

## Paper Testing with OnTRAC

- (1) Students needing to take the paper version of a division assessment exam (or teacher created exam) must first be placed in an OnTRAC test session like any other student taking the online version.

First, make sure that the version of the exam chosen is paper (meaning, no Technology Enhanced Items or TEIs are included on the exam). Paper versions of the district assessments include the word “Paper” in the name.

Second, click “*New Test Session.*”

Home | Dashboard | Assessment Library | Testing Center

Subject: ENGL-5 (VA 2010) Exam: 05 LA MP1 - Paper

Information

2 New Test Session

Course Section: 5th Grade Language Arts:LAR05LG- 10

Staff: MEEKS, EMILY

Exam: 05 LA MP1 - Paper [E:1A7B3A]

Scan #: 74

Exam Template: 05 LA MP1 - Paper[E:1A7B3A]

Exam Start Date: Mon Jan 01 1

Exam End Date: Fri Dec 31 9999

Test Rendering Status: 100.00%

Only paper versions of an exam/test may be used for paper testing. No TEIs items should be included on exam.

- (2) From the *New Test Session* window, please select “*Paper Pencil*” as the Session Type.

New Test Session

Exam: 05 LA MP1 - Paper

Session Type: iTest

Session Name: iTest

iTest Read-Aloud

Paper Pencil

Randomize Passage Order for Each Student

Randomize Answer Order for Each Student

Download Password: \_\_\_\_\_

Submit Password: \_\_\_\_\_

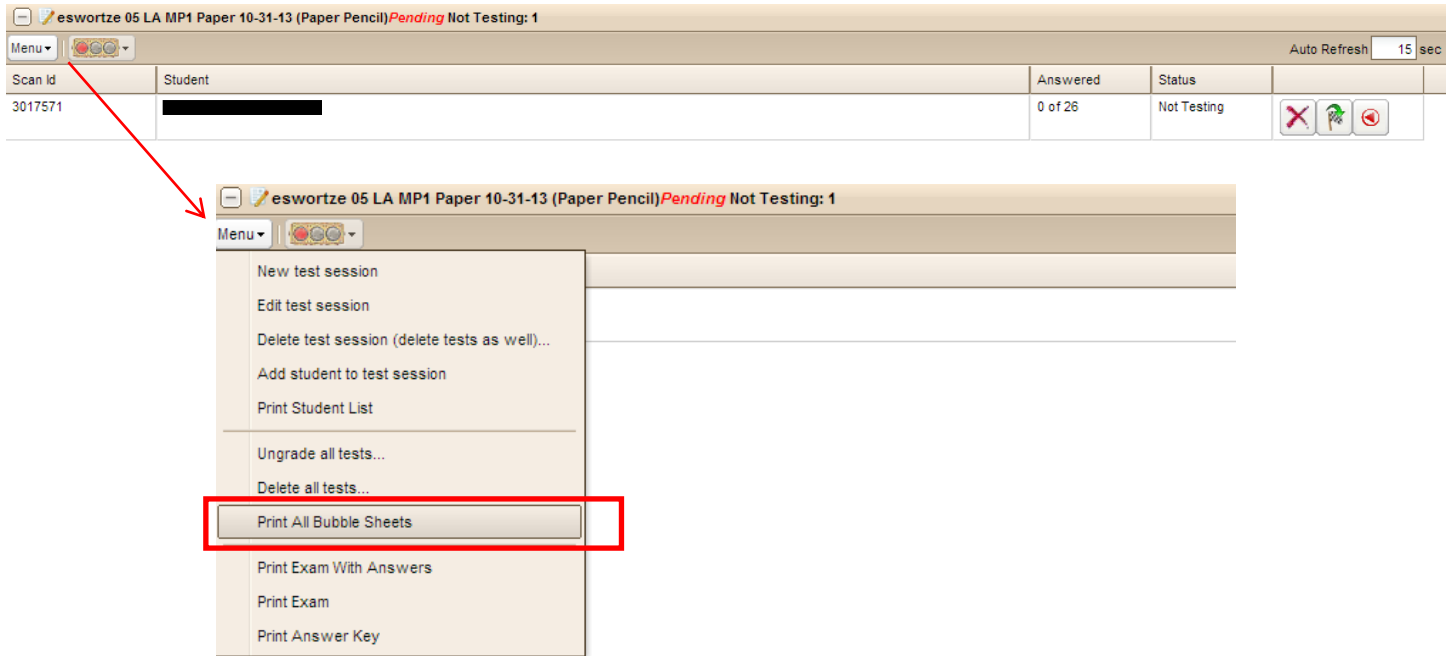
Show students their test scores.

Add all students to new Test Session

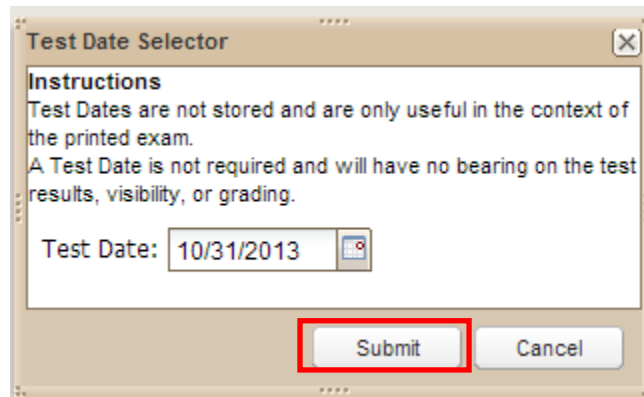
Create Test Session Cancel




(6) Once the student(s) have been added to the test session, you may now go to the **Menu** and print out the student bubble sheet. Select, “Print




The following **Test Date Selector** box will appear. Please leave the date that appears if the student is testing on that day. If you are creating a session for a student who has already taken the paper test, please enter the day the student actually tested. **Click “Submit”** to generate the student bubble answer sheet.




(7) A pdf document, as shown below, will be generated. The number of students in the paper test session will determine the number of bubble answer sheets that will be generated.

 interactive achievement



**IMPORTANT**



- Use Pencil Only
- Make DARK marks-fill completely
- Example: A ● C D
- Make no stray marks
- Erase COMPLETELY to change

### Student Answer Sheet

Student Name: \_\_\_\_\_

Subject: ENGL-5

Exam Name: 05 LA MP1 - Paper

Exam Date: 10/30/2013

Teacher Name: MEEKS, EMILY

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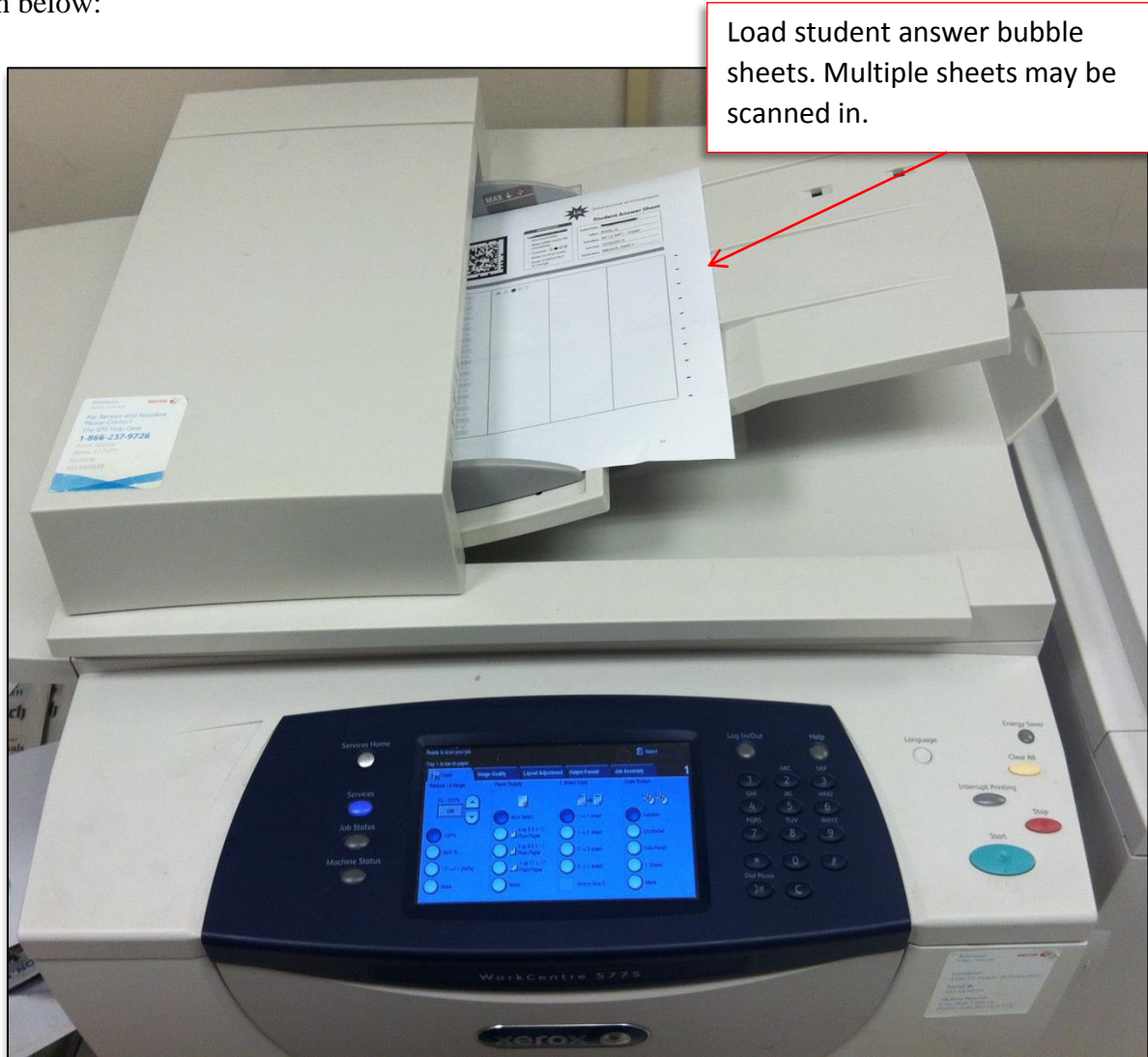
1 (A) (B) (C) (D) 2 (F) (G) (H) (J) 3 (A) (B) (C) (D) 4 (F) (G) (H) (J) 5 (A) (B) (C) (D) 6 (F) (G) (H) (J) 7 (A) (B) (C) (D) 8 (F) (G) (H) (J) 9 (A) (B) (C) (D) 10 (F) (G) (H) (J) 11 (A) (B) (C) (D) 12 (F) (G) (H) (J) 13 (A) (B) (C) (D) 14 (F) (G) (H) (J) 15 (A) (B) (C) (D) 16 (F) (G) (H) (J) 17 (A) (B) (C) (D) 18 (F) (G) (H) (J) 19 (A) (B) (C) (D) 20 (F) (G) (H) (J) 21 (A) (B) (C) (D) 22 (F) (G) (H) (J) 23 (A) (B) (C) (D) 24 (F) (G) (H) (J) 25 (A) (B) (C) (D)	26 (F) (G) (H) (J)	
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(8) Once the student(s) are handed their bubble answer sheets, they may begin taking the paper test. There should be a printed copy of the test provided by the examiner or teacher.

## Uploading Student Answer Bubble Sheet to OnTRAC

- (9) Once the student(s) have taken the paper test, their answer sheets are ready to be uploaded to OnTRAC for scoring. Schools will need to employ the use of their Xerox multifunctional printer/copier. Each Xerox multifunctional printer/copier has **Scan-to-E-mail capabilities**.

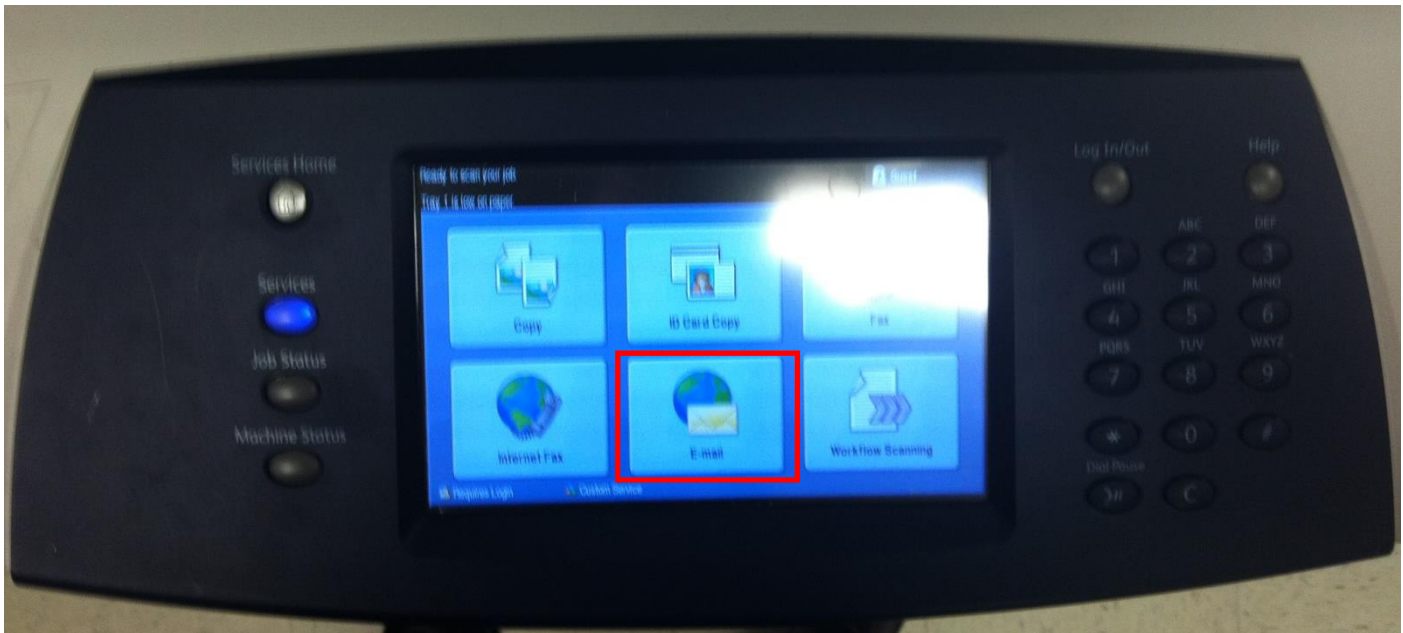
Student answer bubble sheets will need to be scanned in via the Xerox multifunctional printer/copier as shown below:



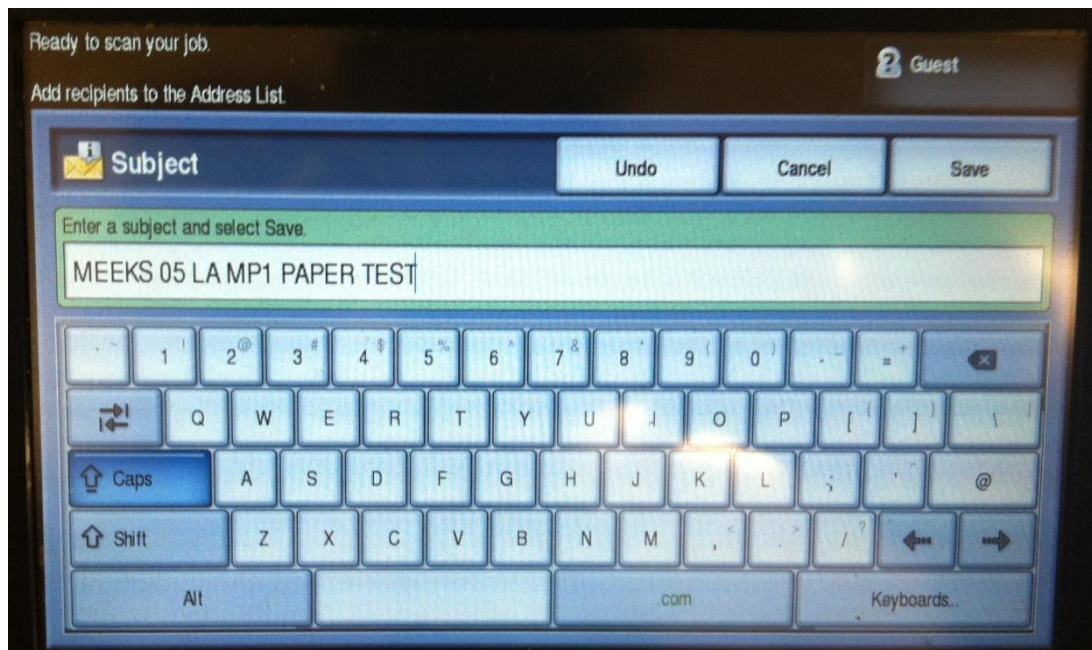
Answer sheets will need to be e-mailed to **[iscan@interactiveachievement.com](mailto:iscan@interactiveachievement.com)**. It is advised that you include yourself as a recipient to this e-mail to confirm/verify that the attachment was e-mailed.

(10) If you have not used the Scan-to-E-mail functionality, it is advised that you consult the manual or the Xerox representative. However, I have provided some screen shots below for guidance.

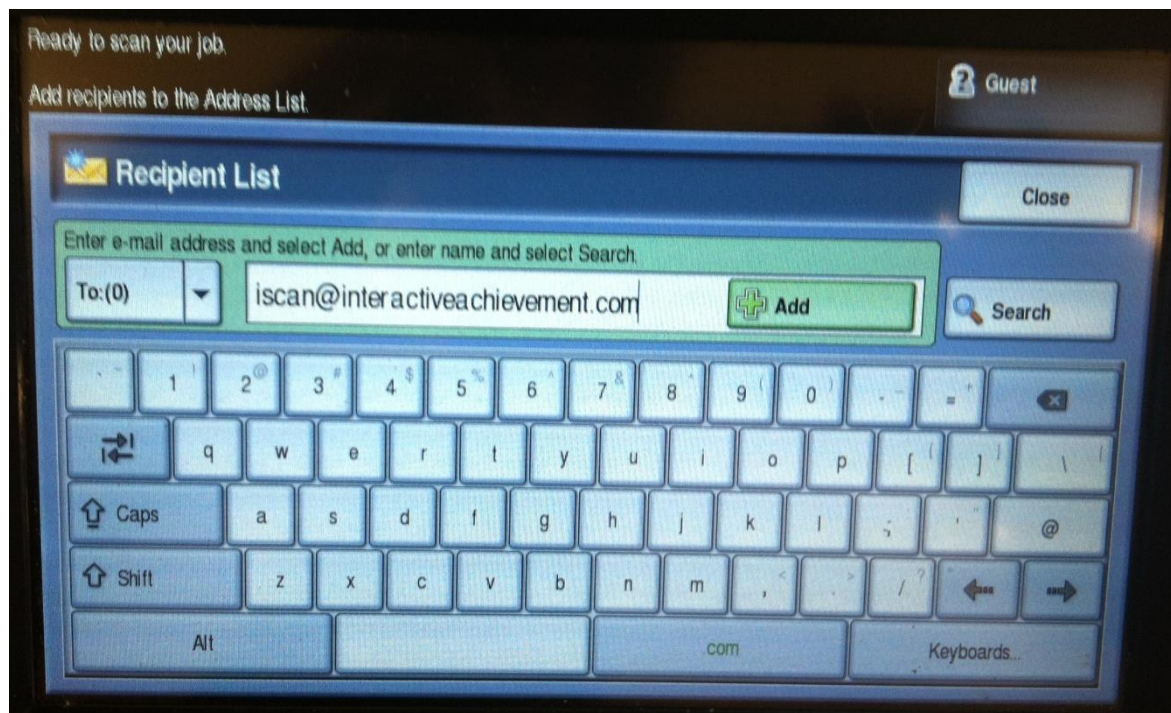
**First**, from the main menu screen, select “E-mail.”



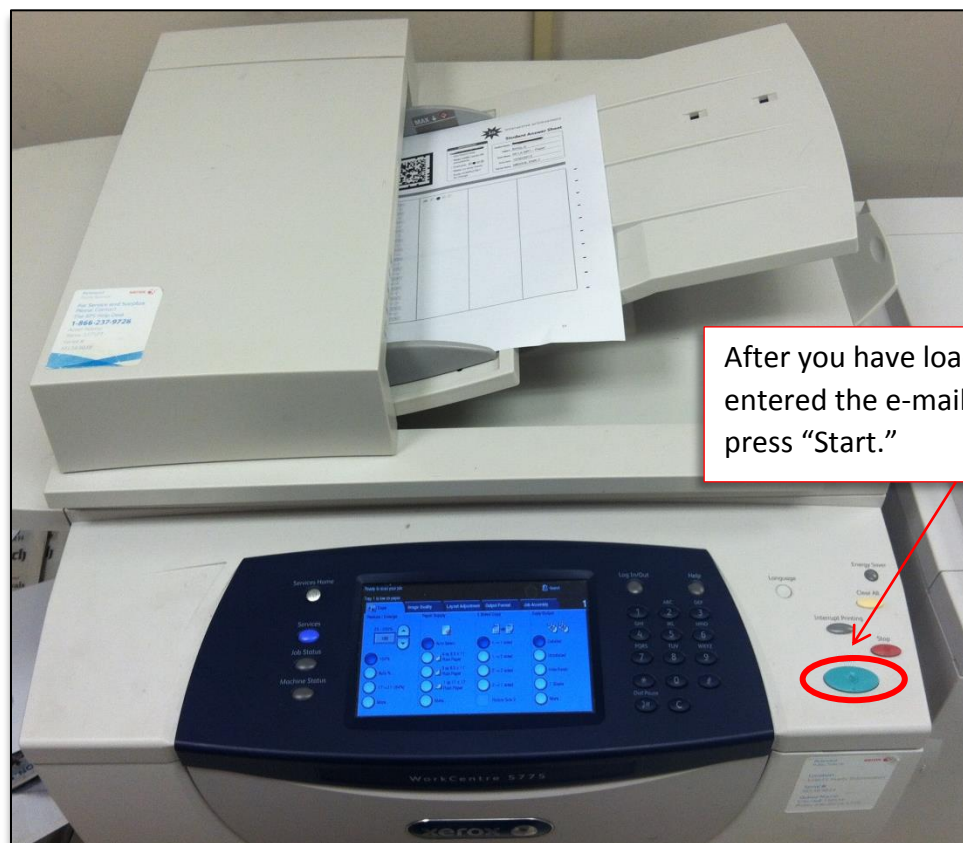
**Second**, enter the subject. I suggest entering a descriptive subject as shown below, however, this is optional.



**Third**, enter the e-mail recipients. This is where you enter the **iscan@interactiveachievement.com** address as well as your e-mail for confirmation.



**Finally**, select “close” to go back to the main e-mail menu, and then select “Start” on the main Xerox panel.



After you have loaded the copier, entered the e-mail addresses, press “Start.”

**Yes, student results will be posted to OnTRAC immediately after scanning in.**