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 Dashboa	ard Assessmen	t Library Testing C	
St	ubject: 🌞 ENG	L-5 (VA 2010)	👻 Exam:	05 A MP1 - Paper 🔒	1 •
)	- Informati	ion			
2	New Test Ses	sion			
	Course Sect	tion: 5th Grade Lang	uage Arts:LAR05LG	G- 10	
	Staff:	MEEKS, EMILY		\backslash	
4	Exam:	05 LA MP1 - Pa	per [E:1A7B3A]		
	Scan #:	74	K	Only paper versions	of an exam/test
	Exam Temp	late: 05 LA MP1 - Pa	per[E:1A7B3A]	may be used for pap	er testing. No
	Exam Start	Date: Mon Jan 01 1		TEIs items should be	included on
	Exam End D	ate: Fri Dec 31 9999)	exam.	
	Test Rende	ring Status: 100.00%	6		
	Exam End D	ate: Fri Dec 31 9999			

(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	
ş.	Create Test Session Cancel	

(3) After selecting the paper format, the *New Test Session* window is reduced what is shown below where the examiner will only need to enter the name (using the prescribed naming convention: teacher email id + exam name + date)

Use prescribed naming convention: Teacher email id + exam name + date
×
Paper 10-31-13
to new Test Session
Create Test Session Cancel

You have the option here to add all the students in the class, or create the session with no students so that you may add them individually. Let's add students individually (uncheck the box).

(4) To add students individually, go to the Menu and select, "Add student to test session."

Ξ	📝 eswortze 05 LA MP1 Paper 10-31-13 (Pap	er Pencil) <i>Pending</i>
Menu		
	New test session	
	Edit test session	
	Delete test session (delete tests as well)	
	Add student to test session	
	Print Student List	
	Ungrade all tests	
	Delete all tests	
	Print Exam With Answers	
	Print Exam	
	Print Answer Key	

(5) The next window that appears allows you to search for your student(s). You may filter on grade level, or enter any part of the students' name.

Edit 📝 eswortze 05 LA	MP1 Paper 10-31-13 (Paper Pencil) Roster			×
Location: E.D. Redd	Elementary School Status: Active Students Only Grade: 5	~		
Search:				
Test Session	Student	Location	Grade	
		ERES	5	*
		ERES	5	
	Reference in the second	ERES	5	Ξ.
		ERES	5	
		ERES	5	-
4	of3 🕨 🕅 🥮	Displaying	51 - 66 of	66
	Add	to Test Session	Cancel	<u>ן</u> כ

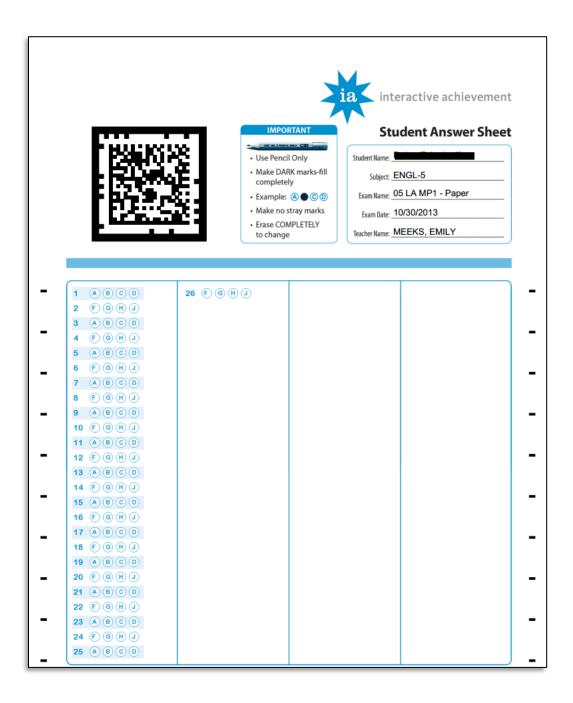
(6) Once the student(s) have been added to the test session, you may now go to the *Menu* and print out the student bubble sheet. Select, "Print

😑 🏸 eswortze 05 LA MP1 Pa	per 10-31-13 (Paper Pencil)Pending Not Testing: 1				
Menu -					Auto Refresh 15 sec
Scan Id Student			Answered	Status	
3017571			0 of 26	Not Testing	$\mathbf{X} \ge \mathbf{O}$
Ľ	eswortze 05 LA MP1 Paper 10-31-13 (Pap	er Pencil) <i>Pending</i> Not Testing: 1			
	Menu -				
	New test session				
	Edit test session				
	Delete test session (delete tests as well)				
	Add student to test session				
	Print Student List				
	Ungrade all tests				
_	Delete all tests				
	Print All Bubble Sheets				
	Print Exam With Answers				
	Print Exam				
	Print Answer Key				

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.

1	Test Date Selector	ĵ
	Instructions Test Dates are not stored and are only useful in the context of the printed exam. A Test Date is not required and will have no bearing on the test results, visibility, or grading.	
1.0	Test Date: 10/31/2013	
2.	Submit Cancel	

(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.

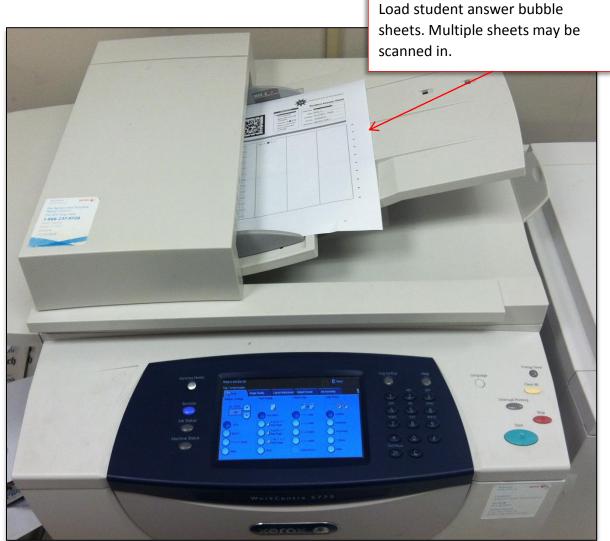


(8) Once the student(s) are handed their bubble answer sheets, they may begin taking the paper test. There should be a printed copy of the test provided by the examiner or teacher.

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"**. 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."



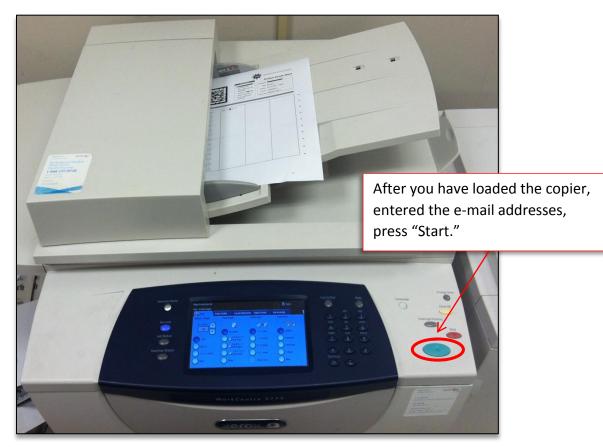
Second, enter the subject. I suggest entering a descriptive subject as shown below, however, this is optional.

불 Subject							Undo		Can	cel		Save
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企 Shift	Z	X	C	V	В	N	M			1,7	4	1

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

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Enter e-mail addres	ter e-mail address and select Add, or enter name and select Search.								Se	Search		
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Alt					(participation)		.co) Dm			Keyboards.	

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



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