



Guide to Utilizing the Test Monitoring Application (TMA)

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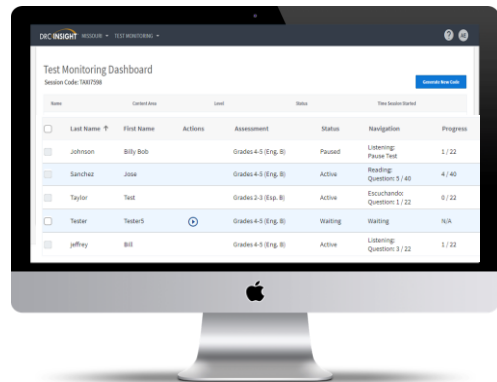
Test Monitoring Application Overview



The Test Monitoring Application (TMA) allows test administrators to securely monitor participants' testing status in real-time during LAS Links **Remote** and/or **in-person/onsite** Test Sessions.

TAs may monitor the following:

- Which students have logged in to the test?
- Which students have started the test?
- Are students progressing through the test?
- What question are they on?
- Which students have completed the test?
- Have any students paused their test?
- Are any students seeing an error message?



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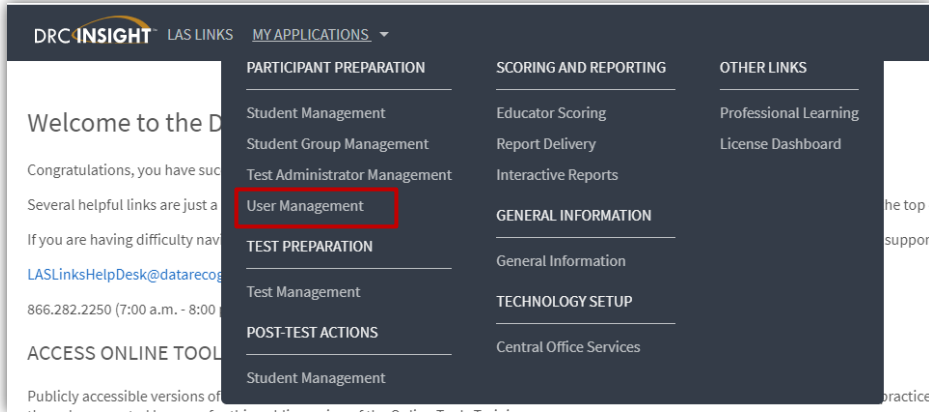
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Test Monitoring Permission



To utilize TMA, users must have the TMA permission.

1. To add the permission en masse, click on MY APPLICATIONS >> User Management:



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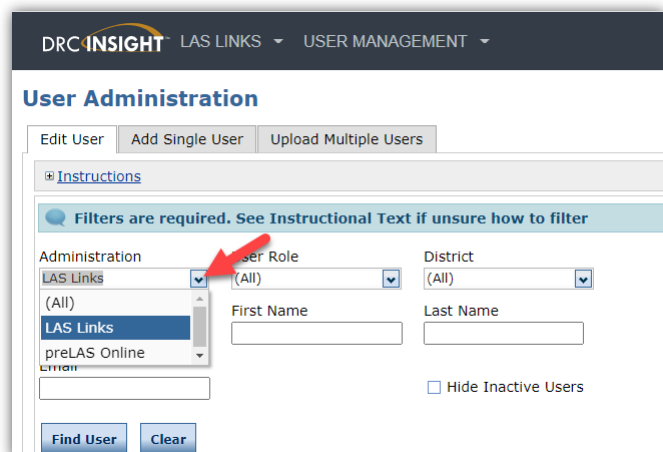
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Adding the Test Monitoring Permission



2. If you utilize both *preLAS* Online and LAS Links Online, choose LAS Links in the Administration drop-down.

3. Then click Find User



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Adding the Test Monitoring Permission



User Administration

Edit User | Add Single User | Upload Multiple Users

Instructions

Filters are required. See Instructional Text if unsure how to filter

Administration: LAS Links | User Role: **School** | District: Sales and Training Dist

School: (All) | Email: | Find User | Clear

Users | Profiles

Last Name	First Name
Test	Bobby
Test	Sam

4. Choose the specific User Role
5. Click Find User
6. Click on the profiles tab
7. Either click on the header radio button or on each individual radio button

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Adding the Test Monitoring Permission



8. Once you have chosen the Users, click on the button of choice at the bottom of the page;
9. A pop-up will appear, allowing you to do the task needed (i.e. Assign Permissions)

Users | Profiles

Last Name	First Name
Test	Bobby
Test	Sam

Copy to New Administrations | Assign Permissions | Remove Permissions | Assign Role

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Adding the Test Monitoring Permission



9. Choose the Test Monitoring – Access permission
10. Click the right arrow to move the permission to the Assigned Permission box
11. Click Save

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Scheduling Test Sessions with the Test Monitoring Application

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Scheduling Test Sessions with the TMA



1. The Test **Session Name** should be unique so you can easily search for it later
2. Choose the desired **Form**
3. Choose from the **Available Subtest**
 - Note: Subtests **MUST** be contained in the same session in order to generate composite scores
4. Select your dates which determines student test availability
5. The Test Monitoring drop down will default to **none** but choose required or optional if you would like to use TMA.
 - **Required:** student must have a code to enter the test; enabled action buttons for the TA (stop, pause, resume)
 - **Optional:** Student, although prompted for a code, will not be required to enter one; action buttons for the TA will not be available (stop, pause, resume)

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Scheduling Test Sessions with the TMA



6. The Restricted Access will default to **"False"**. Change this to **True** so the student(s) may not access the test until the TA has granted access during testing.
7. Students can only be added to assessments corresponding to their grade level.
8. Highlight the students to be added to the session and click the blue right arrow to assign them to the session.
9. Click Save or Save and Add Another

NOTE: To add TMA to existing sessions previously created, you must edit each session and update the Test Monitoring and Restricted Access drop down menus for each session.

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Generating the Test Monitoring Code

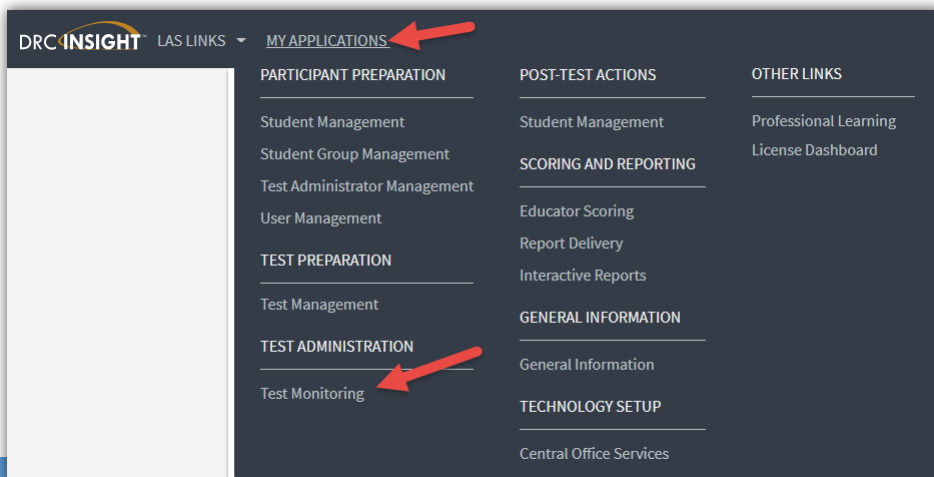
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Generating a Test Monitoring Code

1. To generate a TMA code, click on MY APPLICATIONS >> Test Monitoring:



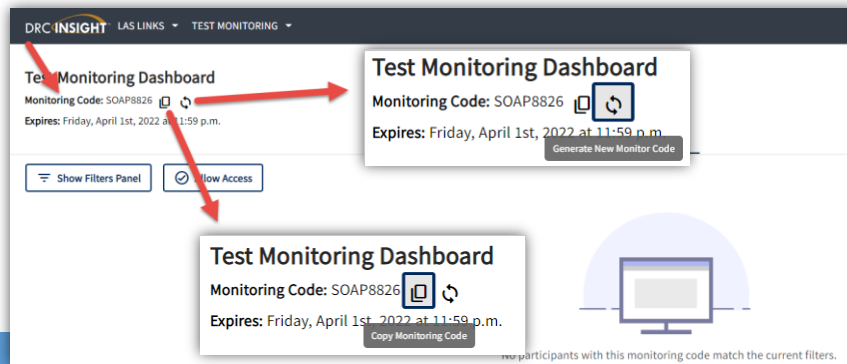
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Generating a Test Monitoring Code



2. TMA will automatically generate a “Monitoring Code” that expires in 24 hours.
 - Provide the Monitoring Code to the student when you provide them with their Username and Password (test ticket information)
 - To email/post the code, you may click on the copy monitoring code by clicking on
3. You may extend the monitoring code to last for up to 5 days by clicking on



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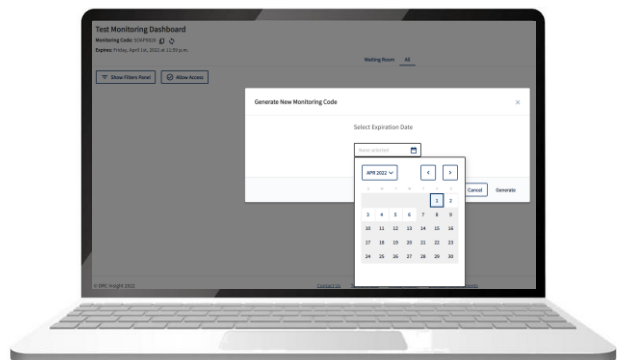
Generating a Test Monitoring Code



If you want to extend the code for 5 days:

1. Once you click the generate new code, a pop-up will appear
2. Choose your expiration date
3. Click generate and provide the new code to students

Warning: If a new code is generated while students are using the prior code, they will no longer be monitored utilizing the previous code.



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Student Experience

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TMA – Student Experience



1. For Onsite testing: the student clicks the INSIGHT app on their workstation or device.
2. For Remote testing: the student will be given the public URL via the web conference private chat to access the test login page.
3. Student enters their username and password provided by the TA, then clicks the **Sign In** tab

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TMA – Student Experience



4. The student should verify their name, grade, and school
5. Finally, the student will enter the Test Monitoring Code provided to them by the TA and then clicks Save
6. Once a valid code is entered the **Continue** button is enabled

Welcome **student valentine**

Before you begin testing, please confirm your profile information is correct:

Test Name: **Grade 1 (Eng. B)**
Test Session: **EPM TMA - All Domains**
School Name: **SAMPLE SCHOOL**

Student ID: **1201201201**
Accommodation(s):

If the above information is correct, please select **Continue**.
If any of the above information is not correct, please raise your hand and notify your Test Administrator.

Enter Monitoring Code: ✓ Valid Monitoring Code

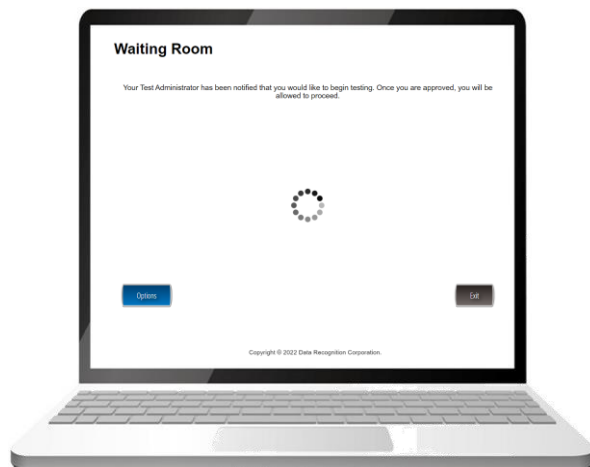
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TMA – Student Experience



7. Students are placed in a “Waiting Room” until the TA allows them to start the assessment
8. The student’s status will be “Waiting” on the Test Monitoring Dashboard
9. Once allowed access by the TA, the student can begin their assessment



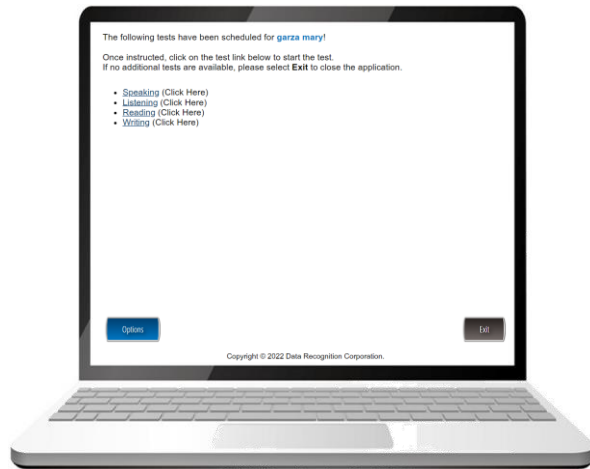
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TMA – Student Experience



9. Once allowed access by the TA, the student can begin their assessment



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Test Administrator (TA) Experience

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TMA – Test Administrator Experience



- Once the student(s) enter the Test Monitoring Code, the student test information will appear on the TA's dashboard
- When ready, the TA allows test access to all or individual students
 - All = TA clicks the radio button in the header row + the button
 - Individual Students = TA clicks the allow access button
- Once allowed access by the TA, the student(s) can begin their assessment

Test Monitoring Dashboard
Monitoring Code: DASH3587
Expires: Friday, April 1st, 2022 at 11:59 p.m.

Waiting Room 1 All (1)

<input type="checkbox"/>	Last Name ↑	First Name ↓	Actions	Participant ID ↓	Assessment ↓	Status ↓	Navigation	Progress ↓	Accommodations ↓
<input type="checkbox"/>	Kim	Robin		132870	Grades 2-3 (Eng. C)	Waiting	Waiting	N/A	Color Chooser, Revert Masking, Contrasting

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TMA – Test Administrator Experience



Test Administrators may monitor student progress via the Status, Navigation and Progress columns:

Status = indicates if the student is actively engaged with the assessment (definitions available on next slide)

Navigation = indicates what subtest the student is logged into and what question they are on within the subtest

Progress = indicates how many items have been answered compared to number of items in the assessment. For instance, 2/22 means two items out of 22 have been answered.

Test Monitoring Dashboard
Monitoring Code: DASH3587
Expires: Friday, April 1st, 2022 at 11:59 p.m.

Waiting Room All (4)

<input type="checkbox"/>	Last Name ↑	First Name ↓	Actions	Participant ID ↓	Assessment ↓	Status ↓	Navigation	Progress ↓	Accommodations ↓
<input type="checkbox"/>	Kim	Robin		132870	Grades 2-3 (Eng. C)	Paused	Listening: Pause Test	2 / 22	Color Chooser, Revert Masking, Contrasting
<input type="checkbox"/>	Ward	Heather		123456	Grades 2-3 (Eng. C)	Active	Reading: Question: 20 / 33	1 / 33	Color Chooser, Revert Masking, Contrasting
<input type="checkbox"/>	mary	garza		1234	Grades 2-3 (Eng. C)	Exited	Reading: Question: 5 / 33	4 / 33	Color Chooser, Revert Masking, Contrasting
<input type="checkbox"/>	test	test		125689	Grades 2-3 (Eng. C)	Active	Writing: Question: 10 / 19	9 / 19	Color Chooser, Revert Masking, Contrasting

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TMA – Test Administrator Experience



Status columns definitions:

Active = student is actively answering questions

Paused = student or TA has paused the test and the timer is currently counting down from 20:00 minutes

Inactive = student is not actively engaging in the assessment

Exited = student or TA has ended and exited the assessment

Test Monitoring Dashboard
Monitoring Code: DASH3587
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Waiting Room All (4)

Show Filters Panel Allow Access

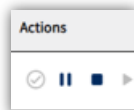
<input type="checkbox"/>	Last Name ↑	First Name ↓	Actions	Participant ID ↓	Assessment ↓	Status ↓	Navigation	Progress ↓	Accommodations ↓
<input type="checkbox"/>	Kim	Robin	⏸ ⏹ ▶	132870	Grades 2-3 (Eng. C)	Paused	Listening: Pause Test	2 / 22	Color Chooser, Revealing, Masking, Contrasting
<input type="checkbox"/>	Ward	Heather	⏸ ⏹ ▶	123456	Grades 2-3 (Eng. C)	Active	Reading: Question: 20 / 33	1 / 33	Color Chooser, Revealing, Masking, Contrasting
<input type="checkbox"/>	mary	garza	⏸ ⏹ ▶	1234	Grades 2-3 (Eng. C)	Exited	Reading: Question: 5 / 33	4 / 33	Color Chooser, Revealing, Masking, Contrasting
<input type="checkbox"/>	test	test	⏸ ⏹ ▶	125689	Grades 2-3 (Eng. C)	Inactive	Writing: Question: 10 / 19	9 / 19	Color Chooser, Revealing, Masking, Contrasting

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TMA – Test Administrator Experience



Test Administrators have the option to **pause** and/or **stop** students' assessments individually using the "Actions" buttons on the Test Monitoring Dashboard:



Test Monitoring Dashboard
Monitoring Code: DASH3587
Expires: Friday, April 1st, 2022 at 11:59 p.m.

Waiting Room All (4)

Show Filters Panel Allow Access

<input type="checkbox"/>	Last Name ↑	First Name ↓	Actions	Participant ID ↓	Assessment ↓	Status ↓	Navigation	Progress ↓	Accommodations ↓
<input type="checkbox"/>	Kim	Robin	⏸ ⏹ ▶	132870	Grades 2-3 (Eng. C)	Paused	Listening: Pause Test	2 / 22	Color Chooser, Revealing, Masking, Contrasting
<input type="checkbox"/>	Ward	Heather	⏸ ⏹ ▶	123456	Grades 2-3 (Eng. C)	Active	Reading: Question: 20 / 33	1 / 33	Color Chooser, Revealing, Masking, Contrasting
<input type="checkbox"/>	mary	garza	⏸ ⏹ ▶	1234	Grades 2-3 (Eng. C)	Exited	Reading: Question: 5 / 33	4 / 33	Color Chooser, Revealing, Masking, Contrasting
<input type="checkbox"/>	test	test	⏸ ⏹ ▶	125689	Grades 2-3 (Eng. C)	Inactive	Writing: Question: 10 / 19	9 / 19	Color Chooser, Revealing, Masking, Contrasting

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Stopping the Test due to Insufficient Language



Per the TEA:

In Texas, many LEAs continue to see (or will see) a rise in enrollment of students who have interrupted education or no education at all. While the Federal requirement that students **must be given the opportunity to attempt all assigned** subtests per the requirements set forth for the purpose of the identification of Emergent Bilinguals, please be reminded of the following when working with these students:

- When the student is new to the country, please allow the student at least a few days in the classroom to acclimate themselves to their new surroundings before testing to meet the requirement.
- At no time, can a student be labeled “unable to test due to language” without being allowed to attempt each subtest they are assigned.
- For each subtest, trained test administrators must give students as much time as they need, as long as they are working on the test.
- If, after a reasonable amount of time, a student appears to not be actively engaged in the subtest they are being presented, a trained test administrator may use his/her professional discretion and may stop the subtest and move the student on to the next subtest.
- Stopping the test must be documented and provided to the LPAC for consideration.

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TMA – Test Administrator Experience



When the TA has either paused or stopped the test, they are prompted for a reason as well as what message to provide to the student:

The image displays three overlapping screenshots of the 'Stop Test' interface, illustrating the steps a Test Administrator (TA) must follow to stop a test session.

- Step 1: Participants** - The first screenshot shows the 'Participants' tab selected. It indicates 'You have selected to stop (1) participant' and lists 'Heather Ward' as the selected participant.
- Step 2: Reason** - The second screenshot shows the 'Reason' tab. It prompts the user to 'Select the reason for stopping the test(s):'. The options are: 'Test Irregularities: I found unusual or non-conforming testing behavior', 'Participant: The participant appears to have stepped away from testing', 'Building/Global: Test Administrator or participant needs to step away from testing/drill/lockdown etc.', and 'Other:'. The 'Other:' option is selected, and a text input field is provided for a free-form message (up to 200 characters).
- Step 3: Message** - The third screenshot shows the 'Message' tab. It prompts the user to 'Select the message that will appear to the participant(s):'. The options are: 'Your test session has been stopped. Your Test Administrator will be reaching out to you shortly.', 'Your test session has been stopped. Please contact your Test Administrator immediately.', and 'Other:'. The 'Other:' option is selected, and a text input field is provided for a free-form message (up to 200 characters).

Each screenshot includes a 'Back' button and a 'Stop Test' button.

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TMA – Test Administrator Experience



To print/save as a pdf the reason provided, right click the screen and choose print or save as PDF:

Stop Test

Right click to either save or print the reason to be provided to LPAC.

Participants Reason

Select the reason for stopping the test(s): *

- ☐ Test Irregularities: I found unusual or non-conforming testing behavior for the participant.
- ☐ Participant: The participant appears to have stepped away from testing or is having technical difficulties.
- ☐ Building/Global: Test Administrator or participant needs to step away due to fire drill/lockdown etc.
- ☒ Other:
Student attempted the subtest but the Test Administrator stopped the test due to insufficient language based on the criteria provided by the TEA and DRC.

Back Next

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Student Experience When the TA Stops and/or Pauses Their Test



Stop

Your Test Administrator Has Stopped Your Test

Your test session has been stopped.

Your Test Administrator will be reaching out to you shortly.

Log Out of Test

The student test will automatically stop or pause, and the student will be given the TA's message.

If the TA allows the student to resume testing, the student will receive this message:

Resume Test

Your Test Administrator has allowed you to resume the test.

Select the continue button to proceed.


Continue

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TMA – Test Administrator Experience



- Stopping and/or Pausing by the Test Administrator is reflected on the Test Monitoring Dashboard
- The TA may allow the student to resume access to the assessment by clicking the resume access button 
- To resume testing, the student will need to log back into the test

Test Monitoring Dashboard
Monitoring Code: DASH3587
Expires: Friday, April 1st, 2022 at 11:59 p.m.

Waiting Room All (4)

Show Filters Panel Allow Access

<input type="checkbox"/>	Last Name ↑	First Name ↓	Actions	Status ↓	Navigation	Progress ↓	Accommodations ↓	Registration Start ↓
<input type="checkbox"/>	Kim	Robin		Active	Listening: Question: 4 / 22	2 / 22	Color Chooser, Reverse Contrast, Masking, Contrasting Text	Apr 01 9:30 AM
<input type="checkbox"/>	Ward	Heather		Stopped	Reading: Test Administrator Stopped	0 / 33	Color Chooser, Reverse Contrast, Masking, Contrasting Text	Apr 01 9:37 AM
<input type="checkbox"/>	mary	garza		Inactive	Reading: Question: 5 / 33	4 / 33	Color Chooser, Reverse Contrast, Masking, Contrasting Text	Apr 01 9:34 AM
<input type="checkbox"/>	test	test		Inactive	Writing: Question: 9 / 19	8 / 19	Color Chooser, Reverse Contrast, Masking, Contrasting Text	Apr 01 9:35 AM

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TMA Security, Privacy and Online Help



- Test administrators see only students using their provided Test Monitoring Code.
- Test administrators **can not share** Test Monitoring Code with others.
- Students are in only one Test Monitoring session at a time but may take all 4 domains in the one Test Monitoring session as needed.
- Test administrators cannot see students' responses, only that they have responded to a test item.
- Monitoring codes expire after 24 hours unless the TA extends the code by up to 5 days.
- If you select the "?" in the upper right hand corner **Online Help** opens to answer common questions regarding the Test Monitoring Application.

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LAS Links Ordering Support
800-538-9547 Option 2
8:00a.m. – 4:30p.m. CST
Email: shelfcustomerservice@datarecognitioncorp.com

LAS Links Technical Support
866-282-2250 Option 2
8:00a.m. – 4:30p.m. CST
Email: laslinkshelpdesk@datarecognitioncorp.com