

# Setting Up Writing Test Sessions

Spring 2013

# Spring 2013 **Online** Writing Tests: How

- Creating test sessions for online SOL Writing tests:
  - One difference in test session management when administering online writing:
  - Unlike a non-writing test administration
    - One online SOL Writing test assignment will allow a DDOT or STC to add that student to two sessions
      - A session for the short paper component
      - A session for the multiple-choice/TEI component

# Spring 2013 **Online** Writing Tests: How

- Creating test sessions for online SOL Writing tests:

Stated another way:

– 1 Writing test = MC/TEI + SP

OR

– 1 Writing test assignment = 2 sessions

- Student must complete both components to have a complete, score able writing test
- A student **MUST** complete both components in the same mode

# Creating an online Writing Test Session

Name your session

- School Initials
- MC or Prompt
- Teacher
- RA (read aloud), SG (small group), Audio

# Spring 2013 Online Writing Tests: How

- Creating an online Writing Test Session

## New Test Sessions

[Return to Manage Test Sessions](#)

**Test Session Details**

▶ Session Name:

▶ School:

▶ Context:

▶ Test to be Administered:

▶ Read Aloud by Test Examiner:

▶ Default Form Group Type:

▶ Proctor Caching Computer:

Include caching computers defined for the Division.

▶ Scheduled Start Date:

Scheduled Start Time:

Location/Room:

View By:  Groups  Students

0 Selected Groups

<input type="checkbox"/>	<input checked="" type="checkbox"/> Group Name ▲	Student Count	<input checked="" type="checkbox"/> School Name
<input type="checkbox"/>	Tracey	1	<input type="text" value="SUBURBAN ILL STATE (00000)"/>

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# Creating an online Writing Test Session

- Context: Regular
- Test Administered
- Read Aloud
- Proctor Caching Machine
- Scheduled Start Date
- Scheduled Start Time
- Location

# Spring 2013 Online Writing Tests: How

- Creating an online Writing Test Session  
(continued)

Overview | Student Registration | **Manage Test Sessions** | Resolve Student Test Alerts

Current organization: **JUDSON COUNTY (555)** [change organization](#)

Home > [Test Management](#) > Manage Test Sessions

## Manage Test Sessions

[Return to Test Management](#)

Spring 2013 Writing [Change](#)

View By:  Test Sessions  Students

[Clear All Filters](#) 0 Selected Test Sessions Results: 1-4 of 4

[New Session](#) | [Delete](#) | [Currently Scheduled Sessions](#) | [Students not assigned to session](#)

<input type="checkbox"/>	<input checked="" type="checkbox"/> Session Name ▲	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Start Date	<input checked="" type="checkbox"/> Context	<input checked="" type="checkbox"/> Test	Students	<input checked="" type="checkbox"/> School	Test Location
<input type="checkbox"/>	<a href="#">Sp13 Writing Multiple Choice</a>	Not Started	03/11/2013	Regular	EOC Writing (2010) Multiple Choice	1	<a href="#">Judson County Middle School</a>	
<input type="checkbox"/>	<a href="#">Sp13 Writing Prompt</a>	Not Started	03/11/2013	Regular	EOC Writing Prompt	1	<a href="#">Judson County Middle School</a>	

# Spring 2013 Online Writing Tests: How

[Home](#) > [Test Management](#) > [Manage Test Sessions](#) > Session Details

## Session Details

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[Start](#) | 
 [Authorizations](#) ▼ | 
 [Proctor Caching](#) | 
 [Session Roster](#)

### Test Session Details

[Edit](#)

Test Session Status:	<b>Not Started</b>	TestNav Settings:	<a href="#">View</a>   <a href="#">Edit</a>
Session Name:	<b>Sp13 Writing Multiple Choice</b>	Proctor Caching Computer:	<b>Caching Machine 2</b>
School:	<a href="#">XXXXXXXXXX-XX-XX-XXXXXX</a>	Scheduled Start Date:	<b>03/11/2013</b>
Context:	<b>Regular</b>	Scheduled Start Time:	<b>01:00 AM</b>
Test to be Administered:	<b>EOC Writing (2010) Multiple Choice</b>	Actual Start Date:	
Read Aloud by Test Examiner:	<b>No</b>	Actual Start Time:	
Default Form Group Type:	<b>Main</b>	Location:	
Test Code:	<b>855ED2</b>		

View By:  Students in the Session  Session Health

[Clear All Filters](#)      0 Selected Students      Results: 1-1 of 1

[Resume Test](#) | 
 [Undo Test Submit](#) | 
 [Mark Test Complete](#) | 
 [Add Students](#) | 
 [Remove](#) | 
 [Move](#)

<input type="checkbox"/>	<input checked="" type="checkbox"/> Student Name	<input checked="" type="checkbox"/> STI	<input checked="" type="checkbox"/> Group	<input checked="" type="checkbox"/> Status	Form/Form Group Type	Username
<input type="checkbox"/>	<a href="#">XXXXXXXXXX-XXXXXX</a>	<a href="#">XXXXXXXXXX</a>	<a href="#">XXXXXX</a>	Ready	Main <a href="#">Specify</a>	<a href="#">XXXXXXXXXX</a>

Results: 1 - 1 of 1



# Spring 2013 Online Writing Tests: How

[Home](#) > [Test Management](#) > [Manage Test Sessions](#) > Session Details

## Session Details

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[Start](#) | [Authorizations](#) | [Proctor Caching](#) | [Session Roster](#)

### Test Session Details

[Edit](#)

Test Session Status: **Not Started**

Session Name: **Sp13 Writing Prompt**

School: [REDACTED]

Context: **Regular**

Test to be Administered: **EOC Writing Prompt**

Read Aloud by Test Examiner: **No**

Default Form Group Type: **Main**

Test Code: **B7C83D**

TestNav Settings: [View](#) | [Edit](#)

Proctor Caching Computer: **Caching Machine 2**

Scheduled Start Date: **03/11/2013**

Scheduled Start Time: **01:00 AM**

Actual Start Date:

Actual Start Time:

Location:

View By:  Students in the Session  Session Health

[Clear All Filters](#)

0 Selected Students

Results: 1-1 of 1

[Resume Test](#) | [Undo Test Submit](#) | [Mark Test Complete](#) | [Add Students](#) | [Remove](#) | [Move](#)

<input type="checkbox"/>	<input checked="" type="checkbox"/> Student Name	<input checked="" type="checkbox"/> STI	<input checked="" type="checkbox"/> Group	<input checked="" type="checkbox"/> Status <a href="#">Refresh</a>	Form/Form Group Type	Username
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	Ready	Main <a href="#">Specify</a>	[REDACTED]

Results: 1 - 1 of 1

# Spring 2013 Online Writing Tests: How

[Overview](#) | [Student Registration](#) | [Manage Test Sessions](#) | [Resolve Student Test Alerts](#)

Current organization: **JUDSON COUNTY (555)** [change organization](#)

[Home](#) > [Test Management](#) > [Student Registration](#) > Registered Students

## Registered Students

[Return to Student Registration](#)

Spring 2013 Writing [Change](#)

Registered Students Record | Assigned Groups | **Assigned Tests**

### Assigned Tests

Gender: [dropdown] Date of Birth: [dropdown]  
STI: [dropdown]

[Show Search](#) [Clear All Filters](#)

0 Entities Selected

Results: 1 to 1 of 1

[Add Test](#) | [Remove Test](#) | [Move Test](#) | [Change History](#)

<input type="checkbox"/>	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Group	<input checked="" type="checkbox"/> Organization	Format	<input checked="" type="checkbox"/> Completed	UIN	Testing Status
<input type="checkbox"/>	<a href="#">EOC Writing (2010)</a>	[blurred]	[blurred]	Online	No		

Results: 1 to 1 of 1



# Spring 2013 Online Writing Tests: How

[Home](#) > [Test Management](#) > [Student Registration](#) > Registered Students

## Registered Students

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Spring 2013 Writing [Change](#)

Registered Students Record   Assigned Groups   **Assigned Tests**

### Student Test Details

Gender:   Date of Birth:   STI:

**EOC Writing (2010)**  
[Go to Test Session Details](#)  
 Completed: **No**  
 Organization:  
 UIN:

The top white box displays the existing demographics for the processed STI.

Format:   **Online**  
 Group Name:   **Tracey**  
 Group Code:  
 Student Number:  
 Ethnicity: Hispanic:  
 Race:  
 SOA Adjustment - Transfer:  
 AYP Adjustment A:  
 AYP Adjustment B:  
 AYP Adjustment C:  
 AYP Adjustment D:  
 Project Graduation:  
 Retest:  
 Z-Code-A:  
 Z-Code-B:  
 Z-Code-C:  
 Code VTLN:

### Testing Status:

Test Component Name	Testing Status
Grade 8 Writing Multiple Choice	1
Grade 8 Writing Prompt	3

### Do Not Report Flag:

Test Component Name	Do Not Report
Grade 8 Writing Multiple Choice	Y
Grade 8 Writing Prompt	N

**Certain details about each component (MC/TEI and short paper components) will show individually on the Student Test Details screen for an online SOL Writing test.**

# Spring 2013 Online Writing Tests: How

[Home](#) > [Test Management](#) > [Student Registration](#) > Registered Students

## Registered Students

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Spring 2013 Writing [Change](#)

Registered Students Record Assigned Groups **Assigned Tests**

### Student Test Details

Gender:  Date of Birth:   
STI:

#### EOC Writing (2010)

[Go to Test Session Details](#)

Completed: **No**

Organization:

UIN:

The top white box displays the existing demographics for the processed STI.

Format: **Online**  
Group Name: **Tracey**  
Group Code:  
Student Number:  
Ethnicity: Hispanic:  
Race:  
SOA Adjustment - Transfer:  
AYP Adjustment A:  
AYP Adjustment B:  
AYP Adjustment C:  
AYP Adjustment D:  
Project Graduation:  
Retest:  
Z-Code-A:  
Z-Code-B:  
Z-Code-C:  
Code VTLN:

#### Special Test Accommodations

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Flexible Schedule (1)   | <input type="checkbox"/> Comm Board (13)                     | <input type="checkbox"/> Spelling Aids (23)                          |
| <input type="checkbox"/> Visual Aids (4)         | <input type="checkbox"/> Read Items - Reading Test Only (14) | <input type="checkbox"/> Tape Recorder (24)                          |
| <input type="checkbox"/> Amplification Equip (5) | <input type="checkbox"/> Audio-Reading Test Only (15)        | <input type="checkbox"/> Dictation to Scribe (25)                    |
| <input type="checkbox"/> Large-Print Test (6)    | <input type="checkbox"/> Interpreting (16)                   | <input type="checkbox"/> Calculator on Non-Calculator Component (26) |
| <input type="checkbox"/> Enlarged Ans Doc (8)    | <input type="checkbox"/> Bilingual Dict (17)                 | <input type="checkbox"/> Other-VDOE (27)                             |
| <input type="checkbox"/> Braille Test (9)        | <input type="checkbox"/> Verbal Response (18)                | <input type="checkbox"/> Advanced Calculator (28)                    |
| <input type="checkbox"/> Read Items (10)         | <input type="checkbox"/> Math Aids (19)                      | <input type="checkbox"/> English Dictionary (29)                     |
| <input type="checkbox"/> Audio (11)              | <input type="checkbox"/> Word pro/typewriter (21)            | <input type="checkbox"/> Plain English Math Test (A)                 |
| <input type="checkbox"/> Interpreting (12)       | <input type="checkbox"/> Aug Comm Device (22)                | <input type="checkbox"/> Other-Nonstandard (B)                       |

**Special test accommodations will be recorded on the Student Test Details screen for each component of the writing test. If the same accommodation is used on both components, it is coded only once.**