

## Texas English Learner Reclassification

### Proctoring Overview FAQ

1. What is the web address for DataManager? [www.riversidedatamanager.com](http://www.riversidedatamanager.com)

2. What subtests are required for Reclassification testing?

Grades 1 and 2 = Reading and Language

Grades 11 and 12 = Reading and Written Expression

3. Who can administer the assessment?

Any district staff that has been trained in the DataManager system can administer the assessment. Proctors do not have to be certified to administer the assessment.

4. How do student's login to DataManager?

Students will access online testing through a secure browser that has been installed on desktop and/or laptop or through an app that has been downloaded on to each Chromebook or iPad.

5. What information does the student need to login?

Option 1 (**recommended**): Students can login with 1) student ID and 2) session code

Option 2: If the student ID is not available, the student can login with 1) First and Last name, 2) DOB and 3) session code

6. What do I name the test session?

We recommend a uniform naming convention to keep your test sessions organized in the system. Ex: Campus, teacher name, grade, battery = **Cunningham\_Juarez\_G1\_Reading**

Once you have created the test session, note the session code as the students will need the code to login.

7. Do I create two test sessions? i.e. One for each required subtest?

If you plan to test both required subtests in one sitting, you do not have to create two test sessions. Once you have completed Reading, you can select "Continue Testing All" to move on to Reading/Written Expression. If you do not plan to test both required subtests in one sitting/one day, then you must create two test sessions.

8. Can I test students from more than one grade level at a time?

Yes, you must create a test session for each grade level and open each session at the same time. Make sure to provide the correct test session per grade level to the students. A tab labeled “merge” will be available for you to monitor all students testing.

**Note:** DataManager only allows 5 tabs open at once.

9. How do I start testing the students?

Login to DataManager, click “Proctoring”, select the session name of the test session you have already created, wait for students to login to the session and once all students are logged in, click “Approve All” for students to begin the assessment.

10. What if the student cannot login?

Prior to testing the students, confirm the student is loaded in DataManager by clicking “Proctoring” then “Student Lookup”, then enter the student ID, select the campus and test event and click search.

If you previously confirmed the student is loaded in DataManager, then confirm the student has the correct ID and the correct session code. Next, confirm the grade of the student matches the grade/level of the assessment. If all is confirmed and student still cannot login, contact DataManager support for further assistance at: (877) 246–8337

11. How do the students exit the secure browser?

PC or Mac: Ctrl, Shift, Q  
Chromebook: Ctrl, Tab, Q  
iPad: Home button + Swipe-up

12. If a student completes the subtest before the rest of the students in the session, can the student move on to the next subtest?

No, all students in the test session will move together to the next subtest. The Proctor will click the “Continue Testing All” button to move students to the next subtest in sequence.

13. How can I confirm that the student(s) completed the required subtest(s)?

Immediately after testing, you can search the student under the “Student Lookup” tool under the “Proctoring” tab.

24-48 hours after testing, you can pull the report under the “Reporting” tab to confirm the student score.