



NECAP Online Writing User Guide



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Acronyms

This document uses the following acronyms:

Acronym	Definition
ARD	Apple Remote Desktop™
DAS	Data Administration System
FPK	Firefox Portable Kiosk®
MLTI	Maine Learning Technology Initiative
PTW	Proctor Test Workstation
STW	Student Test Workstation
TAM	Test Administrator Manual
OTAM	Online Test Administrator Manual
TDS	Test Delivery System

About NECAP Online Writing

The New England Common Assessment Program (NECAP) is a collaboration among Maine, New Hampshire, Rhode Island, and Vermont. The program provides assessments to meet the requirements defined by the No Child Left Behind Act (NCLB).

In Maine, the NECAP Online Writing is administered only to grade 8. All other participating states administer the online test to grades 8 and 11.

The paper NECAP writing and NECAP Online Writing tests include the following item types:

- Multiple-choice items, which require students to select the correct answer from four possible responses (grade 8 only)
- Constructed-response items, which require students to write a brief response (grade 8 only)
- Writing prompts, both stand alone and text based, which require students to demonstrate their ability to communicate in writing through an extended response (grades 8 and 11)

NECAP Online Writing testing involves the following roles:

- Test Coordinator - Manages the data for the online testing system.
- Test Administrator - Administers online testing to groups of students.
- Technology Coordinator - Manages the technology requirements to support the online testing system.

What's New in NECAP Online Writing

The following new features are included in this release of NECAP Online Writing:

Added for Spring 2012 Pilot Administration:

- A Remove button has been added on the Test Administration page of the PTW, enabling Test Administrators to remove an individual student from a test session.

Added for Fall 2012 Operational Administration:

- Special characters are allowed within the STW username field (for example , apostrophes).
- Demo students are now preloaded onto student rosters for training purposes, and will be disregarded when reporting results.

NECAP Online Writing Tasks

Task	Who	Where	Notes
Before Testing			
<input type="checkbox"/> Participate in online training	Test Coordinator Tech Coordinator	WebEx®, or DAS Training Materials	The Webinars were held on August 23rd. To access the WebEx training, on the Data Administration System (DAS) Home page, click the Training Materials button.
<input type="checkbox"/> Review technical requirements document	Tech Coordinator	“Set to allow connections to: https://necap.measuredprogress.org/ ” on page 93, or https://necap.measuredprogress.org/das/support/necap/stw-portal.htm	Technical requirements for fall 2012 have not changed. Review the technical requirements document to ensure the school's network and student computers are ready for online testing.
<input type="checkbox"/> Download Student Test Workstation (STW) software if necessary	Tech Coordinator		This webpage also contains the Technical Requirements document and installation guides. The spring 2012 Student Test Workstation (STW) software, if still on student computers, can be used again.

Task	Who	Where	Notes
<input type="checkbox"/> Add or remove students	Test Coordinator	DAS Student Management Student Roster	State student label files, provided in August and September, are the basis for the import.
<input type="checkbox"/> Add Test Administrators in the DAS	Test Coordinator	DAS Staff Management Create Test Administrator	Assign appropriate tests to each Test Administrator account. Add Technology Coordinators as Test Administrators so they can access the DAS Home page and its documentation resources. See: "Create a Staff Account" on page 26.
<input type="checkbox"/> Distribute login information to Test Administrators	Test Coordinator	DAS Staff Management Test Administrator Accounts Test Administrator Roster	Test Administrator account information can be downloaded as a PDF. Distribute individual logins to each Test Administrator.

Task	Who	Where	Notes
<input type="checkbox"/> Download OTAMS for practice and operational tests	Test Coordinator	DAS TAM, or iServices	<p>Test Administrators use previously downloaded OTAMs as primary reference documents.</p> <p>On iServices:</p> <ul style="list-style-type: none"> • Go to http://iservices.measuredprogress.org • From the Select your state drop-down list, select New England Common Assessment Program. • Click Enter. • Select Online Writing Manuals.
<input type="checkbox"/> Train Test Administrators	Test Coordinator	DAS Training Materials	<p>Test Coordinators are expected to train Test Administrators on the Proctor Test Workstation (PTW) and STW.</p> <p>The Test Administrator - Student Interaction Video is a basic tutorial that explains how students and proctors connect in a test session.</p>

Task	Who	Where	Notes
<input type="checkbox"/> Review online testing security with appropriate staff	Tech Coordinator	N/A	<p>Ensure that all Test Administrators, Technology Coordinators, and students follow secure testing procedure.</p> <p>See: OTAMs for information on security.</p>
<input type="checkbox"/> Print Student Login Tickets	Test Coordinator	DAS Student Management Student Roster	<p>Students enter the user name and password from Student Login Tickets to log into the STW.</p> <p>Student login information is valid for practice and operational tests.</p> <p>See: "Print Student Login Tickets" on page 52.</p>
<input type="checkbox"/> Create a test administration schedule with the appropriate staff	Test Coordinator Tech Coordinator or Test Administrators	N/A	<p>Verify that your school has enough technically compliant computers to accommodate your testing plan/schedule.</p> <p>Note: If you cannot test the full group of students at one time, you must maintain test security. Student groups cannot interact between administrations of a test session.</p>

Task	Who	Where	Notes
During Testing			
<input type="checkbox"/> Use appropriate grade-level OTAM for Test Session	Test Administrators	DAS Blue TAM button	Use the appropriate grade-level OTAM, <i>not</i> the NECAP Online Writing User Guide, for administering tests. There are OTAMs for both practice and operational tests.
<input type="checkbox"/> Verify student workstation security	Test Administrators Tech Coordinator	N/A	Ensure that each student has a secure workstation and testing location.
<input type="checkbox"/> Post a sign on classroom door	Test Administrators	N/A	Create a sign reading "Testing – Please do not disturb" and post on classroom door.
<input type="checkbox"/> Distribute Student Login Ticket to each student	Test Administrators	N/A	Each student receives his or her individual Student Login Ticket. See: "Student Login Ticket" on page 78
<input type="checkbox"/> Log into PTW	Test Administrators		Log into the PTW to proctor a test session.
<input type="checkbox"/> Generate a Test Access Code	Test Administrators	PTW Test Selection	On the Test Selection screen of the PTW, select a test session to generate a Test Access Code.

Task	Who	Where	Notes
<input type="checkbox"/> Post Test Access Code	Test Administrators	PTW Test Administration	<p>Post the Test Access Code at the front of the room.</p> <p>See: "Test Administration Page" on page 74.</p>
<input type="checkbox"/> Monitor student logins	Test Administrators	PTW Test Administration	<p>Answer any student questions about logging in and beginning the test session. Verify that students log into the STW successfully.</p> <p>See: Appropriate grade-level OTAM.</p>
<input type="checkbox"/> Begin test session	Test Administrators	PTW Test Administration	<p>Activate the test session so students may begin testing.</p> <p>See: OTAM for how to begin a test session.</p>
<input type="checkbox"/> Address any technology-related issues	Test Administrators Tech Coordinator	N/A	<p>Consult the Technology Coordinator and/or the Measured Progress Technical Support Group about any technology-related issues.</p> <p>Contact Measured Progress Technical Support at 888-465-2740.</p>

Task	Who	Where	Notes
<input type="checkbox"/> End test session	Test Administrators	PTW Test Administration	End each test session within the PTW, according to directions in the appropriate grade-level OTAM.
<input type="checkbox"/> Ensure students have logged out	Test Administrators	PTW Test Administration	Verify that students exit the test and log out of the STW. See: Appropriate grade-level OTAM.
<input type="checkbox"/> Log out of PTW	Test Administrators	PTW Test Administration	Logging out of the PTW secures the computer. See: Appropriate grade-level OTAM.

Task	Who	Where	Notes
After Testing			
<input type="checkbox"/> Collect Student Login Tickets	Test Administrators	N/A	Collect Student Login Tickets and any scratch materials from all students. Student login information is used for each test and must be kept secure.
<input type="checkbox"/> Complete Test Administrator survey	Test Administrators	Survey link emailed to school staff	Provide information about your online testing experience.
<input type="checkbox"/> Complete Test Coordinator survey	Test Coordinator	Survey link emailed to school staff	Provide information about your online testing experience.
<input type="checkbox"/> Complete Student questionnaire	Students	https://www.research.net/s/NECAPOnlineStudent	Provide feedback about their online testing experience.

NECAP Online Writing Service

If you have any questions about the NECAP Online Writing test or procedures for administering this test:

- Contact the Test Coordinator at your school.
- Contact the Measured Progress NECAP Service Center at 1-877-632-7774. The service center is open Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m.

Data Administration System (DAS)

The Data Administration System (DAS) enables Test Coordinators to manage test administration staff accounts and student accounts associated with the New England Common Assessment Program (NECAP) Writing test.

This section is intended for Test Coordinators.

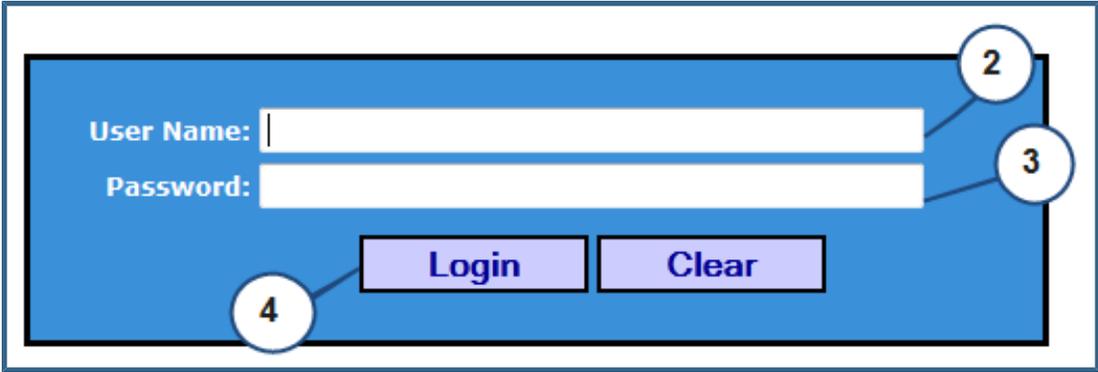
Only authorized staff members may log into the DAS. Prior to logging in, a staff member must be given a user name and password. Depending upon a staff member's role, access to information may be limited.

Log Into the DAS

The Data Administration System (DAS) of iTest enables you to create staff user accounts, assign staff as Test Administrators, view a student roster, and create student accounts.

To log into the DAS:

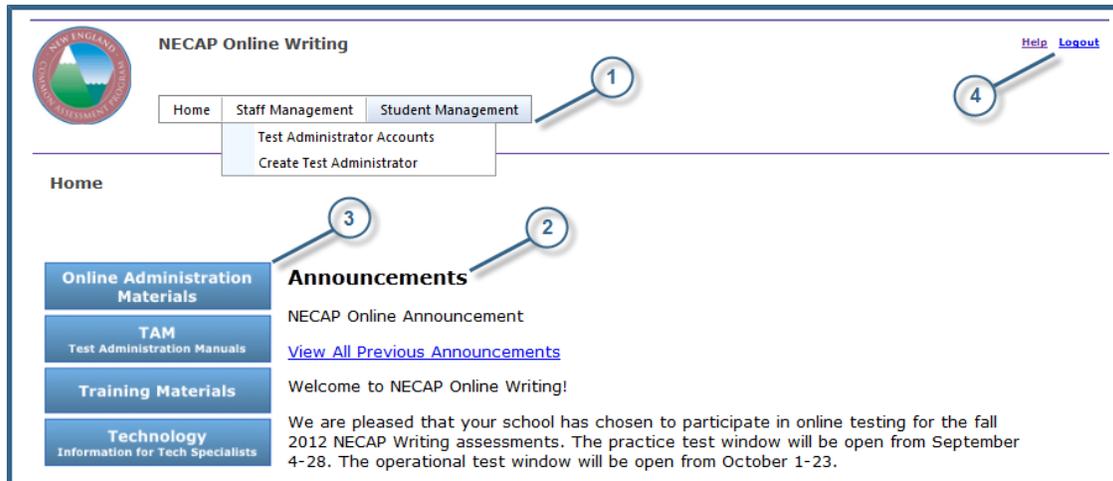
1. Enter the DAS URL in your browser:
<https://necap.measuredprogress.org/das/>
2. In **User Name**, type your assigned *user name*.
3. In **Password**, type your assigned *password*.
4. Click **Login**. The iTest DAS Home page appears.



The image shows a screenshot of the Data Administration System (DAS) login interface. The interface is a blue rectangular box containing two input fields and two buttons. The first input field is labeled "User Name:" and the second is labeled "Password:". Below these fields are two buttons: "Login" and "Clear". Four numbered callouts are present: callout 1 points to the "User Name:" label, callout 2 points to the "User Name" input field, callout 3 points to the "Password" input field, and callout 4 points to the "Login" button.

DAS Home Page

The DAS Home page enables you to manage staff accounts and student accounts, view system announcements, and access documentation and training materials for iTest.



Note: The role defined for your login determines the elements you may access on the DAS Home page:

- Test Coordinators will see the announcements, the resource access buttons, the Home button, and the Staff Management and Student Management menus.
- Test Administrators will see the announcements and the resource access buttons.

Elements on the DAS Home page include:

#	Element	Description
1	DAS Menus	Provide access to the DAS Home page, and to manage staff and student accounts.
2	DAS System Announcements	Contain information about software updates and maintenance from Measured Progress and your state office of education.

#	Element	Description
3	DAS Resource Access Buttons	Provide access to documentation, training presentations, training video, OTAM manuals, technical information, STW downloads, and STW installation instructions.
4	DAS Interface Links	Provide access to online Help, enable you to logout, and identify the user who is logged into the DAS.

DAS Menus

The menus are available to you from any page in the DAS. These menus enable you to access the DAS Home page, and to manage staff and student accounts.

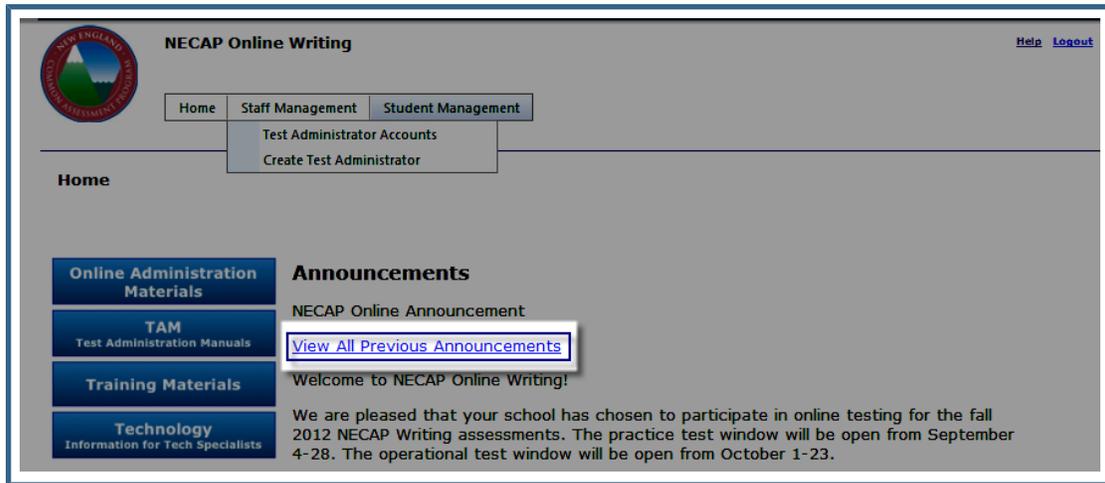
The DAS Home page menus include the following commands:

Command	Description
Home	Returns you to the DAS Home page.
Staff Management (Test Coordinators only)	
Test Administrator Accounts	Displays the User Accounts page, where you can add, modify, and delete staff accounts.
Create Test Administrator	Displays the Create New User page, where you can create a new user account.
Student Management (Test Coordinators only)	
Student Roster	Displays the Student Roster page, which displays information about each student by grade, including the state in which he or she is enrolled, SASID, name, assigned tests, date of birth, and gender. From this page, you can print a roster of students, create a student account, and print Student Login Tickets.
Create Student	Displays the Create/Edit Student page, where you can create or modify a student account.

DAS System Announcements

System announcements are located on the DAS Home page. Announcements contain information about software updates and maintenance from Measured Progress and your state office of education.

To see all past and present announcements for the system, click the **View All Previous Announcements** link on the DAS Home page.



DAS Resource Access Buttons

The DAS Home page contains buttons that provide access to DAS resources.

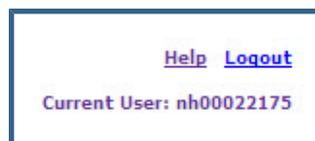


The buttons provide access to the following resources:

- Online Administration Materials - NECAP User Guide, NECAP Quick Start Guide, technical requirements document, and training presentations.
- TAM Test Administration Manuals - Online Test Administration Manuals (OTAMs) for grades 8 and 11, WebEx training videos, and training PowerPoint presentation.
- Training Materials - WebEx training presentations, PowerPoint training presentations, and a Test Administrator - Student training video.
- Technology Information for Tech Specialists - Technical requirements, STW downloads for Macintosh and Windows, and STW installation instructions.

DAS Interface Links

Link in the upper right corner of the DAS interface provide access to additional information and functionality.



- Help - opens the iTest Online Help.
- Logout - logs the current user out of the system.
- Current User - indicates the name of the user currently logged in to the system.

Introducing the DAS

This section contains the following:

- Test Coordinator Tasks
- Log Into the DAS
- DAS Home Page

Test Coordinator Tasks

Task	Where	Notes
Before Testing		
<input type="checkbox"/> Participate in online training	WebEx, or DAS Training Materials	The Webinar was held August 23rd. To access the WebEx training, on the Data Administration System (DAS) Home page, click the Training Materials button.
<input type="checkbox"/> Add or remove students	DAS Student Management Student Roster	State student label files, provided in August and September, are the basis for the import.
<input type="checkbox"/> Add Test Administrators in the DAS	DAS Staff Management Create Test Administrator	Assign appropriate tests to each Test Administrator account. You may add Technology Coordinators as Test Administrators so they can access the DAS Home page and its documentation resources. See: "Create a Staff Account" on page 26.
<input type="checkbox"/> Distribute login information to Test Administrators	DAS Staff Management Test Administrator Accounts Test Administrator Roster	Test Administrator account information can be downloaded as a PDF. Distribute individual logins to each Test Administrator.

Task	Where	Notes
<input type="checkbox"/> Download OTAMS for practice tests	DAS TAM, or iServices	<p>Test Administrators should use previously downloaded OTAMS as their primary reference document.</p> <p>On iServices:</p> <ul style="list-style-type: none"> • Go to http://iservices.measuredprogress.org • From the Select your state drop-down list, select New England Common Assessment Program. • Click Enter. • Select Online Writing Manuals.
<input type="checkbox"/> Train Test Administrators	DAS Training Materials	<p>Test Coordinators are expected to train Test Administrators on the online test system, including the Proctor Test Workstation (PTW) and STW.</p> <p>The Test Administrator - Student Interaction Video is a basic tutorial that explains how students and proctors connect during a test session.</p>
<input type="checkbox"/> Review online testing security with appropriate staff	N/A	<p>Ensure that all Test Administrators, Technology Coordinators, and students follow secure testing procedure.</p> <p>See: OTAMs for additional information on security.</p>
<input type="checkbox"/> Print Student Login Tickets	DAS Student Management Student Roster	<p>Students must use user name and password from the Student Login Tickets to log into the STW.</p> <p>See: "Print Student Login Tickets" on page 52</p>

Task	Where	Notes
<input type="checkbox"/> Create a test administration schedule with the appropriate staff	N/A	<p>Allow enough time for students to complete practice tests.</p> <p>If you cannot test the full group of students at the same time, you must take steps to maintain test security.</p> <p>Note: The groups of students may not interact between administrations of the same test session.</p> <p>Your school must have a number of technically compliant computers to accommodate your testing plan/schedule.</p>
After Testing		
<input type="checkbox"/> Collect all required secure paper test materials	N/A	<p>Account for all secure paper test materials, including Student Login Tickets, and return what is required.</p> <p>See: Appropriate grade-level TAM</p>
<input type="checkbox"/> Complete Test Coordinator survey	Survey link emailed to school staff	Provide information about your online test experience.

Manage Staff Accounts

Staff accounts identify the Test Administrators who will use iTest to administer the tests and the Technology Coordinators who will access the resources on the DAS Home page.

A staff account is either active or inactive. If a staff member's account is active, he or she may log into the Proctor Test Workstation (PTW) and is included in the Test Administrator Roster.

You can access staff accounts through the Staff Management menu on the DAS. In the DAS, you can do the following:

- Display Staff Accounts
- List Active Staff Accounts
- Create a Staff Account
- Print a Test Administrator Roster
- Delete a Staff Account
- Modify a Staff Account
- Modify Staff Test Assignments
- Activate a Staff Account
- Inactivate a Staff Account
- List Inactive Staff Accounts

Display Staff Accounts

When you display staff account information, you can view user names, confirm active/inactive status, and modify test assignments.

By default, both active and inactive staff members appear on the list. You can filter the displayed staff account information to show either only active or inactive test administration staff members.

Note:

- Active users can log in to the PTW, administer tests, and are listed in the Test Administrator Roster.
- Inactive user accounts cannot log in to the PTW or administer tests, and are not listed in the Test Administrator Roster.

The screenshot shows the NECAP Online Writing interface. At the top left is the logo for the New England Assessment Consortium. The page title is "NECAP Online Writing". In the top right corner, there are links for "Help" and "Logout", and the text "Current User: NHDEADMO1". Below the title is a navigation menu with "Home", "Staff Management", and "Student Management". The "Staff Management" menu is expanded, showing "Test Administrator Accounts" (highlighted with callout 1) and "Create Test Administrator". Below the navigation is the "User Accounts" section, which includes instructions on how to edit, activate/inactivate, or delete accounts. Below the instructions is the "Test Administrator Roster" section, which has a "View:" filter with options "All", "Active", and "Inactive" (highlighted with callout 2). The roster is a table with the following data:

<input type="checkbox"/>	User Name	Status	Test Assignments
<input type="checkbox"/>	EMulder	Active	Edit Test Assignments
<input type="checkbox"/>	support	Active	Edit Test Assignments
<input type="checkbox"/>	tadmin	Active	Edit Test Assignments
<input type="checkbox"/>	tadmin1	Active	Edit Test Assignments

To display staff accounts:

1. On the **Staff Management** menu, select **Test Administrator Accounts**. The list of Test Administration accounts displays.

2. If you want to filter the staff members who appear in the list, do one of the following:
 - To display only active Test Administration staff members, in **View**, click **Active**.
 - To display only inactive Test Administration staff members, in **View**, click **Inactive**.

List Active Staff Accounts

Active staff accounts can log in to the PTW, administer tests, and are included in the Test Administrator Roster.

The screenshot shows the NECAP Online Writing interface. At the top left is the logo for the Department of Education, New England. The main header is "NECAP Online Writing" with "Help" and "Logout" links on the right. Below the header is a navigation menu with "Home", "Staff Management", and "Student Management". A callout box labeled "1" points to the "Test Administrator Accounts" option under "Staff Management". Below this is a sub-menu with "Create Test Administrator". The main content area is titled "User Accounts" and includes instructions for editing, inactivating/activating, and selecting all accounts. Below the instructions are links for "Test Administrator Roster" and "Create New User". A callout box labeled "2" points to a "View:" filter menu with options "All", "Active", and "Inactive". Below the filter is a table of user accounts.

<input type="checkbox"/>	User Name	Status	Test Assignments
<input type="checkbox"/>	FMulder	Active	Edit Test Assignments
<input type="checkbox"/>	support	Active	Edit Test Assignments
<input type="checkbox"/>	tadmin	Active	Edit Test Assignments
<input type="checkbox"/>	tadmin1	Active	Edit Test Assignments

To list active staff accounts:

1. On the **Staff Management** menu, select **Test Administrator Accounts**. The User Accounts screen appears, listing all staff accounts.
2. In **View**, click the **Active** link. Only the active staff accounts appear in the list.

Create a Staff Account

You must create a staff account for each staff member who will proctor a test. Use the same steps to create a Test Administrator account.

To create a staff account:

The screenshot shows the 'Create New User' page in the NECAP Online Writing system. The page includes a navigation menu with 'Home', 'Staff Management', and 'Student Management'. Under 'Staff Management', there are links for 'Test Administrator Accounts' and 'Create Test Administrator' (highlighted with a blue circle and the number 1). The main content area is titled 'Create New User' and contains instructions: 'Sign Up for your new account by completing the User Name, First and Last Name, and Password. You must confirm your password.', 'Assign test(s) to user.', and 'Click submit.' Below the instructions is a form with five input fields: 'User Name:', 'First Name:', 'Last Name:', 'Password:', and 'Confirm Password:'. The 'Password' and 'Confirm Password' fields are highlighted with a blue box and the number 2. Below the form is a table of test sessions with checkboxes for selection. The table has a header 'Test Name' and four rows: 'Grade 11 Writing Session 1', 'Grade 11 Writing Session 2', 'Grade 8 Writing Session 1', and 'Grade 8 Writing Session 2'. The checkboxes for 'Grade 8 Writing Session 1' and 'Grade 8 Writing Session 2' are highlighted with a blue box and the number 3. At the bottom of the form is a 'Submit' button, which is highlighted with a blue box and the number 4. The page also features a 'Return to User Accounts' link and a 'Current User: NHDEADEMO1' indicator.

NECAP Online Writing

Help Logout
Current User: NHDEADEMO1

Home Staff Management Student Management

Test Administrator Accounts

Create Test Administrator

Create New User

- Sign Up for your new account by completing the User Name, First and Last Name, and Password. You must confirm your password.
- Assign test(s) to user.
- Click submit.

[Return to User Accounts](#)

User Name:

First Name:

Last Name:

Password:

Confirm Password:

<input type="checkbox"/>	Test Name
<input type="checkbox"/>	Grade 11 Writing Session 1
<input type="checkbox"/>	Grade 11 Writing Session 2
<input type="checkbox"/>	Grade 8 Writing Session 1
<input type="checkbox"/>	Grade 8 Writing Session 2

Submit

#	Element	Description
1	Create Test Administrator	<p>Enables you to create a new user.</p> <p>On the Staff Management menu, select Create Test Administrator.</p>
2	User Information fields	<ul style="list-style-type: none"> • User Name - Enter a <i>user name</i> for the staff member. This is the user name that he or she will enter to log in and that will appear on the Test Administrator Accounts page. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Note: The User Name must be unique across the NECAP Online Writing states. You may want to include a unique identifier, such as your school's initials, as a prefix or suffix to the staff member's user name.</p> </div> <ul style="list-style-type: none"> • First Name - Enter the staff member's <i>first name</i>. • Last Name - Enter the staff member's <i>last name</i>. The first and last names only appear in the Test Administrator Roster. This information does not appear on the Test AdministratorAccounts page of the DAS. • Password - Enter an initial password for this staff member. • Confirm Password - Re-enter the initial password. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Note: Passwords must be at least 6 characters, can contain letters and numbers, and are case-sensitive.</p> </div>

Print a Test Administrator Roster

3	Test Name table	Select the tests this staff member can proctor. To select all of the tests, click the check box in the table header.
4	Submit	<p>A message confirms that the user was created successfully.</p> <div style="border: 1px solid black; padding: 5px;"><p>Note: If any errors are reported, correct the errors and click Submit again.</p><p>If you have more staff members to add, repeat above steps.</p></div>

Print a Test Administrator Roster

A Test Administrator Roster includes Test Administrator names, user names, and passwords.

Note: Because the Test Administrator Roster includes iTest passwords, make sure the roster is handled with appropriate care and security.

To print a Test Administrator Roster:

The screenshot shows the NECAP Online Writing web application. At the top left is the logo for the New England Writing Assessment. The main navigation bar includes 'Home', 'Staff Management', and 'Student Management'. A dropdown menu is open under 'Staff Management', showing 'Test Administrator Accounts' and 'Create Test Administrator'. A blue circle with the number '1' points to the 'Test Administrator Accounts' option. Below the navigation is a section titled 'User Accounts' with three bullet points: 'To edit an account, click on the specific user name.', 'To inactivate, activate, or delete an account, check the box to the left of the specific user name, then select the appropriate option from the drop-down list at the bottom of the page and click Submit.', and 'To select all accounts, check the box to the left of the User Name heading.' At the bottom of the page, there are two links: 'Test Administrator Roster' and 'Create New User'. A blue circle with the number '2' points to the 'Test Administrator Roster' link. In the top right corner, there are links for 'Help' and 'Logout', and the text 'Current User: NHDEADEMO1'.

#	Element	Description
1	Staff Management	On the Staff Management menu, select Test Administrator Accounts. The Test Administrator Accounts page appears.
2	Test Administrator Roster	<p>Click the Test Administrator Roster link. A PDF confirmation screen appears.</p> <ul style="list-style-type: none"> • Select the Open option in the browser window. The roster opens in Adobe® Reader. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Note: If you are asked to specify the application to use, select Adobe Reader and click OK.</p> </div> <ul style="list-style-type: none"> • On the File menu, select Print. The Acrobat Print screen appears. • Specify the printer name and click OK.

Delete a Staff Account

Delete a Staff Account

To delete a staff account:

The screenshot shows the NECAP Online Writing interface. At the top left is the logo for the New England Assessment Program. The main header is "NECAP Online Writing" with "Help" and "Logout" links on the right. Below the header is a navigation menu with "Home", "Staff Management", and "Student Management". Under "Staff Management", there is a sub-menu with "Test Administrator Accounts" (circled with a 1) and "Create Test Administrator".

The "User Accounts" section contains the following instructions:

- To edit an account, click on the specific user name.
- To inactivate, activate, or delete an account, check the box to the left of the specific user name, then select the appropriate option from the drop-down list at the bottom of the page and click Submit.
- To select all accounts, check the box to the left of the User Name heading.

Below the instructions is the "Test Administrator Roster" section. It includes a "View: All | Active | Inactive" filter and a table with the following columns: "User Name", "Status", and "Test Assignments".

<input type="checkbox"/> User Name	Status	Test Assignments
<input type="checkbox"/> FMulder	Active	Edit Test Assignments
<input type="checkbox"/> support	Active	Edit Test Assignments
<input checked="" type="checkbox"/> tadmin	Active	Edit Test Assignments
<input type="checkbox"/> tadmin1	Active	Edit Test Assignments

At the bottom of the roster, there is a "Selected Items:" dropdown menu (circled with a 3) currently set to "Delete", and a "Submit" button (circled with a 4).

#	Element	Description
1	Test Administrator Accounts	On the Staff Management menu, select Test Administrator Accounts. The User Accounts screen appears.
2	Check box	Select the check box to the left of the user name for the staff account that you want to delete.
3	Delete	At the bottom of the screen, in Selected Items , select Delete .
4	Submit	<p>Click Submit. A message appears, confirming that you want to delete the selected staff account.</p> <ul style="list-style-type: none"> • In message box, click OK. The staff account is deleted from the User Accounts screen.

Edit User Tests Page

The Edit User Tests page enables you to modify the tests to which the selected staff member is assigned.

Edit User Tests

- Check appropriate test(s).
- Click submit.

[Return to User Accounts](#)

User Name: **FMulder**

1

<input checked="" type="checkbox"/>	Test Name
<input checked="" type="checkbox"/>	Grade 11 Writing Session 1
<input checked="" type="checkbox"/>	Grade 11 Writing Session 2
<input checked="" type="checkbox"/>	Grade 8 Writing Session 1
<input checked="" type="checkbox"/>	Grade 8 Writing Session 2

2 **Submit**

To display this page:

- On the User Accounts page, click the **Edit Test Assignments** link in the **Test Assignments** column for the staff member whose test assignments you want to modify.

This page includes the following elements:

#	Element	Description
1	Test Name and Tests	Displays the name of the user whose tests you are editing, and enables you to specify the tests to which the user is assigned. Select individual tests, or use the check box next to the Test Name header to assign all of the listed tests to the user.
2	Submit button	Saves the changes you made to the user's test assignments. If no tests are assigned, an error message appears. Otherwise, a message confirms that the user test assignments have been saved.

Modify Staff Test Assignments

After a staff account has been created, you can modify the tests assigned to that account.

Note: You can only assign tests to an active staff account. For information on how to activate a staff account, see "Activate a Staff Account" on page 37.

To modify test assignments:

NECAP Online Writing

Home | Staff Management | Student Management

Test Administrator Accounts
Create Test Administrator

Test Administrator Roster | Create New User

View: All | Active | Inactive

<input type="checkbox"/>	User Name	Status	Test Assignments
<input type="checkbox"/>	FMulder	Active	Edit Test Assignments
<input type="checkbox"/>	support	Active	Edit Test Assignments
<input checked="" type="checkbox"/>	tadmin	Active	Edit Test Assignments
<input type="checkbox"/>	tadmin1	Active	Edit Test Assignments

Return to User Accounts

Test Name

Grade 11 Writing Session 1

Grade 11 Writing Session 2

Grade 8 Writing Session 1

Grade 8 Writing Session 2

Modify Staff Test Assignments

#	Element	Description
1	Test Administrator Accounts	On the Staff Management menu, select Test Administrator Accounts . The Test Administrator Accounts screen appears.
2	Edit Test Assignments	Select the Edit Test Assignments link in the Test Assignments column for the user name whose test assignments you want to modify. The Edit User Tests screen appears.
3	Test Name	In the Test Name table, select the tests you want to assign to the staff account. To assign all tests, select the check box at the top of the table.
4	Submit	Click Submit . A message confirms that the staff test assignments were changed successfully.
5	Return to User Accounts	Click the Return to User Accounts link to the User Accounts screen.

Modify a Staff Account

After a staff account has been created, you can modify the staff name and password.

To modify a staff account:

NECAP Online Writing [Help](#) [Logout](#)
Current User: NHDEADEMO1

Home Staff Management Student Management **Test Administrator Accounts**
Create Test Administrator

User Accounts [Return to User Accounts](#)

- To edit an account, click on the specific user name.
- To inactivate, activate, or delete an account, check the box to the left of the specific user name, then select the appropriate option from the drop-down list at the bottom of the page and click Submit.
- To select all accounts, check the box to the left of the User Name heading.

[Test Administrator Roster](#) [Create New User](#)

View: All | **Active** | Inactive

<input type="checkbox"/>	User Name	Status	Test Assignments
<input checked="" type="checkbox"/>	FMulder	Active	Edit Test Assignments
<input type="checkbox"/>	support	Active	Edit Test A
<input type="checkbox"/>	tadmin	Active	Edit Test A
<input type="checkbox"/>	tadmin1	Active	Edit Test A

User Name: **FMulder**

First Name: Mulder

Last Name: Fox

Change Password

Password:

Confirm Password:

#	Element	Description
1	Test Administrator	On the Staff Management menu, select Test Administrator Accounts . The Test Administrator Accounts screen appears.
2	User Name	In the User Name column, select the user name link for the user name account you want to modify. The Edit User screen appears.
3	Edit User screen	<ul style="list-style-type: none"> • First Name - To modify the first name of the staff, in the First Name field, enter the modified name. • Last Name - To modify the last name of the staff, in the Last Name field, enter the modified name. <p>To modify the password of the staff account:</p> <ol style="list-style-type: none"> a. Select the Change Password check box. b. In the Password field, type the new password. c. In the Confirm Password field, retype the new password entered in Password. d. If an error appears, repeat steps b and c.
4	Submit	Click Submit . A message confirms that the staff account was changed successfully.
5	Return to User Accounts	Click the Return to User Accounts link to return to the User Accounts screen.

Activate a Staff Account

Staff with active accounts are able to proctor tests. By default, when you create a staff account, the account is set to Active.

Notes:

- Only active staff members are included in the Test Administrator Roster.
- You only need to activate a staff account if that account has been inactivated.

To activate a staff account:

The screenshot shows the 'NECAP Online Writing' interface. At the top, there is a navigation menu with 'Home', 'Staff Management', and 'Student Management'. The 'Test Administrator Accounts' option is highlighted, and a callout '1' points to it. Below the navigation, the page title is 'Staff Management/Test Administrator Accounts' and the section is 'User Accounts'. There are instructions on how to edit, inactivate, activate, or delete accounts. Below the instructions, there are links for 'Test Administrator Roster' and 'Create New User'. The 'View' options are 'All', 'Active', and 'Inactive'. A table lists user accounts with columns for 'User Name', 'Status', and 'Test Assignments'. The first row, 'FMulder', is selected with a checkbox, and a callout '2' points to it. At the bottom, there is a 'Selected Items:' dropdown menu with 'Make Active' selected, and a callout '3' points to it. A 'Submit' button is also present, with a callout '4' pointing to it.

<input type="checkbox"/>	User Name	Status	Test Assignments
<input checked="" type="checkbox"/>	FMulder	Active	Edit Test Assignments
<input type="checkbox"/>	support	Active	Edit Test Assignments
<input type="checkbox"/>	tadmin	Active	Edit Test Assignments
<input type="checkbox"/>	tadmin1	Active	Edit Test Assignments

Inactivate a Staff Account

#	Element	Description
1	Test Administrator Accounts	On the Staff Management menu, select Test Administrator Accounts . The Test Administrator Accounts screen appears.
2	User Name	Select the check box to the left of the user name for the staff account that you want to activate.
3	Make Active	At the bottom of the screen, in Selected Items , select Make Active .
4	Submit	Click Submit . The staff account status changes to Active.

Inactivate a Staff Account

If a staff member has been assigned as a Test Administrator, but you later determine that the staff member will not be involved in test administration, you can set his or her status to Inactive.

To inactivate a staff account:

The screenshot shows the 'Test Administrator Accounts' page in the NECAP Online Writing system. The page includes a navigation menu with 'Home', 'Staff Management', and 'Student Management'. The 'Test Administrator Accounts' link is highlighted with a callout '1'. Below the navigation is a breadcrumb trail 'Staff Management/Test Admin' and a 'Create Test Administrator' button. The main heading is 'User Accounts', followed by instructions on how to edit, inactivate, activate, or delete accounts. Below the instructions are links for 'Test Administrator Roster' and 'Create New User'. The 'View' options are 'All', 'Active', and 'Inactive'. A table lists user accounts with checkboxes for selection. The 'FMulder' account is selected with a callout '2'. At the bottom, the 'Selected Items' dropdown menu is set to 'Make Active' with a callout '3', and the 'Submit' button is highlighted with a callout '4'.

#	Element	Description
1	Test Administrator Accounts	On the Staff Management menu, select Test Administrator Accounts . The User Accounts page displays.
2	User Name	<p>Click the check box next to the user name of the staff member who you want to inactivate.</p> <div style="border: 1px solid black; background-color: #e1eef6; padding: 10px; margin: 10px 0;"> <p>Notes:</p> <ul style="list-style-type: none"> • Use the Test Administrator Roster to identify the user name of the staff member you are inactivating. • If you need to inactivate more than one user account, select the checkbox next to each user name you want to inactivate. </div>
3	Make Inactive	In Selected Items, select Make Inactive .
4	Submit	Click Submit . A message at the top of the list confirms that the user was successfully inactivated.

List Inactive Staff Accounts

Inactive staff accounts cannot log in to the PTW, and are not included in the Test Administrator Roster.

List Inactive Staff Accounts

To list inactive staff accounts:

The screenshot shows the NECAP Online Writing interface. At the top, there is a navigation menu with 'Home', 'Staff Management', and 'Student Management'. A callout '1' points to the 'Test Administrator Accounts' option under 'Staff Management'. Below this, the 'User Accounts' section is visible, containing instructions on how to edit, inactivate, activate, or delete accounts. There are links for 'Test Administrator Roster' and 'Create New User'. A 'View' dropdown menu is shown with options 'All', 'Active', and 'Inactive'. A callout '2' points to the 'Inactive' link. Below the dropdown, there are columns for 'User Name', 'Status', and 'Test Assignments'. A message at the bottom states 'No records to display.'

#	Element	Description
1	Test Administrator Accounts	On the Staff Management menu, select Test Administrator Accounts . The User Accounts screen appears, listing all user accounts.
2	Inactive	In View , click the Inactive link. <div style="border: 1px solid black; padding: 5px; background-color: #e0e0e0;"> Note: If there are no inactive accounts to list, a message notes that there are no inactive records to display. </div>

Edit User Page

The Edit User page enables you to modify the first name, last name, and password of a user.

NECAP Online Writing

Help Logout
Current User: NHDEADMO1

Home Staff Management Student Management

Edit User

- Modify First Name, Last Name, and Password.
- Click submit.

[Return to User Accounts](#)

1 User Name: **FMulder**
First Name: Mulder
Last Name: Fox

Change Password 2
Password:
Confirm Password:

Submit 3

To display this page:

- On the User Accounts page, click the user name link in the **User Name** column for the staff member whose user account you want to modify.

This page contains the following elements:

#	Element	Description
1	User Name fields	<p>Specifies the following about the user:</p> <ul style="list-style-type: none"> • User Name - User name of the selected user account. • First Name - First name of the selected user account. • Last Name - Last name of the selected user account.
2	User Password area	<p>Enables you to modify the user password. Elements in this area include:</p> <ul style="list-style-type: none"> • Change Password - Activates the password fields, where you can enter a new password for the selected user account. • Password - New password for the selected user account. • Confirm Password field - Confirmation of the new password specified for the selected user account.
3	Submit button	Saves the changes made for the selected user account.

Manage Student Accounts

Student accounts identify individual students and associates each student with his or her NECAP Online Writing test.

You can access student accounts through the Student Management menu in the DAS. In the DAS, you can do the following:

- Display Student Data
- Print a Student Roster
- Print Student Login Tickets
- Create a Student Account
- Delete a Student Account
- Modify a Student's Test Assignment

Display Student Data

To display student data:

The screenshot shows the 'NECAP Online Writing' interface. At the top left is the New England Assessment logo. The main navigation bar includes 'Home', 'Staff Management', and 'Student Management'. A callout '1' points to the 'Student Roster' link under 'Student Management'. Below this is the 'Student Roster' page header with instructions: 'To edit a student, click on first or last name.', 'To delete a student, check the box to the left of the specific student name, then select the appropriate option from the drop-down list at the bottom of the page and click Submit.', and 'To select all students, check the box to the left of the state heading.' Below the instructions are 'Basic Filtering Options' with dropdowns for 'District: Demonstration District A', 'School: Demonstration School 1', and 'Grade: Grade.08'. There are buttons for 'Download Student Roster', 'Create New Student' (with callout '2'), and 'Tickets per Page' (One, Four, and a red 'TICKET' button). A table lists student data with columns: State, SASID, Last Name, First Name, MI, Test Assignments, DOB, and Gender. Callout '3' points to the 'Last Name' field in the first row. A 'TICKET' button is visible in the top right corner of the interface.

<input type="checkbox"/>	State	SASID	Last Name	First Name	MI	Test Assignments	DOB	Gender
<input type="checkbox"/>	NH	904095	Akin	Teeazha	L	Edit (sessions 1 & 2)	04/21/1996	F
<input type="checkbox"/>	NH	904069	Barber	Jill		Edit (sessions 1 & 2)	08/14/1996	F
<input type="checkbox"/>	NH	904537	Bauer	Danielle		Edit (sessions 1 & 2)	07/16/1996	F
<input type="checkbox"/>	NH	904056	Bryant	Amanda	L	Edit (sessions 1 & 2)	06/17/1996	F

Display Student Data

#	Element	Description
1	Student Roster	<p>From the Student Management menu, select Student Roster. The Student Roster page appears.</p> <p>If they are not already selected, specify the following:</p> <ul style="list-style-type: none">• District• School• Grade <div style="border: 1px solid black; padding: 5px;"><p>Note: If these fields are not visible, click the Show link on the right-hand side of the screen.</p></div>
2	Sort	<p>If you want to sort the data, do one of the following:</p> <ul style="list-style-type: none">• To sort the data in numerical or alphabetical order, click the header for the column that you want to sort.• To sort the data in reverse numerical or alphabetical order, click the header of the column that you want to sort a second time.

3	Filter	<p>If you want to filter the students' first or last names:</p> <ol style="list-style-type: none">a. In the box at the top of the column to filter, type a string to use as a filter.b. Click the icon to the right of the box and select one of the following filter commands:<ul style="list-style-type: none">• Contains• DoesNotContain• StartsWith• EndsWith• EqualTo <p>To remove a filter:</p> <ol style="list-style-type: none">a. Clear the string from the box at the top of the column.b. Click the icon to the right of the box and select NoFilter.
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Student Roster Page

The Student Roster page enables you to display a student roster, create a student account, and print Student Login Tickets.

The screenshot shows the 'Basic Filtering Options' section of the Student Roster page. It includes dropdown menus for District (Demonstration District A), School (Demonstration School 1), and Grade (Grade 08). There are buttons for 'Download Student Roster' and 'Create New Student'. A 'Tickets per Page' section has radio buttons for 'One' and 'Four', and a red 'TICKET' button. Below this is a table with columns: State, SASID, Last Name, First Name, MI, Test Assignments, DOB, and Gender. The table lists six students with their details and an 'Edit (sessions 1 & 2)' link for each. At the bottom, there is a 'Selected Items' dropdown set to 'Print Tickets' and a 'Submit' button. Numbered callouts 1 through 6 point to these specific elements.

State	SASID	Last Name	First Name	MI	Test Assignments	DOB	Gender
<input type="checkbox"/>	NH 904095	Akin	Teeazha	L	Edit (sessions 1 & 2)	04/21/1996	F
<input type="checkbox"/>	NH 904069	Barber	Jill		Edit (sessions 1 & 2)	08/14/1996	F
<input type="checkbox"/>	NH 904537	Bauer	Danielle		Edit (sessions 1 & 2)	07/16/1996	F
<input type="checkbox"/>	NH 904056	Bryant	Amanda	L	Edit (sessions 1 & 2)	06/17/1996	F
<input type="checkbox"/>	NH 904316	Buzby	Elijah	J	Edit (sessions 1 & 2)	12/05/1996	M
<input type="checkbox"/>	NH 904147	Castillo	Sean	M	Edit (sessions 1 & 2)	10/29/1996	M

To display this page:

- On the DAS, select **Student Management | Student Roster**.

The Student Roster page includes the following elements:

#	Element	Description
1	Basic Filtering Options	Displays or hides the District, School, and Grade options that specify the students to display. Some of these options are set automatically. If no students are listed, specify a School and Grade to display.
2	Download Student Roster	<p>Enables you to display or save a roster of students in the specified group as a PDF file. The roster includes:</p> <ul style="list-style-type: none"> ○ Student Name (first, last, middle initial) ○ Date of Birth ○ Gender ○ SASID ○ User Name ○ Password
3	Create New Student	Opens the Create\Edit Student page, where you can create a student account or modify an existing student account.

#	Element	Description
4	Tickets Per Page option	Enables you to specify the number of Student Login Tickets you print per page, either One or Four. Clicking the ticket icon open Adobe Reader, where you can display or print the roster.
5	Students table	<p>Displays information about the group of students specified in Basic Filtering Options. Except for the Test Assignment column, all columns can be sorted. The Last Name and First Name columns can be filtered. For more information on sorting and filtering these columns, see "Display Student Data" on page 44.</p> <p>The check box next to each name enables you to select individual students. Use the check box next to the State heading to select <i>all</i> students. This table includes the information that is provided in the Student Roster.</p>
6	Selected Items list	<p>Enables you to delete student records or print tickets for the selected student(s).</p> <p>Clicking the Submit button applies the changes you made to the student roster.</p>

Print a Student Roster

A Student Roster lists all of the student record information, including user name and password.

Note: The Student Roster includes iTest passwords. Make sure the roster is handled with appropriate care and security.

NECAP Online Writing

Help Logout
Current User: NHDEADEMO1

Home Staff Management Student Management
Student Roster
Create Student

Student Management/Student Roster

Student Roster

- To edit a student, click on first or last name.
- To delete a student, check the box to the left of the specific student name, then select the appropriate option from the drop-down list at the bottom of the page and click Submit.
- To select all students, check the box to the left of the state heading.

Basic Filtering Options Hide

District: Demonstration District A School: Demonstration School1 Grade: Grade 08

Download Student Roster Create New Student Tickets per Page: One Four TICKET

<input type="checkbox"/>	State	SASID	Last Name	First Name	MI	Test Assignments	DOB	Gender
<input type="checkbox"/>	NH	904095	Akin	Teeazha	L	Edit (sessions 1 & 2)	04/21/1996	F
<input type="checkbox"/>	NH	904069	Barber	Jill		Edit (sessions 1 & 2)	08/14/1996	F
<input type="checkbox"/>	NH	904537	Bauer	Danielle		Edit (sessions 1 & 2)	07/16/1996	F
<input type="checkbox"/>	NH	904056	Bryant	Amanda	L	Edit (sessions 1 & 2)	06/17/1996	F

To print a Student Roster:

#	Element	Description
1	Student Roster	<p>On the Student Management menu, select Student Roster. The Student Roster page appears.</p> <ul style="list-style-type: none"> • If they are not already selected, specify the following: <ol style="list-style-type: none"> a. District b. School c. Grade <div data-bbox="750 730 1317 863" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: If these fields are not visible, click the Show link on the right-hand side of the screen.</p> </div>
2	Download Student Roster	<p>Click the Download Student Roster link. A PDF confirmation screen appears.</p> <ul style="list-style-type: none"> • Select the Open option. The roster opens in Adobe Reader. <div data-bbox="750 1108 1317 1241" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: If you are asked to specify the application to use, select Adobe Reader and click OK.</p> </div>

Print Student Login Tickets

A Student Login Ticket contains the unique user name and password that a student uses to log into the Student Test Workstation (STW).

Note: Each student uses the same assigned user name and password combination whenever he or she logs into the STW, no matter which test the student is taking.

Student Login Tickets:

1. On the **Student Management** menu, select **Student Roster**. The Student Roster page appears.
2. If they are not already selected, specify the following:
 - a. **District**
 - b. **School**
 - c. **Grade**

Note: If these fields are not visible, click the **Show** link on the right-hand side of the screen.

3. In **Tickets Per Page**, specify whether to print **One** or **Four** tickets on each page.



4. Click the red **Ticket** icon. A PDF confirmation screen appears.
5. Select the **Open** option. The roster opens in Adobe Reader.

Note: If you are asked to specify the application to use, select **Adobe Reader** and click **OK**.

6. Click **Open With**, specify Adobe Reader, and click OK. The Student Login Ticket file opens in Adobe Reader.
7. On the **File** menu, select **Print**. The Print screen appears.
8. Specify the printer name and click **OK**. If you are not printing tickets for all students:

Print Student Login Tickets

- a. At the bottom of the Student Roster table, set the **Page Size** to the largest value that will display all of the students in your school.
- b. Select the check box next to the name of each student whose ticket you want to print.

Note: If you cannot display all students on a single page, follow the steps to print the tickets for the selected students on one page before displaying the next page. Your selections only apply to the page that is currently displayed.

Create/Edit Student Page

The Create/Edit Student page enables you to add an account for a new student or modify an existing student account.

The screenshot shows the 'Create/Edit Student' page in the NECAP Online Writing system. At the top left is the logo for the New England Assessment Program. The page title is 'NECAP Online Writing'. In the top right corner, there are links for 'Help' and 'Logout', and the text 'Current User: NHDEADEMO1'. A navigation menu includes 'Home', 'Staff Management', and 'Student Management'. The 'Student Management' menu is open, showing 'Student Roster' and 'Create Student' (highlighted with a blue box and a callout '1'). Below the navigation, the page title is 'Create/Edit Student'. A list of instructions is provided: 'Create a new student by entering/selecting data in each of the fields below.', 'Assign test(s) to student.', and 'Click submit.'. A link 'Return to Student Roster' is located on the right. The main form area contains several fields: 'SASID:' (text input), 'Student Grade: GRADE' (dropdown menu), 'First Name:' (text input), 'MI:' (text input), 'Last Name:' (text input), 'Gender: GENDEF' (dropdown menu), and 'Birth Date: 1/1/1986' (calendar icon). A table of test options is shown below the form, with a callout '3' pointing to it. The table has a header 'Test Name' and four rows, each with a checkbox and a test name. At the bottom of the form is a 'Submit' button with a callout '4'.

NECAP Online Writing

Help Logout
Current User: NHDEADEMO1

Home Staff Management Student Management
Student Roster
Create Student

Student Management/Create Student

Create/Edit Student

- Create a new student by entering/selecting data in each of the fields below.
- Assign test(s) to student.
- Click submit.

[Return to Student Roster](#)

SASID:

Student Grade: GRADE ▾

First Name:

MI:

Last Name:

Gender: GENDEF ▾

Birth Date: 1/1/1986

<input type="checkbox"/>	Test Name
<input type="checkbox"/>	Grade 11 Writing Session 1
<input type="checkbox"/>	Grade 11 Writing Session 2
<input type="checkbox"/>	Grade 8 Writing Session 1
<input type="checkbox"/>	Grade 8 Writing Session 2

Submit

Create a Student Account

#	Element	Description
1	Create Student	On the Student Management drop-down list, select Create Student .
2	Student Information fields	Specifies the following information about the student account: <ul style="list-style-type: none">• SASID - Unique State Assigned Student ID (SASID) of the student.• Student Grade - Grade of the student.• First Name - First name of the student.• MI - Middle initial, if any, of the student.• Last Name - Last name of the student.• Gender - Gender of the student.• Birth Date - Date of birth of the student, in the format MM/DD/YYYY.
3	Test Name table	Displays tests to which this student may be assigned. Assign individual tests, or use the check box next to the Test Name header to assign all of the listed tests to the student.
4	Submit button	Creates the account with the specified information. If any field contains an invalid character, an error appears prompting you to modify the problem value. Otherwise, a message confirms the student information was successfully added.

Create a Student Account

The student database is created based on the final reporting demographic files provided in January to populate the student information. If a new student arrives after label file data was submitted, you must create a student account for him or her.

To create a student account:

The screenshot shows the 'Create New User' page in the NECAP Online Writing system. The page includes a navigation menu with 'Home', 'Staff Management', and 'Student Management'. Under 'Student Management', 'Student Roster' and 'Create Student' are visible, with 'Create Student' highlighted and circled with a '1'. Below the navigation is the 'Create New User' section with instructions: 'Sign Up for your new account by completing the User Name, First and Last Name, and Password. You must confirm your password.', 'Assign test(s) to user.', and 'Click submit.' A link for 'Return to User Accounts' is also present. The form contains input fields for 'User Name', 'First Name', 'Last Name', 'Password', and 'Confirm Password', all enclosed in a box circled with a '2'. Below these fields is a table of test options with checkboxes, circled with a '3':

<input type="checkbox"/>	Test Name
<input type="checkbox"/>	Grade 11 Writing Session 1
<input type="checkbox"/>	Grade 11 Writing Session 2
<input type="checkbox"/>	Grade 8 Writing Session 1
<input type="checkbox"/>	Grade 8 Writing Session 2

A 'Submit' button is located at the bottom of the form, circled with a '4'. The page header includes the NECAP logo, the title 'NECAP Online Writing', and the current user 'NHDEADEMO1'.

Create a Student Account

#	Element	Description
1	Create Student	On the Student Management menu, select Create Student . The Create/Edit Student screen appears.
2	Student Information fields	<p>Specifies the following information about the student account:</p> <ul style="list-style-type: none"> • SASID - Unique State Assigned Student ID (SASID) of the student. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Note: If the SASID entered is a duplicate of an existing SASID, you will not receive an error.</p> </div> <ul style="list-style-type: none"> • Student Grade - Grade of the student. • First Name - First name of the student. • MI - Middle initial, if any, of the student. • Last Name - Last name of the student. • Gender - Gender of the student. • Birth Date - Date of birth of the student in the format of MM/DD/YYYY.

3	Test Name table	Displays tests to which this student may be assigned. Assign individual tests, or use the check box next to the Test Name header to assign all of the listed tests to the student.
4	Submit	<p>Creates the account with the specified information. If any field contains an invalid character, an error appears prompting you to modify the problem value. Otherwise, a message confirms the student information was successfully added.</p> <div data-bbox="810 718 1317 850" style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p>Note: If an error is reported, correct the error and click the Submit button.</p> </div>

Delete a Student Account

You can delete the account of any student who is preloaded into the student database but who is not participating in the online test program.

Note: If a student has logged into a test, but he or she has not answered any questions, that student account cannot be deleted from the system.

To delete a student account:

The screenshot shows the 'NECAP Online Writing' interface. At the top, there is a navigation menu with 'Home', 'Staff Management', and 'Student Management'. The 'Student Management' menu is open, showing 'Student Roster' (circled with a 1) and 'Create Student'. Below this is the 'Student Management/Student Roster' page. It features 'Basic Filtering Options' with dropdowns for 'District' (Demonstration District A), 'School' (Demonstration School 1), and 'Grade' (Grade 08). There are buttons for 'Download Student Roster', 'Create New Student', and 'Tickets per Page' (One, Four, and a 'TICKET!' button). A table lists student records with columns: State, SASID, Last Name, First Name, MI, Test Assignments, DOB, and Gender. The first row is selected (checked), and a circled 2 points to the checkbox. Below the table is a 'Selected Items' dropdown menu (circled with a 3) with options: 'Print Tickets', 'Delete', and 'Print Tickets'. A 'Submit' button (circled with a 4) is located to the right of the dropdown. The page footer shows 'Page size: 50' and '57 items in 2 pages'.

State	SASID	Last Name	First Name	MI	Test Assignments	DOB	Gender
<input checked="" type="checkbox"/>	NH 904095	Akin	Teeazha	L	Edit (sessions 1 & 2)	04/21/1996	F
<input type="checkbox"/>	NH 904069	Barber	Jill		Edit (sessions 1 & 2)	08/14/1996	F
<input type="checkbox"/>	NH 904537	Bauer	Danielle		Edit (sessions 1 & 2)	07/16/1996	F
<input type="checkbox"/>	NH 904056	Bryant	Amanda	L	Edit (sessions 1 & 2)	06/17/1996	F
<input type="checkbox"/>	NH 904316	Buzby	Elijah	J	Edit (sessions 1 & 2)	12/05/1996	M
<input type="checkbox"/>	NH 904147	Castillo	Sean	M	Edit (sessions 1 & 2)	10/29/1996	M

#	Element	Description
1	Student Roster	<p>On the Student Management menu, select Student Roster. The Student Roster page appears.</p> <ul style="list-style-type: none"> • If they are not already selected, specify the following: <ol style="list-style-type: none"> a. District b. School c. Grade <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: If these fields are not visible, click the Show link on the right-hand side of the screen.</p> </div>
2	Check box	Select the check box next to the name of each student whose account you want to delete.
3	Selected Items	<p>From the Selected Items drop-down list box, select Delete.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: Drop-down choices need to be selected prior to checking the check boxes and clicking 'Submit.'</p> </div>
4	Submit	Click the Submit button. A message confirming you want to delete the selected student appears. Click OK . A message indicated that the student account was deleted.

Edit Student Tests Page

The Edit Student Tests page enables you to modify the tests to which the student you selected on the Student Roster page is assigned.

Edit Student Tests

- Check appropriate test(s).
- Click submit.

[Return to Student Roster](#)

User Name: **Akin, Teeazha**

<input type="checkbox"/> Test Name
<input type="checkbox"/> Grade 11 Writing Session 1
<input type="checkbox"/> Grade 11 Writing Session 2
<input checked="" type="checkbox"/> Grade 8 Writing Session 1
<input checked="" type="checkbox"/> Grade 8 Writing Session 2

Submit

To display this page:

- On the **Student Roster** page, click the **Edit** link in the **Test Assignments** column for the student whose test assignments you want to modify.

This page includes the following elements:

#	Element	Description
1	Test Name table	Specifies tests to which the student is assigned. Select individual tests, or use the check box next to the Test Name header to assign all of the listed tests to the student.
2	Submit button	Saves the changes you made to the student's test assignment. If no tests are assigned, an error message appears. Otherwise, a message confirms the student test assignments have been saved.

Modify a Student's Test Assignment

After a student account has been created, you can modify the tests assigned to that student.

To modify a student's test assignments:

NECAP Online Writing [Help](#) [Logout](#)
 Current User: NHDEADMO1

Home | Staff Management | **Student Management** | **Student Roster** | Create Student

Student Management/Student Roster

Student Roster

- To edit a student, click on first or last name.
- To delete a student, check the box to the left of the specific student name, then select the appropriate option from the drop-down list at the bottom of the page and click Submit.
- To select all students, check the box to the left of the state heading.

Basic Filtering Options Hide

District: School: Grade:

[Download Student Roster](#) [Create New Student](#) Tickets per Page: One Four TICKET

<input type="checkbox"/>	State	SASID	Last Name	First Name	MI	Test Assignments	DOB	Gender
<input checked="" type="checkbox"/>	NH	904095	Akin	Teeazha	L	Edit (sessions 1 & 2)	04/21/1996	F
<input type="checkbox"/>	NH	904069	Barber	Jill		Edit (sessions 1 & 2)	08/14/1996	F
<input type="checkbox"/>	NH	904537	Bauer	Danielle		Edit (sessions 1 & 2)	07/16/1996	F
<input type="checkbox"/>	NH	904056	Bryant	Amanda	L	Edit (sessions 1 & 2)	06/17/1996	F

Modify a Student's Test Assignment

#	Element	Description
1	Student Roster	<p>On the Student Management menu, select Student Roster. The Student Roster screen appears.</p> <ul style="list-style-type: none"> If they are not already selected, specify the following: <ul style="list-style-type: none"> a. District b. School c. Grade <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: If these fields are not visible, click the Show link on the right-hand side of the screen.</p> </div>
2	Edit	<p>For the student whose test assignments you want to modify, select the Edit link in the Test Assignments column. The Edit Student Tests screen appears.</p>

Edit Student Tests

- Check appropriate test(s).
- Click submit.

[Return to Student Roster](#)

Student tests were changed successfully.

User Name: **Akin, Teeazha**

Test Name
 Grade 11 Writing Session 1
 Grade 11 Writing Session 2
 Grade 8 Writing Session 1
 Grade 8 Writing Session 2

#	Element	Description
1	Test Name	<p>In the Test Name table, select the tests you want to assign to the student:</p> <ul style="list-style-type: none"> • To assign all tests, select the check box at the top of the table. • To remove a test, clear the check box next to that test.
2	Submit	<p>Click Submit. A message confirms that the test assignments were changed successfully.</p>
3	Return to Student Roster	<p>Click the Return to Student Roster link to return to the Student Roster screen.</p>

Proctor Test Workstation and Student Test Workstation Features

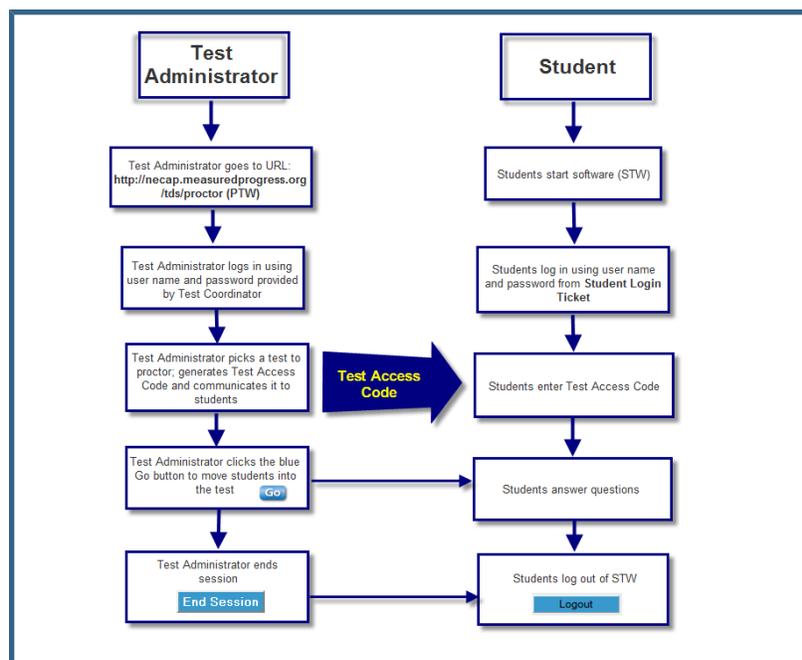
Test sessions are initiated by the Test Administrator on the Proctor Test Workstation (PTW) and can only be accessed by students using the Student Test Workstation (STW).

For more information on the PTW and STW interfaces, see the following sections:

- Introducing the Proctor Test Workstation
- Introducing the Student Test Workstation

Refer to the Online Test Administrator Manual (OTAM) for NECAP Online Writing policy and procedure information.

To view Test Administrator tasks in conjunction with Student tasks, please see the flowchart below:



Introducing the Proctor Test Workstation

The Proctor Test Workstation (PTW) enables you to proctor NECAP Online Writing tests to which you have been assigned. Students access the NECAP Online Writing tests using the Student Test Workstation (STW).

IMPORTANT: This section describes the features of the PTW and the STW, and is designed to provide an overview of the features of each application.

Use the appropriate grade 8 or grade 11 Online Test Administration Manual (OTAM) for proctoring tests to students. The OTAMs contain the scripts and policy information used to proctor tests, and outline all of the steps to be followed before, during, and after test administration. Understanding of and compliance with each of these steps is vital for a successful NECAP administration.

The NECAP Online Writing User Guide details the various components of online testing, including the PTW and the STW. Access this guide at <http://iservices.measuredprogress.org> or by logging into the Data Administration System with a password obtained from your Test Coordinator.

If you have any questions about the NECAP test or procedures for administering this test, contact the Test Coordinator at your school or the Measured Progress NECAP Service Center at 1-877-632-7774. The service center is open Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m.

This section includes the following:

- What's New in the PTW
- Test Administrator Tasks
- PTW Pages

What's New in the PTW

This release of the PTW includes the following update:

- A Remove button has been added on the Test Administration page, enabling proctors to remove an individual student from a test session.

Test Administrator Tasks

Task	Where	Notes
Before Testing		
<input type="checkbox"/> Create a test administration schedule with the appropriate staff	N/A	<p>If you cannot test the full group of students at the same time, you must take steps to maintain test security.</p> <p>Note: The groups of students may not interact between administrations of the same test session.</p> <p>Your school must have a number of technically compliant computers to accommodate your testing plan/schedule.</p>
<input type="checkbox"/> Familiarize yourself with the Proctor Test Workstation (PTW)	DAS Training Materials	The Test Administrator - Student Interaction Video is a basic tutorial that explains how students and proctors connect during a test session.
During Testing		
<input type="checkbox"/> Use appropriate grade-level OTAM for Test Session	DAS Blue TAM button	Use the appropriate grade-level OTAM, <i>not</i> the NECAP Online Writing User Guide, for administering tests.
<input type="checkbox"/> Verify student workstation security	N/A	Ensure that each student has a secure workstation and testing location.

Task	Where	Notes
<input type="checkbox"/> Post a sign on classroom door	N/A	Create a sign reading "Testing – Please do not disturb" and post on classroom door.
<input type="checkbox"/> Distribute Student Login Ticket to each student	N/A	<p>Each student receives his or her individual Student Login Ticket.</p> <p>See: "Student Login Ticket" on page 78 for information about Student Login Tickets.</p>
<input type="checkbox"/> Log into PTW	http://necap.measuredprogress.org/tds/proctor	Log into the PTW to proctor a test session.
<input type="checkbox"/> Generate a Test Access Code	PTW Test Selection	On the Test Selection screen of the PTW, select a test session to generate a Test Access Code.
<input type="checkbox"/> Post Test Access Code	PTW Test Administration	<p>Post the Test Access Code at the front of the room.</p> <p>See: "Test Administration Page" on page 74</p>
<input type="checkbox"/> Monitor student logins	PTW Test Administration	<p>Answer any student questions about logging in and beginning the test session. Verify that students log into the STW successfully.</p> <p>See: Appropriate grade-level OTAM</p>

Task	Where	Notes
<input type="checkbox"/> Begin test session	PTW Test Administration	Activate the test session so students may begin testing. See: OTAM for how to begin a test session.
<input type="checkbox"/> Address any technology-related issues	N/A	Consult the Technology Coordinator and/or the Measured Progress Technical Support Group about any technology-related issues. Contact Measured Progress Technical Support at 888-465-2740.
<input type="checkbox"/> End test session	PTW Test Administration	End each test session within the PTW, according to directions in the appropriate grade-level OTAM.
<input type="checkbox"/> Ensure students have logged out	PTW Test Administration	Verify that students exit the test and log out of the STW. See: Appropriate grade-level OTAM
<input type="checkbox"/> Log out of PTW	PTW Test Administration	Logging out of the PTW secures the computer. See: Appropriate grade-level OTAM

Task	Where	Notes
After Testing		
<input type="checkbox"/> Collect Student Login Tickets	N/A	Collect Student Login Tickets and any scratch materials from all students. Student login information is used for each test, and must be kept secure.
<input type="checkbox"/> Complete Test Administrator survey	Survey link emailed to school staff	Provide information about your online testing experience.

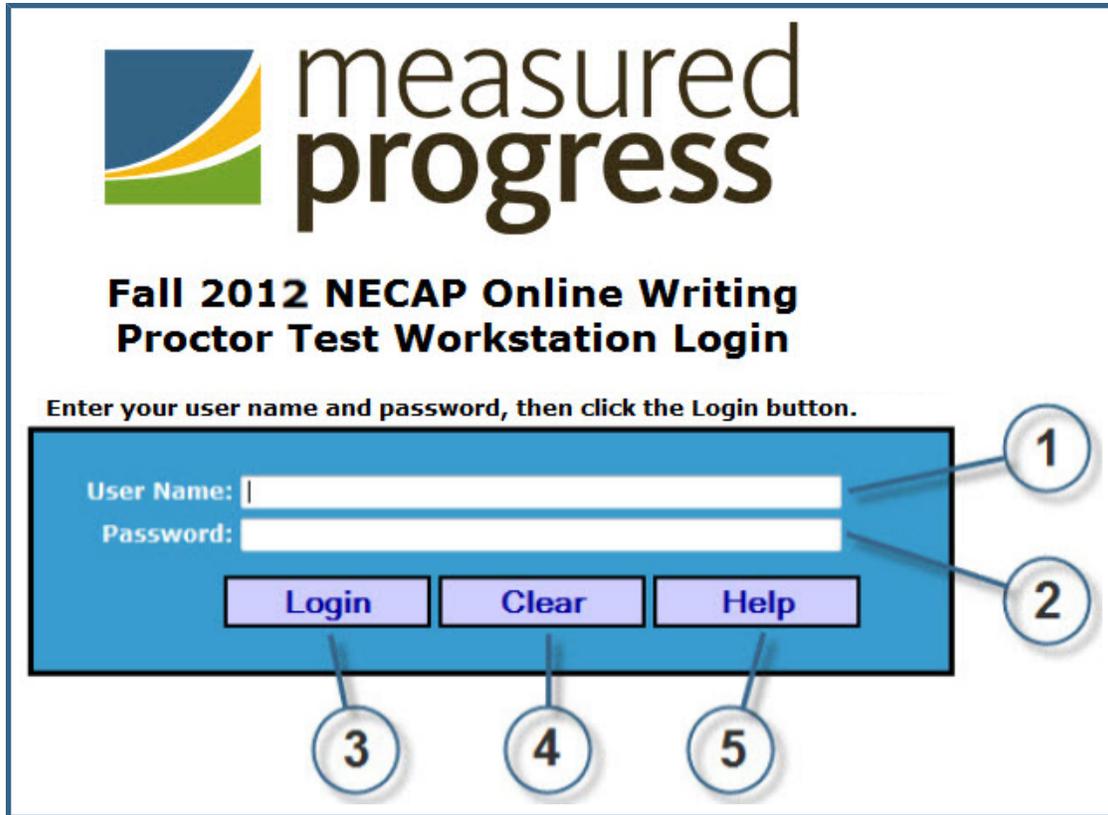
PTW Pages

The Proctor Test Workstation (PTW) includes the following pages:

- PTW Login Page
- Test Selection Page
- Test Administration Page
- Session Complete Page

PTW Login Page

The Proctor Test Workstation (PTW) Login page enables you to access the PTW, where you can proctor a test.

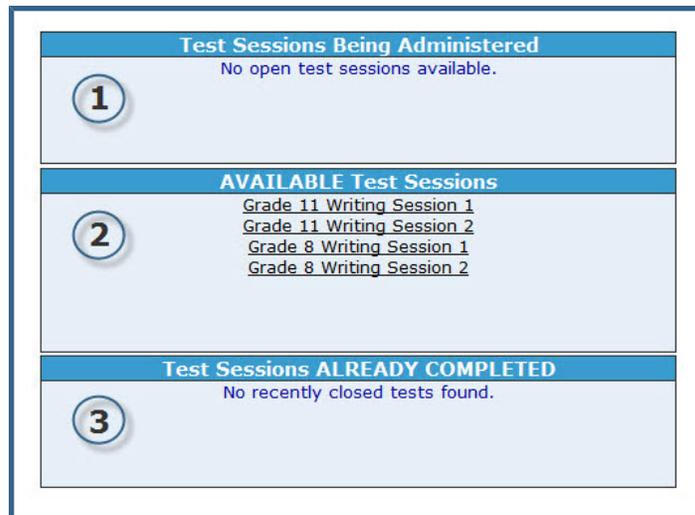


The PTW login page includes the following elements:

#	Element	Description
1	User Name field	Enter the user name assigned to you.
2	Password field	Enter the password assigned to you.
3	Login button	Access the Test Selection screen.
4	Clear button	Clear the user name and password fields.
5	Help button	Display the online Help.

Test Selection Page

The Test Selection page enables Test Administrators to select the test to proctor from the available tests. If there are no tests listed, contact the Test Coordinator to verify your test assignments.

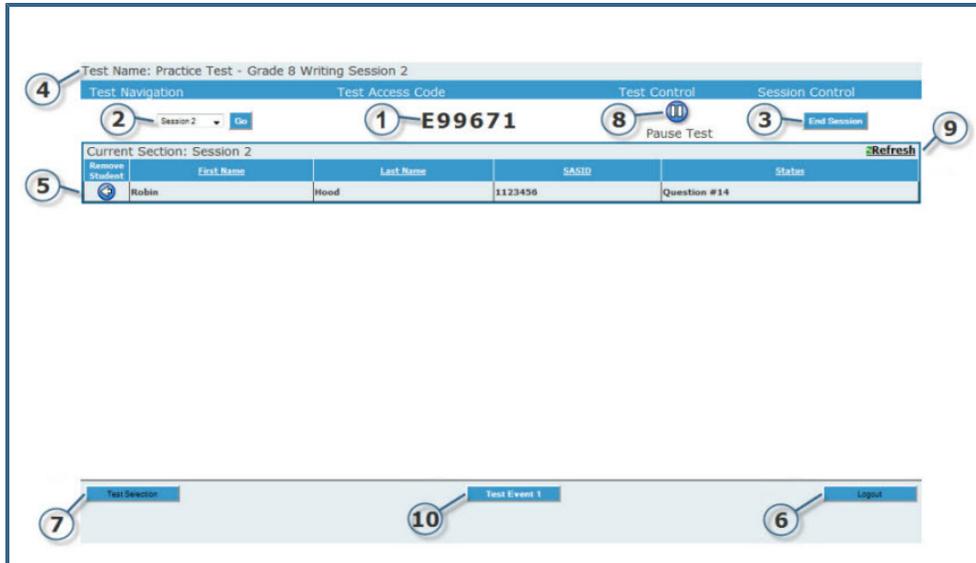


The Test Selection page contains the following:

#	Element	Description
1	Test Sessions Being Administered section	Displays any tests that you can administer and that are currently being administered in active test sessions.
2	AVAILABLE Test Sessions section	Displays tests that you can administer. If no tests appear in this section, you have not been assigned any tests. Contact your Test Coordinator to update your test assignments.
3	Test Sessions ALREADY COMPLETED section	Displays tests that have been administered and completed.

Test Administration Page

The Test Administration page enables a Test Administrator to begin, manage, and end a test session.



The **Test Administration** page includes the following elements:

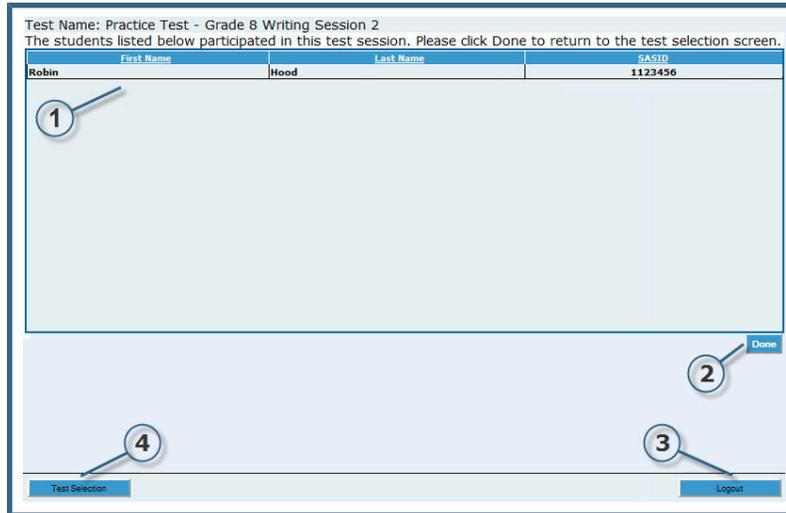
#	Element	Description
1	Test Access Code	Displays the 6-digit code, generated when the test session was started, that students use to access the test session.
2	Test Navigation area	Enables you to activate individual test sections, so students may advance to that section, and end the session, so students may exit the test session.
3	Session Control area	Enables you to end a test session after you have ended the session and students have logged out of the STW.
4	Test Name	Displays the name of the test being proctored.

#	Element	Description
5	Student Roster	Lists the first name, last name, SASID, and status of each student who has accessed the test session. Each entry also includes a Remove Student icon, which enables you to remove an individual student from the current test session.
6	Logout button	Logs you out of the PTW, closing all test sessions that you are proctoring. Students who are currently testing in those test sessions are prevented from continuing in the test.
7	Test Selection button	Returns you to the Test Selection screen, but does not affect the current test session.
8	Test Control area	Enables you to pause a test and to continue a paused test. Pausing a test prevents students from advancing through the test.
9	Refresh link	Updates the Student Roster. By default, the PTW will auto-refresh every 30 seconds.
10	Test Event <i>n</i> button	Enables you to toggle between test events, or test sessions, if you are proctoring multiple test events. Each test session has a different PTW screen, a unique Test Access Code, and a unique student roster.

Session Complete Page

The Session Complete page lists the students who completed the test session.

To display this page, on the Test Administration page, click the **End Session** button.



The Session Complete page includes the following elements:

#	Element	Description
1	Student Roster	Lists the name and SASID of each student who completed the test.
2	Done button	Returns you to the Test Selection screen.
3	Logout button	Logs you out of the PTW and returns you to the PTW login screen.
4	Test Selection button	Returns you to the Test Selection screen.

Introducing the Student Test Workstation

The Student Test Workstation (STW) enables students to access a test session that a Test Administrator has begun, and complete an online test. In the test session, students have access to a number of tools that help them take the online test.

IMPORTANT: This section describes the features of the PTW and the STW, and is designed to provide an overview of the features of each application.

Use the appropriate grade 8 or grade 11 Online Test Administration Manual (OTAM) for proctoring tests to students. The OTAMs contain the scripts and policy information used to proctor tests, and outline all of the steps to be followed before, during, and after test administration. Understanding of and compliance with each of these steps is vital for a successful NECAP administration.

The NECAP Online Writing User Guide details the various components of online testing, including the PTW and the STW. Access this guide at <http://iservices.measuredprogress.org> or by logging into the Data Administration System with a password obtained from your Test Coordinator.

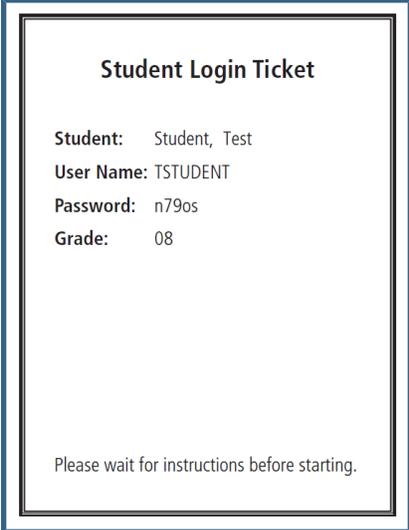
If you have any questions about the NECAP test or procedures for administering this test, contact the Test Coordinator at your school or the Measured Progress NECAP Service Center at 1-877-632-7774. The service center is open Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m.

This section contains the following:

- Student Login Ticket
- Log Into the STW
- Enter Test Code Page
- Start Taking a Test
- Test Screen
- Constructed-Response and Extended-Response Items

Student Login Ticket

Students use Student Login Ticket to log into and access the STW. A unique User Name and Password are assigned to each student. Student Login Tickets are secure test materials and must be collected after each test session.



Student Login Ticket

Student: Student, Test
User Name: TSTUDENT
Password: n79os
Grade: 08

Please wait for instructions before starting.

The ticket includes the following:

- Student - Student's name, as it appears on the Student Roster page of the DAS.
- User Name - The unique user name the student uses to login to the STW. This user name can be used to log into practice and live tests.
- Password - The unique password the student uses to login to the STW. This password can be used to log into the practice and live tests.
- Grade - Grade assigned to the student. The grade does not have to match the grade level of the test to which the student is assigned.

Log Into the STW

Note: Before students can log into the STW and take an online test, each student must have his or her Student Login Ticket.

To log into the Student Test Workstation (STW), each student must do the following:

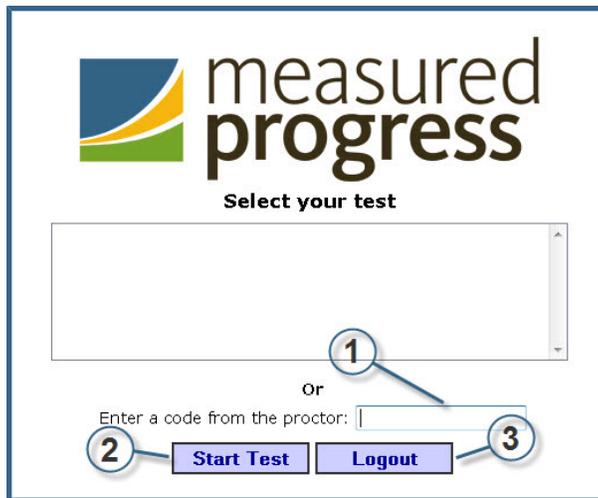
1. In the **User Name** text box, enter the *user name* from the Student Login Ticket.
2. In the **Password** text box, enter the *password* from the Student Login Ticket.

Note: Passwords are case-sensitive and must be entered exactly as they appear on the Student Login Ticket.

3. Click the **Login** button. The Select Your Test screen appears.

Enter Test Code Page

The Enter Test Code page enables students to access a test session that a Test Administrator has initiated. Student must log into the Student Test Workstation (STW) to display the Enter Test Code page.



The Enter Test Code page contains the following elements:

#	Element	Description
1	Test Code field	Enter the Test Access Code for the current test session. The Test Access Code is generated by the Proctor Test Workstation (PTW) and posted by the Test Administrator.
2	Start Test button	Displays the Test Screen for the current test session.
3	Logout button	Logs the student out of the STW.

Start Taking a Test

After a student logs into the Student Test Workstation (STW), he or she may access an online test session that a Test Administrator has begun.

Notes:

- Basic steps for starting a test in the STW are provided below. Test Administrators must refer to the appropriate grade-level TAM for the exact steps to proctor a test session.
- The student must have logged into the STW. “Log Into the STW” on page 79.

To start a test, each student must do the following:

1. In the **Enter a code from the proctor** text box, enter the Test Access Code posted by the Test Administrator.
2. Click the **Start Test** button. The Test Session screen appears.
3. Click the **Next** button at the bottom of the screen to advance into the test.

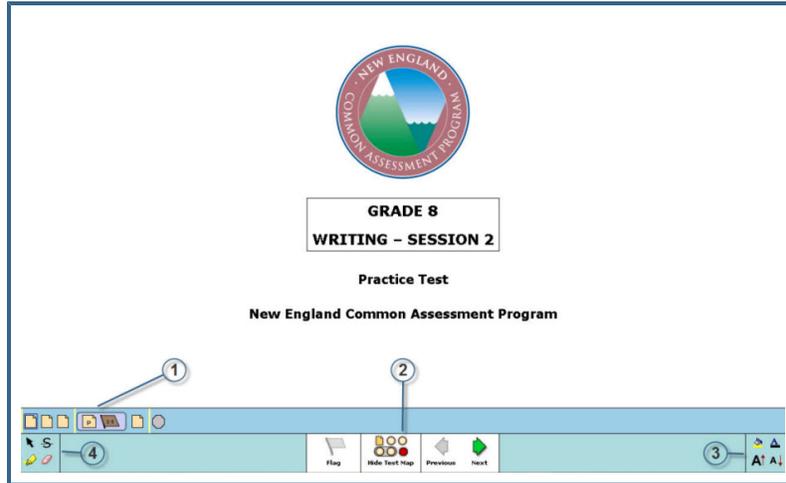
Notes:

- If a student does not want to see the Test Map, he or she can click the **Hide Test Map** button.
- To redisplay the Test Map, a student can click **View Test Map**.

4. Click the **Next** button to advance to the first test section.
5. Do one of the following to answer each test question:
 - Select the option button next to the correct answer letter.
 - Type the letter corresponding to the correct answer.
 - Type an answer in the text box provided.

Test Screen

The Student Test Workstation (STW) includes a test screen, which provides tools to assist students in taking the online test and navigation aids to enable them to move through the test instructions and test questions. To display the test screen, students must log into the STW and enter the Test Access Code provided by the Test Administrator.

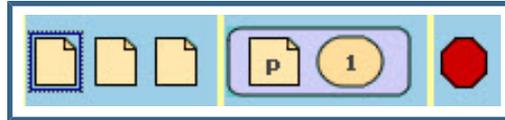


This screen includes the following elements:

#	Element	Description
1	Test Map	Provides direct access to questions, passages, and instruction pages in the test.
2	Test and Navigation Tools	Enable students to flag questions, hide the test map, and move to the next and previous page in the test.
3	Text Appearance Tools	Modify the size of the text, and the color of the text and background.
4	Text Enhancement Tools	Add or remove highlighting and strike-through to text.

Test Map

The Test Map enables students to navigate directly to specific reference pages and questions in the test, and to end their test session.



The Test Map includes the following elements:

Test Map

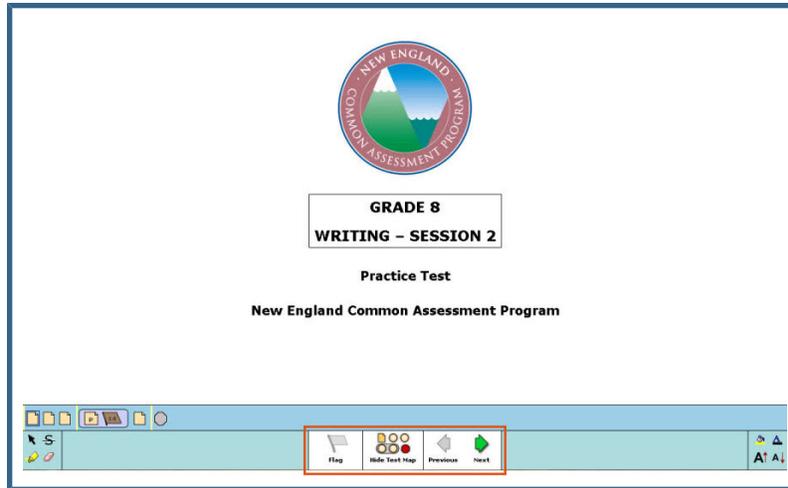
Icon	Element	Description
	Reference Page	Provides instructions about the online test in general, information about a section of the test, or reference material that may be used during the test.
	Passage Page	Contains a reading passage that has one or more associated questions. A box groups a reading passage with associated questions on the test map.
	Question	Contains a test question. Question numbers appear in black if the test section that contains those questions is active. The icon changes color after a student answers the question.
	Stop Sign	Displays the Test Complete screen. A student may review his or her answers before closing and exiting the test. The stop sign appears gray on the Test Map, and students cannot exit the test until the Test Administrator advances to the end test section on the PTW.
	Flag	Marks a question that a student would like to review before ending the test. Clicking the Set Flag icon flags the current question. The flag color matches the question icon color.

Question and flag icons use the same color scheme: tan for unanswered questions, brown for answered questions.



Test and Navigation Tools

The test and navigation tools enable students to manage the appearance of the test screen and advance through each page of the test.

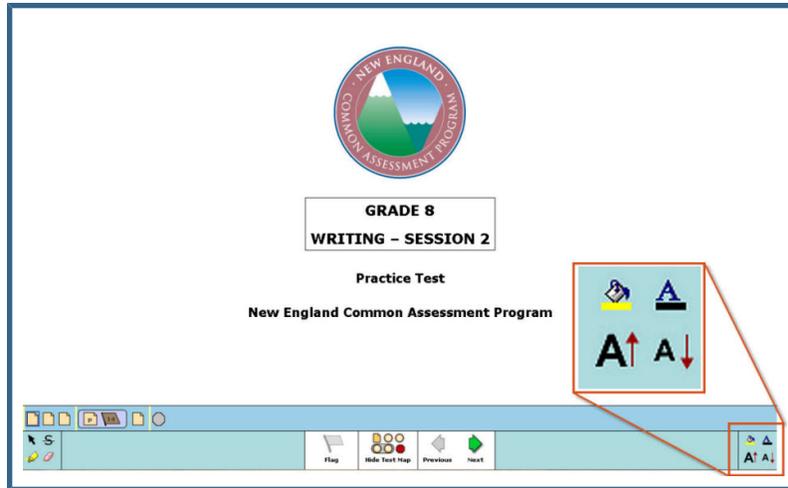


The test and navigation tools include the following:

Icon	Element	Description
 Flag	Flag button	Marks the current question for review. Flags do not affect test scores.
 Hide Test Map	Hide Test Map button	Hides the test map from view. Students may navigate using the Next and Previous buttons, and may display the test map by clicking the Show Test Map button.
 Next	Next button	Advances to the next page or question in the online test.
 Previous	Previous button	Returns to the previous page or question in the online test.

Text Appearance Tools

Text appearance tools modify the size, color, and background of the screen text to help students view the test question.

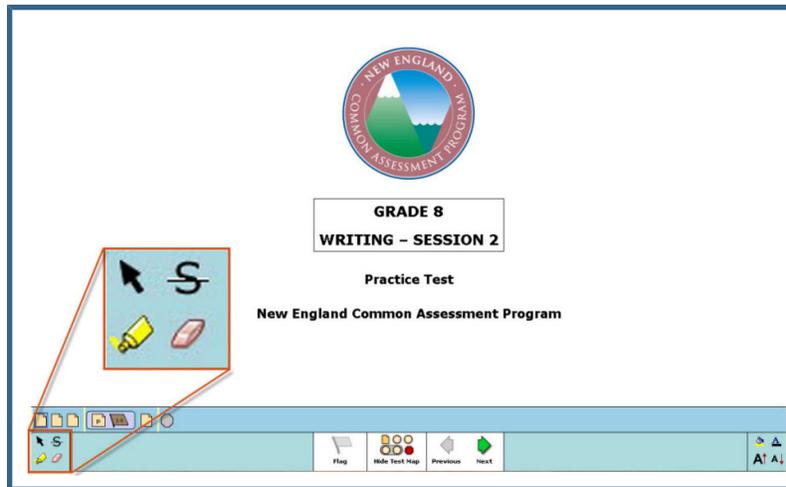


The text appearance tools include the following:

Icon	Element	Description
	Background Color	Displays a selection of text and background options.
	Text Color	Displays a selection of text and background options.
	Increase Font Size	Increases the font size.
	Decrease Font Size	Decreases the font size.

Text Enhancement Tools

Text enhancement tools enable students to add and remove highlights and strike outs to the text on the screen, to help them understand a question or determine the correct answer.



The text enhancement tools include:

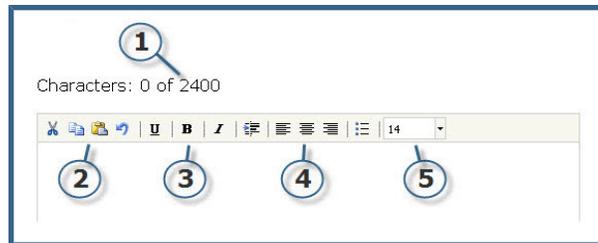
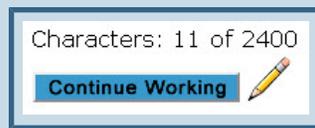
Icon	Element	Description
	Pointer	Selects an answer, and disables the highlighter and strike-through tools. This is the default tool.
	Strike-through Tool	Crosses out selected text on the screen.
	Highlighter Tool	Highlights selected text on the screen.
	Eraser	Removes strike-through or highlight from text.

Constructed-Response and Extended-Response Items

Constructed-response and extended-response items include several tools that students may use when composing an answer.

Notes:

- Constructed-response and extended-response items are automatically saved every 15 seconds.
- If a student navigates away from a constructed-response or extended-response item and then returns to the item, he or she must click the Continue Working button to resume answering the item.



Constructed-response and extended-response items provide the following elements:

Constructed-Response and Extended-Response Items

#	Element	Description
1	Character Count	Displays the number of characters a student has typed and the number of characters permitted in the answer. Spaces are not counted in the allowed number of characters.
2	Text Manipulation Tools	Enable students to cut, copy, and paste text, and undo changes.
3	Formatting Tools	Enable students to underline, bold, and italicize the selected text.
4	Alignment Tools	Enable students to indent, left-align, center, right-align, and bullet the selected text.
5	Font Size Tool	Enables students to modify the font size of the selected text.

Technical Information

This section includes procedures to do the following:

- Technology Coordinator Tasks
- What's New in NECAP - Technology
- Install the STW
- Run the STW
- Uninstall the STW
- Troubleshooting
- Time Values

Technology Coordinator Tasks

Task	Where	Notes
Before Testing		
<input type="checkbox"/> Participate in online training	WebEx, or DAS Training Materials	<p>The Webinar was held on March 6th.</p> <p>On the Data Administration System (DAS) Home page, click the Training Materials button.</p> <p>Face-to-face training for Test Coordinators was held between March 9-14, one session per state.</p>
<input type="checkbox"/> Review technical requirements document	"Set to allow connections to: https://necap.measuredprogress.org/ " on page 93, or https://necap.measuredprogress.org/das/support-necap/stw-portal.htm	Review the technical requirements document to ensure the school's network and student computers are ready for online testing.
<input type="checkbox"/> Download STW software if necessary	http://necap.measuredprogress.org/das/support-necap/stw-portal.htm	This webpage also contains the Technical Requirements document and installation guides.

Task	Where	Notes
<input type="checkbox"/> Review online testing security with appropriate staff	N/A	<p>Ensure that all Test Administrators and students follow secure testing procedure.</p> <p>See: OTAMs for additional information on security.</p>
<input type="checkbox"/> Create a test administration schedule with the appropriate staff	N/A	<p>Verify that your school has enough technically compliant computers to accommodate your testing plan/schedule.</p> <p>Note: If you cannot test the full group of students at one time, you must maintain test security. Student groups cannot interact between administrations of a test session.</p>
During Testing		
<input type="checkbox"/> Verify student workstation security	N/A	<p>Ensure that each student has a secure workstation and testing location.</p>
<input type="checkbox"/> Support Test Administrators with any technology-related issues	N/A	<p>Resolve local computer or network issues and/or consult the Measured Progress Technical Support Group about any technology-related issues.</p> <p>Contact Measured Progress Technical Support at 888-465-2740.</p>

Install the STW

This section includes the following Student Test Workstation (STW) installation procedures:

- Set to allow connections to: <https://necap.measuredprogress.org/>
- Installing the STW on an Individual Macintosh Computer
- Installing the STW on Multiple Macintosh Computers
- Reinstalling the STW on Multiple Macintosh Computers
- Installing the STW on an Individual Windows Computer
- Installing the STW on Multiple Windows Computers
- Installing the STW in a Thin-Client Windows Environment



Technical Requirements

Local Network	
Network Connection Specifications	Wired (required for PTW): 100 Mbps Fast Ethernet TCP/IP Wireless: <i>Minimum:</i> 802.11g <i>Recommended:</i> 802.11n
Internet Bandwidth	Minimum T1 (1.5 Mbps)
Firewall, Proxy, Internet Content Filtering	Set to allow connections to: *.measuredprogress.org
Uniform Resource Locators (URLs)	Set to allow connections to: https://necap.measuredprogress.org/
Internet Protocol (IP) Addresses	Set to allow connections to: 64.140.199.50
Ports	Set to allow connects to ports 80 and 443

Install the STW

Student Test Workstation (STW) - 1 for each student testing simultaneously			
	Windows 32-bit	Windows 64-bit	Macintosh 32-bit
Operating System^a	Windows XP SP3, Windows Vista SP2, or Windows 7 Home Premium or greater	Windows 7 Home Premium or greater	OS X 10.4.11, 10.5.8, or 10.6.4 ^a
RAM	Windows XP SP3: 512 MB or greater, Windows Vista SP2: 1 GB or greater, or Windows 7: 1 GB or greater	2 GB or greater	10.4 Tiger or 10.5 Leopard: 512 MB or greater 10.6 Snow Leopard: 1 GB or greater
Internet Browser	None required. Firefox Portable Kiosk (FPK) is installed with the Student Test Workstation (STW) software		
Processor	Pentium III 1.33 GHz or greater	1 GHz x86-64 processor or greater	G4 867 MHz or greater
Flash	Version 10 is installed as part of the FPK.		
Monitor	32-bit color or greater, 1024 x 768 resolution or greater		
Font Families	Times New Roman, Helvetica and Verdana		
Proctor Test Workstation (PTW) Data Administration System (DAS)			
	Windows 32-bit	Windows 64-bit	Macintosh 32-bit
Operating System^b	Windows XP SP3, Windows Vista SP2, or Windows 7 Home Premium or greater	Windows 7 Home Premium or greater	OS X 10.4.11, 10.5.8, or 10.6.4

^a 10.6 Snow Leopard requires that optional component Rosetta is installed from the 10.6 installation disk for Intel-based computers.

^b Measured Progress recommends that auto-updates for operating systems and browsers are turned off on all computers used for testing.

RAM	Windows XP SP3: 512 MB or greater, Windows Vista SP2: 1 GB or greater, or Windows 7: 1 GB or greater	2 GB or greater	10.4 Tiger or 10.5 Leopard: 512 MB or greater 10.6 Snow Leopard: 1 GB or greater
Processor	Pentium III 1.33 GHz or greater	1 GHz x86-64 processor or greater	G4 867 MHz or greater
Internet Browser^a	Internet Explorer 7.x or 8.x, or 9.x ^a Firefox 3.6.12	Internet Explorer 8.x	Safari 3.2.3, 4.0.4 Firefox 3.6.12
Flash	10		
Pop-Up Blocking Software	Must be configured to allow pop-ups from *.measuredprogress.org		
Monitor	32-bit color or greater, 1024 x 768 resolution or greater		



Technical requirements are subject to change pending release of new browsers or operating systems. These requirements reflect current quality assurance testing and are to the best of our knowledge. Please contact the Measured Progress Support group at 888-465-2740 for more information.

^a Internet Explorer 9 is supported for the Proctor Test Workstation, but not for the Data Administration System.

Installing the STW on an Individual Macintosh Computer

Notes:

- This procedure installs the Student Test Workstation (STW) in a secure environment on individual Macintosh computers in the network. This installation is completed on each computer individually.
- MLTI III 2011 schools do not need to install the STW. See Run the STW on an MLTI III 2011 Macintosh Computer for information on running the STW on MLTI III 2011 macintosh computers.

Please ensure the Macintosh computer is in compliance with the NECAP Online Writing technical requirements, available from the Technology page of the DAS, prior to installation.

System Requirements for Student Computers

- No less than 10.4.11 for all 10.4s
- No less than 10.5.8 for all 10.5s
- No less than 10.6.3 for all 10.6s

Note: The Rosetta optional framework must be installed on any 10.6 computers with Intel chipsets.

Install the STW

To install the STW on an individual Macintosh computer:

1. Click the **Technology** button on the Home page of the DAS.
2. Download the **FPK_NE_p_sng.zip** file.

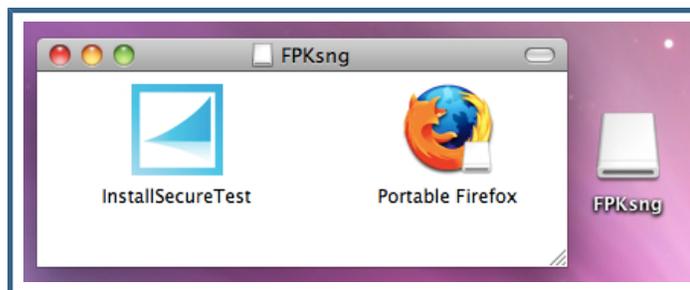
Note: For STW installations in Maine (MLTI 2010 laptops), the file name is **FPK_ME_p_sng.zip**.

3. When the zip file has finished downloading it will automatically decompress and open the **FPKsng** folder. no

The **FPKsng** folder appears on the desktop.



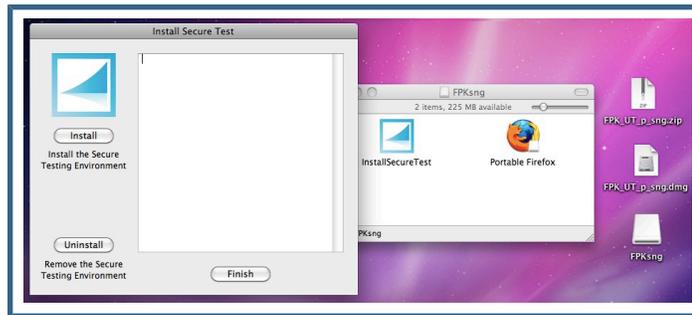
The folder contains the InstallSecureTest application.



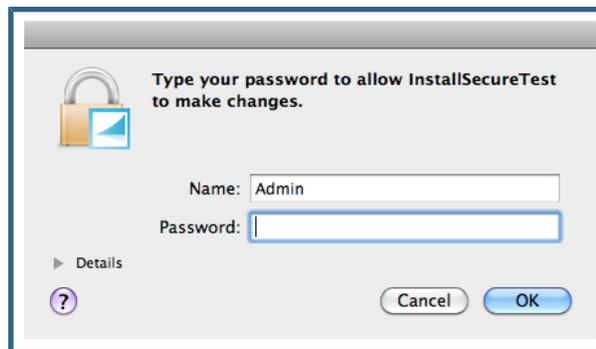
4. Double-click **InstallSecureTest** to open the installer application.

Install the STW

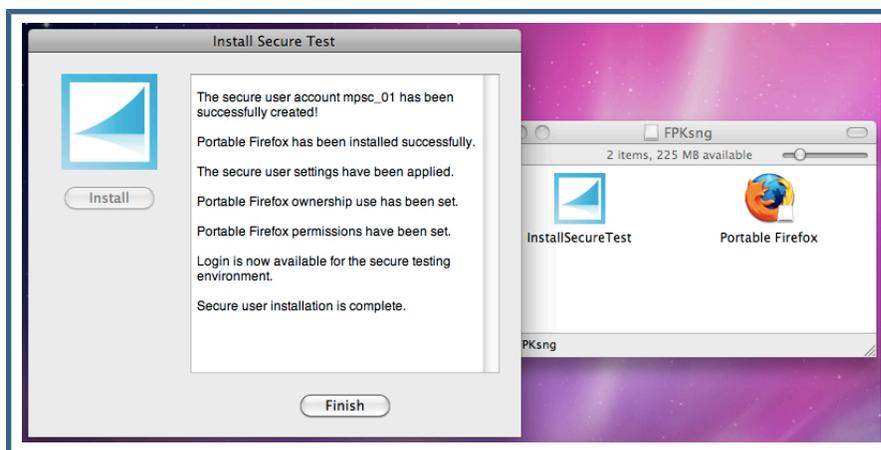
5. Click **Install** to begin the installation process.



6. Enter the Administrator password when prompted and click **OK**. The installer copies the Portable Firefox application to the Applications folder.



7. Click **Finish** to close the installer application.



Installing the STW on Multiple Macintosh Computers

The following instructions are for utilizing the Apple Remote Desktop (ARD) application to distribute and install the Student Test Workstation (STW) in a secure environment on Macintosh computers in your network.

Note: MLTI III 2011 schools do not need to install the STW. See Run the STW on an MLTI III 2011 Macintosh Computer for information on running the STW on MLTI III 2011 macintosh computers.

Please ensure the Macintosh computers are in compliance with the NECAP Online Writing technical requirements, available from the Technology page of the DAS, prior to installation. The individual performing the distribution and installation must be familiar with the ARD application.

Notes:

- The **FPK_NE_p_ardOneStep.zip** file must be copied to the desktop of the Macintosh administrator's computer being used for the distribution.
- For STW installations in Maine (MLTI 2010 laptops), copy the file **FPK_ME_p_ardOneStep.zip** to the desktop of the Macintosh administrator's computer being used for the distribution.
- The technology director/coordinator may serve as the Macintosh administrator.

System Requirements

- No less than 10.4.11 for all 10.4s
- No less than 10.5.8 for all 10.5s
- No less than 10.6.3 for all 10.6s

Note: The Rosetta optional framework must be installed on any 10.6 computers with Intel chipsets.

Distribute and Install the STW

Note: During an install or uninstall process, a log file is generated. If you experience any problems or failures during the installation process, please copy the **mpsc_log.txt** file located on the machine in **System Hard Drive | Library | Logs** and send it to the Measured Progress NECAP Technical Service Center at mptechhelp@measuredprogress.org.

To distribute and install the STW:

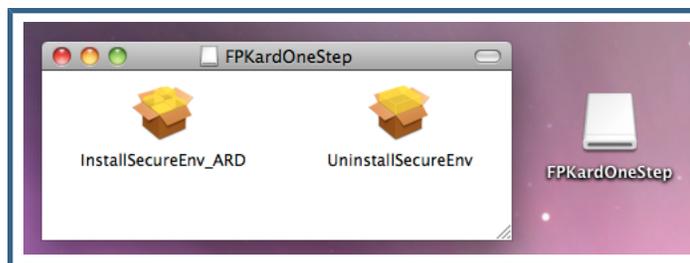
1. On the Home page of the DAS, click the **Technology** button. The Technology page appears.
2. Download the **FPK_NE_p_ardOneStep.zip** file to the desktop of the machine being used to distribute and install the STW.

When the zip file finishes downloading it automatically decompresses and opens the FPKardOneStep folder, and the FPKardOneStep folder appears on the desktop.



3. Move the **FPKardOneStep** folder to the side of the desktop so it is visible when the ARD application is started. You will need to drag items from this folder to the ARD application during the following steps.

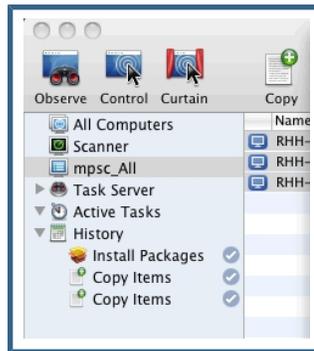
The FPKardOneStep folder contains the InstallSecureEnv_ARD and UninstallSecureEnv installer packages.



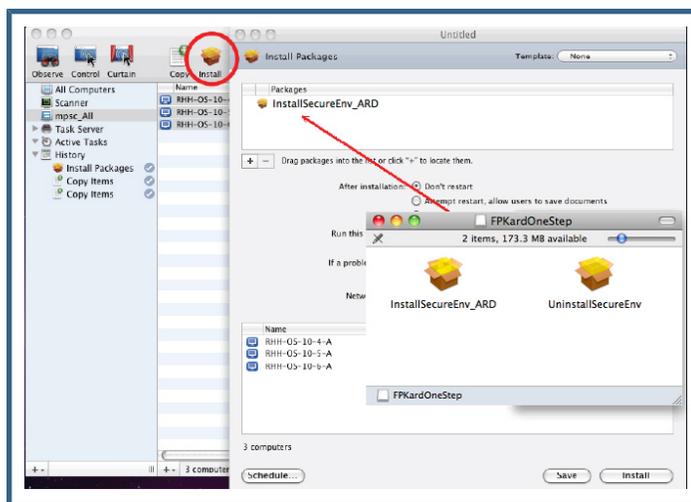
4. Start the ARD application and, if you have not previously done so, create a list of computers in the student network that will be used for assessment testing.

In the example below, we have used `mpsc_All` as the name for this list of student computers.

5. After the list of computers has been compiled, generate a report from the list and name the report **mpsc_All**. This report should collect the following information for each computer:
 - CPU type
 - OS version
6. Upgrade any OS versions that do not meet the Technical Requirements.
7. In the ARD window, click the **mpsc_All** list and select all the computers listed.



8. On the ARD toolbar, click the **Install** icon.



Reinstalling the STW on Multiple Macintosh Computers

9. Verify that all the computers listed in the **mpsc_All** list are listed in the lower section of the **Install** dialog box.
10. Make sure that the **FPKardOneStep** folder is visible.
11. From the **FPKardOneStep** folder, drag the **InstallSecureEnv_ARD** installation package into the **Packages** block in ARD.
12. Click the **Install** button.
13. After the installer has finished, close the **FPKardOneStep** folder and the ARD application.

Reinstalling the STW on Multiple Macintosh Computers

To reinstall the Student Test Workstation (STW) on Macintosh OS X 10.5 and 10.6:

1. Run the multiple Macintosh uninstall procedure.
2. Reinstall using the multiple Macintosh installation used for the initial installation.

To reinstall the STW on Macintosh OS X 10.4:

1. Run the individual Macintosh computer uninstall procedure.
2. Reinstall using the multiple Macintosh installation procedure used for the initial installation.

Note: After the install or reinstall process is completed on Macintosh OS X 10.4.11, the first time you log in to the secure user environment, the dashboard icon will appear in the dock. The dashboard icon will no longer appear in the dock on subsequent logins.

To launch the STW:

1. On the **Go** menu, select **Applications**.
2. In the **Applications** folder, select **Firefox Portable Kiosk**.

Important: If you reinstall the STW on Macintosh OS X 10.4 after running the ARD uninstall process, the reinstall will indicate that it failed, even though the process completed successfully.

The STW will either have been installed or will overwrite the existing STW. However, since the user already exists, the reinstall will report that the installation failed because the user cannot be created. The user account does exist with the appropriate permissions, so the STW will function as expected.

Installing the STW on an Individual Windows Computer

Before installing the Student Test Workstation (STW), ensure the Windows computer is in compliance with NECAP Online Writing technical requirements, available from the Technology page of the DAS.

To install the STW on an individual Windows computer:

1. From the DAS Home page click the **Technology** button.
2. From the Technology page, download **iTestPlayer.msi** to the desktop of the student's computer.
3. On the student's computer desktop, double-click the **iTestPlayer.msi** icon.
4. Click **Next**.
5. When the License Agreement screen displays, click the **Agree** option button, then click **Next**.
6. Click **Install**. The installer will launch and begin the installation process.

Note: If any antivirus software installed on the machine requires permission to execute the installation, follow the instructions on the screen.

7. When the installation is complete, click **Finish**.

Installing the STW on Multiple Windows Computers

To install the NECAP Student Test Workstation (STW) on multiple machines, use the same method as you would to install any MSI file on multiple machines. Please ensure the Windows computers are in compliance with the NECAP Online Writing technical requirements, available from the Technology page of the DAS, prior to installation.

To install the STW on multiple windows computers:

1. From the DAS Home page click the **Technology** button.
2. From the Technology page, download **iTestPlayer.msi** to the desktop of your local workstation.
3. Open a **Command Prompt** as a user with Administrative privileges.
4. Enter the following command:

```
msiexec.exe /i "<path>" /<switch>
```

where:

- <path> is the directory path to the MSI
- <switch> is one of the following:

Switch	Description
qn	Installs in silent mode with no user interface displayed.
quiet	Installs in quiet mode with no user interaction.
passive	Installs in unattended mode; displays progress bar only.

Important: The switches listed have been tested to work on local installations of supported Windows systems. Your network may require additional configuration to mass-deploy the STW.

Installing the STW in a Thin-Client Windows Environment

Due to the single-user architecture of the Student Test Workstation (STW), the application cannot be shared by multiple users sharing the same computer. The STW can be run in a thin client environment, a multi-user setup where multiple users log into the same server and share the same application.

Note: The thin-client STW is provided for multi-user environments, but has not been certified by Measured Progress QA.

Ensure the Windows computers are in compliance with the STW technical requirements, available from the Technology page of the DAS, prior to installation.

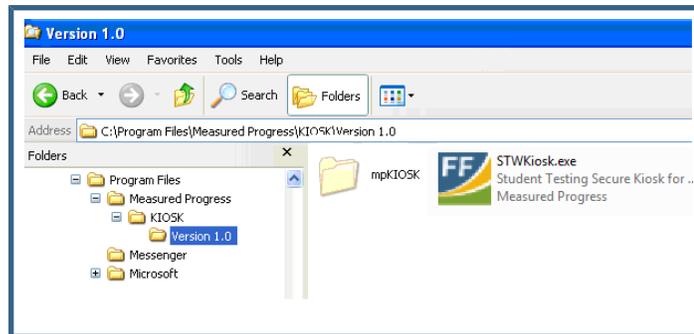
In a thin client environment, each user should be provided with an individual copy of the STW.

To install the STW in a multi-user environment:

1. On the DAS, click the **Technology** button. The Technology page appears.
2. Click the **iTestPlayer.msi** link to download the file to the desktop of the thin client machine.
3. On the thin client machine, double-click the **iTestPlayer.msi** icon.
4. Click **Next**.
5. At the License Agreement screen, click the **Agree** option button and click **Next**.
6. At the Install screen, click **Install**. The installer launches.

Note: If any antivirus software installed on the machine requires additional confirmation of permission to execute the installation, follow the instructions on the screen.

7. At the Installation Complete screen, click **Finish**. The default installation will install all necessary files under the Program Files folder. The directory structure after installation should be similar to the following:

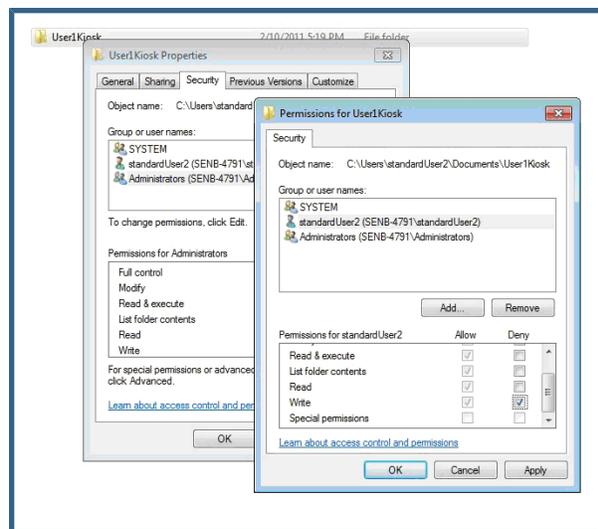


Note: The mpKIOSK folder is a hidden folder. If you cannot see this folder, in an Explorer window:

1. Select **Folder Options**.
2. Select the **View** tab.
3. In Advanced Settings, select **Show hidden files, folders, and drives**.

Installing the STW in a Thin-Client Windows Environment

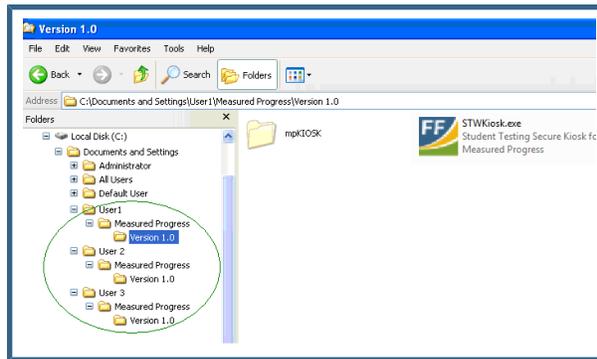
8. On the shared computer, for each user account that will need access to the kiosk:
 - a. Copy the **Version 1.0** folder.
 - b. Under the user's home directory, create a **Measured Progress** directory.
 - c. Paste the **Version 1.0** folder under the **Measured Progress** directory.
 - d. Right-click the user's home directory and select **Properties**. The Properties dialog box appears.
 - e. On the **Security** tab, select **Deny** for Write access.



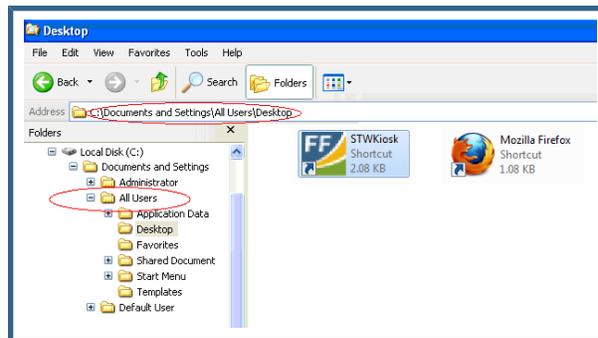
Important: Failure to complete this step could enable a student to compromise the security of the kiosk application.

Installing the STW in a Thin-Client Windows Environment

- f. Verify that your folder structure is similar to the following:



- g. Delete the **STWKiosk** shortcut created by the installer.

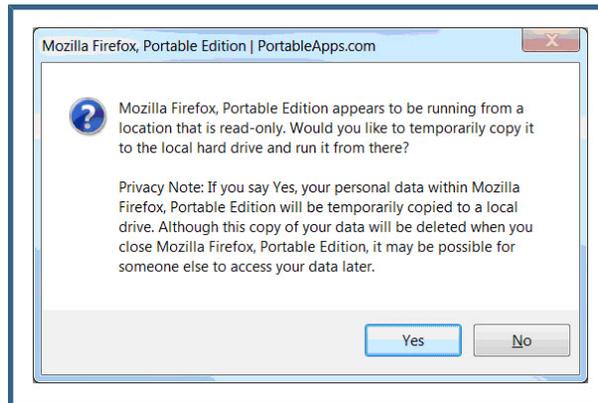


- h. Create a shortcut on the user's desktop pointing to the **STWKiosk.exe** executable file for that user.

For example, the shortcut on User1's desktop will point to:
C:\Documents and Settings\User1\Measured Progress\Version 1.0\STWKiosk.exe

Installing the STW in a Thin-Client Windows Environment

- i. If the following dialog appears when launching the STW, click **Yes**:



Run the STW

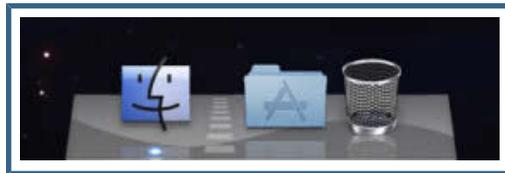
This section includes the following procedures to run the Student Test Workstation (STW):

- Run the STW on a Macintosh Computer
- Run the STW on an MLTI III 2011 Macintosh Computer
- Run the STW on a Windows Computer

Run the STW on a Macintosh Computer

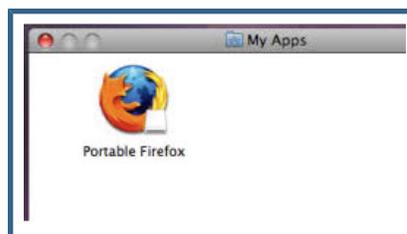
To run the Student Test Workstation (STW) on a Macintosh computer:

1. Log on to the Macintosh computer as user **mpsc_01**.
2. At the prompt, enter the following password: **secure**
3. From the dock, open the **Applications** folder.



Note: On STW installations in Maine (MLTI 2010 laptops), open the **My Apps** folder.

4. From the **Applications** folder, double-click the **Portable Firefox** icon. The Student Test Workstation (STW) launches.



Run the STW on an MLTI III 2011 Macintosh Computer

To run the STW on an MLTI III 2011 Macintosh computer:

1. Log into the MLTI III 2011 Macintosh as user **NECAP**.



2. At the prompt, enter the following password in lower-case letters: **necap**.
3. In the dock, click the indicated **Portable Firefox** icon.



4. The Student Test Workstation (STW) launches.

Run the STW on a Windows Computer

To run the Student Test Workstation (STW) on a Windows computer:

1. On the desktop, double-click the **STWKiosk** icon.
2. When prompted to view and accept the certificate, click **Accept**.

Uninstall the STW

Uninstall the STW

This section includes the following procedures to uninstall Student Test Workstation (STW):

- Uninstall the STW from an Individual Macintosh Computer
- Uninstall the STW from Multiple Macintosh Computers

Uninstall the STW from an Individual Macintosh Computer

To uninstall the Student Test Workstation (STW) from an individual Macintosh computer:

1. Click the **Technology** button on the Home page of the DAS and then download the **FPK_NE_p_sng.zip** file to the desktop of a student computer.

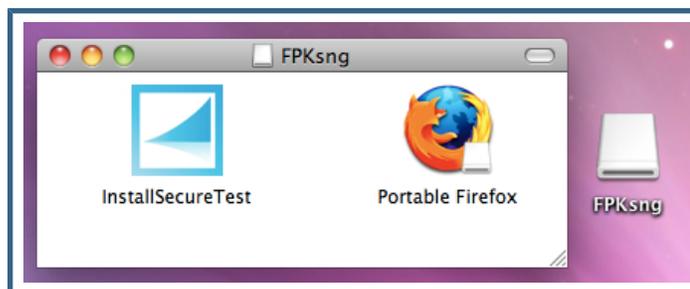
Note: On STW installations in Maine (MLTI 2010), the file to download is **FPK_ME_p_sng.zip**.

2. When the zip file has finished downloading it will automatically decompress and open the **FPKsng** folder.

The **FPKsng** folder appears on the desktop.

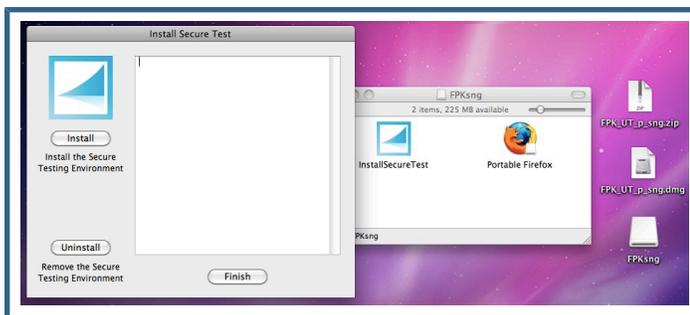


The folder contains the **InstallSecureTest** application.

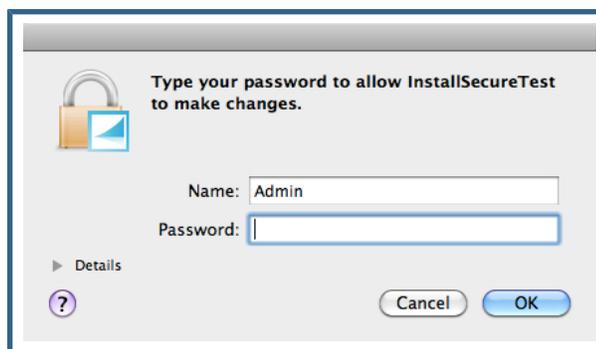


Uninstall the STW from an Individual Macintosh Computer

3. Double-click **InstallSecureTest** to open the installer application.
4. Click **Uninstall** to begin the removal process.



5. Enter the Administrator password when prompted and click **OK**. The uninstall application removes the **Portable Firefox** application from the **Applications** folder.



Important: When uninstalling from Mac OS X 10.4, the following procedure must be run:

1. Complete the uninstall process above.
2. Open a terminal window. The terminal application is located in the /Applications/Utilities folder.
3. Copy the following command, paste it into the Terminal window, and then press **ENTER**.

```
sudo /usr/sbin/dseditgroup -o delete "mpsc_01"
```
4. Enter the Administrator password when prompted and press **ENTER**.
5. Type **y** when prompted for confirmation and press **ENTER**.
6. Close the terminal window.

Uninstall the STW from Multiple Macintosh Computers

The Student Test Workstation (STW) can be uninstalled using the ARD application for Macintosh OS X versions 10.5 and 10.6.

Note: When uninstalling on Mac OS X 10.4, the uninstall will indicate that it failed. Neither the STW nor the secure user is removed. This is due to a Macintosh bug in that version that prevents an uninstall package from completely removing a secure user. Contact the NECAP Technical Service Center (mptechhelp@measuredprogress.org) for assistance in removing the user and associated user group.

To uninstall the STW from multiple Macintosh computers:

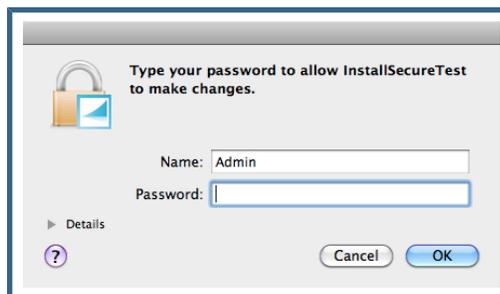
1. Click the **Technology** button on the DAS Home page, and download the **FPK_NE_p_ardOneStep.zip** file to the desktop of a student computer where the STW is installed.

Note: On STW installations in Maine (MLTI 2010), the file to download is **FPK_ME_p_ardOneStep.zip**.

When the zip file has finished downloading it will automatically decompress and open the **FPKardOneStep** folder, and the **FPKardOneStep** folder appears on the desktop.

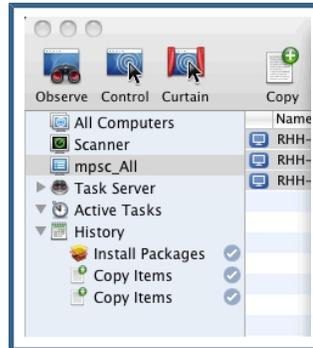


2. Move the **FPKardOneStep** folder to the side of the desktop so it is visible when the ARD application is started. You will need to drag items from this folder to the ARD application during the following steps. The **FPKardOneStep** folder contains the **InstallSecureEnv_ARD** and **UninstallSecureEnv** installer packages.

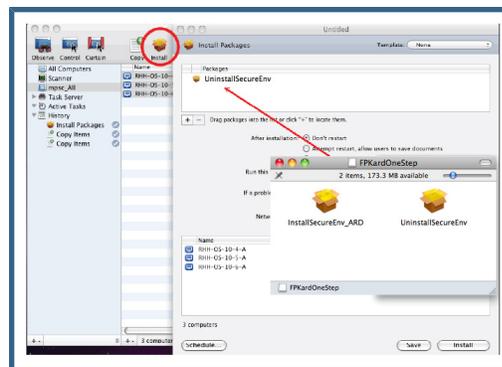


Uninstall the STW from Multiple Macintosh Computers

3. Start the ARD application and locate the previously generated list report that contains all of the computers being used for the NECAP online assessments. This list report was named **mpsc_All** in the ARD installation procedure.
4. In the ARD window, click the **mpsc_All** list and select all the computers listed.



5. On the ARD toolbar, click **Install**.



6. Verify that all the computers in the **mpsc_All** list are listed in the lower section of the **Install** dialog.
7. Make sure that the **FPKardOneStep** folder is visible.
8. Drag **UninstallSecureEnv** from the **FPKardOneStep** folder into the **Packages** block in ARD.
9. Click the **Install** button.
10. After the removal is complete, close the ARD application and the **FPKardOneStep** folder.

Troubleshooting

This section contains the following information on troubleshooting error conditions that may occur in the Student Test Workstation (STW), the DAS, and the PTW:

- STW Network Error
- PTW Loses the Network Connection
- Staff Members Are Unable to Log In
- Students Are Not Appearing on the PTW
- Students Are Unable to Log Into STW
 - Test Session Prematurely Closed
 - "Turn off Block List" workaround

STW Network Error

The following may cause a student's computer to become disconnected:

- Lost connection to the local Wireless Access Point
- Maxed-out local bandwidth in the school's network
- Issues with the school's Internet Service Provider
- Other problems with the student's Ethernet connection

If an STW becomes disconnected from the network, the student will see the following error message, and should notify his or her Test Administrator.



There are two options on the error message:

- **Return to Test** — If the network connection has been restored, returns the student to the test. Otherwise, redisplay the Network Error message on the STW.
- **Close Program** — Logs the student out of the current test session and closes the STW.

To resume the test after this error occurs:

- Click **Return to Test** to reconnect the STW to the NECAP online system.

If this is successful, the cause of the problem was a temporary network issue, and the student returns to same test question he or she was working on prior to the loss of connection.

STW Network Error

If this is not successful, the Test Administrator or local Technology Coordinator needs to determine the cause of the problem.

- If a cause is identified and corrected, such as reconnecting an Ethernet cable that became disconnected, the student clicks **Return to Test** and resumes where he or she was working prior to losing the connection.
- If no cause is identified, move the student to a different computer. The student needs to start the STW on the available machine and log back into the test session, using the same login information and test access code. At the start of the test, the student must use the Next button or the Test Map to navigate to the question he or she was working on prior to losing the connection.
- If no solution is identified and there is no other available computer, the student needs to resume testing at a later time. If the student will resume the same session later, the Test Administrator must not submit the student for scoring when ending the test session on the TAS.

Notes:

- Only the last 30 seconds of student work on a constructed-response item may be lost when the STW is disconnected.
- For policy-related questions, refer to the appropriate grade-level TAM.

When the network connection has been lost with an STW for two minutes, the following message appears in the PTW:



PTW Loses the Network Connection

If the PTW loses the network connection for more than five minutes during a test session, a messages appears on the STW screen saying Your proctor has stopped the test due to network issues.

To resolve the lost network connection:

1. The Test Administrator closes the unresponsive PTW screen.
2. The Technology Coordinator or the Test Administrator corrects the network connection issue.
3. The Test Administrator restarts the PTW and logs in to the application.
4. The Test Administrator selects the test type that was interrupted from the **AVAILABLE Test Sessions** list on the Test Selection screen.
5. The Test Administrator must post the new Test Access Code for the students.
6. Students must enter the new Test Access Code on the Select Your Test screen of the STW.
7. Students click **Start Test** and use the **Next** button or the Test Map to navigate to where they left off in the test.

Note: The Students' previous work is saved, and they can resume the test.

Staff Members Are Unable to Log In

A staff member may be unable to log into the system for the following two reasons:

- The staff member forgot his or her password.
- The staff member locked him or herself out of the system by incorrectly entering the user name or password ten times.

To resolve either of these situations, the Test Coordinator should delete and recreate the staff member's account in the DAS. See "Manage Staff Accounts" on page 23 for information about deleting and creating accounts.

Students Are Not Appearing on the PTW

If a Test Administrator starts a test, but students do not appear in the PTW, he or she should verify the following:

- Students have the correct login tickets.
- Students have logged into the STW.
- The correct Test Access Code is posted.

The Test Access Code is automatically generated for every test session and can be viewed in the middle of the PTW screen. Test administrators should write the Test Access Code for all students to see (e.g., on a whiteboard). Students are prompted to enter the Test Access Code to access the test session. See the appropriate grade-level TAM for instructions on advancing students into a test.

Students Are Unable to Log Into STW

If a student has incorrectly entered his or her password multiple times, the student account may be locked.

To assist the student in logging in, the Test Administrator should do the following:

1. Confirm that the student is using the correct user name and password as they appear on the Student Login Ticket.
2. If the user name and password are correct but the student cannot log in, contact Measured Progress Technical Support at 888-465-2740 for assistance.

Test Session Prematurely Closed

If a Test Administrator accidentally closes the Test Administration screen, students are not affected and can continue testing if the Test Administrator restarts the PTW application and selects the test session from the Test Sessions Being Administered on the Test Session Select screen.

The Test Administration screen restarts, with all students listed as connected.

Note: This does not regenerate a new Test Access Code on the PTW.

Time Values

The following table provides settings information about how the NECAP Online Writing system caches, pings, or times out, for the various applications:

Event	Time	Description
STW: Save student's answers:		The student's response is also saved and transmitted when he/she clicks Next or Previous, or navigates using the Test Map.
Multiple-choice questions	Every 30 seconds	
Constructed-response / extended-response questions	Every 15 seconds	
STW: Student status update	Every 10 seconds	The iTest system communicates with the student computers to check/maintain status.
PTW: Page refresh rate	Every 30 seconds	The Test Administrator can also click the Refresh link on the Test Administration page to manually refresh the page.
PTW and STW: Inactivity of application, automatically logs out	After 60 minutes	If idle for this period, the application closes.
PTW: Application loses its network connection, the software closes.	After 5 minutes	If the PTW loses its connection for time, the PTW and any STW computers tied to it through an open session exit.
DAS: Login times out	After 58 minutes	If a user who is logged into the DAS is inactive for this time, he or she is logged out of the DAS.

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