



Fall 2012 Online Social Studies Pilot

Quick Start Guide to



MIST™

(Measurement Incorporated Secure Testing)



Updates:

10/25/12 Section *Mark a Test Do Not Score or Indicate that Paper-and-Pencil Was Administered* on page 12 has been updated

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MIST Overview

The Measurement Incorporated Secure Testing system (MIST) is a secure test delivery system. It has two interfaces: one for students and one for test administrators. It uses a small application and an active internet connection to the server at Measurement Incorporated to securely deliver test content to students.

STUDENT Interface: The application *mist.exe*, installed on each testing computer prior to testing, creates a MIST Tester Station which displays the test. Student answers are saved every 60 seconds or every time the student moves from one test screen to another, whichever comes first.

TEST ADMINISTRATOR Interface: The Test Administrator Website is a password-protected website where test administrators may view and manage all details of tests assigned to them. Test administrators may also download supporting documentation from the site and reference the MIST *Frequently Asked Questions* (FAQ). No advance installation is needed. To maintain crucial test security, simply lock your computer or log out of the Test Administrator Website whenever you leave your computer for any reason.

Fall 2012 MEAP Online Social Studies Pilot Overview

- Participating schools will administer the Fall 2012 MEAP Social Studies test to all non-accommodated students in grades 6 and 9 using MIST.
- Starting October 3rd, rosters will be updated nightly with the latest pre-ID information in the BAA Secure Site. Students may only be added or pre-identified via the BAA Secure Site and will appear the next day on the MIST roster.
- The MEAP Social Studies test window extends from October 17th through November 7th for online testing only.
- Please refer to the *Fall 2012 MEAP Online Social Studies Pilot Test Administration Manual* for more detailed information about test administration.

Detailed information about test security is found in the *Fall 2012 MEAP Online Social Studies Pilot Test Administration Manual*, the *Assessment Integrity Guide*, and the *Fall 2012 MEAP Test Administration Manual*.

Key Dates/Timeline

- Start to Download and install MIST – 8/17
- Student Practice Site opens – 9/4
- School-specific Test Administrator Usernames/Passwords delivered to district MEAP coordinator via FedEx – no later than 9/26
- Webinar 1 – online from 3:00 p.m. to 4:30 p.m. on 9/27
- *Directions for Administration* – target availability 10/1
- Webinar 2 (same content) – online from 10 a.m. to 11:30 a.m. on 10/3
- Rosters available for viewing – 10/3
- Test window opens – 7:00 a.m. on 10/17
- Online Pre-ID closes – 10/26
- Online test window closes – 5:00 p.m. on 11/7
- Online housekeeping-only period – 5:00 p.m. on 11/7 through 5:00 p.m. on 11/9
- Results available – same as paper tests

MIST Student Practice Site

The Fall 2012 MEAP Online Social Studies Pilot MIST Practice Test website is available from September 4th, 2012 through November 7th, 2012 so that students have a chance to preview the MIST interface before testing. Students may take the practice test as often as needed, with the goal of becoming comfortable with the MIST interface. The BAA **highly encourages** that all students, test administrators, and proctors be given the opportunity to take the MIST Student Practice Test.

Some additional information regarding the MIST Student Practice Test

- The building MEAP coordinator will receive an email with the practice site URL on or before September 4th, 2012.
- The practice test is not password protected and does not require preregistration.
- Web-deployed MIST looks and behaves like the *mist.exe* interface does, except that the practice test does not require the student to log in and the browser can be minimized.
- The Fall 2012 MEAP Online Social Studies Pilot MIST Practice Test contains the same navigational instructions students will see in the live test, along with several released MEAP Social Studies items from prior years.
- A **sample** practice test administrator script is available at www.michigan.gov/meap/

Using MIST

MIST has two parts that work together: the student **MIST Tester Station** and the **Test Administrator Website**.

The **MIST Tester Station** displays the test to the student.

- The test itself and all the student responses remain at Measurement Incorporated.
- Answers are saved (over the internet) every 60 seconds or whenever the student moves between screens, whichever comes first.

The **Test Administrator Website** is where you will view the status of and control your students' tests. You cannot see the test material through the Test Administrator Website, only information about the tests and testers.

- The Test Administrator Website has many features and functions you may need to administer the test.
- A large portion of this manual is devoted to using this website.
- Please read the entire manual and then refer to the MIST Self-training Plan in this document to guide you in thoroughly familiarizing yourself with the Test Administrator Website.

Using This Manual

This manual has two main sections.

- The **MIST QUICK START** section is an outline of the steps involved in common tasks test administrators will perform on the MIST Test Administrator Website. Refer to this section to refresh your memory of the steps in these tasks during testing.
- The **MIST In-Depth** section is an in-depth guide to the Test Administrator Website. Reading this section will enable you to use the Quick Start Guide portion. You should plan to read it carefully in advance of testing. Understanding the website will make it much easier to use during testing.

Any time you need more information about a task than the MIST QUICK START section provides, you can review the MIST In-Depth section or call the MEAP Call Center for assistance.

MIST Self-training Plan

The self-training plan outlined below can supplement any training provided at your school.

The checklist can help you keep track of what activities you have completed.

- 1) Read the entire *Fall 2012 MEAP Online Social Studies Pilot Test Administrator Guide*.
- 2) Read this *Quick Start Guide* thoroughly.
- 3) Watch the MIST training videos (on the Test Administrator Website – requires QuickTime).
- 4) Make sure you understand how to do each of the MIST test administrator tasks listed in the *Quick Start Guide*.
- 5) Develop a plan for addressing the situations listed in the *Troubleshoot Problems* section of the *Quick Start Guide*.
- 6) Read the MIST *Frequently Asked Questions* (FAQ) at <https://mi.misttest.com/Proctor/Help/FAQ>. Print if desired.
- 7) Participate in one of the MIST MEAP training webinars (Sept 27th and Oct 3rd) or view the archived webinars.
- 8) Take the Fall 2012 MEAP Online Social Studies Pilot MIST Practice Test yourself before administering it to students.
- 9) Call the MEAP Call Center at 1-877-560-8378, option 2 with any further questions you may have.

Conducting Your Test Administration

To prepare yourself, your school and your staff for online testing using MIST, the building MEAP coordinator should complete or coordinate **the completion of the tasks on the checklists below.**

Checklist in Advance of Testing

1. **Make sure that your network administrator completes the preparation tasks in the MIST Technical Guide Checklist.**
2. **Complete the exercises in the MIST Self-training plan, including reading this Guide.**
3. Discuss test security protocol, make-up testing dates, and emergency procedures with your district MEAP testing coordinator and your school principal.
 - The *Fall 2012 MEAP Online Social Studies Pilot Test Administration Manual* contains detailed instructions specific to the administration of the online MEAP Social Studies test for both 6th and 9th grade students.
 - The online *Directions for Administration* are being published separately this year, with a targeted availability date of October 1st, 2012.
 - Additional information that applies to **both** the online and paper-and-pencil test modes can be found in the grade-appropriate *MEAP Test Administration Manual Fall 2012*.
 - Security protocols and other crucial information are found in the *BAA Assessment Integrity Guide*.

All **four** documents should be reviewed prior to the test administration by test administrators and proctors and may be downloaded from the MEAP website at www.michigan.gov/meap.
4. Study the topic in this document called *Choose Your Method Of Setting Up MIST Tester Stations* and choose which method your school will use.
5. If you are using the Student Test Tickets method, print Student Test Tickets and store in a secure location until it is time to set up your testing room. Printing ahead of time is most convenient, but remember to treat Student Test Tickets like a secure test booklet or other secure material.
6. Thoroughly read the *Fall 2012 MEAP Online Social Studies Pilot Test Administration Manual*, this guide, and the *MIST Frequently Asked Questions (FAQ)*.
7. Schedule your student practice sessions and MIST test administrations. Remember to build some makeup days into your testing schedule.
8. Conduct your student practice sessions. Students may use the practice website as many times as you choose.

Checklist on Day of Testing

- 1. The building MEAP coordinator should meet with all staff involved with testing and make sure that all of the items on the [Checklist in Advance of Testing](#) are complete.**

2. Set Up Testing Room

Set up your testing room according to the security guidelines in the *Fall 2012 MEAP Online Social Studies Pilot Test Administration Manual*.

3. Set Up Test Administrator Website Workstation

Log into the Test Administrator Website on the computer you will use to monitor testing.

- 1) Open a browser.
- 2) Navigate to <https://mi.misttest.com> and sign in with your school-specific MEAP MIST username and password.
- 3) Click on the name of the test that you are administering today. Make sure you have the correct subject, grade, and part. You will now see your test roster.
- 4) Make a note of any students who are absent or who will not be testing for any other reason. You can skip step **4** for those students.

4. Set Up Tester Stations

Prepare for and carry out Tester Station setup according to your school's chosen method as identified in *Checklist in Advance of Testing* step 4.

At this point, your testers are prepared for you to read the test administrator script in the *Fall 2012 MEAP Online Social Studies Pilot Directions for Administration*. Read the test administrator script to the student(s).

NOTE: Do NOT leave the Tester Stations unattended after setup for any reason.

5. Administer the Test

- Refer to the *Fall 2012 MEAP Online Social Studies Pilot Directions for Administration* and the *Directions for Administration* (DFA) script.
- After the students click the NEXT button and begin testing, monitor test progress on the Test Administrator Website and in the room.
- When all or most of the students have completed this part of the test, you will return to the DFA script and read through to the end of the test administration.

Checklist on Day of Testing continued

6. Monitor Closure of Tester Stations

- A student may request assistance in understanding the MIST screens that allow them to submit their test. These are the Review Screen, the End of Test screen, and the Confirmation screen.
- A student may get a pop-up message alerting them that they have not answered all of the questions.
- Students may be assisted in understanding test directions and the MIST application. They may not be provided assistance of any sort on test questions and content.

7. Retrieve Student Test Tickets

Collect any Student Test Tickets that were distributed during step 4. Save these so that they can be destroyed in a secure manner later.

8. Shut Down Testing Room

- 1) If any Tester Stations are still displaying the Confirm Student screen, click CANCEL.
- 2) If there are any Tester Stations still displaying **any** MIST test screen other than the Confirm Student screen, **complete the following steps:**
 - 1st. Pause those student tests in the Test Administrator Website.
 - 2nd. Click NEXT or PREVIOUS on each testing computer so that the EXIT button is displayed in the lower left corner of the MIST screen.
 - 3rd. Click EXIT on each testing computer.

Any student who needs to complete their test in another room during an extended test session is now in the correct status to resume their testing on another computer.
- 3) Log out of the Test Administrator Website by clicking on **Sign Out** in the upper right of your browser window. **Do not** use the X at the upper right corner of the browser window. Using the **Sign Out** button is **required** to protect the security of the tests.
- 4) Follow any other post-test procedures listed in the *Fall 2012 MEAP Online Social Studies Pilot Test Administration Manual* or the *Directions for Administration*.

9. Return the Student Test Tickets to the building MEAP coordinator for destruction.

10. Conduct Housekeeping

You can perform certain Test Administrator Website functions after the students have gone if you choose, such as add Research Codes, Accommodations or Report Codes to a student record or mark a test *Do Not Score*. You have until 5 p.m. on November 9th to record Accommodations and Report Codes and to mark a test *Do Not Score*. You can continue to add and edit Research Codes and Class/Group Number via the Secure Site during Tested Roster.

Congratulations! You have successfully completed your MIST test administration!

MIST QUICK START

MIST Test Administrator Tasks

Below is a list of the **most common** tasks that a MIST Test Administrator may need to perform.

- Print Student Test Tickets
- Set up a MIST Tester Station
- Monitor tester progress
- Edit Student Demographics (Add Research Codes, Accommodations, or Report Codes including Student Prohibited Behavior)
NOTE: Class/Group Number is being collected via the Tester Station this year.
- Mark a test *Do Not Score*
- Pause and Resume Tests – Method 1
- Pause and Resume Tests – Method 2 (Move a Student to Another Computer)
- Check Your Roster
- Troubleshoot problems

The steps to each task are listed below that task's name for quick reference during testing.

If you do not see the task that you wish to perform, please contact the MEAP Call Center at 877-560-8378, option 2 for assistance.

Print Student Test Tickets

If you are using the Student Test Ticket method of setting up Tester Stations, you will need to print your Student Test Tickets.

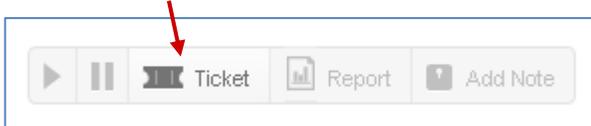
Steps to Print Student Test Tickets

- 1) Log into the MIST Test Administrator Website.
- 2) Click on the name of the test for which you want to print Student Test Tickets .
- 3) Click on the checkbox next to the testers for whom you want to print Student Test Tickets.
 - You can click on the topmost checkbox (shown below) to select all the testers.

Student List		Showing All Students		
<input checked="" type="checkbox"/>	Tester	Form	Password	Status
<input checked="" type="checkbox"/>	Margaret Sikes	EJ-2	<input type="checkbox"/>

- You can filter the list using the *Showing* link next to the words *Student List* to show only those testers with the statuses you select.
- You cannot print Student Test Tickets for student tests with a status of Finished.
- You can print a subset of the list by checking only the boxes next to the student names for whom you want to print Student Test Tickets at that time.

4) Click on the Ticket button on the Test page toolbar (to the right of the browser window).



A PDF of the Student Test Tickets for all selected students is generated, usually in a tab in your browser.

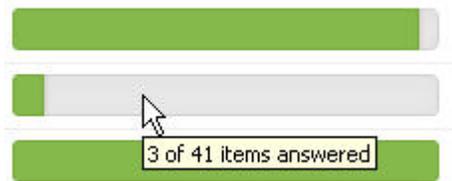
5) Print this PDF. If you cannot locate the PDF, contact your network administrator or call the MEAP Call Center at 877-560-8378, option 2 for assistance.

Monitor Tester Progress

You may find it useful to be able to tell at a glance how your students are progressing through the test. The progress bar to the right of each student's name on the Test page provides a visual representation of their progress through the test. It turns green as the student clicks through the screens of the test.

Steps to Monitor Tester Progress

- 1) Log into the Test Administrator Website.
- 2) Click on the name of the test you wish to monitor.
- 3) Sort or filter the tester list to display the desired group.
- 4) View the test progress bar(s) for the tester(s)



Hover your mouse over any bar to read the exact number of questions that student has answered.

Edit Student Demographics (Add Research Codes, Accommodations or Report Codes)

You will need to edit student demographics in order to mark

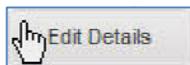
- Research Codes I and II
- ELL student accommodations for Multiple-Day Testing or Other
- Students with disabilities accommodations for Multiple-Day Testing or Other
- Nonstandard Accommodations
- Report codes, including Student Prohibited Behavior

***NOTE: Class/Group Number** is collected at the beginning of the test through a screen on the Tester Station.

NOTE: Home Schooled children cannot be flagged as home schooled in MIST. They must have the correct residence code assigned in the Michigan Student Data System (MSDS), otherwise home-schooled students must take the paper and pencil version of the test.

Steps to Edit Student Demographics

- 1) Log into the Test Administrator Website.
- 2) Click on the Student area button to the left of the page.
- 3) Click on the name of the student for whom you wish to edit demographics.
- 4) Click on the Edit Details button to edit or add information.



You will now see the Edit Details pop-up window.

- 5) Click SAVE to save your changes before leaving this window. If you do not wish to save any changes, click X in the upper right corner of the pop-up.

NOTE: You will no longer be able to add/edit demographic information for a student's record after November 9th, 2012. Any updates to student records after that date should be made on the BAA Secure Site rather than via MIST. The only fields available via the Secure Site are Class/Group and Research Codes I and II.

Mark a Test *Do Not Score* or Indicate that Paper-and-Pencil Was Administered

To make either of these notations, you will be using the **advanced tab** on the Student page toolbar.

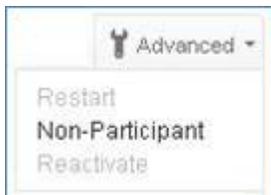
NOTE: You will no longer be able to mark tests after November 9th, 2012.

Steps to Mark a test *Do Not Score* or to Indicate that Paper-and-Pencil Was Administered

- 1) Log into the MIST Test Administrator Website.
- 2) Click on the Students area button.

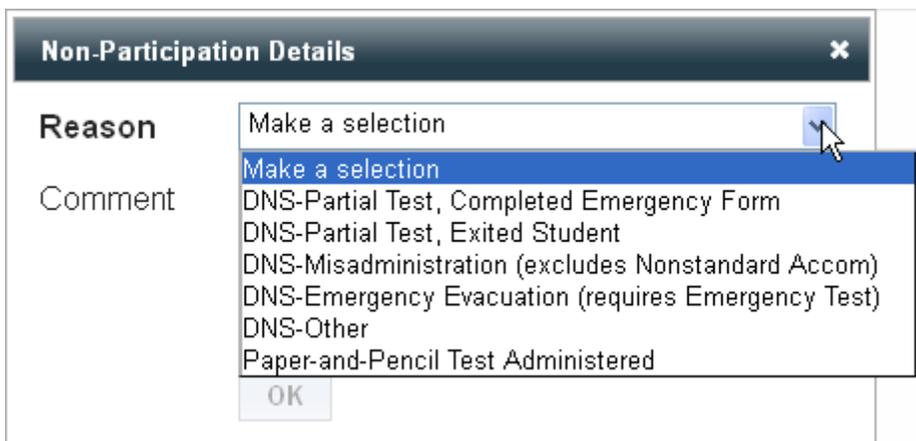
Steps to Mark a test *Do Not Score* or to Indicate that Paper-and-Pencil Was Administered
continued

- 3) Click on the name of the student whose tests need(s) to be marked *Do Not Score*. You will now see the Student page for that student.
- 4) Click the checkbox next to both tests.
- 5) On the Student page toolbar, click on the down-arrow on the Advanced Tab (on the right of the button) to view the dropdown list of advanced tasks.



The advanced tab

- 6) Choose **Non-Participant** from the Advanced Tab dropdown list.
- 7) In the non-participation details dialog box that appears, click the down arrow on the Reasons Codes menu.



- 8) Select the correct reason from the following list:
 - DNS-Partial Test, Completed Emergency Form
 - DNS-Partial Test, Exited Student
 - DNS-Misadministration (excludes Nonstandard Accom)
 - DNS-Emergency Evacuation (requires Emergency Test)
 - DNS-Other
 - Paper-and-Pencil Test Administered
- 9) If desired, you can type additional information in the Comment field.

NOTE: Marking a test *Do Not Score* and typing additional information in the Comment field **does not** take the place of filing an incident report if one is required. The Comment field is for internal use only at the school. This information is not forwarded to the BAA.

Please refer to the *Test Administration Incidence Reports* section of the BAA site. The Incident Report link can be found at the bottom of the BAA Secure Site Announcement page at www.michigan.gov/baa-secure. Logging on to the BAA Secure Site is required to access this link.

- 10) Click OK to save your changes and close the dialog box. To exit without saving changes, click on the X.

Pause and Resume Tests

You may pause and resume student tests via the Test Administrator Website. Pausing a student's test will prevent them from accessing their test.

Pause and Resume a Student Test – Method 1 is used when the student's computer remains connected to the MIST server. (Students who become disconnected from the MIST server should be reconnected using *Pause and Resume a Student Test – Method 2*.)

NOTE: To maintain test security, Tester Stations should not be left unattended with a test question displayed on the monitor. Instruct the student to click PREVIOUS once the test has been paused. Make sure that the screen displays the message *Your test has been paused. Please contact your proctor or administrator.*

- After this point, that student cannot view any other screen until you allow them to continue.

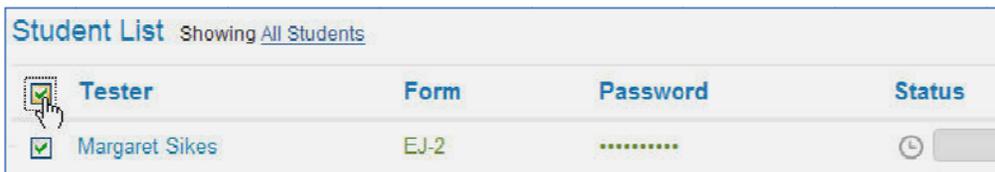


- The Paused status protects a student's test answers from tampering while they are away from their computer and protects test content.
- Please refer to the *Fall 2012 MEAP Online Social Studies Pilot Test Administration Manual* for a list of approved absences.
- You can also pause an entire class in the case of an emergency such as an evacuation.

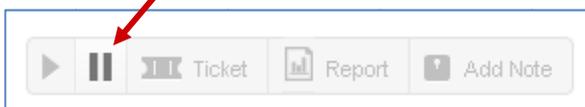
- If you cannot safely pause the test during an emergency, simply call the MEAP Call Center at 877-560-8378, option 2 and we will pause the test for you remotely.

Steps to Pause and Resume a Student Test – Method 1

1. Log into the Test Administrator Website.
2. Click on the name of the test the students who need to be paused are taking.
3. Click on the checkbox next to the testers you need to pause. You can click on the topmost checkbox next to the word **Tester** (shown below) to select all the testers.



4. Click the Pause button on the Test page toolbar. 



The selected tests are now paused. The test status in the Status column (far right) will update to *Paused*. 

5. Instruct the student to click either the PREVIOUS or the NEXT button to lock their Tester Station. The Tester Station will now display the screen that says *Your test has been paused. Please contact your proctor or administrator.*
6. Allow the student to take their approved absence.
7. When the student returns, click on the checkbox next to their name as in step 3.

8. Click the Resume button on the Test page toolbar. 

9. Instruct the student to click the CONTINUE button in the lower right of the Tester Station screen.

10. The test status in the Status column (far right) will update to Active. 

Pause and Resume a Student Test – Method 2 (Move a Student to Another Computer)

You may need to move a student to another computer, either because they need more time and have to move to another location, or because the computer they are using is having a technical problem that cannot be resolved quickly.

Additional information about other times when you may need to move a student to another computer is in the *Fall 2012 MEAP Online Social Studies Pilot Test Administration Manual*.

The student's answers are not on the computer they are using, so moving a student will not cause any of their answers to be lost.

The steps to move a student to another computer are below. The process requires you to lock their test, move them to a new computer, sign them into that computer and then release their test back to them.

Steps to Pause and Resume a Student Test – Method 2 (Move a Student to Another Computer)

1. Pause the student's test (using steps 1 – 5 of *Steps to Pause and Resume a Student Test – Method 1*).
2. Move the student to the new computer.
3. Double-click on the MIST icon to bring up the MIST Login screen.
4. Have the student enter their username and password and click LOGIN. You will now see the Confirm Student screen.
5. After checking the student information, have the student click CONFIRM.

You will now see the screen that says *Your test has been paused. Please contact your proctor or administrator.*

6. Return to the Test Administrator Website and the Test page you were on in Step 1 of this task and click on the checkbox next to the student's name.

7. Click the Resume button on the Test page toolbar.



8. Instruct the student to click the CONTINUE button in the lower right of the MIST Tester Station screen.

9. The test status in the Status column (far right) will update to Active.



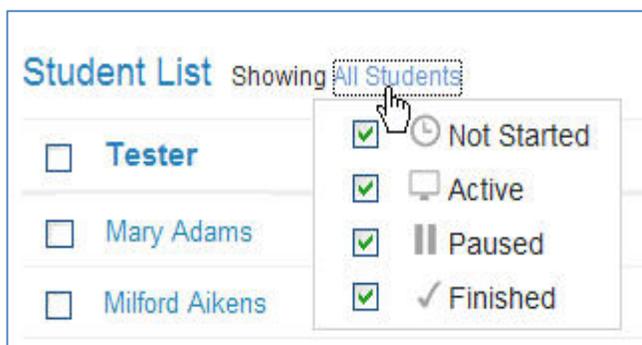
Check Your Roster

You may find it helpful to check your roster several times during the test window:

- When the roster is first posted on October 3rd (to see if it looks as expected)
- 24-48 hours after making significant updates to your pre-ID information via the Secure Site (to verify your changes)
- Daily (to check that the Not Started status of absent students remains as expected)
- Immediately before testing begins (to see if it looks as expected)
- When planning or scheduling makeup test sessions (to see who remains to be tested)
- As the test window draws to a close (to verify that makeup sessions have taken place and that demographic updates and other housekeeping is completed)

Steps to Check Your Roster

1. Log into the Test Administrator Website.
2. Click on the name of the test for which you want to check the roster. Now you will see the Test page for that test, which lists all of the students enrolled to take that test.
3. If desired, filter the roster by clicking on the *Showing* link and selecting the desired student groups from the check-box menu (shown below.)



4. If desired, sort the roster by clicking on one of the column headers. Students with the same status are now grouped together instead of being in order by last name.
5. If desired, sort the roster by clicking on any column header. Reverse the order of the sort by clicking on the column header again.
6. View the list of students shown, with the statuses of their tests listed in the Status column.

NOTE: There is also a Tester Status report which is available via a separate reporting website. This is an Excel spreadsheet which contains the status of each scheduled test for each student (e.g.: Not Started, In Progress, Paused, Finished, Non-participant). It contains no score or answer information, but may help you track the progress of test administrations in your school or district. You will receive detailed information about this website along with your login information in a memorandum near the beginning of October.

Troubleshoot Problems

This section describes some things that you might encounter in your test administration. None of these are very common but this section may help you resolve them quickly should they arise.

Steps to Troubleshoot Problems

- 1) Locate your problem on the left.
- 2) Apply the resolution on the right.
- 3) If this does not resolve your issue, call the MEAP Call Center at 1-877-560-8378, option 2 for assistance.

Problem	Explanation and Resolution
<p>Cannot Log In (Username/Password)</p>	<p>There may be a typo in the user name or password.</p> <p>Make sure there is not a blank space after the username or password and that Caps Lock is off.</p>
<p>MIST Tester Station Will Not Start</p> <p>The Login screen never finishes loading or displays the loading wheel but never displays the username and password fields</p>	<p>Possibly some of the network configuration steps were not performed. The <i>mist.exe</i> application is having difficulty connecting to the MIST server.</p> <p>Please contact your network administrator or call 1-877-560-8378, option 2 for assistance.</p>
<p>Tester Station Shows Latency between Screens</p> 	<p>There may not be enough bandwidth available to the student.</p> <p>Make sure that there is sufficient bandwidth available for testing students.</p> <p>If there is not sufficient bandwidth, consider prioritizing traffic for <i>mist.exe</i> or requesting that nonessential internet use be suspended during testing or stagger test-taking and test fewer students simultaneously.</p> <p>If there is sufficient bandwidth, close MIST and “reset” the student at the same computer or a different computer, using the steps in <i>Pause and Resume a Student Test – Method 2</i>. If this does not resolve the issue, call 1-877-560-8378, option 2 for further assistance.</p>
<p>Student Loses Connection to the Server</p> <p>Error message reads: Error contacting the MIST server. (Details read: <i>faultCode: DecodingError</i> <i>faultString: 'SOAP Response cannot be decoded. Raw response: 'faultDetail: 'null'</i>)</p>	<p>The student’s internet connection to the MIST server has been interrupted.</p> <p>“Reset” the student at the same computer or a different computer, using the steps in <i>Steps to Pause and Resume a Student Test – Method 2</i>. The application will establish a new connection during this process.</p>

MIST In-Depth

This section of this document will help you understand the two MIST interfaces, the MIST Tester Station and the Test Administrator Website. We look at the Tester Station briefly and then move on to the Test Administrator Website.

MIST Tester Station

The MIST Tester Station software should already be installed on the student testing computers by school network administrators. You should see the *mist.exe* icon on the desktop of each testing computer.



mist.exe

The application *mist.exe* establishes a Tester Station on the student testing computer which takes up the entire screen and prevents the student from accessing their desktop and other programs on the computer.

A MIST test consists of a series of screens viewed on the Tester Station. The screens are like pages in a test booklet.

- The first screen shows the test name, just like the cover of a booklet.
- The next few screens give instructions on how to use MIST.
- The third set of screens presents the sample items and the test directions that appear in the test booklet.
- The middle portion of the test presents the test questions themselves. In the Fall 2012 MEAP Online Social Studies Pilot test, all of the questions are multiple-choice and are presented one question per screen.
- The last portion of the test consists of the Review Your Items screen and a series of screens which verify that the student truly intends to finish their test and submit it for scoring.
- A Confirmation screen signals that the testing process is complete like the back cover of the test booklet.

NAVIGATION: Students move through the screens by using the buttons at the lower edge of their Tester Station. These buttons are PREVIOUS, NEXT, REVIEW, GO TO ITEM, FINISH, BACK TO TEST and EXIT.

	<p>PREVIOUS takes you to the screen immediately before the one you are viewing.</p>
	<p>NEXT takes you to the screen immediately after the one you are viewing.</p>
	<p>REVIEW takes you to the Review Your Items Screen.</p>
	<p>GO TO ITEM takes you from the Review Your Items Screen to the item you selected.</p>
	<p>FINISH takes you from the Review Your Items Screen to the EXIT screen.</p>
	<p>BACK TO TEST takes you from the EXIT screen to the Review Your Items screen.</p>
	<p>EXIT takes you to the CONFIRMATION Screen, which indicates that you have finished your test and cannot return to the test questions.</p>
	<p>CLOSE on the CONFIRMATION screen closes the MIST application.</p>

TOOLS: Students are provided with several tools to interact with the test questions. These are the Flag tool and the Zoom tool.

- **Flag** marks a question for later review, which is very useful on a longer test and is analogous to circling the question number in the booklet or otherwise marking it to help you find it later.
- **Zoom** makes the text on the screen larger or smaller.

That concludes our tour of the MIST Tester Station. Test administrators can take the Fall 2012 MEAP Online Social Studies Pilot MIST Student Practice Test after September 4th to familiarize themselves with the student interface and see all of the buttons, tools and screens. Students and test administrators can take the practice test as often as necessary to feel comfortable with the MIST Tester Station.

MIST Test Administrator Website

The Test Administrator Website is the Administrator interface. We will take a tour of this website in the next several pages. The goal of this tour is to help you understand how the website is organized so that you can navigate easily to the parts of the website you need during testing.

The Test Administrator Website has six areas:



Area buttons (above left)

Test Administrator Website Layout	
Tests	Tests Summary Page (Main level) Test Page (Sub-level)
Students	Students Summary Page (Main level) Student Page (Sub-level)
Downloads	
Documents	
Videos	
Frequently Asked Questions	

This section of the document looks at each area and summarizes

Things you can do there

Where you can go from there

This will help you understand how the website is organized so that you will be able to use it more easily.

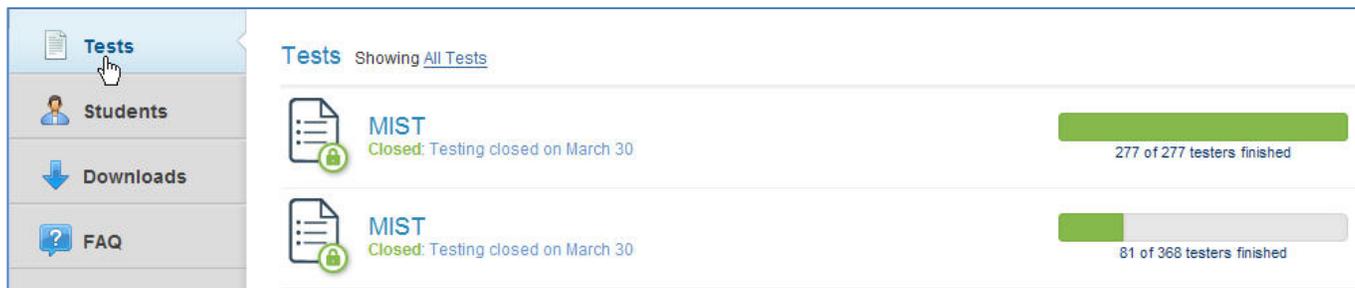
NOTE: Every time you log into the Test Administrator Website, you will be taken to the **Tests** page. Click on any of the area buttons in the **upper left** of the page, depending on what you need to do at that moment.

Tests

There are two pages in this area, the **Tests Summary** page (main page) and the **Test** page (subpage).

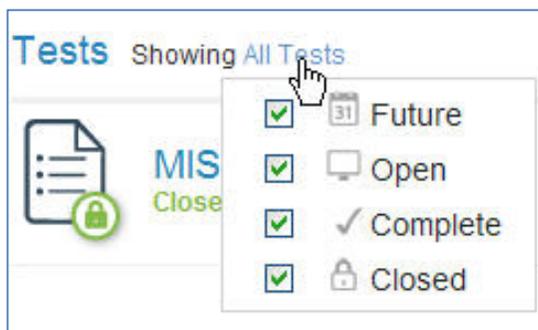
Tests Summary Page

This page lists all of the tests assigned to you, with summary information about each test. Your list of tests will be different than the one shown below.



Things you can do on the Test Summary page:

- View the school's master list of tests and the corresponding test summary information.
 - You can filter the list by using the *Showing* link (shown below).



- Search for a test using the Search bar in the upper right of the page.



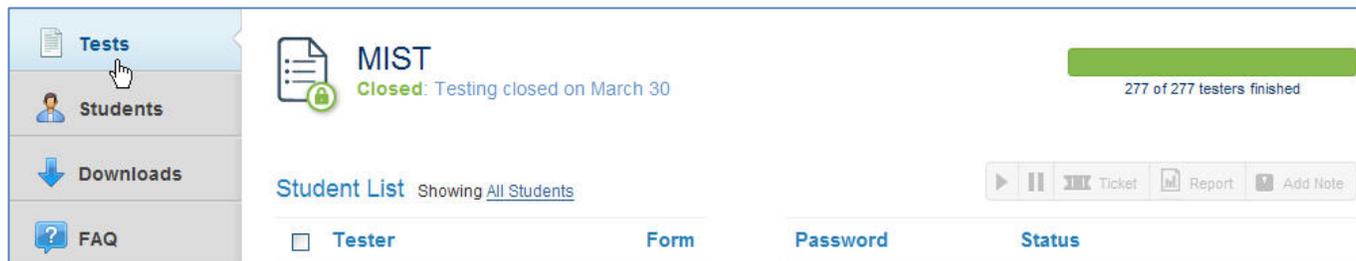
- Start typing the name of the test into the search field and a pop-up window of matching tests will appear below the search bar.
- Wait a few moments for the search to be performed and the tests matching your search to appear below the search window.

Where you can go from the Test Summary page:

- Click on a test name to view its **Test** page and manage a particular test.
- Click on one of the six area buttons (on the left) to move to the main page of any area of the website.

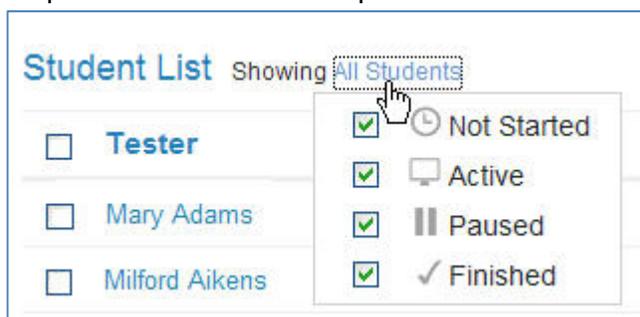
Test Page

This page allows you to manage a particular test administration. The top of the page displays the name of the test you are managing, along with its summary information. Below that is a list of all students enrolled to take that test.



Things you can do on the Test page:

- Pause and resume tests for one or more testers.
 - Select the testers to be paused and click the pause button on the toolbar.
- Print Student Test Tickets for one or more students assigned to that test.
 - Select the testers to be printed and click the Ticket button on the toolbar, and then print the PDF that is generated.
- Check any tester's password for that test.
 - Hover over the to display the password text.
- View the status of all the testers on the roster.
 - You can sort the tester list by status. Click on a column header to sort by that column.
 - You can hide certain test statuses to view part of the roster. Use the *Showing* dropdown to choose which part to view.

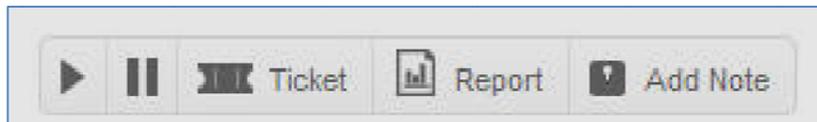


Where you can go from the Test page:

- Click on a student's name to manage that student.
 - This will take you to the Student page for that student.
- Click on one of the six area buttons (on the left) to move to the main page of any area of the website.

The Test Page Toolbar

The Test page toolbar shows the **actions** you are able to perform on the Test page. It is located to the right of the page and looks like this:



Test page toolbar

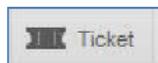
Click on a toolbar button to perform an action. A list of the buttons and their actions appears below.



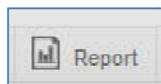
Pause -- pauses the selected tests, freezing the Tester Station and allowing the EXIT button to appear in the lower left of the Tester Station screen.



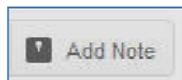
Resume – resumes the selected tests.(You can only use this button if student has not clicked the EXIT button on their Tester Station.)



Print tester ticket – generates a PDF of Student Test Tickets for the selected tests.



View reports – not active for the Fall 2012 MEAP Social Studies Pilot.



Add test note – not active for the Fall 2012 MEAP Social Studies Pilot.

Some actions are not available at certain times. Only the buttons that are available for those students at that time will be active. Active buttons are darker.

For **any** of the available toolbar buttons to be active, you **must** have selected at least one student/tester to whom to apply your action, by clicking in the checkbox next to their name. You can select **all** the students by clicking in the topmost checkbox (shown below) next to the word **Tester**.

Student List		Showing All Students		
<input checked="" type="checkbox"/>	Tester	Form	Password	Status
<input checked="" type="checkbox"/>	Margaret Sikes	EJ-2	

Students

There are two pages in this area, the **Student Roster** page (main page) and the **Student** page (subpage).

Student Roster Page

The main page of this area lists all of the students assigned to you, with summary information about each tester.

Tests		
Students Showing All Students		
 Students	Chelsea J Chopez	06/05/1999 1 of 1 Tests Complete
	Suri J Copeland	06/05/1999 1 of 1 Tests Complete
	Hazel J Dabbe	06/05/1999 1 of 1 Tests Complete
 Downloads		

Things you can do on the Student Roster page:

- View the entire student roster and the summary information.
- Search for a student using the Search bar in the upper right of the page.

🔍

Start typing the name of the student into the search field and a pop-up window of matching student names will appear below the search bar. Wait a few moments for the search to be performed and the names matching your search to appear below the search window.

Where you can go from the Student Roster page:

- Click on a student name in the roster to view their Student page and manage that tester.
- Click on one of the six area buttons (on the left) to move to the main page of any area of the website.

Student Page

This page allows you to manage a particular student.

The screenshot shows the 'Student Page' for Chelsea J Chorez. On the left is a sidebar with navigation buttons: Tests, Students (highlighted), Downloads, Documents, Videos, and FAQ. The main content area features a student profile for Chelsea J Chorez with a silhouette icon. Below the name are three input fields for demographic data: Student ID (999999999), Gender (Female), and Date of Birth (6/5/1999). Underneath is a section titled 'Assigned Tests' with a toolbar containing 'Add Test', 'Pause', 'Resume', 'Ticket', and 'Advanced' buttons. A table lists assigned tests with columns for 'Test', 'Form', 'Password', and 'Status'. One test is listed: 'Fall 2012 MEAP Social Studies Practice Test' with 'Form' set to 'Online' and 'Status' indicated by a green bar and a checkmark.

Things you can do on the Student page:

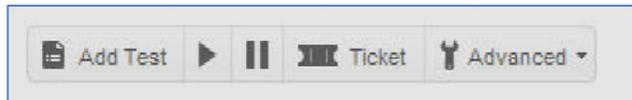
- Print Student Test Tickets for one or more tests assigned to one tester.
- Check the tester's password.
 - Hover over the to display the password text.
- View demographic data about the tester.
- Edit some of the student demographics.
 - Report codes, accommodations and research codes can be edited here.
 - **NOTE:** Remember to click **SAVE** before you leave this page.
- View and manage the status of all tests assigned to that tester.
 - You can pause and resume one or more tests for that tester.
 - You can see test forms assigned to that tester.
 - You can sort the list of tests assigned to that tester by test status.
- Access the Advanced Tab to perform certain advanced tasks.
 - You can mark a test as *Do Not Score* in the Advanced Tab.
 - The Advanced Tab has its own section on page 27 of this document.

Where you can go from the Student page:

- Click on one of the six area buttons (on the left) to move to the main page of any area of the website.

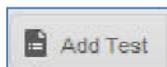
The Student Page Toolbar

The Student page toolbar shows the **actions** you are able to perform on the Student page. It is located to the right of the page and looks like this:



Student page toolbar

Click on a toolbar button to perform an action. A list of the buttons and their actions appears below.



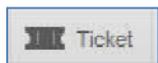
Add Test – not active for the Fall 2012 MEAP Online Social Studies Pilot.



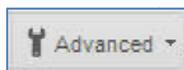
Pause – pauses the selected tests, 30 the Tester Station and allowing the EXIT button to appear in the lower left of the Tester Station page.



Resume – resumes the selected tests. (You can only use this button if student has not clicked the EXIT button on their Tester Station.)



Print tester ticket – generates a PDF of tester tickets for the selected tests.



Advanced – accesses the advanced function *Non-Participant/Do Not Score*. This button has its own section below.

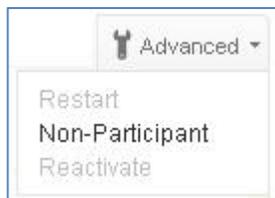
Some actions are not available at certain times. Only the buttons that are available for those students at that time will be active. Active buttons are darker. For **any** of the toolbar buttons to be available and active, you **must** have selected at least one test to which to apply your action by clicking in the checkbox next to the test name.

You can select **all** the tests assigned to that student by clicking in the topmost checkbox (shown below) next to the word **Test**.

Assigned Tests				
<input checked="" type="checkbox"/>	Test	Form	Password	Status
<input checked="" type="checkbox"/>	Fall 2012 MEAP Social Studies Practice Test	Online		<input checked="" type="checkbox"/>

The Advanced Tab

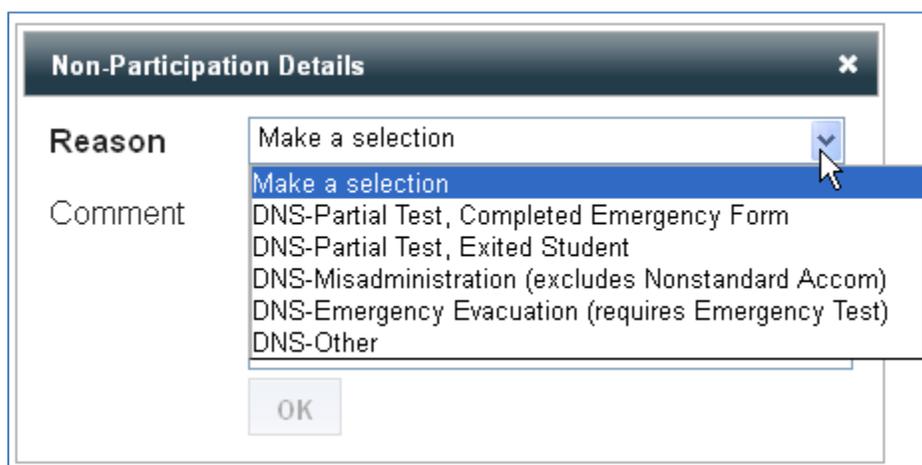
The Advanced Tab accesses the *Non-Participant/Do Not Score* function.



The Advanced Tab

1. Click on the arrow on the right of the button to view a dropdown list. Choose **Non-Participant** from the list.

Once you choose Non-Participant, a pop-up dialog box will appear with a dropdown menu. This menu will contain the possible reasons for marking a test *Do Not Score*.



2. Select the correct reason.
3. Click OK to save your changes.
Click X to cancel without saving your changes.

NOTE: If you save a change in error, you can reactivate the Non-Participant test. Call the MEAP Call Center at 1-877-560-8378, option 2 for assistance.

NOTE: Marking a test *Do Not Score* does not take the place of filing an incident report if one is required.

Downloads

The Downloads Area is where you go to download the correct version of *mist.exe* when you need to install or update the software.



Things you can do on the Downloads page:

Click on the download button for any program listed to download that program.

Where you can go from the Downloads page:

- Click on one of the six area buttons (on the left) to move to the main page of any area of the website.

Documents

The Documents page houses the most up-to-date version of each piece of MIST MEAP Documentation.

MIST Documentation



MIST Quick Start Guide for MEAP
Provides help on using the MIST Tester Station and the Proctor Website.

 Download



MIST Technical Guide for MEAP
Outlines the basic steps required to deploy MIST including system requirements and a readiness checklist.

 Download

Things you can do on the Documents page:

- Click on the download button for any document to download a PDF of that document.

Where you can go from the Documents page:

- Click on one of the six area buttons (on the left) to move to the main page of any area of the website.

Videos

The Videos area displays a list of available videos covering MIST Test Administrator Tasks. The first video listed covers all the tasks, including some not available for the Fall 2012 MEAP Online Social Studies Pilot. For ease of reference, each available task is broken out individually in the subsequent shorter videos.

Things you can do on the Videos page:

- Click on any video to play it using **QuickTime**[®] or another video player capable of handling the .mov file extension).

Where you can go from the Videos page:

- Click on one of the six area buttons (on the left) to move to the main page of any area of the website.

FAQ

The FAQ area displays a list of **Frequently Asked Questions** about MIST and the Fall 2012 MEAP Online Social Studies Pilot.

Things you can do on the FAQ page:

- Click on any question to expand the answer to that question.
- Click on [Print this page](#) to print all of the questions and answers from the FAQ page.

Where you can go from the FAQ page:

- Click on one of the six area buttons (on the left) to move to the main page of any area of the website.

This concludes our tour of the Test Administrator Website.

Appendix I: Choose Your Method of Setting Up MIST Tester Stations

There are two methods of setting up the Tester Stations on the testing computers:

- **Student Test Ticket Setup**
Print out Student Test Tickets and distribute to students.
- **Test Administrator Setup**
Either log into *mist.exe* with the school-specific username and password and then select the desired student and test, or print out Student Test Tickets, and rather than distributing them to the students, log into *mist.exe* with the student username and password.

The table below summarizes some pros and cons of each method. Your school MEAP coordinator should choose one method for your school so that all of the test administrators use the same method.

Never share the Test Administrator username and password with a student.

Student Test Ticket Setup		Test Administrator Login Setup	
Pro	Con	Pro	Con
Decreases possibility of setting up stations for late or absent students.	Increases preparation time needed. The school must download and distribute tester passwords for each test.	Simplifies preparation for the test. No need to cut apart Student Test Tickets.	Increases possibility of setting up stations for late or absent students.
Reduces overall time for test administration because multiple testers can log themselves in simultaneously.	Students may still require assistance with the sign-in process.	Reduces student involvement in the setup process.	Increases pretest preparation time for staff because staff set up one Tester Station at a time.
Decreases possibility of choosing the wrong test part for a student.	Student Test Tickets must be retrieved from students after setup and destroyed in a secure manner after testing.	No tickets to retrieve from students after setup and destroy in a secure manner after testing.	Increases possibility of choosing the wrong test part for a student.
		Can control seating by assigning desired computer to that student.	

The directions below will be helpful to inform your decision as to which method is right for your school.

Steps to Set up a Tester Station

Double-clicking on the MIST icon



will bring up the MIST Login screen, which looks like this:



Login screen

NOTE: If you have a slower connection, you may see the progress bar on the Login screen moving from 0% loaded to 100% loaded.



Login screen progress bar



NOTE: If you see a picture of a swirling wheel on top of the Login screen for longer than a few seconds and/or the loading progress bar does not reach 100%, a step in the installation may have been skipped, or the computer may not have an active connection to the internet. Please call your network administrator or the MEAP Call Center at 1-877-560-8378, option 2 for assistance.

The two methods diverge at this point.

Steps to Student Test Ticket Setup Method

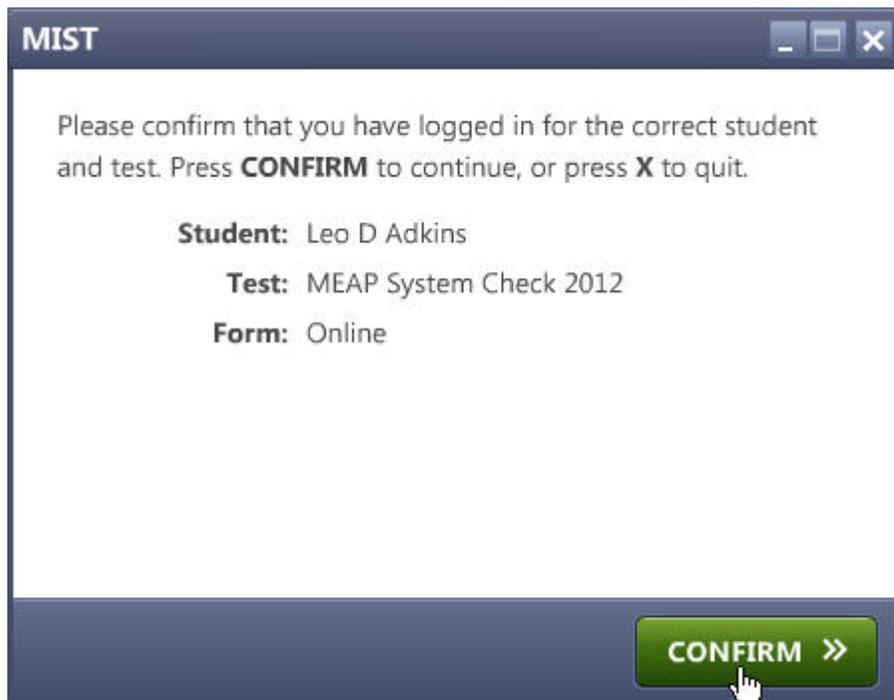
Type the student username and password from the Student Test Ticket into the Login screen. After the student types their username and password from their Student Test Ticket into the fields of the Login screen, the LOGIN button will turn green. You should be able to read the password as you type it.



NOTE: If you cannot read the password as you type it, there is a typo in the username or a blank space after the username. Your login will then fail even if the password is correct.



After clicking the LOGIN button, you will see the Confirm Student screen below.



This screen shows

- the name of the student
- the name of the test
- the test form

Confirm Student is the screen that your student(s) should be looking at when you begin to read the test administrator script in the *Directions for Administration*.

If someone realizes that the student name, test name, or test form is not the correct one, they can use the X in the upper right corner to close the screen and start the login process again.

Confirm Student page

DO NOT CLICK CONFIRM until the test administrator script in the Fall 2012 MEAP Social Studies Pilot Test *Directions for Administration* directs you or the student to do so.

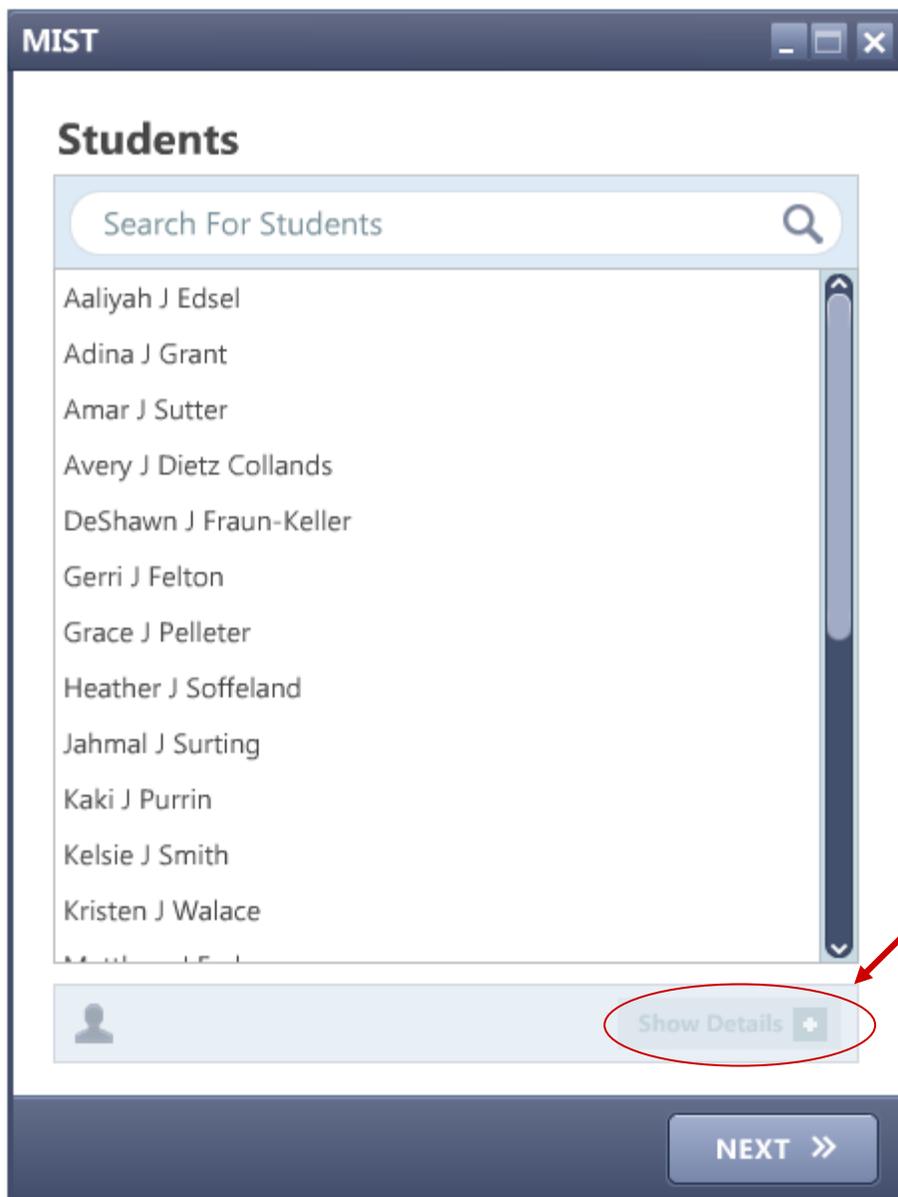
Steps to Test Administrator Setup Method

Type the school-specific MIST test administrator username and password you received from your district or school MEAP coordinator into the Login screen. After you type your username and password into the fields of the Login screen, the LOGIN button will turn green. You will not be able to read the password as you type it.



Click LOGIN.

Test Administrator Setup Method, continued



Now you will be looking at the student roster.

This screen contains the **entire roster** for the username and password you used to log in. The student names are listed alphabetically in the format Last, First MI.

The search bar at the top allows you to locate a student name quickly. Start typing the name, and the search will pull any student with that string of letters anywhere in the first or last name. Wait a few seconds for the results to load. The longer the string of letters that you type, the fewer results you will get.

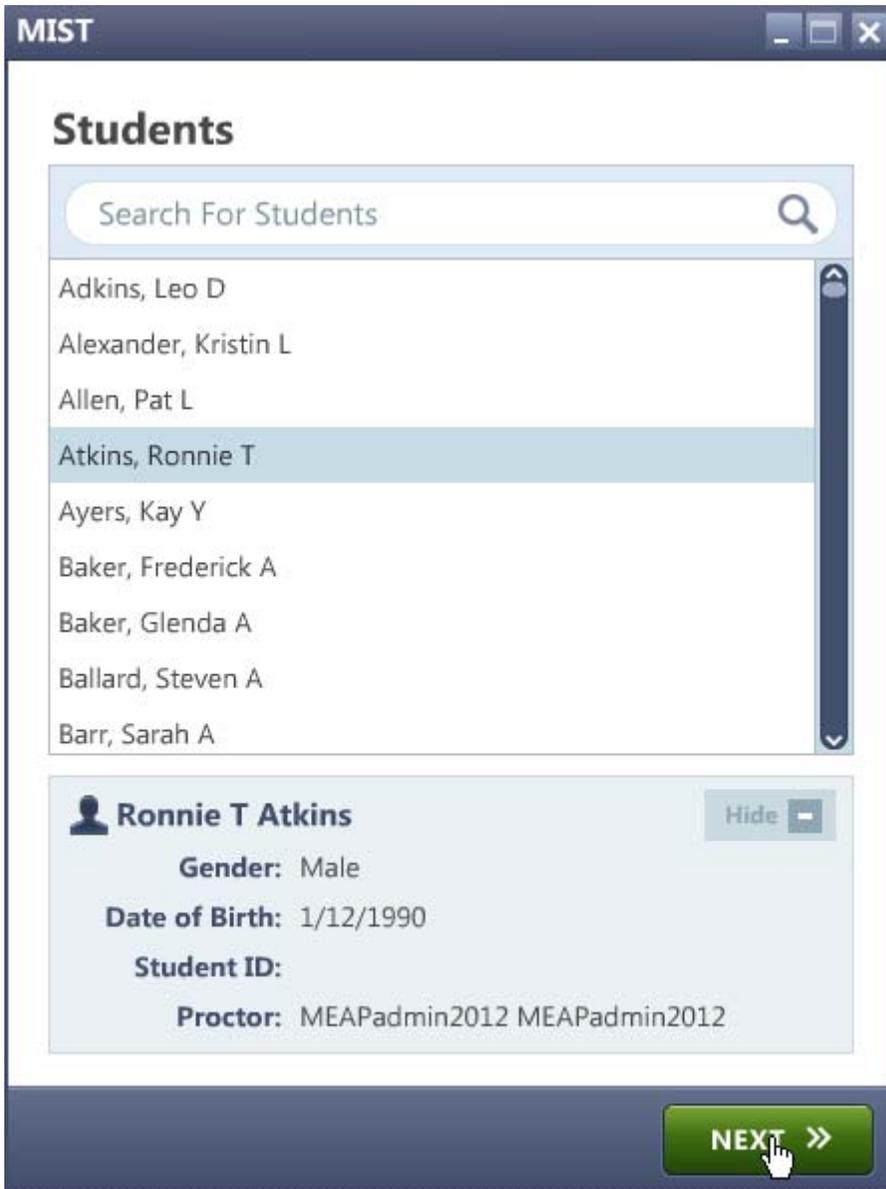
The scroll bar to the right allows you to scroll through the list.

At the bottom of the screen is the Show Details window. Once you have selected a student, the Show Details window can be expanded with the Show Details+ button to verify that you have selected the correct student.

Once you select a student, the NEXT button turns green.

Test Administrator Setup Method, continued

In this picture, the Show Details+ button is expanded to verify that this is the student you intend to seat at that testing computer.



After you have found the correct student, click NEXT.

Test Administrator Setup Method, continued

After you click NEXT, you will see the Test Selection screen. This screen shows all the tests for which the student is enrolled. Click BACK if you have selected the wrong student.

- Click on the name of the test you wish to administer to select it. The test name will turn **blue**.
- You **must** select a test from the list in order to be able to advance to the next screen. After you select a test, the NEXT button will turn **green**.

The picture to the right shows the test selection screen with one test selected.

The Show Details+ button has been expanded to show you the summary information about the test.

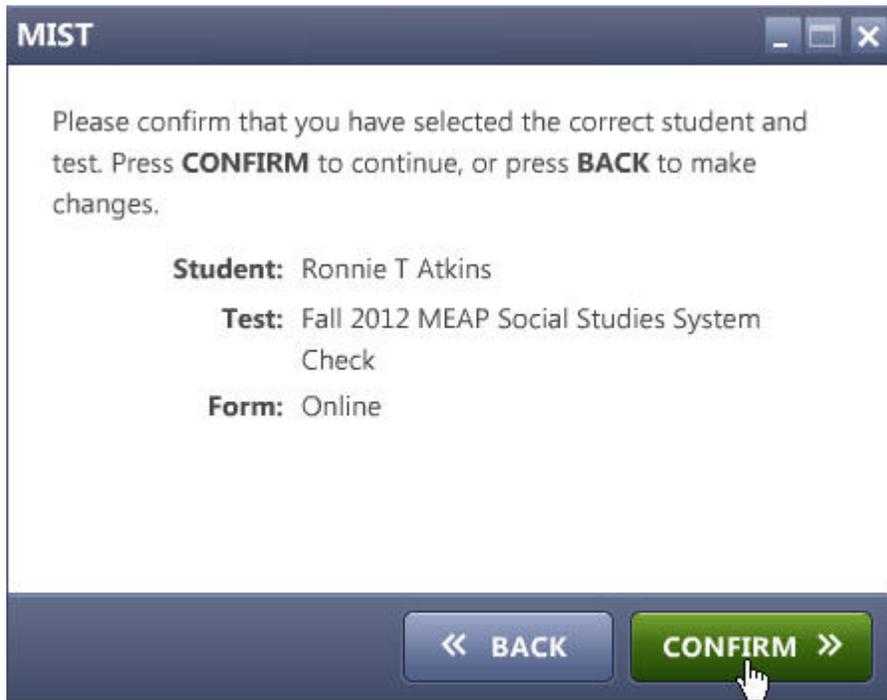


When you are certain that you have the correct student and test, click the NEXT button.

NOTE: In the Fall 2012 MEAP Online Social Studies Pilot, you will see two tests in this list for each student. Each test contains one part of the paper booklet. Please administer Part 1 before Part 2, as directed in the *Fall 2012 MEAP Online Social Studies Pilot Test Administration Manual*.

Test Administrator Setup Method, continued

Now you will be on the Confirmation screen.



The screenshot shows a window titled "MIST" with a confirmation message: "Please confirm that you have selected the correct student and test. Press **CONFIRM** to continue, or press **BACK** to make changes." Below the message, the following information is displayed:

- Student:** Ronnie T Atkins
- Test:** Fall 2012 MEAP Social Studies System Check
- Form:** Online

At the bottom of the window, there are two buttons: a blue button labeled "<< BACK" and a green button labeled "CONFIRM >>". A mouse cursor is pointing at the "CONFIRM >>" button.

This is the point where the *Directions for Administration* begin.

Appendix II: Accommodations

Zoom Levels (universal accommodation)

The zoom tool is provided on all screens. Levels of magnification are 0.65x, 0.8x, 1.0x, 1.25x, 1.6x, and 2.0x. The zoom tool is not a substitute for an enlarged print test.

Special Keyboards

Most special keyboards (e.g., Intellikeys™) are compatible with the MIST application and should work properly on machines that meet the minimum OS requirements (see MIST Technical Specifications).

Touch Screen Monitors

Most touch screen monitors (e.g., Hyvision MV155 Touch LCD) that meet the minimum resolution requirements (see MIST Technical Specifications) are compatible with the MIST application and should work properly on machines that meet the minimum OS requirements.

Further Assistance

If you have any questions or if we can provide any additional assistance, please contact the MEAP Call Center at 1-877-560-8378, option 2.