

# **AzMERIT**

## **Special Paper Version**

### **Supplemental Instructions**

## **Data Entry Interface (DEI) and Returning Materials to Measurement Incorporated (MI)**

Summer and Fall 2017

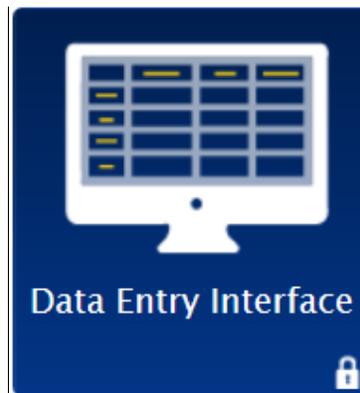
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# Section I. Using the Data Entry Interface

## Logging in to the Data Entry Interface

Access to the Data Entry Interface is via the AzMERIT Portal. Access to DEI is based on your user role in TIDE and you must have completed the Test Administrator Certification Course. Navigate to the AzMERIT Portal (<http://azmeritportal.org>). Click the **Educators & Test Administrators** card. Then, click the **Data Entry Interface** card. The Login page appears; enter your email address and password then click **Secure Login**.



## Accessing the Student's Assessment

This section explains how to verify student information and select the correct test and form.

### Step 1 – Entering Student Information

After you log in to the Data Entry Interface, the **Enter Student Information** page appears.

### Enter Student Information

Student First Name:

SSID:

Run Diagnostics Browser: Chrome v53

To enter a student's information:

1. In the *Student First Name* field, enter the student's first name as it exists in TIDE.
1. In the *SSID* field, enter the student's SSID.
2. Click **Sign In**.



**Notes:** DEI generates an error message if you cannot sign in. The following is the most common student login error.

**Student Name and ID Do Not Match:** Verify that you correctly entered the SSID and first name. If this does not resolve the error, consult the student's record in TIDE to verify the first name associated with the student's SSID.

## Step 2 – Verifying Student Information

After logging in, the *Is This the Student?* page appears.

### Is This the Student?

Please review the following information.

First Name: Mary

SSID: 99999987

Last Name: Butler

Grade: 11

Date of Birth: July 13, 1999

School: Demo School AZ 2

**Next Step:**  
If the student's information is correct, choose **Next**. If not, choose **Log Out**.

To verify the student's personal information:

- If all the information is correct, click **Next**. The *Available Tests* page appears.
- If any of the information displayed is incorrect, do not proceed with the data entry for this student. Click **Log Out**. You must notify the appropriate school personnel that the student's information is incorrect. Data entry cannot begin until this information is corrected.

### Step 3 – Selecting the Test

The **Available Tests** page displays the tests available for data entry.

#### Available Tests

Choose a test for data entry.

Math

**Start DEI Algebra II**  
This is opportunity 1 of 3

**Next Step:**  
If you wish to log out, select **Back to Login**.

[Back to Login](#)

Available tests are shaded green and have an arrow indicating whether you are entering data for a new test opportunity or resuming an opportunity.

- **Start** indicates that you are beginning data entry for this test.
- **Resume** indicates that you are resuming data entry for this test.

Inactive tests are shaded gray. These are tests that have already been completed.



**Important:** If no tests appear for the student, confirm the student's test eligibility in TIDE.

*To select an available test:*

- Click the test name. The **Choose a Test Form** page appears.
- If the tests available for the student are not correct, click **Back to Login**. Verify that the grade associated with the student reflects the correct grade band. The list of tests is determined by the grade associated with the student's record in TIDE.

## Step 4 – Confirming the Test and Selecting the Test Form

After you select a test, a Session ID automatically generates. The Session ID can be used to look up test information in the Online Reporting System. The **Choose a Test Form** page displays the Session ID and the test you selected.

### Choose a Test Form

Select the appropriate test form from the drop-down list. If no drop-down list is available, verify that the listed test form is correct.

Session ID: UAT-E59B-1

Test Forms:

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**DEI Algebra II**

Color Contrast: Black on White (default)

Mouse Pointer: System Default

Language: English

Print Size: No default zoom applied

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**Next Step:**  
To use this test form, choose **Next**. To return to the Available Tests page, choose **Go Back**.

*To select a test form:*

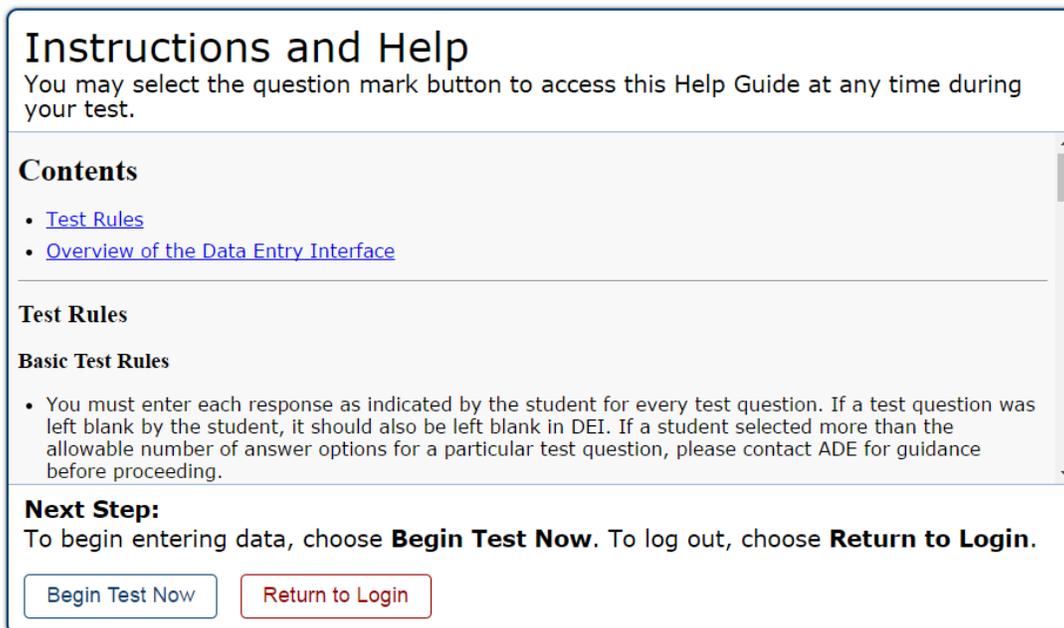
1. From the **Test Forms** drop-down list, select the appropriate form.
2. Click **Next**.



**Warning:** If multiple forms are listed, the test form selected must match the form indicated on the test materials.

## Step 5 – Test Instructions and Help

After selecting a test form, the *Instructions and Help* page appears. You can see an overview of the Data Entry Interface and available tools, as well as a summary of test rules and navigation.



**Instructions and Help**  
You may select the question mark button to access this Help Guide at any time during your test.

**Contents**

- [Test Rules](#)
- [Overview of the Data Entry Interface](#)

**Test Rules**

**Basic Test Rules**

- You must enter each response as indicated by the student for every test question. If a test question was left blank by the student, it should also be left blank in DEI. If a student selected more than the allowable number of answer options for a particular test question, please contact ADE for guidance before proceeding.

**Next Step:**  
To begin entering data, choose **Begin Test Now**. To log out, choose **Return to Login**.

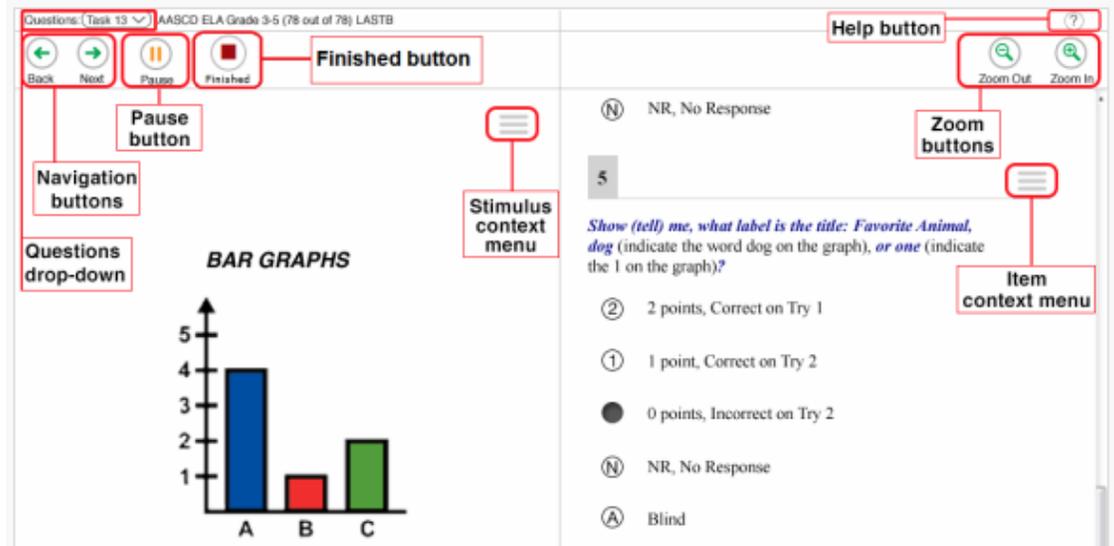
[Begin Test Now](#) [Return to Login](#)

*To proceed and begin data entry:*

1. Review the information on this page to understand the available test tools and how to navigate through the online test.
2. After you have finished reviewing this page, click **Begin Test Now**. The test opportunity officially begins or resumes.

## Understanding the Data Entry Interface

The image below displays a sample test page. Some pages may have only one item, and others may have multiple items. You must select the appropriate response option for each item. The system automatically captures and saves the response data when you enter it.



## Test Tools

DEI has several on-screen tools that support users' needs. These include global tools and context menu tools. Global tools are those available on every page in the top banner. Context menu tools are available for each item on the test.

### Global Tools

- The ? button in the upper-right corner opens the *Instructions and Help* page.
- **Zoom** buttons allow you to magnify font size. The number of zoom levels is limited.
- The **Questions** drop-down list enables you to quickly return to a specific item page. Marked pages display (marked).
- The **Pause** button allows you to pause the test. When you return to the test, you are directed to the first page with unanswered items.
- The **Navigation** buttons in the upper-left allow you to move between test pages.
- The **Finished** button appears after you respond to all required items. To start the test submission process, click  in the top banner.

## General Test Rules and Navigation

This section describes how to navigate a test, pause data entry, end a test, and submit a test for scoring.

### Navigation and Pause Rules

You may review items before pausing or submitting the test. You may change the selected responses for items only if you have not submitted the test for scoring. You may pause tests at any time and return to them later to complete data entry. Tests must be completed and submitted before the end of the administration window.

### Test Timeout (Due to Inactivity)

As a security measure, you are automatically logged out after 90 minutes of inactivity. This pauses the test.



**Note:** Before the system logs you out, a warning message appears on the screen. If you do not click **OK** within 30 seconds, you are logged out.

All scores that have been entered are automatically saved. Pausing the test does not impact any scores that you entered.

## Proceeding through the Test

### Entering Student Response Data

You must enter student response data for each required item on a page before proceeding to the next page in the test. After you select response options for the required items on a page, click **Next** to go to the next page. To return to a previous page, click **Back**.

Test Administrators must enter each response as indicated by the student for every test question. If a test question was left blank by the student, it should also be left blank in DEI. If a student selected more than the allowable number of answer options for a particular test question, please contact ADE for guidance before proceeding.



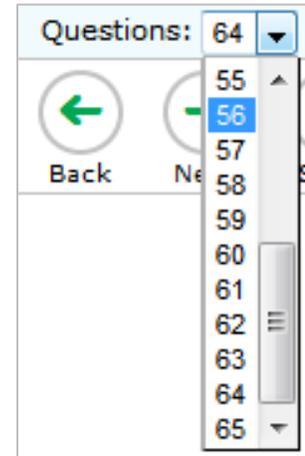
**Note:** Items that are grouped together may be paginated to appear individually. Buttons for each item in the group appear in the upper-right corner. You can click these buttons to navigate to the next item in the group.



## Navigating to Items

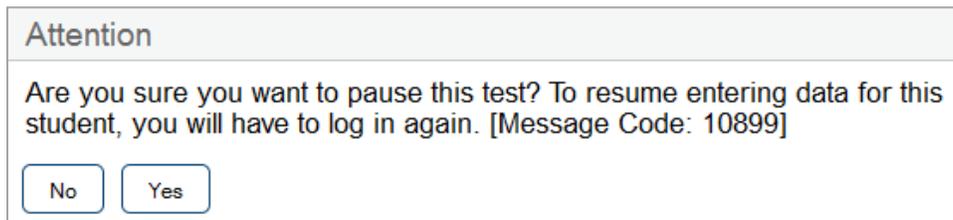
You can navigate to items page by page or jump directly to an item page.

- To navigate page by page, click the **Back** or **Next** buttons at the top of the screen.
- To jump directly to an item page, select the appropriate item from the **Questions** drop-down list.



## Pausing Tests

You may pause data entry at any time. When you are ready to resume data entry for the test, you must log in and select the test form again. DEI opens the test to the first page with unanswered items in the segment from which you paused the test. You may also go back to review or change scores for items already entered.



*To pause data entry:*

1. Click **Pause** in the top banner. A confirmation message pops up.
2. Click **Yes** to confirm that you want to pause the test.

## Completing Data Entry and Reviewing Items

The **Finished** button appears at the top of the screen.



When you click **Finished**, the next page gives you two options:

- Review the data you entered.
- Submit the test for scoring.

**You are done entering data.**  
If you wish to review your entries, select a question number below.

**Questions:**

1	8	15	22	29	36	43	50
2	9	16	23	30	37	44	51
3	10	17	24	31	38	45	52
4	11	18	25	32	39	46	53
5	12	19	26	33	40	47	54
6	13	20	27	34	41	48	
7	14	21	28	35	42	49	

**Next Step:**  
When you are done reviewing your entries, select **Submit Test for Scoring**. You cannot change entries after you submit the test.

[Submit Test for Scoring](#)

*“You are done entering data.”* page options:

- To review answers and go back to the test, select an item listed on this page. Items that were marked for review display a flag  icon. Items that were not answered display a warning  icon.
- To complete the testing process, click **Submit Test for Scoring**.



**Note:** After you click **Submit Test for Scoring**, the test is officially completed. You cannot log back in and review the data you entered.

## Done Reviewing Test Page

After you submit the test, the **Done Reviewing Test** page appears, displaying the student's name, the test name, and the data entry completion date.

### Done Reviewing Test

The test was submitted. You may view the test details below.

Test Reviewed As: Butler, Mary (Student ID: 99999987)  
Test Name: DEI Algebra II  
Data Entry Completed On: 6/5/2017

If you wish to review another test, you must log out and then log in again.  
No scores are reported for this test.

**Next Step:**  
To continue data entry for this student, select **Enter More Data for This Student**. To continue data entry for another student, select **Enter Data for a Different Student**. If you are done entering data, select **Log Out**.

[Log Out](#)   [Enter More Data for This Student](#)   [Enter Data for a Different Student](#)

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

### Results page options:

- Click **Enter Data for Different Student** to enter scores or responses for another student. You are directed to the **Enter Student Information** login page.
- Click **Enter More Data for this Student** to enter data for the same student without having to enter that student's demographic information again. You are directed to the **Available Tests** page. From there, you can proceed through the test selection and verification process.
- If you are done entering test data, click **Log Out**.

## Section II. Return Materials to Measurement Incorporated (MI)

At the end of testing all Special Paper Version Test materials must be returned to the District Test Coordinator.

### District Test Coordinator instructions for returning Special Paper Version Tests to MI

All AzMERIT Special Paper Version Large and Special Paper Version Regular Print test booklets must be returned to MI by the end of the test window as nonscorable materials. The *Special Paper Version Test Administration Directions* must be securely destroyed at your district/charter.

The return materials were included in the Special Paper Version Test Kits for each of the Special Paper Version tests received. These materials include:

- District Return Form;
- Green Nonscorable Return Label;
- FedEx Air bill.

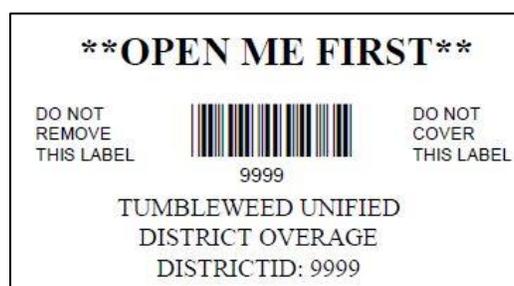
All Special Paper Version tests for the district can be combined in the same box.

### District Return Form

Complete the District Return Form and place on top of the Special Paper Version test booklet(s) being returned.

### Green Nonscorable Labels

Fill in your district name and district number on the lines provided. Attach with clear packing tape the green Nonscorable label on the **side of the box** in the upper corner. Do not place the green NonScorable label on the top of the box as it will interfere with FedEx processing. Do not cover any previously placed Measurement Incorporated barcode labels (shown below).



Summer and Fall 2017 AzMERIT Test Administration Directions Special Paper Version  
When student responses have been transferred to the DEI, securely destroy this document.

## FedEx Return Label

Place the FedEx Return Label on the top of the box. Be sure to either **cover the original FedEx address label** or mark through it to avoid any address confusion during shipping.



Return all Special Paper Version kits you received in the original Measurement Incorporated shipping box. Districts with multiple Special Paper Version tests can be combined in boxes. Secure the box well with packing tape to avoid damage and/or loss during shipping. Place the District Return Form(s) on top of test materials in the box.

Call 1-800 GO-FedEx (1-800-463-3339) to schedule a pick-up. Please ship your test materials via FedEx Air Standard 2-day delivery.

If you need assistance regarding your return shipment, please contact the AzMERIT Helpline at [ArizonaHelp@measinc.com](mailto:ArizonaHelp@measinc.com).