Davis School District
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Learning First!

TEST ADMINISTRATION MANUAL
for the
Science Lab Safety Test

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INTRODUCTION

All students enrolled in science courses at the junior and senior high school level must pass a science lab safety test with 100% correct prior to participation in laboratory activities.

This online test **replaces** the previous paper-based tests.
Schools and teachers will **administer the test as often as needed** to students enrolled in science courses until they pass with a score of 100%. The test is not timed.

Unexpected circumstances (e.g., fire drills, power failures) may interrupt testing. If the interruption occurs during any testing session, instruct students to log out of their myDSD account. All answers are saved. When normal conditions are restored, resume testing. Interruptions should not reduce the total amount of time students are given to complete the session.

QUESTIONS

For questions concerning the information presented in this manual or about the administration of the tests, please call Assessment at (801) 402-5305. For questions about the test itself, please contact Teaching and Learning, (801) 402-5145.

PRIOR TO TESTING

- ❑ Become thoroughly familiar with the Test Administration Manual.
- ❑ Provide accommodations for students as required by 504 plans and IEP.
    - ○ Enter Grade Book and click on the Special Education and 504 buttons.
    - ○ If a student shows an accommodation for a testing device, be sure the device is ready for use on test day.
- ❑ Ensure that all student desks or tables are cleared of books or other materials not needed for the test.
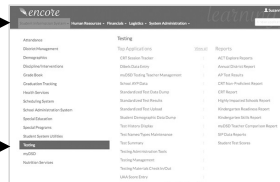   Activate the test in Encore using these instructions:

LOGIN TO ENCORE

http://dsdencore.davis.k12.ut.us

Click the tab labeled **Student Information System**.
Click **Testing**.
Click **Testing Management** in the center column.

SELECT TEST

Select **Test Proctoring**.
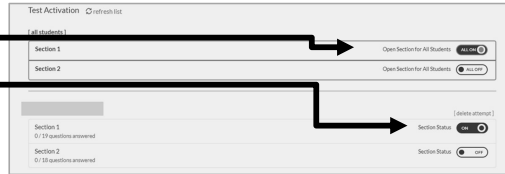Select the **Course, Test Name** and click **Search**.
(Your list will look different depending on what classes you teach)

ACTIVATE TESTS

To activate for **all students**, click ON in the outlined bar(s) at the top of the student list.
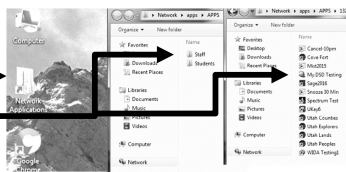
Inactivate the test for students who are absent by toggling the section switch(es) to "OFF" for those students.

STUDENT ACCESS TO TESTING

Have students click on **Network Applications** folder on the desktop.

Click **Students**, then **myDSD Testing**.

MOBILE DEVICE USERS

Open browser, go to DSD or school home page, and then click on myDSD (may need to click on Quicklinks first) or type mydsd.davis.k12.ut.us/testing in the address bar.
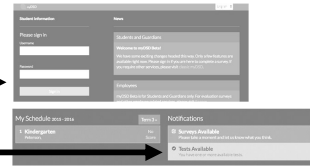
STUDENT LOGIN

Have students use the same Username (usercode) and Password (PIN) that they use to log in to the computer.

Click **Sign in**.

Click **Test(s) Available**.

Have students select the appropriate Benchmark Test. (There may be multiple tests available, if you activated more than one.)
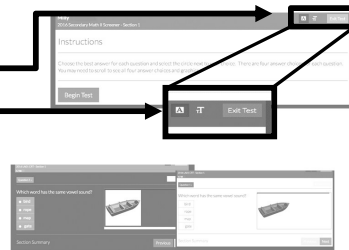
INSTRUCTIONS

Read instructions aloud to students: *In order to learn science, you will be doing many laboratory activities that may require the use of hazardous chemicals and complex equipment. To ensure safety in the laboratory, no student will be allowed to participate in science activities until the safety contract is completed, and the student has **demonstrated proficiency (100% minimum) on this laboratory safety test***.

BEGIN TESTING

When you are ready to have students start testing, instruct them to click **Begin Test**.

Students may enlarge text by clicking.

Students may select dark or light background with white or dark lettering by clicking.
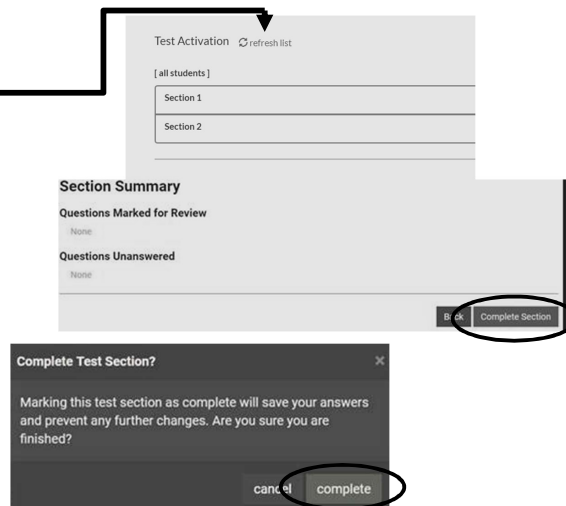
TRACK PROGRESS

Teachers may track completion status on the **Test Activation** screen by clicking **Refresh list**.
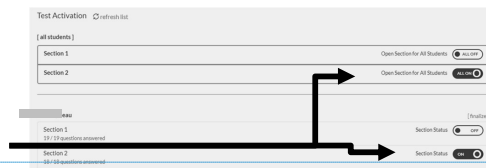
COMPLETE TEST

Remind students not to click **COMPLETE** until they have answered all questions. After **COMPLETE** is clicked, they will not be able to return to their test.

AFTER TESTING

INACTIVATE TESTS

Inactivate tests for all students, even those who will complete the test on another day, by clicking **OFF** next to "all students" or by each student's name. If needed, reactivate for specific students prior to completion sessions. Students will be able to see their scores after they complete the test.
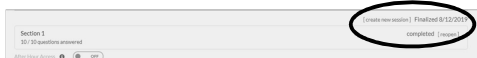
Commented [JM1]: myDSD (no space)

RETAKE OR MAKE-UP SESSIONS

When proctoring make-up or retake sessions, there are two options:

Reopen: This allows a student to edit an existing test record.

Create new session: This creates a new test, which requires a student to start over. Any previous attempts will be saved in myDSD.

Individual tests have specific requirements and may not have both options.

SECURE TEST

In order to protect the content of testing material, please collect and secure all scratch paper, and other testing materials.

REPORTS/SCORES

TEACHER VIEW
Click on **Results** and then **Test Reports** at the top of the screen.

Three reports are available for Tests:

Test Score Summary Report shows district, school, and class averages. Click on "Student Scores" to show a class list of student scores which can be sorted and downloaded/printed. Click on "Details" to show an individual student's test scores. "View All Test History for Student" is also available. Click on "View Details" to see actual questions and student responses. (not available for summative tests, like CRTs).
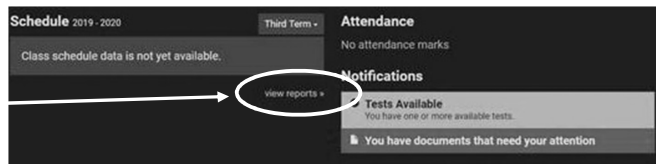
Current Students Test Scores Report shows list of current students' scores. Click on "View Details" to show an individual student's test scores, and then click on "View Details" to see "Test Answer Details" (actual questions and responses) for a student (not available for summative tests, like CRTs). Click on "View All Tests" to show a student's scores for all tests taken during the selected year.

Student Test Answer Summary Report is a grid that shows how the class and each individual student did question by question. On this screen click on the question number to see the actual test question. (not available for summative tests, like CRTs)

STUDENT VIEW

On the home screen in their myDSD account, students can access their test(s) scores.

Click on **View Reports**

Click on **Test Results**

If you need technical assistance, please call Assessment at 801-402-5305.
If you have questions or feedback about the content of the benchmark tests,
please contact Teaching and Learning at 801-402-5145.