

CAHSEE Test Preparation System User's Guide

For the California High School Exit Exam

CHARIOT SOFTWARE GROUP

Software & Services for Testing & Instructional Management

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System Overview

Congratulations! Your school has licensed Chariot’s CAHSEE Preparation System, an Internet-based system that offers a proven way to help students prepare for the California High School Exit Exam.

The CAHSEE Prep system includes:

- A Testing Center for the delivery of strand, pre and posttests
- A Study Center that provides tutorials for every standard covered in the exit exams
- An Administrative Center for monitoring student performance

Getting started as an Administrator

For security reasons, administrators and instructors need a password and ID protected account to access the system. Once Chariot has received your administrative setup information, our support personnel will create accounts for each administrator requiring an account. The site address along with account information will be sent to administrators via email.

If you haven’t received an email or need additional help, please call (858) 270-0202 or email tech.support@chariot.com

Getting Started as a Student

Students also need an account to access the system. There are three ways that student accounts can be established:

- Self-registration: Students can establish their own accounts. This option requires that the system be accessible to students only from school computers.
- Administrator-registration: The administrator accounts that Chariot has created for you can be used to establish student accounts.
- Data File registration: Chariot support staff can create many student accounts in a short amount of time if your school can provide an electronic roster of students. **Note:** The information required for this option is each student’s first and last name and a unique identification number. Please contact your Chariot representative for more information. Chariot adheres to a strict privacy policy and this information is never shared with any third parties.

Self-registration

The following screens describe how students can set up their own accounts. Most students today are Internet-savvy, and are quite familiar with setting up accounts for web sites. They will only need the Internet address of the system to get started.

Welcome to the **California Exit Exam Test Preparation Center**. If you have already established your student account, please login and follow the system instructions. If this is your first visit, click on the new account button.

Are you a new user?

You must create a **NEW ACCOUNT**.

Are you a returning user?

Provide the information below and click Login.

Login ID:
Password:

[Forgot your password?](#)

LOGIN

To begin the process, the student clicks on the New Account button on the screen above.

To create your student account, please enter your first and last name, campus student ID number, your email address (email address is optional) and choose a login ID and password. Please make a note of the login ID and password you chose as you will need to re-enter them each time you access the site.

Select your school name or campus from the drop down menu. **Please note: it is very important that you select the correct campus.**
Provide the information below to create a new account.

First Name:

Last Name:

Student ID:

Email:
for example, "johndoe@someplace.com"

Login ID:

Password:

Re-type it:
please confirm the password

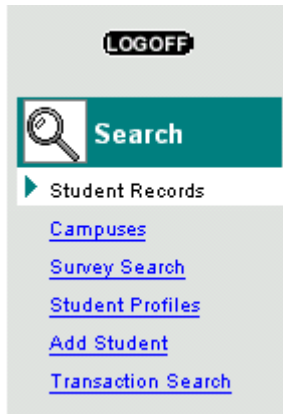
Campus:

SUBMIT

The student then enters their name, student ID, email address (optional), and a login ID and password of their choosing. The last step is to select their school name from the pull-down Campus list. It is very important that students choose the correct school name. If they select the wrong school, test results data won't be tracked properly, nor will test administrators be able to locate student test results.

Administrator-registration

After logging into the system as an administrator, your exam moderators can create new students accounts, as shown below



Add a student by completing the student profile below.

First Name:

Last Name:

Student ID:

Email:
for example, "johndoe@someplace.com"

Login ID:

Password:

User Type:

Campus:

SUBMIT

After logging in, click on the "Add Student" menu, as shown in the figure on the left. Then enter the student's name, student ID, email address (optional), and a login ID and password, as shown in the figure on the right. Leave the User type as "Student". The last step is to select the Student's school name from the pull-down Campus list.

Data File registration

Working with your Chariot representative you can create hundreds or thousands of student accounts in a short time by exporting data from your school administrative system. This can often be done with about the same amount of effort as entering a couple dozen students manually with Administrator-registration. Chariot personnel will upload all of your students and generate a unique login and password for each student. If you school system already contains login IDs and/or passwords for the students, we can make use of those so that the students will not need to memorize new security information. Chariot will email a tab-delimited text file or an Excel spreadsheet that lists all students and their login and password information. Administrators can then provide each student with their login information. (Note: Administrators can access all student information online in case students forget their login information.)

Chapter
2

The student’s Home page

Once the student logs in to the system, they are taken to their home page. The home page provides access to the Testing Center and to the Study Center.



To enter the **Testing Center**, select the destination, as shown above in the figure on the left. The student should go here first to make an initial exam attempt. The score results from this first attempt will give the student and instructor an overall appraisal of those subject areas the student may need to review.

To begin taking a practice exam, select the desired exam from the “Take Exam” drop-down menu, as shown above in the figure on the right.

The practice exam

23. Which of the following is most important to the narrator?
- A) playing sports
 - B) watching the news
 - C) working hard
 - D) being a hero
-
24. Which of the following is **NOT** discussed in this article?
- A) racial tension
 - B) crime
 - C) planning for college
 - D) teen drug use

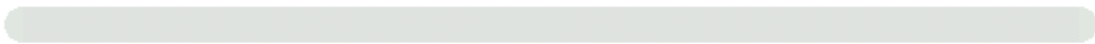
Two sample questions from the English Language Arts exam are shown in the figure to the left. They refer to a reading passage that appeared earlier in the exam.

The student should answer each question by clicking on the appropriate button to the left of the correct answer choice.

While taking the exam the student should save answers frequently (every 4 or 5 questions) to safeguard them in the event of a computer or Internet problem. If the answers are saved, they will not be lost in the event of such a problem; the student may re-enter the test with previous answers retained. Saving answers during the test is accomplished by clicking on the Save button in the upper-right corner of the exam page. When the student has finished the exam, the student should click on the Submit Exam button at the bottom of the exam.

Test results

The student submits the exam and will receive an exam summary report score within a matter of seconds. This exam summary report gives the student (and teacher) a clear benchmark of the student’s performance on the exit exam as well as how the student has performed against the state standards contained in the test.



English Language Arts Exam
Attempt 1
Final Results

| | |
|-----------------|--|
| Entire Exam: | 9 of 45 (20%) |
| Reading Module: | Final Results 9 of 45 (20%) QUOTATION MARKS/UNDERSCORING: 0 of 1 (0%) READING COMPREHENSION: 4 of 24 (16.7%) WORD ANALYSIS: 3 of 5 (60%) WRITING STRATEGIES: 2 of 15 (13.3%) |
| Start Time: | 2/11/05 9:25:52 AM |
| End Time: | 2/11/05 9:27:46 AM |
| Duration: | 2 minutes |
| Confirmation: | 1794754594 |



Each question in the exam question bank is assigned a key word or phrase that identifies the question according to the state content standard. In the example above, “Reading Comprehension” and “Word Analysis” are two sample keys relating to state testing standards. The actual keys will vary from state to state. Each time a student completes an exam, the system produces an overall score and a score on each content standard covered in the exam.

The Exam Summary is designed to be used as a study plan when the student accesses the Study Center.

Study Center – An Overview

The Study Center is organized into *Workshops* that correspond to the major sections of the state content standards. Using English as an example, Word Analysis and Essays are considered workshops. Each workshop includes *Learning Activities* that also correspond to state content standards. Using the example below on the following page, Revising Your Draft is a learning activity within the Essay workshop. Learning Activities provide a narrative on the topic and several practice questions that provide immediate results as well as an explanation.

The Study Center also includes quizzes and practice tests so that the student can review the content of each workshop.

Study Center – Basic Use

Student’s access the Study Center from their home page. Using the exam summary report as a guide, students can select the appropriate workshop. The Study Center has an intuitive user interface and students have required minimal assistance when using it.

Workshops: [Word Analysis](#) | [The Essay](#): | [Reading Comprehension](#) | [Improving Paragraphs](#) | [Grammar](#) | [Punctuation](#) | [Sentence Structure](#)
 Practice Test: [Go to practice test](#)

Word Analysis Workshop [?](#)

Word Analysis STUDY

Practice Quiz [?](#)

| TAKE QUIZ | Attempts | Last Score | Highest Score | Average Score |
|--|----------|------------|---------------|---------------|
| | N/A | N/A | N/A | N/A |

The Essay: Workshop [?](#)

The Essay: An Overview of the Writing Process STUDY

The Essay: Drafting STUDY

The Essay: Revising the Draft STUDY

The Essay: Editing Your Paper STUDY

Practice Quiz [?](#)

| TAKE QUIZ | Attempts | Last Score | Highest Score | Average Score |
|--|----------|------------|---------------|---------------|
| | N/A | N/A | N/A | N/A |

English Language Arts Tutorial Practice Test [?](#)

| TAKE PRACTICE TEST | Attempts | Last Score | Highest Score | Average Score |
|---|----------|------------|---------------|---------------|
| | N/A | N/A | N/A | N/A |

As shown in the figure above, the first step is to click on the Study button to the right of the desired Learning Activity in the Workshop that the student wishes to review.

Study Center – Learning Activities

Learning Activities provide a narrative on the topic and several practice questions that provide immediate results as well as an explanation.

| | |
|---|---|
| <p>Study on Adjectives Grammar Workshop, English Language Arts Tutorial</p> <p>Adjectives</p> <p>An adjective is a word, a phrase, or a clause that modifies the meaning of a noun or pronoun. It answers the questions:</p> <p><i>What kind, How many, or Which one.</i></p> <p>Adjectives may be found before or after the word it modifies. Adjectives can be compared among two or more degrees. If two items are being compared, use <i>-er</i>, or <i>more</i>, or <i>very</i> to indicate the comparative degree. If three or more items are being compared, then use <i>-est</i> or <i>most</i> to indicate the superlative degree.</p> <p>Some words have irregular forms. The key question to ask is <i>how many items are being compared?</i></p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"><p>Which response is correct? After the fire, the room smelled _____ of smoke.</p><p><input type="radio"/> A) strongly <input type="radio"/> B) strong</p><p style="text-align: center;">CHECK MY ANSWER</p></div> | <p>Study Center - Adjectives Study</p> <p>Congratulations! You correctly answered this question.</p> <p>The basic question is whether the word is modifying a noun or a verb. If it modifies a noun, then it is an adjective. If it modifies a verb, then it is an adverb which often ends in <i>-ly</i>.</p> <p style="text-align: center;">CLOSE</p> |
| | <p>Study Center - Adjectives Study</p> <p>Sorry, but you did not answer this question correctly.</p> <p>You answered 'B' The correct answer is: 'A'</p> <p>The basic question is whether the word is modifying a noun or a verb. If it modifies a noun, then it is an adjective. If it modifies a verb, then it is an adverb which often ends in <i>-ly</i>.</p> <p style="text-align: center;">CLOSE</p> |

After studying the topic narrative and then answering the question, as shown by the figure in the left column, the student will receive an immediate notification of their result, as shown by the two figures in the right column.

After reviewing all Learning Activities in a Workshop, the next step is to take the accompanying Practice Quiz by clicking on the corresponding Take Quiz button, as shown in the figure on the previous page.

Finally, after reviewing the required or recommended study material in all the Learning Activities in all the Workshops (based on the student's initial performance in the practice pre-test) and taking the corresponding Practice Quizzes, the student is presented a series of questions on all the material in this discipline (e.g. English) by clicking on the Take Practice Test button, as shown in the figure on the previous page. An example of the Practice Quizzes and Practice Tests is shown in the figure on the following page.

The Learning Activities and Practice Quizzes and Practice Tests may be taken as many times as desired. Individual scores are not saved, but cumulative attempts, last score, highest score, and average score are maintained so that the students can gauge their overall progress.

Study Center – Quizzes and Practice Tests

There is a quiz at the end of each workshop that reviews the questions covered in that workshop. There is also a practice test at the end of the tutorial that reviews the questions covered in all the workshops. An example of those tests is shown below.

Note: This quiz is intended for practice only. Quiz results will not be recorded!

Instructions:
Answer the questions below to the best of your ability.

1 Which sentence has the correct verb tense?

- A) He had gave his donation three weeks earlier.
- B) He had given his donation three weeks earlier.

2 Which response is correct?
As he talked, we wondered what his _____ was.

- A) angle
- B) angel

3 Which response is correct?
The steak is _____.

- A) good
- B) well

4 Which response is correct?
Did you see many _____ on your trip to Yellowstone Park?

- A) bears
- B) bear

5 Which sentence is correct?

- A) The managers have agreed to discuss the situation with him and I.
- B) The managers have agreed to discuss the situation with him and me.

6 What is the verb in this sentence?
The truck demolished the restaurant.

- A) demolished
- B) truck
- C) restaurant

SUBMIT QUIZ **RESET**

Note: This quiz is intended for practice only. Quiz results will not be recorded!

After submitting the answers to a quiz or practice test:

Grammar Quiz Results

English Language Arts Tutorial

Quiz Summary: You got 4 of 6 correct for a score of 66.7%

Recommendations: To help improve your score, try the following:

[Word Usage Study](#)

[Adjectives Study](#)

Question Details: Click a question number to view it.

Correct: [1](#) [4](#) [5](#) [6](#)

Incorrect: [2](#) [3](#)

Not Answered:

Note: This quiz is intended for practice only. Quiz results will not be recorded!

1 Which sentence has the correct verb tense?

- A) He had gave his donation three weeks earlier.
- B) He had given his donation three weeks earlier.

CORRECT! [\[Go to top\]](#)

2 Which response is correct?

As he talked, we wondered what his _____ was.

- A) angle
- B) angel

Incorrect. You answered B. The correct answer is A.
The word "angel" refers to an unseen being--not at all what is intended here. [\[Go to top\]](#)

3 Which response is correct?

The steak is _____.

- A) good
- B) well

Incorrect. You answered B. The correct answer is A.
"Good" is the adjective modifying the noun "steak."; "well" is an adverb. [\[Go to top\]](#)

4 Which response is correct?

Did you see many _____ on your trip to Yellowstone Park?

- A) bears
- B) bear

CORRECT! [\[Go to top\]](#)

5 Which sentence is correct?

- A) The managers have agreed to discuss the situation with him and I.
- B) The managers have agreed to discuss the situation with him and me.

CORRECT! [\[Go to top\]](#)

6 What is the verb in this sentence?

The truck demolished the restaurant.

- A) demolished
- B) truck
- C) restaurant

CORRECT! [\[Go to top\]](#)

Note: This quiz is intended for practice only. Quiz results will not be recorded!

Suggested Study Plan

We spoke with several schools that used the system last year and compiled their suggestions into the following suggested study plan. The Chariot Prep System was designed to supplement your school's existing test preparation plan and the following plan is intended only as a guideline. If your school's particular circumstances require a different approach, you will find that the system is flexible enough to meet any requirement.

1. After logging in, the student is instructed to take a strand test. Many schools suggest that they start with a strand test because they are shorter tests and will introduce the system to the student.
2. When the student is finished with the strand test and clicks on the submit button, they receive their test results in a few seconds. The results show how the student scored on each of the state standards covered in the test.
3. After reviewing the test results, The student is directed to access the Study Center.
4. Using the test results as a guide, the student chooses the appropriate Workshop and reviews the Learning Activities.
5. After reviewing the Learning Activities, the student takes the Workshop Quiz. Depending on the prescriptive quiz results, the student can re-review the Learning Activities or, if the Workshop subject material is mastered, proceed to the next content standard that needs improvement.
6. The student can now return to the Testing Center and select another strand test or the full length pre-test.
7. The study procedure is the same for either a strand test or the pre-test. If the student takes the pretest, they can take a full-length practice test in the Study Center.
8. When the student is ready, they can take the posttest and if necessary, return to the Study Center to review any topics still needing review.



The Administrative Center

The Administrative Center lets administrators quickly access student test results.

Accessing Administrative Reports

Logging In

- Choose Administrator Login Page from the default system page.
- Use the login information provided to you by Chariot Software Group
- Remember that your Login ID and password are case sensitive

Welcome to the site Administration Center. To enter the system, please enter the login ID and password assigned to you by your campus coordinator. As an administrator you will have access to student test results and the ability to generate reports.

The system includes context sensitive help screens throughout the system that are designed to assist you with any questions you may have. If you need help, click on any question mark icon.

If you have a problem that can't be solved by using the help system, contact Chariot Software Group technical support: By phone, (858) 270-0202 or by email, [Tech Support](#).

Welcome to the Test Administration Site login.

Provide the information below and click Login.

Login ID:
Password:

[Forgot your password?](#)



Searching for Student Records

Once logged in, you will be brought to the *Search Student Records* page.

You can locate a student's test results by entering a few characters of the students last name, the student's ID number or the exam confirmation number. The Search Students report lets administrators view the overall testing status at the school for one or more students.



Follow the steps below to conduct a student search.

1. Enter the student name or student ID you wish to find ?

First Name:

Last Name:

[Enter at least a few characters of the Last Name]

Or Student ID:

Or Exam Confirmation Number:

2. Specify your search options ?

Exam:

Campuses: Search All Campuses
 Search Individual Campus:

3. Select a sorting method ?

Sort by:

The report (shown below) can be sorted by:

- Student name
- Student ID number
- Date (new to old)
- Date (old to new)

Sort by:
 Jump To:

KEY: [?](#)

| | |
|-------------------|-------------------------|
| = Exam Passed | = Exam Not Graded |
| = Exam Failed | = Exam In Progress |
| = Exam Incomplete | = Exam Empty, Not Saved |

Madden, George

Student Name: [Madden, George](#)
Student ID: 47788999
Email: gmadden@chariot.com
Campus: Chariot test campus

1. English Language Arts

| | |
|--|---|
| Attempt:1 INCOMPLETE ? Exam Started: 2/6/03 12:21:35 PM GET SCORE | View Reports: None Available |
| Attempt:2 FAILED ? Exam Started: 4/27/03 10:35:15 PM Exam Completed: 4/27/03 10:36:09 PM Points: 1 of 60 DELETE | View Reports: Short Report Long Report Detailed Report Subjects Report |
| Attempt:3 PASSED ? Exam Started: 4/27/03 10:36:21 PM Exam Completed: 4/27/03 10:40:20 PM Points: 57 of 60 DELETE | View Reports: Short Report Long Report Detailed Report Subjects Report |
| Attempt:4 IN PROGRESS ? Exam Started: 1/26/05 10:50:05 AM 2/25/05 10:50:05 AM | View Reports: None Available |

Once you have located the student’s records, administrators have the option to view three reports concerning the student’s test results: the Short (summary) Report, the Long Report and the Detailed Report. (Note: If a student has not taken any tests, no reports will be displayed.)

The ‘Short Summary Report’ displays the student’s score, and the time and date the exam was taken.

Exam Summary

| | |
|------------------------------|---|
| Exam: | English Language Arts |
| Attempt: | 2 |
| Entire Exam: | Final Results 57 of 60 (95%) |
| Language Arts Module: | Final Results 57 of 60 (95%) PARALLEL STRUCTURE: 3 of 3 (100%) QUOTATION MARKS/UNDERSCORING: 4 of 4 (100%) READING COMPREHENSION: 18 of 20 (90%) SEMI-COLONS/COMMAS: 3 of 3 (100%) SUBJECTIVE/OBJECTIVE PRONOUNS: 4 of 4 (100%) VERBS: 3 of 3 (100%) WORD ANALYSIS: 4 of 4 (100%) WORD USAGE: 3 of 3 (100%) WRITING STRATEGIES: 15 of 16 (93.8%) |
| Start Time: | 4/27/03 10:36:21 PM |
| End Time: | 4/27/03 10:40:20 PM |
| Duration: | 4 minutes |
| Confirmation: | 372427975 |

Select the 'Long Report' for a list of right and wrong answers. The 'Short Report' is included with the 'Long Report'.

Exam Details [?](#)

English Language Arts

Key:

● = Correct

● = Incorrect

● = Not Answered

● = Not Graded

● = Essay

| Question No. | Question | Keyword and Difficulty | Answer | Points Awarded |
|--------------|---------------------------------------|------------------------|--|----------------|
| 1.1 | Alternate: 1 Type: Multiple Choice | WORD ANALYSIS | ● Correct Correct: A Answered: A | 1 of 1 |
| 1.2 | Alternate: 1 Type: Multiple Choice | READING COMPREHENSION | ● Correct Correct: C Answered: C | 1 of 1 |
| 1.3 | Alternate: 1 Type: Multiple Choice | WORD ANALYSIS | ● Correct Correct: D Answered: D | 1 of 1 |
| 1.4 | Alternate: 1 Type: Multiple Choice | READING COMPREHENSION | ● Correct Correct: B Answered: B | 1 of 1 |
| 1.5 | Alternate: 1 Type: Multiple Choice | READING COMPREHENSION | ● Correct Correct: C Answered: C | 1 of 1 |
| 1.6 | Alternate: 1 Type: Multiple Choice | READING COMPREHENSION | ● Incorrect Correct: A Answered: D | 0 of 1 |
| 1.7 | Alternate: 1 Type: Multiple Choice | READING COMPREHENSION | ● Correct Correct: A Answered: A | 1 of 1 |
| 1.8 | Alternate: 1 Type: Multiple Choice | READING COMPREHENSION | ● Correct Correct: C Answered: C | 1 of 1 |

The 'Detailed Report' displays a duplicate of the test the student received plus the right and wrong answers. The 'Short Report' is included with the 'Detailed Report'.