

Online Assessment
Administration Guidance for
Non-public Schools
2026



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NC Test Accounts

Creating an Account in NCAuth (NCTest)

Teachers and school test coordinators must have accounts with NCAuth (NCTest) to access tests, act as test administrators, and manage students.


Teachers/Test Administrators and School Test Coordinators must set up their own accounts.


Always use your device's default browser when accessing the NCAuth website.

1. Go to <https://center.ncsu.edu/ncauth> and click "Create A New Account."

Enter your username and password


A service has requested you to authenticate yourself. Please enter your username and password in the form below.

 Username

 Password

Help! I can't login.

You may request a [username reminder](#), [reset your password](#), [create a new account](#), or contact the Help Desk at ncdesk@ncsu.edu.



2. Fill out the User signup information and click 'Create account.'
 - Use a school/professional email for the account. Personal email addresses are not permitted in the NC Education system.
3. A verification email will be sent to the email address entered in step 2.
 - If you do not see this verification email, check the junk or spam folder.
 - The verification link will expire after 24 hours.
 - If the verification email expires, contact the Help Desk and follow their instructions.
4. After verifying their email users will be able to:
 - Log in to their account.
 - New users will set up two-factor authentication (2FA) when logging in for the first time.
 - NCAuth requires the use of 2FA on all accounts.
 - Have their account linked to their school.

- School Test Coordinators contact the NPSTS Coordinator (Brian Swiger) to be linked to their school.
- Test administrators contact their STC to be linked to their school.

Two-Factor Authentication

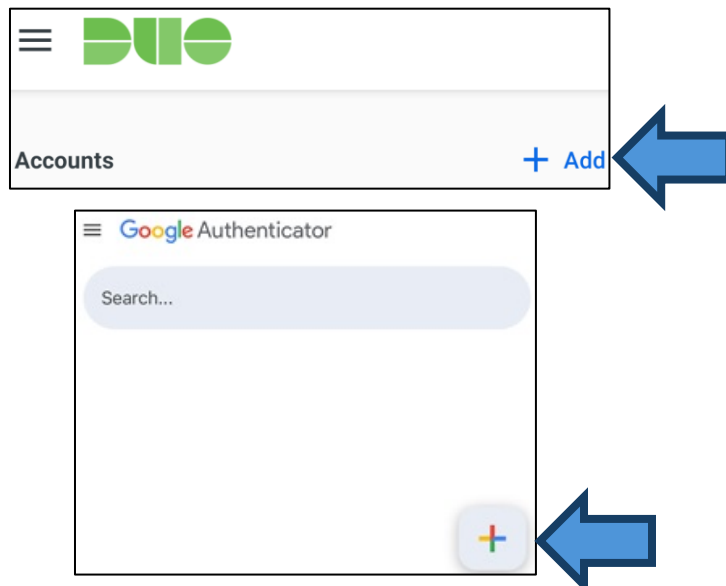
2FA is a security system that protects a user's account by requiring two separate, distinct forms of identification to log in: the user's password and a one-time passcode from a two-factor authentication application. NCAuth requires 2FA on all accounts for security purposes.

These 2FA mobile applications have been approved by NC Education:

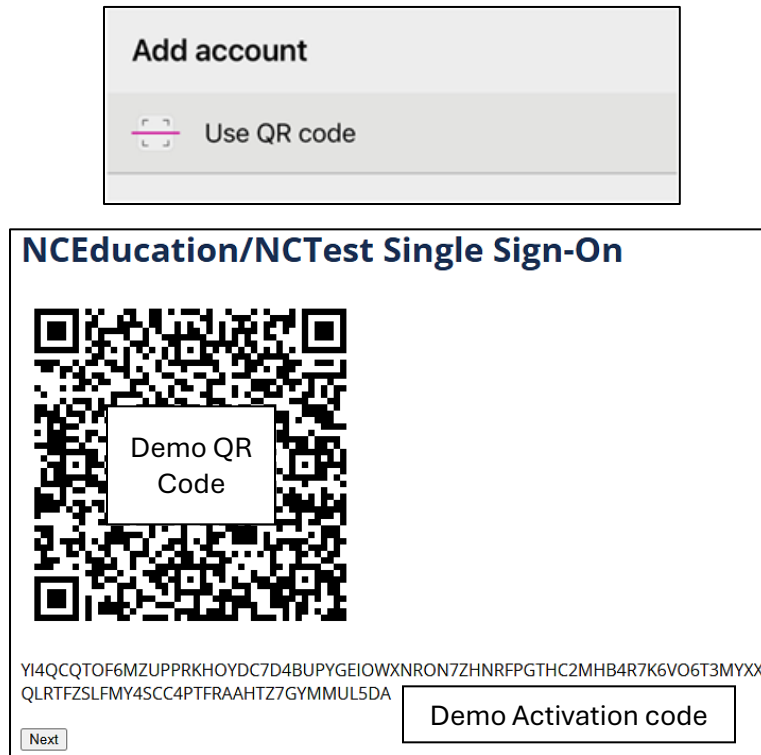
- Authy
- Microsoft Authenticator
- Google Authenticator
- Cisco Duo
- Step Two (iOS/iPadOS only)

Set Up 2FA

1. Install one of the approved authenticator applications from an app store.
2. Log into NCAuth on your device's default browser. If 2FA has not been set up for the account, a QR code will appear on screen.
3. Open the authenticator app and select the 'addition' function to add a new authenticator. For most applications, it will include a "+" sign.



4. Select the 'QR code' option in the app and aim the camera at the QR code on the screen to scan it.
 - If the camera option is not available, manually enter the activation code on the NCAuth screen instead.

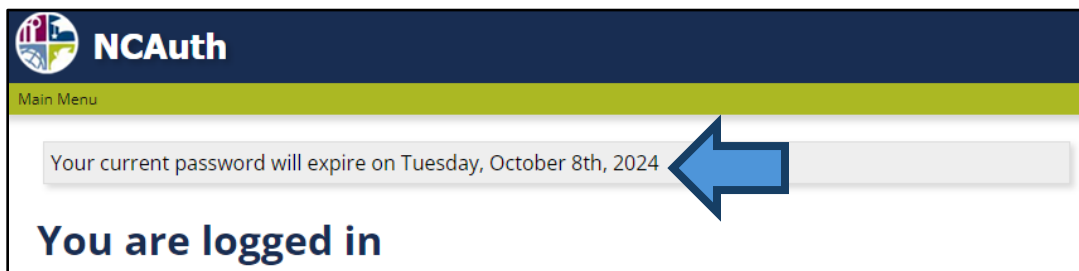


5. Follow the instructions in your app to begin generating one-time passcodes.
 - 2FA apps generate new one-time passcodes every 30 seconds. OTPs are only valid for 30 seconds and must be entered before they expire.
6. On the NCAuth page, click 'Next.'
7. Enter the one-time passcode from the app, which will verify that the authenticator and NCAuth are properly synced. The user will successfully log in to NCAuth.
 - If an error occurs, let the OTP expire and enter the next one. The issue may have been caused by a mistyped code.
 - If the error persists, delete the NCAuth authenticator from your app and follow the setup process again.
 - If you are still unable to set up your authenticator, contact the Help Desk.

Navigating NCAuth

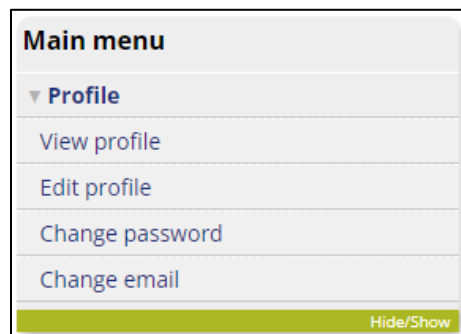
After logging in to NCAuth, the landing page will display the date the current password will expire. Keep track of the password expiration date listed at the top of the login landing page. When your password expires you will be kicked from the system, even during a testing session, and must create a new password in order to log in again.

If your password expiration overlaps with testing, manually reset your password before testing begins.



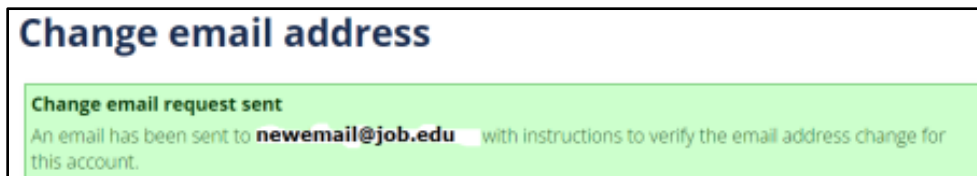
Profile

All links for editing and updating a user's profile are in the Main menu on the right-hand side of the login landing page, under the Profile dropdown.

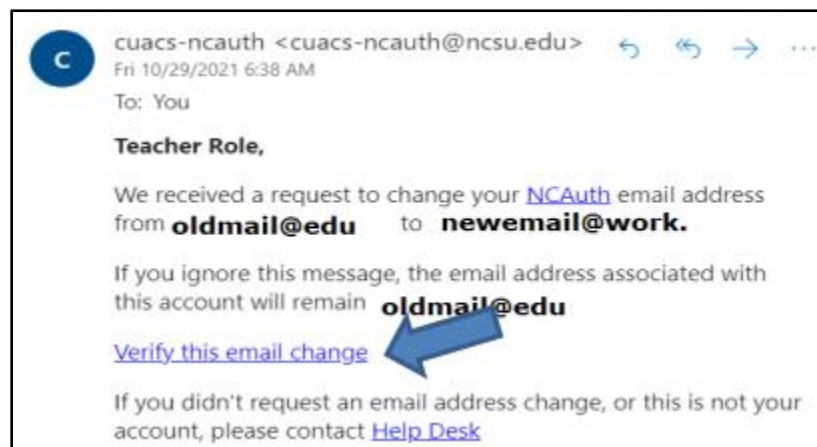


- View Profile
 - View assigned roles.
 - Most users will not see anything listed in the Roles tab.
- Edit Profile
 - Make changes to the first and last name associated with the account.
 - Select 'Save' after making changes to ensure they're applied. A confirmation message will appear.
- Change Password

- Click 'Change password' and complete the required fields. Click Save to ensure the new password is saved and applied.
 - The current password is required.
 - Use the device's default browser, keep the browser open, and stay logged in to NCAuth.
- Change Email
 1. Click 'Change email' and complete the required fields. Click Save & Verify to ensure the new email is saved and applied.
 - The current password is required.
 - Use the device's default browser, keep the browser open, and stay logged in to NCAuth.
 2. A new tab for NCAuth will open, which states an email with instructions has been sent to the new email address to verify the change request.



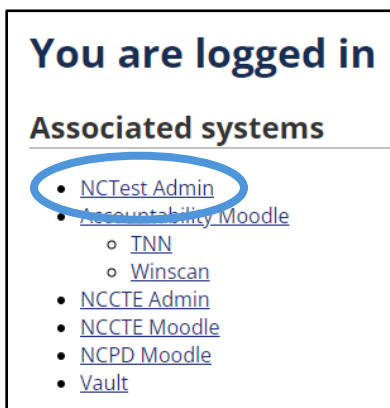
3. Check for the verification email (which will expire after 24 hours) at the new email address and click on the 'Verify this email change' link to complete the process.
 - If you do not click the verification link and verify the email address, the change will not occur.



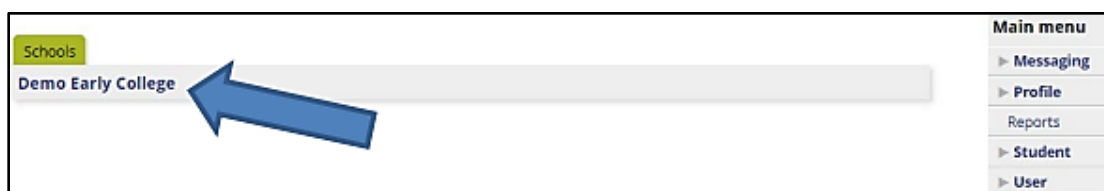
4. If there is a problem with the verification process, a message will appear that states the email address was unable to be changed.
 - If the problem persists, contact the Help Desk.
5. Once verification is complete, click on NCTest Admin in the new browser page (on the NCAuth site) to populate the changed email into the NCTest Admin system.
6. If the application is accessed through a link other than that given in NCAuth during this step (e.g. by typing the URL or by using a bookmark) the change will not propagate.

Your School

To access your school, click the 'NCTest Admin' link in the Associated systems list to enter NCTest Admin. User accounts must be linked to their school to access NCTest Admin utilities and see the options described in this section.



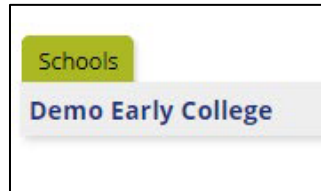
1. New options will appear in the 'Main menu' on the right-hand side of the screen.
 - Which options you have access to will depend on your assigned user role.
2. Click your school's name under 'Schools' on the left side of the screen.
 - Some information and functionality on the school's page will only be available after the School Test Coordinator has uploaded students or created a test window.



View Courses

Courses will not be viewable or accessible until the day *after* the testing window is created. (Refer to the 'Test Window Scheduler' section for more information.)

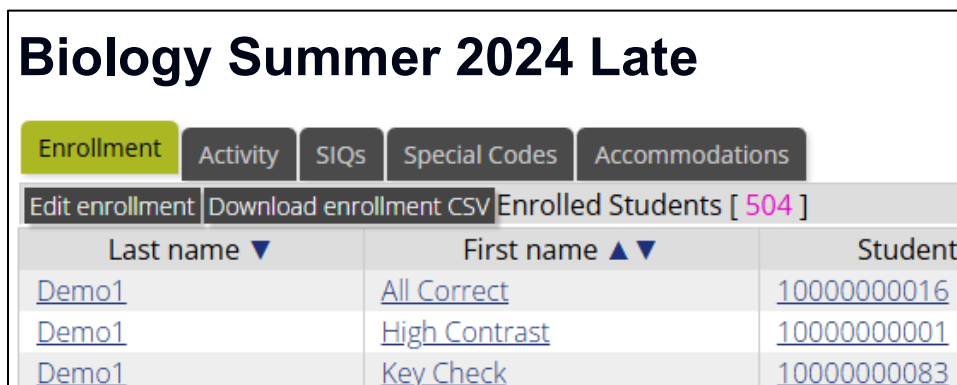
1. The day after the test window was created, select your School.



2. The school's name will appear at the top of the page, and the tab will change to 'Info' and 'Courses' tabs.
3. Click on the 'Courses' tab to see a list of courses that have assessments assigned.



4. Select a course.



A screenshot of the 'Biology Summer 2024 Late' course page. The page title is 'Biology Summer 2024 Late'. Below the title, there are several tabs: 'Enrollment' (highlighted in green), 'Activity', 'SIQs', 'Special Codes', and 'Accommodations'. Below the tabs, there are three buttons: 'Edit enrollment', 'Download enrollment CSV', and 'Enrolled Students [504]'. Below the buttons, there is a table with three columns: 'Last name', 'First name', and 'Student'. The table contains three rows of data.

Last name ▼	First name ▲▼	Student
Demo1	All Correct	1000000016
Demo1	High Contrast	1000000001
Demo1	Key Check	1000000083

- Enrollment
 - View students enrolled for testing in the course.
- Activity
 - View which students have launched their tests.
- SIQs
 - Manage accessibility features for students.

- Special Codes
 - Disregard. Non-public schools do not have or need special codes.
- Accommodations
 - Accommodations are requested through NPSTS Accommodations Notification forms (see the 'Accommodations' section) and managed by the Non-Public Schools Testing Service.

User Roles and Accounts

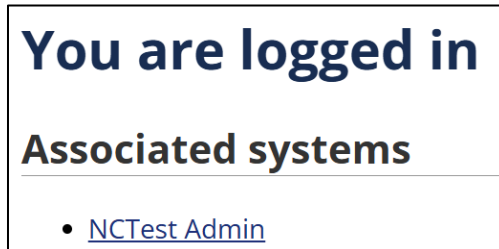
NC Education applications are secured with strong encryption and user role-based assignments. The Main menu will display different links depending on a user's assigned role.

- Brian Swiger will manage School Test Coordinator (STC) roles and permissions.
- STCs will manage school staff roles and permissions, as well as assign and unassign staff to their associated school.

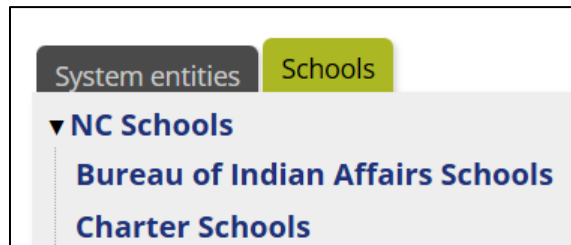
NCTest Admin user access needs to be regularly reviewed and updated to reflect staff changes, ensure smooth test administration, and prevent unauthorized access to student data. User accounts must be updated immediately after an employee's employment status or location has changed.

Assigning Roles to Users

1. Log in to NC Education and click the 'NCTest Admin' button under 'Associated Systems' to enter NCTest Admin.



2. Click on the 'Schools' tab and find your school.



3. The school name will appear at the top of the page, and 'School menu' will appear at the bottom of the Main menu on the righthand side of the page.
4. Click on 'School administration' dropdown to access role options.



- Assign role: assign school-level access to other users (STCs only)
- View roles: see what roles are assigned within the specific school
- Entity/Role tree: a quick view of how many users are assigned different roles within the school
 - The trashcan icon may be used to remove roles from users.

5. Click 'Assign role' and use the filter options to find specific users.

Select a user

Select a user to assign a role to.

Username

Email

First name

Last name

Assign | First name ▲▼ | Last name ▲▼ | Email ▲▼ | Username ▲▼

6. Once the user is located, click 'Assign Role To' next to their name to advance to the 'Assign Role to School' screen.

Assign	First name ▲▼	Last name ▲▼
<input type="button" value="Assign Role To"/>	Admin	User
<input type="button" value="Assign Role To"/>	Kenneth	Barbour
<input type="button" value="Assign Role To"/>	Garon	Turner
<input type="button" value="Assign Role To"/>	John	Armour

7. Verify the school name, select the appropriate role for the user, and click 'Apply.'

- STCs should only assign the 'Teacher' role to Test Administrators.

Select a role to assign



Select a role to assign to [Demo STC](#) for Demo Non-Public

Assign role

- LEA TC
- STC
- Teacher

8. A Success message will appear once the user is assigned.
 - Links are available on this screen to assign another user to the same school.

Assign role to school

Success
✓ Teacher Role has been assigned the role Teacher

Assign Roles

[Assign another Teacher](#)

[Assign another user](#)

Unassigning Users

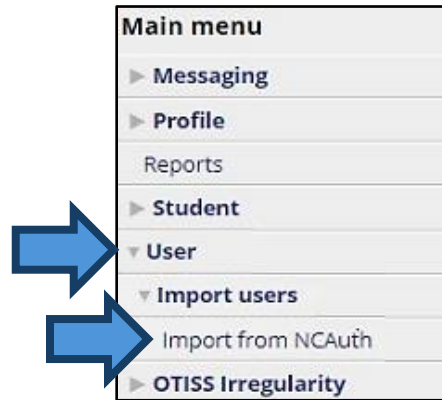
1. Use 'View profile' to unassign Testing News Network (TNN) roles first.
2. Select 'View roles' from the 'School administration' dropdown in the School menu.
3. Locate the user and click the 'Unassign' button in their row. The user's role with the school will be immediately removed.

Test Teacher	Teacher	testacct@ test.com	December 4, 2017, 9:49 pm	579 months ago	Unassign
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What to Do If a User Cannot Be Found

If a user is not found during role assignment, their account may need to be imported.

1. Click 'User' under Main menu, then 'Import Users,' and 'Import from NCAuth.'

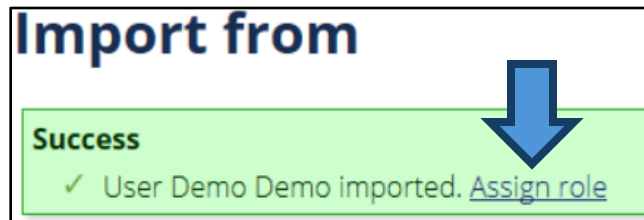


2. Use the filter options to find the user.
3. When the correct user is identified, they will have one of three messages:

Email	Import
Sally@school.edu	<input type="button" value="Import"/>
Sally2@work.edu	<i>Username exists</i>
Sallyinsystem@work.com	<i>Account exists</i>

- Import
 - Click 'Import' to bring the user into the system.
 - Ensure that only work/professional email addresses are imported into the system. Do not import personal email addresses.
- Username exists
 - The user has created an account but has not verified their email address.
 - If their verification email has expired, the user must contact the Help Desk.
 - The user can be imported after their email address is verified.
- Account exists
 - This user is ready to be assigned a role.
 - Refer to the 'Assigning Roles to Users' section.

- If the user does not appear at all, they have not created an NCTest account.
4. After importing an account with the 'Import' button, a green Success message will appear.
 5. Click 'Assign role' in the Success message to assign a school and role to the user.



6. Use the filters to find the school's name under 'Assign Location/Course.'

Select a context

Select a context for the role.

SELECT School/Charter/LEA demo

AND/OR SELECT Course

Semester

Assign Location/Course

[Demo Charter School](#)

[Demo Early College](#)

7. Click the school's name, select the user's role, then click Apply.

Select a role to assign

Select a role to assign to [Demo BLC](#) for Demo Early College

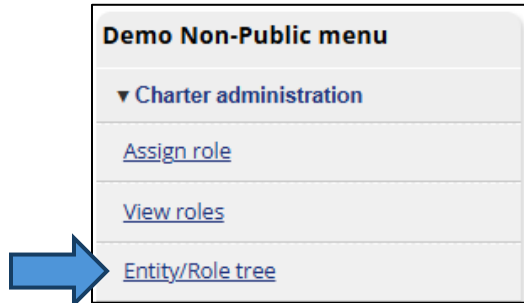
Assign role

Role Tree Access

The role tree provides a view of all users in the organization. Users only have access to the Entity/Role tree at their level. STCs can see all users assigned at the school level.

Use the following steps to access the Entity/Role tree at the district level:

1. Log in to NCTest Admin and click your district name from the list on the left side of the page.
2. On the lower right, click 'District administration' (in the '(School Name) District menu' section) then click 'Entity/Role' tree.



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

Demo Non-Public role tree



4. The role may be removed from a user by clicking on the trashcan icon.
 - No warnings or confirmations are given, the removal is instantaneous.

User Roles and Permissions

The table below lists the roles and permissions for test administrators and STCs. If STCs have questions about their roles and permissions, contact Brian Swiger.

Permission	Teacher Role	STC Role
Log in to NCTest to connect students to the start page of an online test	Yes	Yes
Enter or edit SIQs for student tests	Yes	Yes
View student test start date, end date, and time	Yes	Yes
View Test Window Scheduler (TWS)	Yes	Yes
Fill out Student Upload Spreadsheets	Yes	Yes
Create or Edit the TWS	—	Yes
Assign or unassign roles to Test Administrators	—	Yes
Submit completed Student Upload Spreadsheets	—	Yes
Search students	—	Yes
Edit course enrollment (add students to courses)	—	Yes
Fill out and submit Accommodations Requests	—	Yes
View Summative Assessment Results	—	Yes

Entering Students into NCTest

Student and testing information is uploaded into NCTest through Student Upload spreadsheets. Every student being tested must be recorded and uploaded through a Student Upload spreadsheet before they can take state-mandated online tests.

Test administrators fill out the spreadsheets, and STCs upload them to NCTest.

Student Upload Spreadsheet

Schools can choose to upload a single spreadsheet that contains all courses, or fill out and upload a separate spreadsheet for each course. Schools should use whichever entry method they find most convenient and manageable.

- All courses in one spreadsheet:
 - Enter all student and course information into a single Excel sheet, like in the example below. **Do not** use multiple sheets (tabs.)
 - Students taking multiple tests require a separate entry for each test. (See student 'Jiminy' in the example.)

Student ID	First Name	Last Name	School Code	Course Code	Grade	Gender	Ethnicity	Teacher Email	Class Period
12345678	Joe	Hernandez	999001	2109	9	M	B	Simpson@yoohc	1
1234507	Sarah	Jones	999001	3320	9	F	W	Hernandez@yoo	2
87654321	Ben	Williams	999001	2007	7	M	H	Richards@yoohc	4
103456	Akia	Pershing	999001	2005	8	F	I	Yan@yoohoo.co	1
7654321	Jiminy	Cricket Jr.	999001	2005	5	M	M	Yan@yoohoo.co	3
7654321	Jiminy	Cricket Jr.	999001	3005	5	M	M	XKiriakis@yoohc	4

- One spreadsheet for each course:
 - Create and fill out a separate Excel spreadsheet for each course. Each spreadsheet should contain all student and course information for that course.
 - **Do not** use multiple sheets (tabs) within a single file to record multiple courses.

Excel files with multiple sheets/tabs **will not upload.**



Record all course information in **one** sheet/tab,

or create a **separate file** for each course.

Student and Course Information

Below are guidelines for entering the required student and course information. Do not include any extra information (accommodations, student middle name, test coordinator names, etc...) as it will interfere with uploading the spreadsheet.

- Student ID
 - Must be 6–8 digits, contain only numbers, and be unique to each student.
 - Numbers only. No letters, periods, dashes, or symbols.
 - Do not begin an ID number with zero(s). Excel removes leading zeros automatically.
 - The Test Administrator or School Test Coordinator create and assign ID numbers to students.
- First name
 - The student's legal first name.
- Last Name
 - The student's legal last name and any suffixes.
 - Do not use commas in the students' names, even in the case of prefixes or suffixes. Periods ok.
 - See 'Jiminy' in the example.
- School Code
 - The school code is provided with the school's testing materials.
- Course Code
 - The code associated with the course. See below.
 - Students must be enrolled in the course they are testing for.

Math Grade 3	2003
Math Grade 4	2004
Math Grade 5	2005
Math Grade 6	2006
Math Grade 7	2007
Math Grade 8	2008

Reading Grade 3	1053
Reading Grade 4	1054
Reading Grade 5	1055
Reading Grade 6	1056
Reading Grade 7	1057
Reading Grade 8	1058

Science Grade 5	3005
Science Grade 8	3008
NC Math 1	2109
NC Math 3	2309
Biology	3320
English II	1022

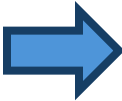
- Grade
 - The student's current grade.
- Gender*
 - The student's gender, represented by a single character (M or F).
 - Single-character entries only, do not spell out 'Male' or 'Female'.
- Ethnicity*
 - The student's ethnicity, represented by a single character.
 - The following are the acceptable entries and their meanings:

Black: <u>B</u>	White: <u>W</u>	Hispanic: <u>H</u>	Indigenous (Native American): <u>I</u>	Mixed: <u>M</u>	Asian: <u>A</u>	Pacific Islander: <u>P</u>
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- 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.
 - If the class occurs outside of normal school hours (e.g. before/after school) leave the column blank.

NOTE: The * indicates an optional field. If you choose not to fill out an optional column, delete the column from the spreadsheet (including the header.)

Grade	Gender	Ethnicity	Teacher Email
3	F		test@email.com
4	F		test@email.com
4	F		test@email.com



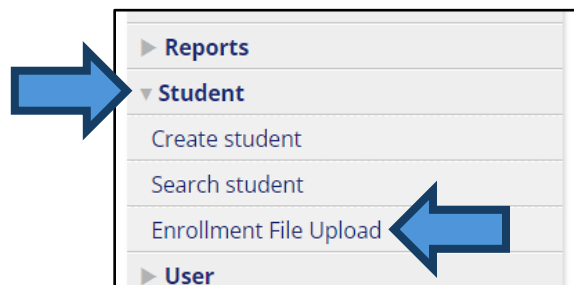
Grade	Gender	Teacher Email
3	F	test@email.com
4	F	test@email.com
4	F	test@email.com

Uploading Students to NCTest

STCs are responsible for uploading completed spreadsheets into NCTest. This is the only way to enter student and course information into NCTest.

Students and teachers must be entered into NCTest prior to taking or administering tests.

1. Student Upload Spreadsheets must be a **.CSV** (comma separated value) filetype.
 - William McKinley Spring 2026 EOC.csv, Sunnydale 24 Bio Upload.csv...
2. Review the spreadsheet to ensure the information follows the guidelines in the 'Student and Course Information' section.
3. Enter NCTest Admin (via the Associated systems list.)
4. Select the 'Student' dropdown in the Main menu, and then 'Enrollment File Upload.'



5. Review the instructions on the Enrollment File Upload page.
6. Click 'Choose File' and select the/a Student Upload Spreadsheet to upload.
 - Spreadsheets must be uploaded one at a time.
7. Select the appropriate Semester from the dropdown menu.
8. Click 'Upload.'
 - If the upload is successful, a green box will appear above the 'Choose File' button.

Success

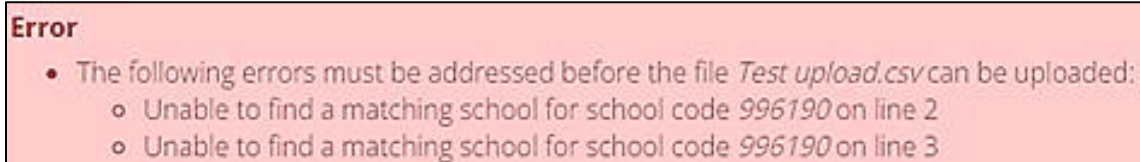
✓ Student enrollments in file *CSA1 Math EOG Testing 2025.csv* have been successfully created and/or updated.

- If there is an error, refer to the 'Uploading Errors' section.
9. If the school has chosen to use one file for all courses, the upload is complete.
If the school has chosen to use separate files for each course, repeat steps 6 – 8 until each course file has been uploaded.

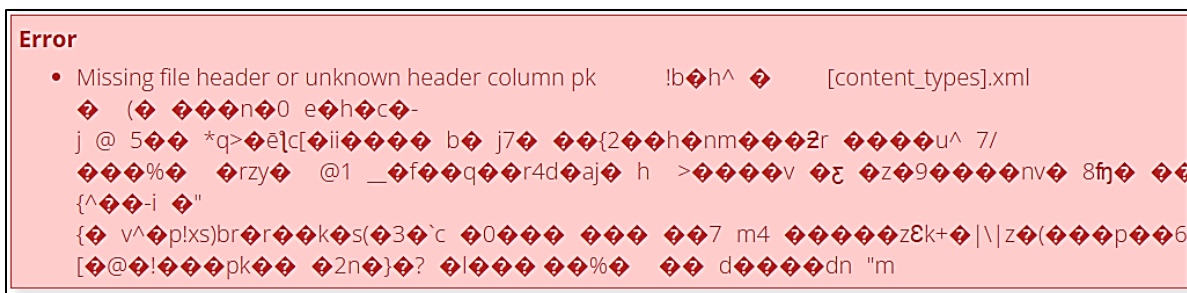
Uploading Errors

If there is an issue, such as an invalid entry, multiple sheets/tabs in a file, or incorrect filetype, the upload will fail. If this occurs...

1. The upload page will return a red box with the word 'Error' and a description of the issue(s) (e.g.: improper column headings, invalid entries, invalid school code, etc...)



2. Locate and correct the indicated errors, save the changes, and attempt the upload again.
3. Continue making corrections as needed until all errors are resolved and the file is successfully submitted.
 - An error resembling the image below will occur if the spreadsheet is not a .CSV filetype. Re-save it as a .CSV and upload the .CSV version.



Test Window Scheduler

Tests can only be accessed and administered during the Testing Window, which School Test Coordinators set up through NCTest Admin.

Student Upload Spreadsheets must be uploaded before testing windows can be scheduled. Courses will be accessible the following day after the testing window is created.

Test window guidelines and restrictions are as follows:

- Test windows must be created *at least* one day before testing.
- Tests can only be accessed during the testing window.
- Tests must be administered in the last 10 days of the school year.
- Testing is only permitted on regular school days (Monday through Friday) between 6 a.m. and 7 p.m.
- Tests must be administered at the school.
 - Students with separate settings accommodations are still required to take their tests at the school.
 - Logins from outside the United States will be denied.
- A “recovery” or “make-up” testing date is included at the end of the testing window in case circumstances require testing to be rescheduled (weather-related delays, school building issues, service provider malfunctions, illness, etc...)

Accommodations

Students may require the use of an accessibility feature or testing accommodation on test day.

Accessibility features (read aloud, multiple testing sessions, and large font) are managed by STCs and Test Administrators through the Student Interface Questions (SIQs) tab in NCTest Admin.

For other accommodations, STCs must download and complete an NPSTS Accommodations Notification form (found on the Non-Public Schools page of the Testing News Network) and submit it to Brian Swiger. A current Accommodations Notification form must be on file with NPSTS to administer non-standard tests.

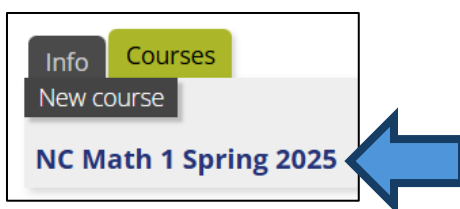
For more information on accommodations and testing students with disabilities, refer to DPI's [Testing Students with Disabilities Handbook](#).

Setting up SIQs

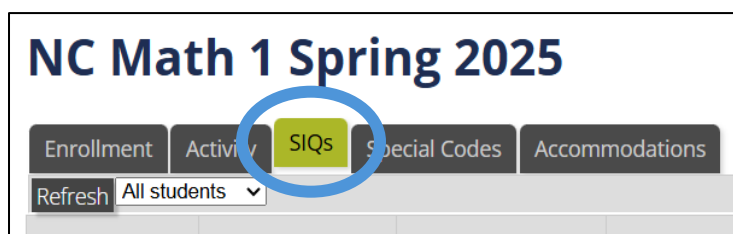
The SIQs tab is where accessibility features needed for testing are set, or “turned on,” for individual students by an STC or Test Administrator. Once SIQs are “turned on” for a student, they will not “turn off” until and unless they are manually deactivated.

NOTE: All accessibility features must be set before test day. SIQ information cannot be changed after a student has started their test.

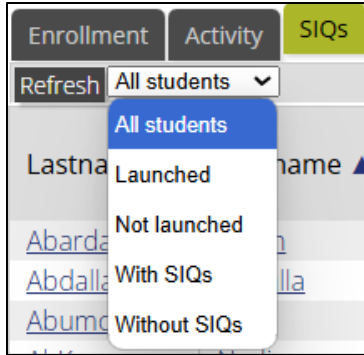
1. In the ‘Courses’ tab, select the test to set the SIQs for.



2. Click on the SIQs tab to review the available accessibility features.



- The SIQ tab also allows filtering based on whether or not a test has been launched, or if students do or do not have accessibility features.



- Review the available SIQs and check the appropriate box, or choose the desired color from the background dropdown, for each student as needed. Changes save automatically.

Alternate Background Color	Large Font	Multiple Testing Sessions	Test Read Aloud (in English)	Other Accommodations	Transcribe Online
A None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Students using paper tests require the SIQ for 'transcribe online' for the answers on their physical tests to get recorded online.
- If a test has been launched the SIQ options will be greyed out and inaccessible.

A None	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A Black Background with White Text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A Yellow Background	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> *



- Repeat this process for each test where students will require the use of accessibility features.

NCTest Required Software

The North Carolina Annual Testing Program requires that NCTest be accessed only through approved, secure platforms. Remote Management software that allows teachers or tech staff to remotely control a student's testing device is NOT to be used during test administration.

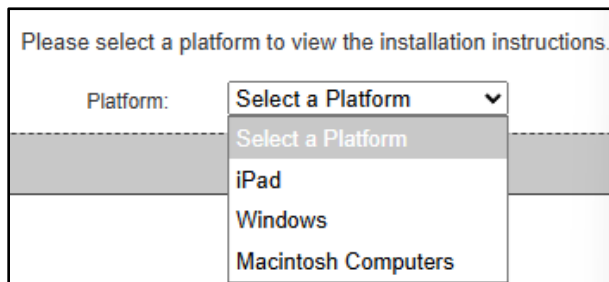
- Windows and Mac computers access NCTest through the NCTest Secure Exam Browser (SEB.)
- iPads access NCTest through the NCTest iPad App.
 - The app provides its own security measures.
 - Scroll bars should be set to 'Always show.'
- Chromebooks access NCTest through the Progressive Web App (PWA.)
 - Tests must be administered in Kiosk mode.

Installing the NCTest Secure Exam Browser and iPad App

Testing programs, their technical requirements, and installation instructions for Windows and Mac computers and iPads are accessed through:

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

1. Select the testing platform from the dropdown.



Please select a platform to view the installation instructions.

Platform:

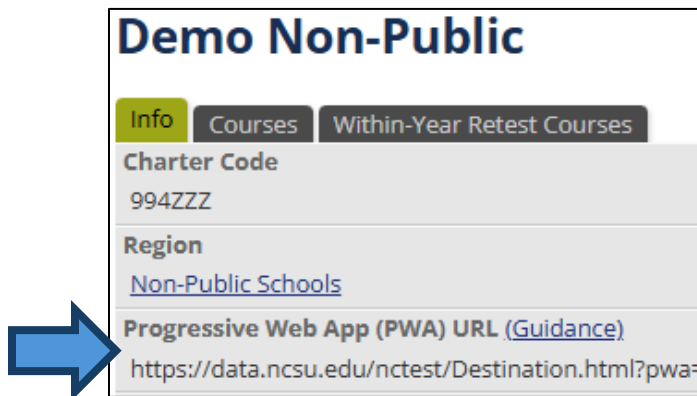
- Select a Platform
- iPad
- Windows
- Macintosh Computers

2. Ensure the testing device meets the indicated technical requirements.
3. Follow the download and installation instructions until the student login step.
 - Non-public Schools do not use the Student Login section.
 - If there are any issues with the program or installation process, contact the Help Desk.

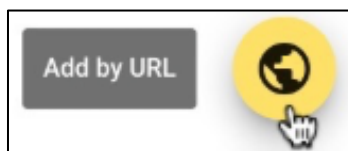
Installing the Progressive Web App

As of February 20, 2026, Chromebooks must access NCTest through the Progressive Web App.

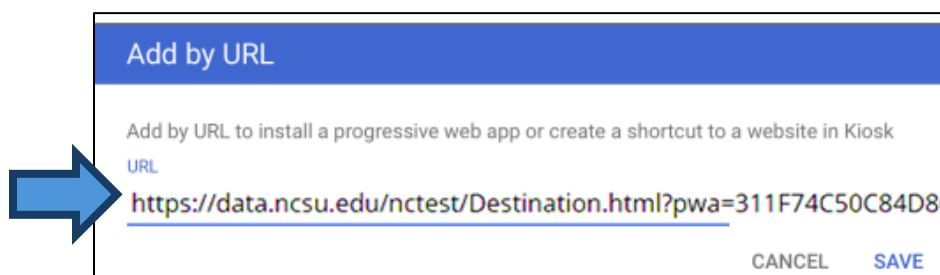
1. Inform the NPSTS Coordinator (Brian Swiger) that the school will be testing with Chromebooks. A unique PWA URL will then be created for the school.
 - Each school will receive a unique URL to install the PWA on all Chromebook testing devices.
 - The PWA URL will appear in the school's 'Info' tab in NCTest Admin.

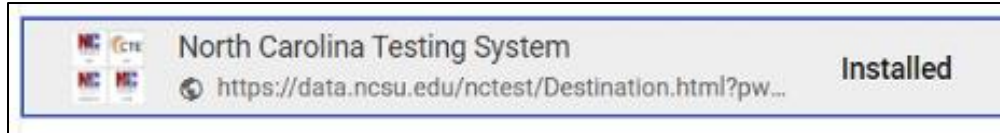


2. If the NCTest Chrome App is installed, uninstall it and restart the device to ensure the caches and App data are fully cleared.
 - The PWA will not function while the NCTest Chrome app is installed.
3. Browse to admin.google.com and log in with an administrator account.
4. Navigate to Devices > Chrome > Apps & Extensions > Kiosks.
5. Click + (Add) in the lower right, and select the Globe (Add By URL.)

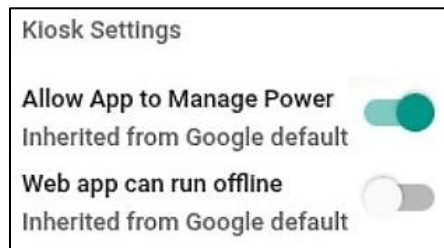


6. Copy/paste the PWA URL from the 'Info' tab in NCTest Admin, then click 'Save.'

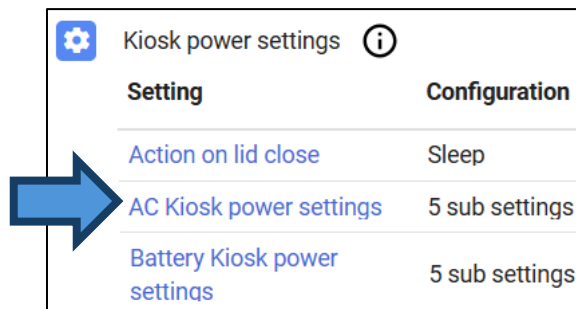




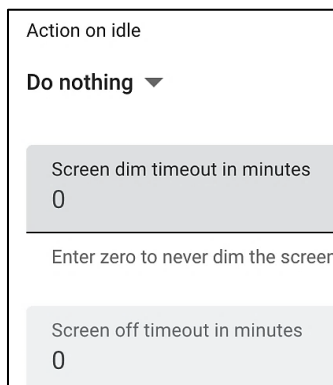
- If there is no PWA link in NCTest Admin, contact the NPSTS Coordinator.
7. Once the PWA is installed, click on 'North Carolina Testing System' to access the kiosk settings and:
- Set 'Allow the app to Manage Power' to **enabled**.
 - Set 'Web app can run offline' to **off**.



8. In the left-hand menu click Settings > Device and then select 'AC Kiosk power settings.'



9. In the Kiosk Power Settings section:
- Set 'Action on idle,' to **Do nothing**.
 - Set 'Screen dim timeout' to **0** minutes to prevent dimming.
 - Set 'Screen off timeout' to **0** minutes to prevent the screen from turning off.

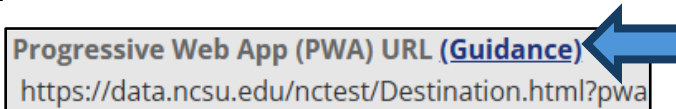


10. Click Save.

11. Allow Google to push any changes, and then the application can run.

12. The app's name should read 'NCTest PWA' in the Apps list.

- If any other name appears: ensure the old NCTest Chrome app has been uninstalled and restart the device to clear all caches and app data.
- For additional installation support, click the 'Guidance' link on the Info page of NCTest Admin and refer to the 'Step 1: Add web apps to kiosks' section.



- If there are any issues with the program or installation process, contact the Help Desk.

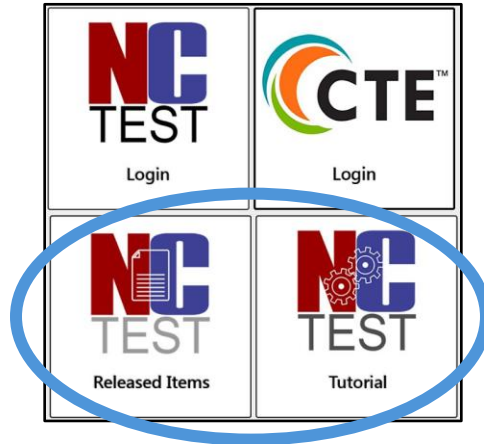
Using the PWA

- Kiosk Mode
 - Tests must be administered in Kiosk mode.
- Launching the PWA
 - Launch the PWA from the Apps menu on the Chromebook login screen.
 - Do not log in to the Chromebook or any google account. No login is required to launch the PWA.
- Exiting/Closing the PWA
 - Briefly press the Power button on the Chromebook and choose Log Off or Shut Down.
 - The PWA cannot be closed, suspended, or minimized any other way to prevent students accidentally exiting or disrupting testing sessions.
- Error Code 160
 - This error occurs when launching a testing session. It is caused by entering an incorrect or mistyped URL during PWA installation. PWA URLs are unique, case sensitive, cannot be exchanged or shared between schools.

- To correct the error, reinstall the PWA and copy/paste the school's URL directly from NCTest Admin.
- Contact the Help Desk for further assistance.

NCTest Tutorials and Released Test Items

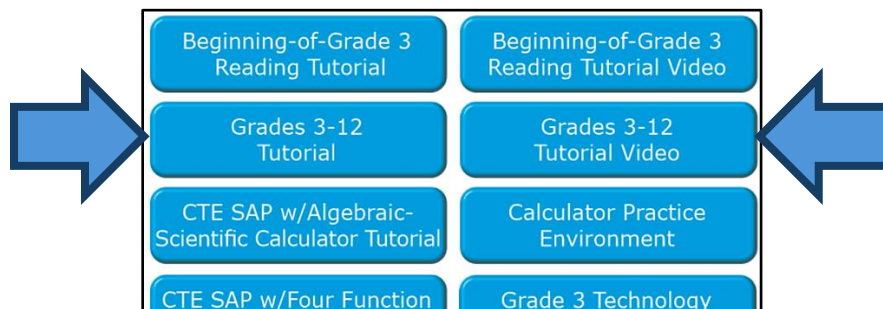
NCTest has additional functionalities beyond testing. These are found under NC Test Released Items and NC Test Tutorials.



NCTest Tutorial (Required)

Test administrators and students are required to complete the NCTest “Grades 3–12 Tutorial” before administering or taking a test using the/a Secure Exam Browser.

- The tutorial involves taking a practice test that includes all the major question types (multiple choice, fill in the blank, drag-and-drop, etc...)
 - Click ‘Grades 3–12 Tutorial’ and follow the on-screen prompts.
 - Once the test is complete, click “Exit” to exit the testing program.
- The ‘Grades 3-12 Tutorial Video’ is a video tutorial of how to use NCTest to take an online state-mandated test.



NCTest Released Items

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

Select the ‘NCTest Released Items’ (bottom left) to access released test items.

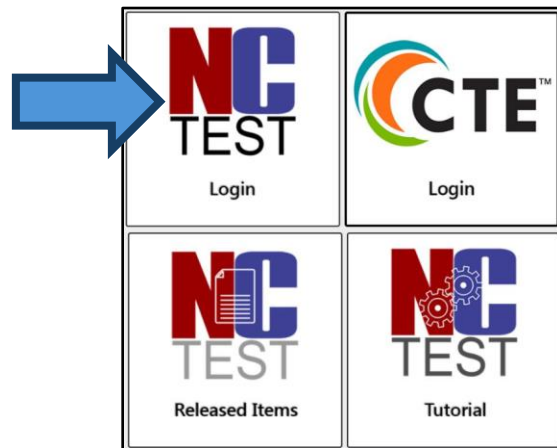
Test Day

Test Administrator Login Directions

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

Test Administrators should set up the testing software/application for each student 30-40 minutes prior to beginning testing by following the steps below:

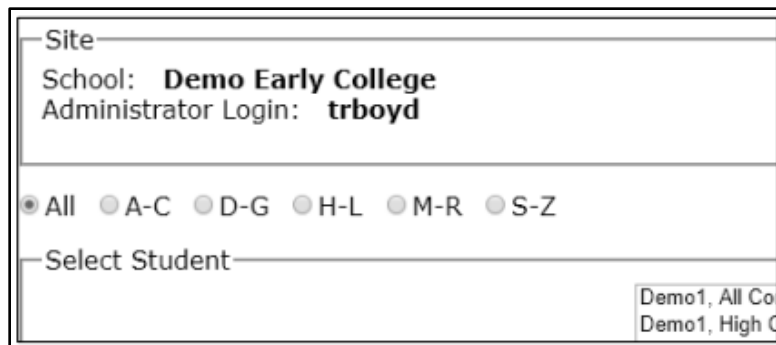
1. Launch the secure browser or appropriate app.
2. Choose the 'NCTest Login' icon in the top left.



3. Test Administrators enter their Username and Password (without letting the students see) and click 'Login.'

- Do not touch the student section. Non-public students do not have or need access codes. Test Administrators are the only ones who need to log in.

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. Choose the student from the list and click 'Select Student.'
 - The list 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.
 - Continuous typing, without pauses, will narrow 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.



The screenshot shows a web interface for NCTest. At the top, it displays 'Site' information: 'School: Demo Early College' and 'Administrator Login: trboyd'. Below this is a section for filtering students, with radio buttons for 'All', 'A-C', 'D-G', 'H-L', 'M-R', and 'S-Z'. The 'All' option is selected. Below the filter is a 'Select Student' dropdown menu. A small preview box on the right shows the first two items in the list: 'Demo1, All Co' and 'Demo1, High C'.

7. 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.
8. **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.
9. Follow the directions as written in the Test Administration Guide to administer the test.

NCTest Admin Checklist

Accounts

- School Test Coordinator and Test Administrator accounts created
- STC and Test Administrator accounts are linked to the school
- STC assigns Test Administrators the “Teacher” role
- Test Administrators (new or experienced) verify they can log in to NCTest Admin and access their school
- STC reviews accounts that are linked to the school and removes staff who are no longer with the school

NCTest Admin Preparation

- Test Administrator fills out Student Upload Spreadsheets, and STC uploads the completed spreadsheets to NCTest Admin
- STC schedules the testing window, including at least one “make up” test date
 - The following day: verify the test window, courses, and student enrollment
- Test Administrator verifies they can see all of their students before test day
- Test Administrator sets SIQs for each student (as needed) before test day
 - Students taking paper tests must have the SIQ marked for ‘transcribe online’
- STC submits accommodations notifications forms to Brian Swiger (as needed)
- STC ensures that all testing devices meet technology specifications and the testing program/app is installed and functional
- STC and Test Administrator passwords are verified to not expire during testing
 - Use the ‘Password’ option (under Profile) to manually reset the password prior to testing, if necessary
- Test administrators and students complete the required NC Test ‘Grades 3–12 Tutorial’ prior to test day

After Testing

- STC ensures that all paper test answers are appropriately transcribed into the online system and paper tests are returned as directed

Help Desk and Contact Information

- For questions and troubleshooting, contact the TOPS Help Desk
 - Website and Hours: [Here](#)
 - Email (preferred): ncdesk@ncsu.edu
 - Phone: (919) 515-1320
- Please include the following information when contacting the Help Desk:
 - First and Last Name
 - The school name and district the help request is coming from
 - Specify that you are associated with a Non-public School
 - Your email address for further contact (when possible)
 - A phone number tech support can call to resume contact in case of disconnect, to return a missed call, etc.
- NCSU Accountability and NPSTS Moodle: [Here](#)
- Brian Swiger, Non-Public Schools Testing Service Coordinator
 - brian_swiger@ncsu.edu
 - Phone: (919) 515-4624
 - Fax: 919-515-4622 Attn: NPSTS Test Coordinator