Online Assessment Tutorials

Quick Start Guide

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A. Overview

Two online assessment tutorials are available for North Carolina-developed online tests:
1. Beginning-of-Grade 3 (BOG3) Reading Online Assessment Tutorial and/or Beginning-of-Grade 3 (BOG3) Reading Online Assessment Tutorial video

2. Grades 3–12 Online Assessment Tutorial and/or Grades 3–12 Online Assessment Tutorial video

Both the Beginning-of-Grade 3 Reading Online Assessment Tutorial and the Grades 3–12 Online Assessment Tutorial are available as an interactive tutorial and/or a video. The interactive tutorial is designed to allow students the opportunity to explore various question types and tools as they would during an online test. The videos provide students with a narrated demonstration of online test navigation and tool use. When using the online assessment tutorial video, schools should show it as a whole class group presentation or ensure that headphones are provided to students who will watch at individual workstations.

It is a local decision whether the interactive tutorial, the tutorial video, or both, are used to meet the online assessment tutorial requirement.

For the BOG3 Reading Online Assessment Tutorial requirement, if the interactive tutorial is used, schools must use the required script provided in this quick start guide.

There are two online assessment tutorial requirements for third grade students. Students in grade three must complete the BOG3 Online Assessment Tutorial prior to administration. Those students must also complete the Grades 3-12 Online Assessment Tutorial prior to the end-of-grade (EOG) administration.

Schools should note that the online tutorial login page also includes grade-level, technology enhanced practice items. The practice items are intended to provide students additional exposure to grade-specific technology enhanced questions and are not required. These practice items do not satisfy the online assessment tutorial requirement but can be used in addition to the Online Assessment Tutorial to support student online testing readiness.

The online assessment tutorials and videos are available through the NCTest Chrome App for Chromebooks, NCTest Secure Browser, NCTest iPad App or by accessing https://data.ncsu.edu/nctest/Destination.html. From the

tutorial login page, schools may allow students to select the appropriate tutorial, or the teacher may select the appropriate tutorial for each student. **When students complete the Grades 3–12 Online Assessment Tutorial, teachers should inform them that all the question types in the tutorial may not appear on their grade-or course-specific test, and answers to tutorial questions will not be saved or scored.**

Schools should reference the *North Carolina Test Coordinator's Policies and Procedures Handbook* for more information about the online assessment tutorial requirements.

B. Online Assessment Tutorial Scripts

Grades 3−12 Online Assessment Tutorial Script
The following optional script is provided for teachers to read aloud while students complete the Grades 3−12 Online Assessment Tutorial. No script or instructions are needed if students view the online assessment tutorial video, as it is designed as a stand-alone resource.

When applicable and before beginning the interactive tutorial, select the appropriate accessibility features (large font, high contrast, alternate background color), and/or the accommodation of Test Read Aloud (in English) on the NCTest Online Tutorial login page and then click the **Grades 3−12 Tutorial** button to log in.

When all student devices display the screen with a start button, begin reading the script below. Read aloud only the words in boldface print preceded by the word "say". Teachers may substitute the words "click" or "touch" depending on the type of device being used by the student. The Grades 3−12 Online Assessment Tutorial script is optional for use and can be edited by the school or teacher as appropriate.

Grades 3−12 Tutorial Script

SAY: **Today, you will complete the Grades 3−12 Online Assessment Tutorial. After you complete this tutorial, you should understand how to use the online tools and navigation buttons to take online tests in North Carolina. Your answers will not be saved, and you will not get a score. You will work at your own pace. If you have a question about how to use a tool, raise your hand and I will help you.**

As you look at your device you should see a screen that has an exit button and a start button. When you take an online test, you will see your name, your student identification number and your school's name at the top of this screen. Today's tutorial does not display student names, student I.D. numbers, or school names.

Click the start button to begin the tutorial. A pop-up box appears asking you to confirm the tutorial you are taking. Click OK. You should practice using each of the tools on the toolbar and practice answering every question.

Read Only If Students Are Using Tablets:

SAY: **If you are using a tablet, you can adjust your view by interacting with the touchscreen. If parts of the screen are too small, you can use two fingers to "pinch" and zoom in the area you would like to enlarge. If you enlarge the screen, you may need to scroll to see all the questions and all the answer choices.**

When rotating the device, if the tutorial appears either too large or too small after rotating, you can either double tap or pinch the screen to resize the content on the screen back to full screen.

Continue reading under For All Students.

Read Only If Students Are Using Desktops, Laptops, or Chromebooks:

SAY: **If you are using a desktop or laptop computer, you can adjust your view using the mouse or keyboard. If you need to make everything on the screen bigger, hold the Control (Ctrl) key and the Shift key at the same time, and then press the plus sign key (+) as many times as you need to. Scroll bars will be available if you cannot see all the questions on the screen.**

To make everything on the screen smaller, hold the Control (Ctrl) key and the Shift key at the same time, and then press the minus sign (-) key to zoom out.

Read the Additional Statement for Chromebooks Only:

SAY: **While you are answering questions, be careful not to click, hover, or touch near the edge of the screen. Doing this will close your screen and you will have to be logged back into the tutorial.**

Continue reading under For All Students.

For All Students:

SAY: **The tutorial has two sections. At the end of Section 1, a Section Summary page will appear. Mark an answer for question 1 and click the flag button on the toolbar.**

SAY: **Now click the review button at the bottom of your screen to go to the Section Summary page. You will see back, save and exit, and next buttons at the bottom of the Section Summary page. Do not click the save and exit button because it will log you out of the tutorial.**

If the save and exit button is clicked accidently, the tutorial must be launched again from the tutorial login page.

SAY: **The Section Summary page shows you the number of questions you answered and the number of questions you flagged.**

Below the Section Summary, the Section Review box lists each question from Section 1.

If you answered the question, there will be an asterisk in the box below the number. If you flagged the question to go back to later, it will have a question mark in the box. If you didn't select an answer, or accidentally skipped a question, the box will be blank. To return to a question you skipped, or to go back and check the questions you flagged, click the question number, or click the back button to return to the question. Are there any questions?

Pause to answer questions and then continue.

SAY: **Click the back button to return to the question 1. After you have answered all questions in Section 1, you will click the next button on the Section Summary page to move to Section 2. A caution box will appear. Clicking next in the caution box will move you to Section 2. You will not be able to return to Section 1 once you click next.**

At the beginning of Section 2, a screen will appear with directions. Read the directions and then click the continue button to move to Section 2.

When you have answered the tutorial question in Section 2, a Test Summary page will appear.

Click on the question number you would like to review or still need to answer. Are there any questions?

Pause to answer questions and then continue.

SAY: **On the Test Summary page, you will click end test to end the tutorial. A caution box will appear on your screen. If you are finished with Section 2, click end test to complete the tutorial.**

A large stop sign will appear to let you and your teacher know you have completed the tutorial. Your teacher will click exit on the stop page to end your tutorial session. Are there any questions?

Pause to answer questions and then continue.

SAY: **You may now begin answering questions in Section 1.**

The teacher should allow students to work at a self-directed pace, supporting and troubleshooting as necessary. When the student's screen displays the large, red stop sign, the teacher will click exit on the student's screen and say the following statement.

SAY: **You have completed the Grades 3–12 Online Assessment Tutorial.**

The teacher should have students close their browser before returning to the regular school day activities.

BOG3 Reading Online Assessment Tutorial Required Script

Either the BOG3 Reading Online Assessment interactive tutorial and/or the tutorial video must be used to meet the BOG3 online assessment tutorial requirement. If using the interactive tutorial, teachers must read aloud the required script to ensure that all the online tools are thoroughly explained, and students have ample opportunity to interact with the tools before taking the BOG3 test.
Note: Third grade students must also complete the Grades 3-12 Online Assessment tutorial prior to the EOG test administration.

When applicable and before beginning the interactive tutorial, select the appropriate accessibility features (large font, high contrast, alternate background color), and/or the accommodation of Test Read Aloud (in English) on the NCTest Online Tutorial login page and then click the **Beginning-of-Grade 3 Reading Tutorial** button to log in.

When all student devices display the screen with a start button, begin reading the script below. Read aloud only the words in boldface print preceded by the word "say". Teachers may substitute the words "click" or "touch" depending on the type of device being used by the student.

Beginning-of-Grade 3 Reading Tutorial Script

SAY: **Today, you will complete the Beginning-of-Grade 3 Reading Tutorial. After you complete this tutorial, you will know how to use online tools and navigation buttons to take the Beginning-of-Grade 3 Reading Test. This interactive tutorial is only for practice. Your answers will not be saved, and you will not get a score.**

       As you look at your screen you should see an exit and a start button displayed. During the online test, you will see your name, your student identification number and your school's name at the top of the screen. You will see a save and exit button at the bottom of some pages, but do not click the save and exit button because it will log you out of the test.

If the save and exit or home button is clicked accidently, the tutorial must be launched again from the tutorial login page.

SAY: **Click start to begin the tutorial. You will see a box confirming that you are taking the Beginning-of-Grade 3 Reading Online Tutorial. Click OK to continue.**

SAY: **You will now see sample question 1 on your screen; read the question and select your answer. When you are finished, look up at me. Do not move to sample question 2.**

When all students have answered sample question 1, continue.

Read Only If Students Are Using Tablets:

SAY: **If you are using a tablet, you can adjust your view by interacting with the touchscreen. If parts of the screen are too small, you can use two fingers to "pinch" and zoom in the area you would like to enlarge. If you enlarge the screen, you may need to scroll to see all the questions and all the answer choices.**

When rotating the device, if the tutorial appears either too large or too small after rotating, you can either double tap or pinch the screen to resize the content back to full screen.

Continue reading under For All Students.

Read Only If Students Are Using Desktops, Laptops, or Chromebooks:

SAY: **If you are using a desktop or laptop computer, you can adjust your view using the mouse or keyboard. If you need to make everything on the screen bigger, hold the Control (Ctrl) key and the Shift key at the same time, and then press the plus sign key (+) as many times as you need to. Scroll bars will be available if you cannot see all the questions on the screen.**

To make everything on the screen smaller, hold the Control (Ctrl) key and the Shift key at the same time, and then press the minus sign (-) key to zoom out.

Read the Additional Statement for Chromebooks Only:

SAY: **While you are answering questions, be careful not to click, hover, or touch near the edge of the screen. Doing this will close your screen and you will have to be logged back into the tutorial.**

Continue reading under For All Students.

For All Students:

SAY: **Now we are going to look at different parts of the screen together. The top right of the screen shows the question number you are currently working on, along with the total number of questions in the tutorial.**

Now let's look at the tools on the tool bar. Find the toolbar below student name and school name on the left side of the screen. The toolbar shows the different tools you can use during the test.

Most of the tools may be clicked one time to turn them on and clicked a second time to turn them off.

First, find the tool that looks like a curved, black arrow. This is called the reset tool.

The reset tool arrow turns black when you mark an answer choice. The reset tool is used to clear the answer choice you selected.

Everyone should have selected an answer choice for sample question 1 and your reset arrow should be black. Raise your hand if you do not see the black reset arrow.

Pause to see if any students need assistance before continuing.

SAY: **Now click the reset button. A caution message appears on the screen to make sure you really want to clear your answer choice. Click the reset button in the caution box. Notice that your answer was removed, and the answer choices were reset.**

Are there any questions about the reset tool?

Pause to answer questions and then continue.

SAY: **Let's look at the next tool on the toolbar. The second tool on the toolbar is the flag tool, which allows you to flag any questions you might want to review later. You will practice using the flag tool after the sample questions. Are there any questions?**

Pause to answer questions and then continue.

SAY: **Now, let's look at the strike tool. This tool looks like a circle with an X over it and allows you to put an X on answers you don't think are correct.**

When you click the strike tool, your pointer becomes an X. Try using this tool as I explain how to use it.

To remove an X from any answer choice, click on the X to remove it. When you are ready to select your answer, click the strike tool again to turn it off and then mark your answer choice.

The next tool is called the electronic pen tool. The pen tool lets you write on the screen. Try using this tool as I explain how to use it.

To turn on the tool, click (touch for tablet devices) **the pen button, then click** (touch for tablet devices) **and hold, dragging the cursor to write on the screen, then release.**

When you are finished, click (touch for tablet devices) **the pen button to turn the tool off.**

Now, let's look at the highlighter tools. Try using these tools as I explain how and when to use them.

The first highlighter tool looks like a small highlighter pen and lets you highlight words. This is called the highlight tool. When you click the highlight tool, your pointer changes to an icon that looks like a highlighter.

To use it, click, hold, and drag your pointer over the text you want to highlight. When you are finished highlighting, click the highlight tool to turn it off.

The second highlighter tool looks like a highlighter pen with a line through it and is called the unhighlight tool. This tool allows you to erase some of the highlight or writing you added to words.

Click the tool to turn it on, and your pointer becomes the unhighlight tool. To use it, click the screen and use your pointer like you would use an eraser on paper to remove highlight or

SAY: **writing from words. When you are finished, click the unhighlight button to turn it off.**

The third highlighter tool is a square box with a color inside. This is the choose highlighter color tool.

When you click on the choose highlighter color tool, color options will appear. Select the color of your choice and that color will appear in the square box. To use the color on the text, you must first turn on the highlight tool. If you want to select a different color, click the choose highlighter color tool again and select a different color. You may use more than one color on the same page.

The fourth highlighter tool looks like a highlighter pen with an X through it and is called the clear all highlighting tool. This tool removes or clears all highlighting and writing from the screen at once. Try using the clear all highlighting tool now.

The highlight, unhighlight and clear all highlighting tools will not change color if an alternate highlighter color choice is selected.

Are there any questions?

Pause to answer questions and then continue.

SAY: **The next tool we will explore is the notepad. It looks like a sheet of paper with a pencil. Each question has its own notepad. Click the tool to open the notepad. To use, click in the box and begin typing. Try this now.**

Pause to allow time for students to practice using the notepad, then continue.

SAY: **To save your notes for the question, click the save and close button. This will save your notes as you move through the test and allow you to return to them later.**

To view your saved notes on a question, return to the question number and click the notepad tool. Your notes will display.

The notepad only saves information while you are working on the test. When you exit or end the test, the notes are deleted.

Note: Notepad information is not saved for multiple test sessions.

SAY: **The last tool is the help tool. It looks like a question mark inside a circle. If you can't remember how the tools or navigation work, you can click the help tool. Click the help tool now.**

You will see explanations for the navigation buttons, the available online testing tools, and question types. For the Beginning-of-Grade 3 Reading tutorial, you will only see multiple-choice questions.

You will not see the Calculator Active icon because there are no math questions. Click outside of the help screen to close the box.

Are there any questions?

Pause to answer questions and then continue.

On computers, students may use the X in the upper right corner of the help box to close the screen; on tablets, students may use the next button to close the screen.

SAY: **Now click next to move to sample question 2. A box will display with the correct answer for sample question 1. Click OK to continue to sample question 2.**

Pause for all students' screens to display sample question 2 and then continue.

SAY: **Read sample question 2 and select an answer. Then, click next at the bottom of the screen. A box will display with the correct answer for sample question 2. Click OK to continue. The screen now shows Sample Section End. Raise your hand if you don't see the Sample Section End screen.**

Pause for all students' screens to display Sample Section End and assist as needed, then continue.

SAY: **Click next to begin the tutorial. You should see Question 1 of 9 in the top right corner of your screen. Raise your hand if you need help.**

Pause to see if any students need assistance before continuing.

Read Only If Students Are Using Tablets:

SAY: **The reading passage is separate from the question-and-answer choices. If the passage is too large for the screen, scroll by sliding your finger on the screen in the direction you want the words to move. You can use two fingers to "pinch" to zoom in or out on the words. Double tap to get the screen back to normal size. As you read the passage, you may want to use the highlighter tools.**

Continue reading under For All Students*.*

Read Only If Students Are Using Desktops, Laptops, or Chromebooks:

SAY: **The reading passage is on the left side of the screen, and the question-and-answer choices are on the right side of the screen. There is a divider bar in the middle that you can move left and right if you want to adjust the size of the passage and answer choices. If the passage is too large for the screen, there will be scroll bars you can use to move up and down. As you read the passage, you may want to use the highlighter tools.**

Continue reading under For All Students.

For All Students:

SAY: **For Question 1, read the passage, question, and select an answer choice. Then click next. Your screen should display Question 2 of 9. Raise your hand if you need help.**

Pause to allow students time to read the passage, question 1, and select an answer choice. Assist students as needed. Ensure all students' screens display question 2 of 9, then continue.

SAY: **Now, we will look at the navigation buttons at the bottom of the screen. These buttons help you move from question to question in the test. You should see buttons that say first, back, pause, next, and review. Are there any questions?**

Pause to answer questions and then continue.

SAY: **Let's practice using the navigation buttons.**

SAY: **Find the button that says first. The first button takes you back to the first question. Click the first button now. You should see question 1 on your screen. Click next.**

Find the back button. The back button moves the test back one question. Click the back button to practice.

Now, click the next button to return to Question 2.

Ensure all students' screens display question 2 of 9, then continue.

SAY: **Now, find and click the pause button.**

The pause button opens a screen that keeps other students from seeing your test during stretch breaks or if you must leave your device before finishing the test. During a test, your test administrator will tell you when to click the pause button.

Now click the continue button to return to the tutorial.

Find and click the review button. The review button takes you to the end of the test. Are there any questions about the navigation buttons?

Pause to answer questions and then continue.

SAY: **Now click the back button to return to the tutorial questions. Your screen should display Question 2.**

Now read the passage and complete Question 2. Click the answer you think is correct. You can change your answer by clicking another answer choice. Remember the reset tool becomes active once you select an answer.

You will also practice using the flag tool on this question. Remember, the flag tool allows you to flag any questions you might want to review later. There are two ways to use the flag tool.

You can either click in the square box to the left of the word flag, or you can click the flag button. Clicking the square box or the flag button will put a check mark in the square box. You can click the flag button or the square box again to remove the check mark and flag option for that question.

SAY: **Use the flag tool now to flag this question for review later. Click next to move to Question 3.**

Pause to allow students time to answer question 2 and use the flag tool, then continue.

SAY: **In a moment you will complete Questions 3 through 9 on your own. On the last question, when you click next or review, a test summary screen will display. When you get to the test summary screen, stop, and wait for directions. Raise your hand if you have a question.**

Pause to answer questions and then continue.

SAY: **Now answer Questions 3 through 9. Remember, when you get to the test summary screen stop and wait for directions.**

Pause to allow students time to complete questions 3 through 9. Once all student devices display the test summary screen, continue.

SAY: **Everyone's screen should now display the test summary screen. At the top of the page, the test summary shows you the number of questions you completed and the number of questions you flagged to go back to later. There is a review section below the test summary.**

The section review lists each question number in the test. If you answered the question, there will be an asterisk in the box below the number. If you flagged the question to go back to later, it will have a question mark in the box. If you didn't select an answer, or accidentally skipped a question, the box will be blank. If you need to go back and answer a question you skipped, or if you want to go back and check the questions you flagged, you can click the question number, and it will take you back to that question.

We flagged Question 2 earlier. Click the number 2 to return to the question.

Pause to allow students time to return to the test question and then continue.

SAY: **When you are finished checking your answers, click review to return to the test summary screen. You will see a save and exit button and an end test button.**

SAY: **The save and exit button is only for the test administrator to use. On test day, do not click the save and exit button.**

We will practice using the end test button to end the tutorial. Click the end test button now. A caution message appears, asking if you are finished with the tutorial. You should see a cancel button and an end test button.

The cancel button will take you back to the tutorial. During a test, the end test button ends the test and submits your answers for scoring. Remember, the tutorial does not save your answers or give you a score. When you click the end test button in the caution box, you will not be able to go back to the tutorial.

Click the end test button now.

A large stop sign will appear to let you and your teacher know you have completed the tutorial. Raise your hand when the stop sign appears on your screen and wait for directions from your teacher to end your tutorial session.

Are there any questions?

Pause to answer questions and then continue.

When the student's screen displays the large red stop sign, the teacher will click exit on the student's screen (or direct all students to click exit) and say the following statement.

SAY: **You have completed the Beginning-of-Grade 3 Reading Tutorial.**

The teacher should have students close their browser before returning to the regular school day activities.

C. Calculator Types

Schools are required to provide students an opportunity to practice using the appropriate online calculator for tests with a calculator active section. The calculators shown in table 1 are provided for student exploration in the calculator practice environment located on the [tutorial login webpage](#).

TABLE 1. Available calculators

Calculator Type	Symbol in Online Test	Online Test Availability	Available in Grades 3–12 Online Assessment Tutorial	Available in Calculator Practice Environment
Four-function Calculator		• NC Check-Ins 2.0 • Grades 3-5 EOG mathematics • College and Career Readiness Alternate Assessment (CCRAA) at Grades 10 and 11	Yes	Yes
Scientific Calculator		• Grades 6-8 EOG mathematics	No	Yes
Graphing Calculator		• Grade 8 EOG mathematics • NC Math 1 and NC Math 3 End-of-Course (EOC)	No	Yes

Online Assessment Tutorial Embedded Calculator
The four-function calculator is embedded in the Grades 3–12 Online Assessment Tutorial. For tests with embedded scientific or graphing calculators, schools are required to provide students with a practice opportunity using the appropriate online calculator in the calculator practice environment prior to test day. Teachers may choose to provide students

with practice math problems to aid student exploration or allow students to explore at their discretion.

D. Tutorial Navigation Information

The following navigation button descriptions have been provided for teacher reference should students need assistance when completing the online tutorial.

Navigation Buttons
The navigation buttons allow the user to move from question to question in the test. Refer to figure 1 for the available navigation buttons, actions, and shortcuts. Shortcut keys mentioned in figure 1 are available for students using desktop computers. Note: Shortcut keys are not available on tablet devices unless a physical keyboard is provided.

Button	Shortcut Key(s)	Action
First	Ctrl+Arrow Left or Home	The FIRST button takes you back to the first question in the current section.
Back	Arrow Left	The BACK button moves the test back to the previous question in the current section.
Pause	P	The PAUSE button opens a screen with a timer that keeps other students from seeing your test during breaks. You must click (or touch for tablet devices) the CONTINUE button before the timer reaches zero to return to the test. During the test, your test administrator will tell you when to pause the test. If the timer reaches zero, your test administrator will help you reopen your test.
Next	Arrow Right	The NEXT button moves the test to the next question.
Review	End	The REVIEW button opens a summary page at the end of the test or at the end of the section if the test has more than one section. The review page shows how many questions you answered, which questions you flagged, and lets you return to any question in the test or current section (for tests with multiple sections).

Figure 1. Navigation buttons, shortcuts and actions explained in the Help Menu.

Summary Pages
A Summary page will be shown at the end of each test or the end of each test section (for tests with multiple sections). The summary page allows

students to review their progress before moving to the next test section or finalizing their test.

The section or test summary information at the top of the screen shows the number of questions completed and the number of questions flagged.

The Section Review below the summary information lists each question number. Answered and flagged questions will be indicated. If a student didn't answer every question, or wants to go back and check any question, click (touch for tablet devices) the question number, and the test will return to that question. When students have finished checking all answers, click (touch for tablet devices) review to go back to the summary screen.

Section summary. If this is a *multiple section test* and there are sections remaining, the student will have the options to click save and exit or next. Students should click the next button to continue to the next section if instructed by the Test Administrator. If the student wants to remain in the current section, click on any of the question numbers shown in the Section Review below the Summary as seen in figure 2.

| [STUDENT NAME] | | | [SCHOOL NAME] Form 7790 | | | | Section Review Section 1 of 2 |

Section Summary

You have reached the end of this section.

You answered 5 out of 7 questions and flagged 2 question(s) in this section.

You may return to questions in this section by clicking on a question number in the Section Review area below or by clicking the Back button.

Otherwise, click the Next button if you have completed this section and are ready to move onto the next section.

Section Review

Question	1	2	3	4	5	6	7
Answered	*		*	*		*	*
Flagged		?			?		

Figure 2. Section summary screen displayed at the end of a test section.

Test summary. If the student is at the *end of the test,* two options present 1) save and exit or 2) end test as seen in figure 3.

- The *save and exit button* should only be used by the Test Administrator. The save and exit button does not finalize the test. It should be utilized in the following instances:
  - for multi-day testing for students with the *Multiple Test Sessions* accommodation,
  - when students will be taking an extended break greater than sixty minutes, or
  - for NC Check-Ins 2.0 testing over multiple days.
- The *end test button* should be used when students have completed the test and are ready to submit their answers for a score.

| [STUDENT NAME] | [SCHOOL NAME] | Review |
| | Form 7790 | Section 2 of 2 |

Test Summary

You have reached the end of the Test.

You answered 0 out of 1 question(s) and flagged 0 question(s) in this section.

You may return to questions in this section by clicking on an question number in the Section Review area below or clicking the Back button.

Otherwise, click the End Test button if you have finished reviewing this section and are ready to complete the Test.

Section Review

Question	1
Answered	
Flagged	

Back ⬅   ❌ Save and Exit   End Test ➡

Figure 3. Test summary screen displayed at the end of the test.

If the end test button is clicked, the student will not be able to continue testing. The second end test button finalizes the test and answers will be submitted for scoring. Note: Students do not receive scores when completing the interactive tutorial.

E. Tools on the Toolbar

Teachers may use the toolbar information in figure 4 to instruct students on each tool's purpose and function within the online tutorial.

Help Menu

Toolbar Button	Tool Name	Shortcut Key(s)	Action
	Reset	R	This tool RESETs the question back to how it was when you first saw it. For example, if you marked an answer, the RESET button will remove your answer. When you click (touch for tablet devices) the RESET button, a caution message will appear on the screen to make sure you really want to reset the question back to how it was when you first saw it. If you want to reset the question, click (touch for tablet devices) the RESET button. The RESET button will restore the question and remove any answers selected or entered. It will also remove flags or strike indicators. The RESET button will not remove highlight you created.
	Flag	Y	The FLAG tool allows you to mark any questions you might want to return to later. The FLAG tool places an indicator on your REVIEW section to remind you to return to a question. There are two ways to use the FLAG tool. You can click in the square box (option not available for tablets) or click (touch for tablet devices) the FLAG button. Select again to turn off the flag.
	Strike		For multiple-choice questions, you will have a tool that looks like a circle with an X over it. Activate this tool by clicking (touch for tablet devices) the icon. This tool allows you to put an X on answers that you don't think are correct. Click (touch for tablet devices) the X to remove it. Please note that even if you strike all answers but one, you MUST always select your answer choice. When you are finished using the strike tool, click (touch for tablet devices) on the STRIKE button again to turn it off.
	Electronic Pen		The ELECTRONIC PEN tool lets you write on the screen. To turn on the tool, click (touch for tablet devices) the ELECTRONIC PEN button. Then click (touch for tablet devices) and hold, while dragging the cursor to write, then release. When you are finished writing, click (touch for tablet devices) the ELECTRONIC PEN button to turn the tool off.

Figure 4. Toolbar buttons and actions explained in the Help Menu.

	Highlight	H	The HIGHLIGHT tool lets you change the background color of text on the question. Several different highlighter colors are availiable. To turn on the tool, click (touch for tablet devices) the HIGHLIGHT button, then click (touch for tablet devices) and hold dragging over the text you want to highlight, then release. When you are finished highlighting, click (touch for tablet devices) the HIGHLIGHT button to turn the tool off.
	UnHighlight	I	The UNHIGHLIGHT tool will remove some of the highlight. Click (touch for tablet devices) the UNHIGHLIGHT button, then click (touch for tablet devices) and hold dragging over the text you want to unhighlight, and release. When you are finished, click (touch for tablet devices) the UNHIGHLIGHT button to turn the tool off.
	Clear Highlight	U	The CLEAR HIGHLIGHT tool removes all highlight at one time. As soon as the CLEAR HIGHLIGHT button is clicked (touched for tablet devices), all highlight disappears.
	Choose Highlighter Color		Click on the CHOOSE HIGHLIGHTER COLOR tool to select your preferred color choice. Once a color is chosen, the box will display the new color, and keep the color choice selected as you move through the remaining questions. The highlighter color can be changed at anytime. To highlight with the alternate color, you must click the HIGHLIGHT tool. Note: The HIGHLIGHT, UNHIGHLIGHT and CLEAR HIGHLIGHT tools will not change color if an alternate highlighter color choice is selected.

Figure 4. Toolbar buttons and actions explained in the Help Menu (continued).

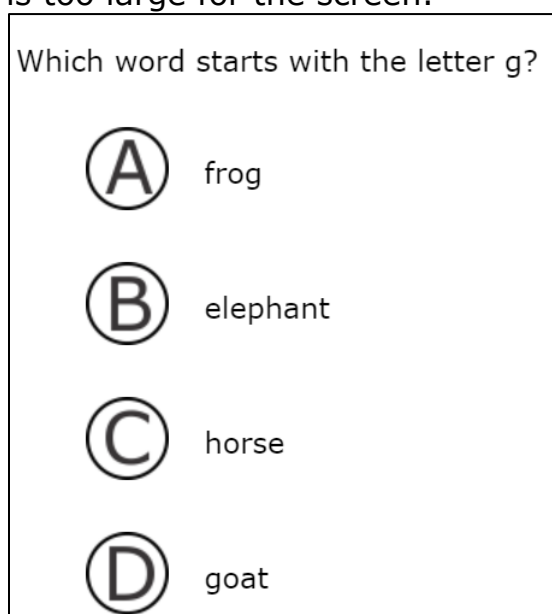|	Notepad		Each question has its own NOTEPAD. Click on the tool to open the NOTEPAD. To use, click in the box and begin typing. Click Save and Close to save your notes for the question; this will save your notes as you move through the test and allow you to return to them later. To view your saved notes on a question, return to the question number and click the NOTEPAD tool. Your notes will display. Note: The NOTEPAD only saves information during the student's current test session. When the test is ended or exited, the notes are cleared. NOTEPAD information is not saved for multiple test sessions.
	Help		If you need instructions for using the tools or the navigation buttons during the test, click (touch for tablet devices) the HELP tool.
	Calculator Active		The CALCULATOR ACTIVE icon will be shown in the top right corner on questions where calculators are permitted. During the Calculator Active section of the test, your test administrator will provide calculators or you may use the built-in calculator.

Figure 4. Toolbar buttons and actions explained in the Help Menu (continued).

F. Question Types

Teachers may use the following question type descriptions to assist students with the various question types and answer choice formats. For non-multiple-choice questions, the individual section of a question will be scrollable if the content is too large for the screen.

Multiple-Choice Questions
Every test will have multiple-choice questions as seen in figure 5. Read the question and select an answer choice. Answer choices can be changed by selecting another answer choice. Scroll bars will be available if the question is too large for the screen.

Which word starts with the letter g?

(A)   frog

(B)   elephant

(C)   horse

(D)   goat

Figure 5. Multiple choice question example.

Numeric Entry Questions
Online math tests include questions requiring the student to type an answer in a box as shown in figure 6. Students will need to read the question, click (touch for tablet devices) in the box, and type their answer. Students can only use numbers 0–9, some math symbols, and the space bar.
- Grades 3–8 and high school: Only 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, ., -, and / are allowed.
  - The negative sign (-) is allowed in grades 6 and higher.
- Grades 4–8: Mixed numbers are entered by adding a space after the whole number. Spaces are only allowed between whole numbers and fractions.

[STUDENT NAME]	[SCHOOL NAME] Form 7790	Question 4 of 7 Section 1 of 2

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What is 2 + 2?

Enter your response here: [_____]

Only 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, ., and / are allowed in your answer.

Mixed numbers are entered by adding a space after the whole number. Spaces are only allowed between whole numbers and fractions.

Figure 6. Numeric entry question example.

Short Answer Questions

Short answer questions, also known as **constructed response**, include a reading passage and a question as seen in figure 7. The reading passage is on a separate section of the screen. A divider bar will be displayed to allow students to adjust the screen (the divider bar is not moveable on tablet devices). If the passage is too long for the screen, there will be a scroll bar to use. After reading the passage and the question, students will click (touch for tablet devices) in the text box and type an answer. Each short answer response can be up to 1000 characters in length. A character is defined as one letter, number, punctuation symbol or a space between letters, numbers, and punctuation symbols.

[STUDENT NAME]	[SCHOOL NAME] Form 4950	Item 6 of 11 Section 1 of 2

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America's Oldest University

①
What is the oldest university in the United States? Well, that is a somewhat controversial topic.

Harvard University, established in 1636, has claimed to be the oldest institution of higher education, and that is generally accepted. However, since the Philippines was a U.S. territory from 1898 to 1946, the University of Santo Tomas, established in 1611, was for a time the oldest university in a U.S. territory. The University of Pennsylvania considers itself the first official university in America, a claim stated on its website. Johns Hopkins University claims to be the first *research* university in America; a differentiation that has been accepted as necessary. The College of William and Mary has said it is the second oldest institution of higher learning in America.

So is there a difference between a college and a university? The answer is "yes."

A college tends to be a smaller institution and only offers undergraduate degrees. A university is usually much larger and offers graduate-level degrees as well. A university also tends to have more diverse educational opportunities in which students may choose to participate.

Compare the differences between a college and a university as presented in the text. Provide two quotes as textual evidence. Explain how the quotes support your answer.

The answer is typed in this section of the screen

49/1000

| First ◀ | | Back ◀ | Pause ⏸ | Next ▶ | | Review ▶ |

Figure 7. Short answer question example.

Text Select Questions

Text select questions present by dividing the screen into three sections as shown in figure 8. The top section has instructions and the question. The middle section has answer choices. When an answer is clicked (touched for

tablet devices), the selected answer will appear grayed out in the middle section and appear in the bottom section of the screen as shown in figure 9. For some questions, students may be asked to select more than one answer as shown in figure 10. To change an answer, click (touch for tablet devices) the answer choice again in the middle section and it will disappear from the bottom section. There are divider bars between each section on the screen. Students can move the divider bars to change the size of the sections (the divider bar is not moveable for tablet devices).

On Chromebooks sometimes the middle section is not visible. In these cases, the student will need to move the divider bars to see the possible answer choices. Scroll bars may be available to view more answer choices.
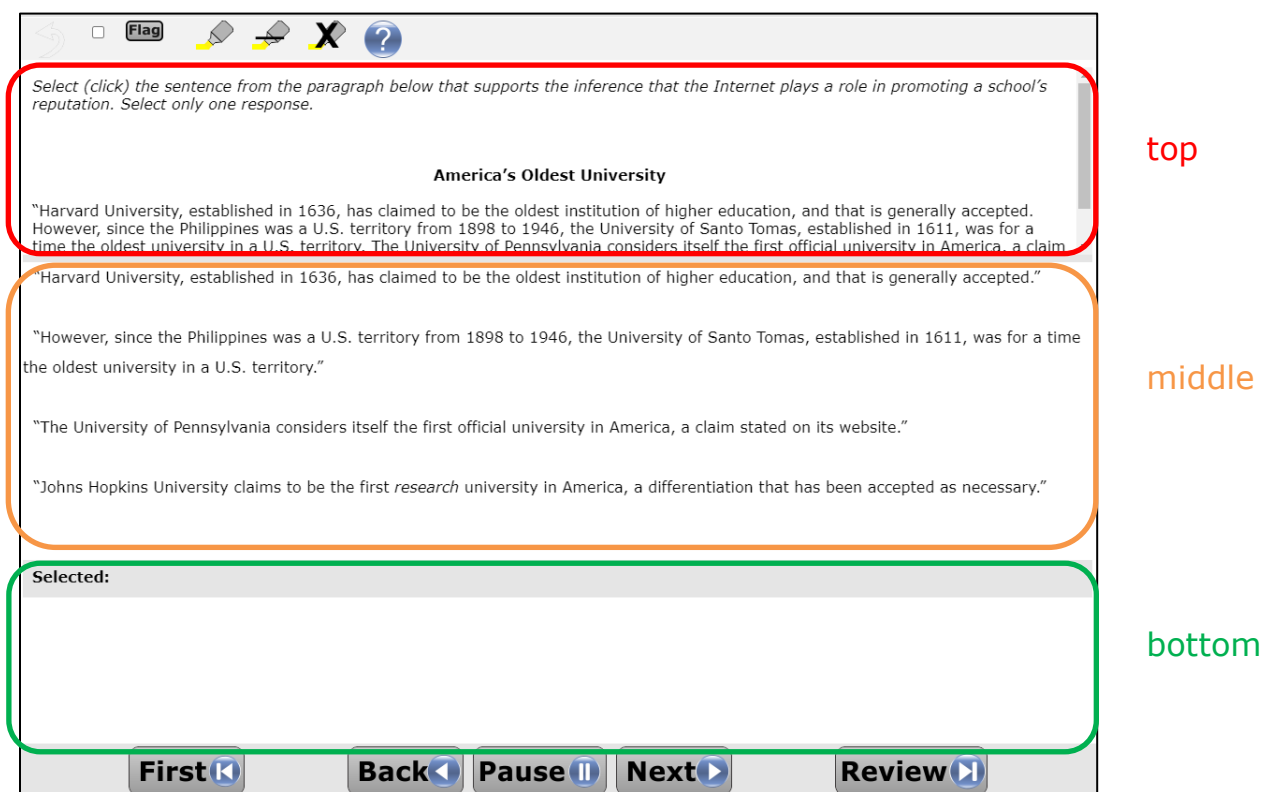
Figure 8. Text select question example before answer choice is selected.
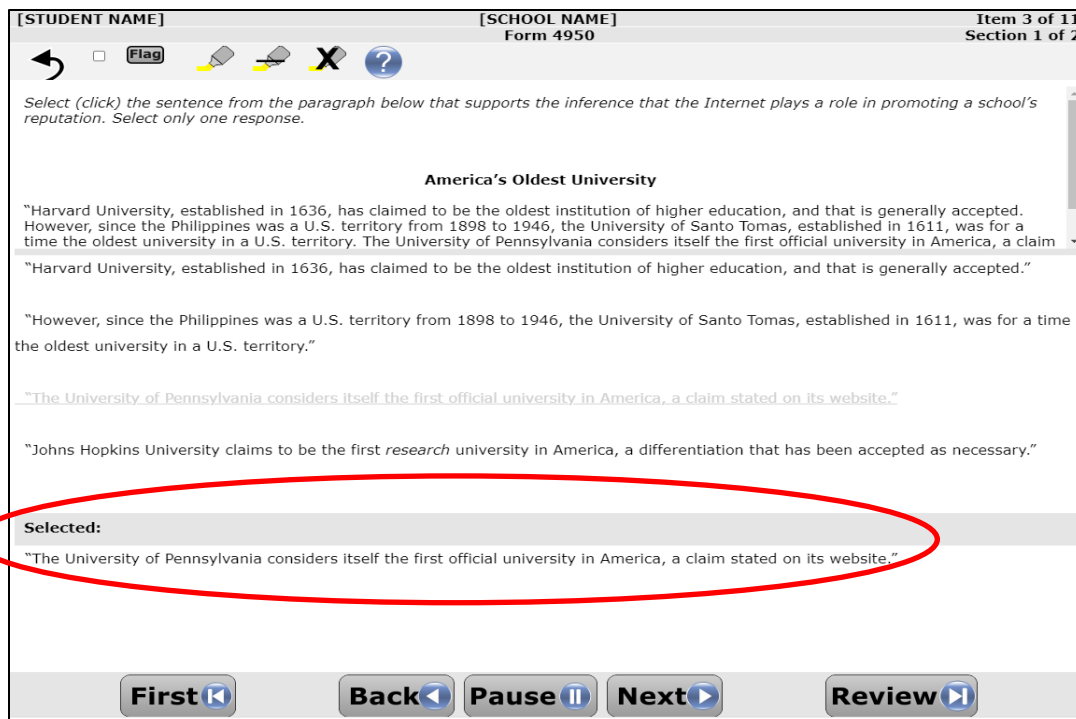
Figure 9. Text Select reading question with one answer choice selected.
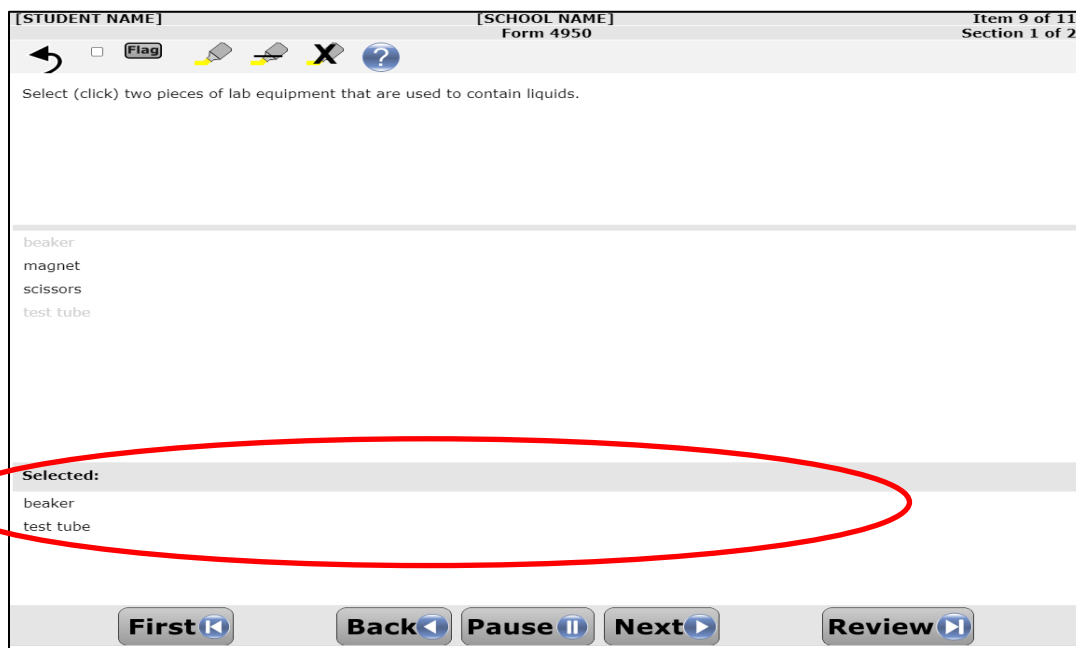
Figure 10. Text Select science question with multiple responses selected.

Multiselect Questions

Multiselect questions present with square buttons to the left of the text as seen in figure 11. Clicking anywhere on the answer choice text or the square button will mark the box. Most questions will indicate the number of answers expected. The student will mark the number of answers as directed by the

instructions (see figure 12) or will mark all answers that answer the question.

Figure 11. Multiselect question with no answer choices selected.

Figure 12. Multiselect question with multiple answer choices selected.

Text Replacement Questions
Text replacement questions present students with an answer choice to replace a word or phrase in the reading passage or test question. First, the student will read the question. Then the student will read the short reading passage and find the word or phrase that needs to be replaced. The answer choices are below the reading passage. Students will click (touch for tablet devices) one of the answer choices to replace the word or phrase shown in the passage (see figure 13). The word or phrase selected will appear underlined in the passage (see figure 14). To change an answer, students should click (touch for tablet devices) on a different answer choice. If a student wants to start the question over completely, clicking or touching the reset button will return the question to how it was first presented.

Figure 13. Text replacement question with no answer choice selected.

Figure 14. Text replacement with an answer choice selected.

Drag and Drop Questions

Drag and drop questions present with answer choices grouped together in boxes below the question (see figure 15). Students will move the blue-colored answer choice boxes to the correct locations. The answer choices will replace the empty orange boxes (see figure 16). (Note: The boxes will be different colors when high contrast mode is enabled). To choose an answer, students should click (touch for tablet devices) an answer box, hold, and drag it into the correct empty box. When the student has finished dragging the answer to the box, releasing the right clicker on the mouse drops the answer choice into the box. If a student wants to change an answer, click a different answer (touch for tablet devices), hold, and drag the answer choice box to another empty box. If the student wants to start the question over, click (touch for tablet devices) the reset button to change the question back to how it was first presented. Scroll bars will be available if the question is too large for the screen.

Place (click and drag) each animal next to its description in the table.

can fly	
cannot fly	

bird	dog

Figure 15. Drag and drop question example with no answer selected.

Place (click and drag) each animal next to its description in the table.

can fly	bird
cannot fly	dog

Figure 16. Completed drag and drop.

Targeted Drop Questions

Targeted drop questions present with answer choices grouped together in columns below the question (see figure 17). Students click on an answer choice from a numbered column and drag it to an empty answer choice box that matches the same column number of the answer choices. The answer selected will replace the empty answer choice boxes.

To choose an answer, the student should click (touch for tablet devices) an answer from a column, hold, and drag it into the empty box that matches the column. When the student has finished dragging the answer choice, releasing the right clicker on the mouse drops the answer choice into the box (see figure 18). If the student wants to change an answer, click a different answer (touch for tablet devices), hold, and drag the answer choice box to another empty box. If the student wants to start the question over, click (touch for tablet devices) the reset button to change the question back to how it was first presented. Scroll bars will be available if the question is too large for the screen.

Figure 17. Targeted drop question with no answer selected.

Figure 18. Targeted drop question completed.

G. Technology Enhanced Question Practice Sets

NCTest has been updated to include technology enhanced question sets for grade spans. These question sets allow students to interact with all possible types of questions across a variety of subject areas. These are supplemental to the online tutorial and may be accessed through the secure browser, NCTest apps for Chromebook and iPad, and via https://data.ncsu.edu/nctest/Destination.html by clicking on the appropriate grade specific icon.

Technology enhanced item practice is available for grade three, grades four and five, middle school, and high school. These practice questions are not included in the Online Assessment Tutorial requirement but offer students additional exposure to grade-specific technology enhanced question types.

These resources are not intended to be used with the tutorial scripts, as the scripts do not align with the practice questions.