

Preparing for Administration



Preparing for the Test		Keyboard Shortcuts <small>*To be used by Test Administrator only</small>
<p>Directions for Administration:</p> <ul style="list-style-type: none"> □ Read the Administration Manual. □ Watch the Administration Training Video to familiarize yourself with the procedures for testing. 	<p>You will need a copy of the Administration Manual on the day of testing. It is also recommended to print the scripts ahead of time.</p>	<p>*Keep note of the following shortcuts which may have to be used during test administration. Consult with the Assessment Coordinator before providing any accommodations.</p>
<p>Review Troubleshooting:</p> <ul style="list-style-type: none"> □ Read through the troubleshooting section in the Administration Manual (Table 3.3 and 3.4). □ Familiarize yourself with issues that may occur during testing. 		<p>Devices with External Keyboards:</p> <ol style="list-style-type: none"> 1) "Alt" + "U" ("Option" + "U" on Apple devices) to pause the test. 2) "Alt" + "T" ("Option" + "T" for Apple devices) to disable the timer on the test. 3) "Alt" + "S" keys ("Option" + "S" for Apple devices) to save the responses. 4) "Alt" + "K" ("Option" + "K" for Apple devices) to display comic version of instructions.
<p>Student Access Codes:</p> <ul style="list-style-type: none"> □ Have each students' unique access code needed to log into the test. □ Ensure the list is complete and all your students are on it. 	<p>This should be printed out and ready to be distributed to each student before testing begins.</p>	
<p>Test Website:</p> <ul style="list-style-type: none"> □ Have the URL for the test website available. 	<p>https://a2.mhs.com/ngat</p>	
<p>Scratch Paper and Pencil:</p> <ul style="list-style-type: none"> □ When testing with the <i>Naglieri-Q</i>, provide students with a few pieces of scratch paper and a pencil on the day of testing. 	<p>This should not be provided for the <i>Naglieri-V</i> and <i>Naglieri-NV</i>.</p>	<p>Tablets without External Keyboards:</p> <p>Find the keyboard icon at the top right-side of the screen. Tap and hold the icon for at least 5 seconds. When you lift your finger from the screen an onscreen keyboard will appear.</p> <ol style="list-style-type: none"> 1) "U" to pause the test. 2) "T" to disable the timer on the test. 3) "S" to save the test. 4) "K" to display comic version of the instructions. <p>Before giving the tablet back to students, ensure the keyboard is minimized.</p>

PREPARING FOR THE TEST

