NSCAS Growth Proctor Guide—Spanish

2023–2024 NSCAS Growth
English Language Arts, Mathematics, and Science

Contributors

Nebraska Student-Centered Assessment System (NSCAS) Growth Assessments are administered by the Nebraska Department of Education (NDE):

500 S. 84th St., 2nd Floor
Lincoln, Nebraska 68510-2611

402.314.3013

The assessment contractor is NWEA.NWEA can be reached by calling Customer Service at 855.225.9926 or by emailing NWEANebraska@nwea.org.

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Part 1—General information

About NSCAS Growth and NSCAS Science assessments

The Nebraska Student-Centered Assessment System (NSCAS) Growth assessments are administered in English Language Arts and Mathematics. These assessments were developed specifically for Nebraska to provide teachers, students, and parents with information on student learning strengths and needs throughout the year, as well as student progress in mastering college and career-ready skills based on Nebraska's Academic Standards. The NSCAS Science assessment also assesses student progress in mastering college and career ready skills but is a summative test rather than a growth test.

The NSCAS Growth assessments are comprised of items written or reviewed by Nebraska educators. The items were field tested during previous administration years, and additional items are field tested in each operational year to expand the number of available items for subsequent NSCAS Growth assessments. Students in grades 3–8 may be administered assessments in English Language Arts (ELA) and Mathematics. For the 2023–2024 academic year, fall and winter administrations are optional and spring is required. Students in grades 5 and 8 are also administered Science assessments in the spring term only. Paper/pencil tests are available for students with a qualifying documented need.

The NSCAS Growth Proctor Guide—Spanish has been designed to help you administer the online version of the NSCAS Growth and NSCAS Science assessments accurately and efficiently. Please take the time to read this guide to become familiar with the administration of the NSCAS Growth assessments. Good organization of test materials and well-executed procedures will help the administration proceed smoothly and help students have a positive experience in showing what they know and can do.

If you feel you do not have the proper training or are unprepared to administer the assessment, please seek guidance from your school or district leadership.

Who should read this guide?

The NSCAS Growth Proctor Guide—Spanish is intended for use by Proctors responsible for administering the NSCAS Growth tests to students in Spanish.

Administration of the NSCAS Growth and NSCAS Science assessments is an important professional responsibility. The usefulness of the test results depends on the accuracy of each student's performance. Experience shows that student performance is highly dependent upon the student's motivation and attitude towards the test, the preparedness of the Proctor, the physical arrangements for testing, and adherence to instructions. To ensure accurate and reliable results, the Proctor must become thoroughly familiar with the procedures described in this guide before administering the test.

Proctor responsibilities

Proctors are trained district employees who administer NSCAS Growth and NSCAS Science assessments to students. To ensure accurate results, all Proctors must follow the same procedures when administering the test.

It is the Proctor's responsibility to:

- Collect and return applicable assessment materials (test tickets, scratch paper and accommodated paper materials) to the School Assessment Coordinator, maintaining assessment security throughout

- Read and sign the Assessment Security and Student Data Privacy Agreement

- Prepare the room for the assessment

- Provide students with the required universal tools, if applicable, such as scratch paper, pencils, erasers, etc.

- Ensure standardized assessment conditions in which no coaching or prompting occurs

- Report and document any issues that arise during assessment

- Administer make-up assessments for students absent from scheduled assessment sessions, as directed

- Monitor the test session in Acacia

- Prohibit talking or sharing of responses

- Adhere to all security requirements

Before you begin the assessment:

- Complete all assessment administration trainings

- Print student test tickets

- Provide each student with a pencil, eraser, and scratch paper

- Ensure no student is in possession of an electronic device other than their testing device

- Familiarize yourself with any support and accommodation needs of students in the room

- Report any obvious technology issues to the appropriate staff

Prepare students for testing by informing them of the scheduled tests in advance. Explain to the students why they are being tested and how the results will be used. Encourage students to come to school well-fed and rested on testing days as research shows this is correlated with improved grades and test scores. Students can sense the importance the Proctor places on the tests, and their performance may be affected accordingly. Students should realize that doing their best is important.

Test administration window dates

For 2023–2024, the fall and winter test administrations are optional, while the spring administration is required. Refer to the Important Dates reference on the [Assessment Portal](#) for other key deadlines.

Table 1: Test administration window dates

Season	Content area and grade	Date
Fall administration (optional)	ELA & Math: Grades 3–8	August 21, 2023–September 29, 2023
Winter administration (optional)	ELA & Math: Grades 3–8	December 4, 2023–January 26, 2024
Spring administration (required)	ELA & Math: Grades 3–8 Science: Grades 5 & 8	April 1, 2024–May 10, 2024

Recommended scheduled test-taking time

The NSCAS Growth assessments do not have time limits. While students should be provided with as much time as needed to complete each content area, the typical test-taking time is no more than 90 minutes. [Table 2: Test Duration Details](#) on the next page lists the number of test questions per content area and the amount of time recommended to schedule a test session. Some students may require more time than others. The recommended scheduled test-taking time does not include test ticket distribution or student log-in time. When scheduling test sessions, these factors should be considered.

Students who do not complete the test in one sitting can complete the test later during a make-up session; their progress will be saved.

Proctors should not pace students. If individual students finish testing early, they may read or work on other assignments.

Table 2: Test Duration Details

Grade Level	Content Area	Approximate Number of Test Questions*	Recommended Scheduled Test-Taking Time
3–8	Mathematics	Fall and winter: 40 Spring (online): 45 Spring (paper/pencil): 40	90 minutes
3–8	English Language Arts	Fall and winter: 40 Spring (online): 45 Spring (paper/pencil): 40	90 minutes
5 & 8	Science	To be determined	60 minutes
All students in the same grade given the same test will receive the same number of test items.			

Testing availability

The hours that testing should take place are between 6:00 a.m. and 7:00 p.m. Central Standard Time (CST). Students who begin testing before 7:00 p.m. CST may complete their tests after 7:00 p.m. CST. However, if at any point they exit or are exited from the test after 7:00 p.m. CST, they will not be able to resume testing until the next day.

Participation with accommodations

There are students who may need special accommodations, and it is important that all students receive the correct accommodations. For guidelines on accommodations, refer to the *NSCAS Accessibility Manual*.

Accommodations are assigned when students are registered. Contact a School Assessment Coordinator or District Assessment Contact if a student is not assigned the correct accommodations.

Students may also use approved non-embedded resources, such as multiplication charts or noise buffers, as specified by NDE policy. A complete list of non-embedded universal tools, linguistic supports, and accommodations is included in the *NSCAS Accessibility Manual*.

NSCAS Growth and NSCAS Science assessments security

In a centralized testing process, it is critical that equity of opportunity, standardization of procedures, and fairness to students is maintained. Therefore, all administrators and teachers—especially those who are administering the assessment—must familiarize themselves with NSCAS security procedures. Breaches in security are taken very seriously and must be quickly identified and reported to the NDE Statewide Assessment Office. From there the determination is made as to whether a professional practices complaint will be filed. Review and follow the information NSCAS Growth security procedures on page 55 carefully to understand the security procedures and how to report breaches in security.

Districts should also maintain a set of policies that includes a reference to the NSCAS *Security Manual*.

Testing ethics and appropriate practice

All teachers need to be familiar with appropriate testing ethics and security practices related to testing. Professionalism, common sense, and practical procedures will provide the right framework for testing ethics. School districts are required to hold all certificated staff members in school districts accountable for following the *Regulations and Standards for Professional Practice Criteria* as outlined in Rule 27. The NSCAS *Security Manual* includes clear practices for appropriate security.

Online security

Student test tickets contain student-level password information for accessing the tests and must be kept secure. Proctors should print or be given the student test tickets prior to test administration, allowing them ample time to review and organize the tickets for distribution before the test begins. Once a test session is started, only the student taking the test is allowed to view the student's screen. No one is allowed to view or copy test content while a student is testing.

This *NSCAS Growth Proctor Guide—Spanish* is not considered a secure test material.

Student test security

Students should look only at their own computers. For further security, folders may be set up around each computer screen to eliminate any possibility of students looking at other computer screens. For larger groups, make sure a sufficient number of Proctors are available to monitor the room. Assessment Coordinators and para-educators under the supervision of a certified teacher may be used as Proctors.

Returning or destroying secure materials

Proctors must collect all student test tickets, copies of the Mathematics Reference Sheet, scratch paper, and test booklets (where applicable) from students after testing and return them to the School Assessment Coordinator so that those materials can be securely destroyed.

Part 2—Navigating the Acacia platform

Acacia management and reporting system requirements

The management and reporting insights platform, known as Acacia, is supported on the latest versions of the following browsers:

- Google Chrome™
- Mozilla® Firefox®
- Mozilla Firefox LTS

- Microsoft® Edge™
- Safari®
- Safari on iPad®

The website is optimally viewed using a 1280 x 1024-pixel screen resolution. System functionality and screens may display, operate, or appear differently in different browsers and operating systems.

Access Acacia

To access the Acacia management platform:

1. Log in to MAP (also known as the Comprehensive Assessment Platform or CAP) at https://teach.mapnwea.org using your MAP login credentials.

2. Select the **NSCAS Growth** link at the top.
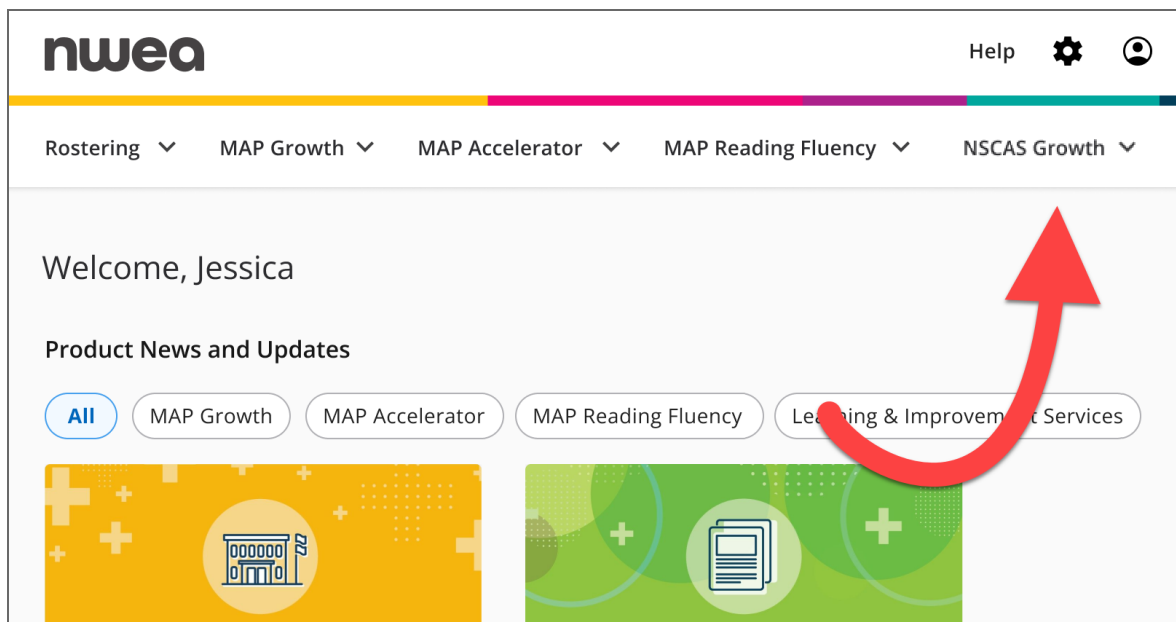
- Alternatively, if you are already logged in to MAP, the NSCAS Growth link may be in the left navigation menu.

3. Select **NSCAS Growth Acacia Landing Page**.

You will be automatically directed to Acacia.
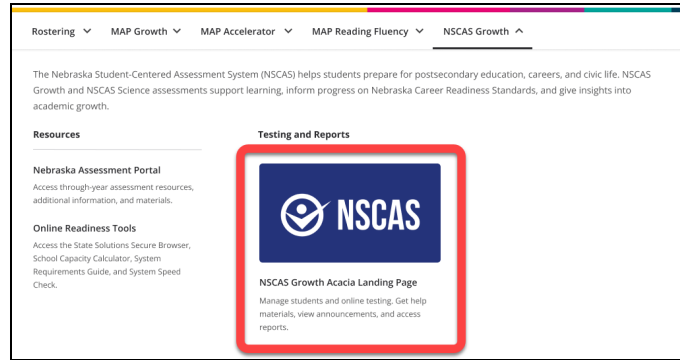
Acacia home

Access the Acacia home page at any time by clicking **Home** at the top of the main menu on the left. The following information is available on the home page:

1. **Announcements**: The Announcements section contains announcements from the state or district.

2. **Test Windows**: A list of test window dates for this academic year.

3. **Shortcuts**: A set of links to commonly used functions in Acacia such as Add Student, Monitor Test, or View Reports. The links available vary by user role.

Navigation menu

To show or hide the menu, select the **Menu** button at the top left.
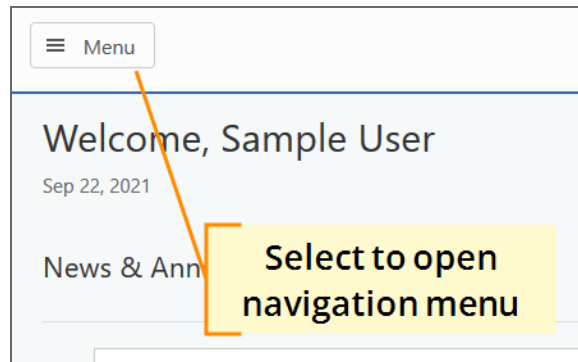
Your user profile

At the top right of the Acacia home page is a **Profile** icon. Select this icon to view your profile.

Your user information and roles are automatically synced to Acacia from the MAP Growth platform. Any necessary updates should be applied in MAP.

Help and logout

Next to the **Profile** icon are the **Help** and **Logout** icons. Use the **Help** icon to access help documentation. Use **Logout** icon to close your current session and return to the login page.

Part 3—Preparing students for testing

View student tutorial videos

The student tutorial, linked from the Nebraska Assessment Portal, is an interactive video that shows students how to navigate the test environment and use item aids in the platform. It demonstrates:

- logging in to and navigating a test;
- how to answer various types of test questions;
- the tools available during the test.

Students may also view the "What Is a Computer Adaptive Test?" video. This short video describes how a computer adaptive test helps students best demonstrate what they know. This video is posted to the Assessment Portal under the Assessment Coordinators tab.

Practice with the calculator

Students use Desmos calculators on grades 6–8 Mathematics assessments and on NSCAS Science assessments.

Desmos calculators are a free online resource that can be used by educators and students in the classroom. Educators and students can visit the Desmos practice site to familiarize themselves with the Desmos calculator. There are some differences between the scientific calculator on the Desmos practice site and the scientific calculator used on NSCAS assessments; refer to NE Desmos Calculators for details.

Administer NSCAS Growth Item Type Samplers

What is the Item Type Sampler?

NSCAS Growth Item Type Samplers help introduce students to the NSCAS Growth assessments. They allow students to practice various item types and try out tools available in the online test prior to the actual NSCAS Growth administration. They also allow other stakeholders, such as parents and administrators, to experience the test environment.

The Item Type Samplers are available both online and in a paper/pencil version. Students should access the same mode (online or paper/pencil) in which they will actually test.

For more information about Item Type Samplers, refer to

Before administering the Item Type Sampler

Take the following steps to prepare to administer the Item Type Sampler:

1. If they have not already done so, have students view the Student Tutorial video. Refer to View student tutorial videos on the previous page.

2. For students taking the Online Item Type Sampler, confirm that the NWEA State Solutions Secure Browser or app is available on testing devices.

3. For students taking the paper/pencil Item Type Sampler, make sure you have printed copies available.

4. Prepare for any necessary accommodations. Students should use the same accommodations on the Item Type Sampler as they do in the test. Refer to the *NSCAS Accessibility Manual* for details.

How to administer the Item Type Sampler

When students are ready to take the Item Type Sampler:

1. Make sure students are seated with their testing devices or, for paper/pencil tests, their Item Type Sampler booklets.

2. Follow the appropriate script. The script will walk students through logging in to the Online Item Type Sampler and give them the information they need to complete the sampler.

   - Online Item Type Sampler: Instructions for NSCAS Growth and Item Type Samplers on page 18
   - Paper/pencil Item Type Sampler:
     - Instructions for English Language Arts paper/pencil test and Item Type Sampler on page 34
     - Instructions for Mathematics paper/pencil test and Item Type Sampler on page 38
     - Instructions for Science paper/pencil test and Item Type Sampler on page 44

Prepare paper assessments

For any students who need paper accommodation, verify that you have received test booklets from the School Assessment Coordinator.

Prepare testing location

Good organization of test materials and well-executed procedures will help test administration proceed smoothly. Follow these recommended guidelines:

- Make sure the testing location has comfortable seating, sufficient workspace, and good lighting.

- Remove or cover any visual aids and clues throughout the administration of all tests.

- For larger groups, consider requesting additional adult help to better manage the testing session.

- Post a "Testing in Progress" sign on the door to prevent interruptions.

- Seat students so they have enough room and cannot view other students' computer monitors.

Part 4—Administering the online test

Download and print test tickets

Proctors can print student test tickets. Consult your school's policy to determine who is primarily responsible for printing student test tickets prior to testing.

To download and print Test Tickets, follow these instructions:

1. In the main menu, go to **Online Testing** > **Manage** and find the group you want to print tickets for. Refer to [View online testing groups](#) on page 27 for detailed instructions.

2. To check student accommodations, select **Test Settings** and confirm accommodations for all students have been assigned as needed.

   Note: If accommodations are not assigned as needed, update the student record before moving on to the next step.

3. To print tickets for all eligible students, select **Generate All Tickets** at the top of the student list. Select **PDF: One Ticket Per Page**, **PDF: Four Tickets per Page**, or **CSV**.

4. To print Test Tickets for a set of students, select the checkbox next to the students you want to print tickets for, then select **Generate All Tickets** at the top of the student list. Select **PDF: One Ticket Per Page**, **PDF: Four Tickets per Page**, or **CSV**.

   Note: If Test Tickets are printed before accommodations are assigned, a new Test Ticket will be needed after necessary accommodations are assigned.

5. To print a ticket for a single student, select the PDF icon in the **Actions** column for that student.
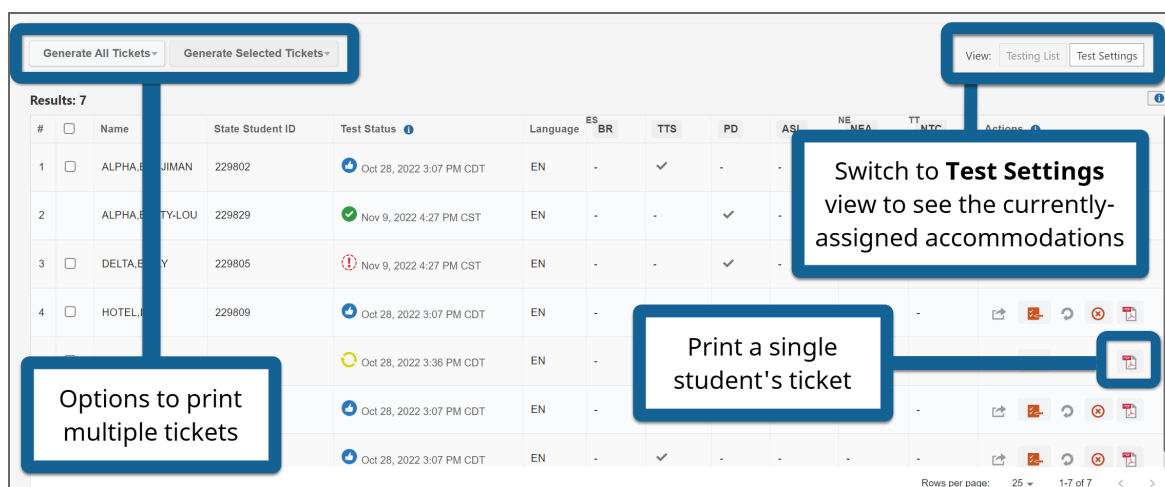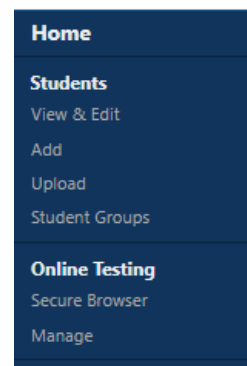
6. A printable PDF document appears, which includes a roster and Test Tickets for the student or students selected.

Distribute student test tickets

Each student must have a test ticket to access an online test. Test tickets include test administration, group, first and last name, date of birth, subject, grade, accommodations, and student login credentials. Student test tickets may be printed by the school's testing coordinator or by the Proctor.

Prior to testing:

- Review the individual student test tickets for accuracy
- Distribute the student test tickets and verify that each student has received their unique ticket
- Ensure students enter information from their tickets correctly when logging in to the test
- Verify students are logged in to the correct test

In between test sessions:

- Collect test tickets and securely store them for the next test session

Upon completion of all tests:

- Securely destroy all test tickets

Student log in

When students are ready to log in to the NSCAS Growth assessments or Item Type Sampler, follow this script:

- [Instructions for NSCAS Growth and Item Type Samplers](#) on page 18

On the second day of testing, or following consecutive days of testing, use this script:

- [Instructions for continuing testing](#) on page 23

> **Note**: Unlike the MAP Growth platform and the Comprehensive Assessment Platform from previous years, Proctors do not need to open and close testing sessions, confirm students for testing, or manually pause student tests. Students simply log in with the information on their test ticket. Proctors should monitor the student status in the online test session. Refer to [View online testing groups](#) on page 27 for instructions and more information.

Instructions for NSCAS Growth and Item Type Samplers

> **Note**: If all the students in the test session are continuing in-progress tests instead of starting a new test, do not use this script. Use the scripts in

Read aloud **word for word** the material that is preceded by the word "Say."

Italicized text and text outside the "Say" boxes is for Proctors only and should not be read to the students.

Read the directions to the students exactly as they are written using a natural tone and manner. If you make a mistake in reading a direction, stop and say:

SAY	*If you make a mistake reading a direction:*
	"No, perdón. Escucha nuevamente."

Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

> **Note:** Copies of the Mathematics Reference Sheets can be provided (available from https://connection.nwea.org/s/nebraska). These can be printed and made available for students when they begin testing. The reference sheet is also available as a tool in the test.

Welcome instructions

SAY	Hoy completarás la [prueba o prueba de muestra de preguntas] de NSCAS Growth.
	Esfuérzate al máximo en la [prueba o muestra]. Debes contestar cada pregunta antes de que puedas pasar a la siguiente y no podrás volver atrás después de haber pasado a la siguiente pregunta.
	No hay límite de tiempo para realizar la prueba y se te dará tiempo suficiente para terminar.
	Si necesitas ayuda una vez que hayas comenzado la [prueba o prueba de muestra], levanta la mano y me acercaré. No puedo darte información adicional durante la [prueba o prueba de muestra]. Tampoco puedo aclarar palabras que no entiendas.
	¿Hay alguna pregunta?

Answer all questions. When all students are ready, continue.

Login instructions

SAY	Empezaremos por ir a la página de la [prueba o muestra].

SAY	**Windows® :** Desde el menú de inicio, Start, elige el navegador NWEA State Solutions Secure Browser.	**Mac®:** Haz doble clic en el ícono NWEA State Solutions Secure Browser en la pantalla.	**Chromebook™ or iPad:** Inicia la aplicación NWEA State Solutions Secure Browser.

If administering NSCAS Growth:

SAY	Elige "NSCAS Growth". Deberías ver en tu pantalla la página para iniciar sesión. ¿Hay alguien que no pueda ver la página de inicio de sesión?

Assist students as needed.

SAY	Escribe el nombre de usuario o username, la clave o password y el ID de la sesión exactamente como aparecen en tu tique (Student Test Ticket). Usa el botón **Take Test** para pasar a la siguiente pantalla.

Take the NSCAS Growth Assessment

Username
Enter your username

Password
Enter your password

Session ID
Enter your session ID

Reset   Take Test →

Assist students as needed, but do not type in any information for them. Only students who experience extreme difficulty may have an adult type the information into the computer. This information is unique to each student.

SAY	Ahora deberías ver una pantalla con el nombre de la prueba en el centro y tu nombre en la barra de arriba. ¿Hay alguien que no vea la prueba correcta, o no vea su nombre arriba de la pantalla?

Assist students as needed.

SAY	Usa el botón **Next** para pasar a la siguiente pantalla.

SAY	Elige la prueba de muestra de preguntas "Item Type Sampler".
	Cada uno elige el grado, asignatura y adaptaciones del menú.
	Elige el botón **Take Test** azul para pasar a la siguiente pantalla.

SAY	Ahora deberías ver una pantalla con el nombre de la prueba en el centro. ¿Hay alguien que no vea la prueba correcta?

Assist students as needed.

SAY	Usa el botón Siguiente para pasar a la siguiente pantalla.

For all tests and samplers:

SAY	Ahora deberías ver una pantalla con el signo de alto, ALTO. ¿Hay alguien que no vea el signo ALTO?

Assist students as needed.

Test introduction

SAY	Esta [prueba o muestra] cuenta con distintos tipos de preguntas y herramientas disponibles.

If administering NSCAS Growth:

SAY	Deberías haber tenido la oportunidad de practicar antes de la prueba. Avísame si no lo has hecho.
	Si necesitas levantarte de tu silla, primero levanta la mano y te daré permiso para salir de la prueba. Cuando regreses, podrás continuar la prueba entrando la información en tu tique (Student Test Ticket).

For all tests and samplers:	

SAY	Sabrás que has terminado cuando veas una pantalla que te felicita y dice: "Congratulations, you have finished the test ."
	Cuando termines, espera en silencio o lee un libro hasta que te dé más instrucciones.
	¿Hay alguna pregunta?

Answer all questions. When all students are ready, continue.

SAY	Puedes empezar con la prueba. Toca la flecha para empezar.

While students are testing

While students are working, walk around the room to see that they are following directions and that they are not looking at any other students' tests. For the NSCAS Growth assessments, the content of all passages and items is secure and should not be read or looked at by anyone but the student taking the assessment. This is considered a test security breach and should be reported to NDE.

Use the **Manage Online Testing** page to monitor student testing status. Refer to View online testing groups on page 27 for details. Should a student encounter an item that they believe is problematic, please follow the steps listed in Problem item reporting on page 30.

If students need more time

The NSCAS Growth assessments are not timed. If the scheduled test session is ending and students need more time, they can exit the test and resume it during a later test session.

Students can be given a time warning to help avoid having students read half a passage and then having time run out during the scheduled session. Proctors may give students a ten-minute warning, a five-minute warning, or both, such as:

SAY	**Example five- or ten-minute warning**
	Atención: les quedan [cinco o diez] minutos. No empiecen otro pasaje.

At the end of testing

At the end of testing:

1. **NSCAS Growth or NSCAS Science only**: Tell any students still working that it is time to end the test for now, but they will be able to finish it later.

   - **Note for Item Type Samplers**: If a student does not finish the Item Type Sampler in one sitting, they will have to take the entire sampler again if it is restarted.

2. Instruct the students still working to use the **Logout** button in the upper right corner to exit their test.

3. Collect test tickets and scratch paper from all students and either securely store them for the next test session or give them to the School Assessment Coordinator to be destroyed. This is not necessary when administering Item Type Samplers.

Instructions for continuing testing

> **Note**: Only use this script in test sessions where the students are continuing in-progress tests. If the students are starting new tests, use the Instructions for NSCAS Growth and Item Type Samplers on page 18.

The NSCAS Growth and NSCAS Science assessments are untimed and designed to provide students with as much time as needed to complete each content area. Although the estimated test time is less than 90 minutes for any of the content areas, it is possible that some students will require more time than others. When scheduling test sessions, these variances should be considered.

This section provides Proctors with a script to help students continue in-progress tests.

In order to ensure accurate achievement results, it is essential that all Proctors follow the same procedures when administering the tests.

Instructions for continuing NSCAS Growth assessments

Read aloud **word for word** the material that is preceded by the word "Say."

Italicized text and text outside the "Say" boxes is for Proctors only and should not be read to the students.

Read the directions to the students exactly as they are written using a natural tone and manner. If you make a mistake in reading a direction, stop and say:

SAY	*If you make a mistake reading a direction:*
	"No, perdón. Escucha nuevamente."

Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

Welcome instructions

SAY	Hoy continuarás con la prueba de NSCAS Growth. Esfuérzate al máximo en la prueba. Debes contestar cada pregunta antes de que puedas pasar a la siguiente y no podrás volver atrás después de haber pasado a la siguiente pregunta. No hay límite de tiempo para realizar la [prueba o muestra] y se te dará tiempo suficiente para terminar. Si necesitas ayuda una vez que hayas comenzado la [prueba o prueba de muestra], levanta la mano y me acercaré. No puedo darte información adicional durante la [prueba o prueba de muestra]. Tampoco puedo aclarar palabras que no entiendas. ¿Hay alguna pregunta?

Answer all questions. When all students are ready, continue.

Login instructions

SAY	Empezaremos por ir a la página de la [prueba o muestra].

SAY	*Windows® :* Desde el menú de inicio, Start, elige el navegador NWEA State Solutions Secure Browser.	*Mac®:* Haz doble clic en el ícono NWEA State Solutions Secure Browser en la pantalla.	*Chromebook™ or iPad:* Inicia la aplicación NWEA State Solutions Secure Browser.

SAY	Elige "NSCAS Growth". Deberías ver en tu pantalla la página para iniciar sesión. ¿Hay alguien que no pueda ver la página de inicio de sesión?

Assist students as needed.

SAY	Escribe el nombre de usuario o username, la clave o password y el ID de la sesión exactamente como aparecen en tu tique (Student Test Ticket). Usa el botón **Take Test** para pasar a la siguiente pantalla.

Take the NSCAS Growth Assessment

Username

Enter your username

Password

Enter your password

Session ID

Enter your session ID

Reset   Take Test →

Assist students as needed, but do not type in any information for them. Only students who experience extreme difficulty may have an adult type the information into the computer. This information is unique to each student.

SAY	Ahora deberías ver la pregunta que sigue. Puedes continuar con la prueba cuando quieras.

While students are testing

While students are working, walk around the room to see that they are following directions and that they are not looking at any other students' tests. For the NSCAS Growth assessments, the content of all passages and items is secure and should not be read or looked at by anyone but the student taking the assessment. This is considered a test security breach and should be reported to NDE.

Use the **Manage Online Testing** page to monitor student testing status. Refer to for details. Should a student encounter an item that they believe is problematic, please follow the steps listed in .

If students need more time

The NSCAS Growth assessments are not timed. If the scheduled test session is ending and students need more time, they can exit the test and resume it during a later test session.

Students can be given a time warning to help avoid having students read half a passage and then having time run out. Proctors may give students a ten-minute warning, a five-minute warning, or both, such as:

SAY	*Example five- or ten-minute warning*
	Atención: les quedan [cinco o diez] minutos. No empiecen otro pasaje.

At the end of testing

At the end of testing:

1. **NSCAS Growth or NSCAS Science only**: Tell any students still working that it is time to end the test for now, but they will be able to finish it later.

2. Instruct the students still working to use the **Logout** button in the upper right corner to exit their test.

3. Collect test tickets and scratch paper from all students and either securely store them for the next test session or give them to the School Assessment Coordinator to be destroyed. This is not necessary when administering Item Type Samplers.
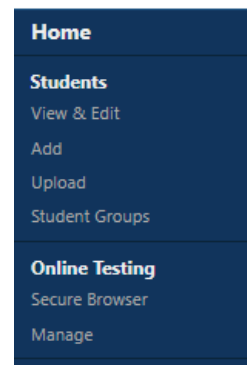
For guidance on how to handle situations not covered in this script, refer to

Part 5—Managing online testing

View online testing groups

To view and manage a testing group, complete the following steps.

1. In the main menu, select **Online Testing** > **Manage**.

2. From the drop-down lists, select the **Test Administration**, **Subject**, **Testing Grade**, and **School**.
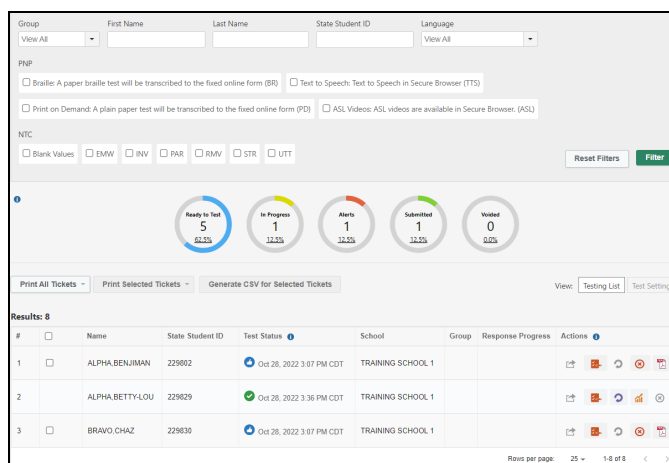
3. Select **Search**.

4. An overview of testing progress for the criteria you selected appears.

5. Below the test status icons, all students matching the search criteria are listed, or, if you've created groups, the available groups are listed with the number of students in each status. Refer to Monitor test status on the next page for a definition of each test status icon.
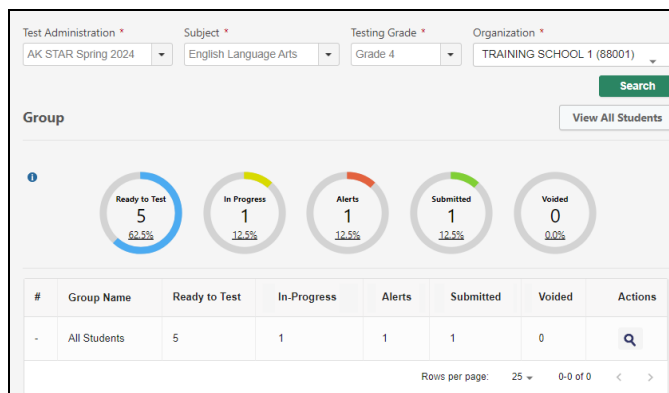
6. To view a student group, select the **Magnifying Glass** icon in the **Actions** column

7. To view all students, select the **Magnifying Glass** icon in the **Actions** column for the **All Students** entry at the top of the results list.

8. A list of students in the group appears below the search filters.

9. Select filters to view students meeting specific criteria, or select one of the test status icons, such as **Ready to Test**, to view all students in that status.
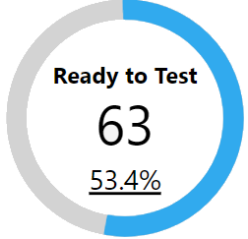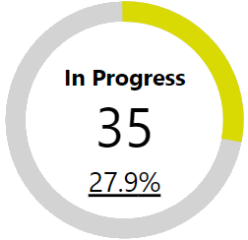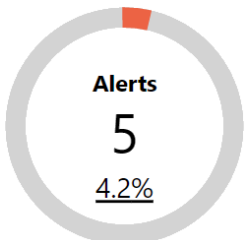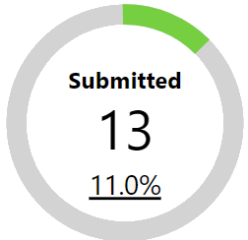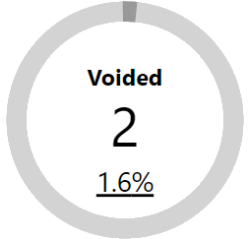
Monitor test status

Status monitor icons

When viewing a list of sessions or an individual session, the status monitor icons summarize the testing progress of students in that session or sessions. The available statuses are listed in Table 3: Status Monitor Icons below.

Table 3: Status Monitor Icons

Icon	Test Status Icon Description
Ready to Test 63 53.4%	The **Ready to Test** icon displays the number and percentage of students who are enrolled and ready to take the test. It includes tests in the **Ready to Test** and **Registration Initiated** statuses.
In Progress 35 27.9%	The **In Progress** icon displays the number and percentage of students actively testing. It includes tests in the **In Progress** status only.
Alerts 5 4.2%	The **Alerts** icon displays the number and percentage of students who have logged out and have not completed a test or have an enrollment hold. These students need test ticket login information to log back in and complete a test. This count includes tests in the **Inactive** and **Registration Hold** statuses. Any tests in the **Inactive** status when the test window ends will change to the **Submitted** status. **Note**: If any test registrations are in the **Registration Hold** status during the week before testing starts, contact NWEA Partner Support to resolve the hold.
Submitted 13 11.0%	The **Submitted** icon displays the number and percentage of students who completed and submitted tests. It includes tests in the **Finished**, **Saved**, and **Expired**, statuses.
Voided 2 1.6%	The **Voided** displays the number and percentage of voided tests. It includes tests in the **Voided** status.

Student test status
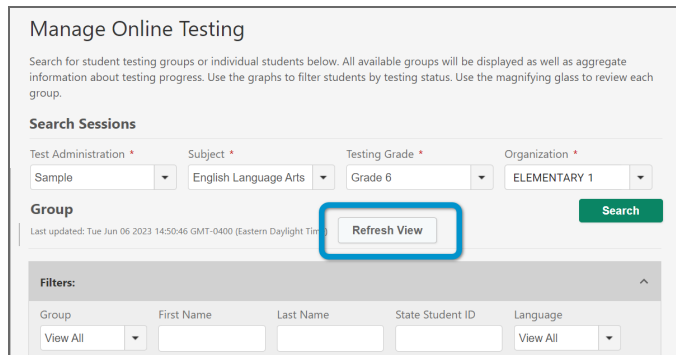
When viewing a list of students in a group or other set of search results under **Online Testing** > **Manage**, the status of each student's test is shown in the **Test Status** column. The available statuses are listed in Table 4: Student Test Status below.

Table 4: Student Test Status

Icon	Status	Description
	In Progress	Test session is currently active
	Inactive	Test session has become inactive
	Saved	Score is saved and ready to view
	Deactivated	Registration has been deactivated and replaced
	Registration Initiated	Registration with testing platform has been initiated
	Expired	Test session was submitted at end of testing window
	Processing reset	Test session is being reset
	Ready to test	Test session is ready for student
	Finished	Test has been submitted by student

Refresh status

When viewing a specific testing group, you can refresh the status of the group with the **Refresh View** button, located above the list of available filters and below the search criteria.

Logging students out and resuming tests

In Acacia, Proctors do not pause or resume student tests from the **Manage Online Testing** page. Instead, students who need to leave their testing computer for any reason can log out of the test. To do this, the student should click the **Log Out** button in the upper right.

To resume a test, the student will access the NWEA State Solutions Secure Browser and enter the information from their test ticket. The test will continue where the student left off.

Problem item reporting

As a reminder, it is never permitted to take pictures or capture video of items or to communicate about items on the assessment. This is a test security breach.

There are stringent item-quality checks in the development process, but students may occasionally encounter items that they believe are problematic.

When a student encounters a possible problem item, the Proctor should:

1. Collect the following information about the item:
   a. Student's state ID
   b. Grade and subject
   c. Session name

      Refer to View online testing groups on page 27 if you need to find the session name.
   d. Item number
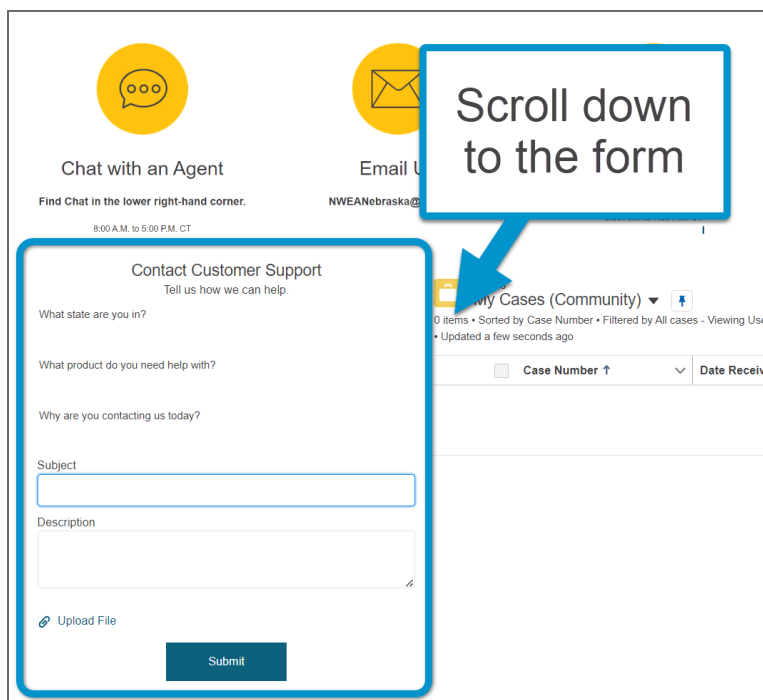
      You can find the item number on the student's test screen.

2. Navigate to the Assessment Portal.

3. Select **Nebraska Dedicated Support**.

4. Log in to NWEA Connection using the **Log In** button in the upper right, next to the search bar.

   If you are already logged in, a notification icon and a profile icon appear instead of the **Log In** button.

5. Locate the **Contact Customer Support** form on the left side of the page.

6. In the **Subject** field, enter `Nebraska Problem Item`.

7. In the **Description** field, include the collected information.

Following this process ensures the quality of the assessments. Every problem item report is reviewed by NWEA and NDE. In general, given the test length and the adaptive nature of these assessments, these items will not have a significant effect on overall scores.

Part 6—Administering paper/pencil tests

Proctor responsibilities

In addition to the tasks listed in [Proctor responsibilities](#) on page 6, Proctors must do the following when administering paper/pencil tests:

- Receive test booklets from the School Assessment Coordinator

- Distribute test booklets to students

- Verify that each student has a pencil, eraser, and scratch paper available

- Ensure one calculator per student taking the Mathematics test in grades 6–8 is available

- Fill in or verify student-identifying information

- Make sure students are working in the correct place

- Return all test materials to the School Assessment Coordinator when testing is complete

- If assigned to transcribe student answers, take student responses from the answer sheet and transcribe the answers into Acacia

Transcribing paper/pencil tests

When students are assigned a paper/pencil test during registration, the online test delivery system automatically assigns the student a fixed-form online test that mirrors the paper/pencil test.

After paper/pencil tests are complete, the scribe must transcribe the student's answers into the online test delivery system.

> Schools will designate scribes to transcribe paper/pencil test responses. This responsibility may be assigned to Proctors or to other personnel. If a Proctor feels unprepared to transcribe paper/pencil tests, they should contact their School Assessment Coordinator.

To transcribe the student tests:

1. Obtain the test ticket for the student. Refer to [Download and print test tickets](#) on page 16 for instructions.

2. Log in to the NWEA State Solutions Secure Browser as if you were the student.

3. From the student's answer sheet, transcribe the student's answers into the online test. If a student hasn't answered a question, or if they selected an unexpected number of answers:

   - **Student did not choose an answer**: View the question and select the **Next** button without choosing any answer options. Do not skip the question.

- **Student chose too many answers on a multiple choice question**: If a student chose more than one answer on a multiple choice question (where only 1 answer option is possible), the scribe will not be able to transcribe the student's answers exactly. To ensure the question is accurately scored, view the question and select the **Next** button without choosing any answer options. Do not skip the question.

- **Student chose the wrong number of answers on a multi-select question**: If a multi-select question (where multiple answer options are possible) asks for a specific number of responses and the student selected too many or too few, the test *will* allow the scribe to transcribe the student's answers exactly.

> **Note**: Do not use the numerical options at the bottom of the test to navigate; selecting a numerical option will cause an error. Use the **Next** and **Back** buttons to navigate through the test.

4. When you have entered all the student responses, review your entries.

5. Verify that you have viewed all questions on the test, even if the student did not finish. For example, if the student answered only 38 of 40 questions, ensure that you have viewed questions 39 and 40 and selected **Next** on each question. If you do not select **Next**, the question will be marked as "skipped" instead of "incorrect", resulting in an inaccurate score.

6. Submit the test.

After the scribe has submitted the student answers, securely store the test materials so they can be returned to the School Assessment Coordinator to be securely destroyed.

Handling paper/pencil testing scenarios

This section describes how to handle some specific paper/pencil testing scenarios.

Mathematics and Science calculator section

Some questions for students in grades 6–8 may allow the use of a calculator; these questions will be grouped together on the test. These items will be clearly indicated in the test booklet. When students reach this section, provide them access to a calculator. After students have answered questions that require a calculator, collect all calculators. Students may not use calculators for the rest of the assessment unless they have the use of a calculator for all items as an accommodation. Students testing online will be provided access to a calculator in the testing engine for these items.

> **Note:** Students may not share calculators during the assessment. The calculator function of a smart phone may not be used during a test. For guidance on calculator usage, refer to the NSCAS Mathematics Calculator Policy.

Read aloud

Read Aloud is a linguistic support or accommodation for some writing items on the English Language Arts assessment that is only allowed for students who have a documented reason for paper/pencil assessments and a documented reason to have content read aloud. Proctors should refer to the *NSCAS Accessibility Manual* for additional information. Designated students will have writing items indicated as "Read Aloud" on their tests read to them in English by a qualified human reader. These items will be marked with a star $(\star)$ with the notation "This item is not passage based." Reading passages cannot be read aloud to students.

Spanish translations

NWEA has provided Spanish translations of the NSCAS English Language Arts, NSCAS Mathematics, and NSCAS Science test booklets based on quantities requested during the order window.

> **Note:** The NSCAS English Language Arts Spanish translation test booklets include translations of the directions only; passages and items are presented in English only. An English copy of the test booklet is included for each Spanish translation material order and is available for download through a secure site.

If a student is unable to respond directly onto the test booklet, a Proctor must transcribe the student's responses into Acacia. Refer to Transcribing paper/pencil tests on page 31 for instructions.

A version of the NSCAS Growth Proctor Guide—Spanish with test directions in Spanish can be downloaded from the Assessment Portal.

Students needing assistance indicating responses

Some students using paper/pencil forms, particularly students using braille or large print forms, may need assistance indicating their responses. If so, Proctors will need to provide the appropriate response accommodation for students using these formats (for example, students may respond using a braille writer).

NWEA provides one standard English test booklet and one Item Type Sampler for each student for whom braille print materials were ordered. The standard test booklet is provided as a reference for Proctors who administer the braille versions of the tests.

For all paper/pencil forms, regardless of the method the student uses to indicate their responses, a Proctor must transcribe that student's responses into Acacia. Refer to Transcribing paper/pencil tests on page 31 for instructions.

Instructions for English Language Arts paper/pencil test and Item Type Sampler

> **Note**: If all the students in the test session are continuing in-progress tests instead of starting a new test, do not use this script. Use the scripts in Instructions for continuing testing—paper/pencil on page 47.

Read aloud **word for word** the material that is preceded by the word "Say."

Italicized text and text outside the "Say" boxes is for Proctors only and should not be read to the students.

Read the directions to the students exactly as they are written using a natural tone and manner. If you make a mistake in reading a direction, stop and say:

SAY	***If you make a mistake reading a direction:***
	"No, perdón. Escucha nuevamente."

Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

Welcome instructions

SAY	Hoy completarás la [prueba o prueba de muestra de preguntas] de NSCAS Growth. Esfuérzate al máximo en la [prueba o muestra]. Puedes saltar preguntas y retomarlas si necesitas más tiempo. No hay límite de tiempo para realizar la [prueba o muestra] y se te dará tiempo suficiente para terminar.
	Si necesitas ayuda una vez que hayas comenzado la [prueba o prueba de muestra], levanta la mano y me acercaré. No puedo darte información adicional durante la [prueba o prueba de muestra]. Tampoco puedo aclarar palabras que no entiendas.
	¿Hay alguna pregunta?

Answer all questions. When all students are ready, continue.

SAY	Estamos a punto de comenzar la [prueba o muestra] NSCAS Growth de Artes del Lenguaje Inglés de [GRADO].
	Escribe tu nombre en la hoja de respuestas. Puedes levantar la mano si necesitas ayuda.

Assist students as needed.

Testing instructions

Say:	Marca tus respuestas en el cuadernillo, trazando un círculo alrededor de la respuesta que eliges. ***Plain paper and large print forms:*** Abre también el cuadernillo de prueba en la página 4. ***Braille forms:*** Abre también el cuadernillo de prueba en la página 5. ***All forms:*** Deberías ver las instrucciones en el cuadernillo. Levanta la mano si necesitas ayuda.

Assist students as needed.

SAY	Vamos a leer las instrucciones juntos. Sigue con la vista mientras yo leo en voz alta.

If administering the sampler:

SAY	En las siguientes páginas de tu cuadernillo de la prueba de muestra de preguntas (Item Type Sampler) están los pasajes y las preguntas de la prueba de muestra de Artes del Lenguaje Inglés de [GRADO] del Sistema de Evaluación Centrado en el Alumno del Estado de Nebraska (NSCAS Growth).

If administering the NSCAS Growth test:

SAY	En las siguientes páginas de tu cuadernillo de prueba están los pasajes y las preguntas de la prueba de Artes del Lenguaje Inglés de [GRADO] del Sistema de Evaluación Centrado en el Alumno del Estado de Nebraska (NSCAS Growth).

For all tests or samplers:	

SAY	Lee estas instrucciones cuidadosamente antes de comenzar la prueba. Esta [prueba o muestra] incluirá distintos tipos de preguntas. Algunas de las preguntas están basadas en uno o dos pasajes. En las preguntas de opción múltiple debes elegir una respuesta entre cuatro opciones. En las preguntas de selección múltiple debes elegir varias respuestas correctas entre cinco o más opciones. Algunas preguntas tienen dos partes: Parte A y Parte B. Cada parte tiene una pregunta de opción múltiple o de selección múltiple. En algunas preguntas se te pedirá que elabores una respuesta siguiendo las instrucciones que se te dan. Encontrarás estas preguntas en el cuadernillo de prueba.

SAY	Para todas las preguntas: • Lee cada pregunta cuidadosamente y escoge la mejor respuesta. • Puedes usar papel borrador para escribir notas. • Asegúrate de contestar TODAS las preguntas en tu hoja de respuestas.

SAY	Cuando llegues a la palabra ALTO, habrás completado la [prueba o muestra] de [GRADO] de Artes del Lenguaje Inglés de NSCAS. Puedes revisar tus respuestas. Asegúrate de haber marcado todas tus respuestas claramente y de haber borrado las marcas que no quieras mostrar . Cuando termines, coloca tu hoja de respuestas dentro de tu cuadernillo de prueba y ciérralo. Al final de la [prueba o muestra], recogeré los cuadernillos, la hoja de respuestas y el papel borrador. Cuando termines la [prueba o muestra], podrás permanecer en silencio o leer un libro hasta que te dé permiso para salir. ¿Hay alguna pregunta?

Answer student questions as needed.

SAY	Pasa a la página siguiente. Ahora puedes comenzar con la [prueba o muestra de preguntas].

Assist students to begin the test as needed.

While students are testing

While students are working, walk around the room to see that they are following directions and that they are not looking at any other students' tests. For the NSCAS Growth assessments, the content of all passages and items is secure and should not be read or looked at by anyone but the student taking the assessment. This is considered a test security breach and should be reported to NDE.

If students need more time

The NSCAS Growth assessments are not timed. If the scheduled test session is ending and students need more time, they can continue the test during a later test session.

Students can be given a time warning to help avoid having students read half a passage and then having time run out during the scheduled session. Proctors may give students a ten-minute warning, a five-minute warning, or both, such as:

SAY	***Example five- or ten-minute warning***
	Atención: les quedan [cinco o diez] minutos. No empiecen otro pasaje.

At the end of testing

At the end of testing:

1. Tell any students still working that it is time to end the test for now, but they will be able to finish it later.

2. Instruct the students still working to close their test booklets.

3. Collect test booklets and scratch paper from all students and either securely store them for the next test session or give them to the School Assessment Coordinator to be destroyed. This is not necessary when administering Item Type Samplers.

> When continuing the test later, use this script:

Instructions for Mathematics paper/pencil test and Item Type Sampler

> **Note**: If all the students in the test session are continuing in-progress tests instead of starting a new test, do not use this script. Use the scripts in [Instructions for continuing testing—paper/pencil](#) on page 47.

Read aloud **word for word** the material that is preceded by the word "Say."

Italicized text and text outside the "Say" boxes is for Proctors only and should not be read to the students.

Read the directions to the students exactly as they are written using a natural tone and manner. If you make a mistake in reading a direction, stop and say:

SAY	*If you make a mistake reading a direction:*
	"No, perdón. Escucha nuevamente."

Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

Welcome instructions

SAY	Hoy realizarás la [prueba o prueba de muestra de preguntas] de NSCAS Growth. Esfuérzate al máximo en la prueba. Puedes saltar preguntas y retomarlas si necesitas más tiempo. No hay límite de tiempo para realizar la [prueba o muestra] y se te dará tiempo suficiente para terminar. Si necesitas ayuda una vez que hayas comenzado la [prueba o prueba de muestra], levanta la mano y me acercaré. No puedo darte información adicional durante la [prueba o prueba de muestra]. Tampoco puedo aclarar palabras que no entiendas. ¿Hay alguna pregunta?

Answer student questions as needed.

SAY	Estamos a punto de comenzar la [prueba o muestra] NSCAS Growth de matemáticas de [GRADO]. Escribe tu nombre en la hoja de respuestas. Puedes levantar la mano si necesitas ayuda.

Assist students as needed.

Testing instructions

SAY	Marca tus respuestas en el cuadernillo, trazando un círculo alrededor de la respuesta que eliges.

If administering the Item Type Sampler:

SAY	**Plain paper and large print forms:** • *Grades 3 and 5*: Abre también el cuadernilloItem Type Sampler en la página 21. • *Grades 4, 7, and 8*: Abre también el cuadernilloItem Type Sampler en la página 20. • *Grade 6*: Abre también el cuadernilloItem Type Sampler en la página 23.	**Braille forms:** • *Grade 3*: Abre también el cuadernilloItem Type Sampler en la página 25. • *Grades 4 and 5*: Abre también el cuadernilloItem Type Sampler en la página 23. • *Grade 6*: Abre también el cuadernilloItem Type Sampler en la página 26. • *Grades 7 and 8*: Abre también el cuadernilloItem Type Sampler en la página 23.

If administering the NSCAS Growth tests:

SAY	**Plain paper and large print forms:** • *Grade 3*: Abre también el cuadernillo de prueba en la página 39. • *Grade 4*: Abre también el cuadernillo de prueba en la página 37. • *Grade 5*: Abre también el cuadernillo de prueba en la página 38.	**Braille forms:** • *Grade 3* : Abre también el cuadernillo de prueba en la página 41. • *Grade 4*: Abre también el cuadernillo de prueba en la página 39. • *Grades 6, 7, and 8:* Abre también el cuadernillo de prueba en la página 45.

	- *Grade 6*: Abre también el cuadernillo de prueba en la página 42. - *Grade 7*: Abre también el cuadernillo de prueba en la página 43. - *Grade 8*: Abre también el cuadernillo de prueba en la página 43.

For all tests and Item Type Samplers:

SAY	Deberías ver las instrucciones en tu cuadernillo. Levanta la mano si no encuentras las instrucciones.

Assist students as needed.

SAY	Vamos a leer las instrucciones juntos. Sigue con la vista mientras yo leo en voz alta. En las siguientes páginas de tu cuadernillo de prueba están las preguntas de la [prueba o muestra] de Matemáticas de [GRADO] del Sistema de Evaluación Centrado en el Alumno del Estado de Nebraska (NSCAS Growth). Lee estas instrucciones cuidadosamente antes de comenzar la [prueba o muestra]. Esta [prueba o muestra] incluirá distintos tipos de preguntas. En las preguntas de opción múltiple debes elegir una respuesta entre cuatro opciones. En las preguntas de selección múltiple debes elegir varias respuestas correctas entre cinco o más opciones. Algunas preguntas tienen dos partes: Parte A y Parte B. Cada parte tiene una pregunta de opción múltiple o de selección múltiple. Encontrarás estas preguntas en el cuadernillo de prueba.

SAY	Para todas las preguntas: - Lee cada pregunta cuidadosamente y escoge la mejor respuesta. - Puedes usar papel borrador para resolver problemas. - *For grades 4 to 8* – En la parte de atrás de la sección de Matemáticas encontrarás la Hoja de Referencia de Matemáticas. Puedes consultar esta página en cualquier momento durante la prueba. - *For grades 3 to 5* – No puedes usar calculadora en esta prueba.

- *For grades 6 to 8* – Puedes usar calculadora solamente en las preguntas indicadas. No puedes usar calculadora para ninguna otra pregunta del resto de la prueba.

- Asegúrate de contestar todas las preguntas en tu hoja de respuestas.

SAY	Cuando llegues a la palabra ALTO, habrás completado la [prueba o muestra] NSCAS Growth de Matemáticas de [GRADO]. Puedes revisar tus respuestas. Asegúrate de haber marcado todas tus respuestas claramente y de haber borrado las marcas que no quieras mostrar. Cuando termines, coloca tu hoja de respuestas dentro de tu cuadernillo de prueba y ciérralo.

For grades 6 to 8:

SAY	Cuando llegues a la palabra ALTO al final de la Parte 1, habrás completado la Parte 1 de la [prueba o muestra] NSCAS Growth de Matemáticas de [GRADO]. Puedes revisar SOLAMENTE la Parte 1 para comprobar tus respuestas. Asegúrate de haber marcado todas tus respuestas claramente y de haber borrado las marcas que no quieras mostrar. Deben recoger tu calculadora antes de que puedas continuar con la Parte 2. Podrás continuar con la Parte 2 cuando recoja tu calculadora y te dé permiso para continuar. Cuando termines la Parte 2, podrás revisar *solamente* la Parte 2 para comprobar tus respuestas. Asegúrate de haber marcado TODAS tus respuestas claramente y de haber borrado las marcas que no quieras mostrar. Coloca tu hoja de respuestas dentro de tu cuadernillo de prueba y ciérralo.

For all grades:

SAY	Al final de la [prueba o muestra], recogeré los cuadernillos de prueba, la hoja de respuestas y el papel borrador. Cuando termines la prueba, podrás permanecer en silencio o leer un libro hasta que te dé permiso para salir. ¿Hay alguna pregunta?

Answer student questions as needed.

SAY	Pasa a la página siguiente. Ahora puedes comenzar con la [prueba o muestra de preguntas].

Assist students as needed.

While students are testing

While students are working, walk around the room to see that they are following directions and that they are not looking at any other students' tests. For the NSCAS Growth assessments, the content of all passages and items is secure and should not be read or looked at by anyone but the student taking the assessment. This is considered a test security breach and should be reported to NDE.

If students need more time

The NSCAS Growth assessments are not timed. If the scheduled test session is ending and students need more time, they can continue the test during a later test session.

Students can be given a time warning to help avoid having students read half a passage and then having time run out during the scheduled session. Proctors may give students a ten-minute warning, a five-minute warning, or both, such as:

SAY	***Example five- or ten-minute warning***
	Atención : les quedan [cinco o diez] minutos. No empiecen otra tarea.

At the end of testing

At the end of testing:

1. Tell any students still working that it is time to end the test for now, but they will be able to finish it later.

2. Instruct the students still working to close their test booklets.

3. Collect test booklets and scratch paper from all students and either securely store them for the next test session or give them to the School Assessment Coordinator to be destroyed. This is not necessary when administering Item Type Samplers.

Instructions for Science paper/pencil test and Item Type Sampler

> **Note**: If all the students in the test session are continuing in-progress tests instead of starting a new test, do not use this script. Use the scripts in [Instructions for continuing testing—paper/pencil](#) on page 47.

Read aloud **word for word** the material that is preceded by the word "Say."

Italicized text and text outside the "Say" boxes is for Proctors only and should not be read to the students.

Read the directions to the students exactly as they are written using a natural tone and manner. If you make a mistake in reading a direction, stop and say:

SAY	**If you make a mistake reading a direction:**
	"No, perdón. Escucha nuevamente."

Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

Welcome instructions

SAY	Hoy realizarás la [prueba o prueba de muestra de preguntas] de NSCAS Growth. Esfuérzate al máximo en la prueba. Puedes saltar preguntas y retomarlas si necesitas más tiempo.
	No hay límite de tiempo para realizar la [prueba o muestra] y se te dará tiempo suficiente para terminar.
	Si necesitas ayuda una vez que hayas comenzado la [prueba o prueba de muestra], levanta la mano y me acercaré. No puedo darte información adicional durante la [prueba o prueba de muestra]. Tampoco puedo aclarar palabras que no entiendas.
	¿Hay alguna pregunta?

Answer all questions. When all students are ready, continue.

SAY	Estamos a punto de empezar la [prueba o muestra] de ciencias de NSCAS de [*GRADO*].
	Escribe tu nombre en la hoja de respuestas. Puedes levantar la mano si necesitas ayuda.

Assist students as needed.

Testing instructions

SAY	Marca tus respuestas en el cuadernillo, trazando un círculo alrededor de la respuesta que eliges.
	Abre también el cuadernillo de prueba en la página 5. Deberías ver las instrucciones en el cuadernillo. Levanta la mano si necesitas ayuda.

Assist students as needed.

SAY	Vamos a leer las instrucciones juntos. Sigue con la vista mientras yo leo en voz alta.
	En las siguientes páginas de tu cuadernillo de prueba están las preguntas de la [prueba o muestra] de ciencias del sistema de evaluación centrado en el alumno de NSCAS de [GRADO].
	Lee estas instrucciones cuidadosamente antes de comenzar la [prueba o muestra].
	Esta [prueba o muestra] tiene varios tipos de preguntas. En las preguntas de opción múltiple debes elegir una respuesta entre varias opciones. En las preguntas de selección múltiple debes elegir varias respuestas correctas entre varias opciones. Algunas preguntas tienen dos partes: Parte A y Parte B. En algunas preguntas se te pedirá que elabores una respuesta siguiendo las instrucciones que se te dan.

SAY	Cuando veas la palabra ALTO, habrás terminado la [prueba o muestra] NSCAS de ciencias de [GRADO]. Asegúrate de que hayas marcado todas tus respuestas con claridad y borra aquellas notas o marcas que no necesites. Al terminar, cierra el cuadernillo.

SAY	Al final de la [prueba o muestra], recogeré los cuadernillos de prueba, la hoja de respuestas y el papel borrador. Cuando termines la prueba, podrás permanecer en silencio o leer un libro hasta que te dé permiso para salir.
	¿Hay alguna pregunta?

Answer all questions. When all students are ready, continue.

SAY	Pasa a la página siguiente.
	Ahora puedes comenzar con la [prueba o muestra de preguntas].

Assist students as needed.

While students are testing

While students are working, walk around the room to see that they are following directions and that they are not looking at any other students' tests. For the NSCAS Growth assessments, the content of all passages and items is secure and should not be read or looked at by anyone but the student taking the assessment. This is considered a test security breach and should be reported to NDE.

If students need more time

The NSCAS Growth assessments are not timed. If the scheduled test session is ending and students need more time, they can continue the test during a later test session.

Students can be given a time warning to help avoid having students read half a passage and then having time run out during the scheduled session. Proctors may give students a ten-minute warning, a five-minute warning, or both, such as:

SAY	***Example five- or ten-minute warning***
	Atención : les quedan [cinco o diez] minutos. No empiecen otra tarea.

At the end of testing

At the end of testing:

1. Tell any students still working that it is time to end the test for now, but they will be able to finish it later.

2. Instruct the students still working to close their test booklets.

3. Collect test booklets and scratch paper from all students and either securely store them for the next test session or give them to the School Assessment Coordinator to be destroyed. This is not necessary when administering Item Type Samplers.

Instructions for continuing testing—paper/pencil

Read aloud **word for word** the material that is preceded by the word "Say."

Italicized text and text outside the "Say" boxes is for Proctors only and should not be read to the students.

Read the directions to the students exactly as they are written using a natural tone and manner. If you make a mistake in reading a direction, stop and say:

SAY	*If you make a mistake reading a direction:* "No, perdón. Escucha nuevamente."

Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

Welcome instructions

SAY	Hoy continuarás con la prueba de NSCAS Growth. Esfuérzate al máximo en la prueba. Puedes saltar preguntas y retomarlas si necesitas más tiempo. No hay límite de tiempo para realizar la prueba y se te dará tiempo suficiente para terminar. Si necesitas ayuda una vez que hayas comenzado la [prueba o prueba de muestra], levanta la mano y me acercaré. No puedo darte información adicional durante la [prueba o prueba de muestra]. Tampoco puedo aclarar palabras que no entiendas. ¿Hay alguna pregunta?

Assist students as needed.

SAY	Revisa la portada de tu cuadernillo de prueba y asegúrate de que aparece tu nombre. Levanta la mano si no tienes el cuadernillo correcto.

Assist students as needed.

Testing instructions

The following additional text applies to specific tests. Read the appropriate script for the test being administered.

English Language Arts

SAY	Cuando llegues a la palabra ALTO, habrás completado la prueba NSCAS de Artes del Lenguaje Inglés de [GRADO]. Puedes revisar tus respuestas. Asegúrate de haber marcado todas tus respuestas claramente y de haber borrado las marcas que no quieras mostrar. Al final de la [prueba o muestra], recogeré los cuadernillos y el papel borrador. Cuando termines la prueba, podrás permanecer en silencio o leer un libro hasta que te dé permiso para salir. ¿Hay alguna pregunta?

Answer all questions. When all students are ready, continue.

SAY	Retoma el cuadernillo de prueba en la página en que te quedaste. Ya puedes comenzar la prueba.

Mathematics

SAY	**For grades 3 to 5:** Cuando llegues a la palabra ALTO, habrás completado la [prueba o muestra] NSCAS Growth de Matemáticas de [GRADO]. Puedes revisar tus respuestas. Asegúrate de haber marcado todas tus respuestas claramente y de haber borrado las marcas que no quieras mostrar. Cuando termines, coloca tu hoja de respuestas dentro de tu cuadernillo de prueba y ciérralo.

SAY	**For grades 6 to 8:**
	Cuando llegues a la palabra ALTO al final de la Parte 1, habrás completado la Parte 1 de la [prueba o muestra] NSCAS Growth de Matemáticas de [GRADO]. Puedes revisar SOLAMENTE la Parte 1 para comprobar tus respuestas. Asegúrate de haber marcado todas tus respuestas claramente y de haber borrado las marcas que no quieras mostrar. Deben recoger tu calculadora antes de que puedas continuar con la Parte 2. Podrás continuar con la Parte 2 cuando recoja tu calculadora y te dé permiso para continuar.
	Cuando termines la Parte 2, podrás revisar *solamente* la Parte 2 para comprobar tus respuestas. Asegúrate de haber marcado TODAS tus respuestas claramente y de haber borrado las marcas que no quieras mostrar. Coloca tu hoja de respuestas dentro de tu cuadernillo de prueba y ciérralo.

Answer all questions. When all students are ready, continue.

SAY	Retoma el cuadernillo de prueba en la página en que te quedaste. Ya puedes comenzar la prueba.

Science

SAY	Cuando veas la palabra ALTO, habrás terminado la prueba de ciencias de NSCAS de [GRADO].
	Puedes revisar tus respuestas. Asegúrate de haber marcado todas tus respuestas claramente y de haber borrado las marcas que no quieras mostrar. Al final de la [prueba o muestra], recogeré los cuadernillos y el papel borrador. Cuando termines la prueba, podrás permanecer en silencio o leer un libro hasta que te dé permiso para salir.
	¿Hay alguna pregunta?

Answer all questions. When all students are ready, continue.

SAY	Retoma el cuadernillo de prueba en la página en que te quedaste. Ya puedes comenzar la prueba.

While students are testing

While students are working, walk around the room to see that they are following directions and that they are not looking at any other students' tests. For the NSCAS Growth assessments, the content of all passages and items is secure and should not be read or looked at by anyone but the student taking the assessment. This is considered a test security breach and should be reported to NDE.

If students need more time

The NSCAS Growth assessments are not timed. If the scheduled test session is ending and students need more time, they can continue the test during a later test session.

Students can be given a time warning to help avoid having students read half a passage and then having time run out during the scheduled session. Proctors may give students a ten-minute warning, a five-minute warning, or both, such as:

SAY

> **Example five- or ten-minute warning**
>
> Atención: les quedan [cinco o diez] minutos. No empiecen otro pasaje.

At the end of testing

At the end of testing:

1. Tell any students still working that it is time to end the test for now, but they will be able to finish it later.

2. Instruct the students still working to close their test booklets.

3. Collect test booklets and scratch paper from all students and either securely store them for the next test session or give them to the School Assessment Coordinator to be destroyed. This is not necessary when administering Item Type Samplers.

Part 7—Additional questions

If you have any additional questions about topics not covered in this guide, contact NWEA Nebraska Partner Support by phone at 855.225.9926 or by email at NWEANebraska@nwea.org.

Partner Support representatives will make every attempt to answer your questions and escalate issues when appropriate. All contacts to the support team are tracked and documented. Representatives are available from 7:00 a.m. to 5:00 p.m. Central Time, Monday through Friday.

Appendix A—About the Item Type Samplers

Purpose of Item Type Samplers

The Item Type Samplers allow students to experience the types of questions and practice with the item aids that they will see and use on the actual NSCAS Growth assessments. The Item Type Samplers are not designed to be predictive of performance on the NSCAS Growth assessments and do not generate a score.

The Item Type Samplers are available both online and in a paper/pencil version. Students should access the same mode (online or paper/pencil) in which they will actually test.

Who can use the online Item Type Samplers

- **Students** can use the Item Type Samplers to become familiar with navigating the test interface and using the available item aids and tools. The Item Type Samplers will also expose students to the same types of questions that they will see on the actual NSCAS Growth assessments.
- **Teachers and administrators** can use the Item Type Samplers to become familiar with the testing experience for students. In addition, accessing the Item Type Samplers may be useful for IT personnel in testing network infrastructure.
- **Parents and stakeholders** can use the Item Type Samplers to become familiar with the testing experience for students.

Available grades and subjects

The Item Type Samplers are available for each subject and grade that is covered by the NSCAS Growth assessments. All samplers are available in both English and Spanish.

- NSCAS Growth English Language Arts (NSCAS-ELA) grades 3–8 (English and Spanish)
- NSCAS Growth Mathematics (NSCAS-M) grades 3–8 (English and Spanish)
- NSCAS Science (NSCAS-S) grades 5 & 8 (English and Spanish)—Spring term only

Number of questions and time needed

The Item Type Samplers have 20 questions each. These Item Type Samplers are untimed, but the estimated test-taking time for each is 40 minutes. Students may take as long as they need to finish them. Unlike the actual NSCAS Growth assessments, progress on the Item Type Samplers is not saved; if a student does not complete the sampler in one sitting, they will have to take the entire Item Type Sampler again if they restart it.

Structure of the Item Type Samplers

Each Item Type Sampler has a variety of questions, representing all of the different types of questions that the student may encounter on the actual NSCAS Growth assessments for that grade. These Item Type Samplers are not adaptive; every student in a grade will see the same questions. If a tool, such as the protractor, ruler, or calculator, is used on questions in the actual NSCAS Growth assessments for that grade, then some questions on the online Item Type Sampler for that grade will use that tool.

Accommodations and accessibility

The online Item Type Samplers contain the same item aids and tools as the actual NSCAS Growth assessments. For the best student experience, the Item Type Samplers should be administered in line with the *NSCAS Accessibility Manual*.

Text-to-speech (TTS) is available for all English- and Spanish-language online Item Type Samplers. TTS should only be enabled for students with a documented need, such as an English Learner or a student on an IEP or 504 plan, to be consistent with the requirements for use in the NSCAS Growth assessments. To use text-to-speech in the online Item Type Sampler, check the "Text-To-Speech" box when setting up the online Item Type Sampler.

Calculators should also be made available for students with an IEP or 504 plan to be consistent with the requirements for use in the NSCAS Growth and NSCAS Science assessments.

> **NOTE**: There are writing items and reading comprehension items in the ELA assessment. When text-to-speech is enabled for students with a documented need, only writing items will be read using text-to-speech. For the paper/pencil test forms, designated students should have writing items indicated as "read aloud" on their tests read to them in English by a qualified human reader. To help Proctors and students understand which writing items can be read aloud, each eligible writing item will be marked with a star and the notation "This item is not passage based." Reading passages cannot be read aloud to students.

Paper/pencil Item Type Samplers

Paper/pencil test booklets for students assigned plain paper or large print accommodations can be downloaded from the Assessment Portal and printed locally. To print a large print booklet, use 11x17 sized paper at 125% scale.

NWEA will ship test booklets to the district for any students who were identified as needing braille booklets during the registration process.

Appendix B—Suggestions for a smooth testing process

- Start testing preparations early and plan ahead.
- Gather testing materials as soon as online tools and booklets are available. Keep testing materials secure and in a locked room.
- Read all applicable test administration guides.
- Attend training.
- Examine student lists for accuracy and building assignments. Verify all state testing rosters.
- Take advantage of all Item Type Sampler opportunities.
- Establish a testing setting that matches the instructional setting as much as possible (for example, an auditorium setting for testing is not like a classroom setting).
- Protect instructional time as much as possible.
- Do not wait until the end of the testing window to begin testing.
- Avoid Mondays as test days.
- Communicate the importance of the test with students.
- For online testing, prepare the computer room setting or the laptops ahead of time. Launch the NWEA State Solutions Secure Browser on each machine ensure that each device meets minimum requirements.
- Prepare "Testing in Progress" signs for the doors.
- Encourage students to do their best.
- Follow the scripted directions for all testing, both online and paper/pencil.

Appendix C—NSCAS Growth security procedures

Introduction

The security of state-administered assessments is of the utmost importance to NDE. This document outlines the state's expectations and procedures on test booklet and online security, test administration security, and the identification and reporting of test security violations. Breaches in test security must be quickly identified and reported to NDE. This document explains to participants at the school, district, and state levels how to identify breaches in test security and what actions should be taken in response to those breaches.

Test security

District Assessment Contacts, School Assessment Coordinators, and Proctors share the responsibility for ensuring that all test materials and student responses are handled securely and confidentially in accordance with security procedures. The NSCAS Growth assessments are to be administered by professional staff members who have been oriented in the proper test administration procedures for NSCAS Growth.

The NSCAS Growth assessments are confidential and proprietary and are owned by NDE. The test content is not to be viewed by anyone prior to the test administration. Only students being tested are allowed access to the test at the time of testing. Once a test is started during test administration, only the student taking the test is allowed to view that student's booklet or screen. No testing materials are to be reproduced. No test materials are to be accessed outside the school building except under conditions approved by NDE.

The NSCAS Growth assessments rely on the measurement of individual achievement. Any deviation from testing procedures meant to ensure validity and security (group work, teacher coaching, pre-teaching or pre-release of the test items, etc.) would be a violation of test security. District and school personnel with access to the test materials must not discuss, disseminate, or otherwise reveal the contents of the tests to anyone. Teachers, Proctors, or other district or school personnel may not read test items aloud, silently, to themselves, or to another individual or student group. Parents and guardians may not read test items under any circumstances.

While some of the guidelines below apply mainly to Proctors, all personnel involved in testing should be aware of these procedures.

The dos and don'ts of security

Do	Don't
• Control access to all cell phones and personal electronic devices. • Attend any district or school training for the administration of the test in order to be properly informed of the procedures to follow, including securing test materials. • Move around the testing site to ensure students are adhering to the instructions given. • Collect scratch paper and test tickets and return them to the School Assessment Coordinator. • Follow appropriate accommodation procedures in the *NSCAS Accessibility Manual*. • Make students feel comfortable and relaxed. • Escort all students and carry all secure testing materials to alternate sites for extended time, etc. • Have test booklets, test tickets, and online setup ready for students before the test. • Remove all curriculum materials that relate to the tested content from the wall. • Maintain standardized testing procedures. • Read the NSCAS *Security Manual* and all applicable test administration guides before testing. • Report problem items. Refer to Proctor responsibilities on page 6.	• Discuss, disseminate, or otherwise reveal the contents of the test to anyone. • Keep, copy, reproduce, or use any reading, mathematics, or science test, test item, any specific test content, or examine responses to an item or any section of a secured test in any manner inconsistent with the instructions provided by and through NDE. • Leave students unattended with testing materials. • Possess any secure test materials at any time other than during the actual administration of the test. Proctors should be given their secure materials the morning of the administration of the test, and materials must be counted and collected at the end of each day of testing. • Discard of test items such as test tickets or scratch paper in the trash. The School Assessment Coordinator should properly destroy material after testing is complete. • Allow students to leave the testing site with test materials for any reason. • Allow students to look ahead to other content areas before being instructed to do so. • Coach or provide feedback in any way, which includes answering any questions relating to the contents. • Alter, influence, or interfere with a test response in any way or instruct the student to do so. Students who move to alternate testing sites for extended time should be escorted, and school personnel should carry all secure testing materials to the new testing location. • Complete any unanswered item or provide actual answers to students. • Return any test booklets or answer sheets to any students after they have been completed and turned in to the Proctor, except if the student is going to another testing site for an extended time. • Place students in situations in which they can discuss test items or answers, such as during breaks.

Test security agreement

The *Building Principal Security Agreement and District Assessment Contact (DAC) Confidentiality of Information Agreement* was sent by email. Every principal and DAC must have signed a security agreement to participate in NSCAS Growth testing. The NDE Statewide Assessment Office processes agreements in August each year.

Breaches in test security

The Test Security Procedure for the NSCAS Growth assessments establishes guidelines for dealing with breaches in test security. Breaches may include student impropriety, test violations, educator misconduct, or the mishandling of test materials. In order to maintain the integrity of the test, there must be strict adherence to the rules and procedures for administering the test.

Reporting and investigating test security violations

Any identification or suspected violation of defined testing procedures must be reported immediately. If a student suspects a breach in test security, the student should report the alleged incident to a teacher or administrator. If a teacher, family member, caregiver, assessment administrator, or school administrator suspects a breach in test security, they should report the alleged incident in writing to the district's superintendent or the Nebraska Statewide Assessment Office.

In the case of a test contractor suspecting a breach in test security, the suspected tests should be "flagged." The contractor's scoring director and project manager will then review the flagged tests and determine whether a test security breach has occurred. The test contractor should immediately notify the Nebraska Statewide Assessment Office of any test security breach and send them a summary file of the flagged student work.

As soon as a suspected test security breach has been verified, either by the test contractor or NDE, a district superintendent or designee of the investigation will have 45 days to complete a report. The report will be sent to the Nebraska Statewide Assessment Office indicating the following:

- The details of the investigation
- The findings
- The action taken by the school, administrators, or district, if any

Upon completion of the report, the district should return any student answer sheets involved in the incident to the contractor along with the other student answer sheets.

Consequences of test security violations

School districts are responsible for conducting the investigation and taking appropriate actions in response to breaches in test security. NDE may, at the discretion of the Statewide Assessment Director, initiate a formal educator misconduct investigation that may result in disciplinary action. In addition, test scores involved in the investigation may be invalidated.

Appendix D—Sample language for Proctors

Proctors are charged with maintaining the standardization of the NSCAS Growth assessments. In the interest of fairness and test security, Proctors must read the script verbatim. However, occasionally questions and situations arise that are not covered in existing scripts. The Table 5: Language for Proctors below offers Proctors examples of language that would be allowed and language that would be prohibited in these situations.

Table 5: Language for Proctors

Scenario or Situation	Allowed	Prohibited
A student is not actively engaged in testing or has been on a test item for a long time	✓ "Please refocus on the test and make sure to do your best." ✓ "Remember your test-taking skills. Make the best choice and move on."	✗ "Get back to work or you are going to lose recess." ✗ "You need to complete five items in the next 10 minutes."
A student is clicking through the test without reading the passages or items	✓ "Please slow down to make sure you are showing us what you know and can do." ✓ "You need to slow down and give your best effort; show us how much you know."	✗ "You must slow down or you are going to be in detention." ✗ "You have to show your work on every math item."
A student asks a question about specific content or a word from an item or passage	✓ "I am not able to help you. Read the question carefully and try to do your best." ✓ "Some questions may be harder than others. We just want you to work hard and do your best."	✗ "Think about the rock lesson from last week. This will help." ✗ "You might want to reread options C and D." Pointing at the screen is also prohibited.
A student exhibits a disruptive behavior Something outside of the classroom causes a disruption (e.g., lawn mower, students in the hall, etc.)	✓ "Sorry for the interruption. I know that is distracting, but everyone needs to do their best to focus on completing the test." ✓ For a minor disruption, it is allowable to just ignore the issue or to stop the behavior by using proximity. ✓ For a large disruption, it is allowable to pause the test for all students and then resume when the disruption is resolved.	✗ Leaving students unattended while they continue to test by stepping outside the classroom to deal with the disruptive student or situation. ✗ Escalating the situation and causing more of a distraction.
A student asks a question about directions or how the technology works	✓ "Remember you have to click here to turn off the highlighter."	✗ Taking over the mouse or input device and performing actions for the student.

These examples are not meant to limit or dictate the interactions between Proctors and students, but instead to offer more guidance. These examples apply to all content areas. In general, Proctors should encourage positive behaviors, but they should not interfere in the assessment. There is a fine line between encouragement and interference, and these examples help to illuminate the difference. Overall, Proctors should not be threatening, and should not give specific criteria for what a student needs to accomplish or do.

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