

MEMORANDUM

TO: District Test Coordinators (DTCs)

FROM: Data Recognition Corporation (DRC) MAP Service Line

DATE: August 5, 2020

SUBJECT: Fall 2020 MO LEAP Information

Dear District Test Coordinator,

The Fall 2020 MO LEAP Assessments will be available from August 10, 2020 through October 2, 2020. The Portal will be open on August 10, 2020 and Student testing will begin on August 24, 2020. The LEAP Assessments are accessed by students through the INSIGHT online testing platform. Within the Portal, user guides and supporting documents can be accessed and user/student/examiner information will be managed. For more information about the LEAP Assessments, please reference the DESE website at <https://dese.mo.gov/college-career-readiness/moleap>.

Registering Students

Students will be automatically registered for the LEAP Assessments. Your district will not need to submit a file of students to DESE. Test Setup will be available in the Portal beginning on August 10, 2020. To add additional students or edit student information, log into the Portal and go to My Applications > Student Management. If you are unable to add a student manually, please contact the MAP Service Line.

Important Dates

The following table includes release dates that have been established in preparation for the LEAP Assessments.

What is Available?	Necessary Action
<p>JULY 13</p> <p>DRC INSIGHT Technology User Guides</p>	<p>Access under My Applications > General Information > Documents and select INSIGHT Technology User Guide from the Document Type dropdown.</p> <p>DITCs use this guide—separated into five volumes—to assist in installing and configuring INSIGHT software for online testing.</p> <p>NOTE: COS Service Device installers are available on the Portal under My Applications > General Information > Downloads. There are also updated versions of the DRC INSIGHT Secure Browser that must be installed. The DRC INSIGHT Secure Browser will update if automatic updates were enabled during original installation. Both the COS Service Device and the INSIGHT Secure Browser must be installed/updated in order to avoid issues during testing.</p>

What is Available?	Necessary Action
JULY 28	
DITC Web Training –Session 1	DITCs attend a live Web training from 10:00 – 11:30am CT. Registration and invitation info was included in the Technology Updates Memo that was distributed on 7/13/2020. It is only necessary to attend one training session.
JULY 30	
DITC Web Training –Session 2	DITCs attend a live Web training from 2:00 – 3:30Pm CT. Registration and invitation info was included in the Technology Updates Memo that was distributed on 7/13/2020. It is only necessary to attend one training session.
AUGUST 3	
DITC Recorded Training Presentation	<p>Access under My Applications > General Information > Documents and select DITC Training from the Document Type dropdown.</p> <p>DITCs view this training to learn about changes to the INSIGHT software to prepare for installing and configuring the software for online testing.</p>
AUGUST 10	
Portal User Guide – User Management	<p>Access in the Portal under My Applications > General Information > Documents and select the Portal User Guides from the Document Type dropdown.</p> <p>DTCs use this guide to assist in setting up users and assigning permissions in the Portal.</p>
Portal Training Modules for User Management	<p>Access in the Portal under My Applications > General Information > Documents and select the Portal Training – User Admin from the Document Type dropdown.</p> <p>DTCs and School Test Coordinators (STCs) may view these training modules to learn more about setting up users and assigning permissions in the Portal.</p>
Portal User Guide – Test Management	<p>Access in the Portal under My Applications > General Information > Documents and select the Portal User Guides from the Document Type dropdown.</p> <p>DTCs, STCs, and Teachers/Test Examiners use this guide to assist in using the Test Setup functionality in the Portal, which is used to manage student information, create test sessions, update student accommodations, print test tickets, and monitor student testing.</p>
Portal Training Modules for Test Management	<p>Access under My Applications > General Information > Documents and select the Portal Training – Test Management from the Document Type dropdown.</p> <p>DTCs, STCs, and Teachers/Test Examiners may use these training modules to learn how to use the Test Setup System, which is used to manage student and teacher information, create test sessions, update student accommodations, print test tickets, and monitor student testing.</p>

What is Available?	Necessary Action
AUGUST 10	
Portal MO LEAP Assessments 2020 User Setup	<p>DRC assigns DTCs to the LEAP Assessments Fall 2020 administration. DTCs can then copy District Information Technology Coordinators (DITCs), School Test Coordinators (STCs), and Test Examiners (TEs) from the Spring 2020 Summative administration to the LEAP Assessments Fall 2020 administration and assign permissions. See the Portal User Management User Guide for details on copying users from one admin to another.</p> <p>Any users who do not need access to the LEAP Assessments Fall 2020 administration should not be copied. Any users not already in the Portal must be added.</p>
Portal Test Setup Functionality	<p>Test Setup is used to manage student information, create test sessions, update student accommodations, print test tickets, and monitor student testing. Preparations in Test Setup must be completed prior to testing, or students will not be able to test.</p>
Test Coordinator’s Manual (TCM)	<p>Access in the Portal under My Applications > General Information > Documents and select Manuals from the Document Type dropdown.</p> <p>DTCs and STCs use the TCM to learn about roles and responsibilities for administering and overseeing the assessments.</p>
Examiner’s Manuals (EMs)	<p>Access in the Portal under My Applications > General Information > Documents and select Manuals from the Document Type dropdown.</p> <p>Examiners use the EMs for administering the Practice Forms.</p>
Online Tools Training (OTT)	<p>Access under the DRC INSIGHT Online Assessments software icon on the device desktop, or access the public version via the link on the Portal homepage (https://wbte.drcthePortal.com/MO/portals/mo).</p> <p>Students use this training to become familiar with the online testing navigation and functionality. OTTs should be used after students have viewed the Online Testing Tutorial.</p>
Online Testing Tutorial	<p>Access under My Applications – General Information – Test Tutorials, or via a link on the INSIGHT software landing page.</p> <p>Students use this tutorial to become familiar with the INSIGHT functionality. It is also beneficial for DTCs, STCs, TEs, and Teachers to view the tutorial.</p>
Paper Test Form PDF	<p>Access in the Portal under My Applications > General Information > Documents and select Test Forms from the Document Type dropdown.</p>

What is Available?	Necessary Action
AUGUST 10	
Large Print Test Form PDF	Access in the Portal under My Applications > General Information > Documents and select Test Forms from the Document Type dropdown. The Large Print Test Form PDF is also available in the Portal if the Large Print accommodation has been selected for the student prior to testing. Follow the instructions provided in the Portal Test Management User Guide for printing paper and pencil assessments.
Braille Test Form	Order in the Portal under My Applications > Materials > Additional Materials.
AUGUST 24	
MO LEAP Assessments Test Window Opens	
Portal Reports Functionality	Access in the Portal under My Applications > Report Delivery > Interactive Reports DTCs, STCs, and Teachers/Test Examiners can view and download the student test results.
Portal User Guide – Reports	Access in the Portal under My Applications > General Information > Documents and select the Portal User Guides from the Document Type dropdown. DTCs, STCs, and Teachers/Test Examiners use this guide to assist in accessing reports.
Portal Training Module for Reports	Access in the Portal under My Applications > General Information > Documents and select the Portal Training > Reports from the Document Type dropdown. DTCs, STCs, and Teachers/Test Examiners use this training module to learn how to access reports.
OCTOBER 2	
MO LEAP Assessments Test Window Closes	

Questions

For questions about the test administration or other technical information, please contact:	For questions or information regarding MAP policy and testing procedures, please contact:
DRC MAP Service Line Phone: 1-800-544-9868 Email: maphelpdesk@datarecognitioncorp.com	Missouri Department of Elementary and Secondary Education, Assessment Section Phone: 573-751-3545 Email: assessment@dese.mo.gov Website: http://dese.mo.gov/college-career-readiness/assessment