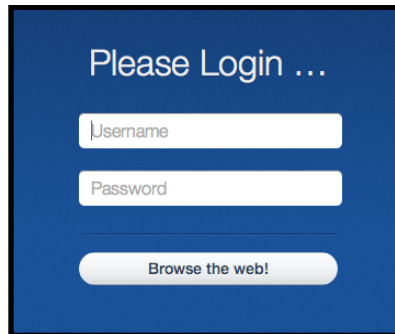# MEA Testing 2016

Section 1 - Student Login to Lightspeed and Test

1. Open WebBrowser - Log into Lightspeed
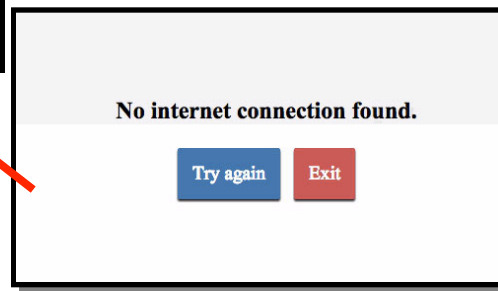
2. Click on eMPowerMEA
Windows on Desktop - Mac in Applications

Please Login ...

Username

Password

Browse the web!

MEA
Maine Educational Assessment

eMPowerMEA

No internet connection found.

Try again   Exit

3. If message for No internet connection appears:
Check WIFI Connections -   - followed by
logging into Lightspeed.

4. Student Window Sign In Window: Check Green dot in upper right

MEA

STUDENT SIGN IN

Username

Password

Sign In

Copyright © 2011-2016 eMetric LLC
Carrier: 3.2171.1949.59299
Shell: 61072

Exit

1. Pass out Login information and Read Instructions

Test Administrator Essentials
Please refer to script to read to students printed on back

Grade: School: Kaler   Teacher (optional)

Session Name	Session Access Code
Math 1	456431
Math 2	788823
Writing 1	548766
Writing 2	643154
Reading 1	239888
Reading 2	4255
Reading 3	5999

Proctor Password: spsd2016m_

Tech Help:

Don't Move Students to a new mac

Quit and Restart the Test

Reboot the Machine (unless using a

Call Andy at 871-0555

Call Measured Progress at 1-855-6

Say: Today, you will be taking Session 1 of the Reading Online Test. Session 1 has reading passages and questions about what you read.

The use of reference materials, such as dictionaries, cell phones, wearable smart technology, or additional material or equipment, is not allowed during this test. Students are prohibited from using cell phones or other electronic communication devices during this test. If you use an electronic device other than your computer or laptop during the test administration session, your test responses may be invalidated.

You have been given a Student Test Login, scratch paper, and a pencil. Use only the scratch paper that has been provided. Your scratch paper and Student Test Login will be collected at the end of this testing session.

Hold up a Student Test Login ticket and point to the "student name."

Say: Look at your Test Login ticket. Your name should appear on the top line. If you have a ticket for someone other than yourself, please raise your hand now.

Passwords and Access Codes Explained

Type of Password	Utilization	Entered By
Student Password*	Used to log the student into the domain specific tests (e.g. Math)	Student
Session Access Code	Used to log the student into the appropriate session of the test (e.g. Math 2)	Student
Proctor Password**	Used to log the student into the appropriate session (section) of the test if the student began the session, paused for longer than 20 minutes or was inactive for 60 minutes, and needs to resume the session.	Proctor

*   Student test password is NOT case sensitive
** Proctor password <u>must</u> be kept confidential.
NOTE: PROCTOR PASSWORD SHOULD ONLY BE USED TO REOPEN A TEST SESSION ON THE SAME DAY

7

2. Example: Username and Password

Doe, Jeremiah

Spring 16 Grade 6 Reading

Username: 909090909

Password: 9D4A7983

MEA

STUDENT SIGN IN

always the student's 9 digit state id

Username

changes based on the 3 domains

Password

Sign In

3. Login Location

Not **User Practice**? Exit

Hello, User Practice

Stn-11-1750
State Student ID

2000-01-01
Date of Birth

Grade

PracticeOrg
School Name

Teacher

Gender

The following tests have been scheduled for you:

eMPower ME Math Practice Test

Session 1   Session 2

students select the session you tell them

students then enter the session ID code you write or project onto the whiteboard

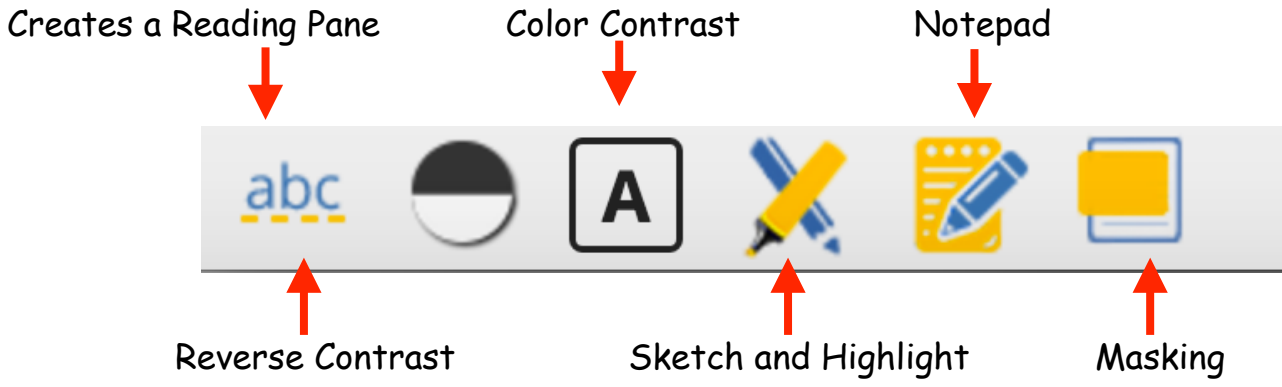Show Sessions List
Session Access Code: Submit

Hit submit & the test begins!

4. Student Selects Appropriate Test

5. Student Enters Access Code, clicks "Submit"

Section 3 - Test Tools and Finishing Test

Creates a Reading Pane   Color Contrast   Notepad

Reverse Contrast   Sketch and Highlight   Masking

⭐ Buttons during test: Reset, Pause, Move Back a Question, Forward to Next Question

Reset | Pause Test | Back | Next

⭐ Buttons while on last Question: Reset, Pause, Move Back a Question, Finish Test

Reset | Pause Test | Back | Finish

⭐ Copy and Paste: Keyboard commands must be used to Copy and Paste from their Notepad:
Windows Computer: Copy - Control + C | Paste - Control + V
Mac Computer: Copy - Command+ C | Paste - Command + V

Closing the Test

Steps	Button to Click
On the last item, students click **Finish**.	Pause Test Reset Back Finish
On the test review screen, students click **Turn In**.	25 not answered 26 not answered 27 not answered 28 not answered 29 not answered Pause Test Return to test Turn In
Below the confirmation question, students click **Turn In**.	Are you sure you want to turn in your test? Turn In Cancel
Student returns to test session selection page and may select the next session or click **Exit** to exit the client.	Hello, Student Five 1234567899 01/01/2000 B Cyber Sch1 Female Grade 8 Reading

Page 4

12