



ELPA21 Field Test

Test Coordinator's Manual

December 2014

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ELPA21
English Language Proficiency
Assessment for the 21st Century

This Manual

This Online Field Test Coordinator’s Manual serves to guide Test Coordinators in log-in and general test administration activities. Instructions for test administration in the classroom are provided in a separate Test Administration Manual (TAM). The TAM and additional information can be accessed from the Help tab on the ELPA21 Online Administration System located at:

- elpa21ft.questarai.com/Admin

All devices intended for use in the administration of the ELPA21 field tests must be set up and configured to test using Questar’s student test delivery system. Specific instructions on set-up can be found in the *Setup and Installation Guide* located on the ELPA21 Online Administration System Home page. If you have any questions, you can contact Questar by phone or email at:

- Phone: 800-574-5583
- Email: ELPA21Support@questarai.com

Login

For those districts already registered for the field test, Questar will distribute login information to District/School Test Coordinators on December 17, 2014 via email. If you do not receive your login on the 17th, contact Customer Support by phone at 800-574-5583 or email at ELPA21Support@questarai.com.

For those districts who register between December 15th and January 16th, you will receive your login information on January 20, 2015. If you do not receive your login on January 20th, please contact Customer Support.

Login

The screenshot illustrates the login process for the ELPA21 Field Test Administration Center. It is divided into three numbered steps:

- 1** The main login page features a 'Sign In' box with fields for 'Username' and 'Password', and a 'Login' button. Below the sign-in box is a 'Welcome to the ELPA21 Field Test Administration Center!' message and the Questar logo.
- 2** A 'Welcome!' dialog box appears, stating 'You are logging in for the first time. Please change your password.' It includes fields for 'Password' and 'Re-type Password', along with 'Submit' and 'Cancel' buttons.
- 3** A 'Security Compliance' dialog box is shown, containing the Questar logo and a certification statement. The statement reads: 'I, the undersigned, do certify and attest to all of the following: I understand that the materials provided as part of the College and Career Readiness Field Test are secure materials. Login information for the Field Test system, both administrative and student level, are not to be shared. All test items are confidential and must be kept secure. Unauthorized use, review, duplication, or reproduction of ANY or ALL portions of the test materials is prohibited. Student Testing Login Tickets (or Usernames/Passwords) are secure and must be securely stored when they are not in use by students. Tickets must be distributed to students immediately before testing and destroyed when all testing is complete.' Below the statement is a checkbox and a 'Continue' button.

Once you have been given your Username and Password, enter this website address in your browser window:

- elpa21ft.questarai.com/Admin

- 1** Enter your Username and Password, then click Login.
- 2** The first time you log in, you will be asked to change your password.
- 3** You will also be asked to acknowledge and agree to the Security Compliance statement the first time you log in.

The Home Page

The screenshot shows the Questar Home Page interface. At the top is a navigation menu with tabs: HOME, SITE SETUP, STATUS, TEACHERS, CLASSES, STUDENTS, TEST ADMIN, ACCOUNTS, and HELP. The HELP tab is highlighted with a red circle and the number 2. Below the menu are two main sections: 'DTC Important Information' and 'STC Important Information'. Both sections contain 'Important Information' with bullet points about testing windows. The 'Pre-ID Upload' section is highlighted with a red circle and the number 1. It includes a 'Choose File' button, a 'No file chosen' message, supported formats (.xlsx), a file limit of 6 mb, and an 'Upload' button. A table below shows 'Operating System' with 'Windows' and 'Mac OS' rows, each with a 'QAI Secure Browser' link. At the bottom right, a user status box shows 'Welcome, ADAM JOHNSON. (Logout)', 'QAI Test Corp Kilo (T011)', and 'Currently working in' with dropdown menus for 'ELPA21 Field Test' and 'Winter 2015'. This box is highlighted with a red circle and the number 3.

The Home page gathers together all online administrative resources.

- 1 Test Coordinators will use “Pre-ID Upload” to generate lists of Teachers, Students, and Classes. If you use this method and have no other changes to make to your rosters, you may advance to the “Print Student Login Tickets” section in this manual and then distribute the login tickets. This manual reviews both of these steps first and then discusses how to make changes to your rosters once they have been uploaded into the system.
- 2 You may select the **Help** tab at any time for additional support.
- 3 The upper right corner of the screen shows the user’s name, the test that will be administered, and the link to log out of the admin site.

Pre-ID Upload

The screenshot shows the 'Pre-ID Upload' section of a web application. The page has a navigation menu at the top with options: HOME, SITE SETUP, STATUS, TEACHERS, CLASSES, STUDENTS, and TESTS. The main content area is divided into two columns. The left column contains 'DTC Important Information' and 'STC Important Information', both with 'Edit' links. The right column contains 'EAS Administration Center' with a table of operating systems and links to 'QAI Secure Browser'. Below this is the 'Pre-ID Upload' section, which includes a 'Note' about errors and a 'Choose File' button. A file selection dialog is open over the 'Choose File' button, showing a 'Libraries' view with folders for Documents, Music, Pictures, and Videos. The 'File name' field is empty, and the 'All Files' dropdown is selected. The 'Open' and 'Cancel' buttons are visible at the bottom of the dialog. Red circles with numbers 1 and 2 are overlaid on the 'Choose File' button and the 'Upload' button, respectively.

- 1 From the Home page, locate the “Pre-ID Upload” area and then select “Choose File.” A navigation window will open, allowing you to find and select your Pre-ID File. Only Excel files in .xlsx format are accepted. Double click on the file in the navigation window to select it. The Pre-ID file template and format documents are posted on the Help tab.
- 2 Next select “Upload” from the “Pre-ID Upload” area of the Home page. Your file will now upload into the system.

Pre-ID Upload

3

Pre-ID Upload

Test Precode1.xlsx Supported formats (Excel).

Files uploaded to the Database

4

Pre-ID Upload

No file selected. Supported formats (Excel).

School ID is required in row [2]

- 3** The system will confirm your successful upload by displaying a green confirmation message.
- 4** If the system encountered a problem in Pre-ID Upload, it will display a red error message. The error message will help you identify any missing information that needs to be added to your Pre-ID file. Once you have added the information, please try to submit again.
- 5** If you need additional assistance with this upload, please contact Questar Customer Service at 800-574-5583 or by email at ELPA21Support@questarai.com.

Print Student Login Tickets

1

HOME SITE SETUP STATUS TEACHERS CLASSES STUDENTS **TEST ADMINISTRATIONS**

Test Administrations

Select the District and/or School from the drop down menus below.

District: QAI Test Corp Kilo (T011) School: All Schools

Fields can be sorted by clicking on the District, School, Teacher/Class or Testing Status headings. Click 'View Details/Student Logins' to see a list of Students for that Test Administration and their usernames/passwords.

Testing Status:

Filter By Testing Status: All

Testing Status for ELPA21 Field Test, Winter 2015

School	Teacher/Class	Testing Status	
QAI Test Kilo High (TSK1)	Johnson, Teacher	Not Started	View Details/Student Logins

<<< Page 1 of 1 >>> Jump to Page: Go View All

District: QAI Test Corp Alpha (T001) School: QAI Test Alpha High (TSA1)
 Administration: Winter 2015 Subject: ELPA21 FT
 Teacher: TEACHER TEST Class: TEST, TEACHER-100
 Test Name: ELPA Reading
 Testing Window: 10/20/2014 to 11/14/2014

The test is over.

[View in Test Examiner Mode](#)

[Back to Test Administrations](#)

Registered Students:

[Print student test logins - Large size \(Avery label 5163\)](#)
[Print student test logins - Small size \(Avery label 5160\)](#)

Session: All Sessions

Last Name	First Name	Username	Password	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
AC-THIRTEEN	TEST	TSA110013	39265850	Session 1: Not Started	0			Set
				Session 2: Not Started	0			Set
AD-FOURTEEN	TEST	TSA110014	64BF4473	Session 1: Not Started	0			Set
				Session 2: Not Started	0			Set
AE-FIFTEEN	TEST	TSA110015	60BD9863	Session 1: Not Started	0			Set
				Session 2: Not Started	0			Set

2

3

To Print Student Login Tickets:

- 1 Click on the **Test Admin** tab.
- 2 Find the appropriate Teacher/Class and click on **View Details/Student Logins**.
- 3 You will now see Student Usernames and Passwords for this Teacher/Class. To print Login Tickets click on the "Print Student Test Logins" link. A PDF of login tickets is generated. Login tickets are formatted to fit Avery 5160 labels for printing purposes. Please refer to the Test Administrator Manual Overview section for security protocol of online test materials (e.g., tickets with student login information).

Add or Edit a Teacher

The screenshot shows the 'Teachers' page with a navigation menu at the top. The 'Teachers' tab is selected. Below the navigation, there are dropdown menus for 'District' (QAI Test Corp Kilo (T011)) and 'School' (QAI Test Kilo High (TSK1)). A table lists teachers for 'QAI Test Kilo High (TSK1)', with one teacher listed: TEACHER, JOHNSON, ajohnson@questarai.com. An 'Edit' link is next to the teacher's name. An 'Add Teacher' button is in the top right of the table. A 'New Teacher profile' form is shown on the right, with fields for District, School, First Name, Last Name, Email, and Subjects. The 'Subjects' field has 'ELPA21 Field Test' selected. 'Save' and 'Cancel' buttons are at the bottom of the form.

To Add or Edit a Teacher:

- 1 Click on the **Teachers** tab.
- 2 You will now see the **Teachers** page displayed. You may sort Teachers by Name or Email.
- 3 Click on the **Edit** link to review or edit a Teacher's information. You will see the **Teacher Profile** displayed. Change information as appropriate and click **Save** when you are done.
- 4 Click on **Add Teacher** to add a new Teacher not previously in the Pre-ID Upload list.
- 5 You will now see the **New Teacher Profile** displayed. Enter all required information for the new Teacher. NOTE that all fields marked with a red asterisk MUST be completed.
- 6 Be sure to click **Save** when you are done.

Add or Edit a Student

Students

To set up or edit the list of Students, first select the District and/or School from the drop down menus below.

District: QAI Test Corp Kilo (T011)
 School: QAI Test Kilo Jr. High (TSK2)

View students across all subjects and students not assigned to a class

Fields can be sorted by clicking on the STN, First Name, Last Name, or Class headings

Manage Students: [Add Student](#)

There are 7 students in All Schools taking ELPA21 FT in Winter 2015.

STN	First Name	MI	Last Name	ELPA21 FT Class	
TSA110012	TEST	B	AB-TWELVE	TEST, TEACHER-100	View/Edit
TSA110013	TEST	C	AC-THIRTEEN	TEST, TEACHER-100	View/Edit
TSA110014	TEST	D	AD-FOURTEEN	TEST, TEACHER-100	View/Edit
TSA110015	TEST	E	AE-FIFTEEN	TEST, TEACHER-100	View/Edit
TSA110017	TEST	G	AG-SEVENTEEN	TEST, TEACHER-100	View/Edit
TSA110019	TEST	I	AH-NINETEEN	TEST, TEACHER-100	View/Edit
4564789123	TEST	T	EGGPLANT	TEST, TEACHER-100	View/Edit

[Download Student List \(Excel CSV\)](#)

Add Student

Demographic Information: *Denotes mandatory entry

STN*

First Name* MI Last Name*

Date of Birth* mm/dd/yyyy

State Student ID* District/Local Assigned Student ID

ELP Screen Score Current ELP Assessment Score*

Current ELP Assessment Level State Math Assessment Score

State ELA Assessment Score* State ELA Assessment Level

State Science Assessment Score State*

Grade* Race/Ethnicity*

Gender* Economic Disadvantaged Status

Native Language* ELL Status*

Student Disability* Primary Exceptionality

IEP Section 504 Plan

Personal Needs and Preferences:

To Add or Edit a Student:

- 1 Click on the **Students** tab.
- 2 You will see the **Students** page displayed. You may sort Students by Student ID, Name, or Class.
- 3 Click on the **View/Edit** link to review or edit a Student's information. You will see the Student's demographic information displayed. Change information as appropriate and click **Save** when you are done. Once testing has begun, the district, school, class, and/or form(s) CANNOT be changed.
- 4 Click on **Add Student** to add a new Student not previously in the Pre-ID Upload list.
- 5 You will now see a blank student demographic information page displayed. Enter all required information for the new Student. NOTE that all fields marked with a red asterisk MUST be completed. Be sure to click **Save** when you are done.

Note: In order for login credentials to be generated, the student must be assigned to a class.

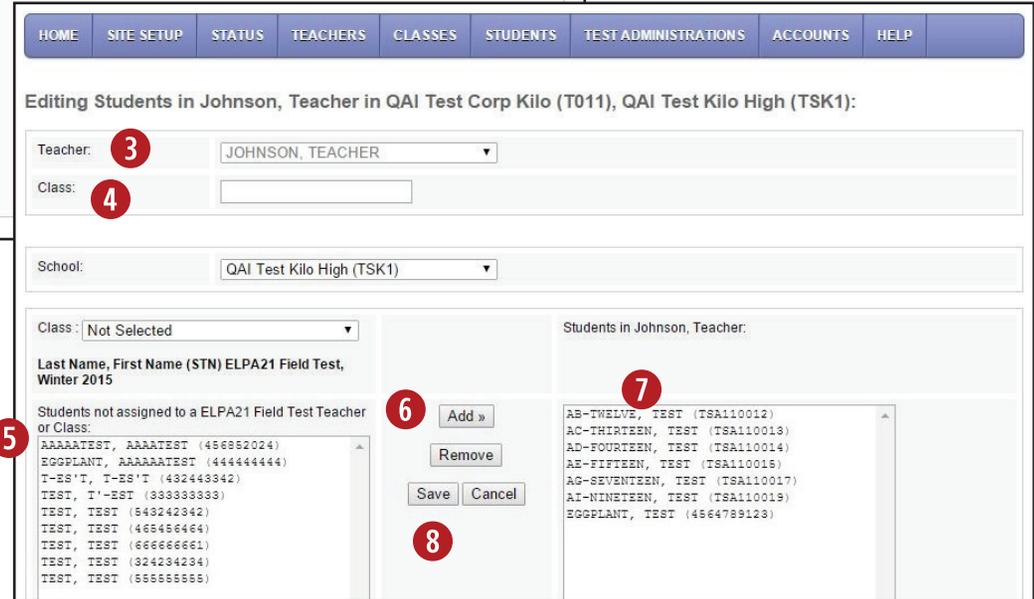
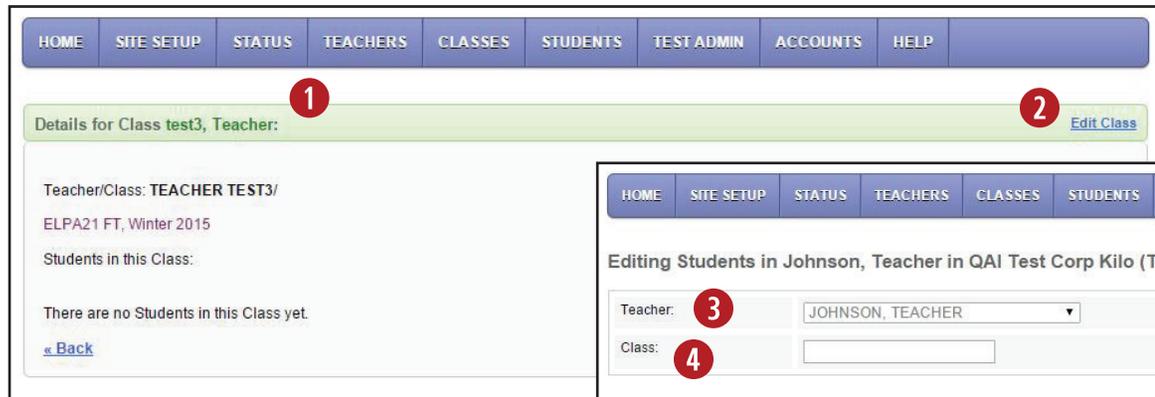
Review Classes

The screenshot shows the 'Review Classes' interface. At the top, there is a navigation bar with tabs: HOME, SITE SETUP, STATUS, TEACHERS, CLASSES, STUDENTS, TEST ADMIN, ACCOUNTS, HELP. A red circle with the number '1' is placed over the 'CLASSES' tab. Below the navigation bar, the 'Classes' heading is displayed with a red circle and the number '2'. Underneath, there is a form with two dropdown menus: 'District' (selected: QAI Test Corp Alpha (T001)) and 'School' (selected: QAI Test Alpha High (TSA1)). Below the form, there is a text instruction: 'Click 'View Details' for a list of Students in the Class or to make changes.' Below this, there is a green header bar for 'Classes for ELPA21 FT, Winter 2015' with a 'Create New Class' link on the right, marked with a red circle and the number '4'. Below this header is a table with three columns: 'Class Name', 'Teacher', and 'View Details'. The table contains two rows: 'TEST, TEACHER-100' with 'TEST, TEACHER' and 'View Details' link, and 'test3, Teacher' with 'TEST3, TEACHER' and 'View Details' link. A red circle with the number '3' is placed over the 'View Details' link in the second row.

You can review Students within a Class as follows:

- 1 Click on the **Classes** tab.
- 2 You will now see the **Classes** page displayed.
- 3 You may see information about any Class by clicking the **View Details** link.
- 4 You can also create a new Class by clicking on the **Create New Class** link. You will see a screen similar to the **Add and Remove Students** screen. Please see the next page for more details.

Add and Remove Students To a Class



IMPORTANT: Classes cannot be modified after the test session has begun. If a change is needed, please contact Questar Assessment Customer Service at 800-574-5583.

Classes are assigned based on the Pre-ID file uploaded. Classes can be changed after the upload, before the test session begins, if needed. To add a Student to a Class:

- 1 From the Classes page, click **View Details** for an established Class (or select **Create New Class** if you want to add a new one).
- 2 Click **Edit Class** if editing an existing Class.

- 3 Select a Teacher or confirm the correct Teacher is displayed.
- 4 Name your new Class or confirm the correct existing Class name is displayed.
- 5 Highlight the Student(s) in the left column whom you wish to add.
- 6 Click the **Add** button.
- 7 Student name(s) will be added to this Class.
- 8 Click **Save**.

Add and Remove Students To a Class

HOME
SITE SETUP
STATUS
TEACHERS
CLASSES
STUDENTS
TEST ADMINISTRATIONS
ACCOUNTS
HELP

Editing Students in Johnson, Teacher in QAI Test Corp Kilo (T011), QAI Test Kilo High (TSK1):

Teacher:

Class:

School:

Class:

Last Name, First Name (STN) ELPA21 Field Test, Winter 2015

Students not assigned to a ELPA21 Field Test Teacher or Class:

AAAAATEST, AAAATEST (456852024)
EGGPLANT, AAAATEST (444444444)
T-ES'T, T-ES'T (432443342)
TEST, T'-EST (333333333)
TEST, TEST (5442342)
TEST, TEST (4436464) 11
TEST, TEST (666666661)
TEST, TEST (324234234)
TEST, TEST (555555555)

10

12

Students in Johnson, Teacher:

AB-TWELVE, TEST (TSA110012)
AC-THIRTEEN, T (TSA110013)
AD-FOURTEEN, T 9 (TSA110014)
AE-FIFTEEN, TEST (TSA110015)
AG-SEVENTEEN, TEST (TSA110017)
AI-NINETEEN, TEST (TSA110019)
EGGPLANT, TEST (4564789123)

To Remove a Student from a Class:

- 9 Highlight the Student(s) in the right column whom you want to remove.
- 10 Click the **Remove** button.
- 11 Student name(s) will be removed from this class and return to the left “unregistered” column.
- 12 Click **Save**.

Online Resource Guides

HOME **SITE SETUP** **STATUS** **TEACHERS** **CLASSES** **STUDENTS** **TEST ADMINISTRATIONS** **ACCOUNTS** **HELP** [Edit](#)

Help

The Help tab has been designed to provide information needed to administer the ELPA21 Field Test. For additional information on navigating this Administration site, please see the ELPA21 Online Test Coordinator's Manual.

Manuals	Training Modules
Test Coordinators Manual	Field Test Overview
Test Administrators Manual	Platform and System Trial Orientation
Setup and Installation Guide	Student Testing Sessions
Accessibility and Accommodations Manual	Testing Lab Management
	Accessibility and Accommodations Tools
Directions for Administration Scripts	Workstation Preparation

Various reference materials, such as the Test Administration Manual (TAM), are available on the ELPA21 Online Administration System Help tab.

- 1 Click the **Help** tab to access these resources.
- 2 Click on any document title to open.