



SHAPE America: Online Field Test Administration Checklists

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1.0 INTRODUCTION

What are the SHAPE America Health and Physical Education Field Tests?

The national assessments in Health and Physical Education are two field tests created in a partnership between SHAPE America and American Institutes for Research (AIR) for students in grades 5, 8, and High School (9–12).

About This Manual

District, School, and Test Administrators/Teachers can use the following checklists to prepare for online testing for the SHAPE America Health and Physical Education Field Tests.

This document refers to Test Administrators (TAs) generically whenever discussing administration or the user guide. Test Administrators can be defined as district or school personnel responsible for administering the SHAPE America Health and Physical Education assessments in a secure manner. Anywhere this manual mentions Test Administrators (TA), it is referring to Proctors (PRs), School Test Coordinators (SC), and District Test Coordinators (DCs). In addition to having the privileges of a PR, a DC and SC have access to the Test Information Distribution Engine (TIDE).

2.0 DISTRICT/SCHOOL TEST COORDINATOR CHECKLIST

The District/School Test Coordinator checklist highlights tasks related to the setup and configuration that support online test administration

Table 1. District/School Coordinator Direct Responsibilities

School Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
Direct Responsibilities				
<input type="checkbox"/> 1. Submit your school or district institution file and initial user file to the SHAPE Help Desk . NOTE: You may need to call your state, district, or data assessment office to obtain the school and district code used for reporting.	<i>Institution File Quick Guide, User File Quick Guide</i>	As needed	Complete no later than April 6, 2018.	http://shape.portal.airast.org
<input type="checkbox"/> 2. Confirm that you have received your TIDE login information. You should have received an automated email from AIRAST-DoNotReply@airast.org. You will also use this				http://shape.portal.airast.org NOTE: If you have not received this information, please check your spam/junk email folder to see if it was mistakenly routed there. If not, check with the SHAPE Help Desk to see the status

School Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
username and password for the Online Testing System.				of the institution and user file mentioned in item 1.
<input type="checkbox"/> 3. Review Training resources on the portal.	<i>TIDE User Guide, Test Administrator User Guide, Technical Resources, TA Certification Course Training, Webinars</i>	As needed	As needed	http://shape.portal.airast.org
<input type="checkbox"/> 4. Work with technology personnel to ensure timely computer setup: <ul style="list-style-type: none"> • Conduct network diagnostics. • Download the secure browser. • Verify that your school has met the minimum technology requirements. • Ensure that other technical issues are resolved before and during testing. 	<i>Technical Specifications Manual, Secure Browser Manual, System Requirements</i>	5–10 hours	Complete at least 1–week prior to testing.	http://shape.portal.airast.org
<input type="checkbox"/> 5. Work with TAs to ensure they have accounts using the Test Information Distribution Engine (TIDE).	<i>TIDE User Manual</i>	1–2 hours	Complete at least one week before testing and during testing.	http://shape.portal.airast.org
<input type="checkbox"/> 6. Add student accounts to TIDE.	<i>TIDE User Manual, TIDE Quick Start Guide</i>	2–4 hours	Complete 1–2 weeks prior to testing.	http://shape.portal.airast.org
<input type="checkbox"/> 7. Work with TAs to review student information in TIDE before students are tested to ensure that	<i>TIDE User Manual, TIDE Quick Start Guide</i>	2–4 hours	Complete at least 1–2 weeks prior to testing.	http://shape.portal.airast.org

School Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/> student information is correct.				
<input type="checkbox"/> 8. Create rosters for TAs for reporting (optional).	<i>TIDE User Manual, TIDE Quick Start Guide</i>	2-4 hours	Complete prior to testing.	http://shape.portal.airast.org
<input type="checkbox"/> 9. Assist Test Administrators with scheduling and room setup in accordance with school/district testing policies. NOTE: It is recommended that two teachers be present during the day of test administration.	None	As needed	Complete prior to testing.	N/A

3.0 TEST ADMINISTRATOR CHECKLIST

The Test Administrator activity checklist highlights tasks related to the setup and configuration that support online test administration.

Table 2. Test Administrator Responsibilities

	Test Administrator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	1. Confirm that you have received your TIDE login information. You should have received an automated email from AIRAST- DoNotReply@airast.org. You will also use this username and password for the Online Testing System.	<i>TIDE User Manual, TIDE Quick Start Guide</i>	10 minutes	Complete 1 week prior to testing.	http://shape.portal.airast.org NOTE: If you have not received this information, please check your spam/junk email folder to see if it was mistakenly routed there. If not, check with your School or District Test Coordinator.
<input type="checkbox"/>	2. Review Training resources on the portal.	<i>Test Administrator User Guide, TA Quick Guide, TA Certification Course Training, Webinars</i>	As Needed	Complete 1 week prior to testing.	http://shape.portal.airast.org
<input type="checkbox"/>	3. Work with your school or district testing coordinator to ensure that each student has an SSID number and has been loaded into TIDE. (Example:AZ-9999-999001).	<i>TIDE User Manual, TIDE Quick Start Guide</i>	As Needed	Complete 1 week prior to testing.	http://shape.portal.airast.org
<input type="checkbox"/>	4. Confirm each student's Information is correct in TIDE.	<i>TIDE User Manual, TIDE Quick Start Guide,</i>	2-4 hours	Complete 1 week prior to testing.	http://shape.portal.airast.org
<input type="checkbox"/>	5. Ensure that the secure browser has been downloaded to any computer(s) on which students will be testing.	<i>Technical Specifications Manual, sections V and VI</i>	1-2 hours	Complete 1 week prior to testing.	http://shape.portal.airast.org

Test Administrator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
			Complete again the day before testing or morning of testing.	
<input type="checkbox"/> 6. Prior to administration, check all computers that will be used and close all applications except those identified as necessary by the school's Technology Coordinator. Make sure that no computer has dual monitors.	<i>Technical Specifications Manual</i>	1-2 hours	Complete the morning of testing.	NOTE: The TA should open the secure browser on each computer after closing any unnecessary applications.
<input type="checkbox"/> 7. Confirm that the testing room environment/schedule in accordance with your school and district testing policies. NOTE: It is recommended that two teachers be present during test administration.	None	As needed	Complete prior to testing.	N/A
<input type="checkbox"/> 8. On the day of testing, verify that the students have their login information (first name, SSID, and session ID).	<i>TIDE User Manual, TIDE Quick Start Guide</i>	As needed	Complete the day(s) of testing.	http://shape.portal.airast.org
<input type="checkbox"/> 9. On the day of testing, verify prior to the test session that you can successfully access the Test Administration interface. Assist with troubleshooting as needed.	<i>Test Administrator User Guide, Test Administration Quick Guide</i>	As needed	Complete the day(s) of testing.	http://shape.portal.airast.org



4.0 SHAPE AMERICA FIELD TEST USER SUPPORT

The SHAPE America assessment portal at <http://shape.portal.airast.org> is the home for all online assessment administration information.

For questions regarding the online testing system or for additional assistance, please contact the SHAPE America Assessment Help Desk at 1-866-478-8606 or shapehelpdesk@air.org.

The Help Desk is open Monday–Friday from 7:00 a.m. to 8:00 p.m. Eastern Time (except holidays or as otherwise indicated portal). During these hours, staff will respond promptly to calls.

The Help Desk may be contacted for situations and questions that include the following:

1. Testing environment down or unavailable; user accounts not available or users not able to administer tests;
2. Assistance with loading user or student data into the Test Information Distribution Engine (TIDE);
3. Preparing for online testing—downloading the secure browser, running practice test sessions, etc.;
4. Tests showing as available to students when they log in to begin testing; and/or
5. Password resets for district, and school users.

When contacting the Help Desk, provide the representative with as much detail as possible about the issue(s) encountered and the system on which it occurred. This should include the following:

- type of device being used for the test;
- any error messages that appeared (code and description);
- operating system and browser information;
- network configuration information;
- your contact information for follow-up, including email address and phone number; and
- any relevant and authorized student and school information, including statewide student identifier (SSID), grade level, content area, and test question item number.

Refer to the *Help Desk Information Template* on the portal at <http://shape.portal.airast.org/> for a more detailed list of information to provide the Help Desk when reporting an issue.