Online Assessment Administration Guidance for Non-public Schools
2024

NCTest Training

Help Desk Contact Information

- For questions and troubleshooting, contact the TOPS Help Desk
  - Website and Hours: **https://center.ncsu.edu/wp/help-desk/**
  - Email (preferred): ncdesk@ncsu.edu
  - Phone: (919) 515-1320
- Please include the following information when contacting the Help Desk:
  - First and Last Name
  - A phone number tech support can call to resume contact in case of disconnect, to return a missed call, etc.
  - The School name and District the help request is coming from
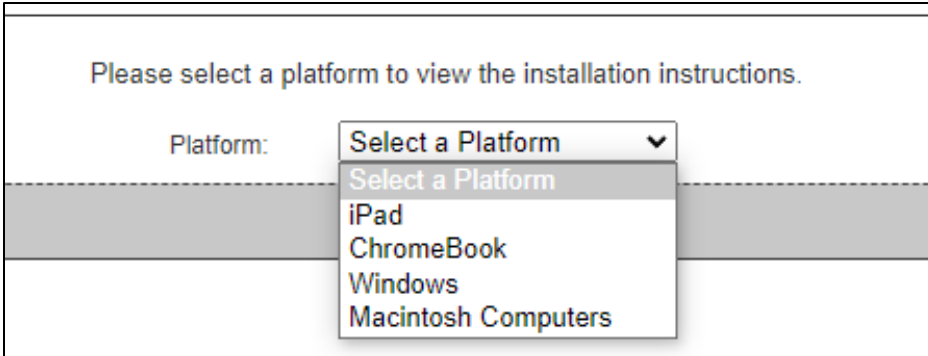 - Your email address for further contact (when possible)

NCTest Required Software

NCTest is required for the online North Carolina Annual Testing Program, and it must be accessed through a variety of approved, secure platforms. Which platform should be used depends on the device in use.

All applications and programs, as well as all *technical requirements* and instructions for installation, are available here:

https://center.ncsu.edu/ncinstruct/

To install the appropriate program/application, select the appropriate platform from the dropdown menu, click 'Submit,' and follow the on-screen instructions and prompts.

- Desktop and laptop computers are required to access NCTest through the new NCTest Secure Exam Browser (SEB.)
- Chromebooks access NCTest through the NCTest Chrome App, which is available through the app store.
    - Tests must be administered in Kiosk mode.
- iPads access NCTest via the NCTest iPad App.
    - The app provides its own security measures.

SEB Installation and Access on PC Installation

1. Select 'Windows' from the dropdown and click 'Submit.'
2. Verify your system meets the requirements to install and run the program.
    - The site provides additional guidance for identifying your system's technical capabilities.
3. Install both the NC Test Secure browser (NCTest_SecureBrowser23.exe) and NCTest (NCTest.seb) by clicking the respective buttons, downloading the files, and following the on-screen installation instructions.
    - Installation may require Administrator approval, depending on the device's security settings.
    - Once the installation is complete, the computer must restart before SEB can be used.

4. After successful installation, the program will be accessible via the Windows Start menu.
5. When SEB is successfully opened, there will be 4 NC Test and CTE testing options available.
    - Select NCTest Login (top left,) enter your credentials in the provided spaces, and click 'Login' to access an assessment.
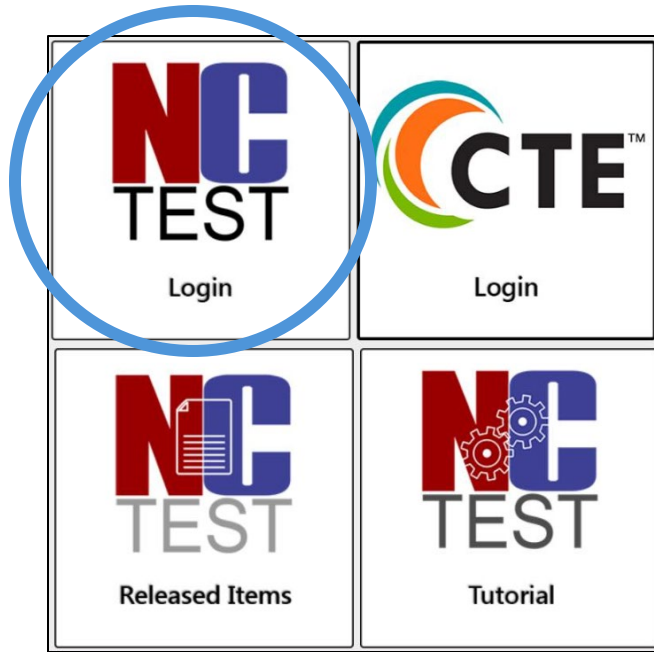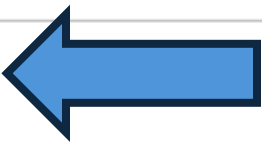
6. The app will ask you to verify the person and assessment to be taken.

   - If both are correct, proceed to the assessment.

Creating an Account in NCTest

Teachers and administrators must create accounts with NCTest in order to access and administer tests. Teacher and administrators must set up their own accounts, instructions for which are provided below.

1. Always use your device's default browser when accessing the NCAuth website.
2. Go to **https://center.ncsu.edu/ncauth** and click on "Create A New Account."

3. Complete the User signup information in its entirety.
   - Use a business email for the account. Personal email addresses are not permitted in NC Education.
4. A verification email will be sent to the email address entered.
   - The verification link will expire after twenty-four hours.
   - If you do not receive this verification email, monitor your junk or spam email folder.
5. Once users verify their email, they must contact **Brian_Swiger@ncsu.edu** to let him know the accounts need to be approved.
   - If the verification email expires 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, and the user will click on the 'Resend confirmation' email button to send a new verification email.

Entering Students and Teachers into NCTest

1. Fill out the Student Upload spreadsheet and return it to **Brian_Swiger@ncsu.edu**. Every student being tested must be recorded in this spreadsheet in order to take state-mandated online tests
   - Please fill out a separate spreadsheet for each course being tested, when possible.
   - Otherwise, students taking multiple tests will require a separate entry for each test being administered. (See student 'Jiminy' below.)

Student ID #	First Name	Last Name	School Code	Course Code	Grade	Gender	Ethnicity	Teacher Email	Class Period
12345678	Joe	Hernandez	999001	2309	10	M	B	Simpson@yooho	1
1234567	Sarah	Jones	999001	1022	11	F	W	Hernandez@yoo	2
87654321	Ben	Williams	999001	3320	10	M	H	Richards@yooho	4
123456	Akia	Pershing	999001	3008	9	F	I	XKiriakis@yooho	1
7654321	Jiminy	Cricket, Jr.	999001	2008	9	M	M	Yan@yoohoo.cor	3
7654321	Jiminy	Cricket, Jr.	999001	2109	9	M	M	Yan@yoohoo.cor	4
Acceptable values:									
gender	M	F							
ethnicity	B	W	H	I	M	A	P		

- Student ID – The student's unique ID number.
  - Teachers will need to create and assign these numbers.
  - ID numbers must be 6–8 digits, and unique to each student.
- First name – The student's first name.
- Last Name – The student's last name and any suffixes.
- School Code – The school code will be provided with your materials.
- Course Code – The course codes are as follows:

Math Grade 3:	Math Grade 4:	Math Grade 5:	Math Grade 6:	Math Grade 7:	Math Grade 8:	Reading Grade 3:	Reading Grade 4:	Reading Grade 5:
2003	2004	2005	2006	2007	2008	1053	1054	1055

Reading Grade 6:	Reading Grade 7:	Reading Grade 8:	Science Grade 5:	Science Grade 8:	NC Math 1:	NC Math 3:	Biology:	English II:
1056	1057	1058	3005	3008	2109	2309	3320	1022

- Grade – The student's current grade.
- Gender – The student's gender, represented by a single character.

- Ethnicity – The student's ethnicity, represented by a single character. The following are the acceptable characters and their meanings:

| Black: **B**	White: **W**	Hispanic: **H**	Indigenous (Indian): **I**	Mixed: **M**	Asian: **A**	Pacific Islander: **P**

- Teacher email – Teacher's email address.
- Class period – The period when the subject being tested (indicated by the course code) normally occurs on a regular school day.

2. Please include a list of the teachers (test administrators) in the email containing the Student Upload spreadsheet(s.) Please include: the teacher's first name, last name, and the subject(s) they are testing.

   Cindy Park – NC Math 3

   James Gray – Science Grade 5

NCTest Tutorials and Released Test Items

In addition to the testing apparatus, SEB has additional functionalities in NC Test Released Items and NC Test Tutorials.
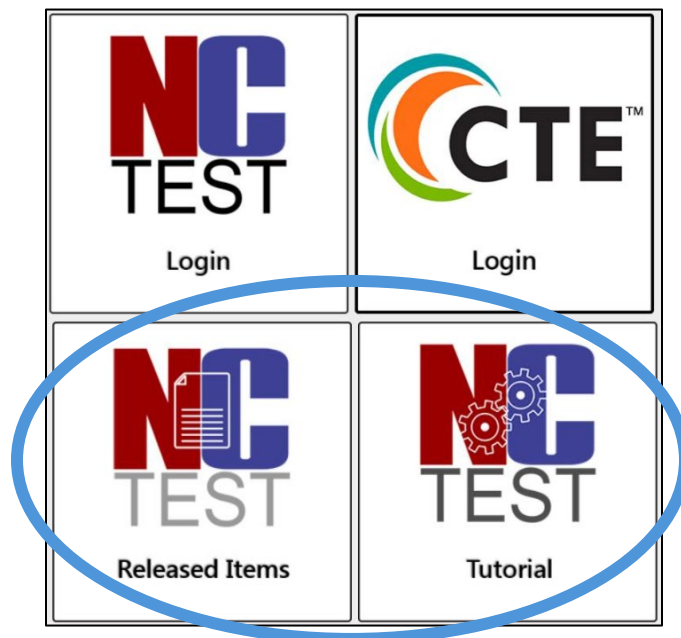

NC Test Released Items

- Testing items (questions) from prior North Carolina state-mandated tests that are no longer in circulation and are available for lessons or practice tests.

NC Test Tutorial

- Tutorials for SEB tests and test administration.
  - <u>Teachers, test administrators, and students</u> are required complete the NC Test 3–12 Tutorial before administering or taking an SEB test.
- Click "Grades 3–12 Tutorial" to take a practice test that includes all of the major question types (multiple choice, fill in the blank, drag-and-drop, etc…)
  - Follow the on-screen prompts, and once the test is complete click "Exit" to exit the SEB program.
- Click the "Grades 3-12 Tutorial Video" for a video tutorial of how to use SEB to take an online state-mandated test.
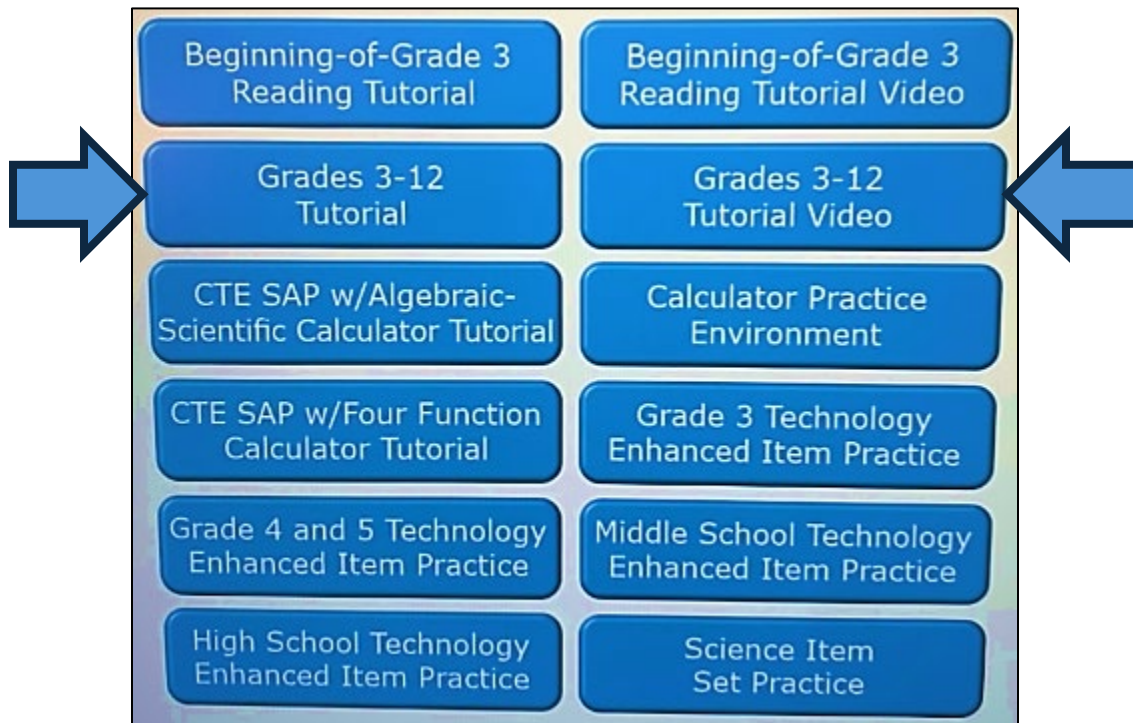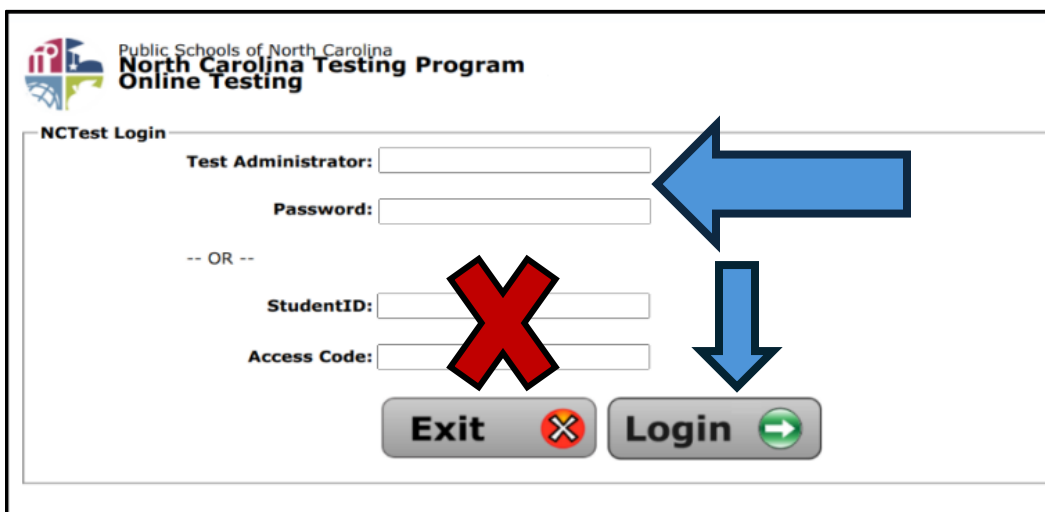
Test Day: Test Administrator Login Directions

On test day, SEB software/applications should already be installed and ready for use on every computer/device being used for testing. Students are required to have completed the NCTest Tutorial prior to test day.

Test Administrators will set up the testing software/application for each student 30-40 minutes prior to beginning testing by following the steps below:
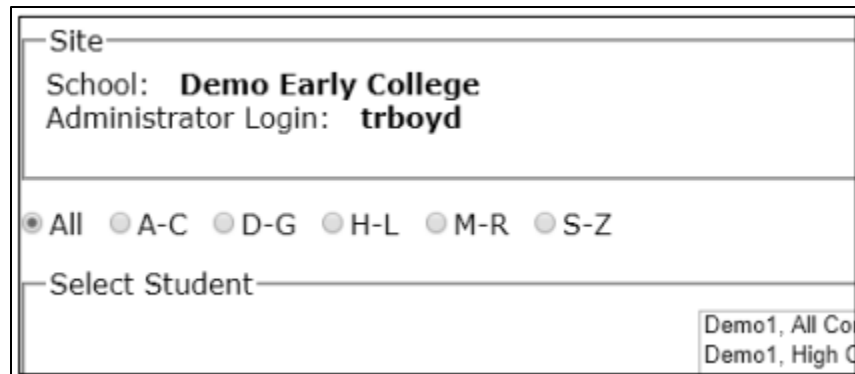
1. Launch the secure browser or appropriate app.
2. Choose the 'NCTest Login' icon in the top left.
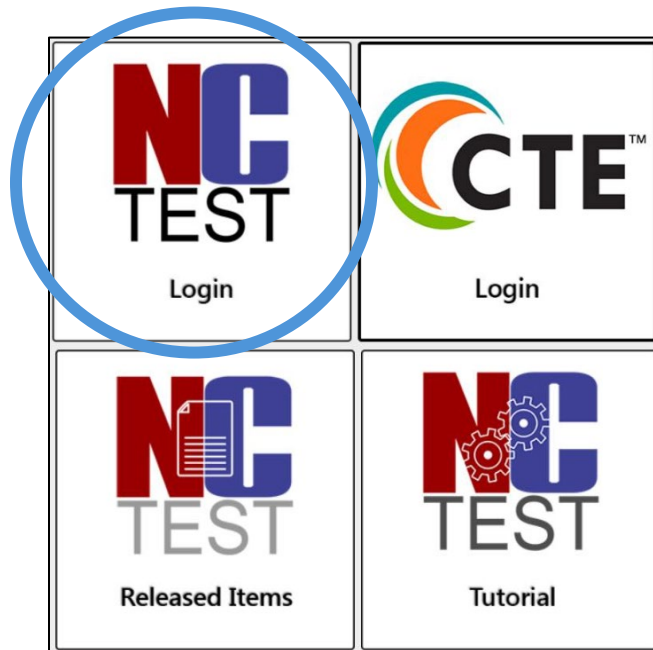
3. Test Administrators log in by securely (without letting students see) entering their Test Administrator Username and Password and clicking 'Login.'

4. Choose the Test Type from the dropdown menu.

5. Choose the Test Name from the dropdown menu.

- There may be a selection of test semester (e.g., fall, spring, CDM) if multiple test windows are open.

6. Select the student to be tested from the list presented on the screen.

- Searches can be narrowed by selecting one of the alphabet groupings at the top of the page.
- On laptops and Chromebooks (not available on touch devices), click in the box of student names and start typing the student's last name.

    i. Continuous typing of the student's name, without pauses, will bring the selection to that part of the list with the student's name.

    ii. If there is a pause in typing, the search will restart on the next letter typed.

7. Click 'Select Student.'

8. 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.

9. Do **not** click the Start button for the student.

- The start screen will time out after sixty minutes, or if screen savers or power management shut off the screen.

10. Follow the directions as written in the test administration guide to administer the test.

Important notes:

- Accommodations:
    - Email **Brian_Swiger@ncsu.edu** with any needed testing accommodations. Please include the student's information with the request.
- Tests must be administered in the last 10 days of the school year.
- Tests must be administered in the school.
    - Students with separate settings accommodations are still required to take their tests at the school.