



South Dakota Science Assessment (SDSA)
South Dakota Science Alternate Assessment (SDSA-Alt)
Grades 5, 8, and 11

2019
TEST COORDINATOR HANDBOOK
(TCH)



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Important Information

Before you begin preparations for testing, please read this manual carefully so that you are familiar with the tasks to be performed. Use the resources listed below if you have any additional questions or concerns.

School Coordinator Resources

For general information and policy questions about the *SDSA* and *SDSA-Alt*, contact the South Dakota Department of Education (SDDOE) Assessment Office.

- Consult the SDDOE website at <http://doe.sd.gov/Assessment/>
- Contact the District Administrator (DA)*.

* The DA will contact SDDOE for any unanswered questions.

Contact Information

1. Consult the SDDOE website at <http://doe.sd.gov/Assessment/>
2. SDDOE Assessment Office (For *SDSA* Policy, Student Enrollment, Accommodations, or other issues)

Roxanne Weber, Director of Assessment

Office Number: 605-773-3246

Fax Number: 605-773-3782

Email Address: roxanne.weber@state.sd.us

Chris Booth, Program Specialist

Office Number: 605-773-6156

Fax Number: 605-773-3782

Email Address: christina.booth@state.sd.us

3. SDDOE Special Education Office (For *SDSA* IEP, Accommodations, Braille, or Special Populations Policy questions or issues)

Beth Schiltz, Education Specialist

Office Number: 605-773-4257

Fax Number: 605-773-3782

Email Address: beth.schiltz@state.sd.us

4. SDDOE Special Education Office (For *SDSA-Alt* Policy, Student Enrollment, Accommodations, or other issues)
 Stacey Meyer, Education Specialist
 Office Number: 605-773-3219
 Fax Number: 605-773-3782
 Email Address: stacey.meyer@state.sd.us

5. SDDOE Data Office (For Student Records or Updating Data issues)
 Randy Hanson, Data Specialist
 Office Number: 605-773-4727
 Fax Number: 605-773-3782
 Email Address: randy.hanson@state.sd.us

6. Questar Assessment Inc.
SDSA and *SDSA-Alt* Customer Support
 Office Number: 866-644-6648
 Email Address: SDcustomersupport@questarai.com

Web page

Additional resources for *SDSA* and *SDSA-Alt* are available on the HELP tab of the Nextera® Administration site (Nextera) at <https://sd.nextera.questarai.com/admin>.

Important Dates

<i>SDSA</i> and <i>SDSA-Alt</i> Testing Window	April 1, 2019 through May 3, 2019
District and School Logins Available	March 12, 2019
Student Logins Available	March 18, 2019
Test Administrators Training (TC)	March 19, 2019
Test Administrators Training (<i>SDSA</i>)	March 20, 2019
Test Administrators Training (<i>SDSA-Alt</i>)	March 21, 2019

Participation

Participation in the *South Dakota Science Assessment (SDSA)*

The South Dakota Department of Education (SDDOE) requires an annual administration of the *SDSA* to **ALL** students in grades 5, 8, and 11.

Private and alternative-site schools classified as accredited or approved by the South Dakota Department of Education are to administer the *SDSA*. The Bureau of Indian Education (BIE) schools do participate in the *SDSA*. BIE schools are expected to follow the same guidelines as public schools.

Participation in the *South Dakota Science Alternate Assessment (SDSA-Alt)*

In order to take the *SDSA-Alt*, students must have met the alternate assessment participation criteria determined by the IEP team.

Participation Criteria	Participation Criteria Descriptors
1. The student has a significant cognitive disability	Review of student records indicates a disability or multiple disabilities that significantly impact intellectual functioning and adaptive behavior*. *Adaptive behavior is defined as essential for someone to live independently and to function safely in daily life.
2. The student is learning content linked to (derived from) the Common Core State Standards (CCSS)	Goals and instruction listed in the IEP for this student are linked to the enrolled grade level CCSS and address knowledge and skills that are appropriate and challenging for this student.
3. The student requires extensive direct individualized instruction and substantial supports to achieve measurable gains in the grade-and age-appropriate curriculum	The student (a) requires extensive, repeated, individualized instruction and support that is not of a temporary or transient nature and (b) uses substantially adapted materials and individualized methods of accessing information in alternative ways to acquire, maintain, generalize, demonstrate, and transfer skills across multiple settings.

Testing Procedures

Test Security

All *SDSA* and *SDSA-Alt* testing materials are confidential and must not be reviewed except to the extent necessary for test administration. Test Administrators must ensure the confidentiality of the testing materials under their control and take no actions that review, record, or release content of the tests.

All testing materials are confidential and secure. No part of any testing material may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or placement in any information storage or retrieval system.

Transcribers who read student test items and answers must maintain test security at all times. Test items or answers must not be discussed with anyone at any time. When hard-copy versions of the test are not in use, they must be stored in a secure, locked location outside of the classroom. Paper/pencil, braille, and large print versions of the tests must be transcribed and shipped back to Questar Assessment Inc. following the instructions provided in the *SDSA Directions for Administering (DFA)*.

Testing Guidance

Any variance from the testing procedures and guidelines listed in this manual and in the *Directions for Administering* may result in incomplete scoring results. Please review these manuals carefully. If you have questions, please contact Questar's South Dakota Customer Support at 866-644-6648, or via email at SDcustomersupport@questarai.com.

Paper/Pencil, Braille, and Large Print Testing

The *SDSA* is available only in the online platform unless the paper/pencil, braille, or large print version is requested by SDDOE for the school. Paper/pencil tests are only available to those districts that have a special population that cannot access technology. For instructions on paper/pencil, braille, and large print testing, see **Appendix A** of this manual.

Data Upload

The SDDOE provides student information to Questar for the *SDSA* and *SDSA-Alt*. District Administrators (DAs) and School Coordinators (SCs) must use this information to assign students to their classes in Nextera. DAs are responsible for maintaining the student information for each test administration.

Student Verification

Once student information is available in Nextera, SCs should review all data and verify that the information is correct. However, both SCs and DAs can create and edit classes, Test Administrators, and students as needed.

SDSA Student Logins

Prior to testing, SCs must print login information for all students scheduled to take the *SDSA*. Students will need their unique usernames and passwords to access the *SDSA* in the Questar Secure Browser SD.

Access Codes

To ensure that all students are working on the correct test session, Test Administrators must provide unique, four-digit numeric Access Codes for each session. Do not communicate these access codes to students until after they have logged in using their own username and password. Access Codes are available by clicking the **TEST ADMINISTRATION** tab in Nextera.

Test Administrator Profiles and Class Total Information

SCs are responsible for verifying Test Administrator profiles in Nextera. If a Test Administrator needs to be added, please contact the DA.

Test Proctors

All testing proctors must have a Test Proctor (TP) account created for them by either the DA or SC. Test Proctors must log in to the Nextera admin site and agree to the security agreement before proctoring the *SDSA*. For more information, refer to the quick reference guide located on the **HELP** tab in Nextera.

Reference Sheets

For grades 8 and 11, Science Formula Reference Sheets and the Periodic Table of Elements are available to view in the “reference guide” link in the Questar Secure Browser SD. Students may refer to the two reference sheets as needed throughout the administration of the assessment.

Calculators

The SDDOE has approved the use of an online calculator tool for students in all grade levels. A calculator is available in the Questar Secure Browser SD. Please refer to the “Guidelines for Calculator Use” section of the *SDSA Directions for Administering (DFA)* for specific information about calculator usage.

Proctor Passwords

Proctor passwords are required if a student has exited a test for a period of longer than 20 minutes. These passwords are located on the **HOME** tab of Nextera Admin for each school.

Note: The system does not allow a student to re-enter a test session after selecting **Submit**.

Suggested Testing Schedule

SDSA

Approximate testing times are provided for planning purposes only. Take into consideration that the *SDSA* consists of a series of untimed subtests. Provide students with as much time as they need to complete each test session.

	Grade 5	Grade 8	Grade 11
Science	1.8–2.3 hours	1.8–2.3 hours	1.8–2.3 hours
First Session	35–45 min.	35–45 min.	35–45 min.
Second Session	35–45 min.	35–45 min.	35–45 min.
Third Session	35–45 min.	35–45 min.	35–45 min.

SDSA-AIt

Due to the nature of this test for students with cognitive disabilities, there are no projected testing timelines established. However, for all students with cognitive disabilities, reader scores and evidence must be provided by 5 pm CST on the last day of the testing window, May 3, 2019.

Interruptions During Testing

Schools must not schedule an interruption to the school day, such as a fire drill, that will affect students in any way during the day they are taking the test.

If an interruption in testing due to severe weather, a fire alarm, or any other natural or man-made occurrence does take place, the Test Administrators should immediately note the circumstances and the time the interruption occurred. Both the DA and SDDOE must be contacted as soon as it is safe. Refer to the contact information included in this manual on pages 1–2. The test administration should resume as soon as possible after the interruption, and students should be allowed the full amount of time remaining when the interruption occurred. If testing cannot continue the same day, SDDOE must be contacted prior to rescheduling.

Following an interrupted test administration, officials from SDDOE will review the occurrence to determine if the student work will be counted as a valid attempt. The determination of a “valid attempt” will be based on whether the students had a significant opportunity to discuss assessment content or cram for the assessment with the knowledge gained from the interrupted administration.

In a situation where students have strong emotional reactions (such as an actual fire or other situation that either creates a real or perceived threat or, in fact, causes damage to property or injury to a person), the situation may be difficult to assess, even if testing is completed on the regularly scheduled days. Students taking a test, particularly a high-stakes test, under anxiety-producing conditions may not have performed as well as they otherwise might have performed. The appropriate course of action will be determined following a review of the circumstances.

If any occurrence raises questions or concerns about correct test administration, contact SDDOE immediately as noted in this manual.

Undetermined Scores

A student's score will be reported as "Undetermined" if the student does not take all sessions. If a test session has been invalidated, the student will not receive a score and the student's score will be reported as "Invalid." If a student has a score of "DNA" that means the student did not attempt any part of the test, and therefore has no score.

Invalidation

A test should be invalidated when a student cheats, marks most or all answers randomly, or loses a significant amount of time during that test. A loss of time may result from illness or some other unavoidable interruption. If a student's test session needs to be invalidated, the Test Administrator should notify the SC immediately following the invalid test session.

Participating in the assessment is an opportunity provided to every student by South Dakota law. Any decision to invalidate a student's test denies him or her the right to results and must be weighed very carefully. Whenever a test is invalidated, it should be discussed with the student's parents. To invalidate a test session in Nextera, the DA should contact SDDOE and explain the reason for needing an invalidation.

- **Once a test has been invalidated, the invalidation may not be reversed. All students with invalidated tests will count as non-participants for accountability purposes.**

Not Tested or Do Not Score Reasons

A test should be marked as "Do Not Score" if a student has logged into a test session and should not have. Examples of a student logging into a test session when they should not have include:

- The student has passed the assessment in a prior administration.
- The student has completed testing within the current administration at a different district or school.

Please review the invalidation information above to make sure a student's test should not be invalidated.

If a student's test session needs to be marked as "Do Not Score," the Test Administrator should notify the SC immediately following the test session.

To indicate “Do Not Score” for a test session in Nextera, the SC should select the **TEST ADMINISTRATION** tab, then select the Test and the specific student. On the far right side of the page there is a Set Status column. The SC selects the **Set** link and then selects one of six reason codes in the drop-down menu.

- **ABSENT** – Absent during the testing window
- **PARENTREF** – Parent Refusal
- **NOSCORE** – Student who received an invalid score
- **MEDICAL** – Did not take test due to a significant medical emergency*
- **MOVED** – Moved out of State
- **OTHER** – Other

*The **Request for Medical Exemption** form must be completed and returned to SDDOE for consideration within one week of the close of the test window. It is available at <https://doe.sd.gov/Assessment/documents/19-MedExm.docx>

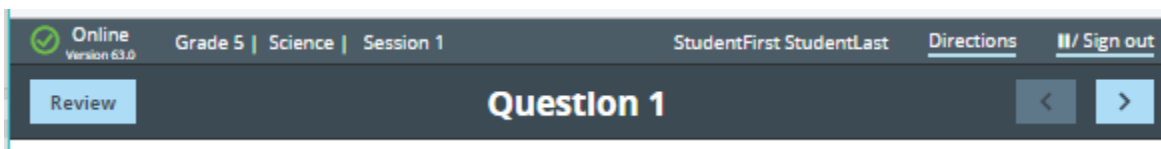
Nextera Overview

Nextera is the system used to manage and deliver the *SDSA* and *SDSA-Alt*. It consists of two main applications:

- **Nextera**—An administrative application that supports the management of students, Test Administrators, and test sessions. Nextera is accessed through a standard web browser. The remainder of this manual describes Nextera functionality in detail. When a user account is created in Nextera, a specific role is assigned to that account. The role determines which Nextera functionality the user can access and which information he or she can view. The three main roles are DA, SC, and Test Administrator.
- **Questar Secure Browser SD**—A test-delivery application used by students to take their tests. The Questar Secure Browser SD must be installed on each student workstation before testing begins.

A connectivity icon is displayed in the Questar Secure Browser SD. The “Online/Offline Indicator” can be found in the upper left corner of the screen during the test. A checkmark means you are currently online. An “x” means you are working offline. If connectivity is lost during a test session, the student’s answers are still being saved. Ensure students are reconnected before submitting their test.

An example of connectivity appears below. The Questar Secure Browser SD will automatically try to reconnect, and will submit student responses when the connection is re-established. If the system is unable to reconnect, please contact Questar’s South Dakota Customer Support at 866-644-6648, or via email at SDcustomersupport@questarai.com to confirm all responses have been saved.



Note: For additional information and software/system requirements, please reference the *Setup and Installation Guide* located on the Nextera **HELP** tab.

Signing In and Out

Each DA was sent an email message containing the website address, user ID, and password needed to access Nextera. If you do not have your user ID and password, please contact Questar's South Dakota Customer Support at 866-644-6648, or via email at SDcustomersupport@questarai.com.

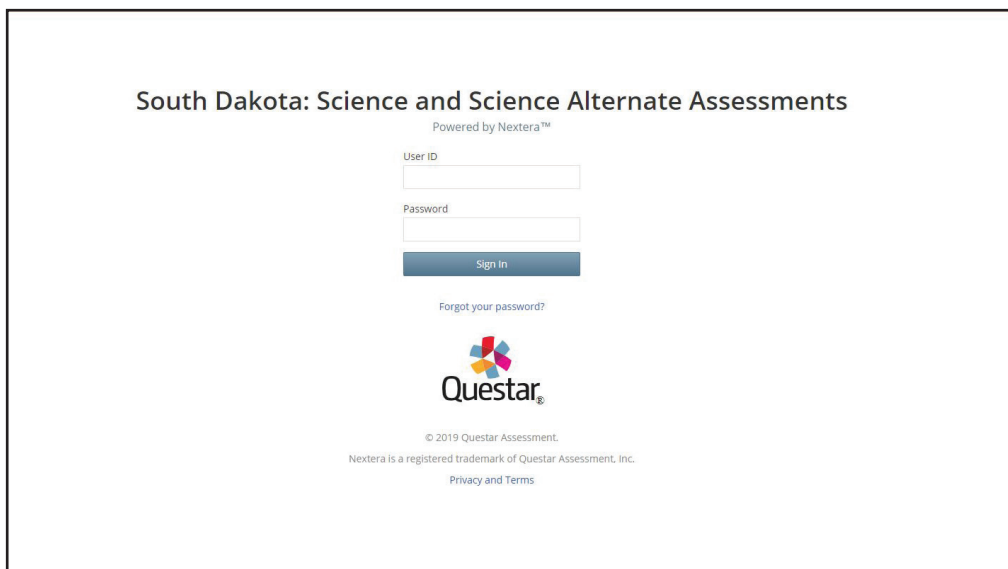
After the DA completes the district verification process and assigns a School Coordinator (SC) and/or Tech Coordinator (TC), an email including the website, user ID, and password needed to access Nextera will be sent to each SC. If an SC has not received an email with the sign in information, he or she should contact the DA. If necessary, the DA should contact Questar's South Dakota Customer Support

DAs and SCs need to manually create their teachers within Nextera prior to assigning classes and/or students within a class.

Note: For security purposes, each Test Administrator will have his or her own unique account credentials to sign in. User IDs and passwords must not be shared at any time.

After receiving your sign-in information, follow these steps to access Nextera:

1. Type the following in your web browser's address field and press **Enter** on your keyboard:
<https://sd.nextera.questarai.com/Admin>
2. The Nextera sign in page is displayed. Type your user ID in the **User ID** field.



3. Type your password in the **Password** field.
4. Click **Sign In**.

Security Agreement Screen

The Security screen displays a test security agreement that requires an acceptance in order to proceed into Nextera. It only appears after signing in and it is disabled once the user accepts the security agreement. With subsequent access, it no longer appears.

Questar

District:
School:

By clicking I agree below, I understand the following:

- I may not share or copy any portion of the assessment.
- I may not share user identifiers (User IDs) or passwords with others.
- I must keep any physical items relating to the assessments in a secure location prior to the assessment and that they must be collected and discarded per my school, district, or State's policies for disposal of personally identifiable information (PII).

I've read this page

If you'd like, you may click here to read the full version from our lawyers.
You may also contact us by calling 1.877.997.0422.

1. When signing in to Nextera for the first time, you will be prompted to change your password.
 - Type your new password in the **Password** field and then retype the password to confirm it. Your password must contain at least eight characters, including at least one number.
 - Click **Submit** to save your new password. The Nextera **HOME** tab is then displayed.
 - After you change your password, the password originally emailed to you will no longer be valid. **Be sure to record your new password in a secure location.**

Your password has expired. ✕

The password you entered has expired and must be changed. Please select a new password that you'll remember but that's hard for others to guess.

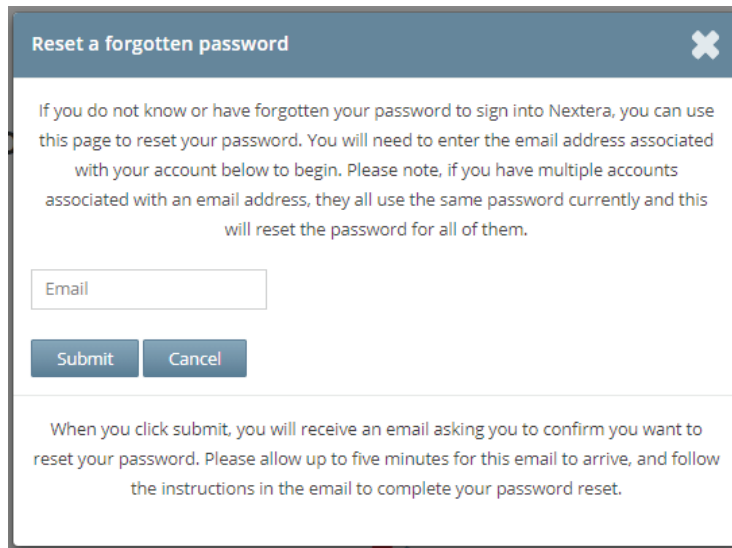
New Password 👁

Retype Password 👁

Reset a Forgotten Password

If you have forgotten your password, you can reset your password by following the steps below:

1. From the Nextera sign in screen, click the **Forgot your password?** link.
2. In the **Email** field, enter the email address used when you received your initial sign-in information. Click **Submit**.



The screenshot shows a web form titled "Reset a forgotten password" with a close button (X) in the top right corner. The form contains the following text: "If you do not know or have forgotten your password to sign into Nextera, you can use this page to reset your password. You will need to enter the email address associated with your account below to begin. Please note, if you have multiple accounts associated with an email address, they all use the same password currently and this will reset the password for all of them." Below this text is an input field labeled "Email". Underneath the input field are two buttons: "Submit" and "Cancel". At the bottom of the form, there is a note: "When you click submit, you will receive an email asking you to confirm you want to reset your password. Please allow up to five minutes for this email to arrive, and follow the instructions in the email to complete your password reset."

The system will auto-generate an email message containing your user ID and a link to reset your password. You should receive this message within a few minutes. Use the link to trigger an email with a temporary password to be sent to you. You will be required to change your password when you sign in with the temporary password.

If you do not receive an email message or you encounter problems signing in with the user ID and password supplied to you, please contact Questar's South Dakota Customer Support by telephone at 866-644-6648, or via email at SDcustomersupport@questarai.com.

Changing Your Profile Information

You can modify your Nextera profile information. Follow these steps:

1. Sign in to Nextera.
2. You can access your profile information through the link in the top right corner of the window. Click your username.
 - The Update Profile page is displayed for your account. Your user role will determine which fields on the page are available. The following screenshot shows the fields available for an SC.

⊙ Back to dashboard

Update profile

Fields **Bolded** are required.

User ID:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/> <input type="text"/> ext: <input type="text"/>
Teacher ID:	9999
Content Areas:	2019 SDSA - Science 2019 SDSA-Alt - Science

Roles clear all

3. Change your contact information as necessary. Click the **Save** button to return to the Nextera **HOME** tab.

Resetting Passwords

DAs and SCs can reset passwords for other users at levels below their own user level.

1. Click on the **ACCOUNTS** tab.
2. Search for the appropriate account.
3. Click on **Reset** and a pop-up will appear to confirm that you want to reset the password.
4. Nextera will send an email to the email address for that account to confirm they want to reset their password.

Accounts

Manage Accounts

All accounts associated with the district and school you've selected appear below. Click on the View button to see more details on an account and make updates. For new accounts, click the "Activate" link to send a welcome email to the user and enable the account. For activated accounts, you can click the "Reset" link to send the user an email containing instructions on how to reset his or her password.

Account Type: All Show users without a role Search:

User ID	Last Name	First Name	Email Address	Account Type	Membership	Actions	History
previewta1	Gardner	Eli	egardner@questarai.com	Test Admin	QAITESTSCHOOL876	View Reset	History
previewstc	Gardner-Prevstc	Eli-Prevstc	egardner@questarai.com	STC	QAITESTSCHOOL876	View	History
previewta2	Gardner-Prevta2	Eli-Prevta2	egardner@questarai.com	Test Admin	QAITESTSCHOOL876	View Reset	History
plytletaaa@questarai.com	QAIAADM2	QAIAADM1	plytletaaa@questarai.com	Test Admin	QAITESTSCHOOL876	View Activate	History
plytlepr@questarai.com	QAILastNm	QAIFirstNm	plytlepr@questarai.com	Test Admin	QAITESTSCHOOL876	View Reset	History
plytle888@questarai.com	QAIName2	QAIName1	plytle888@questarai.com	Test Admin	QAITESTSCHOOL876	View Reset	History
egardner@questarai.com	LastN-TA1	Sample-TA1	egardner@questarai.com	Test Admin	QAITESTSCHOOL876	View Reset	History

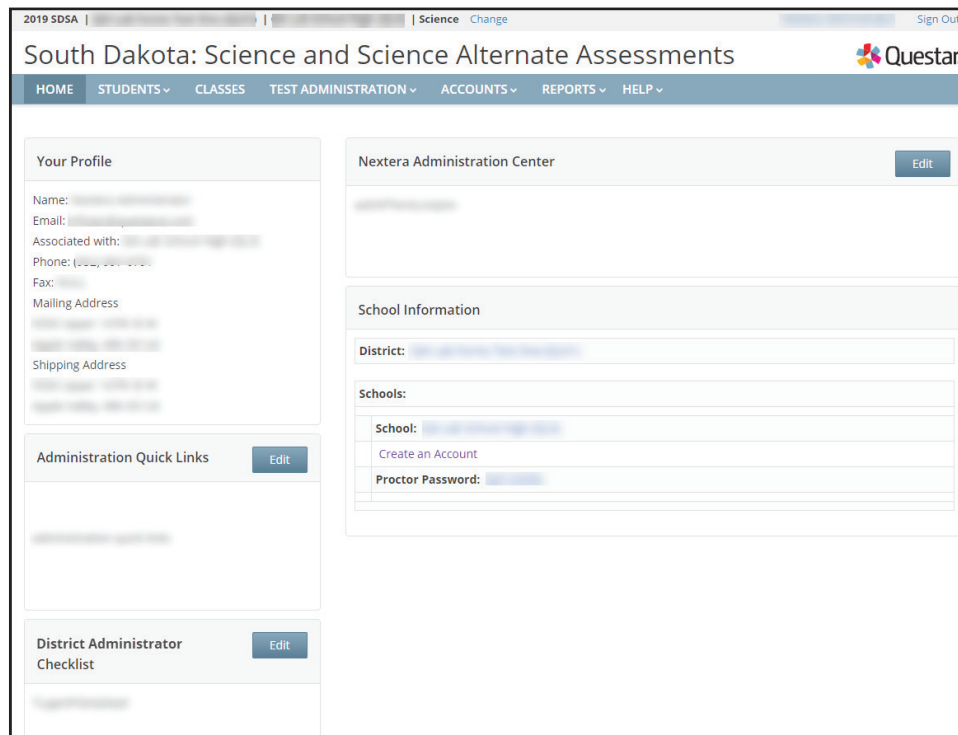
Signing Out

To sign out of Nextera, click the **Sign Out** link in the upper right corner of the Nextera screen.

Note: Nextera will automatically sign you out if there is no activity in your session for more than 30 minutes. When you return to Nextera, the sign in screen will be displayed and you will need to sign in again.

HOME Tab

After you sign in to Nextera, the **HOME** tab is displayed. The **HOME** tab differs depending on your user role. The main parts of the page are described on the following pages. The illustration shows the **HOME** tab for a DA.



- A. Title bar—The title bar is displayed across the top of each Nextera tab.
 - Your name appears in the upper right corner of the title bar. Click the name to edit your profile.
 - The **Sign Out** link that appears next to your name allows you to sign out of Nextera.
- B. Navigation bar—The navigation bar is displayed across the top of each Nextera page. This bar contains a set of tabs that provide access to the main pages within Nextera. Your user role will determine which tabs are available. Click a tab to display the corresponding page.
 - For DAs, the following tabs are available: **HOME**, **STUDENTS**, **CLASSES**, **TEST ADMINISTRATION**, **ACCOUNTS**, **REPORTS**, and **HELP**. Test Administrators have access to the **HOME**, **STUDENTS**, **CLASSES**, **REPORTS**, and **HELP** tabs. Note that the **REPORTS** tab won't be available until reports are released.
 - The **HELP** tab allows users to download a variety of documents, including manuals, quick reference guides, and forms. Click the name of the document you want to download.
- C. Administration Center—The upper right section of the home page contains important notices and links to important information as needed.

Printing Student Sign-In Credentials

To complete the *SDSA* using the Questar Secure Browser SD, each student needs sign-in credentials, consisting of a user ID (SSID) and password. Students will have a unique password that will be used for all sessions of the *SDSA*.

Note that students cannot self-register through the Questar Secure Browser SD; all sign-in credentials are generated through Nextera.

Student sign-in information may be printed on plain paper or Avery labels (5160/5163) for distribution to students prior to testing.

Note: Student sign in credentials must be locked in a secure location after the completion of each test session.

Follow these steps to print student sign-in credentials at the class level from the **TEST ADMINISTRATION** tab:

1. Click the **View** button for the Test for which you want to print labels.
2. Click the **Print Labels** button. A pop-up will appear directing you to choose the format for the printed labels. You may print the labels on Avery label stock 5160 or 5163 or in a student roster format.
3. A PDF will be generated to print.

The screenshot shows a 'Print Labels' interface. At the top, there are three rows for Session 1, 2, and 3, each with an 'Access Code' (1111, 2222, 3333), a 'New Access Code' input field, and 'Submit' and 'Cancel' buttons. Below this is a 'Registered Students' section with a dropdown menu set to 'All Sessions'. A table lists student information for a 'Test' session.

Last Name	First Name	SSID	Password	Grade	Form Name	Connection Status	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
Test	QA	201801080	eld79c	11	SC1811102D	Offline	Session 1: In Progress	15	1/9/2018 2:00:15 PM	1/9/2018 2:05:06 PM	Set
							Session 2: In Progress	25	1/9/2018 2:01:32 PM	1/9/2018 2:08:11 PM	Set
							Session 3: In Progress	1	1/9/2018 2:02:14 PM		Set

- **Note:** If a student who needs to test is not listed in the table, determine if you need to simply move him or her to a class before testing begins. If the student is not available to you in Nextera, contact SDDOE to transfer them from another district or create a new student profile. DAs have the ability to transfer students from one building to another within a district. SDDOE can transfer students between districts. After this has been completed, sign-in credentials information will be generated for the student and displayed in the table.
4. By default, the sign-in credentials information is sorted by last name. To sort by first name, username, or password, click the corresponding column heading. (This sorting does not change the order of logins when printed.)

5. For security purposes, and to ensure that all students are working on the correct session, a four-digit Access Code is assigned to each session. After students have logged in to the Questar Secure Browser SD, Test Administrators are to provide the students with the appropriate Access Code. Access Codes can be found in Nextera, on the **TEST ADMINISTRATION** tab, just above the list of students testing.

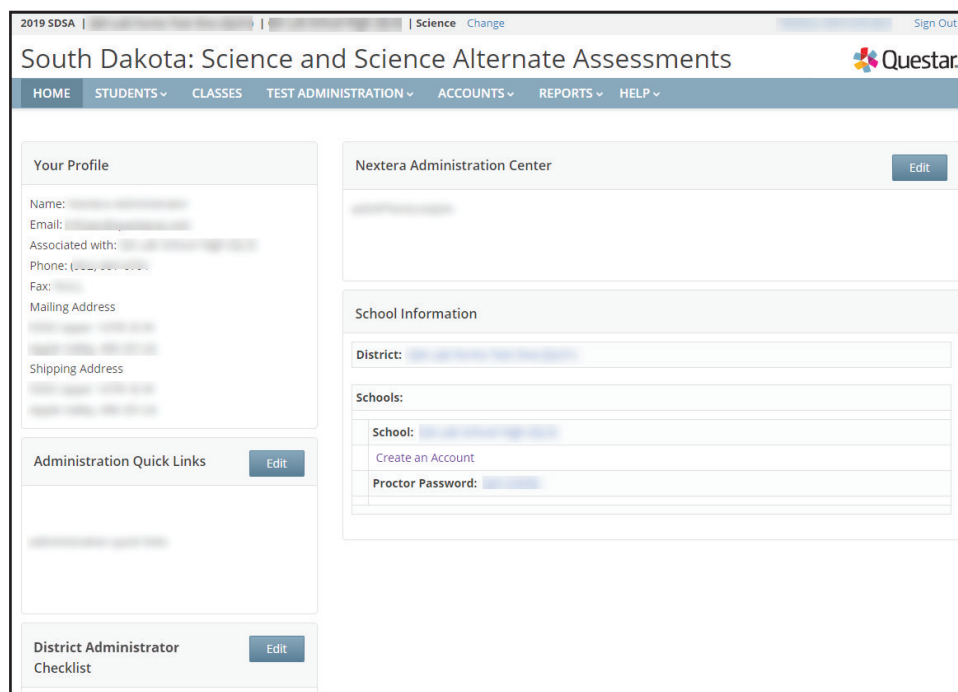
Managing Accounts

District Administrators (DAs) and School Coordinators (SCs) are responsible for ensuring that every Test Administrator administering the *SDSA* and *SDSA-Alt* has an accurate email address in Nextera Admin. Teacher and class information will be available in Nextera. Any teacher not included will need to be added. The DA or SC may edit teacher profiles. Once teachers are added, students may be assigned.

Viewing a List of Accounts

Follow these steps to view a list of Accounts:

1. Sign in to Nextera; select the appropriate Test Administration window in the upper left corner of the page.



The screenshot displays the Nextera Administration Center interface. At the top, there is a navigation bar with the following tabs: HOME, STUDENTS, CLASSES, TEST ADMINISTRATION, ACCOUNTS, REPORTS, and HELP. The main content area is divided into several sections:

- Your Profile:** A section containing fields for Name, Email, Associated with, Phone, Fax, Mailing Address, and Shipping Address.
- Administration Quick Links:** A section with an Edit button.
- District Administrator Checklist:** A section with an Edit button.
- Nextera Administration Center:** A section with an Edit button.
- School Information:** A section containing fields for District, Schools, and School, along with a "Create an Account" link and a "Proctor Password" field.

2. If you are a DA, select a school in the **School** field.
3. Select the **ACCOUNTS** tab to view a list of all of the Accounts associated with the school.

Adding or Editing an Account

Follow these steps to add or edit an Account:

1. To add an Account, click the **New Account** button in the upper right corner of the page. The Add New Account page will display. To edit an Account, select **View** in the row for the Account. When the View Account page displays, select **Edit**. The fields on the page contain the information previously entered for that account.

2. Enter or edit the profile information. All fields on the page are required.
 - For Test Administrators, enter or edit the Test Administrator's first and last name, email address, and select the role of **Test Administrator** from the menu below **Select Role(s)**. Click **Add Role** before clicking **Create an Account**.
3. Click the **Save** button to return to the Accounts page.
 - The new or edited profile information will be displayed in the Accounts list.
4. DAs and SCs can reset Test Administrators' passwords when needed. To do this, click the **Reset** link to have the Test Administrator's password reset with a new temporary password.

The message is sent to the email address entered in the Test Administrator's profile. The Test Administrator will need to sign in to Nextera using the new password provided in the email message. He or she will then be prompted to select a new password.

Note: A user can have more than one role within Nextera Admin. To add another role to an account while editing an account, select an additional role within the **Select Role(s)** section on the **Edit Account** page. Make sure to click **Save** after updating all of the information.

Merging Existing Accounts

1. To merge existing accounts, click the **Merge Accounts** button in the upper right corner of the page. The Merge Accounts page will display.
2. Search for the account by entering information into the search fields in the upper left corner of the page and click **Search**.

3. Select the user from the list at the bottom of the page. This will populate the fields under **Account 1**.
4. Select another account for the same user from the list at the bottom of the page. This will populate the fields under **Account 2**.
5. After **Account 1** and **Account 2** have been populated, select **Merge Accounts** to combine the account information into one account. You will need to choose which account to make the primary account in the pop-up window by selecting the **Make primary** button under one of the accounts.
6. Select **Merge Accounts** to complete the action, **Cancel** to go back to the Accounts list with the information still listed in the **Account 1** and **Account 2** sections, or go back to the Accounts page to go all the way back to the Accounts list.

Note: You may only merge two accounts at one time. If a user has more than two accounts, merge two accounts and then go back and merge the primary account with another account. Repeat this process until all accounts for that user have been merged.

Merge Accounts

User ID

Email Address

First Name

Last Name

Selected Accounts

Account 1
Please select a user account to merge

Account 2
Please select a user account to merge

User ID	Last Name	First Name	Email	Choose User
.....	Preview	AutoPreIDTeacher	<input type="button" value="Select"/>
.....	Rajput	Barkha	<input type="button" value="Select"/>
.....	Rajput	BarkhaTA2	<input type="button" value="Select"/>
.....	Swanson	Ben	<input type="button" value="Select"/>

Managing Classes

After the SDDOE file is loaded, student information will be available in Nextera. DAs or SCs will need to add classes that are testing. In addition, students may be added or removed from classes if needed prior to testing.

The DA or SC may manage classes.

Adding a Class

Follow these steps to add a class within a school:

1. Sign in to Nextera and click the **CLASSES** tab.

Class	Teacher	Proctor Name	Grades	Delete
		None	11	View
		None	05	View
		None	05	View
		None	05	View
		None	05	View
		None	05,08,11	View
		None	07	View

2. Click the **New Class** button in the upper right corner of the page. The New Class page will be displayed.

You're Viewing: Class in QAITESTSCHOOL876 (876)

Search: Enter any part of a student's ID, first name, or last name to begi

Search by Class: Unassigned Students

Teacher: - Choose Teacher -

Class: [Text Input]

Classroom Proctor Present?: No Yes

Proctor Name: [Text Input]

Search results:

Last Name	First Name	SSID
There are no unregistered Students for Science at QAITESTSCHOOL876 (876).		

Students in class:

Last Name	First Name	SSID
-----------	------------	------

Save

3. Enter the class information.

- Choose the Test Administrator's name in the **Teacher** field.
- Type the name of the class in the **Class** field.

4. Add students to the new class.

- A list of students not yet enrolled in a class will display automatically; if you need to move students from an existing class select that class in the Search by Class dropdown on the left side of the page. The list of students is displayed on the left side of the page.
- To add students to the class, click a student name. To select multiple student names, hold down the Ctrl key on your keyboard and click each student name you want to select. Then click the right arrow button. The names you selected are moved to the list on the right.
- To remove a student from the list, click the student name in the list on the right. Then click the left arrow button. Note that the student is only removed from the class and is not deleted from the system.

5. Click **Save** to save the changes and return to the Classes page.

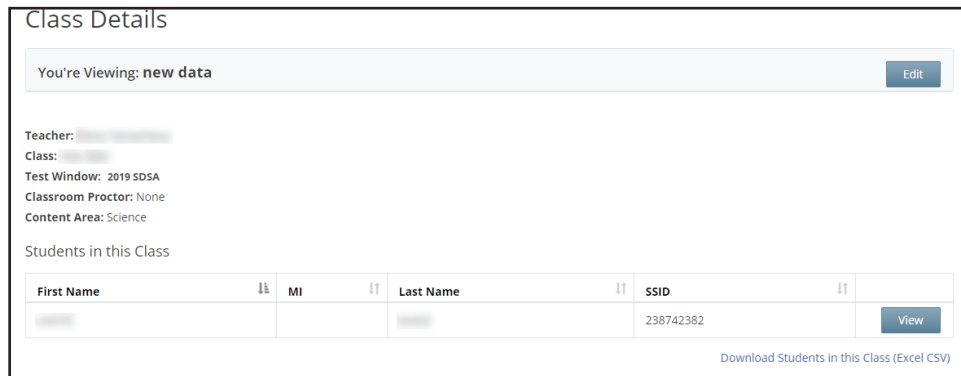
Viewing Class Information and Adding/Removing Students

Follow these steps to view information about a class:

1. Sign in to Nextera and click the **CLASSES** tab.
 - The Classes page is displayed.
2. If you are a DA, you can see all of the classes within the district if you do not have a school selected in the top navigation. If you are an SC, you can see all of the classes within the school. If you are a Test Administrator, you can see all of the classes to which you have been assigned.

Class	Teacher	Proctor Name	Grades	Delete
		None	11	View
		None	05	View
		None	05	View
		None	05	View
		None	05	View
		None	05,08,11	View
		None	07	View

3. Click the **View** button. The Class Details page displays a list of students currently assigned to the class.



The screenshot shows the 'Class Details' page. At the top, it says 'You're Viewing: new data' with an 'Edit' button. Below this, there are fields for 'Teacher:', 'Class:', 'Test Window: 2019 SDSA', 'Classroom Proctor: None', and 'Content Area: Science'. Underneath, it says 'Students in this Class' and displays a table with columns for 'First Name', 'MI', 'Last Name', and 'SSID'. A 'View' button is located at the bottom right of the table. At the very bottom of the page, there is a link that says 'Download Students in this Class (Excel CSV)'.

- You can re-sort the student list by clicking the **First Name**, **Middle Initial**, **Last Name**, or **SSID** column heading.
 - To download a list of all students in the class in Microsoft Excel .csv format, click the **Download Students in This Class** link. (Note that in order to open the file, you need to have Microsoft Excel or a similar spreadsheet software installed on your computer.)
4. To add or remove students in the class, click the **Edit** button in the upper right of the page.
 - The Edit Class Details page is displayed.
 - The table on the right lists all students currently enrolled in the class.
 - To display a list of students not yet enrolled in a class, select **Unassigned Students** from the Search by Class dropdown. To display a list of students from a specific class select the class from the Search by Class dropdown. The list is displayed on the left side of the page.
 - To add students to the class, click a student name. To select multiple student names, hold down the Ctrl key on your keyboard and click each student name you want to select. Then click the right arrow button. The names you selected are moved to the list on the right.
 - To remove a student from the class, click the student name in the list on the right. Then click the left arrow button. Note that the student is only removed from the class and is not deleted from the system.

Edit Class Details

You're Editing: **NewCSc in Test School (Q51)**

Search by Class

Students removed from class

<input type="checkbox"/>	Last Name	First Name	SSID
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Teacher: T28, Tchr

Class: NewCSc

Classroom Proctor Present? No Yes

Proctor Name: None

Students in class

<input type="checkbox"/>	Last Name	First Name	SSID
<input type="checkbox"/>	Lname1	Fname	280181001
<input type="checkbox"/>	Lname2	Fname	280181002
<input type="checkbox"/>	Lname3	Fname	280181003

Save

5. Click **Save** to save the changes and return to the Classes page.

Managing Test Sessions

Viewing Testing Status

DAs and SCs can use the **TEST ADMINISTRATION** tab or the Testing Status Details page in Nextera to display and view testing status information for the current administration.

Follow these steps to view testing status information on the **TEST ADMINISTRATION** tab:

1. Sign in to Nextera and click the **TEST ADMINISTRATION** tab.

Teacher	Class	Content Area	Test Name	Testing status	View	Delete
		Science	2019 SDSA	In Progress	View	Delete
		Science	2019 SDSA	In Progress	View	
		Science	2019 SDSA	In Progress	View	
		Science	2019 SDSA	In Progress	View	
		Science	2019 SDSA	In Progress	View	Delete
		Science	2019 SDSA	In Progress	View	
		Science	2019 SDSA	In Progress	View	
		Science	2019 SDSA	In Progress	View	

- The Test Administration page is displayed. On this page you can see the basic Testing Status at a Class level.
2. Select a class by clicking the **View** button. This provides more details regarding the testing status at a student level. It is broken down by session and shows the Total Items Completed, Date/Time Started, Date/Time Completed, and has a column to set Status Codes for students not testing.
- If you are an SC, the page lists all classes in your school for science. If you are a DA, the page lists all classes in the selected school (or all schools) for science.

Follow these steps to view testing status information on the Testing Status Details tab:

3. Click the **TEST ADMINISTRATION** tab and select Testing Status Details in the dropdown.
 - At the top of the page there are several filters that can be selected to narrow down the information available on the bottom of the page. Select the Window, District, School, Subject, and Class as appropriate to filter the results. The information displayed will change based on the filters you select.

Testing Status Details

Testing Status Filters

Window: 2019 SDSA District: --make a selection-- School: --make a selection--

Subject: --make a selection-- Class: --make a selection--

South Dakota General Information

Number of Districts: 11 Districts Not Started: 6 Districts Completed: 0
Number of Schools: 12 Districts In Progress: 4 Districts Not testing: 1

Show 10 entries Search: Enter any part of a district's name, ID, or status to begin.

District Name	District ID	Overall Status	Number Schools in District	
	100000	In Progress	2	View
	M01	Not Started	1	View

4. Click **View** in one of the rows in the displayed results to filter the results even further.
 - **Note:** Testing status details can be exported from this page by clicking the **Export** button at the bottom of the list of results.
 - Click a column heading to sort the display based on that column.
 - To move between pages in the class list, click the << or >> button.

Not Tested or Do Not Score Reasons

Follow these steps to set a not scored reason code for a student's test session in Nextera:

1. Sign in to Nextera and click the **TEST ADMINISTRATION** tab.
 - The Test Administration page will be displayed.
2. Click the **View** button for the Test Administrator/class in which the student is enrolled.
3. Locate the student whose test session needs to be reported in the student list.
4. Click **Set** in the Status Codes column for that student.

5. A pop-up window is displayed. Enter one of six reasons for the status code and click **Submit**.

- **ABSENT**—Absent during the testing window
- **PARENTREF**—Parent Refusal
- **NOSCORE**—Student who received an invalid score
- **MEDICAL** —Did not take test due to a significant medical emergency*
- **MOVED** —Moved out of State
- **OTHER**—Other

*The **Request for Medical Exemption** form must be completed and returned to SDDOE for consideration within one week of the close of the test window. It is available at <https://doe.sd.gov/Assessment/documents/19-MedExm.docx>.

Set Status Codes	
Student Name	StudentLast, StudentFirst
Session Name	Session 1
Content Area	Science
Scoring Option	<input checked="" type="radio"/> None
Reason	<input type="text"/>

Note: Checking Do Not Score or Invalidate for a student's test is not reversible without state approval. Refer to the Test Coordinator's Manual in the Help tab for appropriate reasons a student's test must not be scored.

Submit Cancel

Managing Student Information

All student profiles included in the SDDOE file sent to Questar are automatically imported into Nextera Admin.

DAs, SCs, and Test Administrators all have the ability to edit student information.

Editing Student Profiles

Follow these steps to edit student information:

1. Sign in to Nextera and click the **STUDENTS** tab.
 - The Students page will be displayed.
2. The list of students you see will depend on what you have entered in the navigation fields at the top of the page and your role in Nextera Admin.
3. The default list is All Students. You can filter the list by selecting another option in the Show Students dropdown on the left side of the page.
 - Click a column heading to sort the student information based on that column.
 - To download a list of all students in .csv format, click the **Download Class List** link located in the lower right corner of the page. (Note that in order to open the file, you need to have Microsoft Excel or a similar spreadsheet software installed on your computer.)
 - To move between pages in the student list, click the << or >> button. You can also move to a different page by typing clicking on the page number.
 - To search for a specific student, type the student's SSID, last name, or grade in the **Search** field. The names of the students who have a profile in Nextera are listed, and you can click the **View** button to display the profile page for that student.

SSID	First Name	MI	Last Name	Class	Grade	
131301313					08	View
131303333					03	View
131303334					03	View
131303335					03	View
131303336					03	View
131303337					03	View
131303338					04	View
131303339					04	View

4. To edit information for an existing student, click the **View** button in the row containing the student's name and then click **Edit**.
 - A student profile page is displayed. The student's profile information is displayed as shown in the illustration below.

Edit Student Record

You're Editing: StudentFirst StudentLast Set Not Tested Code

District of Record: QAI Test District (QAI004) School of Record: Test School (QST)

Demographic Information:

SSID	9990501	Grade	Grade 5
First Name	StudentFirst	Last Name	StudentLast
Date of Birth	11/12/2001	Gender	Female

Ethnicity: Hispanic, American Indian or Alaska Native, Asian, Black or African American

Disability: Not Applicable, 01 (Autism), 02 (Deaf-Blindness), 03 (Development Delay)

Home Language: English Economic Disadvantaged:

IEP: Section 504:

LEP: Highly Mobile:

Science

Class: Login, Client-Scien

Accessibility and Accommodation Options:

- S107 - Answer Masking: OFF
- Text-to-Speech: OFF
- S102 - Reverse Contrast (Color Contrast): OFF
- Initial Page Zoom: OFF
- Classroom Accommodations: 0 Selected
- Read Aloud (Online): OFF
- Print Variations: OFF
- Read Aloud (Offline): OFF

Modify

Session	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Scoring status
Session 1	Not started	0			Set
Session 2	Not started	0			Set
Session 3	Not started	0			Set

Save **Cancel**

5. Enter or edit data in the Demographic Information section.
 - All fields in this section are required.
 - Demographics **MUST** match what is in Infinite Campus. Otherwise, Campus will override anything changed and impact reporting.
 - If you are editing a student profile that was created in Nextera by SDDOE because it was not included in the SDDOE file, all fields are editable.
 - If you are editing a student profile that was included in the SDDOE data upload file, none of the required fields are editable. If the information is incorrect, please communicate the corrections to the DA so that he or she can communicate the changes to SDDOE.

6. Select or change the student's classes.

- You need to enroll the student in a class by selecting the name of the Class from the list provided in the dropdown. If the student will not be testing, click the **Set Status** button and choose the appropriate reason for this status code.

7. Click the **Save** button to save the student's profile.

- After the profile has been saved, you will return to the Student List page. If you added a student, his or her name will appear in alphabetical order with the other students listed.

Moving Students

If necessary, students can be moved to different classes or schools from the **STUDENTS** or **CLASSES** tab in Nextera.

Same school/different class—DAs, SCs, and Test Administrators can move students to a different class within the same school. To do this, edit the student's profile as described in the previous section of this manual, and select the appropriate class. Alternatively you can move a student between classes under the **CLASSES** tab as described in the previous section of this manual.

Note: If a student moves to a new district prior to the test window, contact your SDDOE Assessment Representative for assistance. **DO NOT** delete students!

Frequently Asked Questions

General Information

Q: How do I obtain copies of emails that have been sent to DAs, SCs, and/or Test Administrators?

A: You should contact Questar's South Dakota Customer Support by calling 866-644-6648, or via email at SDcustomersupport@questarai.com to verify that Questar has the correct email address.

Questions Related to Nextera

Q: How do I locate and change my username and password?

A: You can update your profile information in Nextera. Go to <https://sd.nextera.questarai.com/admin>, sign in and click on your name in the upper right corner. You can update your first and last name, email address, and phone number.

If you do not have access to your username and password, click the **Forgot your password?** link located on Nextera Sign In page and then follow the directions to reset your password.

Q: How can I add, remove, or edit a school in my district?

A: All school structure changes should be in place before testing starts and there should be no need for changes. If there is an issue, contact DOEAassessment@state.sd.us prior to testing.

Q: How do I change a student's information?

A: If a student's profile contains incorrect information, you may log in to Nextera, go to the **STUDENTS** tab, and click the **View** button for the student. If the student was registered through Nextera, all of the fields are editable. Changes must match Infinite Campus and not all fields are editable by district or school personnel.

Q: How do I print student logins?

A: Student logins can be accessed in Nextera. DAs and SCs can access student logins by clicking the **TEST ADMINISTRATION** tab and clicking the **Print labels** button for a class.

The login information can be printed in large or small font size. The large size will print on Avery 5163 labels and the small size will print on Avery 5160 labels. If the labels are not printing properly from your browser, check your browser's print settings for page scaling. Student logins can also be printed in a roster format.

Q: Can students use their login information more than once?

A: Student login information can be used once for each test session. If a student tests on two different days, the same login is to be used for both sessions.

Q: I need to re-enter a student test session. Where do I find a Proctor password?

A: Proctor passwords are required if a student has exited a test for a period of longer than 20 minutes. These passwords can be obtained on the **HOME** tab in Nextera.

Q: I'm a Test Administrator. How do I get logged in to the online system?

A: You will receive an email with login information. If you were not included in the file, your SC can add your profile information in Nextera. Please contact your SC if you have questions regarding login information.

Q: I entered a Test Administrator under the wrong administration and need to delete him or her. How can I do that?

A: DAs and SCs can modify Test Administrators on the **ACCOUNTS** tab.

Q: I have a student who has moved to another school within our district. How do I assign them to a class?

A: DAs can move students from one school to another school within a district.

The DA should click **Add Student** and enter the student's SSID. If the SSID does not exist in Nextera, the DA can add the student to the appropriate school.

SCs can only move students from one class to another within their school. For movement to another school, the SC should contact their DA and request a move.

Q: I'm a DA and have a student who has moved into our district from another district. How do I add the student to a school?

A: The SDDOE needs to move a student from district to district. Please contact Chris Booth at 605-773-6156 or christina.booth@state.sd.us.

Q: Is there a place my students can access the practice questions before they take the *SDSA*?

A: Yes. Students can access the *SDSA* Practice Tests from the Questar Secure Browser SD interface. Students can log in to the site with the following information:

Username: Sci05 / Sci08 / Sci11 (For Text-to-Speech: Sci05tts / Sci08tts / Sci11tts)

Password: practice

The Practice Test questions demonstrate how to respond to the item types found in the actual tests. Students must complete the practice test prior to taking the *SDSA*.

Questions Related to Test Administration

Q: I have a student who was absent the day of testing. Should I have him or her make up testing?

A: Yes, make-up tests may be administered with the following guidelines:

- The make-up test must be administered within the defined testing window.
- Students must take the make-up test the day they return to school.

Appendix A: Paper/Pencil, Braille, and Large Print

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Part 1: Overview

Purpose of this Appendix

This appendix is intended to assist in the administration of the *SDSA*. It provides DAs and SCs with information on the coding, logistical, and paper-handling requirements at the district and school levels. Specific instructions for the administration of the assessments are contained in the *SDSA Directions for Administering (DFA)*.

This appendix outlines responsibilities of DAs and Test Administrators:

- Receiving and distributing testing materials
- Administering the test
- Collecting, packaging, and returning all testing materials to Questar Assessment Inc.

Part 2: Policy and Procedures

Test Security

It is important to follow all security measures before, during, and after each administration to ensure the integrity and validity of the test. All testing materials must be kept in a secure location except when being utilized by students. Teacher/examiners are asked to report any questions/concerns regarding test security to the District Administrator.

Teachers are not permitted to review the students' answers for light marks, double marks, or incomplete sections.

Once a testing section has been completed, do not allow the student to go back to the section.

Cell phones, iPods, pagers, and other communication devices that can be used to transmit information and capture images must be turned off and kept out of view and reach during the test administration. Use of these devices during testing will result in an irregularity and possible invalidation of test scores.

Students' backpacks and purses should be placed at a distance from students' seats so they may not retrieve items without leaving their seats.

The School Coordinator is to maintain an accurate record of testing materials distributed to each teacher/examiner. Emphasize the importance of maintaining test security throughout the administration. Test security agreements/affidavits must have the appropriate areas filled out prior to testing. By signing these documents, teacher/examiners and testing coordinator agree to exercise necessary precautions and follow established procedures that will help ensure the security of the content of all testing materials. Upon completion of testing, all testing materials are to be collected and returned as directed by Questar. SDDOE staff will make announced assessment site visits to districts in the state to monitor security of the different administrations.

Duties and Responsibilities

The DA is responsible for the following:

- Developing and implementing a district testing materials handling plan to ensure that all testing materials used in this test will not be compromised before, during, or after the test administration.
- Ensuring that all materials are kept in a secure and limited-access location at all times, whether the materials are at the district administrative office, another secure facility, or at the schools. The testing materials must be transferred to and from schools so that the time they remain there is minimal.
- Planning and implementing training for test coordinators, school administrators, test administrators, and other staff members who are involved in the testing process.
- Identifying and training teacher/examiners and backup personnel.
- Transcribing paper/pencil, braille, and large print responses.
- Following appropriate procedures for counting, distributing, collecting, and returning testing materials.
- Maintaining security of test data files at all times.
- Investigating any lapse in security, loss of materials, or other testing irregularities and implementing a corrective action plan to prevent future irregularities.
- Planning for, ensuring the appropriate use of, and following appropriate procedures for the use of accommodations.
- Ensuring that students identified as English Learners (EL) who require the use of accommodations have documentation maintained in their Language Acquisition Plan (LAP).

Assure Wider Access, Not Advantage

The goal of the *SDSA* is to assure every student has the opportunity to access the test without providing a special advantage.

Further information regarding accommodations is located within each test administration section within this appendix.

If you have further questions regarding students without an IEP, contact Roxanne Weber for guidance. For students who have an IEP in place, contact Beth Schiltz for guidance.

Part 3: Testing Schedules

Approximate testing times are provided for planning purposes only. Take into consideration that the *SDSA* consists of a series of untimed subtests. Students should be provided with as much time as they need to complete each test session.

	Grade 5	Grade 8	Grade 11
Science	1.8–2.3 hours	1.8–2.3 hours	1.8–2.3 hours
First Session	35–45 min.	35–45 min.	35–45 min.
Second Session	35–45 min.	35–45 min.	35–45 min.
Third Session	35–45 min.	35–45 min.	35–45 min.

Part 4: Before Testing

Communication with District and School Staff

The DA must communicate testing dates and special needs to all departments in their school districts. Testing may have a direct impact on transportation, office managers/registrars, food service, special programs, and/or custodial and maintenance staff.

Additionally, testing schedules must be communicated with staff responsible for scheduling music, drama, academic and/or athletic competitions, and other events in order to preclude conflicts.

Communication with Parents and Students

Schools must communicate information to students and parents about the administration of the *SDSA* and how the results will be used. The communication should describe:

- The purpose of the test
- When the test will be administered
- What the test will be like
- How the results will be used
- How student, school, and district results will be reported
- The use of accommodations for individual students

Identifying Teacher/Examiners

All tests must be administered by a teacher/examiner. A teacher/examiner is a trained staff member (e.g., teachers, paraprofessionals) of a school district under the general supervision of a certified employee. Student teachers and interns have a contractual relationship with the school district—even though they are not paid employees—and may assist as teacher/examiners in the administration of the assessments. Teacher/examiners must not be parent volunteers.

Training Teacher/Examiners

The DA is responsible for training teacher/examiners before the test administration. Topics for the teacher/examiner training session should include the following:

- Clarifying new or changed procedures
- Maintaining test security throughout the administration
- Receiving and handling testing materials
- Arranging for appropriate accommodations as documented in individual plans
- Administering the tests
- Documenting student absences and scheduling make-up testing
- Documenting student accommodations
- Preparing all test booklets for return to the testing coordinator

Training Administrators

Administrators must additionally plan for:

- Ensuring that all data in the Student Information System is current and accurate
- Keeping parents informed about the testing and the importance of students' attendance
- Communicating the testing schedule to parents
- Communicating the testing schedule and special needs to support staff
- Monitoring classrooms and hallways during testing

Familiarize yourself with this section of the *TCH* and the *SDSA/SDSA-Alt DFAs* prior to your training session(s). Teacher/examiners should review the *DFAs* prior to testing.

Ensuring Test Security

There are four fundamental dimensions to the security issue.

First, the tests must be maintained in a secure manner and not revealed to students or teacher/examiners prior to testing. To do otherwise would give some students an unfair advantage over those who had not seen the questions. Moreover, the test would no longer be examining students' achievement but would merely assess recall of answers to the specific questions that are on the test.

Second, the students must not be given inappropriate assistance during the time they are taking the test (e.g., visual or audible clues that lead the students to the correct answer, materials on the walls or blackboards that assist students in finding correct answers, or explanations that lead the student to the correct answer) or have their answers changed after the test has been administered. Teachers are not allowed to pronounce a word or provide students with the definitions of words on the test. In either case, the test would no longer be an accurate measure of the students' skills.

Third, the test has to be maintained in a secure manner before and after administration because items may be reused over time. Thus, it would create an unfair advantage if some students had access to the "old items" because some of those items could reappear on future forms of the test.

Finally, a more subtle issue is that teachers are not permitted to study, read, inspect, or copy the test before, during, or after it has been administered. Again, this would give an unfair advantage to certain teachers and students when the test is next administered.

Receipt of Materials

Upon receipt of the district's or school's testing materials, check the quantities against the Packing List that was sent with the materials. The Packing List indicates all materials included in your shipment. The district is responsible for the return of all materials received, used or unused.

You must have sufficient materials for all schools in your district. It is imperative that you verify your district's or school's materials immediately upon receipt so that you can obtain the correct quantity of materials prior to testing.

Before the first test session, verify the materials received for each school. It is vitally important that all booklets are kept in a secure, limited-access storage area until they are distributed to the teacher/examiners.

It is the School Coordinator's responsibility to ensure that the security of all test booklets is adequately maintained prior to, during, and after the test administration. You should instruct the teacher/examiners to contact you if they have questions about establishing a secure environment in their schools for the testing materials.

Distribution of Materials

School Coordinators are responsible for ensuring that each site has the appropriate materials prior to the start of each testing session. Test booklets should be distributed immediately prior to the beginning of each session and should be returned to secure storage at the completion of testing.

Ensuring a Proper Testing Environment

Test administration should be conducted in rooms that do not crowd students. Adequate lighting, ventilation, freedom from noise and interruptions, comfortable seats, and smooth, hard writing surfaces are important factors to consider when selecting a testing site. The writing surfaces should be large enough to accommodate a test booklet, and students should be seated in such a way that they will not be tempted to look at the answers of others. To prevent confusion, seating arrangements should be completed prior to test administration.

Part 5: South Dakota Science Assessment (*SDSA*)

Items of Interest in 2019

- Test items were developed to meet the standards that have been approved and distributed by the State Department of Education.
- The spring 2019 *SDSA* will be provided by Questar as a fully customized, criterion-referenced test (CRT) with operational items that have been aligned to the South Dakota Science Standards. Science at grades 5, 8, and 11 will be tested.
- Once a testing section has been completed, do not allow the student to go back to that section.
- The use of scratch paper is permissible for the *SDSA*. You can use any type of paper you wish. This must be collected and securely destroyed at the end of testing.
- Science formula sheets will be included in your shipment and should be distributed to students.

Activities Before Administration

Receive and Inventory Testing Materials

Verify the contents of the *SDSA* testing materials shipment against the quantities indicated on the packing slip, and determine if there are sufficient testing materials for all students. A 10% overage is included in paper/pencil material shipments. Braille and large print materials will be shipped in exact quantities ordered.

If there is a discrepancy on the packing list and the quantities received, contact the Questar Customer Support Center at SDcustomersupport@questarai.com or by phone at 866-644-6648.

Organize the testing materials by teacher/examiner group to facilitate distribution prior to administration. Retain the shipping cartons for use when returning materials to Questar.

Testing Materials Provided

Each paper/pencil order will contain the following materials:

- *SDSA* Test Booklet (grades 5, 8, and 11)
- Formula Reference Sheets (grades 8 and 11)
- Periodic Table of the Elements (grades 8 and 11)

Each large print order will contain the following materials:

- *SDSA* Large Print Test Booklet (grades 5, 8, and 11)
- Large Print Formula Reference Sheets (grades 8 and 11)
- Large Print Periodic Table of the Elements (grades 8 and 11)

Each braille order will contain the following materials:

- *SDSA* Braille Test Booklet (grades 5, 8, and 11)
- *SDSA* Braille Test Examiner's Edition (grades 5, 8, and 11)
- Braille Formula Reference Sheets (grades 8 and 11)
- Braille Periodic Table of the Elements (grades 8 and 11)

School Coordinator's Kit, including:

1. UPS shipping labels
2. Peel-and-stick return labels for materials

Ensure the Security of Testing Materials

It is important to follow all security measures before, during, and after the administration to ensure the integrity and validity of the test. All testing materials must be kept in a secure location except when being utilized by teacher/examiners.

Test security agreements/affidavits must have the appropriate areas filled out prior to testing.

Schedule Test Dates and Times

Work with teacher/examiners to schedule *SDSA* testing sessions for your school/district within the statewide administration period of April 1, 2019 through May 3, 2019 (which includes any make-up sessions). Districts will need to schedule UPS to pick up materials immediately after answers have been transcribed into the Questar Secure Browser SD for each student and testing is complete to ensure the timely delivery of materials to Questar.

Approximate testing times are provided for planning purposes only and are included in the *SDSA DFA*. Take into consideration that *SDSA* is a series of untimed sections and students should be provided with as much time as they need to complete each subtest. When preparing your testing schedules, ensure your students have ample time to complete each section without interruption of recess, lunch break, or end of day. For example, do not start a section 45 minutes before lunch break. Each section must be completed within one sitting.

Provide Training for Teacher/Examiners

It is your responsibility to provide training for teacher/examiners (and school/building test coordinators) to ensure the successful administration of the *SDSA*. This training should include information provided by the South Dakota Department of Education and Questar, this *Test Coordinator Handbook*, and the teacher/examiner's *SDSA DFA*.

Familiarize yourself with this section of the *TCH* and the *SDSA DFA* prior to your training session(s). Teacher/examiners should review the *DFA* prior to testing. You may want to collect the *DFA* after training and then redistribute the directions prior to testing to ensure that all teacher/examiners receive a copy for the administration.

The following topics must be reviewed during your training sessions:

- Ethical testing practices. These must be maintained during the *SDSA* administration. Unethical testing practices relate to inappropriate interactions between teacher/examiners and students taking the assessment. Unethical practices include—but are not limited to—allowing a student to answer fewer questions, changing the content by paraphrasing or offering additional information, coaching students during testing, editing student responses, or giving clues in any way. It is not acceptable for teachers to pronounce words or provide definitions during the administration of this assessment.
- Test security. This involves maintaining the confidentiality of assessment questions and answers and is critical in ensuring the integrity and validity of an assessment. In order to ensure test security and confidentiality, teacher/examiners need to (1) keep testing materials in a secure place to prevent unauthorized access, (2) keep all assessment content confidential and refrain from sharing information or revealing assessment content with anyone, and (3) return ALL materials as instructed.
- Key dates for assessment administration and returning testing materials.
- Teachers are not allowed to review testing materials prior to the beginning of the administration.
- How to inform and prepare students for the assessment and give appropriate assessment locations.
- Providing accommodations for students and coding procedures.
- Monitoring students during the administration.
- Removal or covering of assessment-related items. Inform teachers that anything in the classroom that may assist any student during the assessment must be removed or covered during the assessment window.

The *SDSA DFA* provides teacher/examiners with the following specific information:

- Testing materials required for teacher/examiners and students
- Grade-specific, approximate testing times for planning purposes
- Instructions for organizing, inspecting, and returning testing materials

Test Accommodations

Guidelines for Test Accommodations

Standardization is an essential feature of educational assessments and is necessary to produce comparable information about student learning. Strict adherence to guidelines detailing instructions and procedures for the administration of accommodations is necessary to ensure that the *SDSA* results reflect actual student learning. Once decisions have been made about providing accommodations to meet individual student needs, the logistics of providing the actual accommodations during the *SDSA* administration must be planned. It is not uncommon for members of the IEP team, most often special

education teachers, to be given the responsibility for arranging, coordinating, and providing test accommodations for all students who may need them. Thus, it is essential for all IEP team members to know and understand the requirements and consequences of district and state assessments, including the use of accommodations. It is important to engage the appropriate personnel to plan the logistics and provisions of test accommodations prior to the first day of testing.

Assessment of Students with Disabilities

The Individuals with Disabilities Education Act of 2004 (IDEA) requires the development of policies and procedures for the inclusion of students with disabilities in statewide and districtwide assessments and, when necessary, the provision of accommodations for such students. Individualized Education Programs (IEPs) must include accommodations that are necessary in order for the student to participate in assessments. A student who is perceived to have a disability based on Section 504 of the Rehabilitation Act of 1973 (Section 504) must also be afforded accommodations if those accommodations are part of the services provided in the student's Section 504 Plan.

Decisions about whether a student participates in the *SDSA* under the standardized conditions or participates with standard accommodations must be made on an individual basis by the student's IEP or Section 504 team. These decisions are not made unilaterally; the team involved in the decision-making process must be the student's IEP or Section 504 team.

If it is determined that a student with a disability can participate in the *SDSA* with standard accommodations, the team making that decision must specifically indicate the type and extent of accommodations that will be provided. This information must be included in the student's IEP or addressed in the student's Section 504 Plan. The parent/guardian of the student must be made aware of the decision during the development of the student's IEP or Section 504 Plan.

If it is determined that a student with a disability cannot participate in the *SDSA* with standard accommodations and the student meets the significant cognitive disability criteria, the student must be assessed utilizing the *SDSA-Alt*. The IEP team must document their decision in the student's IEP.

Questions regarding the provision of accommodations should be directed to Beth Schiltz at 605-773-4257 or beth.schiltz@state.sd.us.

Guidelines That Apply to Readers

The Read Aloud protocol document for Smarter Balanced applies to the *SDSA* as well. Only certified staff can provide the read-aloud accommodation.

Qualifications

- Readers should be able to read clearly and at a normal pace, with good English pronunciation.
- Readers should be familiar with the vocabulary used in the assessment.
- Readers should be willing to be patient and repeat directions and questions.
- If the reader is also the scribe, qualifications for both roles are required.

Before Assessment Administration

- Readers must ensure that all students understand what is expected of them when readers read assessment directions aloud. Students must have an opportunity to ask questions and understand how to mark their answers before they begin taking the assessment.
- Become familiar with the terminology used in the assessment.
- Administrators should make sure the reader is given ample access to water.

During Assessment Administration

- Do not alert the student of mistakes during testing.
- Do not prompt the student in any way that would result in a better response.
- Do not influence the student's response in any way.
- Do not paraphrase, clarify, elaborate, or provide assistance.
- Do read all words that appear on the page.
- Do read all directions, including sample questions.
- If asked to repeat a question, repeat the entire question so as not to identify only important aspects.
- Administration can be recorded to ensure validity or for playback when students want questions repeated.
- Do emphasize words printed in boldface, italics, or capital letters.
- Do spell any words requested by the assessment taker.
- Always read all answer choices before accepting an answer.
- Avoid voice inflection that may be interpreted as a clue.

After Assessment Administration

- Do not discuss assessment items or responses with others.

Guidelines that Apply to American Sign-Language Interpreters

American Sign Language (ASL) is the only acceptable version for assessment. Interpreters cannot be the test administrator; a certified teacher is required for that role. The protocol for the *SDSA* is the same as that for SBAC in that the test must be interpreted word for word.

Qualifications

- Sign-language interpreters should be able to translate word for word in American sign language.
- If the sign-language interpreter is also the scribe, qualifications for both roles are required.

Before Assessment Administration

- Interpreter services need to be arranged prior to the assessment day.
- The room in which sign-language interpreters sign the assessment must be well lit.
- One sign-language interpreter should be assigned to each student for the entire assessment.
- Discussions with interpreters and test administrators should occur with the student present.

During Assessment Administration

- Do not alert the student of mistakes during testing.
- Do not prompt or attempt to influence the student's response in any way.
- Do not define words for students, provide context, or teach vocabulary or concepts during testing.
- Allow the student to take notes.
- Administration may be videotaped to ensure validity or for playback when students want questions repeated.
- Graphic materials may be described but should be available in print or tactile format.
- The interpreter may not paraphrase, clarify, elaborate, or provide assistance. Interpretation must be word for word.

After Assessment Administration

- Do not discuss assessment items or responses with others.

Response Accommodations

Response accommodations allow students to complete activities, assignments, and assessments in different ways or to solve or organize problems using some type of assistive device or organizer.

Transcription of Student Responses

- This accommodation is available for students who are unable to mark their answers on the regular-print *SDSA* test booklets.
- School personnel must grid students' verbal or tape-recorded responses to multiple-choice items on the regular-print *SDSA* booklets.

Guidelines that Apply to Scribes

The Scribing Protocol document for Smarter Balanced applies to the *SDSA* as well. Only certified staff can provide the scribing accommodation.

Qualifications

- Scribes should have demonstrated experience in scribing.
- If the scribe is also the reader, qualifications for both roles are required.

Before Assessment Administration

- Practice the art of transcribing dictated responses.
- For an accuracy check, scribes may record the session on audiotape or videotape for playback.

During Assessment Administration

- The student should read questions to himself/herself (unless “read aloud” is an accommodation).
- The student may respond orally, mark answer choices in the test booklet, point to answer choices in the test booklet, utilize cards labeled “a, b, c, d,” etc.
- Scribes may not question or correct student choices.
- Scribes should not coach a student on the meaning or spelling of a word.

After Assessment Administration

- A Testing Irregularity Form must be filled out and sent to the SDDOE if scribing is inappropriately performed.
- Do not discuss assessment items or responses with others.
- Participate in the evaluation process.

Setting accommodations

Setting accommodations change the location in which an assessment or assignment is given or the conditions of the assessment setting.

- **Test Individually**

Students may be tested individually, as necessary, for teacher supervision and support and/or for the provision of other accommodations. If it is likely that a student will be easily distracted or disruptive during the assessment administration, it would be appropriate to test that student individually. If a student becomes disruptive unexpectedly during testing, it is permissible to remove the student from the assessment setting so that other students may proceed with the assessment undisturbed. The disruptive student should be calmed down and the assessment continued separately whenever possible.

- **Home/Hospital**

If a student on an IEP or 504 Plan is unable to participate in the assessment at the school, the school must send trained school personnel to the student to administer the assessment.

- **Environmental Modifications**

Students should be tested using the adaptive or special furniture that they normally use in the course of daily instruction (e.g., special tables, chairs, slant boards). Students may be tested using special lighting, amplification, or noise-buffering devices as necessary as employed for classroom instruction and as outlined in their IEPs.

Timing and scheduling accommodations

- **Time of day most beneficial to students**

Some students with health problems and/or medication schedules benefit by being tested at particular times of the day (e.g., first thing in the morning, immediately following medication). It is permissible to test at a time that is most beneficial to the student.

- **Frequent breaks within a subtest**

If factors such as mental and/or physical fatigue or disruptive behavior present a problem, it is acceptable to plan breaks within one sitting of the assessment administration or to spread out assessment activities over several sittings. Care should be taken, however, to ensure that students do not have an opportunity to share and/or compare assessment information during breaks that are provided.

Distribute Testing Materials to Teacher/Examiners

School Coordinators are to maintain an accurate record of testing materials distributed to each teacher/examiner. Emphasize the importance of maintaining test security throughout the administration as well as following the instructions provided in this *TCH* and the *DFA*.

Activities During Administration

Monitor the assessments conducted in your school(s). Ensure that the guidelines and procedures described in this *Test Coordinator Handbook* and the *SDSA DFA* are adhered to, and be available to answer questions and resolve problems.

Activities After Administration

Collect all testing materials from School Coordinators and/or teacher/examiners.

Students who took a paper/pencil, braille, or large print version of the test **MUST** have their answers transcribed into the online testing system (referred to as the Secure Browser). Before sending back test materials to Questar, DAs **MUST** ensure all student responses have been transcribed into the online Secure Browser for each student. DAs must follow the steps as for a student taking the online version of the test (adding them to a class, printing the student logins, etc.). DAs must select the Accommodation “SCRIBE” for these students in order to be assigned the corresponding online version of the test. The accommodation must be selected before logging in as the student in the Student Application and starting the test. Once the test is started, you cannot go back and change student demographic information.

Organize *SDSA* Materials

The following testing materials should be boxed and returned to Questar using UPS “Ground” and return labels:

- *SDSA* paper/pencil, braille, and large print test booklets for grades 5, 8, and 11

ALL used/unused paper/pencil, braille, and large print test booklets should be packaged in separate cartons (boxes that materials arrived in) and returned to:

Questar Assessment Inc.
14720 Energy Way
Apple Valley, MN 55124

Return of the *SDSA* Testing Materials

Testing materials must be shipped immediately at the conclusion of testing.

The following secure testing materials must be returned to Questar after the administration:

- all USED and UNUSED *SDSA* paper/pencil, braille, and large print test booklets

Affix the UPS “Ground” label(s) and the return label(s) to the box(es) of testing materials (test booklets, etc.). Complete all information on the label. If more than one carton is needed, label the cartons serially. For example, a shipment of four cartons would be labeled “Box 1 of 4,” “Box 2 of 4,” “Box 3 of 4,” and “Box 4 of 4.”

**Thank you for your time and effort ensuring the
successful administration of the *SDSA*.**

Glossary

Accommodations—special testing conditions and methods allowed for certain students, primarily those with disabilities or with limited English proficiency.

Bias—advantage or disadvantage conferred upon groups of students because of certain personal characteristics (such as gender, race, ethnicity, religion, socioeconomic status, disability, or geographic region), unrelated to mastery of the content.

Blueprints—psychometric recommendations of valid quantities of assessment questions per content standard to obtain valid assessment results.

Cognitive Complexity—system used to classify items according to the complexity of the steps and processes they require students to use (Bloom’s Taxonomy of Thinking Skills).

Content Domain—the information or skills contained in an area of study. The content areas (or subject areas) assessed on the *SDSA*.

Content Standard—expected outcomes for all students completing each grade level; a statement of what students should know and be able to do at each grade level.

Criterion-Referenced Test (CRT)—assess how well students perform on specific goals or standards; also referred to as standards-based assessments.

South Dakota Science Assessment (SDSA)—South Dakota state assessment.

Directions for Administering (DFA)—the directions document that accompanies each level of an assessment; used by the Test Administrator when giving the test to students.

District Administrator (DA)—the main point of contact for teachers and Test Administrators.

Domain—content area.

Field Test Item—a newly created or modified assessment question that is administered to students for the purpose of analyzing the performance of the item rather than student achievement.

Individual Education Program (IEP)—describes special education services provided. Also specifies the testing accommodations a student needs for classroom instruction and assessments.

IDEA—The Individuals with Disabilities Education Act of 2004 (IDEA) requires the development of policies and procedures for the inclusion of students with disabilities in statewide assessment and, when necessary to ensure a student’s full participation, the provision of testing.

Item—any assessment question or task for which a score point is awarded; a stem or stimuli and responses for which a score or set of scores is to be recorded.

Multiple Choice (MC) Items—items that present students with two or more options from which to choose, only one of which is correct; also known as selected response items. Subtests of *SDSA* have three to five options depending on the individual subtest.

Operational Items—items that count toward a student’s score; “live” items.

Achievement-Level descriptors—bridge the content standards to assessments of the standards, provide information to teachers and students regarding student progress toward mastery of the standards, and give them specific targets for instruction and learning. The achievement-level descriptors are organized into proficiency levels. These proficiency levels describe how a student at that level would be expected to perform the grade-level standards.

Questar Secure Browser SD—System for administration of online testing programs.

Raw Score—a score that reports the number of points a student earned on each assessment item, Disciplinary Core Idea (DCI), or subtest. Students earn one raw score point for each correctly answered multiple-choice item. Raw scores are reported as content sub-scores.

Reliability—desired characteristic of an assessment; achieved when measurement error is minimized.

Scaled Score (SS)—a standard score derived from the Number Correct (Raw Score) that indicates achievement level on all forms and levels of a given assessment along a single comparable scale. It facilitates conversions to other score types and the study of changes in achievement.

School Coordinator (SC)—manage Test Administrators and ensure that teacher and class information is accurate.

Section 504—special classification of students as defined in Section 504 of the Rehabilitation Act of 1973. Testing accommodations are permitted for students who meet the Section 504 criteria.

Validity—desired characteristic of an assessment; achieved when the assessment actually measures what it is intended to measure.

