Indiana Technology Readiness Guide for AIR Assessments 2018-2019

Technology Readiness Overview

The Technology Readiness Guide provides information for corporations and schools to prepare for operational computer-based test administrations. This guide will highlight the following four technology readiness checkpoints for corporations and schools:

1. Technology Setup for Online Testing
2. Local Infrastructure Trials (optional, as needed)
3. Statewide Readiness Test
4. Follow-Up and Support

Checkpoint 1: Technology Setup for Online Testing

Carefully review and complete the steps in the *Technology Setup for Online Testing Quick Guide* (*Quick Guide*). Full system and device requirements and instructions for installing the Secure Browser can be found in the *Quick Guide*. The *Quick Guide* and additional supporting documentation can be accessed in the Indiana Assessment Portal under Technology Resources located at https://indiana.portal.airast.org/. Steps to complete include the following:

Step 1: Setting up the Test Administrator workstation

Step 2: Setting up student workstations

Step 3: Configuring your network for online testing

Step 4: Configuring assistive technologies

The *Corporation Technology Coordinator Checklist*, also available in the Portal under Technology Resources, can be referenced while completing the technology setup steps in the *Quick Guide*.

The Network Diagnostic Tool allows schools to test network bandwidth capacity and confirm it is sufficient for online testing. This tool can be accessed through the Secure Browser or the Released Items Repository site through a conventional browser. When running the Network Diagnostic Tool, counts entered should represent that school's anticipated peak testing volume. Schools should run the Network Diagnostic Tool on each type of device that will be utilized for online testing. See *Appendix A: Using the Network Diagnostic Tool* for more information.

Checkpoint 2: Local Infrastructure Trials (Optional)

A Local Infrastructure Trial is an opportunity for schools to prepare for operational computer-based test administrations by simulating live testing. A Local Infrastructure Trial allows schools to confirm setup of testing devices, confirm network bandwidth capacity, and identify and troubleshoot issues. Conducting a Local Infrastructure Trial is strongly recommended, but optional for schools.

Please note the following information regarding Local Infrastructure Trials:

- Schools should create an environment that matches expected school bandwidth utilization during operational testing.
- Schools should create the same testing environment (e.g., testing rooms, number of devices, number of wireless access points, etc.) expected during operational testing.
- Schools may use students or enlist volunteers to participate in Local Infrastructure Trials.
- A Local Infrastructure Trial will take approximately 30 minutes to complete. During this time, users will log in, supply random answers, and submit the test.
- Schools can conduct smaller scale infrastructure trials with a subset of devices, within individual classrooms, for troubleshooting purposes, to confirm resolution of local issues, to test new devices or network settings, etc.
- It is recommended that schools conduct additional infrastructure trials when testing devices have been added or updated and when updates have been made to the network or infrastructure.

Detailed instructions for setting up and running a Local Infrastructure Trial can be found in *Appendix B: Conducting the Statewide Readiness Test (or Local Infrastructure Trial)*.

Checkpoint 3: Statewide Readiness Test (Required)

The Statewide Readiness Test is a large-scale, statewide Infrastructure Trial. All schools administering AIR assessments in Spring 2019 are required to participate. During the Statewide Readiness Test, schools will run an Infrastructure Trial that simulates the approximate number of student logins based on the peak volume of devices expected to be used concurrently during operational testing.

The Statewide Readiness Test dates are as follows:

- Primary Date: Wednesday, January 23, 2019
- Backup Date: Monday, January 28, 2019

Schools are required to participate on the primary date or, in the event of a school closing/delay or other conflict, the backup date. Schools should select a 30-minute block of time between the hours of 8 to 11 a.m. ET to conduct the Statewide Readiness Test. Schools unable to participate during the designated dates or times must contact Jennifer Woo, Assessment Program Specialist for Technology and Implementation, at 317-234-4231 or jwoo@doe.in.gov.

Detailed instructions for setting up and running the Statewide Readiness Test, including scripted directions for testers, can be found in *Appendix B: Conducting the Statewide Readiness Test (or Local Infrastructure Trial)*.

Checkpoint 4: Follow-Up and Support

Once the Statewide Readiness Test (or Local Infrastructure Trial) is complete, the corporation and/or or school technology team should review all notes. Any issues or concerns should be reported to the Corporation Test Coordinator and/or the Indiana Assessment Help Desk within one week. The Indiana Assessment Help Desk is also available to provide technical assistance, as needed, and assist with troubleshooting specific technology issues and errors experienced.

The Indiana Assessment Help Desk can be reached from 8 a.m. to 6 p.m. ET (7 a.m. to 7 p.m. ET during assessment windows) at:

- Toll-Free Phone: 866-298-4256
- Email: airindianahelpdesk@air.org
- Chat: https://indiana.portal.airast.org/chat.stml

Be ready to provide the following information in order for AIR to assist you more effectively and efficiently:

- What is your role (Corporation or School Test Coordinator, Technology Coordinator, etc.)?
- What device are you using?
- What device is the student using?
- What task were you or the student trying to complete when you encountered an error?
- Was there an error code/message?

Appendix A: Using the Network Diagnostic Tool

Using the Web-Based Network Diagnostic Tool

Prior to running the Statewide Readiness Test (or Infrastructure Trial), schools should use the web-based Network Diagnostic Tool to assess the readiness of a particular computer for testing. The tool also provides a download and upload speed analysis that includes an estimate of the number of simultaneous students who can test at the same location. The Network Diagnostic Tool uses a sophisticated statistical model of the testing process that replicates variation in instantaneous demand (e.g., the number of students who simultaneously press the Next button) and evaluates the likelihood that peaks will exceed network free capacity (network capacity not used by other processes) with a frequency likely to cause noticeable delays in testing.

To access the Network Diagnostic Tool, follow these steps:

1. From the Released Items Repository Test **Please Sign In** page (on the Secure Browser or at http://inpt.tds.airast.org/student), select **Run Diagnostics**, found at the bottom of the screen, as displayed in the following graphic.

2. The Network Diagnostic Tool asks the user to indicate the number of students that they expect to simultaneously test, and the system will test the bandwidth and calculate the peak simultaneous loads given the desired number of testers.

3. After the Network Diagnostic Tool runs, the system either confirms that bandwidth is adequate or suggests a likely maximum number of students supported.

4. Work with your Corporation Information Technology Coordinator (CITC) to ensure that you can test the appropriate number of students for each administration.

Appendix B: Conducting the Statewide Readiness Test (or Local Infrastructure Trial)

<div style="background:#2e9be6; color:white; padding:4px;">Running the Statewide Readiness Test (or Infrastructure Trial)</div>

The Statewide Readiness Test (or Infrastructure Trial) will allow users to create test sessions using Released Items Repository Tests and allow students (using their STN or Guest Mode) or school personnel (using Guest Mode) to login using a Test Administrator created test session.

Download and Install the Secure Browser

Visit the **Secure Browser** page on the Indiana Assessment Portal to download the latest version of the Secure Browser and the *Technology Setup for Online Testing Quick Guide*. Install the Secure Browser on each device to be used during the Statewide Readiness Test (or Infrastructure Trial).

Creating a Released Items Repository Test Session

Accessing the Released Items Repository Test Administration Site

1. Select the **Educators** card on the Indiana Assessment Portal.

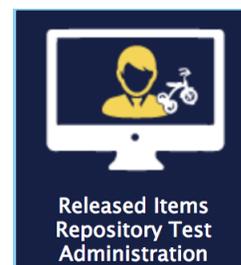**ILEARN, IREAD-3, I AM Educators Card**

2. Select **Released Items Repository Test Administration**.

   You will be directed to the Released Items Repository Test Administration Interface login screen.

3. Enter your credentials and select **Secure Login**. You will be directed to the Released Items Repository Test Administration Interface.
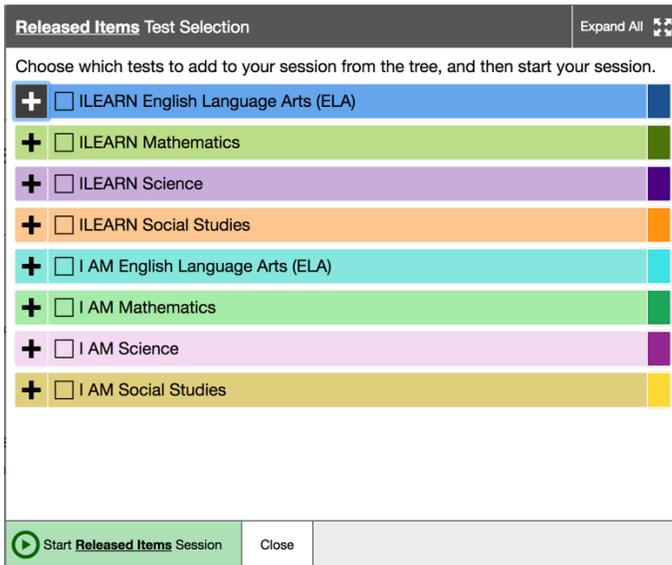
   Note: TA Certification is NOT required to access the Released Items Repository Test Administration Site or to initiate Released Items Repository test sessions.

Portal Card for Test Administration

Starting a Session

The session must be started before students are able to log in to the Secure Browser for the Statewide Readiness Test (or Infrastructure Trial).

1. In the Released Items Repository Test Administrator Interface, the ***Released Items Test Selection*** window opens automatically when you log in.

2. Select the checkbox next to any of the ILEARN, IREAD-3, or I AM Released Item Tests to include it in the test session. Do not use the blank Constructed Response or Numeric Response Items. Once you have selected the test(s), the **Start Released Items Session** button will become active.

   Note: For the purpose of the Statewide Readiness Test, ILEARN English Language Arts and/or Mathematics (Non-Performance Task) tests should be used. For smaller-scale Infrastructure Trials, utilize the test(s) most relevant for your trial. If students are participating in the trial, select the test(s) applicable to their grade level(s).

3. Select the **Start Released Items Session** button.

   a) The ***Released Items Test Selection*** window will close.

   b) The Session ID will generate and appear next to the Stop button.

4. Be prepared to provide the Session ID to the users who will log in to your test session. For example, write the Session ID on the board. **Users must enter the Session ID exactly as it appears in the Released Items Repository Test Administrator Interface.**

Starting the Statewide Readiness Test (or Infrastructure Trial)

1. Ensure that all software applications, including Internet browsers, are closed on all student devices before the trial begins.

2. If using earbuds or headphones, check that each participant has plugged them in and adjusted the volume prior to launching the test.

3. Ensure that each participant has a pen or pencil and paper to document any issues.

Logging in as Guest Users

Because the purpose of the Statewide Readiness Test (or Infrastructure Trial) is to test corporation and school infrastructure, it is not necessary to use real student data. Participants can log in to the Released Items Repository Site as Guest Users.

Note: Although participants can use Guest Mode for their login credentials, it is *necessary* to input the Session ID that the Test Administrator created. Guest Users must select a grade level that matches at least one test available in the session.

Script for the Statewide Readiness Test (or Infrastructure Trial)

Using the Released Items Repository for the Statewide Readiness Test (or Infrastructure Trial) is intended to test the systems and not the student's individual knowledge. Thus, in the context of the Statewide Readiness Test (or Infrastructure Trial), the Released Items Repository tests allow corporations and schools to simulate a computer-based administration for testing hardware and network connectivity prior to the operational administration.

SAY	Thank you for participating in the Indiana Statewide Readiness Test [or Infrastructure Trial]. If you encounter any problems during this test [or trial], please describe the problem and record the number of times it occurred on your sheet of paper. If the problem prohibits you from proceeding with the test, please raise your hand and someone will assist you.

If students are participating in the Statewide Readiness Test (or Infrastructure Trial), say the following:

SAY	Please remember that the Statewide Readiness Test [or Infrastructure Trial] is only for the purpose of testing our school's systems for online testing. It is not meant to introduce you to the test items or to be used for practice.
	Practice tests, which will be administered on a later date, are provided to introduce you to the tools and the format of the computer-based test questions.
	Are there any questions?

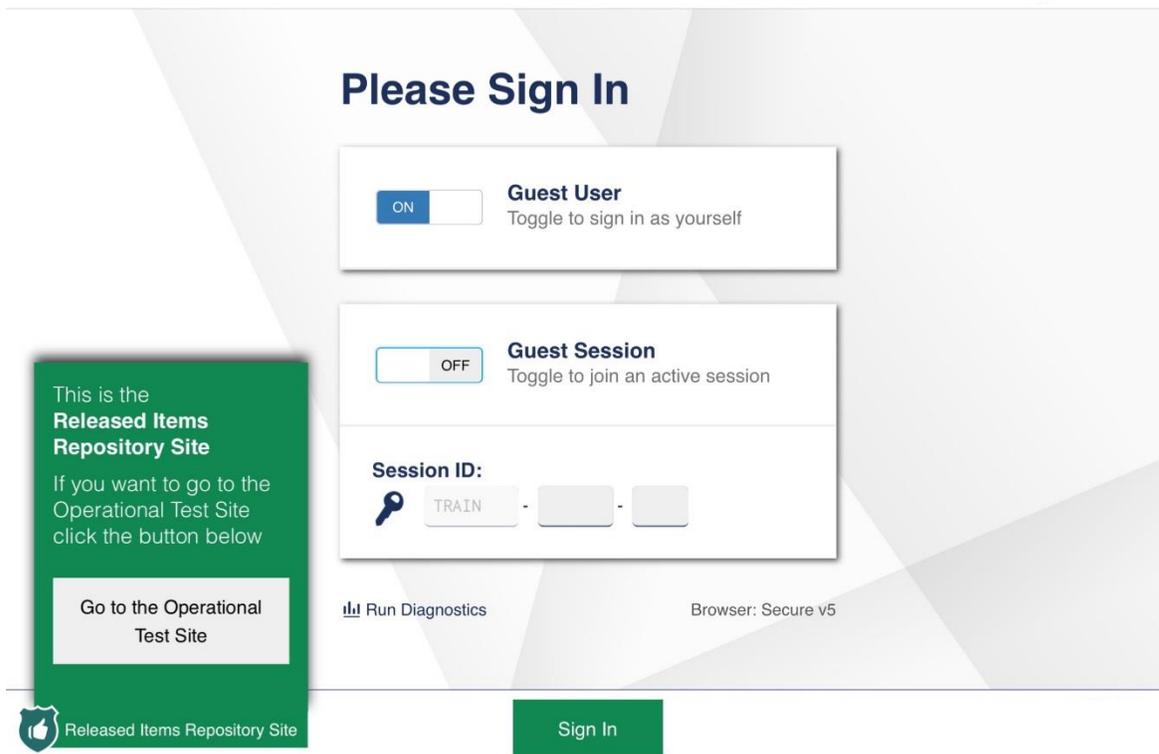Answer any questions.

SAY	Launch the Secure Browser on your device. Select **Go to the Released Items Repository Site**. A *Please Sign In* screen should be displayed. Raise your hand if you do not see the *Please Sign In* screen.

Assist users as needed and make sure that everyone is able to get to the Released Items Repository Site *Please Sign In* page, as shown below.

If students or users are signing in as a Guest User:

SAY	You will now sign in to the test. On the Sign In screen, toggle **Guest User ON**. Toggle **Guest Session OFF**, and then enter the Session ID that I have written on the board [that I will repeat to you now]. Select **Sign In** to sign in to the Secure Browser. The *Your Tests* screen will appear. From the **Student Grade Level** dropdown, select your [any or specify] grade level. Select any [or specify] Released Items Repository test. You will be taken to the *Waiting for Approval* screen. Raise your hand if you are having trouble with any of these steps.

If students are signing in with their personal information:
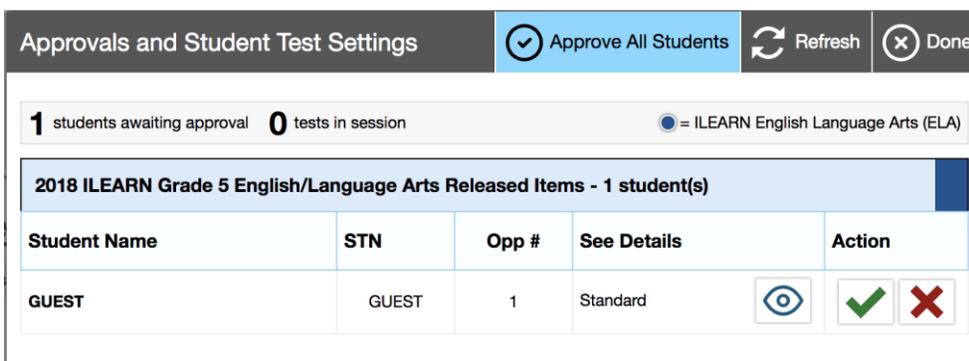
SAY	You will now sign in to the test. On the Sign In screen, toggle **Guest User OFF**. Enter your legal first name, not your nickname, and Student Test Number (STN). Toggle **Guest Session OFF**, and then enter the Session ID that I have written on the board [that I will repeat to you now]. Select **Sign In** to sign in to the Secure Browser. The *Is This You?* screen will appear. If the information displayed is correct, select **Yes**. The *Your Tests* screen will appear. Select any [or specify] Released Items Repository test. You will be taken to the *Waiting for Approval* screen. Raise your hand if the information is incorrect or you need additional assistance signing in or selecting a test.

Assist users as needed and make sure that everyone has proceeded to the *Waiting for Approval* screen.

SAY	I will now approve you to enter the test session.

To approve users in the Test Administrator Interface, first select the Approvals button on the right side of the screen; this will open the *Approvals and Student Test Settings* screen. A list of all users waiting for approval will appear.

- If you wish to view or modify a student's test settings before approving the student to test, select the test settings icon 👁 in the See Details column. The *Test Settings* window will appear. In this window, you can assign students accommodations, such as Text-to-Speech and Masking. After assigning accommodations, select **Set** at the top of the window.

- *To approve individual users*, select the green checkmark button ✔ for each student. The student will be approved.

- *To approve all users currently displayed in the list*, select the **Approve All Students** button at the top right of the test table. All users listed will be approved. However, please note that if you use this option, any users who reach the *Waiting for TA Approval* screen after you have selected **Approve All Students** will need to be approved separately.

SAY	(*If an English Language Arts test was selected:*) On the ***Audio/Video Checks*** screen, select the speaker icon 🔊 to hear the sound. If you cannot hear the sound, raise your hand. If you can hear the sound, select **I heard the sound**, then select **Continue**. *(Assist any users who raised their hands.)*
	(*If Text-to-Speech was assigned:*) Under ***Text-to-Speech Sound Check***, select the speaker icon 🔊 to hear the voice. Adjust Volume, Pitch, and Rate settings, if needed. Select **I heard the voice**, then select **Continue**. If you did not hear the spoken phrase, select **I did not hear the voice**, and raise your hand. *(Assist any users who raised their hands.)*
	The ***Instructions and Help*** screen will appear. Select **Begin Test Now**.
	Now that the test has loaded, spend about 20-30 seconds on each item before proceeding to the next item by selecting the forward arrow at the top of the screen. Your answers do not need to be correct; just mark a random answer and move on.
	For the purpose of this trial, do not pay attention to the content of the questions. During the course of the Infrastructure Trial, take some time to use each tool. These include the Tutorial, Mark for Review, Calculator, Notepad, Highlighter, Zoom, Notes, Strikethrough, and Line Reader tools, as available. Does anyone have any questions about how to use the tools or how to navigate between questions?
	After you reach the last question of the test, select **End Test** on the ***Review*** screen. Use your sheet of paper to record any issues or comments about your experience.
	Now, proceed through the trial by spending about 20-30 seconds on each item.

Walk around the room and assist users as needed to complete the Infrastructure Trial. Allow approximately 15 minutes for users to navigate through the test.

SAY	When you have completed the Infrastructure Trial, select **End Test**, then **Yes** on the ***Attention*** pop-up window. On the review screen, select **Submit Test**. A ***Warning*** pop-up will appear asking if you are sure you want to submit the test. Select **Yes**. On the ***Your Results*** screen, select **Log Out** to be directed back to the Sign In page.

When everyone in the session has completed the Trial, stop the session in the Released Items Repository Test Administrator Interface.

⬛ Stopping a Session

To stop the test session:

1. Select **Stop** in the upper-right corner of the screen (Session ID box). An ***Important!*** box will appear, requesting verification that you want to end the session and log students out.

2. Select **OK** to continue. The test session will close.