



# **Bureau of Indian Education Science Assessment**

## **Spring 2025 Portal and Kiosk Training**

Virtual Session - February 14, 2025



# Agenda

- Key Dates
- Overview of system and testing process
- Portal Access
- Administration Workflow
  - IT Coordinator User Activities
    - Download and install kiosks/apps
    - Conduct site readiness
  - STC and TA User Activities
    - Managing students and accommodations
    - Creating classes
    - Creating test sessions
    - Monitoring and completing testing
  - Student Testing Platform
    - 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 9, 2024                   |
| Science Benchmark administration window      | September 23, 2024 – March 7, 2025  |
| Student Registration Window (online & paper) | December 9, 2024 – January 14, 2025 |
| Tests available for scheduling in Portal     | March 3, 2025                       |
| Science Summative test administration window | March 10 – April 18, 2025           |
| STC Post-test data clean up window in portal | April 21 – 23, 2025                 |





# 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>

Student Testing Platform

Users

Reporting

Administration

Kiosks/Apps

Browser

Site  
Setup

Students

Enrollment  
Transfer

Classes

Test  
Sessions

Scoring





# 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/TA

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

## Students

1. Launch kiosk
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)







- <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 a username and one with a temporary password from [bietechsupport@cognia.org](mailto:bietechsupport@cognia.org)
- When an account is deactivated or reactivated, the user will receive an email
- STCs should periodically audit and deactivate user accounts that are no longer applicable





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




# Test Administrator (TA) 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 they 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



[Users](#) [Jobs](#)

[New User](#) [Help & Support](#) [Logout](#)

Create New User

Save User

Cancel

Username\*

First Name\*

New

Last Name\*

User

Email\*

Phone Number

Fax Number

Address

Roles & Organizations

New User has the following role:

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

New User belongs to the following organizations:

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

Click here to select organization(s).

New User has access to the following programs:

BIE Science Benchmark

BIE Science Assessment

Click here to select program(s).

https://bie-rel.emetric.net/Home/Dashboard#

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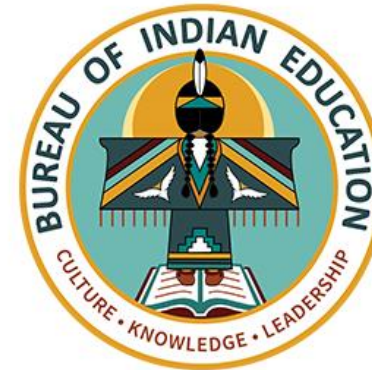
# Portal Log-in



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

Welcome!

Bureau of Indian Education Science Assessment



Log In

eMetric


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# Portal Main Page (STC View)



1



2

Users

3


New User

4

Help & Support


5

Logout




Bureau of Indian Education Science Assessment Portal  
BIE

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.

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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                     |



# Portal Main Page (TA view)



1



Bureau of Indian Education Science Assessment Portal  
BIE


2

William

3 Help & Support

4 Logout


5



Administration

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


6



Reporting

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

7



Scoring

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

*TA Only!*


| 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 – <i>TA user role for Benchmark program ONLY!</i> |



# Administration Component (STC view)

1

2



Home

Site Readiness

Students

Enrollment Transfer

Classes

Test Sessions

Dashboard

Materials Management

Test Coordinator

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

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

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

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

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

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

5

Proctor password for

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

XNXP9QMS

6

Site Readiness login for

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

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

| 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                         |

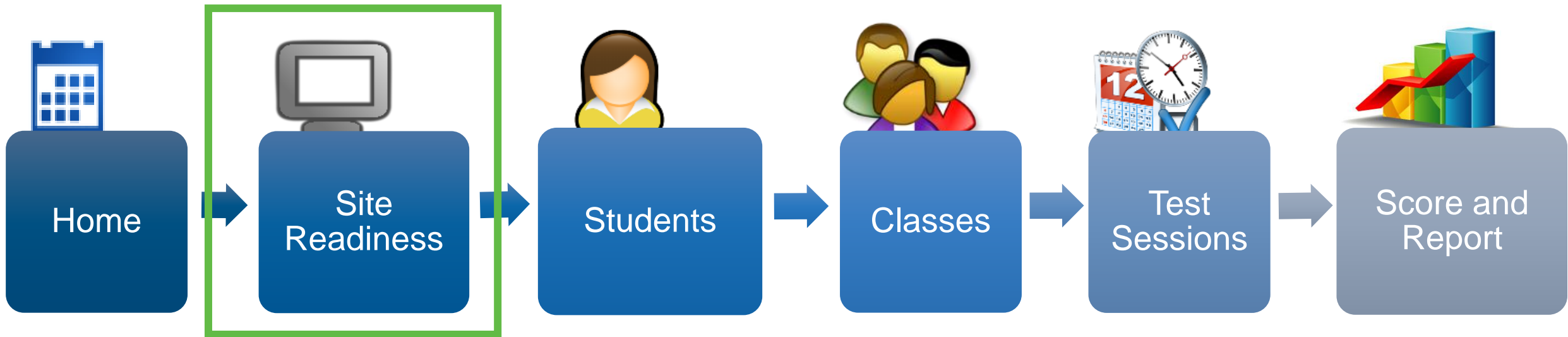


# Administration Workflow

IT Coordinator User Activities



# Administration Workflow



**ITC:** install kiosk,  
perform site  
readiness, and certify  
site as ready for  
testing





# Site Technology Preparation



- Windows Kiosk
  - Available to download in the Portal on September 9, 2024
- Mac Kiosk
  - Available to download in the Portal on September 9, 2024
- Chromebook App
  - Available in the Chrome Webstore
  - BIE Science Assessment
  - Add to Google Admin through App Store
  - Chrome App will update upon launch of the kiosk





# Site Technology Preparation



## System Requirements – All hardware

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

## Browser Requirements (Portal & Practice Tests)

### **Updated!!**

Chrome™ 133 or newer

Firefox® 135 or newer

Microsoft Edge™ 132 or newer

Safari® 18.3 or newer



# Site Technology Preparation



## Student Device Requirements Desktop & Laptop

|                     |  |
|---------------------|--|
| <b>CPU</b>          | 1.3 GHz  |
| <b>Memory</b>       | 2 GB (4 GB is strongly recommended for best performance) |
| <b>Input Device</b> | Keyboard (wired or wireless)/Bluetooth mouse or touchpad |
| <b>Windows®</b>     | 10 (21H2; 22H2) , 11 (22H2; 23H2)                        |
| <b>macOS®</b>       | 13.7, 14.7, 15.3 (64-bit only) <b>Updated!!</b>          |

## Chromebook Specific Requirements

|                                       |  |
|---------------------------------------|--|
| <b>Chromebook™ notebook computer*</b> | <p>Chrome OS™ LTS 126</p> <p>Chrome OS™ 130, 131, 132 <b>Updated!!</b></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 <a href="https://support.google.com/chrome/a/answer/11333726">https://support.google.com/chrome/a/answer/11333726</a> for additional information..</small></p> |
|---------------------------------------|--|



Updated February 5<sup>th</sup>, 2025. 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.







## 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



The screenshot shows the 'Site Readiness' page of the BIE Science Assessment portal. It includes a navigation bar with 'Home' and 'Site Readiness' (marked with a green circle 1). The main content area has a welcome message, instructions for downloading student kiosks, and a table of links for Windows and Mac devices (marked with a green circle 2). Below the table is a login section with a dropdown menu for school selection and fields for username and password (marked with a green circle 3). The footer contains version information, copyright, and links for contact, terms, and privacy.

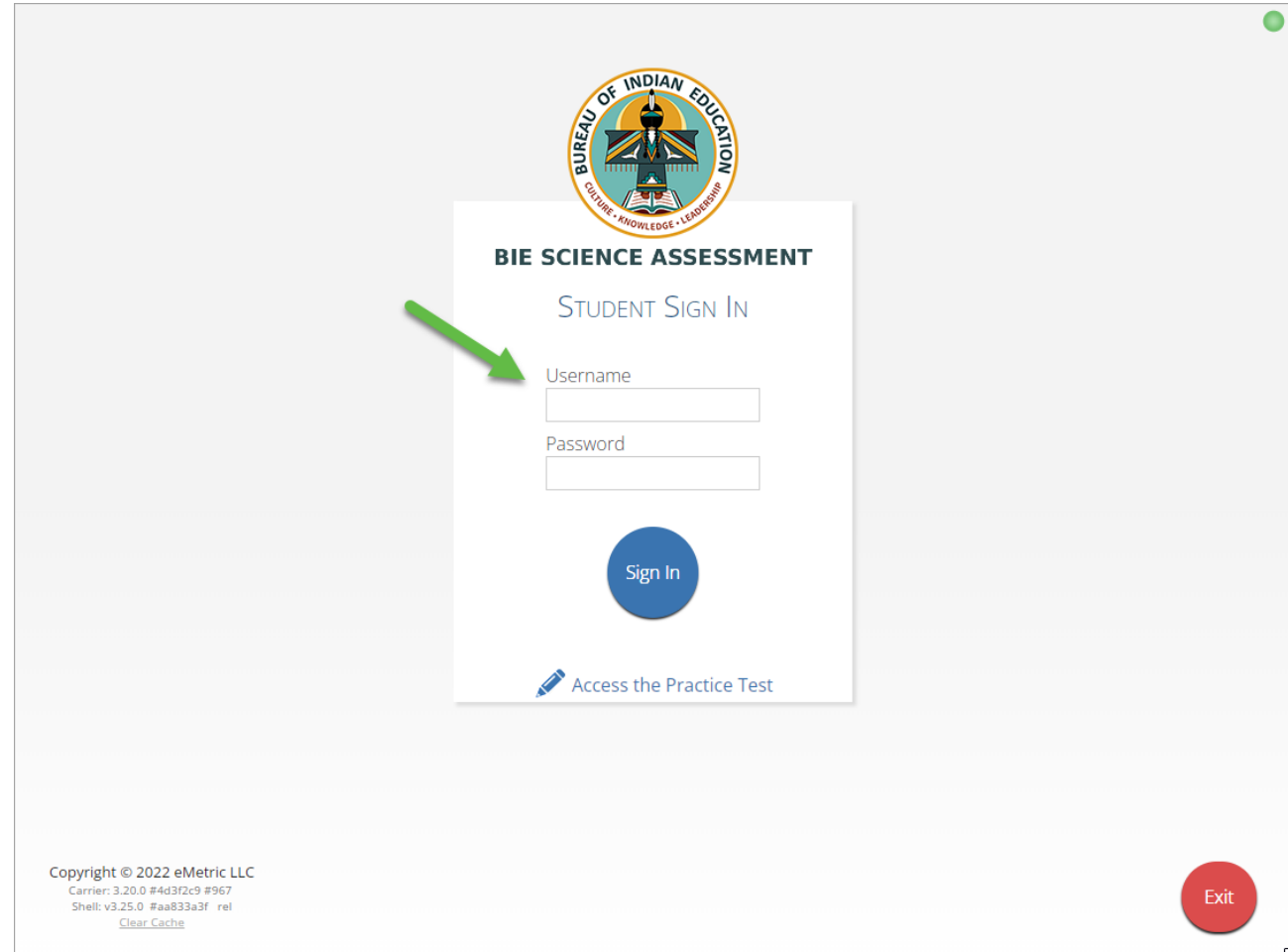
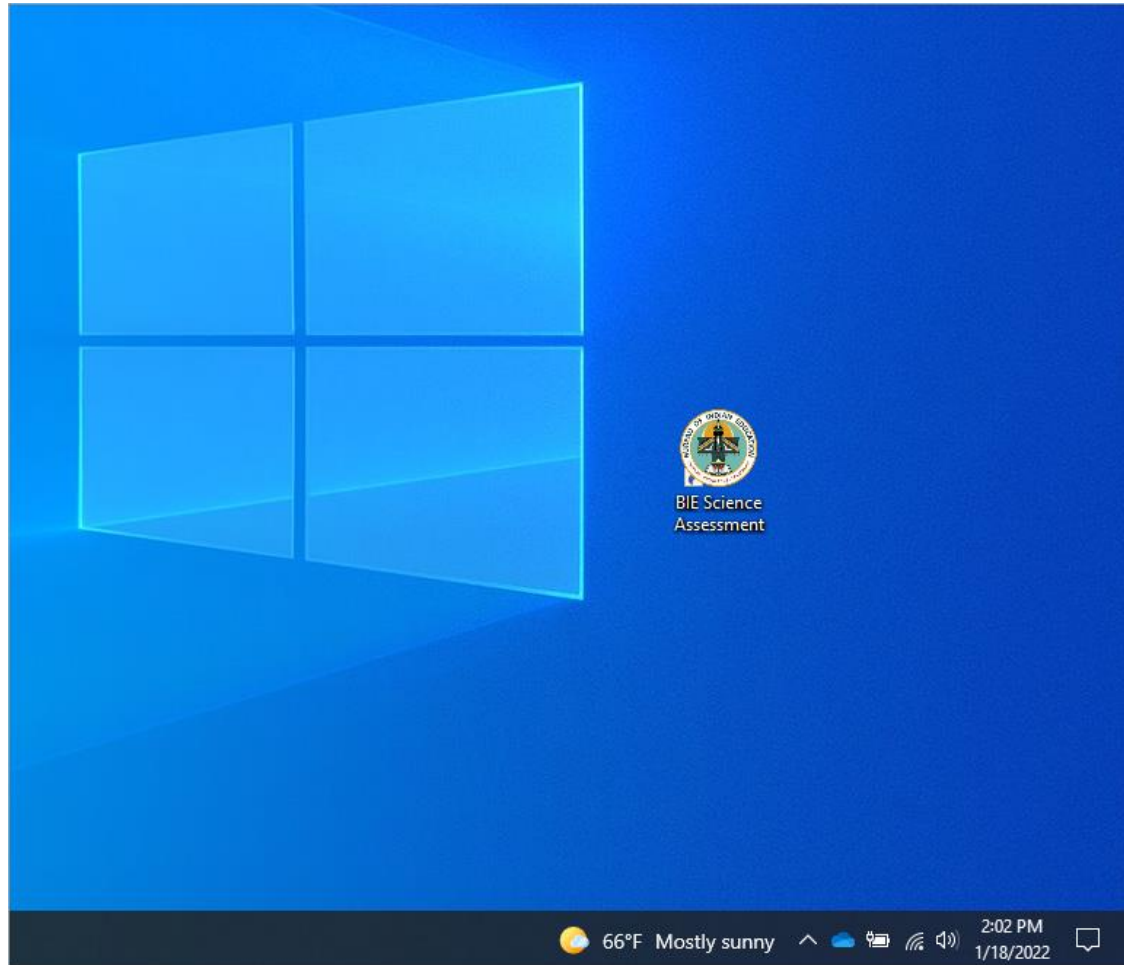
| Icon | Description  |
|------|--|
| 1    | Site Readiness tab allows users to view devices that have been tested for site readiness and Site Certification information. |
| 2    | Kiosk installers for Mac and Windows devices are available here.   |
| 3    | Site Readiness login credentials are available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

| 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.  |





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

If you need assistance utilizing this site, please contact Cognia support at [bietechsupport@cognia.org](mailto:bietechsupport@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


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# Site Readiness



HomeSite ReadinessTechnology CoordinatorHelp & SupportLogout

Site Readiness in Cyber Pass School 1-SCHCP1

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

| School                     | Number of Devices Tested | Date and Time | Certified By  |
|----------------------------|--------------------------|---------------|---------------|
| Cyber Pass School 1-SCHCP1 | 2                        |               | View Details2 |

Showing 1 - 1 of 1

\*Date and time is in Mountain Standard Time.

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## StepDescription

1Select the organization.

2Click 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) ▼

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

Showing 1 - 1 of 1

\*Date and time is in Mountain Standard Time.

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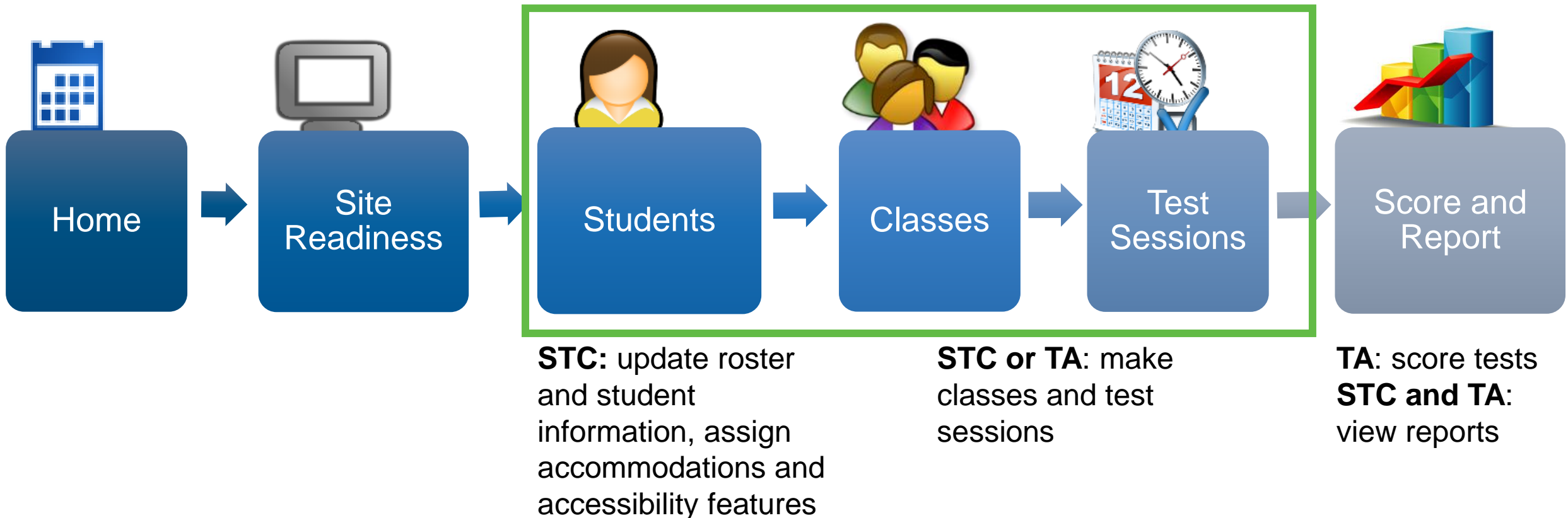


# Administration Workflow

STC and TA User Activities



# Administration Workflow





# Managing Students



- BIE roster loaded August 21, 2024
  - 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



**NEW!**

- This year BIE performed a second supplemental student import in early December 2024 to add any missing students in Grades 5, 8, & 11.
- Following this second student upload to the Portal, **schools will have a window (12/9/24-1/14/25) to review student rosters and identify their paper testers.**
- Update the “Test Mode” field on the *Students Information* tab in the BIE Portal.

Test Mode: \*

Full Academic Year:

Online Only

Paper Only

Online Only

Both

Braille

Large Print

Save Cancel

- For the detailed communication that was sent to the field, click [here](#).

| Material:                                      | Portal Update:  |
|--|---|
| Paper Based Test<br>(Standard Paper Test Form) | Edit <u>Student Information</u> tab by choosing <i>Paper Only</i> for Test Mode value and click <b>Save</b> .<br>Test Mode: * Paper Only  |
| Large Print<br>(Accommodated Paper Test Form)  | Edit <u>Student Information</u> tab by choosing <i>Large Print</i> for Test Mode value and click <b>Save</b> .<br>Test Mode: * Large Print  |
| Braille<br>(Accommodated Paper Test Form)      | Edit <u>Student Information</u> tab by choosing <i>Braille</i> for Test Mode value and click <b>Save</b> .<br>Test Mode: * Braille  |
| Human Reader<br>(Accommodated Paper Test Form) | Edit <u>Student Information</u> tab by choosing <i>Paper Only</i> for Test Mode value and click <b>Save</b> . Additionally, you will need to identify (by selecting) <i>Human Reader</i> option under the student's <u>Accommodations</u> tab (requires IEP/504) and click <b>Save</b> .<br>Test Mode: * Paper Only |

**AND**

Student Information Accommodations

Accommodation (IEP/504)

- Assistive Technology Device Presentation
- Assistive Technology Device Responses
- Braille Braille
- Braille Writer
- Customized Word-to-Word Dictionary
- Customized Dual Language Glossary
- Directions in Native Language
- Human Reader
- Human Scribe



# Managing Students

[Home](#)[Site Readiness](#)[Students](#)[Enrollment Transfer](#)[Classes](#)[Test Sessions](#)[Pre-ID Management](#)[Dashboard](#)[Materials Management](#)[Aarti Jagtap](#)[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 | <a href="#">Student Kiosk for Windows</a> |
| Mac     | <a href="#">Student Kiosk for Mac</a>     |

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

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

Grade 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](#)



# Managing Students



Home Site Readiness **Students** Enrollment Transfer Classes Test Sessions Dashboard Materials Management [New User](#) [Help & Support](#) [Logout](#)

Students in Yellowstone Middle School

1

YellowStone Middle School (YellowStone District) ▼  
Choose a Content Area ▼

6

7

Add Student

Upload Accommodations

8

Exports ▼

Export Accommodations  
Export Roster

2

3

4

5

9

| 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

| 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      |



# Add or Edit Student



Student Information

Accommodations

Classes

Required Information:

|                               |   |
|-------------------------------|---|
| NASIS ID: *                   | <input type="text"/>                        |
| Student ID:                   | <input type="text"/>                        |
| First Name: *                 | <input type="text"/>                        |
| Middle Initial:               | <input type="text"/>                        |
| Last Name: *                  | <input type="text"/>                        |
| Gender: *                     | <input type="text" value="Choose a value"/> |
| Date of Birth: *              | <input type="text"/>                        |
| Grade: *                      | <input type="text" value="Choose a value"/> |
| Tested Grade: *               | <input type="text" value="Choose a value"/> |
| Hispanic Status: *            | <input type="text" value="Choose a value"/> |
| Race: *                       | <input type="text" value="Choose a value"/> |
| LEP Program Status: *         | <input type="text" value="Choose a value"/> |
| Bilingual Education:          | <input type="text" value="Choose a value"/> |
| Special Education: *          | <input type="text" value="Choose a value"/> |
| Migrant:                      | <input type="text" value="Choose a value"/> |
| Economically Disadvantaged: * | <input type="text" value="Choose a value"/> |
| Gifted: *                     | <input type="text" value="Choose a value"/> |
| 504 Plan: *                   | <input type="text" value="Choose a value"/> |
| Title 1: *                    | <input type="text" value="Choose a value"/> |
| Homeless: *                   | <input type="text" value="Choose a value"/> |
| Foster Care: *                | <input type="text" value="Choose a value"/> |
| Military: *                   | <input type="text" value="Choose a value"/> |
| Test Mode: *                  | <input type="text" value="Online Only"/>    |
| Full Academic Year:           | <input type="text" value="Choose a value"/> |

Save

Cancel

Student Information

Accommodations

Classes

**Accessibility Feature**  
*Delivered by the Test Platform*

☐ Color Contrast ⓘ

**Accessibility Feature**  
*Delivered Externally*

☐ Headphones/Noise Buffer ⓘ

**Accommodation (IEP/504)**  
*Delivered by the Test Platform*

☐ Science TTS English ⓘ

☐ Read Aloud to Self ⓘ

☐ Alternative Setting ⓘ

**Accommodation (IEP/504)**  
*Delivered by the Test Platform*

☐ 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



# Unenroll Student

[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       | <a href="#">View Classes</a> | <a href="#">View Test Sessions</a> | <a href="#">Enrollment Info</a> | <a href="#">Edit</a> |
| FourSixtytwo   | Student      |                  | 100000462  | 8       | <a href="#">View Classes</a> | <a href="#">View Test Sessions</a> | <a href="#">Enrollment Info</a> | <a href="#">Edit</a> |
| FourSixtythree | Student      |                  | 100000463  | 8       | <a href="#">View Classes</a> | <a href="#">View Test Sessions</a> | <a href="#">Enrollment Info</a> | <a href="#">Edit</a> |
| FourSixtyfour  | Student      |                  | 100000464  | 8       | <a href="#">View Classes</a> | <a href="#">View Test Sessions</a> | <a href="#">Enrollment Info</a> | <a href="#">Edit</a> |
| FourSixtyfive  | Student      |                  | 100000465  | 8       | <a href="#">View Classes</a> | <a href="#">View Test Sessions</a> | <a href="#">Enrollment Info</a> | <a href="#">Edit</a> |
| FourSixtysix   | Student      |                  | 100000466  | 8       | <a href="#">View Classes</a> | <a href="#">View Test Sessions</a> | <a href="#">Enrollment Info</a> | <a href="#">Edit</a> |
| FourSixtyseven | Student      |                  | 100000467  | 8       | <a href="#">View Classes</a> | <a href="#">View Test Sessions</a> | <a href="#">Enrollment Info</a> | <a href="#">Edit</a> |
| FourSixtyeight | Student      |                  | 100000468  | 8       | <a href="#">View Classes</a> | <a href="#">View Test Sessions</a> | <a href="#">Enrollment Info</a> | <a href="#">Edit</a> |
| FourSixtynine  | Student      |                  | 100000469  | 8       | <a href="#">View Classes</a> | <a href="#">View Test Sessions</a> | <a href="#">Enrollment Info</a> | <a href="#">Edit</a> |
| FourSeventy    | Student      |                  | 100000470  | 8       | <a href="#">View Classes</a> | <a href="#">View Test Sessions</a> | <a href="#">Enrollment Info</a> | <a href="#">Edit</a> |

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10 ▼ per page



# Unenroll Student

[Home](#)[Site Readiness](#)[Students](#)[Enrollment Transfer](#)[Classes](#)[Test Sessions](#)[Dashboard](#)[Materials Management](#)

Student has been unenrolled from Yellowstone Middle School.

[New User](#)[Help & Support](#)[Logout](#)

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

[Home](#)[Site Readiness](#)[Students](#)[Enrollment Transfer](#)[Classes](#)[Test Sessions](#)[Dashboard](#)[Materials Management](#)[Bureau School](#)[Help & Support](#)[Logout](#)

## Enrollment Transfer

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

All

Status:  
Pending  
Canceled  
Approved  
Rejected

Request Transfer

Approvals

Requests

Your requests

| Request ID | NASIS ID  | First Name | Last Name        | Requesting Organization     | Assigned Organization        | Request Date           | Status   |   |
|------------|-----------|------------|------------------|-----------------------------|------------------------------|------------------------|----------|---|
| 9          | 100000328 | Student    | ThreeTwentyeight | Cyber Pass School 1-SCHCP1  | Cyber Valley School 1-SCHCV1 | 02/03/2022 4:10:13 PM  | Pending  | <a href="#">View Details</a> <a href="#">Approve</a> <a href="#">Reject</a> |
| 8          | 100000329 | Student    | ThreeTwenty-nine | Cyber Falls School 1-SCHCF1 | Cyber Valley School 1-SCHCV1 | 02/03/2022 4:03:11 PM  | Rejected | <a href="#">View Details</a>  |
| 7          | 000000005 | Student    | Five             | Cyber City School 3-SHCC3   | Cyber Valley School 1-SCHCV1 | 01/19/2022 7:58:00 AM  | Approved | <a href="#">View Details</a>  |
| 5          | 983476295 | Nikita     | Pass             | Cyber City School 1-SHCC1   | Cyber Valley School 1-SCHCV1 | 01/05/2022 3:56:26 PM  | Approved | <a href="#">View Details</a>  |
| 3          | 983476294 | Nikita     | Pass             | Cyber City School 1-SHCC1   | Cyber Valley School 1-SCHCV1 | 12/29/2021 10:17:10 AM | Approved | <a href="#">View Details</a>  |

Showing 1 - 5 of 5

Requests sent to  
you from other  
organizations



# Student Transfer Request

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Enrollment Transfer

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

All

Request Transfer

Approvals

Requests

| Request ID | NASIS ID  | First Name | Last Name        | Requesting Organization     | Assigned Organization        | Request Date           | Status   |   |
|------------|-----------|------------|------------------|-----------------------------|------------------------------|------------------------|----------|---|
| 9          | 100000328 | Student    | ThreeTwentyeight | Cyber Pass School 1-SCHCP1  | Cyber Valley School 1-SCHCV1 | 02/03/2022 4:10:13 PM  | Pending  | <a href="#">View Details</a> <a href="#">Approve</a> <a href="#">Reject</a> |
| 8          | 100000329 | Student    | ThreeTwenty-nine | Cyber Falls School 1-SCHCF1 | Cyber Valley School 1-SCHCV1 | 02/03/2022 4:03:11 PM  | Rejected | <a href="#">View Details</a>  |
| 7          | 000000005 | Student    | Five             | Cyber City School 3-SCHCC3  | Cyber Valley School 1-SCHCV1 | 01/19/2022 7:58:00 AM  | Approved | <a href="#">View Details</a>  |
| 5          | 983476295 | Nikita     | Pass             | Cyber City School 1-SCHCC1  | Cyber Valley School 1-SCHCV1 | 01/05/2022 3:56:26 PM  | Approved | <a href="#">View Details</a>  |
| 3          | 983476294 | Nikita     | Pass             | Cyber City School 1-SCHCC1  | Cyber Valley School 1-SCHCV1 | 12/29/2021 10:17:10 AM | Approved | <a href="#">View Details</a>  |

## Transfer request details of Student ThreeTwentyeight (100000328)

### Request Details:

**Requested By:** John Smith (JSmithSTC)

**Date:** 02/03/2022 4:10:13 PM

**Notes:** This student just transferred in. If they have already started the Science test please let me know what sessions they have already finished.



Test sessions do not transfer with the student!



# Student Transfer Request

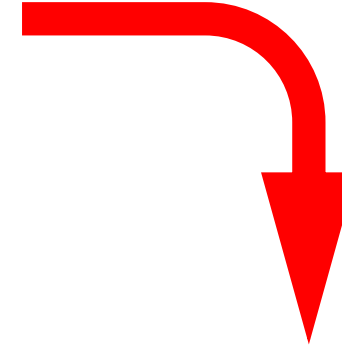


*Request Enrollment Transfer* X

State Student ID: \*

Last Name: \*

Date of Birth (MM/DD/YYYY): \*



*Request Enrollment Transfer* X

State Student ID: \*

Last Name: \*

Date of Birth (MM/DD/YYYY): \*

*Student found. Select organization information below:*

Student will be transferred from:

Select the school in which you want to transfer the student: Student Ninetynine (100000099)

Notes: (Optional)



# 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 | <a href="#">View Details</a> <button>Cancel</button> |

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 | <a href="#">View Details</a> <button>Approve</button> <button>Reject</button> |

Showing 1 - 1 of 1





- 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






# Student Upload Accommodations

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Upload Accommodations for Students in Yellowstone Middle School

Select a file to be uploaded

 [Download Template](#)

No file chosen





## **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

|  |   |
|--|---|
| <b>Accessibility Feature</b><br>Delivered by the Test Platform   | <b>Accommodation (IEP/504)</b><br>Delivered Externally              |
| <input type="checkbox"/> Color Contrast ⓘ                        | <input type="checkbox"/> Assistive Technology Device Presentation ⓘ |
| <b>Accessibility Feature</b><br>Delivered Externally             | <input type="checkbox"/> Assistive Technology Device Responses ⓘ    |
| <input type="checkbox"/> Headphones/Noise Buffer ⓘ               | <input type="checkbox"/> Braille Notetaker ⓘ                        |
| <input type="checkbox"/> Read Aloud to Self ⓘ                    | <input type="checkbox"/> Braille Writer ⓘ                           |
| <input type="checkbox"/> Alternative Setting ⓘ                   | <input type="checkbox"/> Commercial Word-To-Word Dictionary ⓘ       |
| <b>Accommodation (IEP/504)</b><br>Delivered by the Test Platform | <input type="checkbox"/> Customized Dual Language Glossary ⓘ        |
| <input type="checkbox"/> Science TTS English ⓘ                   | <input type="checkbox"/> Directions in Native Language ⓘ            |
| <input type="checkbox"/> Word Prediction (Embedded) ⓘ            | <input type="checkbox"/> Human Reader ⓘ                             |
| <input type="checkbox"/> Allow Accessibility Mode Testing ⓘ      | <input type="checkbox"/> Human Scribe ⓘ                             |
|  | <input type="checkbox"/> Human Signer ⓘ                             |
|  | <input type="checkbox"/> Picture Dictionary ⓘ                       |
|  | <input type="checkbox"/> Speech-to-Text ⓘ                           |
|  | <input type="checkbox"/> Tactile Graphics ⓘ                         |
|  | <input type="checkbox"/> Word Prediction ⓘ                          |
|  | <input type="checkbox"/> Pocket Word-To-Word Translator ⓘ           |
|  | <input type="checkbox"/> Extended Time ⓘ                            |
|  | <input type="checkbox"/> 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.*



# 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:
  - Create a new class and put the student(s) in that class and schedule that class for a test in a new test session





# 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

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Science Classes in Yellowstone Middle School

YellowStone Middle School (YellowStone District)

Science


[Create Grade Level Class](#)[Upload Classes](#)

| Class   | Teacher             | Grade | Student Count |  |
|---|---------------------|-------|---------------|--|
| Demo II, Teacher II-Period 3 Science-(Grade -8) | Demo II, Teacher II | 8     | 5             | <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a> |
| Kinnison, William-Benchmark Class-(Grade -8)    | Demo, Teacher       | 8     | 4             | <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a> |
| Showing 1 - 2 of 2                              |                     |       |               |  |



# Creating Classes



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

Add New Science Class in Cyber Valley School 1-SCHCV1

## Class Information

1 Class Name:

2 Teacher:  Grade:

3



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

4 Search for Students

Grade:  Class:

☒ Show only students that are not assigned to a class

Showing students in : Cyber Valley School 1-SCHCV1

Last Name, First Name (NASIS ID)

Sort By:

ThreeSixteen, Student (100000316)  
ThreeSeventeen, Student (100000317)  
ThreeEighteen, Student (100000318)  
ThreeNineteen, Student (100000319)  
ThreeTwenty, Student (100000320)  
ThreeTwentyone, Student (100000321)  
ThreeTwentytwo, Student (100000322)  
ThreeTwentythree, Student (100000323)  
ThreeTwentyfour, Student (100000324)  
ThreeTwentyfive, Student (100000325)

Add »

« Remove

6

Students in Period 4:

ThreeSix, Student (100000306)  
ThreeSeven, Student (100000307)  
ThreeEight, Student (100000308)  
ThreeNine, Student (100000309)  
ThreeTen, Student (100000310)  
ThreeEleven, Student (100000311)  
ThreeTwelve, Student (100000312)  
ThreeThirteen, Student (100000313)  
ThreeFourteen, Student (100000314)  
ThreeFifteen, Student (100000315)

7

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



# Creating Classes

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## Science Classes in Yellowstone Middle School

YellowStone Middle School (YellowStone District)

Science

[Create Grade Level Class](#)[Upload Classes](#)

| Class   | Teacher             | Grade | Student Count |  |
|---|---------------------|-------|---------------|--|
| Demo II, Teacher II-Period 3 Science-(Grade -8) | Demo II, Teacher II | 8     | 5             | <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a> |
| Kinnison, William-Benchmark Class-(Grade -8)    | Demo, Teacher       | 8     | 4             | <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a> |

Showing 1 - 2 of 2



# Creating Classes

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Upload Classes to Yellowstone Middle School

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"

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# Scheduling Test Sessions



- Schedule a test session (assign class to test)
  - Select test
    - Spring 2025 tests will be available for scheduling in the portal from **March 3, 2025**
    - 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 3, 2025, for scheduling the Spring 2025 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

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Displaying test sessions in Cyber Valley School 1-SCHCV1

|  |                            |
|--|----------------------------|
| Cyber Valley School 1-SCHCV1 (Cyber Valley District-C... ▾ | Science ▾                  |
| BIE Science Assessment ▾                                   | Select a test (required) ▾ |
| Filter by testing status                                   |                            |
| All ▾  |                            |

[Schedule New Test Session](#)[Exports ▾](#)


There are no test sessions scheduled that match the selected criteria.





# Scheduling Test Sessions



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Schedule Test Session

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

Content Area:  Program:

Test:

Search for Classes

Classes:

Teacher, Jane-Period 4-(Grade -05)

Start Date:  End Date:  Time Zone:

| 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



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[William Kinnison](#) [Help & Support](#) [Logout](#)

## Test Sessions

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**District:** Cyber Falls District-CFD  
**Administration:** BIE Admin  
**Teacher:** Smith, Jane  
**Class:** Smith, Jane-Period 2 Science-(Grade -08)  
**Test Name:** Demo Test G8  
**Testing Window:** 02/05/2022 to 07/01/2022

**School :** Cyber Falls School 3-SCHCF3  
**Content Area:** Science

**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

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

Filter by Session

[Choose a Session](#)

[Export Logins for Selected Students](#)

| <input type="checkbox"/> | Last Name | First Name | Username  | Password | Form Name    | Date/Time Created     | Test Report Code | Status                | Date/Time Started | Date/Time Completed |
|--------------------------|-----------|------------|-----------|----------|--------------|-----------------------|------------------|-----------------------|-------------------|---------------------|
| <input type="checkbox"/> | Eighty    | Student    | 100000080 | 2D237ED3 | Regular Form | 02/05/2022 3:57:49 PM | +                | Session 1:Not Started |                   | Invalidate          |
|                          |           |            |           |          |              |                       |                  | Session 2:Not Started |                   | Invalidate          |
| <input type="checkbox"/> | Eightyone | Student    | 100000081 | D82E55B7 | Regular Form | 02/05/2022 3:57:49 PM | +                | Session 1:Not Started |                   | Invalidate          |
|                          |           |            |           |          |              |                       |                  | Session 2:Not Started |                   | Invalidate          |
| <input type="checkbox"/> | Eightytwo | Student    | 100000082 | 8836D6EE | TTS Form     | 02/05/2022 3:57:49 PM | +                | Session 1:Not Started |                   | Invalidate          |
|                          |           |            |           |          |              |                       |                  | Session 2:Not Started |                   | Invalidate          |

## Icon Description

- 1 Test session information
- 2 Test window status
- 3 Session access codes
- 4 Students in test session
- 5 Student Test Status (Not started, In Progress, Finished)



# Managing Test Sessions



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

William Kinnison Help & Support Logout

## Test Sessions

< Back

**District:** Cyber Falls District-CFD  
**Administration:** BIE Admin  
**Teacher:** Smith, Jane  
**Class:** Smith, Jane-Period 2 Science-(Grade -08)  
**Test Name:** Demo Test G8  
**Testing Window:** 02/05/2022 to 07/01/2022

**School :** Cyber Falls School 3-SCHCF3  
**Content Area:** Science

### Export Logins

Select a format of the export:

☒ PDF ☐ CSV

Select the number of logins to be printed:

1 login per page

Export

Cancel

### Access Codes

| Session Sequence | Session Name |
|------------------|--------------|
| 1                | Session 1    |
| 2                | Session 2    |

### Filter by Session

Choose a Session

Export Logins for Selected Students

| <input type="checkbox"/> | Last Name | First Name | Username  | Password | Form Name    | Date/Time Created     | Test Report Code | Status                | Date/Time Started | Date/Time Completed |
|--------------------------|-----------|------------|-----------|----------|--------------|-----------------------|------------------|-----------------------|-------------------|---------------------|
| <input type="checkbox"/> | Eighty    | Student    | 100000080 | 2D237ED3 | Regular Form | 02/05/2022 3:57:49 PM | +                | Session 1:Not Started |                   | Invalidate          |
| <input type="checkbox"/> | Eightyone | Student    | 100000081 | D82E55B7 | Regular Form | 02/05/2022 3:57:49 PM | +                | Session 1:Not Started |                   | Invalidate          |
| <input type="checkbox"/> | Eightytwo | Student    | 100000082 | 8836D6EE | TTS Form     | 02/05/2022 3:57:49 PM | +                | Session 1:Not Started |                   | Invalidate          |



# 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<br>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 is “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                               | 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

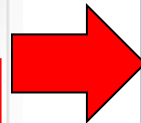


Exports ▾

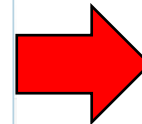
Export Test Status


**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 | <a href="#">Download Result</a>   <a href="#">Archive</a> |



# 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



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

Bureau School Help & Support Logout

## Test Sessions

« Back

**District:** Cyber Valley District-CVD  
**Administration:** BIE Admin  
**Teacher:** Teacher, Jane  
**Class:** Teacher, Jane-Period 1-(Grade -05)  
**Test Name:** Demo Test G5  
**Testing Window:** 01/19/2022 to 07/01/2022

**School :** Cyber Valley School 1-SCHCV1  
**Content Area:** Science

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.

### Icon Description

1 Click on the “+” to add a test report code

2 Click on the “Invalidate” to invalidate the session

Note Only STCs can re-validate (i.e., undo) an invalidated session

Filter by Session

Choose a Session


Export Logins for Selected Students

| <input checked="" type="checkbox"/> | Last Name  | First Name | Username  | Password | Form Name    | Date/Time Created     | Test Report Code | Status                | Date/Time Started     | Date/Time Completed   |                         |
|-------------------------------------|------------|------------|-----------|----------|--------------|-----------------------|------------------|-----------------------|-----------------------|-----------------------|-------------------------|
| <input checked="" type="checkbox"/> | ThreeFive  | Student    | 100000305 | 9FA9F434 | Regular Form | 01/19/2022 9:20:43 AM | 07               | Session 1:Finished    | 1/28/2022 10:12:31 AM | 1/28/2022 10:16:47 AM | Invalidate              |
|                                     |            |            |           |          |              |                       |                  | Session 2:In Progress | 1/28/2022 10:32:23 AM |                       | Invalidate ( Validate ) |
| <input checked="" type="checkbox"/> | ThreeFour  | Student    | 100000304 | 925D38DA | Regular Form | 01/19/2022 9:20:43 AM | 01               | Session 1:Not Started |                       |                       | Invalidate ( Validate ) |
|                                     |            |            |           |          |              |                       |                  | Session 2:Not Started |                       |                       | Invalidate ( Validate ) |
| <input checked="" type="checkbox"/> | ThreeThree | Student    | 100000303 | 663A3842 | TTS Form     | 01/19/2022 9:20:43 AM | +                | Session 1:In Progress | 1/19/2022 9:31:35 AM  |                       | Invalidate              |
|                                     |            |            |           |          |              |                       |                  | Session 2:Not Started |                       |                       | Invalidate              |
| <input checked="" type="checkbox"/> | ThreeTwo   | Student    | 100000302 | E8F487DF | Regular Form | 01/19/2022 9:20:43 AM | +                | Session 1:Not Started |                       |                       | Invalidate              |
|                                     |            |            |           |          |              |                       |                  | Session 2:Not Started |                       |                       | Invalidate              |



# Test Report Codes/Invalidating Tests





[Home](#) [Site Readiness](#) [Students](#) [Enrollment Transfer](#) [Classes](#) [Test Sessions](#)

Test Sessions

« Back

**District:** Cyber Valley District-CVD

**Administration:** BIE Admin

**Teacher:** Teacher, Jane

**Class:** Teacher, Jane-Period 1-(Grade -05)

**Test Name:** Demo Test G5

**Testing Window:** 01/19/2022 to 07/01/2022

**School :** Cyber Valley School 1-SCHCV1

**Content Area:** Science

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.

Filter by Session  
Choose a Session

Export Logins for Selected Students

| <input checked="" type="checkbox"/> | Last Name  | First Name | Username  | Password | Form Name    | Date/Time Create      |
|-------------------------------------|------------|------------|-----------|----------|--------------|-----------------------|
| <input checked="" type="checkbox"/> | ThreeFive  | Student    | 100000305 | 9FA9F434 | Regular Form | 01/19/2022 9:20:43 AM |
| <input checked="" type="checkbox"/> | ThreeFour  | Student    | 100000304 | 925D38DA | Regular Form | 01/19/2022 9:20:43 AM |
| <input checked="" type="checkbox"/> | ThreeThree | Student    | 100000303 | 663A3842 | TTS Form     | 01/19/2022 9:20:43 AM |
| <input checked="" type="checkbox"/> | ThreeTwo   | Student    | 100000302 | E8F487DF | Regular Form | 01/19/2022 9:20:43 AM |

## Displaying codes for Student Eighty in Demo Test G8

### Test Report Codes (Clear)

- ☐ Withdrew Before Test Completion
- ☐ Non-Allowed Modification
- ☐ Medical Emergency
- ☐ Other Non-Completion
- ☐ Test Irregularities
- ☐ Absent
- ☐ Participating in MSAA

Close

|                       |                       |                          |
|-----------------------|-----------------------|--------------------------|
| Session 2:In Progress | 1/28/2022 10:32:23 AM | Invalidated ( Validate ) |
| Session 1:Not Started |                       | Invalidated ( Validate ) |
| Session 2:Not Started |                       | Invalidated ( Validate ) |
| Session 1:In Progress | 1/19/2022 9:31:35 AM  | Invalidate               |
| Session 2:Not Started |                       | Invalidate               |
| Session 1:Not Started |                       | Invalidate               |
| Session 2:Not Started |                       | Invalidate               |



# 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.
  - April 21– 23, 2025 (Monday – Wednesday)
- 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

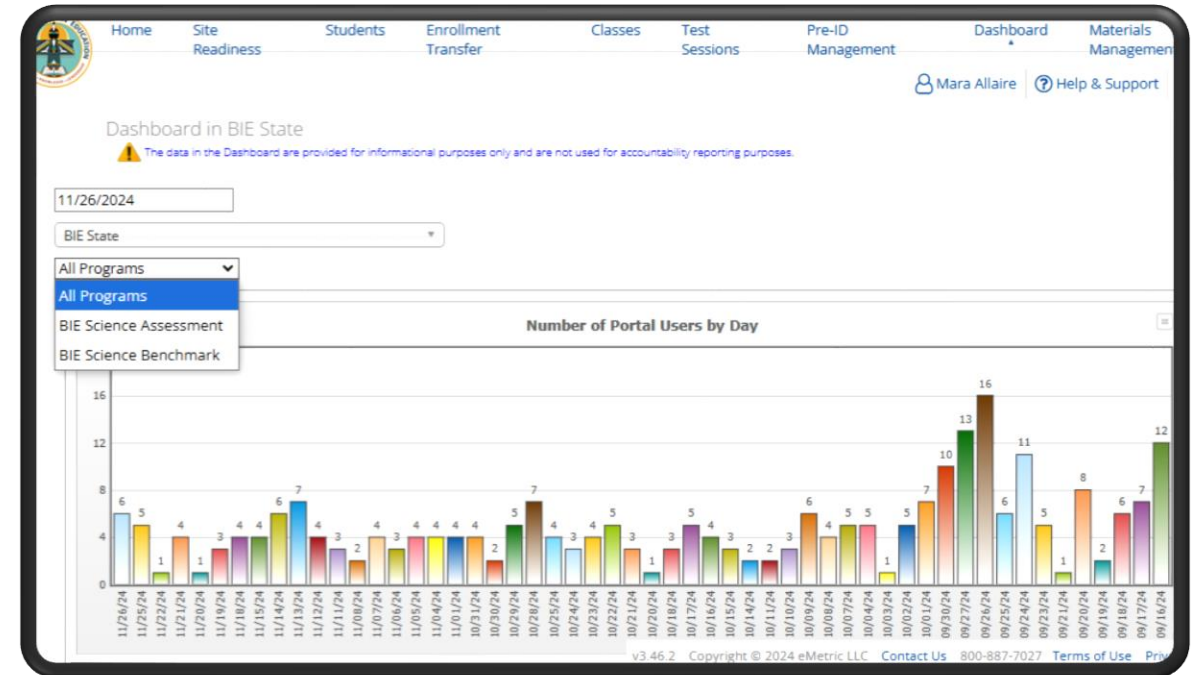




# Dashboard



- 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

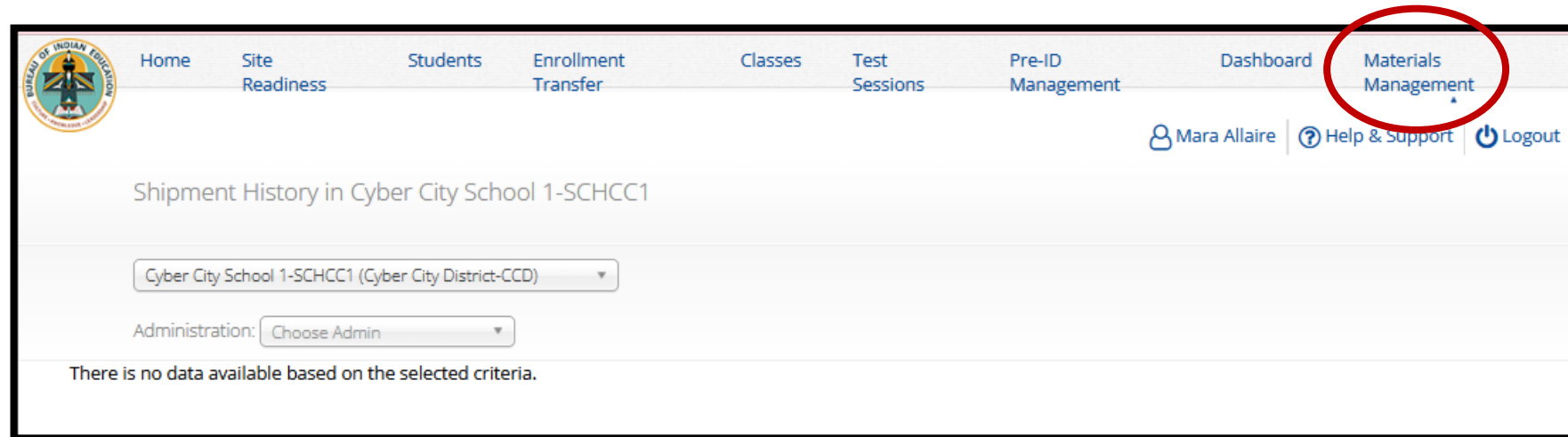




# Materials Management



- 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





# Administration Workflow

Student Testing Platform





# BIE Science Assessment








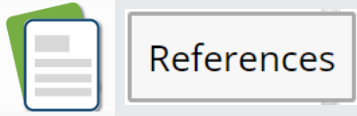
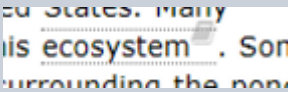
## BIE Science Assessment Student Testing Platform





# Universal Tools



| Name  | Tool Icon   |
|---|---|
| Sketch Tool<br>(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) |           |
| Bookmark              |           |
| Expand Passage        |           |
| Answer Masking        |           |
| 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 | <div><h3>Options</h3><p>Text-to-Speech      Volume:100 </p><p>Speed      <span>Slow</span> <span>Normal</span> <span>Fast</span></p><p>Color Contrast</p><table><tr><td>Default</td><td>Classic</td><td>Ruby</td><td>Chalkboard</td><td>Nocturnal</td><td>Aquiline</td></tr><tr><td>Eccentric</td><td>Azure</td><td>Haunted</td><td>Celestial</td><td>Antique</td><td>Creamy</td></tr></table><p>Accessibility Mode      Proctor Password <input type="text"/> <span>Submit</span></p><p><span>Continue</span></p></div> | Default | Classic    | Ruby      | Chalkboard | Nocturnal | Aquiline | Eccentric | Azure | Haunted | Celestial | Antique | Creamy |
| Default                          | Classic   | Ruby    | Chalkboard | Nocturnal | Aquiline   |           |          |           |       |         |           |         |        |
| Eccentric                        | Azure   | Haunted | Celestial  | Antique   | Creamy     |           |          |           |       |         |           |         |        |






# Logging in to a Test





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

  
**BIE SCIENCE ASSESSMENT**  
STUDENT SIGN IN


Username

Password

 Sign In

 [Access the Practice Test](#)

Copyright © 2023 eMetric LLC  
Carrier: v1.1.68 #e4576da #130  
Shell: v3.29.4 #44b9c273 prd  
[Clear Cache](#)

 Exit

**Onesixty, Student**  
DOB:3/17/1999  
Demo Test G8

Username: 100000160

Password: 6B57EECA



# Logging in to a Test



Hello, Student

100000160  
State Student ID

Cyber Pass School 1-  
SCHCP1  
School Name

The following tests have been assigned to you:

Demo Test G8

Session 1

Session 2

Not Student OneSixty? [Exit](#)

Hello, Student OneSixty

Not Student OneSixty? [Exit](#)

100000160  
State Student ID  
  
Cyber Pass School 1-  
SCHCP1  
School Name

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

**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](#)

Session Access Code:

[Submit](#)

[Cancel](#)





# Logging in to a Test



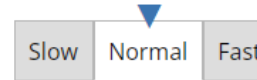
## Options

Text-to-Speech

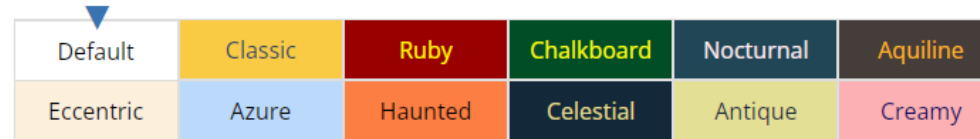
Volume:100



Speed



Color Contrast



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



Question **6** ★

Screen Zoom:

Text-to-Speech:

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.

| 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.

| 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.

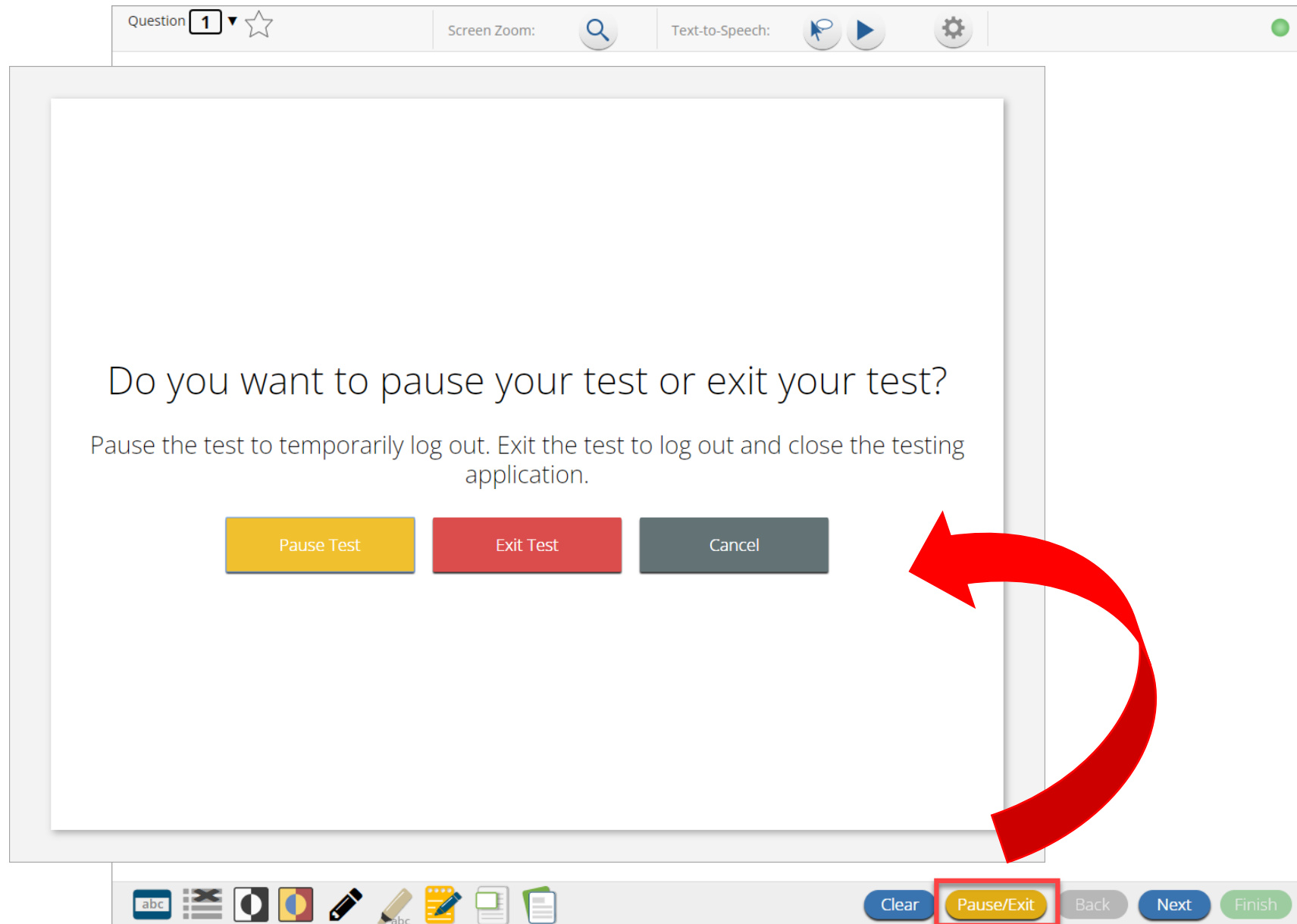
You can type notes here.....  
Last Saved: 2-7-2022 9:7:36 AM

abc

Clear Pause/Exit Back Next Finish



# Test Navigation







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




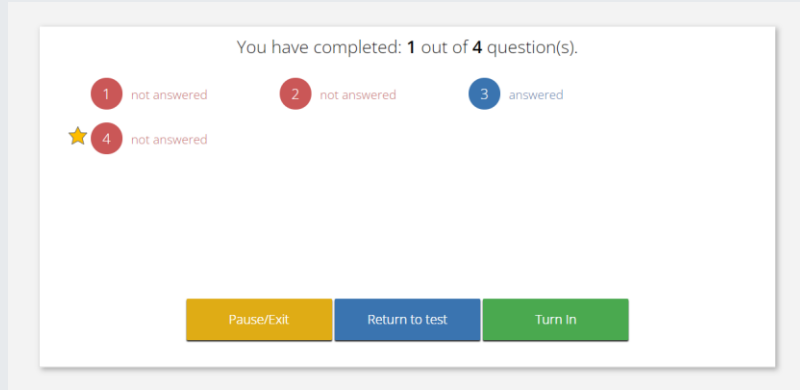
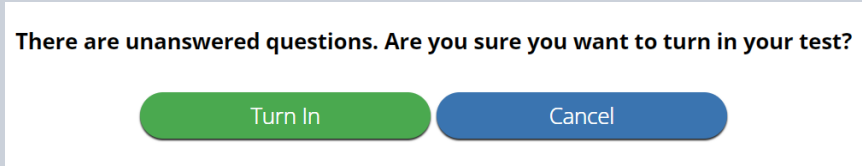
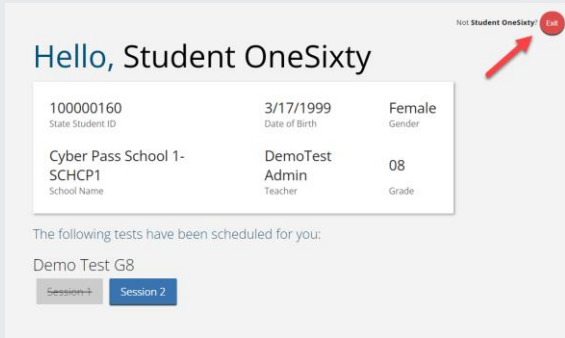
Pause and inactivity  
timeout is 45 mins.





# Test Turn In

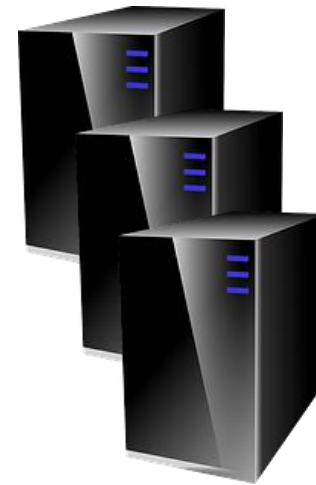


| Steps  | Button to Click  |
|--|--|
| On the last item, students click Finish.   |   |
| On the test review screen, students click Turn In.   |   |
| Below the confirmation question, students click Turn In.   |   |
| Student returns to profile page and may select the next section or click Exit to exit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





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



End of Test:  
1. Submit responses for  
scoring

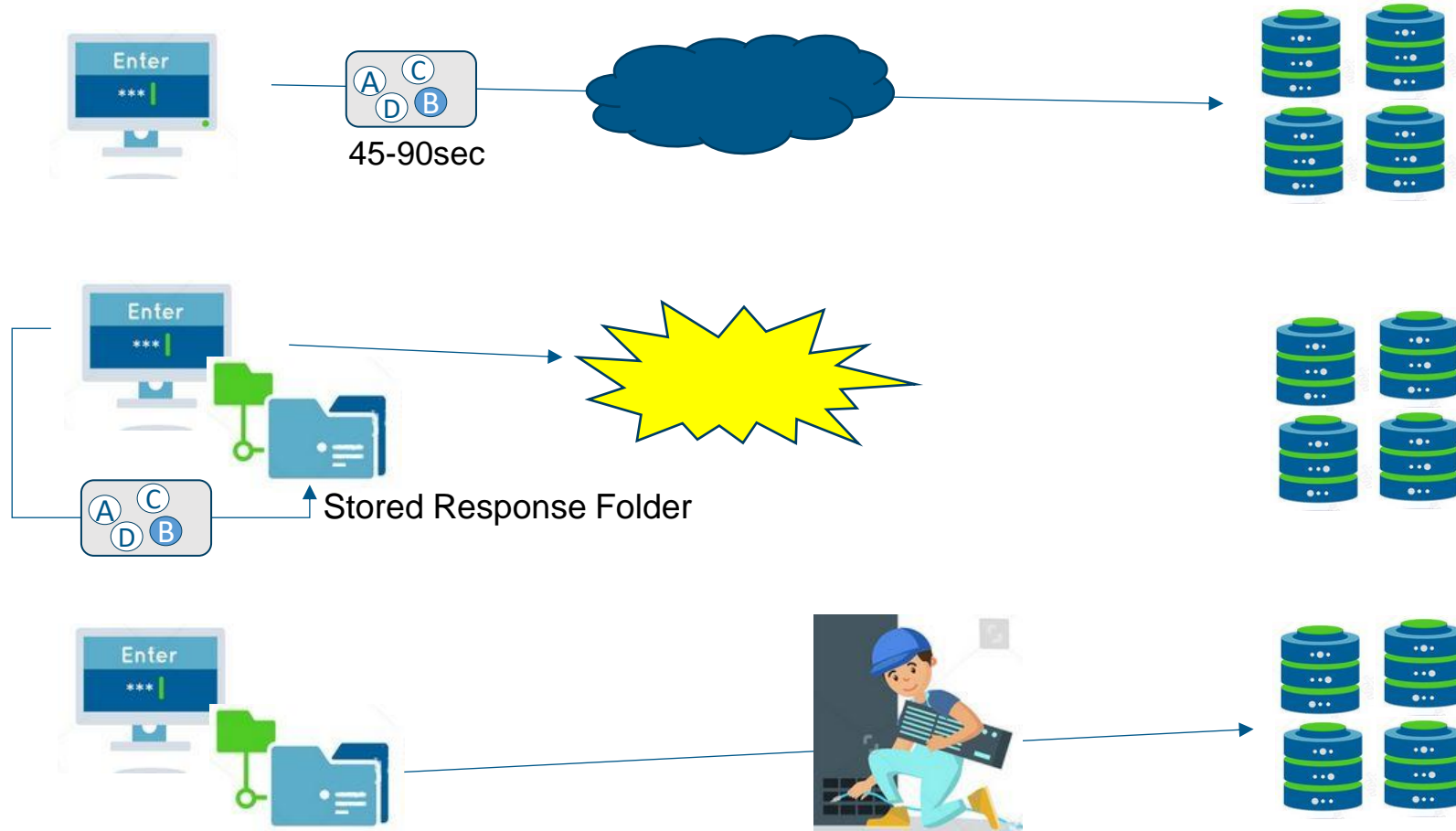




# Kiosk Test Integrity



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





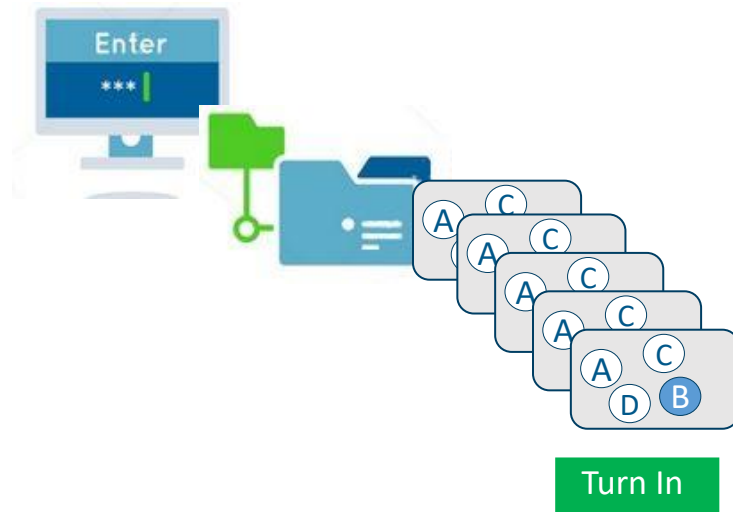
# Kiosk Test Integrity



***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.

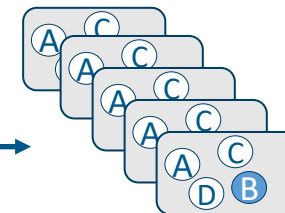
**Send Responses**

**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







## 1. Via 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 web browser:
  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. Via 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 kiosk:
  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










**BIE SCIENCE ASSESSMENT**

STUDENT SIGN IN

Username

Password

[Sign In](#)

 [Access the Practice Test](#)

Copyright © 2023 eMetric LLC  
Carrier: v1.1.68 #e4576da #130  
Shell: v3.29.4 #44b9c273 prd  
[Clear Cache](#)

[Exit](#)





## 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

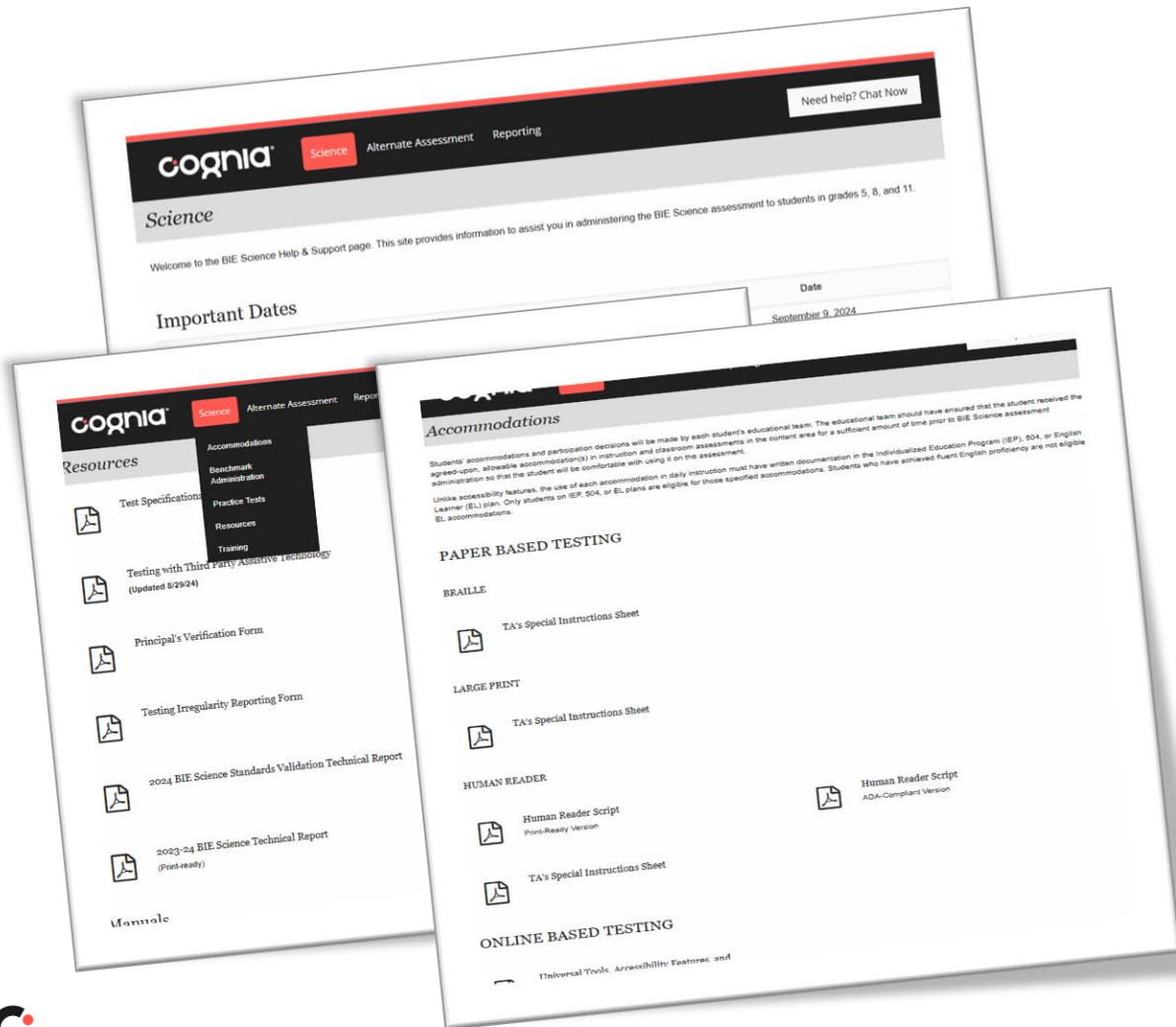


- Deactivate unused accounts
- Kiosks do need to be downloaded, and apps installed – ***last year's kiosks will not work***
- Check student demographics and add accommodations
- Ensure students have TTS accommodation/form BEFORE they log in to the test
- Make sure network management tools don't delete 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 Science Assessments



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

Resources will be posted throughout the year

- Key dates
- Manuals
- Accommodations
- Training videos
- Practice tests
  - Access to CBT practice test and answer documents
  - Downloadable PDFs of the PBT practice test
- Reporting resources

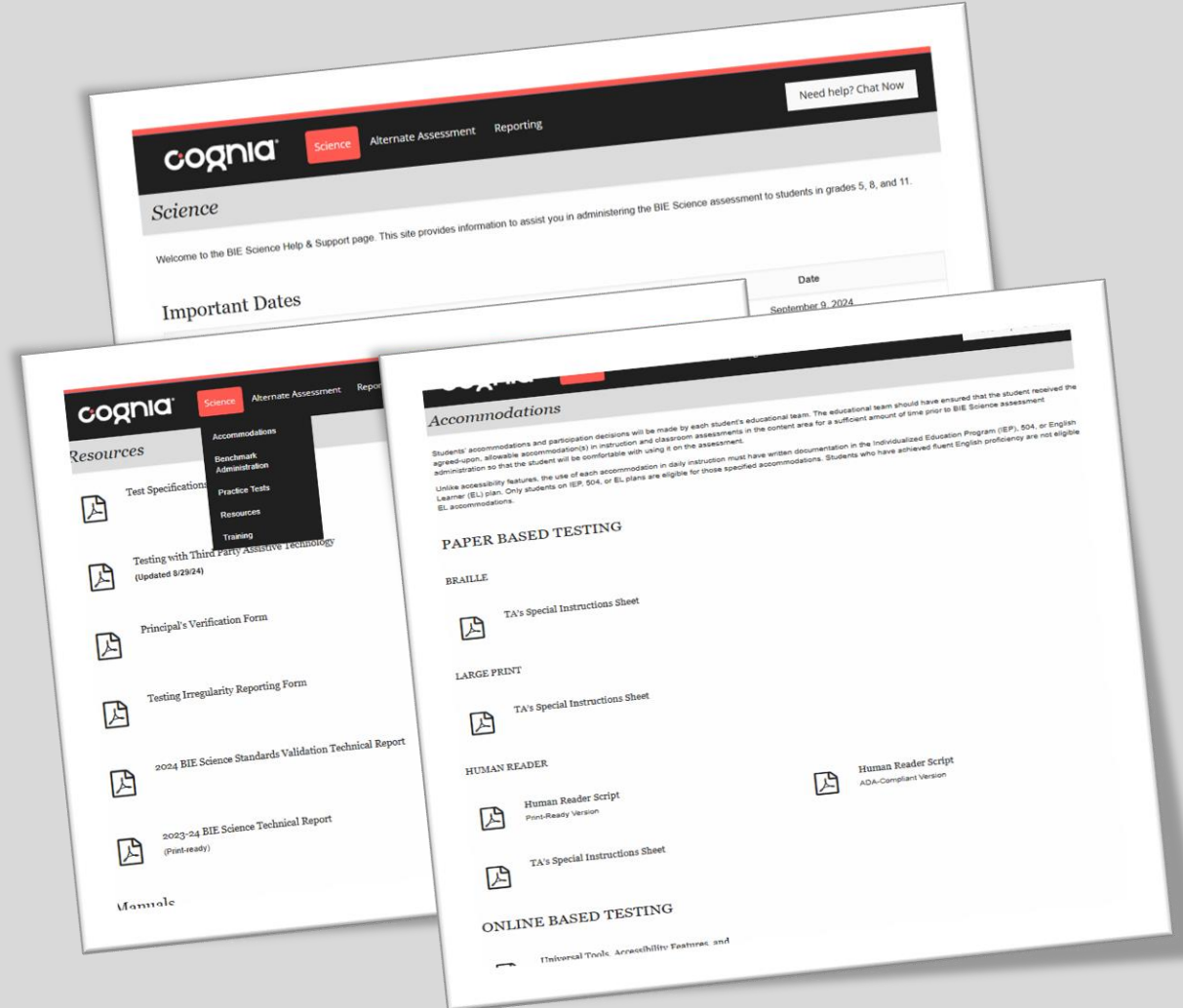


# Help & Support Site Science Assessments

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# BIE Science Help Desk

## Hours

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

## Contact information

- Phone: 800-887-7027
- Email: [BIETechSupport@cognia.org](mailto:BIETechSupport@cognia.org)
- [Chat](#) (accessible from the BIE Science Help & Support site)



# Questions?







Thank you!