# Test Monitoring

[Click here for a handout on this topic](#)

[Click here for a handout on this topic](#) for scoring a test

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## PURPOSE

This page allows users to analyze testing data, monitor student progress on an online test, lock or unlock a student's test, submit a student's test and pause a timed test if that functionality was enabled when the test was scheduled. The **Test Monitoring** also allows users to enter points earned for a test item, if provided *read-only* or *write* access to the library the test resides. When running the report keep the following guidelines in mind:

- The **Test Monitoring** page is set to automatically refresh every two minutes.
- There is a manual **Refresh Data** button that may be used if you wish to refresh the page more often.
- The auto refresh is disabled for classes with more than 50 students.
- A user has the ability to disable the automatic refresh.  This will apply only to that specific assessment.

## ACCESS

### from Teacher Dashboard Page

1. Click the **Dashboard** icon or the **Dashboard** tile.
2. Hover over the **Dashboard menu option** and select **Teacher**.
3. In the *Dashboard Group Filter* widget, select either the **Class** or **Intervention Group** radio button. If selected the
   a. **Class** radio button filter mode:
      i. If you are a District- or School-level user or a user with access to multiple schools, use the **School** drop-down field to select the school.
      ii. Verify the **Class**.
   b. **Intervention Group** radio button filter mode, select the Intervention Group **Library** and the **Intervention Group.**
4. Click the **Reports** link.
5. In the *Recent Events* widget, click on the **Test Monitoring** link or the **Favorite Reports** and select the **Test Monitoring** link.

### from Assessment Menu

1. Click **Assessment>Test Results>Test Monitoring**.

   You may also access this by clicking on the **Launchpad** tile. Refer to [Launchpad](#) page for further directions.

2. Click the desired **Filter Mode** radio button:  Default or Intervention Group.
3. If you selected:
   a. **Default**, verify the **School** and **Class**.

b. **Intervention Group**, select the Intervention Group Library and the Intervention Group.

4. Use the drop-down menus to select the **Library** and **Test**.

## from Reports Menu

1. Click **Reports>Monitoring>Test Monitoring**.

    You may also access this by clicking on the **Launchpad** tile. Refer to [Launchpad](#) page for further directions.

2. Click the desired **Filter Mode** radio button: Default or Intervention Group.

3. If you selected:
    a. **Default**, verify the **School** and **Class**.
    b. **Intervention Group**, select the Intervention Group Library and the Intervention Group.

4. Use the drop-down menus to select the **Library** and **Test**.

## TEST MONITORING PAGE

Clicking on the **Expand to View Settings** bar provides users with the ability to displays the **Filter Mode**, **test library** information, de-activate (or re-activate) the **Auto Refresh** command, and the ability to **display Student IDs**. (Auto-refresh feature is disabled for classes with more than 50 students.)

After 30 minutes of computer inactivity, a user is prompted if they are still monitoring the page. If answer **yes** the Auto Refresh command remains on; if **no**, then Auto Refresh command is de-activated.

A pie chart indicating the average score and a bar chart indicates the **Average Percent Scored** displays. Hovering the mouse over the test **number's column**, the average percent displays.

Hovering the mouse over the test number's column displays the average percent.

The table expands by clicking on the **Click to expand table** icon.

The data may be manually refreshed by clicking the **Refresh Data** button.

The **printer** icon allows users to generate a printed version of this report.

In the middle of the page is each student is listed with the following information:

- **Lock/Unlock/Submit** – The lock icon in the header will lock/unlock/submit the test for all students. The lock icon by each student's name locks/unlocks/submits the test for individual students. *Lock-* Locks a student from the test if they have not submitted their test. *Unlock-* Unlocks a student from the test if they had been locked out of a test by the educator OR if they have submitted their test and need to be let back into the test. *Submit-* Locks the student from the test and if using Imagine Learning curriculum activates the sequencer to place students on their learning path. Please note, upon completing the test and exiting, students are prompted to submit their test.

- **Pause/Restart** – If the test was scheduled as a timed test, the teacher may pause and restart the test as needed.

- **Name** – student's name

- **Checkmark** - indicates student completed the test.

- **Clock** - Icon displays the time the student started the test, ended the test, and total test duration (as a tooltip). Duration is measured as the time between starting the first test item the last recorded answer, and If the student takes a test over more than one day the start and end times will reflect the day and time respectively, and the duration will add the amount of time spent on each day.

- **Test Timer** -

  - The timer starts when the student accesses the test online. From that moment, the timer will countdown to zero, even if the student exits the test. If Allow Pause was checked during scheduling, both the student and the teacher will have the ability to pause the timer. This is the only way to pause the timer once the countdown has started.
  - When the student pauses, the timer is paused and they will be redirected to the Student Center. They can re-enter the test at any time to restart the timer.
  - When the teacher pauses, the timer is paused and the student is redirected to the Student Center. The student will not be able to re-enter the test until the timer is restarted.
  - When the teacher restarts the timer, the timer will restart once the student was re-entered the test. The instructor controls pausing the test through the Test Monitoring page using the **Unpause/Pause all**, and to **Pause/Unpause** each individual student's test.

- **Earned Pts.** - the total number of points the student has earned out of the total number of points possible as well as percentage.

- **Letter/Number** – displays how the student answered the test item or the points the student earned for that test item. Each cell is color coded to reflect the: Correct Answer, Incorrect Answer, Partial Credit, Ready for Scoring, and Not Answered.

  - **test item #** - link to display the item and the item's meta data. The meta data displayed will depend on the whether the item is an ATI item, an inspect® item, a Navigate™ item or a user-created item.  All items show meta data that includes the Standard, DOK, and Points as well as link to the Item Family, instructions, and scoring rules when appropriate.  ATI items may also show Item Parameters for the item, and the Flesch-Kincaid Readability Index, and Lexile information for the Item Family. inspect® and Navigate™ items may also show rationales .

Related Topics

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For further assistance or to report a broken link, please contact [ProfessionalDevelopment@ati-online.com](mailto:ProfessionalDevelopment@ati-online.com).