



# Welcome!

The training will begin shortly





U.S. Department of the Interior  
**Bureau of Indian Education**

# BIE Science Benchmark

September 22, 2023



# Housekeeping

- All participants should remain on mute with their video off.
- Post all questions to the chat.
  - Questions will be addressed at each section break.
- Please add your name, email, and school to the chat.
- This training will be recorded.
- The recording will be posted to the Help & Support page, <https://bie.onlinehelp.cognia.org/training>.



# Welcome & Introductions

# Bureau of Indian Education (BIE)

- Aurelia Shorty, Education Program Specialist, Project Manager for Science
- Dr. Carmenia Becenti, Acting Chief Academic Officer
- Donald Griffin, Section 504 Program Coordinator

## Cognia

- Mara Allaire, Program Manager
- Sarah McCain, IT Project Manager II

## eMetric

- Aarti Jagtap, Project Manager III
- Kaelee Harper, Senior Support Center Manager



# Bureau of Indian Education Science Benchmark Assessment

## Fall 2023 ITC Training

Aarti Jagtap, eMetric  
Kaelee Harper, eMetric

# Agenda

- Key Dates
- Overview of System and Testing Process
- User Management
- Site Technology Preparation and Network Requirements
  - Technology Requirements
  - Features for Reliable and Secure Testing
  - Site Readiness Procedure
- Additional Training Resources
- Reminders





# Science Benchmark Overview



# Overview

- Three grade levels – grade 5, middle school, high school
- 4 forms per grade level
  - Each form covers different content/standards
- 12–14 items per form
  - 10–12 selected response
  - 2 open ended response
- Aligned to Next Generation Science Standards (NGSS)
- Administer based on curriculum and pacing

# Format

- Available through eMetric Portal
- Online
  - Students assess in kiosk
- Paper
  - Available for download from administration home page

# Key Dates

## Test Preparation Key Dates

Portal Open & Kiosks available for download	Sep 11, 2023
BIE Roster Upload (only 5 <sup>th</sup> , 8 <sup>th</sup> , 11 <sup>th</sup> grade students)	Sep 13, 2023
Tests available for scheduling in Portal	Sep 20, 2023
Science Benchmark Test Window Opens	Sep 21, 2023
Science Benchmark Test Window Closes	Mar 8, 2024

# BIE Science Assessment



## BIE Science Assessment Portal:

Online Test Administration System  
<https://bie.cognia.org>



## BIE Science Assessment Student Test Interface: Student Test Delivery System



# BIE Science Assessment Online System

## Online System

Portal

Test Delivery

Users

Administration

Kiosk

Browser

Site Setup

Students

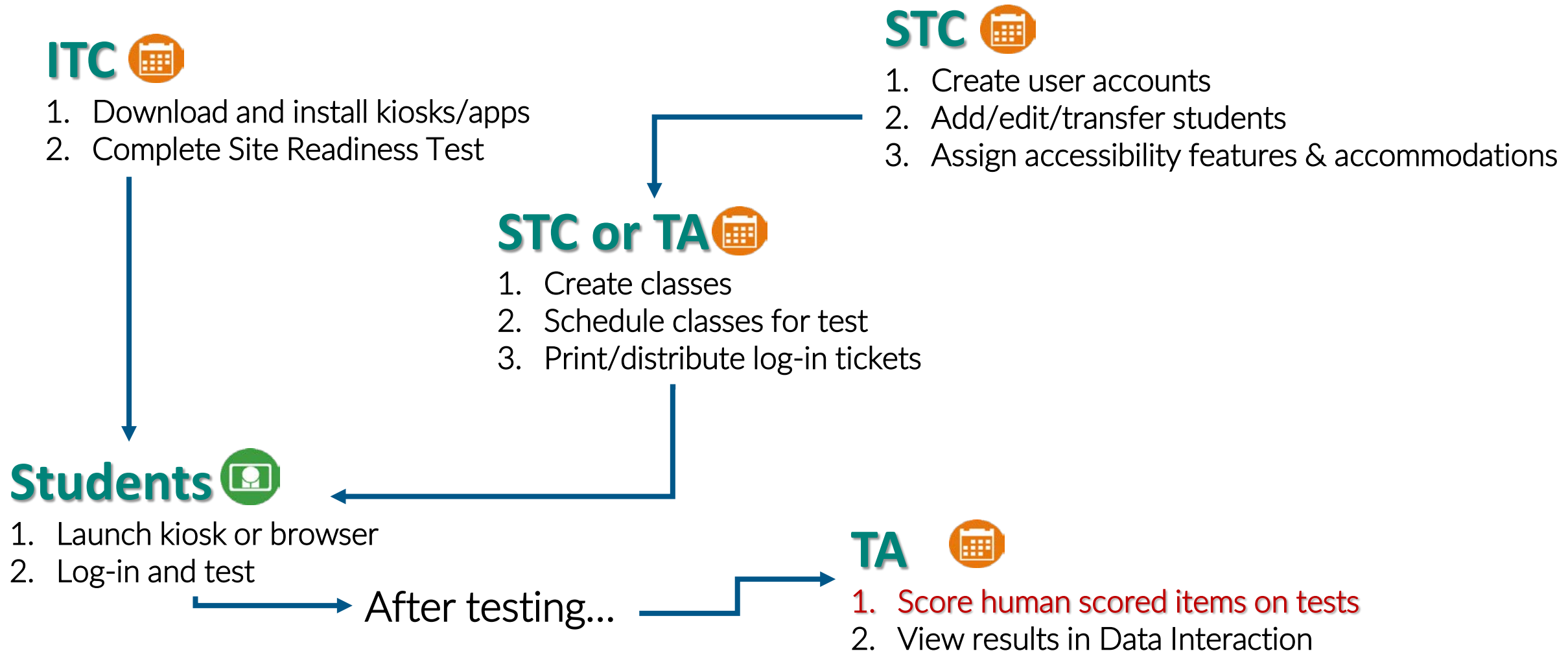
Classes

Test  
Sessions

Dashboard



# Test Preparation Process





## Access

- <http://bie.cognia.org>
- Open all year, previous accounts can be used
- For new School Test Coordinators, please contact BIE. Accounts will be created by Cognia & credentials will be emailed to you
  - STCs will create all new portal user accounts
  - Usernames must be unique
  - Your email address controls your account
  - New users will receive two automated emails, one with username and one with temporary password from [bietechsupport@cognia.org](mailto:bietechsupport@cognia.org)
- When an account is deactivated or reactivated, the user will receive an email



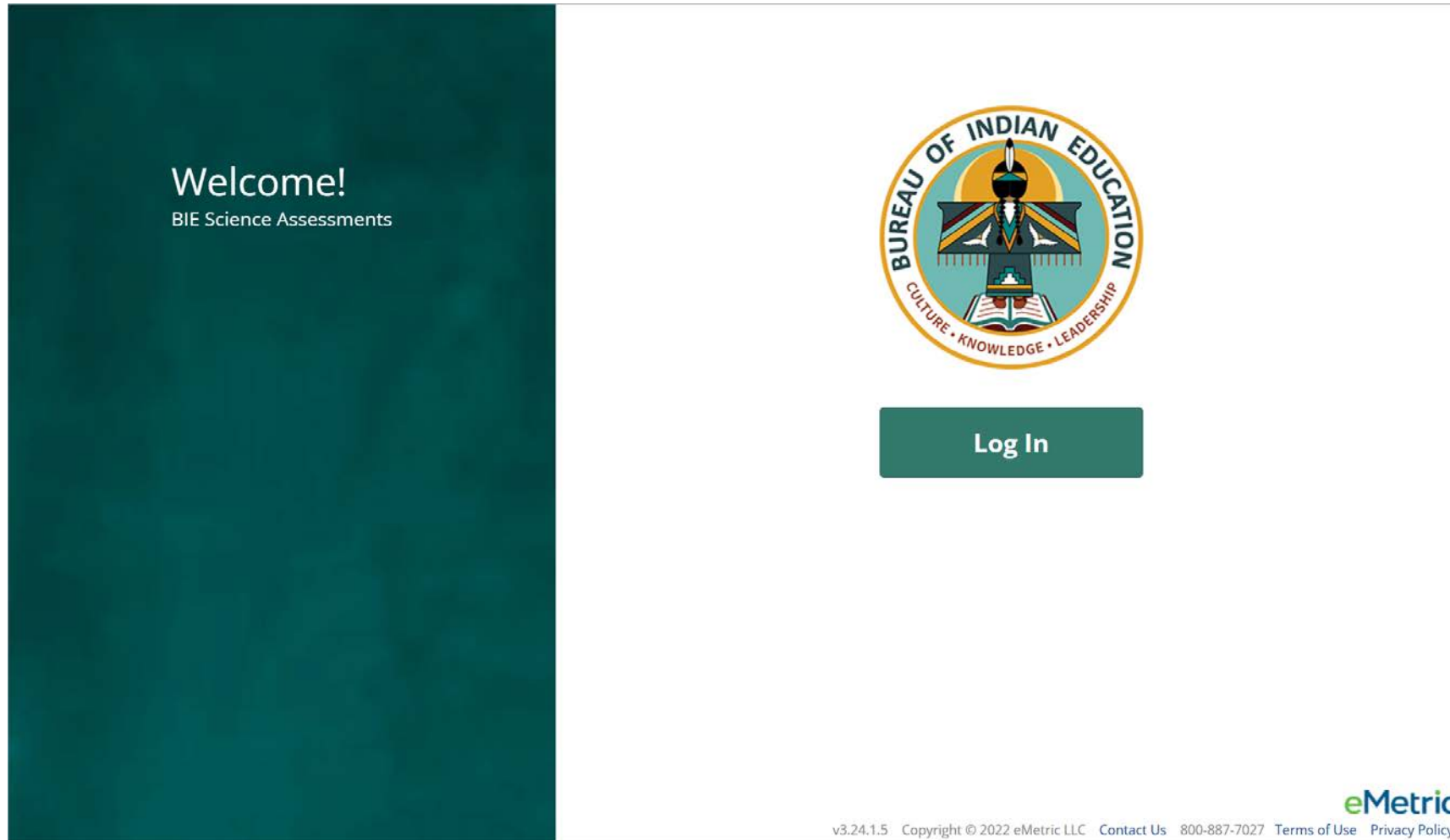
User Role	Responsibilities
School Test Coordinator (STC)	<ul style="list-style-type: none"><li>• Manage Users (add, edit, or deactivate)</li><li>• Access proctor password</li><li>• Edit student information &amp; assign student accommodations</li><li>• Create, edit, and delete classes</li><li>• Schedule test sessions &amp; print logins</li><li>• Manage &amp; monitor test sessions</li><li>• Prepare IT network for student testing if there is no IT Coordinator</li></ul>
IT Coordinator (ITC)	<ul style="list-style-type: none"><li>• Prepare IT network for student testing</li><li>• Conduct Site Readiness testing</li></ul>
Test Administrator (TA)	<ul style="list-style-type: none"><li>• Create classes</li><li>• Create test sessions</li><li>• View their students and test sessions</li><li>• Print student login tickets for their test sessions</li><li>• Manage &amp; monitor test sessions</li><li>• Assign test report codes</li><li>• Score human scored items for Benchmark tests</li><li>• View Benchmark results in Data Interaction</li></ul>
Report Access Only (RAO)	<ul style="list-style-type: none"><li>• View Reports</li></ul>



# Portal Log-in



Portal URL: <https://bie.cognia.org/>



# User Accounts & Access



Users 2

Bureau of Indian Education Science Assessment Portal

BIE

1

6 Administration

Organize students for testing, schedule tests, and monitor testing progress.

7 Reporting

View summary and individual student results by test and content standards.

8 Scoring

Score student responses to open-ended items using the distributed scoring interface.

3 Demo STC 4 Help & Support 5 Logout


TA Only!

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Icon	Description
1	BIE logo returns to portal home page
2	Access User Management
3	View & Edit user profile
4	Access the BIE Help & Support Site
5	Logout of the portal
6	Access Administration Component
7	Access Reporting
8	Access Scoring (ONLY the TA Role will have access)

# Administration






Users

Demo STC | Help & Support | Logout

Bureau of Indian Education Science Assessment Portal


BIE



Administration

Organize students for testing, schedule tests, and monitor testing progress.

View Summary student results



Home | Site Readiness | Students | Enrollment Transfer | Classes | Test Sessions | Dashboard | Materials Management

Demo STC | Help & Support | Logout

Home

Welcome to the Bureau of Indian Education Science Assessment portal. This site provides access to student information and test session details.

Based on device configurations at your facility, download and install the appropriate student kiosk utilizing the links in the table below. Apps for Chromebooks will need to be downloaded from the app store.

Windows	<a href="#">Student Kiosk for Windows</a>
Mac	<a href="#">Student Kiosk for Mac</a>

If you need assistance utilizing this site, please contact Cognia support at [biotechsupport@cognia.org](mailto:biotechsupport@cognia.org) or toll-free at (800) 887-7027.

Paper versions of Science Benchmark tests can be downloaded using the links below. Note that Science Benchmark tests administered on paper will not be reported in Data Interaction.

Grade 5 Science Benchmark Forms & Answer Keys [Download Zip File](#)

Middle School Science Benchmark Forms & Answer Keys [Download Zip File](#)

High School Science Benchmark Forms & Answer Keys [Download Zip File](#)

Proctor password for 

Cyber Pass School 1-SCHCP1 (Cyber Pass District-CP...

HQQJRAMV

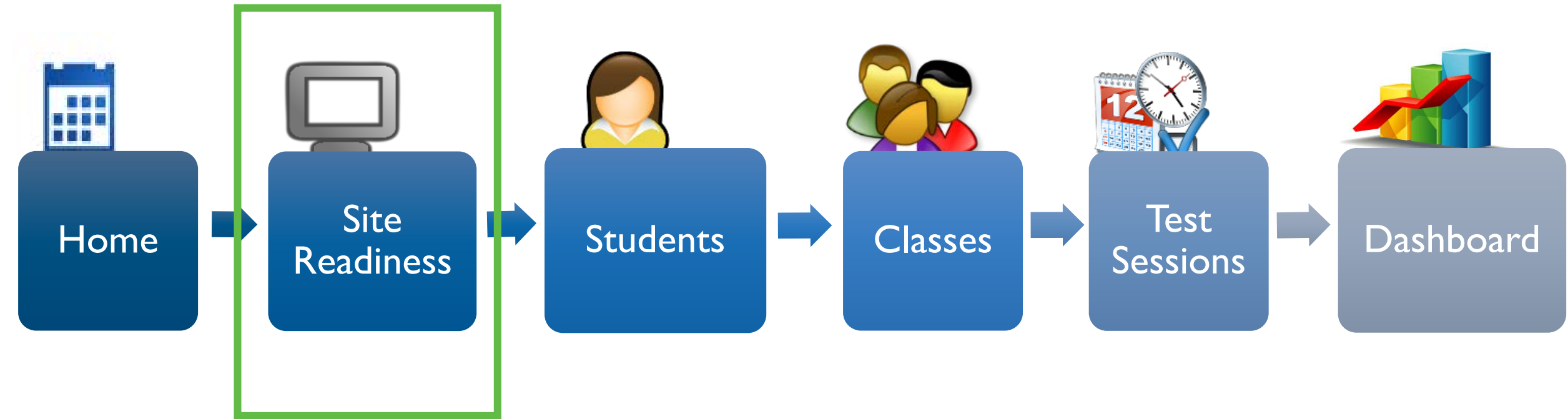
Site Readiness login for 

Cyber Pass School 1-SCHCP1 (Cyber Pass District-CP...

Username: WSR-CPD-SCHCP1  
Password: CPD-SCHCP1


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# Administration Workflow



# Administration: ITC Account





HomeSite Readiness1

Technology Coordinator 1Help & SupportLogout

Home

Welcome to the BIE Science Assessment portal. This site provides access to student information and test session details.

Based on device configurations at your facility, download and install the appropriate student kiosk utilizing the links in the table below. Apps for Chromebooks will need to be downloaded from the app store.

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Site Readiness login forCyber Pass School 1-SCHCP1 (Cyber Pass District-CP...

3Username: WSR-CPD-SCHCP1  
Password: CPD-SCHCP1

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Icon	Description
1	Site Readiness tab allows users to view devices that have been tested for site readiness and Site Certification information.
2	Kiosk installers for Mac and Windows devices are available here.
3	Site Readiness login credentials are available for each school.



## ✓ Installation

- Download and install Kiosk and Mobile Apps

## ✓ Conduct Site Readiness Testing

- Site Readiness login credentials are available in the Portal
- Run the test on each device configuration

## ✓ Review Results

- Details are available on the Site Readiness tab in the Portal

## ✓ Site Certification

- Certify your site as “Ready for Testing” in the Portal





## Browser Requirements

- BIE Science Benchmark Assessment & Practice Tests
- Available on Chrome, Safari, Firefox, and Microsoft Edge
- Browser Student Testing Interface:  
<https://bie.cognia.org/student>
- Ensure no network settings enforce private browsing or history/cache delete
- Do not need to run Site Readiness

The screenshot shows a web browser window with the address bar displaying `bie.cognia.org/student/login`. The page features the BIE Science Assessment logo at the top, which includes a circular emblem with a torch and the text "BUREAU OF INDIAN EDUCATION" and "CULTURE • KNOWLEDGE • LEADERSHIP". Below the logo, the text "BIE SCIENCE ASSESSMENT" and "STUDENT SIGN IN" are displayed. The sign-in form consists of two input fields labeled "Username" and "Password", followed by a blue circular "Sign In" button. At the bottom of the form, there is a link with a pencil icon that says "Access the Practice Test". The footer of the page contains the text "Copyright © 2022 eMetric LLC" and "Shell: v3.24.1.5 #8d65643c prd".



## Kiosk Requirements

- Windows and Mac Applications
  - Available to download in the Portal on 11 September 2023
- Chromebook Application
  - Available in the Chrome Webstore
  - BIE Science Assessment
  - Add to Google Admin through App Store
  - Chrome App will update upon launch of the kiosk







## System Requirements

### System Requirements – All hardware

Connectivity	Student devices must be able to connect to the internet via wired or wireless networks.
Screen Size	9.7” screen size or larger/ “10-inch class” tablets or larger
Screen Resolution	1024 x 768 or larger
Headphones/Earphones/Ear Buds	Headphones/earphones/ear buds are required for students who have a text-to-speech accessibility feature

### Browser Requirements (Portal & Practice Tests)

Chrome™ 115 or newer  
Firefox® 115 or newer  
Microsoft Edge™ 114 or newer  
Safari® 16 or newer



Student Device Requirements Desktop & Laptop	
CPU	1.3 GHz
Memory	2 GB (4 GB is strongly recommended for best performance)
Input Device	Keyboard (wired or wireless)/Bluetooth mouse or touchpad
Windows®	10 (21H2; 22H2) , 11 (21H2; 22H2)
Mac OS®	12.6, 13.4 (64-bit only)
Chromebook Specific Requirements	
Chromebook™ notebook computer*	Chrome OS™ LTS 108 Stable Channel 113, 114, 115



Updated Sep 13, 2023. Check the Cognia help and support site for more recent updates.





## Important Reminders

- The BIE Science Benchmark Assessment can be taken with a browser or by using the kiosk
- Students testing on devices that do not meet the Student Workstation Specifications are likely to encounter performance-related issues during testing.
- Technology Guidelines may be updated throughout the test administration window as new operating systems are released and tested.
- Do not update your test device OS until the Technology Guidelines have been updated.



# Technology Requirements



## Windows

- MSI for distribution using GPOs

## Mac

- We stopped supporting macOS 10.15 on 30 November 2022

## Chrome

- Students should launch app from App tray, they should NOT log in to the Chromebook
- For managed Chromebooks, ensure “Do not erase all local data” is selected in Device Settings/User Data
- For managed Chromebooks, ensure “Allow App to manage power” is disabled in Device Settings/App Management
- Non-managed Chromebooks manufactured after 2017 will not run-in kiosk mode, you must use as managed device to test

# Technology Requirements



## Firewalls

- Allow traffic through ports 80 and 443

## Proxy and Content Filters Servers

- List of URLs to whitelist on ports 80 and 443 available in Kiosk Installation Guide

## Sandboxing Applications (e.g. Deep Freeze)

- Choose network folder or local folder that is not touched by the sandboxing applications
- Applicable for both stored response and kiosk installation folders

## Thin Clients

- Ensure there is enough memory, CPU, and bandwidth on the server to accommodate multiple student test sessions.
- Client requires a minimum of 80 MB per Client session.





## 1. Review the Kiosk Installation Guide

- <https://bie.onlinehelp.cognia.org/>

## 2. Download & Install Kiosks

- Download Windows or Mac kiosks from BIE Science Assessment Portal
- Download Chrome app from appropriate app store

## 3. Conduct Site Readiness Testing

- Run both tests on each device configuration


## 4. Certify Site

- Certify your site as “Ready for Testing” in the Portal



# Site Readiness





[Home](#) [Site Readiness](#)

Technology Coordinator 1 [Help & Support](#) [Logout](#)

## Home

Welcome to the BIE Science Assessment portal. This site provides access to student information and test session details.

Based on device configurations at your facility, download and install the appropriate student kiosk utilizing the links in the table below. Apps for Chromebooks will need to be downloaded from the app store.

Windows	<a href="#">Student Kiosk for Windows</a>
Mac	<a href="#">Student Kiosk for Mac</a>

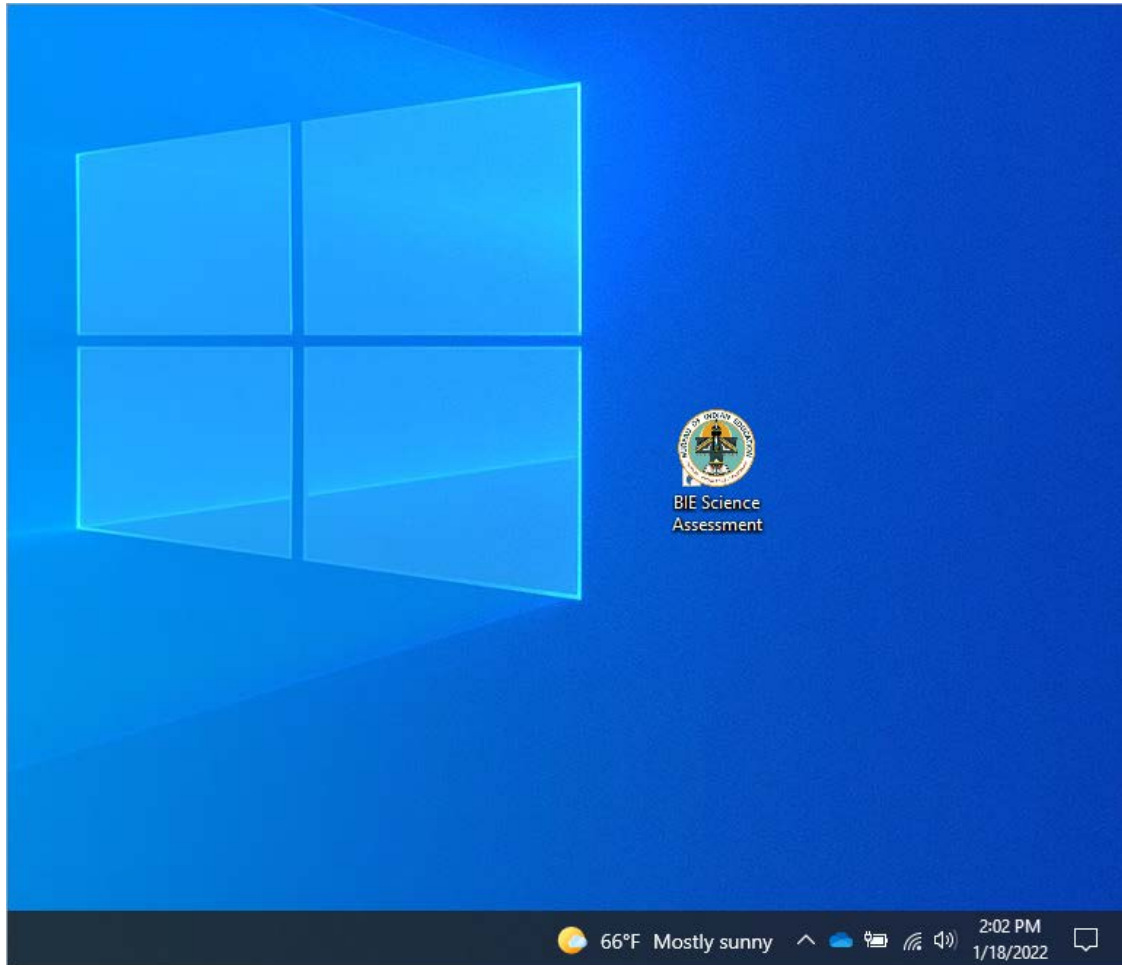
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**Site Readiness login for** Cyber Pass School 1-SCHCP1 (Cyber Pass District-CP...

Username: WSR-CPD-SCHCP1  
Password: CPD-SCHCP1

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# Site Readiness




  
**BIE SCIENCE ASSESSMENT**  
STUDENT SIGN IN


Username

Password



 [Access the Practice Test](#)

Copyright © 2022 eMetric LLC  
Carrier: 3.20.0 #4d3f2c9 #967  
Shell: v3.25.0 #aa833a3f rel  
[Clear Cache](#)







Not SiteReadiness User? [Exit](#)

## Hello, SiteReadiness User

43-558

State Student ID

3/2/1998

Date of Birth

Gender

Cyber Pass School 1-SCHCP1

School Name

Teacher

1

Grade

The following tests have been scheduled for you:

1

System Set-Up Test

[Check System Set-Up](#)

2

Student Interface Test

[Check Student Interface](#)



## System Set-Up Test

Screen Resolution: 1920x1080

Host: bie.cognia.org

Operating System: Windows 10

### ① Connection Capacity Test Results: 2171 Simultaneous Test Downloads

Your download speed is **144.78 Mbps**. [?](#)

Based upon the current calculated download speed between your testing device and the data center, a maximum of **2171** students may simultaneously log-in and download the test. If you plan to test more than **2171** students during the same period of time, divide them into groups of no more than **2171** students and stagger the groups' test log-in by 1-2 minutes.

### ② Connectivity Check passed.

All connectivity checks passed.

### ③ Screen resolution passed.

Current screen resolution is at least 1024x768.

### ④ Text-to-Speech check passed.

**Test Finished.**

Return

You've completed the System Set-Up Test. Please click the Return button to go back to the main selection page. Take the Student Interface Test in order to complete site readiness testing on this device.



Not SiteReadiness User? [Exit](#)

## Hello, SiteReadiness User

43-558

State Student ID

3/2/1998

Date of Birth

Gender

Cyber Pass School 1-SCHCP1

School Name

Teacher

1

Grade

The following tests have been scheduled for you:

### System Set-Up Test

[Check System Set-Up](#)

### Student Interface Test


[Check Student Interface](#)



Student Interface Test must be completed to log complete site readiness results in the portal.

# Site Readiness





Home

Site Readiness

Technology Coordinator 1 | [Help & Support](#) | [Logout](#)

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**Site Readiness login for** Cyber Pass School 1-SCHCP1 (Cyber Pass District-CP...


Username: WSR-CPD-SCHCP1  
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# Site Readiness



Home Site ReadinessTechnology CoordinatorHelp & SupportLogout

Site Readiness in Cyber Pass School 1-SCHCP1

Cyber Pass School 1-SCHCP1 (Cyber Pass District-CPD) 1

School	Number of Devices Tested	Date and Time	Certified By
Cyber Pass School 1-SCHCP1	2		2 View Details

Showing 1 - 1 of 1


\*Date and time is in Mountain Standard Time.

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- | Step | Description   |
|------|---|
| 1    | Select the organization.                              |
| 2    | Click View Details to view the devices at the school. |

# Site Readiness





[Home](#) [Site Readiness](#)

[Technology Coordinator](#) [Help & Support](#) [Logout](#)

Site Readiness Details

Cyber Pass School 1-SCHCP1 (Cyber Pass District-CPD)

Device Name 🔍	OS 🔍	Screen Size 🔍	Date and Time 🔍
DESKTOP-7EB3FNI	Windows 10	1119x879	1/18/2022 2:14:39 PM
Mozilla/5.0 (X11; CrOS x86_64 14150.87.0) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/94.0.4606.124 Safari/537.36 iTester_ChromeKioskWebView chromestorageenabled	Chrome OS:94.0.4606.124 14150.87.0	1366x768	1/18/2022 1:31:10 PM

Showing 1 - 2 of 2

### Site Certification

I certify that Site Readiness tests have been performed on the above machines and any noted issues have been resolved.

Certify Site Readiness

\*Date and time is in Mountain Standard Time


« Back

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# Site Readiness





[Home](#) [Site Readiness](#)

[Technology Coordinator](#) [Help & Support](#) [Logout](#)

Site Readiness in Cyber Pass School 1-SCHCP1

Cyber Pass School 1-SCHCP1 (Cyber Pass District-CPD) ▼

School 🔍	Number of Devices Tested 🔍	Date and Time 🔍	Certified By 🔍	
Cyber Pass School 1-SCHCP1	2	1/19/2022 8:04:18 AM	CyberPass1_ITC	<a href="#">View Details</a>

Showing 1 - 1 of 1

\*Date and time is in Mountain Standard Time.

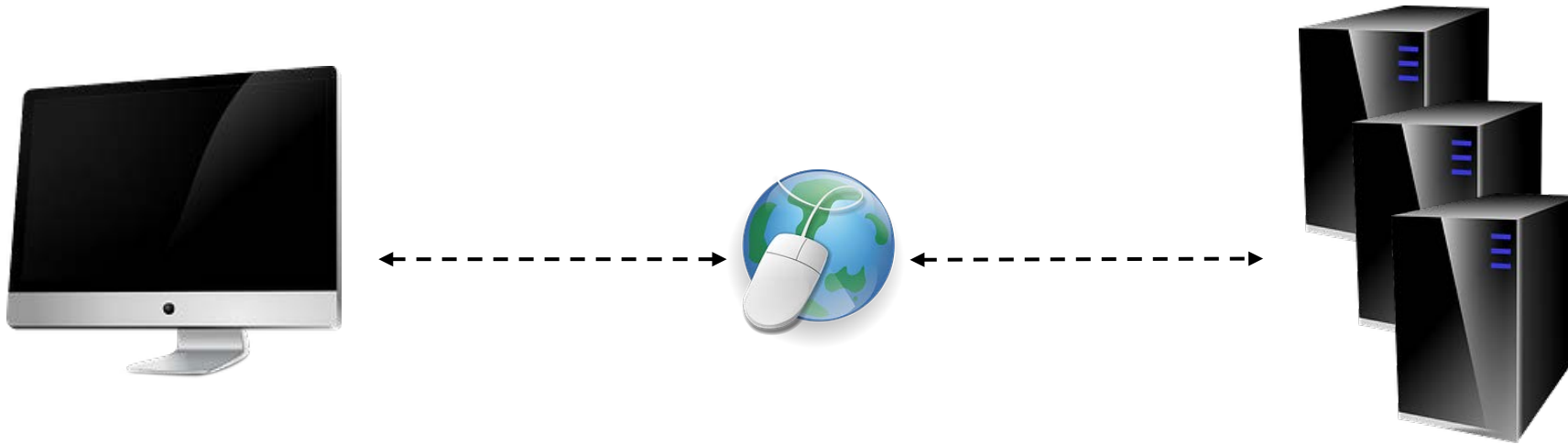
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# Browser Requirements



- Do not use browser in private or incognito mode
- Do not delete browsing history or browser cache

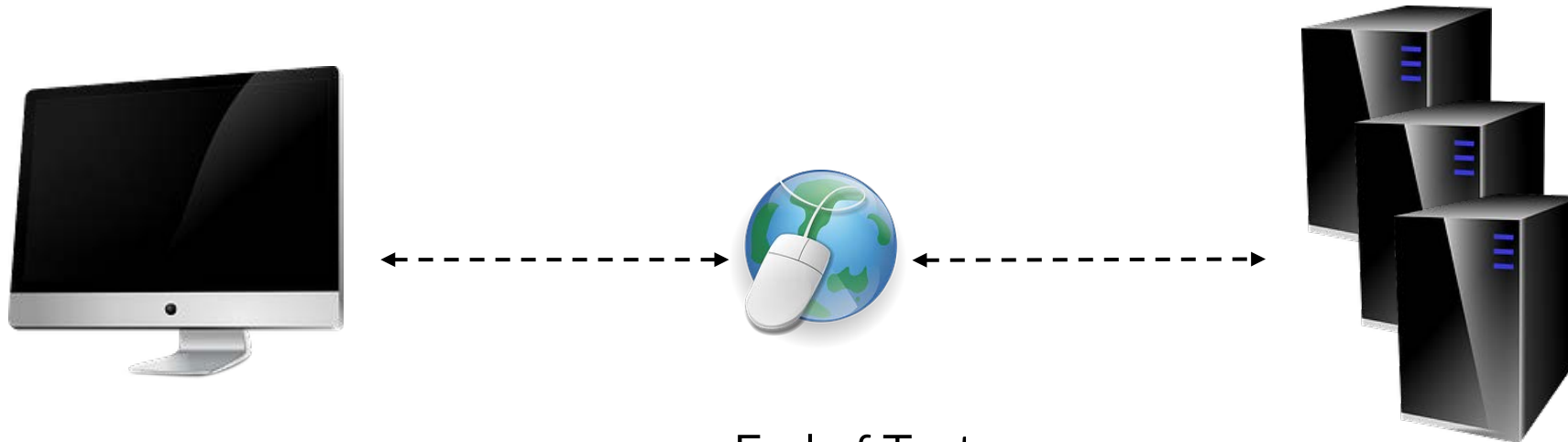




# Browser & Kiosk Requirements (network)



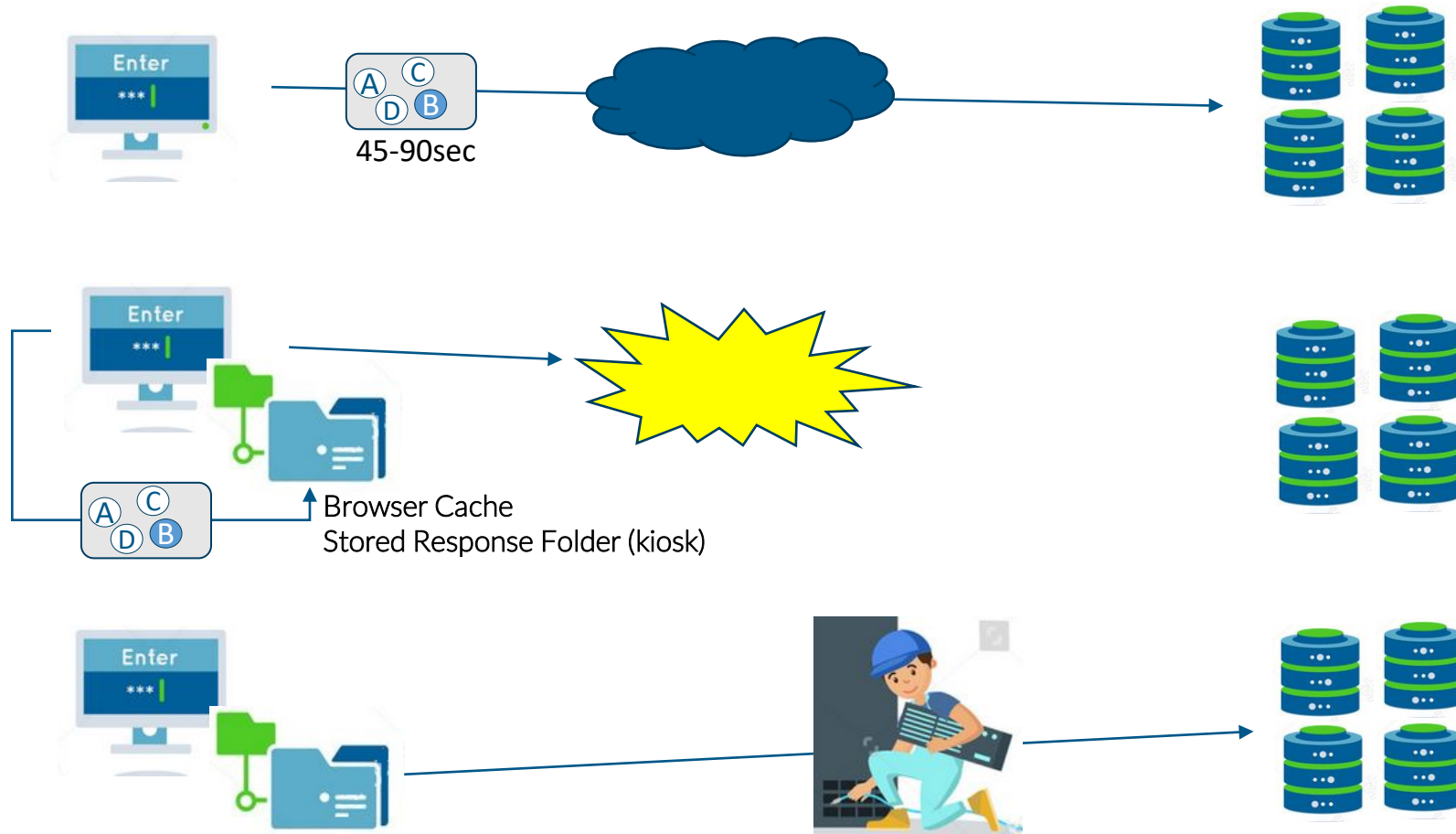
Beginning of Test:  
1. Authenticate login  
2. Download test content



End of Test:  
1. Submit responses for  
scoring

*What happens if a student loses network connection in the middle of a test?*

# Browser & Kiosk Test Integrity



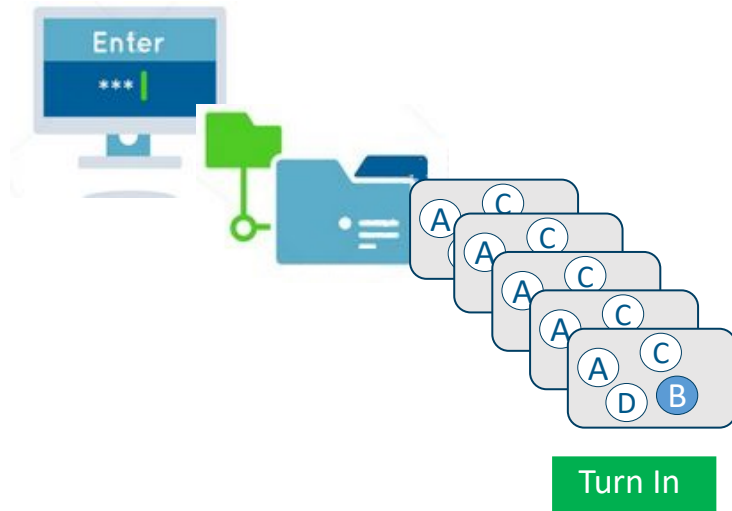
# Browser & Kiosk Test Integrity



*What if a student finishes a test but has no network connection?*

**Please raise your hand and notify your proctor.**

A connection to the network could not be established. Your test has been saved offline.



Proctor, this student's test responses have been stored locally on this device. When network connection is restored, you must re-launch the kiosk or mobile app from this device in order to send the stored responses to the servers, or you can also try to send responses by clicking "Send Responses" button.

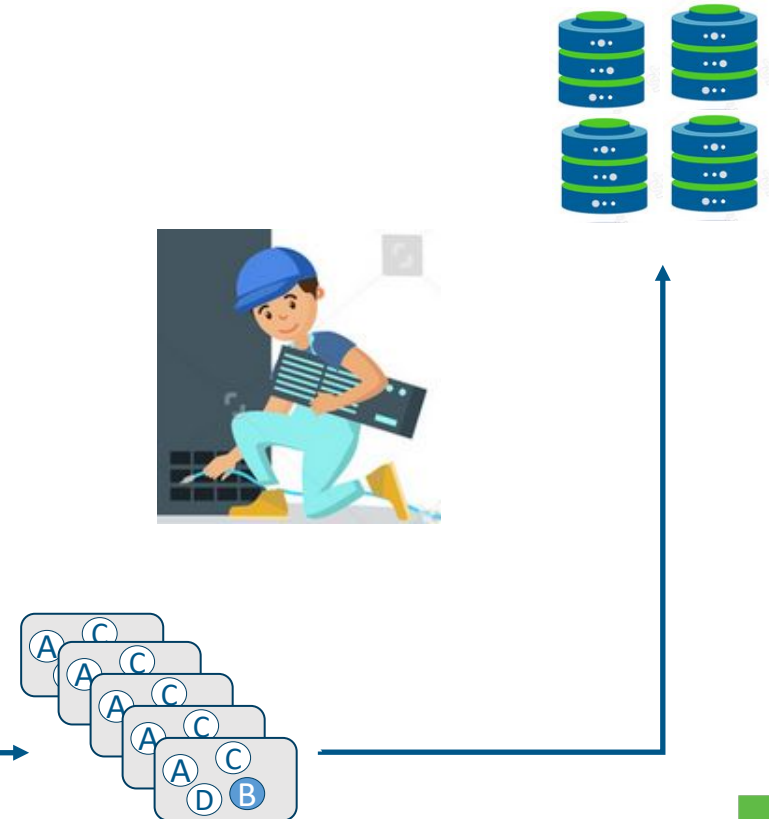
**Send Responses**

**Do not move the student to a different device.**

If you have any questions, please contact technical support immediately.

☐ I have read this statement and understand that I must follow these directions or the student's responses may not be sent to the server and scored.

**Accept and Exit Test**





## Loss of Network Connectivity Procedure Summary

- If a student loses network connectivity in the middle of a test:
  - Keep testing on that device
  - Test content and responses are stored securely on the test device, either in the browser cache or the stored response folder
  - Responses will be sent when network is restored
- If student finishes and is ready to turn in test prior to network being restored:
  - Allow student to turn in test
  - Student will see offline message, acknowledge offline message and exit
  - Student will be taken back to login page or receive no internet connection message
  - Restore network
  - Return to that exact device and relaunch the browser or relaunch the kiosk
    - (student can log-in to confirm session is done (session button will be greyed out))
- If you are unsure of the status of the student responses, call the help desk





## Help Guides

- Browser Testing User Guide
- Kiosk Installation Guide
- Portal User Guide
- Kiosk User Guide
- Testing with Third Party Accessibility Software
- Tutorial Videos
  - <https://bie.onlinehelp.cognia.org/>

## Support Desk

- Call-in Information Sheet





## ITCs:

- Students can take the BIE Science Benchmark using a Browser
- If using Kiosks, they do need to be downloaded and apps installed
- Make sure network management tools don't delete stored response folder
- Communicate with Proctors/Test Administrators
  - Are there limits to number of students who should log in simultaneously?
  - Do they know the procedure for recovering stored responses?
  - Do they have basic information required by the support center if they call in?



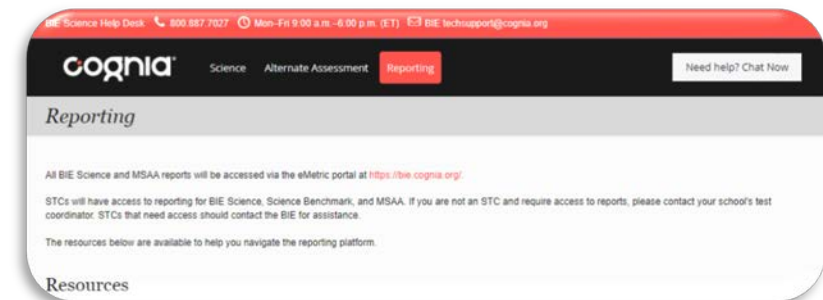
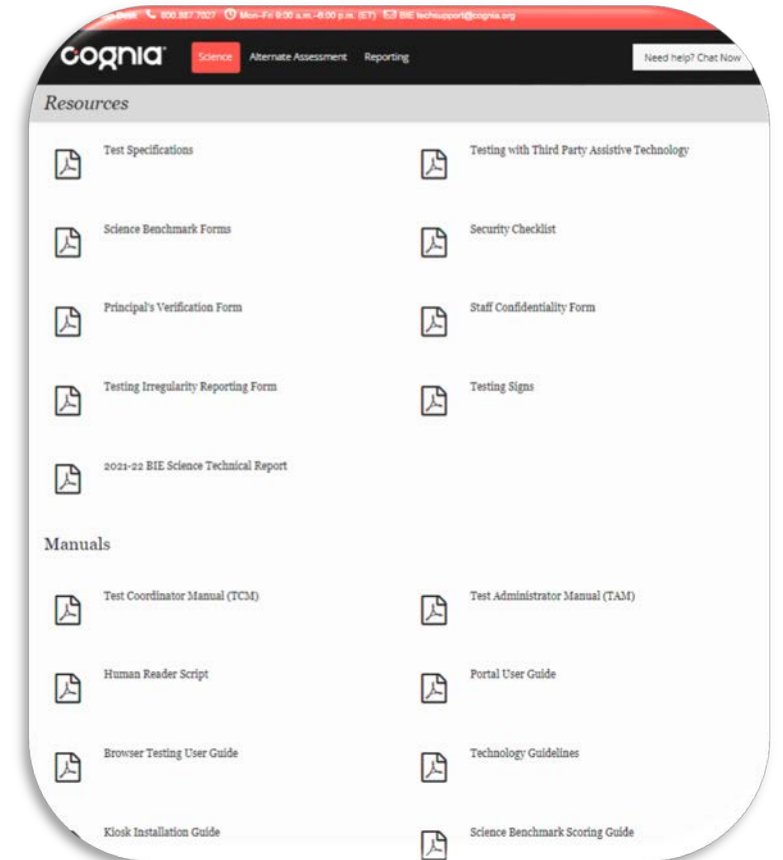
# Questions?



# Help & Support Site

## General Education Science

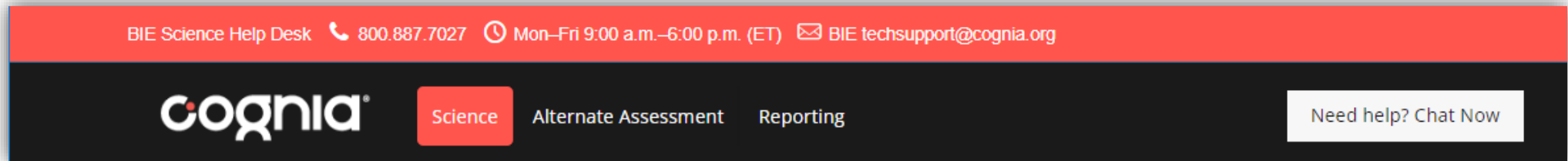
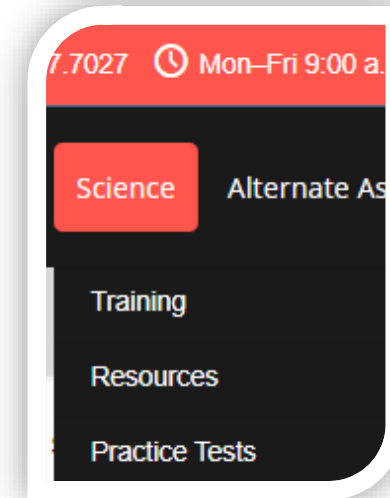
- <https://bie.onlinehelp.cognia.org/science/>
- Resources will be posted throughout the year
  - Important dates
  - Manuals
  - Training videos
  - Practice tests
    - Access to CBT practice test and answer documents
    - Downloadable PDFs of the practice test
  - Reporting resources





# BIE Science Help Desk

- Hours
  - Monday–Friday from 9:00 a.m.–6:00 p.m. (ET)
- Contact information
  - Phone: 800-887-7027
  - Email: [BIETechSupport@cognia.org](mailto:BIETechSupport@cognia.org)
  - [Live Chat Link](#) (available from the Help & Support site)





Thank you!

# Knowledge is Opportunity



Cognia is a global nonprofit that has the knowledge to help schools improve outcomes for all learners.

