

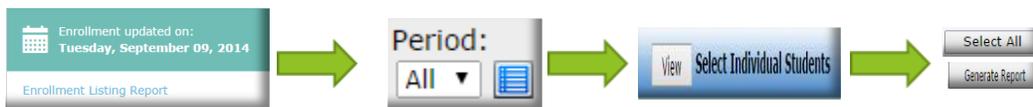
Guide to Online Testing

The Nuts & Bolts:

Before Testing

Step 1: Locate Student ID Numbers.

There are many ways to access the students' ID numbers in EADMS. This is the easiest route:



- To print:



Step 2: Go to ADMINISTER TEST on EADMS home page

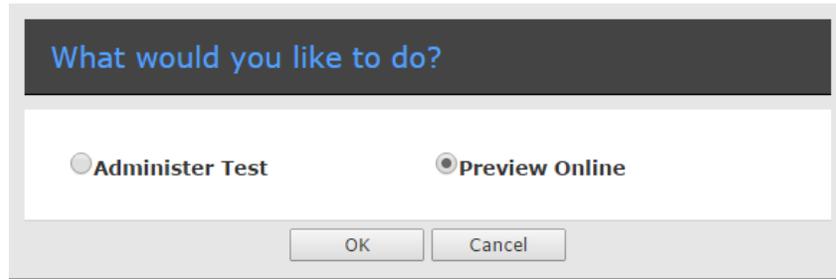


Step 3: Identify which test you are administering by using the dropdown menus. In category, select DISTRICT BENCHMARKS.

Step 4: Click SELECT next to the chosen test.

									Results	
		Test ID	Test Name ▲	Admin	Start	End	Test Type	Admin Type	Scan	Online
1	Select	200652	LA_EastBatonRouge CCSS ELA 10 Test #1	Sept 2014	9/9/2014	9/19/2014	Item Based	Online Only		
2	Select	200653	LA_EastBatonRouge CCSS ELA 11 Test #1	Sept 2014	9/9/2014	9/19/2014	Item Based	Online Only		
3	Select	200651	LA_EastBatonRouge CCSS ELA 9 Test #1	Sept 2014	9/9/2014	9/19/2014	Item Based	Online Only		

Step 5: PREVIEW ONLINE (only available during an open test window)



Recommendations:

Create cards with student ID numbers to hand to students. Collect after test begins.

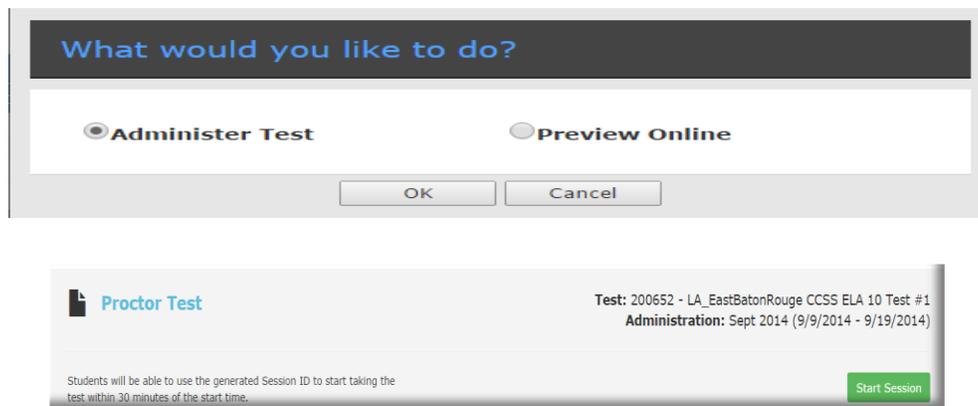
Teachers should be familiar with the test and all the online functions BEFORE proctoring the test.

Day of Testing

Step 1: Students log into www.eadms.com with student ID # and the pass key from Step 5.



Step 2: Administer the Test (during the testing window)

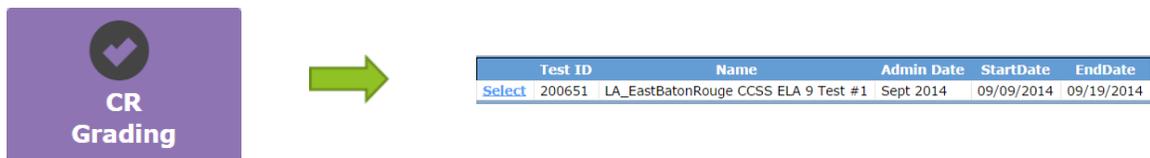


After selecting START SESSION, a pass key is generated that is good for only 30 minutes.

A new passkey will need to be generated for students who need access to the test after the 30 minute has passed.



Step 3: Scoring Constructed Responses Online:



Select the desired test. The reading material(s), writing prompt, and rubric appears.

- To grade the responses without bias, select HIDE STUDENT INFO. Hide Student Info
- To remove the Auto Save feature, deselect AUTO SAVE. Auto Save *remember to click SAVE when grading is completed.

*If the test has more than one constructed response, utilize the toggles at the top of the page.

Most Common Concerns

Q: What kind of computer can a student take an online test?

A: Desktop computer, laptop computer (either hard wired or wireless), iPad (or android tablet). We do encourage teachers to test this capability on chosen device beforehand.

Q: Do the students only get 30 minutes to take a test?

A: No, the password is only good for 30 minutes, and then the teacher must generate a new passkey for a student beginning the test. Students make take as long as the teacher allows once they start.

Q: What happens if a student does not finish the test during the class period?

A: Our tests are designed to be resumable, meaning the students can log back into the same test the next day. The teacher will need to generate a new passkey for the test.

Q: What happens if a student is in the middle of a test and the internet connection is lost?

A: Since our tests are resumable, the teacher will need a new session ID generated to allow students to continue taking the test.

Q: Once a test is “finished” in the system, can a student retake that test?

A: Once a student has submitted a test, the responses cannot be changed. The administrator would need to submit a request to EADMS to delete the student's responses/scores in order for the student to retest.

Q: Can students access the test from home?

A: No. Online tests are only available at EADMS-recognized IP addresses. In addition, the passkey is only active for 30 minutes.

Have questions about online testing? Please call the EBRPSS Accountability Office (225) 226-7625.