

# TECH BULLETIN: Using the Test Monitoring Application in the DRC INSIGHT Portal

Revision Date: December 18, 2020

## Summary

This Tech Bulletin describes how to use the Test Monitoring application in the DRC INSIGHT Portal to monitor participant testing activity throughout the duration of their test using Monitoring Codes.

Test Monitors will be able to see participants who have logged in to a test and registered to a Test Monitoring Dashboard. The Test Monitoring application provides visibility to the participant's status throughout the testing session, including the screen or question on which the participant is currently working, and progress towards completion within the test. Information displayed on the Test Monitoring Dashboard updates in near real time.

The Test Monitoring application within the DRC INSIGHT Portal uses a Monitoring Code to assign a participant's test session to a Test Monitor's Test Monitoring Dashboard. To do this, a Test Monitor will open the Test Monitoring application where a random unique Monitoring Code will be assigned. The Test Monitor will share this code with the participants they will be monitoring. After logging in to a test, participants will enter the Monitoring Code and they will then show up on the Test Monitoring Dashboard. Participants can only be assigned to one Test Monitoring session per test unless the Test Monitor generates a new code and expires the existing code.

Test Monitors have the flexibility to track participants across different test administrations and across different locations, if needed. Test Monitors can only see participants using their Monitoring Code and cannot share their Monitoring Code with other DRC INSIGHT Portal users. Monitoring Codes can be used for assessments that are administered through either the DRC INSIGHT Secure Applications or DRC's public browser option. Upon launching the application, if there is not an active Monitoring Code, one is generated that will expire at the end of the day. Test Monitors can generate a new code and choose an expiration date of up to five days from when the code is generated. Monitoring Codes expire at 11:59 p.m., local time, on their expiration date.

When the administration has been setup so that the Test Monitoring and Restricted Access options are configurable on the test session level, the Add/Edit Test Session screen will allow the user to select how to configure the test session as it relates to Test Monitoring.

The test session can be configured to use Test Monitoring in multiple ways using Manage Test sessions in the DRC INSIGHT Portal Test Management application, including:

- **None** - the Student Verification page does not display the Enter Monitoring Code field for any participants.
- **Optional** - the Student Verification page displays the Enter Monitoring Code field for all participants, but participants are not required to enter a Monitoring Code to begin testing.
- **Required** - the Student Verification page displays the Enter Monitoring Code field for all participants. Participants are required to enter a Monitoring Code to begin testing.
- **Restricted Access** - the Student Verification page displays the Enter Monitoring Code field for all participants. Participants are required to enter a Monitoring Code and will be placed in a Waiting Room where the Test Monitor controls when participants begin testing.

The Test Monitoring application includes online help that is launched directly from the DRC INSIGHT Portal. The [Test Monitoring Online Help](#) covers all aspects of the Test Monitoring functionality.

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## ***Prerequisites and Assumptions***

This Tech Bulletin assumes that you have a DRC INSIGHT Portal account with a role that has the Test Monitoring - Access permission.

This Tech Bulletin assumes that you have already created your participants and test sessions in the DRC INSIGHT Portal.

## ***Generating and Using a Monitoring Code***

To generate and use a Monitoring Code, do the following:

1. Log in to your state's DRC INSIGHT Portal site.
2. Select **Test Monitoring** from the My Applications menu.
3. The Test Monitoring Dashboard is displayed.
  - If there is not an active Monitoring Code, one will be automatically generated that will expire at the end of the day.
  - If there is an active Monitoring Code, that code will be displayed along with its expiration date and the Test Monitoring Dashboard will display any participants registered to that code.
4. To generate a new code, click **Generate New Code**, and select an expiration date.
5. Click **Generate**. The expiration date now displays next to the Monitoring Code in the Test Monitoring Dashboard.

### **Note:**

- This will cause the existing code to expire and will display a warning that any participants registered to the code will be removed from the dashboard. Participants who are actively testing when the Monitoring Code is regenerated will continue testing without disruption, but they will no longer appear on the Test Monitoring Dashboard.
  - Codes will expire at 11:59 p.m. local time on the expiration date.
6. Distribute the Monitoring Code to your participants.
  7. After logging in to the test, participants enter the Monitoring Code in the **Enter Monitoring Code** field on the Student Verification page and then click **Save**. If they entered a valid code, the participant is registered to the code and will appear on the Test Monitoring Dashboard.
  8. The participant clicks **Continue**.

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## Result

Once the participant clicks **Continue**, what happens next depends upon the configuration of your test session:

- If Restricted Access is not set, the participant can begin testing.
- If Restricted Access is set, the participant will be taken to the Waiting Room page. The participant will appear on the Waiting Room tab within the dashboard until the Test Monitor has allowed them into the test. The Test Monitor can allow waiting participants to begin testing one at a time, select multiple participants, or allow all of the participants into the test.

Once the participant is allowed into the test, they appear in the All tab within the Test Monitoring Dashboard with the following information:

- **Name** - the participant's first and last name
- **Actions**
  - Allow:
    - Enabled when participant has a status of Waiting
    - Clicking **Allow** will let that participant enter the test
- **Assessment** - the name of the Assessment to which the participant is registered to the dashboard
- **Status**
  - **Active** - Participant is registered to the Monitoring Code and may be actively testing; is not in one of the other statuses
  - **Waiting** - Participant is in the Waiting Room and needs to be allowed into the test
  - **Inactive** - Participant has done no navigation within the Test Engine for at least 5 minutes
  - **Paused** - Participant has Paused the test
  - **Exited** - Participant has exited the Test Engine either from using the Exit button, closing the Test Engine (either the Public or Secure Browser), or from timing out on the Pause Test screen
  - **Completed** - Participant has submitted that part of the test
- **Navigation** - the part of the test and screen that the participant is currently viewing in the Test Engine. Example: Reading: Question 1 / 20 where Reading is the Test Module
- **Progress** - the number of answers the participant has submitted out of the expected number of answers for that part of the test.
  - N/A will appear when the participant has not yet begun testing (they are still on Student Verification, Waiting Room, Test Modules, or Test Directions screen)
- **Registration Start** - the date/time that the participant registered to the dashboard (entered a valid Monitoring Code on the Student Verification screen in the Test Engine)