



Florida K-12 P.E.R.T. Test Administration Guide

EDITED FOR USE BY ESCAMBIA COUNTY SCHOOLS

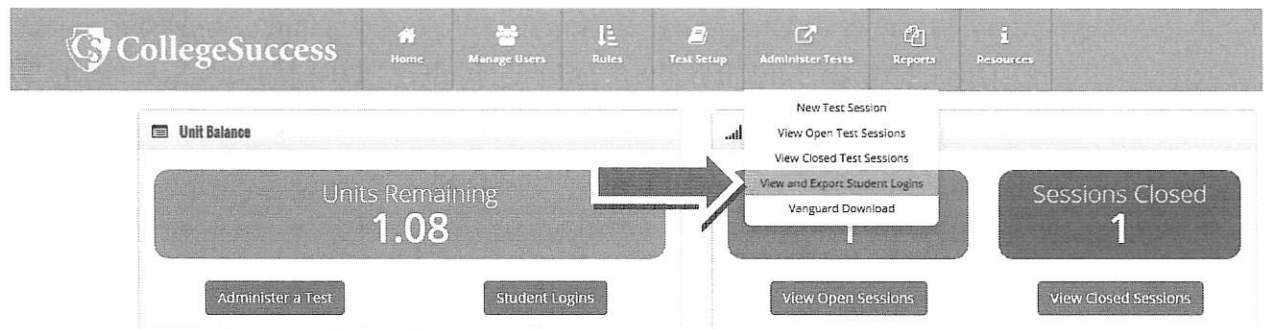
D. Proctor/Site Manager Directions for Launching Tests

Note: Proctors and Site Manager are the only administrative users who have the capability to deliver tests to students. Proctors/Site Managers must receive their login credentials from the Institution Administrator.

You can log students into their testing dashboard by either selecting ‘Login’ from the Student Logins page or by creating a ticketing system.

Step 1: Log In- Go to <https://college.measuredsuccess.com/> and log in as either a Proctor or Site Manger.

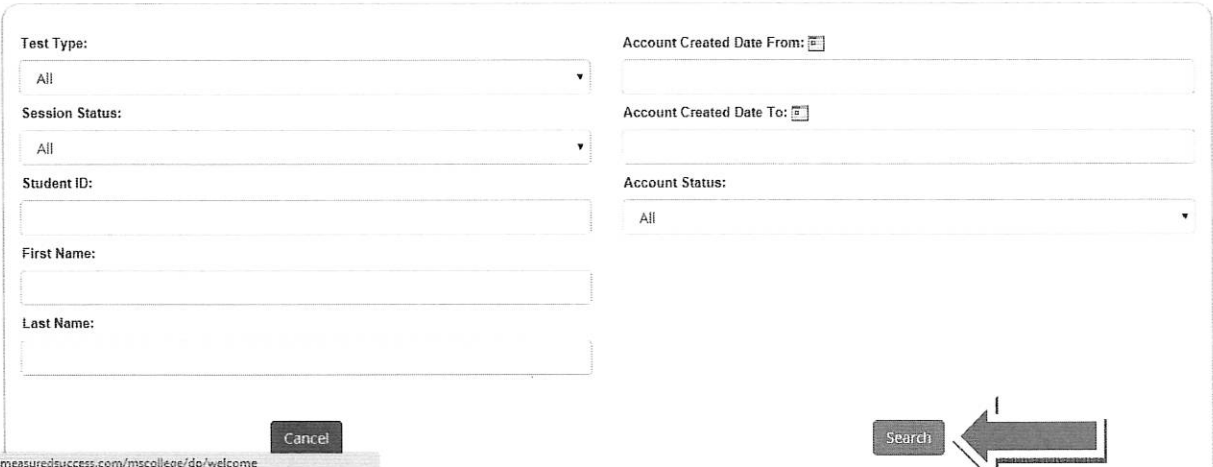
Step 2: Launching a Test from the Student Logins Page–Go to ‘Administer Test,’ and ‘View and Export Student Logins.’ You may search by student name, ID or a general search of all names (select ‘Search’ without any fields filled in for a general search). In the search results, usernames and passwords will be listed next to each student name, as well as a button that says ‘Login.’



View and Export Student Logins

Use the search filters to search student login information. Then export the data, change a student's status, login as a student, or assign a retake.

Students marked "inactive" will not be permitted to login directly to their testing dashboards.



college.measuredsuccess.com/mscollege/do/welcome

By clicking on the 'Login' button, you will be logged directly into that student's dashboard.

Step 2A: Launching a Test with the Ticketing System- Go to 'Administer Test,' and 'View and Export Student Logins.' You may search by student name, ID or a general search of all names (select 'Search' without any fields filled in for a general search). In the search results, you will see a status column. By default, all users will be placed in 'Active' status. This means everyone can test normally, in proctored and dashboard environments.

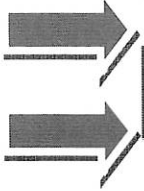
Upon release of this feature, users who want to use this feature will have to 'Deactivate' all of the students in the site. This means that students will not be able to test on the student dashboard.

- When deactivated, students cannot login and test on the dashboard on their own.
- When deactivated, proctors cannot log a student into the dashboard to test on their own.

On test day, a proctor or site manager will have to manually ensure that each student account is in an 'Active' status. You can do this by, manually selecting each (or mass select) student accounts under the 'All' column and selecting 'Activate Students.' Then, the proctor will have to manually 'Deactivate' students after the test has been completed. Again, you will select the students who need to be deactivated under the 'All' column and then select 'Deactivate Students.'

Note: To select ALL users, click the link 'Select All.' To select all users on the page, check the 'All' column.

78 account(s) found, displaying all accounts.



Select All Clear All		Change Status	Date Created	Student ID	Last Name	First Name	Email Address	User Name	Password	Login
<input checked="" type="checkbox"/>	Status									

<input checked="" type="checkbox"/>	Inactive	04/19/2011	LD041911	Delea	Livia	LD041911@vantage.com
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Export options: [CSV](#) | [Excel](#)

* [Cancel](#)



* [Deactivate Students](#)

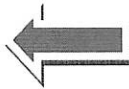


* [Activate Students](#)

Step 2B: Exporting Student Data for Ticketing System- From the 'Student Logins' page, you can export student data into either a CVS file or Excel file. Once your preferred format has been selected, you will then be able to extract the student data needed to create your tickets. Once you administer your tickets to students, please remember to collect them back once testing has concluded.

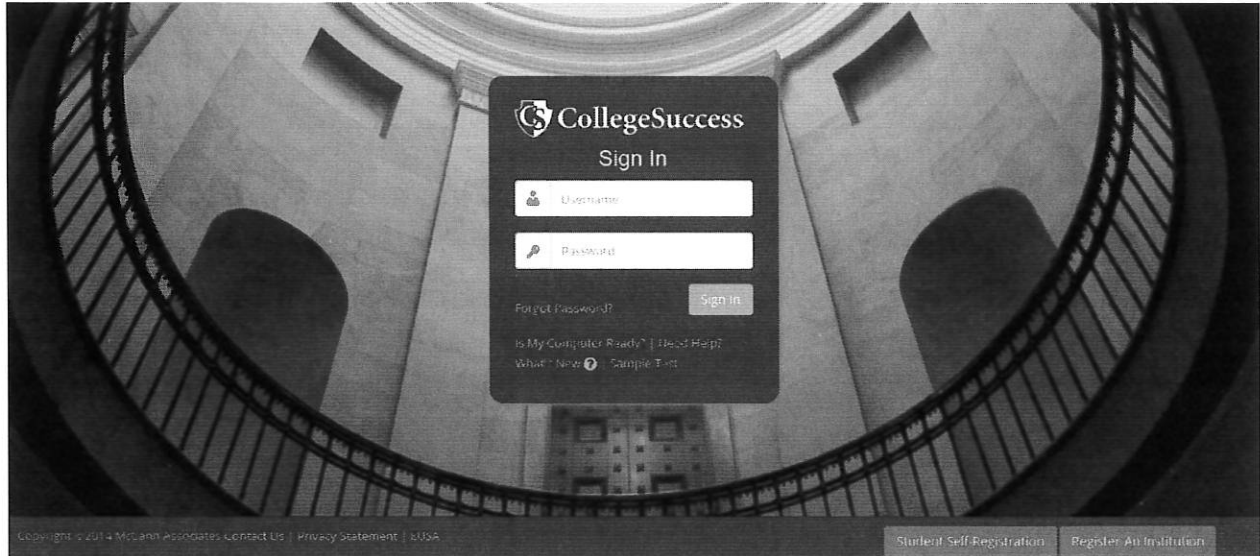
<input checked="" type="checkbox"/>	Active	03/27/2013	5423543	Toby	Toby	5423543@sol.com
<input checked="" type="checkbox"/>	Active	10/15/2013	532432532	Tom	John	532432532@A.com
<input checked="" type="checkbox"/>	Active	11/06/2013	890432	Vanguard	New	890432@a.com
<input checked="" type="checkbox"/>	Active	10/09/2013	54903254	Vanguard	Test	54903254@gmail.com
<input checked="" type="checkbox"/>	Active	11/08/2013	65346534653	Vanguardian	Charles	65346534653@a.com
<input checked="" type="checkbox"/>	Active	12/05/2013	5425423423	VCCS	MC	5425423423@a.com
<input checked="" type="checkbox"/>	Active	11/18/2013	349023	Writing	Sample	349023@a.com

Export options: CSV | Excel

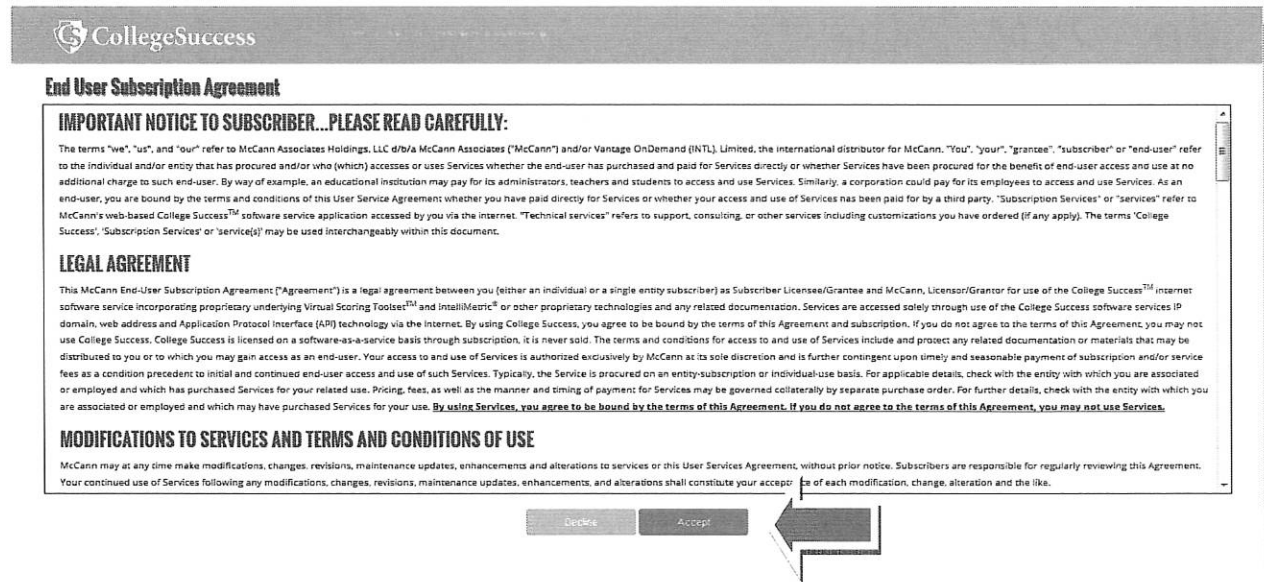


	A	B	C	D	E	F	G	H
1	Status	Last Name	First Name	Student ID	User Name	Password		
2	Active	Ashley	Brianna	123AA	bashley@yahoo.com	56JM3H		
3	Active	Aucone	krystle	KRYMEARIVER2222212	krymeaiver12@aol.com	GHCUL4		
4	Active	blue	Anna	111AA	ablue@aol.com	AXBC16		
5	Active	Bonds	James	777BB	bonds@aol.com	U67682		
6	Active	Bonds	Julie	888BB	jbonds@aol.com	5SD66U		
7	Active	brown	Janine	123BB	brown@aol.com	27AED9		
8	Active	butler	Brenda	444BB	brenda@yahho.com	9THTPT		
9	Active	Carey	Katie	987654	kcarey@vantage.com	DAUQAM		
10	Active	cari	James	485CC	jcari@yahoo.com	4N2Q1E		
11	Active	collins	Keri	458CC	Keri@aol.com	GVXL67		
12	Active	Delea	Livia	LD052611	LD052611@vantage.com	M3N8LZ		
13	Active	Delea	Livia	LD030211	LD030211@vantage.com	Q645ME		
14	Active	Delea	Livia	LD051611	livia.delea@gmail.com	QRHYA		
15	Active	Delea	Livia	LD041911	LD041911@vantage.com	D3RU5G		
16	Active	dent	stu	STU78DENT	stu78dent@aol.com	UL4BSE		
17	Active	Doe	Jane	654321	janine_broderick@yahoo.com	SVGNNS		
18	Active	Edward	William	WILL12	wedward@aol.com	W8DCSJ		
19	Active	ESLTEST	Listening	ESL78955	ESL78955@aol.com	KKDJSU		
20	Active	Gehling	Joseph	JGEHLING1	jgehling@none.com	SY1YFH		

Step 2C: Logging a Student into the Dashboard with the Ticketing System- Once tickets containing the student usernames and passwords have been administered. The student can log directly into the testing dashboard from the College Success login page (<https://college.measuredsuccess.com>). The student will enter their username and password and select 'Sign in.'



The student will then be asked to ‘Accept’ the College Success Online License Agreement.



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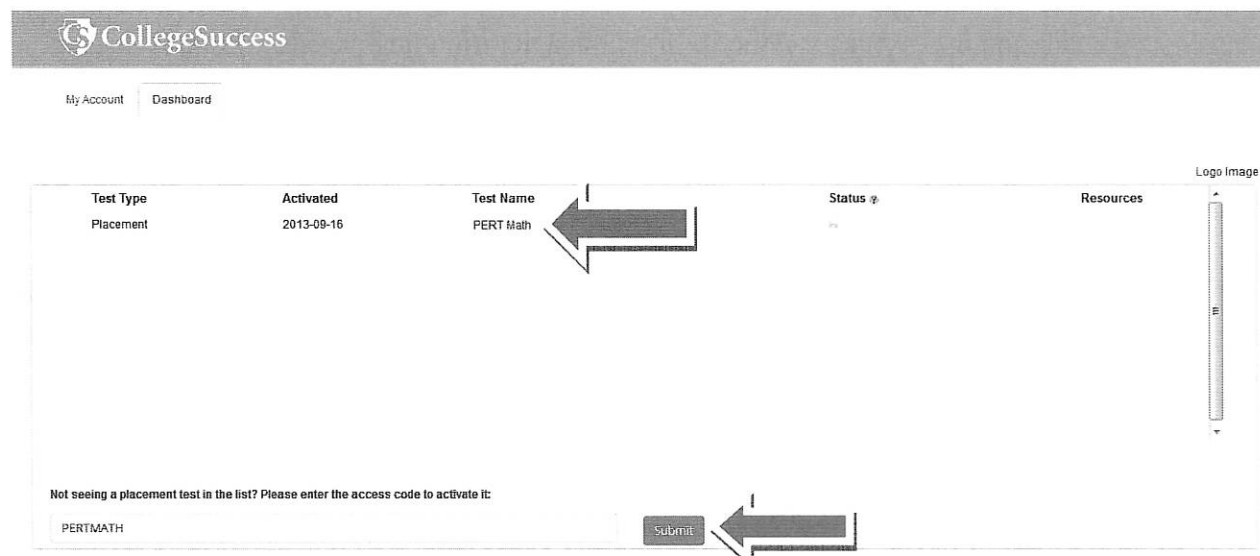
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Decline Accept

The student is now in the testing dashboard environment. The Institution Administrator created an access key that is associated with each branching profile. At the bottom of the dashboard page is a field where students may enter the access key. This access key will populate the corresponding test on the student dashboard.

Step 3: Direct Student- Enter the access key at the bottom of the testing dashboard page and select ‘Submit.’ The student must click ‘Submit’ in order for the test to populate.

Step 4: Direct Student- Inform the student to select the test name which is a blue hyperlink.



Test Type	Activated	Test Name	Status	Resources
Placement	2013-09-16	PERT Math		

Not seeing a placement test in the list? Please enter the access code to activate it:

PERTMATH Submit

Step 5: Direct Student- To read the College Success Student Privacy Policy. After the student has read the policy, select 'I have read this policy.'

College Success® Student Privacy Policy

College Success® is maintained by the McCann Associates and is designed to provide access to information to individuals and educational institutions for use in making placement decisions. The McCann Associates recognizes the importance of protecting the privacy rights of our users and institutions. College Success is securely managed and safeguarded in accordance with all applicable laws and the policies and guidelines set forth below.

Our Policy

College Success collects background information and test data from examinees. This information is used by institutions to assist in making placement decisions and by the McCann Associates in conducting research. Any information automatically collected is shared with contractors who assist College Success with programming and technical aspects of hosting and Web site operation. All contractors who work on College Success subscribe to College Success's confidentiality and privacy conditions.

College Success collects personally identifiable information that is provided by the user. This information is used only for the purposes described in the preceding paragraph. Any and all personally identifiable information that is collected is maintained by the McCann Associates in accordance with the *Guidelines on the Uses of McCann Associates Test Scores and Related Data*, the confidentiality policies set forth in printed and online test registration materials, and all applicable laws. By providing such information, the user consents to College Success's Privacy Policy, including the uses of the information described in this policy.

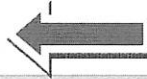
These guidelines have been developed with the recognition that Internet technologies are rapidly evolving. Accordingly, our privacy policy may be subject to future changes to adapt to changing technologies and changes in applicable laws, and to better serve our users. Any changes will be promptly posted on this page.

If you have questions or comments about our privacy policy, please contact us at:

College Success
877-614-6105

Cancel and Exit

I have read this policy.



Step 6: Direct Student- To read the Welcome Message. After the message has been read, select 'Next.'

Welcome to College Success!

You are about to take College Success placement tests. The purpose of these tests is to help determine your level of skill in one or more academic areas. The scores you receive will be used to assist in determining the most appropriate courses for you at this time.

College Success multiple-choice tests are adaptive, which means you must answer each question as it is presented to you before you can continue to the next question. You cannot skip a question or go back to a previous question to change your answer.

WELCOME to College Success!

You are about to take a Postsecondary Education Readiness Test (P.E.R.T.). The purpose of the test is to determine your level of skill in one or more academic areas-- mathematics, reading or writing. The scores that you receive will be used to assist in placing you in the most appropriate high school courses for you at this time, so if you chose to enter into college, you will be able to enter without needing additional remedial courses.

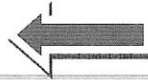
P.E.R.T. multiple-choice tests are adaptive, which means you must answer each question as it is presented to you before you can continue to the next question. You cannot skip a question or go back to a previous question to change your answer.

You cannot pass or fail P.E.R.T. since it is a placement test. Do the best that you can! We encourage you to take the test seriously because it will impact your future. If you do well and you do enter our State College System, you will not need to retake this test.

The proctor is not permitted to help you with any test questions. However, if you need help with anything else during the test, please inform the proctor.

If you are completing this test online without a proctor, then do not attempt to use any aids prohibited by the test administrator. However, if you require technical assistance during the test, please click the "Contact Us" link located on the student dashboard or contact your test administrator directly.

Next

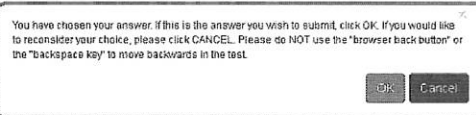


Step 7: Direct Student- To read the directions for answering questions, and then select ‘Start Test Session.’

Directions For Answering Multiple Choice Questions

Read each question carefully. From the answer choices presented, select the best answer, click the next to your choice, and then click SUBMIT at the bottom of the screen. You may have to scroll to see all of the answer choices.

The popup box shown below will appear. Click OK to finalize your answer choice. Click CANCEL if you want to change your answer. You can change your answer as many times as you wish; however, once you click OK, you cannot go back to the question.

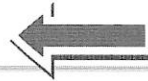


Please do **NOT** use the "browser back button" or the "backspace key" to move backwards in the test. If you do navigate backwards in the test, NONE of your changes will be saved. Please only use the navigation buttons at the bottom of the screen to navigate forward in the test.

Click on the START TEST SESSION button below to begin.

Cancel & Exit

Start Test Session



Step 8: Direct Student- To read the information regarding the specific P.E.R.T. exam they will be taking. Have the student select 'Start Test Session' to begin their designated exam.

PERT Math

There will be 30 questions on this test.

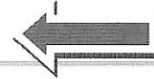
Read each question carefully and click the next to your answer choice. If you change your mind simply click on a different answer. You may need to scroll to see all of the answer choices.

Please do **NOT** use the "browser back button" or the "backspace key" to move backwards in the test. If you do navigate backwards in the test, **NONE** of your changes will be saved. Please only use the navigation buttons at the bottom of the screen to navigate forward in the test.

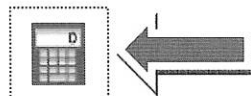
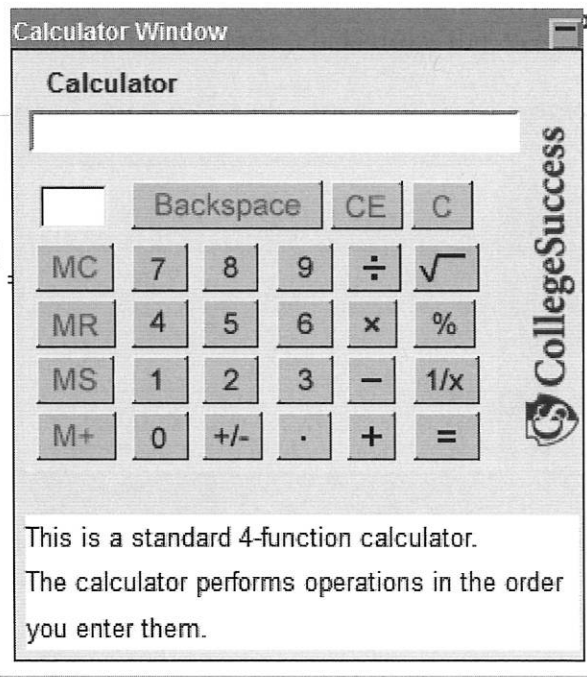
Click on the **START TEST SESSION** button below to begin.

Cancel & Exit

Start Test Session



Step 8A: Students Taking Math Subtest- Inform students taking the Math subtest that for certain questions, a calculator icon will be available in the bottom left corner of the test for their use. Once the calculator icon has been clicked on, the electronic calculator will appear as a pop-up in the middle of their screen. You must use the electronic calculator keyboard to input numbers and hot keys (alt c) do not work on the P.E.R.T. It is a standard 4-function calculator and performs operations in the order you enter them.

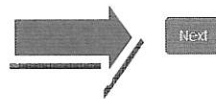


Step 8B: Students Taking the Accessibility Branching Profile-Inform students in need of the ‘Accessibility Wizard’ to select the ‘Access Wizard’ icon in the lower left corner of the test. The ‘Accessibility Wizard’ will appear as a pop-up in the middle of the screen. The student can set their preference and save them by selecting ‘Apply.’ All settings take effect immediately and will last through the entire subtest.



Step 9: Submitting P.E.R.T. - Once the student has finished the exam, he/she must select ‘Submit’ or else the exam will remain in an open status. When the exam has been submitted successfully, students will receive a thank you message for completing the test.


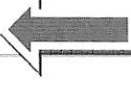
You have completed the PERT Math test.
 No additional tests are required at this time.
 You may now view your individual report.



Step 10: End of Test- If the student has no other subtests to take, testing has concluded. If there are additional subtests to take, direct the student to select, 'Back to Student Dashboard' to finish testing and you will need to enter in a new access key to launch a new branching profile.

Student Score Report

Student Name:	freddy Last	Student DOB:	02/18/1982
Date Completed:	10/16/2014	Student ID:	78654353
Site Name:	Kyle Site	Major Name:	English Lit

 [Print](#) [Back To Student Dashboard](#) 

E. Reading and Running Reports

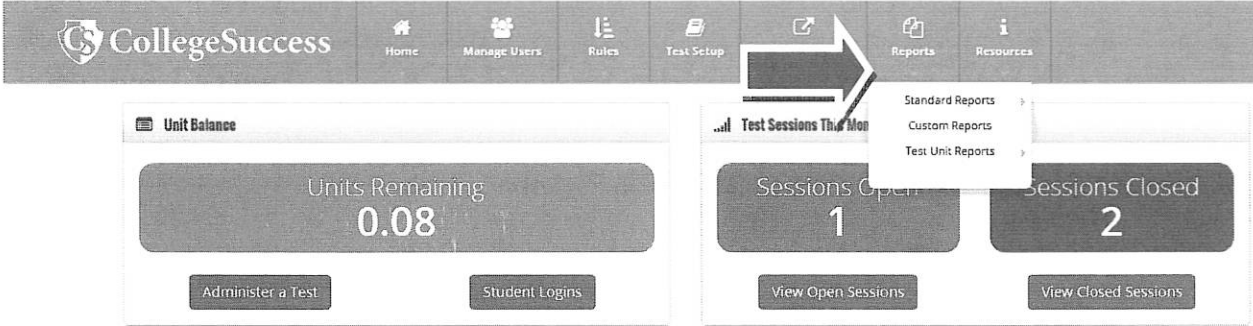
Institution Administrators, Site Manager, Proctors (limited reporting capabilities) and Report users have access to running reports.

Step 1. Go to Reports Tab- to generate reports.

There are three Report Types:

- a. Standard Reports
- b. Custom Reports
- c. Test Units Reports

a. Standard Reports



The screenshot displays the CollegeSuccess web application interface. At the top, a navigation bar includes the CollegeSuccess logo and several menu items: Home, Manage Users, Rules, Test Setup, Reports, and Resources. A large white arrow points from the Reports menu item to a dropdown menu that is open, showing three options: Standard Reports, Custom Reports, and Test Unit Reports. Below the navigation bar, there are two main dashboard panels. The left panel, titled 'Unit Balance', shows 'Units Remaining' as 0.08 and includes buttons for 'Administer a Test' and 'Student Logins'. The right panel, titled 'Test Sessions This Month', shows 'Sessions Open' as 1 and 'Sessions Closed' as 2, with buttons for 'View Open Sessions' and 'View Closed Sessions'.

Standard Report Examples

- **Individual Score Report:** Displays a single student report, identical to the end of test report. Fields may be added or deleted to further customize the report. You can also Rebuild Course Placement for a student by using the link at the bottom of the report.
- **Placement Roster:** Provides a detailed Placement report including any basic information that you choose to display. The data for this report are Address, City, Home Phone, Birth Date, Email, Exam Number, First Name, Institution ID, Last Name, Middle Initial, Site ID, State/Province/County, Student ID, Test Date, Test Name, and Zip Code.
- **Course Roster:** Generates a comprehensive course roster, including all records for the specified Basic Information and Test Score options that you selected.
- **Score Roster:** Includes your choice of Basic information fields and Test Scores, Background Questions and Local Background questions. This report may be limited by Date, First Name, Last Name or Student ID/SSN. If a student has tested more than once on the same test, the score roster can be filtered by All Scores, Highest Score, Latest Score or First score; as well as All sessions, Open Session, or Closed Session. (Default setting includes All Scores and All sessions.)
- **Demographic Information Report:** Three available reports:
 - Background Overview Report
 - Background Detail Report
 - Student Address Report b

1a. Running a Standard Report

Individual Score Report

Search Filters

Branching Profile Name: **1**

Site Name: **2**

Date Completed Date Started

From: (12 month max)

To: **3**

Select Report Columns:

- Address
- Advisor Email
- Cell Phone
- City
- Home Phone
- Birth Date
- Email
- Battery ID
- First Name
- Inst ID

7

Student Information

Student ID: **4**

Student First Name: **5**

Student Last Name: **6**

Move:

Score Report Settings **8**

Active/Inactive: Yes No

Writing Dimension Score Yes No

Standard Background Question Responses Yes No

Local Background Question Responses Yes No

Time Record Yes No

Placement Information Yes No

Display Custom Message Yes No

Score Presentation Whole Number One Decimal Place Two Decimal Places None

Disable Auto-Email or Auto-Download feature for this query

Load Saved Query: **9**

Name & Save this Query:

10

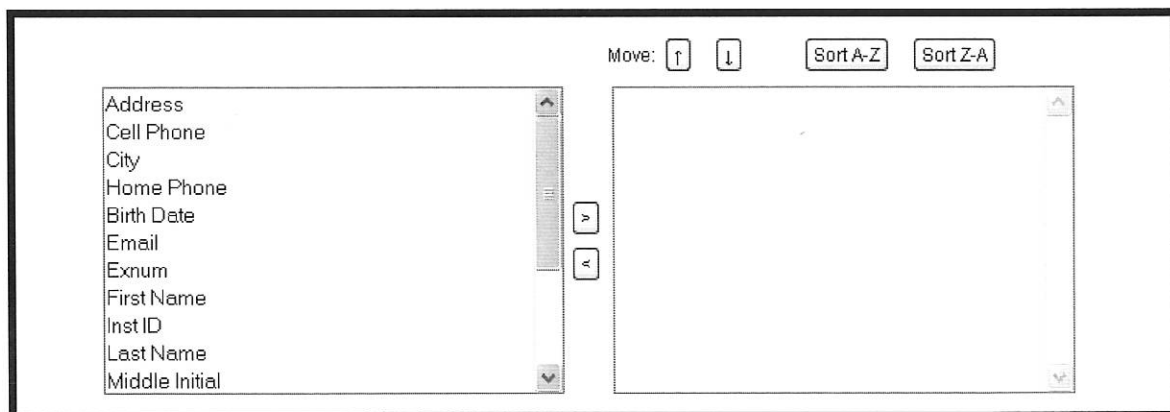
For our example let's use the Individual Score Report which allows you to view any combination of the Basic Information fields associated with a completed test session. This report can be filtered by:

- Find Student by Search Filter
 1. Branching Profile
 2. Site ID
 3. Test Date
- To find Student by Name
 - Student ID
 - Student First Name
 - Student Last Name

1-6. After selecting the above filters (1-6),

7. Select the specific fields to include in the report (No. 7 in the screen shot above)

- To select these fields, click on the name of the field and then click on the add arrow (>). You can also remove fields by clicking on the remove arrow (<).
- To select more than one option at a time you can hold down the CTRL key on your keyboard while clicking on the names of the fields.
- You can also change the order of these fields by using the up and down arrows, or sort the fields by alphabetical order by clicking on Sort A-Z or Sort Z-A.



8. Next, select the data you would like to appear in the report (see No. 8 in the screen shot above).
9. You can also Load a saved Query or Save this Query by either entering a name for a new query in the Save this Query text box (see No. 9 in Screen shot above).
10. Click on the Submit button to generate your report (see No. 10 in screen shot above).
 - All results meeting your filters and selections will appear in an HTML format. You can export the data in the following formats: CSV, Excel or XML.
11. Click on the View link to view your student's Individual Report.
 - You can use the [Click here](#) to download student's results to open up a delimited file containing the information from this report. This can then be easily entered into your student database system.

b. Running a Custom Report

Custom Report

Step 1: Select Fields Step 2: Filter by Criteria Step 3: Grouping and Sorting Step 4: Output Formats

Step 1: Select fields to be included in report.

Basic Information ▼

- Address
- Advisor Email
- Cell Phone
- City
- Home Phone
- Birth Date
- Email
- Battery ID
- First Name
- Inst ID

>

<

Move: ↑ ↓ Sort A-Z Sort Z-A

Load Saved Query: -None-

Name & Save This Query:

Edit Query Delete Query Save Query

Step 1: Select Fields- You can choose the following options from the drop-down menu:

- Background Questions
- Basic Information
- Test Scores
- Test SEM
- Local Background Questions
- Placement Branches
- Test Percentiles
- User Defined Fields

To select these fields simply click on the name of the field and then click on the add arrow (>). You can also remove fields by clicking on the remove arrow (<).

Note: to select more than one option at a time you can hold down the CTRL key on your keyboard while clicking on the names of the fields. You can also change the order of these fields by using the up and down arrows, or sort the fields by alphabetical order by clicking on Sort A-Z or Sort Z-A.

You can also Load a saved Query by selecting a query from the Load Saved Query drop down box. OR Save this Query by entering a name for a new query in the Save this Query text box.

Click on **Step 2: Filter by Criteria** to move to the next step.



Step 1: Select Fields **Step 2: Filter by Criteria** Step 3: Grouping and Sorting Step 4: Output Formats

Step 2: Choose values to limit which students will appear in the report.

Filter by: Score Options

Date Completed Date Started All ▼

Date of Testing:

Common Today Only ▼

Range

From: (12 month max) To:

First Name From: ▼ To: ▼

Last Name From: ▼ To: ▼

General Background Questions: ▼ Answers:

Local Background Questions: ▼ Answers:

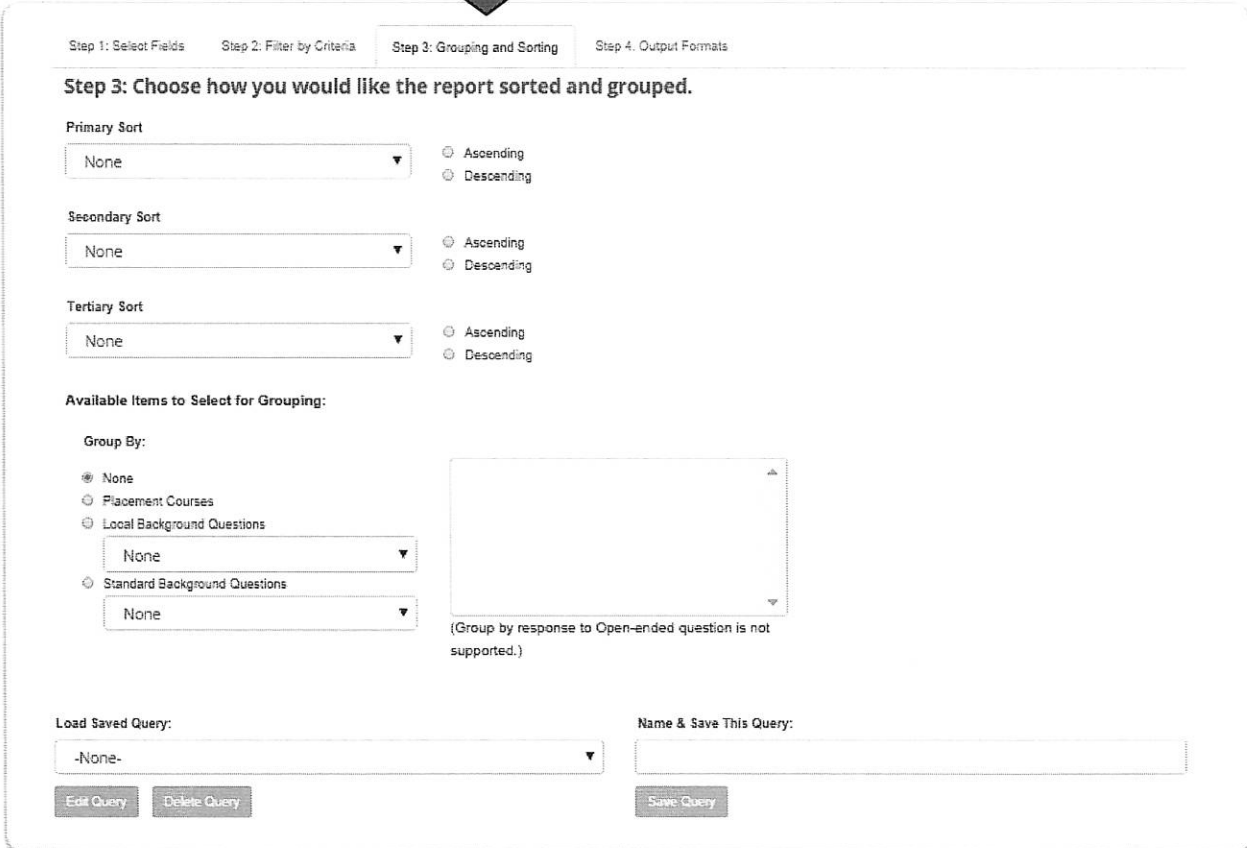
(Filtered by response to Open-ended question is not supported.)

Load saved Query: ▼ Name & Save This Query:

On this step you can choose values to limit your report by. The values that you can choose from are:

- Date of Testing
- Score Options
- Session Options
- Name
- General Background Questions
- Local Background Questions

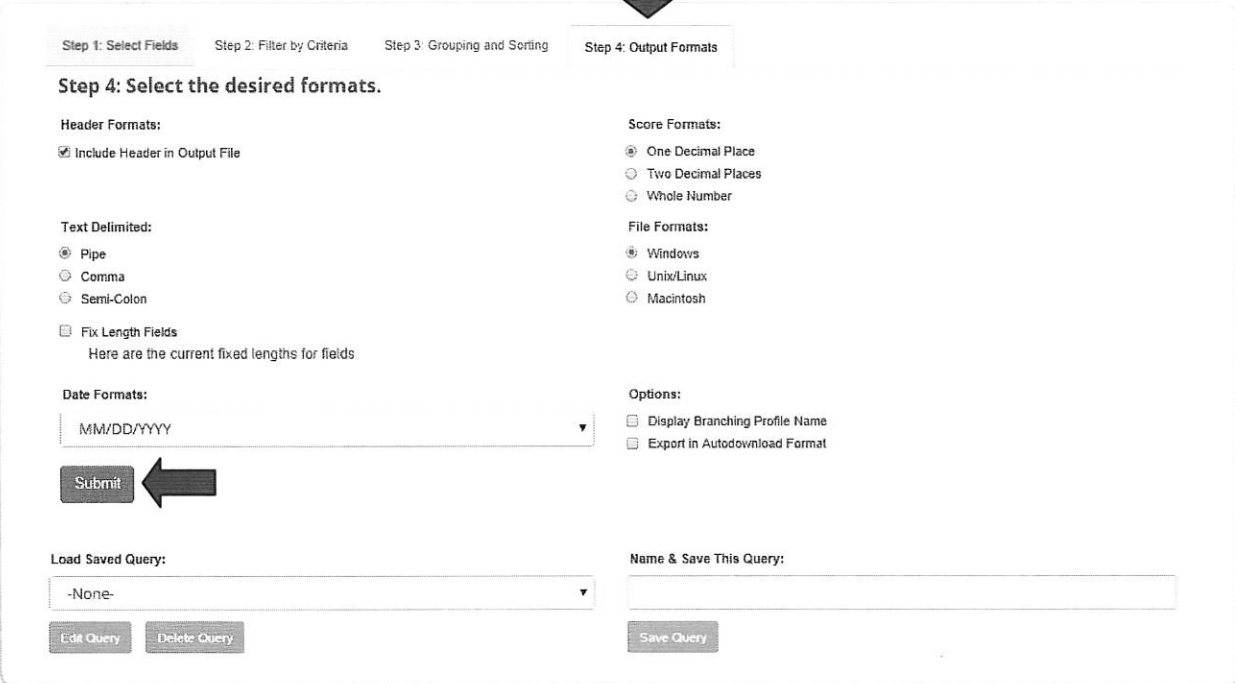
Click on **Step 3: Grouping and Sorting** to move to the next step.



On this step you can choose how to sort and group the data in the report.

- You can sort items by Student ID, First Name, Last Name, and Test Date.
- You can group items by Placement Courses, Local Background Questions, or Standard Background Questions.

Click on **Step 4: Output Formats**



Step 1: Select Fields Step 2: Filter by Criteria Step 3: Grouping and Sorting **Step 4: Output Formats**

Step 4: Select the desired formats.

Header Formats:

Include Header in Output File

Text Delimited:

Pipe
 Comma
 Semi-Colon

Fix Length Fields
Here are the current fixed lengths for fields

Date Formats:

MM/DD/YYYY

Score Formats:

One Decimal Place
 Two Decimal Places
 Whole Number

File Formats:

Windows
 Unix/Linux
 Macintosh

Options:

Display Branching Profile Name
 Export in Autodownload Format

Submit

Load Saved Query:

-None-

Name & Save This Query:

Edit Query Delete Query Save Query

Once you have finished entering in your report criteria, click on **Submit** to generate the report.

C. Running a Test Units Report

There are two reports that you can run from under the Test Units Reports Menu:

- **Units Usage Report** --will display how many test units you have left at the end of each day.
- **Units History Report** --will display when your test units were used.

1c. Units Usage Report

Unit Usage Report

Test Name:

PERT Diagnostic Math (L)
PERT Diagnostic Math (U)
PERT Diagnostic Reading (L) Form A
PERT Diagnostic Reading (L) Form B
PERT Diagnostic Reading (L) Form C
PERT Diagnostic Reading (U) Form A
PERT Diagnostic Reading (U) Form B
PERT Diagnostic Reading (U) Form C

From: (12 month max)
09/16/2014

To:
10/16/2014

Load Saved Query:

-None-

Name & Save this Query:

You can sort this report by the following options:

- Site ID
- Test Date

Click on Submit once you have selected the range for your report and this will show you unit usage within your date range.

2c. Units History Report

Unit History Report

Site Name:
Kyle Site

Test Date From: (12 month max)
09/16/2014

Test Date To:
10/16/2014

You can sort this report by the following options:

- Site ID
- Test Date

Click on Submit once you have selected the range for your report.
This will show you how your test units have been used.

F. College Success Support

McCann Associates provides technical support through a toll-free phone number and email.

Phone: 877-614-6105

Email: collegesuccess@mccanntesting.com

The hours of operation for the help desk are listed below.

Monday	7:30am-8pm EST
Tuesday	7:30am-11pm EST
Wednesday	7:30am-11pm EST
Thursday	7:30am-11pm EST
Friday	7:30am-5:30pm EST
Saturday	9am-5pm EST
Sunday	Closed