Welcome!

The training will begin shortly

Bureau of Indian Education
Science Assessment

Managing Users and Assigning Tests

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.

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 Portal Training

Agenda

- Key Dates
- Overview of system and testing process
- School Test Coordinator tasks (STC)
  - Managing students and accommodations
  - Creating classes
  - Creating test sessions
  - Monitoring and completing testing
- Students
  - Tools and accommodations
  - Launching the testing kiosk application and logging in
  - Navigating through the test and turning-in the test
  - Technology considerations
- Additional training resources
- Questions

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
STC Post-test data clean up window in portal	April 22 – 24, 2024

The BIE Science Assessment Portal

- Single portal (https://bie.cognia.org) used for
  - *Science Summative assessment*
  - *Science Benchmark assessments (optional)*
  - *Access to Science Summative and Benchmark reports*
- Same student records will be used for Benchmark and spring BIE Summative Science

Summative	Benchmark (Formative)
School Test Coordinators (STC) manage testing	Teachers (TA) can manage testing using TA account
Students must use kiosk to access test	Students can access tests using a web browser or kiosk
Session access codes are used	Session access codes are NOT used
Machine or professionally scored tests with later reporting	Teachers score human scored items and receive near-real-time results

BIE Science Assessment Online System

Online System

Administration and Reporting Portal
https://bie.cognia.org

Test Delivery
Student Test Interface

Users

Reporting

Administration

Kiosk

Browser

Site Setup

Students

Enrollment Transfer

Classes

Test Sessions

Scoring

Test Preparation Process

ITC 📅
1. Download and install kiosks/apps (optional)
2. Complete Site Readiness Test

STC 📅
1. Create user accounts
2. Add/edit/transfer students
3. Assign accessibility features & accommodations

STC/TA 📅
1. Create classes
2. Schedule classes for test
3. Print/distribute log-in tickets

Students 🖼️
1. Launch kiosk or browser
2. Log-in and test

After testing…

STC 📅
1. Update test report codes and student records as needed
2. View results in Data Interaction (later this year)

Access

- http://bie.cognia.org
- Open all year, previous accounts can be used this year
- For new School Test Coordinators (STCs), accounts will be created by BIE (Aurelia Shorty will create accounts for STCs).
  - 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 Roles

User Role	Responsibilities
School Test Coordinator (STC)	• 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 • Assign test report code • Prepare IT network for student testing if there is no IT Coordinator
IT Coordinator (ITC)	• 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	• 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)	• View Reports

Test Administrator Permissions

- A TA can add any student in their school to their class

- A TA can only view the student record for any student in one of their classes

  - A TA cannot edit the student record

- A TA can view, edit or delete any class to which they have been designated the TA

- A TA can schedule their class to any program that that have access to

  - Programs: BIE Science Benchmark, BIE Science Assessment

- A TA can view, edit or delete a test session if they are the TA for the class in the test session *and* they have access to the program (BIE Science Benchmark and/or BIE Science Assessment)

- Only a TA can Score the human-scored items in Benchmark assessments

- A TA can view Benchmark test results in Reporting for any class they are assigned to

Program Access

Portal Log-in

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

Portal Main Page (STC View)

Users

New User | Help & Support | Logout

Bureau of Indian Education Science Assessment Portal

BIE

Administration

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

Reporting

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

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

Portal Main Page (TA view)

Icon	Description
1	BIE logo returns to portal home page
2	View & Edit user profile
3	Access the BIE Help & Support Site
4	Logout of the portal
5	Access Administration Component
6	Access Reporting
7	Access Scoring – *TA user role ONLY for Benchmark program ONLY!*

Administration Component (STC view)

Icon	Description
1	BIE logo returns to portal home page
2	Test Administration Menus
3	Windows and Mac Kiosk Application Installers
4	Science Benchmark paper test downloads
5	Proctor Password
6	Site Readiness Login

Administration Workflow

| Home | → | Site Readiness | → | Students | → | Classes | → | Test Sessions | → | Score and Report |

STC: update roster and student information, assign accommodations and accessibility features

STC or TA: make classes and test sessions

TA: score tests
STC and TA: view reports
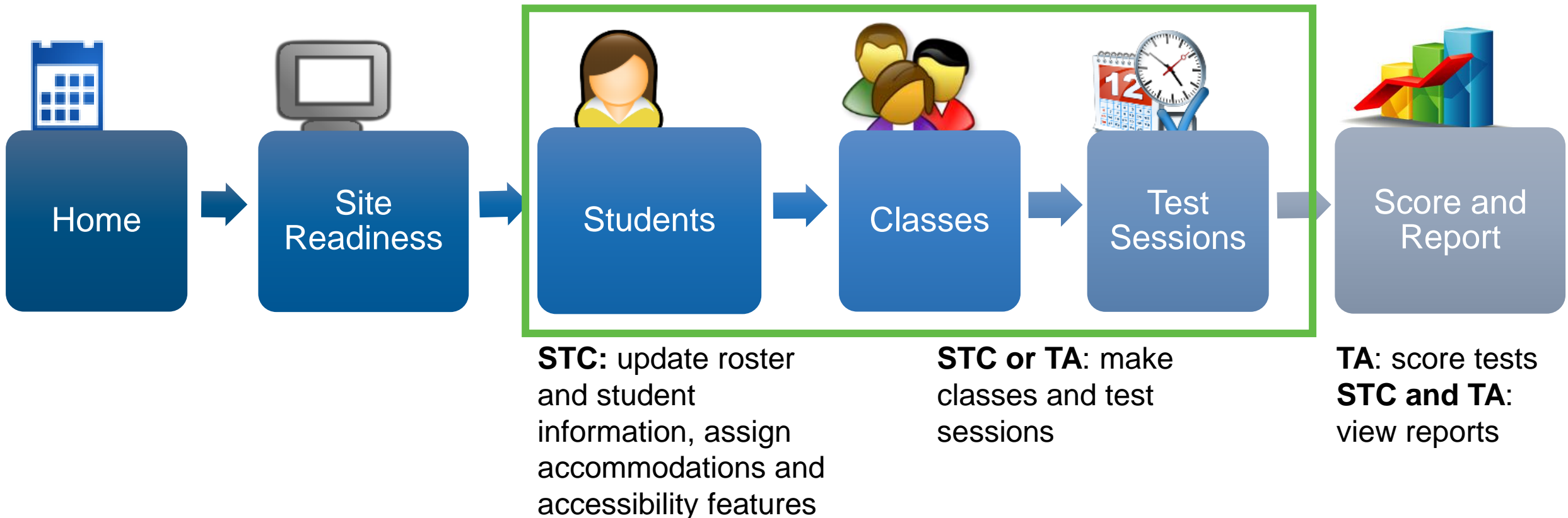
Managing Students

- BIE roster loaded 11 Sept 2023
    - Grades 5, 8 and 11 only
- View your current student roster in the Student tab
- Update rosters
    - STCs may request student transfer for students enrolled in other schools at any time
    - STCs may unenroll students from school at any time
    - STCs can add student individually at any time
- Check/update individual student records
    - Demographic data
    - Add/remove accommodations and access to accessibility features
- Tips:
    - State Student ID = NASIS ID
    - On Students tab: Download roster in csv at any time by selecting "Export Roster" under the "Exports" drop down (contains name, NASIS ID and Grade)
    - Can't add student? They may be enrolled in different school – initiate transfer request
    - Cognia Customer Care desk can assist with student transfers

Managing Students

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 bietechsupport@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

Site Readiness login for Cyber Valley School 1-SCHCV1 (Cyber Valley District-...

Username: WSR-CVD-SCHCV1
Password: CVD-SCHCV1

Managing Students

Icon	Description
1	school selector
2	search and sort
3	view classes
4	view test sessions
5	unenroll student
6	add new student
7	bulk upload accommodations
8	export list of students
9	edit a student record

Home   Site Readiness   Students   Enrollment Transfer   Classes   Test Sessions   Dashboard   Materials Management   New User   Help & Support   Logout

Students in YellowStone Middle School

YellowStone Middle School (YellowStone District)

Choose a Content Area

Add Student   Upload Accommodations

Exports ▾

Export Accommodations
Export Roster

Last Name	First Name	Middle Initial	NASIS ID	Grade				
FourSixtyone	Student		100000461	8	View Classes	View Test Sessions	Enrollment Info	Edit
FourSixtytwo	Student		100000462	8	View Classes	View Test Sessions	Enrollment Info	Edit
FourSixtythree	Student		100000463	8	View Classes	View Test Sessions	Enrollment Info	Edit
FourSixtyfour	Student		100000464	8	View Classes	View Test Sessions	Enrollment Info	Edit
FourSixtyfive	Student		100000465	8	View Classes	View Test Sessions	Enrollment Info	Edit
FourSixtysix	Student		100000466	8	View Classes	View Test Sessions	Enrollment Info	Edit
FourSixtyseven	Student		100000467	8	View Classes	View Test Sessions	Enrollment Info	Edit
FourSixtyeight	Student		100000468	8	View Classes	View Test Sessions	Enrollment Info	Edit
FourSixtynine	Student		100000469	8	View Classes	View Test Sessions	Enrollment Info	Edit
FourSeventy	Student		100000470	8	View Classes	View Test Sessions	Enrollment Info	Edit

Showing 61 - 70 of 99 |<   Prev   Page 7 of 10   Next   >| 10 ▾ per page

Add or Edit Student

Student Information tab (left form)

Required Information:

Field	Input
NASIS ID: *	
Student ID:	
First Name: *	
Middle Initial:	
Last Name: *	
Gender: *	Choose a value ▼
Date of Birth: *	
Grade: *	Choose a value ▼
Tested Grade: *	Choose a value ▼
Hispanic Status: *	Choose a value ▼
Race: *	Choose a value ▼
LEP Program Status: *	Choose a value ▼
Bilingual Education:	Choose a value ▼
Special Education: *	Choose a value ▼
Migrant:	Choose a value ▼
Economically Disadvantaged: *	Choose a value ▼
Gifted: *	Choose a value ▼
504 Plan: *	Choose a value ▼
Title 1: *	Choose a value ▼
Homeless: *	Choose a value ▼
Foster Care: *	Choose a value ▼
Military: *	Choose a value ▼
Test Mode: *	Online Only ▼
Full Academic Year:	Choose a value ▼

Save   Cancel

Accommodations tab

Student Information | **Accommodations** | Classes

Accessibility Feature
Delivered by the Test Platform
☐ Color Contrast ⓘ

Accessibility Feature
Delivered Externally
☐ Headphones/Noise Buffer ⓘ

☐ Read Aloud to Self ⓘ

☐ Alternative Setting ⓘ

Accommodation (IEP/504)
Delivered by the Test Platform
☐ Science TTS English ⓘ
☐ Word Prediction (Embedded) ⓘ
☐ Allow Accessibility Mode Testing ⓘ

Accommodation (IEP/504)
Delivered Externally
☐ Assistive Technology Device Presentation ⓘ
☐ Assistive Technology Device Responses ⓘ
☐ Braille Notetaker ⓘ
☐ Braille Writer ⓘ
☐ Commercial Word-To-Word Dictionary ⓘ
☐ Customized Dual Language Glossary ⓘ
☐ Directions in Native Language ⓘ
☐ Human Reader ⓘ
☐ Human Scribe ⓘ
☐ Human Signer ⓘ
☐ Picture Dictionary ⓘ
☐ Speech-to-Text ⓘ
☐ Tactile Graphics ⓘ
☐ Word Prediction ⓘ
☐ Pocket Word-To-Word Translator ⓘ
☐ Extended Time ⓘ
☐ Small Group ⓘ

Save   Cancel

New for 2023-2024:

- Moved *Science TTS English* from Accessibility to Accommodation

- Moved *Human Reader* from Accessibility to Accommodation

- Added Extended Time accommodation

- Added Small Group accommodation

Unenroll Student

Unenroll Student

New User | Help & Support | Logout

Student has been unenrolled from YellowStone Middle School. **X**

Enrollment Information for FourSix

District	School	Grade	Enrollment Status	
YellowStone District	YellowStone Middle School	8	Not Enrolled	Enroll

« Back

Student Transfer Request

- Request to move student from another school into your school
- Approve or reject requests to move students out of your school
  - Receive notification of requests by e-mail and in portal
- If a student is unenrolled, the help desk will approve the transfer request
- Test sessions do not transfer with the student!
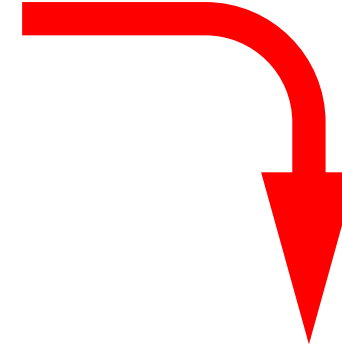
Student Transfer Request

Student Transfer Request

Student Transfer Request

Student Transfer Request

Enrollment request - requestor's view

	Cyber City Sch1 (Cyber City) ▼	Pending ▼				Request Transfer

Approvals	**Requests**

Request ID 🔍	State Student ID 🔍	First Name 🔍	Last Name 🔍	Requesting Organization 🔍	Assigned Organization 🔍	Request Date 🔍	Status		
8	100000099	Student	Ninetynine	Cyber City Sch1	Cyber Falls Sch2	11/19/2019 1:43:00 PM	Pending	View Details	Cancel

Showing 1 - 1 of 1

Enrollment request - receiver's view

	Cyber Falls Sch2 (Cyber Falls) ▼	Pending ▼				Request Transfer

Approvals	Requests

Request ID 🔍	State Student ID 🔍	First Name 🔍	Last Name 🔍	Requesting Organization 🔍	Assigned Organization 🔍	Request Date 🔍	Status			
8	100000099	Student	Ninetynine	Cyber City Sch1	Cyber Falls Sch2	11/19/2019 1:43:00 PM	Pending	View Details	Approve	Reject

Showing 1 - 1 of 1

Student Accommodations

- Check/edit accommodations
  - Accommodations are **not** included in BIE roster upload
  - Edit student accommodations individually or…
  - Use *Upload Accommodations* to edit accommodations on multiple student records at one time
  - You can use the *Export Accommodations* button to download list of all students and their currently assigned accommodations, edit that file and re-upload it using the *Upload Accommodations* menu
  - View the training video, available in the Help & Support site, https://bie.onlinehelp.cognia.org/resources/, for step-by-step instructions

Universal Tools, Accessibility Features, and Accommodations

Universal Tools

(Available to all students)

Platforms tools that are built in and automatically delivered during testing

Accessibility Features

(Available to some without IEP/ 504)

Must be pre-identified by DTC/STC prior to testing

Accommodations

(IEP, 504)

Accessibility Features, and Accommodations 📅

| Student Information | **Accommodations** | Classes |

Accessibility Feature
Delivered by the Test Platform
- [ ] **Color Contrast** ⓘ

Accessibility Feature
Delivered Externally
- [ ] **Headphones/Noise Buffer** ⓘ
- [ ] **Read Aloud to Self** ⓘ
- [ ] **Alternative Setting** ⓘ

Accommodation (IEP/504)
Delivered by the Test Platform
- [ ] **Science TTS English** ⓘ
- [ ] **Word Prediction (Embedded)** ⓘ
- [ ] **Allow Accessibility Mode Testing** ⓘ

Accommodation (IEP/504)
Delivered Externally
- [ ] **Assistive Technology Device Presentation** ⓘ
- [ ] **Assistive Technology Device Responses** ⓘ
- [ ] **Braille Notetaker** ⓘ
- [ ] **Braille Writer** ⓘ
- [ ] **Commercial Word-To-Word Dictionary** ⓘ
- [ ] **Customized Dual Language Glossary** ⓘ
- [ ] **Directions in Native Language** ⓘ
- [ ] **Human Reader** ⓘ
- [ ] **Human Scribe** ⓘ
- [ ] **Human Signer** ⓘ
- [ ] **Picture Dictionary** ⓘ
- [ ] **Speech-to-Text** ⓘ
- [ ] **Tactile Graphics** ⓘ
- [ ] **Word Prediction** ⓘ
- [ ] **Pocket Word-To-Word Translator** ⓘ
- [ ] **Extended Time** ⓘ
- [ ] **Small Group** ⓘ

Save   Cancel

Accessibility Features, and Accommodations

Student Information | **Accommodations** | Classes

Accessibility Feature
Delivered by the Test Platform
☐ Color Contrast ⓘ

Accessibility Feature
Delivered Externally
☐ Headphones/Noise Buffer ⓘ

☐ Read Aloud to Self ⓘ

☐ Alternative Setting ⓘ

Accommodation (IEP/504)
Delivered by the Test Platform
☐ Science TTS English ⓘ

☐ Word Prediction (Embedded) ⓘ

☐ Allow Accessibility Mode Testing ⓘ

Accommodation (IEP/504)
Delivered Externally
☐ Assistive Technology Device Presentation ⓘ

☐ Assistive Technology Device Responses ⓘ

☐ Braille Notetaker ⓘ

☐ Braille Writer ⓘ

☐ Commercial Word-To-Word Dictionary ⓘ

☐ Customized Dual Language Glossary ⓘ

☐ Directions In Native Language ⓘ

☐ Human Reader ⓘ

☐ Human Scribe ⓘ

☐ Human Signer ⓘ

☐ Picture Dictionary ⓘ

☐ Speech-to-Text ⓘ

☐ Tactile Graphics ⓘ

☐ Word Prediction ⓘ

☐ Pocket Word-To-Word Translator ⓘ

☐ Extended Time ⓘ

☐ Small Group ⓘ

Save | Cancel

Student will be assigned a TTS-specific form

Student can use CoWriter© word-prediction; an additional file must download which may delay loading test by a minute

Windows only! Proctor must enter proctor password when student logs in to test.

(!) *Assign student accommodations PRIOR to scheduling the test for the student.*

(!) *See the "Testing with Third Party Assistive Technology" guide for more information on using the test interface with screen readers, speech-to-text, text-to-speech and other assistive technologies.*

Student Upload Accommodations

Upload Accommodations for Students in YellowStone Middle School

Select a file to be uploaded

Download Template

Choose File   No file chosen

Creating Classes

- Groups of one or more students who will take a test
- Create grade-level classes
  - Maximum number of student allowed in a class: 100
  - Class can be deleted if it has not been scheduled for a test
  - If test session scheduled and no student has logged in, delete test session, then class
- Students can be assigned to more than one class
- If any student needs to retake the test, you must either:
  - Create a new class and put the student(s) in that class and schedule that class for a test in a new test session, or…
  - Create a Test Subgroup (Benchmark Only!)

Creating Classes

- STCs or TAs (Teachers) can create classes
- Each class must have a TA assigned to the class
- STCs can create classes and assign any TA
- STCs can view or edit any class in their school
- TAs can only assign themselves as TA for the classes they create
- TAs can only view the classes if they are assigned as TA
- TAs can put any student in the school in their class
- Once a student is assigned to the TA's class the TA can view the student record but cannot edit it.

Creating Classes

Creating Classes

Icon	Description
1	class name
2	TA name
3	grade
4	search/filter
5	students in school
6	students in class
7	save class

TA name and grade will automatically be added to the class name!

Creating Classes

Creating Classes

Upload Classes to YellowStone Middle School

	Home	Site Readiness	Students	Enrollment Transfer	Classes	Test Sessions	Dashboard	Materials Management	New User	Help & Support	Logout

Select a file to be uploaded

Download Template   View Class Data Definitions Info

Choose File   No file chosen

	A	B	C	D	E	F
1	ClassName	ContentArea	ClassType	Grade/CourseCode	NASIS ID	TeacherUserName
2	Period 6	Science	grade	05	100000401	BIE-TA2
3	Period 6	Science	grade	05	100000402	BIE-TA2
4	Period 6	Science	grade	05	100000403	BIE-TA2
5	Period 6	Science	grade	05	100000404	BIE-TA2
6	Period 6	Science	grade	05	100000405	BIE-TA2
7	Period 6	Science	grade	05	100000406	BIE-TA2
8	Period 6	Science	grade	05	100000407	BIE-TA2
9	Period 6	Science	grade	05	100000408	BIE-TA2
10	Period 6	Science	grade	05	100000409	BIE-TA2
11	Period 7	Science	grade	08	100000560	BIE-TA2
12	Period 7	Science	grade	08	100000561	BIE-TA2
13	Period 7	Science	grade	08	100000562	BIE-TA2
14	Period 7	Science	grade	08	100000563	BIE-TA2
15	Period 7	Science	grade	08	100000564	BIE-TA2
16	Period 7	Science	grade	08	100000565	BIE-TA2
17	Period 7	Science	grade	08	100000566	BIE-TA2
18	Period 7	Science	grade	08	100000567	BIE-TA2
19	Period 7	Science	grade	08	100000568	BIE-TA2
20						

Save as csv file type

Grade/course code must have leading zero 0 - make field type "text"

Scheduling Test Sessions

- Schedule a test session (assign class to test)
  - Select test
    - Spring 2024 tests will be available for scheduling in the portal from **March 4, 2024**
    - Ensure you select BIE Science Assessment program
  - Select class to schedule for that test
    - Class must be same grade level as test and must not be previously scheduled for the test
  - Save the test session
  - Go to the Test Session Details page to:
    - Review students in the test session
    - Get session access codes (must be provided to the student to log into specific test session)
    - Check student forms *(students with TTS accommodation should have TTS form)*
    - Print test tickets with students' usernames and passwords
    - Monitor test status
  - Student test tickets:
    - Can be downloaded as pdf or csv file
    - pdf can be printed with 1, 8 or 27 log-ins per page
    - pdf has cover sheet listing students and accommodation/accessibility feature assignments
  - Note:
    - Students do not have to test at the same time
    - Log-ins can be used at anytime during the test window as long as the student has not turned in the test

Test window is Monday - Friday, 5am – 8pm MST - times are displayed in Mountain time!
(6am – 9pm CST, 7am – 10pm EST, 4am – 7pm PST)

Scheduling Test Sessions

- STCs or TAs (Teachers) can create test sessions from March 4, 2024, for scheduling the Spring 2024 tests
- TA's must have access to the program in their user profile to schedule classes for an assessment in that program
- STCs can create test sessions for any TA
- STCs can view or edit any test sessions in their school
- TAs can only create test sessions for their classes
- TAs can only view or edit test sessions for their classes

Scheduling Test Sessions

Scheduling Test Sessions

Home   Site Readiness   Students   Enrollment Transfer   Classes   Test Sessions   Dashboard   Materials Management   Bureau School   Help & Support   Logout

Schedule Test Session

2 forms selected. Please select class(es) to proceed with scheduling.

1

Content Area:
Science

Program:
BIE Science Assessment

Test:
Demo Test G5

Search for Classes
Cyber Valley School 1-SCHCV1 (Cyber Valley District-...

2

Classes: Select All   Unselect All
Teacher, Jane-Period 4-(Grade -05)

3

Start Date: End Date: Time Zone:
02/04/2022   07/01/2022   Mountain

4

Schedule   Cancel

Icon	Description
1	Test
2	Class
3	Test Window
4	Save the test session

- Class must be same grade level as test
- If class has already been scheduled for a test, it cannot be scheduled again and will not show up in the classes list
- Test window cannot be edited

Managing Test Sessions

Home   Site Readiness   Students   Enrollment Transfer   Classes   Test Sessions   Pre-ID Management   Dashboard   Materials Management

William Kinnison   (?) Help & Support   (U) Logout

Test Sessions

« Back

			Icon	Description
District:	Cyber Falls District-CFD	**School :** Cyber Falls School 3-SCHCF3	1	Test session information
Administration:	BIE Admin	**Content Area:** Science	2	Test window status
Teacher:	Smith, Jane		3	Session access codes
Class:	Smith, Jane-Period 2 Science-(Grade -08)		4	Students in test session
Test Name:	Demo Test G8		5	Student Test Status (Not started, In Progress, Finished)
Testing Window:	02/05/2022 to 07/01/2022			

①

② **Test is in progress.** It ends on **07/01/2022**. Students may log in and take the test using their username and password shown below.

Access Codes

③

Session Sequence	Session Name	Access Code
1	Session 1	9631346180
2	Session 2	8270911385

Filter by Session

⑤

Choose a Session ▾   [Export Logins for Selected Students]

④

☐	Last Name 🔍	First Name 🔍	Username ▴🔍	Password	Form Name 🔍	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	
☐	Eighty	Student	100000080	2D237ED3	Regular Form	02/05/2022 3:57:49 PM	+	Session 1:Not Started			Invalidate
								Session 2:Not Started			Invalidate
☐	Eightyone	Student	100000081	D82E55B7	Regular Form	02/05/2022 3:57:49 PM	+	Session 1:Not Started			Invalidate
								Session 2:Not Started			Invalidate
☐	Eightytwo	Student	100000082	8836D6EE	TTS Form	02/05/2022 3:57:49 PM	+	Session 1:Not Started			Invalidate
								Session 2:Not Started			Invalidate

Managing Test Sessions

Managing Test Sessions

Teacher Name: Demo II, Teacher II

Class Name: Demo II, Teacher II-Period 3 Science-(Grade -8)

Test Name: Demo Test 2 MS

Testing Window: 8/22/2022 to 5/31/2023

Student Name	Date of Birth	Username	Password	Accommodations
FourSixtyfive, Student	1/9/1999	100000465	ABEEE337	
FourSixtyfour, Student	1/8/1999	100000464	EAA9D5A8	Read Aloud to Self,Color Contrast
FourSixtyone, Student	1/5/1999	100000461	5FFEDC43	
FourSixtythree, Student T	1/7/1999	100000463	799E83EA	Science TTS English
FourSixtytwo, Student	1/6/1999	100000462	66FDD23E	

Monitoring Testing

- Check student test status for tests "not started" or "in progress"
  - If test is "not started" or "in progress", student can log in and finish it anytime during test window if they have log-in information unless the test has been invalidated
  - Once test in "finished" (or invalidated), student cannot log in to test
- The help desk can re-open any test that was inadvertently turned-in before the student completed the test
- Use the "Export Test Status" or the "Export Test Status for All Tests" download under "Exports" on the Test Session screen to download a list of student test sessions and their status
- Use the "Export Students Not Scheduled" download under "Exports" on the Test Session screen to download a list of students not scheduled for a test

| Home | Site Readiness | Students | Enrollment Transfer | Classes | Test Sessions | Pre-ID Management | Dashboard | Materials Management | | Aarti Jagtap | Help & Support | Logout |

Displaying test sessions in Cyber City School 1-SCHCC1

Cyber City School 1-SCHCC1 (Cyber City District-CCD) ▼   Science ▼

BIE Science Assessment   Export Test Status ▼   Select a test (required) ▼

Filter by testing status

All ▼

Schedule New Test Session

Exports ▼

Export Test Status

Export Test Status for All Tests

Export Students Not Scheduled

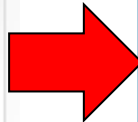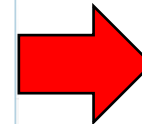# Export Test Status for All Tests

NEW!

Exports ▾

Export Test Status

Export Test Status for All Tests

Export Students Not Scheduled

A test status export was created with download ID 906. Results will be available in the **Download Center**.

Users   **Download Center**

Welcome to BIE Science Assessments

Administration

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

Reporting

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

Users   Download Center

👤 Aarti Jagtap   ❓ Help & Support   ⏻ Logout

Download Center

Refresh List   ☐ Show Archived

ID	Type	Date Created (CST)	Status	Actions
906	Export Test Status for All Tests	2/5/2024 12:38:21 PM	Succeeded	Download Result | Archive

Test Report Codes

- For students who cannot complete the test, invalidate using two-step process:
  - Enter a test report code
  - Select "invalidate" for ***each test session*** **– invalidating the test prevents the student from logging into the test**

- If a student starts one session and the test is invalidated before they finish:
  - Invalidate the session and enter test report code
  - Put the student in a new class/test session and have them start from the first session

- If a student finished one or more sessions in a test but one or more sessions is invalidated:
  - Leave the completed and valid test sessions alone
  - Invalidate the invalid test session(s) and enter test report code
  - Put the student in a new class/test session and have them complete only the test session(s) that were invalidated in the original test session. Cognia will link the valid test sessions during post test data clean-up

- If a student does not start any test session:
  - Remove the student from the class, or…
  - Invalidate each session and enter test report code

Test Report Codes/Invalidating Tests

Test Report Codes/Invalidating Tests

Completing Testing

- Check student test status for tests "Not Started" or "In Progress"
- Use the "Export Test Status", "Export Test Status for All Tests", and "Export Students Not Scheduled" to help check students
- Enter Test Report code/invalidations as needed
- No other actions are needed to "close" testing
- Following the completion of the test administration window, there will be a three-day "data clean-up" period when changes can be made to student demographics and test report codes/invalidations.
    - Monday, April 22–Wednesday, 24, 2024
- After this window, students and test sessions will still show up in the portal but any further changes will not be reflected in reporting
- In June, all students, test session data and tests will be removed from the portal

Test Administrator Access

Displaying test sessions for Demo Test G5 in Cyber Valley School 1-SCHCV1

STC View

Cyber Valley School 1-SCHCV1 (Cyber Valley District-C...   Science

Schedule New Test Session   Exports ▾

BIE Science Assessment   Demo Test G5

Filter by testing status

All

School ▴	Class	Testing Status	Created Date	Created By		
Cyber Valley School 1-SCHCV1	Teacher, Jane-Period 1-(Grade -05)	In Progress	1/19/2022 9:20:43 AM	Bureau School	View Details/Student Logins	
Cyber Valley School 1-SCHCV1	Teacher, Jane-Period 4-(Grade -05)	In Progress	2/4/2022 1:26:03 PM	Bureau School	View Details/Student Logins	Delete
Cyber Valley School 1-SCHCV1	Teacher, John-Period 3-(Grade -05)	In Progress	2/4/2022 1:27:31 PM	Bureau School	View Details/Student Logins	Delete

Showing 1 - 3 of 3

*Created date is in Mountain Standard Time.

Home   Test Sessions   Jane Teacher   Help & Support   Logout

Displaying test sessions for Demo Test G5 in Cyber Valley School 1-SCHCV1

TA View

Cyber Valley School 1-SCHCV1 (Cyber Valley District-C...   Science

BIE Science Assessment   Demo Test G5

Filter by testing status

All

School ▴	Class	Testing Status	Created Date	Created By	
Cyber Valley School 1-SCHCV1	Teacher, Jane-Period 1-(Grade -05)	In Progress	1/19/2022 9:20:43 AM	Bureau School	View Details/Student Logins
Cyber Valley School 1-SCHCV1	Teacher, Jane-Period 4-(Grade -05)	In Progress	2/4/2022 1:26:03 PM	Bureau School	View Details/Student Logins

Showing 1 - 2 of 2

*Created date is in Mountain Standard Time.

Dashboard

- Dashboard will be available on the second day of testing

- Not live data, will display previous days statistics

- Not to be used for accountability statistics

- Statistics are by school

- Statistics include
    - Number of tests scheduled
    - Number of tests in progress
    - Number of tests finished
    - Tests started by hour
    - Tests started by day
    - Operating systems used by testers

Materials Management

- Order additional paper test materials from Cognia
- Access to this menu and training on how to use it will be released later when the additional materials window opens on February 26, 2024
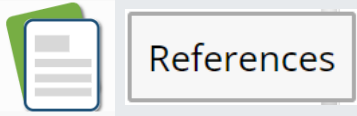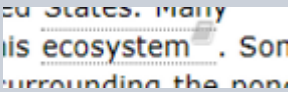
BIE Science Assessment

BIE Science Assessment
Student Test Interface:

Student Test Delivery System

Universal Tools

Name	Tool Icon
Sketch Tool (not available for constructed response items)	
Text Highlighter	
Note Pad	
Line Reader	
Answer Eliminator	
Reference Sheet	
Pop-up Glossary	

Universal Tools

Name	Tool Icon
Zoom View (magnifier)	Zoom 🔍
Bookmark	Question 24 ▼ ⭐
Expand Passage	alled a tiltmeter on a ...erupt. The tiltmeter → Expand | This question has t the question.
Answer Masking	Hide All 👁 (A) Planting tree crops with ground cover after logging a natural forest could decrease the amount of erosion.
Custom Masking	
Reverse Contrast	

Accessibility Features

- Must be pre-identified before testing, but student does not need a legal plan to have accessibility features assigned to them for testing

Name	Tool Icon
Color Contrast	

Accommodations

- Must be pre-identified before testing and be apart of the students 504/IEP plan

Name	Tool Icon
Science Text-to-Speech English	Text-to-Speech:
Word Prediction (Embedded)	
Allow Accessibility Mode Testing	Options Text-to-Speech — Volume:100 Speed — Slow / Normal / Fast Color Contrast — Default, Classic, Ruby, Chalkboard, Nocturnal, Aquiline, Eccentric, Azure, Haunted, Celestial, Antique, Creamy Accessibility Mode — Proctor Password — Submit Continue

Logging in to a Test

1. Launch Kiosk

2. Login using the username and password from the student test ticket

Logging in to a Test

Not **Student OneSixty?** Exit

Hello, Stude

100000160
State Student ID

Cyber Pass School 1-SCHCP1
School Name

The following tests have be

Demo Test G8

Session 1   Session 2

Not **Student OneSixty?** Exit

Hello, Student OneSixty

100
State St

Cybe
SCHC
School

District:	Grand Canyon District	**School :**	Grand Canyon High School
Administration:	2016-2017	**Content Area:**	Science
Class:	Teacher, Role-Demo Class-Science-(Grade -HS)		
Test Name:	Demo Test 1		
Testing Window:	07/25/2018 to 08/11/2018		

Test is in progress. It ends on **08/11/2018**. Students may log in and take the test using their username and password shown below.

Access Codes

Session Sequence	Session Name	Access Code
1	Session 1	8301294403
2	Session 2	3376567156
3	Session 3	7908604116

« Back to Test Sessions

The follo

Demo

Sessio

Session Access Code: [   ]   Submit   Cancel

Logging in to a Test

Options

Text-to-Speech   Volume:100 ▭──────────────────────────▯

Speed | Slow | Normal | Fast |

Color Contrast

Default	Classic	Ruby	Chalkboard	Nocturnal	Aquiline
Eccentric	Azure	Haunted	Celestial	Antique	Creamy
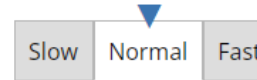
Word Prediction Emb   Enabled

Continue

Logging in to a Test

Text-to-Speech:

Preview Form Gr5 BIE Practice
Session 1 Directions

Welcome to the Bureau of Indian Education (BIE) Science assessment practice test!

This is Session 1. You should complete all items in this session.

Use the navigation buttons to move to the next question or to go back to the previous question in each session.

Each question will have specific directions explaining how to answer. For some questions, you may need to choose more than one correct answer.

Some questions will require you to type a response and will be followed by a text box. Type your answer in the text box.

For some questions, important information will be shown on the left side of the screen. Be sure to read all the information before you answer the questions on the right side of the screen. You may need to use the scroll bar to see all the information.

Select Continue to begin.

Continue

Test Navigation

Read the information. Then answer the questions that follow. →

Investigating Gas Production

In class, a teacher demonstrates a chemical reaction by mixing vinegar and baking soda to produce bubbles of gas. ==Eliana wonders whether mixing other substances could also produce a gas.== She decides to test different combinations of sugar, water, vinegar, and baking soda.

Some properties of these substances are shown in the table.

Properties of Substances

Substance	Color	Solid or Liquid	Attracted to a Magnet	Conducts Electricity
Sugar	White	Solid	No	No
Water	Clear	Liquid	No	Yes
Vinegar	Clear	Liquid	No	Yes
Baking soda	White	Solid	No	No

Investigation 1
Eliana mixes a small amount of each liquid and solid in a bowl and observes whether bubbles of gas are produced. Her observations are shown in the table.

Investigation 1 Observations

Liquid Used	Solid Used	
Water	Sugar	
Water	Baking soda	No

This question has two parts. Be sure to answer both parts of the question.

Part a
Based on the properties in the table, how can Eliana tell whether a substance is water or sugar?

Hide All

👁 (A) The substance is sugar if the substance is a solid and conducts electricity.

👁 (B) ~~The substance is sugar if the substance is clear and is not attracted to a magnet.~~

👁 (C) The substance is water if the substance is white and does not conduct electricity.

👁 (D) ~~The substance is water if the substance is liquid and is not attracted to a magnet.~~

Part b
Based on the observations from investigation 1, how can Eliana tell whether a substance is water or vinegar?

Show All

👁 (A)

👁 (B) The substance is vinegar if gas is produced after sugar is added.

👁 (C) The substance is water if gas is produced after baking soda is added.

You can type notes here......

Last Saved: 2-7-2022 9:7:36 AM

abc | ≣ | ◑ | ✏ | 🖍 | 📝 | 📖

Clear | Pause/Exit | Back | Next | Finish

Test Navigation

Question **1** ▼ ☆   Screen Zoom: 🔍   Text-to-Speech: 🖰 ▶ ⚙

Do you want to pause your test or exit your test?

Pause the test to temporarily log out. Exit the test to log out and close the testing application.

Pause Test   Exit Test   Cancel

Clear   **Pause/Exit**   Back   Next   Finish
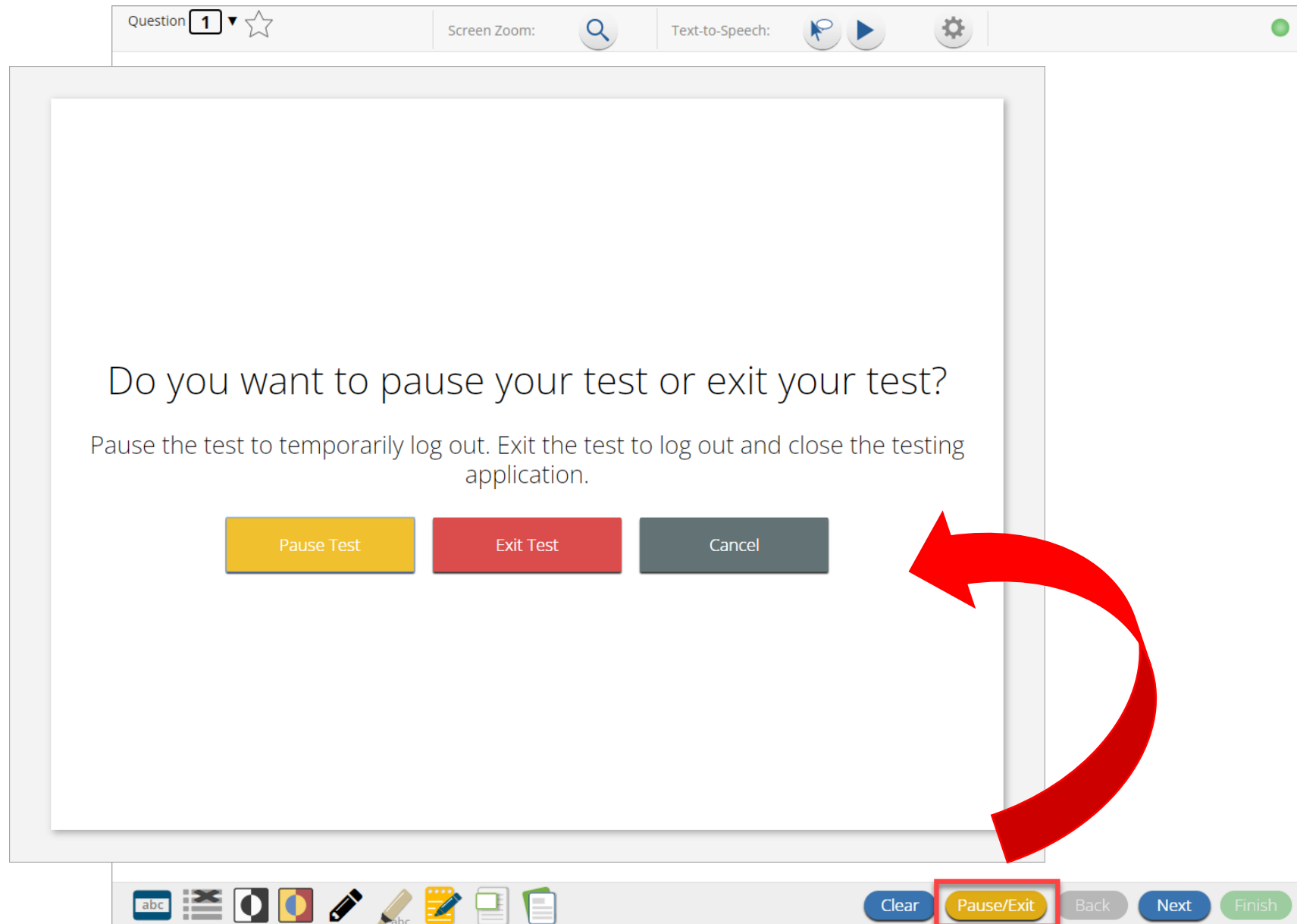
Your test is **paused**.

To resume testing, enter your password and click the Resume button.
To exit the test and close the testing application, click the Exit button.
When the timer reaches 00:00, your test will exit on its own.

44:48

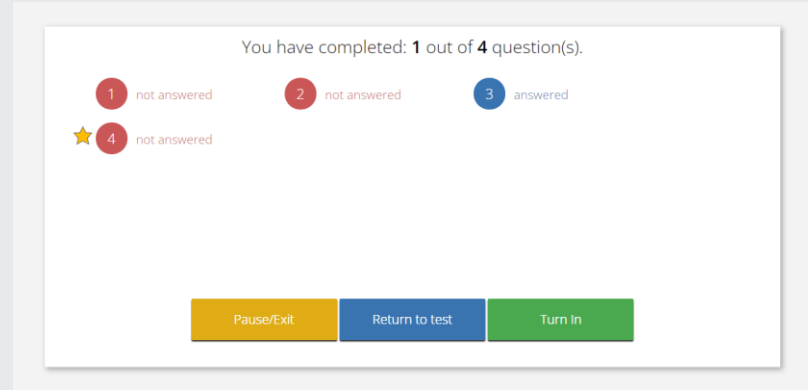Password: [   ]

Resume   Exit Test
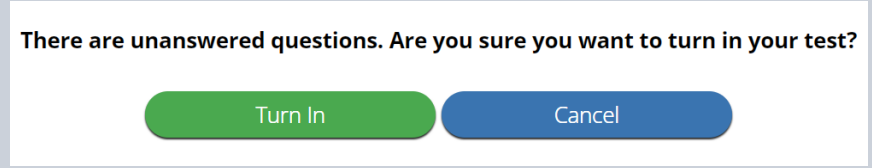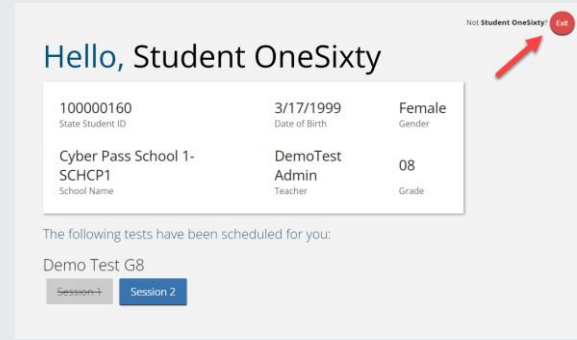
Pause and inactivity timeout is 45 mins.

Test Turn In

Steps	Button to Click
On the last item, students click Finish.	
On the test review screen, students click Turn In.	
Below the confirmation question, students click Turn In.	
Student returns to profile page and may select the next section or click Exit to exit the kiosk.	

Site Technology Preparation

More information on Site Technology Preparation is provided in the Kiosk Training slides.

Practice Test Options

1. Use internet-based practice test with web browser

Best option for:

Practice testing with browser or on devices that do not have a testing kiosk installed
Note: all accommodations except allow accessibility mode and screen zoom are available

- To access the practice test in <u>web browser</u>:
  1. Launch Browser
  2. Go to https://biepracticetest.cognia.org
  3. Use the drop-down menu to select the practice test and click the "Go" button

2. Use internet-based practice test with student kiosk

Best option for:

Realistic practice testing in secure kiosk
Note: all accommodations except allow accessibility mode are available

- To access the practice test in <u>web browser</u>:
  1. Launch BIE Science Kiosk
  2. Click on the "Access Practice Test" link
  3. Use the drop-down menu to select the practice test and click the "Go" button

Practice Test

Additional Training Resources

Help Guides

- Quick Starts: Creating Classes, Scheduling Tests, Printing Logins, Student Interface
- Kiosk Installation Guide
- Portal User Guide
- Kiosk User Guide
- Scoring Guide
- Reporting Guide
- Testing with Third Party Accessibility Software
- Tutorial Videos
  - https://bie.onlinehelp.cognia.org/

## Support Desk

- Call-in Information Sheet

Remember

- Deactivate unused accounts
- Kiosks do need to be downloaded and apps installed – ***last year's kiosks will not work***
- Check student demographics and add accommodations
- Ensure students have TTS accommodation/form BEFORE they log in to the test
- 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?

Help & Support Site
General Education Science
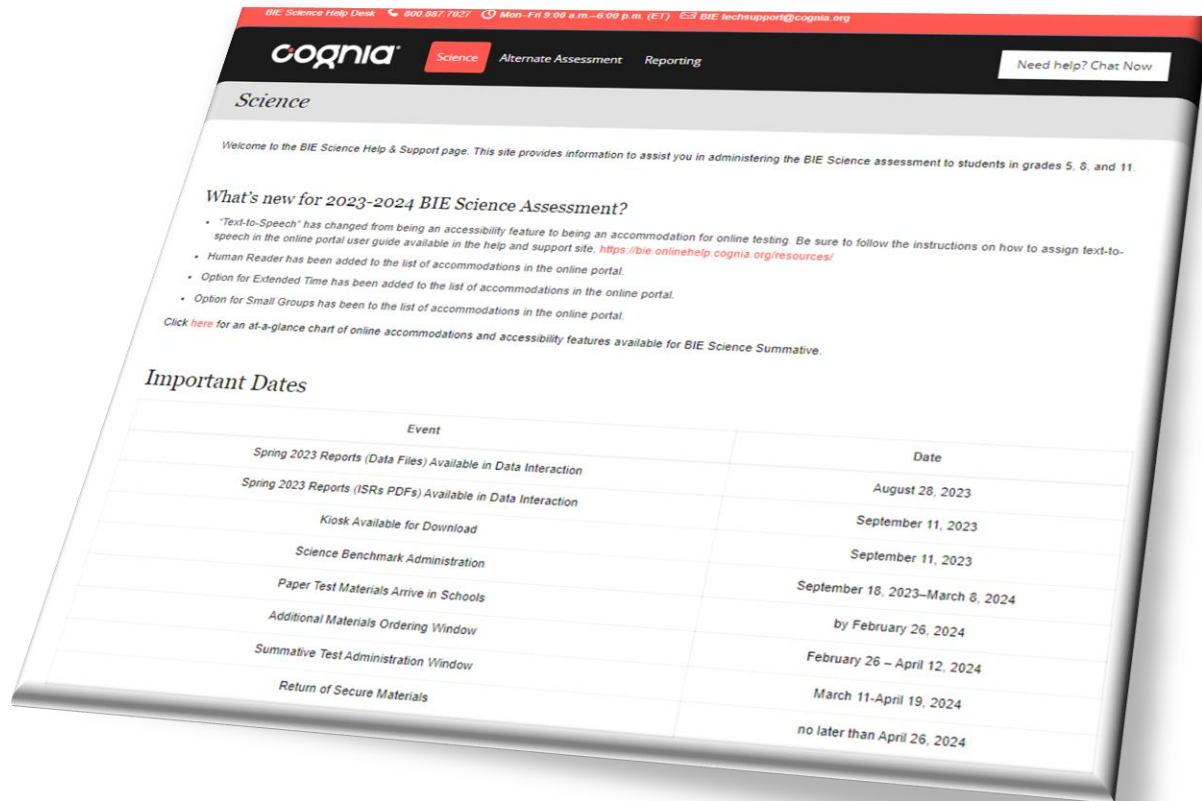
- https://bie.onlinehelp.cognia.org/
- Resources will be posted throughout the year
  - Key dates
  - Manuals
  - Training videos
  - Practice tests
    - Access to CBT practice test and answer documents
    - Downloadable PDFs of the practice test
  - Reporting resources

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
  - [Chat](#) (accessible from the BIE Help & Support site)

Questions?

Thank you!