

## Online Assessment Center Roles and Responsibilities by Test Administration Method

Roles	Responsibilities by Method
Administrative Personnel	<p><b>Online</b></p> <ul style="list-style-type: none"> <li>• Designate an Embedded Assessment Contact person</li> <li>• Send Embedded Assessment Contact to the Pre-School Testing Workshop and all other related trainings</li> <li>• Designate a desired testing location (classroom or lab)</li> <li>• Create a testing plan and share with instructional staff</li> </ul> <p><b>Scanner</b></p> <ul style="list-style-type: none"> <li>• Designate an Embedded Assessment Team to handle all scanning requirements</li> <li>• Order blank student answer sheets from the Department of Assessment online ordering website at least two weeks before the testing window begins</li> <li>• Designate a location, one computer, and one printer for Embedded Assessment use</li> </ul> <p><b>Clickers</b></p> <ul style="list-style-type: none"> <li>• Contact the Program Manager immediately to get set-up</li> </ul> <p><b>Training/Overview</b></p> <ul style="list-style-type: none"> <li>• Contact the Program Managers to set up training for your staff if there is a need</li> </ul>
Technology Personnel	<p><b>Online</b></p> <ul style="list-style-type: none"> <li>• Run Technology Check on each computer</li> </ul> <p><b>Scanner</b></p> <ul style="list-style-type: none"> <li>• Locate scanner</li> <li>• Connect Scanner to printer and computer</li> <li>• Uninstall old ReviewScan software</li> <li>• Install new ReviewScan software: <a href="http://ac.corek12.com/Support/Support.aspx">http://ac.corek12.com/Support/Support.aspx</a></li> </ul> <p><b>Clickers</b></p> <ul style="list-style-type: none"> <li>• Contact one of the Program Managers immediately</li> <li>• Verify correct type of clickers</li> <li>• Uninstall old software</li> <li>• Install new software</li> </ul>
Instructional Personnel	<p><b>Online</b></p> <ul style="list-style-type: none"> <li>• Get username and password from principal or principal's designee</li> <li>• Access Online Assessment Center and change password</li> <li>• Print one copy of each Embedded Assessment and make student copies</li> <li>• Give each teacher and student the appropriate test code for each Embedded Assessment</li> </ul> <p><b>Scanner</b></p> <ul style="list-style-type: none"> <li>• Pre-print student answer sheets for each Embedded Assessment using the ReviewScan software</li> <li>• Print one copy of each Embedded Assessment and make student copies</li> <li>• Print one copy of the answer key for each Embedded Assessment and make copies for appropriate instructional staff</li> <li>• Scan completed student answer sheets using the NCS Pearson OpScan scanner and the ReviewScan software</li> <li>• Print the hard-copy report for Embedded Assessment by class by clicking the Print Scores button located on the top right-hand side of the screen in the ReviewScan Software</li> <li>• Send the scores for Embedded Assessment by class by clicking the Send Scores Button located on the top left-hand side of the screen in the ReveiwScan software</li> </ul> <p><b>Clickers</b></p> <ul style="list-style-type: none"> <li>• Contact the Program Manager before the testing window to get set-up</li> <li>• For each set of clickers, check the battery status on each hand-held while waiting for set up instructions and training</li> </ul>

Students	<p><b>Online</b></p> <ul style="list-style-type: none"> <li>• Log in to the Online Assessment Center using pbstudentid for both your username and password</li> <li>• Get the test code for the test you need to take</li> <li>• Enter the test code in the box in the center of the screen</li> <li>• Once the test tunnel opens, complete each item on the test</li> <li>• Select the “Grade this Test” button before you exit the testing tunnel</li> </ul> <p><b>Scanners</b></p> <ul style="list-style-type: none"> <li>• Get a hard-copy of the test with a pre-printed student answer scan sheet</li> <li>• Check to make sure the test matches the name of the test on the answer sheet</li> <li>• Place all answers to the test on the scan sheet</li> <li>• Check to make sure that you answered all questions</li> <li>• Erase all stray marks and unwanted answers thoroughly</li> </ul> <p><b>Clickers</b></p> <ul style="list-style-type: none"> <li>• Get a hard-copy of the test</li> <li>• Get a clicker from your teacher and turn it on</li> <li>• Complete each item on the test and enter each answer into the clicker device</li> <li>• Press the send button after each item that you answer</li> <li>• Check to make sure that you have answered every question on the test</li> <li>• To clear an answer and replace it with a different answer, press the clear button and enter your new answer, then press send</li> <li>• Once the test is completed, turn the clicker device off and return it to your teacher</li> </ul>
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Once the tests have been completed, you may access the data in the Online Assessment Center. Refer to the chart below to see when the data will appear in the Assessment Center.

Administration Method	Data Availability
<b>Online</b>	Data will appear <b>immediately</b> after the students grade their test.
<b>Scanner</b>	Data will appear within <b>one hour</b> of scanning students’ sheets.
<b>Clickers</b>	Data will appear <b>within 3 hours</b> of sending scores from the students’ clicker sets.

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