# Quest A+ Trial Run Guide

**Examination Administration, Alberta Education** 





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## **Trial Run Guide**

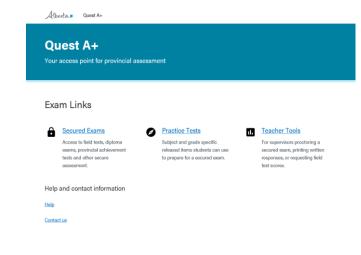
This document will help you to test Lockdown Browser on your PC or Mac, and show you the features of assessments in Quest A+. Students can go to <a href="Practice Tests">Practice Tests</a> to practice multiple-choice questions. Teachers can contact <a href="Alberta Education">Alberta Education</a> to request practice codes for students to practice logging in and using Quest A+ for written response questions.

French Language - If students are writing an exam in French, the keyboard on the device needs to be changed to the French Canadian keyboard before accessing the exam. Also, Quest A+ now has a French interface. If you go to the home page, you can click on the link that says, Français, at the top of the screen to change Quest A+ to French.

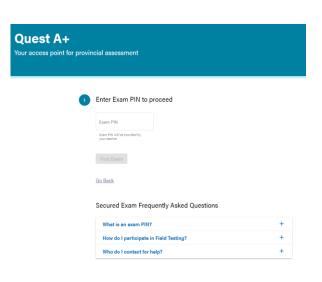


## **Testing LockDown Browser**

- On a PC or Mac go to: https://questaplus.alberta.ca.
- Click on "Secured Exams"
- Lockdown Browser will launch



 If the "Enter Exam PIN" screen opens then Lockdown Browser is functioning correctly.

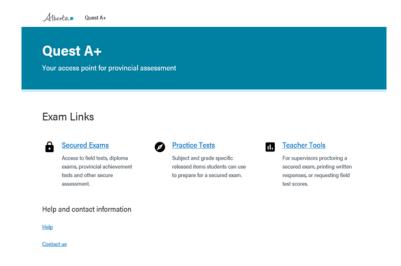


If the "Enter Exam PIN" screen does not display, you need to download an updated version of Lockdown Browser <u>here</u>. If you are using a Chromebook, it can only be school-owned, and must be configured by the school's Google Administrator according to the instructions provided by contacting <u>Alberta Education</u>.

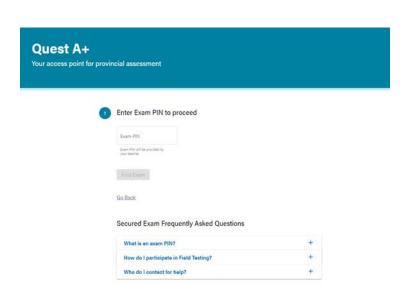
## Log in

To log in and access a PAT, diploma exam, practice written response or field test, follow these instructions:

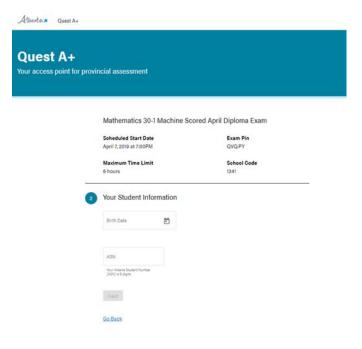
- Go to https://questaplus.alberta.ca
- Click on "Secured Exams"



- Enter Exam PIN provided by Alberta Education
- Click "Find Exam"

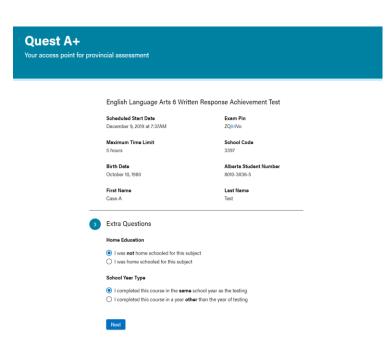


 Students enter their birth date and Alberta Student Number (ASN). If both are correct, they will be able to click the, "Next" button. If not, check to ensure they have been entered correctly. If errors persist, check with your office administrative assistant to confirm the student information matches what is in PASI.

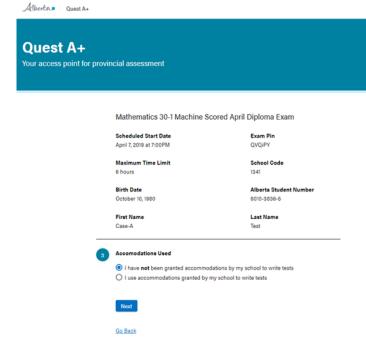


• This step is for PATs only.

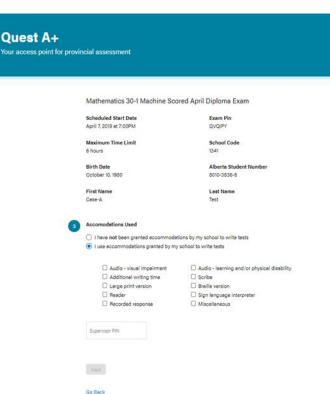
Students will then have to check off if they were home schooled or not. Then they will have to check if they completed the course in the same year as testing or not. For example, most students will complete the course in the same year as testing, but a grade 8 student in a grade 8/9 split class who is writing the PAT will check, "I completed this course in a year other than the year of testing."



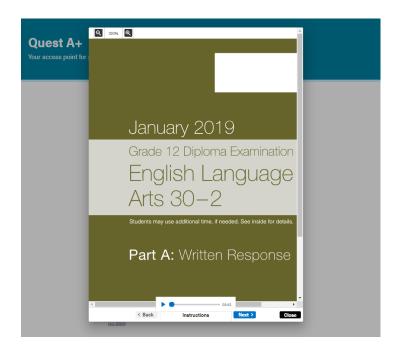
 Students will now check if they require accommodations. If they have used accommodations throughout the school year and have permission from the school, they check the box, "I use accommodations granted by my school to write tests."



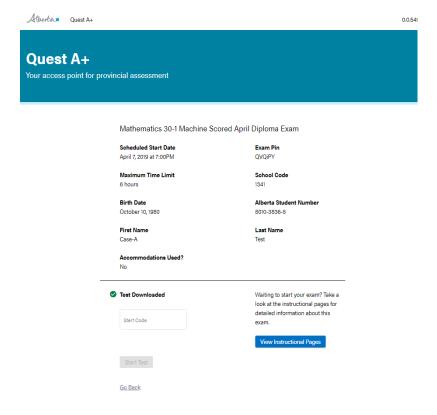
- Students can check which
  accommodation(s) they require.
  (The exam time is automatically
  doubled for Diploma's and PATs, so
  do not choose the Additional Writing
  Time accommodation.) The
  supervisor will then have to enter the
  Supervisor PIN to enable the
  accommodation. Click, "Next."
- To enter Additional Writing Time in case of exam disruption, see Test Dashboard.



 The test instructions pages will then display. You can read the instructions and then click, "Close."



 The test will then download. Once every student has successfully downloaded the test, the test supervisor can inform students of the Start Code provided by Alberta Education. This is the Supervisor's control over when the test begins.
 Only distribute the start code once every student is ready to start writing the test. Then click, "Start Test". Please note the code is case sensitive.

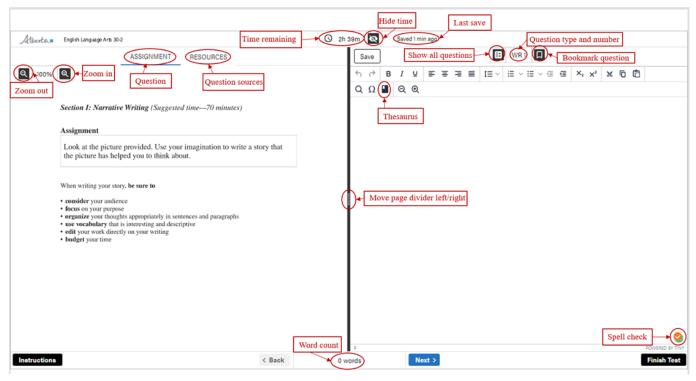


# **Navigating the Website**

All associated resources (e.g., data booklets, readings, other sources, etc.) are automatically displayed in a split-screen format in Quest A+. The following diagrams show the various components of written-response, multiple-choice and numerical-response questions.

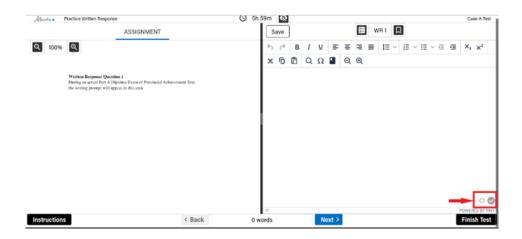
\*When using zoom on a Chromebook, you can use two fingers on the trackpad (mouse) to zoom in and out and move around. Also, if you put your curser to the right side of any question or resource, the scroll bar will appear when zoomed in.

#### Written Response

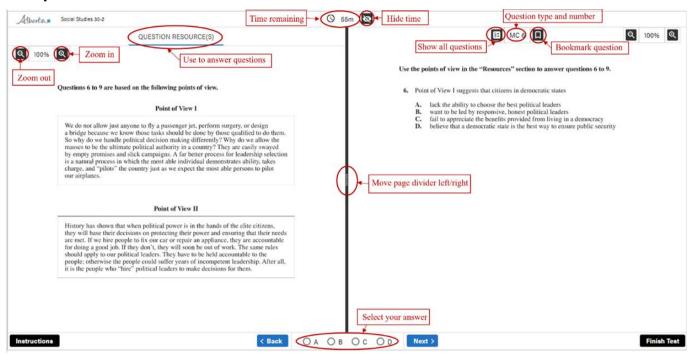


#### **Spell Check**

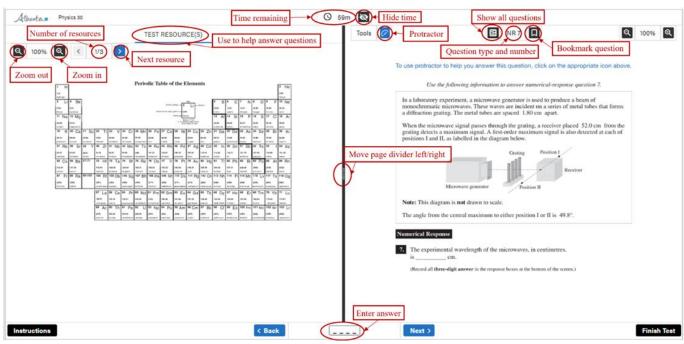
To ensure spellcheck is turned on, make sure the check mark at the bottom of the screen is orange. If it is grey, hover over the icon with your pointer and you will see a power icon pop up. Click on the icon and it will enable spell check.



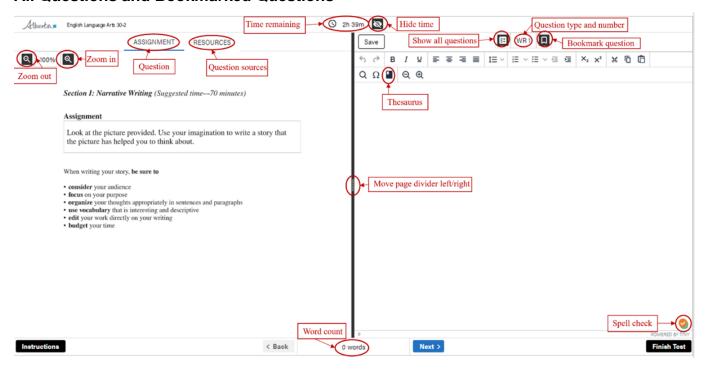
### **Multiple Choice**



#### Numerical Response



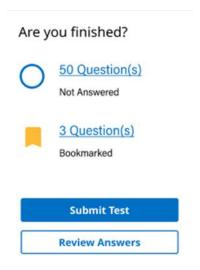
#### **All Questions and Bookmarked Questions**



#### **Quest A+ on Chromebooks**

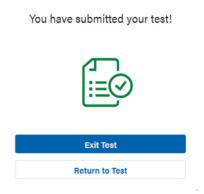
- When using zoom on a Chromebook, you can use two fingers on the trackpad (mouse) to zoom in and out and move around. Also, if you put your curser to the right side of any question or resource, the scroll bar will appear when zoomed in.
- To enable full screen press on the top row of the keyboard. This will show the word count.

If a student clicks "Finish Test," a confirmation window will appear. The information in the window indicates unanswered questions and questions to review.



At this point, the student can click, either "Submit Test" or, go back to the exam and make changes by clicking, "Review Answers".

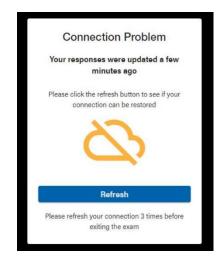
If they click, "Submit Test" they will see the message below. At this point, they can still return to the test for review if needed.

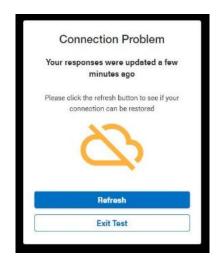


When the student clicks, "Exit Test" they will return to the Exam PIN entry page. If they are certain they have finished the exam, they can close their browser. If a student needs to regain access to the exam at this point, they will need to log back into the exam with the help of the supervisor using the supervisor PIN.

#### **Connection Problem**

This is the most common error a student may encounter during the exam. It means there is a problem with the internet connection, or the connection between Quest A+ and Alberta Education servers. This popup ensures that students will not lose their work by typing while being disconnected. Check to make sure the student is connected to the internet. They may have to move closer to a router, or try another device. Click on the **Refresh** button at least three times. If the student cannot establish connection, click **Exit Test**, and log into the exam again.

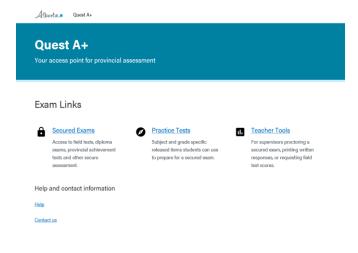




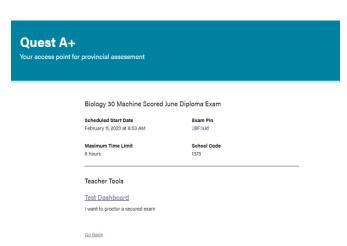
## **Teacher Tools**

Exam supervisors must be familiar with the "**Test Dashboard**" to monitor students online while they are writing their exams. This is to ensure there are no Internet connection problems.

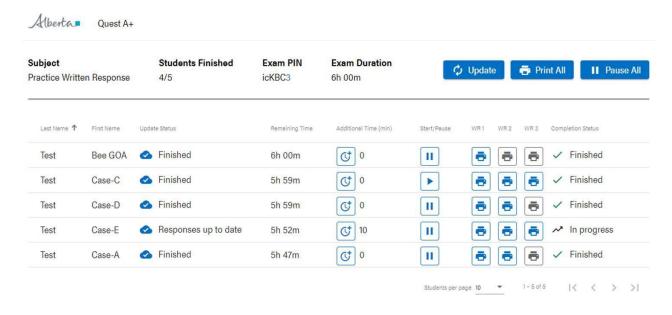
• Click on "Teacher Tools"



· Click on "Test Dashboard"



The Dashboard will open showing a list of all the students writing the exam.



Go Back

The Test Dashboard is necessary for the supervisor in a variety of ways:

- Update Status used to ensure students are connected to the Internet.
- Additional Time In case of a disruption to a student's exam, you can click on the additional time icon to add up to 60
  minutes of additional writing time.
- Print All print all responses for all students on the list
- Pause All in case of emergency, you can pause the exam for all students so that the countdown timer stops.
- Start/Pause In case of an individual student exam disruption, you can pause the exam for an individual student.
- WR1, WR2, WR3 you can click on the print icon to print an individual student's response(s).

# **Contact Alberta Education**

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