



# 2016 ONLINE TEST COORDINATOR HANDBOOK

South Dakota Test of Educational Progress (*DSTEP*) for Science

South Dakota Test of Educational Progress Alternate  
Assessment (*DSTEP-A*) for Science



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# Important Information

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Before you begin preparations for testing, please read this manual carefully so that you are familiar with the tasks to be performed. Use the resources listed below if you have any additional questions or concerns.

## Test Coordinator Resources

For general information and policy questions about the *DSTEP* Science and *DSTEP-A* Science, contact the South Dakota Department of Education (SDDOE) Assessment Office.

1. Consult the SDDOE website at <http://doe.sd.gov>

2. Contact the District Test Coordinator\*

\* The District Test Coordinator will contact the SDDOE for any unanswered questions.

## Contact Information

1. Consult the SDDOE website at <http://doe.sd.gov>

2. SDDOE Assessment Office (For *DSTEP* Policy, Student Enrollment, Accommodations, or Reports issues)

Jan Martin, Director of Assessment

Office Number: 605-773-3246

Fax Number: 605-773-3782

Email Address: [jan.martin@state.sd.us](mailto:jan.martin@state.sd.us)

Chris Booth, Program Specialist

Office Number: 605-773-6156

Fax Number: 605-773-3782

Email Address: [christina.booth@state.sd.us](mailto:christina.booth@state.sd.us)

3. SDDOE Special Education Office (For *DSTEP* IEP, Accommodations, Large-Print, Braille, or Special Populations Policy questions or issues)

Beth Schiltz, Education Specialist

Office Number: 605-773-4257

Fax Number: 605-773-3782

Email Address: [beth.schiltz@state.sd.us](mailto:beth.schiltz@state.sd.us)

4. SDDOE Special Education Office for *DSTEP-A*

Ben Morrison, Education Specialist

Office Number: 605-773-6119

Fax Number: 605-773-3782

Email Address: [ben.morrison@state.sd.us](mailto:ben.morrison@state.sd.us)

5. SDDOE Data Office (For Student Records or Updating Data issues)

Randy Hanson, Data Specialist

Office Number: 605-773-4727

Fax Number: 605-773-3782

Email Address: [randy.hanson@state.sd.us](mailto:randy.hanson@state.sd.us)

6. Questar Assessment, Inc.

*DSTEP* and *DSTEP-A* Customer Support

Office Number: 866-644-6648

Email Address: [SDcustomersupport@questarai.com](mailto:SDcustomersupport@questarai.com)

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## Web page

Additional resources are available on the Help tab of the *DSTEP* and *DSTEP-A* Administration site.

## Important Dates

DSTEP and DSTEP-A Testing Window	March 28, 2016 through April 22, 2016
District and School Logins Available	March 14, 2016
Student Logins Available	March 21, 2016 (One week prior to the testing window.)
Test Administrators Training Session 1	February 17, 2016
Test Administrators Training Session 2	March 16, 2016
Test Administrators Training Session 3	March 23, 2016
Test Administrators Training Session 4	March 30, 2016
Reports Available	May 16, 2016

# Participation

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## **PARTICIPATION IN THE SOUTH DAKOTA TEST OF EDUCATIONAL PROGRESS (*DSTEP*) SCIENCE ASSESSMENT**

**Private and alternative-site schools classified as accredited or approved by the South Dakota Department of Education are to administer the South Dakota Test of Educational Progress (*DSTEP*) Science assessment.**

Students who are state-placed or district-placed must be included in the State of South Dakota's Accountability Plan for No Child Left Behind. **ALL** students are required to be accounted for and included in local districts as appropriate. The cost of testing is covered by the State of South Dakota, and a list of private and alternative-site schools is available. The South Dakota State Test of Educational Progress (*DSTEP*) Science is the assessment system for accountability used to measure student proficiency and adequate yearly progress in South Dakota schools. The South Dakota Department of Education (SDDOE) requires an annual administration of the *DSTEP* Science to **ALL** students in grades 5, 8, and 11, according to the No Child Left Behind Act of 2001 (NCLB) and SDCL 13-3-55, defined by the South Dakota Content Standards in science for grades 5, 8, and 11.

**The Bureau of Indian Education (BIE) schools do participate in the *DSTEP* Science assessment.** BIE schools are expected to follow the same guidelines as public schools.

## **PARTICIPATION IN THE SOUTH DAKOTA TEST OF EDUCATIONAL PROGRESS ALTERNATE (DSTEP-A) SCIENCE ASSESSMENT**

Students with the most significant cognitive disabilities who receive scores of “Applying” or “Advancing” based on extended academic content standards may be included in the AYP calculations as proficient, but proficient scores may not exceed 1% of the total student population in grades 5, 8, and 11.

### **South Dakota Significant Cognitive Disability Eligibility Criteria**

- 1. The student has significant cognitive disability.** Review of student records indicates a disability or multiple disabilities that significantly impact intellectual functioning and adaptive behavior essential for someone to live independently and to function safely in daily life.
- 2. The student is learning content linked to (derived from) the state science standards.** Goals and instruction listed in the IEP for this student are linked to the enrolled grade-level CCSS and address knowledge and skills that are appropriate and challenging for this student.
- 3. The student requires extensive direct individualized instruction and substantial supports to achieve measurable gains in grade and age-appropriate curriculum.** The student:
  - (a) requires extensive, repeated, individualized instruction and support that is not of a temporary or transient nature, and
  - (b) uses substantially adapted materials and individualized methods of accessing information in alternative ways to acquire, maintain, generalize, demonstrate, and transfer skills across multiple settings.

# Testing Procedures

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## Test Security

All South Dakota State Test of Educational Progress (*DSTEP*) and South Dakota State Test of Educational Progress Alternate (*DSTEP-A*) Science Assessments testing materials are confidential and must not be reviewed except to the extent necessary for test administration. Test Administrators must ensure the confidentiality of the testing materials under their control and take no actions that review, record, or release content of the tests.

All testing materials are confidential and secure. No part of any test material may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or placement in any information storage or retrieval system.

## Testing Guidance

Any variance from the testing procedures and guidelines listed in this manual and in the Directions for Administration may result in incomplete scoring results. Please review these manuals carefully. If you have questions, please contact Questar's South Dakota Customer Support at **866-644-6648**, or via email at [SDcustomersupport@questarai.com](mailto:SDcustomersupport@questarai.com).

## Data Upload

Student data is loaded into the Questar Assessment System (QAS) Admin site. District and School coordinators will need to assign students to classes in the Admin site. The SDDOE provides Questar student information for *DSTEP* and *DSTEP-A* Science Assessments. The student data is loaded into the Questar Assessment System Admin and should be used when the DTC or STC assigns students to their classes. DTCs are responsible for maintaining the student information for each test administration.

## Student Verification

Once student information is available on the Questar Assessment System Admin site, STCs should review all data and verify that the information is correct. However, both STCs and DTCs can create and edit classes, Test Administrators, and students as needed.

## *DSTEP*

## Student Logins

Prior to testing, STCs must print the login information for all students scheduled to take a test. Students will need their unique username(s) and password(s) to access the *DSTEP* in the Questar Assessment System. Refer to the chart on page 3 for dates when student logins are available in the Questar Assessment System.

## Access Codes

To ensure that all students are working on the correct test session, Test Administrators must provide unique, four-digit numeric Access Codes for each session. Do not communicate these access codes to students until *after* they have logged in using their own username and password. Access Codes are available by clicking the **Test Sessions** tab in the Questar Assessment System Admin site.

## Test Administrator Profiles and Class Total Information

STCs are responsible for verifying Test Administrator profiles in the Questar Assessment System.

## Indicating that Testing is Complete

After all students have finished testing, the DTC or STC must indicate that testing is complete. **Indicating that testing is complete closes the testing site, prevents further testing from occurring, and disables student logins.**

## Reference Sheets

The Periodic Table of the Elements and the Dakota *STEP* Science Formula Sheet for students in grades 8 and 11 are available in the Questar Assessment System Student Web Client. A button labeled **REF** will appear on each page of the test.

## Calculators

A calculator is available in the Questar Assessment System Student Web Client for students in grades 5, 8, and 11. When the **Calculator** button is selected, a calculator will appear in the middle of the page. Students taking the test may also use their own calculators on the test, provided that the calculator meets the usage guidelines.

*See the Directions for Administering for specific information about calculator usage.*

## Proctor Passwords

Proctor passwords are required if a student has exited a test for a period of longer than 20 minutes.

These passwords can be obtained by calling Questar's South Dakota Customer Support at **866-644-6648**.

**Note:** the system does not allow a student to re-enter a test session after selecting **Submit**.

## Suggested Testing Schedule

### ***DSTEP Science***

Approximate testing times are provided for planning purposes only. Take into consideration that the *DSTEP Science* consists of a series of untimed subtests. Provide students with as much time as they need to complete each test session.

	<b>Grade 5</b>	<b>Grade 8</b>	<b>Grade 11</b>
<b><i>Science</i></b>	<b>1.8–2.3 hours</b>	<b>1.8–2.3 hours</b>	<b>1.8–2.3 hours</b>
First Session	35–45 min.	35–45 min.	35–45 min.
Second Session	35–45 min.	35–45 min.	35–45 min.
Third Session	35–45 min.	35–45 min.	35–45 min.

### ***DSTEP-A***

Due to the nature of this test for students with cognitive disabilities, there are no projected testing timelines established. However, all students with cognitive disabilities reader scores and evidence must be provided by the last day of the testing window.

### **Interruptions During Testing**

Schools must not schedule an interruption to the school day, such as a fire drill, that will affect students in any way during the day they are taking the tests.

If an interruption in testing due to severe weather, a fire alarm, or any other natural or man-made occurrence does take place, the Test Administrators should immediately note the circumstances and the time the interruption occurred. Both the DTC and SDDOE must be contacted as soon as it is safe. Refer to the inside front cover of this guide for contact information. The test administration should resume as soon as possible after the interruption, and students should be allowed the full amount of time remaining when the interruption occurred. If testing cannot continue the same day, SDDOE must be contacted prior to rescheduling.

Following an interrupted test administration, officials from SDDOE will review the occurrence to determine if the students' work will be counted as a valid attempt. The determination of a "valid attempt" will be based on whether the students had a significant opportunity to discuss test content or cram for the test with the knowledge gained from the interrupted administration.

In a situation where students have strong emotional reactions (such as an actual fire or other situation that either creates a real or perceived threat or, in fact, causes damage to property or injury to a person), the situation may be difficult to assess, even if testing is completed on the regularly scheduled days. Students taking a test, particularly a high-stakes test, under anxiety-producing conditions may not have performed as well as they otherwise might have performed. The appropriate course of action will be determined following a review of the circumstances.

If any occurrence raises questions or concerns about correct test administration, contact SDDOE immediately as noted on the inside front cover of this manual.

### **Undetermined Scores**

A student's score will be reported as "Undetermined" if the student does not take all sessions. If a test session has been invalidated, the student will not receive a score and the student's score will be reported as "Invalid."

### **Invalidation**

A test should be invalidated when a student cheats, marks most or all answers randomly, or loses a significant amount of time during that test. A loss of time may result from illness or some other unavoidable interruption. If a student's test session needs to be invalidated, the Test Administrator should notify the STC immediately following the invalid test session.

**Participating in the assessment is an opportunity provided to every student by South Dakota law. Any decision to invalidate a student's test denies him or her the right to results and must be weighed very carefully. Whenever a test is invalidated, it must be discussed with the student's parents. The invalidation form provides a line for you to document your notification of the parents.**

- **To invalidate a test session in the Questar Assessment System Admin site, the STC should go to the Test Sessions tab and select Invalidate under status code.**
- **Once a test has been invalidated, the invalidation may not be reversed.**

## Not Tested or Do Not Score Reasons

A test should be marked as “Do Not Score” if a student has logged into a test session and should not have. Examples of a student logging into a test session when they should not have include:

- The student has passed the assessment in a prior administration.
- The student has completed testing within the current administration at a different district or school.

Please review the invalidation information above to make sure a student’s test should not be invalidated.

If a student’s test session needs to be marked as “Do Not Score,” the Test Administrator should notify the STC immediately following the test session.

To indicate “Do Not Score” for a test session in the Questar Assessment System, the STC should go to the Test Sessions tab and select one of four reason codes in the drop-down menu.

- **ABSENT**– Absent during the testing window
- **EXPOTHER** – Did not participate for other reasons
- **NOSCORE** – Student who received an invalid score
- **MEDICAL** – Did not take assessment due to a significant medical emergency\*

\* The **Medical Emergency Form** must be completed and returned to the SDDOE within one week of the close of the test window for consideration. It is available at <http://doe.sd.gov/oats/dakSTEP.aspx>.

**Once a test session has been marked as “Do Not Score,” it may not be reversed.**

Set Status Codes

Student Name: ALGERIO, STEPHANIE  
Session Name: Session I

Please select a status code:

ABSENT  
 EXPOTHER  
 NOSCORE  
 MEDICAL

*Note: Refer to the Test Coordinator's Manual in the Help tab for appropriate reasons a student's not to be scored.*

Submit Cancel

# Questar Assessment System (QAS) Overview

The Questar Assessment System is the system used to manage and deliver the *DSTEP-A* and *DSTEP* Science assessments. It consists of two main applications:

- **Questar Assessment System (QAS) Admin site**—An administrative application that supports the management of students, Test Administrators, and test sessions. The Questar Assessment System Admin site is accessed through a standard web browser. The remainder of this manual describes the Questar Assessment System Admin site functionality in detail. When a user account is created in the QAS Admin site, a specific role is assigned to that account. The role determines which QAS Admin functionality the user can access and which information he or she can view. The three main roles are DTC, STC, and Test Administrator.
- **QAS Student Web Client**—A test-delivery application used by students to take their tests. The Questar Assessment System Student Web Client is delivered by a secure browser that must be installed on each student workstation before testing begins.

A connectivity icon is displayed in the Questar Assessment System Student Web Client. A green light will indicate “connected” to the server and a red light will indicate “not connected,” which means there has been a disruption in connectivity. An example of the green light indicating connectivity appears below. The Questar Assessment System Student Web Client will automatically try to reconnect, and will submit student responses when the connection is re-established. If the system is unable to reconnect, please contact Questar’s South Dakota Customer Support at **866-644-6648**, or via email at [SDcustomersupport@questarai.com](mailto:SDcustomersupport@questarai.com) to confirm all responses have been saved.



**NOTE:** For additional information and software/system requirements, please reference the Setup and Installation Guide located on the Questar Assessment System Admin site Help tab.

# Logging In and Out

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Each DTC was sent an email message containing the website address, username, and password needed to access the Questar Assessment System Admin site. If you do not have your username and password, please contact Questar's South Dakota Customer Support at **866-644-6648**, or via email at [SDcustomersupport@questarai.com](mailto:SDcustomersupport@questarai.com).

After the DTC completes his or her district verification process, assigns his or her STC or SITC/DITC, an email message containing the website address, username, and password needed to access the Questar Assessment System Admin will be sent to each STC. If an STC has not received an email with the login information, he or she should contact the DTC. If necessary, the DTC should contact Questar's South Dakota Customer Support.

DTCs and STCs need to manually create their teachers within QAS prior to assigning classes and/or students within a class.

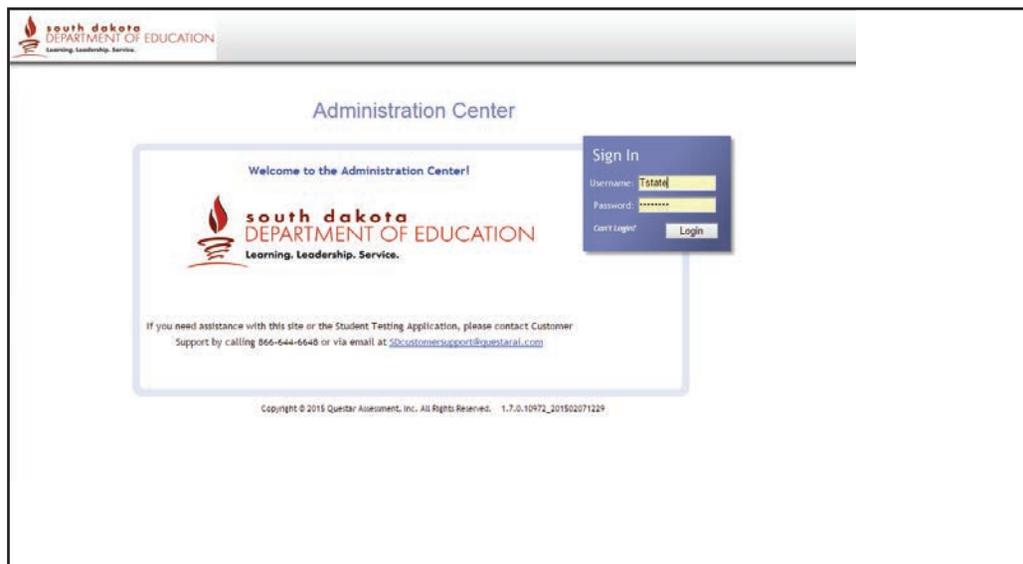
**NOTE:** For security purposes, each Administrator/Examiner will have his or her own unique login. Usernames and passwords should not be shared at any time.

After receiving your login information, follow these steps to log in to the Questar Assessment System Admin site:

1. Type the following in your web browser's address field and press **Enter** on your keyboard:

**<https://sddstep.questarai.com/admin/>**

The Questar Assessment System Admin site login page is displayed. Upon first login, you will be prompted to read and agree to the security agreement.



## Security Agreement Screen

The Security screen displays a test security agreement that requires an acceptance in order to proceed into the Questar Assessment System Admin site. It only appears after logging in and it is disabled once the user accepts the security agreement. With subsequent logins, it no longer appears.

The screenshot shows a web browser window titled "Security Compliance Form". At the top, it displays the following information: "Assessment Program: Administration Center", "Name: ERIC SANDVE", and "Assessment Role: Test Administrator". Below this, the South Dakota Department of Education logo is shown, along with "District: QAI Test Corp Echo (T005)" and "School: QAI Test Echo High (TSE1)". The main body of the form contains a statement: "I acknowledge that I will have access to the DSTEP Science or DSTEP Science Alt for the purpose of test administration. I acknowledge that the test is a secure assessment and agree to the following conditions of use to ensure test security." This is followed by two numbered conditions: "1. I have received training necessary to administer DSTEP Science and/or DSTEP Science Alt." and "2. I will take all necessary precautions to safeguard all test administrations by limiting access to persons within the school district or agency with a responsible, professional interest in the test's security." A checkbox is checked, with the text: "By clicking the checkbox, I certify that I understand the above statement and will follow the rules for handling the secure materials involved with the Administration Center test." A "Continue" button is located below the checkbox. At the bottom, a note reads: "Note: For further information, contact Questar Assessment at 888-644-8648."

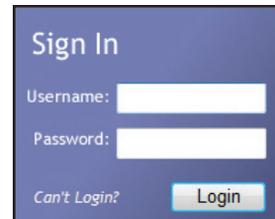
2. Type your username in the **Username** field.
3. Type your password in the **Password** field.
4. Click **Login**.
5. When logging into the Questar Assessment System Admin site for the first time, you will be prompted to change your password.
  - Type your new password in the password field and then retype the password to confirm it. Your password must contain at least eight characters, including at least one number.
  - Click **Submit** to save your new password. The Questar Assessment System Admin site home page is then displayed.
  - After you change your password, the password originally emailed to you will no longer be valid. **Be sure to record your new password in a secure location.**



## Resetting Your Username and Password

If you have forgotten your password, you can reset your password by following the steps below:

1. From the Questar Assessment System login page, click the **Can't Login?** link to the left of the **Login** button.



2. In the **Email** field, enter the email address used when you received your *initial* login information. Click **Go**.

**Forgotten Password:**

If you were previously sent login information but forgot your password, enter your email in the field below and a link to reset your password will be emailed to you.

Email:

The system will auto-generate an email message containing your username and a link to reset your password. You should receive this message within a few minutes. Use the link to trigger an email with a temporary password to be sent to you. You will be required to change your password when you log in with the temporary password.

If you do not receive an email message or you encounter problems logging in with the username and password supplied to you, please contact Questar's South Dakota Customer Support by telephone at **866-644-6648**, or via email at [SDcustomersupport@questarai.com](mailto:SDcustomersupport@questarai.com).

## Changing Your Profile Information or Password

You can modify your Questar Assessment System Admin site profile information or change your password at any time. Follow these steps:

1. Log in to the Questar Assessment System Admin site.
2. On the home page, information about your account is listed in the top left corner of the page. Click **your username**.

The Update Your Profile page is displayed for your account. Your user role will determine which fields on the page are available. The screenshot below shows the fields available for an STC.

**Update DISTRICT LIMA BEAN's profile:**

Fields marked with \* are required.

**DTC Contact Information**

First Name:*	<input type="text" value="Eric"/>
Last Name:*	<input type="text" value="Sandve"/>
Email:*	<input type="text" value="esandve@questarai.com"/>
Active:	<input checked="" type="checkbox"/>
Phone:*	<input type="text" value="(612) 7229870"/> ext: <input type="text" value="260"/>
Fax:	<input type="text" value="(952) 8389393"/>

**District Mailing Address**  
The address listed is where smaller amounts of materials will be shipped.

Address 1: <input type="text" value="5550 Upper 147th St. W"/>	
Address 2: <input type="text"/>	
City: <input type="text" value="Apple Valley"/>	State: <input type="text" value="MN"/>
Zipcode: <input type="text" value="55124"/>	

**District Shipping Address**  
The address listed is where larger amounts of materials (pallets) will be shipped.

Address 1: <input type="text" value="14720 Energy Way"/>	
Address 2: <input type="text"/>	
City: <input type="text" value="Apple Valley"/>	State: <input type="text" value="MN"/>
Zipcode: <input type="text" value="55124"/>	

3. Change your contact information as necessary. Click the **Save** button to return to the Questar Assessment System Admin site home page.

Be sure to fill in all required fields, which are marked with an asterisk.

4. Click the **Change Password** button if you want to select a different password.

- Type your current password in the **Old Password** field.
- Type your new password in the **New Password** field and then retype the password to confirm it. Your password must contain at least eight characters, including at least one number.
- Click **Submit** to save your new password and return to the Questar Assessment System Admin site home page.
- After you change your password, your old password is no longer valid. **Be sure to record your new password in a secure location.**



The image shows a 'Change Password' form with three input fields: 'Old Password:', 'New Password:', and 'Re-type Password:'. Below the fields are two buttons: 'Submit' and 'Cancel'.

### Resetting Passwords

DTCs and STCs can reset passwords for other users.



The image shows a form titled 'Update TEACHER HOOPER's profile:'. It contains several fields: 'First Name\*' (TEACHER), 'Last Name\*' (HOOPER), 'Email\*' (dhesser@questara.com), 'Active:' (checked), 'QAI Rater:' (unchecked), and 'Content Areas\*' (science). There are 'Save' and 'Cancel' buttons. Below the form is a 'Reset password:' section with a 'Reset Password' button and a note: 'Reset this user's password and send them an email containing a new, temporary password.'

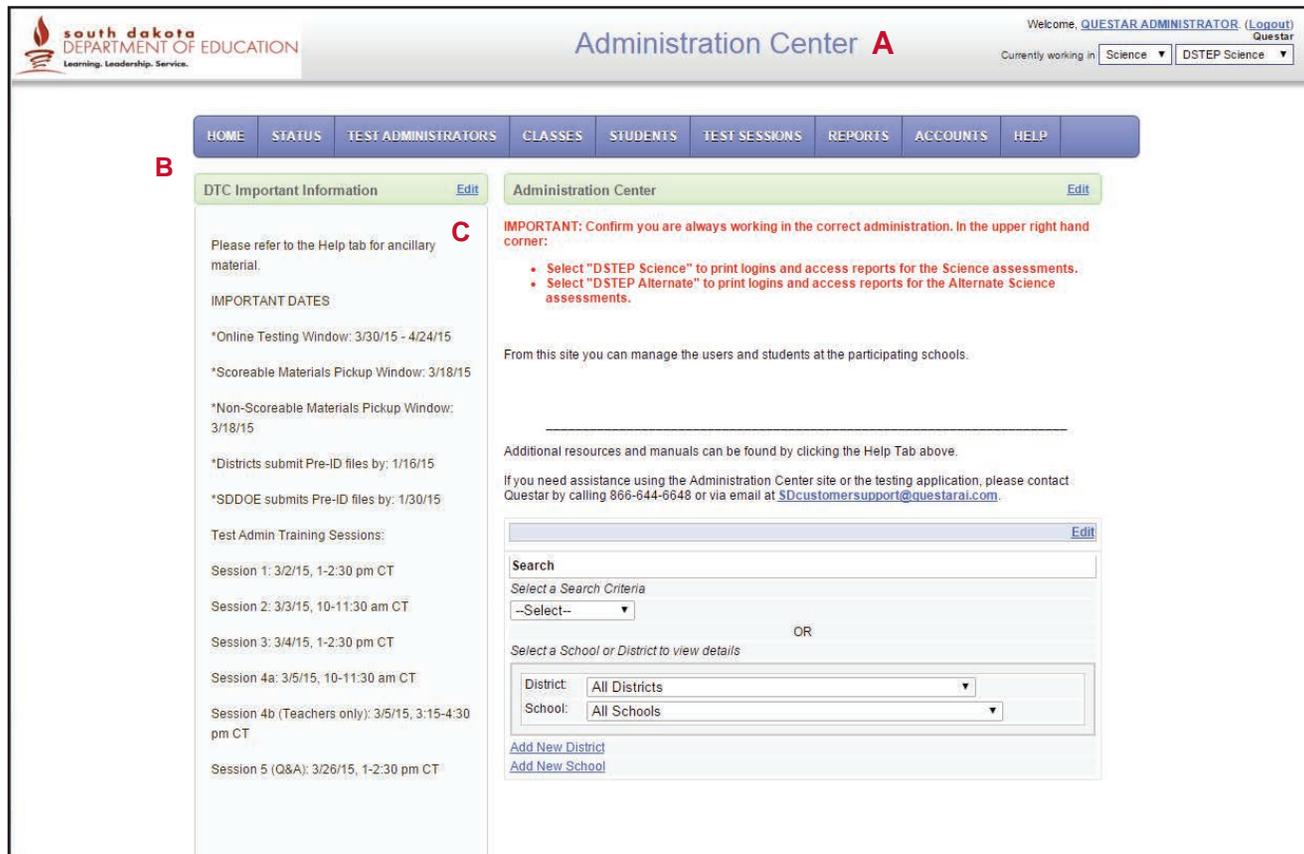
### Logging Out

To log out of the Questar Assessment System Admin site, click the **Logout** link in the upper right corner of the Questar Assessment System Admin window.

**NOTE:** The Questar Assessment System Admin site will automatically log you out if there is no activity in your session for more than 30 minutes. When you return to the Questar Assessment System Admin, the login page will be displayed and you will need to log in again.

# Home Page

After you log in to the Questar Assessment System Admin site, the home page is displayed. The home page differs depending on your **user role**. The main parts of the home page are described on the **following pages**. The illustration shows the home page for a DTC.



**A. Title bar**—The title bar is displayed across the top of each Questar Assessment System Admin site page.

- Your name appears in the upper right corner of the title bar. Click the name to edit your profile.
- The **Logout** link that appears next to your name allows you to log out of Questar Assessment System Admin site.
- Your district name (DTCs only) or school name is shown below your name.

**B. Navigation bar**—The navigation bar is displayed across the top of each Questar Assessment System Admin page. This bar contains a set of tabs that provide access to the main pages within the Questar Assessment System Admin site. Your user role will determine which tabs are available. Click a tab to display the corresponding page.

- For DTCs, the following tabs are available: Home, Status, Test Administrators, Classes, Students, Test Sessions, Reports, Accounts, and Help. Test Administrators have access to the Classes, Students, Reports, and Help tabs. **Note that the Reports tab won't be available until reports are released.**
- The Help tab allows users to download a variety of documents, including manuals, quick reference guides, and forms. Click the name of the document you want to download.

**C. Content Information**—Contact information, specific to the user role for which you are logged in, is found here and can be edited by selecting the Edit link.

**D. Important Information section**—This section lists announcements and links to other information you may need.

**E. Administration Center**—The upper right section of the home page contains important notices and links to download the student webclient.

**F. Complete Testing section**—This section allows the DTC/STC to indicate when testing has been completed for each assessment being administered. The DTC/STC must click the **Complete Testing** button to indicate testing has ended, and for reports to be made available.

# Printing Student Logins

For the *DSTEP* Science assessment, each student needs a login, consisting of a username (Student Test Number or STN) and password, in order to test using the Questar Assessment System Student Web Client. Students will have a unique password that will be used for all sessions of *DSTEP* Science.

Note that students cannot self-register through the Questar Assessment System Student Web Client; all logins must be generated through the Questar Assessment System Admin site.

Student login information may be printed on plain paper or Avery labels (5160/5163) for distribution to students prior to testing.

**NOTE:** Student logins should be locked in a secure location after the completion of each test session.

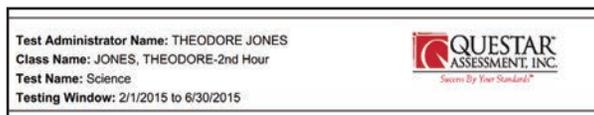
Student logins can be printed at the **school level** or **class level**.

**SCHOOL LEVEL:** Follow these steps to print student logins at the **school level** from the **Test Sessions** tab:

1. Select the school for which you would like to print student logins from the drop-down menu.
2. Click the **Print Student Test Logins** link corresponding to the label size you want to use.

A .pdf version of the login information is displayed.

- The first page of the file is a cover page that contains the school name, test name, and testing window.



- The remaining pages contain the student logins.



3. Choose **Print** from the **File** menu to display the options dialog box for your printer.

Refer to your printer's user guide for details on selecting printing options and on loading labels.

**NOTE:** If you choose to print labels, be sure to print the header page on plain paper before loading the labels in the printer.

- To display and print additional logins, click the **Home** button and click the **Student Logins** link for another Test Administrator and/or class.
- Select the appropriate printing options and print the logins.

**CLASS LEVEL:** Follow these steps to print student logins at the **class level** from the **Test Sessions** tab:

- Click the **View Details/Student Logins** link.

**Registered Students:**

[Print student test logins - Large size \(Avery label 5163\)](#)  
[Print student test logins - Small size \(Avery label 5160\)](#)

Session I Access Code: [9868](#)

Session II Access Code: [4812](#)

Session III Access Code: [8285](#)

Session: All Sessions ▾

Last Name	First Name	Username	Password	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
FORMREVIEW	GRADEONEONE	FORM38246	4D1A4CCA	Session I: <b>Finished</b> ( <a href="#">Reactivate</a> )	0	2/10/2015 2:11:31 PM	2/19/2015 3:45:44 PM	<a href="#">Set</a>
				Session II: <b>Finished</b> ( <a href="#">Reactivate</a> )	0	2/10/2015 2:24:37 PM	2/10/2015 3:09:53 PM	<a href="#">Set</a>
				Session III: <b>Finished</b> ( <a href="#">Reactivate</a> )	0	2/10/2015 2:21:37 PM	2/10/2015 2:50:42 PM	<a href="#">Set</a>

**NOTE:** If a student who needs to test is not listed in the table, determine if you need to create a student profile or simply move him or her to a class before testing begins. After you have created the profile and moved a student to a class, login information will be generated for the student and displayed in the table.

- By default, the login information is sorted by last name. To sort by first name, username, or password, click the corresponding column heading. (This sorting does not change the order of logins when printed.)
- Click the **Print Student Test Logins** link above the table corresponding to the label size you want to use.
- For security purposes, and to ensure that all students are working on the correct session, a separate four-digit Access Code is assigned to each session. After students have logged into the Questar Assessment System Student Web Client, Test Administrators are to provide the students with the appropriate Access Code. Access Codes can be found in the Questar Assessment System Admin site, on the **Test Sessions** tab, just above the list of students testing.
- Access Codes can be printed for an entire school from the **Test Sessions** tab or by class by clicking **View Details/Student Logins** link and then the link corresponding to the label size you want to use.

## Indicating that Testing is Complete

After all students have finished testing, the DTC or STC must indicate that testing is complete. Indicating that testing is complete closes the testing site, prevents further testing from occurring, and disables student logins. Once all schools within your district have completed testing, this function allows scoring of the test to begin.

The DTC or STC should follow these steps to indicate that testing is complete for an assessment:

1. Log in to the Questar Assessment System Admin site.
2. On the home page, locate the **Complete Testing** section.
3. Find the assessment you want to close, and check the sentence below the **Complete Testing** button to see if all students have finished testing.

**Complete Testing**

District: QAI Test Corp Bravo (T002) ▼

School: QAI Test Bravo High (TSB1) ▼

Click the button below to indicate testing is complete for **DSTEP Science**

Testing Complete for Science, DSTEP Science.

# Managing Test Administrator Profiles

School Test Coordinators (STCs) are responsible for ensuring that every Test Administrator administering the *DSTEP* and *DSTEP-A* Science assessments has an accurate email address in the Questar Assessment System Admin site. Teacher and class information will be available in the Questar Assessment System Admin. Any teacher not included will need to be added. The DTC or STC may edit teacher profiles. Once teachers are added, students may be assigned.

## Viewing a List of Test Administrators

Follow these steps to view a Test Administrator list:

1. Log in to the Questar Assessment System Admin site and click the **Test Administrators** tab.  
 The Test Administrators page is displayed.

**Test Administrators**

To set up or edit the list of Test Administrators, first select the District and/or School from the drop down menus below.

District:

School:

The Test Administrators listed below are available to test Students for **Science, DSTEP Science**.  
 Fields can be sorted by clicking on the First Name, Last Name, or Email headings.

Test Administrators in QAI Test Echo High (TSE1)
[Add Test Administrator](#)

There are 2 Test Administrators in QAI Test Echo High (TSE1)

First Name	Last Name	Email	
FORMREVIEWTEACHER	ECHO	JRandall@Questarai.com	<a href="#">Edit</a>
TEACHER	ECHO	wblazei@questarai.com	<a href="#">Edit</a>

2. In the **Currently working in** field at the upper right corner of the page, choose the appropriate assessment. If you are a DTC, select a school in the **School** field.

The page lists all Test Administrators who have profiles and have been set up for a class in the selected assessment.

## Adding or Editing a Test Administrator's Profile

Follow these steps to add or edit a Test Administrator's profile:

1. To add a Test Administrator, click the **Add Test Administrator** link in the upper right corner of the Test Administrator list. The Test Administrator's Profile page will display.
2. To edit a Test Administrator's Profile, select the Test Administrator from the list. The fields on the page contain the information previously entered for the Test Administrator.

**Update TEACHER ECHO's profile:**

First Name:*	<input type="text" value="TEACHER"/>
Last Name:*	<input type="text" value="ECHO"/>
Email:*	<input type="text" value="wblazei@questarai.com"/>
Active:	<input checked="" type="checkbox"/>
Content Areas:*	<input checked="" type="checkbox"/> Science
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

**Reset password:**

Reset this user's password and send them an email containing a new, temporary password.

3. Enter or edit the Test Administrator's information. All fields on the page are required.
  - Enter or edit the Test Administrator's first and last name, email address, and State Personnel Number (SPN).
4. Click the **Save** button to return to the Test Administrators page.

The new or edited profile information will be displayed in the Test Administrator list.

5. If you have added a Test Administrator's account, an email message that contains his or her Questar Assessment System Admin site login information will be sent once you click **Save**.

DTCs and STCs can reset Test Administrators' passwords when needed. To do this, click the appropriate **Edit** link on the Test Administrators page. Click the **Reset Password** button to have the Test Administrator's password reset with a new temporary password.

The message is sent to the email address entered in the Test Administrator's profile. The Test Administrator will need to log in to the Questar Assessment System Admin site using the new password provided in the email message. He or she will then be prompted to select a new password.

# Managing Classes

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After the SDDOE file is loaded, Test Administrators and student information will be available in the Questar Assessment System Admin site. DTCs or STCs will need to add classes that are testing. In addition, students may be added or removed from classes if needed prior to testing.

The DTC or STC may manage classes.

## Adding a Class

Follow these steps to add a class within a school:

1. If you are a DTC, select a school in the **School** field.
2. Click the **Create New Class** link in the upper right corner of the page.

The New Class page will be displayed.

3. Enter the class information.
  - Choose the Test Administrator's name in the **Test Administrator** field.
  - Type the name of the class in the **Class** field.
4. Add students to the new class.
  - To display a list of students not yet enrolled in a class, select the school name from the **Students in** field. The list is displayed on the left side of the page.
  - To add students to the class, click a student name. To select multiple student names, hold down the **Ctrl** key on your keyboard and click each student name you want to select. Then click the **Add** button. The names you selected are moved to the list on the right.
  - To remove a student from the list, click the student name in the list on the right. Then click the **Remove** button. Note that the student is only removed from the class and is not deleted from the system.
5. Click **Save** to save the changes and return to the Classes page.

## Viewing Class Information and Adding/Removing Students

Follow these steps to view information about a class:

1. Log in to the Questar Assessment System Admin site and click the **Classes** tab.

The Classes page is displayed.

2. If you are a DTC or STC, select a school in the **School** field.

If you are a Test Administrator, the page lists all classes to which you have been assigned.

**Classes**

To set up or edit the list of Classes, first select the District and/or School from the drop down menus below.

District: QAI Test Corp Echo (T005)  
 School: QAI Test Echo High (TSE1)

Click 'View Details' for a list of Students in the Class or to make changes.

Classes for **Science, DSTEP Science** [Create New Class](#)

Class Name	Test Administrator	
Echo, FormReviewTeacher	ECHO_FORMREVIEWTEACHER	<a href="#">View Details</a>
ECHO, FORMREVIEWTEACHER-GR11FormReview	ECHO_FORMREVIEWTEACHER	<a href="#">View Details</a>
Echo, Teacher	ECHO_TEACHER	<a href="#">View Details</a>

3. Click the **View Details** link.

The Class Details page displays a list of students currently assigned to the class.

Details for Class ECHO, FORMREVIEWTEACHER-GR11FormReview [Edit Class](#)

Test Administrator/Class: FORMREVIEWTEACHER ECHO/GR11FormReview  
 Science, DSTEP Science

Students in this Class:

First Name	MI	Last Name	STN	
GRADEONEONE	A	FORMREVIEW	FORM38246	<a href="#">Edit</a>

[Back](#) [Download Students in this Class \(Excel CSV\)](#)

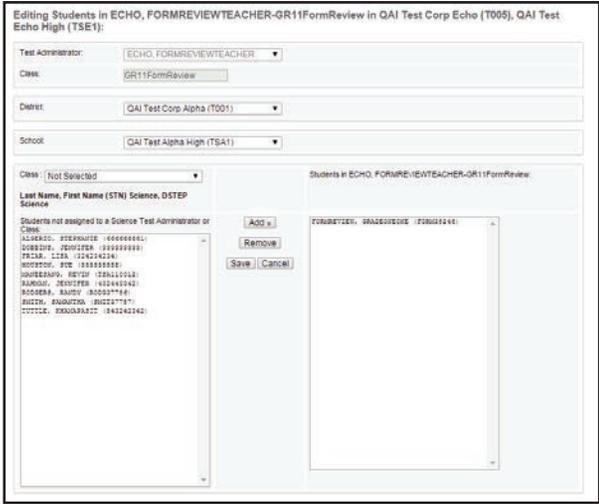
- You can re-sort the student list by clicking the **First Name, Middle Initial, Last Name, STN,** or **Accommodation** column heading.
- To download a list of all students in the class in Microsoft Excel .csv format, click the **Download Students in This Class** link. You are asked whether you want to save or open the file. (Note that in order to open the file, you need to have Microsoft Excel or a similar spreadsheet software installed on your computer.)



4. To add or remove students in the class, click the **Edit Class** link in the upper right corner of the page.

The Edit Class page is displayed.

- The table on the right lists all students currently enrolled in the class.
- To display a list of students not yet enrolled in a class, select the school name from the **Students in** field. The list is displayed on the left side of the page.
- To add students to the class, click a student name. To select multiple student names, hold down the **Ctrl** key on your keyboard and click each student name you want to select. Then click the **Add** button. The names you selected are moved to the list on the right.
- To remove a student from the class, click the student name in the list on the right. Then click the **Remove** button. Note that the student is only removed from the class and is not deleted from the system.



5. Click **Save** to save the changes and return to the Classes page.

# Managing Test Sessions

## Viewing Testing Status

DTCs and STCs can use the Test Sessions page in the Questar Assessment System Admin site to display and view testing status information for the current administration.

Follow these steps to view testing status information:

1. Log in to the Questar Assessment System Admin site and click the **Test Sessions** tab.



The Test Sessions page is displayed.

2. In the **Currently working in** field in the upper right corner of the page, science will automatically appear. If you are a DTC, select a school in the **School** field or choose **All Schools**.

If you are an STC, the page lists all classes in your school for science. If you are a DTC, the page lists all classes in the selected school (or all schools) for science.

3. Choose an option in the **Filter By Testing Status** field to determine which information you want to display.

The following options are available:

- **All**—All classes are listed, regardless of the status.
- **In Progress**—Testing has started for the Test Administrator/class.
- **Finished**—The Test Administrator/class has completed all sessions for the test administration, and students can no longer test.
- **Not Started**—The Test Administrator/class is scheduled to test but testing has not yet started.

4. Navigate through the list of classes as needed.

- Click a column heading to sort the class list based on that column.
- To move between pages in the class list, click the <<< or >>> button. You can also move to a different page by typing a page number in the **Jump to Page** field and clicking the **Go** button.

5. Click the **View Details/Student Logins** link to display a list of students enrolled in a class.

Registered Students:

Session I Access Code: 6600  
 Session II Access Code: 3050  
 Session III Access Code: 3085

Last Name	First Name	Username	Password	Status	Total Items Completed	Date/Time Started	Date/Time Completed	Status Codes
ADAMS	CRICE	ADAMS2158	291096	Session I: Not Started Session II: Not Started Session III: Not Started	0			Not Started
EXAMPLE	ANOTHER	EXAM92157	476323	Session I: Not Started Session II: Not Started Session III: Not Started	0			Not Started
EXAMPLE	TEST	EXAM92156	78914	Session I: Not Started Session II: Not Started Session III: Not Started	0			Not Started

- By default, the login information is sorted by last name. To sort by another column, click a column heading.
- The Status column provides information about an individual student’s testing status. “Not Started” indicates that the student has not started the session, “In Progress” indicates that the student has started a test session for the administration, and “Finished” indicates that the student has completed the *DSTEP* or *DSTEP-A* test session for the administration.
- The Total Items Completed, Date/Time Started, and Date/Time Completed columns provide detailed information about the student’s progress.

## Not Tested or Do Not Score Reasons

Follow these steps to set a not scored reason code for a student's test session in the Questar Assessment System Admin site:

1. Log in to the Questar Assessment System Admin site and click the **Test Sessions** tab.

The Test Sessions page will be displayed.

2. Click the **View Details/Student Logins** link for the Test Administrator/class in which the student is enrolled.
3. Locate the student whose test session needs to be invalidated in the student list.
4. Click on "**Set**" in the Status Codes column for that student.

A message is displayed, asking if you want to Invalidate the student or mark the student as "Do Not Score".

5. Select one of four codes in the drop-down menu.

- **ABSENT** – Absent during the testing window
- **EXPOTHER** – Did not participate for other reasons
- **NOSCORE** – Student who received an invalid score
- **MEDICAL** – Did not take assessment due to a significant medical emergency\*

\* The **Medical Emergency Form** must be completed and returned to the SDDOE within one week of the close of the test window for consideration. It is available at <http://doe.sd.gov/oats/dakSTEP.aspx>.

Set Status Codes

Student Name: ALGERIO, STEPHANIE  
Session Name: Session 1

Please select a status code:

ABSENT  
 EXPOTHER  
 NOSCORE  
 MEDICAL

*Note: Refer to the Test Coordinator's Manual in the Help tab for appropriate reasons a student's not to be scored.*

Submit Cancel

6. Select **Submit**

# Managing Student Information

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All student profiles included in the SDDOE file are automatically imported into the Questar Assessment System Admin site, which can be used to add or edit student information.

DTCs, STCs, and Test Administrators all have the ability to add and edit new student information.

## Adding or Editing Student Profiles

Follow these steps to add or edit student information:

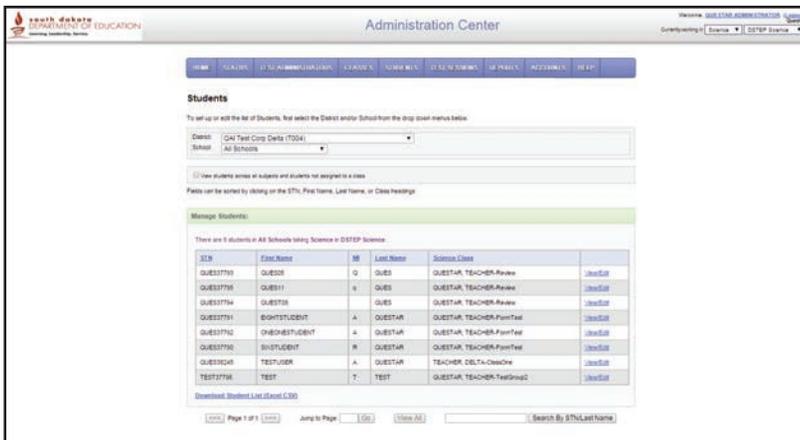
1. Log in to the Questar Assessment System Admin site and click the **Students** tab.

The Students page will be displayed.

2. If you are a DTC, select a school in the **School** field or choose **All Schools**.

If you are a Test Administrator or an STC, and have not assigned students to classes yet, select the box that states “View students across all subjects and students not assigned to a class.” Once students are assigned to classes, the page will display all students enrolled in classes within your school. If you are a DTC, the page will display all students in the selected school (or all schools) for the selected assessment.

- Click a column heading to sort the student information based on that column.
- To download a list of all students in .csv format, click the **Download Student List** link located in the lower left corner of the page. You are asked whether you want to save or open the file. (Note that in order to open the file, you need to have Microsoft Excel or a similar spreadsheet software installed on your computer.)
- To move between pages in the student list, click the <<< or >>> button. You can also move to a different page by typing a page number in the **Jump to Page** field and clicking the **Go** button.
- To search for a specific student, type the student’s STN or last name in the **Search by STN/Last Name** field. The names of the students who have a profile in the Questar Assessment System are listed, and you can click the **Edit** link to display the profile page for that student.
- To view all students and students not assigned to classes, click the check box at the top left side of the page. This check box is available only to DTCs and STCs.



3. To edit information for an existing student, click the **View/Edit** link in the row containing the student's name. To add a student, click the **Add Student** link in the upper right corner of the student list.

A student profile page is displayed. If you selected an existing student, the student's profile information is displayed as shown in the illustration below. If you chose to add a student, the page is blank.

The screenshot shows the 'Edit Details for ONEONESTUDENT QUESTAR' form. The form is divided into several sections:

- District of Record:** QAI Test Corp Delta (T004)
- School of Record:** QAI Test Delta High (TSD1)
- Demographic Information:**
  - STN: QUES37792
  - First Name: ONEONESTUDENT
  - MI: A
  - Last Name: QUESTAR
  - Date of Birth: 01/01/1999
- Other Information:**
  - SSID: 000022
  - Grade: 11
  - Gender: Female
  - Ethnicity: American Indian or Alaska Native (selected)
  - Spec Ed: No
  - LEP: No
  - FRL: Yes
  - 504 Plan: Yes
- Content Area:** Science
- Classes:** QUESTAR, TEACHER-FormTest

Buttons for 'Save' and 'Cancel' are located at the bottom of the form.

4. Enter or edit data in the **Demographic Information** section.

All fields in this section are required.

- Demographics MUST match what is in Campus. Otherwise, Campus will override anything changed and impact reporting. If you are editing a student profile that was created in the Questar Assessment System Admin site and not included in the SDDOE file, all fields are editable.
- If you are editing a student profile that was included in the SDDOE data upload file, none of the required fields are editable. If the information is incorrect, please communicate the corrections to the School Test Coordinator so that he or she can communicate the changes to SDDOE.

5. Select or change the student's classes.

- If you are creating a new student profile, you need to enroll the student in at least one class by selecting the name of the Test Administrator/class from the list provided. If the student will not be testing, choose the appropriate SNT (Student Not Tested) code.

6. Click the **Save** button to save the student's profile.

If the STN you entered is not a valid number, a warning message will appear. You will be asked to correct the number and click **Save**.

After the profile has been saved, you will return to the Student List page. If you added a student, his or her name will appear in alphabetical order with the other students listed.

## Moving Students

If necessary, students can be moved to different classes or schools from the **Students** tab in the Questar Assessment System.

**Same school/different class**—DTCs, STCs, and Test Administrators can move students to a different class within the same school. To do this, edit the student’s profile as described in the previous section of this manual, and select the appropriate class.

**NOTE:** If a student moves to a new district prior the test window, contact your SDDOE Assessment rep for assistance. **DO NOT** delete students!

# Viewing Reports

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Once available, the Individual Student reports will be available in the Reports tab to download and print.

Follow the steps below to access, view, and download reports.

1. Log in to the Questar Assessment System Admin site and click the **Reports** tab.
2. In the upper right corner of the page, select the assessment for the reports you want to view.
3. Select **View Report**. Options will be based on the user's role (e.g., DTC, STC, or Test Administrator).

## **DTC**

- To view a Student Report, click a Student Name on the Class Report.

## **STC**

- To view a Student Report, click a Student Name on the Class Report.

## Test Administrators



4. To navigate through a report, use the toolbar above the report.

From left to right, the arrow buttons move to the first, previous, next, and last page in the report. The box in the center of the toolbar shows the current page number. To display a specific page in the report, type the page number in the box and press the **Enter** or **Return** key on your keyboard.

5. It is recommended that you export the report(s) in .pdf or .csv format.

- To export the report in .pdf format, click the **Print report** link above the report. The report opens in an Adobe Reader window, and you can use the tools in Adobe Reader to save or print the report.
- To export Class data in Microsoft Excel .csv format, click the **Download List** link for a class roster report in csv file format. You are asked whether you want to save or open the file. (Note that in order to open the file, you need to have Microsoft Excel or a similar spreadsheet software installed on your computer.)

# Managing User Accounts

DTCs and STCs can manage the Questar Assessment System Admin user accounts using the Accounts page. DTCs have the ability to create school-level user accounts, while STCs can add Test Administrators/Raters. This function allows select school personnel access to information on the Questar Assessment System. DTCs should contact Chris Booth at the SDDOE if there are any district changes.

## Adding or Editing a User Account

1. Log in to the Questar Assessment System Admin site and click the **Accounts** tab.

The **Accounts** page is displayed.

The screenshot shows the 'Administration Center' interface for the Questar Assessment System. At the top, there is a navigation bar with tabs: HOME, STATUS, TEST ADMINISTRATORS, CLASSES, STUDENTS, TEST SESSIONS, REPORTS, ACCOUNTS, and HELP. The 'ACCOUNTS' tab is selected. Below the navigation bar, the page title is 'Accounts'. A message states: 'To set up or edit the list of Accounts, first select the District and/or School from the drop down menus below.' There are two dropdown menus: 'District' (set to 'QAI Test Corp Echo (T005)') and 'School' (set to 'All Schools'). Below this, a note says 'Fields can be sorted by clicking on the First Name, Last Name, Email, Type or Organization headings.' A 'Manage Accounts:' section includes a 'Create New Account:' dropdown (set to '--Choose a user type--') and a 'Create' button. A table lists existing accounts with columns for First Name, Last Name, Email, Type, Organization, Edit, and Send Email. The table contains three rows of data. At the bottom of the table, there are pagination controls: '<<< Page 1 of 1 >>>' and 'Jump to Page: [ ] Go'. Below the table, a 'User Types' section lists various roles: SLU - State Level User, DTC - District Test Coordinator, DITC - District Information Technology Coordinator, DLU - District Level User, STC - School Test Coordinator, SITC - School Information Technology Coordinator, and BLU - Building Level User Test Administrator.

First Name	Last Name	Email	Type	Organization	Edit	Send Email
FormReviewFive	ECHO	JRandall@Questarai.com	Test Administrator	QAI Test Echo Jr. High (TSE2)	<a href="#">Edit</a>	<a href="#">Email Login Info</a>
FormReviewTeacher	Echo	JRandall@Questarai.com	Test Administrator	QAI Test Echo High (TSE1)	<a href="#">Edit</a>	<a href="#">Email Login Info</a>
Teacher	Echo	wblazei@questarai.com	Test Administrator	QAI Test Echo High (TSE1)	<a href="#">Edit</a>	<a href="#">Email Login Info</a>

2. Create or edit the user account.

- To create an account, select the user type from the **Create New Account** field in the upper right corner of the page. The key to the user type is located at the bottom of the page. For a school-level user, select the appropriate school for the new user from the **School** field.
- To edit an existing account, click the **Edit** link for the account.

The User Profile page will display. If you are editing a profile, the fields on the page contain the information previously entered for the user. The fields on the page differ, depending on which type of user account you are creating or editing. Fields labeled with an asterisk (\*) are required.

The screenshot shows the 'Administration Center' interface. At the top, there is a navigation bar with the South Dakota Department of Education logo and the text 'Administration Center'. A user greeting 'Welcome, QUESTAR ADMINISTRATOR' and a 'Logout' link are visible. Below the navigation bar is a menu with buttons for HOME, STATUS, TEST ADMINISTRATORS, CLASSES, STUDENTS, TEST SESSIONS, REPORTS, ACCOUNTS, and HELP. The main content area is titled 'Update FORMREVIEWFIVE ECHO's profile:'. It contains a form with the following fields: 'First Name:\*' (FORMREVIEWFIVE), 'Last Name:\*' (ECHO), 'Email:\*' (JRandall@Questar1.com), 'Active:' (checked), and 'Content Areas:\*' (Science). There are 'Save' and 'Cancel' buttons at the bottom of the form. Below the form is a 'Reset password:' section with a 'Reset Password' button and a note: 'Reset this user's password and send them an email containing a new, temporary password.'

3. Enter or edit the required information and click **Save**.

An email including the new username and password will be generated and sent to the user's email address. To generate an email to a user which includes their username and password, click the button labeled **Email Login Info** in the row for that user account.

4. Click the **Save** button to return to the Accounts page.

The new or edited profile information is displayed in the Test Administrators list.

## Sending Login Information

If necessary, you can send the user an email message that contains his or her Questar Assessment System Admin site login information. To do this, click the appropriate **Email Login Info** link on the Accounts page.

The message is sent to the email address entered in the user's profile.

## Resetting a User Password

If a user forgets his or her password, you can have a new Questar Assessment System Admin site password sent to the email address entered in his or her profile. To do this, click the appropriate **Edit** link on the Accounts page. On the User Profile page, click the **Reset Password** button. An email including a link for the user to reset their password will be sent to them. Clicking on the link in that email generates an email with a temporary password.

The user will need to log in to the Questar Assessment System Admin site using the new password provided in the email message. He or she will then be prompted to select a new password.

# Frequently Asked Questions

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## General Information

### **Q: How do I obtain copies of emails that have been sent to DTCs, STCs and/or Test Administrators?**

A: You should contact Questar's South Dakota Customer Support by calling **866-644-6648**, or via email at [SDcustomersupport@questarai.com](mailto:SDcustomersupport@questarai.com) to verify that Questar has the correct email address.

## Questions Related to Questar Assessment System

### **Q: How do I locate and change my username and password?**

A: You can update your profile information in the Questar Assessment System Admin site. Go to <https://sddstep.questarai.com/admin/>, log in and click **Edit** on your profile. You can update your first and last name, email address, and can change your password.

If you do not have access to your username and password, click the **Can't Login** link located on the Questar Assessment System Login page and then follow the directions to reset your password.

### **Q: How can I add, remove, or edit a school in my district?**

A: All school structure changes should be in place before testing starts and there is no need for changes. If there is an issue, contact [DOEAassessment@state.sd.us](mailto:DOEAassessment@state.sd.us) prior to testing

### **Q: How do I change a student's information?**

A: If a student's profile contains incorrect information, you may log in to the Questar Assessment System Admin, go to the **Students** tab, and click the **View/Edit** link for the student. If the student was registered through Questar Assessment System Admin site, all of the fields are editable. Changes must match Campus and not all fields are editable by district or school personnel.

### **Q: How do I print student logins?**

A: Student logins can be accessed in the Questar Assessment System Admin site. DTCs and STCs can access student logins by clicking the **Test Sessions** tab, clicking the **View Details/Student Logins** link for a class, then clicking the **Print student test logins** link.

The login information can be printed in large or small font size. The large size will print on Avery 5163 labels and the small size will print on Avery 5160 labels. If the labels are not printing properly from your browser, check your browser's print settings for page scaling.

### **Q: Can students use their login information more than once?**

A: Student login information can be used once for each test session. If a student tests on two different days, the same login is to be used for both sessions.

**Q: I need to re-enter a student test session. Where do I find a Proctor password?**

A: Proctor passwords are required if a student has exited a test for a period of longer than 20 minutes. These passwords can be obtained by calling Questar's South Dakota Customer Support at **866-644-6648**.

**Q: My School Test Coordinator indicated "Testing Complete," but I have another class that needs to test. Will my class be able to?**

A: Once a school has indicated "Testing Complete," testing is **no longer available** at the school. All requests to re-enter a test session must be sent to SDDOE.

**Q: I'm a Test Administrator. How do I get logged in to the online system?**

A: You will receive an email with login information. If you were not included in the file, your STC can add your profile information in the Questar Assessment System. Please contact your STC if you have questions regarding login information.

**Q: I entered a Test Administrator under the wrong administration and need to delete him or her. How can I do that?**

A: DTCs and STCs can inactivate Test Administrators on the Account tab.

**Q: I have a student who has moved to another school within our district. How do I assign them to a class?**

A: DTCs can move students from one school to another school within a district.

The DTC should click **Add Student** and enter the student's STN. If the STN does not exist in Questar Assessment System, the DTC can add the student to the appropriate school.

STCs can only move students from one class to another within their school. For movement to another school, the STC should contact their DTC and request a move.

**Q: I'm a DTC and have a student who has moved into our district from another district. How do I add the student to a school?**

A: The SD DOE needs to move from district to district. Please contact Chris Booth at **605-773-6156** or [christina.booth@state.sd.us](mailto:christina.booth@state.sd.us).

**Q: Is there a place my students can access the practice questions before they take the *DSTEP* Science assessment?**

A: Yes. Students can access the *DSTEP* Practice Tests from the Questar Assessment System Student Web Client interface. Students can log in to the site with the following information:

Username: **sddstep05 / sddstep08 / sddstep11**

Password: **practice**

The Practice Test questions demonstrate how to respond to the item types found in the actual tests. Students must complete the practice test prior to taking the *DSTEP* Science assessment.

**Questions Related to Test Administration**

**Q: I have a student who was absent the day of testing. Should I have him or her make up testing?**

A: Yes, make-up tests may be administered with the following guidelines:

- The make-up test must be administered within the defined testing window.
- Students must take the make-up test the day they return to school.

**Questions Related to Reporting**

**Q: How do I access student reports?**

A: To view reports in the Questar Assessment System Admin system, click the **Reports** tab on the home page. The Class Report will be displayed. Clicking once on the student name from the Class Report will display an individual student report which can be viewed, saved as a .pdf, downloaded, or printed. STCs can access reports for all classes in their school. DTCs can access all reports for their district (once all schools in the district have completed testing).

**Q: Why do I have to mail the student reports to parents?**

A: So the parents can use the report when they view the item responses because there is item level score information. That information should be used to guide decisions for rescoring. Schools are required to provide parents/guardians with the test results as soon as practicably possible. This can be done at the end of the school year or at the beginning of the next school year. The reports must be provided and delivery method is up to the district.

# Glossary of Terms

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**Dakota STEP (DSTEP)**—the South Dakota State Test of Educational Progress

**Dakota STEP-Alternate (DSTEP-A)**—the South Dakota State Test of Educational Progress—Alternate

**Directions for Administering (DFA)**—the directions document that accompanies each level of a test; used by the Test Administrators when giving the test to students.

**District Test Coordinator (DTC)**—the main point of contact for teachers and Test Administrators.

**Individual Education Plan (IEP)**—describes special education services provided; Also specifies the testing accommodations a student needs for classroom instruction and assessments.

**Multiple Choice (MC) Items**—items that present students with two or more options from which to choose, only one of which is correct; also known as selected response items.

**Questar Assessment System (QAS)**—System for administration of online testing programs.

**School Test Coordinators (STC)**—manage Test Administrators and ensure that teacher and class information is accurate.

***DSTEP* and *DSTEP-A* Science  
Online Test Coordinator Handbook**

