Welcome to the NCEA IFG ACRE Program

The Diocese of Covington will once again participate in the NCEA IFG ACRE program this year to evaluate religious education programs in our Catholic schools and parishes. As required by diocesan policy, the ACRE assessment tool will be implemented at a locally convenient time within the **February 3rd – 14th, 2020** timeframe.

Catholic Faith Technologies is continuing this year as NCEA's technology partner for the administration of all IFG Adult Survey and IFG ACRE programs, and they have expressed their sincere gratitude for the opportunity to serve you all. Their team provided the Diocese with the following information to make implementing the IFG ACRE program as smooth as possible this year, according to best practices defined by NCEA. As always, their team is available to help answer any NCEA related questions you might have.

Ordering

Whether you're ordering online or offline ACRE assessment materials, the first step is to create your login for the nceaifg.com site. You'll need your login to access the online store and view reports. If you need assistance logging in, please contact the CFT support team at help@nceaifg.com or call 1-800-707-6232. For more ordering instructions, click here.

Diocese of Covington schools and parishes are eligible to receive a 25% discount on IFG ACRE materials. Please use the following code at checkout from the online store to take advantage of this discount: **NCEAMEMBER2019**

Purchasing

> Diocese of Covington schools and parishes are responsible for ordering and purchasing their own materials. Purchasers can opt to pay by credit card or purchase order when checking out from the online store.

Assessment Procedure

After you have placed an order for IFG ACRE materials, purchasers will receive a few emails: 1) a receipt for your order, and 2) instructions for administering each level of the online or offline assessments purchased. The instructions will include a unique class code for each level. Whether you are administering the online or offline formats, *each student will need to provide the class code for proper scoring.* Instructions for the *online assessment* will also include a unique code to register a proctor for each class. Proctors must be a faculty or staff member.

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Administering the Assessment Online

Administering the assessment online is the easiest and cheapest method, yielding the fastest results. Online assessments are priced at $3.50 per seat. After ordering an online assessment and receiving your class code via email, you can set up you proctors and begin your testing session immediately.

The online assessment is browser based, so students can access the assessment at any time and from virtually any device with browsing capabilities—including a laptop, tablet, etc.; however, it is not advisable to access the assessment from a smart phone. There is no need to download software, and no pre-registration. All that is needed is an internet connection.

Assessment proctors will have the ability to view student progress and generate login codes for students during the assessment. Proctors can also close online classes for grading when testing is complete without any intervention by the CFT team. When classes are closed it will trigger scoring, giving designated reporting contacts immediate access to reports. For further proctoring instructions, click here.

Administering the Assessment Offline

Schools and Parishes also still have the option of administering the assessment offline. Answer sheets and test booklets are available for purchase in the online store. Answer sheets are priced at $4.00 per sheet, and test booklets $2.00 each. ***New answer sheets are required for purchase in the 2019-2020 academic year.*** **Old answer sheets are considered invalid as of 7/1/2019.** Orders for offline materials are fulfilled in house by the CFT team and are shipped same day if placed before 2pm CDT; however, the CFT fulfillment team recommends ordering offline materials *at least 2 weeks prior to the scheduled administration date*. For expedited shipping, you can select Express shipping through the US Postal Service as the preferred shipping method during checkout.

After all students have completed testing, answer sheets must be packed and returned in the preprinted envelope provided with shipped materials When answer sheets have been received by the CFT team, they are scored, and results can be viewed online. Designated reporting contacts for each school will be notified when reports are available online.

All submissions must be received by the CFT team before 6/30/2020 to be counted for the 2019-2020 academic year. Submissions scored after 6/30/2020 will automatically count for the 2020-2021 academic year.

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Reporting

Aggregated reports are provided for all levels of the IFG ACRE assessment. New in the 2019-2020 academic year, individual IFG ACRE reports are also available for an additional fee. All reporting is now available online. When reports are available, an email will be sent to designated NCEA user accounts. If you're not sure who has access to your reports, call the CFT support desk at 1-800-707-NCEA (6232). For report access instructions, click here.

COPPA Compliance

Instructions for the offline and online ACRE assessment have changed to accommodate newly available individual reporting. As part of these changes, student participants will be asked to provide their first and last name when taking either the online or offline assessments.

NCEA and the CFT team are committed to protecting the privacy of all student users, especially when it comes to children under the age of 13.

School & Parish Consent

> As part of school Acceptable Use Policies, parental consent is not required for school students to participate in the IFG ACRE program. Rather, schools may state consent on behalf of parents by signing the compliance form. To download the School consent form, click here.
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> All parishes participating in the IFG ACRE program are required to have parental consent for student information to be collected, as specified by COPPA laws. All parish religious education students *must* have parental consent to participate in the IFG ACRE program. To download the Parish consent form, click here.

Completed consent forms are not to be returned to the CFT team. Forms are to be stored by the school and should be made readily accessible by NCEA and/or the CFT team upon request.

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