ELPA21

English Language Proficiency Assessment for the 21st Century

Test Coordinator's Manual

Spring 2016

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QAI15654

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This Manual

This Online Test Coordinator's Manual serves to guide District Test Coordinators and School Test Coordinators in log-in and general test administration activities. Instructions for test administration in the classroom are provided in the *Directions for Administration* (DFA). The DFA and additional information can be accessed from the Help page on the Nextera Administration Site located at:

- http://ar.nextera.questarai.com/admin/

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

- Phone: 800-643-8547
- Email: ar.elpa.help@questarai.com

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Prior to Testing	
Student credentials available in Nextera	January 15
Materials Due in District	January 20
Last Day to Order Additional Materials	February 29
Test Window	
	February 1–March 11
After Testing	
Return Secure, Scorable Materials	March 18*

**All materials must be shipped to Questar as soon as testing is complete and no later than March 18.*

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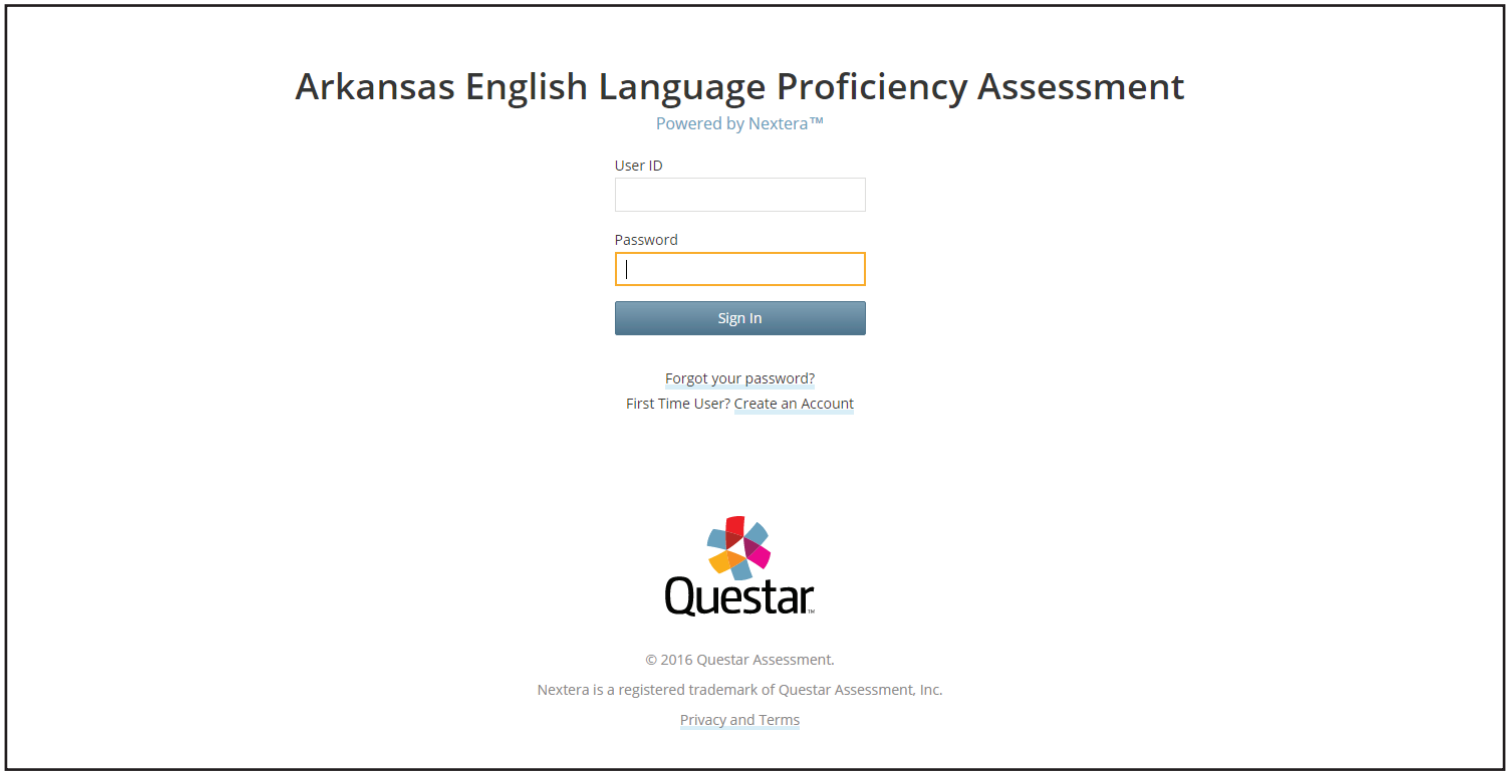
Login



If you have not received your login credentials, please contact Customer Support by phone or email.

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

- http://ar-elpa.nextera.questarai.com/admin/

1 Enter your User ID and Password, then click Login.

2 If you have forgotten your password, click the link below the Sign In button.

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Security Compliance

You will also be asked to acknowledge and agree to the Security Compliance statement the first time you log in.

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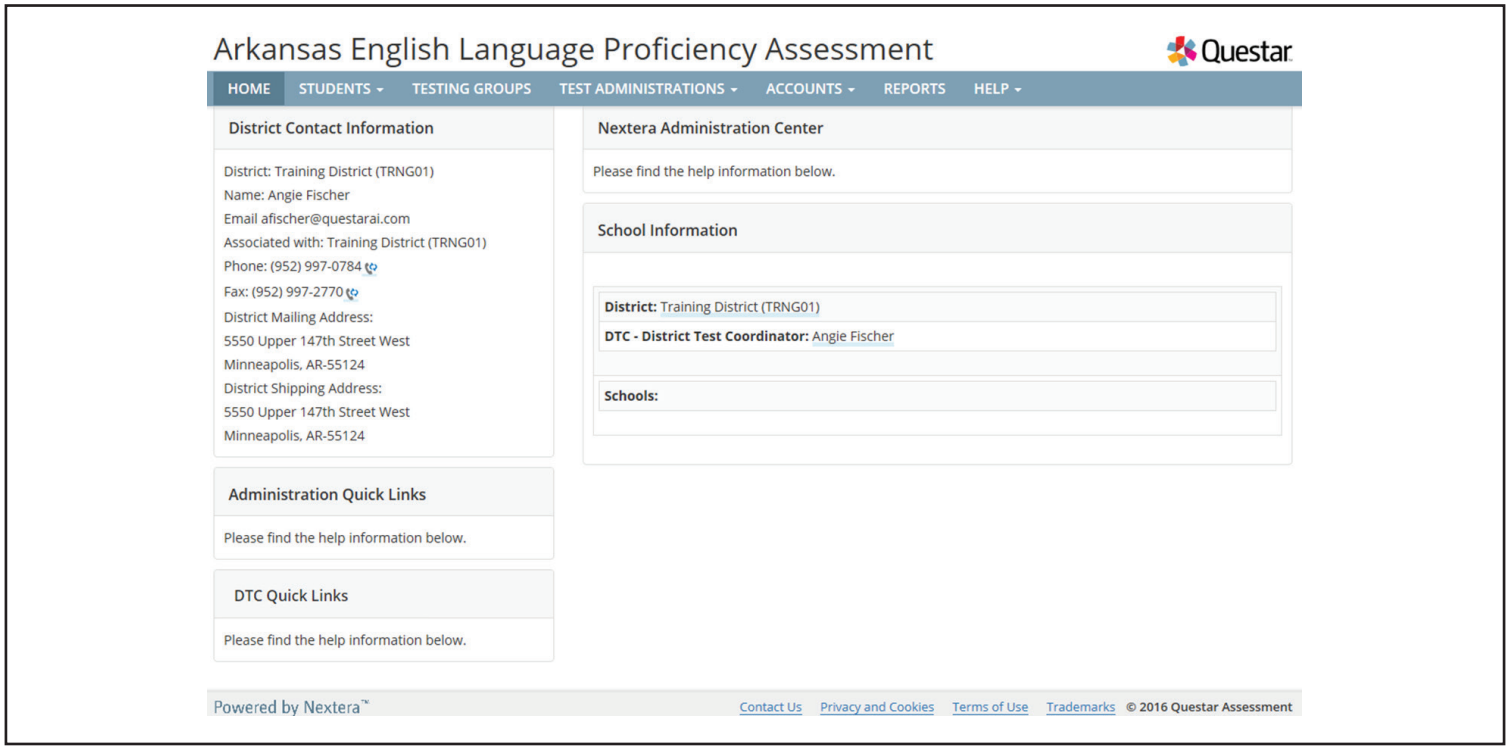

Resources that are available on the Home Page are:

- Administration Quick Links
- DTC Quick Links
- School Test Coordinator Checklist
- Test Administrator Checklist
- Nextera Administration Center
- School Information
- Return Shipping Instructions

Note that resources are available based on role, and all of these resources may not be available to you.

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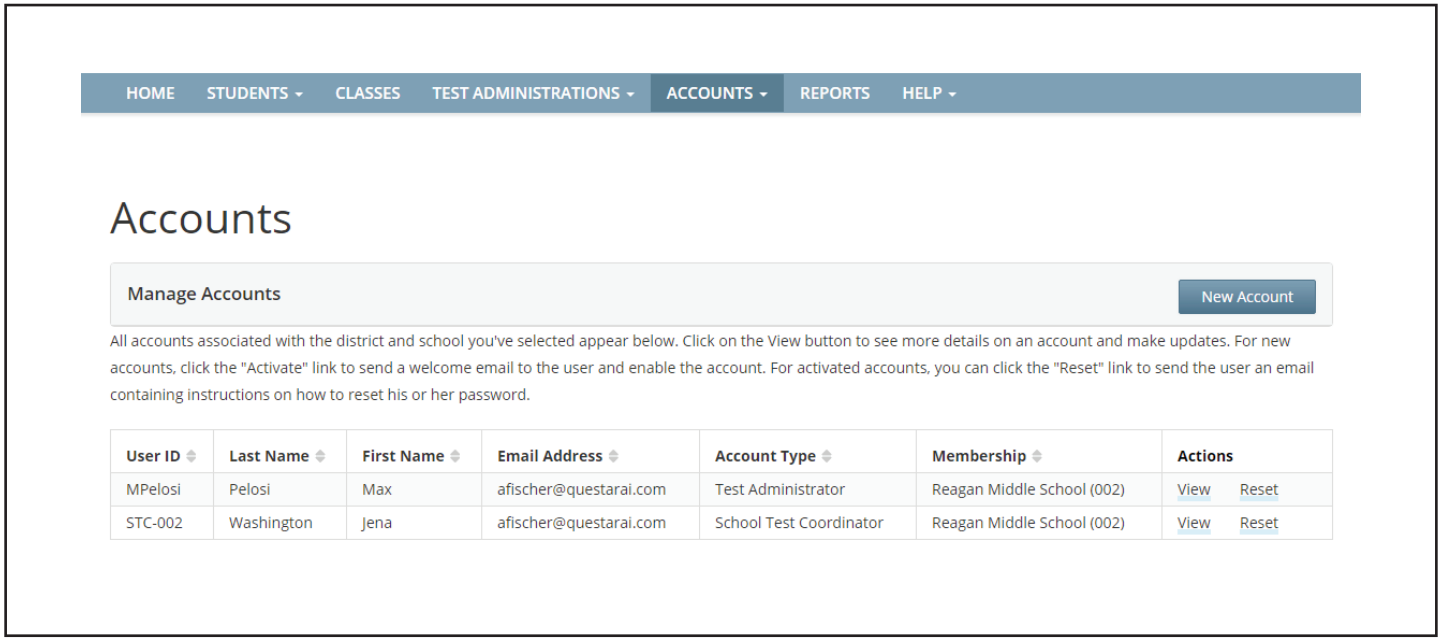
User Accounts



Multiple user levels exist within the Nextera Administration site. Some examples include District Test Coordinator (DTC), School Test Coordinator (STC), Building Level User (BLU), and Test Administrator.

DTCs and STCs can add or edit users at or below their level as needed to allow specific individuals the rights they need for accessing their student information.

A DTC can add or edit these users by going to the Accounts page and clicking the New Account button.

- Select the appropriate account type from the drop-down menu.
- Enter the information for the new user's account. The bold fields are required.
- Click Save.

In the Actions column on the far right, click Reset to reset the user's password and generate an email to the user. Click Activate to send a welcome email to the user including their initial password. For a description of the different user account roles, see the ELPA21 Roles and Permissions document in Appendix A.

Note: Only one DTC can be listed per district and only one STC can be listed per school. Multiple Test Administrators and Building Level Users can be listed per school.

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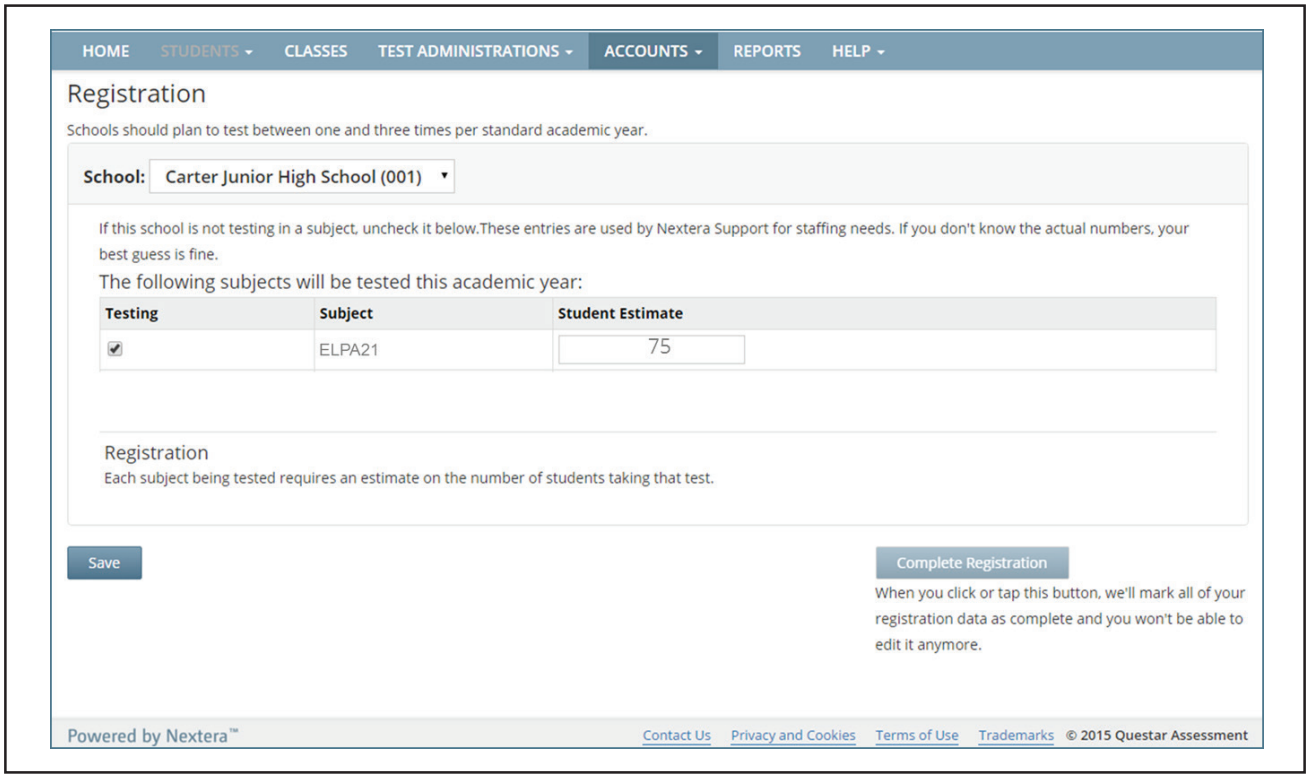
Registration



On the Accounts menu, select Registration.

- Use the drop-down menu to select a school.
- Validate or correct the estimated number of students testing in that school. Save.
- Use the drop-down menu to select the next school. Repeat until all schools are complete.
- Once you click the Complete Registration button you will not be able to make changes.

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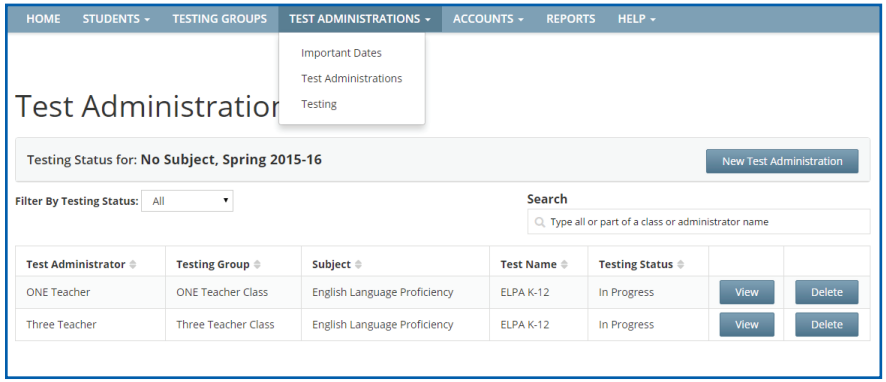

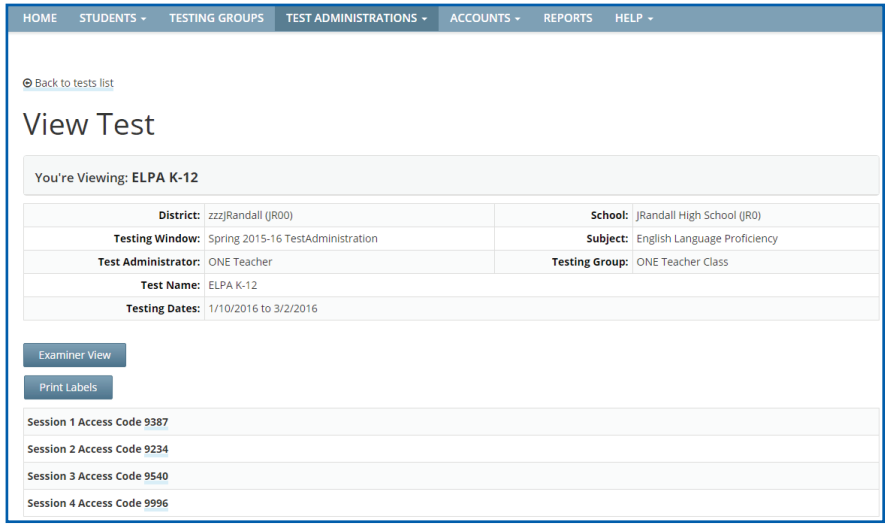

To Print Student Login Tickets:

Under Test Administrations, Select Test Administrations. To the right of the testing group, select View. Select Print Labels.

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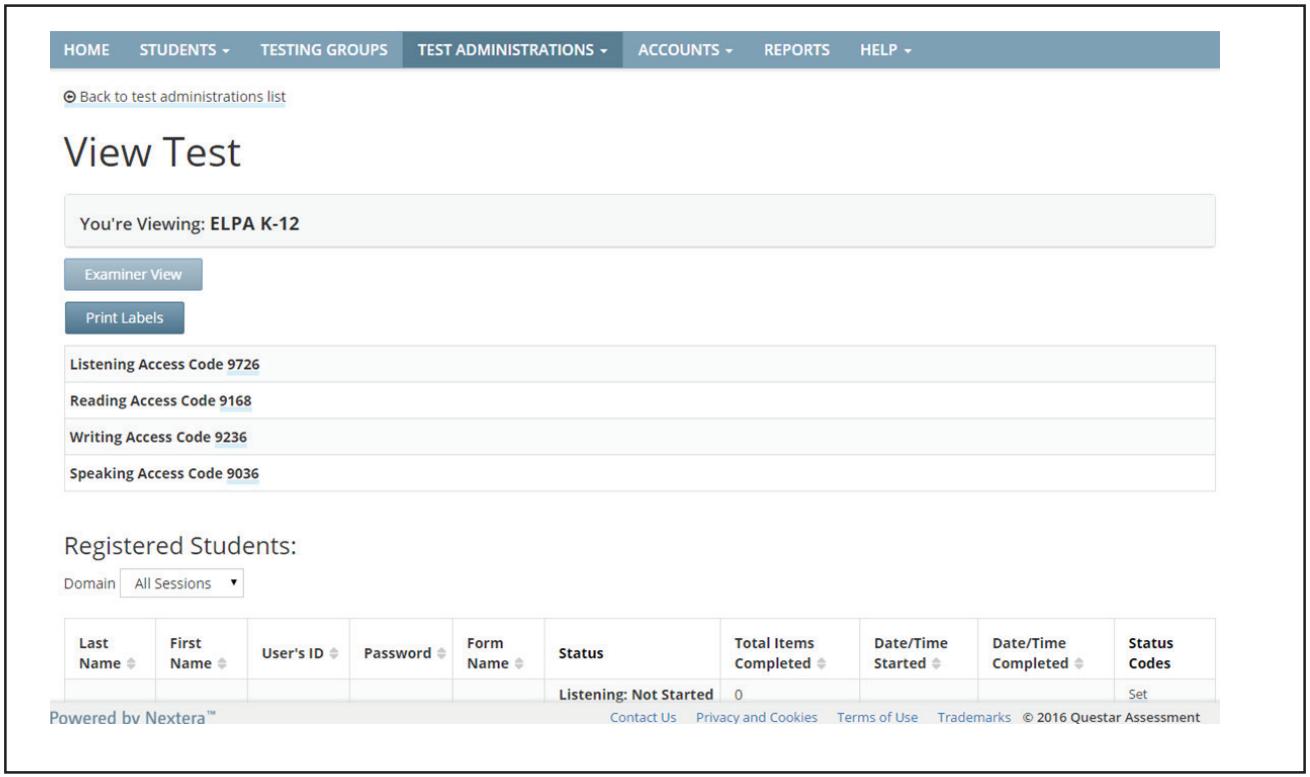
Examiner View



This feature is helpful when you have an educator supporting testing who does not have access to the Nextera Administration Site. If you would like another educator to have access to individual student passwords and progress during the assessment, use this feature.

On the other educator's computer, log in to the Nextera Administration Site. Under the Test Administrations tab, select Test Administrations. Locate the Testing Group and click View. Locate and click on the blue Examiner View button. This opens a new tab on your web browser containing the access code, student passwords, and student progress. This tab will automatically refresh and display updated student progress information. Keep this tab open. On the first tab, sign out of the Nextera Administration Site. Now the other educator will have access to student progress during the assessment.

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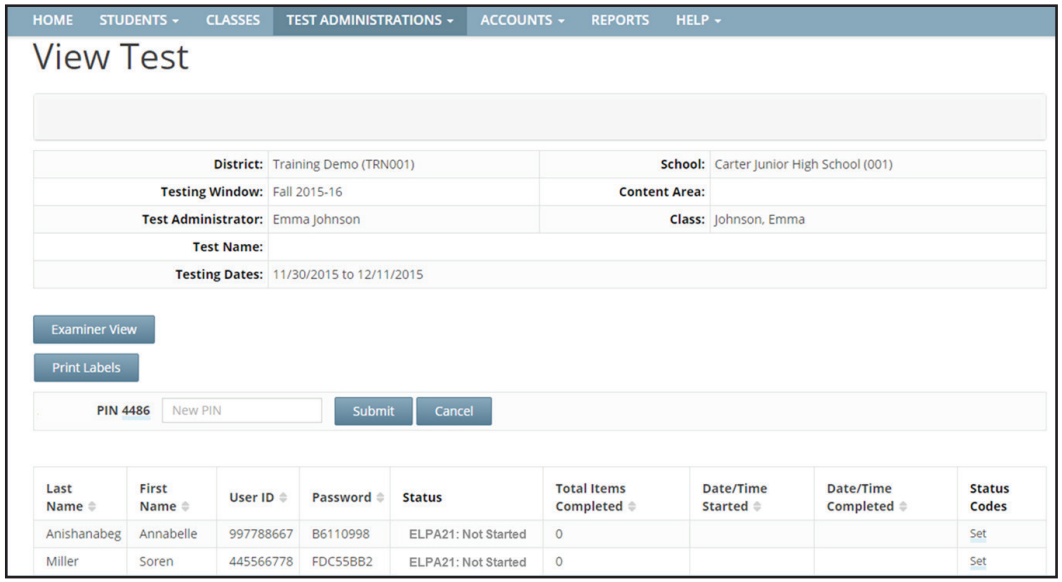

To indicate that a student is not testing:

Under Test Administrations, select Test Administrations. To the right of the testing group, select View. Scroll down and locate the student that is not testing. In the Status Codes column on the far right, click Set. Indicate the student not testing reason. Submit.

Code	Description
01	Expelled/suspended or Absent on all days of the test admin, including the make-up test admin
02	Extended hospitalization/Medically fragile/Homebound — Requires Doctor's Statement
03	Special Ed. services for home school/private school
04	Residential Treatment — Requires doctor's statement
05	Student was incorrectly identified as LEP
06	Deceased
07	SRT
08	Incarcerated/juvenile detention
09	Moved to a different state/out-of-country or enrolled in home/private school
10	Student exempt due to disability — Requires ADE Special Accommodations Form

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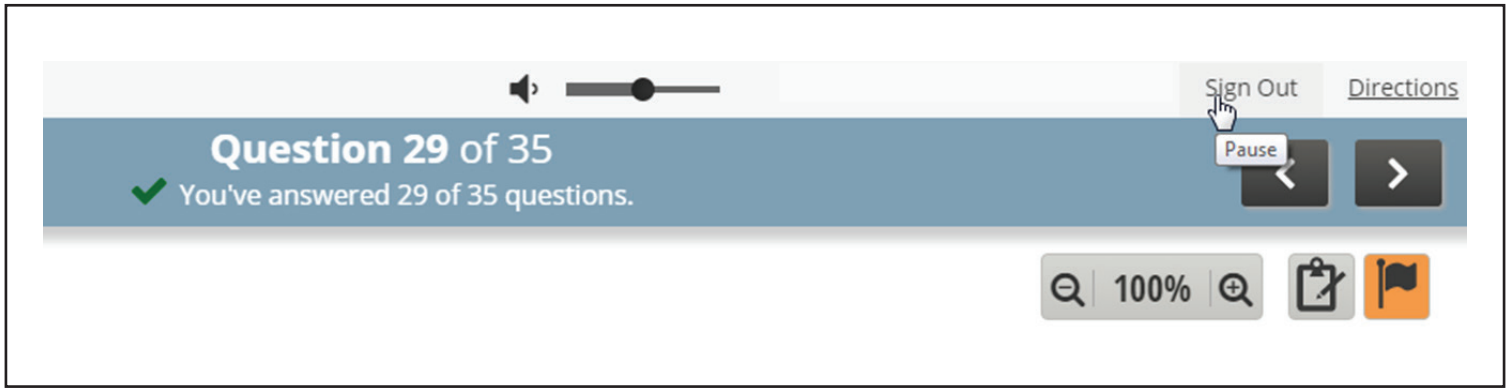

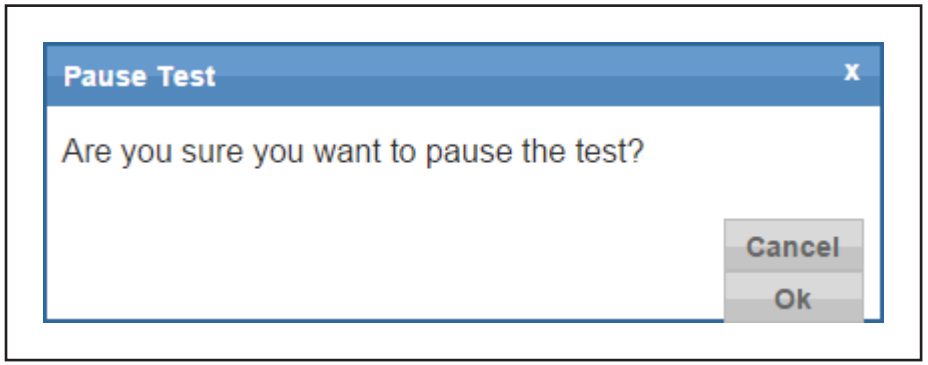

To Pause a Student Test:

In the upper right corner of the student's screen, the student will click Sign Out. A pop-up window asks for validation of the pause. Click OK.

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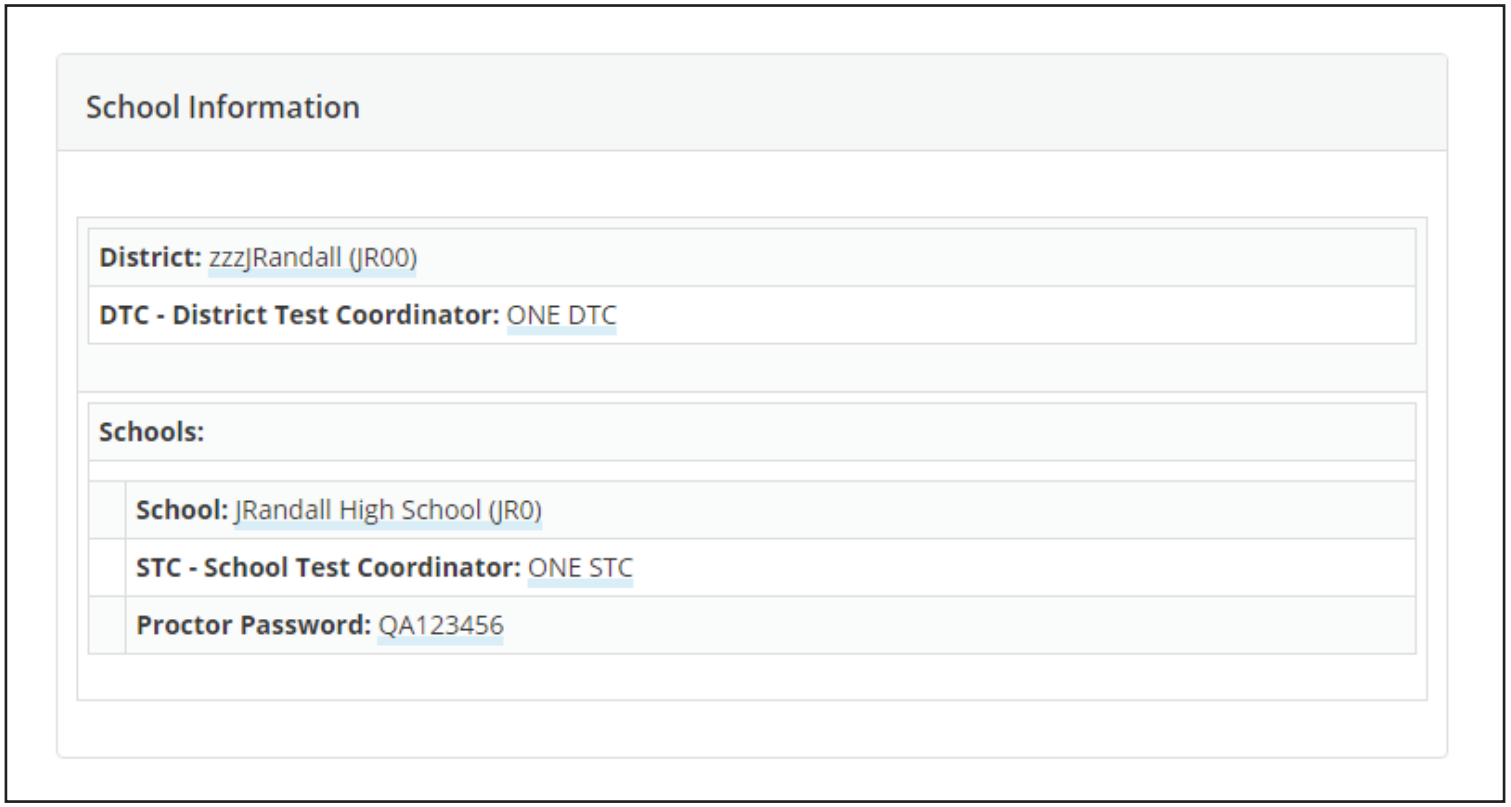

Any test that is paused longer than 20 minutes will require a proctor password for the student(s) to log back into the test. Test Administrators will need to contact their Test Coordinators to obtain the proctor password, if needed.

To access the proctor password in the ELPA21 Administration site:

1. At the bottom of the Home page, select the applicable school from the drop-down menu in the Search section.
2. You will see a listing including the school name, STC name, and the proctor password for that school. Note that the proctor password will be the same for all test administrators within a school, but each school will have a unique proctor password.

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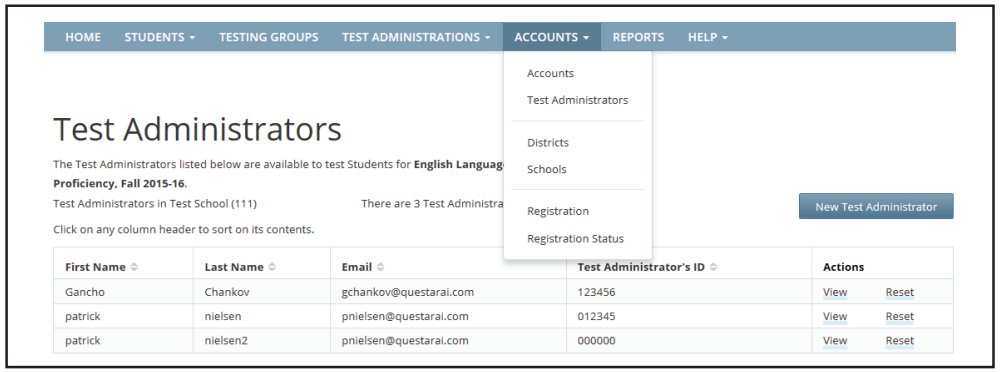

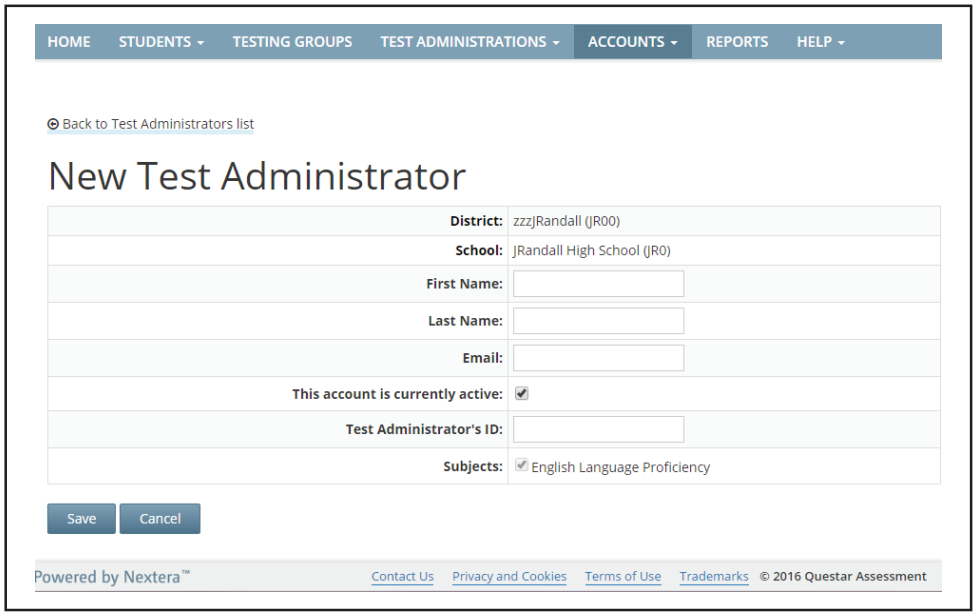

To add or edit a Test Administrator, navigate to the Accounts menu, select Test Administrators.

To add a Test Administrator, click New Test Administrator. Required fields have bold field descriptions. Save.

To edit a Test Administrator, locate the Test Administrator. To the right, click View. Complete needed edits. Save.

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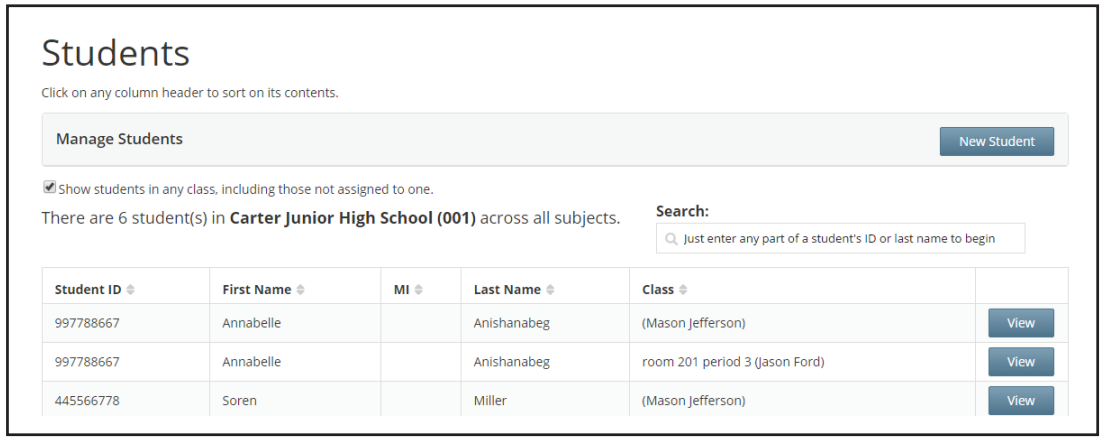

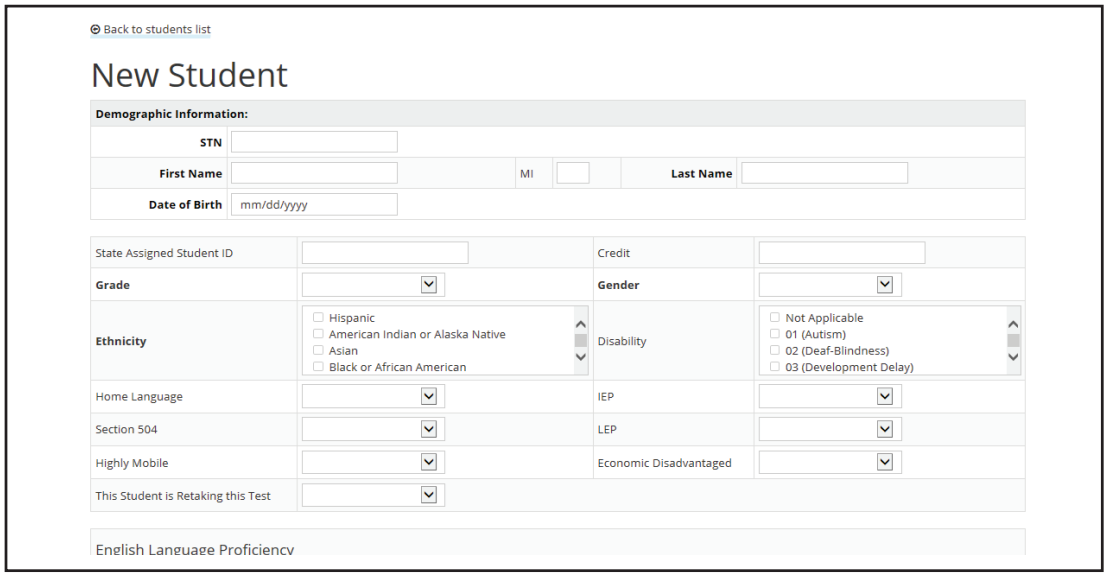

All new students must be added into the Nextera Administration System even if they will be testing with an accommodated form (paper/pencil, large print, or Braille). To add a student, navigate to the Students menu. Select Students.

Click New Student. Required fields have bold field descriptions. Save.

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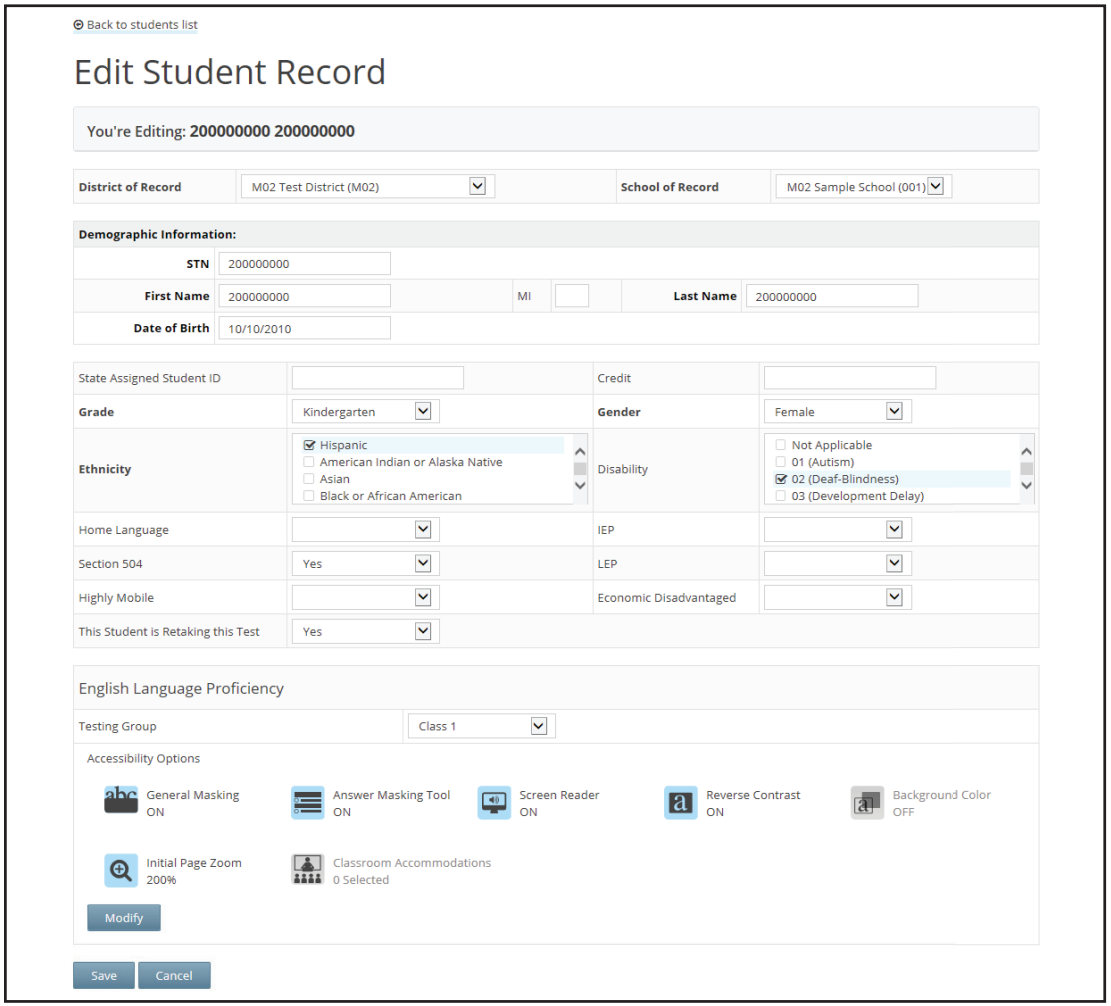

To edit a student, navigate to the Students menu. Select Students.

Locate the student. To the right, click View. Complete needed edits. Save.

District level users can move a student from one school to another using the School of Record drop-down menu at the upper right. They may also move a student from their district to another district using the drop-down menu at the upper left.

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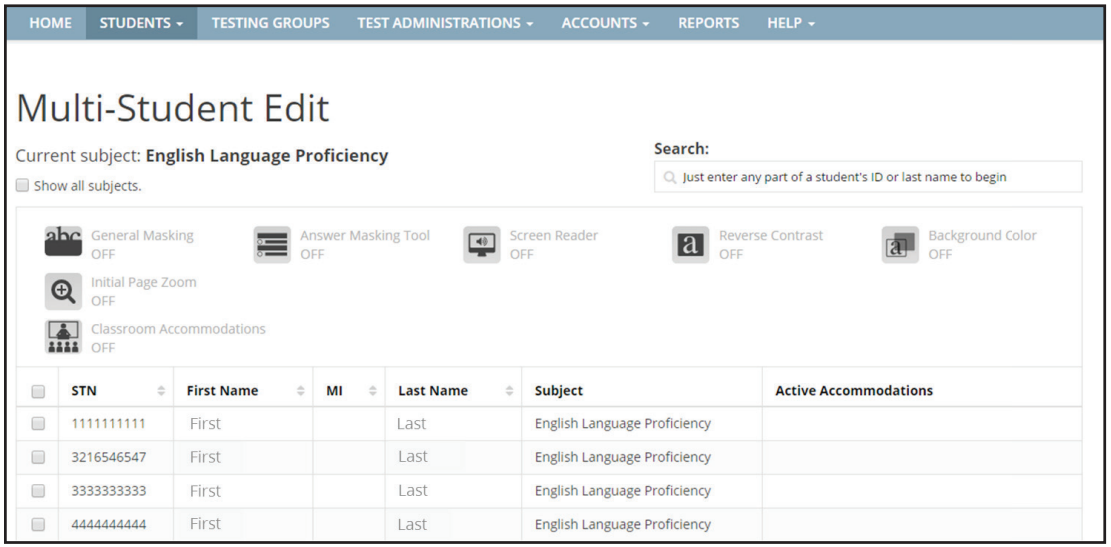
Multi-Student Edit



You can assign accessibility options to a group of students on the Multi-Student Edit page.

On the Students tab, select Multi-Student Edit.

Select students using the checkboxes in the column on the left, or use the checkbox in the heading to select all students.

Click the icons to select the accessibility options. When the option is selected it will appear blue. When you have finished making selections, click Save.

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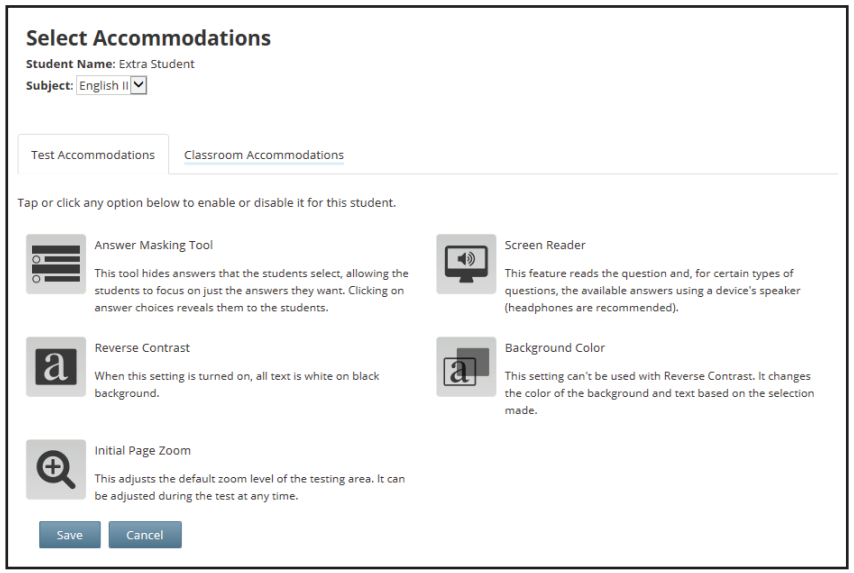
Edit Student Personal Needs Profile (PNP)



To edit a student's supports and accommodations:

1. Scroll to the bottom of the Edit Student Record page.
2. Select Modify in the Accessibility Options section of the page.
3. Select the appropriate supports and accommodations. Note there are two tabs: one for Test Accommodations (accommodations and supports that are embedded within the test engine) and one for Classroom Accommodations (accommodations and supports that are not embedded within the test engine).
4. Once all accommodations and supports have been selected, click the Save button. Then click the save button a second time.

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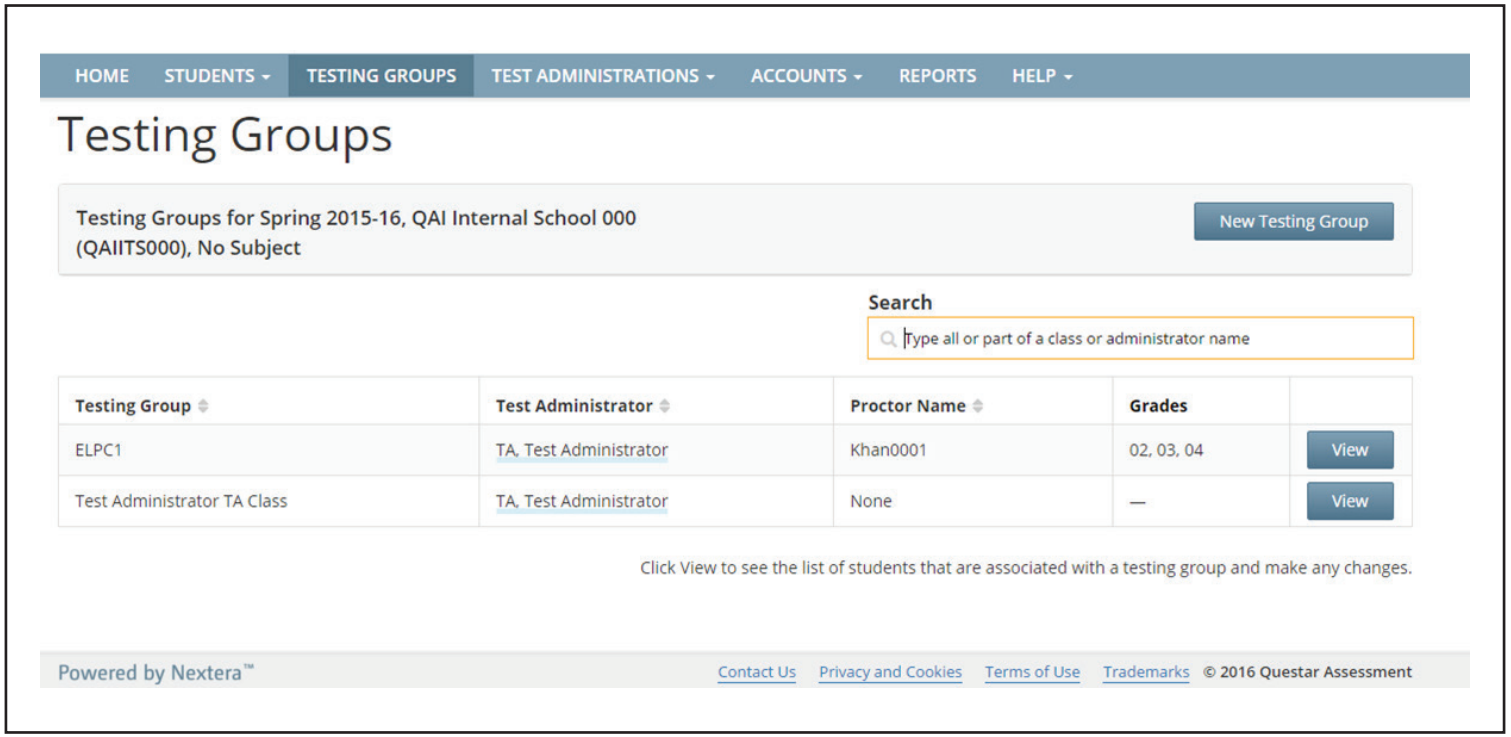
Review Testing Groups



Navigate to the Testing Groups tab. Review the list of testing groups. To see details regarding a testing group, click View.

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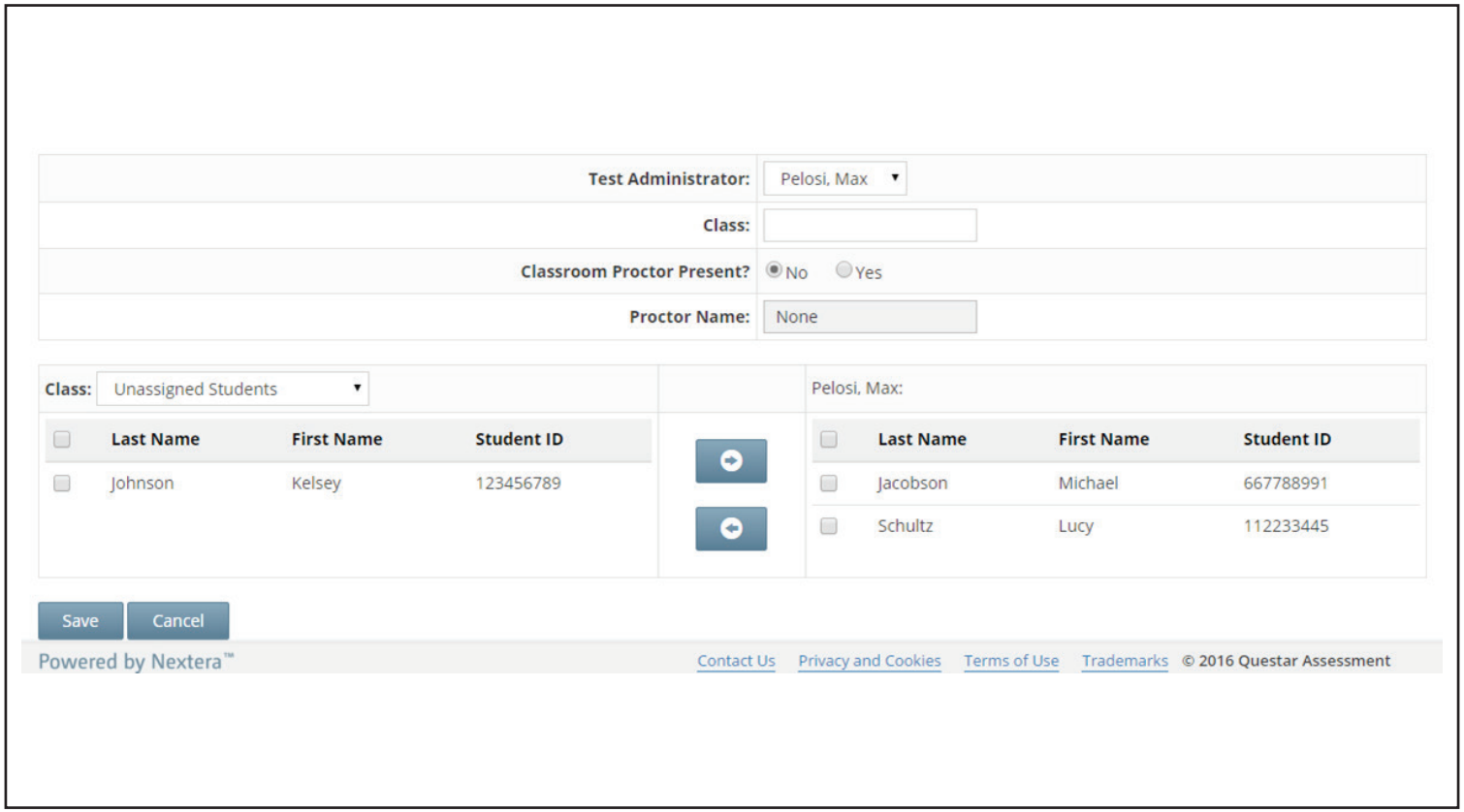
Add and Remove Students To/From a Class



To add or remove students from a Testing Group, navigate to the Testing Groups tab. Locate the Testing Group and click View at the right. Use the drop-down menu on the left to select groups of students to display. Click the check boxes next to the students to add to the Testing Group. Use the right arrow to add students to the Testing Group. Save.

To remove students, click the checkboxes next to the student names in the right column. Use the left arrow to remove students from the Testing Group. Save.

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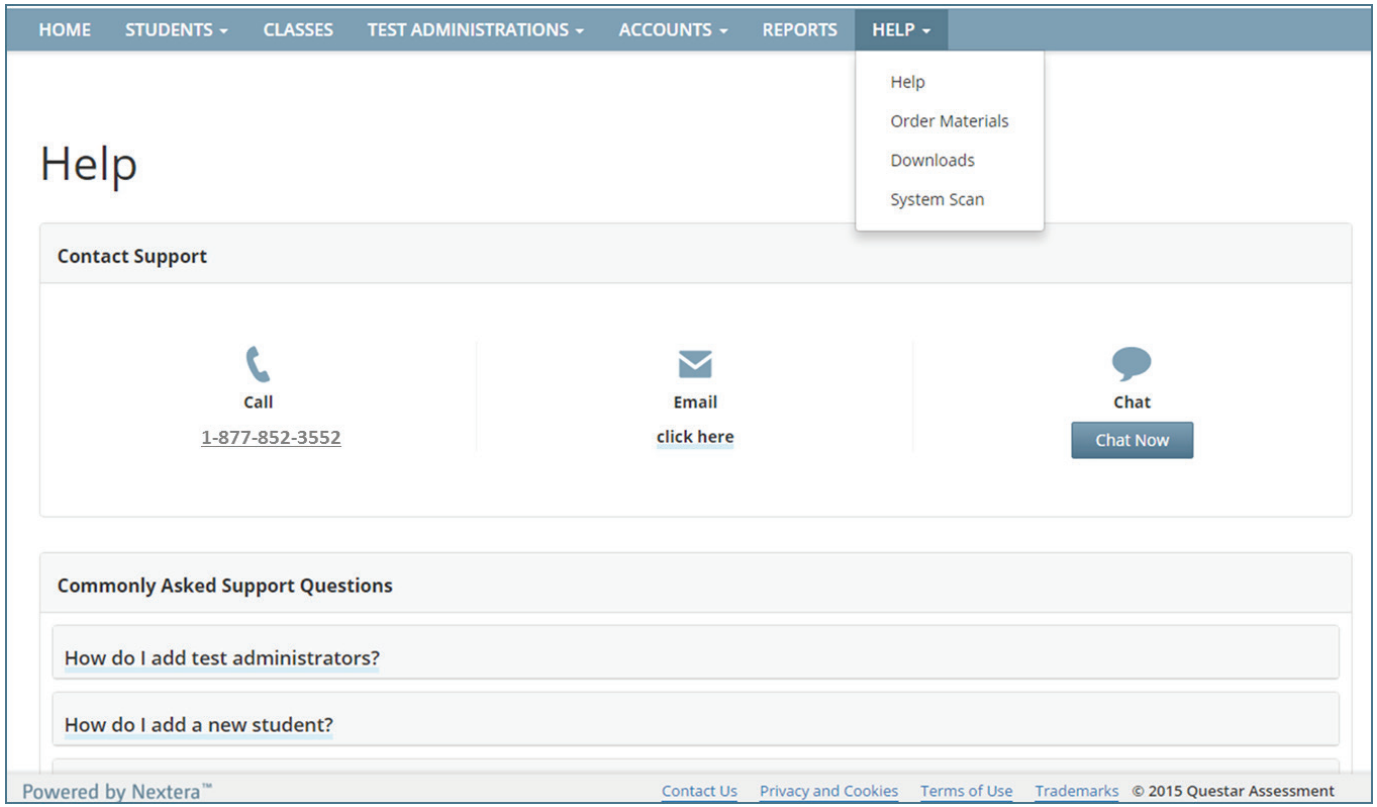

Various reference materials, such as the Directions for Administration, are available on the Nextera Administration System Help page.

1 Click the Help tab to access these resources.

2 Scroll down to the Support Documentation Section.

3 Click on any document title to open.

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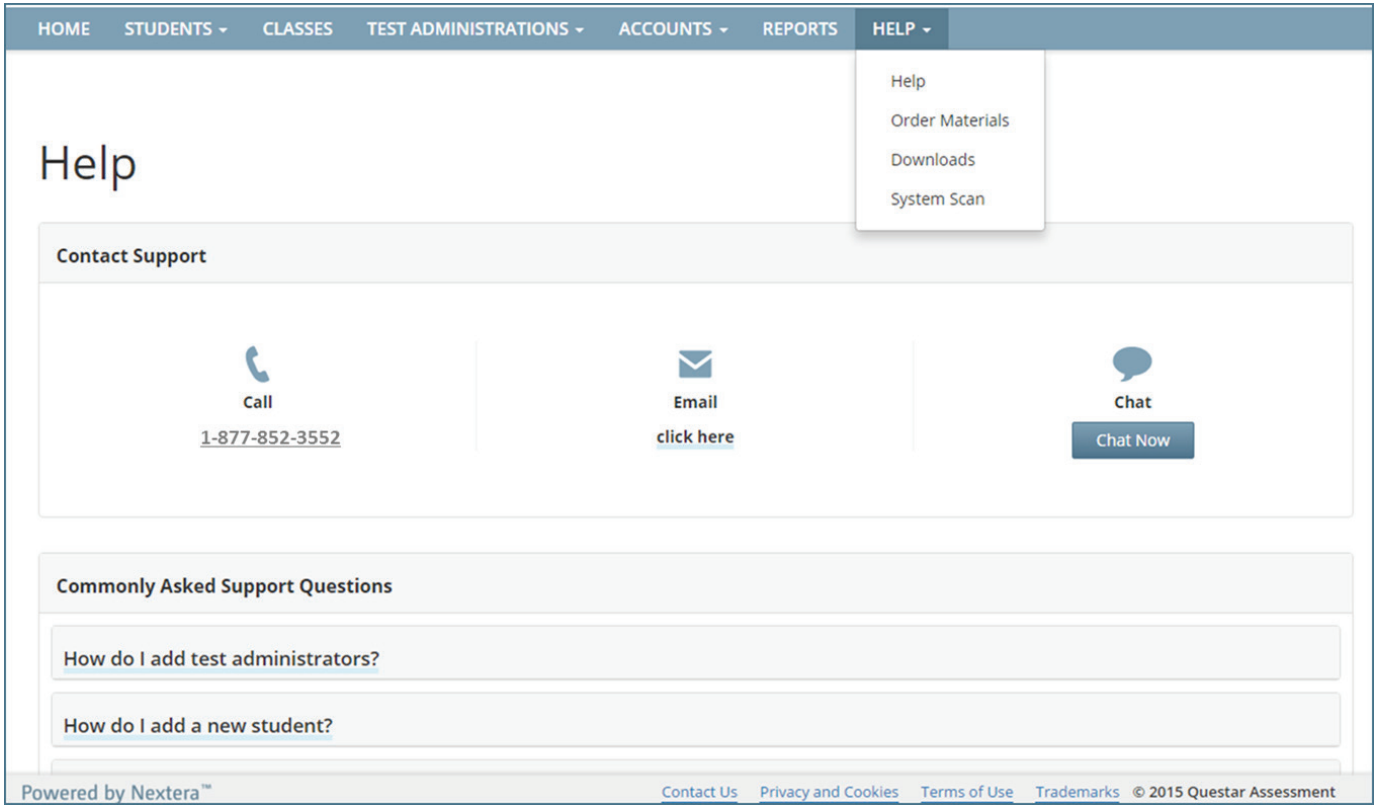
Order Paper/Pencil Materials



District Assessment Coordinators are responsible for ordering paper/pencil and accommodated materials (paper/pencil, large print, and Braille).

1 Click the Help tab and select Order Materials.

2 Click the Order link.

This will bring you to a site called ServicePoint where you will order paper/pencil materials. You do not need a separate username and password to access ServicePoint. You will automatically be logged in.

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Soiled Test Booklet Process

If a test booklet is contaminated with bodily fluids:

- Student responses for valid test sessions must be transferred to clean documents.
- The soiled test book must be securely destroyed following requirements for disposing of hazardous materials. A soiled test book must not be returned to Questar.
- Send a letter to Questar with the following information:
  - Student name
  - Secure barcode number
  - New barcode used for the student
  - Reason the booklet is not being returned (vomit, bloody nose, etc.)
  - Please indicate the method used to securely destroy the student test booklet

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Recommended Student to Proctor Ratio

Recommended Student: Test Proctor Ratio*		
ELPA21 Field Test 2015		
Grade Band	**Number of Students**	**Number of Proctors**
Kindergarten — online	1 to 5	1-2
Kindergarten — paper/pencil Writing	1 to 3	1-2
Grade 1 — online	1 to 5	1-2
Grade 1 — paper/pencil Writing	1 to 3	1-2
Grade Band 2 – 3	8	1
Grade Band 4 – 5	10	1
Grade Band 6 – 8	15	1
Grade Band 9 – 12	20	1

**This assumes all students have practiced using the Interactive Demos prior to engaging in the ELPA21 test.*

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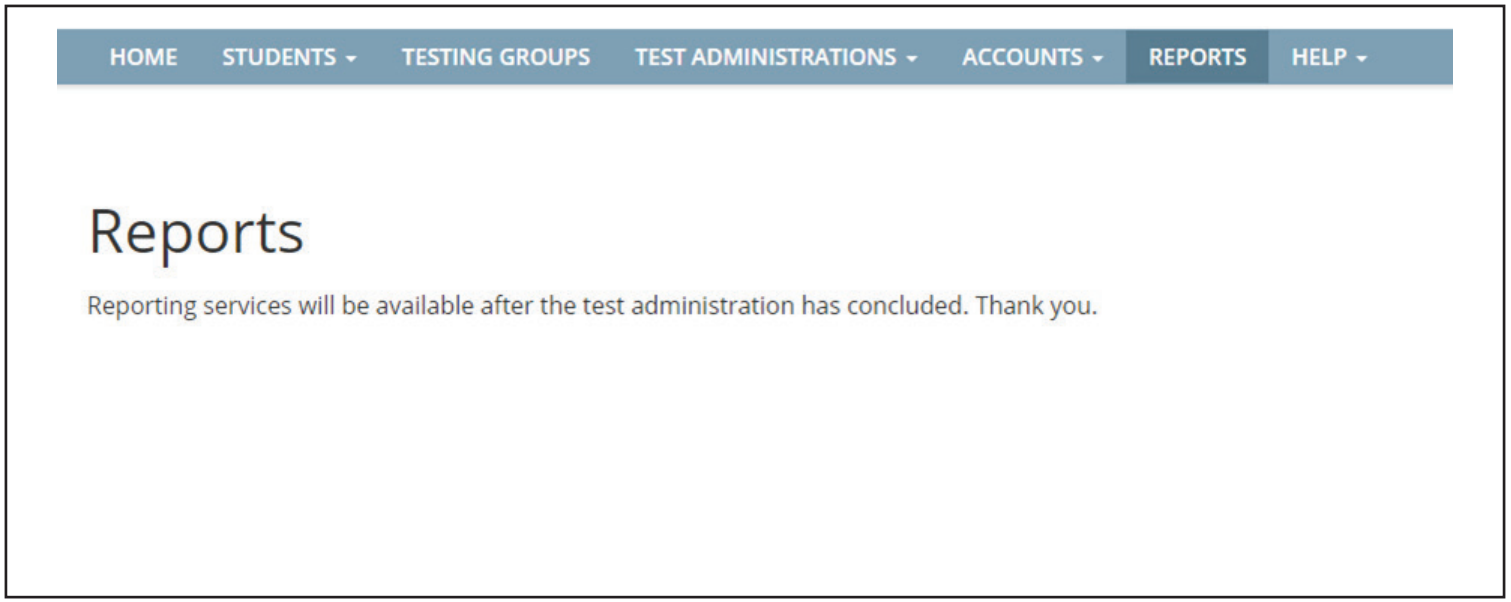

Navigate to the Reports tab when reporting data is available.

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Appendix A: ELPA21 Roles and Permissions

ELPA21 Roles and Permissions

The ELPA21 user roles within the Administration site will have different permissions or authorities depending on what role has been assigned to them. The roles are assigned by user login so that once a user signs into the system, the role and permissions are assigned automatically. A list of those roles and a definition of the permissions that each role has is below.

State Level User (SLU)

- Access the Home Page and Help tab
- View and search for students
- Edit non-required student demographics and change accommodations
- View and manage classes
- View test details
- Print student labels
- Set “Do not Score”
- Access the accounts tab
- Access the registration page
- View reports
- Order materials

District Test Coordinator (DTC)/District Level User (DLU)

- Access the Home Page and Help tab
- View and search for students in their district
- Edit non-required student demographics and change accommodations for students in their district
- View and manage classes in their district
- View test details for classes in their district
- Print Student labels for students in their district
- Set “Do not Score” for students in their district
- Access the accounts tab for users in their district
- Access the registration page for their district
- View Reports for students in their district
- Order Materials for schools in their district

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District Information Technology Coordinator (DITC)/School Information Technology Coordinator (SITC)

- Access the Home Page and Help tab
- View their own account information
- View software downloads

School Test Coordinator (STC)/School Building Level User (BLU)

- Access the Home Page and Help tab
- View and search for students in their school
- Edit non-required student demographics and change accommodations for students in their school
- View and manage classes in their school
- View test details for classes in their school
- Print Student labels for students in their district
- Set “Do not Score” for students in their school
- Access the accounts tab for users in their school
- View Reports for students in their school

Test Administrator

- Access the Home Page and Help tab
- View and search for students assigned to them
- View and manage classes assigned to them
- View test details for classes assigned to them
- Print Student labels for students assigned to them
- Access the accounts tab for their own account
- View Reports for students in their own classes
- Help students pause and resume tests, if needed

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