



Online Administrator Guide

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About the Online Administrator Guide

Thank you for your participation in the Information for Growth adult Survey.

This guide is designed to aid with administration and the taking of the online test for the IFG.

Administering the Survey

Once the online registration has been completed, (<https://ncea-mt.caltesting.org/ifg/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 IFG participant. **THE ADMINISTRATOR WILL NEED TO ASSIGN EACH PARTICIPANT A DIFFERENT USERNAME.** Only 1 person can use each username in a session.

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 participants to log in to the online questionnaire, you must issue each person a separate Registration ID that includes the following information:

- a** A username (to be entered exactly as shown in the .CSV file)

NOTE: Each participant will 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)

	A	B	C	D	E
1	Session ID	Start Date	End Date		
2	d 4175	10/5/2016	11/2/2016		
3		a			
4	Registration ID	Username	Part 1 Password	Part 2 Password	
5	8561	candidate1	crk241 b	vrt300 c	
6	8562	candidate2	crk241	vrt300	
7	8563	candidate3	crk241	vrt300	
8	8564	candidate4	crk241	vrt300	
9	8565	candidate5	crk241	vrt300	
10	8566	candidate6	crk241	vrt300	
11	8567	candidate7	crk241	vrt300	
12	8568	candidate8	crk241	vrt300	
13	8569	candidate9	crk241	vrt300	
14	8570	candidate10	crk241	vrt300	
15	8571	candidate11	crk241	vrt300	
16	8572	candidate12	crk241	vrt300	
17	8573	candidate13	crk241	vrt300	
18	8574	candidate14	crk241	vrt300	
19	8575	candidate15	crk241	vrt300	
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About the Survey

The online IFG Survey follows the same structure as the paper/pencil booklet. For additional information on the assessment content, see the NCEA IFG Interpretation Manual.

(If you do not have copies of the 2016 edition survey booklets and manuals, you can purchase them from the Educational Testing Service [website](#).)

NOTE: Once a participant logs in to Part 1 or Part 2 of the survey, they **MUST** complete the entire part in that sitting. There is no way to exit a part of the survey and then log back into that part again later. Please keep this in mind when you begin to plan for your testing.

About the Survey Administration Window

Participants can begin to take the IFG Survey on the start date chosen during the online registration. The survey must be completed by the closing date, also chosen during registration.

NOTE: Participants can access the survey only between the start and closing dates. Login information is disabled after the closing date.

About Survey Results

After the closing date of the survey, the contact person indicated during the online registration will receive an email containing a copy of the invoice. This invoice is generated based on the total number of participants who completed more than half of the online survey. **Both the Group and Individual Survey results are emailed ONLY after payment is received.**

For Additional Assistance

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