UTAH DIRECT WRITING ASSESSMENT

Grades 5 and 8

2012

Test Administration Manual

Utah STATE OFFICE of Education

MI MEASUREMENT INCORPORATED

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DWA OVERVIEW

The Utah Direct Writing Assessment (DWA) is designed to measure students' mastery of the writing standards and objectives of the Utah Core Curriculum in Language Arts (Grades 5 and 8). **The DWA is an untimed test**. It is important for the test administrator to ensure all students have adequate time during a single seating/session to complete the test. This ensures that all students experience a similar (standardized) experience and that the results are reliable and valid.

The Utah DWA is highly secure and is provided to Utah school districts with the assumption that all test administration information will be treated securely. This means that only authorized personnel should interact with the tests.

It is extremely important that all staff members involved in the administration of these tests follow the directions for administering the test as outlined in this document. Also, students should carefully follow the written directions provided for them on their screen.

Under no circumstances should actual writing prompts from these tests be taught to students. Making hard-copies of the prompt and/or student responses is not permitted. Such practices violate test security and are professionally unethical. According to state law, evidence of these illegal activities can result in the loss of teacher licensure. For further information regarding testing ethics and test security, see the Utah State Board of Education Rule R277-473 at http://www.rules.utah.gov/publicat/code/r277/r277-473.htm and the board approved *Standard Test Administration and Testing Ethics Policy* at http://www.schools.utah.gov/assessment/Testing-Director-Resources/TD_Ethics_Policy-pdf.aspx

These directions for administering the DWA should be followed **exactly** to ensure uniform test administration. When necessary, a proctor may clarify the directions. However, it is important to distinguish between permissible assistance, such as clarifying the directions, and assistance that might inadvertently indicate a way to address the writing prompt, which is the selected subject for the student's response.

The DWA is highly secure material and should be treated as such. The writing test prompts should never be used for review or for writing practice with students. **They should not be discussed with others.**

Do	**Don't**
• Read the directions word for word and ensure standardization of the test administration. • Let students use scratch paper for pre-writing. • Have LEA-appointed personnel transcribe tests administered under specific accommodated conditions (e.g., Braille, physical access).	• Let students use a thesaurus or dictionary.

MIST OVERVIEW

The Measurement Incorporated Secure Testing (MIST™) system has two interfaces: one for the student and one for the test administrator/proctor.

1. Students use a computer to access a test. During testing the student computers operate in kiosk mode, which prevents students from accessing other applications on their computers during testing. This kiosk must be installed onto each student machine prior to test administration.

2. The Proctor Screen is what the test administrator/proctor uses to access, start and manage the test administration and manage student information. The Proctor Screen is web-based, allowing the proctor to access other applications during testing. No advance installation is required.

Contact Measurement Incorporated Utah DWA Technical Support Staff for assistance before or during the scheduled test administration.

Phone: (866) 691-1231
or
Email: support@utahwrite.com

CHECKLIST FOR TEST ADMINISTRATION

Before Testing

___Verify with the school's Technical Coordinator that the *MIST* application is available on both student and proctor machines, and that the computers are ready for testing.

___Follow local policies and procedures for administering the training test to students. The purpose of this test is to familiarize students with the process of logging in and using features of the online system prior to the DWA's administration.

___Schedule sufficient time for the test. Students must complete the test in one session. (This is not a timed test.)

___Ensure that scratch paper is available.

___Become thoroughly familiar with this *Test Administration Manual*.

___Ensure that you have the following materials:

- This Proctor Guide and Test Administration Manual
- Student login tickets (if applicable)
- Extra scratch paper
- A **TESTING; DO NOT DISTURB** sign

___Assign special codes if applicable (see "Guidelines for Assessment Accommodations" on page 7 and "Assigning or Updating Non-Standard Participation Codes" on page 37).

___Place the TESTING; DO NOT DISTURB sign on the door just before testing begins.

___Ensure that students are logged in to their workstation (see "Step 1. Student Login" on page 10).

___Ensure that the testing session is started from the proctor's machine (see "Step 2. Select an Open Test from the Proctor Screen" on page 24).

During Testing

___Provide each student with scratch paper for pre-writing.

___Administer the test, following the script word for word.

___Actively proctor to ensure that students are working on the test and that they are successfully typing their response.

___In response to students' questions about the prompt, it is acceptable to restate the prompt and define any words in the prompt. You may not, however, give advice about how to respond to the prompt.

___Ensure students have as much time as needed during the single administration session (this is NOT a timed test).
NOTE: If a student submits their response prematurely, it can be unlocked from the proctor screen within one hour.

NOTE: If you have any questions before or during testing that this document does not answer, contact Measurement Incorporated's Utah DWA Technical Support staff by phone at **(866)691-1231** or email at **support@utahwrite.com.**

After Testing

___Ensure that all students are accounted for on the proctor screen and that student responses have been appropriately submitted for scoring (see "Finishing the Test" on page 28).

___Ensure that special codes have been updated (see below).

___Ensure that the testing session is closed from the proctor screen.

___Arrange a make-up test completion session for students who were absent.

___Collect the students' scratch papers and dispose of them in a secure manner.

___Ensure that all students who should be tested have been tested.

___Ensure that appropriate special codes have been marked in the proctor screen.

Guidelines for Assessment Accommodations

All Utah students enrolled in Grades 5 and 8 should participate to the fullest extent possible in the Utah Direct Writing Assessment.

To obtain detailed information about the official state policy for assessment accommodations and modifications, examine the state document entitled *Requirements for Participation of Students with Special Needs in the Utah Performance Assessment System for Students (U-PASS)*. This document is available on the Utah State Office of Education website at http://www.schools.utah.gov/sars/Docs/assessment/Special_Needs_Accommodations_Policy-pdf.aspx

Special Codes

In most cases, special codes are not used. When special codes are used, either a non-standard participation code or a non-participation code is selected. A description of special code usage is provided below.

Basic Rules

- Special codes are used for only a small percentage of students.
- A blank response will be interpreted as "not participating" in terms of accountability, unless a special code is identified for the test.
- **ALL student data will be returned to the USOE for scoring, reporting, and accountability.**

For non-standard participation select one of the following:

- "Accommodated" if accommodations are provided.
- "Private or Home School" if the student is in a private school or is home schooled.
- "Modified" if a modified assessment was administered.

See "Assigning or Updating Non-Standard Participation Codes" on page 37 for instructions on entering non-standard participation codes.

For non-participation select one of the following:

- "Absent" if the student was not present during any part of the test administration period and was not able to make up the test.
- "Excused" if the student could not take the test as a result of a medical emergency.
- "Unknown Student" if the student is unknown.
- "Officially withdrawn from class or school" if the student is no longer enrolled in the school.
- "ELL First Year in U.S. Before April 15" if the student is an ELL student and enrolled before **April 15** of the current school year.
- "RT" if the student refused to take the test.
- "UAA, Utah's Alternate Assessment" if the IEP Team has determined this mode of participation.

See "Assigning or Updating Non-Participation Codes" on page 39 for instructions on entering non-participation codes.

TEST ADMINISTRATION OVERVIEW

To administer the DWA:

1. Students must be logged in to the computer they will use.
2. Information from the Test Administration Manual script is read.
3. Students type their response.
4. Students submit their response.

NOTE: Students must complete the test in a single sitting. Be sure to allow sufficient time for students to complete the test during the test session.

Assigning Students to Their Computer

NOTE: Before testing can commence, the *MIST* kiosk application must be loaded onto each student's computer (see "Downloading the Application" on page 42).

The two methods to assign students to take a test are listed below and further explained in the following pages.

- Option 1: Log in a student and select a test on each computer.

  The school's Proctor ID may be used to log in to each student computer. The student is then selected from the list of available students.

- Option 2: Assign students using a Test Ticket.

  Students may be provided with their own unique login information on student test tickets. These tickets can be printed from the Proctor Screen.

Step 1. Student Login

Option 1: Log In a Student and Select a Test on Each Computer

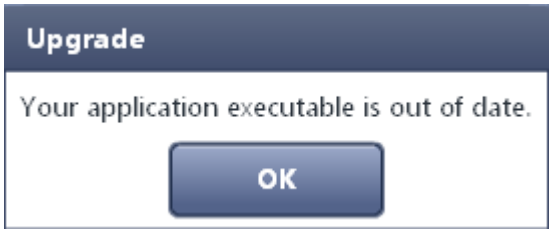
	Immediately prior to the test administration, students must be logged in or assigned to their workstation. Once a student is assigned to his or her workstation and the test has been selected, that computer is locked in test mode and cannot be used for any other purpose until testing is finished.

1. Access the *MIST* icon as instructed by your school's technical coordinator. If the *MIST* icon is not displayed on the computer desktop, please contact your local technical coordinator.

MIST

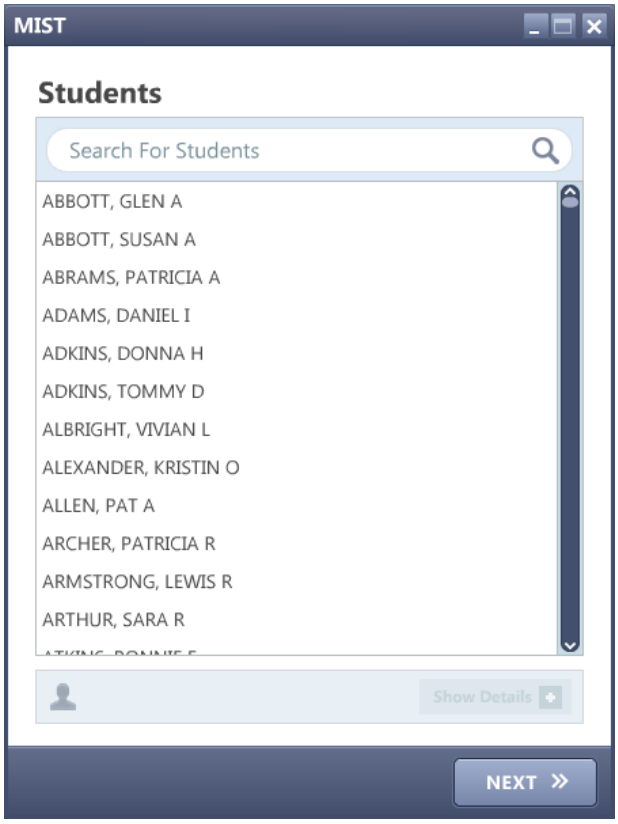
2. Wait for the login screen to load. This may take a few seconds.

	*If the message "Loading ...." shows on the screen for more than 45 seconds, please call Measurement Incorporated's Technical Support staff at **(866) 691-1231**.*

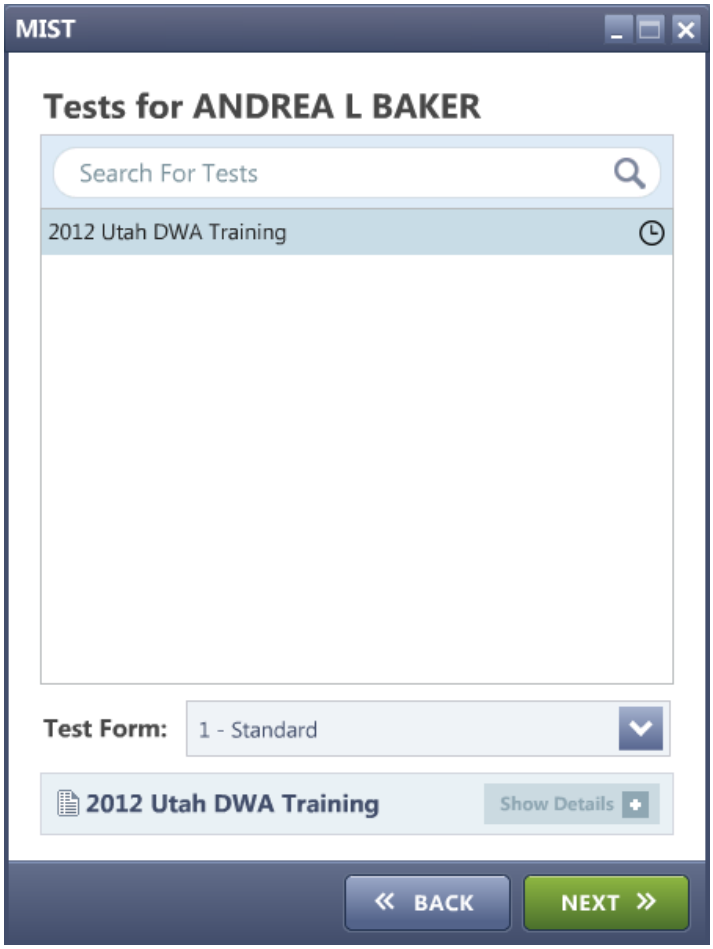
	*If the MIST executable is out of date, an upgrade message is displayed. Click **OK** to close the message window. To run MIST on the student computer, a member of your school's technical staff must download an updated version of MIST.* 

3. From the *MIST* Login screen, enter your *MIST* proctor user name and password and click **Login**. If you do not know your user name and password, please contact your school testing coordinator or LEA Assessment Director.

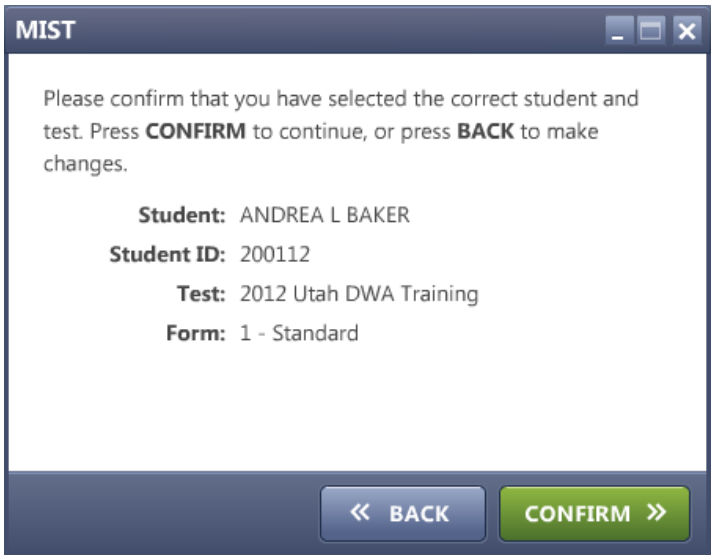
4. You will see a list of the students available for testing, sorted by last name. Type the student's first and/or last name in the **Search for Students** text box. Students matching the search criteria will be listed. Click a name to select a student from the list. Click **NEXT** to confirm that the correct student has been chosen.



5. Click the name to select the test. The default test form is "Standard." Click **NEXT** to confirm your selections.



6. Click **CONFIRM** to continue to the Welcome screen.



7. When the Welcome screen is displayed, tell the student to wait until instructed to click the **Start Test** button. The student will be able to access the test when instructed by the proctor.

	Once all student computers are set up, the proctor must follow the instructions in STEP 2 on page 24 to start the test administration. Student status is displayed on the Proctor screen. To start the test, the student must follow the Proctor instructions.

8. If you have walk-in students, follow the instructions outlined on page 20 to manually add new students to the test roster.

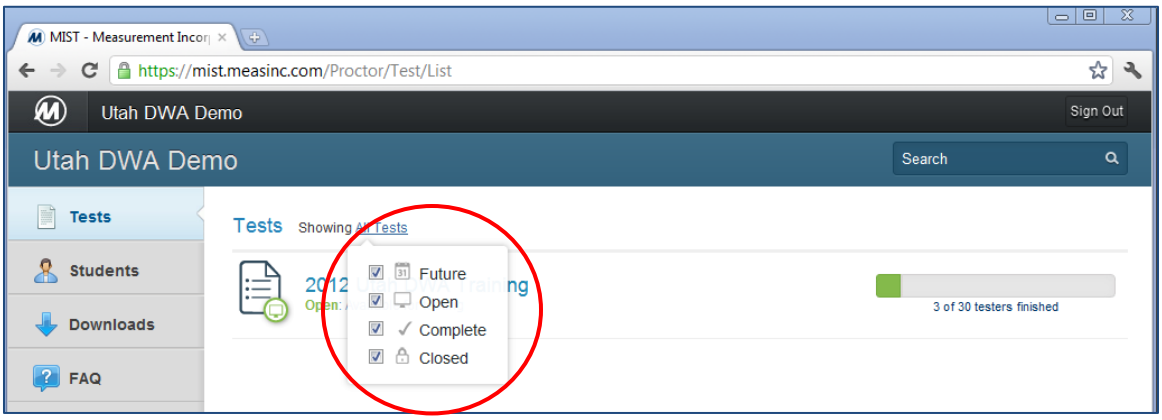
Option 2: Assign Students Using a Test Ticket

	Immediately prior to the test administration, students must be logged in or assigned to their workstation. Once a student is assigned to their workstation and the test has been selected, that computer is locked in test mode and cannot be used for any other purpose until testing is finished.

1. From the Proctor Login screen, enter your *MIST* proctor User Name and Password and click **Sign In**. If you do not know your user name and password, please contact your school testing coordinator or LEA Assessment Director.

2. From the Proctor Screen menu, click **Tests** to display the list of tests associated with your proctor login. The test status is located below the test name, and a progress bar indicates the number of finished testers. You can filter the tests by clicking "All Tests" at the top of the page and then selecting the check box next to one or more of the filtering options in the drop-down menu. Click anywhere on the page to hide the filter.

   - "Future" for test administrations that have not started
   - "Open" for test administrations that have started
   - "Complete" for test administrations that have all finished testers
   - "Closed" for test administrations that are no longer available



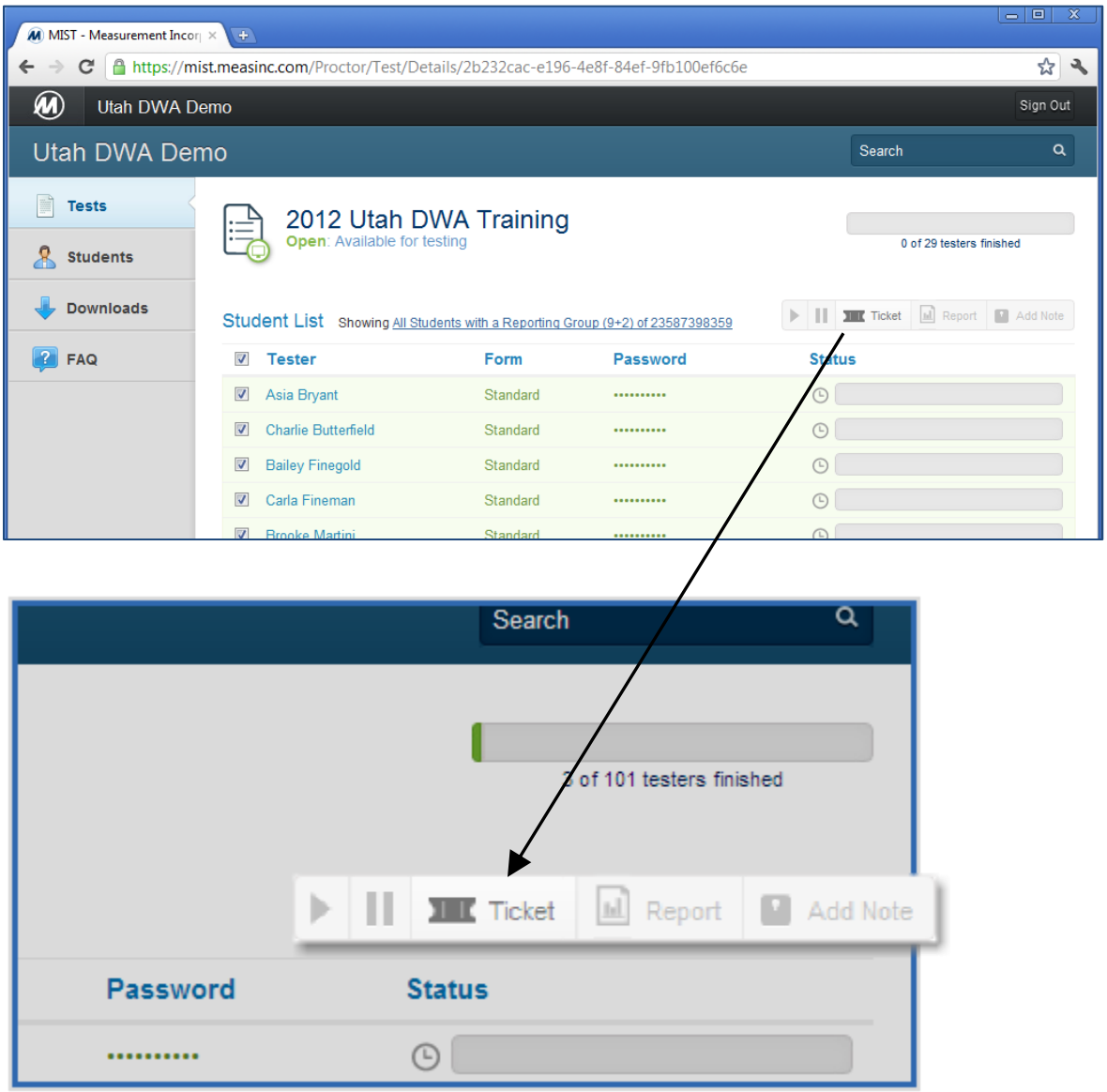
3. Click the name of the test that you are administering. The Test Roster screen displays a list of students and their test status. Click the link next to the words "Student List Showing" to view a list of all students or a sub-set of students who are assigned to take the test. Filters include "Not Started," "Active," "Paused," "Finished," and "Reporting Group (9+2)."

4. To download student test tickets, use the filter to list students in the appropriate Reporting Group (9+2). Then do **one** of the following:

   - To download test tickets for all of the students in the selected Reporting Group (9+2), click the check box next to the word "Tester" at the top of the student list
   - To download a single test ticket for an individual student, click the check box next to the student's name.

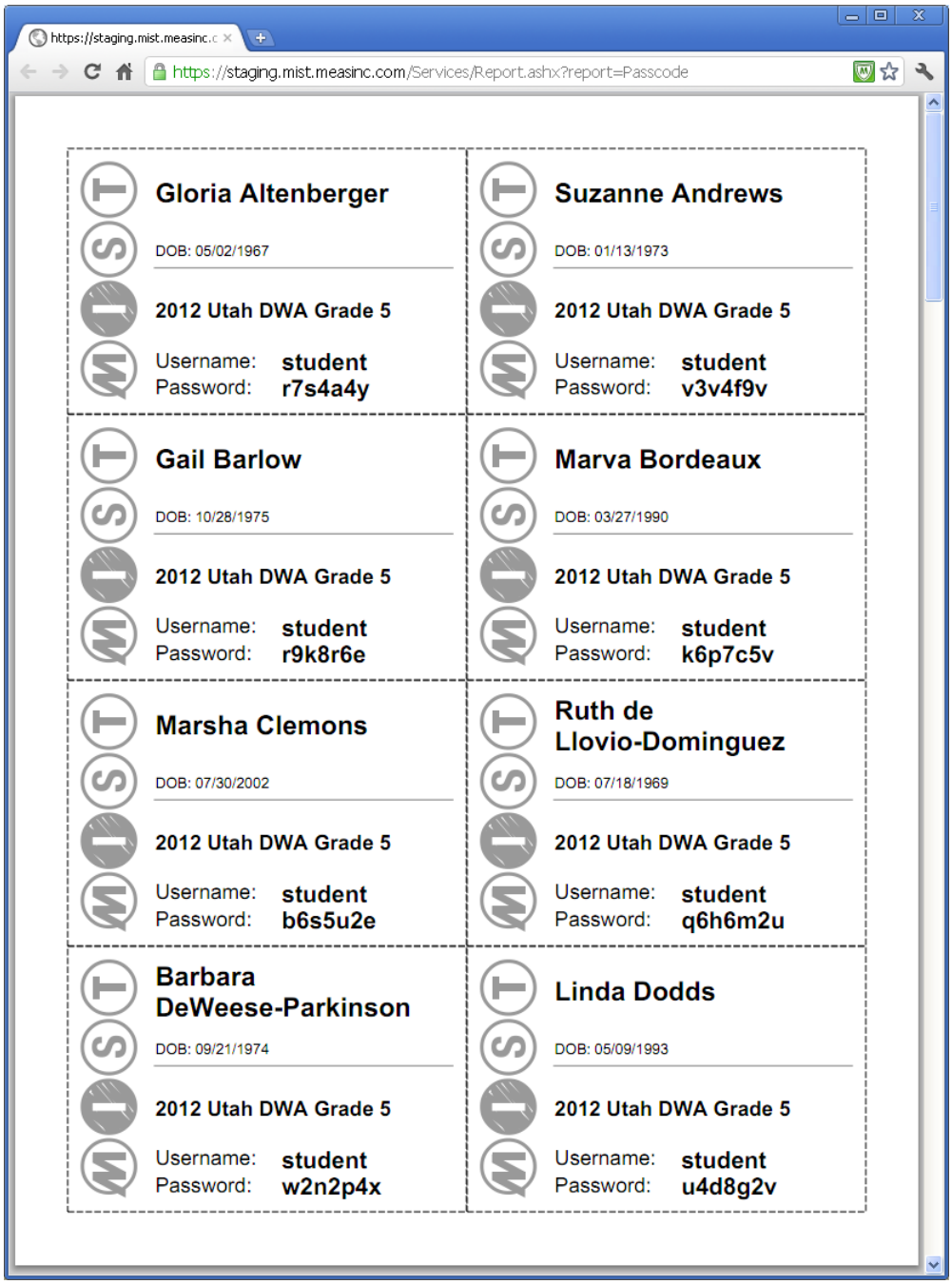
5. Above the Status column on the right side of the screen, locate the toolbar that includes the **Ticket** button. Click **Ticket** to download tickets for the selected students.

   NOTE: By default, the buttons in the toolbar are disabled (grayed out). The buttons are enabled when at least one eligible tester is selected.



6. The test tickets are displayed in Adobe PDF format for each student assigned to take the test, with eight students listed per page. The names are arranged alphabetically. Each ticket has the student name, student date of birth, test name, username, and a unique password.

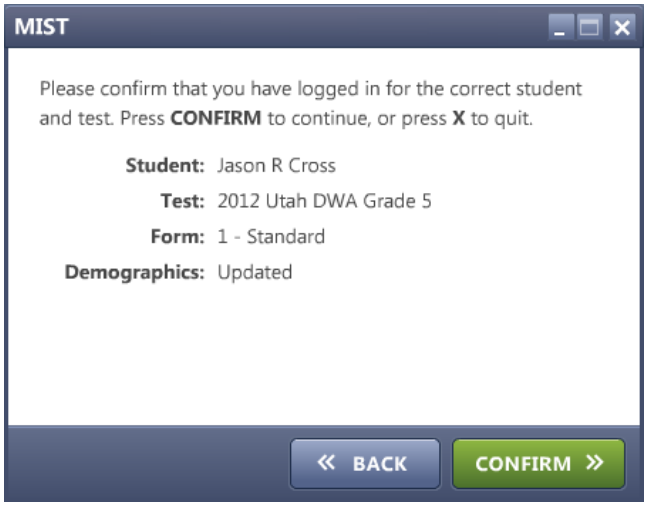
7. To print the downloaded test tickets, click the printer icon on your browser toolbar. Cut the sheets into individual tickets and distribute them to each student who is about to take the test. For security purposes, student information displayed on the test tickets should not be made available to other students.



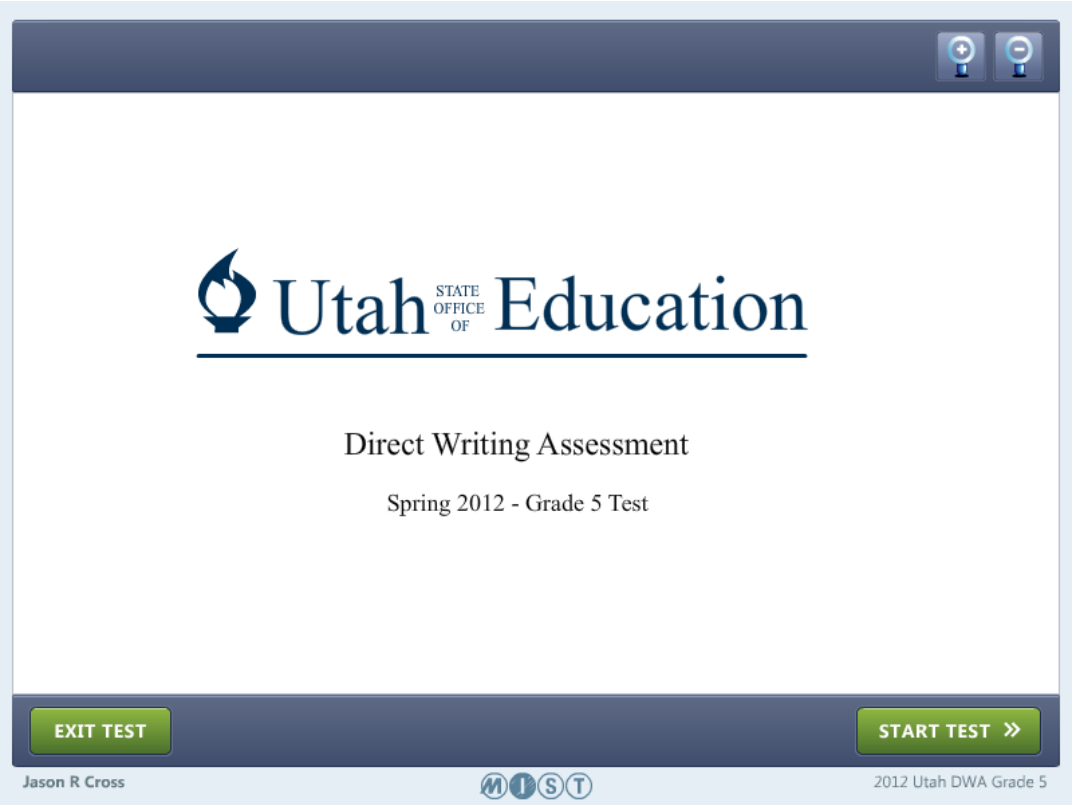
8. Instruct the students to double-click the *MIST* icon on their computer.

9. Instruct students to enter the User Name "student" and the Password listed on their test ticket, and then click **LOGIN.**

10. After logging in, students will see a demographics screen that displays the Student name and Test name. Ask students to verify their information and click **CONFIRM** if the information is correct. If the information is incorrect, tell students to inform the Proctor.



11. When the Welcome screen is displayed, ask the students to wait until instructed before clicking the **START TEST** button. Students should return their individual test tickets to the Proctor after completing the test.



Enter Students Manually

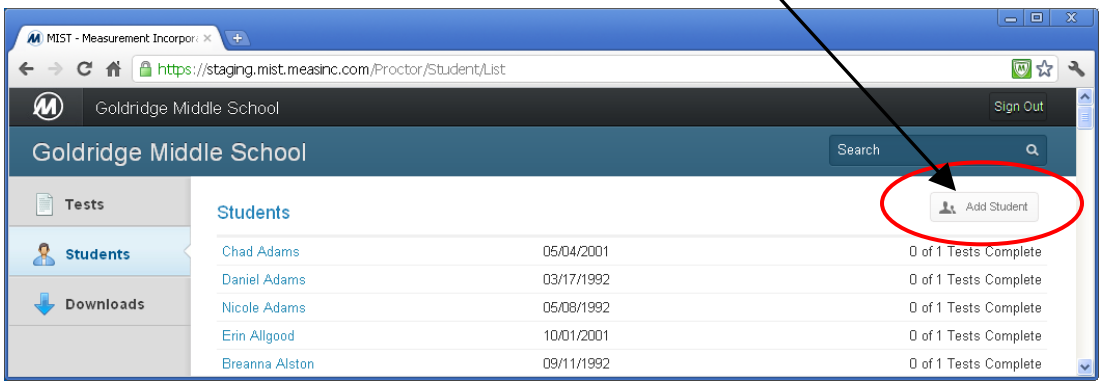
If walk-in student registration is needed, follow the instructions below to add the new student to the list of registered students and assign the student to take the test.

1. Access the Proctor Screen at https://mist.measinc.com.

2. Enter your *MIST* proctor User name and Password, and then click **Sign In**.

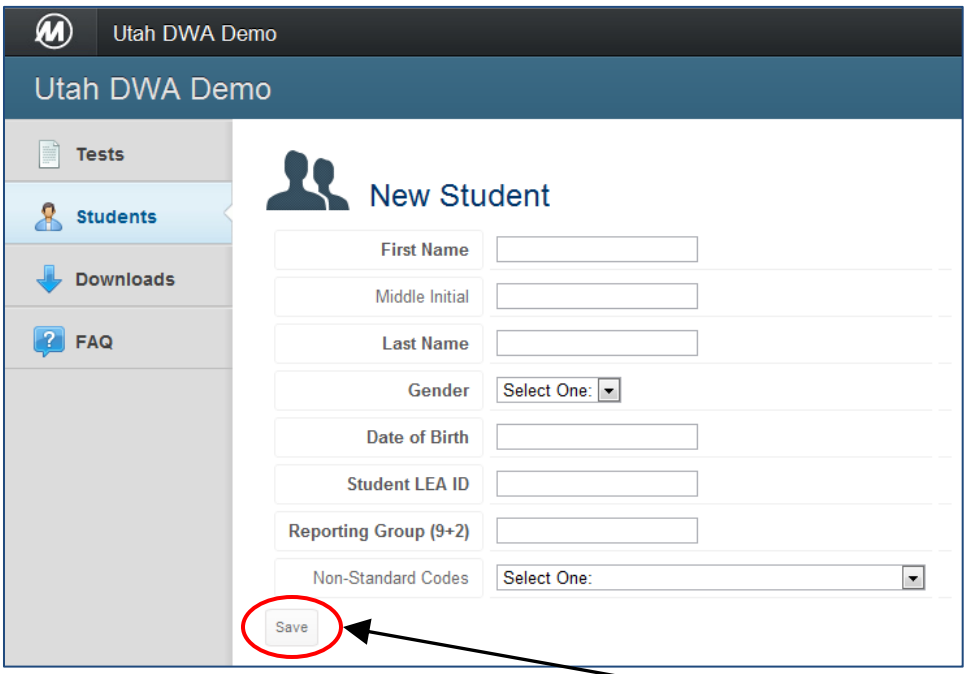
3. From the Proctor Screen menu, click **Students**. The Students page lists all registered students in alphabetical order by last name.

4. At the top right of the student roster list, click **Add Student** to reach the Student Details page.



5. On the Student Details page enter the required student information, which is shown in boldface. The fields are:

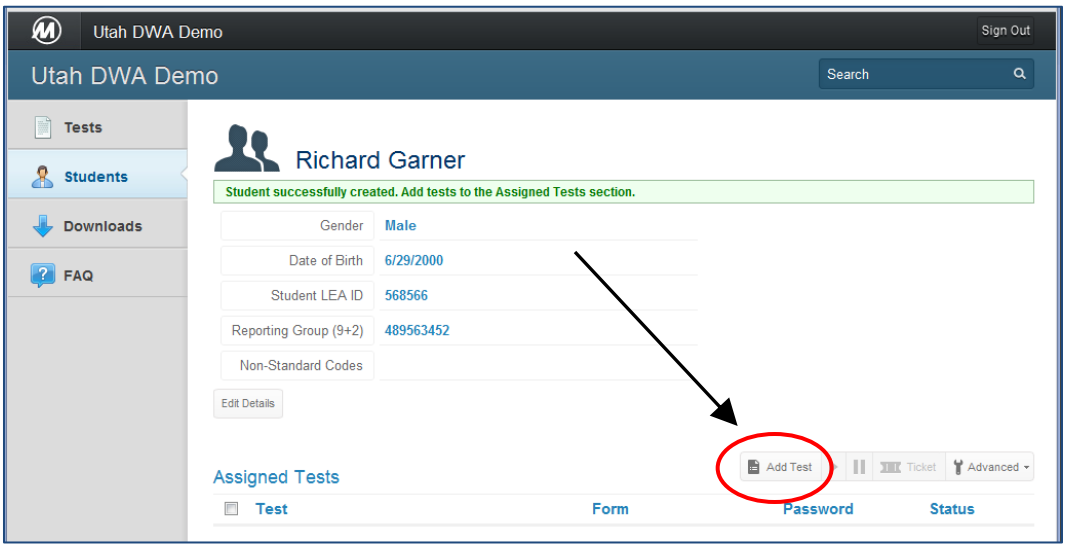
- **First Name**
- Middle Initial (Optional)
- **Last Name**
- **Gender**
- **Date of Birth (MM/DD/YYYY)**
  Please be sure to enter the **Date of Birth** in the format specified.
- **Student LEA ID**
- **Reporting Group (9+2)**
- Non-Standard Codes (Optional)



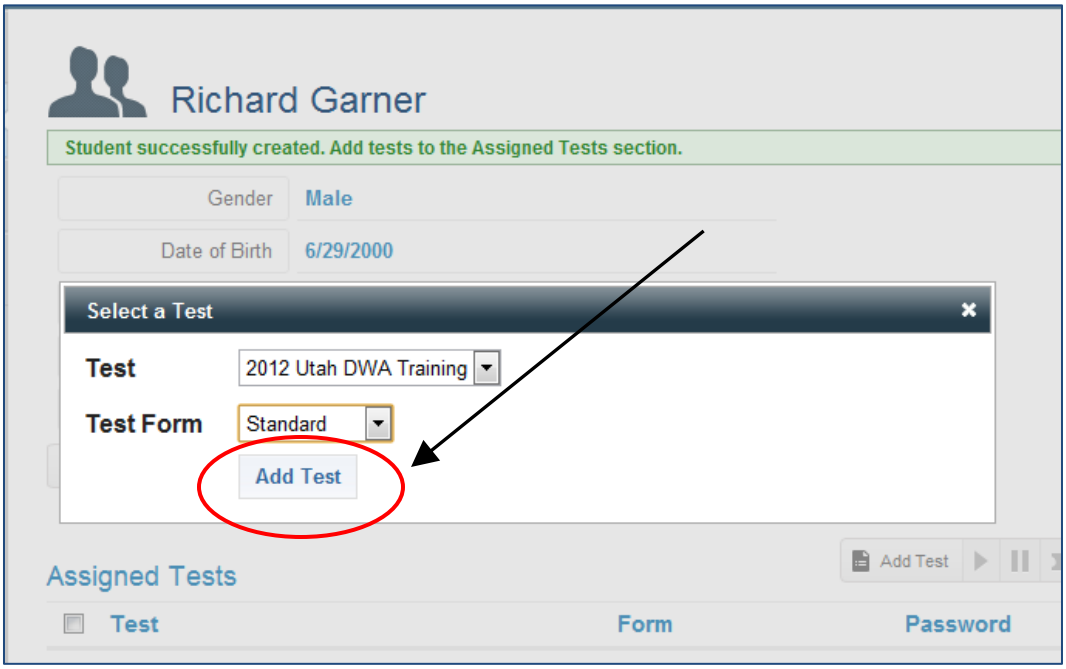
6. After entering the required student information, click **Save** at the bottom of the page.

The following message is displayed in green at the top of the Student Details screen: "Student Successfully created. Add tests to the Assigned Tests section."

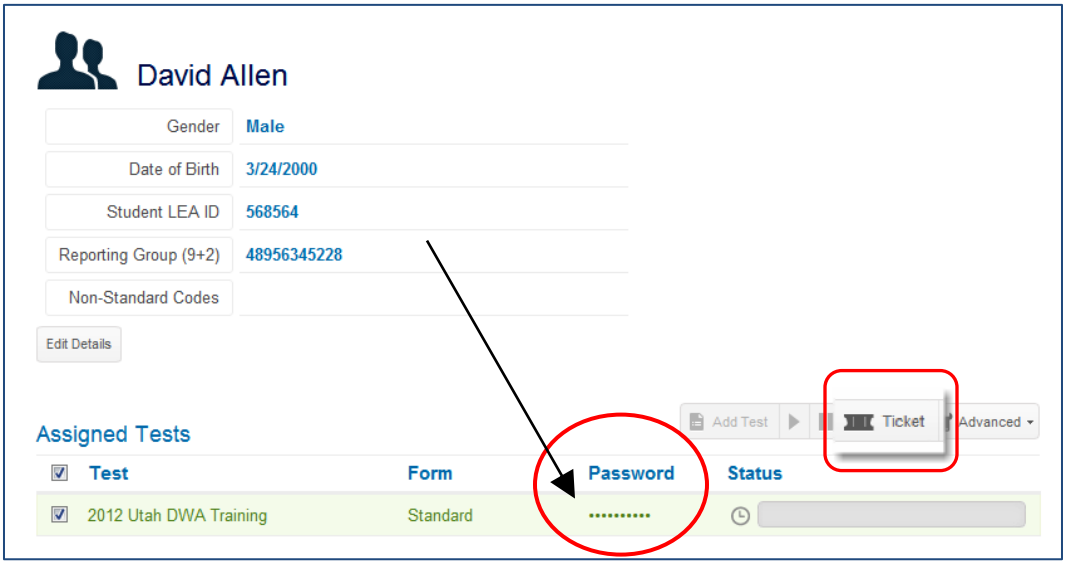
7. Click **Add Test** to assign the student to the test you are administering (scroll down if necessary). The "Select a Test" dialog box will be displayed.



8. Select the Test and the Test Form from the applicable drop down lists. Click **Add Test** to confirm your selections and close the dialog box.



9. The test is added to the list of assigned tests, and the student is now ready to start the test. The proctor can print a student ticket, or mouse-over the Password field to retrieve the student password and give it to the student to log in.



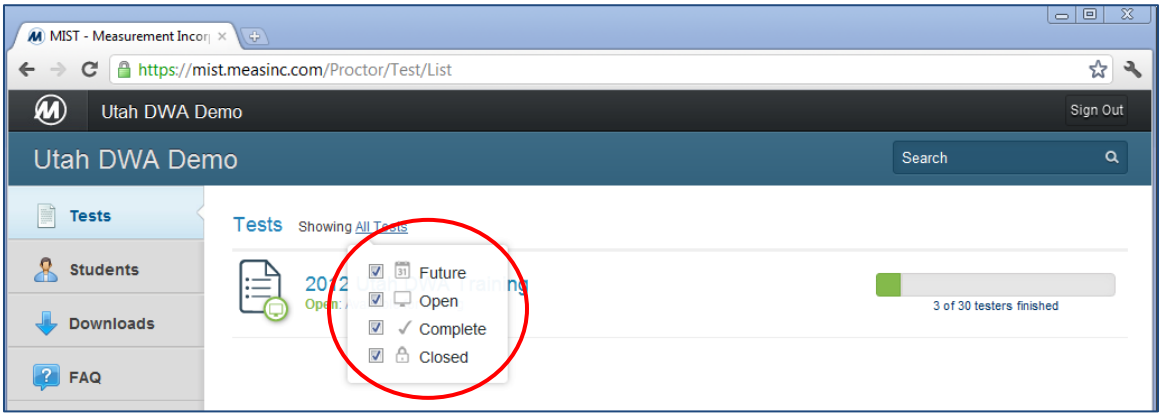
Step 2. Select an Open Test from the Proctor Screen

1. Access the Proctor Screen at https://mist.measinc.com. Enter your *MIST* proctor User Name and Password and then click **Sign In**.

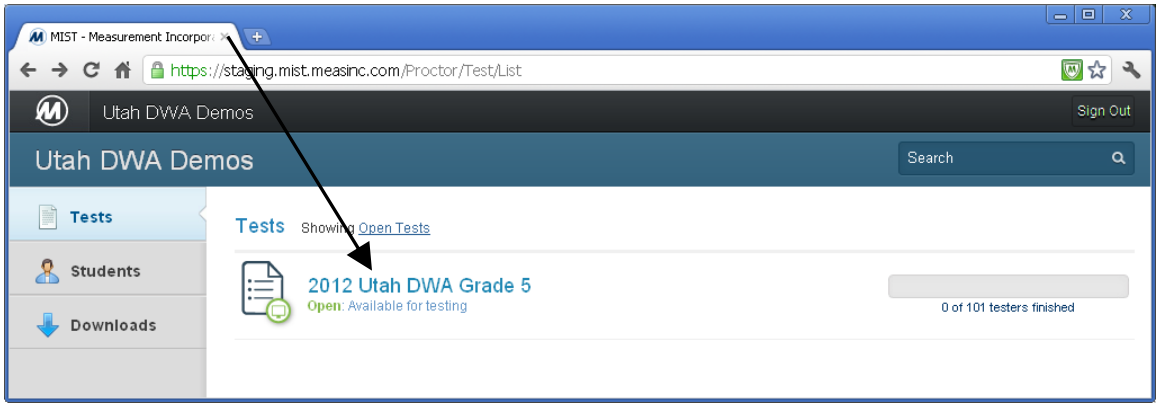
   If you do not know your user name and password, please contact your school testing coordinator or LEA Assessment Director.

2. From the Proctor Screen menu, click **Tests**. On the Tests page, find the name of the test that you are administering. The test status is shown underneath the test name. (The test status can be "Future," "Open," "Complete," or "Closed.")

3. Apply a filter to the test list to display only the open tests. To do this, click the "All Tests" link at the top of the page, and then select the "Open" check box in the filter list. Click anywhere on the page to close the filter list. Notice that the "All Tests" link changes to "Open Tests."



4. Click the test name to view the status of the students registered to take the test.



TEST ADMINISTRATION

IMPORTANT

All directions following the word "SAY" are to be read aloud to students.

SAY: You should be sitting at the computer you have been assigned to. Your name should be displayed in the bottom left corner of the screen. If your name is NOT on the bottom left corner of your screen please raise your hand.

Assist students and ensure that they are appropriately logged in to *MIST*. Instruct the students to click the **Start Test** button.

SAY: On your screen you should see directions for this test. For this test, you will respond to a prompt given to you on the next screen. You may use the scratch paper I have given you to write notes or create an outline to help plan your response. These notes will not be scored. Remember that planning your response before you begin to type may help make your response clearer and more complete.

Please be aware that some keyboard keys typically used for word processing do not have the same function in this test. In addition, the mouse "right-click" option and shortcut keys do not work. There will be tools available for you to use within the system to perform these functions.

This is not a timed test. After you have finished typing your response, read over your work. You may want to use the Writer's Checklist that appears on the next screen to evaluate your paper.

Follow along with the Directions and Writer's Checklist as I read them aloud. Scroll down to see the Writer's Checklist.

Directions

1. Read the writing prompt as your teacher reads it out loud.
2. Decide what you think about the topic. What is your opinion? Consider the opposite opinion, too.
3. Think of reasons to support your opinion. Be sure to state your supporting reasons in your response.
4. Plan how you will organize your response.
5. Try to persuade your audience to agree with your opinion.
6. Attempt to thoroughly respond to the prompt. Proofread your response to check your writing. You may use the Writer's Checklist below.
7. When you finish writing your response, click FINISH. To see the Writer's Checklist, click NEXT on the bottom of your screen.

Writer's Checklist

Ideas and Organization

- ✓ Think about your purpose for writing.
- ✓ Develop your opinion about the topic.
- ✓ Support your opinion with reasons, explanations, and examples.
- ✓ Present you ideas in the order that best supports your opinion.

Voice and Word Choice

- ✓ Use language that sounds natural.
- ✓ Use specific and accurate words.
- ✓ Write your response to your audience.

Sentence Fluency

- ✓ Use sentences that vary in structure and length.
- ✓ Make your sentences flow smoothly.

Conventions

- ✓ Capitalize, spell, and use correct punctuation (periods and commas, for example).

When you finish writing your response, click FINISH

To begin writing, click NEXT on the bottom of your screen.

SAY: First, plan your response, and then begin to type. Proofread your response to check for complete sentences and correct punctuation and spelling. You will submit your response by clicking on the **Finish** button and then click the **Exit** button to confirm that you are finished. Once you have exited, please raise your hand and I will collect your scratch paper. Then, click **Close** to exit the test session. When you are finished, please sit quietly so that you do not disturb others who are still working. Do not talk to anyone while others are still taking the test. Are there any questions?

Answer any questions.

SAY: I will now read the prompt for this test. Please click the Next button at the bottom of the screen.

Read the prompt from one of the student's screens.

SAY: You may now begin your test.

Proctor Tips

The following tips can help proctors assist students with situations that may arise during testing.

Keyboard and Shortcut Keys

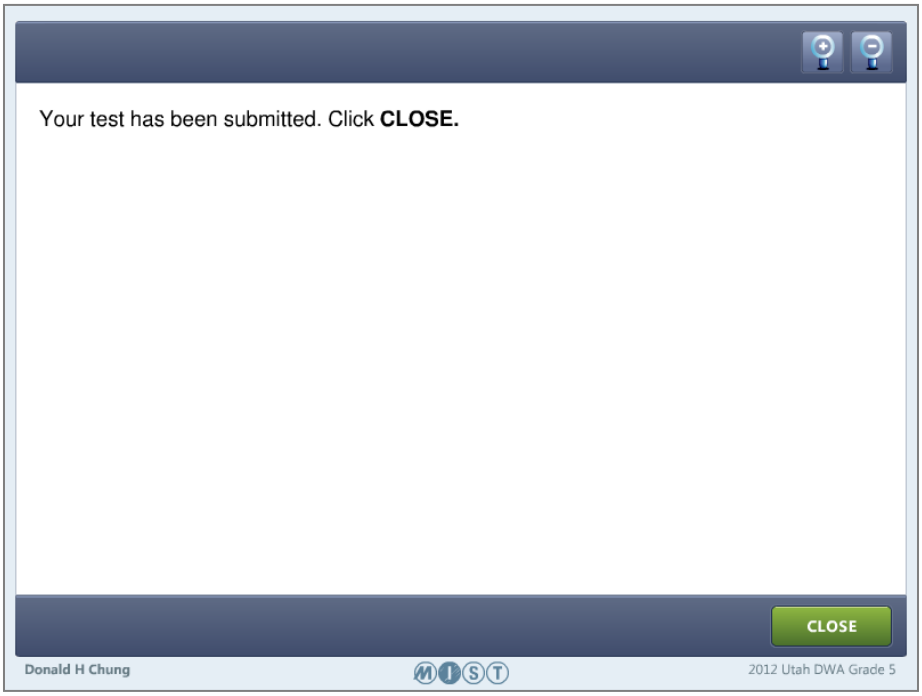
	When the student computer is in test mode, some keyboard keys used for word processing do not have the same function in the MIST application. However, the following keys have the same functionality and can still be used in test mode: ***Backspace***, ***Enter***, ***Shift***, ***End***, ***Home*** *and* ***Caps Lock****.* *In addition, the right-click mouse option and shortcut keys are disabled in test mode. For word processing, please instruct the students to use the toolbar options available in MIST to cut, copy, paste, undo, redo, increase text size and decrease text size.*

Finishing the Test

The following steps describe what happens when students finish the test and submit their responses.

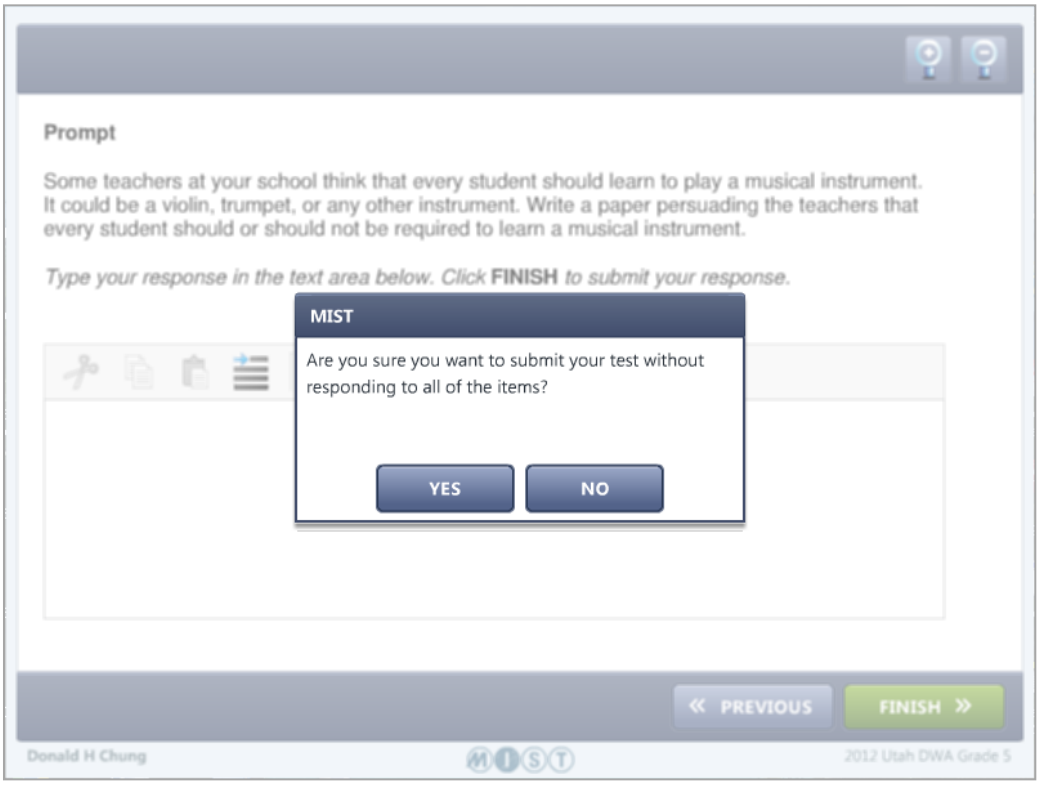
1. Once the students click **Finish** and then click **Exit** to submit their responses, each student computer screen displays a message that begins *"Your test has been submitted..."* This message confirms that the student's response was successfully submitted.

2. Once the student clicks **CLOSE**, the *MIST* application ends and unlocks the student computer.



Student Clicks Finish Without Responding to the Prompt

If a student clicks **Finish** before responding to the prompt, a warning box appears asking the student for confirmation to submit the response. The student should click **No** to return to the test.

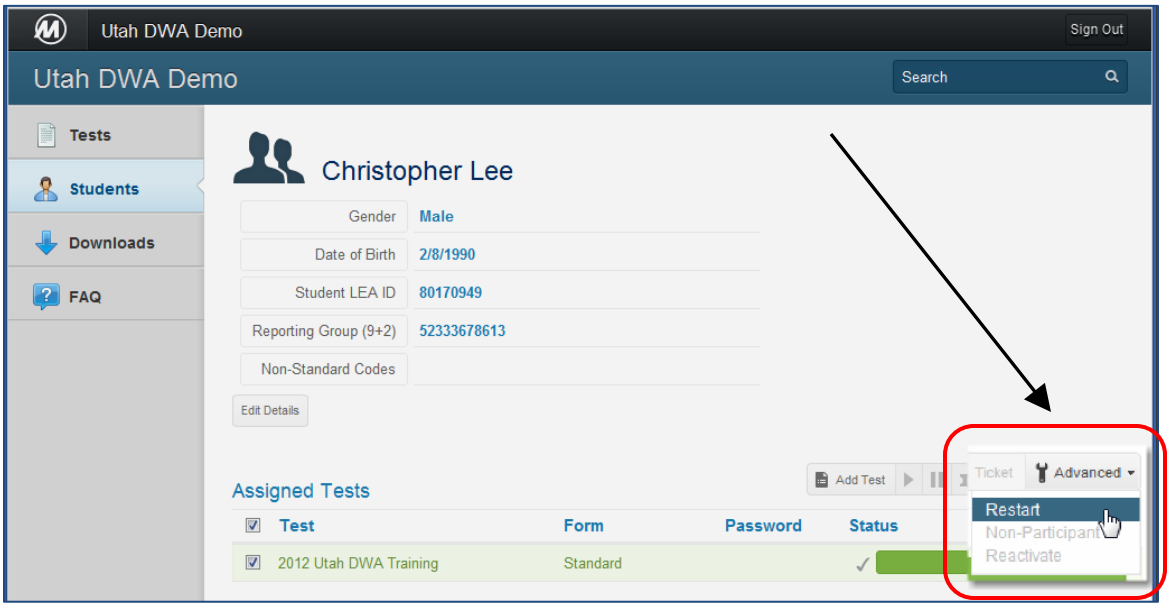


Student Submits an Incomplete Test

If a student accidentally submits an incomplete test, the proctor can restart the test within one hour of the student's submission. The restart capability is disabled after one hour.

To restart the test:

1. On the Students page, click the student's name.
2. Select the test to restart (click the check box next to the test name).
3. Click the **Advanced** button and then click **Restart**.



Proctor Tasks

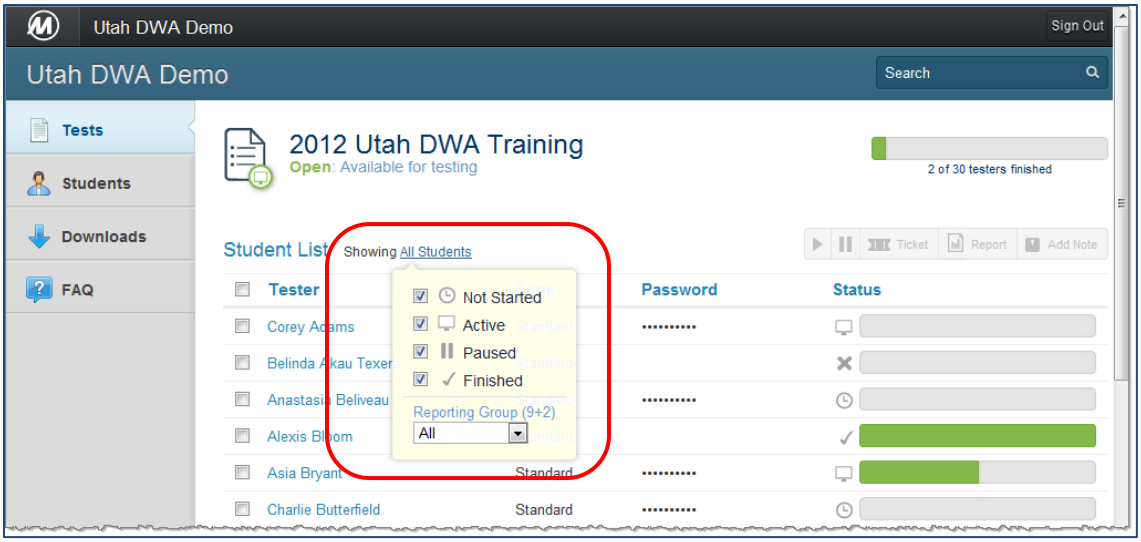
During the test administration, proctors can perform the following tasks on the *MIST* Proctor Screen:

- Monitor the status of students taking a test
- Restart a finished test for one or more students
- Pause and resume one or more students
- Pause and resume all students
- Move a student to a different testing computer
- Exit a test to fix a computer problem and then restart the test on the same computer
- Assign and update special codes

Accessing the Proctor Tools

To access the Proctor Screen:

1. Go to the Proctor Screen (https://mist.measinc.com).
2. Enter the proctor User Name and Password in the appropriate fields and click **Sign In**.
3. From the Proctor Screen menu, click **Tests** to display the list of tests associated with your proctor login. (In the example below the test name is "2012 Utah DWA Grade 5.") Click the test name to view a list of all students associated with the test.

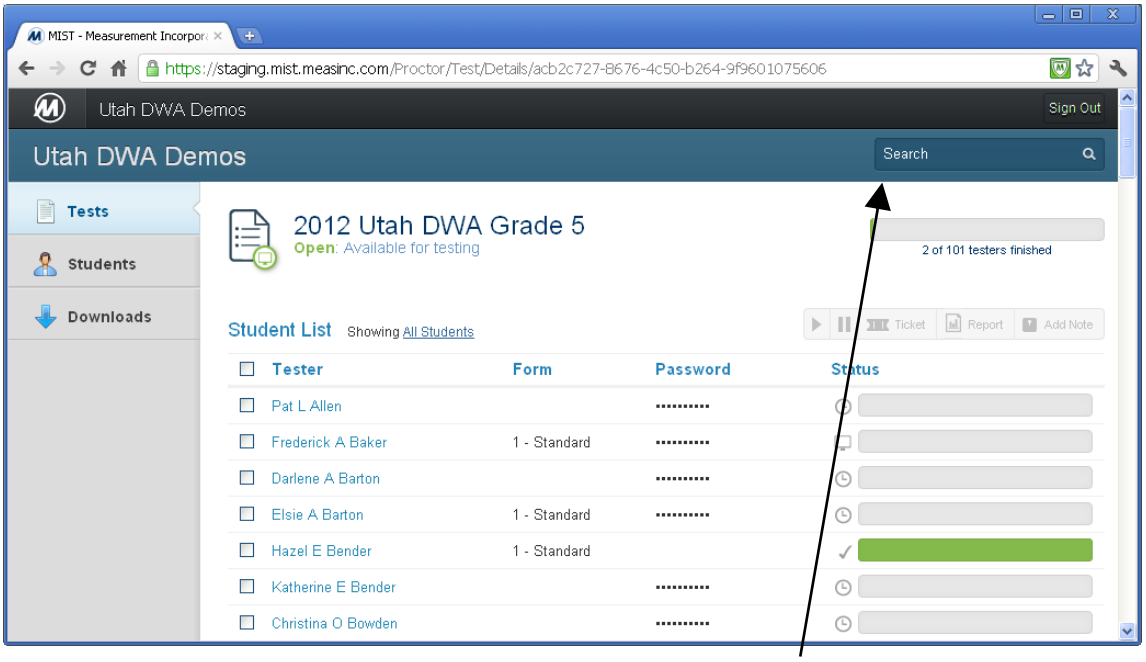


To filter the roster, click the link to the right of the **Student List** and then select the appropriate check boxes: "Not Started," "Active," "Paused," and "Finished."

Monitoring Student Status

To monitor the real-time status of students during a testing session, complete the following steps.

1. From the Proctor Screen menu, click **Tests**. Click the name of the test that you want to monitor to display a list of all students assigned to the test. The students are listed alphabetically by last name, along with the name of the test form, password (displayed as asterisks), and test status. You can view passwords by passing the mouse over the asterisks.



2. To find a student's name, scroll through the list or use the Search box in the top right corner of the page. Click the "Tester" column heading to sort the student names in reverse alphabetical order. You can also sort the list by Form or Password by clicking the column headings.

3. Click the "Status" column heading to sort the students by status in the following or reverse order:

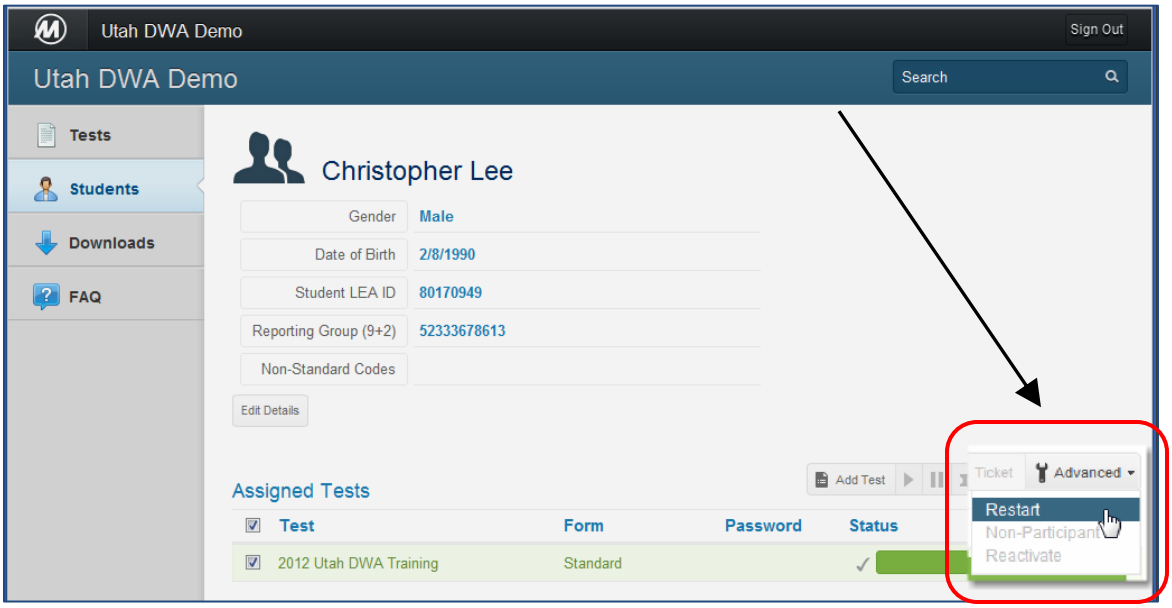
   - "Not Started" for students that have not started taking the test.
   - "Active" for students that are taking the test.
   - "Paused" for students with a paused test.
   - "Finished" for students who have submitted their tests.

   NOTE: To view a student password, position the mouse over the asterisks in the Password column.

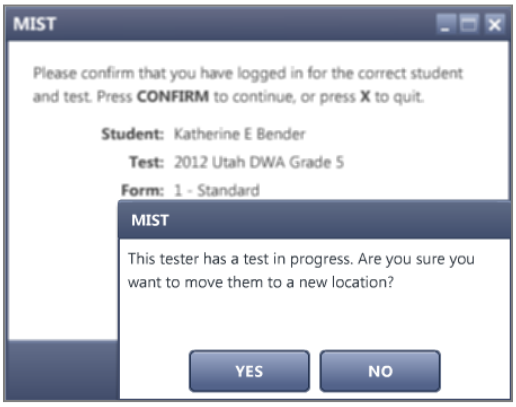
Restarting a Finished Test

If a student accidentally submits an incomplete test, you can change the test status from "Finished" to "Paused" to allow the student to finish testing. To restart a finished test, complete the following steps:

1. From the Proctor Screen menu, select **Students**. Click the student's name to display the student profile with a list of assigned tests. Click the check box next to the test to be restarted (test status should show complete). Click the **Advanced** button in the toolbar and then click **Restart**. The Restart option is available for one hour after the student submits the test. When the proctor restarts the test, the student status changes to "Paused."



2. When the student launches the test the following message is displayed: "*This tester has a test in progress. Are you sure you want to move them to a new location*?" Click **Yes**. The Proctor can now start the test, enabling the student to continue.



Pausing and Resuming One or More Students

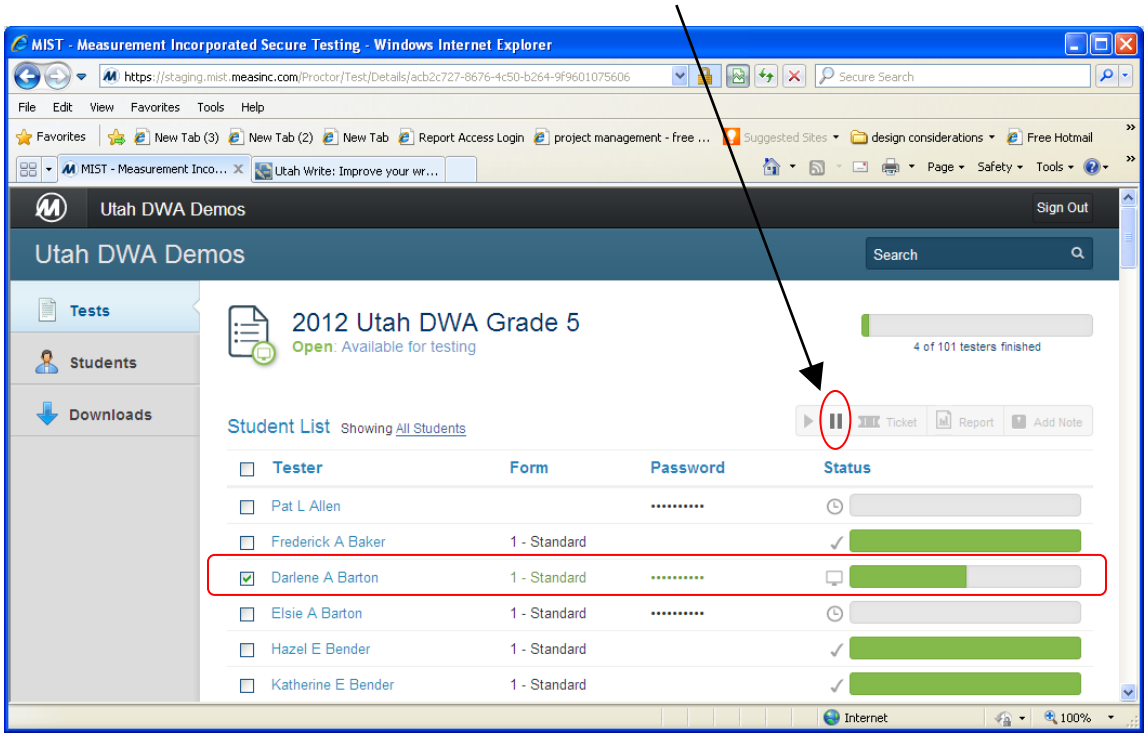
During a testing session, proctors can pause and resume the test of one or more students (for example, if a student needs to go to the bathroom). To pause and resume a test for one or more students, complete the following steps:

1. From the Proctor Screen menu, click **Tests**. Click the name of the test being administered.

2. Click the check box next to the names of the students to be paused. Only students with an "Active" status can be paused. Active students are indicated with a monitor icon in the Status column.

3. Click the Pause button in the tool bar. The status of the selected students changes to "Paused" on the Tests screen.

4. If a student attempts to use the testing computer, the screen displays a message that begins, *"Your test has been paused…"*



5. When the students are ready to resume testing, click the check box next to the names of the students to be resumed.

6. Click the **Resume** button in the toolbar. The status of the selected students changes to "Active" on the Tests page.

7. Instruct the students to click **CONTINUE** on their computer screens to resume testing.

Pausing and Resuming All Students

Proctors can pause and resume all Active students, for example in the event of a fire drill. To select all students, click the check box at the top of the Tester list (to the left of the Tester column heading). After selecting all of students, follow the procedure for Pausing and Resuming One or More Students on page 34.

Moving a Student to a Different Testing Computer

If a student experiences technical problems during a testing session, you can move the student to a different computer. To move one or more students to different testing computers, complete the following steps:

1. From the Proctor Screen menu, click **Tests**. Click the name of the test being administered to view the Student Roster.
2. On the Student Roster page, click the check box next to the names of the students to be paused.
3. In the toolbar located above the Status column, click the **Pause** button ⏸. The status of the selected students changes to "Paused."
4. If the student attempts to use the testing computer, the screen displays a message that begins, *"Your test has been paused…"*
5. Instruct the students to log in to a different testing computer using their student login.
6. On the student computer screen, the *MIST* Confirmation screen displays a message that begins, *"Please confirm that you have logged in for the correct student and test…"*
7. Instruct the students to click **CONFIRM** to verify that the information is correct.
8. The student computer screen displays a warning message that reads, *"The tester has a test in progress. Are you sure you want to move them to a new location?"*
9. Instruct the students to click **YES** to confirm the move and resume testing.
10. On the proctoring screen, click the Status column heading to sort the students by status. The status of the moved students will now be "Active."

NOTE: The original student computer screen will display a message that begins, *"You can no longer run the test from this location…"* Click **EXIT** to close the application on the original student computer.

Fixing a Computer Problem During a Test Session

A student may experience a computer-related hardware or software problem that needs to be fixed during a testing session, such as an idle microphone or volume level problem. If this occurs, the proctor can pause and exit the test for a student and then have the student log in to the same testing computer after the problem is fixed. To exit a test and then restart it for a student, complete the following steps:

1. From the Proctor Screen menu, click **Tests**. Click the name of the test being administered to view the Student Roster page. The Student Roster page lists the names of all registered students enrolled to take the selected test.

2. Click the current filter link and check/uncheck the boxes to select "Active" from the list. Only the active testers will be displayed.

3. Click the check box next to the names of the Active students to be paused.

4. Click the **Pause** button in the toolbar above the Status column. The status of the selected students changes to "Paused."

	*Click **EXIT TEST** to close the application on the student computer. Fix the hardware or software problem*.

5. When you are ready to resume testing, instruct the students to log in to the original testing computer using the student login.

6. On the student computer, the *MIST* Confirmation screen displays a message that begins, *"Please confirm that you have logged in for the correct student and test."*

7. Instruct the students to click **CONFIRM** to verify that the information is correct.

8. The student computer screen displays a warning message that reads, "*The tester has a test in progress. Are you sure you want to move them to a new location?*"

9. Instruct the students to click **YES** to confirm the move. The computer screen of the selected students displays a message that begins, *"Your test has been paused…."*

10. On the Proctor computer, click the check box next to the names of the Paused students.

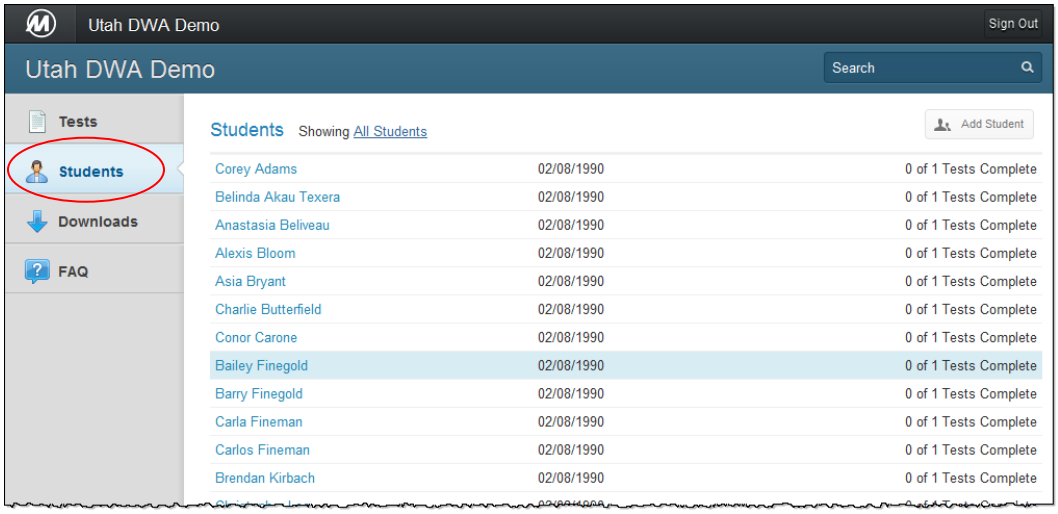
11. Click the **Resume** button on the toolbar above the Status column. The status of the selected testers changes to "Active."

12. Instruct the students to click **Continue** on the testing computer screen to resume testing.

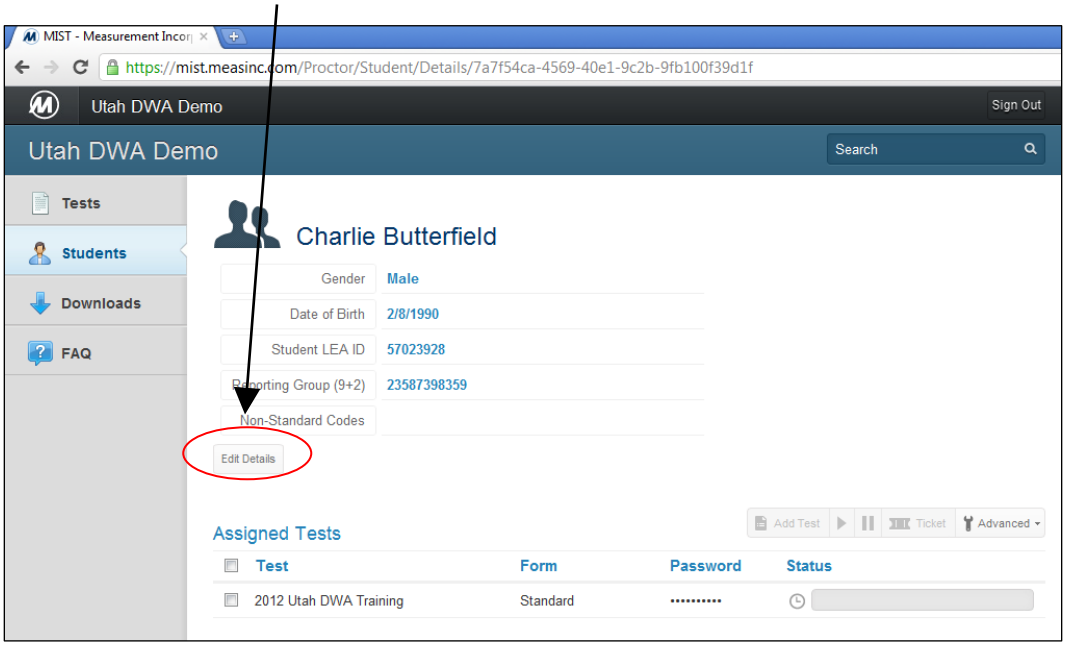
Assigning or Updating Non-Standard Participation Codes

To update a student's details to include non-standard codes, complete the following steps.

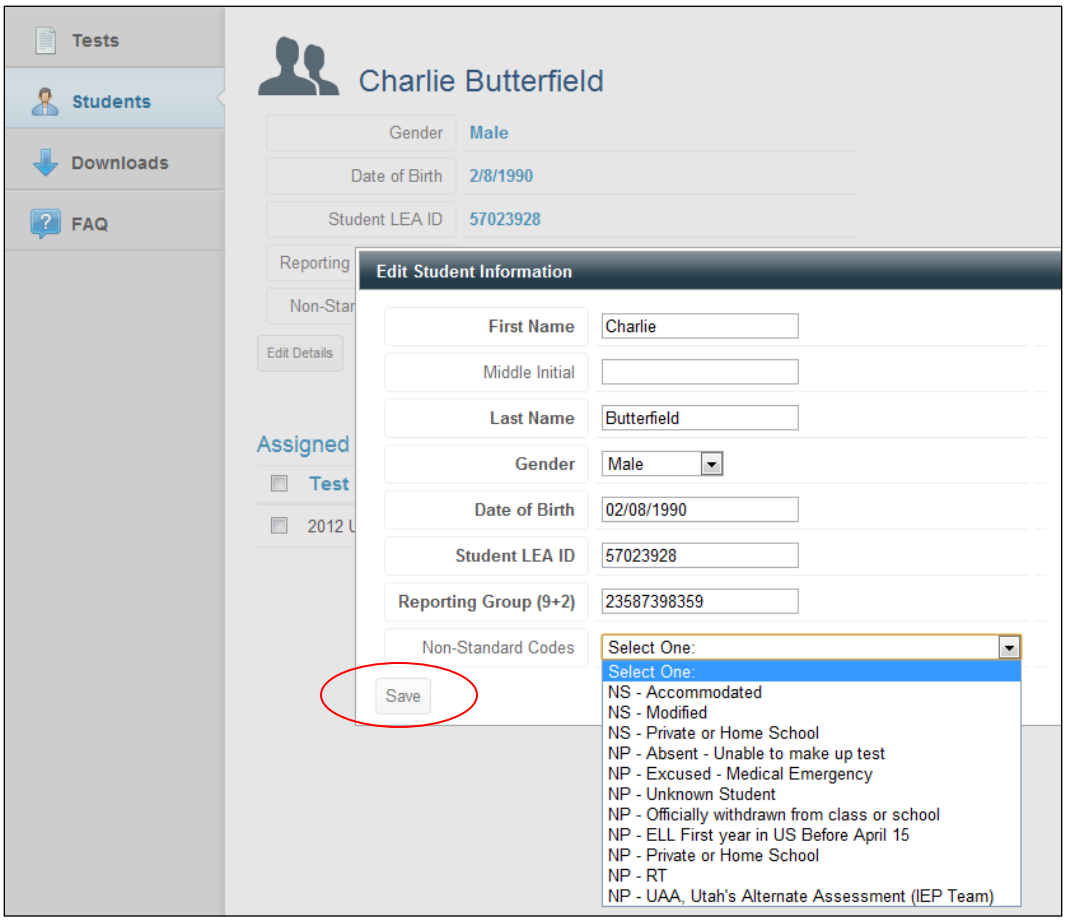
1. From the Proctor Screen menu, click **Students** to display the Student Roster.



2. Locate the student's name in the roster and click it to display the Student Details page. Click the **Edit Details** button.



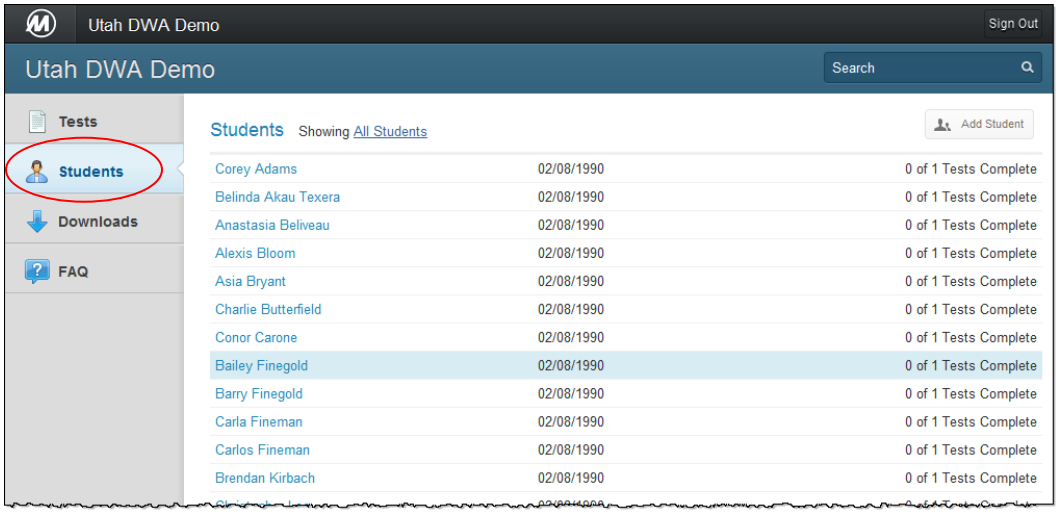
3. From the Non-Standard Codes list, select the appropriate code and then click **Save**.



Assigning or Updating Non-Participation Codes

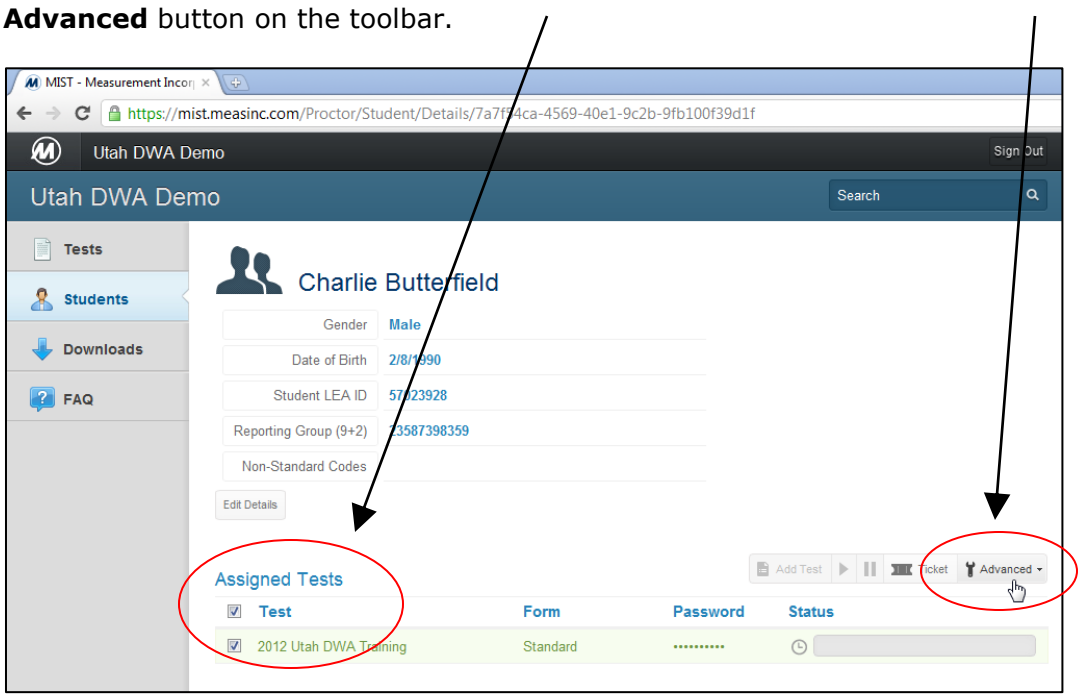
To update a student's details to include non-participation codes, complete the following steps.

1. From the Proctor Screen menu, click **Students** to display the Student Roster.

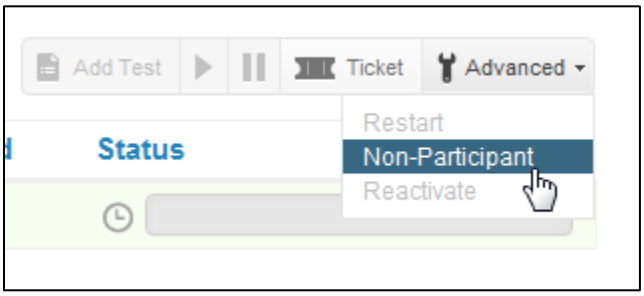


2. Locate the student's name in the roster and click it to display the Student Details page.

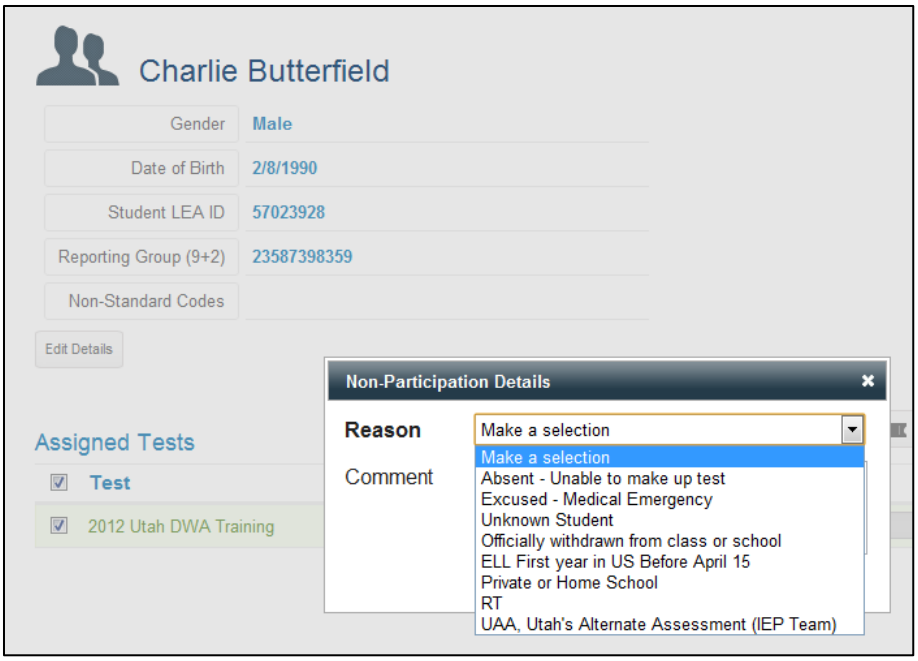
3. On the Student Details page, click the checkbox next to the test name and then click the **Advanced** button on the toolbar.



4. From the Advanced list, click **Non-Participant** to view the list of non-participation codes.



5. In the Non-Participation Details window, select a Reason from the list and then click **OK**. You may optionally enter a comment regarding the student's non-participation on the test.



NOTE: The proctor can reactivate a student who has been designated as a non-participant by clicking the **Advanced** button and then clicking **Reactivate**.

TECHNICAL STAFF INFORMATION

The *MIST* application is a secure, web-based assessment tool that is used to administer the Utah Direct Writing Assessment (DWA) for Grades 5 and 8. This section outlines the basic steps required to deploy *MIST*. **The tasks described in this section should be completed by school or district technical support staff**.

Preparing for Online Testing

To ensure that each school is ready for *MIST* online testing, the technical staff should complete the following tasks.

1. Review the *MIST* requirements for Windows, Macintosh, and Linux to initially confirm that all testing computers meet the documented hardware and software requirements.
2. Verify that all firewalls and proxy servers are configured to allow access to MIST servers.
3. Follow the steps in "Downloading the Application" on page 42 to download *MIST*.
4. Download *MIST* and verify that the application can run on each testing computer.
5. Confirm that the network has adequate capacity to support *MIST* online testing.
6. If you have any questions or concerns about preparing for online testing, please contact the Measurement Incorporated Utah DWA Technical Support staff by phone at (866) 691-1231 or email at support@utahwrite.com.

Downloading the Application

This procedure must be performed by a technical staff person with the administrative privileges to install software on school computers. To download the *MIST* application, complete the following steps:

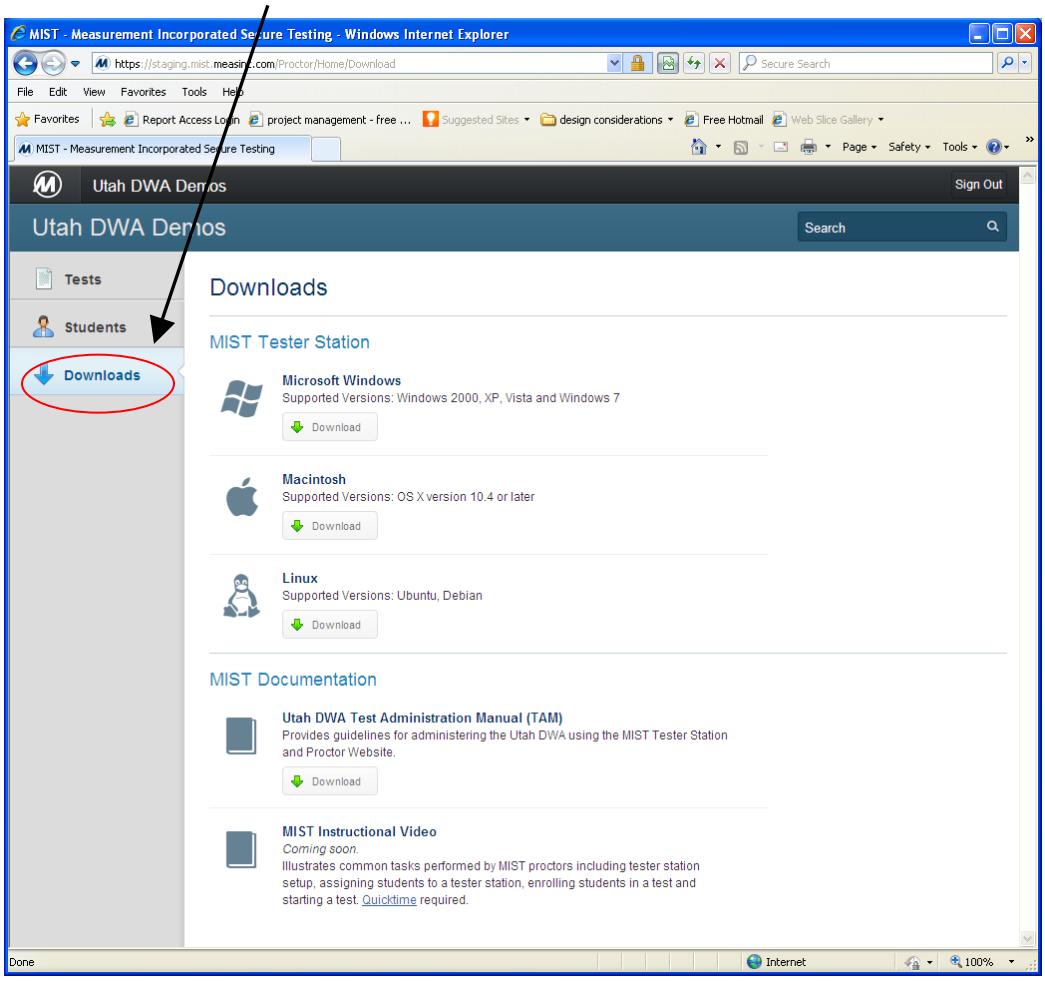
1. Open a browser on a network computer.

2. Type https://mist.measinc.com in the address box at the top of the browser window and press **Enter** to access the Measurement Incorporated Secure Testing (MIST™) Login page.

3. Enter your *MIST* proctor User Name and Password and then click **Sign In**.

   If you do not know your User Name and Password, please contact your school testing coordinator or LEA Assessment Director.

4. From the Proctor Screen menu, click **Downloads**.



5. To download the MIST Tester Station file, click the **Download** button for the Microsoft Windows, Macintosh or Linux version, depending on the computer's operating system.

   - For Microsoft Windows, a stand-alone application (MIST.EXE) will download (as shown in the figure below).
   - For Macintosh, a compressed file (MIST.zip) will download and automatically expand to an application file (MIST.app).
   - For Linux, a package will download (MIST.deb) that must be installed by a system administrator.

6. When the File Download dialog box appears, click **Save** (in Windows 7 click **Save File**). **NOTE:** Be sure to save the file to the Desktop. This ensures that *MIST* is available for all users regardless of their permission levels.

   After you save the file, an icon for the application is displayed on the computer's desktop.

7. Double-click the new icon. If the Proctor/student Login screen appears, the installation was successful. Click **Cancel** and close the window.

If the student computer Login screen does not appear, follow the instructions displayed on the screen. If you have any questions or concerns, please contact the Measurement Incorporated Utah DWA Technical Support staff at (866) 691-1231 or email at support@utahwrite.com.

8. Repeat steps 1 through 7 to download *MIST* onto the "All Users" desktop of each testing computer, including one for the proctor.

   Or, since *MIST* is a stand-alone application, it can be downloaded once and then deployed across the network using any available network management tool.