

Indiana Systems Readiness Guide for AIR Assessments 2019–2020

Systems Readiness Guide Overview

The Systems Readiness Guide provides information for corporations and schools to prepare for operational computer-based test administrations. This guide will highlight the following three technology readiness checkpoints for corporations and schools:

1. Set up Technology for Online Testing
2. Complete a Systems Readiness Test (SRT)
3. Analyze SRT Data and Prepare an Action Plan

Checkpoint 1: Setup Technology for Online Testing

Carefully review and complete the steps in the [Technology Setup for Online Testing Quick Guide](#) (*Quick Guide*). Full system and device requirements and instructions for installing the Secure Browser can be found in the *Quick Guide*. The *Quick Guide* and additional supporting documentation can be accessed in the [Indiana Assessment Portal](#) under Technology Resources. Steps to complete include the following:

- Step 1:** Setting up Test Administrator workstations
- Step 2:** Setting up student workstations
- Step 3:** Configuring the local network for online testing
- Step 4:** Configuring assistive technologies

The Network Diagnostic Tool allows schools to test network bandwidth capacity and confirm it is sufficient for online testing. This tool can be accessed from the Secure Browser or the Released Items Repository site through a conventional browser. When running the Network Diagnostic Tool, counts entered should represent that school's anticipated peak testing volume. Schools should run the Network Diagnostic Tool on each type of device that will be utilized for online testing. See [Appendix A: Using the Network Diagnostic Tool](#) for more information.

Checkpoint 2: Systems Readiness Test

All schools are required to complete a Systems Readiness Test (SRT) to prepare for online testing. An SRT is a simulation of online testing at the local level that ensures student testing devices and local school networks are correctly configured to support online testing. An SRT helps schools identify and resolve any potential technical issues prior to operational testing, when a technical issue could affect a student's test score.

Preparing for an SRT

CTCs, STCs, and school/corporation technology leaders should work together to set up an SRT that reflects the testing practices which will occur in operational testing. When preparing, consider the following:

- How do I plan to schedule the operational assessment?
- What is the greatest number of simultaneous users the school/network will likely need to support during operational testing?
- Will students use wireless or hard-wired devices?
- What are the different types of devices (e.g., Chromebook, iPad, laptop) students will use during operational testing?
- What are the different types of assistive technologies students will use during operational testing?
- What are the different embedded accommodations students will utilize throughout testing?

Use the answers to these questions to assist with scheduling an SRT. Attempt to mirror a typical operational test session to the greatest degree possible, utilizing the different types of technologies (including assistive technologies and additional hardware for providing accommodations) students will encounter during operational testing to ensure device settings support testing. For wireless testing, consider possible differences in wireless access point (WAP) load. Do not assume that all WAPs in a school building perform at the same level.

After scheduling the SRT, prepare a way to track and communicate issues during the SRT.

Schools must plan an SRT on a date and time of their choosing during the appropriate SRT window (dates below). Schools within a corporation may choose to participate on different dates. Schools that participate in the early SRT window (for winter test administrations) are not required to participate again in the second window.

- Winter Administration SRT Window: September 30–October 4, 2019
- Spring Administration SRT Window: November 18–27, 2019

The SRT will take place in AIR's operational testing site. CTCs and STCs must ensure TAs have TIDE user accounts to access the TA Interface. For the November "Spring Administration" SRT window, TAs must complete TA certification prior to administering the SRT to students. Students must log in to the SRT using their first name, STN, and the Session ID provided to them by the TA at the time of testing.

During an SRT

During an SRT, the selected group of students will complete a short 4-5 question sample test in the AIR Secure Browser. Available tests are:

- SRT Grades 3–5
- SRT Grades 6–8
- SRT High School

A Test Administrator (TA) must administer the assessment using the appropriate SRT script and AIR's TA Interface to create a session and approve students into the SRT test form. **TAs participating in the Winter Administration (early) SRT window are not required to complete TA Certification prior to administering the SRT. TAs participating in the Spring Administration (late) SRT window must complete TA certification prior to administering the SRT form.**

Technical staff, the CTC, and the STC should be on standby to monitor the success of the SRT and respond to any issues. Contact the AIR Indiana Assessment Help Desk (airindianahelpdesk@air.org or 1-866-298-4256) immediately to resolve any issues that arise. Be sure to document any issues that occur, as well as the overall success level of the SRT.

Test Administrator instructions and scripts for administering an SRT can be found separately in the *Systems Readiness Test: Test Administrator's Script*. Students will login through the Secure Browser and access the SRT Test Form that corresponds to their grade level.

Checkpoint 3: Analyze SRT Data and Prepare an Action Plan

Once the Systems Readiness Test is complete, the corporation and/or school technology team should consider the results of the SRT and prepare a course of action to resolve any identified issues.

- Consider if changes must be made to student device settings to enhance the testing experience.
- Consider if changes must be made to local network configurations to provide uninterrupted internet connection during testing.
- Consider load data and share with CTCs and STCs. If the local SRT shows that only a certain number of simultaneous users is supported (e.g., 100), the CTC/STC must not schedule a greater number of student tests (e.g., 150) to occur simultaneously during the test window unless additional capacity is added.

Any issues or concerns should be reported to the Corporation Test Coordinator and/or the Indiana Assessment Help Desk within one week. The Indiana Assessment Help Desk is also available to provide technical assistance, as needed, and assist with troubleshooting specific technology issues and errors experienced.

Schools must also provide data about the results of their SRT to the IDOE following SRT participation. Data is shared via an electronic survey distributed through the CTC listserv and includes 1) date and time of participation, 2) number of concurrent logins, 3) help desk case numbers (if applicable), and 4) overall success level of the SRT. If a school's first SRT is not successful, a second SRT may need to be scheduled later in the year to ensure updated device/network settings support student testing.

Schools may also conduct additional readiness tests throughout the year, prior to testing. This is recommended if the school has acquired new testing devices or there have been updates to the local network infrastructure.

Technical Support and Assistance

The Indiana Assessment Help Desk can be reached from 7 a.m. to 7 p.m. ET at:

- Toll-Free Phone: 866-298-4256
- Email: airindianahelpdesk@air.org
- Chat: <https://indiana.portal.airast.org/chat.shtml>

Be ready to provide the following information for AIR to assist you more effectively and efficiently:

- What is your role (Corporation or School Test Coordinator, Technology Coordinator, etc.)?
- What device are you using?
- What device is the student using?
- Was there an error code/message?
- What task were you or the student trying to complete when you encountered an error?

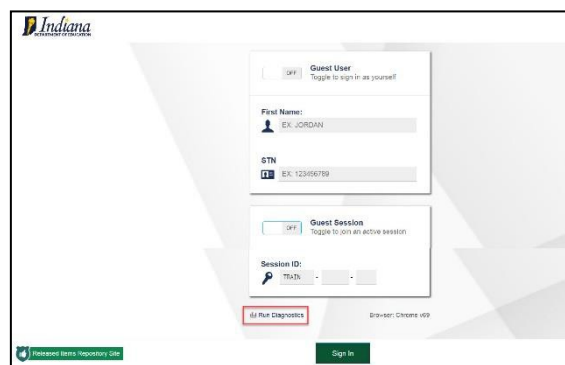
Appendix A: Using the Network Diagnostic Tool

Using the Web-Based Network Diagnostic Tool

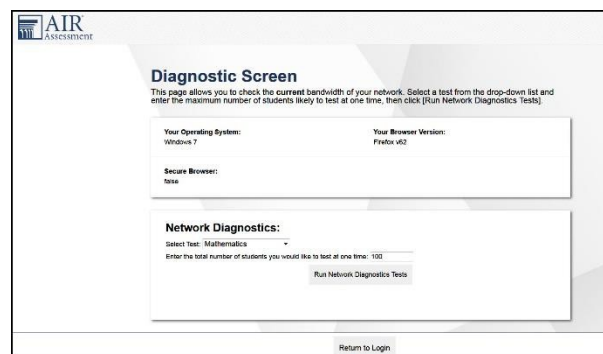
Prior to running the Systems Readiness Test, schools should use the web-based Network Diagnostic Tool to assess the readiness of a particular device and network for testing. The tool provides a download and upload speed analysis that includes an estimate of the number of simultaneous students who can test at the same location. The Network Diagnostic Tool uses a sophisticated statistical model of the testing process that replicates variation in instantaneous demand (e.g., the number of students who simultaneously press the Next button) and evaluates the likelihood that peaks will exceed network free capacity (network capacity not used by other processes) with a frequency likely to cause noticeable delays in testing. The Network Diagnostic Tool will return the same result for all devices on your network, so it is not necessary to run that test on every device.

To access the Network Diagnostic Tool, follow these steps:

1. From the Released Items Repository Test **Please Sign In** page (on the Secure Browser or at <http://inpt.tds.airast.org/student>), select **Run Diagnostics**, found at the bottom of the screen, as displayed in the following graphic. The following link also directs to the network diagnostic tool: <https://demo.tds.airast.org/systemdiagnostic/pages/default.aspx?c=AIR>



2. The Network Diagnostic Tool asks the user to indicate the number of students that they expect to simultaneously test, and the system will test the bandwidth and calculate the peak simultaneous loads given the desired number of testers.



3. After the Network Diagnostic Tool runs, the system either confirms that bandwidth is adequate or suggests a likely maximum number of students supported.

Download Results: 15.038 Mbps download.
Upload Results: 0.509 Mbps upload.

Bandwidth Summary:

Given the current load on your system, you should be able to test the requested number of students at this location. (Please note: The throughput estimates include the encryption/decryption overhead for data transfer. Throughput estimates change as the network conditions change and can vary each time you run this tool.)

4. Work with your Corporation Information Technology Coordinator (CITC) to ensure that you can test the appropriate number of students for each administration.