

Instructions for Taking the NCEA IFG Survey On-Line

NCEA's assessment partner, Computerized Assessments and Learning (CAL), developed and provides the computer system to take IFG on-line. The CAL on-line delivery system is primarily used to deliver on-line testing for state mandated testing programs. As such, it requires that CAL software be downloaded onto the computer/s being used to take IFG.

The directions for registering (as an individual, a school, a parish or a diocese, etc.), gaining access to the CAL software, taking IFG, and receiving reports are provided below. The internet website address to both register and download the CAL software is <http://ifg.caltesting.org>.

Registration

Group Registration (Diocese, Parish, School, etc.)

1. Go to <http://ifg.caltesting.org>.
2. Click on "Registration".
3. Click on "School/Parish" or "Diocese" Registration as appropriate.
4. Complete the form by supplying the requested information. Then click on "Submit" when finished.
 - Note:** the Begin and End dates supplied on the registration form are used to identify the period of time when the IFG Survey will be made active for administration to your group.
5. Once registered, you will be sent via email (to the email address you listed) an ID and Password. The ID and Password are to be given to and used by individuals to log into the CAL IFG Survey delivery software. This unique ID and Password will link responses for anyone using them to your diocese/parish/school/etc. as a group of respondents.
 - Note:** the ID and Password will only be active during the period of time you identify on the Begin and End dates for administration on the Registration form.
6. Once you have your ID and Password, you have all the information necessary for individuals to access the IFG Survey on-line using the CAL IFG Survey software.
7. An invoice will be sent to the group coordinator after the administration End date identified on the Registration form. The billing amount will be based on the number of persons taking the IFG Survey between the Begin and End dates.

Individual Registration

1. Go to <http://ifg.caltesting.org>.
2. Click on “Registration”.
3. Individuals are not allowed to register on-line as payment is required prior to gaining access to the IFG Survey on-line. To register as an Individual, a person needs to access the Individual_Registration form on-line, print the form, fill in the information on the form and mail it along **with payment** to:

Computerized Assessments and Learning
2512 West Sixth Street
Lawrence, KS 66049

- To gain access to the individual registration form for printing, click on the Individual_Registration link under Individual Registration.
4. Once the registration form and payment have been received, you will be sent via email (to the email address you listed) an ID and Password. The ID and Password are to be used to log into the CAL IFG Survey delivery software. This unique ID and Password will link your responses to you as an individual so that a report may be generated and sent to you via the email address supplied on your registration form.
 5. Once you have your ID and Password, you have all the information necessary to access the IFG Survey on-line using the CAL IFG Survey software.

Downloading and Installing the CAL Software

To download and install the CAL software:

1. Go to <http://ifg.caltesting.org>.
2. Click on Downloads to get instructions on how to download the test delivery software, tutorial and practice test.
3. Click on the “System Requirements” link to get information on the local computer environment requirements needed to run the software and test individuals.
4. To leave the “System Requirements” screen, click on the back arrow in the upper left-hand corner of the screen or click on “Downloads” in the menu on the left of the screen.
5. Once back to the “Downloads” screen, click on the CAL 4.2- Windows or the CAL 4.2- MAC OS X Download link appropriate for the computers on which the software will be running.
6. Click the link again on the next screen for the version selected and then click on “Save.” This will start the downloading process for the installation software onto your computer’s desktop.

7. Click on the CAL.msi installation icon on your desktop and follow the directions to install the test delivery engine.
8. Once installed, a new IFG icon will appear on the computer's desktop. Click on the IFG icon to view the menu for accessing a tutorial, taking a Practice Test to practice using the software, or for taking the real IFG Survey. The tutorial and Practice Test may be viewed without an ID or Password. In order for anyone to take the real IFG Survey, they will need an ID and Password obtained through the IFG registration process detailed in the prior section.
9. The CAL IFG Survey delivery software will need to be downloaded onto each computer being used by individuals to take the Survey.

Administering or Taking the IFG Survey On-line

To make the IFG Tutorial and practice test available and to administer or take the IFG Survey on-line, the CAL delivery software must be downloaded and installed on the computer(s) to be used. As the entry step, an individual must click on the IFG icon on the computer's desktop which will bring up a screen on which the individual can select the activity of interest.

- View the "IFG Tutorial."
- "Practice Using the IFG Software."
- "Take the IFG Survey."

Prior to an individual taking the IFG Survey, it is strongly recommended that they view the IFG Tutorial and take the practice test to "Practice Using the IFG Software". These latter two activities may be accessed at any time once the software is downloaded and do not require an ID or Password in order for an individual to access them. Note that the tutorial is based on other programs CAL has put together. The practice test will not be included in the final results but is to help the participant be comfortable with the software.

Individuals taking the IFG Survey as a group under the direction of a diocese/parish/school/etc. must be given the unique ID and Password sent to the group coordinator. Individuals taking the IFG Survey and registered as an individual are to use the unique ID and Password sent to them. Once an individual has an ID and Password, they are ready to access the IFG software and take the IFG Survey.

1. Click on the IFG icon on the computer's desktop.
2. Click on "Take the IFG Survey." A login screen will appear.
3. Individuals are to enter a Username, the Password and Session ID given to them and their personal email address. The Username is chosen by the individual, and will be printed on their report. It is suggested that some combination of First and Last name be used. An individual's personal report will be sent to the email address entered at the time of the login.

4. Once an individual logs in, the IFG Survey items will appear and they should respond to the Survey items.
5. If an individual does not respond to all items during one sitting, or if the computer loses an internet connection, or for some other reason an individual is required to re-log into the software to take the Survey, the individual may do so at any time during the administration time period set during registration. However, they must use the same (identical) Username, ID and Password entered on the initial log-in.
6. Upon completion of the Survey items, the individual should “exit” completely from the software.

Reporting

Group Reports

The Group Reports will be generated and emailed to the group coordinator immediately after the “End” date for administration identified on the Registration Form. These Group Reports will be emailed to the email address supplied at the time of registration. An IFG Interpretation Manual will be included in the email.

Individual Reports

As part of the log-in process to take the IFG Survey on-line using the IFG delivery software, the individual’s personal email address is required. This email address will be used to send the IFG Individual Report to each individual taking the Survey on-line.