



Virginia Remote Student Progress Test (VRSPT) Guide for the DDOT and STC

About this Guide

This guide is provided as a summary of information about the Virginia Remote Student Progress Test (VRSPT) for Division Directors of Testing (DDOT) and School Test Coordinators (STC). Specific details are included in the presentation slides that were provided as part of the Remote Testing Training Sessions I and II. The presentation slides were emailed to DDOTs, and also are available in the Single Sign-on for Web Services (SSWS) portal in the Division Director of Testing (DDOT) application.

About the Virginia Remote Student Progress Test

The VRSPT is an online assessment offered to Virginia public school students in grades 3–8 who, due to the COVID-19 pandemic, are receiving all of their instruction in a virtual environment and whose parents will not permit them to come to school to take their Standards of Learning (SOL) tests. Eligible students will complete the assessments online in the non-school location where they are receiving their virtual instruction. Students may have little to no supervision by school personnel while completing the tests.

The VRSPT will be administered in grades 3–8 *Reading and Mathematics* and grades 5 and 8 *Science*. The VRSPT will not be used for state or federal accountability purposes, but rather the results will be available to schools and provided to parents to help parents, teachers, and students better understand areas that are strengths and those where the student could benefit from additional instruction.

The VRSPT is only administered online, and “regular”, read-aloud, and audio formats are available. Only one test form exists for each grade and content area; therefore, expedited retake opportunities are not available.

Each division should develop procedures for their staff regarding the administration of the VRSPT. The statewide window for the remote tests is April 12, 2021, through June 25, 2021. The VRSPT does not have to be administered within the same window as SOL tests, and it may be administered after a division’s SOL testing window has closed.

VRSPT: Preparing Parents, Teachers, and Students

Prior to a student completing the VRSPT, the school division should ensure that parents, teachers, and students are aware of the VRSPT Site available online at <http://doe.virginia.gov/remotetest>. The site is a resource for information about the VRSPT, including how best to prepare and practice for the remote test prior to taking the VRSPT. The site provides directions for the VRSPT and a link to the browser-based TestNav sign-in screen.

VRSPT: Student Registration

Follow the directions in the *Spring 2021 Writing and Non-Writing Student Registration Import (SRI) File Requirements* document. Note that the VRSPT has different Test Codes than SOL tests, but the same



required fields are needed to add a test registration for a student. Test session names may not be entered using the SRI; all test sessions for the VRSPT must be created manually.

VRSPT: Proctor Caching

Because students will be taking the VRSPT at non-school locations, it is not possible to access the proctor caching server(s) designated in PearsonAccess^{next} for SOL testing in the school division. As a result, the remote test sessions must be set up to bypass proctor caching. School divisions are encouraged to setup a new precaching computer in PearsonAccess^{next} that is named Remote Testing and has a blank IP address and Port. Refer to the presentation slides from the Remote Testing Training Session I for additional details.

VRSPT: Creating Test Sessions

Once the students have been assigned the remote test, the test session may be created manually. In addition to steps being detailed below, a one-page document, *Spring 2021 Checklist for Creating/Managing Virginia Remote Student Progress Test Sessions*, is provided in the Appendix as a resource for creating test sessions.

- Sign in to PearsonAccess^{next}. Ensure the Assessment Administration is set to Spring 2021 *Non-Writing*.
- Go to Testing and select Sessions in the drop down.
- On the Sessions screen, select Create/Edit Sessions on the Task dropdown.
- On the Create/Edit Sessions screen fill in the information on the screen: Session name and Organization. Under Test Assigned, select the appropriate **Remote test**. If the test will be a read-aloud test, add a check to the *Proctor Reads Aloud* box. Under Form Group Type Context, choose **Remote**. Under form Group Type select either **Remote Main**, **Remote Read Aloud**, or **Remote Audio** (depending on the form the students require for testing). Enter the session's Scheduled Start Date. You may also enter the Scheduled Start Time and Lab Location. Under Precaching Computer, select the precaching computer setup specifically for remote testing. Finally, add students, then select Create.

VRSPT: Test Tickets

A student will need the appropriate Username and Password from the Student Test Ticket to access a VRSPT on the day of testing. Test tickets for remote tests are not required to be transferred to teachers in the same secure manner as SOL test tickets (e.g., sign in/out, etc.), and each school division should determine its procedures for transferring tickets to teachers and then to students and parents. Due to the personally identifiable information included on student test tickets, the test tickets should not be emailed with all information visible for risk of violating the Family Educational Rights and Privacy Act (FERPA). Refer to the presentation slides from the Remote Testing Training Session II for additional details.

As a way to ensure a student will receive the appropriate test form when scheduled to take an audio or read-aloud test, confirm the following information:



- Students who will take the test using the read-aloud accommodation have the read-aloud icon on the student’s test ticket and in the session.
- Also, teachers or Examiners who will administer read-aloud tests will receive a Proctor Testing Ticket which will allow access to the test to be read to the student.
- Students who will take the audio test have the headphone icon on the student’s test ticket and in the session.

VRSP: Accommodations

Appropriate school staff should become familiar with special test accommodations specified in students’ IEPs, 504 Plans, or EL Assessment Participation Plans and what accommodations are permitted on the VRSP. Accommodations that are allowed on SOL tests administered in an online format are allowed on the VRSP.

- **Read-Aloud Accommodation**

The remote test session must be created as a read-aloud test session in PearsonAccess^{next} to generate a Proctor Testing Ticket which will allow access to the test by the teacher or Examiner to be able read the test to the student. The teacher or Examiner reading the test aloud to the student will need to use a connection with the student during testing that provides audio for the student to hear the test being read aloud.

The read-aloud test session of the VRSP does not need to be recorded. The read-aloud format of the VRSP is only available for students with an IEP, 504 Plan, or an EL Assessment Participation Plan that includes documentation of a read-aloud accommodation.

- **Audio Accommodation**

All tests administered as part of the VRSP are available in audio format using text-to-speech. The audio test form must be assigned to the student in PearsonAccess^{next}. After signing into the test, the audio tools are located on the right side of the student’s test screen. The audio format of the VRSP is only available for students with an IEP, 504 Plan, or an EL Assessment Participation Plan that includes documentation of an audio accommodation.

VRSP: Test Session Management

VRSP test sessions need to be started in PearsonAccess^{next} and the student’s Username and Password must be distributed to the parent and/or student prior to testing. When a student signs into a remote test, the status in PearsonAccess^{next} will turn to “Active.” For the VRSP, when a student Exits the test, he or she is automatically placed into “Resumed” status and is able to sign into the remote test again. Exited students do not need to be resumed in the VRSP.

Because Exited tests are automatically resumed, it may be necessary to use the locking feature available in “Students in Sessions” to keep a student from being able to sign back into a remote test.



During testing, certain user roles in PearsonAccess^{next} have access to the Session Dashboard where users have the ability to see login status, test progress, and duration. Refer to the presentation slides from the Remote Testing Training Session I for additional details.

As students complete their tests and submit their final answers, the tests will appear as **Completed** in PearsonAccess^{next}. Remote tests will alert for the audio and read-aloud accommodations, and these must be resolved under Alerted Student Tests prior to score reports being available.

VRSP: Test Monitoring

School divisions may determine the method and extent of monitoring students as they complete the VRSP. Divisions are encouraged to give at least the same level of significance to the monitoring of the VRSP as would be given to benchmark assessments or regular classroom assessments being administered in a remote manner. Divisions may use monitoring software while administering the VRSP to students; however, it is not required that divisions or schools purchase monitoring software specifically for use when administering the VRSP.

VRSP: Test Day Troubleshooting

- **The student should receive an AUDIO test but the headphone icon is not present in the session or on the ticket.** The STC/DDOT should follow these steps:
 - **Verify the student's form:** In PearsonAccess^{next} go to Testing > Students in Sessions > on the left side of the screen; at Find Students, select: In any session within Spring 2021 *Non-Writing* > enter the student's STI in the STI box and press enter. Locate the student's remote test session in the list of sessions for that student and review the form at the far right on the line with the student's name. If the Form Group Type column says Remote Main and does not have the headphones icon in the Form column, then the student was not assigned the audio form.
 - **STC/DDOT should change the form.** While on the Students in Session screen with the student's session(s) listed, place a check mark in the box in front of the student's name. Go to Select Tasks > select Form Override > select Start > at the top of the Form Override screen, enter the reason, such as "flip form from Main to Audio" [add your initials] > place a check in the box in front of the student's name > select the New Form Group Type drop down > select Remote Audio > select Save > select Exit Tasks to return to the Students in Sessions screen to verify the correct form assignment. The student may then sign in with the same username and password.
- **The student should receive a NON-AUDIO test but the headphone icon is present in the session and on the ticket.** The STC should follow these steps:
 - **Verify the student's form:** In PearsonAccess^{next} go to Testing > Students in Sessions > on the left side of the screen; at Find Students, select: In any session within Spring 2021 *Non-Writing* > enter the student's STI in the STI box and press enter. Locate the student's remote test session in the list of sessions for that student and review the form at the far right on the line with the student's name. If the Form Group Type column says Remote Audio and has the headphones icon in the Form column, then the student was not assigned the Remote Main form (non-audio).



- **STC/DDOT should change the form.** While on the Students in Session screen with the student's session(s) listed, place a check mark in the box in front of the student's name. Go to Select Tasks > select Form Override > select Start > at the top of the Form Override screen, enter the reason, such as "flip form from Audio to Main [add your initials] > place a check in the box in front of the student's name > select the New Form Group Type drop down > select Remote Main > select Save > select Exit Tasks to return to the Students in Sessions screen to verify the correct form assignment. The student may then sign in with the same Username and Password.
 - **The student closed the browser or Exited the test prematurely.** If a student closes the browser or Exits the test, the test will automatically *Resume* in PearsonAccess^{next}. The student can sign into the test using the same Username and Password.
 - **The student completed a question but the *Navigation arrows* do not appear:**
 - The student should be reminded that each question requires an answer before the forward/backward navigation arrows will appear.
 - Grades 3–8 *Mathematics* tests will not have a *backward (left) navigation arrow* appear in the test.
 - Grades 3–8 *Reading* and Grades 5 and 8 *Science* tests will have a *backward (left) navigation arrow*. Students must first answer the question that appears on their screen, and then both the *forward* and *backward navigation arrows* will appear. Students may then review previous answers or proceed to the next question.
 - The Student may have attempted to answer the question using a "tool" other than the Pointer. The Pointer must be used to:
 - 1) select multiple-choice answers;
 - 2) place the cursor in a box in order to type an answer;
 - 3) plot points on a line, graph, or image;
 - 4) select one or more answers; or
 - 5) drag answers from one location to another.
 - The student should be reminded that the Pointer must be used to answer the question.
- OR**
- The student may not have met all the requirements of the test question. For example, if a test item requires the student to drag 3 items to answer boxes, the *forward navigation arrow* will not appear if the student only places 1 or 2 items into the answer boxes. The *forward navigation arrow* will only appear after the student places 3 items into the answer boxes. The student should be reminded to read the screen carefully and that they must answer the item completely.
 - **The student is testing on a tablet or iPad and part of the test question is not visible.** If the student is using a tablet or iPad, the test must be taken in landscape view for the test items to appear appropriately. The student should be told to turn the device so the entire question can be seen.



- **The student's test stops responding.** The student should be directed to close and restart the browser and return to the sign-in screen. The test will automatically *Resume* in PearsonAccess^{next}, and the student can sign into the test using the same Username and Password.
- **The student is experiencing technology issues (e.g., loss of Internet connectivity, device issues, etc.) before or during the VRSPT that are not resolved by restarting the browser.** The student should follow division or school protocols established for similar situations occurring during virtual learning.

VRSPT: Other Test Day Scenarios

The Remote Testing Training Session II included information regarding other test day scenarios that could occur during administration of the VRSPT. Refer to the presentation slides from Remote Testing Training Session II for specific details.

VRSPT: Accounting for Remote Test Takers

Students who are eligible to participate in the VRSPT but whose parents refuse for them to take remote tests will need to be accounted for with Testing Status 52 on each corresponding SOL test record. Note that the testing status cannot be applied to the remote test record. Divisions should maintain documentation of any parent refusals.

Additionally, in any other situation where a student who is eligible to complete the VRSPT does not have a reported test score (e.g., student does not complete the test, etc.), the student must be accounted for with Testing Status 52 on each corresponding SOL test record.

VRSPT: Reporting Scores

After the tests have completed processing, scores will be reported in PearsonAccess^{next}.

Score reports within *On Demand Reports* will be available to provide near real-time access to student performance data on each submitted test. The Spring 2021 SOL *Non-Writing* Student Data Extract files, Student Detail by Question (SDBQ) Extract files, Student Detail by Question Reports, and the Student Reports within the Published Reports will include results for VRSPT. The VRSPT scores will also be included on student labels at ATR reporting. Refer to the presentation slides from the Remote Testing Training Session I for additional details.



Appendix: Spring 2021 Checklist for Creating/Managing Virginia Remote Student Progress Test Sessions

Spring 2021 Checklist for Creating/Managing Virginia Remote Student Progress Test Sessions	
BEFORE TESTING	DURING TESTING
<p><input type="checkbox"/> All Remote Test Sessions need to be created under the Spring 2021 <i>Non-Writing</i> Test Window.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Assessments > 2020-21 ▾</p> <p>Fall 2020 Non-Writing</p> <p style="border: 2px solid red; padding: 2px;">Spring 2021 Non-Writing</p> <p>VAAP 2020-2021</p> </div> <p><input type="checkbox"/> Test sessions must be created manually.</p> <p>When creating a session, the session name should begin with the word "Remote."</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>New Session</p> <p>Session Name*</p> <p>Remote Grade 3 Mathematics</p> </div> <p><input type="checkbox"/> Select the correct remote rest.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Test Assigned*</p> <p>Test</p> <p>Remote</p> <p>Remote Gr 3 Mathematics (3583)</p> <p>Remote Gr 3 Reading (3573)</p> <p>Remote Gr 4 Mathematics (4584)</p> <p>Remote Gr 4 Reading (4574)</p> </div> <p><input type="checkbox"/> Select "Remote" for the Form Group Type Context.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Form Group Type Context*</p> <p>Add</p> <p>Remote</p> </div> <p><input type="checkbox"/> Make sure you are bypassing precaching for remote testing. You may already have a precaching computer bypass set up.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Precaching Computer*</p> <p>Remote Testing</p> </div>	<p><input type="checkbox"/> When a student exits a test, he or she is automatically placed into "Resumed" status.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Resumed ▾ Remote Main</p> </div> <p><input type="checkbox"/> Because Exited tests automatically Resume, you may need to use the locking feature to keep a student from progressing in a test.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Resumed ▾</p> <p>Resume Upload</p> <p>Lock</p> </div> <p><input type="checkbox"/> Review Student Testing Tickets prior to testing. Make sure the ticket displays the correct student, test name, session name, and accommodations (main, audio, read-aloud).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Select a print format 1 Per Page ▾</p> <p>STUDENT TESTING TICKET</p> <p>Student: [REDACTED]</p> <p>Student ID: [REDACTED]</p> <p>Session: Remote Gr 8 Math</p> <p>Date of Birth: 02/09/2003</p> <p>Test: Remote Gr 8 Mathematics (2016)</p> </div> <p><input type="checkbox"/> Remote Test Sessions can be actively monitored using the Session Dashboard.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Remote Gr 3 Reading (2 Student Tests) [Icon]</p> </div>
AFTER TESTING	
<p><input type="checkbox"/> Student alerts need to be resolved prior to receiving test scores.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>RESOLVE WARNINGS AND ERRORS</p> <p>18 Student Errors</p> <p>0 Email Delivery Failures</p> </div> <p><input type="checkbox"/> All sessions need to be stopped.</p> <p><input type="checkbox"/> Students that were not tested need to be accounted for.</p>	