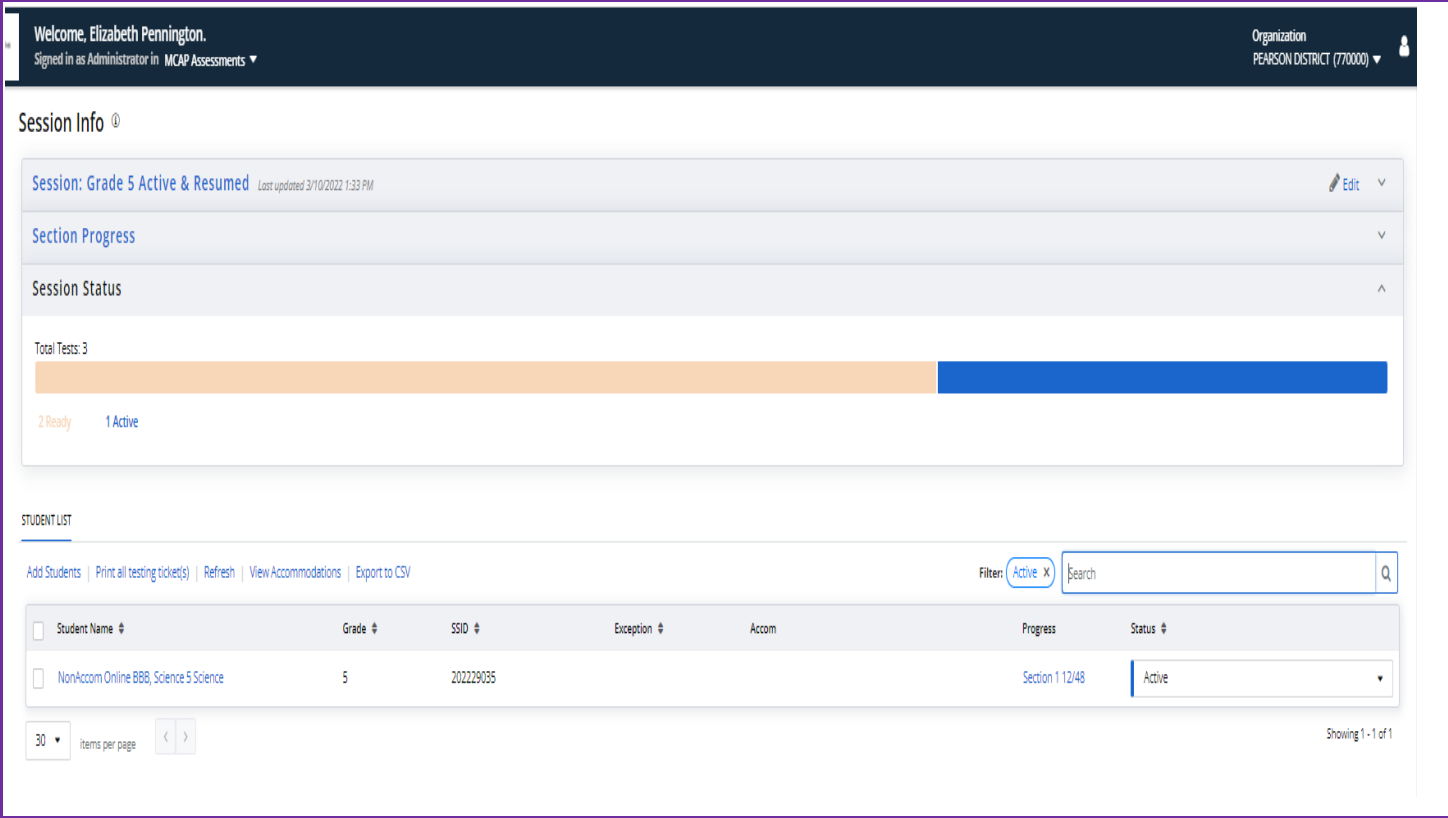


## Students in Active Status (Active status is still logged into TestNav)

Details	Screen Shot														
<p><b>Description:</b> A student may show in Active status if they have closed their device without submitting their test.</p> <ul style="list-style-type: none"> <li>If the student will be testing the same day the student should be asked to submit their responses.</li> </ul>	 <p>The screenshot shows the TestNav interface for an administrator. At the top, it says 'Welcome, Elizabeth Pennington. Signed in as Administrator in MCAP Assessments'. The organization is 'PEARSON DISTRICT (77000)'. Below this is the 'Session Info' section, which includes 'Session: Grade 5 Active &amp; Resumed' (last updated 3/10/2022 1:33 PM) and 'Section Progress'. The 'Session Status' section shows a progress bar for 'Total Tests: 3', with '2 Ready' (orange) and '1 Active' (blue). Below this is the 'STUDENT LIST' section, which includes a search bar and a table of students.</p> <table border="1"> <thead> <tr> <th>Student Name</th> <th>Grade</th> <th>SSID</th> <th>Exception</th> <th>Accom</th> <th>Progress</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> NonAccom Online BBB, Science 5 Science</td> <td>5</td> <td>202229035</td> <td></td> <td></td> <td>Section 1 12/48</td> <td>Active</td> </tr> </tbody> </table> <p>At the bottom of the student list, there is a filter set to 'Active', a search bar, and pagination controls showing '30 items per page' and 'Showing 1 - 1 of 1'.</p>	Student Name	Grade	SSID	Exception	Accom	Progress	Status	<input type="checkbox"/> NonAccom Online BBB, Science 5 Science	5	202229035			Section 1 12/48	Active
Student Name	Grade	SSID	Exception	Accom	Progress	Status									
<input type="checkbox"/> NonAccom Online BBB, Science 5 Science	5	202229035			Section 1 12/48	Active									

- If the student has already left the testing room TestNav will take 20 minutes to timeout.
- The student will need to be moved to “Resumed” status

**NOTE: Do not attempt to move the student to the next section until after 20 minutes.**

**NOTE: Students taking the Regular Online ELA (grades 5-8, & 10) or Math (grades 3-8, & Alg 1) test should NOT be moved to the next section. They should continue testing in the current section until they submit their section.**

**This is due to the adaptive test.**

Session Info ⓘ

Session: Grade 5 Active & Resumed Last updated 3/10/2022 1:33 PM Edit ▾

Section Progress ▾

Session Status ▲

Total Tests: 3

1 Active 2 Resumed

---

STUDENT LIST

Print selected testing ticket(s) | Move | **Update Status ▾** | Reset Student Password | Enter Exception | Export to CSV

Filter: No filter applied Search

<input type="checkbox"/>	Student Name ▾	Grade ▾	SSID ▾	Exception ▾	Accom	Progress	Status ▾
<input type="checkbox"/>	NonAccom Online BBB, Science 5	5	202229035			Section 2 15/48	Resumed
<input type="checkbox"/>	NonAccom Online CCC, Science 5 Science	5	202229037			Section 1 12/48	Resumed
<input checked="" type="checkbox"/>	NonAccom Online EE, Science 5 Science	5	202229036			12/48	Active

30 Items per page < >

Showing 1 - 3 of 3

- The STC will then need to use the “Sections Out of Order” option to manually move the student to their next section.

The Section detail will show which section the student will log into when they sign into TestNav.

The Progress tool will show where the student was when they logged out of TestNav.

If the STC uses “Sections Out of Order” to move the student once it must be used to manually move the student to each of the sections, they have left to test. Otherwise, the system will pull the student back into the manually set section if they get logged out of TestNav.

**NOTE:** Students taking the Regular Online ELA (grades 5-8, & 10) or Math (grades 3-8, & Alg 1) test **should NOT be tested out of order.**

STUDENT LIST

Print selected testing ticket(s) | Move | Update Status ▾ | Reset Student Password | Enter Exception | Sections Out of Order ▾ | Export to CSV

Filter: No filter applied Search

<input type="checkbox"/> Student Name	Grade	SSID	Accom	Section	Progress
<input type="checkbox"/> NonAccom Online BBB, Science 5 Science	5	202220035		Section 2	Section 2 15/48
<input checked="" type="checkbox"/> NonAccom Online CCC, Science 5 Science	5	202229037		Section 2	Section 2 12/48
<input type="checkbox"/> NonAccom Online EE, Science 5 Science	5	202229036		Section 3	Section 2 12/48
<input type="checkbox"/> NonAccom Online F, Science 5 Science	5	202220777		Section 2	Section 1 0/48
<input type="checkbox"/> NonAccom Online GGG, Science 5 Science	5	202229045		Section 3	Section 4 15/48
<input type="checkbox"/> NonAccom Online LLL, Science 5 Science	5	202229055		Section 1	Section 1 26/48
<input type="checkbox"/> NonAccom Online M, Science 5 Science	5	202220784		Section 1	Section 1 0/48
<input type="checkbox"/> NonAccom Online MMM, Science 5 Science	5	202229057		Section 4	Section 1 0/48
<input type="checkbox"/> NonAccom Online O, Science 5 Science	5	202220786		Section 1	Section 1 0/48

- The STC or TA will need to refresh their screen to see the most updated information under the Section detail.

- This will show which section the student will log into when the sign into TestNav.

NOTE: If a student is in “Active” status the Section detail will be blank.

- The Progress detail will still show the section the student was in when they logged out of TestNav.

STUDENT LIST

Print all testing ticket(s) | Refresh | View Accommodations | Export to CSV

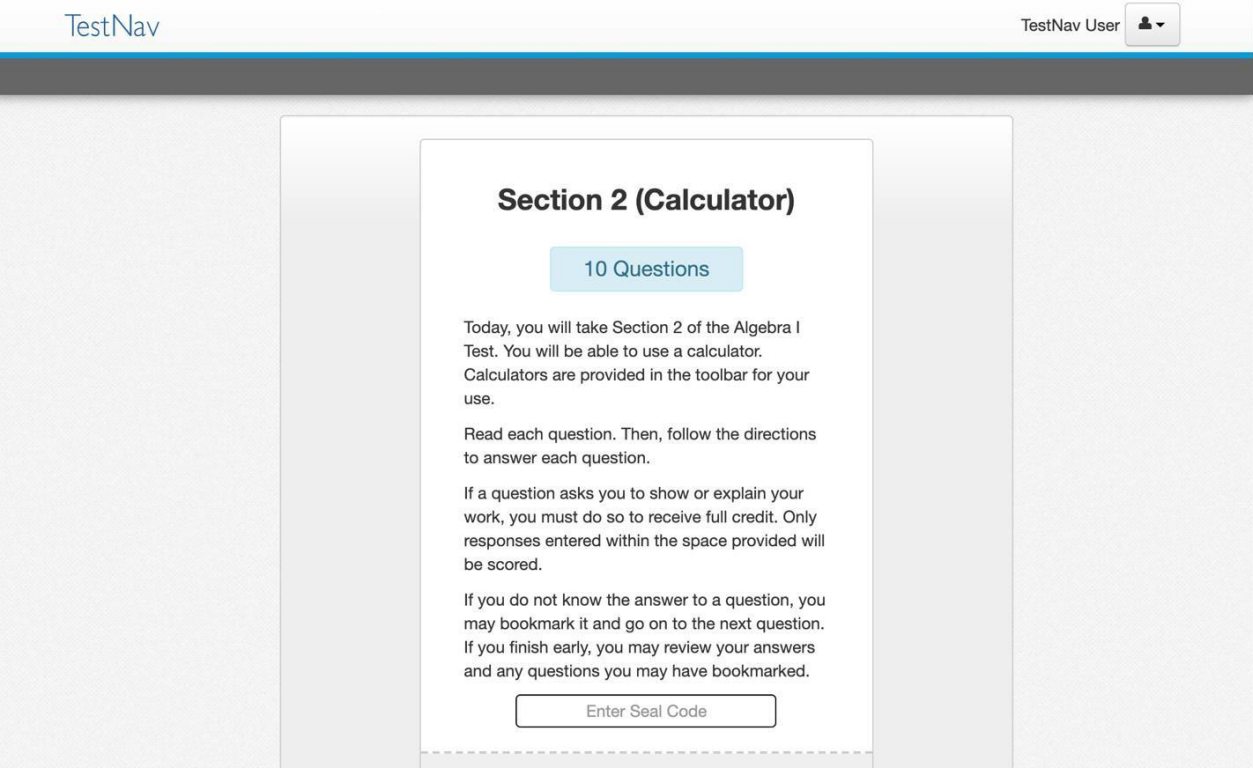
Filter: No filter applied Search

<input type="checkbox"/>	Student Name	Grade	SSID	Exception	Accom	Section	Progress	Status
<input type="checkbox"/>	NonAccom Online BBB, Science 5 Science	5	202229035				Section 2 15/48	Submitted for Scoring
<input type="checkbox"/>	NonAccom Online CCC, Science 5 Science	5	202229037			Section 3	Section 2 12/48	Resumed
<input type="checkbox"/>	NonAccom Online EE, Science 5 Science	5	202229036			Section 3	Section 2 12/48	Resumed
<input type="checkbox"/>	NonAccom Online F, Science 5 Science	5	202220777			Section 2	Section 1 0/48	Ready
<input type="checkbox"/>	NonAccom Online GGG, Science 5 Science	5	202229045			Section 3	Section 4 15/48	Resumed
<input type="checkbox"/>	NonAccom Online LLL, Science 5 Science	5	202229055			Section 1	Section 1 26/48	Resumed
<input type="checkbox"/>	NonAccom Online M, Science 5 Science	5	202220784			Section 1	Section 1 0/48	Ready
<input type="checkbox"/>	NonAccom Online MMM, Science 5 Science	5	202229057			Section 4	Section 1 0/48	Ready
<input type="checkbox"/>	NonAccom Online O, Science 5 Science	5	202220786			Section 1	Section 1 0/48	Ready

30 < >

Showing 1 - 9 of 9

## Students in Active Status (Active status is still logged into TestNav)

Steps	Screen Shot
<p><b>Description:</b> A student may show in Active status if they did submit their test but have not exited out of TestNav or not yet started their next section.</p> <ul style="list-style-type: none"><li>• If the student is taking the next Section, they will need to enter a Seal Code for Sections 2-4 to access the test content.</li></ul>	 <p>The screenshot shows the TestNav interface. At the top left is the 'TestNav' logo. At the top right is a user profile icon labeled 'TestNav User'. The main content area is titled 'Section 2 (Calculator)' and indicates '10 Questions'. Below this, there are instructions: 'Today, you will take Section 2 of the Algebra I Test. You will be able to use a calculator. Calculators are provided in the toolbar for your use. Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Only responses entered within the space provided will be scored. If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.' At the bottom of the section, there is an input field labeled 'Enter Seal Code'.</p>

- If the student is not taking the next Section on the same day, ask the student to sign out of TestNav.



- The Detailed Progress will show as Started for the Section the student submitted until they enter the next section or exit from TestNav.

A screenshot of the TestNav interface showing three panels: Session Info, Detailed Progress, and a Student List.

**Session Info**

- Session: Grade 5 Active & Resumed (Last updated 3/10/2022 1:33 PM)
- Section Progress
- Session Status
- Total Tests: 3
- 1 Active 2 Resumed

**Detailed Progress**

Question	Visited	Time Spent (min:sec)	Question Status	Section
<b>Section 1 Started</b>				
Question 1	Visited	1:46	Answered	Section 1
Question 2	Visited	0:05	Answered	Section 1
Question 3	Visited	0:03	Answered	Section 1
Question 4	Visited	0:03	Answered	Section 1
Question 5	Visited	0:01	Answered	Section 1
Question 6	Visited	0:02	Answered	Section 1
Question 7	Visited	0:01	Answered	Section 1
Question 8	Visited	0:01	Answered	Section 1
Question 9	Visited	0:02	Answered	Section 1
Question 10	Visited	0:01	Answered	Section 1
Question 11	Visited	0:01	Answered	Section 1
Question 12	Visited	0:02	Answered	Section 1
<b>Section 2 Not Started</b>				

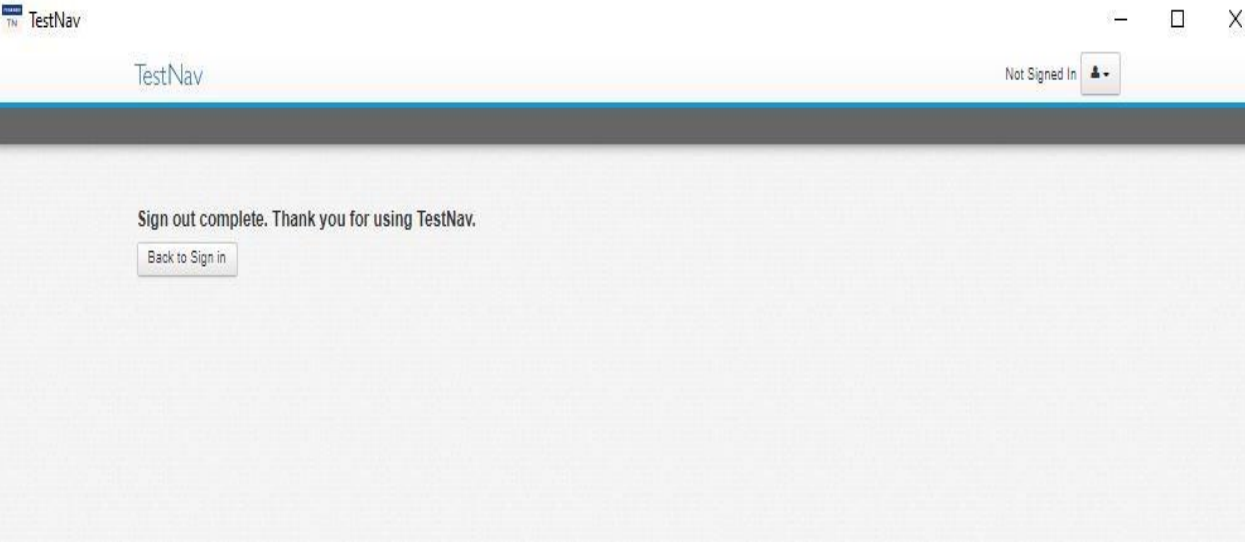
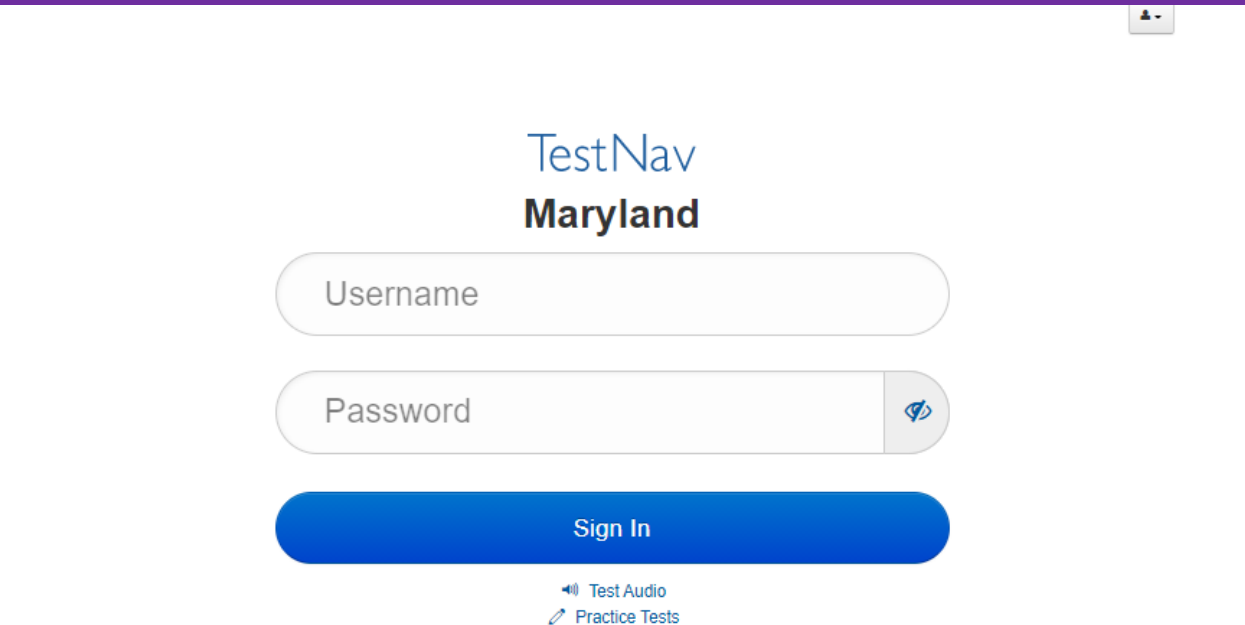
**Student List**

Student Name	Grade
NonAccom Online BBB, Science 5 Science	5
NonAccom Online CCC, Science 5 Science	5
NonAccom Online EE, Science 5 Science	5

**Progress and Status**

Section	Status
Section 2 15/48	Resumed
Section 2 12/48	Resumed
Section 1 12/48	Active

## Resumed Students (Able to login during the session window)

Steps	Screen Shot
<p>Description: A student may show in Resumed status if the student submitted their section and exited out of TestNav. The student would need to navigate to the Sign In page of TestNav by selecting Back to Sign in.</p>	 A screenshot of the TestNav web application. The browser window title is "TestNav". The page content includes the TestNav logo at the top left, a "Not Signed In" status indicator with a user icon at the top right, and a central message: "Sign out complete. Thank you for using TestNav." Below the message is a button labeled "Back to Sign in".
<p>Description: A student may show in Resumed status if they were kicked out or exited TestNav while in their testing section. To sign back in the student would need to navigate to the Sign In page of TestNav.</p>	 A screenshot of the TestNav sign-in page. The page features the TestNav logo and "Maryland" in large text. Below the logo are two input fields: "Username" and "Password". The Password field has a toggle icon on its right side. A prominent blue "Sign In" button is centered below the input fields. At the bottom of the page, there are two links: "Test Audio" with a speaker icon and "Practice Tests" with a pencil icon.

If the student needs to be moved into a new section manually the STC will need to use the “Sections Out of Order” option to manually move the student into their next section.

**If the STC uses “Sections Out of Order” to move the student once it must be used to manually move the student to each of the sections, they have left to test. Otherwise, the system will pull the student back into the manually set section if they get logged out of TestNav.**

#### STUDENT LIST

Print selected testing ticket(s) | Move | Update Status ▾ | Reset Student Password | Enter Exception | Sections Out of Order ▾ | Export to CSV

Filter: No filter applied Search

<input type="checkbox"/> Student Name	Grade	SSID	Accom	Section	Progress
<input type="checkbox"/> NonAccom Online BBB, Science 5 Science	5	202228037		Section 1	Section 2 15/48
<input checked="" type="checkbox"/> NonAccom Online CCC, Science 5 Science	5	202228037		Section 3	Section 2 12/48
<input type="checkbox"/> NonAccom Online EE, Science 5 Science	5	202228036		Section 3	Section 2 12/48
<input type="checkbox"/> NonAccom Online F, Science 5 Science	5	202228077		Section 2	Section 1 0/48



- The STC or TA will need to refresh their screen to see the most updated information under the Section detail.
- This will show which section the student will log into when they sign into TestNav.

NOTE: If a student is in “Active” status the Section detail will be blank.

- The Progress detail will still show the section the student was in when they logged out of TestNav.

STUDENT LIST

Print all testing ticket(s) | Refresh | View Accommodations | Export to CSV

Filter: No filter applied Search

<input type="checkbox"/>	Student Name #	Grade #	SSID #	Exception #	Accom	Section #	Progress	Status #
<input type="checkbox"/>	NonAccom Online BBB, Science 5 Science	5	202229036			Section 3	Section 2 15/48	Submitted for Scoring
<input type="checkbox"/>	NonAccom Online CCC, Science 5 Science	5	202229037			Section 3	Section 2 12/48	Resumed
<input type="checkbox"/>	NonAccom Online EE, Science 5 Science	5	202229036			Section 3	Section 2 12/48	Resumed
<input type="checkbox"/>	NonAccom Online F, Science 5 Science	5	202220777			Section 2	Section 1 0/48	Ready
<input type="checkbox"/>	NonAccom Online GGG, Science 5 Science	5	202229046			Section 3	Section 4 15/48	Resumed
<input type="checkbox"/>	NonAccom Online LLL, Science 5 Science	5	202229055			Section 1	Section 1 26/48	Resumed
<input type="checkbox"/>	NonAccom Online M, Science 5 Science	5	202220784			Section 1	Section 1 0/48	Ready
<input type="checkbox"/>	NonAccom Online MMM, Science 5 Science	5	202229057			Section 4	Section 1 0/48	Ready
<input type="checkbox"/>	NonAccom Online O, Science 5 Science	5	202220786			Section 1	Section 1 0/48	Ready

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