



SUCCESS BY YOUR STANDARDS®

English Language Proficiency Assessment (ELPA) Online

Bureau of Assessment and Accountability
Coordinator Training

For
District Information Technology Coordinators
School Information Technology Coordinators



Contacts

- ELPA Customer Service can be reached by phone or email.
- **Phone:**
877-560-8378, Option 5
- **Email:**
ELPACustomerSupport@QuestarAI.com
- BAA contacts: Jen Paul, Jason Kolb



Important Information

- DITC/SITC need to be available throughout the testing window. Check with district and school coordinators regarding testing schedules.
- Software for installation won't be available until **2/11** – test accelerator, iTester, workstation readiness
- Documentation such as Software Installation Guide, Quick Start Guides, DITC/SITC presentations (with voiceover), FAQs, etc. will be posted on iTester Admin site (<https://elpa.questarai.com/Admin/>) under the Help Tab as a resource to review prior to 2/11 deployment of software for installing



iTester Installation for ITCs

- Requirements
- Preparation
- Installation
- Workstation Readiness
- Site Certification



Minimum System Requirements

Hardware Requirements	Windows	Apple / Macintosh
Operating System	Windows 2000 or higher	OS 10.4.X or higher
Java Version	Java Version 1.5	Java Version 1.5
Processor	Pentium III 500 MHz or higher	G4 500 MHz or higher
Memory	512 MB or higher	512 MB or higher
Screen Resolution	1024 x 768	1024 x 768
Internet Connection	1.5 mbps or higher	1.5 mbps or higher



Extra Requirements

- Headphones will be required for the ELPA Online Test Administration
- Microphones will NOT be required for the ELPA Online Test Administration

The screenshot displays the ELPA Online Test interface. At the top left, it says "ELPA - Listening" with a headset icon and "1 of 27". At the top right, the user's name "JOEL CRUZ" and the time "00:26:37" are shown. Below the header, there are navigation icons: a mouse cursor, "abc", a question mark, a play button, a stop button, and a search icon. The main content area is titled "DIRECTIONS" and contains the text: "Click the Play button to hear the person talking. Read the question and look at the picture. Click the correct answer." Below the directions, there is a question number "1" and a question: "What will you do with your fingers?". Underneath the question, there are four illustrations labeled A, B, C, and D. Illustration A shows a person sitting at a desk with their hands on their lap. Illustration B shows a person sitting at a desk with their hands on the desk. Illustration C shows a person sitting at a desk with their hands raised in the air. Illustration D shows a person sitting at a desk with their hands on the desk. At the bottom of the interface, there are buttons for "Pause", "Bookmark", "Clear", "Back", and "Next".



System Preparation

Ensure a successful student testing experience:

- **Step 1: Install Test Accelerator** on a non-testing workstation or server. The OS **MUST** be Windows-based.
- **Step 2: Install iTester Student Client** on a shared network folder or local workstation drive.
- **Step 3: Run Workstation Readiness Test** to evaluate iTester display and functionality.



Local Environment Setup Considerations

- Test Resource files (test content) are transferred from the QAI server to the student workstation
- Test Resource files can be large, especially when audio content is involved.
- Student responses are transferred from the student workstation to the QAI server. Responses are generally quite small.



Local Environment Setup Considerations Continued

- This traffic is via the internet, this requires:
 - Internet connectivity
 - No interference from network/internet controls, proxies and utilities
- Any utilities that control internet access, permitted sites, etc. need to be adjusted to accommodate iTester.
- Remember, students log in to the network with restricted credentials compared to the Network Administrator.



Backup Files

- During testing, log files are written to the local network. When internet connectivity is lost, response backup files are written to the local network. Response files are unique to each student and are encrypted.
- Students logged in with their restricted permissions need to have create, read, modify, and delete permission to the folder where these files are written.



Backup Files Continued

- This folder must be exempted/protected from any disk imaging, disk clean up utilities that may run.
- The files must be available until the end of the test administration to be used for trouble shooting and recovery (if needed).



Test Accelerator Installation

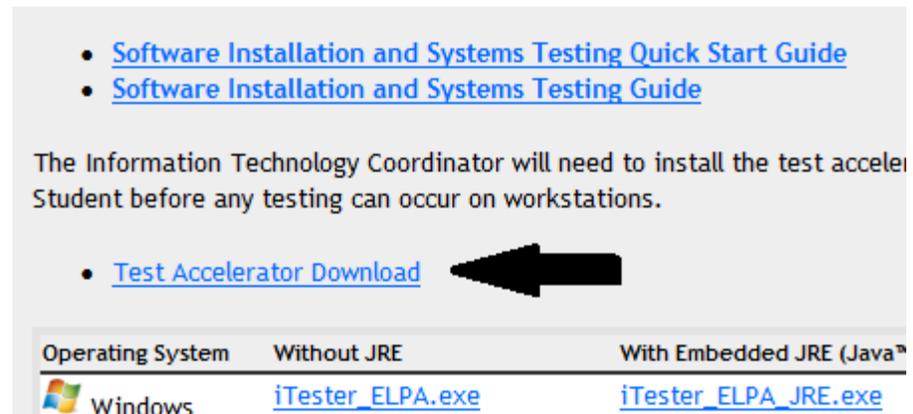
Prior to installation of the Test Accelerator software, you should know your:

- District Code: five-digit number
- School Code: five-digit code
- Password: found on the main page of iTester Admin after login



Test Accelerator (cont.)

- Test Accelerator should be installed on a dedicated machine not used daily and must remain on at all times after installation and during entire test window.
- Test Accelerator **MUST** be installed on a Windows based computer with .Net 4.0 and Service Pack 3 or above.
- Test Accelerator software is obtained from a link on the iTester Admin page.



The screenshot shows a webpage with the following content:

- [Software Installation and Systems Testing Quick Start Guide](#)
- [Software Installation and Systems Testing Guide](#)

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

- [Test Accelerator Download](#) ←

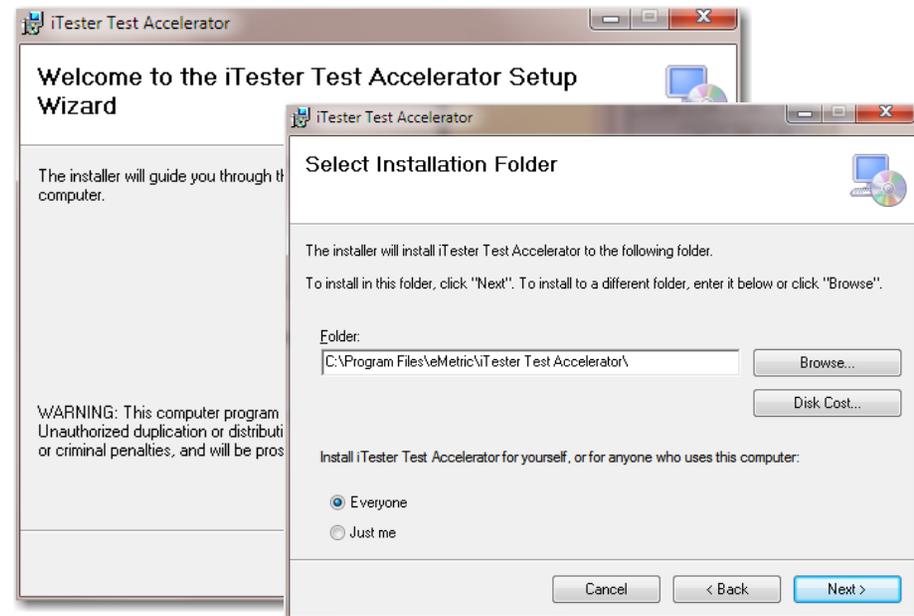
Operating System	Without JRE	With Embedded JRE (Java™)
 Windows	iTester_ELPA.exe	iTester_ELPA_JRE.exe



Test Accelerator (cont.)

Installing Test Accelerator

- Install the program using the **setup.exe** file to the default program location :
C:\Program Files\eMetric\iTester Test Accelerator
or a different folder by clicking the Browse button.
- Check the 'Everyone' box and click the 'Next' button.
- Confirm the installation on your computer by clicking the 'Next' button.



Configuring Test Accelerator

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

- **District ID:** Your five-digit district number
- **School ID:** Your five-digit school number
- **Password:** Enter your password. This information can be located on the iTester Admin Main page.
- Click '**Login**' to continue.
- After successful login, click the 'Synchronize Now' button. Test Accelerator will now download your school's test content.

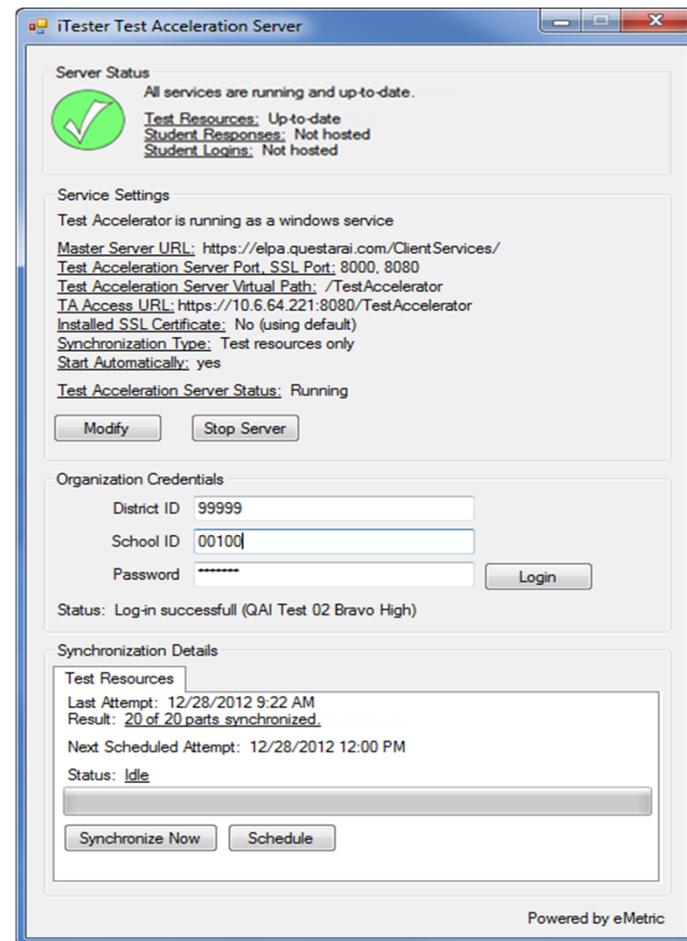
The screenshot displays the 'iTester Test Acceleration Server' window. It is divided into three main sections:

- Server Status:** A red warning icon is shown next to the text 'One or more hosted services are out-of-date.' Below this, three items are listed: 'Test Resources: Out-of-date', 'Student Responses: Not hosted', and 'Student Logins: Not hosted'.
- Organization Credentials:** This section contains three input fields: 'District ID' with the value '99999', 'School ID' with the value '00100', and 'Password' with masked characters. A 'Login' button is positioned to the right of the password field. Below the fields, the status reads 'Status: Log-in successfull (QAI Test 02 Bravo High)'.
- Synchronization Details:** This section shows 'Test Resources' with a status of 'Idle'. It includes the following information: 'Last Attempt: 1/17/2011 8:00 PM', 'Result: Synchronized 2 parts.', and 'Next Scheduled Attempt: 1/21/2011 8:00 PM'. At the bottom of this section are two buttons: 'Synchronize Now' and 'Schedule'.



Server Status

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



iTester Installation Types

- **Network Installation (Multiple workstations)**
 - Install iTester on a shared network folder
 - Copy the iTester shortcut and deploy to each testing workstation
- **Local Installation (Single workstation)**
 - The iTester shortcut is automatically copied to the workstation desktop when the 'Create a Desktop Icon' check box is checked



Install iTester

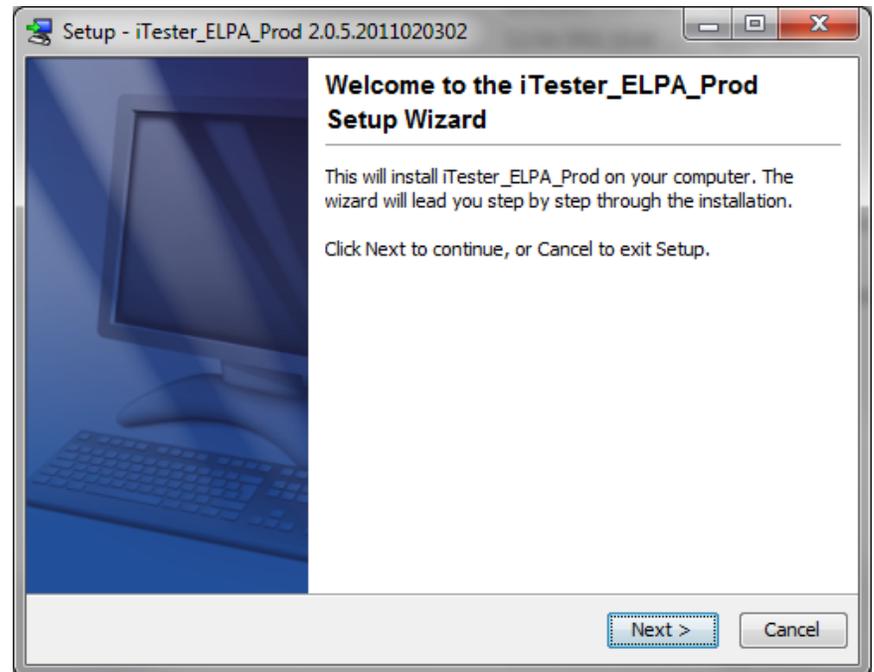
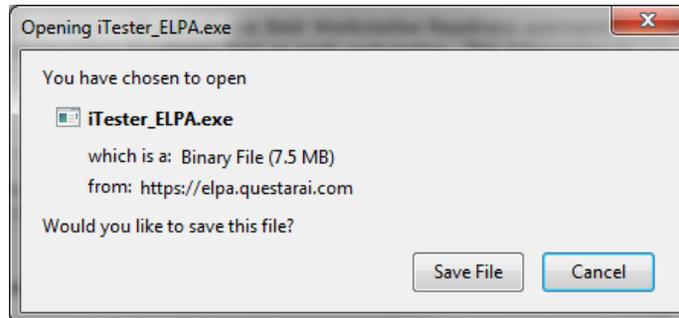
- Log into iTester Admin and download the installer
<https://elpa.questarai.com/Admin/>
- Choose the appropriate installer for your OS.

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



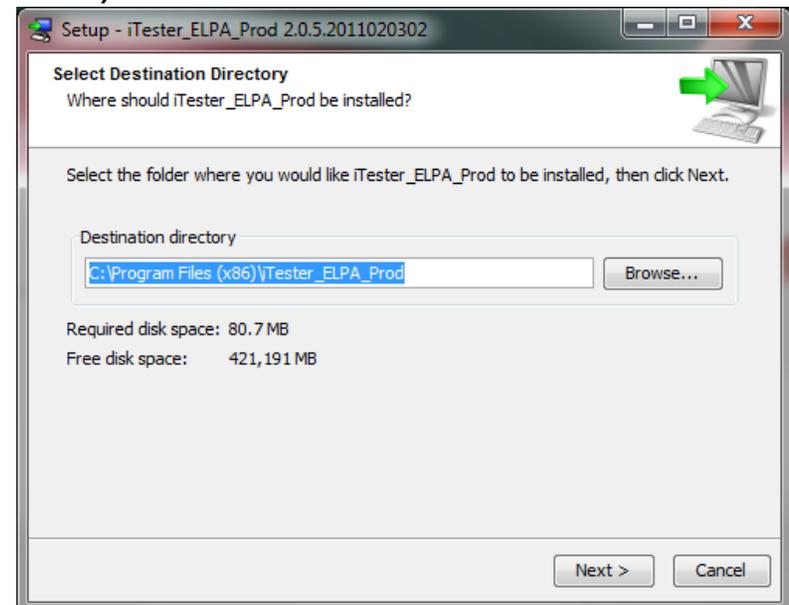
Install iTester

- Save the file
- Install Wizard launches
- Welcome Screen is displayed



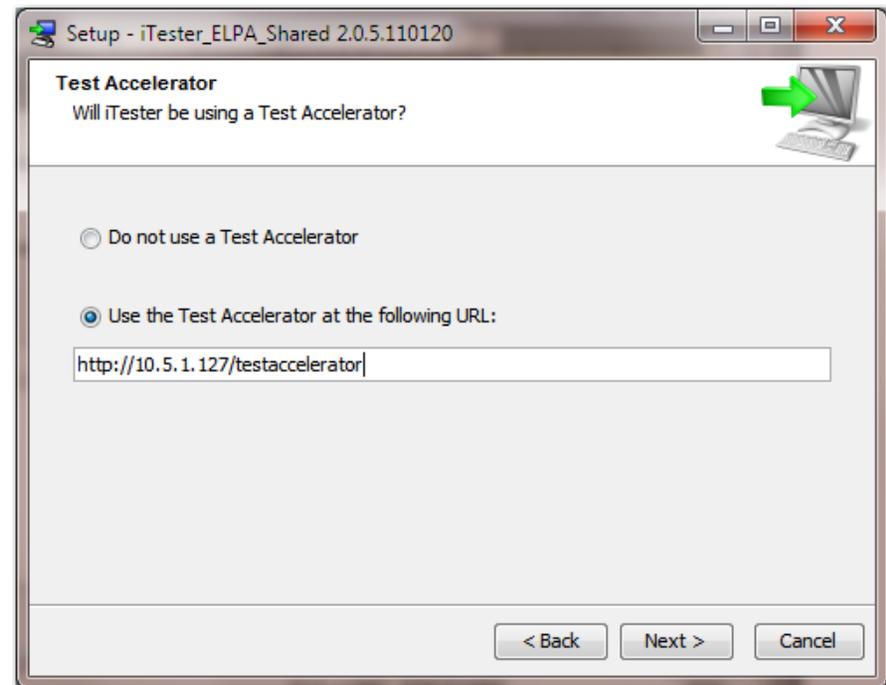
Install iTester

- Select the Installation Folder destination
- Installation Types
 - **Network Installation** (Multiple workstations)
 - Choose a shared network folder
 - Use UNC format (\\ServerName\ShareName\SharedFolder)
 - **Local Installation** (Single workstation)
 - Choose a local folder



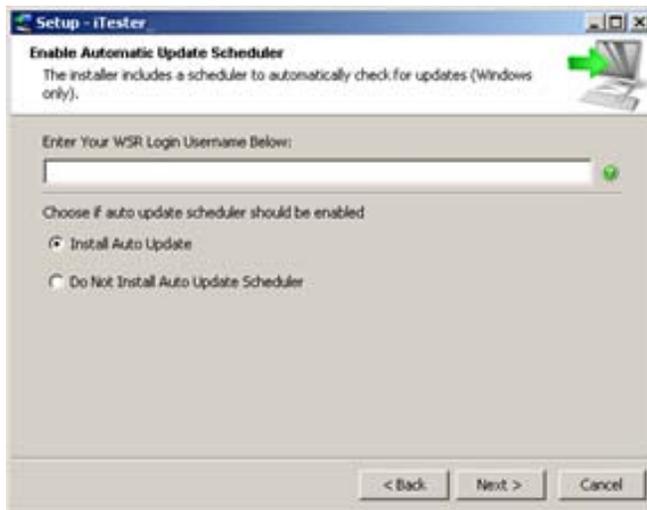
Install iTester

- Enter the URL of your Test Accelerator using the format **https://XXX.XXX.XXX.XXX/testaccelerator**
 - XXX.XXX.XXX.XXX is the fixed IP address of the Test Accelerator machine.
- Click 'Next' to continue.



Install iTester

- Select if you would like to use the Auto update feature
- Select 'Install Auto Update' and enter your Workstation Readiness login username in text field
- The installer will create a scheduled task (Windows OS) that will automatically update the client if there is an updated version available
- The Scheduled Task created will be scheduled for 10 pm. 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.



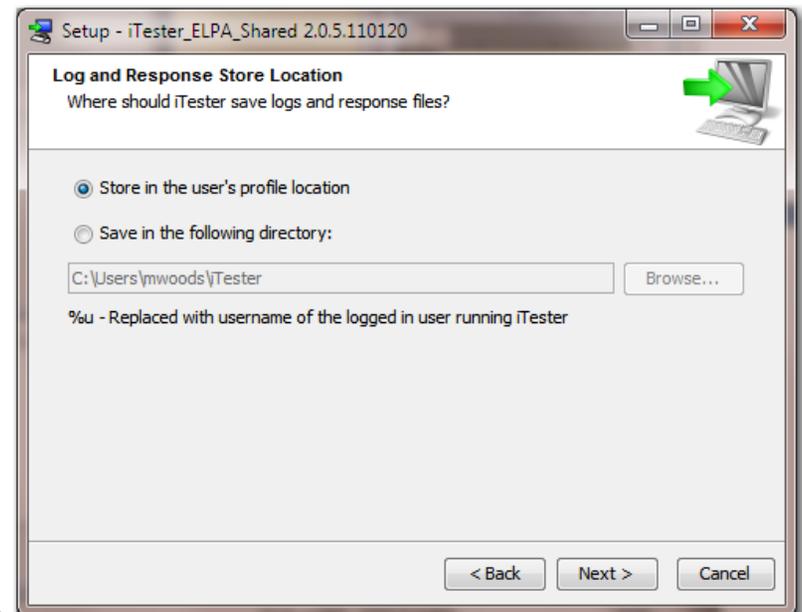
The update will fail if:

- There is not 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 client is running. Avoid scheduling the updater to run during student testing hours.
- If using third party workstation restore applications, such as DeepFreeze, in combination with cloned images



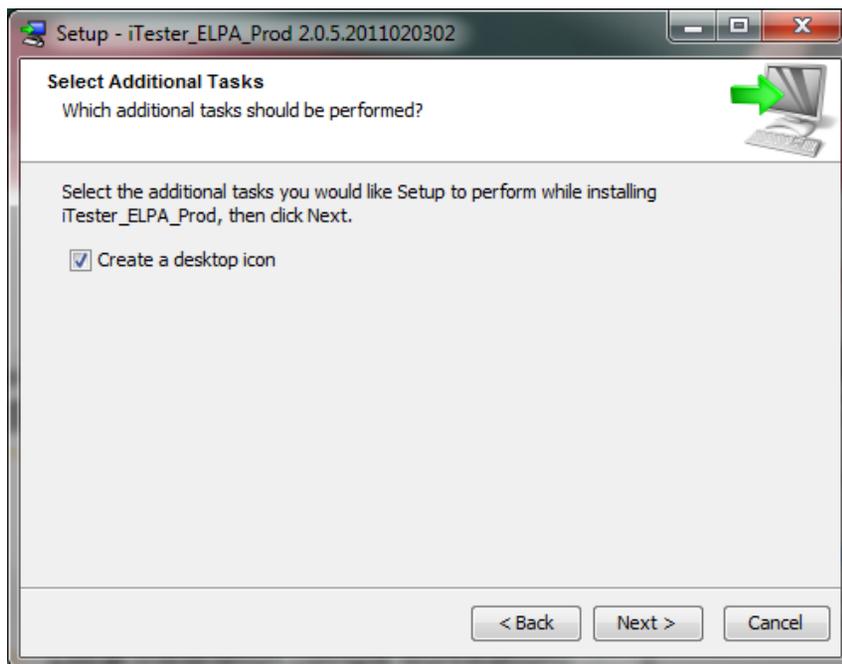
Install iTester

- Select the folder to store the log and response files
 - Choose a local or network folder location where student log and response files can be saved without interference from desktop imaging tools (such as Deep Freeze™ or Clean Slate™) in the event of a local network interruption.
 - If stored location is a network folder, use UNC format (\\ServerName\ShareName\SharedFolder)
 - Ensure that student profiles have read access to install folder and read/write/delete/modify access to log and response folders.
- Click 'Next' to continue.

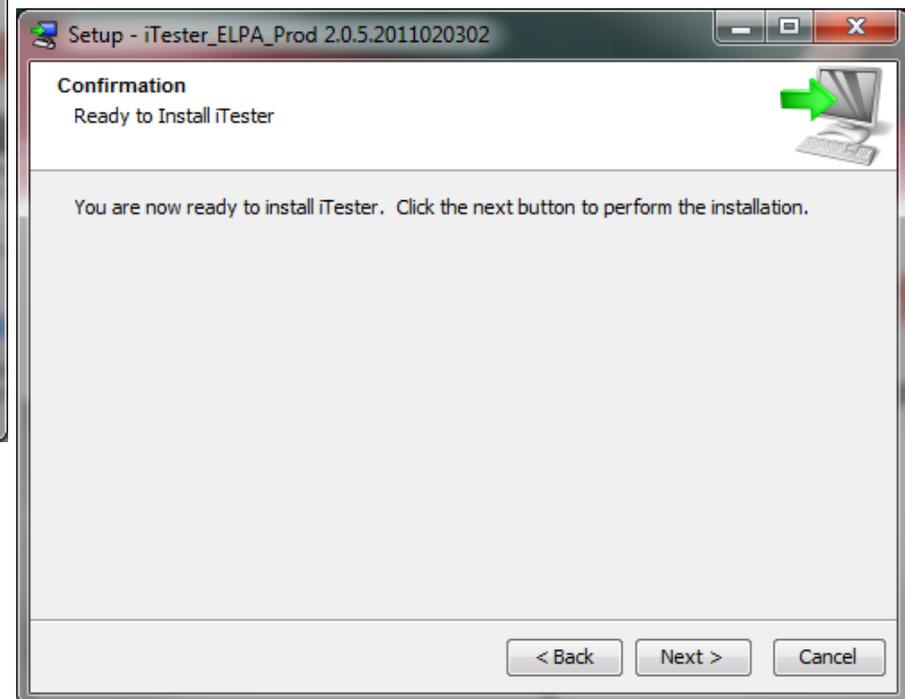


Install iTester

- Create a desktop icon

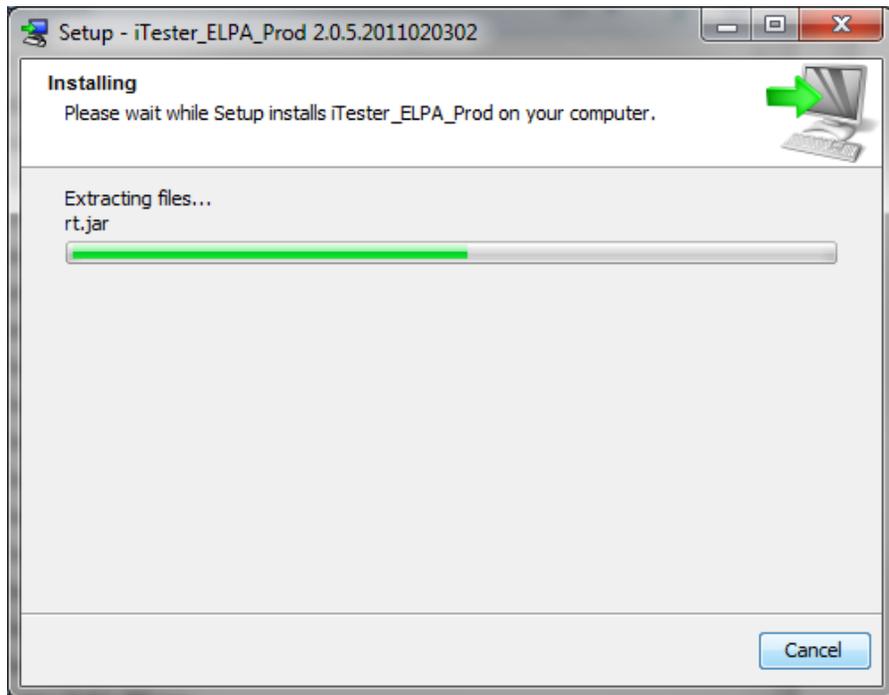


- Confirmation

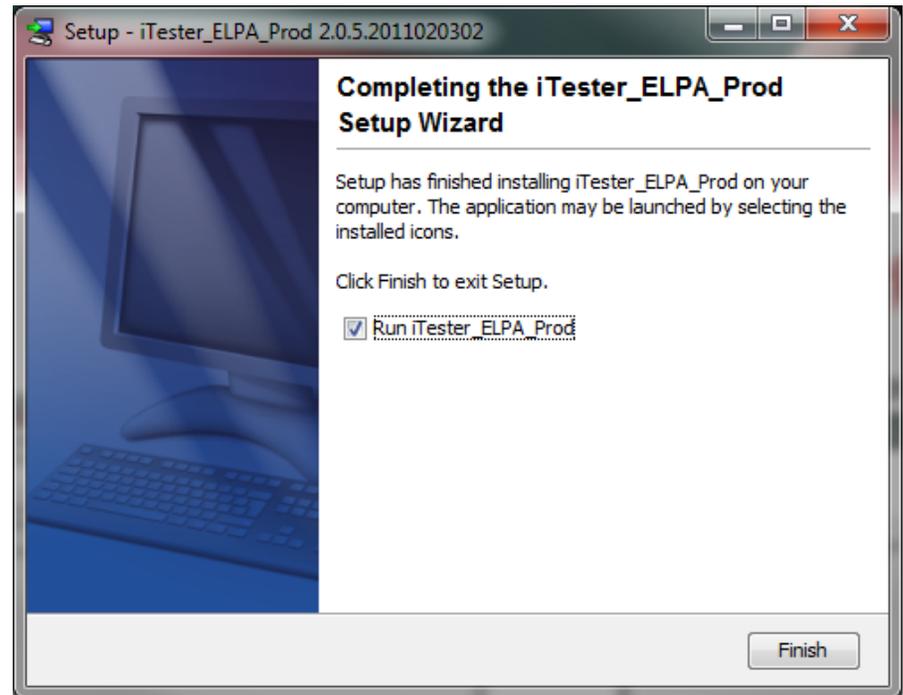


Install iTester

- Extract files

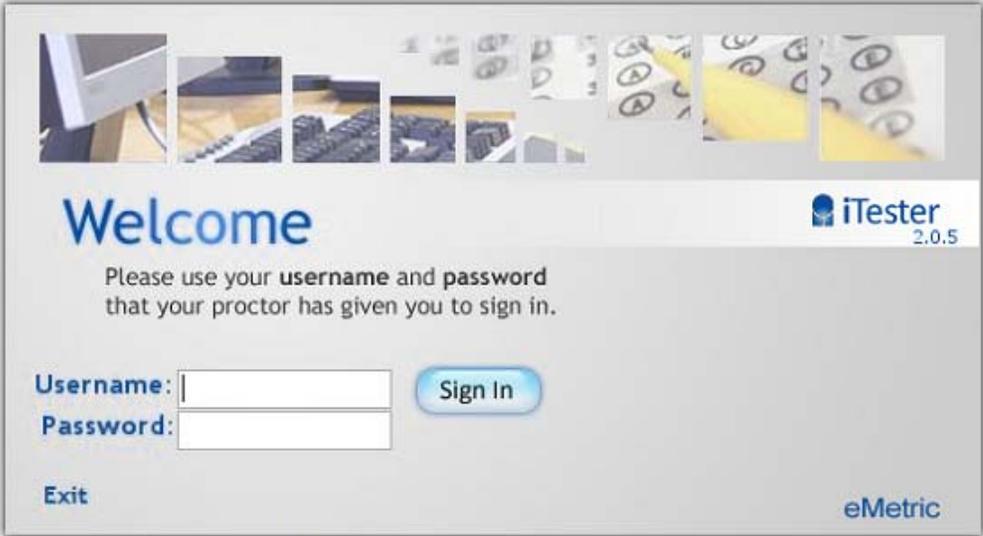


- Installation Complete



Workstation Readiness

- Launch iTester from the student workstation desktop
- Verify 'Acceleration is enabled' message is displayed.
- The login page will appear
- Sign in using the Workstation Readiness username and password



Acceleration is enabled



Workstation Readiness

- If '**Acceleration is not available**' text appears upon launch of iTester, you will need to manually grant write permission to (NT Authority\System) on 'C:\Windows\Microsoft.NET\Framework\v2.0.50727\Temporary ASP.NET Files' folder.
- The 'Temporary ASP.NET Files' folder may be hidden in which case you should grant permissions using the following command:
C:\Windows\Microsoft.NET\Framework\v2.0.50727>aspnet_regiis.exe –ga "NT Authority\System"



! Acceleration is not available

Spring 2013 ELPA



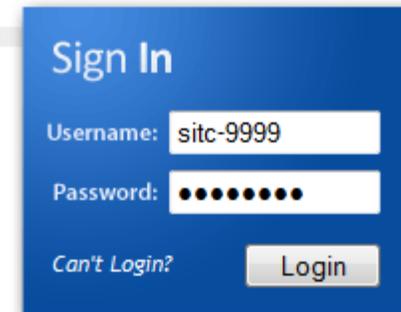
Workstation Readiness

- Check display clarity
- Check tool and button functionality
- Check audio functionality and clarity
- Check headphone functionality
- Check for substantial response delays



Site Certification

- Log into iTester Admin site using the username and password that you received in an email from Questar.
- <https://elpa.questarai.com/Admin/>



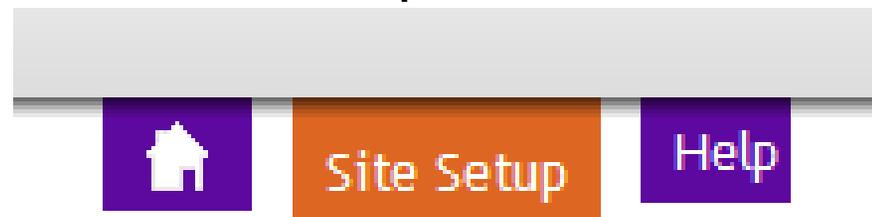
Sign In

Username:

Password:

[Can't Login?](#)

- Click on the Site Setup tab



Site Certification

- **A site can be certified only once.** Once all workstations have been through a Workstation Readiness Test, STCs and SITCs should work collaboratively to ensure your site has done adequate testing, and certify your site.

Site Certification

Site Certification

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



Questions?

Software for installation won't be available until **02/11/2013**

Bureau of Assessment and Accountability (BAA)
Michigan Department of Education (MDE)

www.michigan.gov/elpa

To update Personnel Changes:

<http://cepi.state.mi.us/EEM/Default.aspx>

Questar Assessment, Inc.

Customer Support

Phone: 877-560-8378, select 5 for ELPA

Email: ELPACustomerSupport@QuestarAI.com

