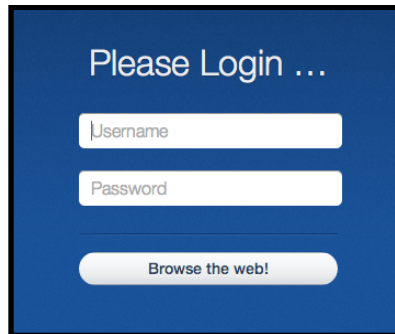


# MEA Testing 2016

## Section 1 - Student Login to Lightspeed and Test

1. Open WebBrowser - Log into Lightspeed



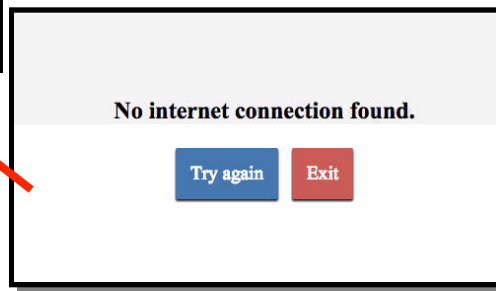
Please Login ...


Username

Password

Browse the web!

2. Click on eMPowerMEA Windows on Desktop - Mac in Applications



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

Exit

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

## Section 2 - Administrator/Proctor Reads Instructions to Students and Login is Completed

### 1. Pass out Login information and Read Instructions

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

Grade:  School: **Kaiser** 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	999

Proctor Password: spsd2016m...

**Tech Help:**  
 Don't Move Students to a new mac  
 Quit and Restart the Test  
 Reboot the Machine (unless using :  
 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 must be kept confidential.

NOTE: PROCTOR PASSWORD SHOULD ONLY BE USED TO REOPEN A TEST SESSION ON THE SAME DAY

## 2. Example: Username and Password

**Doe, Jeremiah**  
Spring 16 Grade 6 Reading  
Username: 909090909  
Password: 9D4A7983

always the student's 9 digit state id

changes based on the 3 domains

ME  
STUDENT SIGN IN

Username

Password

Sign In

## 3. Login Location

Not User Practice? **Out**

**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

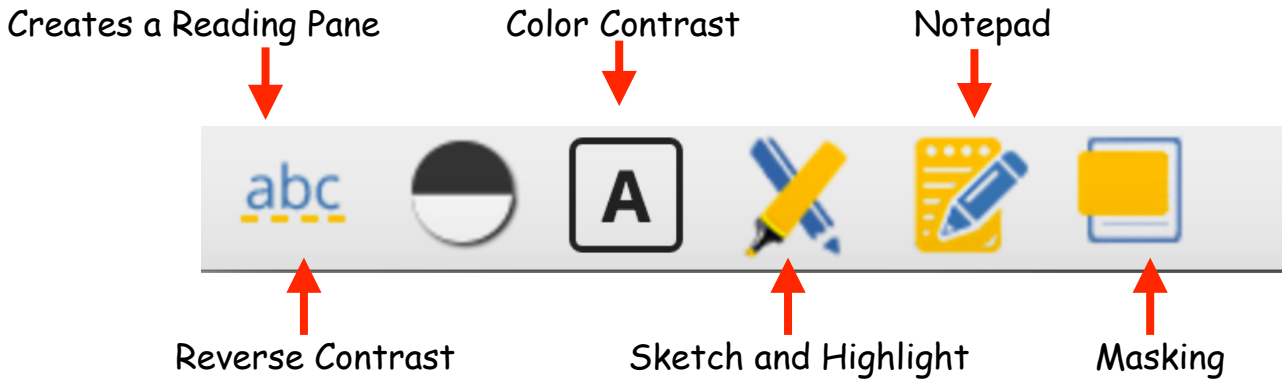
Session Access Code:  **Submit**

Hit submit & the test begins!

## 4. Student Selects Appropriate Test

## 5. Student Enters Access Code, clicks "Submit"

## Section 3 - Test Tools and Closing Test



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




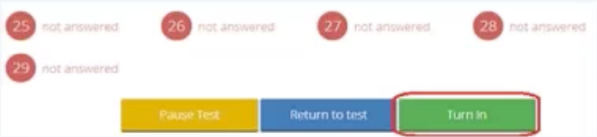


★ Buttons while on last Question: Reset, Pause, Move Back a Question, Finish Test



★ 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

<h1 style="margin: 0;">Universal Tools</h1>		
Name	Tool Icon	Description
Guideline		Student uses onscreen tool to assist in reading by raising and lowering tool for each line of text.
Answer Masking		Student hides possible answer choices (multiple choice items only).
Sketch & Highlight		Student may draw using black, red, or blue brushes; highlight; or erase
Notepad		Student may type notes for each particular item

## Closing the Test

Steps	Button to Click
On the last item, students click <b>Finish</b> .	
On the test review screen, students click <b>Turn In</b> .	
Below the confirmation question, students click <b>Turn In</b> .	
Student returns to test session selection page and may select the next session or click <b>Exit</b> to exit the client.	

12

## Online Practice Tests

### PAPER BASED PRACTICE TESTS

<https://maine.gov/doe/assessment/math-ela/administration/index.html>

### BROWSER BASED PRACTICE TESTS

<https://maine.measuredprogress.org/Student/login>

### KIOSK BASED PRACTICE TEST (kiosk must be installed)

<https://maine.measuredprogress.org/>

### DIRECTIONS FOR PAPER/ONLINE SAMPLE ITEMS

<https://maine.onlinehelp.measuredprogress.org/testing-materials/>

#### Math Practice Test

**Username: MaineMath**  
**Password: practice**

#### ELA Practice Test

**Username:**  
**MaineReading**  
**Password: practice**