



TEST
ASSESSING
SECONDARY
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TASC Readiness

Administrator Instructions for Remote Testing

Release v 1.0

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Remote TASC Readiness Testing Using a Web Conferencing Service

Due to recent challenges related to COVID-19, DRC is temporarily allowing the TASC Readiness (Forms 6/7 & 8/9) tests to be administered remotely using a web conferencing service for proctoring. The TASC Official HSE Exam currently is not available for remote proctoring. This document provides general guidelines for remotely proctoring and administering these tests.

Remote Testing Guidelines

TASC Readiness tests, when administered remotely, should follow as closely as possible the requirements for onsite administration.

- The Test Administrator must be trained and familiar with using TASCReadiness.
- The Test Administrator must use a supported web conferencing platform and be familiar with the use of that platform. Possible options are Zoom, Webex, Google Meet, Microsoft Teams, Skype, GoTo-Meeting Blackboard Collaborate.
 - Computer audio and webcam capabilities are required for both Test Administrator and student
- There is a limit of five students for each Web Conferencing Session.
- All tests and test materials must be kept secure.
- All tests must be proctored.

Requirements for Remote Testing

The district/program must have a TASC Readiness Online account in the DRC INSIGHT Portal.

- New DRC INSIGHT Portal accounts require a minimum purchase of 50 online subtest administrations.
- If you do not currently have a TASC Readiness Online account, please contact our Order Management department to place an order.

Shelf Customer Service

Phone: (800) 538-9547 | Fax: (800) 282-0266

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TASC Readiness Administrators must have a user account in the DRC INSIGHT Portal to create test sessions and manage students. **Note:** Users who do not have access to the DRC INSIGHT Portal, or who do not have access to the locations they need for remote testing, should reach out to their Site Administrator.



System Requirements for Remote Testing

TASC Readiness Administrators

- TASC Readiness administration is done in the DRC INSIGHT Portal, which can be accessed from any common web browser. Minimum Browser Requirements
- Access to the remote TASC Readiness test requires Google Chrome. To download and install the latest version of the Chrome browser, go to <https://www.google.com/chrome/>.

Students

- A computer (desktop or laptop) or a device, such as a Chromebook
- Webcam
- Microphone
- Speakers or headphones
- Cell phones cannot be used for remote testing
- iPads cannot be used for remote testing

PART 1 - Web Conferencing

Selecting a Web Conferencing Service

Whichever web conferencing service you use, we recommend it includes the following functionality:

- Computer-based Audio and Video
 - Supports “Computer Audio Only” for web sessions. This requires students to use the microphone and speakers on their test devices.
 - Calling in by phone to a remote test session should not be allowed.
- Recording Capability
 - Ability to review completed web sessions
- Breakout/Private Sessions with Private Chat and Screen Sharing Capability
 - Ability to privately authenticate an individual student’s identity
 - Ability to privately distribute test login credentials to individual students
 - Ability to see/monitor student screens, while restricting view from the rest of the group
- Screen Sharing by Participants
 - Ability to let students share their screens with the TASC Readiness Administrator



- Private Chat
 - Ability to respond to individual student inquiries privately
- Meeting Login Information Embedded in Link
 - Ability for all participants to access the meeting directly from the link without having to provide additional details.

Creating a Web Meeting

1. Ensure that your web meeting settings have the following defaults. This will make setting up remote test sessions easier and more consistent. Most web conferencing services will not allow you to change settings after the meeting has been created.
 - Mute participants upon entry.
 - Allow participants to send chat messages to the host only.
 - Do not allow participants to record the meeting (except for host/Test Administrator).
 - Enable breakout sessions.
 - Disable virtual backgrounds.
2. Create a Web Meeting in your Web Conferencing Software. Make sure the meeting allows enough time for meeting management and test administration.
3. Generate a meeting invitation and capture the meeting link to include in a custom email that will be sent to all participants. You should confirm that the link you will be using works before sending it out.
4. Send out a custom email to invite your students. Your email should include:
 - The link to the Web Meeting
 - The date, time, and anticipated duration of the Web Meeting
 - Contact information for the TASC Readiness Administrator
 - Student Instructions for Remote Testing
 - Omit call-in numbers. Calling in to the meeting by cell phone should not be an option for students.
 - General information on which tests the student will be required to take during the Web Meeting

Remote Testing Tips

- WE HIGHLY RECOMMEND THAT YOU SIMULATE A REMOTE TEST SESSION WITH YOUR WORK COLLEAGUES BEFORE ATTEMPTING TO ADMINISTER AND PROCTOR TASC WITH STUDENTS.
- You may want to schedule an Orientation Web Meeting with your students, a few days before their actual remote test web session to go through the Online Tools Training and expose them to the web meeting software. This will allow you to uncover any system issues they may have and answer student questions prior to their actual test day.



- Create a document to stay organized during testing. Include:
 - Meeting details, such as the meeting link, date, start time and stop time
 - Student details, such as names, email addresses, test login credentials, and private room number
 - Record any unusual events that occur during testing
- Provide test link and login credentials during your Web Meeting, not before
- Include only students who are taking the same form and subtest of the TASC Readiness test in the same Web Meeting. This will allow you to give the same test directions to the whole group.
- Assign students to individual private rooms. Add each student's room number and the number of sheets of scratch paper on your document.

Managing Your Web Meeting

Students may find remote testing stressful and/or disorienting. After a brief introduction, it helps to let them know what to expect as they go through the experience.

In the Main Meeting:

- Let the students know that you will have to leave the Main Meeting to work with students individually in their private rooms. Tell the group that you will be watching, and that you will return to the Main Meeting after each student has been checked in.
- Let the students know that they cannot stand or leave the room during the Web Meeting
- Explain to students how to use the chat or raise their hand in the software to get your attention if they have questions.
- Watch for suspicious activity, such as students moving outside of the camera frame, cell phone glow, and reflections in mirrors or glasses.
- Explain how students should let you know when they have finished their tests, and how they will be dismissed from the Web Meeting. Ask them to destroy the scratch paper they used during testing.

In the Private Rooms:

1. Invite students, one at a time, to meet with you in their private room.
2. Validate the student's identification according to the requirements of your program. This may include capturing the number from the student's government-issued ID card as the student holds it up to the camera and/or confirming the correct spelling of the student's name and other details.
3. Have the student use the web camera to show you the environment. The testing area should be clear of prohibited items.

4. Send, via private chat, the details for the student's TASC Readiness test session.

a. URL for the TASC Readiness Remote Test:

<https://wbte.drceirect.com/TASC/#portal/tasc/594601/adminId=594601>

b. Student's username (from the student's Test Ticket, described later in this document)

c. Student's password (from the student's Test Ticket, described later in this document)

d. Which TASC Readiness test and content area they should be taking

Tip: Organizing these details beforehand in a text document makes them easier to cut and paste into the chat. Make sure to provide login credentials only to the specific student they apply to.

5. Tell the student to return to the Main Meeting room.

6. Go through steps 1 to 5 for each student participant in your web meeting.

Sample Script:

Before you begin testing, I will verify your identity by checking your ID and asking you to use your web camera to show that your testing area is free of all prohibited items. The only items allowed in your testing area are your computer, mouse, keyboard, pencil, and blank scratch paper.

As your proctor, I will be present and actively monitoring you throughout the duration of your test. I will not be able to assist you with any test questions; however, if you have technical difficulty with the platform, please alert me by using the chat feature. If I believe you are engaging in improper test-taking practices, I will interrupt your test and may end your test session immediately.

Are there any questions?

I will now virtually move each of you into individual testing rooms, check your ID, and complete the room scan. This may take a few minutes. I appreciate your patience.

Stopping a TASC Readiness Test

To interrupt a student's TASC Readiness test, you must log into the same test using the student's login credentials. This will present the student with an error message and allow you to take over the test. At this point, you will want to immediately exit the test and submit it.

1. From the current question, click **Review/End Test**.

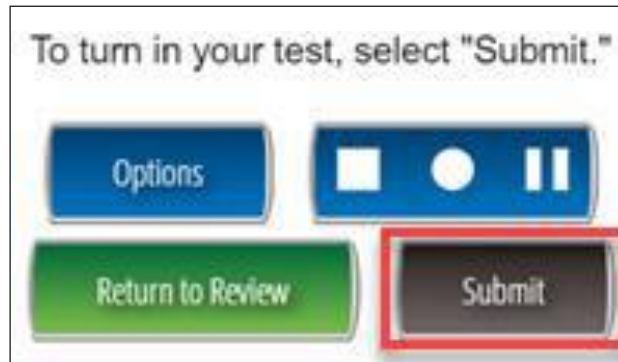




2. On the next screen, click **End Test**.



3. On the next screen, click **Submit**.



4. Your web conferencing software should allow you to remove the student from the Web Meeting.
5. Make sure to invalidate the student's test using the instructions for invalidating a test described later in this document.
6. Document the testing irregularity in the notes from your Web Meeting.

Ending Your Web Meeting

When all students have completed their tests, you may have them remain in the Main Meeting until you dismiss the whole group, or you can allow them to leave as each student finishes. You should, however, confirm that the student has completed testing before allowing the student to leave the Web Meeting.

1. To see if your students have completed the required tests, follow the instructions under TestSession Details, described later in this document.
2. Students whose test statuses show as completed can be dismissed from the Web Meeting.



PART 2 - TASC Readiness Administration

TASC Readiness Administration

The remote testing option affects only how students take the test. It does not affect how test administration occurs prior to testing. You will still need to add students and create test sessions in the DRC INSIGHT Portal, just as you would for an onsite proctored session. Refer to the *TASC & TASC Readiness DRC INSIGHT Portal Guide* for information on how to create test sessions and add students. This guide can be found in the DRC INSIGHT Portal under **General Information > Documents** and in the TASC Secure Zone.

Test Sessions

1. In the DRC INSIGHT Portal, create a new test session for remote testing. To make the remote test session searchable and recognizable, use begin and end dates that apply to when you expect the students to be testing. Although you can add up to 50 students to a TASC Readiness test session, you should limit the size of your Web Meeting to 5 students at a time for remote proctoring. Set relevant time spans (day or week) for your test session. This will ensure that students cannot take the test outside of the time specified for the remote test session.
2. Give the session a name relevant to remote testing, so that you can identify which test results are from remote testing sessions.
3. If a student is already in a test session for the desired test, remove the student from the pre-existing session before you add the student to the new remote test session. Optionally, you can provide the student with the login credentials for the already-scheduled TASC Readiness test, but you should note in the student's record that this test was given remotely.

Test Tickets (Student Login Credentials)

1. Generate a PDF of the test tickets for your remote TASC Readiness test session.
 - a. In the DRC INSIGHT Portal, go to **Test Management > Manage Test Sessions** and locate the desired test session.
 - b. Select the Print All Test Tickets icon to generate a PDF of your test tickets. Save this PDF to your computer.

The screenshot shows the 'DRC INSIGHT TEST MANAGEMENT' interface. At the top, there are tabs for 'Manage Test Sessions' and 'Upload Multiple Test Sessions'. Below this is an 'Instructions' section with a note: '* Indicates required fields'. The form contains several fields: Administration (dropdown), District (dropdown: SAMPLE ADULT TEST CENTER), School (dropdown: SAMPLE ADULT TEST CENTER), Last Name (text input), First Name (text input), Student ID (text input), Session (text input), Teacher (dropdown: (All)), Content Area (dropdown: (All)), and Assessment (dropdown: (All)). There are two buttons: 'Show Sessions' and 'Print All Tickets'. Below the form is a 'Sessions' section with a 'Status Summary' tab. Underneath is a table with columns: Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. The table contains three rows of sample data.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE ADULT TEST CENTER	SAMPLE ADULT TEST CENTER	Emilee Test - Test Session 2	RA9 English - Math	Not Started	2/1/2020	4/10/2020	[Icons]
<input type="checkbox"/>	SAMPLE ADULT TEST CENTER	SAMPLE ADULT TEST CENTER	Emilee Test - Test Session 3	RA9 Spanish - Math	Not Started	2/1/2020	3/1/2020	[Icons]



- Copy the relevant information from each student's test ticket, or from the roster into your Web Meeting document. This is information that will be shared with each student in individual Private Rooms during your Web Meeting.

<p>TASC Readiness Online Test Ticket Mathematics - RA9 English - Math</p> <p>Manta Ray Date of Birth:</p> <p>Accommodation(s): N/A Test Session Name: Emilee Test Test Session 2 Student ID:</p> <p>Username: Password:</p>	<p>TASC Readiness Online Test Ticket Mathematics - RA9 English - Math</p> <p>Manta Ray Date of Birth:</p> <p>Accommodation(s): N/A Test Session Name: Emilee Test Test Session 2 Student ID:</p> <p>Username: Password:</p>
<p>TASC Readiness Online Test Ticket Mathematics - RA9 English - Math</p> <p>Manta Ray Date of Birth:</p> <p>Accommodation(s): N/A Test Session Name: Emilee Test Test Session 2 Student ID:</p> <p>Username: Password:</p>	<p>TASC Readiness Online Test Ticket Mathematics - RA9 English - Math</p> <p>Manta Ray Date of Birth:</p> <p>Accommodation(s): N/A Test Session Name: Emilee Test Test Session 2 Student ID:</p> <p>Username: Password:</p>

Note: For the Writing Essay portion of the Writing exam, the Administrator will provide each student test ticket information and the TASC Readiness Online Writing Answer document in electronic format. This document is available via PDF and Word format. The Writing Essay will be monitored via Web Meeting using the same monitoring procedures as the other exams. The completed document should be sent to the administrator via email or via the private web meeting before ending testing session.

Test Session Details

At the end of the scheduled remote test session, or as students notify you that they have completed their tests, confirm that all tests have been completed by looking at the test session details for the scheduled test session. Test session details are updated in real time.

- To see if your students have completed the required tests, find your session in **Test Management > Manage Test Sessions** in the DRC INSIGHT Portal, and click on the **Export Details** icon for the session.

- This will download a .csv extract, which you can open in Excel to see which students have completed testing.

K	L	M	N	O	P	Q	R	S	T	U
Student Last Name	Student First Name	Student ID	Grade	User Name	Password	Status	Date Started	Date Completed	Accommodations	Form
Sample	Sally	159753	AD	SSAMPLE1	KITE7318	Completed	8/1/2017 12:38	8/1/2017 12:39		RA4

- Note the time in the Date Started and Date Completed columns to make sure the test was taken during the scheduled, or expected, time frame. Even if you are not specifically scheduling test times for students, this report can help you investigate suspicious activity. For example, a student may have started the test one day and completed it the next*, a student may have taken an unusually long time to complete a test, or a student may have started a new test before completing the current test.

* When it looks like a student started the test one day and completed it the next, it means that the student did not properly exit and submit the test. Uncompleted tests are forced complete overnight by the system.

On-Demand Reports

After a student has completed a test (usually within 7 to 15 minutes of completion), the student’s Individual Profiles Report is available via On-Demand Reports. On-Demand Reports are available for all tests.

- To view a report, go to Report Delivery in the DRC INSIGHT Portal, and click on the On-Demand Reports tab.
- Make sure to select the report type that matches the type of test you are looking for.
- You can search by session name or by student. Click on the Open PDF icon to view the report.

The screenshot shows the 'On Demand Reports' search interface. The 'Report' dropdown menu is highlighted with a red box and set to 'Individual Profiles Report 6/'. The 'Last Name' text input field is also highlighted with a red box. Other fields include Administration (TASC Readiness), District (SAMPLE ADULT TEST CENTE), School (SAMPLE ADULT TEST CENTE), Language (English), Grade (Adult), First Name, and Session. There are 'Find Students' and 'Clear' buttons at the bottom of the search form.

Select	Last Name	First Name	State StudentID	Date Of Birth	Grade	Action
<input type="checkbox"/>	ali	mmm		12/12/2000	AD	
<input type="checkbox"/>	Crayton	Shae		06/22/1968	AD	

- The Individual Profiles Report displays the results of the student’s test.

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 READINESS ASSESSMENT FORM 6

10/03/2019

READING SCORE SHEET

CONTENT DOMAIN	ITEM NUMBER	QUESTION TYPE	EXAMINEE RESPONSE	CORRECT RESPONSE	POINTS EARNED (2, 1 or 0)
RI Craft and Structure	1	MC	A	A	1
RI Craft and Structure	2	MC	B	B	1
RI Craft and Structure	3	MC	B	B	1
RI Craft and Structure	12	MC	D	D	1
RI Craft and Structure	16	MC	D	D	1
RI Craft and Structure	17	MC	A	A	1
RI Key Ideas and Details	5	MC	C	C	1
RI Key Ideas and Details	13	MC	A	A	1
RI Key Ideas and Details	14	MC	C	D	0
RI Key Ideas and Details	15	MC	B	B	1
RI Key Ideas and Details	18	MC	A	C	0
RI Key Ideas and Details	21	MC	A	A	1



Invalidating a Test

There may be cases where you may want to re-test a student or invalidate the student's test results from the remote test session. Possible reasons for invalidating a test include:

- The student had technical problems during testing.
 - The student was discovered to have cheated on the test.
 - The student was given, or took, the wrong test.
1. To invalidate a student's test, go to Student Management in the DRC INSIGHT Portal, and click on the Manage Students tab.
 2. You can search for the student by name, test, session, or other options. Once the student is displayed, click the View/Edit icon to open the Student's Profile.

Last Name	First Name	Student ID	Date Of Birth	Grade	Action
	Joshua	U00208432		AD	

3. In the Student Profile, go to the Test Sessions tab. Find the test you wish to invalidate, and click on the Invalidate icon. **Note:** This is a toggle. If you later decide the test results were valid, you can validate the test again using the same process.

District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
CAPITAL DST EOC	TROY EOC	2019 Read 6	RA6 English - Reading	Completed	10/03/2019 10:04 AM EDT	10/03/2019 10:36 AM EDT	
CAPITAL DST EOC	TROY EOC	2019 Writing 6	RA6 English - Writing	Completed	10/03/2019 08:44 AM EDT	10/03/2019 09:31 AM EDT	