

Training Session Q&A

Updated September, 2016

- 1. How has the Math test changed? Have the trigonometry questions been removed?**

The subdomain "Trigonometric Functions" has been eliminated. There are some geometry items with the most basic right triangle trigonometry from the grade 8 CCRS standards (i.e. the Pythagorean Theorem).
- 2. Will there be any delay in test sessions being available for examinees to log into the test or status of examinee testing?**

Customers should wait 15 minutes from the scheduling of a test in the Registration system to the test ticket being available to use with INSIGHT. If you experience a delay of more than 15 minutes, please contact the Help Desk at 1-888-282-0589 from 9:00 AM to 7:00 PM, Eastern Time.
- 3. Is the OAS site at <https://oas.ctb.com/SessionWeb/login.jsp> still available?**

Once your state has transitioned to GHI test forms and the DRC INSIGHT test engine, OAS access will be restricted. Test centers will only be scheduling tests and printing test tickets through the Registration system. If test tickets are accidentally printed from the OAS site, new tickets will need to be printed from Registration so the tests can be administered in INSIGHT.
- 4. Will all historical data be transferred from OAS?**

All Registration and PRISM data will be retained/migrated. The data in OAS today is really a duplicate of the Registration system data (test sessions, examinee names, test dates) and the PRISM data (test results). Therefore, no migration is required for this data, and all critical data will be retained.
- 5. Will we still have access to subtest details? Will we be able to see what time examinees start and finish the test?**

No, this information that was available in OAS is now "behind the scenes" in INSIGHT.
- 6. Is there a test history page that can be given to examinees with scores from all TASC test sessions?**

As currently available, examinees can see their test history from all TASC test sessions in their testing profile through the Registration system's examinee portal. DRC is working on a consolidated testing history report for examinees (including all testing sessions) for a future release.

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7. Can we still troubleshoot and toggle with the new TASC Test GHI?

No. There should be no need to do this with INSIGHT. If there are any issues, contact the Help Desk for support at 1-888-282-0589 from 9:00 AM to 7:00 PM, Eastern Time.

8. When my test center is converted, will they retain their existing user names/passwords?

Yes, all users will be migrated with the same user name and password for the Registration system.

9. Will all users have access to create test sessions and print test access codes?

Yes. There have been no changes made to the permissions in the Registration system.

10. How will users be able to monitor the status of online testing? Will they see date/time stamps, number of questions answered, and test status?

No, this information that was available in OAS is now behind the scenes in INSIGHT. You will be able to see scheduled and pending results in Registration as you do today.

11. What happens if an examinee only completes a portion of the subtests in a day (for example, Reading) and needs to come back the next day to finish other subtests (Mathematics, Writing, etc.)?

Each subtest uses a separate online Test Ticket. When an examinee indicates a subtest is complete and ends the test, that subtest is submitted for scoring immediately. If an examinee starts a subtest but does not complete it that day, the Test Ticket for that subtest will lock and that subtest will be submitted for scoring at midnight Central time. A Test Ticket for a started subtest cannot be used to log into the test another day and continue testing. The Test Ticket for any subtest that is not started may be used the next day, but Test Center Administrators should be sure that scheduling information in the online Registration System reflects the actual date the examinee will take each subtest. If an examinee doesn't test on the scheduled date, you will need to cancel his or her test session and reschedule.

12. Will test assignments automatically be made based on how a user was registered? Is the session setup for date, time, and form selected during registration? If so, how are changes managed?

Yes. Online Test Tickets are intended to be used on the date scheduled in the Registration System, but are not restricted to the specific time scheduled to allow a degree of flexibility. If an examinee doesn't test on the scheduled date, you need to cancel his or her test session and reschedule.

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13. What is "Other" in the Accommodations drop-down?

The TASC Special Testing Accommodations Descriptions document (Appendix L) summarizes the most commonly requested testing accommodations. However, it is not comprehensive, and as such, examinees are given the opportunity to request "Other" accommodations not listed as long as the requested accommodation is fully described and justified by the examinee's supporting documentation. Like all special testing accommodations, all "Other" accommodations must be formally approved for use. Some possible "Other" accommodations that could be approved include: use of a calculator on the non-calculator portion of the test, or use of a technology-assisted writing device with the formatting, spell check, or grammar features engaged. In some rare circumstances when an examinee is unable to use the audio CD or text-to-speech audio, an examinee will be approved to have a human reader read the assessment to him or her.

14. Has the magic "schedule all five subtests" button disappeared?

Nothing has changed in Registration; the button is still there.

15. Entering the serial number of each test booklet is a new procedure, correct?

Keeping track of the serial number of the test booklet assigned to each examinee is not a new step in the test administration process. It has been the process to enter the serial number on the Secure Test Material Distribution Log or on a printed copy of the Check-in Roster (see Appendices D and G of the Test Administration Manual for examples). What is new is that Examiners now also have the option of entering the serial number in the Registration and Scheduling System. This can be done by entering the number in the "Serial Number" field of the online version of the Check-in Roster. Entering the number into the system is not required if the test center chooses to keep track of the serial number in one of the other more traditional ways.

16. What if my test center administers DEF and the 8-day window falls into the transition to GHI?

The examinee would continue the 8-day testing event on the forced form required by DRC. For example, an examinee who starts Form E on 9/19/2016 would typically continue Form E through 9/27/2016. However, if GHI starts on 9/26/2016, then the exams that would be E on 9/19 and 9/27 will now be Form I (as examinees who most recently took E would now take I).

17. If I schedule someone to take a test and later learn they qualify for extra time, can I go in and edit the record? Or do I need to cancel and reschedule?

You will need to cancel and reschedule to add the extra time accommodation.

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18. What do I do if the examinee does not have an email address?

State guidelines dictate whether or not this field is required. If required by your state, they must complete this section.

19. Is there a way to schedule a specific form to an examinee? Seating can be challenging when they're not equitable.

No, forms are randomly assigned.

20. We noticed that the TASC Test ID space on the answer booklet has dashes. Will the UUID data be sent with dashes?

No, dashes are for display only. The UUID itself does not contain dashes. The answer booklet simply broke this information into "buckets" for ease of entry.

21. Will two or more races be added to the race/ethnicity category?

Race allows for 2 or more; ethnicity does not at this time.

22. Can a note be added for the telephone number that 9999999999 has to be added if there is no land line or cell number?

Currently no changes can be made to the instructions, but you can use 9999999999.

23. If I scan a barcode for an examinee and then the examinee doesn't show up, will I need to cancel the exam? Will the barcode still be attached to that tester or can I use the answer sheet for someone else?

No, once a barcode has been associated with an examinee, it cannot be used with another examinee. Because assigning a barcode also means a label can be printed and affixed to a physical answer document, we have determined the best policy in this case is to discard the unused answer document.

24. Can we get a list in Excel or download the list of examinees with all the information we have added in the Registration system?

This feature is not available.

25. Why can't examinees use special characters in their names?

PRISM only accepts certain special characters, so to prevent data errors when passing data to PRISM, the Registration system must limit the allowed characters to meet PRISM's standards.

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26. Can we print test tickets one-per-page?

There are two places to print test tickets. In one, you can print multiple tickets on one page (and the test center will need to cut them up into slips), or, in another, you can print an individual ticket for one examinee. For more detail, please see the TASC training modules at this link: <http://www.tasctest.com/secured>

27. Where are the INSIGHT installers and systems requirements located?

They are located on the TASC Test Secure Zone at <http://www.tasctest.com/secured>

28. Will Chromebooks and iPads be supported?

Yes.

29. Are there silent install options?

Yes, these are detailed in the INSIGHT User Guide.

30. Does the test work with JAWS Assistive Technologies?

INSIGHT tests do not currently work with JAWS. The online Text-to-Speech audio versions of the TASC tests are intended to meet the same need.

31. What is the turnaround time for computer-based test results to be sent to PRISM from INSIGHT?

Customers should wait 24 hours for multiple-choice scores and 3–5 days for constructed-response/essay scores.

32. What can TCAs and examiners see in PRISM? Is there a difference in what each can see based on their login?

Yes, there are different permission levels based on role and hierarchy as defined by your state.

33. How do Readiness Assessment forms 4 and 5 compare to previous forms?

Forms 4 and 5 may have one or two similar items, but there is no overlap with previous forms. They are the same rigor and same p-value.

34. Are the TASC Readiness Assessments moving to INSIGHT?

The TASC Readiness Assessments will be available on INSIGHT, but a date is not confirmed yet. Centers with unused online Readiness Assessments 2 and 3 will be given an opportunity to get replacements with paper Readiness Assessments 4 and 5, or for the online versions when available.

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35. Are the Online Tools Training (OTT) available to test prep centers or only accessible at testing centers?

The public OTT URL (<https://wbte.drccedirect.com/TASC/portals/tasc>) is available to everyone. You must access the site using the Google Chrome browser. Test Centers must install the INSIGHT secure browser to administer TASC Test GHI online. TASC OTTs may also be accessed from the secure browser.

36. When should testers access OTT? Is OTT mandatory for testers?

They should access the OTT prior to testing to be comfortable with the system, but it is not mandatory.

37. Are the OTTs also available in Spanish?

No. DRC will advise test centers on availability in Spanish.

38. Who will the ORG Unit ID letters be addressed to?

The letters will be mailed to your test site, to the attention of the Test Center Administrator.

39. Does OAS need to be uninstalled before installing INSIGHT?

No.

40. Does INSIGHT need to be updated? If so, what is that process?

INSIGHT will auto-update, so you only need to install it once.

41. Where will TASC paper-based forms GHI be scored?

Customers will be directed to mail to: Data Recognition Corp, 8900 Wyoming Avenue, Brooklyn Park, MN 55445. Forms DEF routed to the Indianapolis, IN, location for processing will still be scored.

42. What is the AVERY label number to use for printing ID labels?

Avery 48460.

Contact the TASC Test Helpdesk with any questions at the email address or telephone number below. We look forward to assisting you. **TASC Test Help Desk: Toll-free: 888-282-0589 (7:00 a.m. – 8:00 p.m. EST) Toll-free fax: 877-800-9389 and Email: TASCTest_Helpdesk@ctb.com**

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