

**ONLINE GRADE 9 ACHIEVEMENT TESTS
JUNE 2008**

INSTRUCTIONS AND SYSTEM USER'S MANUAL

TECHNICAL SUPPORT

**Brian Schroter
Online and IT Services
Learner Assessment
Alberta Education
310-0000 (toll free)
(780) 427-4332**

Thank you for administering the June 2008 Grade 9 Achievement Tests online.

Purpose:

To provide students and schools increased choice in test delivery so that the mode of test delivery is better matched to the interests, needs and learning experiences of the student. This initiative will also help inform the ministry and schools about the opportunities and challenges related to using computer technology for assessment.

General Procedure:

It is strongly recommended that students have completed at least one online practice test prior to taking an Achievement Test online.

The online application must be downloaded to the computers that will be used for testing prior to the test administration. The application should be tested on each machine and each student should have had the opportunity to complete at least one online practice test with this application prior to deciding whether or not to complete an actual Achievement Test online.

The decision to use the online mode of delivery rests with the student and his or her teacher. That decision will be made with the best interests of the student in mind. Sufficient paper copies of the test are available in the school for each student should the decision be made to complete the test on paper. Students electing to complete the Achievement Test(s) online will enter an authorization code which, after verification, permits the transfer of the requested test to the student's computer. The student then proceeds to complete the test on his or her computer. After completing the test the student will submit his or her completed test to Alberta Education by pressing the submit button. The submission of the student's work will be confirmed immediately by Alberta Education. In the confirmation, the student's name and ASN will be displayed. The preliminary grades for each student will be available to individual schools within 24 hours of the PAT exam.

Minimum Equipment and Facility Requirements

1. The online test application is designed to run on PC's. It will run on Apple computers that have a program which enables the Apple to emulate the PC world. It has not been possible to write the application specifically for Apples.
2. Enough computer stations to comfortably accommodate the students writing the test.
3. Space at the computer station for the student to be able to use readings booklet, calculator, and rough-work sheet.
4. Line of sight considerations need to be made by the supervising teacher to determine the most appropriate seating arrangement in the computer room, such that opportunities for student test misconduct are minimized.
5. Unlike the use of computers for the written portion of the tests, computers do not have restricted access to the internet as the test application locks out all other computer functions.

In the days leading up to the test

1. The jurisdiction or school IT personnel will download the test application to the schools' computers. The IT personnel will follow the install instruction included within this document.
2. Students should have the opportunity to complete one or more practice tests online before doing an actual achievement test online.
3. Access to practice tests does not require any test security features such as passwords or identity checks.
4. Access to all other tests does have security features. You must provide each student with their Alberta Student Number. This number will be validated and if entered incorrectly will not allow testing.

Starting the Tests

1. The invigilator will hand out "Alberta Student Numbers", Test Name and La Online user guide.
2. Each student should start La Online application, select the test, and fill in the required information.
3. Students will load the exam down to the computer and have the "Start Code" text box and "[Start]" button enabled.
4. When the invigilator knows all students are ready to start the test, then they can give out the "Start Code" and have students enter it, then click the "[Start]" button.

Problems starting test

If a student is unable to start the test

1. Check the test selected and reload the test. If the progress bar does not show anything, then internet access may be down.
2. Check the Alberta Student Number and reload the test.
3. If you are unsure on how to fix any of these issues please contact your IT technician to come and change the appropriate settings, or contact Brian Schroter using the contact information on the first page of this document.

If you encounter any problems during the practice test administration, please contact Brian Schroter immediately.

Administering the Tests

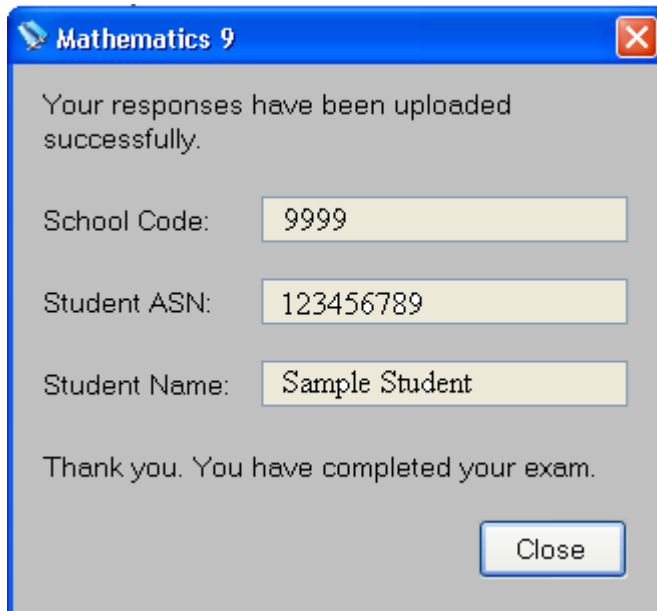
1. The invigilator should only have to monitor students as the application blocks students from using other functions on the computer. Instructions for this are included in the invigilator package.

Problems during test

If the computer crashes during the test, the student can restart the computer and restart the test by following the same steps. The application will find the student data file and restore this information after the invigilator releases the exam. This information is included in the invigilator's package.

Completing Tests

1. Student selects the “[File]” then “[Submit]” menu item that takes them to a screen that requires student to “[Submit]” or “[Return to Test]”. If the student selects to return to the test, the application will return them to the previous screen. When the student selects to submit the result, a message will be displayed indicating the test has been received by Learner Assessment.



2. Prior to the dates of the PATs, the Supervisor PIN will also be sent to all school principals of schools with Grade 9 students. The Supervisor PIN is used to grant additional time for students with this accommodation type.
3. If the test type is “Field Test”, the invigilator can record the Alberta Student Number and the test result score for the student’s teacher. If they fail to record this information, a report of the student’s scores will be produced by Alberta Education.

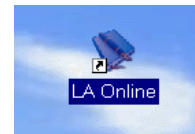
Problems completing the test

If the results could not be sent to Alberta Education, the application will display a message stating “incomplete transaction.” This message box will allow you to close the application. You can try and resend the results at a later time by starting application and attempting to resend the data.

User Guide

Starting the Test

1. Double-clicking on the desktop Icon starts the application.



2. The main screen is displayed on the computer and requires the user to select options.



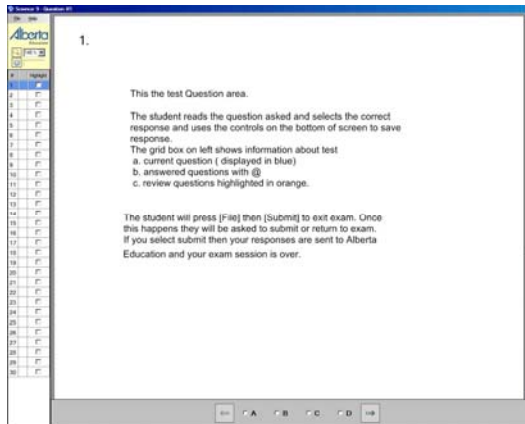
- The default setting for this application is English. To select tests in French, place the cursor over the word “Language” in the upper left corner of the welcome page. Left click once to display the language choice, highlight “French” and left click your mouse. A text box will pop up directing you to restart the application. Close the application by left clicking on the X box in the upper right corner. Restart the application and the welcome page will be in French.
- In the Exam Type box, select Exam type “Practice” or “Field Test” and click the “[Get List]”
- The drop-down box immediately below will be populated by the selected tests which are currently available.
- Open the drop-down box by left clicking on the box arrow and clicking on the test you wish to run.

If “Practice Test” is selected, then no further information is required and boxes will be grayed out. All secure tests require the student to enter information before loading the test and boxes will need to be filled out.

1. Student First Name = Name used within school
 2. Student Last Name = Name used within school
 3. Date of Birth = A calendar will be displayed for student to select date.
 4. Alberta Student Number = Student should have this information before attempting test.
- “[Load Exam]” This button first checks the above information and validates it before requesting the test package from the internet. If errors were found, it will display an error message and what is required to fix the situation. Once errors are fixed, the student can click the “[Load Exam]” again. The progress bar at the bottom of La Online screen will show that the package is loading and once it is complete, the “[Start]” button is enabled.
 - Left click once on the “[Start]” button located in the bottom right corner and the exam will start in a new window.

Using the Main Test Screen

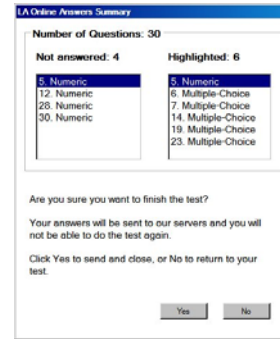
1. The main test screen is displayed with a menu bar, list of items and controls.



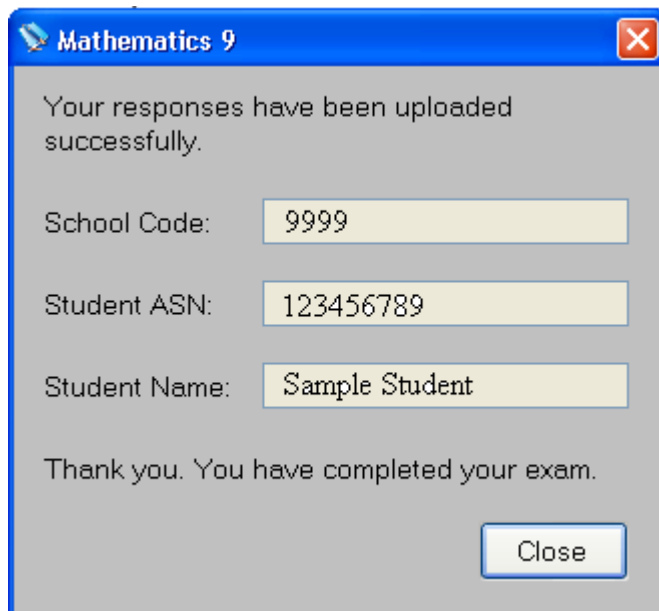
2. The menu bar
 - [File] has the option to submit test results.
 - [Help] Displays the help screen
3. Zoom image drop down selector. Student can reduce or enlarge the image in the main window.
4. Timer icon will display or hide the time remaining to take the test.
5. List of Items
 - The number of the selected item that is displayed in main window. Students can click on any item number and quickly navigate to this item.
 - The next box displays a “@” sign when a student has answered an item.
 - The “Highlight Check Box” is used when a student wants to return to an item and can check that item which will change the color. If checked they can also uncheck it and return it to a normal state.
6. Controls at the bottom of the screen are used to enter answers and navigate from item to item.
 - Arrow pointing left will backup one item
 - Arrow pointing right will advance one item
 - A,B,C,D radio buttons are used to select the answer for multiple choice type items.
 - A text box is used to answer a numeric response type item.

Completing the Test

1. The student has chosen to submit the results and the screen is displayed with the test summary. The student can now choose to continue or return to the test.



2. This screen serves as verification that the test has been successfully received by Learner Assessment.



3. The application will respond with a message stating that the transaction has completed or failed. The “failed to complete transaction” message means that the data has been stored and the next time you start this application it will try and resend the data. Please contact your IT tech person if you have lost your Internet connection.

Contact Information

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| TECHNICAL SUPPORT | Brian Schroter Manager - Technology and Business Systems – Alberta Education Toll Free: 310-0000 Phone : 427-4332 Email: brian.schroter@gov.ab.ca Fax: (780) 422-4474 |
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