



NECAP Grade 11



NimbleTools®

NimbleTools® - NECAP Test Administration Supplement:

**Instructions & Procedures for Administering
The Grade 11 NECAP Science Assessment
Using NimbleTools® On-Line Accommodations**

**Science
2011**

Contact Information:

NimbleTools Technical Help:

Contact: Nimble Innovation Lab Help Desk at: 877-636-0371
or email: saas@measuredprogress.org

NECAP Test Administration Info:

Contact: Measured Progress Service Center at: 877-632-7774

Ordering Additional Test Materials:

Contact: Your school Test Coordinator

NECAP Test Policy Questions:

If you have policy questions, comments or suggestions regarding the New England Common Assessment Program (NECAP), contact:

New Hampshire Department of Education: Tim Kurtz, Director for Assessment, Email: tkurtz@ed.nh.gov, Phone: 603-271-3846, 101 Pleasant Street, Concord, NH 03301-3860, www.ed.state.nh.us

Rhode Island Department of Elementary and Secondary Education: Dr. Phyllis Lynch, Director of Instruction, Assessment, and Curriculum, Email: Phyllis.Lynch@ride.ri.gov, Phone: 401-222-4693, 255 Westminster Street, Suite 512, Providence, RI 02903, www.ride.ri.gov

Vermont Department of Education: Michael Hock, Director of Assessment, Email: Michael.Hock@state.vt.us, Phone: 802-828-3115, 120 State Street, Montpelier, VT 05620-2501, www.state.vt.us/educ/

Introduction to the NimbleTools Test Administration Supplement: What's in this Manual?

The NimbleTools Test Administration Supplement includes information and instructions for administering the 2011 11th Grade NECAP Science Assessment using the NimbleTools on-line test delivery system. Included are instruction for loading Nimble Tools onto your school computers, how to log on, and how to set up the accommodations for your student(s). Test administration scripts are also included.

Important Note: The NimbleTools Test Administration Supplement is not intended to take the place of *2011 NECAP Science Test Administration Manual*. Individuals who will be administering the test using NimbleTools must be acquainted with the information in both documents.

How to use the Test Administration Manual and the *NimbleTools Test Administration Supplement* manual:

Your primary source for general test procedures and materials handling information is the *2011 NECAP Science Test Administrator Manual*. The *NimbleTools Test Administration Supplement* is intended to:

1. Provide additional information helpful only to those using the NimbleTools software that is not included in the *2011 NECAP Science Test Administrator Manual*, and
2. Provide specific test administration scripts and instructions to be used with students taking the NECAP science test using the NimbleTools software.

During the actual test administration, this manual should be sufficient. However, before and after administering the test, you will find important information in both the NECAP and NimbleTools manuals. Keep them both available as reference sources. Wherever possible the *NimbleTools Test Administration Supplement* provides cross-referenced notes to information in the *NECAP Test Administrator Manual* and guidance for all test administrators regarding the simultaneous administration of the paper and pencil and online test formats and procedures.

Table of Contents

Checklist for NimbleTools Test Administrators*5

Before Testing*

- NimbleTools Participation eligibility *.....6
 - School Equipment: Minimum Technology Requirements6
 - Student Requirements6
- Receiving Materials & Loading NimbleTools onto school computers*7
- Setting & Editing Student Accommodations*..... 7
- Notes for Planning and Setting NimbleTools Accommodations 7
- Use of additional (not online) accommodations in addition to NimbleTools*7

During Testing

- Materials Needed during NimbleTools Online Testing..... 8
- Printing student ticket list* 8
- What a student will experience* 9
- Using accessibility tools..... 9
- What to do if a student wants to switch to paper administration*9
- Distributing test materials 9
- Logging students into NimbleTools* 9
- Inquiry Task Directions..... 9
- Recording answers*10
- Ending a NimbleTools Testing Session & Logging Students Out of NimbleTools..... 10
- Test Administration..... 11
- General Instructions for Classrooms with Students Taking ONLY NimbleTools Tests....12
 - Science – Session 1*
 - Science – Session 2*
 - Science – Session 3*
- General Instructions for Mixed Student Classrooms: Paper & Pencil and Online Tests ... 19
 - Science – Session 1*
 - Science – Session 2*
 - Science – Session 3*

After Testing

- Document Accommodations Used by the student27
- Completing Student Information on Answer Booklets27
- Returning Test Materials27

Trouble Shooting

- What to do if there are technology problems*28
- What to do if there is a problems with a student’s answer booklet.....28
- How to get help28

Checklist for NimbleTools Test Administrators

Before Testing:

- Ensure that participating students were pre-registered to use the online test.
- Ensure that participating students use and explore the NECAP Science Practice Test and Orientation files online (<http://www.nimbletools.com/necap/>) before testing to become familiar with the program and the tools.
- Read the *New England Common Assessment Program Test Administrator Manual for Science – Grade 11* in its entirety.
- Read the *NimbleTools Test Administration Supplement* in its entirety.
- Assist the test coordinator with notifying students and parents about the testing program.
- Meet with the test coordinator to review the testing schedule and arrange for students who require accommodations.
- Inventory and secure test materials received from the test coordinator.
- Print and secure your Student Ticket List through the Nimble Administrator Tool.
- For all students, ensure that your test coordinator has placed **student ID labels** on the front covers of the test booklets and answer booklets or has written in the student name, school name, and district name on the space provided.
- Identify an appropriate location for administering the test and make arrangements for each student to have access to a computer that meets NimbleTools minimum technology requirements (see page 6) and that are linked to the Internet.

During Testing:

- Observe students periodically to ensure that the accessibility features in NimbleTools are being used correctly and that the program is working properly.
- Contact the NimbleTools Technical Help line if needed (see page 2 for contact information).
- Be available to answer questions as necessary.
- Make sure students are completing multiple choice questions on-line and answering constructed response questions in the appropriate spaces in the answer booklet.
- Ensure that additional accommodations beyond those provided by NimbleTools are implemented to students as appropriate.
- Notify your test coordinator of any testing irregularity.

After Testing:

- Confirm that the student has completed the final steps to finish the test and submit the answers.
- Ensure that any computer-generated, large-print, and Braille responses have been transcribed into a regular answer booklet if necessary. **For NimbleTools users only the constructed responses items should be written or transcribed into the student's answer booklet. Students answer all multiple choice items directly on the computer.**
- Complete the *Test Administrator Survey*, which will be mailed to all school personnel that registered and assigned tools to students.
- Collect and secure test booklets, answer booklets, tactile booklets and all other test materials and return all of the materials to your test coordinator.

Before Testing

NimbleTools Participation Requirements:

Minimum Technology Requirements - Participating schools must have Internet connected computers that meet the minimum technology requirements listed below:

- **Windows:** Intel Pentium 1.0 GHz or faster, 256 MB RAM, Windows 2000 SP4, XP SP2, Vista
- **Macintosh:**
 - PowerPC G3 1.0 GHz or faster, 256 MB RAM, Mac OS X 10.4.10 or 10.5.x
 - Intel Core Duo 1.83 GHz or faster, 256 MB RAM, Mac OS X 10.4.10 or 10.5.

Student Eligibility: All accommodation decisions made on behalf of students must be made in accordance with the NECAP policies described on pages 2-3 of the *NECAP Accommodations Administrator Training Guide* (available on each state's website). The NimbleTools system provides specific accommodations that can be provided well via computer. Only those students who would be able to access the science test content by using one or more of the NimbleTools accommodations are eligible to participate. NimbleTools is not intended to be used by an entire classroom.

Registration: Register and assign tools to all students, using the Administrator Tool located at www.nimbletools.com/necap/schools, who will be administered the NECAP science test using NimbleTools. All standard NECAP accommodations remain available to all students who need them, regardless of test format used.

Receiving Materials and Installing NimbleTools onto school computers

Schools that have a school principal or designated school representative attend a webex training session between April 6-12th will receive a school/principal username and password for registering students, instructions on how to complete the Network Load Test, a technical instruction sheet, and a document listing key steps that must be completed in the mail. Students using NimbleTools will have labels for their test and answer booklets like all other students. The NimbleTools science test application should be installed on Internet-connected computers **before** the testing day. The application will be secure once installed computers. The test items are encrypted and the test can only be accessed during the testing window by a valid combination of user name, ticket number, and answer booklet number.

Setting and Editing Student Accommodations

Your Nimble Administrator Tool **login name and password** were sent via mail to your school principal after webex training attendance was verified. In order to have students use NimbleTools, you must first create teacher/administrator accounts for all school personnel who will register students and assign tools. The Administrator Tool is located at <http://nimbletools.com/necap/schools>. Next, the teacher/administrator must login using their newly created username and password and register students and set student accommodation preferences. See http://www.nimbletools.com/necap/schools/admin_help.htm for instructions on using the Administrator Tool to create teacher accounts and set and edit accommodation preferences. If you have misplaced your school login information, please email saas@measuredprogress.org or call 877-636-0371.

Notes for Planning and Setting NimbleTools Accommodations

Supervised Breaks: Students can log out of a test session to take a supervised break and continue within the same session only. This accommodation must be assigned prior to testing by checking “allow breaks” in the Administrator Tool. Only students who have this accommodation pre-assigned will be allowed back into the test session by the computer. If a student does not have this accommodation pre-assigned and logs out of the session, they will be locked out of that session and can only be manually reset by calling the Nimble hotline.

Extended Time: The computer will keep track of the amount of extra time used by each student. If a student uses time beyond 90-minutes, then extended time must be coded on the back of the student answer booklet in addition to any other accommodations used.

Magnifying Glass: All students using NimbleTools will have access to the basic Magnifying Glass tool, which can increase the size of text or graphics for any part of the test. If this default setting is not sufficient for the student, additional magnifications may be assigned in the Nimble Administrator Tool by choosing the “magnifier” or “microscope.”

Use of Standard Accommodations (not online) in addition to NimbleTools

If needed, students can use additional NECAP accommodations, such as those found in the special settings, or Braille, or accommodations such as D-2: Student answers on separate paper and school personnel transcribe answer to answer booklet, or D-5: Student dictates constructed responses and school personnel scribe into test booklet exactly as dictated. Any approved standard accommodations may be used if appropriate for the student. Any additional accommodations must be documented on page 2 of the answer booklet.

During Testing

Materials needed for successful NimbleTools administration:

- Computer headphones will be needed for most students using NimbleTools. Make sure that the computer volume is turned on prior to testing.
- Talking Calculator and science reference sheets are built into the software. However, if students taking the test online would like a paper version, you will have copies to distribute.
- Students will be assigned a test booklet like all other students, but may not wish to have it with them in their work space if they are using the computer screen to view items. All test items are being presented online.
- All multiple choice items must be answered directly on the computer by students. Answers to the multiple choice items should not appear in the answer booklet.
- All constructed response items must be answered in the answer booklet. Additional standard NECAP accommodations may be used to assist students who need support to write their responses in answer booklets. If used, these accommodations should be marked.
- Students will be provided a separate answer booklet with ID Labels.
- Obtain scratch paper and extra #2 pencils.

Print Out the Secure Student Ticket List

Prior to the day of testing, print your secure “student ticket list” through the Nimble Administrator Tool. You can print the list for your whole school or one student at a time. This list will contain student logins and passwords for each of the three testing sessions. You are responsible for maintaining the security of this list. Only assigned test administrators may use this list to log students into and out of testing.

State ID	First Name	Last Name	Username	Ses 1 Ticket #	Ses 2 Ticket #	Ses 3 Ticket #
1000000025	Ryan	Adams	radam42nh	21193	95146	32436
1000000028	Wendy	Andrews	wandr53nh	42017	56101	75313
1000000038	Sarah	Babbins	sbabb39nh	46237	90336	60670
1000000021	Jennifer	Driscoll	jdris72nh	19144	84201	24149
1000000023	Fred	Epstein	fepst45nh	22761	77849	92000

What students will experience

Using accessibility tools - After logging on to NimbleTools, students will begin the testing session. During testing, students can turn accommodations on and off as needed. Test administrators may answer student questions that **clarify the operating directions** for the online access tools, but may not comment in any way on student work. While taking the NimbleTools online test, a student may use one or more of the following online accessibility tools:

- Text Only Read-Aloud (headphones will be needed)
- Text and Graphics Read-Aloud (available at Grade 11 only, headphones will be needed)
- Background Music (headphones will be needed)
- Magnifier
- Microscope
- Color Overlay
- Reverse Contrast
- Choice of Font and Background Colors
- Masking of visual distractions
- Talking Science Reference Materials (headphones needed)
- Talking Calculator (headphones needed)

Switching from NimbleTools to the paper-and-pencil version:

If a student begins a testing session using NimbleTools, please encourage the student to finish the test session on the computer. Try to switch to paper only at the beginning of a new session. If the change to paper is critical, simply have the student answer all remaining questions in the current session in the answer booklet. The test proctor should ensure that the student locates the proper starting point in the answer booklet to begin entering his or her remaining responses in the paper answer booklet. Standard NECAP test administration procedures should be followed after switching to paper.

Distributing test materials: With the exception of students assigned to Text and Graphics Read Aloud, test booklets and answer booklets should be distributed to students using standard NECAP test procedures just as they are to other students. This will be accomplished by using the normal NECAP test booklet assignment process. **Students assigned to Text and Graphics Read Aloud must use Form 1.** If you have questions about this process, speak with your school test coordinator.

Logging students into NimbleTools: Test coordinators will be responsible for logging students in and out of NimbleTools during the operational test. Students will have a different ticket number for each test session. After logging into NimbleTools, students will be asked to enter the litho code (answer booklet number) from the bottom right hand corner of the answer booklet that has been assigned to them. Students will be asked enter the litho code number twice to confirm accuracy. Entering the litho code number will allow the proper form to be delivered to the participating student.

Inquiry Task Directions: Students can access introductory and other directions for the Inquiry Task at any time using the “Get Directions” or “Starting Directions” buttons on the lower right hand corner of the screen.

Recording answers: Students using NimbleTools must answer all multiple choice questions directly into the computer. NimbleTools users must answer all short answer and constructed response questions in the regular answer booklet. All items will be presented online to the student through NimbleTools. The NimbleTools software will instruct students to respond in their answer booklet for all short answer and constructed response items.

Ending a Testing Session and Logging Students Out of NimbleTools: When students finish a test session, they will be shown a summary of their answers and asked to confirm that they want to exit the session. They will be asked to notify the test administrator to log them out of NimbleTools. Testing coordinators will then be shown a summary of student responses and will log students out of NimbleTools. Testing coordinators will not be able to go back into the testing session.

Test Administration

The following pages detail the procedures to be followed for each session of the test. To ensure a consistent and accurate test administration, a “script” (material to read aloud to students) is provided for each session. Directions to you within the scripts are in regular type inside of parentheses. Read the scripts exactly as they are written.

Directions to the students should only take a few minutes so that most of the students’ time can be spent answering questions. Be sure that students clearly understand all of the directions before you begin testing. During each part of the test, walk around the room and check that students are working in the correct session, turning pages when necessary, marking answers in the proper places, and are not spending too much time on any one item. Students should be reminded to take the test seriously.

Test administrators may not comment on students’ work. Test administrators may not help students in any way except during the General Instructions, student questionnaire, or as specified in the *Test Administrator Manual*. NimbleTools test administrators may answer student questions that **clarify the operating directions** for the online access tools, but otherwise should refrain from assisting the students.

Under no circumstances are students to be prompted to revise, edit, or complete any test questions during or after testing.

All test items and all student responses in the NECAP are secure and may not be released, copied, or duplicated in any way, or kept at the school once testing is completed.

Because of timing issues and the possibility of distracting other students who are not taking the test on computer, it is highly recommended that students using NimbleTools take the test in a separate location and be provided with an extended time accommodation and individual proctoring. However, if those accommodations are not provided it is possible for a student to use NimbleTools in the regular test setting. Two sets of test administration scripts are provided on the pages that follow. The first script is designed for administering the science test to students using NimbleTools in a separate setting. The second is designed for administering the tests in “mixed groups” with some students using NimbleTools and others are taking the test according to standard NECAP procedures.

General Instructions: NimbleTools Only
Estimated Time: 5 Minutes

Materials Needed: test booklets, answer booklets, and #2 pencils.

1. Say to the students:

I am going to pass out your test materials now. Do not open the booklets I give you until I tell you what to do.

2. Distribute one test booklet and one answer booklet to each student. Ensure that each student receives the correct booklets according to the student ID label or the name written on the front cover of each booklet. Each student must have his or her own test materials. Remind students that they must not open their booklets until they are instructed to do so. Do not log students on to computers while completing the General Instructions.

3. Say to the students:

During the next few days, you will be tested in science. Your principal and teachers will use the information from this test to help plan our school's science program. You will receive your results after the test has been scored. This test may be different from other tests you have taken. You may not be able to answer every question, but it is important that you read each one carefully and do your best.

Please look at the front cover of your test booklet and answer booklet. If a student ID label is on each of your booklets, check that each label has *your* name and our school name on it. If your booklets do not have student ID labels, please make sure *your* name and our school name are written on the lines on the bottom right corner of your answer booklet. Please raise your hand if you have the wrong booklets. (Ensure that all students have the correct booklets.) Now, write your name on the line in the upper left corner of your answer booklet.

Use the computer to answer multiple-choice questions. During all of the sessions, answer questions requiring written responses in your answer booklet using a #2 pencil. Use of highlighters, markers, and pens is not permitted. If you do not have a #2 pencil, please raise your hand. (Supply a #2 pencil to students who need one.)

4. If you are not going on to Science – Session 1 immediately, have the students insert their answer booklets inside their test booklets. Collect all test materials and store them in a secure place until the next scheduled part of the test.

Science — Session 1 (NimbleTools only)

Estimated Time: 45 Minutes

(Up to 45 minutes additional time may be allowed before an extended time accommodation is necessary)

Materials needed: Student Test Booklets, Student Answer Booklets, science reference sheets, scratch paper, and #2 pencils.

NOTE: Use of calculators is permitted during the science test. Students may use their own calculators or those supplied by the school, **or the calculator that is part of NimbleTools**, if the school has decided to allow the use of calculators. See *NECAP Test Administrator Manual*, page 8 for the NECAP calculator policy. Dictionaries, textbooks, thesauruses, etc., **are not** allowed during any part of this session. Word-to-word translation dictionaries are allowed as an accommodation for ELL students.

1. Return the test booklets and answer booklets to students **and log students into NimbleTools**. Each student must have his or her original test materials. All science reference sheets are available in NimbleTools. However, you may distribute science reference sheets to each student who requests one and instruct them to write their names on it. Distribute scratch paper to all students and instruct them to write their names on it. Distribute #2 pencils to students who need them. **Students who are using NimbleTools may choose to place the science reference sheet inside their test booklet to reduce clutter on the desktop.**
2. Say to the students:

You are now going to start Session 1 of the science test. Please turn to page 1 in your test booklet. (Pause.) In this session, you will answer twenty-eight questions. All of the questions will be presented to you on your computer screen, but you may use your test booklet if you find it helpful. It is important that you relax and read each question carefully and do your best. If you are not sure of the answer to a question, you should make your best guess, or you may skip that one and return to it before the session is over. **Answer all multiple choice questions using the computer and answer all items that require a written response in your answer booklet using a #2 pencil.**

Choose the best answer for each multiple-choice question. For questions requiring a written answer, you may use scientific drawings, labeled diagrams, charts, tables, graphs, or bulleted lists to help explain your answer. Plan your written answers so they fit only inside the answer spaces in your answer booklet.

You may use your scratch paper or test booklet to plan your answers and make notes, but **for questions requiring a written response**, only what you write in the answer spaces in your answer booklet will be scored. Some questions have more than one part. Try to answer all of the parts. If you are asked to explain or show how you know, be sure to copy all of your work from the scratch paper and test booklet into your answer booklet.

Does anyone have any questions? (Answer any questions the students have about the directions.)

3. Say to the students:

Open your answer booklet to page 3. The top of the page is labeled “Science – Session 1”. It will probably take you about 45 minutes to answer the questions in this session, but you can have more time if you want it. Please stop when you when you finish this session. You may review your answers to the questions in this session of the test, but you may not work on any other sessions.

4. Say to the students:

If you get stuck on a word in the test booklet, I can read the word to you. If you want help reading a word, raise your hand. (During testing, pronounce the word to students who ask for assistance. Do not define the word or help the students in any other way.)

I can answer your questions about the directions, but I cannot answer questions about pictures or graphs. Do you have any questions about the directions? (Answer any questions the students have about the directions.) When you finish, place all of your materials inside your test booklet **and raise your hand**. Please sit quietly and read until everyone is finished. You may begin.

5. Circulate and check to make sure all students are on the correct page in their test booklet and answer booklet and are recording their answers in the appropriate answer spaces, either on screen or in the answer booklet.
6. Students should be allowed to continue working up to 90 minutes as long as the students are working productively. You may decide to end the session at any point after 45 minutes if all students have completed the session. Ensure that students who have finished sit quietly and read so they will not disturb those students who require more time.
7. If you are not going on to Science – Session 2 immediately, make sure that students have placed their answer booklets and reference sheets inside their test booklets **and log students out of NimbleTools**. Collect all test materials, including scratch paper, and store them in a secure place until the next scheduled session of the test.

Science — Session 2

(NimbleTools only)

Estimated Time: 45 Minutes

(Up to 45 minutes additional time may be allowed before an extended time accommodation is necessary)

Materials needed: Student Test Booklets, Student Answer Booklets, science reference sheets, scratch paper, and #2 pencils.

NOTE: Use of calculators is permitted during the science test. Students may use their own calculators or those supplied by the school, **or the calculator that is part of NimbleTools**, if the school has decided to allow the use of calculators. See *NECAP Test Administrator Manual*, page 8 for the NECAP calculator policy. Dictionaries, textbooks, thesauruses, etc., **are not** allowed during any part of this session. Word-to-word translation dictionaries are allowed as an accommodation for ELL students.

1. Return the test booklets, answer booklets, and science reference sheets (if necessary) to students **and log students into NimbleTools**. Each student must have his or her original test materials. Distribute additional scratch paper to students, if needed, and instruct students to write their names on it. Distribute #2 pencils to students who need them.
2. Say to the students:

You are now going to start Session 2 of the science test. Please turn to page 14 in your test booklet. (Pause.) In this session, you will answer twenty-nine questions. All of the questions will be presented to you on your computer screen, but you may use your test booklet if you find it helpful. It is important that you relax and read each question carefully and do your best. If you are not sure of the answer to a question, you should make your best guess, or you may skip that question and return to it later. **Answer all multiple choice questions using the computer and answer all items that require a written response in your answer booklet using a #2 pencil.** Choose the best answer for each multiple-choice question. For questions requiring a written answer, you may use scientific drawings, labeled diagrams, charts, tables, graphs, or bulleted lists to help explain your answer. Plan your written answers so they fit inside the answer spaces in your answer booklet.

You may use your scratch paper or test booklet to plan your answers and make notes, but **for questions requiring a written response**, only what you write in the answer spaces in your answer booklet will be scored. Some questions have more than one part. Try to answer all of the parts. If you are asked to explain or show how you know, be sure to copy all of your work from the scratch paper and test booklet into your answer booklet. Does anyone have any questions? (Answer any questions the students have about the directions.)

3. Say to the students:

Open your answer booklet to page 6. The top of the page is labeled “Science – Session 2.” It will probably take you 45 minutes to answer the questions in this session of the test, but you can have more time if you want it. Please stop when you finish this session. You may review your answers in this session of the test, but you may not go forward or go back to work on any other sessions.

4. Say to the students:

If you get stuck on a word in the test booklet, I can read the word to you. If you want help reading a word, raise your hand. (During testing, pronounce the word to students who ask for assistance. Do not define the word or help the students in any other way.)

I can answer your questions about the directions, but I cannot answer questions about pictures or graphs. Do you have any questions about the directions? (Answer any questions the students have about the directions.) When you finish, place all of your materials into your test booklet **and raise your hand**. Please sit quietly and read until everyone is finished. You may begin.

5. Circulate and check to make sure all students are in the correct session online or on the correct page in their answer booklet and are recording their answers within the appropriate answer spaces.

6. Students should be allowed to continue working up to 90 minutes as long as the students are working productively. You may decide to end the session at any point after 45 minutes if all students have completed the session. Ensure that students who have finished sit quietly and read so they will not disturb those students who require more time.

7. After finishing Session 2, students will be asked to complete a short, online survey about their experience using NimbleTools to take the Grade 11 Science test.

8. If you are not going on to Science – Session 3 immediately, make sure that students have placed their answer booklets inside their test booklets and log students out of NimbleTools. Collect all test materials, including scratch paper, and store them in a secure place until the next scheduled session of the test.

Science — Session 3

(NimbleTools only)

Estimated Time: 60 Minutes

(This test session should be completed within the structured 60 minutes.)

Materials needed: Student Test Booklets, Student Answer Booklets, science reference sheets, scratch paper, and #2 pencil

NOTE: Dictionaries, textbooks, thesauruses, etc., **are not** allowed during any part of this session. Word-to-word translation dictionaries are allowed as an accommodation for ELL students. Scientific and graphing calculators are not allowed during Session 3. For other prohibited devices, see *NECAP Test Administrator Manual*, page 8. If you have questions about the use of calculators in your school, ask your school test coordinator.

1. Return the test booklets and answer booklets to students and log students into NimbleTools. Each student must have his or her original test materials. Distribute additional scratch paper to students, if needed, and instruct students to write their names on it. Distribute #2 pencils to students who need them.
2. Say to the students:

This is an inquiry task that will measure your ability to think scientifically. This task will ask you to hypothesize, plan and critique investigations, analyze data, and develop explanations. In the beginning of the task, you will read a short story that will be presented to you on your computer screen. Then you will have the rest of the session to answer the questions about the story.

Some of the questions may be challenging for you, but it is important that you do your best. Do not write your answers in your test booklet. You may use your scratch paper to plan your answers and make notes. Your scratch paper will be collected at the end of the test session along with your test booklet and answer booklet. **You will view items on the computer, but you will answer all questions in your answer booklet using a #2 pencil.** Does anyone have any questions? (Answer any questions the students have.)

Open your test booklet to page 28. Please follow along as I read the directions. (Read the directions to the students.) Are there any questions about the directions? (Answer any questions the students have about the directions.)

3. Say to the students:

You will begin by reading the story on page 28 of your test booklet or in the first section of the NimbleTools session and continue working until you finish this session. You may include labeled drawings or diagrams and bulleted lists to help explain your answers. Please write your answers so they fit only inside the answer spaces in your answer booklet. When you are finished, place all of your test materials in a pile, raise your hand and sit quietly and read until everyone is finished. (Pause) You may begin.

4. Circulate around the room during the investigation to make sure all students are actively engaged in the process. Check that students are on the correct session online or the correct page in their answer booklet and are recording their answers within the appropriate answer spaces.
5. Ensure that students who have finished sit quietly and read so they will not disturb those students who require more time.
6. If you are going on to the student questionnaire immediately, log students out of NimbleTools, collect all test materials except for the answer booklets and store them in a secure place until you are ready to return them to your test coordinator. The answer booklets will be needed for the student questionnaire.

If you are not going on to the student questionnaire immediately, collect all test materials and store them in a secure place. Make sure all scratch paper is removed from the booklets.

General Instructions for Mixed Classes

Estimated Time: 5 Minutes

For test administrations where both paper-and-pencil and NimbleTools test formats are administered in the same room.

Materials Needed: Student Test Booklets, Student Answer Booklets, and #2 pencils.

1. Say to the students:

I am going to pass out your test materials now. Do not open the booklets I give you until I tell you what to do.

2. Distribute one test booklet and one answer booklet to each student. Ensure that each student receives the correct booklets according to the student ID label or the name written on the front cover of each booklet. Each student must have his or her own test materials. Remind students that they must not open their booklets until they are instructed to do so. Do not log students on to computers during General Instructions.

3. Say to the students:

During the next few days, you will be tested in science. Your principal and teachers will use the information from this test to help plan our school's science program. You will receive your results after the test has been scored. This test may be different from other tests you have taken. You may not be able to answer every question, but it is important that you read each one carefully and do your best.

Please look at the front cover of your test booklet and answer booklet. If a student ID label is on each of your booklets, check that each label has *your* name and our school name on it. If your booklets do not have student ID labels, please make sure *your* name and our school name are written on the lines on the bottom right corner of your answer booklet. Please raise your hand if you have the wrong booklets. (Ensure that all students have the correct booklets.) Now, write your name on the line in the upper left corner of your answer booklet.

During all of the test sessions, you must use a #2 pencil to write and to mark your answers in your answer booklet. Marking your answers with anything else is not permitted. Only the answers that you write in the answer booklet will be scored. If you do not have a #2 pencil, please raise your hand. (Supply a #2 pencil to students who need one.) If you are using NimbleTools, use the computer to answer all multiple choice questions and answer only the items that require a written response in your answer booklet using a #2 pencil. (Answer any questions.)

Now look in the upper left corner of your answer booklet. Students taking the test using a computer should not mark any multiple choice answers in their student answer booklet. Instead, you will answer all multiple-choice questions on the computer. Remember that you will ONLY mark your written responses in your answer booklet using a #2 pencil. (Answer any questions.) Students who are taking the regular paper and pencil tests will see examples of the right and wrong ways to mark your answers to the multiple-choice questions. Make sure you completely darken in the circle when you mark your answers in the answer booklet. Also, be sure you completely erase any marks you wish to change. Do not make any stray marks on

4. If you are not going on to Science – Session 1 immediately, have the students insert their answer booklets inside their test booklets. Collect all test materials and store them in a secure place until the next scheduled part of the test.

Science — Session 1 (Mixed Classes)

Estimated Time: 45 Minutes

(Up to 45 minutes additional time may be allowed before an extended time accommodation is necessary)

Materials needed: Student Test Booklets, Student Answer Booklets, science reference sheets, scratch paper, and #2 pencils.

NOTE: Use of calculators is permitted during the science test. Students may use their own calculators or those supplied by the school or the calculator within NimbleTools, if the school has decided to allow the use of calculators. See *NECAP Test Administrator Manual*, page 8 for the NECAP calculator policy. Dictionaries, textbooks, thesauruses, etc., **are not** allowed during any part of this session. Word-to-word translation dictionaries are allowed as an accommodation for ELL students.

1. Return the test booklets and answer booklets to students. Each student must have his or her original test materials. Distribute a science reference sheet to each student and instruct them to write their names on it. Distribute scratch paper to all students and instruct them to write their names on it. Distribute #2 pencils to students who need them. **Students who are taking the test on the computer will need to be logged into the system at this time.** Students who are using NimbleTools may choose to place the science reference sheet inside their test booklet and set them aside to reduce clutter on the desktop. All questions and reference sheets will be presented on the computer screen to these students.
2. Say to the students:

You are now going to start Session 1 of the science test. Please turn to page 1 in your test booklet. (Pause) In this session, you will answer twenty-eight questions. It is important that you relax and read each question carefully and do your best. If you are not sure of the answer to a question, you should make your best guess, or you may skip that one and return to it before the session is over. Do not mark your answers in your test booklet. Instead, **if you are taking the test on paper**, mark your answers for this session in your answer booklet. **If you are using NimbleTools to take this test, answer multiple choice questions on the computer and answer questions requiring a written response in your answer booklet using a #2 pencil.** Choose the best answer for each multiple-choice question. For questions requiring a written answer, you may use scientific drawings, labeled diagrams, charts, tables, graphs, or bulleted lists to help explain your answer. Plan your written answers so they fit only inside the answer spaces in your answer booklet.

You may use your scratch paper or test booklet to plan your answers and make notes, but only what you write in the answer spaces in your answer booklet will be scored. Some questions have more than one part. Try to answer all of the parts. If you are asked to explain or show how you know, be sure to copy all of your work from the scratch paper and test booklet into your answer booklet. **If you are using NimbleTools, use the computer to answer multiple choice questions. Answer items requiring a written response in your answer booklet using a #2 pencil.** Does anyone have any questions? (Answer any questions the students have about the directions.)

3. Say to the students:

Open your answer booklet to page 3. The top of the page is labeled “Science– Session 1”. It will probably take you about 45 minutes to answer the questions in this session, but you can have more time if you want it. Please stop when you come to the stop sign at the end of this session. You may review your answers to the questions in this session of the test, but you may not go past the stop sign to work on any other sessions.

4. Say to the students:

If you get stuck on a word in the test booklet, I can read the word to you. If you want help reading a word, raise your hand. (During testing, pronounce the word to students who ask for assistance. Do not define the word or help the students in any other way.)

I can answer your questions about the directions, but I cannot answer questions about pictures or graphs. Do you have any questions about the directions? (Answer any questions the students have about the directions.) When you finish, place all of your materials inside your test booklet, sit quietly and read until everyone is finished. **If you are using NimbleTools, please raise your hand when you are finished.** You may begin.

5. Circulate and check to make sure all students are on the correct page in their test booklet and answer booklet and are recording their answers in the appropriate answer spaces either on screen or in the answer booklet.
6. Students should be allowed to continue working up to 90 minutes as long as the students are working productively. You may decide to end the session at any point after 45 minutes if all students have completed the session. Ensure that students who have finished sit quietly and read so they will not disturb those students who require more time.
7. If you are not going on to Science – Session 2 immediately, make sure that students have placed their answer booklets inside their test booklets. Collect all test materials, including scratch paper, and store them in a secure place until the next scheduled session of the test **and log out students from NimbleTools.**

Science — Session 2 (Mixed Classes)

Estimated Time: 45 Minutes

(Up to 45 minutes additional time may be allowed before an extended time accommodation is necessary)

Materials needed: Student Test Booklets, Student Answer Booklets, science reference sheets, scratch paper, and #2 pencils.

NOTE: Use of calculators is permitted during the science test. Students may use their own calculators or those supplied by the school or the calculator within NimbleTools, if the school has decided to allow the use of calculators. See *NECAP Test Administrator Manual*, page 8 for the NECAP calculator policy.

Dictionaries, textbooks, thesauruses, etc., **are not** allowed during any part of this session. Word-to-word translation dictionaries are allowed as an accommodation for ELL students.

1. Return the test booklets, answer booklets, and science reference sheets to students. Each student must have his or her original test materials. Distribute additional scratch paper to students, if needed, and instruct students to write their names on it. Distribute #2 pencils to students who need them. **Students who are taking the test on the computer will need to be logged into the system at this time.** Students who are using NimbleTools may choose to place the science reference sheet inside their test booklet and set them aside to reduce clutter on the desktop. All questions and reference sheets will be presented on the computer screen to these students.
2. Say to the students:

You are now going to start Session 2 of the science test. Please turn to page 14 in your test booklet. (Pause.) In this session, you will answer twenty-nine questions. It is important that you relax and read each question carefully and do your best. If you are not sure of the answer to a question, you should make your best guess, or you may skip that one and return to it before the session is over. Do not mark your answers in the test booklet. Instead, mark your answers for this session in your answer booklet. Choose the best answer for each multiple-choice question. For questions requiring a written answer, you may use scientific drawings, labeled diagrams, charts, tables, graphs, or bulleted lists to help explain your answer. Plan your written answers so they fit only inside the answer spaces in your answer booklet.

If you are using NimbleTools, use the computer to answer multiple choice questions and answer items requiring a written response in your answer booklet using a #2 pencil.

You may use your scratch paper or test booklet to plan your answers and make notes, but only what you write in the answer spaces in your answer booklet will be scored. Some questions have more than one part. Try to answer all of the parts. If you are asked to explain or show how you know, be sure to copy all of your work from the scratch paper and test booklet into your answer booklet. Does anyone have any questions? (Answer any questions the students have about the directions.)

3. Say to the students:

Open your answer booklet to page 6. The top of the page is labeled “Science – Session 2.” It will probably take you 45 minutes to answer the questions in this session of the test, but you can have more time if you want it. Please stop when you come to the stop sign at the end of this session. You may review your answers in this session of the test, but you may not go past the stop sign or go back to work on any other sessions.

4. Say to the students:

If you get stuck on a word in the test booklet, I can read the word to you. If you want help reading a word, raise your hand. (During testing, pronounce the word to students who ask for assistance. Do not define the word or help the students in any other way.)

I can answer your questions about the directions, but I cannot answer questions about pictures or graphs. Do you have any questions about the directions? (Answer any questions the students have about the directions.) When you finish, place all of your materials into your test booklet. Please sit quietly and read until everyone is finished. You may begin.

5. Circulate and check to make sure all students are on the correct page in their test booklet and answer booklet and are recording their answers within the appropriate answer spaces, either on screen or in the answer booklet.
6. Students should be allowed to continue working up to 90 minutes as long as the students are working productively. You may decide to end the session at any point after 45 minutes if all students have completed the session. Ensure that students who have finished sit quietly and read so they will not disturb those students who require more time.
7. After finishing Session 2, students using NimbleTools will be asked to complete a short online survey about their experience using NimbleTools to take the Grade 11 Science test.
8. If you are not going on to Science – Session 3 immediately, make sure that students have placed their answer booklets inside their test booklets. Collect all test materials, including scratch paper, and store them in a secure place until the next scheduled session of the test **and log out students from NimbleTools**.

Science — Session 3 (Mixed Classes)

Estimated Time: 60 Minutes

(This test session should be completed within the structured 60 minutes.)

Materials needed: Student Test Booklets, Student Answer Booklets, science reference sheets, scratch paper, and #2 pencils

NOTE: Dictionaries, textbooks, thesauruses, etc., **are not** allowed during any part of this session. Word-to-word translation dictionaries are allowed as an accommodation for ELL students. Scientific and graphing calculators are not allowed during Session 3. For other prohibited devices, see *NECAP Test Administrator Manual*, page 8. If you have questions about the use of calculators in your school, ask your school test coordinator.

1. Return the test booklets and answer booklets to students. Each student must have his or her original test materials. Distribute additional scratch paper to students, if needed, and instruct students to write their names on it. Distribute #2 pencils to students who need them. **Students who are taking the test on the computer will need to be logged into the system at this time.** Students who are using NimbleTools may choose to place the science reference sheet inside their test booklet and set them aside to reduce clutter on the desktop. All questions and reference sheets will be presented on the computer screen to these students.

2. Say to the students:

This is an inquiry task that will measure your ability to think scientifically. This task will ask you to hypothesize, plan and critique investigations, analyze data, and develop explanations. In the beginning of the task, you will read a short story, and then you will have the rest of the session to answer the questions about the story.

Some of the questions may be challenging for you, but it is important that you do your best. Do not write your answers in your test booklet. You may use your scratch paper to plan your answers and make notes. Your scratch paper will be collected at the end of the test session along with your test booklet and answer booklet.

If you are using NimbleTools, you will view items on the computer, but you will write your answers to all of the questions in your answer booklet. Does anyone have any questions? (Answer any questions the students have.)

Open your test booklet to page 28. Please follow along as I read the directions. (Read the directions to the students.) Are there any questions about the directions? (Answer any questions the students have about the directions.)

3. Say to the students:

You will begin by reading the story on page 28 of your test booklet and continue working until you come to the STOP sign on page 36. **If you are using NimbleTools, you will read the story and all other information on the computer.** You may include labeled drawings or diagrams and bulleted lists to help explain your answers. Please write your answers so they fit only inside the answer spaces in your answer booklet. When you are finished, place all of your test materials in a pile on your desk and sit quietly and read until everyone is finished. **If you are using NimbleTools, please raise your hand when you are finished.** (Pause.) You may begin.

4. Circulate around the room during the investigation to make sure all students are actively engaged in the process. Check that students are on the correct session on NimbleTools and on the correct pages in the test booklet and answer booklet and are recording their answers within the appropriate answer spaces.
5. Ensure that students who have finished sit quietly and read so they will not disturb those students who require more time.
6. If you are going on to the student questionnaire immediately, collect all test materials except for the answer booklets and store them in a secure place until you are ready to return them to your test coordinator. The answer booklets will be needed for the student questionnaire.

If you are not going on to the student questionnaire immediately, collect all test materials and store them in a secure place. Make sure all scratch paper is removed from the booklets. Log out students from NimbleTools.

After Testing

If additional (non-computer based) standard accommodations were used by the student then these must be documented. Only additional accommodations *actually used* by the students should be marked on page 2 of the answer booklet. For these additional standard accommodations, please follow standard NECAP protocols. Remember that even though NimbleTools records the amount of extra time, if any, that is used by the student, it must also be coded on the back of the student answer booklet.

Individual student use of accommodations data will be collected online in the background as the student interacts with the test during administration. This will help us learn more about the use of the individual computer accommodations. You do NOT need to document accommodations used within NimbleTools.

Returning Test Materials

- **NimbleTools Secure Test Software MUST be deleted from school computers after testing is complete.**
 - **To uninstall the NimbleTools Science test, you can run the install software, and then choose to uninstall the application.**
- ALL secure test materials must be returned to Measured Progress at the end of the testing window.
- Complete NimbleTools Administrator Survey that will be sent to you in the mail.

Trouble Shooting:

What to do if there are technology problems*

Student's test answers will be recorded on Nimble's servers as the student answers each question. If an Internet connection problem occurs during testing, please have the student resume testing when the issue has been resolved.

If a computer crashes during testing, the test coordinator must log students on again. All answers will have been saved, so students can resume testing where they left off.

What to do if there is a problem with a student's answer booklet*

If a student's answer booklet is damaged or destroyed, select another answer booklet **with the same test form number**, restart NimbleTools, enter the litho code number and have the student resume testing in the same session where they left off.

IMPORTANT: DO NOT separate the answer booklets from the test booklets as they are paired by test form. In the event that the documents do become separated, you will need to match the **test form number** on the front cover of the test booklet with the bracketed portion of the number printed on the bottom right corner of the answer booklet. In the sample below, the brackets indicate form 4.

1 6 0 4 2 3 1 3 4 8

If you have questions about test form numbers or spoiled booklets, please call the NECAP Service Center at 1-877-632-7774.

How to get help

If you have questions about NimbleTools or the specific accessibility tools, please view the orientation files on the Detailed Description of Tools page. If you have further questions, please email saas@measuredprogress.org or call (877) 636-0371.