



### DCAS News – Week March 15-19

#### DCAS Portal Releases for March 15-19, 2010

The DCAS portal applications and documents were released this week:

#### Applications:

- **Student Training Test** – This can be accessed via the Secure Browser or Mozilla Firefox browser only.
- **Test Administrator Certification Training** – This certification process will allow all test administrators to become familiar with the creating test sessions and administering tests.
- **Test Information Distribution Engine (TIDE)**
  - Allows review of student information by school and grade.
  - Allows access to individuals within school or district.
  - There is a flag on the screen that indicates who has completed the test administrator certification training.

These DCAS applications will only be available to individuals who have access through DOE Single Sign-On application.

#### Documents:

- **Test Information Distribution Engine (TIDE) User Guide:** This guide will provide information on how to navigate and access school and student information.
- **Test Administrator Manual:** This manual will provide detailed information for the school test administrators on how to access the test delivery system and to schedule test sessions. It also includes all directions that will be given aloud by the test administrator. This manual must be read in conjunction with completing the Test Administration Online Certification.
- **Various School Brochures:** The vendor AIR and the DOE will be providing a series of one to two page brochures that will detail specific information regarding the field test. This includes a family brochure.
- **Frequently Asked Questions (FAQ) pages:** Frequently Asked Questions on the portal pages are scheduled to be released this week.



### **DCAS Student Training Test Update**

- Available March 17, 2010
- UPDATE:
  - Students will need to take Interactive Tutorial for Graphic Response items.
  - This should be completed before taking the Training Test.
- Student should complete training test for Grade Band – Elementary, Middle or High School.
- PowerPoint for Student Training is test available.
- Must use secure browser or Mozilla firefox browser to take student training test.

### **DCAS Test Administrator Certification Training Update**

- Test Administrator Certification will be available starting March 17, 2010.
- Teachers must read the Test Administrator Manual before taking TA certification - will be available March 18, 2010.
- For those who have already completed TA certification please remind them to read Test Administrator Manual.
- Test Administrator Powerpoint is currently available.
- Must have DDOESSO account and access to DCAS to access Test Administrator Certification.
- It is estimated certification will take 30-45 minutes.
- You will receive certificate at end of the training. You must print and retain for your records.

### **Field Test Administration:**

- Scrap paper may be provided by schools but must be collected after each session and destroyed.
- Security for all test session is still in place and each test question is secure
- Each test item will not let the student move forward if he/she has not answered the question.

### **DCAS DOE Single Sign-on Role Update**

We processed the data received from the vendor and provided that information back to the school districts by March 18, 2010. Those schools that wished for DOE to update DCAS roles in batch mode with the vendor supplied them by March 19, 2010. We received over 1200 updates or new account requests.



### DCAS Readiness Elluminate Weekly Sessions:

Below are the scheduled Elluminate sessions for this week. The full schedule can be found at <http://www.doe.k12.de.us/aab/coordinator> The Elluminate Sessions will provide information, updates and discussion of future releases.

| Date                      | Time              |
|---------------------------|-------------------|
| Wednesday, March 24, 2010 | Canceled          |
| Thursday, March 25, 2010  | 1:00 pm – 2:00 pm |
| Friday, March 26, 2010    | 10:30-11:30 am    |

**DCAS School Readiness Documents Update:** (all located at [www.doe.k12.de.us/aab/coordinator](http://www.doe.k12.de.us/aab/coordinator)):

Readiness Week 3 Elluminate Session PowerPoint

### Week 4 DCAS Readiness Elluminate Session Agenda:

- First Quarter Updates and Usage Information
- Student Training Test Information
- End-of-Course Update
- Updated Field Test Date Schedule
- Test Administrator Certification Updates
- Update for School Site Visits and Assistance from DOE
- DDOESSO DCAS Roles Update
- Question and Answer Session