



*Directions for the Administration
of the
Inspect Interim Assessments
for
English Language Arts
and
Mathematics*

Spring 2018

Interim Assessment ID Numbers by Grade Level and Subject

Grade	English Language Arts	ID	Number of Questions
K	Inspect Kindergarten ELA Interim Pink 2017-2018 Paper Allowable	20050	13
1	Inspect Grade 1 ELA Interim Pink 2017-2018 Paper Allowable	20114	20
2	Inspect Grade 2 ELA Interim Pink 2017-2018 Paper Allowable	20103	21
3	Inspect Grade 3 ELA Interim Pink 2017-2018 Paper Allowable	24255	21
4	Inspect Grade 4 ELA Interim Pink 2017-2018 Paper Allowable	20091	23
5	Inspect Grade 5 ELA Interim Pink 2017-2018 Paper Allowable*	24239	21
6	Inspect Grade 6 ELA Interim Pink 2017-2018 Paper Allowable*	24240	14
7	Inspect Grade 7 ELA Interim Pink 2017-2018 Paper Allowable	20073	18
8	Inspect Grade 8 ELA Interim Pink 2017-2018 Paper Allowable	20067	25
9	Inspect Grade 9 ELA Interim Pink 2017-2018 Paper Allowable	20061	19

Grades	Mathematics	ID	Number of Questions
K	Inspect Kindergarten Math Interim Pink 2017-2018 Paper Allowable*	24241	12
1	Inspect Grade 1 Math Interim Pink 2017-2018 Paper Allowable*	24242	17
2	Inspect Grade 2 Math Interim Pink 2017-2018 Paper Allowable*	24243	18
3	Inspect Grade 3 Math Interim Pink 2017-2018 Paper Allowable	20094	18
4	Inspect Grade 4 Math Interim Pink 2017-2018 Paper Allowable*	24244	22
5	Inspect Grade 5 Math Interim Pink 2017-2018 Paper Allowable*	24246	23
6	2018 MDTP Grade 7 Mathematics Readiness	paper only	40
7	Inspect Grade 7 Math Interim Pink 2017-2018 Paper Allowable	20070	26
8	Inspect Grade 8 Math Interim Pink 2017-2018 Paper Allowable	20064	22
7-9	Inspect Integrated Math I Interim Pink 2017-2018 Paper Allowable	20058	22
7-9	Inspect Integrated Math II Interim Pink 2017-2018 Paper Allowable	20055	16
7-9	Inspect Algebra I Pink 2017-2018 Paper Allowable	20123	20
7-9	Inspect Algebra II Pink 2017-2018 Paper Allowable	20120	18
7-9	Inspect Geometry Interim Pink 2017-2018 Paper Allowable	20117	21

Prior to Administering a Test Session

Before you administer a test session, check to see if the following has been completed:






- Verify the security of the testing environment prior to beginning a test session.
 - ✓ Student seats are arranged in a way so they cannot see each other's answers.
 - ✓ All displayed instructional materials (e.g., vocabulary charts, periodic tables, etc.) are covered or taken down.
 - ✓ Post TESTING IN PROGRESS – DO NOT DISTURB and NO ELECTRONIC DEVICES signs
- Ensure that students do not have access to digital, electronic, or manual devices during testing.
- For Paper/Pencil Testing students have their Answer Sheet
- For Online Testing:
 - Students have their log in information Student ID for Quick Roster
 - Student log in portal: <http://illuminate.online/>

Test Booklet

To review the test beforehand and for teacher directions, click on

Hello there. We noticed you don't have any student responses for this assessment. Let's change that.

Prepare

-  [Download Materials](#)
-  [Itembank Test Booklet](#)
-  [Itembank Teacher Booklet](#)
-  [Duplicate Itembank Assessment](#)
-  [View Preview](#)



Administer

Administration Directions for Kindergarten

Teachers may read aloud to students. Teachers will need to view the Teacher Test Booklet to do so.

Administration Directions for Grade 1


Math: teachers can use their discretion on whether to read aloud to students or not. Teachers will need to view the Teacher Test Booklet to do so.

Administering a Test Session


To administer a test session, follow the steps in the table below.

1. Log in to Illuminate at: Scusd.illuminateed.com on any browser but Internet Explorer.

2. Click on: 

3. Click on: 

4. Select the Assessment tab, click List Assessments 

5. Enter the Assessment ID number for your Interim in the Search box and .

24239] More Filters Search

Displaying 1 to 50 of 1,562 More...


ID	Type	Title	Owner	Date Created	Last Accessed	Actions
24239	Itembank	Inspect Grade 5 ELA Interim Pink 2017-2018 Paper Allowable*	Admin, Assessment / Test	February 28, 2018	March 2, 2018	Action

6. Click on the Assessment Title

24239	Itembank	Inspect Grade 5 ELA Interim Pink 2017-2018 Paper Allowable*	Admin, Assessment / Test
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7. Preview your online assessment prior to administering it. To access online testing options you can:

Hello there. We noticed you don't have any student responses for this assessment. Let's change that.

- Prepare
 - Print Answer Sheets
 - Download Materials
 - Itembank Test Booklet
 - Itembank Teacher Booklet
 - Duplicate Itembank Assessment
 - View Preview
- Administer
 - Online 
 - Grade from Camera
 - Grade from Scanner
 - Enter / Edit
 - Import

Preview Assessment Add Roster Add Quick Roster

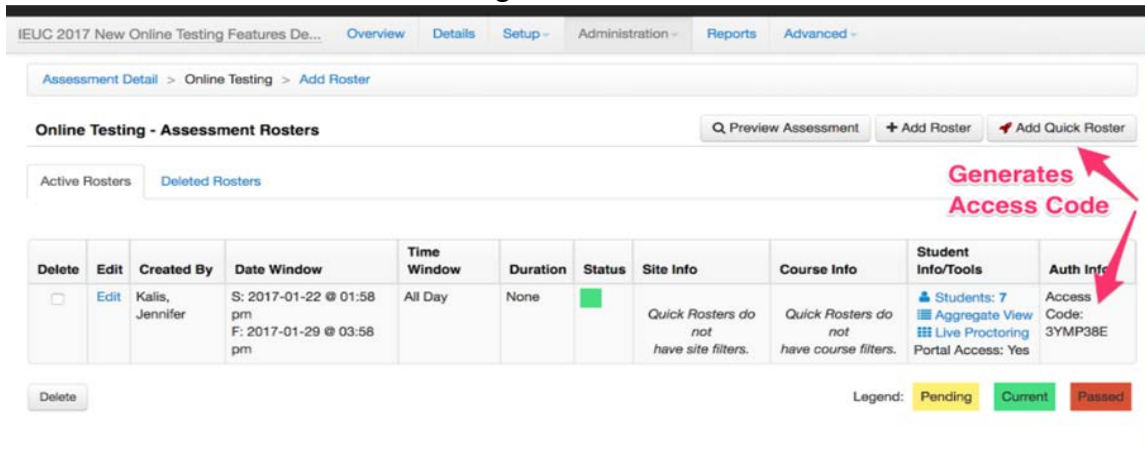
Rostering Students for Testing

Create a Quick Roster

Quick rostering allows Illuminate online testing users to create a quick access code for all students on their roster to take an assessment via illuminate.online. Quick rostering bypasses the District Home

Connection Portal and requires no setup for Student Portal access. You will only see live proctoring if you set up the quick roster.

1. Click on Administration>Online Testing>



Under EDIT you can set your testing window start and end, set online testing tools and enable student to see results.

Click on the Quick Access Code and you can have students see

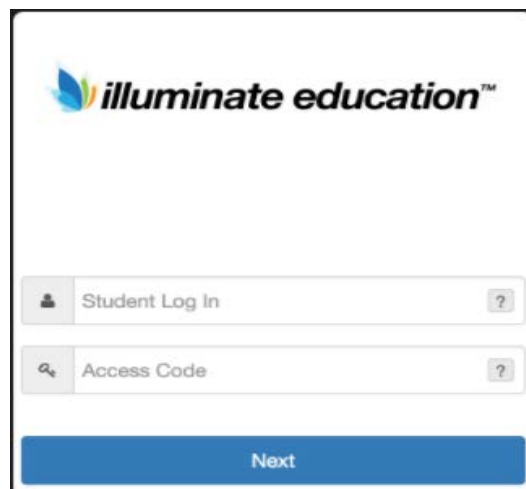


NEW STUDENT LOG IN FOR QUICK ROSTER

Log in at: <http://illuminate.online/>

STUDENTS WILL SEE:

STUDENTS LOG IN WITH THEIR LOCAL ID AND ACCESS CODE



ALL TEACHERS READ:

SAY: Today you will take the District Interim Assessment for (insert grade, ELA or mathematics) test. At this time, you must turn off and put away all unauthorized electronic devices. This includes cell phones, music players, and PDAs (personal digital assistants). Once you have logged on, wait for my directions to start the test. I will be checking that you have entered the correct information.


Have students open the web browser and enter: <http://illuminate.online/> for Quick Rostered students using the access code to log in

SAY: Enter youy student ID number and the Access Code exactly as it is written, and click Next. You will now see the name of the assessment you are about to take and under Student Details, you should see your name and id number. Please raise your hand if it is not you. You can now click on Confirm. You may now click on **Begin Test.**



If you are unsure of an answer, provide what you think is the best answer; there is no penalty for guessing. If you would like to review that answer at a later time, mark the item by clicking on the green button with the flag at the top of the page it will turn red when saved. Flagging the item will remind you to go back and decide whether or not you want to change the answer during this test segment.

If you need help during the test please raise your hand and I will assist you.

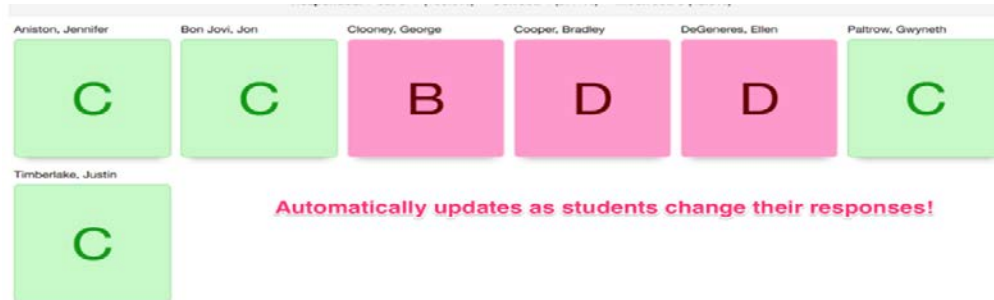
You may **PAUSE** at any point in the test by selecting the **PAUSE** button . When you are ready to resume your test, click on the green resume button at the top of the page. If there are no questions, you may Begin Test now.

Monitoring Progress on Online Assessments- General and Live Proctoring

Actions	Student ID	First Name	Last Name	Portal Access	Started At	Finished At	Time Elapsed	Viewing	# Pauses
Actions -	560070166	Jennifer	Aniston	Yes	Jan 22, 2017 02:11 pm	Jan 22, 2017 02:12 pm	00m	Finished	0
Actions -	550020587	Jon	Bon Jovi	Yes	Jan 22, 2017 02:12 pm	Jan 22, 2017 02:13 pm	00m	Finished	0
Actions -	550020530	George	Clooney	Yes	Jan 22, 2017 02:08 pm	Jan 22, 2017 02:09 pm	00m	Finished	0
Actions -	550017781	Bradley	Cooper	Yes	Jan 22, 2017 02:10 pm	Jan 22, 2017 02:10 pm	00m	Finished	0
Re-Open		Ellen	DeGeneres	Yes	Jan 22, 2017 02:14 pm	Jan 22, 2017 02:14 pm	00m	Finished	0
Enable Text to Speech		Gwyneth	Paltrow	Yes	Jan 22, 2017 02:15 pm	Jan 22, 2017 02:17 pm	01m	Finished	0
Reset Password									

Live Proctoring

IEUC 2017 New Online Testing Features De... Overview Details Setup Administration Reports Advanced						Course Info	Student Info/Tools	Auth Info
← DASH → Last Name [v] [↑↓] [En]						Quick Rosters do not have course filters.	Students: 7 Aggregate View Live Proctoring Portal Access: Yes	Access Code: 3YMP38E
	Q1 Q	Q2 Q	Q3 Q	Q4 Q	Q5 Q			
	57.1%	57.1%	42.9%	71.4%				
Aniston, Jennifer								
Bon Jovi, Jon		C						
Clooney, George	B		A					
Cooper, Bradley	D	C	C					
DeGeneres, Ellen	D	C	B					



Once students have started their tests, the testing administrator (TA) should circulate through the room to ensure that all conditions of test security are maintained. The TA should also continue to monitor students testing progress.

If a student asks for assistance either in answering an item or manipulating an item type, the TA should gently instruct the student to try his or her best but that the TA cannot help answer an item. The TA may remind the student to reread the instructions to that item.

SAY: I can't help you with your test. Try to do the best that you can.

Ending a Test Session

When there are approximately 10 minutes left in the test session, the TA should give students a brief warning.

SAY: We are nearing the end of this test session. Please review any completed or marked items now. Do not submit your test unless you have answered all of the questions.

Finish after they finish reviewing. Once a student selects **Finish** the student will not be able to review answers.

SAY: This test session is now over. If you have not finished, select **PAUSE**, and you will be able to finish at another time. If you have finished, select **FINISH**.

Reopen: If a student accidentally click finish before completing all questions, under actions, you can

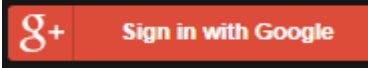
reopen that students test.




Paper-Pencil Testing


To print answer sheets for paper and pencil administration, follow the steps in the table below.

1. Log in to Illuminate at: Scusd.Illuminateed.com.

2. Click on: 

3. Click on: 

4. Select the Assessment tab, click List Assessments 

5. Enter the Assessment ID number for your Interim in the Search box and .

ID	Type	Title	Owner	Date Created	Last Accessed	Actions
24239	Itembank	Inspect Grade 5 ELA Interim Pink 2017-2018 Paper Allowable*	Admin, Assessment / Test	February 28, 2018	March 2, 2018	Action

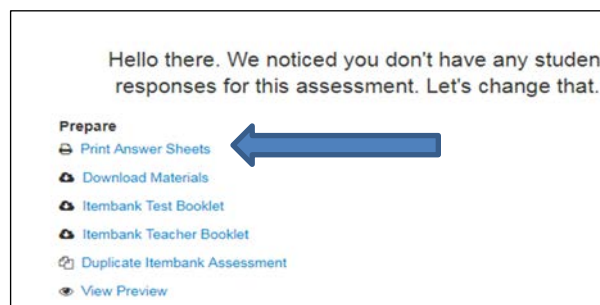
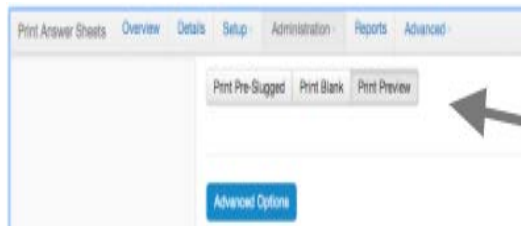
a.

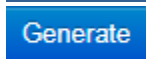
6. Click on the Assessment Title 

Printing Answer Sheets

7. Select Print Answer Sheet

8. Print Preview Before Printing



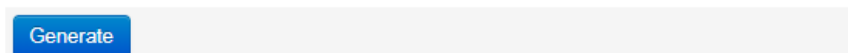


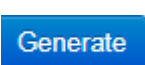
To make larger, select [Advanced Options](#)



Bubble Sizes Small (default) Medium Large
 X-Large XX-Large



This will modify the size of answer bubbles on your answer sheet.

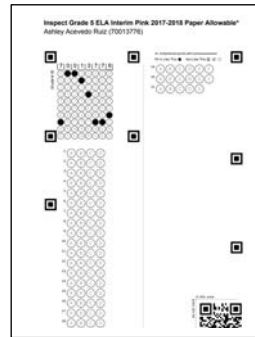


9. Once you have selected the size wanted select  and .

10. When ready to print,

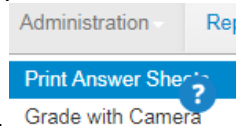
Your sheets have been generated and should download automatically. You can also [click here to download](#).

11.  **prefilled (1).pdf**
55.0 MB  select and print.



Scanning Answer Sheets Grade with Camera

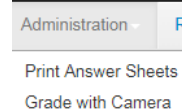
1. Connect Document Camera to laptop or use the camera to scan.



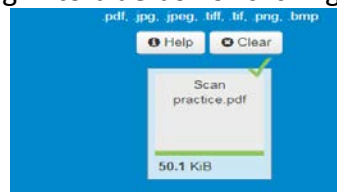
2. Under the Administration tab select
3. The camera should automatically set up
4. In the camera window or with the doc cam place answer sheets you should hear a click and see the results for that student, continue until all documents have been scanned.
5. Click on Save & View Results

Grade from Scanner




1. From the copier scan the answer sheets and send them to yourself.



2. Under the Administration tab select
3. Upload your file by dragging in to blue box or clicking on blue box and uploading.



4. You will see your file. You can click on **Finished** and see the answers students selected.

Displaying 1 to 1 of 1 (filtered from 0 total entries)    More... Search

ID	File Name	Date Uploaded	User	Status	Actions
2	5a99ab40d0893Scan practice.pdf	March 2, 2018	Admin, Assessment / Test	Finished	Action

5. Go to the Overview tab and see your students' results.

