

ISTEP+ Part 1 Online Testing Critical Tasks Checklist

Before live testing begins on Monday, February 27, 2017, you **must** complete the following tasks or you will not be prepared to test online.

- ☐ For calculator accommodated sessions, change the Form Group Type from “Main” to “Calculator” in the sessions where the calculator is not already enabled for all students (see chart below). This **must** be completed in order for students in these sessions to receive the correct accommodated form.
- ☐ Assign a Precaching Computer to each live testing session. Use of Proctor Caching **is required** for all online IREAD-3 and ISTEP+ testing.
- ☐ Print and secure all test tickets. Make sure this task is completed before testing begins on Monday, February 27. This step is not dependent on the other tasks in this checklist and can be completed once sessions are created.
- ☐ Starting on Monday, February 20, begin to precache all test content.
- ☐ Starting on Wednesday, February 22, you can prepare, start, and unlock all of your ISTEP+ Part 1 sessions. Make sure this task is completed before testing begins on Monday, February 27.
- ☐ Completely review the Examiner’s Manual and the Test Coordinator’s Manual.

Key Resources

Changing the Form Group Type on a Math Session (Grades 3-5) and Science (4, 6, and 10)
https://youtu.be/JQLIP_IHdpk

Precaching Test Content
<https://www.youtube.com/watch?v=HEjUiMrbYqs&feature=youtu.be>

Readying a Test Session
<https://www.youtube.com/watch?v=SPTo6EgG5Ac&feature=youtu.be>

Printing Test Tickets and Seal Codes
<https://www.youtube.com/watch?v=Ox1vU9LDV3w&feature=youtu.be>

Calculator Accommodations

Calculator accommodated sessions require the Form Group Type to be changed from Main to Calculator in the session, but **only** on those tests where the calculator is not already enabled for all students (see chart below). You do not need to change the Session Form Group Type to Calculator if the test **already has** a calculator available for all students (see chart below).

If the Form Group Type is not changed to Calculator for a session that does not already have a calculator enabled for all students, the tests **will not** have the accommodation and students will need to be placed in a session with the calculator accommodation. If the students launch the test without the accommodation, you will have to stop the tests, mark the tests complete, then mark them as Do Not Report and place the students in a new session with the calculator accommodation. ***If the students complete any portion of the test without an accommodation, you will need to contact IDOE for next steps.***

If you change the Form Group Type to Calculator for a session which **already has** a calculator available for all students, you will receive a form sampling error when you attempt to prepare the session. You will need to edit the session and change the Form Group Type back to Main. The session may then be prepared normally.

ISTEP+ Part 1 Calculator Accommodations		
Grade	Math	Science
Grade 3	Assign Calculator under Accommodations on the Edit Student Test tab (if the student does not already have Calculator on his or her profile). Then change the Form Group Type to Calculator on the Session.	N/A
Grade 4	Assign Calculator under Accommodations on the Edit Student Test tab (if the student does not already have Calculator on his or her profile). Then change the Form Group Type to Calculator on the Session.	Assign Calculator under Accommodations on the Edit Student Test tab (if the student does not already have Calculator on his or her profile). Then change the Form Group Type to Calculator on the Session.
Grade 5	Assign Calculator under Accommodations on the Edit Student Test tab (if the student does not already have Calculator on his or her profile). Then change the Form Group Type to Calculator on the Session.	N/A
Grade 6	Calculator is enabled for all students. <u>Do not</u> use the Calculator Form Group Type.	Assign Calculator under Accommodations on the Edit Student Test tab (if the student does not already have Calculator on his or her profile). Then change the Form Group Type to Calculator on the Session.
Grade 7	Calculator is enabled for all students. <u>Do not</u> use the Calculator Form Group Type.	N/A
Grade 8	Calculator is enabled for all students. <u>Do not</u> use the Calculator Form Group Type.	N/A
Grade 10	Calculator is enabled for all students. <u>Do not</u> use the Calculator Form Group Type.	Assign Calculator under Accommodations on the Edit Student Test tab (if the student does not already have Calculator on his or her profile). Then change the Form Group Type to Calculator on the Session.