

Prepare Test Administrators (TAs)

First Steps: District Administrator, Public School Administrator, Non-Public Administrators

- ✓ **Begin at mi.wincreditsystem.com.**
- ✓ **Enroll TAs** – TAs can be enrolled individually **NOW**. On March 9 and after, they can also be batch enrolled.
 - **Enroll Individual TAs:**
 - Go to mi.wincreditsystem.com.
 - From the dashboard, select "Admin." From Admin select "User Administration."
 - Select "+" to arrive at the "Add New User" page.
 - Select the "organization" (site) for the TA and then Select the role of "Test Administrator."
 - Fill in required information and hit "SAVE."
 - **Batch Enroll TAs:**
 - Go to mi.wincreditsystem.com.
 - From the dashboard, select "Admin." From Admin select "Batch Enroll" and "Import File."
 - Follow the steps to import a template and complete it with required fields.
- ✓ **Verify that Test Session Groups** have been created for each TA.
- ✓ **Print Test Tickets** – provide to your TAs on test days.
- ✓ **Provide Test Scripts** – available in the TAM and Resource Center.

Next Steps: TA Responsibilities

TAs On Testing Day – Online:

- ✓ Login to mi.wincreditsystem.com.
- ✓ Receive and hand out test tickets.
- ✓ Guide the students to login at mi.wincreditsystem.com with the username and password on their tickets.
- ✓ Suggest students review Tutorials – options include a navigation tutorial and one for each test.
 - Each tutorial should take about five minutes to review.
- ✓ Read the "Test Script" for the first test (either Math, Reading, or Data).
- ✓ Assign the Work Readiness Assessments – from the Dashboard, select "Products" and click on "Work Readiness Assessments." Next, follow the **Key Steps:**
 - **Find Students** – Find the test session group and click "Add All."
 - **Assign** the first test – Math or Reading or Data, and let students know they can begin.
 - **Monitor**
 - Watch the assessment assignment grid. Student scores will be displayed as they finish the test OR select the green "Monitor" box for additional options such as "pause and resume."
 - When all students are finished, take a break, end testing for the day and/or move on to the next test, suggesting students review those tutorials.
 - **Finish** – After completion of all three tests, remove test groups from the testing grid by selecting "Remove All."

TAs On Testing Day – Paper:

- ✓ Receive test documents and supplies for that testing session/group (pencils, scratch paper, calculators).
- ✓ Distribute test booklets, answer documents, and supplies.
- ✓ Ask students to ensure the barcode label is correct and complete fields on the front page of the test booklet and answer document.
- ✓ Read the script for the first test (provided by your administrator). Scripts are available in the TAM, the Resource Center (<https://www.winresourcecenter.com/Partnerships/mde>) and MME website.
- ✓ Start timer and instruct students to begin.
- ✓ Monitor student behaviors.
- ✓ As time is up, instruct students to stop testing.

- ✓ Choose and/or instruct students to move to the next test, take a break or end testing for the day.
 - Collect calculators (if used for math) and scratch paper.
- ✓ If moving on to the next test – read the matching script.
- ✓ At the end of testing sessions, collect test booklets, answer documents, and supplies. Return those to administrators who will store and/or ship test documents and answer booklets to WIN.

Reminders:

- ✓ Students move on to the next test component as a group, not individually.
- ✓ TAs must read scripts ahead of each component.
- ✓ **Online:** TAs have the ability to pause and resume a test via the monitoring function.
- ✓ **Paper:** TAs should be prepared to pause and resume a test based on individual student need.