

Teacher Checklist for Administering Cat5 Tests

1. Begin Here:

- Check your e-mail for a *Cat5 invitation* (save this email for reference)
- Change password** to access the Teacher Dashboard (bookmark this log-in page)
- Check the **Master List** for accuracy by clicking the **pencil icon** beside the student's name to view student information (*name, grade, ID#, and D.O.B.*) and specify **Special Groups**, if board permits
- Under student information, exempt any student you believe can not validly engage in the testing
- Click the **Add Student** button to add and **trash can** icon to remove student from the **Master List**

2. Before Creating a Test Session:

- Check devices are fully charged and ready to use (Cat5 Secure Browsers should have been installed)
- Ensure enough headphones for all students in Grades K-3
(adjust the volume for students on laptops as this will be pre-set in the Secure Browser)
- Check internet connection/bandwidth for any potential issues or disruptions
- Ensure devices are available for the entire duration of each test sitting

3. Administer a Test Session:

- In the Teacher Dashboard, click on **Create A Session** and select subtests to administer
- Ensure that subtests you choose can be grouped, otherwise create separate sessions (see *Reminders*)
- Check e-mail for **New Session passcode** (flag for reference)
- Ensure all students have a device (and headphones, if required) that is ready to use
- Write the **Session passcode** where all students can see
- Ensure that students can locate the **Cat5 Secure Browser** on their device to begin the test

4. Monitor the Testing:

- In the **Session Details** page, check all students required to do the test have **logged in**
- Click on the **Refresh** button often to get updated information on student test activity
- If a **warning of inactivity** appears beside a student's name, check if they need assistance
- Remind students to double-check they've completed all test questions before submitting
(clicking the **I'm Finished** button means they're submitting the test for scoring)

5. Control the Testing:

- Students in Grades K-3 are permitted multiple test sittings; to manage test sittings, click the **Pause Session** button to allow breaks between each test sitting (test is auto-paused and saved once student selects "Next" on the test page) **Note: the teacher determines the length of each sitting and the breaks between sittings*
- To resume the test session again, click **Resume Session** to allow all students access to the test interface and they can continue doing the test, without logging in again
- To log out all students** from the testing, click on the **Log Out for All** button (students must select "Next" [>] in their test interface to auto-save and automatically log them out)
- To give access to all students** again after logging them all out, select the **Give Access to All** button
- To log out or give access to individual students**, select the subtest to the right of the student's name and select **Log Out** and then later **Give Access**

6. After the Testing:

- To invalidate a test score, select the subtest to the right of a student's name and under **Invalidation Options** select the subtest and reason
- On the *Cat5 homepage*, click on **Email My Reports** to get immediate access to student test records
- Check email for two versions of the reports – **PDF** (save onto computer) or **Webpage** (view online)
- Complete a voluntary questionnaire at the end of the testing period for CTC feedback

Reminders for Administering Cat5 Tests

- ❑ Teachers are *not permitted* to preview the tests
- ❑ Teachers do not have to do any special preparation for the test, as it should be a review for the students
- ❑ **Internet connection/bandwidth limitations** that may hinder video instruction streaming (**Gr. K-3**):
 - If you anticipate any potential issues that may disrupt video instruction streaming for your students, you may want to play the video for the whole class before you allow them to log in to a test session (sign in to a subtest as one of the students and project the video using a projector/Smartboard)
 - If you have already shown the video instructions, ask students to skip through to the sample questions once they log in to the test themselves.
- ❑ Once a student selects **I'm Finished** on their test, they will not be able to login again (the system will begin scoring and students are not able to revisit the test)
- ❑ **Passcodes** are valid once any student uses it to log-in for a session (**passcodes are valid until 4 pm EST that day**)
- ❑ **An Inactivity Warning** will show up in red beside a student's name when they have been stuck on a question for more than 6 minutes; check if they require assistance (remind them they can skip and return to questions after)
- ❑ **Invalidations:**
 - Students who were invalidated for a subtest, will have a red dot with a dash in a file icon beside their name
 - Instead of a score on their records, it will show up as **"IN"** on their report
- ❑ **Exemptions:**
 - Students who are exempted *before* testing begins, they will not have a test record
 - Students who were exempted *after* testing begins and submits the test, their test record will show an **"E"** on their report (we suggest you exempt students prior to creating test sessions)
- ❑ For *Elementary (Grades K-8) Mathematics*:
 - Create separate test sessions for: **Mathematics, Real-World Math** and **Computation & Estimation** (no calculators are permitted for Computation & Estimation, *only scrap paper* may be provided)
 - For **Mathematics** and **Real-World Math**, a physical calculator and scrap paper may be provided
- ❑ For *Secondary (Grades 10-12) Mathematics*:
 - Create separate sessions for **Academic** and **Applied** Mathematics classes
 - Calculators and scap paper are permitted for *both* Academic and Applied Mathematics
- ❑ For this study:
 - No accommodations will be permitted (including: dictionaries, translators, formula sheets etc)
 - Try to avoid exemptions, if possible
- ❑ **Spring Testing Window**
 - **Elementary: March 1st – June 30th**
 - **Secondary (or semestered): May 1st – June 30th**
- ❑ **Fall Testing Window**
 - **Elementary: September 1st – November 30th**
 - **Secondary (or semestered): September 1st – October 31st**
- ❑ For questions/concerns:
 - "Help" button on the top right of the homepage redirects to Cat5 User documents
 - Cat5 User Documents: <https://www.canadiantestcentre.com/cat5/user-documentation.php>
 - Cat5 Teacher's Guide: <https://www.canadiantestcentre.com/cat5/teachers-guide.php>