TEST ADMINISTRATION MANUAL

for

US Government & Citizenship

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OVERVIEW OF US GOVERNMENT & CITIZENSHIP TEST

INTRODUCTION

In order to fulfill the new graduation requirement (Utah Code 53A-13-109.5) for students graduating on or after January 1, 2016, a test has been created by Davis School District which consists of **50 questions aligned to DESK standards and the Civics Questions for the Naturalization Test** for the 12th grade US Government and Citizenship course.

This online test **replaces** the previous end-of-level test used for US Government and Citizenship.

Schools and teachers will allow for the test to be **administered as often as needed, up to once per day,** to students in US Government and Citizenship and AP US Government courses. If additional opportunities for testing are needed when the student is no longer enrolled in the course, the teacher should contact the Assessment Department at 801-402-5305.

At the conclusion of each test attempt, information about each student's responses will be provided for them in an effort to help them focus their learning.

Teachers will have access to the questions and can provide them to students. There is no secrecy about the questions or their answers. It is hoped, even expected, that all students will eventually pass. This is not likely at the beginning of the course but after instruction, and with a clear understanding of the information they need to know, any willing student should expect to pass (35/50 or better). The test is not timed.

Results from the test may be used as a part of student grades. If students improve their scores on subsequent attempts, the higher score should be used. Students will thus be encouraged to continue to improve their performance.

Teachers should be aware that this year's (2015-16) seniors will not likely be aware of this new law and should **include relevant information in their disclosure statements** to students and parents. The tone and spirit of the information shared should be **helpful, positive, and encouraging**.

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 my.DSD 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 or problems concerning online testing, please contact Stacy Paskett (spaskett@dsdmail.net, 801-402-5491) or Suzanne Cottrell (sucottrell@dsdmail.net, 801-402-5173). For questions about the test itself, please contact Chris Hall, Social Studies Supervisor (chall@dsdmail.net, 801-402-5328).

TEACHER CHECKLIST—PRIOR TO TESTING

- ❑ Become thoroughly familiar with the Test Administration Manual.
- ❑ Provide accommodations for students who qualify.
    - o Enter Grade Book and click on the Special Education and 504 buttons.
    - o 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.
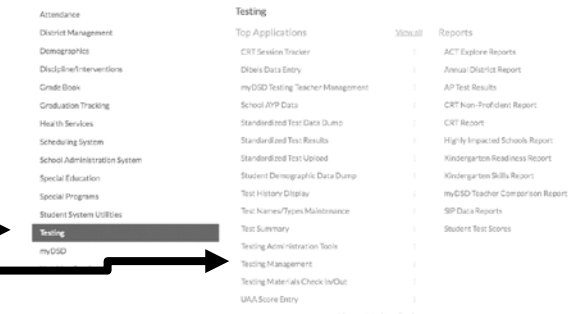- ❑ Activate the test in Encore using the instructions that follow:

LOGIN TO ENCORE

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

Click the tab labeled **Student Information System**.

Click **Testing**.

Then, click **Testing Management** in the center column.

PROCTOR

Select **Test Proctoring**.

SELECT TEST AND CLASS

Click the test name in the **Test List**.

Click on the drop down arrow in the **Period** field to select class period.

ACTIVATE TESTS

To activate for **all students**, click **ON** in the blue bar at the top of student list.

Inactivate for students who are absent by clicking **OFF** next to the student name.

STUDENT USERCODE AND PIN

To print a list of student login information, follow this path:
- Student Information System
- Student System Utilities
- Student PIN Listing
- Choose current term
- Click Print

Remember this list is confidential student information and students should not see any other student's usercodes or PINs. Keep the list secure during testing AND shred it when testing is completed.

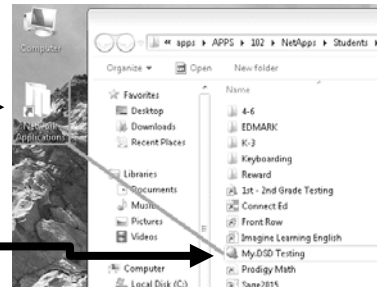# STUDENT ACCESS TO TESTING

Instruct students to login to the school network and go to the **Network Applications** folder on the desktop.

Click **Students**, then **MyDSD Testing.**

MOBILE DEVICE USERS

Open browser, then type the following URL in the address bar: https://beta.mydsd.davis.k12.ut.us/testing

STUDENT LOGIN

Instruct students to enter Username (usercode) and Password (PIN).

Click **Sign in**.

Click **Test(s) Available**.

Select appropriate test (there may be multiple tests available).

INSTRUCTIONS

Read instructions aloud to students: *Choose the best answer for each question and select the circle next to your choice. There are four answer options for each question. You may need to scroll to see all four answer choices and graphics.*

Click **Begin Test**.

Students may enlarge text by clicking 🔡 .

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

STUDENT TRACK PROGRESS

Students may track progress shown on the green bar.

SECTION SUMMARY

Questions Marked For Review and **Questions Unanswered** allow student to return to those questions prior to completing the section of the test.

Section Summary

Questions Marked for Review
None

Questions Unanswered
5   9

IMPORTANT! STUDENTS MUST COMPLETE SECTION OR TEST

When students have answered all questions, they should click on the green **Complete Section** button.

Section Summary

Questions Marked for Review

Back   Complete Section

Students *must* confirm completion or the teacher will not see scores. Click **complete** to end testing, or **cancel** to return to the test to make changes to their answers.

Complete Test Section?   ×

Marking this test section as complete will save your answers and prevent any further changes. Are you sure you are finished?
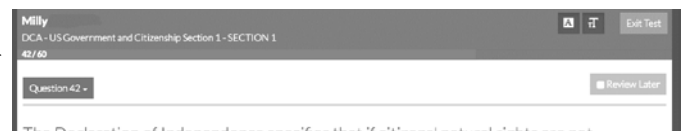
cancel   complete

DURING TESTING

- ❑ Place a "TESTING, DO NOT DISTURB" sign on the door to the classroom and work to minimize interruptions and distractions.
- ❑ Administer the test.
- ❑ Encourage students to have a book to read (or another quiet, non-electronic activity) in case they finish the test before the rest of the class.
- ❑ If it is observed that a student inadvertently skips questions, encourage him/her to go back and answer those questions.
- ❑ Keep communication between you and the students to a minimum.
- ❑ If students want to return to a question, they may click the "Previous" question button.
- ❑ Let students know that it is okay if they do not know a specific answer, and encourage them to choose the best answer.
- ❑ Maintain and oversee the security of all test materials.
- ❑ Arrange make-up sessions for students who are absent.

TRACK PROGRESS

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

Test Activation ↻ Refresh list

Section 1   ALL ON OFF

Eleanor [remove]   [create new section] Finalized 09/14/2016
Section 1
50 / 50 questions answered   completed [reopen]

INACTIVATE TESTS AFTER TESTING

When testing is completed, **inactivate all students** by clicking **OFF** in the blue bar at the top of student list.

Test Activation

Student	Section 1	Finalize Test
	ON OFF	
Adam	OFF	finalize
Alma	OFF	finalize

RESULTS

Click the **Results** tab.

Select **Test Reports**.

Select **Civics**.

Test Reports

Kindergarten
Civics
myDSD
SAGE

encore
Student Information System ▾   Human Resources ▾   Financials ▾
Results ▾
Test Reports
Student Test History
DIBELS Alt Assessment

Select **Report** type.

Testing > Test Reports > Civics

US Government and Citizenship Reports

Individual Student

Class Summary Report

Testing > Test Reports > US Government and Citizenship - Individual Student

Show: ○ Most Recent Score ● Highest Score

School: High School

Teacher: Ball,

Students: ALLEN,

Run Report

INDIVIDUAL STUDENT

The **Individual Student** report provides detailed information about every test question.

Filter report by selecting **Highest Score**, then by **Students**.

US Government and Citizenship - Individual Student Report

2016 US Government & Citizenship Test

Teacher: Student: ALLEN,
Period: 2   Student #:

	2/5/2016
1. What are two rights of everyone living in the United States?	✓
2. What is freedom of religion?	✓
3. Who is in charge of the executive branch?	✓
4. Name one branch or part of the government.	✓
5. What do we call the first ten amendments to the Constitution?	✓
6. Under our Constitution, some powers belong to the states. What is one power of the states?	✓
7. Who is the Commander in Chief of the military?	✓

CLASS SUMMARY REPORT

The **Class Summary Report** provides detailed information by class period for individual students and overall class percent correct by question.
Filter report by selecting **Highest Score**, then by **Period**. Click **Run Report**.

Individual student

Class percent correct by question

US Government and Citizenship - Class Summary

If you need assistance, please call Stacy Paskett (801-402-5491) or Suzanne Cottrell (801-402-5173).

Assessment Department