



# TEST ADMINISTRATION MANUAL

## for the

# Science Lab Safety Test



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# OVERVIEW OF THE SCIENCE LAB SAFETY TEST

## INTRODUCTION

All students enrolled in science courses at the junior and senior high school level must pass a science lab safety test with 80% 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, up to once per day**, to students enrolled in science courses until they pass with a score of 80% or higher. 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 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@dsmail.net, 801-402-5491) or Suzanne Cottrell (sucottrell@dsmail.net, 801-402-5173). For questions about the test itself, please contact Tyson Grover, Secondary Science Supervisor (tgrover@dsmail.net, 801-402-5108).

## TEACHER CHECKLIST—PRIOR TO TESTING

- Become thoroughly familiar with the Test Administration Manual.
- Provide accommodations for students who qualify.
  - 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 the instructions that follow:

## LOGIN TO ENCORE

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

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

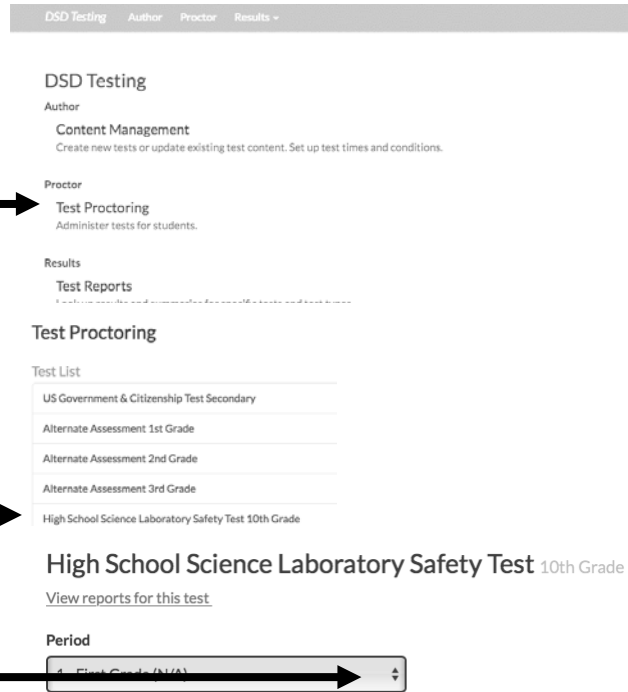
The screenshot shows the Encore system interface. At the top, there are navigation tabs: "encore", "Human Resources", "Finance", "Logistics", and "System Administration". Below the tabs is a menu with various options. The "Testing" option is highlighted in the center column. An arrow points from the "Student Information System" tab to the "Testing" option.

| Testing                          | Reports                         |
|----------------------------------|---------------------------------|
| Top Applications                 | ACT Explore Reports             |
| CRT Session Tracker              | Annual District Report          |
| District Data Entry              | AP Test Results                 |
| myDSD Testing Teacher Management | CRT Non-Proficient Report       |
| School APP Data                  | CRT Report                      |
| Standardized Test Data Dump      | Highly Impacted Schools Report  |
| Standardized Test Results        | Kindergarten Readiness Report   |
| Standardized Test Upload         | Kindergarten Skills Report      |
| Student Demographic Data Dump    | myDSD Teacher Comparison Report |
| Test History Display             | SP Data Reports                 |
| Test Name/Types Maintenance      | Student Test Scores             |
| Test Summary                     |                                 |
| Testing Admin/Retraction Tools   |                                 |
| Testing Management               |                                 |
| Testing Materials Check-In/Out   |                                 |
| UMA Score Entry                  |                                 |

Click **Testing**.

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

# PROCTOR



Select **Test Proctoring**.

## SELECT TEST AND CLASS PERIOD

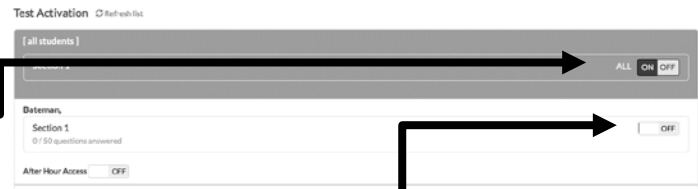
Click the test name in the **Test List**.

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:

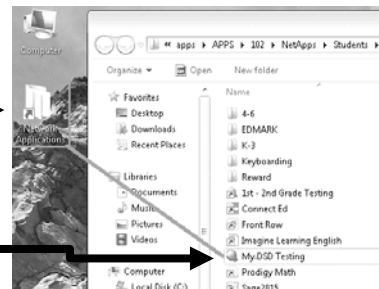
- Student Information System
- Student System Utilities
- Student PIN Listing
- Choose current term
- Click Print

*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>

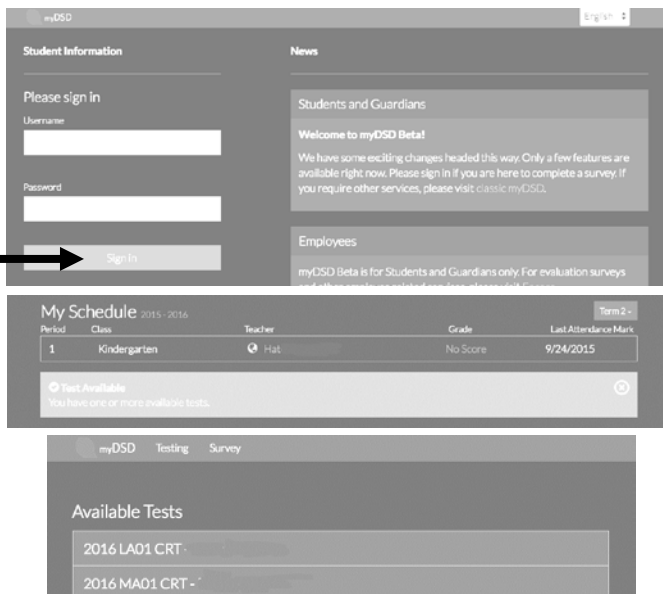
## STUDENT LOGIN

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

Click **Sign in**.

Click **Test(s) Available**.

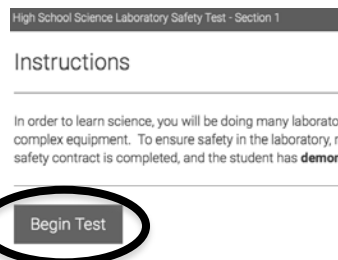
Select appropriate test (there may be multiple tests available).



## INSTRUCTIONS

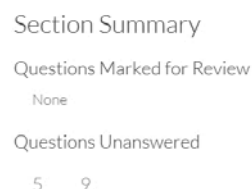
**Read instructions aloud to students:** *In order to learn science, you will be doing many laboratory activities that may require the use of hazardous chemicals and complex equipment. To ensure safety in the laboratory, no student will be allowed to participate in science activities until the safety contract is completed, and the student has **demonstrated proficiency (80% minimum) on this laboratory safety test.***

Click **Begin Test**.



## SECTION SUMMARY

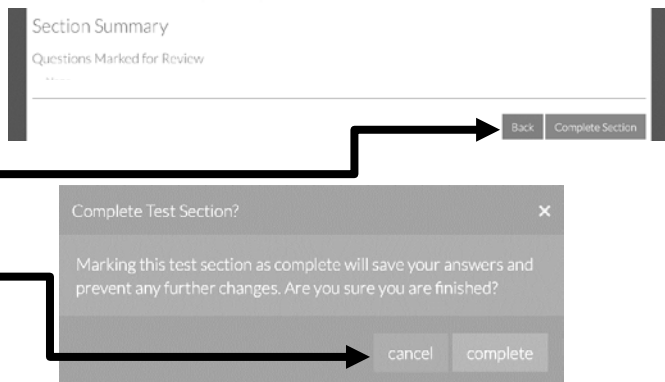
**Questions Marked For Review** and **Questions Unanswered** allow student to return to those questions prior to completing the section of the test.



## IMPORTANT! STUDENTS MUST COMPLETE SECTION OR TEST

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

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.



## 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.

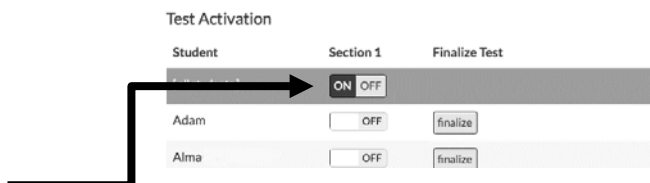
## TRACK PROGRESS

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



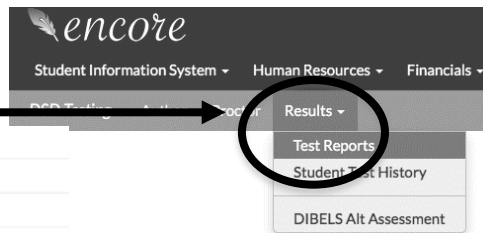
## INACTIVATE TESTS AFTER TESTING

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

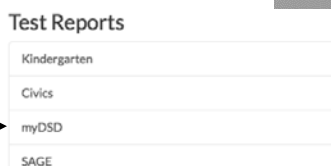


## RESULTS

Click the **Results** tab.

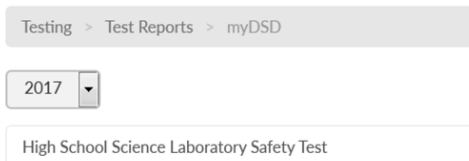


Select **Test Reports**.

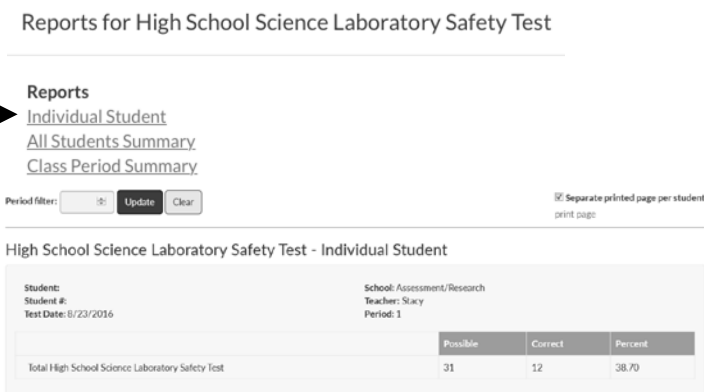


Select **myDSD**.

Select test.



The only report available at this time is the **Individual Student** report.



This report provides you with the number of questions and percent correct for each student.

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

