

MIST Frequently Asked Questions

1. What is MIST?

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, copied to 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 installation is needed. To maintain crucial test security, lock your computer or log out of the Test Administrator Website whenever you leave your computer for any reason.

2. 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: Test window is not yet open. Test cannot be started. Students cannot select or start test.		
		Open: Test is available. Not Started: Student has not clicked START TEST .		
		Open: Test is started. Active: Student is taking test.		
		Open: Test is started. Paused: Student is paused.		
NA		Complete: All students have a Finished test. Test is not listed on Tester Station.		✓
NA		Closed: Test window is closed. Test cannot be started. Test is not listed on Tester Station.		Any
NA		Student cannot start or resume test.	Any	✗

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

For the Fall 2013 MEAP online tests, all students are added to the roster via Pre-ID. 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.

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

For the fall 2013 MEAP online tests, all test enrollments are created by Pre-ID through the BAA Secure Site. 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.

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

Tester 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 print and cut apart student Tester Tickets (student passwords).	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 tester stations must be set up one at a time.
Decreases possibility of choosing the wrong test session for a student.	Tester Tickets (student passwords) must be retrieved from students after logon 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 session for a student.
Can control seating by handing out tickets only after students are seated		Can control seating by assigning desired computer to that student.	

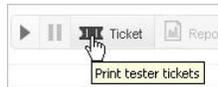
Tester Ticket Setup		Test Administrator Login Setup	
Pro	Con	Pro	Con
at the correct computer.			

6. How do I download student passwords?

- Log into the MIST Test Administrator Website.
- Click on the name of the test for which you want to print Student Tickets (student passwords).
- Click on the checkbox next to the names of the students for whom you want to print student tickets. You can select all the students by clicking on the topmost checkbox next to the word **Tester** (shown below).



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



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.

7. 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.

8. A student clicked the FINISH button by mistake. Can the test be restarted?

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

9. 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.

10. How do I know which MEAP tests my school has committed to taking online?

For fall 2013, the following MEAP tests are offered online:

- Science (grades 5 and 8)
- Social Studies (grades 6 and 9)

A listing of the schools participating in the Fall 2013 MEAP Online Testing along with the grades and subjects is located in the Fall 2013 MEAP Online Testing folder on the MEAP website at: www.michigan.gov/meap

11. Most of my students are done testing. How do I handle the one or two students not finished?

All MEAP tests are untimed. Students **must** be allowed as much time to complete each part of the test without interruption. Pause the tests of any students who need additional time and either a) allow them to resume the test after the rest of the class has been dismissed from the testing room, or b) escort them to a separate testing location and resume the test. Students may not take a break (such as lunch, recess, or special) prior to finishing the test.

See page 15 in the *Fall 2013 MEAP Online User Guide to MIST* for information on how to pause and resume tests.

12. What do the Non-Participation Reasons mean and why would I use one?

Marking a student as a Non-Participant is the online analogy to marking a paper-and-pencil answer document "Do Not Score". When viewing the online student roster, non-participants will be automatically filtered out of the active roster, allowing the test administrator to focus on those students who are testing or who still need to test.

Mark an online student as a non-participant for the following reasons:

- **Test started – student moved to another school**
The student started, but did not complete, a MEAP online test prior to moving to another school. Both parts of the online test must be completed to count as a completed test.
- **Test started – emergency test administered**
The student started, but did not complete, a MEAP online test prior to the administration of an emergency test. Emergency tests may be given in the event of illness or a testing irregularity.
- **Student prohibited behavior**
The student engaged in prohibited behavior. Please see the *Fall 2013 MEAP Online Test Administration Manual*, the *Fall 2013 MEAP Test Administrator Manual*, and the *Assessment Integrity Guide* for information on student prohibited behavior.
- **Nonstandard accommodation provided**

The student received a nonstandard accommodation or an accommodation that was not specified in his/her IEP, 504 Plan or EL Plan. Please see *Fall 2013 MEAP Online Test Administration Manual*, the *Fall 2013 MEAP Test Administrator Manual*, and the *Assessment Accommodation Summary Table* for additional information.

- **Test misadministration**

A testing irregularity occurred and the district MEAP coordinator receives instructions from the Office of Standards and Assessment (OSA) to mark the test as a misadministration.

- **Student is not taking the MEAP at this school**

A student is erroneously pre-identified for the MEAP assessment on the BAA Secure Site. This may occur when a special education student takes an alternate assessment according to his or her IEP or the student moves to a new school prior to the start of testing.

- **Paper-and-pencil test administered**

The student required an accommodated version of the MEAP test (i.e. Braille, enlarged print, reader script, audio CD, or video DVD) which is only available in the paper-and-pencil mode.

- **Other**

13. How are the login credentials for the Test Administrator website disseminated?

The login credentials are delivered to the District MEAP Coordinator via FedEx and distributed to schools by the District MEAP Coordinator.

14. Can we use Chrome, iPads, or other tablets to take the MEAP online tests?

No. The fall 2013 MEAP online test delivery system, MIST, does not support Chrome, iPads, or other tablets.

15. What training opportunities and tools are available for test coordinators, test administrators, and test proctors?

There are several ways staff can be trained to administer the fall 2013 MEAP online tests. These include:

- **MIST Self-Training Plan**

See page 7 in the *Fall 2013 MEAP Online User Guide for MIST* for a checklist of training activities.

- **Test Administrator Training Website**

- Install MIST on the testing computers.

- Navigate to <https://mi.misttest.com> and log in with your school's practice credentials. The login credentials for the training website are different from the login credentials for the official Test Administrator website and have been provided to your District MEAP Coordinator.

- Print of the desired student test ticket(s)

- Log into the MIST.exe application with the student ticket credentials

- Practice proctoring tasks as outlined in the *Fall 2013 MEAP Online User Guide for MIST*

- **Test Administration Webinar**

Two webinars will take place on September 19th, from 9:00 a.m. to 10:30 a.m. with a repeat session from 3:00 p.m. to 4:30 p.m. Detailed information for participating in the webinars is delivered via email to the Building Lead Administrator.

- **Training Videos**

After logging into the Test Administrator Website, click on the Videos link on the left, then watch the desired video(s). The videos require QuickTime® to have been installed in order to play.

- **Documentation**

After logging into the Test Administrator Website, click on the Documents link on the left to access the *User Guide to MIST* and the *MIST Technical Guide*. Additional documentation may be found in the Fall 2013 MEAP Online Testing folder at www.michigan.gov/meap.

16. What is the testing window for the fall 2013 MEAP online testing?

The testing window for the fall 2013 MEAP online tests is Wednesday, October 16, 2013 through Tuesday, November 5, 2013. This extended testing window applies only to the online version of the Fall 2013 MEAP Science and Social Studies tests. 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 and in the *Fall 2013 MEAP Test Administration Manual*.

17. My building is participating in the fall 2013 MEAP online testing. Must all my students take the available MEAP tests online?

With the exception of students who require an accommodated version of the MEAP science and social studies tests, all students who are eligible for a fall 2013 MEAP online test are expected to take the online version of the test. Please see the "Students to be Assessed" section of the *Fall 2013 MEAP Online Test Administration Manual* for additional information.

18. Must the online tests be administered on the same day to all students?

No. The Office of Standards and Assessment, OSA, 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 2013 MEAP Online Test Administration Manual* for additional details.

19. How long will the test take?

The fall 2013 MEAP online tests closely mirror the paper-and-pencil version of the tests. Please refer to the "Estimated Length of Fall 2013 MEAP Tests" located on page v of the *Fall 2013 MEAP Online Test Administration Manual*. 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.

20. Why are students assigned to two tests?

Just like the paper-and-pencil versions of the MEAP science and social studies tests, the online versions are 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.

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

22. What are the MIST Student Practice Tests and do they need to be administered?

The Fall 2013 MIST Practice Tests are short web deployed practice tests designed to familiarize students and testing staff with the MIST interface and

tools. The OSA highly recommends all students be provided the opportunity to take the appropriate practice test prior to the administration of the actual MEAP online tests. Additional information can be found in the *Student Practice Site for MIST* section of the *Fall 2013 MEAP Online Test Administration Manual*.

23. Will online test 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.

24. How are student responses transmitted?

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

25. Can my students use scrap paper when taking MEAP online tests?

Yes. The following addendum has been added to the Fall 2013 MEAP Online Test Administration Manual. An updated version of the manual is located in the Fall 2013 MEAP Online Testing folder on the MEAP website at www.michigan.gov/meap. Please note, use of scrap paper only applies to online MEAP testing. Scrap paper is not allowed for students taking a paper-and-pencil version of a MEAP test as the test booklet may serve as scrap paper.

USE OF SCRAP PAPER

For the fall 2013 online administration of the MEAP science and social studies tests, scrap paper is allowed under the following conditions:

- Scrap paper, if provided, must be considered secure test material.
- The school supplies one 8.5x11 sheet of blank paper. The paper may be lined or unlined.
- The scrap paper is distributed to students after the students are seated in the testing room and just prior to the start of test administration.
- The scrap paper is collected prior to dismissing students from the testing room.
- The scrap paper is destroyed in a secure manner following testing.

Questions? Please contact the MEAP Call Center at (877) 560-8378, option 2.