

FAQ for MyTest

1. What is MyTest? A collection of online assessment tools to diagnose student strengths and weaknesses to focus instructional next steps.
2. How does MyTest work? Students take formative and summative test in Math, ELA, and Science per the DCPS learning schedules. Testing may be taken electronically or on paper. **Option 1:** School can use the District Purchased Printer/Scanner to print a paper copy of the test for administrators and students. Then scan answer sheets for data reporting. **Option 2:** Using a school computer connected to the District Network, students login in with their district username/password, select the "Take a Test" link to start the an assessment test. For Language Arts, students read a passage and then answer a series of multiple choice questions that relate to the passage by clicking the correct radio button. Once the question is answered, the student will click the "next" button for the next question. For Mathematics or Science, the student will read the question or solve a problem and then select a multiple choice answer.
3. Who creates the assessments? Academic Services will provide assessments based on the New Generation Sunshine State Standards that include: Strand/Body of Knowledge, Standard/Big Supporting Ideas, Benchmark and Difficulty Level (based on Cognitive Complexity).
4. How does a student know which test to take? The subject area teacher will assign a test to a student. If a Language Arts teacher assigns a test, the student will see that particular test listed, if a Math teacher assigns a test, the student will see that particular test. Student will see multiple tests, if it is assigned. Teacher will need to tell the student which test they are to take.
5. Can a student change his/her answer during the test? Yes, a student can change his/her answer before clicking "next question".
6. Can a student go back to a previously answered question or a skipped question? Students can go back to a previously answered question or a skipped question. If the question is not answered before clicking the finished button, the question will be marked incorrect.
7. Are the tests timed? No, but the teacher can determine how many times a student can retake a test.
8. How will a teacher receive results? An item analysis report will be generated for each assessment. The report will list each test question and distractors with the number (percent) of student responses by each distractor. The teacher will be able to pull the report for the class, the principal for the school and district personnel for the school district. An attendance report will display a list of students in the class and the progress (not started, incomplete, complete).
9. How are the test results shown after the assessment is completed? If a student used a computer to take a test, each question along with the multiple choice answers will appear on the screen. If the student answered correct, a green check will appear next to the question number. If the student answered

incorrect, a red X inside of a circle will appear. If the student used a paper copy, the student will receive their results from the teacher.

10. Can a teacher put in assessments? **Not at this time.**
11. Who will train the school based My Test Trainer? **Each school should identify a testing coordinator (STC: School Technology Contact, Testing Coordinator or Instructional Coach) to serve as the school based trainer. Teachers will also be able to view tutorial videos housed on the Instructional Technology Website (<http://www.duvalschools.org/intech>) and also through How to Master (<http://duval.howtomaster.com>). For printer/scanner directions, teachers and School Staff will be able to log on to How to Master (<http://duval.howtomaster.com>).**
12. Can classroom computers be used or will the class need to use computers in the school computer lab? **Students can use any computer in the school that is connected to the District Network. Teachers can schedule computer lab time for each class to complete the test or the teacher can generate a rotation schedule for students to complete assessments in class, or the teacher can print and use scan sheets to administer the assessments.**
13. If I don't have access to computers, how do I administer the test? **Schools can use the District Purchased Printer/Scanner to print a paper copy of the test for administrators and students. Then scan answer sheets for data reporting.**
14. How will a school receive a printer/scanner? **The Information Management Department will deliver and set up printer/scanners for each school beginning with high schools and middle schools.**
15. Who is the contact if the printer/scanner needs repairing? **The Department of Technology Services is the contact for repairing the printer/scanner. The Help Desk phone number is 348-5200.**