HP Forward Exam Quick Guide

Wisconsin Forward Exams Support
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WIHelpDesk@datarecognitioncorp.com

Support Line Hours:
M-F 7:00 AM Central – 5:00 PM Central

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IT 715- 377-3709
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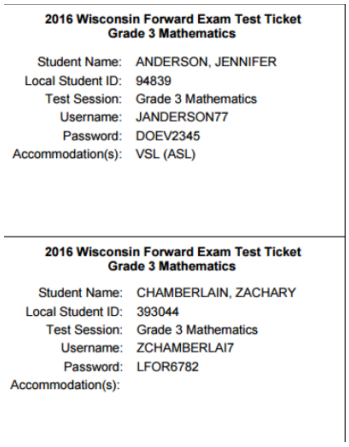
Jodi Magee *2481

Before

1. Log into proctor testing site. https://wi.drcedirect.com/default.aspx
2. Log into students computers

Username: hsdforward
Password:Hsd123456



2016 Wisconsin Forward Exam Test Ticket
Grade 3 Mathematics

Student Name:	ANDERSON, JENNIFER
Local Student ID:	94839
Test Session:	Grade 3 Mathematics
Username:	JANDERSON77
Password:	DOEV2345
Accommodation(s):	VSL (ASL)

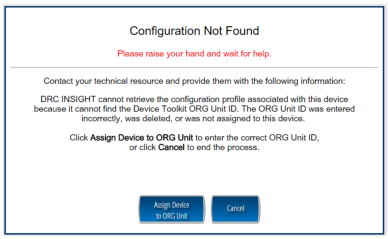
2016 Wisconsin Forward Exam Test Ticket
Grade 3 Mathematics

Student Name:	CHAMBERLAIN, ZACHARY
Local Student ID:	393044
Test Session:	Grade 3 Mathematics
Username:	ZCHAMBERLAI7
Password:	LFOR6782
Accommodation(s):	

3. Double-click on DRC Insight Online Assessment Icon



4. If Caching Server not configured, you will get a message “Configuration not found”



Assign device to ORG
Code: XJtJLBqwb
Add
Register

Exit

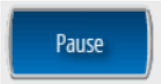
5. Pass out test ticket for each session.
6. Read test directions

During

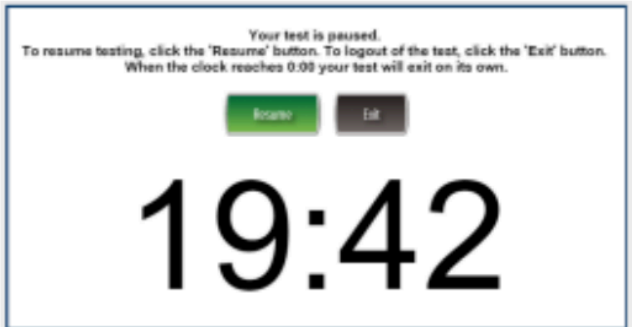
1. Monitor for test security
2. Pause

Pausing the Test

If a student is not done with a test session but needs to stop and come back later, the student should choose the blue "*Pause*" button at the bottom of the screen.



If the student is taking a *short* break of less than 20 minutes, the test can be left on the pause screen until the student returns. Upon return, the student should choose the green "Resume" button before the clock counts down to zero. The test will resume on the same item where they left off and all answers will be saved.



After

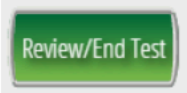
1. Pause- Exit

Exiting the Test Without Submitting

If the student is not able to finish the test session within the time allotted that day, is taking a longer break, or needs to switch to a different computer, the student should **choose the "*Pause*" button, and then choose the gray "*Exit*" button**. The test session will end, but the test will *not* be submitted. Any questions that have already been answered will be saved. The student will need their test ticket to log in again and finish the test. Students should be told to go back and check any questions that they flagged or did not complete before exiting the test as they should not be going back to any of these items during the next allotted testing time.

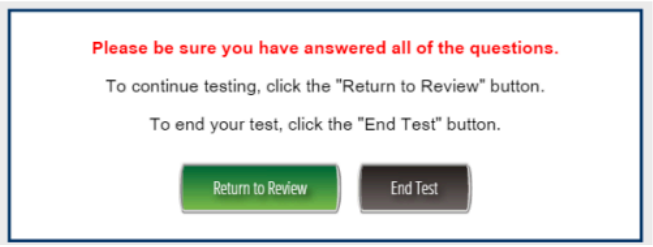
Ending (or Submitting) the Test

When the student reaches the last question, they should choose the green "Review/End Test" button.



This will take the student to a review screen. On this screen, students can see if they have answered all questions. They can also see if they have flagged an item for review. Flags do not need to be cleared in order to end the test. If the student would like to return to an item, they can select anywhere on the line of that item.

When the student is done with the test, they will need to *end* it. Ending the test will submit all answers and does not permit re-entry into the test.



Troubleshooting

Moving a Student to a New Testing Device

The most common reason why it would be necessary to move a student from one device to another during testing include: technology issues with the computer software or hardware making it difficult and/or impossible for the student to continue testing on that computer.

If a student needs to move from one computer to another once testing has begun, follow these steps:

1. **Click on the Pause button and then click the Exit button (Do NOT click End Test).**
2. **Retrieve the student's test ticket to bring along to the new testing computer.**
3. **Escort the student to the new location (computer).**
4. **Launch the testing software.**
5. **Hand the test ticket back to the student.**
6. **Observe the student entering his/her username and password.**
7. **Student will be required to view and click through the test directions.**
8. **Student will click Begin Test and will be taken to the same question where they left off prior to pausing.**
9. **Collect the student's test ticket.**
10. **Continue to monitor the test session with the normal security procedures.**

Advancing a Passage Page

If an item with a reading passage has multiple pages in the passage, pages are turned forward by tapping or clicking on the right side of the passage. Pages can be turned back by tapping or clicking on the left side of the passage

Audio Volume is too Low

If a student is using the TTS accommodation or completing the listening portion of the ELA assessment and cannot hear the audio, be sure to check that the volume of the testing device is set to an appropriate level. This may require logging out of the test.

Test Participation

Every effort must be made to administer the Forward Exam to all students who are taking that exam. For those who have missed taking any part or all of the Forward Exam, you must provide additional opportunities during the testing window (March 28-May 20) for students to take the Exam administered during their absence. All testing must be completed by the end of the testing window.

Invalidation

Invalidating a test session invalidates the entire content area. An invalidation counts as a non-test participant for accountability purposes in the content area invalidated. The DAC should contact DPI about any invalidations.

Assessments on Chromebooks

1. Do not log on Chromebook before testing
2. Make sure volume is not muted
3. Click on app button on the bottom left of the screen DRC Insight Online Assessments
4. Caching server should automatically set up.
5. Assign device to ORG
6. Code for HP XJtJLBqwb
7. Add
8. Click on to register
9. Exit