



Welcome!

The training will begin shortly





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

BIE Science Benchmark - ITCs

September 26, 2024



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

Carmelia Becenti, Chief Academic Officer

Donald Griffin, Section 504 Program
Coordinator, Project Manager for MSAA

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 2024 ITC Training

Aarti Jagtap, eMetric
Kaelee Harper, eMetric

Agenda

- Benchmark Assessments Overview
- 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 – elementary school, middle school, high school

Elementary School: grade 4, grade 5
Middle School: grades 6-8
High School: grades 9-12



8 forms per grade level

Each form covers different content/standards

For available forms indicating their content topic/focus, and tested Performance Expectations (PEs), visit <https://bie.onlinehelp.cognia.org/benchmark-administration/> on the BIE Science Help & Support site



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

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

Online

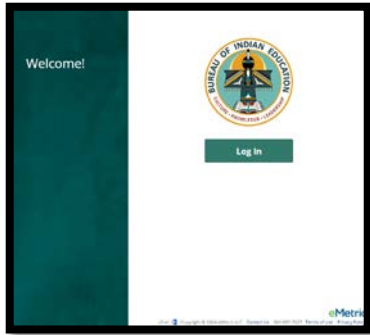
- Students assess in kiosk or browser

Paper

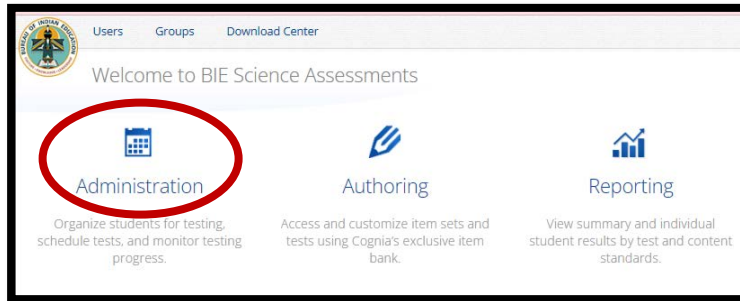
- PDFs available for download from portal STC's administration home page, <https://bie.Cognia.org>

Downloading the PBT forms from the Portal

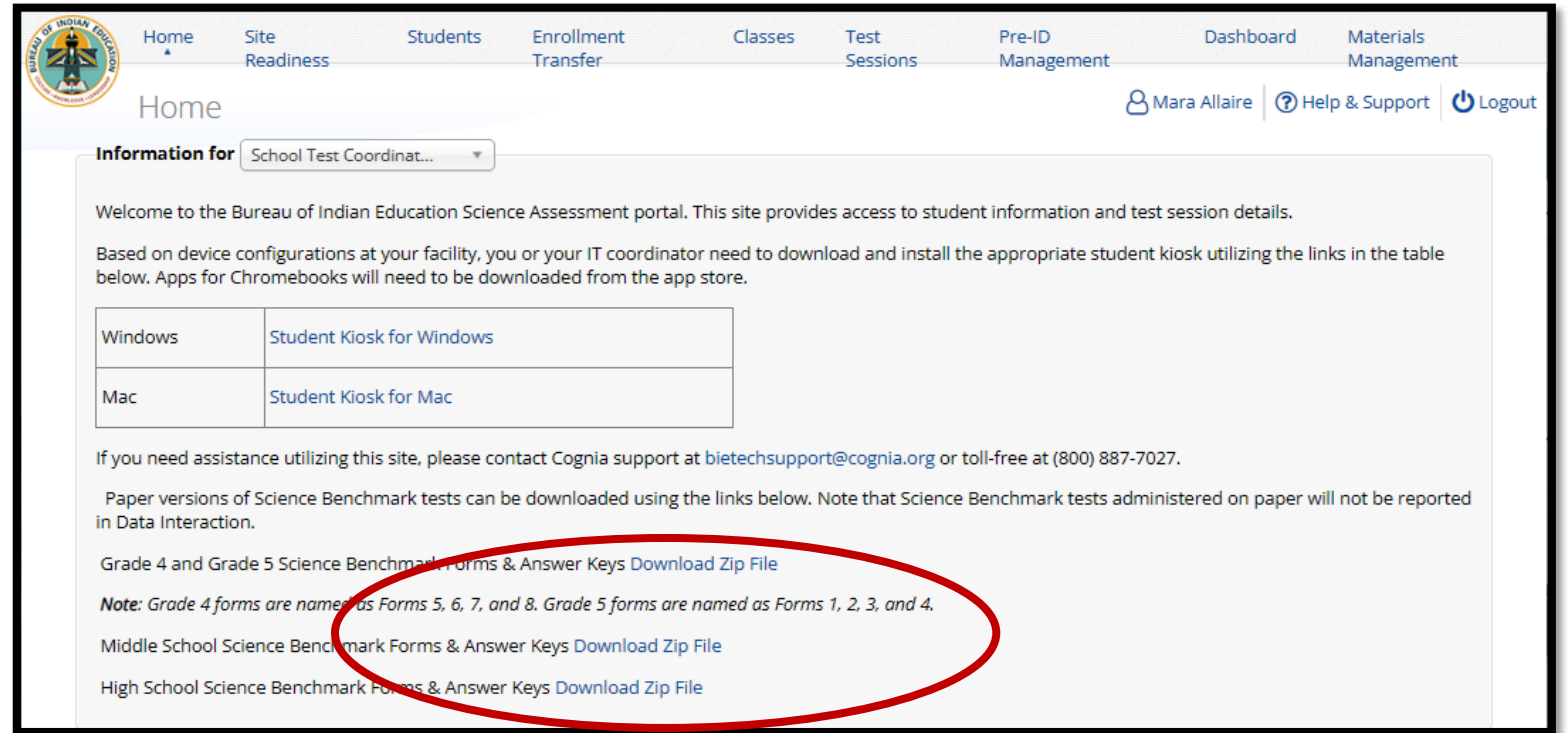
- Log in to the Portal



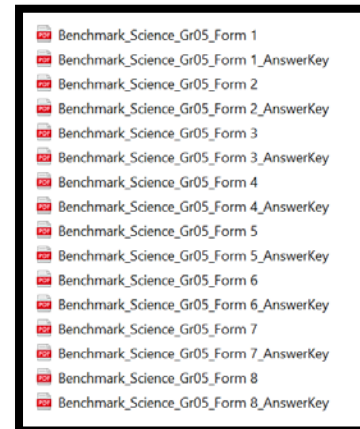
- From the Homepage, select the Administration icon



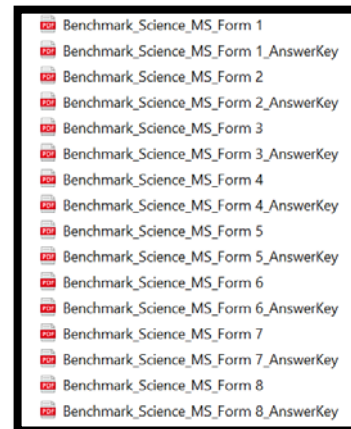
- There you will see the links for downloading the paper-based test forms by grade level
- You must download G5, Grade 4 forms are named as Grade 5, Forms 5,6,7,8...Middle School and High School tests separately



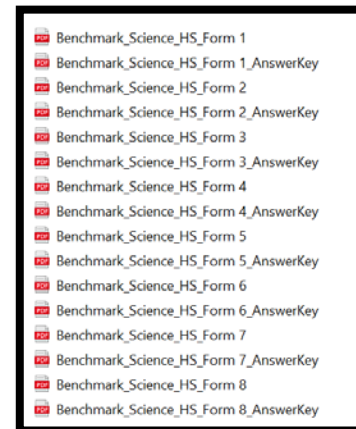
Elementary School (Grades 4, 5)



Middle School (Grades 6-8)



High School (Grades 9-12)





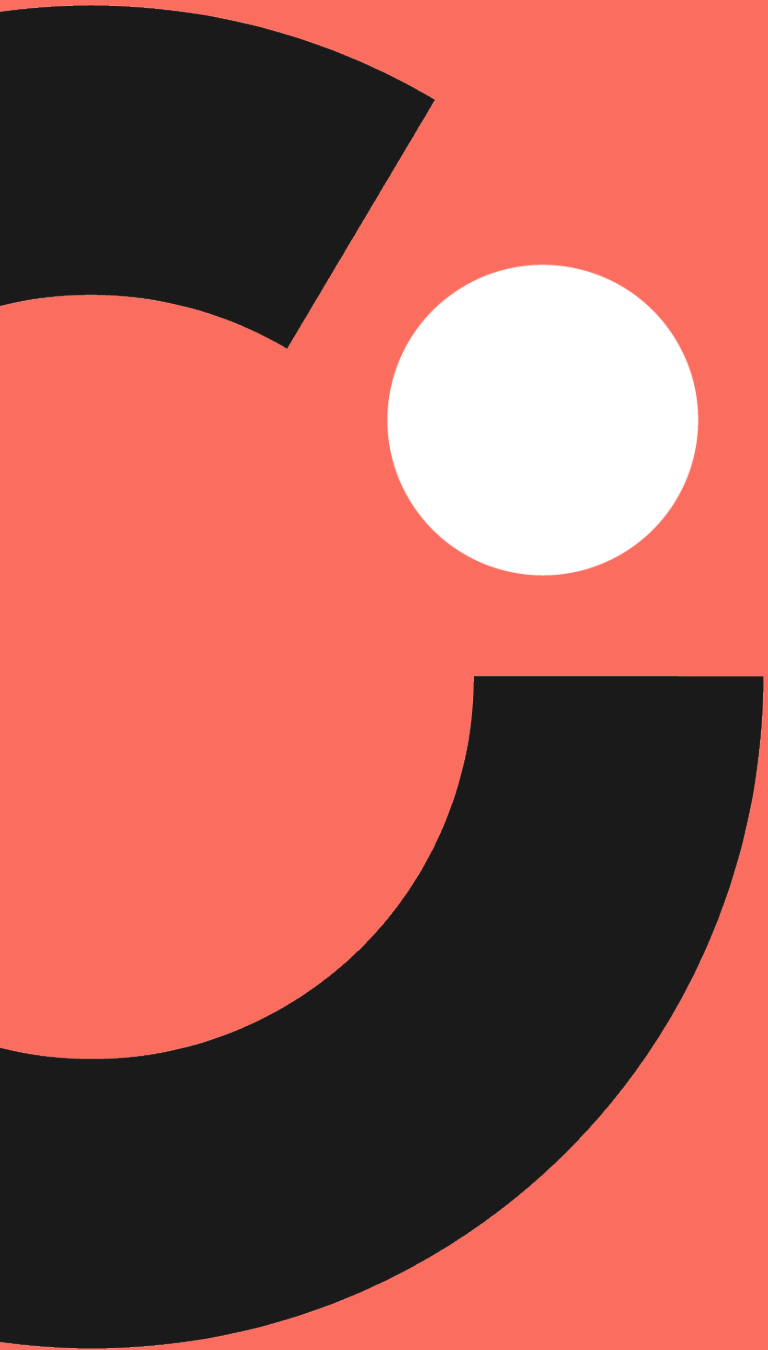
Science Benchmark Key Dates

Key Dates

Test Preparation Key Dates

Student Roster Upload by BIE (only 5 th , 8 th , 11 th grade students, field can manually add off-grade students as desired)	August 21, 2024
Portal Open & Kiosks available for download	Sep 9, 2024
Tests available for scheduling in Portal	Sep 23, 2024
Science Benchmark Test Window Opens	Sep 23, 2024
Science Benchmark Test Window Closes	Mar 7, 2025





Science Benchmark Overview of System and Testing Process

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

ITC

1. Download and install kiosks/apps
2. Complete Site Readiness Test

STC

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

STC or 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

TA

1. **Score human scored items on tests**
2. View results in Data Interaction

After testing...



Access

- <http://bie.cognia.org>
- Open all year, previous accounts can be used
- If you are a new School Test Coordinator, please contact BIE. Upon account creation, a welcome email will be sent from the portal.
 - 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

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)	<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• Score human scored items for Benchmark tests• View Benchmark results in Data Interaction
Report Access Only (RAO)	<ul style="list-style-type: none">• View Reports



Portal Log-in



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

Welcome!



Log In

eMetric

v3.40.1.2 Copyright © 2024 eMetric LLC Contact Us 800-887-7027 Terms of Use Privacy Policy

User Accounts & Access



Users 2

Bureau of Indian Education Science Assessment Portal

BIE

1

2

3 Demo STC

4 Help & Support

5 Logout

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!

v3.25.0 Copyright © 2022 eMetric LLC Contact Us 800-887-7027 Terms of Use Privacy Policy


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.

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

Mara Allaire | Help & Support | Logout

Home

Information for School Test Coordinat...

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, you or your IT coordinator need to 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 4 and Grade 5 Science Benchmark Forms & Answer Keys Download Zip File](#)

Note: Grade 4 forms are named as Forms 5, 6, 7, and 8. Grade 5 forms are named as Forms 1, 2, 3, and 4.

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

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



Administration: ITC Account



Home Site Readiness 1

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	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

v3.25.0 Copyright © 2022 eMetric LLC Contact Us 800-887-7027 Terms of Use Privacy Policy

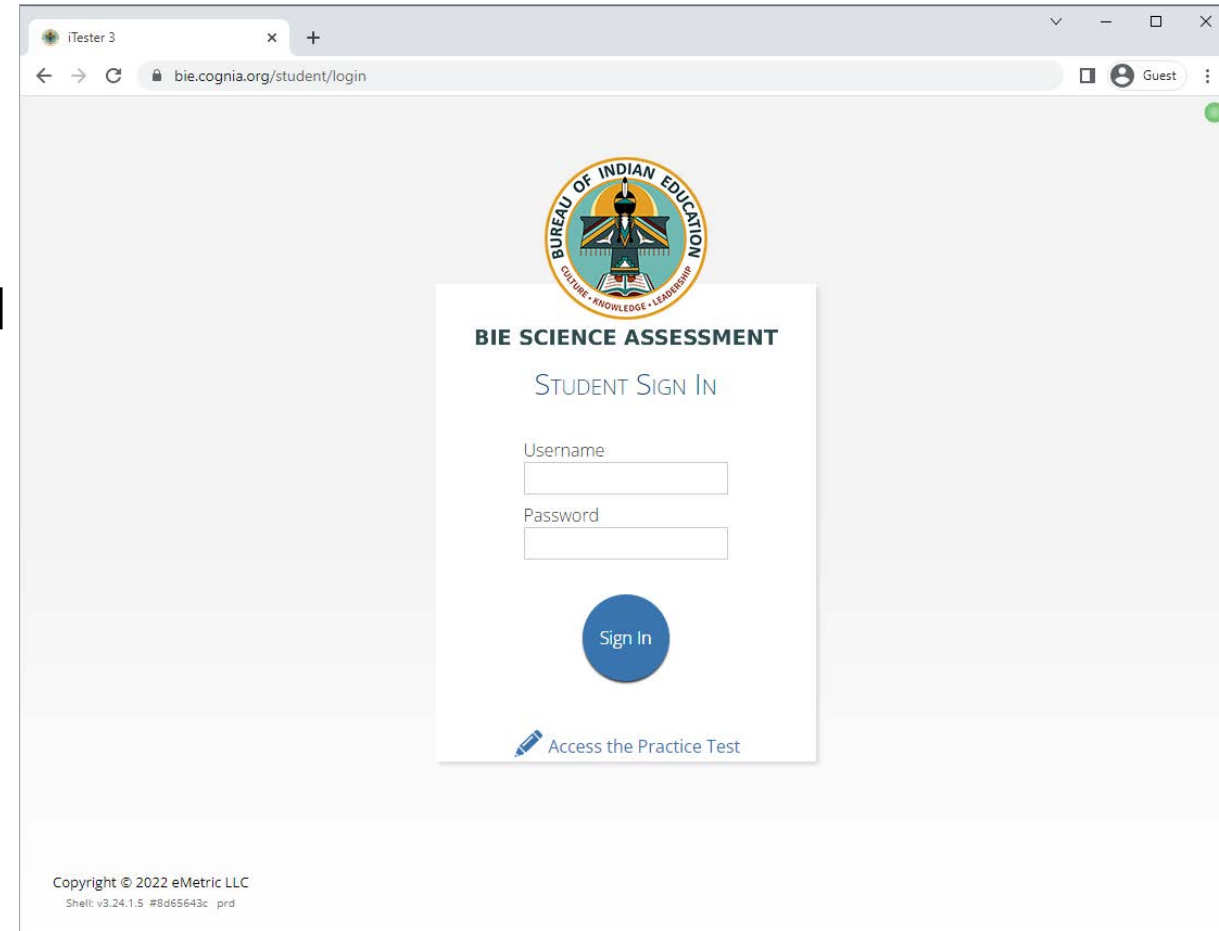
Icon Description

- | | |
|---|--|
| 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. |



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





Kiosk Requirements

- Windows and Mac Applications
 - Available to download in the Portal on September 9, 2024
- 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™ 127 or newer
Firefox® 128 or newer
Microsoft Edge™ 127 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 (22H2; 23H2)
Mac OS®	13.4, 14.6 (64-bit only)

Chromebook Specific Requirements

Chromebook™ notebook computer*	Chrome OS™ LTS 120 Stable Channel 125, 126, 127
---------------------------------------	--



Updated Aug 9, 2024. 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.





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





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)

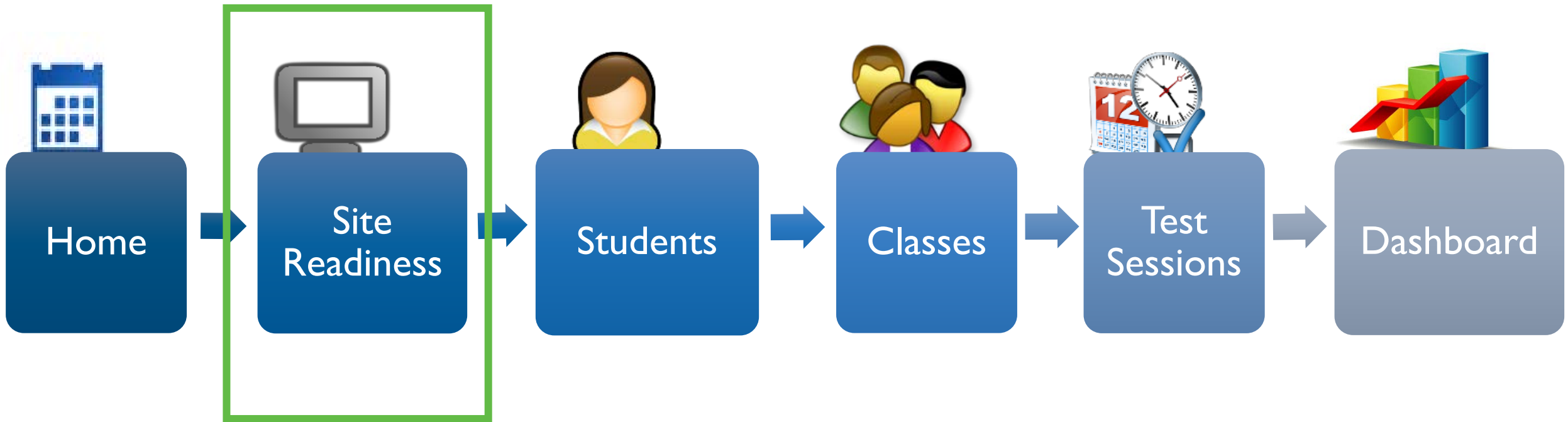
- Choose network folder or local folder that is not touched by the sandboxing applications
- Applicable for both stored response and kiosk installation folders

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.



Administration Workflow





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

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

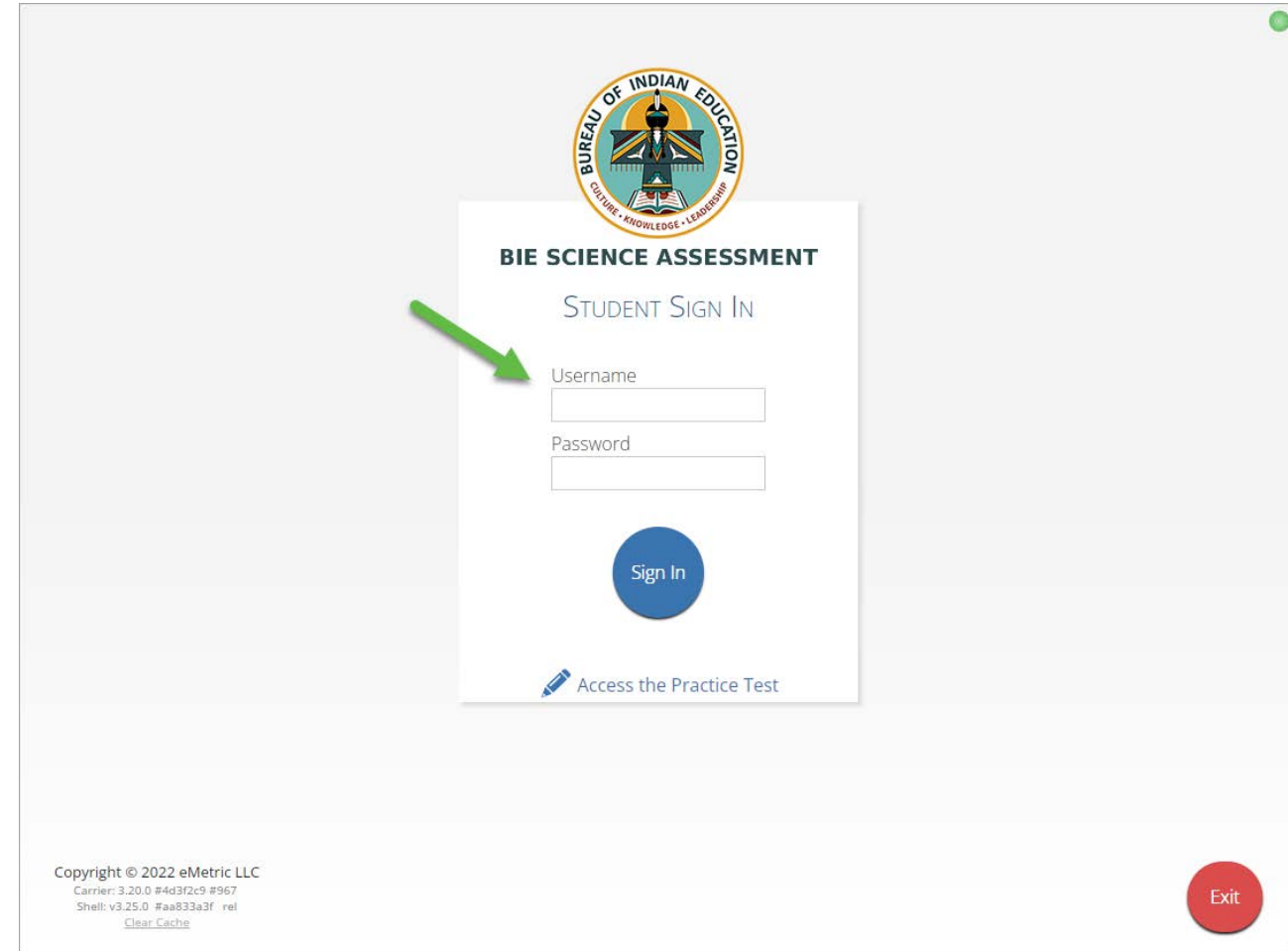
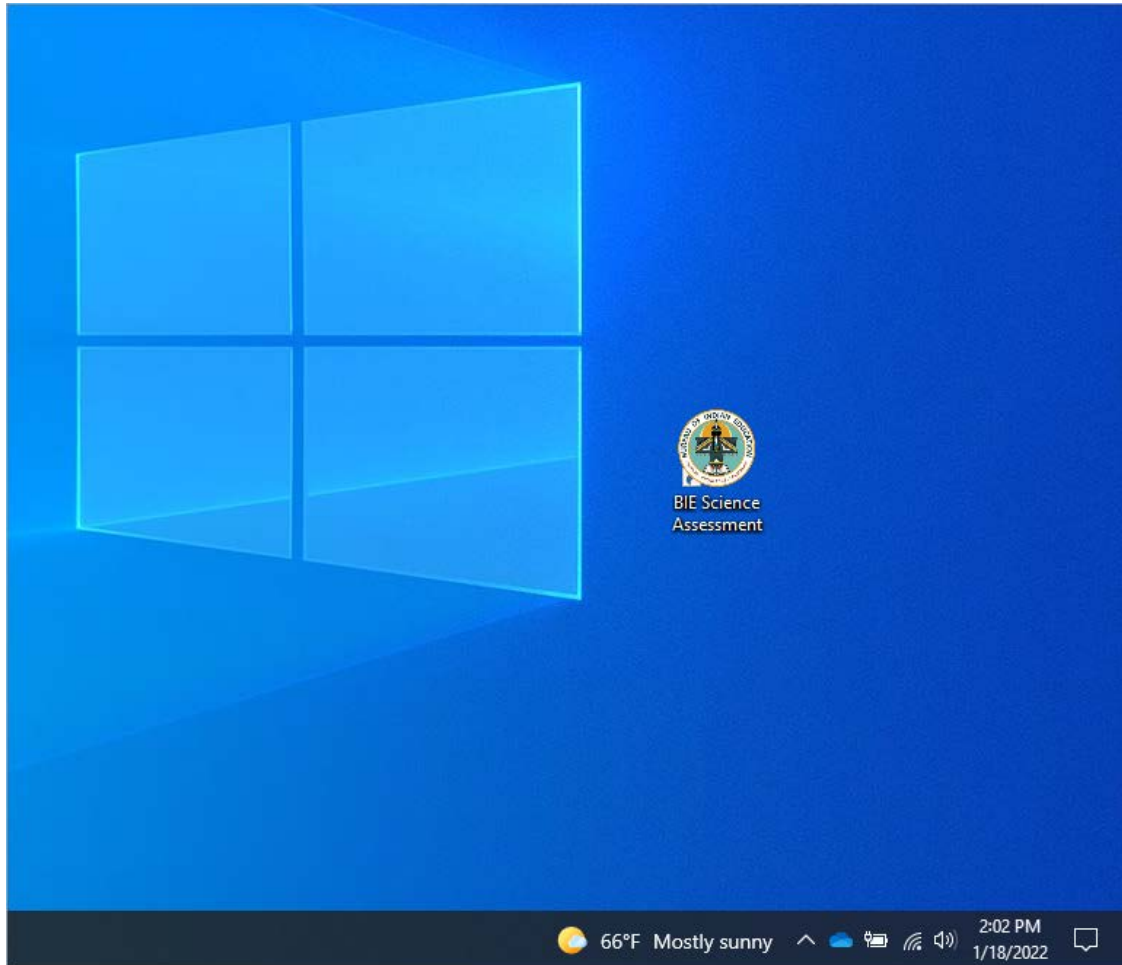
If you need assistance utilizing this site, please contact Cognia support at biotechsupport@cognia.org or toll-free at (800) 887-7027.

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

Username: WSR-CPD-SCHCP1

Password: CPD-SCHCP1

Site Readiness





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.

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

Username: WSR-CPD-SCHCP1

Password: CPD-SCHCP1

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) 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.

v3.20.0.2 Copyright © 2022 eMetric LLC Contact Us 800-887-7027 Terms of Use Privacy Policy

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





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 ReadinessTechnology 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

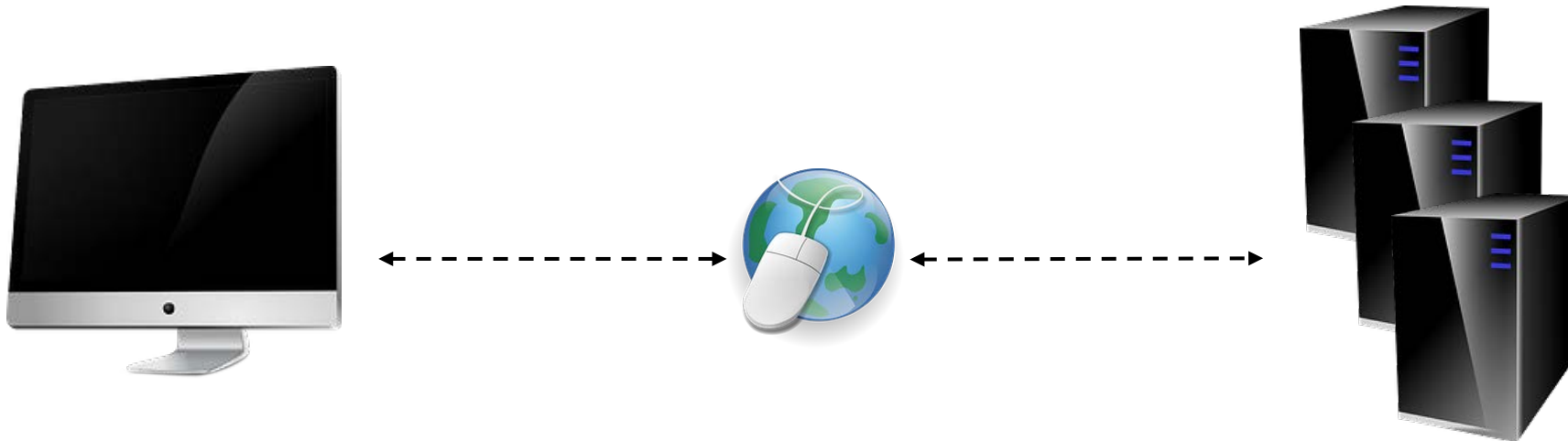
*Date and time is in Mountain Standard Time.

v3.20.0.2 Copyright © 2022 eMetric LLC Contact Us 800-887-7027 Terms of Use Privacy Policy

Browser Requirements



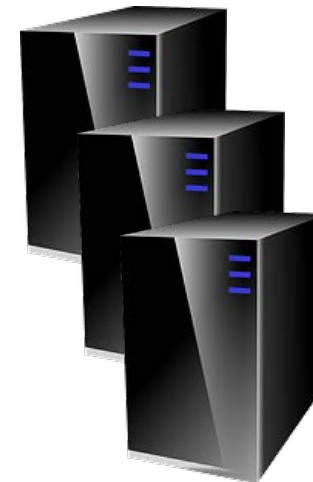
- Do not use browser in private or incognito mode
- Do not delete browsing history or browser cache



Browser & Kiosk Requirements (network)



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



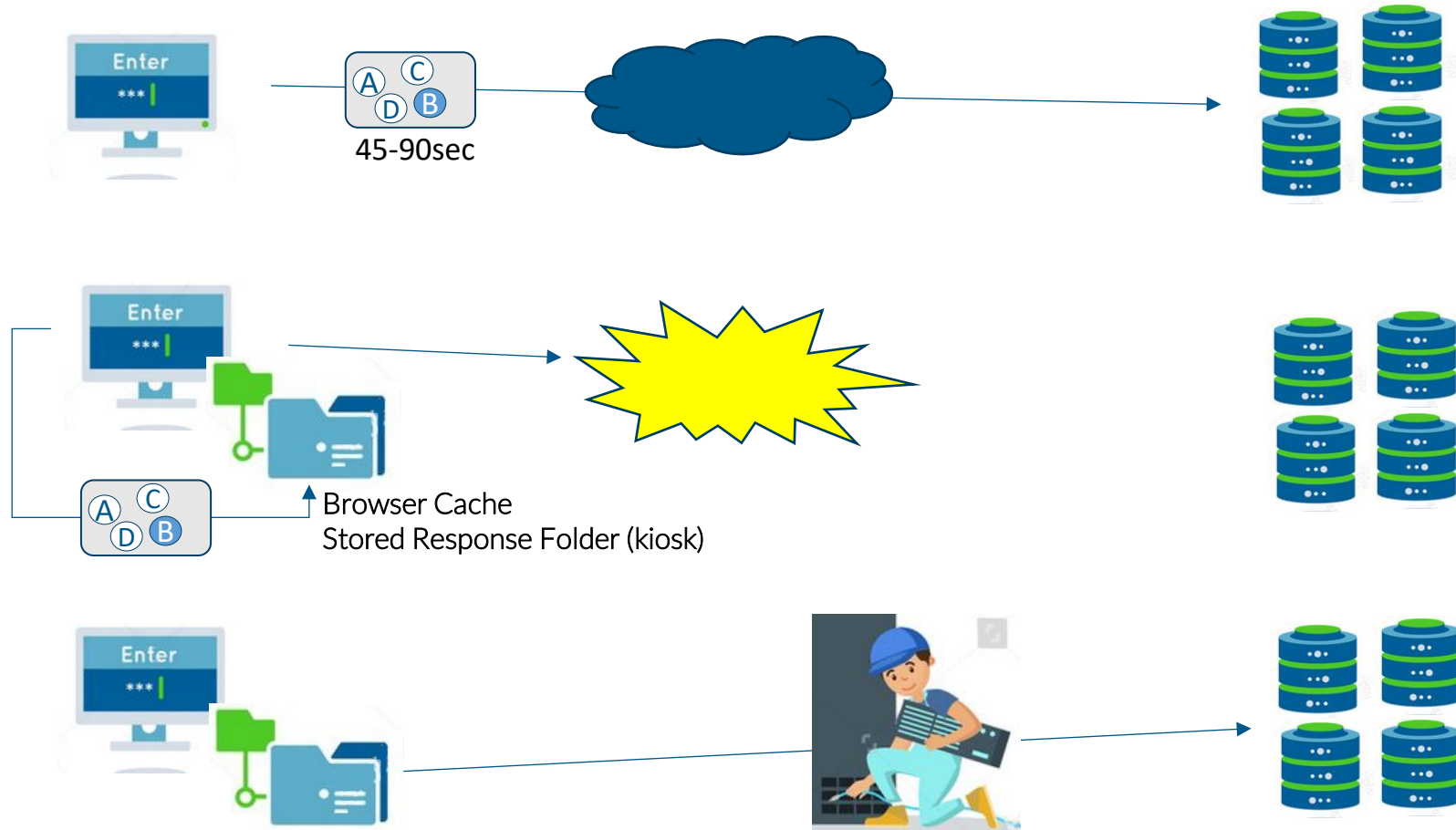
- End of Test:
1. Submit responses for scoring



Browser & Kiosk Test Integrity



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



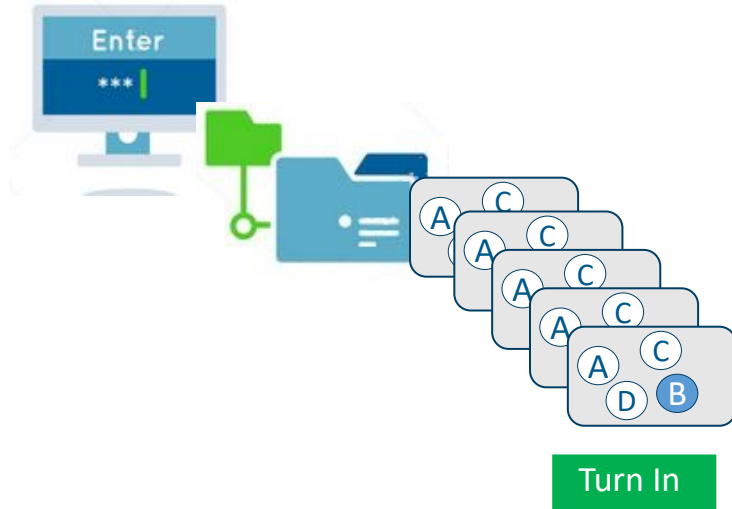
Browser & Kiosk Test Integrity



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.

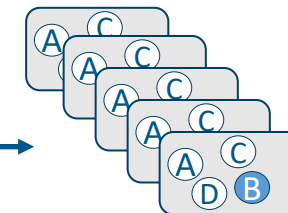
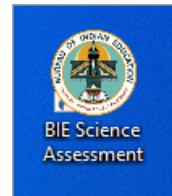
Send Responses

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?





Cognia Help & Support Page

Help & Support Site General Education Science Page



A page specifically dedicated to BIE Science Summative Assessment

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



Key Dates

High level important dates for 2024-25SY



Testing Accommodations

Paper based testing braille, large print, & human reader kits special instructions sheets

Online based testing universal tools, accessibility features & accommodations chart



Practice Tests

Paper (PBT)

Online (CBT)



Online System Tutorials

Quick video tutorials explaining specific tasks



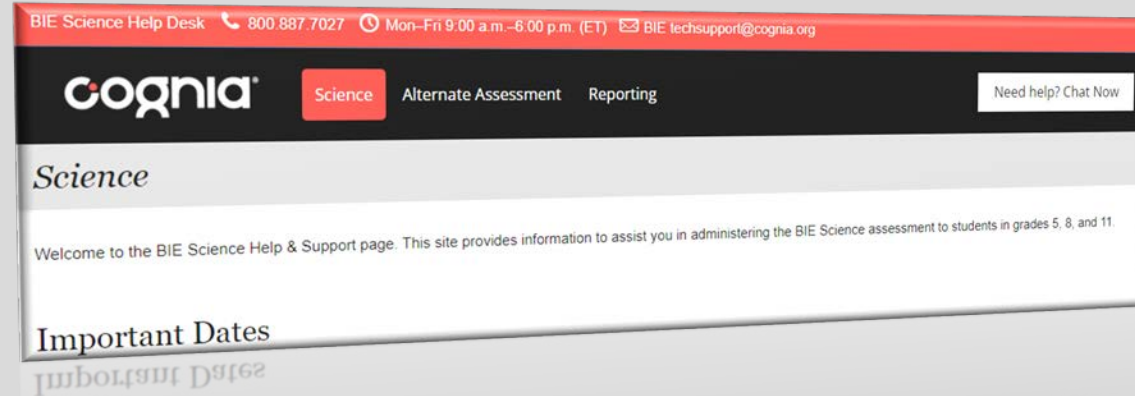
Resources

Manuals, Online User Guides, Quickstart Guides, Technical Report. Reporting Resources, Forms, Score Interpretation Guides, etc.



Training

Webinars Recordings and Slides



Help & Support Site Science Benchmark Page



A page specifically dedicated to Science Benchmark Administration:
<https://bie.onlinehelp.cognia.org/benchmark-administration/>



Key Dates



Scoring Guides



Online System Tutorials



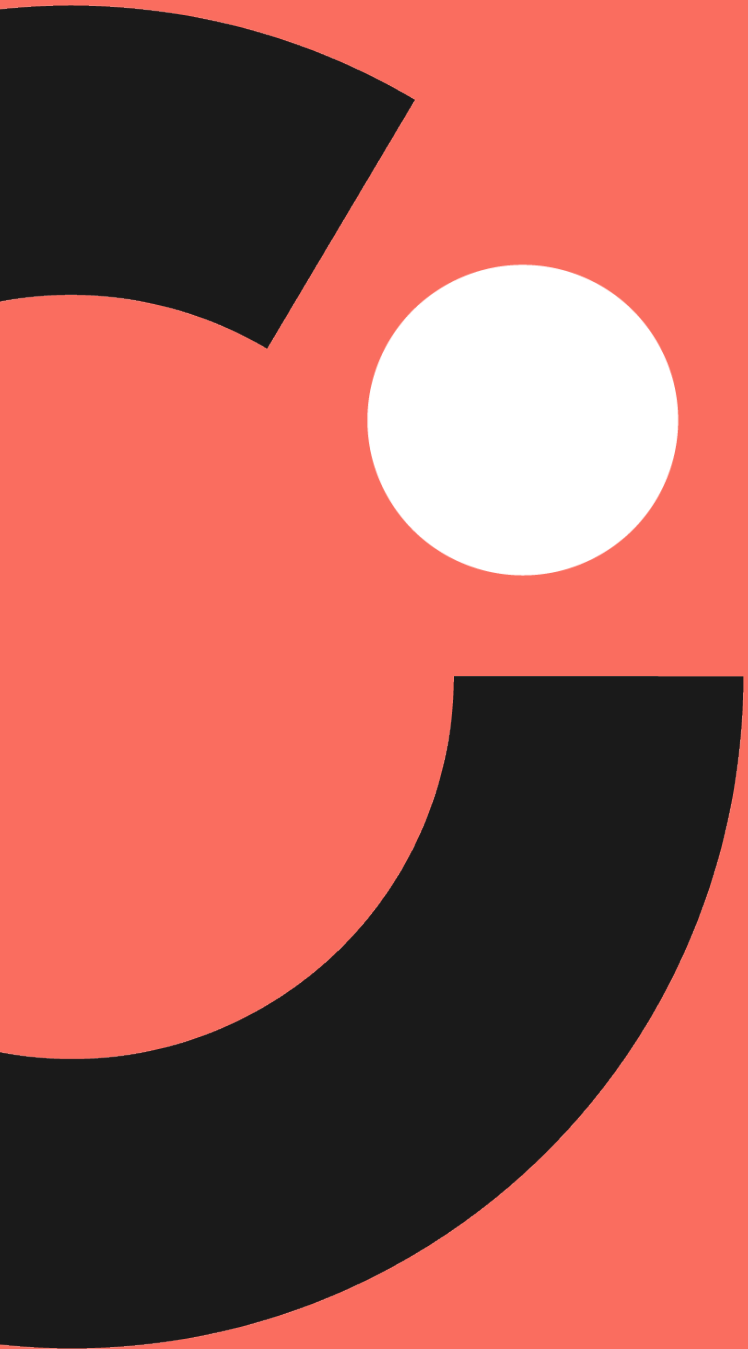
BIE Science Help Desk

Hours

- Monday–Friday from 9:00 a.m.–6:00 p.m. (ET)

Contact information

- Phone: 800-887-7027
- Email: BIETechSupport@cognia.org
- [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.

