Kindergarten Entry Assessment Fall 2014
Division of Accountability Services (DAS)
Online Testing Sessions

After a student has been pre-identified for the Fall 2014 KEA assessment, students will need to be grouped into sessions for online testing. This is the second and final step of pre-identification of students taking the Kindergarten Entry Assessment (KEA). DAS has created sessions for each teacher registered to administer the KEA.

The pre-identified students will be loaded into the online assessment software and grouped based on the sessions that have been set up in the Secure Site.

Students should be grouped into sessions based on the primary proctor that will be evaluating the student and entering the assessment information into the TS Gold system.

Search Online Sessions

To add students, edit or view a session, select "Search Online Sessions" from the Pre-ID Functions menu at the top of the screen.

1. Select the Test Cycle "Fall 2014 KEA KEA"
2. Select the ISD, District, and School. The school field is only required if you are a school level user.
3. Click on the "Search" button at the bottom right to display all online test sessions that have been created for the district or school.

If a session was not created by DAS for one of your teachers, use the instructions below "Create Online Session" to create a new session for the teacher.

4. Click on the "Update Session" link to the far right of the session you wish to add students or update.

5. All students that have been assigned to the session along with students that have been pre-identified and not assigned to a session yet will be displayed. The students assigned to the session will be checked, highlighted in green and also will display a "Yes" under the "Assigned to Session" column.

6. To add student(s) to the session, select the student(s) that will be assigned to this testing session by clicking in the check box to the left. You can also use the "Select All" and "Unselect All" buttons at the top left to select students.

7. To remove student(s) from an online testing session, deselect the check box to the left of the student(s).

8. Once student(s) have been selected or deselected, click on the "Submit" button at the bottom right.

9. A confirmation message reading "Session details have been save successfully" will display, click the "OK" button in the message box.

10. You can print or download the listing of students in the session by clicking on the "Download" or "Print" buttons at the bottom right of the screen.

NOTE:

If no students are displayed in the online session, check the Pre-ID Student Report to verify students have first been pre-identified for the Fall 2014 KEA assessment. If students have been pre-identified for testing, the students will not display if they have already been assigned to a test session. Students cannot be assigned to two separate test sessions.

Division of Accountability Services   KEA Online Testing Sessions

Create Online Session

To create a new session, select "Create Online Session" from the Pre-ID Functions menu at the top of the screen.

*Session Name will be created based on the selections made on this screen. A user cannot create theirown session name. The session name will only be changed if the primary proctor is updated.

1. Select the Test Cycle "Fall 2014 KEA KEA"
2. Select the ISD, District, and School
3. The Grade Level, Subject, and Course will default for the KEA and should not be changed.
4. Select the Primary Proctor Name from the drop down.
5. Select a Secondary Proctor Name from the drop down if there is one, this is not a required field
6. Additional notes about the session can be added. These notes will not be used by DAS or the contractor; this is for the schools use only.
7. Click on the "Save" button at the bottom right to create your session.
8. A confirmation message, "Session details have been saved successfully. Please assign students to session." will display, click the "OK" button in the message box.

9. A list of students pre-identified for KEA testing for the school selected **and** not already assigned to a session will appear in the lower half of the screen.

Division of Accountability Services   KEA Online Testing Sessions

10. Select the students that will be assigned to this testing session by clicking in the check box to the left of the student's name. You can also use the "Select All" and "Unselect All" buttons at the top left to select students.
11. Once students have been selected, click on the "Submit" button at the bottom right. You may need to scroll down to view the "Submit" button.
12. To remove student(s) from an online testing session, while still on this screen, deselect the check box to the left of the student(s) and click "Submit".
13. A confirmation message, "Selected students have been assigned/unassigned successfully to session." will display after each submission, click OK on the button in the message box.
14. You can print or download the listing of students in the session by clicking on the "Download" or "Print" buttons at the bottom right of the screen.

NOTE: If no students are displayed after creating the online session, check to the Pre-ID Student Report to verify students have first been pre-identified for the Fall 2014 KEA assessment. If students have been pre-identified for testing, the students will not display if they have already been assigned to a test session. Students cannot be assigned to two separate test sessions. Please verify on the Search Online Sessions screen (instructions above).