



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 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 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 exactly 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 10 extra logins in addition to the requested logins)

	A	B	C	D	E
1	Admin Session ID	Level	Class	Test Start Date	Test End Date
2	d 1005	Level 3 - Form 33	1st grade	2/23/2015	4/30/2015
3		a			
4	Registration ID	Username	Part 1 Password	Part 2 Password	
5	208	student1	svn542 b	cpk391 c	
6	209	student2	svn542	cpk391	
7	210	student3	svn542	cpk391	
8	211	student4	svn542	cpk391	
9	212	student5	svn542	cpk391	
10	213	student6	svn542	cpk391	
11	214	student7	svn542	cpk391	
12	215	student8	svn542	cpk391	
13	216	student9	svn542	cpk391	
14	217	student10	svn542	cpk391	
15	218	student11	svn542	cpk391	
16	219	student12	svn542	cpk391	
17	220	student13	svn542	cpk391	
18	221	student14	svn542	cpk391	
19	222	student15	svn542	cpk391	

The screenshot shows the NCEA IFG login page. At the top is the NCEA IFG logo with the text 'Information for Growth Assessment of Children/Youth Religious Education (ACRE)'. Below the logo is a 'Back' button. The main section is titled 'Login' and contains three input fields: 'Username' (annotated with 'a'), 'Password' (annotated with 'b' and 'c'), and 'Session ID' (annotated with 'd'). At the bottom of the form are two buttons: 'Clear' and 'Login'.

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 would like to purchase copies of the 2016 edition survey booklets, you can do so 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 assessment, a copy of the invoice will be **mailed** to your institution, to the address indicated during the registration process. This invoice is generated based on the total number of participants who completed more than half of Part 1 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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