

## Maine Educational Assessments (MEA)

# Administration Frequently Asked Questions

Spring 2018

The MEA Administration components are used by school and district administrators to assign accommodations to students, schedule tests, access student login information, and monitor student testing progress. *MEA Administration Frequently Asked Questions* (FAQ) provides answers to frequently asked questions about adding students to the system, proctoring tests, and setting up accommodations for special needs students.

For more information, see the *MEA Portal User Guide*, which is available on the MEA Help & Support page:

<https://maine.onlinehelp.measuredprogress.org/guides/>

For additional questions relating to test administration, contact the Measured Progress Service Center at [maineservicecenter@measuredprogress.org](mailto:maineservicecenter@measuredprogress.org) or (855) 652-8929.

### How do I add a student to a class or remove a student from a class?

Rosters/enrollment must be updated in Synergy State Edition. For detailed instructions, please contact the Maine DOE Help Desk at [MEDMS.helpdesk@maine.gov](mailto:MEDMS.helpdesk@maine.gov) or (207) 624-6896.

### Is it okay to leave the test open and running while the student goes to the nurse, bathroom, or other?

**No.** This is a security breach. Prior to leaving his or her workstation, the student is required to pause the test.

**Important:** If a student's test is paused for longer than 30 minutes, a proctor password will be required in order to continue testing. If a student pauses their test, notes in the notepad and any other markups will not persist.

### A student paused the test. How can the student get back in to the test?

#### Pause is Less Than 30 Minutes

When a student pauses their test for less than 30 minutes, the student will be able to reenter the test using their student login credentials and session access code. The proctor password will not be required. If a student pauses their test, notes in the notepad and any other markups will not persist.

### Pause is Greater Than 30 Minutes

When a student pauses their test for longer than 30 minutes, the student will be required to enter their student login credentials, session access code, and will be prompted to enter the proctor password. The Test Administrator should enter the proctor password. If a student pauses their test, notes in the notepad and any other markups will not persist.

### A student was logged out due to inactivity. How can the student get back in to the test?

When a student is inactive in their test for 60 minutes or more, the test will time out and the student will be prompted for the proctor password to reenter the test.

A student is considered “inactive” in a test if the student is not actively answering questions or typing a response into an open-ended response text box.

### What is a proctor password?

A proctor password is a password used to log students back in to a test that has been paused for over 30 minutes or if the student was inactive in the test for longer than 60 minutes and was automatically logged out. The Test Administrator should always enter the proctor password; the student should never know what the proctor password is.

### Where can I find the proctor password?

1. Go to <https://maine.measuredprogress.org> and log in.
2. On the Portal home page, click **Administration**.
3. The proctor password is located at the bottom of the page.

### I need to use the proctor password to allow the student to continue testing. What do I do next?

If you are the test administrator:

1. Allow the student to log in with his or her username and password.
2. At the prompt, enter the proctor password.

**Important:** Students should never have access to the proctor password. Only the person who is overseeing the test can enter the proctor password to allow the student to continue testing.

### A student needs accommodations. Where do I add accommodations?

1. Go to <https://maine.measuredprogress.org> and log in.
2. On the Portal home page, click **Administration**.
3. At the top of the Administration page, click **Students**.

4. From the drop-down menu at the top of the page, select the school where the student is currently enrolled.
5. (Optional) To refine the Students list, select a subject from the **Choose a Subject** drop-down list.
6. Locate the student's name in the Students list, and then click **Edit**.
7. Click the **Accommodations** tab to display the list of available accommodations, and then select all of the accommodations required for the student.
8. When you are done, click **Save**.

### What is the accommodation “Turn Off All Universal Tools”?

This accommodation removes the universal tools available to all students:

- Guideline tool
- Sketch & Highlight Tool
- Answer Masking Tool
- Zoom Tool
- Custom Masking Tool
- Reverse Contrast Tool

Administrators may set this accommodation for students who may feel distracted by these tools.

### I assigned a student's Text-to-Speech accommodation after scheduling a test session. How do I generate the student's login credentials for the test session?

Accommodations must be assigned before students start a test.

1. Go to <https://maine.measuredprogress.org> and log in.
2. On the Portal home page, click **Administration**.
3. At the top of the Administration page, click **Test Sessions**.
4. Locate the row for the student's class, and then click **View Details/Student Logins** to display a table containing students' login information.

If the table is missing student logins, you see a message above the table: “Generate Missing Student Test Logins”.

5. Click **Generate Missing Student Test Logins**.

The student's new login credentials will be included in the list of credentials to be printed out. The summary of the test session will include the student's assigned accommodation.

## I assigned a student's text-to-speech accommodation after the student logged in to the test. Why isn't the text-to-speech accommodation available for the student?

The accommodation must be assigned before the student starts a test. Districts and schools with any questions can contact the Maine Service Center (855) 652-8929.

## Where can I find student login information for my class?

1. Go to <https://maine.measuredprogress.org> and log in.
2. On the Portal home page, click **Administration**.
3. At the top of the Administration page, click **Test Sessions**.
4. Locate the row for your class, and then click **View Details/Student Logins** to display a table containing students' login information.

**Tip:** To print student information from the table, select the box next to the one or more students' names, and then select **1 token per page, 8 tokens per page** or **27 tokens per page** in the drop-down box and click **Print test logins**.

## How do I print 27 test logins on Avery 5160 labels?

**27 tokens per page** is preformatted to fit on Avery 5160 labels or on plain paper. To print the 27 tokens per page on Avery 5160 labels you will need to replace plain paper with Avery 5160 labels in your printer. In Test Session Details, select **27 tokens per page** from the drop-down and click **Print test logins**.

Note: To ensure the optimal printing on Avery 5160 labels, verify proper placement of labels in the printer paper tray prior to printing. **1 token per page and 8 tokens per page** are not formatted to fit on Avery labels.

## Do I have to print the student logins on special labels?

No, student logins may be printed on paper and cut out for dissemination to students.

## How do I change the test session start date or end date?

The test session start date and end date are fixed to the start and end date of the testing window. These fields are not editable.

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