WEB-BASED ASSESSMENT AND COMPETITION
SOLUTIONS FOR EDUCATORS AND SCHOOLS

<u>Commonly-Asked TestPoint™ Questions</u>

<u>All TestPoint™ Products</u>

1. **What are the system requirements for TestPoint™ testing products (Placement, Assessment, Achievement, and Academic Testing Competition Program)?**
   - It is imperative that you have a high speed Internet connection if you wish to use TestPoint™.
   - In addition, if you are interested in purchasing the TestPoint™ Achievement tests, for all second grade (Level 1) or third grade (Level 2) tests administered, you will need to have Flash player installed. If you do not, your TestPoint™ account will provide directions to install the free software.
   - You may use either the Windows or Macintosh operating system. We suggest the following web browsers:
     - Microsoft Internet Explorer 7.0+
     - Firefox 3.0+
     - Google Chrome 4.0+
     - Safari 3.0+
   - Minimum Processor Requirements: 1 gigahertz (GHz) or faster
   - Minimum RAM Requirements: 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)

2. **How long are test results available online?**
   - All results will be archived and available online within your account. You will always have access to all results, past and present.

3. **After placing an online order, how soon can I begin testing?**
   - Immediately after the online order is placed, login instructions will be sent to the email address provided. You have immediate access to your purchased licenses.

4. **How do I order more licenses?**
   - Log in to your TestPoint™ account, click the "Re-Order" tab, select the number of licenses you would like to purchase, select your method of payment, and submit. You will immediately be emailed a receipt and have access to your license(s).

5. **Is it possible for each principal (elementary, high school, etc.) to order for his or her department?**
   - The initial order will generate an account (school code, login credentials, etc.) for the school.
   - The other principals will need to log in to the account based on the initial order and click to "reorder tests." This will add any additional tests they would like to purchase. They can re-order as many times as they need to.
   - It is very important that each principal places a REORDER and not a brand new order. A brand new order would create a separate school account which would cause the programming to malfunction for that school account.

Placement Testing

1. **How can I determine which grade level to assign to a student?**
   - Select the grade level the student is expected to be entering. The test will cover subject matter that the student should know to that point.

2. **What subjects are covered?**
   - Reading, Language, and Math

3. **How many questions are on each grade level placement test?**
   - The number of questions varies slightly from grade level to grade level.
     - Kindergarten: 25 questions per subject test
     - 1st and 2nd: 35 questions per subject test
     - 3rd–8th: 50 questions per subject test
     - 9th–12th: 40 math questions, 50 reading/language questions

4. **Are the placement tests based on a curriculum?**
   - TestPoint™ does not follow any single curriculum. However, current non-public and religious school curriculums and national education standards were used to develop the content.

5. **Are the placement tests normed nationally?**
   - Although national norms are included on the scoring reports, the Grade Equivalent is the most important indicator to assist administrators in the placement of students.

6. **Are calculators allowed? If so, at what grade and what type of calculators can be used?**
   - Graphing calculators are allowed only in senior high categories that require math computation
   - The following will not be permitted:
     - Calculators for any elementary, or junior high categories
     - Calculators that use paper tape or printers
     - Hand-held computers, programmable calculators, or any device (other than the graphing calculators mentioned above) that performs basic and/or advanced mathematical calculations

7. **Is there a time limit for the Placement test?**
   - No

8. **How long does it take to complete the placement test?**
   - Typically, the student will take two hours to complete an exam (reading, language, and math); however, since there is no set time limit, the student can take as much or as little time needed. Also, since the higher-grade tests are more in depth (more reading/working out of problems) these will, on average, take longer to complete in comparison to the lower-level tests.

9. **What do I do if I am having a problem with Internet speed or connectivity while taking the test?**
   - First, contact your local Internet provider to determine if there is anything wrong with your local network. If your local Internet provider cannot resolve the issue, you should contact High Ground Solutions to further troubleshoot the problem.

10. **How soon after completing a TestPoint™ test can results be accessed?**
    - Results will be generated immediately after the student clicks to "finish and grade" his final subject test.

11. **Do TestPoint™ licenses expire?**
    - No

12. **At what grade do I stop assisting the test taker (by reading directions, etc.)?**
    - This is up to the school and/or administrator.

13. **Can the tests be broken down into sessions?**
    - A license (3-test bundle) should be taken together in one session.

14. If I don't receive a full score report, what does this mean?
- Sometimes a student does not click on "finish and grade," or a question was skipped and not returned to. Simply log in to the test with the unique authorization code provided and check to see if a question was skipped or if "finish and grade" was not clicked.

15. In what format will placement scores be reported?
- Raw scores, grade equivalent, scaled score, and percentile rank

Achievement Testing

1. What is the difference between a placement test and an achievement test?
- Placement testing is used to help determine whether a student has sufficient knowledge to enter a particular grade level. The results could also be used to determine what materials should be used by a student within a grade level. An achievement test is used to determine the general skill or knowledge level attained by a student, regardless of grade level placement. Its purpose is to evaluate what a student has learned over a period of time.

2. If the testing will occur at the beginning or end of the school year, how can I determine which grade level to assign to a student?
- Typically, students take achievement tests in the spring of the year. For testing during this time frame, students should be assigned the grade level in which they are enrolled. Modifications might be needed if achievement tests are administered at different times of the academic or calendar year.

3. What subjects are covered?
- Reading, Language, and Math (each subject is broken down into various sub-categories)

4. How many sections are in an achievement test?
- Level 1 has 10 sections, Levels 2 and 3 have 11 sections, and Levels 4 and 5 have 9 sections.

5. Is there a time limit for TestPoint™ achievement tests?
- Yes, each test section is timed.

6. What happens if a student does not complete a section before time expires?
- The student will be automatically logged out of the test section and all questions answered will be graded from that particular test section. The student will not be allowed back into the test section after time expires.

7. Are calculators allowed? If so, at what grade and what type of calculators can be used?
- Graphing calculators are allowed only in senior high categories that require math computation
- The following will not be permitted:
  - Calculators for any elementary, or junior high categories
  - Calculators that use paper tape or printers
  - Hand-held computers, programmable calculators, or any device (other than the graphing calculators mentioned above) that performs basic and/or advanced mathematical calculations

8. What do I do if I am having a problem with Internet speed or connectivity while taking the test?
- First, contact your local Internet provider to determine if there is anything wrong with your local network. If your local Internet provider cannot resolve the issue, you should contact High Ground Solutions to further troubleshoot the problem.

9. How soon after completing a TestPoint™ test can results be accessed?
- Results will be generated immediately after the student clicks to "finish and grade" his final subject test.

10. Is my student required to complete the entire achievement test in one sitting?
- No. A student license is broken down by subjects/sections. Each section is timed, but there is no timer between sections. You may use your discretion for the amount of time per break. Once a section is finished, a student may break as long as needed or move right along into the next timed section.

11. **How long does it take to complete the achievement test?**
   - The length of time to complete the achievement test varies among the five levels. In general, however, the test will take between two and three hours to complete. The time to complete the achievement tests will also vary depending upon the length of the break(s) taken by the student.

12. **In what format will student achievement scores be reported?**
   - Scores are reported in terms of grade equivalents, stanines, and percentiles.

13. **How long are achievement results available online?**
   - All results will be available online within your account. You will always have access to all results, past and present.

Assessment Testing

1. **Are the assessment tests based on a curriculum?**
   - TestPoint™ does not follow any single curriculum. However, current non-public and religious school curriculums and national education standards were used to develop the content.

2. **Are calculators allowed? If so, at what grade and what type of calculators can be used?**
   - Graphing calculators are allowed only in senior high categories that require math computation
   - The following will not be permitted:
     - Calculators for any elementary, or junior high categories
     - Calculators that use paper tape or printers
     - Hand-held computers, programmable calculators, or any device (other than the graphing calculators mentioned above) that performs basic and/or advanced mathematical calculations

3. **What do I do if I am having a problem with Internet speed or connectivity while taking the test?**
   - First, contact your local Internet provider to determine if there is anything wrong with your local network. If your local Internet provider cannot resolve the issue, you should contact High Ground Solutions to further troubleshoot the problem.

4. **How soon after completing a TestPoint™ test can results be accessed?**
   - Results will be generated immediately after the student clicks to "finish and grade" his final subject test.

5. **In what format will assessment scores be reported?**
   - Raw scores, grade equivalent, scaled score, and percentile rank

Academic Testing Competition

Different from the other TestPoint™ services, the Academic Testing Competition allows schools, homeschool groups, and other educational entities to offer academic competition opportunities to their membership.

1. **What dates should my educational association use for the ordering and testing window?**
   - It is recommended that the order window be at least one week and that the testing window be at least one month.

2. **What does it mean when I receive an "insufficient credits" message when a student is attempting to take a test?**
   - This means that either not enough tests were initially purchased by the school for all of the students who have tested or that a student at some point has assigned himself a test and closed out without taking the actual test.

3. **If a student assigns himself the wrong test by mistake, what happens?**
   - The school will need to contact High Ground Solutions (888.988.5884) to have the proper test credit restored and have the student record deleted from the account.

4. **Can I order more tests during the testing window?**
   - Yes, additional tests can be ordered at any point during the order window. To do so, log in to your school account and click "Re-Order Tests." An order form will appear for you to make your test selections, and those tests will immediately be added to your account.

5. **What is the time limit for ATCP tests?**
   - Each test has a 90-minute time limit.

6. **What happens if a student does not complete a test before the time runs out?**
   - When a student timer runs out, the student is automatically logged out of the test and not allowed back in. The test will automatically be scored at this time.

7. **If an unforeseen event causes a student to be removed from the test-taking experience (causing the timer to run out), is there any way to allow the student to re-enter the test and complete it?**
   - Yes. The school's testing coordinator will need to log in to the school's portal to reset the timer for the affected student.
     - Within the "Students" screen, search for the student by last name at the top of the screen.
     - To the right of the student's name and test subject is a "reset test" icon. Click this icon.
     - After clicking on the icon, the page will refresh with confirmation that the student's test has been reset.
     - To allow the student into the reset test, make note of the "authorization code" to the right of the student's name.
     - Return to the "Student" login within TestPoint™ and click the "Resume Interrupted Test" link.
     - Key in the authorization code and click "Take Test."
     - The student now has access to the interrupted test with all previously-answered questions marked.

8. **Are calculators allowed?**
   - Graphing calculators are allowed only in the following senior high categories that require math computation: Algebra I, Algebra II/Geometry, Advanced Math, Accounting, Biology, Chemistry, and Physics.
   - The following will not be permitted:
     - Calculators for any elementary, junior high, or any senior high categories other than mentioned above
     - Calculators that use paper tape or printers
     - Hand-held computers, programmable calculators, or any device (other than the graphing calculators mentioned above) that performs basic and/or advanced mathematical calculations

9. **When and how do I receive my school's account information?**
   - When the online order form is submitted, an account will immediately be created for your school. The email address that was registered as the testing coordinator will receive an instructions email within moments of placing the order. Within the body of the email will be full instructions and login credentials for the school. Proctor instructions defining the testing process will be attached in PDF form. A receipt of the order will also be attached in PDF form.

10. **Are students allowed to use scratch paper?**
    - Scratch paper is allowed for all math and science tests but should be destroyed upon the completion of each test.

11. **Are ties broken?**
    - Ties will be broken online. The first tiebreaker will be administered during each initial test. Each test has been assigned tiebreaker questions from other series. The tiebreaker questions will be graded only if the student ties for 1st-3rd place. If additional tiebreakers are needed, the testing coordinator will be sent an email that details the instructions and names of students who need to be tested.

12. **When will student results be available?**
    - Student results will not appear within the school's testing coordinator account until the associational testing window has been closed and all ties have been broken. Until that time, student results will not be available.

13. **Testing Security**
   - If a school orders multiple tests from the same test category, all of those tests must be taken on the same day. For example, all 3rd grade math tests must be taken on the same day.
   - While the program is designed for PC's or Mac's (desktop or laptop) in a computer lab, if a school can maintain secure testing procedures and has an existing Wi-Fi infrastructure that is already used in the educational process, students may test with iPads, certified Android tablets, or Microsoft Surface tablets.

14. **Is there any sort of training tutorial available online?**
   - Yes, four short informational training videos are available within your school's account via the "Help" tab. We urge all testing coordinators to view these videos before students begin testing. The items covered include:
     - School Account
     - Student Testing
     - Resetting the Tests
     - Tie-Breaker Process