districts are not required to provide a purchase order to Questar. If a district needs a purchase order for billing purposes, they may fax it to Questar's Missouri Customer Service at 866-688-0419.

Online EOC Pre-tests

- Complete forms of all EOCs are now available through the iTester system for districts to use as pre-tests. EOC pre-tests are administered online and will allow students to experience the types of tools that they will use when they complete the operational assessments, in addition to providing educators with important instructional information. Instructions for enrolling students and accessing pre-tests are provided in the *Test Administration Manual Pre-Test Supplement*.

Updated Accommodations Procedures/Codes

- Accommodations for Missouri EOCs have been updated to align to new accommodations being used across all of Missouri's statewide assessments. The new accommodations procedures allow for greater flexibility in providing accessibility for all students, including students with disabilities and English language learners. The changes in test administration, test setting, and/or response mode that previously comprised "accommodations," have been split into two areas—Universal Tools and Accommodations.
- **Universal Tools** for the End-of-Course Assessment are available to ALL STUDENTS unless otherwise noted.

  Please note:

  - Some tools need to be marked in iTester prior to the assessment. Please read the description to determine if the tool must be marked in iTester.
  - Some tools are only for use by English Language Learner (ELL) students [ELL students are those marked LEP-RCV or LEP-NRC in MOSIS (Missouri Student Information System)].
- **Accommodations** for the End-of-Course Assessment are available only to students with an IEP/504 plan.

  Please note:

  - All accommodations need to be marked in iTester prior to the assessment.
  - Some accommodations are only for use by English Language Learner (ELL) students with an IEP/504 plan (ELL students are those marked LEP-RCV or LEP-NRC in MOSIS).
- Prior to testing, Test Examiners should log in to the iTester admin site to check and set accommodations for students. See page 37 for instructions on marking the Paper/Pencil, Braille, Large Print, and Text-to-Speech accommodations. See page 43 for instructions on marking all other accommodations.

Transcription of Paper/Pencil and Large Print/Braille Editions

- All Paper/Pencil and Large Print/Braille editions must now be transcribed into iTester locally. Specific instructions for transcribing student tests are included in Appendix D.

New iTester Installation Guidelines

- New installation guidelines have been added to the *iTester Software Installation and Systems Testing Guide*. The guide can be found in the iTester Admin **Home** and **Help** tabs.

Test Security

Test security and ethical testing practices continue to be of **PARAMOUNT** importance. A test security policy must be in place for each district and charter school. The test security policy should be placed in the District's Assessment Plan, which is locally board approved annually. The accurate assessment of student achievement is a critical component of the educational process in Missouri. It is the responsibility of everyone involved in the assessment process to understand the security measures in place to avoid any intentional or unintentional unethical behavior by students or staff members. Administrators and Test Examiners are responsible for reporting any of these behaviors to district administration and/or to the DESE Assessment Section at 573-751-3545 or assessment@dese.mo.gov.

Preparing for computer-based testing includes determining the layout of the physical computer lab, training for the teachers and staff, and preparing the students. Although DESE does not provide specific requirements for a computer lab, the lab must be set up with test security in mind. Workstations must have adequate space between them so that students are not able to view one another's screens.

District and School Test Coordinators, examiners, translators, proctors, and any other district staff who have testing responsibilities must follow test security procedures. The tests **MUST NOT** be read, scored, reviewed, photocopied, duplicated, scanned, transported by students, or made accessible to personnel not responsible for testing. **Both written and/or verbal discussion of specific EOC Assessment items breaches the security and integrity of the test and may result in an invalidation or loss of scores for accountability purposes.**

Translators and transcribers who read student test items and answers must maintain test security at all times. Test items or answers must not be discussed with anyone at any time. When hard-copy editions of the test are not in use, they must be stored in a secure, locked location outside of the classroom. Large Print, Braille, and Paper/Pencil editions of the tests must be transcribed into iTester and shipped back to Questar following the procedures in Appendices D, E, and F once testing is complete.

Test security and ethics also includes standardized training for all District and School Test Coordinators, Examiners, translators, proctors, and any district staff who have responsibilities in testing. Training webinars from DESE and Questar and manuals are provided for training purposes on the iTester Admin **Help** tab.

Prepare for Online Testing

Advance Announcements and Preparation

Parents and guardians should be informed of the district EOC Assessment schedule so they can help ensure their students are present on the day of testing (without scheduled appointments or vacation days during the testing window) and prepared with the proper materials that may not be provided by the district.

In addition to having covered the course content, students should have experience using computers and should know how to use a computer mouse and keyboard before taking the Missouri End-of-Course Online Assessments. Students testing on a tablet device should have experience with the device in an instructional setting prior to testing. Students and teachers should review the iTester Tutorial (available at any time) for the EOC Assessment they will be taking. Online pre-tests for each EOC Assessment are also available through iTester. Pre-tests are full forms of the EOC Assessments that mirror the structure and function of the operational EOC Assessments. Districts can administer EOC pre-tests to students at any time during the test window.

Scheduling the Tests

When setting the testing schedule, here are some points to remember:

- Ensure the secure browser has been installed properly on all workstations. See “Site Setup and Certification” on page 23.
- Adjust the testing schedule so that sufficient time is provided to complete each testing session in one sitting. Tests may be *initiated* between the hours of 6:30 A.M. and 10:00 P.M. each business day.
- Each content area must be tested within 7 business days and district test windows must be defined in iTester Admin before students are able to test.
- Assessment content windows may overlap.
- Students are not required to take both Sessions I and II of an assessment on the same day or in the same sitting. Test Examiners must collect secure student logins after each session is completed. Although tests with more than one session can be completed in more than one sitting, the entire assessment **MUST** be completed during the district testing window.
- Timing guidelines do not include time for students to complete Tutorials. At a minimum, students should have an opportunity to experience the Tutorial prior to testing. The Tutorial, accessed via the secure browser, allows students to experience the functionality of iTester, and to practice all of the online tools or accommodations that are available in the system.

Assessment Materials for Students

This section concerns all materials required, permitted but not provided, or prohibited while taking EOC Online Assessments.

Required Materials

- A workstation with Internet access, a monitor, a mouse, and a keyboard for each student, or a tablet device with Internet access if a student will be testing on a tablet
- Student login information
- Scratch paper for the English I or English II writing prompt, unlabeled grid or graph paper for the math assessments and Biology performance event, and a writing utensil

Permitted Materials (Not Provided)

- Hard copies of the Mathematics Reference Sheet and the Periodic Table of Elements may be printed from the iTester Admin **Help** tab by school personnel or photocopied by accessing Appendix B of this manual; virtual copies of the Mathematics Reference Sheet are provided on each workstation. If students are using tablets, a paper copy is advised as the virtual copy may be too small to be easily read.
- Calculators that meet the guidelines below
- Use of a dictionary, thesaurus, or grammar handbook is a universal tool available to all students for use on the ELA writing task only. Use of a bilingual dictionary for ELL students is an accommodation and must be documented.

By design, the items on the assessments do not require the use of a calculator to solve them.

DESE does not provide, endorse, or recommend a list of calculator brands or types that students are permitted to use. Test Examiners should follow their own district's general education policy for the types of calculators permitted during district-administered quizzes, benchmark tests, common assessments, chapter/unit tests, and final exams.

Calculators cannot contain stored equations or functions at the time of the End-of-Course Mathematics Assessments. Test Examiners are responsible for ensuring and verifying that calculators that have the ability to store functions and equations (e.g., a graphing or a scientific calculator) have the memory cleared before and after each Mathematics Assessment.

Prohibited Materials

- Calculators cannot have Internet connectivity, or be able to connect to anyone inside or outside the classroom during testing. Students cannot use a calculator on a laptop or other portable computer, pocket organizer, cell phone, device with a typewriter-style keyboard, electronic writing pad, or pen-input device unless a particular assistive device is required for a student and is specified on his or her IEP.
- Other electronic devices, including any portable device that can connect to the Internet or to anyone inside or outside of the classroom, must not be accessible during the testing sessions. Such items include, but are not limited to:
  - cellular/mobile phones
  - electronic music players
  - digital cameras
  - handheld scanners
  - portable gaming devices
  - any device that can connect to the Internet

  NOTE: Students who have health monitors connected to the Internet are allowed. Local plans should identify procedures to monitor the students' devices.

- If students are allowed to enter the testing room with cell phones, the phones **MUST** be collected prior to testing and returned at the end of the testing session. Students are not allowed to have cell phones in their pockets, purses, or backpacks.

Assessment Materials and Training for Test Examiners

- *Test Administration Manual*
- Test Examiner training provided online by DESE and Questar
- A computer, a monitor, a mouse, and a keyboard, or a tablet device
- Student logins (obtained from the School Test Coordinator)

  NOTE: All materials distributed to the students with usernames and passwords must be collected before the students leave the testing area.

- Extra pencils, and a supply of scratch and unlabeled grid or graph paper

Inclusion of Special Populations

All students, including, but not limited to the following groups of students, **MUST** participate in required EOC assessments upon completion of the appropriate course content:

- **Missouri Option Program:** Students enrolled in the Missouri Option Program are required to take the same assessments as their grade level cohorts.
- **Missouri Virtual Instruction Program (MoVIP):** Missouri students enrolled in MoVIP are required to participate in the EOC Assessments. For further inquiries regarding MoVIP participation, contact the MoVIP Section at 573-751-2453.
- **Homebound Students:** Homebound students must be tested, either at home or at the school at the discretion of the district. If the student can come to the school, the student may take the test online. If the student cannot come to the school, the student must take the Paper/Pencil edition. Test Examiners of homebound students should receive training in the administration of the EOC Assessments. Test Examiners are responsible for ensuring the security of the tests, transcribing student responses into iTester, and returning the Paper/Pencil editions to Questar within 24 hours of the close of the district's content area testing window.
- **IEP Students:** Students with disabilities, as classified under the Individuals with Disabilities Education Act (IDEA), have an Individualized Education Program (IEP). All decisions regarding a student's participation in the EOC Assessments are made by the student's IEP team and documented in the IEP. All students, including those students with an IEP, must take the EOC Assessments that are required for accountability purposes. Students who qualify for the MAP-Alternate (MAP-A) Assessment will not participate in any EOC Assessments. For more information about the MAP-A Assessment, including eligibility criteria, see http://dese.mo.gov/college-career-readiness/assessment/map-a.

  The IEP team has the responsibility and authority to determine accommodations needed to ensure accessibility to the EOC Assessments.
- **IAP/504 Students:** Students with an Individual Accommodation Program (IAP) are considered disabled under Section 504 of the 1973 Rehabilitation Act. These students are not served under IDEA and are not documented with a particular designation for the EOC Assessments. However, professionals knowledgeable about IAP students' disabilities and their educational needs will make decisions about accommodations for these students as they would with IEP students. All IAP/504 accommodations should be marked in the same manner as the IEP student accommodations.

- **English Language Learner (ELL) Students:** Students who have been in the United States 12 cumulative months or fewer at the time of the test administration may be exempt from the English I and English II Assessments. ELL students must participate in all other required assessments regardless of the length of time they have been in the United States. After 12 months have passed, when a student has completed the English II content expectations, he or she is required to take the assessment.

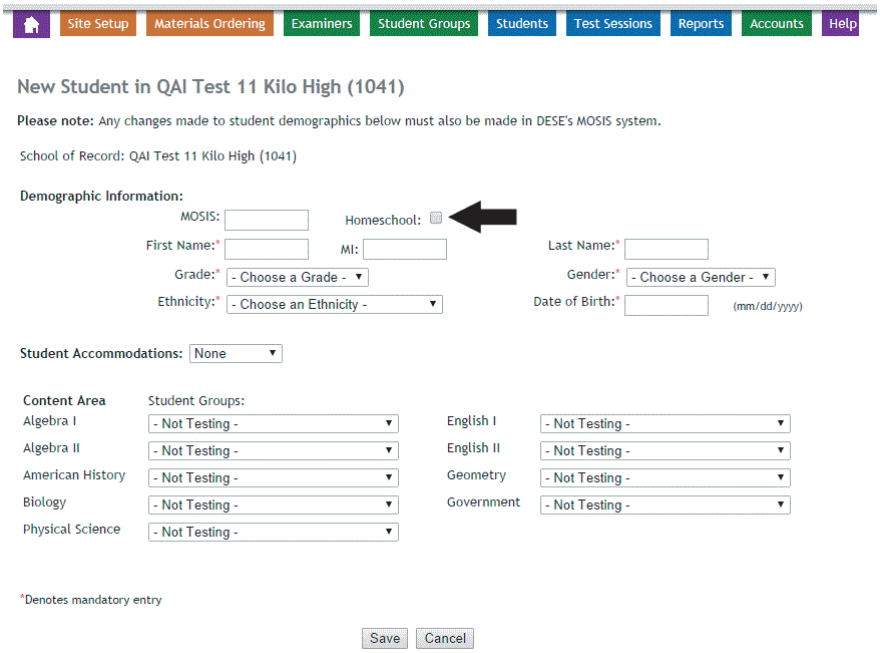
Further Information on Special Populations

For further questions regarding special populations, contact the DESE Assessment Section at 573-751-3545 or the Special Education Section at 573-751-5739. Accommodation code definitions can be found on the DESE website at http://dese.mo.gov/college-career-readiness/assessment/end-course.

Optional Populations

The following student groups MAY participate in EOC assessments:

- **Foreign Exchange Students:** Foreign exchange students are allowed, but not required, to take the EOC Assessments at the discretion of the district.
- **Homeschooled Students:** Homeschooled students may take part in the EOC Assessments at the discretion of the district. Homeschooled students participating in the EOC Assessments will take the assessment(s) online at the local school with district-approved procedures in place during the school's testing window. When a homeschooled student is entered into iTester Admin, the "Homeschool" box on the Student Demographic page must be checked. This will trigger the creation of an ID in the MOSIS field to identify the homeschooled student. This ID, which begins with an alpha character, will allow the student access to the assessments. Individual Student Reports containing the homeschooled student's assessment scores will be created and posted to iTester Admin. District Test Coordinators must collect contact information from the parents of homeschooled students so that DTCs can notify the parents of their students' results.



- **Private School Students:** Private school students may also participate in the EOC Assessments. A representative from the private school must contact Questar's Missouri Customer Service at 800-571-2545. Private schools must uphold the same standardized administration procedures and security measures that Missouri public schools uphold.

Special Circumstances

Some students may require special arrangements for testing. Please refer to the following guidelines for students requiring a change in test setting, test format, or test administration.

- **Tools and Accommodations:** Prior to testing, be sure to consider any additional planning that may be required to administer the test using students' tools and/or accommodations. Tools/accommodations that require particular attention include, but are not necessarily limited to:
  - **Use of a Translator:** ELL students may have the test directions and items in English Language Arts, Mathematics, Science, and Social Studies read aloud in the students' native language by a human reader. Read aloud of English reading passages in a student's native language is allowed only if specified in a student's IEP or 504 plan. For all assessments, ELL students may give their responses orally or in writing in their native language. Their responses must be translated into English and transcribed into the secure browser.

    Refer to Appendix A for the appropriate codes to use when a test is being translated. The translation and transcription must be an accurate interpretation of the student's responses.

Translators must be trained in administering the EOC Online Assessments. If needed, the translator may have access to printed student test books in a secure environment to read and review before the test administration.

Please see Appendix D for instructions regarding downloading and administering the Paper/Pencil edition of the tests.

- **Use of a Scribe:** Students with physical disabilities that may prevent them from responding themselves may dictate their responses to a scribe, who must follow the scribing guidelines (http://dese.mo.gov/sites/default/files/asmt-scribing-guidelines.pdf).

  Students who obtain a physical injury prior to testing that prevents them from responding may also dictate their responses to a scribe.

  The Scribe should be familiar to the student and have scribing experience with the student in some capacity prior to the state assessment. Translators for ELL students may also act as a scribe. Parents, school volunteers, peer tutors, and other students may **NOT** act as scribes on Missouri's statewide assessments.

  Refer to Appendix A for appropriate codes for scribing.

- **Read-Aloud Accommodation:** With the exception of ELA reading passages, students may have items in all content areas read to them by a trained reader. Read-aloud of ELA reading passages requires an IEP or 504 plan. The Human Reader should be familiar to the student and have read aloud experience with the student in some capacity prior to the state assessment. See Appendix A for the appropriate codes to use when a student receives a read-aloud.

- **Text-to-Speech Accommodation:** This accommodation reads the directions, questions, and the available answer choices using a device's speaker (headphones and/or earbuds are recommended). Once the accommodation is marked in iTester, Text-to-Speech will be available through the secure browser for Algebra I, Algebra II, Biology, English II, and Government.

- **Paper/Pencil Test Accommodation:** See Appendix D for instructions concerning the Paper/Pencil Accommodation procedures.

- **Large Print and Braille Procedures:** See Appendix E for instructions concerning Large Print and Braille procedures.

- **Students Testing Out of District:** When appropriate, the EOC Online Assessments may be administered to students receiving services in off-site locations (other districts, private agencies, correctional facilities, etc.). The DTC from the district where the student resides must make arrangements for the student to test in the serving district/agency.

  Out-of-district students can take either the Paper/Pencil or the online editions of the EOC Assessment. The DTC from the district of residence has several responsibilities in this process.

The DTC must:

1. Contact the off-site district/agency prior to the first day of the district of residence's 7-day content testing window to make arrangements;
2. Securely download and securely print the appropriate EOC Assessment(s) OR ensure a device has the secure browser installed, ensure the device will have access to the Internet during testing, and print the student logins prior to the opening of iTester for the 7-day content window(s);
3. Securely deliver the assessment(s) or device with student logins to the off-site location. Districts must maintain a secure chain of custody with test materials;
4. Ensure that the off-site Test Examiner has watched the DESE portion of training, has a copy of the appropriate portions of the *Test Administration Manual*, and is knowledgeable about test delivery;
5. Pick up the assessment(s) or device from the off-site location after testing is complete. Districts must maintain a secure chain of custody with test materials; and
6. After transcribing the test into the secure browser if Paper/Pencil editions are used, ship the assessment(s) to Questar with the other Paper/Pencil editions of the tests within 24 hours of the end of the district-scheduled windows when testing in each content area has been completed. See Appendix D for shipping instructions.

NOTE: DTCs have access to iTester Admin before the the secure browser opens and may securely download and securely print the EOC Assessments and student logins as appropriate.

Handling Student Transfers, Absences, and Changes in Testing Status

Students Who Move Before or During the EOC Administration

If a student moves into or out of the district or from building to building within the district after the DESE Precode Data Collection file has been loaded into iTester Admin, keep documentation regarding the student's move and make the changes listed in the table below. Any changes to student demographic information made in iTester Admin **MUST** also be made in a district's local student information system and in MOSIS. See page 37 for more information about adding or removing students.

If	Then
A student needs to be moved into a different student group in the same school:	Edit the student's profile by selecting a new student group. See page 39.
A new student moves into the district:	Add the new student in the iTester Admin **Students** tab. See page 37. Then assign the student to the appropriate student group(s). See page 39. **NOTE:** If the DTC is unable to add the new student, the DTC must contact Questar's Missouri Customer Service.
A new student, who has completed session one of testing but not session two, moves into the district/building:	The district needs to submit an appeal to remove the partial score obtained by participating in one session only in the old district/building. Then, the student must start over with new logins to get a full and complete score on the assessment in question. A student that moves into a new district/building must start over and cannot use the login information from the previous district/building.
A student moves out of the district prior to or during the district test administration window:	Remove the student from the student group in the iTester Admin **Student Groups** tab. Do **NOT** log into the test and do NOT mark any status code(s) for the student. See page 39.
A student moves from one building to another building within the same district:	The DTC should edit the student's information in iTester Admin before the student begins testing so that the student's scores report to the correct building and teacher. The DTC must move the student to a different student group in the iTester Admin **Student Groups** tab. See page 39.
iTester will not allow the STC to add a new student moving from another district:	The DTC must contact the sending district to change each content area in which the student was enrolled to "Not Testing."

Please contact Questar's Missouri Customer Service at 800-571-2545 if there are any questions regarding moving a student within a school or district.

Students Who Drop a Course

If a student was enrolled in an EOC Assessment, but subsequently dropped the course, remove the student from the student group in the iTester Admin **Student Groups** tab. See page 39. Do NOT log into the test, and do **NOT** mark **ANY** status codes.

Students Who Are Absent, Not Ready for Testing, or Have Incomplete Assessments

Districts should make every attempt to have all students take the entire test. However, if the student is absent, not ready for testing, or has an incomplete assessment, the Test Examiner or the STC should use the following procedures:

If	Then
A student is absent during the district content testing window, the student is not able to make up the test during the current district content testing window, but the student will be able to take the test during a future testing window:	Keep documentation regarding the student's status. Do nothing with this student's test during the current window. Remove the student from the student group in the iTester **Student Groups** tab. See page 39. Do **NOT** log into the test and do **NOT** mark **ANY** status codes (i.e., Do not mark the student "Absent."). Re-enroll the student during a future testing window.
A student is absent during the district content testing window, the student is not available to make up the test during the current district content testing window, and the student will NEVER re-enroll during any future district testing window:	Wait until the end of the district content testing window to mark the student "Absent." The district will receive a "Level Not Determined" for a student who is marked absent.
A student does not complete an assessment by the end of the school day:	In the event a student's assessment is paused and the student does not return the same day to finish, the student's assessment will be locked. The Test Examiner must contact the STC for assistance with acquiring the Proctor Password. Upon re-entry the following day, the student will be prompted for the Proctor Password.
A student is not ready for testing, but could be ready during a future district testing window:	Keep documentation on file regarding the student's status. Do nothing with this student's test during the current window. Remove the student from the student group in the iTester **Student Groups** tab. See page 39. Do **NOT** log into the test and do **NOT** mark **ANY** status codes (i.e., Do not mark the student "Absent."). Re-enroll the student during a future district testing window.

Overview of Test Coordinators' Roles

The District Test Coordinator (DTC) is responsible for training all School Test Coordinators (STCs) on EOC Assessment processes. If a district does not have STCs, the DTC performs the role of the STC. While the training of Test Examiners may be delegated to each building's STC, the DTC is responsible for ensuring that all Test Examiners are well-prepared and trained. Training includes special education teachers, proctors, and translators, and Test Examiners who are administering the EOC Assessments to homebound or out-of-district students.

Checklist for the District Test Coordinator

All DTCs should review numbers 1 through 12. DTCs in districts administering Large Print, Braille, and/or Paper/Pencil editions of the test should also review numbers 13 through 23.

- ❑ 1) Attend all trainings provided by DESE and Questar.
- ❑ 2) Stay abreast of all communication regarding the EOC Assessments.
- ❑ 3) Train all STCs, Test Examiners, and other responsible district staff.
- ❑ 4) Maintain the district's testing schedule and be prepared to provide it to DESE upon request. If the testing schedule changes in any way, the DTC is responsible for updating this information by contacting Questar's Missouri Customer Service at 800-571-2545. Inform district staff of the testing schedule so that distractions such as PA announcements, lawn maintenance, or fire drills are avoided at the time of test administration.
- ❑ 5) Ensure the DTC's, STCs', and Test Examiners' names and e-mail addresses are current with Questar. Additionally, ensure that the DTC information is accurate on screen 3 (line 2) in DESE's MOSIS system and in the local student information systems.
- ❑ 6) Update student demographic information to correct any errors and ensure these corrections are also made in the local student information systems and MOSIS.
- ❑ 7) Communicate with Questar and DESE on behalf of the district. The STC should contact the DTC if help is needed. If the DTC is unable to answer a question, the DTC will contact Questar's Missouri Customer Service at 800-571-2545 from 7:00 A.M. to 5:00 P.M. (CST), Monday through Friday.
- ❑ 8) Ensure the DTC's e-mail account allows receipt of all communication from DESE and Questar.
- ❑ 9) Verify with the STCs that the secure browser has been installed and certified on all applicable workstations for the current statewide window.
- ❑ 10) After verifying each building's security, distribute the testing materials to the STCs. If a building does not have a secure storage area, the testing materials must be secured at the district office.

- ❑ 11) Collect, be accountable for, and consolidate all materials from all students who participated in the EOC Assessments after testing is complete. Securely destroy all printed manuals or student test directions after the district testing window is closed. The DTC/STC will also securely destroy all used scratch, grid, or graph paper after testing is complete.
- ❑ 12) Ensure test security is maintained by restricting Test Examiner access to EOC Assessments test books and other secure testing materials before and after testing. Please emphasize that only the *Test Administration Manual* may be reviewed before testing, **NOT** the test books. Only translators may review test books prior to test administration. The *Test Administration Manual* is available on the DESE website and through the iTester Admin **Help** tab. Downloaded Paper/Pencil editions must be securely stored with other testing materials before and after testing, and returned to Questar within 24 hours after the district test window closes. Printed copies of the *Test Administration Manual* and assessment directions should be destroyed at the building level after the final district content testing window has closed to ensure that each year the most recent manual is downloaded.

For Large Print, Braille, and Paper/Pencil Editions:

- ❑ 13) Receive and check the shipment of testing materials if Large Print or Braille materials were ordered. Please keep the DTC materials (received in the return kits) for use after the test administration. The District Return Kit materials are required for returning the testing materials to Questar. See page 121 for shipping instructions.
- ❑ 14) Ensure testing materials are securely stored.
- ❑ 15) Match the barcode numbers to the packing list.
- ❑ 16) Download and photocopy the Test Book Accountability Form and follow the accompanying directions. This form can be found in Appendix G of this manual or in the iTester Admin **Help** tab.
- ❑ 17) Download and print Paper/Pencil edition testing materials, if necessary. Deliver Large Print, Braille, and Paper/Pencil edition testing materials to buildings before the testing period. Ensure STCs have sufficient quantities of these testing materials. Additional Large Print and Braille edition testing materials must be ordered one week before the designated building test window.
- ❑ 18) Distribute testing materials to out-of-district schools/agencies before the testing window for any students attending alternative/supplemental programs. See page 13 for out-of-district instructions. Distribute testing materials to Test Examiner(s) for homebound students.
- ❑ 19) Ensure that student responses have been transcribed into iTester.

- ❑ 20) Check the Test Book Accountability Forms against the returned testing materials to verify and account for 100% of all testing materials. Follow instructions on the Test Book Accountability Form, return one form for each building to Questar via fax, and retain a copy for district records. Verify that any contaminated test books are clearly documented. (See procedures for contaminated test materials on page 125.)
- ❑ 21) Inspect and verify materials before sealing the boxes. Large Print, Braille, and/or Paper/Pencil editions should be prepared for shipment within 24 hours after the district's content area testing window closes. Document any missing test books on the Test Book Accountability Form and attach a letter of explanation to DESE and Questar. Securely destroy any contaminated testing materials at the district level.
- ❑ 22) Assemble testing materials for shipment to Questar. If returning Paper/Pencil testing materials, districts may access the iTester Admin **Materials Ordering** tab or contact Questar's Missouri Customer Service at 800-571-2545 or e-mail MOCustomerSupport@QuestarAI.com to request appropriate UPS Return Service labels and Questar Return Address Labels. Except when ordered as a part of an IEP, districts are responsible for a return processing fee of $16 for each Paper/Pencil edition of the test downloaded.
- ❑ 23) Arrange to ship testing materials to Questar. UPS must be called at least 24 hours in advance of package pick-up. Store all test materials in a locked, secure area until they are picked up.

NOTE: DO NOT RETURN the *Test Administration Manuals* with the materials. They should be destroyed at the building or district level. Manuals are available through the **Help** tab of iTester Admin for future reference.

Checklist for the School Test Coordinator

All STCs should review numbers 1 through 10 below. STCs in districts administering Large Print, Braille, and/or Paper/Pencil editions of the test should also review numbers 11 through 18.

- ❑ 1) Attend all trainings provided by the DTC, DESE, and Questar.
- ❑ 2) Stay abreast of all communication from the DTC regarding the EOC Assessments.
- ❑ 3) Train all Test Examiners on EOC Assessment procedures.
- ❑ 4) Work with the District Information Technology Coordinator (DITC) (if applicable) to ensure the secure browser has been installed and certified on all applicable workstations.
- ❑ 5) Verify the accuracy of the Student Group and Test Examiner information in iTester Admin for the school and update as needed. Confirm that any appropriate student accommodation codes are marked on the Student Demographic or Test Sessions details page in iTester.
- ❑ 6) Communicate with the DTC regarding the school's testing schedule prior to testing. If the school's testing schedule changes in any way, the STC is responsible for updating the DTC.
- ❑ 7) Ensure that all Test Examiners are knowledgeable about prohibited materials and the use of a calculator (see the Permitted Materials section on page 8).
- ❑ 8) Provide login information to Test Examiners as soon as possible to allow the Test Examiners adequate time to review the *Test Administration Manual* and to prepare for administering the tests.
- ❑ 9) Ensure that each Test Examiner has the following:
  - iTester login information
  - The appropriate quantity of Large Print, Braille, or Paper/Pencil test books per content area
  - Any required ancillary testing materials
- ❑ 10) Validate that testing procedures are followed as written in the *Test Administration Manual*. Printed copies of the manual should be destroyed at the building level after the final district content testing window has closed.

For Large Print, Braille, and Paper/Pencil Editions:

- ❑ 11) Receive and check testing materials from the DTC.
- ❑ 12) Inventory the test book shipment against the Test Book Accountability Form, and inform the DTC of the need for additional EOC Assessment materials.

- ❑ 13) Ensure the security of EOC Assessments by restricting Test Examiner and student access to test books and other secure testing materials by storing them in a secure area outside of the classroom before and after each day's testing period.
- ❑ 14) Distribute EOC Assessment testing materials to Test Examiners before the first test session begins, re-emphasizing the security of the test books.
- ❑ 15) Return the completed Large Print, Braille, and Paper/Pencil editions to the DTC/STC for shipment to Questar within 24 hours of the close of the district content area testing window. All student work must be transcribed into the secure browser prior to returning the test materials.
- ❑ 16) Collect and check testing materials for all content areas after the test administration, including any printed manuals and test directions. Securely shred all used scratch, grid, graph, or Braille paper. Notify the DTC of any contaminated testing materials and follow district procedures to securely destroy them.
- ❑ 17) Count the test books and compare the total with the pre-test number on the Test Book Accountability Form. If any discrepancies are found between the pre-test and post-test totals, notify the DTC immediately. Complete and maintain the Test Book Accountability Form for return to the DTC. Document any missing test books on this form.
- ❑ 18) The STC is responsible for returning 100% of all used and unused test books, except contaminated test books. All editions of EOC Assessments are considered secure materials and must be separated by content area for return to the DTC. Pack and transport testing materials to the DTC. Prepare the boxes for shipping by first obtaining the original shipping boxes. Check for damage. If necessary, substitute another box for returning the materials. Count the total number of boxes to deliver to the DTC and record this number for district records. Do not tape boxes closed, as the DTC will need to inspect and verify materials.

Checklist for the Test Examiner

All Test Examiners should review numbers 1 through 3 below.

❑ 1) Ensure ALL EOC Assessment testing materials are secure at all times. **Both written and verbal discussion of specific EOC Assessment items breaches the security and integrity of the test.** Discussion between Test Examiners, proctors, translators, or any district staff regarding test items is not permitted.

❑ 2) Ensure any ancillary testing materials or tools are provided, such as:

- Draft paper, an English dictionary, a thesaurus, and a grammar handbook for the English I and English II, Session II performance event
- Scratch and unlabeled grid or graph paper
- Calculators for the math assessments
- Mathematics Reference Sheets or Periodic Tables of Elements
- Braille paper (if provided)

❑ 3) After testing is complete and the testing materials have been collected, they must be checked and finalized. Follow the instructions below to ensure the complete and accurate return of the materials to the STC and DTC:

1. Collect the Large Print, Braille, and/or Paper/Pencil test books from the students.
2. Transcribe Large Print/Braille and Paper/Pencil edition responses into iTester.
3. Count all test books and verify the total with the pre-test number before returning materials to the STC.
4. Contact the STC for guidance regarding the handling of any contaminated test books.
5. Collect all draft, scratch, grid, graph, or Braille paper and return all used materials to the DTC/STC for secure shredding.
6. Collect all Mathematics Reference Sheets and Periodic Tables of Elements.

iTester System Overview

iTester is the system used to manage and deliver the EOC Online Assessments. iTester consists of two main applications:

- **iTester Admin**—An administrative application used by test coordinators and Examiners to manage users, student testing records, and test sessions before, during, and after testing. iTester Admin is accessed through a standard web browser. Pages 23–50 of this manual describe iTester Admin functionality in detail.
- **Questar Secure Browser**—An HTML-based application that is launched from a secure browser that must be installed on each student's workstation before testing begins.

Site Setup and Certification

Prior to the start of each assessment window, STCs and/or School Information Technology Coordinators (SITCs) are required to perform several essential tasks to set up the school network and computers for testing. These activities are listed below in order. The links for installing the software can be found on the **Home** tab of the iTester Admin system. There is also a link to the Installation Guide and a Quick Reference Guide for the installation of the software on the **Home** and **Help** tabs in iTester Admin.

1. Install the secure browser.
2. Run the Workstation Readiness diagnostic program to verify that the computers have the right hardware and software.
3. Run the Workstation Readiness Practice Test on each student workstation to verify that the the secure browser functions properly.
4. Once Workstation Readiness is complete, the SITC can certify the site as ready for testing for the current statewide window.

Software and System Requirements

The minimum requirements for iTester Admin on standard computers are listed below.

- Operating System: Vista, Windows 7 or higher, or Macintosh OS X 10.6 or higher
- Browser: Internet Explorer 11 or higher, Mozilla Firefox 38 or higher, Google Chrome 42 or higher, or Apple Safari 8 or higher
- Internet connection

Operating System	OS Version	Processor	System Memory/ Hard Disk Space	Screen Size Resolution	LAN Network	Internet Speed
Windows	Vista/ 7/8/10 2003/ 2008/ 2012 (latest service pack)	Intel Pentium 4 1.0 GHz equivalent or higher CPU Recommended Intel Core 2 Duo 1.6 Ghz equivalent or higher performing CPU	Minimum 512MB Free Ram Recommended 1 GB Free RAM Minimum 1 GB Free Storage Space	Minimum 9.7" screen size Minimum 1024 X 768 screen resolution Recommended 11.6" or larger screen size	Minimum 100 Mbps LAN/802.11g Wireless 54Mbps or greater Minimum available LAN bandwidth at each workstation: 1Mbps Recommended 1 Gbps LAN/802.11n Wireless 150 Mbps or higher Recommended available LAN bandwidth at each workstation 2 Mbps	Minimum per device: 150 Kbps Recommended: 300 Kbps
Mac	Mac OS X 10.6+	Intel Core 2 Duo 1.6 GHz equivalent or higher performing CPU	Minimum 512MB Free Ram Recommended 1 GB Free RAM Minimum 1 GB Free Storage Space	Minimum 9.7" screen size Minimum 1024 X 768 screen resolution Recommended 11.6" or larger screen size	Minimum 100 Mbps LAN/802.11g Wireless 54Mbps or greater Minimum available LAN bandwidth at each workstation: 1Mbps Recommended 1 Gbps LAN/802.11n Wireless 150 Mbps or higher Recommended available LAN bandwidth at each workstation 2 Mbps	Minimum per device: 150 Kbps Recommended: 300 Kbps
iOS	7, 8, 9	1.0 GHz dual core equivalent or higher	Minimum 512MB Free Ram Recommended 1 GB Free RAM Minimum 1 GB Free Storage Space	Minimum 9.7" screen size Minimum 1024 X 768 screen resolution	Minimum Wireless 54Mbps or greater Minimum available LAN bandwidth at each workstation: 1Mbps Recommended 802.11n Wireless 150 Mbps or higher Recommended available LAN bandwidth at each workstation 2 Mbps	Minimum per device: 150 Kbps Recommended: 300 Kbps
Chrome OS	Version 29+	1.6 GHz equivalent or higher	Minimum 512MB Free Ram Recommended 1 GB Free RAM Minimum 1 GB Free Storage Space	Minimum 9.7" screen size Minimum 1024 X 768 screen resolution	Minimum Wireless 54Mbps or greater Minimum available LAN bandwidth at each workstation: 1Mbps Recommended 802.11n Wireless 150 Mbps or higher Recommended available LAN bandwidth at each workstation 2 Mbps	Minimum per device: 150 Kbps Recommended: 300 Kbps
Linux/ Android	**No longer supported. Contact Questar's Customer Support for assistance or alternatives.**					

New for 2016–2017: Linux and Android are no longer supported.

NOTE: Please refer to the Tablet FAQs link in the iTester Admin **Help** tab for additional iPad and tablet user information.

User Roles

When a user account is created in iTester Admin, a specific role is assigned to that account. The role determines which iTester Admin functionality the user can access and which information he or she can view. The three main roles are DTC, STC, and Test Examiner. As described on pages 23–50, these roles have access to different iTester Admin features and data.

iTester Admin: Logging In and Out

Logging In

Each DTC is sent an e-mail message containing the website address, username, and password needed to access iTester Admin. For username or password problems, please contact Questar's Missouri Customer Service at 800-571-2545.

Questar sends an e-mail message containing the website address, username, and password needed to access iTester Admin to each STC after the DTC has set up his or her user profile in iTester Admin. If an STC has not received an e-mail with the login information, he or she should contact the DTC to confirm the registration for the school has been completed. If the registration is incomplete, the DTC should contact Questar's Missouri Customer Service at 800-571-2545.

An account is established for each Test Examiner included in the Precode Data Collection file. DTCs and STCs can manually create additional accounts if needed. This process is described in the "iTester Admin: Managing User Accounts" section of this manual beginning on page 31. The DTC or STC is authorized to resend or reset a Test Examiner's password as described on page 27.

NOTE: For security purposes, each Test Examiner will have his or her own unique login. Usernames and passwords should not be shared at any time.

After the district receives login information, follow these steps to log into iTester Admin:

1. Type the following into the web browser's address field and press Enter:

   https://moeoc.questarai.com/Admin

   The iTester Admin login page is displayed.
2. Type a username in the **Username** field.
3. Type a password in the **Password** field.
4. Click **Login.**
5. When logging into iTester Admin for the first time, the user will be prompted to change his or her password.
   a. Type a new password in the **Password** field and then retype the password to confirm it. The password must contain at least eight characters, including at least one number.
   b. Click **Submit** to save the new password. The iTester Admin home page is then displayed.
   c. After changing the password, the password originally e-mailed to the user will no longer be valid. **Be sure to record the new password in a secure location.**

Logging Out

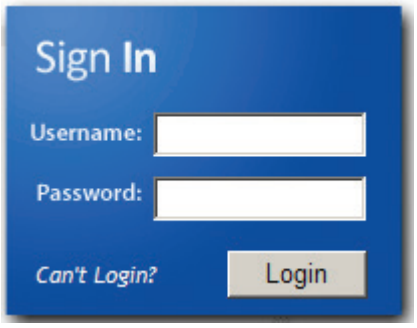
To log out of iTester Admin, click **Logout** in the upper right corner of the iTester Admin window.

NOTE: iTester Admin automatically logs the user out if a session is inactive for more than 30 minutes. When the user returns to iTester Admin, the login page displays and he or she will need to log in again.

Requesting Username and Password

Any user can request his or her password by following these steps:

1. From the iTester login page, click the **Can't Login?** link to the left of the **Login** button.
2. In the **Email** field, enter the same e-mail address used to receive your *initial* login information. Click **Go** and the system will auto-generate an e-mail message containing your username and a separate e-mail message with your password, and send them to the e-mail address entered. Messages should be received within a few minutes.



If an e-mail message is not received or problems occur when logging in with the username and password, please contact Questar's Missouri Customer Service at 800-571-2545.

Changing Profile Information or Password

Any user can modify his or her iTester Admin profile information or change the password at any time by following these steps:

1. Log into iTester Admin.
2. On the home page, information about the account is listed in the top left corner of the page. Click the **Edit** button or the hyperlinked user's name that appears in that section. The Update Your Profile page is displayed for the account. The user role will determine which fields on the page are available.
3. Change the contact information as necessary. Click the **Save** button to return to the iTester Admin home page. Fill in all required fields marked with an asterisk (*).

4. Click the **Change Password** button to select a different password.
   a. Type the current password in the **Old Password** field.
   b. Type the new password in the **New Password** field and then retype the password to confirm it. The password must contain at least eight characters, including at least one number.
   c. Click **Submit** to save the new password and return to the iTester Admin home page.
   d. After changing the password, the password originally e-mailed is no longer valid. **Be sure to record the new password in a secure location.**

NOTE: DTCs and STCs can perform various password functions for other users, including resetting passwords.

Resending or Resetting a Test Examiner's Password

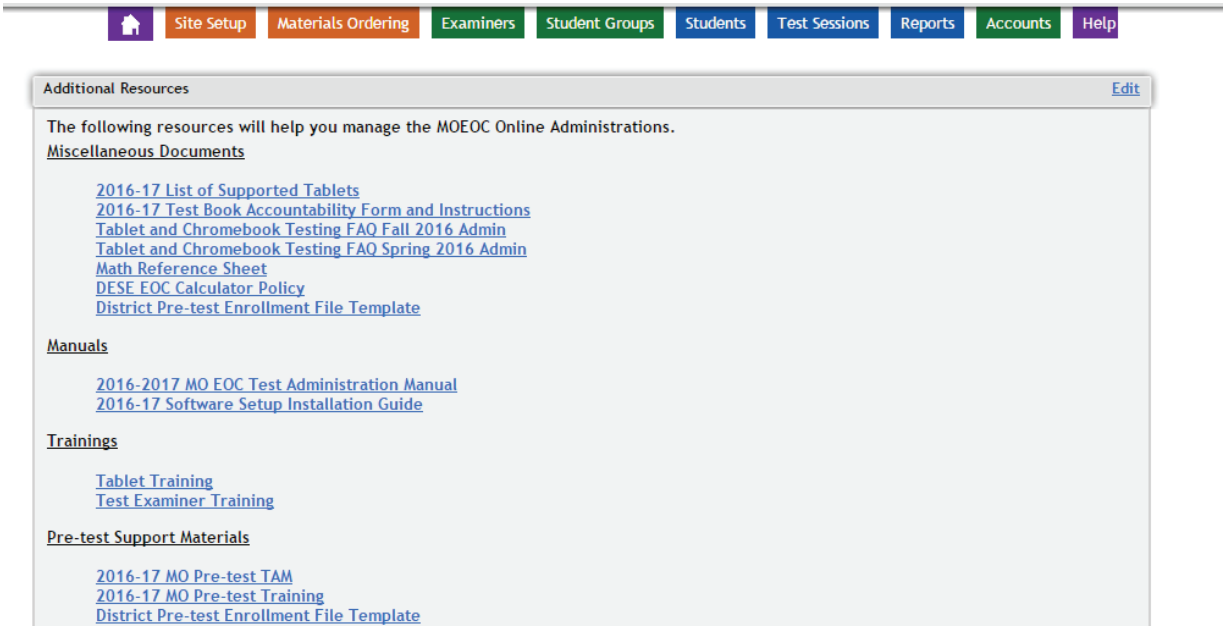
DTCs and STCs can resend or reset Test Examiner passwords. To do this, click the appropriate **Edit** link on the Test Examiner's page. Click the **Send Email Notification** button to have the Test Examiner's login information resent. Click the **Reset Password** button to have the Test Examiner's password reset with a new temporary password. The message is sent to the e-mail address entered in the Test Examiner's profile. The Test Examiner must log into iTester Admin using the new password provided in the e-mail message. He or she will then be prompted to select a new password.

iTester Admin Help

The **Help** tab provides information needed to administer the EOC Online Assessments using iTester.

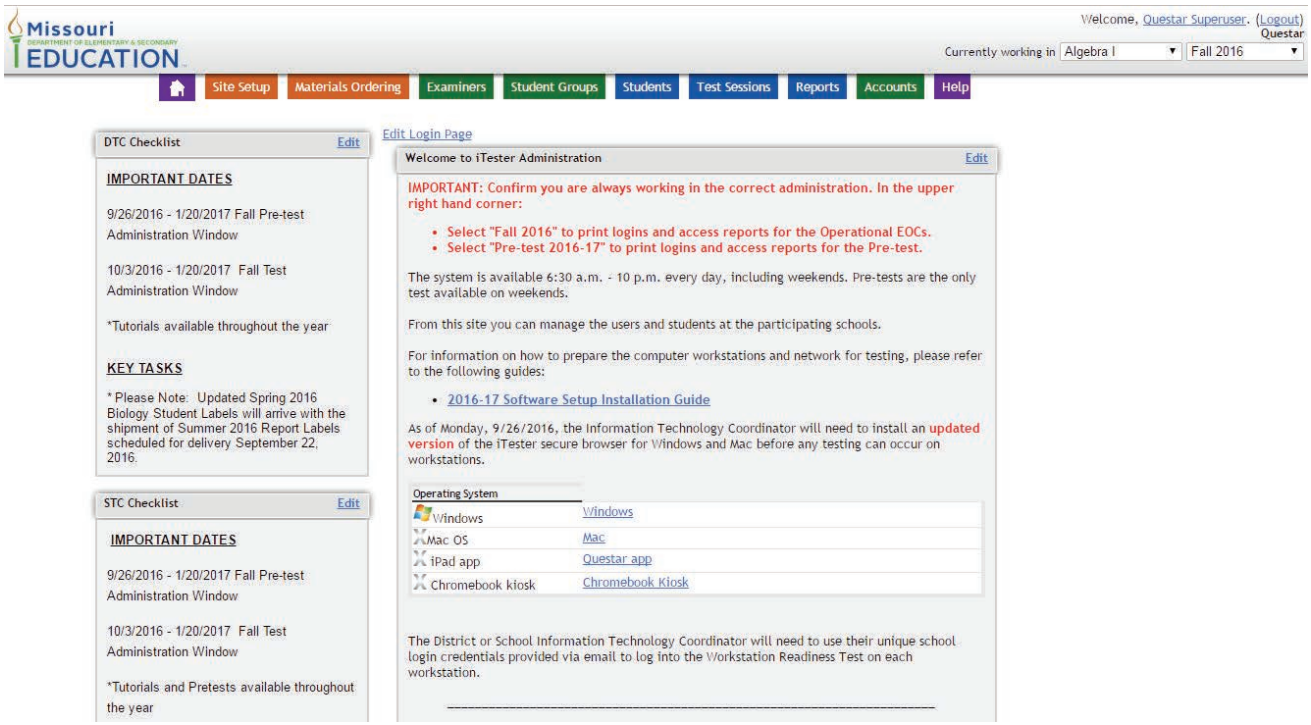
The following help options are available:

- Software Installation and Systems Testing Guides
- EOC *Test Administration Manual*
- Pre-Test Support Materials
- Test Book Accountability Form
- DESE Training Sessions
- iTester Training Sessions
- E-mail Support
- Quick Reference Guides



iTester Admin: Using the Home Page

After logging into iTester Admin, the home page is displayed. The home page differs depending on the user's role. The main sections of the home page are described below.



Title bar—The title bar is displayed across the top of each iTester Admin page.

- The username appears in the upper right corner of the title bar. Click the name to edit the profile.
- The **Logout** link appears next to the username and allows a user to log out of iTester Admin.
- District name (only DTCs will see the district name) or school name is shown below the username.
- The **Currently working in** field lists the content areas administered during the current or upcoming testing window. The option chosen determines which data displays when clicking on the **Examiners, Student Groups, Students,** or **Reports** tabs.

Navigation bar—The navigation bar displays across the top of each iTester Admin page. This bar contains a set of tabs that provides access to the main pages within iTester Admin. The user role determines which tabs are available. Click a tab to display the corresponding page.

- For DTCs and STCs, the following tabs are available: **Home, Site Setup, Examiners, Student Groups, Students, Test Sessions, Reports, Accounts,** and **Help**. The **Materials Ordering** tab is available for DTCs ONLY.
- Examiners have access to the **Student Groups, Students, Test Sessions, Reports,** and **Help** tabs.
- The Help page allows a user to download a variety of documents, including manuals, quick reference guides, and forms. Click the name of the document to be downloaded.

Profile section—The upper left section of the home page contains a Profile section that lists information about the user's iTester Admin account, such as e-mail address. For DTCs, this is the District Information section. The district shipping and mailing address are shown here, as well as a link to enter the test administration windows. See the "iTester Admin: Managing Test Sessions" section of this manual on page 42 for more information on entering testing windows.

Important Information/Checklist section—This section appears below the Profile section and lists announcements and links to other information.

iTester Admin: Managing User Accounts

DTCs and STCs can manage iTester Admin user accounts using the Accounts page.

DTCs may create both district-level and school-level user accounts, and STCs may add school-level users. This function allows select school personnel access to information in iTester Admin.

Adding or Editing a User Account

1. Log into iTester Admin and click the **Accounts** tab.

   The Accounts page displays.

2. Create or edit a user account.

   - To create an account, select the user type from the **Create New Account** field in the upper right corner of the page. The key to the user type is located at the bottom of the page. For a school-level user, select the appropriate school for the new user from the **School** field.
   - To edit an existing account, click the **Edit** link for the account.

   The User Profile page will display. To edit a profile, the fields on the page contain the information previously entered for the user. The fields on the page differ, depending on the type of user account created or edited. Fields labeled with an asterisk (*) are required.

   Enter or edit the required information and click **Save**.

3. An e-mail including the new username and password will be generated and sent to the user's e-mail address.

4. Click the **Save** button to return to the Accounts page.

   The new or edited profile information is displayed in the Accounts list.

Sending Login Information

If necessary, it is possible to send an e-mail message to a user that contains his or her iTester Admin login information. To do this, click the appropriate **Email Login Info** link on the Accounts page.

The message is sent to the e-mail address entered in the user's profile.

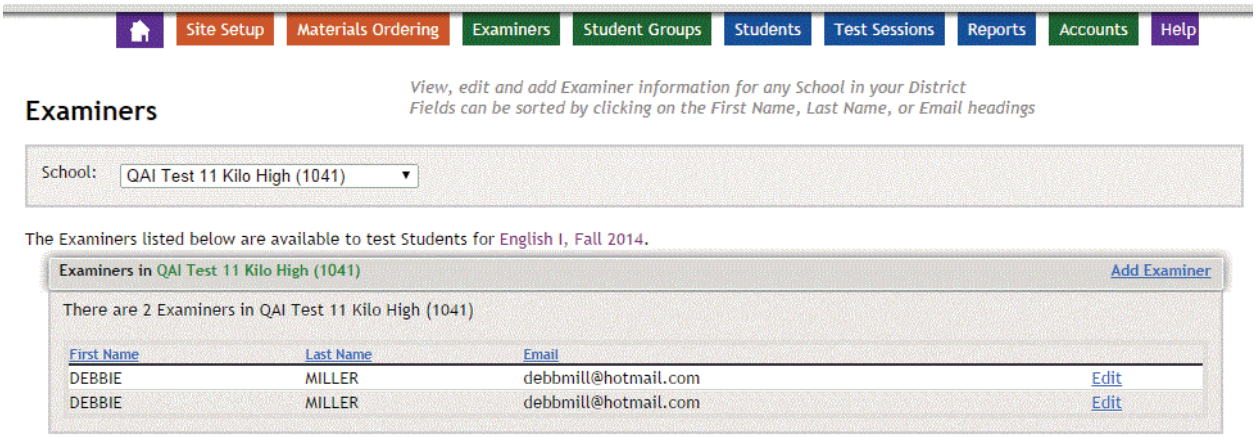
iTester Admin: Managing Test Examiner Profiles

STCs must ensure that every Test Examiner administering the End-of-Course Assessments has an accurate e-mail address in the iTester Admin site. Test Examiner and student group information are available in iTester Admin after the Precode Data Collection file is loaded. STCs must verify and update all student groups to ensure accuracy. Any Test Examiner not included in the data upload must be added. The DTC or STC may edit Test Examiner profiles.

Viewing a List of Test Examiners

Follow these steps to view a Test Examiner list:

1. Log into iTester Admin and click the **Examiners** tab.



2. In the **Currently working in** field at the upper right corner of the page, choose the appropriate content area. DTCs should select a school in the **School** field.

   The page lists all Test Examiners who have profiles and have been set up for a student group in the selected content area.

Adding or Editing a Test Examiner Profile

Follow these steps to add or edit a Test Examiner profile:

1. To add a Test Examiner, click the **Add Examiner** link in the upper right corner of the Test Examiner list. The Examiner Profile page will display.
2. To edit a Test Examiner's profile, click the **Edit** link to the right of the Test Examiner's e-mail address. The fields on the page contain the information previously entered for the Test Examiner.
3. Enter or edit the Test Examiner's information. All fields on the page are required.
   - Enter or edit the Test Examiner's first and last name and e-mail address.
   - Check one or more boxes corresponding to the appropriate content area.
4. Click the **Save** button to return to the Test Examiner's page.

   The new or edited profile information displays in the Test Examiner list.
5. If the user has added a Test Examiner account, an e-mail message that contains his or her iTester Admin login information will send after clicking **Save**.

Removing an Inactive Test Examiner

Test Examiner information will deactivate after each administration. Districts do not have the ability to deactivate Test Examiners. Starting in Fall of 2016, all Test Examiners will be removed/hidden from the system after each statewide test window has closed.

Although a new Test Examiner may take over the classes for the inactive Test Examiner, the DTC **CANNOT** simply change the inactive Test Examiner's first name, last name, and e-mail address to the new Test Examiner's information because students' score reports will be affected. Test Examiners must be included in the precode file for each administration in order to be automatically added to iTester Admin. If a Test Examiner is not included in the precode file, they may be manually added to iTester Admin by the DTC or STC after the system becomes available for the current administration.

iTester Admin: Registering Students

Successful registration requires 3 steps:

1. Precode Data Upload
2. Student Registration
3. Registration for Testing Windows

Precode Data Upload

Districts must provide a precode file to DESE with student information for each testing window. Precode file templates are located on the DESE website at http://dese.mo.gov/data-system-management/core-datamosis/file-layouts-2016-2017. For questions regarding precode data upload to DESE, please contact DESE Accountability Data at 573-526-4886.

DESE then provides the upload of student information to Questar prior to the district's test administration. The data is loaded into iTester and used by districts to assign students to their student groups. Student data that is not uploaded must be added manually by the DTC or STC using iTester Admin. Although students are assigned to student groups through the precode data file, DTCs must still specify district testing windows in order for students to test.

Student Registration

Once student information is available on the iTester Admin site, STCs should review all data to verify the information is correct. Test Examiner and student group information from the Precode Data Collection file is imported into the iTester Admin site. However, both DTCs and STCs can create and edit student groups, Test Examiners, and students as needed. If inaccurate information is found, it **MUST** be corrected in the iTester system, the local student information system, and MOSIS. Prior to the start of testing, accommodations must be marked on the iTester Admin site for each student. See page 43 for information on marking accommodations.

Registration for Testing Windows

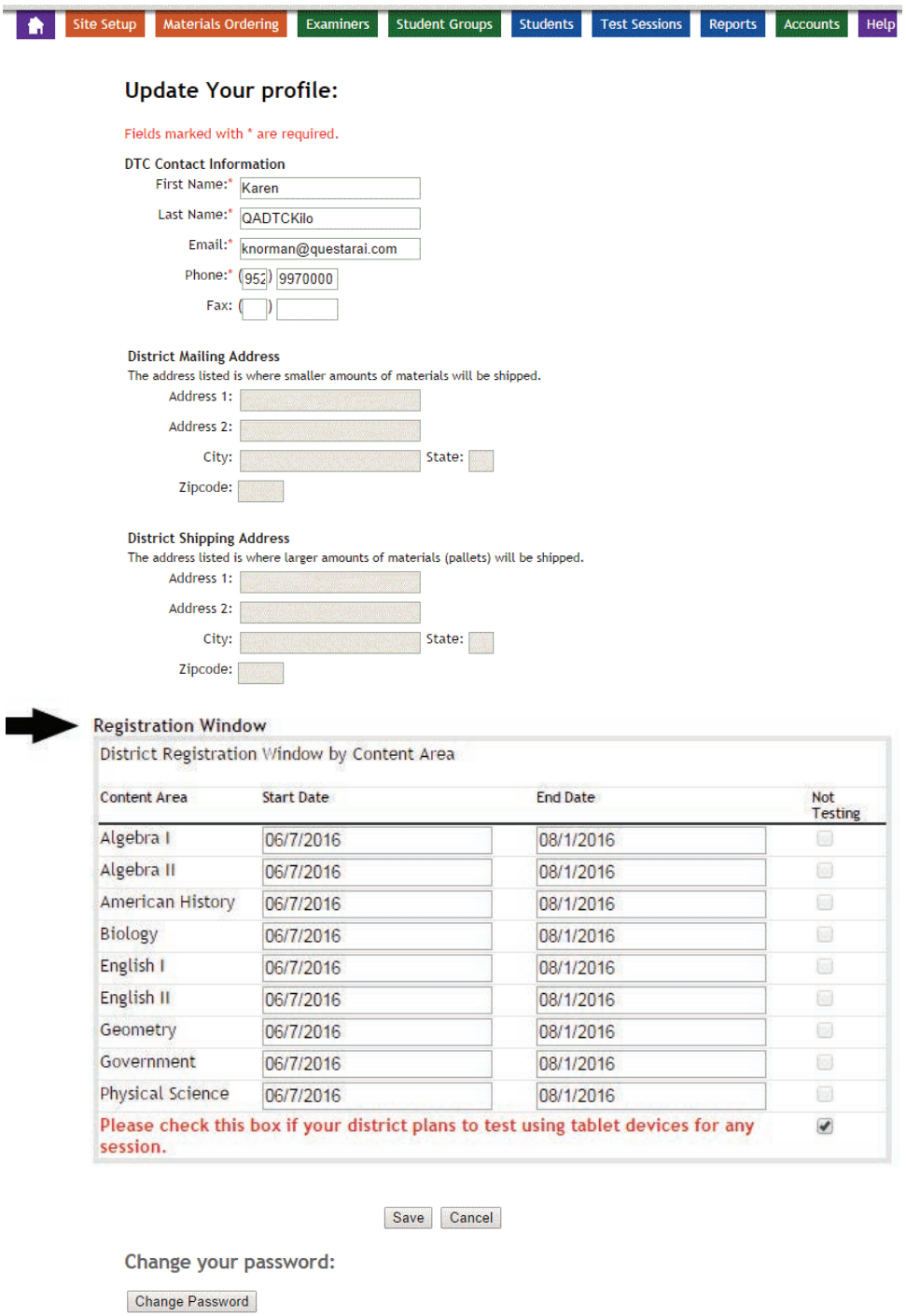
DTCs are required to complete the registration process for every testing window in which one of their schools is testing. The registration process requires the DTC to verify his or her contact information and enter testing dates for the upcoming administration. Only DTCs may register schools for testing. The registration window opens one week before each statewide test administration window. Registration must be completed prior to the district testing window opening, as noted in the chart on page 1.

During the registration process, DTCs must specify the days they will administer the EOC Assessments. Districts may use up to 7 business days per content area to administer each test. Student testing will not be enabled until the district testing window opens. **If a window is not defined, students will not be able to log in to take the test.** Dates are entered by content area and may

overlap. Content windows may open any day of the week (e.g., Wednesday of one week through Thursday of the following week). Once a content window has closed, the system will lock and no further tests for that content area can be administered without DESE approval.

Follow these steps to complete registration:

1. Log into iTester Admin and verify DTC contact information on the home page.
2. Within the District Information section on the home page there is an **Enter District Test Administration Windows** link. Click on this link to go to the page where the DTC can enter the testing windows.



3. At the bottom of this screen is a Registration Window section. Enter the start dates for the testing windows for each content area tested during this administration window. The end dates will automatically populate based on the 7-day testing window.
4. Once the DTC has entered testing windows for each content area that will test during the administration window, click the **Save** button at the bottom of the screen. Click the **Cancel** button to exit without saving registration information.

NOTE: District Test Coordinators have the ability to schedule testing windows. However, if rescheduling is necessary, DTCs will need to contact Questar's Missouri Customer Service at 800-571-2545 or e-mail MOCustomerSupport@QuestarAI.com in order to have the testing window moved. Testing windows can only be moved prior to the onset of students' testing. Further details about working within iTester can be found in the "iTester System Overview" section beginning on page 23.

iTester Admin: Managing Student Information

All student profiles included in the Precode Data Collection file are imported into iTester Admin, which can be used to add or edit student information.

DTCs, STCs, and Test Examiners may add and edit student information.

Adding or Editing Student Profiles

Follow these steps to add or edit student information:

1. Log into iTester Admin and click the **Students** tab.

   The Students page displays.

2. In the **Currently working in** field in the upper right corner of the page, choose the appropriate content area. For the DTC, select a school in the **School** field or choose **All Schools**.

   For a Test Examiner or an STC, the page lists all students enrolled in student groups in the school for the selected content area. For a DTC, the page lists all students in the selected school (or all schools) for the selected content area.

   - Click a column heading to sort the student information based on that column.
   - Download a list of all students in Excel CSV format by clicking the **Download Student List** link. When prompted to either save or open the file, choose save. (**NOTE:** In order to open the file in Excel, Microsoft Excel must be installed on the computer.)
   - Move between pages in the student list by clicking the <<< or >>> button. Move to a different page by typing a page number in the **Jump to Page** field and clicking the **Go** button.
   - Search for a specific student by typing the student's MOSIS ID or last name in the **Search by MOSIS/Last Name** field. The names of the students who have a profile in iTester are listed. Click the **View/Edit** link to display the profile page for that student.
   - Click "View students across all subjects and students not assigned to a student group" to view all students in the school (or schools, for a DTC) for all subjects, regardless of registration in the selected subject. If the box is not checked, students who have not been assigned to a group will not display.

3. Edit information for an existing student by clicking the **View/Edit** link in the row containing the student's name. Add a student by clicking the **Add Student** link in the upper right corner of the student list.

   A student profile page displays. If selecting an existing student, the student's profile information displays. If choosing to add a student, the page is blank.

4. Enter or edit data in the Demographic Information section.

   All fields (except middle initial) in this section are required.

5. Select or change the student's Student Groups.

   - Enroll the student in at least one student group/content area by selecting the name of the Test Examiner/Student Group from the list provided. If the student will not test, choose the **Not Testing** option.

6. DTCs use the Accommodation drop down under each subject area to indicate if the student will receive the Paper/Pencil, Braille, or Large Print edition of the test, or if they will receive the Text-to-Speech accommodation. **This must be done prior to the student testing.**

7. Click the **Save** button to save the student's profile and add it to the enrollment for the upcoming administration.

   After the profile has been saved, the user returns to the student list page. If a student is added, his or her name appears in alphabetical order with the other students listed.

iTester Admin: Managing Student Groups

After Questar receives the DESE Precode Data Collection file, the Test Examiner and student group information will be available within 5 days (see the table of important dates on page 1). Any student groups testing, but not included in the file, must be added manually. In addition, individual students may need to be added or removed from student groups. Instructions for manually adding new students are on page 40.

The DTC or STC may manage student groups.

Viewing Student Group Information and Adding/Removing Students

Follow these steps to view information about a student group:

1. Log into iTester Admin and click the **Student Groups** tab.

   The Student Group page displays.

2. In the **Currently working in** field at the upper right corner of the page, choose the appropriate content area. DTCs should select a school in the **School** field.

   For the Test Examiner, the page lists all assigned student groups.

   For the STC, the page lists all student groups in the school for the selected content area.

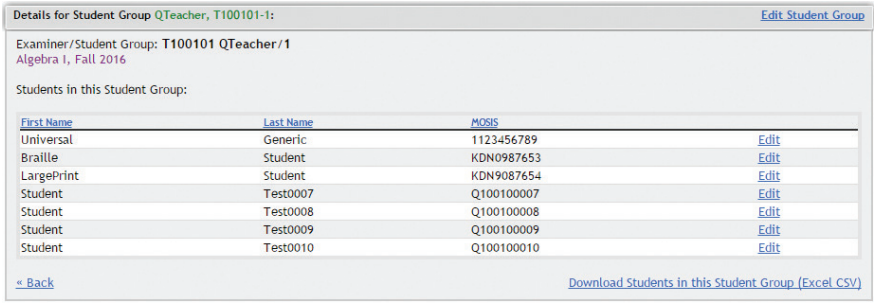
   For the DTC, the page lists all student groups in the selected school for the selected content area.

3. Click the **View Details** link.

   The Student Group Details page displays a list of students currently assigned to the student group.

   - The student list can be sorted by clicking the **First Name, Last Name,** or **MOSIS** column heading.
   - To download a list of all students in the student group in Excel CSV format, click the **Download Students in this Student Group (Excel CSV)** link. Users are asked to save or open the file.

NOTE: In order to open the CSV file, users must have a spreadsheet program such as Microsoft Excel.


Details for Student Group QTeacher, T100101-1: Edit Student Group

Examiner/Student Group: **T100101 QTeacher/1**
Algebra I, Fall 2016

Students in this Student Group:

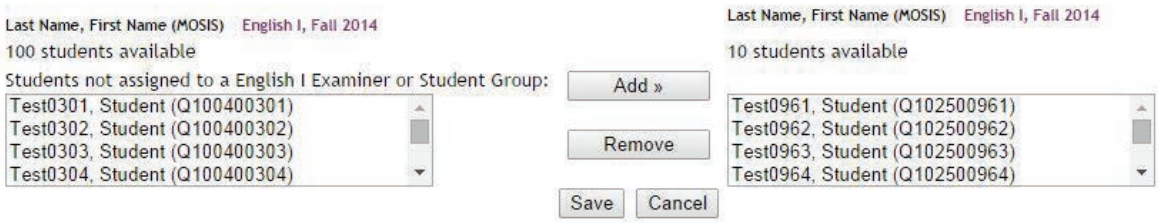
First Name	Last Name	MOSIS	
Universal	Generic	1123456789	Edit
Braille	Student	KDN0987653	Edit
LargePrint	Student	KDN9087654	Edit
Student	Test0007	Q100100007	Edit
Student	Test0008	Q100100008	Edit
Student	Test0009	Q100100009	Edit
Student	Test0010	Q100100010	Edit

« Back Download Students in this Student Group (Excel CSV)

4. To add or remove students in the student group, click the **Edit Student Group** link in the upper right corner of the page.

   The Editing this Student Group page is displayed.

   - The table on the right lists all students currently enrolled in the student group.
   - To display a list of students not yet enrolled in a student group for the selected content area, select the school name from the **School** field. The list is displayed on the left side of the page. **NOTE:** This is available for DTCs only.
   - To move a student from his or her current student group to a new student group, choose the current student group from the drop down box so that the current student group list displays in the left box.
   - To add students to the new student group, click a student's name. To select multiple student names, hold down the Ctrl key (Command key on Mac) and click each student's name. Then, click the **Add** button. The selected names are moved to the list on the right.
   - To remove a student from the selected student group, click the student's name in the list on the right. Then, click the **Remove** button. Note that the student is only removed from the student group and is not deleted from the system. All students' names will be cleared at the end of each statewide window in preparation for the next administration.



5. Click **Save** to save the changes and return to the Student Group page.

Adding a New Student Group

Follow these steps to add a new student group within a school:

1. In the **Currently working in** field at the upper right corner of the Student Group page, choose the appropriate content area for the new student group. DTCs must select a school in the **School** field.
2. Click the **Create New Student Group** link in the upper right corner of the page.

   The New Student Group page will display.
3. Enter the student group information.
   a. Choose the Test Examiner's name in the Examiner field.
   b. Type the name of the student group in the **Student Group** field.
4. Add students to the new student group.
   - To display a list of students not yet enrolled in a student group for the selected content area, select the school name from the **School** field. The **not assigned to a Student Group** list displays on the left side of the page; OR
   - To display a list of students in an existing student group to move to the new student group, choose the name of the student group from the "Student Group" drop down box.
   - To add students to the student group, click a student's name. To select multiple student names, hold down the Ctrl key (Command key on Mac) and click each student's name. Then click the **Add** button. The selected names move to the list on the right.
   - To remove a student from the student group, click the student's name in the list on the right. Then click the **Remove** button. Note that the student is only removed from the student group and is not deleted from the system.
5. Click **Save** to save the changes and return to the Student Group page.

Viewing Testing Status Information

DTCs, STCs, and Examiners may use the Test Sessions page in iTester Admin to display testing status information for the current administration.

Follow these steps to view testing status information:

1. Log into iTester Admin and click the **Test Sessions** tab.

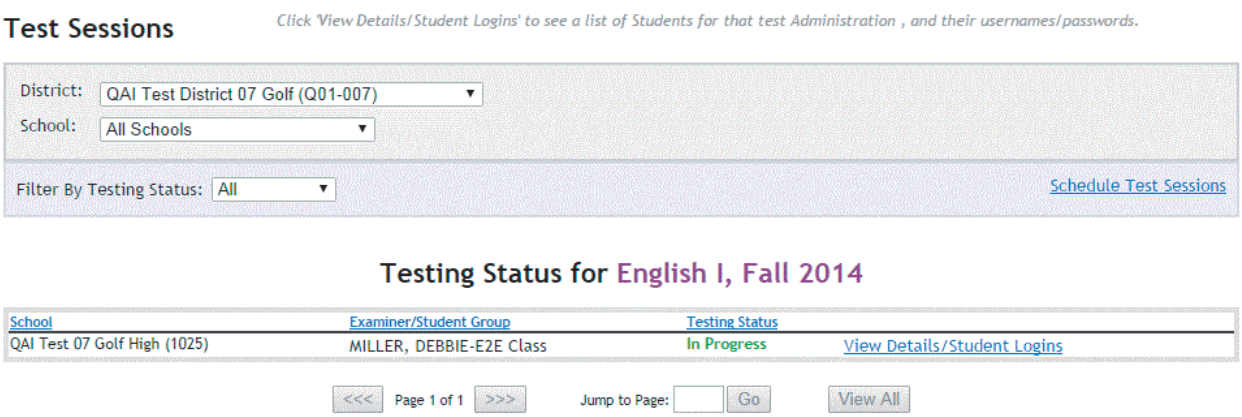
   The **Test Sessions** page displays.

2. In the **Currently working in** field in the upper right corner of the page, choose the appropriate content area. The DTC should select a school in the **School** field or choose **All Schools**.

   For the Examiner, the page lists all his or her student groups for the selected content area.

   For the STC, the page lists all student groups in the school for the selected content area.

   For the DTC, the page lists all student groups in the selected school (or all schools) for the selected content area.



3. Choose an option in the **Filter By Testing Status** field to determine which information to display.

   The following options are available:

   - **All**—All student groups are listed, regardless of the status.
   - **In Progress**—Testing has started for the Test Examiner/Student Group.
   - **Finished**—The Test Examiner/Student Group has completed all sessions for the test administration, and students may no longer test.
   - **Not Started**—The Test Examiner/Student Group is scheduled to test, but testing has not yet started.

4. Navigate through the list of student groups as needed.
   - Click a column heading to sort the student group list based on that column.
   - To move between pages in the student group list, click the <<< or >>> button. Move to a different page by typing a page number in the **Jump to Page** field and clicking the **Go** button.
5. Click the **View Details/Student Logins** link to display a list of students enrolled in a student group.

   Student logins appear on the bottom section of the page, below the summary and status information.
   - By default, the login information sorts by last name. To sort on another column, click the column heading.
   - Similar to the **Status** column at the group level, the **Status** column provides information about an individual student's testing status. "Not Started" indicates that the student has not started the session, "In Progress" indicates that the student has started a test session for the content area and administration, and "Finished" indicates that the student has completed the test session for the content area and administration. **NOTE:** DTCs/STCs must ensure that the testing status in iTester for all students shows "Finished" when testing is complete.
   - **Date/Time Started** and **Date/Time Completed** columns provide detailed information about the student's progress.
   - See page 46 in this manual for a detailed explanation of printing student logins.

Marking Accommodations/Status Codes

Paper/Pencil, Large Print, Braille, and Text-to-Speech accommodations are marked on the Student Demographic page and all other accommodations and status codes are marked within the **Test Sessions** tab in iTester Admin. For more information on marking Large Print and Braille accommodations see Appendix E. Test Examiners are encouraged to mark accommodation codes prior to the student entering the test and to ensure the proper accommodations are provided. Paper/Pencil, Large Print, Braille, and Text-to-Speech Accommodations must be marked **PRIOR** to the student or Test Examiner entering the test to ensure the correct test edition populates in iTester.

To mark student accommodations and/or status codes (other than Large Print, Braille, or Text-to-Speech), click on the **Test Sessions** tab.

1. Click the **View Details/Student Logins** link to the right of the appropriate student group.
2. In the list of Registered Students, click the **Set** link under the **Student Accommodations** and **Status Codes** columns in the appropriate row to update information. In the pop-up window, choose the box next to any applicable accommodations and/or status codes. After marking any appropriate boxes, click the **Submit** button to save the information and return to the Registered Students list.

3. Accommodations and status codes set display in the **Student Accommodations** and **Status Codes** columns for each student. If these codes need revision, click the **Set** link and uncheck or check boxes as appropriate. Click the **Submit** button to save any changes.

Moving a Student During an Assessment

Occasionally a student must be moved to a new location to continue testing. In order for the student to continue his or her test, complete the following steps:

1. Pause the student's online assessment. (Once the student pauses the test, the workstation becomes immediately available for other use.)
2. Escort the student to the new location.
3. To complete the assessment, log the student into his or her assessment at the new workstation.

Invalidating Student Tests

Neither a student's behavior, nor the judgment of a student's effort during testing can invalidate a student's test. The STC and the Test Examiner must agree that a particular student's test should be invalidated based on the invalidation criteria. To invalidate a student's test, the DTC must be contacted and he or she must mark the Teacher Invalidation Status Code within the Test Sessions detail page. The STC must also provide the DTC with the following information:

1. Student's name (first name, last name)
2. MOSIS ID
3. Date of birth
4. Teacher
5. Grade
6. School name
7. County and district code
8. Building code
9. Content area tested
10. Reason for invalidation

Invalidating a student's test requires several steps. Any invalid test must be documented by the STC immediately following the invalid session. The only reason that a student's test may be invalidated is because of **cheating**.

NOTE: The DTC may only invalidate a student's test before the district's 7-day content window closes.

The DTC should follow these steps to invalidate a student's test in iTester:

1. Log into iTester Admin and click the **Test Sessions** tab. The Test Sessions page displays.
2. Click the **View Details/Student Logins** link for the Test Examiner/Student Group in which the student is enrolled.
3. Locate the student whose test needs invalidation in the student list.
4. Click the **Status Codes** link for that student. Click the **Teacher Invalidation** status code.
5. Click the **Submit** button to invalidate the test. The link becomes inactive and the student is marked as Invalidated.

The Superintendent must fax a signed letter on district letterhead with the above information to fax number (573) 522-6384, attention Accountability Data.

iTester Admin: Printing Student Logins

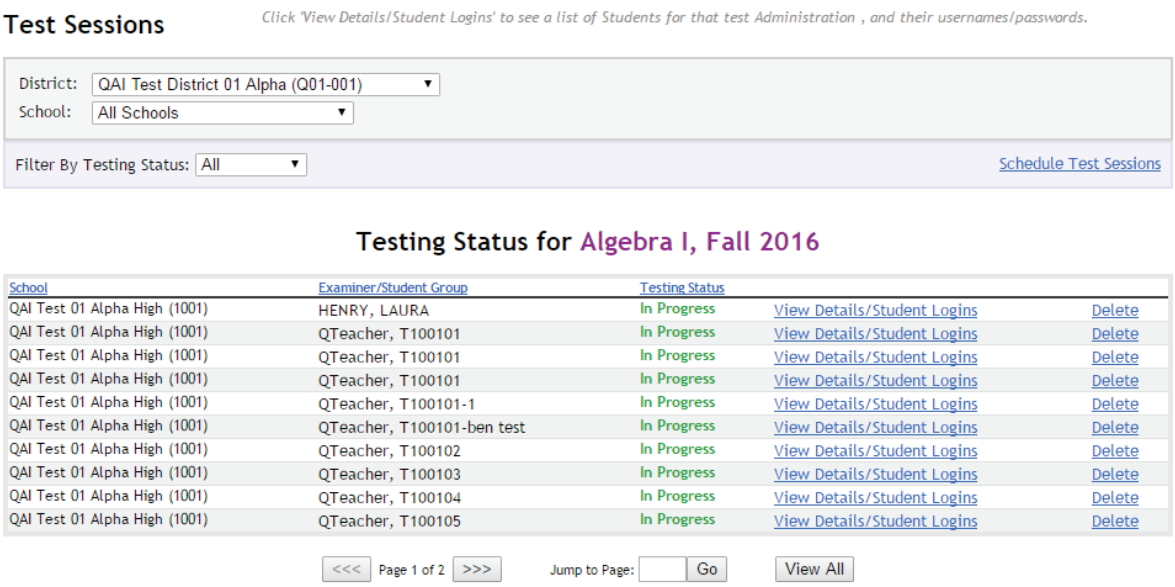
In order to test using the secure browser, each student needs a login, consisting of a username (MOSIS ID) and password, and a session access code. Prior to testing, STCs must print the login information for all students scheduled to take an EOC Assessment. Students have a unique password *for each content area in which they are testing*. Session access codes, however, are unique to each session and are assigned to each student group, not individual students.

NOTE: Students cannot self-register through the secure browser; all logins must be generated through iTester Admin and logins will not be enabled until the district testing window has opened.

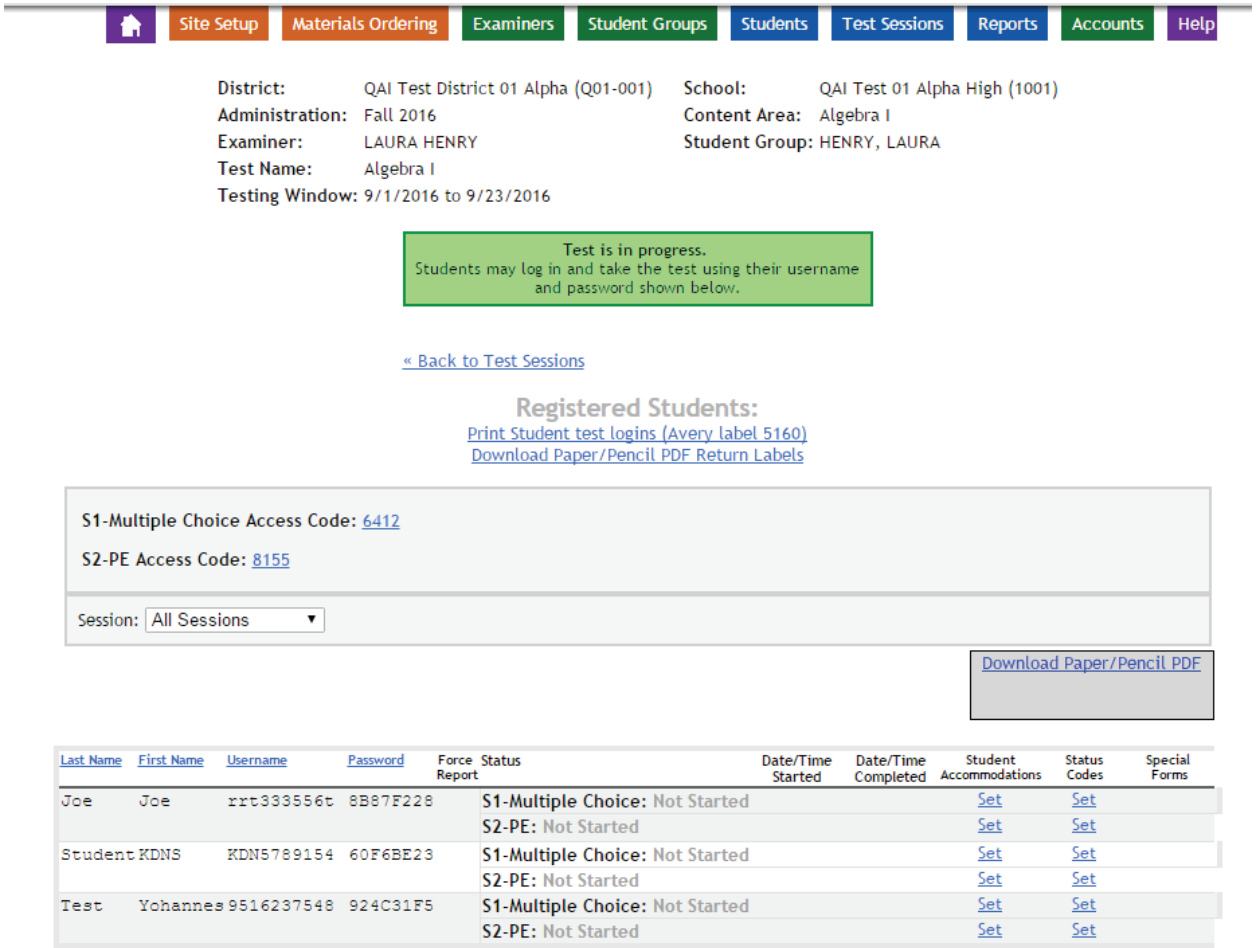
Student login information may be printed on plain paper or Avery labels (5160) for distribution to students prior to testing. Student login information for each session must be printed separately.

STCs or DTCs may click on the **Test Sessions** tab to view a list of registered students. Session access codes and student logins can be printed by student group from the **Test Sessions** tab.

1. Click the **View Details/Student Logins** link.



Student logins appear on the bottom section of the page, below the summary and status information. Session access codes appear just above the login information.



NOTE: If a student needs to test and is not listed in the table, the STC or DTC needs to create a student profile and register him or her in a student group before testing begins. See page 37 in this manual for more information about adding or editing student profiles. After creating the profile and registering the student in a student group, login information will generate for the student and display in the table.

2. By default, the login information sorts by last name. To sort by first name, username, or password, click the corresponding column heading.

   NOTE: This sorting does not change the order of logins when printed.

3. Click the **Print Student test logins** link above the table to view and/or print the student test logins.

   A PDF version of the login information displays.

- The first page of the file is a cover page that contains the Test Examiner, student group, and test (content area) names, along with the testing window dates and times.
- The remaining pages contain the student logins.

4. Choose **Print** from the File menu to display the options dialog box for the printer.

   Refer to the printer's user guide for details on selecting printing options and on loading labels.

   NOTE: When printing labels, print the header page on plain paper before loading the labels in the printer. If labels print offset, save the file to the desktop and then print, or select "Fit to Page" or "Fit" in the print options. Printer settings within the browser may override the format of the file.

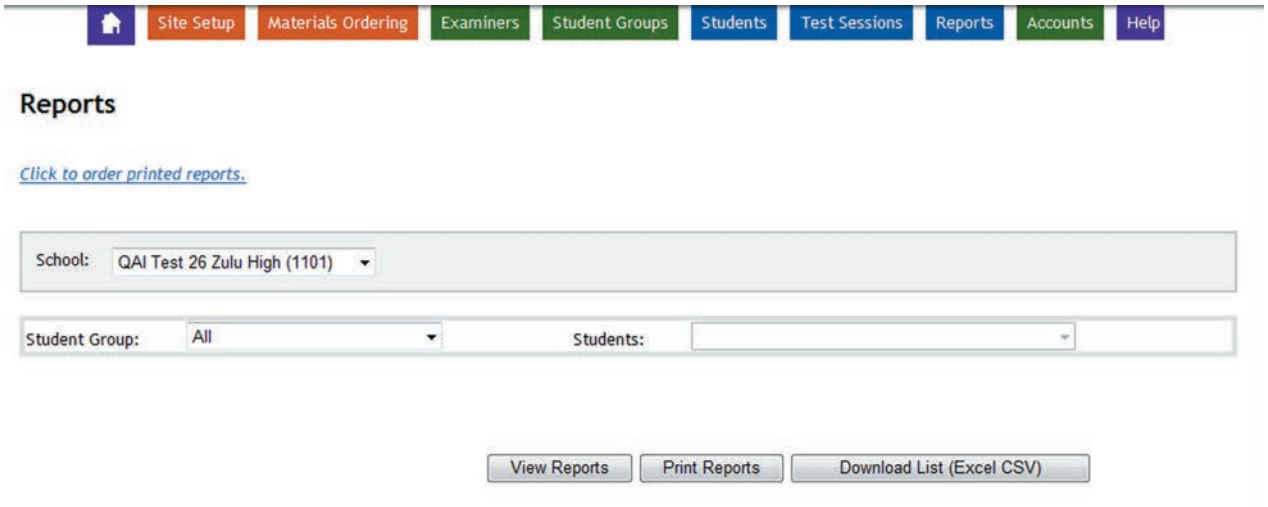
5. To display and print additional logins, click the **Home** button, return to the Test Sessions page, and click the **View Details/Student Logins** link for another Test Examiner and/or student group.
6. Select the appropriate printing options and print the logins.

iTester Admin: Viewing/Printing Reports

Test results are available online via iTester Admin. Individual Student Reports are released for each administration five business days after the district testing window is complete. The district must notify parents and guardians that scores are available within 15 days after the Individual Student Reports become available.

Follow the steps below to access, view, and download reports. Reports may be viewed and printed at the local level and need not be ordered from Questar. For interpretation of the results, refer to the *Guide to Interpreting Results* located on the DESE website (http://dese.mo.gov/college-career-readiness/assessment/end-course).

1. Log into iTester Admin and click on the **Reports** tab.
2. In the upper right corner of the page, select the content area and administration for the reports. Individual Student Reports available are based on the user's role. DTCs may view, print, and order reports for all students in the district. STCs may view and print reports for students within their school. Test Examiners may view students in their class only for the current admin.



To view a specific Student Report, the correct District and School must display in the drop down boxes at the top of the page. Choose the Student Group and the student name from the drop down menus.

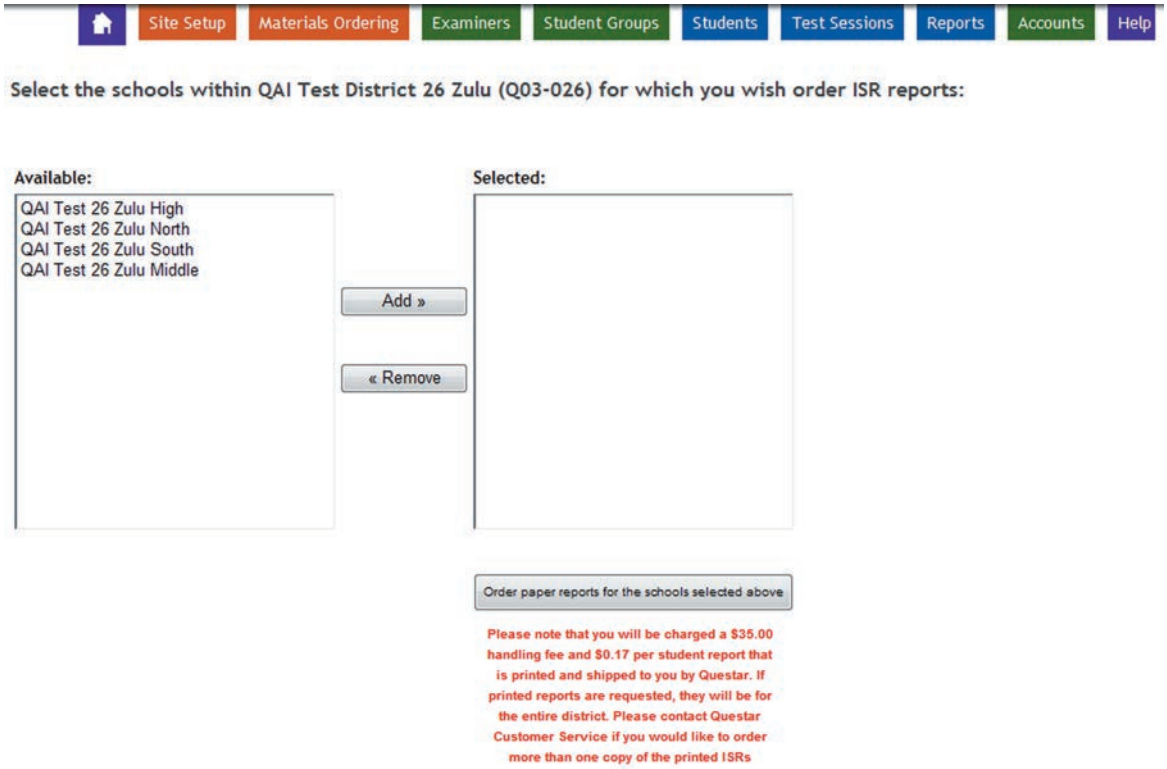
Click on **View Reports** or **Print Reports**.

Users may click the **Download List (Excel CSV)** button to view a list of raw scores for their students.

While all users may view and print the Individual Student Reports at the local level, only DTCs may order printed reports from Questar. These reports are available at a cost to the district. The district should place one order to reduce the potential cost and number of shipments.

NOTE: Districts are charged a $35.00 handling fee per order and $0.17 per student report that is printed and shipped to the district by Questar.

The DTC clicks on the link to order printed reports. This opens another page where the DTC selects the schools for which they are ordering printed reports from the list of available schools. Click **Order paper reports** to place the order. Once reports for a school have been ordered, they are no longer available for selection. The DTC may contact Questar's Missouri Customer Service at 800-571-2545 to order additional sets of reports.



Appendix A

Universal Tools

These tools for the End-of-Course Assessment are available to **ALL STUDENTS** unless otherwise noted.

Please note:

- Some tools need to be marked in iTester Admin prior to the assessment. Please read the description to determine if the tool must be marked in iTester Admin.
- Some tools are only for use by English Language Learner (ELL) students (ELL students are those marked LEP-RCV or LEP-NRC in MOSIS).

Tool	Description	Code
Bilingual Dictionary	ELL students may have access to a physical Bilingual Dictionary for use **ONLY** on the Writing Prompt for the English I and English II assessments. If the Bilingual Dictionary is electronic, it may not connect to the internet. This tool must be chosen in the iTester Admin system under student accommodations prior to testing.	S431
Break (Pause)	All students may take breaks of up to 20 minutes as needed. There is no limit to how many times a student may use this during an assessment. If a student hits the pause button, they will be logged out. They can log back in anytime that same day. If the assessment needs to be reopened on a subsequent day, the district will need to call the help desk. If the need arises to move a student from one computer to another, pause the test to exit. The test will remain incomplete until the student logs back in and completes the test.	N/A
Calculator	All students may have access to a physical calculator. The memory of the physical calculator must be cleared before and after testing by the test examiner. *Please Note: Use of a calculator is only for the Mathematics assessments.*	N/A
Color Contrast – Paper	All students taking the paper/pencil assessment may have the test printed in different colors based on student needs or preferences. This tool must be chosen in the iTester Admin system under student accommodations prior to testing.	S102
Color Overlay	All students taking the paper/pencil assessment may have a color transparency placed over the test presented to them based on student needs or preferences. This tool must be chosen in the iTester Admin system under student accommodations prior to testing.	S103

Tool	Description	Code
English Dictionary	All students may have access to a physical English Dictionary for use **ONLY** on the Writing Prompt for the English I and English II assessments. If the English Dictionary is electronic, it may not connect to the internet.	N/A
Grammar Handbook	All students may have access to a physical Grammar Handbook for use **ONLY** on the Writing Prompt for the English I and English II assessments. If the Grammar Handbook is electronic, it may not connect to the internet. The Grammar Handbook must be one that is published. It cannot be a district-, school-, or classroom-made handbook.	N/A
Highlighter	The iTester platform allows all students access to a highlighter for marking desired text. All students may have access to a physical highlighter.	N/A
Magnifier	All students taking the paper/pencil or Large Print assessments may have access to a magnifying device.	N/A
Magnification – Assistive Technology	Students with visual impairments may use assistive technology software that magnifies the screen beyond the built in capabilities of the magnifier tool. The software can be used in conjunction with the Student Test Delivery System. The software must be provided by the district. *Please Note: The use of assistive technology software should be familiar to the student and should be software the student uses in the everyday classroom.* *Please Note: While the use of assistive technology software is not directly supported by Questar, the help desk will work with districts needing to use the software.* This tool must be chosen in the iTester Admin system under student accommodations prior to testing.	S105
Mark For Review	The Student Test Delivery System allows all students to mark an item for review.	N/A
Masking – Paper	All students taking the Paper/Pencil or Large Print assessments may use a masking tool to block off content that is not of immediate need or that may be distracting. This tool must be chosen in the iTester Admin system under student accommodations prior to testing.	S107
Protractor	All students taking the Paper/Pencil, Large Print, or Braille assessments may have access to a physical protractor for use on specific items where appropriate.	N/A

Tool	Description	Code
Read Aloud (Not Including ELA Reading Passages) – Text-To-Speech	The Student Test Delivery System allows all students to have the test directions and items read aloud via embedded text-to-speech technology in the following subject areas: **ALGEBRA I, ALGEBRA II, ENGLISH II, BIOLOGY, and GOVERNMENT**. The student can control the start, speed, and volume of the voice. *Please Note: Use of this tool **DOES NOT** allow the reading of ELA passages to the student. The Questar Student Secure Browser does not allow the read aloud of ELA reading passages via text-to-speech. In order to have ELA reading passages Read Aloud, a student **MUST** have that accommodation in their IEP/504 plan and use a human reader.* *Please Note: DESE does not recommend the use of Read Aloud for students who do not use it as part of their everyday learning in the classroom. The use of Read Aloud for some students can prove distracting and become a hindrance to student performance.* This tool must be turned on in the iTester Admin system under student accommodations prior to testing.	S041
Read Aloud (Not Including ELA Reading Passages) – Human Reader	Any student taking the online, Paper/Pencil, Large Print, or Braille assessments may have the test directions and items in English Language Arts, Mathematics, Science, and Social Studies read aloud by a human reader. *Please Note: Use of this tool **DOES NOT** allow the reading of ELA passages to the student. In order to have ELA reading passages Read Aloud, a student **MUST** have that accommodation in their IEP/504 plan.* *Please Note: The Human Reader should be familiar to the student and have read aloud experience with the student in some capacity prior to the state assessment.* *Please Note: DESE does not recommend the use of Read Aloud for students who do not use it as part of their everyday learning in the classroom. The use of Read Aloud for some students can prove distracting and become a hindrance to student performance.* This tool must be chosen in the iTester Admin system under student accommodations prior to testing.	S043

Tool	Description	Code
Read Aloud (Not Including ELA Reading Passages) – Assistive Technology	Students with Disabilities that use specific text-to-speech assistive technology software in the everyday classroom may use that technology in conjunction with the Student Test Delivery System. The software must be provided by the district. *Please Note: The use of assistive technology software should be familiar to the student and should be software the student uses in the everyday classroom.* *Please Note: While the use of assistive technology software is not directly supported by Questar, the help desk will work with districts needing to use the software.* *Please Note: Use of this tool **DOES NOT** allow the reading of ELA passages to the student. In order to have reading passages Read Aloud, a student **MUST** have that accommodation in their IEP/504 plan.* *Please Note: DESE does not recommend the use of Read Aloud for students who do not use it as part of their everyday learning in the classroom. The use of Read Aloud for some students can prove distracting and become a hindrance to student performance.* This tool must be chosen in the iTester Admin system under student accommodations prior to testing.	S042
Read Aloud (Not Including ELA Reading Passages) – Native Language	ELL students taking the online, Paper/Pencil, Large Print, or Braille assessments may have the test directions and items in English Language Arts, Mathematics, Science, and Social Studies read aloud in the students' native language by a human reader. *Please Note: Use of this tool **DOES NOT** allow the reading of ELA passages in the students' native language to the student. In order to have ELA reading passages Read Aloud, a student **MUST** have that accommodation in their IEP/504 plan.* *Please Note: All the answers given in the online system must be in English.* This tool must be chosen in the iTester Admin system under student accommodations prior to testing.	S111
Ruler	The Student Test Delivery System allows all students to use an embedded ruler on specific items where appropriate. All students taking the Paper/Pencil, Large Print, or Braille assessments may have access to a physical ruler for use on specific items where appropriate.	N/A

Tool	Description	Code
Scratch Paper	The Student Test Delivery System allows all students to use an embedded notepad (called Notepad) to make notes about an item. All students may have access to physical scratch paper. Scratch paper can be blank, ruled, graph, or grid paper. Physical scratch paper should be collected and destroyed **IMMEDIATELY** upon the conclusion of a testing session.	N/A
Scribe	Students with physical disabilities that may prevent them from responding themselves may dictate their responses to a scribe, who must follow the scribing guidelines (http://dese.mo.gov/sites/default/files/asmt-scribing-guidelines.pdf). *Please Note: The Scribe should be familiar to the student and have scribing experience with the student in some capacity prior to the state assessment.* *Please Note: Students who obtain a physical injury prior to testing that prevents them from responding may also dictate their responses to a scribe.* This tool must be chosen in the iTester Admin system under student accommodations prior to testing.	S351
Separate Setting	Students may be allowed to test in a separate setting from other students. This includes testing individually or testing as part of a smaller group. This tool must be chosen in the iTester Admin system under student accommodations prior to testing.	S501
Strikethrough	The Student Test Delivery System allows all students to cross out answer options.	N/A
Thesaurus	All students may have access to a physical Thesaurus for use **ONLY** on the Writing Prompt for the English I and English II assessments. If the Thesaurus is electronic, it may not connect to the internet.	N/A
Translation	ELL students may respond to any assessment in their native language. The responses must be translated and transcribed. *Please Note: If the translator needs access to the assessment prior to administration to conduct translation services, the student must use the Paper/Pencil based assessment (Code A102).* *Please Note: All the answers given in the online system must be in English.* This tool must be chosen in the iTester Admin system under student accommodations prior to testing.	S109
Translation – Paper/Pencil	For ELL students who are using the Translation tool (S109), where the translator needs access to the assessment prior to administration to conduct translation services, the student must use the Paper/Pencil Based Assessment. This tool must be chosen in the iTester Admin system under student accommodations prior to testing.	A102

Accommodations

These accommodations for the End-of-Course Assessment are available only to students with an IEP/504 plan.

Please note:

- All accommodations need to be marked in iTester prior to the assessment.
- Some accommodations are only for use by English Language Learner (ELL) students with an IEP/504 plan (ELL students are those marked LEP-RCV or LEP-NRC in MOSIS).

Accommodation	Description	Code
Abacus	Students with this accommodation in their IEP/504 plan may have access to an abacus. This accommodation must be chosen in the iTester system under student accommodations prior to testing.	A391
Alternate Response Options	Students with this accommodation in their IEP/504 plan may respond to items using an alternate option, including but not limited to: Adapted Keyboards, StickyKeys, MouseKeys, FilterKeys, Adapted Mouse, Touch Screen, Head Wand, and Switches. This accommodation must be chosen in the iTester system under student accommodations prior to testing.	A441
Braille	Students with visual impairments with this accommodation in their IEP/504 plan may access the assessment via a Braille version. Tactile overlays and graphics tools may be used to assist the student in accessing the content. *Please Note: Answers from students who access the assessment using the Braille format must be entered into iTester prior to shipping the Braille assessment back. Please follow the instructions found in the Braille kit.* This accommodation must be chosen in the iTester system under student accommodations prior to testing. See page 37 for additional instructions.	A012
Large Print	Students with visual impairments with this accommodation in their IEP/504 plan may access the assessment via a Large Print version. *Please Note: Answers from students who access the assessment using the Large Print format must be entered into iTester prior to shipping the Large Print assessment back. Please follow the instructions found in the Large Print kit.* This accommodation must be chosen in the iTester system under student accommodations prior to testing. See page 37 for additional instructions.	A021
Multiplication Table	Students with this accommodation in their IEP/504 plan may have access to a single digit multiplication table. This accommodation must be chosen in the iTester system under student accommodations prior to testing.	A395
Paper Based Assessment	Students with this accommodation in their IEP/504 plan may take the assessment using the paper/pencil format. *Please Note: Answers from students who access the assessment using the Paper/Pencil format must be entered into iTester prior to shipping the Paper assessment back. Please follow the instructions found in the return kit.* This accommodation must be chosen in the iTester system under student accommodations prior to testing. See page 37 for additional instructions.	A102

Accommodation	Description	Code
Read Aloud (ELA Reading Passages) – Human Reader	Students with this accommodation in their IEP/504 plan, taking the online, paper/pencil, Large Print, or Braille assessments may have the ELA Reading Passages read aloud by a human reader. *Please Note: The Human Reader should be familiar to the student and have read aloud experience with the student in some capacity prior to the state assessment.* This accommodation must be chosen in the iTester system under student accommodations prior to testing.	A045
Read Aloud (ELA Reading Passages) – Assistive Technology	Students with this accommodation in their IEP/504 plan, who use specific text-to-speech assistive technology software in the everyday classroom, may use that technology in conjunction with the iTester testing platform to have the ELA Reading Passages read aloud by the software. The software must be provided by the district. *Please Note: The use of assistive technology software should be familiar to the student and should be software the student uses in the everyday classroom.* *Please Note: While the use of assistive technology software is not directly supported by Questar, the help desk will work with districts needing to use the software.* This accommodation must be chosen in the iTester system under student accommodations prior to testing.	A044
Read Aloud (ELA Reading Passages) – Native Language	ELL students with this accommodation in their IEP/504 plan, taking the online, paper/pencil, Large Print, or Braille assessments may have the ELA Reading Passages read aloud to them in their native language by a human reader. This accommodation must be chosen in the iTester system under student accommodations prior to testing.	A112
Read-Aloud (ELA Reading Passages) – Blind Students	Blind students who do not yet possess adequate Braille skills with this accommodation in their IEP/504 plan may have the ELA Reading Passages read aloud by a human reader. This accommodation must be chosen in the iTester system under student accommodations prior to testing.	A046
Specialized Calculator	Students with this accommodation in their IEP/504 plan may have access to a specialized calculator. The specialized calculator can include a talking calculator or Braille calculator among others. The memory of the physical calculator must be cleared before and after testing by the test examiner. This accommodation must be chosen in the iTester system under student accommodations prior to testing.	A396
Speech-To-Text – Assistive Technology	Students with this accommodation in their IEP/504 plan, who use specific speech-to-text assistive technology software in the everyday classroom, may use that technology in conjunction with the iTester testing platform. The software must be provided by the district. *Please Note: The use of assistive technology software should be familiar to the student and should be software the student uses in the everyday classroom.* *Please Note: While the use of assistive technology software is not directly supported by Questar, the help desk will work with districts needing to use the software.* This accommodation must be chosen in the iTester system under student accommodations prior to testing.	A352

Missouri EOC
Mathematics Reference Sheet

General Equations

$Ax + By = C$

$y = mx + b$

$y - y_1 = m(x - x_1)$

$y = a(x-h)^2 + k$

$y = ax^2 + bx + c$

$y = ab^x$

$y = \log_b x$

$(x-h)^2 + (y-k)^2 = r^2$

General Formulas

$m = \dfrac{y_2 - y_1}{x_2 - x_1}$

${}_nP_r = \dfrac{n!}{(n-r)!}$

${}_nC_r = \dfrac{n!}{(n-r)!r!}$

$\sin A = \dfrac{opposite}{hypotenuse}$

$\cos A = \dfrac{adjacent}{hypotenuse}$

$\tan A = \dfrac{opposite}{adjacent}$

$a^2 + b^2 = c^2$

$d = rt$

$a_n = a_1 + (n-1)d$

$a_1 = 1^{\text{st}}$ term, $a_n = a_{n-1} + d$

$g_n = g_1 r^{n-1}$

$g_1 = 1^{\text{st}}$ term, $g_n = rg_{n-1}$

$I = prt$

$A = P(1 + \dfrac{r}{n})^{nt}$

$A = Pe^{rt}$

$D = \sqrt{(x_2 - x_1)^2 + (y_2 - y_1)^2}$

$\left(\dfrac{x_1 + x_2}{2}, \dfrac{y_1 + y_2}{2}\right)$

$x = \dfrac{-b \pm \sqrt{b^2 - 4ac}}{2a}$

Area / Volume

$Area = \dfrac{1}{2}bh$

$Area = \dfrac{1}{2}h(b_1 + b_2)$

$Area = \pi r^2$

$Circumference = \pi d$

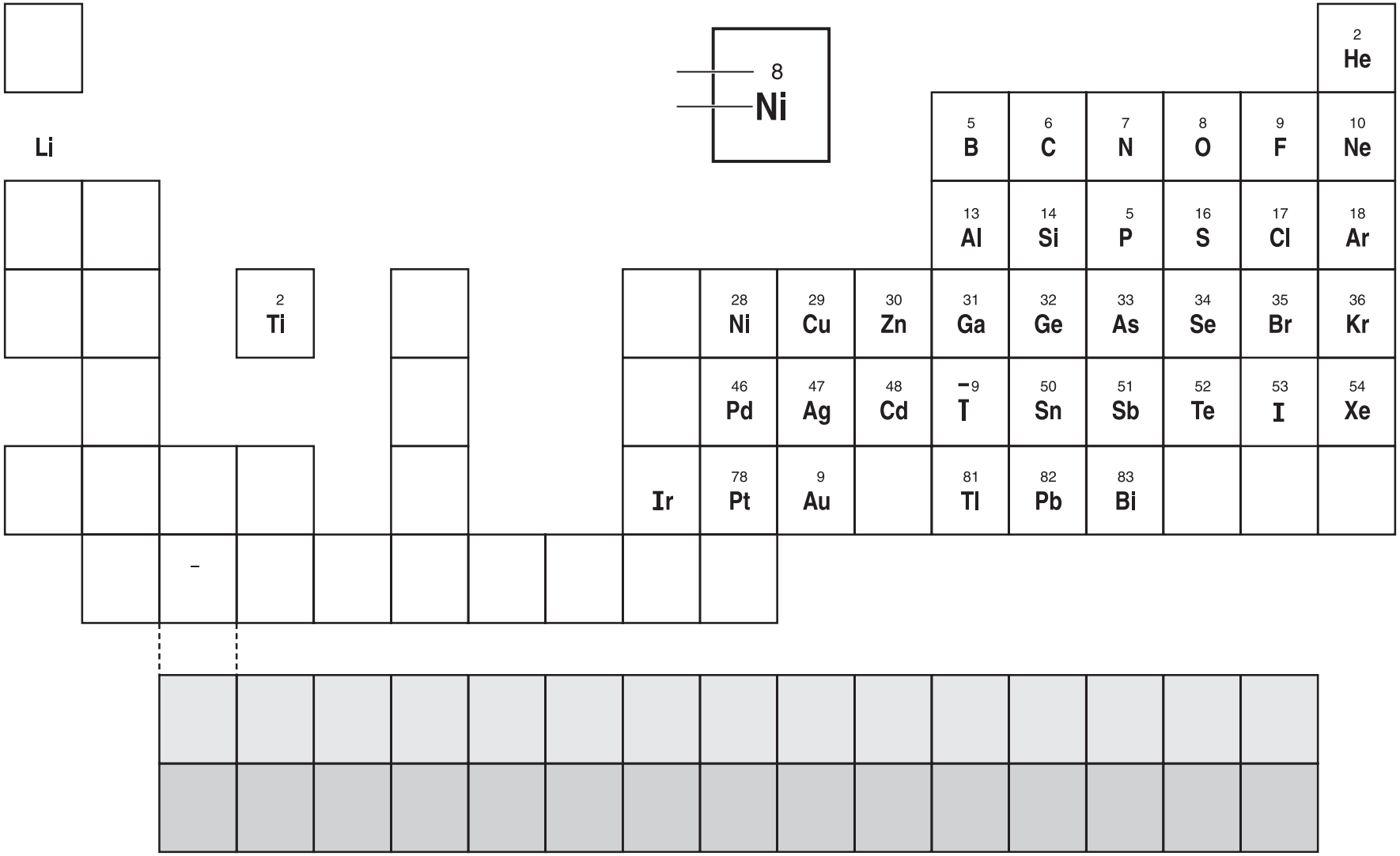
$Volume = Bh$

$Volume = \dfrac{1}{3}Bh$

$Volume = \dfrac{4}{3}\pi r^3$

$Surface\ Area = 4\pi r^2$

Periodic Tab of Elements



Appendix C

Secure Browser: Directions for the Student Login Process and Administering the Tutorials

After the secure browser is set up for student access, Tutorials can be run at any time to familiarize administrators, proctors, translators, Test Examiners, and students with the student test-taking functionality prior to testing. Follow these steps to run the selected response and performance event Tutorials at any time prior to the day of testing. This generic login information may be shared with students to use as a classroom exercise in preparation for taking the EOC Online Assessments.

NOTE: The **suggested** times for each session of an EOC Assessment do **NOT** include time for the Tutorials.

1. Launch the secure browser to start the student test application.
2. Login information (by subject area)

   English I: Username: **MOENG1**; Password: **practice**.

   English II: Username: **MOENG2**; Password: **practice**.

   Algebra I: Username: **MOALG1**; Password: **practice**.

   Algebra II: Username: **MOALG2**; Password: **practice**.

   Geometry: Username: **MOGEO**; Password: **practice**.

   Biology: Username: **MOBIO**; Password: **practice**.

   Physical Science: Username: **MOPHYSC**; Password: **practice**.

   American History: Username: **MOAMHIST**; Password: **practice**.

   Government: Username: **MOGOV**; Password: **practice**.
3. Text-to-Speech login information (by subject area)

   English II: Username: **moeng2tts**; Password: **practice**.

   Algebra I: Username: **moalg1tts**; Password: **practice**.

   Algebra II: Username: **moalg2tts**; Password: **practice**.

   Biology: Username: **mobiotts**; Password: **practice**.

   Government: Username: **mogovtts**; Password: **practice**.

Sample questions have been developed to prepare students for taking the assessment using iTester. The Tutorials are composed of question types that students may encounter during testing.

Bold text is read aloud to the students. *Italicized* text is Test Examiner information only.

Please read these directions before administering the EOC Online Assessments.

Prior to beginning, please confirm with the STC that iTester has been installed and certified for the current statewide testing window on all of the workstations being used for testing. Instructions for installing iTester were sent to the STC and/or SITC (School Information Technology Coordinator). The icon shown below will appear on each desktop that has iTester installed.

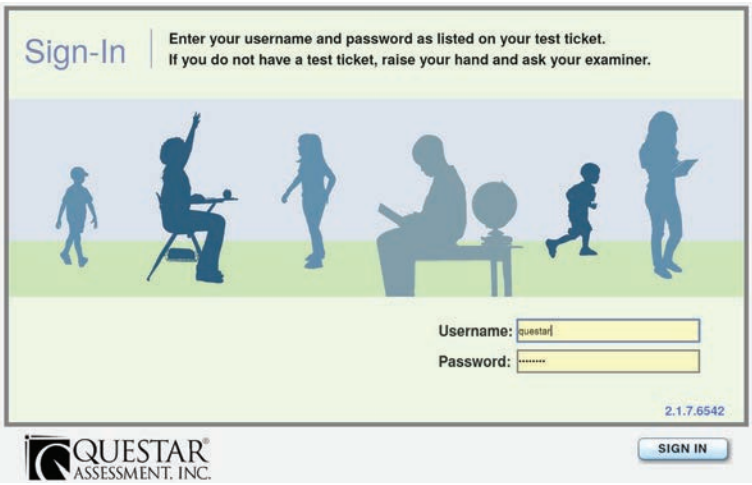
SAY **Today you will log into the secure browser to practice using the online tools. We will begin by accessing the testing application.**

If student workstations are not displaying the login screen, read the following directions:

SAY **On your desktop, locate the icon titled "Questar Secure Browser MOEOC."**

Double-click this icon and the program will launch. Once the program has opened, you will see the login page for iTester. Do not enter anything until you have been instructed to do so. Is there anyone who does not see the login page?

An example of the login page is below. Please be sure all students are on this page before proceeding with instructions.



Assist students as needed. The next step walks the students through logging in to the secure browser. Test Examiners should share the login information for the appropriate Tutorial with the students.

SAY **Type "***say appropriate username here***" in the field titled "Username." Do you have any questions?**

Answer any questions the students may have.

SAY **Now press the Tab key to move to the "Password" field. Once your cursor is in the "Password" field, enter "***say appropriate password here***." Do you have any questions?**

When you have confirmed everyone has entered their login information, proceed with the instructions.

SAY **Click Sign In to enter the testing application.**

This will log the students into the testing application. The purpose of the Tutorials is to allow practice using the different computer keys and functions necessary to complete the End-of-Course Assessments. The Tutorials will also help to familiarize students with the different types of questions and tools that will appear on the test and the ways in which to respond. The Tutorials purposefully display simplistic content.

SAY **Now you will complete some practice questions to become familiar with iTester.**

Please follow all instructions as they appear on-screen. Do not continue until you are instructed to do so.

Locate the Tutorial you are taking today and click once on the name of the test. Do you have any questions about which Tutorial you should be taking?

Answer any questions the students may have. After clicking, the test will display a window that contains the test directions.

SAY **Read the directions as they appear on-screen, and please do not work ahead.**

Allow students time to read the directions.

Do you have any questions about the directions you just read?

Answer any questions the students may have.

SAY **Click once on Begin.**

The first question will display.

SAY **You will see a screen with a page count area in the upper left-hand corner, below the name of the test. This indicates the screen or page number you are on and the total number of screens or pages on the Tutorial. You will see this at the top of each page.**

In the top center of your screen, you will see a toolbar with tools to help you take the test. Do you have any questions?

Answer any questions the students may have.

SAY **You may begin the Tutorial. Stop when you get to the bottom of the Tutorial Review page.**

Allow students time to complete the Tutorial.

SAY **We are now ready to complete the Tutorial. At the bottom of the Tutorial Review page you will see two buttons, Not Yet and Score My Test.**

An example of the Not Yet and Score My Test buttons are below.

SAY **Click once on Not Yet and notice that you return to the Tutorial questions. Now, click on the Review button to return to the Review page.**

Pause to make sure everyone is in the right place and answer any questions.

SAY **When you are ready to complete a test session, from the Review page, you will click on the Score My Test button at the bottom of the page. If you have unanswered questions, there will be a message box that asks if you are ready to score the test. You will have the option of going back to finish the test. If all questions have been answered, then click the Yes button. You will be asked again if you are ready to score your test. Click the Yes button again. You will then see a message that says "Test completed." Click OK. Do you have any questions?**

Pause and answer any questions the students may have.

SAY **If you are finished with the Tutorial, click on Score My Test.**

Click once on Exit to log out of iTester.

English II Assessment Online—Session I

Directions for Administering

SAY **For the questions in this test, you will select an answer from a list of given choices. Remember to check that the circle that goes with the answer you chose is filled in after you click it. Your score on these questions will depend on how well you follow directions and show your understanding of what you read. Read the passage and then answer the questions. You may need to scroll to see the entire passage for some questions in this test. Click the Help button for instructions on how to use the system tools.**

There are several important things to remember:

1. **Read each question carefully and think about the answer. Then choose the one answer that you think is best.**
2. **If you do not know the answer to a question, mark it for review, skip it, and go on. You may return to it later.**
3. **When you finish the test, you may check your work.**

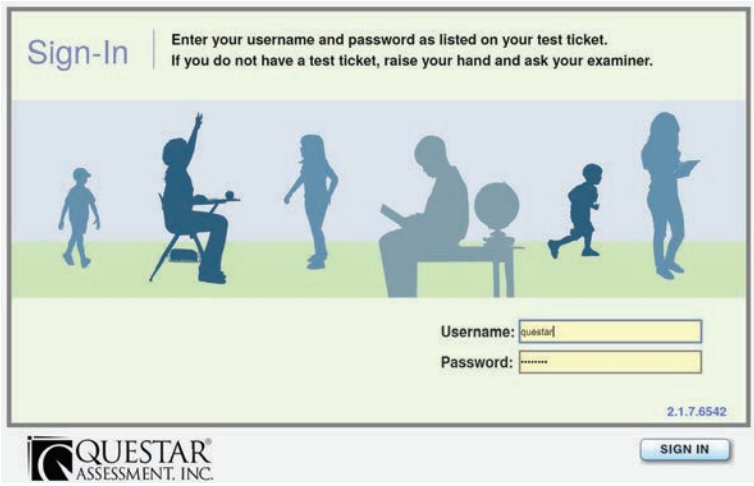
On your desktop, locate the icon titled "Questar Secure Browser MOEOC."

Double-click this icon and the program will launch. Once the program has opened, you will see the login page for the secure browser.

Do not enter anything until you have been instructed to do so.

Can everyone see the login page?

An example of the login page is below. Please be sure all students are on this page before proceeding with instructions.



Assist students as needed. The next step is to walk the students through logging into the secure browser. The username for all students is their MOSIS ID. For each content area tested, the student will receive a unique password.

SAY **Using the login information given to you, type your username in the field titled "Username." Do you have any questions?**

Answer any questions the students may have. The students will need to enter their own unique passwords.

SAY **Now press the Tab key to move to the "Password" field.**

Once your cursor is in the "Password" field, enter the password from your login information. Does anyone have any questions or need help finding the information you need to enter?

When you have confirmed everyone has entered his or her login information, proceed with the instructions. If a student is having trouble logging in, check the username and password information. The system will not lock the student out for making multiple incorrect attempts.

SAY **Click Sign In to enter the testing application.**

This will log the students into the testing application. As the students log into the application, the student's personal profile will display. The next step is to have the student verify his or her personal profile information.

SAY **Now you will see a window that displays your personal profile information. I will direct you through this page to verify that the information is correct. Follow the text on your screen as I read it to you. I will ask you to confirm that your personal information is correct. The message at the top of the page should display "Welcome" followed by your name. Please confirm your name is displayed and spelled correctly. Continue to the next line on this page. You are logging in to complete an English II test for [***your name and Student Group***] at [***the name of your school***]. Now verify that the information for the following fields is correct.**

- **your name**
- **your MOSIS ID**
- **your date of birth**
- **your grade**

If any of the information is not correct, please raise your hand.

*If the student information displayed does not belong to the student testing or the name and MOSIS ID do not match, the student **MUST NOT** continue. Click Exit, return to the login page, and check the student's login credentials. Provide the student with the correct username and password and have the student log in again.*

If the student's date of birth or grade information is inaccurate, or his or her name is misspelled, please note the inaccuracy and then notify the STC. The student may continue after noting the inaccuracy.

*If the name of the Test Examiner/Student Group is incorrect, the student should **NOT** begin testing until this is corrected through the iTester Admin interface. Failure to do so will result in the student reports being directed to the wrong Test Examiner. See the **iTester Admin: Managing Student Information** section of this manual.*

SAY **If all of the information on your profile page is accurate, please click Continue, but do not go on to any other screen.**

Students will see the Test Center where the English II test is listed.

SAY **Do you have any questions?**

Answer any questions the students may have.

SAY **Click on the link for Session I of the English II test. You should now be prompted to enter a four-digit access code. The access code for this session is ____. Please enter this code in the space provided and click Enter.**

Test Examiners should confirm that students have entered the code and clicked Enter.

SAY **You may begin.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance. When all students have finished and ended their test,

SAY **Stop. You have finished the test. If you have not yet done so, click on the Score My Test button at the bottom of the page to submit your test for scoring. Then click on Exit to log out of iTester.**

English II Assessment Online—Session II

Directions for Administering

Distribute scratch paper. Make an English dictionary, a thesaurus, and a grammar handbook available to students.

SAY **For this test you will compose a response to a writing prompt. First, read the prompt. Using paper given to you, spend a short amount of time on prewriting activities (such as brainstorming, listing, free writing, clustering, mapping, or drawing).**

After you finish your prewriting activity, compose your response in the space provided on screen. Look back at your prewriting activity for ideas. Click the Help button for instructions on how to use the system tools.

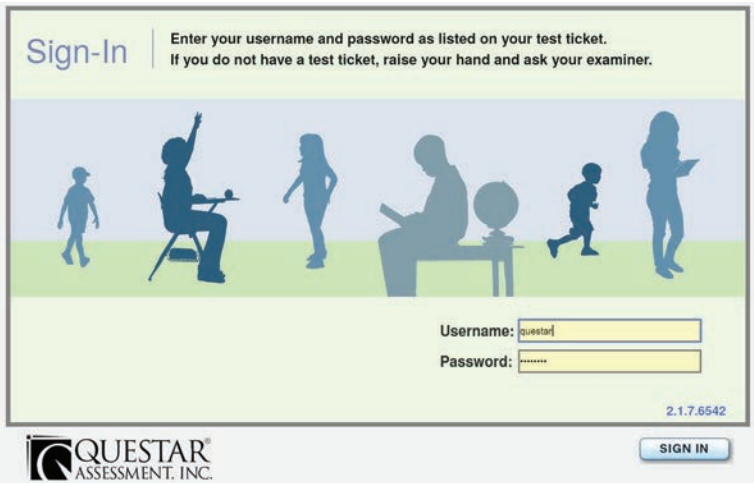
On your desktop, locate the icon titled "Questar Secure Browser MOEOC."

Double-click this icon and the program will launch. Once the program has opened, you will see the login page for the secure browser.

Do not enter anything until you have been instructed to do so.

Can everyone see the login page?

An example of the login page is below. Please be sure all students are on this page before proceeding with instructions.



Assist students as needed. The next step is to walk the students through logging into the secure browser. The username for all students is their MOSIS ID. For each content area tested, the student will receive a unique password.

SAY **Using the login information given to you, type your username in the field titled "Username." Do you have any questions?**

Answer any questions the students may have. The students will need to enter their own unique passwords.

SAY **Now press the Tab key to move to the "Password" field.**

Once your cursor is in the "Password" field, enter the password from your login information. Does anyone have any questions or need help finding the information you need to enter?

When you have confirmed everyone has entered his or her login information, proceed with the instructions. If a student is having trouble logging in, check the username and password information. The system will not lock the student out for making multiple incorrect attempts.

SAY **Click Sign In to enter the testing application.**

This will log the students into the testing application. As the students log into the application, the student's personal profile will display. The next step is to have the student verify his or her personal profile information.

SAY **Now you will see a window that displays your personal profile information. I will direct you through this page to verify that the information is correct. Follow the text on your screen as I read it to you. I will ask you to confirm that your personal information is correct. The message at the top of the page should display "Welcome" followed by your name. Please confirm your name is displayed and spelled correctly. Continue to the next line on this page. You are logging in to complete an English II test for [***your name and Student Group***] at [***the name of your school***]. Now verify that the information for the following fields is correct.**

- **your name**
- **your MOSIS ID**
- **your date of birth**
- **your grade**

If any of the information is not correct, please raise your hand.

*If the student information displayed does not belong to the student testing or the name and MOSIS ID do not match, the student **MUST NOT** continue. Click Exit, return to the login page and check the student's login credentials. Provide the student with the correct username and password and have the student log in again.*

If the student's date of birth or grade information is inaccurate, or his or her name is misspelled, please note the inaccuracy and then notify the STC. The student may continue after noting the inaccuracy.

If the name of the Test Examiner/Student Group is incorrect, the student should ***NOT*** *begin testing until this is corrected through the iTester Admin interface. Failure to do so will result in the student reports being directed to the wrong Test Examiner. See the* ***iTester Admin: Managing Student Information*** *section of this manual.*

SAY **If all of the information on your profile page is accurate, please click Continue, but do not go on to any other screen.**

Students will see the Test Center where the English II test is listed.

SAY **Do you have any questions?**

Answer any questions the students may have.

SAY **Click on the link for Session II of the English II test. You should now be prompted to enter a four-digit access code. The access code for this session is ____. Please enter this code in the space provided and click Enter.**

Test Examiners should confirm that students have entered the code and clicked Enter.

SAY **You may begin.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance. When all students have finished and ended their test,

SAY **Stop. You have finished the test. If you have not yet done so, click on the Score My Test button at the bottom of the page to submit your test for scoring. Then click on Exit to log out of iTester.**

Collect all scratch paper to be securely destroyed.

Algebra I Assessment Online—Session I

Directions for Administering

Distribute scratch, unlabeled grid or graph paper. If you have decided the students should use calculators for this assessment, make sure all students have a working calculator. Hard copies of the Mathematics Reference Sheet may also be distributed.

SAY **For the questions in this test, you will select an answer from a list of given choices. Remember to check that the circle that goes with the answer you chose is filled in after you click it. Your score on these questions will depend on how well you follow directions and show your understanding of Algebra I. You may use a calculator and scratch paper to work through the questions. The Mathematics Reference Sheet is available during testing by clicking the reference sheet icon. Click the Help button for instructions on how to use the system tools.**

There are several important things to remember:

1. **Read each question carefully and think about the answer. Then choose the one answer that you think is best.**
2. **If you do not know the answer to a question, mark it for review, skip it, and go on. You may return to it later.**
3. **When you finish the test, you may check your work.**

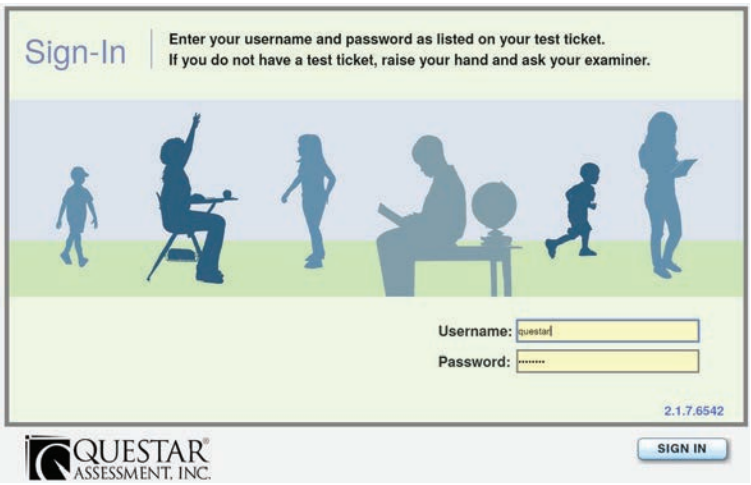
On your desktop, locate the icon titled "Questar Secure Browser MOEOC."

Double-click this icon and the program will launch. Once the program has opened, you will see the login page for the secure browser.

Do not enter anything until you have been instructed to do so.

Can everyone see the login page?

An example of the login page is below. Please be sure all students are on this page before proceeding with instructions.



Assist students as needed. The next step is to walk the students through logging into the secure browser. The username for all students is their MOSIS ID. For each content area tested, the student will receive a unique password.

SAY **Using the login information given to you, type your username in the field titled "Username." Do you have any questions?**

Answer any questions the students may have. The students will need to enter their own unique passwords.

SAY **Now press the Tab key to move to the "Password" field.**

Once your cursor is in the "Password" field, enter the password from your login information. Does anyone have any questions or need help finding the information you need to enter?

When you have confirmed everyone has entered his or her login information, proceed with the instructions. If a student is having trouble logging in, check the username and password information. The system will not lock the student out for making multiple incorrect attempts.

SAY **Click Sign In to enter the testing application.**

This will log the students into the testing application. As the students log into the application, the student's personal profile will display. The next step is to have the student verify his or her personal profile information.

SAY **Now you will see a window that displays your personal profile information. I will direct you through this page to verify that the information is correct. Follow the text on your screen as I read it to you. I will ask you to confirm that your personal information is correct. The message at the top of the page should display "Welcome" followed by your name. Please confirm your name is displayed and spelled correctly. Continue to the next line on this page. You are logging in to complete an Algebra I test for [***your name and Student Group***] at [***the name of your school***]. Now verify that the information for the following fields is correct.**

- **your name**
- **your MOSIS ID**
- **your date of birth**
- **your grade**

If any of the information is not correct, please raise your hand.

*If the student information displayed does not belong to the student testing or the name and MOSIS ID do not match, the student **MUST NOT** continue. Click Exit, return to the login page and check the student's login credentials. Provide the student with the correct username and password and have the student log in again.*

If the student's date of birth or grade information is inaccurate, or his or her name is misspelled, please note the inaccuracy and then notify the STC. The student may continue after noting the inaccuracy.

*If the name of the Test Examiner/Student Group is incorrect, the student should **NOT** begin testing until this is corrected through the iTester Admin interface. Failure to do so will result in the student reports being directed to the wrong Test Examiner. See the **iTester Admin: Managing Student Information** section of this manual.*

SAY **If all of the information on your profile page is accurate, please click Continue, but do not go on to any other screen.**

Students will see the Test Center where the Algebra I test is listed.

SAY **Do you have any questions?**

Answer any questions the students may have.

SAY **Click on the link for Session I of the Algebra I test. You should now be prompted to enter a four-digit access code. The access code for this session is ____. Please enter this code in the space provided and click Enter.**

Test Examiners should confirm that students have entered the code and clicked Enter.

SAY **You may begin.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance. When all students have finished and ended their test,

SAY **Stop. You have finished the test. If you have not yet done so, click on the Score My Test button at the bottom of the page to submit your test for scoring. Then click on Exit to log out of iTester.**

Collect all scratch, graph, grid paper, and any hard copies of the reference sheets to be securely destroyed.

Algebra I Assessment Online—Session II

Directions for Administering

Distribute scratch, unlabeled grid or graph paper. If you have decided the students should use calculators for this assessment, make sure all students have a working calculator. Hard copies of the Mathematics Reference Sheet may also be distributed.

SAY

For the questions in this test, you will type your answers in the space provided. Your score on these questions will depend on how well you show your understanding of Algebra I. You may use a calculator and scratch paper to work through the questions. The Mathematics Reference Sheet is available during testing by clicking the reference sheet icon. Be sure to explain your thinking and organize your work. Your writing, spelling, and grammar will not be evaluated. Click the Help button for instructions on how to use the system tools.

There are several important things to remember:

1. **Read the performance event carefully and think about how to answer the questions.**
2. **This performance event is worth more than one point. Since you can receive partial credit, it is important to show all of the work that you did to answer the questions on screen.**
3. **When you finish the test, you may check your work.**

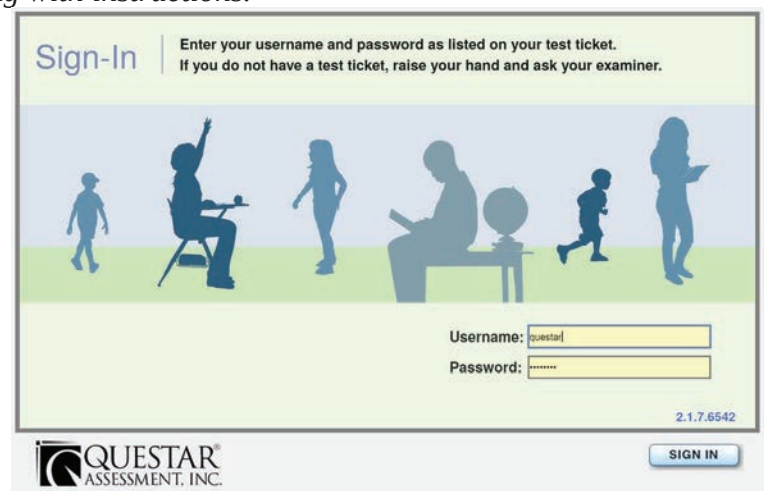
On your desktop, locate the icon titled "Questar Secure Browser MOEOC."

Double-click this icon and the program will launch. Once the program has opened, you will see the login page for the secure browser.

Do not enter anything until you have been instructed to do so.

Can everyone see the login page?

An example of the login page is below. Please be sure all students are on this page before proceeding with instructions.



Assist students as needed. The next step is to walk the students through logging into the secure browser. The username for all students is their MOSIS ID. For each content area tested, the student will receive a unique password.

SAY **Using the login information given to you, type your username in the field titled "Username." Do you have any questions?**

Answer any questions the students may have. The students will need to enter their own unique passwords.

SAY **Now press the Tab key to move to the "Password" field.**

Once your cursor is in the "Password" field, enter the password from your login information. Does anyone have any questions or need help finding the information you need to enter?

When you have confirmed everyone has entered his or her login information, proceed with the instructions. If a student is having trouble logging in, check the username and password information. The system will not lock the student out for making multiple incorrect attempts.

SAY **Click Sign In to enter the testing application.**

This will log the students into the testing application. As the students log into the application, the student's personal profile will display. The next step is to have the student verify his or her personal profile information.

SAY **Now you will see a window that displays your personal profile information. I will direct you through this page to verify that the information is correct. Follow the text on your screen as I read it to you. I will ask you to confirm that your personal information is correct. The message at the top of the page should display "Welcome" followed by your name. Please confirm your name is displayed and spelled correctly. Continue to the next line on this page. You are logging in to complete an Algebra I test for [***your name and Student Group***] at [***the name of your school***]. Now verify that the information for the following fields is correct.**

- **your name**
- **your MOSIS ID**
- **your date of birth**
- **your grade**

If any of the information is not correct, please raise your hand.

*If the student information displayed does not belong to the student testing or the name and MOSIS ID do not match, the student **MUST NOT** continue. Click Exit, return to the login page and check the student's login credentials. Provide the student with the correct username and password and have the student log in again.*

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SAY **If all of the information on your profile page is accurate, please click Continue, but do not go on to any other screen.**

Students will see the Test Center where the Algebra I test is listed.

SAY **Do you have any questions?**

Answer any questions the students may have.

SAY **Click on the link for Session II of the Algebra I test. You should now be prompted to enter a four-digit access code. The access code for this session is ____. Please enter this code in the space provided and click Enter.**

Test Examiners should confirm that students have entered the code and clicked Enter.

SAY **You may begin.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance. When all students have finished and ended their test,

SAY **Stop. You have finished the test. If you have not yet done so, click on the Score My Test button at the bottom of the page to submit your test for scoring. Then click on Exit to log out of iTester.**

Collect all scratch, graph, grid paper, and any hard copies of the reference sheets to be securely destroyed.

Biology Assessment Online—Session I

Directions for Administering

Distribute scratch, unlabeled grid or graph paper.

SAY **For the questions in this test, you will select an answer from a list of given choices. Remember to check that the circle that goes with the answer you chose is filled in after you click it. Your score on these questions will depend on how well you follow directions and show your understanding of Biology. You are not allowed to use a calculator. Click the Help button for instructions on how to use the system tools.**

There are several important things to remember:

1. **Read each question carefully and think about the answer. Then choose the one answer that you think is best.**
2. **If you do not know the answer to a question, mark it for review, skip it, and go on. You may return to it later.**
3. **When you finish the test, you may check your work.**

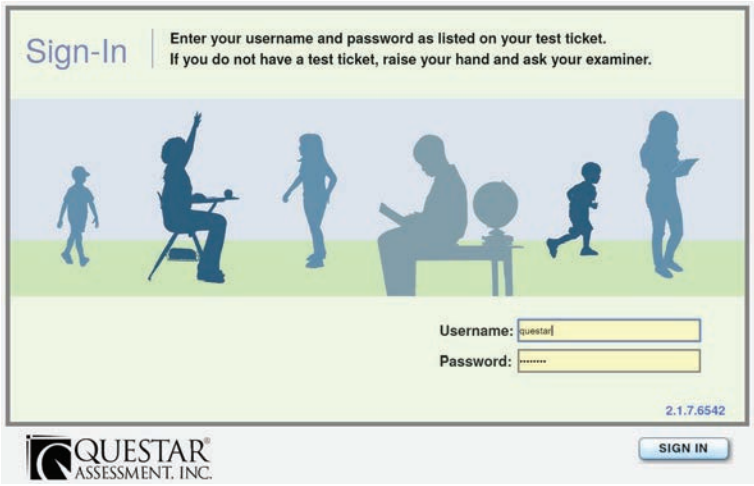
On your desktop, locate the icon titled "Questar Secure Browser MOEOC."

Double-click this icon and the program will launch. Once the program has opened, you will see the login page for the secure browser.

Do not enter anything until you have been instructed to do so.

Can everyone see the login page?

An example of the login page is below. Please be sure all students are on this page before proceeding with instructions.



Assist students as needed. The next step is to walk the students through logging into the secure browser. The username for all students is their MOSIS ID. For each content area tested, the student will receive a unique password.

SAY **Using the login information given to you, type your username in the field titled "Username." Do you have any questions?**

Answer any questions the students may have. The students will need to enter their own unique passwords.

SAY **Now press the Tab key to move to the "Password" field.**

Once your cursor is in the "Password" field, enter the password from your login information. Does anyone have any questions or need help finding the information you need to enter?

When you have confirmed everyone has entered his or her login information, proceed with the instructions. If a student is having trouble logging in, check the username and password information. The system will not lock the student out for making multiple incorrect attempts.

SAY **Click Sign In to enter the testing application.**

This will log the students into the testing application. As the students log into the application, the student's personal profile will display. The next step is to have the student verify his or her personal profile information.

SAY **Now you will see a window that displays your personal profile information. I will direct you through this page to verify that the information is correct. Follow the text on your screen as I read it to you. I will ask you to confirm that your personal information is correct. The message at the top of the page should display "Welcome" followed by your name. Please confirm your name is displayed and spelled correctly. Continue to the next line on this page. You are logging in to complete a Biology test for [***your name and Student Group***] at [***the name of your school***]. Now verify that the information for the following fields is correct.**

- **your name**
- **your MOSIS ID**
- **your date of birth**
- **your grade**

If any of the information is not correct, please raise your hand.

*If the student information displayed does not belong to the student testing or the name and MOSIS ID do not match, the student **MUST NOT** continue. Click Exit, return to the login page and check the student's login credentials. Provide the student with the correct username and password and have the student log in again.*

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SAY **If all of the information on your profile page is accurate, please click Continue, but do not go on to any other screen.**

Students will see the Test Center where the Biology test is listed.

SAY **Do you have any questions?**

Answer any questions the students may have.

SAY **Click on the link for Session I of the Biology test. You should now be prompted to enter a four-digit access code. The access code for this session is ____. Please enter this code in the space provided and click Enter.**

Test Examiners should confirm that students have entered the code and clicked Enter.

SAY **You may begin.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance. When all students have finished and ended their test,

SAY **Stop. You have finished the test. If you have not yet done so, click on the Score My Test button at the bottom of the page to submit your test for scoring. Then click on Exit to log out of iTester.**

Collect all scratch, graph, or grid paper to be securely destroyed.

Biology Assessment Online—Session II

Directions for Administering

Distribute scratch, unlabeled grid or graph paper.

SAY **For the questions in this test, you will type your answers in the space provided. Your score on these questions will depend on how well you show your understanding of Biology. Be sure to explain your thinking and organize your work. Your writing, spelling, and grammar will not be evaluated. You are not allowed to use a calculator. Click the Help button for instructions on how to use the system tools.**

There are several important things to remember:

1. **Read the performance event carefully and think about how to answer the questions.**
2. **Show all of the work that you did to answer the questions on screen.**
3. **When you finish the test, you may check your work.**

On your desktop, locate the icon titled "Questar Secure Browser MOEOC."

Double-click this icon and the program will launch. Once the program has opened, you will see the login page for the secure browser.

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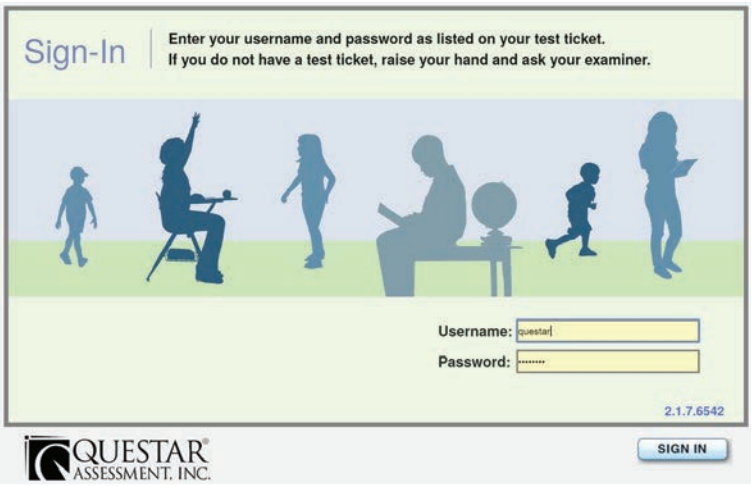
Can everyone see the login page?

An example of the login page is below. Please be sure all students are on this page before proceeding with instructions.



Assist students as needed. The next step is to walk the students through logging into the secure browser. The username for all students is their MOSIS ID. For each content area tested, the student will receive a unique password.

SAY **Using the login information given to you, type your username in the field titled "Username." Do you have any questions?**

Answer any questions the students may have. The students will need to enter their own unique passwords.

SAY **Now press the Tab key to move to the "Password" field.**

Once your cursor is in the "Password" field, enter the password from your login information. Does anyone have any questions or need help finding the information you need to enter?

When you have confirmed everyone has entered his or her login information, proceed with the instructions. If a student is having trouble logging in, check the username and password information. The system will not lock the student out for making multiple incorrect attempts.

SAY **Click Sign In to enter the testing application.**

This will log the students into the testing application. As the students log into the application, the student's personal profile will display. The next step is to have the student verify his or her personal profile information.

SAY **Now you will see a window that displays your personal profile information. I will direct you through this page to verify that the information is correct. Follow the text on your screen as I read it to you. I will ask you to confirm that your personal information is correct. The message at the top of the page should display "Welcome" followed by your name. Please confirm your name is displayed and spelled correctly. Continue to the next line on this page. You are logging in to complete a Biology test for [***your name and Student Group***] at [***the name of your school***]. Now verify that the information for the following fields is correct.**

- **your name**
- **your MOSIS ID**
- **your date of birth**
- **your grade**

If any of the information is not correct, please raise your hand.

*If the student information displayed does not belong to the student testing or the name and MOSIS ID do not match, the student **MUST NOT** continue. Click Exit, return to the login page and check the student's login credentials. Provide the student with the correct username and password and have the student log in again.*

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SAY **If all of the information on your profile page is accurate, please click Continue, but do not go on to any other screen.**

Students will see the Test Center where the Biology test is listed.

SAY **Do you have any questions?**

Answer any questions the students may have.

SAY **Click on the link for Session II of the Biology test. You should now be prompted to enter a four-digit access code. The access code for this session is ____. Please enter this code in the space provided and click Enter.**

Test Examiners should confirm that students have entered the code and clicked Enter.

SAY **You may begin.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance. When all students have finished and ended their test,

SAY **Stop. You have finished the test. If you have not yet done so, click on the Score My Test button at the bottom of the page to submit your test for scoring. Then click on Exit to log out of iTester.**

Collect all scratch, graph, or grid paper to be securely destroyed.

English I Assessment Online—Session I

Directions for Administering

SAY

For the questions in this test, you will select an answer from a list of given choices. Remember to check that the circle that goes with the answer you chose is filled in after you click it. Your score on these questions will depend on how well you follow directions and show your understanding of what you read. Read the passage and then answer the questions. Click the Help button for instructions on how to use the system tools.

There are several important things to remember:

1. **Read each question carefully and think about the answer. Then choose the one answer that you think is best.**
2. **If you do not know the answer to a question, mark it for review, skip it, and go on. You may return to it later.**
3. **When you finish the test, you may check your work.**

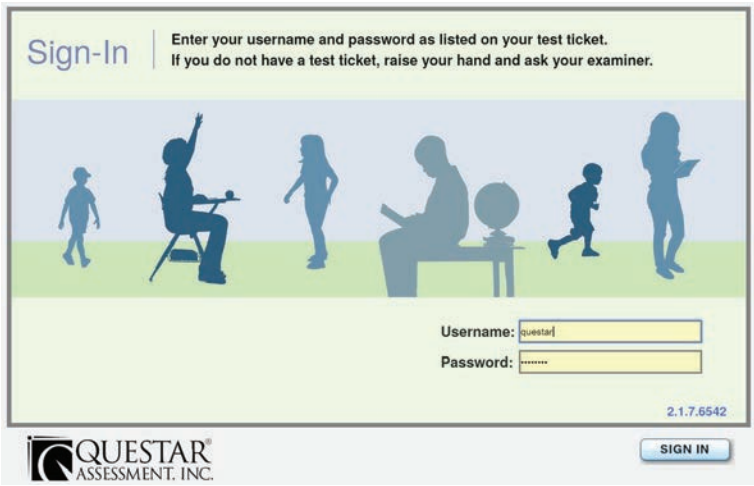
On your desktop, locate the icon titled "Questar Secure Browser MOEOC."

Double-click this icon and the program will launch. Once the program has opened, you will see the login page for the secure browser.

Do not enter anything until you have been instructed to do so.

Can everyone see the login page?

An example of the login page is below. Please be sure all students are on this page before proceeding with instructions.



Assist students as needed. The next step is to walk the students through logging into the secure browser. The username for all students is their MOSIS ID. For each content area tested, the student will receive a unique password.

SAY **Using the login information given to you, type your username in the field titled "Username." Do you have any questions?**

Answer any questions the students may have. The students will need to enter their own unique passwords.

SAY **Now press the Tab key to move to the "Password" field.**

Once your cursor is in the "Password" field, enter the password from your login information. Does anyone have any questions or need help finding the information you need to enter?

When you have confirmed everyone has entered his or her login information, proceed with the instructions. If a student is having trouble logging in, check the username and password information. The system will not lock the student out for making multiple incorrect attempts.

SAY **Click Sign In to enter the testing application.**

This will log the students into the testing application. As the students log into the application, the student's personal profile will display. The next step is to have the student verify his or her personal profile information.

SAY **Now you will see a window that displays your personal profile information. I will direct you through this page to verify that the information is correct. Follow the text on your screen as I read it to you. I will ask you to confirm that your personal information is correct. The message at the top of the page should display "Welcome" followed by your name. Please confirm your name is displayed and spelled correctly. Continue to the next line on this page. You are logging in to complete an English I test for [***your name and Student Group***] at [***the name of your school***]. Now verify that the information for the following fields is correct.**

- **your name**
- **your MOSIS ID**
- **your date of birth**
- **your grade**

If any of the information is not correct, please raise your hand.

*If the student information displayed does not belong to the student testing or the name and MOSIS ID do not match, the student **MUST NOT** continue. Click Exit, return to the login page and check the student's login credentials. Provide the student with the correct username and password and have the student log in again.*

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SAY **If all of the information on your profile page is accurate, please click Continue, but do not go on to any other screen.**

Students will see the Test Center where the English I test is listed.

SAY **Do you have any questions?**

Answer any questions the students may have.

SAY **Click on the link for the English I test. You should now be prompted to enter a four-digit access code. The access code for this session is ____. Please enter this code in the space provided and click Enter.**

Test Examiners should confirm that students have entered the code and clicked Enter.

SAY **You may begin.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance. When all students have finished and ended their test,

SAY **Stop. You have finished the test. If you have not yet done so, click on the Score My Test button at the bottom of the page to submit your test for scoring. Then click on Exit to log out of iTester.**

English I Assessment Online—Session II

Directions for Administering

Distribute scratch paper. Make an English dictionary, a thesaurus, and a grammar handbook available to students.

SAY **For this test you will compose a response to a writing prompt. First, read the prompt. Using paper given to you, spend a short amount of time on prewriting activities (such as brainstorming, listing, free writing, clustering, mapping, or drawing).**

After you finish your prewriting activity, compose your response in the space provided on screen. Look back at your prewriting activity for ideas. Click the Help button for instructions on how to use the system tools.

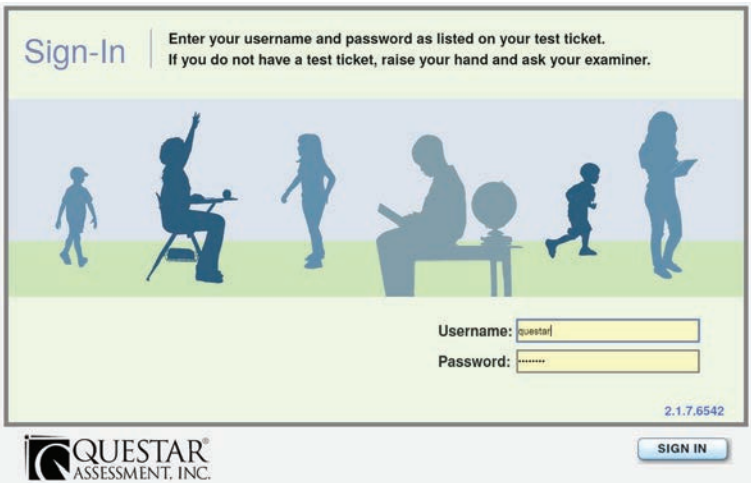
On your desktop, locate the icon titled "Questar Secure Browser MOEOC."

Double-click this icon and the program will launch. Once the program has opened, you will see the login page for the secure browser.

Do not enter anything until you have been instructed to do so.

Can everyone see the login page?

An example of the login page is below. Please be sure all students are on this page before proceeding with instructions.



Assist students as needed. The next step is to walk the students through logging into the secure browser. The username for all students is their MOSIS ID. For each content area tested, the student will receive a unique password.

SAY **Using the login information given to you, type your username in the field titled "Username." Do you have any questions?**

Answer any questions the students may have. The students will need to enter their own unique passwords.

SAY **Now press the Tab key to move to the "Password" field.**

Once your cursor is in the "Password" field, enter the password from your login information. Does anyone have any questions or need help finding the information you need to enter?

When you have confirmed everyone has entered his or her login information, proceed with the instructions. If a student is having trouble logging in, check the username and password information. The system will not lock the student out for making multiple incorrect attempts.

SAY **Click Sign In to enter the testing application.**

This will log the students into the testing application. As the students log into the application, the student's personal profile will display. The next step is to have the student verify his or her personal profile information.

SAY **Now you will see a window that displays your personal profile information. I will direct you through this page to verify that the information is correct. Follow the text on your screen as I read it to you. I will ask you to confirm that your personal information is correct. The message at the top of the page should display "Welcome" followed by your name. Please confirm your name is displayed and spelled correctly. Continue to the next line on this page. You are logging in to complete an English I test for [***your name and Student Group***] at [***the name of your school***]. Now verify that the information for the following fields is correct.**

- **your name**
- **your MOSIS ID**
- **your date of birth**
- **your grade**

If any of the information is not correct, please raise your hand.

*If the student information displayed does not belong to the student testing or the name and MOSIS ID do not match, the student **MUST NOT** continue. Click Exit, return to the login page and check the student's login credentials. Provide the student with the correct username and password and have the student log in again.*

If the student's date of birth or grade information is inaccurate, or his or her name is misspelled, please note the inaccuracy and then notify the STC. The student may continue after noting the inaccuracy.

If the name of the Test Examiner/Student Group is incorrect, the student should ***NOT*** *begin testing until this is corrected through the iTester Admin interface. Failure to do so will result in the student reports being directed to the wrong Test Examiner. See the* ***iTester Admin: Managing Student Information*** *section of this manual.*

SAY **If all of the information on your profile page is accurate, please click Continue, but do not go on to any other screen.**

Students will see the Test Center where the English I test is listed.

SAY **Do you have any questions?**

Answer any questions the students may have.

SAY **Click on the link for Session II of the English I test. You should now be prompted to enter a four-digit access code. The access code for this session is ____. Please enter this code in the space provided and click Enter.**

Test Examiners should confirm that students have entered the code and clicked Enter.

SAY **You may begin.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance. When all students have finished and ended their test,

SAY **Stop. You have finished the test. If you have not yet done so, click on the Score My Test button at the bottom of the page to submit your test for scoring. Then click on Exit to log out of iTester.**

Collect all scratch paper to be securely destroyed.

Algebra II Assessment Online

Directions for Administering

Distribute scratch, unlabeled grid or graph paper. If you have decided the students should use calculators for this assessment, make sure all students have a working calculator. Hard copies of the Mathematics Reference Sheet may also be distributed.

SAY **For the questions in this test, you will select an answer from a list of given choices. Remember to check that the circle that goes with the answer you chose is filled in after you click it. Your score on these questions will depend on how well you follow directions and show your understanding of Algebra II. You may use a calculator and scratch paper to work through the questions. The Mathematics Reference Sheet is available during testing by clicking the reference sheet icon. Click the Help button for instructions on how to use the system tools.**

There are several important things to remember:

1. **Read each question carefully and think about the answer. Then choose the one answer that you think is best.**
2. **If you do not know the answer to a question, mark it for review, skip it, and go on. You may return to it later.**
3. **When you finish the test, you may check your work.**

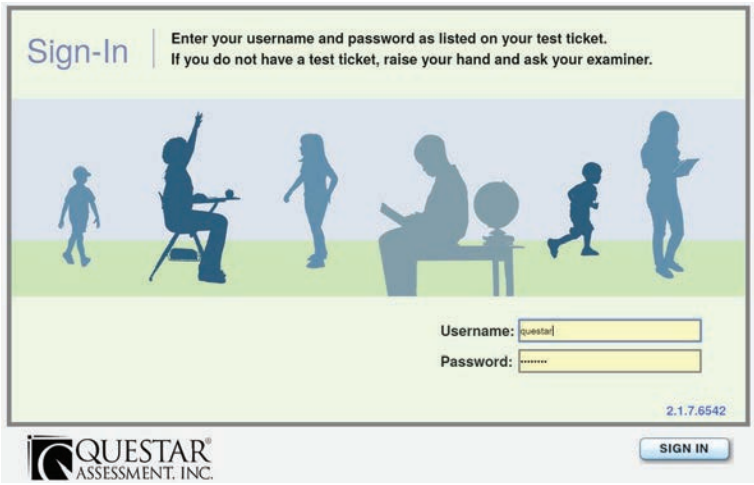
On your desktop, locate the icon titled "Questar Secure Browser MOEOC."

Double-click this icon and the program will launch. Once the program has opened, you will see the login page for the secure browser.

Do not enter anything until you have been instructed to do so.

Can everyone see the login page?

An example of the login page is below. Please be sure all students are on this page before proceeding with instructions.



Assist students as needed. The next step is to walk the students through logging into the secure browser. The username for all students is their MOSIS ID. For each content area tested, the student will receive a unique password.

SAY **Using the login information given to you, type your username in the field titled "Username." Do you have any questions?**

Answer any questions the students may have. The students will need to enter their own unique passwords.

SAY **Now press the Tab key to move to the "Password" field.**

Once your cursor is in the "Password" field, enter the password from your login information. Does anyone have any questions or need help finding the information you need to enter?

When you have confirmed everyone has entered his or her login information, proceed with the instructions. If a student is having trouble logging in, check the username and password information. The system will not lock the student out for making multiple incorrect attempts.

SAY **Click Sign In to enter the testing application.**

This will log the students into the testing application. As the students log into the application, the student's personal profile will display. The next step is to have the student verify his or her personal profile information.

SAY **Now you will see a window that displays your personal profile information. I will direct you through this page to verify that the information is correct. Follow the text on your screen as I read it to you. I will ask you to confirm that your personal information is correct. The message at the top of the page should display "Welcome" followed by your name. Please confirm your name is displayed and spelled correctly. Continue to the next line on this page. You are logging in to complete an Algebra II test for [***your name and Student Group***] at [***the name of your school***]. Now verify that the information for the following fields is correct.**

- **your name**
- **your MOSIS ID**
- **your date of birth**
- **your grade**

If any of the information is not correct, please raise your hand.

*If the student information displayed does not belong to the student testing or the name and MOSIS ID do not match, the student **MUST NOT** continue. Click Exit, return to the login page and check the student's login credentials. Provide the student with the correct username and password and have the student log in again.*

If the student's date of birth or grade information is inaccurate, or his or her name is misspelled, please note the inaccuracy and then notify the STC. The student may continue after noting the inaccuracy.

*If the name of the Test Examiner/Student Group is incorrect, the student should **NOT** begin testing until this is corrected through the iTester Admin interface. Failure to do so will result in the student reports being directed to the wrong Test Examiner. See the **iTester Admin: Managing Student Information** section of this manual.*

SAY **If all of the information on your profile page is accurate, please click Continue, but do not go on to any other screen.**

Students will see the Test Center where the Algebra II test is listed.

SAY **Do you have any questions?**

Answer any questions the students may have.

SAY **Click on the link for the Algebra II test. You should now be prompted to enter a four-digit access code. The access code for this session is ____. Please enter this code in the space provided and click Enter.**

Test Examiners should confirm that students have entered the code and clicked Enter.

SAY **You may begin.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance. When all students have finished and ended their test,

SAY **Stop. You have finished the test. If you have not yet done so, click on the Score My Test button at the bottom of the page to submit your test for scoring. Then click on Exit to log out of iTester.**

Collect all scratch, graph, grid paper, and any hard copies of the reference sheets to be securely destroyed.

Geometry Assessment Online

Directions for Administering

Distribute scratch, unlabeled grid or graph paper. If you have decided the students should use calculators for this assessment, make sure all students have a working calculator. Hard copies of the Mathematics Reference Sheet may also be distributed.

SAY

For the questions in this test, you will select an answer from a list of given choices. Remember to check that the circle that goes with the answer you chose is filled in after you click it. Your score on these questions will depend on how well you follow directions and show your understanding of Geometry. You may use a calculator and scratch paper to work through the questions. The Mathematics Reference Sheet is available during testing by clicking the reference sheet icon. Click the Help button for instructions on how to use the system tools.

There are several important things to remember:

1. **Read each question carefully and think about the answer. Then choose the one answer that you think is best.**
2. **If you do not know the answer to a question, mark it for review, skip it, and go on. You may return to it later.**
3. **When you finish the test, you may check your work.**

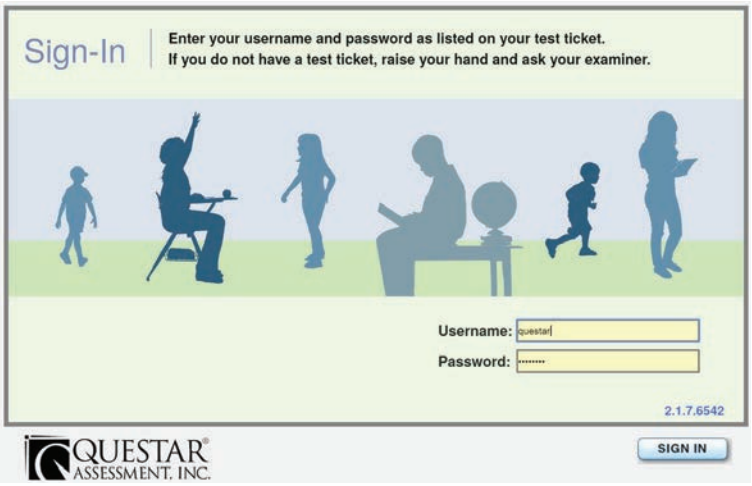
On your desktop, locate the icon titled "Questar Secure Browser MOEOC."

Double-click this icon and the program will launch. Once the program has opened, you will see the login page for the secure browser.

Do not enter anything until you have been instructed to do so.

Can everyone see the login page?

An example of the login page is below. Please be sure all students are on this page before proceeding with instructions.



Assist students as needed. The next step is to walk the students through logging into the secure browser. The username for all students is their MOSIS ID. For each content area tested, the student will receive a unique password.

SAY **Using the login information given to you, type your username in the field titled "Username." Do you have any questions?**

Answer any questions the students may have. The students will need to enter their own unique passwords.

SAY **Now press the Tab key to move to the "Password" field.**

Once your cursor is in the "Password" field, enter the password from your login information. Does anyone have any questions or need help finding the information you need to enter?

When you have confirmed everyone has entered his or her login information, proceed with the instructions. If a student is having trouble logging in, check the username and password information. The system will not lock the student out for making multiple incorrect attempts.

SAY **Click Sign In to enter the testing application.**

This will log the students into the testing application. As the students log into the application, the student's personal profile will display. The next step is to have the student verify his or her personal profile information.

SAY **Now you will see a window that displays your personal profile information. I will direct you through this page to verify that the information is correct. Follow the text on your screen as I read it to you. I will ask you to confirm that your personal information is correct. The message at the top of the page should display "Welcome" followed by your name. Please confirm your name is displayed and spelled correctly. Continue to the next line on this page. You are logging in to complete a Geometry test for [***your name and Student Group***] at [***the name of your school***]. Now verify that the information for the following fields is correct.**

- **your name**
- **your MOSIS ID**
- **your date of birth**
- **your grade**

If any of the information is not correct, please raise your hand.

*If the student information displayed does not belong to the student testing or the name and MOSIS ID do not match, the student **MUST NOT** continue. Click Exit, return to the login page and check the student's login credentials. Provide the student with the correct username and password and have the student log in again.*

If the student's date of birth or grade information is inaccurate, or his or her name is misspelled, please note the inaccuracy and then notify the STC. The student may continue after noting the inaccuracy.

*If the name of the Test Examiner/Student Group is incorrect, the student should **NOT** begin testing until this is corrected through the iTester Admin interface. Failure to do so will result in the student reports being directed to the wrong Test Examiner. See the **iTester Admin: Managing Student Information** section of this manual.*

SAY **If all of the information on your profile page is accurate, please click Continue, but do not go on to any other screen.**

Students will see the Test Center where the Geometry test is listed.

SAY **Do you have any questions?**

Answer any questions the students may have.

SAY **Click on the link for the Geometry test. You should now be prompted to enter a four-digit access code. The access code for this session is ____. Please enter this code in the space provided and click Enter.**

Test Examiners should confirm that students have entered the code and clicked Enter.

SAY **You may begin.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance. When all students have finished and ended their test,

SAY **Stop. You have finished the test. If you have not yet done so, click on the Score My Test button at the bottom of the page to submit your test for scoring. Then click on Exit to log out of iTester.**

Collect all scratch, graph, grid paper, and any hard copies of the reference sheets to be securely destroyed.

Physical Science Assessment Online

Directions for Administering

Distribute scratch, unlabeled grid or graph paper, and the Periodic Table of Elements printed from the Help tab of iTester Admin.

SAY **For the questions in this test, you will select an answer from a list of given choices. Remember to check that the circle that goes with the answer you chose is filled in after you click it. Your score on these questions will depend on how well you follow directions and show your understanding of Physical Science. You are not allowed to use a calculator. Click the Help button for instructions on how to use the system tools.**

There are several important things to remember:

1. **Read each question carefully and think about the answer. Then choose the one answer that you think is best.**
2. **If you do not know the answer to a question, mark it for review, skip it, and go on. You may return to it later.**
3. **When you finish the test, you may check your work.**

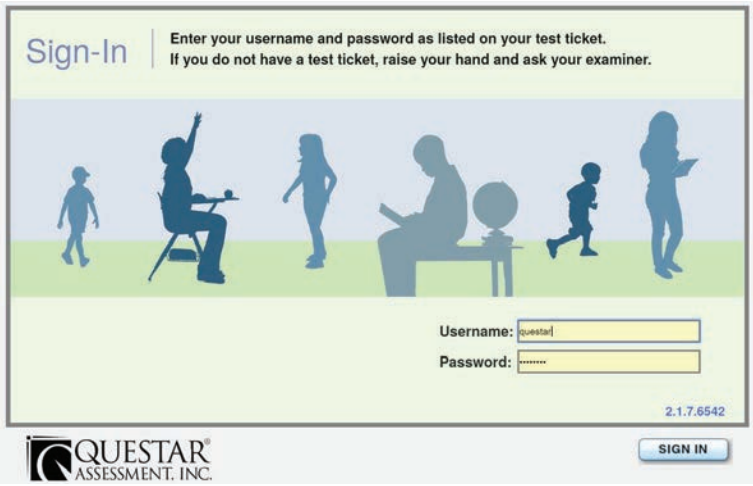
On your desktop, locate the icon titled "Questar Secure Browser MOEOC."

Double-click this icon and the program will launch. Once the program has opened, you will see the login page for the secure browser.

Do not enter anything until you have been instructed to do so.

Can everyone see the login page?

An example of the login page is below. Please be sure all students are on this page before proceeding with instructions.



Assist students as needed. The next step is to walk the students through logging into the secure browser. The username for all students is their MOSIS ID. For each content area tested, the student will receive a unique password.

SAY **Using the login information given to you, type your username in the field titled "Username." Do you have any questions?**

Answer any questions the students may have. The students will need to enter their own unique passwords.

SAY **Now press the Tab key to move to the "Password" field.**

Once your cursor is in the "Password" field, enter the password from your login information. Does anyone have any questions or need help finding the information you need to enter?

When you have confirmed everyone has entered his or her login information, proceed with the instructions. If a student is having trouble logging in, check the username and password information. The system will not lock the student out for making multiple incorrect attempts.

SAY **Click Sign In to enter the testing application.**

This will log the students into the testing application. As the students log into the application, the student's personal profile will display. The next step is to have the student verify his or her personal profile information.

SAY **Now you will see a window that displays your personal profile information. I will direct you through this page to verify that the information is correct. Follow the text on your screen as I read it to you. I will ask you to confirm that your personal information is correct. The message at the top of the page should display "Welcome" followed by your name. Please confirm your name is displayed and spelled correctly. Continue to the next line on this page. You are logging in to complete a Physical Science test for [***your name and Student Group***] at [***the name of your school***]. Now verify that the information for the following fields is correct.**

- **your name**
- **your MOSIS ID**
- **your date of birth**
- **your grade**

If any of the information is not correct, please raise your hand.

*If the student information displayed does not belong to the student testing or the name and MOSIS ID do not match, the student **MUST NOT** continue. Click Exit, return to the login page and check the student's login credentials. Provide the student with the correct username and password and have the student log in again.*

If the student's date of birth or grade information is inaccurate, or his or her name is misspelled, please note the inaccuracy and then notify the STC. The student may continue after noting the inaccuracy.

*If the name of the Test Examiner/Student Group is incorrect, the student should **NOT** begin testing until this is corrected through the iTester Admin interface. Failure to do so will result in the student reports being directed to the wrong Test Examiner. See the **iTester Admin: Managing Student Information** section of this manual.*

SAY **If all of the information on your profile page is accurate, please click Continue, but do not go on to any other screen.**

Students will see the Test Center where the Physical Science test is listed.

SAY **Do you have any questions?**

Answer any questions the students may have.

SAY **Click on the link for the Physical Science test. You should now be prompted to enter a four-digit access code. The access code for this session is ____. Please enter this code in the space provided and click Enter.**

Test Examiners should confirm that students have entered the code and clicked Enter.

SAY **You may begin.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance. When all students have finished and ended their test,

SAY **Stop. You have finished the test. If you have not yet done so, click on the Score My Test button at the bottom of the page to submit your test for scoring. Then click on Exit to log out of iTester.**

Collect all scratch, graph, or grid paper to be securely destroyed.

American History Assessment Online

Directions for Administering

SAY

For the questions in this test, you will select an answer from a list of given choices. Remember to check that the circle that goes with the answer you chose is filled in after you click it. Your score on these questions will depend on how well you follow directions and show your understanding of American History. Click the Help button for instructions on how to use the system tools.

There are several important things to remember:

1. **Read each question carefully and think about the answer. Then choose the one answer that you think is best.**
2. **If you do not know the answer to a question, mark it for review, skip it, and go on. You may return to it later.**
3. **When you finish the test, you may check your work.**

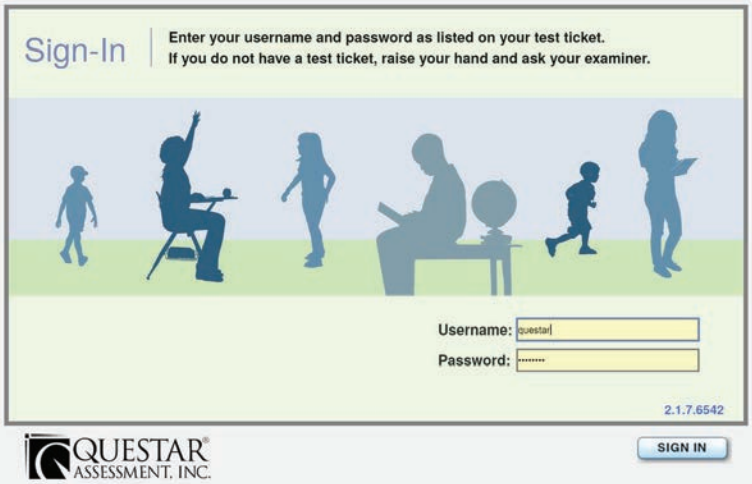
On your desktop, locate the icon titled "Questar Secure Browser MOEOC."

Double-click this icon and the program will launch. Once the program has opened, you will see the login page for the secure browser.

Do not enter anything until you have been instructed to do so.

Can everyone see the login page?

An example of the login page is below. Please be sure all students are on this page before proceeding with instructions.



Assist students as needed. The next step is to walk the students through logging into the secure browser. The username for all students is their MOSIS ID. For each content area tested, the student will receive a unique password.

SAY **Using the login information given to you, type your username in the field titled "Username." Do you have any questions?**

Answer any questions the students may have. The students will need to enter their own unique passwords.

SAY **Now press the Tab key to move to the "Password" field.**

Once your cursor is in the "Password" field, enter the password from your login information. Does anyone have any questions or need help finding the information you need to enter?

When you have confirmed everyone has entered his or her login information, proceed with the instructions. If a student is having trouble logging in, check the username and password information. The system will not lock the student out for making multiple incorrect attempts.

SAY **Click Sign In to enter the testing application.**

This will log the students into the testing application. As the students log into the application, the student's personal profile will display. The next step is to have the student verify his or her personal profile information.

SAY **Now you will see a window that displays your personal profile information. I will direct you through this page to verify that the information is correct. Follow the text on your screen as I read it to you. I will ask you to confirm that your personal information is correct. The message at the top of the page should display "Welcome" followed by your name. Please confirm your name is displayed and spelled correctly. Continue to the next line on this page. You are logging in to complete an American History test for [***your name and Student Group***] at [***the name of your school***]. Now verify that the information for the following fields is correct.**

- **your name**
- **your MOSIS ID**
- **your date of birth**
- **your grade**

If any of the information is not correct, please raise your hand.

*If the student information displayed does not belong to the student testing or the name and MOSIS ID do not match, the student **MUST NOT** continue. Click Exit, return to the login page and check the student's login credentials. Provide the student with the correct username and password and have the student log in again.*

If the student's date of birth or grade information is inaccurate, or his or her name is misspelled, please note the inaccuracy and then notify the STC. The student may continue after noting the inaccuracy.

If the name of the Test Examiner/Student Group is incorrect, the student should ***NOT*** *begin testing until this is corrected through the iTester Admin interface. Failure to do so will result in the student reports being directed to the wrong Test Examiner. See the* ***iTester Admin: Managing Student Information*** *section of this manual.*

SAY **If all of the information on your profile page is accurate, please click Continue, but do not go on to any other screen.**

Students will see the Test Center where the American History test is listed.

SAY **Do you have any questions?**

Answer any questions the students may have.

SAY **Click on the link for the American History test. You should now be prompted to enter a four-digit access code. The access code for this session is ____. Please enter this code in the space provided and click Enter.**

Test Examiners should confirm that students have entered the code and clicked Enter.

SAY **You may begin.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance. When all students have finished and ended their test,

SAY **Stop. You have finished the test. If you have not yet done so, click on the Score My Test button at the bottom of the page to submit your test for scoring. Then click on Exit to log out of iTester.**

Government Assessment Online

Directions for Administering

SAY

For the questions in this test, you will select an answer from a list of given choices. Remember to check that the circle that goes with the answer you chose is filled in after you click it. Your score on these questions will depend on how well you follow directions and show your understanding of Government. Click the Help button for instructions on how to use the system tools.

There are several important things to remember:

1. **Read each question carefully and think about the answer. Then choose the one answer that you think is best.**
2. **If you do not know the answer to a question, mark it for review, skip it, and go on. You may return to it later.**
3. **When you finish the test, you may check your work.**

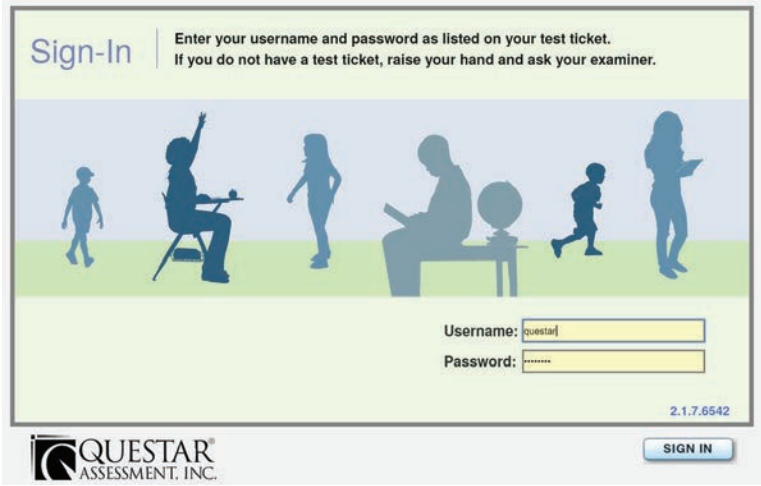
On your desktop, locate the icon titled "Questar Secure Browser MOEOC."

Double-click this icon and the program will launch. Once the program has opened, you will see the login page for the secure browser.

Do not enter anything until you have been instructed to do so.

Can everyone see the login page?

An example of the login page is below. Please be sure all students are on this page before proceeding with instructions.



Assist students as needed. The next step is to walk the students through logging into the secure browser. The username for all students is their MOSIS ID. For each content area tested, the student will receive a unique password.

SAY **Using the login information given to you, type your username in the field titled "Username." Do you have any questions?**

Answer any questions the students may have. The students will need to enter their own unique passwords.

SAY **Now press the Tab key to move to the "Password" field.**

Once your cursor is in the "Password" field, enter the password from your login information. Does anyone have any questions or need help finding the information you need to enter?

When you have confirmed everyone has entered his or her login information, proceed with the instructions. If a student is having trouble logging in, check the username and password information. The system will not lock the student out for making multiple incorrect attempts.

SAY **Click Sign In to enter the testing application.**

This will log the students into the testing application. As the students log into the application, the student's personal profile will display. The next step is to have the student verify his or her personal profile information.

SAY **Now you will see a window that displays your personal profile information. I will direct you through this page to verify that the information is correct. Follow the text on your screen as I read it to you. I will ask you to confirm that your personal information is correct. The message at the top of the page should display "Welcome" followed by your name. Please confirm your name is displayed and spelled correctly. Continue to the next line on this page. You are logging in to complete a Government test for [***your name and Student Group***] at [***the name of your school***]. Now verify that the information for the following fields is correct.**

- **your name**
- **your MOSIS ID**
- **your date of birth**
- **your grade**

If any of the information is not correct, please raise your hand.

*If the student information displayed does not belong to the student testing or the name and MOSIS ID do not match, the student **MUST NOT** continue. Click Exit, return to the login page and check the student's login credentials. Provide the student with the correct username and password and have the student log in again.*

If the student's date of birth or grade information is inaccurate, or his or her name is misspelled, please note the inaccuracy and then notify the STC. The student may continue after noting the inaccuracy.

If the name of the Test Examiner/Student Group is incorrect, the student should ***NOT*** *begin testing until this is corrected through the iTester Admin interface. Failure to do so will result in the student reports being directed to the wrong Test Examiner. See the* ***iTester Admin: Managing Student Information*** *section of this manual.*

SAY **If all of the information on your profile page is accurate, please click Continue, but do not go on to any other screen.**

Students will see the Test Center where the Government test is listed.

SAY **Do you have any questions?**

Answer any questions the students may have.

SAY **Click on the link for the Government test. You should now be prompted to enter a four-digit access code. The access code for this session is ____. Please enter this code in the space provided and click Enter.**

Test Examiners should confirm that students have entered the code and clicked Enter.

SAY **You may begin.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance. When all students have finished and ended their test,

SAY **Stop. You have finished the test. If you have not yet done so, click on the Score My Test button at the bottom of the page to submit your test for scoring. Then click on Exit to log out of iTester.**

Appendix D

Administering the Paper/Pencil Edition of the EOC Assessments

General Information

The directions for administering the Paper/Pencil edition of the Missouri End-of-Course Assessments differ from the directions for administering the online edition of the test. The Paper/Pencil edition of the assessments must be printed by the DTC from the iTester Admin system prior to the district's content area testing window for any student requiring the Paper/Pencil edition of the test. When testing is complete, the printed directions must be returned to the DTC/STC to be destroyed. For more information on procedures for prior to and after testing see Appendix F.

To set the Paper/Pencil accommodation, the DTC should click on the **Students** tab, select the student who needs the Paper/Pencil edition of the tests, and click on **View/Edit** for that student. Once the Edit Details page loads, the DTC can select the Paper/Pencil accommodation under each subject and then click the **Save** button. The Paper/Pencil edition of the assessments is printed from the **Test Sessions** tab of iTester Admin. Once the accommodation is set for each student needing a Paper/Pencil edition, click on the **Test Sessions** tab, then click on the **Download Paper/Pencil PDF** button. Once the PDF downloads, it is available for printing on the local network printer.

NOTE: If pop-ups are blocked when using Chrome, users will be unable to view or print the PDFs. To enable pop-ups:

1. Go to "Settings."
2. Click "Show advanced settings."
3. Under "Privacy," click "Content Settings."
4. Scroll to the Pop-ups section and select "Allow all sites to show pop-ups." Then click "Done."
5. Close Chrome to ensure the setting applies, then relaunch iTester admin and follow the above instructions to view/print the Paper/Pencil PDFs.

A Paper/Pencil edition may be printed for a Test Examiner to administer an oral reading accommodation. It must be printed for a specific student. After the Paper/Pencil edition is printed, the District Test Coordinator must return to the **Students** tab and change the accommodation to blank or No. This will allow the student to take the test online. The test should **ONLY** be reset if the accommodated read-aloud test book was printed and the student is still testing online.

The School Test Coordinator must provide the Test Examiner with a copy of the directions and the Paper/Pencil edition prior to the day of testing so that the Test Examiner may become thoroughly familiar with administration procedures for the Paper/Pencil edition. The Paper/Pencil edition of the test is secure and should be treated as such. Districts may access the iTester **Materials Ordering** tab or contact Questar's Missouri Customer Service to request appropriate UPS Return Service labels

and Questar Return Address Labels to return Paper/Pencil editions to Questar. Districts can expect the labels the same day if ordered before noon or the next day if ordered after noon.

NOTE: Districts will be charged a processing fee of $16 for each Paper/Pencil edition of the test downloaded.

Transcribing Student Responses

Test Examiners or Test Coordinators **MUST** transcribe students' answers into the online answer document within the secure browser. Follow these steps to transcribe student answers:

1. On your desktop, locate the icon titled "Questar Secure Browser MOEOC." Double-click this icon and the program will launch. Once the program has opened, you will see the login page for the secure browser.
2. Using the student's login information, type in the given username and password, then click **Sign In**.
3. Verify the student's name, MOSIS ID, date of birth, grade, test, Student Group, and school name are all accurate. If the student information displayed does not belong to the student testing or the name and MOSIS ID do not match, you **MUST NOT** continue. Click **Exit**, return to the login page, and check the student's login credentials. If the student's date of birth or grade information is inaccurate, or his or her name is misspelled, please note the inaccuracy and then notify the STC. You may continue after noting the inaccuracy. If the name of the Test Examiner/Student Group is incorrect, you should not begin transcribing until this is corrected through the iTester Admin interface. Failure to do so will result in the student reports being directed to the wrong Test Examiner. See the iTester Admin: Managing Student Information section of this manual. If all of the information is accurate, click **Continue**.
4. Click on the link for the test and enter the four-digit access code when prompted. Then click **Enter**.
5. Begin transcribing student responses. Once you have finished, click on the **Score My Test** button at the bottom of the page to submit the student's test for scoring. Then click **Exit** to log out of iTester.

NOTE: If a session is unable to be transcribed, the Unable to Transcribe status code must be selected for that student. On the **Test Sessions** tab, find the student whose test could not be transcribed and click **View Details/Student Logins**. In the Status Codes column for the session that could not be transcribed, click **Set** and choose "Unable to Transcribe."

Instructions

The directions given here should be used for administering the Paper/Pencil edition of the test. Students using the Paper/Pencil edition will record their answers to the selected response questions in their test book. Please read aloud the directions beginning on the following page for each content area.

Directions for Administering the English II Assessment—Session I

SAY **For the questions in this test, you will select an answer from a list of given choices. Your score on these questions will depend on how well you follow directions and show your understanding of what you read. Read the passage and then answer the questions.**

There are several important things to remember:

1. **Read each question carefully and think about the answer. Then choose the one answer that you think is best.**
2. **Make sure you indicate the correct alphabet letter in your test book by circling the correct choice.**
3. **If you do not know the answer to a question, skip it and go on. You may return to it later.**
4. **When you finish the test, you may check your work.**

Do you have any questions?

Answer any questions the students may have.

SAY **You may begin the test.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time. When all students have finished and ended their test,

SAY **Stop. You have finished the test.**

When ready, administer Session II of the English II assessment.

Directions for Administering the English II Assessment—Session II

Distribute scratch paper. Make an English dictionary, a thesaurus, and a grammar handbook available to students.

SAY **For this test you will compose a response to a writing prompt. First, read the prompt. Using paper given to you, spend a short amount of time on prewriting activities (such as brainstorming, listing, free writing, clustering, mapping, or drawing).**

After you finish your prewriting activity, compose your response in the space provided in your test book. Look back at your prewriting activity for ideas.

Do you have any questions?

Answer any questions the students may have.

SAY **You may begin the test.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time. When all students have finished and ended their test,

SAY **Stop. You have finished the test.**

Collect all scratch paper to be securely destroyed. Transcribe student responses into the secure browser. Then proceed to "Arranging for the Return and Shipment of Paper/Pencil Test Books to Questar Assessment, Inc." on page 118.

Directions for Administering the Algebra I Assessment—Session I

Distribute scratch, unlabeled grid or graph paper. If you have decided the students should use calculators for this assessment, make sure all students have a working calculator. Hard copies of the Mathematics Reference Sheet may also be distributed.

SAY **For the questions in this test, you will select an answer from a list of given choices. Your score on these questions will depend on how well you follow directions and show your understanding of Algebra I. You may use a calculator and scratch paper to work through the questions. You have been provided the Mathematics Reference Sheet for use during the testing.**

There are several important things to remember:

1. **Read each question carefully and think about the answer. Then choose the one answer that you think is best.**
2. **Make sure you indicate the correct alphabet letter in your test book by circling the correct choice.**
3. **If you do not know the answer to a question, skip it and go on. You may return to it later.**
4. **When you finish the test, you may check your work.**

Do you have any questions?

Answer any questions the students may have.

SAY **You may begin the test.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time. When all students have finished and ended their test,

SAY **Stop. You have finished the test.**

Collect all scratch, graph, grid paper, and any hard copies of the math reference sheets to be securely destroyed. When ready, administer Session II of the Algebra I assessment.

Directions for Administering the Algebra I Assessment—Session II

Distribute scratch, unlabeled grid or graph paper. If you have decided the students should use calculators for this assessment, make sure all students have a working calculator. Hard copies of the Mathematics Reference Sheet may also be distributed.

SAY **For the questions in this test, you will write your answers in the space provided. Your score on these questions will depend on how well you show your understanding of Algebra I. You may use a calculator and scratch paper to work through the questions. You have been provided the Mathematics Reference Sheet for use during the testing. Be sure to explain your thinking and organize your work. Your writing, spelling, and grammar will not be evaluated.**

There are several important things to remember:

1. **Read the performance event carefully and think about how to answer the questions.**
2. **Show all of the work that you did to answer the questions in the space provided.**
3. **If you do not know the answer to a question, skip it and go on. You may return to it later.**
4. **When you finish the test, you may check your work.**

Do you have any questions?

Answer any questions the students may have.

SAY **You may begin the test.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time. When all students have finished and ended their test,

SAY **Stop. You have finished the test.**

Collect all scratch, graph, grid paper, and any hard copies of the math reference sheets to be securely destroyed. Transcribe student responses into the secure browser. Then proceed to "Arranging for the Return and Shipment of Paper/Pencil Test Books to Questar Assessment, Inc." on page 118.

Directions for Administering the Biology Assessment—Session I

Distribute scratch, unlabeled grid or graph paper.

SAY **For the questions in this test, you will select an answer from a list of given choices. Your score on these questions will depend on how well you follow directions and show your understanding of Biology. You are not allowed to use a calculator.**

There are several important things to remember:

1. **Read each question carefully and think about the answer. Then choose the one answer that you think is best.**
2. **Make sure you indicate the correct alphabet letter in your test book by circling the correct choice.**
3. **If you do not know the answer to a question, skip it and go on. You may return to it later.**
4. **When you finish the test, you may check your work.**

Do you have any questions?

Answer any questions the students may have.

SAY **You may begin the test.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time. When all students have finished and ended their test,

SAY **Stop. You have finished the test.**

Collect all scratch, graph, or grid paper to be securely destroyed. When ready, administer Session II of the Biology assessment.

Directions for Administering the Biology Assessment—Session II

Distribute scratch, unlabeled grid or graph paper.

SAY **For the questions in this test, you will write your answers in the space provided. Your score on these questions will depend on how well you show your understanding of Biology. Be sure to explain your thinking and organize your work. Your writing, spelling, and grammar will not be evaluated.**

There are several important things to remember:

1. **Read the performance event carefully and think about how to answer the questions.**
2. **Show all of the work that you did to answer the questions in the space provided.**
3. **If you do not know the answer to a question, skip it and go on. You may return to it later.**
4. **When you finish the test, you may check your work.**

Do you have any questions?

Answer any questions the students may have.

SAY **You may begin the test.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time. When all students have finished and ended their test,

SAY **Stop. You have finished the test.**

Collect all scratch, graph, or grid paper to be securely destroyed. Transcribe student responses into the secure browser. Then proceed to "Arranging for the Return and Shipment of Paper/Pencil Test Books to Questar Assessment, Inc." on page 118.

Directions for Administering the English I Assessment—Session I

SAY **For the questions in this test, you will select an answer from a list of given choices. Your score on these questions will depend on how well you follow directions and show your understanding of what you read. Read the passage and then answer the questions.**

There are several important things to remember:

1. **Read each question carefully and think about the answer. Then choose the one answer that you think is best.**
2. **Make sure you indicate the correct alphabet letter in your test book by circling the correct choice.**
3. **If you do not know the answer to a question, skip it and go on. You may return to it later.**
4. **When you finish the test, you may check your work.**

Do you have any questions?

Answer any questions the students may have.

SAY **You may begin the test.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time. When all students have finished and ended their test,

SAY **Stop. You have finished the test.**

When ready, administer Session II of the English I assessment.

Directions for Administering the English I Assessment—Session II

Distribute scratch paper. Make an English dictionary, a thesaurus, and a grammar handbook available to students.

SAY **For this test you will compose a response to a writing prompt. First, read the prompt. Using paper given to you, spend a short amount of time on prewriting activities (such as brainstorming, listing, free writing, clustering, mapping, or drawing).**

After you finish your prewriting activity, compose your response in the space provided in your test book. Look back at your prewriting activity for ideas.

Do you have any questions?

Answer any questions the students may have.

SAY **You may begin the test.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time. When all students have finished and ended their test,

SAY **Stop. You have finished the test.**

Collect all scratch paper to be securely destroyed. Transcribe student responses into the secure browser. Then proceed to "Arranging for the Return and Shipment of Paper/Pencil Test Books to Questar Assessment, Inc." on page 118.

Directions for Administering the Algebra II Assessment

Distribute scratch, unlabeled grid or graph paper. If you have decided the students should use calculators for this assessment, make sure all students have a working calculator. Hard copies of the Mathematics Reference Sheet may also be distributed.

SAY **For the questions in this test, you will select an answer from a list of given choices. Your score on these questions will depend on how well you follow directions and show your understanding of Algebra II. You may use a calculator and scratch paper to work through the questions. You have been provided the Mathematics Reference Sheet for use during the testing.**

There are several important things to remember:

1. **Read each question carefully and think about the answer. Then choose the one answer that you think is best.**
2. **Make sure you indicate the correct alphabet letter in your test book by circling the correct choice.**
3. **If you do not know the answer to a question, skip it and go on. You may return to it later.**
4. **When you finish the test, you may check your work.**

Do you have any questions?

Answer any questions the students may have.

SAY **You may begin the test.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time. When all students have finished and ended their test,

SAY **Stop. You have finished the test.**

Collect all scratch, graph, grid paper, and any hard copies of the math reference sheets to be securely destroyed. Transcribe student responses into the secure browser. Then proceed to "Arranging for the Return and Shipment of Paper/Pencil Test Books to Questar Assessment, Inc." on page 118.

Directions for Administering the Geometry Assessment

Distribute scratch, unlabeled grid or graph paper. If you have decided the students should use calculators for this assessment, make sure all students have a working calculator. Hard copies of the Mathematics Reference Sheet may also be distributed.

SAY **For the questions in this test, you will select an answer from a list of given choices. Your score on these questions will depend on how well you follow directions and show your understanding of Geometry. You may use a calculator and scratch paper to work through the questions. You have been provided the Mathematics Reference Sheet for use during the testing.**

There are several important things to remember:

1. **Read each question carefully and think about the answer. Then choose the one answer that you think is best.**
2. **Make sure you indicate the correct alphabet letter in your test book by circling the correct choice.**
3. **If you do not know the answer to a question, skip it and go on. You may return to it later.**
4. **When you finish the test, you may check your work.**

Do you have any questions?

Answer any questions the students may have.

SAY **You may begin the test.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time. When all students have finished and ended their test,

SAY **Stop. You have finished the test.**

Collect all scratch, graph, grid paper, and any hard copies of the math reference sheets to be securely destroyed. Transcribe student responses into the secure browser. Then proceed to "Arranging for the Return and Shipment of Paper/Pencil Test Books to Questar Assessment, Inc." on page 118.

Directions for Administering the Physical Science Assessment

Distribute scratch, unlabeled grid or graph paper. Hard copies of the Periodic Table of Elements found on the Help tab of iTester Admin may also be distributed.

SAY **For the questions in this test, you will select an answer from a list of given choices. Your score on these questions will depend on how well you follow directions and show your understanding of Physical Science. You are not allowed to use a calculator. You have been provided a Periodic Table of Elements for use during the testing.**

There are several important things to remember:

1. **Read each question carefully and think about the answer. Then choose the one answer that you think is best.**
2. **Make sure you indicate the correct alphabet letter in your test book by circling the correct choice.**
3. **If you do not know the answer to a question, skip it and go on. You may return to it later.**
4. **When you finish the test, you may check your work.**

Do you have any questions?

Answer any questions the students may have.

SAY **You may begin the test.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time. When all students have finished and ended their test,

SAY **Stop. You have finished the test.**

Collect all scratch, graph, grid paper, and any hard copies of the Periodic Table of Elements to be securely destroyed. Transcribe student responses into the secure browser. Then proceed to "Arranging for the Return and Shipment of Paper/Pencil Test Books to Questar Assessment, Inc." on page 118.

Directions for Administering the American History Assessment

SAY **For the questions in this test, you will select an answer from a list of given choices. Your score on these questions will depend on how well you follow directions and show your understanding of American History.**

There are several important things to remember:

1. **Read each question carefully and think about the answer. Then choose the one answer that you think is best.**
2. **Make sure you indicate the correct alphabet letter in your test book by circling the correct choice.**
3. **If you do not know the answer to a question, skip it and go on. You may return to it later.**
4. **When you finish the test, you may check your work.**

Do you have any questions?

Answer any questions the students may have.

SAY **You may begin the test.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time. When all students have finished and ended their test,

SAY **Stop. You have finished the test.**

Transcribe student responses into the secure browser. Then proceed to "Arranging for the Return and Shipment of Paper/Pencil Test Books to Questar Assessment, Inc." on page 118.

Directions for Administering the Government Assessment

SAY **For the questions in this test, you will select an answer from a list of given choices. Your score on these questions will depend on how well you follow directions and show your understanding of Government.**

There are several important things to remember:

1. **Read each question carefully and think about the answer. Then choose the one answer that you think is best.**
2. **Make sure you indicate the correct alphabet letter in your test book by circling the correct choice.**
3. **If you do not know the answer to a question, skip it and go on. You may return to it later.**
4. **When you finish the test, you may check your work.**

Do you have any questions?

Answer any questions the students may have.

SAY **You may begin the test.**

If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time. When all students have finished and ended their test,

SAY **Stop. You have finished the test.**

Transcribe student responses into the secure browser. Then proceed to "Arranging for the Return and Shipment of Paper/Pencil Test Books to Questar Assessment, Inc." on page 118.

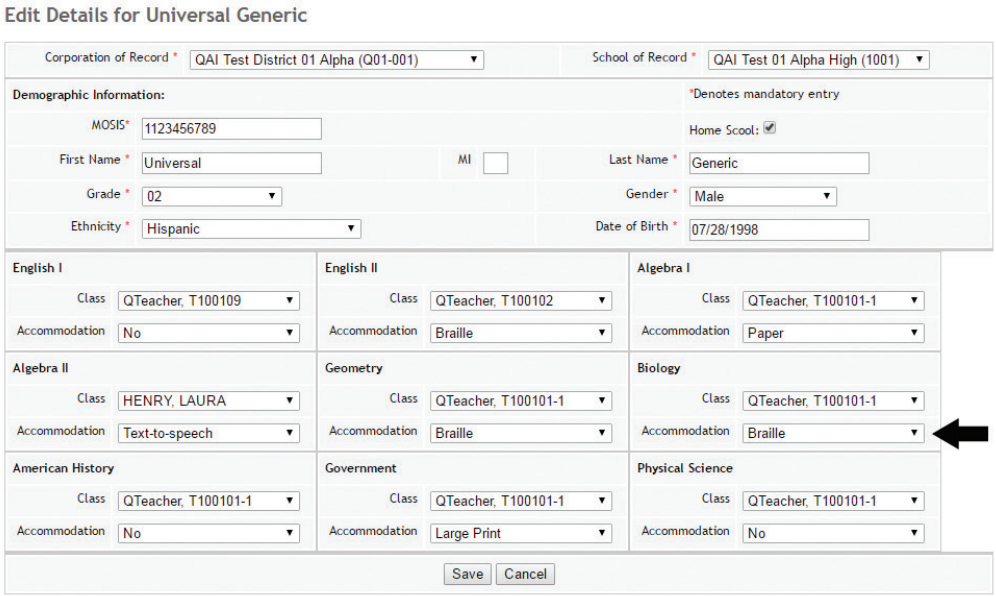
Arranging for the Return and Shipment of Paper/Pencil Test Books to Questar Assessment, Inc.

All secure materials must be transcribed locally and then returned to Questar. After transcribing, Paper/Pencil edition test book(s) must be returned to Questar Assessment, Inc. within 24 hours of the district content testing window closing. If a test session cannot be transcribed, the Unable to Transcribe status code must be set. See the instructions for setting this code on page 104. The district will not receive a return kit for Paper/Pencil test books. Paper/Pencil test books must be stapled in numeric order before being returned. DTCs may access the iTester **Materials Ordering** tab or contact Questar's Missouri Customer Service to request UPS Return Service labels and Questar Return Address Labels at the end of their district content testing windows. UPS and address labels for Paper/Pencil materials will be e-mailed to the district from Questar Assessment. Districts can expect the labels the same day if ordered before noon or the next day if ordered after noon. The DTC may print the labels on plain white paper and affix them to a large, district-provided envelope or box. All printed manuals, test directions, and used scratch, grid, or graph paper must be collected and securely destroyed at the district level by the DTC/STC.

Please call Questar's Missouri Customer Service with any questions regarding procedures for Paper/Pencil materials at 1-800-571-2545 M–F, 7:00 A.M. to 5:00 P.M. (CST).

Large Print and Braille Procedures

The Large Print and Braille editions differ from the regular edition. The Large Print and Braille accommodations must be set on the Students tab for each subject, and they MUST be entered prior to the student taking the assessment. Once the accommodation is set on the Students tab, then the iTester system provides the appropriate form.



The Accommodation Code A012 for Braille or Code A021 for Large Print also needs to be set on the Test Sessions tab, and it MUST be entered prior to the student taking the assessment. Please see the "iTester Admin: Managing Student Information" section on page 37 for further information.

Order Large Print and Braille Material

Material orders must be placed at least one week in advance of the district's testing window. Large Print and Braille testing materials are available for order from Questar. DTCs should order all Large Print and Braille materials through the **Materials Ordering** tab in iTester Admin or through Questar's Missouri Customer Service. The telephone number is 800-571-2545 and the e-mail address is MOCustomerSupport@QuestarAI.com.

Receive Testing Materials

Large Print and Braille testing materials are packaged by building and shipped to the district's office address (or the shipping address indicated by the district during the registration process). The materials ship to the district based on the content-specific test window entered during registration.

For information on procedures for prior to and after testing see Appendix F. The EOC Assessment shipment is delivered approximately one week before the district's first testing window and includes the following:

District Materials

- District Packing List
- Copy of School Packing Lists
- District Return Kit (one folder per district), which includes the following:
  - Return Kit Cover
  - Questar Return Address Labels (white)
  - UPS Prepaid Return Shipping Labels
  - Materials Return Instructions
  - Tyvek envelopes for returning materials

School Materials

- School Packing List
- Large Print and/or Braille kits
  - Large Print and/or Braille test book
  - Accompanying printed test book
  - Large Print and/or Braille Supplementary Instructions
  - Large Print and/or Braille Mathematics Reference Sheet

Inventory Materials

- DTCs inventory all materials immediately upon receipt by:
  - Checking the quantity and type of materials received against the quantities listed on the District Packing List.
  - Contacting Questar's Missouri Customer Service at 800-571-2545 if materials are missing.
- DTCs save all the boxes in which materials are received to return test materials to Questar. Questar will not provide additional boxes for return shipping.
- DTCs ensure that all the required forms and labels for returning testing materials are in the District Return Kit.
- DTCs store the District Return Kit and its contents securely for use upon completion of testing.
- DTCs record the number of test books received on the Test Book Accountability Form. See page 123 for instructions on completing the Test Book Accountability Form.

- STCs verify and report that sufficient assessment materials are received by:
  - Checking the quantity and type of materials received against the quantities listed on the School Packing List.
  - Contacting the DTC if materials are missing.

NOTE: If **replacement materials** are needed (e.g., insufficient receipt of materials that were ordered), please call Questar's Missouri Customer Service immediately to arrange for supplementary materials to be shipped. If **additional materials** are needed, the DTC may order the materials through the **Materials Ordering** tab or contact Questar's Missouri Customer Service at 800-571-2545 or e-mail MOCustomerSupport@QuestarAI.com.

Transcribing Student Responses

Test Examiners or Test Coordinators **MUST** transcribe students' responses into the online answer document within the secure browser. For more information see the Large Print/Braille Instructions from the Large Print/Braille kits. If a session cannot be transcribed, see page 104 for setting the Unable to Transcribe status code.

Arrange for the Return Shipment of Large Print and Braille Test Books to Questar Assessment, Inc.

All secure Large Print and Braille test books must be returned to Questar via UPS. UPS Return Service labels are provided in the District Return Kit. If the DTC does not have a Large Print and Braille District Return Kit, please contact Questar's Missouri Customer Service at 800-571-2545.

Questar is responsible for all return shipping costs for the Large Print and Braille test books; however, the DTC must make shipping arrangements with UPS at least 24 hours in advance of package pickup.

To ship the materials:

- Check boxes from the STC for damage. If necessary, substitute another box for returning the materials.
- Affix one white Questar Return Address Label to each box or Tyvek envelope.
- Seal the boxes securely with heavy-duty packing tape.
- Write the district name and address on the top section of the Questar Return Address Label.
- Affix the labels to the outside of each box being returned.
- **Retain the bottom tracking number for district records**. Neither UPS nor Questar can track the district's shipment without the tracking number.
- Total the number of boxes of materials being shipped and write the number on each box (e.g., Box 1 of 3, Box 2 of 3). If shipping only one box, write "Box 1 of 1."

Braille and Large Print materials must be returned via UPS. Make arrangements with UPS for package pickup. UPS may not be able to pick up the packages until the following business day. DO NOT leave boxes on shipping docks or in uncovered areas where they can be damaged by rain, etc. Contact UPS at 877-536-2697 and follow the prompts to send a package. Same-day pickup is available, but not guaranteed. Specific return instructions and the materials needed for shipping are provided in the District Return Kit.

Appendix F

Additional Paper/Pencil, Large Print, and Braille Procedures for DTCs, STCs, and Test Examiners

This section addresses procedures for prior to and after testing as they pertain to the distribution and completion of various forms and testing materials.

Check Security Barcodes

The security barcode is located on the front cover of every EOC Assessment Large Print, Braille, and Paper/Pencil test book. Each test book has a unique security barcode number used to number test books and track inventory shipped to the districts. Each Paper/Pencil edition has the security barcode on every page. Test books should be inventoried upon receipt. If any test books or pages are missing, the DTC should contact Questar.

To ensure a 100% rate of return of all test books, testing materials should be inventoried before and after test administration. Contaminated test books must be accounted for, although they are destroyed by the district. Test books returned to Questar are inventoried. Any missing books or pages are reported to DESE by security barcode numbers, district name, and school name.

Complete Test Book Accountability Forms

The following instructions address **pre-test** and **post-test** procedures for completing the Test Book Accountability Form. The roles and responsibilities of DTCs, STCs, and Test Examiners are described below.

Pre-test Administration

District Test Coordinator

For every building administering a Large Print, Braille, or Paper/Pencil assessment, the DTC needs to make **one** copy of the Test Book Accountability Form for the STC. The Test Book Accountability Form can be copied from Appendix G of this manual or printed from the **Help** tab in iTester Admin. Complete the following steps for **each** building before distributing copies to the STC:

1. Confirm the box count of the Large Print/Braille testing materials shipment from Questar (e.g., Box 1 of 5 through Box 5 of 5).
2. Verify the security barcode numbers of the test books against the packing list.
3. Record the number of test books listed on the packing list and the number of Paper/Pencil editions that were downloaded and printed on the Test Book Accountability Form.
4. Report any discrepancies to Questar's Missouri Customer Service at 800-571-2545 between the hours of 7:00 A.M. and 5:00 P.M. (CST), Monday–Friday.

School Test Coordinator

After receiving the Test Book Accountability Form from the DTC, complete the following steps:

1. Verify that security barcode numbers printed on the Large Print and Braille test books match the numbers listed on the packing list (located in Box 1 of the building's shipment).
2. Confirm that the proper accommodation code is marked on the Student Demographic page in iTester.
3. Complete the Test Book Accountability Form, following the directions on the form.
4. Document any Large Print and Braille security barcode discrepancies.
5. Notify the DTC of any discrepancies immediately.
6. If any student is taking an EOC Assessment out of district/building, or if the student is homebound, note the barcode number of the test book before delivering it to the testing site to ensure proper accounting of all tests books when they are returned to the district. Paper/Pencil editions must be transcribed into iTester and returned to Questar within 24 hours after the district's content area testing window has closed.
7. Ensure all test books have been accounted for before they are shipped to Questar.
8. Maintain the Test Book Accountability Form during the test administration, retain a copy for school records, and return the original with the testing materials to the DTC.

Test Examiner

1. Count the number of books received and assign each test book to a student. Write the student's name and MOSIS ID on the front of each test book.
2. Document this information in preparation for returning the test books to the STC.

Post-Test Administration

District Test Coordinator

Verify that all Test Book Accountability Forms for all buildings have been completed and signed. Missing test books or pages must be documented on the Test Book Accountability Form, and a separate letter of explanation on district letterhead **must** be attached.

After all testing for a content area has been completed and test books are ready for return:

- Complete the Test Book Accountability Forms and place them on top of all test books in Box 1 of the return shipment to Questar.
- Send a new Test Book Accountability Form with each shipment of return materials.

Contaminated Test Books

A test book is considered contaminated if it cannot be returned because of the following reasons:

- Contact with any fluids resulting from a student health issue (e.g., blood).
- Contact with any potentially hazardous material.

Procedures for Handling Contaminated Test Materials

Follow the steps below if a test book becomes contaminated:

1. The Test Examiner notifies the STC.
2. The STC notifies the DTC.
3. The DTC records the security barcode number of the contaminated test book on the corresponding Test Book Accountability Form.
4. The contaminated test materials must be securely destroyed at the test site. DO NOT return contaminated test books to DESE or to Questar. If a contaminated test book contains student responses, the DTC should contact Questar's Missouri Customer Service at 800-571-2545 for instructions on how to handle the material.
5. The STC provides the DTC with the following information to be included on district letterhead:

   a. Explanation of what happened to the materials

   b. Security barcode number on the contaminated test book

   c. Student's name (first name, last name)

   d. Date of birth

   e. MOSIS ID

   f. Grade

   g. Building code

   h. School name

   i. County and district code

   j. District name

   k. Content area being assessed

6. The DTC submits the explanatory letter to Questar Assessment, Inc. and to DESE at the following addresses:

Attn: Missouri Program Manager Questar Assessment, Inc. 5550 Upper 147th Street West Apple Valley, MN 55124	Attn: Standards and Assessment Administrator DESE PO Box 480 Jefferson City, MO 65102-0480

7. Copies of any letters pertaining to the contaminated test materials and the documented discrepancies must also be faxed with the Test Book Accountability Forms.

Appendix G

END-OF-COURSE TEST BOOK ACCOUNTABILITY FORM

	TEST BOOKS RECEIVED/PRINTED			TEST BOOKS RETURNED			UNACCOUNTED FOR/CONTAMINATED TEST BOOKS		
ASSESSMENT	# of Large Print Test Books Received	# of Braille Test Books Received	# of Paper/Pencil Test Books Printed	# of Large Print Test Books Returned	# of Braille Test Books Returned	# of Paper/Pencil Test Books Returned	# of Large Print Test Books Unaccounted For/ Securely Destroyed	# of Braille Test Books Unaccounted For/ Securely Destroyed	# of Paper/Pencil Test Books Unaccounted For/ Securely Destroyed
English I									
English II									
Algebra I									
Algebra II									
Geometry									
Biology									
Physical Science									
American History									
Government									
TOTAL TEST BOOKS									

Security Barcode(s) of Unaccounted For Test Books	Security Barcode(s) of Securely Destroyed Test Books

For District Test Coordinator Use

District: _____ CO/DIS Code: _____ Date: _____

Test Window (Circle One): Summer 2016 Fall 2016 Spring 2017 DTC Signature: _____

For School Test Coordinator Use

School: _____ STC Signature: _____

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