Information for Principals

Delaware’s state assessments in reading, mathematics, science, and social studies, the Delaware Comprehensive Assessment System (DCAS), are delivered online. This provides a better testing experience for students.

Features of the Online Testing System for Students

With the online testing system, students are able to:

- Zoom into test questions and graphics and highlight text in reading passages
- Manage reading long passages with a line reader
- Pause the test and return to the question last worked on
- Adjust the font size for passages or items
- Strike through text on the test
- Mark questions for later review
- Access pop-up formula sheets
- Access online calculators and measurement tools during the mathematics tests

School personnel will follow a set of specific tasks to implement online testing. Principals are ultimately accountable for ensuring that testing is conducted in accordance with the test security and other policies and procedures established by the Delaware Department of Education. Principals must:

- Designate or act as the school test coordinator
- Create or approve testing schedules and procedures for the school
- Review testing progress during the testing window
- Handle testing problems as needed
- Review and disseminate testing results

The information in this document is designed to help principals successfully implement online testing in their schools. Additional information on scheduling, hardware requirements, and other information can be found on the DCAS website at http://de.portal.airast.org.

For more information
Visit the DCAS website at http://de.portal.airast.org or contact the Delaware Department of Education at (302) 735-4090.
Steps to Successfully Implementing Online Testing

Before Testing

1. **Make sure school staff are prepared for testing.**
   - Designate your test coordinator and work with him or her to develop staff training and other plans.
   - Review the Test Administration Manual (TAM) to become familiar with the test administration procedures and Delaware’s test security policy.
   - Make sure that your test coordinator and test administrators have reviewed all User Guides and Manuals, including Delaware’s test security policy.
   - Attend the School Test Coordinator training held by DOE.
   - Make sure you and all staff review the pre-recorded test administration updates session.
   - Make sure all staff involved in test administration and/or handling have completed test security forms.

2. **Make a testing schedule.**
   - Work with your school test coordinator to identify the test sites, to estimate the amount of time needed for testing and create a testing schedule for the school year. Distribute this schedule to teachers, students, and other school staff.

3. **Review your technology infrastructure.**
   - There is no minimum number of computers needed for testing. For ease of test administration, it is recommended that schools have at least one computer lab or mobile cart with enough computers so that all students in the largest class within the school can test at the same time.
   - Make sure the latest version of the secure browser is installed on all computers before testing.
   - Refer to the technology coordinator brochure for additional details on hardware and other technology requirements.

4. **Make sure students are familiar with the online testing format and requirements.**
   - Students only need minimal keyboarding and computer skills for the online tests. It will help them if they know what to expect.
   - Take advantage of the training and practice tests that are available on the DCAS website [http://de.portal.airast.org](http://de.portal.airast.org). Students will need minimal keyboarding and computer skills.
   - In addition, there are online practice tests by grade and by subject to give students an opportunity to become familiar with the computer-based tests. We encourage all schools and students to use the practice tests as an opportunity to become more familiar with the online testing system.
   - Make sure students know or have a copy of their student ID numbers and their given first name for testing days. They will need this information to log into the online testing system.
   - Validate student accommodations in TIDE before having students report to testing sessions.
   - Verify that students using accommodations have had practice in using these features.

5. **Make sure families understand what is expected of their students.**
   - Distribute Secretary’s letter to parents of all students involved in DCAS.
   - Consider holding an online testing demonstration event at your school that parents can attend.

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6 Work with your test coordinator and test administrators to register in the online testing system.

- Principals are responsible for ensuring all staff within the school who will be administering the DCAS have Delaware Department of Education Single Sign-On accounts, since this login information will be used to access the DCAS.

During Testing

7 Know where to find help.

- MANUALS AND USER GUIDES. There are a number of guides to help test administrators address common questions raised about the online testing system. All of the user guides are posted on the DCAS website http://de.portal.airast.org. Resources include:
  - An Online Test Administration Manual (TAM)
  - A Test Administrator User Guide
- CONTACT US. If you, your school test coordinator, or your test administrators encounter issues during the testing session, you can also call the American Institutes for Research’s Help Desk at (877) 560-8331 or e-mail DCASHelpDesk@air.org with any other questions.

8 Monitor testing processes.

- Use participation reports and ensure that the school test coordinator, test administrators, and students are completing testing as planned.
- Schedule additional makeup sessions as needed.
- Assure all test security procedures are being followed.

After Testing

9 Verify test security.

- Be sure all staff involved in test administration and/or handling have completed the Test Security Nondisclosure Form.

10 View online score reports.

You are able to view several online assessment reports including:

- Export scores for all subjects
- Get all test scores for one student
- View all students’ scores

Power Loss and Internet Outages

If the Internet or power goes down during online testing, students will have to complete their tests another day. The answers the students have already provided will be saved, and they will restart where they left off.