

Test Monitoring Application (TMA) Frequently Asked Questions

Process



Is the Test Monitoring Application mandatory?

- The Test Monitoring Application offers another level of security at the school level which allows school test coordinators to monitor accommodations, student progress, and proper closeout of test sessions. The technology used in TMA brings us closer to the future implementation of ticketless testing.
- Starting Winter 2022, the Test Monitoring Application is mandatory for Georgia Milestones. All registrations will default to "Required." Districts may determine whether "Restricted Access" is on (waiting room) or off (student enters test after entering monitoring code).
- The TMA is an optional but recommended tool for DRC BEACON and WIDA ACCESS.

Who should have permission to use the test monitoring application?

- The permission-set assigned to School Test Coordinators (SchTCs) includes access to the TMA for Georgia Milestones.
- It is recommended that SchTCs have the **Test Monitor – Access** permission assigned for the WIDA ACCESS for ELLs administration.

What if the SchTC is unable to create a code?

- This means the SchTC does not have the correct permissions. The SchTC must have Test Monitor-Access permission in order to create Monitoring Codes.
- The SchTC must contact the System Test Coordinator (STC) to assign the Test Monitor-Access permission.

Who should have access to the Test Monitoring Application?

- Use of the TMA should be restricted to SchTCs to allow them to quickly monitor testing activity and respond to incidents as needed. SchTCs are not expected to sit and watch the dashboard throughout testing. The TMA should enhance the ability of the SchTC to improve and simplify monitoring activities across the school. If a SchTC reports no access to the Test Monitoring Application, STCs should ensure the **Test Monitor – Access** permission has been assigned to the SchTC.

What are the Status definitions?

- Active: monitoring code has been registered & participant is actively testing
- Waiting: in waiting room, awaiting access from Test Monitor
- Inactive: no navigation for at least 5 minutes
- Paused: test has been paused by participant
- Exited: test has been exited; test has not been submitted
- Completed: all parts of test are complete & submitted



**November 2022
Test Monitoring Application (TMA) FAQs**

The screenshot shows the 'Test Monitoring Dashboard' for monitoring code LIST5904. It displays a table with the following data:

Last Name	First Name	Actions	Participant ID	Assessment	Status	Navigation	Progress	Accommodations
ABCNameA	ABCNameA	☑	0011002201	American Literature and Composition	Exited	Completed	3 / 23	Registration Start
ABCmsuBraille	ABCmsuBraille	☑	1800505005	Gr 8 - English Language Arts	Exited	Grade 8 - ELA Section 1: Pause Test	4 / 28	Jul 14 2:47 PM
ABCmsuTMAALNA	ABCmsuTMAA	☑	1800107011	Gr 8 - Mathematics	Active	Grade 8 - Mathematics Section 1: Question: 11 / 26	11 / 26	Jul 14 2:41 PM
ABCmsuTTS	ABCmsuTTS	☑	1800404004	Gr 8 - English Language Arts	Active	Grade 8 - ELA Section 1: Question: 1 / 28	0 / 28	Jul 14 2:41 PM

What is the difference between the Navigation Column and the Progress Column?

- **Navigation** – the part of the test and screen that the participant is currently viewing in the Test Engine. Example: ELA Section 2: Question 5 / 20 where ELA is the Test Section.
- **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)

Does the Start time shown in the TMA dashboard include practice test items?

- The start time shown is recorded as soon as the student enters the monitoring code. Once the student has entered the monitoring code, practice test items are presented followed by operational items.

Is there a way to manage the Test Monitoring Application that limits information presented to avoid overwhelming SchTCs particularly in large school settings?

- SchTCs may filter using the “Show Filters Panel” on the left-hand side of the dashboard to filter for specific information such as Name, Assessment, Status, Action Status, and Accommodations.
- Examples:
 - Filter for **Name** to search for an individual participant or test section.
 - Filter for **Status** of **Inactive** participants to find students who are no longer proceeding through test content.
 - Filter for **Status** of **Exited** participants at the end of testing to find students who have not exited properly.
 - Filter for **Status** of **Active** participants to focus on students who are still being assessed.
 - Filter for **Accommodations** to find students with a particular accommodation.

When a SchTC is monitoring an assessment, is there a way for the STC to monitor the same session as well from the Central Office?

- The TMA is meant to be used as a school-level monitoring tool that gives live access to student assessment progress and details that works in conjunction with the Student Status Dashboard at the district level.

Wouldn't a week-long code be less secure? Our students memorize their passwords from previous days and try to use them again. If they memorize the monitoring code, can they log in early the next day?

- Students will still be required to enter their username and password printed on the test ticket, thus preserving test security. SchTCs should decide if the single day or week-long password is best for their schools.



Procedure

When does the student enter the monitoring code?

- The student enters the monitoring code after their username and password on the screen where they verify their name, accommodations, and registration. This is before the directions and practice questions.

Can students enter the monitoring code or does the teacher have to enter it for each student?

- Teachers should place the monitoring code on the board. The student enters the code on the verification screen after the username and password.

If all students are placed in a waiting room (for example, all 6th-8th ELA), does this mean that no student can begin until the entire school is ready to test?

- If Restricted Access is turned on, students will be placed in a waiting room. The SchTC can admit all students or groups of students at a time.

What is the best way to handle alternative education programs (Ombudsman, GNETS, other) who are not employed by our district and do not have access to our secure network for distributing these test monitoring codes?

- The person responsible for coordinating testing activities at the remote location (alternative school, GNETS, etc.) should collaborate with the STC regarding test security protocols as well as receiving pertinent training. This person would also collaborate with the individual SchTCs to receive Rosters, Test Tickets, the Monitoring Code (for the day or week), and other relevant materials. This process should be handled securely in accordance with guidelines in the *Student Assessment Handbook*.

If a student utilizes a paper/pencil copy of the EOC (Hospital/Homebound) and transcription is then done by the test examiner in an online session, will the test examiner need the test monitoring code to complete transcription?

- Yes, a monitoring code is necessary for the education transcribing the test.



Troubleshooting

What could cause a monitoring code that isn't working?

- If a participant enters an invalid or expired code, they will see the following message: **Your monitoring code is invalid. Please request a valid code from your test administrator.**
 - If the code is expired, the SchTC will need to create a new code to share with examiners.
 - If the code is invalid, the participant should enter the correct code.

What can the SchTC do if the Restricted Access is turned on and they need to turn it off?

- Go into Registrations in DRC INSIGHT and Edit Registrations then toggle Restricted Access to Off.

What if the test coordinator can't see live students?

- There are filters set that hide active students. Click on **Clear All Filters**.