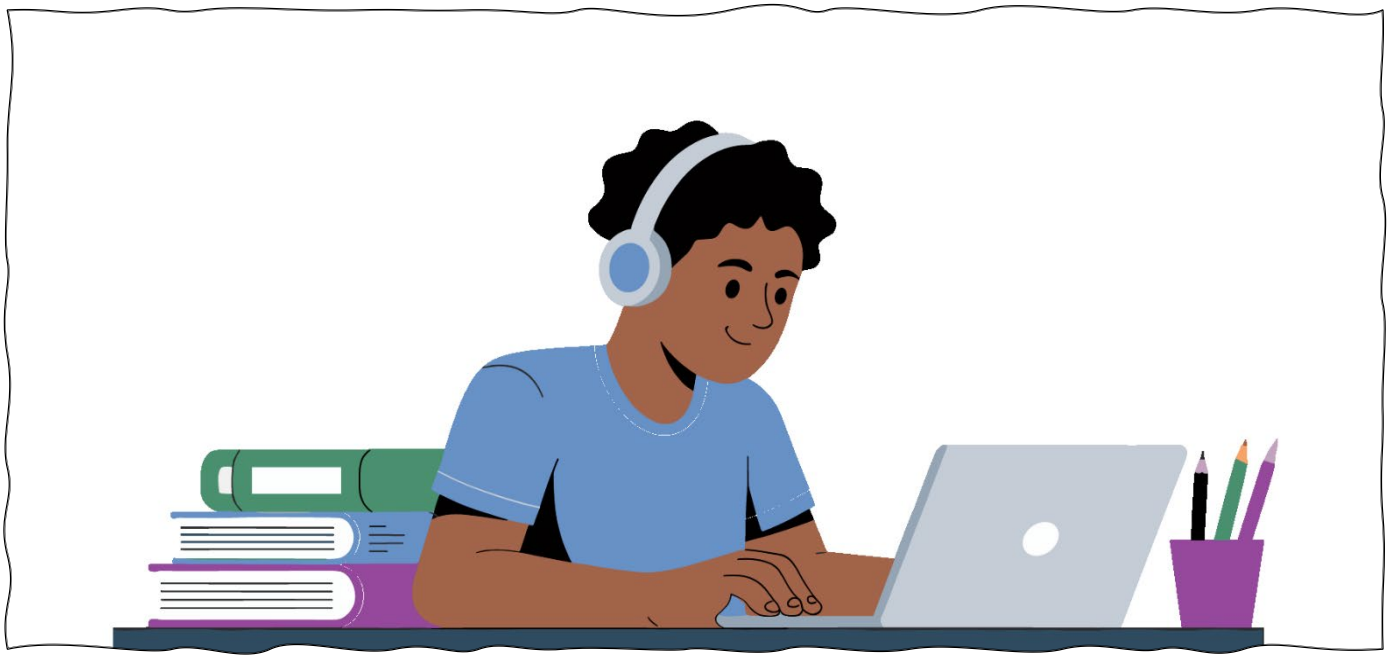
2026–2027

Nova Scotia Assessment



Online Student Assessment:
Teacher User Guide

Student Assessment
v02.09.2026

NOVA SCOTIA
NOUVELLE-ÉCOSSE

Table of Contents

Key Tasks for Teachers ..... **i**

Before the sample and main assessments i

During the assessment window i

Logging in **1**

FAQs: Login Issues 2

Groupings **3**

Grouping Page 4

Manage Students Page 5

Adding a Student to a Grouping 6

Recording and Viewing Student Information 7

Participation 8

Adaptations and Supports 9

Built-In Adaptations and Supports 10

Lockdown Exception 10

Other Adaptations and Supports 10

Setting Up an Assessment Session **11**

Assessment Session Page 12

Managing Student Access 13

Ongoing Monitoring of Students 14

Getting Help and Reporting Issues 15

Make-Up Sessions 16

Submitting the Assessment 17

Unsubmitting student work 18

FAQs: Assessment Session Issues 19

Getting Students Logged In **20**

Student Login Instructions 21

A) Students using Chromebooks 21

B) Students using Windows/Mac computers 21

C) Students with a Lockdown Exception (using any device) 21

FAQs: Student Access Issues 22

Online Assessment Platform: Key Tasks for Teachers

Before the sample and main assessments

❑	Verify that all class sections are listed.	Page 3
❑	Check class list for completeness.	Page 5
❑	Manage students (e.g., add, remove, change grouping).	Pages 5–6
❑	Ensure student participation, adaptation, and support information is updated (by teachers or administrators).	Pages 7–10

During the assessment window

❑	Set up an assessment session.	Page 11
❑	Help students log in.	Pages 20–22
❑	Ensure students with adaptations and supports can access them.	Pages 9–10
❑	Manage student access (e.g., unlock and monitor the session).	Pages 12–14
❑	Report technical or administration issues.	Page 15
❑	End each part of the assessment by locking it.	Page 17
❑	Schedule/administer make-up sessions.	Page 16
❑	Verify sessions have been submitted after all work (including make-ups) is complete.	Page 17

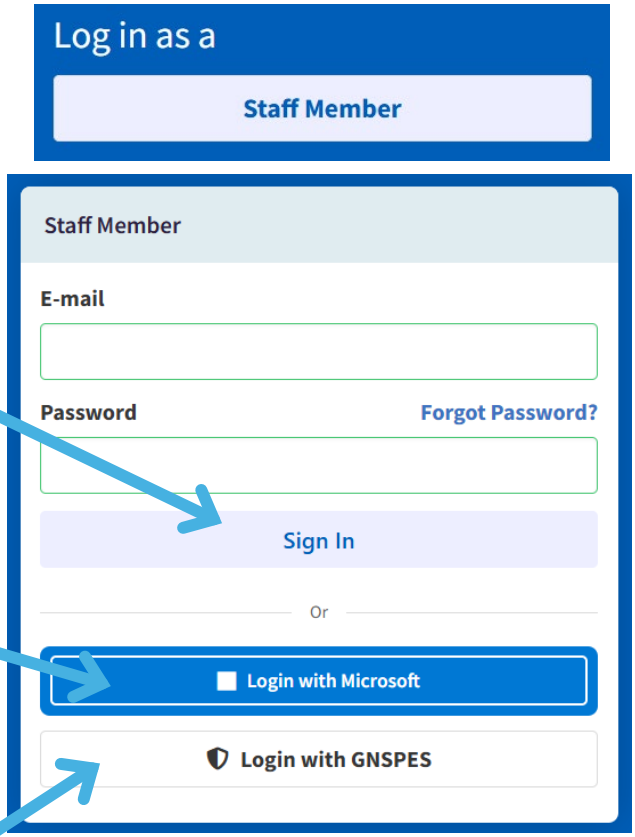
Note: The screenshots in this guide are for illustrative purposes only. The user interface may differ slightly from the images shown.

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.

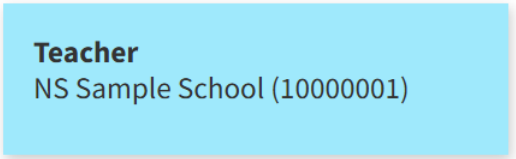
CCRCE, HRCE, SRCE, SSRCE admin, TCRCE

- 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.

4. Select the Teacher 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 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).

Groupings

Action: Verify that all your class sections (groupings) are listed.

After logging in, you will see a list of **groupings** assigned to you. Groupings are sets of students who will take the assessment together, like class sections.

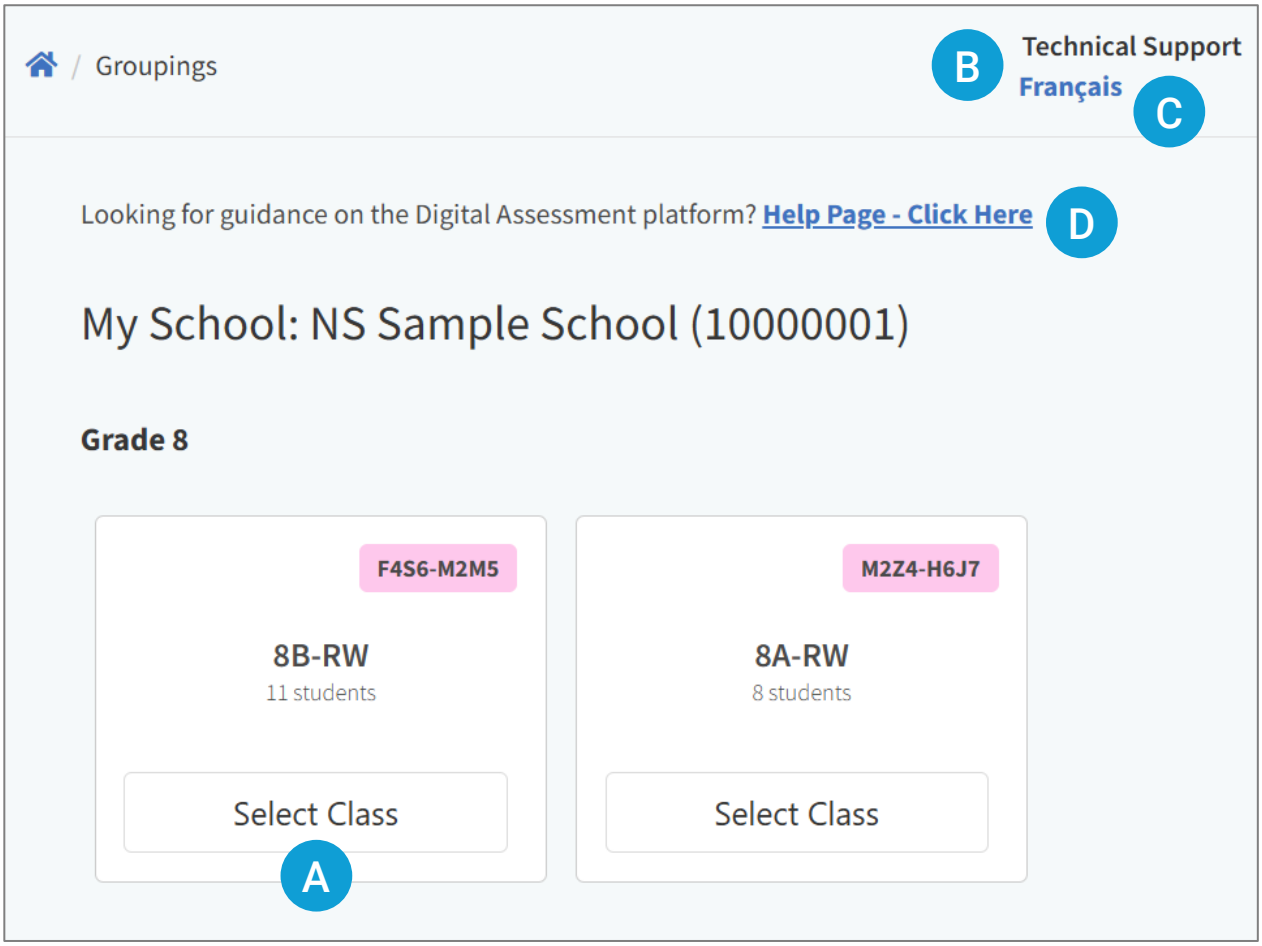
If a grouping is missing, contact your school administrator to add it.

A Work with a specific grouping.

B Get technical support.

C Switch to French interface.

D Access help documents.



Grouping Page

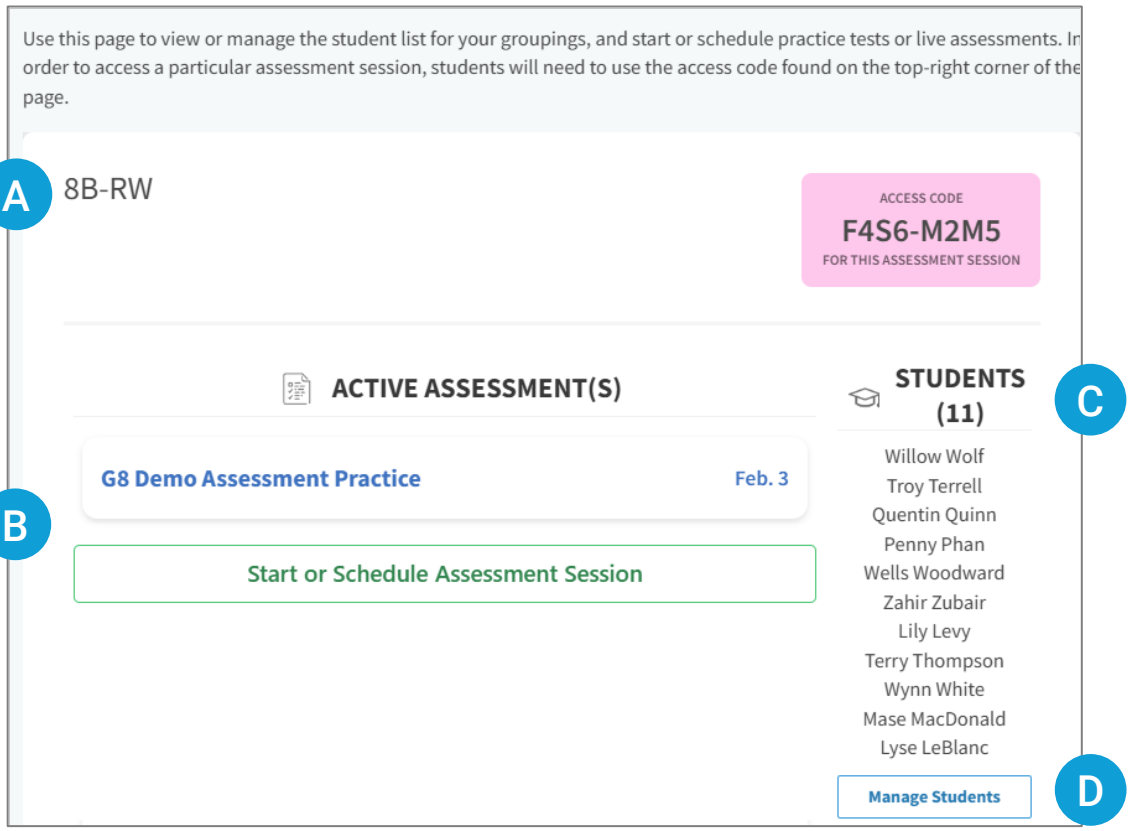
Groupings are sets of students who will take the assessment together, like class sections. Students should be in separate groupings for Reading & Writing and Mathematics.

A **Grouping Name:** Current class section or group.

B **Assessments Area:** View active assessments or set up new assessment sessions (page 12).

C **Students:** List of students in the grouping.

D **Manage Students:** Where you can add or remove students (pages 5–6), view or record student participation, adaptation, and support information (pages 7–10).



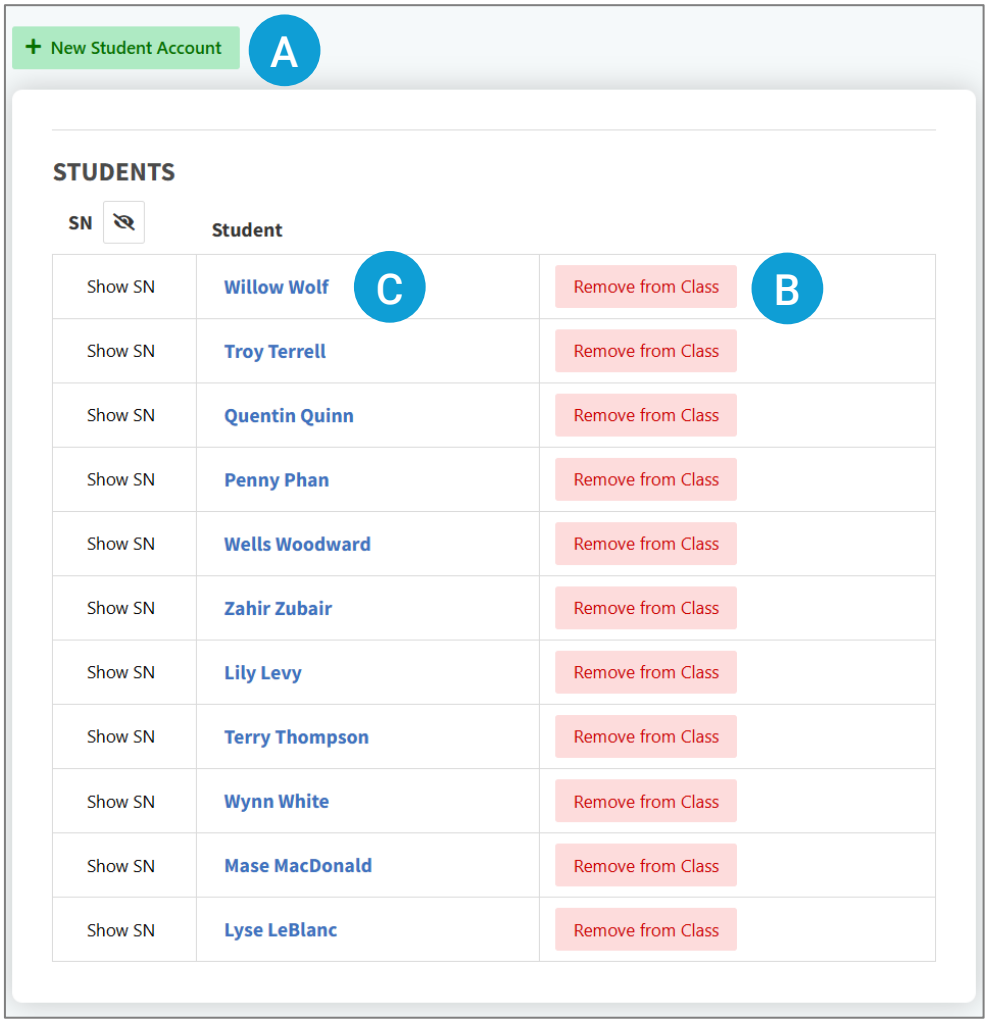
Manage Students Page

Actions: Check class list for completeness; add or remove students as needed.

A **New Student Account:** Click here to add a student to the grouping using their provincial Student Number (SN). For more details, refer to page 6.

B **Remove from Class:** Click here to remove a student from the grouping.

C **Student Information:** Click on a student's name to view and record student information, including participation status and adaptations and supports. For more details, refer to pages 7–10.

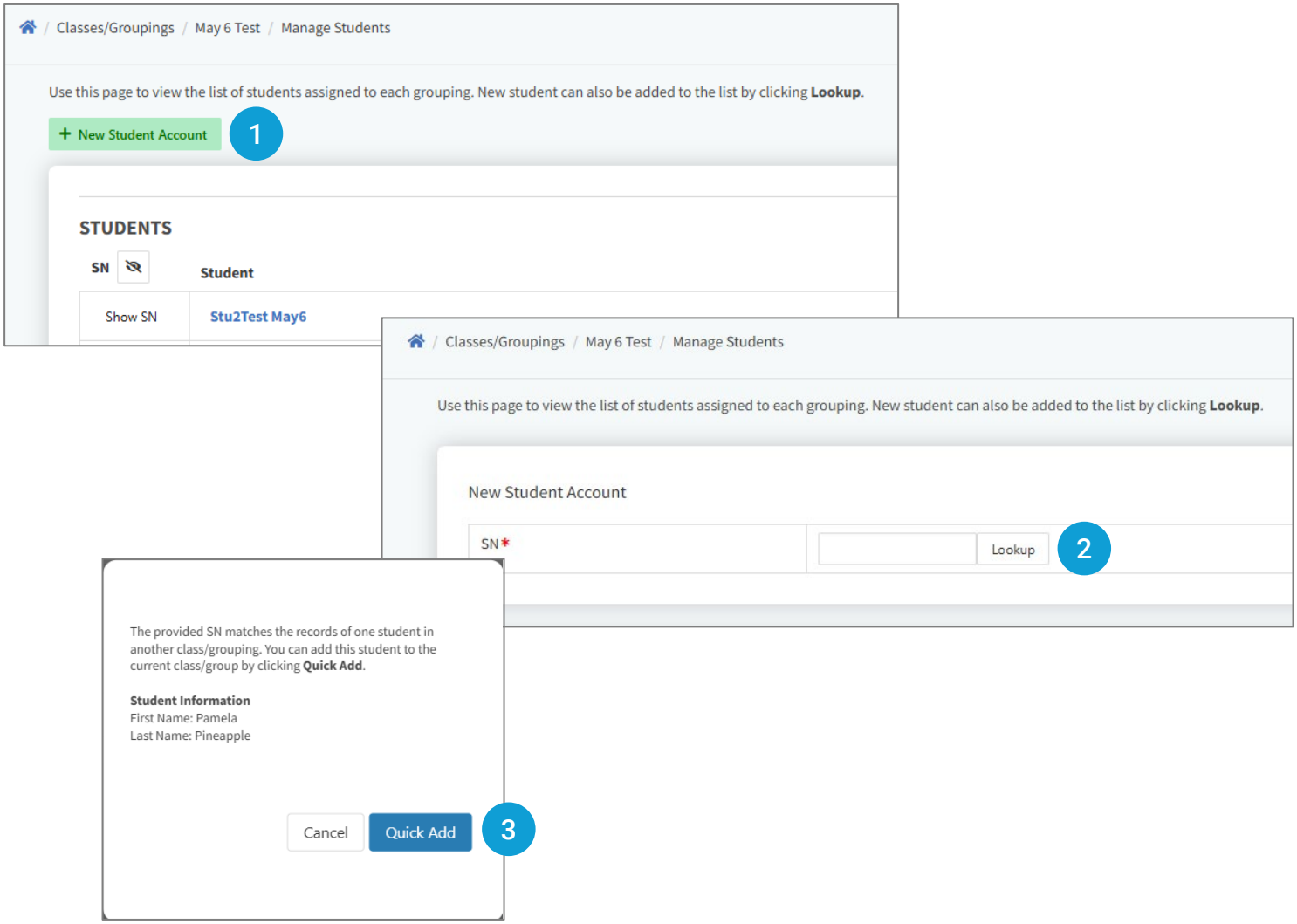


Adding a Student to a Grouping

Action: Add a student to a grouping (class).

1. From the Manage Students page, click on **New Student Account**.
2. Enter student's provincial Student Number (SN) and click **Lookup**.
3. Confirm that the first and last name match the student you wish to add, then click on **Quick Add** to complete the process.

Note: Only students already assigned to your school in the Vretta system can be added by teachers. Any new students or transfers from other schools must be added by school admin.

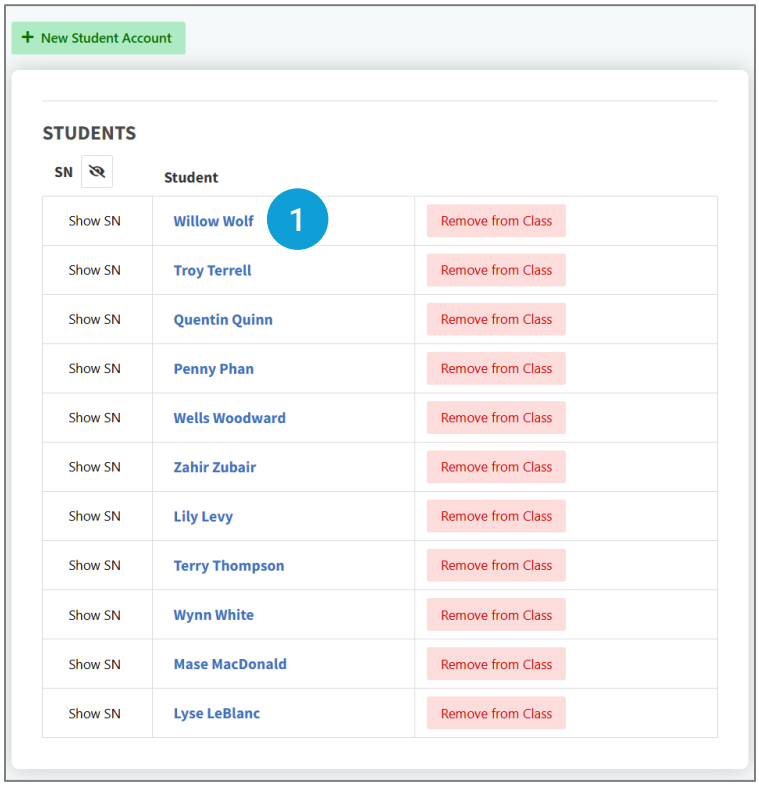


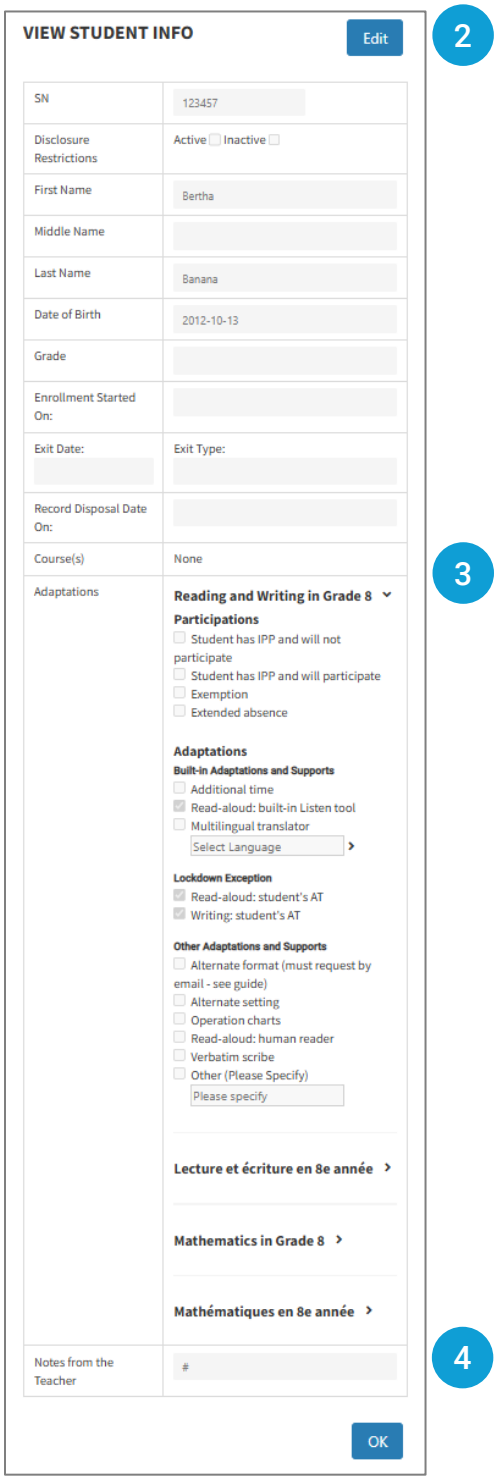
Recording and Viewing Student Information

Action: Record individual student participation, adaptation, and support information as needed.

You can view, record or change student information:

1. Click on the student's name.
2. Click **Edit** at the top right of the pop-up window.
3. Update the information as needed. Participation, adaptations and supports must be updated separately for Reading & Writing and for Mathematics. Refer to pages 8–10 for more details on participation status and adaptations and supports.
4. Click **OK** at the bottom of the pop-up window to save your changes.

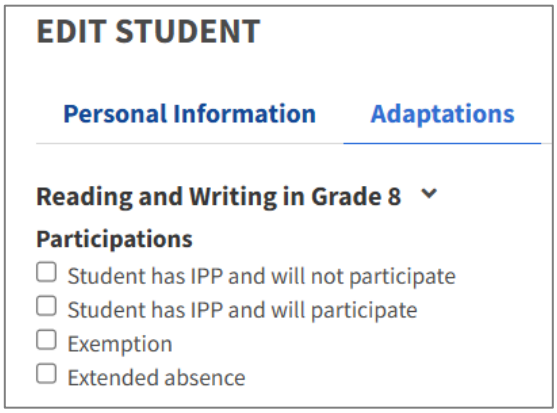




Participation

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.



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.

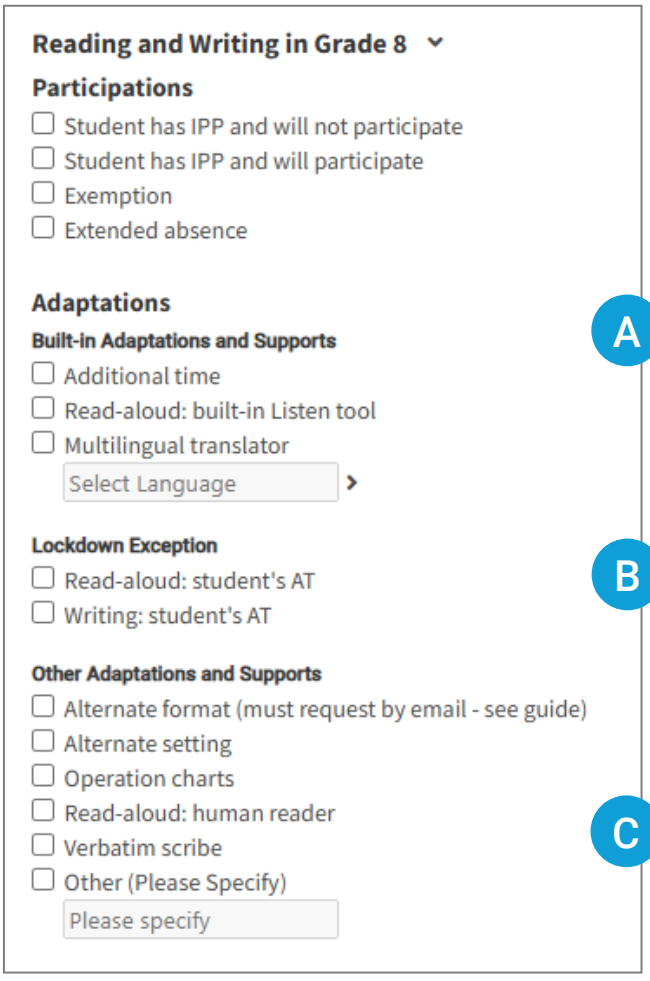
Types of adaptations and supports to record (refer to next page for more details):

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.



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 15).

Other Adaptations and Supports

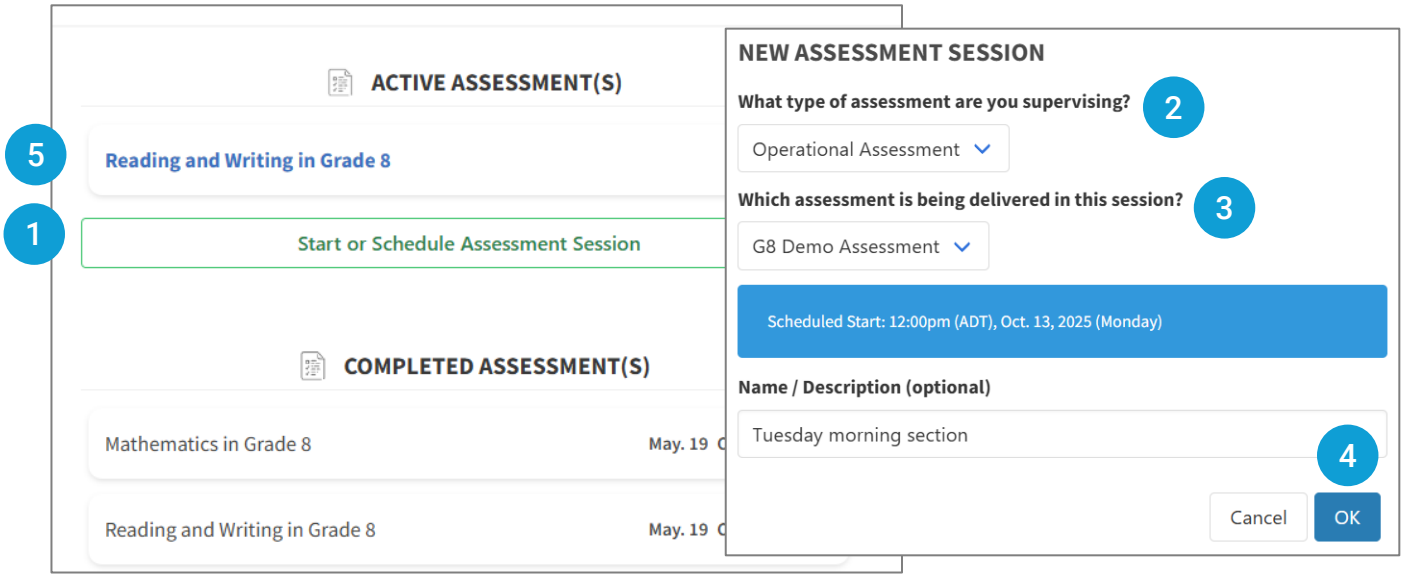
Record additional adaptations and supports the student received during the assessment, even if provided outside the online platform. Record only those that were actually used by the student.

Setting Up an Assessment Session

Action: Start or schedule a sample or main assessment session.

Each grouping can have only one active assessment at a time. This is why it's important to have separate groupings for Reading & Writing and Mathematics even if the same students are in both.

1. On the Grouping page, click **Start or Schedule Assessment Session**.
   This can be done ahead of time or on the day of the assessment.
2. Select the type of assessment:
   - Sample Test – must be completed prior to the main assessment.
   - Operational Assessment – this is the main assessment.
3. Select the assessment subject (Reading & Writing or Mathematics).
   Optional: Add a name or description (e.g., section name).
4. Click **OK** to open the **Assessment Session** page. This is where you will oversee and manage the assessment session.
   Note: Creating an assessment session does not automatically give students access to the assessment.
5. To return to a session you have already created, click on its name from the Active Assessment(s) list on the corresponding grouping's page.
   Note: A grouping can have only **1** active session at any time.



Assessment Session Page

This is the main page used to invigilate sessions. This is where you can view and monitor the assessment session during administration.

A **Access Code** and **Class List:** Information required by students to log in.

B **Assessment Name** and **Scheduled start:** the date and time the assessment becomes available. Students cannot access it before this time.

C **Tool bar:** Tools to help manage the assessment session.

D **Assessment parts management:** lock and unlock parts of the assessment for students. You can use the same assessment session to complete all parts.

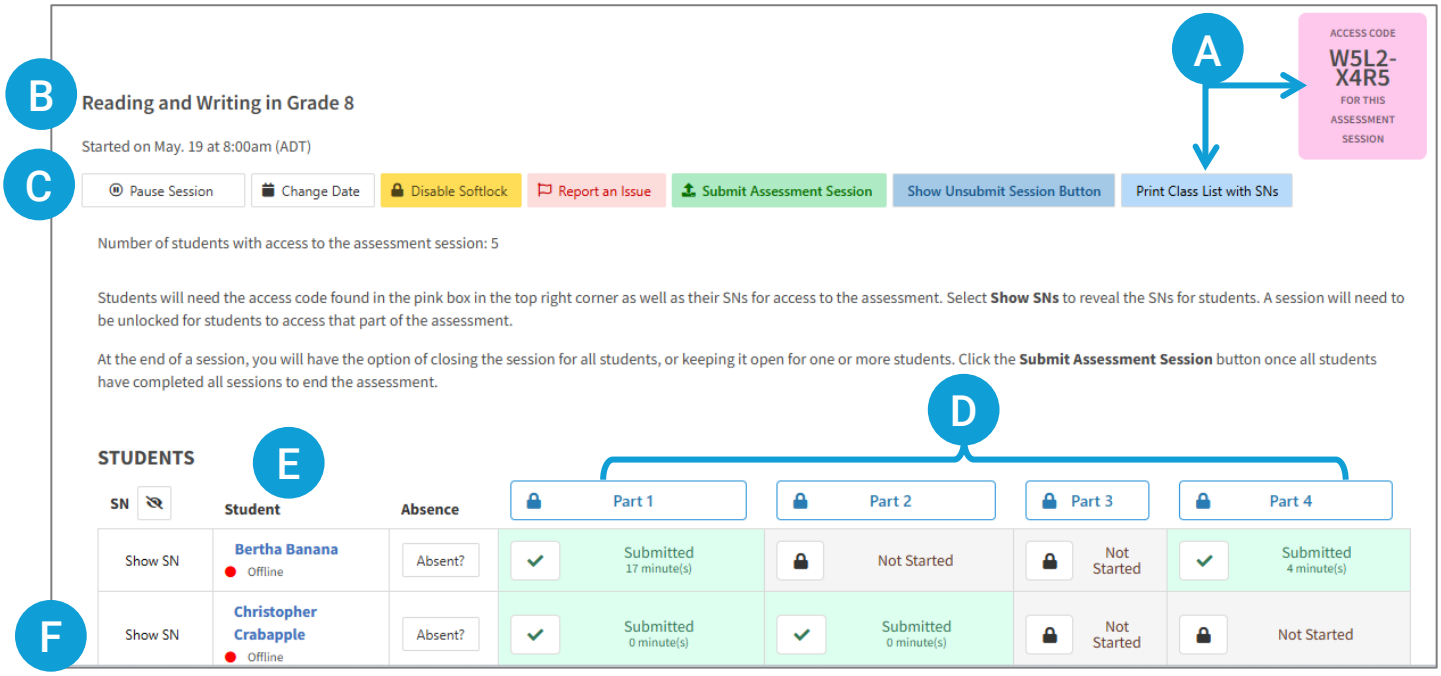
- Sample assessments have 2 parts.
- Main assessments have 4 parts.

When the lock is closed, student cannot access that part of the assessment, even if they have logged into the system.

If the lock is open, students will have access to that part of the assessment.

E **Student information:** Shows student online status. Additional student information such as adaptations can be accessed by clicking on the student name.

F **Show SN:** Student number view can be toggled on/off by clicking this button.



Managing Student Access

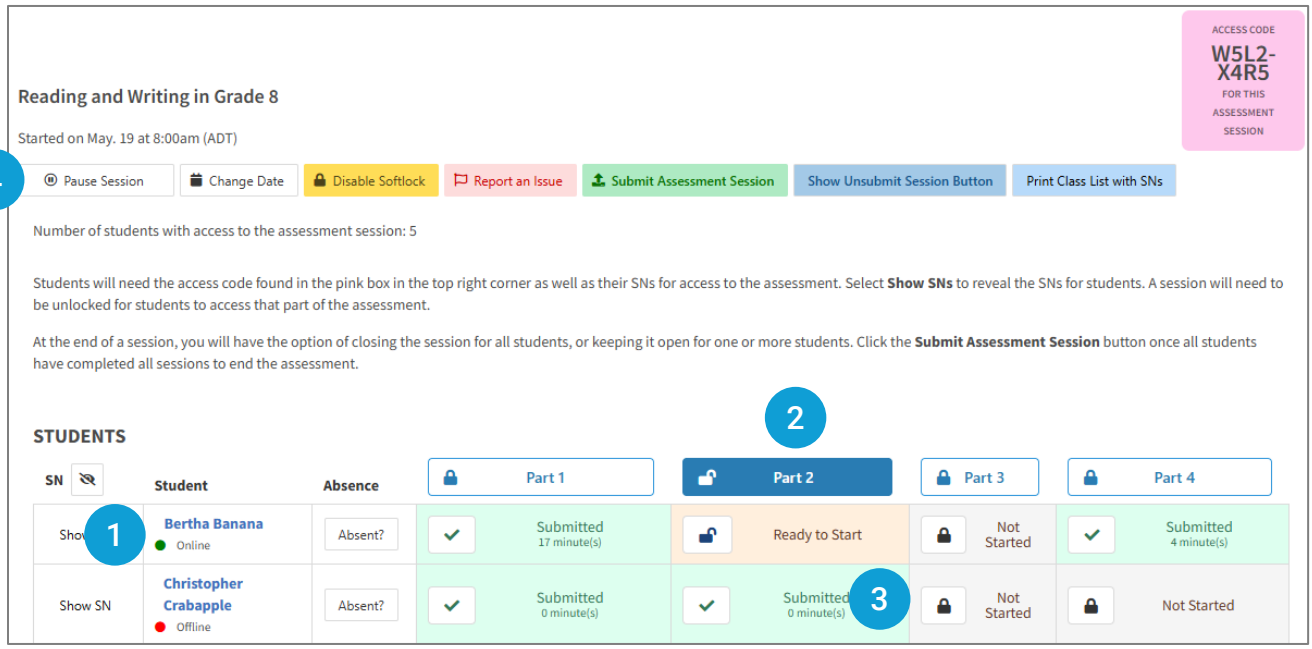
Actions: Unlock the assessment part after students have logged in.
Lock/unlock for individual students as needed.

1. Wait for all students to successfully log in. Once a student is logged in, a green circle will appear below their name, indicating that they are online.

2. Use the 🔒 Part button to unlock or re-lock a specific part of the assessment for the whole group.
   - Each subject includes 2 parts in the sample assessment and 4 parts in the main assessment.
   - For the main assessment, all parts must be completed in order 1 through 4 (except in the case of make-up sessions; refer to page 16 for more information).
   - Only one part can be unlocked at a time for an individual student. In the case of make-up sessions, different parts can be unlocked for different students.
   - When all parts are locked, students cannot start or continue with the assessment, even if they are logged in.

3. To lock/unlock an individual part for a particular student, use the corresponding lock icon in the row for that student.

4. The Pause button can be used to stop the session for all students. Clicking it a second time will allow students to resume the session.



Ongoing Monitoring of Students

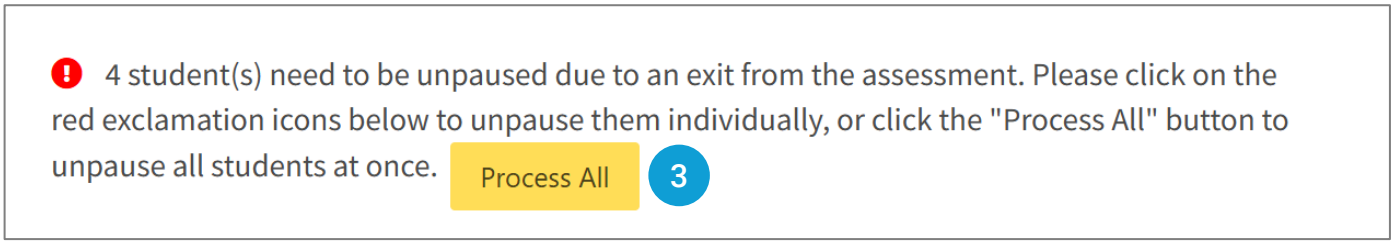
Action: Invigilate the session.

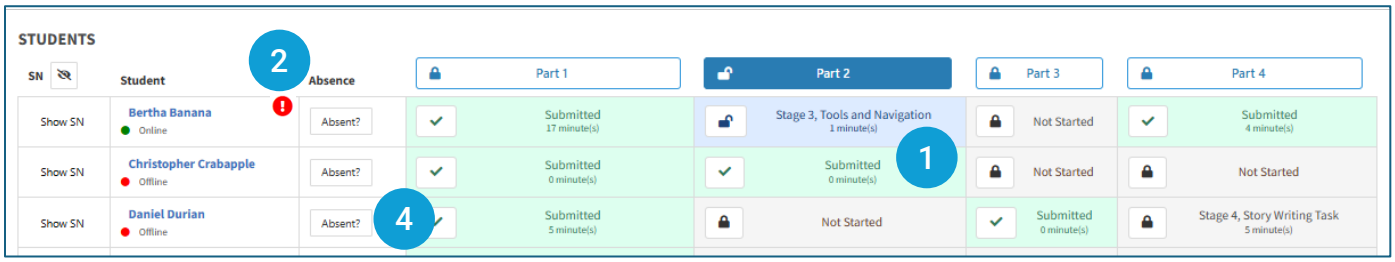
1. You can monitor the part a student is currently working on and the amount of time they have been working.

2. If a student without a lockdown exception attempts to leave the assessment, they are automatically paused by the platform's "Softlock" feature – a notification will appear above the student list and a red exclamation mark next to the student name.
   Investigate the reason they left the assessment, and then unpause them by clicking the exclamation mark next to the student's name.

3. Alternatively, you can unpause multiple students at the same time by clicking **Process All**.
   Note: Recurring Softlock issues may be triggered by background applications. Check for and close any running applications on student device(s) before unpausing the student(s).

4. You can use the **Absent** button to keep track of attendance within the Assessment Session page. This is not mandatory.



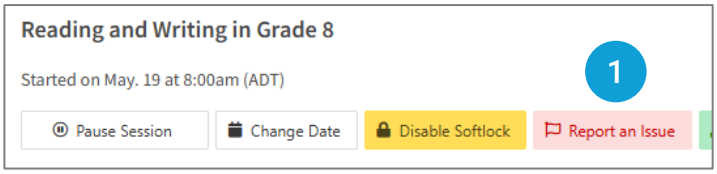


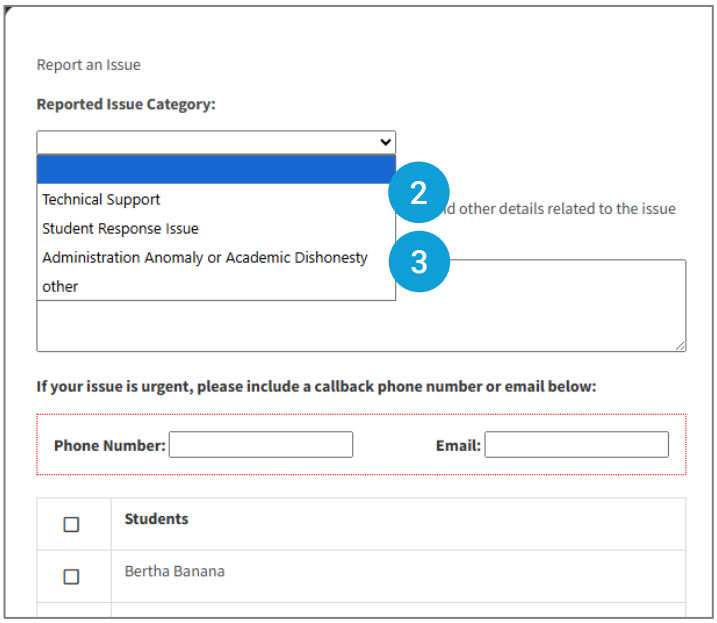
Getting Help and Reporting Issues

Action: Report technical or administration issues.

Within the Vretta online assessment platform:

1. Use the **Report an Issue** button for technical or assessment administration issues.
2. Time-sensitive issues:
   - If a student cannot start or continue the assessment, select the Technical Support issue category.
   - These issues go immediately to the tech support team.
   - Include a description of the problem, your contact information and if applicable, indicate which student(s) are impacted.
3. Issues that do not need immediate help:
   - If the issue is not urgent but could affect student results or test security, report it as one of the following:
     - Student Response Issue
     - Administration Anomaly
     - Academic Dishonesty
   - Include a description of the issue and indicate which student(s) are impacted.





Outside the Vretta online assessment platform:

For non-urgent issues, an email can be sent to plans@novascotia.ca. This inbox is monitored during business hours (8 am to 3:30 pm).

For live troubleshooting on administration days, a Google Meet is available daily from:

- 8 am to 10 am during the sample assessment period
- 8 am to 3 pm during the main assessment period

The link for the Google Meet will be shared via your Regional Assessment Lead prior to the start of the assessment period.

Make-Up Sessions

Action: Schedule/administer make-up sessions.

If a student misses part of an assessment:

- The student should continue with their class for the remaining parts.
  - The missed part(s) should be completed afterward.
  - This is an exception to the usual rule that parts are completed in order.
- Schedule a make-up session for the missed part(s).
- If the original session has not been submitted by the teacher:
  - The student can still access that assessment session.
  - Unlock the missed part of the assessment for that student (refer to #2 under Managing Student Access on page 13).
- If the original assessment session has been submitted by the teacher:
  - Set up a new assessment session (refer to page 11).
  - All student progress and completed work—both for this student and others—will carry over to this new assessment session.
  - Unlock the missed part of the assessment for that student (refer to #2 under Managing Student Access on page 13).

Reminder: Students may complete one or two parts in a day (in the same subject or different subjects). If completing two parts consecutively, ensure students have a stretch break between parts.

Note: If there is a centralized make-up session with students from different groupings, your administrator can create a new grouping for each subject area (e.g., Library-RW, Library-M). Refer to Administrator User Guide for details on creating new groupings.

Submitting the Assessment

Actions:

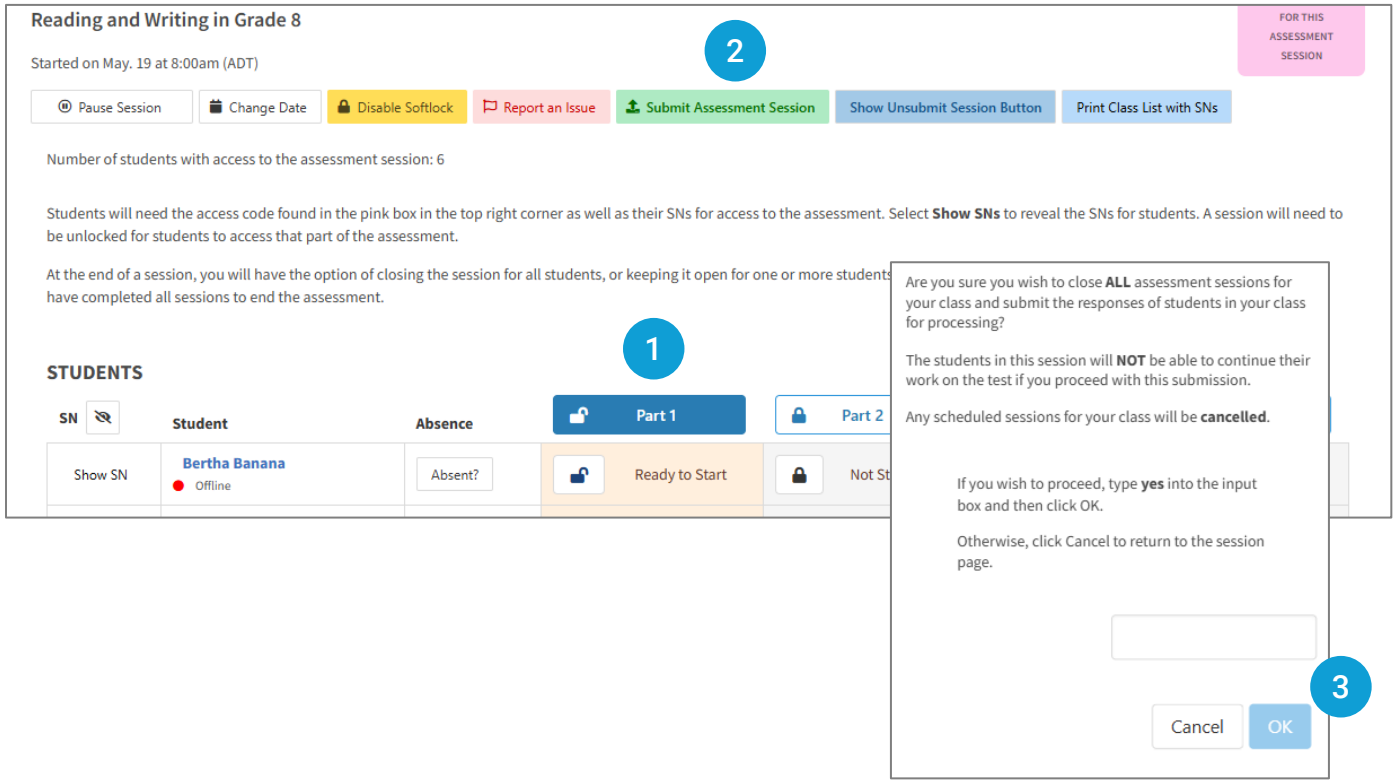
Lock each assessment part when it ends.
Conduct make-up sessions (page 16).
Submit assessment session after all parts, including make-ups, are complete.

1. After all students have submitted, use the Part button to lock that part of the assessment for all students. For absent students who will require a make-up session, the part can be unlocked individually at the time they write.

   Note: If the student finished their work but just didn't get to submit, their work will still be saved and sent for scoring. The student does not need to log back in to submit their work.

2. When all students have submitted, including make-ups, click the **Submit Assessment Session** button.

3. A pop-up window will appear; type 'yes' in the box and click on **OK**. If a session is submitted by mistake, start a new session. Student progress is saved automatically and will carry over.

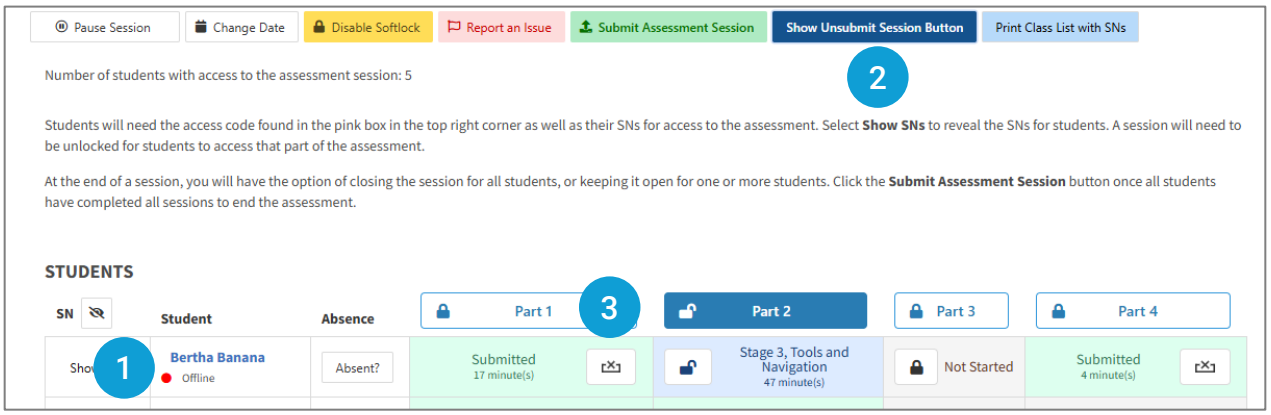


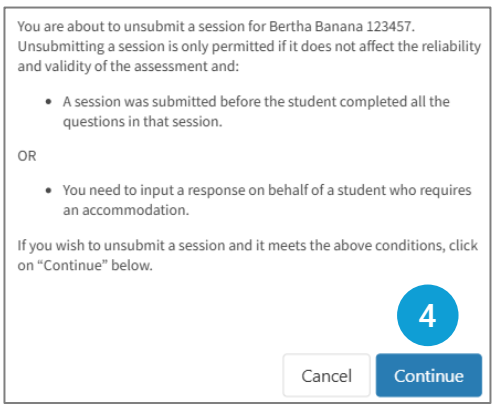
Unsubmitting student work

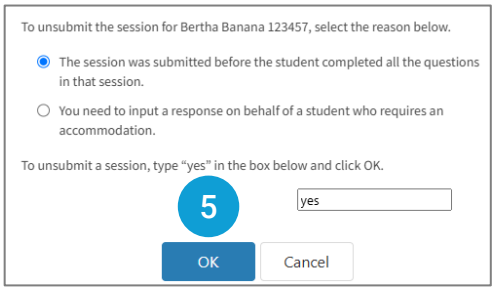
Action: Unsubmit a student's work if it was submitted by mistake.

Sometimes a student will submit their work by mistake. If this happens, the invigilator can unsubmit that part of the assessment, allowing the student to continue.

1. Have the student log out from the assessment platform. Ensure they are showing up as **offline** on the Assessment Session page.
2. Click on the dark blue **Show Unsubmit Session Button**.
3. Locate the student in the session list and click the button corresponding to the part you wish to unsubmit for that student.
4. A pop-up window will appear; click on **Continue** to move along in the process.
5. Another pop-up window will appear; select the reason you are unsubmitting and then type "yes" in the box. Confirm the unsubmit by clicking on **OK**.







FAQs: Assessment Session Issues

I am receiving an error message that there are too many active sessions.

- Check to see whether there are currently any active assessments for the grouping.
    - If yes, either continue to administer the assessment from that active session or submit the session (see page 17) and create a new assessment session.
    - If no, refresh the grouping page and create a session.
    - If you still cannot set up a desired session, please use one of the help features (see page 15).

I can't schedule a session for exactly when my class begins.

- Set the session date and time to any point before students are due to begin the assessment. In fact, we encourage you to schedule the session prior to actual class time to ensure it will be open when you want to start. Students cannot access any part of the assessment until it is unlocked by the invigilator.

I created a session in error and want to delete it.

- If an assessment session has been created in error (e.g., wrong assessment was assigned to grouping) simply submit the session (there is no way to delete it). It will then drop off the list of active sessions.

I created an assessment session, but when students log in they get a message that no assessment is available?

- Ensure that the assessment part you wish students to work on is unlocked.
- Ensure that the correct assessment was chosen, e.g., Mathematics vs. *Mathématiques*.
- Ensure that the assessment is not *pending*, and that it is scheduled to start at a point in time that is *before* the current time.

I submitted a session by mistake before student work or all parts were complete. Is this a problem?

- It is not a problem. Just start a new session; during the main assessment, student progress will be saved.

Can I see student answers?

- No. Teachers can debrief with students for the sample assessments using the Sample Assessment Instructions for teachers which have screenshots of all the items and their responses.

Getting Students Logged In

Actions:

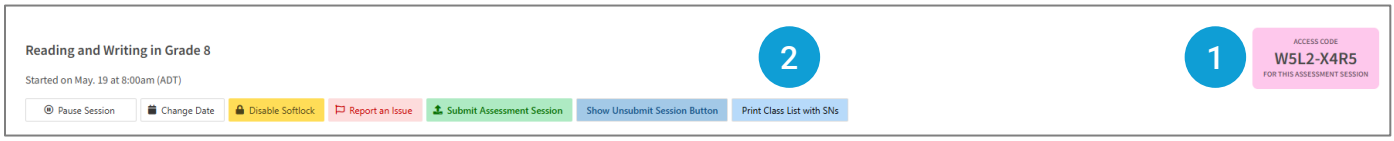
Distribute access code, student numbers and dates of birth.
Help students log in before unlocking the assessment.

Teacher View:

1. Share the **Access Code** with students. All students in the same grouping use the same Access Code. This can be written on the board, shared verbally, etc.

   If you printed off the **Class List with SNs** from the Assessment Session page, the access code is also indicated on the student info card.

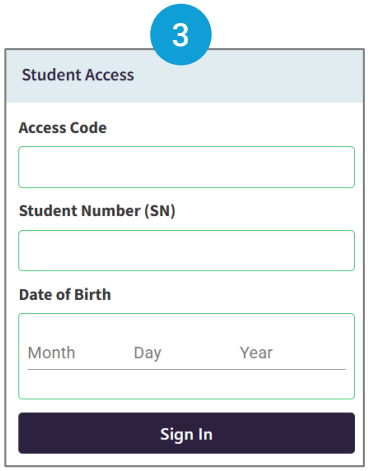
2. Make sure students have access to their provincial student number (SN) and date of birth. This can be accessed by clicking the **Class List with SNs** button from the Assessment Session page.

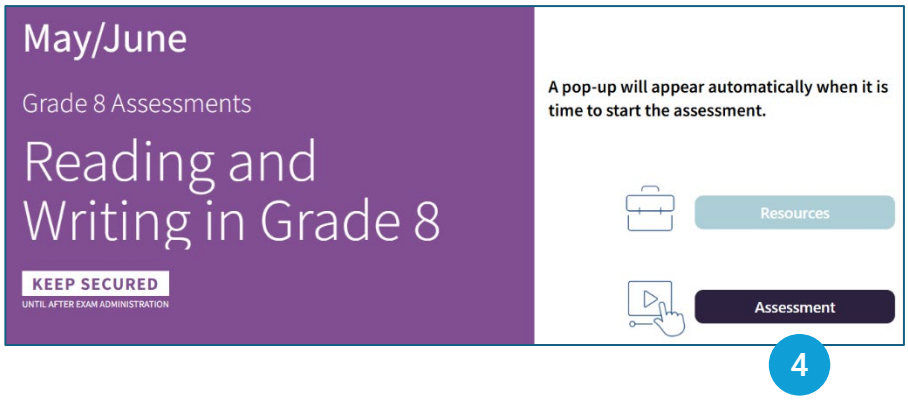


Student View:

3. Enter **Access Code**, **Student Number,** and **Date of Birth** (in Month-DD-YYYY format).
4. While the assessment is locked, students cannot access it, even though they have logged in.

   When the assessment is unlocked, students will see "Test Session has been opened." They can now click the **Assessment** button to access the assessment.





Student Login Instructions

A) Students using Chromebooks

To start:



- Make sure the Chromebook is turned on, connected to the internet, and signed out.
- On the Chromebook login screen, click on Apps at the bottom left corner.
- Select **Vretta e-Assessments**.
- When the provincial landing page opens, click to log in as a **Student**.
- Students sign in with their access code, student ID and date of birth.
- Once the teacher **unlocks** the appropriate part of the assessment on the Assessment Session page, direct students to click **Assessment**.
- The assessment will open in full-screen mode. Students should not be able to leave Kiosk mode until the student signs out or turns off the device by clicking on the Power button. Signing out will redirect the student to the Chromebook login screen.

To finish:

- After the student submits their work, they can either sign out or turn off the device by clicking on the Power button. No need for hard-restart.



Note: For Chromebooks that are not managed by the school or region, such as bring-your-own devices, contact plans@novascotia.ca for instructions.

B) Students using Windows/Mac computers

To start:



- Make sure all other programs are closed before students begin.
- Have students click on the **Safe Exam Browser** icon on the desktop (grey globe).
- When the provincial landing page opens, click to log in as a **Student**.
- Students sign in with their access code, student ID and date of birth.
- Once the teacher **unlocks** the appropriate part of the assessment on the Assessment Session page, direct students to click **Assessment**.
- The assessment will open in full-screen mode. Students will not be able to leave the assessment screen. If needed, students can use the refresh button at the top left.



To finish: Students submit their work. The teacher then selects the power icon at the bottom right of the student's screen and enters the password NSAQUIT.



C) Students with a Lockdown Exception (using any device)

To start:



- Open the student's assistive technology tool, such as Google Read&Write.
- Open Chrome and go to https://nsa.vretta.com.
- Click to log in as a **Student**.
- Students sign in with their access code, student ID and date of birth.
- Once the teacher **unlocks** the appropriate part of the assessment on the Assessment Session page, direct students to click **Assessment**.
- The assessment will open in full-screen mode.

To finish:

- Students submit work and hold the ESC key to exit full screen.



Note: Students with a lockdown exception can leave the assessment screen. These students need extra supervision. Place the device where the teacher can easily see the screen.

FAQs: Student Access Issues

Student receives error message when attempting to log in.

- Ensure the student is using the correct access code. These are different for Reading & Writing and for Mathematics/*Mathématiques*.
- Ensure the student is using credentials that match their information in the Vretta platform (Student Number, Date of Birth in Month/DD/YYYY format).

Student is able to log in but gets error that there is no assessment available or that they do not have access to the assessment.

- Ensure the student is enrolled in the correct course (assessment). Teachers can view the course (assessment) assignment for students in the student information window, but only administrators can change the course (assessment) assignment.
- Ensure the assessment is not scheduled to start in the future.
- Ensure the correct assessment is scheduled (e.g., that Mathematics is scheduled rather than *Mathématiques*).
- Ensure that you have unlocked the part you wish the students to complete. If only one student cannot get in, ensure that the part is not locked for only that student.
- Ensure that the session is not paused (first button in the tool bar).

Student gets error, "You must use either SEB or Kiosk to complete…".

- The assessment software is either not installed or did not initialize properly. Try to reboot the device or have the student log in using another device. For public schools, regional IT teams have installed the necessary software centrally. For MK, DSEPS and private schools, ensure that your IT staff has installed the required software on the devices.

Student's device froze or Internet connection dropped while they were working.

- The assessment platform autosaves student work every minute. Reboot the device or have the student log in on another device to continue working on the assessment.
- Please note: during the main assessment, if a student finished their work but just didn't get to submit, their work will still be saved and sent for scoring.