



Delaware
Comprehensive Assessment System



Delaware Comprehensive Assessment System (DCAS) Test Administrator User Guide

For use with the Spring 2010 Field Test

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Descriptions of the operation of the Test Delivery System, Test Information Distribution Engine, Online Reporting System, and related systems are the property of the American Institutes for Research (AIR) and are used with permission of AIR





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Introduction

The Delaware Comprehensive Assessment System (DCAS) is an online testing system designed to measure students' mastery in various subjects.

Beginning in the 2010–11 school year, students will take these state assessments online instead of using paper and pencil test booklets. Field testing with the new DCAS application will occur April 5—June 11, 2010.

The online assessments use a computer-based adaptive system in which questions are selected from an item bank according to each student's ability and grade level. DCAS actually comprises several related systems, or applications. As a Test Administrator, you will have access to the following:

- **Student Interface**
The Student Interface is the part of the DCAS system students will use to take the online tests.
- **Test Administrator (TA) Interface**
The TA Interface is used during test administration to create test sessions, approve students for testing, and monitor progress of individual students.
- **Training Sites**
 - **TA Interface Training Site**
The TA Interface Training Site allows Test Administrators to practice administering a test in order to gain familiarity with the system. It can be used on its own or with students in a mock test session.
 - **Student Interface Training Site**
The Student Interface Training Site allows students or others to gain familiarity with the online testing system. It can be used on its own (a student can log in as a guest and simply take a test) or as part of a mock test session with a Test Administrator.
- **Participation Reports**
The Participation Reports application enables authorized users to monitor testing progress (i.e., information on students that have tested and the ability to identify those that have not). Scores will not be reported for students during the Spring 2010 Field Test.
- **Test Information Distribution Engine (TIDE)**
The TIDE system allows authorized users to review contact information for schools, identify whether TAs have passed the certification course, and review student information.

All of these applications will be accessible via a web-based portal that allows users to choose the application they want

to access (see Figure 1).



Figure 1: DCAS Portal—TA Screen

This User Guide is designed to familiarize TAs with the DCAS applications and contains tips and screenshots throughout the text.

Section I provides some information about steps to take prior to accessing the system and about logging in.

Section II provides step-by-step information on how Test Administrators can navigate the TA Interface application.

Section III shows the Student Interface, which is the application students will use for online testing.

Section IV describes the training sites available for Test Administrators and Students (the TA Interface Training Site and the Student Interface Training Site).

Appendices provide more information on secure browsers and keyboard shortcut keys.

User guides for TIDE and Participation Reports are available on the DCAS Portal at <http://de.portal.airast.org>.

For additional assistance, please contact the Delaware Help Desk at the American Institutes for Research. When contacting the Help Desk, you will be asked to provide as much detail as possible about the issue(s) you encountered. These details may include:

- the Test Session ID number
- at least one student SSID that was affected by the issue
- any error messages and codes that displayed
- operating system and browser information
- information about your network configuration and method used to install the secure browser



User Support

The Help Desk will be open Monday through Friday from **5:00 a.m. to 10:00 p.m.** EST (except holidays).

American Institutes for Research Help Desk Contact Information:

*Phone: 1-877-560-8331
E-mail: DCASHelpDesk@air.org*



I. Accessing DCAS Application

Before Accessing DCAS Applications

1. Ensure that the DCAS Secure Browser is installed on computers used for testing

Students must use the secure browser in order to access the Student Interface to take a test. Your School or District Administrator is responsible for making sure that the secure browser has been installed on all computers to be used for testing at your school. If you are not sure if this has been done or have any questions, contact your School Administrator or IT staff. Instructions on how to download and install the secure browser can be found at <http://de.portal.airast.org>.

Please note that although students MUST use the secure browser during test administration, Test Administrators access online testing applications using standard Internet browsers such as Internet Explorer, Firefox, and Safari (see table below for details on supported browsers for each platform).

2. Ensure pop-up blockers are disabled

Pop-up blockers must be fully disabled while using any of the DCAS application, regardless of the browser you are using. Your School Administrator or IT staff may be able to disable pop-up blockers ahead of time, or you may need to do this prior to accessing the online testing system.

To disable pop-up blockers, go to:

*Firefox: Tools > Options > Content
Internet Explorer: Tools > Pop-up Blocker
Safari: Edit > Block Pop-up Windows*

Table 1: DCAS Applications and Supported Browsers

DCAS Online Application	Operating System	Operating System version (if applicable)	Supported browsers to access applications
TIDE Test Administrator Training Site Test Administrator Participation Reports	Windows	Windows 2000	Firefox 2.0–3.6; Internet Explorer 6
		Windows XP	Firefox 2.0–3.6; Internet Explorer 6, 7 and 8
		Windows Vista	Firefox 2.0–3.6; Internet Explorer 7 and 8
		Windows 7	Firefox 2.0–3.6; Internet Explorer 8
	MAC OS X	10.3	Firefox 2.0–3.6
		10.4	Firefox 2.0–3.6; Safari 2 and 3
		10.5	Firefox 2.0–3.6; Safari 3 and 4
Linux	10.6	Firefox 3.5; Safari 4	
Student Interface Training Site	Windows	K12 LTSP	Firefox 2.0–3.6 or Windows Secure browser
	MAC OS X		Firefox 2.0–3.6 or MAC Secure browsers
	Linux	K12 LTSP	Firefox 2.0–3.6 or Linux Secure browser
Student Interface	Windows		Windows Secure browser
	MAC OS X		MAC Secure browsers
	Linux	K12 LTSP	Linux Secure browser

Web Addresses (URLs) for DCAS Applications

Training Sites:

- *Test Administrator Training Site:*
<https://dept.tds.airast.org/testadmin>
- *Student Interface Training Site:*
<https://dept.tds.airast.org/student>

Test Administrator Interface:
<https://de.tds.airast.org/testadmin>

Participation Reports:
<https://de.tds.airast.org/reports>

Test Information Distribution Engine (TIDE):
<https://de.tide.airast.org>

Student Interface is only accessible with the Secure Browser



I. Accessing DCAS Application

The Delaware Comprehensive Assessment System (DCAS) requires all authenticated users to sign on using the Delaware Department of Education Single Sign-On (SSO) process. DCAS applications that require authenticated sign-on include the following:

- Test Information Distribution Engine (TIDE)
- Test Administration
- Online TA Certification Course
- Training Site
- DCAS Online Participation Reports

1. We encourage you to begin by accessing the Delaware Department of Education SSO login page: <https://login.doe.k12.de.us/>.



2. After you have successfully logged into SSO, you will see a list of authorized applications, which should include the Delaware Comprehensive Assessment System.

Click the link for DCAS to access the Portal and all DCAS applications and resources.



3. After you have selected DCAS, you will be directed to the DCAS Portal.

Click either **[School]** or **[District]** to access the DCAS applications.



4. Select the application you want to access. If you are authorized to access that application, you will be directed to the Home page or default screen for that application. You will not have to log in again.

Please note: Not all users are authorized to access all DCAS applications. Please verify the application(s) you have access to.



Note: You may also go directly to the DCAS Portal without first going through SSO. However, if you try to enter an application that requires an authenticated login, you will be automatically redirected to the SSO page.



II. Navigating the Test Administrator Interface

The TA Interface is the application you will use to administer tests.

TIP: For assistance with the TA Interface, click the [Help] button in the top-right corner of the screen to access the online reference guide at any time.

Username and Passwords

Your username is your school e-mail address.

Your password was e-mailed to you when your Test Coordinator registered you as a Test Administrator in the TIDE system.

If you cannot remember your password, you can click the “Forgotten Password” link in the bottom right corner of the login screen and your password can be sent via e-mail.

The TA Interface uses tabs as the principal means of navigation. These clickable tabs resemble file folders and allow the Test Administrator to navigate easily through the system. The navigation tabs are shown below in Figure 2.



Figure 2 : Navigation Tabs

Two primary tabs (Manage Sessions and Student Lookup) are displayed at all times. The Manage Session tab contains subtabs that allow TAs to view session information and perform specific actions.

Creating a New Testing Session

Test Administrators can create a new testing session by clicking the Create Session subtab on the Manage Sessions tab. After clicking Create Session, the The Create New Testing Session screen will appear as below in Figure 3.

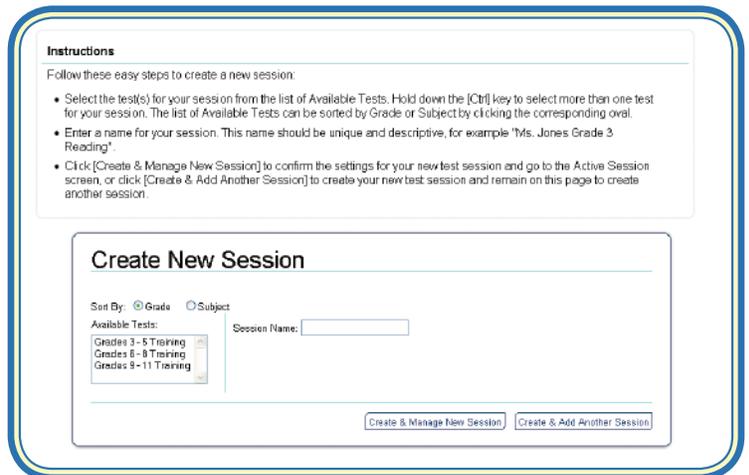


Figure 3: Creating a New Test Session

To create a new testing session:

1. Select the test(s) to be included in your testing session from the list of Available Tests. Hold down the <Ctrl>key to select more than one test.
2. Enter a unique and descriptive session name such as “Ms Roberts 8th Grade Math.”

Guidelines for choosing a test session name:

- Test session names may include any useful information such as teacher, class name, grade, and subject.
 - Test session names can only include letters, numbers, spaces, and dashes (no periods, apostrophes, hyphens, or special characters).
3. After you have entered a test session name:
 - Click [Create & Manage New Session] to proceed and manage your new test session; or
 - Click [Create & Add Another Test Session] to save the first test session and create additional test sessions. After selecting this option, the name(s) of your newly created test session(s) is displayed on the screen for your reference.



II. Navigating the Test Administrator Interface

After you have entered your test session information, this information is saved in the database, and a test Session ID is generated automatically. The Session ID will be the first four letters of the TA's last name, followed by a hyphen and number. For example, Mr. Smith might have a Session ID of SMIT-01. The Session ID is unique for each test session in the state.

You can see the Session ID in the top-left corner of the Active Session screen. The All Sessions screen also lists Session IDs for all of your current sessions. Students must enter this Session ID when logging in to test.

Editing an Existing Test Session

Once you've created a new session, you may find that you want to add another test to the session or update the session name. You can do this by clicking the [Edit] button from the Active Session screen. You will then see the screen shown in Figure 4.

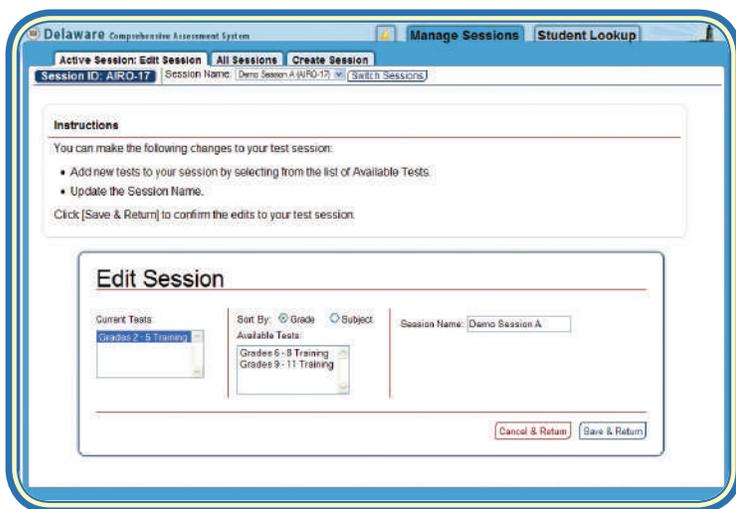


Figure 4: Editing an Existing Session

A list containing your current tests is displayed on the left side of the screen. Tests cannot be removed from your session after the session has been created, but you may add additional tests if you will be testing students in more than one subject or grade at a time. You can also change the session name. Then click [**Save & Return**] to confirm the edits to your test session and you will return to the Active Session screen.

Managing Your Active Session

Once you have created your test session(s), you are ready to begin testing. The Active Session screen allows you to perform various actions needed during test administration. When the Active Session tab is selected, one of the following headings is displayed to indicate what you can do on that screen:

- Active Session: Approve Students
- Active Session: Student Progress
- Active Session: Edit Session

Please note that in addition to the Active Session tab, there is another way to manage testing activity—the All Sessions tab. The All Sessions tab can be found on the main Manage Sessions tab (see Figure 5). The All Sessions tab allows you to monitor students across multiple current sessions, while the Active Session tab only allows you to view a single test session (see Figure 6).

Drop-Down Options

You can easily navigate between sessions using the drop-down menu below the Active Session tab.

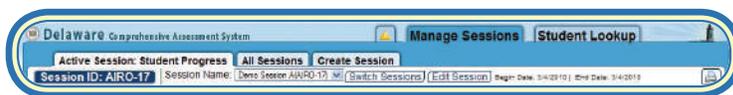


Figure 5: Manage Sessions Tabs

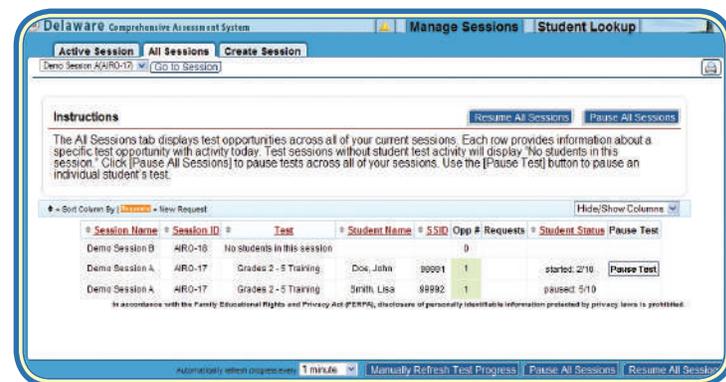


Figure 6: All Sessions Screen

If you are testing students across grade levels or subjects (e.g., make-up testing), you may find it easier to monitor students through the All Sessions tab. It is important to remember, however, that approving students to test must be done through the Active Session tab.



II. Navigating the Test Administrator Interface

Approving Students

When students have logged in, verified their identity, and selected their test, a pop-up message appears to notify the TA, as shown below.

2 Students are waiting to start a test.

To approve students for testing, click [Go] below. You can approve students individually as they log in, or approve multiple students as a group.

You can also continue to view Student Progress in the Active Session by choosing [Not Now]. Only those sessions with students waiting for approval are displayed in the drop-down menu.

[Not Now] [Go] to approve students for Demo Test A(AIRO-50)

Figure 7: Students Waiting in Active Session Notification

Remember, you must approve all student information before the student can begin a test.

Note: The notification message is displayed only when you are on the All Sessions screen or the Active Session screen while students are awaiting approval. This message will remain on the Active Session tab until you have approved the pending students. If you click the [All Sessions] tab, the notification message that students are waiting to enter a test session will also appear.

Selecting [Go] from the notification message will direct you to the Approve Students screen. If you select [Not Now], you will be directed to the Student Progress screen, where you can continue to view students' status in the Active Session and momentarily delay approving the students waiting to test. You may do this when you want a group of students to get to the same place in the login process before approving them. A message will appear at the top of this screen that students are still awaiting approval. The status for those students still awaiting approval will be marked as "Pending" or "Suspended."



Figure 8: Approve Students Screen for the Active Session

Before approving students, you need to adjust settings for each student's test using the drop-down menus. Click the [Approve] button to confirm test settings for that student.

Note: Student test settings cannot be adjusted during the field test. These will be enabled beginning with the 2010-11 statewide assessments.



Figure 9: An Approved Student displayed on the Approve Students Screen

After approving a student, the student's row is grayed out and the Action column changes to "Approved" to indicate that the student can begin to test (see Figure 8). While you remain on the page, approved students will stay displayed on the screen until the page is manually refreshed. Once the screen is refreshed, approved students are moved to the Student Progress screen and are no longer listed on the Approve Students screen.

It is important to note that the Approve Students screen **does not** automatically refresh. Therefore, students logging in to the same test will not be reflected on the Approve Students screen unless the screen is manually refreshed. The Approve Students screen can be refreshed by either:

- Clicking [Refresh Page] button at the bottom of the page OR
- Navigating away from and then returning to the Approve Students screen

Approving All Students

TAs have the ability to approve all students displayed on the Approve Students screen for a specific test, or for all tests within the session. Because the Approve Students screen may contain multiple tests, you must be careful when using the Approve All feature.

You can choose to approve all students displayed on the screen for a specific test by clicking the large [Approve All Students] button associated with that test. Alternatively, the smaller [Approve All Students] button in the footer of the screen will approve all students on the screen. A pop-up message appears as a safeguard before irreversible action is taken, and specifies if you are approving all students for a specific test or all students for the session (see Figure 9).



II. Navigating the Test Administrator Interface



Figure 10: Verification Message to Approve All Students

Note: The **[Approve All Students]** button applies only to the students displayed on the Approve Students screen when the button is clicked. Subsequent students signing in to the session will still require approval. Students that are not displayed on-screen at the time will still need to be approved (this does not apply to students that are listed on the page but outside the visible area of your screen).

Denying a Student Entry into a Session

While the TA Interface allows you to approve more than one student at a time, students can only be denied individually. You can deny a student entry into the session by clicking the **[Deny]** button. You may want to deny a student entry into a session if he or she have inadvertently tried to enter the wrong testing session or for other reasons. For example, if you are conducting both Math and Reading tests and a student tries to enter a Math test but is scheduled for Reading, you can deny that student entry and direct him or her to the proper session. You can indicate why a student is being denied entry to the session by entering the explanation in the provided field. The student will receive a message containing the reason for being denied entry to the session. The student will then be logged out and directed to the login page.

Pausing Test Sessions

Once testing has begun, you may pause individual sessions from the Active Session screen or pause All Sessions from the All Sessions screen.

By clicking the **[Pause Test]** button for a specific student, you can pause an individual student's in-progress test. The **[Pause Test]** button automatically appears next to a student's test only if the test is in progress (i.e., the student is on a page containing test items).

IMPORTANT

All paused tests follow the same test resumption rules, regardless of whether the student pauses his or her test, a TA pauses a session or an individual student's test, or a session is paused due to user inactivity.

If you have paused a session for any reason, you may resume the session. Click either **[Resume Session]** from the Active Session screen or **[Resume All Sessions]** from the All Sessions screen.

Monitoring Student Progress

All students who log into your session are listed in the Manage Sessions tab, even after they have completed their test or been denied entry into the session (see Figure 11).

Student Name	SSID	Opp #	Test	Language & Print Size	Requests	Student Status	Pause Test
Gold, Anna	99903	1	Grades 2 - 5 Training	Language: English Print Size: Normal		paused: 5/10	
Doe, John	99901	1	Grades 2 - 5 Training	Language: English Print Size: Normal		started: 2/10	Pause Test
Smith, Lisa	99902	1	Grades 2 - 5 Training	Language: English Print Size: Normal		completed	

In accordance with the Family Educational Rights and Privacy Act (FERPA), disclosure of personally identifiable information protected by privacy laws is prohibited.

Figure 11: Monitoring Student Progress in the Active Session

Each student's test record indicates the opportunity number for that student's test subject. This can help you track how many times students have taken a test. The opportunity number is color-coded so you can easily identify this information when multiple tests are displayed on their screen (see the "Opp #" column in Figure 11). Opportunity numbers are color-coded as follows:

- First opportunity – Green
- Second opportunity – Yellow
- Third opportunity – Red

A student's status provides information on his or her test progress.

Student Status Definitions:

- **#/40:** This shows the progress of the student while he or she are taking the test. The first number is the number of questions that have been administered to the student, and the second number is the total number of questions that will be administered for that test. The first number does **not** indicate the question the student currently has on their screen. (Note: The total number of questions may vary by test subject or grade).
- **Started:** A "Started" test indicates that a student is currently taking their test.
- **Pending:** A "Pending" status indicates that a student is awaiting TA approval for a test being resumed.
- **Suspended:** A "Suspended" status indicates that a student is awaiting TA approval for a test they are resuming.



II. Navigating the Test Administrator Interface

- **Approved:** An “Approved” status indicates that the TA has approved the student for the test session, but the student has not yet started or resumed the test.
- **Denied:** A student’s status displays “Denied” if the TA has denied the student entry to the test session. If a student attempts to enter the session again, his or her status will be changed to “Pending” until the TA approves or denies the student.
- **Expired:** An “Expired” status indicates that the student’s test has not been completed and cannot be resumed because the test record has expired.
- **Paused:** A “Paused” status indicates that a student’s test is currently paused. The following scenarios result in a “Paused” status:
 - A student pauses his or her test by clicking the [Pause] button.
 - A TA pauses the test session.
 - A TA pauses an individual student’s test.
 - A student’s browser or computer shuts down or crashes (dirty shutdown).

The following status types are listed chronologically as they are displayed during the testing/scoring process.

- **Review:** A “Review” status indicates that a student has completed all test questions and is currently reviewing his or her answers before submitting the test for scoring. A test with a review status is not considered complete.
- **Completed:** A “Completed” status indicates the student has submitted his or her test for scoring. No additional action can be taken by the student.
- **Scored:** A completed test will display a “Scored” status, followed by the student’s score on the test (not applicable for the Spring 2010 Field Test).
- **Submitted:** The student’s test has been scored and submitted for quality assurance review before it is sent to the reporting system.
- **Reported:** The test score has been submitted to the reporting system. The student’s score will not be displayed.

The same student may appear more than once in an Active Session. A student is listed under each test he or she is taking in a session. For example, if a session contains a Mathematics test and a Reading test, a student can take both tests in the same session (but may only be logged into a single test at a time).

Auto-Refresh

When you are logged in and monitoring student progress (using either the Active Session or All Sessions tabs), the screen will auto-refresh every minute. You may change the default setting to 2 minutes or 5 minutes. You may also click the [Manually Refresh Test Progress] button.

Printing Session Details

The TA Interface provides an embedded print function that enables you to print details about the test sessions you are administering. This may be useful to track which students do not finish testing and may need to be scheduled for make-up testing. This feature is available on pages containing the Print button; alternatively, you can also print using the File > Print function in your browser.

TIP: If printing, set your Print Options to Landscape mode (horizontal) to accommodate screens containing many columns and/or long session names. You can also try adjusting the scale of the content (using your browser’s “Print Preview” feature) to fit on a printed page.

IMPORTANT

Federal law (FERPA) prohibits the release of any student’s personally identifiable information. Printed session details contain personally identifiable student data and must be securely stored and destroyed when no longer needed.

Exiting the TA Interface

Once testing is completed, you will log out of the TA Interface. To log out, simply click the button in the top-right corner of the screen. After logging out, you will be redirected to the DCAS testing portal.

If you log out while students are still testing, all tests are automatically paused and students will be directed to the login screen. You must log into the TA Interface to resume the test session(s) before students can re-enter the session(s). The students will need to be re-approved before they can resume their tests. No test data are lost, and students will resume the test where they left off.



II. Navigating the Test Administrator Interface

IMPORTANT

As a security measure, TAs are automatically logged out of the system after 20 minutes of user inactivity and no student test activity within their test sessions. If you are automatically logged out, the status of all current sessions will change to "Closed," and all in-progress tests will be paused. To resume a session that has timed out, you must first log back into the TA Interface. Upon logging in, active sessions are automatically resumed, although all students will need to be approved before they may resume their tests.

Viewing Past Alerts

A record of alert messages that you have acknowledged can be viewed by clicking the Alert Center tab. This screen contains alert messages that have not yet expired (each message contains an Expiration Date).

In the case of an unintentional exit of the online testing system caused by a system or computer error (such as a browser close or crash, network or communication error, power loss, or other computer crash), all in-progress test sessions will be paused. Once the problem has been resolved, TAs and students will need to log in again and go through the approval process before testing can resume. *No test data will be lost and students will resume where they left off.*

Test Expiration

A student's test remains in the system until the student completes the test or until the test expires. For the DCAS field test, tests will expire at the end of the testing window. Once a test has expired, no further action can be taken by the student. The Participation Report provides a filter that can be used to identify any incomplete tests that are due to expire.

Alert Messages

The Delaware Department of Education is able to send statewide alert messages for all Test Administrators. These alerts will display on the TA Interface regardless of the page they are currently viewing. To ensure that you have read these messages, you will need to acknowledge the messages by clicking [OK].

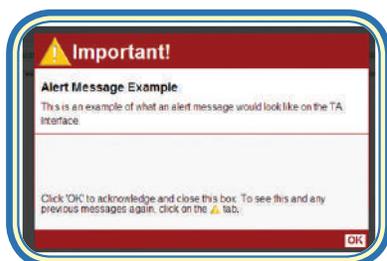


Figure 12: Alert Message Example



III. Navigating the Student Interface

As a Test Administrator, you need to be familiar not only with the DCAS system from the point of view of a Test Administrator, but also from the point of view of a student. This section of the User Guide examines the Student Interface.

Getting Started

Students must use the DCAS Secure Browser to access the Student Interface. To avoid delays in beginning testing and to prevent students from using other applications, you should open the secure browser on each computer to be used for testing before the testing session. The secure browser automatically directs students to the login page.

Forbidden Application Detection

The online testing system automatically detects certain prohibited applications that are running on a computer while the secure browser is open. If a forbidden application is detected, the student is denied entry and receives a message that indicates the specific forbidden application that is running.

Before administering tests, you should take proper measures to ensure that forbidden applications are not running on student computers. Contact your IT staff for assistance identifying and closing applications prior to testing.

Student Login

When the secure browser is automatically opened it directs students to the login page (see Figure 13).

Students log in using their *legal* First Name (not a nickname), SSID, and the test Session ID provided by the TA.

IMPORTANT

Students can access the Training Test site via a link on the login screen. If a student accesses the Training Test in this way, the secure browser will be applied, although the Training Test site does not require the use of a secure browser.

Figure 13: Student Login Page

Listed below are some of the common types of errors that may be encountered by students attempting to log in.

- *Student's first name and SSID do not match.*
Verify that the student has entered his or her SSID correctly. Ensure that the student is in the system.
- *Session ID number does not exist.*
The student entered a Session ID that does not exist. Ensure that the Session ID is entered correctly and does not contain any unnecessary spaces.
- *The testing session is closed.*
The Session ID entered refers to a session that is closed. You should ensure that the session is "open" before students log in.



III. Navigating the Student Interface

Verify Student Information

After logging in, students will see the screen shown below.

Is This You?

Name: **GRANT, MARY**

Enrolled Grade: **04**

Birthday: **12/7/2000**

School: **Training School1**

SSID: **99154**

Please review the information above. If all of the information is correct, click [Yes]. If not, click [No].

Figure 14: *Is This You?*

At this point, the student verifies his or her Legal Name, Enrolled Grade, Birthday, School, and SSID. If the information is correct, the student accepts by clicking [**Yes**]. If any of the information is incorrect the student should click [**No**]. He or she will be directed to the login page.

If information in the system is incorrect, the student's information must be updated in eSchool. Information from that system will then be automatically transferred into DCAS. Typically, it will take a day for updated information from the student information system to be updated in DCAS. Once the information is updated, the student may begin testing. If a student's personal information is incorrect, please contact your School Administrator for assistance.

The Test Selection Screen appears after a student confirms his or her identity.

Your Tests

Test Settings (Optional):
 Language: English Print Size: Normal

Choose an available test to take.

Test Name	Opportunities*	Action
Grade 04 Reading	1/3	1 Start Test →
Grade 04 Mathematics	1/3	1 Resume Test →

*This is the test opportunity you will work on when you select this test.

[Back to login](#)

Figure 15: *Test Selection Screen*

The table displays those tests a student is eligible to take. The “Opportunities” column refers to the present test opportunity out of the total number of opportunities available for that test subject. In the example in Figure 15, this student has not attempted a Reading test and has three opportunities remaining. The [**Start Test**] button indicates that the student can start his or her Reading test, whereas the [**Resume Test**] button indicates that the student has a Mathematics test in progress that can be resumed.

All tests available to students in a particular grade are displayed, but only those tests available within the session will contain clickable buttons. A student logging in to a session with only Mathematics tests will not be able to take a Reading test.

Note: Students have **one test opportunity** for each test subject during the Field Test.



III. Navigating the Student Interface

Wait for Test Administrator Approval

After students select a test, they receive the message shown below while waiting for the TA to approve their entry into the test session.



Figure 16: *Waiting for Test Administrator Approval Message*

Verify Test Information

Following approval by the TA, students verify their Test Name and settings.

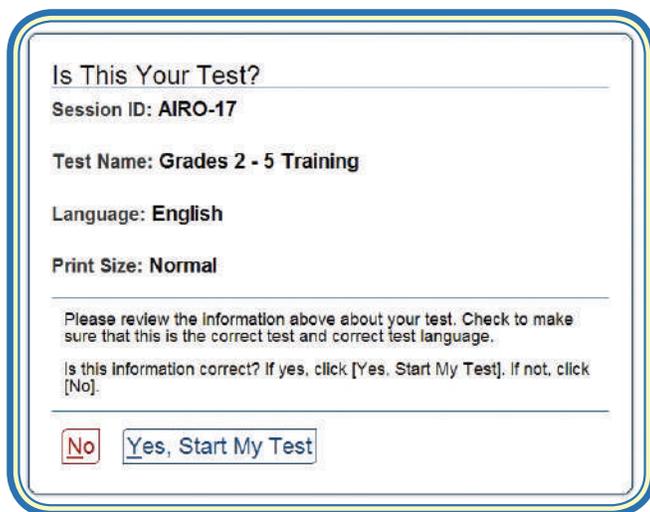


Figure 17: *Is This Your Test? Screen*

Once students verify their test information, they select [Yes, Start My Test] to continue.

If students select [No], they reappear in the TA's list and wait for approval.

Test Buttons and Tool Features for Students

Before testing, students may want to become familiar with the buttons and tools they will see on the test. A list of buttons and tools is available to students before they start each test and can be accessed during the test by clicking the [Help] button. These buttons and features are listed in Table X.

Persistent Tools

Highlighting, strikethrough, and zoom features applied to an item will be maintained even if the student navigates to a new test page. However, these actions will not be maintained on the student's test after clicking [End Test] or pausing the test for any length of time.

Keyboard Navigation

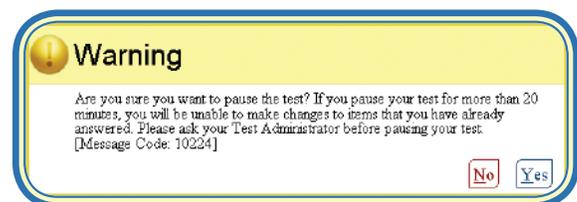
The Student Interface is designed to accommodate students who may have difficulty using a computer mouse. A series of pre-defined keyboard combinations have been integrated into the system and can be used by any student taking the test.

Prior to the actual test, students will need to navigate through a series of authentication screens. These screens contain clickable buttons, which can also be selected by using a combination of the Control button <Ctrl> and a letter. Each button contains an underlined letter that indicates the letter to be used for that particular button.

For example, the keyboard combination for [Yes] is <Ctrl> + <Y>, and the keyboard combination for [No] is <Ctrl> + <N>.

However, the keyboard combinations work slightly differently on the actual student test. For pop-up messages that appear during the test, the keyboard command should not include the <Ctrl> key.

For example, in a warning pop-up message below, the keyboard command for [No] is <N>.



While most of the test can be navigated without using the mouse, some test functions require the use of a mouse and therefore cannot be accessed using keyboard combinations. These include the strikethrough and highlight tools. Additionally, no shortcut key exists for using the drop-down menu.

Table X contains a list of key combinations available to students.



III. Navigating the Student Interface

Test Navigation and Rules

Starting a Test

The students may begin their test by clicking the [Begin Test Now] button on the Test Instructions and Help page.

Navigation on the Test

A sample test page is shown in Figure 18. A scroll bar is displayed for questions that are too large to fit on the screen. Reading passages provide independent scroll bars so that students may scroll through the passage and the associated items separately.

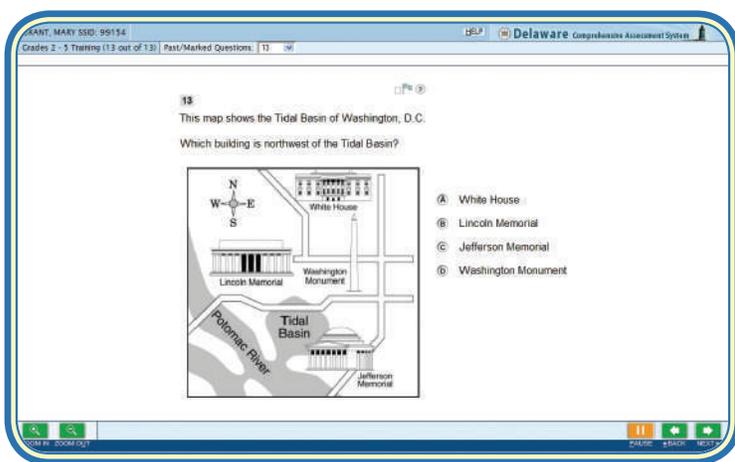


Figure 18: Example of a Student Test Page

Going Back to Change Answers

Students must answer all items on a page before going on to a new page of items, but may go back and change previous answers on a test that has not been paused for more than 20 minutes (see "Pausing Tests" for exceptions).

Going Back in the Test (Reverse Navigation)

Students may go back in the test to review or modify responses to previous items without first providing a response to the current item.

Students may use the [Next] button or the Past/Marked Questions drop-down menu to navigate through the test. The drop-down menu displays all the questions a student has viewed during the test. Students can use this tool to navigate to questions they have already viewed. The Mark for Review flag appears next to those questions a student has marked.

Note: The system saves responses as soon as a student selects or modifies an answer choice on multiple choice items.

Test Timeout (Due to Inactivity)

As a security measure, students are logged out after **20 minutes of test inactivity** and their tests are paused. *Activity* is defined as selecting an answer or navigation within their test (clicking NEXT, BACK, or using the drop-down to navigate to a different question).

The system does NOT consider the use of test tools activity. Before the system logs the student out of the test, a warning message is displayed on the student's screen (see Figure 19). If the student does not click [OK] within 30 seconds, he or she will be automatically logged out.



Figure 19: Student Timeout Warning

Pausing Tests

Students will be able to pause in the middle of an item set (a group of items displayed on one screen) or on individual items without having to answer all items.

If a test is paused and the student restarts the test within 20 minutes, the student is:

- Permitted to answer previously administered items (both answered and unanswered).
- Presented with the item or passage and associated items he or she was working on when the test was shut down or paused.

When a test is paused for 20 minutes or more, the student is:

- NOT permitted to change any previously answered items (with the exception of items in an item set containing at least one unanswered item).
- Presented with the item or passage and associated items he or she was working on when the test was paused (if the screen contains an unanswered item). If a student has answered all items on the page at the time the test is paused, he or she will be presented with the next item set when the test resumes.



III. Navigating the Student Interface

When students click the **[Pause]** button, a message appears asking them to confirm that they want to pause (see Figure 20). While students may pause without answering an item, they may NOT navigate forward in the test (skip items) without answering the presented item.

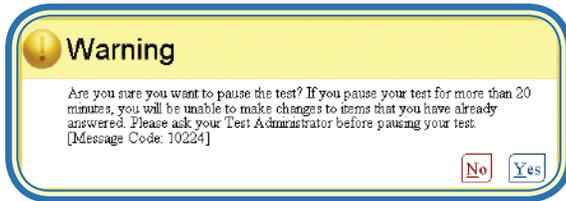


Figure 20: Pause Test Warning Message

If the student clicks **[Yes]** to confirm the pause, the test will be paused and the student will be redirected to the login screen.

Resuming a Paused Test

To continue a paused test, students follow the same process used to start a new test. Upon logging in, students will see the screen displayed below.

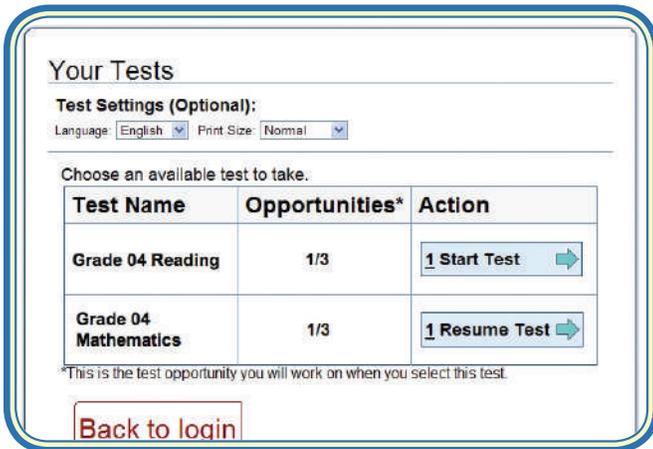


Figure 21: Resuming a Test Option

Prior to testing, alert students that they *will not be permitted to change answers after their test has been paused for more than 20 minutes*, regardless of whether a question has been marked for review (see “Pausing Tests” for exceptions).

Reaching the End of the Test and Reviewing Marked Items

Once a student answers the last question on their test, the **[End Test]** button appears in the bottom-right corner (see Figure 22) and a message that says “the test has been completed and is ready to be submitted” appears on the header of the test screen.

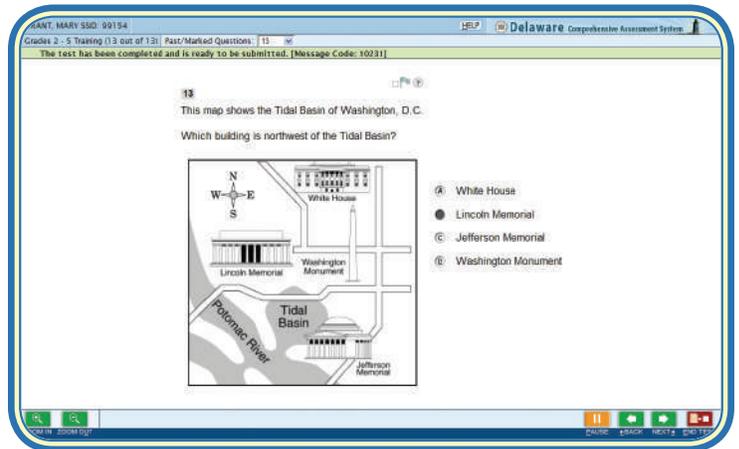


Figure 22: Last Page of Test

The screen in Figure 23 is displayed when a student clicks the **[End Test]** button.

The students have the option to review their test or to accept their answers and submit them for scoring. The **[End Test]** button remains on the test screen while students review their answers and should be clicked when they are ready to submit their test. They are then directed to the screen in Figure 23 once again. The student must click **[Submit Test for Scoring]** to complete the test.

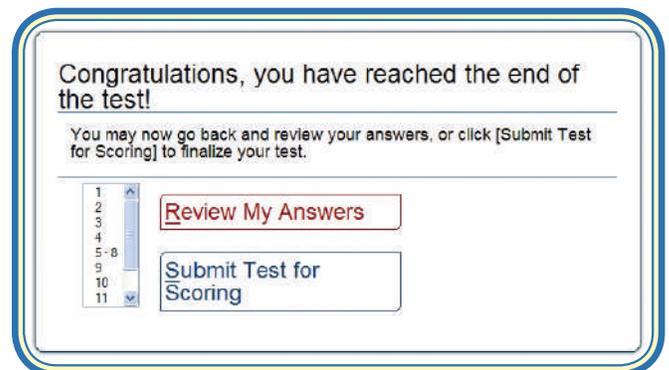


Figure 23: Reached End of Test — Review Marked Items



III. Navigating the Student Interface

Test Submitted Confirmation

After the students submit their tests they will see a confirmation screen (Figure 24). Scores are not provided for the Field Test.

The screenshot shows a confirmation screen with the following content:

Your Results

Student Name: GRANT, MARY (SSID: 99154)

Test Name: Grades 2 - 5 Training

Test Completed On: 3/4/2010

Scores are not displayed for Training Tests. You have now completed this test. Please log out and follow your Test Administrator's instructions.

Logout

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

Figure 24: Test Submitted Confirmation

Note: For Spring 2010 Field Tests and on Training Tests, students will see a confirmation screen showing that their test was completed and submitted.

IV. DCAS Training Sites

This section addresses the DCAS Training Sites. The TA Training Site is strictly used by Test Administrators, while the Student Training Site is available to students, TAs, and others. The sites may be used in conjunction to conduct a practice test session to familiarize TAs and students with the online testing system. Alternatively, the Student Interface Training Site may be used independently to become familiar with the look and feel of the online testing system.

The TA Interface Training Site is accessible via the DCAS testing portal or directly at [TBD]. Navigation of the TA Interface Training Site will follow the procedures discussed in Section II of this User Guide.

The Student Interface Training Site can be accessed via the Student section of the DCAS portal or directly at [TBD]. It can also be accessed using the secure browser via a link on the student login screen.

Figure 25: Student Interface Training Site Login Screen

The Student Interface Training Site is designed to resemble the operational DCAS test; however, a few key differences exist.

Key Differences between the Student Interface Training Site and the Operational Test

- **Anonymous (Guest) Login:** The Student Training Site allows users to log in anonymously if desired. This

feature can be used by parents and other users to see the test system and examples of test questions. (Refer to the section below for information on Guest Logins and Guest Sessions).

- **Non-secure Test Items:** The item bank used to populate the Student Training tests comprises only released items that appeared on tests from previous years.
- **No Secure Browser Requirement:** Users are not required to use a secure browser when accessing the Training Test, but they will need to use Mozilla Firefox. Other browsers (such as Internet Explorer or Safari) will not function with the Training Site test. Users may choose to access the Student Training Site through a secure browser if desired, however.
- **Expanded Number of Test Opportunities:** While DCAS limits test opportunities for the operational tests, the Student Training Site provides ample opportunities to become familiar with the online system.
- **No Score Reports:** Test-takers do not receive a score report on training tests or the Spring 2010 Field Test.

Possible Student Interface Training Site Scenarios

Because the Student Training Site permits users to log in as a Guest User as well as the ability to log into a Guest Session (with no TA), there are four possible login scenarios:

1. Guest User in a Guest Session
2. Guest User in a Created Session
3. Real Student in a Guest Session
4. Real Student in a Created Session

Note: Student Training Tests in created sessions are available only to students and TAs, as this scenario requires a TA to access the TA Interface Training Site in order to create a Training Test session.

Guest Login

Users without an SSID or who would prefer to take a Training Test anonymously may do so by logging in as a Guest.

To log in as a Guest (anonymous user) and take a Training Test:

- Mark the “Guest User” checkbox (both fields will automatically display Guest), and click [Sign In].



IV. DCAS Training Sites

Guest Sessions

In a Guest Session, users do not need Test Administrator approval and can take a training test using their own settings. Students using their SSID to log into a Guest Session are limited to training tests in their grade level.

If a user logs into a Guest Session as a Guest, he or she will first have to select a Test Grade Level (Figure 26).

The screenshot shows a web form titled "Is This You?" with a bicycle icon in the top right corner. The form contains the following fields and options:

- Name:** GUEST, GUEST
- Test Grade Level:** A dropdown menu with "Select Grade" selected. The dropdown list is open, showing options 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11.
- Birthday:** 9/9/1999
- School:** Guest Sch
- SSID:** GUEST

Below the form, there is a text prompt: "Please review the information above. If all of the information is correct, click [Yes]. If not, click [No]." At the bottom, there are two buttons: "No" and "Yes".

Figure 26: Student Interface Training Site:
Selecting Your Test (as a Guest)

Once you are signed into a training test, navigation of the test follows the procedures previously described in this guide.



Appendix A: More Information on Secure Browsers

Special Instructions for Test Administration on Secure Browsers

While the secure browsers are an integral component of test security, Test Administrators provide an equally important role in preserving test integrity. In addition to the guidelines put forth by the Delaware Department of Education and individual schools or districts, Test Administrators should be aware of the following and employ the necessary precautions while administering tests.

■ Close External User Applications

Prior to administering tests, TAs should check individual computers and close all applications except those identified as necessary by the school's Technology Coordinator. This is due to auto-updates and notification features that are built in to operating systems, many e-mail programs and other applications (e.g., Windows updates, MS Outlook, Novell Groupwise, etc.). We strongly recommend that you close all running applications including e-mail programs and open secure browsers on all computers prior to testing.

■ No Testing on Computers with Dual Monitors

Students should not take tests on computers with more than one monitor. Systems that use a dual monitor setup typically display an application on one screen, while another application is accessible on the other screen.

Force Quit Commands for Secure Browsers

In the event that a secure browser freezes or encounters a similar issue that requires the secure browser to be forced to shut down, following are the commands to use. You will need to press and hold down each key until the last one has been pressed, then you can release all of them.

Unable to establish a connection with the Test Delivery System (TDS).

[CLICK HERE TO TRY AGAIN](#)

Verify the following and try connecting again:

- Ensure your network cable is plugged in
- Your network firewall is open to the TDS address

Your school's IT department can provide information on your network settings and related technical issues.

If the problem persists, please contact the Helpdesk for assistance (refer to the User Guide for contact information). E-mails to the Helpdesk are automatically logged and will be responded to by project staff as soon as possible.

Windows: <Ctrl> + <Alt> + <Shift> + <F10>

Mac OS X: <Ctrl> + <Alt> + <Shift> + <F10>

Linux: <Ctrl> + <Shift> + <F10>

Secure Browser Error Messages

■ Secure Browser Not Detected

DCAS automatically detects whether a computer is using a Secure Browser to access the Student Interface. In the event that a secure browser is not being used, the following message is displayed on the student login screen. Under no condition may a student access the operational test site using a non-secure browser.



You are not logging in with a secure browser. Please do not use your browser's navigation buttons (back, reload, etc...) in the toolbar, as this could have unintended consequences. Instead, please use the navigation buttons built into the Student Test Interface.

■ Unable to Establish a Connection

If a computer fails to establish a connection with DCAS, a screen with the message below is displayed. This would most commonly happen if there is a network-related problem.



Appendix B: Keyboard Combinations and Shortcuts

Table B-1: Test Buttons and Tool Features for Students

Button	Overview
	Next Go to the next question(s). You must answer all the questions on the screen before going to the next test question.
	Back Go to the previous question(s). You may go back in the test without having to answer all the questions on the screen.
	Mark Item for Review Use the "Mark Item" feature to create reminders for questions you would like to come back to. You must provide an answer to each question, even if you mark it for review before moving to the next screen. You can come back to marked items and change your answers later.
	Go to Past/Marked Question Use the drop-down menu to navigate to previously viewed questions. Click on a question from the list to go to that question.
	Pause Test Allows you to close the test in case you need to leave the computer. You must log back into the test and be approved by the TA to re-enter the test. Please note that if your test is paused longer than 20 minutes, you will NOT be able to change answers to questions already answered.
	End Test This button appears on the test screen after you have answered all questions. Click it when you have answered all items and have reviewed any answers you were not sure about. Once you have submitted the test, you will not be able to work on the questions again.
 Increase Zoom Decrease Zoom	Zoom Text and Graphics Click either of the zoom buttons to cycle through the three zoom levels. The zoom view will be maintained for that question (unless the test is paused). All pages will display as zoomed for students with Large Print test settings. Increases the size of text and graphics on the screen Decreases the size of text and graphics on the screen
 Highlight Reset Highlighting	Highlighter Tool Highlights sections of text within Reading passages. Use this to highlight information you would like to easily reference later. Highlighted text will remain highlighted for that passage, but will reset if you pause your test. <i>Highlighting Instructions:</i> To use the highlight tool, position the mouse on the Reading passage. Click and hold the button down as you drag the mouse over the desired text. Once the text to be highlighted has been selected, click the highlight button. To remove highlighting on a passage, click the [Reset Highlighting] button.
Right-Click Mouse (for two-button mouse) Ctrl OR +Click Mouse (for single-button mouse)	Strikethrough Function Use the strikethrough function to cross out answers you know are not correct. This can help you focus on the answers you believe may be correct. Options will retain the strikethrough for that question but will reset if you pause your test. Note: Some options that you strike through will not appear to be crossed out. However, all options you strike through will be grayed.
	Periodic Table Tool The [Periodic Table] button will appear if the Periodic Table is to be used on a Science test. Click the [Periodic Table] button to open and close the table.
	Math Formula Page The [Math Formula] button will appear if a reference sheet containing math formulas is to be used on the test. Click the [Math Formula] button to open and close the math formula screen.



Appendix B: Keyboard Combinations and Shortcuts

Table B-2: Keyboard Combinations for Student Tests

Key Combination	Same as	Details
		Go to the NEXT test page
		Go to the PREVIOUS test page
		Go to the NEXT QUESTION on a page with multiple questions
		Go to the PREVIOUS QUESTION on a page with multiple questions
		Select OPTION A
		Select OPTION B
		Select OPTION C
		Select OPTION D
		PAUSE Your Test (Select “Okay” or “Cancel” on the following screen)
		Open the HELP guide
		MARK / UNMARK question for review
		Open the MATH FORMULA PAGE reference
		Open the PERIODIC TABLE
		Increase the size of text and graphics on a page
		Decrease the size of text and graphics on a page
		SCROLL DOWN in the passage area on a test page
		SCROLL UP in the passage area on a test page
		SCROLL to the RIGHT in the passage area on a test page
		SCROLL to the LEFT in the passage area on a test page
		END TEST (appears on last question of test; select “Okay” or “Cancel” on the following screen)
		LOGOUT (after test is completed)



Appendix B: Keyboard Combinations and Shortcuts

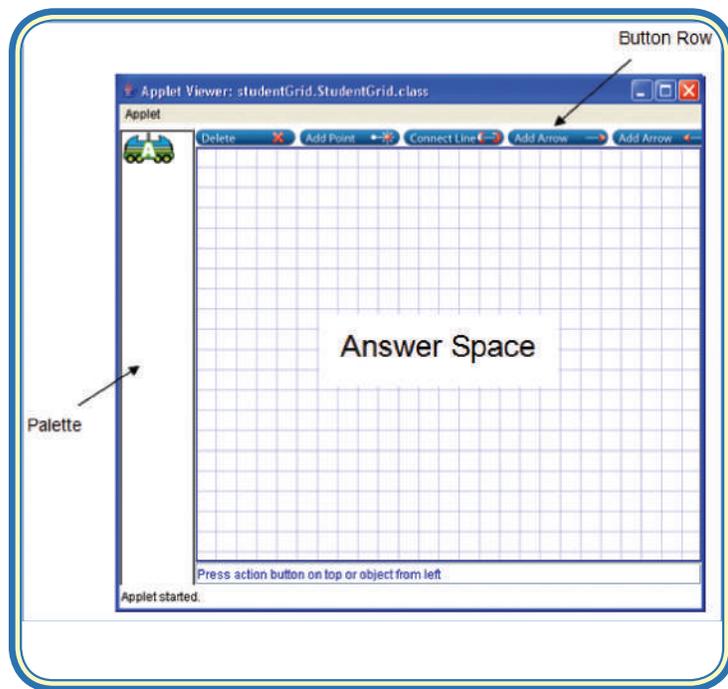
How to Use Shortcut Keys for Grid Items

About the Grid Items

Grid Items include a square screen and have three main sections:

- Answer Space (the large area that takes up the most space)
- Buttons (at least one button will be present at the top)
- Palette (a vertical bar on the left that may include objects to move to the Answer Space)

Note: Not all Grid items contain all three sections. Some items may contain only an Answer Space (with objects already in the Answer Space). Some may contain only Buttons and the Answer Space. Some may contain only the Palette and Answer Space.



Overall Summary of Shortcut Keys

- Use the [**Tab**] key to *navigate* between the *main sections* (Answer Space, Palette, Buttons)
- Use the [**Enter**] key to *navigate* between the objects in the *Answer Space*
- Use the [**Space Bar**] to *select* an object (or button)
 - Active objects in the Answer Space will show a border. Only active objects can be moved.

- Use the arrow keys (**←**, **↑**, **→**, **↓**) to *move* a selected *object* in that direction
- Press [**Shift**] and an **arrow key** to move a selected object a small distance

Navigating between the grid item sections (between the Answer Space, Palette, and Buttons)

1. Press the [**Tab**] key to navigate between the sections.
 - Navigation occurs “clockwise” (from top to right to bottom to left to top...)
2. The “active” (currently selected) area will display a border.

To move an existing object around in the Answer Space (general instructions)

1. Use the [**Tab**] key to navigate to the Answer Space.
2. Press the [**Enter**] key to navigate between the object(s) in the Answer Space.
 - The active object will have a blue border, which means you can move it.
3. Press the [**Space Bar**] to select the object.
4. Use the arrow keys (**←**, **↑**, **→**, **↓**) to *move* the selected *object* in that direction.
 - Press [**Shift**] and an arrow key to move a selected object a small distance.
5. When the object is where you want it to be, press the [**Space Bar**].

To move an object from the Palette Box to the Answer Space

1. Use the [**Tab**] key to navigate to the Palette Box.
2. Press either the Down Arrow key (**↓**) or the Up Arrow key (**↑**) to move between the objects in the Palette box. The “active” (selected) image will show a border or light blue background.
3. Press the [**Space Bar**] to select the active image.
 - The image will appear in the upper left corner of the Answer Space.
4. Follow the steps above for moving an object around in the Answer Space.



Appendix B: Keyboard Combinations and Shortcuts

To add a point to the Answer Space

1. Follow the steps above to navigate to the **[Add Point]** button (using the **[Tab]** key).
 - The active button will show a border.
2. Press the **[Space Bar]** to select the **[Add Point]** tool.
 - The point will appear in the upper left corner of the Answer Space and have a blue border, showing it is active.
3. Follow the steps above for moving an object around in the Answer Space.

To add a line to the Answer Space (after adding a point)

1. Follow the steps above to navigate to the **[Connect Line]** button (using the **[Tab]** key).
 - The active button will show a border.
2. Press the **[Space Bar]** to select the **[Connect Line]** tool.
3. Press the **[Tab]** key again to navigate to the Answer Space
4. Press the **[Enter]** key to navigate through the objects in the Answer Space until you reach the point you want the line to begin at.
5. Use the arrow keys (**←**, **↑**, **→**, **↓**) to move to the location where you want the second point of the line to be.
 - Press **[Shift]** and an **arrow key** to move a selected object a small distance.
6. Press the **[Space Bar]** to confirm the location of the second point. The line will appear automatically.

To add an arrow to the Answer Space (after adding a point)

1. Follow the steps above to navigate to the **[Add Arrow]** button (using the **[Tab]** key).
2. The active button will show a border.
3. Press the **[Space Bar]** to select the **[Add Arrow]** tool.
4. Press the **[Tab]** key again to navigate to the Answer Space
5. Press the **[Enter]** key to navigate through the objects in the Answer Space until you reach the point you want the arrow to begin at.
6. The beginning of the arrow is the one with the point, not the one with the >.

7. Use the arrow keys (**←**, **↑**, **→**, **↓**) to move to the location where you want the second point of the line to be.
8. Press **[Shift]** and an arrow key to move a selected object a small distance.
9. Press the **[Space Bar]** to confirm the location of the end of the arrow (with the arrow end). The arrow will appear automatically.

To delete an object from the Answer Space

1. Use the **[Tab]** key to navigate to the **[Delete]** button in the Button Row.
2. Press the **[Space Bar]** to select the delete tool.
3. Press the **[Tab]** key again to navigate to the Answer Space.
4. Press **[Enter]** to navigate between the objects in the Answer Space until you reach the one you want to delete.
5. The selected object to delete will have a blue border and an X on top.
6. Press the **[Space Bar]** to delete the selected object.