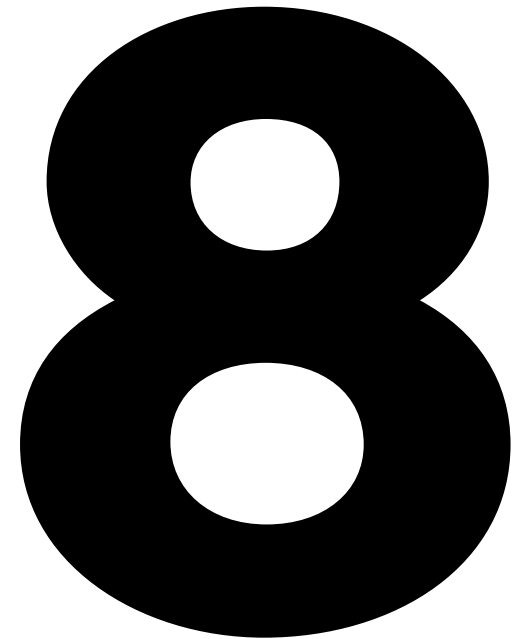


Nova Scotia Assessment  
Reading, Writing, and Mathematics

**Administrator**  
**Quick-Start Guide**  
**Online Assessment Platform**



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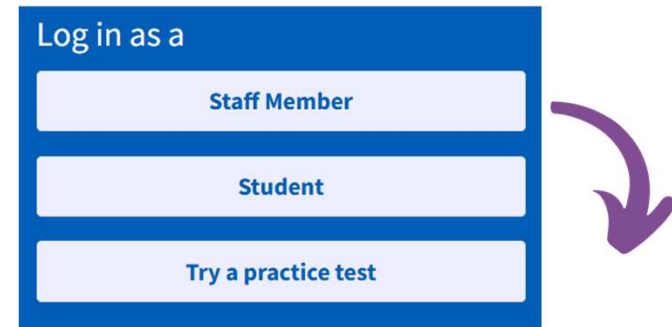
## **Getting Help and Reporting Issues (24)**

# Key Tasks for Administrators

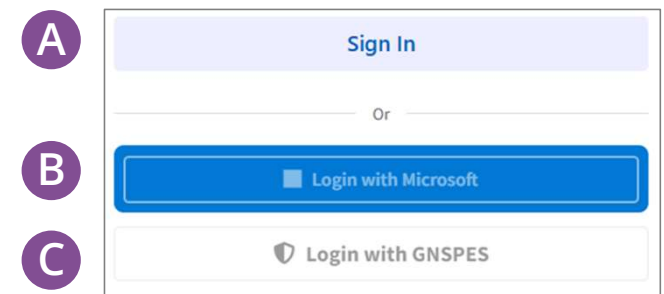
<b>Before the sample and main assessments</b>		
<input type="checkbox"/>	Complete technical requirement checklist.	Page 7
<input type="checkbox"/>	Manage and update groupings.	Pages 8-11
<input type="checkbox"/>	Manage teachers and invigilators for each grouping.	Pages 12-14
<input type="checkbox"/>	Manage students (e.g., add, remove, change grouping).	Pages 15-17
<input type="checkbox"/>	Ensure student adaptation, participation information is updated (by teachers or administrators).	Pages 18-22
<b>During the assessments</b>		
<input type="checkbox"/>	Monitor session progress in online platform.	Page 23
<input type="checkbox"/>	Verify sessions have been submitted after all work (including makeups) is completed.	Page 23
<input type="checkbox"/>	Get technical help, report issues as needed.	Page 24

# Logging In

- Go to <https://nsa.vretta.com/>.
- Select **Staff Member**.
- Select **Log in** button based on your work email.
- Select the **School Administrator** tile for your school.
- Contact [plans@novascotia.ca](mailto:plans@novascotia.ca) if you cannot log in.



- A** MK, DSEPS, Private schools
- **Sign In** button
  - Create platform password
- B** CCRCE, HRCE, SRCE, SSRCE admins, TCRCE
- **Login with Microsoft** button
  - @rce email address & password
- C** AVRCE, CBVRCE, CSAP, SSRCE teachers, EECD staff
- **Login with GNSPES** button
  - @gnspes email address & password



**Administrators in public schools** will use their work email and password to log in through **single sign-on**.

**Other schools** will log in directly to the platform.

# School Administrator Page

The screenshot shows the School Administrator interface for 'NS Sample School(10000001)'. At the top, there is a navigation bar with a home icon, the text 'School Administrator', and a 'Technical Support Français' link. Below the navigation bar is a 'Filter to' section with two buttons: 'Grade 6' and 'Grade 8'. A help message reads: 'Looking for guidance on the Digital Assessment platform? [Help Page - Click Here](#)'. The main dashboard area contains a 'Manage administrator access' button and five task cards: 'Technical Readiness' (with a red warning icon), 'Groupings', 'Teachers and Invigilators', 'Students', and 'Assessment Sessions'. Annotations with arrows point to various elements: 'Filter between grades' points to the filter buttons; 'Access help documents (in development)' points to the help message; 'Administrator dashboard: shows the main tasks to be completed.' points to the task cards; 'Access technical support' points to the 'Technical Support Français' link; 'Toggle between English and French interfaces' points to the 'Français' text; and 'Grant access to other administrators and support staff so they can help manage the assessment' points to the 'Manage administrator access' button.

Filter between grades

Access help documents *(in development)*

Administrator dashboard: shows the main tasks to be completed.

Access technical support

Toggle between English and French interfaces

Grant access to other administrators and support staff so they can help manage the assessment

# Managing Platform Administrators

Administrators can grant access to other staff (e.g., VP, teachers) 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, use **Create New Account**.
- C** Provide the name and email. Ensure the email corresponds to the guidance on page 4.
- D** To remove an administrator, select the checkbox next to their name and use **Revoke Account Access**.

The screenshot shows the 'School Administrator' interface for 'NS Sample School(10000001)'. At the top right, there is a button labeled 'Manage administrator access' with a circled 'A' next to it. Below this, a blue box contains a 'Technical Readiness' message with a checklist icon and the text: 'You've completed all items in the Technical Readiness Checklist. Your school is now technologically ready to start creating assessment sessions.' Below the message, there is a section for 'NS Sample School(10000001)' with instructions: 'Use this page to review, edit, create and revoke school administrator accounts. If a school administrator is missing from the list, select **Create New Account** and add all the administrator's information into the input form. Once the new account is created, an invitation link will be sent to the school administrator for confirmation.' Below the instructions are three buttons: 'Create New Account' (with a circled 'B'), 'Edit Account', and 'Revoke Account Access' (with a circled 'D'). To the right of these buttons is a form titled 'New School Administrator' with three input fields: 'First Name \*', 'Last Name \*', and 'E-mail \*', each with a red asterisk and a circled 'C' next to the form. At the bottom right of the form are 'Cancel' and 'OK' buttons. A purple callout box at the bottom left contains the text: '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.


Consult your regional technical support as needed. They will assist with installing the lockdown assessment environment.

Filter to Grade 6 Grade 8

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.

<input checked="" type="checkbox"/>	The school has added " <b>no-reply@vretta.com</b> " to its safe sender email settings list (this may be required for the creation of teacher accounts).	
<input type="checkbox"/>	All classes/groupings used for the assessment are reflected in the data.	<a href="#">Review Classes or Groupings</a>
<input type="checkbox"/>	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.	<a href="#">Review Teacher Accounts</a>
<input checked="" type="checkbox"/>	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.	<a href="#">Download SEB for Windows</a> <a href="#">Download SEB for Mac &amp; iPad</a> <a href="#">Download SEB Configuration File (en)</a> <a href="#">Download SEB Configuration File (fr)</a> <input type="text" value="Access SEB Password"/>
<input type="checkbox"/>	If using Chromebook:  The Assessment Lock Extension has been installed on these devices, and teachers can enable it prior to the assessment.	<a href="#">Link to Assessment Lock Extension</a> <input type="text" value="Access Kiosk Password"/>

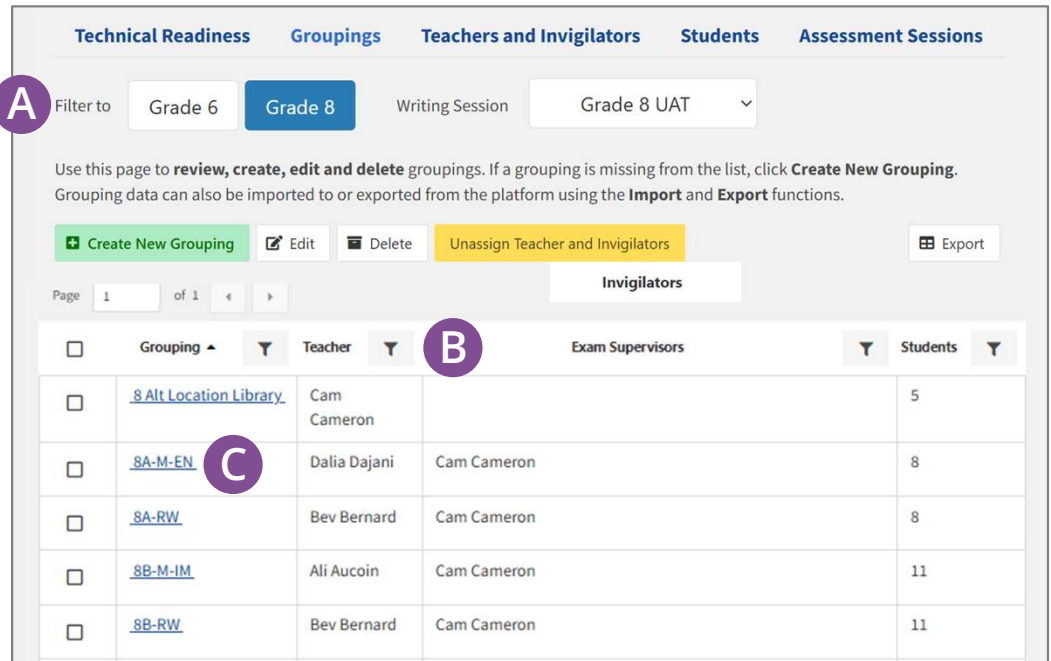
# Groupings Page

 **Action:** Verify that all groupings are listed.

Groupings are sets of students who will take the assessment together, like class sections.

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 arrow, checkbox, 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

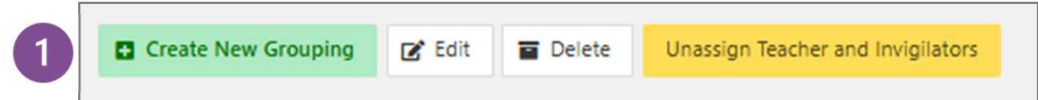
<input type="checkbox"/>	Grouping	Teacher	Exam Supervisors	Students
<input type="checkbox"/>	<a href="#">8 Alt Location Library</a>	Cam Cameron		5
<input type="checkbox"/>	<a href="#">8A-M-EN</a>	Dalia Dajani	Cam Cameron	8
<input type="checkbox"/>	<a href="#">8A-RW</a>	Bev Bernard	Cam Cameron	8
<input type="checkbox"/>	<a href="#">8B-M-IM</a>	Ali Aucoin	Cam Cameron	11
<input type="checkbox"/>	<a href="#">8B-RW</a>	Bev Bernard	Cam Cameron	11

# Creating a New Grouping

To create new classes or groups of students:

- 1 Choose **Create New Grouping**.
- 2 Select the course or subject 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 add them later.
- 5 Click **OK** to save.

**Example:** If some students will write their assessment in the library, you could create a grouping called “**Alt Location – Library.**” You can then assign a resource teacher as the teacher/invigilator for that group.



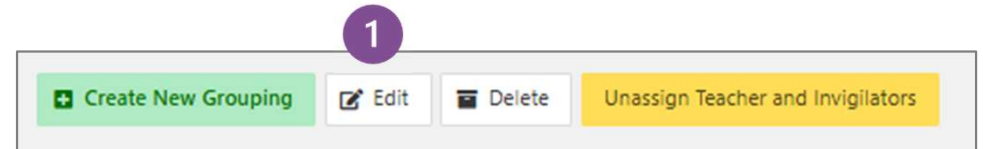
A form titled 'NEW GROUPING' with the following fields and controls:

- Required Field \***
- Course:** A dropdown menu showing 'Grade 8'. A purple circle with the number '2' is to its right.
- Grouping \*:** A text input field containing 'Alt Location - Library'. A purple circle with the number '3' is to its right.
- Teacher (can assign later):** A dropdown menu showing 'Cam Cameron'. A purple circle with the number '4' is to its right.
- At the bottom right, there are 'Cancel' and 'OK' buttons. A purple circle with the number '5' is to the right of the 'OK' button.

# Editing Groupings

To make changes to a grouping from the Groupings page:

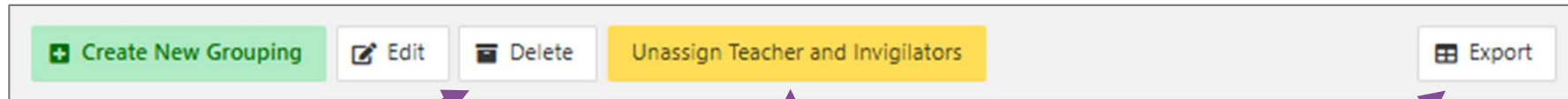
- 1 Select the checkbox next to a grouping and choose **Edit**.
- 2 Make any needed changes, such as:
  - Updating the course or subject
  - Renaming the grouping
  - Changing the teacher or invigilator
  - Adding or removing teachers or invigilators.
- 3 Click **OK** to save your changes.



The 'EDIT GROUPING' form contains the following elements:

- Required Field \***
- Course**: A dropdown menu showing 'Grade 8'.
- Grouping \***: A text input field containing '8A-M-EN'. A purple circle with the number '2' is to its right.
- Teacher (can assign later)**: A dropdown menu showing 'Dalia Dajani'.
- [Add/Remove] Additional Exam Supervisor(s):**
- Exam Supervisors**: A table with one row containing 'Cam Cameron' and a 'Remove' button (trash icon).
- Remove**: A column header for the table.
- At the bottom right, there are 'Cancel' and 'OK' buttons. A purple circle with the number '3' is to the right of the 'OK' button.

## Other Actions with Groupings



Remove a grouping completely by selecting the checkbox beside the grouping and then clicking **Delete**.

Remove all the invigilators from a grouping by selecting the checkbox beside the grouping then clicking **Unassign Teacher and Invigilators**.

Select the **Export** button to download the entire groupings table to a spreadsheet.

# Teachers and Invigilators Page



**Action:** Verify that each grouping has the correct teachers and invigilators.

- A** Select **Grade** and **Writing Session** to see a list of teachers and invigilators.
  - **Teacher:** main teacher responsible for the grouping.
  - **Invigilator:** additional teachers can manage the assessment session and monitor students.
- B** Sort or narrow the list by clicking a column header and using the arrow, checkbox, or filter icons.
- C** Verify which groupings the teacher is assigned to invigilate.

The screenshot shows the 'Teachers and Invigilators' page. At the top, there are navigation tabs: 'Technical Readiness', 'Groupings', 'Teachers and Invigilators', 'Students', and 'Assessment Sessions'. Below the tabs, there are filter options for 'Grade' (Grade 6, Grade 8) and 'Writing Session' (Grade 8). A callout 'A' points to these filter options. Below the filters, there is a text block explaining the page's purpose: '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.' Below this text are buttons for 'Create New Account', 'Edit Account Access', 'Revoke Account Access', and 'Export'. A pagination bar shows 'Page 1 of 1' and 'Page size 10'. Below the pagination bar is a table with columns: 'Teachers/Invigilators', 'Students', 'Grouping', 'Has Access?', and 'Invitation Sent On'. Callout 'B' points to the 'Grouping' column header, which has a dropdown menu open showing '8'. Callout 'C' points to the 'Grouping' cell for the first row, '8B-M-IM'. The table contains three rows of data:

<input type="checkbox"/>	Teachers/Invigilators	Students	Grouping	Has Access?	Invitation Sent On
<input type="checkbox"/>	Ali Aucoin	11	8B-M-IM	✓ Yes	December 15th, 2025 9:20 AM AST
<input type="checkbox"/>	Bev Bernard	19	8B-RW, 8A-RW	✓ Yes	December 8th, 2025 2:18 PM AST
<input type="checkbox"/>	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 Teachers and Invigilators

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

To add more teachers, ensure you are in the correct Grade and Writing Session and then:

- 1 Click **Create New Account**.
- 2 Enter the teacher's information.
- 3 Assign the teacher a role.  
Note: Each grouping can have *one* Teacher and *multiple* Invigilators.
- 4 Create a new grouping for the teacher or assign them to an existing grouping.
- 5 Select **OK** to save your changes.

The screenshot shows a web interface for adding a new teacher or invigilator. At the top, there is a navigation bar with buttons for 'Create New Account', 'Edit Account Access', 'Revoke Account Access', and 'Export'. Below this is a form titled 'NEW TEACHER OR INVIGILATOR'. The form has several required fields: 'First Name', 'Last Name', and 'E-mail'. There is also a 'Role' section with radio buttons for 'Teacher' and 'Invigilators'. A 'New Grouping' section contains a table of groupings with checkboxes. At the bottom right, there are 'Cancel' and 'OK' buttons.

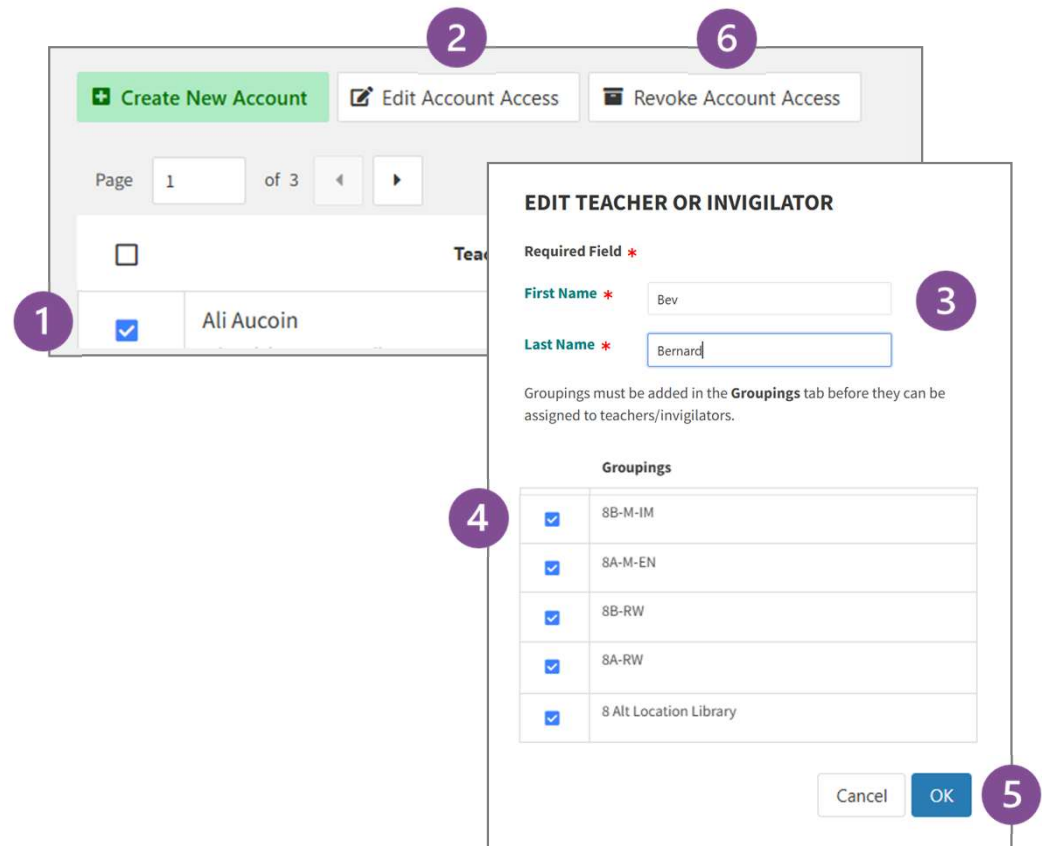
Grouping	Selected
8B-M-IM	<input checked="" type="checkbox"/>
8A-M-EN	<input type="checkbox"/>
8B-RW	<input checked="" type="checkbox"/>
8A-RW	<input type="checkbox"/>
8 Alt Location Library	<input type="checkbox"/>

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

# Editing Teacher Account Access

To update a teacher or invigilator's name or grouping assignments:

- 1 Select the checkbox next to the teacher's name.
- 2 Choose **Edit Account Access**.
- 3 Edit the teacher's name as needed.
- 4 Update grouping assignments by selecting or deselecting groupings from the list.
- 5 Click **OK** to save your changes.
- 6 Select a teacher and click **Revoke Account Access** to remove a teacher from the school completely.



# 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 arrow, checkbox, or filter icons.
- C** **Groupings** the student is assigned to.
- D** Student **courses** (assessments) (Reading/Writing and Mathematics or *Mathématiques* for each student).
- E** **Adaptation/Participation** info.

The screenshot shows the 'Students' page with the following elements:

- Navigation:** Technical Readiness, Groupings, Teachers and Invigilators, **Students**, Assessment Sessions.
- Filters:** Filter to Grade 6, **Grade 8**, Writing Session Grade 8 UAT.
- Instructions:** 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 imported to or exported from the platform using the **Import** and **Export** functions.
- Actions:** Create New Account, Edit Student, Assign to Class, De-Enroll, Show De-Enrolled Student(s), Print, Export.
- Table:**

	SN	Date of Birth	First Name	Last Name	Grouping	Course	Teacher	Invigilators	Adaptations
<input checked="" type="checkbox"/>	<a href="#">2712016975</a>	2012-05-15	<a href="#">Finn</a>	<a href="#">Foley</a>	8A-LE, 8A-M-FR	Grade 8 Demo, Grade 8 Reading/Writing	Ali Aucoin, Cam Cameron	Cam Cameron	<b>Grade 8 Mathematics:</b> Translator
<input type="checkbox"/>	<a href="#">2454130726</a>	2012-09-17	<a href="#">Xuan</a>	<a href="#">Xiao</a>	8A-LE, 8A-M-FR	Grade 8 Demo, Grade 8 Reading/Writing	Ali Aucoin, Cam Cameron	Cam Cameron	<b>Grade 8 Mathematics:</b> Lockdown Exception Ipp participating
<input type="checkbox"/>	<a href="#">2713801396</a>	2012-08-18	<a href="#">Sue</a>	<a href="#">Silva</a>	8A-LE, 8A-M-FR, 8-bibliothèque	Grade 8 Demo, Grade 8 Reading/Writing	Ali Aucoin, Cam Cameron, Ali Aucoin	Cam Cameron	<b>Grade 8 Reading/Writing:</b> Ipp Not Participating

# Adding Students

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

To add students who are new to the school, select the correct Grade and Writing Session, then:

- 1 Click **Create New Account**.
- 2 Enter name, student number, grade and date of birth.
- 3 Enter student **course** (assessments student is eligible for):
  - English program: **Reading/Writing & Mathematics**
  - French immersion: **Reading/Writing & Mathématiques**
- 4 Enter participation/adaptation info as needed (refer to pages 18-21).
- 5 Click **OK** to save your changes.
- 6 Click **Assign to Class** to add groupings for the student (select at least two groupings: one for Reading/Writing and one for Mathematics).

The screenshot shows the 'NEW STUDENT' form interface. At the top, there are four buttons: 'Create New Account' (highlighted in green and labeled 1), 'Edit Student', 'Assign to Class' (labeled 6), and 'De-Enroll'. Below this is the 'NEW STUDENT' form with two tabs: 'Personal Information' and 'Adaptations' (labeled 4). The form contains several required fields (marked with a red asterisk): 'First Name', 'Last Name', 'Student Number', 'Grade', 'Grouping', and 'Date of Birth'. The 'Date of Birth' field is a date picker with 'YYYY', 'MM', and 'DD' boxes. The 'Course' section has two rows of checkboxes: 'Grade 8 Reading/Writing' (checked) and 'Lecture/Écriture en 8e année' (unchecked); 'Grade 8 Mathematics' (checked) and 'Mathématiques en 8e année' (unchecked). At the bottom right, there are 'Cancel' and 'OK' buttons (labeled 5).

# Changing Student Groupings and Removing Students

To change a student's groupings, ensure you select the correct Grade and Writing Session, then:

- 1 Select the student using the checkbox beside the student's name in the student table.
- 2 Click **Assign to Class**.
- 3 Assign the student to a grouping (class or section) by selecting the grouping's checkbox. Students will have multiple groupings based on subject/course: one for RW and one for M-EN or M-IM.
- 4 Click **OK** to save your changes.
- 5 To remove a student who is no longer enrolled at the school, check the box next to that student and select **De-enroll**. You will have the option to unenroll the student or cancel on the following screen.

The screenshot shows the 'Assign to Class' modal. At the top, there are buttons for 'Create New Account', 'Edit Student', 'Assign to Class', 'De-Enroll', and 'Show De-Enrolled Student(s)'. Below these are navigation controls and a search bar. A table lists students with columns for SN, Date of Birth, First Name, Last Name, and Grouping. The student 'Jalen Joseph' (SN: 2547611805) is selected. A modal window is open, showing a table of groupings with columns for ID, First Name, Last Name, Student Number (SN), ID, Grouping, Semester, and Teacher. The grouping '8A-M-EN' (ID: 22) is selected. At the bottom of the modal are 'Cancel' and 'OK' buttons.

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

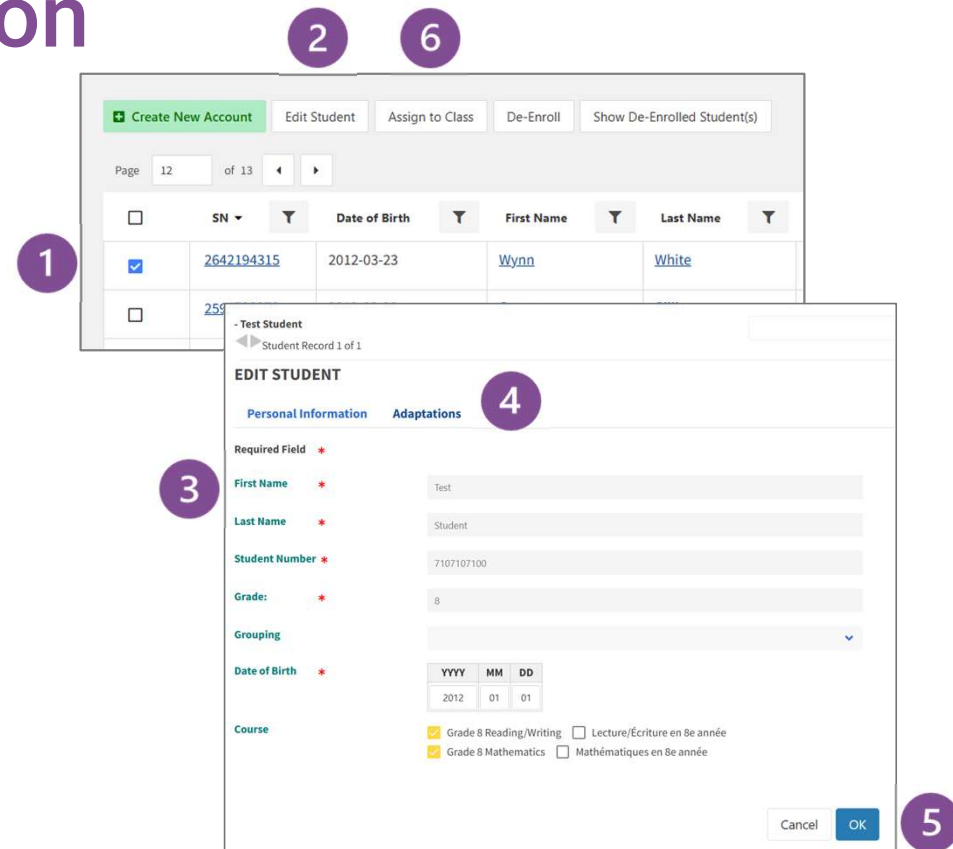
ID	Grouping	Semester	Teacher
<input type="checkbox"/>	17 8B-M-IM	2	Ali Aucoin
<input checked="" type="checkbox"/>	22 8A-M-EN	2	Dalia Dajani
<input type="checkbox"/>	27 8B-RW	2	Bev Bernard
<input type="checkbox"/>	37 8 Alt Location Library	2	Cam Cameron

# Editing Student Information

Administrators can update student courses and groupings. Teachers and administrators can update adaptation and participation information.

Filter to the correct Grade and Writing Session, then:

- 1 Select the checkbox beside a student's name.
- 2 Click **Edit Student**. A new window will appear.
- 3 Update student name, student number, date of birth and courses (assessments) as needed.
  - English program: **Reading/Writing & Mathematics**
  - French immersion: **Reading/Writing & Mathématiques**
- 4 Update participation/adaptation info as needed. Refer to slides 18-21.
- 5 Click **OK** to save your changes.
- 6 Click **Assign to Class** to add groupings for the student (select at least two groupings: one for Reading/Writing and one for Mathematics).



# Editing Student Information: Participation



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

Teachers or administrators will record the following participation notes as needed.

Record **separately** for Reading/Writing and Mathematics.

Refer to the Assessment Handbook for guidance on student participation.

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

# Editing Student Information: Adaptations and Other Supports

Teachers or administrators must record documented adaptations **separately** for Reading/Writing and Mathematics. Refer to the Assessment Handbook for guidance.

Types of adaptations to record (refer to next pages for details):

- A Built-in adaptations and supports** (page 11)  
Select in advance to ensure they are available in the online assessment platform.
- B Lockdown exceptions for Assistive Technology (AT)** (page 12)  
Select in advance if a student needs to use their own AT. It allows them to take the assessment in a regular web browser instead of the lockdown environment so that their AT can function normally.
- C Other adaptations and supports** (page 12)  
Record additional adaptations the student received during the assessment.

**A Built-in**

Additional time

Read-aloud: built-in Listen tool

Multilingual translator

Select Language >

**B Lockdown exception**

Read-aloud: student's AT

Writing: student's AT

**C 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:*

Draft interface  
(may be updated)

# Editing Student Information: Built-In Adaptations and Supports

Select these adaptations and supports in advance to enable them in the online assessment software.

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.

<b>Additional time</b>	Give students up to double the usual time. Also available for students who are learning English as an Additional Language (EAL).
<b>Read-aloud: built-in Listen tool</b>	Turn on the read-aloud feature. The platform will activate the “Listen” tool in the platform so the text can be read aloud to the student, as needed.
<b>Multilingual translator</b>	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. Do not enable the English/French translator for French Immersion students.

## Editing Student Information: Lockdown Exception

Select this adaptation in advance if a student needs to use their own assistive technology (AT). It 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>.

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.

**Note:** When the lockdown exception is enabled, students can navigate away from the assessment screen. These students will need extra supervision, for example, 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), use the **Report an Issue** button (page 19).

## Editing Student Information: Other Adaptations and Supports

Record additional adaptations the student received during the assessment, even if provided outside the online platform. Refer to the Assessment Handbook for guidance on adaptations and supports.

# Assessment Sessions Page



**Action:** Verify sessions have been submitted in the online platform after the entire assessment (including makeup sessions) is complete.

- A** Select **Grade** and **Writing Session**.
- B** **Session Status** shows which assessments are In Progress or Pending.
- C** Use the **Submitted Session** button to see a list of sessions that have been completed and submitted.
- D** Use the green **Invigilate** button to invigilate an assessment session. This will take you to the Teacher view, where you can manage, lock or unlock the assessment for students. For details, see the **Teacher Quick-Start Guide**.

**A** Filter to   Writing Session

Use this page to review, create, edit and cancel assessment sessions, as well as to assign invigilators 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.

Assessment data can also be imported to or exported from the platform using the **Import** and **Export** functions.

Page 1 of 1

<input type="checkbox"/>	Session Status	Teacher	Invigilators	Grouping	Students	Assessment Type	Assessment	Date and Time	Invigilate
<input type="checkbox"/>	In Progress	Bev Bernard	Cam Cameron	8B-RW	11	Sample Test	Grade 8 Demo	January 20th, 2026 2:39 PM	<input type="button" value="Invigilate"/>

**Note:** If a teacher submits a session by accident, they can simply start a new session. All student work will still be saved and scored.

If a student or teacher forgets to submit their session, the student work will still be saved and sent for scoring.

# Getting Help and Reporting Issues

- A** Use the **Help Page** link on the main Administrator page to access help documents.
- B** Use the **Technical Support** link or email [plans@novascotia.ca](mailto:plans@novascotia.ca) for help during business hours. Contact your regional technical support for software installation, hardware, or network issues.
- C** Teachers can use the **Report an Issue** button from their assessment session page to receive technical help or report administration issues. It will be monitored during business hours.

*Teacher view*

Home / School Administrator

**B** Technical Support  
Français

Filter to

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

**Tuesday Afternoon | G8 Demo Assessment**

Started on Oct. 13 at 12:00pm (ADT)

This exam has a running time of **240 minute(s)** and has been extended for all students by 0 minutes.

**C**