Welcome

- Introductions
  - West Virginia Department of Education
    - Robert Crawford, Assistant Director, Office of Federal Programs
    - Mami Itamochi, Coordinator, Office of Federal Programs
    - Angie Riley, Coordinator, Office of Data Management and Analysis
  
  - Questar Assessments, Inc.
    - Mark Phipps, Program Manager
    - Ricky Foust, Associate Program Manager
    - Angie Fischer, Director of People Development
    - Tyler Jaax, Training & Documentation Specialist
    - Kelly Sander, Business Analyst
Logistics

- Questions
  - Please submit questions via Go-To-Webinar questions

- Technology issues
  - Please submit issues via chat
Agenda

- Interactive Demo
- Toolkit Modules
- Technology Readiness
- Roles and Responsibilities
- Nextera® Admin
- Materials Processes
- Next steps
- Support
- Questions
Interactive Demo
Interactive Demo

ELPA21 Assessment Program

Interactive Demo

Questar is passionate about supporting teachers, administrators, parents and students through every step of the assessment process. The Interactive Demo offers an opportunity for students to become familiar with the question types and format they will experience during testing.

Learn more or try the Interactive Demo below.

Select Interactive Demo

More about the Interactive Demo

The Interactive Demo is not intended to reproduce the exact environment or experience of an assessment. The Interactive Demo is a preview of the testing format and question types to help students prepare for testing day.

We do not report any results, names or other information in the Interactive Demo. If you experience connection issues while using the Interactive Demo, we are unable to preserve your progress. You can access the Interactive Demo and practice an unlimited number of times. On test day, you must be located in an authorized testing location.

The Interactive Demo offers a full selection of testing accommodations for your students. Please note that not all test day accommodations will be available. Any accommodations needed for test day and pre-selected by a teacher or administrator per the student's IEP or 504 plan.

ELPA21 Education Departments

Each ELPA21 team in the West Virginia Department of Education is responsible for assessing and administering the assessment system for students in their school(s). Please contact your West Virginia Department of Education for more information on how ELPA21 assessments are administered by Questar Assessment, Inc.

About Questar Assessment

Questar Assessment, Inc. is a K-12 assessment solutions provider focused on building a bridge between learning and assessment. We take a fresh and innovative approach to meaningful assessment design, delivery, scoring, analysis, and reporting, and we are managing how assessments can empower educators by giving them the insights they need to improve instruction. Our high-quality, reliable assessment products and services are easily scaled and tailored to meet the specific needs of states at any education level, and educators trust our high-performing forms and dependable technology to measure skills and ensure success. Questar is based in Minneapolis, Minnesota and can be reached at questarinc.com or 612-600-0300.
Interactive Demo

Select Interactive Demo

Select Grade
Grade K - short
Grade K - long
Grade 1
Grades 2-3
Grades 4-5
Grades 6-12

Select Accommodations
For the online item sampler, you will be able to choose from a list of accommodations to get a feel for how they affect the testing environment. These accommodations on the official test are controlled by the student’s IEP or 504 plan, and cannot be turned on by the student. These need to be added to a student’s profile before testing begins. Please talk to your teacher or school administrator if you need more information about testing accommodations.

- **Answer Masking**: This tool allows you to mask out answers so they do not distract you.
- **Background Color**: This setting can’t be used with Reverse Contrast. It places a layer over the entire test window background in the color you choose.
- **Reverse Contrast**: When this setting is turned on, all text is white on black background.

Continue
Interactive Demo

Question 1 of 19

Listen to the word. Choose the picture that matches the word.

Question 11 of 19

Read about animals. Then answer the questions.

What does an armadillo do when it is scared? Choose the correct picture.

Animals must protect themselves from danger. Some animals change colors. Some animals have sharp teeth. Some animals have hard shells on the outside of their bodies. When a turtle sees danger, it pulls its body into its shell.

An armadillo is different. When it is scared, it rolls into a ball. The hard plates on its back make a shield so other animals cannot hurt it.

Question 6 of 19

Put the pictures from the story in the correct order.

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Toolkit Modules
Toolkit Modules

- The Student Testing Experience
- Accessibility and Accommodations
- Nextera Admin Overview
- Preventing and Solving Technical Issues
- Test Lab Management

Modules will be available on the Nextera Admin Help Tab and at this location: 
http://wvde.state.wv.us/federal-programs/ELPA.htm
The Student Testing Experience

- Logging in and navigating the test
- Using testing tools
- Reviewing and submitting the test
- Taking the Interactive Demo

*Who should watch: District Title III Directors, Test Administrators, test proctors, student’s main point of contact before and during the testing session; also appropriate for a general audience*
Accessibility and Accommodations

- Understanding the designated online test accommodations and non-embedded features
- Viewing a Personal Needs Profile (PNP)

*Who should watch:* ESL Educators, District Title III Directors, Test Administrators, IEP coordinators, student’s main point of contact before and during the testing session; also appropriate for a general audience.
Nextera Admin Overview

- Navigating Nextera Admin
- Adding and editing accounts, students and testing groups
- Viewing students
- Printing Student Login Credentials
- Locating helpful documentation

*Who should watch: District Title III Directors, Test Administrators*
Preventing and Solving Technical Issues

- Running Workstation Readiness Testing
- Installing the Questar Secure Browser
- Resolving some issues on your own
- Finding assistance quickly and easily

*Who should watch: IT directors, data directors, District Title III Directors, Test Administrators*
Test Lab Management

Testing Lab Management

- Taking proper security measures for administration of the ELPA21 assessment
- Viewing real-time system reports within the Nextera Admin
- Using Examiner View

*Who should watch: IT directors, data directors, technology coordinators, District Title III Directors, Test Administrators*

West Virginia State policy 2340 offers further governance for testing procedures.
Technology Readiness
System Scan

http://www.questarai.com/readiness/

Ensure Online Test Readiness
While students are preparing for their tests, make sure you're ready, too. Use System Scan and Test Readiness Check to quickly and easily find out if testing devices and resources are all systems go — and then make adjustments before testing season.

System Requirements: Testing Devices and Admin Portal

- Desktop Requirements
- Mobile/Tablet Requirements

System Requirements: Item/Question Samplers

- Desktop Requirements
- Mobile/Tablet Requirements
Headset Recommendations

- Stereo headset with built-in microphone required
- Over ear headsets recommended
  - Consider a supply of ear buds with a microphone to meet needs of students who wear head scarves or wraps
- Not needed:
  - Noise cancellation feature
  - Volume control feature
  - Windscreens (foam covers)
- Connector Plugs must be compatible with testing device
  - One 3.5 mm plug
  - Two 3.5 mm plugs (need ‘Y’ adapter for tablets)
  - USB connector (not supported for iPad)
System Notes

Ports 80 and 443

Domains to Whitelist

*.questarai.com
*.questarai.net
*.mobileapp.questarai.com (for Apple iPad devices)
## System Notes

<table>
<thead>
<tr>
<th>Platform</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chromebooks</td>
<td>Chromebooks are supported with a Kiosk-mode Chromebook app as well as on Chrome through secure managed accounts</td>
</tr>
<tr>
<td>All</td>
<td>Nextera® has no Java or Flash components or dependencies</td>
</tr>
<tr>
<td>Mac</td>
<td>The Mac secure browser is 64-bit only. Only Intel Macs are supported, which are all 64-bit</td>
</tr>
<tr>
<td>Thin Clients</td>
<td>While Questar’s platform does support thin client use, there are a broad range of thin client types and configurations. Therefore, additional testing is required to ensure all functionality is supported on a specific setup.</td>
</tr>
</tbody>
</table>
Roles and Responsibilities
Roles and Abbreviations

- District Information Technology Coordinator (DITC)
- District Title III Director (DTD)
- District Level User (DLU)
- Test Administrator (TA)
District Information Technology Coordinator (DITC)

- Access Home and Help tabs
- Ensure device, headset, and network readiness
- Download secure browser
Roles and Responsibilities

District Title III Director (DTD)
District Level User (DLU)

- View, add, change accounts within district
- Order and track materials for schools within district
- Receive, distribute, collect materials
- Access to track progress during testing
Roles and Responsibilities

Test Administrator (TA)

*Test Administrators are not allowed to help students with responses*

Print Labels
(student login credentials)

Administer assessment,
monitor student progress during testing
## Student: Proctor Ratios

<table>
<thead>
<tr>
<th>Grade Band</th>
<th>Number of Students</th>
<th>Number of Proctors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten – online</td>
<td>1 to 5</td>
<td>1-2</td>
</tr>
<tr>
<td>Kindergarten – paper/pencil Writing</td>
<td>1 to 3</td>
<td>1-2</td>
</tr>
<tr>
<td>Grade 1 – online</td>
<td>1 to 5</td>
<td>1-2</td>
</tr>
<tr>
<td>Grade 1 – paper/pencil Writing</td>
<td>1 to 3</td>
<td>1-2</td>
</tr>
<tr>
<td>Grade band 2-3</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Grade band 4-5</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>Grade band 6-8</td>
<td>15</td>
<td>1</td>
</tr>
<tr>
<td>Grade band 9-12</td>
<td>20</td>
<td>1</td>
</tr>
</tbody>
</table>
Approximate Testing Times

These estimates do not include time for reading directions to students or breaks.

<table>
<thead>
<tr>
<th>Grade band</th>
<th>Time per Domain</th>
<th>Total Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>K, 1*</td>
<td>15 minutes Additional 10-20 minutes for supplemental writing component</td>
<td>75 minutes</td>
</tr>
<tr>
<td>2-5</td>
<td>22 minutes</td>
<td>90 minutes</td>
</tr>
<tr>
<td>6-12</td>
<td>30 minutes</td>
<td>120 minutes</td>
</tr>
</tbody>
</table>

*we recommend spacing K and 1 testing over at least 2 days
Administration Site
### West Virginia English Language Proficiency Assessment

**Home**

**Spring 2017 ELPA | No District | No School | No Subject**  [Change]

#### Your Profile

Name: Nextera Administrator  
Email: infosec@questarai.com  
Associated with: State (State)

#### Nextera Administration Center

Please find the help information below.

#### Administration Quick Links

Please find the help information below.

#### School Information

Please find the help information below.

#### DTD Quick Links

Please find the help information below.
Accounts

West Virginia English Language Proficiency Assessment

Manage Accounts

All accounts associated with the district and school you've selected appear below. Click on the View button to see more details on an account and make updates. For new accounts, click the "Activate" link to send a welcome email to the user and enable the account. For activated accounts, you can click the "Reset" link to send the user an email containing instructions on how to reset their password.

Search

Type part of a name, User ID, email address

<table>
<thead>
<tr>
<th>User ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Email Address</th>
<th>Account Type</th>
<th>Membership</th>
<th>Actions</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td>STC-5001</td>
<td>T</td>
<td>Teacher</td>
<td><a href="mailto:nkhan@questarai.com">nkhan@questarai.com</a></td>
<td>TA</td>
<td>Test School 5001</td>
<td>View</td>
<td>Reset</td>
</tr>
</tbody>
</table>

showing 1 of 1 accounts

© Copyright 2017 Questar Assessment Inc. All Rights Reserved.
Edit Account

You're Editing: ELP T

User ID: ELP001@questarai.com
First Name: ELP
Last Name: T
Email: ELP001@questarai.com
This account is currently active: ✔

Select Role(s)

Role Type:
--make a selection--

Add Role

Selected Roles

<table>
<thead>
<tr>
<th>Teacher</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>District A13 (DA13)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School</th>
<th>School A13 (SNA13)</th>
</tr>
</thead>
</table>

Save  Cancel
Accounts

All accounts associated with the district and school you've selected appear below. Click on the View button to see more details on an account and make updates. For new accounts, click the "Activate" link to send a welcome email to the user and enable the account. For activated accounts, you can click the "Reset" link to send the user an email containing instructions on how to reset his or her password.

<table>
<thead>
<tr>
<th>User ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Email Address</th>
<th>Account Type</th>
<th>Membership</th>
<th>Actions</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td>STC-5001</td>
<td>T</td>
<td>Teacher</td>
<td><a href="mailto:nkhan@questarai.com">nkhan@questarai.com</a></td>
<td>TA</td>
<td>Test School 5001</td>
<td>View</td>
<td>History</td>
</tr>
</tbody>
</table>

Showing 1 of 1 accounts
Add New Account

User Information

First Name: *
Last Name: *
This account is currently active: 
Can log in the system: 

Select Role(s)

Role Type:

Selected Roles

Please select role(s) for this user using the controls on the left.
Accounts

All accounts associated with the district and school you've selected appear below. Click on the View button to see more details on an account and make updates. For new accounts, click the "Activate" link to send a welcome email to the user and enable the account. For activated accounts, you can click the "Reset" link to send the user an email containing instructions on how to reset his or her password.

Search

Type part of a name, User ID, or email address

<table>
<thead>
<tr>
<th>User ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Email Address</th>
<th>Account Type</th>
<th>Membership</th>
<th>Actions</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td>STC-5001</td>
<td>T</td>
<td>Teacher</td>
<td><a href="mailto:nkhan@questarai.com">nkhan@questarai.com</a></td>
<td>TA</td>
<td>Test School 5001</td>
<td>View</td>
<td>History</td>
</tr>
</tbody>
</table>

Showing 1 of 1 accounts
# Accounts

## Merge Accounts

<table>
<thead>
<tr>
<th>User ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Email</th>
<th>Choose User</th>
</tr>
</thead>
<tbody>
<tr>
<td>STC-QS125</td>
<td>Brown</td>
<td>Becky</td>
<td><a href="mailto:STC125@questarai.com">STC125@questarai.com</a></td>
<td>Select</td>
</tr>
<tr>
<td>STC-QS13</td>
<td>Brown</td>
<td>Becky</td>
<td><a href="mailto:STC13@questarai.com">STC13@questarai.com</a></td>
<td>Select</td>
</tr>
<tr>
<td>STC-QS41</td>
<td>Brown</td>
<td>Becky</td>
<td><a href="mailto:STC41@questarai.com">STC41@questarai.com</a></td>
<td>Select</td>
</tr>
<tr>
<td>STC-QS69</td>
<td>Brown</td>
<td>Becky</td>
<td><a href="mailto:STC69@questarai.com">STC69@questarai.com</a></td>
<td>Select</td>
</tr>
<tr>
<td>STC-QS97</td>
<td>Brown</td>
<td>Becky</td>
<td><a href="mailto:STC97@questarai.com">STC97@questarai.com</a></td>
<td>Select</td>
</tr>
<tr>
<td>STC-AS1</td>
<td>Purcell</td>
<td>Ben</td>
<td><a href="mailto:lpurcell@questarai.com">lpurcell@questarai.com</a></td>
<td>Select</td>
</tr>
<tr>
<td>STC-QS115</td>
<td>Hickok</td>
<td>Brenda</td>
<td><a href="mailto:STC115@questarai.com">STC115@questarai.com</a></td>
<td>Select</td>
</tr>
<tr>
<td>STC-QS3</td>
<td>Hickok</td>
<td>Brenda</td>
<td><a href="mailto:STC3@questarai.com">STC3@questarai.com</a></td>
<td>Select</td>
</tr>
<tr>
<td>STC-QS31</td>
<td>Hickok</td>
<td>Brenda</td>
<td><a href="mailto:STC31@questarai.com">STC31@questarai.com</a></td>
<td>Select</td>
</tr>
<tr>
<td>STC-QS59</td>
<td>Hickok</td>
<td>Brenda</td>
<td><a href="mailto:STC59@questarai.com">STC59@questarai.com</a></td>
<td>Select</td>
</tr>
</tbody>
</table>

Showing 1 to 10 of 207 entries

**Selected Accounts**

<table>
<thead>
<tr>
<th>Account 1</th>
<th>clear</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td>STC-QS125</td>
</tr>
<tr>
<td>First Name</td>
<td>Brown</td>
</tr>
<tr>
<td>Last Name</td>
<td>Becky</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:STC125@questarai.com">STC125@questarai.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account 2</th>
<th>clear</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td>STC-QS41</td>
</tr>
<tr>
<td>First Name</td>
<td>Brown</td>
</tr>
<tr>
<td>Last Name</td>
<td>Becky</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:STC41@questarai.com">STC41@questarai.com</a></td>
</tr>
</tbody>
</table>

[Click to merge accounts]
Accounts

Choose primary account and merge selected users

Please choose which account should be primary (the secondary account will be merged, but all user information displayed will be that on the primary account).

<table>
<thead>
<tr>
<th>Account 1</th>
<th>Account 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td>STC-Q5125</td>
</tr>
<tr>
<td>First Name</td>
<td>Brown</td>
</tr>
<tr>
<td>Last Name</td>
<td>Becky</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:STC125@questarai.com">STC125@questarai.com</a></td>
</tr>
<tr>
<td></td>
<td>STC-Q541</td>
</tr>
<tr>
<td></td>
<td>Brown</td>
</tr>
<tr>
<td></td>
<td>Becky</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:STC41@questarai.com">STC41@questarai.com</a></td>
</tr>
</tbody>
</table>

Make primary

Cancel  Merge Accounts  Go back to the account page

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Students
### Students

Click on any column header to sort on its contents.

**Manage Students**

- □ Show students in this school in any testing group, including those not assigned to one.

There are 2 student(s) in **School A13 (SNA13)** taking **English Language Proficiency** in **Spring 2017 ELPA**

<table>
<thead>
<tr>
<th>STN</th>
<th>First Name</th>
<th>MI</th>
<th>Last Name</th>
<th>Class</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1231231231</td>
<td>Miro</td>
<td></td>
<td>Andonov</td>
<td>KAS (TA DA13)</td>
<td>10</td>
</tr>
<tr>
<td>123654987</td>
<td>John</td>
<td>M</td>
<td>Johnson</td>
<td>KAS (TA DA13)</td>
<td>09</td>
</tr>
</tbody>
</table>

Showing 2 of 2 students

[View](#) [View](#) [Download Class List (Excel)]
### Test Administrations

**West Virginia English Language Proficiency Assessment**

**Filter By Testing Status:** All

**Search:** Type all or part of testing group or administration name

<table>
<thead>
<tr>
<th>Test Administrator</th>
<th>Testing Group</th>
<th>Subject</th>
<th>Test Name</th>
<th>Testing</th>
<th>View</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA DA13</td>
<td>KAS</td>
<td>English Language Proficiency</td>
<td>Test 1</td>
<td>Not Started</td>
<td>View</td>
<td>Delete</td>
</tr>
</tbody>
</table>

**Show** 10 entries

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Print Student Login Credentials

View Test Administration

You're Viewing: ELPA Demo Form 1

- District: District A13 (DA13)  
- School: School A13 (SNA13)  
- Testing Window: Spring 2017 ELPA Test Administration  
- Subject: English Language Proficiency  
- Test Administrator: TA DA13  
- Testing Group: KAS  
- Test Name: ELPA Demo Form 1  
- Testing Dates: 2/14/2017 to 3/24/2017

You are not within the testing window.

- Examiner View  
- Print Labels

Registered Students:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>User ID</th>
<th>Password</th>
<th>Grade</th>
<th>Form Name</th>
<th>Status</th>
<th>Total Items Completed</th>
<th>Date/Time Started</th>
<th>Date/Time Completed</th>
<th>Status Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andonov</td>
<td>Miro</td>
<td>1231231231</td>
<td>SBKRB844</td>
<td>10</td>
<td>DemoAs45</td>
<td>DemoAs45: Not Started</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Access Code

You are not within the testing window.

Registered Students:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>User ID</th>
<th>Password</th>
<th>Grade</th>
<th>Form Name</th>
<th>Status</th>
<th>Total Items Completed</th>
<th>Date/Time Started</th>
<th>Date/Time Completed</th>
<th>Status Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andonov</td>
<td>Miro</td>
<td>1231231231</td>
<td>58XR9H44</td>
<td>10</td>
<td>DemoAs45</td>
<td>DemoAs45: Not Started</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Student Not Testing
Testing Groups

Testing Groups for Spring 2017 ELPA, School A13 (SNA13), English Language Proficiency

<table>
<thead>
<tr>
<th>Testing Group</th>
<th>Test Administrator</th>
<th>Proctor Name</th>
<th>Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAS</td>
<td>TA DA13</td>
<td>None</td>
<td>09.10</td>
</tr>
</tbody>
</table>

Click View to see the list of students that are associated with a testing group and make any changes.
## Edit Testing Group Details

**You're Editing: KAS in School A13 (SNA13)**

<table>
<thead>
<tr>
<th>Test Administrator</th>
<th>DA13, TA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testing Group</td>
<td>KAS</td>
</tr>
<tr>
<td>Classroom Proctor Present?</td>
<td>No</td>
</tr>
<tr>
<td>Proctor Name</td>
<td>None</td>
</tr>
</tbody>
</table>

**Testing Group: Unassigned Students**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>STN</th>
</tr>
</thead>
<tbody>
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<table>
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<th>First Name</th>
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<tbody>
<tr>
<td>Andonov</td>
<td>Miro</td>
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</tbody>
</table>

**Save**
Help Tab

Help

Contact Support

Call
1-844-997-0427

Email
click here

Chat
Chat Now

Commonly Asked Support Questions

How do I add test administrators?

How do I add a new student?
Ordering Materials

<table>
<thead>
<tr>
<th>Order Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order, Review, and Track</td>
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</tbody>
</table>

Please find the help information below.
Ordering Materials

Welcome to ServicePoint

Please choose a business area from the menu choice to the left.

ServicePoint Information

Depending upon individual roles for test administrations, you will be given access to various business areas. These business areas are located on the left side of this page in the form of a menu link. Please consult the User Guide if you should have questions with how to perform a function.
Ordering Materials

- K-1 writing test booklets (plus 20% overage) and K-1 Directions For Administration have been ordered and will arrive in districts on February 6.
- The K-1 shipment will include Pre-ID labels that need to be affixed to writing test booklets.
Ordering Materials

- All additional Paper Pencil Materials will be ordered by District Title III Directors through the Additional Material Order link on the Help tab. This includes:
  - Kindergarten and grade 1 Writing response booklets for newly enrolled K-1 students that are testing online

- Please order any additional Paper Pencil Materials as soon as possible. The last date to order is March 20.
Returning Materials

After testing, all scorables and secure materials must be returned to Questar according to the directions sent in the initial shipment.

- **District Title III Directors will:**
  - Collect and inventory materials from each school
  - Apply provided labels to boxes
  - Ship to Questar
  - Follow reporting procedures from the Office of Statewide Assessment on security breaches

- **Questar will:**
  - Count and scan all returned materials
  - Provide a list of missing materials to WVDE
If a test booklet is contaminated with bodily fluids:

- Student responses for valid test sessions must be transferred to clean documents.
- Soiled test book must be securely destroyed following requirements for disposing of hazardous materials. Test book must **not** be returned to Questar.
- Send a letter to Questar with the following information:
  - Student name
  - Test Booklet content
  - Secure barcode number
  - New barcode used for the student
  - Reason the booklet is not being returned (vomit, bloody nose, etc.)
  - Please indicate the method used to securely destroy the student test booklet
Next steps
Next Steps

Today’s Webinar Recording

- emailed as a link to all registered participants (please allow 24 hours)
- If someone was unable to attend, you may still register for the session after it is completed. By registering, participants will receive a link to the webinar recording

Previous Webinar Recording

- To access the Processes and Readiness webinar register for the session and a link will be sent.

Evaluation

- You will receive a brief evaluation via email. Please take a few minutes to complete the evaluation. Your feedback is important to us!
Looking Ahead

- Nextera® Admin available January 10, 2017
- PreID data January 11, 2017
- K-1 materials arrive in districts February 6, 2017
- Last day to order Paper Pencil Materials March 20, 2017
- Ship Return Items from District February 21-March 29, 2017
Support
Support

- Customer Support
  - By e-mail: wv.elpa.help@questarai.com
  - By phone: 1-844-997-0427 (toll-free)
  - By chat: via Nextera® Admin Help tab

Support hours around the test window:
  - Monday-Friday 8 a.m. to 7 p.m. Eastern Time

Support hours outside of the test window:
  - Monday-Friday 9 a.m. to 6 p.m. Eastern Time
Questions?
Thank you!
Questar Assessment Inc. and the West Virginia Department of Education