




Student Login Tickets

Navigation: TEST MANAGEMENT > Manage Test Sessions > Administration > Show Sessions

-  To view or print Test Tickets for a Test Session, click the **Edit/Print Ticket Status** icon in the Action column for the applicable Test Session.
-  To print all student test login tickets for a Test Session, click the **Print All Tickets** icon in the Action column for the applicable Test Session.
-  To export the student roster and login details for a specific Test Session to a CSV file, click the **Export Details** icon in the Action column.

Sessions

Status Summary

+

Instructions

Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	Washoe		Science_5th two-parts	Gr 5 Science	Not Started	4/xx/20xx	5/xx/20xx	<div> <div>Edit/Print Ticket Status</div> <div>Print All Tickets</div> <div>Export Details</div> </div>
<input type="checkbox"/>	Washoe		Science_8th two-parts	Gr 8 Science	Not Started	4/xx/20xx	5/xx/20xx	
			Science_10th		Not			

TEST ADMINISTRATOR GUIDELINES – Online Testing: Student Login Tickets

Student Login Tickets are secure materials and must be handled appropriately. Follow procedures for handling, distributing, and collecting Student Login Tickets to maintain security and confidentiality of materials.

PRIOR TO TESTING (Online Administration)

1. Ensure all students scheduled to test have a login ticket and that all student information is correct, including online accommodations, if applicable to the assessment specified on the ticket.
2. If a student does not have a test ticket, inform your School Test Coordinator. Do not start the test session if all students assigned to the room do not have the appropriate test ticket.
3. If a student is missing or has been incorrectly assigned an online accommodation, notify your School Test Coordinator to reprint the Student Login Ticket.
4. If student information is incorrect, make note of it and notify your School Test Coordinator.
5. Separate Student Login Tickets.

WHEN STUDENTS ARE AT THEIR COMPUTER STATIONS

1. Distribute the Student Test Login Tickets to the students.
2. Ensure that students with online accommodations noted on their Student Login Tickets are seated at a computer that has been set up to handle accommodations.
3. Instruct the students to login to the assessments using the Username and Password on their Student Login Ticket.
4. Collect Student Login Tickets after students successfully start the scheduled assessment.

WHEN STUDENTS ARE FINISHED TESTING

Account for all Student Login Tickets after students have completed testing and return used and unused tickets to the School Test Coordinator along with other materials and documents from the test session.

Paper and Alternate (NAA) Administration Guidelines: Student Login Tickets

Student Login Tickets are secure materials and must be handled appropriately. Follow procedures for handling, distributing, and collecting Student Login Tickets to maintain security and confidentiality of materials. Student Login Tickets will be used by the **Test Administrator or School Test Coordinator** to transcribe student responses from completed assessments into the DRC INSIGHT test engine.

PRIOR TO TESTING (Paper/NAA Administration)

1. Verify with the School Test Coordinator that each student taking the NAA or paper version of the Science and/or Summative assessments have a login ticket and student information is correct.
2. School Test Coordinators should contact the district test director if a student does not have a test ticket or student information is incorrect.

WHEN READY TO TRANSCRIBE RESPONSES

*Note: Transcribing of responses should be **scheduled after a student has completed the assessment**. Students are not present during the transcribing process.*

1. Use the username and password on Student Login Ticket to login to the student's online test in DRC INSIGHT test engine (installed on student testing device).
2. Transcribe student responses into the appropriate test part/content area.
3. Look out for common transcription mistakes –
 - a. Item left blank
 - b. Incorrect content area completed
 - c. Content area left blank

1. Select Administration
2. Login with Student Ticket
3. Verify student information
4. Select test session or part
5. Begin test

6. Transcribe responses item-by-item
7. Review items and "End Test"
8. Confirm and "Submit" test

WHEN FINISHED TRANSCRIBING

Account for all Student Login Tickets after transcription is complete. Return test tickets and student response collection sheets/answer sheets to the School Test Coordinator along with other secure test materials from the test session.

SCHOOL TEST COORDINATOR

1. Verify test status in the DRC portal shows complete for each student, then destroy used Student Login Tickets, response collection sheets/student answer sheets, and used scratch paper.
2. Return secure test books/test kits received as directed (return to DRC all secure materials received from DRC, return to the district materials received from the district).