

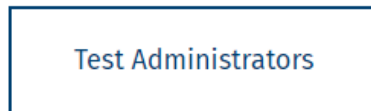
Quick Guide for Managing Test Reasons in Reporting

When teachers administer an Interim or Diagnostic Assessment, they must choose between two Test Reasons before they receive the Test Session ID. These two Test Reasons are 1st Opportunity and 2nd Opportunity. There can be instances where the teacher needs to modify the Test Reason for a student or for an entire group of students who have the same Test Session ID. Teachers can change Test Reasons after students have taken an Interim or Diagnostic if they discover the Test Reasons do not match the student's or students' test opportunity. This guide provides directions on how teachers can manage/modify Test Reasons in Reporting.

Important: Teachers must have either the Session ID or the date range and test opportunity in order to search for and manage Test Reasons in Reporting. If a teacher does not know the Session ID, they can find this information in TIDE under "Plan and Manage Testing" or "Student Participation."

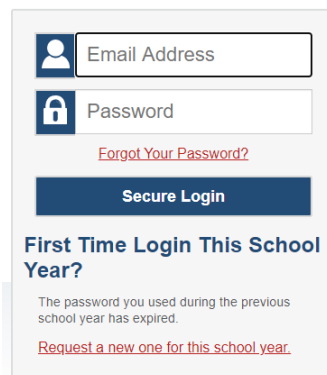
How to Access Test Reason Manager in Reporting

1. On the [West Virginia Assessment Portal](http://wv.portal.cambiumast.com) (wv.portal.cambiumast.com), select the **Test Administrator** icon. The **Test Administrators** page appears. Select the **Reporting** card. The log in page appears.



2. Enter your username and password and select **Secure Login**. If this is your first time logging in this school year, you will need to select **Request a new one for this school year** in order to reset your password. The Reporting site appears.

Login

A login form with a white background and a light gray border. It contains two input fields: "Email Address" with a person icon and "Password" with a lock icon. Below the password field is a red link "Forgot Your Password?". A dark blue button labeled "Secure Login" is positioned below the fields. Underneath the button, the text "First Time Login This School Year?" is displayed in bold. Below this, a smaller line of text states "The password you used during the previous school year has expired." followed by a red link "Request a new one for this school year."

3. Select your **Role**. Select **Continue**. The teacher-view Dashboard appears.

Select Role

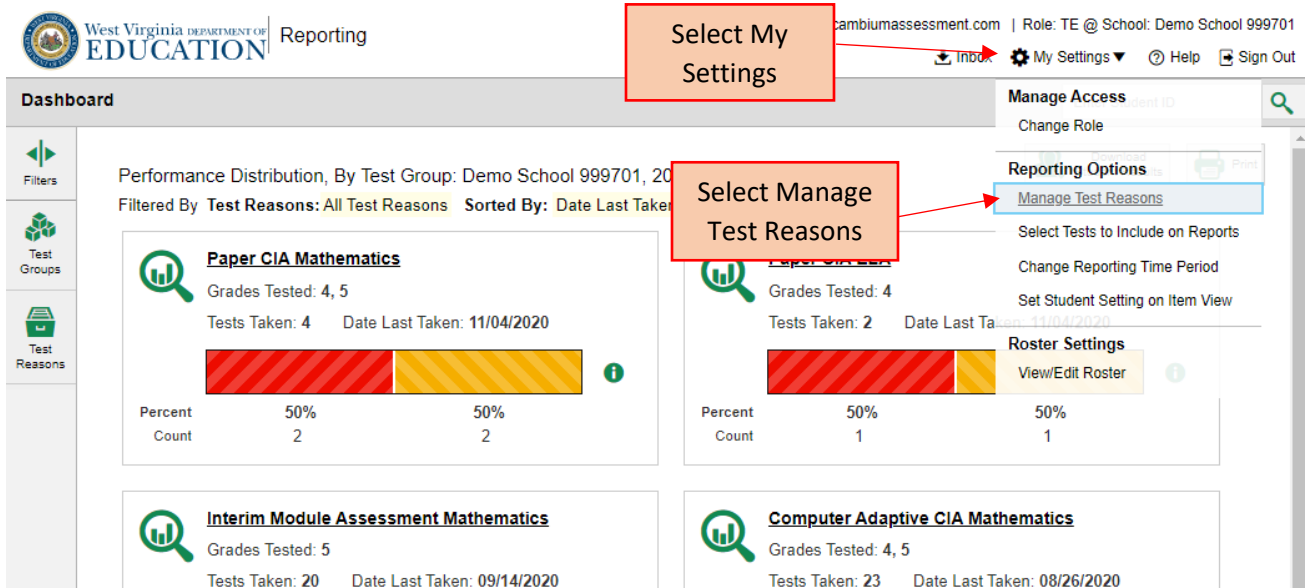
Please select the role you wish to use.

Role:

Select Continue
Continue

Select Role

4. After you select **Continue**, the **Dashboard** appears. From the **My Settings** drop-down menu select **Manage Test Reasons**. The Test Reason Manager appears.



West Virginia DEPARTMENT OF EDUCATION | Reporting | cambiumassessment.com | Role: TE @ School: Demo School 999701

Dashboard

Performance Distribution, By Test Group: Demo School 999701, 2020

Filtered By **Test Reasons: All Test Reasons** Sorted By: Date Last Taken

Paper CIA Mathematics

Grades Tested: 4, 5
Tests Taken: 4 Date Last Taken: 11/04/2020

Percent	50%	50%
Count	2	2

Interim Module Assessment Mathematics

Grades Tested: 5
Tests Taken: 20 Date Last Taken: 09/14/2020

Computer Adaptive CIA Mathematics

Grades Tested: 4, 5
Tests Taken: 2 Date Last Taken: 11/04/2020

Percent	50%	50%
Count	1	1

Computer Adaptive CIA Mathematics

Grades Tested: 4, 5
Tests Taken: 23 Date Last Taken: 08/26/2020

My Settings | Manage Access | Reporting Options | Roster Settings

- Manage Test Reasons
- Select Tests to Include on Reports
- Change Reporting Time Period
- Set Student Setting on Item View
- View/Edit Roster

- In the Test Reason Manager, enter the Session ID for which you wish to edit a test reason. Select **Search**. Select the applicable Session and then select **Assign Test Reason**.

Test Reason Manager ✕

Search Test Sessions for Test Reason Enter Session ID

You can only modify the test reason for test opportunities completed during the current school year.

Session ID: - or -

Test Reason Filter:

Session Start Date: End Date: Please select a date range no more than 7 days.

Select Search Search

Select Test Opportunities

<input checked="" type="checkbox"/>	Session ID	Test Date / Time	TA Name	# of Students in Session
<input checked="" type="checkbox"/>	WV-938C-28	08/19/2020 01:42 PM - 08/19/2020 01:42 PM	Umubyeyi, Adeline	1

Rows per page: 1 Items: of 1

Select Assign Test Reasons Assign Test Reasons

- In the **Confirm Test Reason and Assign Opportunities** pop-up window, select a new test reason from the **Please Select a Test Reason** drop-down menu. Select **Confirm**.

*Note: The new Test Reason will apply to all students in that test session.

Confirm Test Reason and Assign Opportunities ✕

Please Select a Test Reason Select Test Reason

Session ID	Student Name	Current Test Reason Assigned
WV-D4F9-25	Knowles, Bey	Computer Adaptive CIA Grade 5 Math 1st opportunity
WV-D4F9-25	Marquez, San	Computer Adaptive CIA Grade 5 Math 1st opportunity
WV-D4F9-25	Bartley, O'Conn	Computer Adaptive CIA Grade 5 Math 1st opportunity
WV-D4F9-25	Green, Michelle	991008477 Computer Adaptive CIA Grade 5 Math 1st opportunity
WV-D4F9-25	Smith, Andrew	991008837 Computer Adaptive CIA Grade 5 Math 1st opportunity

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Select Confirm Confirm Cancel

- The Test Reason Manager pop-up window appears again. A notice confirms that the test reason was successfully assigned. You can search for additional Sessions or select the red X to close out of the Test Reason Manager.

Test Reason Manager ✕



Search Test Sessions for Test Reason


You can only modify the test reason for test opportunities completed during the current school year.

Session ID:

— or —

Test Reason Filter:

Session Start Date:  End Date:  *Please select a date range no more than 7 days.*

 **Notice:** The selected test reason was successfully assigned to the selected opportunities.

Select Red X