

# NCTest Admin Guide



## Online Assessment Administration Guidance

**2023–24**

Updated October 2023

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## Contents

<b>NC Education and NCTest Admin Overview</b>	<b>1</b>
NCTest Admin	2
Accommodation Feed	2
Technical Specifications for NCTest	2
NC Education Inactivity	3
NCTest Admin Checklist	4
Main Menu Overview	5
<b>Login to NCTest Admin</b>	<b>6</b>
Teacher’s First Login to NCTest Admin	6
LEA Test Coordinator’s/LEA Test Assistant’s First Login to NCTest Admin	8
Checking Password Prior to Testing	9
<b>Profile</b>	<b>10</b>
View Profile	10
Edit Profile	11
Change Password	11
Change Email	12
<b>Managing User Roles and Accounts</b>	<b>15</b>
Creating an Account in NCTest	16
Assigning Roles to Users in NCTest	17
Unassigning Users	20
What to Do If the User Cannot Be Found	21
Role Tree Access	23
Role Upload	25
User Roles and Permissions	27
<b>Student Menu</b>	<b>29</b>
Search Student	29
Create Student	30
<b>Preparation for Online Test Administrations</b>	<b>31</b>
<b>NCTest Admin Course Tabs</b>	<b>32</b>
Enrollment Tab	32
Enrollment by Test	33
Activity Tab	34
SIQ Tab—Student Interface Questions	35
Review and Edit an SIQ before Test Day	37
Special Codes Tab	38
Removing Incorrect Special Codes	39
Accommodations Tab—Accommodations That Were Provided	40
Adding a Course into NCTest Admin	43
How to Edit Enrollments	44

Download Enrollment List	46
<b>OTISS Overview</b>	<b>47</b>
Reporting an Irregularity in OTISS	48
Submit an Irregularity	48
Reviewing Pending Testing Irregularities	52
Adding Notes to the Testing Irregularity Report	53
Adding Student Information to a Pending Report	53
Further Action Needed	54
Reclassifying a Testing Irregularity	55
Printing the OTISS Report	56
Completing the OTISS Submission	56
<b>Accountability Collection Date Entry</b>	<b>57</b>
Accessing the ACDE System	58
Using the Bulk Upload CSV to Edit ACDE	58
Edit ACDE One School at a Time	60
Exporting the ACDE Data	61
Using the Download CSV to Populate Bulk Upload CSV Template	62
<b>Test Window Scheduler</b>	<b>64</b>
How to Schedule a Test Window (LEA TCs/TAs Only)	64
How to Edit a Test Window	66
Test Window Scheduler Bulk Upload	67
Test Window Scheduler Courses by Semester or Window	70
<b>Flexible Testing Permission Requests</b>	<b>71</b>
Approved Flexible Testing Waiver—Testing Students	73
<b>Accommodation Request</b>	<b>74</b>
View Accommodation Requests	75
<b>Medical Exception Requests</b>	<b>77</b>
View Medical Exception Requests	79
<b>Technology Hardship Request</b>	<b>81</b>
<b>10/20 Day Withdrawal Request</b>	<b>83</b>
<b>Read to Achieve Alternative Assessment</b>	<b>85</b>
Update/Revise RtA Alternative Assessment Notification	87
<b>Accessing NC Check-Ins 2.0 Review Forms</b>	<b>89</b>
<b>NCEXTEND1</b>	<b>89</b>
<b>Ordering Materials</b>	<b>90</b>
<b>NCTest—Administering Tests to Students</b>	<b>92</b>
Installing NCTest Secure Browser	92
Setting Scroll Bars to Always Appear on macOS	95
Test Administrator Login Directions	95

Student Login Directions	97
Multiple Testing Sessions Directions	98
Adjusting Text Size during Testing	99
Pointer Size and Color	100
<b>Technical Difficulties during Testing</b>	<b>101</b>
Interruptions during Online Testing	101
Test Questions Not Displaying or Not Displaying Correctly	101
Tests Appearing Slowly on the Screen	102
<b>Reports</b>	<b>103</b>
Completed Tests Percentage Report	103
<b>Individual Student Reports</b>	<b>105</b>
ISR Confirmation Directions	106
Example—Using Hold/Unhold for EOG Reports	109
ISR Confirmation Annual Freeze	110
Archiving of ISRs	110
ISR Portal Lookup	110
Troubleshooting ISRs not Populating in PowerSchool	112
<b>Help Desk</b>	<b>113</b>
<b>Appendix A: NC Check-Ins 2.0 Course Codes</b>	<b>114</b>
<b>Appendix B: Test Type Categories</b>	<b>117</b>
<b>Appendix C: Abbreviations</b>	<b>119</b>

**TABLES**

1. NCTest Admin Guide updates	1
2. User roles and permissions	27
3. Enrollment by test	33
4. NC Education User Roles for OTISS	47
5. OTISS actions and email recipients	56
6. Test window scheduler courses by semester or window	70
7. ISR confirmation legend	108
8. English language arts courses to NC Check-In 2.0 assigned tests	114
9. Mathematics courses to NC Check-In 2.0 assigned tests	115
10. Science courses to NC Check-In 2.0 assigned tests	116
11. Test type categories	117
12. Abbreviations	119

## NC Education and NCTest Admin Overview

### **NCTest Admin Guide**

The *NCTest Admin Guide* is a working document that will be updated as changes are made in the NCTest Admin application within NC Education. Updates to this guide will be documented in TABLE 1. *NCTest Admin Guide* updates.

TABLE 1. *NCTest Admin Guide* updates

Date Updated	Update Description	Pages Updated
September 2023	NCTest Admin supported browsers	2
	NC Admin checklist	4
	Verify email expiring date	13, 16, 21
	Verifying email	13
	What to do if the user cannot be found	21
	School and district report reviewer roles	28
	Transcribe Online	37
	Special codes—misadministration (special codes and activity tab)	38
	Accommodations tab—paper accommodations added	40
	Adding a course in NCTest Admin	43
	Accommodation Request	74
	NCEXTEND1	90
	Installing NCTest Secure Browser	93
	Removed Accessing NC Check-In Reports	In NC Check-In Guide
	Removed Turn off “automatically hide scroll bars in Windows”	

## **NCTest Admin**

NC Education is a resource for the Annual Testing Program that houses NCTest Admin. NCTest Admin is a web application containing online test administration tools for courses that require a state test. NCTest Admin is used to verify student lists; view test windows; confirm or edit student interface questions (SIQs); complete documentation of accommodations provided; reset, resume, or finalize online tests; and complete special coding for the tests.

NC Education users must be assigned at least one of the following roles to access NCTest Admin: Teacher, School Test Coordinator (STC), LEA Test Coordinator (LEA TC), or LEA Test Assistant (LEA TA). Throughout this guide, the LEA TC and LEA TA will be referred to as LEA TC/TA.

NCTest Admin can be accessed at <https://center.ncsu.edu/ncadmin/> via the updated version of these supported browsers:

- Chrome
- Firefox
- Microsoft Edge\*

\*Microsoft Edge can be used for some functions, but it may not work for all functions or viewing of reports. If there is a performance issue when using this browser, try a different browser.

Maintenance banners will appear when the system is closed for maintenance. The system will be closed for maintenance July 9–15, 2024.

## **Accommodation Feed**

Accommodations are pulled nightly from the Every Child Accountability & Tracking System (ECATS). Because of the cycle of uploads, the accommodations may take up to two days to populate in NCTest Admin. When the Test Window Scheduler (TWS) has been set for a test, the accommodations are additive, in that the feed does not remove accommodations that no longer appear in the nightly feed, but new accommodations are added. The next test window will not populate accommodations that have expired or were removed.

## **Technical Specifications for NCTest**

To ensure students receive a valid and reliable test administration, schools must meet specific technical requirements. The technical specifications for NCTest, which is used to deliver the online tests, are found at <http://center.ncsu.edu/nct/>. On days before an online test administration, schools must review these technical requirements and make any necessary adjustments before administering the online test. Schools that administer an



online test but do not meet the technical requirements are at risk of providing students with items that cannot be manipulated (e.g., technology-enhanced items), are without associated artwork (e.g., tables, graphs, symbols), and do not fit properly on the screen.

Online tests are presented through a secure platform (i.e., NCTest Secure Browser, NCTest Chrome App for Chromebooks, and NCTest iPad App). If Chromebooks are used, they must be managed, and tests should be administered in kiosk mode. If using iPads, the app for iPads provides the security measures within the app.

Many technical issues can be resolved locally by ensuring students are using acceptable hardware, making adjustments to the local network, ensuring all required applications are loaded and meet necessary version requirements, and setting a minimum screen resolution. Schools should periodically review the technical requirements at <http://center.ncsu.edu/nct/> for updates.

### **NC Education Inactivity**

If a user is inactive for more than fifteen minutes, a dialog box will appear containing a five-minute count-down timer asking if the user wants to stay active or to log out. If five minutes elapse without intervention, the user will be logged out of NCTest Admin.

To return to NC Education, click on the **Main Menu** button (see FIGURE 1) to be directed to the login screen.

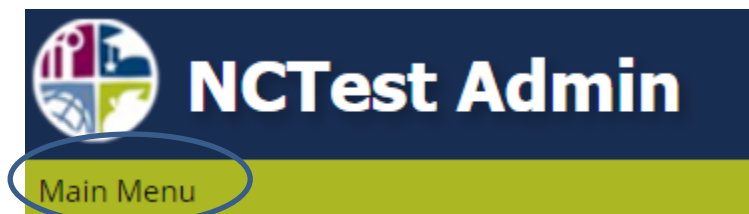


FIGURE 1. NCTest Admin main menu button.

## NCTest Admin Checklist

In this checklist, the test coordinator (TC) refers to both the school test coordinator (STC) and the PSU coordinator (LEA TC/TA).

### Accounts

- Test administrator [creates account](#) (if needed)
- TC links account to school
- TC verifies appropriate accounts are linked to school
- TC assigns role of “Teacher” to test administrators
- Test administrators (either new or experienced) verify they can log in to NCTest Admin and see their students before test day
  - Check the date the password will expire  
<https://center.ncsu.edu/ncauth/>
- TC deletes accounts for staff members who are no longer with the public school unit (PSU)

### NCTest Admin before online testing

- TC sets schedule in the TWS
- TC verifies courses appear the following day
  - Courses with no enrollment data must be created manually (e.g., College and Career Readiness Alternate Assessment [CCRAA])
- TC verifies student enrollment in each course
  - Students are added manually for courses with no enrollment data (e.g., CCRAA)
- TC and test administrator verify SIQs for students with accommodations
  - TC ensures that students taking paper tests have SIQ marked for transcribe online
- TC ensures that technology specifications are met on all devices

### After Testing

- TC ensures that all paper test answers are appropriately transcribed into the online system and paper tests are returned as directed
- Test administrator enters the accommodations provided into the online system
- TC or test administrator enters the special codes into the online system

### Main Menu Overview

Depending on the assigned user role, the main menu on the right side of the screen displays links for activities and tasks in NCTest Admin and links to other NC Education tasks (see FIGURE 2). Clicking on the arrow next to the menu name expands the task list. Clicking on **Hide/Show** will hide or show the menu.

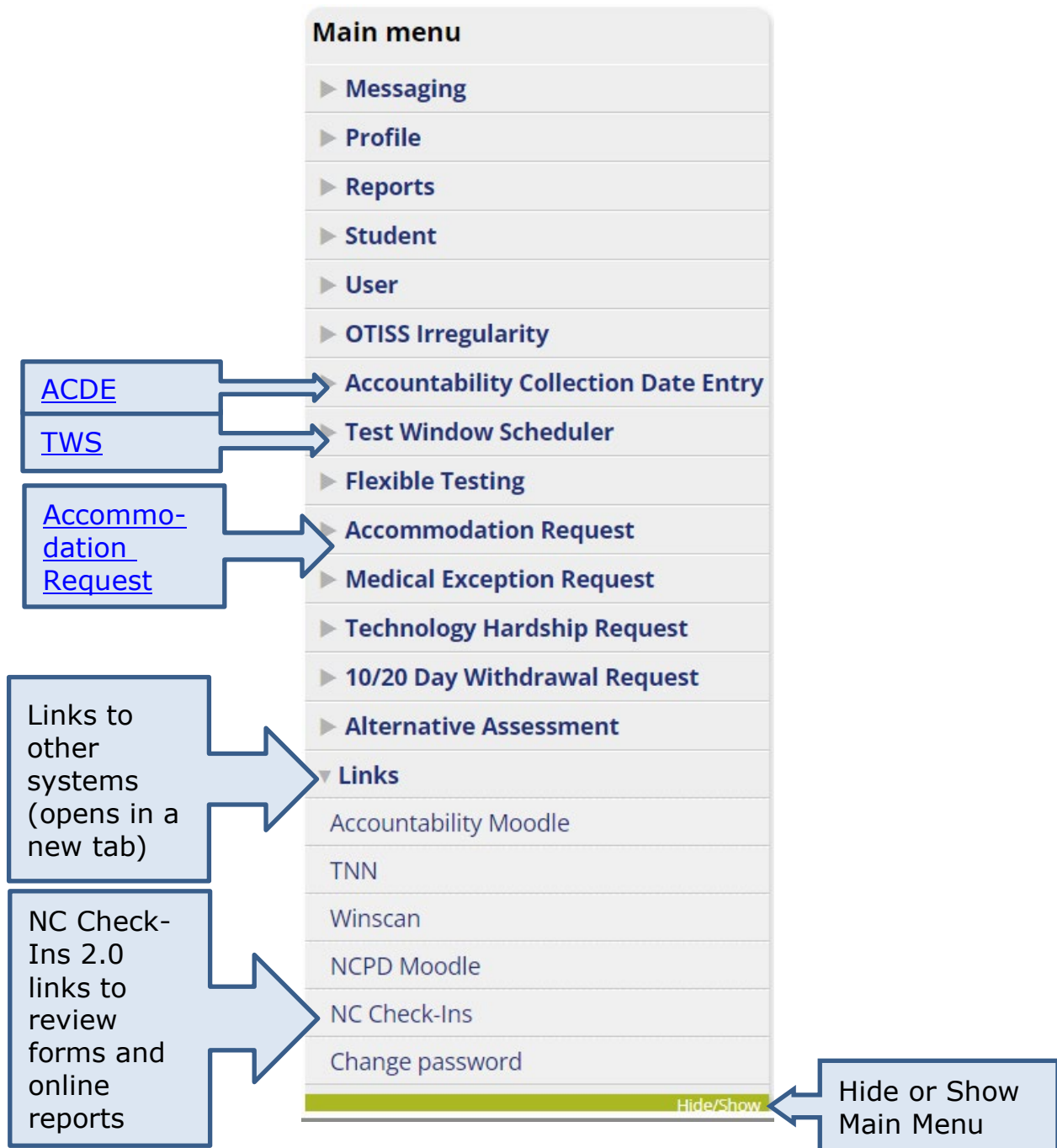


FIGURE 2. Main menu links.

## Login to NCTest Admin

### Teacher’s First Login to NCTest Admin

1. Navigate to <https://center.ncsu.edu/ncadmin/> and enter your NC Education username and password.
2. Click on the **NCTest Admin** link from the **Associated systems** list (see FIGURE 3). This step may be unnecessary.
  - The date that the password expires is posted at the top of the page.

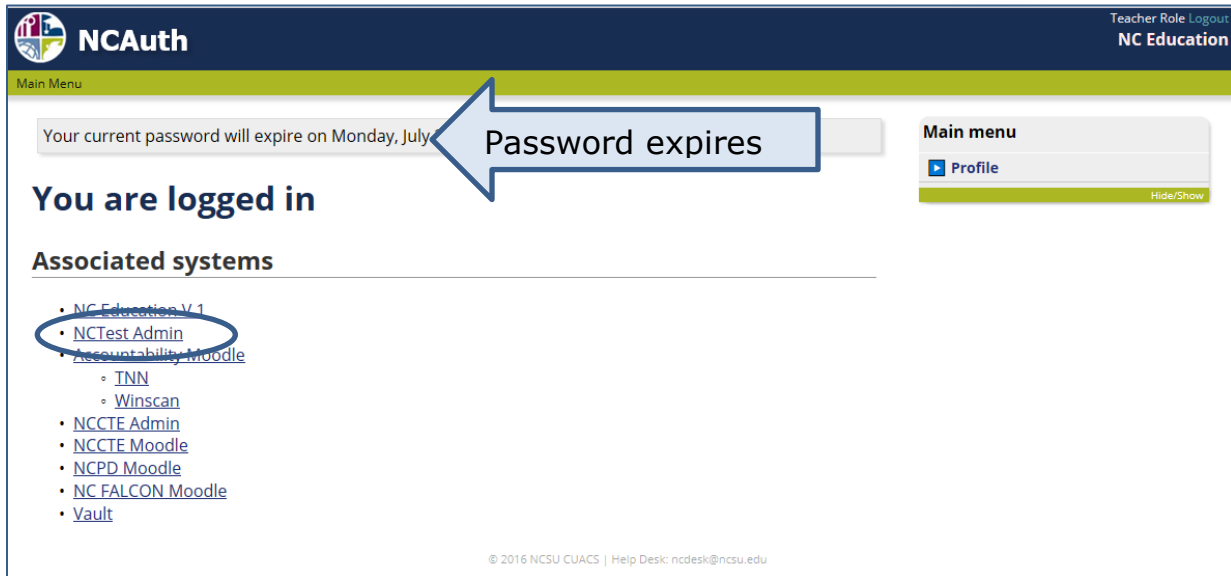


FIGURE 3. NCTest Admin link and password expiration date.

3. As shown in FIGURE 4, additional menu items are revealed on the right-side **Main menu**.
4. Select the school’s name listed under **Schools** on the left side of the screen.

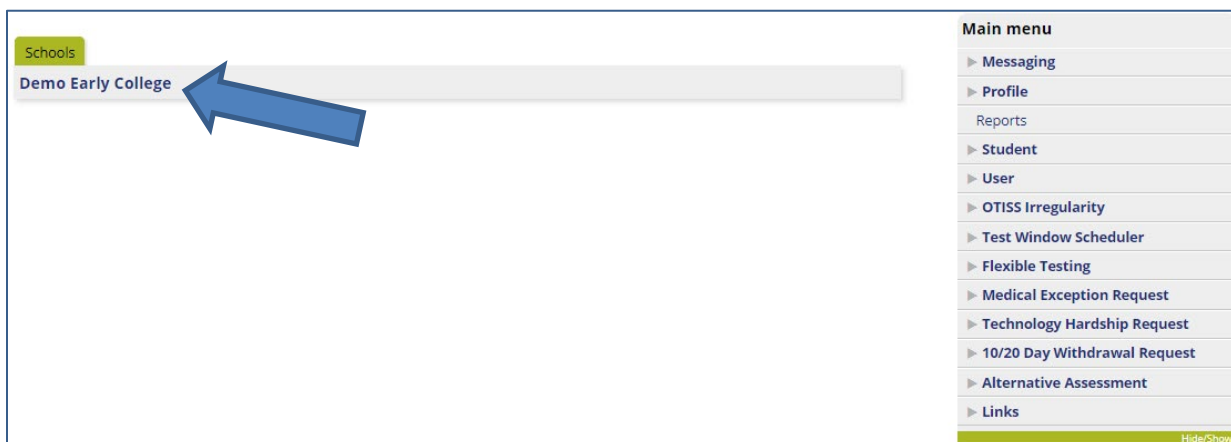


FIGURE 4. Schools tab.

5. FIGURE 5 shows that an **Info** tab appears along with a tab for **Courses**. Click on the **Courses** tab (see FIGURE 6) to reveal a list of courses that have assessments assigned.
  - The breadcrumbs menu can be used to return to a previous step in the process because each menu item is a link.

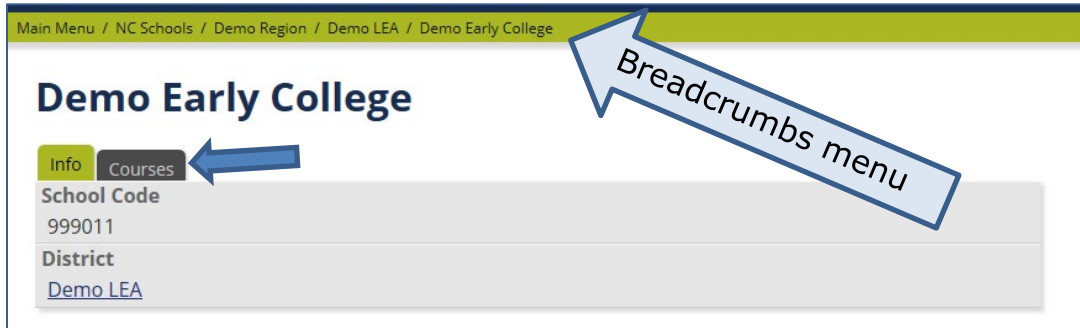


FIGURE 5. Courses tab and breadcrumbs menu.

6. Select the appropriate course that is testing by clicking on the name of the course. The tasks available once the course is selected are detailed later in this document.

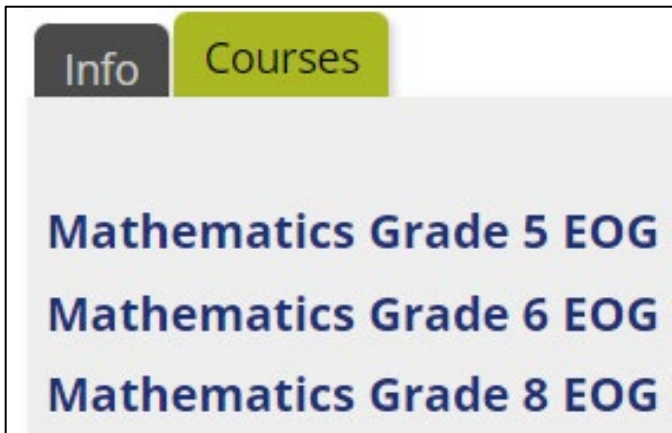


FIGURE 6. List of courses.

## LEA Test Coordinator’s/LEA Test Assistant’s First Login to NCTest Admin

1. Navigate to <https://center.ncsu.edu/ncadmin/> and enter your NC Education username and password.
2. Click on the **NCTest Admin** link from the **Associated systems** list (see FIGURE 7). This step may be unnecessary.
  - The date that the password expires is posted at the top of the page.

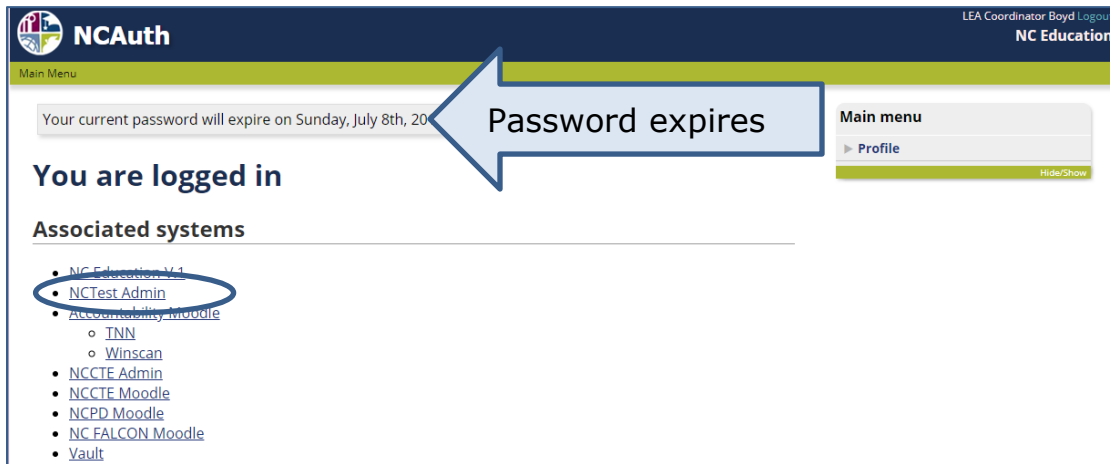


FIGURE 7. NCTest Admin link and password expiration date.

3. Additional menu items are revealed on the right-side **Main menu**.
4. All the schools in the PSU are listed. Select a school, and then the administration menu for that school will appear below the main menu on the right side of the screen.
5. Selecting **School administration** (see FIGURE 8) allows the LEA TC/TA to review, assign, or remove user roles.

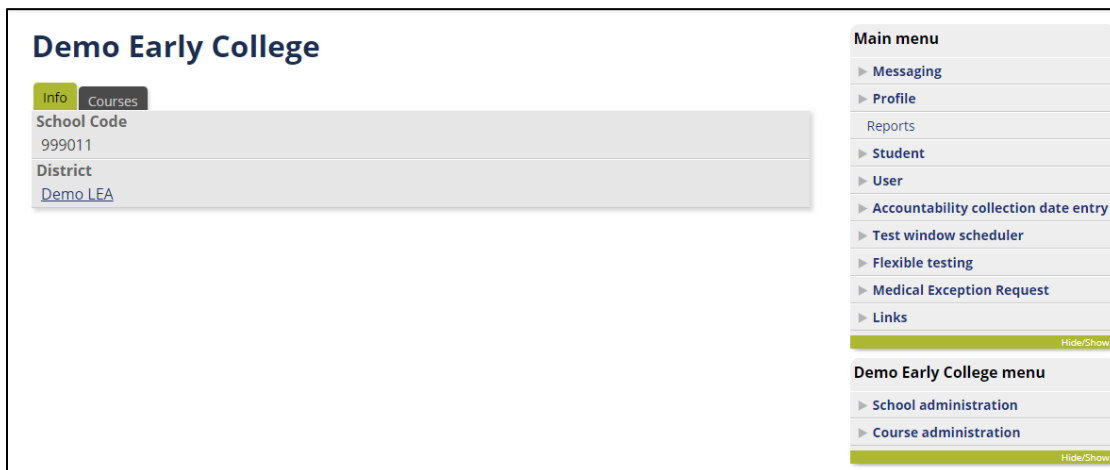


FIGURE 8. School menu.

6. Selecting **Course administration** (see FIGURE 9) allows the LEA TC/TA to [add a course](#) (e.g., CCRAA).

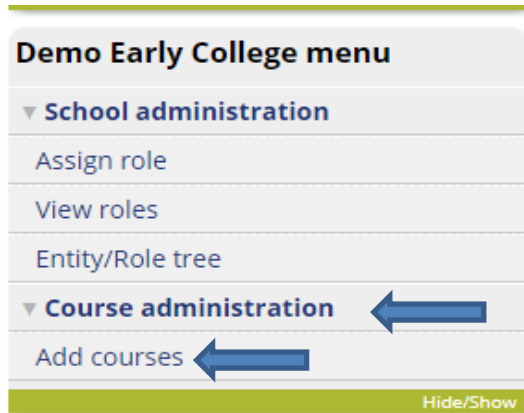


FIGURE 9. Course administration and add courses.

### Checking Password Prior to Testing

To ensure your password is working and will not expire during testing,

- log in to <https://center.ncsu.edu/ncauth/>, and as shown in FIGURE 10,
- view the date that the password will expire at the top of the page.

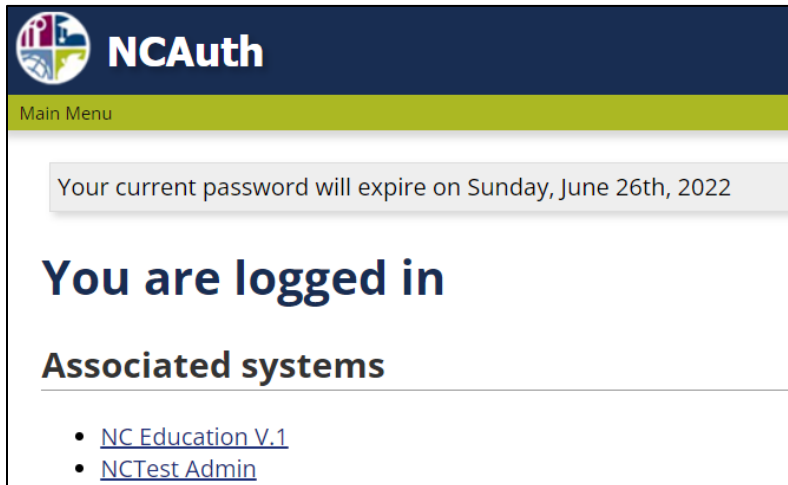


FIGURE 10. Check password expiration date.

## Profile

The link for profile changes in NCTest Admin, directs the user to NCAuth at <https://center.ncsu.edu/ncauth>.

In NCAuth, click on **Profile** in the **Main menu** (see FIGURE 11) to view and then change username, password, and email address for the NC Education account.

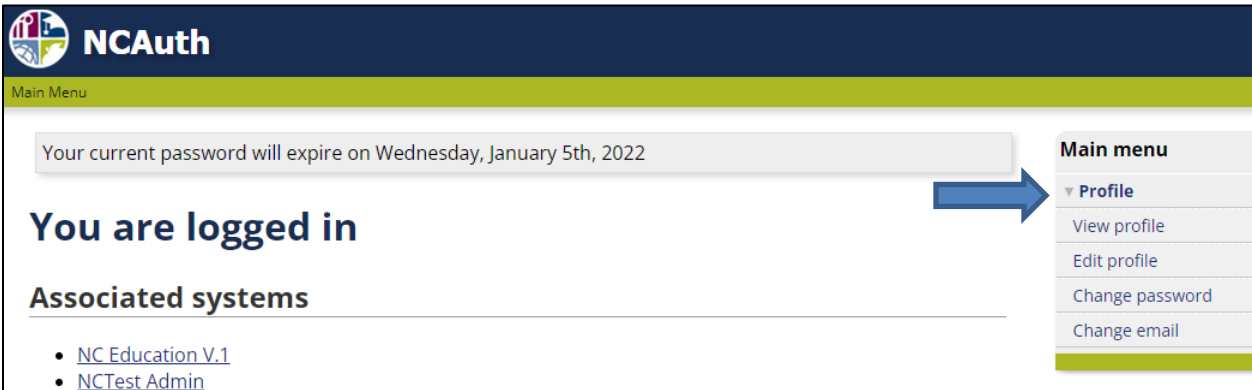


FIGURE 11. Profile on main menu.

## View Profile

Within NCAuth, the **View Profile** link on the **Main menu** (see FIGURE 12) allows the user to view roles assigned within NCAuth. Most users will not see anything listed in the **Roles** tab.

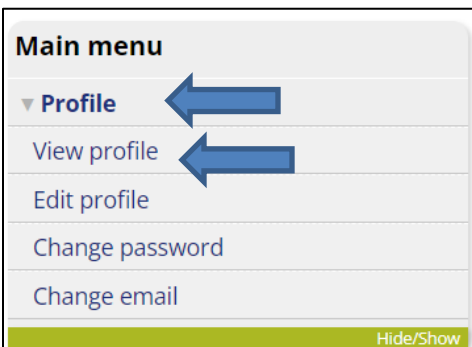


FIGURE 12. View profile on main menu.



To edit the username on the account, select **Edit** (see FIGURE 13) from the **View Profile** tab.

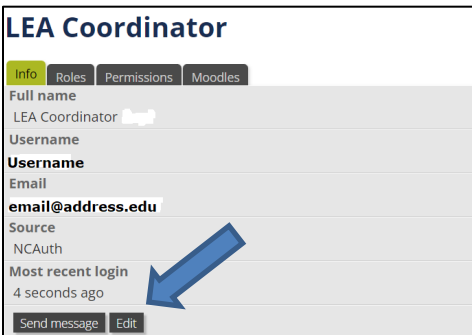


FIGURE 13. Edit profile.

Make changes to the first or last name and select **Save** (see FIGURE 14). After saving, a confirmation will appear on the screen.

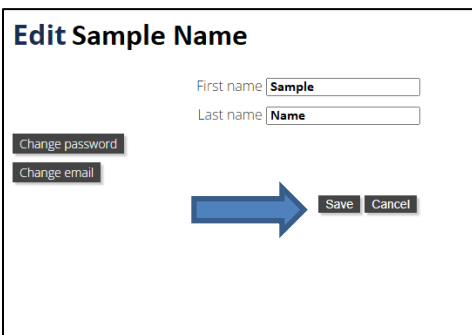


FIGURE 14. Edit and save profile changes.

## Edit Profile

The **Edit profile** link on the **Main menu** (see FIGURE 15) provides links that redirect the user to NCAuth where the changes can be made.

## Change Password

When changing the password, make sure to use the device's default browser; keep the browser open and stay logged in to NCAuth. To change the password on the account:

- Click the **Change password** link on the **Main menu** (see FIGURE 15).

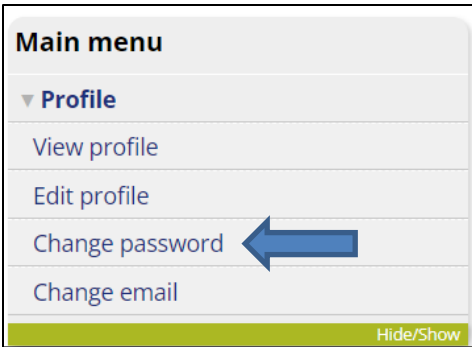


FIGURE 15. Change password link.

- In order to change the password from this screen, the current password is also needed. Complete the required fields shown in FIGURE 16, and then click **Save**.

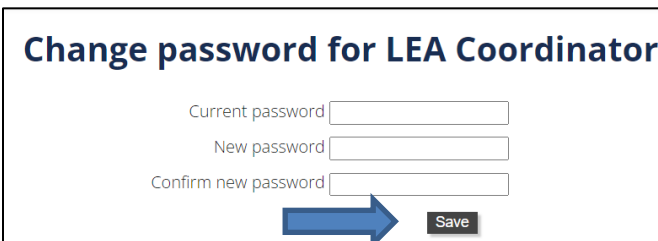


FIGURE 16. Save password changes.

### Change Email

If a user changes jobs or the work email changes, the **Change email** link (see FIGURE 17) on the **Main menu** redirects the user to NCAuth to change the official work email address of the account. Do not use a personal email address in this system.

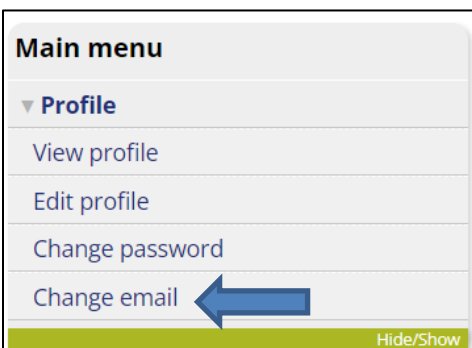


FIGURE 17. Change email link.

When changing the email address, make sure to use the device’s default browser; keep the browser open and stay logged into NCAuth.

1. To change the email address of an account:
  - enter the current password for the account,

- type in the new email address,
- confirm the new email address, and
- click **Save & verify** (see FIGURE 18).

**Change email address**

Current email: **current@email.edu**

Current password

New email address

Retype new email address

**Save & verify**

FIGURE 18. Save and verify email changes.

2. As shown in FIGURE 19, the browser will open a new tab for NCAuth that states an email has been sent with instructions to verify the email address change for the account.

**Change email address**

**Change email request sent**

An email has been sent to **newemail@job.edu** with instructions to verify the email address change for this account.

FIGURE 19. Email change notification.

3. Check for the verification email (expires after twenty-four hours) sent to the new email address and click on the **Verify this email change** link to complete the process (see FIGURE 20). If you do not verify the email address, the change will not occur.
  - If there is a problem with the verification check, a message that states the email address was unable to be changed appears. Check to ensure that the web address is <https://center.ncsu.edu/ncauth>. If the problem persists, contact the [Help Desk](#) for assistance in changing the email address.

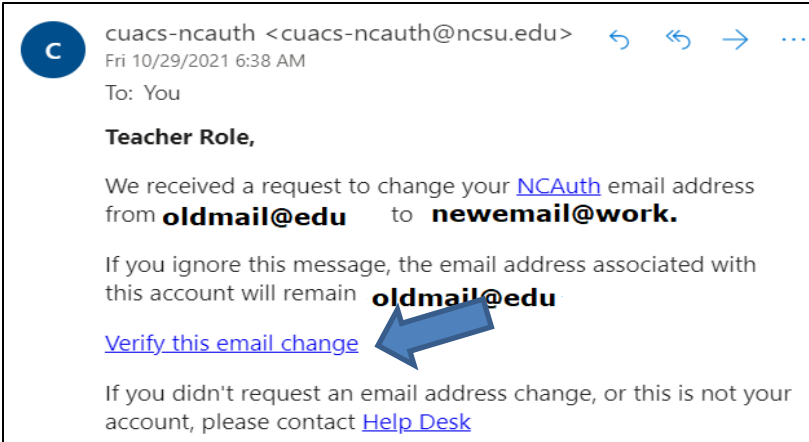


FIGURE 20. Verify email change.

4. Once verification is complete, on the NCAuth site, click on **NCTest Admin** in the new browser page to populate the changed email into the NCTest Admin system. If the application is accessed through a link other than that given in NCAuth, or by typing the URL, or by using a bookmark, the change will not propagate.

## Managing User Roles and Accounts

User access needs to be reviewed and updated at least monthly in NCTest Admin to reflect staff changes, such as new employees, employees reassigned to another school within the PSU, and employees no longer employed by the PSU. User accounts must be updated immediately after an employee's employment status or location has changed. PSUs must have an established process for removing access to NCTest Admin upon employee separation. Managing user accounts effectively ensures test administrators can access NCTest Admin and start online tests, and ensures former employees are denied access to student information.

LEA TCs/TAs manage STC roles and permissions. STCs will manage school staff roles and permissions. Timely updates are necessary to ensure smooth test administrations as well as to prevent unauthorized access to student data.

NC Education applications are secured with strong encryption and user role-based assignments. This means that all users having the same role will have the same abilities within the system. LEA TCs/TAs have similar basic roles, but additional permissions are set by the Regional Accountability Coordinator (RAC) or the Regional Computing Consultant (RCC). See the User Roles and Permissions subsection in this guide for a list of roles and permissions. If LEA TCs/TAs have questions about their roles and permissions, they should contact their RAC or RCC for assistance.

Non-work email addresses are prohibited access NC Education and any related systems.

### Creating an Account in NCTest

1. Go to <https://center.ncsu.edu/ncauth/>.
2. Click on **create a new account** (see FIGURE 21).

username reminder, [reset your password](#), [create a new account](#), or contact the Help Desk at [ncdesk@ncsu.edu](mailto:ncdesk@ncsu.edu).'" data-bbox="125 164 742 347"/>

FIGURE 21. Create a new NC Education account.

3. Complete the **User signup** information in its entirety (see FIGURE 22). Use the email address for work-related business. Personal email addresses are not permitted in NC Education.

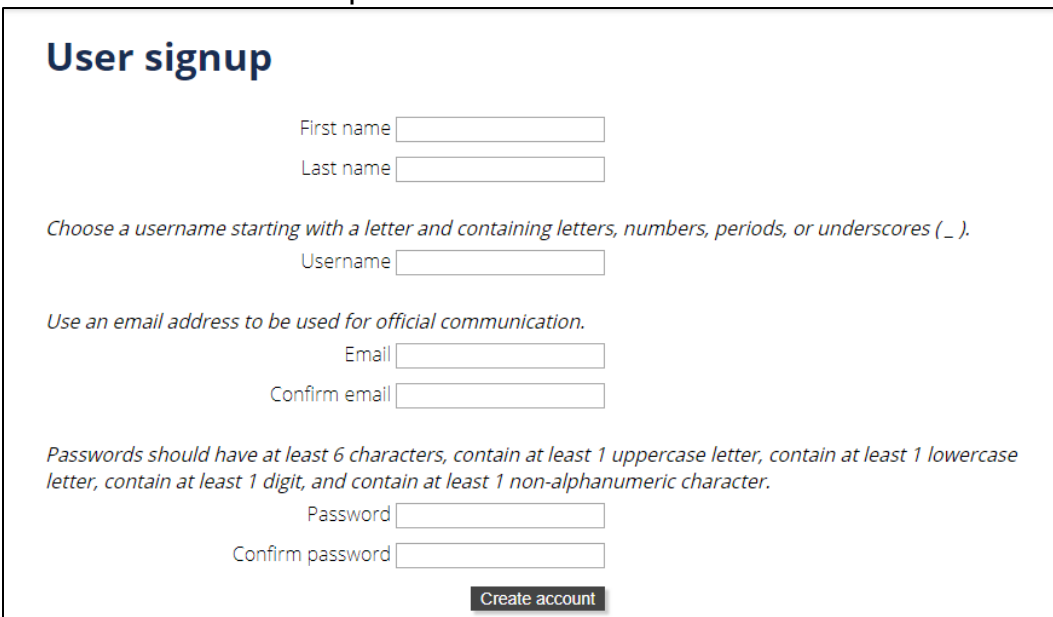


FIGURE 22. User signup form information.

4. An email will be sent to the email address entered. Click on the verification link in the email to verify the account *within twenty-four hours*. If you do not receive this verification email, monitor your junk or spam email folder. Once users verify their email, they must email their STC (for teachers) or LEA TC/TA (for STCs) informing them that the verification process has been completed. Regional, innovative, laboratory, residential, and charter school STCs must inform their RAC or

RCC when the verification process has been completed.

- If the verification email has expired prior to the user verifying his or her email, then the user must contact the help desk to resend the verification email. The help desk will send a link to the user. The user clicks on the **Resend confirmation email** button to send a new verification email. The user follows the directions in that email.

The user who manages the account (STC or LEA TC/TA) will need to import the new account into NC Education and assign the appropriate role (see directions in [What to Do If the User Cannot Be Found](#)).

### Assigning Roles to Users in NCTest

Staff with the role of STC are able to assign teachers to their associated school. Although the directions found in this guide are from the viewpoint of the LEA TC/TA, similar steps are followed for STCs to assign teachers to schools for testing activities in NCTest.

1. Log in to NC Education at <https://center.ncsu.edu/ncadmin>.

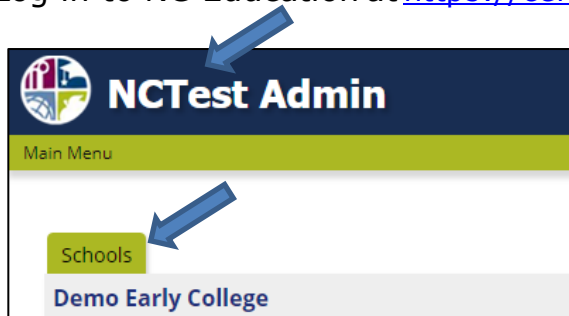


FIGURE 23. Schools tab.

2. Click on the **Schools** tab (see FIGURE 23) to find the appropriate PSU.
3. Click on the school's name, and the name will appear on the top of the page (see FIGURE 24). This will allow users to be assigned at the school level.

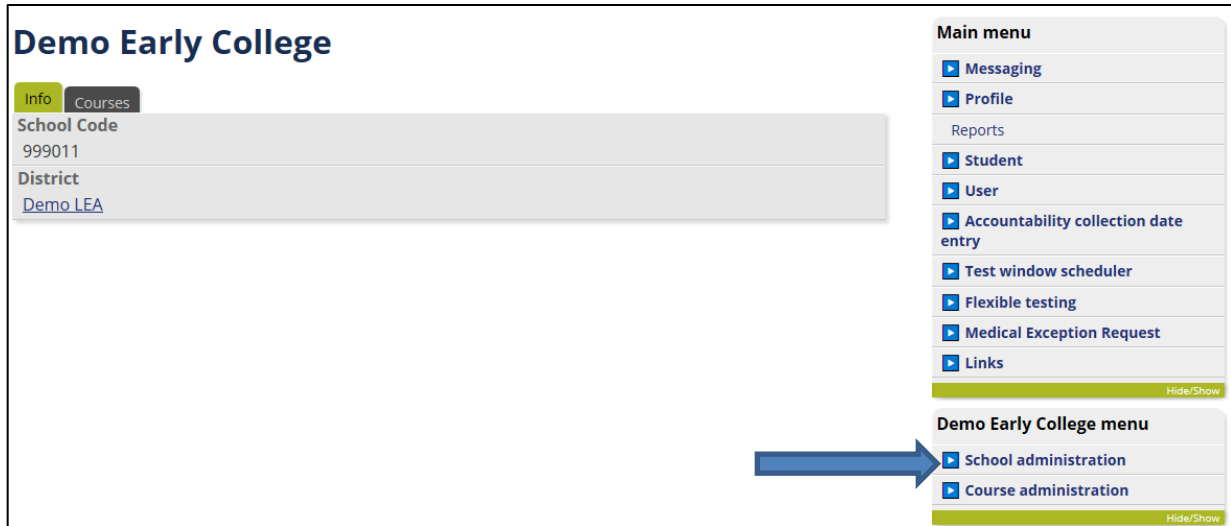


FIGURE 24. School administration menu.

4. When the appropriate school’s name is chosen, a school menu option appears on the right side of the screen. Click on **School administration** (see FIGURE 25).

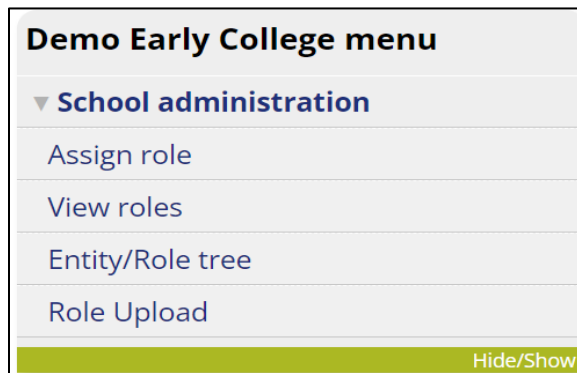


FIGURE 25. School administration menu choices.

5. As shown in FIGURE 25, there are four options:
  - **Assign role**—allows users to assign school-level access to other users (for LEA TCs/TAs and STCs only)
  - **View roles**—allows users to see what roles are assigned within the specific PSU
  - **Entity/Role tree**—shows a quick view of how many users are assigned different roles within the specific PSU
    - The trashcan icon may be used to remove roles from users.
  - **Role Upload**—allows the LEA TC/TA to bulk upload users to add or remove permissions
6. Click **Assign role**.
7. Please note that initially all users in the state are shown. As seen in FIGURE 26, you must use filter options to find the specific user.



Recommendation: Use **Starts with** or **Contains** and type the first few letters of the person’s first and last name.

**Assign role to school**

Select a user

Select a user to assign a role to.

Username  Starts with ▾

Email  Contains ▾

First name  Starts with ▾

Last name  Starts with ▾

Apply filter

Reset clears all filters.

Type part of one of these fields to narrow names listed. Can also change “Starts with” to “Contains.”

Assign	First name	Last name	Email	Username
--------	------------	-----------	-------	----------

FIGURE 26. Filters for users.

Once the user is located, click on **Assign Role To** next to his or her name (see FIGURE 27). (If a user cannot be found, see the [What to Do If the User Cannot Be Found](#) subsection of this guide.) The arrows next to the header labels sort the columns either in ascending or descending order.

Assign	First name	Last name	Email	Username
<input type="button" value="Assign Role To"/>	Demo	Admin	demo_admin@cuacsmail.ncsu.edu	demo_admin
<input type="button" value="Assign Role To"/>	Demo	RAC2	demo_rac2@cuacsmail.ncsu.edu	demo_rc2
<input type="button" value="Assign Role To"/>	Demo	School	demo_school@cuacsmail.ncsu.edu	demo_school

FIGURE 27. Assign role to user.

8. As shown in FIGURE 28, verify the correct PSU is listed. Then select the appropriate role for the user and click **Apply**. (STCs can only assign the Teacher role.)

**Assign role to school**

Select from the displayed list of roles you can assign at the **Demo Early College** administrative level.

Assign role  ▾

FIGURE 28. Pick role to assign.

9. FIGURE 29 shows that a **Success** message will appear when the user is

assigned. Links are available on this screen to assign another teacher or user to the same school.

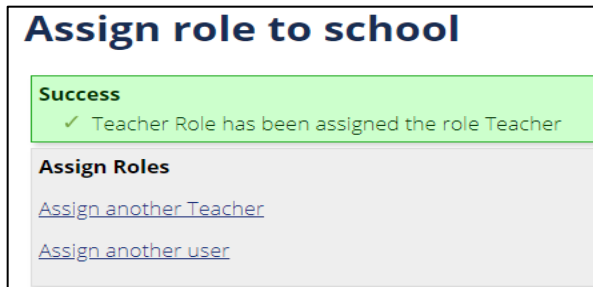


FIGURE 29. Confirmation of assigned role.

### Unassigning Users

At least once a month, STCs and LEA TCs/TAs must remove access for users who have left the PSU.

1. When the school is selected on the **School menu**, a secondary menu appears under the main menu on the right side of the screen. Select the link that says **administration** and more links will appear.
2. Select **View roles** (see FIGURE 30).

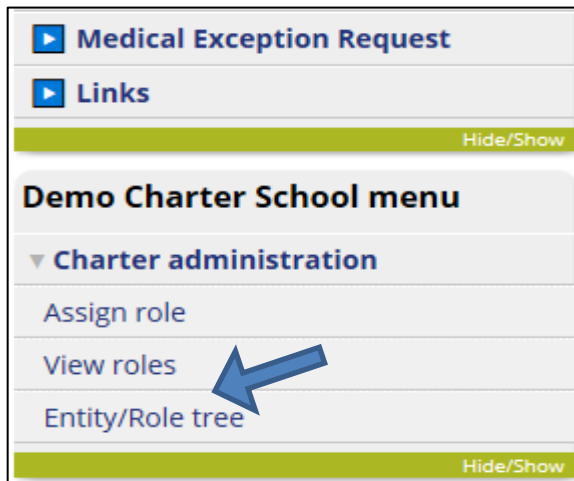


FIGURE 30. School administration view roles.

3. The list of users for the school will appear. For users who should no longer have access to NC Education, click on the **Unassign** button (shown in FIGURE 31) and the user role is immediately unassigned from the PSU.
  - Use [View profile](#) to unassign Testing News Network (TNN) roles prior to unassigning LEA TC or STC roles.

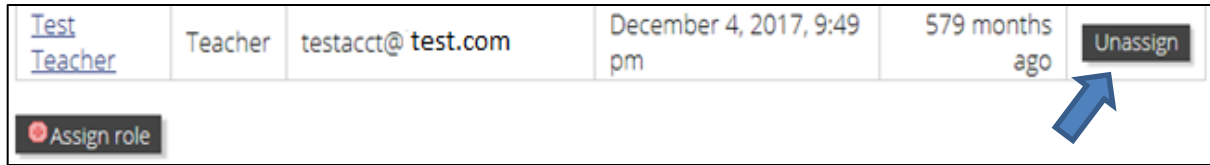


FIGURE 31. Unassign user role.

### What to Do If the User Cannot Be Found

If a user is not found when [Assigning Roles to Users in NCTest](#), the account may need to be imported first (see FIGURE 32).

1. Click on **User** on the right side of the screen under **Main menu**.

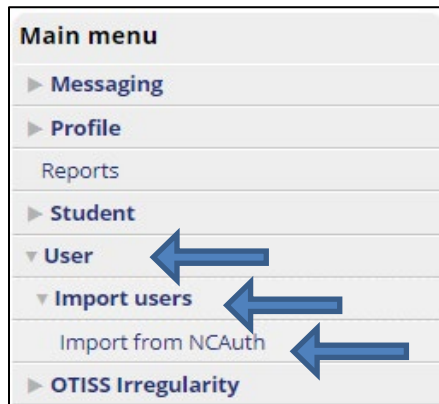


FIGURE 32. Import users from NCAuth.

2. Click on **Import users** and then **Import from NCAuth**.
3. Use the filter options to find users.
4. When the appropriate user is identified, one of three options appears:
  - If it reads, "Account exists," this user is ready to be assigned a role. Follow the directions in the [Assigning Roles to Users in NCTest](#) subsection of this guide.
  - If it reads "Import," click **Import** (see FIGURE 33) to bring the user into the system. Ensure that only work email addresses are imported into the system. Do not import non-work email addresses (e.g., AOL, Hotmail, etc.) into the system.

Username	First	Last	Email	Import
DemoUser1	Sally	Demo	Sally@school.edu	<b>Import</b>
DemoUser2	Sally	Demo	Sally2@work.edu	Username exists
DemoUser3	Sally	Demo3	Sallyinsystem@work.com	Account exists

FIGURE 33. Import user screen.

- If the screen indicates "Username exists," the user has not verified his or her email address. If the verification email has expired (twenty-four hours) prior to the user verifying his or her email, then the user must contact the help desk to resend the verification email. The help

desk will send instructions and a link to the user (see FIGURE 34). The user clicks on the **Resend confirmation email** button to receive a new verification email. The user follows the directions in that email.

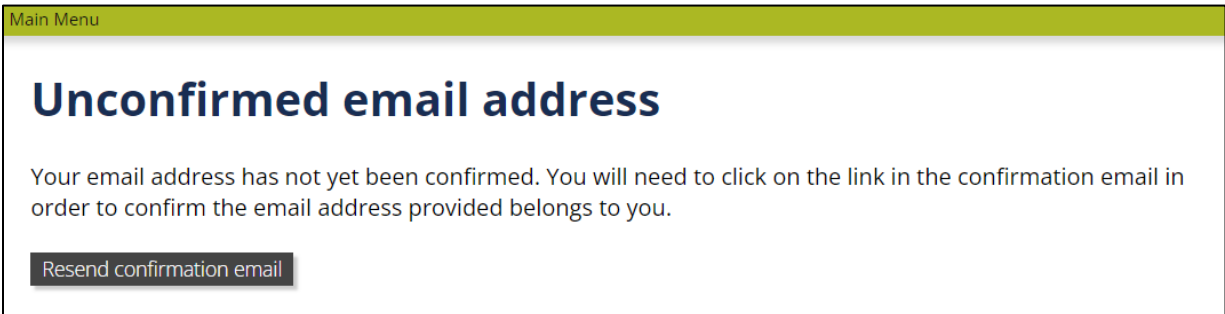


FIGURE 34. Unconfirmed email address.

- Once the account is verified, the screen will display **Import**.
  - If the user is not on this list, the user needs to go to <https://center.ncsu.edu/ncauth> and create an account. Before the account can be available for role assignment, the user must verify his or her email address. A verification email will be sent to the work email address entered.
5. Click on the **Assign role** link in the **Success** message (see FIGURE 35) to assign the appropriate role to the user.

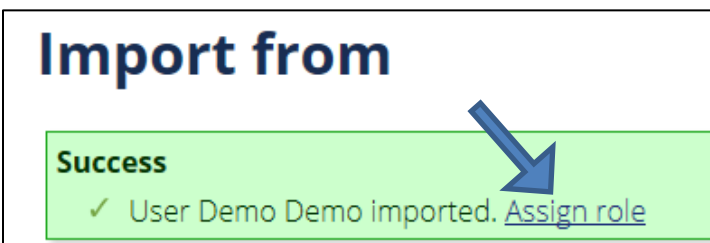


FIGURE 35. Import success and assign role.

6. On the **Select a context** page (see FIGURE 36), select filter options to narrow the search and select a school name under **Assign Location/Course**.

FIGURE 36. Select a context for user role.

7. **Select a role to assign** to the user and click **Apply** (see FIGURE 37).

FIGURE 37. Select a role to assign.

8. A **Success** message will appear.

**Role Tree Access**

The role tree provides a view of all users in the organization, filtered by roles within each entity-based level. Users have access to the Entity/Role tree at their level of access. Entity access levels are defined as

- **Region**—RACs and RCCs have Region, District, and School access;
- **LEA TC/TA**—LEA TCs/TAs have access to all the PSUs within their region; and
- **SCHOOL**—STCs see all users assigned at the school level.

Use the following steps seen in FIGURE 38 to access the Entity/Role tree at the district level:

1. Log in to NCTest Admin, URL <https://center.ncsu.edu/ncadmin> and click

- your district name from the list on the left side of the page.
- On the lower right, click **District administration** under (PSU name here) District menu.

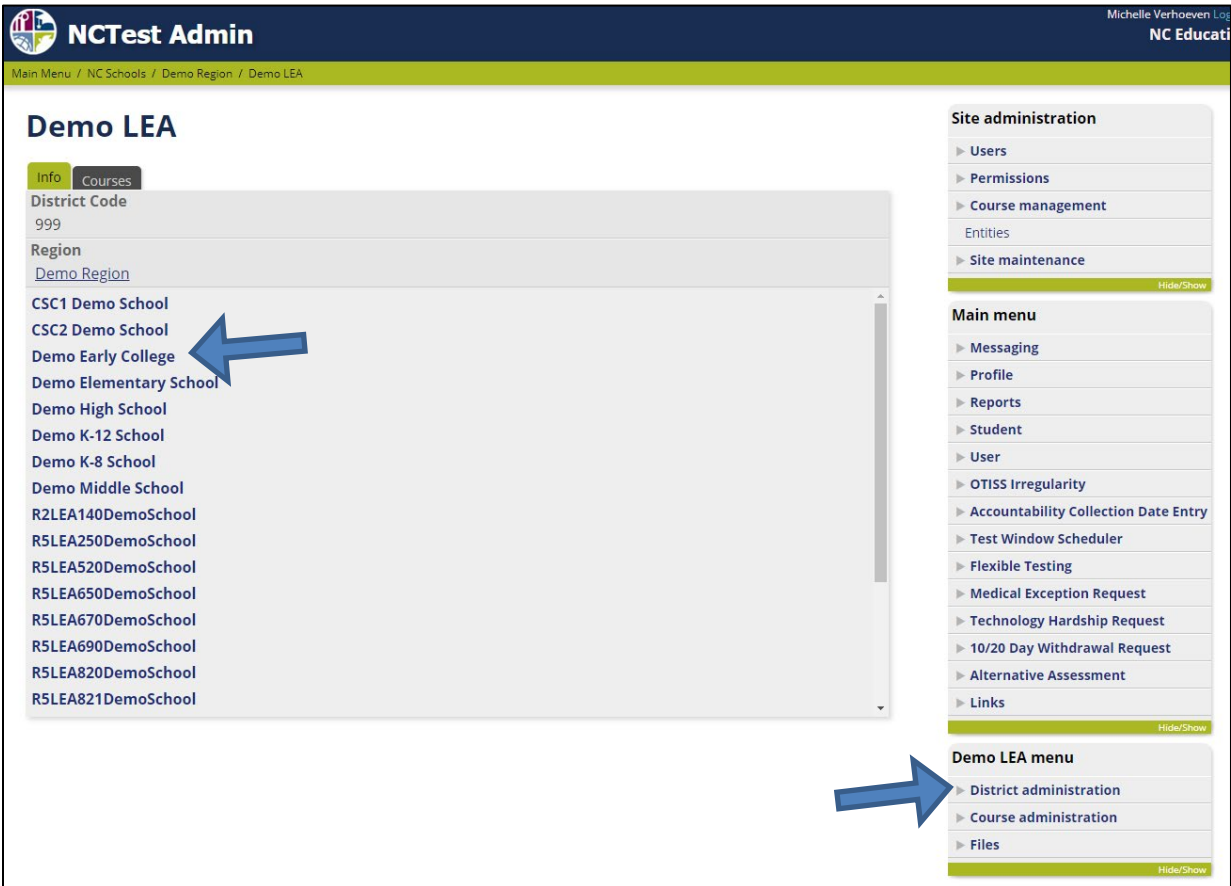


FIGURE 38. District administration menu.

- Select **Entity/Role tree** (see FIGURE 39).



FIGURE 39. Entity/role tree on menu.

- Click the arrows next to the role to view users with access at that level.

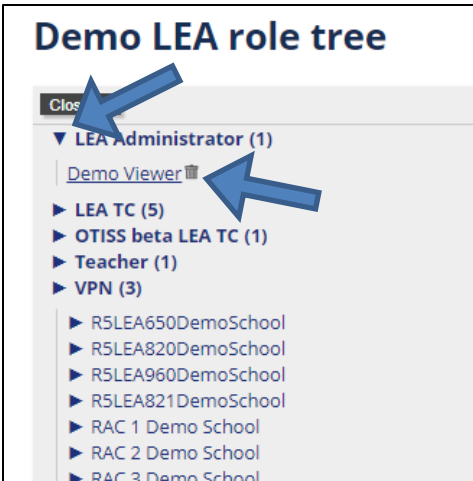


FIGURE 40. Dropdown list and delete icon for user roles.

5. As seen in FIGURE 40, the role may be removed from a user by clicking on the trashcan icon.
  - No warnings or confirmations are given; the removal is instantaneous.

### Role Upload

The ability to add or remove user roles via a comma-separated values (CSV) file upload has been added into NCTest Admin. LEA TCs/TAs can upload a file to update user roles within NC Education. For a new user, the import from NCAuth must be completed prior to using a file for uploading that user.

1. From [center.ncsu.edu/ncadmin](http://center.ncsu.edu/ncadmin) select a region, district, or school.
2. In the region, district, or school administration menu, select **Role Upload** (see FIGURE 41).

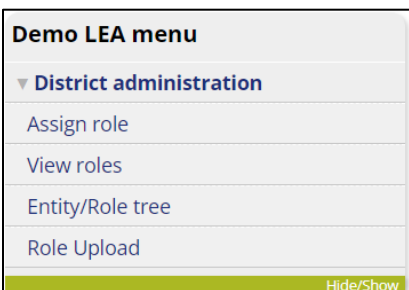


FIGURE 41. Role upload on main menu.

- FIGURE 42 shows the **Role Upload** page displays information on three tabs:
  - User Info—the user’s information
  - Your Roles—the roles the user is assigned in NC Education

- Assignable Roles—Roles that the user will be able to assign via a file upload. Users will not be able to assign roles not listed on this page.

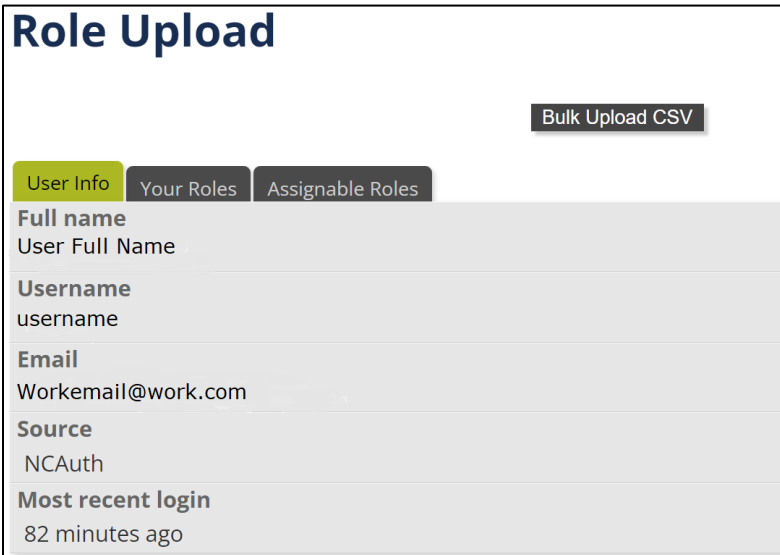


FIGURE 42. Role upload starting page.

3. Click **Bulk Upload CSV** on the **Role Upload** page.

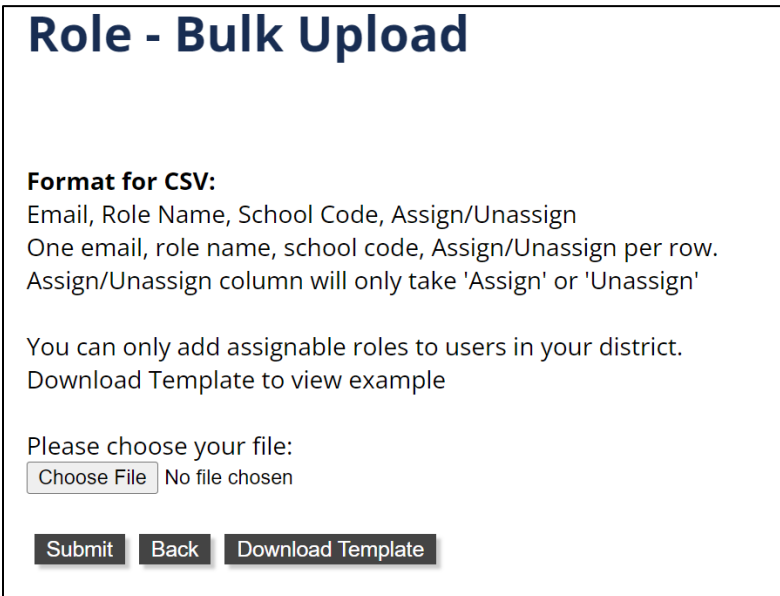


FIGURE 43. Bulk upload user roles.

4. Click on the **Download Template** button (see FIGURE 43) to download a starter file.
  - Users in the file must be within the purview (region, district, or school) of the uploading user to edit.



5. Create a CSV file with the information presented in the template file.
  - Indicate either “assign” or “unassign” for each user role.
  - Each role can only contain one email and role.
  - If multiple roles are needed for a user, then multiple rows are required, one for each role.
  - Remove the demo student row from the template before uploading the file.
  - Save file ensuring it is in CSV format.
6. Select **Choose File** and select the created file of users.
7. Select **Submit**.
8. Successful and error records will be indicated on the screen.

**User Roles and Permissions**

TABLE 2 lists the roles and permissions for teachers, STCs, and LEA TCs/TAs. If LEA TCs/TAs have questions about their roles and permissions, they should contact their RAC or RCC for assistance. STCs should contact their LEA TC/TA with questions about user roles and permissions.

TABLE 2. User roles and permissions

Permission	Teacher Role	STC Role	LEA TC/TA Roles
Log in to NCTest to connect students to the start page of an online test	Yes	Yes	Yes
Enter or edit SIQ, accommodations provided, and special codes for student tests	Yes	Yes	Yes
View student test start date, end date, and time	Yes	Yes	Yes
View Test Window Scheduler (TWS)	Yes	Yes	Yes
Access NC Check-Ins 2.0 review forms online	Yes	Yes	Yes
View and print NC Check-Ins 2.0 online reports	Yes	Yes	Yes
Assign or unassign teacher roles in school(s)		Yes	Yes
Search students		Yes	Yes
Edit course enrollment (add students to courses)		Yes	Yes
Create and edit students in the system (emergency use only)			Yes
Assign or unassign STC roles in school(s)			Yes

Permission	Teacher Role	STC Role	LEA TC/TA Roles
Enter or edit TWS			Yes
Use reset, resume, and finalize functions			Yes
Enter dates in the Accountability Collection Date Entry System (ACDE)			Yes
Medical Exception Request submission			Yes
Flexible Testing Permission Request submission			Yes
10/20 Day Request submission			Yes
View Completed Tests Percentage			Yes
Release ISRs to PowerSchool Parent Portal			Yes
Role upload			Yes

The **School Report Reviewer** and the **District Report Reviewer** roles are assigned by the LEA Test Coordinator. These roles are designed for school-based and district-based staff members who are not the classroom teacher (e.g., principal, curriculum coach) to access and review the NC Check-Ins 2.0 online reports.

The **LEA Administrator role** is used for a nonaccountability, local educational district leader. This user role has access to limited Moodle courses, but it is blocked from all accountability-related access and from access to NCTest Admin.

To view the roles for the Online Testing Irregularity Submission System (OTISS), refer to the [OTISS](#) section of this guide.

The following permissions and Moodle access are assigned to LEA TC/TA accounts at the discretion of the RACs or RCCs:

1. secure shell (SSH) access
2. capability to order test materials
3. TNN access
4. Grade 3 Student Reading Portfolio access
5. WinScan course access

Directions for adding these permissions are in the [View Profile](#) section of this guide.

## Student Menu

In the **Main menu**, the **Student** menu (see FIGURE 44) allows LEA TCs/TAs to search for students and to create (i.e., see and add) students.

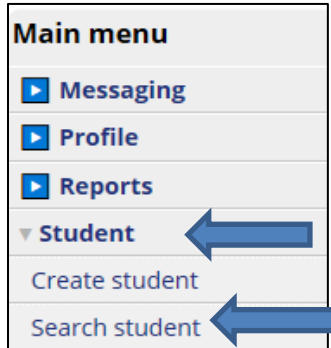


FIGURE 44. Search student on the main menu.

### Search Student

1. Select **Student** from the **Main menu**.
2. Select **Search student** on the **Main menu**.
3. On the Student Search page use the filtering options (Starts with or Contains) to filter for the student.
4. Select **Apply**.
5. Select the **Student ID** link for the student (see FIGURE 45), and the **Info** tab will appear with enrollment information.

Student ID	First	Last	School	Time modified
<a href="#">4289772455</a>	Brian	Demo	450352	23:33 Oct 26
<a href="#">9981817732</a>	Jayden	Demo	920523	2:09 Oct 27
<a href="#">100000000896</a>	Stephanie	Demo	999022	11:17 Mar 15

FIGURE 45. Student ID link.

6. Select the **Enroll** tab (see FIGURE 46) to see courses in which the student is enrolled for testing.
7. Select a course name to go to the **Enrollment** tab for that course.

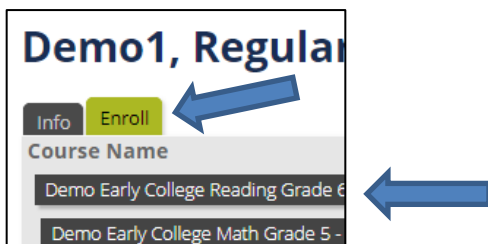


FIGURE 46. Enrolled courses for a student.

### Create Student

Create student should only be used in an emergency.

- Select **Student** from the **Main menu** (see FIGURE 47).
- Select **Create student** on the **Main menu**.

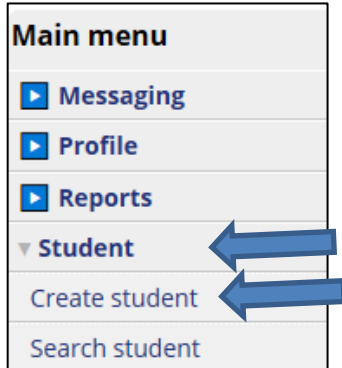


FIGURE 47. Create student on main menu.

- Complete all the fields shown in FIGURE 48. Use the student’s legal name that appears in PowerSchool. When all required fields are complete, select **Save**.
- A success message will appear in the window. The student can now be found in [Edit Enrollments](#) and be added to a course.

The image shows a 'Create student' form with the following fields: First Name (text input), Last Name (text input), Grade (dropdown menu with '3' selected), and Base School (text input). There are 'Save' and 'Cancel' buttons at the bottom.

FIGURE 48. Create student required fields.

## Preparation for Online Test Administrations

The following directions apply to all online test administrations:

1. Access NC Education at <https://center.ncsu.edu/ncadmin>.
2. Teacher or STC signs in using their secure NC Education username and password.
3. Click on the school's name under the **Schools** tab.
4. Click on the **Courses** tab (see FIGURE 49).

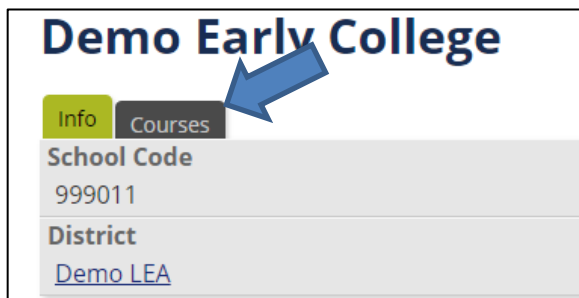


FIGURE 49. Courses tab.

5. Click on the appropriate test (e.g., Reading Grade 3 BOG BOG3 20XX).

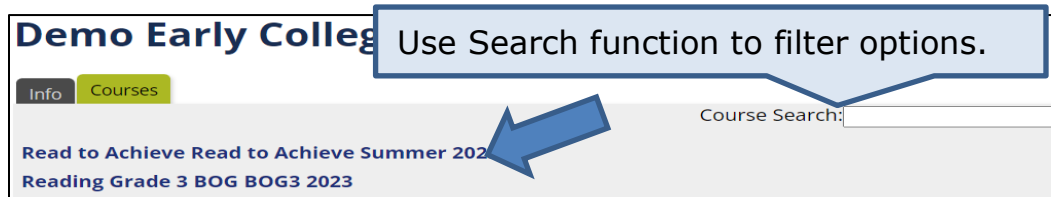


FIGURE 50. Courses and filtering.

As shown in FIGURE 50, users can filter or search by test term by entering the semester or term code in the **Course Search** box (e.g., CDM, spring, fall).

Users will not be able to access course information until they are successfully assigned to the PSU with the appropriate Teacher, STC, or LEA TC/TA role by a manager of their account—a role one or more positions above them in the role tree.

Courses will not appear as available until the day after users with a LEA TC/TA role enter valid test dates into the TWS for the test type. For directions on how to complete this process, refer to the [TWS section](#) in this guide.

Testing is only permitted on regular school days. Testing is not permitted on Saturdays or Sundays.

## NCTest Admin Course Tabs

For the LEA TC role, choose a school and then the course. For the STC role, choose a course.

Some courses have different windows (i.e., fall, spring, year-round); ensure that the correct course is selected. Once a course is chosen, the following tabs are available for that course:

- [Enrollment](#)—view students assigned to the course and add students to the course so they can test online
- [Activity](#)—view which students have logged in to the test
- [SIQs](#)—Student Interface Questions (SIQs) allow for accommodations to become active in NCTest (complete and verify before testing)
- [Special Codes](#)—coded for students after testing
- [Accommodations](#)—completed after testing to indicate which accommodations students used during testing

### Enrollment Tab

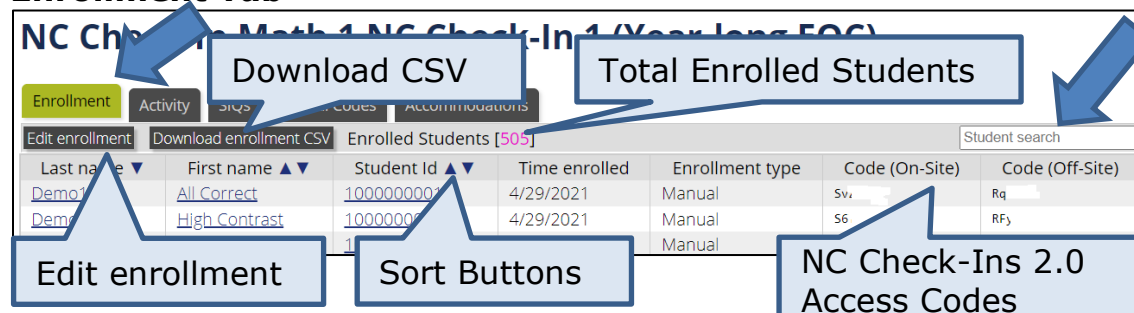



FIGURE 51. Enrollment tab information.

- The list of students on the **Enrollment** tab (see FIGURE 51) is the same list test administrators (those assigned to the school and to the role of “Teacher” in NC Education), STCs, and LEA TCs/TAs will see in NCTest on test day. It lists all students who have been assigned the test. The total number of students enrolled in the course is in brackets at the top of the page.
- Use  buttons to sort any column by its contents.
- Use the  option to quickly find a student by entering any of his or her attributes listed on the screen.
- The **Edit enrollment** button is available to LEA TCs/TAs and should be used only for manual enrollment in courses such as CDM, summer administrations, or in emergency cases. Otherwise, all enrollment information should be allowed to auto populate from PowerSchool once the student information is correctly entered. Please allow up to three days for new students to populate into NCTest Admin.

- For NC Check-Ins 2.0, the access code(s) are available on the **Enrollment** tab.
  - Access codes are immediately created for newly added students.
  - Remote access codes are only available for NC Check-Ins 2.0 for students receiving all their instruction remotely.
- The NC Check-Ins 2.0 access codes can be downloaded by using the **Download enrollment CSV** button. This will create a comma-separated values (CSV) file that can be opened in Excel. This file can be printed and used to appropriately distribute the access codes. Caution: The file contains personally identifiable information (PII) and should be treated as secure data.

**Enrollment by Test**

TABLE 3 lists the names of the Annual Testing Programs’ online tests and indicates how students are enrolled for these test administrations.

TABLE 3. Enrollment by test

Test	Auto Create Course Using TWS	Manually Create Course	Manually Enroll Students
Beginning-of-Grade 3 (BOG3)	✓		
CDM	✓		✓
CCRAA		✓	✓
End-of-Course (EOC)	✓		
End-of-Grade (EOG)	✓		
EOG Grade 3 Reading Retest	✓*		
NCEXTEND1	✓		
NC Check-Ins 2.0	✓		
Read to Achieve (RtA)	✓*		

\* Courses must have an automatic enrollment from PowerSchool in order to be created during the overnight process. In the spring, the EOG Grade 3 Reading Retest and the RtA courses will be created and populated after the first day of testing has been completed. Students who are not proficient will auto populate the courses.

The EOG Grade 3 Reading Retest window is set with the TWS for EOG.

Summer program (early) will auto populate with students who were not proficient on the EOG.

### Activity Tab

- Assessment progress (i.e., start time, end time) may be viewed for students on the **Activity** tab (see FIGURE 52).

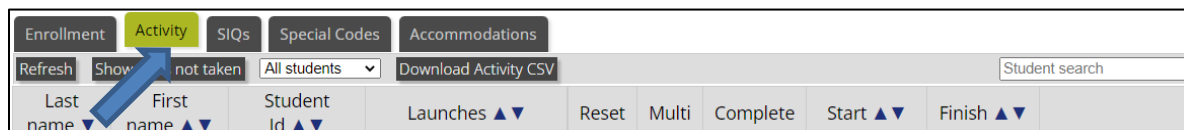


FIGURE 52. Activity tab.

- The **Refresh** button will refresh the screen to show recent activity.
- The **Show tests not taken** button (see FIGURE 53) filters out all the students who have launched a test.
- The **All students** dropdown list allows for filtering students who have launched, not launched, completed, or not completed tests (see FIGURE 54).
- The **Download Activity CSV** button downloads the information in the Activity tab into a CSV file. Caution: The file contains PII and should be treated as secure data.

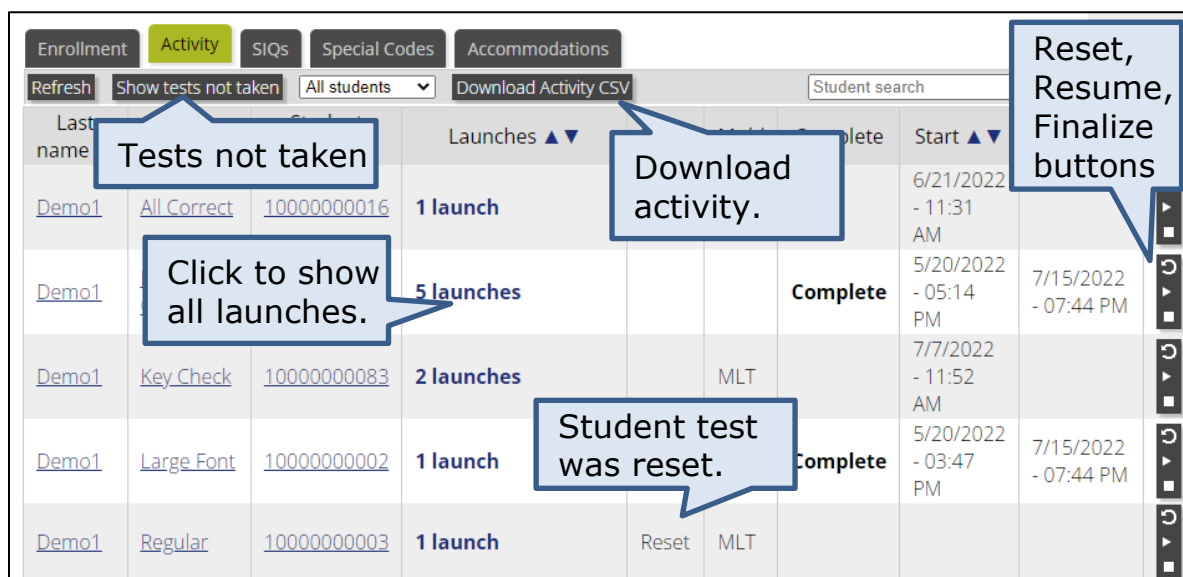


FIGURE 53. Information on activity tab.

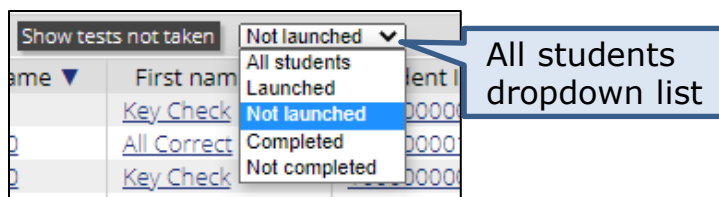





FIGURE 54. Filtering students shown on activity tab.

Teachers and STCs cannot **Reset, Resume, or Finalize** tests for students. Only LEA TCs/TAs can **Reset, Resume, or Finalize** a student’s test, if



necessary.

- **Launches.** The **Launches** column displays the number of times the student's test was started. Click on the number of launches (e.g., 1 launch) to see a student's start date and time in green font, and to see his or her end time (and date, if different from the start date) in red font. The test administrator who logged the student in is also identified for each launch.
- **Multi.** For a student to access the *Multiple Testing Sessions* accommodation, the option must be entered into the student's SIQ before test day. The appearance of **MLT** in the **Multi** column serves as a quick reference of students marked in the SIQ with the *Multiple Testing Sessions* accommodation.
  - Tests for students with this accommodation will not be marked complete overnight.
- **Complete.** The status of the test is identified either as **Complete**, or the column is blank if the test has not been completed.
- **Start.** This column indicates the last time the test was started.
- **Finish.** Once the test is completed or finalized, the end time is recorded.
- **Reset  button.** Resetting clears the student's responses and allows the student to start the test again. If a student's test must be reset, a testing irregularity report must be filed in the OTISS. After the test is reset, the student will be assigned another form of the test.
  - Prior to pressing the reset button, mark misadministration on the special code tab.
  - The **Reset** column will display "Reset" if the student's test was reset by someone with the LEA TC/TA role in NC Education.
- **Resume  button.** Resuming is most often used for students who accidentally end their test prematurely. It allows a student with an end date and time to continue the test on the same test day. When this occurs, a testing irregularity report must be filed in the OTISS.
- **Finalize  button.** Finalizing is used when a student does not have an end date and time but has completed the test. **Finalize** will submit the student's test. This may be used when a student with the *Multiple Testing Sessions* accommodation does not click the **END TEST** button after he or she has finished testing.
  - Tests marked as *Multiple Testing Sessions* must be (1) ended by the student (click the **END TEST** button) or (2) finalized by the LEA TC/TA (click the **FINALIZE** button).
  - Incomplete tests will automatically be finalized at the close of the state testing window.

### SIQ Tab—Student Interface Questions

The student interface questions (**SIQs**) tab is the location in which the

accessibility features and accommodations needed for testing are documented so that they are “turned on” in NCTest for the student during testing. Accessibility features and accommodations must be set before launching the student’s test. The SIQ tab allows filtering to show students who have launched or have not launched with or without SIQs (see FIGURE 55).

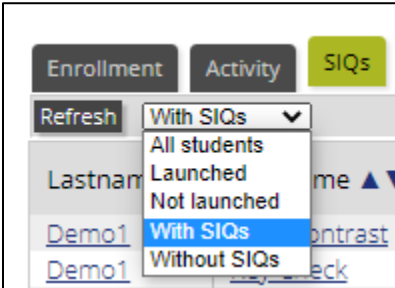


FIGURE 55. Filtering on SIQ tab.

- As shown in Figure 56, student interface options will not be prepopulated. Some accommodations will be populated by the overnight data feed, but others will not be populated.
  - Large font and alternate background colors (including high contrast) will not be prepopulated. The test administrator must mark these options in the student’s SIQ before test day to allow a student to access them on test day.

Student Interface Options—not prepopulated		Accommodations—populated by data feed		Not populated	
Alternate Background Color	Large Font	Multiple Testing Sessions	Other Accommodations	Transcribe Online	
<input type="checkbox"/> None	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Black Background with White Text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Black Background with White Text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Yellow Background	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> *	

Started tests are grayed out

FIGURE 56. Accommodations tab prepopulated versus not prepopulated.

- Accommodations (i.e., *Multiple Testing Sessions, Test Read Aloud [in English]*) will prepopulate based on the overnight feed from the Every

- Child Accountability & Tracking System (ECATS).
- The accommodation feed will add accommodations that are added to a student's record. However, accommodations removed from a student's record will not be removed from NCTest Admin for that test window.
  - Check *Other Accommodations* if the student requires any other accommodations that are approved.
  - Refer to the current [Testing Students with Disabilities Handbook](#) for a list of approved accommodations.
  - The Transcribe Online SIQ is selected for students who are unable to access the online test form. The SIQ must be set prior to the online test being accessed for transcription so that the same form as the paper is assigned and the student's responses can be transcribed into the online system. **This field does not auto populate.**

Schools are expected to confirm the accuracy of the SIQ fields and to make any necessary corrections in the authoritative source.

- SIQ information may be reviewed and edited by test administrators with the Teacher role, STCs, and LEA TCs/TAs before test day.
- SIQ information cannot be edited after the student has started the test.
- Due to the timing of exports, accommodations may take up to two overnights to populate the SIQ section of NCTest Admin.
  - For summer program testing, once the Test Window Scheduler (TWS) is set, students and accommodations will populate after students test in spring.
  - If a student's Individualized Education Program (IEP) has expired, the accommodations will not flow for the next testing window.
- SIQ accommodations within NC Education are additions only. Once populated, SIQ accommodations are not removed when a plan expires or when the accommodation is removed from the student's plan. In cases where accommodations are removed from a student's plan, the SIQ needs to be manually updated by the school.
- If the accommodation data from ECATS, PowerSchool, and third-party providers are correct, the dates are not expired, and the SIQ is not prepopulating, the LEA TC/TA must verify information in the ACCOM data feed and correct any errors that may appear in the Status Viewer for that student. Directions for verifying information and troubleshooting are posted on the North Carolina Department of Public Instruction (NCDPI) Accountability Services Management (ASM) website (<https://www.rep.dpi.state.nc.us/>).

### **Review and Edit an SIQ before Test Day**

After selecting the course, click the **SIQs** tab (see FIGURE 57).

Lastname	Firstname	Student ID	Alternate Background Color	Large Font	Multiple Testing Sessions	Test Read Aloud (in English)	Other Accommodations
Dem	High Contrast	10000000001	Yellow Background	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D	Key Check	10000000083	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01	Large Font	10000000002	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FIGURE 57. SIQs reviewing and editing.

1. Use either the search function in the upper right corner or the filtering option to find students.
2. Review the information on the screen and verify its accuracy.
3. Edit a SIQ by adding or removing check marks and/or using the dropdown menu to identify the appropriate Alternate Background Color (see FIGURE 57).
4. Changes save automatically.
  - Editing of accommodation information should occur only when it is determined that the manual change must happen in order to administer the test with that accommodation. These occasions should be rare, occurring only when all other alternatives have been exhausted.
  - Editing accommodation information may be necessary if accommodations have expired and are no longer used by the student.
  - A purple asterisk will appear next to accommodations manually edited in the SIQ.

### Special Codes Tab

Special codes must be completed after testing by a user with the Teacher role, the STC, or the LEA TC/TA before 7:00 p.m. on the day of the test administration.

The special codes may vary slightly depending on the test.

Hovering the mouse over the labeled bubble provides a brief description of that code.

In FIGURE 58, the following special codes are available on most tests for coding.

- Misadmin—mark on the test that had the misadministration, prior to resetting that test by the LEA TC/TA.
- Section 504 Only—mark when a student is currently identified under Section 504 Only (i.e., does not have a current IEP)
- Transitory Impairment—mark when a student is identified with a transitory impairment (i.e., not Section 504 eligible)
- Absent from Makeup—mark if a student is absent from both the initial test administration and the makeup test administration. For EOC and

EOG tests, students without a coded reason for blank responses to test questions will receive the lowest possible scale score.

• **Reason(s) the Student is Not Participating in the Test**

**Administration** codes include:

- 1—Transfer (EOC, EOG, BOG3 only). Mark this column only if a transfer student was tested at the former school before moving to the current school to account for the reason the student was not tested.
- 2—NCDPI-approved medical exception
- 3—Participates in NCEXTEND1
- 4—Grade 8 taking NC Math 1
- 5—Repeating the course for credit or taking credit recovery

• The **Accommodations not permitted** codes include:

- RA—Test Read Aloud (in English) used for Reading test
- IN—Interpreter/Transliterators Signs/Cues Test used for Reading test
- OR—Other Reading not permitted
- OM—Other Math not permitted
- OS—Other Science not permitted

• Local use—mark as directed by the PSU.

Enrollment		Activity	SIQs	Special Codes	Accommodations				
Last name	First name	Student Id	Misadministration	Section 504 Only	Transitory Impairment	Absent from Makeup	Reason(s) the Student Is Not Participating in the Test Administration	Accommodations not permitted	Local Use
Demo1	High Contrast	(10000000001)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1)(2)(3)(4)(5)	(RA)(IN)(OR)(OM)(OS)	(1)(2)(3)(4)(5)
Demo1	Large Font	(10000000002)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1)(2)(3)(4)(5)	RA Test Read Aloud (in English) used for Reading test (RA)(IN)(OR)(OM)(OS)	(1)(2)(3)(4)(5)
Demo10	Large Font	(10000000045)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1)(2)(3)(4)(5)	(RA)(IN)(OR)(OM)(OS)	(1)(2)(3)(4)(5)
Demo11	High Contrast	(10000000025)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1)(2)(3)(4)(5)	(RA)(IN)(OR)(OM)(OS)	(1)(2)(3)(4)(5)

FIGURE 58. Special codes tab.

To add a special code to the student's test record:

1. Search for the student or use the filter to sort students. The filter is automatically set to “with completed tests.”
2. Refer to the appropriate test administration guide for each test’s special codes.
3. Indicate the special codes applicable to the student by selecting the appropriate labeled bubble.
4. Changes are saved automatically.

If the special code of misadministration is marked by the LEA TC/TA, this must be coded on the test that had the misadministration, prior to resetting that test.

**Removing Incorrect Special Codes**

If a special code is incorrect in NCTest Admin, removing it is a two-step

process.

1. Deselect the code or accommodation on the special codes tab.
2. Go to the **Activity** tab and finalize the test for the student (even if the test is complete).

The overnight process will reflect the change.

### Accommodations Tab—Accommodations That Were Provided

Upon completion of testing, a user with the Teacher role, the STC, or the LEA TC/TA must enter on the **Accommodations** tab (see FIGURE 59) the accommodations that were provided for all students marked in the SIQ as requiring accommodations. Accommodations must be entered before 7:00 p.m. on the day of the test administration.

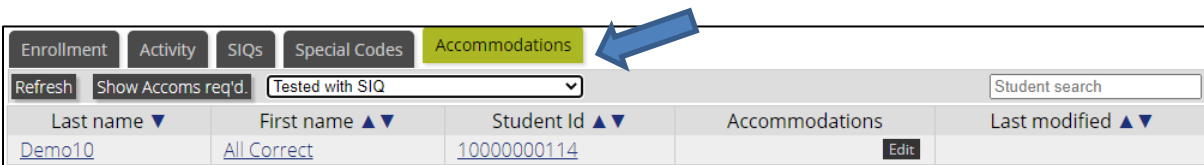


FIGURE 59. Filtered accommodations tab.

1. Click the **Accommodations** tab to document accommodations that were provided on the test.

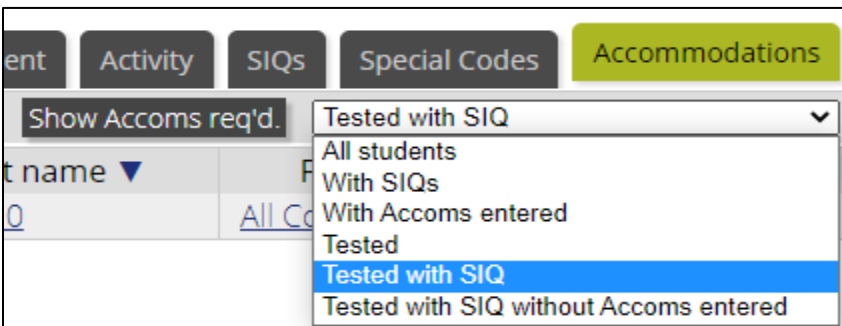


FIGURE 60. Filters for accommodations.

- Click the **Show Accoms req'd** button to filter for the students who have completed the test and do not have accommodations entered. Additional filtering is available through the dropdown list adjacent to this button (see FIGURE 60).
  - Students with SIQs marked only for accessibility features do not require accommodations-provided coding.
2. Click the **Edit** button under the **Accommodations** column to add accommodations used (see FIGURE 61).

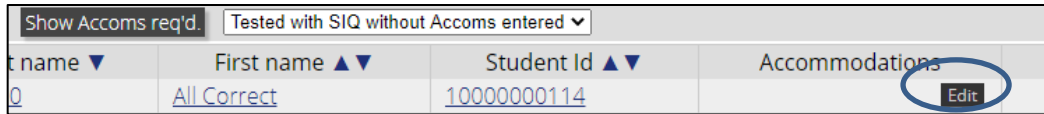


FIGURE 61. Edit accommodations used.

3. A popup screen appears. Place a check mark by any accommodations that were provided to the student during the test administration (see FIGURE 62). More than one accommodation can be marked.
  - Paper editions used are also marked here.

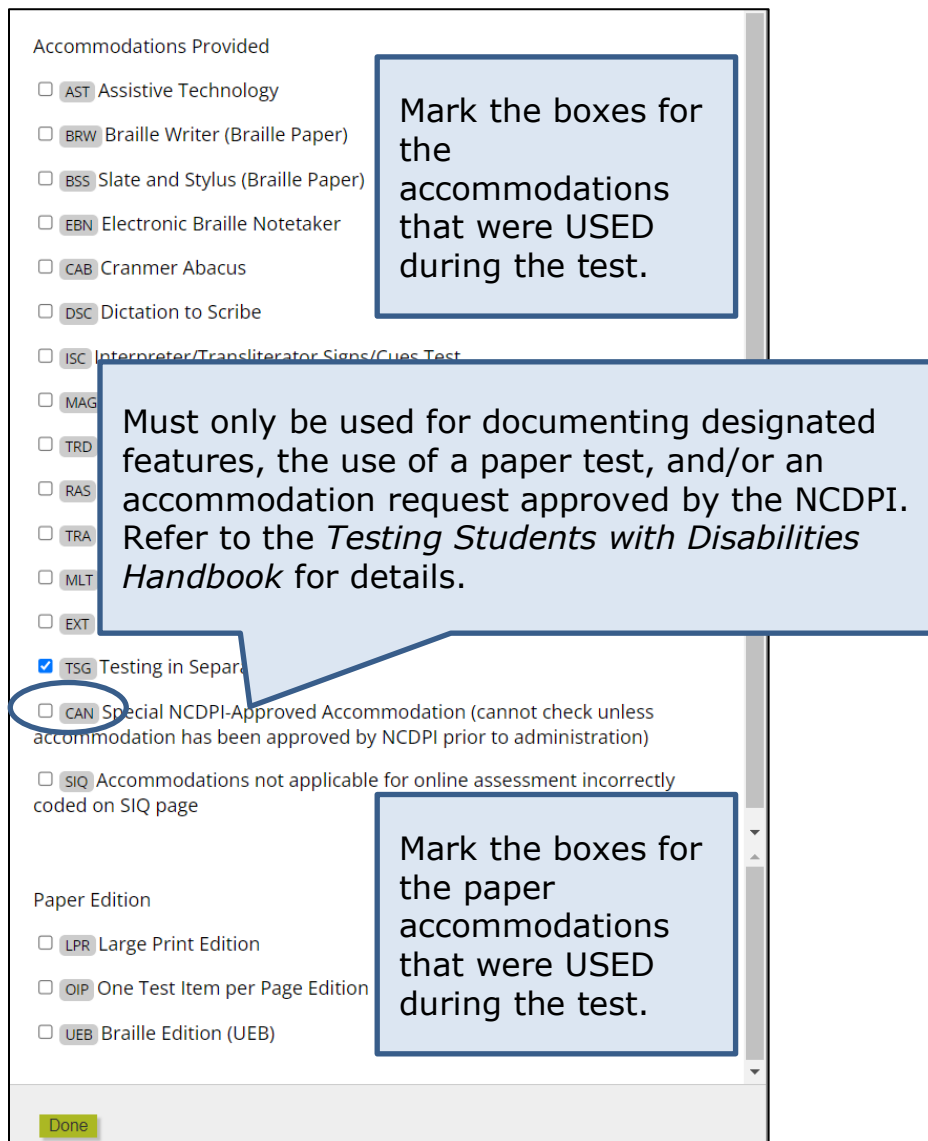


FIGURE 62. List of accommodations used.

- As shown in FIGURE 63, for accommodations that will invalidate a test (e.g., *Test Read Aloud [in English]* and *Interpreter/Transliterators Signs/Cues Test* for reading), a warning popup will provide notice that the test will be invalidated and ask if you are sure you want to add the accommodation. Click either **OK** to add the accommodation or click **Cancel** to adjust the accommodations entered.

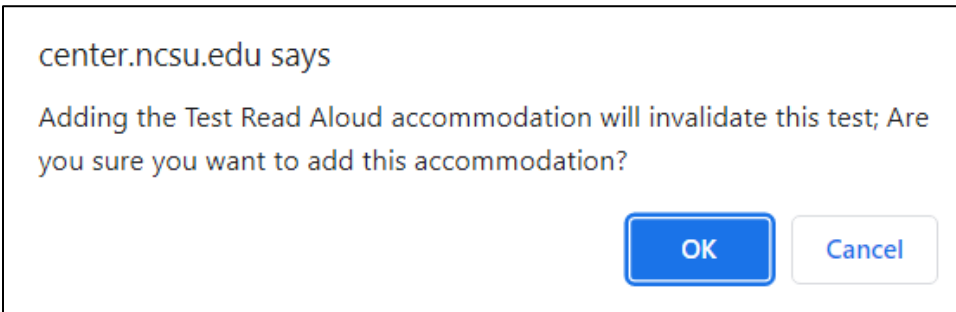


FIGURE 63. Warning for *Test Read Aloud (in English)* on reading test.

4. Click **Done**.

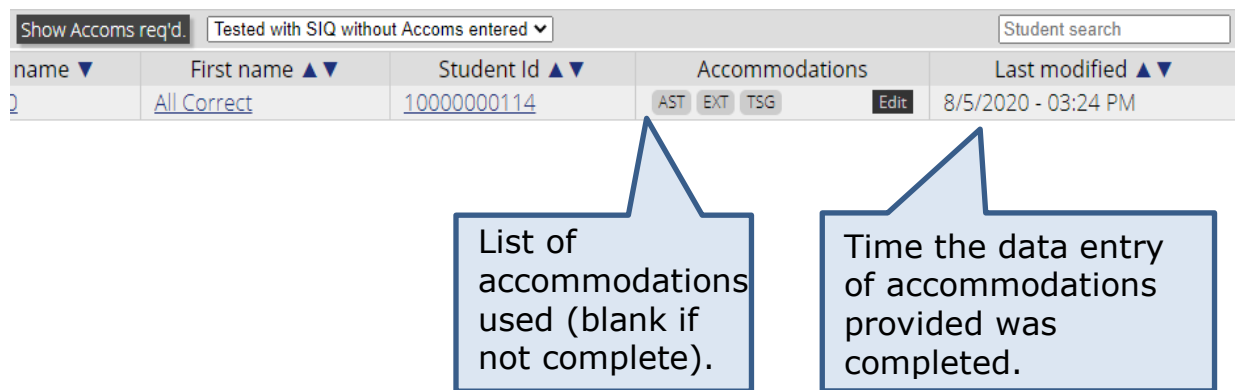


FIGURE 64. Accommodation tab after updates.

- Acronyms for accommodations documented as used on the test are displayed in the student’s information (see FIGURE 64). Hovering over the accommodation code will display the name of the accommodation.



### Adding a Course into NCTest Admin

This process should be used only when the course is not auto created overnight once the TWS is set (e.g., CCRAA, CDM).

1. Enter test dates in the TWS for this course.
2. From the Main screen, select the school's name.
3. Click on the **Courses** tab.
4. Click the **New course** button (see FIGURE 65).

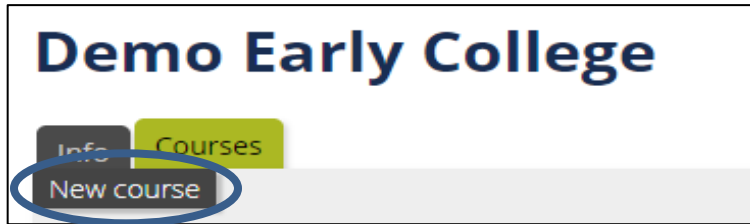


FIGURE 65. Adding a new course.

5. Select a **Semester** (see FIGURE 66).

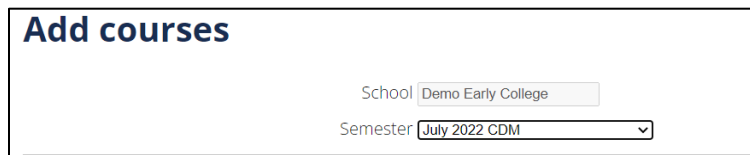


FIGURE 66. Add courses selection boxes.

6. A list of available tests will display (see FIGURE 67).
7. Select the appropriate course name (e.g., NC Math 1) from the list of tests.

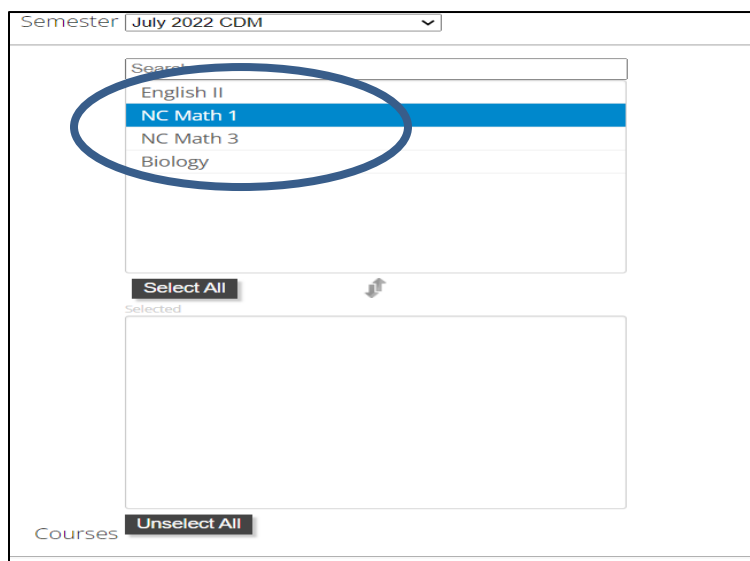


FIGURE 67. Select course(s) to add.

8. As shown in FIGURE 68, the course will now be listed in the **Add courses** box.

The screenshot shows a web interface for adding courses. At the top, there are two dropdown menus: 'School' set to 'Demo Early College' and 'Semester' set to 'July 2022 CDM'. Below these is a search box with a list of course options: 'English II', 'NC Math 3', and 'Biology'. A 'Select All' button is positioned below the search box. Underneath, a 'Selected' box contains 'NC Math 1'. At the bottom of the interface, there are two buttons: 'Add courses' and 'Cancel'. The 'Add courses' button is circled in blue.

FIGURE 68. Courses selected and add button.

9. Click the **Add courses** button.  
 10. A **Success** message will appear (see FIGURE 69).



FIGURE 69. Add course success message.

11. To enroll students in the newly created course, follow the directions under [How to Edit Enrollments](#).

### How to Edit Enrollments

The **Edit enrollment** function will be used for tests (e.g., CCRAA Grade 10) or test windows requiring manual enrollment (e.g., CDM). All enrollment information should be allowed to auto populate from PowerSchool once student information is correctly entered in PowerSchool; therefore, the **Edit enrollment** button (see FIGURE 70) should be used as an emergency measure only.

1. In the appropriate course, click the **Enrollment** tab.
2. Click **Edit enrollment** at the top of the page.

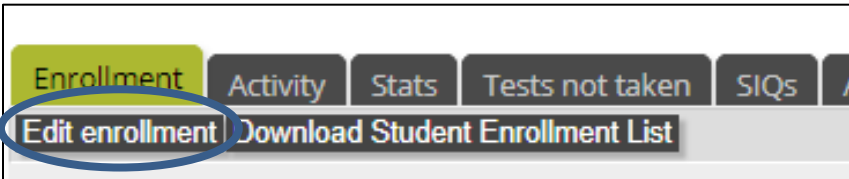


FIGURE 70. Edit student enrollment in a course.

3. A popup box appears (see FIGURE 71) with all available students in the school listed on the left side of the screen. Students currently enrolled in this course are listed on the right side. In the **Available Students** list, find the student to manually enroll.
4. Click on the “+” to the right of the student’s name. Notice the student is now listed on the right in the **Enrolled Students** list.
5. Click **Done** at the bottom of the popup box.

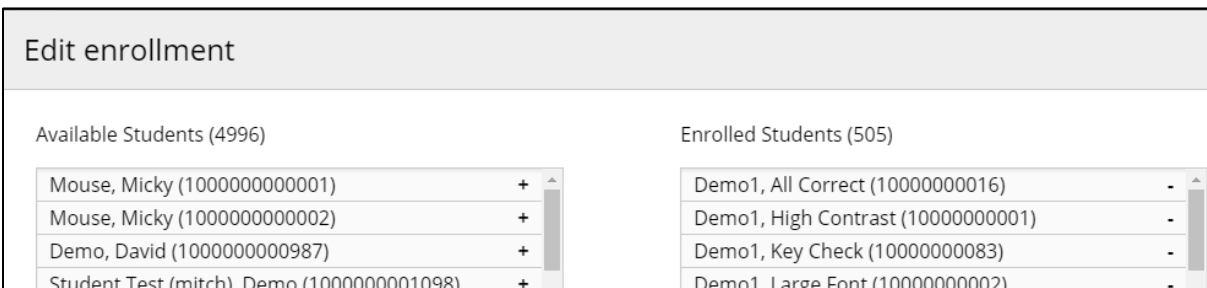


FIGURE 71. Add students to the course.

6. As shown in FIGURE 72, the student is now listed on the main **Enrollment** page for this test with “Manual” listed as **Enrollment type**. A new date and time are also listed under **Time enrolled**.

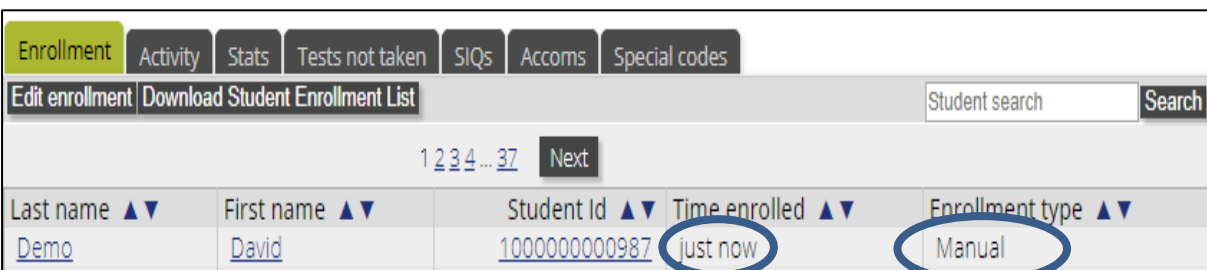


FIGURE 72. Updated enrollment page information.

### Download Enrollment List

- From the **Enrollment** tab, click on the **Download Enrollment CSV** button (see FIGURE 73).
- Depending upon the browser being used, a question asking to open, save, or cancel may appear. It is recommended to save the file.
- The file contains PII including student's name, student's ID number, time enrolled, enrollment type, and NC Check-Ins 2.0 access code (if available for the test); therefore, the file must remain secure.
- The CSV file can be opened with Excel or another spreadsheet program.

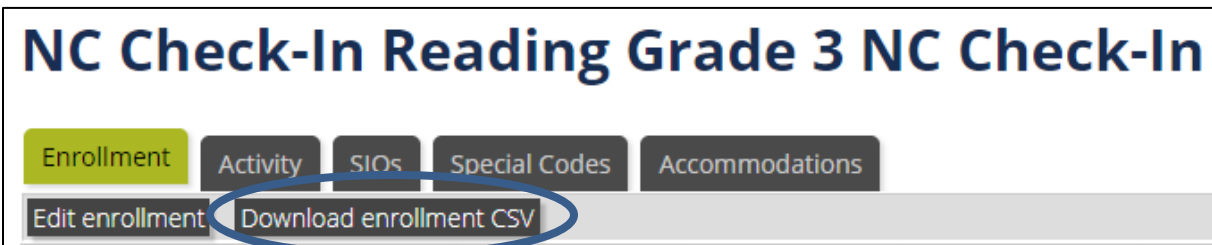


FIGURE 73. Download enrollment CSV button.

## OTISS Overview

All testing irregularities for the state are documented in the OTISS.

Access to OTISS is through user roles. Teachers are not able to view or to enter OTISS reports. To view and to enter OTISS reports, principals should be assigned the School Test Coordinator (STC) user role, and superintendents should be assigned the Local Education Agency Test Assistant (LEA TA) role. TABLE 4 lists the teacher, STC, and LEA TC/TA roles and the associated tasks assigned to them in NC Education for OTISS.

TABLE 4. NC Education User Roles for OTISS

NC Education User Roles for OTISS			
OTISS Task	Teacher	STC	LEA TC/TA
View OTISS report		✓	✓
Enter OTISS report		✓	✓
Add note(s) to OTISS report		✓	✓
View notes		✓	✓
Add student(s) to OTISS report		✓	✓
Print OTISS report		✓	✓
Edit or reclassify OTISS report		✓	✓
Declare a misadministration			✓
Send report to LEA TC/TA		✓	
Send report to RAC			✓
Download irregularity report details			✓ <sup>1</sup>
View filed and archived OTISS report(s)		✓	✓ <sup>1</sup>

<sup>1</sup> LEA TAs do not have this permission.

### Reporting an Irregularity in OTISS

All information entered into the OTISS may be viewed by authorized personnel in your local school system and in the Office of Accountability and Testing. All individuals engaged in the testing irregularity process must maintain confidentiality of individual student and staff information. Publicizing any PII regarding the testing irregularity is unethical and in violation of the [Testing Code of Ethics](#). All misadministrations must be reported to the superintendent, local school board, principal or director, and the RAC using the appropriate documentation and notification procedures.

The OTISS is divided into the following tabs:

1. **Overview** tab—provides a summary of all OTISS reports that have been submitted by the PSU. Links are available to view or download the irregularities. This page also has the link to the OTISS training video.
2. **Submit Irregularity** tab—provides the functionality needed to enter all new reports of testing irregularities.
3. **Pending Irregularities** tab—lists the reports that have not been sent to or resolved by the Office of Accountability and Testing.
4. **Filed** tab—contains all reports that have been resolved by the Office of Accountability and Testing for the current school year. Access is view only.
5. **Archive** tab—contains view only reports from previous years.

### Submit an Irregularity

All fields require a response except for misadministration, which is available only for LEA TC/TA users.

The following steps should be followed to start the testing irregularity reporting process:

1. Access the OTISS website via NCTest Admin at <https://center.ncsu.edu/ncadmin/>.
2. On the right-side **Main menu**, select **OTISS Irregularity** (see FIGURE 74).
3. Select **Submit Irregularity**.



FIGURE 74. Submit OTISS irregularity menu.

4. On the **Submit Irregularity** tab, enter the information requested.
  - Several of the fields (e.g., School) will either be prepopulated or will

- populate as you start typing.

  - Under **School**, if the entry is submitted by an LEA TC/TA, check boxes (see FIGURE 75) determine whether or not the irregularity can be viewed by the school (i.e., viewed by the STC [includes principals with STC role]). The default is the irregularity can be viewed by the STC. Select the box that indicates it cannot be viewed by the school if there is a reason for the STC or principal not to see the irregularity.

**School:** Demo Early College (999011) *(Search School by Name or Code)*

Irregularity can be viewed by the school  
 Irregularity cannot be viewed by the school

**PSU TC:** Select PSU TC

**School Test Coordinator(s):** Test Teacher

**Test Administrator:**

**Phone:**

**Test Type:** Select a Test Type

**Test Type Option:** Select a Test Type Option

**Grade:** Select a Grade

**Irregularity Type:** Select an Irregularity Type

**Irregularity Example:** [Testing Irregularities Classifications reference document](#)

**Test Mode:**  Paper/Pencil  Online

FIGURE 75. Irregularity form fields.

- Directions appear on the screen about investigations required. The **Download Investigation document** and **[+Upload]** links shown in FIGURE 76 are active.

  - Download the investigation form and complete it.
  - Once completed, the investigation document is uploaded either from this page or from the **Pending** tab.

Irregularity Type:

Irregularity Example:

You must provide the Investigation documents within five days of submission of this form. [Download Investigation document](#)

[+Upload](#)

Write a complete description of the occurrence.

Irregularity Description: *(Provide a complete description of the irregularity that occurred.)*

FIGURE 76. Irregularity description and document upload fields.

6. FIGURE 76 shows that a detailed description of the incident being reported must be written in the **Irregularity Description** text box. Include all relevant details in this field.
7. If a misadministration is declared, the LEA TC/TA checks the **Misadministration** check box (see FIGURE 77). One of the following two fields must be completed:
  - The **Readministration Date** may be selected via the date picker or filled in using the format (MM-DD-YYYY).
  - The **Explanation for not readministrating** must be completed if the student will not retest.

Date the Irregularity Occurred: *(Select Date from the date picker or fill in a date in the format of MM-DD-YYYY)*

Misadministration:

Readministration Date: *(You must choose a readministration date if reporting a misadministration or provide an explanation for not readministrating the student(s). Select Date from the date picker or fill in a date in the format of MM-DD-YYYY.)*

Explanation for not readministrating:

FIGURE 77. OTISS misadministration section.

8. Impacted students are added by selecting the checkbox for either **Less than 5 students impacted**, or **More than 5 students impacted**.
  - For five or fewer students (see FIGURE 78), type the student’s name or ID number into the appropriate student box.



**Impacted Student:** *(Search Student by Name or ID)*

Student 1:

Student 2:

Student 3:

Student 4:

Student 5:

FIGURE 78. OTISS five or fewer students' name or ID entry.

- If a large number of students are involved, a roster of up to five hundred students can be uploaded using the **Upload Roster** link.
  - Ensure the file is a comma-separated value (CSV) or text (TXT) file.
  - Templates for both file types are available to download (see FIGURE 79).
  - Remove sample students from the file before adding impacted students.
- Once the file is uploaded, ensure that all students from the file were uploaded.
  - Student names and ID numbers will appear on the screen.

Choose File roster\_templ...\_csv (2).csv

*(Your file must be a CSV or a comma-delimited TEXT file. Click to download a [CSV Roster Template](#) or a [TEXT Roster Template](#). Please note that if the system can not find the student ids you provided in the file, the students won't be uploaded.)*

```
Student1_FirstName,Student1_LastName,10000000001
Thomas,Jackson,10000000002
James,Bond,1000000003
Daniel,Bond,100000004
Samantha,Bond,100000005
```

FIGURE 79. OTISS CSV upload for student IDs.

9. Once all required fields are completed, click the **Submit Irregularity** button to submit the report. Everyone at the school with the STC role will receive an email indicating a testing irregularity was submitted.
10. Select the **Submit Irregularity** tab and repeat the process if there are more testing irregularities to submit.

### Reviewing Pending Testing Irregularities

1. Once an irregularity has been entered, it appears on the **Pending Irregularities** tab (see FIGURE 80). From this tab, student information may be added, files attached (if needed), and the report submitted to the next level. The screen defaults to the level of the user (e.g., district, RAC) and can be changed.

**Irregularity Reports**

Overview Submit Irregularity **Pending Irregularities** Filtered

Sort by Date Submitted Descending | DPI | Show All by Test | Show All by IR Type | Export as CSV

Show All by School/District | Search by report ID | Search by PSU Code | Search

Reports per page: 25

Options	Irregularity ID ▲▼	Status Level	Test Type ▲▼	Edits Log ▲▼	Submitted by ▲▼	School ▲▼	PSU
<a href="#">[View]</a> <a href="#">[+Note]</a> <a href="#">[+Student]</a> <a href="#">[+Attach]</a> <a href="#">[Print]</a> <a href="#">[Delete]</a>	1234	DPI	EOC	05-23-2022 07-15-2022 07-20-2022	Test Administrator	Sample School	Region Northwest

NOTE: All information entered into the irregularity system may be viewed by authorized personnel in your local school system and by the North Carolina Department of Public Instruction. All individuals engaged in the testing irregularity process must maintain confidentiality of individual student and faculty information. Publicizing any information regarding the testing irregularity is unethical and against policy.

FIGURE 80. Pending OTISS screen.

2. The number of reports that appear on the page may be adjusted.
3. The columns on this screen include the following:
  - **Options**—ability to view, add a note, add students, add attachments, and print the irregularity
  - **Irregularity ID**—the number assigned to the irregularity (sortable)
  - **Status Level**—location of the irregularity submission
    - School—has only been reported; not processed
    - District—either submitted to the PSU or returned to the PSU by the RAC
    - RAC—submitted to the RAC
    - DPI—submitted by the RAC to the Office of Accountability and Testing
  - **Test Type**—type of test in the report (sortable)
  - **Edits Log**—when the log has been edited (sortable)

- **Submitted by**—the user who submitted the report (sortable)
  - **School**—school listed in the report (sortable)
  - **PSU**—PSU listed in the report
4. Filters across the top of the page allow users to filter reports by date submitted, status level, test, irregularity type, school, irregularity ID, and for levels above the PSU, by PSU code.
  5. The list of irregularities may be exported by selecting the **Export as CSV** button.

**Adding Notes to the Testing Irregularity Report**

1. On the **Pending Irregularities** tab, add additional information or pose a question about the testing irregularity by clicking the **[+ Note]** link in the **Options** column or in the **Note(s)** section when viewing **[View]** the irregularity. These notes are visible to the LEA TC/TA and to the reporting levels above the LEA TC/TA.
2. Type the additional information into the **Add Note** text box and click the **Add** button (see FIGURE 81).

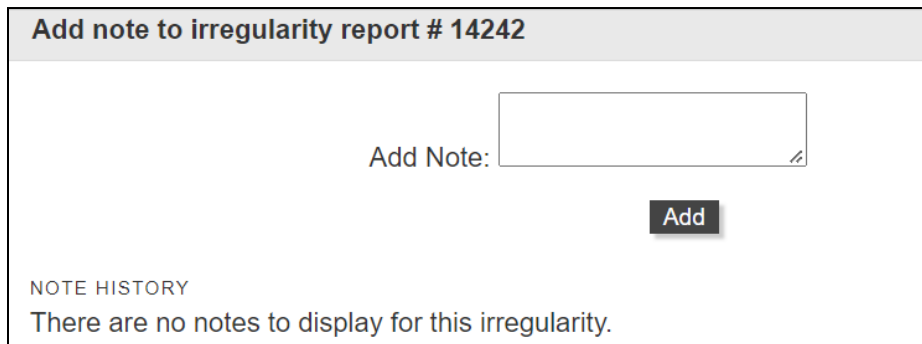


FIGURE 81. Add note to OTISS report.

3. Once you click the **Add** button, you will be returned to the previous page, and your note will appear in the note text box (see FIGURE 82). This dialog box enables the STC to exchange information with the LEA TC/TA and the levels above the LEA TC/TA.

Note(s):[+Note]			
No.	Note	User	Time
1	Please review the paperwork for this irregularity again	Stephanie Boyd	December 31, 2019, 1:28 pm

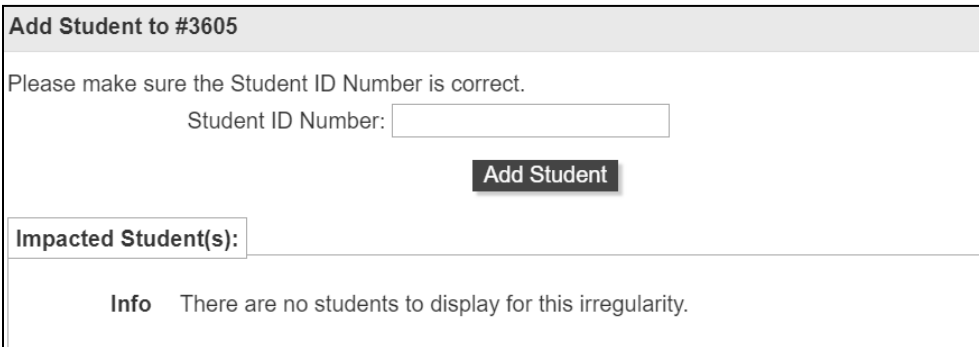
FIGURE 82. Note in OTISS report.

**Adding Student Information to a Pending Report**

Adding student information is required in most cases for processing a testing irregularity. It may be returned from the LEA level if this information is missing. Students may be added when initially submitting the irregularity

or added within the **Pending Irregularities** tab.

1. On the **Pending Irregularities** tab,
  - click on the **[+ Student]** link in the **Options** column, or
  - when viewing the irregularity, click on the **[+Student]** link next to **Impacted Student(s)**.
2. The **Add Student** screen will appear (see FIGURE 83). Start typing the student’s PowerSchool ID into the text box, and the student ID will auto populate. Click the **Add Student** button, and the student will be listed in the Student(s) section along with the student’s grade level.



**Add Student to #3605**

Please make sure the Student ID Number is correct.

Student ID Number:

**Add Student**

**Impacted Student(s):**

**Info** There are no students to display for this irregularity.

FIGURE 83. Add student to OTISS report.

3. Once students are added, they will appear in **the Impacted Student(s)** section of the report (see FIGURE 84).

<b>Impacted Student(s):</b>			
<b>No.</b>	<b>Student Name</b>	<b>Grade</b>	<b>Student ID Number</b>
1	All Correct Demo4	12	10000000019
2	High Contrast Demo1	11	10000000001
3	Large Font Demo6	9	10000000041
4	Student1 Demo	11	99900001
5	Student2 Demo	11	99900002

FIGURE 84. Students in OTISS report.

**Further Action Needed**

In the event an irregularity needs additional information or corrected information, it can be noted in the **Further Action Needed** section when sending the report back to the previous level.

When viewing the OTISS report, below the section indicating which entities have viewed the report, there are Yes and No buttons for **Further Action Required**. If this is changed to **Yes**, then the **Further Action Explanation** text box, as shown in FIGURE 85, needs to be completed.

The screenshot shows a form with several sections:

- View by School:**  Yes  No
- Viewed by PSU:** No
- Viewed by Regional Coordinator:** No
- Last Updated:** by LEA Coordinator Boyd, 2020-09-
- Misadministration:**
- Retesting Date:** (MM-DD-YYYY) [text box]
- Explanation, if no retest:**
  - Explanation for no retesting here: [text area]
- Further Action Required:**  Yes  No
- Further Action Explanation:** [text area]
- Irregularity Description:** Student was caught looking at another student's test.

FIGURE 85. Further action required buttons and explanation in OTISS.

### Reclassifying a Testing Irregularity

If a testing irregularity (IR) was not classified correctly, changes can be made to the report to reclassify it.

- In the **Pending Irregularities** tab, open the report by clicking the **[View]** link in the **Options** column. Ensure the **IR Type** and **IR Example** are completed correctly (see FIGURE 86). If changes are needed, select the correct options.

The screenshot shows a dropdown menu titled "IR Type" with the following options:

- Monitoring Issues (Level 2)
- Missing Test Materials (Level 2)
- Test Material Distribution/Collection/Storage (Level 2)
- Encouraging Students to be Absent (Level 2)
- Modifying Test Directions (Level 2)
- Staff read test directions from wrong guide
- Did not read script or read all "SAY" statements in script
- Paraphrased, omitted, revised, interpreted, explained, or

FIGURE 86. IR type selection box.

- Some testing irregularities may require additional information or an investigation. Additional text will appear on the screen to identify what is required. If an investigation is required, view the [Submit an Irregularity](#) section for details.
- Any of the fields can be adjusted in the view mode.
- Changes are saved automatically.

### Printing the OTISS Report

The OTISS report can be printed from the **Pending Irregularities** tab by clicking the **[Print]** link. The print option is also available in the **[View]** screen (see FIGURE 87).



FIGURE 87. OTISS reports detail print button.

### Completing the OTISS Submission

Once reviewed and all information is included in the testing irregularity report, click on the appropriate button, as shown in FIGURE 88, to complete the submission process. As shown in TABLE 5, an automated email will be sent to users at the specified level (i.e., STC, LEA TC/TA, RAC, NCDPI) that the report has been submitted.

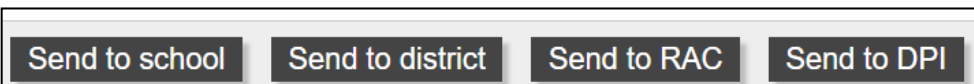


FIGURE 88. Send OTISS report options.

TABLE 5. OTISS actions and email recipients

Button	Action	Email Recipients
Submit Irregularity	Submits report into the system	STC
Send to district	Sends or returns report to district users	LEA TC/TA
Send to school	Returns report to school	STC
Send to RAC	Sends report to RAC	RAC
Send to DPI	Sends report to the NCDPI	

An automated email stating “This OTISS report has been closed and filed” will be sent to the LEA TC users when the report is filed by the Office of Accountability and Testing.

## Accountability Collection Date Entry

The Accountability Collection Date Entry (ACDE) system collects the dates for accountability data collections to accommodate variations in school calendars. Data collection files are pulled from PowerSchool based on the dates entered in the ACDE system. Data collections with fixed dates (e.g., December 1, March, April 1, etc.) are not dependent on the ACDE system. LEA TCs/TAs, RACs, and RCCs have access to this system through NC Admin. Dates in the ACDE system are not connected to the Test Window Scheduler (TWS) dates.

To support data validation and auditing, all schools must have dates entered for all collections. The dates collected are as follows:

- **10F**—10th day of fall semester
- **20D**—20th day of the school year
- **FDF**—first day of fall testing window
- **10S**—10th day of spring semester
- **FDS**—first day of spring testing window
- **ACT**—initial The ACT test date

Dates entered must be in the format MM/DD/YYYY. Dates for collections are reported as determined by the school calendar's in-session days regardless of whether the instruction was delivered remotely, in person, or blended.

*Every school is required to enter all collection dates.*

First day of fall testing (FDF) dates are tied to end-of-semester testing and must correspond to the first day of the school's five-day testing window for the purposes of determining partial enrollment dates. Every school must enter FDF dates as though testing will occur for semester courses.

Each PSU must ensure that all data is submitted by August 18, 2023, or five days before a school's 10F date, whichever comes first. Dates may be edited within the ACDE system throughout the year as long as the changes take place before the date of the data collection.

Three test dates are available for The ACT spring 2024. It is recommended that test date one and window one is used as the initial test date(s), and test dates two and three and test windows two and three are reserved as makeup test dates. Schools are expected to offer an initial and makeup test dates. The ACT data collection will be pulled on the school's initial test date. In the ACDE system, the initial test date for The ACT will be prepopulated to test date one, February 27, 2024 (02/27/2024). If a school is unable to administer The ACT on test date one, it should enter its initial test date into

the ACDE system for The ACT. Schools should keep in mind that no additional test dates will be offered and plan accordingly.

ACDE dates from the previous year are displayed for reference in a separate tab. LEA TCs/TAs enter dates using the NCTest Admin interface in the following ways:

- one school at a time, or
- a bulk upload of dates using a CSV file. The bulk upload option is recommended.

Date values are restricted to the current accountability year (July 1, 2023–June 30, 2024).

### Accessing the ACDE System

NC Education credentials are used to access the ACDE system. Access to the ACDE system in NC Education is limited to LEA TCs/TAs. If users do not have access, they should contact their regional accountability office. The URL for the application is <https://center.ncsu.edu/ncadmin>.

FIGURE 89 shows the main menu of the ACDE page information. The bulk upload option is the preferred method of data entry for ACDE.

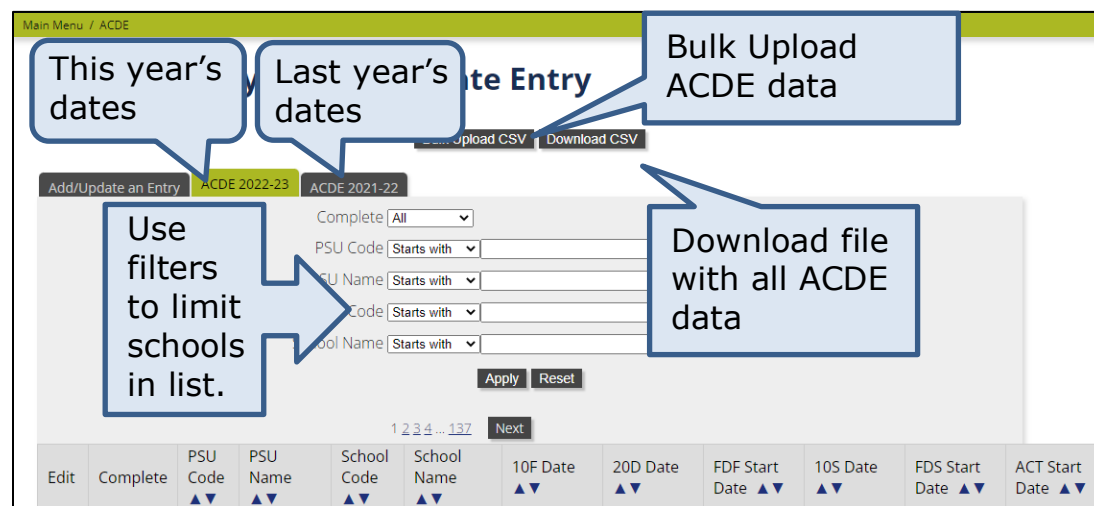


FIGURE 89. ACDE page information.

### Using the Bulk Upload CSV to Edit ACDE

1. From the Accountability Collection Date Entry screen, click on the **Bulk Upload CSV** button.
2. Click on the **Download Template** (see FIGURE 90) to obtain an example of how to enter your school(s) collection dates.



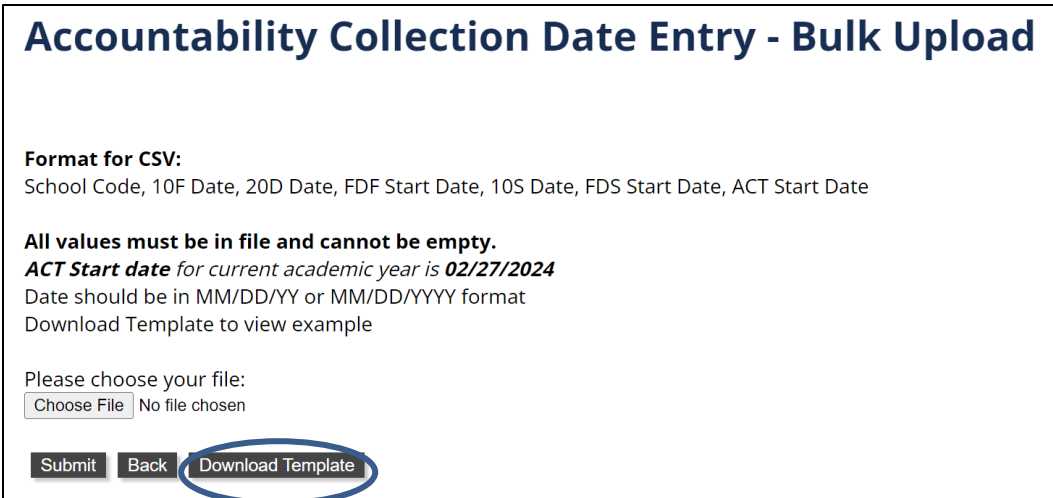


FIGURE 90. ACDE bulk upload page.

3. Choose either to open the template or to save the file as a CSV to edit.

The bulk upload file layout requires that each school code and collection date be entered in the MM/DD/YY or MM/DD/YYYY format as noted on the **Bulk Upload CSV** screen. Multiple schools can be entered, one school per row. A leading zero is not required for single-digit months or days (M/D/YYYY). All fields must have dates.

4. After the school codes and dates have been entered, save the file (remember the location of the file) with an appropriate file name (example: 030ACDE.csv), keeping the CSV format.
5. To upload the file into the ACDE system, click on the **Choose File** button (see FIGURE 91) to locate the saved file. Double click on the file name, or click on the file name and select open.

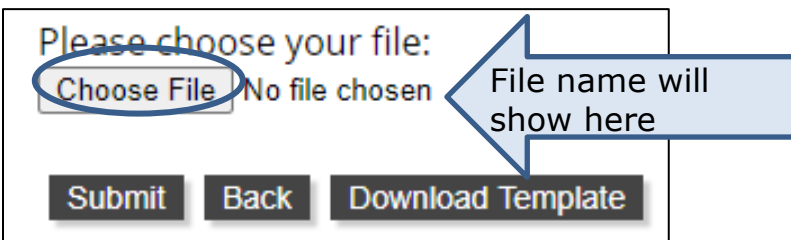


FIGURE 91. Bulk upload choose file.

6. The file name will display on the screen. Click on **Submit** to upload the file.
7. A message will display on the screen that the file has successfully posted.
  - If there are error messages, ensure that the file is CSV (not an Excel file) and that all fields are populated.

- Click on the **ACDE menu** to view the school’s dates on the screen. Each school should be listed as complete on the screen.

**Edit ACDE One School at a Time**

Once logged in and your name appears in the upper right corner of the screen, complete the following steps:

- Click on the **Accountability Collection Date Entry** link in the main menu.
- Click on **View** to see a list of schools.
- There are two ways to start the edit process:
  - For a listed school, click the **Edit** icon (see FIGURE 92) to enter or change dates for each individual school online.


Edit	Complete	PSU Code ▲▼	PSU Name ▲▼	School Code ▲▼	School Name ▲▼	10F Date ▲▼	20D Date ▲▼	FDf Start Date ▲▼	10S Date ▲▼	FDS Start Date ▲▼	ACT Start Date ▲▼
	Complete	999	Demo LEA	999011	Demo Early College	07/18/2023	07/19/2023	07/20/2023	07/21/2023	07/22/2023	02/27/2024

FIGURE 92. Edit ACDE button.

- Click the **Add/Update an Entry** tab (see FIGURE 93)
  - Start typing the school’s name and select the correct school
  - Add or update all the fields. (The ACT Start Date for schools that will not administer the ACT is 02/27/2024.)
  - This is the method to be used if a school does not have any ACDE dates listed.

### Accountability Collection Date Entry

Bulk Upload CSV Download CSV

Add/Update an Entry
ACDE 2022-23
ACDE 2021-22

\* denotes a required field.

\* **School:**  (Search School by Name or Code)

\* **10F Date:**  (MM/DD/YYYY)

\* **20D Date:**  (MM/DD/YYYY)

\* **FDf Start Date:**  (MM/DD/YYYY)

\* **10S Date:**  (MM/DD/YYYY)

\* **FDS Start Date:**  (MM/DD/YYYY)

\* **ACT Start Date:**  (MM/DD/YYYY)

Submit

All fields must be completed.

FIGURE 93. ACDE entry fields.

5. For both methods, dates can be typed on screen or selected from the calendar (see FIGURE 94).
6. The calendar buttons allow scrolling by month.
7. Be sure to enter dates for all fields.

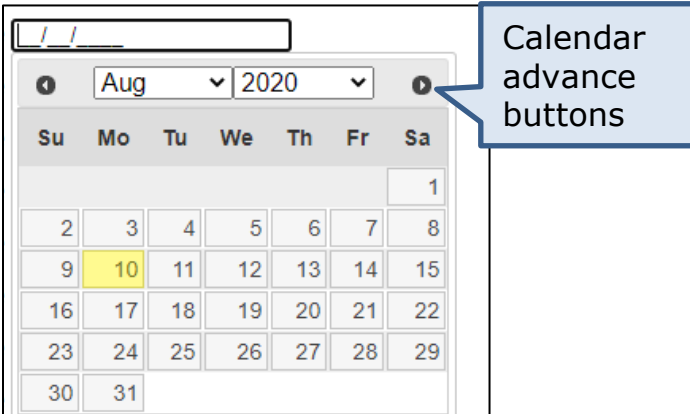


FIGURE 94. Calendar advance buttons.

8. Then click the **Submit** button.
9. Once the dates are saved, a message will appear on the screen indicating the dates have successfully posted.
10. **ACDE** returns to the Add/Update an Entry tab.
11. Once completed, the ACDE 2023–24 tab will highlight in green and display **Complete** in the Complete column (see FIGURE 95).

Edit	Complete	PSU Code ▲▼	PSU Name ▲▼	School Code ▲▼	School Name ▲▼	10F Date ▲▼	20D Date ▲▼	FDF Start Date ▲▼	10S Date ▲▼	FDS Start Date ▲▼	ACT Start Date ▲▼
	Complete	999	Demo LEA	999011	Demo Early College	07/18/2023	07/19/2023	07/20/2023	07/21/2023	07/22/2023	07/24/2023

FIGURE 95. ACDE complete.

### Exporting the ACDE Data

The school list and dates can be exported from the ACDE system as a CSV file by clicking the **Download CSV** button (see FIGURE 96).

This download file is not in the same format as the template for bulk upload. The school code and any previously entered dates can be copied from this download file into the correct columns of the bulk upload template file.

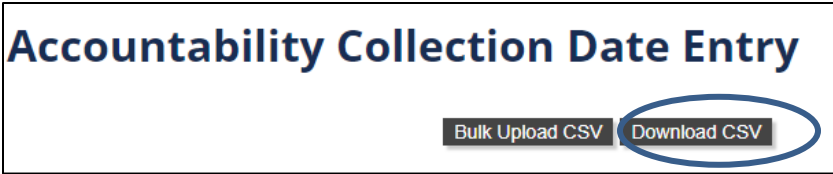


FIGURE 96. ACDE download CSV button.

**Using the Download CSV to Populate Bulk Upload CSV Template**

The Download CSV can be transformed to populate the Bulk Upload CSV template through a series of steps. Follow these steps for both the template and the ACDE download files:

1. Open a blank worksheet in Excel.
2. On the **Data** tab, select **Get Data**.
3. Choose **From File**.
4. Choose **From Text/CSV**.
5. Select file name (acde.csv) and select **Import**.
6. In the pop-up box that has the file data, on the bottom right, select **Transform Data** (see FIGURE 97).

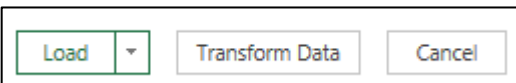


FIGURE 97. Excel buttons for transforming a CSV file.

7. Click on the school code fields and ensure that they are set as **text** (see FIGURE 98).
  - o This will keep any leading zeros in the **PSU Code**.

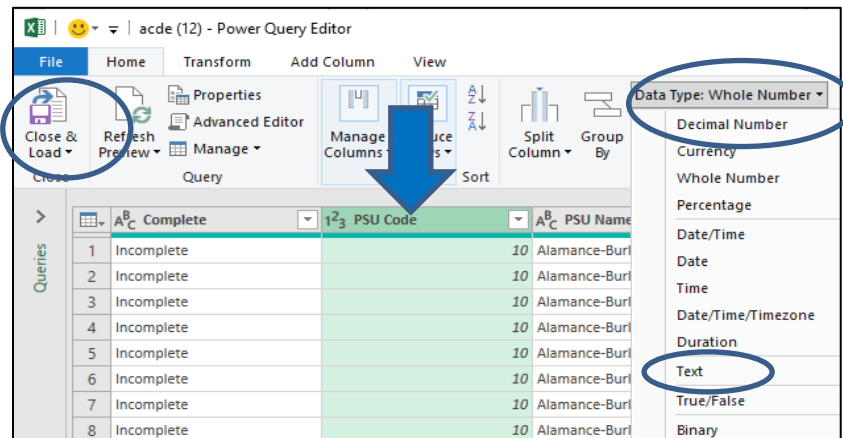


FIGURE 98. Excel steps for transforming and loading a CSV file.

8. A pop-up box appears (see FIGURE 99) and requests how to proceed. Choose **Replace current** to update all rows of data to text.

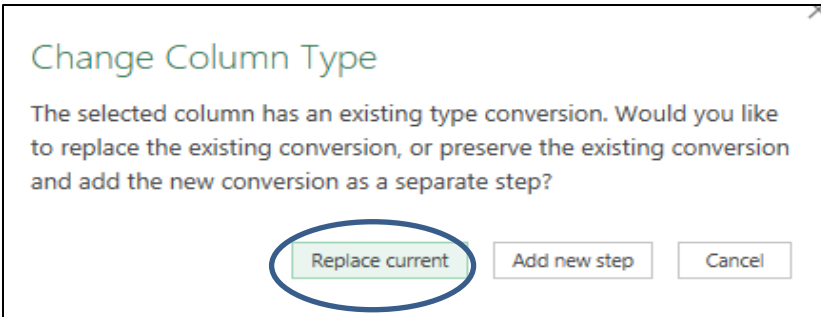


FIGURE 99. Excel change column type of data.

9. Select **Close & Load**.
10. In the ACDE download file, copy the School Code column, and paste the column in front of the date columns. This will allow you to easily copy the school code and date columns into the template.
11. Copy and paste the school code and date columns from ACDE download into the upload template and make any needed changes.
12. To save the file, go to **File, Save As**, change the Save as type (see FIGURE 100) to **CSV (Comma delimited)**, and name the file.

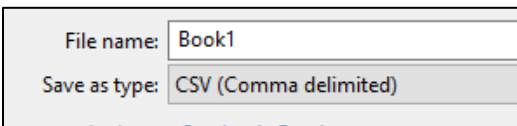


FIGURE 100. Excel save as screen.

13. In the pop-up that states the select file type does not support multiple sheets, select **OK**.
14. Use the new file to [Bulk Upload CSV](#).

## Test Window Scheduler

Only NC Education users assigned the role of LEA TC/TA have permission to schedule or edit test windows. Users with roles of Teacher and STC can view the TWS.

- Test windows must be scheduled within the Annual Testing Program’s designated test window.
- Test windows must be created before test day (at least the day before testing).
  - Courses will be created the night after the TWS is created.
  - Students are added to courses overnight once the TWS is completed.
- Scheduled testing is available from 6:00 a.m. until 7:00 p.m. Users may log in to NCTest after 6:00 a.m. and before 7:00 p.m.
- Testing is only permitted on regular school days (i.e., Monday through Friday).
- Logins from outside the United States will be denied access.
- The Office of Accountability and Testing recommends designated LEA TCs/TAs preschedule “recovery” and “make-up” testing times at the end of the testing window in case weather-related delays, school building issues, service provider malfunctions, etc. require testing to be rescheduled.

There are two ways to use the TWS:

1. Add the TWS for each school individually through the user interface.
2. Use the bulk upload feature to add multiple schools at one time.

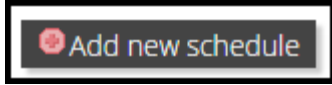
### How to Schedule a Test Window (LEA TCs/TAs Only)

1. Click **Test Window Scheduler** (see FIGURE 101) on the Home screen under **Main menu**.
2. Click on **Schedule**.



FIGURE 101. Test window scheduler on main menu.

3. Click the **Add new schedule** button.
4. Choose the appropriate semester from the dropdown and click **Submit**.
5. Start typing the school's name or the school's code in the **Name** block (see FIGURE 102). When the correct school's name and number appear, select the school.



### Create Test Window Scheduler

Schedule for Spring 20XX

Name

Alternate Start  End

CCRAA Start  End

EOC Start  End

EOG Start  End

The list of courses presented is based on the semester chosen.

Start typing the school's name or code and select the correct school from the list.

FIGURE 102. Create test window scheduler for a semester.

6. Enter the dates for the various tests the school plans to give during the term listed (see FIGURE 103). Either type in the date or select dates from the pop-up calendars. Test windows should only reflect active test days, including makeup days. The TWS can be edited later, if necessary.

### Create Test Window Scheduler

Schedule for Fall 20XX

School or District name

Read to Achieve Start  End

Please note: There are assessments within the type of test window you are creating. This tool schedules windows per type and date. Therefore, some on that page may appear to be different active test window within the same date. This tool will only be available during the dates outlined in the NC Education Calendar of Assessment.

Aug 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Enter Start/End dates by either typing (MM/DD/YYYY) or using the calendar to select the dates.

FIGURE 103. Enter dates into test window scheduler.

7. Click **Save**.
8. Click **Test Window Scheduler** in the green banner (see FIGURE 104) at the top of the page (breadcrumbs) to return to the TWS and repeat the process for other schools in the district.




FIGURE 104. NCTest Admin return to test window scheduler.

**How to Edit a Test Window**

1. From the **Test Window Scheduler** screen, use filter options to identify the school and test type to be edited. Choose options such as **Starts with** or **Contains** to filter the list of schools (see FIGURE 105). Users need to enter only one or two filter options.

FIGURE 105. Test window scheduler filter options.

2. Click **Apply**.

3. When the appropriate school and test type are located, click the  button (see FIGURE 106) on the right side of the screen.



Location	Semester	Test Type	Start Time	End Time	Edit
Demo LEA	Summer 2017 Late	EOC	Jun 5, 2017	Aug 28, 2017	
Demo Early College	Summer 2017 Late	EOC	Aug 7, 2017	Aug 28, 2017	

FIGURE 106. Edit test window scheduled.

4. Make the appropriate edits to one or more test type windows and click **Save** (see FIGURE 107).



FIGURE 107. Editing test window scheduler.

If an emergency occurs and a test window must be edited to allow testing on that day, edit the test window, and the edit will take place immediately provided the test window has been previously set.

### Test Window Scheduler Bulk Upload

The TWS bulk upload feature allows a LEA TC/TA to upload test windows for multiple schools at one time. This feature allows for the upload of dates for only open TWS windows. If the TWS is not open for the test type entered, an error will occur.

Put each test on a separate row of the spreadsheet. The upload process can also be used to update test windows.

Two options are available to access and upload test window schedules. If working with a file in Excel, make sure to save it as a comma-separated values (CSV) file before uploading it.

1. From the Main menu, click on **Test Window Scheduler** (see FIGURE 108).

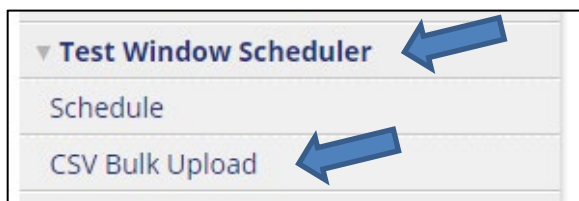


FIGURE 108. Test window scheduler bulk upload.


Option one

2. Click on the **CSV Bulk Upload** link (see FIGURE 108).
3. From the Test Window Scheduler Bulk CSV Upload page (see FIGURE

109), click on the link to **Download Starter CSV** to obtain the header file in which to enter your school(s) test window(s).

### Test Window Scheduler Bulk CSV Upload

This application allows you to upload multiple test schedules for the various test types your school provides. Below is a link to a CSV file with the required header row needed for this application to parse through the inserted data.

[Download Starter CSV](#) 


Below is a picture of the header row including sample data (one row per test). Beneath that is a description of the data entered in each field of the header.

1	entity	test	semester	start	end
2	123456	EOC	Fall 2018	9/1/2018	9/
3	123456	CCRAA	Fall 2018	10/17/2018	11/
4	123457	Checkins Math	NC Check-In 1 - 2018-19	11/5/2018	11/

FIGURE 109. Test window scheduler bulk upload and starter CSV.

4. Go to step 5 under “Bulk Upload Directions (Continue).”

Option two

2. Click on the **Schedule** link on the menu.
3. Click on the **Download CSV** link for a file with all current schedules (see FIGURE 110).
4. Click on the  button. Go to step 5 under “Bulk Upload Directions (Continue).”


### View Test Window Scheduler

LEA/School Name

LEA/School Code

Semester

Test Type



Found 7443 total schedules




FIGURE 110. TWS import CSV.

Bulk Upload Directions (continue)

5. Data must be entered with each test on a separate row, as specified on the webpage (include all spaces and dashes). The webpage will be updated throughout the school year as test windows are opened.
  - entity—school system code. Any leading zeros must be included. If there are leading zeros, use quotation marks (e.g., "01A000").
  - test—the test being scheduled. The test must be entered exactly as it appears on the **Test Window Scheduler Bulk CSV Upload** page. Only one test is allowed per row (e.g., one row for math and one row for reading NC Check-Ins 2.0).
  - semester—the name of the semester or test to schedule the test window. Capitalization and spacing must match what appears on the webpage.
  - start—the first day of testing. Use the format MM/DD/YYYY or M/D/YYYY.
  - end—the last day of testing. Use the format MM/DD/YYYY or M/D/YYYY.
6. Once the file is ready for upload, select **Choose File** (see FIGURE 111) and navigate to the file location.

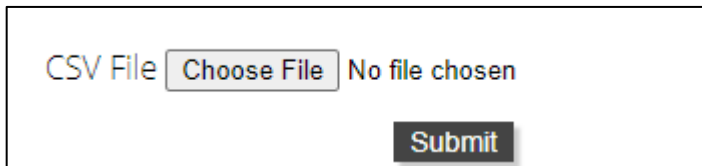


FIGURE 111. Choose CSV file for test window scheduler.

7. Click on the file name and click **Open** (see FIGURE 112).

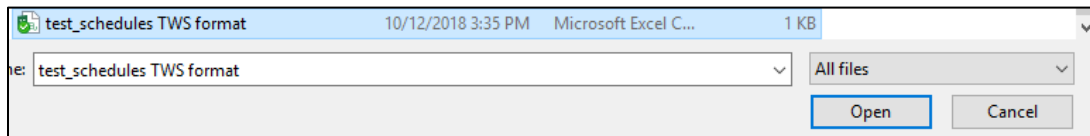


FIGURE 112. Open file for bulk upload.

8. As shown in FIGURE 113, the file will display on the screen. Click on **Submit** to upload the file.

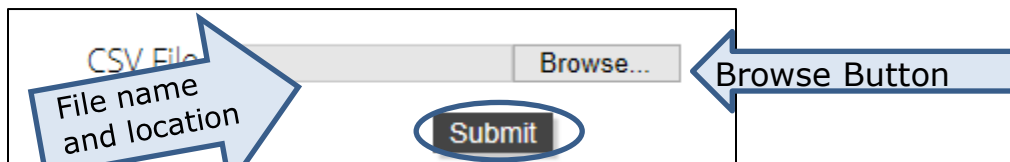


FIGURE 113. File selected and submit file for upload.

9. A message will display on the screen that the file has successfully posted.

**Test Window Scheduler Courses by Semester or Window**

In TABLE 6 a check mark indicates the TWS is active for the courses listed.

TABLE 6. Test window scheduler courses by semester or window

Course	Fall	Spring	(Early) Summer Program	(Late) Summer School	CDM	NC Check-Ins 2.0	Flexible Testing Window	Other
BOG3								BOG3
CCRAA								CCRAA (10 or 11)
EOC	✓	✓	✓	✓	✓		✓	
EOG		✓	✓ <sup>1</sup>					
Grade 3 Reading Retest for RtA		✓						
NCEXTEND1		✓						NCEXTEND1 Grade 11
NC Check-Ins 2.0 Reading, English II						✓		
NC Check-Ins 2.0 Mathematics, NC Math 1, NC Math 3						✓		
NC Check-Ins 2.0 Science, Biology						✓		
RtA	✓	✓						RtA Summer

<sup>1</sup> EOG grade 3 reading is not available for early summer program testing.

## Flexible Testing Permission Requests

Annual EOC flexible testing permission must be requested no later than thirty calendar days before the first scheduled flexible test administration date for schools with established alternative instructional programs that plan to administer EOC tests outside the school's semester or yearlong testing window.

- Submit only one request per school site.
- Middle school requests will be denied unless the school specifies that the need for flexibility is a result of North Carolina Virtual Public School course enrollees' inability to test within the school's specified testing window.
- Each request should contain a thorough and accurate description of the need for flexible testing.
- A flexible testing waiver should be requested when an alternate testing calendar for the current school year is in effect (e.g., testing at the end of the first semester).

The LEA TC/TA creates a flexible testing permission request by following these steps:

1. Log in to NC Education.
2. On the menu on the right side of the screen (see FIGURE 114), select **Flexible Testing**.



FIGURE 114. Flexible testing in main menu.

3. Select **Flexible Testing Permission Request**.

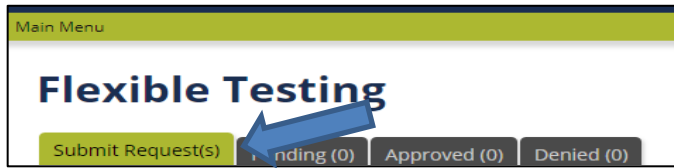


FIGURE 115. Flexible testing submit request tab.

4. On the **Submit Request(s)** tab (see FIGURE 115), read the information at the top of the screen and follow the instructions.
5. Identify that this flexibility is for EOC tests.
6. Use the "+" button to identify selected schools (see FIGURE 116).
7. If the request is due to alternate course calendars, select the check box below the reason for request.
8. Once the superintendent's or director's approval is obtained, check the **Affirmation** box.
9. In the **Reason for Request** box, provide a detailed explanation for the request and click **Save**. Do not include PII in this text box.

Requests without adequate information will be denied.

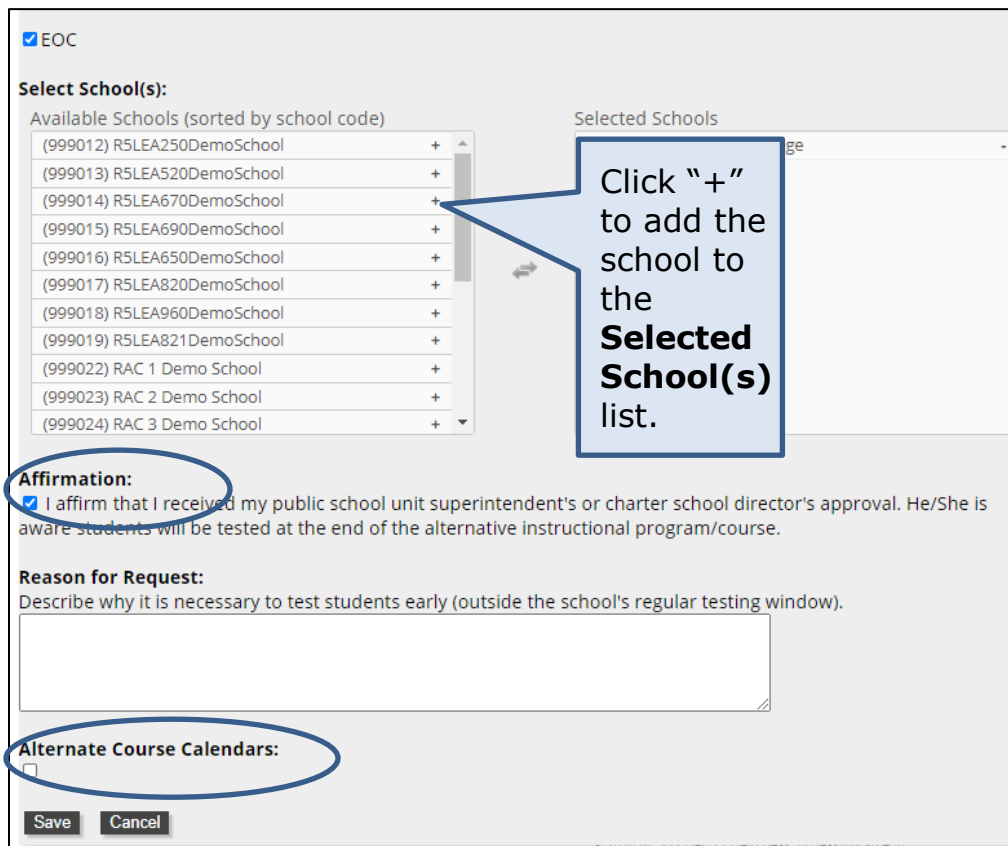


FIGURE 116. Add school(s) for flexible test request.

All fields, except for alternate course calendars, are required. An automated email will be sent to the RAC and LEA TCs for each test and school site once the request is approved or denied.

For flexible testing waiver requests,

- the **Pending** tab lists the submitted requests that are waiting to be reviewed,
- the **Approved** tab lists the requests that have been approved by the Office of Accountability and Testing, and
- the **Denied** tab lists the requests that have been denied by the Office of Accountability and Testing.

### **Approved Flexible Testing Waiver—Testing Students**

For schools with an approved flexible testing waiver,

- the testing windows can be set in the Test Window Scheduler (TWS) and
- schools will [manually enroll](#) students.

## Accommodation Request

The LEA TC/TA creates an accommodation request by following these steps:

1. Log in to NC Education.
2. On the main menu on the right side of the screen (see FIGURE 117), select **Accommodation Request**.
3. Select the **Submit a Request** link.



FIGURE 117. Accommodation request on main menu.

4. The **Submit Request(s)** tab provides the directions and collects all the data required to submit an accommodation request (see FIGURE 118 and FIGURE 119). Complete **all** fields.
  - The first test date field (see FIGURE 119) does not become active until a test is selected. There is a date entry field for each test selected.
    - For each test that requires an accommodation request, the test must be selected and the test administration date for the student must be recorded to provide adequate time for production and shipping.
5. Once all fields are completed click **Submit**.

The form contains the following fields and options:

- School:** [Text Input] (Search School by Name or Code)
- Student:** [Text Input] (Search Student by Name or ID)
- Assigned Grade Level:** [3] (Dropdown)
- Testing Accommodations Documentation:** [Section 504 Plan] (Dropdown)
- Name of State Test(s):**
  - BOG3
  - Read to Achieve
  - Grade 3 Portfolio
  - EOG Reading
  - EOG Mathematics
  - EOG Science
  - Reading NC Check-Ins 2.0 A
  - Reading NC Check-Ins 2.0 B
  - Reading NC Check-Ins 2.0 C
  - Mathematics NC Check-Ins 2.0 A
  - Mathematics NC Check-Ins 2.0 B
  - Mathematics NC Check-Ins 2.0 C
  - Science NC Check-Ins 2.0 (Earth)

FIGURE 118. Accommodation request form test fields.



First Test Date mm/dd/yyyy:  
 BOG3   
 EOG Reading

Specify the Accommodation (2-3 words):

Describe in detail how the accommodation will be used during the test administration.

Explain in detail the reason(s) the accommodations available in the state accommodations publications are not appropriate for the student.

Explain in detail the reason(s) that the student requires the use of the accommodation.  
 Documentation must be on file to verify that the student has routinely used this accommodation during classroom instruction and similar classroom assessments this school year.

---

**Enter Braille Options Here**

EBAE       Uncontracted       Embedded with Nemeth   
 UEB       Contracted

Other (Other Braille editions not specified above, list specifications here):

FIGURE 119. Accommodation request form test dates and text fields.

### View Accommodation Requests

To view accommodation requests, select the **View** link from the **Main menu**. The requests are divided into tabs (see FIGURE 120).

- The **Pending** tab lists the submitted requests that are waiting to be reviewed.
- The **Approved** tab lists the requests that have been approved by the Office of Accountability and Testing.
- The **Denied** tab lists the requests that have been denied by the Office of Accountability and Testing.



FIGURE 120. Accommodation request tabs.

## Medical Exception Requests

The LEA TC/TA creates a medical exception request by following these steps:

1. Log in to NC Education.
2. On the Main menu on the right side of the screen, select **Medical Exception Request** (see FIGURE 121).
3. Select the **Submit a Request** link.



FIGURE 121. Medical exception request on the main menu.

4. The **Submit Request(s)** tab provides the directions and collects all the data required to submit a medical exception request (see FIGURE 122). Complete **all** fields, upload supporting documents, and then click **Submit**.

All applicable tests for a student can be selected within one medical exception request. When there are multiple tests for a grade, the system will split the submission into individual test requests (e.g., sixth grade EOG is split into reading and math).

**Test Window:**

**Date of Onset:** *(Date must be in format: MM-DD-YYYY)*

**Expected Duration/Recovery Period:** *Specify when you think the student will be able to recover or return to school.*

**Days of Instruction Missed:**

**Homebound:**  Yes  No

**Medical Issue:** *Briefly describe the student's current medical issue.*

**Description of how medical issue/condition prevents participation in assessment(s):**

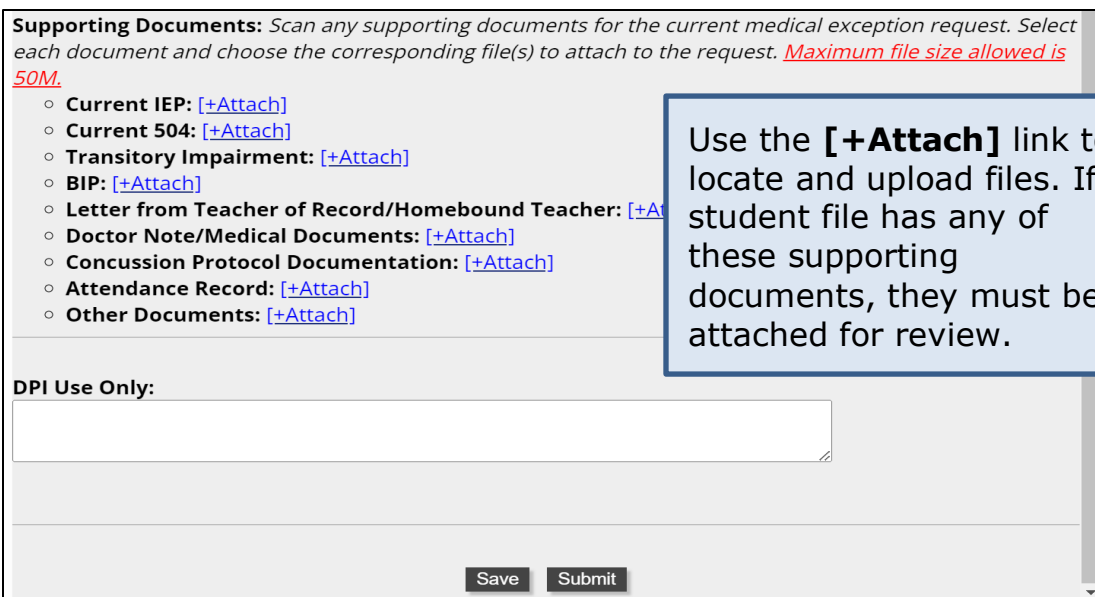
**Parent Notification:**  
 Student's parent(s) have been notified of the request for medical exception.

**Affirmation:**  
 I affirm that I received my public school unit superintendent's or director's approval to submit this student for a medical exception request.

FIGURE 122. Medical exception form fields.

Add **Supporting Documents**, one document at a time via the **[+Attach]** link, by browsing for scanned files and uploading them. As shown in FIGURE 123, the files uploaded should support the request. If there is not enough supporting documentation, the request may be denied or returned to the PSU.

A **Save** button is available if not all fields can be completed at one time. It is recommended that the **Save** button is used periodically while completing this form.



Use the **[+Attach]** link to locate and upload files. If a student file has any of these supporting documents, they must be attached for review.

FIGURE 123. Medical exception supporting documentation.

An automated email will be sent to the RAC and LEA TC(s) once the request is approved or denied.

### View Medical Exception Requests

To view medical exception requests, select the **View** link from the **Main menu** (see FIGURE 124).



FIGURE 124. View medical exceptions on main menu.

The requests are divided into tabs (see FIGURE 125). The Office of Accountability and Testing moves requests from the Pending tab to an internal review process before approval or denial.

- The **Pending** tab lists the submitted requests that are waiting to be reviewed.
- The **Approved** tab lists the requests that have been approved by the Office of Accountability and Testing.
- The **Denied** tab lists the requests that have been denied by the Office of Accountability and Testing.

The **Expand** link (see FIGURE 126) is used to view all parts of the request.

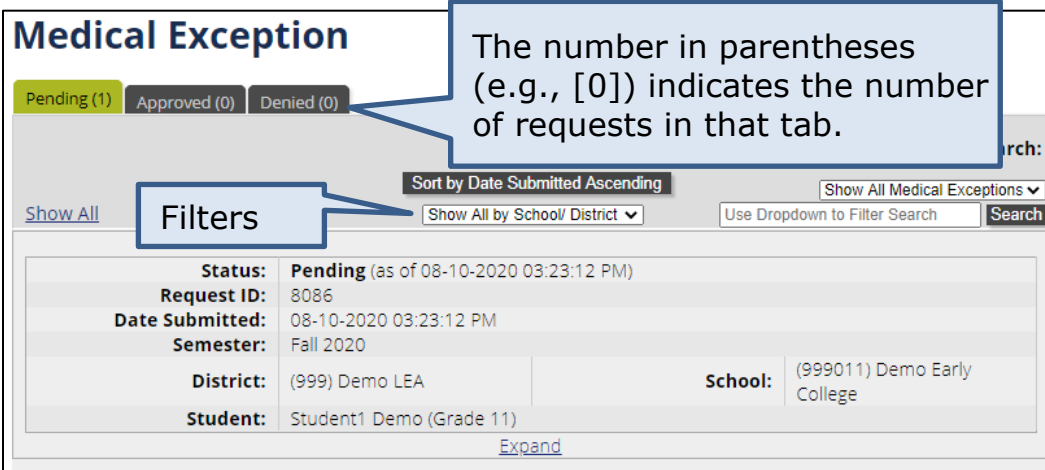


FIGURE 125. Medical exception tabs.

As shown in FIGURE 126, supporting documents can be viewed and attached on the **Pending** tab. Use the following steps to attach supporting documents:

1. Click on the **[+Attach]** link next to Supporting Document(s).
2. A pop-up box will display and list all attached files under ATTACHMENT HISTORY.
3. If additional files need to be included, click on **Choose File**, and navigate to the file’s location.
4. Once the file name appears on the screen, click **Upload**.
5. The file will appear in the Supporting Document(s) section of the request.

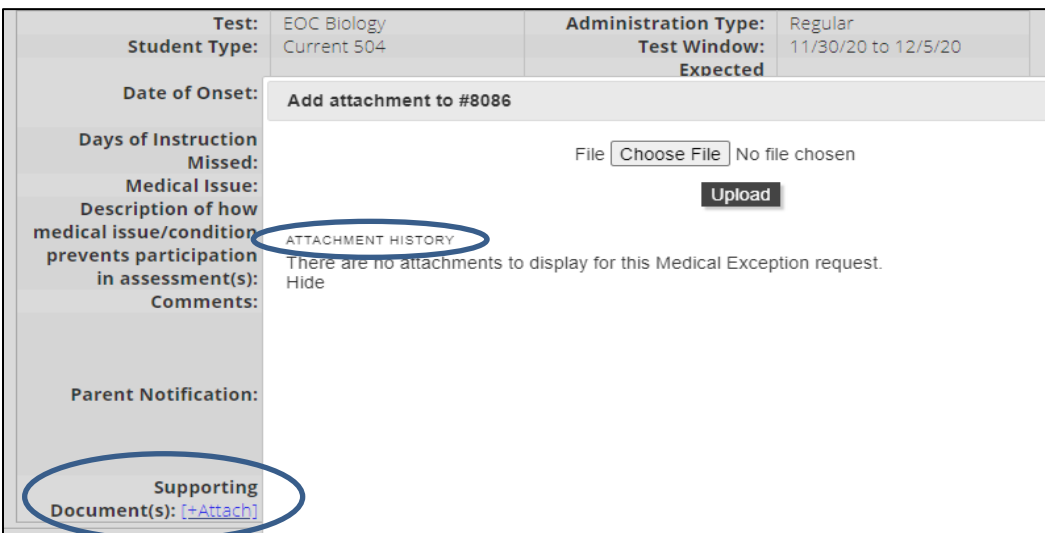


FIGURE 126. Medical exception supporting document attachments.

## Technology Hardship Request

The LEA TC/TA creates a technology hardship request by following these steps:

1. Log in to NC Education.
2. On the **Main menu**, select **Technology Hardship Request** (see FIGURE 127).
3. Select the **Submit a Request** link.

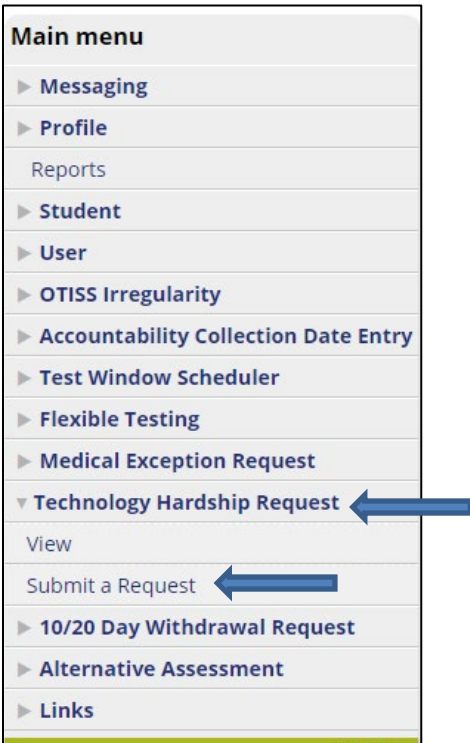


FIGURE 127. Technology hardship on main menu.

4. On the **Submit Request(s)** tab, read the information at the top of the screen and follow the instructions.
5. Select the **Semester** (see FIGURE 128). The **Fall and Spring** button can be used to select both semesters.

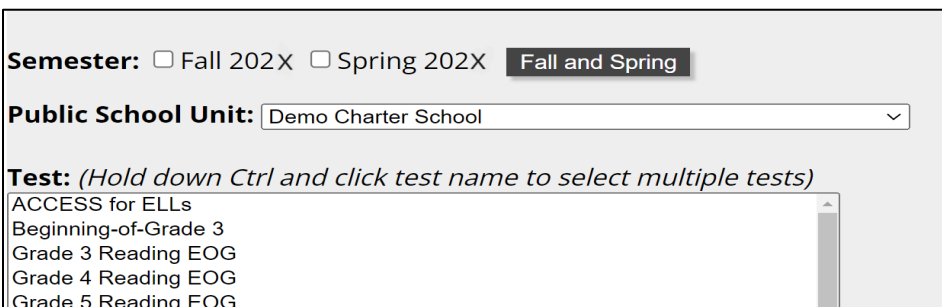


FIGURE 128. Select semester and courses.

6. On the **Submit Request(s)** screen (see FIGURE 129), complete all fields.

Semester:  Fall 2022  Spring 2023  Fall and Spring

Public School Unit: Demo Charter School

Test: (Hold down Ctrl and click test name to select multiple tests)

- Grade 5 Reading EOG
- Grade 6 Reading EOG
- Grade 7 Reading EOG
- Grade 8 Reading EOG
- Grade 3 Mathematics EOG
- Grade 4 Mathematics EOG
- Grade 5 Mathematics EOG
- Grade 6 Mathematics EOG
- Grade 7 Mathematics EOG
- Grade 8 Mathematics EOG
- Grade 5 Science EOG
- Grade 8 Science EOG
- Read to Achieve
- Biology EOC
- English II EOC
- NC Math 1 EOC
- NC Math 3 EOC
- CCRAA at Grade 10
- CCRAA at Grade 11
- WorkKeys

Technology Hardship Reason: (Describe the reasons for the hardship request.)

Plan for Increasing Technology Capacity: [\(+Attach\)](#)

Comments: (List specific school(s) within the public school unit if the request is not for the entire public school unit.)

Affirmation:  
 I affirm that I received my public school unit Superintendent's or School Director's approval to submit this technology hardship request.

Submit Cancel

Add all supporting documentation. If there is not enough supporting documentation, the request may be denied or returned to the submitting entity.

FIGURE 129. Technology hardship form fields.

7. All fields are required. Complete all the fields and then click **Submit**.

The **Plan for Increasing Technology Capacity** field (see FIGURE 129) must contain a plan to increase technology in a manner that will allow for online testing in the future.

An automated email will be sent to the RAC and LEA TC once the request is approved or denied.



## 10/20 Day Withdrawal Request

The LEA TC/TA creates a 10/20 day withdrawal request by following these steps:

1. Log in to NC Education.
2. On the **Main menu** select **10/20 Day Withdrawal Request** (see FIGURE 130).
3. Select the **Submit a Request** link.

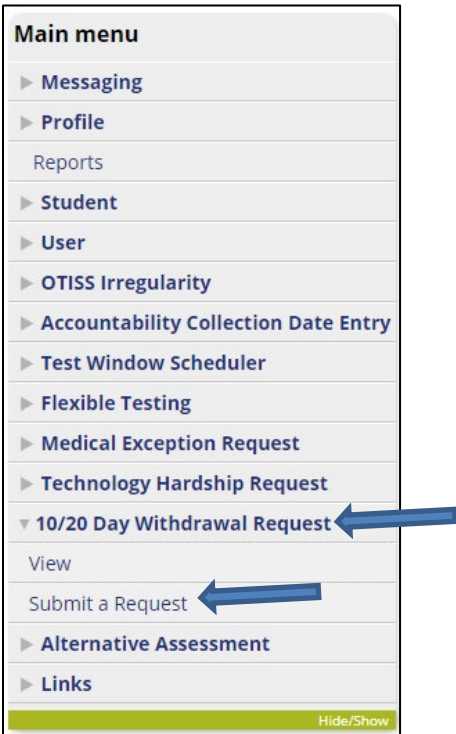


FIGURE 130. 10/20 day withdrawal request on main menu.

4. On the **Submit Request(s)** tab, read the information at the top of the screen and follow the instructions.
5. A **Save** button (see FIGURE 131) is available if not all fields can be completed at one time. It is recommended that the Save button is used periodically while completing this form.

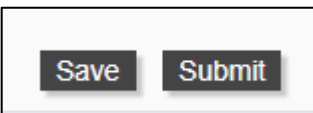


FIGURE 131. Save and submit buttons.

6. Complete all the fields, upload supporting documents, and then click **Submit**.
  - Do not include PII in the **Reason for Request** field (see FIGURE

- 132), as the information provided in this field is emailed.
- Add supporting documents, one document at a time via the **[+Attach]** link, by browsing for scanned files and uploading them.
- If there is not enough supporting documentation, the request may be denied or returned to the submitting entity.

**Student:**  (Search Student by Name or ID)

**Student's Date of Enrollment (in the EOC course associated with this request):**  
 (MM-DD-YYYY)

**10S, 10F or 20D:**  (MM-DD-YYYY)

**Courses:** (Hold down Ctrl and click course name to select multiple courses)

- AP Biology (3A00)
- Biology (3320)
- Biology (9232B)
- Biology II (3321)
- CIE Biology A (3V01)
- CIE Biology AS (3V00)
- English II (1022)
- English II (9211B)
- General Biology II (3C07)
- IB Biology HL (3I01)
- IB Biology SL (3I00)
- NC Math 1 (2109)
- NC Math 1 (9225B)
- NC Math 3 (2309)

**Reason for Request:**  
 Describe the reasons for the request to withdraw student from EOC enrollment. **Do not** include personally identifiable information (PII) in this field.

Do not include PII.

**Course to Move:**  
 Give the name the course the student will be moved to following the withdrawal.

**Affirmation:**  
 I affirm that I received my principal and public school unit superintendent's or director's approval, and these individuals are aware and support the request for withdrawal from the EOC course.

**Supporting Documents:**  
 Scan any supporting documents for the 10/20 Day Withdrawal Request. Select each document and choose the corresponding file(s) to attach to the request. *Maximum file size allowed is 50M.*

- **Current IEP:** [\[+Attach\]](#)
- **Current 504:** [\[+Attach\]](#)
- **Transitory Impairment:** [\[+Attach\]](#)
- **BIP:** [\[+Attach\]](#)
- **Letter from Principal/Charter School Director:** [\[+Attach\]](#)
- **Letter from Teacher of Record/Homebound Teacher:** [\[+Attach\]](#)
- **Doctor Note/Medical Documents:** [\[+Attach\]](#)
- **Attendance Record:** [\[+Attach\]](#)
- **Concussion Form:** [\[+Attach\]](#)
- **Other Documents:** [\[+Attach\]](#)

Use the **Attach** link to locate and upload files. If a student has any of these plans, they should be attached to help with a decision on the request.

FIGURE 132. 10/20 day withdrawal form fields.

An automated email will be sent to the RAC and LEA TC once the request is approved or denied.

## Read to Achieve Alternative Assessment

For the 2023–24 school year, charter schools (at the charter school’s expense) may use an alternative assessment and its achievement level (equivalent to a 725 Lexile) as a pathway for current third grade students to meet the Read to Achieve legislative requirement. All charter schools with third grade students must submit documentation to the Office of Accountability and Testing by December 1, 2023, indicating which alternative assessment(s) will be used with students. Submissions after the December 1 deadline will not be approved.

Please note, legislation states local school districts must use the one State Board of Education-approved alternative assessment. Until an alternative assessment is named, district schools will not have the option of using this pathway.

As authorized under G.S. § 115C-218, Restart Schools are afforded charter school flexibility and may use an alternative assessment and its achievement level as a pathway for current third grade students to meet the Read to Achieve legislative requirement. All districts with restart schools must indicate which alternative assessment(s) will be used with students at each restart school. If a restart school will not use an alternative assessment, then the option None must be indicated.

District test coordinators (with restart schools) and charter school test coordinators create a RtA Alternative Assessment notification by following these steps:

1. Log in to NC Education.
2. On the **Main menu** select **Alternative Assessment** (see FIGURE 133).
3. Select the **Notifications** link.



FIGURE 133. Read to Achieve alternative assessment on main menu.

4. On the **Submit Notification** tab (see FIGURE 134), read the information at the top of the screen and follow the instructions.
5. Use the dropdown list beside **Public School Unit** to select the charter or restart school name.

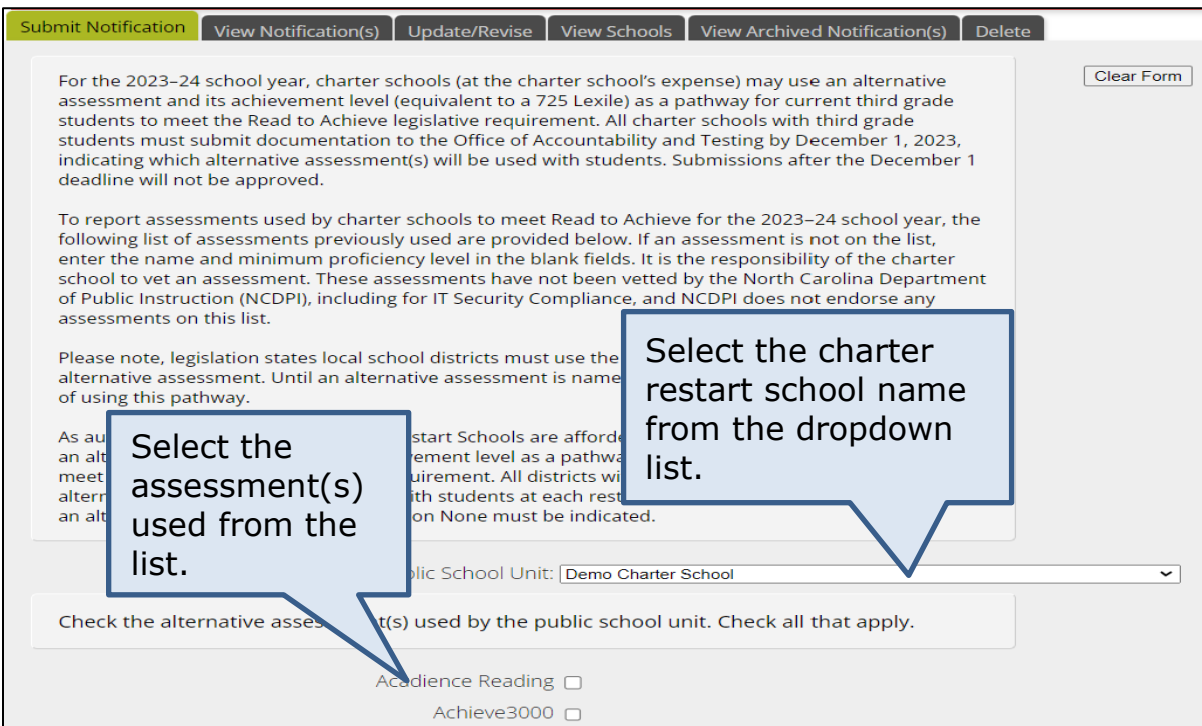
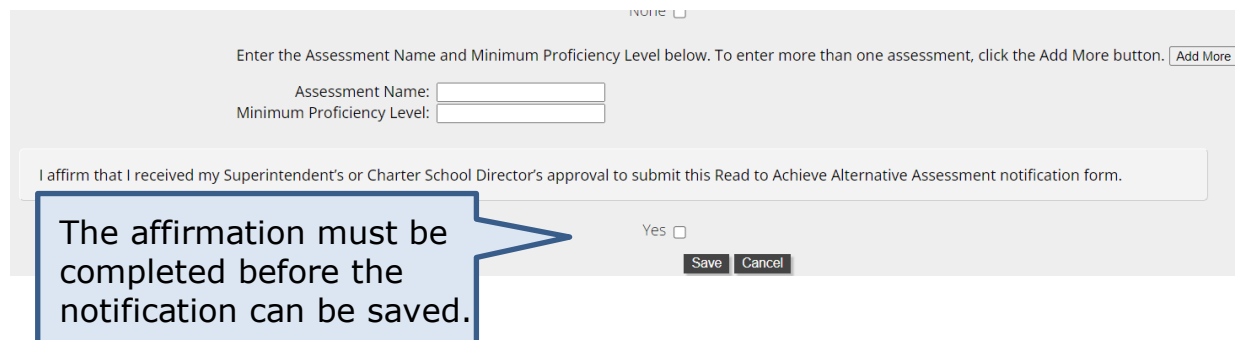


FIGURE 134. Read to Achieve alternative assessment tabs and assessment selection.

6. Select the checkbox next to each alternative assessment that will be used at the charter or restart school. Check all that apply.
7. If the assessment is not listed, enter the **Assessment Name** and **Minimum Proficiency Level** in the boxes (see FIGURE 135).
8. Use the **Add More** button to add additional assessments.



Enter the Assessment Name and Minimum Proficiency Level below. To enter more than one assessment, click the Add More button. [Add More](#)

Assessment Name:

Minimum Proficiency Level:

I affirm that I received my Superintendent's or Charter School Director's approval to submit this Read to Achieve Alternative Assessment notification form.

Yes

[Save](#) [Cancel](#)

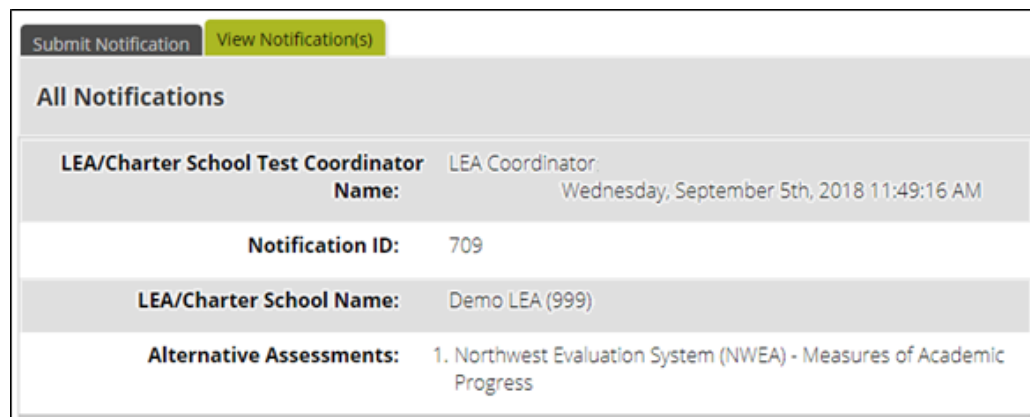
The affirmation must be completed before the notification can be saved.

FIGURE 135. Alternative assessment affirmation.

9. Once all tests are selected and the affirmation completed, select **Save**.

An automated email will be sent to the RAC and PSU TC once the request is approved or denied.

The **View Notification(s)** tab (see FIGURE 136) provides a view of the notification(s) submitted by the PSU.



Submit Notification **View Notification(s)**

**All Notifications**

<b>LEA/Charter School Test Coordinator Name:</b>	LEA Coordinator Wednesday, September 5th, 2018 11:49:16 AM
<b>Notification ID:</b>	709
<b>LEA/Charter School Name:</b>	Demo LEA (999)
<b>Alternative Assessments:</b>	1. Northwest Evaluation System (NWEA) - Measures of Academic Progress

FIGURE 136. View notifications.

### Update/Revise RtA Alternative Assessment Notification

If the information provided is not sufficient or correct, the request may be returned for resubmission (see FIGURE 137). A notice will appear above the tabs stating, **"The following items are waiting to be re-submitted"** with a link to the form that requires updating.

The following items are waiting to be re-submitted: [1181](#)

FIGURE 137. Notification of items waiting to be re-submitted.

Follow these steps to update or revise RtA notification forms:

1. Click either on the link above the tabs or on the **Update/Revise** tab (see FIGURE 138).
2. The **Comments** section provides information about what needs to be updated.
3. Make updates in the **Comments** text box and then click **Save**.
4. No updates or revisions can be made after December 1st.

FIGURE 138. Update/Revise tab of Read to Achieve alternative assessment.

## Accessing NC Check-Ins 2.0 Review Forms

NC Check-Ins 2.0 review forms are available two ways: (1) via PDF and (2) via the online platform. These materials are copyright protected; therefore, downloading or copying them in any way is not allowed.

Directions for accessing teacher reports and review forms are posted in the [NC Check-Ins 2.0 Teacher’s Handbook](#).

### NCEXTEND1

NCEXTEND1 tests are launched from NCTest Admin. Depending upon the size of the user’s screen, the launch practice activity button and the launch test button may either be beside each other or stacked (see FIGURE 139). The buttons are different colors.

- The **Launch Practice Activity** button is dark blue.
- The **Launch Test** button is green.

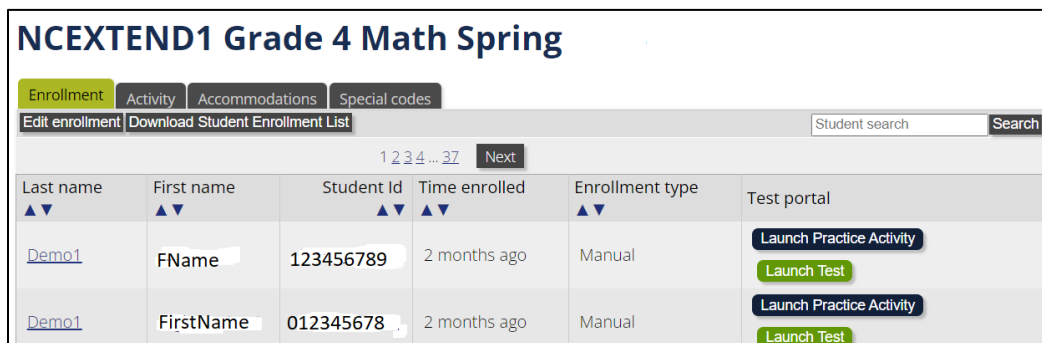


FIGURE 139. NCEXTEND1 launch buttons.

Once a test has been started and exited, a red **Force Finalize** button appears on the screen (see FIGURE 140). Use this button only if the student will not finish testing. The test will not be able to be accessed once the Force Finalize button is used. Depending upon the size of the screen, this button may be located under the Launch Practice Activity button.

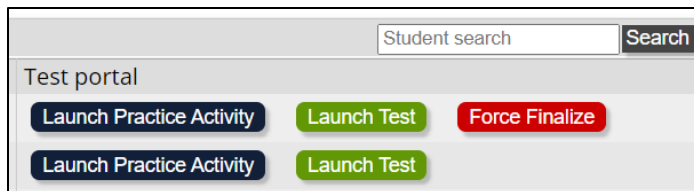


FIGURE 140. NCEXTEND1 force finalize button.

## Ordering Materials

The process for ordering materials is completed in the TNN. PSUs must submit their **Participation** information for designated tests. Ordering is continuous for each test and runs throughout the test window unless otherwise specified.

1. Log in to NC Education, and under **Links** select **TNN** (see FIGURE 141).



FIGURE 141. TNN course.

2. Scroll down the main page to **Test Materials Ordering, Shipping Information, Calendars** (see FIGURE 142), and click on the link for the current year’s ordering system (“Test Materials Order System for 20XX-20XX”).

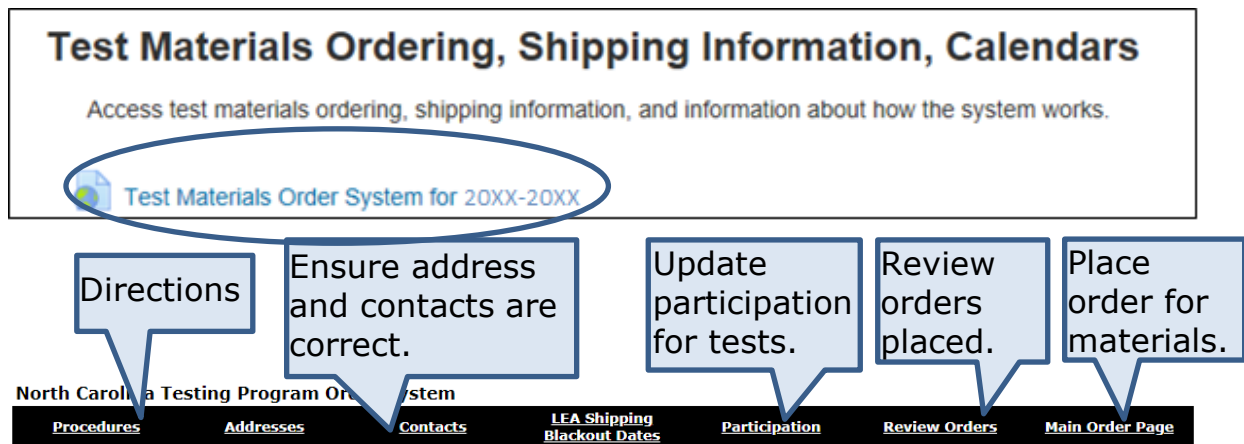


FIGURE 142. Order system tabs.

3. Select the **Procedures** tab for directions and steps that need to be completed before placing an order.
4. Select the **Participation** tab to enter the test and training dates. Participation data must be entered before a link for ordering appears on the **Main Order Page**. Tests will not be visible (i.e., listed) until the relevant ordering pages are made available for use.
5. On the **Main Order Page** tab, click on the name of the test or materials



that are being requested. See FIGURE 143 for a sample order page.

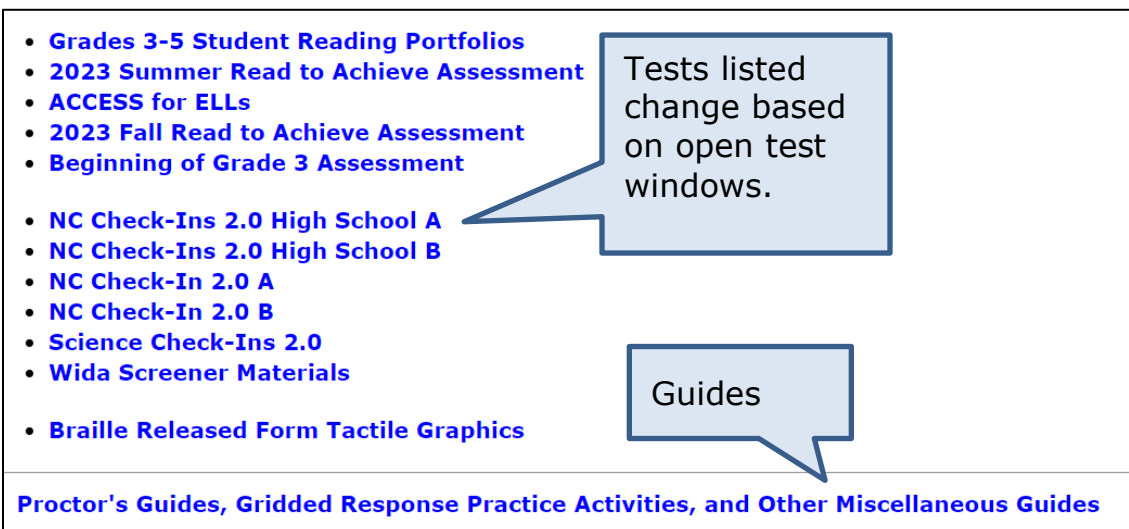


FIGURE 143. Sample order page.

6. Enter or update the counts for the materials requested. Counts of materials ordered can be decreased by entering a negative number (e.g., -3).
  - Information and PSU testing dates are at the top of the page.
  - A [technology hardship](#) approved by the Office of Accountability and Testing is required for grade-level orders. Orders for test materials will be reviewed and verified by the RAC or RCC before processing and shipping. A letter of request need not be submitted for students with disabilities who have documented accommodations that dictate a pencil testing format is necessary for accessibility.
7. Select **Place Order**.
8. A success message (“Orders submitted successfully”) indicates the order was accepted. The totals of materials ordered will also increase on the display. If the message is not displayed on the screen, please place the order again.

## NCTest—Administering Tests to Students

NCTest may be accessed through the NCTest Secure Browser, NCTest Chrome App on Chromebooks, or NCTest iPad App. The apps must be in a secure testing mode and follow these technical requirements:

- Chromebooks must be managed and should be launched in kiosk mode, meeting all technical requirements for NCTest at <https://center.ncsu.edu/nct>.
- iPads must launch using Automatic Assessment Configuration

There are two methods for logging in to NCTest: (1) test administrator login and (2) student login. The student login option is active only for select tests.

### Installing NCTest Secure Browser

Directions for downloading and installing the NCTest Secure Browser (Safe Exam Browser [SEB]) are located on the Testing News Network (TNN).

1. Navigate to the heading **NCTest**.
2. Click on **2023–24 NCTest Secure Browser**. This opens a new page with directions for downloading and installing the secure browser.
3. Click on the **Download folder** button to download the files needed.
4. Once the folder is downloaded, extract all files.
5. Click on the **NCTest\_SecureBrowser23.exe** file, and a popup will recommend extracting all files.
6. Select **Extract all** (see FIGURE 144).

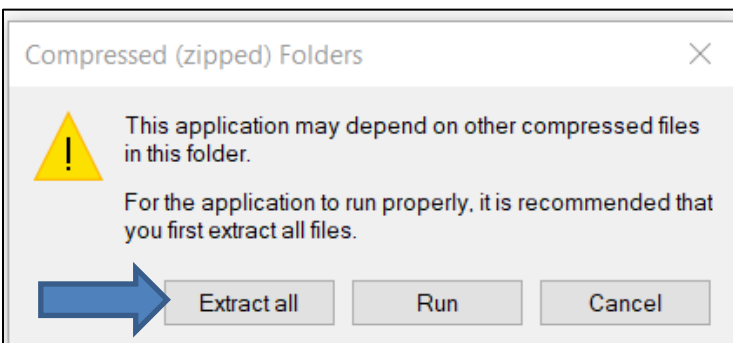


FIGURE 144. Extract all zipped files.

7. Select a destination for files (see FIGURE 145) or allow the computer to select the location.

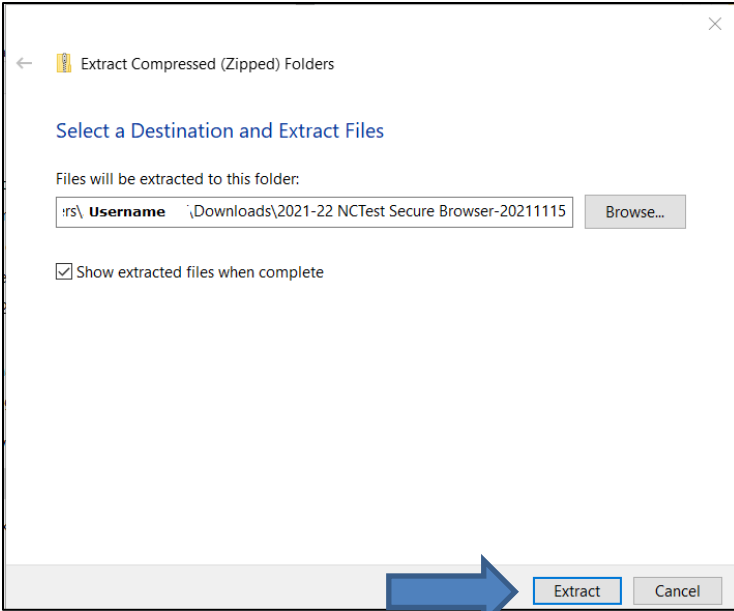


FIGURE 145. Extract files destination.

8. Double click the application file **NCTest\_SecureBrowser23**, mark the box to agree to the license terms and conditions, and click **Install**.
  - If file type is not visible, on the view menu (see FIGURE 146) select file name extensions.

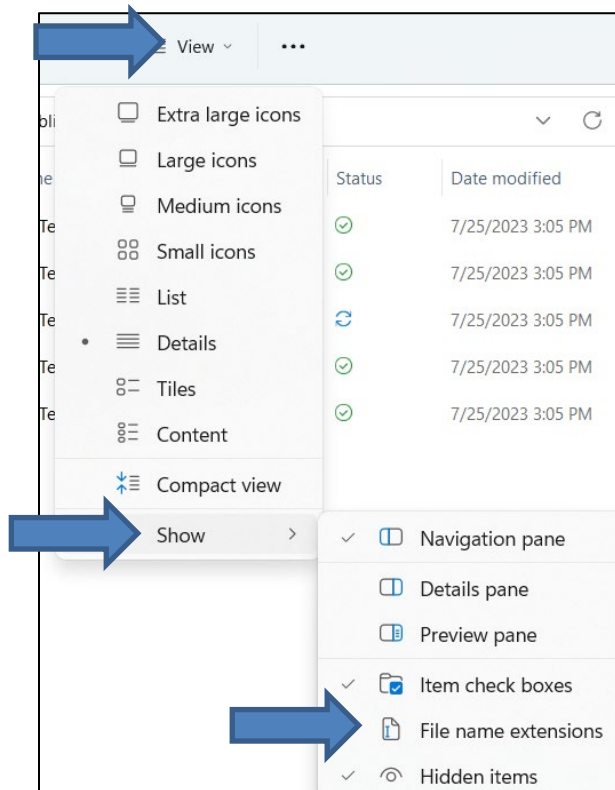


FIGURE 146. Show file name extensions.

9. Allow the program to make changes to the device.
10. Once the installation is complete, double click one of the NCTest.seb configuration files to run (see FIGURE 147). Running this file will set the secure browser to the NCTest settings.

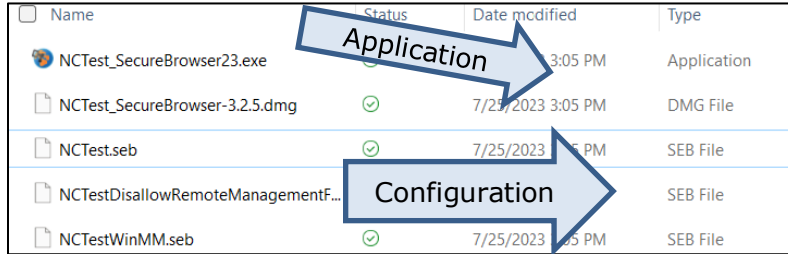


FIGURE 147. NCTest files sorted by type.

11. There are three choices for SEB configuration files:
  - NCTest.seb—main configuration file used for most devices.
  - NCTestDisallowRemoteManagementForMacs.seb—turns off the ability to use remote management on Mac computers.
  - NCTestWinMM.seb—allows for the use of multiple monitors that are set to duplicate the display.
12. Upon opening, the program will indicate if applications need to be closed (e.g., TEAMS, Chrome, WebEx, etc.).
13. Once the configuration file is opened, a popup (see FIGURE 148) indicates that settings have been updated and will be available upon next entry. The popup box asks, “Do you want to quit for now?” Respond **Yes**, to close the browser and save the settings.

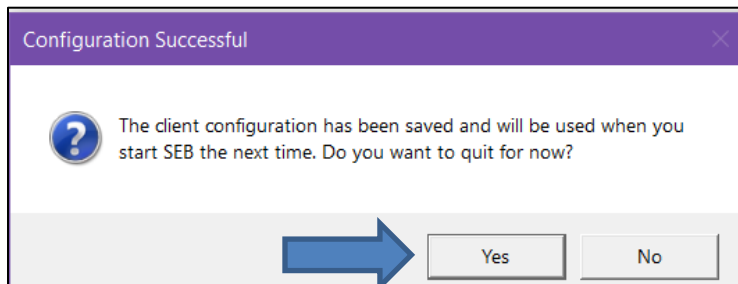


FIGURE 148. SEB configuration file successful notice.

14. The Safe Exam Browser (SEB) application now appears in the program list for the computer.

### Setting Scroll Bars to Always Appear on macOS

On newer devices using macOS with the secure browser, scroll bars hide until the user tries to scroll via the mouse. To enable the scroll bars to always be visible follow these steps:

- Select the **System Preferences** icon on the desktop dock.
- Select **General** (see FIGURE 149).



FIGURE 149. macOS general tab location.

- In the **Show scroll bars** area (see FIGURE 150), select **Always**.

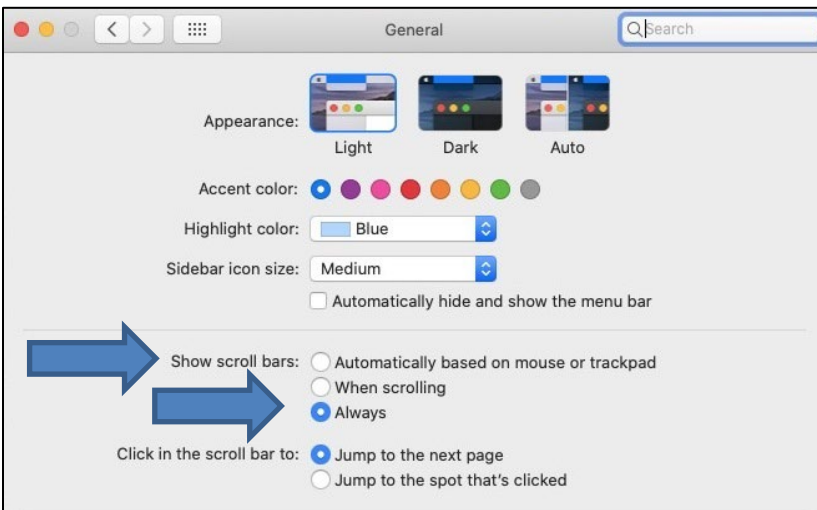


FIGURE 150. Set scroll bars to always appear.

### Test Administrator Login Directions

1. Launch the secure browser or appropriate app.
2. Choose the top left icon—**NCTest Login** (see FIGURE 151).

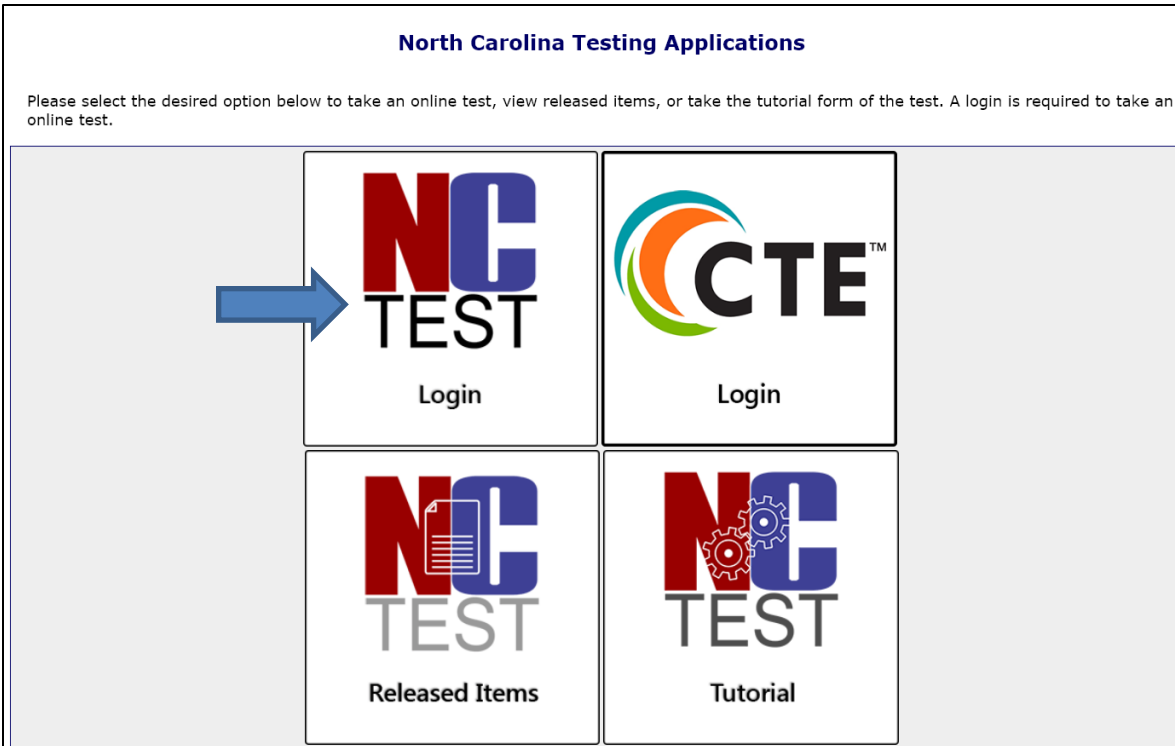


FIGURE 151. NCTest login screen.

3. The test administrator logs in by securely (without letting students see) entering **Test Administrator** username and **Password** and clicking **Login** (see FIGURE 152).

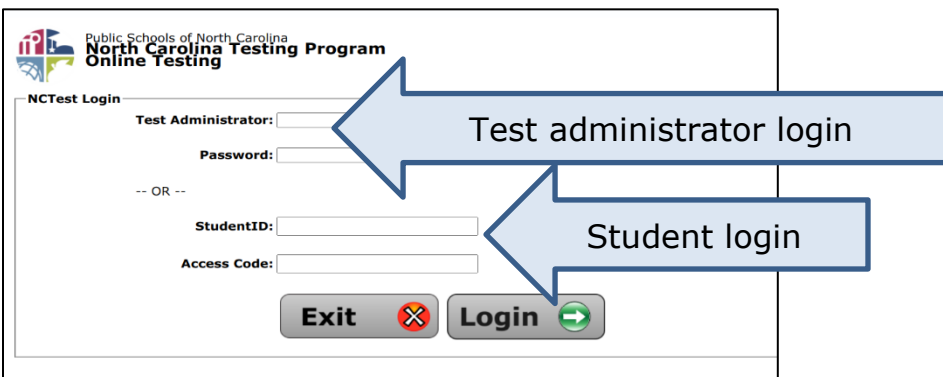


FIGURE 152. Test administrator or student entry for login.

4. Choose **Test Type** from the dropdown menu.
5. Choose **Test Name** from the dropdown menu.
6. There may be a selection of test semester (e.g., fall, spring, CDM) if multiple test windows are open.
7. Select the student to be tested from the list presented on the screen.
  - Searches can be narrowed by selecting one of the alphabet groupings (see FIGURE 153) on the top of the page.

Site	
School: <b>Demo Early College</b>	
Administrator Login: <b>trboyd</b>	
<input checked="" type="radio"/> All <input type="radio"/> A-C <input type="radio"/> D-G <input type="radio"/> H-L <input type="radio"/> M-R <input type="radio"/> S-Z	
Select Student	
	<input type="text" value="Demo1, All Co"/> <input type="text" value="Demo1, High C"/>

FIGURE 153. Narrow student list selections.

- On laptops and Chromebooks (not available on touch devices), click in the box of student names and start typing the student's last name.
    - Continuous typing of the student's name, without pauses, will bring the selection to that part of the list with the student's name.
    - If there is a pause in typing, the search will restart on the next letter typed.
8. Click **Select Student**.
  9. Ensure NCTest is set to the START page with the correct student's name, test name, and school name near the top of the screen.
  10. Do not click the Start button for the student.
  11. The start screen will time out after sixty minutes or if screen savers or power management shuts off the screen.
  12. Follow the directions as written in the test administration guide to administer the test.

### Student Login Directions

The student login feature is not available for all tests. Logins from outside the United States will be denied. Testing is only permitted on regular school days. Testing is not permitted on Saturdays or Sundays.

1. Enter the PowerSchool student ID.
2. Enter the access code provided by the test administrator.
  - For NC Check-Ins 2.0 the codes are available in NCTest on the enrollment tab:
    - Code (On-Site) is used when testing occurs within the school building (code starts with an S).
    - Code (Off-Site) is used when testing occurs outside of the school building (code starts with an R). Only allowed for NC Check-Ins 2.0 for students receiving all their instruction remotely.
  - Directions for downloading student enrollment with codes is detailed in the [Download Enrollment List](#) section of this guide.
  - Access codes for NC Check-Ins 2.0 may be shared following the remote testing guidance in the [NC Check-Ins 2.0 Teacher's Handbook](#).
  - Access codes (one time use) for required state tests may be shared

- following the directions in the test administration guide for that test.
- Directions for accessing these access codes will be forthcoming.
3. Ensure NCTest is set to the start page with the correct student's name, test name, and school name near the top of the screen.
  4. Do not click the **Start** button for the student
  5. The start screen will time out after sixty minutes or if screen savers or power management shuts off the screen.
  6. Follow the directions as written in the test administration guide to administer the test.

### **Multiple Testing Sessions Directions**

Follow these steps for students testing online and receiving the *Multiple Testing Sessions* accommodation and for classrooms taking NC Check-Ins 2.0 over multiple days:

1. The **PAUSE** button must be clicked to prevent the online test items from being visible on the device screen during extended breaks or before going to lunch. Each time the PAUSE button is clicked, the student has sixty minutes to continue the test.
2. If the break is longer than sixty minutes, or if the student has completed testing for the day, the test administrator must close NCTest by clicking the **EXIT** button on the Review or Pause page. The student's responses to test items will be saved; however, highlighting and notepad entries will not be saved.
  - The student should **not** click the **END TEST** button on days in which he or she has additional mini sessions for testing. If the student does click the **END TEST** button on days in which work on the test will continue following an extended break, the LEA TC/TA must **RESUME** the test in NCTest Admin under the [Activity Tab](#) for the appropriate test before the student can continue. The test cannot be resumed after the overnight process scores the test.
3. The **Exit Logout** screen will pop up for the test administrator to enter his or her username and password to EXIT the test without completing it (see FIGURE 154).
  - Maintaining the security of the test administrator's password is imperative; therefore, the student should be moved, or the device turned, so that the student cannot see the keyboard entry or screen when the test administrator enters the username and password.



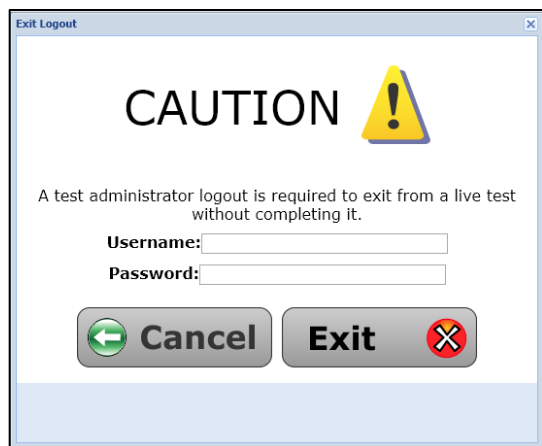


FIGURE 154. Exit screen with test administrator username and password.

4. The test administrator must log back in to NCTest and launch the test again to allow the student to continue working on the test. Access codes that are one time use cannot be used to log a student back into the test.
5. On subsequent test days, the test administrator should ensure the test begins at the point the student stopped on the previous test day and the **PAUSE** button should be activated.
  - Students are not allowed to go back to a previous day's items. The student will be given ample warning when testing time is ending on each testing session so he or she may complete any items "flagged" before the end of testing for that day. The student must be informed of these policies before the first day of testing.
6. When the student has completed all multiple testing sessions, the test must be ended by the student or finalized in NCTest Admin. See the [Activity Tab](#) section for information about finalizing tests.

### Adjusting Text Size during Testing

In addition to being able to select large font in the student interface questions (SIQ) prior to testing, students may increase the font size on devices during testing using the key combinations below. Pressing these keys multiple times will increase or decrease the font each time they are pressed.

- Zoom in
  - Windows secure browser: press **Ctrl** and **+** keys at the same time
  - Mac secure browser: press **command** and **+** keys at the same time
  - Chromebook: Press **Ctrl, Shift,** and **+** keys at the same time
- Zoom out
  - Windows secure browser: press **Ctrl** and **-** keys at the same time
  - Mac secure browser: press **command** and **-** keys at the same time
  - Chromebook: Press **Ctrl, Shift,** and **-** keys at the same time

### **Pointer Size and Color**

For students who routinely use a larger or contrasting color cursor or pointer, the size and color of the cursor or pointer can be adjusted in the device system settings prior to launching the test. The size and color of the cursor or pointer will be maintained in the testing system throughout the test.

To ensure that the cursor size is maintained for Chromebooks in kiosk mode follow these steps:

- In the Google Admin dashboard for Google, navigate to the appropriate group where the school devices are managed.
- Click on **Settings** in the side bar menu.
- Click on **Users & Browser settings** and ensure the right test group is selected.
- Scroll down to the **Large cursor** option (under the Accessibility section).
- Click on the arrow dropdown and click **Enable large cursor**.
- **Save** settings and **restart** the appropriate Chromebooks to re-sync them to the new policy settings.

## Technical Difficulties during Testing

In the event of technical difficulties during the actual test administration, the test administrator is to contact the school test coordinator. The school test coordinator, with the assistance of school technical personnel, should determine if the technical difficulty is at the school level. Many technical issues can be resolved locally by ensuring students are using acceptable hardware, adjusting the local network, ensuring all required applications are loaded and meet necessary version requirements, and setting a minimum screen resolution. If the technical difficulty continues after investigating at the school level, the school test coordinator should contact the school system test coordinator. The school system test coordinator, along with central office technical personnel, will investigate whether the technical difficulty is at the central office level. If a problem cannot be resolved locally, the incident should be reported to the Help Desk.

### Interruptions during Online Testing

If there is an interruption during the test (e.g., loss of internet connection, illness), and the students are not permitted to talk or access electronic devices during the interruption, the LEA TC/TA will need to be contacted to restart the students' test. After the school test coordinator has restarted the test, the test administrator must log in, choose the test, select the student, and click **START** to resume the test. The test will resume at the last question accessed before the interruption. *An OTISS report does not have to be submitted if the students are able to complete the test after the interruption.*

If students are permitted to talk or access electronic devices during the interruption, the test should be exited, and the students will need to retake the entire test on another day. A report must be submitted in the [OTISS](#) and a misadministration declared.

### Test Questions Not Displaying or Not Displaying Correctly

If a question does not appear, only a portion of the question appears, or the information for the question does not match the answer choices, the student should click either the **NEXT** or **BACK** button to refresh the question. The student can also click the **REVIEW** button and then click the question number to return to the question.

If the test does not resume correctly, the test administrator should:

1. make a written note of the question number on the screen,
2. exit the test and restart the device,
3. log in the student again, and
4. click **START** to resume.

If the question still does not display correctly, it should be reported to the Help Desk. If the end of test administration time is close, the test administrator must contact the school test coordinator to determine the most appropriate course of action.

### **Tests Appearing Slowly on the Screen**

If testing information (i.e., test questions, passages, graphs, or charts) are appearing very slowly, this could mean that the server, the network, or the student's device is running slowly. If this occurs at any time during the administration, and it is determined that network utilization is peaking, it is strongly recommended that steps be taken to reduce network traffic. This may involve reducing the number of students testing, prioritizing internet traffic, or other similar actions.

## Reports

The **Reports** section of the main menu (see FIGURE 155) contains two links to reports for LEA TCs/TAs: (1) Completed Tests Percentage and (2) Individual Student Report (ISR) Confirmation. The directions for accessing the Completed Tests Percentage reports and the ISRs are detailed in the following sections.

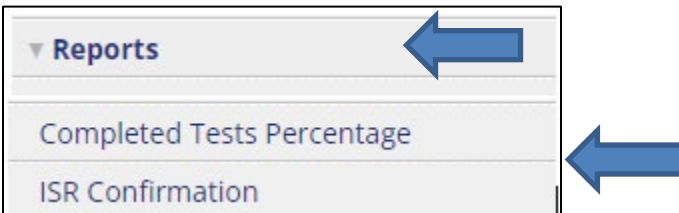


FIGURE 155. Links to Completed Tests Percentage reports and ISRs.

### Completed Tests Percentage Report

The Completed Tests Percentage report enables the LEA TC/TA to view the completed tests percentage by test and school. The report does not include the current day completions.

The LEA TC/TA is able to filter by semester, course, and school. Users above the PSU level may also filter for PSU. By default, all open semesters are displayed.

There are two tables on the page. The first table presents results of filtering by semester, course, and/or school. FIGURE 156 shows an example of completed tests filtered by course.

### Completed Tests Percentage by Course

**⚠ Disclaimer**  
 Test activity for the current day is not included.

The value in '# of Completed Tests' only includes tests that were *reported* as completed. This number does not include students who have completed testing but been unable or unwilling to submit an End Test request.

The value in '# Enrolled' only includes students enrolled in active course instances. This means that this number will increase as course instances are activated.

The value in 'Completed Tests Percentage' equals '# of Completed Tests' / '# Enrolled'.

Semester:

Course:

School:

PSU:

Course ▲▼	Total # of Completed Tests ▲▼	Total # Enrolled ▲▼	Overall Completed Tests Percentage ▲▼
Biology	0	1010	0.0000%
English II	0	1010	0.0000%
Math Grade 3	0	505	0.0000%

FIGURE 156. Completed tests by course.

The second table, as seen in FIGURE 157, lists all of the semesters, courses, and schools with the number of completed tests, the number of students enrolled, and the completed tests percentage.

Semester ▲▼	Course ▲▼	School ▲▼	PSU ▲▼	# of Completed Tests ▲▼	# Enrolled ▲▼	Completed Tests Percentage ▲▼
BOG3 2021	Reading Grade 3 BOG	Demo Early College	Demo LEA	0	505	0.0000%
Fall 2021	Read to Achieve	Demo Early College	Demo LEA	0	505	0.0000%
July 2021 CDM	Biology	Demo Early College	Demo LEA	0	505	0.0000%
July 2021 CDM	English II	Demo Early College	Demo LEA	0	505	0.0000%

FIGURE 157. Report sortable by school.

## Individual Student Reports

Individual Student Reports (ISRs) are created after tests have been uploaded and passed the status viewer, or in the case of NC Check-Ins 2.0, scored and provided through the overnight data feed from the testing system. The ISRs accumulate and move into the quality assurance queue the following morning.

During the quality assurance process, ISRs are inspected to ensure the data processed correctly. All measures must be met to pass quality assurance. This process can take up to two weeks. In unforeseen circumstances, this process could take more than two weeks if there is a system problem that needs to be resolved or there are not enough ISRs to complete the quality assurance process. If this happens, communication will be sent via the regional accountability offices. ISRs cannot be released until all information has been validated. The amount of ISRs that need to be reviewed varies by test.

Once the ISRs pass quality assurance, the ISRs are released onto the secure shell (SSH), and a Testing News Network (TNN) message is sent indicating ISRs are available to print or release in the ISR Confirmation application. The ISRs are located on the SSH at 20XX>ISR>SchoolCode>Test Folder. Each test folder has a specific name depending on which group the test is in; this information is indicated in the TNN message. Since district and school averages are based on the current year's data, it is strongly recommended to wait until all testing is completed before distribution. Additionally, for EOG and EOC tests that are certified by the Test Development section, public school units are encouraged (but not required) to wait until the certification process is complete before distribution.

Once ISRs are initially released and the TNN message has been posted, any ISRs processed after the release will flow into the SSH the same day WinScan files are uploaded containing completed tests. For tests scored by Technical Outreach for Public Schools (TOPS) (e.g., NC Check-In 2.0), the ISRs will flow into the SSH the morning after the test administration. Additionally, online class reports in NC Education generate the day after testing.

When ISRs are available to print, they can also be released into the PowerSchool Parent and Student portals<sup>1</sup> using the ISR Confirmation application located in NC Education. This tool provides the ISRs to the parents and students electronically. See the **ISR Confirmation Directions** subsection of this guide for more information about how this application works.

### ISR Confirmation Directions

Within NCTest Admin, the ISR Confirmation application, allows PSUs to distribute ISRs for publication in the PowerSchool Parent and Student Portals. Communication of ISR availability in the PowerSchool Portals, including directions for access, must be provided to all parents receiving access to the ISRs through the portals. The ISRs are visible via the web platform only, and not through the PowerSchool app. If a parent is unable to access the ISRs in the Parent or Student Portal, a means of providing a paper ISR must be in place. This process applies to the entirety of the PSU; it is not available by school. The NCTest Admin application is available to LEA TC/TA roles only, and these roles are responsible for releasing the ISRs through the NCTest application so the ISRs will appear in the PowerSchool Parent and Student Portals.

To access this system, use the following steps depicted in FIGURE 158:

1. Select **Reports** on the right-side Main menu.
2. Select **ISR Confirmation**.

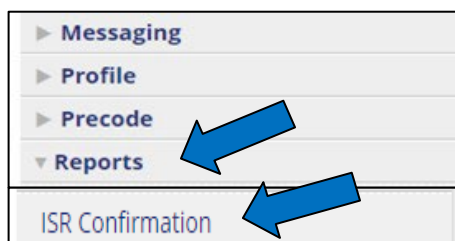


FIGURE 158. ISR confirmation on main menu.

3. Start typing the PSU name in the **PSU** text box (see FIGURE 159).  
The PSU name may be pre-populated.
4. Select the academic year from the drop-down box and press the **Select Academic Year** button.

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<sup>1</sup> Viewing ISRs on the PowerSchool Student Portal is a new enhancement for the 2023–24 school year. The estimated availability of this enhancement is fall 2023.



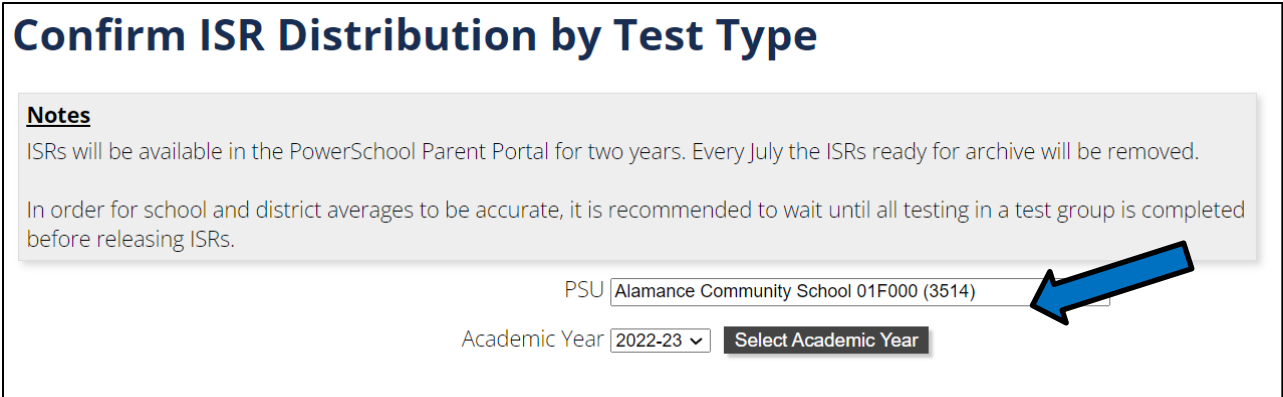


FIGURE 159. PSU and year selection.

5. Identify the test type containing the test(s) to **Publish**. (See Appendix B: Test Type Categories in this guide for a list of tests within each test type group.)
  - ISRs for all tests within the group will remain unpublished until released.
  - Selecting publish, releases all ISRs (English and Spanish) for all tests within the publishing group to both the Parent and Student Portals.

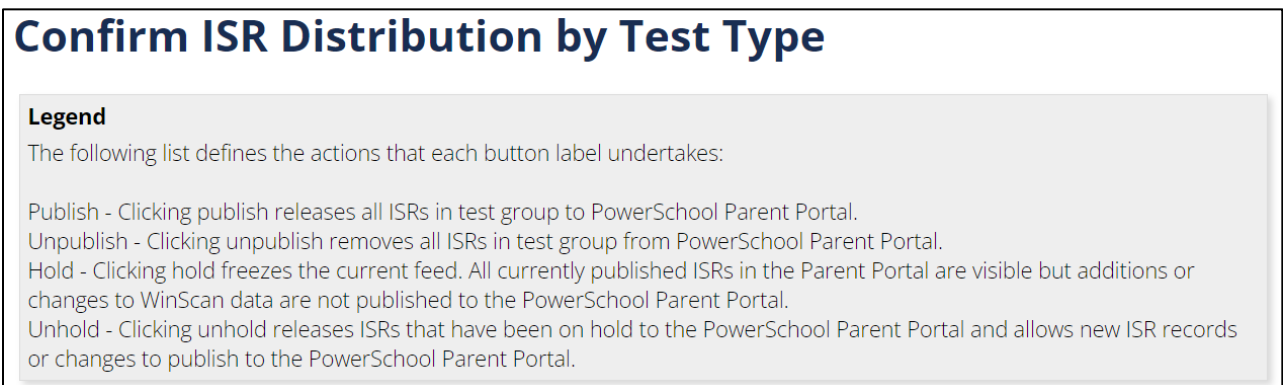


FIGURE 160. Confirm ISR legend.

The legend feature at the top of the ISR Confirmation webpage (see FIGURE 160) provides information on actions that occur when selecting the labeled buttons. The labels for the buttons change as identified in TABLE 7.

TABLE 7. ISR confirmation legend

Button label	Action: When label is showing	Toggled label	Action: When label is showing
Publish <b>Publish</b>	Reports <i>are not</i> being published when Publish is showing.	Unpublish <b>Unpublish</b>	When Unpublish is showing, reports in test group <i>are</i> released to the PowerSchool Parent and Student Portal.
Hold <i>(inactive until the reports are published, then is the default)</i> <b>Hold</b>	When Hold is showing, report updates <i>are</i> being sent as scan files and are uploaded to the secure shell overnight.	Unhold <b>Unhold</b>	When Unhold is showing, the current feed of reports is frozen. All currently published ISRs in the Portals are visible, but additions or changes to WinScan data are not published to the PowerSchool Portals.
Unpublish <b>Unpublish</b>	When Unpublish is showing, reports <i>are</i> being published to both the PowerSchool Parent and Student Portals.	Publish <b>Publish</b>	When Publish is showing, ISRs in test group are removed from the PowerSchool Portals overnight.
Unhold <b>Unhold</b>	When Unhold is showing, report updates <i>are not</i> being sent.	Hold <b>Hold</b>	When Hold is showing, the ISRs that have been on hold <i>are</i> released into the PowerSchool Parent and Student Portal.

Test Type	Academic Year		
<u>ACT Alternative Fall</u>		<b>Unpublish</b>	<b>Hold</b>
<u>ACT Alternative Spring</u>	2021-22	<b>Unpublish</b>	<b>Unhold</b>
Beginning of Grade 3	2021-22	<b>Publish</b>	

FIGURE 161. Button selections.

- Once the data files are finalized, select **Publish** (will show as Unpublish when selected as shown in FIGURE 161) on the appropriate test type group (e.g., Spring EOG ISRs). The reports will flow into the PowerSchool Parent and Student Portals through an overnight process. Once the **Publish** button is activated for the first time, the **Hold** button

- automatically becomes active too.
7. The **Hold** button can be selected (will show as **Unhold** when selected) before reports are generated (e.g., before summer EOG testing). Selecting the **Hold** button prevents updates for reports from flowing into the PowerSchool Portals until data is finalized (see FIGURE 161).
  8. Once the data is finalized (e.g., at the end of summer program, to release the scores) and the reports are ready to flow into the PowerSchool Parent and Student Portals, the **Unhold** button is selected. The **Unhold** button will show as **Hold** when selected (see FIGURE 161, circle).
  9. These processes occur via an overnight data feed. Changes will be reflected the next business day in the PowerSchool Parent and Student Portals.

If reports were posted to the PowerSchool Parent and Student Portal but need to be removed, the **Unpublish** button is selected (will show as **Publish** when selected). This will remove all reports from the selected test type group from the PowerSchool Portals after processing overnight. A warning message appears asking the user to confirm the removal of all ISRs for the selected test group through the overnight process (see FIGURE 162). The user will select Ok to proceed.

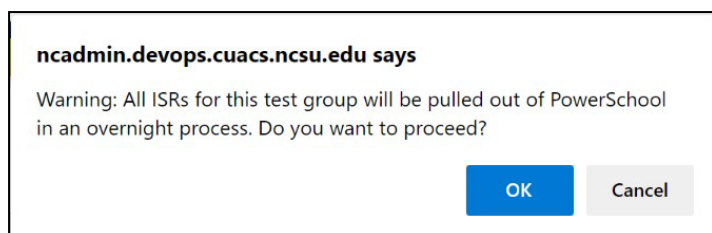


FIGURE 162. Unpublish warning message.

### Example—Using Hold/Unhold for EOG Reports

The test type for EOG includes both spring and summer program EOG reports; therefore, the reports could be published twice into the PowerSchool Portals.

- First publish. When spring EOG testing is complete, and all data file edits are finalized:
  - The user will select **Publish** (will show as **Unpublish** when selected) to release the ISRs into the Parent and Student Portals. Reports will be published the following day.
  - In order to stop the flow of ISRs into the Power School Portals for summer program students, select **Hold** (will show as **Unhold** when selected).

- Second publish. When Summer Program EOG testing is complete, and all data file edits are finalized:
  - The user will select **Unhold** (will show as **Hold** when selected) and the reports will resume flowing into the Power School Parent and Student Portals.

### **ISR Confirmation Annual Freeze**

On October 1st of each year, ISR Confirmation will not allow the release or removal of ISRs from the Parent and Student Portal from the previous school year. This freeze will ensure inadvertent errors to the ISRs do not happen. For example, 2022–23 ISRs will no longer have the ability to be removed from or released to the PowerSchool Parent and Student Portals on October 1, 2023.

### **Archiving of ISRs**

ISRs are available in the PowerSchool Parent and Student Portals for no more than two years (beginning with the 2020–21 school year). ISRs older than two years are removed from the Portals July 15th. For example, the 2020–21 ISRs were removed on July 15, 2023. A message will be provided in advance of the removal date encouraging users to download a copy of the ISR to another device.

### **ISR Portal Lookup**

PSU test coordinators have access to a troubleshooting tool that allows ISRs released in the PowerSchool Parent and Student Portals to be viewed. The view is the same in both portals, and it does not matter which portal the parent uses. The ISR Portal Lookup tool will allow PSUs to see if the reports have been released to the PowerSchool Portals. This is also a way to see what the parent is seeing if they have an issue viewing their student’s report. This tool is located on the Accountability Services Management ASM website (<https://www.rep.dpi.state.nc.us/>).

Follow these steps:

1. Select **Processes / Utilities**.
2. Select the current year (2024).
3. Select **ISR Portal Lookup** (see FIGURE 163).

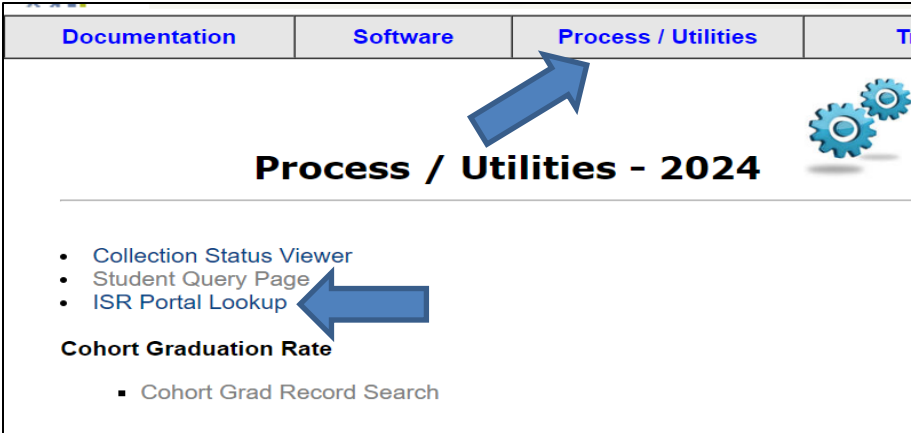


FIGURE 163. ASM website where ISR Portal Lookup is stored.

4. Login using an NC Education username and password.
5. The PSU code will auto fill based on user information. Enter the PowerSchool **Student ID** number and click **Submit** (see FIGURE 164).
  - If an invalid student ID number is entered, an error message will appear.



FIGURE 164. ISR Portal Lookup main screen.

6. Click on the **[student ID State Test Reports]** link to view the report in PowerSchool Portals (see FIGURE 165).

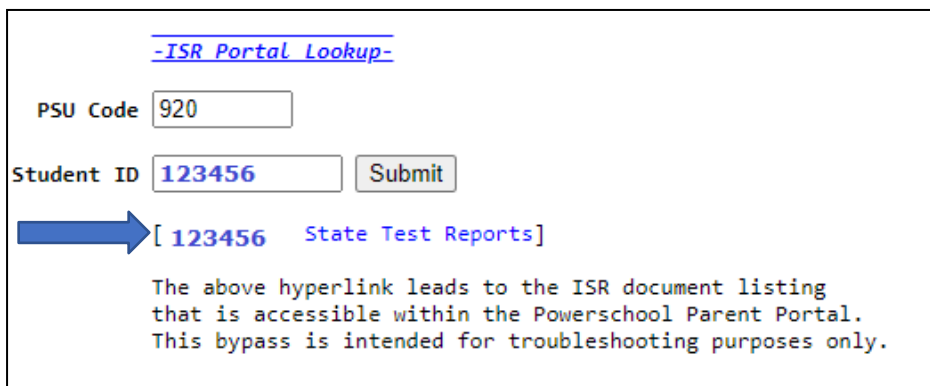


FIGURE 165. Link to Power School Portal view.

7. This page shows the actual parent’s view of the PowerSchool Portal (see FIGURE 166). Any ISRs available for the selected student are linked on this page. The LEA TC/TA selects the name of the report to be viewed.
- A PDF of the report is displayed.

Individual Student Reports are released by local districts and charter schools.

In this system, Individual Student Reports are available for two years. Only the reports from the most recent two school years are available. On July 15, 2023, any Individual Student Reports for the 2020-21 school year will be deleted. Parents or guardians are encouraged to download Individual Student Reports to a personal device for historical purposes. If a copy of an Individual Student Report is needed after it has been removed, please contact the school.

**Current reports available:**

- [NCCI 1 Reading Grade 6 2021-22](#)
- [NCCI 3 Reading Grade 6 2021-22](#)
- [NCCI 2 Reading Grade 6 2021-22](#)
- [NCCI 1 Math Grade 6 2021-22](#)
- [EOG Math Grade 6 2021-22](#)
- [NCCI 3 Math Grade 6 2021-22](#)
- [NCCI 2 Math Grade 6 2021-22](#)
- [EOG Reading Grade 6 2021-22](#)
- [NCCI 2.0 A- Math Grade 7 2022-23 \(English\) \(Spanish\)](#)
- [NCCI 2.0 B- Math Grade 7 2022-23 \(English\) \(Spanish\)](#)
- [NCCI 2.0 A- Reading Grade 7 2022-23 \(English\) \(Spanish\)](#)
- [NCCI 2.0 B- Reading Grade 7 2022-23 \(English\) \(Spanish\)](#)

[Information about North Carolina Individual Student Reports](#)

FIGURE 166. List of student’s available ISRs.

### Troubleshooting ISRs not Populating in PowerSchool

If ISRs are not populating in the PowerSchool Parent Portal:

- Confirm an ISR has been created in the SSH.
- Verify the ISRs are published and are not on hold.
- Confirm the ISRs have completed the quality assurance process. (A TNN message would have been sent).
- Verify that scan files are uploaded and passing in the status viewer.
- Verify the student identification number is correct in the scan files.

If NC Check-In 2.0 ISRs are not populating in the SSH, contact the TOPS Help Desk (919-515-1320 or [ncdesk@ncsu.edu](mailto:ncdesk@ncsu.edu)).

## Help Desk

A Help Desk is available for NC Education and NCTest Admin support if a problem cannot be resolved locally. The incident should be reported to the Help Desk by one contact person using one method of communication (i.e., email or phone call). Email requests are preferred for Help Desk communications.

- Email: **ncdesk@ncsu.edu**
- Phone: (919) 515-1320
- Hours: 7:30 a.m. to 5:00 p.m., Monday through Friday (excluding holidays)

The Help Desk should provide the caller with a ticket number for reference. If the Help Desk does not provide a ticket number, the caller should request one.

When contacting the Help Desk concerning issues with NC Education and NCTest Admin, please provide the following information regardless of method of contact:

- First and last name and title or position of the contact person
- Phone number and email address for a response from the Help Desk
- School system name
- School name
- School system code (6 digits)
- Test name (course or subject and grade level)
- Form number (available at the top of the screen)
- Description of problem
- Error message(s) (document the words verbatim but do not take pictures)
- Specific item number(s), if applicable
- Operating system name and version number
- Secure platform being used (e.g., NCTest Chrome App for Chromebooks, NCTest Secure Browser, or NCTest iPad App)
- Steps taken locally to resolve the issue

## Appendix A: NC Check-Ins 2.0 Course Codes

EOG tests are populated by grade level. EOC tests are populated by course.

The NC Check-Ins 2.0 are populated as shown in the table that follows:

TABLE 8. English language arts courses to NC Check-In 2.0 assigned tests

Subject	Current Code	Grade	Course Description	NC Check-Ins 2.0
English Language Arts	1053	3	Language Arts Grade 3	Reading Grade 3
	1054	4	Language Arts Grade 4	Reading Grade 4
	1055	5	Language Arts Grade 5	Reading Grade 5
	1056	6	Language Arts Grade 6	Reading Grade 6
	1057	7	Language Arts Grade 7	Reading Grade 7
	1058	8	Language Arts Grade 8	Reading Grade 8
	1021	6	English I	Reading Grade 6
	1021	7	English I	Reading Grade 7
	1021	8	English I	Reading Grade 8
	1022	All	English II	English II
	9211B	All	English II	English II



TABLE 9. Mathematics courses to NC Check-In 2.0 assigned tests

Subject	Current Code	Grade	Course Description	NC Check-Ins 2.0
Mathematics	2003	3	Math Grade 3	Mathematics Grade 3
	2004	4	Math Grade 4	Mathematics Grade 4
	2005	5	Math Grade 5	Mathematics Grade 5
	2006	6	Math Grade 6	Mathematics Grade 6
	2007	7	Math Grade 7	Mathematics Grade 7
	2008	8	Math Grade 8	Mathematics Grade 8
	2009	6	Math Compacted Grade 6	Mathematics Grade 6
	2012	7	Math Compacted Grade 7	Mathematics Grade 7
	2109	5	NC Math 1	Mathematics Grade 5 and NC Math 1
	2109	6	NC Math 1	Mathematics, Grade 6 and NC Math 1
	2109	7	NC Math 1	Mathematics Grade 7 and NC Math 1
	2109	All	NC Math 1	NC Math 1
	2090	All	Foundations of NC Math 1	NC Math 1
	9225B	All	NC Math 1	NC Math 1
	2209	6	NC Math 2	Mathematics Grade 6
	2209	7	NC Math 2	Mathematics Grade 7
	2309	7	NC Math 3	Mathematics Grade 7
	2309	All	NC Math 3	NC Math 3
	9225B	All	NC Math 1	NC Math 1
	20902X0	All	Foundations of NC Math 1	NC Math 1
20922X0	All	Foundations of NC Math 3	NC Math 3	

TABLE 10. Science courses to NC Check-In 2.0 assigned tests

Subject	Current Code	Grade	Course Description	NC Check-Ins 2.0
Science	3005	5	Science Grade 5	Science Grade 5
	3008	8	Science Grade 8	Science Grade 8
	3C07	All	BIO112 General Biology II	Biology
	3320	8	Biology	Science Grade 8 and Biology
	3320	All	Biology	Biology
	3321	All	Biology II	Biology
	3A00	All	AP Biology	Biology
	3I00	All	IB Biology SL	Biology
	3I01	All	IB Biology HL	Biology
	3V00	All	CIE Biology AS	Biology
	3V01	All	CIE Biology A	Biology
	3410	8	Physical Science	Science Grade 8
	3420	8	Chemistry	Science Grade 8
	3430	8	Physics	Science Grade 8
	3501	8	Earth/Environmental Science	Science Grade 8
	9232B	All	Biology	Biology

## Appendix B: Test Type Categories

TABLE 11 lists the tests within each test type group for the ISRs. In the ISR Confirmation application, the list of test names can be found by hovering over the Test type.

TABLE 11. Test type categories

Test type	Test name(s)
ACT Alternative Fall	CCRAA 10
ACT Alternative Spring	CCRAA 11, NCEXTEND1 11
Beginning of Grade 3	Beginning-of-Grade 3
Credit by Demonstrated Mastery	CDM Fall, CDM Spring, CDM Summer
End of Course Summer	End-of-Course Summer Late, Fall Flex, Biology, NC Math 1, NC Math 3, English II
End of Course Fall	Biology, NC Math 1, NC Math 3, English II
End of Course Spring	End-of-Course Spring, Spring Flex, Summer Program Biology, NC Math 1, NC Math 3, English II
End of Grade	End-of-Grade, Math (3–8), Reading (3–8), Science (5 and 8), NCEXTEND1 (All), Summer Program, Retest (Grade 3), Read to Achieve Spring
Read to Achieve Fall	Read to Achieve Fall
Read to Achieve Summer	Read to Achieve Summer
NC Check-In 2.0 A- English II	English II (Fall), English II (Spring), English II (Yearlong)
NC Check-In 2.0 B- English II	English II (Fall), English II (Spring), English II (Yearlong)
NC Check-In 2.0 A- NC Math 1	NC Math 1 (Fall), NC Math 1 (Spring), NC Math 1 (Yearlong)
NC Check-In 2.0 B- NC Math 1	NC Math 1 (Fall), NC Math 1 (Spring), NC Math 1 (Yearlong)
NC Check-In 2.0 A- NC Math 3	NC Math 3 (Fall), NC Math 3 (Spring), NC Math 3 (Yearlong)
NC Check-In 2.0 B- NC Math 3	NC Math 3 (Fall), NC Math 3 (Spring), NC Math 3 (Yearlong)
NC Check-In 2.0 A	NC Check-In 2.0 A Reading (3,4,5,6,7,8), NC Check-In 2.0 A Math (3,4,5,6,7,8)
NC Check-In 2.0 B	NC Check-In 2.0 B Reading (3,4,5,6,7,8), NC Check-In 2.0 B Math (3,4,5,6,7,8)

<b>Test type</b>	<b>Test name(s)</b>
NC Check-In 2.0 C	NC Check-In 2.0 C Reading (3,4,5,6,7,8), NC Check-In 2.0 C Math (3,4,5,6,7,8)
NC Check-In 2.0 BIO- Ecosystems	Biology Ecosystems Fall, Biology Ecosystems Spring, Biology Ecosystems Yearlong
NC Check-In 2.0 BIO- Evolution	Biology Evolution and Genetics Fall, Biology Evolution and Genetics Spring, Biology Evolution and Genetics Yearlong
NC Check-In 2.0 BIO- Molecular	Molecular Biology Fall, Molecular Biology Spring, Molecular Biology Yearlong
NC Check-In 2.0 BIO- Structure	Biology Structure Fall, Biology Structure Spring, Biology Structure Yearlong
NC Check-In 2.0 Science- Earth	Earth Science (5 and 8)
NC Check-In 2.0 Science- Life	Life Science (5 and 8)
NC Check-In 2.0 Science- Physical	Physical Science (5 and 8)

## Appendix C: Abbreviations

TABLE 12. Abbreviations

Acronym	Definition
ACDE	Accountability Collection Date Entry
ASM	Accountability Services Management website
ASL	American Sign Language
AST	Accommodation code: Assistive Technology
BOG3	Beginning-of-Grade 3 Reading Test
BRW	Accommodation code: Braille Writer (Braille Paper)
BSS	Accommodation code: Slate and Stylus (Braille Paper)
CAB	Accommodation code: Cranmer Abacus
CAN	Accommodation code: Special NCDPI-Approved Accommodation
CCRAA	College and Career Readiness Alternate Assessment
CDM	Credit by Demonstrated Mastery
CR	Constructed Response
CSV	Comma-separated values
DSC	Accommodation code: Dictation to a Scribe
EBN	Accommodation code: Electronic Braille Notetaker
ECATS	Every Child Accountability & Tracking System
EL	English Learner
EOC	End-of-Course
EOG	End-of-Grade
EXT	Accommodation code: Scheduled Extended Time
FDF	First Day of Fall Test Window
FDS	First Day of Spring Test Window
IEP	Individualized Education Program
ISC	Accommodation code: Interpreter/Transliterators Signs/Cues Test
ISR	Individual Student Report
LEA	Local Education Agency
LEA TC	Local Education Agency Test Coordinator
LEA TA	Local Education Agency Test Assistant
LPR	Large Print Edition
MAG	Accommodation code: Magnification Devices
MLT	Accommodation code: Multiple Testing Sessions
NCDPI	North Carolina Department of Public Instruction
NCEXTEND1	Alternate assessment for EOG and EOC tests
NCVPS	North Carolina Virtual Public School
NOT	Accommodation code: One or more accommodations were not provided to the student
ODF	Online Data Files
OIP	One-Test-Item-Per-Page Edition

Acronym	Definition
OTISS	Online Testing Irregularity Submission System
PII	Personally Identifiable Information
PSU	Public School Unit
RAC	Regional Accountability Coordinator
RAS	Accommodation code: Student Reads Test Aloud to Self
RCC	Regional Computing Consultant
ROA	Review of Accommodations
RtA	Read to Achieve
SBE	State Board of Education
Section 504	Section 504 of the Rehabilitation Act of 1973
SIQ	Student Interface Questions
SSH	Secure shell
STC	School Test Coordinator
SWD	Students with Disabilities
TE or TEI	Technology-Enhanced Item
TOPS	Technical Outreach for Public Schools
TNN	Testing News Network
TRA	Accommodation code: Test Read Aloud (in English)
TRD	Accommodation code: Word-to-Word Bilingual (English/Native Language) Dictionary/Electronic Translator (EL Only)
TSG	Accommodation code: Testing in a Separate Room
TWS	Test Window Scheduler
UEB	Unified English Braille

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