



How-To Guide, Spring 2016

Monitoring Tests

Test monitoring allows you to monitor a test stage while it is in progress. You will not be able to view any student answers; instead you will be able to see which students have started a test stage and whether or not they have completed various stages and sections of the test.

Note: DTC, BTC, and Building Principal roles can monitor a test on the Test Coordination tab.

Caution: Monitoring is not likely to impact connectivity or internet usage, but if your school has minimal bandwidth, please use caution if monitoring while students are testing.

To monitor a test session, perform the following steps.

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



3. Click the Test Coordination tab.



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

6. In the Test Session Name column, click the name of the test session you want to monitor. Test sessions are listed by grade, content area, and stage number.

	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

7. In the resulting pop-up window, click the Monitor tab.
8. Review the information on the screen.

Students Monitor

Name ▾	Status ▾	Section 1:1
first7000000032 last7000000032	Pending	○

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

Refresh End Test Session

- **Name:** The name of each student in the session will be listed in the grid.
- **Status:** There are four possible statuses:
 - **Complete** – The student has submitted the selected stage.
 - **In progress** – The student has started the selected stage, but it has not been submitted.
 - **Unused** – The student has submitted the prior stage and is ready to begin the selected stage. For Stage 1, there is no prior stage.
 - **Pending** – The student has not yet submitted the stage prior to the selected stage.
 - Note: The pending status controls when stages are released to the student in KITE Client. Once a test status moves from pending to unused, the student can see the test stage and get started.

The chart below provides example testing situations and their associated Test Monitoring views.

Example	Stage 1 Status	Stage 2 Status	Stage 3 Status	Stage 4 Status
Student has not yet started Stage 1	Unused (Student can see Stage 1 in KITE client)	Pending	Pending	Pending
Student has submitted Stage 1 and is ready to start Stage 2	Complete	Unused (Student can see Stage 2 in KITE client)	Pending	Pending
Student has submitted Stages 1 & 2 and has started Stage 3	Complete	Complete	In progress	Pending

- *Section and Item Number*: “Section 1:1” in the column header can be interpreted as “The first section in this stage; Item #1.”
 - **Green squares** – indicate that the student has completed the question
 - **Red circles** – indicate that the student has not completed the question
 - **Two asterisks** (i.e. **) – indicate that the student was not assigned the question.

The image below provides an example situation for three students at the same stage, by section and item.

Name	Status	Section 1:1	Section 1:2	Section 1:3	Section 1:4	Section 1:5	Section 1:6
First Last	Complete	■	■	■	■	■	■
First Last	Unused	○	○	○	○	○	○
First Last	Unused	○	○	○	○	○	○

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In the example, the following statements are of note:

- The first student has submitted the stage (Status=Complete).
- In section 1 of the stage, the first student answered questions 1, 2, 3, 4, 5, & 6 (**green squares**).
- The second and third students have completed the prior stage and are ready to begin the current stage (Status=Unused).
- The second and third students have not answered any questions (**red circles**).