

# MIST Frequently Asked Questions

## 1. Tester Station: What do the status icons mean on the Test Selection screen?

Test administrators can use the table below to interpret the tester and test status icons displayed on the Tester Station and Test Administrator Website, respectively. To view a description, hover the mouse over the status icon.

Tester Station	Description	Test administrator Website	
Tester Status Icon		Test Status Icon	Tester Status Icon
 Future	Future: Test window is not yet open. Test cannot be started. Students cannot select or start test.	 Future	 Future
 Not started	Open: Test is available. Not Started: Student has not clicked <b>START TEST.</b>	 Open	 Not Started
 Active	Open: Test is started. Active: Student is taking test.	 Open	 Active
 Paused	Open: Test is started. Paused: Student is paused.	 Open	 Paused
NA	Complete: All students have a Finished test. Test is not listed on Tester Station.	 Complete	 Finished
NA	Closed: Test window is closed. Test cannot be started. Test is not listed on Tester Station.	 Closed	Any
NA	Student cannot start or resume test.	Any	 * Non-participant

\*Non-participant  indicates that the test has been marked Do Not Score.

## 2. A student's name is not on my MIST roster. How do I add a student?

For the Fall 2012 MEAP Online Social Studies Pilot, all students are added to the roster via Pre-ID on the BAA Secure Site. The *Add Student* feature of the Test Administrator Website is turned off for this administration. If a student is missing from the roster, go to the BAA Secure Site and Pre-ID them for MEAP testing at your school. Students will be reflected on the MIST roster on the following school day.

## 3. A student's test is missing from their test list. How do I add the test?

For the Fall 2012 MEAP Online Social Studies Pilot, all test enrollments are created by Pre-ID through the BAA Secure Site. The *Add Test* feature of the Test Administrator Website is turned off for this administration. If you have a student on your roster who is missing a test or test part, please call the MEAP Call Center at 1-877-560-8378, option 2 for assistance.

## MIST Frequently Asked Questions

### 4. What are the pros and cons of the two methods of setting up MIST Tester Stations?

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.	

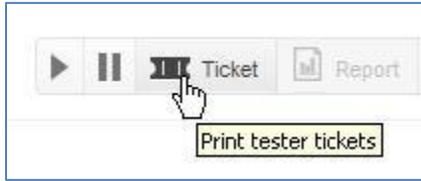
### 5. How do I download tester passwords?

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 (student passwords).
3. Click on the checkbox next to the names of the testers for whom you want to print student test tickets. You can select all the testers by clicking on the topmost checkbox next to the word **Tester** (shown below).



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

## MIST Frequently Asked Questions



A PDF of the student test tickets for all selected students is generated. The PDF will open in a separate tab or window. If you cannot locate the PDF, contact your network administrator or call the MEAP Call Center at 877-560-8378, option 2 for assistance.

Student Test Tickets (student passwords) contain confidential student information and provide access to secure test material. Use caution and ensure tickets are not sent to a remote printer.

### **6. Tester Station: Using the Test Administrator login, why can't I click the NEXT button on the Test Selection screen?**

If you select a test and the NEXT button is not green, you have selected a test that is either in the Active status or is outside the test window. Please check your test selection, and call the MEAP Call Center at 1-877-560-8378, option 2 for assistance if needed.

### **7. A student clicked the FINISH button by mistake. Can the test be restarted?**

If a student clicked the FINISH button by mistake, call the Bureau of Assessment and Accountability (BAA) immediately at 1-877-560-8378, option 2 for assistance.

### **8. I am administering a test and several students are experiencing slow progress through the test, computers that freeze, or inability to log in to MIST (loading wheel keeps spinning). What do I do?**

This problem occurs when the computers being used do not have sufficient memory capacity or if the school's computer network has insufficient bandwidth to run MIST in certain testing scenarios. This may result in computers that freeze or are slow to process during testing.

To mitigate low bandwidth issues when using the MIST application, you can

- modify the testing schedule to limit the number of concurrent testers
- limit internet access for non-testers during a test administration

If the solutions suggested above do not resolve this problem, please call the MEAP Call Center at 1-877-560-8378, option 2 for assistance.

## MIST Frequently Asked Questions

### **9. What is the testing window for the Fall 2012 Online MEAP Social Studies Test?**

The testing window for the Fall 2012 Online MEAP Social Studies Test is Wednesday, October 17, 2012 through Wednesday, November 7, 2012. This extended testing window applies only to the online version of the Fall 2012 MEAP Social Studies Test. All other MEAP assessments must be administered according to the documented assessment schedule that can be found on the MEAP website at [www.michigan.gov/meap](http://www.michigan.gov/meap) and in the *MEAP Test Administrator Manual Fall 2012*.

### **10. My building is participating in the Fall 2012 Online Social Studies Pilot. Must all my students take the MEAP Social Studies Test online?**

With the exception of students who require an accommodated version of the MEAP Social Studies Test, all 6th and 9th grade students who are eligible for the Fall 2012 MEAP Social Studies Test are expected to take the online version of the test. Please see the "Students to be Assessed" section of the *Fall 2012 MEAP Online Social Studies Pilot Test Administration Manual* for additional information.

### **11. Must the online test be administered on the same day to all students?**

No. The BAA recognizes that technology restrictions may not allow schools to test all their students in one day. All students should be administered Part 1 of the test prior to Part 2 and each part must be administered in one continuous testing session. Please see the *Fall 2012 MEAP Online Social Studies Pilot Test Administration Manual* for additional details.

### **12. How long will the test take?**

The Fall 2012 MEAP Online Social Studies Test closely mirrors the paper-and-pencil version of the tests. Please refer to the "Estimated Length of Fall 2012 MEAP Tests" located on page v of the *MEAP Test Administrator Manual Fall 2012*. These estimates do not include the time needed to seat students, log students onto computers, or read test directions. Please remember all MEAP assessments are untimed. Students must be provided as much time as needed during the same continuous session to complete each part of the test.

### **13. Why are students assigned to two tests?**

The Fall 2012 MEAP Social Studies Test is composed of two parts. To allow for breaks between the parts while maintaining security in the online environment, each part has been defined as a separate test in MIST.

### **14. Can the computer labs be used for other purposes during the testing window?**

Yes. To maintain test security, only students who are testing and trained test administrators and proctors should have access to the testing rooms and computers while students are testing. However, as long as each testing session is completed and

## MIST Frequently Asked Questions

closed out properly, the test content will remain secure and you will be able to use the labs and computers for other activities.

### **15. What is the Student Practice Test and does it need to be administered?**

The Fall 2012 MEAP Social Studies Practice Test is a short web deployed practice test designed to familiarize students and testing staff with the MIST application and tools. The BAA **highly recommends** all students be provided the opportunity to take this practice test prior to the administration of the actual MEAP Online Social Studies Test. Additional information can be found in the MIST Student Practice Test section of the *Fall 2012 MEAP Online Social Studies Pilot Test Administration Manual*. A MIST™ *Student Practice Test* document containing additional information as well as a suggested script to use with students during the administration of the practice test is also posted on the MEAP website at [www.michigan.gov/meap](http://www.michigan.gov/meap).

### **16. Will online testing results be available online and sooner than paper-and-pencil results?**

No. Results for both modes of testing will be available at the same time after completion of all psychometric work and evaluation. Results will not be available for viewing in MIST.

### **17. How are student responses transmitted?**

Test questions and tester responses are stored on the MIST database at Measurement Incorporated; they do not go to the BAA. Responses are saved every 60 seconds or every time the student navigates from one screen to another, whichever comes first.

### **18. Why should I (and how do I) mark online tests Do Not Score?**

Online tests should be flagged as "Do Not Score" for the following reasons:

- DNS-Partial Test, Completed Emergency Form  
Online testing has started and a paper-and-pencil emergency test was or will be completed due to a testing misadministration, a student removed from testing due to illness or by a parent for whom resumed testing is not deemed appropriate, or technology problems.
- DSN-Partial Test, Exited Student  
Online testing has started and a student moves or is exited from your school. Make sure the exit dates are correct in MSDS.
- DSN-Misadministration (excludes Nonstandard Accom)  
A testing irregularity or misadministration has occurred and tests will not be scored. Please note, when Student Prohibited Behavior occurs or a Non-standard Accommodation is provided, tests are flagged accordingly.
- DNS-Emergency Evacuation (requires Emergency Test)  
The testing room is evacuated under emergency conditions and test security is not maintained. Please contact the BAA at 877-560-8378 to discuss these situations.

## MIST Frequently Asked Questions

- Paper-and-Pencil Test Administered  
This selection is optional and is designed for special education students for whom the IEP team has deemed an accommodated version of the test or the paper-and-pencil version of the test is most appropriate. Setting this non-participant designation will allow the Test Administrator to filter these students out of the active roster and provides an additional roster management tool.
- DSN-Other  
For all other conditions.

Tests are flagged Do Not Score from the Advanced Tab on the Student page of the MIST Test Administrator Website. Detailed directions for accessing this tab are documented in the *MEAP Quick Start Guide to MIST* on page 12.