# Connecticut Foundations of Reading Survey Administration Manual

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## Contact Numbers for Assistance

### Technical Support for Survey Delivery

**Technical support for survey administrators ONLY is available by calling Internet Testing Systems at 1-800-514-8494. This number is available both during and after business hours.**

### Questions about Survey Participation and Results Reporting

**Support for questions about who needs to take the survey and how results are reported, email the Connecticut State Department of Education (CSDE) at teacher.cert@ct.gov.**

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# Introduction

## Purpose of this Manual

This manual describes the procedures that a proctor should follow to administer the Connecticut Foundations of Reading Survey. You should thoroughly understand the instructions outlined in this manual before administering the survey. To ensure uniform procedures at all centers, **it is essential that you strictly follow the procedures in this manual**.

This manual is divided into six sections:

1. Introduction
2. Survey Preparation and Procedures
3. Survey Participant Check-In Process
4. Taking the Survey
5. Submitting the Survey and Ending the Session
6. Procedures Prior to and During Survey Administration

In addition, there is an appendix that provides additional information:

- Appendix: Workstation and Network Requirements

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# Survey Preparation and Procedures

## Site Setup

See the Appendix for workstation and network requirements.

## System Checks

### Printer

- ❒ Ensure that the printer to be used for printing results reports has sufficient white paper and sufficient toner.

### Input Devices

- ❒ Check that the keyboard and mouse are working properly.
- ❒ Ensure that the keyboard and mouse are plugged in and have received appropriate maintenance (cleaning, etc.).
- ❒ Position the keyboard and mouse so that they will be comfortable for the survey participant to use.
- ❒ Be sure you know how to switch the button configuration of the mouse from "right-handed" to "left-handed" in case the survey participant asks to have it changed.

### Screen

- ❒ Ensure that the computer screen is clean and free of smudges.
- ❒ Check to make sure the screen is functioning properly at the appropriate resolution (at least 1024 × 768).

See the Appendix for workstation and network requirements.

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# Survey Participant Check-In Process

The survey participant will visit https://ctforsurvey.startpractice.com. At this website, the participant will enter his or her authorization code and create an account.

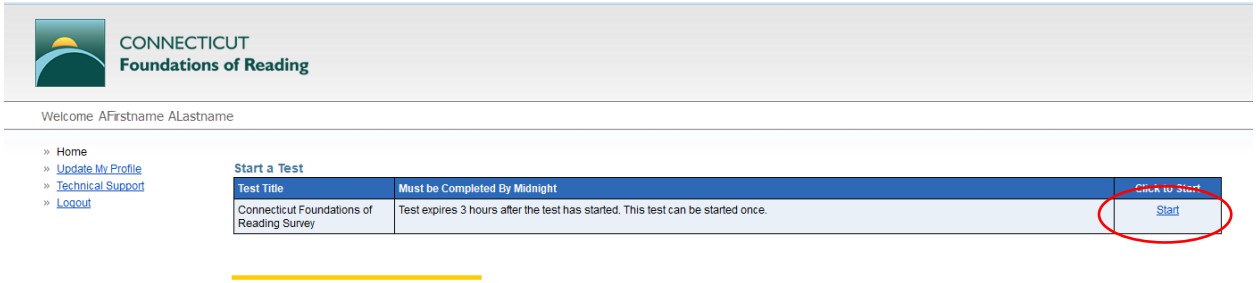
In order to set up an account, the participant must provide:

- first and last name
- email address
- password (created by the participant)
- state of residence

The participant will also be asked to accept the survey website terms and conditions of use. (These are separate from the survey nondisclosure agreement, which will be presented to the participant upon launching the survey.)

## Launching the Survey

Once the participant has created his or her account and accepted the survey website terms and conditions of use, he or she will see the following screen. When the participant clicks "Start," the survey will launch.

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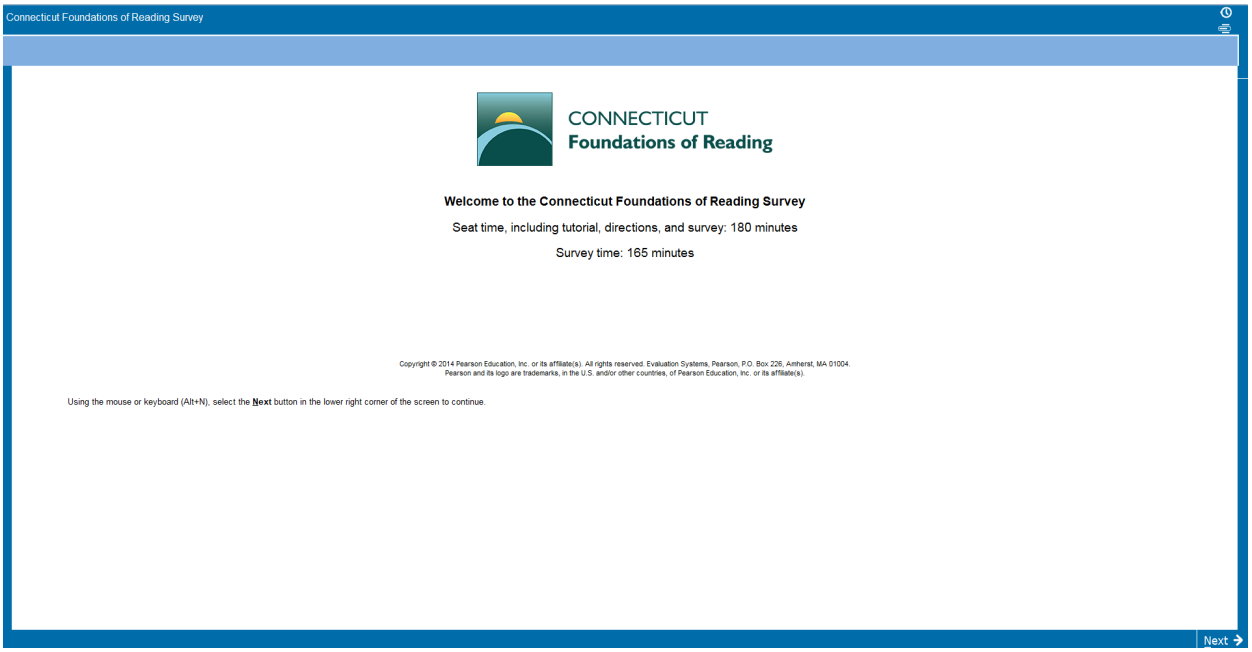
# Taking the Survey

When the survey is launched from the "Start" link, the participant will see a welcome screen similar to the one shown below.

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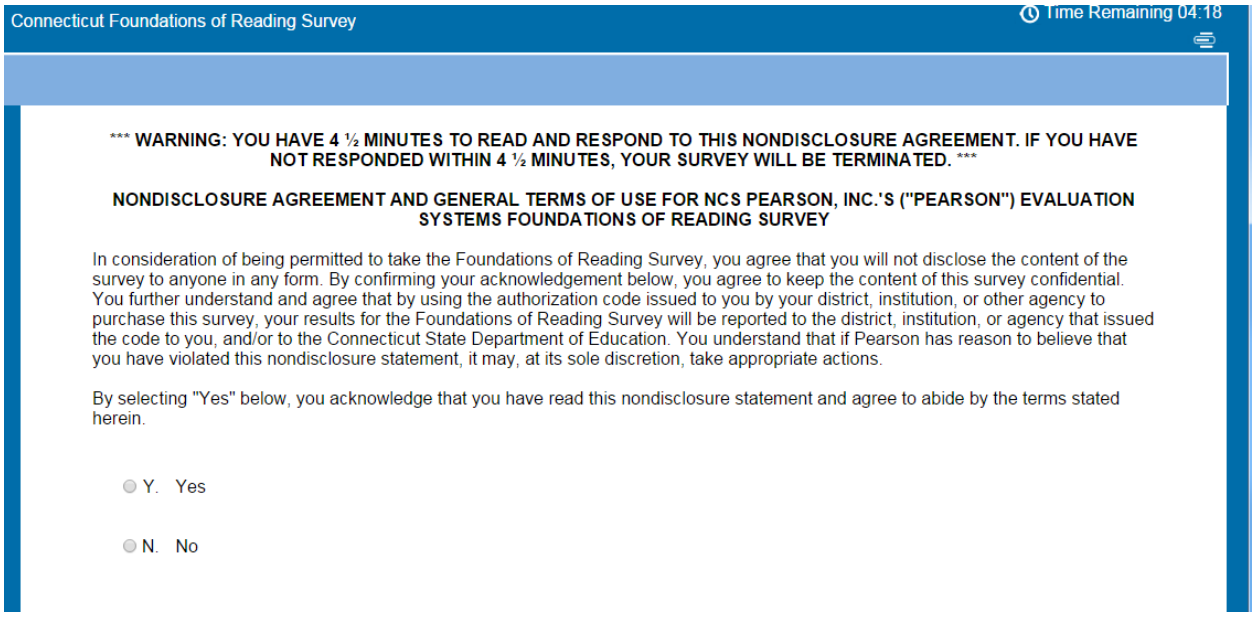
## Nondisclosure Agreement

On the next screen, the participant will be presented with a Nondisclosure Agreement. The participant must select "Yes," indicating that he/she agrees to abide by the terms of the agreement. The participant will not be allowed to continue the survey if he/she does not agree. If the participant does not agree to the Nondisclosure Agreement, the survey will terminate and the participant will be dismissed.

The participant has 4 1/2 minutes in which to read and respond to the Nondisclosure Agreement. If he/she does not respond within this time, the survey session will terminate.




After accepting the terms of the Nondisclosure Agreement, the participant will view the Tutorial.

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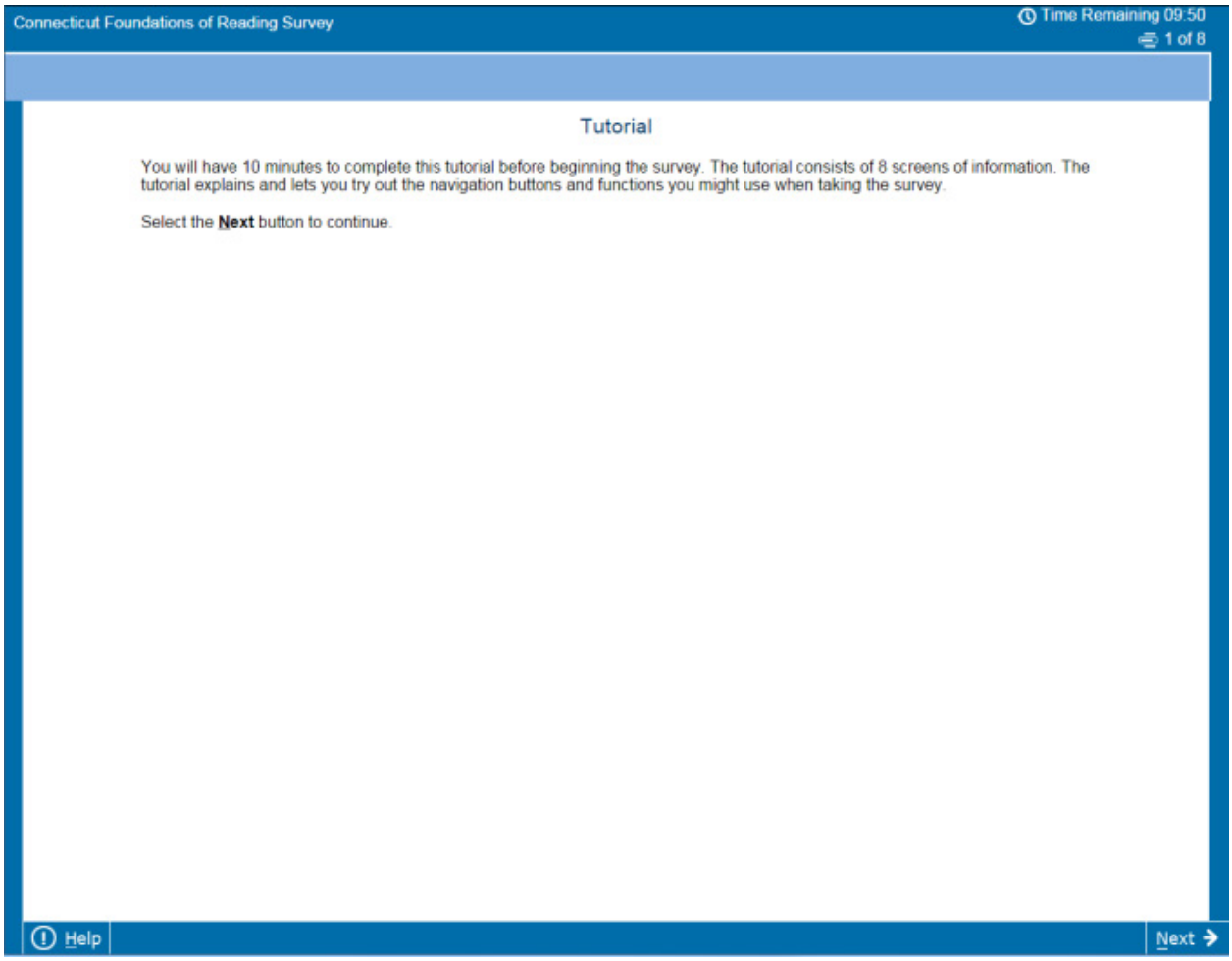
# Tutorial

A tutorial is provided to allow participants to acclimate to the survey environment. The participant is given 10 minutes to progress through the nine tutorial screens.

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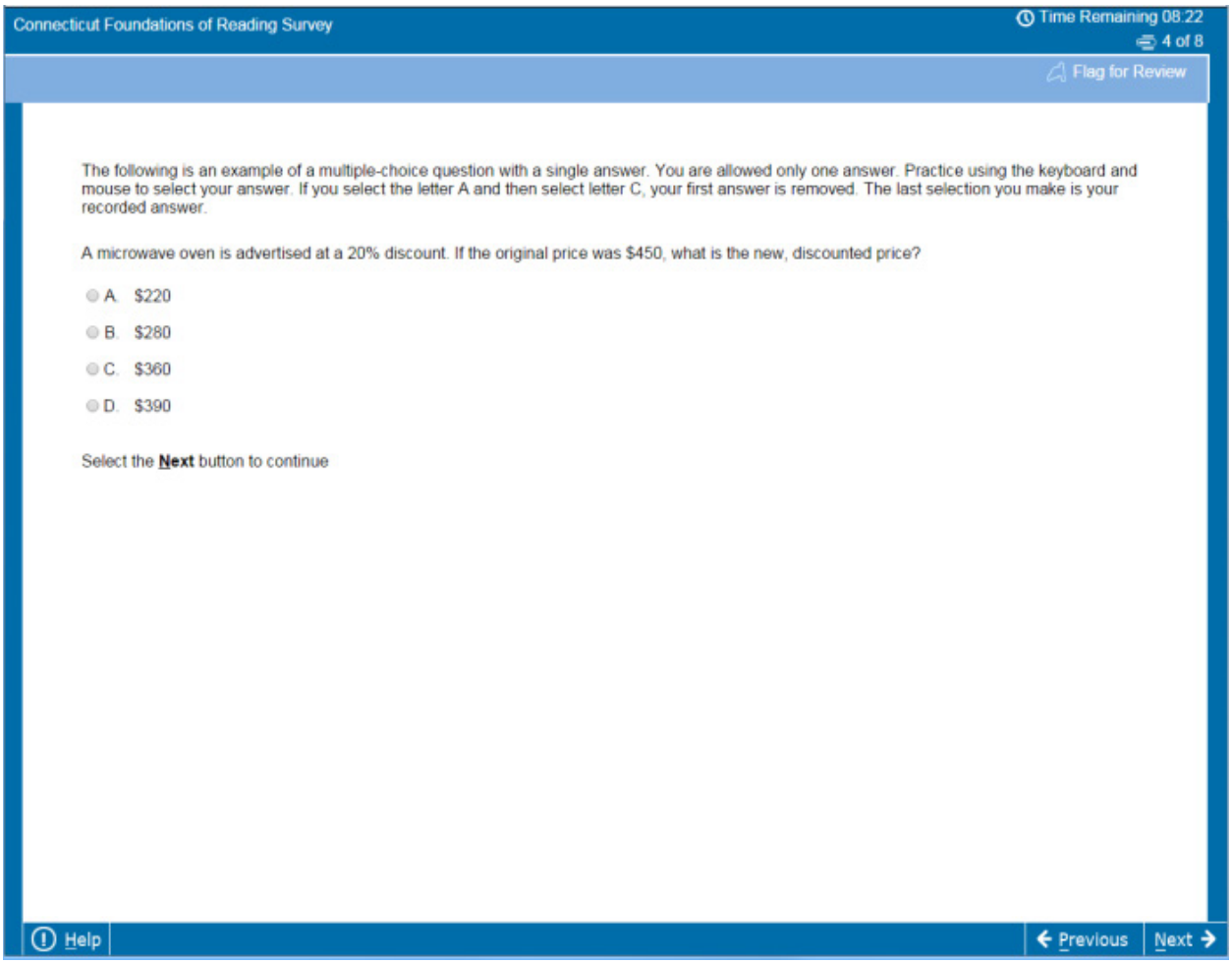


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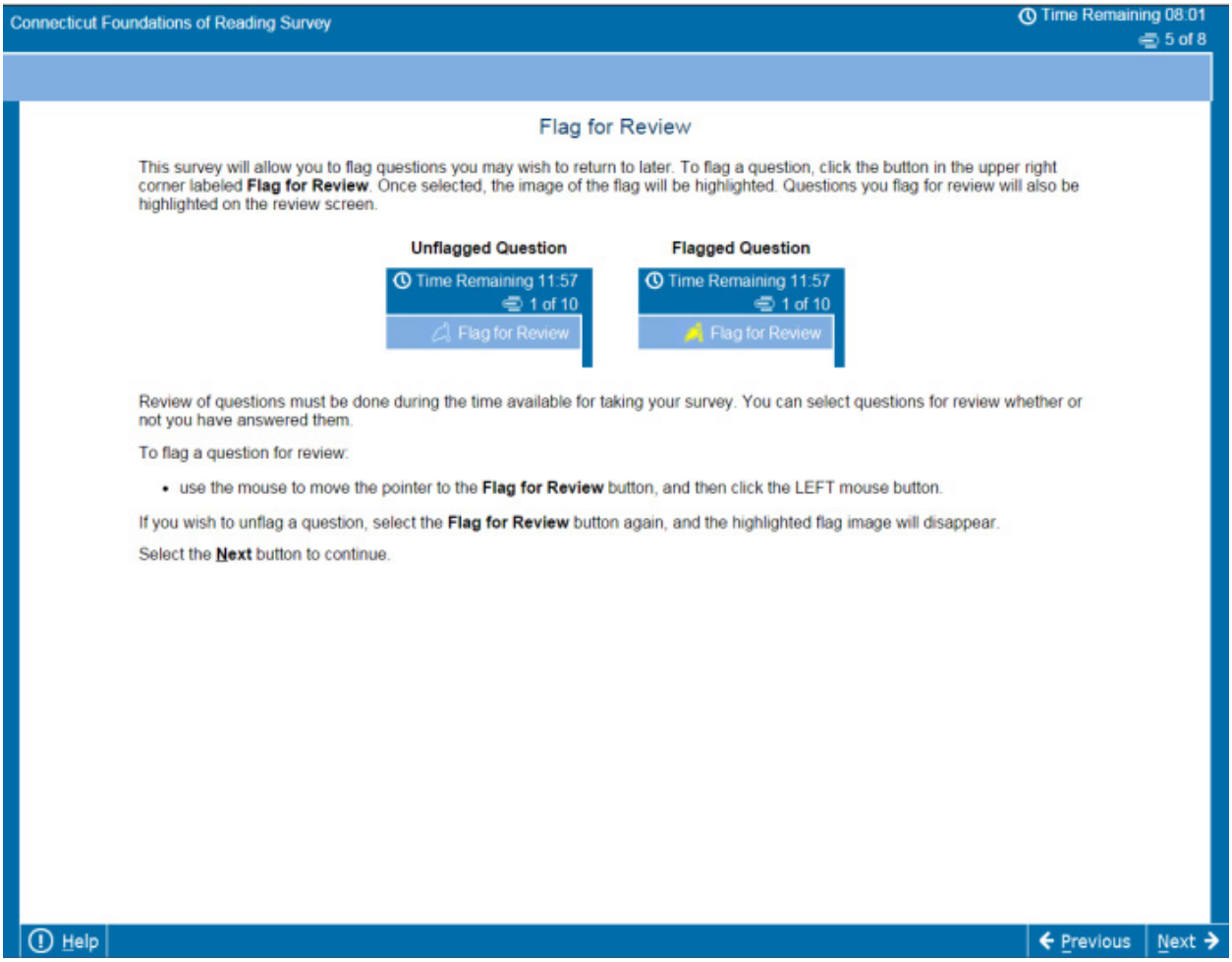


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Connecticut Foundations of Reading Survey

Time Remaining 07:41

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## Using the Survey Review Feature

The Survey Review feature allows you to move to any question within the survey. You can also use the Survey Review screen to review the questions you flagged for review. To view the **Survey Review** screen, select the Survey Review button in the lower right corner of the screen.

Blue headings label the different areas in the **Survey Review** screen. The screen contains three columns. The first column is the Question column, where you will find the list of question numbers.

The second column is the Status column; values here are either "Complete," "Incomplete," or "Unseen." "Complete" indicates that a selection has been made for a multiple-choice question, or at least one character has been typed in the answer box for a written assignment. "Incomplete" indicates that a question has not been answered. "Unseen" indicates that a screen has not yet been viewed.

The third column, Flagged for Review, indicates the questions that you have flagged for review. If you selected the **Flag for Review** button on a question screen, a flag appears beside this question on the **Survey Review** screen. In the example below, question 5 was flagged for review.

To select the question you would like to review, click on the question number. To exit the **Survey Review** screen, select the **Close** button in the lower right corner of the box.

You can go to the **Survey Review** screen at any time during the survey.

**Survey Review** - click on a question to go to it

| Question # | Status | Flagged for Review |
|---|---|---|
| Multiple Choice | | |
| Question 1 | Complete | |
| Question 2 | Complete | |
| Question 3 | Complete | |
| Question 4 | Complete | |
| Question 5 | Incomplete | |
| Question 6 | Complete | |
| Question 7 | Complete | |
| Question 8 | Incomplete | |
| Question 9 | Unseen | |
| Question 10 | Unseen | |
| Question 11 | Unseen | |
| Question 12 | Unseen | |
| Question 13 | Unseen | |

Help Previous Next

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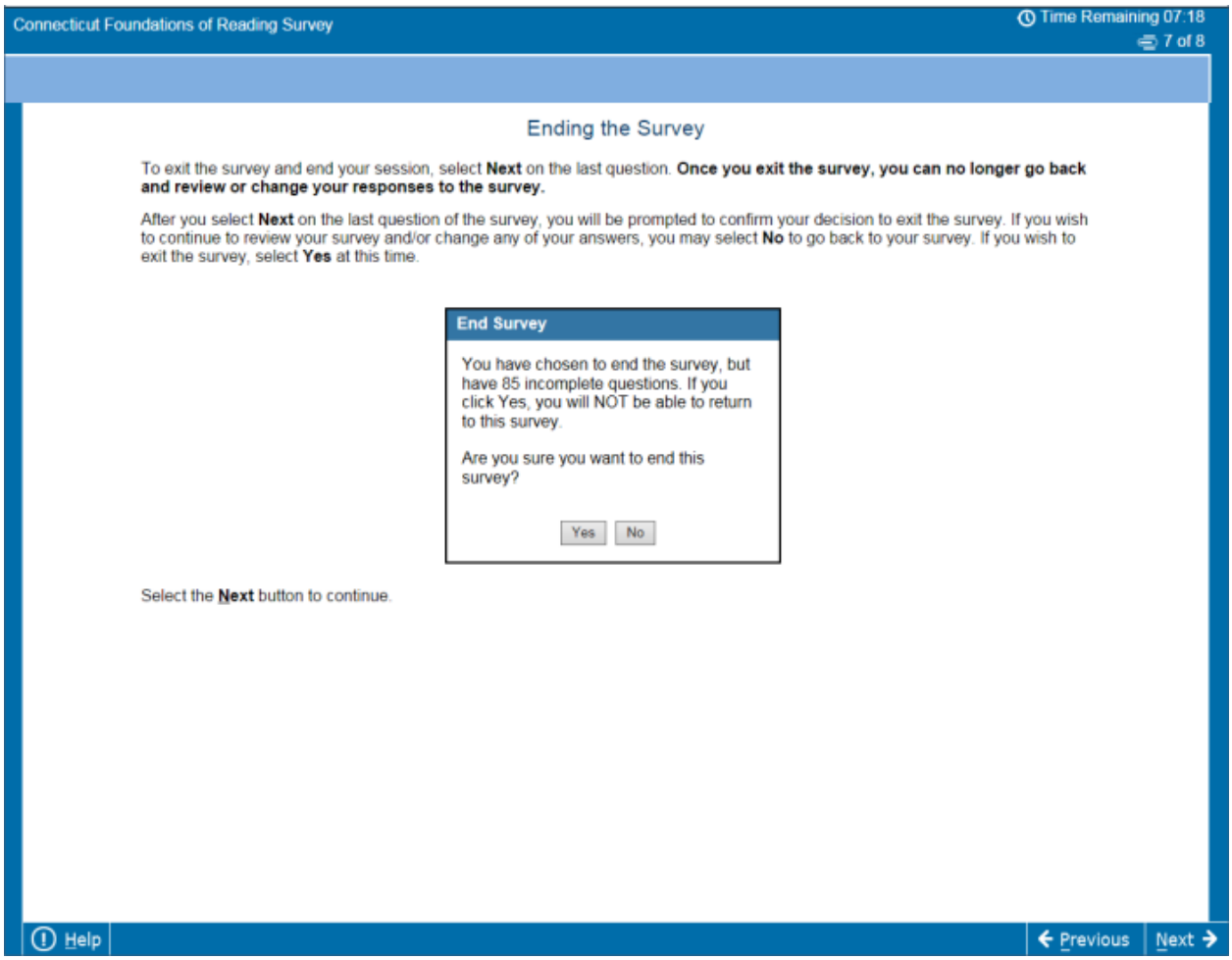


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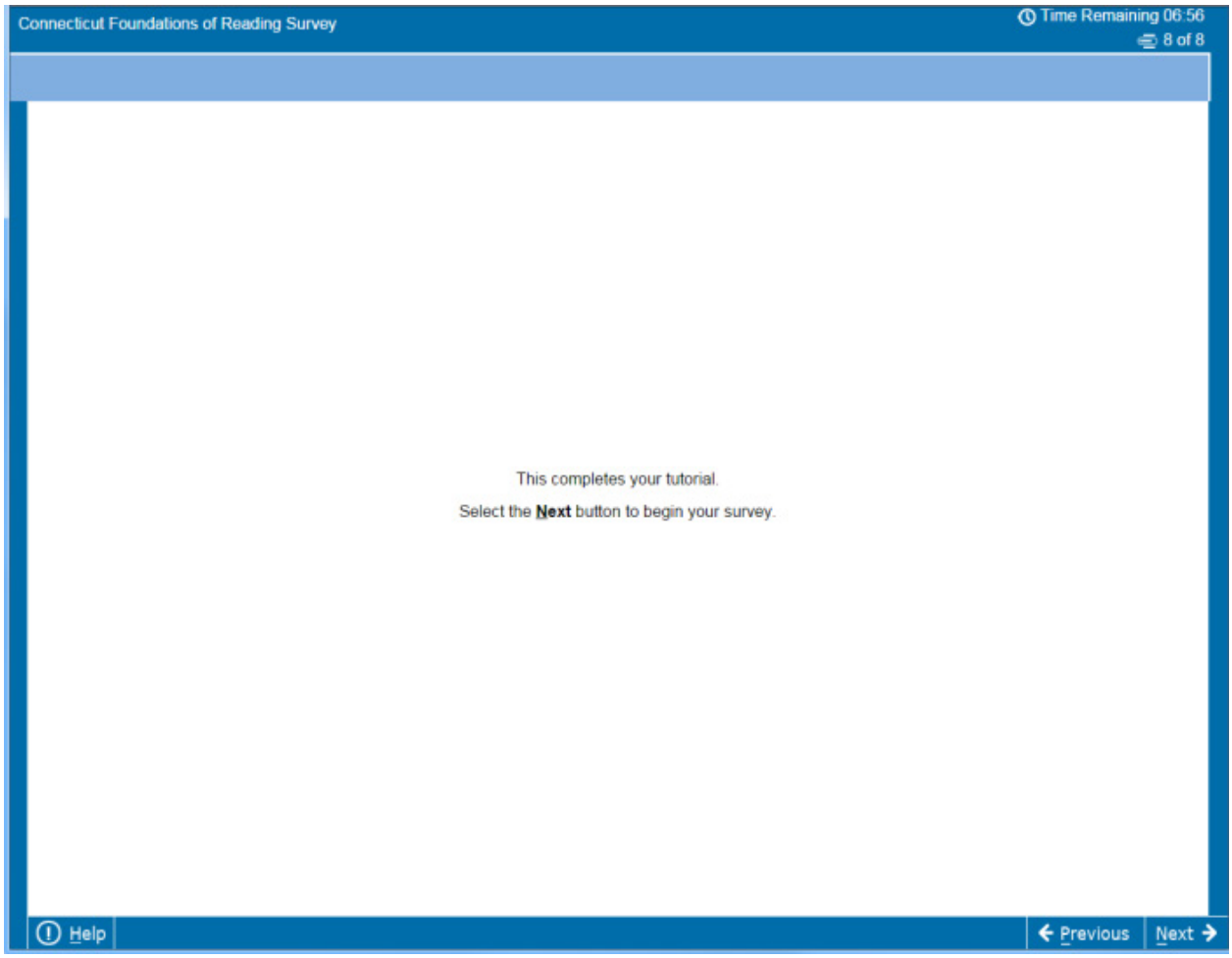


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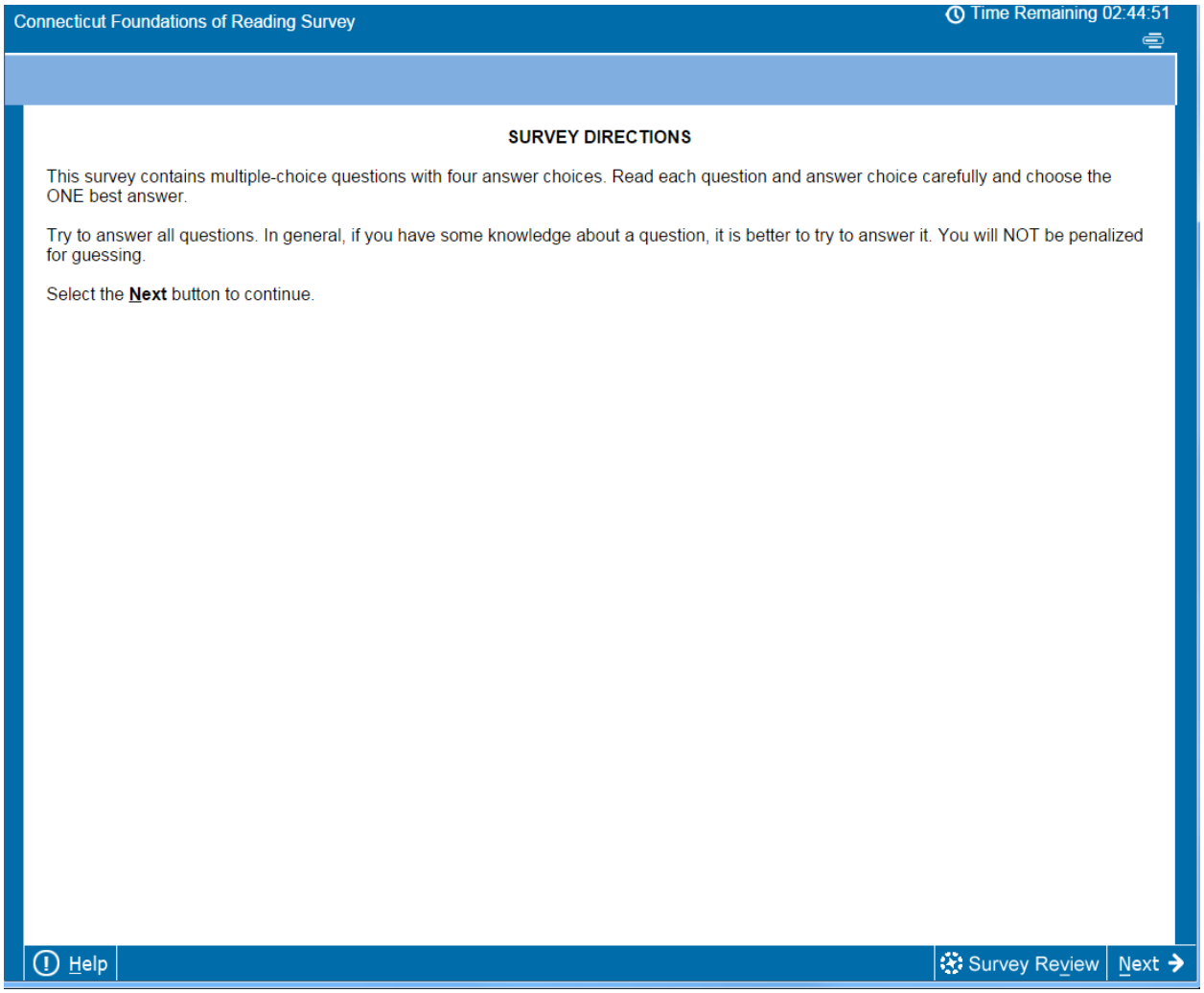
## The Survey

The survey session time begins when the participant views the Survey Directions screen shown below. The survey cannot be paused or stopped once the countdown clock has started. The countdown clock is located in the upper right-hand corner of the screen.

The survey session times are as follows:

- Tutorial and nondisclosure agreement: 15 minutes
- Survey directions and questions: 165 minutes

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## Survey Review Feature

During the survey, the participant may click on "Survey Review" at the bottom of the screen, which will bring up the Survey Review feature, as shown below.

The Survey Review feature summarizes the questions in the survey that are "Complete" (answered), "Incomplete" (not answered), or "Unseen." The Survey Review feature allows the survey participant to select an item to go back to.

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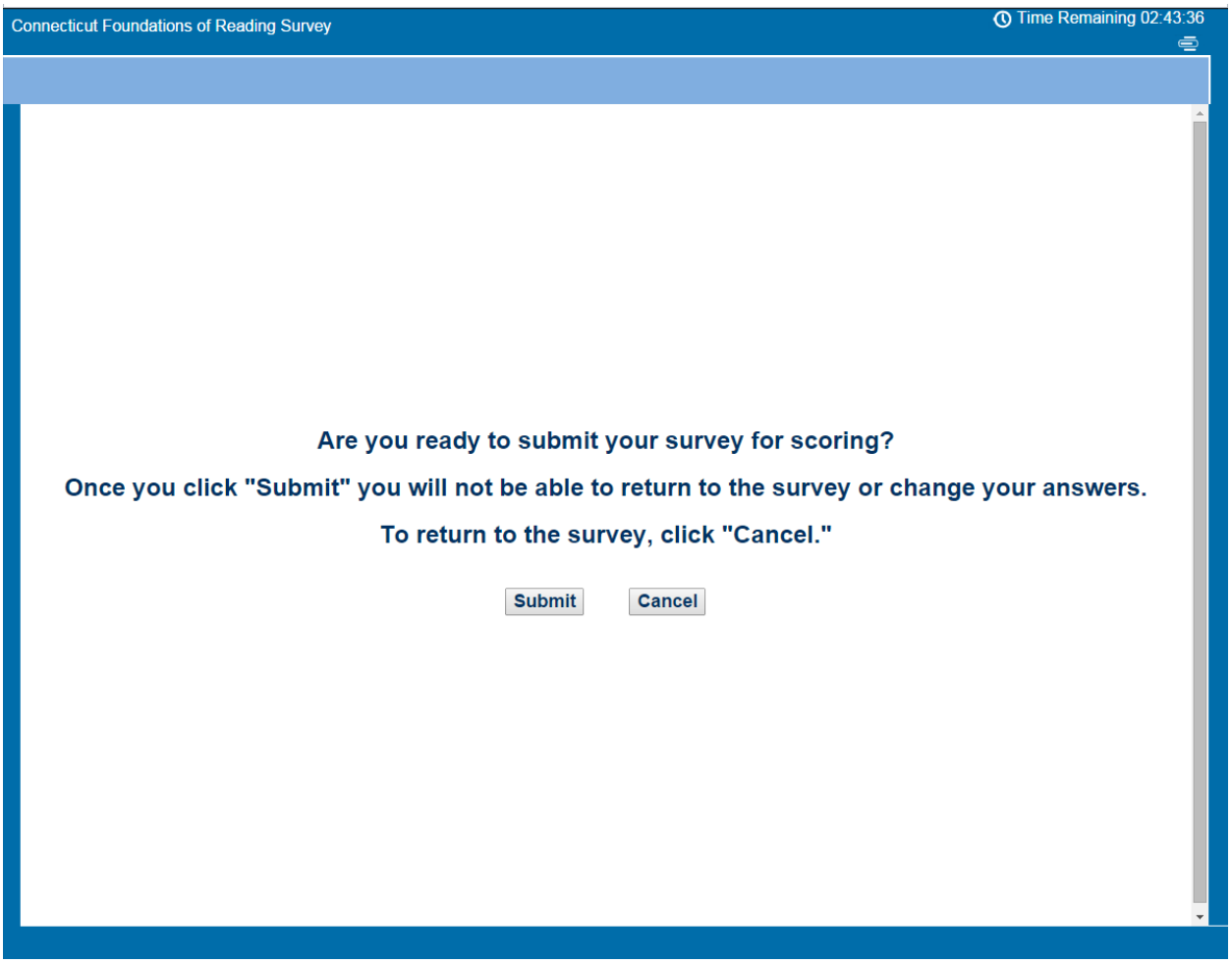
# Submitting the Survey and Ending the Session

## Submitting the Survey

When the participant reaches the end of the survey, a screen will appear asking if he/she would like to submit responses.




If the participant clicks "Cancel," he/she will return to the last item of the survey.

If he/she clicks "Submit," a pop-up message will appear, summarizing how many survey items have been completed and asking if the participant would still like to submit the answers for scoring.

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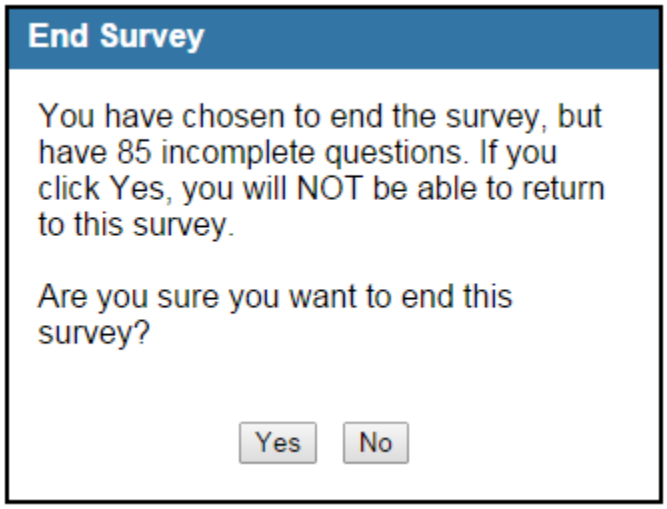
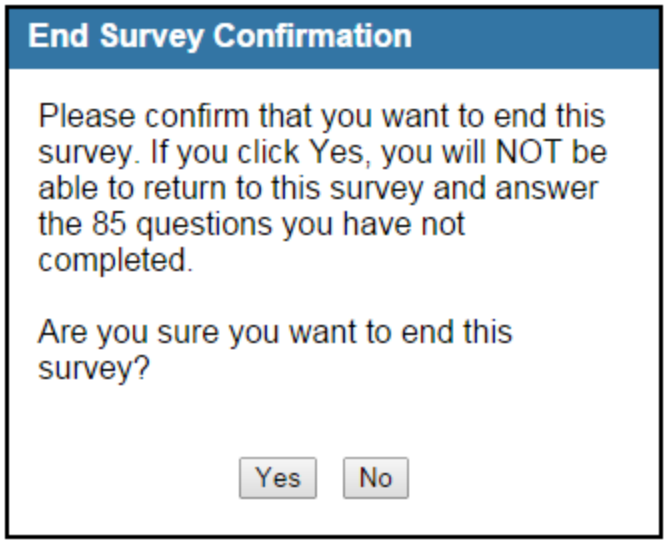



After the participant clicks "Yes" on the first pop-up message, he/she will see a second pop-up message asking him/her to confirm the survey submission.




Once the submission is confirmed, the participant will see a results report, which can be printed as detailed in the section of this manual titled "Results Reports."

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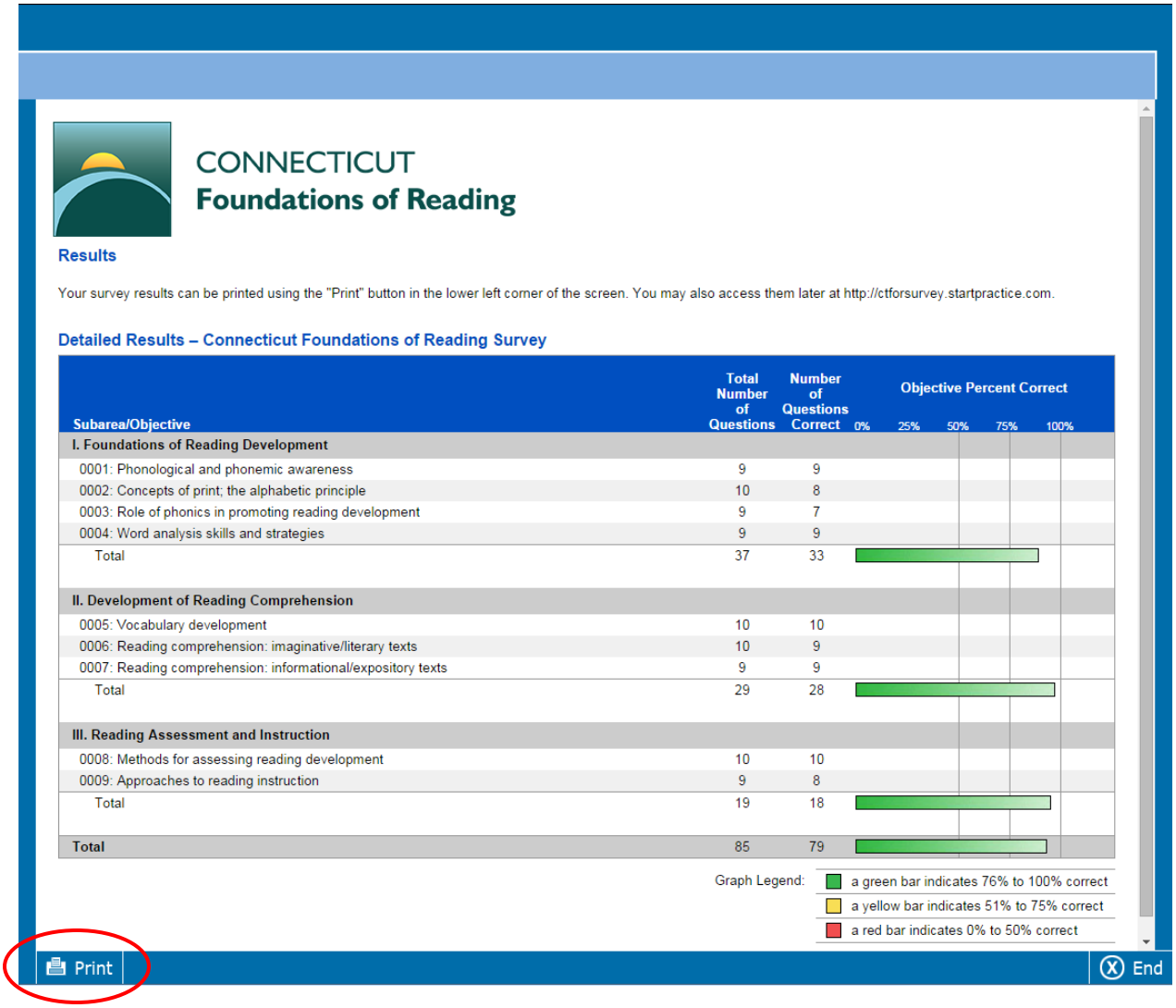
## Results Reports

A results report will be available once the survey is completed.

To print the results report, the survey participant must click on the button in the lower left-hand corner of the screen that says "Print." A pop-up message will appear asking the participant to select a printer on which to print the report. At this time, the participant should raise his/her hand to summon the proctor, who will complete the printing of the report.



CONNECTICUT
Foundations of Reading

Results

Your survey results can be printed using the "Print" button in the lower left corner of the screen. You may also access them later at http://ctforsurvey.startpractice.com.

Detailed Results – Connecticut Foundations of Reading Survey

| Subarea/Objective | Total Number of Questions | Number of Questions Correct | Objective Percent Correct (0% 25% 50% 75% 100%) |
|---|---|---|---|
| **I. Foundations of Reading Development** | | | |
| 0001: Phonological and phonemic awareness | 9 | 9 | |
| 0002: Concepts of print; the alphabetic principle | 10 | 8 | |
| 0003: Role of phonics in promoting reading development | 9 | 7 | |
| 0004: Word analysis skills and strategies | 9 | 9 | |
| Total | 37 | 33 | |
| **II. Development of Reading Comprehension** | | | |
| 0005: Vocabulary development | 10 | 10 | |
| 0006: Reading comprehension: imaginative/literary texts | 10 | 9 | |
| 0007: Reading comprehension: informational/expository texts | 9 | 9 | |
| Total | 29 | 28 | |
| **III. Reading Assessment and Instruction** | | | |
| 0008: Methods for assessing reading development | 10 | 10 | |
| 0009: Approaches to reading instruction | 9 | 8 | |
| Total | 19 | 18 | |
| **Total** | 85 | 79 | |

Graph Legend:
- a green bar indicates 76% to 100% correct
- a yellow bar indicates 51% to 75% correct
- a red bar indicates 0% to 50% correct

Print End

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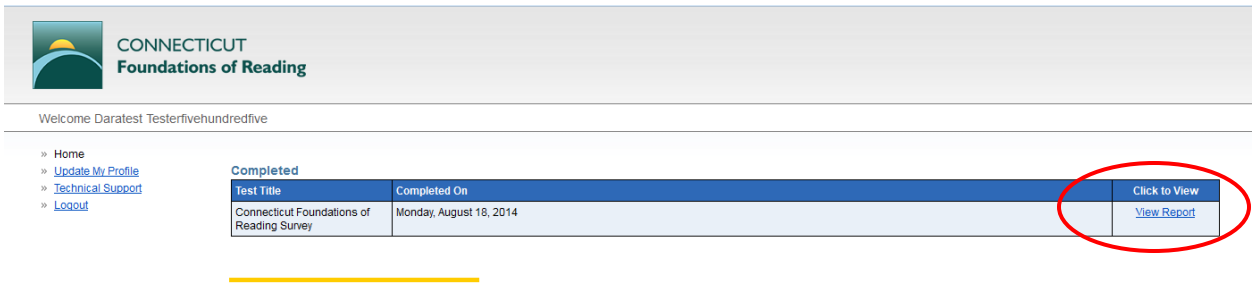
The survey participant can also print the results later, by logging in to https://ctforsurvey.startpractice.com and clicking on "View Report."




## Ending the Session

The survey session is over when the participant has finished the survey, and after the results report has been printed and given to the participant. When the report is printed, the proctor must close the browser.

The proctor should do the following:

1. Check the computer workstation and verify that the survey has been submitted.
2. Dismiss the participant from the center.

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# Procedures Prior to and During Survey Administration

## Process for Handling Interruptions or Emergencies During the Survey Session

### Interrupted Session, Examinee Has Remained in the Test Center

The survey is automatically saved every 30 seconds. A session may occasionally be interrupted by an event such as a power surge or power outage.

If the occurrence that caused the interruption is resolved within a few minutes and the examinee has not left the authorized test area, the test center proctor will:

1. Open the Internet browser
2. Ask the survey participant to log in to https://ctforsurvey.startpractice.com and click "Resume."

The survey will resume at the point where the interruption occurred.

The clock in the upper right corner of the screen will resume counting down the remaining session time.

### Interrupted Session, Participant Has Left the Center

If an interruption of longer duration occurs and the survey participant cannot continue the session and leaves the center, the participant's responses to that point will not be submitted, and they will expire after three hours. The survey participant would not be able to retake the survey with the same authorization code and username/password. If the participant wished to retake the survey, he/she would need to obtain a new authorization code.

### Disruptions of the Survey Administration Environment

Occasionally an occurrence (such as loud, continuous noise) may disrupt the environment in such a way as to impact participant performance. If the disruption is resolved, the session may resume and session time may be adjusted for time lost during the disruption.

The proctor should contact technical support and provide participant information in order to have the remaining session time adjusted.

Before technical support can adjust the time, the participant must close the survey by clicking simultaneously on Ctrl + Shift + Alt +F10. The examinee will then log in and relaunch his/her survey. The clock will reflect the time that was added.

### Participant Illness During the Session

If a survey participant becomes ill and cannot continue taking the survey, the proctor will:

1. Complete the survey by clicking on "Navigator," scrolling to the last question and clicking on it, clicking "Next," and then clicking "Submit."
2. Inform the participant that he or she should contact their District Liaison for further steps to take.

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# Appendix:
# Workstation and Network Requirements

## Workstation System Requirements

In order for your center to administer an Internet-based survey, the following requirements must be met or exceeded:

1. Current model PC running Windows XP or higher, minimum IE 7.0

   **OR**

   Current model Mac running Mac OS 10.4.11 or higher, minimum Safari 3.0
2. All current security patches applied
3. Network printer (not connected to individual computer)
4. High-speed Internet connection (not dial-up)
5. Monitor (17" or greater recommended) with a screen resolution of at least 1024 x 768
6. Mouse and keyboard

## Network Settings

Ensure that your system is configured with these settings (you should check these settings for any proxy, firewall, content filter, or other security device that might be set up on your local network):

1. The following ports are opened:
   - Http (80)
   - Https (443)

2. The following domains have been approved and given unrestricted access:

   http://starttest.com
   https://starttest.com
   http://starttest2.com
   https://starttest2.com

   **NOTE:** The domains can also be added as:

   - http://starttest.com
   - http://starttest2.com
   - *.starttest.com*
   - *.starttest2.com*

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