Important Reminders and Tips for Test Site Administrators

The Assessment is a One-Hour Timed Test / Test Interruptions
The assessment must be completed in <u>one</u> sitting unless a school emergency interrupts the testing period. If this happens, contact CTECS and time will be (if necessary) so that the student can log in and complete the test.

If there is a test interruption and a student needs to complete the test on <u>another day</u>, the student must log in and finish the test within 2 school days of the initial start date. Contact CTECS if there is a test interruption; the assessment must be "unlocked" for the student to log in and complete the test.

Unused Pretests
If some of your students were registered to take the pretest but did not take it and you want them to skip it and take the official test, we will need to manually remove the unused pretest from their account.

Please inform CTECS about pretests to be removed at least 10 days before testing day.

Giving one student's test ticket to another student
NEVER give one student's test ticket to another student to use to log into the assessment. Each student is registered and enrolled with their specific demographics and STI number.

Registration

Extra Testing Time for Students with Disabilities
It is extremely important that Students with Disabilities are correctly identified on the Student Registration Form by placing an "x" in the "Students with Disabilities" column on the Student Registration Form **PRIOR** to uploading the form to CTECS. E-SESS, the online testing system, uses this data to automatically add testing time and activates the audio (text-to-speech) feature for these students.

Home school name and division only
Each student must be registered with their "home" school division and school on the Student Registration Form. Do NOT list a technical or career center on the Student Registration Form.

Test Site Administrator for a student should not change
Once a student is enrolled for the WRS, the site administrator must remain the same throughout the school year unless the student has moved to another "home" school. If the school name does not match what's already in E-SESS for the student, you will be contacted for instructions.

Teacher associated with each student
The student registration form template includes a "Teacher" column. Note that if a student has been enrolled, linked to Teacher A and later, the same student is enrolled, linked to Teacher B, Teacher A will be updated (overwritten) with Teacher B.

Student Registration Form is returned because of errors
Carefully follow the directions to complete the form. Every character counts, even blank spaces!

The school and division names and codes must match up exactly with the data in E-SESS so use the published list of school and division codes. STI numbers must be correct with no duplications, numbers left out, etc. Column titles must not be altered in any way.

Top Support Issues

Technical Issues During Testing
Nearly all issues can be avoided if the *IT Checklist* and sample test are used as instructed in the *Proctor Guide*, prior to test day.

Student cannot log in with the test ticket information
Verify that the student has entered/spelled "Virginia WRS" correctly on the login screen. This is the most frequent login error. Also, several characters may resemble a number. For example, a 5 might be mistaken for an "S".

Student can log in but cannot access the correct test
Have 14 calendar days passed since the student took the previous form of the WRS assessment? If not, they must wait.

"Missing" test ticket(s)
The E-SESS *Test Tickets* report only displays unused test tickets. Another test site administrator may have already registered the "missing" student. Or, you may be using a report filter that is keeping the ticket from being generated.