

2026–2027

Nova Scotia Assessment



Online Student Assessment: Administrator User Guide

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Online Assessment Platform: Key Tasks for Administrators

Before the sample and main assessments

☐	Add additional platform administrators (optional).	Page 4
☐	Complete Technical Readiness checklist.	Page 5
☐	Manage and update groupings as needed.	Pages 6–8
☐	Manage teachers and invigilators for each grouping.	Pages 9–11
☐	Manage students (e.g., add, remove, change grouping).	Pages 12–15
☐	Ensure student course assignments are correct.	Page 16
☐	Ensure student participation, adaptation, and support information is updated (by teachers or administrators).	Pages 17–19

During the assessment window

☐	Monitor session progress in online platform.	Page 20
☐	Support troubleshooting and report issues as needed.	Page 21
☐	Verify that participation, adaptation, and support information is accurately recorded for the assessment session.	Page 20
☐	Verify sessions have been submitted after all work (including makeups) is completed.	Page 20

Note: The screenshots in this guide are for illustrative purposes only. The user interface may differ slightly from the images shown.

Logging in

1. In your browser, go to <https://nsa.vretta.com/>.
2. Select **Staff Member**.
3. Log in based on your region/employer:

MK, DSEPS & Private Schools

- Type email and password, click the light blue **Sign In** button.
- Either the Microsoft Authenticator app or the Google Authenticator app is required.

CCRCE, HRCE, SRCE, SSRCE admin, TCRCE

- Do not enter your email and password.
- Click the dark blue **Login with Microsoft** button.
- You will be logged in using your @rce email address and password.

AVRCE, CBVRCE, CSAP, EECD, SSRCE teachers

- Do not enter your email and password.
- Click the white **Login with GNSPES** button.
- You will be logged in using your @gnspes email address and password.

The screenshot shows the login page for 'Staff Member'. At the top, there's a blue bar with 'Log in as a' and a light blue button labeled 'Staff Member'. Below this, the 'Staff Member' login form is shown. It has fields for 'E-mail' and 'Password', a 'Forgot Password?' link, and a light blue 'Sign In' button. Below the 'Sign In' button is an 'Or' separator. Under the separator are two buttons: a dark blue 'Login with Microsoft' button and a white 'Login with GNSPES' button. Three blue arrows point from the text instructions to these buttons: one to the 'Sign In' button, one to the 'Login with Microsoft' button, and one to the 'Login with GNSPES' button.

4. Select the School Administrator tile for your school.



Contact plans@novascotia.ca if you cannot log in.

Important: All staff members who log in must have multi-factor authentication (MFA) enabled on the email account they use to access the system. This is a cybersecurity requirement.

- **MK, DSEPS, private schools:** You will need an authenticator app.
- **Public schools:** Your region manages multi-factor authentication.

FAQs: Login Issues

I didn't receive an invitation email, or my invitation expired—what should I do?

- Public schools:
 - Log in at <https://nsa.vretta.com> using the designated method based on your region or employer; you do not need to access an invitation email.
 - Ask your administrator to confirm you are on the school's list of teachers or administrators (and add you if not).
 - Confirm with your administrator that your email is spelled correctly in the registration list.
- MK, DSEPS or private schools:
 - You need your personal invitation email. Do not use someone else's invitation.
 - Ask your administrator to:
 - Confirm you are on the school's list of teachers or administrators (and add you if not).
 - Re-send your invitation email.
 - Extend the invitation deadline if it has expired.
 - If a new invitation is needed, contact plans@novascotia.ca.

Why is the system asking me to download an authenticator app?

- Public schools:
 - Ensure that you are using the Microsoft or GNSPES login button that corresponds to your region. When using these buttons to log in, you only need your work email's authentication method.
 - Your region manages multi-factor authentication (MFA). If you are unable to log in and believe it is due to MFA, contact your regional IT staff.
- MK, DSEPS or private schools:
 - Follow the QR code instructions on screen to set up an authenticator app.
 - Multi-factor authentication (MFA) is required for all users to access the platform.
 - Contact your school IT/technical help to assist if needed.

Why am I getting an error saying, "Email does not exist in system" or "The username and password combination provided could not be found"?

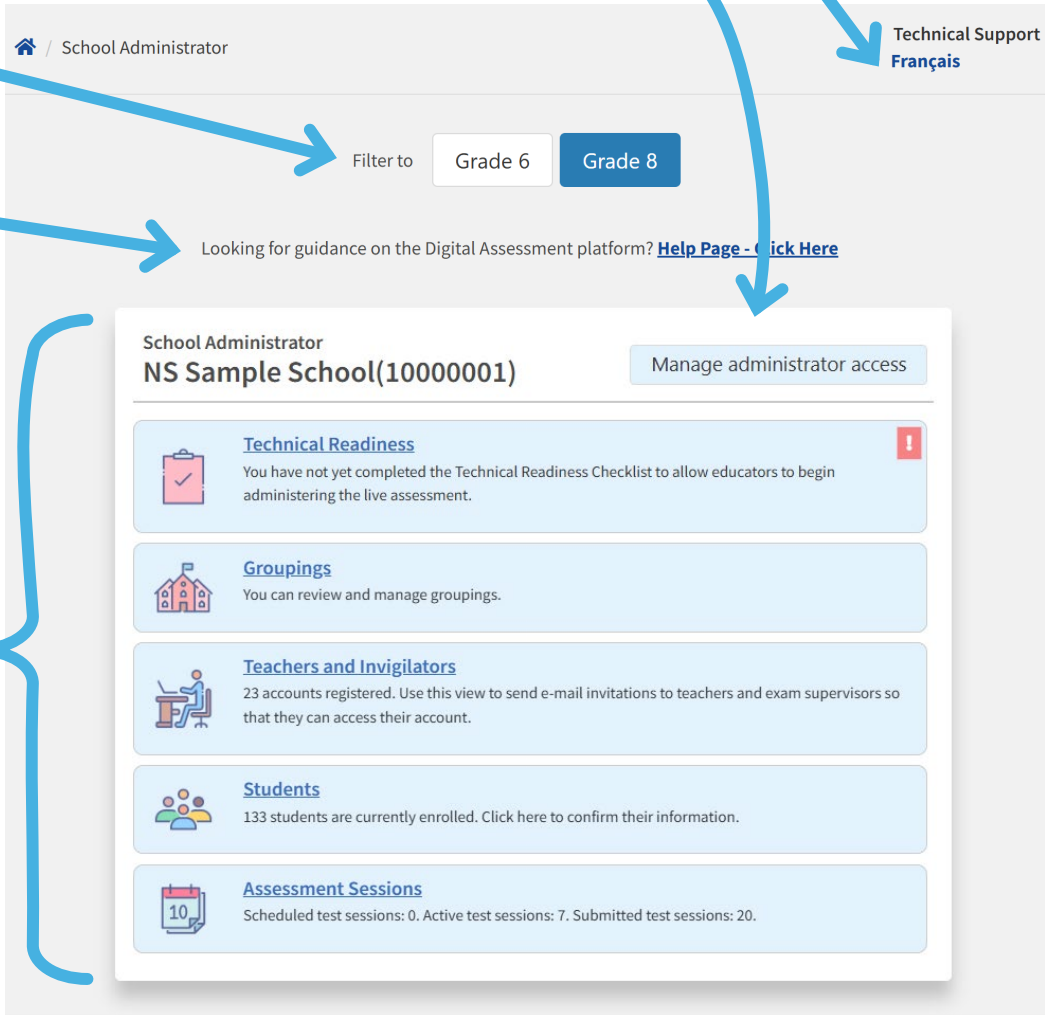
- Public schools: Ensure that you are using the Microsoft or GNSPES login button that corresponds to your region.
- MK, DSEPS or private schools: Select "Create Account" instead of "Connect to Existing Account".

Why can't I see my school or groupings after logging in?

- Administrator: ensure you are using the correct login method that corresponds to your region. If you still cannot log in or do not see your school's tile, contact plans@novascotia.ca.
- Teacher: ensure you are using the correct login method that corresponds to your region. If you still cannot log in or do not see your school's tile, contact your school administrator to:
 - confirm you are showing up in the Teachers and Invigilators list (and add you if not).
 - confirm that you have been assigned to the grouping (and if not, assign it to you).

School Administrator Page

Once logged in, Admins will see the School Administrator Page.



The screenshot shows the School Administrator interface for 'NS Sample School(10000001)'. The page includes a header with a home icon and the text '/ School Administrator'. Below the header, there is a 'Filter to' section with buttons for 'Grade 6' and 'Grade 8'. A link for 'Technical Support Français' is in the top right. A help message asks if the user is looking for guidance on the Digital Assessment platform, with a link to the 'Help Page - Click Here'. The main dashboard area contains five cards: 'Technical Readiness' (with a red warning icon), 'Groupings', 'Teachers and Invigilators', 'Students', and 'Assessment Sessions'. Each card provides a brief description and a link to further actions.

Access technical support

Toggle French/English interface

Grant access to other admins and staff to help manage the assessment

Filter between grades

Access help documents

Technical Support Français

Looking for guidance on the Digital Assessment platform? [Help Page - Click Here](#)

School Administrator
NS Sample School(10000001)

Manage administrator access

Technical Readiness
You have not yet completed the Technical Readiness Checklist to allow educators to begin administering the live assessment.

Groupings
You can review and manage groupings.

Teachers and Invigilators
23 accounts registered. Use this view to send e-mail invitations to teachers and exam supervisors so that they can access their account.

Students
133 students are currently enrolled. Click here to confirm their information.

Assessment Sessions
Scheduled test sessions: 0. Active test sessions: 7. Submitted test sessions: 20.

Administrator dashboard shows the main tasks to be completed

Adding and Removing Administrators



Action: Add additional platform administrators (optional).

Administrators can grant access to other staff (e.g., VP, LST) to help manage the assessment.

- A** Use the **Manage administrator access** button to view and manage a list of platform administrators.
- B** To add an administrator, click **Create New Account**.
- C** Provide the name and email. Ensure the email matches the one to be used to log in (refer to page 1).
- D** To remove an administrator, select the checkbox next to their name and click **Revoke Account Access**.

The diagram illustrates the process of adding and removing administrators. It starts with the **School Administrator** page for **NS Sample School(10000001)**. A blue arrow points from the **Manage administrator access** button (labeled **A**) to the **Manage administrator access** page. From there, a blue arrow points from the **Create New Account** button (labeled **B**) to the **New School Administrator** form. Another blue arrow points from the **Revoke Account Access** button (labeled **D**) to the **Revoke Account Access** page. A third blue arrow points from the **Remove yourself as school administrator** button to the **Remove yourself as school administrator** page. The **New School Administrator** form has fields for **First Name ***, **Last Name ***, and **E-mail ***, with a **Cancel** button and an **OK** button. A blue circle with the letter **C** is next to the **OK** button.

Important: Only add staff members whose accounts are protected by multi-factor authentication. Contact your region's IT helpdesk for more information.

Technical Readiness Checklist



Action: Complete the checklist.

These tasks must be completed before students can begin the sample or main assessments.

Public schools: your regional technical support have installed the lockdown assessment environment and taken care of the safe sender email list.

Use the Administration Checklist below to review all of the technical requirements needed to administer the assessment. You will also use this checklist to confirm that all of the students and teachers at your school have been successfully added into the system.

	The school has added " no-reply@vretta.com " to its safe sender email settings list (this may be required for the creation of teacher accounts).	
	All classes/groupings used for the assessment are reflected in the data.	Review Classes or Groupings
	All teachers have been invited, have access to their accounts and have been provided with a list of students (Student Number, date of birth, name) that are in their class.	Review Teacher Accounts
	All devices have been configured to run the assessment, with the appropriate lockdown browser software installed (to be completed with the support of IT staff). If using Windows, Mac or iPad devices: The Safe Exam Browser (SEB) software has been installed on these devices, and the SEB-configuration file has been made available on each device.	Download SEB for Windows Download SEB for Mac & iPad Download SEB Configuration File (en) Download SEB Configuration File (fr) Access SEB Password
	If using Chromebook: The Assessment Lock Extension has been installed on these devices, and teachers can enable it prior to the assessment. Install the Assessment Lock Chrome Extension for Chromebook devices that are not centrally managed (locally managed). Installation instructions and recommended versions can be found in the Technical Readiness Guide.	Link to Assessment Lock Extension Access Kiosk Password

Groupings Page

Groupings are sets of students who will take the assessment together, like class sections. Students should be in separate groupings for Reading & Writing and Mathematics. Most groupings are created automatically using PowerSchool information.

- A** Select Grade and Writing Session to see the list of groupings for your school along with the teachers and other invigilators assigned to each.
- B** Sort or narrow the list by clicking a column header and using the checkbox, arrow, or filter icons.
- C** Click on a grouping name to see a list of students in that grouping.

Technical Readiness
Groupings
Teachers and Invigilators
Students
Assessment Sessions

Filter to

Grade 6

Grade 8

Writing Session

Grade 8 UAT

Use this page to **review, create, edit and delete** groupings. If a grouping is missing from the list, click **Create New Grouping**. Grouping data can also be imported to or exported from the platform using the **Import** and **Export** functions.

Create New Grouping

Edit

Delete

Unassign Teacher and Invigilators

Export

Page

1

of 1

<

>

☐	Grouping	Teacher	Exam Supervisors	Students
☐	8 Alt Location Library	Cam Cameron		5
☐	8A-M-EN	Dalia Dajani	Cam Cameron	8
☐	8A-RW	Bev Bernard	Cam Cameron	8
☐	8B-M-IM	Ali Aucoin	Cam Cameron	11
☐	8B-RW	Bev Bernard	Cam Cameron	11

6

Editing a Grouping



Action: Update groupings as needed.

You can edit groupings to change the main teacher, to add invigilators, or to change the grouping name.

To make changes to a grouping:

- 1 Select the checkbox next to a grouping and choose **Edit**.
- 2 Make any needed changes.
- 3 Click **OK** to save your changes.

Important: This is the best place to add additional teachers to a class as invigilators.

Invigilators have all the same access as the main teacher.

Refer to page 10 for details on adding teachers and invigilators.

1

Buttons: Create New Grouping, Edit, Delete, Unassign Teacher and Invigilators, Export

EDIT GROUPING

Required Field *

Course: Grade 8

Grouping *: 8Tomato - RW

Teacher (can assign later): Terry Tomato

[Add/Remove] Additional Invigilator(s):

Remove

Joe Smith [X]

Cancel OK

2

3

You can also delete a grouping, unassign all teacher/invigilators, or export groupings to an Excel file using the corresponding buttons on the Groupings page.

Creating a New Grouping



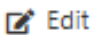
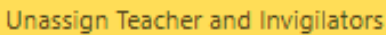
Action: Create new groupings as needed.

To create new classes or groups of students:

- 1 Click **Create New Grouping**. Create separate groupings for Reading & Writing and Mathematics.
- 2 Select the Grade from the drop-down menu.
- 3 Enter a name for the grouping.
- 4 Assign a teacher or invigilator.
If the person you need isn't listed, you can leave this field blank for now and add them in later by editing the grouping (see page 7).
- 5 Click **OK** to save.

Example: Some students are to complete make-up sessions in the library.

- Create two groupings: one for Reading & Writing and one for Mathematics (e.g., Library-RW, Library-M).
- Remove the students from their original grouping.

1    

NEW GROUPING

Required Field *

Course 2

Grouping * 3

Teacher (can assign later) 4

5

Teachers and Invigilators Page



Action:

Verify that each teacher has the correct groupings assigned to them.

A

Select Grade and Writing Session to see a list of teachers and invigilators.

- **Teacher:** main teacher responsible for the grouping.
- **Invigilators:** additional teachers with the same platform access (can schedule and manage sessions).

B

Sort or narrow the list by clicking a column header and using the checkbox, arrow, or filter icons.

C

Verify which groupings the teacher/invigilator is assigned to manage.

Technical Readiness Groupings **Teachers and Invigilators** Students Assessment Sessions

Filter to Grade 6 **Grade 8** Writing Session Grade 8 ▼

Use this page to **review, edit, create, and revoke** teacher/exam supervisor accounts. If an teacher/exam supervisor is missing from the list, select **Create New Account** and add all their information into the input form.

Once the new account is created, an invite link will be sent to the teacher/exam supervisor for confirmation. Teacher/exam supervisor data can also be imported to or exported from the platform using the **Import** and **Export** functions.

Create New Account Edit Account Access Revoke Account Access Export

Page 1 of 1 **B** Page size 10 ▼

☐	Teachers/Invigilators	Students	Grouping	Has Access?	Invitation Sent On
☐	Ali Aucoin	11	8B-M-IM C	✓ Yes	December 15th, 2025 9:20 AM AST
☐	Bev Bernard	19	8B-RW, 8A-RW	✓ Yes	December 8th, 2025 2:18 PM AST
☐	Cam Cameron	16	8B-M-IM, 8A-M-EN, 8B-RW, 8A-RW, 8 Alt Location Library	✓ Yes	December 8th, 2025 2:18 PM AST

Adding New Teachers and Invigilators



Action: Add teachers and invigilators as needed.

The initial list of teachers is automatically created using information from PowerSchool.

To add more teachers/invigilators:

- 1 Click **Create New Account**.
- 2 Enter the teacher's information.
- 3 Assign the teacher a role.
- 4 Create a new grouping for the teacher or assign them to an existing grouping.
- 5 Select **OK** to save your changes.

Each grouping can have one **Teacher** and multiple **Invigilators**.

Invigilators can do all the same tasks as teachers.



Please note: If you assign a new **Teacher** to an existing grouping, it will remove the previous teacher from that grouping.

1

Create New Account
Edit Account Access
Revoke Account Access
Export

2

NEW TEACHER OR INVIGILATOR

Required Field *

First Name *

Last Name *

E-mail *

3

Role * ☐ Teacher ☐ Invigilators

4

New Grouping

☒	8B-M-IM
☐	8A-M-EN
☒	8B-RW
☐	8A-RW
☐	8 Alt Location Library

5

Cancel
OK

Important: Only add staff members whose accounts are protected by multi-factor authentication.

Contact your region's IT helpdesk for more information.

Editing and Removing Teacher Accounts



Action:

Edit and remove teachers and invigilators as needed.

To update a teacher or invigilator's name:

- 1 Select the checkbox next to the teacher's name.
- 2 Choose **Edit Account Access**.
- 3 Edit the teacher's name as needed.
- 4 Click **OK** to save your changes.
- 5 To remove a teacher from the school completely, select the checkbox next to the teacher's name and click Revoke Account Access.



Please note: Using this menu to add a teacher to a grouping will remove the main teacher from the grouping.

Instead, use the Groupings tab to manage teacher groupings (class assignments). Refer to page 7 for details.

The screenshot displays the 'Teachers/Invigilators' management interface. At the top, there are three buttons: 'Create New Account' (green), 'Edit Account Access' (pencil icon), and 'Revoke Account Access' (trash icon). Below these is a table with columns for selection and teacher names. The first row shows a checked checkbox next to 'Abi Aucoin'. A modal window titled 'EDIT TEACHER OR INVIGILATOR' is open, showing fields for 'First Name' (containing 'Ali') and 'Last Name' (containing 'Aucoin'). Below these fields is a section for 'Groupings' with two entries: '8B-M-IM' and '8A-M-EN', both with checked checkboxes. At the bottom of the modal are 'Cancel' and 'OK' buttons.

	Teachers/Invigilators
☒	Abi Aucoin

EDIT TEACHER OR INVIGILATOR

Required Field *

First Name *

Last Name *

Groupings must be added in the **Groupings** tab before they can be assigned to teachers/invigilators.

Groupings

☒	8B-M-IM
☒	8A-M-EN

Cancel OK

Students Page

View and manage information for each student, including the teachers/invigilators and groupings they are assigned to.

- A** Select Grade and Writing Session to see a list of students.
- B** Sort or narrow the list by clicking a column header and using the checkbox, arrow, or filter icons.
- C** Groupings the student is assigned to.
- D** Courses (assessments) that have been assigned to that student. Each student should have Reading & Writing as well as Mathematics or *Mathématiques*.
- E** Participation, adaptations, and supports info.

Technical Readiness
Groupings
Teachers and Invigilators
Students
Assessment Sessions

Filter to

Grade 6
Grade 8

Writing Session
Grade 8 May/June 2026

Use this page to **review, edit, create, assign and remove** student accounts. Students can be reassigned to different groupings if needed, and different assessment sessions if needed.

If a student is missing from the list, select **Create New Account** and add all the student's information into the input form. Student data can also be exported from the platform using the **Export** function.

Create New Account

Edit Student

Assign to Class

De-Enroll

Show De-Enrolled Student(s)

Print

Export

Page 1

5

◀ ▶

☐
SN

☐
Date of Birth

☐
First Name

☐
Last Name

☐
Grouping

☐
Course

☐
Teacher

☐
Invigilators

☐
Adaptations

☐	2431377613	2012-01-14	Willow	Wolf	M8 804-KP	Reading and Writing in Grade 8 , Mathematics in Grade 8	Ali Aucoin	Ali Aucoin	Mathematics in Grade 8: Alternate setting, Read-aloud: built-in Listen tool Reading and Writing in Grade 8 : lpp Not Participating
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12

Adding a New Student



Action: Add students as needed.

Transfers: to add a student who transferred from another Nova Scotia school:

- Contact plans@novascotia.ca to complete the transfer.
- Include school, student name and number, the assessments the student will be writing, and the groupings the student should be assigned to.
- You will receive a confirmation email when the transfer is complete.

To add other new students:

- 1 Click **Create New Account**.
- 2 Enter name, student number, grade and date of birth.
- 3 Enter courses (the assessments student is eligible for):
 - English program: Reading & Writing and Mathematics
 - French immersion: Reading & Writing and *Mathématiques*
- 4 Enter participation, adaptations and supports information as needed (refer to pages 17–19).

Note: Leave the grouping field blank. Since each student will have more than one grouping, you can assign them in step 6.
- 5 Click **OK** to save your changes.
- 6 On the student list, click the box beside the student's name and click **Assign to Class** to add the student to the appropriate groupings (Reading & Writing and Mathematics).

+ Create New Account
Edit Student
Assign to Class
De-Enroll

NEW STUDENT

Personal Information
Adaptations

Required Field *

First Name * Martin

Last Name * McLean

Student Number * 999111222

Grade: * 8

Grouping * 804AA-RW

Date of Birth *

YYYY	MM	DD
2012	01	01

Course

☒ Reading and Writing in Grade 8
☒ Mathematics in Grade 8

☐ Mathématiques en 8e année
☐ Lecture et écriture en 8e année

ID	First Name	Last Name	Student Number (SN)
1007	Martine	Richard	123469842

	ID	Grouping	Semester	Teacher
☒	1546	804AA-RW	5	Ali Aucoin
☒	1547	804A-M	5	Terry Tomato

Cancel
OK

Removing a Student



Action: Remove students as needed.

If a student is no longer enrolled at your school:

- 1 In the student list, locate the student you wish remove and click the checkbox next to the student's name.
- 2 Click **De-Enroll**.
- 3 A pop-up window will ask you to either confirm or cancel. Click **De-Enroll** to confirm the removal of the student from the school.
- 4 Another pop-up window will appear asking for a final confirmation. Click **OK** to complete the de-enrollment.

The screenshot illustrates the de-enrollment process in a student management system. It shows a table of students with columns for selection, SN, Date of Birth, First Name, Last Name, and Grouping. A student named 'Jos' is highlighted. A 'De-Enrollment Modal' dialog is open, displaying a table of students to be de-enrolled. A confirmation pop-up asks 'Are you sure you want to proceed?' with 'Cancel' and 'OK' buttons.

De-Enrollment Modal

Student(s) listed in the table below will be "De-Enrolled" from the current school and assigned groupings.

- The list for De-Enrollment contains **1 student(s)** with active attempts in the current active window.
- If proceeded, **Active attempts of the student(s) will be submitted as is.**
- There will be need for escalation to support, should the student(s) wish to resume their assessment again in the current or another school.

StudentIdentificationNumber	First Name	Last Name	Groups	Active Attempt
123461	Gregory	Grape	Rachel's Test Grouping 2, Rache l's Test Grouping	true

Are you sure you want to proceed?

Cancel OK

Changing a Student Grouping



Action: Manage groupings as needed.

To change a student's assigned groupings:

- 1 Click the box beside the student's name in the student list.
- 2 Click **Assign to Class**.
- 3 Assign the student to a grouping (class, section or alternate location group) by selecting the grouping's checkbox.
- 4 Click OK to save your changes.

Create New Account

Edit Student

Assign to Class

De-Enroll

Show De-Enrolled Student(s)

Page 1 of 1

2

☐	SN	Date of Birth	First Name	Last Name	Grouping
1 ☒	2547611805	2012-02-29	Jalen	Joseph	8A-M-EN, 8A-RW

ID	First Name	Last Name	Student Number (SN)
175	Jalen	Joseph	2547611805

	ID	Grouping	Semester	Teacher
☐	17	8B-M-IM	2	Ali Aucoin
3 ☒	22	8A-M-EN	2	Dalia Dajani
☐	27	8B-RW	2	Bev Bernard
☐	37	8 Alt Location Library	2	Cam Cameron

Cancel

4

OK

Editing Student Information



Action:

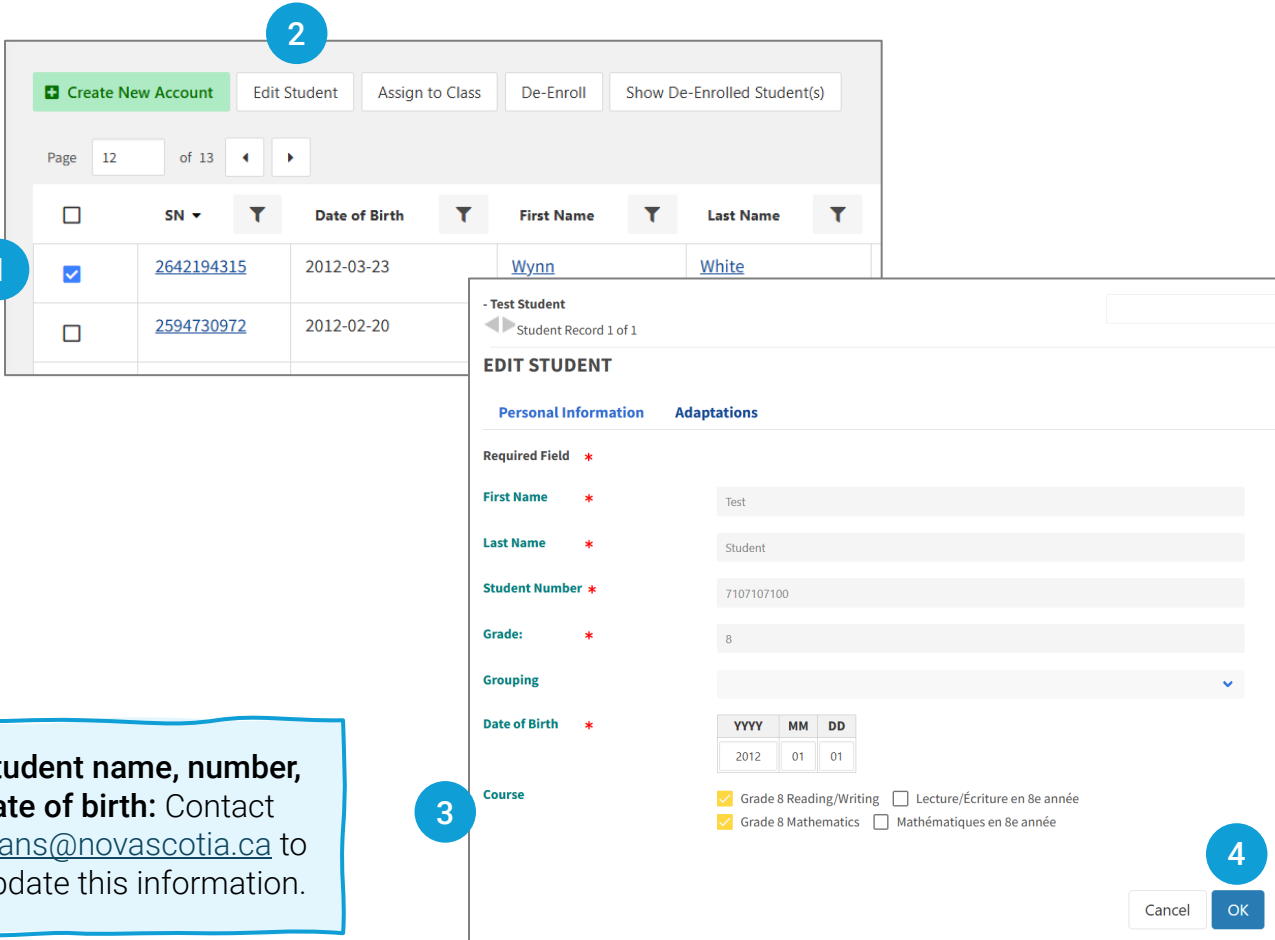
Ensure student course assignments are correct.

Student courses can be edited by administrators.

- 1 Locate the student and click the box beside their name.
- 2 Select **Edit Student**.
- 3 In the window that pops up, you can update the student's courses as needed.
- 4 Once all changes are made, click on **OK** to save them.

Note: Participation, adaptation, and support information can be updated by either teachers or administrators. To update student participation, adaptation and support information, refer to pages 17–19.

Student name, number, date of birth: Contact plans@novascotia.ca to update this information.



Participation



Action:

Ensure student participation information is updated.

- Teachers or administrators will record participation status as needed.
- Record separately for Reading & Writing and Mathematics.
- Refer to the Assessment Handbook for guidance on student participation.

EDIT STUDENT

Personal Information

Adaptations

Reading and Writing in Grade 8 ▾

Participations

- ☐ Student has IPP and will not participate
- ☐ Student has IPP and will participate
- ☐ Exemption
- ☐ Extended absence

Important: Principal/planning team review school-based exemptions and determine whether students with an academic IPP should participate.

Student has an IPP and <u>will</u> participate	Students with an academic IPP may participate if the student planning team determines it is appropriate.
Student has an IPP and <u>will not</u> participate	Student has an academic IPP in ELA or Mathematics and will not participate in the corresponding part of the assessment.
Exemption	Student will not participate based on consultation with principal, student planning team, family and student.
Extended absence	Student was absent for assessment and make-up period.

Adaptations and Supports



Action:

Ensure student adaptation and support information is updated.

Teachers or administrators must record documented adaptations and supports separately for Reading & Writing and Mathematics/*Mathématiques*.

Unless otherwise noted, only adaptations that are documented in TIENET and used regularly in the classroom should be used. Refer to the Assessment Handbook for guidance.

Types of adaptations and supports to record (refer to next page for more details):

A

Built-in adaptations and supports

Select in advance to ensure they are available in the online assessment platform.

B

Lockdown exceptions for Assistive Technology (AT)

Select in advance if a student needs to use their own AT. This allows the student to take the assessment in a regular web browser rather than the lockdown environment so their AT functions normally.

C

Other adaptations and supports

Record additional adaptations and/or supports the student received during the assessment.

Important: Teachers must ensure that students can access their required adaptations and supports during both the Sample and Main Assessments. The mandatory Sample Assessments allow students a chance to test out the their adaptations and supports within the online platform, as well as to become familiar with the online assessment format and other platform tools ahead of the Main Assessment.

Reading and Writing in Grade 8

Participations

☐ Student has IPP and will not participate
 ☐ Student has IPP and will participate
 ☐ Exemption
 ☐ Extended absence

Adaptations

Built-in Adaptations and Supports

☐ Additional time
 ☐ Read-aloud: built-in Listen tool
 ☐ Multilingual translator

Select Language >

Lockdown Exception

☐ Read-aloud: student's AT
 ☐ Writing: student's AT

Other Adaptations and Supports

☐ Alternate format (must request by email - see guide)
 ☐ Alternate setting
 ☐ Operation charts
 ☐ Read-aloud: human reader
 ☐ Verbatim scribe
 ☐ Other (Please Specify)

Please specify

A

B

C

Built-In Adaptations and Supports

Select in advance to enable built-in adaptations and supports in the online assessment platform software.

Read-aloud: built-in Listen tool 	The platform will activate the built-in Listen tool in the platform so the text can be read aloud to the student, as needed.
Multilingual translator 	This support is available as needed for students learning English as an Additional Language. Choose the student's language from the dropdown menu to turn on a one-way translator (from English to their language). The tool will translate 3–4 words at a time. Note: Do not enable the English/French translator for French Immersion students.

Lockdown Exception

Select in advance if a student needs to use their own assistive technology (AT). This allows them to take the assessment in a regular web browser instead of the lockdown environment so that their AT can function normally. Students who need this option will log in at <https://nsa.vretta.com>.

Note: Launch the student's AT application (e.g., Google Read and Write) prior to launching the assessment platform.

Important: When the lockdown exception is enabled, students can navigate away from the assessment screen. These students will need extra supervision (i.e., device placement such that the teacher can easily monitor the student screen).

If the student accesses a site or resource that could affect their responses (e.g., an online answer source), the teacher must use the **Report an Issue** button (page 21).

Other Adaptations and Supports

Record additional adaptations and supports the student received during the assessment, even if provided outside the online platform. Record only those that were actually used by the student.

Assessment Sessions Page



Actions:

Monitor session progress.

Verify participation, adaptation, and support information is recorded and accurate.

Verify that all sessions have been completed and submitted.

A

Select **Grade** and **Writing** Session.

B

Session Status shows which assessments are **In Progress** or **Pending**.

C

Use the **Submitted Session(s)** button to see a list of sessions that have been completed and submitted.

D

Use the green **Invigilate** button to view and monitor the assessment session from the teacher view. Refer to the Teacher User Guide for more information on invigilation.

A

Grade 6 Grade 8

Writing Session

Grade 8

Use this page to **review, create, edit and cancel** assessment sessions, as well as to assign Teachers or Exam Supervisors to each session. The status of each session can be viewed in the **Status** column. The **Pending** status indicates that a session is upcoming, the **In Progress** status indicates that a session is currently at its scheduled time, and the **Submitted** label indicates that the session has been submitted by the Teacher or Exam Supervisor.

Assessment data can also be exported from the platform using the **Export** button.

Create New Session

Edit Selection

Cancel Session(s)

Submitted Session(s)

C

Export

Page 1

B

☐	Session Status	Teacher	Exam Supervisors	Grouping	Students	Assessment Type	Assessment	Date and Time	D
☐	In Progress	Bev Bernard	Cam Cameron	8B-RW	11	Sample Test	Grade 8 Demo	January 20th, 2026 2:39 PM AST	Invigilate

Notes:

- Only teachers can schedule sessions. If you are an administrator and want to schedule a session, you must first add yourself as a teacher for your school and then assign yourself as an invigilator for the grouping(s).
- If a teacher submits a session by accident, they can simply start a new session. All student work will be saved and scored.
- If a student or teacher does not submit their session, the student work will still be saved and sent for scoring.

Getting Help and Reporting Issues



Action:

Support troubleshooting and report issues as needed.

A

Use the **Help Page** link on the main School Administrator Page to access help documents.

B

Use the **Technical Support** link or email plans@novascotia.ca for help during business hours (8 am to 3:30 pm). Contact your regional or school technical support for software installation, hardware, or network issues.

C

Teachers and invigilators can use the **Report an Issue** button from their assessment session page to receive technical help or report administration issues during business hours (8 am to 3:30 pm).

Note: Administrators can also access the Report an Issue button from within the Invigilation view in the online platform. Refer to page 20 of this guide for instructions on accessing this view and consult the Teacher User Guide for more information.

Administrators and teachers can also access a live help session via Google Meet. Your Regional Assessment Lead will share information on this live support option prior to the assessment period.

The screenshot shows the 'School Administrator' page. At the top left is a home icon and the text 'School Administrator'. At the top right is a blue circle with the letter 'B' and the text 'Technical Support Français'. Below this is a 'Filter to' section with two buttons: 'Grade 6' (white) and 'Grade 8' (blue). To the right of the 'Grade 8' button is a blue circle with the letter 'A'. Below the filter section is a text prompt: 'Looking for guidance on the Digital Assessment platform? [Help Page - Click Here](#)'. At the bottom of the page is a row of five buttons: 'Pause Session' (white), 'Change Date' (white), 'Disable Softlock' (yellow), 'Report an Issue' (pink), and 'Submit Assessment Session' (green). A blue circle with the letter 'C' is positioned above the 'Report an Issue' button.

