
Chapter 6: Testing and Test Tickets

Note: For information about tests administered under the Instructional Tools tab, see the DLM documentation.

After your organization has entered users, students, and rosters, you will use Educator Portal for several tasks related to testing. You will then use Educator Portal to download and print test tickets (containing student’s login information). With sufficient access privileges, you can monitor a test, end a test session, and score a test. Depending upon your testing program, the test sessions and test tickets are accessed on one of two tabs in the Test Management menu, either Test Coordination or Test Management. Only a few user roles (like Building and District Test Coordinator) have access to tests and tickets on the Test Coordination tab, while many more user roles have some access to tests and/or tickets on the Test Management tab.

This chapter first discusses test tickets and includes procedures for printing one or multiple test tickets. Then, the chapter is divided by tasks that can be performed on the Test Management tab and the Test Coordination tab.

Note: Entering “special circumstances” or “reason not tested” is described in the appendix for your organization.

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Understanding Test Tickets

Note: Changes to test tickets for Spring 2016 will be included as soon as the information is available.

Test tickets contain the students' login names, passwords, ticket numbers, and other information used when the student takes a test. Test tickets are generated in Educator Portal and can be accessed from the Test Management menu on either the Test Management tab or Test Coordination tab. If you are unsure where to locate test tickets, check with your organization.

To print test tickets, you first download (or open) a PDF that contains the test tickets. Multiple test tickets are contained on each page of the PDF, so the tickets will need to be separated (cut apart) before testing begins.

Note: Depending on your level of access, you may be able to download a CSV file with test ticket information. This CSV file is described in Chapter 7: Reports.

Test Management Tab

Within Educator Portal, under the Test Management menu, test tickets are displayed on the Test Management tab. On the Test Management tab, you will see a row for each roster assigned to a particular test. You can open an individual PDF to print the tickets associated with one roster, or select multiple rows to create one PDF with the tickets for multiple rosters.

The assessment program name, school ID number, roster name, and educator's last name are printed on the upper right side of the test ticket. The dotted lines are guidelines for use when separating the test tickets.

Assessment_Program School_ID RosterName - EducatorName	Assessment_Program School_ID RosterName - EducatorName
State ID: [redacted] Grouping 1: Grouping 2: Name: UserName: Password: Test Collection: Test Form: Test Section: Ticket Number: N/A	State ID: [redacted] Grouping 1: Grouping 2: Name: UserName: Password: Test Collection: Test Form: Test Section: Ticket Number: N/A
Assessment_Program School_ID RosterName - EducatorName	Assessment_Program School_ID RosterName - EducatorName
State ID: [redacted]	State ID: [redacted]

Test Coordination Tab

Within Educator Portal, under the Test Management menu, test tickets for certain assessments appear on the Test Coordination tab. On the Test Coordination tab, you will see a separate row for each subject and grade level. You can open an individual PDF to print all of the tickets for a subject and grade level, e.g., all third-grade mathematics test tickets, or you can select multiple rows to create one PDF with the tickets for multiple grades and content areas.

Hint: Because the PDFs can contain multiple tickets for each student, you may save time by opening only one PDF per subject and grade level.

These tickets are not grouped by roster, so all of the students in a particular grade level and subject will be included in the PDF.

State ID: [REDACTED] Grouping 1: [REDACTED] Grouping 2: [REDACTED] Name: [REDACTED] UserName: [REDACTED] Password: [REDACTED] Test Collection: [REDACTED] Test Form: [REDACTED] Test Section: Section 1 Ticket Number: [REDACTED]	State ID: [REDACTED] Grouping 1: [REDACTED] Grouping 2: [REDACTED] Name: [REDACTED] UserName: [REDACTED] Password: [REDACTED] Test Collection: [REDACTED] Test Form: [REDACTED] Test Section: Section 1 Ticket Number: [REDACTED]
State ID: [REDACTED]	State ID: [REDACTED]

Printing Tickets for One Test Session

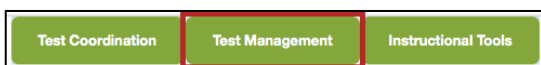
Note: Each PDF file contains several tickets, so allow time to print the file and cut the tickets apart before distributing them.

To print test tickets, perform the following steps.

1. Log in to Educator Portal.
2. Click the Test Management menu.

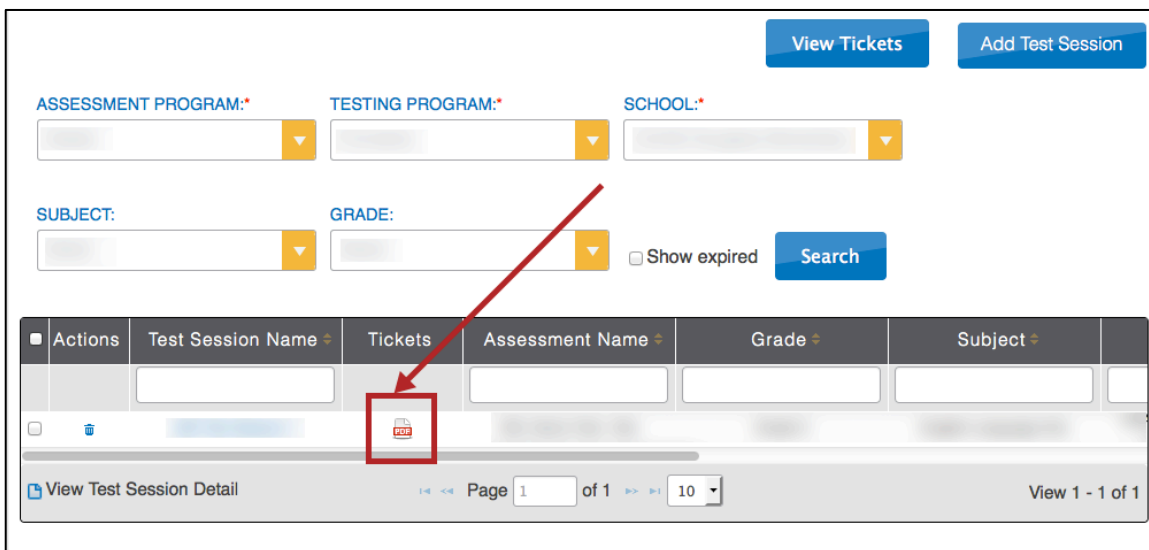


3. Click the Test Management tab.



Note: If you are printing test tickets for a test that is displayed on the Test Coordination tab, use the Test Coordination tab.

4. Use the menus to select a group of test sessions.
5. Click Search.
6. In the Tickets column, click the PDF icon.



7. Save the file.

Hint: If you save the file, you can easily reprint test tickets.

8. Open and print the PDF.

Printing Tickets for Multiple Sessions

Note: Printing tickets for multiple sessions may result in a large number of tickets in a single PDF. The large number of tickets may increase the time needed to separate and sort the test tickets before testing can begin.

To print test tickets for multiple test sessions, perform the following steps.

1. Log in to Educator Portal.
2. Click the Test Management menu.



3. Click the Test Management tab.



Note: If you are printing test tickets for a test that is displayed on the Test Coordination tab, use the Test Coordination tab.

4. Use the menus to select a group of test sessions.
5. Click Search.
6. Use the check boxes to select the test sessions you would like to print.

View Tickets Add Test Session

ASSESSMENT PROGRAM:* TESTING PROGRAM:* SCHOOL:*

SUBJECT: GRADE: Show expired Search

Actions	Test Session Name	Tickets	Assessment Name	Grade	Subject
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>					

View Test Session Detail Page 1 of 1 10 View 1 - 2 of 2

- Click View Tickets.

View Tickets Add Test Session

ASSESSMENT PROGRAM:* TESTING PROGRAM:* SCHOOL:*

SUBJECT: GRADE:

Select Select Show expired Search

Actions	Test Session Name	Tickets	Assessment Name	Grade	Subject
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>					

View Test Session Detail Page 1 of 1 10 View 1 - 2 of 2

Note: The Test Coordination screen does not display the Add New Test Session button.

- Save the PDF file.

Hint: If you save the file, you can easily reopen it if students forget their login information.

- Open and print the PDF file.

Test Management Tab

Note: For information about printing test tickets on this tab, see the first section of this chapter.

For assessments available on the Test Management tab (under the Test Management menu), you can perform the following tasks:

- Create a test session
- Edit a test session
- Delete a test session
- Monitor a test session
- End a test session

Creating a Test Session

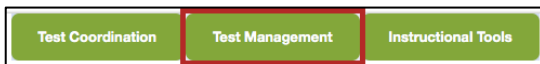
Note: In many cases, students are automatically enrolled in assessments on the Test Management tab. If your students are automatically enrolled, you may not be able to create test sessions for those assessments.

As part of creating a test session, you select the test, assign students to the test, and name the test session. To create a test session, perform the following steps.

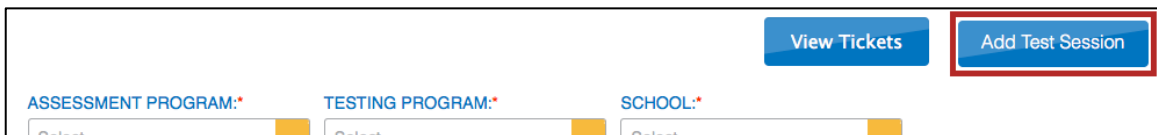
1. Log in to Educator Portal.
2. Click the Test Management menu.



3. Click the Test Management tab.



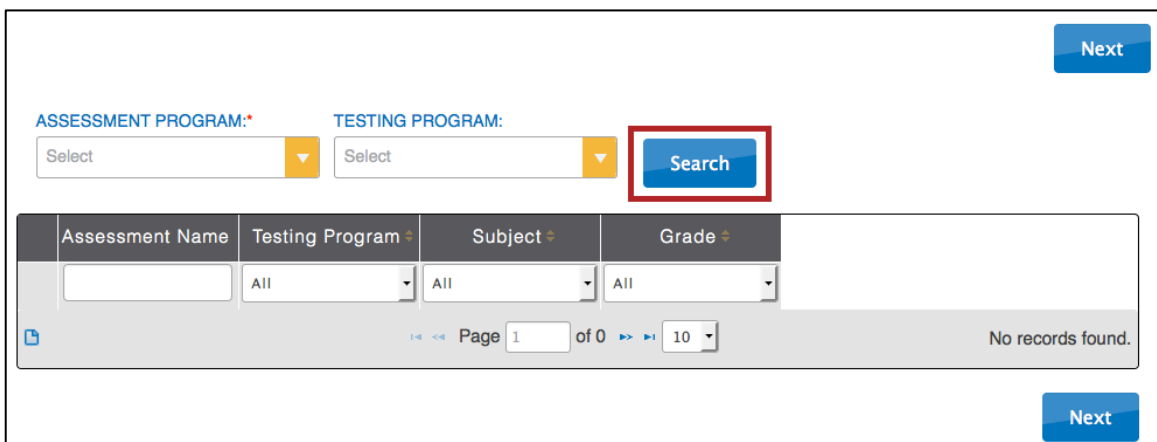
4. Click Add Test Session.



5. Select an Assessment Program.

Hint: You can also select a testing program.

6. Click Search.



7. In the list of available tests, click the radio button to select the appropriate test.

The screenshot shows the 'Assessment Details' tab selected. Below the tabs are two dropdown menus for 'ASSESSMENT PROGRAM:' and 'TESTING PROGRAM:', followed by a 'Search' button. Below this is a table with columns: Assessment Name, Testing Program, Subject, and Grade. The table contains two rows, both for 'English Language Arts' and 'Grade 3'. The second row is highlighted with a red box. Below the table is a pagination control showing 'Page 1 of 1' and 'View 1 - 2 of 2'. There are 'Next' buttons in the top right and bottom right corners.

8. Click Next.

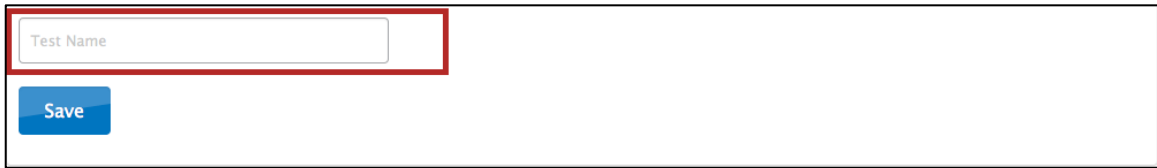
Note: You may need to select a school from the drop down and click Search.

9. Click the boxes to select the student(s) you want to add to the test session.

The screenshot shows the 'Students' tab selected. At the top is a 'SCHOOL:' dropdown menu and a 'Search' button. Below this is a table with columns: State Student Identifier, Last Name, Grade, Roster, School ID, and Current School Year. The first three rows of the table are highlighted with a red box, and each has a checked checkbox in the first column. Below the table is a pagination control showing 'Page 1 of 1' and 'View 1 - 3 of 3'. There are 'Next' buttons in the top right and bottom right corners.

10. Click Next.

11. Type a short but descriptive test session name.



The screenshot shows a web interface for entering a test session name. It features a text input field with the placeholder text "Test Name" and a blue "Save" button below it. A red rectangular box highlights the input field.

Note: You will not be able to rename the test session.

12. Click Save.

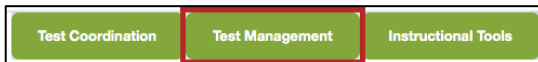
Editing a Test Session

After creating a test session, you can view and edit the names of students that are in that test session. To add or remove a student's name from a test session, perform the following steps.

1. Log in to Educator Portal.
2. Click the Test Management menu.



3. Click the Test Management tab.



4. Use the menus to narrow the list of test sessions.

View Tickets Add Test Session

ASSESSMENT PROGRAM:* TESTING PROGRAM:* SCHOOL:*

Select Select Select

SUBJECT: GRADE:

Select Select Show expired Search

Actions	Test Session Name	Tickets	Assessment Name	Grade	Subject

View Test Session Detail Page 1 of 0 10 No records to view

5. Click Search.

6. In the Test Session Name column, click the name of the test session you need to edit.

7. Use the checkboxes to add or remove a student.

Note: If you clear a checkbox, the student will be removed from the test session.

8. When you are finished making changes, click Save.

Deleting a Test Session

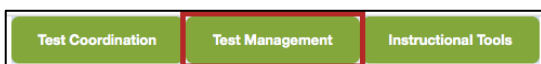
Note: Most users cannot delete a test session. Each organization determines which users may delete test sessions.

On occasion, you may need to delete a test session that was created in error or a test session that has not been and will not be used. To delete a test session, perform the following steps.

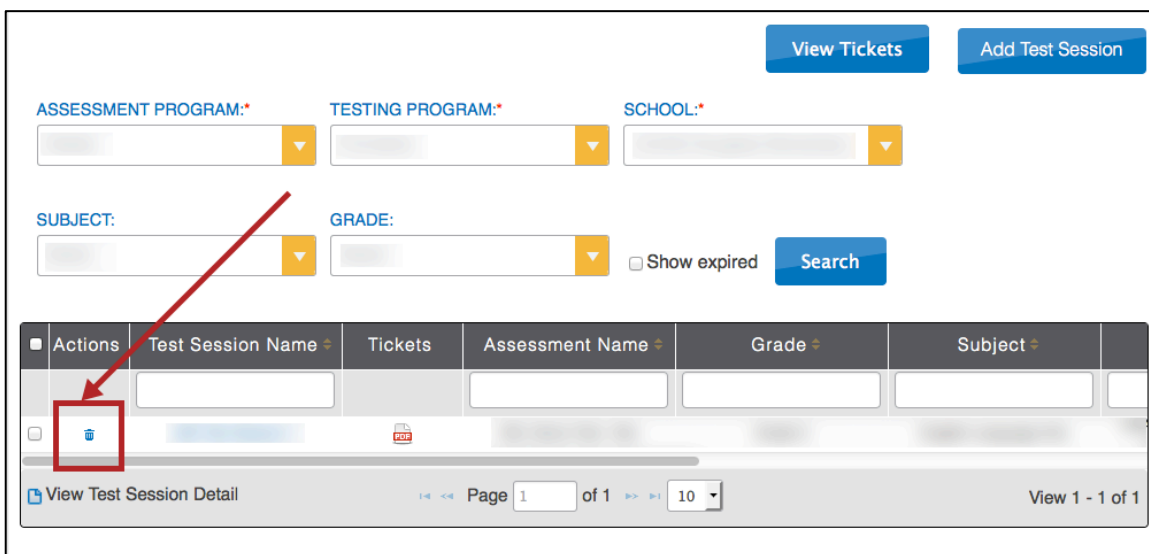
1. Log in to Educator Portal.
2. Click the Test Management menu.



3. Click the Test Management tab.



4. Use the menus to narrow the list of sessions.
5. Click Search.
6. In the Actions column, click the delete icon.



Hint: The delete icon looks like a trash can.

7. Click Continue to confirm the deletion.

Monitoring Tests

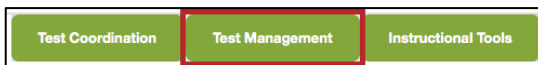
If you have sufficient permissions, you may be able to monitor a test while it is in progress. You will not be able to view any student answers; instead you will be able to see which students have started the test and whether or not they have completed various sections of the test.

To monitor a test session, perform the following steps.

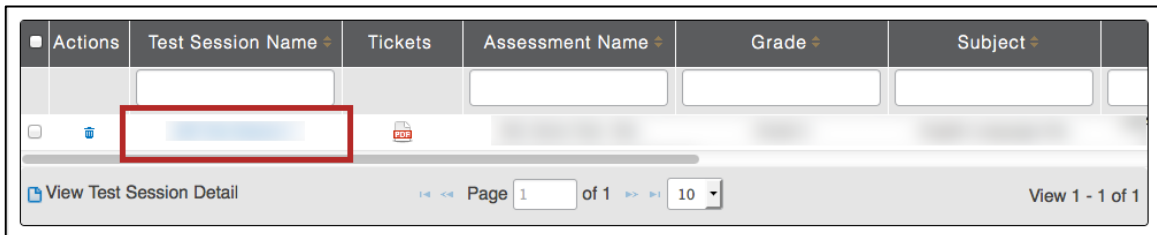
1. Log in to Educator Portal.
2. Click the Test Management menu.



3. Click the Test Management tab.



4. Use the menus to select a group of test sessions.
5. Click Search.
6. In the Test Session Name column, click the name of the test you want to monitor.



7. Click the Monitor tab.

On the Monitor Test Session screen, the Status column indicates whether the student has started a test. Each numbered column corresponds to a question on the test. Questions that have been answered correctly display a checkmark. Questions that have not been answered display a dash. Questions with incorrect answers list the answer selected.

Assessment Details		Students	Session Information	Monitor							
Name	Status	1	2	3	4	5	6	7	Score	Score%	
<input type="checkbox"/> First Last	Complete	✓	✓	✓	✓	✓	✓	✓	7/7	100%	
<input type="checkbox"/> First Last	In Progress	A	B	✓	-	C	-	-	1/7	14%	
<input type="checkbox"/> First Last	Unused	-	-	-	-	-	-	-	0/7	0%	
Score		1/3	1/3	2/3	1/3	1/3	1/3	1/3			
Score%		33%	33%	67%	33%	33%	33%	33%			

View 1 - 3 of 3

[End Test Session](#)

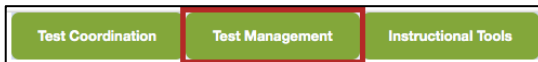
Ending Tests

If a student is taking a test and gets disconnected, you might need to end that specific test session manually. To manually end a test session, perform the following steps.

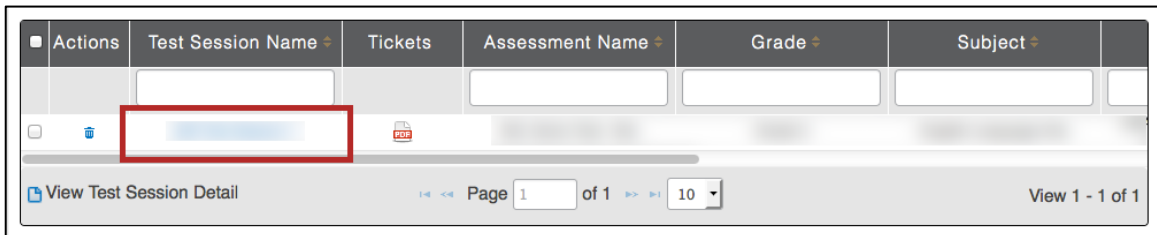
1. Log in to Educator Portal.
2. Click the Test Management menu.



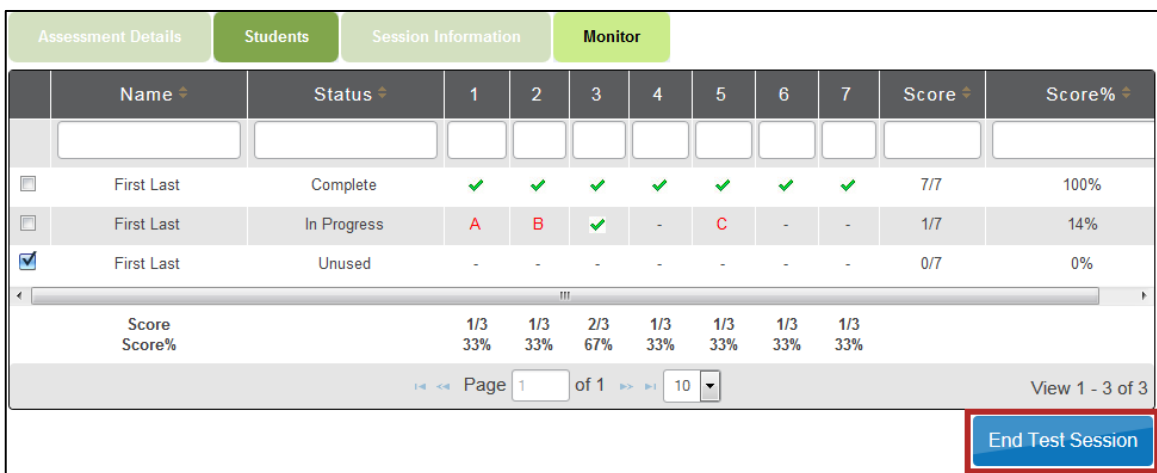
3. Click the Test Management tab.



4. Use the menus to select a group of test sessions.
5. Click Search.
6. In the Test Session Name column, click the name of the test.



7. Click the Monitor tab.
8. Click the checkbox next to the student whose test session needs to be ended.
9. Click End Test Session.



Test Coordination Tab

Note: For information about printing test tickets on this tab, see the first section of this chapter.

For assessments available on the Test Coordination tab (under the Test Management menu), you can perform the following tasks:

- Monitor a test session
- Reactivate a test session
- Print special versions of test forms
- Score a test using a rubric

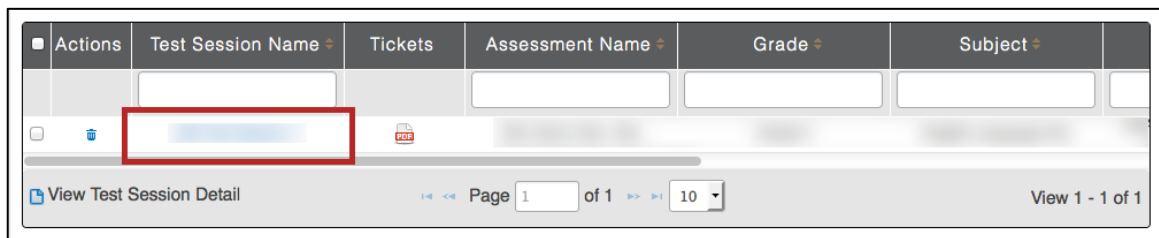
Monitoring Tests

Note: Only a few user roles can monitor a test on the Test Coordination tab.

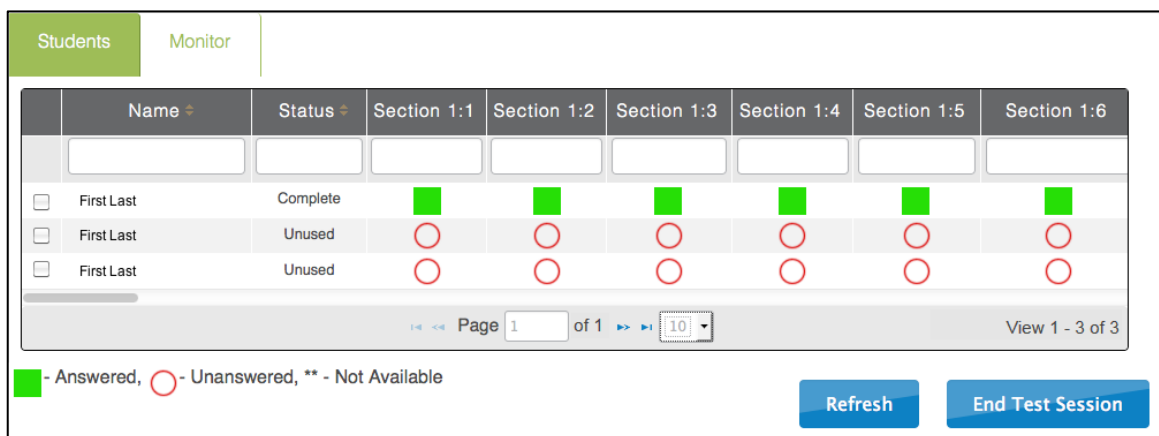
If you have sufficient permissions, you may be able to monitor a test while it is in progress. You will not be able to view any student answers; instead you will be able to see which students have started the test and whether or not they have completed various sections of the test.

To monitor a test session, perform the following steps.

1. Log in to Educator Portal.
2. Click the Test Management menu.
3. On the Test Coordination tab, use the menus to locate the test session.
4. Click Search.
5. In the Test Session Name column, click the name of the test you want to monitor.



6. Click the Monitor tab.
7. Review the information on the screen.



Note: The green squares indicate that the student has completed the question. Red circles indicate the student has not completed the question.

Ending and Reactivating Tests

Note: Only a few user roles can end and/or reactivate a test. Tests can only be reactivated if they have a Status of 1) In Progress or 2) Complete.

Note: If your site is using the fully offline mode of an LCS during testing, you should not need to reactivate tests.

Before reactivating a test, you must end the test session for the student. To reactivate a test, perform the following steps.

1. Log in to Educator Portal.
2. Click the Test Management menu.
3. On the Test Coordination tab, use the menus to select a group of test sessions.
4. Click Search.
5. In the Test Session Name column, click the name of the test you need to end.
6. Click the Monitor tab.
7. Click the box next to the student's name whose test needs to be ended.
8. Click End Test Session.

The screenshot shows the 'Monitor' tab in the Educator Portal. It features a table with columns for Name, Status, and six sections (Section 1:1 to Section 1:6). The first row shows a student with a 'Complete' status and green squares in all section columns. The second row shows a student with an 'Unused' status and red circles in all section columns. The third row shows another student with an 'Unused' status and red circles in all section columns. Below the table is a legend: a green square for 'Answered', a red circle for 'Unanswered', and '**' for 'Not Available'. At the bottom right, there are three buttons: 'Refresh', 'Reactivate', and 'End Test Session'. The 'End Test Session' button is highlighted with a red border.

	Name	Status	Section 1:1	Section 1:2	Section 1:3	Section 1:4	Section 1:5	Section 1:6
<input type="checkbox"/>	First Last	Complete	■	■	■	■	■	■
<input checked="" type="checkbox"/>	First Last	Unused	○	○	○	○	○	○
<input type="checkbox"/>	First Last	Unused	○	○	○	○	○	○

■ - Answered, ○ - Unanswered, ** - Not Available

Refresh Reactivate **End Test Session**

9. Click the box next to the student's name whose test needs to be reactivated.

Note: The Reactivate button displays when a student is selected.

10. Click Reactivate.

The screenshot shows the 'Monitor' tab in the KITE interface. It features a table with columns for Name, Status, and six sections (Section 1:1 to Section 1:6). The first row shows a student with 'Complete' status and green squares in all sections. The second row, which is selected, shows a student with 'Unused' status and red circles in all sections. The third row also shows a student with 'Unused' status and red circles. Below the table is a legend: a green square for 'Answered', a red circle for 'Unanswered', and '**' for 'Not Available'. At the bottom right, there are three buttons: 'Refresh', 'Reactivate' (highlighted with a red box), and 'End Test Session'. The page number 'Page 1 of 1' and 'View 1 - 3 of 3' are also visible.

11. A message asks you to confirm the reactivation.
12. Click OK.

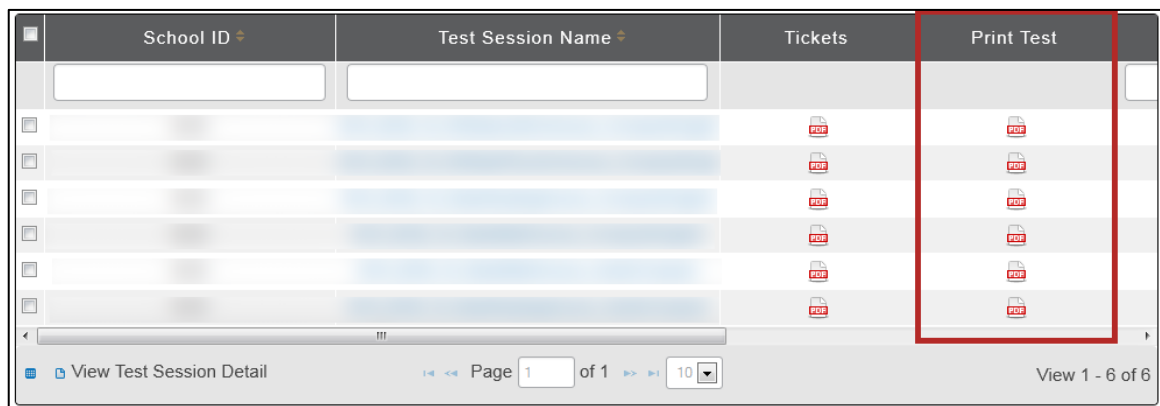
Hint: The student can log back in to the test using the same test ticket.

Note: When the student begins the reactivated test, they must first login to section one, go the review page at the end of the section, and click Complete to reach the next section. The student must repeat this process until they reach the section that was reactivated.

Special Versions of Test Forms

Some of the tests administered in Test Coordination include special forms of the test that accommodate certain student needs. To print special versions of test forms, perform the following steps.

1. Log in to Educator Portal.
2. Click the Test Management menu.
3. On the Test Coordination tab, use the menus to select a group of test sessions.
4. Click Search.
5. In the Print Test column, click the PDF icon.



School ID	Test Session Name	Tickets	Print Test
		PDF	PDF
		PDF	PDF
		PDF	PDF
		PDF	PDF
		PDF	PDF
		PDF	PDF

View Test Session Detail Page 1 of 1 10 View 1 - 6 of 6

6. Save the PDF file.
7. Open and print the PDF file.

Scoring a Test Using a Rubric

Note: Only a limited number of individuals are permitted to access the scoring section of Educator Portal.

Tests with content that cannot be automatically scored by the system require scoring using rubrics. To manually score a test, perform the following steps.

1. Log in to Educator Portal.
2. Click the Test Management menu.
3. On the Test Coordination tab, use the menus to select a group of test sessions.
4. Click Search.
5. In the Test Session Name column, click the test session that needs to be manually scored.

Actions	Test Session Name	Tickets	Assessment Name	Grade	Subject	Te
<input type="checkbox"/>				Grade 5	General	
<input type="checkbox"/>				Grade 5	General	
<input type="checkbox"/>	test			Grade 5	General	
<input type="checkbox"/>				Grade 5	General	
<input type="checkbox"/>				Grade 5	General	
<input type="checkbox"/>				Grade 5	General	
<input type="checkbox"/>				Grade 5	General	
<input type="checkbox"/>				Grade 5	General	
<input type="checkbox"/>				Grade 5	General	
<input type="checkbox"/>				Grade 5	General	

View Test Session Detail Page 1 of 3 View 1 - 10 of 24

6. Click the Scores tab.
7. In the numbered column that needs grading, click Not Scored.

Name	1	2	3	4
	Not Completed	-	-	-
	Not Scored	-	-	-

Page 1 of 1 View 1 - 2 of 2

8. Review the question.

Student Name: [redacted] Scorer Name: [redacted] X
Score: 0 (of 4) Date: [redacted]

Question:

[redacted]

Experience: [redacted] Experience: [redacted] Experience: [redacted] Experience: [redacted]

Conventions: [redacted] Conventions: [redacted] Conventions: [redacted] Conventions: [redacted]

Save Clear Selections

Answer:

[redacted]

Close

9. Review the answer.

Student Name: [redacted] Scorer Name: [redacted] X
Score: 0 (of 4) Date: [redacted]

Question:

[redacted]

Experience: [redacted] Experience: [redacted] Experience: [redacted] Experience: [redacted]

Conventions: [redacted] Conventions: [redacted] Conventions: [redacted] Conventions: [redacted]

Save Clear Selections

Answer:

[redacted]

Close

10. Select the appropriate rating for each of the rubric categories.

Hint: Use the scroll bar on the right to see all of the rubric categories.

11. When you are finished scoring the answer, click Save.

The screenshot shows a grading interface with the following elements:

- Student Name:** [Redacted]
- Score:** 0 (of 4)
- Scorer Name:** [Redacted]
- Date:** [Redacted]
- Question:** [Redacted]
- Rubric Categories:** Two rows of categories, each with four radio buttons. The first row is labeled "Experience" and the second row is labeled "Conventions".
- Buttons:** A "Save" button (highlighted with a red box), a "Clear Selections" button, and a "Close" button.

12. Click Close.

Changes to the Chapter

The following table lists the changes made to this chapter since the last major release of the documentation.

Note: The Page column indicates the page number of the current manual where the change appears.

Change Logged	Page	Description of Change
10/29/2015	6.1	Updated the chapter introduction.
10/29/2015	6.2-3	Updated the explanation of test tickets.
10/29/2015	6.4-6	Relocated the procedures for printing test tickets.
10/29/2015	6.7-23	Reorganized the last portion of the chapter so that procedures are divided into two categories (related to the tabs in Educator Portal): Test Management and Test Coordination.
10/29/2015	6.7-23	Updated the procedures and graphics.