



TEST ADMINISTRATION MANUAL

Spring 2019 Science Pilot

Contributors

Nebraska Student-Centered Assessment System General Summative assessments are administered by the Nebraska Department of Education (NDE):

301 Centennial Mall South
Lincoln, Nebraska 68509

(402) 471-2495

The assessment contractor is NWEA. NWEA can be reached by calling Customer Service at (855) 225-9926 or by emailing NWEANebraska@nwea.org.

Copyright © 2019 by the Nebraska Department of Education. No part of this publication may be reproduced, copied or distributed in any form or by any means, or stored in a database or retrieval system, without the prior written permission of the Nebraska Department of Education.

Table of Contents

Contents

Part 1—General Overview	4
Test Administration Key Dates	4
Student Participation in the Test	4
Scheduling the Test.....	5
NSCAS Security	5
Part 2—Administering the Science Pilot	5
Browser Requirements.....	5
Preparing for the Science Pilot.....	6
Administering the Science Tests	6
General Test Settings.....	6
Proctor Responsibilities.....	7
Part 3—Test Administration Instructions.....	8
Additional Questions	11
Appendix—The Do’s and Don’ts of Security	12

Part 1—General Overview

In order to gain feedback from Nebraska districts on newly developed science tasks, NWEA and NDE worked collaboratively to develop science tasks in grades 5 and 8 to pilot with Nebraska districts. This pilot is intended to glean more meaningful information directly from students to inform NWEA and NDE on assessment development for summer 2019. It is also intended to expose these new science questions to Nebraska districts to prepare them for future administrations and to allow them the opportunity to provide feedback on the new question types. NDE and NWEA recognize the potential impact this pilot toward meaningfully measuring scientific literacy.

This pilot is not intended to test student skills or knowledge, and students' scores will not be reported. This test may not be representative of what will appear on a future assessment. Student responses will be reviewed by NDE.

The Science Pilot tests are comprised of questions written and/or reviewed by Nebraska educators in collaboration with NDE. These tests will be administered through Qualtrics, an online survey tool.

This *Test Administration Manual* has been designed to help districts and schools administer the pilot tests accurately and efficiently. Please take the time to read this manual to become familiar with the administration of the assessments.

Test Administration Key Dates

Date	Activity
February 25, 2019	Attend Science Pilot virtual training
March 4–15, 2019	Pilot test window

Student Participation in the Test

The purpose of the Science Pilot assessment is to test new assessments designed to measure three dimensional science learning. Participation is optional and at the discretion of each district.

There are a set of student feedback questions after each task. Students can rate their interest and the difficulty of the task as well as how well they understood how to respond to each question of the task.

In addition to gathering student feedback on the tasks, select educators will also be asked to conduct a Cognitive Lab exercise to understand individual students' thought processes when answering the science questions. In each cognitive lab, an educator will interact with a student during the assessment, ask specific questions, and report the student's responses. Separate training and directions will be provided to those selected educators.

Scheduling the Test

The Science Pilot assessment is untimed and designed to provide students with as much time as needed to complete; however, the estimated test-taking time is no more than 45 minutes to complete the two tasks of each test form. The test should be taken in one sitting.

This pilot will take place March 4 through March 15, 2019.

NSCAS Security

In a centralized testing process, it is critical that equity of opportunity, standardization of procedures, and fairness to students is maintained. Although this Science Pilot is not considered secure and tasks will be released to the public, it is recommended that educators follow standard practices in test security as they would during a standardized assessment.

It is important to note that 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. The [NSCAS Security Manual](#) is intended to outline clear practices for appropriate security.

Part 2—Administering the Science Pilot

Browser Requirements

Qualtrics operates on supported versions of the following browsers:

- Apple Safari®
- Google Chrome™
- Microsoft Edge
- Microsoft Internet Explorer
- Mozilla Firefox

Versions of these browsers no longer supported by their maker may not function as intended and may expose the user to inherent security vulnerabilities. Qualtrics recommends that users always use the most up-to-date version of their browser. For more information on the Qualtrics platform and technical support, please visit:

<https://www.qualtrics.com/support/survey-platform/getting-started/help-and-feedback/#LoginBrowserCompatibility>

Preparing for the Science Pilot

Posted to Qualtrics is one released task for each grade. Educators and students can use the released tasks for students to experience what these new, innovative questions types are like and what the pilot will look like.

Grade 5 – Changing Coral: <http://bit.ly/prepilot5>

Grade 8 – Blue Skin: <http://bit.ly/prepilot8>

Please take note of the question types that are used in this pilot:

- Multiple Choice – allows the student to choose one or multiple options from a list of possible answers
- Text Entry – allows the student to respond to open-ended questions
- Pick, Group, and Rank (drag and drop) – allows students to drag and drop items into groups. Within each group, respondents can rank items by dragging and dropping them into place.
- Hot Spot – the student is presented with an image or text that has predefined regions to select from.

Administering the Science Tests

Although not a standardized assessment, Proctors should follow the same procedures when administering the Science Pilot. Those directions can be found in [Part 3—Test Administration Instructions](#).

There will be two unique test forms per grade. Each test form will contain two tasks. Students will only be expected to complete one of the test forms. The URL to these test forms will be provided by NDE. These test forms should be assigned to students at random. It is recommended that for any group of students in either grade 5 or 8 that will participate in the pilot, half should be assigned one test form in the respective grade and the other half should be assigned the other test form.

General Test Settings

As noted, participation in the Science Pilot is optional. There are no standard embedded accommodations/accessibility supports provided through the Qualtrics platform, but educators should assist any student who needs accommodations as described in the [NSCAS General Summative & Alternate Accessibility Manual](#).

Students may 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 available test settings that should be used in accordance with the [NSCAS General Summative & Alternate Accessibility Manual](#):

- Zoom/magnifier – students should use the native device zoom feature to magnify the content on the page.
- Text-to-Speech – students should use native screen readers or read aloud in accordance with the NDE accessibility manual.
- Calculator – students may use a four-function calculator to answer questions in grade 8. Students in grade 8 must be provided access to a calculator. Students may not share calculators during the assessment. The calculator function of a smartphone may not be used during a test.

Proctor Responsibilities

Some of the major tasks Proctors are responsible for include:

- Arranging the testing room
- Ensuring that all students have scratch paper
- Ensuring that all students have a basic, four-function calculator
- Restricting electronic devices of any type (smart phones, cell phones, PDAs, wristwatches with electronic displays, calculators, iPods®, MP3 players, etc.). These devices should be placed into secure storage, or into student backpacks, and kept elsewhere throughout the test.
- Prohibiting talking or sharing of responses with other students
- 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.

Proctors will need the 10-digit State Student ID for students participating in this pilot. This should be provided to each individual student at the time of testing, preferably on individual cards for each student that can be collected at the end of the test and securely destroyed.

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.
- A “Testing in Progress” sign should be posted on the door to prevent interruptions.

Part 3—Test Administration Instructions

Administration of the Science Pilot 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.

When the test session is started, follow the script below.

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

Instructions for Science Pilot

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 Science Pilot. Give this test your best effort. There will be no scores reported. 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 should answer each question before you move on to the next question. Once you move to the next page, you will not be able to go back.

You may use scratch paper on this test.

Read to grade 8:

- **You may use a calculator 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.

Provide students with the URL to the form provided by NDE. Assist students as needed.

SAY: Enter your 10-Digit State Student ID in the text box.

Assist students as needed.

SAY: This test will include several different types of questions. Multiple choice questions will ask you to select an answer usually from among four choices. Multiple select questions will ask you to select multiple correct answers usually from among five or more choices. Some questions will ask you to construct an answer by following the directions given. For these enhanced questions, follow the instructions in the question. You may use information provided in any part of the task to answer the questions.

- **On a page, you should answer each question before you move on to the next question. Once you move to the next page, you will not be able to go back.**
- **If you need to leave your computer, raise your hand and ask the Proctor. Students may take breaks at the discretion of the proctor. The test must be completed in one sitting.**
- **At the end of each task, there will be a list of questions where you can provide your feedback to the task. Please answer those to the best of your ability.**
- **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: When you are ready, you may start the test.

Text-to-Speech is available using your device's native read aloud feature but 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 General Summative assessment.

While students are working, walk around the room to see that they are following directions. Although these questions are not considered secure, educators and students should follow the same guidance and policies for maintaining test security.

If a student does not finish in allotted time, the student should proceed through the remaining pages and select submit.

Additional Questions

If you have any additional questions not covered in this manual, please contact an NWEA Nebraska Customer Service Representative by phone at (855) 225-9926 or by email at 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—The Do’s and Don’ts of Security

Do's	Don't's
Do control access to all cell phones and personal electronic devices.	Do not discuss, disseminate, or otherwise reveal the contents of the test to anyone.
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.	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.
Do move around the testing site to ensure students are adhering to the instructions given.	Do not leave students unattended with testing materials.
Do collect scratch paper and return it to the School Test Coordinator.	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.
Do follow appropriate accommodation procedures as found in the NSCAS <i>General Summative and Alternate Accessibility Manual</i> .	Do not allow students to leave the testing site with test materials for any reason.
Do make students feel comfortable and relaxed.	Do not allow students to look ahead to other content areas before being instructed to do so.
Do escort all students and carry all secure testing materials to alternate sites for extended time, etc.	Do not coach or provide feedback in any way, which includes answering any questions relating to the contents.
Do have test booklets or test tickets/online set-up ready for students ahead of time.	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 an extended time should be escorted, and school personnel should carry all secure testing materials to the new testing location.
Do remove from the wall all curriculum materials that relate to the tested content.	Do not complete any unanswered item or provide actual answers to students.
Do maintain standardized testing procedures.	Do not place students in situations in which they can discuss test items or answers, such as during a break.
Do adhere to ACT’s regulations for students with extended time.	
Do read the NSCAS <i>Security Manual</i> and all applicable test administration manuals before testing.	