

# STUDENT PRACTICE SITE FOR MIST™

## INTRODUCTION

The *Student Practice Site for MIST* is a valuable tool for students and staff. The purpose of the practice site is to provide an opportunity for test takers to become familiar with the navigation, test format, and online testing tools provided by the Measurement Incorporated Secure Test (MIST) system, the test delivery system for the fall 2013 MEAP online testing. The BAA **strongly encourages** all students be administered a *Student Practice Test for MIST* prior to taking an operational online MEAP test.

Students have the opportunity to take either a science or social studies practice test via the *Student Practice Site for MIST*. The practice tests consist of four science or social studies related multiple-choice questions. **The questions are not MEAP test items.** The *Student Practice Tests for MIST* will give students experience with navigation controls and test-taking tools, including how to review a summary of test items prior to submitting the test. No student responses are collected or scored.

Since some students may not have much prior experience with computer-based testing, providing this practice prior to actual online MEAP testing is very important. Students may take a *Student Practice Test for MIST* as many times as the test administrator feels is necessary. The practice tests should take no longer than 30 minutes and may be administered in a group setting prior to the administration of the actual test. Students who are absent or who enroll in your school after administering the *Student Practice Tests for MIST* may be given a practice test any time prior to being administered the Fall 2013 MEAP Online Social Studies or Science test.

While the online MIST application has all of the functionality of the computer-based version, one important difference to consider and plan for is students are not required to log into the online *Student Practice Tests for MIST*. To take the actual science or social studies fall 2013 MEAP online computer-based test, students must log into the MIST system with unique passwords. Login instructions are provided in the *Fall 2013 MEAP Online User Guide to MIST™*.

## CONTACT INFORMATION

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## IMPORTANT CONSIDERATIONS

Some considerations to keep in mind while preparing for the *Student Practice Test for MIST* include:

1. If possible, the test administrator should project the test on an overhead screen or projector and take the *Student Practice Test for MIST* with the students. This will allow for meaningful modeling and guided practice.
2. When taking the actual fall 2013 MEAP online test, students must be logged into the test with a unique password. There are several options for accomplishing this and they are described in the *Fall 2013 MEAP Online User Guide to MIST™*.
3. Use this opportunity to address in advance of the real MEAP test, procedures and expectations for behavior as students enter and prepare for taking the live test. For example:
  - a. How students should enter the computer lab or classroom and find their assigned seats.
  - b. Will adjustments be needed to the testing room to ensure students cannot easily view others' computer screens?

- c. If students will be logging into MIST™ themselves, this is a good time to discuss the Student Test Tickets (passwords).
    - i. How will they be handed out?
    - ii. Students should not share passwords or leave them where a classmate can see the password.
  - d. Students should not access the computer until told to do so; this is considered student prohibited behavior.
4. What are the procedures and expectations upon test completion?
- a. Students should not access the computer after submitting the test; this is considered student prohibited behavior.
  - b. If used, how will Student Test Tickets be collected?
  - c. Students must remain quiet and in seats until dismissed.

## STARTING THE MIST™ STUDENT PRACTICE TEST

Accessing the MIST™ Student Practice Test takes three easy steps:

1. Open a browser
2. Navigate to: <https://mi.misttest.com/practice>
3. Instruct students to wait for directions.

## DIRECTIONS FOR THE STUDENT PRACTICE TEST FOR MIST™ ADMINISTRATION

The *Directions for the Student Practice Test for MIST™ Administration* is a suggested script. It was developed to ensure coverage of the important features of the MIST™ test delivery system and to allow students adequate practice to become comfortable with test navigation and the various tools available. The script allows for instructor modeling, guided practice, and independent practice. The script may be modified as needed to address the needs of the student population.

Text printed in the shaded boxes and preceded by the word **SAY** are instructions to students and should be read aloud exactly as they are written. Pause periodically to make sure students understand these directions and answer questions as needed. Ideally, project the test on an overhead screen or projector and take the test with the students while modeling the script. Emphasize to students that the purpose of the practice test is to become familiar with MIST™. No tests will be scored.

The *Social Studies Student Practice Test for MIST* is the same for 6<sup>th</sup> and 9<sup>th</sup> graders and the *Science Student Practice Test for MIST* is developed for both 5<sup>th</sup> and 8<sup>th</sup> grade students. The same Directions for Administration can be used with either the science or social studies practice test. Substitute "Science" or "Social Studies" in the blanks below as appropriate.

### Directions for Administration

**SAY:** Today you will take the *Student Practice Test for MIST*. MIST is the computer application we will be using to take the MEAP \_\_\_\_\_ test online this year. This short practice test is designed to allow you to practice taking a test using MIST. This practice test will not be scored so don't worry about making mistakes when answering the practice questions.

We will go through the directions and answer several questions together as a class. You will then finish the last few questions by yourself.

Listen carefully to my directions as we go through the test. If you have a question or don't understand what to do, please raise your hand. Remember; don't worry about giving wrong answers.

Are there any questions?

Answer any questions.

**SAY:** Please click the **Fall 2013 MEAP \_\_\_\_\_ - MIST Practice Test** link under the **Practice Tests** heading.

You should see a screen that says **MEAP** and **Fall 2013 MEAP \_\_\_\_\_ - MIST Practice Test**. If you do not see this, please raise your hand.

Help any students who require assistance.

Depending on the internet browser your school is using, you may need to instruct students to maximize the screen. Please provide that assistance now if needed. (Note: this step will not be required during the live fall 2013 MEAP online test.)

**SAY:** When you take the real \_\_\_\_\_ test, you will be asked to confirm you are the student taking the test. Since, for this practice test, we did not have to log into the test with user names and passwords, we won't see that screen today.

Another thing we won't see today as we take the practice test is a screen that will ask you to enter a Class/Group Code. Our school may or may not use the Class/Group Code, but you will receive directions on how to enter the code when we take the real online test.

Now click the **START TEST** button.

Note: the Class/Group Code is a code used for sorting reports. It is optional and not all schools use this code. Your MEAP coordinator will provide the code prior to testing if your school will use it.

**SAY:** You should now be at the **Directions for Using MIST** screen. Please raise your hand if you do not see this screen.

Assist students in getting to the **Directions for Using MIST** screen.

**SAY:** Please read this screen silently to yourself, while I read it out loud.

You will be presented with a number of multiple-choice questions. Read each question and choose the best answer. If you cannot see the entire question and all four answer choices on your computer screen, then use the **scroll bar** to move up and down. The scroll bar is located on the right side of your screen.

Try it now. Scroll down to the bottom of the page. You should see a paragraph that talks about the **REVIEW** button. Now, scroll back to the top of the page.

If possible, model using the scroll bar. Answer questions and make sure students are comfortable using the scroll bar.

**SAY:** Let's continue. Read silently with me.

Click the **zoom** buttons in the upper right corner of your screen to zoom in or out. The magnifying glass with the plus sign zooms in (makes the text bigger). The magnifying glass with the minus sign

zooms out (makes the text smaller).

Let's try the zoom buttons now. Click on the **zoom out** button. That's the magnifying glass with the minus sign. Notice it makes text smaller and now you can see more of the screen. Click on the zoom out one more time and everything on the screen gets smaller again. Why might this tool be helpful?

(All the text for this page can now be seen.) Confirm all acceptable answers and correct any misconceptions.

Model using the **zoom out** button. Answer questions and make sure students are comfortable using the zoom out tool.

**SAY:** Notice the **zoom out** button is gray. Try clicking on it again. What happens now?

Confirm all acceptable answers and correct any misconceptions.

**SAY:** When a tool can no longer be used on a page, we say it becomes "inactive". Inactive tools are gray.

Let's zoom in now and make our text bigger. Click on the **zoom in** button. That is the magnifying glass with the plus size. Click once, click twice. What happens?

(Text is back to original size.) Confirm all acceptable answers and correct any misconceptions.

**SAY:** Read silently with me.

Clicking the **zoom in** button makes a **scroll bar** appear at the bottom of your screen. You may use this scroll bar to move right and left.

Click on the **zoom in** button again. What happens? Why might you use the **zoom in** tool?

(The **horizontal scroll bar** has appeared. You can scroll right and left to see all the text.) Confirm all acceptable answers and correct any misconceptions. Be sure the **horizontal scroll bar** is brought up and direct students to scroll right and left to see all of the text.

Model using the **zoom in** button. Answer questions and make sure students are comfortable using the **zoom in** tool.

**SAY:** Go ahead and use the **scroll bar** at the bottom of your screen to scroll right and left so you can read all the words in the sentences.

Model using the horizontal scroll function. Answer questions and make sure students are comfortable using the **horizontal scroll bar**.

**SAY:** Now, use your zoom buttons to return to the normal sized text.

Model using the zoom buttons to get back to the original screen ("Click the FLAG..." paragraph should be the last paragraph on the screen with the scroll bar available for scrolling down.) Make sure students are back to the correct size before proceeding.

**SAY:** We are going to continue reading. Use the **scroll bar** to scroll down until the next paragraph about the **flag** button is at the top of the screen.

Model scrolling to the correct position. Assist students as needed,

**SAY:** Click the **flag** button in the upper left hand corner of your screen if you would like to mark a question to return to later.

Go ahead and click the **flag** button now. Notice how the flag turned green.

Why might you want to flag a question?

(Not sure of answer.) Confirm all acceptable answers and correct any misconceptions.

**SAY:** We will practice more with the **flag** button later. Click it again to turn off the flag and use the **scroll bar** to scroll down so that you can see the rest of this page.

Read silently with me.

Click the **REVIEW** button in the lower left corner of your computer screen if you would like to review your test. The **REVIEW** button will allow you to see lists of all questions, any unanswered questions, and questions that have been flagged or marked for review. To review a question, select it and click on the **GO TO ITEM** button in the lower left corner of the screen.

Let's try it. Click on the **REVIEW** button now. Please raise your hand if you are not at the **Review Your Items** screen.

Model navigating to the **Review Your Items** screen. Answer any questions and make sure students are at the **Review Your Items** screen.

**SAY:** We will come back to this screen later on and look at it in more detail, but right now notice there are four questions on this test, none of them have been answered, and none of them have been flagged for review.

Go ahead and click on **Directions for Using MIST** in the ITEM column, and then click on the **GO TO ITEM** button. You should now be back on the **Directions for Using MIST** screen.

Model the navigation back to the **Directions for Using MIST screen**. Make sure students are at the directions screen and answer questions.

**SAY:** Please click on the **NEXT** button. It is the green button in the lower right corner of your screen.

You should now be on **Question 1 of 4**. If you are not on **Question 1 of 4** please raise your hand.

Model the navigation of **Question 1 of 4**. Make sure students are on the correct screen and answer any questions.

**SAY:** This is very typical of the type of question you will see on the real MEAP \_\_\_\_\_ test. Remember, this test is for practice only and it does not matter if your answers are right or wrong. No one is going to look at or score this practice test.

Please notice the **flag** button in the upper left corner of the screen and the **zoom** in and out buttons in the right upper left corner of the screen. If you look to the bottom of the screen you will see the **REVIEW** button we just talked about and a **PREVIOUS** button and a **NEXT** button.

The **PREVIOUS** button will take you to the previous screen; the screen you were just on. Click on the **PREVIOUS** button. You should be on the **Directions for Using MIST** screen. Please raise your hand if you are not on the directions screen.

Model the navigation. Make sure students are on the correct screen and answer questions.

**SAY:** Now click **NEXT** to go the next screen and you should be back on **Question 1**. If you are not on **Question 1**, please raise your hand.

Model the navigation. Make sure students are on the correct screen and answer questions.

**SAY:** Can I get a volunteer to read question and answer choices and suggest the correct answer?

Call on a volunteer to read the question and suggest an answer. The purpose of this exercise is to practice selecting an answer choice. If students question the answer choice offered remind them this is a practice test and will not be scored.

**SAY:** Please click on answer choice <volunteer's suggestion>. Please notice how the selected answer bubble turned blue. Try to select a second bubble. You can't select two answers. You can only select one answer choice. Are there any questions?

Model answer selection. Answer questions and assist students who require help.

**SAY:** It is very easy to change your answer if you think you made a mistake. Go ahead and click on a different answer choice. See how that new answer turned blue?

Model answer selection. Answer questions and assist students who require help.

**SAY:** Let's pretend we are not sure of the correct answer and flag this question for review. Go ahead and click on the **flag** button and make sure the flag turns green.

Model flag selection. Answer questions and assist students who require help.

**SAY:** Let's go on to the next question. Click **NEXT** and you should be at **Question 2 of 4**. Raise your hand if you are not on **Question 2**.

Assist any students requesting help.

**SAY:** Notice the **scroll bar** on the right of the screen. Scroll down until you can see all four of the answer choices. Now scroll back to the top of the screen. You can use the **scroll bar** to read everything related to this question and to answer the question.

Model using the **scroll bar**. Assist students who require help.

**SAY:** You can also use the **zoom out** button, remember that is the magnifying glass with the minus sign, to see the question and all four answer choices all at once. Go ahead and click the **zoom out** button. Now you can see the question and all of the answer choices all at once. You can click the **zoom out** button again and everything will get smaller again. You can use either the **scroll bar** or the **zoom out** button, or in as in this case, both, to read and answer the questions. Are there any questions?

Model using the **zoom out**. Answer questions and assist students who require help. Give students time to become comfortable with the **scroll bar** and **zoom** buttons.

**SAY:** Let's skip this question for now. Click on the **flag** button and then click on **NEXT** without selecting an answer. You should now be on **Question 3 of 4**.

Model navigating to the next question. Assist students who need help.

**SAY:** Let's read and answer **Question 3** together.

Read the question and answer choices to students. Answer the question together. Assist students as needed.

**SAY:** OK, click on **NEXT**. Everyone should be on **Question 4 of 4**. If you need help, raise your hand.

Assist students who need or request help.

**SAY:** Let's skip this question too. Notice how we do not have a **NEXT** button on this screen. There is a **FINISH** button instead. This is because we are at the end of the test. Does everyone see the **FINISH** button?

Model the navigation. Answer questions and assist students as needed.

**SAY:** Go ahead and click the **FINISH** button.

Read or ask a volunteer to read the pop-up screen that starts with "Are you sure you want to finish your test ...".

**SAY:** This screen tells us we have not answered all of the test questions. So, do we want to finish our test?

(No) Confirm all acceptable answers and correct any misconceptions.

**SAY:** Let's click on the **NO** button and see what happens. Look, we are back on the last question. Now we can use the **PREVIOUS** button to go back and answer any questions we might have missed.

Model clicking the **PREVIOUS** button to find one or two unanswered questions.

Note: if you followed this script, questions 2 and 4 will not be answered.

**SAY:** This works OK on a short test like this Student Practice Test, but what if we have a longer test like the real \_\_\_\_\_ test? Isn't there a better way to find our skipped questions?

(Yes – the **Review Your Items** screen) Confirm all acceptable answers and correct any misconceptions.

**SAY:** Let's click on the **REVIEW** button in the bottom left corner of the screen. You should now be at the **Review Your Items** screen. Is there anyone not there?

Model using the **REVIEW** button to navigate to the **Review Your Items** screen. Answer questions and assist students as needed.

**SAY:** **The Review Your Items** screen is a very handy screen. It shows us all our test questions and we can easily see if we have answered all of the questions, or skipped or flagged some questions for review. We can use this screen to select a question and go straight to it without having to keep clicking on the **PREVIOUS** or **NEXT** buttons. You should be able to see that we flagged or marked **Question 1** for review – it has a green flag turned on. Go ahead and select or click on **Question 1** and then click on the **GO TO ITEM** button in the bottom left corner of the screen. You should now be on **Question 1**. Is everyone on **Question 1**?

Model using the **GO TO ITEM** button to navigate to **Question 1**. Answer questions and assist students as needed.

**SAY:** Go ahead and quickly review this question. When you are satisfied with your answer, turn the **flag** off by clicking the green **flag** in the upper left-hand corner. The **flag** icon should now be gray meaning the **flag** is no longer active.

Give students time to complete the task. Model turning the flag off. Answer questions and assist students as needed.

**SAY:** Click on the **REVIEW** button and let's go back to the **Review Your Items** screen.

Model using the **REVIEW** button to navigate to the **Review Your Items** screen. Answer questions and assist students as needed.

**SAY:** In addition to going to an item or question, we can also use this screen to go directly to the **Directions for Using MIST** screen if we have forgotten how to use a tool. Let's pretend we've forgotten how to zoom and go to the Directions screen. This time though, let's double click **Directions for Using MIST**. You should now be on the Directions screen. Raise your hand if you are not there.

Model double clicking to navigate to the **Directions for Using MIST** screen. Answer questions and assist students as needed.

Ask a volunteer to read or read yourself the "Click the **zoom** buttons..." paragraph.

**SAY:** OK, now that we remember how to zoom, let's click on the **REVIEW** button and go back to the **Review Your Items** screen.

Model using the **REVIEW** button to navigate to the **Review Your Items** screen. Answer questions and assist students as needed.

Note: Students can quickly navigate to any screen included in MIST, including reference pages, using the **Review Your Items** process.

**SAY:** If you look at the **Answered** column in the **All Items** tab, you will notice gray buttons, blue buttons, and blanks. The gray button means no answer is required. For example, the **Directions for Using MIST** screen gives us helpful information, but we don't need to answer anything on this screen. The blue buttons are the questions we have already answered. Sometimes, like Question 1 earlier, we can answer a question and also flag or mark it for review later. Finally, any question that has a blank means we have not answered that question yet. Are there any questions?

Model examples of the various buttons. Answer questions and assist students as needed.

**SAY:** When we have a short test like this practice test, we can easily see all of our questions on this one page. When we have a longer test with lots of questions, it is often easier to use one of these other tabs: the **Unanswered** tab or the **Flagged for Review** tab. You can see these tabs at the top of the table. Click on the **Unanswered** tab now.

Model using the **Unanswered** tab to navigate to that page. Answer questions and assist students as needed.

**SAY:** Now we see a list of all the questions we skipped earlier and still need to answer. We also see any unanswered questions that we flagged or marked for review. Just like on the earlier **All Items** tab, you can double click on a question and go directly to the question or you can select the question and click on the **GO TO ITEM** button. Go to one of your unanswered questions now and then immediately click on the **REVIEW** button to come back to the **Review Your Items** screen.

Model navigating to an unanswered question and returning to the **Review Your Items** screen. Answer questions and assist students as needed.

**SAY:** Now let's look at our Flagged questions. Click on the **Flagged for Review** tab. You should now see a list of all the questions you flagged or marked for review earlier. The screen also tells you if these questions have been answered or not. Go to one of your flagged questions now and then immediately click on the **REVIEW** button to come back to the **Review Your Items** screen.

Model navigating to a flagged question and returning to the **Review Your Items** screen. Answer questions and assist students as needed.

**SAY:** I'd like you to use the **Review Your Items** screen and the **All Items, Unanswered, and Flagged for Review** tabs to complete the Student Practice Test on your own. Also practice using the scroll bars and zoom buttons. Raise your hand if you have questions or need assistance. Remember, this practice test is not scored and it is OK not to know the correct answer. Do not click the **FINISH** button. We will walk through that together.

Give students a couple minutes to practice. Answer questions and assist students as needed.

**SAY:** We are going to finish the practice test now. If you are not at the **Review Your Items** screen go there now.

Once all students are at the **Review Your Items** screen, continue with...

**SAY:** Click the green **FINISH** button on the right side of your screen.

Read the text on the screen up to the Michigan State Board of Education compliance statement. The text should start with, "You have requested..."

**SAY:** If you accidentally clicked the **FINISH** button, you don't need to panic. You can click the **BACK TO TEST** button and you will go back to the **Review Your Items** screen. Click the **BACK TO TEST** button now.

Model using the **BACK TO TEST** button. Answer questions and assist students as needed.

**SAY:** Now we are really going to finish this test. Click the **FINISH** button again. This time we are going to click **EXIT**. Go ahead and do that now.

Model clicking the **EXIT** button. Read the "Your test has been submitted..." screen to students.

**SAY:** Your test has now been submitted and can no longer be updated. Go ahead and click **CLOSE** and you should be at the very first screen we saw before accessing the test. When we take the real online \_\_\_\_\_ test you will be back at your desk top. Are there any questions?

Model clicking the **CLOSE** button. Answer questions and assist students as needed.

Use this time to provide specific instructions to students about what they can and cannot do once the test has been submitted. Be sure students understand once they have clicked **CLOSE** and are back at the desktop, they are not allowed to use the computer for reason. **Accessing the computer for any reason other than taking the online social studies test is considered student prohibited behavior and doing so would result in invalidating their test score.**