



Welcome!

The training will begin shortly





Bureau of Indian Education

Science Assessment

Installing the Kiosk & Site Readiness Testing
Spring 2024



Housekeeping

- All participants should remain on mute with their video off.
- Post all questions to the Q&A area.
 - Questions will be addressed at each section break.
- Please add your name, email, and school to the chat.
- This training will be recorded and available at the Help & Support site.



Welcome & Introductions

Bureau of Indian Education (BIE)

- Aurelia Shorty, Education Program Specialist (Assessment & Accountability)
- Dr. Carmelia Becenti, Chief Academic Officer
- Dr. Douglas Clauschee, Educational Research Analyst
- Dr. BJ Howerton, CAO-Program Analyst
- Don Griffin, Section 504 Program Coordinator

Cognia

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

eMetric

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



Bureau of Indian Education Science Assessment

Spring 2024 Kiosk Training

Agenda

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



Key Dates

Test Preparation Key Dates

Practice tests live	All year
Portal opens & kiosks available for download	September 11, 2023
Science Benchmark administration window	September 18, 2023 – March 8, 2024
Tests available for scheduling in Portal	March 4, 2024
Science Summative test administration window	March 11 – April 19, 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

Mobile
Apps

Site Setup

Students

Classes

Test
Sessions

Dashboard



Test Preparation Process

ITC

1. Download and Install kiosks
2. Complete Site Readiness Test

STC

1. Create User Accounts
2. Add/edit/transfer students
3. Assign accessibility features & accommodations
4. Create classes
5. Schedule classes for test

STC & TA

1. Print/distribute log-in tickets

Students

1. Launch kiosk
2. Log-in and test

After testing...

STC

1. If needed, add test report codes and invalidate tests





Access

- <http://bie.cognia.org>
- Open all year, previous accounts can be used
- For new School Test Coordinators (STCs), accounts will be created by BIE (Aurelia Shorty will create accounts for STCs).
- Not a STC, don't have an account?
 - 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
- When an account is deactivated or reactivated, the user will receive an email
- STCs should periodically audit and deactivate used accounts



User Role	Responsibilities
School Test Coordinator (STC)	<ul style="list-style-type: none">• Manage Users (add, edit, or deactivate)• Access proctor password• Edit student information & assign student accommodations• Create, edit, and delete classes• Schedule test sessions & print logins• Manage & monitor test sessions• Prepare IT network for student testing if there is no IT Coordinator
IT Coordinator (ITC)	<ul style="list-style-type: none">• Prepare IT network for student testing• Conduct Site Readiness testing
Test Administrator (TA) Note: TA must have access to the BIE Science program to work on Summative assessments	<ul style="list-style-type: none">• Create classes• Create test sessions• View their students and test sessions• Print student login tickets for their test sessions• Manage & monitor test sessions• Assign test report codes
Report Access Only (RAO)	<ul style="list-style-type: none">• View Reports

Portal Log-in



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

Welcome!

BIE Science Assessments



Log In

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.

TA Only!


3 Demo STC 4 Help & Support 5 Logout

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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)

User Management



Users

CyberPass1 STC | Help & Support | Logout









Users

1 Create New User

2 Import Users

☐ Show Deactivated Accounts

3 Filter: Choose an Organization Choose a Role

First Name	Last Name	Email	Username	Role	4
DemoTest	Admin	demoTA@emetric.net	CyberPass1_TA	Test Administrator	 
DemoTest	Admin	DemoTestAdmin@emetric.net	CyberPass1_TestAdmin	Test Administrator	 
Technology	Coordinator 1	CyberPassITC@emetric.net	CyberPass1_ITC	IT Coordinator	 
CyberPass1	STC	CyberPassSTC@emetric.net	CyberPass1_STC	School Test Coordinator	
Teacher	TestAdmin	CyberPassTeacher@emetric.net	CyberPass1_Teacher	Test Administrator	 


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Icon Description

- | | |
|---|--|
| 1 | Add new user accounts one by one or by file upload |
| 2 | User management table changes to deactivated user accounts |
| 3 | Filter the user management table by school or role |
| 4 | Edit or deactivate a user account |

User Management





Users









CyberPass1 STC | Help & Support | Logout

Users

2 user(s) selected

1 Deactivate 2 Export Users 3 Cancel ☐ Show Deactivated Accounts

Filter: Choose an Organization Choose a Role

First Name	Last Name	Email	Username	Role	
• DemoTest	Admin	demoTA@emetric.net	CyberPass1_TA	Test Administrator	 
• DemoTest	Admin	DemoTestAdmin@emetric.net	CyberPass1_TestAdmin	Test Administrator	 
Technology	Coodinator 1	CyberPassITC@emetric.net	CyberPass1_ITC	IT Coordinator	 
CyberPass1	STC	CyberPassSTC@emetric.net	CyberPass1_STC	School Test Coordinator	
Teacher	TestAdmin	CyberPassTeacher@emetric.net	CyberPass1_Teacher	Test Administrator	 


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Icon Description

- | | |
|---|---|
| 1 | Deactivate selected user accounts in bulk |
| 2 | Export selected user accounts |
| 3 | Cancel clears the selection of the highlighted user account |

Create New User



 Users CyberPass1 STC Help & Support Logout

Create New User

Note: STC can create local accounts

5 Save User Cancel

1 Username*

First Name*

Last Name*

Email*

Phone Number

Fax Number

Address

Roles & Organizations

New User has the following role:

No roles selected. Click here to choose role(s). **2**

New User belongs to the following organizations:

No organizations selected. Click here to choose organization(s).

Click here to select organization(s).

3

New User has access to the following programs:

BIE Science Benchmark x

BIE Science Assessment x

Click here to select program(s).

4

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Step Description

- 1** Populate the required information for the user account; username, first & last name, and valid email address.
- 2** Select the role for the user account from the drop-down.
- 3** Select the school for the user account.
- 4** The program for the user account is set by default to BIE Science Benchmark and BIE Science Assessment.
- 5** Click Save User, this action creates the user account and emails account information to new user.

Import Users



Users CyberPass1 STC Help & Support Logout

Upload Users

Action: Add New Users (3)
Choose An Action
Add New Users
Update Existing Users

1 Download Template

Please attach only csv files that adhere to the layout specified by the template.

4 Choose File User Upload... Pass_BIE.csv

5 Upload

Program 1 = BIE Science Assessment
Program 3 = BIE Science Benchmark

	A	B	C	D	E	F	G	H	I	J	K
1	Username	Fname	Lname	Email	Role	Org	Program	Phone	Fax	Address	
2	MJones1	Mark	Jones	mjones1@emetric.net	ITC	BOS-SCHCC1	1				
3	JBryant1	Jessica	Bryant	jbyrant1@emetric.net	TA	BOS-SCHCC1	1 3				
4	TStine1	Trevor	Stine	tstine1@emetric.net	TA	BOS-SCHCC1	1 3				
5	BDavis1	Belinda	Davis	bdavis1@emetric.net	TCA	BOS-SCHCC1	1 3				
6	CSmith1	Charles	Smith	smitchell1@emetric.net	STC	BOS-SCHCC1	1 3				
7											
8											
9											
10											
11											

User Upload Cyber Pass_BIE


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Step Description

- 1 Download the User Upload template.
- 2 Populate the upload template with valid values, the first six fields are required, and the file limit is 30 users.
- 3 Select the action, add new users or update existing users.
- 4 Choose the user upload file from your device.
- 5 Click Upload, you will receive immediate results on accounts created and if any records have errors.

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.



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	Student Kiosk for Windows
Mac	Student Kiosk for Mac

If you need assistance utilizing this site, please contact Cognia support at 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...

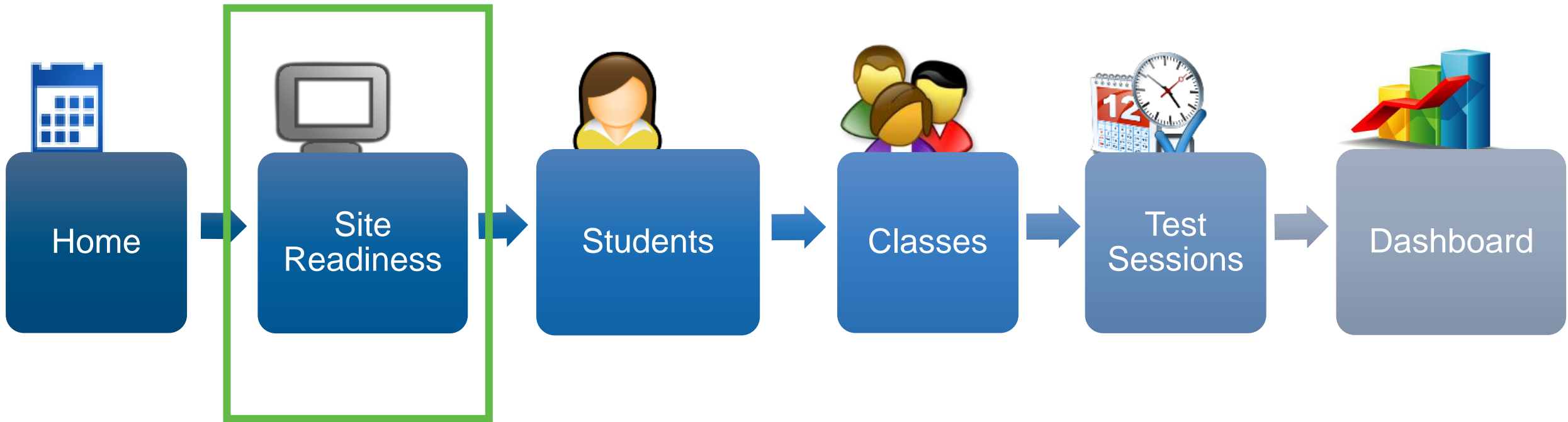
Username: WSR-CPD-SCHCP1
Password: CPD-SCHCP1

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Site Technology Preparation

Administration Workflow



Administration: ITC Account



The screenshot shows the home page of the BIE Science Assessment portal. At the top left is the Bureau of Indian Education logo. The navigation bar includes 'Home', 'Site Readiness' (marked with a green circle 1), 'Technology Coordinator 1', 'Help & Support', and 'Logout'. The main content area has a 'Home' heading and a welcome message. Below this is a table with two rows: 'Windows' with a link to 'Student Kiosk for Windows' (marked with a green circle 2), and 'Mac' with a link to 'Student Kiosk for Mac'. A support contact line is provided below the table. At the bottom, there is a 'Site Readiness login for' dropdown menu (marked with a green circle 3) showing 'Cyber Pass School 1-SCHCP1 (Cyber Pass District-CP...)', followed by fields for 'Username: WSR-CPD-SCHCP1' and 'Password: CPD-SCHCP1'. The footer contains version and copyright information, along with links for 'Contact Us', '800-887-7027', 'Terms of Use', and 'Privacy Policy'.

Home Site Readiness 1

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	Student Kiosk for Windows
Mac	Student Kiosk for Mac

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

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

3 Username: 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.



Kiosk Requirements

- Windows Application
 - Available to download in the Portal on 11 September 2023
- Mac Application
 - 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
- Browser (practice test & benchmark only)
 - Available on Chrome, Safari, Firefox, and Microsoft Edge





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™ 121 or newer
Firefox® 122 or newer
Microsoft Edge™ 121 or newer
Safari® 17 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)
macOS®	12.7, 13.4, 14.3 (64-bit only)

Chromebook Specific Requirements

Chromebook™ notebook computer*	<p>Chrome OS™ LTS 114</p> <p>Chrome OS™ 120, 121</p> <p><small>*Google releases new versions to the stable channel every four weeks and new versions to the Long-term Support (LTS) channel every six months. eMetric strongly recommends the use of the LTS channel. Devices on the LTS channel continue to receive frequent security fixes. See https://support.google.com/chrome/a/answer/11333726 for additional information..</small></p>
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Updated February 16th, 2024. The versions will be updated again on March 6th , check the Cognia help and support site for the recent updates.





Important Reminders

- The BIE Science Assessment must be taken using the BIE Science Assessment Kiosk
- Students testing on devices that do not meet the Student Workstation Specifications are likely to encounter performance-related issues during testing.
- Do not update your test device OS until the Technology Guidelines have been updated.



Technology Requirements



Windows

- MSI (Microsoft Software Installer) for distribution using GPOs (Group Policy Objects)

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.

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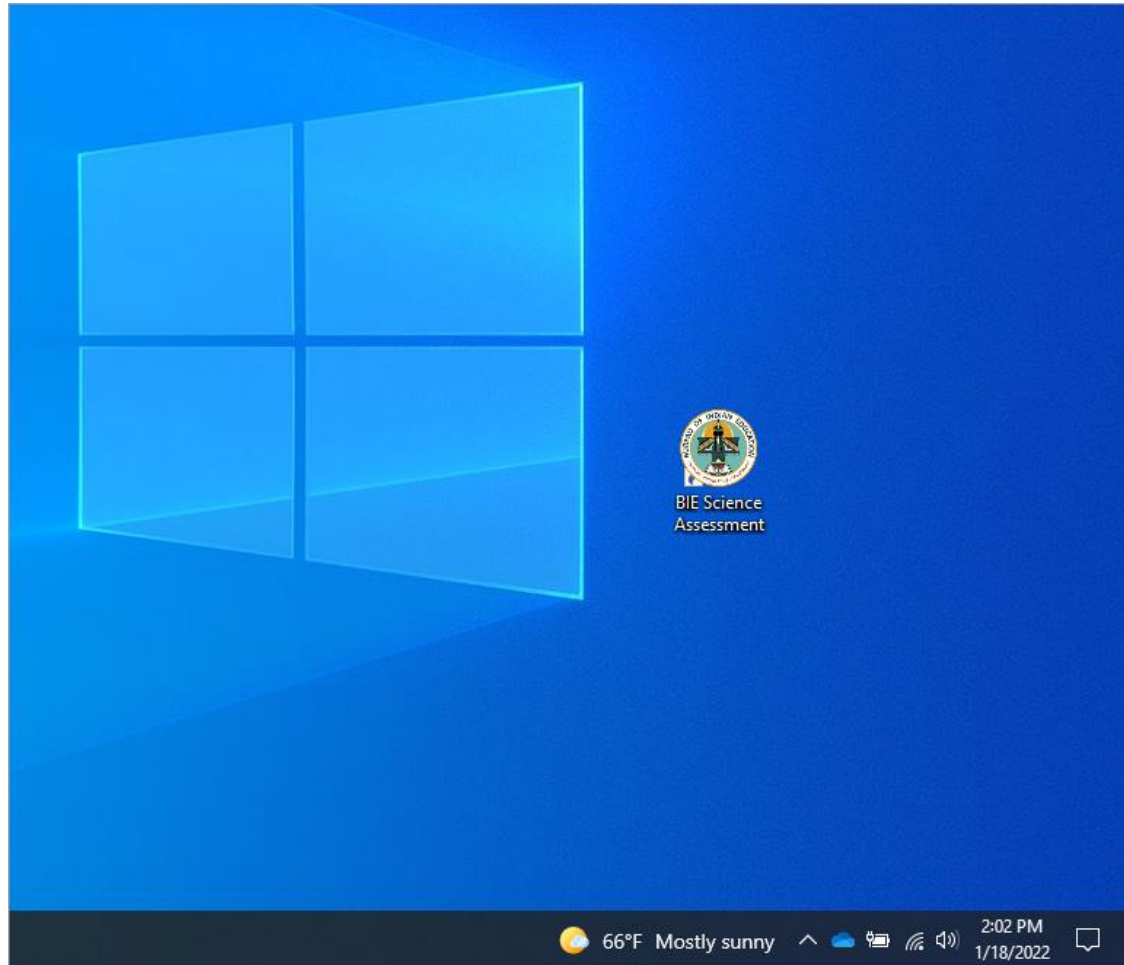
Site Readiness login for Cyber Pass School 1-SCHCP1 (Cyber Pass District-CP...


Username: WSR-CPD-SCHCP1

Password: CPD-SCHCP1

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Site Readiness





BIE SCIENCE ASSESSMENT
STUDENT SIGN IN

Username

Password

[Sign In](#)

 [Access the Practice Test](#)

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

[Exit](#)



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

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

Username: WSR-CPD-SCHCP1


Password: CPD-SCHCP1

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Site Readiness



Home Site ReadinessTechnology Coordinator Help & Support Logout

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](#)

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	View Details

Showing 1 - 1 of 1

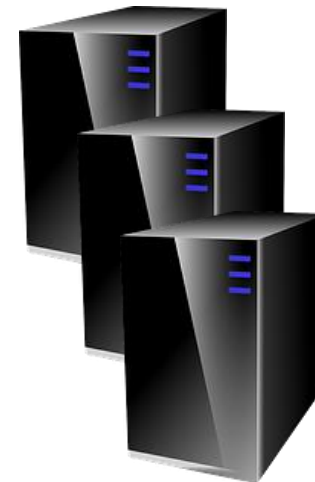
*Date and time is in Mountain Standard Time.

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



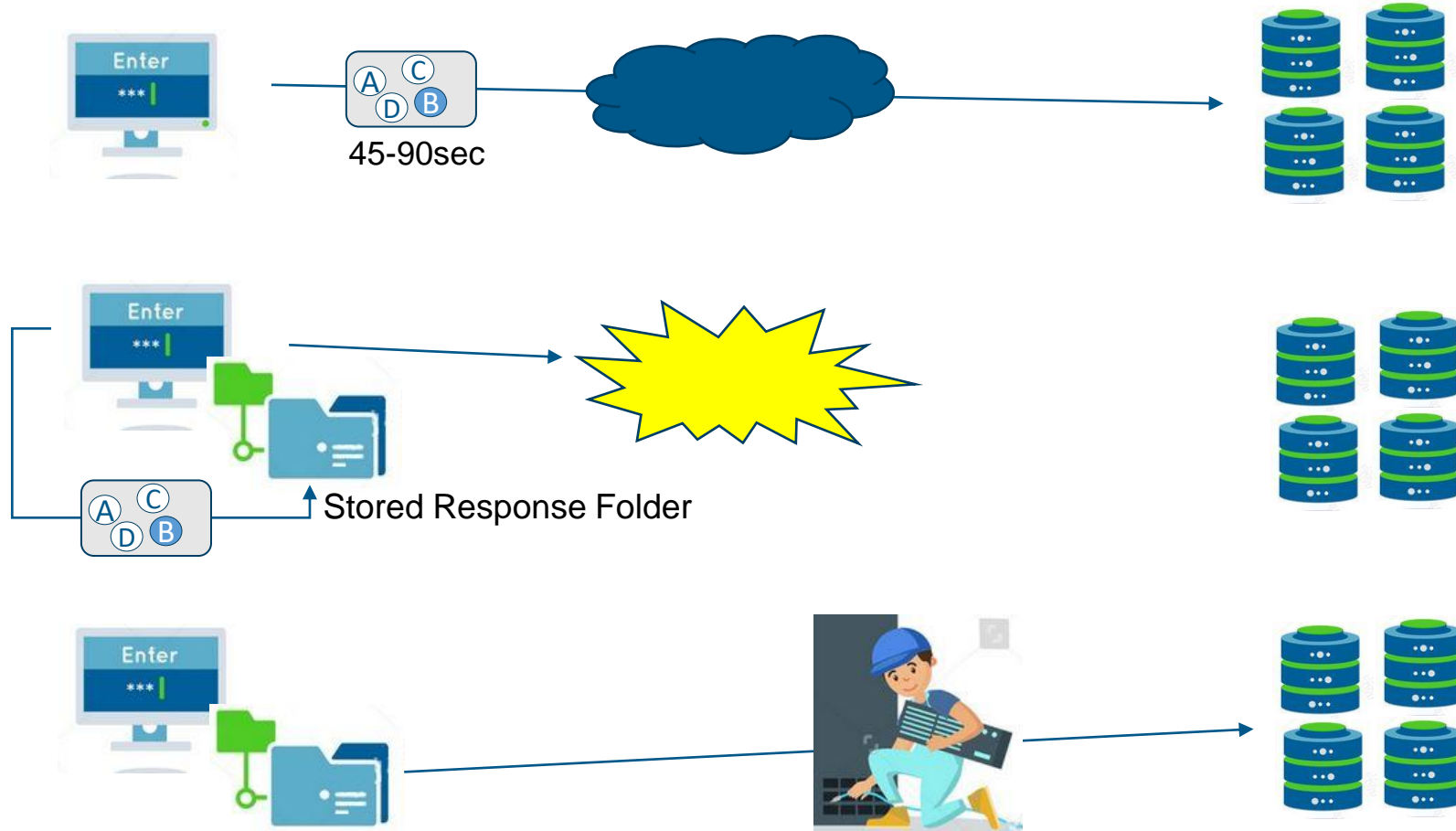
End of Test:
1. Submit responses for
scoring



Kiosk Test Integrity



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



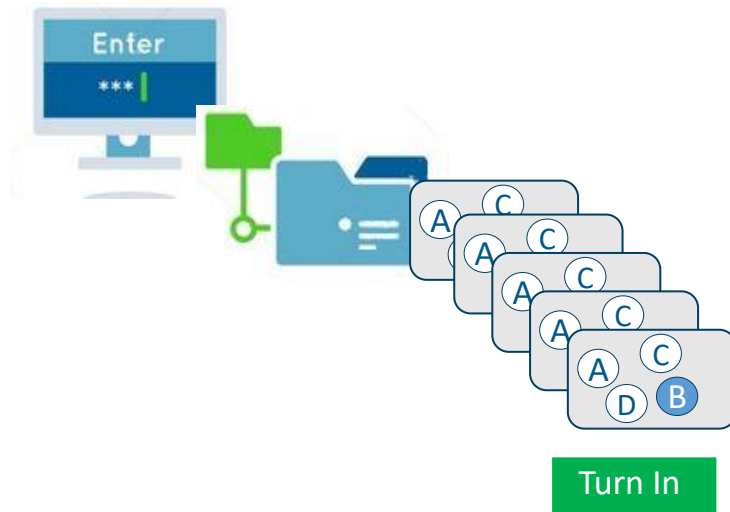
Kiosk Test Integrity



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.

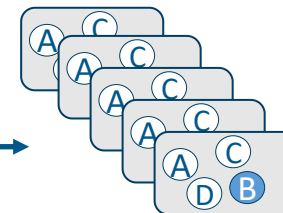
Send Responses

Do not move the student to a different device.

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

Proctor Password

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



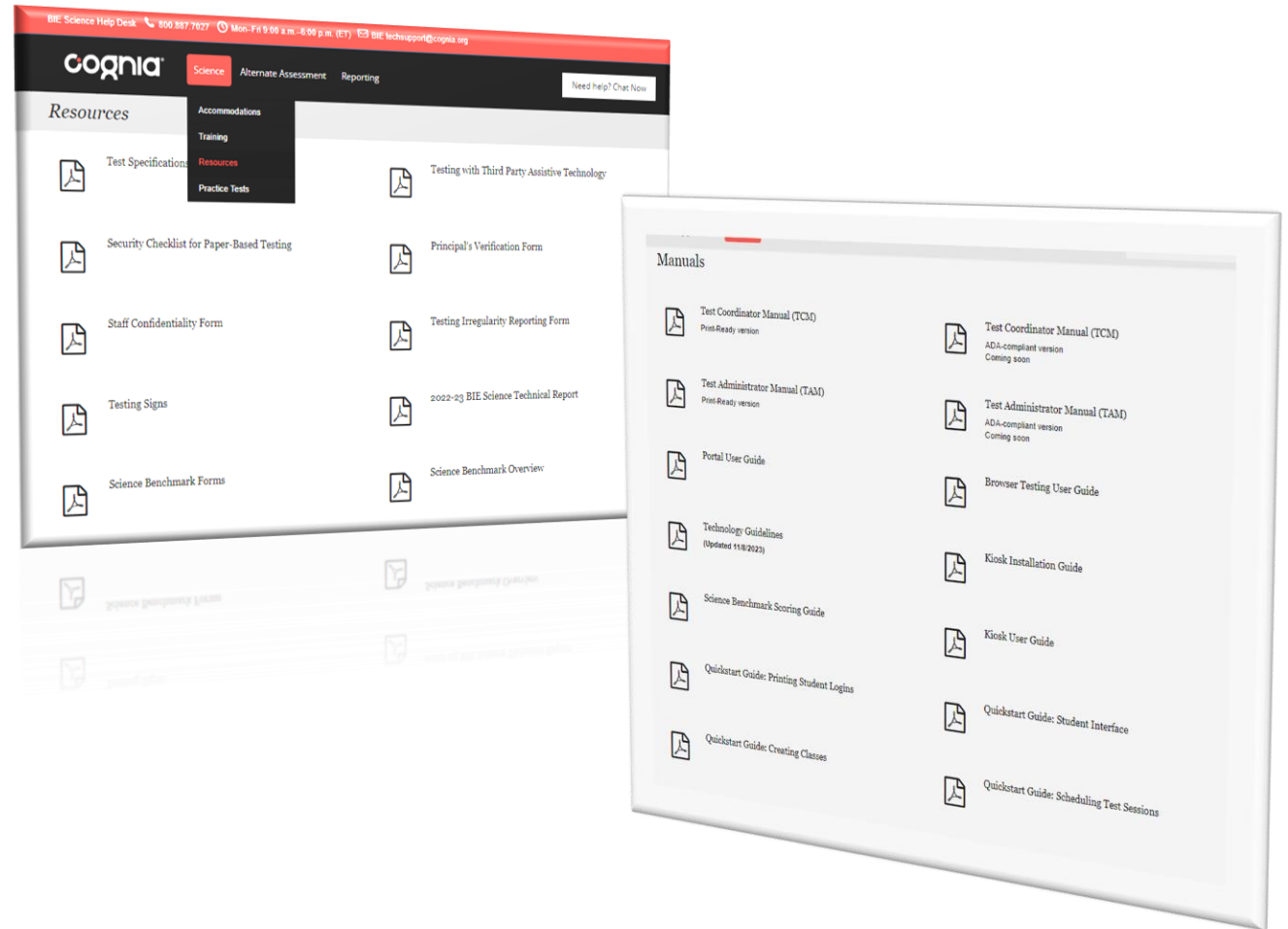
BIE Science Help & Support Site

A central place to find resources related to BIE Science

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

Resources will be posted throughout the year

- User Guides
- Installation Guides
- Manuals
- Technology Guidelines
- Online System Tutorials
- Etc.





ITCs:

- Kiosks 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?

