



2016
Dakota State Test of Educational Progress
Alternate (*DSTEP-A*) Science
Grades 5, 8, and 11

Directions for Administering



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Introduction

The South Dakota State Test of Educational Progress Alternate (*DSTEP-A*) Assessment measures the academic skills of students with significant cognitive disabilities. The assessment is based on and aligned with the South Dakota Extended Content Standards. The *DSTEP-A* assessment consists of the following components:

- Rating Forms composed of grade-specific items that are aligned with the South Dakota Extended Content Standards
- Supporting Evidence consisting of student work samples and documentation provided by the student's Special Education teacher to demonstrate the student's abilities relative to specific Rating Form items

Thoroughly review these *Directions for Administering* to ensure accurate and reliable results before beginning the assessment.

General Overview

The test has moved from paper-pencil assessment and mailed evidence to an online assessment including a Collection of Evidence tool for assessing students and submitting digital evidence. Detailed instructions for using the online alternate assessment are included in this manual. After all the supporting evidence has been collected, **rate each item and record it within the Questar Assessment System Collection of Evidence tool.** If you prefer, **you may print and fill out the forms, transferring the information to the online system at a later time.** Below are step-by-step instructions on how to complete this task.

The Collection of Evidence tool includes:

- Grade-Specific Rating Forms
- Score Resolution Worksheets
- Data Collection Forms
- Supporting Evidence Submission

Important Dates

The Dakota STEP-A Science assessment is to be administered between the dates of March 28–April 22, 2016, including any makeup testing. Consult your School Test Coordinator (STC) for the test administration schedule for your school.

This Manual

Review these *Directions for Administering* carefully to ensure that you are familiar with this document prior to the first day of testing. If you have any questions or concerns about the test administration, contact your District Test Coordinator or School Test Coordinator (STC). There is one manual to be used for administering all grade levels of the test. While some ancillary materials can be printed if you choose, they will also be available online with the test. Note all information collected on the printed form will need to be entered in the Collection of Evidence tool.

Important Information

Test Coordinator Resources

For general information and policy questions about the *DSTEP Science and DSTEP-A Science*, contact the South Dakota Department of Education (SDDOE) Assessment Office.

1. Consult the SDDOE website at <http://doe.sd.gov>

2. Contact the District Test Coordinator*

* The District Test Coordinator will contact the SDDOE for any unanswered questions.

Contact Information

1. Consult the SDDOE website at <http://doe.sd.gov>

2. SDDOE Special Education Office (For *DSTEP-A* Policy, Student Enrollment, Accommodations, or Reports issues)

Ben Morrison, Education Specialist

Office Number: 605-773-6119

Fax Number: 605-773-3782

Email Address: ben.morrison@state.sd.us

3. SDDOE Assessment Office (For *DSTEP* Policy, Student Enrollment, Accommodations, or Reports issues)

Jan Martin, Director of Assessment

Office Number: 605-773-3246

Fax Number: 605-773-3782

Email Address: jan.martin@state.sd.us

Chris Booth, Program Specialist

Office Number: 605-773-6156

Fax Number: 605-773-3782

Email Address: christina.booth@state.sd.us

4. SDDOE Data Office (For Student Records or Updating Data issues)

Randy Hanson, Data Specialist

Office Number: 605-773-4727

Fax Number: 605-773-3782

Email Address: randy.hanson@state.sd.us

5. Questar Assessment, Inc.

DSTEP and *DSTEP-A* Customer Support

Office Number: 866-644-6648

Email Address: SDcustomersupport@questarai.com

Web page

Additional resources are available on the **Help** tab of the *DSTEP* and *DSTEP-A* Administration site.

Before test administration

- ✓ Attend a training session provided by your Test Coordinator.
- ✓ Review this manual and any specific instructions provided by your Test Coordinator.
- ✓ Follow your school’s testing schedule.
- ✓ Arrange for appropriate physical conditions for testing.
- ✓ Arrange for the provision of testing accommodations (if applicable).
- ✓ Assemble the materials needed for testing.
- ✓ Ensure that you have received all necessary test materials from your Test Coordinator.
- ✓ Ensure that student information is accurate prior to the first test administration.

During test administration

- ✓ Follow all directions in the Directions for Administering.
- ✓ Maintain test security before, during, and after each testing session.

After test administration

- ✓ Inspect and organize students’ test materials.
- ✓ Complete student classification and test completion status (if applicable).
- ✓ If any materials were printed, arrange for secure destruction or return to your Test Coordinator (if applicable).

Important Dates

DSTEP-A Testing Window	March 28, 2016 through April 22, 2016
District and School Logins Available	March 14, 2016
Test Administrators Training Sessions	February 17; March 16, 23, 30, 2016
Reports Available	May 16, 2016

Special Education Teacher Role

Rater 1: The student's primary Special Education teacher.

Rater 2: A colleague who knows and works with the student on a regular basis; this could be another special educator, general education teacher, or other qualified individual.

Rater 3: Questar Assessment, Inc.

The Special Education teacher (Rater 1) is the designated leader and coordinator for the administration of the *DSTEP-A* with the responsibilities of:

- Independently completing one Rating Form for each student.
- Collecting and documenting Supporting Evidence (student work samples) for Science at grades 5, 8, and 11. One item per strand must have evidence and narrative attached to it and be uploaded through the Collection of Evidence tool.
- Recruiting one colleague (Rater 2) who knows and works with the student on a regular basis to independently review all Supporting Evidence documentation and complete a second Rating Form for the student. This could be another special educator, paraprofessional, general education teacher, speech/language therapist, administrator, or other qualified individual. The student's parent cannot be a rater. The rater must be in the system. Raters are added to the system from the Questar Assessment System Admin site.
- Ensuring that Rater 2 has received the required training in administering the assessment.
- Enter the Resolution Phase if Rating Form items with Supporting Evidence do not have identical ratings.

Steps for Completing the *DSTEP-A* Assessment

Two *DSTEP-A* Rating Forms for grades 5, 8, and 11 are to be completed for each student by the primary Special Education teacher (Rater 1) and a colleague (Rater 2) according to their knowledge of the student's current performance level at the time of the assessment. Rating forms will be completed and evidence collected online this year. Rater 1 will score and add evidence for each student then assign the student(s) to Rater 2. When he or she is done, Rater 2 can begin their assessment on the student's evidence, rating **all** items. Rater resolution is only required for supporting evidence. The intention is to ensure that the assessment results provide the most accurate possible profile of the student's achievement as observed and evaluated by education professionals across multiple settings throughout the assessment time period. Once the assessment is completed and submitted, it will be scored by a third rater from Questar Assessment.

Rating Form:

Complete the Rating Form directly in the online portal. The following information should appear in the portal and be verified prior to testing:

- Student Name
- Gender
- State Student ID Number
- Grade
- Date of Birth
- Race
- Ethnicity
- District Name and District Code
- School Name and School Code

South Dakota Department of Education

Collection of Evidence

[Back to your assessment list](#)

Student Information for YULIYA A MINSK

Student Name
YULIYA A MINSK

Student Id Number	Grade	Date of Birth
MINS38497	8	12/12/1987

Resident District: QAI Test Corp Alpha

District Code: T001

Resident School: QAI Test Alpha High

School Code: TSA1

Review the Rating Form entirely, identifying the following:

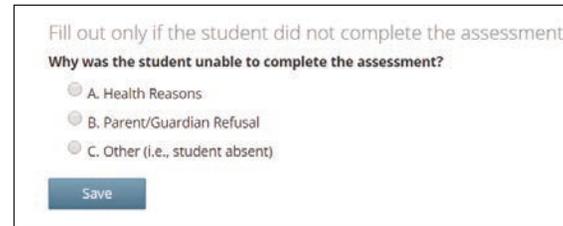
✓ **Aligned with student’s IEP goals and objectives** (column)

Rater 1 (Special Education teacher) must indicate whether or not each item is aligned with the student’s IEP plan by checking the corresponding square in the IEP-aligned column. (Leave the square blank if the item is not a part of the student’s IEP.) This does not impact the student’s score. This information will be used to analyze the skills being addressed overall for this population and for professional development.

✓ **Supporting Evidence submitted** (column)

Rater 1 (Special Education teacher) must indicate which item rating is supported with samples of student work (evidence). One item per strand must have evidence and rationale attached to it along with the score.

At the end of the test window, if a student is unable to complete the assessment, the Test Administrator should notify the School Test Coordinator (STC) to indicate a reason why the student was unable to complete the assessment.



Fill out only if the student did not complete the assessment

Why was the student unable to complete the assessment?

- A. Health Reasons
- B. Parent/Guardian Refusal
- C. Other (i.e., student absent)

Save

* The **Medical Emergency Form** must be completed and returned to the SDDOE within one week of the close of the test window for consideration. It is available at <http://doe.sd.gov/oats/dakSTEP.aspx>.

Once a test session has been marked as “Do Not Score,” it may not be reversed.

A Testing Irregularity Form must be completed online with complete documentation as to why the student was unable to participate in one or more subtests or complete the test.

Supporting Evidence Requirements

Supporting Evidence is required and must be provided in a format that allows an independent evaluator to understand the student's performance of a particular skill identified on the Rating Form. Supporting evidence may include any of the following:

- A work sample (a worksheet, an essay, a model, etc.).
- Annotated photographs that show the student accomplishing the entire task.
- Videos of the student with an explanation of the task. For best results when posting, reduce video quality to limit file size.
- Audio MP3s with scripts of oral tasks and other relevant information.

Whenever possible, items that are aligned to the student's IEP should be selected for Supporting Evidence. The sample submitted should provide evidence of performance of an entire task (or as much of the task as the student accomplished). For example, if photographs are submitted, the photos should show the entire process of completing the task, not just the end product. The mode of the work sample should take into account the skill and how it is performed (e.g., on paper for written work, on video for visually perceptible tasks, or on audio for oral tasks).

Supporting Evidence must be collected for one of the skills listed in each Science strand. Supporting Evidence must be collected for each of the following Science strands listed below. A total of 4 (grades 5 and 8), or 5 (grade 11) submissions, one from each of the following strands, for students must be provided:

1. Nature of Science (grades 8 and 11 only)
2. Physical Science (grades 5, 8, and 11)
3. Life Science (grades 5 and 11 only)
4. Earth/Space Science (grades 5, 8, and 11)
5. Science, Technology, Environment, and Society (grades 5, 8, and 11)

Only provide Supporting Evidence for one item per strand as listed above. The rating form must indicate the item for which you are submitting Supporting Evidence. Multiple pieces of evidence may be entered for ONLY ONE item within a strand.

Data Collection Form for Supporting Evidence

Rater 1 is to complete one Data Collection Form for each submission of Supporting Evidence. This form is used to summarize and provide documentation of the student work sample and includes:

1. The content area.
2. Rating Form item number for which the evidence is being submitted. **Only one item number can be listed.**
3. The date(s) and number of trials.
4. The range of scores obtained.
5. The setting(s) and personnel.
6. The type of evidence submitted.
7. A narrative addressing each of the following for the Supporting Evidence:
 - Description of activity
 - Student response
 - Type and level of support (prompts/cues)
 - Frequency
 - Accuracy

Printable .pdf versions of the *DSTEP-A* Data Collection Form and Rating Form are available on the **Help** tab. This form may be duplicated if additional copies are needed. Once completed, data in the forms must be entered into the portal along with uploading the students' Supporting Evidence, and not just recorded on the forms. Printed rating forms should be returned to the Test Coordinator for secure destruction.

The Data Collection form can only reference one item number for the rationale for the evidence attached.

The Supporting Evidence should be uploaded.

The *DSTEP-A* Rating Form measures academic skills or tasks in Science at grades 5, 8, and 11. Ratings indicate the degree to which a student is able to perform each skill. *Please rate every item*, even if some skills or activities do not seem to apply to the student or are difficult to rate.

Performance Level	Performance Description
Nonexistent	The student may be aware of or attend to the task in a highly structured setting, but he/she is currently unable to perform any part of the skill or demonstrate any knowledge and consequently unable to attempt without full physical prompting.
Minimal	The student attends to a task and can respond to some part of the knowledge and skills in at least one setting when given significant physical, verbal, visual, or other prompting. The student may take a long time to respond but will indicate some attempt, either correct or incorrect, with accuracy up to 25%.
Emerging	After instruction and/or modeling, the student's performance may be somewhat inconsistent in terms of accuracy, but he/she can respond to most or the entire task in at least one setting with moderate prompting, if necessary, with accuracy generally ranging from 25–49%.
Progressing	The student consistently performs the task in more than one setting with minimal prompting (repeat directions no more than 5 times or repeat directions in the middle of the task) with an accuracy level generally ranging from 50–79% if performed independently or 50–100% with minimal prompting.
Accomplished	The student consistently and independently performs the task across multiple settings with an accuracy level generally ranging from 80–100%.

Performance Descriptions Regarding Prompting

Raters may find the following descriptions of prompting helpful when evaluating each student's performance:

- *Full physical prompting* (“Nonexistent” rating) requires the teacher to use “hand-over-hand” prompting throughout the entire task.
- *Significant prompting* (“Minimal” rating) involves prompts throughout the task. The student attends to what he or she is doing by looking at the task and will attempt the task by reaching, making a verbal response, or through the use of assistive technology.
- *Moderate prompting* (“Emerging” rating) includes touching the student's elbow to begin or continue the task; modeling may be done by the teacher or may be a model that the student follows, such as an alphabet strip used in order to alphabetize.
- *Minimal prompting* (“Progressing” rating) includes providing verbal cues or touch cues to initiate or redirect the student.

For each content-based item on the Rating Form, each Rater indicates the performance level at which the student is observed performing each task or skill.

Rater Roles/Process

Rater 1

Once Rater 1 has gathered the Supporting Evidence and completed the rating form, and entered all of this information online, including scores and evidence, they will submit the test for the student and indicate who Rater 2 will be. Rater 2 will then need to log into the system and enter scores for all items.

Rater 2

Rater 2 will rate the student independent of Rater 1. Rater 2 will rate all items, and for those items with Supporting Evidence, Rater 2 will indicate that the evidence was provided for the item and indicate the rating. When Rater 2 has completed the assessment, Rater 2 will submit scores online.

Resolution Phase (Rater 1 and 2; Applies only to items with Supporting Evidence)

The system will review scores for items and if there is any variation, there will be a Resolution Phase. During a Resolution Phase, Rater 1 and Rater 2 discuss, review evidence (if needed), and agree on a final score. Once a final score has been determined, Rater 1 will need to submit the final score(s) on the item(s) needing resolution. Rater 1 will review the rating form for completeness prior to indicating testing completed. Once Rater 1 submits the final score(s), and indicates testing completed, it will be sent to Rater 3.

Rater 3

Rater 3 will rate the student independent of Rater 1 and 2. Rater 3 will evaluate and score only the items for which Supporting Evidence has been provided. Once a score is determined, Rater 3 will submit their score(s) following the same steps as Rater 1.

Collection of Evidence—Online Steps

Questar Assessment System Admin Site Users

Note: The Google Chrome browser is required for the Questar Assessment System Admin site, as well as the Collection of Evidence tool. Refer to the Installation and Setup Guide on the **Help** tab on the Questar Assessment System Admin site for more information.

Questar Assessment System Admin site users at the school or district level will be responsible for verifying or entering student, teacher, and rater information into the Admin site. Questar populates the Collection of Evidence Tool with the data from the Admin site. District Test Coordinators will verify teacher/rater, classes and student information are correct within the Admin site prior to Raters entering scores into the Collection of Evidence tool.

Administrators: Please refer to the Test Coordinator's Handbook for instructions on setting up this assessment.

Teachers/Raters: Follow the below steps to complete a student's assessment.

If you will be using the Collection of Evidence tool often, please bookmark this page for easy access. It may be accessed directly through the Google Chrome browser at <https://coe.questarai.com/sd>. This page will allow you to sign in directly to the tool; you will use the same login for this site as you would for the Admin site. You will not be able to view manuals or other materials on the **Help** tab as you would through the Questar Assessment System Admin site.

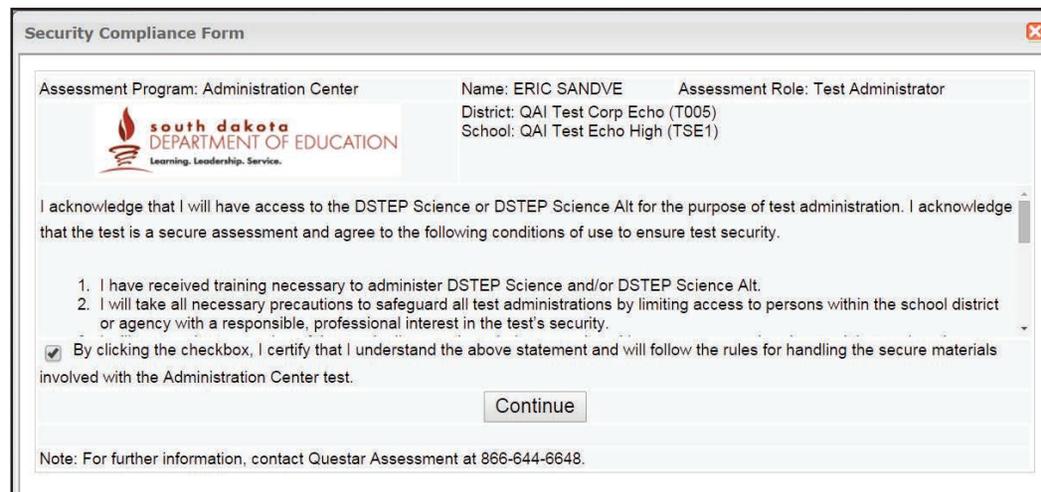
1.) **Teacher sign-in:** Using the username and password from an administrator, sign in.

a.) Log in to the Questar Assessment System Admin site:

- Type the following in your web browser's address field and press **Enter** on your keyboard:
<https://sddstep.questarai.com/admin/>
- The Questar Assessment System Admin site login page is displayed. Upon first login, you will be prompted to read and agree to the security agreement.

Security Agreement Screen

The Security screen displays a test security agreement that requires an acceptance in order to proceed into the Questar Assessment System Admin site. It only appears after logging in and it is disabled once the user accepts the security agreement. With subsequent logins, it no longer appears.



Security Compliance Form

Assessment Program: Administration Center Name: ERIC SANDVE Assessment Role: Test Administrator
District: QAI Test Corp Echo (T005)
School: QAI Test Echo High (TSE1)

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I acknowledge that I will have access to the DSTEP Science or DSTEP Science Alt for the purpose of test administration. I acknowledge that the test is a secure assessment and agree to the following conditions of use to ensure test security.

1. I have received training necessary to administer DSTEP Science and/or DSTEP Science Alt.
2. I will take all necessary precautions to safeguard all test administrations by limiting access to persons within the school district or agency with a responsible, professional interest in the test's security.

By clicking the checkbox, I certify that I understand the above statement and will follow the rules for handling the secure materials involved with the Administration Center test.

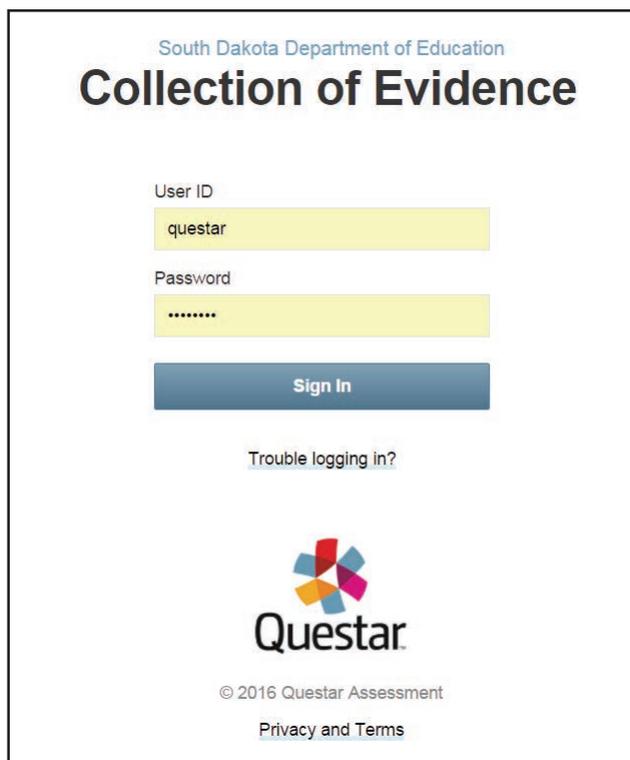
Note: For further information, contact Questar Assessment at 866-644-6648.

- b.) Type your username in the **Username** field.
- c.) Type your password in the **Password** field.
- d.) Click **Login**.
- e.) When logging into the Questar Assessment System Admin site for the first time, you will be prompted to change your password.
 - Type your new password in the password field and then retype the password to confirm it. Your password must contain at least eight characters, including at least one number.
 - Click **Submit** to save your new password. The Questar Assessment System Admin site Home Page is then displayed.
 - After you change your password, the password originally emailed to you will no longer be valid. **Be sure to record your new password in a secure location.** From the Sign In prompt, select "Can't Login?" if you need to request a new password.

f.) Select “**DSTEP Alternate**” from the drop-down menu in the “Currently working in” section on the upper right side of the screen.



2.) Select the link for the Collection of Evidence tool and log in. The login credentials for the Collection of Evidence tool are the same as the QAS (Questar Assessment System) Admin site. At this point you may bookmark the URL for the Collection of Evidence Tool so that you can log directly into the Tool without having to go through the Admin site.



3.) The Collection of Evidence Management screen shows tests available for rating. Select the appropriate test.

South Dakota Department of Education | questar (ADMINISTRATOR QUESTAR) | [Sign Out](#)

Collection of Evidence

[Back to your assessment list](#)

Sample High School Dashboard

Welcome to the Alternate Assessment for South Dakota. The alternate assessment can be administered offline. All results and evidence collected will need to be entered and uploaded into this online system.

Files For Assessment

- 3g2_ample_3GPP2.3g2

Student Name	Student ID	Rater 1	Rater 2	Resolution & Final Score
Scheffler Ann	1636486	Completed	Completed View	Completed View

4.) Rater 1 will assign Rater 2. Select "Assign Raters" to view or modify raters.

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Collection of Evidence

Alternate Assessments

[New Alternate Assessment](#)

Show:

Assessment Name	Start Date - End Date	View	Items	Edit	Assign Raters
Sample High School	01/17/2016 - 01/31/2016	View	Items	Edit	Assign Raters
Science 5 Sample	01/17/2016 - 01/31/2016	View	Items	Edit	Assign Raters
Science 8 Sample	01/17/2016 - 01/31/2016	View	Items	Edit	Assign Raters

5.) Edit Raters. From the Home Page, select "Assign Raters." You will be able to choose Rater 2 from the dropdown menu. Your changes will automatically be saved. Select "Home" to go back to the Home Page.

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Collection of Evidence

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Edit Raters

Student Name	Student ID	Rater 1	Rater 2
Test Test	1637796	MacKenzie Gail	Lancaster Carolyn

*Raters cannot be changed once they have started an evaluation.

NOTE: Once Rater 1 has completed scoring, Rater 2 will then go in and enter their scores and review the evidence as needed.

- 6.) Within the Collection of Evidence tool, open the test. Verify the appropriate students are listed in “Files for Assessment.” If any students need to change classes, or information needs to be updated, that needs to be done in the Questar Assessment System Admin site by the School Test Coordinator or District Test Coordinator, not in the Collection of Evidence tool.
- To record your evaluation, select “Start.” Students will be listed and labeled “Start” under “Rater 1” if their evaluation along with their artifacts have not been entered.
 - Student evaluations that have begun are listed as “In process” and have a “Continue” hyperlink.
 - The “Continue” link is there in the event you need to start and then return to complete the student’s evaluation.
 - Once a student’s evaluation has been completed, it will appear as “Completed” under the Rater 1 column. Please note once you complete a student’s evaluation, you may not modify your score.

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Collection of Evidence



[Back to your assessment list](#)

Science 5 Sample Dashboard

Welcome to the Alternate Assessment for South Dakota. The alternate assessment can be administered offline. All results and evidence collected will need to be entered and uploaded into this online system.

Files For Assessment

- 3g2_sample_3GPP2.3g2

Student Name	Student ID	Rater 1	Rater 2	Resolution & Final Score
Scheffler Ann	1636486	Completed View	Completed	Completed View
Kabrian Jennifer	1636021	START		
Moore Lori	1636535	START		
Lloyd Donna	1636536	START		
Parker Frank	1636538	START		
CARPELLI JOE ANNA	1636540	START		
Dobbins Jennifer	1637594	START		

7.) Select “Start” or “Continue” to proceed to the Collection of Evidence strands.

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Collection of Evidence

[Back to your assessment list](#)

Science 5 Sample Dashboard

Welcome to the Alternate Assessment for South Dakota. The alternate assessment can be administered offline. All results and evidence collected will need to be entered and uploaded into this online system.

math

cm	None/ident	Minimal	Emerging	Progressing	Accomplished	Aligned with IEP	Evidence Collected
1.cm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	View Evidence
2.cm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	
3.cm	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	
4.cm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	
5.cm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	

[REVIEW & SUBMIT](#)

8.) Click the “Select Evidence” link to attach a file.

Select Evidence

[Choose Files](#) | No file chosen

Admin_Accounts.tif

Uploaded Evidence

There are no previously attached files.

[SELECT](#) [CANCEL](#)

9.) Rate the strands and add evidence as required. Ratings and submissions will automatically be saved as they are entered or uploaded. All required fields must be completed before teachers/raters are able to complete a test. Simply log back in to complete a test that isn't ready for submission. If the test is complete, select "Review and Process."

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Collection of Evidence

Back to your assessment list

Science 5 Sample Dashboard

Welcome to the Alternate Assessment for South Dakota. The alternate assessment can be administered offline. All results and evidence collected will need to be entered and uploaded into this online system.

Collection of Evidence for QUESTAR (SDDOE/STUDENT)

Strand #1	Not Started	Minimal	Emerging	Proficient	Accomplished	Aligned with EP	Evidence Collected
2.1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	View Evidence
2.3	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.4	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Strand #2	Not Started	Minimal	Emerging	Proficient	Accomplished	Aligned with EP	Evidence Collected
2.1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2.2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	View Evidence
2.3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

[Review & Process](#)

10.) After selecting "Review and Process" and all answers are marked, you will be prompted to assign the next rater. Assign the rater and select "Complete Evaluation."

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Collection of Evidence

Back to your assessment list

Science 5 Sample Dashboard

Welcome to the Alternate Assessment for South Dakota. The alternate assessment can be administered offline. All results and evidence collected will need to be entered and uploaded into this online system.

Collection of Evidence for Test Test

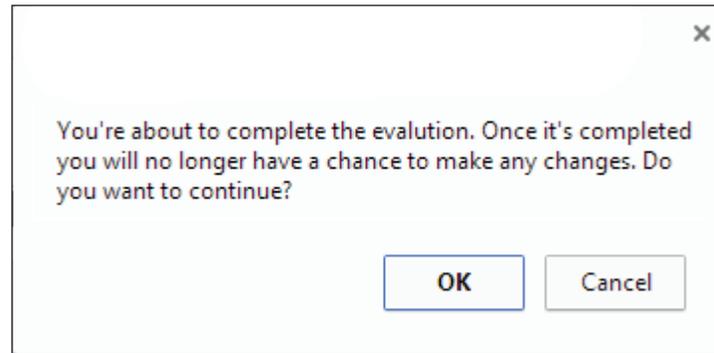
Please review scores and attached evidence. Once submitted, you will not be able to make edits or changes.

Subject (AT)

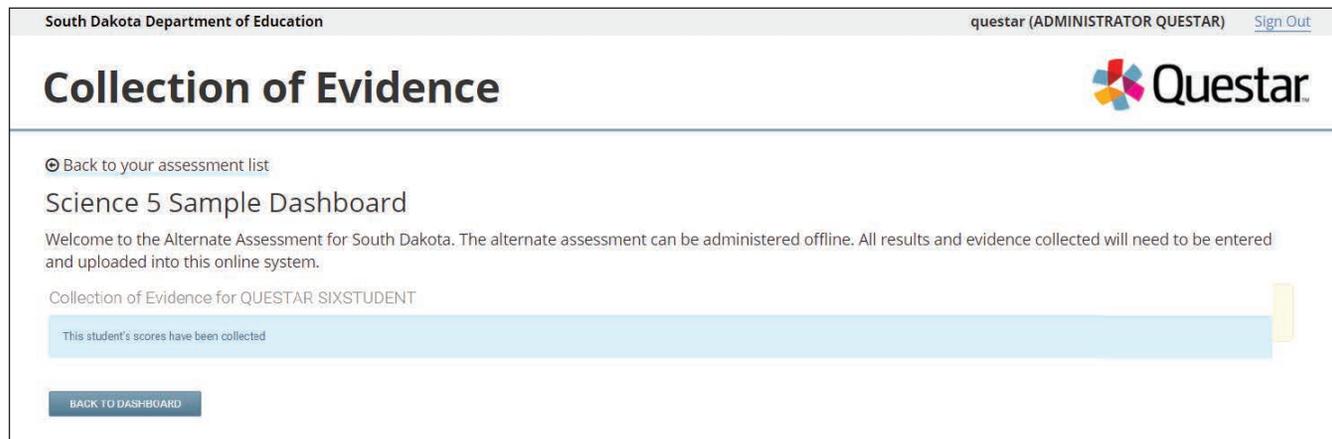
Strand/Item #AT	Grade AT 0	Grade AT 1	Grade AT 2	Grade AT 3	Grade AT 4	Aligned with EP	Evidence Collected
1. Item#AT 0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2. Item#AT 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Item#AT 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Item#AT 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Item#AT 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[SUBMIT FINAL SCORES](#)

11.) A window will require confirmation the test is complete.



12.) Once the test is complete, a message will appear that confirms the student's scores have been collected. Select "Back to Dashboard."



13.) The dashboard will now show the student's test as completed.

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Collection of Evidence



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Science 5 Sample Dashboard

Welcome to the Alternate Assessment for South Dakota. The alternate assessment can be administered offline. All results and evidence collected will need to be entered and uploaded into this online system.

Welcome to the Alternate Assessment for South Dakota. The alternate assessment can be administered offline. All results and evidence collected will need to be entered and uploaded into this online system.

Files For Assessment

- 3g2_sample_3GPP2.3g2

Student Name	Student ID	Rater 1	Rater 2	Resolution & Final Score
Scheffler Ann	1636486	Completed	Completed View	Completed View
Parker Frank	1636538			

Collection of Evidence—Resolution Scoring

- 1.) The Collection of Evidence Management screen shows tests available for resolution after Rater 1 and Rater 2 have completed their scoring. Select the appropriate test.

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Collection of Evidence

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Science 5 Sample Dashboard

Welcome to the Alternate Assessment for South Dakota. The alternate assessment can be administered offline. All results and evidence collected will need to be entered and uploaded into this online system.

Files For Assessment

- [3g2_sample_3GPP2.3g2](#)

Student Name	Student ID	Rater 1	Rater 2	Resolution & Final Score
Scheffler Ann	1636486	Completed	Completed View	Completed View

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Collection of Evidence

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DSTEP-A Science Gr. 8 Dashboard

Welcome to the Alternate Assessment for South Dakota. The alternate assessment can be administered offline. All results and evidence collected will need to be entered and uploaded into this online system.

Student Name	Student ID	Rater 1	Rater 2	Resolution & Final Score	Rater 3
Michael Student	BELA38255	Complete	Complete	<input type="button" value="Start"/> <input type="button" value="Edit"/>	<input type="button" value="Start"/> <input type="button" value="Edit"/>
Jennifer Student	BFLA38256	Complete	Complete	Complete	<input type="button" value="Start"/> <input type="button" value="Edit"/>
Joseph Student	BGLA38257	Complete	Complete	Complete	<input type="button" value="Start"/> <input type="button" value="Edit"/>

2.) Select “Start” or “Continue” to proceed to the Collection of Evidence strands, reviewing the items needing resolution.

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Collection of Evidence

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Science 5 Sample Dashboard

Welcome to the Alternate Assessment for South Dakota. The alternate assessment can be administered offline. All results and evidence collected will need to be entered and uploaded into this online system.

Collection of Evidence for Rahman Jennifer
 fdpqfj
 math.

cvs	Nonexistent	Minimal	Emerging	Progressing	Accomplished	Aligned with IEP	Evidence Collected
1.0n	⊖	⊖	⊖	⊖	⊖	⊖	View Evidence
2.0m	⊖	⊖	⊖	⊖	⊖	⊖	⊖
3.0m	⊖	⊖	⊖	⊖	⊖	⊖	⊖
4.0n	⊖	⊖	⊖	⊖	⊖	⊖	⊖
5.0n	⊖	⊖	⊖	⊖	⊖	⊖	⊖

3.) Resolve the ratings of the strands and add evidence as required. Ratings and submissions will automatically be saved as they are entered or uploaded. All required fields must be completed before teachers/raters are able to complete a test. Simply log back in to complete a test that isn't ready for submission. If the test is complete, select "Review and Process."

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Collection of Evidence



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Science 5 Sample Dashboard

Welcome to the Alternate Assessment for South Dakota. The alternate assessment can be administered offline. All results and evidence collected will need to be entered and uploaded into this online system.

Collection of Evidence for QUESTAR SIXS STUDENT

math

Strand #1	Novice	Minimal	Emerging	Progressing	Accomplished	Aligned with IEP	Evidence Collected
1.1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	View Evidence
3.3	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strand #2	Novice	Minimal	Emerging	Progressing	Accomplished	Aligned with IEP	Evidence Collected
1.1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Review & Submit](#)

4.) After selecting “Review and Process” and all answers are marked, select “Complete Evaluation.”

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Collection of Evidence

[Back to your assessment list](#)

Science 5 Sample Dashboard

Welcome to the Alternate Assessment for South Dakota. The alternate assessment can be administered offline. All results and evidence collected will need to be entered and uploaded into this online system.

Collection of Evidence for Test Test

Please review scores and attached evidence. Once submitted, you will not be able to make edits or changes.

Subject (AT)

Strand/ItemAT	GradeAT 0	GradeAT 1	GradeAT 2	GradeAT 3	GradeAT 4	Align with	Evidence Collected
1.ItemAT 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*	<input checked="" type="checkbox"/>	View Evidence
2.ItemAT 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*	<input type="checkbox"/>	
3.ItemAT 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*	<input type="checkbox"/>	
4.ItemAT 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*	<input type="checkbox"/>	
5.ItemAT 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*	<input type="checkbox"/>	<input type="checkbox"/>	

SUBMIT FINAL SCORES

5.) A window will require confirmation the test is complete.

You're about to complete the evaluation. Once it's completed you will no longer have a chance to make any changes. Do you want to continue?

OK **Cancel**

6.) Once the test is complete, a message will appear that confirms the student's scores have been collected. Select "Back to Dashboard."

The screenshot displays the Questar interface for the South Dakota Department of Education. At the top, it shows the department name and the user's role as 'questar (ADMINISTRATOR QUESTAR)' with a 'Sign Out' link. The main heading is 'Collection of Evidence' with the Questar logo. Below this, there is a link to 'Back to your assessment list' and the title 'Science 5 Sample Dashboard'. A welcome message states: 'Welcome to the Alternate Assessment for South Dakota. The alternate assessment can be administered offline. All results and evidence collected will need to be entered and uploaded into this online system.' The breadcrumb trail is 'Home > Dashboard > Test2 for QUESTAR SIXSTUDENT'. The page title is 'Collection of Evidence for QUESTAR SIXSTUDENT'. A light blue message box contains the text 'This student's scores have been collected'. At the bottom, there is a button labeled 'BACK TO DASHBOARD'.

Frequently Asked Questions

Question: *I have two paraprofessionals who work with my students. Can they complete the Rating Forms as "Rater 1" and "Rater 2"?*

Answer: The student's primary Special Education teacher **must** complete the Rating Form (as Rater 1) and provide Supporting Evidence documentation. One of the paraprofessionals can serve as Rater 2 only.

Question: *If I am not sure how to rate an item, may I leave it blank?*

Answer: Please respond to all items on the Rating Form. Evaluate whether you have observed the behavior or whether you are estimating or guessing about the frequency of the behavior. You may conduct a brief activity with the student if you are not able to make an independent judgment.

Question: *What if the student is not able to perform this activity by himself or herself, but needs help or assistance from another person?*

Answer: Please refer to Performance Descriptions Regarding Prompting in order to select the appropriate Performance Level rating.

Question: *How should the items be selected for Supporting Evidence?*

Answer: Whenever possible, it is best to collect evidence on items that are aligned to the student's IEP, because the student has been exposed to these tasks/activities throughout the year. If this is not possible, select a challenging task that will allow the student to demonstrate his or her knowledge to the best extent possible.

Question: *What if the student is not able to complete any activities for the collection of Supporting Evidence?*

Answer: Each student needs to have an opportunity to perform the tasks/activities selected for the Supporting Evidence component of the *DSTEP-A*. Every effort should be made to provide evidence of his or her attempt through the most appropriate means (photos, videos, etc.). The narrative provided on the Data Collection Form is critical in order to demonstrate the student's exposure and opportunity to participate in each task/activity.

Question: *My student is enrolled in the 11th grade but performs on a 5th-grade level. Can I administer the 5th-grade assessment?*

Answer: You must administer the assessment for the grade in which the student is enrolled. If not, the assessment will be invalidated and the student will not receive a score.

Question: *Who do I call if I have questions about completing the Rating Form?*

Answer: Contact Ben Morrison at the South Dakota Department of Education at 605-773-6119 or ben.morrison@state.sd.us.

Question: *What should I do if the student moves after I've submitted a Rating Form for him or her?*

Answer: Contact Jan Martin at the South Dakota Department of Education at 605-773-3246 or jan.martin@state.sd.us.

DSTEP-A Science

Online Directions for Administering

