QUICK GUIDE TO ONLINE TESTING

DATA RECOGNITION
DRC
CORPORATION

This reference guide provides a high-level overview of the processes and resources for a successful launch of online testing.

TEST ENGINE SETUP

Tasks typically completed by the Technology Coordinator

- Download the Technology User Guide
- Review System Requirements
- Setup the Central Office Service
- Prepare/download software testing devices
- Disable Background Apps
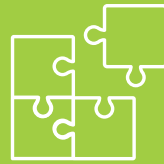
STUDENT ACCESS SETUP

Tasks typically completed by the Assessment Coordinator

- Review/Upload Student Data
- Upload Teacher Information
- Create Test Sessions
- Print Test Tickets

STUDENT PREPARATION

Tasks typically completed by the Assessment Coordinator

- View Online Tutorials
- Allow Time for Online Tools Training

TEST ADMINISTRATION

Tasks typically completed by the Assessment Coordinator

- Access Test Monitoring Application
- Allow/Assist Student Login
- Monitor Student Statuses

TEST ENGINE SETUP

Download the Technology User Guide (TUG) for setup references

- The TUG is located on the DRC INSIGHT Portal under General Information>>Documents.
- The TUG is a multi-volume set of user guides that describes how to configure, install, manage, and troubleshoot the DRC INSIGHT online test engine.

DRC INSIGHT System Requirements

- The system requirements document is available on the DRC INSIGHT Portal under General Information >> Downloads (click on View System Requirements on the lower left-hand side of the page).
- This document is posted three times a year: in June, October, February

Central Office Services (COS)

- The COS is a software application that allows an LEA to manage its online testing environments from a central location.
- The COS also provides content management and content hosting.
- The COS software is available on the DRC INSIGHT Portal under General Information>>Downloads.
- PDE requires a COS for sites using one-to-one student devices.

Download the DRC INSIGHT Online Learning System (aka test engine)

- The Testing Software Downloads are available on the DRC INSIGHT Portal under General Information>>Downloads.
- Technology Coordinators must receive permissions to access the DRC INSIGHT Portal from District Assessment Coordinators.
- See the TUG for assistance on installation to multiple devices.

Disable Background Apps

- PDE requires all background applications to be disabled on the day of testing.

STUDENT ACCESS SETUP

The following steps describe the processes and functionality of the DRC INSIGHT Portal that ensure the support system is properly established for students to access the tests. For more detailed instructions for using each of these applications, access the DRC INSIGHT Portal User Guide from General Information>>Documents.

Step 1: Student Management

- For PSSA and Keystone, most students will be pre-populated in the DRC INSIGHT Portal from PIMS data DRC receives from PDE. For Firefly and the CDT, Students must be uploaded to the DRC INSIGHT Portal within the Student Management functionality.

- Online accommodations such as audio (text-to-speech) must be assigned to a student's record before the student is added to a test session. If the accommodation is not selected before placing a student into a test session, there is a risk that the accommodation will not be available to the student when the test is administered.

Step 2: Teacher Management

- Teachers must be uploaded to the DRC INSIGHT Portal within the Teacher Management functionality prior to the creation of test sessions.

- A teacher (test administrator) must be assigned to each test session.
  Note: This is different than providing teachers access to the DRC INSIGHT Portal. Granting teachers access to the Portal needs to be completed by the District or School Assessment Coordinator via the User Management functionality.

Step 3: Test Session Management

- Test sessions must be created to produce the test tickets students use to access the assessment.

- The number of test sessions and the size of the test sessions should be established to support each LEA's unique testing plans.

Step 4: Test Ticket Management

- Test tickets can be printed for individual test sessions within the DRC INSIGHT Portal via the Test Management functionality.

- Tickets are secure materials and should be printed and organized prior to test administration and must be treated as secure materials.

- School Assessment Coordinators must have a plan for securely distributing and collecting the test tickets for each test session.

STUDENT PREPARATION

Prior to administering the tests, schools must give students the opportunity to understand the functionality of the DRC INSIGHT test engine. Each student should be provided an opportunity to view the tutorial videos and access the hands-on Online Tools Training.

Tutorials

- Videos that describe and demonstrate the different properties, tools, and features of the test engine.

- The tutorial dashboard is accessed from the DRC INSIGHT test engine or via the DRC INSIGHT Portal under General Information>>Test Tutorials.

Online Tools Training (OTT)

- The OTTs allow students to practice with the different tools and features available within the test engine. Students can practice as many times as necessary.

- OTTs are accessed from the DRC INSIGHT test engine or via a chrome browser at https://wbte.drcedirect.com/PA/portals/pa

TEST ADMINISTRATION

School Assessment Coordinators must ensure that Test Administrators are properly trained and able to guide students through test login and completion.

Test Monitoring Application (TMA)

- The TMA is an optional feature that allows test administrators to manage access to a test session and monitor student progress during the test administration. District Assessment Coordinators have access to a student status dashboard that provides an overview status of which students have started or completed an assessment.

Student Login

- Each student must be given a test ticket and must access the test on a device with the DRC INSIGHT test engine installed.

- Sites using the TMA will provide students a code to access the test session.

- Students will log into the test engine and be prompted to enter the username and password found on the test ticket.

Monitor Student Progress

- Test administrators must follow the instructions in the Directions of Administration Manual for proctoring the test session.

- Test administrators must actively monitor the test session room, regardless of whether the TMA is being used.

For Frequently Asked Questions and training videos, visit the DRC training site at
https://sites.google.com/datarecognitioncorp.com/psa-assessments/home