



## How-To Guide, Spring 2016

### Ending and Reactivating Test Stages

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**Note:** DTCs are required to pre-approve test reactivations. BTCs should check with DTCs regarding local procedures.

**Only DTC and BTC user roles can end and/or reactivate a test stage. Test stages can only be reactivated if they have a Status of 1) In Progress or 2) Complete.**

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

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#### Reasons to End a Test Stage

- Before reactivating a test stage.
- Student exited KITE client before choosing “End” but is ready to move on to the next stage.
- Student walked away from testing location without choosing “End” but is ready to move on.

#### Reasons to Reactivate a Test Stage

- Significant or severe illness.
- Behavior, if an IEP, 504, or behavior plan is in place.
- Rare and unusual circumstances as determined by the District Test Coordinator.

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

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



- Click the Test Coordination tab.



- In the Select Action drop-down menu, choose View Test Sessions.
- Use the menus to select the desired test sessions.

- Click Search.
- In the Test Session Name column, click the name of the test stage you need to end. Test sessions are listed by grade, content area, and stage number.

<input type="checkbox"/>	School ID	Test Session Name	Subject	Grade
<input checked="" type="checkbox"/>	SCH_000	2016_SCH_000_Grade 4_English Language Arts_Stage 4_A	English Language Arts	Grade 4

- Click the Monitor tab.
- Click the box next to the student's name whose test stage needs to be ended.
- Click End Test Session.

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

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**Note: The Reactivate button displays when a student is selected. Test stages can only be reactivated if they have a Status of 1) In Progress or 2) Complete.**

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12. Click Reactivate.

The screenshot shows the AMP Monitor interface. At the top, there are two tabs: 'Students' (selected) and 'Monitor'. Below the tabs is a table with columns for Name, Status, and six sections (Section 1:1 to Section 1:6). The table contains three rows of student data. The first row is 'Complete' with green squares in all section columns. The second row is 'In Progress' with red circles in all section columns. The third row is 'Unused' with red circles in all section columns. Below the table is a pagination bar showing 'Page 1 of 1' and 'View 1 - 3 of 3'. At the bottom, there is a legend: a green square for 'Answered', a red circle for 'Unanswered', and '\*\*' for 'Not Available'. There are three buttons: 'Refresh', 'Reactivate' (highlighted with a red box), and 'End Test Session'.

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	In Progress	○	○	○	○	○	○
<input type="checkbox"/> First Last	Unused	○	○	○	○	○	○

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

Refresh Reactivate End Test Session

13. A message asks you to confirm the reactivation.

14. Click OK.