



# Frequently Asked Questions

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## *What are the testing windows for the 2013-2014 Fixed Form assessments?*

**Fall Fixed Form window:** September 5, 2013 – November 27, 2013

**Winter Fixed Form window:** December 4, 2013 – February 28, 2014

**Spring Fixed Form window:** March 3, 2014 – May 30, 2014

## Managing Tests

### *How do I log in to Test Management?*

Access to the Rhode Island Interim Assessment System requires login credentials. Log into RIDEmap, click the Information Management System (IMS) and select Test Management from the Interim Assessment module.

### *How do I assign a test?*

**District Users:** After logging into test management, the district user can access the “Assigning Tests to Schools” function Actions menu on the District Test Administration page, the list of assigned schools, and the Actions menu on the My test library tab. To assign a test to a school, select the check box next to the schools or select the check box on the header row to select all schools in the list. Next, set the dates using the calendar tool or leave the default dates. When you have finished selecting your dates for your test, click “Assign” to complete the process.

**School Administrators:** After logging into Test Management, you can assign tests either under “Locally Created Tests” click “Actions” and select “Add/remove sections” **or** on the “My test library” tab, click “Actions” and select “Assign test”. Click the check box next to the section to assign the test to the section. Click “Update” to assign the test to the selected section. To remove a test from a section, clear the check box next to the section, and then click “Update”.

**Teachers:** After logging into Test Management, you can assign students or remove students, either under “Locally Created Tests”, click “Actions” and select “Add/remove students” **or** on the “My test library” tab, click “Actions” and select “Assign test”. On the Assign Test page, click the + to expand a section. Select the check box next to the student to add the student to the section. Click “Update” to add the student. To remove a student from a section, clear the check box next to the student's name, and then click “Update”.

### *I'm not able to see the 2013-2014 Fixed Form Tests. What do I do?*

A test needs to be assigned by the district to the school. Then the school administrator needs to assign the test to the teachers. If the both the district and school have assigned the test, a teacher's next step would be to contact the MP Help Desk and they can check if it's a data feed or a browser issue.



*I'm a district user, and Test Management will not allow me to expand my test selections to assign them. What could be the problem?*

This is more than likely a browser issue. Firefox is the most supported browser, but please check the technical requirements to see if you have met them.

## Test Logistics

*I need to add a new student to the roster. How can I do that?*

The district data manager will need to be notified to upload the new student's data to the Teacher-Course-Student data feed sent nightly to RIDE.

*How do I receive large-print or Braille assessments?*

If a student is testing online they may use the magnification feature to enlarge the text. If that is not sufficient, or if a Braille assessment is needed, please contact RIDE's Office of Instruction, Assessment and Curriculum.

*I've logged into Test Management, but I don't see any of my students. How do I fix that?*

If you are not seeing any students this is more than likely a data feed issue and your district's data manager will need to be contacted. The roster should be updated within one business day.

*How do I print a test ticket?*

**School Administrators:** To print student test materials, select "Print student test materials" from the "Actions" menu on the School Administration page. To display a section, select the section from the drop-down list. Select "Online tickets" check box next to each student or select the check box on the header row to select all students in the list. Click "Print" to open the test materials in PDF format. Print the online test ticket PDF file or save it to print at a later time.

**Teachers:** Student test tickets can be printed from the Student Test Materials page. To print the tickets, select "Print student test materials" from the "Actions" menu on the Teacher Administration page. Click the Section or Entire Roster link to display the student list as needed. Select the "Online test tickets" check box next to each student or select the check box on the header row to select all students in the list. Click "Print" to open the test materials in PDF format. Print the online test ticket PDF file or save it to print at a later time.

## Student Testing

*How do I install the Interim Assessment student testing software?*

For assistance installing or using the testing software for student computers please see <https://support.nimble.measuredprogress.org/kioskdownloads.html> or call Measured Progress's technical support directly at (855) 222-8936.

*How do I set up the practice test for students to practice taking tests online?*

The online practice test is available for all students when they log into the student testing software (Nimble™ *Online Assessment*). It does not need to be assigned to them. The test consists of nonsense



content and is intended to familiarize students with the online testing experience and accessibility features available in the system.

***When a student is taking a test we can't see the bottom of screen where the test map is located. How can I fix this?***

The minimum resolution for Nimble™ *Online Assessment* (NOA) is 1024 x 768. If your screen is smaller than this, one way to work around is to use the zoom shortcut keys. By pressing the Ctrl and minus keys together you will be able to zoom out so you can see the entire test.

***Does a student have to take a test all at once or is it possible to take it over two days?***

This is a local decision, but the system does allow students to take a test over multiple sessions. In order to save their work without submitting their test, the student will click on the log out button in the upper right hand corner of the screen. All work is automatically saved when a student logs out of a test. If the student is taking the fixed form test, instruct them to use the test map to start at the right question for their new session. Students should not move back to review answered test questions from previous sessions; however a student should be allowed to finish unanswered questions from a previous session. When finished testing the student will reach the final test summary page where it will indicate if there are any unanswered questions or ones to review. If the student is satisfied then they should click the "submit" button.

***How can I tell a student's test has been submitted?***

In Test Management on the student roster, you will find "test status" and this will show "submitted" when the students tests has been submitted to scoring.

***A student has submitted a test before they were done. How do I re-open it?***

A school administrator will need to be contacted to log in to the Admin page and press the green "reopen test" box for the student.

## Scoring & Scanning

***Our students took the test on paper. How do I get their responses into the online scoring program?***

First, the scanning kiosk will need to be downloaded. You can find the scanning kiosk and install instructions at <https://support.nimble.measuredprogress.org/kioskdownloads.html> . You will then to log in to the IMS. To scan the answer documents, on the Scanning Landing page click "Scan tests". If you are associated with more than one school, select a school from the "School" drop-down list. Select the scanner from the "Scanner" drop-down list. Click "Start Scanning".

***I have a paper test that cannot be scanned. How do I enter that student's response?***

When a test cannot be successfully scanned, you can manually enter the student responses for the test. Manual entry of responses may only be used to enter responses for the entire test, not to update single responses. To manually enter student responses, go to the Scanning Landing page and click "Enter responses". On the Student Identification page enter the code from the lower right corner of the student's answer sheet and click "Enter". Confirm the student and test information associated with the code you entered is correct. Enter the code from the lower left corner of the student's answer sheet and



click “Enter”. Confirm the school information associated with the code is correct and then click “Continue”. On the Entry Form page, for selected response questions, enter the student's answer for each question. For open response questions, select the student's score and then click “Submit Form”.

## Other

### *Will test forms, responses, anchor papers and/or items be available for future use or professional development?*

Items from the fixed form assessments and the test forms are not changing each year, so they should be kept as secure as possible. However, educators can access items from the Test Construction Tool and use those widely for professional development purposes. Student responses and anchor papers (for some items) are available in the scoring system. Although individual student responses cannot be printed out from the scoring system, they are available in the reports. We plan to enhance the scoring system to allow printing of student responses, rubrics, and anchor papers in the future.

### *When are score reports available?*

Currently reports for the fixed form assessments and tests made using the Test Construction Tool are accessed through the Instructional Management System (IMS). Complete reports should be available as soon as all the constructed-response items are scored locally by teachers.

