

Student Directions for MCA 2017 Transcript

Slide 1	Student Directions for MCA Student Directions for MCA. Select Play to begin.
Slide 2	Introduction Today you will take a reading, math, or science test.
Slide 3	Materials Allowed During Testing Put everything away except your: <ul style="list-style-type: none">• testing ticket• pencil or pen• scratch paper• headphones.
Slide 4	Online Calculators All math and science tests have an online calculator available when a calculator may be used.
Slide 5	Handheld Calculators For the grade 11 math test ONLY, you may also use a handheld calculator. Handheld calculators are NOT allowed for grades 3–8 math tests or for science tests.
Slide 6	Scratch Paper Write your name on the top of your scratch paper. You can use your scratch paper throughout the test. You must turn in your scratch paper before you leave.
Slide 7	Signing In to Your Test Signing In to Your Test
Slide 8	Checking Volume Before you sign in to your math or science test, put on your headphones. Select Test Audio to check the volume. You will not be able to change the volume after you start your test.

Slide 9	<p>Signing In with Your Testing Ticket</p> <p>You will be given your testing ticket. Check that your name is on the top of the ticket.</p> <p>Find your username and password at the bottom of the ticket.</p> <p>On the Sign In screen, enter the username and password from the ticket.</p> <p>Then select Sign In.</p>
Slide 10	<p>If You Have Questions</p> <p>If you have questions when signing in or starting the test, raise your hand.</p>
Slide 11	<p>Taking Your Test</p> <p>Taking Your Test</p>
Slide 12	<p>Looking for Your Name</p> <p>Look for your name at the top right of the screen. If you do not see your name, or if someone else's name appears, raise your hand.</p> <p>Select Start Test Now to start your test.</p>
Slide 13	<p>Section Screen</p> <p>The first screen you will see is a section screen.</p> <p>Select Start Section.</p>
Slide 14	<p>Student Code of Conduct</p> <p>On the next screen, read important reminders about taking your test.</p> <p>Then select the Next arrow to continue.</p>
Slide 15	<p>Answering Questions</p> <p>For each question, choose the answer or answers you think are best.</p> <p>You can use your scratch paper to help you answer the questions.</p> <p>You must answer each question.</p>
Slide 16	<p>Reviewing Your Answers</p> <p>Review your answers before you go to the next section, exit, or submit your test.</p>
Slide 17	<p>Exiting and Submitting Tests</p> <p>Before exiting any test, you must finish the section you are working on.</p> <p>How you exit or submit a test will depend on which test you are taking.</p>

Slide 18	<p>Test Selection</p> <p>Select the button for the test you want to learn more about.</p>
Slide 19	<p>Exiting Your Reading Test</p> <p>When you start a new section in your reading test, select the Next arrow on the section screen.</p> <p>The next screen will show how many passages and questions are in the section. Use this information to decide if you will have enough time to finish the section. If not, you may exit your test on this screen.</p> <p>If you continue in the section, you must finish a passage and its questions. Then exit your test on the screen with the title of the next passage.</p> <p>To exit the test:</p> <ul style="list-style-type: none"> • Select the button next to your name. • Select Sign out of TestNav in the dropdown menu. • Select the Save and Return Later button. <p>Then you can close TestNav.</p>
Slide 20	<p>Finishing Your Test</p> <p>When you have finished your test and reviewed your answers, submit your test for scoring.</p> <p>Once you submit your test, you will not be able to go back in to the test.</p>
Slide 21	<p>Submitting Your Reading Test</p> <p>To submit your reading test:</p> <ul style="list-style-type: none"> • Select the Next arrow. • Select Submit Final Answers. <p>Then you can close TestNav.</p>
Slide 22	<p>Test Selection</p> <p>To continue with the Student Directions, select the Continue Student Directions button.</p> <p>To learn more about exiting and submitting for a different test, select the Choose Another Test button.</p>

Slide 23	<p>Exiting Your Math Test</p> <p>If you will not finish your math test, you must exit on the first screen in the next section.</p> <p>Follow these steps:</p> <ul style="list-style-type: none"> • Select the Next arrow to leave the section. • Then select the button next to your name. • Select Sign out of TestNav in the dropdown menu. • Select the Save and Return Later button. <p>Then you can close TestNav.</p>
Slide 24	<p>Finishing Your Test</p> <p>When you have finished your test and reviewed your answers, submit your test for scoring.</p> <p>Once you submit your test, you will not be able to go back in to the test.</p>
Slide 25	<p>Submitting Your Math Test</p> <p>To submit your math test:</p> <ul style="list-style-type: none"> • Select the Next arrow. • Select Submit Final Answers. <p>Then you can close TestNav.</p>
Slide 26	<p>Exiting Your Science Test</p> <p>If you will not finish your science test, you must exit on the first screen in the second section.</p> <p>Follow these steps:</p> <ul style="list-style-type: none"> • Select Submit Section. • A Section Exit Warning will pop up. Select Yes to leave the section. • Then select the button next to your name. • Select Sign out of TestNav in the dropdown menu. • Select the Save and Return Later button. <p>Then you can close TestNav.</p>
Slide 27	<p>Finishing Your Test</p> <p>When you have finished your test and reviewed your answers, submit your test for scoring.</p> <p>Once you submit your test, you will not be able to go back in to the test.</p>

Slide 28	Submitting Your Science Test To submit your science test: <ul style="list-style-type: none">• Select Submit Final Answers.• A Test Submit Warning screen will pop up. Select Yes, Submit Final Answers. Then you can close TestNav.
Slide 29	Additional Information Additional Information
Slide 30	Asking Questions Your Test Monitor cannot answer questions about test items. If you have other questions about the test after you sign in, raise your hand.
Slide 31	Finishing for the Day Your Test Monitor will tell you when the testing time is almost over so you can finish the section or passage you are working on and review your answers. When you have finished for the day, turn in your testing ticket and any scratch paper before you leave.
Slide 32	End of Presentation Do you have any questions?