exploros™

Social Studies
Texas TIA Pre/Post Assessment
ADMIN GUIDE V2.0

Administrator Guide for the
Exploros Social Studies Pre-Post Assessments
Version 2.0

This guide is intended for administrators managing the Exploros Beginning of Year Pre-Test and End of Year Post-Test for Texas Social Studies Assessments. These assessments are used in various programs, including the Teacher Incentive Allotment (TIA), and are administered through the Exploros platform. Each chapter in this guide is intended to provide key information for efficiently overseeing the testing process.

Tests: For the 25-26 school year, Exploros offers Pre /Post Tests for the following courses:

Exploros offers Texas Social Studies BOY and EOY assessments for grades 4-8 and
High School World Geography, World History, U.S. History, Government, and Economics

Format: Each Pre and Post-Test contains 20 STAAR 2.0 items aligned to the TEKS and single or dual-coded. The tests do not contain constructed response items — everything is outscored. (The Exploros Social Studies Program contains hundreds of constructed response questions.) Depth of Knowledge per item ranges from DOK 1 to DOK 3.

Delivery: Tests are delivered within the Exploros platform, which is a browser-based application. Tests are administered by a classroom test proctor, and have certain security features as described in this guide. You can opt to give all district teachers proctor permissions (more in Chapter 3, Assigning, Starting, and Monitoring Tests).

Reporting: Upon test completion, Exploros provides student-level performance data containing raw scores and TEKS-based scores. Exploros does not define growth targets but can assist in calculating targets based on the district model.

OVERVIEW OF IMPLEMENTATION STEPS and TIMELINES

The Exploros platform is designed to ensure that the overall testing process runs as smoothly as possible. To this end, this guide is broken into four chapters that represent important milestones to address and a Frequently Asked Questions chapter.

1 **District Licensing Information and Agreement (Page 3):** Exploros sets up seat licenses based on the number of seats per campus. To make certain your campuses are properly licensed for testing, we need all the information to configure your subscription, and a signed License Agreement for test security.

2 **Test Preparation: Rostering, Licensing, Device Prep (Page 5):**

1. Scheduling: Determine the testing schedule.

2. Rostering: Exploros supports multiple methods of rostering with systems such as Classlink, Schoology, Canvas, Google Classroom, and others. Defining and communicating roster approach, setting up rosters, making sure classes are licensed to test, and validation in advance are critical to testing success.

3. Proctor Setup and Roles in Exploros: To start a Pre or Post Test for students, Exploros uses a role with Proctor permissions. Only users designated as Proctors can administer a test. A Proctor may be a classroom teacher or some other individual, but Exploros needs the list of approved Proctors before the tests can be administered (more in Chapter 2.3 Use of Proctors for Test Administration).

4. Device Preparation: Exploros is a browser-based application. To ensure success, check that devices meet system requirements, have district-recommended security, and appropriate accessibility features via the browser or extensions.

5. Help Videos and Practice Tests: Proctors, teachers, and students can access videos and should familiarize themselves with the testing process ahead of time.

3 **Classroom Assigning, Starting, and Monitoring Tests (Page 9):** Teachers with an Exploros account and test proctoring permissions can assign and start a test for their classes. Administrators have reports to oversee the seat licensing and test-taking process. We also recommend certain classroom practices for testing security, validity, and success.

4 **Reporting, Growth Targets, and Teaching Recommendations (Page 13):** Once testing is complete, Exploros provides reporting for administrators and teachers. Exploros will also calculate growth targets based on the district growth model, and provide recommendations for learning experiences that address growth target TEKS.

5 **Frequently Asked Questions (Page 16):** What happens if students are absent for testing day? Can students skip questions and return to them? What if Proctors needs support? These and other questions are referenced in the FAQs.

DISTRICT LICENSING INFORMATION and AGREEMENT

Exploros offers two different Social Studies products in Texas, each of which is purchased by student seat count per campus. The products are:

1. **Social Studies Program** which includes about 1000 5E-Model device-enabled Learning Experiences organized by course for elementary, middle, and high school.
2. **Social Studies Pre and Post Assessments (used for TIA)** which include two tests (beginning and end of year) per course for elementary, middle, and high school for the specific courses previously described.

Some campuses purchase both products for all available grades, and some campuses purchase one or the other product for certain grades. **It is important to make sure that Exploros has all the proper information to configure your campuses for the appropriate licenses and seat counts before your testing days.**

The district order form will have total seat counts. If Exploros has campus-level seat counts, it will be reflected in the *District or Campus Trial or Subscription Form.* However, if Exploros does not have per campus seat license information, we need the district administrator to add these details to the form (see example below).

District or Campus Trial or Subscription

Enter district information and information for any campuses that will be part of the subscription. Enter district administrators who should receive Classroom Analytics, and for each campus, enter at least one campus-level

Subscription

	Campus *	Social Studies	Social Studies & TIA Pre Post Tests	TIA Pre-Post Tests Only	Digital Citizenship	ELA	XTRA Weekly
⊗	Washington Middle School	0	650	0			
⊗	Jefferson Middle School	0	0	650			
⊗	Lincoln High School	800	400				
	Total Seats:	800	1,050	650	0	0	0

1 row per campus

+ Add Campus

Please verify seat counts per campus in your form. In the example above a district has 3 campuses: Washington MS has a subscription to both Social Studies and TIA Tests, Jefferson MS only has seats for TIA tests, and Lincoln High has 1200 Social Studies seats (800+400) and 400 seats for TIA testing.

Exploros also needs additional information pertaining to email domains, rostering,

administrators, and proctors, which you can add to the form.

If you have any questions or see any information that is missing or inaccurate, please contact Exploros so that we can verify your subscription information and make certain we configure your setup correctly.

Sign the EXPLOROS PRE-POST ASSESSMENT LICENSE AGREEMENT

School districts throughout Texas are relying on Exploros Social Studies Pre and Post Assessments for the Teacher Incentive Allotment (TIA) and other initiatives. To make sure that the test items are treated with security and confidentiality in mind, we require that a district administrator with the proper authority signs the License Agreement before district use. A copy of this agreement will be sent along with the link to the *District or Campus Trial or Subscription Form*. Once signed at the district level, Exploros will counter-sign and return.
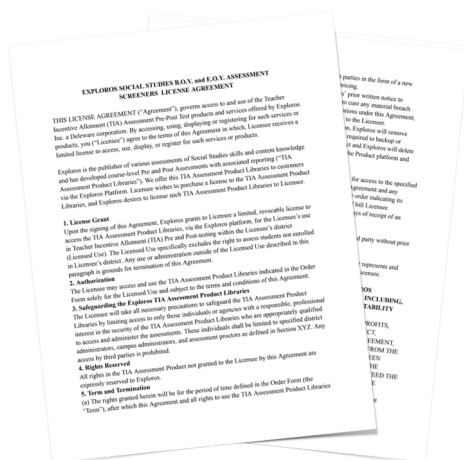
Exploros will email a copy of the license agreement for signature.

RECAP: In order to have the required documentation to set up the district subscription, Exploros needs the following:

1. The district submitted *District or Campus Trial or Subscription Form*
2. A signed Pre-Post Assessment License Agreement

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TEST PREPARATION: ROSTERING, LICENSING, DEVICE PREP

To prepare for testing, follow these steps. They do not necessarily need to occur in order, although having test dates determines the timelines for all other steps.

| 1. Set Test Dates | 2. Roster/License Classes | 3. Proctor Setup | 4. Device Setup | 5. Help Videos |

1. Set Test Dates

Tests are administered to classes of students by a proctor or a classroom teacher, depending upon district decisions, as described in more detail below. Each Pre and Post Test is generally designed to be delivered in a 45-50 minute block, but some districts provide as much as 90-minutes depending upon approach. The tests are 20 items each.

Determining the test dates provides the timeline for the rest of the setup steps, which need to be taken care of before testing can begin. If you let Exploros know your testing timeframes, either via live chat or an email to your representative, we can be better prepared to assist your teachers and/or proctors during your testing days.

2. Rostering AND Licensing (Class Setup)

Rostering: In order to administer tests to students, classes of students need to be set up within Exploros and each student needs login credentials. Exploros supports multiple methods of rostering with a variety of systems. You can self-select the approach that works best for your district. Alternatively, Exploros Support is happy to arrange a call to walk through options and help you decide based on your situation and needs.

This [Exploros Help article for rostering](#) describes the integrations and other class setup options.

Rostering options include:

Google Classroom. Teachers can import their classes, which also signs up students. Exploros can push assignments (tests) to Google Classroom and features grade pass back.

Schoology. After an administrator configures the district Schoology to connect to Exploros, teachers can import classes, which also signs up students. Exploros pushes assignments (tests) to Schoology and features grade pass back.

Canvas. After an administrator configures the district Canvas to connect to Exploros, teachers can import classes, which also signs up students. Exploros pushes assignments (tests) to Canvas and features grade pass back.

ClassLink. A district administrator can link the district Classlink with Exploros to sync all rosters. Teachers and students can sign-in via ClassLink Launchpad or use the sign in with Classlink button on the Exploros login screen.

In addition, Exploros also offers Single Sign On with Clever or GG4L, although we do not offer the rostering component of these systems. Rosters can be set up using the OneRoster 1.1 format. Exploros also allows teachers and students to sign up with district emails and use Class Codes to set up classes.

> NOTE: We strongly recommend that your district chooses <u>one</u> sign-on approach, and does not mix and match methods. Various methods have their own characteristics and when they are mixed, unpredictable and unpreventable things can occur. For example, if a district uses Schoology to import classes then students need to use Schoology to log in. If they log in directly and bypass Schoology, they may not see their assigned tests.

Seat Licensing: As described in Chapter 1, Exploros uses seat licenses to determine which Exploros program(s) any given class can access. Some classes in Exploros may be utilizing TIA Pre and Post Tests, and some may not. Therefore, after district rosters are configured, it is also essential for teachers to verify that the classes that will administer the tests have a TIA Pre/Post license. This article explains how.

Exploros has developed an Administrator **Pre-Post Test Progress Report** that will give you insight into this licensing. To access this report, log in, navigate to the Admin console, click Reports, and click on the summary Pre-Post Test Progress Report.
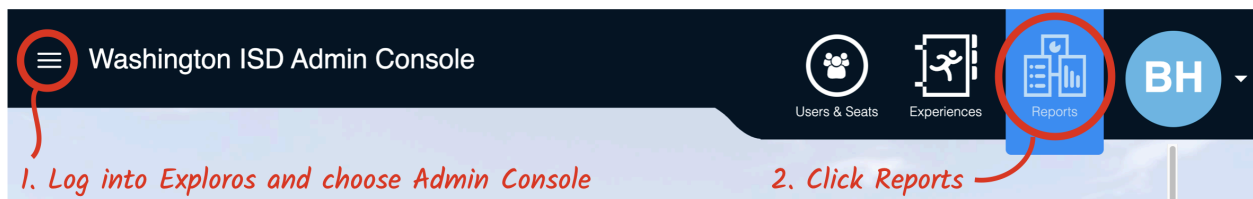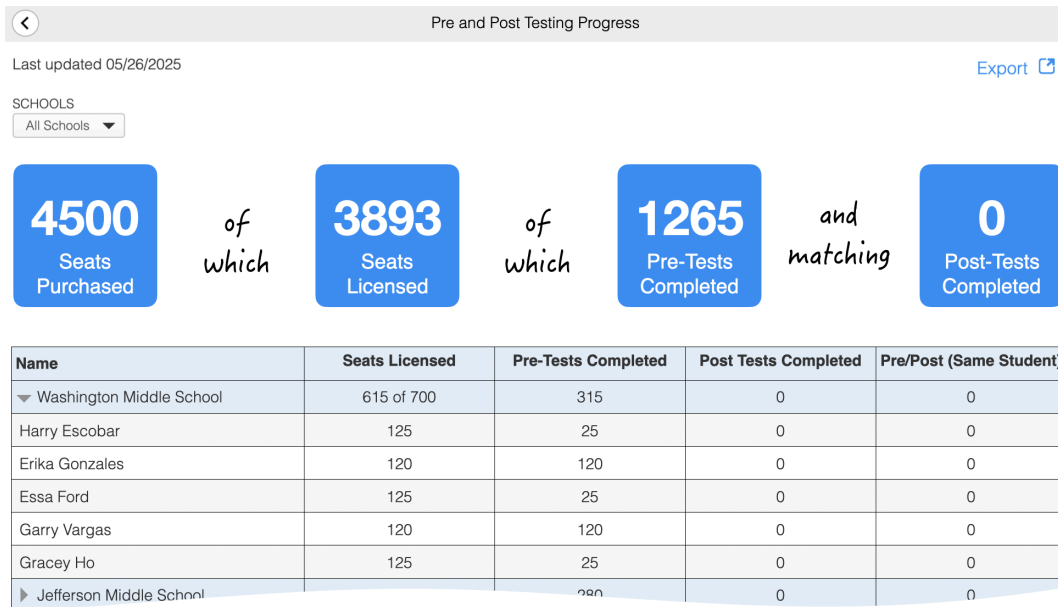
The Administrator Pre and Post-Testing Progress Report

The top line of the report shows overall testing progress status: total number of seats purchased, the number of those seats licensed for testing, and the number of tests completed. The last metric in this summary is matching post-tests completed. A Pre-Post Test District Administrator's goal is to get all these metrics to be as close to seats purchased as possible. The table in the report below the top row shows campus level details, which can be expanded to view by teacher. Note that in order to appear in the table, a teacher has to have at least one seat licensed for Pre/Post testing. The [Pre and Post-Testing (TIA) for Administrators article](#) explains more.

3. Use of Proctors (Instead of Teachers) for Test Administration

> NOTE: If you will be using classroom teachers to administer Pre/Post tests (this is the most common scenario), leave this as the default on your *District or Campus Trial or Subscription Form* and **skip this Chapter**. If you will be using dedicated test proctors who are NOT the classroom teachers, please read this Chapter.

If you want to use staff other than the classroom teacher to administer the Pre and Post tests (this is not common), you can indicate this to Exploros on the *District or Campus Trial or Subscription Form*. When you toggle this switch in the form (see figure below) you will be *able to add a list of test proctors — names, emails, campuses.*

District or Campus Trial or Subscription

Enter district information and information for any campuses that will be part of the subscription. Enter district administrators ⋯⋯⋯⋯⋯⋯⋯ and for each campus, enter at least one campus-level ⋯

Teacher Incentive Allotment (TIA)

Are you using proctors to administer your TIA tests?

No [ ] Yes

Select growth target model *

○ Common Percent Growth (40%)   ○ Half the Gap
○ Graduated Percent Increase   ○ TBD   ○ Other

Change to "Yes" and add proctor names, emails, campuses

Toggle the proctor switch on the Subscription Form

When Exploros receives this district setting and the proctor list, we will block classroom teachers from being able to administer TIA Pre/Post tests, and only allow those listed as proctors on the form the ability to start and monitor a TIA Pre/Post test.

In this instance, we recommend you set up classes with their classroom teacher, per typical rostering, and add the proctor that would like to oversee the TIA testing to the class as a co-teacher.

If you have questions, or want to learn more about how to conduct testing in this manner, please send an email to info@exploros.com or use live chat such that we can arrange a call.

4. Device Setup and Internet Connectivity

Exploros is a browser-based platform. Because of this, the Exploros platform cannot lock the browser that it operates within. The district must use a third-party option to lock a browser while using Exploros. The requirements for the Exploros platform are as follows:

- Supported browsers: Chrome or Safari running the latest versions.

- Supported OS: Chromebook or iOS (two latest versions), Mac OS (11+), Windows (7+).

- Wifi or classroom internet speeds of at least 5Mbps per user.

- If you want to add accessibility features beyond browser-based text-to-speech, please install read-aloud extensions, translation extensions, or other accessibility extensions as desired. Exploros Help (help,exploros.com) contains more information.

- Make certain that the following domains are whitelisted (not blocked) by your district. The Exploros domains allow the platform to run, the Intercom domains are for Teacher and Proctors support, and the other domains are for technical infrastructures. For more information on this topic, visit this [whitelist article](#) on the Exploros help site.

  - *exploros.com*
  - *realtime.exploros.com*
  - *intercom.io*
  - *intercomcdn.com*
  - *cloudfront.net*
  - *s3.amazonaws.com*
  - *jquery.com*
  - *fonts.googleapis.com*

5. Help Videos and Practice Tests

On the Exploros help website (help.exploros.com) there are two articles that contain help information: [Pre and Post-Testing (TIA) for Administrators](#) and [Pre and Post-Testing (TIA) for Teachers](#). These articles contain helpful videos.

Also, within the Exploros App, in the Tutorials collection, there is a Quiz Tutorial. This test allows students to practice answering each of the item types, and can be administered by a teacher or a proctor. By completing it, students will familiarize themselves with the following STAAR 2.0 types of assessments that appear on the Pre and Post tests.

| Multiple Choice | Multi-select | Inline Choice | Hotspot | Multipart EBSR | Hot Text | Drag and Drop |

If you are providing certain accessibility extensions as part of your browser testing environment, the practice test affords an opportunity for students to become familiar with those features as well.

# ASSIGNING, STARTING, and MONITORING TESTS

Teacher or Test Proctor — Assigning a Pre or Post Test

For those familiar with Exploros, the Assign Process for a Pre or Post Assessment (TIA) is the same process as assigning a learning experience in Exploros. This video shows the assign process, or one can follow the steps below.

Select the Class to be tested and click the blue (+) button to access the Library.
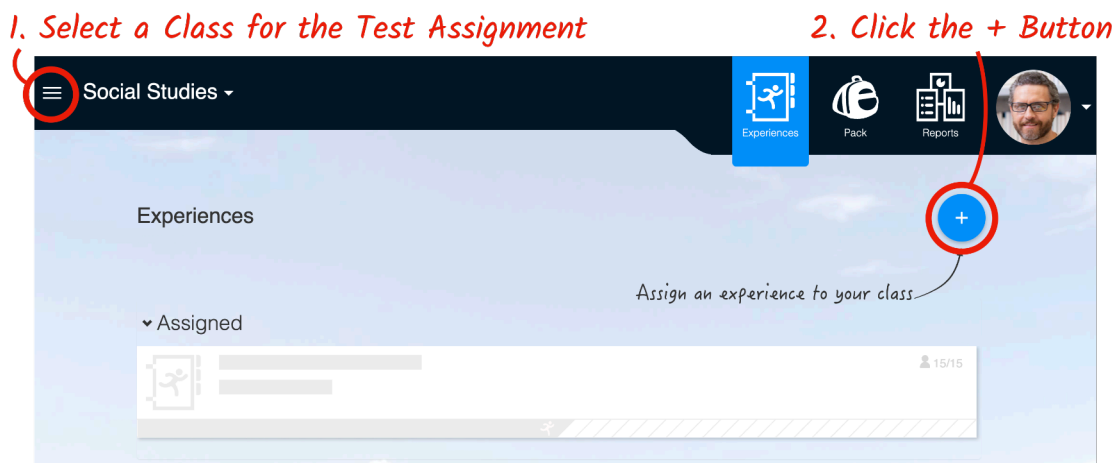
Choose the Pre Test Post Test (TIA) Collection, **Be certain to choose the correct course test.** Roll over the test you want to assign, and click Assign.
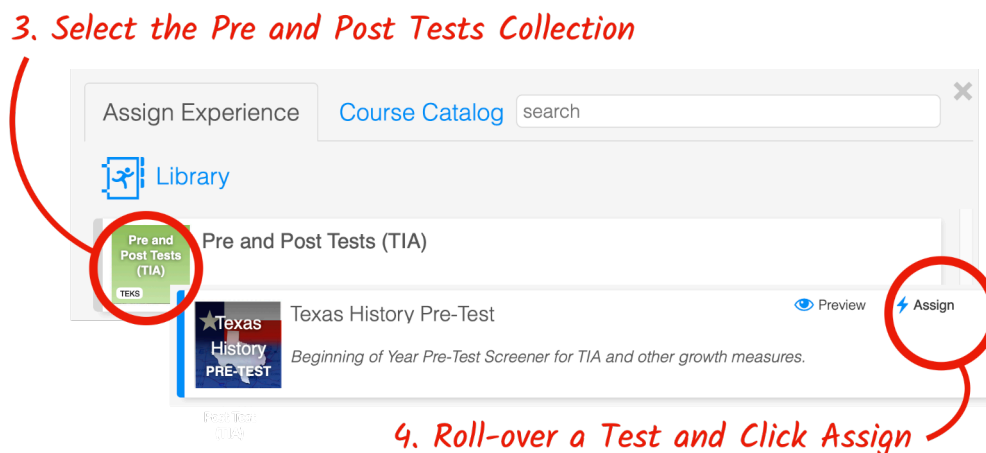
In the New Assignment window that appears, set the Start and End Time. We strongly

recommend setting the End Time to after the testing period ends because the test can easily be ended manually by the proctor once students have finished, **however the test cannot be restarted.** After setting the times, move to Step 2 and select the students who should receive the test, then in Step 3 click Assign.

5. Set the start and end time, and follow the steps to choose the students, and assign

Once assigned, the test will appear in the Assigned Experiences area for all teachers and co-teachers (including the proctor) and all students who were invited.

Starting a Pre or Post Test

Regardless of how your district is set up, any classroom teacher can assign a Pre or Post Test to their class. However, only a proctor can start the test. As previously described, if your district is not planning on having proctors administer tests, you can request that all your classroom teachers be given proctor privileges such that they can start their own tests.

To start a test, the proctor clicks on the test in the Assigned Experiences pane, and navigates to the Activity View. When students are ready, the proctor clicks "Start the Test."
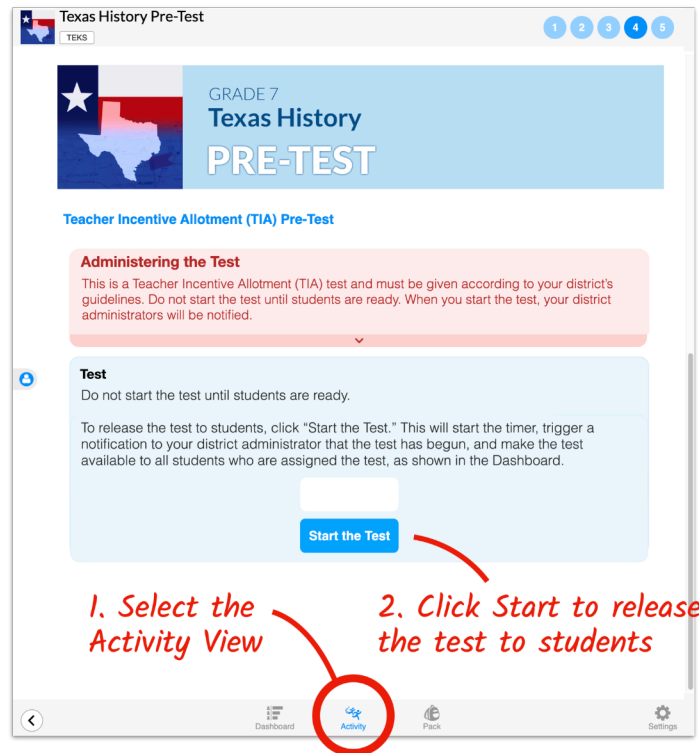
If the Start the Test button is not blue, but instead gray, it means the teacher does not have proctor permissions. Contact Exploros support if there is an issue regarding these permissions.

Once a proctor clicks "Start the Test" an email is sent to the testing administrator(s) on campus notifying them that a test has been made available to students. The students can then access the items in the test, and a timer appears that times the test. The timer does not limit the time, it simply records the amount of time the test is live.

Administering the Test

Use your district protocol for best practices for proctoring a test. Be prepared to handle any issues that may arise. Here are a few suggestions on how to handle Exploros-specific testing scenarios:

Monitoring the Environment — Ensure the testing environment remains quiet and distraction-free. Monitor the room to prevent any disturbances that might disrupt student concentration. Remember Exploros is a browser-based program and you should have proper security measures in place or observe students to make certain they are focused on the test.

Maintaining Test Integrity — Keep a close watch to ensure all testing rules are followed. Be

vigilant for any signs of academic dishonesty and address them according to testing policies.

Assisting Students — Students may have questions about the test instructions or encounter difficulties with their testing platform. The Exploros practice test was created to help students understand how to take the test and respond to test items. We recommend providing the practice test ahead of time for this purpose. Note that this practice test does not test any content — it is simply a way for students to try out the interface. After the test begins, you may provide the necessary guidance to help students understand the instructions without giving away any answers.

Time Management — Students are expected to complete the test within the class period or according to district policies. Prompt them accordingly, if appropriate.

Emergencies and Restroom Breaks — Be prepared for possible emergencies, such as a student feeling ill or a fire drill. Have a clear plan in place for safely evacuating the classroom if necessary or managing individual student needs without disrupting the rest of the class. Make a plan for securing the device until students return to the test.

Technical Troubleshooting — Be prepared to address common technical issues such as internet connectivity problems, difficulties logging in, or malfunctioning hardware. Have a list of IT support contacts readily available for issues that require technical assistance. You may use the Exploros chat feature to report any issues during the test.

Ending the Test

The test will end automatically for all students at the End Time, as defined in the Assign process. If the proctor wants to end the test before that time, which would be recommended if the class period ends and all students are finished, the proctor can click "End Now" to end the test immediately.

4

REPORTING, GROWTH TARGETS, and TEACHING RECOMMENDATIONS

Reporting

When a class test ends either by reaching the assigned end time or the individual proctoring the test ending it, the results are calculated. These results appear in the reporting area.. To access the test report, the class teacher can do the following:

From the home screen, click Reports and choose the grade-level report of interest.
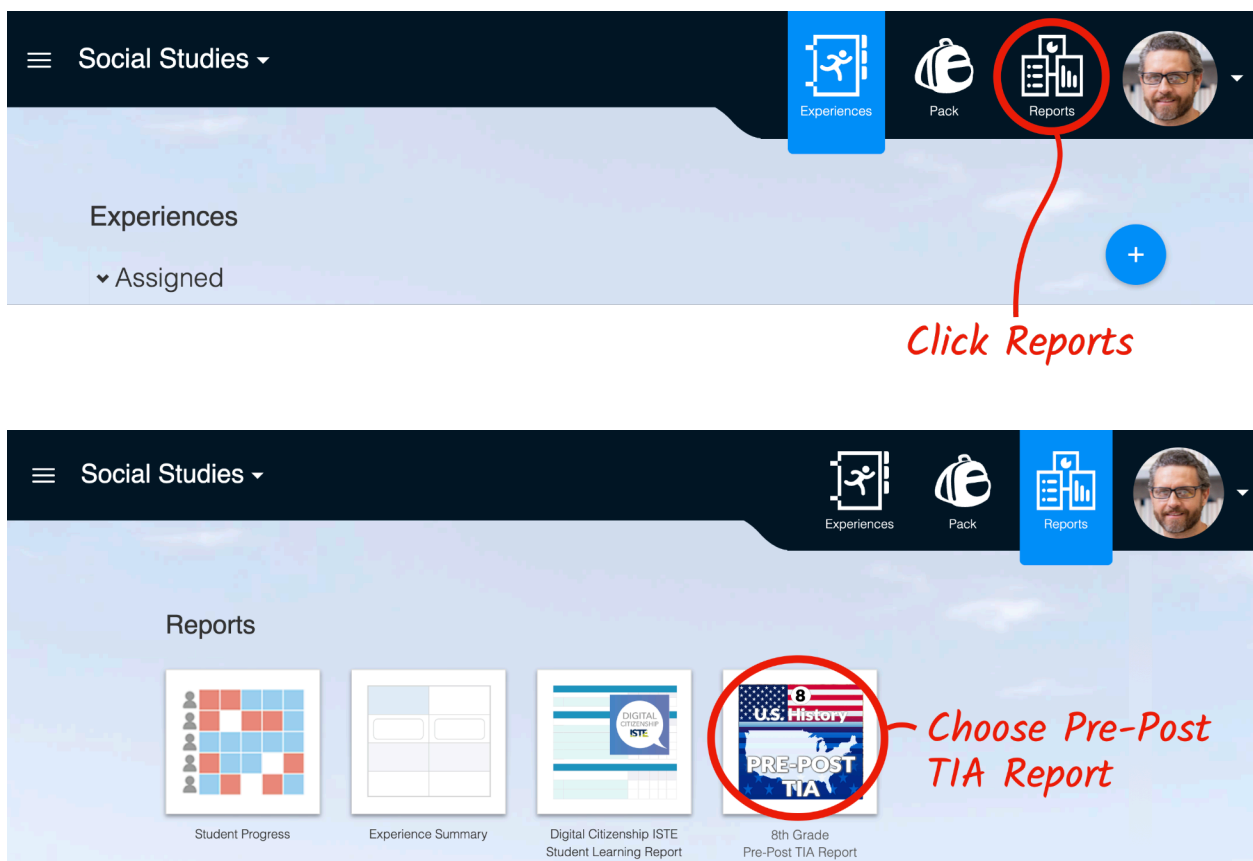
Note that Pre-Post Reports only appear once there is data in them, so if they do not appear it means that no tests have been completed or the data is still be transferred.

The report allows a teacher to look at each student's raw score for the test, and TEKS SE-level score. Since most standards are tested once and most questions are tagged to a single

standard, there may be cases where scores are 0% or 100%. However, some items are duel-coded and may have partially correct answers so there may be percentages in between 0-100%. The results are displayed in a heat map-style format.
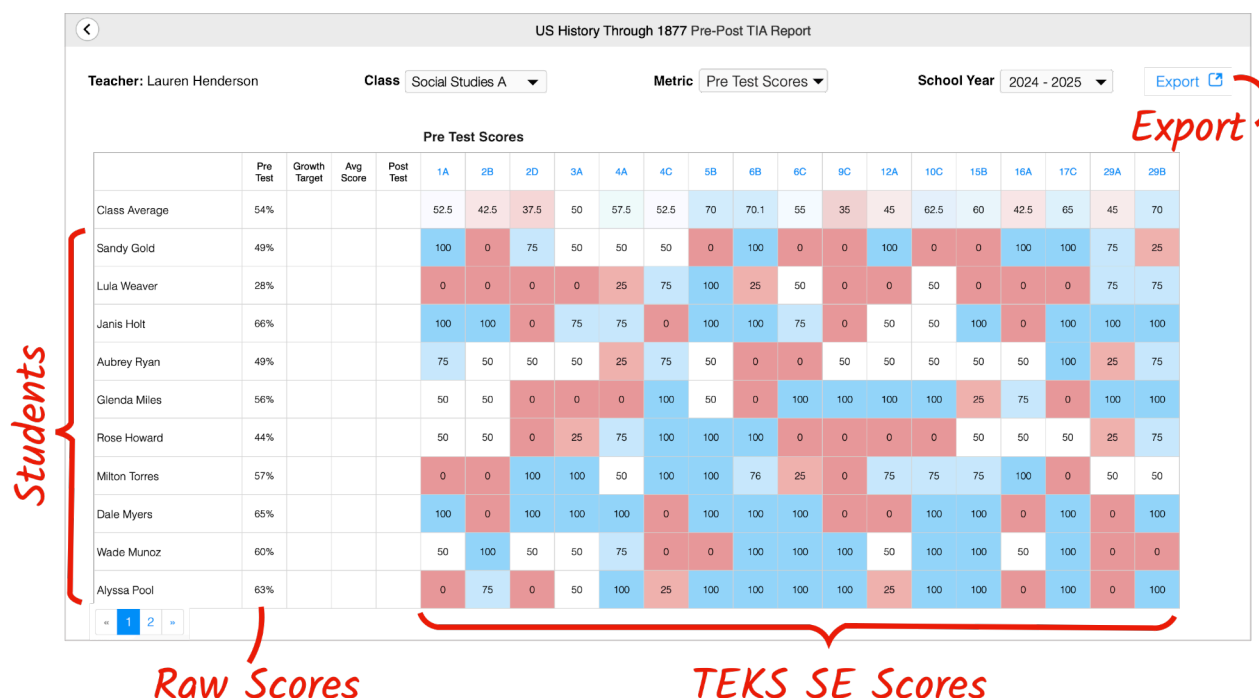
Class report showing Pre-Test results as both a raw score per student and TEKS SE score per student.

The report is designed to show both Pre and Post test results, but it also can show growth progress through the year for districts using the full Exploros Social Studies Program.

The data can be exported to a .csv file for import into other district systems.

Learn more about Pre and Post Test results and data and this report on Exploros help.

Growth Targets

Exploros does not set the district growth target model but can assist in calculating growth targets when using the following specific TEA models:

• Graduated Percent Model (with TEA example graduated growth percents as follows)

Pre-Assessment Scores	0-20%	21-40%	41-60%	61-80%	81%
Minimum Percent Increases	25%	20%	15%	10%	Maintain

- Common Percent Growth Model (40%)
- Common Percent Growth Model (50%) — "Half the Gap"

If your district is using one of these models, select it on the *District or Campus Trial or Subscription Form* and Exploros will add the growth target to the Pre-Post TIA Report.

Teaching Recommendations

For districts using the Exploros Social Studies Program in addition to the Social Studies Pre and Post Assessments (TIA), teachers can access teaching recommendations. These recommendations indicate which learning experiences address particular TEKS.
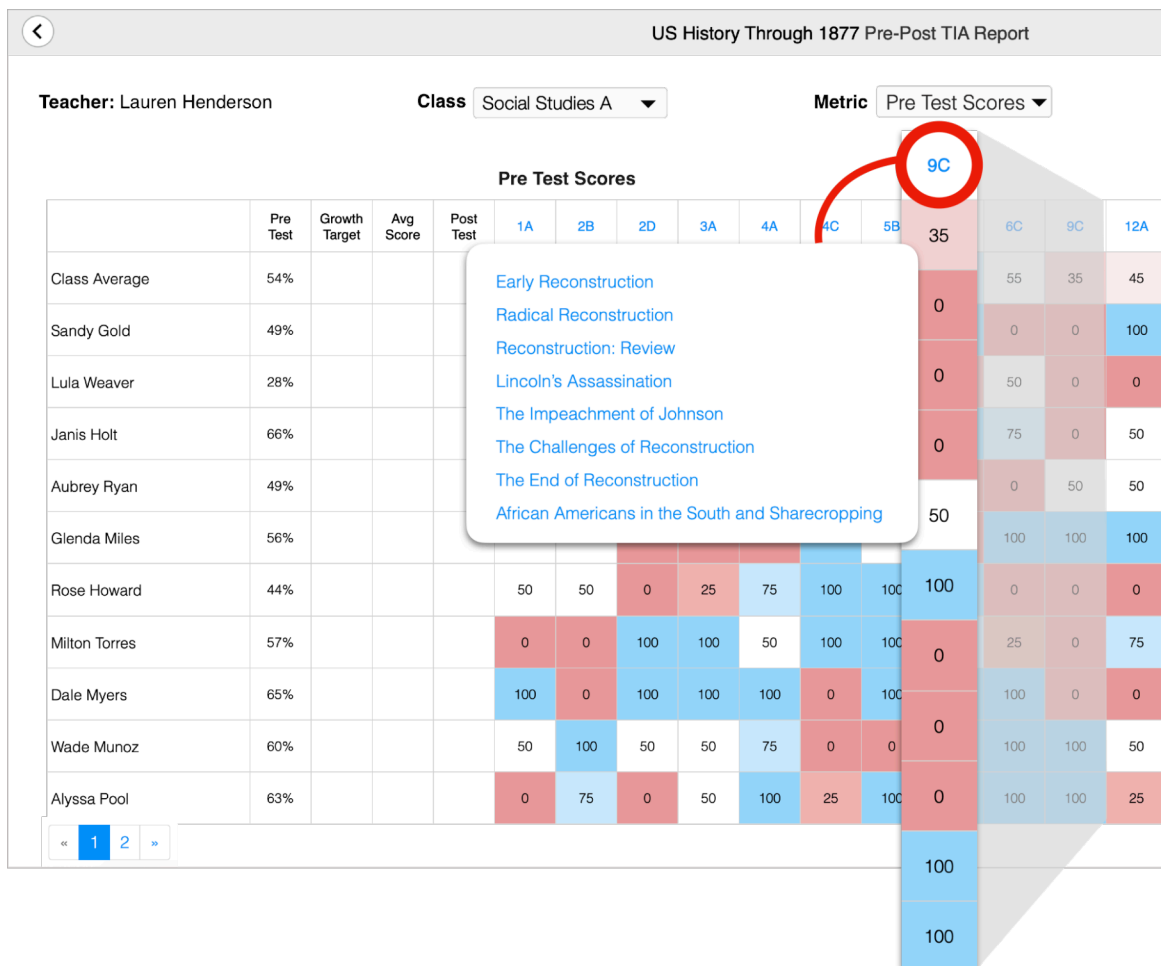
In the above example, the class struggled with 9C. A teacher can click on 9C to see learning experiences that focus on the standard.

A teacher can look at the heat map and scores to see TEKS where individual students or the class needs growth. Clicking on the SE-code provides a list of learning experience that address the standard. A teacher can preview the learning experience directly from within the report.

FREQUENTLY ASKED QUESTIONS (FAQs)

How is the test administered?

The test is administered through the Exploros Social Studies digital platform, which is entirely web-based.

What materials do students need for the test?

Students need a reliable device (Chromebook, iPad) and an internet connection.

Is the test timed?

Yes and no. The test consists of 20 STAAR-like questions designed to be completed within 50 minutes to 1.5 hours, depending on your schedule. The interface times the test but does not time out until the defined End Time, ensuring you have ample time to address login issues, provide directions, and allow students to complete the test.

How many questions are included in the test?

Twenty questions.

What types of questions are on the test?

- Multiple choice
- Multi-select
- Inline choice
- Hotspot
- Multipart EBSR (Evidence-Based Selected Response)
- Hot text
- Drag and drop

Can students skip questions and return to them later?

Yes, students can skip questions and return to them later. If a student tries to skip a question entirely, a message will appear reminding them to answer it before finishing the test.

What happens when a student finishes?

At the end of the test, there is an "End Test" button that will check a student's response for skipped question, and if there are none, submit the test for the student. If there are skipped questions, the student will be notified that they skipped questions and be given a chance to go back and provide responses.

While this process completes a test for the given student, the results are not calculated until the teacher or proctor ends the test for the entire class. At this point, if there are students who have not completed their test, it will be ended for them, so it's important to wait until all students finish to end the test for the class.

Once the teacher or proctor ends the test, the results are calculated and available in reporting as described in Chapter 4.

Are there any breaks during the test?

The test cannot be paused. For security reasons, students are advised to complete the test in one sitting without leaving their devices.

How is the test secured?

After a student clicks "End Test," all test materials are immediately stored and secured to prevent unauthorized access. Additionally, the teacher or proctor can manually end the test session by selecting "End Now," ensuring that the test is not left open when not actively monitored. This protocol helps maintain the integrity of the testing environment.

How are special accommodations handled?

For detailed guidance on implementing special accommodations with the Exploros platform, we encourage you to read our articles on each specific tool. We intentionally integrate with systems that students are already using for accommodations to ensure a seamless testing experience.

- *Text-to-speech*
- *Translation services*
- *Headphones*
- *Security and classroom management (Go, Guardian, Aristotle, etc)*

What should students do if they experience technical difficulties during the test?

Students should immediately notify the proctor if they encounter any technical issues during the test. They should refrain from trying to fix the problem themselves to avoid any complications or further disruptions.

What should proctors do if they experience technical difficulties during the test?

Proctors should have a predefined protocol to follow in the event of technical difficulties, which may include checking network connections, restarting devices, or contacting IT support. Additionally, our live support is available through our chat feature, and we are standing by to help with any issues you may encounter.

How are absent students handled?

Absent students should be given the opportunity to take the test at a rescheduled time that fits within the testing window established by the school or district. The teacher or proctor can reactivate the test for these students, ensuring that all participants have a chance to complete the assessment under comparable conditions.

How is the test score handled if a pretest is taken twice?

The score from the last attempt will be considered, not an average of the two attempts. The district administrator is notified of all tests given, so will be notified in the event of a duplicate test.

Can a teacher or proctor view the test directions in the app in advance of the test?

Yes, once assigned the directions will be included in the app and highlighted in red bubbles for clarity. Printing Chapter 3 of this guide may also be helpful for teachers and proctors.

How are restroom breaks handled during the test?

We recommend that students complete the test in one sitting whenever possible. If they need to leave their seat for any reason, they should close their testing window or fold down their screen to ensure the security and integrity of the test environment.