

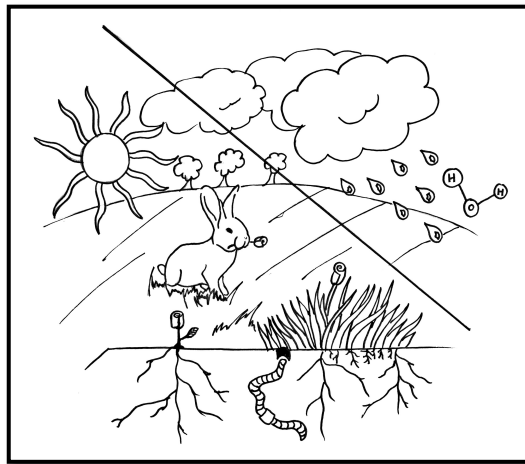
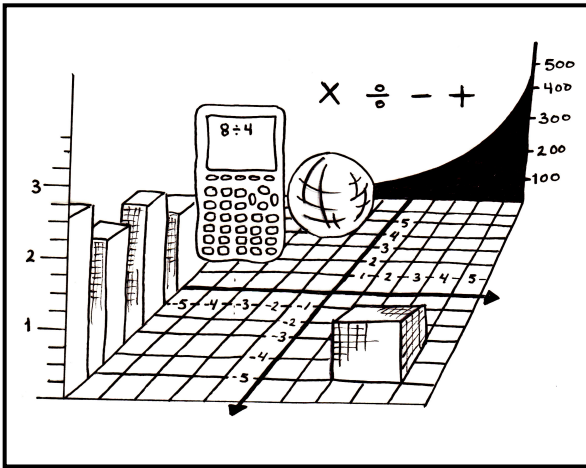
Oregon Extended Assessment
Tablet Administration –User Guide
2017-2018

English Language Arts



Mathematics

Science



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This ***Oregon Extended Assessment Tablet Administration User Guide*** provides an overview of how the Oregon Extended Assessment Testing Application (ORExt test app) functions and how to troubleshoot if any issues arise. It is divided into 12 sections, supported by screenshots that provide visual context:

1. How the ORExt test app works
2. Downloading the ORExt test app to your tablet
3. Turning on the Tablet and Opening the ORExt test app
4. Logging into the ORExt test app
5. Main Dashboard for the ORExt test app
6. Supporting Administration of the Assessment(s) to Your Student(s)
 - i. Functions (audio, repeating prompt, writing interface)
 - ii. Monitoring
7. Scoring the Writing Items on the ORExt test app
8. Accessing Reports on the ORExt test app
9. Exiting the ORExt test app
10. ORExt test app *HelpDesk* Information
11. Desktops/laptops and browsers; Chrome and Safari
12. Optional tablet enhancements

Critical Notes

Before you begin learning about the ORExt test app, we want to impress upon you the importance of data entry procedures. Please do **NOT** enter student data on the Oregon District Secure website for any students who participate in the ORExt tablet administration, as this will lead to duplicate records and cost valuable time. In addition, it may lead to invalidation of the results. The data for students who participate in the tablet administration is cached on the tablet and uploaded every time the tablet is securely connected to Wi-Fi.

Should the student get logged out of the application for any reason, the QA can either re-log the student into the testing application or continue by using paper/pencil (available in the ORExt application on the ODE's district secure site) with the QA transposing the student's answer choices into the tablet (Data Entry tab) at their convenience.

How the ORExt Testing Application Works

The ORExt Testing Application is a secure application, meaning that other tablet functions are limited or disabled while it is working in order to ensure a secure testing environment. We expect that all SWSCD will need direct supervision by a Qualified Assessor (QA) during the tablet administration, though the level of support provided will be individualized. The application presents the same items found on the paper/pencil version of the operational assessment in a tablet format as follows:

- Each item is read aloud to the student, where appropriate, with built-in audio files of prompts, sentences, stories, and answer choices.
- The answer choices are enlarged when the audio file is read to attract and focus student attention.
- Students respond to the items presented by touching the answer choice on the screen that reflects their response.

- The student/tablet interaction may need to be mediated with assistive technology and/or direct student support. In such situations, the QA may enter the student's answer choices on behalf of the student.
- Once an answer is recorded, the application proceeds to the next item until the test is completed.

Downloading the ORExt Testing Application

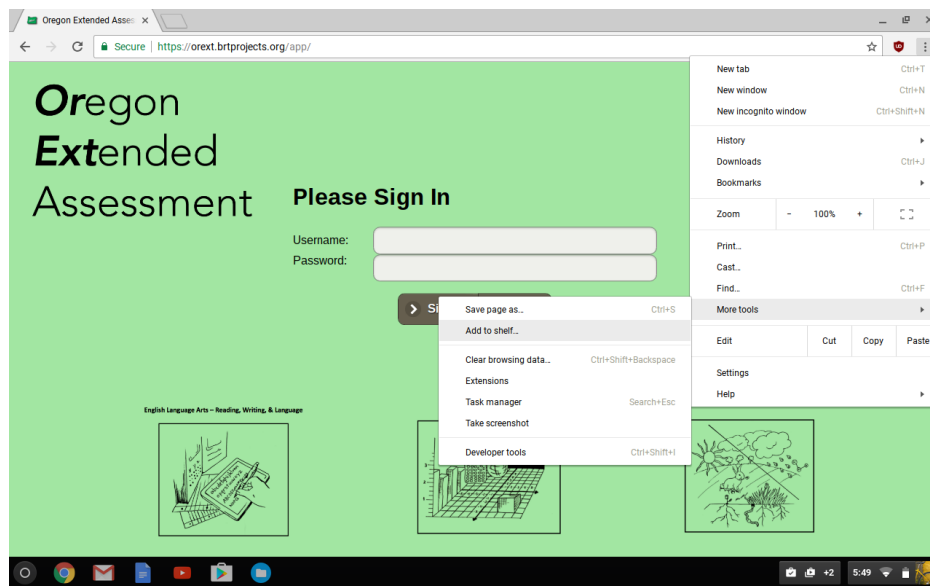
There are three different operating systems (for tablets) currently in use in Oregon schools: iOS, Android, and ChromeOS. Here are the instructions that are specific for each operating system:

iOS & Android

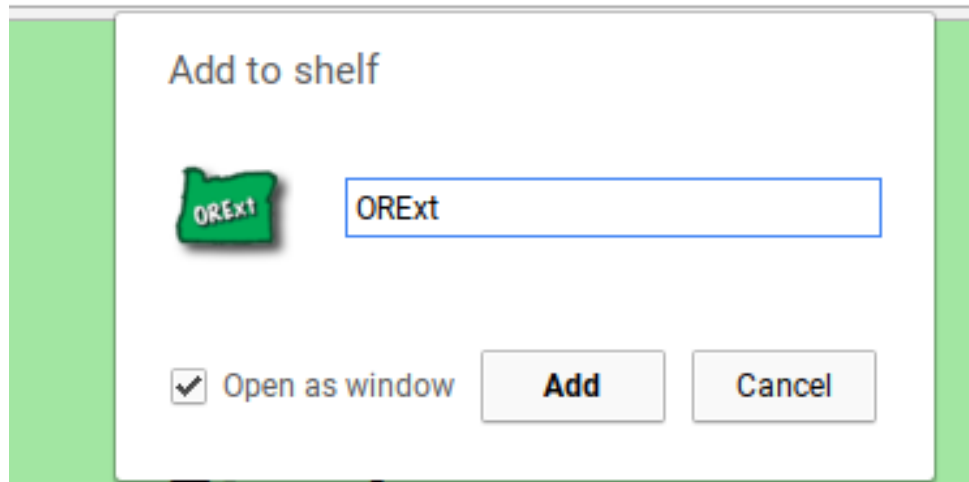
When the application is published (Target date Feb 1, pending App Store approval) in the iOS App Store/Google Play Store, you will be able to find it under the name "ORExt" for the secure test application, and "ORExt PracticeTests" for the non-secure demo version.

ChromeOS

1. Open your Chrome browser and Navigate to:
For the Secure Version:
<https://orext.brtprojects.org/app/>
For the Non-Secure Practice Test Version:
<https://orext-practicetests.brtprojects.org/>
2. From the (vertical 3 dots) options menu in the top right of the page select More Tools -> Add to Shelf



3. This will open a window where you can name it 'ORExt' (Or 'ORExt PracticeTests') and make sure the 'Open as Window' box is selected.



Turning on the Tablet and Opening the ORExt Testing App

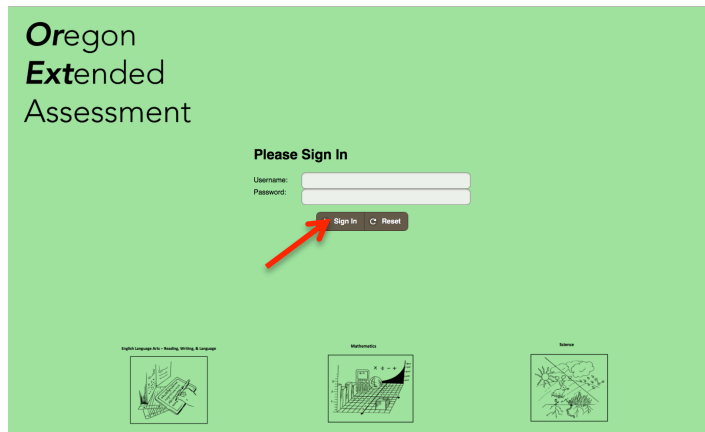
Press and hold the power button until the screen turns on. When the device has finished starting up, log into your device or swipe past the lock screen.

The ORExt Testing Application looks like this. You simply mouse over the application icon and tap or click on it to open up the program:



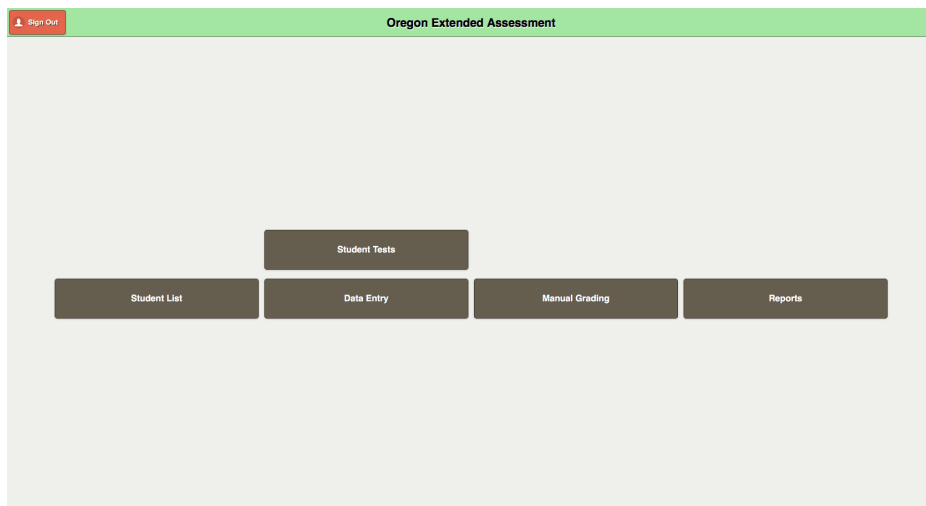
Logging Into the ORExt Testing Application

Once you have entered the program, you will see the screen below. Type your assigned Username and Password into the text boxes and select "Sign In."



Main Dashboard for the ORExt Testing Application

The main dashboard is the page that contains all required test administration functions. The "Home" button always returns you to this page (see screenshot below).



- The "Student List" button is used to select pre-existing students or enter students into your roster prior to assessment.
- The "Student Tests" button is used to select the assessment that will be administered to students.
- The "Manual Grading" button shows you all of the students written responses for item scoring.
- The "Data Entry" tab allows the QA to manually enter students' responses, should the tablet administration be interrupted and switched to paper/pencil.
- The "Reports" section shows student testing status for content areas in which testing has been completed.
- To sign out of the program from the Home page, you simply need to select the "Sign Out" button.

Selecting or Adding Students

Selecting: The ORExt test application is pre-populated with all required fields using updated ODE databases. The required fields (Student First, Middle, and Last Name; Gender; Grade; and, SSID) should be accurate and show all of the students with disabilities in your respective school. The steps for selecting or adding students are these:

- First, you will need to select the “Student List” button and identify the students whom you are testing.
- Second, enter the student’s primary as well as secondary (if applicable) IDEA eligibility. If there are no secondary eligibilities, select “0” for “Not Applicable.”
- Once this information is entered, please select the “Save” button to ensure that the information is captured.



IDEA Eligibility Codes

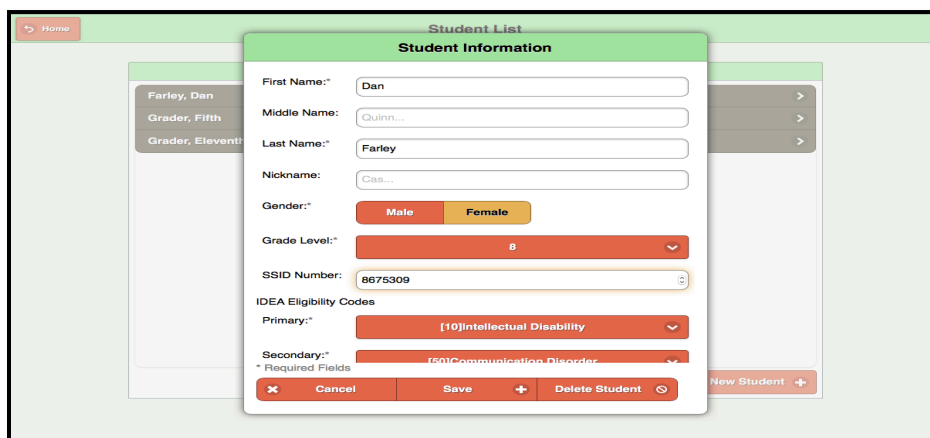
Primary:* -- select an option --

Secondary:* -- select an option --

* Required Fields

Cancel Save + Delete Student

Adding A Student: Data from ODE is pushed to the ORExt application twice daily. Students should appear on your list as quickly as your district’s student information system updates with the state. In the unlikely event you do not see a student whom you are testing, you must select “Student List” and create a new student by selecting the “New Student +” button. The name fields are very particular and won’t accept numbers or most symbols. **Remember, the SSID number must be the State Student Identification Number, not any district identifier.** You will also need to select the primary and secondary (if applicable) eligibility. Once complete, select the “Save +” button to add the student to your roster.



Student List

Student Information

First Name:* Dan

Middle Name: Quinn...

Last Name:* Farley

Nickname: Cas...

Gender:* Male Female

Grade Level:* 8

SSID Number: 8675309

IDEA Eligibility Codes

Primary:* [10]Intellectual Disability

Secondary:* [50]Communication Disorder

* Required Fields

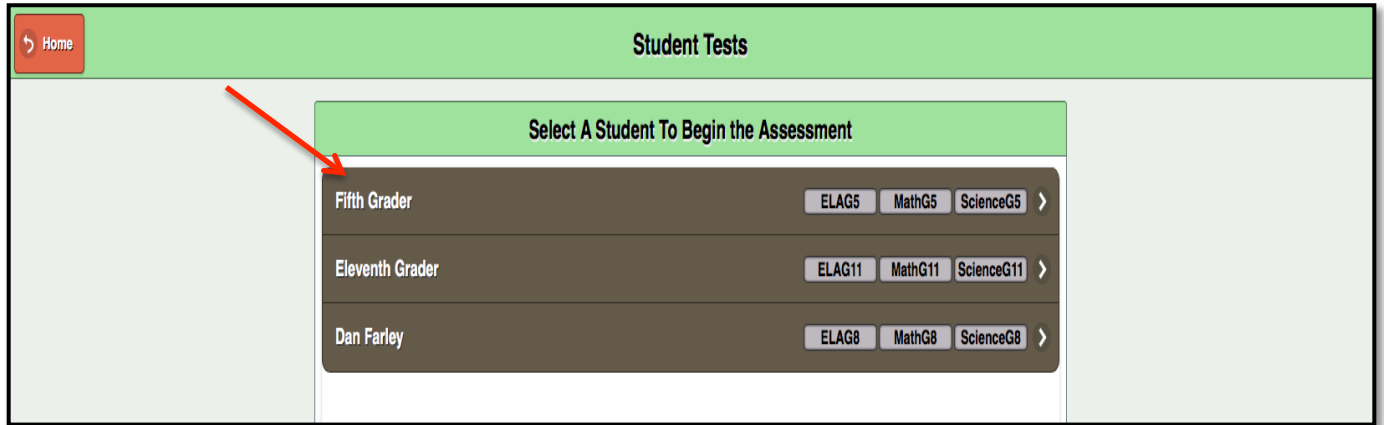
Cancel Save + Delete Student

New Student +

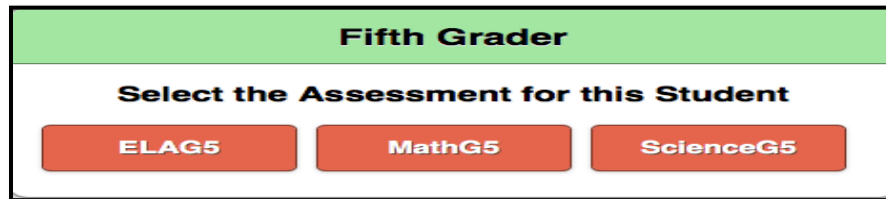
Press the “Home” button to return to the main dashboard. You are now ready to select the appropriate assessment(s) for your student(s) using the “Student Tests” button.

Student Tests

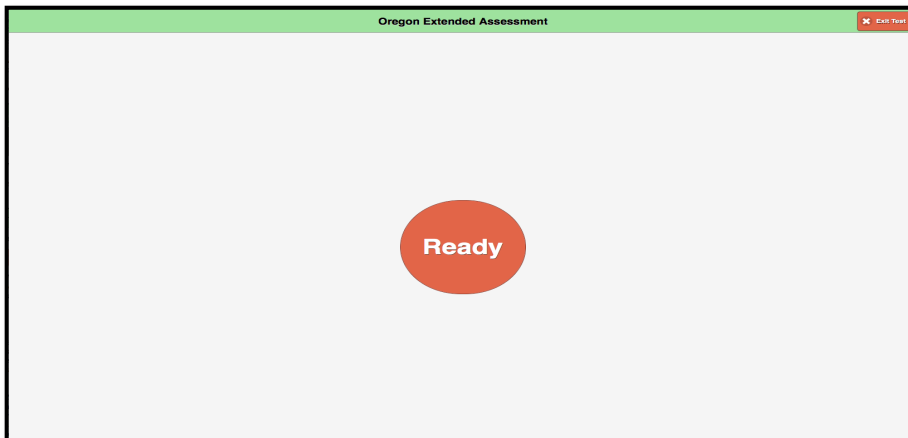
You will see a screen that looks like the following for all students with disabilities in your school (including SWD whom you have entered, if relevant). You select the test you want to begin with (ELA, Math, or Science) and proceed with testing.



You will then see the following screen, where you confirm which test you would like to administer to your student.



Once an assessment is selected, you will see the following "Ready" button. This is the time to engage the student in testing. They can select that they are ready or do so with support from the QA as needed.

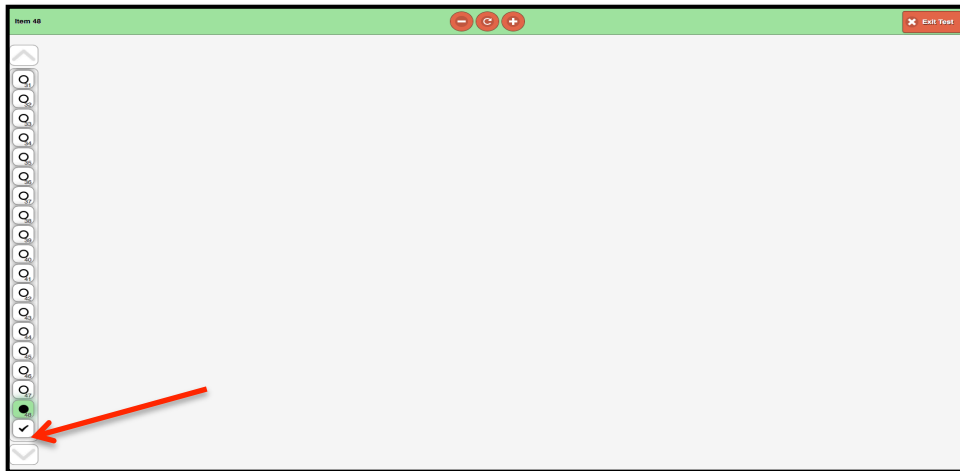


Supporting Administration of the Assessment(s) to Your Student(s)

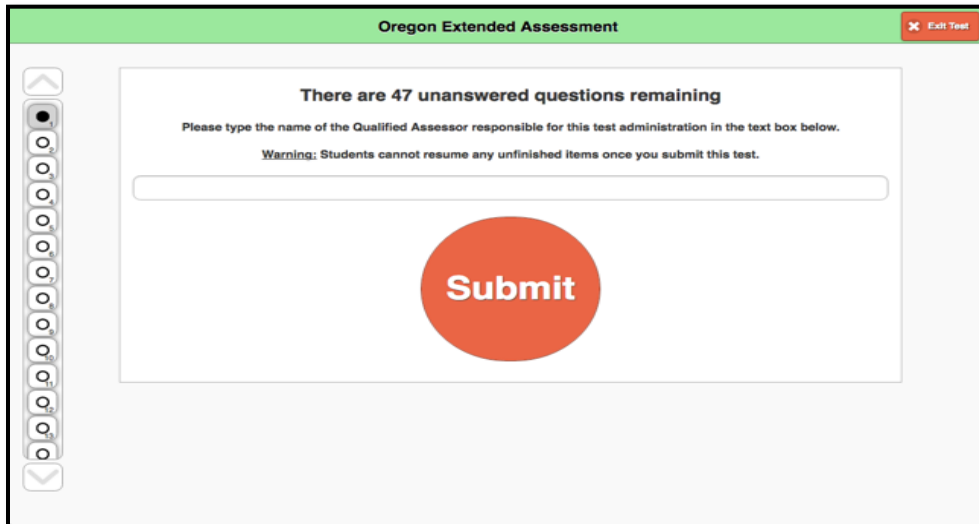
During the assessment, the QA must be available to monitor and assist the student as testing progresses. Students can be supported in any manner that does not compromise the item construct (i.e., full physical, partial physical, verbal/gestural, or independent). The 48 operational items are presented in order. Once the student's response is recorded, which is done by either touching the correct answer, using a mouse to select the correct answer, or using assistive technology to identify the answer with/without teacher mediation, the subsequent item is presented. The + and - buttons on the top left of the screen will scale (zoom) the elements on the screen.

The tool bar at the top includes the item number for the current item, a clockwise refresh arrow button to refresh/repeat audio, a +/- button to either slow down or speed up the pace of the audio file, and an "Exit Test" button that allows the QA to exit the test. If a QA selects to exit the test, they must enter the passcode "2018" to complete the operation.

A test can be exited at any point and the student's items will be saved. However, students **will not be allowed to modify any answer choices for items previously answered** after a test has been exited.



There is also a scroll on the left-hand column that conveys the students progress. The QA can move to any item in the assessment during an administration by scrolling through the item icons. Items that have been answered will be filled with a black dot. Items that have yet to be answered have an empty, white dot in the middle. Once the student has completed a test administration, **either by meeting the minimum participation rule or by answering all 48 questions**, the QA selects the check mark at the bottom of the left-hand item scroll (see red arrow above). The QA will then see a screen that provides a summary of the number of items the student has answered, a text box where the QA's name should be entered (by the QA), and a big, red "Submit" button. It is critical that the scores are not submitted until the QA has verified that the student has responded to all items as expected.



For example, you can see in the screen shot above, the student has 47 questions that have not been answered. **Please make sure that students are done with testing before hitting the “Submit” button.**

Writing Items

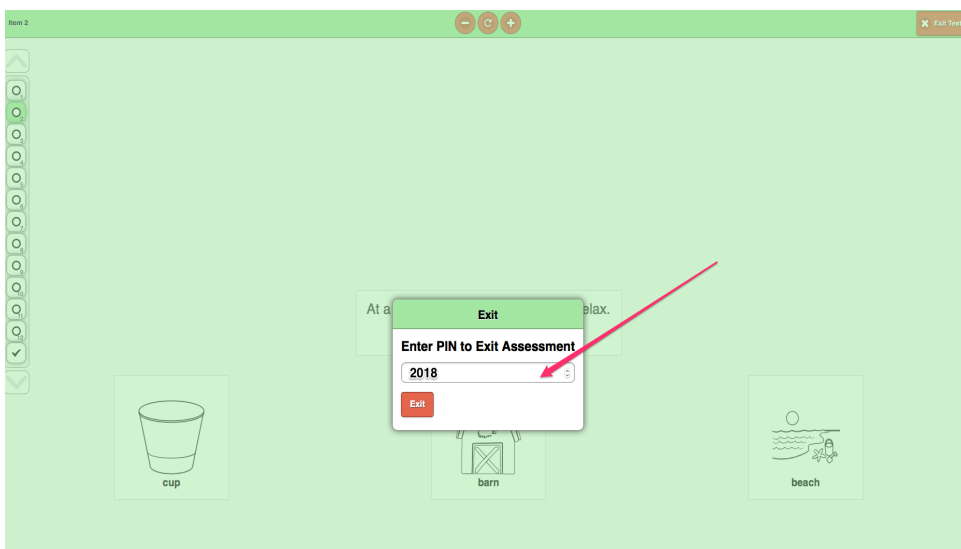
There are several items that present a writing performance demand for the student (copy, trace, or write). These items are likely to require direct QA support for administration given their functionality and complexity. The clockwise refresh button at the top repeats the prompt without deleting what the student has already written, allowing the student to write at his/her own pace. The +/- buttons again slow down or speed up the audio. The “Drawing/Typing” buttons allow for students to record responses with their fingers or a writing instrument recognized by the tablet (Drawing) or via a tablet-based or virtual keyboard (Typing). There is a pencil icon to the right-hand side (see red arrow) that is used to select the writing instrument, a compass icon that allows for QAs/students to move the words presented around in the viewing screen, and an “X” button which is connected to an eraser function if a student wants to erase a specific portion of a response. When the student completes the writing assignment, they select the checkmark button to demonstrate that they want to submit their writing as final. If they want to completely start over at any point, they select the counter-clockwise Refresh button toward the bottom of the screen.



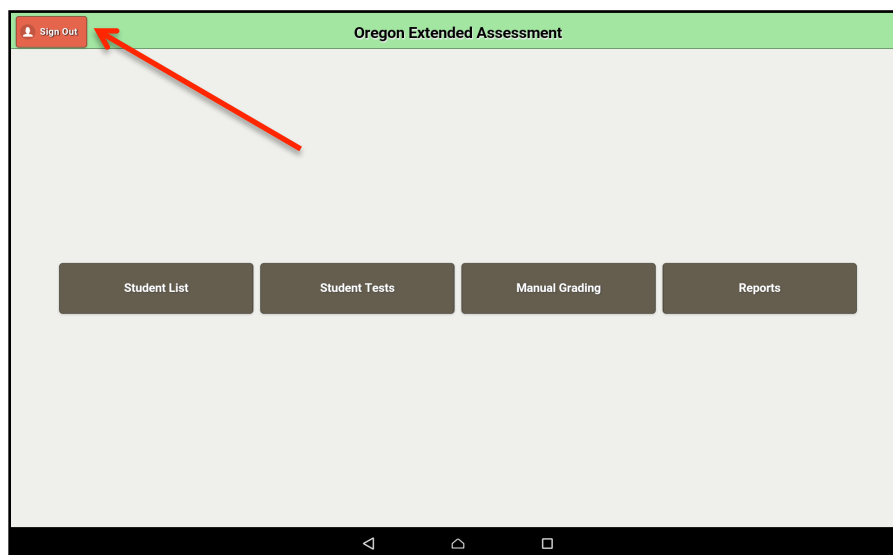
If the student uses an augmentative or alternative communication device (AACD) to generate written products, use the tablet to present the item. However, item scoring will need to be completed based upon the student’s AACD output rather than what is stored in the testing application (see Scoring the Writing Items on the ORExt Testing Application below).

Exiting the ORExt Testing Application

The student cannot exit the test independently. Once the student completes testing, a notification of test completion is generated (an icon of an apple giving a thumbs up). The QA then selects the “Exit Test” button at the top right. The QA is required to enter a password to exit, which is “2018” for the ORExt testing application. *Note:* after you have entered 2018 using the pop-up keyboard, touch the Exit Test pop-up, then select the “Exit Test” button (see screenshot below).

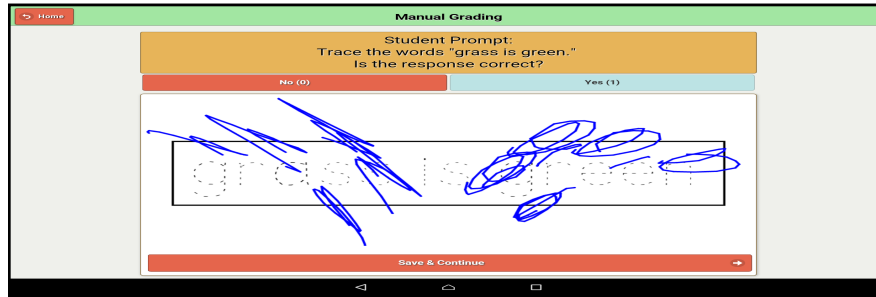


You then select the “Sign Out” button at the top left corner of the page, which takes you to the sign in screen.



Scoring the Writing Items on the ORExt Testing Application

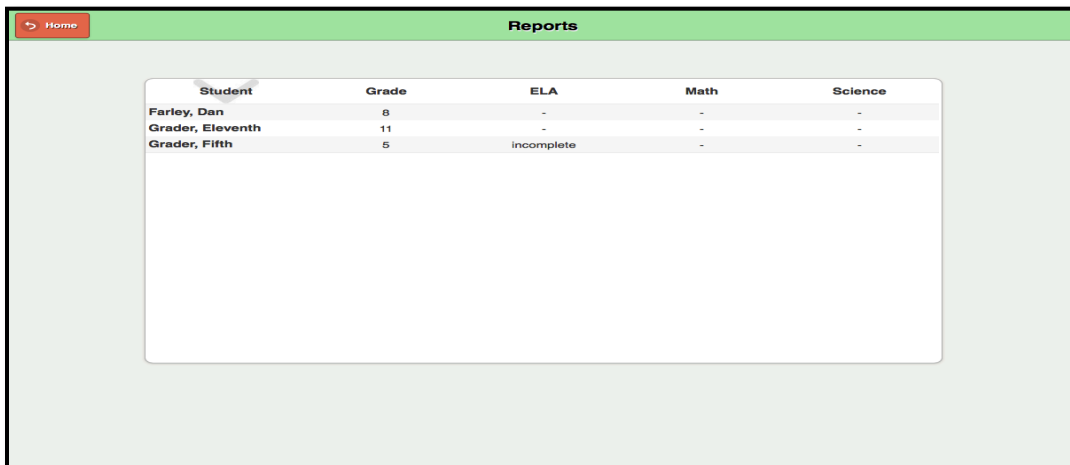
All student writing is recorded by the database and presented to the QA for scoring thereafter. The required written outcome and scoring directions are presented, along with the student's actual writing, and the QA is asked to score the response as correct or incorrect. The within-school students will be identified by name so their respective QA knows which items to score.



If the tablet administration is discontinued and the student completes the assessment via paper/pencil, the QA should use the “Data Entry” tab on the main dashboard to manually enter student responses. The “Data Entry” tab disables the assessment audio, allowing the QA to move between test items more rapidly, while recording the student’s paper/pencil responses to the tablet.

Accessing Reports on the ORExt Testing Application

All reports for the ORExt testing application are available through the Reports tab on the main dashboard screen. You will see all students whom you have entered in the “Student List” section. There will be a dash for assessments that have not been administered, a raw score (out of the 48 possible) for assessments that have been administered, and a testing incomplete warning for assessments that were started, but not completed.

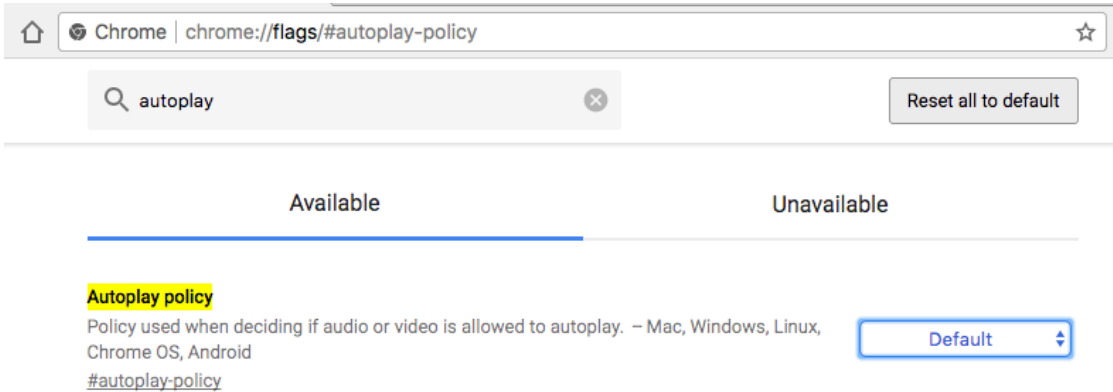


Student	Grade	ELA	Math	Science
Farley, Dan	8	-	-	-
Grader, Eleventh	11	-	-	-
Grader, Fifth	5	incomplete	-	-

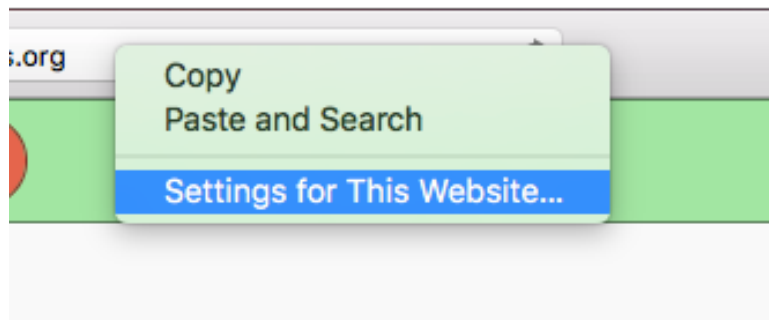
Desktops/Laptops and Browsers; Chrome and Safari

We want to emphasize that the electronic version of ORExt is also available on Chrome and Safari, on all desktop/laptop platforms. For the electronic version of ORExt to perform on your laptop or desktop we have imbedded a flag in Chrome to take you to Autoplay Settings:

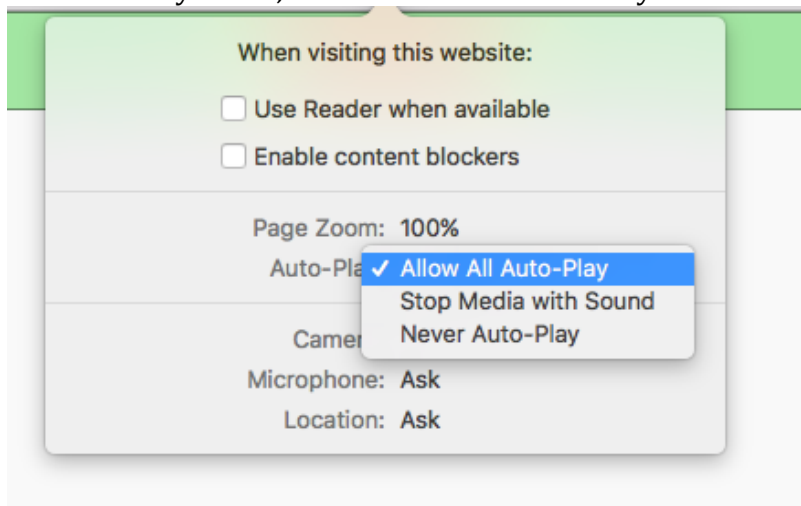
AutoPlay instructions, since AutoPlay is a requirement of the application.



If you are using Safari (as your browser) you will need to enable AutoPlay as follows:
Right Click on the URL bar and select “Settings for this Website”:



Then for the Auto-Play menu, select “Allow All Auto-Play”



(Optional) To Enable “Guided Access” in your iOS settings

- Open “Settings”
- Go to “General” > “Accessibility”
- Tap on “Guided Access” (You may need to scroll down the page under the “Learning” section)
- Slide the button to the “ON” position
- Optional: Select “Set Passcode” (this will prevent students from leaving “Guided Access” mode) and enter a passcode
- Launch the ORExt application, however, this works with ANY application installed on the iPad.
- Configured Guided Access = With the application still open, triple-click the Home button. The “Guided Access” setup screen appears.




Using Guided Access

After configuring Guided Access as desired, tap on the “Start” button in the upper right. The application is now running in Guided Access or “kiosk” mode. If you try tapping on the Home button or Sleep/Wake button you’ll see they have no effect. The Home and Sleep/Wake buttons will show a small message on the screen letting you know that Guided Access is enabled. You can exit Guided Access by triple-clicking the Home button once again, and entering your passcode (if configured). You will be taken back to the Guided Access setup screen, where you can either End or Resume Guided Access.




(Optional) To Enable “Pin & unpin screens” in your Android/Chrome settings

You can pin an app's screen to keep it in view until you unpin it. For example, you can pin an app and hand your phone to a friend. With the screen pinned, your friend can use only that app. To use your other apps again, you can unpin the screen.



Turn on screen pinning

- Open your device's Settings app 
- Tap **Security & Location** > **Screen pinning**. Turn on **Screen pinning**. When screen pinning is on, you may see an option to ask for your PIN, pattern, or password before unpinning.

To Pin a screen

- Go to the screen you want to pin
- Tap Overview 
- Swipe up to show the Pin  You'll see it at the bottom right of your selected screen
- Tap the Pin 

Unpin a screen

- On the pinned screen, touch and hold Back  and Overview .
- If you chose to be asked for your PIN, pattern, or some versions have the option for password before unpinning, if so, you'll need to enter it.

ORExt Testing Application HelpDesk Information

The ORExt assessment system is supported by a *HelpDesk* operator, Project Specialist Sevrina Tindal, who responds to all requests within a 24-hour period, though is usually much faster. Sevrina can be reached at 1-800-838-3163 or at orextended@k12test.com.