

# SDAP Help Sheet for End-of-Course Assessment

<https://sdap.emetric.net/Portal/> (works best in Google Chrome, Firefox, and Internet Explorer 11)

## Step 1: Submit a Test Security Agreement (test coordinator **and** whoever administers the test)

\*\* Make sure to use your **MIDDLE SCHOOL** account if this is for EOC\*\*



- 1) In SDAP, click on **Administration** Administration
  - 2) Click on **Test Security Agreements**
  - 3) Make sure the "Program" is set as **EOC**
- Submit a New Test Security Agreement
- 4) Click
  - 5) Read and click **Next**
  - 6) Agree to the terms on page 2
  - 7) Select the "Content Area" from the dropdown box
  - 8) Choose the correct test. You may select more than one by holding down CTRL while selecting (See Step 8 regarding Form types)
  - 9) Fill in your name, position, and email.
  - 10) Click **Submit**
  - 11) You will then see your name with the "Pending" status
  - 12) Inform Chris Booth ([christina.booth@state.sd.us](mailto:christina.booth@state.sd.us)) when your tests are pending approval.

## Step 2: Create a Class



- 1) Click on Administration
  - 2) Click on Classes
  - 3) Choose your content area in the drop down box
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- 4) Click on **Create Course Level Class** or **Create Grade Level Class** depending on class type.
  - 5) Create a unique class name
  - 6) Select the teacher if you are an administrator (Teacher must have an account created in SDAP)
  - 7) Choose the Content Area.
  - 8) Ctrl-Click or Shift-Click which students are in your class
  - 9) Click **Add >>**
  - 10) Click "Save"

- 11) Click on to return to the homepage or **Home** to return to the Administration homepage

## Step 3: Schedule the Test

- 1) Click on **Administration** (Teachers should write down the **Proctor Password** found on their iTester page when they log into SDAP – Proctor password is needed if students get kicked out of their test)
- 2) Click on **Test Sessions** Test Sessions
- 3) Select your test subject (the one you filled out the test security agreement for)

- 4) Click on **Schedule Test Sessions** 
- 5) Choose the Form(s) you created on the left and the Class(es) you want to take the test on the right
- 6) Choose the timeframe your test will be open for your class. (When the students can log in)
- 7) Click on **Schedule Test Sessions**

**Step 4:** Print student logins

- 1) In SDAP, go to **Administration** 
- 2) Click on **Test Sessions** 
- 3) Choose **EOC** in the “Program” dropdown box
- 4) Choose the correct test in the “Tests” dropdown box
- 5) Click on **View Details/Student Logins**
- 6) A list will appear on the screen with all of the login information and other test session details. “Print student test logins (Avery Label 5160)” can be found above the list. From here you can print either all students, or by clicking boxes next to names, specific students.

**Step 5:** Download iTester3– *Test or Tech Coordinator*

- 1) Click  **Administration**
- 2) Click on the link to download iTester and install the appropriate client that will be used for testing.
- 3) Perform “Workstation Site Readiness” on the students’ computers directly after installing
- 4) Repeat for all student computers
- 5) When all configurations to be used for testing are ready, certify your site for student testing.

**Step 6:** Getting students logged in

- 1) Click on **iTester 3 for SD** icon found on the desktop (once downloaded on the computer)
- 2) Username is the student’s SIMS number | Password is case sensitive and unique to the test
- 3) If you are using iPads, push the Home button three times to start Guided Access (Guided Access must already be enabled in Settings → Accessibility → Guided Access with password)

**Step 7:** View Data in Reporting – icon found on homepage (make sure to select **End Of Course**)

- 1) Roster Report → retrieve more data by clicking on the Score tab
- 2) Summary report will not be available until the testing window is complete

**Step 8:** Fill out Test Irregularity Report for missing tests or

- 1) Click  **Administration**
- 2) Click **Test Sessions**
- 3) Click **View Details/Student Logins**
- 4) Click **Session Report Codes**
- 5) Fill out pop up window

*Displaying codes for Bruce Banker's Session 1 in Scoring Form B*

**Test Irregularity**

Action taken to correct [\(Clear\)](#)

Description of Test Irregularity [\(Clear\)](#)

What actions will be taken to avoid this type of incident? [\(Clear\)](#)

Close

Different Forms to choose from (if applicable)

- Form A – original test used for 8<sup>th</sup> graders in order to receive high school credit
  - When using an End of Course exam, the student must pass the exam with at least 80% proficiency prior to the start of the following school year in order to earn high school credit.
- Form B – Retake test if students score below 80% on Form A
- Form C – Course Equivalency to get credit for a class (Used for home school and transfer students)
  - When using a **course equivalency exam**, the student must pass the exam with at least **85%** proficiency in order for high school credit to be issued.