

Nova Scotia Assessment
Reading, Writing, and Mathematics

Teacher
Quick-Start Guide
Online Assessment Platform

8



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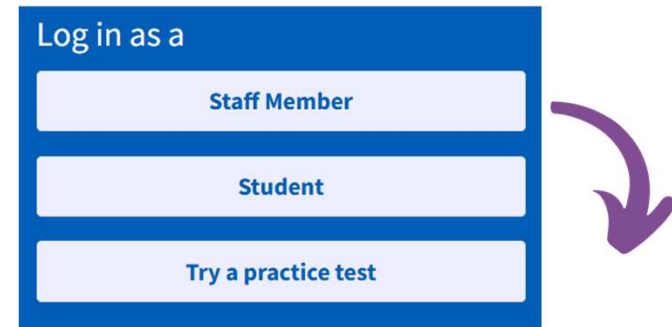
- Scheduling make-up sessions (20)
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Key Tasks for Teachers

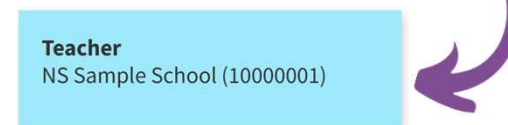
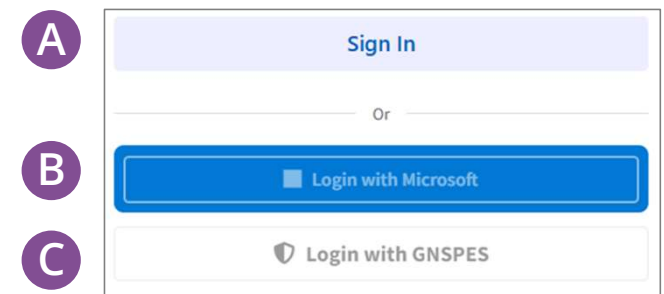
Before the sample and main assessments		
<input type="checkbox"/>	Verify that all class sections are listed	Page 5
<input type="checkbox"/>	Check class list for completeness.	Pages 6-7
<input type="checkbox"/>	Record student adaptation, participation information.	Pages 8-12
During the assessments		
<input type="checkbox"/>	Set up an assessment session.	Page 13
<input type="checkbox"/>	Help students log in.	Pages 15-16
<input type="checkbox"/>	Unlock and monitor the session.	Pages 17-18
<input type="checkbox"/>	Report technical or administration issues.	Page 19
<input type="checkbox"/>	Schedule/administer make-up sessions.	Page 20
<input type="checkbox"/>	End each part by locking it.	Page 21
<input type="checkbox"/>	Submit the session when all work is complete.	Page 21

Logging In

- Go to <https://nsa.vretta.com/>.
- Select **Staff Member**.
- Select **Log in** button based on your work email.
- Select the **Teacher** tile for your school.
- Contact 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



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

Other schools will log directly in to the platform.

My School Page



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** Click **Select Class** to work with a grouping.
- B** Get technical support.
- C** Switch to French interface.
- D** Open help documents (in development).

The screenshot shows the 'My School Page' interface. At the top left, there is a home icon and the text 'Groupings'. At the top right, there are two circular callout letters: 'B' next to 'Technical Support' and 'C' next to 'Français'. Below the header, there is a link: 'Looking for guidance on the Digital Assessment platform? [Help Page - Click Here](#)' with a callout letter 'D'. The main content area displays 'My School: NS Sample School (10000001)' and 'Grade 8'. Under 'Grade 8', there are two class cards. The first card has a pink header 'F4S6-M2M5', the text '8B-RW' and '11 students', and a 'Select Class' button with callout letter 'A'. The second card has a pink header 'M2Z4-H6J7', the text '8A-RW' and '8 students', and a 'Select Class' button.

Grouping Page

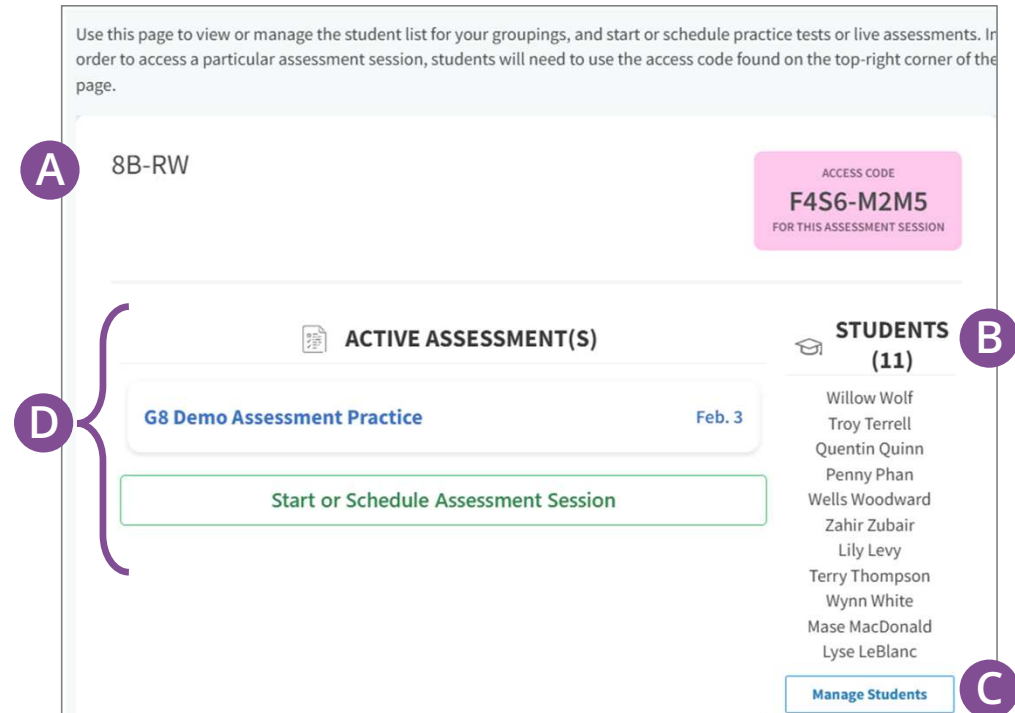
 **Actions:** Verify class list and manage student information (pages 7-12).
Set up assessment session (page 13).

A Grouping Name: Current class section, or group.

B Students: List of students in the grouping.

C Manage Students: Click to add or remove students, view or record student adaptation and participation information (pages 7-12).

D Assessments Area: View active assessments or set up new assessment sessions (page 13).



Use this page to view or manage the student list for your groupings, and start or schedule practice tests or live assessments. In order to access a particular assessment session, students will need to use the access code found on the top-right corner of the page.

A 8B-RW

B ACCESS CODE
F4S6-M2M5
FOR THIS ASSESSMENT SESSION

D ACTIVE ASSESSMENT(S)

D G8 Demo Assessment Practice Feb. 3

D Start or Schedule Assessment Session

B STUDENTS (11)

- Willow Wolf
- Troy Terrell
- Quentin Quinn
- Penny Phan
- Wells Woodward
- Zahir Zubair
- Lily Levy
- Terry Thompson
- Wynn White
- Mase MacDonald
- Lyse LeBlanc

C Manage Students

Manage Students Page



Actions: Add or remove students as needed. Record individual student participation, adaptation information (pages 8-12).

A **Add** a student to the grouping by selecting **New Student Account** and entering their provincial Student Number (SN).


Note: Teachers can only add students that are already registered in their school in the assessment platform. If needed, a principal can add a new student to the platform for their school.

B **Remove** a student from the grouping by selecting **Remove from Class**.

C **View and record** student information, including adaptations and participation, by clicking on the student's name in the list.

SN	Student	
Show SN	Willow Wolf	Remove from Class
Show SN	Troy Terrell	Remove from Class
Show SN	Quentin Quinn	Remove from Class
Show SN	Penny Phan	Remove from Class
Show SN	Wells Woodward	Remove from Class
Show SN	Zahir Zubair	Remove from Class
Show SN	Lily Levy	Remove from Class
Show SN	Terry Thompson	Remove from Class
Show SN	Wynn White	Remove from Class
Show SN	Mase MacDonald	Remove from Class
Show SN	Lyse LeBlanc	Remove from Class

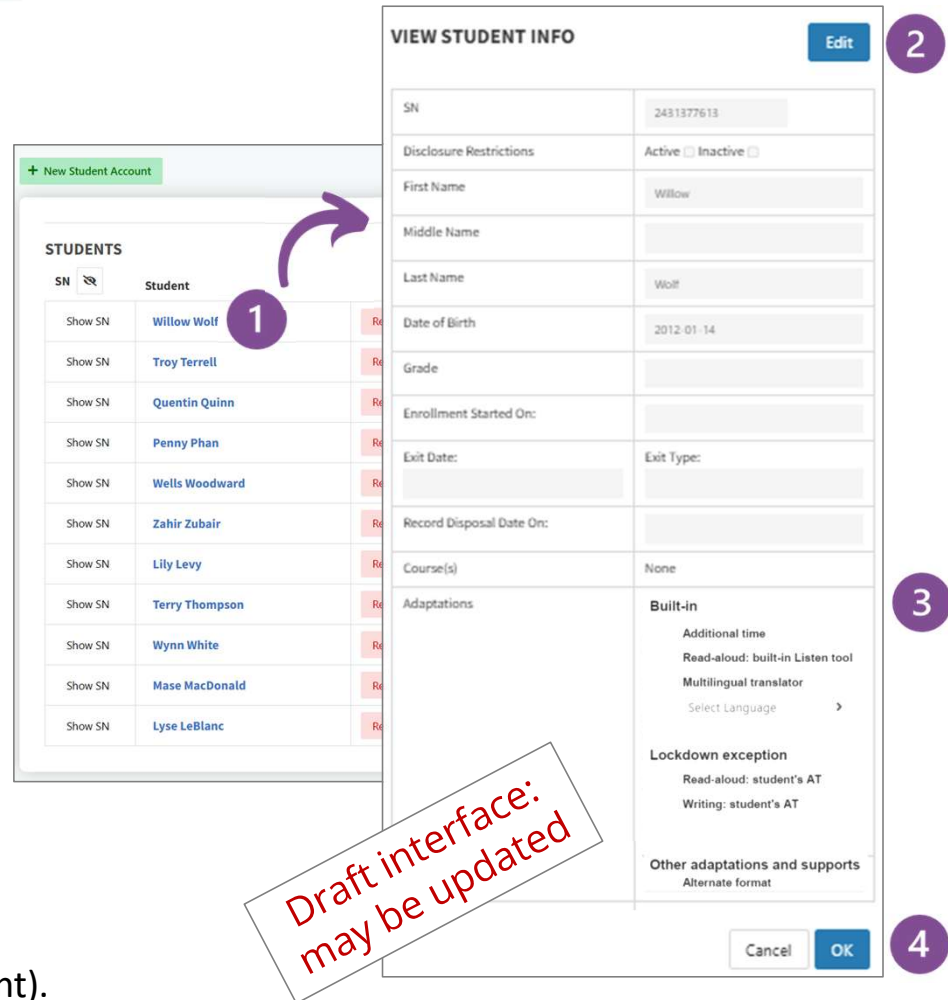
Recording and Viewing Student Information

 **Actions:** Record/view a student's participation and adaptation information.

Teachers and administrators can view, record or change student information:

- 1 Click on the student's name in the Manage Students page. A pop-up window will appear.
- 2 Click **Edit** at top right of the pop-up window.
- 3 **Update** the information as needed. Adaptations/participation must be updated **separately** for Reading/Writing and Mathematics. Refer to following pages for details.
- 4 Click **OK** to save your changes.

Note: Only administrators can update the **course** (assessment).



STUDENTS

SN	Student	
Show SN	Willow Wolf	1
Show SN	Troy Terrell	Re
Show SN	Quentin Quinn	Re
Show SN	Penny Phan	Re
Show SN	Wells Woodward	Re
Show SN	Zahir Zubair	Re
Show SN	Lily Levy	Re
Show SN	Terry Thompson	Re
Show SN	Wynn White	Re
Show SN	Mase MacDonald	Re
Show SN	Lyse LeBlanc	Re

VIEW STUDENT INFO Edit

SN	2431377613
Disclosure Restrictions	Active <input type="checkbox"/> Inactive <input type="checkbox"/>
First Name	Willow
Middle Name	
Last Name	Wolf
Date of Birth	2012-01-14
Grade	
Enrollment Started On:	
Exit Date:	Exit Type:
Record Disposal Date On:	
Course(s)	None
Adaptations	Built-in 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

Draft interface: may be updated

Cancel OK

2

3

4

Recording Student Information: Participation

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.

Student has an IPP and will NOT participate	Student has an academic IPP in ELA or Mathematics and will not participate in the corresponding part of the assessment.
Student has an IPP and WILL participate	Students with an academic IPP may participate if the student planning team determines it is appropriate.
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.

Recording 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)

Recording 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.

Additional time	Give students up to double the usual time. Also available for students who are learning English as an Additional Language (EAL).
Read-aloud: built-in Listen tool	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.
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. Do not enable the English/French translator for French Immersion students.

Recording 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).

Recording Student Information: Other Adaptations and Supports

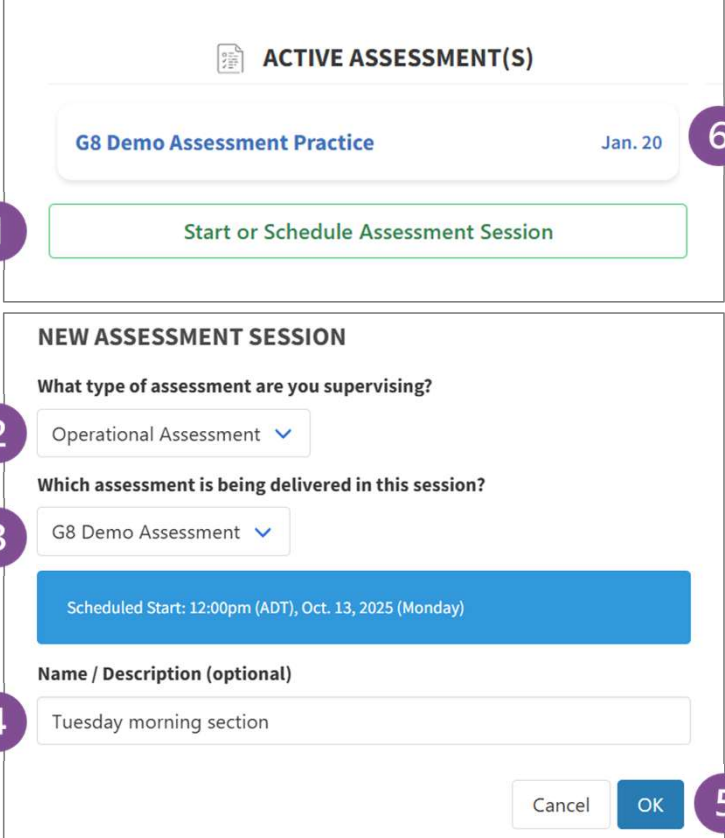
Record additional adaptations the student received during the assessment, even if provided outside the online platform. Refer to the Assessment Handbook for guidance on adaptations and supports.

Setting Up an Assessment Session

 **Action:** Start or schedule a Sample or Main assessment session.

Each grouping can only have **one** active assessment at a time.

- 1 Click **Start or Schedule Assessment** to set up a session. You can do this in advance or on the day of the assessment.
- 2 Select the **type** of assessment:
 - Sample – May 1 to 18.
 - Operational (main assessment) – May 19 to June 9.
- 3 Select the **assessment name**.
- 4 (Optional) Add a name or description (e.g., section name).
- 5 Click **OK** to open the Assessment Session page where you can manage the session (see next page).
Note: Students will not be able to access the assessment yet.
- 6 To return to a session you already set up, click on its name from the **Active Assessment(s)** list.



The screenshot shows two panels. The top panel, titled 'ACTIVE ASSESSMENT(S)', contains a card for 'G8 Demo Assessment Practice' with a date of 'Jan. 20'. A callout '6' points to this card. Below the card is a green button labeled 'Start or Schedule Assessment Session', with callout '1' pointing to it. The bottom panel, titled 'NEW ASSESSMENT SESSION', contains several fields: a dropdown for 'Operational Assessment' (callout '2'), a dropdown for 'G8 Demo Assessment' (callout '3'), a blue bar for 'Scheduled Start: 12:00pm (ADT), Oct. 13, 2025 (Monday)', a text field for 'Tuesday morning section' (callout '4'), and 'Cancel' and 'OK' buttons (callout '5').

Assessment Session Page

- A** Information students will use to log in.
- B** When assessment started/is scheduled for.
- C** Tools to manage the assessment session.
- D** **Lock** icon shows that this part of the assessment is **closed** for all students. They cannot begin, even if logged in, and the timer will not start. Do not unlock the assessment before the students are logged in (see next pages).
- E** Student information such as online status. Click on a student name to view/edit their adaptation and participation information.

Tuesday Morning section | 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. Adjust

A ACCESS CODE
F4S6-M2M5
 FOR THIS ASSESSMENT SESSION

C ⏸ Pause Session 📅 Change Date 🚩 Report an Issue 📄 Submit Assessment Session Show Unsubmit Session Button Print Class List with SNs

None of your students are currently able to proceed with the assessment session.

Students will need the access code found in the pink box in the top right corner as well as their SNs for access to the assessment. Select **Show SNs** to reveal the SNs for students. A session will need to be unlocked for students to access that part of the assessment.


At the end of a session, you will have the option of closing the session for all students, or keeping it open for one or more students. Click the **Submit Assessment Session** button once all students have completed all sessions to end the assessment.

STUDENTS

SN	Student	Time Remaining	Absence	D All Students
Show SN	Willow Wolf ● Offline	240 minute(s) Adjust	Absent?	D 🔒 Not Started
Show SN	Troy Terrell ● Offline	240 minute(s) [incl. 240m ext.] Adjust	Absent?	🔒 Not Started
Show SN	Quentin Quinn ● Offline	240 minute(s) Adjust	Absent?	🔒 Not Started

E Show SN

Helping Students Log In

 **Actions:** Distribute Access Code, student numbers and birthdates.
Help students log in to the platform before unlocking the assessment.

- A** All students in a class (grouping) use the same **Access Code** to log in. Share it verbally, on the board, etc.
- B** Students also use their student number (SN) and birthdate. Click **Print Class List with SNs** for a list of login information.

Student view:

C Enter Access Code, SN, and birthdate.

D While the assessment is **locked**, students can't access it.

When the assessment is **unlocked**, students will see "Test Session has been opened" → click the **Assessment** button to begin.

See next page for how to access the assessment from different devices.

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. Adjust

A ACCESS CODE
M2Z4-H6J7
FOR THIS ASSESSMENT SESSION

⏸ Pause Session 📅 Change Date 🚩 Report an Issue 📤 Submit Assessment Session Show Unsubmit Session Button Print Class List with SNs **B**

C

Student Access

Access Code

Student Number (SN)

Date of Birth
Month Day Year

Sign In


2025-2026


Nova Scotia Demo

Grade 8 Demo

KEEP SECURED
UNTIL AFTER EXAM ADMINISTRATION

A pop-up will appear automatically when it is time to start the assessment.

 **Resources**

 **Assessment** **D**

Logging in from different devices

A. Chromebooks

B. Students with lockdown exceptions (any device)

To start:

- Click Provincial Assessments icon on GNSPES landing page OR open Chrome browser → go to <https://nsa.vretta.com>.
- Log in as a **Student**.
- Click **Assessment** after the teacher unlocks it.
- This will open a full-screen view. Students can't leave this window unless they have a lockdown exception.

To finish:


- Student submits work and holds ESC to exit full screen.
- To exit early, click *Exit Assessment Lock* button and enter password **NSAQUIT**.

Access issues:


- **Chromebooks:** Check that Assessment Lock extension is installed and on:
Go to Chrome → three-dot menu → Extensions → ensure Assessment Lock is toggled On.
- **Students who need AT:** Ensure lockdown exception adaptation has been enabled for the student.
Try a different internet browser.

C. Windows/Mac laptops and Desktops

To start:

- Open Safe Exam Browser (grey globe icon).
- Close other apps if prompted and log in.
- Click **Assessment** after the teacher unlocks it.
- This will open a full-screen view. Students cannot leave.
- Students can use the refresh button at top left. 

To finish:

- Student submits work, clicks the power icon  at bottom right of screen and enters password **NSAQUIT**.

Access issues:


- Check that Safe Exam Browser and its configuration file have been installed. If not installed or configured, contact your regional helpdesk or school admin.





General troubleshooting for student access

- Check that the session is **unlocked** and **scheduled** for this time.
- Check student info for the correct **course**. Your admin can add courses.
- **Refresh** student login page after other steps.
- Use the **Report an Issue** button if the issue isn't solved.

Managing Student Access

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

- A** When students log in successfully, their status changes to online. Proceed when everyone is logged in.
- B** Use the  **All Students** button to unlock or re-lock a specific part of the assessment for the whole group.
- There are **2** parts for the Sample Assessment and **4** parts for the Main Assessment in each subject.
 - All parts must be completed in order (unless a student is absent: refer to page 20).
 - Only one part can be unlocked at a time for each student.
 - When all parts are locked, students cannot start or continue, even when logged in.
- C** Use the  padlock icon on the same row as a student's name to lock/unlock that student.
- D** Use this button to **Pause** the session. The timer will stop and students will not be able to continue. Select again to **resume** the session.





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. Adjust


ACCESS CODE
M2Z4-H6J7
FOR THIS ASSESSMENT SESSION

D ⏸ Pause Session 📅 Change Date 🚩 Report an Issue 📄 Submit Assessment Session Show Unsubmit Session Button Print Class List with SNs

STUDENTS

SN	Student	Time Remaining	Absence	B  All Students	 All Students
2712016975	Finn Foley A Online	240 minute(s) Adjust	Absent C	 Ready to Start	 Not Started

Monitoring Students

 **Actions:** Invigilate the session and monitor time remaining.
Report technical or administration issues.

- A** Shows the section of the assessment a student is currently on and how long they've been working.
- B** Shows how much time the student has left. To give a student extra time, click **Adjust** and add minutes.
- C** Adjust time for the entire group (for example, if the session is interrupted) using the top **Adjust** button.
- D** If a student without a lockdown exception leaves the assessment, they are automatically locked out. A notification will appear. Unlock them after investigating the reason they left the assessment.
- E** Use the **Absent** button to mark a student absent; select again to remove the absence.
- F** Use **Report an Issue** to get technical help and report administration issues (see next page).

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.

Adjust **C**

ACCESS CODE
M2Z4-H6J7
FOR THIS ASSESSMENT SESSION

STUDENTS

SN	Student	Time Remaining	Absence
27120169 D	Finn Foley Online	240 minute(s) B Adjust E	Absent? <input type="button" value="All Students"/> <input type="button" value="All Students"/>

Getting Help and Reporting Issues



Action: Report technical or administration issues.

- A** Use the **Report an Issue** button to report:
- B Time-sensitive issues (need help right away)**
- If a student cannot start or continue the assessment, choose the **Technical Support** issue category.
 - These issues go immediately to the tech support team.
 - Include a description of the problem and your contact information.
- C Issues that do NOT need immediate help**
- If the issue is not urgent but could affect student results or test security, report it as:
 - Student Response Issue, or
 - Administration Anomaly or Academic Dishonesty.
 - Include a description of the issue and indicate which student(s) are impacted.
 - These will be reviewed **after** the testing window closes.

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.

Reported Issue Category:

B **C**

number and other details related to the issue

If your issue is urgent, please include a callback phone number or email below:

Phone Number:
 Email:

Students
 Willow Wolf
 Lyse LeBlanc

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 parts that have been missed.
- If the original session has **NOT** been submitted (see next page):
 - The student can still access it.
 - Unlock the missed part of the assessment for that student.
- If the original session **HAS** been submitted (see next page):
 - Set up a new assessment session (page 13). All previous work will be saved.
 - Unlock the missed part of the assessment for that student.

Note: Students can complete **up to two** parts of any assessment in a single make-up day, but no more than two. For example:

- Part 1: Reading and Part 3: Mathematics
- Part 1: Reading and Part 2: Writing

Ending each part and submitting the assessment

-  **Actions:** Lock each part of the assessment at the end of that day's assessment.
Conduct makeups (page 20).
Submit the assessment session after all parts of the assessment are complete, including makeups.
- A** If a student submits early by mistake, use the **Show Unsubmit Session Button** so they can continue. Students do receive multiple reminders before submitting in the software.
 - B** After all students have submitted, use the lock **All Students** button to lock that part of the assessment. Refer to page 16 for how to leave the secure assessment environment.
 - C** If a student forgets to submit, unlock that part for the student and adjust time if needed so they can submit.
 - D** Use the **Submit Assessment Session** button after all parts of the assessment, including makeups, are complete. If a session is submitted early by mistake, start a new session to continue (page 13). Student work will be saved.

Note:

If a student or teacher forgets to submit a session or submits early, student work is still saved automatically and **will not be lost.**

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.

Adjust **A**

ACCESS CODE
M2Z4-H6J7
FOR THIS ASSESSMENT SESSION

STUDENTS

SN	Student	Time Remaining	Absence	Buttons
2712016975	Finn Foley Online	240 minute(s) <input type="button" value="Adjust"/>	Absent C	<input type="button" value="All Students"/> <input type="button" value="Ready to Start"/> <input type="button" value="All Students"/> <input type="button" value="Not Started"/>