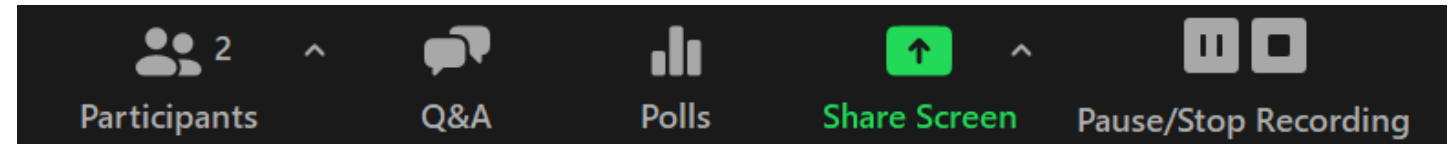

Welcome!

COMPANION-
Accommodated Formats

THANK YOU FOR JOINING We will begin at the top of the hour.



QUESTIONS– please ask! Send your questions via the Q & A function.

A COPY OF THIS PRESENTATION is posted on the ACCUPLACER home page after you log on. Click on Training Materials.

Today's Presenters: Kathie Montognese & Deborah Anderson



COMPANION: Accommodated Formats



Today's Training Agenda



**COMPANION Overview and
Digital**



COPPS Scoring



Live Demo

COMPANION

Overview & Digital

COMPANION Digital

First Option

- Administer test on computer
- Automatically scored
- Student can go back to previous question(s)
- Two Versions (J & K)

05 COPPS Digital J Reading, Writing and Math/Arith

05a COPPS Digital K Reading, Writing and Math/Arith

06 COPPS Digital K Reading, Writing and Math/QAS

06a COPPS Digital J Reading, Writing and Math/QAS

COMPANION

Overview

COMPANION tests provide accommodated formats for test takers who are unable to take the online version of

Test booklets and answer sheets can be printed directly from the ACCUPLACER platform

Formats available

- Standard and Large print version
- Braille version*
- Audio CDs *

Scoring

- Scan and upload answer documents for immediate scoring
- Students receive the same Individual Score Reports (ISR) as students taking the on-line version

COMPANION Scoring:

COMPANION Online Paper Processing System (COPPS)

COPPS

COMPANION Online Paper Processing System

COPPS is a new method of accessing, administering, and scoring COMPANION paper assessments

- Easy access – no need to order booklets and answer sheets – you print them as needed!
- Reduce material costs – COPPS requires test unit consumption for scoring
- Automated scoring - upload scanned answer sheets directly into the ACCUPLACER platform
- Print student's ISR that include COMPANION scores and placement messages
- Reader Scripts are available for Companion tests

Components of COPPS



Answer Documents

- Print individual answer sheets
- Batch print up to 20 answer sheets at a time



Test booklets

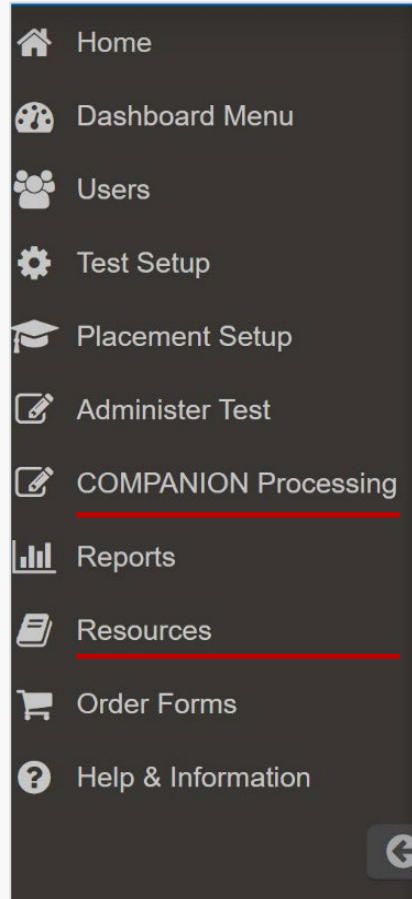
- Standard and Large Print
- Two forms for each test Form J and Form K



Reader Scripts

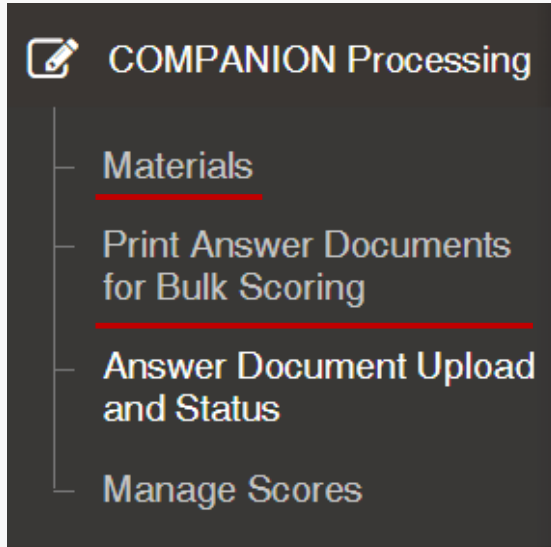
- Instructions to test readers
- Instructions to test takers
- Test items to read which include descriptions of figures in math tests

Accessing COPPS Materials



1. Log on to ACCUPLACER as Institution Administrator, Site Manager, or Proctor Reporter
 2. Click on COMPANION Processing
 3. Select and print materials needed
 - Test Booklet(s)
 - Reader Script(s)
 - Answer Document(s)
 4. Administer COMPANION tests to student(s)
 - Answer document inspection
 5. Upload Answer Document and Check Scoring Status
 - Bulk scoring available
 6. Manage Scores
 - Print Student ISR
- *COMPANION Administrator's Manual* and *Steps for COPPS* provide more detailed information and are located under the Resources menu of the platform

Test Materials




Materials available for print -on-demand

- Test Booklets – Standard or Large Print
- Reader Scripts
- Answer Documents
- Bulk-print multiple Answer Documents

Materials available via the ACCUPLACER Order Form

- Braille Booklets
- Audio CDs
- Note: Scoring for Braille and Audio CD versions is completed online via COPPS

Printing Materials











 **COMPANION Processing**

Materials

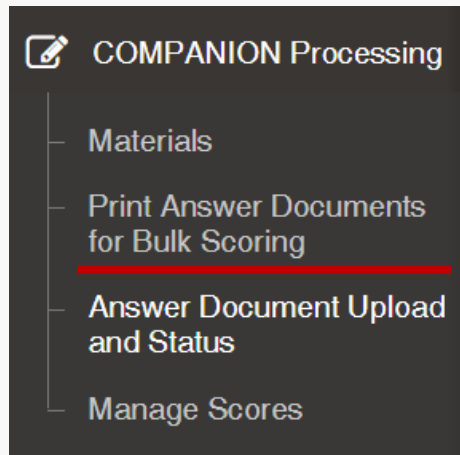
Print Answer Documents
for Bulk Scoring

Answer Document Upload
and Status

Manage Scores

COMPANION Forms Imported List		
		Sort By COMPANION Material <div>↓^Z↑_A ↓^A↑_Z</div> 10 ▾
COMPANION Material	Form Type	Action
** Next Generation Reading Large Print Form K	Test Form	
** Next Generation Reading Regular Form K	Test Form	
** Next Generation Reading Script Form K	Test Form	
** Next-Generation - Advanced Algebra & Functions Administrator's Reader Script Form J	Test Form	
** Next-Generation - Advanced Algebra & Functions Administrator's Reader Script Form K	Test Form	
** Next-Generation - Advanced Algebra & Functions Large Print Form J	Test Form	
** Next-Generation - Advanced Algebra & Functions Large Print Form K	Test Form	
** Next-Generation - Advanced Algebra & Functions Regular Form J	Test Form	
** Next-Generation - Advanced Algebra & Functions Regular Form K	Test Form	
** Next-Generation - Arithmetic Administrator's Reader Script Form J	Test Form	

Bulk Scoring: Printing Answer Documents



- Enter number of answer documents needed
- Select Print
- COMPANION Batch Print Summary
 - Summary used to troubleshoot possible scoring errors



Print Answer Documents for Bulk Scoring










Print Answer Documents for Bulk Scoring

Form Type: Answer Test Type: Next-Generation COMPANION Answer Document: Next Gen Answer Enter Number of Copies: Enter Number of Copies

Reset Print

COMPANION Batch Print Summary

Sort By: Print ID 10

Print ID	Total Unique Identifiers (UID) (Number of copies printed)	Printed On	Printed By	Action
91	1	Feb 27, 2018 4:05:06 PM	khenry_IA	  
145	1	Jul 6, 2018 12:12:32 PM	khenry_IA	  
149	2	Jul 9, 2018 11:14:43 AM	khenry_IA	  

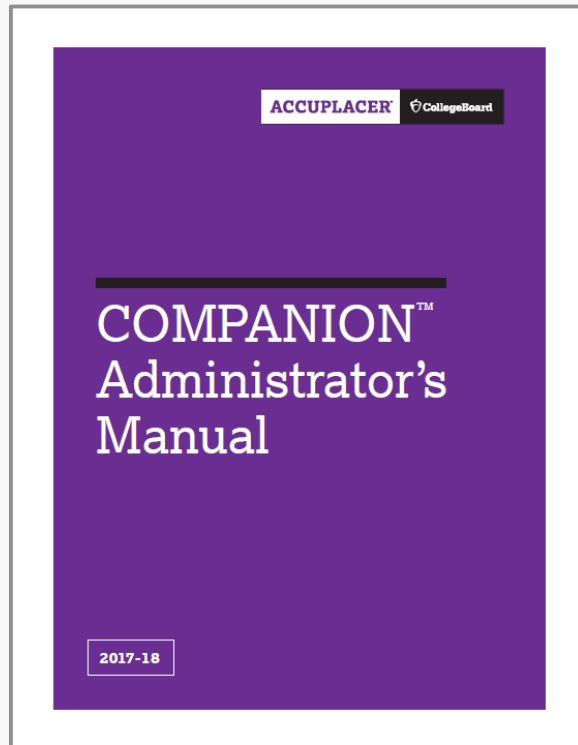
1 to 3 of 3 Records

First Prev 1 Next Last

[illegible]

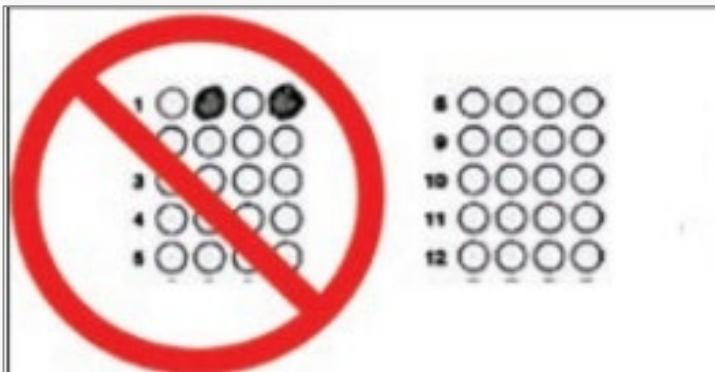
- 

What to do on Test Day



- Check all student IDs
- Provide a copy of the COMPANION student Privacy Policy to each student
 - Located in the COMPANION Administrator's Manual and in Resources on the platform
- Directions for test administration provided in the Reader Script document
 - Additional information for Braille and Audio CD version provided in the COMPANION manual
- Adhere to all security requirements for test administration provided in the COMPANION manual
- Resources > ACCUPLACER Manuals and Guides > COMPANION Administrators Manual

Answer Document Inspection



Attention all Proctors!

- Visually inspect every answer sheet for completeness and accuracy prior to student(s) leaving
- Fill in missing information prior to upload and scoring

Look for:

- Complete Name, Student ID and Date of Birth
- Student ID must be filled in at the bottom of each page
- Site ID must be filled in (provided by the Proctor)
- Correct Form Code must be filled in for scoring
- Check to ensure all required background questions are complete (if applicable)
- Double Bubbles! Ensure only a single bubble is completed for each question
- Check answer sheet to ensure free of wrinkles or other damage that might prevent proper imaging or scoring

Scoring: Answer Document Upload

- Scan answer sheets and save as one of the accepted file types: jpg, jpeg, tiff, and pdf
- Up to 25 students can be combined in one file.
- If scanned separately, up to 25 files can be combined in a zip file.

1. Log in and open Answer Document Upload and Status page
2. Upload the file to your ACCUPLACER account
3. Click Upload

Answer Document Upload and Status

- The system will only accept the following file formats: ".zip", ".jpg", ".jpeg", ".tiff", and ".pdf".
- A ".zip" file may contain any of the following file formats: ".jpg", ".jpeg", ".tiff", and ".pdf".

Answer Document - Upload





Drop file here to upload (or Click)

Choose Files

Cancel Upload

Answer Document Upload Status

Sort By Upload ID

Upload ID	Upload Status	Total Answer Documents	Unable To Score	Completed	Uploaded On	Last Modified Date	Action
625	Imported	1	0	1	Jul 9, 2018 3:17:02 PM	Jul 9, 2018 3:19:38 PM	 
624	Imported	1	0	1	Jul 9, 2018 3:02:31 PM	Jul 9, 2018 3:58:41 PM	 

Use Action icons to view or download files for troubleshooting

Check Scoring Status

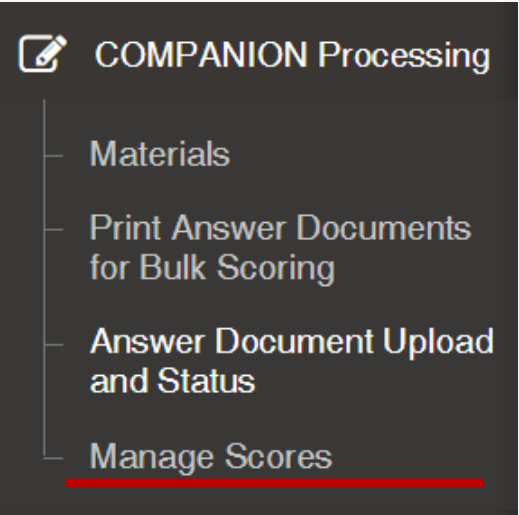


After uploading answer documents there are three possible outcomes

- 1. Unable to Score:** Use the Edit tool to supply missing information and review answer choices to ensure scanning was accurate
- 2. Reupload Required:** This may occur if the scan resolution is insufficient for ACCUPLACER to determine barcodes or critical identifying bubbled information
 - 1. Recheck Answer Documents and repeat the process**
- 3. Successful Scoring:** Once all required fields contain valid information, a test is scored, and an Individual Score Report (ISR) can be generated

***Note:** You can receive all three outcomes for one file because error checking is student record specific.

Score Status: Unable to Score or Reupload Required

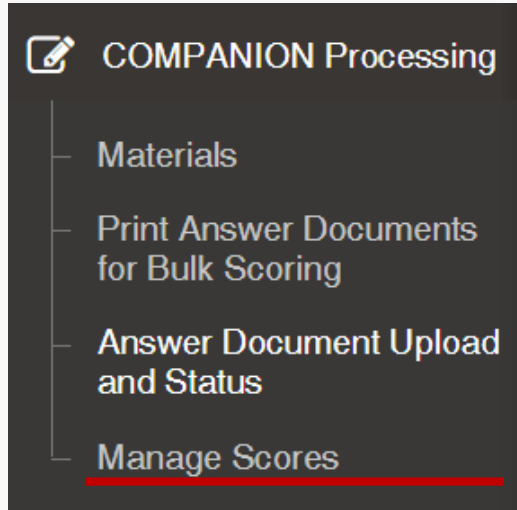


Status - #1 Unable to Score or #2 Reupload Required

1. Download to review all four pages of the Answer Document
2. Rescan and upload corrected Answer Document
3. Use the Edit tool to supply missing information and/or review answer choices if scanned incorrectly

The screenshot shows the 'Manage Scores' interface. At the top, there's a header 'Manage Scores' with a refresh icon. Below it, a filter bar shows 'Unable To Score' selected, with other options 'Completed' and 'All'. A search bar and a 'Filter' button are also present. To the right, there are sorting options 'Sort By' (set to 'Paper Test ID') and a dropdown for '10' records per page. The main table has columns: Paper Test ID, Upload ID, Student ID, First Name, Last Name, Status, and Uploaded On. A single record is shown with Paper Test ID 1128, Upload ID 620, Student ID 4455332211, and Status 'Unable To Score'. The 'Uploaded On' date is 'Jul 6, 2018 10:38:06 AM'. A 'Download' button is next to the record. A dropdown menu is open from the download button, showing a list of PDF files: 'All', 'CCE07062018_1010547XXX001M7_Page1.pdf', 'CCE07062018_1010547XXX001M7_Page2.pdf', 'CCE07062018_1010547XXX001M7_Page3.pdf', and 'CCE07062018_1010547XXX001M7_Page4.pdf'. At the bottom left of the table, it says '1 to 1 of 1 Records'. At the bottom right, there is a 'Last' button.

Manage Scores: Unable to Score or Reupload Required



- Use the Edit tool to update or add missing demographic information, Background Question responses, and to correct incorrectly recorded answers

Student Info +

Background Details +

Test Information -

+ COMPANION Next-Generation Reading (Auto Score) Remove


- COMPANION Next-Generation Writing (Auto Score) Remove

Form: ☐ J ☒ K

	A	B	C	D		A	B	C	D		A	B	C	D		A	B	C	D
1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	11	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	21	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	31	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	12	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	22	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	32	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	13	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	23	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	33	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	14	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	24	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	34	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	15	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	25	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	35	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
6	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	16	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	26	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	36	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	17	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	27	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	37	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	18	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	28	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	38	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	19	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	29	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	39	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	40	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Cancel Submit

Manage Scores: Completed

 COMPANION Processing

Materials

Print Answer Documents
for Bulk Scoring


Answer Document Upload
and Status

Manage Scores


Status – #3 Completed

- Scoring typically takes less than one minute for four pages
- Allow several minutes if you are scoring multiple sets
- Click on the Refresh icon to update



 Manage Scores


Manage Scores



Unable To Score



Completed

All



 Filter

Sort By

Paper Test ID

10

Paper Test ID	Upload ID	Student ID	First Name	Last Name	Status	Uploaded On	Action
1073	568	4455332211			Scored	Jun 20, 2018 11:45:41 AM	 

1 to 1 of 1 Records

First

Prev

1

Next

Last

Tips for Scanning

- Scan/image quality must be 300 dpi (dots per inch) or greater.
- Must scan to original paper size (100%). No enlarging or reducing.
- Scan image orientation **must be portrait**, not landscape, and images, when viewed in the system, must appear right-side up. **If images are scanned upside down, they will not be scorable.**
- Verify that images are not skewed (rotated left or right) due to placement within the scanner/copier.
- **IMPORTANT:** If scanning/uploading answer documents for more than 1 student at a time, be sure to use the barcode version.


Score Reports

Generate Student Individual Score Report (ISR)

- Student ISRs that include a COMPANION score are available to print and scores can be uploaded to your SIS

9/5/2019

Exnum :34909202 Branching Profile Name :Paper Test Next Gen

CollegeBoard
ADCUPLACER

Student Name: KEITH HENRY
Student ID: 630847725

Individual Score Report

Date of Birth 07/01/1992	Major/Program Name ---Omitted---	Site Name Henry Community College Testing
Date of Testing 07/09/2018	Administered by Henry, Keith	Voucher Number N/A

Time Record

Test Session Started	Test Session Ended	Total Time
07-09-2018 12:00 PM EDT	07-09-2018 12:00 PM EDT	00:00:00

Test Results

Test Name	Score
COMPANION Next-Generation Reading (Autoscore)	255
COMPANION Next-Generation Writing (Autoscore)	274

Standard Background Questions

Question Name	Answers
Gender	Male
Self Description	White
First Language Spoken	English only
English First Language	English only
High School Graduate or GED Certificate	I am a high school graduate
Studied Algebra in High School	Yes
Do you intend to apply for Federal Financial aid?	No
Mother's Education	High school diploma or equivalent
Years Studied English in High School	4 years
Years Studied Mathematics in High School	4 years
Years Since Last Mathematics Course	7 or more years
Father's Education	Bachelor's or four-year degree

Exnum: 34909202 | Branching Profile Name: Paper Test Next Gen

Test Security

- Protecting the security and confidentiality of test materials is critical for ensuring valid test scores and providing standard and equal testing opportunities for all students
- The Institutional Administrator and Site Manager are responsible for the security of all testing materials
- All test materials must be kept in a locked, secure area until the time of testing.
- Test materials may not be copied or reproduced in whole or in part, transferred to any other party, or used for any other purpose
- **Test booklets must not be saved to local computers or networks. Remember to delete documents from Download or Temp folders after printing.**

COMPANION

COPPS Scoring Demo

Our Contact Information

Q & A

Thank you!

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TSIA/ACCUPLACER Program

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Kathie Montognese

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