

# Proctor Test Workstation and Student Test Workstation Features

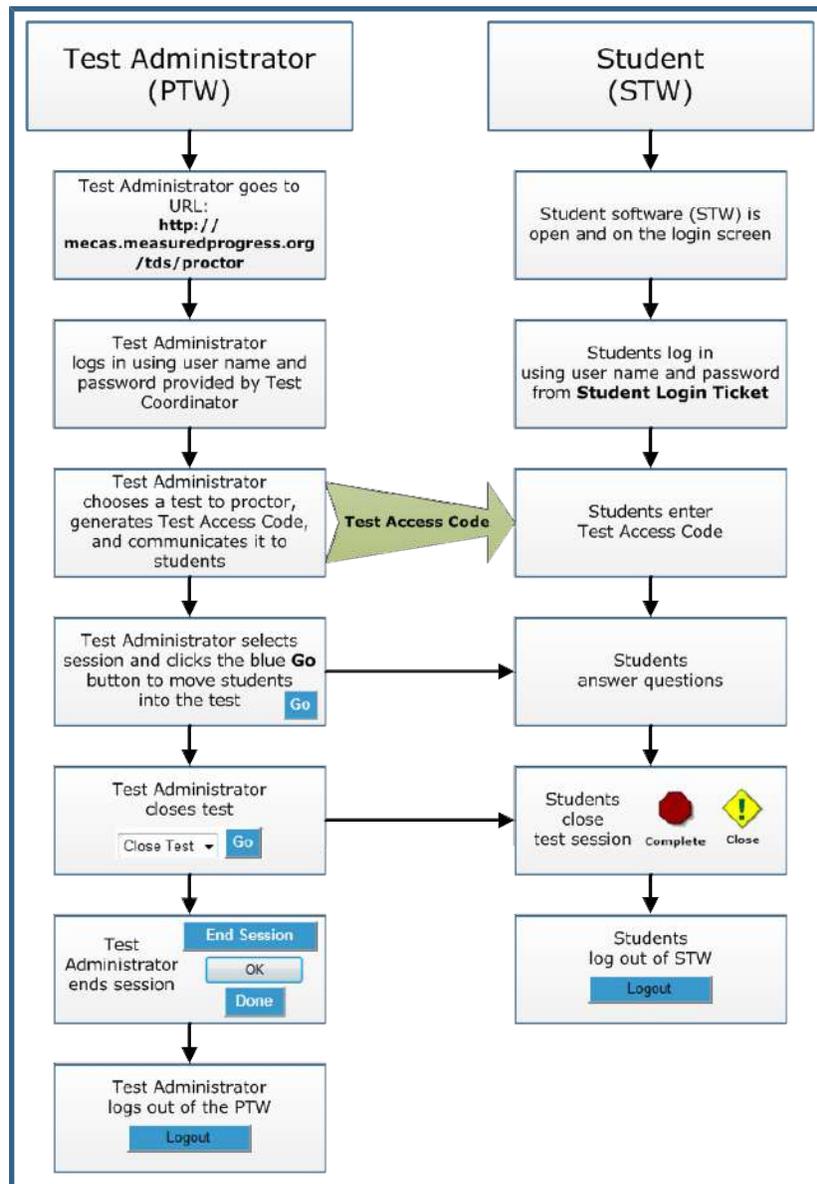
Test sessions are initiated by the Test Administrator on the Proctor Test Workstation (PTW) and can only be accessed by students using the Student Test Workstation (STW).

For more information on the PTW and STW interfaces, see the following sections:

- [Introducing the Proctor Test Workstation](#)
- [Introducing the Student Test Workstation](#)

Refer to the Test Administration Manuals for MeCAS Online Science policy and procedure information.

To view Test Administrator tasks in conjunction with Student tasks, please see the flowchart below:



## Introducing the Proctor Test Workstation

<http://mecas.measuredprogress.org/tds/proctor/>

The Proctor Test Workstation (PTW) enables you to proctor MeCAS Online Science tests to which you have been assigned. Students access the MeCAS Online Science tests using the Student Test Workstation (STW).

**IMPORTANT:** This section describes the features of the PTW, and is designed to provide an overview of the features of each application.

Use the appropriate Test Administration Manual (TAM) for proctoring tests to students. The TAMs contain the scripts and policy information used to proctor tests, and outline all of the steps to be followed before, during, and after test administration. Understanding of and compliance with each of these steps is vital for a successful administration.

The User Guide and Online Help detail the various components of online testing, including the PTW and the STW.

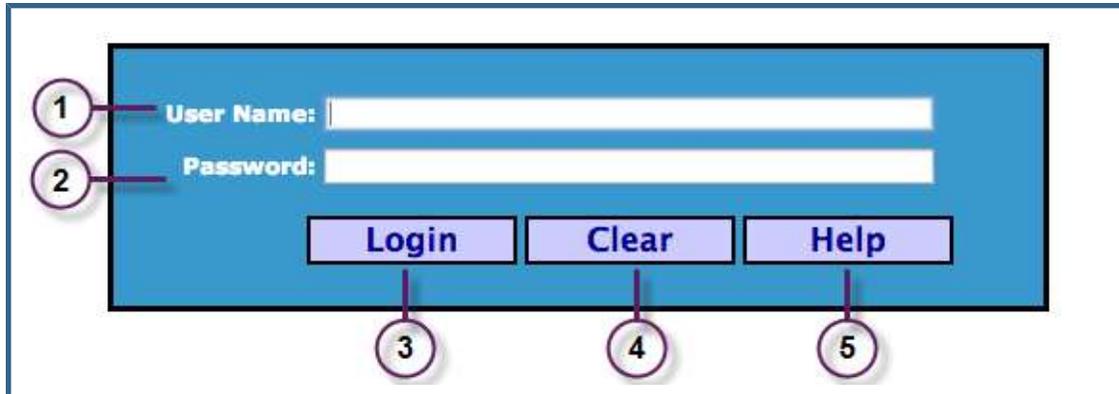
If you have any questions about the test or procedures for administering this test, contact the Test Coordinator at your school or the Maine Service Center at 866-615-2745. The service center is open Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m.

This section includes information about the following PTW Pages:

- PTW Login Page
- Test Selection Page
- Test Administration Page
- Session Complete Page

## PTW Login Page

The Proctor Test Workstation (PTW) Login page enables you to access the PTW where you can proctor a test.

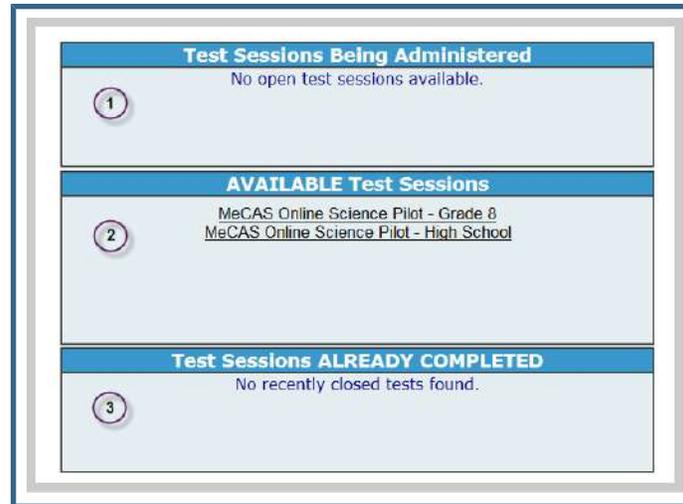


The PTW login page includes the following elements:

#	Element	Description
1	User Name field	Enter the user name assigned to you.
2	Password field	Enter the password assigned to you.
3	Login button	Access the Test Selection screen.
4	Clear button	Clear the user name and password fields.
5	Help button	Display the online Help.

## Test Selection Page

The Test Selection page enables Test Administrators to select the test to proctor from the available tests. If there are no tests listed, contact the Test Coordinator to verify your test assignments.



The Test Selection page contains the following sections:

#	Element	Description
1	Test Sessions Being Administered	Displays any tests that you can administer and that are currently being administered in active test sessions.
2	AVAILABLE Test Sessions	Displays tests that you can administer. If no tests appear in this section, you have not been assigned any tests. Contact your Test Coordinator to update your test assignments.
3	Test Sessions ALREADY COMPLETED	Displays tests that have been administered and completed.

## Test Administration Page

The Test Administration page enables a Test Administrator to begin, manage, and end a test session.

