



Missouri

DEPARTMENT OF ELEMENTARY & SECONDARY

EDUCATION™

End-of-Course Assessments

Test Administration Manual

2013–2014

English II
Algebra I
Biology
English I
Algebra II
Geometry
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



It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator–Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, fax (573) 522-4883, email civilrights@dese.mo.gov.

Copyright © 2013 by the Missouri Department of Elementary and Secondary Education. All rights reserved. Permission is hereby granted solely to test administrators and examiners who meet the qualifications to reprint or photocopy as needed for use in their school district the pages or sheets in this work that carry a Missouri DESE copyright notice. These pages are designed to be reproduced solely by qualified test administrators and examiners for use with accompanying Missouri DESE material, provided each copy made shows the copyright notice. Such copies may not be sold and further distribution in any manner is expressly prohibited. Except as authorized above, prior written permission must be obtained from Questar Assessment, Inc. to reproduce or transmit this work or portions thereof in any other form or by any other electronic or mechanical means, including any information storage or retrieval system, unless expressly permitted by federal copyright law. Address inquiries to Questar Assessment, Inc., 4 Hardscrabble Heights, PO Box 382, Brewster, NY 10509-0382.

Table of Contents

Overview of Important Information for the Missouri End-of-Course Assessments	1
Schedule of Important Dates for the 2013–2014 Testing Program	1
Test Time Suggestions	2
General Information	2
Summary of Important Information for 2013–2014	5
Test Security	6
Prepare for Online Testing	7
Advance Announcements and Preparation	7
Scheduling the Tests	7
Assessment Materials for Students	8
Assessment Materials and Training for Test Examiners	9
iTester Admin: Registering Students	10
Precode Data Upload	10
Student Registration	10
Registration for Testing Windows	10
Making Arrangements for Testing	13
Inclusion of Special Populations	13
Further Information on Special Populations	13
Use of Translators	14
Missouri Options Program	14
Large Print and Braille Procedures	14
Foreign Exchange Students	14
Homebound Students	14
Homeschooled or Private School Students	15
Missouri Virtual Instruction Program (MoVIP)	15
Students Testing Out of District	16
Students Who Move Before or During the EOC Administration	16
Students Who Drop a Course	16

Students Who Are Absent, Not Ready for Testing, or Have Incomplete Assessments	17
Invalidation Procedures	18
Overview of Test Coordinators’ Roles	20
Checklist for the District Test Coordinator	20
Checklist for the School Test Coordinator	22
iTester System Overview	23
Site Setup and Certification	23
Software and System Requirements	23
User Roles	24
iTester Admin: Logging In and Out	25
Logging Out	26
Requesting Username and Password	26
Changing Profile Information or Password	26
Resending or Resetting a Test Examiner’s Password	27
Looking Up a Password	27
iTester Help	28
iTester Admin: Using the Home Page	29
iTester Admin: Printing Student Logins	31
iTester Admin: Managing User Accounts	34
Adding or Editing a User Account	34
Sending Login Information	34
iTester Admin: Managing Test Examiner Profiles	35
Viewing a List of Test Examiners	35
Adding or Editing a Test Examiner Profile	36
Removing an Inactive Test Examiner	36
iTester Admin: Managing Student Groups	37
Viewing Student Group Information and Adding/Removing Students	37
Adding a Student Group	39
iTester Admin: Managing Test Sessions	40
Viewing Testing Status Information	40
Marking Accommodations/Status Codes	41

Moving a Student During an Assessment	42
Invalidating Student Tests.....	42
iTester Admin: Managing Student Information	43
Adding or Editing Student Profiles	43
iTester Admin: Viewing/Printing Reports	45
Appendix A	47
Accommodation Codes	47
Appendix B.....	50
Appendix C.....	53
iTester Student: Directions for the Student Login Process and Administering the Tutorials.....	53
Directions for Administering the English II Assessment Online—Session I	57
Directions for Administering the English II Assessment Online—Session II	60
Directions for Administering the Algebra I Assessment Online—Session I.....	63
Directions for Administering the Algebra I Assessment Online—Session II	66
Directions for Administering the Biology Assessment Online—Session I.....	69
Directions for Administering the Biology Assessment Online—Session II.....	72
Directions for Administering the English I Assessment Online	75
Directions for Administering the Algebra II Assessment Online	78
Directions for Administering the Geometry Assessment Online.....	81
Directions for Administering the American History Assessment Online	84
Directions for Administering the Government Assessment Online.....	87
Appendix D.....	90
Administering the Paper/Pencil PDF Edition of the EOC Assessments.....	90
Directions for Administering the English II Assessment—Session I.....	91
Directions for Administering the English II Assessment—Session II.....	92
Directions for Administering the Algebra I Assessment—Session I	93
Directions for Administering the Algebra I Assessment—Session II.....	94
Directions for Administering the Biology Assessment—Session I.....	95
Directions for Administering the Biology Assessment—Session II	96
Directions for Administering the English I Assessment	97
Directions for Administering the Algebra II Assessment.....	98

Directions for Administering the Geometry Assessment.....	99
Directions for Administering the American History Assessment	100
Directions for Administering the Government Assessment	101
Appendix E	103
Large Print and Braille Procedures	103
Large Print and Braille Material Orders	103
Receive Testing Materials	103
Inventory Materials	104
Distribute Testing Materials	105
Test Book Accountability Forms	105
Contaminated Test Books	107
Securing Testing Materials	108
Collect Testing Materials	110
Appendix F	113
Students Testing Out of District	113
Appendix G	114

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

Schedule of Important Dates for the 2013–2014 Testing Program

	EOC TEST WINDOWS	PRECODE FILE DUE TO DESE	PRECODE DATA AVAILABLE IN iTESTER	STUDENTS MAY BEGIN TESTING
Summer	June 10, 2013 – August 30, 2013	May 24, 2013	June 10, 2013	June 10, 2013
Fall	October 7, 2013 – January 24, 2014	September 13, 2013	September 30, 2013	October 7, 2013
		November 1, 2013	November 18, 2013	November 25, 2013
Spring	February 24, 2014 – May 30, 2014	January 31, 2014	February 17, 2014	February 24, 2014
		March 7, 2014	March 17, 2014	March 24, 2014
		April 4, 2014	April 21, 2014	April 28, 2014

NOTE: Districts must designate a specific test window for administering EOC Assessments. The following dates and deadlines are based on the individual windows within a district.

Event	Schedule
District Test Coordinators receive welcome e-mail and login information to iTester.	At least one week prior to the opening of the EOC statewide 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 iTester 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: 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 close of business on 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	90–110 minutes
Algebra II	90–110 minutes
Geometry	90–110 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. Both the Course-Level Expectations (CLEs) and EOC Assessments were created in cooperation and collaboration with Missouri educators.

The EOC Assessments are based on Course-Level Expectations rather than Grade-Level Expectations (GLEs). Therefore, when the content of the CLEs is covered, the test can be administered regardless of student grade level. The responsibility and authority for testing students belongs to the school district. The End-of-Course Assessments are aligned to the current CLEs for the 2013–2014 school year. While districts are only held accountable to the

CLEs, DESE will provide dual alignment Item Benchmark Descriptor (IBD) reports in 2013 and 2014 for those items closely aligned to the Missouri Learning Standards (MLS). The 2013–2014 assessments maximize the alignment of MLS within the limits of the current test blueprints.

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.

- The 2013–2014 EOC Assessments include eight tests. The 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. The English I, Algebra II, Geometry, 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.
- The purpose of this *Test Administration Manual* is to provide detailed instructions for administering the EOC Assessments. The manual includes pre-test instructions, 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.
- DESE has partnered with Questar Assessment, Inc. for 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.
 - iTester Student—A test-delivery application used by students to take their tests. iTester Student is a Java-based downloadable application that must be installed before testing begins.
- **IMPORTANT:** With the exception of translations, no tests will be transcribed into iTester. Ship all Large Print, Braille, and Paper/Pencil assessments to Questar within 24 hours of the close of the district’s content area testing window. Test results will be available 5 business days after Questar receives the shipment. See pages 111–112 of this manual for shipping instructions.

- Districts will be charged only for the students they seat for the online assessments. Districts will be billed at the end of each statewide window and are not required to provide a purchase order number 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.
- 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.

Summary of Important Information for 2013–2014

- Beginning with the Summer 2013 administration of the End-of-Course Assessments, students can take the selected response sessions (Session I) of the assessments operationally on iPads and Chromebooks. Then, beginning with the Fall 2013 administration, students can take all sessions (including the performance event session, Session II, for Algebra I, English II, and Biology) on these devices. Testing on Android devices is **not** allowed at this time. For the Summer administration, students are still required to take Session II of these tests on a desktop or laptop computer. Most standard EOC testing procedures do not differ for students testing on tablets. The tests are available during the same testing window as the standard assessments.

Please refer to the *Summer 2013 Tablet Testing Supplement* in the iTester **Help** tab for minimum requirements and additional iPad and tablet user information and guidelines.

- New installation guidelines have been added to the *iTester Software Installation and Systems Testing Guide*. The guide can be found in the iTester **Help** tab.
- It is **strongly** recommended that 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 53.
- 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.

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 (State Board requirement). The test security policy should be placed in the District's Assessment Plan, which is locally board approved annually as per Missouri School Improvement Program (MSIP) 4 6.2.5 and MSIP 5 I-4.1. 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.

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 shipped back to Questar following the procedures in Appendices D and E once testing is complete. With the exception of translations, **no** tests will be transcribed into iTester.

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.

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.

Scheduling the Tests

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

- Ensure iTester Student 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 6:00 P.M. each day.
- Tests are automatically submitted to Questar for scoring at 6:00 P.M. daily unless a student is actively working on an assessment. The student may continue his or her assessment until finished. The test will be submitted for scoring when the student is no longer actively working.
- Each content area must be tested within 7 business days and district test windows must be defined in iTester 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 sessions can be completed in more than one sitting, the entire assessment **MUST** be completed during the district testing window.

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 II performance event, 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 sheets may be printed from the iTester **Help** tab by school personnel or photocopied by accessing Appendix B of this manual; virtual copies of the appropriate mathematics reference sheets are provided on each workstation
- Calculators that meet the guidelines below

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.

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.

Prohibited Materials

- 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
- Dictionaries, a thesaurus, and/or a grammar handbook are not permitted for any content area unless stated on a student's IEP. Any dictionary, thesaurus, or grammar handbook used for a selected response content area test invalidates that assessment

Exception: The English II performance event allows the use of an English and/or bilingual dictionary, a thesaurus, and/or a grammar book.

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, if the student will be testing on one
- 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

iTester Admin: Registering Students

Successful registration requires 3 steps:

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

Precode Data Upload

DESE provides the upload of student information to Questar prior to each 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 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.

Registration for Testing Windows

DTCs are required to complete the registration process for every test 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 (i.e., 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.



Update Your profile:

Fields marked with * are required.

DTC Contact Information

First Name:* Coordinator
Last Name:* District
Email:* gayers@questarai.com
Phone:* (952) 9970769
Fax: ()

District Mailing Address

The address listed is where smaller amounts of materials will be shipped.

Address 1: 5550 Upper 147th Street v
Address 2:
City: Apple Valley State: MN
Zipcode: 55124

District Shipping Address

The address listed is where larger amounts of materials (pallets) will be shipped.

Address 1:
Address 2:
City: State:
Zipcode:



Registration Window

District Registration Window by Content Area

Content Area	Start Date	End Date	Not Testing
Algebra I			<input type="checkbox"/>
Algebra II			<input type="checkbox"/>
American History			<input type="checkbox"/>
Biology			<input type="checkbox"/>
English I			<input type="checkbox"/>
English II			<input type="checkbox"/>
Geometry			<input type="checkbox"/>
Government			<input type="checkbox"/>

Save Cancel

Change your password:

Change Password

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.

Making Arrangements for Testing

Inclusion of Special Populations

- **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, at a minimum, the English II, Algebra I, Biology and Government Assessments. Students graduating in the year 2016 and beyond must also take the English I and American History EOC Assessments. In addition to the above assessments, students graduating in 2017 must take another mathematics EOC assessment prior to graduation. The DESE assessment plan is available at <http://dese.mo.gov/divimprove/assess/documents/asmt-eoc-hs-assess-plan.pdf>. Students who qualify for the MAP-Alternate (MAP-A) Assessment will not participate in any EOC Assessments.

The IEP team has the responsibility and authority to determine individual accommodations needed to ensure accessibility to the EOC Assessments. Inappropriate use of accommodation codes can invalidate a student's 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 accommodation decisions for these students as they would with IEP students.
- **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 or 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 meets the competency of the English I or II CLEs, he or she is required to take the appropriate 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/divimprove/assess/eoc_resources.html.

Use of Translators

Federal provisions allow district staff the flexibility to read math, science, and social studies assessments (but NOT English assessments) to ELL students in their native language. However, 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 iTester Student.

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

Missouri Options Program

Students enrolled in the Missouri Options Program are required to take the same assessments as their grade level cohorts.

Large Print and Braille Procedures

See Appendix E for instructions concerning Large Print and Braille procedures.

Foreign Exchange Students

Foreign exchange students are allowed, but not required, to take the EOC Assessments at the discretion of the district.

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 and for returning the Paper/Pencil editions to Questar within 24 hours of the close of the district's content area testing window.

Homeschooled or Private School 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 when reports become available.

The screenshot shows the 'New Student in QAI Test 26 Zulu High (1101)' form. At the top, there is a navigation bar with tabs: Site Setup, Materials Ordering, Examiners, Student Groups, Students, Test Sessions, Reports, Accounts, and Help. Below the navigation bar, the title is 'New Student in QAI Test 26 Zulu High (1101)'. A note states: 'Please note: Any changes made to student demographics below must also be made in the DESE Web Application.' The 'School of Record' is 'QAI Test 26 Zulu High (1101)'. Under 'Demographic Information', there are fields for MOSIS, First Name, Last Name, Grade, Ethnicity, Homeschool (checkbox), Mi, Gender, and Date of Birth. A black arrow points to the 'Homeschool' checkbox. Below this is a 'Student Accommodations' dropdown set to 'None'. A table of 'Content Area' and 'Student Groups' is shown, with all groups set to '- Not Testing -'. At the bottom, there is a note '*Denotes mandatory entry' and 'Save' and 'Cancel' buttons.

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 are held to every standard and expectation to which Missouri public schools are held.

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.

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. Please see instructions in Appendix F to ensure that the most current procedures are followed.

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, 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 **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 44.
A new student moves into the district:	Add the new student in the iTester Students tab. See page 43. Then assign the student to the appropriate student group(s). See page 37. NOTE: If the DTC is unable to add the new student, the DTC must contact Questar’s Missouri Customer Service.
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 Student Groups tab. Do NOT log into the test and do NOT mark any status code(s) for the student. See page 38.
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 Student Groups tab. See page 38.
iTester will not allow the STC to add a new student into iTester:	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 **Student Groups** tab. See page 38. 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 38. Do NOT log into the test, 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:	The student will not be able to complete the assessment at another time. The incomplete test will be automatically submitted by iTester at 6:00 P.M. (or once the student logs out of iTester if the student is still testing at 6:00 P.M.). The student will receive a score based upon the number of items he or she completed.
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 38. Do NOT log into the test, do NOT mark ANY status codes (i.e., Do not mark the student "Absent."). Re-enroll the student during a future district testing window.

Invalidation Procedures

The following table lists several reasons why an EOC Assessment would be invalidated. Some invalidation reasons apply specifically to the English I and English II Assessments. Other invalidations affect all content areas. The DTC can set an invalidation code at any point prior to the end of the district content testing window under Student Accommodations on the Test Sessions details page. Refer to the Invalidating Student Tests section on page 42 for further details regarding invalidations within the iTester system.

Tests are invalidated for the following reasons:

If	Then
A student is discovered cheating:	The District Test Coordinator will record “Teacher Invalidation” under Status Codes for the specific student on the Test Sessions details page. This is the only time the “Teacher Invalidation” status is used. This code applies to all content assessments.
A Test Examiner reads any part of the English I Assessment or English II Assessment to a student:	Mark “4. Oral Reading—invalidates test.” under Student Accommodations on the Test Sessions details page. This code applies to both the English I Assessment and the English II Assessment.
A Test Examiner signs any part of the English I Assessment or English II Assessment to a student:	Mark “5. Signing of assessment—invalidates test.” under Student Accommodations on the Test Sessions details page. This code applies to both the English I Assessment and the English II Assessment.
A Test Examiner paraphrases the test questions in any content area:	Mark “6. Paraphrasing—invalidates test.” under Student Accommodations on the Test Sessions details page. This code applies to all content assessments.
A Test Examiner reads any part of the English I Assessment or English II Assessment to a student in the student’s native language:	Mark “11. Oral reading in native language—invalidates test.” under Student Accommodations on the Test Sessions details page. This code applies to both the English I Assessment and the English II Assessment.
A student uses a bilingual dictionary for the English I Assessment or Session I of the English II Assessment: NOTE: A bilingual dictionary is allowed for Session II of the English II Assessment.	Mark “43. Use of bilingual dictionary—invalidates test.” under Student Accommodations on the Test Sessions details page. This code applies to both the English I Assessment and the English II Session I Assessment.

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 appropriate invalidation code in the student's 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

The Superintendent must send a signed letter on district letterhead with the above information to:

Accountability Data
Office of Data System Management
MO Department of Elementary & Secondary Education
PO Box 480
Jefferson City, MO 65102

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 10 below. DTCs in districts administering Large Print, Braille, and/or Paper/Pencil editions of the test should also review numbers 11 through 22.

- 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. 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 in DESE's core data 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, he or she 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 iTester Student has been installed and certified on all applicable workstations for the current statewide window.
- 10) 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.

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

- 11) Receive and check the shipment of testing materials.
- 12) Ensure testing materials are securely stored.
- 13) Match the barcode numbers to the packing list.
- 14) Download and photocopy the Test Book Accountability Form and follow the accompanying directions. This form can be found in Appendix G of this manual, on the DESE website, or in the iTester **Help** tab.
- 15) 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.
- 16) Distribute testing materials to out-of-district schools/agencies before the testing window for any students attending alternative/supplemental programs. See Appendix F for out-of-district instructions. Distribute testing materials to Test Examiner(s) for homebound students.
- 17) Ensure test security is maintained by restricting Test Examiner access to EOC Assessments test books and other secure testing materials before and after testing. Printed copies of the *Test Administration Manual* 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.
- 18) With the exception of translations, **no** tests will be transcribed into iTester.
- 19) Check the Test Book Accountability Forms against the returned testing materials to verify and account for 100% of all testing materials.
- 20) 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.
- 21) Assemble testing materials for shipment to Questar. If returning Paper/Pencil testing materials, districts may access the iTester **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 \$22 for each Paper/Pencil edition of the test downloaded.
- 22) Arrange to ship testing materials to Questar. UPS must be called at least 24 hours in advance of package pick-up.

Checklist for the School Test Coordinator

All STCs should review numbers 1 through 6 below. STCs in districts administering Large Print, Braille, and/or Paper/Pencil editions of the test should also review numbers 7 through 16.

- 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 Technology Coordinator (if applicable) to ensure iTester Student 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.
- 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.

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

- 7) Receive and check testing materials from the DTC.
- 8) Inventory the test book shipment against the Test Book Accountability Form, and inform the DTC of the need for additional EOC Assessment materials.
- 9) 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.
- 10) Ensure that all Test Examiners are knowledgeable about prohibited materials and the use of a calculator (see the Permitted Materials section on page 8).
- 11) Distribute EOC Assessment testing materials to Test Examiners.
- 12) 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.
- 13) 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. With the exception of translations, **no** tests will be transcribed into iTester.
- 14) Collect and check testing materials after the test administration, including any printed manuals and test directions. Notify the DTC of any contaminated testing materials and follow district procedures to securely destroy them.
- 15) Complete and maintain the Test Book Accountability Form for return to the DTC. Document any missing test books on this form.
- 16) Pack and transport testing materials to the DTC.

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 25–46 of this manual describe iTester Admin functionality in detail.
- **iTester Student**—A test-delivery application used by students to take their tests. iTester Student is a Java-based application that must be installed on each student 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 page 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 **Help** tab in iTester Admin.

- Install the iTester Student testing software.
- Run the Workstation Readiness diagnostic program to verify that the computers have the right hardware and software.
- Run the Workstation Readiness Practice Test on each student workstation to verify that the iTester Student system functions properly.
- 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: Windows OS 98 or above or Macintosh OS X 10.4 or above or Linux-based system
- Browser: Internet Explorer 6.0 or higher, Mozilla Firefox 2.0 or higher, or Apple Safari 1.2 or higher
- Internet connection

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

- Operating System: Windows 98/SE/2000/XP/Vista/7, Macintosh OS X 10.4 or above, or Linux-based system
- Java Runtime Environment (JRE): Java version 1.5 or higher
- Network Connection: A minimum bandwidth of 1.5 mbps or more is required for optimal performance.
- Screen Resolution: 1024 x 768 minimum resolution

NOTE: Please refer to the [Tablet FAQs link in the iTester Help tab](#) for minimum requirements and 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 25–46, these roles have access to different iTester Admin features and data.

iTester Admin: Logging In and Out

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 34. 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.
 - 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.
 - Click **Submit** to save the new password. The iTester Admin home page is then displayed.
 - 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

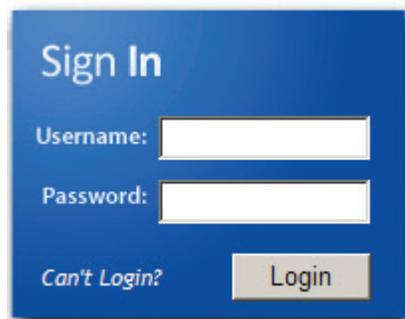
To log out of iTester Admin, click **Logout** in the upper right corner of the iTester Admin window.

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 password and send it to the e-mail address entered. A message 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 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.

- Type the current password in the **Old Password** field.
- 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.
- Click **Submit** to save the new password and return to the iTester Admin home page.
- 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.

Looking Up a Password

The Password Lookup function allows DTCs to retrieve passwords of STCs and Test Examiners in their district. The DTC can also access passwords of all users at the district or building level. The Password Lookup function allows STCs to retrieve passwords of all Test Examiners and building-level users in their school.

To use the Password Lookup function, go to the Password Lookup section on the Accounts page. In the **Enter Email** field, type the e-mail address of the person's password to retrieve. Click the **Retrieve Password** button. Information about the user's account, including the password, is displayed.



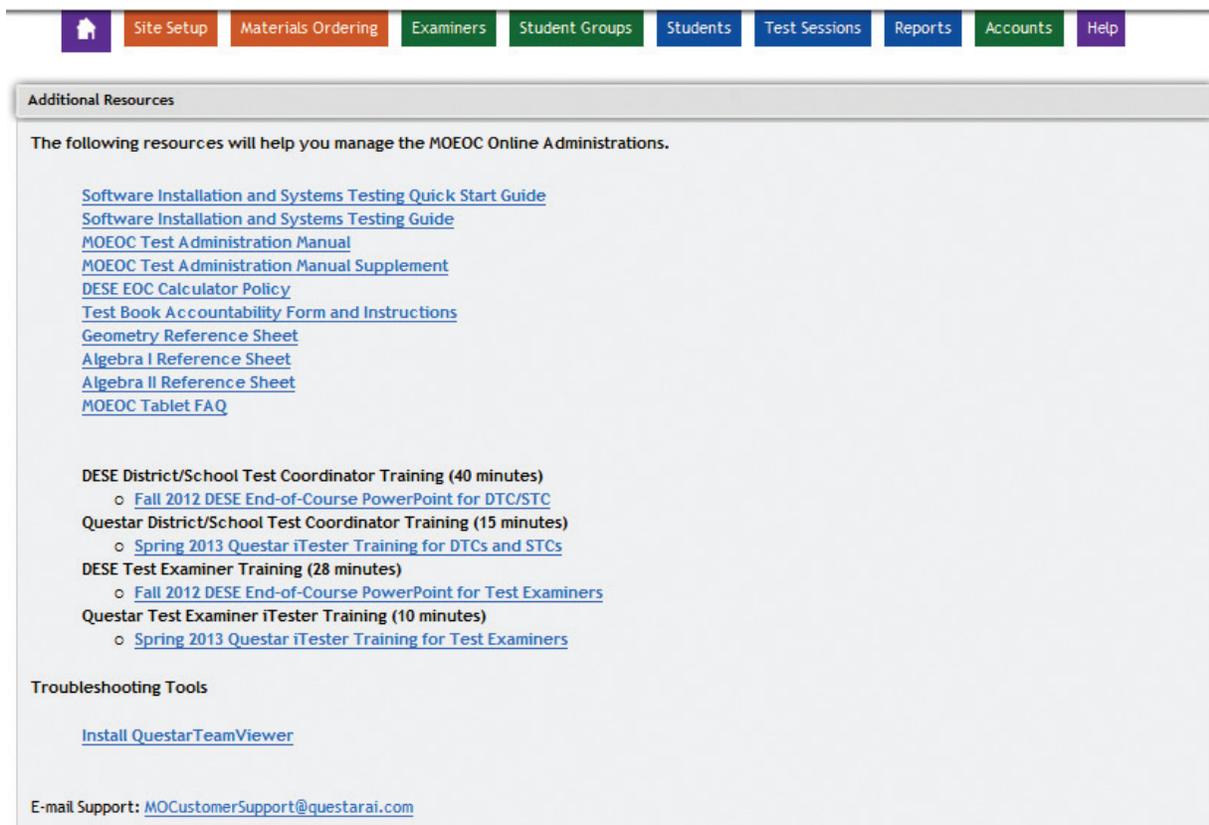
The screenshot shows a web form titled "Password Lookup". It features a text input field labeled "Enter Email:" and a button labeled "Retrieve Password".

iTester 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*
- Test Book Accountability Form
- iTester Training Sessions
- E-mail Support
- Quick Reference Guides



The screenshot shows a navigation menu at the top with the following items: Home, Site Setup, Materials Ordering, Examiners, Student Groups, Students, Test Sessions, Reports, Accounts, and Help. Below the menu is a section titled "Additional Resources" with the text: "The following resources will help you manage the MOEOC Online Administrations." The resources listed are:

- [Software Installation and Systems Testing Quick Start Guide](#)
- [Software Installation and Systems Testing Guide](#)
- [MOEOC Test Administration Manual](#)
- [MOEOC Test Administration Manual Supplement](#)
- [DESE EOC Calculator Policy](#)
- [Test Book Accountability Form and Instructions](#)
- [Geometry Reference Sheet](#)
- [Algebra I Reference Sheet](#)
- [Algebra II Reference Sheet](#)
- [MOEOC Tablet FAQ](#)

DESE District/School Test Coordinator Training (40 minutes)

- [Fall 2012 DESE End-of-Course PowerPoint for DTC/STC](#)

Questar District/School Test Coordinator Training (15 minutes)

- [Spring 2013 Questar iTester Training for DTCs and STCs](#)

DESE Test Examiner Training (28 minutes)

- [Fall 2012 DESE End-of-Course PowerPoint for Test Examiners](#)

Questar Test Examiner iTester Training (10 minutes)

- [Spring 2013 Questar iTester Training for Test Examiners](#)

Troubleshooting Tools

- [Install QuestarTeamViewer](#)

E-mail Support: MOCustomerSupport@questarai.com

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.

The screenshot displays the iTester Admin home page interface. At the top, a navigation bar contains tabs for Site Setup, Materials Ordering, Examiners, Student Groups, Students, Test Sessions, Reports, Accounts, and Help. The main content area is organized into several sections:

- DTC Information:** A box containing contact details for the District Coordinator, including name, email, phone, fax, mailing address, and shipping address.
- Checklist:** A section with "IMPORTANT DATES" and "KEY TASKS" related to workstation readiness and testing schedules.
- Welcome District User to iTester Administration:** A large central box with a welcome message, instructions on how to prepare workstations, a table of download links for different operating systems (Windows, Mac OS, Linux) with and without JRE, and contact information for technical support.
- School Selection:** A dropdown menu labeled "School: Please Select a School".
- Workstation Site Readiness Login Information:** A form with fields for "Username:" and "Password:".

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** tab.

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, 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 40 for more information on entering testing windows.

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

iTester Admin: Printing Student Logins

In order to test using iTester Student, 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 session of each content area in which they are testing*. Session access codes, however, are assigned to each student group, not individual students.

NOTE: Students cannot self-register through iTester Student; 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.

Test Sessions

Click 'View Details/Student Logins' to see a list of Students for that test Administration , and their usernames/passwords.

District:	All Districts	▼
School:	All Schools	▼
Filter By Testing Status:	All	▼
Tests:	Algebra I PE	▼
Schedule Test Sessions		

Testing Status for Algebra I, Summer 2013

District	School	Examiner/Student Group	Testing Status	
QAI Test District 01 Alpha (Q01-001)	QAI Test 01 Alpha High (1001)	QTeacher, T100101-100	In Progress	View Details/Student Logins
QAI Test District 01 Alpha (Q01-001)	QAI Test 01 Alpha High (1001)	QTeacher, T100101-SWAT	In Progress	View Details/Student Logins Delete

<<< Page 1 of 1 >>> Jump to Page: Go

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.

Site Setup
Materials Ordering
Examiners
Student Groups
Students
Test Sessions
Reports
Accounts
Help

District: QAI Test District 05 Echo (Q01-005) School: QAI Test 05 Echo High (1017)
 Administration: Summer 2013 Content Area: Algebra I
 Examiner: T101701 QTeacher Student Group: QTeacher, T101701-1
 Test Name: Algebra I PE
 Testing Window: 6/10/2013 to 8/30/2013

Test has not started.

[« Back to Test Sessions](#)

Registered Students:
[Print Student test logins \(Avery label 5160\)](#)
[Download Paper/Pencil PDF Return Labels](#)

S2-PE Access Code: [9581](#)

[Save Selections and Download Paper/Pencil PDF](#)

Last Name	First Name	Username	Password	Status	Date/Time Started	Date/Time Completed	Student Accommodations	Status Codes	Special Forms	Paper/Pencil PDF
Test0881	Student	Q101700881	CF1ED4A6	S2-PE: Not Started			Set	Set		<input type="checkbox"/> Select All
Test0882	Student	Q101700882	C4B4AEE8	S2-PE: Not Started			Set	Set		<input type="checkbox"/>
Test0883	Student	Q101700883	A9F375DD	S2-PE: Not Started			Set	Set		<input type="checkbox"/>

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 43 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.

- 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.

- 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.

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: 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.

The screenshot shows the iTester Administration interface. At the top, there is a navigation bar with tabs: Site Setup, Materials Ordering, Examiners, Student Groups, Students, Test Sessions, Reports, Accounts, and Help. The 'Examiners' tab is selected. The page title is 'Examiners' and it includes a note: 'Fields can be sorted by clicking on the First Name, Last Name, or Email headings'. Below the title, there are two dropdown menus: 'District: QAI Test District 04 Delta (Q01-004)' and 'School: QAI Test 04 Delta High (1013)'. A message states: 'The Examiners listed below are available to test Students for Algebra I, Spring 2013.' Below this, there is a section titled 'Examiners in QAI Test 04 Delta High (1013)' with an 'Add Examiner' link. A table lists the examiners:

First Name	Last Name	Email	
T101301	QTeacher	nobody@questarai.com	Edit
T101302	QTeacher	nobody@questarai.com	Edit

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 inactivate or deactivate Test Examiners. The DTC may contact Questar's Missouri Customer Service to request the removal of a Test Examiner during the statewide testing window if the Test Examiner is no longer active or no longer employed by the school district.

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: Managing Student Groups

After loading the DESE Precode Data Collection file, the Test Examiner and student group information is available in iTester Admin. 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 43.

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.

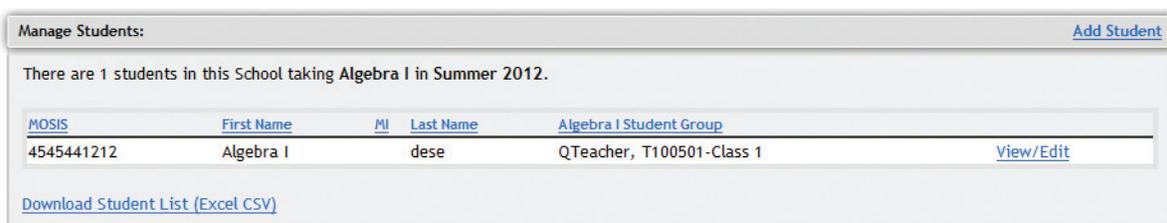
For the DTC, the page lists all student groups in the selected school for the selected content area.

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** 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.



The screenshot shows a web interface titled "Manage Students" with an "Add Student" link in the top right. Below the title, it states "There are 1 students in this School taking Algebra I in Summer 2012." A table follows with columns: MOSIS, First Name, MI, Last Name, and Algebra I Student Group. The table contains one row with the following data: MOSIS: 4545441212, First Name: Algebra I, MI: dese, Last Name: QTeacher, T100501 -Class 1. A "View/Edit" link is located to the right of the table. Below the table is a link: "Download Student List (Excel CSV)".

MOSIS	First Name	MI	Last Name	Algebra I Student Group	
4545441212	Algebra I	dese	QTeacher, T100501 -Class 1		View/Edit

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 Edit 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.
- 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 student group, click a student's name. To select multiple student names, hold down the Ctrl key 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 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.

Last Name, First Name (MOSIS) Algebra I, Summer 2012

Students not assigned to a Algebra I Examiner or Student Group:

Test0401, Student (Q100500401)
Test0402, Student (Q100500402)
Test0403, Student (Q100500403)
Test0404, Student (Q100500404)
Test0405, Student (Q100500405)
Test0406, Student (Q100500406)
Test0407, Student (Q100500407)
Test0408, Student (Q100500408)
Test0409, Student (Q100500409)
Test0410, Student (Q100500410)
Test0411, Student (Q100500411)
Test0412, Student (Q100500412)
Test0413, Student (Q100500413)
Test0414, Student (Q100500414)
Test0415, Student (Q100500415)
Test0416, Student (Q100500416)
Test0417, Student (Q100500417)
Test0418, Student (Q100500418)
Test0419, Student (Q100500419)
Test0420, Student (Q100500420)
Test0421, Student (Q100500421)
Test0422, Student (Q100500422)
Test0423, Student (Q100500423)
Test0424, Student (Q100500424)
Test0425, Student (Q100500425)
Test0426, Student (Q100500426)

deese, Algebra I (4545441212)

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

Adding a Student Group

Follow these steps to add a 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 should 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.
 - Choose the Test Examiner's name in the **Examiner** field.
 - 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 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 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 list, 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.

iTester Admin: Managing Test Sessions

Viewing Testing Status Information

DTCs and STCs 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 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.

Test Sessions Click 'View Details/Student Logins' to see a list of Students for that test Administration , and their usernames/passwords.

District: All Districts
School: All Schools

Filter By Testing Status: All Tests: Algebra I PE [Schedule Test Sessions](#)

Testing Status for Algebra I, Summer 2013

District	School	Examiner/Student Group	Testing Status
QAI Test District 01 Alpha (Q01-001)	QAI Test 01 Alpha High (1001)	QTeacher, T100101-100	In Progress View Details/Student Logins

<<< Page 1 of 1 >>> Jump to Page: Go

3. Choose an option in the **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 an operational test session for the content area and administration, and "Finished" indicates that the student has completed the operational test session for the content area and administration.
- **Date/Time Started** and **Date/Time Completed** columns provide detailed information about the student's progress.
- See page 31 in this manual for a detailed explanation of printing student logins.

Marking Accommodations/Status Codes

Large Print and Braille 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. Accommodation codes other than Large Print, Braille, and Oral Accommodations must be marked prior to the end of the district's content area testing window to ensure they are included in the student's score reports. Large Print, Braille, and Oral 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 or Braille), 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. Log the student into his or her assessment at the new workstation to complete the assessment.

Invalidating Student Tests

Invalidating a student's test requires several steps. Any invalid test must be documented by the STC immediately following the invalid session.

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. Select the appropriate reason for invalidation.
5. Click the **Submit** button to invalidate the test.
 - The link becomes inactive and the student is marked as Invalidated.

iTester Admin: Managing Student Information

All student profiles included in the Precode Data Collection file are automatically 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. You are asked whether you want to save or open the file. (**NOTE:** In order to open the file in Excel, Microsoft Excel must be installed on the computer.) Save the file.
 - 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.
 - View all students across all content areas and students not assigned to student groups by clicking the checkbox at the top left side of the page.
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 Student Accommodations section to indicate if the student will receive the Braille or Large Print edition of the test. **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: Viewing/Printing Reports

Test results are available online via iTester Admin. Refer to the Schedule of Important Dates table on page 1 of this manual to determine when the Individual Student Reports are released for each administration. 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.

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 and may print reports. STCs and Test Examiners may view and print reports for students within their school.

Reports

[Click to order printed reports.](#)

School: QAI Test 26 Zulu High (1101)

Student Group: All Students:

View Reports Print Reports Download List (Excel CSV)

To view a 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.

Site Setup Materials Ordering Examiners Student Groups Students Test Sessions Reports Accounts Help

Select the schools within QAI Test District 26 Zulu (Q03-026) for which you wish order ISR reports:

Available:

- QAI Test 26 Zulu High
- QAI Test 26 Zulu North
- QAI Test 26 Zulu South
- QAI Test 26 Zulu Middle

Add »

« Remove

Selected:

Order paper reports for the schools selected above

Please note that you will be charged a \$35.00 handling fee and \$0.17 per student report that is printed and shipped to you by Questar. If printed reports are requested, they will be for the entire district. Please contact Questar Customer Service if you would like to order more than one copy of the printed ISRs

Accommodation Codes

Accommodations List for Students Who Are English Language Learners (ELL)			
The following are the only accommodations allowed for ELL students:			
Code	Invalidates	Administration Accommodations	Descriptions
04	✓	Oral Reading of assessment (See NOTE 1.)	The Test Examiner reads items verbatim to the student in an isolated setting so that other students will neither benefit nor be disturbed.
11	✓	Oral Reading in native language (See NOTE 1.)	
		Timing Accommodations	Descriptions
21		Administer assessment using more than allotted periods	Dates for taking the EOC Assessments must occur within the EOC testing window.
22		Other: Specify	Other timing accommodations
		Response Accommodations	Descriptions
35		Use of scribe to record student response	The student conveys verbally or signs responses to a scribe in an isolated, individual setting so that other students cannot benefit or be disturbed. The scribe cannot suggest ideas, words, or concepts. The scribe records the student's answers verbatim. The student should indicate capitalization and punctuation if language mechanics are being assessed.
		Oral Response	The student provides oral responses to the Test Examiner.
43	✓	Use of bilingual dictionary (See NOTE 1.)	
		Setting Accommodations	Descriptions
50		Testing individually	The location should be free of noises, conversation, and distractions from adjoining rooms. Individual testing is appropriate when, for example, responses are given orally or questions are paraphrased.
51		Testing in small groups	The location should be free of noises, conversation, and distractions from adjoining rooms. Students may not interact with one another about questions or answers. The Test Examiner must be present at all times. Testing in small groups is not appropriate for students who give responses orally or require paraphrasing of questions.
53		Other: Specify	Other setting accommodations

NOTE 1: Oral reading, oral reading in native language, or signing during any English assessment will result in the LOSS (Lowest Obtainable Scale Score). The use of a dictionary, grammar handbook, thesaurus, or bilingual dictionary during the English I or English II, Session I Assessment will result in the LOSS (Lowest Obtainable Scale Score).

Accommodations List for Students with Disabilities

Code	Invalidates	Administration Accommodations	Descriptions
01		Braille edition of assessment	Braille edition of the assessment requires special processing. Consult the Braille edition test materials for specific instructions.
02		Large Print edition of assessment	Large Print edition of the assessment requires special processing. Consult the Large Print test materials for specific instructions.
04	✓	Oral Reading of assessment (See NOTE 1.)	The Test Examiner reads items verbatim to the student in an isolated setting so that other students will neither benefit nor be disturbed.
04		Oral Reading to Blind/Partial Sight students	The Test Examiner reads items verbatim to the student who cannot read Braille in an isolated setting so that other students will neither benefit nor be disturbed.
05	✓	Signing (See NOTE 1.)	A certified sign language interpreter or deaf education instructor may sign directions for the English I and English II Assessments. All other EOC content area assessments may have both directions and the test items signed for students.
06	✓	Paraphrasing (See NOTE 2.)	The Test Examiner paraphrases questions to help student understanding in an isolated setting. Terms may be defined as long as they: 1) are not the actual concept or content being assessed, 2) would not give clues, or 3) would not disclose the answer.
10		Other Administration Accommodations	
		Use of Paper/Pencil edition (See NOTE 4.)	Students may have to take the Paper/Pencil edition because of disability or physical condition.
		Use of assistive devices	An assistive device, which permits a student to read and/or respond to the assessment, is used. Examples of assistive devices include computers that assist students with fine-motor problems, text enlargers that enable students to independently read and answer test questions, or augmentative communication devices.
		Use of visual aids: Specify	Visual aids include any type of optical or nonoptical devices used to enhance visual capability. Examples of visual aids include bold-line felt-tip markers, lamps, filters, bold-lined paper, writing guides, or other adaptations that alter the visual environment by adjusting the space, illumination, color, contrast, or other physical features of the environment.
11	✓	Oral reading in native language (See NOTE 1.)	
		Timing Accommodations	Descriptions
21		Administer assessment using more than allotted periods	Students with disabilities may need to complete the assessments over more than one test period as a result of fatigue and/or loss of concentration. Some students may require additional breaks. Dates for taking the EOC Assessments must occur within the EOC testing window.
22		Other: Specify	Other timing accommodations
		Response Accommodations	Descriptions
35		Use of scribe to record student response	The student conveys verbally or signs responses to a scribe in an isolated, individual setting so that other students cannot benefit or be disturbed. The scribe cannot suggest ideas, words, or concepts. The scribe records the student's answers verbatim. The student should indicate capitalization and punctuation if language mechanics are being assessed.
		Student taped response	The student speaks responses into a tape recorder in an isolated setting so that other students cannot benefit or be disturbed. The Test Examiner must be present at all times.

		Signed response	The student uses sign language to convey responses. A certified sign language interpreter or deaf education instructor records responses.
		Pointing to respond	The student points to correct responses and the administrator records responses in the EOC test book.
		Oral response	The student provides oral responses to the Test Examiner.
		Use of a Braille	A student records responses using a Braille. Examples of a Braille include a Braillewriter, a slate and stylus, or an electronic Braille note taker.
		Use of a communication device	The student uses a communication device to provide responses to the Test Examiner.
		Use of a computer/word processor/typewriter to respond	The student uses a computer/word processor to write the responses. (Provide a nonnetworked computer to avoid inappropriate use of the computer to access answers.) The student uses a typewriter to write the responses. Responses must be transcribed to the appropriate answer sheet or test book.
39		Use of a calculator/math table/abacus	In all EOC mathematics assessments, calculators are permitted and the accommodation code should NOT be marked. The use of a calculator represents an accommodation when it is used for a content area for which calculator use is not allowed. Students may use talking calculators but only in an isolated setting. Students may use tables to assist in simple addition, subtraction, multiplication, and division facts using whole numbers. Students may use an abacus to perform mathematical computations by sliding beads along rods.
43	✓	Use of bilingual dictionary (See NOTE 1.)	
44		Other: Specify (See NOTE 3.)	Other response accommodations
		Setting Accommodations	Description
50		Testing individually	The location should be free of noises, conversation, and distractions from adjoining rooms. Individual testing is appropriate when, for example, responses are given orally or questions are paraphrased.
51		Testing in small groups	The location should be free of noises, conversation, and distractions from adjoining rooms. Students may not interact with one another about questions or answers. The Test Examiner must be present at all times. Testing in small groups is not appropriate for students who give responses orally or require paraphrasing of questions.
53		Other: Specify	Other setting accommodations

NOTE 1: Oral reading, oral reading in native language, or signing any English assessment will result in the LOSS (Lowest Obtainable Scale Score). The use of a dictionary, grammar handbook, thesaurus, or bilingual dictionary during the English I or English II, Session I Assessment will result in the LOSS (Lowest Obtainable Scale Score). Students identified as blind/visually impaired (who do not read Braille) may use the oral reading accommodation if it is their primary instructional method.

NOTE 2: Paraphrasing test questions invalidates all EOC Assessment student scores for accountability purposes.

NOTE 3: Use of magnifying equipment, amplification equipment, graph paper, and testing with the Test Examiner facing the student are not listed as accommodations because these are not required to be reported as accommodations for the EOC Assessments.

NOTE 4: The student is unable to take a computerized version of the assessment and a scribe is not appropriate.



Algebra I Reference Sheet

Formulas

<p>Square $Area = s^2$</p> <p>Triangle $Area = \frac{1}{2}bh$</p> <p>Rectangle $Area = lw$ $Perimeter = 2l + 2w$</p> <p>Trapezoid $Area = \frac{1}{2}h(b_1 + b_2)$</p>	<p>Right Triangular Prism $Volume = \frac{1}{2}bhl$</p> <p>Rectangular Prism $Volume = lwh$ $Surface Area = 2(lw + hw + hl)$</p> <p>Right Cylinder $Volume = \pi r^2h$ $Surface Area = 2\pi r^2 + 2\pi rh$</p>
<p>Circle $Area = \pi r^2$ $Circumference = \pi d$ or $Circumference = 2\pi r$</p> <p>Pi $\pi \approx 3.14$</p>	<p>Sphere $Volume = \frac{4}{3}\pi r^3$ $Surface Area = 4\pi r^2$</p> <p>Right Cone $Volume = \frac{1}{3}\pi r^2h$</p> <p>Square Pyramid $Volume = \frac{1}{3}lwh$</p>
<p>Distance $d = rt$</p>	<p>Pythagorean Theorem $a^2 + b^2 = c^2$</p> <div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> </div> <div> <p>where a and b are the legs of the triangle and c is the hypotenuse</p> </div> </div>
<p>Simple Interest $I = prt$</p>	<p>Linear Forms $Ax + By = C$ $y = mx + b$ $y - y_1 = m(x - x_1)$</p>
<p>Distance Formula $D = \sqrt{(x_2 - x_1)^2 + (y_2 - y_1)^2}$</p>	
<p>Midpoint Formula for a line segment with endpoints (x_1, y_1) and (x_2, y_2), the midpoint is $\left(\frac{x_1 + x_2}{2}, \frac{y_1 + y_2}{2}\right)$</p>	



Algebra II Reference Sheet

Formulas

<p>General Equations</p> $Ax + By = C$ $y = mx + b$ $y - y_1 = m(x - x_1)$ $y = a(x - h)^2 + k$ $y = ax^2 + bx + c$ $y = ab^x$ $y = \log_b x$	<p>Sequences</p> $a_n = a_1 + (n - 1)d$ $a_1 = \text{1st term}, a_n = a_{n-1} + d$ $a_n = a_1 r^{n-1}$ $a_1 = \text{1st term}, a_n = r a_{n-1}$
<p>Quadratic Formula</p> $x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$	<p>Combinations</p> ${}_n C_r = \frac{n!}{(n-r)!r!}$
	<p>Permutations</p> ${}_n P_r = \frac{n!}{(n-r)!}$
<p>Midpoint Formula</p> <p>For a line segment with endpoints (x_1, y_1) and (x_2, y_2) the midpoint is</p> $\left(\frac{x_1 + x_2}{2}, \frac{y_1 + y_2}{2} \right)$	<p>Interest Formulas</p> $I = prt$ $A = P \left(1 + \frac{r}{n} \right)^{nt}$ $A = Pe^{rt}$
<p>Distance Formula</p> $D = \sqrt{(x_2 - x_1)^2 + (y_2 - y_1)^2}$	<p>Probability Formulas</p> <p>Exclusive $P(A \text{ or } B) = P(A) + P(B)$</p> <p>Inclusive $P(A \text{ or } B) = P(A) + P(B) - P(A \text{ and } B)$</p> <p>Independent $P(A \text{ and } B) = P(A) \cdot P(B)$</p> <p>Dependent $P(A \text{ and } B) = P(A) \cdot P(B A)$</p> <p>Conditional $P(B A) = \frac{P(A \text{ and } B)}{P(A)}$</p>
<p>Slope Formula</p> $m = \frac{y_2 - y_1}{x_2 - x_1}$	
<p>Pythagorean Theorem</p> $a^2 + b^2 = c^2$	



Geometry Reference Sheet

Formulas

Parallelogram $Area = bh$	Prism $Volume = Bh$ $Surface Area = 2B + Ph$												
Triangle $Area = \frac{1}{2}bh$	Right Cylinder $Volume = \pi r^2 h$ $Surface Area = 2\pi r^2 + 2\pi r h$												
Trapezoid $Area = \frac{1}{2}h(b_1 + b_2)$	Sphere $Volume = \frac{4}{3}\pi r^3$ $Surface Area = 4\pi r^2$												
Circle $Area = \pi r^2$ $Circumference = \pi d$ or $Circumference = 2\pi r$	Right Cone $Volume = \frac{1}{3}\pi r^2 h$ $Surface Area = \pi r \ell + \pi r^2$												
General Equations $Ax + By = C$ $y = mx + b$ $y - y_1 = m(x - x_1)$ $(x - h)^2 + (y - k)^2 = r^2$	Square Pyramid $Volume = \frac{1}{3}Bh$ $Surface Area = \frac{1}{2}P\ell + B$												
	Pythagorean Theorem $a^2 + b^2 = c^2$												
Slope Formula $m = \frac{y_2 - y_1}{x_2 - x_1}$	Right Triangle Relationships <table border="1" style="margin-left: 20px;"> <tbody> <tr> <td>30°</td> <td>60°</td> <td>90°</td> </tr> <tr> <td>x</td> <td>$x\sqrt{3}$</td> <td>$2x$</td> </tr> </tbody> </table> <table border="1" style="margin-left: 20px;"> <tbody> <tr> <td>45°</td> <td>45°</td> <td>90°</td> </tr> <tr> <td>x</td> <td>x</td> <td>$x\sqrt{2}$</td> </tr> </tbody> </table>	30°	60°	90°	x	$x\sqrt{3}$	$2x$	45°	45°	90°	x	x	$x\sqrt{2}$
30°		60°	90°										
x	$x\sqrt{3}$	$2x$											
45°	45°	90°											
x	x	$x\sqrt{2}$											
Distance Formula $D = \sqrt{(x_2 - x_1)^2 + (y_2 - y_1)^2}$													
Midpoint Formula For a line segment with endpoints (x_1, y_1) and (x_2, y_2) the midpoint is $\left(\frac{x_1 + x_2}{2}, \frac{y_1 + y_2}{2}\right)$	Trigonometric Ratios $\sin A = \frac{\textit{opposite}}{\textit{hypotenuse}}$ $\cos A = \frac{\textit{adjacent}}{\textit{hypotenuse}}$ $\tan A = \frac{\textit{opposite}}{\textit{adjacent}}$												

iTester Student: Directions for the Student Login Process and Administering the Tutorials

After the iTester Student application is set up for student access, Tutorials may be run 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. Double-click the iTester MOEOC icon to start the iTester Student 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**.

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

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

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

Government: Username: **MOGOV**; 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.



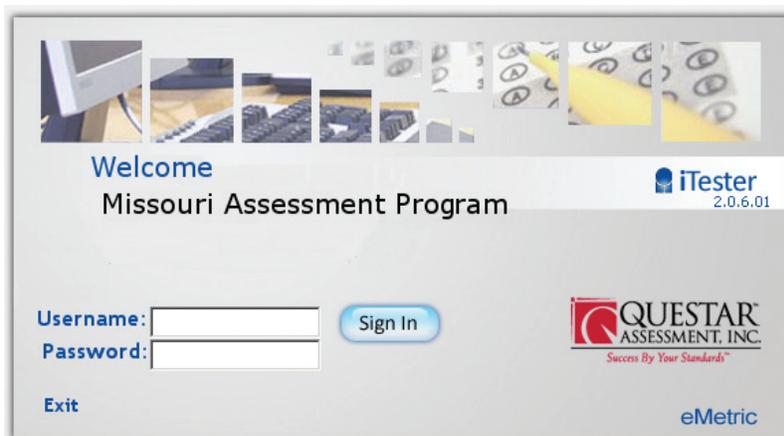
SAY Today you will log into the iTester Student system to practice using the online tools. We will begin by accessing the testing application.

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

SAY On your desktop, locate the icon titled “iTester_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 iTester Student. 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, Score My Test and Not Yet.

An example of the Score My Test and Not Yet 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.**

Directions for Administering the English II Assessment Online—Session I

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.

SAY

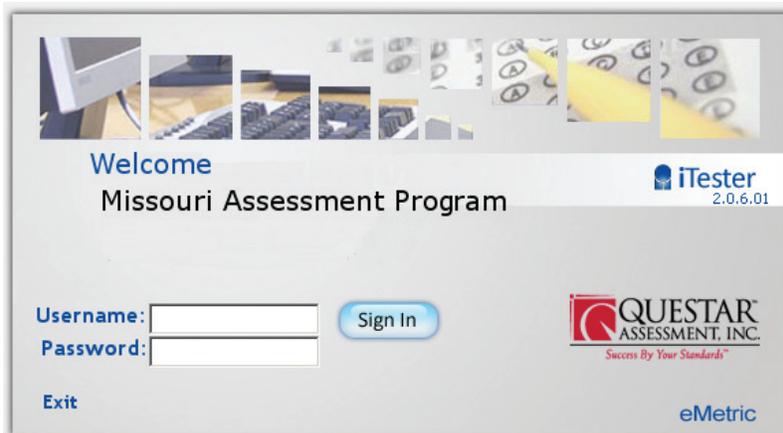
On your desktop, locate the icon titled “iTester_MOEOC.”

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

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.



The screenshot shows the login interface for the iTester Missouri Assessment Program. At the top, there is a banner with a collage of images related to testing (computer, keyboard, papers, pencil) and the text "Welcome Missouri Assessment Program". The iTester logo (version 2.0.6.01) is in the top right. Below the banner, there are two input fields for "Username:" and "Password:". To the right of these fields is a blue "Sign In" button. In the bottom left corner, there is a blue "Exit" link. In the bottom right corner, there is the Questar Assessment, Inc. logo with the tagline "Success By Your Standards" and the eMetric logo.

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

SAY

Before you enter your login information, make sure the CAPS LOCK and NUM LOCK keys on your keyboard are selected, or turned on. 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 iTesterAdmin 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. You may now turn off your CAPS LOCK by pressing the CAPS LOCK key on your keyboard.

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. Students must finish the test in one session. Students are not allowed to access the test at a later time. When all students have finished and ended their test,

SAY

Stop. You have finished the test.

Directions for Administering the English II Assessment Online—Session II

Distribute scratch paper. Make an English and/or bilingual dictionary, a thesaurus, and/or a grammar book 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.

SAY

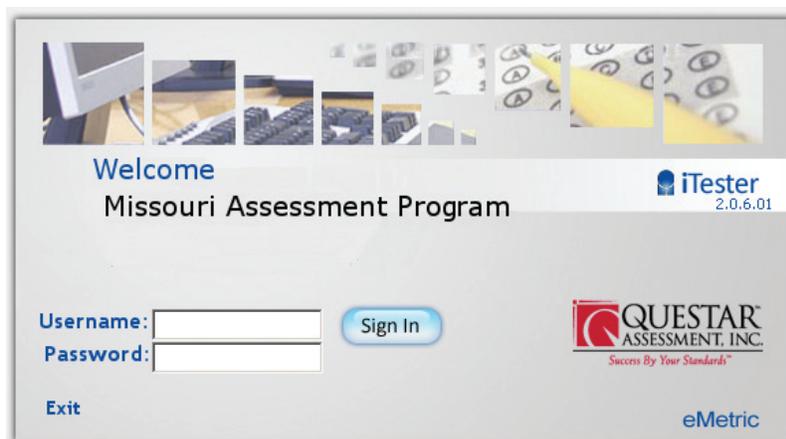
On your desktop, locate the icon titled “iTester_MOEOC.”

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

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 iTester Student. The username for all students is their MOSIS ID. For each content area tested, the student will receive a unique password.

SAY

Before you enter your login information, make sure the CAPS LOCK and NUM LOCK keys on your keyboard are selected, or turned on. 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 iTesterAdmin 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. You may now turn off your CAPS LOCK by pressing the CAPS LOCK key on your keyboard.

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. Students must finish the test in one session. Students are not allowed to access 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.

Directions for Administering the Algebra I Assessment Online—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 Algebra I 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 Algebra I 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.

SAY

On your desktop, locate the icon titled “iTester_MOEOC.”

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

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.



The screenshot shows the login interface for the iTester Missouri Assessment Program. At the top, there is a banner with a collage of images including a computer monitor, keyboard, and test papers. Below the banner, the text reads "Welcome Missouri Assessment Program" and "iTester 2.0.6.01". There are two input fields for "Username:" and "Password:". To the right of these fields is a "Sign In" button. In the bottom left corner, there is an "Exit" link. In the bottom right corner, there is the Questar Assessment, Inc. logo with the tagline "Success By Your Standards" and the eMetric logo.

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

SAY

Before you enter your login information, make sure the CAPS LOCK and NUM LOCK keys on your keyboard are selected, or turned on. 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 iTesterAdmin 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. You may now turn off your CAPS LOCK by pressing the CAPS LOCK key on your keyboard.

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. Students must finish the test in one session. Students are not allowed to access 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.

Directions for Administering the Algebra I Assessment Online—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 Algebra I 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 Algebra I 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.

SAY

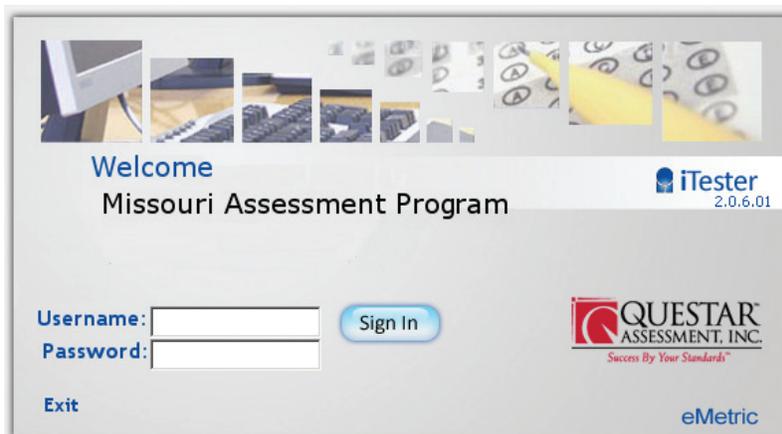
On your desktop, locate the icon titled “iTester_MOEOC.”

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

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.



The screenshot shows the login interface for the iTester Missouri Assessment Program. At the top, there is a banner with a collage of images including a computer monitor, keyboard, and calculator. Below the banner, the text reads "Welcome Missouri Assessment Program" and "iTester 2.0.6.01". There are two input fields for "Username:" and "Password:". To the right of the password field is a "Sign In" button. In the bottom right corner, there is the logo for "QUESTAR ASSESSMENT, INC." with the tagline "Success By Your Standards" and the "eMetric" logo.

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

SAY

Before you enter your login information, make sure the CAPS LOCK and NUM LOCK keys on your keyboard are selected, or turned on. 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 iTesterAdmin 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. You may now turn off your CAPS LOCK by pressing the CAPS LOCK key on your keyboard.

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. Students must finish the test in one session. Students are not allowed to access 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.

Directions for Administering the Biology Assessment Online—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. 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.

SAY

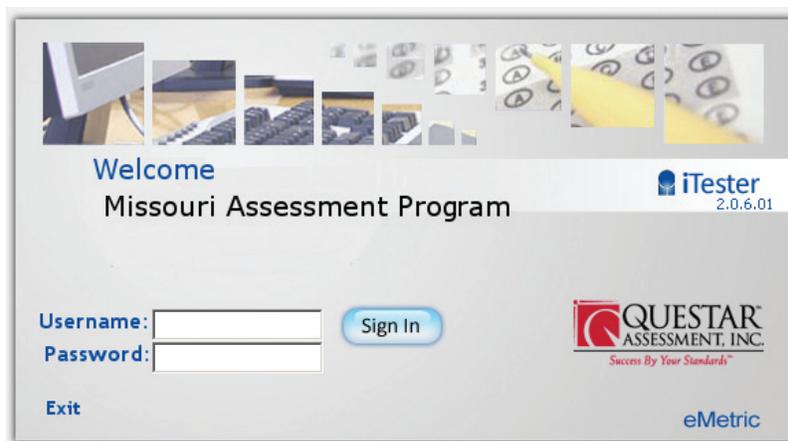
On your desktop, locate the icon titled “iTester_MOEOC.”

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

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.



The screenshot shows the login interface for the iTester Missouri Assessment Program. At the top, there is a banner with a collage of images including a computer monitor, keyboard, and test papers. Below the banner, the text reads "Welcome" and "Missouri Assessment Program". To the right of the text is the "iTester 2.0.6.01" logo. Below the text, there are two input fields: "Username:" and "Password:". To the right of these fields is a "Sign In" button. In the bottom right corner, there is the "QUESTAR ASSESSMENT, INC." logo with the tagline "Success By Your Standards" and the "eMetric" logo.

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

SAY

Before you enter your login information, make sure the CAPS LOCK and NUM LOCK keys on your keyboard are selected, or turned on. 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.*

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 iTesterAdmin 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. You may now turn off your CAPS LOCK by pressing the CAPS LOCK key on your keyboard.

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. Students must finish the test in one session. Students are not allowed to access 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.

Directions for Administering the Biology Assessment Online—Session II

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. 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.

SAY

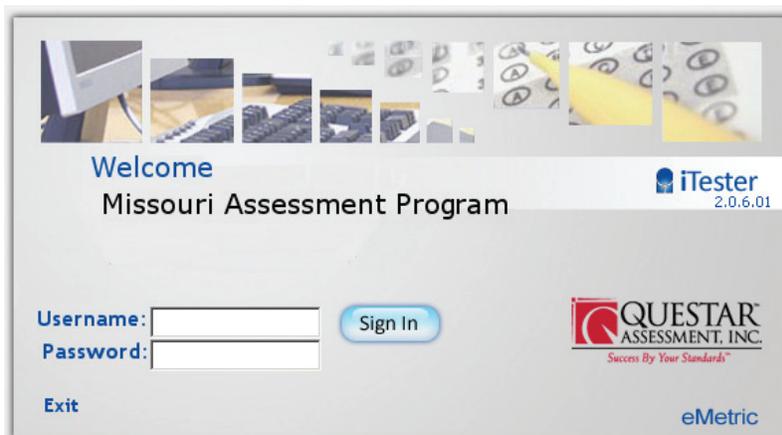
On your desktop, locate the icon titled “iTester_MOEOC.”

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

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.



Welcome
Missouri Assessment Program

iTester
2.0.6.01

Username:

Password:

Sign In

Exit

QUESTAR
ASSESSMENT, INC.
Success By Your Standards™

eMetric

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

SAY

Before you enter your login information, make sure the CAPS LOCK and NUM LOCK keys on your keyboard are selected, or turned on. 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.*

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 iTesterAdmin 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. You may now turn off your CAPS LOCK by pressing the CAPS LOCK key on your keyboard.

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. Students must finish the test in one session. Students are not allowed to access 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.

Directions for Administering the English I Assessment Online

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.

SAY

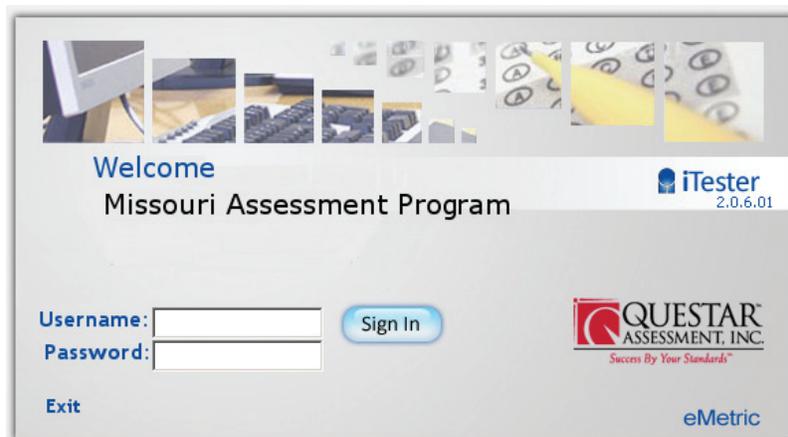
On your desktop, locate the icon titled “iTester_MOEOC.”

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

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.



The screenshot shows the login interface for the iTester Missouri Assessment Program. At the top, there is a banner with a collage of images including a computer monitor, keyboard, and test papers. Below the banner, the text reads "Welcome" and "Missouri Assessment Program". To the right of the banner is the "iTester 2.0.6.01" logo. In the center, there are two input fields labeled "Username:" and "Password:". To the right of these fields is a blue "Sign In" button. In the bottom right corner, there is the "QUESTAR ASSESSMENT, INC." logo with the tagline "Success By Your Standards™" and the "eMetric" logo.

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

SAY

Before you enter your login information, make sure the CAPS LOCK and NUM LOCK keys on your keyboard are selected, or turned on. 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 iTesterAdmin 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. You may now turn off your CAPS LOCK by pressing the CAPS LOCK key on your keyboard.

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. Students must finish the test in one session. Students are not allowed to access the test at a later time. When all students have finished and ended their test,

SAY

Stop. You have finished the test.

Directions for Administering the Algebra II Assessment Online

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 Algebra II 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 Algebra II 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.

SAY

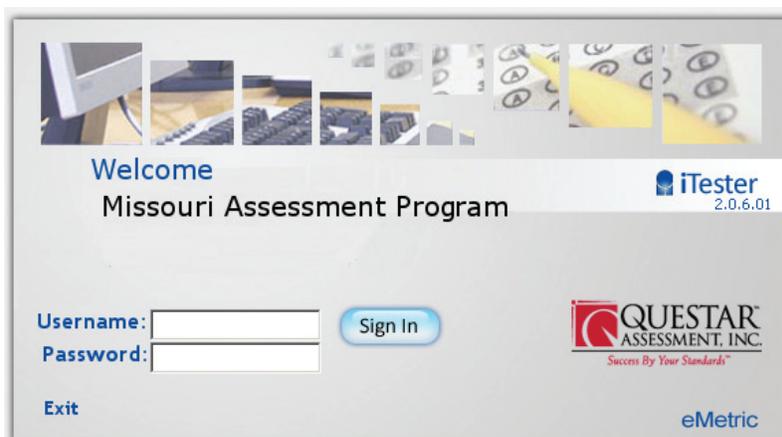
On your desktop, locate the icon titled “iTester_MOEOC.”

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

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.



The screenshot shows the login interface for the iTester Missouri Assessment Program. At the top, there is a banner with a collage of images related to testing (calculators, papers, keyboards). Below the banner, the text reads "Welcome Missouri Assessment Program" and "iTester 2.0.6.01". There are two input fields for "Username:" and "Password:". To the right of the password field is a blue "Sign In" button. In the bottom right corner, there is the Questar Assessment, Inc. logo with the tagline "Success By Your Standards" and the eMetric logo.

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

SAY

Before you enter your login information, make sure the CAPS LOCK and NUM LOCK keys on your keyboard are selected, or turned on. 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 iTesterAdmin 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. You may now turn off your CAPS LOCK by pressing the CAPS LOCK key on your keyboard.

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. Students must finish the test in one session. Students are not allowed to access 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.

Directions for Administering the Geometry Assessment Online

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 Geometry 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 Geometry 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.

SAY

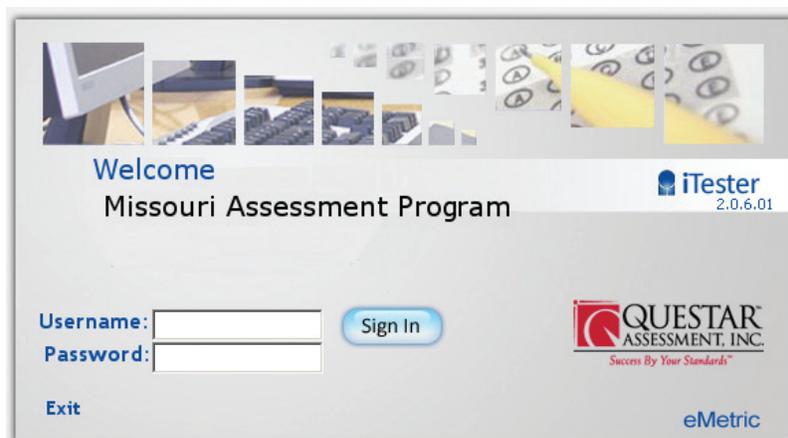
On your desktop, locate the icon titled “iTester_MOEOC.”

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

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.



The screenshot shows the login interface for the iTester Missouri Assessment Program. At the top, there is a banner with a collage of images including a computer monitor, a keyboard, and a calculator. Below the banner, the text reads "Welcome" and "Missouri Assessment Program". To the right of this text is the "iTester 2.0.6.01" logo. Below the banner, there are two input fields: "Username:" and "Password:". To the right of these fields is a "Sign In" button. In the bottom right corner, there is the "QUESTAR ASSESSMENT, INC." logo with the tagline "Success By Your Standards" and the "eMetric" logo.

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

SAY

Before you enter your login information, make sure the CAPS LOCK and NUM LOCK keys on your keyboard are selected, or turned on. 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 iTesterAdmin 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. You may now turn off your CAPS LOCK by pressing the CAPS LOCK key on your keyboard.

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. Students must finish the test in one session. Students are not allowed to access 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.

Directions for Administering the American History Assessment Online

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.

SAY

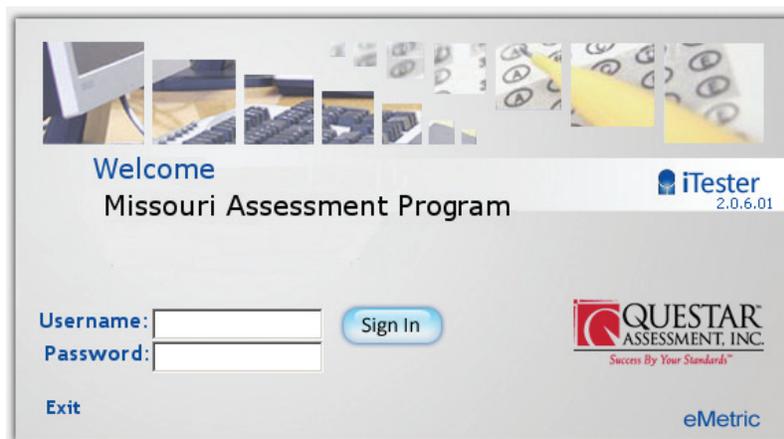
On your desktop, locate the icon titled “iTester_MOEOC.”

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

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 iTester Student. The username for all students is their MOSIS ID. For each content area tested, the student will receive a unique password.

SAY

Before you enter your login information, make sure the CAPS LOCK and NUM LOCK keys on your keyboard are selected, or turned on. 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 iTesterAdmin 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. You may now turn off your CAPS LOCK by pressing the CAPS LOCK key on your keyboard.

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. Students must finish the test in one session. Students are not allowed to access the test at a later time. When all students have finished and ended their test,

SAY

Stop. You have finished the test.

Directions for Administering the Government Assessment Online

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.

SAY

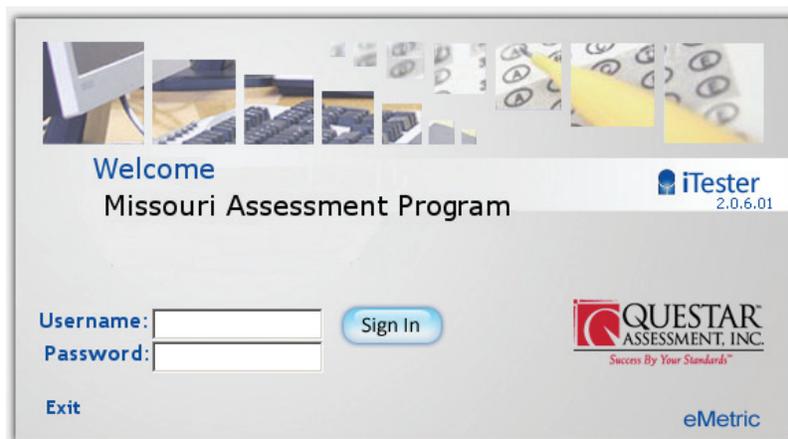
On your desktop, locate the icon titled “iTester_MOEOC.”

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

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.



The screenshot shows the login interface for the iTester Missouri Assessment Program. At the top, there is a banner with a collage of images including a computer monitor, keyboard, and test papers. Below the banner, the text reads "Welcome" and "Missouri Assessment Program". To the right of the text is the "iTester 2.0.6.01" logo. In the center, there are two input fields labeled "Username:" and "Password:". To the right of these fields is a blue "Sign In" button. Below the "Sign In" button is the "QUESTAR ASSESSMENT, INC." logo with the tagline "Success By Your Standards". In the bottom left corner, there is a blue "Exit" link. In the bottom right corner, there is the "eMetric" logo.

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

SAY

Before you enter your login information, make sure the CAPS LOCK and NUM LOCK keys on your keyboard are selected, or turned on. 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 iTesterAdmin 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. You may now turn off your CAPS LOCK by pressing the CAPS LOCK key on your keyboard.

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. Students must finish the test in one session. Students are not allowed to access the test at a later time. When all students have finished and ended their test,

SAY

Stop. You have finished the test.

Administering the Paper/Pencil PDF 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/STC 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.

The Paper/Pencil edition of the assessments is printed from the **Test Sessions** tab of iTester Admin. The DTC/STC should click on the **Test Sessions** tab, select the student group containing the student(s) who need the Paper/Pencil edition of the tests, and click on **View Details/Student Logins** for that group. Once the Registered Students page loads, the DTC/STC can select the student(s) requiring the Paper/Pencil edition of the tests and then click the **Save Selections and Download Paper/Pencil PDF** button. Once the PDF downloads, it is available for printing on the local network printer. 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 contact Questar's Missouri Customer Service at 800-571-2545 or e-mail MOCustomerSupport@QuestarAI.com to request the student's test be reset.

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 \$22 for each Paper/Pencil edition of the test downloaded.

Instructions

The directions given here should be used for administering the Paper/Pencil edition of the test. Please see the steps starting below for administering the Paper/Pencil EOC Assessments.

Steps:

1. Students using the Paper/Pencil edition will record their answers to the selected response questions in their test book. Please read aloud the following directions 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.

Proceed to “Returning Paper/Pencil Edition Test Books” on page 102.

Directions for Administering the English II Assessment—Session II

Distribute scratch paper. Make an English and/or bilingual dictionary, a thesaurus, and/or a grammar book 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. Proceed to “Returning Paper/Pencil Edition Test Books” on page 102.

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 Algebra I 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 Algebra I 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. Proceed to “Returning Paper/Pencil Edition Test Books” on page 102.

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 Algebra I 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 Algebra I 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. Proceed to “Returning Paper/Pencil Edition Test Books” on page 102.

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. Proceed to “Returning Paper/Pencil Edition Test Books” on page 102.

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. Proceed to “Returning Paper/Pencil Edition Test Books” on page 102.

Directions for Administering the English I 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 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.

Proceed to “Returning Paper/Pencil Edition Test Books” on page 102.

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 Algebra II 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 Algebra II 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. Proceed to “Returning Paper/Pencil Edition Test Books” on page 102.

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 Geometry 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 Geometry 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. Proceed to “Returning Paper/Pencil Edition Test Books” on page 102.

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.

Proceed to “Returning Paper/Pencil Edition Test Books” on page 102.

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.

Proceed to “Returning Paper/Pencil Edition Test Books” on page 102.

Returning Paper/Pencil Edition Test Books

The Paper/Pencil test books will be returned to Questar Assessment (DTCs, see return shipping information in Appendix E of this manual). 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 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.

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). The return shipping process for the Paper/Pencil edition of the test books differs from the return shipping process for the Large Print and Braille editions. Each process is described in detail in Appendix E..

Large Print and Braille Procedures

The Large Print and Braille editions differ from the regular edition. By choosing Accommodation Code 01 for Braille or Code 02 for Large Print, the iTester system provides the appropriate form. This code is entered on the Student Demographic page and **MUST** be entered prior to the student taking the assessment. The Large Print or Braille indicator is applied to all content areas in which the student is testing. Please see the “iTester Admin: Managing Student Information” section on page 43 for further information.

Edit Details for Li Po

Please note: Any changes made to student demographics below must also be made in the [DESE Web Application](#).

District of Record: School of Record:

Demographic Information:

MOSIS:* 9919919914

First Name:* MI: Last Name:*

Grade:* Gender:*

Ethnicity:* Date of Birth:* (mm/dd/yyyy)

Student Accommodations: ←

Content Area	Student Groups:	English I	English II	Geometry	Government
Algebra I	<input type="text" value="Teacher, Demo"/>	<input type="text" value="- Not Testing -"/>	<input type="text" value="Examiner, Demo"/>	<input type="text" value="Examiner, Demo"/>	<input type="text" value="- Not Testing -"/>
Algebra II	<input type="text" value="Examiner, Demo"/>				
American History	<input type="text" value="Examiner, Demo-Bio"/>				
Biology	<input type="text" value="Examiner, Demo"/>				

*Denotes mandatory entry

NOTE: If the Braille or Large Print accommodations vary for an individual student by content area, the DTC should contact Questar’s Missouri Customer Service for assistance in marking the accommodations.

Large Print and Braille Material Orders

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 building-specific test window entered during registration.

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

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 105 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., short shipments or 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.

Distribute Testing Materials

Administration 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.

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.

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 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:
- | | |
|---|---|
| <p>Attn: Missouri Program Manager
 Questar Assessment, Inc.
 5550 Upper 147th Street West
 Apple Valley, MN 55124</p> | <p>Attn: Coordinator of Assessment
 DESE
 PO Box 480
 Jefferson City, MO 65102-0480</p> |
|---|---|
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.

Securing Testing Materials

DTC's Responsibilities

After verifying each building's security, the DTC distributes 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.

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 **Help** tab. The DTC/STC must securely destroy printed manuals and printed assessment directions after the final district content testing window has closed.

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 pages 111–112 for shipping instructions.

STC's Responsibilities

- Check the materials upon receipt from the DTC.
- 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.
- Distribute any Large Print, Braille, or Paper/Pencil test books to each Test Examiner before the first test session begins, re-emphasizing the security of the test books.
- Confirm that any appropriate student accommodation codes are marked on the Student Demographic or Test Sessions details page in iTester.
- 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 (see next page)

Test Examiner's Responsibilities

The EOC Assessment testing materials **MUST** be 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.

The Test Examiner ensures that any ancillary testing materials or tools are provided, such as:

- Draft paper, an English and/or bilingual dictionary, a thesaurus, and/or a grammar book for the English II, Session II performance event
- Scratch and unlabeled grid or graph paper
- Calculators for the math assessments
- Mathematics reference sheets
- Braille paper (if provided)

Collect Testing Materials

Test Examiner's Responsibilities

After testing is complete and the testing materials have been collected, they must be checked and finalized. The Test Examiner should 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. Count all test books and verify the total with the pre-test number before returning materials to the STC.
3. Contact the STC for guidance regarding the handling of any contaminated test books.
4. Collect all draft, scratch, grid, graph, or Braille paper and return all used materials to the DTC/STC for secure shredding.
5. Collect all mathematics reference sheets.

STC's Responsibilities

The STC is responsible for returning 100% of all used and unused test books, except contaminated test books.

1. Collect test materials from Test Examiners for all content areas and securely shred all used scratch, grid, graph, or Braille paper.
2. 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.
3. Return all test books to the DTC. All editions of EOC Assessments are considered secure materials and must be separated by content area for return to the DTC.
4. 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.
5. Contact the DTC for guidance regarding the handling of contaminated test books.

DTC's Responsibilities

1. 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.
2. Verify a 100% rate of return of the test books except contaminated test books. Inspect and verify materials before sealing the boxes.
3. 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.

4. Verify that any contaminated test books are clearly documented. (See procedures for contaminated test materials on page 107.)
5. Store all test materials in a locked, secure area until they are picked up.

The return shipment must be ready for pickup promptly after all buildings have completed testing.

Reminder: 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.

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

The process for returning the Paper/Pencil edition of the tests is different from the return of the Large Print and Braille editions (see below).

The district will not receive a return kit. Instead, the DTC may access the **Materials Ordering** tab in iTester Admin or contact Questar's Missouri Customer Service at 800-571-2545 M–F, 7:00 A.M. to 5:00 P.M. (CST) or e-mail MOCustomerSupport@QuestarAI.com to request UPS Return Service labels and Questar Return Address Labels. Return address labels will be e-mailed to the DTC.

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.

Arranging 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 pick-up.

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.

Students Testing Out of District

Sometimes a district has a student receiving services in another district, private agency, correctional facility, hospital, mental health facility, etc. When appropriate, EOC Assessments may be administered to the out-of-district student. Out-of-district students must take the Paper/Pencil editions of the EOC Assessment. The District Test Coordinator 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) prior to the opening of iTester for the 7-day content window(s);
3. Write the student's name, district name, and school name on the front cover and each page of the test book(s);
4. Securely deliver the assessment(s) to the off-site location. Districts must maintain a secure chain of custody with test materials and ship them to Questar within 24 hours after the district's content area testing window closes;
5. 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;
6. Pick up the assessment(s) from the off-site location after testing is complete. Districts must maintain a secure chain of custody with test materials; and
7. Ship the assessment(s) to Questar with the other Paper/Pencil editions of the tests at the end of the district-scheduled windows when testing in all content areas has been completed. See Appendix E for shipping instructions.

NOTE: DTCs have access to iTester Admin before the iTester Student site opens and may securely download and securely print the EOC Assessments as appropriate.

Appendix G

END-OF-COURSE TEST BOOK ACCOUNTABILITY FORM

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									
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 2013 Fall 2013 Spring 2014 DTC Signature: _____									
For School Test Coordinator Use									
School: _____ STC Signature: _____									



QAI12520