



Assessment Registration Guide

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About the Assessment Registration Guide

The Assessment Registration Guide walks you through the steps to create sessions that allow classes in your Institution to complete the NCEA Information for Growth Assessment of Children / Youth Religious Education (IFG: ACRE) Questionnaire online.

Create ACRE Online Registration

NOTE: Fields with an asterisk are required.

1. Navigate to <https://ncea-mt.caltesting.org/acre/sessions/create>.

Program

2. Select your **Archdiocese or Diocese** from the list.
3. Enter your school or parish name in the **Institution Name** field.
4. Choose the **Type of Program** (Separate registrations are required for School and Parish)

Address

5. Enter the **Street Address, City, State /Territory, and Zip Code** of your institution.

Contact

6. Enter the **Name, Email Address, and Phone** number of the point-of-contact at your institution for the online assessment. (This person will receive the email confirmation of the online sessions, the invoice after the closing date and the reports upon payment of the invoice.)

Program Information

1. Enter the **NCEA Member Number** for your institution in the **NCEA Member Number** field.

NOTE: If you cannot remember or do not have the NCEA member number for your institution, contact NCEA at 1-800-711-6232.

If you are not a member of NCEA, leave this area blank.

2. If necessary, select an option from the **Is administering ACRE part of a diocesan requirement?**

Administration Window

You must indicate the **start date** and **end date** for the assessment in the Administration Window section.

1. In the **Start Date** field, enter the desired start date for the assessment.
2. In the **End Date** field, enter the end date for the assessment. (Defaults to 30 days after the chosen start date. Keep in mind that the invoice will not be sent until after the closing date has passed.)

Session Information

3. Click **Add Session Info**.

The **Add Session** pop up displays.

4. In the **Level** list, select one of the following options.
 - Level 1 – Suggested for 5th and 6th grade

- Level 2 – Suggested for 8th and 9th grade
 - Level 3 – Suggested for 11th and 12th grade
5. In the **Class** field, enter a name for your class.
For example, enter 8th Graders, St. Michael's 5th Grade, or Mrs. Smith's 3rd Hour. (This information will display on the results reports.)
 6. In the **Grade** field, indicate the grade from the list for the students using this session.
 7. Using the information you entered in the **Level, Class and Grade** fields; in the **Number of Registrations** field, enter the number of students that are going to complete the questionnaire.
 8. In the **Individual Results are desired for this group (Additional Charge)**, select an option.
NOTE: There is an additional charge to receive individual results. The cost is \$0.90 per student for NCEA members and \$1.10 per student for non-members.
 9. Click **Add**. The information you entered should now display on the main registration page.
To add additional classes, repeat steps 3 through 9.
NOTE: You can create up to 8 sessions containing a maximum of 500 students in each session.
Ensure you enter all the sessions required for your school or institution prior to clicking Submit.
 10. After all sessions are added, review the information, and click **Submit**.

Once the online registration is completed, you will see a "Success!" message displayed at the top of the screen. (You can print this page if you desire.) At the bottom of the page you can download the zip file for all sessions. The email address indicated on the registration form will also receive an email containing student administration session information and setup instructions.

For Additional Information or Questions:

Contact: Kelly Wagner at Educational Testing Service

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