

Directions for Teachers:

BEFORE TEST-DAY

1. Log in at: <http://www.quizcase.com/qn1/login.php> as a teacher (use your login email address and password)
2. View "List Students" to see who has registered. All students should register before test day. Student registration on the day of the test may use up valuable testing time.
3. **IMPORTANT: TRY the Demo test on your school computers** to ensure that the test opens in a window above the answer panel.
 - Some browser settings make the PDF reader open in a separate window. This makes it inconvenient (but not impossible) for students to manage viewing the test AND the answer window. **If possible use Firefox or Chrome as the browser on the test day.**
 - Tips on how to set the browser to open a PDF within the browser window can be found here: <http://helpx.adobe.com/acrobat/using/display-pdf-browser-acrobat-xi.html>
 - If MAC computers are used, we suggest using Safari to view the tests. IF Safari does not display the test properly, this link shows a quick remedy.
<http://tinyurl.com/ne2veec>
 - **NOTE:** Students who have not tried the demo-test may be confused when they cannot use the mouse wheel to scroll the test. For security reasons, only **the scroll bar on the right side of the display** will move the test to the next pages.
 - If using an iPad, the Chrome browser **must** be used. Be sure that you have downloaded and installed Chrome on each iPad before test day.

ON THE DAY OF THE TEST

1. Log in at: <http://www.quizcase.com/qn1/login.php> as a teacher (use your login email address and password)
2. In the links box, you can
 - Try the "Demo Test."
 - View "**List Students**" (to check who has and has not registered. Student passwords are listed in case a student forgets his/her password on the Test Day.)
 - **"START ALL TESTS"**
 - When all students are ready, click this link. You will get a popup asking, "Are you sure?"
 - [Cancel] will return you to your admin page and give you more time for the students to get ready, [OK] will start your school timer and enable the students to see the test they have registered to take. (Although the test time is 90 minutes, tests will be available to your school for 2 hours.)

NOTE: You are expected to have the students "Finish test" and "Log Out "after 90 minutes of work. After 2 hrs. the automatic timer will disable the answer submission process.

- When the tests have started, your screen will display the time of day that the tests began in your school, and a series of links so that you can view each test. If you wish to do the tests yourself, record the answers on paper to compare with the answer keys that will be available to you after the test time expires. Select "Exit Test" to return to your admin page.

1. **When the students complete their test, they should click: "Finished test," then "Log Out."**
2. When ALL students are finished, select "Log Out" on your Admin page and that will complete State Science Day for your school.
3. The State Science Day office is at statescienceday@gmail.com or 201-787-0108 and we will be available all day.
4. Good luck and thank you for your support and participation in State Science Day.