

# CTECS Test Site Administrator Guide



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## CTECS Test Site Administrator Guide

### Test Site Administrator Responsibilities

Use this guide to prepare your site and yourself to administer CTECS Assessments. IDCTE will enroll most students to be tested. Refer to this webpage for details about student enrollment, testing windows, assessment pricing, etc., [Idaho Overview](#).

#### Getting Started

- Submit the Test Site Administrator Registration and Agreement form found here: [Test Site Administration](#).
- If you plan to administer pre-tests, you must enroll the students. Refer to this webpage for instructions, [Student Registration](#)
- Generate reports from E-SESS. Refer to the *Using Your E-SESS Admin Account* publication found here, [Documentation and info for the testing process](#).

#### The Test Site Administrator

- is the primary administrator for all testing-related questions within any school
- is the point of contact for CTECS
- must complete and submit the following forms:
  - Test Site Administrator Registration and Agreement form found on this webpage, [Test Site Administration](#).
  - [Student Registration Form](#) (when applicable). Refer to [Idaho Overview](#).
- may choose to also be the testing proctor but, if not, must appoint all proctors, providing each with the Proctor Guide.
- is the responsible authority for overseeing CTECS testing operations at any school and ensures the school follows CTECS' policies and procedures to the letter (see [Policies](#))
- ensures IT requirements [IT Requirements](#) are met well in advance of the test day
- secures E-SESS administrator login and password (please avoid sharing this information with others)
- works with the E-SESS system to generate test tickets and distribute tickets to appropriate personnel
- ensures that all proctors, teachers, and students have information about and access to appropriate testing materials
- generates summative reports and certificates for his/her school division

## Student Enrollment

### Test Site Administrator (TSA) Access to Enrolling Students

- Refer to the [Testing Calendar](#) for the testing schedule, ticket creation responsibility, costs, and the entity that pays for forms of each test.
- IDCTE enrolls students at **Semester** schools for post-tests and retakes. Schools must enroll students for pretests.
- Test site administrators at **Trimester** schools must enroll students for all the assessments.

When/if appropriate, test site administrators should enroll students on their own using the “Instant Enrollment” option. This option will also allow the TSA to make changes to student data in E-SESS, the online testing system. All TSAs have access to features allowing them to complete the following:

- **Import student data directly into E-SESS** — TSAs will complete the Student Registration form and import the student data. Using the Common Field method is recommended however, if all the columns on the form are complete, you **can go straight to the Import** tab and import student data from the form.
- **Add individual students** — The **Add New** function allows TSAs to quickly add new, individual students on an as-needed basis.
- **Generate reports from E-SESS** - Refer to the *Using Your E-SESS Admin Account* publication found here, [Documentation and Info for the Testing Process](#).

## CTECS Contact Information

For questions about	
Registering students, E-SESS site administrator accounts, errors in the student data, technical questions and/or issues	Robyn Marshall, <a href="mailto:rmarshall@ctecs.org">rmarshall@ctecs.org</a> , 404-994-6534
Policy, administration, reporting, test security, proctoring	Ken Potthoff, <a href="mailto:kpotthoff@ctecs.org">kpotthoff@ctecs.org</a> , 404-994-6538
Contracts, invoices, and billing	Nina Acosta, <a href="mailto:nacosta@ctecs.org">nacosta@ctecs.org</a> , 404-994-6536
Technical questions and/or issues	Robyn Marshall, <a href="mailto:rmarshall@ctecs.org">rmarshall@ctecs.org</a> , 404-994-6534 Darren Morris, <a href="mailto:dmorris@ctecs.org">dmorris@ctecs.org</a> , 804-543-6094 Ken Potthoff, <a href="mailto:kpotthoff@ctecs.org">kpotthoff@ctecs.org</a> , 404-994-6538 Tim Withee, <a href="mailto:twithee@ctecs.org">twithee@ctecs.org</a> , 404-994-6535

## Assessment Scheduling

*Note: If you plan to use the Instant Enrollment option, the standard processing waiting period does not apply.*

If you plan to upload the student registration form(s) to CTECS for processing, please plan accordingly when scheduling assessments. **Allow up to six business days** between the day that you upload the Student Registration form to CTECS for processing, and the day that testing begins at your site.

## Testing Materials

Several important documents must be used for testing. Each test site admin should read and understand each one.

Use this link, [documentation and information for the testing process](#) to access the testing materials. There is:

- this *CTECS Test Site Administrator Guide*
- *CTECS Proctor guide*
- *Using Your E-SESS Administrator Account*
- CTECS' IT Requirements

It is the responsibility of the TSA to provide the *Proctor Guide* and other relevant documents to each test proctor. Proctors should be thoroughly familiar with the testing instructions and procedures therein.

CTECS and Idaho Testing Policies and Frequently Asked Questions can be found [here](#) on the Policies webpage.

## Generating Test Tickets

- To obtain test tickets created by IDCTE, log into your E-SESS account and follow the instructions in the ***Using Your E-SESS Administrator Account*** document.
- If you use the “Instant Enrollment” option, test tickets can be generated and printed right after you enroll students. Refer to the ***Using Your E-SESS Administrator Account*** document for instructions.
- If you use the “former enrollment” method (upload registration form to CTECS), after students are enrolled by CTECS staff in E-SESS, the online testing system, an email notification is sent to the assigned test site administrator. The email notification will be from **esess@pitsco.com**. It will contain the login information for the test site administrator to access E-SESS. From E-SESS, test site administrators should log in and print the Test Tickets Report.

E-SESS Administrator Login: <https://esess.org/admin/auth/login>

This is the same login procedure that will allow the test site administrator to view scores and to produce various reports.

## Important Reminders and Tips

### **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 his/her specific demographics and *EDUID*.

### **Participant Locks**

When a student is registered for more than one CTECS assessment, only one password is issued, providing access to all the assessments. Therefore, measures should be taken to prevent students from logging into E-SESS and taking the test on their own.

The Participant Lock function should be used if students have been provided with a test login password and are enrolled in more than one form of a test.

As the TSA, this is part of your responsibility as agreed to in the Test Site Administrator Registration and Agreement form.

- Please refer to the *Using Your E-SESS Admin Account* publication for additional details and instructions about using the Participant Lock function.

### **Technical Issues During Testing**

Many issues can be avoided if the **IT Checklist** and **Sample Test** are used. Go [here](#) for IT requirements and Sample Test instructions. On test day, use the Troubleshooting Guide in the **Proctor Guide** to resolve technical issues. Click this link to access the Proctor Guide and additional documentations: [Documentation and information for the testing process](#)