



# Student Test Delivery Guide

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COGNIA ASSESSMENTS

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# Introduction

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## Purpose

This document is intended for system, district, or school personnel responsible for preparing and/or administering online Cognia™ Formative Assessments.

This document covers how students access and navigate the student test delivery system, inclusive of oral directions for test administration, and an overview of the item types.

## Support

All user guides and supporting documents are available on the [Formative Resources](#) tab of the Vermont Help and Support website.

Cognia Client Care representatives are available to answer any questions about the Cognia Assessments online assessment platform and student test delivery system. Please use the email and phone numbers listed below to contact Cognia Client Care for support.

**Email:** [vtservicecenter@cognia.org](mailto:vtservicecenter@cognia.org)

**Phone:** (800) 215-8975

# Student Test Delivery

The student test delivery system is accessed through a web browser. Before student testing takes place, the schools, districts, or systems need to verify that the browser being used on all student test-taking devices meets the specifications.

**Important:** The student testing interface may not work properly on devices, browsers, and operating systems that do not align with the specifications or if network set-up instructions are not followed.

## Web Browser

When using a web browser for student test taking, make sure that strict proctoring protocols are in place to ensure that students are not accessing other applications that would give them an unfair advantage, or which would jeopardize the security of the assessment.

**Tip:** If students are using the web browser-based testing interface, you may want to write the test delivery system URL `adamexam.com/tester/` on the board for students.

**SAY:** Close all other programs running on your device. Open the web browser. Type `adamexam.com/tester` into the browsers address bar, double check that the address matches exactly, and press Enter on your keyboard.

# Accessing the Student Interface

## Login Information

Students need a test code and either an identifier (this is typically their student ID), quick ID, or QR code to log in to a test in the student test delivery system. This information is found on the student login tickets for each administration. Test codes, quick ID's, and QR codes are new for each test session. Identifiers are specific to the student and do not change. These credentials are generated in the online testing platform when the administration is created. Before each administration starts, the login tickets need to be printed and distributed to students. Students logging in with a QR code will need to be provided with a copy of their login ticket. They will need to display the ticket close to the device's camera so it can be scanned to log in to the test.

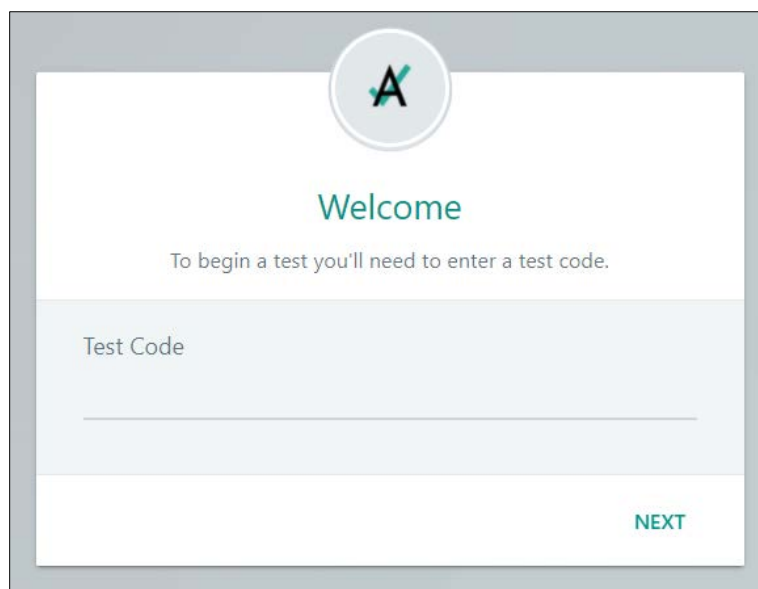
For more information, see the Print Student Logins: Quick Start Guide available on the [Formative Resources](#) tab of the Vermont Help and Support website.

## Logging In

Students will see a Welcome page once they open the web browser.

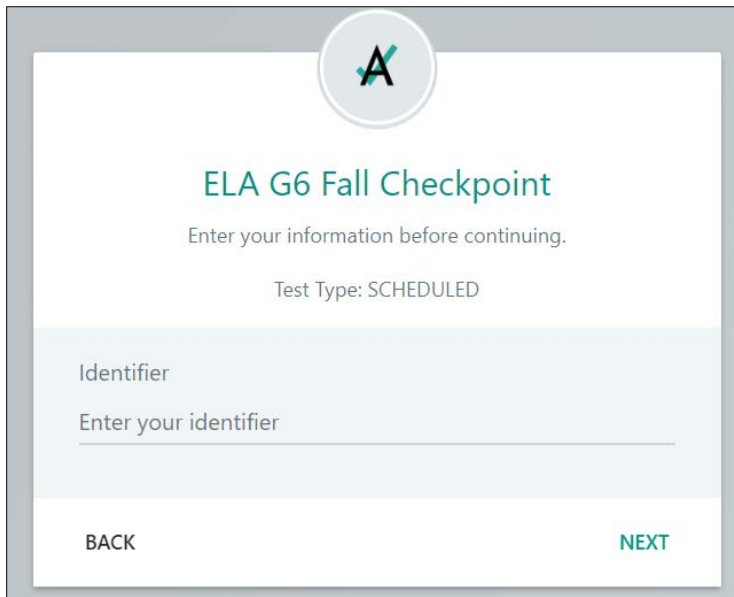
Students will enter the **Test Code** for the test session (located on their login ticket), and then click the **Next** button.

**SAY: Carefully type the test code on the Welcome screen, and then click the Next button. You will see the Identifier field on the screen.**



If Quick Access is not enabled for the administration, students will enter their **Identifier** (located on their login ticket), and then click the **Next** button.

**SAY: Carefully type your identifier on the screen, and then click the Next button. You will see a test name and your name on the screen.**

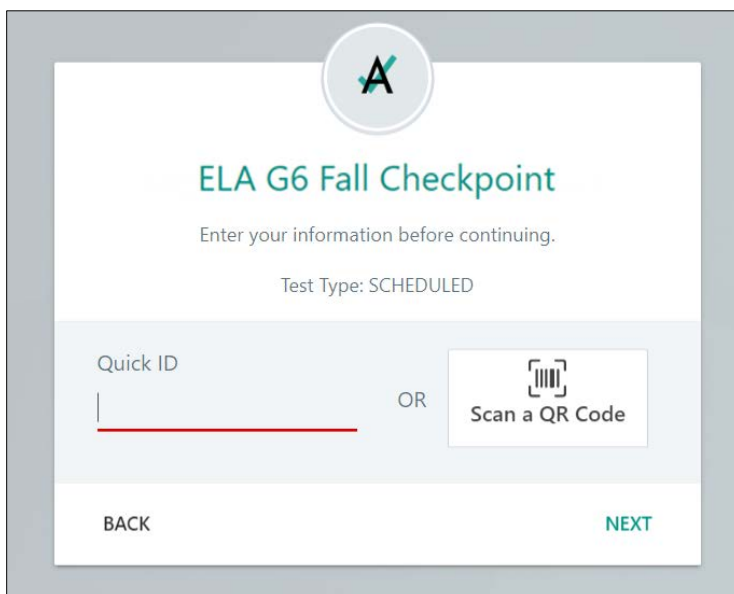


The screenshot shows a login screen for the 'ELA G6 Fall Checkpoint'. At the top center is a circular logo with a stylized 'A'. Below the logo, the title 'ELA G6 Fall Checkpoint' is displayed in a teal font. Underneath the title, the text 'Enter your information before continuing.' is shown. Below that, 'Test Type: SCHEDULED' is displayed. A light blue input field is labeled 'Identifier' and contains the placeholder text 'Enter your identifier'. At the bottom of the screen, there are two buttons: 'BACK' on the left and 'NEXT' on the right.

### Quick ID

If Quick Access is enabled for the administration and students are using their quick ID to log in to the test, students will enter their **Quick ID** (located on their login ticket), and then click the **Next** button.

**SAY: Carefully type your quick ID on the screen, and then click the Next button. You will see a test name and your name on the screen.**



The screenshot shows a login screen for the 'ELA G6 Fall Checkpoint'. At the top center is a circular logo with a stylized 'A'. Below the logo, the title 'ELA G6 Fall Checkpoint' is displayed in a teal font. Underneath the title, the text 'Enter your information before continuing.' is shown. Below that, 'Test Type: SCHEDULED' is displayed. The input area is split into two options: on the left, a light blue input field labeled 'Quick ID' with a red underline; in the center, the word 'OR'; on the right, a white box with a QR code icon and the text 'Scan a QR Code'. At the bottom of the screen, there are two buttons: 'BACK' on the left and 'NEXT' on the right.

## QR Code

If Quick Access is enabled for the administration and students are using their QR code, students will scan their QR code (located on their login ticket) by clicking the **Scan a QR Code** button and then holding the QR code on their ticket up to the device's camera.

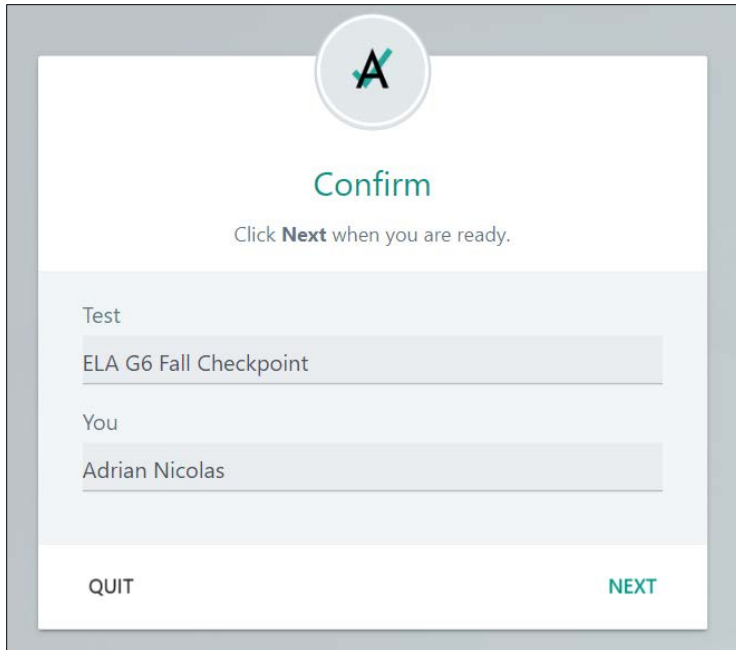
**SAY: Click the Scan a QR Code button. Carefully hold your login ticket with the QR code up to your device's camera, and this will automatically scan your code. You will see a test name and your name on the screen.**

The screenshot shows a login screen for 'ELA G6 Fall Checkpoint'. At the top center is a circular logo with a stylized 'A'. Below the logo, the title 'ELA G6 Fall Checkpoint' is displayed in a teal font. Underneath the title, the text 'Enter your information before continuing.' is shown. Below that, 'Test Type: SCHEDULED' is displayed. There are two input options: a 'Quick ID' field with a red underline and a 'Scan a QR Code' button featuring a QR code icon. The word 'OR' is placed between the two options. At the bottom of the screen, there are two buttons: 'BACK' on the left and 'NEXT' on the right.

The screenshot shows a 'QR Code Scan' screen. At the top center is the same circular logo with a stylized 'A'. Below the logo, the title 'QR Code Scan' is displayed in a teal font. Underneath the title, the text 'Bring the QR code on your test card close to your device's camera' is shown. The main area of the screen is a large, light blue rectangle, which is currently empty. At the bottom of the screen, there is a 'QUIT' button.

Students will confirm the test name and their name display, and then click the **Next** button.

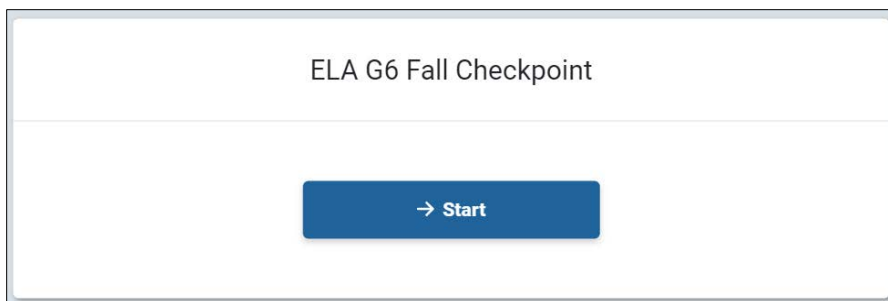
**SAY: Make sure the test name [testname] displays and that your full name is correct, and then click the Next button. You will see a Start button on the screen.**



The screenshot shows a 'Confirm' screen with a circular logo containing the letter 'A' at the top. Below the logo, the word 'Confirm' is displayed in green. Underneath, it says 'Click Next when you are ready.' There are two input fields: 'Test' with the value 'ELA G6 Fall Checkpoint' and 'You' with the value 'Adrian Nicolas'. At the bottom, there are two buttons: 'QUIT' on the left and 'NEXT' on the right.

Students will click the **Start** button to begin the test.

**SAY: Click the Start button to begin the test. You will see the Section 1 Instructions page. When taking the test, please do not close the browser.**



The screenshot shows a white rectangular area with the text 'ELA G6 Fall Checkpoint' at the top. Below this text, there is a blue button with a white right-pointing arrow and the text 'Start'.

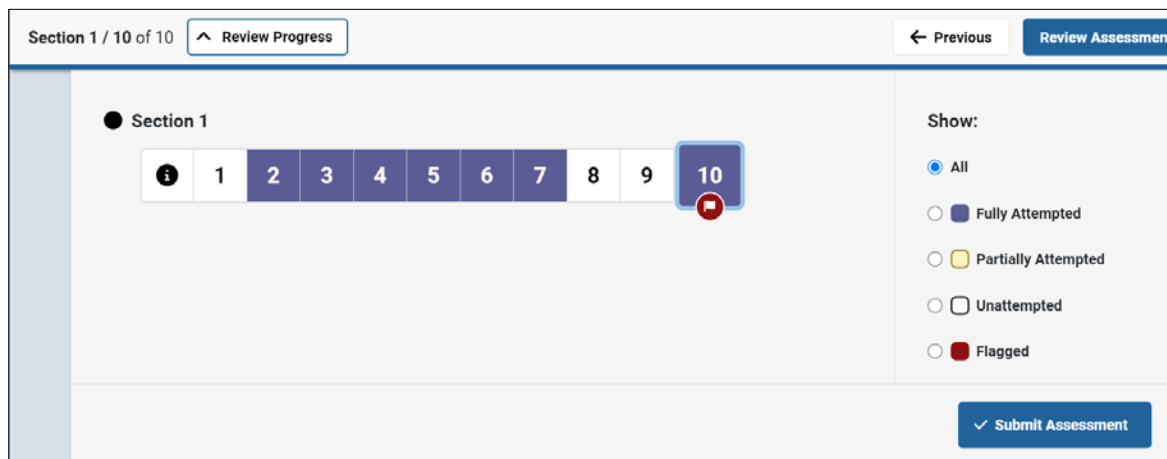
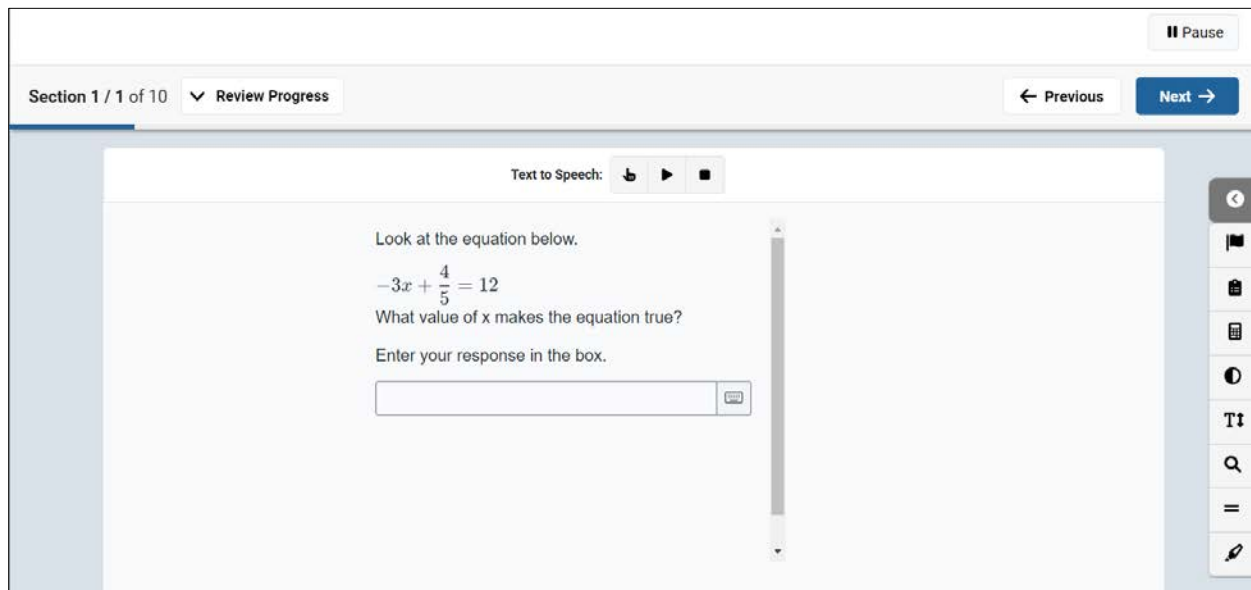


# Navigating the Student Interface

## Test Navigation

The buttons located along the top of the student testing interface are used to navigate from one question to the next. The **Next** button located in the upper right navigates forward through the test. The **Previous** button located in the upper right navigates backward through the test. The **Review Progress** drop-down located in the upper left displays the question numbers and option to return to the instructions page.

**SAY:** As you get started in the test, look at the buttons along the top of the screen. This will guide you through the test. Click the Next button or Previous button located in the upper right of the screen to move from question to question. Click the Review Progress button located in the upper left of the screen to navigate to any question on the test, or to return to the instructions page.



# Tools & Accommodations

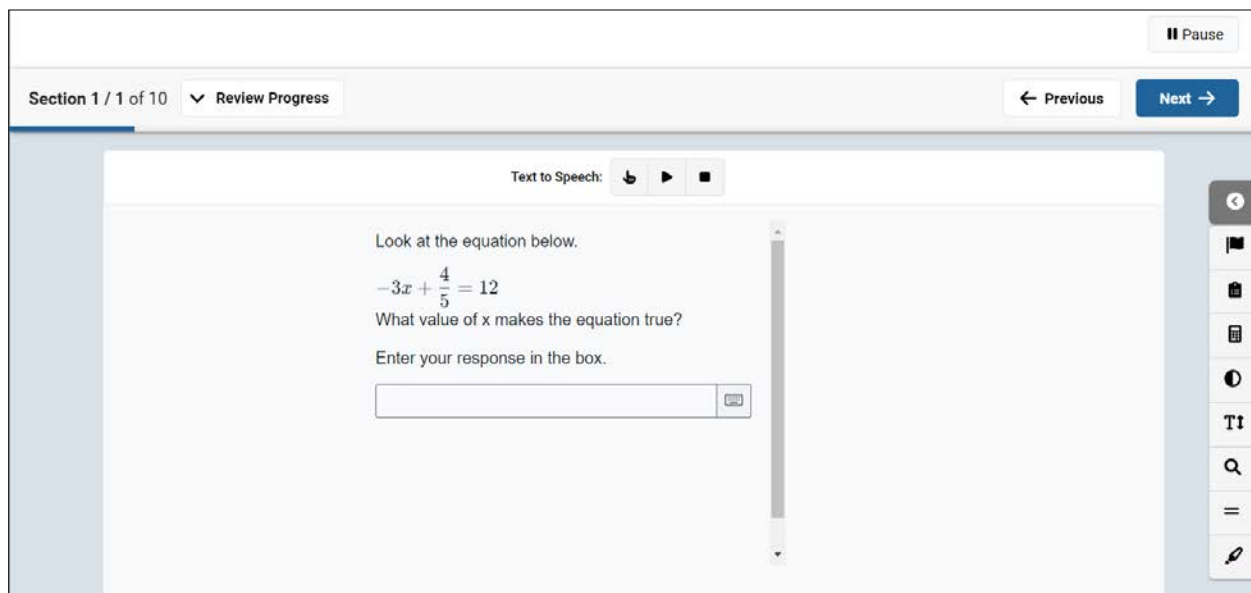
Test-taking tools are available within the student testing interface. Tools may be universal to the system and available to all users, dependent on the content of the item, or accommodations assigned to the individual user. The tools and accommodations toolbar is located along the right side of the student testing interface, the text-to-speech toolbar is located in the center of the screen above the test question, and the math editor tool is displayed beside the answer space. Hovering over a tool icon will reveal the tool name. Clicking on a tool icon will turn the tool on. Clicking on the tool icon a second time will turn it off. Clicking on the **x** within the tool (if available) will also turn it off. Table 1 describes the tools and accommodations that may be available.

**SAY:** There are tools that you can use while taking the test. Some are specific to the subject and items on the test, some are available all the time, and some are specific to your individual needs.










Tool icons are located along the right side of the screen. If you have the text to speech accommodation, the text to speech icons are located in the center of the screen above the test question. If the item has the math editor, the tool is located beside the answer space.

You can see the tool names by hovering over the tool icons.

Click on a tool icon to open the tool and click the icon again to close it. There may also be an **x** within the tool that you can click on to close the tool.



**Table 1: Tools and Accommodations Icons**

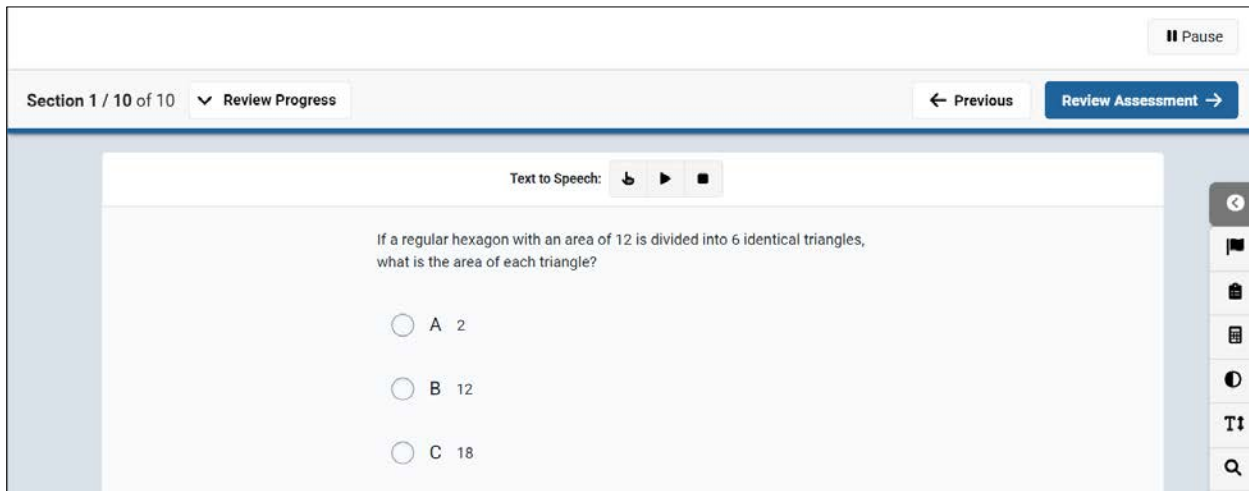
| Icon   | Name                    | Description   |
|--|-------------------------|---|
|   | <b>Expand Menu</b>      | Expands the tools and accommodations toolbar        |
|   | <b>Collapse Menu</b>    | Collapses the tools and accommodations toolbar      |
|   | <b>Flag item (U)</b>    | Flags the item for review later                     |
|   | <b>Notepad (U)</b>      | Provides a text box for taking notes                |
|   | <b>Color Scheme (U)</b> | Changes background and text colors                  |
|   | <b>Zoom (U)</b>         | Magnifies and decreases the size of the test window |
|   | <b>Line Reader (U)</b>  | Focuses on lines of text in the test                |
|   | <b>Highlighter (U)</b>  | Highlights text in different colors                 |
|  | <b>Choice Masking</b>   | Hides answer choices                                |

# Test Completion

## Section 1 Only

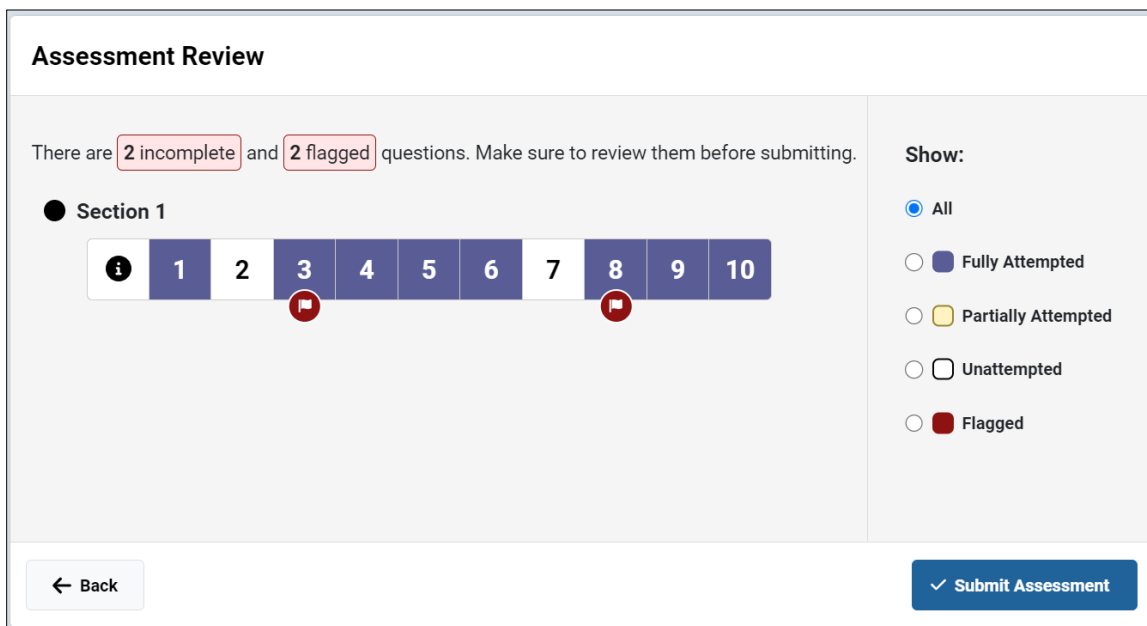
For tests with only one section, once students have reached the end of the test, they must click the **Review Assessment** button.

**SAY:** When you have reached the last question on your test, the **Review Assessment** button will take you to the **Assessment Review** page. The **Assessment Review** page shows the status of all the questions on the test. Click the **Review Assessment** button.



Students should make sure all items have been answered and any flagged items have been reviewed. Students can go back to answer or review any questions by clicking on the specific question number. When students complete the review of their test, they click the **Submit Assessment** button.

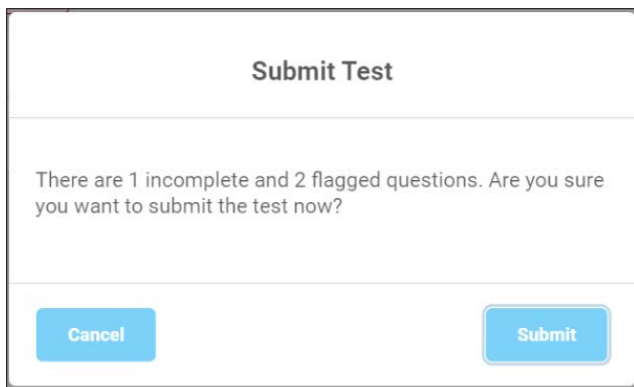
**SAY:** To go back to a question in the test, click the question number. If you are finished with the test, click the **Submit Assessment** button.



Students will then be prompted to confirm this action. Students should click the **Continue** button to submit the section or click the **Cancel** button to return to the Assessment Review page. Once the test is submitted, the student **CANNOT** return to it.

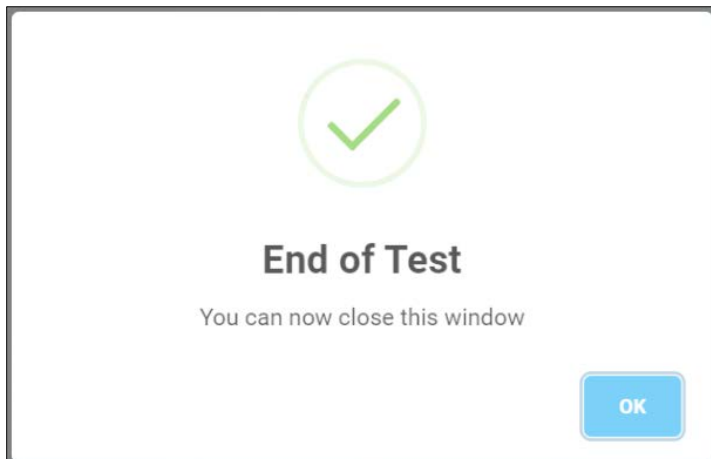
**SAY:** Once you have clicked the **Submit Assessment** button, you will see a message stating: “Are you sure you want to submit the test now?” You should only turn in the test when you are completely finished with it. Once you click the **Submit** button, you will **NOT** have the chance to go back and continue to work on that section of the test.

If you are finished with the test, click the **Submit** button. If you are not finished with the test, click the **Cancel** button to return to the **Assessment Review** page.



Once the test is submitted, an End of Test popup opens. Students should click the **OK** button to exit the test.

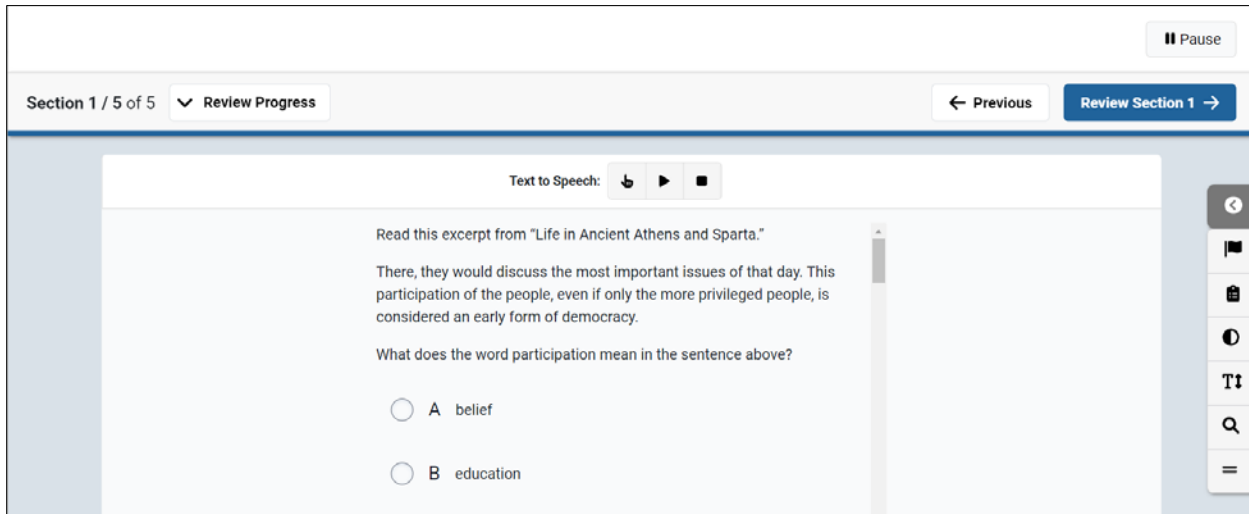
**SAY:** Once you have turned in your test, you will see an “End of Test” page. Click the **OK** button to exit the test.



## Section 1 of 2

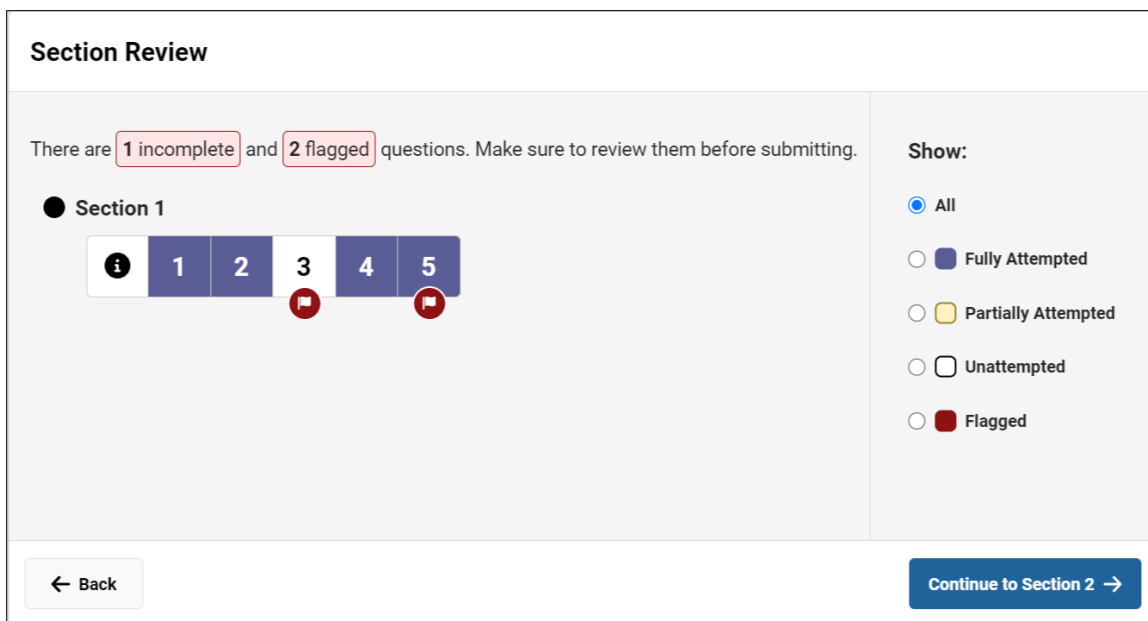
For tests with two sections, once students have reached the end of section 1 of the test, they must click the **Review Section 1** button.

**SAY:** When you have reached the last question on your test, the **Review Section 1** button will take you to the **Section Review** page. The **Section Review** page shows the status of all the questions on the test.



Students should make sure all items have been answered and any flagged items have been reviewed. Students can go back to answer or review any questions by clicking on the specific question number. When students complete the review of their test, they click the **Continue to Section 2** button.

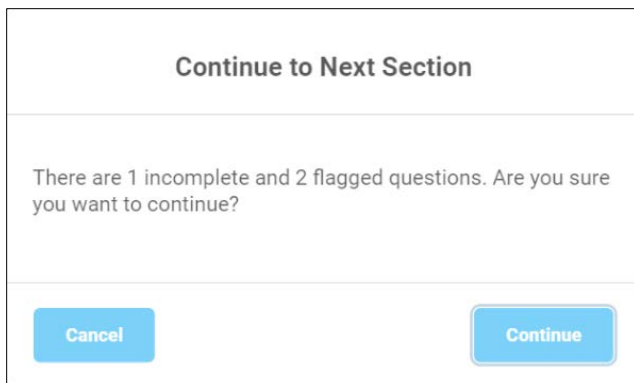
**SAY:** To go back to a question in the test, click the question number. If you are finished with the section, click the **Continue to Section 2** button.



Students will then be prompted to confirm this action. Students should click the **Continue** button to submit the section or click the **Cancel** button to return to the Section Review page. Once the section is submitted, the student **CANNOT** return to it.

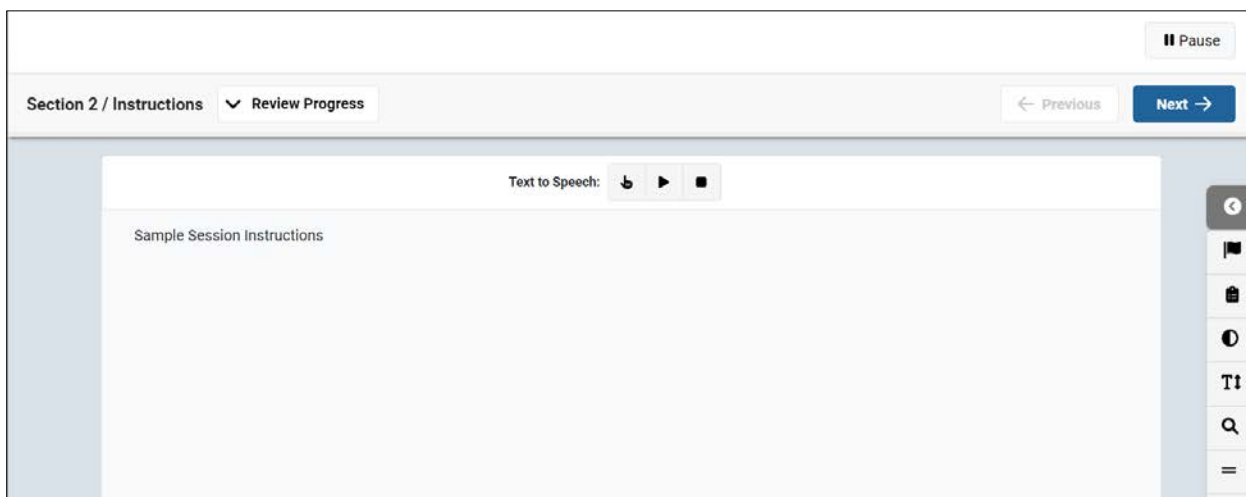
**SAY:** Once you have clicked the Continue to Section 2 button, you will see a message stating: “Are you sure you want to continue?” You should only turn in the section when you are completely finished with it. Once you click the Continue button, you will NOT have the chance to go back and continue to work on that section of the test.

If you are finished with the section, click the Continue button. If you are not finished with the test, click the Cancel button to return to the Section Review page.



Once section 1 is submitted, the Section 2 Instructions page displays. Students should either proceed to move on to section 2 or exit the test if section 2 is being taken at a later time.

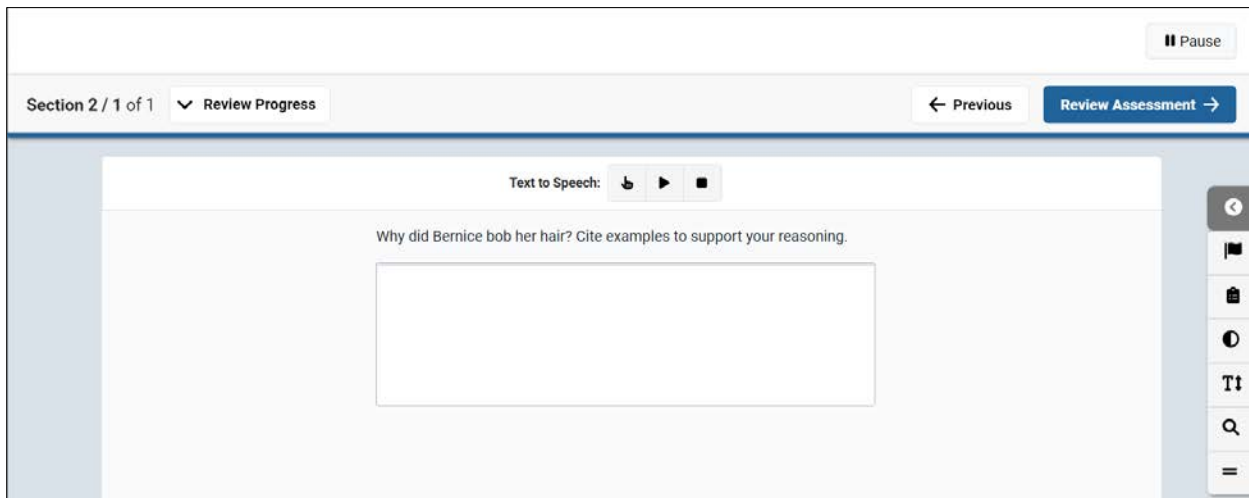
**SAY:** Once you have turned in section of your test, you will see the Section 2 Instructions page.



## Section 2 of 2

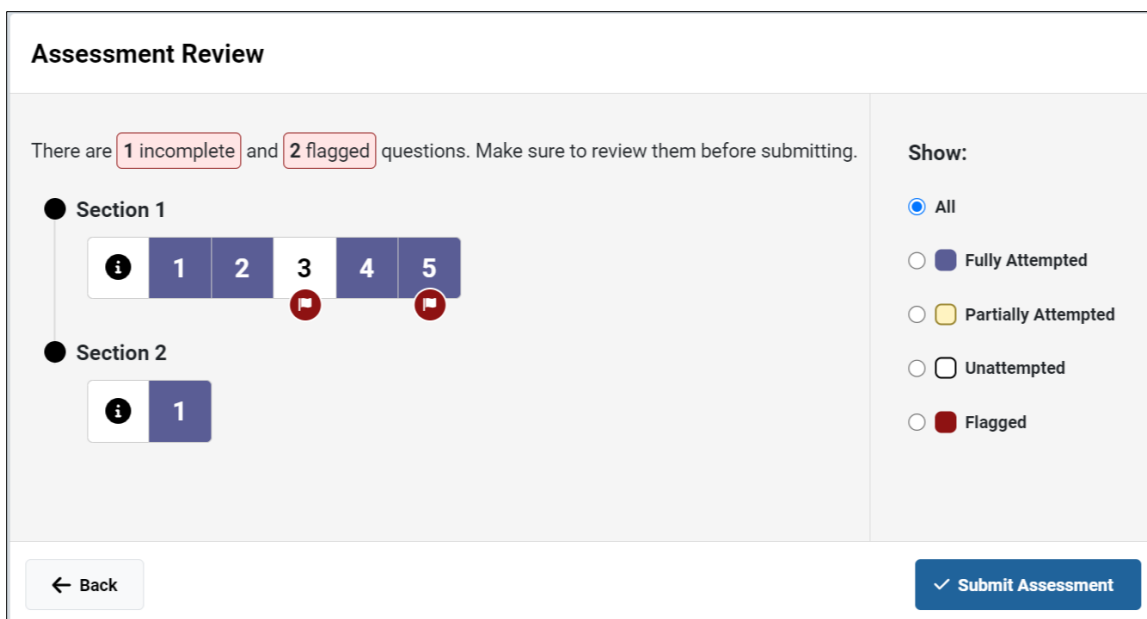
For tests with two section, once students have reached the end of section 2 of the test, they must click the **Review Assessment** button.

**SAY:** When you have reached the last question on your test, the **Review Assessment** button will take you to the **Assessment Review** page. The **Assessment Review** page shows the status of all the questions on the test. Click the **Review Assessment** button.



Students should make sure all items have been answered and any flagged items have been reviewed. Students can go back to answer or review any questions in section 2 only by clicking on the specific question number. When students complete the review of their test, they click the **Submit Assessment** button.

**SAY:** To go back to a question in section 2 of the test, click the question number. If you are finished with the section, click the **Submit Assessment** button.

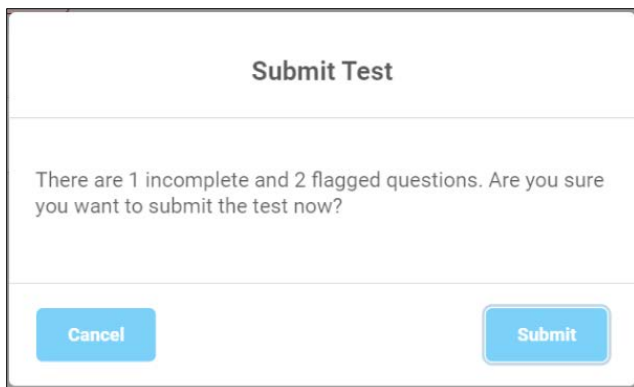




Students will then be prompted to confirm this action. Students should click the **Continue** button to submit the section or click the **Cancel** button to return to the Assessment Review page. Once the test is submitted, the student **CANNOT** return to it.

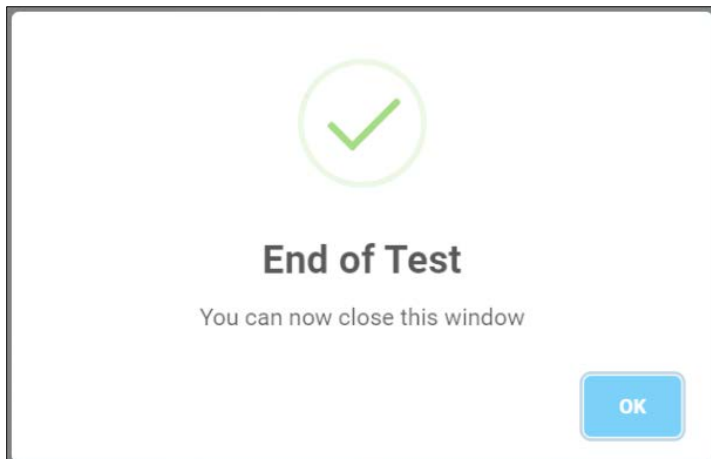
**SAY:** Once you have clicked the **Submit Assessment** button, you will see a message stating: “Are you sure you want to submit the test now?” You should only turn in the test when you are completely finished with it. Once you click the **Submit** button, you will **NOT** have the chance to go back and continue to work on that section of the test.

If you are finished with the test, click the **Submit** button. If you are not finished with the test, click the **Cancel** button to return to the **Assessment Review** page.



Once the test is submitted, an End of Test popup opens. Students should click the **OK** button to exit the test.

**SAY:** Once you have turned in your test, you will see an “End of Test” page. Click the **OK** button to exit the test.



# Item Types

Cognia Assessments contain several types of items. Students might see multiple-choice questions, where students select one or more correct answers, and two-part multiple-choice questions, where students need to answer two questions that are related to each other. There may also be questions where students need to type in an answer using their keyboard. See Figures 1 and 2 for examples of a typical multiple-choice question and an open-response question.

**Figure 1: Multiple-Choice Question**

Which digit is in the hundredths place?

85,607.293

A 0

B 6

C 3

D 9

**Figure 2: Open-Response Question**

Why did Bernice bob her hair? Cite examples to support your reasoning.



**cognia.org**