



Note: You will not be able to enable this option if the Enable Secure Test Lockout button has been selected.

Enable Secure Test Lockout - Locks a student out of the test if they navigate outside of the browser window in which the test is open.

Note: You will not be able to enable this option if the Allow Pause button has been selected.

Avoid using this option with the upload interaction type. A student browsing for a file to upload will lock their test.

OLA Impersonation - Determines whether the student can be impersonated in OLA by a Performance Matters user. This option is checked by default for tests set as private.

Show student score after submission - Determines whether the student will be able to view their scores upon submitting their test.

Note: This will only work for tests which have machine-scorable items only. This option cannot be used for tests which include human scorable items.

Instruction Page - Determines whether the student sees the instruction page. If not checked, the page will NOT display.

Scan Sheets

Note: The scan sheet option is unavailable if the test contains technology-enhanced interaction types not supported for scan sheet administration.

Checking this box enables the download of answer sheets during this test window. If Scan Sheets is selected, select the link to expand the additional options.



Performance Matters - Select this option to download and use scan sheets generated specifically for Scan Engine. Also select one of the following regarding response boxes for extended text items.

 Primary Bubbles - This option provides larger bubbles on the scan sheets ideal for younger students.



- Add Writing Lines to Extended Text Items This is the default selection. Gray lines matching the line count of the item will appear in the response box. The default line count is set at 5, but this can be changed during item creation.
- Add Wide Ruled Writing Lines to Extended Text Items Gray lines spaced 1.225 times larger than
 the standard lines will appear in the response box. (The response box will not grow larger in size,
 so the number of wide-ruled lines that appear in the response box will be fewer than the
 number specified for the item.)
- No Writing Lines No lines will appear in the response box.
 Note: Scan sheets created for Tests with multiple sections will contain all items on the test.

Depending on the number of questions and the answer set sections, the scan sheet for a test can be multiple pages. If you want an estimate of how many pages your test's scan sheet will contain, as a guide:

- Preslugged answer sheets with A-D will fit 84 questions.
- Preslugged answer sheets with A-E will fit 63 questions.
- Blank answer sheets with A-D will fit 48 questions.
- Blank answer sheets with A-E will fit 48 questions.
- If an extended text item is used on a test and is set at 1000 lines or higher, that item will take up one entire answer sheet. If another question is added to that test, the extended text item will stand alone on its own page.
- If standard-ruled writing lines are selected, an extended text item can contain up to 30 lines in order to fit on one answer sheet.

GradeCam - Select this option to download and use scan sheets generated specifically for the GradeCam scanning tool. This option is available only if your organization uses GradeCam. For more information on how to use GradeCam, see GradeCam.

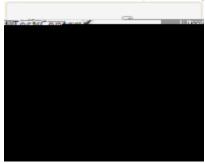
Enter/ Edit Responses



① Caution: The ability for a teacher to use these features is not limited by their course type. Any teacher with access to the student can enter/edit their responses, even if the test is assigned to a course they don't teach.

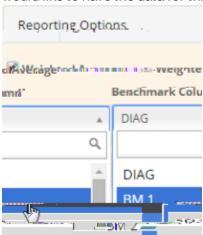
Limit Test Center

Checking this box allows you to define limitations for who sees this test in Test Center during this test window. You can select to limit the test to particular schools or courses. The choices available here depend on the course types and grade levels selected for the test properties.



Reporting Options

Check Weighted Average to include results of this test window in reports tied to state test subjects (recommended only if this a major benchmark assessment). Choose the benchmark column where you would like to have the data for this test display in the reporting.



Audit

This section provides a view of the test window IDs, last edit user, and last edit date.

Proctoring

Once a test window has been defined, you can use test editor to release the test for OLA and download scan sheets. See the topic <u>Proctor a Test via Test Editor</u> for more details.

