CLASSROOM DIAGNOSTIC TOOLS

Parent/Guardian Test Administration Guide

CLASSROOM DIAGNOSTIC TOOLS ADMINISTRATION

INTRODUCTION

The Classroom Diagnostic Tools (CDT) assessments are a set of tests that help teachers gauge a student's mastery of specific academic skills. The online tests are delivered by Data Recognition Corporation (DRC) as part of the overall assessment program from the Pennsylvania Department of Education. This guide is to be used for the administration of the Classroom Diagnostic Tools (CDT) assessments.

ASSESSMENT SECURITY

Parents/Guardians should remind their student that the CDT test content must remain secure at all times. None of the materials from the online test may be copied or recorded in any manner.

ACCESSING THE CDT

Students will access DRC's online test engine from the following public URL/link:
https://wbte.drcedirect.com/PA/#portal/pa/550079/exam/1?index=1&adminId=550079

The URL must be copied/pasted or entered exactly as it appears in a Google Chrome internet browser. The link will not work if it is bookmarked within the browser to use for continued testing of the CDTs.

Students must use the public URL to access the at-home CDT tests. After your student has launched the test engine on the computer, he/she can use the school-provided username and password (test ticket) to access and complete the assigned CDT test.

Google Chrome is the underlined required internet browser for accessing the at-home version of the Classroom Diagnostic Tools. The test software will not function on any other internet-browser platforms. Chrome is a free browser. Step-by-step instructions for downloading a Chrome browser to a computer can be accessed from the following link/URL: https://www.google.com/chrome/

CDT TESTING TIME

The CDT is an untimed test. Students who are taking the full CDT may receive up to 50-60 items. Parents/Guardians should plan for 50 to 90 minutes for their student to complete the full CDT.

The Diagnostic Category CDT is a shorter version of the Full CDT. If completing a Diagnostic Category CDT in writing, science, and math, each student will receive 15-18 items. Parents/Guardians may want to plan for 20-30 minutes for their student to complete each of the Diagnostic Category tests in these subject areas. **NOTE:** Parents/guardians should plan for 35-45 minutes to complete the reading Diagnostic Category CDTs, which are about half the length of the full CDT.

CLASSROOM DIAGNOSTIC TOOLS

Students should be permitted to…	Students should not be permitted to…
• use scratch paper (students may use it to create their own graphic organizers during testing). • highlight and make notes or comments using the features available in the online tools. • use calculators.	• use preprinted graphic organizers. • use hand-held computers, smart phones, personal computers, personal data assistants (PDAs), cell phones, dictionaries, thesauri, or spell- or grammar-checkers when responding to any part of the assessment.

TEST ADMINISTRATION REMINDERS

During test administration:
- Emphasize that the security of the assessment items must be maintained at all times.
- Encourage students to try their best even if they may think a question is too difficult. All questions must be answered.
- Help students approach the assessment in a positive manner.
- Clarify directions for students having difficulty, but do not read the test questions or answer choices aloud.
- Help students understand how to mark answers and how to complete the test. Do not give information that provides clues concerning test questions or answer options.

PAUSE AND EXIT FUNCTIONALITY

If a student needs a short break during the test administration (e.g., restroom break), the student should click on the **Pause** button. A countdown appears on the screen notifying the student of the time left before the system automatically exits the test.

If the test is not resumed within 20 minutes, the student is exited from the test automatically. The student then must sign back in to the test to finish. Students who are exited from the test will need to sign back in using the original login credentials provided by their teacher.

If the student needs to complete the assessment at another time, the **Exit** feature allows the student to complete the assessment another day.

TECHNICAL SUPPORT

If technical issues arise during testing, parents/guardians are asked to contact the student's teacher and/or the student's school office for technical support. DRC customer service staff cannot directly support issues related to each home's technology configurations.

If a student receives an error message during the test administration that includes instructions to contact DRC for technical support, the parent or guardian who is assisting with the test administration should contact the student's teacher or school office for additional instructions. Parents or students should not attempt to contact DRC's customer service directly for technical assistance.

Teachers and/or a school's technology staff will have the information needed to provide parents/guardians with the level of support to resolve most technology issues. If additional support is required, a school or district representative will reach out to DRC to determine a resolution.