West Virginia Adult Basic Education (WVABE) User Guide for the Online TASC Readiness Assessment (TRA)
This page intentionally left blank.
INTRODUCTION ................................................................. 1
GUIDELINES FOR USING THE HIGH SCHOOL EQUIVALENCY READINESS ASSESSMENTS ................................................................. 1
   Readiness Assessment Required Minimum Scores Table ................................................................. 2
GETTING STARTED WITH THE TRA .................................................................................................. 2
LOGGING IN .......................................................................................................................................... 3
   Online Assessment System Management Features ............................................................................. 4
SETTING UP YOUR ADMINISTRATOR WORKSTATION ................................................................. 4
SETTING UP YOUR STUDENT COMPUTER WORKSTATIONS FOR TESTING ........................................... 5
   Student Workstation Technical Requirements .................................................................................. 5
   Install the TASC Readiness Assessment (TRA) Online Software ..................................................... 6
DOWNLOADING THE READINESS ASSESSMENT TEST CONTENT ...................................................... 10
ADDING STUDENTS TO THE ACCOUNT .............................................................................................. 14
EDITING STUDENT INFORMATION ..................................................................................................... 19
SCHEDULING A TEST SESSION .......................................................................................................... 21
PRINTING TEST TICKETS ..................................................................................................................... 27
   Sample Individual Test Ticket (one test ticket per page) .................................................................. 29
   Sample Multiple Test Tickets (two tickets per page) ...................................................................... 30
   Sample Summary Test Ticket (for Examiner/Proctor) .................................................................... 31
ADMINISTERING THE ONLINE TRA .................................................................................................... 34
   Available Versions .............................................................................................................................. 34
   Security of Material and Confidentiality of Results ......................................................................... 34
   Required Materials ............................................................................................................................ 34
   Online Tools Available by Default within the TRA ....................................................................... 35
   Navigation Features within the Online TRA .................................................................................... 36
   Specific Accommodations/Student Tools .......................................................................................... 36
   Readiness Assessment Timing .......................................................................................................... 38
CHECKING STUDENT SCORES ............................................................................................................. 38
   To View Scores for a Test Session that is Currently Open ............................................................... 38
   Sample of Student Report ................................................................................................................. 41
   To View Scores for a Test Session that has Ended ......................................................................... 42
FOR FURTHER INFORMATION .............................................................................................................. 43
CONTACT INFO ..................................................................................................................................... 43
Introduction

Once the software is ready, your program will be given access to the computer-based TASC Readiness Assessment (TRA). Since ABE, Option Pathway, and Institutional Education funds have been used to purchase these computer-based testing (CBT) licenses, these licenses may only be used by students enrolled in one of these programs. Programs that wish to use the paper-based version of the TRA must purchase these materials out of their local budgets. Ordering information and forms may be found on the WVABE website at http://wvde.state.wv.us/abe/TASC_Info.html#TASC_General_Info.

Guidelines for Using the High School Equivalency Readiness Assessments

Currently, the TASC Readiness Assessment (TRA) has only one version. Until more versions have been developed, programs may continue to use the OPT as well as the TRA to verify student readiness to take the TASC test.

- The Official Practice Test (OPT) and the TASC Readiness Assessment (TRA) are the only two assessments that may be used to allow students to register for the TASC test (as first-time testers). **Note:** Any version of the OPT may be used.
- TASC Academy online courseware practice tests may be used to verify readiness for re-testers. (See Section 12 of the WVABE Instructor Handbook for more information.)
- Since there is only one version of the TRA available at this time, there is a 30-day waiting period before examinees can retake the TRA.
- TASC Academy online courseware, Plato online courseware (TASC preparation courses), and the LearningExpress Library may be used as early predictors for students preparing to take the TASC. (For more information, see the CTB TASC FAQs for WV document at http://wvde.state.wv.us/abe/TASC%20Documents/FAQ_TASC_final.pdf.)

The required minimum scores for each high school equivalency (HSE) readiness assessment vary according to the assessment (see chart below). Please note that the minimum required score is **different for each subtest** on the TRA.
## Readiness Assessment Required Minimum Scores Table

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Minimum Score Required for the TRA</th>
<th>Likelihood of Passing TASC (with required minimum score on TRA)</th>
<th>Minimum Score Required for the OPT</th>
<th>Minimum Score Required for TASC Academy Practice Test (Retesters ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>6</td>
<td>63%</td>
<td>420</td>
<td>55%</td>
</tr>
<tr>
<td>Reading</td>
<td>8</td>
<td>69%</td>
<td>420</td>
<td>55%</td>
</tr>
<tr>
<td>Science</td>
<td>6</td>
<td>59%</td>
<td>420</td>
<td>55%</td>
</tr>
<tr>
<td>Social Studies</td>
<td>7</td>
<td>53%</td>
<td>420</td>
<td>55%</td>
</tr>
<tr>
<td>Writing</td>
<td>11</td>
<td>56%</td>
<td>420</td>
<td>55%</td>
</tr>
</tbody>
</table>

### Getting Started with the TRA

You will receive your user name and password in two separate emails from your regional coordinator. If you have problems logging in, contact your regional coordinator to verify that you are using the correct username and password. If your regional coordinator is unable to help you solve the issue, contact Ellen Killion at ekillion@k12.wv.us or 1-800-257-2723 ext. 202.

In addition to your user name and password, you will also receive the following documents from your regional coordinator (via email). Please refer to these documents for additional guidance on setting up, administering, and scoring the TASC Readiness Assessment.

1. **OAS Installation Guide (December 2013)** – In this document, you will find the technical requirements for both the administrator and student workstations, how to setup the workstations, how to install the prerequisite and assessment software, and how to download the test content. You will also find a list of common error messages with explanations and resolutions that may be helpful.

2. **Online System Basics** – This document serves as a User Guide with directions on how to add users, schedule test sessions, print test tickets, etc. **Note:** Once you have logged in to your TRA OAS account, you can click on the Help link (located on the top, right-hand side of the window) for a searchable user guide.

3. **Readiness Assessment Manual** – The Readiness Assessment Manual is the administrator’s guide for administering and scoring the TASC Readiness Assessment. This manual gives you an overview of the TASC Readiness Assessment, timing of the tests, materials needed, allowable resources and special testing accommodations, and general directions for administering both the paper-based (including a script) and the computer-based tests. **Note:** At the time of the publication of this document, students must write the answers to the three gridded math questions as well as their essay on white paper (provided by the examiner). These items should be hand-scored by the examiner and the scores added to the total items correct shown on the online score report. See the Readiness Assessment Manual for more information. CTB is working to get this corrected so the gridded-response items will be scored automatically.
Logging In

You should have received your login information from your regional coordinator with your user name and password (in two separate emails). If you do not have your login information, contact your regional coordinator.

**Step 1:** Log on to the CTB Online Assessment System (OAS) website at [https://oas.ctb.com](https://oas.ctb.com).

**Step 2:** On the User Login page, type the **Username** and **Password** your regional coordinator emailed to you. **DO NOT CHANGE YOUR PASSWORD/LOGIN INFORMATION!** If you need help logging in, contact Ellen Killion at ekillion@k12.wv.us or 1-800-257-3723 ext. 202. **Note:** If you receive a message asking you to change your password, DO NOT change it. Please contact Ellen Killion immediately.

**Step 3:** Click on Log In.
You should now see the system default page (Manage Sessions). Click one of the tabs to begin using the system, or click Help in the blue bar on the top, right-hand side of the window to learn how to use the system. (You may also refer to the Online Systems Basic Guide for additional guidance.)

Online Assessment System Management Features

- **Assessments** – (System defaults to this page.) Clicking on this tab allows you to access the tabs where you can schedule a TRA test session, copy a session, print test tickets, and view sessions.
- **Groups** – Click on this tab to add students, view your student list, or edit student information.
- **Services** – Click on this tab to install the software and download the test content.
- **Messages** – Click on this tab to view notifications from CTB
- **My Profile** – Click on this tab to view and update your profile information
- **Help** – Click on this tab for an online, searchable Help feature
- **Logout** – Click on this tab to properly log out of the system
- **Copy Session** – Click on this tab to copy an existing test session; you can then edit the details
- **Print Test Tickets** – Click on this tab to print individual and summary test tickets for a scheduled session
- **Schedule Session** – Click on this tab to schedule a test session
- **View Status** – Click on this tab to view student progress and score report

**Note:** You will see the groups to which you have access under the Group Selector heading on the left side of the window. (Most of you will see only one group.)

**Setting Up Your Administrator Workstation**

A computer that is used strictly for administrative tasks (managing students, scheduling tests, printing test tickets, etc.) must be set up for the TRA. This computer should NOT be used for student testing.
Setting Up Your Student Computer Workstations for Testing

To ensure a successful online testing experience, the computers that your students will use for TRA testing must be set up and checked prior to the first testing session. Check the following *Workstation Technical Requirements* to make sure your student computers and network will support the TRA online software.

In order to get your site ready for administering the TRA online, workstation set up involves downloading and installing the Online TRA software, and downloading and/or bulk pre-positioning of the scheduled test content on student workstations. **Note:** If you already have CTB’s Online Assessment System software installed on your student workstations (TASC test or the TABE Online software), you DO NOT need to install the software again. (Students access the TASC test, TABE Online, and the TRA online by clicking on the same Online Assessment icon, which is located on the workstation desktop.) However, you will need to download the TRA test content.

**Student Workstation Technical Requirements**

**Note:** A student workstation (Windows PC) that is used to download test content must have Internet Explorer (IE) downloaded on the workstation. Internet Explorer is required only for downloading the test content onto the workstation. It is NOT required for testing.

<table>
<thead>
<tr>
<th>Workstation Technical Requirements (Windows PC)*</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hardware &amp; Memory</strong></td>
<td>1.3 GHz processor</td>
</tr>
<tr>
<td></td>
<td>2 GB of memory</td>
</tr>
<tr>
<td></td>
<td>1 GB disk space available</td>
</tr>
<tr>
<td><strong>Display Monitor</strong></td>
<td>Set to a minimum of 1024 x 768 pixels</td>
</tr>
<tr>
<td></td>
<td>Minimum color display:</td>
</tr>
<tr>
<td></td>
<td>256 colors (8-bit)</td>
</tr>
<tr>
<td><strong>Operating System</strong></td>
<td>Windows® XP SP3, Vista SP 1, Windows 7, Windows 8</td>
</tr>
<tr>
<td><strong>Additional Software</strong></td>
<td>Adobe® AIR®</td>
</tr>
<tr>
<td><strong>Java Runtime Environment™</strong></td>
<td>7, 32- or 64-bit to match Operating System</td>
</tr>
<tr>
<td><strong>Web Browser</strong></td>
<td>None required for testing; IE required if downloading tests</td>
</tr>
<tr>
<td><strong>Internet Access</strong></td>
<td>High-speed internet connection:</td>
</tr>
<tr>
<td></td>
<td>Minimum 1.5 Mbps upload and download –T1, high-speed cable, or high-speed DSL.</td>
</tr>
<tr>
<td><strong>Peripherals</strong></td>
<td>Keyboard (should not have shortcut hot keys for launching browsers)</td>
</tr>
<tr>
<td></td>
<td>Mouse is required for manipulatives</td>
</tr>
</tbody>
</table>

*Refer to the *Online Assessment System (Release 10) Installation Guide* for technical requirements for the Macintosh or Linux.
**A link to download Adobe AIR and Java (JRE) will be provided during the download/install of the online assessment system software for the PC.

**Install the TASC Readiness Assessment (TRA) Online Software

**Step 1: Log on to CTB’s Online Assessment System (OAS) website at https://oas.ctb.com.
**Step 2: Enter the username and password received from your Regional Coordinator.
**Step 3: Click on Log In.

**Step 4: Click on the Services tab.
Step 5: Select Workstation Setup > Install Software.
Step 6: Follow the three steps as outlined on the next screen (see below).
  o Click on the links provided to update to the latest version of Java (JRE) and to install the Adobe Air software.

Step 7: Under the Standard Interactive Install column, click on Start OAS Client Installer.
Step 8: Click on **Run** when the bar appears.

Step 9: When the Install TASC Online Assessment window pops up, click on **Next**.
Step 10: Click on Next again.

Step 11: Click on Install.
Step 12: Click on Done (when you see the Congratulations window).

After download is complete, you should now see a TASC Online Assessment icon on the computer desktop. Students will use this icon to access the online test.

**Downloading the Readiness Assessment Test Content**

Downloading the test onto the student workstations ahead of time (pre-positioning) is highly recommended for all workstations, and especially for anyone with limited bandwidth (that is, either a slow internet connection or one subject to interruptions, or one that cannot handle many users at the same time). Pre-positioning the test content on the student workstation ensures faster availability of test items and minimizes interruptions to the online testing experience.

**Note:** Downloaded test content is encrypted and is secure. It can be accessed only during a current test session through the Online Assessment locked-down browser with a valid Student ID and password and the test session's Test Access Code. Once you have downloaded a test to a student workstation, it will be automatically deleted if no one logs into the test within 60 days. After 60 days of non-use, you will have to reload the test to the workstation if you wish to administer the test.

The test content .zip file can be downloaded or copied to a workstation before the testing software is installed on a workstation. However, the Online Assessment software does have to be installed on the student workstation before test content can be extracted and loaded or prepositioned in the correct location for testing.
Step 1: Log in to your TRA account: http://oas.ctb.com.

Step 2: Click on the Services tab at the top of the page and then Workstation Setup.

Step 3: Click on the Download Test option. (The Download Test page will open.)

Step 4: Click on the TASC Readiness Content link.

Step 5: A standard File Download dialog asks whether to open or save the .zip file containing the content.

Step 6: Click Save As.
Step 7: Select a location where you want to temporarily save the file (such as your Desktop).

Step 8: When the download is complete, click on **Open** to open the .zip file.

Step 9: Click on **Extract All Files**.
Step 10: Click on **Browse**.

![Screenshot of the CTB Online Assessment System with the Browse button highlighted.](image1.png)

Step 11: Locate the “objectbank” folder on the workstation (see default locations below).

- Then click on **Extract**.

  The default location of the "objectbank" folder is as follows:
  - **On PC**: `C:\Program Files\CTB\Online Assessment\data\objectbank`
  - **On Mac**: `/Applications/Online Assessment/data/objectbank`
  - **On Linux**: `/usr/local/Online Assessment/data/objectbank`

(If you changed the default software location during installation, the object bank path still will be `...\Online Assessment\data\objectbank`.)

![Screenshot of the CTB Online Assessment System with the Extract button highlighted.](image2.png)

**Note:** This process (extracting files and saving them to the “objectbank” location) assumes that the testing software has already been installed. If the testing software has not yet been
installed, you can perform this step of unzipping and loading the files at the time you complete the software installation.

Once you have completed the process of downloading the test to your student workstations, you may wish to prepare for student testing by launching the Online Assessment application using the icon on the desktop to display the student login page. This ensures that the software is downloaded correctly. If the login window does not launch after clicking on the Online Assessment Software (OAS) icon, you may need to request help from your technician to get the software downloaded.

Continue installing the software and downloading the content on each student workstation that will be used for Readiness Assessment testing.

**Adding Students to the Account**

**Step 1:** Log in to your TRA account: [http://oas.ctb.com](http://oas.ctb.com). Your *Home Page* will open. (This automatically defaults to the Manage Sessions page.)

**Step 2:** Click on the *Groups* tab > *Manage Students* > *Student List*. 
Step 3: Click on the **name of your group** under the **Group Selector column**. A list of all students in the group will appear. **Note:** You are sharing a group with other instructors in your RESA/program, so their students will also appear in this list.

Step 4: Click on the **+ sign** (bottom of window) to add a student.
Step 5: Enter the student’s information in the required fields.

- Student’s First and Last Names
- Student’s Date of Birth
- Gender
- TASC ID: Student’s Social Security Number/ID Number
- TASC ID2: Leave blank

Step 6: Under Group Selector (right side of student information), select the group to which you are adding the student by clicking in the checkbox beside the name of the group. **Note:** For most of you, there will only be one group available from which to select.
Step 7: If you are setting up accommodations, click on the **accommodations tab for each individual subtest** (for which the student needs accommodations) and select the desired accommodations for **REPORTING PURPOSES**. If no accommodations are needed, skip to Step 9.

Step 8: After clicking on the **subtest accommodations tab**, a dialog box will open. Select the appropriate accommodations.

(Refer to the *Online System Basics* document, pages 9-10, for more information on entering accommodations.)
Step 9: Click on **Additional Student Information** ONLY if the student will need a Spanish version of the test. Otherwise, skip to Step 10.

![Image of Additional Student Information]

Click on checkbox to select a Spanish version of the test.

Step 10: Click on the **Specific Accommodations/Student Tools** tab and select the accommodations for which the student qualifies. *This panel controls the examinee’s online testing experience.*

![Image of Specific Accommodations/Student Tools]

**Note:** The extended time feature is not yet working in the online TRA. If a student needs extended time, you will need to give the paper-based test. Also, the Screen Reader will read only the instructions/answers for the Reading subtest test on the TRA. It will not read the
passage. If a person needs audio, contact Pam Young at 1-800-257-3723 ext. 202 or pbryan@k12.wv.us for guidance on readiness assessment options. (These features DO work on the TASC test.)

**Step 11:** Once all information has been input and accommodations have been selected (if applicable), click on **Save** to add the student.

Your student will now appear in the list. Repeat this process to add additional students.

**Editing Student Information**

**Step 1:** Log in to your TRA account: [http://oas.ctb.com](http://oas.ctb.com). Your Home Page will open.

**Step 2:** Click on **Groups > Manage Students > Student List.**

**Step 3:** Click on the name of the group (located under Group Selector) for which you wish to view the student list. The list of students will appear.
Step 4: Click on the name of the student whose information you wish to edit. A yellow highlight will appear showing that the student has been selected.

Step 5: Click on the pencil icon at the bottom of the window. (See page 11 of the Online System Basics document for more information on editing student information.)

Step 6: Edit the desired information (student info, accommodations, etc.).
Step 7: Click on Save.

Scheduling a Test Session

Step 1: Log in to your TRA account: http://oas.ctb.com. Your Home Page will open. (If you are already logged in, click on the Assessments > Manage Sessions.

Step 2: Click on the name of the group (under Group Selector column) for which you wish to schedule a test session. Note: Most of you will only have one group available.

Step 3: Click on Schedule Session.

Note: The test group automatically defaults to the English version of the test. To change to the Spanish version, click on the drop down arrow beside Test Group. (This will change the entire
test to a Spanish version. To use a Spanish version of the test with only one student, be sure to edit the individual student’s accommodations.)

Step 4: Click on the Test Name (left-hand side of the window). The subtests will appear on the right-hand side of the window.

Step 5: Click on Test Details. A new window will appear so that you can schedule the test.
**Step 6:** Change the Test Session Name: Enter your First Initial/Last Name and the name of your program (e.g., EKillion RESA3 ABE Class). **Note:** You will be sharing your account with other instructors in your RESA/program. It is very important that you enter your info in the Test Session Name field so that you can easily identify your test session from the list of test sessions in your account.

**Step 7:** Enter the **Start Date and the End Date** for the test session. **Note:** You may leave the test session window open for as long as you wish. This allows you to let students take the subtests one at a time when they are ready. You will simply give students the Test Access Code (TAC) for the subtest they need to take when they are ready.

**Step 8:** Change the **Time Window** by dragging on the bar. The test will only be available during the time window that you set.

**Step 9:** In the **Test Location** box, enter your name and the program name (e.g., EKillion RESA 3 ABE, MMouse Putnam County ABE)

**Step 10:** Click on the **Add Student** tab. A new window will appear.
Step 11: Click on the Add Student button.

A new window will appear.

Step 12: Click on the name of the group from which you wish to add students to the scheduled test session. (For most of you, you will only have one group from which to choose.)

This will bring up a list of students that are currently in your group. Since you are sharing an account with other instructors in your RESA/program, you will see all students who are in the account, not just the students you have entered.
**Step 13:** Click in the **checkbox** beside the name of the student(s) you wish to add to the test session. (A yellow highlight will appear highlighting the names of the students that have been selected.

**Step 14:** Click on **OK**.

A new window will appear with the message that the students have been added and the students’ names will appear in the list.
Note: If you wish to add a Proctor for the test, click on the **Add Proctor** option and complete the steps to add a Proctor (the person who will be monitoring the test if different from the instructor/examiner).

**Step 15:** Click on **Save**.

You will now see a list of scheduled sessions for your group.
Printing Test Tickets

Step 1: Log in to your TRA account: [http://oas.ctb.com](http://oas.ctb.com). Your Home Page will open. (If you are already logged in, click on Assessments > Manage Sessions.) This will bring up a list of sessions that have been scheduled for your group (including those scheduled by other instructors).

Step 2: Locate and then click on the name of the session for which you wish to print the test tickets. (The name of the selected session will be highlighted in yellow.)

Step 3: Click on the Print Test Tickets tab. (Note: The name of a session must be highlighted before the Copy Session, Print Test Tickets, or View Status tabs are activated.)

Step 4: Click on the name of the group (under Group Selector) for which you wish to print test tickets.

Step 5: Then click on the link for the document you wish to print.

- **Individual Test Tickets** (PDF) – Prints a single page “ticket” for each individual scheduled for the test session. This ticket includes a list of Keyboard Shortcuts to help students move through the test.
- **Multiple Test Tickets** (PDF) – Prints individual test tickets, two per page. Examiner will cut the pages apart. This option does not include the Keyboard Shortcuts.
- **Summary Test Tickets** (PDF or Excel) – This document has the information the proctor needs to administer the test. It includes the student names, login IDs, passwords, and test access codes.
Note: Test Tickets are considered secure documents and should be handled in a secure manner to ensure the integrity of the test.

See samples of the test tickets on the following pages.
Sample Individual Test Ticket (one test ticket per page)

Individual Test Ticket

Student Name: Kent, Clark
TASC ID: 123456789

Test Name: Readiness Assessment - English

Your login information

Login ID: CLARK-KENT-0110
Password: GLEN42
Test Access Code:

Wait for the teacher or test proctor to give you the Test Access Code.

Keyboard Shortcuts

To move through the test, use the buttons on each screen, or you may use these keyboard shortcuts.

If two keys are used together, a + sign is shown between them. You don’t need to press the + key.

For example, to Go Back, press the Ctrl key and hold it down as you press the J key.

<table>
<thead>
<tr>
<th>Description</th>
<th>Keyboard Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter an answer:</td>
<td>A B C D E</td>
</tr>
<tr>
<td>Go Back:</td>
<td>Ctrl + J</td>
</tr>
<tr>
<td>Go On:</td>
<td>Ctrl + K</td>
</tr>
<tr>
<td>Mark/Unmark for review:</td>
<td>Ctrl + L</td>
</tr>
<tr>
<td>Show/Hide time:</td>
<td>Ctrl + O</td>
</tr>
<tr>
<td>Stop:</td>
<td>Ctrl + S</td>
</tr>
<tr>
<td>Finish Test:</td>
<td>Ctrl + F</td>
</tr>
</tbody>
</table>
Sample Multiple Test Tickets (two tickets per page)

Individual Test Ticket

Student Name: Kent, Clark
TASC ID: 123456789
Test Name: Readiness Assessment - English

Your login information
Login ID: CLARK-KENT-0110
Password: GLEN42
Test Access Code: 

Wait for the teacher or test proctor to give you the Test Access Code.

Killion, James
TASC ID: 123456789
Test Name: Readiness Assessment - English

Your login information
Login ID: JAMES-KILLION-0110
Password: MOUSY6
Test Access Code:

Wait for the teacher or test proctor to give you the Test Access Code.
Sample Summary Test Ticket (for Examiner/Proctor)

Summary Test Ticket:  Readiness Assessment - English

<table>
<thead>
<tr>
<th>Test Name:</th>
<th>Readiness Assessment - English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>21-22</td>
</tr>
<tr>
<td>For customer support, please call</td>
<td>888-282-0589</td>
</tr>
</tbody>
</table>

| Start Date:        | 04-02-2014                  |
| End Date:          | 02-01-2015                  |
| Login Window:      | 08:00 AM - 05:00 PM         |
| Time Zone:         | (GMT-05:00) Eastern Time (US and Canada) |

Test Access Codes
Test access codes prevent early logins. Distribute test access codes just before starting each test.

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Subtest Name</th>
<th>Duration</th>
<th>Test Access Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mathematics</td>
<td>60 minutes</td>
<td>MOTLEY9196</td>
</tr>
<tr>
<td>2</td>
<td>Writing</td>
<td>85 minutes</td>
<td>BROWSE1866</td>
</tr>
<tr>
<td>3</td>
<td>Reading</td>
<td>40 minutes</td>
<td>PRESENCE5</td>
</tr>
<tr>
<td>4</td>
<td>Science</td>
<td>50 minutes</td>
<td>QUANTILE81</td>
</tr>
<tr>
<td>5</td>
<td>Social Studies</td>
<td>40 minutes</td>
<td>ALUMNI7099</td>
</tr>
</tbody>
</table>

Total Students: 3
Total Students with Accommodations: 3
Calculator: 3
Pause: 2
Blocking Ruler: 3
Music Player: 3
Screen Reader: 3
Untimed: 0
Masking Tool: 2
Extended Time: 0
Color/Font: 2
Highlighter: 3
Magnifying Glass: 2

The first page of the Summary Test Ticket gives the details of the test as well as the Test Access Codes. The remaining pages of the Summary Test Ticket lists each individual test taker that has been scheduled for the TRA, their login info, as well as what accommodations they should receive.
### Summary Test Ticket: Readiness Assessment - English

**Test Name:** Readiness Assessment - English  
**For customer support, please call 888-282-0589**  
**Level:** 21-22

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>04-02-2014</th>
<th>Time Limit:</th>
<th>4 hours and 35 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Date:</td>
<td>02-01-2015</td>
<td>Allow/Enforce Breaks:</td>
<td>Yes</td>
</tr>
<tr>
<td>Login Window:</td>
<td>08:00 AM - 05:00 PM</td>
<td>Location:</td>
<td></td>
</tr>
<tr>
<td>Time Zone:</td>
<td>(GMT-05:00) Eastern Time (US and Canada)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student</th>
<th>TASC ID</th>
<th>Login ID</th>
<th>Password</th>
<th>Form</th>
<th>Status</th>
<th>Accommodation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kent, Clark</td>
<td>123456789</td>
<td>CLARK-KENT-0110</td>
<td>GIVEN1</td>
<td>A</td>
<td>Scheduled</td>
<td>Calculator, Screen Reader, Highlighter, Blocking Ruler, Music Player</td>
</tr>
<tr>
<td>Killion, James</td>
<td>123456789</td>
<td>JAMES-KILLION-0110</td>
<td>HANG89</td>
<td>A</td>
<td>Scheduled</td>
<td>Calculator, Pause, Color/Font, Screen Reader, Highlighter, Blocking Ruler, Masking Tool, Magnifying Glass, Music Player</td>
</tr>
</tbody>
</table>

Developed and published by CTB/McGraw-Hill LLC, 20 Ryan Ranch Road, Monterey, California 93940-5703. Copyright © 2013 by CTB/McGraw-Hill LLC. All rights reserved. Only authorized customers may copy, download or print any portion of the document located at www.ctb.com. Any other use or reproduction of this document, in whole or in part, requires written permission of the publisher. "CAS" is a trademark of McGraw-Hill Education. All other trademarks and trade names found here are the property of their respective owners and are not associated with the publisher of this CAS.
Summary Test Ticket: Readiness Assessment - English

Test Name: Readiness Assessment - English
For customer support, please call 888-282-0589
Level: 21-22

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>04-02-2014</th>
<th>Time Limit:</th>
<th>4 hours and 35 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Date:</td>
<td>02-01-2015</td>
<td>Allow/Enforce Breaks:</td>
<td>Yes</td>
</tr>
<tr>
<td>Login Window:</td>
<td>08:00 AM - 05:00 PM</td>
<td>Location:</td>
<td></td>
</tr>
<tr>
<td>Time Zone:</td>
<td>(GMT-05:00) Eastern Time (US and Canada)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student</th>
<th>TASC ID</th>
<th>Login ID</th>
<th>Password</th>
<th>Form</th>
<th>Status</th>
<th>Accommodation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lane, Lois</td>
<td>123456789</td>
<td>LOIS-LANE-0101</td>
<td>LANE79</td>
<td>A</td>
<td>Completed</td>
<td>Calculator, Pause, Color/Font, Screen Reader, Highlighter, Blocking Ruler, Masking Tool, Magnifying Glass, Music Player</td>
</tr>
</tbody>
</table>

Developed and published by CTB/McGraw-Hill LLC, 20 Ryan Ranch Road, Monterey, California 93940-5703. Copyright © 2013 by CTB/McGraw-Hill LLC. All rights reserved. Only authorized customers may copy, download or print any portion of this document located at www.ctb.com. Any other use or reproduction of this document, in whole or in part, requires written permission of the publisher. “TASC” is a trademark of McGraw-Hill Education. All other trademarks and trade names found here are the property of their respective owners and are not associated with the publisher of this OAS.
Administering the Online TRA

Please refer to the Readiness Assessment Manual for specific instructions on administering the online TRA, using the score sheets, preparing the Student Profile Sheet, scoring the essay, etc.

Available Versions

The online TRA is available in English and Spanish. It is also available in large-print (online only). A Screen Reader is provided for students who need an audio version. However, the Screen Reader DOES NOT read the passages on the Reading subtest. (It only reads the instructions and answer choices.) When the examinee clicks on the reading passage, he hears a message that says, “This is a reading comprehension question. The passage will not be read aloud.” If an examinee needs this accommodation, arrangements should be made to have the reading passages read aloud to him. (The audio OPT may also be used.)

Security of Material and Confidentiality of Results

Procedures should be in place to safeguard the materials for the TASC Readiness Assessment, especially since there is currently only one form of the TRA available. The Readiness Assessment Results Booklet and the Readiness Assessment Manual both contain the answers to the paper-based as well as the computer-based TRA. (The questions on the computer-based version of the TRA are identical to the questions on the paper-based version.) Instructors need to keep these documents in a secure place, just as they would the paper-based test booklets for the TASC Readiness Assessment.

Because there is only one version of the TRA available at this time, the instructor should NOT go over the incorrect answers with students.

Required Materials

Materials required to administer the online TRA include the following:

- Readiness Assessment Manual (for the Examiner)
- Test Tickets
- Summary Test Ticket for the Examiner/Proctor
- Individual Test Tickets (for each Examinee)
- Colored Scratch Paper (lined for the Essay)
- Lined White Paper (for Math and Writing)
- No. 2 Pencils with Erasers

At the time this document was published, the online TRA software did not automatically score the gridded math questions or the essay. Therefore, the examiner/proctor MUST direct examinees to write the answers to the three gridded math questions as well as their essay on the white lined paper provided.
The examiner will manually score the gridded math questions and add the items correct to the total items correct shown on the online report for the Mathematics subtest.

In addition, the examiner will use the scoring rubrics in the Readiness Assessment Manual to score the examinee’s essay. The points for the essay are then added to the Writing score shown on the online report. (There are a total of eight points possible for the essay. See pages 32-33 of the Readiness Assessment Manual for more information on scoring the essay.)

**Online Tools Available by Default within the TRA**

There are several tools that are available by default within the online TRA. Examinees need to be aware that these tools are available and understand their purpose. Examinees will click on the icon of the tool to open or activate it. (They will click on the icon of an open tool to close or deactivate it.)

- **Option Eliminator tool** – (white circle with red X) this allows the examinee to eliminate answers that they know are not correct; places a red X across the letter of the answer the examinee wishes to eliminate as a possibility.
- **Highlighter tool** – allows the examinee to highlight text within the test.
- **Eraser** – allows examinee to erase the answer to that particular question.
- **Blocking Tool** – clicking on this icon will cause a wide, blue bar to appear on the page. The examinee can move this bar around to cover parts of the text on the page. Click on the icon again to remove the blocking tool from the screen.
- **Calculator** – clicking on this icon will display the on-screen TI-30XS calculator; click on the icon again to remove the calculator from the screen. **Note:** The calculator icon is available in the calculator section of the Mathematics subtest as well as in the Science subtest. **Note:** Instructional materials for the TI-30XS calculator are available on the WVABE LiveBinder (see link under Highlights & Quick Links on the WVABE website at [http://wvde.state.wv.us/abe/](http://wvde.state.wv.us/abe/)). There is also a short course in TASC Academy on the use of the TI-30XS calculator. This course includes activities that help reinforce what has been taught in the lesson.
- **Mathematics Formula Sheet** – A digital formula sheet is available in the Mathematics subtest. Click on the icon to access the formula sheet. A print version of this formula sheet is available at [http://www.tasctest.com/assets/mathrefsheet.pdf](http://www.tasctest.com/assets/mathrefsheet.pdf).
- **Other** - Additional tools will appear within the online TRA if a student has been given specific accommodations (i.e., magnifying glass, music player, screen reader, etc.) See the [TASC Training for WV Accommodations](http://wvde.state.wv.us/abe/TASC_Info.html) document, which may be found on the WVABE TASC Info webpage ([http://wvde.state.wv.us/abe/TASC_Info.html](http://wvde.state.wv.us/abe/TASC_Info.html)) for more information on accommodations.
Navigation Features within the Online TRA

- **Stop Test Button** – allows the examinee to stop the test. This will end the test. The examinee will receive a prompt asking them if they are ready to end the test or if they wish to continue.
- **Show Timer Button** – clicking on this button (top, right-hand side of the window) will display/hide the timer.
- **Go Back Button** – clicking on this button will take the examinee back to the previous question.
- **Go On Button** – clicking on this button will take the examinee to the next question.
- **Mark for Later Review** – (lower right-hand side of window) allows the examinee to mark a question for later review. When this tool is used, the number of that question is highlighted in question (numbers for questions are located at the bottom of the screen). Clicking on the number of the item will take you back to that number.
- **Progress Bar** – The progress bar is located at the bottom of the test window. This contains the number for each question in that subtest.
  - A blue dot will appear above the number of all questions that have been answered.
  - The number will be highlighted yellow when “marked for review.”
  - A green square will surround the number of the question that you are currently viewing.
  - Use the arrows on either side of the numbers to view item numbers that are hidden.
  - Clicking on an item number will take you to that question.
- **Finish Test Button** – Examinees click on the Finish Test button to end the test. (If the timer runs out before the student finishes, the test will automatically end.) Select the appropriate response “Yes, I have Finished” or “No, go back to the Test.”

  **Note:** If the examinee goes back to review a question, they must click on the last item number in the progress bar to go back to the Finish Test button. However, they may use the Stop Test button at the top of the test window to end the test at any time.

When a student has completed a subtest, the system logs them out of the Online Assessment System. They must click on the Online Assessment icon again and log back in using their login information and the Test Access Code to access the next subtest.

Specific Accommodations/Student Tools

The following tools are available for any student who needs specific testing accommodations. The TRA examiner/instructor must manually set up these accommodations for each individual. Icons for the accommodations will appear within the Examinees test window. Examinees click on the icon of the tool to open or activate it. They click on the icon of an open tool to close or deactivate it.

**Screen Reader** – This tool allows certain text blocks and/or image labels to be read aloud. Clicking on the red Reading icon will activate the Screen Reader. The examinee then clicks on the text that he/she wishes to have read aloud. In addition, when an examinee selects an
answer, they hear an audio message letting them know which answer was selected (e.g., “B selected”).

The examinee can control the volume of the reader by dragging the bar on the Volume tool, which is located beside the Screen Reader tool at the top of the test window. **Note:** In the TRA Reading subtest, the screen reader will NOT read the passages to the examinee. Only the directions and the answers are read aloud. Contact Pam Young at pbryan@k12.wv.us or 1-800-257-3723 ext. 212 for guidance on assessment options for students who need an audio version of the readiness assessment.

**Test Pause** – This accommodation tool appears as a button labeled “Pause Test.” It is located at the top of the test window beside the “Stop Test” button. Clicking on the Pause Test button allows the examinee to take a break. The examinee is automatically logged out of the test window, and a timer set for 20 minutes appears on the screen. The online TRA system allows students to take multiple breaks, so you as an examiner will need to monitor the number of breaks allowed. **Note:** The student MUST log back in to the test (entering only their password) before the 20 minutes are up. If the timer runs out before the student logs back in, the test session ends for that subtest and the test is scored. The student will NOT be able to log back in to that subtest for that test session. You would have to add the student to another test session, meaning that they would use another test license.

**Untimed Test** – NOT AVAILABLE

Although this feature appears as an option on the Specific Accommodations tab, examiners are unable to select it at this time. Instructors must give the paper-based version of the TRA (or the OPT) if students have been approved for an untimed test.

**Magnifying Glass** – This accommodation tool allows examinees to use a magnifier to enlarge a selected portion of the test screen. Examinees drag the magnifying glass around on the screen to enlarge specific portions.

**Audio Calibration** – NOT AVAILABLE

Although this feature appears as an option on the Specific Accommodations tab, examiners are unable to select it at this time. This feature would allow test takers to use audio calibration to check microphone and headset levels prior to taking the test.

**Color and Font** – This feature allows examiners to change screen colors and/or font color for individual examinees. Examiners can also select the “Large Font Size” option to increase the size of the text within an individual examinee’s test. **Note:** If the “Large Font Size” option is selected, the system automatically chooses the size of the font. There are no options available to change the font size (e.g., 18 pt., 24 pt., etc.).

**Music Player** – If this tool is selected as an accommodation, the program will automatically play background music throughout the test. An icon of a speaker with a music note will be located at the top of the test window. By clicking on the icon of the speaker, an examinee can control the volume of the player as well as turn the music off. **At this time, there is only one music option available (the sound of water flowing).**
Extended Time – NOT AVAILABLE
This accommodation allows an examinee time and a half. Although this is an option that can be selected as an accommodation, the TRA online system DOES NOT increase the time of the online test. If a student needs extended time, it is necessary to use a paper-based version of the TRA (or the OPT). Note: Although the extended time feature in the online TRA does not work at this time, this feature is available on the TASC test.

Masking Tool – This tool allows an examinee to block out (or mask) any or all answer choices in a question.

Readiness Assessment Timing
The following chart shows the timing for each of the subtests. Sample questions are included at the beginning of each subtest. Students are allowed 10 minutes for the sample questions. This time for the sample questions is NOT included in the chart below.

<table>
<thead>
<tr>
<th>Subtest</th>
<th>Questions</th>
<th>Duration (Minutes) English</th>
<th>Duration (Minutes) Spanish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>20 Multiple Choice</td>
<td>30</td>
<td>35</td>
</tr>
<tr>
<td>Writing</td>
<td>20 Multiple Choice</td>
<td>75</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>1 Essay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>17 Multiple Choice</td>
<td>50</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>3 Gridded Response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>20 Multiple Choice</td>
<td>40</td>
<td>45</td>
</tr>
<tr>
<td>Social Studies</td>
<td>20 Multiple Choice</td>
<td>30</td>
<td>35</td>
</tr>
</tbody>
</table>

Note: The Writing subtest includes a recommended 45 minutes for the essay portion of the test. The examiner needs to make sure that students are aware of this prior to beginning their online test. Students should be instructed to click on the Finish Test button only AFTER they have completed their final version of the essay (even though it is being written on paper). This will ensure that they stay within the 75-minute time limit for the Writing subtest.

Checking Student Scores
To View Scores for a Test Session that Is Currently Open

Step 1: Log in to your TRA account: http://oas.ctb.com, your account. (If already logged in, click on Assessments > Manage Sessions.) A list of all scheduled test sessions for your group will appear.

Step 2: Locate the name of your Test Session in the list, and then click on it to select it (it will be highlighted in yellow when it is selected).
Step 3: Click on the View Status tab.

Step 4: Click on the name of the student.

Step 5: Then click on Subtest Details.

Clicking on this Subtest Details link will NOT access the scores. You must click on the Subtest Details link at the bottom of the window to see the student scores.
A new window will appear with the scores for that student. Use the scroll bar on the right side of the window to view sections of the report that are not visible.

The online TRA score report shows only the number of items correct. At this time, there is no way for the instructor to tell which items the student missed. So the online TRA cannot be used to diagnose a student’s areas of weakness. Note: One way to tell which items a student has missed is to have the students record their answers on an answer sheet as they are marking them online. This will allow you to see which items the student missed so that you can provide guidance in which areas they need further study.

Copy the scores into the Results Booklet. Be sure to score the essay using the rubric provided in the Readiness Assessment Manual. Add the essay score to the Writing score reported in the online report. Also, be sure to score the three gridded math questions and add the points to the total math score showing on the online report. (The answers to the gridded math questions are in the Readiness Assessment Results Booklet, p. 34, question #s 7, 9, and 19.)

Note: This report is not printable from this page. However, you may copy and paste the information into a Word document if you would like to print a hard copy. (See the sample copy of the report (on the following page) that has been copied and pasted into an MSWord document.)
### Sample of Student Report

**Login Name:** STUDENT-NAME-1001  
**Password:** PASSWORD01  
**Session Name:** Readiness Assessment - English  
**Test Name:** Readiness Assessment - English  
**Test Status:** Completed  
**Test Level:** 21-22

<table>
<thead>
<tr>
<th>Select</th>
<th>Subtest Name</th>
<th>Validation Status</th>
<th>Subtest Status</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Total Items</th>
<th>Items Correct</th>
<th>Items to be Scored</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Mathematics</strong> (test access code: SAMPLE1001)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Mathematics Sample Question</td>
<td>Valid</td>
<td>Completed</td>
<td>03/20/14 09:08 AM</td>
<td>03/20/14 09:09 AM</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>☐</td>
<td>Mathematics Calculator Session</td>
<td>Valid</td>
<td>Completed</td>
<td>03/20/14 09:09 AM</td>
<td>03/20/14 09:23 AM</td>
<td>10</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>☐</td>
<td>Mathematics Non-Calculator Session</td>
<td>Valid</td>
<td>Completed</td>
<td>03/20/14 09:24 AM</td>
<td>03/20/14 09:37 AM</td>
<td>10</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>Writing</strong> (test access code: SAMPLE2001)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Writing Sample Question</td>
<td>Valid</td>
<td>Completed</td>
<td>03/20/14 09:55 AM</td>
<td>03/20/14 09:56 AM</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>☐</td>
<td>Writing</td>
<td>Valid</td>
<td>Completed</td>
<td>03/20/14 09:56 AM</td>
<td>03/20/14 11:07 AM</td>
<td>21</td>
<td>18</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>Reading</strong> (test access code: SAMPLE3001)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Reading Sample Question</td>
<td>Valid</td>
<td>Completed</td>
<td>03/19/14 02:07 PM</td>
<td>03/19/14 02:07 PM</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>☐</td>
<td>Reading</td>
<td>Valid</td>
<td>Completed</td>
<td>03/19/14 02:08 PM</td>
<td>03/19/14 02:33 PM</td>
<td>20</td>
<td>15</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>Science</strong> (test access code: SAMPLE4001)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Science Sample Question</td>
<td>Valid</td>
<td>Completed</td>
<td>03/20/14 08:24 AM</td>
<td>03/20/14 08:24 AM</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>☐</td>
<td>Science</td>
<td>Valid</td>
<td>Completed</td>
<td>03/20/14 08:24 AM</td>
<td>03/20/14 08:59 AM</td>
<td>20</td>
<td>13</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>Social Studies</strong> (test access code: SAMPLE5001)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Social Studies Sample Question</td>
<td>Valid</td>
<td>Completed</td>
<td>03/20/14 08:10 AM</td>
<td>03/20/14 08:10 AM</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>☐</td>
<td>Social Studies</td>
<td>Valid</td>
<td>Completed</td>
<td>03/20/14 08:11 AM</td>
<td>03/20/14 08:22 AM</td>
<td>20</td>
<td>17</td>
<td>0</td>
</tr>
</tbody>
</table>

**Items Correct** – number of items student got correct (not including the gridded math items at this time)  

**Items to be Scored** – this column shows the number of items that the student did not answer (left blank)
To View Scores for a Test Session that Has Ended

**Step 1:** Log in to your TRA account: [http://oas.ctb.com](http://oas.ctb.com). your account. (If already logged in, click on Assessments > Manage Sessions.) A list of all scheduled test sessions for your group will appear.

**Step 2:** Click on the Completed option to get a list of test sessions that have already ended.

**Step 3:** Click on the name of the session which has the student whose data you wish to view.

**Step 4:** Then click on View Status. A roster list of students in that Test Session will appear.
**Step 5:** Click on the **name of the student** whose data you wish to review.

**Step 6:** Then click on **Subtest Details**. The student’s score report will appear in the window.

---

### For Further Information

Refer to CTB’s *Online Systems Basics* guide for more detailed information on how to manage your online TRA account. You may also access the searchable online Help guide after logging in to your OAS account.

Refer to the *Readiness Assessment Manual* for more information on administering and scoring the TRA.

Refer to the *Readiness Assessment Results Booklet* for answers to the three gridded math questions and to obtain the Student Profile Sheet.

### Contact Info

If you have questions regarding TRA scoring, administration, etc. or need help with your online TRA account, contact Ellen Killion at ekillion@k12.wv.us or 1-800-257-3723 ext. 202.