

MICHIGAN

ENGLISH LANGUAGE PROFICIENCY ASSESSMENT

iTester Software Installation & Workstation Readiness Guide 2011 2012

Sample

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Sample

Introduction to iTester

Overview

This document is for Network Administrators and IT personnel responsible for the setup and configuration of the iTester Student application. This information should be taken into consideration when configuring your network and workstation environments.

Technical Help

Should you encounter any problems during setup, or have questions or concerns, please contact Questar Customer Service at 877-560-8378 option 5. A representative will direct you to appropriate technical support.

Network Setup

Bandwidth

The minimum DSL connectivity requirement for iTester is 1500 Kbits/sec, although available bandwidth may vary depending on the time of day and number of locations. Based on a 1500 Kbits/sec bandwidth, you can calculate the number of students (x) that can simultaneously start testing within a timeframe (y) of 60 seconds (for example), when all students click on 'Begin Test' at the exact same time:

Bandwidth available in 60(y) seconds = 1500 Kbits/second x 60 seconds = 90,000 Kbits

Average test resource size = 1216 Kbits (varies by test)

Number of students (x) = $90000/1216 = 74$

Proxy Servers and Firewalls

A proxy server may exist between the student workstations and the Internet. Some examples of what proxy servers are used for include:

Caching – accelerates request time by retrieving content saved from a previous request by the same user or other users.

Filter – applies policies to specific networks, protocols, and content; block undesired websites.

Authentication – controls which users and resources can access the Internet.

iTester must know the hostname and port number of the proxy server if being used, and will normally get this information from the system defined Internet properties (e.g. browser settings).

When using authenticating proxies, make sure the proxy is configured to allow access without authentication to the questarai.com domain. Since the iTester Student application uses the same protocols to communicate on the Internet as standard web browsers, it is necessary that proxy servers be configured to allow all http traffic between iTester and the Internet from ports 80 and 443.

If there is a firewall between the workstations being used for testing and the Internet, make sure all **TCP/http/https ports 80 and 443** traffic is allowed to and from Questar's domain and IP address specific to your project

To avoid possible DNS problems, it is recommended that you add direct IP address information to firewall:

Direct IP: **69.63.130.73**
URL: <https://elpa.questarai.com/> **PORT: 443**
URL: <http://elpa.questarai.com/> **PORT: 80**

Certain firewalls may send up a false positive flag if they incorrectly recognize the bit sequence of a particular file as a virus, malware, etc. When the iTester Student application launches it will retrieve the test resource files, which consist of html, xml, and jar files. If any of these files are blocked, an error will be reported upon the launching of iTester (see Common Errors on page 41). Make sure all the test resource files (html, xml, and jar files) are being allowed to pass through the firewall.

Workstation Lockout Applications

If you have any scripts or applications, such as DeepFreeze™ or CleanSlate™, that clear out student profiles, an **alternate save location** should be selected during installation. As long as the connection to this folder exists, iTester will use this alternate location to save the encrypted response file that is created in case of connection issues while testing.

Internet/Content Filters

Any other products that may control internet traffic must be configured so that all questarai.com traffic is whitelisted.

Test Accelerator

Overview

Test Accelerator allows test content to be cached thus reducing the amount of bandwidth required for electronic testing and eliminates the need for each student workstation to download an independent copy of their online test. Test Accelerator is a software program that is installed on one computer in each school or a district connected local area network that will serve as a proxy server to download encrypted test content to each student workstation. Each school will need to install the software and download the test content once for each administration.

We recommend that you use a separate machine as the Test Accelerator computer that will be dedicated only to caching test content. **The computer used for this purpose will need to be powered on during the entire testing window.**

Test Accelerator software can be installed on any Windows-based computer (workstation or network server) as long as it meets the minimum hardware specifications listed below.

Test Accelerator uses both http and https ports by default, but may be configured to use other ports. The ports that Test Accelerator are configured to use must be open in all firewall or content filtering applications being used.

Hardware Specifications - Minimum Requirements

- Operating System: Windows XP with Service Pack 3 or higher, Windows 2003 Server or higher
- Memory: 2 GB
- Disk: 2 GB available disk
- Additional: Microsoft .NET 4

A typical installation of Test Accelerator software takes approximately 15 - 30 minutes. **Network Administrator level knowledge and access is required prior to installing and configuring Test Accelerator and the iTester Student application. The minimum system requirements above should be reviewed prior to installation.**

Downloading Test Accelerator

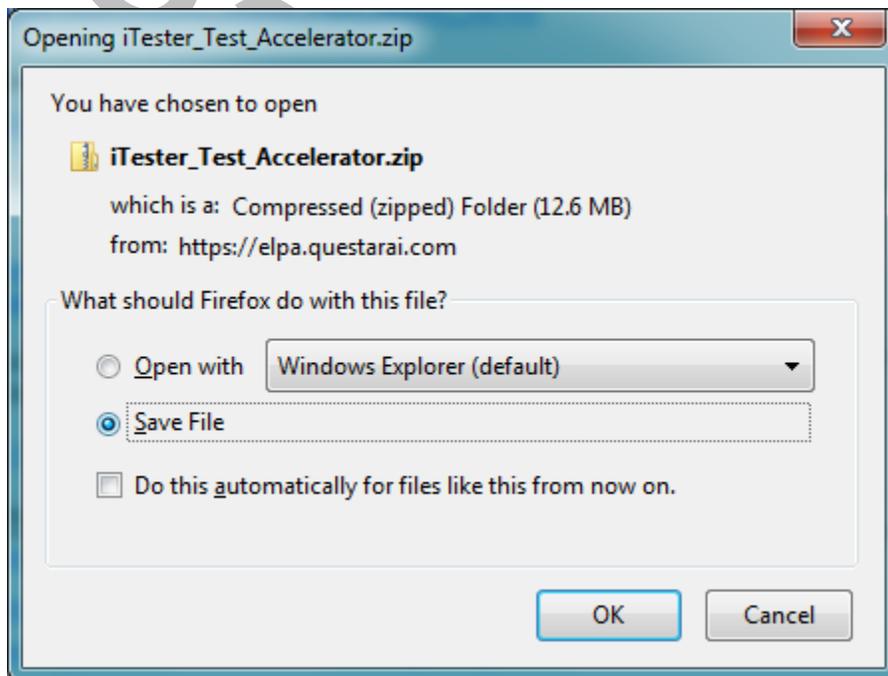
- Open your web browser to url: <https://elpa.questarai.com/Admin/>
- Enter the Username and Password that was supplied to you via the Questar email.
- Once logged in from the main page you will see the following options:

The Information Technology Coordinator will need to install the test accelerator and install iTester™ Student before any testing can occur on workstations.

- [Test Accelerator Download](#) ←

Operating System	Without JRE	With Embedded JRE (Java™ Runtime Environment)
 Windows	iTester_ELPA.exe	iTester_ELPA_JRE.exe
 Mac OS	iTester_ELPA.dmg	(not available)

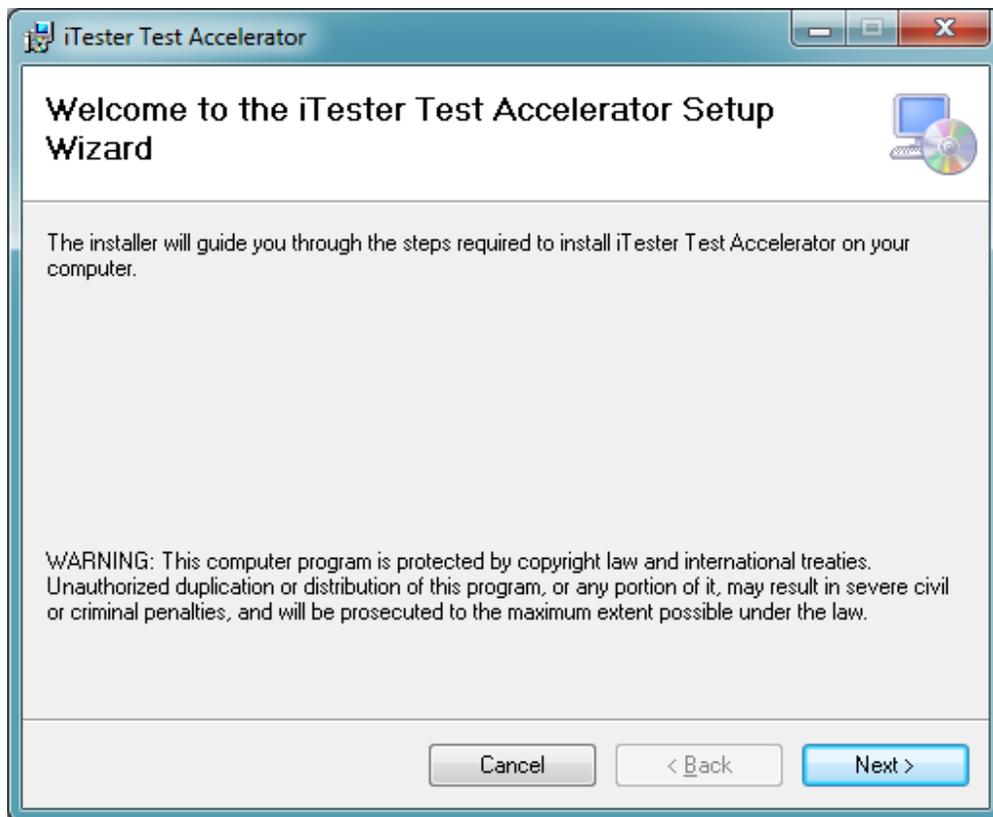
When the file download window appears click “**Save**”



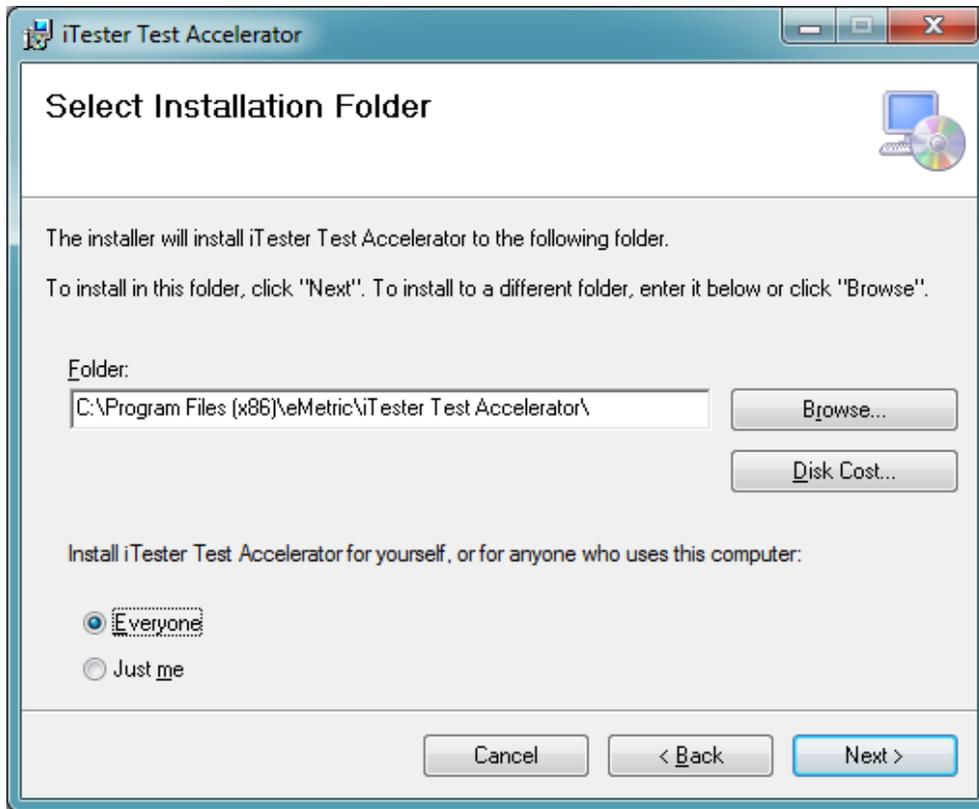
Once download is complete, extract the files in the zip file and launch the **setup.exe** program. This file will be in location you saved file to in previous step.

Name	Size	Type
setup	483 KB	Application
TA Package	13,113 KB	Windows Installer Package
Test Accelerator Setup	1 KB	XML Configuration File

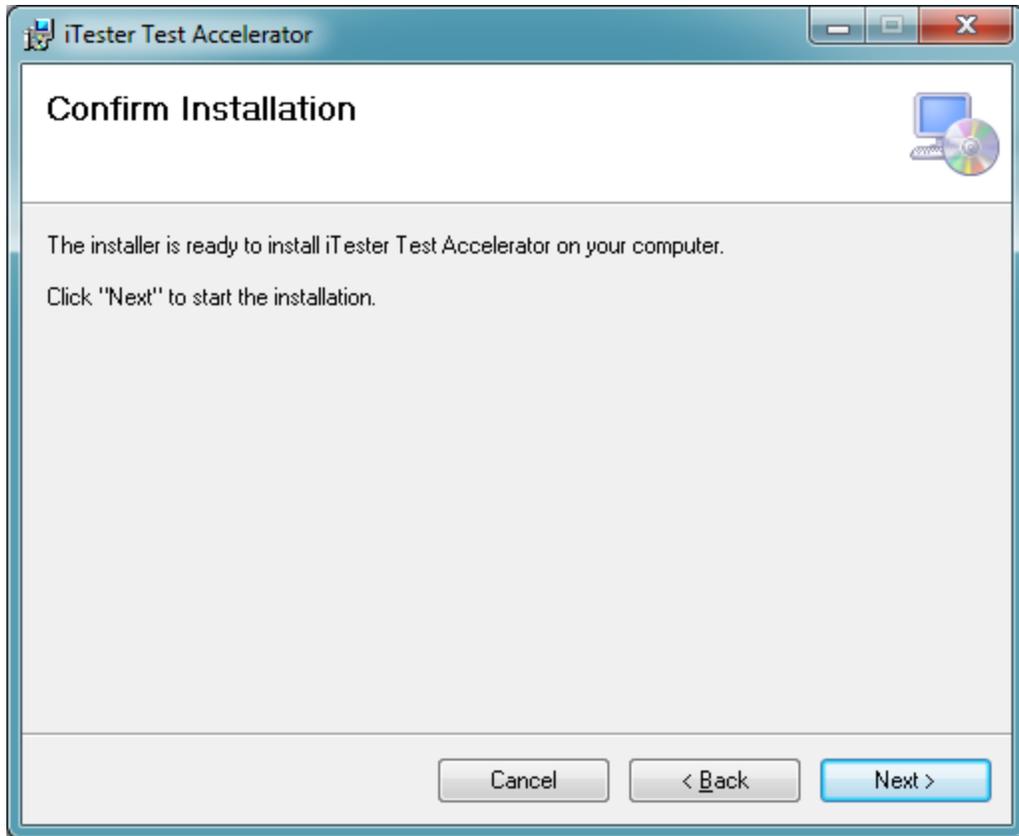
The Welcome screen of the setup wizard will come up. Click Next



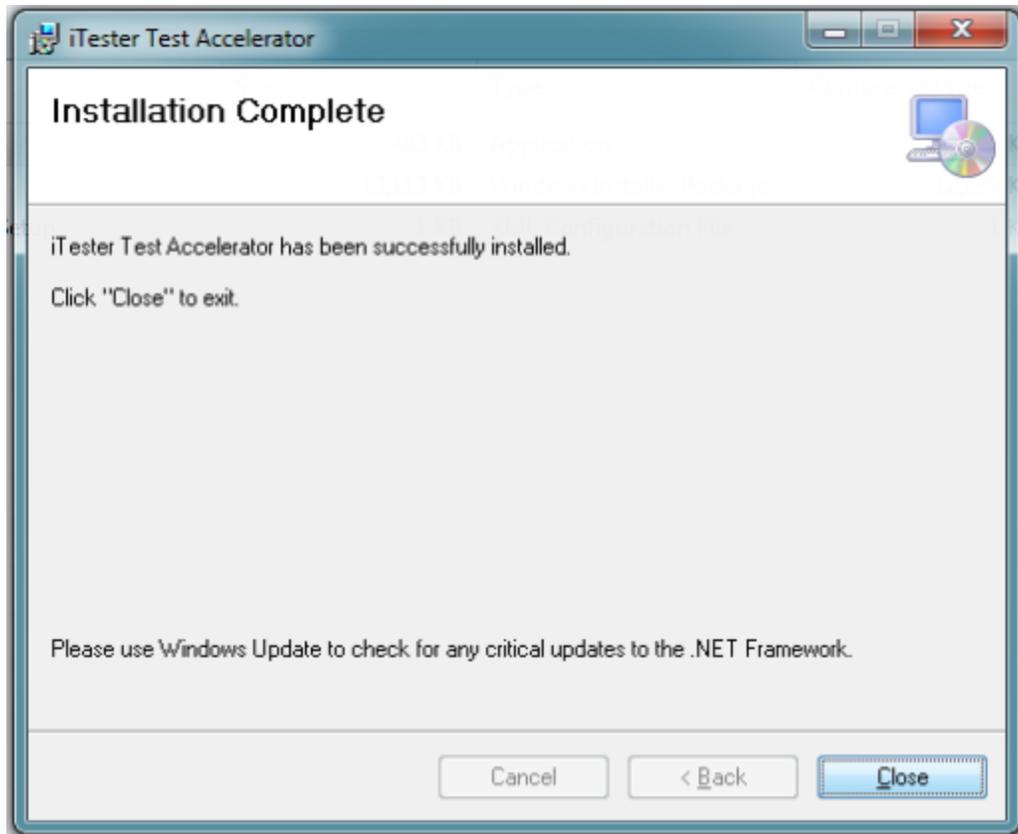
The installation Folder screen will open. Install the program in the default location or click Browse to select a different location.



Check the **Everyone** box and click the **Next** button.
Confirm installation by clicking **“Next”**



The Test Accelerator will be installed to location specified. Click Next once complete.

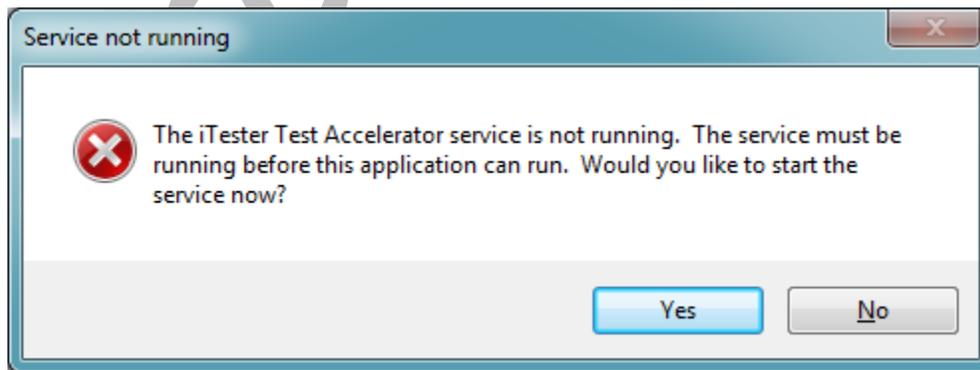
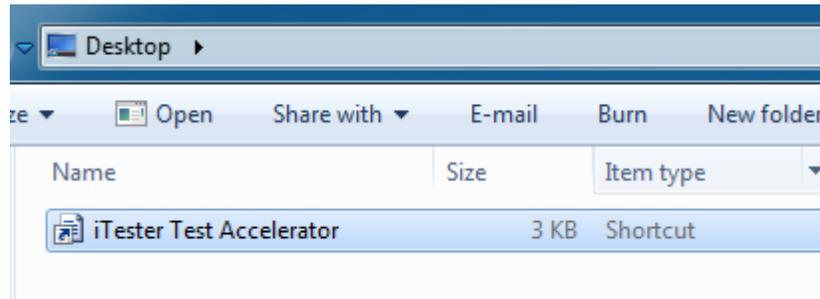


Confirmation screen will come up stating the installation is complete.

Please note: Upon installing the Test Accelerator, the workstation on which the Test Accelerator has been installed needs to be restarted.

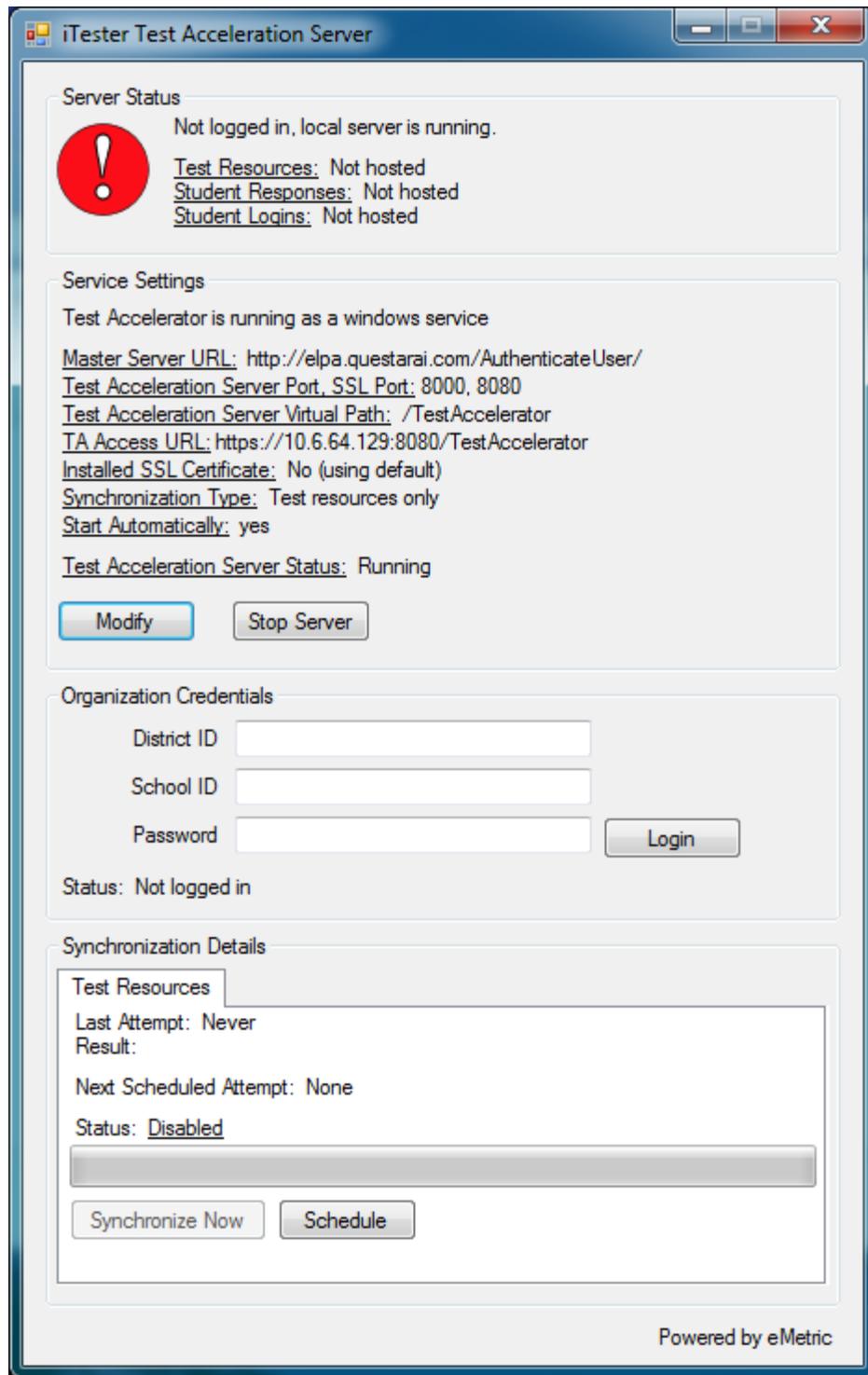
Starting Test Accelerator

After the workstation has been restarted, there should be a shortcut on the Desktop. Click **iTester Test Accelerator shortcut** to open the program.



The Server Status will show hosted services are out of date. Authentication with Questar host systems will verify successful communication and download of test content appropriate for your location.

Start Test Accelerator services by clicking **“Yes”**



When the Test Accelerator program loads, enter the following information in the Organizational Credentials fields:

District ID: Your five-digit district number (i.e., 01234)

School ID: Your five-digit school number (i.e., 01001)

Password: Enter your password. Your password was provided in the email you received from Questar. (This is also the Workstation Readiness password, which is available on the admin site home page)

Click **Login** to continue.

Once successfully logged in, you will see that the Status changes to **Successfully Logged In** with the name of your school in parentheses.

Organization Credentials

District ID 9999

School ID 9999

Password *****

Login

Status: Log-in successfull (Cyber School)

In the Synchronization Details section, click the **Synchronize Now** button. Test Accelerator will now download your school's test content.

Synchronization Details

Test Resources

Last Attempt: Never

Result:

Next Scheduled Attempt:

Status: Idle

Synchronize Now Schedule

Synchronization Details

Test Resources

Last Attempt: Never

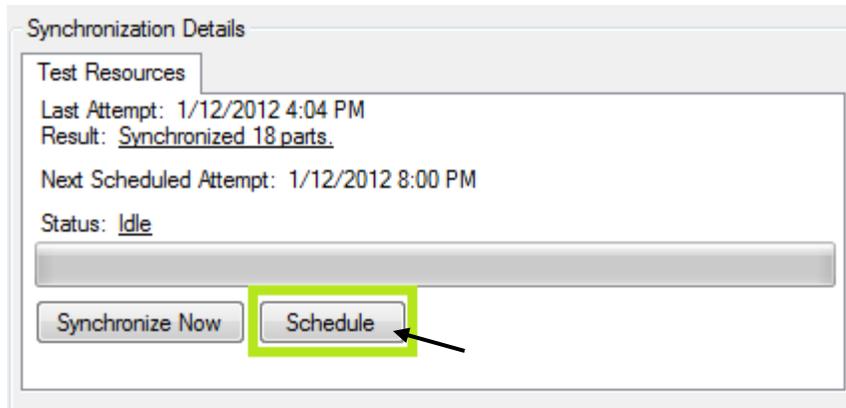
Result:

Next Scheduled Attempt:

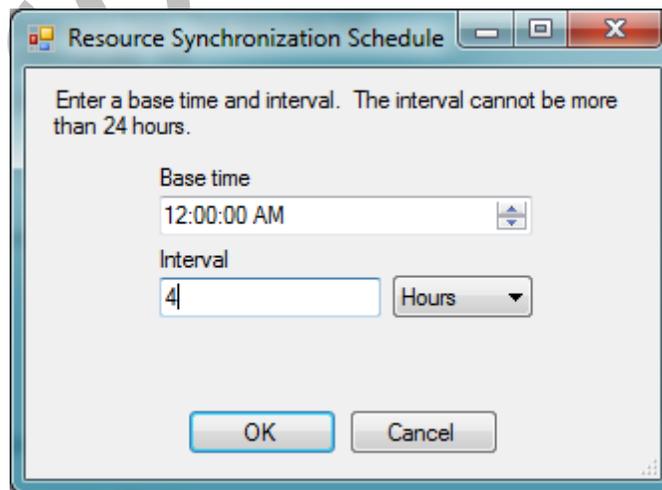
Status: Synchronizing (Completed 8 of 18 parts, no errors encountered).

Stop Schedule

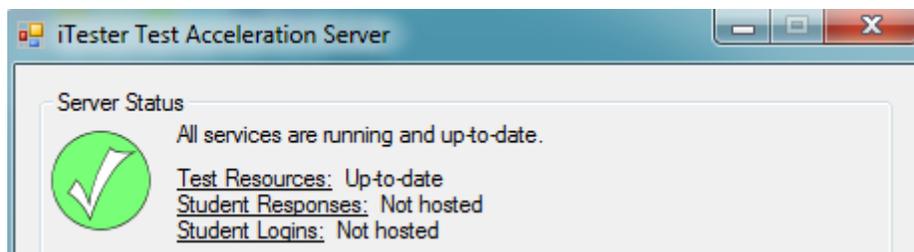
The last attempt date will change to the current date once the synchronization is finished. It will show you the date of the Next Scheduled Attempt. Currently that shows "None."



If you click on **Schedule** you can select a time and interval for synchronizing. Please note: the interval entered cannot be more than 24 hours.



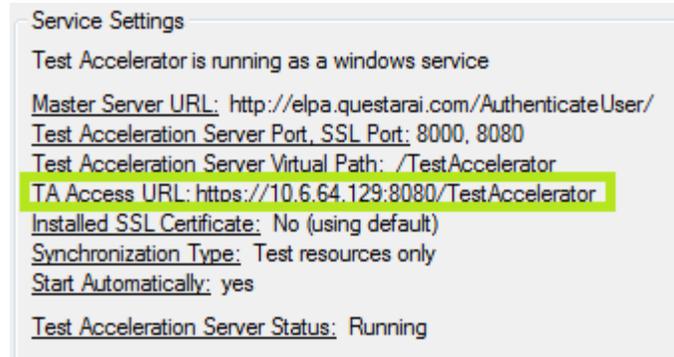
Once completed, your server status should indicate successful configuration with a green check box.



Congratulations, Test Accelerator has been successfully installed and configured!

The computer used for Test Accelerator will need to be powered on during the entire testing window.

Also in the **Service Settings** section, note the TA Access URL: <https://XX.XX.XX.XX:8080/Test Accelerator>. You will need this information when installing iTester™ Student.



The specific IP (10.6.64.129 above) is unique for each device. The image above is an example.

Downloading iTester

- Open your web browser to url: <https://elpa.questarai.com/Admin/>
- Enter the Username and Password that was supplied to you via the Questar email.
- Once logged in from the main page you will see the following options:

Operating System	Without JRE	With Embedded JRE (Java™ Runtime Environment)
 Windows	iTester_ELPA.exe	iTester_ELPA_JRE.exe
 Mac OS	iTester_ELPA.dmg	(not available)
 Linux	iTester_ELPA.sh	iTester_ELPA_JRE.sh

- The *With Embedded JRE* install is self-contained. A previously installed Java version is not necessary. If using an **authenticating** proxy server, it is recommended that you download and install this version of iTester. The embedded JRE will not disturb any pre-existing Java installations.
- The *Without JRE* install requires that a valid Java version be on the target workstation. If using a **non-authenticating** proxy server, it is recommended that you download and install this version of iTester.

NOTE: If you have a previous version of iTester installed on your computer or network you will need to uninstall and then reinstall the new version.

Installation

System Requirements

Hardware Requirements	Windows / Linux Installs	Apple / Macintosh
OS	Windows 2000 or higher	OS 10.4.X or higher
Processor	Pentium III 500 MHz or higher	G4 500 MHz or higher
Memory	512 MB minimum	512 minimum
Internet Connection	1.5 mbps minimum	1.5 mbps minimum
Audio	Headphones/Sound card	Headphones/Sound card
Screen Resolution	1024 x 768	1024 x 768
Java Version	1.5 minimum	1.5 minimum

Network vs. Local Installation

While there are two ways that iTester may be installed, it is recommended that iTester Student be installed to a selected folder on a file server within a school's network. A shortcut will need to be placed on individual workstations which points to this installed location. Ensure proper permissions are set on this folder (see below).

	Local Install	Network / File share Install
Advantages	No server required No server issues Prefer to isolate log and response file entrees	Single point of install Single point of configuration Single location for log and response files
Disadvantages	Multiple points of install and configuration Multiple locations for log and response files	Potential for server failure

When choosing a network folder, ensure the network path is comprised of a UNC¹ path ([\\ServerName\ShareName\Sharedfolder](#)). Sites with a Novell network shall ignore the UNC path requirement. If using a drive mapping, ensure all clients use the same drive mapping to access the iTester application.

¹ Universal Naming Convention - a common syntax to describe the location on a network resource in Microsoft windows

Terminal Services, n-Computing and Other Thin Client Environments

If installing iTester Student in a thin client environment, ensure that generic accounts are not used, and that each student logging into a workstation uses their own unique profile.

Always ensure that there is enough memory, CPU and bandwidth on the thin client server to accommodate multiple sessions of iTester. The iTester Student application requires a minimum of 40 MB for each student testing.

Downloading iTester Student on a Windows OS

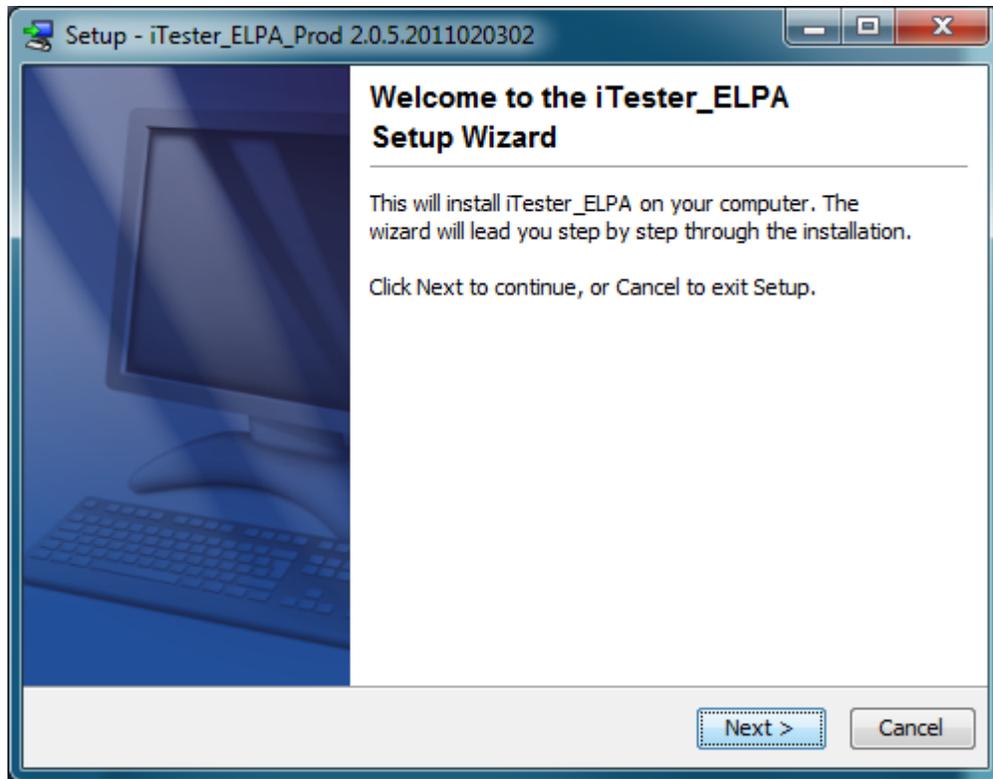
The install package will download to your computer. Download times will vary based on the hardware, internet bandwidth, and the selected file.

- Once the file has been selected, click **Save** to continue.
- Select a location on your local or network drive to save the downloaded application.

Upon completion of the download, run the install program or find the file in the location you indicated during the Save File process to launch the installation program.

Installing iTester Student (File Share Installation)

- Once the install program is launched, the Welcome screen will appear.
- Read the screen instructions, and then click the **Next** button.



Select Destination Directory screen

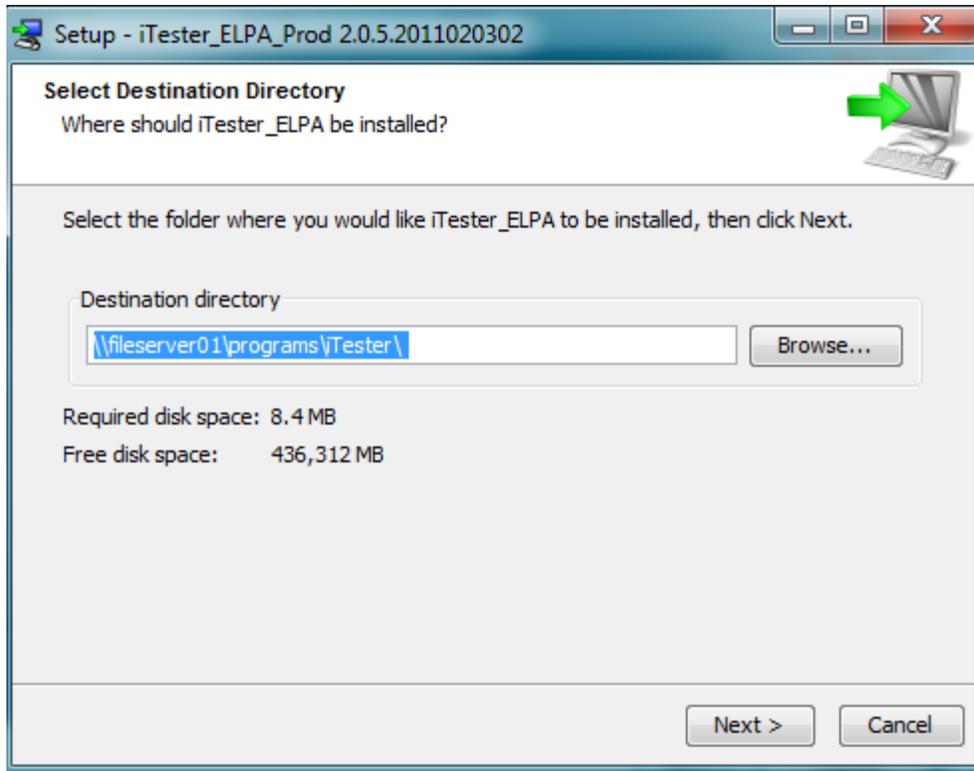
The Select Destination Directory screen opens and the default installation folder is displayed in the Destination directory. **This path will require read, write and modify access with the student's credentials.**

- Click **Next** to keep the default directory or **Browse** to access the location you want to choose as your iTester Student installation folder.

Network Installation (Multiple workstations)

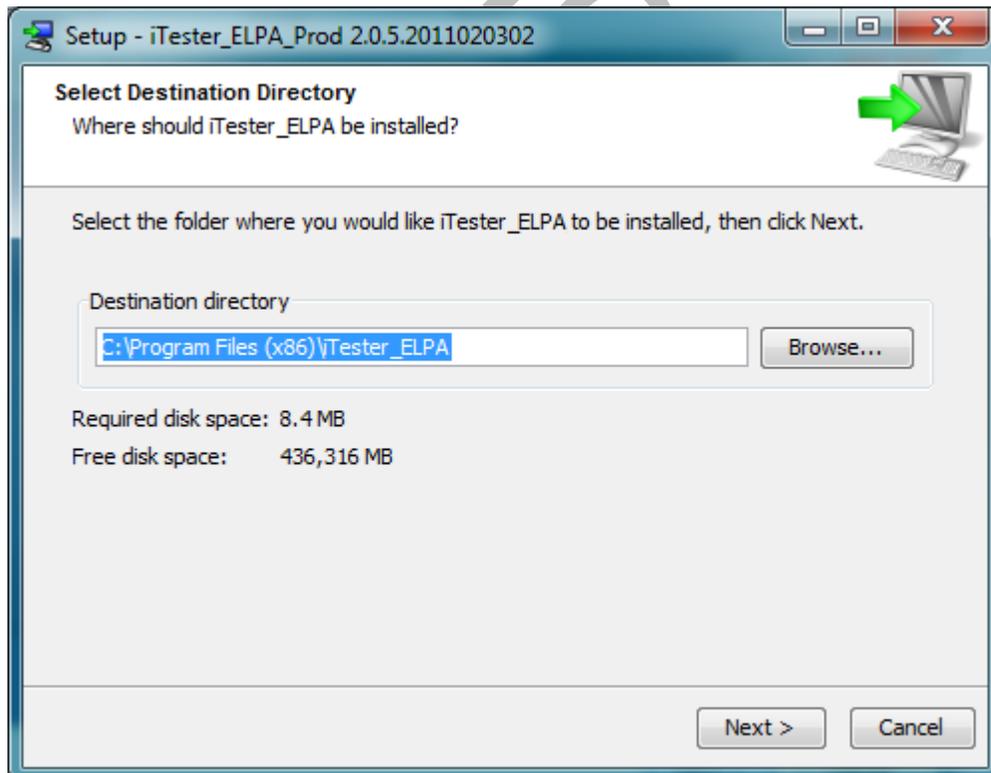
- Choose a shared network folder. Ensure the network path chosen is comprised of a UNC path ([\\ServerName\ShareName\Sharedfolder](#)).

Example: [\\fileserver01\programs\iTester\](#)



Local Installation (Single workstation)

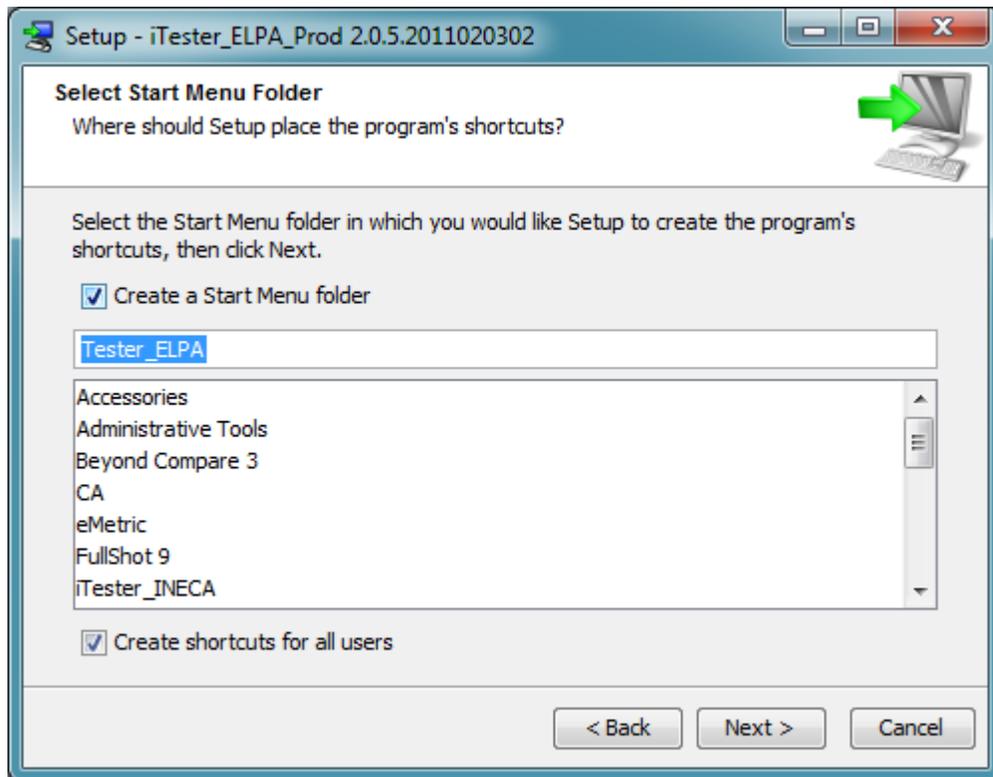
- Choose a local folder.



Select Start Menu folder screen

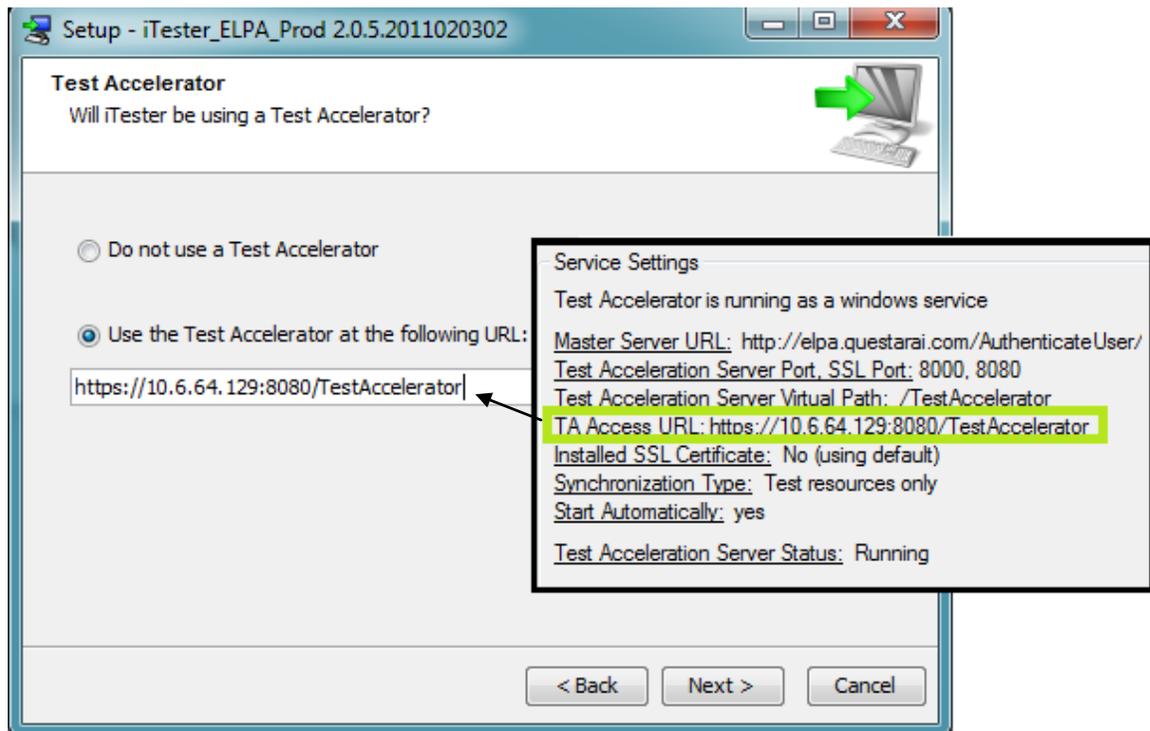
The Select Start Menu Folder screen will open. The default settings will be checked and the default folder will be iTester.

- Click **Next** to keep the default settings and continue or select an existing folder.
- You may toggle on/off the *Create a Start Menu Folder* checkbox.
- You may toggle on/off the *Create shortcuts for all users* checkbox.



Test Accelerator

The Test Accelerator screen will open. Here you will indicate if you are using test accelerator. If you are using test accelerator you must make sure you enter the TA Access URL from the Service Settings of Test Accelerator.



Log and Response Store Location

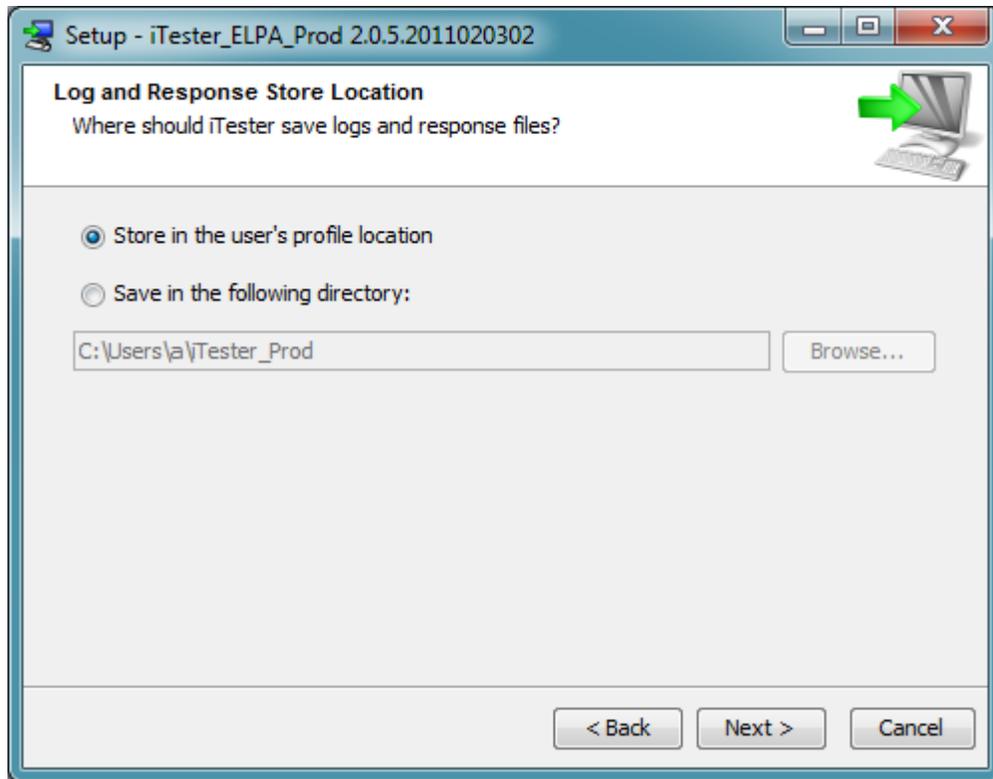
The Log and Response Store location screen will open. This is where you will set up the directory to save the logs and encrypted response files created by the application. **This path will require read, write, modify and delete access with the student's credentials.**

- If storing log and response files to a server, click "Save in the following directory" and enter the network path.

Please Note: When choosing a network folder, ensure the network path is comprised of a UNC path ([\\ServerName\ShareName\Sharedfolder](#)).

Example: [\\fileserver01\programs\iTester\](#)

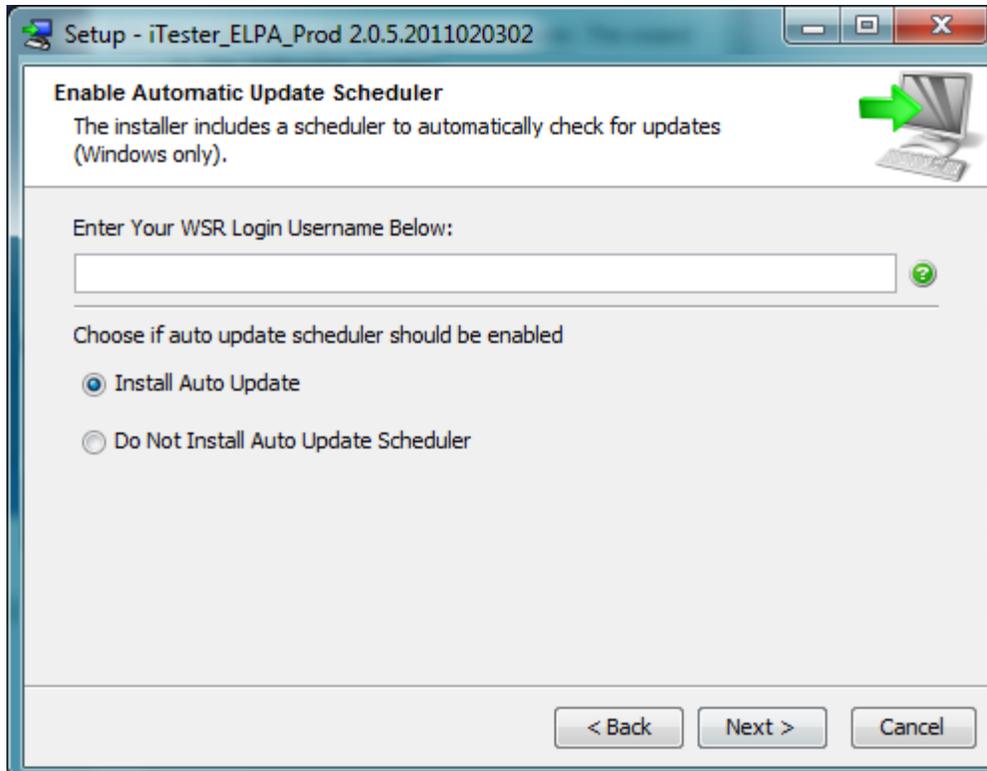
If storing log and response files to the default directory, click **Next**.



Enable Automatic Update Scheduler Screen

The Auto-Update function is designed to automatically perform a systems check with Questar's host systems to ensure your district or school is running the latest version of the software.

The installation program will add a Scheduled Task to perform this daily check each night at 10 PM. In the event your system needs an update, the latest version will be downloaded and installed on your system.



Select **Install Auto Update** and enter your Workstation Readiness (WSR) login username. If your school pre-registered to test online, you should have also received this login in an email. The WSR login information is required to enforce the security of running the iTester application. If you cannot locate your WSR login information, please contact Customer Service at 877-560-8378.

The workstation must be left on in order for the update to take place. You can change the time of the scheduled task manually if that time does not work for you.

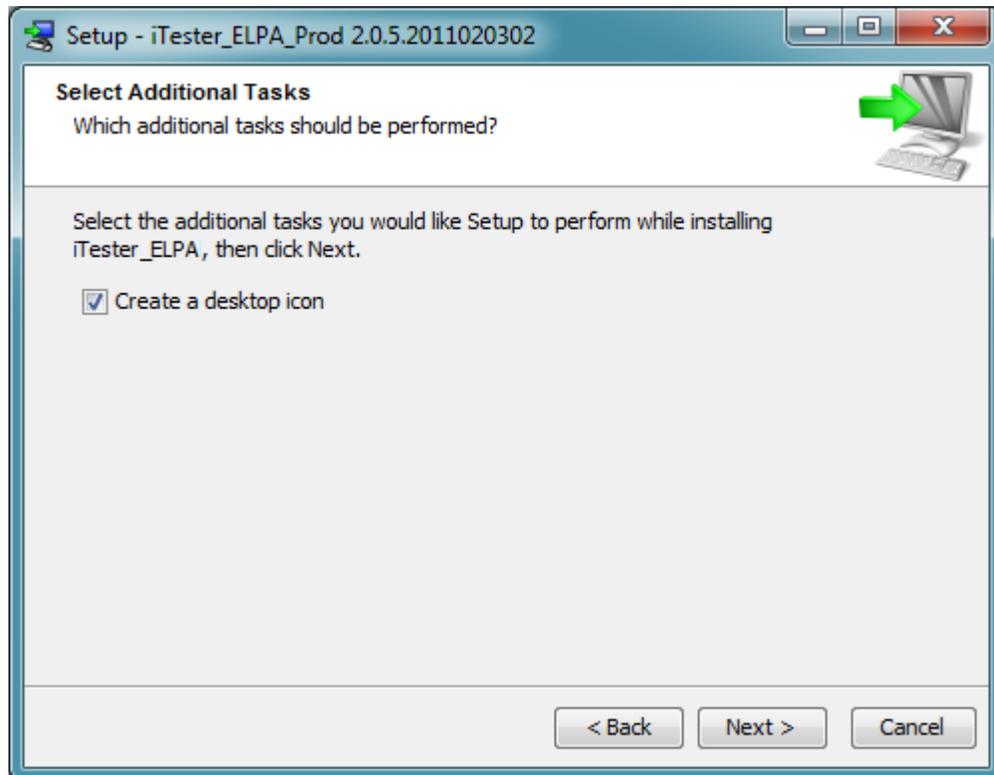
The update will fail if:

- there is no internet connection
- the workstation is not on at the time the update is scheduled to run. (Due to limitations with Windows Scheduled Tasks)
- the iTester Student is running. Avoid scheduling the updater to run during student testing hours.
- using third party workstation restore applications, such as DeepFreeze, in combination with cloned images.

Select Additional Tasks screens

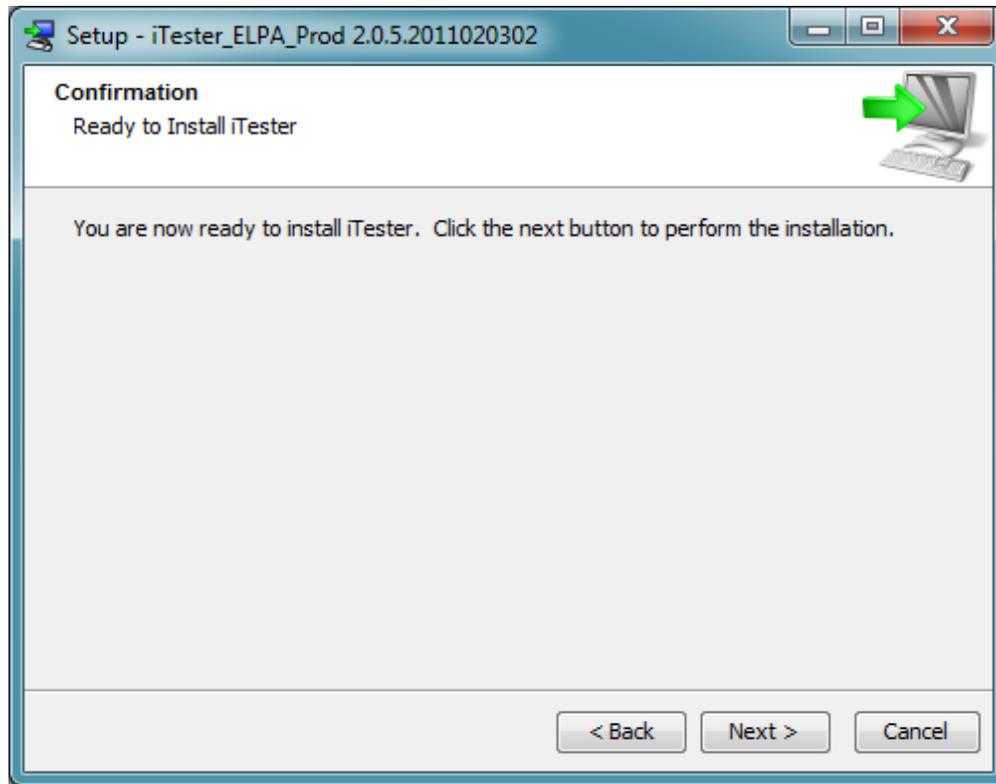
The Select Additional tasks screen will open and you may select to create a desktop icon.

- Toggle on/off the *Create a desktop icon* option as necessary.
- Click **Next** to continue.



Confirmation screen

The Confirmation Screen will open at which point you are ready to install iTester. Click **Next** to continue.



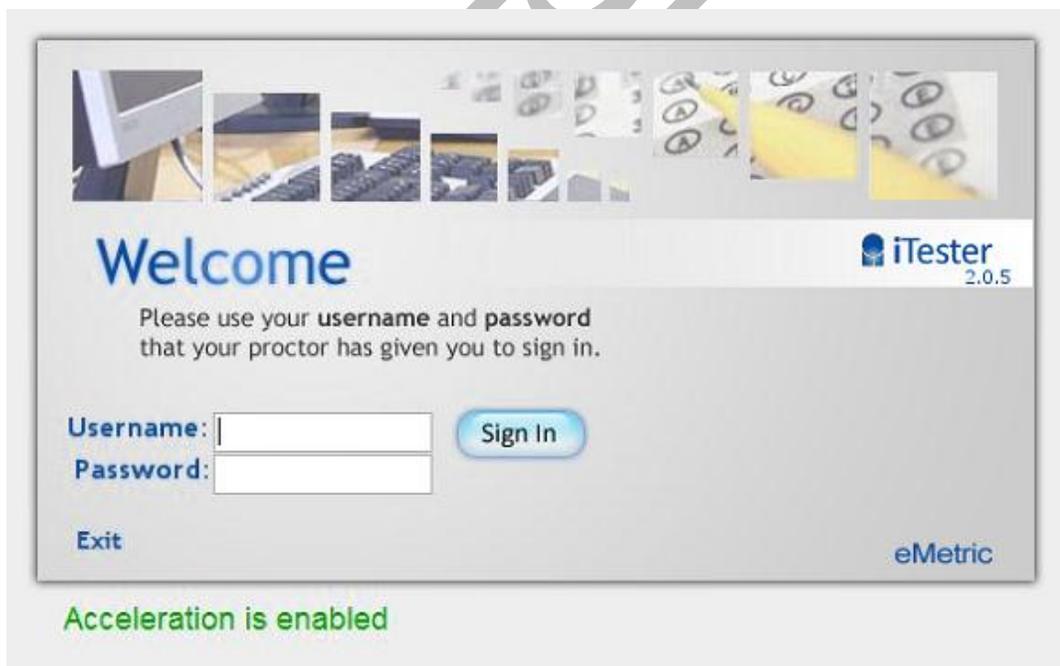
Completing the iTester Setup

Toggle on/off the "Run iTester_ELPA" check box. Click **Finish** to confirm the installation parameters and to perform the software installation.



Congratulations! You have now successfully installed the iTester Student application.

When you launch iTester you should see the message stating Acceleration is running. This means Test accelerator is currently running.



Downloading iTester Student on a MAC OS

The install package will download to your computer. Download times will vary based on the hardware, internet bandwidth, and the selected file.

- Once the file has been selected, click **Save** to continue.
- Select a location on your local or network drive to save the downloaded application.

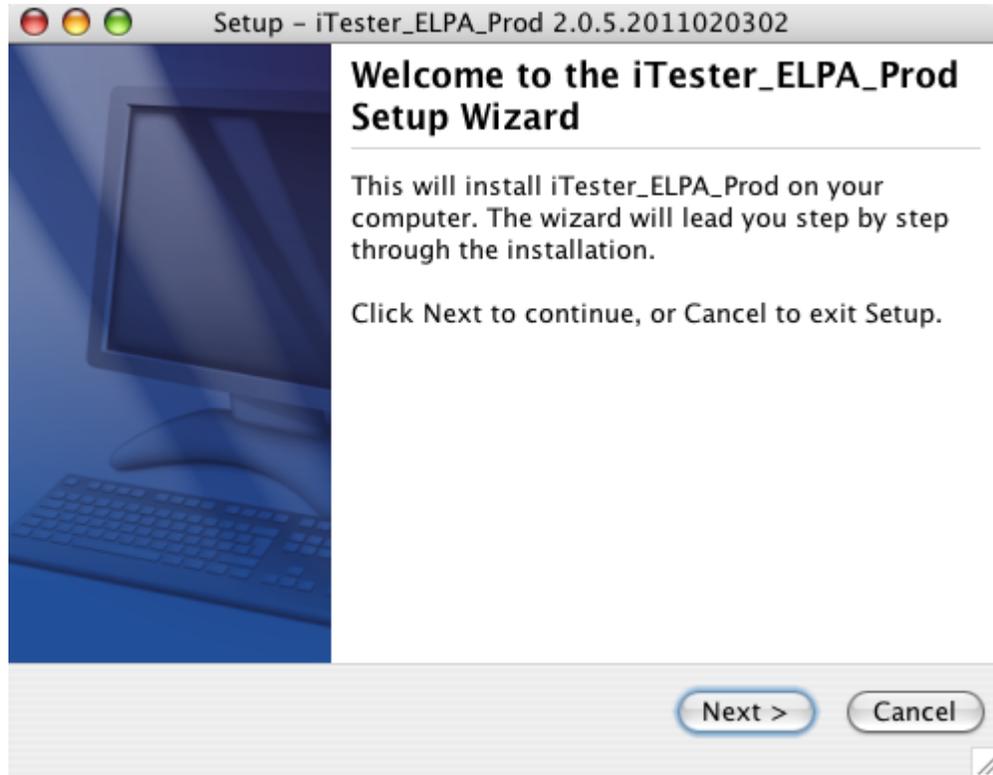
Upon completion of the download, run the install program or find the file in the location you indicated during the Save File process to launch the installation program.

Installing iTester Student on MAC OS

To launch the installer click on the iTester Installer for MAC OS.



- Once the install program is launched, the Welcome screen will appear.
- Read the screen instructions, and then click the **Next** button.



Select Destination Directory screen

The Select Destination Directory screen opens and the default installation folder is displayed in the Destination directory. This path will require read, write, modify and delete access with the student's credentials.

- Click **Next** to keep the default directory or **Browse** to access the location you want to choose as your iTester Student installation folder.

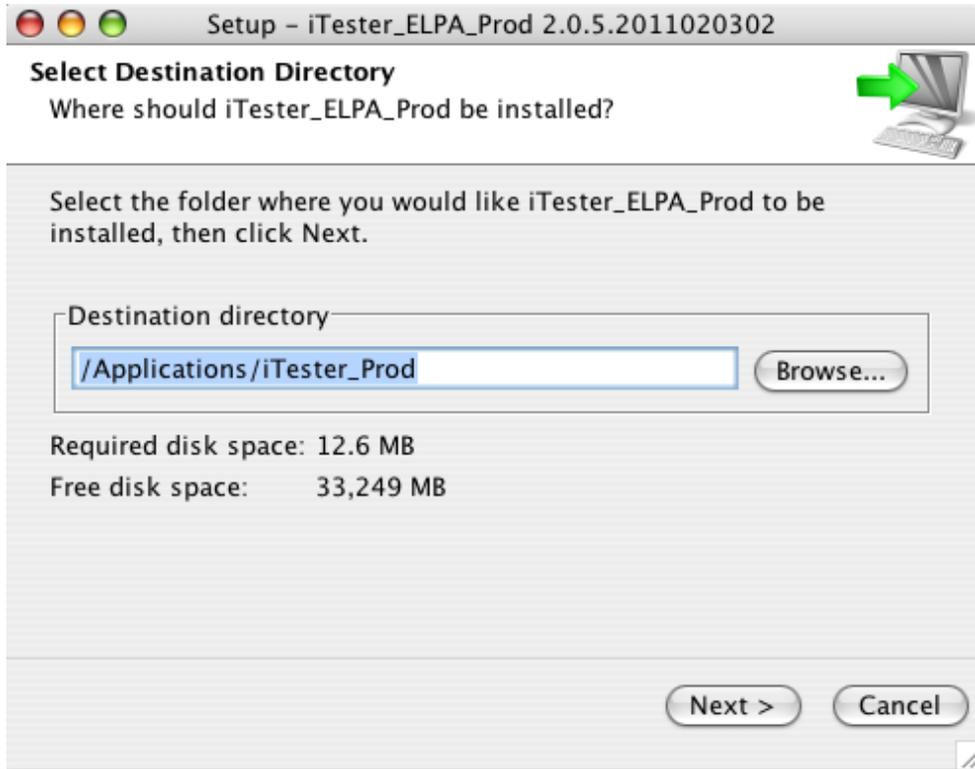
Network Installation (Multiple workstations)

- Choose a shared network folder. Ensure the network path chosen is comprised of a UNC path ([\\ServerName\ShareName\Sharedfolder](#)).

Example: [\\fileserv01\programs\iTester\](#)

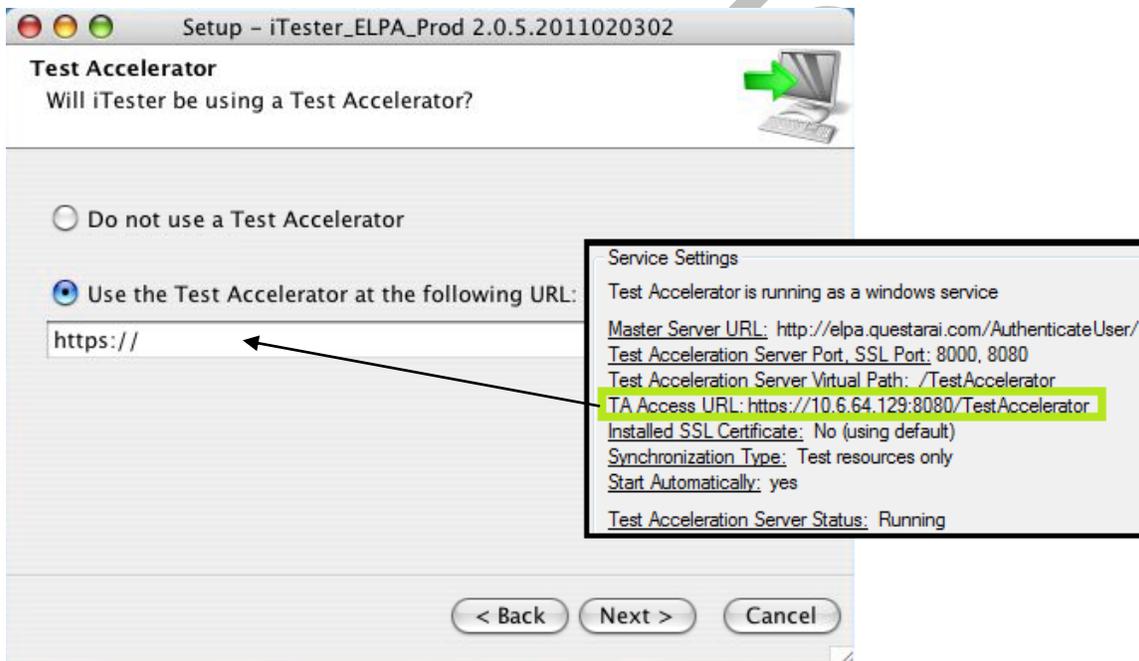
Local Installation (Single workstation)

- Choose a local folder.



Test Accelerator

The Test Accelerator screen will open. Here you will indicate if you are using test accelerator. If you are using test accelerator you must make sure you enter the TA Access URL from the Service Settings of Test Accelerator.



Log and Response Store Location

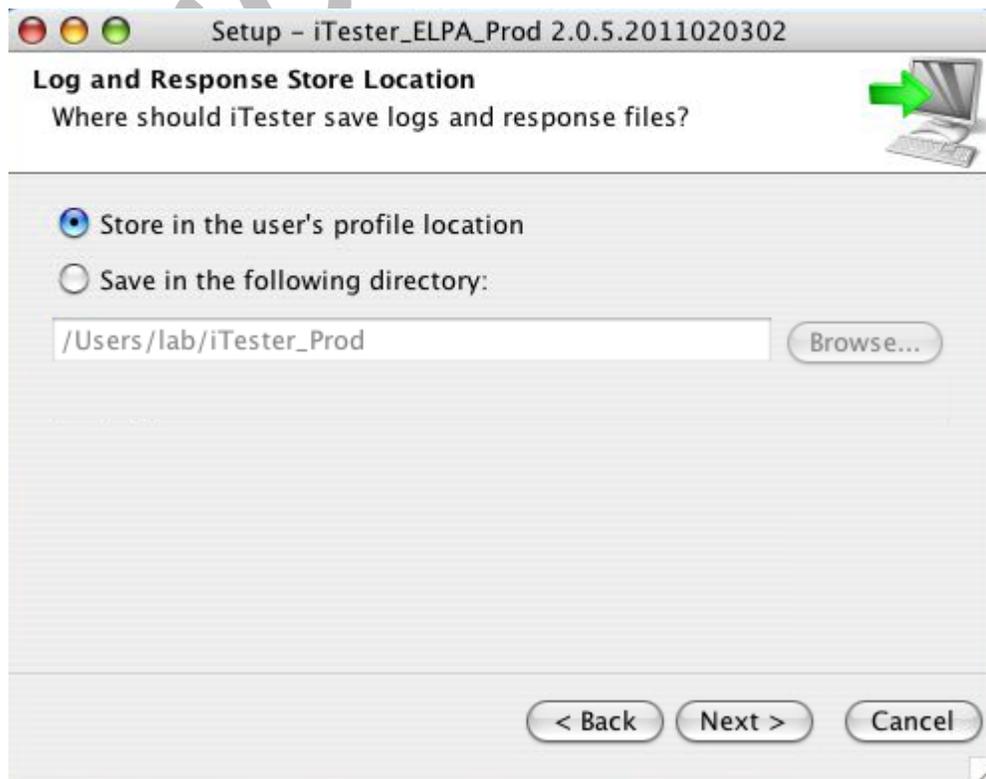
The Log and Response Store location screen will open up. This is where you will set up the directory to save the logs and encrypted response files created by the application. This path will require read, write, modify and delete access with the student's credentials.

- If storing log and response files to a server, click "Save in the following directory" and enter the network path.

Please Note: When choosing a network folder, ensure the network path is comprised of a UNC path ([\\ServerName\ShareName\Sharedfolder](#)).

Example: [\\fileserver01\programs\iTester\](#)

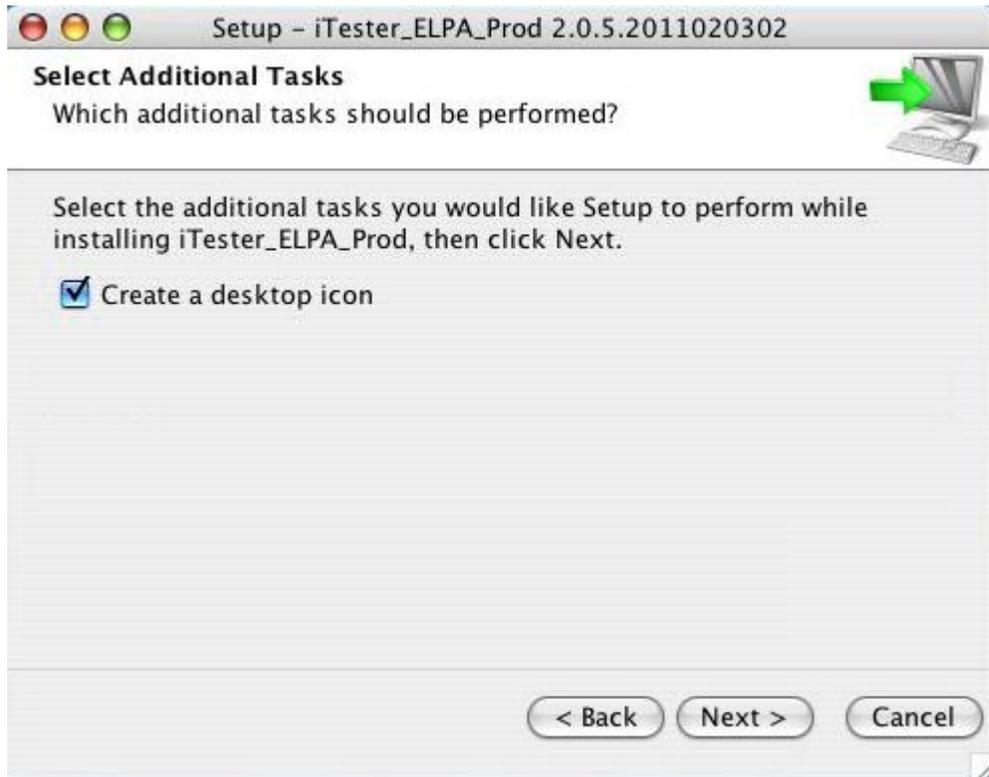
- If storing log and response files to the default directory, click **Next**.



Select Additional Tasks screens

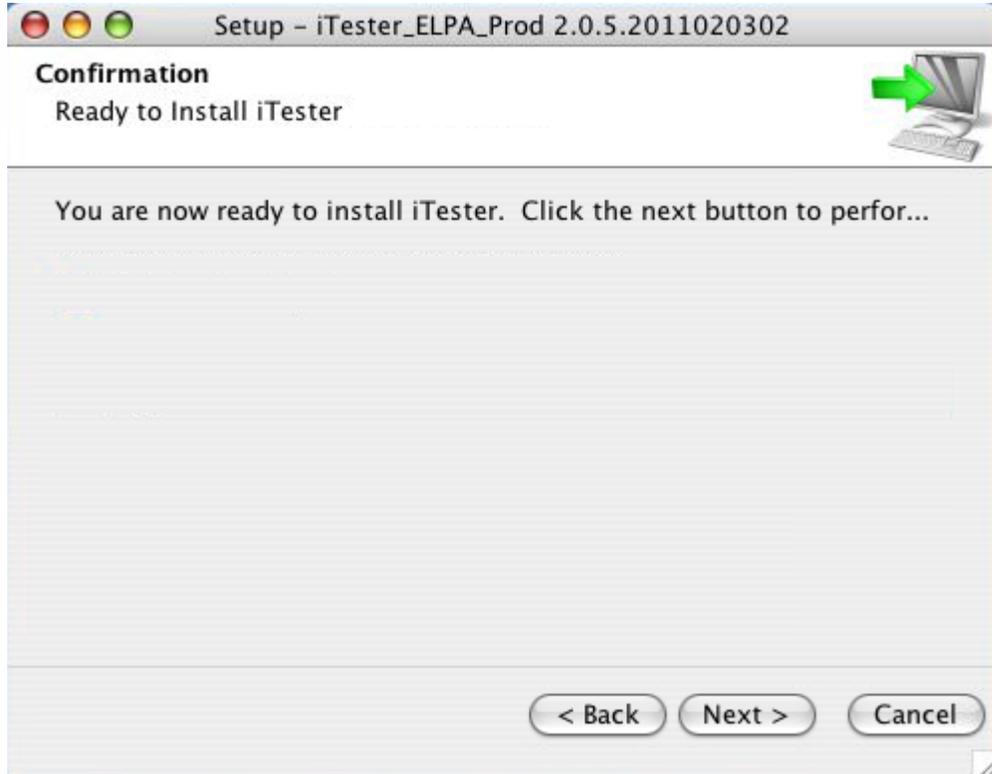
The Select Additional tasks screen will open and you may select to create a desktop icon.

- Toggle on/off the *Create a desktop icon* option as necessary.
- Click **Next** to continue.



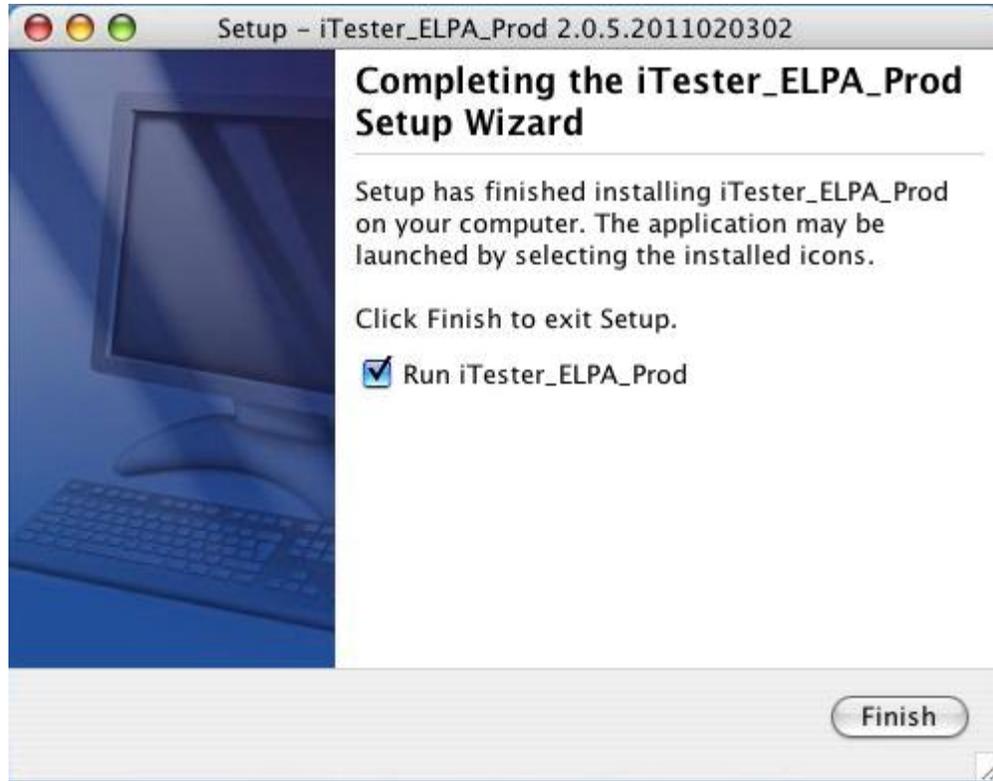
Confirmation screen

The Confirmation Screen will open at which point you are ready to install iTester. Click **Next** to continue.



Completing the iTester Setup Wizard

Toggle on/off the “Run iTester_ELPA” application. Click **Finish** to confirm the installation parameters and to perform the software installation.



Congratulations! You have now successfully installed the iTester Student application.

Installing iTester Student on Linux OS

For Linux Thin Client or Windows Terminal Services Users

Follow the same installation process for Windows installations. However, each student logging into the workstation must have a unique user ID, password and network rights to a defined storage space on the workstation. Students should *not* log in to the workstation with the same user ID and password; otherwise all students will be attempting to log in to sessions as the same user with the same profile. Also Linux will not have the Enable Automatic Updates option.

iTester Configuration

File and Folder Permission settings

Ensure the student accounts running iTester Student have the following file and folder permissions:

- %temp% directory: This folder needs to have read, write (create, modify, delete) permissions.
- Student test installation directory: This folder needs to be readable.
- Logs and responses directory: This folder needs to have read, write (create, modify, delete) permissions.

Logs and Responses folders

Logs Folder

By default, the iTester Student application will write log files for each student who has launched iTester (whether the student answers an item or not). The log file will capture all steps taken by the student during testing, as well as any error messages. Our technical support staff can use this file for troubleshooting should a problem occur.

The individual log files reside in a subdirectory of the “iTester/logs” directory, in the location that was designated during installation. The name of the file will be the name of the workstation followed by “-iTesterLog”.

Students must have full permissions to the logs folder in order for a log file to be created (no log file will be generated if the student does not have write access).

Please note : If a workstation lockdown application, such as DeepFreeze™ or CleanSlate™ is installed in the workstation, the directory / folder in which the logs are saved needs to be set up to be “not purged” once the workstation is rebooted or logged out. In case of a network connection failure the logs and response files will be written to the userprofile. The userprofile will also need to be set to “not purge” in case there is a connection issue and it cannot write logs or response files to the network location.

.LOG file locations:

WINDOWS

➤ %Userprofile%\iTester\iTesterlogX.log

MAC

- \$HOME/iTester/ iTesterlogX.log
- LINUX
- \$HOME/iTester/ iTesterlogX.log

Responses Folder

If there is a connectivity issue, the iTester Student application will generate an **encrypted** file (.eitr and .beitr) which contains all of the students' responses.

.EITR file (responses file) locations:

WINDOWS

- %Userprofile%\iTester\response\responsestore2.eitr
- Or network location selected at installation

MAC

- \$HOME/iTester/responsestore2.eitr
- Or network location selected at installation

LINUX

- \$HOME/iTester/responsestore2.eitr
- Or network location selected for responses at installation

.BEITR file (backup responses file) location:

WINDOWS

- %Userprofile%\iTester\response\backups\responsestore2.beitr
- Or network location selected for responses at installation

MAC

- \$HOME/iTester/responsestore2.beitr
- Or network location selected for responses at installation

LINUX

- \$HOME/iTester/responsestore2.beitr
- Or network location selected for responses at installation

Should a connectivity issue occur, students will be able to continue testing or exit the system without losing any of their current responses. Students will be unaware of this system activity while testing until they click the "Pause" or "Submit Test" button, at which time the system will display a message informing them of a connectivity problem.

By default, the location of the response file will be the local student profile folder (%userprofile%) unless you choose a network location to store responses. If a workstation lockdown application, such as DeepFreeze™ is installed in the workstation, the directory or folder in which the responses are saved needs to be set up to be “not purged” once the workstation is rebooted or logged out. If you selected a network location for response folder then in case of a network connection failure the response files will be written to the userprofile and for this reason the userprofile will also need to be set to “not purge.”

Under normal conditions, no connectivity issues, the response folder will be empty. Response files (*.eittr) will only exist if the iTester Student application was unable to send responses when a student selected the Pause or Submit test buttons. The response\backups folder will always contain backups of the responses even if there was no connection issue.

If the response file does exist it can be auto-sent to the Questar databases by launching the iTester Student app and waiting approximately 15 seconds; the response file will be automatically deleted from your view once sent.

After the file has been sent to Questar, the test status for the affected student(s) can be verified in the **Test Sessions** tab on the iTester Administration site: <https://elpa.questarai.com/Admin>

Verify the status changed to Finished. Questar can verify the number of items completed by the student. If the numbers do not match and if you have any scripts or applications that clear out student profiles, an alternate save location should have been selected during installation. iTester will use this alternate location to save the response file as long as the connection to this folder exists. **Do not** shutdown or restart the computer. Call the Questar Helpdesk immediately.

Workstation Readiness Test

Purpose

The iTester Workstation Readiness Test should be used to verify that your schools testing environments are suitable for online testing. In addition, the Workstation Readiness Test can help to find any performance issues or graphical anomalies that may occur, so that they may be resolved prior to the student testing window.

Instructions

The IT Workstation Readiness Test should be used to assess and verify the suitability and readiness of all workstations intended to be used for student testing with iTester.

This workstation readiness test very closely approximates the experience of a student taking an actual test, and differs only in the following respects:

- The test items are not actual test questions.
- The test will not be scored and no results will be reported.
- The test may be started and restarted repeatedly -- an actual student test may not be restarted once completed.

IT Coordinator Instructions:

- Follow the directions on the screen for each item
- Look closely at all the text and graphics to verify that they are displaying clearly.
- Use the **Next** and **Back** buttons to navigate between items.
- Wear headphones during the listening section and click each **Play** button to hear the audio. The audio should be clear and loud enough for students to understand the audio.
- Enter responses and make sure the responses are preserved as you navigate between items
- Verify the functionality of all the buttons and controls, note any suspicious behavior or graphical anomalies, and verify performance. Perform a cursory examination of screen images.
- Navigation between items should be virtually instantaneous, and the only noticeable delays should be during the initial download and initialization of the test session.
- Verify the Test Review page functions properly and you can return to review questions.
- Feel free to fully exercise and test all functions of the iTester Student interface.
- Be sure to complete the entire test and click **Submit My Test** at the end of the test.

For step-by-step instructions, see Appendix I.

Site Certification

Overview

Site certification is performed from the Site Certification Tab in the iTester Admin and serves three purposes:

- the workstations that have been tested can be viewed and the status can be tracked
- when ready, the site can be certified
- the status of certification activity can be viewed and tracked.

When the site is ready to be certified a STC or SITC level user can click on the **Certify Site Readiness** button and that will complete the certification process.

If any of the workstation requirements are below specifications, corrective action is needed before using those workstations for student testing. If the screen resolution is not adequate, adjust the screen attributes and retest the workstation. If the Java version is not sufficient, download the installer that has JRE bundled. Install iTester Student again and retest the workstation. The bundled JRE will not affect applications using Java except the iTester Student application.

District View of Site Set Up

The District Level Users will see a drop down menu to select the desired school. School Level Users default to their school and no drop down menu is needed. DITCs, DTCs, SITCs and STCs will see the workstation list as shown below.

The screenshot shows the 'Site Certification Status' window. At the top, there is a dropdown menu labeled 'School:' with 'All Schools' selected. Below this is a 'Workstation Summary' section containing a table with the following data:

District / School	Workstation Tested	Date and Time	Certified By
8888-8002	9	4/21/2011 12:26:03 PM	STC-8002

At the bottom of the window, there are navigation controls: '<<< Page 1 of 1 >>>', 'Jump to Page: [input] Go', and 'View All'.

Site Certification STC and SITC View

STCs and SITCs will be presented with the Site Certification window below the Workstation Readiness Testing window.

Site Readiness Detail

[Software Installation and Systems Testing Guide](#)

School: Thomas Jefferson Middle School (8002) ▼

Workstation Readiness Testing

District / School	Workstation	Date and Time	Screen Resolution	Java Version
8888-8002	ltbrz60mqai	4/19/2011 1:42:00 PM	[1680.0x1050.0]	1.6.0_24-b07
8888-8002	ltbrmwoods	4/19/2011 3:02:41 PM	[1280.0x1024.0]	1.6.0_23-b05
8888-8002	ltbrmwoods	4/19/2011 3:06:55 PM	[1280.0x1024.0]	1.6.0_23-b05
8888-8002	ltbrz60mqai	4/20/2011 7:53:39 AM	[1680.0x1050.0]	1.6.0_24-b07
8888-8002	ltbrz60mqai	4/20/2011 7:54:15 AM	[1680.0x1050.0]	1.6.0_24-b07
8888-8002	ltbrz60mqai	4/20/2011 7:54:43 AM	[1680.0x1050.0]	1.6.0_24-b07
8888-8002	ltbrmwoods	4/21/2011 10:49:09 AM	[1280.0x800.0]	1.6.0_23-b05
8888-8002	ltbrmwoods	4/21/2011 12:02:00 PM	[1024.0x768.0]	1.6.0_23-b05
8888-8002	ltbrmwoods	4/21/2011 1:20:57 PM	[1024.0x768.0]	1.6.0_23-b05

<<< Page 1 of 1 >>> Jump to Page: Go

Site Certification

Site Certification

I certify that Workstation Readiness tests have been performed on the above machines and any noted issues have been resolved.



Note: A site can be certified only once. This is accomplished by clicking on the **Certify Site Readiness** button as shown below. STC's and SITC's should ensure that you are working collaboratively, agree that your site has performed adequate testing, and certify your site.

After certifying the site, the button will be faded and inactive. When returning to the Site Setup tab the certification results will appear. The sites that have completed certification can be viewed on the list in the Workstation Summary window

Site Certification

Site Certification

I certify that Workstation Readiness tests have been performed on the above machines and any noted issues have been resolved.

Site Certified for Testing on 1/29/2011 3:57:23 PM by

District Personnel will be able to see the Site Readiness Detail in a summary view as shown below.

Site Readiness Detail

[Software Installation and Systems Testing Guide](#)

School: Please Select a School

Site Certification Status

School: All Schools

Workstation Summary

Station / School	Workstations Tested	Date and Time	Certified By
0000-0002	9	4/21/2011 12:26:03 PM	STC-0002

Page 1 of 1 Jump to Page: Go View All

Common Errors

"Unable to download the directions. Connection could not be established. Please login again".	This indicates an Internet connectivity problem. Verify that Internet filters are not blocking any content.
"iTester was not able to connect to the main server".	This indicates an Internet connectivity problem. <ol style="list-style-type: none"> 1) If running an authenticating proxy server, verify that the embedded JRE version of the iTester Student is installed. 2) Verify your firewall/filter is not blocking any part of Questar's IP address.
"Red triangle" appears at the student test sign on screen.	This indicates an Internet connectivity problem. Verify firewall is configured to allow HTTP Java traffic.
"Could not copy iTester files to the local machine"	This indicates a permissions issue with the Logs and/or responses folder. Verify the student profile has full access to their %temp% directory. Otherwise this issue could be permissions on the installation.log file. This file is located in the .install4j folder. Make sure that in that folder the installation.log file has permissions set up correctly for student account.
"iTester was not able to send stored responses"	This indicates a permissions issue with the Logs and/or responses folder. Verify student profile has full access to the Responses folder.
"Acceleration is not available"	Manually grant write permissions to (NT Authority\System) or

	<p>'C:\Windows\Microsoft.NET\Framework\v2.0.50727\Temporary ASP.NET Files' folder.</p> <p>The 'Temporary ASP.NET Files' folder may be hidden in which case you should grant change the permissions using the following: C:\Windows\Microsoft.NET\Framework\v2.0.50727>aspnet_regiis.exe -ga "NT Authority\System"</p>
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Best Practices

To ensure a good testing environment with minimal issues, here are some guidelines to follow:

- Minimize CPU and network load on the network server prior to the start of student testing and during testing
- Avoid bandwidth throttling on ports 80 and 443 prior to the start of testing and during testing.
- Ensure bandwidth intensive programs such as streaming music and video are not running in the labs or over the network during testing.
- Avoid updates to operating systems, and other software programs such as Adobe Acrobat, etc., during a class when students are testing.
- Test Accelerator must remain on at all times after installation and during entire test window.

Additional Questions and Support

Questar Assessment, Inc. Customer Service
E-mail: ELPACustomerSupport@QuestarAI.com
Phone: 877-560-8378, Option 5

Appendix I - Workstation Readiness Test Step-by-Step Instructions

NOTE: Make sure the volume on your computer is set to maximum volume. Once the iTester is launched the student will be able to lower the volume if needed but cannot set the volume to be higher than the computer setting.

From each testing workstation, log in to your network using the student profile you have created.



Launch iTester Student from the desktop shortcut.

Enter your username and password and click **Sign In**.

The login credentials for each school Workstation Readiness have been provided to you via email, and may also be found on the iTester Admin site home page.

A screenshot of the iTester login interface. At the top, there is a banner with several small images related to education and technology. Below the banner, the word "Welcome" is displayed in a large blue font. To the right of "Welcome" is the iTester logo. Below "Welcome" is the instruction: "Please use your username and password that your proctor has given you to sign in." There are two input fields: "Username:" and "Password:". To the right of these fields is a blue "Sign In" button. In the bottom left corner, there is a blue "Exit" link. In the bottom right corner, there is the Questar Assessment, Inc. logo with the tagline "Success By Your Standards" and the eMetric logo.

Enter your username and password and click **Sign In**.

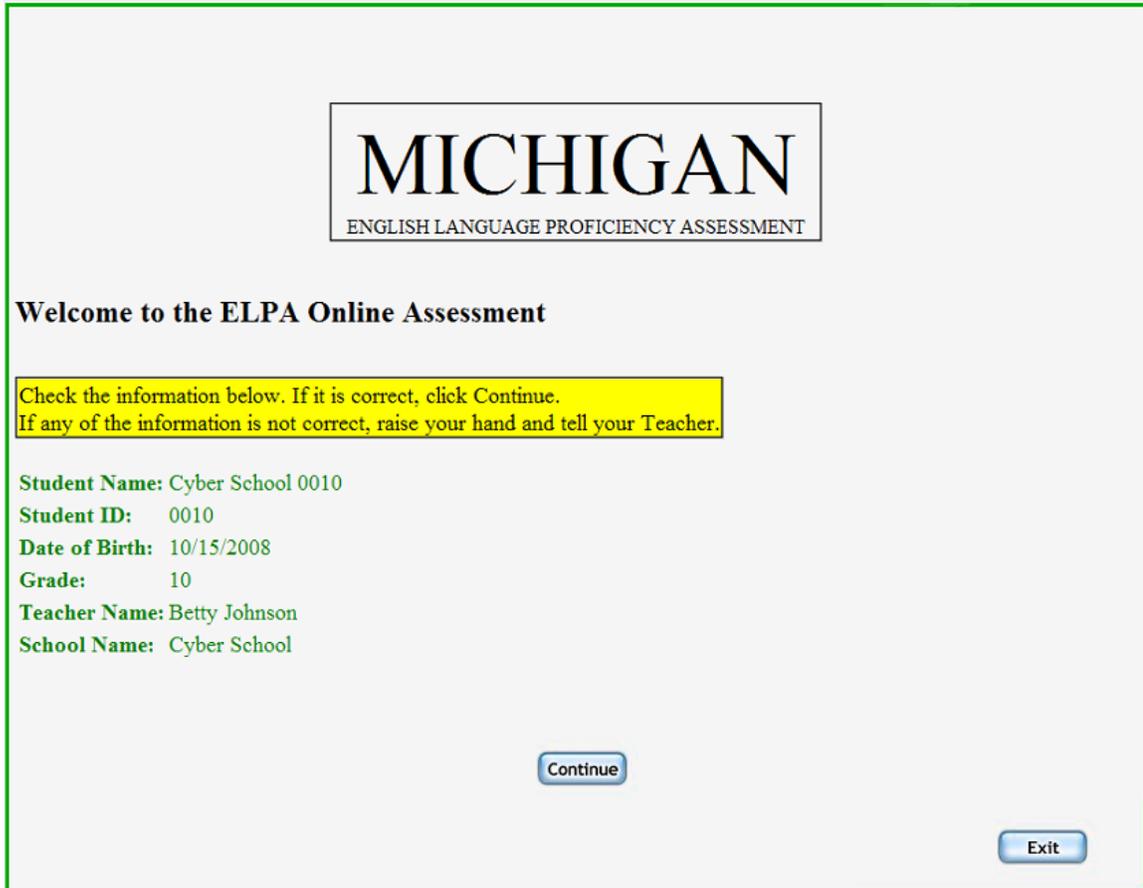
The login credentials for each school Workstation Readiness Testing have been provided to the District Information Technology Coordinator via email. Please contact that individual for your specific school credentials.

Username: XXX-XXX-XXXX

Password: xxxxxxxx

Upon successful login:

- Verify your school name is correct.
- Verify your school number is correct.



MICHIGAN
ENGLISH LANGUAGE PROFICIENCY ASSESSMENT

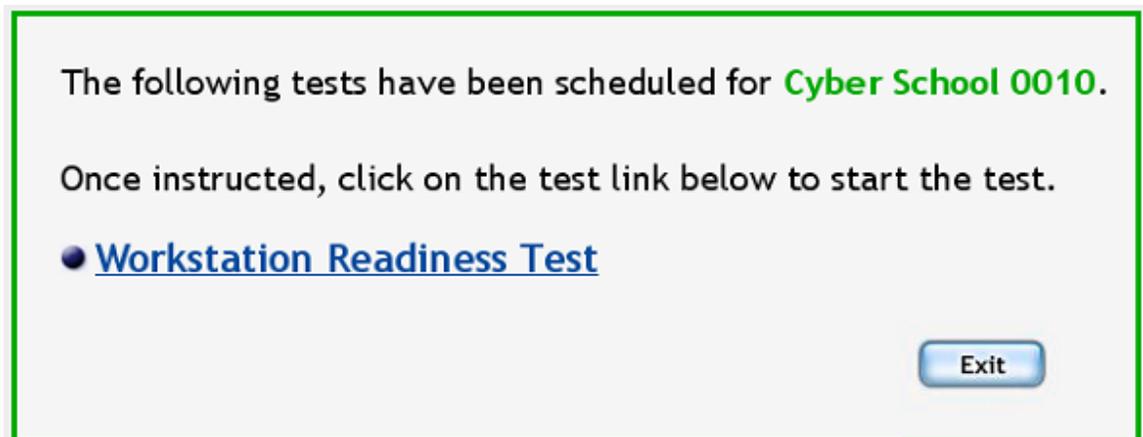
Welcome to the ELPA Online Assessment

Check the information below. If it is correct, click Continue.
If any of the information is not correct, raise your hand and tell your Teacher.

Student Name: Cyber School 0010
Student ID: 0010
Date of Birth: 10/15/2008
Grade: 10
Teacher Name: Betty Johnson
School Name: Cyber School

[Continue](#) [Exit](#)

- Click **Continue** and verify that you are taking the Workstation Readiness Test.



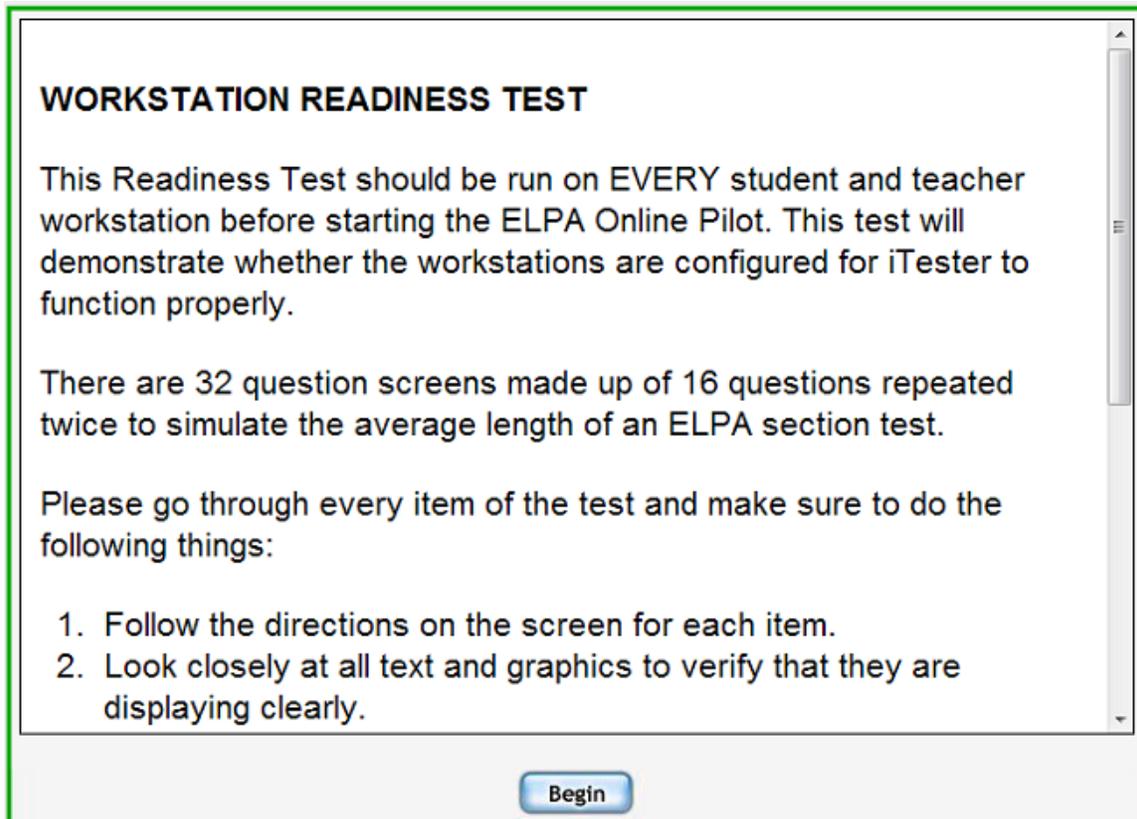
The following tests have been scheduled for **Cyber School 0010**.

Once instructed, click on the test link below to start the test.

- [Workstation Readiness Test](#)

[Exit](#)

- In the Test Selector screen, click on **Workstation Readiness Test** to begin.



WORKSTATION READINESS TEST

This Readiness Test should be run on EVERY student and teacher workstation before starting the ELPA Online Pilot. This test will demonstrate whether the workstations are configured for iTester to function properly.

There are 32 question screens made up of 16 questions repeated twice to simulate the average length of an ELPA section test.

Please go through every item of the test and make sure to do the following things:

1. Follow the directions on the screen for each item.
2. Look closely at all text and graphics to verify that they are displaying clearly.

Begin

- Read the test directions and instructions for the Workstation Readiness Test. Click **Begin** to continue.

The Workstation Readiness Test was designed to replicate the download and presentation of a complete test form that is similar in size and number of test questions presented during the operational assessment.

Note: As hardware configurations in a computer lab may differ, it is recommended that test administrators perform a systems test on **each** workstation that is to be used for student testing. School administrators may opt to perform testing on only a limited number of workstations if the computers used contain the exact same hardware configuration.

The Workstation Readiness Test questions are non-secure practice test or released items. The display on the computer screen should be identical to the questions displayed on the following pages. Please use this document as a guide in determining whether or not the workstation can be used for operational testing.

Questions

1-1 of 34

The Listening Test uses pre-recorded audio. It is important to confirm that the workstation's audio playback capabilities and the headphones are working properly.

Put the headphones on and click the PLAY button next to question one. Listen carefully to the sample audio. The audio should be clear and loud enough to hear.

- If the quality of the audio is good, click "YES" to the question on the right. Click NEXT to proceed. Keep your headphones on for the next 4 questions.
- If you cannot hear the audio at all, or it isn't clear and loud enough, try adjusting the headphone or workstation audio volume controls. Click PLAY again to confirm that the audio is clearly heard now.
- If adjusting the controls does not improve the audio quality, use a different set of headphones and try again.
- If the audio quality is still poor after you have checked the controls and headphones, click "NO" to the question. Exit the test, and contact Questar Customer Service for assistance.

1

SAMPLE AUDIO. The audio should be very clear and loud enough to hear. Follow the directions on the left depending on the quality of the audio you heard.

Did you hear the audio clearly?

(A) YES

(B) NO

Pause Next

- Hit the play button to hear the audio. You can lower the volume with the volume control next to the Pause button.

2 of 34

2

What is Jill writing a poem about?

(A) a dog

(B) a house

(C) a tree

(D) a flower

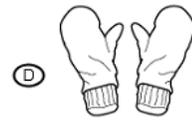
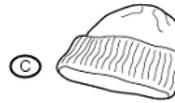
Pause Back Next

DIRECTIONS Listen to the person talking. Read the question and look at the picture. Click the correct answer.

3

▶ It's the end of the school day and you are going to leave.
Listen to what your teacher says.

What can you get from the school office?



Pause



Back Next

- You can book mark a question by clicking on the checkmark next to the Question Number.

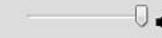


4

▶ Why does Paula like to paint horses?

- (A) Horses are very graceful.
- (B) Dogs are hard to draw.
- (C) Brown is her favorite color.
- (D) Horses have long tails.

Pause



Back Next



Multiple-choice Questions

ELPA has some multiple-choice questions.

- Move your mouse over the circles with letters. The arrow will change to a pencil. Try it.
- Click a circle to choose an answer. Try it.
- Click a different circle to change your answer. Try it.
- If you want to cross off wrong answers, click the Answer Cross-off tool  and then click the wrong answers. Try it.

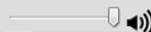
After you choose an answer, click  to go to the next question.

8 

Which sentence is correct?

- A The ball are red.
- B The ball is red.
- C ~~The ball am red.~~
- D ~~The ball be red.~~

Pause



Back Next

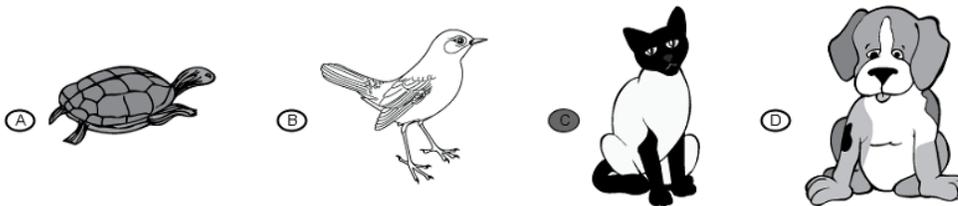
- Try the Cross-off tool



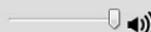
9 

Jill is doing her homework. She is writing a story about her pet cat.

What is Jill writing a story about?



Pause



Back Next

10 of 34

Samira's Day

It was Samira's birthday and she was in a new school. She was a little sad because she missed her friends at her old school. She walked slowly to her classroom at the end of the hall. It was very quiet. Usually Ms. Anderson, her teacher, would be talking and laughing with students outside the door. Today, no one was in the hall. Samira wondered where everyone had disappeared.

Her new friend, Kareem, poked his head out the door and called to her, "Hurry up! You'll be late!"

Samira walked into her classroom. No one else was there. Not even Ms. Anderson. Then she heard a laugh and saw shadows move behind the teacher's big desk.

"Surprise!" The students jumped up from behind Ms. Anderson's desk, "Happy birthday!" Then, Ms. Anderson walked into the classroom holding a cupcake with blue icing. She also had a birthday card for Samira. It had been signed by everyone in the class.

10

Where were the students hiding?

(A) behind the tree
 (B) behind the school building
 (C) behind the teacher's desk
 (D) behind the door

Pause

- Scroll to read the rest of the story

11-13 of 34

DIRECTIONS Read the story and each question. Click the correct answer.

Anton Helps



1 "Can you carry that flower pot for me, Anton?" asked Aunt Linda.

2 "Sure," said Anton. "What else can I do?"

3 Aunt Linda showed Anton how to take out rocks, plant flowers, and water the plants in her garden. Then they took a break.

4 "I had a great time," said Anton. "Let's do more tomorrow!"

11

Where did Anton and his aunt do their work?

(A) in a garden
 (B) at a park
 (C) in the house
 (D) at the school

12

Which of the following did Anton do last?

(A) planted flowers
 (B) watered plants
 (C) carried a pot
 (D) took a break

Pause

- Scroll to see question 13.



TOOLBAR

The Toolbar has tools to help you take the test.

-  Arrow: Use to point and click.
-  Highlighter: Use to highlight text in yellow.
-  Help Button: Use to see instructions.
-  ScratchPad: Use to type notes or draw pictures.
-  Answer Cross-Off: Use to cross-off answers that are not correct.
-  Magnifier: Use to make text and pictures bigger.

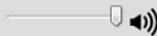
14 

Bill's dog is so big, it is almost as tall as he is.

What does the word big mean in this sentence?

- (A) large
- (B) old
- (C) happy
- (D) smart

Pause



Back Next

- Test the toolbar options



Next to each item number is the bookmark icon .

You can click on the bookmark icon to mark items you want to review later. Try it.

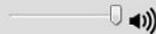
At the end of the test, you will see a review screen and you will be able to return to the items you bookmarked.

15 

Which sentence is correct?

- (A) What is your name
- (B) What is your name?
- (C) What is your name!
- (D) What is your name.

Pause



Back Next

16 of 34

DIRECTIONS Read the two sentences in the box below. Write a sentence that combines the two sentences into one complete sentence. You should add any punctuation and any words that are needed to complete your new sentence.

16 

Jan has an apple.
It is yellow.

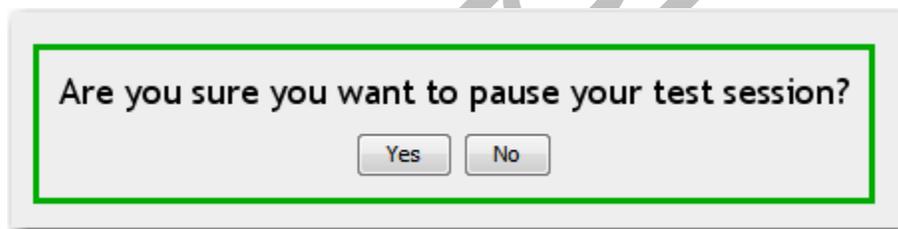
Please type your answer in the box below.

Jan has a yellow apple

Pause   

- Type an answer in the text editor

You can go through all the questions or you can hit Pause and exit the Workstation Readiness test. When you hit Pause you will get the following message:



Alternatively; you may advance to the end of the test with or without out answering any questions by clicking **Next** for each question.

If you choose to go through all of the items, at the completion of Question 34, you will see a **Review** Button on the bottom right of the screen.

Pause   

- Click **Review** to go to the Test Review Page.

Test Review Page and Submitting Your Test

Note: The following screens will only be seen if you chose to go through the entire test of 34 questions.

31 questions not answered
Click on the question number to move to that question.

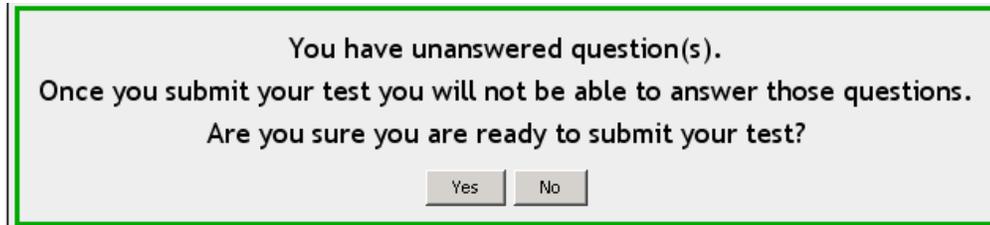
Number	Status	Bookmarked
3	Unanswered	
4	Unanswered	
5	Unanswered	
6	Unanswered	
7	Unanswered	
8	Unanswered	
9	Answered	
10	Unanswered	
11	Unanswered	✓
12	Unanswered	✓
13	Unanswered	
14	Unanswered	
15	Unanswered	
16	Answered	
17	Answered	
18	Unanswered	
19	Unanswered	
20	Unanswered	
21	Unanswered	
22	Unanswered	
23	Unanswered	

Once you finish taking the test, click on the button 'Submit My Test' to submit your test.
Click on the button 'Go Back' to go back to questions.
Are you sure you are ready to submit your test?

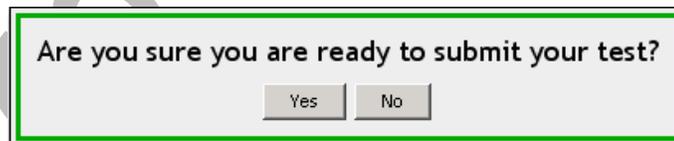
- From the Test Review Page, you may return to review items in the test by clicking on the question row in the list. Questions that were left blank will appear marked as Unanswered in the list, and questions Bookmarked for review will have a small yellow checkmark in the last column. Return to

any test question to answer any unanswered or bookmarked questions, review the question(s), or change an answer.

- When ready, click **Submit My Test**.



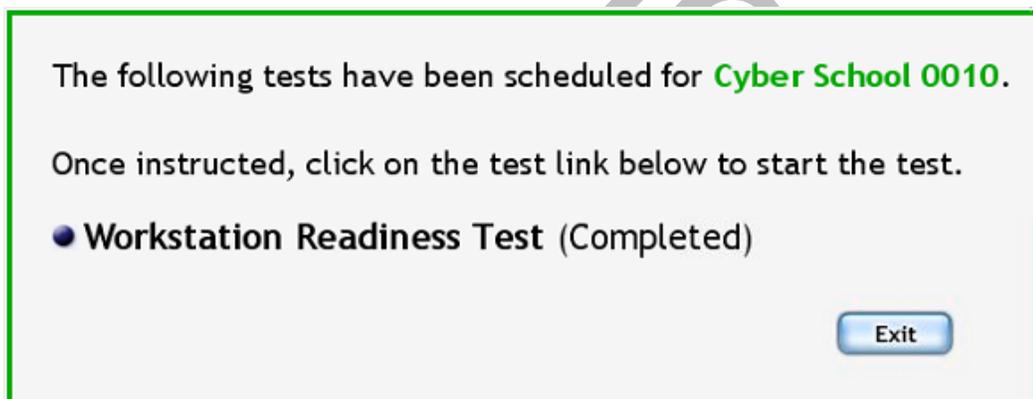
- The system will prompt you if any questions have not been answered. Click **Yes** to continue or **No** to return to the review page.



- Continue by clicking **Yes**.



- Click **OK** to continue.



- You will be returned to the Main test selection screen, which will show "Workstation Readiness Test (Completed)" on the menu. Click **EXIT** to leave iTester.

After all workstations or a representative sample of all workstations have been tested, you must go to iTester Admin to certify that your site is ready for testing.

Questar Assessment, Inc

sample