Northwestern | CTD

CTD Above Level Assessment Partnerships

To prepare for the online, remote administered CTD above level assessment in eligibility partnership with your organization, **please read all of the following information carefully.**

Video Overview
Your CTD Above Level Assessment Guide.mp4

Important Reminders:

CTD does not have 24/7 employees monitoring email and phone messages. If you email or call us after 12 PM Central on the Friday afternoon before your weekend test, there may not be staff available to support you. Your test proctor will be your contact for the week. If you have not heard from your proctor via email by EOB on Wednesday prior to your test, please reach out to us at ctd-assessment@northwestern.edu.

Refund and Cancellation Policy: Because seats are limited, a license and space have been reserved for you. Once you are confirmed into a session, a $25.00 change fee/cancellation fee will be applied to requests made prior to **7 days** before the test date. After that point, no changes, cancellations, or refund requests can be made. No shows and test day cancellations are not eligible for any refund.

First Step: URGENT: CTDGO Gmail Access

Each student receives a **CTDGO** Gmail account from CTD. The access email is from **CTD-support,** not CTD-assessment, and was sent to the family email account on the day of registration. Please look for this email. (It may be in spam or junk folders) Along with the new student email address is a one-time password to set up the new student CTDGO email account. This account will be used for your student to access the OTUS platform for testing. If you have not yet logged into the CTDGO Gmail, please do so as soon as possible. You cannot access the testing platform without this email being activated.

CTDGO Set Up Instructions

Please complete this step before proceeding.

<mark>Second Step</mark>: Test Logistics

This test experience is managed exclusively by the Center for Talent Development. CTD uses a platform through our vendor OTUS that accesses Horizon Education Assessments which contain:

-PSAT® and SAT®, digital, adaptive exam-like items, and
-PreACT® and ACT® exam-like items

TEST SELECTION: Students have a choice as to what test they take. If you are not familiar with these tests, you can read about them here:
Deciding Between the SAT and ACT.docx

REQUIRED: Please select from the tests available and complete this brief form:
Test Selection Form

These tests **mimic** the official assessment formats (number of questions, question types, order, difficulty level, timing). Scoring includes raw scores and a translated SAT or ACT scale score. These scores are intended to inform actual performance on these assessments. CTD also provides normative context and comparisons. It is important to note that official ACT and SAT scoring grids and algorithms found online are not applicable to these tests. Please do not add a student's raw scores to a tool found online as it will not necessarily be a valid indicator of their score on Horizon Education Assessments.

Technical Specifications

Accessing Otus:

Hardware:
PC compatible
Mac compatible
RAM: 1GB minimum
Disk Space: None required

Other Specifications:

Internet access required
Browser: Compatible with the latest versions of Chrome, Firefox, and Safari
Web plug-ins: No plug-ins required
Bandwidth: 1mbps>
Reliable internet to support both devices is important. Your device for testing and a second device for ZOOM are required for the duration of the test. Please check the speed of your internet and if you are concerned about reliability, you may need to find an alternative location to test.

TEST PREPARATION AND PRACTICE:

Practice Test Options-Above Grade Testing.docx

ACCOMODATIONS:

The student MUST have approval from CTD to test with accommodations. Email melissa.hinshaw@northwestern.edu to request accommodation at least two weeks prior to the test date. Please include the student's name and test session/date in the email. Please also include supporting documents or diagnoses along with the specific accommodation required. Appropriate types of documentation accepted are:

1. School issued IEP or 504 plan
2. College Board or ACT approved accommodations documents
3. Clinical report that includes diagnosis, test battery results, recommendations and accommodations

Third Step: Prepare for Test Day

IMPORTANT: TWO DEVICES ARE REQUIRED FOR THIS TEST EXPERIENCE.
-ONE FOR ZOOM AND
-ONE FOR TAKING THE TEST (student must be proficient on this device)

1. Please find a quiet space in the home to set up the test environment. Ensure it is student-friendly and comfortable, but also free from distractions such as windows, toys, pets, and other family members.
2. **Set the Zoom camera up behind or to the side of the student so that the proctor can see: the student, the student's work environment, the computer screen, and a portion of the room.**
3. An adult proctor must be present during the test events, but the adult proctor must encourage the student to work independently and find a place in the home

that is not distracting for the student. **Adult proctors, please do not plan to sit next to the student or in their line of sight but be available to help trouble-shoot if necessary.**

4. Students will work independently following an honor code. (*I agree to complete the test on my own, without help from family, other students or external materials (internet, applications or books)*. Students who are not following protocols or instructions will be dismissed from the test environment.

5. Ensure you have the following resources:
   a. Fully charged or plugged-in device for testing
   b. Comfortable chair
   c. Scratch paper if necessary
   d. Only SAT Approved calculators OR ACT Approved Calculators allowed OR **This DESMOS calculator is allowed.**
   e. Allowed Reference Sheet: SAT Formula Reference Sheet **Students may use this sheet on ALL tests (SAT, PSAT, ACT or PreACT)

6. Remember that this test is designed for students who are much older. There will be difficult questions that younger students are not expected to know. Students must make a "best guess". Students will have the option to skip difficult questions and return to answer them if time permits. Encourage the student to do their best and not to worry about what they do not know.

Fourth Step: On Test Day

Accessing the Testing Platform (OTUS)

This document provides all directions for test day and accessing the OTUS platform

Accessing The OTUS Platform-Proctored Exam Instructions.docx

Fifth Step: Accessing Scores

Accessing scores from the Testing Platform (OTUS)

SCORING: You will see your student's raw scores after the test. Our vendor converts the raw scores to scaled scores **within 2-3 weeks.** Please check the student account periodically to see if scores are available. This document provides directions to view, download and understand scores.

Accessing Scores in OTUS.docx