

## Administering the ISASP -- Online

### General Guidelines

- Districts administer the ISASP during the state-designated testing window (March 4 through May 31).
- Only district-owned computers or devices can be used for online testing.
- ISASP may be administered in a computer lab or a regular classroom with laptop computers or supported devices.
- If a school is one-to-one, ISASP may be administered in a large room.
- The ISASP is not a timed test. Students who are not able to complete the assessment during the locally scheduled time must be provided additional time during the same testing day to complete the assessment.
- Test security issues, and the need to acquire valid assessment results, drive this necessity. Therefore, every effort must be made to see that students finish an assessment on the day that it began. Only extreme circumstances warrant deviation.
- Schools are responsible for maintaining test security during breaks so students cannot access the test during this time.

### Managing Time

- Due to the flexible testing times, students are not required to complete the same number of items or exit at the same place as other students.
- The table below illustrates one approach to administering the ISASP tests that contain one section (Reading, Mathematics and Science). After each break (designated by the gray bar), a smaller number of students remain working on the test.

Step 1 All students	Step 2 Students still working	Step 3 Students still working
Allow 60 minutes		
Submit if completed		
Pause if not completed	Allow 30 minutes	
	Submit if completed	
	Pause if not completed	Allow 15 minutes
		Submit when completed

**Managing Time continued...**

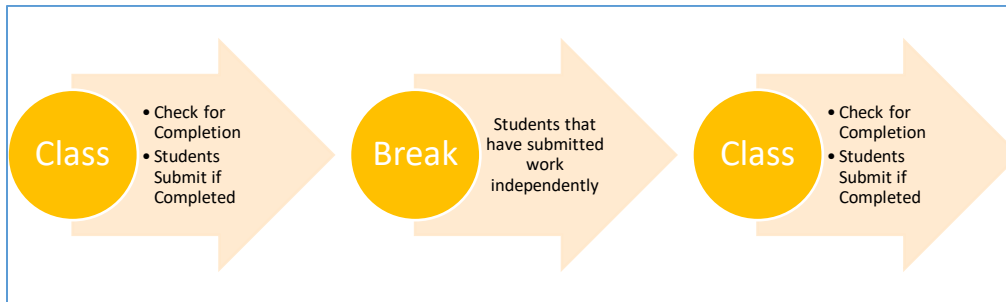
- Unlike the Reading, Mathematics and Science tests, the structure of the Language/Writing has natural breaks between three sections.
- In the online version of Language/Writing, students **Submit** a section before beginning the next section.
- Breaks between each of the three sections are encouraged and can be managed locally.
- The table below illustrates one approach to planning for the ISASP administration of the Language/Writing test.

Section 1 Language Multiple Choice		Section 2 Writing Essay 1		Section 3 Writing Essay 2	
All Students	Students Still Working	All Students	Students Still Working	All Students	Students Still Working
30 minutes					
Submit if completed					
Pause if not completed	Allow 10 minutes				
	Submit if completed				
		45 minutes			
		Submit if completed			
		Pause if not completed	Allow 15 minutes		
			Submit if completed		
				45 minutes	
				Submit if completed	
				Pause if not completed	Allow 15 minutes
					Submit

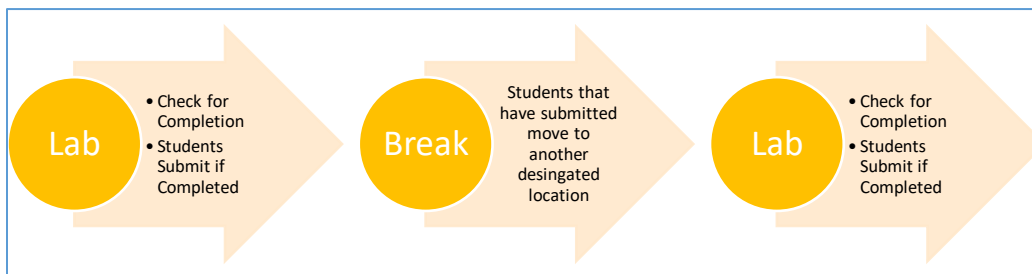
### Administration Configurations

The administration of the online ISASP will differ from school to school and district to district given the various computer configurations and space limitations. Provided below are three administration models that are common. Each allows for students that have completed the test to submit while allowing other students to continue to work on the assessment.

#### Administration Model 1 -- Classroom with laptop computers or supported devices



#### Administration Model 2 – Computer lab



#### Administration Model 3 – One-to-one school where the testing location moves from a large space to smaller spaces

