

Tennessee Comprehensive Assessment Program

**Measurement Incorporated
Secure Testing (MIST™)**

Operational Test Administration

MIST Version 8.0
**Proctor
Quick-Start Guide**

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About MIST™

The Measurement Incorporated Secure Testing (MIST™) system is a comprehensive online testing application that allows testers to take a standardized test in a proctored environment via a secure internet connection between your network and our server. MIST also allows proctors to monitor real-time tester activity during a testing session through a secure website.

Overview

This reference is available for you (the proctor) to review the basic steps required to set up, administer and monitor a secure, online testing session using MIST. These instructions are based on the assumption that MIST has been successfully installed on each testing computer or device prior to administration. For additional instructions on how to install and run MIST, select the **Documents** link on the MIST Proctor Website (<https://tn.misttest.com>) to download the **MIST Technical Requirements and Installation Guide** and select the **Videos** link to view **MIST Instructional Videos**.

This guide is set up to instruct proctors for the TCAP TNReady and Social Studies 2015-2016 Operational Test administrations (Part I or Part II). You should only refer to the guide that is applicable to your test administration.

- Assign a student to each testing computer or device
- Log in to the MIST Proctor Website to administer the scheduled test
- Use the MIST Proctor Website to monitor a scheduled testing session

As you read this guide, you will see additional information displayed in boxes. Refer to the table below for clarification.

	<i>This information requires acknowledgement before further action can be taken.</i>
	<i>This information requires action to be taken if conditions are not met.</i>
	<i>This information relates to MIST capabilities that may or may not be available for your test administration.</i>
NOTE	<i>This information is noted to provide additional instructions where applicable.</i>

Operational Test Administration

	Do not proceed until you have read the TCAP Part I or Part II Test Administration Manual (TAM). This document is not a replacement for the TAM. The TAM provides guidelines, policies, and procedures for each operational test administration.
	Verify that you are using the correct proctor account. Each Operational test administration (for Part I and Part II) has a unique user name and password.

Setting up the Tester Station

How do I assign a student to a testing computer or device?

Before administering a test, be sure that a member of your school's technical staff has successfully installed the MIST application on the required number of testing computers or devices.

	The following steps should only be performed immediately before students arrive for the scheduled testing session. Once a student starts a test, the computer or device is locked in test mode and cannot be used for any other purpose until the test is completed.
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A student can be assigned to a testing computer or device (Tester Station) in one of the following ways:

- Student Set-up: students are assigned to a Tester Station using a unique tester ticket
- Proctor Set-up: students are assigned to a Tester Station using the proctor account associated with the scheduled test administration

Student Set-up

All students enrolled to take a test have a unique password for each test administration. This method of assigning students to a Tester Station requires each student to log in using a tester ticket.

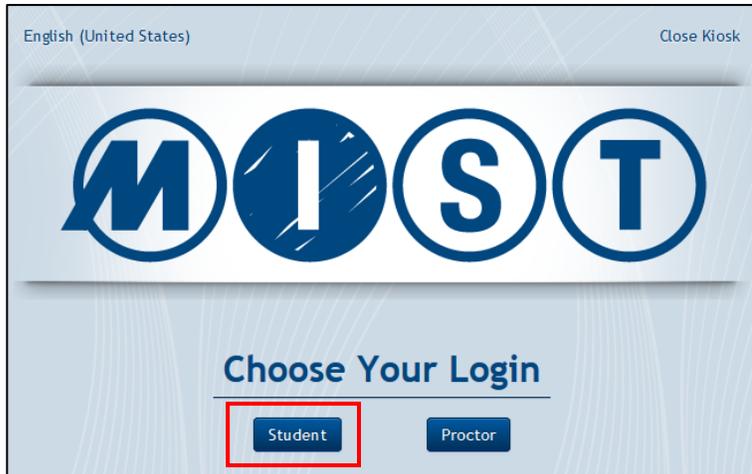
Before students can begin setting up a Tester Station, the proctor should follow the instructions for **VIEWING AND PRINTING TESTER TICKETS** on page 21 and distribute the tester ticket to each student. Then, the proctor should instruct the students to complete the following steps:

1. Double-click or tap on the icon that was saved on the computer or device desktop or home screen.
2. Wait for the login screen to load. This may take a few seconds.





If the MIST Login screen does not appear within 45 seconds, please call the MIST Technical Support Desk at (877) 516-2403.



3. On the MIST Login screen, select **Student** to enable the Student Login screen.
4. Type your unique password in the Password field. Select **Login**.



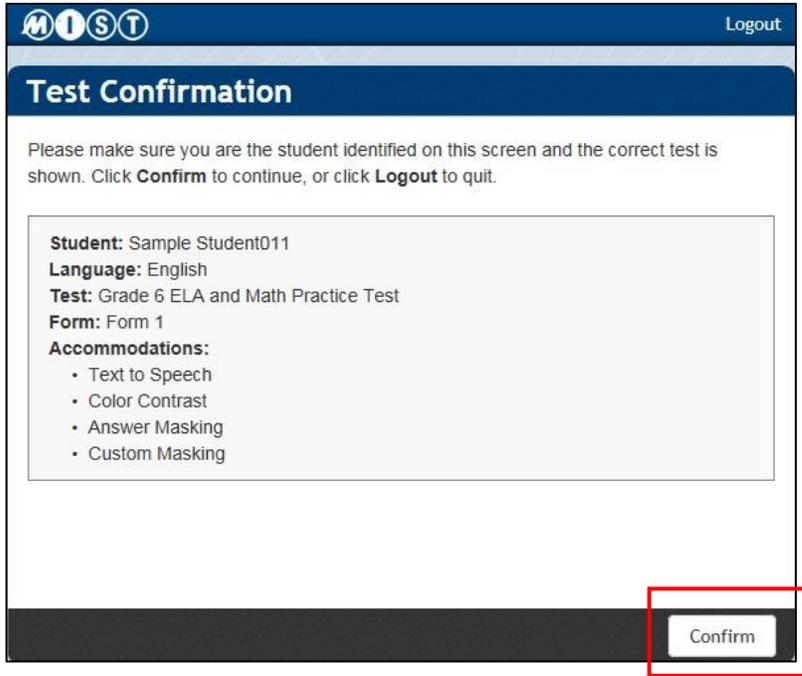
The **Login** button will not be enabled until the Password field is populated. A message will be displayed (in red) if the password was incorrectly entered or has already been used.

If additional demographic information is required, the MIST Demographics screen will be displayed. Otherwise, proceed to Step 6.

5. On the MIST Demographics screen, type the required information in the appropriate fields or select the correct information from a drop-down list, where applicable.

The **Next** button will not be enabled until the fields are populated with the required information in the correct format.

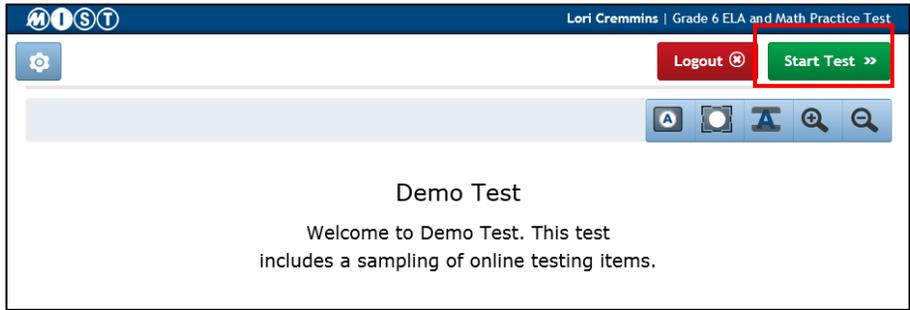
6. Select **Next**. The Test Confirmation screen will be displayed.



Setting up the Tester Station

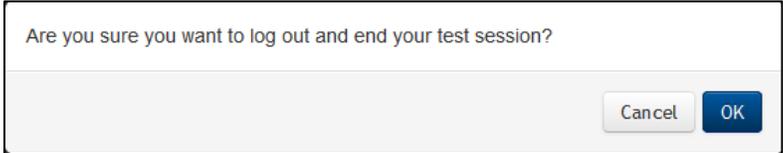
- Review the Test Confirmation screen. If the name and test information are correct, select **Confirm** to complete the assignment process. Otherwise, select **Logout** in the upper right corner of the screen to close the application and return to Step 2.

When the screen with the **Start Test** button is displayed, the testers should wait until instructed to select the button and begin testing.



Select **Start Test** to begin testing

If the student assigned to the Tester Station is not able to start the test for any reason, select the **Logout** button. When the logout confirmation message is displayed, select **OK** to close the application.



Proctor Set-up

To assign a student to a Tester Station using the proctor account, the proctor should complete the following steps:

1. Double-click or tap on the icon that was saved on the computer or device desktop or home screen.

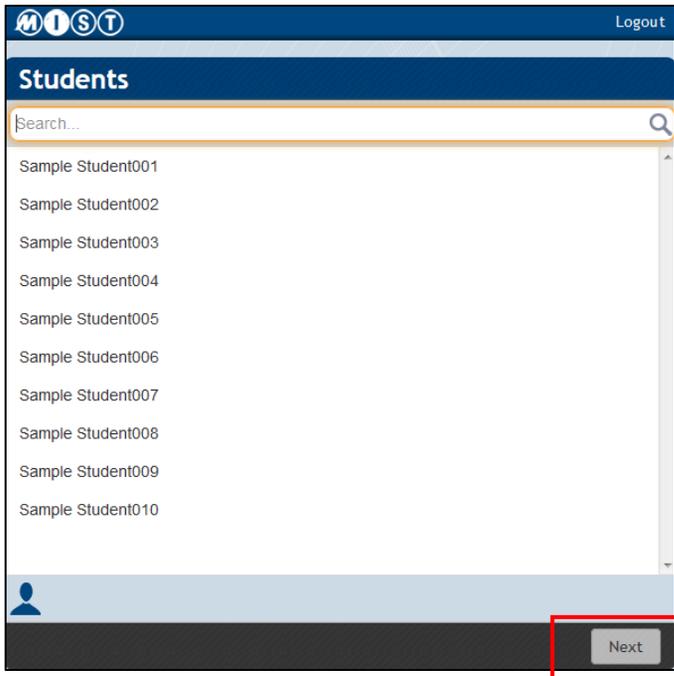


2. Wait for the login screen to load. This may take a few seconds.

	<p><i>If the MIST Login screen does not appear within 45 seconds, please call the MIST Technical Support Desk at (877) 516-2403.</i></p>
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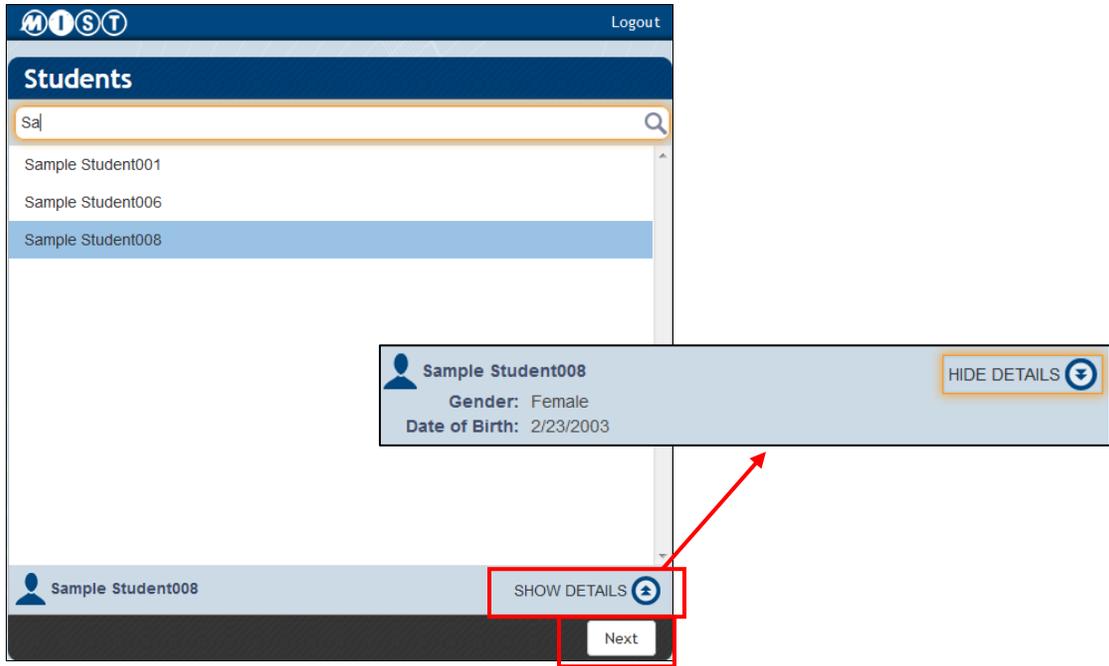
3. On the MIST Login screen, select **Proctor** to enable the Proctor account screen.
4. Type your proctor User Name and Password, and then select **Login**.



All of the students associated with your proctor account will be listed alphabetically (by last name) on the MIST Student Selection screen.

 *If a name is not listed, follow the instructions for **ADDING A NEW STUDENT** on page 19 and **ENROLLING A STUDENT TO TAKE A TEST** on page 20.*

- 5. Scroll down to find a name on the list, or type the student's first and/or last name in the Search text box. Student names matching the search criteria will be listed.

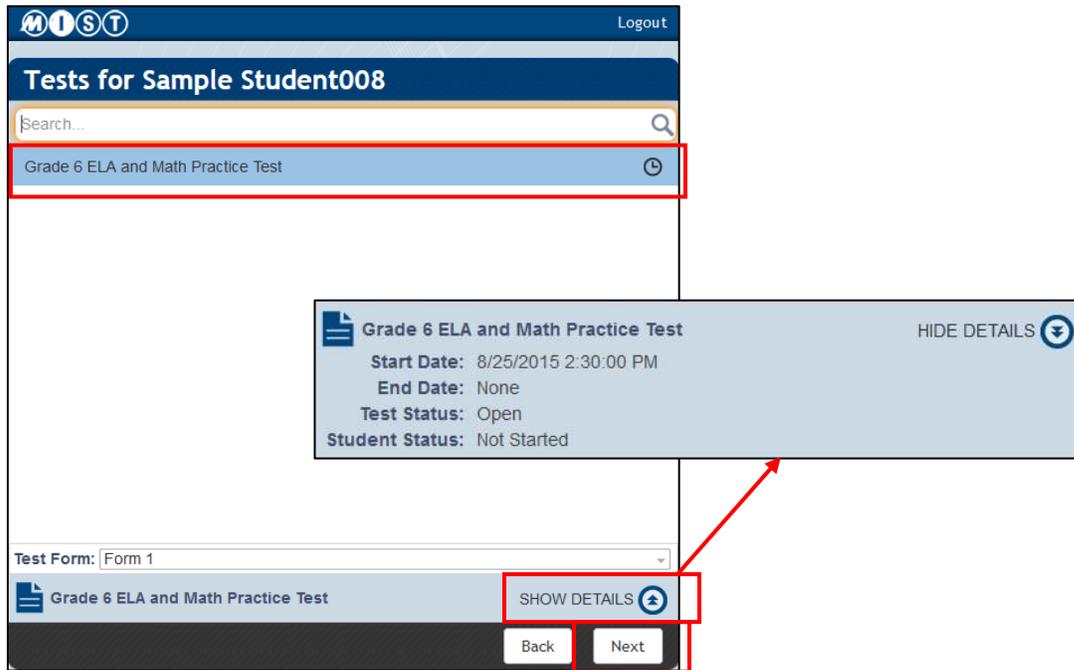


6. Select and highlight the student you want to assign to the Tester Station.

To verify details about the selected student (including gender, date of birth and student ID), select **SHOW DETAILS** at the bottom of the screen.

7. Select **Next** on the MIST Student Selection screen to view the list of available tests displayed on the MIST Test Selection screen.

	<i>If a test is not listed, follow the instructions for ENROLLING A STUDENT TO TAKE A TEST on page 20.</i>
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To verify the details of the selected test (including the test start date, test status and student status), select **SHOW DETAILS** at the bottom of the screen.

8. Select and highlight a test and then select the Test Form drop-down arrow to choose a form from the list. Select **Next**.

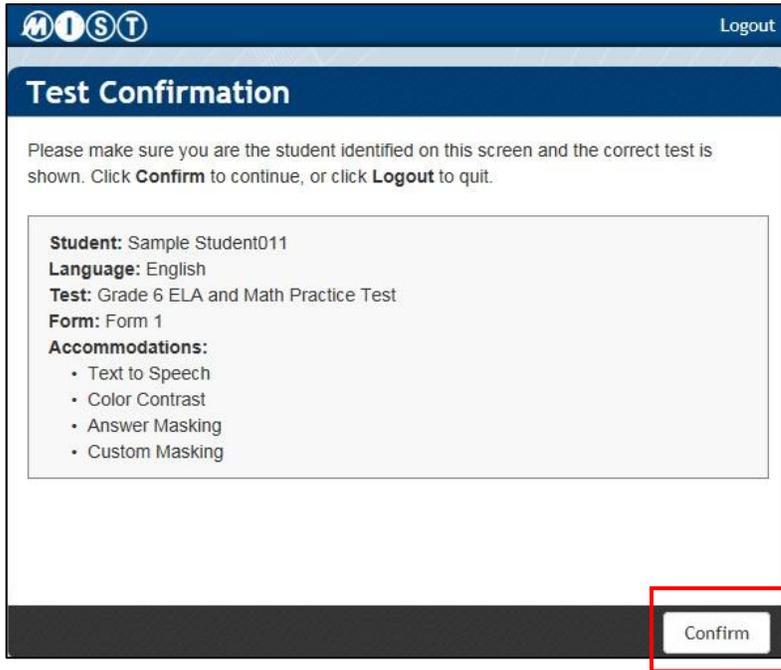
	<i>If a test form is selected and you cannot select Next on the Test Selection screen, select SHOW DETAILS to check the Student Status. Only testers that have a <u>Not Started</u> or <u>Paused</u> status can be assigned to a Tester Station. If the status is <u>Active</u>, follow the steps for RESUMING AN ACTIVE TESTER (FOR A NEW TEST SESSION) on page 39 to pause and then resume the tester.</i>
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If additional demographic information is required, the MIST Demographics screen will be displayed. Otherwise, proceed to Step **Error! Reference source not found.**

9. On the MIST Demographics screen, type the required information in the appropriate fields or select the correct information from a drop-down list, where applicable.

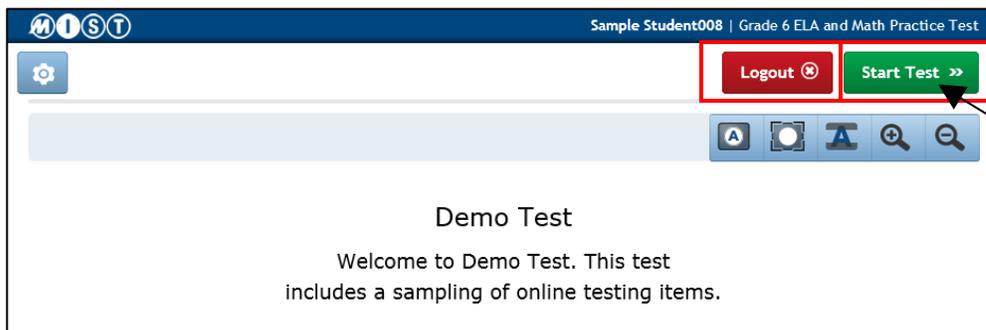
The **Next** button will not be enabled until the fields are populated with the required information in the correct format.

10. Select **Next**. The Test Confirmation screen will be displayed.



11. Review the Test Confirmation screen. If the name and test information are correct, select **Confirm** to complete the assignment process. Otherwise, select **Back** to make changes.

When the screen with the **Start Test** button is displayed, the testers should wait until instructed to select the button and begin testing.



12. Move to the next computer or device and repeat Steps 1 through 11 until all the remaining students are assigned to a Tester Station.

NOTE	<i>Once all Tester Stations are set up, the proctor must now follow the instructions in the next chapter for Administering the Scheduled Test to log in to the proctoring website and begin administering the test. Be aware that a tester can click Start Test on the Tester Station and begin testing at any time. Therefore, monitor testers closely. Instructions for additional proctoring tasks can be found in The MIST Proctor Website on page 17 of this guide.</i>
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Administering the Scheduled Test

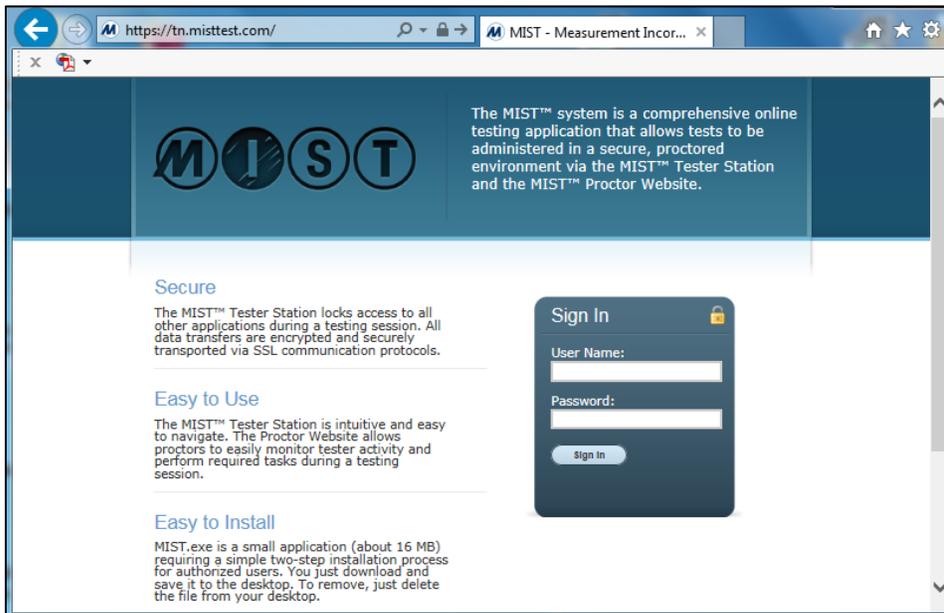
How do I access the proctoring website to administer the test?

	<p><i>We recommend a dedicated desktop or laptop for proctoring a testing session. We do not recommend using a tablet for proctoring. If you do not have access to a dedicated computer that can be set up for proctoring, please call the MIST Technical Support Desk at (877) 516-2403 for remote proctoring assistance.</i></p>
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Getting on the Web

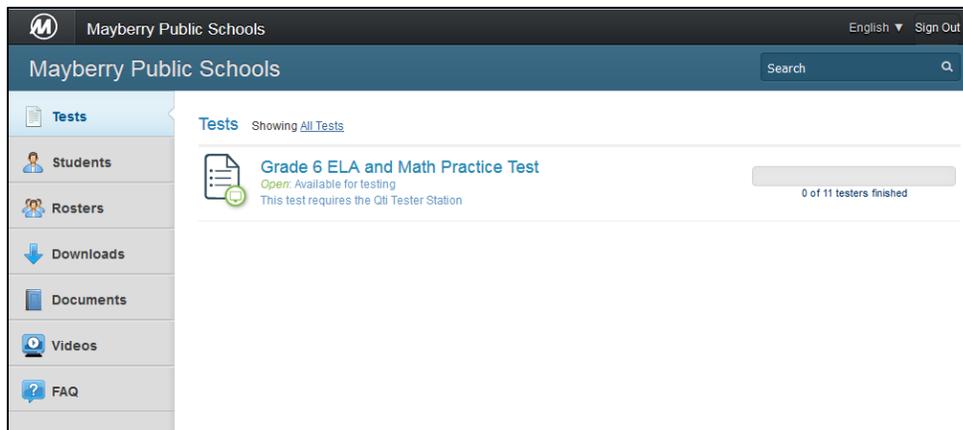
Before your test administration begins, log in to the MIST Proctor Website. The website allows you to monitor real-time tester activity during a testing session. To log in, complete the following steps:

1. Launch your favorite Internet browser on the proctor computer (e.g., Internet Explorer, Firefox, Chrome, Safari, etc.).
2. Type <https://tn.misttest.com> in the address field at the top of the browser window and press **Enter** on your keyboard to access the MIST Proctor Sign In page.



3. Enter your proctor User Name and Password and select **Sign In**.

Upon initial login, a Web Service Agreement may be displayed. Select the **Agree** button to proceed to the Test Activity Page.



By default, the Test Activity page displays all the tests associated with your proctor account. The tests are listed in alphabetical order by name, with additional details including the test status (see below for more information on test status) and a progress bar (displaying the number of finished testers). To filter the listing by status, select the (Showing...) [All Tests](#) link to check or uncheck one or more of the following status options.

- **Future** for test administrations that have not started.
- **Open** for test administrations that have started.
- **Complete** for test administrations that have all finished testers.
- **Finalized** for test administrations that have been submitted for data processing.
- **Closed** for test administrations that are no longer available.

Starting the Test

To monitor the real-time status of testers during a testing session, complete the following steps:

1. On the Test Activity page, select the name (**in blue**) of the test you are monitoring. –or–

If you are using rosters, select **Rosters** on the left menu and then complete the following steps:

- a. Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window.
- b. Select the name (**in blue**) of the roster being administered.

On the Roster Activity page, the Student List displays all students associated with the roster and/or test. The testers are listed alphabetically by last name, with additional details including test form, password, status icon, and progress bar.

NOTE	<p><i>Confirm the start date and status (located below the test name) of the test you are administering:</i></p> <p><i>If the test status is Open, you can proceed to Step 2.</i></p> <p><i>If the test status is Future, verify that the start date of the test administration has not commenced and re-schedule your test session.</i></p>
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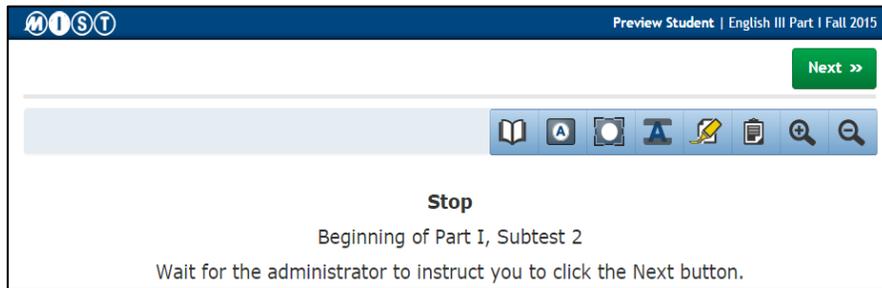
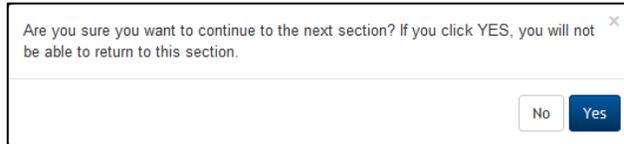
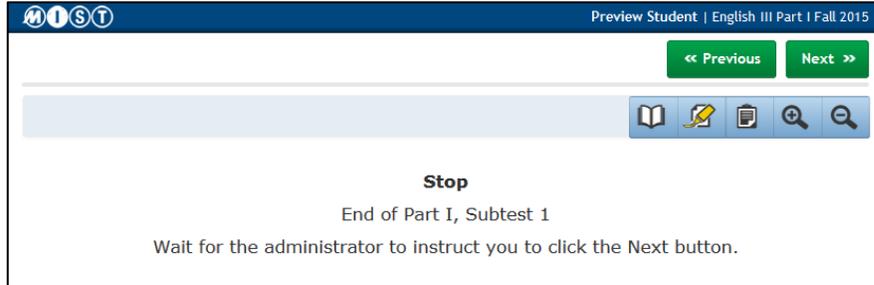
- When you completed the steps in **Setting up the Tester Station** on page 4 and you are ready to start the testing session, instruct the testers to select **Start Test** on the Tester Station screen(s) to begin testing.

NOTE	<p><i>When the Tester Station is in test mode, some keyboard keys used for word processing do not have the same function in the MIST application. For instance, when responding to open-ended questions, testers CANNOT use the Tab key for paragraph indention in the text box area. To clarify, the following keys have the same functionality and can still be used in test mode: Backspace, Enter, Ctrl, Alt, Shift, End, Home and Caps Lock.</i></p> <p><i>In addition, the mouse right-click option and shortcut keys are disabled in test mode. For word processing, please instruct the testers to use the text box editing toolbar options (bold, italics, underline, cut, copy, paste, undo, redo, bullet list, indent list right, indent list left, insert tab, spell check, increase text size, and decrease text size) available in MIST.</i></p>
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On the Tester Station screen(s), instruct testers to select **Next** and **Previous** to navigate through the test. Testers can also select **REVIEW** to view a table displaying the status of each test question by number (scroll down to view all). On the Review Your Items screen, testers can select the link to return to the test question for review.

	<p><i>For tests divided into two subtests, testers will only be allowed to return to items in the subtest currently being administered.</i></p>
	<p><i>In addition, Subtest 1 has a minimum set time to prevent testers from advancing to Subtest 2. The minimum set time is the established TCAP time limit. If a student's test is paused during Subtest 1, the paused time does not count toward the time limit. Proctors will be unable to manually advance testers if the time limit has not fully elapsed. If a warning message appears, proctors should instruct testers to click OK and review all test questions until the time has elapsed.</i></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>You must spend at least 90 minutes in this section. x</p> <div style="text-align: right; margin-top: 10px;">OK</div> </div>

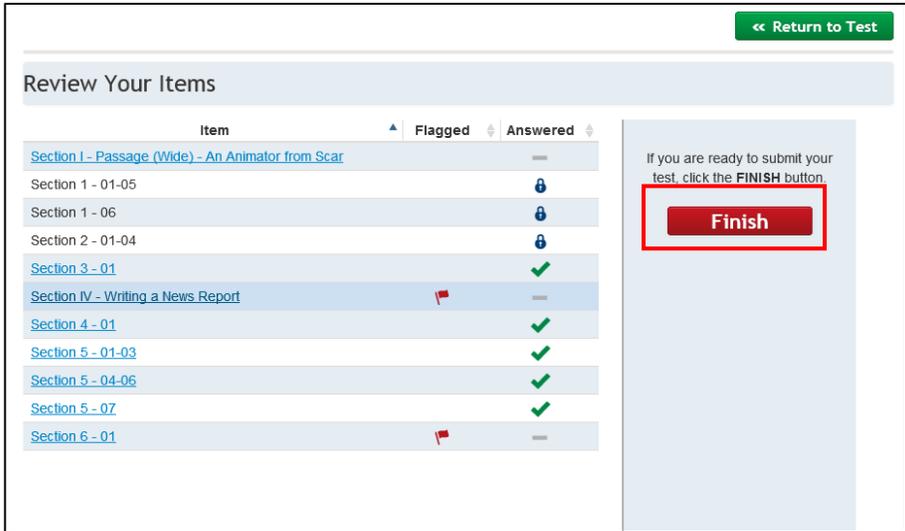
When the minimum time has elapsed at the end of Subtest 1, a STOP screen will be displayed. When instructed to click **Next**, testers will receive a confirmation message to continue to the next subtest. Proctors should instruct testers to click **Yes** and a STOP screen for Subtest 2 will be displayed. At this time, proctors can pause testers and take a scheduled break.



For additional information about navigating testers between Subtest 1 and Subtest 2, refer to the TAM's Section III: Directions for Administrators for the test being administered.

NOTE

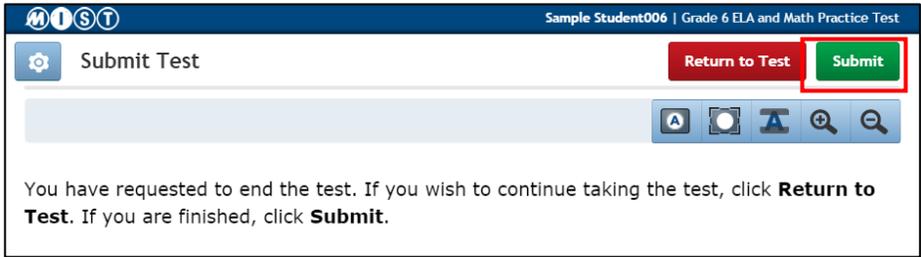
To pause testers after Subtest 1, follow the instructions for **PAUSING AND RESUMING A TESTER (DURING A TEST SESSION)** on page 37. If the testers do not resume testing during the current testing session, you must follow the instructions for **RESUMING A PAUSED TESTER (FOR A NEW TEST SESSION)** on page 38.



- When all of the test questions have been answered and all flagged questions have been reviewed, instruct the testers to select **Finish** on their Tester Station screens.

	<p><i>For tests divided into two subtests, the Finish button is not visible on the Review Your Items screen in Subtest 1. Testers will only be allowed to select Finish from the Review Your Items screen after the last test question in Subtest 2.</i></p>
	<div style="border: 1px solid gray; padding: 10px; margin-bottom: 10px;"> <p>Are you sure you want to finish your test without answering all of the questions?</p> <p style="text-align: right;"> <input type="button" value="No"/> <input type="button" value="Yes"/> </p> </div> <p><i>If a tester has any unanswered questions, a warning box appears and prompts the tester for confirmation to submit the test. Instruct the tester to select No to return to the test, or Yes to submit an incomplete test.</i></p>

- Instruct testers to select **Submit** to submit the test.



When the tester has successfully exited, the Tester Station screen displays a message that begins, "Your test has been submitted..." To verify, the tester status icon will be Finished on the MIST Proctor Website.

- Instruct testers to select **Logout** when displayed on the Tester Station screen to close the application.

The MIST Proctor Website

During a testing session, proctors can log in to the MIST Proctor Website on a dedicated computer (see **Getting on the Web** on page 12) to perform the following tasks:

- manage students and rosters
- monitor the status of testers taking a test
- view and print tester passwords
- pause and resume one or more testers
- perform other troubleshooting tasks

Managing Students

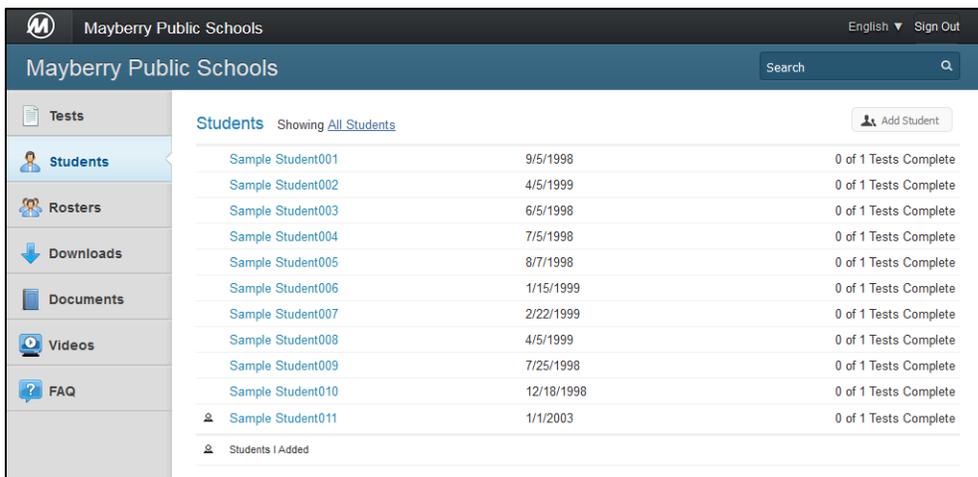
During the student pre-enrollment process, students are imported and enrolled to take a test (based on grade and course code) using information obtained from state-provided EIS (pre-ID) data. Proctors can use the MIST Proctor Website to manage the student list before, during, and after a test administration. Some management tasks may include adding students, enrolling students to take a test, editing student details, and deleting students from the list.

Proctors can also manage students from the Roster Activity page. If you are administering tests using rosters, refer to the instructions outlined in **Managing Rosters** on page 22. To manage students from the Students page, complete the following steps.



Verify that you are using the correct proctor account. Each Operational test administration (for Part I and Part II) has a unique user name and password.

1. Log in to the MIST Proctor Website and select **Students** on the left menu. The Students page lists all of the students (imported and added) associated with your proctor account.



Student Name	Birth Date	Tests Completed
Sample Student001	9/5/1998	0 of 1 Tests Complete
Sample Student002	4/5/1999	0 of 1 Tests Complete
Sample Student003	6/5/1998	0 of 1 Tests Complete
Sample Student004	7/5/1998	0 of 1 Tests Complete
Sample Student005	8/7/1998	0 of 1 Tests Complete
Sample Student006	1/15/1999	0 of 1 Tests Complete
Sample Student007	2/22/1999	0 of 1 Tests Complete
Sample Student008	4/5/1999	0 of 1 Tests Complete
Sample Student009	7/25/1998	0 of 1 Tests Complete
Sample Student010	12/18/1998	0 of 1 Tests Complete
Sample Student011	1/1/2003	0 of 1 Tests Complete
Students I Added		

By default, all students associated with your proctor account are listed alphabetically by last name, with additional details including date of birth and number of completed tests. Added students have a “Students I Added” icon next to the name.

2. Type the student's first or last name in the Search field at the top of the page. Names matching the search criteria will be listed under **Students** in the search results window. –or–
3. To filter by status, choose the (Showing...) [All Students](#) link and check or uncheck the boxes to choose one or more of the following options:
 - **Imported Students** for students that are pre-enrolled to take a test
 - **Students I Added** for students added by the proctor
 - **Students I Edited** for students edited by the proctor

Student names matching the filter criteria will be listed.

NOTE *The current filter status (Showing ...) is displayed next to the **Students** table heading.*

4. Select the student's name (**in blue**) to view the information associated with a student including name, student ID, gender, and date of birth.

The screenshot displays a student profile for 'Sample Student001'. It includes a header with a person icon and the student's name. Below the name are several input fields: 'Student ID', 'Gender' (set to 'Male'), 'Date of Birth' (set to '9/23/2000'), 'Language' (set to 'English'), and 'Alternative School'. There are two buttons: 'Edit Details' and 'Delete'. Below this is a section for 'Assigned Accommodations' with the text 'This student has no assigned accommodations.' and an 'Add Accommodation' button. At the bottom, there is a section for 'Assigned Tests' with a table containing columns for 'Test', 'Form', 'Password', and 'Status'. Above the table are icons for 'Add Test', 'Ticket', and 'Advanced'.

5. To add (or delete) a new student, follow the instructions for [ADDING A NEW STUDENT](#) or [DELETING AN ADDED STUDENT](#) on pages 19 and 21, respectively.
6. To enroll a student to take a test, follow the instructions for [ENROLLING A STUDENT TO TAKE A TEST](#) on page 20.
7. To add (or edit) an accessibility or accommodation, follow the instructions for [ADDING AN ACCESSIBILITY FEATURE OR ACCOMMODATION](#) or [EDITING ACCESSIBILITY FEATURES AND ACCOMMODATIONS](#) on pages 28 and 29, respectively.
8. To edit any information related to a student, follow the instructions for [EDITING STUDENT DETAILS](#) on page 30.

9. You may also be allowed to do one or more of the following tasks.

- **CHANGING A TEST FORM** on page 31
- **MARKING A TESTER AS NON-PARTICIPANT** on page 42
- **REACTIVATING A NON-PARTICIPANT** on page 43
- **RESTARTING A FINISHED TESTER** on page 44

ADDING A NEW STUDENT

To add a student to your student list, complete the following steps:

1. Log in to the MIST Proctor Website and select **Students** on the left menu. The Students page lists all of the students (imported and added) associated with your proctor account.
2. Select **Add Student** at the top of the roster list. The New Student page will appear.

The screenshot shows the 'New Student' form with the following fields and values:

First Name	Sample
Middle Initial	
Last Name	Student001
Student ID	
Gender	Male
Date of Birth	9/23/2000
Language	English
Alternative School	Select One:

A red box highlights the 'Save' button at the bottom left of the form.

3. Type the student information in the required fields (**in bold**).
4. Select **Save** to save the information. The new Student Details page will be displayed.
5. If the student you want to add is already on the roster, the Duplicate Student warning message will be displayed with names that match the name you entered. Select a name to view the duplicate student details –or– select **Save as New** for a new student.

The screenshot shows a 'Duplicate Student' dialog box with the following content:

This student may already exist. If this is a new student, click Save as New. Click a name to view an existing student.

Name	Date of Birth
Sample Student001	9/23/2003

A 'Save as New' button is located at the bottom left of the dialog box.

NOTE	The message, "Student successfully created. Add tests to the Assigned Tests section," will be displayed (in green) at the top of the Student Details page. Follow the instructions in steps 2 through 7 of ENROLLING A STUDENT TO TAKE A TEST on page 20 to add a test to the Assigned Tests section.
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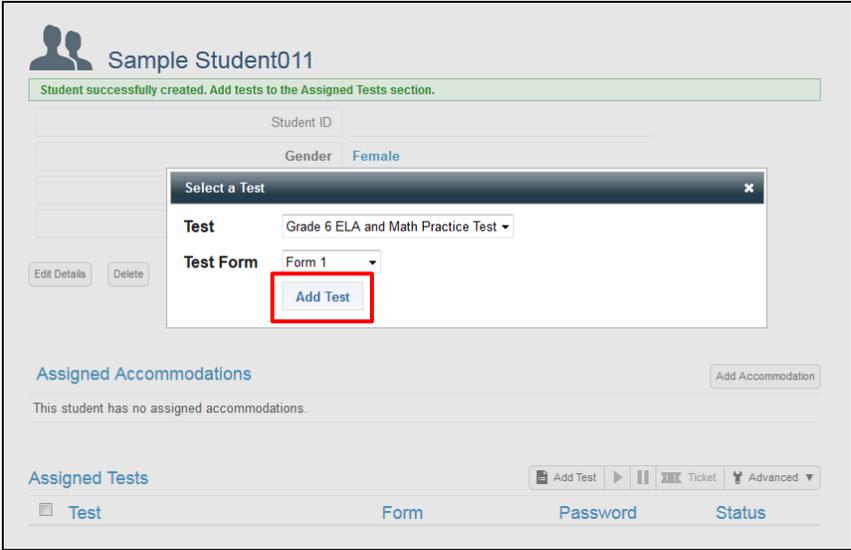
The added student's name will now be listed alphabetically on the Students page with the "Students I Added" icon next to the name. Repeat steps 1-4 to add students as needed.

ENROLLING A STUDENT TO TAKE A TEST

To assign a test to a student, complete the following steps:

1. Log in to the MIST Proctor Website and select **Students** on the left menu. The Students page lists all of the students (imported and added) associated with your proctor account. By default, the students are listed in alphabetical order by last name.
2. Type the student's first or last name in the Search field at the top of the page. Names matching the search criteria will be listed under **Students** in the search results window.
3. Select the student's name (in blue) and the Student Details page will appear.
4. Scroll down to the Assigned Tests section and select the **Add Test** button to open the Select a Test dialog box.

If available, you can use the Test Filters to filter the tests available for selection.



5. Select the Test and Test Form from the applicable drop-down lists.
6. Select **Add Test** to close the dialog box and return to the Student Details page. The added test will now appear in the Assigned Test table. To add another test for the current student, repeat steps 4 through 6.
7. To enroll another student to take a test, repeat steps 1-6.

DELETING AN ADDED STUDENT

You cannot delete an imported (pre-enrolled) student. However, you can delete a student that was added by a proctor and has not started a test. To delete an added student, complete the following steps:

1. Log in to the MIST Proctor Website and select **Students** on the left menu. The Students page lists all of the students (imported and added) associated with your proctor account.

You can select the current filter link and check/uncheck the boxes to choose **Students I Added** from the list. Only the added testers will be displayed.

2. Select on the name of the tester to be deleted. The Student Details page is displayed.
3. Select the **Delete** button. When the confirmation message is displayed, select **OK** to delete the student. The deleted student is no longer displayed on the Students page.
4. To delete another added student from your list, repeat steps 1-3.

VIEWING AND PRINTING TESTER TICKETS

Your students can be assigned to a Tester Station using a unique tester login. Tester Tickets are only available for testers with a status of Not Started or Paused. To view and print tester tickets for distribution to your students, complete the following steps:

1. Log in to the MIST Proctor Website. The Test Activity page is displayed.
2. On the Test Activity page, select the name (**in blue**) of the test being administered. *-or-*

If you are using rosters, select **Rosters** on the left menu and then complete the following steps:

- a. Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window.
- b. Select the name (**in blue**) of the roster being administered. On the Roster Activity page, the Student List displays all students associated with the roster and/or test.
- c. Select the student's name (**in blue**) and the Student Details page will appear.

NOTE	<i>On the Roster Activity page, the Student List displays all students associated with the roster and/or test. For security purposes, the tester passwords are encrypted and are only displayed for not started, active, and paused testers.</i>
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3. Select the current filter link and check/uncheck the boxes to choose **Not Started** and **Paused** from the list. Only not started and paused testers will be displayed.
4. Select the check box in the header at the top of the list to select all the students, *-or-*

Select the individual check box next to the name(s) of the student(s) for whom you want to print tester ticket(s).

5. Select the **Ticket** button at the top of the list to view the selected tester tickets for the selected test.

NOTE	<i>The tester tickets are conveniently displayed (8 per page) for each student enrolled to take the test. Each ticket has the student name, student date of birth, test name, and a unique password.</i>
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6. Select the printer icon in the browser window to open the print dialog box, and then select **OK** to send the tickets to the printer and close the Print dialog box.
7. To print tester tickets for another test or roster, repeat steps 1-7.
8. Use scissors to cut the sheets into individual tickets for distribution to your students.

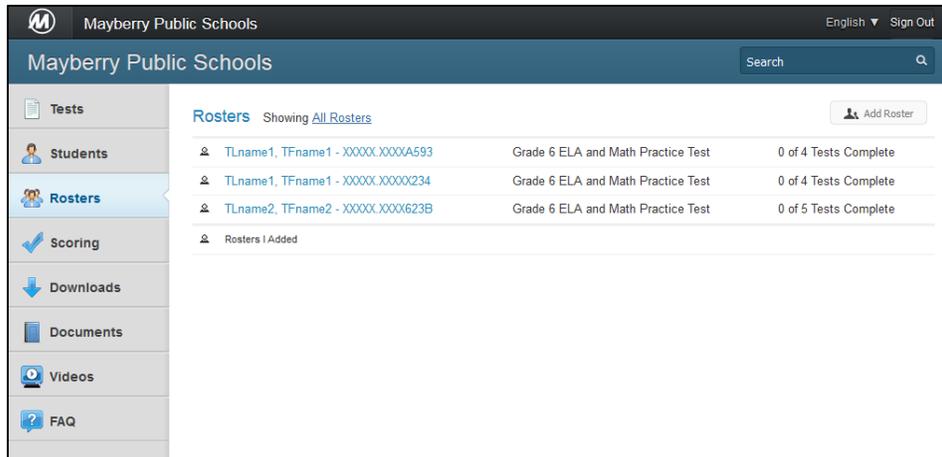
	<i>Tester tickets are secure test material and should only be distributed to students right before the start of the test. Under no circumstances should a tester ticket leave the room where the test is being administered. Tester tickets for paused testers should be collected after each testing session and kept in a secure location until the testing session is resumed.</i>
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Managing Rosters

During the student pre-enrollment process, system-generated (imported) rosters will be created using information obtained from state-provided EIS (pre-ID) data to organize students (based on teacher, course code and local class number) into groups for testing and reporting purposes. Proctors can use the MIST Proctor Website to manage the rosters before, during, and after a test administration. Some proctor management tasks may include editing roster details, adding a new roster, adding students to a roster, and removing students from a roster. To manage rosters, complete the following steps.

	<i>Verify that you are using the correct proctor account. Each Operational test administration (for Part I and Part II) has a unique user name and password.</i>
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1. Log in to the MIST Proctor Website and select **Rosters** on the left menu. The Rosters page lists all of the rosters (imported and added) associated with your proctor account.



Imported rosters are named according to the following convention: [TLname, TFname - CourseCode - LocalClassNumber]. By default, all rosters are listed alphabetically by roster name, with additional details including the associated test name and number of completed tests. Rosters added by a proctor have a “Rosters I Added” icon next to the name.

2. Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window. –or–

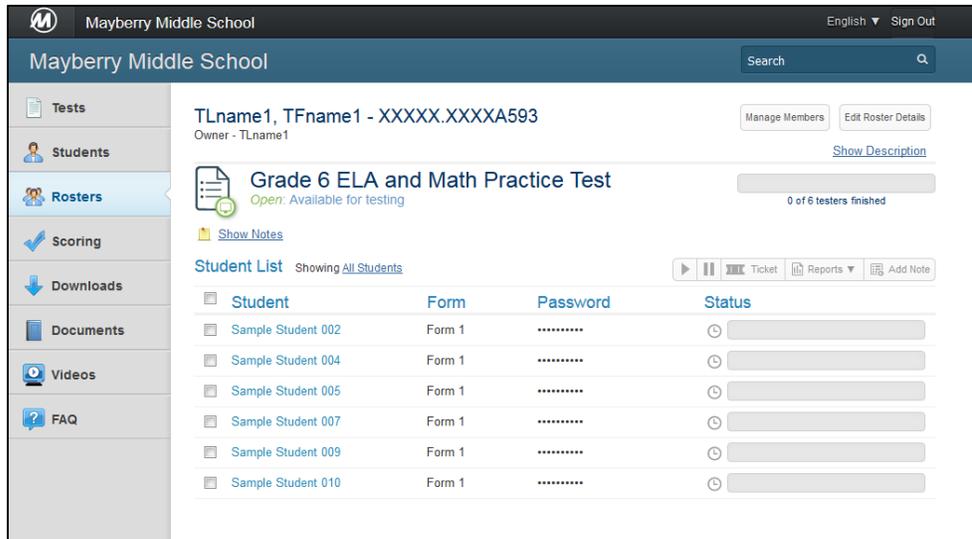
To filter by status, select the (Showing...) [All Rosters](#) link and check or uncheck the box next to choose one or more of the following options:

- **Imported Rosters** for rosters created during pre-enrollment
- **Rosters I Added** for rosters added by the proctor
- **Rosters I Edited** for rosters edited by the proctor

Rosters matching the filter criteria will be listed.

NOTE	<i>The current filter status (Showing ...) is displayed next to the Rosters table heading.</i>
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3. Select the name (**in blue**) of the roster you want to manage. The Roster Activity page displays information associated with a roster including the roster name, the name/status/progress of the test being administered, and the Student List.



By default, the Student List displays all students associated with the roster and/or test. You can select the current filter link and check/uncheck the boxes to choose one or more of the options from the list. Only students matching the filter criteria will be displayed.

4. To monitor test activity using rosters, follow the instructions for **MONITORING TESTER ACTIVITY** on page 35.
5. To view and edit roster details, follow the instructions for **VIEWING AND EDITING ROSTER DETAILS** on page 24.
6. To add a new roster, follow the instructions for **ADDING A NEW ROSTER** on page 25.
7. To add (or remove) students to or from a roster, follow the instructions for **ADDING STUDENTS TO A ROSTER** on page 26 or **REMOVING STUDENTS FROM A ROSTER** on page 27.

VIEWING AND EDITING ROSTER DETAILS

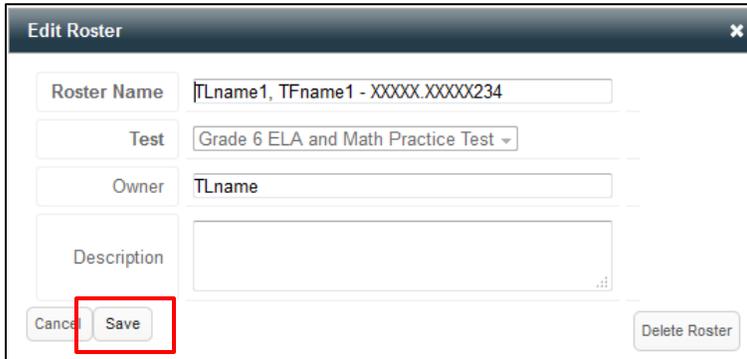
Proctors can view and edit the details of a system-generated (imported) or added roster. To view and edit Rosters, complete the following steps:

1. Log in to the MIST Proctor Website and select **Rosters** on the left menu. The Rosters page lists all of the rosters (imported or added) associated with your proctor account.
2. Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under Rosters in the search results window. *-or-*

To filter by status, select the (Showing...) [All Rosters](#) link and check/uncheck the boxes to choose one or more of the options from the list. Rosters matching the filter criteria will be listed.

3. Select the name (**in blue**) of the roster you want to view or edit. The Roster Activity page for the selected roster will appear.

4. On the Roster Activity page, select the **Edit Roster Details** button at the top of the page to open the Edit Roster dialog box. Proctors can edit the Roster Name, Owner and Description fields.



5. Make changes to any information or type additional information in the applicable fields.
6. Select **Save** to save the updated information. To edit the details of another student, repeat steps 1-6.

ADDING A NEW ROSTER

In addition to system-generated (imported) rosters, proctors can also add new rosters. To add a new roster, complete the following steps:

1. Log in to the MIST Proctor Website and select **Rosters** on the left menu. The Rosters page lists all of the rosters (imported or added) associated with your proctor account.
2. Select the **Add Roster** button located at the top of the page. The New Roster page is displayed.
3. Type or select the roster details in the following fields:
 - **Roster Name** – recommended naming convention “TLname, TFname – Grade xx – Subject – Period x” (if applicable)
 - **Test** – select the scheduled test that will associated with the new roster
 - **Owner** – the person who will be responsible for managing the roster
 - **Description** – provide a description of why the roster was created
4. Select the **Save** button to save the new roster. The Roster Activity page displays the information associated with a roster including the roster name, the name/status/progress of the test being administered, and the Student List.
5. To add students to the new roster, follow the instructions for **ADDING STUDENTS TO A ROSTER** on page 26.
6. Only rosters added by the proctor can be deleted. To delete the added roster, follow the instructions for **DELETING AN ADDED ROSTER** on page 28.

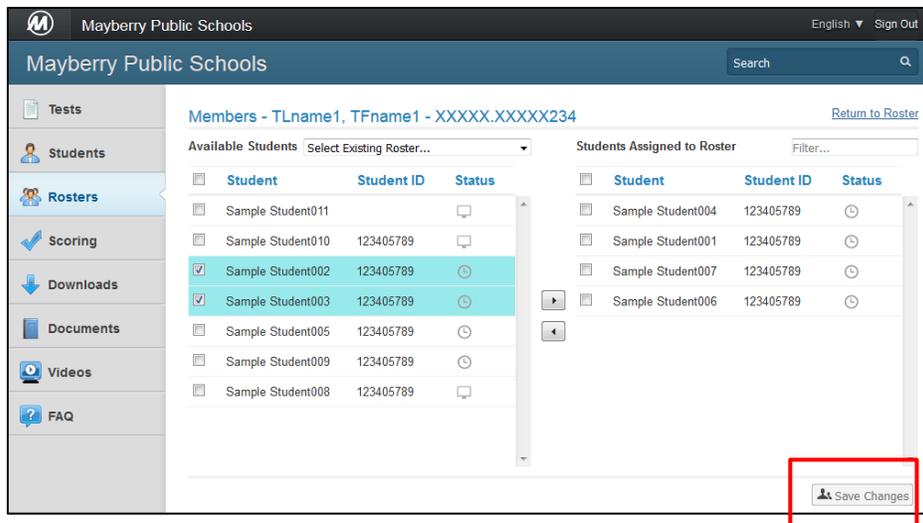
ADDING STUDENTS TO A ROSTER

To add students to a roster, complete the following steps:

1. Log in to the MIST Proctor Website and select **Rosters** on the left menu. The Rosters page lists all of the rosters (imported or added) associated with your proctor account.
2. Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window. –or–

To filter by status, select the (Showing...) [All Rosters](#) link and check/uncheck the boxes to choose one or more of the options from the list. Rosters matching the filter criteria will be listed.

3. Select the name (**in blue**) of the roster you want to manage. The Roster Activity page is displayed.
4. Select the **Manage Members** button at the top of the page. The Manage Members page displays a list of available students that can be added to the roster and a list of students already in the roster.



Available students are any student enrolled to take the test associated with the roster. You can filter the Available Students list by existing rosters associated with the test.

5. On the Available Students list, select the checkbox next to the name(s) of the available student(s) to be added to the roster. –or– select the checkbox at the top of the list to choose all of the available students listed.
6. Select the → button to move the selected students to the Students in Roster list.
7. Select the **Save Changes** button to save the roster member information. A confirmation message is displayed.
8. Select the [Return to Roster](#) link at the top of the page to view the updated Student List on the Roster Activity page.

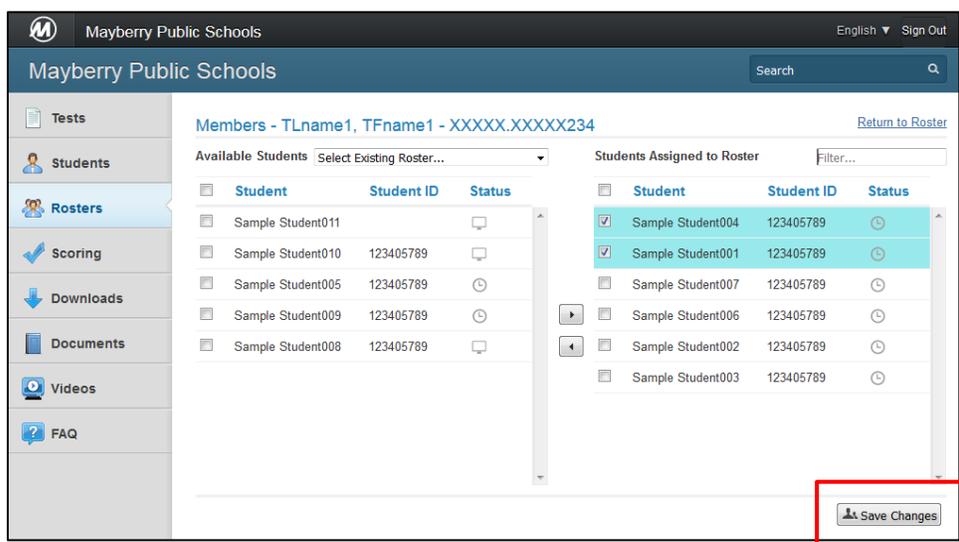
REMOVING STUDENTS FROM A ROSTER

Any student (imported or added) can be removed from a roster. To remove students from a roster, complete the following steps:

1. Log in to the MIST Proctor Website and click **Rosters** on the left menu. The Rosters page lists all of the rosters (imported or added) associated with your proctor account.
2. Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window. –or–

To filter by status, select the (Showing...) [All Rosters](#) link and check/uncheck the boxes to choose one or more of the options from the list. Rosters matching the filter criteria will be listed.

3. Select the name (in blue) of the roster you want to manage. The Roster Activity page is displayed.
4. Select the **Manage Members** button at the top of the page. The Manage Members page displays a list of available students that can be added to the roster and a list of students already in the roster.



5. On the Students in Roster list, select the checkbox next to the name(s) of the student(s) to be removed from the roster. –or– select the checkbox at the top of the list to choose all of the students in the roster.
6. Select the ← button located between the two lists to move the selected students to the Available Students list.
7. Select the **Save Changes** button to save the roster member information. A confirmation message is displayed.
8. Select the [Return to Roster](#) link at the top of the page to view the updated Student List on the Roster Activity page.

DELETING AN ADDED ROSTER

Only rosters added by a proctor can be deleted. To delete a roster, complete the following steps:

1. Log in to the MIST Proctor Website and select **Rosters** on the left menu. The Rosters page lists all of the rosters (imported or added) associated with your proctor account.
2. Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window. –or–

To filter by status, select the (Showing...) [All Rosters](#) link and check/uncheck the boxes to choose **Roster I Added** from the list. Only rosters added by the proctor will be listed.

3. Select the name (**in blue**) of the roster you want to delete. The Roster Activity page is displayed.
4. Select the **Edit Roster Details** button at the top of the page. The Edit Roster dialog box is displayed.
5. Select the **Delete Roster** button. When the confirmation message is displayed, select **Delete** to confirm the deletion or select **Cancel** to return to the Roster Activity page.

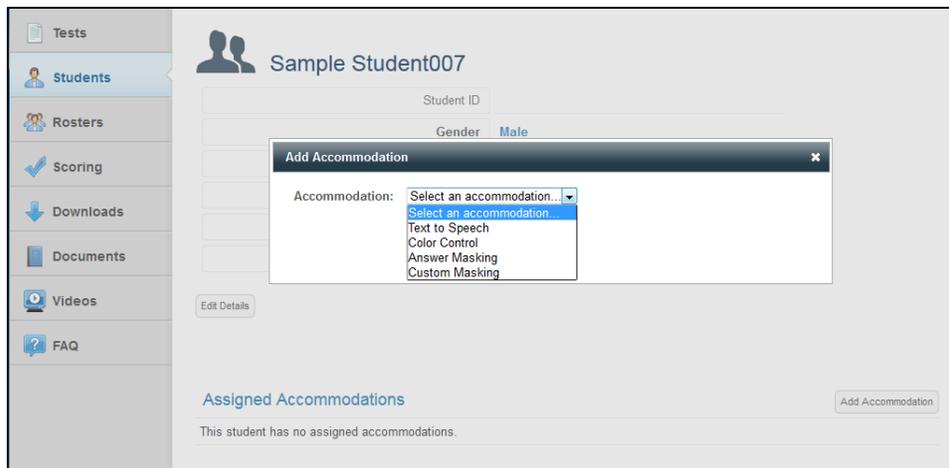
ADDING AN ACCESSIBILITY FEATURE OR ACCOMMODATION

To add an accessibility feature identified in advance or an accommodation for a student, complete the following steps:

1. CAUTION: Prior to assigning or editing accessibility features and accommodations, refer to the TAM's *Section IV: Assessment Accessibility and Accommodations* for detailed information related to assigning accessibility features and accommodations.
2. Log in to the MIST Proctor Website and select **Students** on the left menu. The Students page lists all of the students (imported and added) associated with your proctor account. By default, the students are listed in alphabetical order by last name.
3. Type the student's first or last name in the Search field at the top of the page. Names matching the search criteria will be listed under **Students** in the search results window.
4. Select the student's name (**in blue**) and the Student Details page will appear. –or–

If you are using rosters, select **Rosters** on the left menu and then complete the following steps:

- a. Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window.
 - b. Select the name (**in blue**) of the roster being administered. On the Roster Activity page, the Student List displays all students associated with the roster and/or test.
 - c. Select the student's name (**in blue**) and the Student Details page will appear.
5. Scroll down to the Assigned Accommodations section and select the **Add Accommodation** button to open the Add Accommodation dialog box.



6. Select an accessibility feature or accommodation from the drop-down list. The list includes accessibility features identified in advance and accommodations approved for your test administrations. Please refer to the TAM and contact your test coordinator if you must administer an accessibility feature or accommodation that is not listed.

Accessibility Feature or Accommodation	Accessibility Feature Identified in Advance (AFIA)	Accommodations (Requires IEP or 504 Plan)
Text-To-Speech	Math	ELA, Soc. Stud.
Color Contrast	ELA, Math, Soc. Stud.	
Answer Masking	ELA, Math, Soc. Stud.	
Custom Masking	ELA, Math, Soc. Stud.	

7. Select **Save** to save the accessibility feature or accommodation, close the dialog box and return to the Student Details page. The added accessibility feature or accommodation will now appear in the Assigned Accommodations table. To add another accessibility feature or accommodation for the current student, repeat steps 4 through 6.
8. To add accessibility features or accommodations for another student, repeat steps 1-7.



*Students with the Text-to-Speech accessibility feature or accommodation must be assigned test form "A1" for audio. Follow the instructions for **CHANGING A TEST FORM** on page 31 to assign the correct test form for the student.*

EDITING ACCESSIBILITY FEATURES AND ACCOMMODATIONS

Proctors can edit accessibility features and accommodations that are incorrect or incomplete. To edit student details, complete the following steps:

1. CAUTION: Prior to assigning or editing accessibility features and accommodations, refer to the TAM's *Section IV: Assessment Accessibility and Accommodations* for detailed information related to assigning accessibility features and accommodations.

- Log in to the MIST Proctor Website and select **Students** on the left menu. The Students page lists all of the students (imported and added) associated with your proctor account. By default, the students are listed in alphabetical order by last name. -or-

If you are using rosters, select **Rosters** on the left menu and then select the name (**in blue**) of the roster being administered. On the Roster Activity page, the Student List displays all students associated with the roster and/or test.

- Type the student's first or last name in the Search field at the top of the page. Names matching the search criteria will be listed under **Students** in the search results window.
- Select the student's name (**in blue**) and the Student Details page will appear. -or-

If you are using rosters, select **Rosters** on the left menu and then complete the following steps:

- Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window.
 - Select the name (**in blue**) of the roster being administered. On the Roster Activity page, the Student List displays all students associated with the roster and/or test.
 - Select the student's name (**in blue**) and the Student Details page will appear.
- Under the Assigned Accommodations heading, select the assigned accessibility feature or accommodation you want to remove or edit to open the Edit Accommodation dialog box.



- Make changes to any incorrect information and select **Save** to save the updated information. -or- select **Remove** to remove the accessibility feature or accommodation from the Assigned Accommodations list.
- To edit the accessibility features or accommodations of another student, repeat steps 1-6.

EDITING STUDENT DETAILS

Proctors can edit student details that are incorrect or incomplete for both pre-enrolled and added students. To edit student details, complete the following steps:

	<p>Refer to the TAM's Section II: Test Administration → Procedures for Testing Alternative School Students for additional information related to moving students to/from an alternative school. See <u>MOVING A STUDENT TO AN ALTERNATIVE SCHOOL</u> on page 32 or <u>RETURNING A STUDENT TO THE SCHOOL OF REMAND</u> on page 34.</p>
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1. Log into the MIST Proctor Website and select **Students** on the left menu. The Students page lists all of the students (imported and added) associated with your proctor account. By default, the students are listed in alphabetical order by last name.
2. Type the student's first or last name in the Search field at the top of the page. Names matching the search criteria will be listed under **Students** in the search results window.
3. Select the student's name (**in blue**) and the Student Details page will appear. –or–

If you are using rosters, select **Rosters** on the left menu and then complete the following steps:

- a. Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window.
 - b. Select the name (**in blue**) of the roster being administered. On the Roster Activity page, the Student List displays all students associated with the roster and/or test.
 - c. Select the student's name (**in blue**) and the Student Details page will appear.
4. Select **Edit Details** to open the Edit Student Information dialog box. Make changes to any incorrect information or type additional information in the applicable fields.

5. Select **Save** to save the updated information. The message, "Student successfully updated," will be displayed (**in green**) at the top of the Student Details screen.
6. To edit the details of another student, repeat steps 1-5.

CHANGING A TEST FORM

For a scheduled test with multiple forms (e.g. Braille, A1, etc.) the current test form can be changed for testers with a Not Started status icon only. To change a test form, complete the following steps:

1. CAUTION: Before administering a test, refer to the TAM's *Section IV: Assessment Accessibility and Accommodations* for detailed information related to assigning the correct test form for Braille or Text-to-Speech students. These students must have the specified test form before starting the test.

Accessibility Feature or Accommodation	Required Test Form in MIST
Braille	Braille
Text-To-Speech	A1

- Log in to the MIST Proctor Website and select **Students** on the left menu. The Students page lists all of the students (imported and added) associated with your proctor account. By default, the students are listed in alphabetical order by last name.
- Type the student’s first or last name in the Search field at the top of the page. Names matching the search criteria will be listed under **Students** in the search results window.
- Select the student’s name (**in blue**) and the Student Details page will appear. –or–

If you are using rosters, select **Rosters** on the left menu and then complete the following steps:

- Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window.
- Select the name (**in blue**) of the roster being administered. On the Roster Activity page, the Student List displays all students associated with the roster and/or test.
- Select the student’s name (**in blue**) and the Student Details page will appear.

NOTE	<i>Scroll down to the Assigned Tests section, and verify that the status icon for the associated test is <u>Not Started</u>.</i>
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- Select the test form name (**in blue**) to activate a drop-down box.
- Select the down-arrow, and choose the correct test form from the list.
- To change the test form for another student, repeat steps 1-6.

MOVING A STUDENT TO AN ALTERNATIVE SCHOOL

For TCAP TNReady and Social Studies Operational test administrations: All students attending an alternative school (AS) will be pre-enrolled and assigned to system-generated (imported) rosters at the school of remand (SoR). Whether a student is already in attendance or transferred to the AS during the testing window, proctors at the SoR must move the student to his/her alternative school for testing. To move a student to an alternative school, complete the following steps.

- CAUTION:** Before moving a student, refer to the TAM’s *Section II: Test Administration → Procedures for Testing Alternative School Students* for detailed information related to moving alternative school students to/from the school of remand.
- The SoR proctor should log into the MIST Proctor Website and select **Students** on the left menu. The Students page lists all of the students (imported and added) associated with your proctor account. By default, the students are listed in alphabetical order by last name.
- Type the student’s first or last name in the Search field at the top of the page. Names matching the search criteria will be listed under **Students** in the search results window.

4. Select the student's name (**in blue**) and the Student Details page will appear. –or–

If you are using rosters, select **Rosters** on the left menu and then complete the following steps:

- a. Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window.
 - b. Select the name (**in blue**) of the roster being administered. On the Roster Activity page, the Student List displays all students associated with the roster and/or test.
 - c. Select the student's name (**in blue**) and the Student Details page will appear.
5. Select **Edit Details** to open the Edit Student Information dialog box.

6. Select the Alternative School drop-down arrow and choose the school where the student should be moved from the list. The list includes all alternative schools in the state by district and school name.
7. Select **Save** to save the updated information. The message, "Student successfully updated," will be displayed (**in green**) at the top of the Student Details screen.

	<p><i>By the next business day, the student and assigned tests will be moved from the SoR to the AS. The student will no longer appear on the SoR list of students and rosters. The student will appear on the AS list of students with all his/her assigned tests. If the student does not appear on the AS list of students after 24 hours, contact the MIST Technical Support Desk at (877) 516-2403.</i></p>
	<p><i>When a proctor-added student is moved to the AS, the student will still appear on the SoR student list; however, no tests will be assigned to the student and the student will no longer appear on any SoR rosters.</i></p>
	<p><i>Whether the AS student is transferred back to the SoR during the testing window or not, the AS proctor must return the student and all assigned tests (whether the test status is Not Started, Paused or Finished) back to the SoR by the end of the testing window. To return the student to the SoR, the AS proctor must follow the instructions for RETURNING A STUDENT TO THE SCHOOL OF REMAND on page 34 below.</i></p>

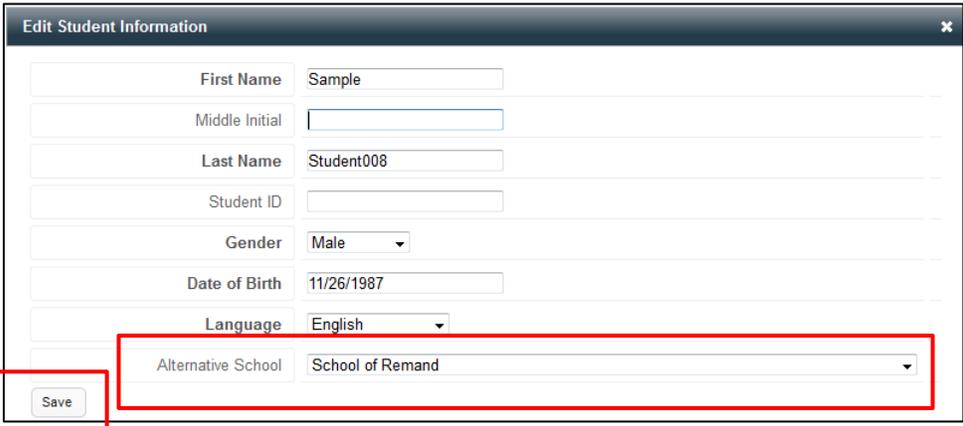
RETURNING A STUDENT TO THE SCHOOL OF REMAND

For TCAP TNReady and Social Studies Operational test administrations: If a student is physically transferred back to the school of remand (SoR) during the test window before testing is completed, the alternative (AS) proctor must return the student and all assigned tests (whether the test status is Not Started, Paused, or Finished) back to the SoR to complete testing. If a student completes all of his/her assigned tests at the AS, the AS proctor must return the student to the SoR by the end of the testing window. To return a student to the school of remand, complete the following steps.

1. CAUTION: Before moving a student, refer to the TAM's *Section II: Test Administration → Procedures for Testing Alternative School Students* for detailed information related to moving alternative school students to/from the school of remand.
2. The AS proctor should log into the MIST Proctor Website and select **Students** on the left menu. The Students page lists all of the students (imported and added) associated with your proctor account. By default, the students are listed in alphabetical order by last name.
3. Type the student's first or last name in the Search field at the top of the page. Names matching the search criteria will be listed under **Students** in the search results window.
4. Select the student's name (**in blue**) and the Student Details page will appear. –or–

If you are using rosters, select **Rosters** on the left menu and then complete the following steps:

- a. Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window.
 - b. Select the name (**in blue**) of the roster being administered. On the Roster Activity page, the Student List displays all students associated with the roster and/or test.
 - c. Select the student's name (**in blue**) and the Student Details page will appear.
5. Select **Edit Details** to open the Edit Student Information dialog box.



6. Select the Alternative School drop-down arrow and "School of Remand" at the top of the list.
7. Select **Save** to save the updated information. The message, "Student successfully updated," will be displayed (**in green**) at the top of the Student Details screen.



By the next business day, the student and assigned tests will be moved from the AS back to the SoR. The student will no longer appear on the AS list of students and/or rosters. The student will appear on the SoR list of students and system-generated (imported) rosters with his/her assigned tests. If the student does not appear on the SoR list of students after 24 hours, contact the MIST Technical Support Desk at (877) 516-2403.

Monitoring Tester Activity

To monitor the progress of a scheduled test and the students enrolled to take the test, proctors can use the table below to interpret the test and tester status icons displayed on the Proctor Website and Tester Station. To view a description, position the mouse over the tester status icon.

Test and Tester Status Icons

Test Status Icon	Tester Status Icon	Description
Future	Future	Future: Test window is not yet open Test cannot be started Students cannot select or start test
Open	Not Started	Open: Test is started Student has not selected Start Test
Open	Active	Open: Test is started Active: Student is taking test
Open	Paused	Open: Test is started Paused: Student is paused
Complete	Finished	Complete: All students have a finished test Test is not listed on Tester Station
Finalized	Finished	Finalized: Test data has been submitted for processing Test is not listed on Tester Station
Closed	Any status (e.g., Future, Not Started, Active, Paused, Finished, Non-participant)	Closed: Test window is closed Test cannot be started Test is not listed on Tester Station
Any status (e.g., Future, Open, Complete, Closed)	Non-participant	Student cannot start or resume test

On the Test Activity page, the progress bar for the scheduled test graphically displays the number of finished testers versus the total number of testers enrolled to take the test. Similarly, on the Tester or Roster Activity page, the progress bar for each tester graphically displays the tester's progress through the test. To monitor the real-time status of testers during a testing session, complete the following steps:

1. Log in to the MIST Proctor Website and select the name (**in blue**) of the test you are monitoring. *-or-*

If you are using rosters, select **Rosters** on the left menu and then complete the following steps:

- a. Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window.
- b. Select the name (**in blue**) of the roster being administered.

On the Roster Activity page, the Student List displays all students associated with the roster and/or test. The testers are listed alphabetically by last name, with additional details including test form, password, status icon, and progress bar.

NOTE	<i>To view a tester password, position the mouse over the encrypted bullets.</i>
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2. Scroll down to find a tester's name, *-or-*
3. To filter by status, select **(Showing...)** [All Students](#) link and check or uncheck the box next to choose one or more of the following options:
 - **Not Started** for testers that have not started taking the test
 - **Active** for testers that are taking the test
 - **Paused** for testers with a paused test
 - **Finished** for testers with a finished test

Student names matching the filter criteria will be listed.

NOTE	<i>The current filter status (Showing ...) is displayed next to the Student List table heading.</i>
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4. You can also select the column headings to sort the list by tester name, form, password or status in forward or reverse alphanumeric order.
5. Use the action buttons that are displayed at the top of the Student List to perform the tasks that follow.



NOTE	<i>By default, the action buttons are disabled (grayed out). The buttons will be enabled when at least one eligible tester is selected.</i>
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ADDING AND VIEWING TEST NOTES

Proctors may add notes to explain events that occur during a testing session. Test notes are not mandatory, however, notes can be a useful reference when events occur that may require a report of irregularity to be submitted.

1. Log in to the MIST Proctor Website. The Test Activity page is displayed.
2. On the Test Activity page, select the name (**in blue**) of the test being administered. –or–

If you are using rosters, select **Rosters** on the left menu and then complete the following steps:

- a. Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window.
- b. Select the name (**in blue**) of the roster being administered.

On the Roster Activity page, the Student List displays all students associated with the roster and/or test. You can select the current filter link and check/uncheck the boxes to choose one or more of the options from the list. Only testers that meet the filter criteria will be displayed.

3. select the individual check box next to the name(s) of the tester(s) to be noted, –or–
Select the check box in the header at the top of the list to select all the testers.
4. Select the **Add Note** button to open the Add Note to Test window. Type a detailed description or explanation of the event that occurred during the current or previous test session.
5. Select **Add Note** to save the note.
6. To view test notes, select the [Show Notes](#) link at the top of the student list to open the Notes window.

Existing notes for the selected test will be listed chronologically by date and time entered, starting with the most recent. The new note will now be listed in the Notes window along with the name of the selected tester(s) and the date and time it was saved.

PAUSING AND RESUMING A TESTER (DURING A TEST SESSION)

During a testing session, proctors can pause and continue the test of one or more testers (e.g., to go to the restroom or take a scheduled break between subtests). To pause and resume a tester, complete the following steps:

1. CAUTION: For additional information related to subtest timing and navigating testers from Subtest 1 to Subtest 2, refer to the TAM's Section III: Directions for Administrators for the TCAP TNReady Part I (or Part II) assessment being administered.
2. Log in to the MIST Proctor Website. The Test Activity page is displayed.
3. On the Test Activity page, select the name (**in blue**) of the test being administered. –or–

If you are using rosters, select **Rosters** on the left menu and then complete the following steps:

- a. Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window.
- b. Select the name (**in blue**) of the roster being administered.

On the Roster Activity page, the Student List displays all students associated with the roster and/or test. You can select the current filter link and check/uncheck the boxes to choose **Active** and **Paused** from the list. Only the active and paused testers will be displayed.

4. Select the check box next to the name(s) of the student(s) to be paused.
5. Select the **Pause** button at the top of the list. The status icon of the selected tester(s) will now be *Paused*. Within 60 seconds, the Tester Station screen of the selected tester(s) will display a message that begins, "Your test has been paused...."
6. When you are ready to resume the paused tester(s), select the check box next to the name(s).
7. Select the **Resume** button at the top of the list. The status icon of the selected tester(s) will now be *Active*.
8. Instruct the tester(s) to select **Continue** on the Tester Station screen to continue testing.



*If the tester(s) does not resume testing during the current testing session, you must follow the instructions for **RESUMING A PAUSED TESTER (FOR A NEW TEST SESSION)** on page 38. Select **Logout** to close the application on the Tester Station.*

RESUMING A PAUSED TESTER (FOR A NEW TEST SESSION)

A tester may have been paused during a previous testing session for one of several reasons (e.g., in the event of illness or the test session ending before finishing the test). To resume a paused tester, complete the following steps:

1. CAUTION: For additional information related to subtest timing and navigating testers from Subtest 1 to Subtest 2, refer to the TAM's Section III: Directions for Administrators for the TCAP TNReady Part I (or Part II) assessment being administered.
2. When you are ready to resume testing, instruct the paused tester(s) to log in to the testing computer or device using the tester ticket.

On the Tester Station screen(s), the Test Confirmation screen will display a message that begins, "Please make sure you are the student identified on this screen..."

3. Instruct the tester(s) to select **Confirm** to verify that the information is correct.

The Tester Station screen of the selected tester(s) will display a message that begins, "Your test has been paused...."

4. On the proctoring computer, log in to the MIST Proctor Website and select the name (**in blue**) of the test being administered. –or–

If you are using rosters, select **Rosters** on the left menu and then complete the following steps:

- a. Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window.
- b. Select the name (**in blue**) of the roster being administered.

On the Roster Activity page, the Student List displays all students associated with the roster and/or test. You can select the current filter link and check/uncheck the boxes to choose **Active** and **Paused** from the list. Only the active and paused testers will be displayed.

5. Select the check box next to the name(s) of the paused tester(s).
6. Select the **Resume** button at the top of the list. The status icon of the selected tester(s) will now be Active.
7. Instruct the tester(s) to select **Continue** on the Tester Station screen to resume testing.

RESUMING AN ACTIVE TESTER (FOR A NEW TEST SESSION)

Only testers with Not Started or Paused status icons can be assigned to a Tester Station. If a tester has an Active status icon but is not assigned to a Tester Station, proctors must change the status icon to Paused before the tester can continue. To resume an active tester, complete the following steps:

1. Log in to the MIST Proctor Website. The Test Activity page is displayed.
2. On the Test Activity page, select the name (**in blue**) of the test being administered. –or–

If you are using rosters, select **Rosters** on the left menu and then complete the following steps:

- a. Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window.
- b. Select the name (**in blue**) of the roster being administered.

On the Roster Activity page, the Student List displays all students associated with the roster and/or test. You can select the current filter link and check/uncheck the boxes to choose **Active** and **Paused** from the list. Only the active and paused testers will be displayed.

3. Select the check box next to the name(s) of the active tester(s) to be paused.
4. Select the **Pause** button at the top of the list. The status icon of the selected tester(s) will now be Paused.
5. When you are ready to resume testing, instruct the paused tester(s) to log in to the testing computer or device using the tester ticket.

On the Tester Station screen(s), the Test Confirmation screen will display a message that begins, "Please make sure you are the student identified on this screen..."

6. Instruct the tester(s) to select **Confirm** to verify that the information is correct.

The Tester Station screen of the selected tester(s) will display a message that begins, "Your test has been paused..."

7. On the proctoring computer, select the check box next to the name(s) of the paused tester(s).
8. Select the **Resume** button at the top of the list. The status icon of the selected tester(s) will now be *Active*.
9. Instruct the tester(s) to select **Continue** on the Tester Station screen to resume testing.

	<p><i>If an Active tester is resuming a test that includes two subtests and has started subtest 2, the test will be resumed in subtest 2 and the tester will not be allowed to return to the previous subtest. To return a tester to the previous subtest, contact the MIST Technical Support Desk at (877) 516-2403 for assistance.</i></p>
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MOVING A TESTER TO A DIFFERENT TESTER STATION

If a Tester Station is experiencing connectivity problems (e.g., power failure or trouble connecting with the MIST server) during a testing session, you can move the tester to a different Tester Station. To move a tester, complete the following steps:

1. Log in to the MIST Proctor Website. The Test Activity page is displayed.
2. On the Test Activity page, select the name (**in blue**) of the test being administered. –or–

If you are using rosters, select **Rosters** on the left menu and then complete the following steps:

- a. Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window.
- b. Select the name (**in blue**) of the roster being administered.

On the Roster Activity page, the Student List displays all students associated with the roster and/or test. You can select the current filter link and check/uncheck the boxes to choose **Active** and **Paused** from the list. Only the active and paused testers will be displayed.

3. Select the check box next to the name(s) of the active tester(s) to be moved.
4. Select the **Pause** button at the top of the list. The status icon of the selected tester(s) will now be *Paused*. Within 60 seconds, the current Tester Station screen of the selected tester(s) will display a message that begins, "Your test has been paused..."
5. Instruct the tester(s) to log in to a different testing computer or device using the tester ticket.

On the Tester Station screen(s), the Test Confirmation screen will display a message that begins, "Please make sure you are the student identified on this screen..."

- Instruct the tester(s) to select **Confirm** to verify that the information is correct.

The Tester Station screen of the selected tester(s) will display a message that begins, "Your test has been paused..."

- On the proctoring computer, select the check box next to the name(s) of the paused tester(s).
- Select the **Resume** button at the top of the list. The status icon of the selected tester(s) will now be *Active*.
- Instruct the tester(s) to select **Continue** on the Tester Station screen to resume testing.

NOTE	<i>The old Tester Station screen will display a message that begins, "You can no longer run the test from this location." Select OK to return to the MIST Login screen.</i>
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REASSIGNING A TESTER TO THE SAME TESTER STATION

If a tester needs to fix a computer- or device-related hardware/software problem during a testing session, proctors can pause and reassign the tester to the same Tester Station after the problem is fixed. To reassign a tester, complete the following steps:

- Log in to the MIST Proctor Website. The Test Activity page is displayed.
- On the Test Activity page, select the name (**in blue**) of the test being administered. –or–

If you are using rosters, select **Rosters** on the left menu and then complete the following steps:

- Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window.
- Select the name (**in blue**) of the roster being administered.

On the Roster Activity page, the Student List displays all students associated with the roster and/or test. You can select the current filter link and check/uncheck the boxes to choose **Active** and **Paused** from the list. Only the active and paused testers will be displayed.

- Select the checkbox next to the name(s) of the active tester(s) to be paused.
- Select the **Pause** button at the top of the list. The status icon for the selected tester(s) will now be *Paused*. Within 60 seconds, the current Tester Station screen of the selected tester(s) will display a message that begins, "Your test has been paused...."

	<i>Select Logout to exit the test, then Close Kiosk to close the application on the Tester Station. Fix the problem.</i>
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- When you are ready to resume testing, instruct the tester(s) to log in to the same testing computer or device using the tester ticket.

On the Tester Station screen(s), the Test Confirmation screen will display a message that begins, "Please make sure you are the student identified on this screen..."

- Instruct the tester(s) to select **Confirm** to verify that the information is correct.

The Tester Station screen of the selected tester(s) will display a message that begins, "Your test has been paused...."

7. On the proctoring computer, select the check box next to the name(s) of the paused tester(s).
8. Select the **Resume** button at the top of the list. The status icon of the selected tester(s) will now be Active.
9. Instruct the tester(s) to select **Continue** on the Tester Station screen to resume testing.
10. Select the printer icon in the browser window to open the print dialog box, and then click **OK** to send the report to the printer and close the Print dialog box.

MARKING A TESTER AS NON-PARTICIPANT

A tester enrolled to take a scheduled test may not be able to complete the test for several reasons (e.g., withdrawal from school, absent on scheduled test day, etc.). NOTE: For TCAP TNReady and Social Studies Operational testing, all students in online testing schools who do not test MUST be assigned a Non-Participant code. Proctors can change a tester status icon to Non-Participant if an enrolled tester is not going to complete the scheduled test. To mark a tester as a non-participant, complete the following steps:

1. CAUTION: Prior to assigning any non-participation codes to students, refer to the TAM's *Section II: Test Administration → Test Administrator's Checklist – After Testing* to students.
2. Log in to the MIST Proctor Website and select **Students** on the left menu. The Students page lists all of the students (imported and added) associated with your proctor account. By default, the students are listed in alphabetical order by last name.
3. Type the student's first or last name in the Search field at the top of the page. Names matching the search criteria will be listed under **Students** in the search results window.
4. Select the student's name (**in blue**) and the Student Details page will appear. –or–

If you are using rosters, select **Rosters** on the left menu and then complete the following steps:

- a. Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window.
 - b. Select the name (**in blue**) of the roster being administered. On the Roster Activity page, the Student List displays all students associated with the roster and/or test.
 - c. Select the student's name (**in blue**) and the Student Details page will appear.
5. Scroll down to the Assigned Tests section, and select the check box next to the name of the test(s) to be marked.
 6. Select the **Advanced** button, and select "Non-Participant" from the list to open the Non-Participation Details dialog box.
 7. Select the **Reason** down-arrow to make a selection from the list. If desired, you can type additional information in the Comment field.

For the TCAP TNReady and Social Studies Operational test administrations, the following non-participation codes are available to choose.

- **Absent** – A student was absent during the entire testing window.
- **Duplicate Record** – There is more than one record of a student. If a student record is assigned this Non-Participant code in MIST, it will be marked for deletion.
- **EL Excluded** – A student meets the EL requirements for being excluded from testing. Student will be reported as “EL Excluded.”
- **Student Moved** – A pre-registered student moved away from this school. If a student record is assigned this Non-Participant code in MIST, it will be marked for deletion.
- **Student Tested ALT PA** – Student participated in the TCAP Alternate Portfolio Assessment and is not participating in the general assessment.
- **Incorrect Test/Grade** – Student took a test in the wrong subject area or was assigned an incorrect grade/course for testing.
- **Pending RI Approval** – A Report of Irregularity has been submitted for this student.
- **Not enrolled** – This student is not enrolled at the school.
- **Not scheduled** – Student is enrolled in the school but not scheduled to test this administration.

8. Select **OK** to save the information and close the dialog box.

The status icon for the selected tester(s) will now be Non-Participant, and the tester password will not be displayed.

NOTE	<i>On the Tester Station: For testers marked as a non-participant, the associated test will not be listed on the MIST Test Selection screen. Testers marked as a non-participant for all tests will not be listed on the MIST Student Selection screen.</i>
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REACTIVATING A NON-PARTICIPANT

Proctors can reactivate a non-participant to complete the scheduled test by changing the status icon from Non-Participant back to the previous status. To reactivate a non-participant, complete the following steps:

1. CAUTION: Prior to assigning any non-participation codes to students, refer to the TAM’s *Section II: Test Administration → Test Administrator’s Checklist – After Testing* in the TAM for detailed information on the policies that apply to assigning non-participation codes to students.
2. Log in to the MIST Proctor Website and select **Students** on the left menu. The Students page lists all of the students (imported and added) associated with your proctor account. By default, the students are listed in alphabetical order by last name.
3. Type the student’s first or last name in the Search field at the top of the page. Names matching the search criteria will be listed under **Students** in the search results window.
4. Select the student’s name (**in blue**) and the Student Details page will appear. –or–

If you are using rosters, select **Rosters** on the left menu and then complete the following steps:

- a. Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window.
- b. Select the name (**in blue**) of the roster being administered. On the Roster Activity page, the Student List displays all students associated with the roster and/or test.
- c. Select the student's name (**in blue**) and the Student Details page will appear.

NOTE	<i>Scroll down to the Assigned Tests section, and verify that the status icon for the associated test is <u>Non-Participant</u>.</i>
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5. Scroll down to the Assigned Tests section, and select the check box next to the name of the test(s) to be marked.
6. Select the **Advanced** button, and select "Reactivate" from the list.

The previous status icon and tester password of the selected tester(s) will now be displayed.

RESTARTING A FINISHED TESTER

*For the TCAP TNReady and Social Studies Operational testing: If an enrolled tester selects **Finish** before completing a scheduled test, the proctor will only be allowed to restart a finished tester within a 60-minute window. To change a tester status icon from Finished to Paused, complete the following steps:*

1. Log in to the MIST Proctor Website and select **Students** on the left menu. The Students page lists all of the students (imported and added) associated with your proctor account. By default, the students are listed in alphabetical order by last name.
2. Type the student's first or last name in the Search field at the top of the page. Names matching the search criteria will be listed under **Students** in the search results window.
3. Select the student's name (**in blue**) and the Student Details page will appear. –or–

If you are using rosters, select **Rosters** on the left menu and then complete the following steps:

- a. Type part of the roster name in the Search field at the top of the page. Roster names matching the search criteria will be listed under **Rosters** in the search results window.
- b. Select the name (**in blue**) of the roster being administered. On the Roster Activity page, the Student List displays all students associated with the roster and/or test.
- c. Select the student's name (**in blue**) and the Student Details page will appear.

NOTE	<i>Scroll down to the Assigned Tests section, and verify that the status icon for the associated test is <u>Finished</u>.</i>
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4. Scroll down to the Assigned Tests section, and select the check box next to the name of the test(s) to be paused.

- Select the **Advanced** button, and select "Restart" from the list.

The status icon of the selected tester(s) will now be *Paused*, and the tester password will be displayed.

	<p><i>If Restart is disabled (grayed out) on the Advanced drop-down list, the time specified to restart a tester has elapsed. To restart a finished tester after the restart time has elapsed, contact the MIST Technical Support Desk at (877) 516-2403 for assistance.</i></p>
	<p><i>If a Finished tester is restarting a test that is divided into two subtests, the test will be resumed in subtest 2 and the tester will not be allowed to return to the previous subtest. To return a tester to the previous subtest, contact the MIST Technical Support Desk at (877) 516-2403 for assistance.</i></p>

FINALIZING A SCHEDULED TEST

	<p><i><u>For TCAP TNReady and Social Studies Operational testing, Building Test Coordinators will be required to finalize the scheduled test administrations for each content area at each school. For more information, refer to the TAM's Section II: Test Administration → Finalizing a Scheduled Test</u></i></p>
<p>NOTE</p>	<p><u>For Proctors:</u> Students cannot be enrolled to take a Finalized test administration. If a student needs to be enrolled to take a Finalized test, contact your Building Test Coordinator to reopen the test as described in Step 5 of the following instructions.</p>

When all students have finished a content area and the test status is Complete, Building Test Coordinators must finalize the test administration to submit the testing data for processing and reporting. To finalize a content area, complete the following steps.

- Log in to the MIST Proctor Website and select **Tests** on the left menu. The Test Activity page lists all of the scheduled tests associated with your proctor account.



**The MIST
Proctor Website**

2. Type part of the test name in the Search field at the top of the page. Test names matching the search criteria will be listed under Tests in the search results window. –or–

To filter by status, select the (Showing...) [All Tests](#) link and check/uncheck the boxes to choose Complete Tests. Scheduled tests matching the filter criteria will be listed.

3. Select the name (**in blue**) of the content area (test) you want to finalize. The Tester Activity page for the selected test will appear.
4. On the Tester Activity page, select the **Finalize Test** button at the top of the page. When the "Test Successfully Finalize" message is displayed, select **OK**. The test status will now be Finalized.

Mayberry Public Schools

English Sign Out

Mayberry Public Schools Search

Tests

Students

Rosters

Scoring

Downloads

Documents

Videos

FAQ

English II Part I Fall 2015
Open: Available for testing

Show Notes

Finalize Test 7 of 7 testers finished

Student List Showing All Students

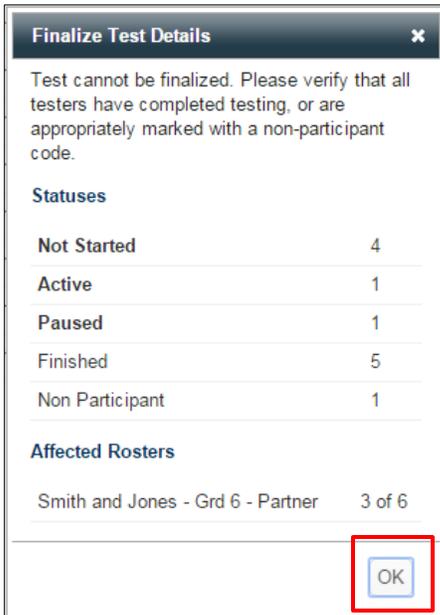
Student	Form	Password	Status
<input type="checkbox"/> Sample Student001	Form 1	✓
<input type="checkbox"/> Sample Student002	Form 1	✓
<input type="checkbox"/> Sample Student003	Form 1	✓
<input type="checkbox"/> Sample Student004	Form 1	✓
<input type="checkbox"/> Sample Student005	Form 1	✓
<input type="checkbox"/> Sample Student006	Form 1	✓

Finalize Test

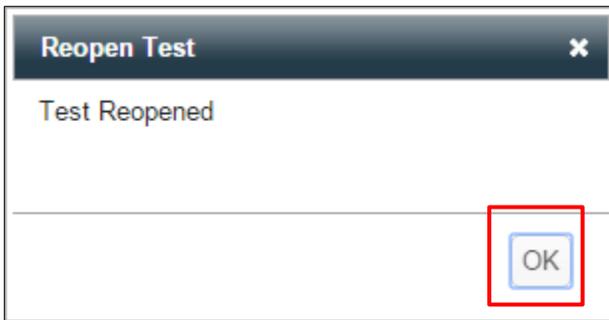
Test Successfully Finalized

OK

If the test status is not complete, the Finalize Test Details message box will be displayed with unfinished tester and roster information. Select **OK** to close the message box and resolve the issues.



5. If any students need to take the test after finalization, select **Reopen Test** and **OK** to change the test status from Finalized to Open.



6. To finalize another scheduled test, repeat steps 1 through 5.