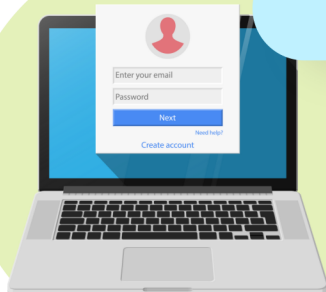# Day of Testing Best Practices & FAQ

Know How to Login for Testing*

On **Windows** and **Mac** devices, students will login at **sc.wincrsystem.com** with their testing ticket.

On **Chromebooks**, students will use the **Apps** menu in Kiosk Mode (before logging in) to access the **WIN Learning LDB 2.0** Chromebook Lockdown Browser. Chromebook users must power cycle between assessments.

*Note: Students will NOT use Clever or any other SSO to login for testing.

Know When and How to Save & Exit

If testing is **TEMPORARILY** halted - such as if the student opened the assessment before viewing the tutorial or if a fire drill or internet outage occurs or any other situation where the student will **resume testing the same day** - Save & Exit should be used from the Monitoring Panel or from the student device by selecting the red X in the top right of the Lockdown Browser.

Know When and How to Submit & Exit

SUBMIT

If testing is halted and **will not be resumed the same day**, the student's assessment should be Submitted either from the student view using the Submit button or from the Monitoring Panel using the Submit & Exit action.

Know When to Contact Your DTC to Grant Retakes*

If a student's assessment is submitted in error or due to an emergency dismissal or some other reason why the original assessment could not be completed the same day, you will need to contact your DTC to grant the retake of those assessments so that they can be reassigned. **Include the name of the student(s), the reason for granting the retake(s), and the name(s) of the assessments that need to be discarded.**

*Note: WIN Support is NOT authorized to grant retakes. Your DTC must take this action.

WIN Day of Testing Best Practices & FAQ

What are the approved reasons for the DTC to grant a retake?

The following are approved reasons for a DTC to grant a retake - which means they nullify a student's previous assessment submission and authorize reassignment of that assessment within the same testing window -

- Student illness
- Power / Internet outage
- Student began testing in the wrong test
- Student accidentally pressed the submit button
- Student tested without an appropriate accommodation

Using the Save & Exit function as described on page one will mitigate any temporary pauses in testing (such as a fire drill or unexpected restroom break or brief power outage) in which students can return and finish testing the same day. The Granting Retakes process should be used for assessments that need to be discarded and restarted because they are invalid. The DTC is the only person authorized to grant retakes.

Can I reopen an online assessment that has already been partially completed but accidentally submitted?

No. Once an assessment is submitted within the testing window, it will become locked and grayed out, so that it cannot be reassigned without DTC authorization.

The DTC can only discard the submitted session so that it can be reassigned. They cannot restore the session so that the student can reopen it. Once it is submitted, the session counts as an attempt.

There is a second prompt that asks each student "Are you sure you want to submit?" when they press the submit button to prevent accidental submissions.

If a student needs to temporarily pause and resume their assessment the same day, follow the recommendation under Save & Exit on page one of this document.

What do I do if I find out a student's accommodations have not been applied?

If you discover a student does not have the correct Extended Time, ASL or SpeechStream (computer based oral administration) accommodations at the beginning of their testing session, have the student Submit & Exit (or do so on their behalf with the Monitoring Panel actions).

Then go to your sc.wincrsystem.com dashboard and select Admin > User Administration. Locate your student and select the gear icon > Edit User and then extend time or select SpeechStream or ASL as indicated by the student's IEP. Finally, contact your DTC to grant the retake.

If you discover a student did not have correct accommodations applied after their testing session is over and/or already completed, report this to your DTC to decide how to proceed with the student's IEP team.