



NECAP Online Writing - Fall 2012

Quick Start Guide

This Quick Start Guide provides high-level reference information for the NECAP Online test administration. Use this document in conjunction with the *NECAP Online User Guide* and the *Online Writing Test Administrator Manuals (OTAMs)*. This document contains the following information:

- iServices Materials
- High-Level Workflow
- Help Desk Information
- Role Definitions
- Data Administration System (DAS)
- Proctor Test Workstation (PTW)
- Student Test Workstation (STW)
- Enhancements for NECAP Online Writing / Fall 2012
- Test Session Basics

iServices Materials

Information on iServices site and related materials

How to access test-related materials, technical information, and kiosk downloads prior to the opening of the DAS:

In your web browser, type the following web address:

<http://iservices.measuredprogress.org>

On the iServices page:

- From the **Select your state/contract** drop-down menu, select **New England Common Assessment Program**
- Select **Online Writing Manuals** on the next screen to access testing documentation and training resources or select **Online Writing Materials** to access technical information and kiosk downloads



High-Level Workflow

A brief overview of major tasks and the role that performs those tasks

Task	Role	Context / Screen
1. Attend Training	Technology Coordinator, Test Coordinator	Webinar training for Technology and Test Coordinators: 8/23 On-demand webinars will be available on the DAS home page (Training Materials).
2. Download STW software, if necessary	Technology Coordinator	https://necap.measuredprogress.org/das/support/necap/stw-portal.htm
3. Add or remove student accounts	Test Coordinator	DAS Student Management Student Roster
4. Create Test Administrator accounts	Test Coordinator	DAS Staff Management Create Test Administrator
5. Distribute logins to Test Administrators	Test Coordinator	DAS Staff Management Test Administrator Accounts Test Administrator Roster
6. Train Test Administrators	Test Coordinator	Recommended: Practice in a lab setting using practice tests, as appropriate.
7. Download OTAMs for both practice and operational tests	Test Coordinator, Test Administrator	On iServices: <ol style="list-style-type: none"> http://iservices.measuredprogress.org In the Select your state drop-down list, select New England Common Assessment Program. Click Enter. Select Online Writing Manuals. On the DAS: DAS OTAM button.
8. Print Student Login Tickets	Test Coordinator	DAS Student Management Student Roster
9. Practice Testing	All	9/4-9/28
10. Operational Testing	All	10/1-10/23
11. Staff Surveys and Student Questionnaire	All	Staff Surveys: Links to be sent to school staff by email. Student Questionnaire: Link provided in the OTAM.

Help Desk Information

Contact information for NECAP or iTest questions and issues



NECAP Service Center

- Contact with questions on NECAP policy or the NECAP Online Writing Assessment in general
- 877-632-7774
- Hours of operation: Monday-Friday, 8 a.m. to 4 p.m.

Measured Progress Technical Support Center

- Contact with questions relating to the iTest software or any technical issues
- 888-465-2740
- Email address: mptechhelp@measuredprogress.org
- Hours of operation: Monday-Friday, 7 a.m. to 5 p.m.

Role Definitions

Roles within iTest, their responsibilities and access within iTest

- **Test Coordinator** - has access to all system functions and records for his/her school
- **Test Administrator** - administers practice and operational online writing tests to students
- **Technology Coordinator** - configures and maintains the NECAP Online Writing System

NOTE: Technology Coordinator does not have a role specifically assigned within the DAS.

Data Administration System (DAS)

Where to access the DAS, what is available in the DAS, and tasks that can be performed in the DAS

DAS URL: <https://necap.measuredprogress.org/das/>

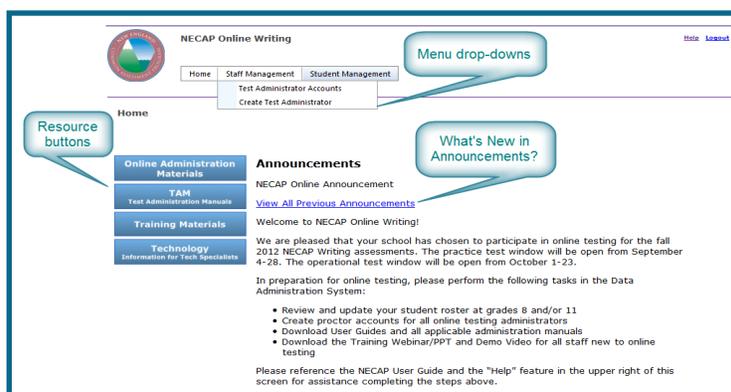


Who: Primarily used by Test Coordinators

Need Help: Refer to the NECAP Online User Guide and in conjunction with the Online Writing Test Administrator Manuals (OTAMs).

Tasks:

- **Staff Management** - create Test Administrator accounts.
- **Student Management** - add or remove students as necessary; print Student Login Tickets. **NOTE:** Schedule time to work with student rosters *in advance* of testing.



Proctor Test Workstation (PTW)

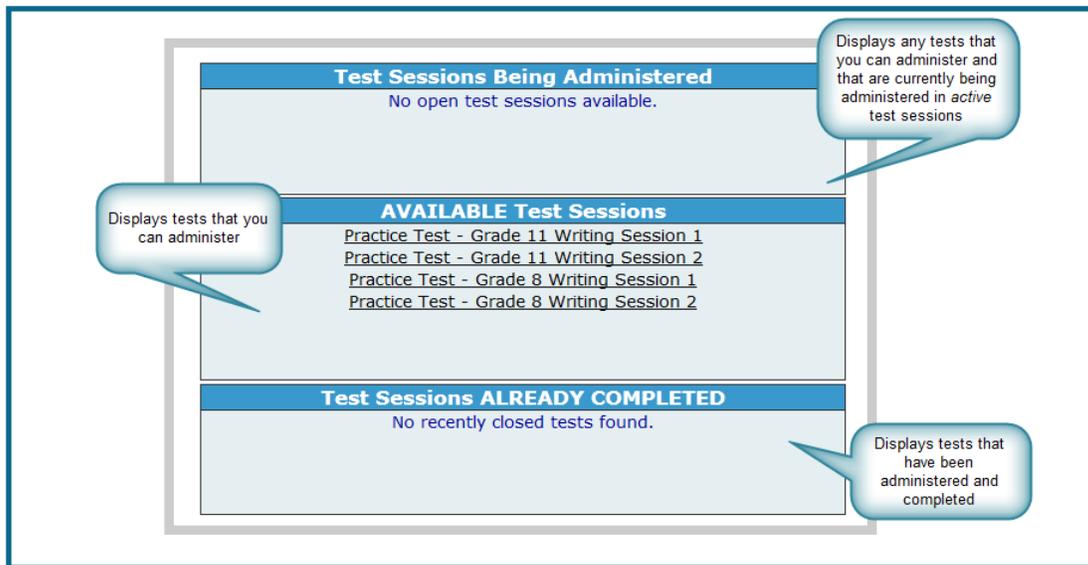
Where to access the PTW and information on using the PTW

PTW URL: <https://necap.measuredprogress.org/tds/proctor/>

Who: Used by Test Administrators to administer tests to students, both practice and operational. Logins are generated by the Test Coordinator in each school using the DAS.

Tasks:

- Test Administrators should use the OTAMs as their primary documentation resources.
- OTAMs can be downloaded via the DAS or iServices at <http://iservices.measuredprogress.org>

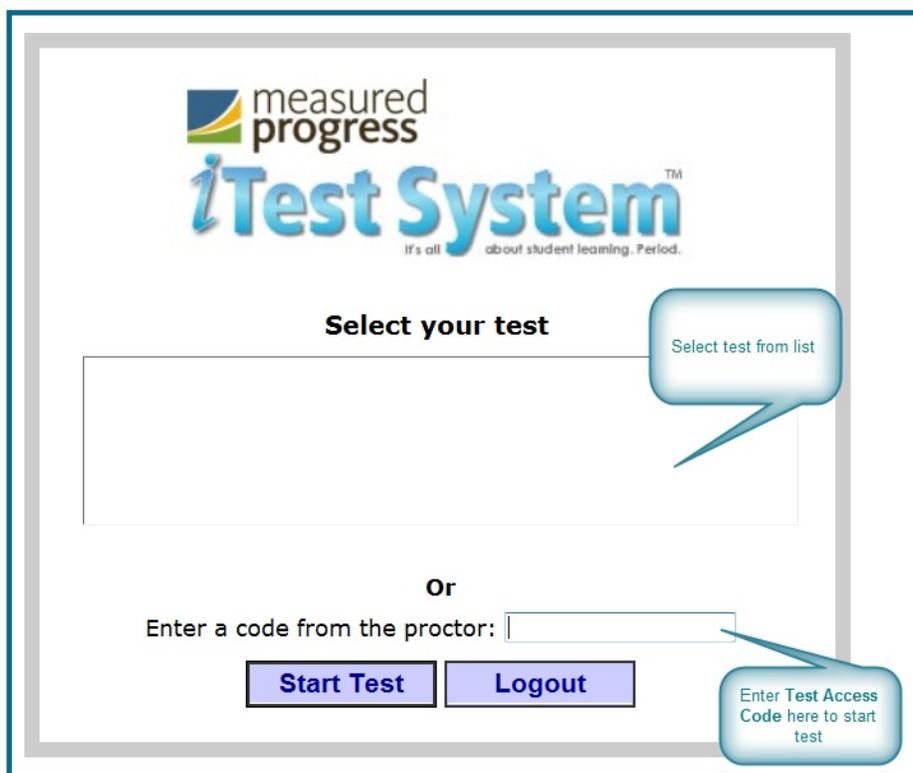


Student Test Workstation (STW)

Student login information, test assignment and security, and where to access kiosk download

- **Where:** The STW software can be downloaded from the Technology page of the DAS or from iServices at <http://iservices.measuredprogress.org>
- **What:** STW software creates a secure "kiosk" mode, which prevents students from accessing other applications.

NOTE: For Windows systems (XP, Vista, and Windows 7), workaround instructions are available in the user guide, online help, and in each grade's Online Test Administrator Manual for student computers that receive a message regarding unsupported add-ons.



NOTE:

- Any STW installed software that was used in the Spring 2012 pilot can be used again for the Fall 2012 online testing.
 - Practice and Operational tests are automatically assigned to students by grade.
- Student login user names consist of the first initial + last name (integer suffix added if duplicate student user names occur).
- Students cannot exit the test until the Test Administrator allows them to exit.

Enhancements for NECAP Online Writing / Fall 2012

Features that have been added to iTest for this release

- Firefox 10 - FPK installed with STW. Enhancements include Firefox Extended Support Release
- Special characters are allowed for STW username and Login fields (e.g., the use of *apostrophe*)

Test Session Basics

Overview of how the test administrators and students interact during a test session

The following workflow provides an overview of how students and test administrators connect during a test session.

