

**MEMORANDUM**

**TO:** District Test Coordinators (DTCs)

**FROM:** Data Recognition Corporation (DRC) MAP Service Line

**DATE:** August 28, 2020

**SUBJECT:** 2020 – 2021 MAP Grade-Level Practice Forms Information

Dear District Test Coordinator,

MAP Grade-Level Assessment Released & Secure Practice Forms will be available from September 1, 2020 through July 23, 2021. The Practice Forms 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 Practice Forms, please reference the Test Coordinator’s Manual located in the Portal under Documents.

**Registering Students**

Students will be automatically registered for the Practice Forms Assessments. Your district will not need to submit a file of students to DESE. Test Setup will be available in the Portal beginning on September 1, 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.

The following release dates have been established in preparation for the Practice Forms:

What is Available?	Necessary Action
<b>SEPTEMBER 1</b>	
<b>Released &amp; Secure Practice Forms Test Window Opens</b>	
Portal User Guide – User Management	Access in the Portal under My Applications > General Information > Documents and select Portal User Guides from the Document Type dropdown.  DTCs use this guide to assist in setting up users and assigning permissions in the Portal.
Portal Training Modules for User Management	Access in the Portal under My Applications > General Information > Documents and select Portal Training from the Document Type dropdown.  DTCs and School Test Coordinators (STCs) may view these training modules to learn more about setting up users and assigning permissions in the Portal.

What is Available?	Necessary Action
<b>SEPTEMBER 1</b>	
Portal User Guide – Test Management	<p>Access in the Portal under My Applications &gt; General Information &gt; Documents and select 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 &gt; General Information &gt; Documents and select 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>
Portal 2020-2021 Practice Forms User Setup	<p>DRC assigns DTCs to the Practice Forms 2020-2021 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 Practice Forms 2020-2021 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 Practice Forms 2020-2021 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 &gt; General Information &gt; 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 &gt; General Information &gt; Documents and select Manuals from the Document Type dropdown.</p> <p>Examiners use the EMs for administering the Practice Forms.</p>

What is Available?	Necessary Action
<b>SEPTEMBER 1</b>	
DTC Practice Forms Training Presentation	<p>Access under My Applications &gt; General Information &gt; Documents and select DTC Training from the Document Type dropdown.</p> <p>DTCs use this recorded training to learn about roles and responsibilities for administering and overseeing the Practice Forms.</p>
DRC INSIGHT Technology User Guides	<p>Access under My Applications &gt; General Information &gt; 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><b>NOTE:</b> COS Service Device installers are available on the Portal under My Applications &gt; General Information &gt; 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 to avoid issues during testing.</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 (<a href="https://wbte.drccdirect.com/MO/portals/mo">https://wbte.drccdirect.com/MO/portals/mo</a>).</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>
Portal Educator Scoring Functionality	Access in the Portal under My Applications > Educator Scoring.
Portal User Guide – Educator Scoring	<p>Access in the Portal under My Applications &gt; General Information &gt; Documents and select Portal User Guides from the Document Type dropdown.</p> <p>DTCs, STCs, and Teachers/Test Examiners use this guide to assist in using the Educator Scoring functionality in the Portal, which is used to allow educators to view student responses locally, handscore them, and then submit the score back to DRC.</p>

What is Available?	Necessary Action
<b>SEPTEMBER 1</b>	
Portal Training Module for Educator Scoring	<p>Access in the Portal under My Applications &gt; General Information &gt; Documents and select Portal Training from the Document Type dropdown.</p> <p>DTCs, STCs, and Teachers/Test Examiners may use these training modules to learn how to use the Educator Scoring System, which is used to allow educators to view student responses locally, handscore them, and then submit the score back to DRC.</p>
Portal Reports Functionality	<p>Access in the Portal under My Applications &gt; Report Delivery &gt; View Online Results</p> <p>Access in the Portal under My Applications &gt; Report Deliver &gt; View Dynamic Results</p> <p>DTCs, STCs, and Teachers/Test Examiners can view and download the student test results.</p>
Portal User Guide – Reports	<p>Access in the Portal under My Applications &gt; General Information &gt; Documents and select Portal User Guides from the Document Type dropdown.</p> <p>DTCs, STCs, and Teachers/Test Examiners use this guide to assist in accessing reports.</p>
Portal Training Module for Reports	<p>Access in the Portal under My Applications &gt; General Information &gt; Documents and select Portal Training from the Document Type dropdown.</p> <p>DTCs, STCs, and Teachers/Test Examiners use this training module to learn how to access reports.</p>
Paper Test Form PDF	<p>Access in the Portal under My Applications &gt; General Information &gt; Documents and select Test Forms from the Document Type dropdown.</p> <p>DTCs can access the Released Practice Forms paper test forms under Documents.</p> <p>NOTE: The Secure Practice Forms paper-test form is accessed via assigning accommodations in the Portal.</p>
Large Print Test Form PDF	<p>Access in the Portal under My Applications &gt; General Information &gt; Documents and select Test Forms from the Document Type dropdown.</p> <p>DTCs can access the Released Practice Forms Large Print PDFs under Documents.</p> <p>NOTE: The Secure Large Print Practice Forms are accessed via assigning accommodations in the Portal.</p>
DITC Recorded Training Presentation	<p>Access under My Applications &gt; General Information &gt; 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>

What is Available?	Necessary Action
<b>October 5, 2020</b>	
Additional Materials Ordering Opens	Access under My Applications > Materials > Additional Materials  DTCs may order Braille testing materials for the Released & Secure Practice Forms.
<b>JULY 16, 2021</b>	
Additional Materials Ordering Closes	Access under My Applications > Materials > Additional Materials  Last day for DTCs to order Braille testing materials.
<b>JULY 23, 2021</b>	
Released & Secure Practice Forms 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:
<b>DRC MAP Service Line</b> Phone: 1-800-544-9868 Email: <a href="mailto:maphelpdesk@datarecognitioncorp.com">maphelpdesk@datarecognitioncorp.com</a>	<b>Missouri Department of Elementary and Secondary Education, Assessment Section</b> Phone: 573-751-3545 Email: <a href="mailto:assessment@dese.mo.gov">assessment@dese.mo.gov</a> Website: <a href="http://dese.mo.gov/college-career-readiness/assessment">http://dese.mo.gov/college-career-readiness/assessment</a>