



# END-OF-COURSE (EOC) ASSESSMENTS

## *Training #1: Basic Overview*

2016-2017

Missouri Department  
of Elementary and Secondary Education

# Training Participants

- District Test Coordinators (DTCs)
- School Test Coordinators (STCs)
- District and School Technology Coordinators
- Test Examiners
  - Classroom teachers
  - Special education teachers
  - Translators
  - Proctors
  - Other district personnel who help with test administration



# Additional EOC Trainings

- EOC Trainings are also available for:
  - After Testing
  - Alternative Testing Formats
  - Blueprints and Timing Guidelines
  - EOC Process
  - Important Dates to Remember
  - Practice Tutorials & Pre-Tests
  - Test Tickets
  - Testing Day
  - Testing Issues
  - Universal Tools and Accommodations
  - Using iTester Admin
  - Who Is Tested



# Accessing the Trainings

- DESE Assessment webpage under EOC training
  - <http://dese.mo.gov/college-career-readiness/assessment/end-course>
- iTester Admin page under the Help tab
  - <http://moeoc.questarai.com/Admin>



# Subjects Tested

## □ Required

- Algebra I
- English II
- Government
- Biology

## □ Optional (For Local Use)

- \*Algebra II
- Geometry
- English I
- American History
- Physical Science



# Testing Timelines

Administration	Pre-Code Due By	Students In iTester By	Students Can Test By
Fall 2016 10/3/16 – 1/20/17	9/16/16	9/26/16	10/3/16
	11/4/16	11/15/16	11/21/16
Spring 2015 2/20/17 – 5/26/17	1/27/17	2/13/17	2/20/17
	3/3/17	3/17/17	3/20/17
	3/31/17	4/14/17	4/17/17

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.



# Costs for EOC Assessments

- Required:
  - Algebra I - \$1.80
  - English II - \$1.80
  - Biology - \$1.80
  - Government – Free



# Reminders

- Resources to consult:
  - The Test Administration Manual (TAM)
  - 2016-2017 LEA Guide to the Missouri Assessment Program
  - DESE EOC Website
    - <http://dese.mo.gov/college-career-readiness/assessment/end-course>
  - Your District Testing Coordinator (DTC)





# END-OF-COURSE (EOC) ASSESSMENTS

## *Training #2: Universal Tools & Accommodations*

2016-2017

Missouri Department  
of Elementary and Secondary Education

# Universal Tools & Accommodations

- Two categories:
  - Universal Tools
  - Accommodations
- There are no accommodations for use on EOCs that cause an invalidation



# Universal Tools

## □ Universal Tools

- Available to all students taking EOC assessments, unless otherwise noted
- Some tools are only for use by English Language Learner (ELL) students (ELL students are those marked LEP-RCV or LEP-NRC in Core Data)
- Some tools need to be marked in iTester prior to the assessment. Please read the description to determine if the tool must be marked in iTester.



# Universal Tools

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

# Accommodations

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



# Accommodations

- Accommodations for Missouri EOCs aligned to new accommodations being used for the MAP Grade-Level assessments
- Greater flexibility in providing accessibility for all students



# EOC Read Aloud

- All directions and items in any subject, except ELA reading passages, may be read by a trained reader
- Read aloud of an ELA reading passage requires an IEP or 504 plan
- Decision to read aloud should be made by educators who work with the student on a regular basis
- DESE does not recommend the use of Read Aloud for students who do not use it as part of their everyday learning in the classroom. The use of Read Aloud for some students can prove distracting and become a hindrance to student performance
- Completed in a small group or individual setting



# Text-To-Speech (TTS)

- As a new feature this year, the iTester platform allows students to have the test directions and items read aloud via embedded text-to-speech technology
- The student can control the speed and volume of the voice
- Students should have multiple exposures or practice using the synthetic voice in TTS. If districts or students are not comfortable with TTS, they can still use a Human Reader.
- The TTS tool must be turned on in the system prior to testing





# END-OF-COURSE (EOC) ASSESSMENTS

## *Training #3: Blueprints & Timing Guidelines*

2016-2017

Missouri Department  
of Elementary and Secondary Education

# Blueprints – Algebra I

## Blueprint for ALGEBRA I

Category	Code	Target	Point Range	Range Of Emphasis
Number & Quantity	HSN-RN.A	The Real Number System	2-4	5-10%
	HSN-Q	Quantities		
Algebra	HSA-SSE	Seeing Structure In Expressions	14-21	35-53%
	HSA-APR	Arithmetic With Polynomials And Rational Expressions		
	HSA-CED	Creating Equations		
	HSA-REI	Reasoning With Equations And Inequalities		
Functions	HSF-IF	Interpreting Functions	11-20	28-50%
	HSF-BF	Building Functions		
	HSF-LE	Linear, Quadratic And Exponential Models		
Stats & Prob	HSS-ID	Interpreting Categorical And Quantitative Data	3-6	8-15%
<b>Total</b>			<b>40</b>	<b>100%</b>
<p><b>Performance Event:</b> Each year the performance event may align to any specific conceptual category or to a group of them. The Performance Event is worth 10 points.</p>				



# Blueprints – Algebra II

## Blueprint for ALGEBRA II

Category	Code	Target	Point Range	Range Of Emphasis
Number & Quantity	HSN-CN	The Complex Number System	0-4	0-10%
Algebra	HSA-SSE	Seeing Structure In Expressions	16-22	40-55%
	HSA-APR	Arithmetic With Polynomials And Rational Expressions		
	HSA-CED	Creating Equations		
	HSA-REI	Reasoning With Equations And Inequalities		
Functions	HSF-IF	Interpreting Functions	18-24	45-60%
	HSF-BF	Building Functions		
	HSF-LE	Linear, Quadratic And Exponential Models		
Stats & Prob	HSS-ID	Interpreting Categorical And Quantitative Data	0-6	0-15%
	HSS-MD	Using Probability To Make Decisions		
<b>Total</b>			<b>40</b>	<b>100%</b>



# Blueprints – Geometry

## Blueprint for GEOMETRY

Category	Code	Target	Point Range	Range Of Emphasis
Geometry	HSF-CO	Congruence	34-40	85-100%
	HSG-SRT	Similarity, Right Triangles And Trigonometry		
	HSG-C	Circles		
	HSG-GPE	Expressing Geometric Properties With Equations		
	HSG-GMD	Geometric Measurement And Dimension		
	HSG-MG	Linear, Quadratic And Exponential Models		
Stats & Prob	HSS-CP	Conditional Probability And The Rules Of Probability	0-6	0-15%
	HSS-MD	Using Probability To Make Decisions		
<b>Total</b>			<b>40</b>	<b>100%</b>



# Blueprints – English I

## Blueprint for ENGLISH I

Claim	Category	Big Idea	Point Range	Range Of Emphasis
Reading	Claim 1a	Apply reading skills to demonstrate the ability to integrate key ideas and details, interpret and analyze the craft and structure of texts, and evaluate the knowledge and ideas found in literary texts	15	33%
Reading	Claim 1b	Apply reading skills to demonstrate the ability to integrate key ideas and details, interpret and analyze the craft and structure of texts, and evaluate the knowledge and ideas found in informational text	15	33%
Writing	Claim 2a	Demonstrate the ability to produce a variety of text types and purposes	10	22%
Writing	Claim 2b	Demonstrate a command of the conventions of standard English, appropriate grade-level acquisition of vocabulary	5	11%
<b>Total</b>			45	100%



# Blueprints – English II

## Blueprint for ENGLISH II

Claim	Category	Big Idea	Point Range	Range Of Emphasis
Reading	Claim 1a	Apply reading skills to demonstrate the ability to integrate key ideas and details, interpret and analyze the craft and structure of texts, and evaluate the knowledge and ideas found in literary texts	15	33%
Reading	Claim 1b	Apply reading skills to demonstrate the ability to integrate key ideas and details, interpret and analyze the craft and structure of texts, and evaluate the knowledge and ideas found in informational text	15	33%
Writing	Claim 2a	Demonstrate the ability to produce a variety of text types and purposes	10	22%
Writing	Claim 2b	Demonstrate a command of the conventions of standard English, appropriate grade-level acquisition of vocabulary	5	11%
<b>Total</b>			45	100%



# Blueprints – Biology

## Blueprint for BIOLOGY

Content Strand	Point Range	Range Of Emphasis
Characteristics and Interactions of Living Organisms	20-24	36%-44%
Changes in Ecosystems and Interactions of Organisms with their Environments	12-14	22%-25%
Scientific Inquiry	20	36%
<b>Total</b>	<b>55</b>	<b>100%</b>



# Blueprints – Physical Science

## Blueprint for PHYSICAL SCIENCE

Content Strand	Point Range	Range Of Emphasis
Properties And Principles Of Matter And Energy	25-30	55-66%
Properties And Principles Of Force And Motion	15-20	33-44%
<b>Total</b>	<b>45</b>	<b>100%</b>



# Blueprints – Government

## Blueprint for GOVERNMENT

Content Strand	Point Range	Range Of Emphasis
Principles of Constitutional Democracy	18-22	45%-55%
Principles and Processes of Governance Systems	18-22	45%-55%
<b>Total</b>	<b>40</b>	<b>100%</b>



# Blueprints – American History

## Blueprint for AMERICAN HISTORY

Reporting Categories	Point Range	Range Of Emphasis
Government	7-9	18%-23%
History	14-18	35%-45%
Economics	7-9	18%-23%
Geography	7-9	18%-23%
<b>Total</b>	<b>40</b>	<b>100%</b>



# Timing Guidelines

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



# END-OF-COURSE (EOC) ASSESSMENTS

## *Training #4: Important Dates*

2016-2017

Missouri Department  
of Elementary and Secondary Education

# Important Dates

- Please check the DESE website often for updates
  - [dese.mo.gov](http://dese.mo.gov) → MAP → EOC → Important Dates



# Important Dates

Administration	Dates	Event
Fall 2016	<b>DUE</b> September 16, 2016	Fall 2016 First Precode (students available in iTester 9/26/16 - students may begin testing 10/3/15)
	October 3, 2016 to January 20, 2017	<b>Fall 2016 Window</b>
	<b>DUE</b> November 4, 2016	Fall 2016 Second Precode (students available in iTester 11/15/16 - students may begin testing 11/21/16)
Spring 2017	<b>DUE</b> January 27, 2017	Spring 2017 First Precode (students available in iTester 2/13/17 - students may begin testing 2/20/17)
	February 20, 2017 to May 26, 2017	<b>Spring 2017 Window</b>
	<b>DUE</b> March 3, 2017	Spring 2017 Second Precode (students available in iTester 3/17/17 - students may begin testing 3/20/17)
	<b>DUE</b> March 31, 2017	Spring 2017 Third Precode (students available in iTester 4/14/17 - students may begin testing 4/17/17)



# Important Dates

- Inform parents/ guardians of upcoming testing dates
- Minimize schedule conflicts
- Students participate when they complete associated course content



# Important Dates

- 7 business days for each content area
- Identify a window for each content area
- Tests with more than one session are not required to be completed in the same day



# Timing Guidelines

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



# END-OF-COURSE (EOC) ASSESSMENTS

*Training #5:  
Who is Tested?*

2016-2017

Missouri Department  
of Elementary and Secondary Education

# Who is Tested?

- Students participate when they complete associated course content

Required	Optional (For Local Use)
Algebra I	*Algebra II
Biology	American History
English II	English I
Government	Geometry
	Physical Science



# Who is Tested?

- Missouri Option students
- Homebound students
- MoVIP students



# Who is Exempt from Testing?

- Students eligible for MAP-A
- ELL students who have been in the United States for less than 12 cumulative months may be exempt from ELA assessments



# Questions about Exemptions?

- Contact DESE's Accountability Data office at (573) 526-4886
- Keep track of each student's EOC completions
- See the EOC History Report on MCDS Portal



# Optional Populations

- Foreign Exchange Students
- Homeschooled Students
  - Make sure to check the Homeschool Box





# END-OF-COURSE (EOC) ASSESSMENTS

## *Training #6: A Step-by-Step Process*

2016-2017

Missouri Department  
of Elementary and Secondary Education

# A 13-Step Process

- 1. Training Participants
- 2. Setting Up iTester
- 3. Site Setup
- 4. Selecting Students
- 5. Determining Content Windows
- 6. Pre-Coding
- 7. Final Preparations
- 8. Special Considerations
- 9. Accessing the Practice Tutorials
- 10. Printing Test Tickets
- 11. Testing
- 12. Closing a Window Early
- 13. Individual Student Reports



# Step 1: Training Participants

- District Test Coordinator (DTC)
- School Test Coordinator (STC)
- Test Examiner (TE)
- Other district personnel involved in testing
  - View appropriate recorded trainings
  - Review the Test Administration Manual (TAM)



# Step 2: Setting up iTester

- iTester Administration site opens on:
  - 9/26/16 (Fall)
  - 2/15/17 (Spring)
  - After these dates, DTCs & STCs can create testing sessions
- District IT staff should log in and download the latest version of the iTester student client and run workstation readiness tests



## Step 3: Site Setup

- IT staff confirms that the building is ready for testing
- STC or DTC confirms that within iTester Admin



# Step 4: Selecting Students

- Who will test during the window?
  - Students who have completed the Missouri Learning Standards for the appropriate course and content



# Step 5: Determining Content Windows

- 7 business days for each content
- Content windows can be separate or overlap
- Must fall within the state testing window



# Step 6: Pre-coding

- Populates students into iTester
- Determine which pre-code window works best for your district
- Pre-code during the window that accommodates your first anticipated content window



# Step 7: Final Preparations

- Students are enrolled in the correct content area
- Students are enrolled with correct test examiner
- Changes can be made to student information and groups
- Students can be manually added



# Step 8: Special Considerations

- Paper/Pencil, Braille or Large Print assessments must be marked prior to testing
  - Braille and Large Print tests need to be ordered at least one week prior to testing
  - Paper/Pencil tests must be downloaded by the DTC and printed prior to testing
- Other accommodations should be entered prior to testing



# Step 9: Accessing the Practice Tutorials

- Students should be given ample time to access the tutorials
- Students who are testing in an assessment that has a performance event or writing task, should review and practice the tools multiple times
- Become familiar with the way the system works
- Become familiar with the tools
- Can be accessed at any time



# Step 10: Printing Test Tickets

- iTester allows for batch printing of tickets
- Distribute prior to testing
- Will need session code if more than one session
- Collect and securely destroy tickets after testing



# Step 11: Testing

- Once all preparations are made it's time to assess
- Refer to the timing guidelines for each content
  - These are general timing estimates
    - For example, 60-80 minutes
  - Please plan accordingly
- Answers from Paper/Pencil, Large Print and Braille tests must be entered into the system prior to the close of the 7 day window



# Step 12: Closing a Window Early

- 7 day window, if a district finishes early they may close the window
- 5 day turn around on results begins the business day after the window closes
- To close a window early contact Questar at:
  - (800) 571-2545



# Step 13: Individual Student Reports

- Five business days after the close of the district content window
- DTCs can download student scores from the Reports tab
- Individual Student Reports (ISRs) are available to download and print at the district level.





# END-OF-COURSE (EOC) ASSESSMENTS

## *Training #7: Using iTester Admin*

2016-2017

Missouri Department  
of Elementary and Secondary Education

# iTester Administration vs. Questar Secure Browser

- iTester is the system used to manage and deliver the EOC Online Assessments. iTester consists of two main applications:
  - **iTester Admin**—An administrative web site used by test coordinators and Examiners to manage users and test sessions, student testing records, marking accommodations and other tasks before, during, and after testing
  - **Questar Secure Browser**—(formerly known as iTester Student) A test-delivery application used by students to take their tests. It is a Java-based application that must be installed on each student workstation before testing begins



# iTester Administration Login

- iTester Admin can be accessed at:  
<http://moeoc.questarai.com/Admin/>
- If you cannot remember your username/password, use the “Can’t Login” button found at the bottom of the Sign In box
- If you do not have a login, please contact the EOC Help Desk at 800-571-2545

A blue rectangular sign-in form with a white border. At the top left, the text "Sign In" is written in white. Below it, there are two white input fields. The first is labeled "Username:" and the second is labeled "Password:". At the bottom left, there is a link that says "Can't Login?". At the bottom right, there is a white button with the text "Login" in black.

Sign In

Username:

Password:

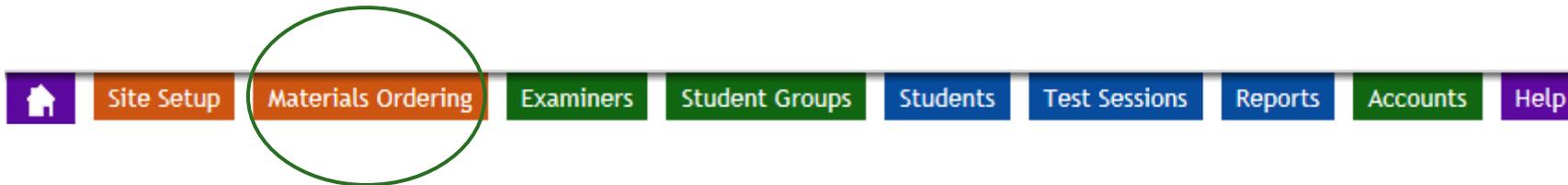
[Can't Login?](#)



# iTester Admin – Materials Ordering

58

- Click on the Materials Ordering tab to order
  - Large print test
  - Braille test



# iTester Admin - Examiners

59

- Under the Examiners tab you can add examiners
- Examiners are divided by subject
- Examiners may be listed in more than one area
- Edit examiners name, email and content areas



# iTester Admin – Student Groups

60

- In the Student Groups tab you can view groups scheduled to test in a subject
- Create a new student group
- Move a student to a new group



# iTester Admin - Students

61

- In the Students tab you can view students across all subjects and students not assigned to a student group
- View students who are assigned to test in a subject
- Add/Edit students
  - Any changes made to student demographics must also be made in DESE's MOSIS system.
  - Change or add content area to be tested



# iTester Admin – Test Sessions

62

## □ Test Sessions

### □ Filter By Testing Status:

- All
- In Progress
- Finished
- Not Started

### Testing Status for Algebra I, Fall 2015-16

School	Examiner/Student Group	Testing Status		
QAI Test 01 Alpha High (1001)	Alpha, Teacher	Not Started	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>
QAI Test 01 Alpha High (1001)	Alpha, Teacher	Not Started	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>
QAI Test 01 Alpha High (1001)	Alpha, Teacher-1	Not Started	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>
QAI Test 01 Alpha High (1008) (Q008)	Bortell, Nick	Not Started	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>
QAI Test 01 Alpha High (1001)	larson, Kelly	Not Started	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>
QAI Test 01 Alpha High (1001)	QTeacher, T100101	Not Started	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>
QAI Test 01 Alpha High (1001)	QTeacher, T100101	Not Started	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>
QAI Test 01 Alpha High (1001)	QTeacher, T100101	Not Started	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>
QAI Test 01 Alpha High (1001)	QTeacher, T100101	Not Started	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>
QAI Test 01 Alpha High (1001)	QTeacher, T100101	Not Started	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>

<<< Page 1 of 2 >>>

Jump to Page:  Go

[View All](#)



# iTester Admin – Test Sessions Cont.

63

- Marking Tools/Accommodations/Status Codes
  - Click on Test Sessions tab
  - Click on the View Details/Student Logins
  - Click the Set link under the Student Accommodations and Status Codes in the appropriate row
  - In the pop-up window, choose the box next to the supports/accommodations and/or status codes
  - Click Submit button to save information



# iTester Admin – Test Sessions Cont.

64

- Printing Student Logins
  - Click on View Details/Student Logins link
  - Information sorts by last name
  - Click the Print Student test logins link above the table to view and/or print the student test logins.
  - Choose Print from the File menu to display the options dialog box for the printer.



# iTester Admin - Reports

65

- Reports
  - ▣ View Individual Student Reports
  - ▣ Print individual Student Reports
  - ▣ Download list (Excel CSV)
  - ▣ Order printed reports



# iTester Admin - Accounts

66

- Accounts tab
  - Create new accounts for test administrators
  - User Types
    - DTC- District Test Coordinator
    - DITC- District Information Technology Coordinator
    - STC- School Test Coordinator
    - SITC- School Information Technology Coordinator
    - Examiner- Examiner or Test Administrator



# iTester Admin – Help Tab

- Under the Help tab you can find manuals, trainings and other resources for EOC Assessments





# END-OF-COURSE (EOC) ASSESSMENTS

## *Training #8: Alternative Testing Formats*

2016-2017

Missouri Department  
of Elementary and Secondary Education

# Large Print or Braille

- To order Large Print or Braille editions please contact Questar at:
  - (800) 571-2545
  - [MOCustomerSupport@questarai.com](mailto:MOCustomerSupport@questarai.com)
- Order at least one week prior to testing
- Accommodations codes
  - A012 for Braille
  - A021 for Large Print



# Paper/Pencil Editions

- Paper/Pencil edition of the test is available for:
  - Students with an IEP that says the student should take the Paper Based Assessment
  - Students who are out-of-district
  - Homebound students who cannot come to school to test
  - For ELL Translation when the translator needs to do translation prior to assessing the student due to technical language
- Use Accommodation code A102 for all scenarios



# Downloading Paper/Pencil Editions

- DTC downloads and prints Paper/Pencil Editions
- Individual test for each student
- Cannot be saved to a computer or downloaded multiple times and must not be copied for any reason



# After Testing

- ❑ Must immediately be transcribed into iTester
- ❑ Paper/Pencil assessments must be returned no later than 24 hours after the testing window closes
- ❑ Use shipping materials from Questar



# Returning Hard Copy Tests

- DTC is accountable for 100% of the returned shipment of each Paper/Pencil, Braille and Large Print test.
- Report all Paper/Pencil, Braille, and Large Print assessments on the Test Book Accountability form
  - Instructions in the back of the TAM and in the Help tab in iTester Admin





# END-OF-COURSE (EOC) ASSESSMENTS

## *Training #9: Practice Tutorials and Pre-Tests*

2016-2017

Missouri Department  
of Elementary and Secondary Education

# Practice Tutorials

- Tutorials are available in Questar Secure Browser for students to practice using the tools within the system
- Open year round
- Login information in the TAM and on DESE EOC Page
  - <http://dese.mo.gov/college-career-readiness/assessment/end-course>

CONTENT	USERNAME	PASSWORD
Algebra I	MOALG1	practice
Algebra II	MOALG2	practice
Geometry	MOGEO	practice
Biology	MOBIO	practice
Physical Science	MOPHYSC	practice
English I	MOENG1	practice
English II	MOENG2	practice
American History	MOAMHIST	practice
Government	MOGOV	practice



# Pre-Tests - Online

- Online Pre-Tests
  - Released EOC Forms
  - No specific testing window
  - Districts enroll students directly through iTester
  - If a student is precoded, a Pre-Test is available for them
  - Automatically scores selected response
  - Scores returned to districts within 24 hours of test submission
- Pretests are available at no charge



# Pre-Tests - PDF

- PDF form
  - Located in iTester under the Help tab or on DESE EOC Page
  - Last page includes the answer key and alignment of each item
  - Allows students to be familiar with the types of questions they can expect to encounter



# Pre-Tests Enrollment

- Two ways that students are enrolled for the Pre-Tests:
  - **For students included in the operational precode**

The operational enrollment file is also loaded into the pre-test administration. This means there will be a pre-test scheduled for each student included in the operational enrollment file, and nothing further needs to be done.
  - **For students NOT included in the operational precode**

In order to enroll additional students in the pre-tests, meaning those excluded from the operational precode file, districts either must enter the student manually in iTester admin or create a pre-test enrollment file which must contain unique students who have yet to be created either in a previous precode file or manually.



# Accessing Pre-Tests

- Each student will be given a unique username and password
- Login information is generated and printed on test tickets
- Pre-Tests can be reset by the DTC



# Pre-Test Results

- CSV file with raw scores available 24 hours after student submission
- Data for pre-tests available for 20 business days
- Pre-Test ISRs (for multiple choice) also available
- Pretests with a writing prompt or performance event
  - Locally scored using provided rubrics and scoring materials
  - Supplement to the TAM and brief training webinar are posted to iTester under the Help tab





# END-OF-COURSE (EOC) ASSESSMENTS

## *Training #10: Test Tickets*

2016-2017

Missouri Department  
of Elementary and Secondary Education

# Test Tickets

- In order to test in iTester each student needs a test ticket with the following login credentials:
  - Username (MOSIS ID)
  - Password
  - Session access code



# Test Tickets

- May be printed on:
  - ▣ Plain paper
  - ▣ Avery labels (5160)
- In iTester, click on Test Sessions tab
  - ▣ View a list of registered students
  - ▣ Print tickets by student group



# Test Tickets

- If a student is not listed:
  - STC or DTC creates a profile
  - Register student in a student group
  - Login information will be generated



# Test Tickets

- When students log in have them check the ticket to verify their MOSIS ID
- Have them verify the on-screen information:
  - Name
  - MOSIS ID
  - Date of Birth
  - Grade
  - Teacher Name
  - School Name





# END-OF-COURSE (EOC) ASSESSMENTS

## *Training #11: Test Day Materials*

2016-2017

Missouri Department  
of Elementary and Secondary Education

# Test Day Materials

- Required materials
- Permitted but not provided materials
- Prohibited materials while testing
- Calculator Policy



# Test Day: Required Materials

- Workstation with internet access
- Student login information
- Scratch paper for all assessments
- Unlabeled grid or graph paper for Math and Biology assessments
- Writing utensil



# Test Day: Permitted Materials

- Hard copy of Mathematics Reference sheet
- Hard copy of the Periodic Table of Elements
- Calculators that meet TAM guidelines (Math only)
- ELA writing task only
  - Dictionary
  - Thesaurus
  - Grammar handbook
  - Bilingual dictionary for ELL students



# Test Day: Prohibited Materials

- Electronic devices that can connect to the internet or to anyone inside or outside the classroom
  - Cell Phones
  - Electronic Music Players
  - Digital Cameras
  - Handheld Scanners
  - Portable Gaming Devices
- Cell Phones
  - Collect and return



# Test Day: Prohibited Materials

- Students who have devices for health monitoring may have those devices in the room but they should not be accessed by the student unless it is necessary to monitor their ongoing health



# Test Day: Calculator Policy

- ❑ DESE does not provide, endorse, or recommend a list of calculator brands or types
- ❑ Calculators cannot contain stored equations or functions at the time of the End-of-Course Mathematics Assessments.
- ❑ Test Examiners are responsible to ensure and verify 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





# END-OF-COURSE (EOC) ASSESSMENTS

## *Training #12: Possible Testing Issues*

2016-2017

Missouri Department  
of Elementary and Secondary Education

# 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 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 page 15 of the TAM



# Student Drops

- If a student was enrolled in an EOC, but later drops the course:
  - ▣ Remove from the student group in iTester
  - ▣ Do not:
    - Log into the test
    - Mark any status codes



# Absent Student or Incomplete Test

- All students should take the entire EOC assessment
  - However, is a student is:
    - absent
    - not ready to test
    - has an incomplete EOC
      - Follow the procedures on page 16 of the TAM



# Moving Students: Disruption or Illness

- Student may need to move during testing because of disruption or illness
  - Procedures are in the TAM
  - 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 iTester 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 iTester Admin and ensure they submit their tests for scoring following each test session



# Loss of Internet Connection-continued

- As a new feature this year, if Internet connection is lost, a small green dot on the corner of the screen will turn red
- If this happens, contact Questar's customer service
- If you are using a portable device, do not close out, leave the testing platform open until connectivity is restored and then continue testing



### Internet Connection Lost

Please raise your hand and have your teacher read the message below:

There was an error reaching the network while submitting the student responses. Please wait, as iTester will attempt to re-connect every 10 seconds. If the connection is re-established, iTester will automatically submit the student responses and return to the iTester login screen.

**Click Exit only if all network remediation efforts have failed.**

If problems persist, call Missouri Customer Service: (800) 254-2545

[Exit](#)

# 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





# END-OF-COURSE (EOC) ASSESSMENTS

## *Training #13: After Testing*

2016-2017

Missouri Department  
of Elementary and Secondary Education

# After Testing

102

- DTC responsibilities:
  - 100% return of all Paper/Pencil, Braille and Large Print
  - Questar will audit the returned shipments
  - Use the Test Book Accountability Form
  
- Securely Destroy Immediately
  - Test Tickets
  - Scratch paper



# After Testing

103

- Downloading results
  - Located in iTester Admin
    - Download, save, and print the Individual Student Reports (ISRs)
- Questar will send student score labels after the statewide window has closed
- Districts have 15 days to notify parents or guardians that ISRs are available



# After Testing

104

- Guide to Interpreting Results is available on DESE's website
- The Guide to Interpreting Results contains information regarding:
  - Scale scores
  - Achievement level descriptors
  - Standard error of measurement
  - Sample reports
  - Examples of student labels



## Contact Us

[dese.mo.gov](http://dese.mo.gov)

(573) 751-3545

[assessment@dese.mo.gov](mailto:assessment@dese.mo.gov)