END-OF-COURSE (EOC) ASSESSMENTS

Training #12:
Possible Testing Issues
Moving Students: In, Out or Within the District

- If A Student Moves:
  - Into the district
    - Add them manually
    - If you can’t add them, contact Questar’s Customer Service
  - Out of the district prior to testing
    - Remove student from student group
    - Do not log into test
    - Do not mark any status codes
  - From building to building
  - Keep documentation
  - See the manual
Student Drops

- If a student was enrolled in an EOC, but later drops the course:
  - Remove from the student group in Nextera
  - Do not:
    - Log into the test
    - Mark any status codes
Absent, Not Ready, or Incomplete Test

- All students should take the entire EOC assessment
  - However, if a student is:
    - absent
    - not ready to test
    - has an incomplete EOC
      - Follow the procedures in the TCM
Moving Students: Disruption or Illness

- Student may need to move during testing because of disruption or illness
  - Pause the test
  - Escort the student to a new location
  - Login the student to a new workstation with the same operating system
Loss of Internet Connection

- Students test in Nextera Student
- Tests download to a student’s workstation
- In the event of a lost connection:
  - Do NOT turn off the student’s device
  - Contact Questar at (800) 571-2545
  - Track student’s status in Nextera Admin and ensure they submit their tests for scoring following each test session
Loss of Internet Connection

- An Online/Offline Indicator in upper left corner during testing
  - Green checkmark = online
  - Red “X” = offline
- If offline, answers are still being saved. Reconnect before submitting
- Contact Questar’s customer service for help
Invalidation

- Tests are not invalidated because of:
  - Students behavior
  - Judgment of student effort
- Only Invalidated because of cheating
  - Only the DTC can invalidate a test
  - Has to be done before the 7 day window closes
Contact Us

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