



# **ONLINE TEST ADMINISTRATION MANUAL**

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**Spring 2021 NSCAS Phase 1 Pilot and Science Field Test  
English Language Arts, Mathematics and Science**

## Contributors

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## Part 1—General Information

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The Nebraska Student-Centered Assessment System (NSCAS) assessments are developed specifically for Nebraska to provide teachers, students, and parents with an assessment of student progress in mastering college and career-ready skills based on Nebraska's Academic Standards in English Language Arts, Mathematics, and Science.

The assessments for Spring 2021 have different priorities than in years past. Statewide assessment priorities for 2020–2021 are to support districts in leveraging assessment data to inform and guide teaching and learning, to assist with the transition to through-year adaptive summative assessments, and to allow for research related to COVID.

As a result, for Spring 2021, Nebraska districts will administer an NSCAS Phase 1 Pilot assessment in English Language Arts and Mathematics, and a field test in Science. The Phase 1 Pilot assessments are comprised of items written or reviewed by Nebraska educators that were field tested during previous administration years. Additional items are field tested in each operational year to expand the number of available items for subsequent NSCAS assessments. The Science field test is comprised entirely of field test items written or reviewed by Nebraska educators. Except for students who require a paper form, the English Language Arts and Mathematics tests should be administered to all students in grades 3 through 8, and Science tests should be administered to all students in grades 5 and 8.

NWEA is the provider of the printed and online versions of the NSCAS Phase 1 Pilot and Science field test assessments through NWEA's Comprehensive Assessment Platform (CAP). For the Spring 2021 assessments, the Phase 1 Pilot will only be available in an online format. Students who require a paper form are exempt from these assessments for Spring 2021. However, for districts that want to gain information on the mastery of college and career-ready standards for students who need paper accommodation (English, Spanish translation, large print, or braille), NWEA will provide electronic copies of an English and Spanish paper form in ELA and Math for districts to download and print. Additionally, districts can contact NWEA to have a large print or braille form shipped to the district by NWEA. Paper forms can be scored by the district but will not be returned to the vendor for scoring. For information on ordering paper forms, refer to [Paper Classroom Assessments](#) on page 19.

This NSCAS Online Test Administration Manual has been designed to help you administer the online version of the NSCAS Phase 1 Pilot and Science field test assessments accurately and efficiently. There are additional manuals for the NSCAS Alternate Assessment. Please take the time to read this manual to become familiar with the administration of the NSCAS assessments. Completing the steps in administering the NSCAS assessments is essential to the success of the NSCAS Phase 1 Pilot and Science field test.

Proctors are strongly urged to become thoroughly familiar with their responsibilities in the NSCAS *Online Test Administration Manual* before the first day of testing.

## Who Should Read This Manual?

The NSCAS *Online Test Administration Manual* (this manual) is intended for use by District Assessment Contacts, School Assessment Coordinators, and District and School Proctors responsible for administering the NSCAS English Language Arts, Mathematics, and Science tests to students. District Assessment Contacts, School Assessment Coordinators, and Proctors should become familiar with the contents of this manual. A brief description of the responsibilities of each role follows.

- **District Assessment Contacts (DACs)** are responsible for coordinating the testing activities of all schools in their districts. Responsibilities include but are not limited to coordinating the test schedules of the schools in the district and setting up test sessions.
- **School Assessment Coordinators (SACs)** serve as single points of contact at the schools for the District Assessment Contacts and are responsible for coordinating the testing activities in their schools. Responsibilities include but are not limited to secure handling of test materials, such as test tickets, and coordination of Proctors. A School Assessment Coordinator and a District Assessment Contact might be the same person, depending on the district's decisions.
- **Proctors** are responsible for administering the tests to students.

## NSCAS Spring 2021 Administration Key Dates

Date	Activity
Currently Available	Online Item Type Samplers available through the Nebraska Assessment Portal
Starting January 18, 2021	Start rostering activities.
Starting February 22, 2021	Begin Test Session Management Activities.
March 22–April 30, 2021	NSCAS English Language Arts, Mathematics, and Science Testing Window
April 30, 2021	Students enrolled after this date do not need to test.
May 3–May 7, 2021	NSCAS English Language Arts, Mathematics, and Science Make-up Window
May 7, 2021	Last day to add not-tested codes (NTCs) and accommodations in CAP

## Student Participation in the Test

The purpose of the NSCAS Phase 1 Pilot and Science field test assessments is to provide some measure of student progress in mastering college and career-ready skills based on Nebraska's Content Standards in English Language Arts, Mathematics, and Science. The NSCAS assessments will be available online only, and therefore each district should return an online student record for the NSCAS English Language Arts and Mathematics tests for **all** grade 3–8 students enrolled in the district. Those students who require a paper form are exempt from these assessments for Spring 2021. If any student is not tested, the reason for not testing—as noted in the table below—should be recorded in the Comprehensive Assessment Platform (CAP), where districts manage students and tests.

Code	Description	Explanation of Use
ALT	Alternate Assessment	Student took the NSCAS Alternate Assessment and is not included in results from this testing vendor. Excluded from reporting.
COV	COVID-19 Waiver	Student was not tested because of COVID-19. Excluded from reporting.
EMW	Emergency Medical Waiver	Student was not tested because of an approved Emergency Medical Waiver. Excluded from reporting.
NLE	No Longer Enrolled	Student was not enrolled in the district or school during testing window. Excluded from reporting.
PAR	Parent Refusal	Student was not tested because of a written request from parent or guardian. Student receives the lowest RIT score for that grade and content area.
SAE	Student Absent for the Entire Testing Window	Student was absent from school for the entire testing window. Student receives the lowest RIT score for that grade and content area.
STR	Student Refusal	Student was not tested due to student refusal to participate. Student receives the lowest RIT score for that grade and content area.
TXP	Tested at External Program	Student is attending an external program and test scores will be transferred to the district or school of accountability. This code may be added prior to testing.
UTT	District Unable to Test Student	District was unable to test the student during the testing windows and none of the other not-tested codes is applicable. Student receives the lowest RIT score for that grade and content area.

**Note:** If a student is taking the Paper Classroom Assessment, there is no need to add the PPE code.

## Scheduling the Test

The NSCAS assessments do not have time limits. While they provide students with as much time as needed to complete each content area, the estimated test-taking time is no more than 60 minutes. The table below lists the number of test questions per content area and the average time to complete each content area based on test administration data. Some students may require more time than others. When scheduling test sessions, these variances should be considered. Average test-taking time does not include test ticket distribution, starting the test session, launching the secure browser, or student log-in time.

Grade Level	Content Area	Approximate Number of Test Questions*	Recommended Scheduled Test-Taking Time
3–8	Mathematics	35	60 minutes
3–8	English Language Arts	35	60 minutes
5 & 8	Science	20 & 17	60 minutes

\* All students in the same grade given the same test will receive the same number of test items.

There is flexibility in test scheduling. Schools should prioritize students' needs and not adult convenience when building a schedule. Proctors should not pace students. All schedules need to account for students who may need additional time to complete the test.

With the design of the NSCAS Phase I Pilot and the Science Field Test Pilot, schools may opt to plan one test session for each test; however, as in years past, schools may schedule two sessions for students to complete the test. This is considered a local decision. For more information on scheduling guidance, see [Schedule Guidance for the Spring NSCAS General Summative Assessment](#) on the Nebraska Assessment Portal.

**Note:** Due to the adaptive nature of the online assessment, students will not be able to go back to previous items. Students will begin where they left off when they resume testing after a pause.

Here are some guidelines for scheduling:

- The test may be scheduled any day, Monday through Friday, during the first six weeks of the testing window, but preferably not on a Monday.
- Other schedules may be used, such as those specified in a student's IEP or those used for English language learners.
- Younger students will be more likely to need multiple sittings to complete the test.
- Districts should not wait until the end of the testing window. The final week of the test window is a makeup week. No regular sessions should be scheduled in the makeup week.
- Students who are unable to test due to sickness during the final week of the test window will not be eligible for an Emergency Medical Waiver.
- Students who are unable to test due to COVID-19 are exempt from testing and the COV non-tested code should be applied to their test session.
- All testing must be scheduled within the testing window.
- Since districts know their students best, they should base scheduling needs on that information, as well as these scheduling guidelines. Students who finish testing early may read or work on other assignments, but not on their computers.
- The last day of the testing window is April 30, so any student who moves into a district after that date will not be expected to test. That means that NDE will expect an online record or a not-tested code for all students enrolled during the testing window.

- When students arrive at a new school, the receiving school should contact the previous school to determine which NSCAS assessments have already been completed. Students are to be enrolled at the time of their arrival. There is no “waiting” for the testing process to be over. It is not ethical or fair to delay or adjust an enrollment based upon the arrival of the student and testing schedule.
- Regardless of the schedule used, the test administration must be consistent and standardized, and the scripted directions must be followed.
- Student benefit should always be considered first with regard to scheduling.

Whenever possible, it is recommended that the first half of the testing window be used for administering tests, leaving the remainder of the testing window open for unforeseen rescheduling. It may be advisable to postpone the test if a large percentage of the school population is absent on any selected day or days, or if an event causes a level of disruption or distress that could result in students performing below their capabilities. District personnel are urged to keep the best interests of the students in mind when deciding to reschedule test dates. Early use of the testing window should eliminate most scheduling problems.

As noted, the tests do not have a time limit. Students may be given additional time, if needed, and can complete the test in another test session, if necessary. Students may request extended time if they indicate that they have not completed all the items in a test. Such requests should be granted if the Proctor finds the request to be educationally valid. If the Proctor denies the request, the student's test will remain incomplete and will not be scored. Scheduled extended time can be arranged in advance for students who typically require additional time to complete similar tests. When such accommodations are made, school personnel must ensure that students are monitored at all times to prevent sharing of information.

When individual students have finished testing early, they may read or work on other assignments.

## Student Withdrawal or Enrollment During Testing Window

If a student enrolls during the established testing window, it is the new school's responsibility to determine whether the student was tested at their previous school. If the new student has not yet taken, or partially completed, the NSCAS assessment for a required subject, it is the new school's responsibility to administer the test in its entirety to the student before the last day of the testing window (May 7, 2021). If the school has not yet completed testing, the newly enrolled student should participate in the regularly scheduled test sessions with the rest of the student population.

**Note:** Any student who moves into a district after April 30 will not be expected to test.

If the student was already administered the NSCAS assessment for a required subject in its entirety at their previous school but the new school has not completed its scheduled testing, it is appropriate to make other educational arrangements for the student while the rest of the student's classmates are testing. It is the new school's responsibility to complete the necessary research to avoid retesting a student who has already completed the test.

If a student transfers to a new school in a new district after starting but not completing part of an NSCAS assessment for a required subject, the new school will need to re-administer the entire test in that subject to the student in order for that student to receive a score. This scenario should be avoided whenever possible. If a student transfers to a new school in the same district, the student profile should be updated to reflect the new school, and the student can resume testing where he or she left off.

**Note:** Districts may have students being serviced at other programs inside or outside the district. In these cases, districts should apply the **TXP—Tested at External Program** not-tested code in the Test Session in the Comprehensive Assessment Platform to indicate that the student tested at another location but the district is still accountable for that student.

## Internal and External Programs

Districts are responsible for assessing and reporting student results for students who are in program schools or an agency under contract with school districts. Districts must have a plan for the assessment of and reporting of those students' results. Options include:

- Paper/pencil tests—students requiring a paper assessment are exempt from the Phase 1 Pilot and science field tests assessments. However, programs servicing public school district students that want to get instructionally-relevant information on these students can submit requests for paper materials through a survey form managed by NWEA. Materials can be shipped directly to the program. Refer to [Paper Classroom Assessments](#) on page 19 for instructions.
- Online test administration—districts are responsible for working with these programs to ensure the software on computers is properly downloaded, for obtaining and distributing the student tickets, and for the security and monitoring of the test-taking process.

## Participation with Accommodations

All students with disabilities are expected to participate in NSCAS. No student, including students with disabilities, may be excluded from the state assessment and accountability system. All students are required to have access to grade-level content, instruction, and assessment. For guidelines on accommodations, refer to the [NSCAS General Summative & Alternate Accessibility Manual](#).

Students with disabilities may be included in state assessment and accountability in the following ways:

- Students may be tested on the NSCAS Phase 1 Pilot and Science field test assessments without accommodations.
- Students may be tested on the NSCAS Phase 1 Pilot and Science field test assessments with approved accommodations specified in the student's IEP. Accommodations provided to students must be specified in the student's IEP and used during instruction throughout the year. Accommodations may require paper/pencil testing.

For additional information, refer to the [NSCAS General Summative & Alternate Accessibility Manual](#).

- Students may be tested with the NSCAS Alternate Assessment if they qualify for these assessments. Only students with the most significant cognitive disabilities (typically less than 1% of students) may take these tests. The NSCAS Alternate test is distributed and administered by DRC. Instructions for the NSCAS Alternate test are available in another manual.

Although for the Phase 1 Pilot and science field test, scores will not be used for accountability, it is still important that accommodations are used in an appropriate way and in accordance with the NSCAS Accessibility manual.

Note that districts must be aware of the differences between accommodations and modifications. Accommodations provide adjustments and adaptations to the testing process that do not change the expectation, the grade level, the construct, or the content being measured. Accommodations should only be used if they are appropriate for the student and used during instruction throughout the year. Modifications are adjustments or changes in the test that affect test expectations, the grade level, the construct, or the content being measured. **Modifications are not acceptable in the NSCAS assessments.**

## Participation of English Language Learners

According to the Elementary and Secondary Education Act (ESEA), English language learners (ELLs) are students who have a native language other than English, OR who come from an environment where a language other than English has had a significant impact on their level of English proficiency, AND whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual (i) the ability to meet the state's proficient level of achievement on state assessments, (ii) the ability to successfully achieve in classrooms where the language of instruction is English, or (iii) the opportunity to participate fully in society. (For full text of the definition, please see Public Law 107-110, Title IX, Part A, Sec. 9101, (25) of the No Child Left Behind Act of 2001.) For guidelines on English language learners, refer to the [NSCAS General Summative & Alternate Accessibility Manual](#).

Each district with ELL students should have a written operational definition used for determining services and meeting Office of Civil Rights requirements.

Both state and federal laws require the inclusion of all students in the state testing process. ELL students must be tested in the NSCAS assessments. Districts should review the following guidelines:

- In determining appropriate linguistic supports for students in the NSCAS system, districts should use the [NSCAS General Summative & Alternate Accessibility Manual](#), found on the Nebraska Department of Education Assessment website: <https://www.education.ne.gov/Assessment>.
- Districts must be aware of the difference between linguistic supports (accommodations for ELLs) and modifications.

- For students learning the English language, linguistic supports are changes to testing procedures, testing materials, or the testing situation that allow the students meaningful participation in the assessment. Effective linguistic supports for ELL students address their unique linguistic and socio-cultural needs. Linguistic supports for ELL students may be determined to be appropriate without prior use during instruction throughout the year. For a detailed discussion of linguistic supports for ELL students on state content assessments, please refer to the [NSCAS General Summative & Alternate Accessibility Manual](#), found on the Nebraska Department of Education Assessment website: <https://www.education.ne.gov/Assessment>.
- Modifications are adjustments or changes in the test or testing process that change the test expectation, the grade level, the construct, or the content being measured. **Modifications are not acceptable in the NSCAS assessments.**

## Participation of Recently Arrived English Learner Students

Recently Arrived English Learner (RAEL) students are defined by the U.S. Department of Education as students with limited English proficiency who attended schools in the United States for fewer than 12 months. The phrase “schools in the United States” includes only schools in the 50 states and the District of Columbia. The term “schools in the United States” does NOT include Puerto Rico.

Districts must assess all RAEL students on all NSCAS assessments each year based on the grade level of the student using linguistic supports.

## NSCAS Security

In a centralized testing process, it is critical that equity of opportunity, standardization of procedures, and fairness to students is maintained. Therefore, the Nebraska Department of Education is asking that all school districts review the information in [Appendix B—NSCAS Security Procedures](#) on page 44. It is critical that all administrators and teachers read the procedures, especially those who are administering the assessment.

Breaches in security are taken very seriously and must be quickly identified and reported to the Nebraska Department of Education’s Statewide Assessment Office. From there the determination is made as to whether a professional practices complaint will be filed. See [Appendix B—NSCAS Security Procedures](#) on page 44 for more details on this process.

Districts should also maintain a set of policies that includes a reference to Nebraska’s NSCAS [Security Manual](#). A sample district testing and security policy is included in Nebraska’s Standards, Assessment, and Accountability Updates posted on the NDE website at <https://www.education.ne.gov/Assessment>. Whether districts use this sample, the procedures offered by the State School Boards Association, or policies drafted by other law firms, local district policy should address the NSCAS [Security Manual](#). The Department would encourage all districts with questions to contact their own local school attorney for customization of such a policy.

## Test Security Agreement

The principal of each school participating in the NSCAS assessments should have completed and signed a “Building Principal Security Agreement” and returned it to the Statewide Assessment Office by October 12, 2021. District Assessment Contacts should have completed and signed the “District Assessment Contact Confidentiality of Information Agreement” and returned it to the Statewide Assessment Office by October 12, 2021. Sample copies of the “Building Principal Security Agreement” and “District Assessment Contact Confidentiality of Information Agreement” are posted on the NDE website.

## Testing Ethics and Appropriate Practice

All teachers need to be familiar with appropriate testing ethics and security practices related to testing. Professionalism, common sense, and practical procedures will provide the right framework for testing ethics. School districts are bound to hold all certificated staff members in school districts accountable for following the *Regulations and Standards for Professional Practice Criteria* as outlined in Rule 27. The NSCAS [Security Manual](#) outlines clear practices for appropriate security.

## Online Security

Student Test Tickets contain student-level password information for accessing the tests and must be kept secure. Proctors should be given the Student Test Tickets prior to test administration, allowing them ample time to review and organize the tickets for distribution before the test begins. Once a test session is started, only the student taking the test is allowed to view the student’s screen. No one is allowed to view or copy test content while a student is testing.

This *Online Test Administration Manual* is not considered a secure test material and should be provided to Proctors for review prior to testing.

## Student Test Security

Students should look only at their individual computers. For further security, folders may be set up around each computer screen to eliminate any possibility of students looking at other computer screens. For larger groups, it is advisable to have a sufficient number of Proctors to monitor the room. Para-educators under the supervision of a certified teacher may be used as Test Proctors.

## Returning or Destroying Secure Materials

While schools do not need to return any online testing materials to NWEA, District Assessment Contacts, School Assessment Coordinators, and Proctors should be sure to collect all Student Test Tickets, copies of the NSCAS Mathematics Reference Sheet, and scratch paper from students after testing so that those materials can be securely destroyed.

## General Test Settings

There are supports available to students, such as linguistic supports and aids for English learners, both universally or according to need (504/IEP). Accommodations appropriate for the NSCAS are found in the [NSCAS General Summative & Alternate Accessibility Manual](#) on the Nebraska Department of Education Assessment and Accountability website: <https://www.education.ne.gov/Assessment>.

Students may also use approved non-embedded resources, such as multiplication charts or noise buffers, as specified by NDE policy. A complete list of non-embedded universal tools, linguistic supports, and accommodations is included in the [NSCAS General Summative & Alternate Accessibility Manual](#).

Take note of the following important test settings:

- **Visual Display Settings**—All students testing online have access to the magnification feature to adjust their visual display.
- **Audio Accommodation**—A Text-to-Speech (TTS) tool is available for students with documented needs such as IEPs, EL status, or 504 plans that allow for test content to be read to them, or for students taking the Science assessment. Audio is provided for directions, questions, and answer choices, but is not provided for passages in the English Language Arts test.

**NOTE:** There are writing items and reading comprehension items in the ELA assessment. When Text-to-Speech is enabled for students with a documented need, only writing items will be read using Text-to-Speech.

- **Spanish**—Spanish translation will not be an available accommodation for the Phase 1 Pilot or science field test in Spring 2021. A paper form translated to Spanish will be available to help provide instructionally-relevant information for students who need this accommodation.

## Assigning Test Settings

Directions on how to set these accommodations and aids can be found in the [Assessment Coordinator Guide](#). They can be set for individual students or groups of students.

Students should use the Item Type Samplers to familiarize themselves with test aids, such as the Notepad and Highlighter. For more information, refer to the *Item Type Sampler Manual* posted to the [Assessment Portal](#).

# Part 2—District Assessment Contact and School Assessment Coordinator Responsibilities

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## District Assessment Contact

### Schedule the Assessments

As noted in *Part 1—General Information*, the District Assessment Contact is typically responsible for scheduling the test for all schools in the district and for coordinating the efficient distribution and collection of test materials.

### School Assessment Coordinator Orientation

It is recommended that the District Assessment Contact conduct an orientation session for School Assessment Coordinators prior to their meetings with Proctors. Meet to review and discuss the following topics:

- District test schedule
- *Part 1—General Information* in this manual
- Procedures for distribution and collection of test materials
- Procedures for maintaining security, outlined in Appendix B and the NSCAS [Security Manual](#).
- Proctor orientation

School Assessment Coordinators should be given ample time to distribute copies of the NSCAS *Online Test Administration Manual* to Proctors and to schedule a Proctor orientation session prior to the testing window.

## District Assessment Contact Checklist

The following checklist provides a suggested set of dates and tasks for District Assessment Contacts.

	Activity	Date
<input type="checkbox"/>	Complete rostering activities.	After January 18, 2021
<input type="checkbox"/>	Work with technology coordinators to verify system and bandwidth readiness, including download of the latest version of the Secure Testing Browser and usage of the online <a href="#">Workstation Diagnostic Tool</a> . Refer to the <a href="#">System and Technology Guide</a> .	After February 14, 2021
<input type="checkbox"/>	Attend one of the virtual NSCAS Phase 1 Pilot and Science field test assessments administration trainings. Additional information will be provided with specific training dates, times, and access information.	February 18–20, 2021

	Activity	Date
<input type="checkbox"/>	Begin Test Session Management Activities.	After February 22, 2021
<input type="checkbox"/>	Read the NSCAS <i>Online Test Administration Manual</i> and review scheduling guidance.	By February 26, 2021
<input type="checkbox"/>	Distribute the NSCAS <i>Online Test Administration Manual</i> to Proctors.	By March 1, 2021
<input type="checkbox"/>	Conduct district's School Assessment Coordinator orientation.	Week of March 1, 2021
<input type="checkbox"/>	Assist and supervise Proctors during the NSCAS English Language Arts, Mathematics, and Science Testing Window and Makeup Window.	Test Window: March 22–April 30, 2021 Makeup Window: May 3–May 7, 2021
<input type="checkbox"/>	Enter accommodations and not-tested codes in CAP.	By May 7, 2021
<input type="checkbox"/>	Securely destroy NSCAS online test materials such as test tickets and scratch paper.	By May 7, 2021

## School Assessment Coordinator

School Assessment Coordinators will be responsible for providing secure test materials to Proctors. In the case of the online assessment, test tickets will need to be distributed. Do not distribute any test materials except the NSCAS *Online Test Administration Manual* until the day of each session. On the day of the test, the School Assessment Coordinator should distribute the correct test tickets for that day's test to each Proctor.

After each day of testing is complete, all test materials should be returned to the School Assessment Coordinator for secure storage as soon as possible. Be sure to collect all materials, including test tickets and scratch paper.

## Proctor Orientation

Prior to the scheduled test dates, School Assessment Coordinators should conduct an orientation session for Proctors using the NDE-provided training materials. Any teachers, counselors, administrators, or other qualified education personnel may act as Proctors.

In this orientation session, please discuss the following topics:

- **Test Schedule**—Be certain that Proctors know the test schedule.
- **Administration Preparation**—Proctors are to have received and studied this NSCAS *Online Test Administration Manual* prior to orientation.
- **Students with Special Needs**—Explain what support may be provided for students with special needs (see [Student Participation in the Test](#) on page 7).
- **Testing Conditions**—Impress upon Proctors the importance of good testing conditions (e.g., a comfortable, quiet room) and a positive approach to the test.
- **Scratch Paper and Reference Sheets**—Remind Proctors that lined or blank scratch paper or blank graph paper may be provided to students for use during the test, but that it must be collected and returned to the School Assessment Coordinator for secure destruction. For Mathematics, districts can also provide printed copies of the Mathematics Reference Sheet. These are located on the Nebraska Assessment Portal. Students will also have access to electronic copies of the Mathematics Reference Sheet in the assessment platform.
- **Security**—Emphasize that all test materials must be kept secure at all times prior to and during the test. Review required security procedures. For additional information, please see [Appendix B—NSCAS Security Procedures](#) on page 44.

## School Assessment Coordinator Checklist

The following checklist provides a suggested set of dates and tasks for School Assessment Coordinators.

	Activity	Date
<input type="checkbox"/>	Ensure that students view the Online Student Tutorial.	Beginning December 18, 2020
<input type="checkbox"/>	Allow students to access the online Item Type Samplers, which act as practice tests.	Beginning December 18, 2020
<input type="checkbox"/>	Read the NSCAS Online Test Administration Manual.	By February 26, 2021
<input type="checkbox"/>	Distribute the NSCAS <i>Online Test Administration Manual</i> to Proctors.	By March 1, 2021
<input type="checkbox"/>	Attend district’s School Assessment Coordinator orientation.	Week of March 1, 2021
<input type="checkbox"/>	Conduct orientation session for Proctors.	Week of March 1, 2021
<input type="checkbox"/>	Assist and supervise Proctors during the NSCAS English Language Arts, Mathematics, and Science Testing Window and Makeup Window.	Test Window: March 22–April 30, 2021 Makeup Window: May 3–May 7, 2021
<input type="checkbox"/>	Add not-tested codes (NTCs) and accommodations in CAP.	By May 7, 2021
<input type="checkbox"/>	Securely destroy NSCAS test materials such as test tickets and scratch paper.	By May 7, 2021

## Part 3—Preparing Students for Testing

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### Student Tutorials

The student tutorial, linked from the Nebraska [Assessment Portal](#), is an interactive video that shows students how to navigate the test environment and use item aids in the platform. It demonstrates:

- logging in to and navigating a test;
- how to answer various types of test questions;
- the tools available during the test.

Students may also view the “What Is a Computer Adaptive Test?” video. This short video describes what a computer adaptive test is and how it helps students best demonstrate what they know. This video is posted to the Assessment Portal under the Assessment Coordinators tab.

### Calculator Information

The NSCAS Phase 1 Pilot and Science field test assessments use DESMOS Calculators. DESMOS Calculators are a free online resource that can be used by educators and students in the classroom. Educators and students can familiarize themselves with the DESMOS Calculator used on grades 6–8 Mathematics assessments at [https://www.desmos.com/state-pdfs/NE\\_Desmos\\_Calculators.pdf](https://www.desmos.com/state-pdfs/NE_Desmos_Calculators.pdf).

### NSCAS Item Type Samplers

NSCAS Item Type Samplers help introduce students to the NSCAS assessments. They allow students to practice various item types and try out tools available in the online test prior to the actual NSCAS administration. They can also be used to allow other stakeholders, such as parents and administrators, to experience the test environment. The Item Type Samplers are available both online and in a paper/pencil version. Science is not available in paper/pencil form. Students should access the same mode (online or paper/pencil) in which they will actually test.

The online Item Type Samplers exemplify the format and content of the NSCAS English Language Arts, Mathematics, and Science tests. School Assessment Coordinators, Proctors, and students are strongly encouraged to experience the Item Type Samplers for all subjects before the testing window for the NSCAS assessments.

Spanish translations of the Item Type Samplers are also available for students, as well as large print and braille versions. For more information on how to order large print or braille paper forms, refer to [Paper Classroom Assessments](#) on page 19.

Item Type Samplers are accessed through the Nebraska State Portal (<https://nwea.force.com/nweaconnection/s/nebraska>), or the Secure Testing Browser. The portal also includes access to a separate paper/pencil Item Type Sampler.

See the Item Type Sampler Manual posted to the [Assessment Portal](#) for additional information.

## Paper Classroom Assessments

For the Spring 2021 assessments, the Phase 1 Pilot will only be available in an online format. Students who require a paper form are exempt from these assessments for Spring 2021. However, for districts that want to gain information on the mastery of college and career-ready standards for students who need paper accommodation (English, Spanish translation, large print, or braille), NWEA will provide electronic copies of an English and Spanish paper form in ELA and Math for districts to download and print. Additionally, districts can contact NWEA to have a large print or braille form shipped to the district by NWEA. Paper forms can be scored by the district but will not be returned to the vendor for scoring.

To order the paper classroom assessment or the Item Type Sampler in large print or braille, complete the [NE Spring 2021 Materials Order Form](#) starting January 20, 2021. This ordering window will be available through February 2, 2021. Districts will have the opportunity to order additional materials March 3, 2021 through April 26, 2021. For both order windows, NWEA will ship orders to the person and location indicated in the survey.

## Part 4—Administering the NSCAS Assessments

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To ensure accurate results, all Proctors must follow the same procedures when administering the test. The directions for the first day of testing can be found in [Part 5—Test Administration Instructions](#) on page 24. Directions for the second day of testing can be found in [Subsequent Day Online Test Administration Instructions](#) on page 38. For information on setting up and monitoring test sessions, see the [Assessment Coordinator Guide](#).

### Proctor Responsibilities

Some of the major tasks Proctors are responsible for include:

- Arranging the testing room
- Ensuring that all students have scratch paper
- Ensuring accommodations are assigned correctly and provided during testing, including headphones for students assigned Text-to-Speech (available for English-language tests only)
- Distributing Student Test Tickets to students at the time of testing
- Restricting electronic devices of any type (smart phones, cell phones, PDAs, wristwatches with electronic displays, calculators, iPod<sup>®</sup> devices, MP3 players, etc.). These devices should be placed into secure storage, or into student backpacks, and kept elsewhere throughout the test.
- Administering the NSCAS assessments, as outlined in this manual
- Monitoring the test session in the Proctor interface
- Prohibiting talking or sharing of responses
- Returning all test materials, such as test tickets, to the School Assessment Coordinator when testing is complete
- Adhering to all security requirements

Prepare students for testing by informing them of the scheduled tests in advance. Explain to the students why they are being tested and how the results will be used. Students can sense the importance the Proctor places on the tests, and their performance may be affected accordingly. Students should realize that doing their best is important.

## Prepare Testing Location

Good organization of test materials and well-executed procedures will help the administration proceed smoothly. The following guidelines are recommended:

- Provide a testing location that has comfortable seating, sufficient workspace, and good lighting.
- Arrangements for rooms and seating should be announced in advance in order to eliminate confusion when testing begins. The room where students take the test should be as free from outside disturbance as possible.
- Students should be seated so they have enough room and will not be able to view other students' computer monitors.
- Visual aids and clues should be removed or covered and remain hidden throughout the administration of all tests.
- A "Testing in Progress" sign should be posted on the door to prevent interruptions.
- For larger groups, it is advisable to have a sufficient number of Proctors for monitoring the session. Proctors should have the ability to request additional adult help without significant disturbance to the testing session.
- Write the test session name and password where students can see them.

## Student Test Tickets

The NSCAS English Language Arts, Mathematics, and Science tests require one Student Test Ticket per student. The information on the test ticket can be used for all tests for that student. Student Test Tickets are printed from the Comprehensive Assessment Platform. Please refer to the [Proctor Guide](#) for additional information about how to print tickets. The information on the Student Test Ticket is critical and confidential.

Proctors should:

- review the individual Student Test Tickets for accuracy;
- distribute the Student Test Tickets to students and verify that each student has received their unique ticket;
- ensure students enter information from their tickets correctly when logging in to the test;
- in between test sessions, collect test tickets and securely store them for the next test session;
- upon completion of all tests, return all Student Test Tickets to the School Assessment Coordinator for secure disposal.

## Monitoring Test Sessions

A primary responsibility of Proctors is to monitor test sessions during administration in the online Proctor environment. This allows Proctors to see students' progress as they make their way through the test session and to assist them as needed.

Test Proctors will be able to monitor all student activity directly through the Proctor Console in the CAP. For more information on the features available to Proctors, please see the [Proctor Guide](#).

## Problem Item Reporting

As a reminder, it is never permitted to take pictures or video of items or to communicate about items on the assessment. This is considered a test security breach.

There are stringent item-quality checks in the development process, but students may occasionally encounter items that they believe are problematic.

When a student encounters a possible problem item, the Proctor should:

1. Obtain the question ID number:
  - a. Pause the student's test.
  - b. In the Proctor Console, click the question number in the student's test session.
  - c. A unique ID appears. Note this ID for later and resume the student's test.
2. Report the problem:
  - a. Navigate to <https://nwea.force.com/nweaconnection/s/nebraska>.
  - b. Select **Nebraska Dedicated Support**.
  - c. Log in to NWEA Connection using the **Log In** button in the upper right, next to the search bar.  
If you are already logged in, a notification icon and a profile icon appear instead of the Log In button.
  - d. Locate the **Contact Customer Support** form on the left side of the page.
  - e. In the **Subject** field, enter **Nebraska Problem Item**.
  - f. In the **Description** field, include the following:
    - a. Question ID number
    - b. Grade level
    - c. Date and time of test
    - d. Item sequence of the problem item
    - e. Key words in the problem item
    - f. Problem experienced with the item

Following this process ensures the quality of the assessments. Every problem item report is reviewed by NWEA and NDE. In general, given the test length and the adaptive nature of these assessments, these items will not have a significant effect on overall scores.

## Testing Availability

The hours that testing can take place are between 6:00 a.m. and 7:00 p.m. Central Standard Time (CST). Students who begin testing before 7:00 p.m. CST may complete their tests after 7:00 p.m. CST. However, if at any point they exit or are exited from the test after 7:00 p.m. CST, they will not be able to resume testing until the next day.

NDE and NWEA monitor testing outside of the typical school day and may require districts to submit additional rationale for testing that occurs outside of typical timeframes.

## Part 5—Test Administration Instructions

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Administration of the NSCAS assessments is an important professional responsibility. The usefulness of the test results depends on the accuracy of each student's performance. Experience shows that student performance is highly dependent upon the student's motivation and attitude toward the test, the preparedness of the Proctor, the physical arrangements for testing, and adherence to instructions. To ensure accurate and reliable results, the Proctor **must** become thoroughly familiar with the procedures described in this manual before administering the test.

To ensure accurate achievement results, it is essential that all Proctors follow the same procedures when administering the tests.

On the day of the test:

1. **Before students arrive**—Log in to CAP and start the test session from the Proctor Console. Details are in the [Proctor Guide](#).
2. Write the session name and password where students can see them.
3. **After students are seated**—Distribute Student Test Tickets to all students. Student Test Tickets provide part of the login information needed to begin testing. Verify that each student receives the correct Student Test Ticket with their name printed on it.
4. **When the test session is started**—Follow the script appropriate to each subject:
  - [Instructions for NSCAS English Language Arts Test](#) on page 25
  - [Instructions for NSCAS Mathematics](#) on page 29
  - [Instructions for NSCAS Science Test](#) on page 34

As a reminder: **Once a test is started during test administration, only the student taking the test is allowed to view that student's screen. No one is allowed to view or copy items.**

## Instructions for NSCAS English Language Arts Test

**Note:** If this is the second consecutive day of testing, do not use this script. Use the scripts in [Subsequent Day Online Test Administration Instructions](#) on page 38. If more than a day has elapsed between testing sessions, use this script.

Read aloud **word for word** the material that is printed in **bold type** and preceded by the word “SAY.”

*The material that is italicized is information for you and should not be read to the students.*

Read the directions to the students exactly as they are written using a natural tone and manner. If you make a mistake in reading a direction, stop and say, “No, that is wrong. Listen again.” Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

**SAY: Today you will take the NSCAS test for English Language Arts. Give this test your best effort. Some questions will be easy; others will be more difficult. Be sure to read the entire question and all of the answer choices carefully. If you do not know the answer to a question, use your best test-taking skills to eliminate some answer choices. Then choose the best answer of the ones that remain. Remember there is no penalty for guessing. You must answer each question before you will be allowed to move on to the next question, and you will not be able to go back after you have answered the question.**

**You may use scratch paper on this test.**

**The test is not timed, and you will be given a reasonable amount of time to finish.**

**If you need help once the test has started, raise your hand and the Proctor (teacher) will come to you. The Proctor (teacher) is not allowed to provide you with any additional information during the test. The Proctor (teacher) cannot help you with any words.**

**Are there any questions?**

*Answer all questions. When all students are ready, continue.*

**SAY: We will begin by accessing the test site.**

*Windows™ desktop:*

**From the Start menu, choose NWEA Secure Testing Browser.**

– *Mac® desktop:*  
or–

**Double-click the NWEA Secure Testing Browser icon on your desktop.**

– *Chromebook™ or iPad®:*

**Start the NWEA Secure Testing App.**

**You should see the login page on your screen. Is there anyone who does not see the login page?**

*Assist students as needed.*

Next, students enter the Test Session Name and Session Password from your Proctor Console. You should have already written it on a board for all students to see.

**SAY: Enter your Session Name and Session Password exactly as I have written them.**

Click on the arrow to move to the next screen.



Log in

Session Name  
JGarcia1

Session Password  
3542

→

Next, students enter the IDs from their Student Test Tickets.

**SAY: Now, type your State Student ID and Student Code exactly as you see them on your Student Test Ticket.**



Log in

State Student ID  
010101010

Student Code  
0215

→

Assist students as needed, but do not type in any information for them. Only students who experience extreme difficulty may have an adult type the information into the computer. This information is unique to each student.

**SAY: Click the arrow to move to the next screen.**

**Everyone should now see the Student Verification Page. Your name should appear on this page. Is there anyone who doesn't see their name?**

Please wait...



STATE STUDENT ID:NAME:  
N15398733 Cecilia Marqon

TEST:  
General Summative: Math Grade 4 NE :

Assist students as needed.

**SAY: Verify that the screen matches the information on your Student Test Ticket. Does the information match?**

*Assist students as needed.*

**SAY:** This test will include several different types of questions. Some questions are based on one or two passages. You may need to scroll down to read longer passages. Some questions will have the passage and question side by side, while others will display the question below the passage. You may need to scroll down to see the question. Multiple choice questions will ask you to select an answer from among four choices. Multiple select questions will ask you to select multiple correct answers from among five or more choices.

For some questions, there may be two parts, Part A and Part B, where each part has a multiple choice, multiple select, or enhanced question. Some questions will ask you to construct an answer by following the directions given. For these enhanced questions, follow the instructions in the question. Only one question, or one question with two parts, appears on the computer screen.

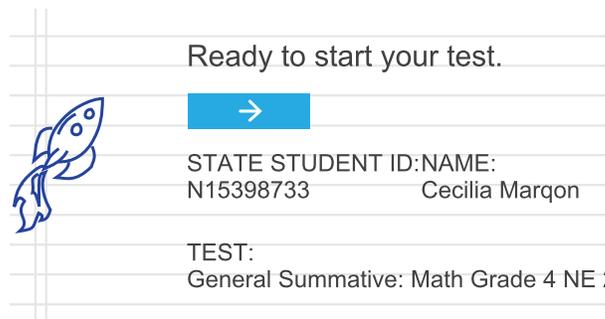
- The tools at the top of the screen may help you answer the question.
- Use the Pointer tool to select or change your answer.
- Use tools such as the Answer Eliminator, Highlighter, Eraser, Notepad, Zoom, and Line Reader to assist you during the test.
- To move to the next question, click the arrow. You cannot go back to questions you have already answered, nor can you skip questions. You must answer every question.
- If you need to go away from your computer, raise your hand and ask the Proctor to pause your test. The Proctor will need to resume your test for you when you return. If you are away from your computer for more than 15 minutes, you will need to log back in.
- This test is not timed. You will know you are finished when you see a screen that says, “Congratulations, you have finished the test.”

When you come to the end of the session, please sit quietly or read until the Proctor provides additional instructions.

**Are there any questions?**

*Answer all questions. When all students are ready, continue.*

**SAY:** I am now going to approve you to enter the test. When you are ready, click the arrow to start the test.



Ready to start your test.

STATE STUDENT ID:NAME:  
N15398733 Cecilia Marqon

TEST:  
General Summative: Math Grade 4 NE :

*Text-to-Speech is available for all English-language tests, but for ELA and Mathematics tests, it should only be enabled for students with a documented need, such as an English Learner or a student on an IEP or 504 plan, to be consistent with the requirements for use in the NSCAS assessments. NSCAS Science is currently being field-tested. Please see additional guidance to determine which students may have access to TTS on NSCAS Science.*

*While students are working, walk around the room to see that they are following directions and that they are not looking at any other students' tests. For the NSCAS assessments, the content of all passages and items is secure and should not be read or looked at by anyone but the student taking the assessment. This is considered a test security breach and should be reported to NDE.*

*Students can be given a time warning to help avoid having students read half a passage and then having time run out. Districts may give students a ten-minute warning, a five-minute warning, or both, such as: "Students, there are ten minutes left. Do not start a new passage." or "Students, there are five minutes left. Do not start a new passage."*

*Also use the Proctor Console to monitor testing, pause testing, and use other controls. See the [Proctor Guide](#). Should a student encounter an item that they believe is problematic, please follow the steps listed in [Problem Item Reporting](#) on page 22.*

*At the end of testing, collect test tickets and scratch paper from students and either securely store them for the next test session or give them to the School Assessment Coordinator to be destroyed.*

For guidance on how to handle situations not covered in this script, please see [Appendix C— Sample Language for Proctors](#) on page 47.

**Note:** If testing continues on a second day, please use the appropriate script here: [Subsequent Day Online Test Administration Instructions](#) on page 38.

## Instructions for NSCAS Mathematics

**Note:** If this is the second consecutive day of testing, do not use this script. Use the scripts in [Subsequent Day Online Test Administration Instructions](#) on page 38. If more than a day has elapsed between testing sessions, use this script.

Read aloud **word for word** the material that is printed in **bold type** and preceded by the word “SAY.”

*The material that is italicized is information for you and should not be read to the students.*

Read the directions to the students exactly as they are written using a natural tone and manner. If you make a mistake in reading a direction, stop and say, “No, that is wrong. Listen again.” Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

**Note:** Copies of the Mathematics Reference Sheets can be provided for grades 4 and up (available from <https://nwea.force.com/nweaconnection/s/nebraska>). These can be printed and made available for students when they begin testing. The reference sheet is also available as a tool in the test.

**SAY: Today you will take the NSCAS test for Mathematics. Give this test your best effort. Some questions will be easy; others will be more difficult. Be sure to read the entire question and all of the answer choices carefully. If you do not know the answer to a question, use your best test-taking skills to eliminate some answer choices. Then choose the best answer of the ones that remain. Remember there is no penalty for guessing. You must answer each question before you will be allowed to move on to the next question, and you will not be able to go back after you have answered the question.**

**The test is not timed, and you will be given a reasonable amount of time to finish. You may use scratch paper on this test.**

*Read to grades 3 to 5:*

- **You may not use a calculator on this test.**

*Read to grades 6 to 8:*

- **You may use a calculator ONLY on certain questions, when it appears on the top of your screen. You may NOT use a calculator for any other questions on this test.**

**If you need help once the test has started, raise your hand and the Proctor (teacher) will come to you. The Proctor (teacher) is not allowed to provide you with any additional information during the test. The Proctor (teacher) cannot help you with any words.**

**Are there any questions?**

*Answer all questions. When all students are ready, continue.*

**SAY: We will begin by accessing the test site.**

Windows™ desktop:

– Mac® desktop:  
or–

– Chromebook™ or  
or– iPad®:

**From the Start menu,  
choose NWEA Secure  
Testing Browser.**

**Double-click the NWEA Secure  
Testing Browser icon on your  
desktop.**

**Start the NWEA  
Secure Testing  
App.**

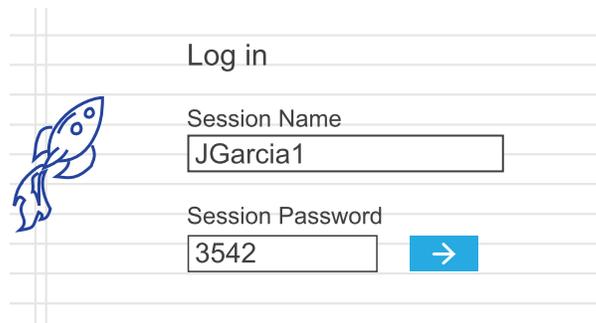
**You should see the login page on your screen. Is there anyone who does not see the login page?**

*Assist students as needed.*

*Next, students enter the Test Session Name and Session Password from your Proctor Console. You should have already written it on a board for all students to see.*

**SAY: Enter your Session Name and Session Password exactly as I have written them.**

**Click on the arrow to move to the next screen.**



Log in

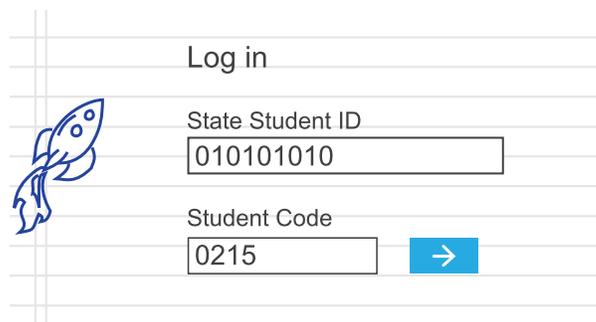
Session Name  
JGarcia1

Session Password  
3542

→

*Next, students enter the IDs from their Student Test Tickets.*

**SAY: Now, type your State Student ID and Student Code exactly as you see them on your Student Test Ticket.**



Log in

State Student ID  
010101010

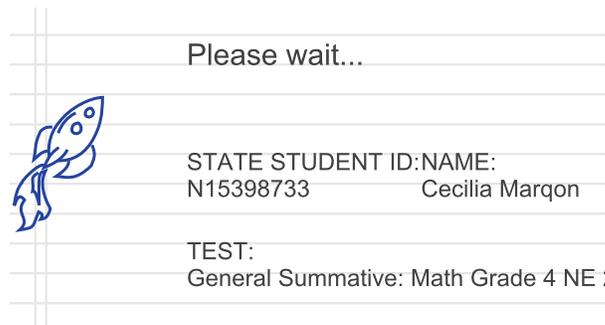
Student Code  
0215

→

*Assist students as needed, but do not type in any information for them. Only students who experience extreme difficulty may have an adult type the information into the computer. This information is unique to each student.*

**SAY:** Click the arrow to move to the next screen.

Everyone should now see the Student Verification Page. Your name should appear on this page. Is there anyone who doesn't see their name?



Please wait...

STATE STUDENT ID:NAME:  
N15398733 Cecilia Marqon

TEST:  
General Summative: Math Grade 4 NE :

*Assist students as needed.*

**SAY:** Verify that the screen matches the information on your Student Test Ticket. Does the information match?

*Assist students as needed.*

**SAY:** This test will include several different types of questions. Multiple choice questions will ask you to select an answer from among four choices. Multiple select questions will ask you to select multiple correct answers from among five or more choices.

For some questions, there may be two parts, Part A and Part B, where each part has a multiple choice, multiple select, or enhanced question. Some questions will ask you to construct an answer by following the directions given. For these enhanced questions, follow the instructions in the question. Only one question, or one question with two parts, appears on the computer screen.

- The tools at the top of the screen may help you answer the question.
- Use the Pointer tool to select or change your answer.
- Use tools such as the Answer Eliminator, Highlighter, Eraser, Notepad, Zoom, and Line Reader to assist you during the test.
- To move to the next question, click the arrow. You cannot go back to questions you have already answered, nor can you skip questions. You must answer every question.
- If you need to go away from your computer, raise your hand and ask the Proctor to pause your test. The Proctor will need to resume your test for you when you return. If you are away from your computer for more than 15 minutes, you will need to log back in.

Read to grades 4 and up only:

- **You can use the Mathematics Reference Sheet at any time during the test. [If printed copy was also provided, add] You can also use the printed version of the Mathematics Reference Sheet at any time during the test.**

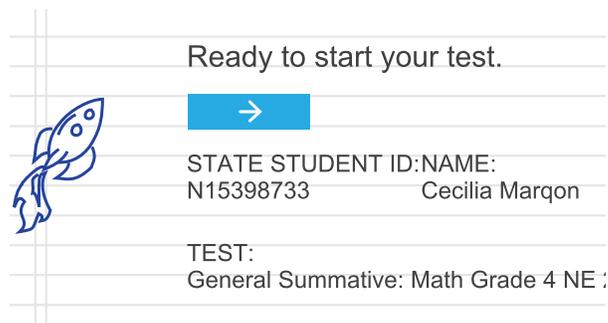
Read to all grades:

- **This test is not timed. You will know you are finished when you see a screen that says, “Congratulations, you have finished the test.” When you come to the end of the session, please sit quietly or read until the Proctor provides additional instructions.**

### **Are there any questions?**

Answer all questions. When all students are ready, continue.

**SAY: I am now going to approve you to enter the test. When you are ready, click the arrow to start the test.**



Ready to start your test.

STATE STUDENT ID:NAME:  
N15398733 Cecilia Marqon

TEST:  
General Summative: Math Grade 4 NE :

*Text-to-Speech is available for all English-language tests, but for ELA and Mathematics tests, it should only be enabled for students with a documented need, such as an English Learner or a student on an IEP or 504 plan, to be consistent with the requirements for use in the NSCAS assessments. NSCAS Science is currently being field-tested. Please see additional guidance to determine which students may have access to TTS on NSCAS Science.*

*While students are working, walk around the room to see that they are following directions and that they are not looking at any other students' tests. For the NSCAS assessments, the content of all passages and items is secure and should not be read or looked at by anyone but the student taking the assessment. This is considered a test security breach and should be reported to NDE.*

*Also use the Proctor Console to monitor testing, pause testing, and use other controls. See the [Proctor Guide](#). Should a student encounter an item that they believe is problematic, please follow the steps listed in [Problem Item Reporting](#) on page 22.*

*At the end of testing, collect test tickets and scratch paper from students and either securely store them for the next test session or give them to the School Assessment Coordinator to be destroyed.*

For guidance on how to handle situations not covered in this script, please see [Appendix C— Sample Language for Proctors](#) on page 47.

**Note:** If testing continues on a second day, please use the appropriate script here: [Subsequent Day Online Test Administration Instructions](#) on page 38.

## Instructions for NSCAS Science Test

**Note:** If this is the second consecutive day of testing, do not use this script. Use the scripts in [Subsequent Day Online Test Administration Instructions](#) on page 38. If more than a day has elapsed between testing sessions, use this script.

Read aloud **word for word** the material that is printed in **bold type** and preceded by the word “SAY.”

*The material that is italicized is information for you and should not be read to the students.*

Read the directions to the students exactly as they are written using a natural tone and manner. If you make a mistake in reading a direction, stop and say, “No, that is wrong. Listen again.” Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

**SAY: Today you will take the NSCAS test for Science.**

**Give this test your best effort. Some questions will be easy; others will be more difficult. Be sure to read the entire question and all of the answer choices carefully. If you do not know the answer to a question, use your best test-taking skills to eliminate some answer choices. Then choose the best answer of the ones that remain. Remember there is no penalty for guessing. You must answer each question before you will be allowed to move on to the next question, and you will not be able to go back after you have answered the question.**

**You may use scratch paper on this test.**

**The test is not timed, and you will be given a reasonable amount of time to finish.**

**If you need help once the test has started, raise your hand and the Proctor (teacher) will come to you. The Proctor (teacher) is not allowed to provide you with any additional information during the test. The Proctor (teacher) cannot help you with any words.**

**Are there any questions?**

*Answer all questions. When all students are ready, continue.*

**SAY: We will begin by accessing the test site.**

*Windows™ desktop:*

*– Mac® desktop:  
or–*

*– Chromebook™ or  
or– iPad®:*

**From the Start menu,  
choose NWEA Secure  
Testing Browser.**

**Double-click the NWEA Secure  
Testing Browser icon on your  
desktop.**

**Start the NWEA  
Secure Testing  
App.**

**You should see the login page on your screen. Is there anyone who does not see the login page?**

*Assist students as needed.*

Next, students enter the Test Session Name and Session Password from your Proctor Console. You should have already written it on a board for all students to see.

**SAY: Enter your Session Name and Session Password exactly as I have written them.**

Click on the arrow to move to the next screen.



Log in

Session Name  
JGarcia1

Session Password  
3542

→

Next, students enter the IDs from their Student Test Tickets.

**SAY: Now, type your State Student ID and Student Code exactly as you see them on your Student Test Ticket.**



Log in

State Student ID  
010101010

Student Code  
0215

→

Assist students as needed, but do not type in any information for them. Only students who experience extreme difficulty may have an adult type the information into the computer. This information is unique to each student.

**SAY: Click the arrow to move to the next screen.**

**Everyone should now see the Student Verification Page. Your name should appear on this page. Is there anyone who doesn't see their name?**

Please wait...



STATE STUDENT ID:NAME:  
N15398733 Cecilia Marqon

TEST:  
General Summative: Math Grade 4 NE :

Assist students as needed.

**SAY: Verify that the screen matches the information on your Student Test Ticket. Does the information match?**

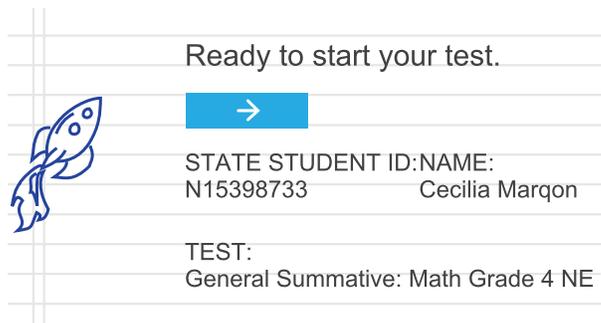
Assist students as needed.

**SAY:** This test will include several different types of questions. Multiple choice questions will ask you to select an answer from among four choices. Multiple select questions will ask you to select multiple correct answers from among five or more choices. For some questions, there may be two parts, Part A and Part B, where each part has a multiple choice, multiple select, or enhanced question. Some questions will ask you to construct an answer by following the directions given. For these enhanced questions, follow the instructions in the question. Only one question, or one question with two parts, appears on the computer screen.

- The tools at the top of the screen may help you answer the question.
- Use the Pointer tool to select or change your answer.
- Use tools such as the Answer Eliminator, Highlighter, Eraser, Notepad, Zoom, and Line Reader to assist you during the test.
- To move to the next question, click the arrow. You cannot go back to questions you have already answered, nor can you skip questions. You must answer every question.
- If you need to go away from your computer, raise your hand and ask the Proctor to pause your test. The Proctor will need to resume your test for you when you return. If you are away from your computer for more than 15 minutes, you will need to log back in.
- This test is not timed. You will know you are finished when you see a screen that says, “Congratulations, you have finished the test.”
- Are there any questions?

Answer all questions. When all students are ready, continue.

**SAY:** I am now going to approve you to enter the test. When you are ready, click the arrow to start the test.



Ready to start your test.

STATE STUDENT ID:NAME:  
N15398733 Cecilia Marqon

TEST:  
General Summative: Math Grade 4 NE :

*Text-to-Speech is available for all English-language tests, but for ELA and Mathematics tests, it should only be enabled for students with a documented need, such as an English Learner or a student on an IEP or 504 plan, to be consistent with the requirements for use in the NSCAS assessments. NSCAS Science is currently being field-tested. Please see additional guidance to determine which students may have access to TTS on NSCAS Science.*

*While students are working, walk around the room to see that they are following directions and that they are not looking at any other students' tests. For the NSCAS assessments, the content of all passages and items is secure and should not be read or looked at by anyone but the student taking the assessment. This is considered a test security breach and should be reported to NDE.*

*Students can be given a time warning to help avoid having students read half a passage and then having time run out. Districts may give students a ten-minute warning, a five-minute warning, or both, such as: "Students, there are ten minutes left. Do not start a new passage." or "Students, there are five minutes left. Do not start a new passage."*

*Also use the Proctor Console to monitor testing, pause testing, and use other controls. See the [Proctor Guide](#). Should a student encounter an item that they believe is problematic, please follow the steps listed in [Problem Item Reporting](#) on page 22.*

*At the end of testing, collect test tickets and scratch paper from students and either securely store them for the next test session or give them to the School Assessment Coordinator to be destroyed.*

For guidance on how to handle situations not covered in this script, please see [Appendix C—Sample Language for Proctors](#) on page 47.

**Note:** If testing continues on a second day, please use the appropriate script here: [Subsequent Day Online Test Administration Instructions](#) on page 38.

# Subsequent Day Online Test Administration Instructions

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**Note:** The Subsequent Day Scripts should only be used on the second day of testing or following consecutive days of testing. If more than a day has passed since the students entered the test session, Proctors should use the scripts here: [Part 5—Test Administration Instructions](#) on page 24.

The NSCAS Phase 1 Pilot and Science field test assessments are untimed and designed to provide students with as much time as needed to complete each content area. Some students may require more time than others. When scheduling test sessions, these variances should be considered. Although the estimated test time is less than 60 minutes for any of the content areas, it is possible that some students will require more time than others. This section provides Proctors with scripts to continue test sessions on subsequent days.

In order to ensure accurate achievement results, it is essential that all Proctors follow the same procedures when administering the tests.

## Instructions for NSCAS Subsequent Days Test—Online

Read aloud **word for word** the material that is printed in **bold type** and preceded by the word “SAY.”

*The material that is italicized is information for you and should not be read to the students.*

Read the directions to the students exactly as they are written using a natural tone and manner. If you make a mistake in reading a direction, stop and say, “No, that is wrong. Listen again.” Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

**SAY: Today you will continue to take the NSCAS assessment. Give this test your best effort. Some questions will be easy; others will be more difficult. Be sure to read the entire question and all of the answer choices carefully. If you do not know the answer to a question, use your best test-taking skills to eliminate some answer choices. Then choose the best answer of the ones that remain. Remember there is no penalty for guessing. You must answer each question before you will be allowed to move on to the next question, and you will not be able to go back after you have answered the question.**

**The test is not timed, and you will be given a reasonable amount of time to finish. If you need help once the test has started, raise your hand and the Proctor (Teacher) will come to you.**

**The Proctor (Teacher) is not allowed to provide you with any additional information during the test. The Proctor (Teacher) cannot help you with any words.**

## Are there any questions?

**SAY: We will begin by accessing the test site.**

Windows™ desktop:

– Mac® desktop:  
or–

– Chromebook™ or  
or– iPad®:

**From the Start menu,  
choose NWEA Secure  
Testing Browser.**

**Double-click the NWEA Secure  
Testing Browser icon on your  
desktop.**

**Start the NWEA  
Secure Testing  
App.**

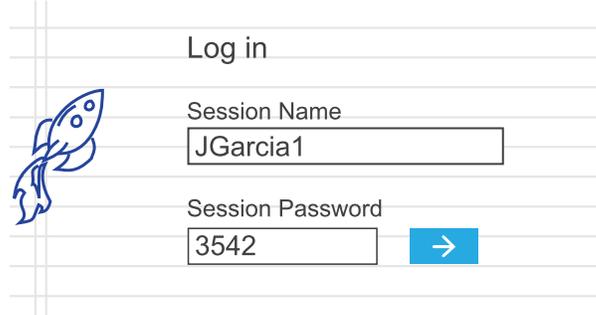
**You should see the login page on your screen. Is there anyone who does not see the login page?**

*Assist students as needed.*

*Next, students enter the Test Session Name and Session Password from your Proctor Console. You should have already written it on a board for all students to see.*

**SAY: Enter your Session Name and Session Password exactly as I have written them.**

**Click on the arrow to move to the next screen.**



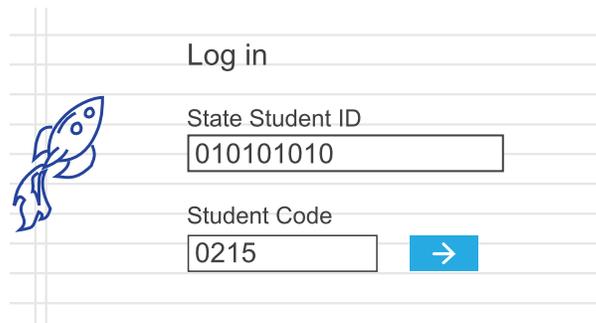
Log in

Session Name  
JGarcia1

Session Password  
3542 →

*Next, students enter the IDs from their Student Test Tickets.*

**SAY: Now, type your State Student ID and Student Code exactly as you see them on your Student Test Ticket.**



Log in

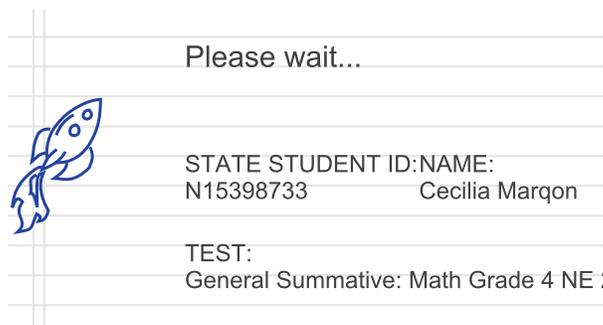
State Student ID  
010101010

Student Code  
0215 →

*Assist students as needed, but do not type in any information for them. Only students who experience extreme difficulty may have an adult type the information into the computer. This information is unique to each student.*

**SAY:** Click the arrow to move to the next screen.

Everyone should now see the Student Verification Page. Your name should appear on this page. Is there anyone who doesn't see their name?



*Assist students as needed.*

**SAY:** Verify that the screen matches the information on your Student Test Ticket. Does the information match?

*Assist students as needed.*

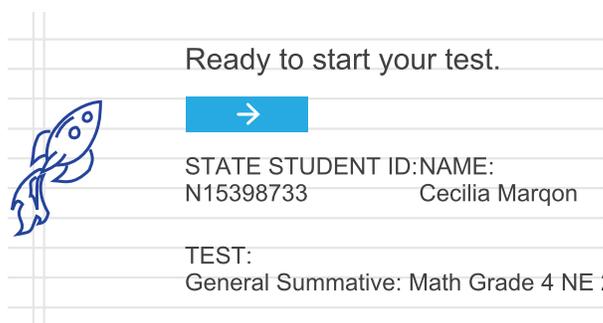
- SAY:**
- If you need to go away from your computer, raise your hand and ask the Proctor to pause your test. The Proctor will need to resume your test for you when you return. If you are away from your computer for more than 15 minutes, you will need to log back in.
  - This test is not timed. You will know you are finished when you see a screen that says, “Congratulations, you have finished the test.”

**When you come to the end of the session, please sit quietly or read until the Proctor provides additional instructions.**

**Are there any questions?**

*Answer all questions. When all students are ready, continue.*

**SAY:** I am now going to approve you to enter the test. When you are ready, click the arrow to start the test.



*While students are working, walk around the room to see that they are following directions and that they are not looking at any other students' tests. For the NSCAS assessments, the content of all passages and items is secure and should not be read or looked at by anyone but the student taking the assessment. This is considered a test security breach and should be reported to NDE.*

*Students can be given a time warning to help avoid having students read half a passage and then having time run out. Districts may give students a ten-minute warning, a five-minute warning, or both, such as: “Students, there are ten minutes left. Do not start a new passage.” or “Students, there are five minutes left. Do not start a new passage.”*

*Also use the Proctor Console to monitor testing, pause testing, and use other controls. See the [Proctor Guide](#). Should a student encounter an item that they believe is problematic, please follow the steps listed in [Problem Item Reporting](#) on page 22.*

*At the end of testing, collect test tickets and scratch paper from students and either securely store them for the next test session or give them to the School Assessment Coordinator to be destroyed.*

For guidance on how to handle situations not covered in this script, please see [Appendix C—Sample Language for Proctors](#) on page 47.

## Additional Questions

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If you have any additional questions about topics not covered in this manual, please contact NWEA Nebraska Customer Service by phone at (855) 225-9926 or by email at [NWEANebraska@nwea.org](mailto:NWEANebraska@nwea.org).

Customer service representatives will make every attempt to answer your questions and escalate the issue when appropriate. Emailed support requests are handled within 24 hours. All contacts to the support team are tracked and documented. Representatives are available from 7:00 a.m. to 5:00 p.m. Central Time, Monday through Friday.

## Appendix A—Suggestions for a Smooth Testing Process

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- Start testing preparations early, plan ahead, and assign a building coordinator.
- Gather testing materials as soon as online tools and booklets are available. Keep testing materials secure and in a locked room.
- Read all security requirements; building principals must sign the Building Principal Security Agreement and District Assessment Contacts must sign the DAC Confidentiality agreement and return to NDE.
- Read all applicable test administration manuals.
- Attend training. Prepare to train all test administrators and Proctors.
- Examine student lists for accuracy and building assignments. Verify all ADVISER testing rosters.
- Take advantage of all Item Type Sampler opportunities.
- Develop a scheduling plan for the testing window.
- Establish a testing setting that matches the instructional setting as much as possible (for example, an auditorium setting for testing is not like a classroom setting).
- Protect instructional time as much as possible.
- Do not wait until the end of the testing window to begin testing.
- Avoid Mondays as test days.
- Organize and communicate decisions about accessibility supports.
- Communicate the testing plan with all staff.
- Communicate the importance of the test with staff and with students.
- For online testing, prepare the computer room setting or the laptops ahead of time. Launch the NWEA Secure Testing Browser on each machine to run the Workstation Readiness Check. This ensures that each device meets minimum requirements.
- Prepare "Testing in Progress" signs for the doors.
- Encourage students to do their best.
- Develop a consistent building plan for what students are to do when they are done with the test.
- Follow the scripted directions for all testing, both online and paper/pencil.
- Use common sense.

# Appendix B—NSCAS Security Procedures

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## Introduction

The security of state-administered assessments is of the utmost importance to the Nebraska Department of Education. This document outlines the state's expectations and procedures on test booklet and online security, test administration security, and the identification and reporting of test security violations. Breaches in test security must be quickly identified and reported to the Nebraska Department of Education. This document explains to participants at the school, district, and state levels how to identify breaches in test security and what actions should be taken in response to those breaches.

## Test Security

District Assessment Contacts, School Assessment Coordinators, and Test Proctors share the responsibility for ensuring that all test materials and student responses are handled securely and confidentially in accordance with security procedures. The NSCAS assessments are to be administered by professional staff members who have been oriented in the proper test administration procedures for NSCAS.

The NSCAS assessments are confidential and proprietary and are owned by the Nebraska Department of Education. The test content is not to be viewed by anyone prior to the test administration. Only students being tested are allowed access to the test at the time of testing. Once a test is started during test administration, only the student taking the test is allowed to view that student's booklet or screen. No testing materials are to be reproduced. No test materials are to be accessed outside the school building except under conditions approved by the Nebraska Department of Education.

The NSCAS assessments rely on the measurement of individual achievement. Any deviation from testing procedures meant to ensure validity and security (group work, teacher coaching, pre-teaching or pre-release of the test items, etc.) would be a violation of test security. District and school personnel with access to the test materials must not discuss, disseminate, or otherwise reveal the contents of the tests to anyone. Teachers, Proctors, or other district or school personnel may not read test items aloud, silently, to themselves, or to another individual or student group. Parents and guardians may not read test items under any circumstances.

While some of the guidelines below apply mainly to Test Proctors, all personnel involved in testing should be aware of these procedures.

## The Do's and Don'ts of Security

Do's	Don't's
<p>Do control access to all cell phones and personal electronic devices.</p>	<p>Do not discuss, disseminate, or otherwise reveal the contents of the test to anyone.</p>
<p>Do attend any district or school training for the administration of the test in order to be properly informed of the procedures to follow, including securing test materials.</p>	<p>Do not keep, copy, reproduce, or use any reading, mathematics, or science test, test item, any specific test content, or examine responses to an item or any section of a secured test in any manner inconsistent with the instructions provided by and through the Nebraska Department of Education.</p>
<p>Do move around the testing site to ensure students are adhering to the instructions given.</p>	<p>Do not leave students unattended with testing materials.</p>
<p>Do collect scratch paper and return it to the School Assessment Coordinator.</p>	<p>Do not possess any secure test materials at any time other than during the actual administration of the test. Proctors should be given their secure materials the morning of the administration of the test, and materials must be counted and collected at the end of each day of testing.</p>
<p>Do follow appropriate accommodation procedures as found in the <a href="#">NSCAS General Summative &amp; Alternate Accessibility Manual</a>.</p>	<p>Do not allow students to leave the testing site with test materials for any reason.</p>
<p>Do make students feel comfortable and relaxed.</p>	<p>Do not allow students to look ahead to other content areas before being instructed to do so.</p>
<p>Do escort all students and carry all secure testing materials to alternate sites for extended time, etc.</p>	<p>Do not coach or provide feedback in any way, which includes answering any questions relating to the contents.</p>
<p>Do have test booklets, test tickets, and online set-up ready for students ahead of time.</p>	<p>Do not alter, influence, or interfere with a test response in any way or instruct the student to do so. Students who move to alternate testing sites for extended time should be escorted, and school personnel should carry all secure testing materials to the new testing location.</p>
<p>Do remove from the wall all curriculum materials that relate to the tested content.</p>	<p>Do not complete any unanswered item or provide actual answers to students.</p>
<p>Do maintain standardized testing procedures.</p>	<p>Do not return any test booklet or answer sheet to any student after it has been turned in to the Proctor, except in the case of students going to another testing site for extended time. (Note: If after the student returns the test booklet and answer sheet it is noticed that not all of the test items were answered, the test booklet and answer sheet cannot be returned to the student to complete.)</p>
<p>Do read the NSCAS <a href="#">Security Manual</a> and all applicable test administration manuals before testing.</p>	<p>Do not place students in situations in which they can discuss test items or answers, such as during breaks.</p>
<p>Do report problem items. See <a href="#">Problem Item Reporting</a> on page 22.</p>	

## Test Security Agreement

The Building Principal Security Agreement and District Assessment Contact Confidentiality of Information Agreement was sent by email. Every principal and DAC must have signed a security agreement to participate in NSCAS testing.

## Breaches in Test Security

The Test Security Procedure for the NSCAS assessments establishes guidelines for dealing with breaches in test security. Breaches may include student impropriety, test violations, educator misconduct, or the mishandling of test materials. In order to maintain the integrity of the test, there must be strict adherence to the rules and procedures for administering the test.

## Reporting and Investigating Test Security Violations

Any identification or suspected violation of defined testing procedures must be reported immediately. If a student suspects a breach in test security, the student should report the alleged incident to a teacher or administrator. If a teacher, parent, assessment administrator, or school administrator suspects a breach in test security, he or she should report the alleged incident in writing to the district's superintendent or the Nebraska Statewide Assessment Office.

In the case of a test contractor suspecting a breach in test security, the suspected tests should be "flagged." The contractor's scoring director and project manager will then review the flagged tests and determine whether a test security breach has occurred. The test contractor should immediately notify the Nebraska Statewide Assessment Office of any test security breach and send them a summary file of the flagged student work.

As soon as a suspected test security breach has been verified, either by the test contractor or the Nebraska Department of Education, a district superintendent or designee of the investigation will have 45 days to complete a report. The report will be sent to the Nebraska Statewide Assessment Office indicating the following:

- The details of the investigation
- The findings
- The action taken by the school, administrators, or district, if any

Upon completion of the report, the district should return any student answer sheets involved in the incident to the contractor along with the other student answer sheets.

## Consequences of Test Security Violations

School districts are responsible for conducting the investigation and taking appropriate actions in response to breaches in test security. NDE may, at the discretion of the Statewide Assessment Director, initiate a formal educator misconduct investigation that may result in disciplinary action. In addition, NDE may invalidate any or all test scores involved in the investigation.

## Appendix C—Sample Language for Proctors

Proctors are charged with maintaining the standardization of the NSCAS assessments. In the interest of fairness and test security, Proctors must read the script verbatim. However, occasionally questions and situations arise that are not covered in existing scripts. The following table offers Proctors examples of language that would be allowed and language that would be prohibited in these situations.

The following examples are not meant to limit or dictate the interactions between Proctors and students, but instead to offer more guidance. These examples apply to all NSCAS content areas. In general, Proctors should encourage positive behaviors, but they should not interfere in the assessment. There is a fine line between encouragement and interference, and these examples help to illuminate the difference. Overall, guidance should be generalized, should not be threatening, and should not give specific criteria for what a student needs to accomplish or do.

### Language for Proctors

**Scenario or Situation: A student is not actively engaged in testing or has been on a test item for a long time.**

**Allowed:**

- “Please refocus on the test and make sure to do your best.”
- “Remember your test-taking skills. Make the best choice and move on.”

**Prohibited:**

- “Get back to work or you are going to lose recess.”
- “You need to complete five items in the next 10 minutes.”

**Scenario or Situation: A student is clicking through the test without reading the passages or items.**

**Allowed:**

- “Please slow down to make sure you are showing us what you know and can do.”
- “You need to slow down and give your best effort; show us how much you know.”

**Prohibited:**

- “You must slow down or you are going to be in detention.”
- “You have to show your work on every math item.”

**Scenario or Situation: A student asks a question about specific content or a word from an item or passage on the NSCAS assessments.**

**Allowed:**

- “I am not able to help you. Read the question carefully and try to do your best.”
- “Some questions may be harder than others. We just want you to work hard and do your best.”

**Prohibited:**

- “Think about the rock lesson from last week. This will help.”
- “You might want to reread options C and D.” Pointing at the screen is also prohibited.

**Scenario or Situation: A student exhibits a disruptive behavior. Something outside of the classroom causes a disruption (e.g., lawn mower, students in the hall, etc.).**

**Allowed:**

- “Sorry for the interruption. I know that is distracting, but everyone needs to do your best to focus on completing the test.”

**Prohibited:**

- Leaving students unattended while they continue to test by stepping outside the classroom to deal with the disruptive student or situation

## Language for Proctors

- For a minor disruption, it is allowable to just ignore the issue or to stop the behavior by using proximity.
- For a large disruption, it is allowable to pause the test for all students and then resume when the disruption is resolved.
- Escalating the situation and causing more of a distraction

**Scenario or Situation: A student asks a question about directions or how the technology works.**

**Allowed:**

- “Remember you have to click here to turn off the highlighter.”

**Prohibited:**

- Taking over the mouse or input device and performing actions for the student

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