

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?

Last Name 🛧	First Name	Actions	Assessment	Status	Navigation	Progress
Johnson	Billy Bob		Grades 4-5 (Eng. B)	Paused	Listening: Pause Test	1/22
Sanchez	Jose		Grades 4-5 (Eng. B)	Active	Reading: Question: 5 / 40	4/40
Taylor	Test		Grades 2-3 (Esp. B)	Active	Escuchando: Question: 1 / 22	0/22
Tester	Tester5	۲	Grades 4-5 (Eng. B)	Waiting	Waiting	N/A
jeffrey	84		Grades 4-5 (Eng. B)	Active	Listening: Question: 3 / 22	1/22
		J	É			

To ut 1. To add the permis	tilize TMA, users mus sion en masse, click	st have the TMA pon MY APPLICATI	oermission. ONS >> User N	Managemer
	NKS <u>MY APPLICATIONS</u> - PARTICIPANT PREPARATION	SCORING AND REPORTING	OTHERLINKS	
Welcome to the	D Student Management Student Group Management	Educator Scoring Report Delivery	Professional Learning License Dashboard	
Several helpful links are just	a User Management	Interactive Reports GENERAL INFORMATION		he top c
If you are having difficulty na LASLinksHelpDesk@datarec	TEST PREPARATION	General Information		support
866.282.2250 (7:00 a.m 8:0	Test Management POST-TEST ACTIONS	TECHNOLOGY SETUP		
ACCESS ONLINE TOO	Student Management	Central Onice Services		practice

	DRC(INSIGHT) LAS LINKS - USER MANAGEMENT -
2. If you utilize both <i>pre</i> LAS	User Administration
Online and LAS Links	Edit User Add Single User Upload Multiple Users
the Administration dron-	⊛ Instructions
down	Filters are required. See Instructional Text if unsure how to filter
	Administrationser RoleDistrict
	LAS Links (All) (All) (All)
Then click Find User	LAS Links
	preLAS Online
	Hide Inactive Users

Find User Clear School Technology Coordinator School Technology Coordinator Users Profiles uset Name Test Bobby Test Sam	
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Scheduling Test Sessions with the TMA * Indicates required fields The Restricted Access will default to "False". 6. Scoring Option Statu Session Name . Change this to **True** so the student(s) may not Educator Scored Change to DRC Scored Afternoon Session ~ access the test until the TA has granted access LAS Links Test Form Jahle Subtest English Form A, Grade K during testing. i English Form A. Grade 1 English Form A, Grades 2-3 English Form A, Grades 4-5 7. Students can only be added to assessments sh Form A. Grades 6-8 corresponding to their grade level. English Form A, Grades 9-12 8. Highlight the students to be added to the Begin Date End Date Mo 6/7/2017 🔛 * 11/30/2021 📑 * On Restricted Acces False session and click the blue right arrow to assign Search for Available Students them to the session. Optional Student Last Name Student First Name Grade (All) None ~ Click Save or Save and Add Another Student Group 9. Demographic (All) Administrator Acco Test (All) Find Students New Student Clear Available Students: udents in Sess **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. Save Save & Add Another Cancel

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Test Administrator (TA) Experience

	TMA — Te	est Admin	istrator Ex	perience				Links
1.	Once the st dashboard	udent(s) ent	er the Test Mo	nitoring Code,	the student te	est informatio	n will appear o	on the TA's
2. 3.	When ready 1. All = T. 2. Individ Once allowe	y, the TA allo A clicks the radi dual Students = ed access by	ws test access o button in the he TA clicks the allow the TA, the stu	to all or indivi ader row + the access ⊘ button udent(s) can be	dual students Allow Access button	sment		9
Test M Monitorin Expires: Fr	onitoring Dashboard g Code: DASH3587 [] () () riday, April 1st, 2022 at 11:59 p.n ow Filters Panel () () Allow	n. v Access		Waiting Room	ali (1)			
	ast Name † First	Name Actions	Participant ID 💲	Assessment \$	Status ‡	Navigation	Progress \$	Accommodations \$

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

nitoring Code: DASH3587	¢							
pires. Friday, April 1st, 2022 a	11.35 p.m.			Waiting Room All (4)			
∓ Show Filters Panel	Allow Access							
Last Name 个	First Name 🗘	Actions	Participant ID 🗘	Assessment 0	Status ¢	Navigation	Progress \$	Accommodations
Kim	Robin	⊘ Ⅱ ■ ▶	132870	Grades 2-3 (Eng. C)	Paused	Listening: Pause Test	2 / 22	Color Chooser, Re Masking, Contras
Ward	Heather	⊘ Ⅱ ■ ▶	123456	Grades 2-3 (Eng. C)	Active	Reading: Question: 20 / 33	1/33	Color Chooser, R Masking, Contra
mary	garza	⊘ II ■ ▶	1234	Grades 2-3 (Eng. C)	Exited	Reading: Question: 5 / 33	4 / 33	Color Chooser, R Masking, Contras
test	test	⊘ II ■ ▶	125689	Grades 2-3 (Eng. C)	Inactive	Writing: Ouestion: 10 / 19	9 / 19	Color Chooser, R Masking, Contra

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.

as well as w	hat message to provide to the	student:	ิวท
Stop Test	>	c	
1 Participants	Stop Test	×	
You have selected to stop (1) particip: • Heather Ward	an Participants Reason Salect the reason for storation the test(s).*	Stop Test	>
	Test Irregularities: I found unusual or non-conforming testing behavio Participant: The participant appears to have stepped away from testin	⊘ Participants ⊘ Reason	3 Message
	Building/Global: Test Administrator or participant needs to step away	Select the message that will appear to the participant(s): *	
	dnil/lockdown etc. Other:	 Your test session has been stopped: Near Lest Administrator immediately. 	

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 ٠ Test Monitoring Dashboard Monitoring Code: DASH3587 D Expires: Friday, April 1st, 2022 at 11:59 p.m. Waiting Room All (4) Last Name 1 First Name C Actions Status 0 Navigation Progress C Accommodations 0 Registration Start 0 Listening: Question: 4 / 22 Color Chooser, Reverse Contrast, Masking, Contrasting Text Kim ⊘ Ⅱ ■ ▶ Robin Active 2/22 Apr 01 9:30 AM Color Chooser, Reverse Contrast, Apr 01 9:37 AM Masking, Contrasting Text Reading: Test Administra Ward Heather ⊘ || ■ ▶ Stopped 0/33 Color Chooser, Reverse Contrast, Reading: Question: 5 / 33 ⊘ Ⅱ ■ ▶ mary garza Inactive 4/33 Apr 01 9:34 AM Masking, Contrasting Text Color Chooser, Reverse Contrast, Masking, Contrasting Text Writing: Question: 9 / 19 ⊘ Ⅱ ■ ► test test Inactive 8/19 Apr 01 9:35 AM

