



21st Century Skills Proctor Assessment Guide

21st Century Skills Assessment FAQs

Question: What does this assessment assess?

Answer: This test has been developed to assess student proficiency in the 21st Century skills described by the standards of the ISTE NETS-S refresh. The standards categories are:

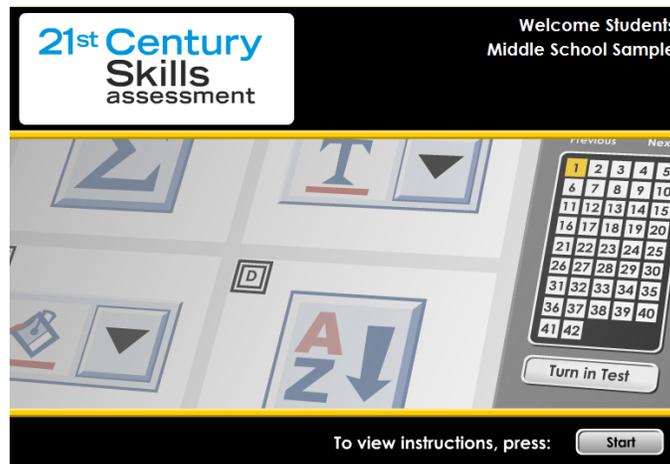
- Creativity and Innovation
- Communication and Collaboration
- Research and Information Fluency
- Critical Thinking, Problem Solving, and Decision Making
- Digital Citizenship
- Technology Operations and Concepts

Q. How long does it take students to complete an 21st Century Skills Assessment event?

A. This assessment is expected to be able to be completed by students in two 45-50 min class periods.

Q. What will students see when they log in?

A. When students log in to an assessment event, they are first led through an interactive set of student instructions. Assessment items that follow these instructions are delivered in random order, so that each student completes a unique test.



Set-Up Guide

Please read all instructions before beginning. These instructions are designed to walk you through the setup process for 21st Century Skills Assessment:

STEP 1:

Log In

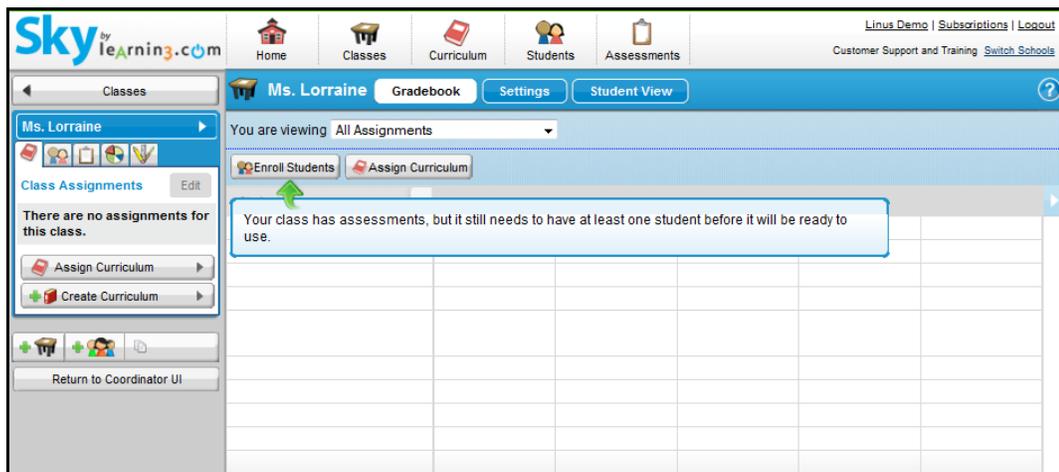
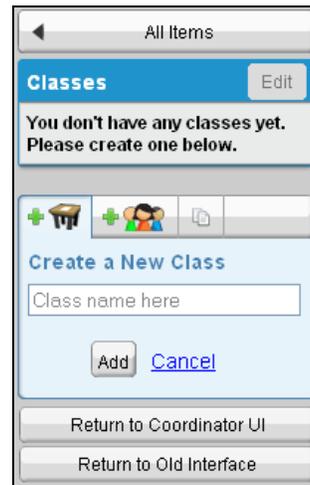
1. Go to **www.Learning.com**.
2. Enter your teacher username, password, and district name in the login box.
3. Click the **Enter** button.
4. You will now be logged in to the **Proctor** page of your Learning.com management system.



STEP 2: Creating or Selecting a Class for 21st Century Skills Assessment

Creating a Class

1. The **Home** page will be the first page of the educator interface. Select **My Classes** in the left hand menu to get started.
2. In the left hand menu click the **Desk** icon to **Create a New Class**
3. In the **Create a New Class** field enter the name of your class. Click **Add** to create the class. Click **Cancel** to delete.



Selecting a Class

If you already have a class or classes created for the students that will be testing, follow these steps:

1. Click on the **My Classes** button in the left navigation menu
2. Select the class that should be assigned the assessment from the left hand menu.
3. Click the **Assessments** tab.
4. Click the **Schedule Assessment Event** button and skip ahead to **Step 4 bullet 3**.

STEP 3: Enroll Students to Your Class

Last Name	First Name	Username	Student ID	Grade	Classes	Enroll
AARON	ISAIAH	iaaron	417498562	3	5	Enroll
AARON	TEDARIAN	taaron	418495918	3	3	Enroll
ABARCA	JANETH	100021466	100021466	3	4	Enroll
ABDELMAGID	YOUSIF	yabdelmagid	424551535	3	2	Enroll
ABRAMS	JACOB	abramjd	2009022	3	2	Enroll
Abrego	Julia	194507	194507	3	1	Enroll
Abrego	Julissa	194524	194524	3	1	Enroll
Aceves	Litzy	310327	310327	3	0	Enroll
ACOFF	ALEXUS	aacoff	424490707	3	1	Enroll

1. Click the **My Classes** button in the left navigation bar, select your class
2. Click the **Student** tab.
3. Click the **Enroll Students** button.
4. Check the box of the **Grade** level of students you would like to enroll.
5. Find the students you would like to enroll.
6. Click the check box to the left of the names of the students you wish to enroll, click the **Enroll Selected** button.
7. If you would like to create a student manually, use the **Add a New Student** button.*
8. Find and enroll the new student into your class.



***NOTE:** If you have added students manually to an assessment event, they must be merged with the User Import Tool student data after all assessments have been taken but **BEFORE** reports are produced. Your District Coordinator will have information about how to do this.

Middle School Pretest 06-07

Active

This assessment is available in your district from 4/3/2010 through 12/31/9999

Assessment Availability

Select a start date: 

Select an end date: 

Days Available: Sun Mon Tue Wed Thu Fri Sat

Daily Time Window

From: Central Time (US & Canada)

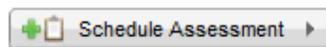
To:

Details

Randomized questions

Make curriculum inactive during daily time window

1. Click My Classes in the left navigation bar.
2. Select the class to which you would like to add an assessment event.
3. Click the assessment tab and click the **Schedule Assessment** button to add an assessment.



4. Select the proper Assessment version.
 - Select Part 1 and click **Schedule Now**
5. Select the testing **Dates**.
6. Select the days of the week.
7. Set the **Daily Time Window**.
8. **The Check Boxes**

Make curriculum inactive during daily time window:

Learning.com users please note: if you use Learning.com solutions with your students, you can make that curriculum inactive during this daily time window by leaving the box checked next to **Make curriculum inactive during daily time window**. This box will make 21st Century Skills Assessment the only resource accessible to your students during the daily time window. (Example: Between 2-4pm on Mondays and Wednesdays from October 10 - October 18, students will only have access to 21st Century Skills Assessment. EasyTech will be available at all other times.)

Randomize questions:

21st Century Skills Assessment will automatically randomize questions for each student. However, taking the check mark out of the box will provide all students with the questions in a sequential order. All students will be on the same question at the same time.

9. Click the **Schedule** button to save **part one of 21st Century Skills Assessment**.



Please Note: The same process will need to be followed to assign the second part of the assessment as well as the 21st Century Assessment project. Do not go on to the next step before assigning all applicable assessment parts. THIS MAY INCLUDE A SURVEY.

- 10. Click the **21st Century Skills Assessment**, now listed under the class name (in the clipboard tab).
- 11. Click the **Print Roster** button to print off a roster to have handy while students are testing.
- 12. Click the **Print Login Cards** button to print off cards that have students first and last name, username, passwords and district.*

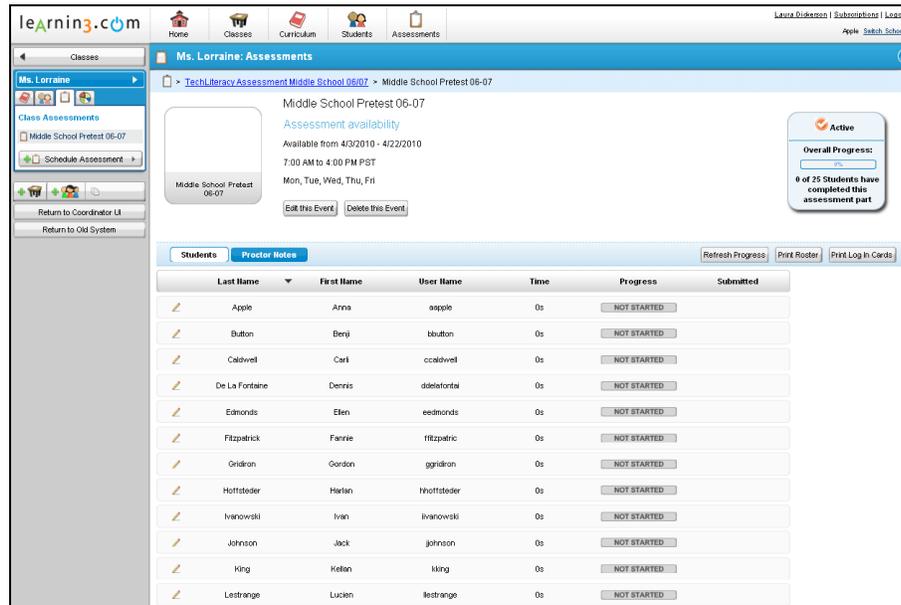
The screenshot shows the '21CSA MS Sample' assessment page. It includes a header with the assessment name and availability dates (10/1/2010 - 10/11/2010). Below the header is a table with the following data:

Last Name	First Name	User Name	Time	Progress	Submitted
AARON	ISAAH	iaaron	0s	NOT STARTED	
AARON	TEDARIAN	taaron	0s	NOT STARTED	
ABARCA	JANETH	100021466	0s	NOT STARTED	
Abbott	Sydney	208269	0s	NOT STARTED	
ABRAMS	JACOB	abramjd	0s	NOT STARTED	
Abrego	Julia	194507	0s	NOT STARTED	
Abrego	Julissa	194524	0s	NOT STARTED	
ACOFF	ALEXUS	aacoff	0s	NOT STARTED	
Acosta	Ashley	203006	0s	NOT STARTED	



*** A note about the district: The district will stay unchanged in the district log in field after the first student has entered it in. All subsequent students will only need to enter in their usernames and passwords to log in.**

STEP 5: Proctor an 21st Century Skills Assessment Event with Students



1. When students are ready to complete the assessment, have them go to **www.Learning.com** and log in with their username, password, and district name.
2. During the testing event, log in to your Proctor account to monitor the progress of your students.
3. Click the Assessment icon in the Teacher Management System; select the appropriate class and event.
4. Periodically click the **Refresh** button to see the progress of each of the students in your class reflected in the blue and white bars beside each student's name.
5. When a student has submitted a test for scoring, you will see a check mark under the **Submitted** column, as well as an option to reset the test in the event a student has submitted the test prematurely. To reset the test, click the **Reset** button. The **Reset** button will **NOT** clear/delete the student's answers, but rather, allows the student to log back into and complete the test.

Proctoring Guidelines for the 21st Century Skills Assessment



Assisting Students

- Proctors may not help students with the assessment itself. They may only help students log in and begin 21st Century Skills Assessment.
- Proctors may help students with any hardware or internet connectivity issues during the assessment. Students should be instructed to tell the proctor immediately if any technical problems arise during the assessment. Technical problems should be recorded in the Proctor notes section in the management system.
- Proctors may pronounce words in the **QUESTION** item on the assessment. Proctors may not provide definitions for any words.
- Students must follow the same rules for the 21st Century Skills Assessment test that they follow for any graded test or exam: no looking around, no talking, nor any comparing answers, etc.
- **Right-clicking and keyboard shortcuts are not acceptable** forms of responding to items in the assessment. All answers must be made with traditional left-click mouse actions.
- Your district may choose to follow students' IEP guidelines or other accommodations such as reading aloud for ELL students as indicated for any standardized assessment.



Assessment Management

- Testing irregularities should be noted in the **Proctor Notes** section of the management system. *Examples of testing irregularities include:* fire alarms, loss of internet connectivity, student becomes ill, cheating, hardware failure, special announcements during assessment, etc. It is a good idea to include the date, time, and student username (if applicable) of each entry. All of your notes will be stored in this section.
- You can monitor the progress of your students during the assessment via the **Teacher Management System**. To do this, log in to your teacher account, click on the **Classes** icon, select the class and event you'd like to monitor, and regularly click the **Refresh** button to see the up-to-date progress of your students reflected in progress bars beside each student's name.

- When a student has submitted a test for scoring, you will see a check mark under the **Submitted** column, as well as an option to reset the test if a student has submitted the test prematurely. To reset the test, click the **Reset** button. The student will be able to log back in and complete the test.



Assessment Completion

- The assessment is in two parts and should be given over two 45 – 50 minute sessions.
- If a student begins but does not complete the assessment during the initial test period, click the Exit button in the student's assessment window and his or her answers will be saved. The student will be able to log back into the assessment and pick up where he or she left off as long as they continue testing within the scheduled assessment time window.
- If a student begins but does not complete the assessment and does not return to complete it later, their answers will be saved but a score report will not be produced for that student.



Testing Environment

- Proctors should ensure that the testing environment is free of distracting noises or interruptions.
- The 21st Century Skills Assessment test may be proctored in a variety of settings, including, but not limited to labs, libraries, mobile wireless labs and classroom computers.
- Determine a way to ensure students that finish the assessment early do not disrupt the rest of the class (for example: have students bring a project, homework, or a book to read).

Proctor Script

This script should be read *aloud* to all students completing the assessment:

Today you are going to use the Internet to take an assessment. The reason for this assessment is to let you show what you know about computers and technology. It is okay if you do not understand all the questions. ***Just do your best.***

For this assessment you have to follow the same rules you do for any test: no talking, no looking at your neighbor's computers, and sit quietly when you are done.

To get started, you will log in to www.Learning.com and type in your username, password, and district name.

Once logged in you will see the 21st Century Skills Assessment assigned to you. Click the start button under the **Part One** icon to launch that part of the assessment. Click the start button to begin the instructions for the test. ***You will need to read the instructions. DO NOT*** fast forward through the instructions. Please read the instructions quietly. When the instructions have finished another Start button will appear on the screen. Click the Start button to begin testing.

Read and follow the directions in the questions to answer them. If you need help reading a word in the question item please raise your hand. I can help you with word pronunciation but I cannot help you with any of the answers to questions.

If you experience a problem with the computer during the assessment, please raise your hand right away and I will assist you.

When taking the test, you will **not** be able to use keyboard shortcuts or right-click actions with your mouse. You may use left-click actions only.

The assessment is not timed; however, try to complete it during this class period. Be sure to press the TURN IN TEST button only when you have answered all of the questions so that all of your answers are recorded. Please remember there are two parts to the test. Once you have completed Part One, click the **Part Two** icon to begin the second half of the assessment.

It is time to start the test. Please use your login information to begin.*

Give login cards to students who need them and assist students in logging in correctly.

***Optional script ending when having students log in:**

Now I will help you log in to the website.

Open your Internet browser, click on the address line and delete the text that is there. Then, type in this website address: **www.Learning.com**. This is printed on the board for you. After you type in the website address, hit the Enter or Return key on the keyboard. That will take you to the learning.com website.

To start the assessment, you will need a USERNAME, PASSWORD and DISTRICT NAME.

****EasyTech Optional Script ending:**

The login information is the same as your EasyTech username.

Please raise your hand if you need [forgot] your [EasyTech] login information.



**NOTE: Display the internet address, www.Learning.com, prominently for students.
Provide students with their login information PRIOR to testing**

Timeline

Pre-Assessment Event Preparation	
CHECK:	
HARDWARE:	All students must have functioning Keyboard, Mouse, and Monitor.
INTERNET CONNECTION & BROWSER	Make sure all students can log on to internet using: Internet Explorer SP7 or later; Firefox 3.0 or later; or Safari 3.0 or later
SCREEN RESOLUTION & SOFTWARE	Resolution minimum 800 x 600 Acrobat Reader version 9 or higher Macromedia Flash player version 7 or higher
ADDITIONAL INFORMATION:	56 k modem or better 64 MB RAM Windows 98, OS X or better Unblock all pop-ups from Learning.com
 BE SURE:	The proper version of the assessment is assigned to the test group. Assigning the incorrect version will lead to problems with test results later.
PRINT:	Student logins and passwords Print Roster
Proctoring an Assessment Event	
ENSURE:	Room and students are ready
	Turn on computers prior to students' arrival.
	Ask students to bring a book to read in case they finish early.
CHECK:	Student logins
	Use the printed roster or login cards to remind students of their usernames and passwords.
WRITE:	<i>Before the assessment begins, write the following on the board:</i> Website: www.Learning.com District: (the name of your district)
FOLLOW:	Proctoring script Read the script aloud before the students begin the assessment.
NOTE:	Testing irregularities and any unusual occurrences or interruptions, such as a fire alarm or a student that becomes ill and can't complete the assessment, in the Proctor Notes section.
STUDENT COMPLETION:	1. Make sure students click TURN IN TEST when they are finished.
	2. If a student cannot finish the assessment due to time constraints or other unforeseen circumstances, he or she can click EXIT and return to it later.

Completing an Assessment Event	
LOG OFF:	Turn off computers or prep them for the next group.
COMPLETE:	The Proctor Notes are automatically saved in the Assessment management system.
 24 HOURS AFTER COMPLETION:	<p>Check with your District or School Coordinator before proceeding!</p> Reports for students and the class will be available to Proctors in the Reporting section.

Assessment Scenarios & Recommendations

Recommendations (★):

- ★ It is recommended that there be one District Coordinator who executes the User Import Tool district upload, creates proctor accounts, checks district progress using the progress reports, and certifies completion of testing events for the district.
- ★ School Coordinators are associated with one or more individual school buildings and can create classes, enroll students, and schedule assessment events. There can be several School Coordinators. They can also proctor events and impersonate proctors at their school sites.

The following scenario and suggestions are NEVER (✖) recommended:

- ✖ **Scenario:** A District Coordinator, School Coordinator, or Proctor wants to create one large “class” at a particular school that contains all students in a particular grade level at the school who will be tested.
- ★ ***It is recommended that:*** students should be divided into logical class groupings of no more than 35-40 students per class. Proctoring challenges will emerge such as ability to monitor progress and provide a controlled environment for testing.
- ✖ **Scenario:** Setting up more than one proctor with the same username and password – this can cause data loss if more than one person logs in at the same time
- ✖ **Scenario:** Setting up duplicate events (same class, same students, same or overlapping Assessment window)
- ✖ **Scenario:** Proctoring events without login information (Class Rosters or Login Cards) printed for students