

Day of Testing Checklist: Online Linear Tests

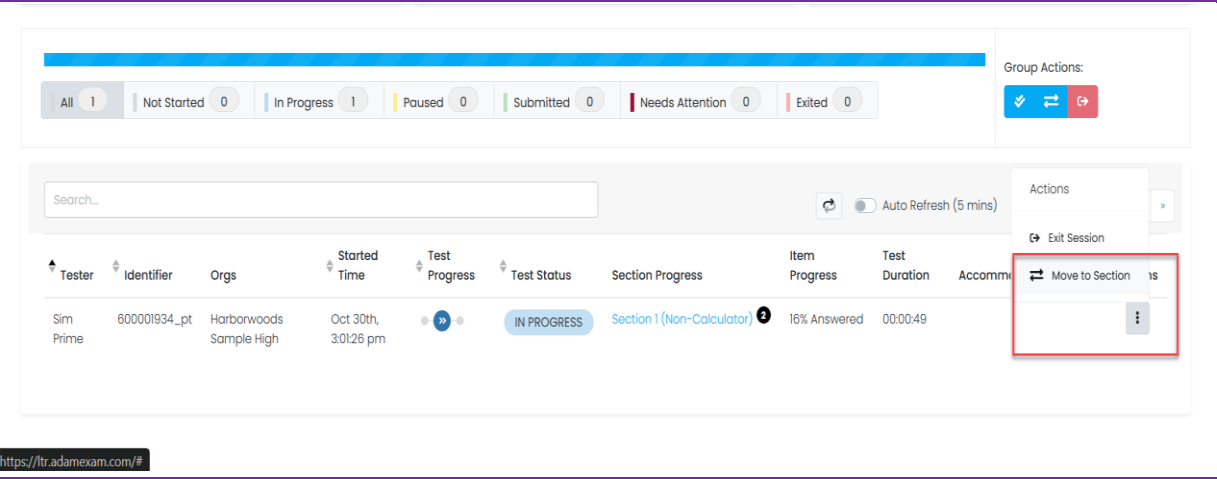
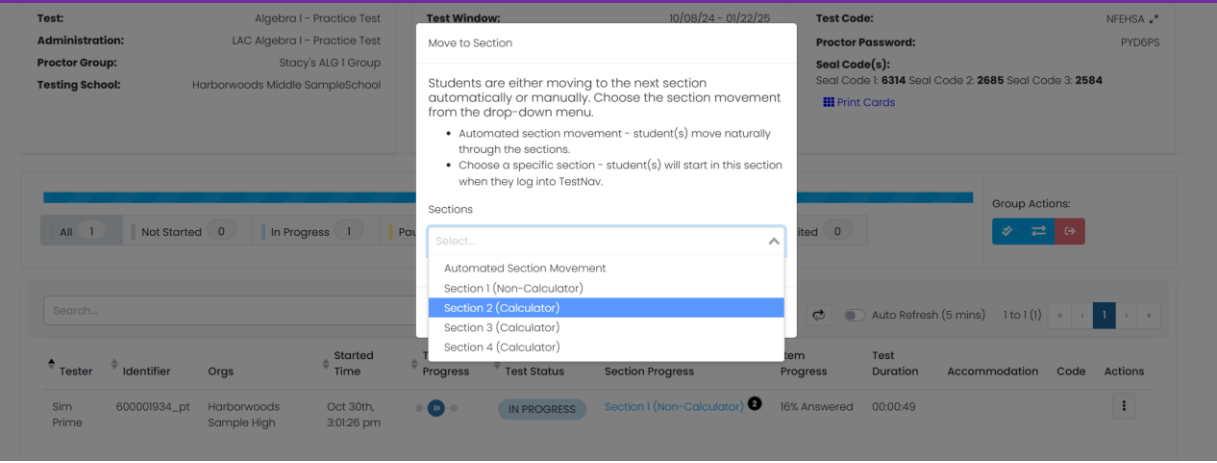
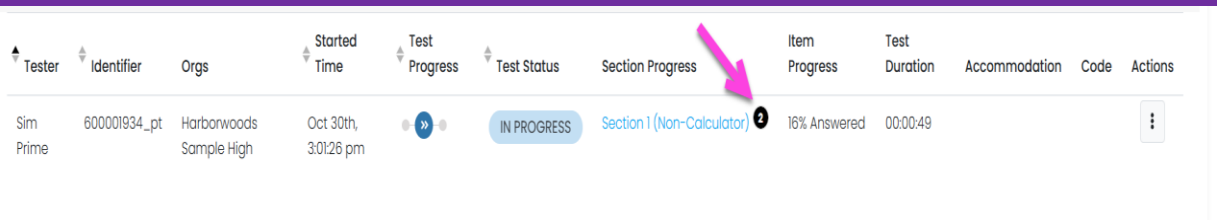
(Regular Online: ELA Grades 3-5, Science, Social Studies, Geometry, Algebra II, and all accommodated forms)

Test Administrator (TA)

- ✓ Receive Student Testing Tickets, Test Code, and Seal Code (when applicable) from STC
- ✓ Distribute test materials to students and read directions from TAM
- ✓ Help students launch TestNav and log in, if needed
- ✓ Monitor Testing
- ✓ Confirm all students have logged out of TestNav when testing time is up
- ✓ Communicate with STC at the end of administering each section so they can “Move to Section” for students who do not complete the section.
- ✓ Return all materials to STCs

School Test Coordinator (STC)

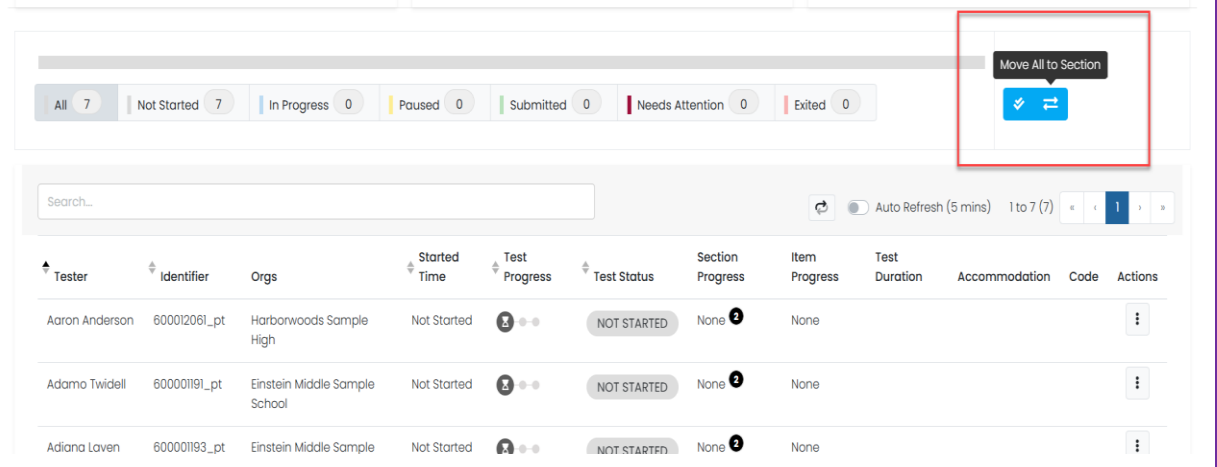
- ✓ Provide Student Testing Tickets, Test Code, and Seal Code (when applicable) to Test Administrator
- ✓ Monitor Proctor Dashboards
- ✓ Confirm with TA which students need to be moved forward. If a student is not moved forward and has run out of time they will resume where they left off. To move students forward using Move to Section STCs can either do this for individual students or Move All to Section, see below
- ✓ Pick up materials at the end of testing
- ✓ Fill out testing irregularities as needed

Details	Screenshot
<p>Description: Move Students Individually</p> <ul style="list-style-type: none"> • Student will show In-Progress if they have logged into TestNav. • If a student is in Not Started, they will still be moved forward. • If a student is in Submitted, they will not be moved. <p>Step 1: In Proctor Dashboard locate student > under actions select Move to Section</p>	 <p>The screenshot shows the Proctor Dashboard interface. At the top, there are filters for 'All' (1), 'Not Started' (0), 'In Progress' (1), 'Paused' (0), 'Submitted' (0), 'Needs Attention' (0), and 'Exited' (0). Below this is a search bar and an 'Auto Refresh (5 mins)' toggle. The main table lists student information: Tester (Sim Prime), Identifier (600001934_pt), Orgs (Harborwoods Sample High), Started Time (Oct 30th, 3:01:26 pm), Test Progress (IN PROGRESS), Test Status (IN PROGRESS), Section Progress (Section 1 (Non-Calculator) 2), Item Progress (16% Answered), and Test Duration (00:00:49). A red box highlights the 'Move to Section' action in the 'Actions' menu.</p>
<p>Description: Move Students Individually</p> <p>Step 2: Select appropriate Section that student should be moved to and Save</p>	 <p>The screenshot shows the 'Move to Section' dialog box. The dialog title is 'Move to Section'. The text inside reads: 'Students are either moving to the next section automatically or manually. Choose the section movement from the drop-down menu.' Below this are two bullet points: 'Automated section movement - student(s) move naturally through the sections.' and 'Choose a specific section - student(s) will start in this section when they log into TestNav.' A 'Sections' dropdown menu is open, showing options: 'Automated Section Movement', 'Section 1 (Non-Calculator)', 'Section 2 (Calculator)', 'Section 3 (Calculator)', and 'Section 4 (Calculator)'. 'Section 2 (Calculator)' is selected.</p>
<p>Description: Move Students Individually</p> <p>Step 3: Confirm Section has updated before student logs back in</p>	 <p>The screenshot shows the Proctor Dashboard interface. The student's section progress is now 'Section 1 (Non-Calculator) 2'. A pink arrow points to the updated section name.</p>

Description: Move All Students

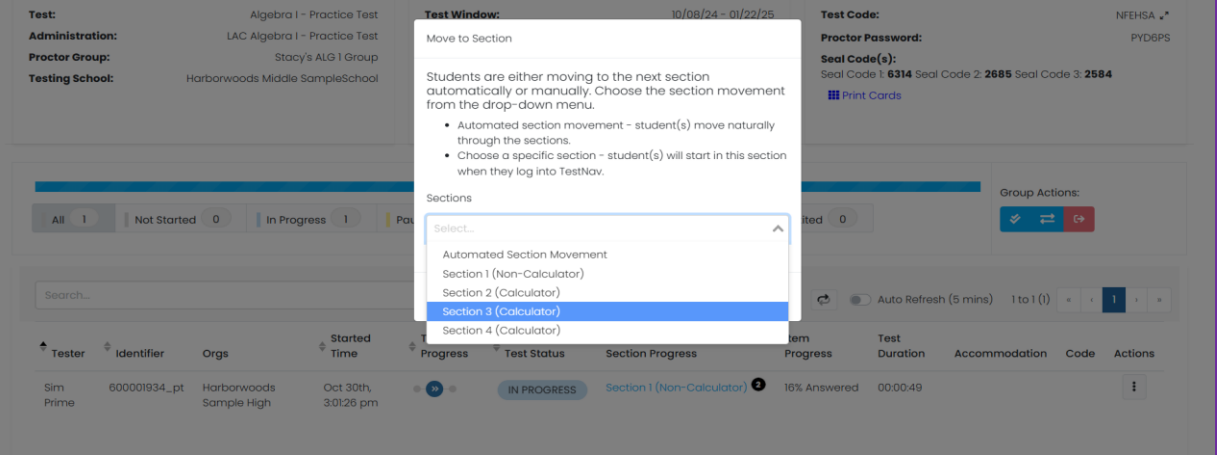
- Students will show In-Progress if they have logged into TestNav.
- If a student is in Not Started, they will still be moved forward.
- If a student is in Submitted, they will not be moved.

Step 1: In Proctor Dashboard locate student > under actions select Move to Section



Description: Move All Students

Step 2: Select appropriate Section that students should be moved to and Save



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Step 3: Confirm Section has updated before students log back in

