Chromebook Digital Examination Guide

Steamboat Springs School District
Anchoring the Future

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Update your Device

Before taking an exam on your device, it's essential to ensure that your device is running the most up-to-date operating system (OS) version. Keeping your OS current helps maintain compatibility with exam software, ensures security patches are in place, and minimizes the risk of technical glitches during the exam. Take a moment to verify that your device's OS is fully updated before you begin your examination. Information regarding updating school Chromebooks can be located on the district website: www.steamboatschools.net/support

Before your Exam

Rebooting your device before an exam is an essential step to ensure optimal performance. Giving your device a quick refresh, clearing out any temporary glitches and unnecessary background processes that could slow it down. This process frees up memory, ensures that updates are properly installed, and helps maintain a stable connection throughout your test. By restarting, you're minimizing the risk of technical issues that could interrupt your focus and flow during the exam. Think of it as a necessary pre-exam ritual for your tech, just as you might review your notes one last time before the big test. Simply closing the lid does not shutdown the device, you must hold the power button to completely shut off the device.

Kiosk application catalog

If you don't see the application you're looking for or if the kiosk application catalog is not visible, please reach out to your testing administrator. They can assist you with getting a temporary chromebook to complete your exam and they should notify the Technology Coordinator or Technology Liaison for the specific exam of the device issues. If you are checking your device ahead of time you can go see the office to report the missing app or the Application catalog missing.

Accommodations

Applications come equipped with their own built-in accommodation tools to cater to diverse needs. If you are expecting to have an accommodation and do not see these accommodations, it's crucial to notify your testing administrator immediately. Each exam may have unique accommodation requirements and prerequisites in order to utilize those tools. If you require accommodations, be sure to reach out to administration to discuss your available options.

Exiting an Exam

If you wish to close your exam, be sure that your exam is saved by following the exam specific instructions and signing out before shutting down or closing the lid of your device. If you are unsure how to save and sign out of your exam, ask your exam proctor for assistance.
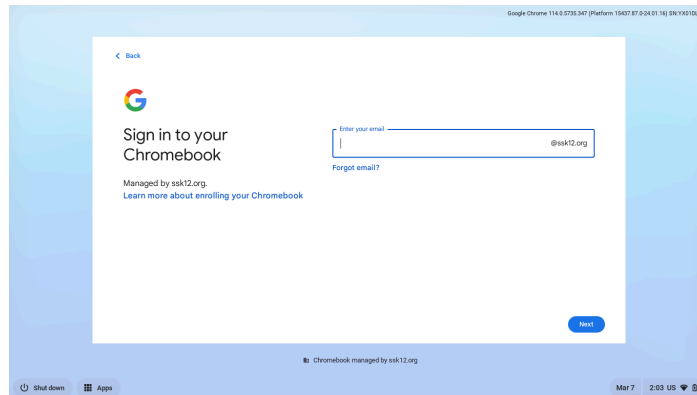
Once the exam specific save procedure is complete you may hold the power button to shutdown, often you may see a sign out option, this will direct you back to the user session so you can sign back into your device as normal.

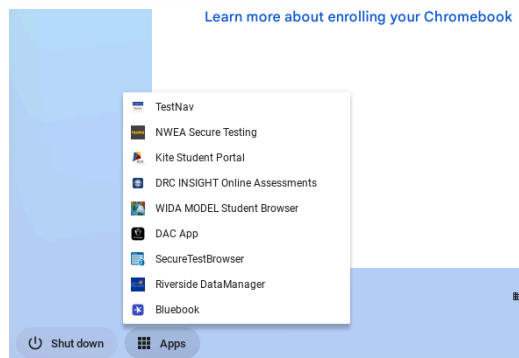# Chromebook Digital Examination Guide

Pearson TestNav (CMAS/CoAlt)

Pearson's comprehensive assessment solution includes an innovative online test delivery platform. TestNav delivers millions of secure, high-stakes tests in K–12 schools every year. This platform is used for CMAS and CoALT.

1. Power on the device, but do not log in. If you are signed into the chromebook log all the way out, you should see the "==Sign in to your Chromebook==" screen

2. In the lower left of the screen, select Apps > TestNav to launch TestNav.
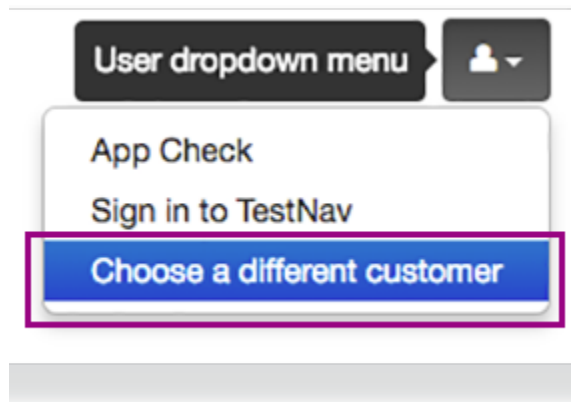

3. Choose the exam for your test on the home page.

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4. If a test was selected before the test session, you will see the Sign In page, rather than the home page, you should verify the displayed test is correct, in most cases this will be "Colorado". If this is correct, you are ready to take your exam, wait for further instruction from your Exam Administrator.

   a. If you need to select a different test, you may click the user drop-down menu at the upper-right of the page, and click "Choose a different customer". Then repeat step 3 to select the correct test.
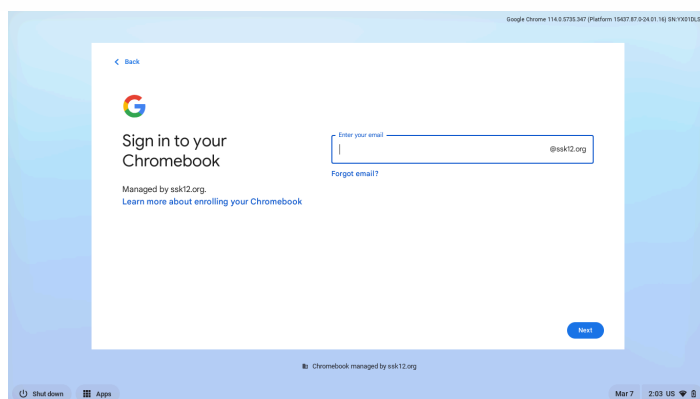
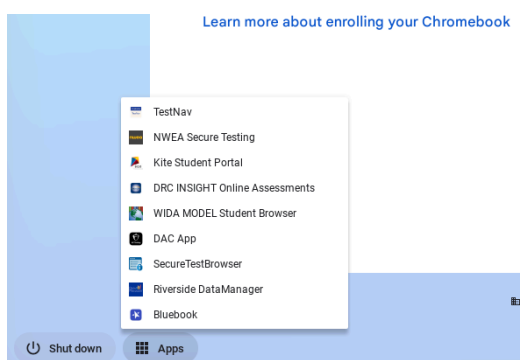# Chromebook Digital Examination Guide

College Board Bluebook

College Board Bluebook is the testing application required to take the SAT School Day, PSAT 10, and PSAT 8/9, SAT Weekend administrations (U.S. and international),and Digital AP Exams.

1. Power on the device, but do not log in. If you are signed into the chromebook log all the way out, you should see the "Sign in to your Chromebook" screen

2. In the lower left of the screen, select Apps > Bluebook to launch Bluebook.
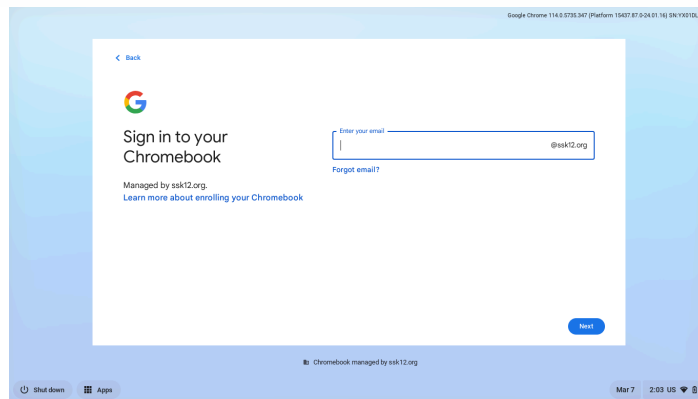

3. **AP Exams and SAT Weekend:** Sign in to Bluebook with your College Board student account

4. **SAT School Day or PSAT-related exams:** Sign in to Bluebook with the credentials on your sign-in ticket

5. **At the end of the test, Bluebook will submit your answers automatically. Do not close your device until you see the "Congratulations!" screen**

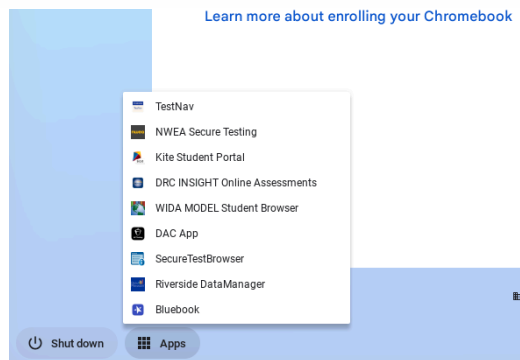# Chromebook Digital Examination Guide

NWEA MAPS Testing

MAP Growth, part of the Growth Activation Solution from NWEA, is the most trusted and innovative assessment for measuring achievement and growth in K–12 math, reading, language usage, and science.

1. Power on the device, but do not log in. If you are signed into the chromebook log all the way out, you should see the "Sign in to your Chromebook" screen

2. To prevent the NWEA error message saying that "The screen resolution does not meet the requirements for testing" While you are here on the login screen, Reset the screen resolution using the keyboard shortcut Ctrl + Shift + 0 (zero).

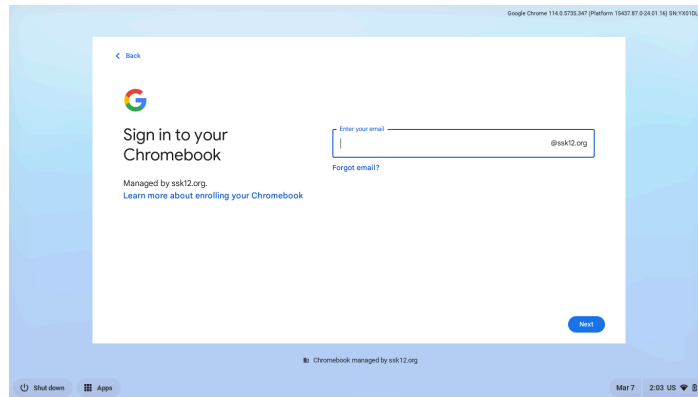3. In the lower left of the screen, select Apps > NWEA Secure Testing to launch the NWEA MAPS testing browser.

4. Follow instructions from your teacher regarding the Session Name and Session Password to begin testing.
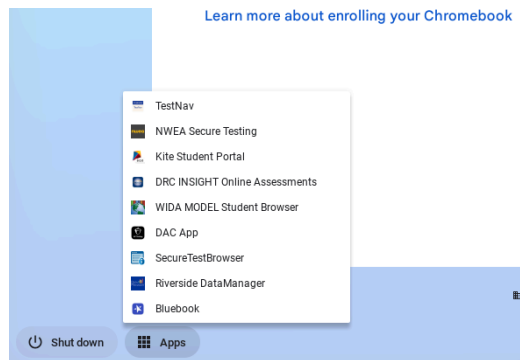
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College Board Digital Audio Capture (DAC)

The DAC app is a special-purpose audio recording app available for the AP French, German, Italian, and Spanish Language and Culture Exams and AP Music Theory Exams.

1. Power on the device, but do not log in. If you are signed into the chromebook log all the way out, you should see the "<mark>Sign in to your Chromebook</mark>" screen

2. In the lower left of the screen, select Apps > DAC App to launch College Board Digital Audio Capture Application.

3. Follow your Exam coordinators instructions to record your speaking or sight-singing responses.
   a. The DAC app correctly names your files and directly uploads them to the Digital Audio Submission (DAS) Portal.
   b. The AP coordinator or other authorized staff person will log in to the DAS portal from a different computer after the exam administration to submit the files for scoring.
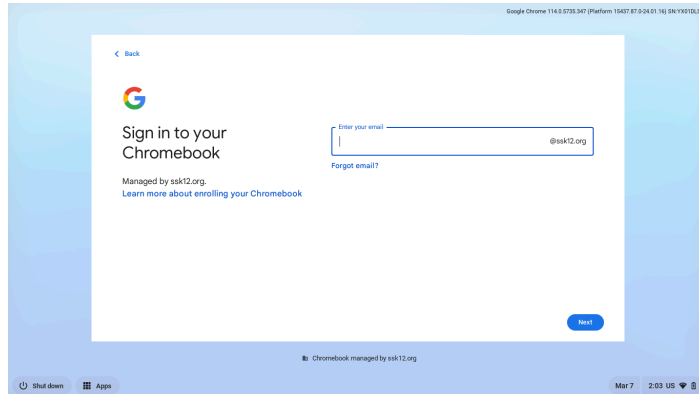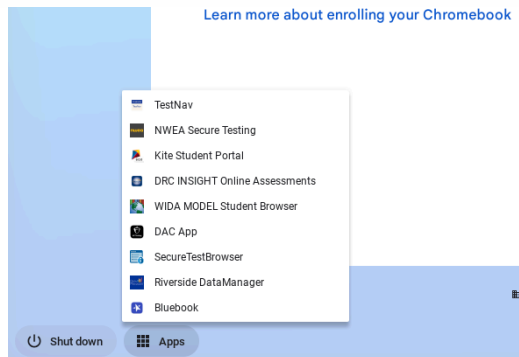
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KITE Testing

The Kite® Student Portal is where students take Dynamic Learning Maps® (DLM®) assessments.

1. Power on the device, but do not log in. If you are signed into the chromebook log all the way out, you should see the "Sign in to your Chromebook" screen

2. In the lower left of the screen, select Apps > KITE Student Portal to launch the Kite Student portal.
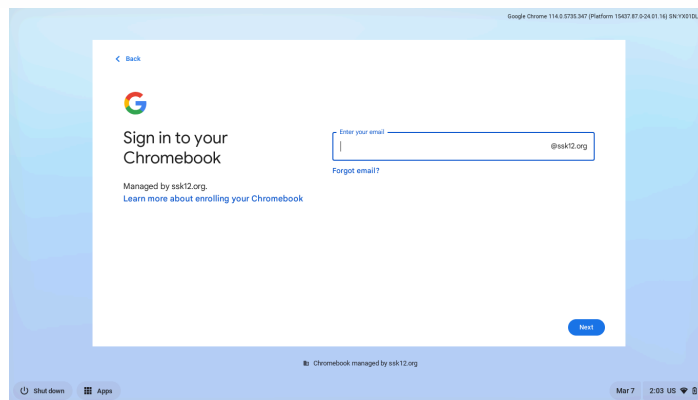

3. Follow your Exam coordinators instructions before proceeding.
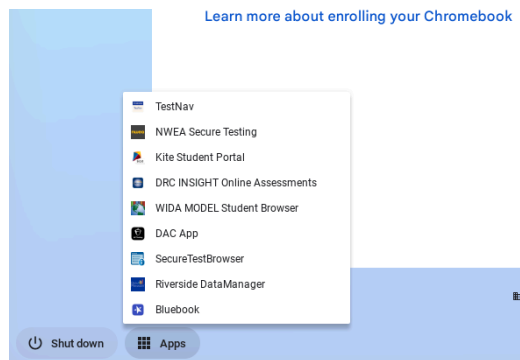
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WIDA MODEL Student Browser

WIDA MODEL Online is an English language proficiency assessment for students in grades 1-12. As a flexible, on-demand assessment, this test can be administered at any time during the school year, depending on the needs of the district, school, teacher or student. Scores from WIDA MODEL Online can be used to predict student performance on ACCESS for ELLs.

1. Power on the device, but do not log in. If you are signed into the chromebook log all the way out, you should see the "==Sign in to your Chromebook==" screen

2. In the lower left of the screen, select Apps > WIDA MODEL Student Browser to launch the WIDA MODEL Exam.
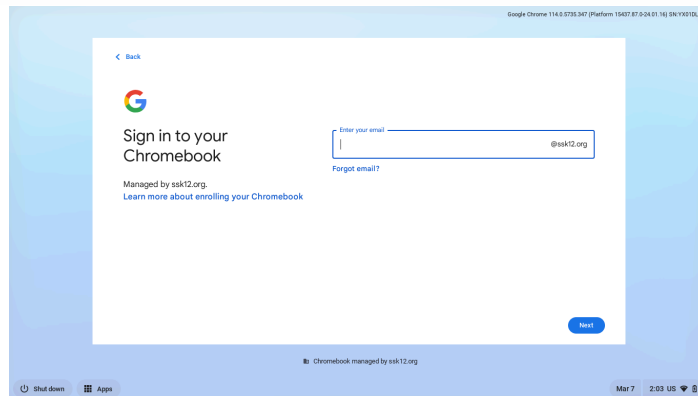

3. Follow your Exam coordinators instructions before proceeding.
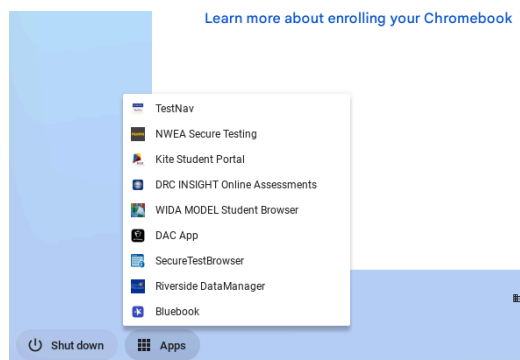
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WIDA ACCESS for ELLs/WIDA Screener

DRC INSIGHT™ Online Learning System (DRC INSIGHT) is a secure, web-based system that supports and enhances the testing experience for students and educators. DRC INSIGHT is the testing software that delivers the WIDA ACCESS for ELLs and the WIDA Screener examinations

1. Power on the device, but do not log in. If you are signed into the chromebook log all the way out, you should see the "Sign in to your Chromebook" screen

2. In the lower left of the screen, select Apps > DRC INSIGHT Online Assessments to launch the WIDA Access/Screener Exam Application.
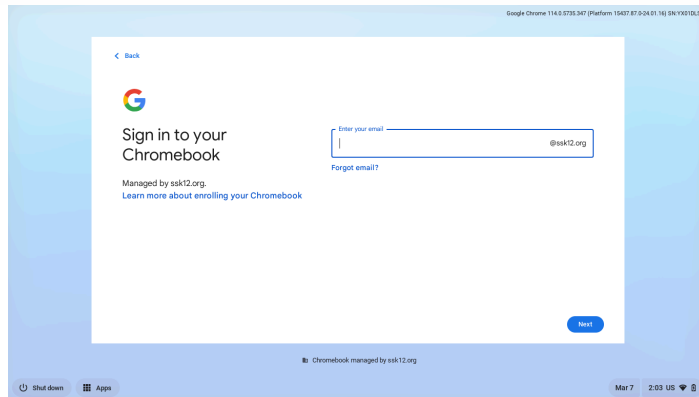

3. Select the correct Examination you would like to take or select the practice tests to practice the exam.
4. Follow your Exam coordinators instructions before proceeding.
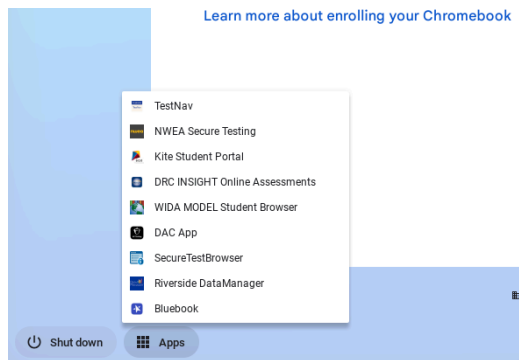
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Cognitive Abilities Test (CogAT)

The *Cognitive Abilities Test™ (CogAT®)* offers content to measure general and abstract inductive and deductive problem solving across three areas – Verbal, Quantitative, and Nonverbal (figural) reasoning.

4. Power on the device, but do not log in. If you are signed into the chromebook log all the way out, you should see the "Sign in to your Chromebook" screen

5. In the lower left of the screen, select Apps > Riverside Data Manager to launch the CogAT Exam.

6. Follow your Exam coordinators instructions before proceeding.