

MIST™ STUDENT PRACTICE TEST

INTRODUCTION

The MIST™ Student Practice Test is a valuable tool for students and staff. The purpose of the practice test is to provide an opportunity for test takers to become familiar with the format of the online test and the online testing tools provided by the Measurement Incorporated Secure Test (MIST™) system, the test delivery system for the Fall 2012 MEAP Online Social Studies Pilot. The BAA **strongly encourages** all students be administered the MIST™ Student Practice Test prior to taking the operational online Social Studies test.

The MIST™ Student Practice Test is a set of seven released items from prior MEAP tests. All questions on this practice test, as on the Fall 2012 MEAP Online Social Studies Pilot test, are multiple choice. The Student Practice Test 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 response are collected or scored.

Since some students may not have much prior experience with computer-based testing, providing this practice test prior to the actual online Social Studies test is very important. Students can take the MIST™ Student Practice Test as many times as the test administrator feels is necessary. The MIST™ Student Practice Test 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 MIST™ Student Practice Test may be given the practice test any time prior to being administered the Fall 2012 MEAP Online Social Studies Pilot 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 MIST™ Student Practice Test. In order to take the actual Fall 2012 MEAP Online Social Studies computer-based test, students will need to be logged into the MIST™ system with unique passwords. Login instructions are provided in the *Fall 2012 MEAP Online Social Studies Pilot Quick Start Guide to MIST™*.

CONTACT INFORMATION

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IMPORTANT CONSIDERATIONS

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

1. If possible, the test administrator should project the test on an overhead screen or projector and take the MIST™ Student Practice Test with the students. This will allow for meaningful modeling and guided practice.
2. When taking the actual Fall 2012 MEAP Online Social Studies Test, students must be logged onto the test with a unique password. There are several options for accomplishing this and they are described in the *Fall 2012 MEAP Online Social Studies Pilot Quick Start Guide to MIST™*.
3. Use this opportunity to address in advance of the real social studies test, procedures and expectations for behavior as students enter and prepare for taking the live test.

- 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 MIST™ STUDENT PRACTICE TEST ADMINISTRATION

The Directions for the MIST™ Student Practice Test 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 in order 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.

The MIST™ Student Practice Test is the same for 6th and 9th graders. Emphasize to students that the purpose of this practice test is to become familiar with MIST™. No tests will be scored.

Note: At the time the MIST™ Student Practice Test was developed, it was anticipated that the highlighting tool would be available globally throughout the online social studies test. Due to inconsistencies in performance, the highlighter tool will be deactivated in graphics (i.e. maps, charts, graphs, images, etc.) in the real social studies test. The highlighter will remain available in the text portions of the test. Students may try to highlight a graphic in the Student Practice Test during independent practice and have questions. If this happens, let them know they won't be able to highlight the graphic in the real test.

Directions for Administration

SAY: Today you will take the MIST Student Practice Test. MIST is the computer application we will be using to take the MEAP Social Studies 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 2012 MEAP Social Studies Practice Test** link under the **Practice Tests** heading.

You should see a screen that says **MEAP** and **Fall 2012 MEAP Social Studies 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 2012 MEAP Online Social Studies test.)

SAY: When you take the real social studies 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 social studies 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 keep reading.

Click the **highlighter** in the upper right corner of your screen (next to the zoom buttons) to turn the highlighter on. Click and drag your cursor to highlight text. You can only highlight words in the questions, not the answer choices. To remove highlighting, move the **highlighter** over the highlighted text and click on the red x.

Go ahead and try that now. Click on the highlighter tool and **highlight** the sentence “Click and drag your cursor to highlight the text.”

Model highlighting the suggested sentence. Please note, the **highlighter** tool can be sensitive. It is important that students can practice this skill until they feel comfortable with the tool.

SAY: While the **highlighter** tool is on, move your cursor to a word in another sentence. What happens?

(The yellow **highlighter** is on.) Confirm all acceptable answers and correct any misconceptions.

Model moving the **highlighter**.

SAY: Now click and drag the **highlighter** across the word and notice that it is now highlighted.

What happens when you let go of the **highlighter**?

(The **highlighter** with the red x appears.) Confirm all acceptable answers and correct any misconceptions.

SAY: Click on the **highlighter** with the red x. The word should no longer be highlighted. You have erased the highlighting.

Model highlighting and highlight erasing. Encourage students to practice and answer questions and offer assistance.

SAY: Let’s continue. 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.

Please notice, the **flag** button is not present in the upper left corner of this directions screen. You can only flag questions. A sample question is shown below to show you what this will look like when you are taking the test.

Why might you want to flag a question?

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

SAY: We will practice with the **flag** button later. Right now, 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 take you to the **Review Your Items** screen where you can see a list of all items or questions, unanswered questions, and flagged questions. You can go directly to a question by selecting the question and clicking on the **GO TO ITEM** button on the lower left corner of the **Review Your Items** 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 seven questions on this test and 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 7**. If you are not on **Question 1 of 7** please raise your hand.

Model the navigation of **Question 1 of 7**. 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 social studies 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** icon is now available in the upper left corner of the screen. The **highlighter** and **zoom** in and out buttons are also active 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 the question and suggest an important word or phrase to highlight?

Call on a volunteer to read and provide highlighting suggestion. The purpose of this exercise is to practice using the **highlighter** tool. Accept any reasonable suggestion.

SAY: Using the **highlighter** tool, please highlight <volunteer's suggestion>.

Model highlighting the suggested word or phrase. Assist students who require help.

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

Call on a volunteer to read and suggest the 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 go on to the next question. Click **NEXT** and you should be at **Question 2 of 7**. Raise your hand if you are not on **Question 2**.

Assist any students requesting help.

SAY: We are going to skip **Question 2** for now. Click on the **NEXT** button and go to **Question 3 of 7**. Is everyone on **Question 3** now?

Model navigation. Assist students who require help.

Note: you will go back to **Question 2** later when discussing the **Review Your Items** screen and how to check if there are unanswered questions.

SAY: Notice the **scroll bar** on the right of the screen. Scroll down until you can see all of the questions. 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 most of the question and answer choices all at once. Go ahead and click the **zoom out** button. And click it again. Now you can see the graph, the chart, and most of the answer choices all at once. 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: Go ahead and select an answer choice. Remember it does not matter for this practice test if the answer is correct or not. And let's flag this question so that we can easily come back to it later and review our answer. Click on the **flag** icon in the upper left corner of the screen. See how it turns green. The green means you have flagged this question for review. Is everyone ready to continue?

Model answer selection and the **flag** tool. Answer questions and assist students who require help.

SAY: Click **NEXT** and you should be on **Question 4 of 7**.

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

SAY: We are not going to answer this question right now. Please click the **flag** button and then click on **NEXT** to go to **Question 5**. If you are not on **Question 5 of 7**, raise your hand.

Model flagging the question and navigation. Assist students who need help.

SAY: Let's read and answer **Question 5** together. Notice that you cannot read the entire question and all four answer choices right now so you will need to either scroll down as we read through the question or zoom out so you can see everything on the page.

Give the students a moment to decide how they will view this question. Read the question and answer choices to students. Answer the question together. Assist students as needed.

SAY: Please click on **NEXT** and go to **Question 6 of 7**. We will read and answer this question together too. Follow along silently while I read out loud.

Make sure everyone is on **Question 6** and 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 7 of 7**. 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** 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, 4, and 7 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 Social Studies 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 some questions, 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 3** for review – it has a green flag turned on. Go ahead and select or click on **Question 3** and then click on the **GO TO ITEM** button in the bottom left corner of the screen. You should now be on **Question 3**. Is everyone on **Question 3**?

Model using the **GO TO ITEM** button to navigate to **Question 3**. Answer questions and assist students as needed.

SAY: Go ahead and review this question quickly. 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 erase highlighting 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 **highlighter**..." paragraph.

SAY: OK, now that we remember how to erase highlighting, 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.

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 3 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 highlighter 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. 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 social studies 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.**