

### **Quest A+ URL:**

<https://questaplus.alberta.ca>

### **Quest A+ Secure Assessments**

Secure assessments include digital field tests for grades 3, 6, 9, and 12 and digital Provincial Achievement Tests for grades 6 and 9.

Secure tests are strictly governed by access codes. The access codes are bound to date, time, school code, etc.

### **Secure Assessment Access Codes**

Quest A+ utilizes a set of 3 access codes. 2 codes are for the student, and the other code is for supervisor use only.

#### **Student Access Codes:**

- **Exam PIN** – an Exam PIN is a case-sensitive code that is only valid on the date and time of a test administration. One Exam PIN is required for each group of students (class or school). An Exam PIN is typically a 6-digit code consisting of both alpha and numeric characters. It is case-sensitive.
- **Start Code** – the start code is used to start the assessment. This code should not be revealed by the teacher until every student is ready to start the assessment. It is the teachers' control over when the test starts. The Start Code is the equivalent of telling students "You may now turn over your test and begin". The teacher will know when all students are ready to begin an assessment when the "start code" area is white on each computer.
- **Supervisor PIN** – the Supervisor PIN is used in circumstances that require supervisor intervention
  - Allowing a student not found in the database to write a test
  - Data recovery – in some circumstances, a computer may fail. The student can go to another computer and continue exactly where he/she left off. This requires the supervisor to validate this instance with the Supervisor PIN.
  - Indicating accommodations for Provincial Achievement Tests.

### **Security**

- Quest A+ utilizes security software called "Quest A+ Locked Browser". During a secure assessment, this security software disallows screen-capturing, accessing network drives, accessing the internet, etc. It also asks the user to close any programs that could be considered a potential cheating tool. The Quest A+ Locked Browser can be downloaded from <https://questaplus.alberta.ca/help>. There is both a Windows and an Apple version.

- Quest A+ can also run on school owned Chromebooks. Contact [Exam.Admin@gov.ab.ca](mailto:Exam.Admin@gov.ab.ca) for more details.

### Accessing A Secure Test

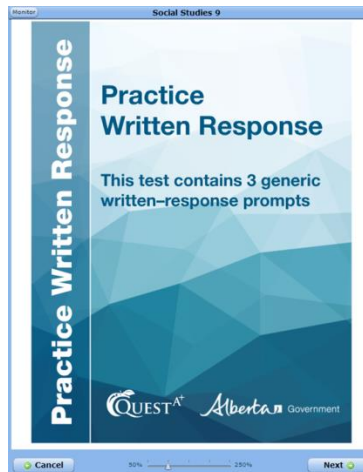
- Go to <https://questaplus.alberta.ca>
- Click Secure Exams



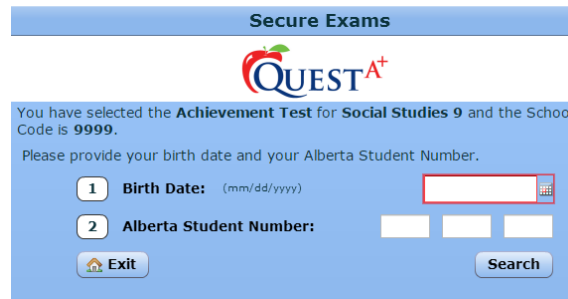
- In the first field, students will enter the Exam PIN. The Exam PIN is case-sensitive. Click Verify Exam PIN. This action sends the Exam PIN to the Learner Assessment database. It checks to see if a test is scheduled at that particular moment for the entered Exam PIN.



- After the Exam PIN has been verified, instruction pages for the test appear on the screen. The teacher will then review the test instructions with the class. By clicking on the “next” button at the bottom of the screen, the students can navigate through the cover and instruction pages. Clicking on the “next” button after the very last instruction page triggers the Quest A+ Locked Browser. Any programs that are running that are considered potential “cheating tools” will be asked to close.



- On the next screen, (see below) students enter their birthdate and their Alberta Student Number. To enter the birthdate, students can either click on the calendar to the right of the birth date field or type in the information in the MM/DD/YYYY format. If the information is not accurate, the student can go back and change the search information. A common error is an incorrect birthdate. If a student can still not be found, then speak to administrative staff at your school to check the student’s current information on PASIprep.



- Click the “Search” button. This function performs a search for the student based on the information provided in the previous step.
- The “Search” button returns back to the user their legal first name and last name. If the information is accurate, the student clicks the checkbox next to “Yes, this is me”. If the information is not accurate, the student can go back and change the search information.



- If the student information is not found in the database, the student cannot continue with the exam. Double check that the information was entered correctly, and if so speak with administrative staff at your school to check the student’s information on PASIprep.

- Students can now click on Download. Downloading the test will take a few seconds



- Once every student has successfully downloaded the test, the test supervisor can inform students of the start code. Use the start code from the excel sheet provided when you requested your access code. The start code is the Supervisor’s control over when the test begins. **Only distribute the start code once every student is ready to commence writing the test.** Students can then enter the start code for this particular test in the last field and then click **Start**. Please note that the **start code is case sensitive**.



- If students are having difficulty seeing the questions, direct them to the zoom feature, which is found in the top left corner of both the resources area and the question area.

Annotations in the screenshot:

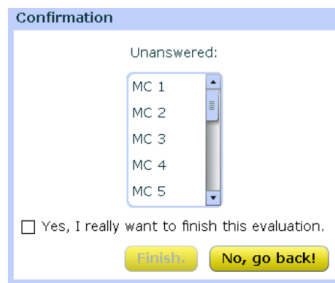
- Zoom Controls**: Points to zoom icons in the top left of the resources area and the question area.
- Page Navigation**: Points to the 'Hide Resources' button in the top left.
- RESOURCES SECTION**: A yellow circle highlights the 'RESOURCES SECTION' text in the center.
- Drag up or down to control window size**: Points to a vertical bar on the right side of the resources area.

1. The brain stem is the region of the brain that is composed of the midbrain, pons, and medulla oblongata. Functions of the brain stem include the

- control of breathing and heart rate
- control of body temperature and blood pressure
- interpretation of auditory and visual information

- Now that students have accessed the test, they can navigate through the items by clicking the **Next** or **Back** buttons. They can also navigate by directly clicking the question number.

- Students can check the **Bookmark** box in the lower left corner if they would like to mark a question for later review. Questions that have been bookmarked will be highlighted on the left side of the screen.
- If students would like to see how much time remains to complete the test, they can click the timer button in the lower left part of the screen. Students can click it again to hide the timer.
- Students can click the **Hide Resources** button in the upper left corner of the screen to hide the resources section of the screen.
- If a student clicks **End Test**, a final confirmation window will appear. The information in the window indicates unanswered questions and questions that are flagged for review.



- At this point, the student can either click the **Yes, I really want to finish this evaluation box** and click **“Finish”** to submit the test or **No, go back!** to go back to the test and make changes.
- Once a student clicks **Yes, I’m done**, a window will appear indicating that the student’s responses were uploaded successfully. Students can click **OK** and then close their browsers.