COMPUTERIZED
ASSESSMENTS
AND LEARNING

NCEA IFG
Information for Growth
Assessment of Children/Youth
Religious Education (ACRE)

Online Administrator Guide

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About the Online Administrator Guide

Thank you for your participation in the Information for Growth Assessment of Children / Youth Religious Education (IFG: ACRE) Assessment.

This guide is designed to aid with administration of the online assessment for the IFG: ACRE.

Administering the Assessment

Once the online registration has been completed, (https://ncea-mt.caltesting.org/sessions/create) the contact person indicated on the session registration will receive an email containing the AdminSessions.zip file. The .ZIP file contains the login information for each student's assessment.

Using the AdminSessions.zip

1. In the email, download and extract the AdminSessions.zip file.

2. Open the .CSV file.
   The file contains administration session login information for each registered test session.

   NOTE: Expand each column in the .CSV file to make the information easier to read.

3. To allow students to log in to the online questionnaire, you must issue each student a Registration ID that includes the following information:

   (a) A username (to be entered <u>exactly</u> as shown when the student begins taking the assessment)

   NOTE: Each student should use the same username for both Part 1 and Part 2.

   (b) A Part 1 Password

   (c) A Part 2 Password

   (d) The Admin Session ID
   (For your convenience, each file contains ten extra logins in addition to the requested logins)

About the Assessment

The online IFG: ACRE Questionnaire follows the same structure as the paper/pencil booklet. For additional information on the assessment content, see the [NCEA IFG: ACRE Edition Interpretation Manual](#).

(If you do not have copies of the 2013 edition assessment booklets and manuals, you can purchase them from the Computerized Assessments and Learning [website](#).)

NOTE: Once a student logs in to Part 1 or Part 2 of the assessment, they <u>must </u>complete the entire part in that sitting. There is no way to for a student to leave and then log back into that part of the assessment again later. Please keep this in mind when you begin to plan for your assessment.

About the Questionnaire and Part One of the Assessment

Prerequisite: Each student must have a **Username, Part One password** and **Session ID** to log in to the first part of the assessment. (These items are found in the CSV file from the AdminSessions.zip folder sent via email after the online registration is complete.)

Prior to Part One of the assessment, students are presented with eight personal information questions. These questions are similar to the types of questions students would answer when filling out the personal information on the paper and pencil answer sheet. For example, name, gender, race, and so on.

NOTE: Students can choose to answer all, some, or none of the questions. These questions are not required to be answered, but schools can receive an additional breakdown of the results in a report of Catholic, Non-Catholic, and Returning students when these questions are complete.

After these personal information questions, students proceed with Part One of the assessment. This part of the assessment contains questions that focus on religious knowledge.

NOTE: Part One of the assessment is required.

Part Two of the Assessment

Prerequisite: Students must have a **Username** (same from Part one)**, Part Two password** and **Session ID** to log in to the second part of the assessment. (These items are found in the CSV file from the AdminSessions.zip folder sent via email after the online registration is complete.)

Part Two of the assessment continues with the paper and pencil booklet items. This part of the assessment contains questions that focus on personal beliefs, attitudes, practices, and perceptions which present the Personal Beliefs, Attitudes, Practices, and Perceptions portion of the paper/pencil assessment booklet. The students should answer all these items based on their own beliefs attitudes, practices and perceptions, and within their own school or parish.

NOTE: Part Two of the assessment is required; however, no individual results are available as all responses are kept confidential.

About the Assessment Administration Window

Assessment administration can begin on the start date chosen during the online registration. The assessment must be completed by the closing date, also chosen during registration.

NOTE: Students can access the assessment only between the start and closing dates. Login information is disabled after the close date.

About Assessment Results

After the closing date of the assessment, the contact person indicated on the registration form will receive an email containing a copy of the invoice. This invoice is generated based on the total number of students who completed more than half of the online assessment. **Assessment results are emailed ONLY after payment is received.**

For Additional Assistance

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