

**2019-2020**

***End-of-Program Technical Assessments  
&  
Workplace Readiness Skills Assessment***

**TEST COORDINATOR MANUAL**



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# Nevada CTE Test Coordinator Manual 2019-2020

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## Nevada CTE Test Coordinator Manual 2019-2020

The instructions contained in the school Test Coordinator Manual are a supplement to the *Nevada Department of Education Test Security Procedures 2019-2020*. This manual describes procedures that district test directors and school test coordinators throughout the state must follow before, during, and after administration of the *CTE End-of-Program Technical (EOP) Assessments* and the *Workplace Readiness Skills (WRS) Assessment*.

**All district test directors and school test coordinators must be familiar with the information included on the *Nevada Department of Education Test Security Procedures 2019-2020: Overview and Instruction, Test Security, Students with Special Needs, and CTE Assessments*.**

The *Test Coordinator Manual* for the CTE End-of-Program Technical Assessments and the Workplace Readiness Skills Assessment will provide the information necessary to train the test coordinators and proctors in each school to administer the CTE examinations according to the policies and procedures mandated by *Nevada Revised Statutes (NRS)*. Any additional questions on test administration or test security procedures should be directed to the district test director.

### School District Personnel Responsible for Testing

The following school district personnel have direct responsibilities for the administration of the *CTE End-of-Program Technical Assessments* and the *Workplace Readiness Skills Assessment*:

- District Test Director
- School Test Administrator
- Test Coordinator
- Test Proctor

More information on the specific roles and responsibilities for each of these people can be found in the *Nevada Department of Education Test Security Procedures 2019-2020*.

### TEST REGISTRATION PROCESS

The NDE, CTE Office will contact Test Directors and District Administrators to verify pre-id data, which is generated from Infinite Campus (IC) to confirm student enrollment, student identifying information, IEP, EL (English Learner) and 504 status, and CTE assessment (WRS and EOP test name). The complete list of eligible students will be uploaded to E-SESS, the online assessment system, for generation of Test Tickets.

Refer to “Appendix B – Using your E-SESS Administrator Account to Generate Assessment Reports” for instructions on how to print Test Tickets and Assessment Reports” for instructions to create the Login Report, which produces the Test Tickets needed for testing, and to generate Performance Reports after scores are finalized. Only district and school personnel who are identified as Assessment Administrators have access to generate the Login Report (Test Tickets) in E-SESS for testing.

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## SCHOOL TEST COORDINATOR'S RESPONSIBILITIES

The school test coordinator's responsibilities before, during, and after the scheduled test is to aid in guaranteeing the integrity of the testing materials and administration. The school test coordinator may be the District Assessment Administrator, Building Assessment Administrator, Principal or another individual who has been designated to coordinate the testing responsibilities; however, the principal is ultimately responsible for the testing at the school.

### Before the Test:

Carefully read this *Test Coordinator Manual for CTE End-of-Program (EOP) Technical Assessments* and *Workplace Readiness Skills (WRS) Assessment 2019-20* as well as *Nevada Department of Education Test Security Procedures 2019-20*. If you need further direction, contact your local district test director.

- Verify pre-id data to confirm student enrollment, student identifying information, IEP, EL (English Learner) and 504 status, and CTE assessment (WRS and EOP test name).
- Check with your special education facilitators, EL facilitators, and Section 504 building officers for any students who need to receive special testing accommodations. Make certain that students with special needs receive the appropriate accommodations. Students receiving additional time will have an asterisk on their test ticket.
- Determine the best testing locations for students, selecting test administrators and proctors, and determining testing group size.
- Determine the time schedule for administering the test, following any district directions you have been provided.
- Develop lists of eligible students for testing and have these ready to provide to the test administrators when they give the test and to make certain that students **are NOT tested multiple times** for the same CTE Assessment (WRS or EOP).
- Provide test schedules to the school personnel who will be involved with testing.
- Prior to testing, facilitate a process by which Test Tickets will be populated (see Appendix B for login instructions).
- Develop procedures to be used during the following situations: emergencies such as a student getting sick during testing or unannounced fire drills.
- Review Appendix D for the TSA Agreement. Prior to testing, complete the agreement and email it to the NDE, CTE Assessment Coordinator listed on the form.
- Review Appendix A for IT Preparations, make sure the IT department conducts a sample test (See Appendix A) to ensure computer labs are in good working order.
- Read the *Test Administrator Manual* for the CTE Assessments to become familiar with the testing scripts.
- Develop and provide the training session and documentation of such for classroom test administrators and classroom proctors following the procedures outlined in *Nevada Department of Education Test Security Procedures 2019-20*.

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### Before the Test (Cont.):

- Distribute only the *Test Coordinator Manual* to test coordinators so they can become familiar with the testing procedures and testing script.
- Make sure classroom teachers are **NOT** proctoring their own students.
- Access **E-SESS** and generate the **Login Report** prior to the scheduled testing window. This report contains the **Test Tickets** for each registered student. Once the report is generated, you will be able to view or print the report and distribute the Test Tickets appropriately. Verify extended time accommodations are accurate, if applicable. Do not distribute Test Tickets prior to the day of testing.

### During the Test:

- Provide test coordinators and proctors with a roster of students to be assessed.
- Distribute student test tickets on the day of the test using your district's and school's documenting process for transferring secure testing materials.
- Students requiring extended time based on IEP's, 504 Plans or EL should have 2.5 hours initially indicated on their test timer. Upon login, if extended time is not accurately indicated, contact NDE CTE assessment coordinator at 775-687-7285.
- Monitor the test administration.
- If an IT issue occurs: First, the student must **STOP** taking the assessment. Second, contact the building test coordinator and review Tips and Solutions (Appendix A). Third, if not resolved, the test coordinator must contact CTECS immediately for technical support or contact the NDE CTE assessment coordinator at 775-687-7285.
- In the event of extenuating circumstances (e.g., power outage, fire drill) during the test, report the test irregularity to your district test coordinator and contact NDE CTE.

***If a technical issue occurs, and the assessment is completed and submitted for grading, the score will stand.***

### After the Test:

- Collect all test materials no later than the end of the day of testing, documenting the material transfer. Verify that ALL test materials have been received and properly destroyed.
- Refer to Appendix C for printing CTECS Workplace Readiness Skills Certificates, Grade Reports, Participant Information Reports and Standards Performance Summary Reports.
- Immediately report any irregularities in test administration or test security to the district test director and the NDE, CTE Office.

## **Nevada CTE Test Coordinator Manual 2019-2020**

### **Contact Information**

#### **For General Questions and Support before, during, or after testing:**

If you have questions or need support before, during, or after testing contact the NDE, CTE Assessment Coordinator at: (775) 687-7285 or (775) 687-7292

#### **For Technical or System Issues:**

If during testing you are having technical or system issues, contact CTECS (**please have a local IT support staff available when you place the call**): 404-994-6534 or 678-226-9000

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### LIVE ASSESSMENTS

All CTE students enrolled in a completion level course (L2C, L3C, or L4C) will take the *Workplace Readiness Skills Assessment*. Students completing two (2) CTE Programs of Study will only need to take and/or pass the *Workplace Readiness Skills Assessment* once.

All CTE students enrolled in a completion level course (L2C, L3C, or L4C) will be required to take the *CTE End-of-Program Technical Assessment* in each student's area of study.

### 2019-2020 Testing Window

#### Workplace Readiness Skills and End-of-Program Technical:

February 10 – March, 2020

#### Retake Window:

April 13 – April 24, 2020

### Suggested Testing Times

- Allow 10-15 minutes for seating and instructions for the test.
- Allow 60 minutes for completion of the test, the test is timed.
- Allow 2.5 hours to students needing additional time.

Locate the \*asterisk on the Test Ticket to determine if extended time has been provided.

### Providing Additional Time

Prior to testing, develop a plan for students who will need additional testing time to stay in the same location. The NDE, CTE Office must be notified during the registration process for additional time requests. Extended time of 2 ½ hours will only be given to students with an IEP, EL (English Learner) or Section 504 dictating the need for additional time.

**In no circumstances may the test be given to a student over multiple days or over multiple sessions.**

### Participation

Schools must ensure that all students enrolled in a completion level course in a CTE approved program of study have the opportunity to test. The school test coordinator is responsible for making certain that **ALL** CTE students are accounted for.

**Note:** Testing occurs in spring of semester two. If a student is no longer in a semester two CTE completion level course they will not be required to test.

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## 2019-2020 Live Assessments

Accounting and Finance  
Administrative Services  
Aerospace Engineering  
Agricultural Mechanics Technology  
Agriculture Business Systems  
Agriculture Leadership, Communication and Policy  
Animal Science  
Animation  
Architectural and Civil Engineering  
Architectural Design  
Automation  
Automotive Service Technician  
Automotive Technology  
Aviation Maintenance  
Aviation Technology  
Baking and Pastry  
Biomedical  
Business Management  
Collision Repair Technology  
Community Health Science  
Computer Science  
Construction Technology  
Cosmetology  
Criminal Justice  
Culinary Arts  
Cybersecurity  
Dental Science  
Diesel Technology  
Digital Game Development  
Drafting and Design  
Early Childhood Education  
Electrical Engineering  
Electronic Technology  
Emergency Medical Technician  
Emergency Telecommunications  
Energy Technologies  
Entrepreneurship  
Environmental Engineering  
Environmental Management  
Family and Consumer Science  
Fashion, Textiles and Design  
Fire Science  
Floriculture Design  
Foods and Nutrition  
Forensic Science  
Furniture and Cabinetmaking  
Graphic Design  
Health Information Management  
Hospitality and Tourism  
Human Development  
Interior Design  
IT Networking  
IT Service & Support  
Landscape Design and Management  
Law Enforcement  
Marketing  
Mechanical Engineering  
Mechanical Technology  
Medical Assisting  
Metalworking  
Military Science  
Natural Resources & Wildlife Management  
Nursing Assistant  
Ornamental Horticulture/Greenhouse  
Pharmacy Practice  
Photography  
Radio Production  
Respiratory Sciences  
Sports and Entertainment Marketing  
Sports Medicine  
Teaching and Training  
Theatre Technology  
Veterinary Science  
Video Production  
Web Design and Development  
Welding Technology

## ASSESSMENT ITEMS

After students click the Begin button on the Program Menu, they will see the following on their screen:

1. **Time Remaining:** The test is timed; the time remaining will be displayed here and run down to 0.
2. **Close Assessment:** This button closes the assessment screen and returns you to the Program Menu.
3. **Calculator:** If the calculator is available in the assessment, click this button to gain access to a basic 4-function calculator.
4. **Item Count:** This displays the current item number and the total number of items on the test.
5. **Mark for Review:** Use this check box if students wish to mark the item for review. If they do so, the item will be highlighted in blue on the Review Assessment page. Students may mark as many items as they like for review. Items may be answered or left blank when marked for review. It is a visual reminder only. It does not affect the assessment.
6. **Answer Area:** If the item has not been answered yet, red text will indicate this. The item on the screen in this example is a multiple-choice question. Students will choose the most appropriate answer from the list by clicking the small circle beside their choice. Students may choose only one answer. Students can change their answer selection by clicking a different circle.
7. **Save your answer:** The Save Answer button will bring up either the next item or the review page.
8. **Navigation:** The navigation buttons allow students to move throughout the test.
  - **Previous:** This button will take students to the previous item unless they are already at the beginning of the assessment.
  - **Go to #:** Clicking on the list of item numbers will take students directly to the selected item.
  - **Next:** This button will take students to the next item or the review page if they have reached the end of the assessment.
  - **Review:** This button takes students to the review page, which will display all questions on the page at once.

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### Review Assessment

After students have answered all the items or if they click the “Review” button, students will see the Review Assessment page. This page displays all of their chosen answers and lists the items vertically so that they can scroll down to check each answer. Once students have checked all answers, click on the Submit for Grading.

Clicking this button will submit the assessment for grading and lock students out of the assessment. Do not have students click this button until they are satisfied with all of their answers.

After students click “Submit for Grading,” they will see the Assessment Submission page. It gives them an opportunity to continue working or to finalize the submission.

1. **Time Remaining:** The test is timed; the time remaining will be displayed here and run down to 0.
2. **Close Assessment:** This button closes the assessment screen and returns students to the Program Menu.
3. **Submission Text:** Text will describe what is happening. This example explains that the assessment will be submitted in 30 seconds if students take no action. It also states that some items have not been answered yet.
4. **Continue Working:** Clicking this button takes students back into the assessment and allows them to continue working.
5. **Submit Immediately:** Clicking this button locks students out of the assessment and will bring up any conclusion text, such as the score, if available.

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### TEST SECURITY TRAINING

The school test coordinator is responsible for planning and implementing the training session for all individuals involved in the administration of CTE Assessments. The training is required in order to review the instructions for test administration, test security, and individual responsibilities, such as distributing and collecting materials, and monitoring to make certain that each student is working independently.

### SCHEDULING AT THE SCHOOL LEVEL

School test coordinators provide the school's schedule for testing and assign school personnel who will actually administer and proctor the test. The examination is to be administered by one licensed test coordinator **who does not teach the program area in which the CTE End-of-Program Technical Assessment is being administered.** One proctor should be provided for every group of 25-30 students. Proctors must remain in the room for the duration of the test. Students shall not be left unsupervised during testing.

### ADMINISTRATION PROCEDURES/TESTING ENVIRONMENT

The administrator manuals are not considered secure documents and may be distributed to test administrators prior to the date of the test administration. This enables the test administrator to familiarize themselves with the testing instructions and script.

School test coordinators are to make certain that an optimum testing environment is provided for each student taking a test. The policy developed in conjunction with district test directors provides specific directions on what can be displayed on walls, workstations, and other information that clearly defines what students can and cannot use during the test.

Because testing environments can affect student scores, the following guidelines are provided for planning favorable environments.

**Size of Testing Sessions:** Districts may decide the sizes of testing sessions, but smaller testing sessions (approximately 25-30 students) provide better testing conditions.

**The Room:** A room that is free from distractions and has adequate light, ventilation, and heating or air conditioning provides the most supportive conditions for students.

**Seating:** Seating must be arranged to minimize the possibility of students communicating with each other either verbally or visually. Each student should be provided with ample blank (lined or unlined) scratch paper, a pencil, and a computer station.

**When to Test:** There is a CTE Testing window (**see page 5**) when CTE Assessments are to be administered. **Please utilize the complete window to ensure that all CTE students are able to test, including a make-up day.** Students should not take two exams consecutively.

**Personnel:** The examination must be administered by one licensed test administrator in each testing room with the help of as many proctors as necessary, depending upon the size of the testing center. If the test is being administered in large groups, at least one proctor should be provided for every group of 25-30 students. **The proctor cannot be the student's teacher of record or teach the program area of study for the assessment being administered.**

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Test administrators and test proctors must circulate throughout the testing area while students are testing to make certain that students are completing the test as directed.

**Helping Students:** All test administrators and proctors must maintain an impartial and professional attitude; in no case may students be given help with the test. Testing procedures should be made clear. Any questions about procedures for marking or correcting answers should be answered by repeating the appropriate sections of the instructions. If a student should ask a question about the test content or the choice of a response, permissible replies include: "Follow the instructions that you were given" and "Do your best."

**Cheating:** Any instances of cheating should be handled in the least disruptive manner consistent with district and school policies. Exams are to be terminated for students who cheat. Students who cheat will receive a failing score, and be referred to the district test director for further appropriate action. All instances of cheating require submission of a Report of Test Irregularity, and are to be reported to the NDE, CTE Office.

**No Electronic Devices:** Students are not to wear headphones while taking the tests, nor are they allowed to have cell phones, or any other electronic device on the desk or accessible during the testing. Exceptions are made for IEP, EL (English Learner) and/or Section 504 students under very specific, permissible circumstances. See your school test coordinator for direction.

**Students Who Finish Early:** Prior to testing; advise students to bring books or other reading materials to occupy their time if they finish early. These materials should not be on student desks while they are taking tests. Items for use after the examination are to be stored away from the student work area and not accessible until testing materials have been logged in and completion verified by the test coordinator.

**No Books, Dictionaries, Thesauruses, Notes, or Other Aids:** No reference aids and materials may be accessible to students during the *CTE End-of-Program Technical Assessments* and *Workplace Readiness Skills Assessment*.

### ACCOMMODATIONS

Accommodations are available for IEP, EL (English Learner), and Section 504 students who have Testing Accommodation Plans.

The school test coordinator must make certain that all students with special needs receive the appropriate accommodations, as needed. It may be necessary to obtain special permission for certain accommodations. The school test coordinator may begin the process by contacting the district test director who will in turn contact the NDE, CTE Office.

### INVALIDATION OF TEST SCORES

Several circumstances may necessitate invalidating a student's score. Instances of cheating on CTE assessments will require the test to be terminated. All instances of invalidation require that a Report of Test Irregularity be filed with the District Test Director and NDE, CTE Office **regardless of the reason for the invalidation.**

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### ASSESSMENT RETAKE POLICY

In the event that a candidate does not pass their first (1st) attempt on any Nevada Career and Technical Education (CTE) assessment, a waiting period between the first (1st) and second (2nd) attempt to pass such assessments is required. The Department of Education will establish a Retake testing window that will begin no less than fourteen (14) calendar days from the close of the last day of the live testing window.

- A. Retakes are not allowed after the successful completion of an assessment.
- B. A candidate can retake an assessment one (1) time during the Retake window.
  - B.1. A candidate can only participate in the Retake window if he or she has participated in the initial testing window for that school year.
- C. A candidate will be permitted to retake an assessment during the following school year as long as they are enrolled in a secondary school and have reached CTE completer status in the approved course of study aligned with the assessment during the previous school year.
- D. A test result found to be in violation of the Retake Policy will be invalidated, which will result in no credit awarded for the assessment taken.
- E. The school district, school, charter school, or the candidate will be responsible to pay the assessment fee for the retaking of an assessment. The district must follow the timeline and procedures regarding registration of the Retake candidates.
  - E.1. CTECS Retake payment information: [CTECS Nevada Retakes](#)

### ASSESSMENT MAKEUP POLICY

In the event a candidate was not able to take an assessment due to extenuating circumstances, the school district, school, or charter school may submit a makeup request. **The request must be in writing and signed** by the site administrator, site testing administrator, or the agency testing administrator and explain the extenuating circumstance(s) that prevented the candidate from participating during the live testing window. The written request must be received at the Department of Education, Office of Career and Technical Education within fourteen (14) calendar days of the close of the testing window. The Department will review the request and notify the district of the outcome within seven (7) calendar days of receipt of the written request.

**Please note:** Best practice is to test earlier in the test window rather than later in the test window.

## APPENDIX A

### IT Requirements

CTE Assessments are being administered through the TFI online assessment system and is delivered by the E-SESS engine. Please review the following technical specifications provided by TFI and NDE to ensure a smooth testing experience. District Assessment Administrators and Building Administrators should communicate with Building and District Technology Administrators to confirm all guidelines in this document are addressed.

**LockDown Browser:** Use of LockDown Browser software is required. Installation Instructions can be found at: <https://www.ctecs.org/nevada/technology-requirements>

[LockDown Browser Installation Instructions](#)

### IT System Specification Details:

**Browser:** The testing program is supported for participants on Chrome, Firefox, Edge, IE 9+, and Safari on currently supported platforms for those browsers. For Administrators - Chrome, Firefox, Edge, IE 11, or Safari on currently supported platforms.

**Display Properties:** The testing program is best viewed at 1024 x 768. It will work at 800 x 600.

**Bandwidth:** The bandwidth recommendation is a T1 line for every 150 simultaneous users. The T1 may be able to serve additional students; however, student populations greater than 150 per site have not been tested and confirmed by Testing Fluency Institute (TFI). Bandwidth may be an issue if connections are not “dedicated.”

**Memory:** There are no specific requirements for the CPU, RAM, etc. If the machine will run the browser, the E-SESS application will run.

**Firewalls and server settings:** Content is accessed through <http://techfluency.org/esess/>. Media (images and audio) are served through <https://media.techfluency.org/> the AWS CloudFront service. Please ensure your location is not blocking these domains or services.

Do not begin testing students until the Proxy Server setting allows communication to flow to and from the E-SESS online testing system. Otherwise, the students will finish the test and receive a 0 score.

Be sure to take the sample test. The timer (clock) should display correctly on the screen; if not, there is a problem and students cannot test until it is resolved. During testing, if you notice that the timer (clock), displayed on the student’s screen looks “garbled” or undefined, there is something blocking the content. Students should NOT continue to take the test. Proctors should stop testing and contact CTECS and the IT personnel at the location to resolve the issue.

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### Sample Test – (Prior to the Test)

Prior to testing, run a sample test by entering in the information below:

**Site URL:** [www.techfluency.org/esess](http://www.techfluency.org/esess)

**Organization Name:** Nevada CTE

**First Name:** Battle

**Last Name:** Born

**Password:** State

**Assessment:** Workplace Readiness Skills

1. Communicate with your school's technical support staff and let them know about the test and the IT requirements. Let them know that if you can take the sample test and submit it for grading, you are ready for test day. If you cannot access the site or test, call the CTECS contacts below, and we will resolve your issues.
2. Open E-SESS, the online test system, using the Web address above.
3. Take the test and submit for grading, using the sample Test Ticket information in the classroom/lab where you will be administering the test.

### For Technical or System Issues:

If during testing you are having technical or system issues, contact CTECS (**please have a local IT support staff available when you place the call**):

**CTECS:** - 404-994-6534 or 678-226-9000

**NDE CTE:** 775-687-7285

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### Tips and Solutions

The students are using an online assessment tool called E-SESS. The Website is **www.techfluency.org**. The following details a few problems you may experience including suggested actions to either diagnose or fix the problem.

If the students are having general connection issues, check the following:

- If possible, check the packet loss in the lab.
  - Perform a traceroute to **www.techfluency.org** to see if the connection to E-SESS is OK and packet loss is minimal.
1. The test will not load at all. The student clicks the Begin button but the page never opens.
    - a. Check for a popup blocker.
    - b. Check the firewall and/or proxy server to see if [www.techfluency.org](http://www.techfluency.org) is being blocked.
    - c. Close browser window and try again. It is possible for the test to already be open and just be minimized.
  2. The student clicks Begin and the page opens, but the test never shows up.
    - a. Check the browser version.
    - b. Try just closing the assessment and click Begin again.
    - c. Check for any specific errors showing up and contact CTECS with the exact error message.
  3. “The students keep getting disconnected.” The message on the screen should be something like “Please wait while your test is being loaded. The connection to the server has slowed or stopped....”
    - a. This means the AJAX call to E-SESS failed. This could be due to server packet loss on an overloaded network. When the student begins the test, it will download about 100K, but the typical transaction after that is only around 10K, so it doesn’t require much bandwidth. You might also check if a firewall or proxy server is blocking communication with **www.techfluency.org**.
  4. The test is going really slowly. Each question takes more than ten seconds to load.
    - a. The simplest check is to see if it is the computer itself by seeing if the browser is responsive enough when changing to other sites such as the local school website. If the computer seems acceptable, try a connection speed test such as <http://speedtest.net>. Run the test and see if the numbers are abnormally low.

*If you are unsuccessful with resolving a technical issue after following the above steps with your schools designated IT Specialist, then contact CTECS via phone or e-mail at 404-994-6534 or 678-226-9000 or [info@techfluency.org](mailto:info@techfluency.org).*

**APPENDIX B**

**E-SESS Testing – Student Log In and Navigation Instructions**

**Test Ticket**

Below is a sample Test Ticket. Each row on the ticket will be used to access the online test. The most critical row is the Site URL. This needs to be typed into the address bar of the Web browser and will take you to the testing site.

**Log In**

Below there is a screen shot of the test log in page. **Students will type in the information exactly as it appears on their Test Tickets.**

Site URL:	www.techfluency.org/esess
Org. Name:	Nevada CTE
First Name:	<i>Battle</i>
Last Name:	<i>Born</i>
Password:	<i>State</i>
Assessment:	<i>Workplace Readiness Skills</i>

**Participant Guide: This link will open the Participant Guide.**

1. **Organization:** This information should be provided to you by your test coordinator. Include spaces where applicable.
2. **First Name:** Type the student’s first name as it was provided to them on their Test Ticket.
3. **Last Name:** Type the student’s last name as it was provided to them on their Test Ticket.
4. **Password:** Type the student’s password as it was provided to them on their Test Ticket.
5. **Log In:** Click this button to proceed after students have entered all the necessary information described above.

**Problem:** Click this link if this page does not look appropriate for your organization.

## APPENDIX C

### Using Your E-SESS Administrator Account to Generate Assessment Reports

Once your students have been uploaded into the E-SESS system, you will receive an e-mail message from **information@techfluency.org** with your **Test Site Administrator login** and **password information**.

As the Test Coordinator, you are the central contact for your site. This information will allow you to access the E-SESS online testing system and view and print student assessment login information (Test Tickets) and several summative reports.

Prior to the day of the test, you will need to access E-SESS and generate the Test Ticket Report. This report contains Test Tickets for each registered student. Once the report is generated, you will be able to view or print the report and distribute the Test Tickets appropriately.

After the test, you will log into E-SESS again to access the Summative Assessment Reports:

- Assessment Enrollment Report
- Assessment Statistics Report
- Grade Report
- Participant Information Report
- Standards Performance Summary with Graph Report

### Steps to Login to Your E-SESS Account

1. Make sure your pop-up blocker is off on your internet browser.
2. Follow the link provided in the e-mail message:  
**(<http://www.techfluency.org/esess/Admin>)**
3. Enter the organization information provided in the e-mail message in the **Organization** field (**Nevada CTE**).
4. Enter your password in the **Password** field.
5. Click the **Log In** button. The Administrative Menu will be displayed.

**Note:** To access previous year's reports in E-SESS, enter Nevada CTE space, then the required school year (i.e., Nevada CTE 18-19) using the login that was provided to you for that school year.

## Nevada CTE Test Coordinator Manual 2019-2020

### Administrative Menu

The Administrative Menu provides access to several reports and the Help Menu. To view the detailed menu click on the title Reports and Help.

### Steps to Print Test Tickets Using the Test Tickets Report

Prior to testing, you will need to access E-SESS and generate the Test Tickets Report. This report contains the Test Tickets for each registered student. Once the report is generated, you will be able to view or print the report and distribute the test tickets appropriately.

**Confirm that students have the correct test ticket.** If there are any questions, contact your **District CTE Administrator Office.**

The Test Tickets Report generates an alphabetical, block-format list of participant names and passwords. The report is designed to be printed. Each login information block can be cut out and distributed to the participants or test proctors.

This report must be created using filters. You must filter by **Enrollment Date**. The **begin** date is the date that students were imported into the E-SESS system. The **end** date is the first date of the testing window for the assessment. If no filters are used, the default Test Ticket Report lists all participants for a given organization.

To use the **Test Ticket Report**:

1. Click **Participants**. The Test Tickets Report opens in a new window.
2. **Filter the report.**
  - a. Click the **+** to expand the filter.
  - b. Click the **drop-down arrows** to set the range.
3. Scroll down to **Report Content**
  - a. Click the drop-down arrow to set **Page Break on CTE Course Name or other demographic** that you would like to filter by.
4. Once the filters have been set, select **Show Test Tickets** in the upper right hand corner. Click **PDF Version** located at the top. A filtered Test Ticket Report appears.
  1. Print or save the report as a Pdf by following one of the steps below.
    - a. Click the **Printable** button to see a printable version of the report in your browser window.
    - b. Click the **PDF Version** button to create a Pdf version of the report.

### The Assessment Scores Report

This report enables administrators to quickly see what each participant scored on a particular assessment. The report also provides the date that the assessment was completed and the status of the assessment whether it is accessible or locked.

To use the **Assessment Scores Report**:

1. Click **Reports** from the Administrator Menu
2. Click **Assessment Scores Report**. The report opens in a new window.
3. **Search by start date** so you will pull reports for the test session you are looking for (use the test window dates). **NOTE:** It is against FERPA guidelines to email student specific/identifiable data, please do not use the email function. Download the Excel document to hand to staff.

### The Grade Report

This report enables administrators to quickly see what each participant scored on a particular assessment. To use the **Grade Report**:

1. Click **Reports** from the Administrative Menu
2. Click **Grade Report**. The Grade Report opens in a new window.
3. Select the assessment from the drop-down list.
4. Click **Show Grade Report**. The Grade Report is displayed. The report lists:
  - Participant Name
  - Assessment
  - Cut Score
  - Percentage
  - Passed (Yes or No)
  - Date test was accessed
5. Print or save the report as a Pdf or Excel file by following one of the steps below.
  - a. Click the **PDF Output or Excel Output** button to see a printable version of the report in your browser window.

### **The Assessment Statistics Report:**

The Assessment Statistics report provides data about a specific assessment. Data includes:

- number of participants who have taken the assessment
- date range of the assessment administration
- time limit for the assessment
- minimum and maximum score possible
- low, high, mean, median, and mode scores
- standard deviation
- range and interquartile range
- lowest number, highest number, and average number of items answered
- shortest time, longest time, and average time used to complete the assessment
- score distribution by range

### **To generate the report:**

1. Select **Assessment Statistics** Report from the Administrative Menu. You will see a list of filters to use for generating the report.
2. Select the appropriate assessment.
3. Filter the report, if desired.
  - a. Click the assessment name to filter by a specific assessment or set of assessments. To select more than one assessment, press and hold the Control key.
  - b. Click the + to expand the filter.
  - c. Click the drop-down arrows to set the range.
4. Click **Show Statistics**. The Assessment Statistics report appears.
5. Print or save the report as a Pdf or Excel file by following one of the steps below.
  - a. Click the **Excel Output or PDF Output**

### Standards Performance Summary Report

This report enables administrators to see the aggregate data of all participants on each standard. The report lists the standard set and provides a graph of the percent correct for each standard element. Screen shots of this process are on the next page.

To use the Standards Performance Summary Report:

1. Click Reports.
2. Click Standards Performance Summary. The Standards Performance Summary Report opens in a new window.
3. Select a standard set from the drop-down list.
  - To select additional levels of the standard set, click **Down** or **Up**. The information displayed will be used as the standard set filter.
4. Select an assessment.
5. Select the demographic breakdowns (*optional*).
6. Select which standards are to be shown. For instance, all standards, only standards at or below a specified level.
7. Filter the report.
  - a. Click the checkbox to include only scored items, include only standards with results, or to accumulate results for all levels.
  - b. Click the drop-down arrows to set an assessment administration date range.
  - c. Click the + to expand the other filters.
8. Click **Show Standards Performance Summary**
9. The Standards Performance Summary Report appears.
10. Set the depth of the report by clicking the drop-down arrow.
11. Print or save the report as a PDF or Excel file.

## APPENDIX D

### Test Site Administrator (TSA) Registration and Agreement Form

This form will be emailed out to all schools to complete and return prior to the opening of the Live Assessment Window.

When completing the TSA form include the following:

- Complete Test Site Administrator Contact Information
- Assessment Sites / Scheduling must have complete assessment title, student count and date of assessment administration.
- If testing for one program area assessment over multiple days, **only** include the **date range**; do not include multiple lines of the same assessment title.