Monitoring Testing at the Site

To See the Status of Testing: A MAP Coordinator can run this report

- In the left hand side blue box, click on View Reports and Instructional Resource, choose Operational Reports.
- Click on Test Events by Status
- To choose your site, click on Clear and then scroll to find your click and click on the box in front of the school name. Then scroll to the bottom and click on Next.
- You can then choose which subject areas and test you want to view. If you want them all do nothing. Once your choices have been made, scroll down and click on Create Report.
- You will see a report like the following

<table>
<thead>
<tr>
<th>Language Usage</th>
<th>Valid</th>
<th>Invalid</th>
<th>Suspended</th>
<th>Terminated</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 7</td>
<td>53</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>57</td>
</tr>
<tr>
<td>Grade 8</td>
<td>55</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>57</td>
</tr>
<tr>
<td>Total</td>
<td>108</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>114</td>
</tr>
</tbody>
</table>

To See the Students without a Test Score: A MAP Coordinator can run this report

- In the left hand side blue box, click on View Reports and Instructional Resource, choose Operational Reports.
- Click on Students Without a Valid Test Result
- To choose your site, click on Clear and then scroll to find your click and click on the box in front of the school name. Then scroll to the bottom and click on Next.
- Choose what Grades and Subject Areas you want on the report and click on Create Report
- Students on the report will include those who started the test are Suspend, those who have not started the test, or those students who tested but got an invalid score.

To See the Students without a Test Score by Teacher: Any Proctor can run this report

- Click on Manage Test Session and then Click on Find Students to Test
- Click on the Test History Search
- Select your School Name and the Teacher Name
- Select which test you are looking for
- Choose Suspended Test and/or Not Yet Tested
- Click on Search
- The list of students will come up and select Add Students to put them in a test session for makeups.

FOR HELP Contact AEP at 971-7992