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1.0 Welcome
Thank you for choosing the online version of the Major Field Tests! Although the technology can be very exciting, it is still the people who make this process so rewarding - the students who take the tests as well as those staff at your institution who assist in administering them.

Your role in preparing for and executing these online administrations is critical in maintaining the validity of these tests. Because these tests continue to be administered institutionally in a proctored environment, the responsibility for maintaining the security of the exams and the confidentiality of the students can only reside with your staff.

Fortunately, the easy-to-use MFT Online system makes it easier than ever to carry out your duties as administrators and proctors -- duties such as purchasing tests, setting up cohorts and subgroups, requesting reports, and, of course, administering the test. This manual addresses those aspects of the MFT Online system that you will need to understand in order to carry out your specific responsibilities. It includes not only a step-by-step guide to using the system, but also notes and tips about the logistical aspects of an MFT administration.

If you require any assistance with any aspect of the system or should any questions arise about testing procedure, please feel free to contact ETS Technical Support at 1-800-514-8491. ETS looks forward to our continued partnership with you in administering the Major Field Tests.

1.1 Introduction
This manual will provide instructions to guide you through administrative processes of the Major Field Test on-line testing application. The document is organized into the following sections:

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1. Welcome | • Introduction  
| | • Hardware and software requirements  
| | • Setting up a student workstation |
| 2. Accessing the MFT Internet Site as a Proctor Administrator | • Procedures for accessing and logging out of the administrative system |
| 3. Institution Administration | • Procedures for creating, modifying and closing cohorts  
| | • Procedures for managing test packages in a cohort and approving test sessions  
| | • Provides information on viewing and printing student score reports  
| | • Procedures for looking up student passwords |
| 4. My Profile | • Provides information on changing your profile |
| 5. Log Out | • Provides information on logging out of the system |
| 6. Accessing the Site as a Student | • Provides information on how to determine the session numbers for a testing session  
| | • Provides information on how the student will access the testing site  
| | • Procedures for test taking  
| | • Procedures for resuming a test |

A proctor administrator can perform the following functions:

1. Create, modify, delete and close cohorts
2. Request extended test time accommodations
3. Add or release test packages to a cohort
4. Look up student passwords
5. Access reports
6. Approve student testing sessions.

The institution administrator and department administrator (with permissions) have the authority to create proctor administrators and assign permissions to perform the administrative functions listed above.
1.2 System Requirements and Setting-Up Student Workstations

In order to access the student or administrative interface, you will need computers that meet the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Student</th>
<th>Administrator/Proctor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>Windows 98, XP, NT, 2000 and later</td>
<td>Windows 98, XP, NT, 2000 and later</td>
</tr>
<tr>
<td>Internet Browser</td>
<td>Internet Explorer 5.5 or greater</td>
<td>Internet Explorer 5.5 or greater</td>
</tr>
<tr>
<td>Internet Connection</td>
<td>High Speed</td>
<td>128k or greater</td>
</tr>
<tr>
<td>Screen Resolution</td>
<td>1024 x 768</td>
<td>1024 x 768</td>
</tr>
</tbody>
</table>

Before starting a student’s test, it is important to make certain that all applications other than Internet Explorer are closed. In addition, right click on the Windows Task Bar to access the Task Bar properties. Deselect **Always on Top** and **Autohide** and click **OK**.

The keyboard is not required during the administration of the Major Field Test. Therefore, it is advised that the keyboard be moved to the side once the student has completed their profile and submitted it. This will help to avoid pressing unauthorized keys that will close the student’s test session (see section 6 Resuming a Test for additional information).

If you have any questions regarding the computer hardware and software requirements, please contact the MFT Technical Support number at 1-800 514-8491 or e-mail MFTSupport@testsys.com. If an error occurs, please call Technical Support as soon as possible as many times it can be resolved on the spot.

Questions about testing program policies and procedures, test content, or interpretation of scores and reports should be directed to MFT Customer Service. Representatives are available Monday through Friday from 8:00am to 4:00pm EST at 800-745-0269 or at highered@ets.org.

2.0 Accessing the Administration Site as a Proctor Administrator

The administrative interface provides proctor administrators with access to the cohorts and reporting. Complete the following steps to access the MFT administrative interface:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open the Internet Explorer browser</td>
</tr>
<tr>
<td>2</td>
<td>In the address field type the URL: admin.mft-ets.org</td>
</tr>
<tr>
<td>3</td>
<td>Press the <strong>Enter</strong> key</td>
</tr>
</tbody>
</table>

The administrator Login screen will display. The Login screen will look similar to the one below:
In addition to logging in to the administrative system, the screen also displays links to the following:

- Forgot your password?
- MFT System Check
- ETS MFT Browser

Note that links for ETS Proficiency Profile test is also available on this single point of entry screen. Make sure you select the correct system check and browser download.

2.1 Login

Enter your e-mail address and password in the appropriate fields and click on the Submit button to access the interface.

If this is the first time you are logging in as a proctor administrator, the ETS Service Agreement will display. Once you have read the agreement and agree to the terms and conditions, click on the Yes button. To print the ETS Service Agreement, click on the Print button.

If you do not accept the terms and conditions, click on the No button and notify MFT Program Support at 1-800-745-0269.

Once you accept the agreement, the Major Field Tests home page will display.
Notice that the screen is divided into two panes. The left shows the different administrative areas that you will be working in. You can begin using the system by clicking on one of the folders on the left side of the screen.

**TIP**: The home page will also list any updates or messages you may need to know about as a user of the online system.

While working in the system, you can use the **Back** button on the maroon Title bar to go back to the previous page. You can also use the **Print** button to print the screen that is displayed.

A further explanation of this screen and of each of the administrative areas and the tasks that can be done are documented starting in Section 3.0 of this manual.

### 2.2 Passwords

The following explains how to change your password and what to do if you have forgotten your password.

#### 2.2a Change Password

After logging in, the following message may display to prompt you to change your password.

Click **OK** in the message box. The Edit My Profile screen will display. Enter a new password in the Password field and then enter the same new password in the Confirm password box. Click **Save** and the Major Field Tests home page will display.

#### 2.2b Security Question

You will need to update your security question and answer in your profile. Click on the **My Profile** folder and the Edit My Profile screen will display. An example is shown below:

You can keep the default security question that displays or use the drop down arrow to select another question. Notice that the Security Answer field states "please update." Select this and type in the correct answer to the security question you have selected.

**TIP**: Keep this information handy as it is used to confirm your identity whenever you contact Technical Support so please make sure this is updated.

#### 2.2c Forgotten Password

If you have forgotten your password, click **Forgot your password?** A screen displays that asks for your user ID. The system will check your user name to locate your password so enter your user name in the User Name field and click **Submit**. A message stating that your password has been sent displays on the screen. An e-mail message containing your password will be sent to your e-mail address. Click **Continue** to return to the Login screen.
3.0 Institution Administration
At the top of the left-hand pane, you will see a folder with the name of your institution. The folders in this area will allow you to view test activity by test title, access reports, assign extended test time accommodations, create, modify, delete and close cohorts, look up student passwords and approve student testing sessions. Additional links include the folders About Scores, Reports, and Help. Folders display based on permissions granted for each user.

An explanation of each of the administrative areas and the tasks that can be done are documented below.

3.1 Home
Click on this folder to return to the ETS Major Field Test Home page. The screen will look similar to the one below:

The Support link on the upper right side of the Home page will allow you to send your questions or issues to our support team. Clicking Support will provide you with contact information for ETS Technical Support. For additional technical or administrative contact information from ETS, click the Help folder located on the left side of the screen.

This screen displays the number of tests that have been started and those that are completed broken down by time periods shown at the top of each column. The tests are also broken down by test title and are displayed based on test title permissions granted.

To view the details for a time frame, click on the number corresponding to the appropriate time period for the test title you want to see. For example, if you wanted to view the business tests that have been completed this week, click on the number directly below that column for business. Click on a student’s name to view the score report (if available).
3.2 Cohorts

Cohorts are used to group students together for testing and reporting. To create a cohort, assessment packages must first have been purchased via the Inventory folder functions. If you do not have the correct permissions to purchase assessments, you must contact someone in your organization who does.

When a cohort is created, the system assigns a session number for the cohort. Students in this cohort will use this session number to access the MFT test. This session number allows a specific number of tests to be delivered based on the number of students that are added to the cohort. The system will only allow a session number to be used if there are tests available in the cohort. For example, a cohort was created and given a maximum of 30 students. Only thirty students will be able to use the session number for that cohort unless the maximum number of students is changed in the cohort.

Cohorts can be broken down further into subgroups by providing additional profile questions and options. Reports can be generated based on student responses to these questions and options which will appear in the student’s profile prior to launching the test.

Reports are available after a cohort is closed, based on availability and reporting requirements. For more information on reports, see the content located in the About Scores and Reports folder.

The Cohorts folder located under your institution folder will display all of the cohorts available to the administrator and proctor. An Open Cohorts table will appear once cohorts have been created and a Closed Cohorts will appear once open cohorts have been closed. An example of the Open Cohorts table is shown below:
The following table describes the columns in the Open Cohorts table:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Open</th>
<th>Activated</th>
<th>Completed Results</th>
<th>Create Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cohort Name</td>
<td>Identifies the MFT test title.</td>
<td>The total number of unused tests remaining</td>
<td>The total number of tests that are in progress</td>
<td>The total number of tests that have been completed</td>
<td>The date the cohort was created</td>
</tr>
</tbody>
</table>

The following table describes the columns in the Closed Cohorts table:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Examinees</th>
<th>Completed Results</th>
<th>Closed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cohort Name</td>
<td>Identifies the MFT test package</td>
<td>The total number of tests that were activated</td>
<td>The total number of completed results</td>
<td>The date the cohort was closed</td>
</tr>
</tbody>
</table>

If you want to only view the cohorts that belong to a specific test title, use the drop-down list under Test to select the test package you want to view. This area will allow you to add and release tests to cohorts and approve student testing sessions.

**NOTE:** Proctor administrators will only see the folders for which they have permission.

### 3.2a Creating a New Cohort
An example of the New Cohort screen is shown below
Take the following steps to create a new cohort

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click on the <strong>Cohorts</strong> folder to display the Cohorts screen.</td>
</tr>
<tr>
<td>2</td>
<td>Click on <strong>New Cohort</strong>. The New Cohort Screen will display</td>
</tr>
</tbody>
</table>
| 3    | Type the cohort name in the **Cohort Name** field.  
**NOTE:** The name is limited to 50 characters. |
| 4    | Use the drop down arrow to select the product package you are creating this cohort for.  
**NOTE:** Test packages must be purchased prior to the creation of a new cohort. |
| 5    | Enter the Start and End dates that will be allowed for testing in this cohort (optional). |
| 6    | Type the number of students who will be testing as part of this cohort in the **Max Examinees** field. If you are unsure of the number of students, you can leave this field blank.  
**NOTE:** The number of students cannot exceed the total number of test packages that you have available to assign. For example, if you only have 4 test packages left in your inventory, you cannot add 5 students to a new cohort. You will need to have your administrator purchase additional test packages. |
| 7    | Select **Display Optional 50 Questions** if you want to display a 50-question answer grid at the conclusion of the MFT test in order to administer locally authored questions. After the cohort is closed, the Additional Local Questions Report will be provided showing the number and percent of students who responded to each answer choice.  
**NOTE:** The proctor must provide locally authored questions during the test session. |
| 8    | Select **Display Score Report** if you want the student to see their score report at the conclusion of their testing session.  
**NOTE:** An Individual Student Score Report will only be displayed for test titles that have been equated. |
| 9    | To assign subgroups to your cohort, enter additional profile questions and options. Options must be separated by a pipe “|” symbol, which may be typed on U.S. keyboards by hitting the Shift \ key (example: Question: What is your favorite color? Options: red|blue|green)  
**NOTE:** In order to obtain statistics on these questions, there must be at least 5 responses to an option. |
| 10   | The proctor table will display those users that are approved to authorize students to start testing. Select any additional proctors by clicking in the Approved box next to their name.  
**NOTE:** In order Administrators, the creator of this testing cohort and users with access to all testing cohorts are pre-selected and cannot be modified |
| 11   | Click on the **Save** button to complete the new cohort process. The View Cohort screen will display |

### 3.2b Active and Inactive Cohorts

In most situations, cohorts will display on the Manage Cohort screen in an active status. This means that students can login to take a test. For example: If testing (session) dates were assigned to a cohort, the cohort will display as “Inactive-Outside Session Dates” if today’s date is not within the testing period.
3.2c Adding or Deleting Students to a Cohort
The system assigns a session number to a cohort when it is created. This session number allows a specific number of tests to be delivered based on the number of students that were added to the cohort when it was created. You can change the number of students in existing cohorts by following the steps shown below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click on the <strong>Cohorts</strong> folder to display the Cohorts screen.</td>
</tr>
<tr>
<td>2</td>
<td>Click on the name of the open cohort that you wish to update</td>
</tr>
<tr>
<td>3</td>
<td>The Manage Cohort screen will display. In the Cohort Information, click on the <strong>Change Max</strong> link.</td>
</tr>
<tr>
<td>4</td>
<td>The Change Maximum Examinees screen will display: Type the new maximum number of students for this cohort in the New Maximum field.</td>
</tr>
<tr>
<td>5</td>
<td>Click on the <strong>Save</strong> button. The Manage Cohort screen will display indicating the updated number of students.</td>
</tr>
</tbody>
</table>

**NOTE:** The Examinees field will display how many students have started (activated) the test and the total number of students in the cohort (maximum). If there are no students assigned to the cohort, then the field will display in red.

3.2d Removing All Students from a Cohort
The system assigns test packages to a cohort based on the number of students that are in the cohort. If you need to remove all of the students that have not yet tested from an open cohort and you do not want to close the cohort, take the following steps:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click on the <strong>Cohorts</strong> folder to display the Cohorts screen.</td>
</tr>
<tr>
<td>2</td>
<td>Click on the name of the open cohort where you need to remove students.</td>
</tr>
<tr>
<td>3</td>
<td>The Manage Cohort screen will display. Click <strong>Release “Not Started”</strong>.</td>
</tr>
</tbody>
</table>
4 The following message will display:

Click OK. The unused tests will be released and may be used in other cohorts for the same test package.

**NOTE:** Any unused tests are automatically released and made available when a cohort is closed.

### 3.2e Approving Student Test Sessions

In order for a student to begin taking the test you must log in and approve the session. The student will need to log in and complete the background information questions before approval is required.

**NOTE:** If a student is resuming the test in order to complete section 2, you will also need to approve the testing session once the student logs in.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click on the <strong>Cohorts</strong> folder to display the Cohorts screen.</td>
</tr>
<tr>
<td>2</td>
<td>Click on the name of the cohort that the student is testing in.</td>
</tr>
</tbody>
</table>
| 3    | The Cohort Detail screen will display. Scroll down until you see the Waiting for Proctor Approval screen.  

**Waiting for Proctor Approval**

<table>
<thead>
<tr>
<th>Examinee Last Name</th>
<th>First Name</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>vaughn</td>
<td>Victor</td>
<td>Approve</td>
</tr>
</tbody>
</table>

Click Approve for the student you want to approve. If you have more than one student, you can click Approve All Waiting to approve all of the students or click on each one individually. If a student is returning to complete a test, the wording of the link will be Approve (returning examinee).

**NOTE:** If the screen does not display, click on the Refresh button to refresh the screen.

| 4    | The student’s screen will refresh and the student can begin the test. |

### 3.2f Student Score Reports

There may be times where you will need to access or print a student score report. This can be done through the cohort by taking the following steps:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click on the <strong>Cohorts</strong> folder to display a list of cohorts.</td>
</tr>
<tr>
<td>2</td>
<td>Use the drop down arrow to select the product package for the student’s cohort.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>3</td>
<td>The system will return a listing of cohorts within the selected product package. Click on the number under Completed Results to view all students who have completed testing.</td>
</tr>
<tr>
<td>4</td>
<td>Under the Status column, click <strong>Completed</strong> to view the student’s score report.</td>
</tr>
<tr>
<td>5</td>
<td>The score report will display. You can print the report by clicking on the <strong>Print</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
6 | Click on the Back button to return to the Completed Results screen for the cohort you selected.

Alternatively, you can also access student score reports by using the search screen as illustrated in section 3.4

3.2g ADA Accommodations
This section describes the Americans with Disabilities Act (ADA) accommodations available for MFT students. Students can be given an extension of time allowed for the test. The available time extensions are:
- 1.5 times the normal test time
- 2 times the normal test time

You can put a student with extended time in the same cohort as other students but you must call ETS MFT Technical Support at 1-800-514-5491 after the student has logged in and completed a profile but before you approve the student for testing. Provide Technical Support with the session number, student's login and the extended time requested for the test.

If you have a group of students that have the same extended test time, you can create a new cohort for them and call ETS MFT Technical support at 1-800-514-8491 prior to the test session. Provide Technical support with the session number and the extended time requested for the test.

**NOTE:** American's with Disabilities Act accommodations cannot be changed once the student's test session has started.

3.2h Editing a Cohort
Once a cohort has been activated, the Display Optional 50 Questions and Display Score Report options cannot be changed; however, the other information for the cohort can be edited. To edit a cohort, select the cohort from the Cohorts screen.

When the Manage Cohort page displays, click the right-hand link, **Edit**. The Edit cohort screen will display. Make the appropriate changes to the cohort and click **Save**.

3.2i Deleting a Cohort
Select the cohort from the Cohorts screen. When the Manage Cohorts page loads, click the right-hand link, **Configuration**. From the View Cohorts screen, click **Delete Cohort** to delete the cohort. A message box will display asking if you are sure you want to delete it. Click **Yes** and the cohort will be deleted. Only cohorts without used test packages may be deleted.

3.2j Deactivating a Session Number
You may need to prevent students from using a session number within a cohort. Click **Disable Logins** to temporarily deactivate a session number. The status will change to Inactive-Proctor May Enable. If a student enters this session number on the Login screen, an error message will display.
If you need to reactivate the session number, access the Manage Cohort screen and click **Enable Logins**. The session is now active and available for students to test.

### 3.2k Regenerating a Session Number
You can also have the system generate a new session number within a cohort. This will prevent access to a previously used session number. Before you can do this, you must disable the login for that cohort by clicking **Disable Logins**.

Once the cohort is inactive, click on the **Regenerate Session Number** link.

A message box will display asking for confirmation to change the session number and providing a reminder that students will need the new session number in order to log-in.

Click **OK** and the screen will refresh with a new session number. Once this is done, reactivate the cohort by clicking **Enable Logins**.

### 3.2l Closing a Cohort
After all students have completed testing for a cohort and you wish to produce aggregate reports, the cohort must be closed. Aggregate reports will not be made available until the cohort is closed. Once a cohort is closed, no further testing may occur under that cohort.

**IMPORTANT:** In order to produce aggregate reports for a cohort, the cohort must be comprised of at least 5 students who have mastered at least 50% of the test questions. A cohort should be left open until these requirements are met. There is no time limit for leaving a cohort open. This means that you can test students in multiple administrations or semesters in the same cohort in order to meet these minimum requirements. If the minimum requirements for aggregate reporting have not been met, no aggregate reports for that cohort will be generated. Please note that once a cohort is closed, it cannot be reopened at any time.

**NOTE:** If the test form is being equated, aggregate reports cannot be generated until the equating process is completed. For more information see the content located in the About Scores and Reports folder.

Take the following steps to close a cohort:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click on the <strong>Cohorts</strong> folder to display a list of cohorts.</td>
</tr>
<tr>
<td>2</td>
<td>Click on the cohort you want to close</td>
</tr>
<tr>
<td>3</td>
<td>The Manage Cohort screen will display. Click <strong>Configuration</strong></td>
</tr>
<tr>
<td>4</td>
<td>The View Cohort screen will display. Click <strong>Close Cohort.</strong></td>
</tr>
<tr>
<td>5</td>
<td>The Close cohort screen will display. Carefully read the information included on this screen. Unused test packages will be released and made available for other cohorts in the same test title. If you still want to close the cohort, click <strong>Close Cohort</strong></td>
</tr>
</tbody>
</table>
Once the cohort is closed, it cannot be reopened. The date that the cohort was closed will display on the Cohorts screen.

### 3.3 Password Lookup

This function is used to look up a password when a student cannot remember it. You can search by first or last name or e-mail address. You do not need to enter the complete first or last name or e-mail address. The system will search using any or all of the letters for these criteria. Take the following steps to look up a password:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click on the <strong>Password Lookup</strong> folder. This screen will display:</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Password Lookup Screen" /></td>
</tr>
<tr>
<td>2</td>
<td>Click the radio button next to the type of search you want to use. A blank field or field(s) will display.</td>
</tr>
<tr>
<td>3</td>
<td>Type the specified information in the blank field and click <strong>Search</strong>.</td>
</tr>
<tr>
<td>4</td>
<td>The system will return results meeting the criteria you entered. Click on the database ID for the student.</td>
</tr>
<tr>
<td>5</td>
<td>The student's profile will display with the password information. Click <strong>Return</strong> to return to the previous screen.</td>
</tr>
<tr>
<td>6</td>
<td>Click <strong>New Search</strong> for a new search.</td>
</tr>
</tbody>
</table>

### 3.4 Score Reports

When you click on the **Score Reports** folder, a screen will display that will allow you to view individual student score reports based on specific search criteria. The screen will look similar to the one shown below:

![Score Reports Screen](image)

The table below provides an explanation of the fields on this screen.
Find Type a student’s name to locate a specific report.

Status This field is used to indicate the status of the reports you want to view. Use the drop down arrow to select a status. An explanation of each status is found below:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
<td>This displays all the tests that have been completed for the criteria selected.</td>
</tr>
<tr>
<td>Incomplete</td>
<td>This displays all the tests that have not been completed for the criteria selected.</td>
</tr>
<tr>
<td>Active</td>
<td>This displays all the tests that have had activity within the last 30 minutes.</td>
</tr>
<tr>
<td>Inactive</td>
<td>This displays all the tests that have not had activity within the last 30 minutes.</td>
</tr>
<tr>
<td>All</td>
<td>This displays all of the tests for the criteria selected.</td>
</tr>
</tbody>
</table>

Test This field is used to indicate the test title you want to view. Use the drop down arrow to select a test.

Date Type Use the radio buttons search on the date tests were started, modified or by the date of their last start.

Date Filter Use the radio buttons to select a specific time period or enter a specific from and to date (mm/dd/yy).

Click on the Clear button to clear the fields and start a new search.

Once you have completed these fields, click on the Search button and the following Score Reports screen will display:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Number of Results</th>
<th>Page Number</th>
<th>Page Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/15/06</td>
<td>3:33 PM</td>
<td>342</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

In the Test column, click on the name of a test to display the score report.

NOTE: A score report will only display for those tests that have been completed for test titles that have been equated.

3.5 About Scores and Reports
This folder contains information on scores and reports for the MFT program.

3.6 Service Agreement
This folder displays the service agreement that was agreed to when you first logged in.
3.7 Help
This folder will provide you with:

- Technical manuals you can download
- Highlights of upcoming enhancements
- Contact info for Technical Questions
- Contact info for Program Questions
- Information on the downloading the MFT Music Test setup files.

3.7a Administration Manuals
There are links that allow you to download the Institution and Department Administrator Manual and the Proctor Administrator Manual in PDF format. Click on the Download PDF button for the manual you want to download.

3.7b What's New in ETS Program Workshop in 2011
This provides a pdf explain the improvements that will take place in the future.

3.7c Technical Questions
Technical support is available Monday through Friday from 8:00am to 8:00pm EST at 800-514-8491 or at MFTSupport@testsys.com.

3.7d Program Questions
Questions about testing program policies and procedures, test content, or interpretation of scores and reports should be directed to MFT Customer Service. Representatives are available Monday through Friday from 8:00am to 4:00pm EST at 800-745-0269 or at highered@ets.org.

3.7e Music Test Administration
The administration of the music test requires the installation of the music test setup on every testing workstation. The music test setup copies the audio files necessary to run this test to your local machine, and is only loaded into memory while the test is being delivered. This software does not transfer any other information from your machine, nor is it resident in memory when you are not delivering a test.

If you have previously installed the Music Test Files, you do not need to download the files again. However, this test is now delivered through the ETS MFT Browser, which will need to be installed. Please visit the Help folder for MFT Music test setup files.

4.0 My Profile
When you click on this folder, your Edit My Profile screen will display. Use this screen to make changes to your profile or to change your password or security question and answer.

5.0 Log Out
To log out of the administrative interface, click on this folder. You will be returned to the Login screen.

6.0 Site Readiness

6.1 Running the MFT System Check
Every computer must be checked to verify it is properly configured to administer MFT assessments. The system check will verify that your system has installed supported browsers and meets minimum system requirements. In addition, it will check how many simultaneous users you can test. You can run the system check as many times as you like. Below are instructions on running the system check.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In the Site Readiness section of the HESA Login screen, find the links for MFT and click the System Check link.</td>
</tr>
</tbody>
</table>
2. The System Check screen displays:

   ![System Check Screen]

   Fill in the fields and click on the **Run the Check** button.

**NOTE:** The System Check should take less than 1 minute to run.
3. Once the System Check completes, a page will display that will provide the results of the System Check for the machine:

The results include a pass or fail status and additional system information. If you failed the test, make the corrections suggested and run the System Check again.

Once you have successfully completed the system check, review the results and note the estimated number of concurrent users as displayed in the Internet Connection section. The system check determines Internet bandwidth to and from our servers at the time the check is run. You may see fluctuations in Internet connection speeds and concurrent users due to the amount of Internet activity at your site. Accordingly, the numbers displayed may not accurately reflect bandwidth as reported by your Internet Service Provider (ISP). For the most accurate results, run the test at a similar time to when you will be testing.

6.2 Installing the ETS MFT Browser

The MFT program requires the use of a secure delivery browser. For test administration, the ETS MFT Browser only needs to be downloaded once. The ETS MFT Browser is a small 270K download that does not require administration rights to use and install. The ETS MFT Browser is used for the secure delivery of computer based tests, and is only loaded into memory while the test is being delivered. This software does not transfer any information from your machine, nor is it resident in memory when you are not delivering a test.

The ETS MFT Browser does not require administration rights to install or run.

<table>
<thead>
<tr>
<th>Step</th>
<th>Steps To Install the ETS MFT Browser for Windows</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The ETS MFT Browser is available for download on the HESA administrator Login page. In the Site Readiness section of the HESA Login screen, find the links for MFT and click the Download Browser link.</td>
</tr>
</tbody>
</table>
2. When you click on the **Download Browser** link, the page below with instructions and other information appears.

3. When you click the **Download MFT Browser** button, the browser will provide a security warning. This warning is provided for all files downloaded to your computer from the Internet. It will also show the name and size of the file being downloaded. You can run the secure browser from the Internet, but it is recommended that you click Save to save it to your desktop. Please note that the dialog may look slightly different depending on the version of Windows that you are running.
When you click **Save**, the browser will prompt you where to save the browser. Select **Desktop** from the links on the save dialog. Please note that the dialog may look slightly different depending on the version of Windows that you are running.

Click **Save** to add the ETS MFT Browser to your desktop.

**Congratulations!** The ETS MFT Browser is now installed. There is one more step you should take. Go to your desktop, and click on the **Take the MFT Test Now.exe** link.

You will see a dialog like the following:
6 The dialog above is a standard warning provided by Windows to protect the Windows system against files downloaded from the Internet. To keep students from getting this warning, uncheck the box at the bottom that reads *Always ask before opening this file*. Then click *Run*. The ETS MFT Browser will open to the Session screen.

7 **Administrator Notes:** Administrator rights are not needed to install the Windows ETS MFT Browser. The ETS MFT Browser is an executable file that does not need to be preinstalled. This file can be run from a network drive, allowing it to be used from multiple PCs without pre-installing the software.

### 6.3 Delivering the MFT Music Test

The administration of the music test requires the installation of the music test setup on every testing workstation. The music test setup copies the audio files necessary to run this test to your local machine, and is only loaded into memory while the test is being delivered. This software does not transfer any other information from your machine, nor is it resident in memory when you are not delivering a test.

If you have previously installed the music test files, you do not need to download the files again. However, this test is now delivered through the ETS MFT Browser, which is saved to the desktop upon running the music test setup file.

<table>
<thead>
<tr>
<th>Step #</th>
<th>Steps To Install The Music Test Files</th>
</tr>
</thead>
</table>
| 1.     | The music test setup must be run on each test station. This setup file is available for download from the administrator site. Once you log into the site, go to the left-hand navigation links and select the **Help** link in the folder tree.  

**NOTE:** Administrator or power user rights are required to run the music setup file. |
| 2.     | The help page contains a button to **Install Music Test Setup**. |
3. The **Install Music Test Setup** button will take you to the music test setup instructions. Read the Frequently Asked Questions for more information about setup. When you are ready, choose the **Click Here to Install** button.

### Music Test Setup

This application requires the music test setup. The music test setup copies the audio files necessary to run this test to your local machine, and is only loaded into memory while the test is being delivered. This software does not transfer any information from your machine, nor is it resident in memory when you are not delivering a test.

Click the link on the upper right-hand side of the page to download and install the program. Once the program has been installed, click the link to return to your application.

**5MB**

12 minutes over a broadband connection

### Frequently Asked Questions

1. **What is the music test setup?**
   
   The music test setup copies the audio files necessary to run this test to your local machine. Running the test using files from your local machine will allow you to take the test without waiting for files to download.

2. **What hardware and software do I need to run the music test setup?**
   
   To successfully run the music test setup, you will need a computer that supports the Windows operating system, and has Windows Media Player 9 or later installed. Administrator or power user rights are required to install the music test setup, though no special privileges are required to take the test.

3. **What do I have to do to install and run the music test setup?**
   
   The music test setup involves installing a small Windows application on your computer. The application does not require configuration, but it does require either Power User or Administrator rights to install. When a secure test starts, it will automatically launch the music test setup, taking control of the screen and locking down the environment for the duration of the test. At the end of the test, the music test setup shell is released, and control is returned back to your browser. No changes or reconfigurations are made to your browser.

4. When you click the **Install Music Test Setup** button, the browser will provide a security warning. This warning is provided for all files downloaded to your computer from the Internet. It will also show the name and size of the file being downloaded. You can run the music test setup from the Internet, or you can save it locally and copy it to each test station. Please note that the dialog may look slightly different depending on the version of Windows that you are running.
Click **Run**.

5. When you first run the setup program, you may see a dialog like the following:

   The dialog above is a standard warning provided by Windows to protect the Windows system against files downloaded from the Internet. Click **Run** to continue. Follow the instructions on the screen.

6. **IMPORTANT**: You must run the music test setup on each test station. The music test setup program will include the ETS MFT Browser and will install this on the desktop.

7. When you have installed the music test setup, you may return to the Help screen. If the installation has been successful, you will see a new button, **Verify Music Test Setup**. Click to verify.
7.0 Accessing the Site as a Student

The following provides information on how to determine your session number for a specific cohort and how to access the test site.

**NOTE:** The Major Field Test can be delivered in two 60-minute sections (90 minute for MBA). At the completion of section 1, students will be prompted to review and exit the test section. After they exit section 1, students will be asked to either continue to section 2 or pause the test so it can be completed at another time.

Prior to taking this test, students should be instructed what to do at the end of the first section. This decision should be based on the time available for the students to complete both sections of this test. If the test is paused, the proctor will need to approve the student’s testing session when they log in to complete the test.

7.1 Prohibited Aids

The use of dictionaries and other books, rulers, compasses, protractors, slide rules and papers of any kind is not permitted. A student found using any of these things should be warned and if the action continues should be dismissed from the administration and be noted on the irregularities report. Use of a calculator is not permitted.

7.2 Determining Session Numbers

Prior to administering the test, take the following steps to locate the current session number for your cohort. The student will need the session number to log into the testing session.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click on the <strong>Cohorts</strong> folder</td>
</tr>
<tr>
<td>2</td>
<td>Select the cohort where the students are going to test</td>
</tr>
<tr>
<td>3</td>
<td>The Manage Cohort screen displays which includes the Session table</td>
</tr>
</tbody>
</table>

Copy the session number displayed in the session number field. Distribute this number to the
7.3 Accessing the Site and Logging In
To access the site as a student, the ETS MFT Browser must be launched. Before launching the ETS MFT Browser, please close all open applications. The ETS MFT Browser will launch directly to the Session Login screen for the site. The screen will look similar to the one below:

The tutorial and sample test will automatically launch at the start of the test session. Students do not have to use the Tutorial and Sample Test link on this page unless they want to review this information prior to their test session. A session number is not required to access the tutorial and sample test outside of the test.

7.3a Student Login
The student will enter the session number and click **Submit**. A second log in screen will display:

The student will click on one of the two radio buttons depending on whether or not they have logged in before. If they have not logged in before, they should click on “No, I have not logged in before” and click **Submit**.

If the student has logged in previously, they should click on “Yes, I have logged in,” enter their password and click **Submit**. This should only occur if the student needs to restart the test.

**NOTE:** The tutorial and sample test will automatically launch at the start of the test session. Students do not have to use the Tutorial and Sample Test link on this page unless they want to review this information prior to their test session. A session number is not required to access the tutorial and sample test. Please allow additional time if your students are doing this during their initial testing session.

7.3a Personal Profile
After logging into the MFT site, each student is required to complete a personal profile. Required fields are highlighted in yellow. If there are any subgroup questions for the student’s cohort, the student should indicate their subgroup selection as well. An example of the Profile screen is shown below:
After the student completes their personal profile, they should click on the Submit button.

The Waiting for Proctor Approval screen will display:

Once the proctor approves the session, the Welcome screen will display

**NOTE:** If you attempt to type any keys or start any other software once the test is launched, you will lock your test. An error message will display and the proctor will need to restart the test.

This screen will display the title of the test that the student will be taking along with the Start Online link. To start, click this link.

General direction and information screens will then display
These screens provide the student with information about the test and what to do if they experience a problem. Once the student reads these screens and clicks on the **Next** button in the lower right-hand corner, the Tutorial screen will display.

### 7.3c Tutorial
The tutorial allows students to become familiar with the test taking interface. As part of the tutorial, the student will have the opportunity to practice using sample questions. The tutorial has a time limit of 20 minutes and is not scored.

Once the student has read through the tutorial, they will click on the **Next** button and the first question for the sample test will display. When the student clicks on the **Next** button after the last sample question, they will be taken to the review screen. To exit the sample test, click on the **End** button. They will be asked if they really want to exit the sample test. Click **OK** to continue or **Cancel** to return to the review screen.

Once the student exits the sample test, the Major Field Test will start.

We strongly recommend that students complete the sample test in order to make them comfortable with the online testing experience.

### 7.3d Taking the Test
Once the student has completed the sample test, the actual test will begin.

The first screen that will display is a title screen followed by a directions screen. Once the student has finished reading these directions, they should click **Next**. The first question for the test will display.

All of the Major Field Tests are comprised of two sections and each section is timed. The timing varies dependent on the test. Test timing begins for each section when the student clicks the **Next** button. If a student does not complete a test in the designated time, a message box will display; the section they are in will automatically be scored and the student will not have the opportunity to review his or her work.

*Note:* Students should be advised to monitor the time remaining as indicated by the timer in the upper right corner of the display.

At the completion of Section 1, students will be prompted to review and exit the test section. After they exit Section 1, students will be asked to either continue to Section 2 or pause the test so it can be completed at another time. Prior to taking this test, students should be instructed what to do at the end of the first section. This decision should be based on the time available for students to complete both sections of this test. Students who have completed Section 1 of the test will resume with Section 2 when they log in to complete the test. See Section 6.2 for details on logging in to the test session.

During test taking, the following testing tools will be available:

- The time remaining on the test appears in the upper right-hand corner:
The question you are on and the total number of questions appears in the upper left-hand corner:

![Question: 1 of 5 Unmarked](image)


These buttons perform the followings functions:

<table>
<thead>
<tr>
<th>Name of Button</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exit</strong></td>
<td>The <strong>Exit</strong> button will end the test and score it. If the student clicks this button with time remaining, the following message will display:</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="MessageBox" /></td>
</tr>
<tr>
<td><strong>Mark</strong></td>
<td>The <strong>Mark</strong> button will display Marked in the upper left hand side of the title bar for that question. It also displays an indicator in the Marked column for that question on the Review page to provide a visual indicator to the student. A student can unmark a question by clicking the <strong>Mark</strong> button again.</td>
</tr>
<tr>
<td><strong>Review</strong></td>
<td>The <strong>Review</strong> button will provide the student with a list of all the questions on the test and displays the status of each item (Marked, Incomplete, Answered). Click on a question number to return to that item on the test. An example of that screen is shown below:</td>
</tr>
<tr>
<td><strong>Help</strong></td>
<td>The <strong>Help</strong> button will take the student to the information contained in the tutorial.</td>
</tr>
<tr>
<td><strong>Back</strong></td>
<td>The <strong>Back</strong> button will take the student back one (1) question from the question they are on.</td>
</tr>
<tr>
<td><strong>Next</strong></td>
<td>The <strong>Next</strong> button will move the student forward one (1) question from the question they are on.</td>
</tr>
</tbody>
</table>
7.3e Skipping Questions
If a student wishes to skip a question, he or she can click on the Next button to continue to the next question. The student will have the opportunity to answer the skipped question on the Review screen or they can click on the Back button during test taking to return to the question and indicate an answer. Scores are based on the number of questions answered correctly. There is no penalty for guessing. Students should make an attempt to select an answer for every question.

7.3f Changing a Response
If a student wishes to change a response to a question during the test session, they can change the response by clicking another radio button to indicate the new response.

7.3g Exiting the Test
During test taking, if the student selects Exit, they will be provided with two (2) options.

- **Exit** – If they are in Section 1, they will exit Section 1 and start Section 2. The student will not be able to return to Section 1. If they are in Section 2, they will exit and the test will be scored. This will end the test session and the student will not be able to return to either section in the test.
- **Cancel** – They will be returned to the test.

7.3h Locally Authored Test Questions
A department may wish to administer locally authored test questions. These will be provided to the proctor in advance. If this option was selected, the following 50-question test grid will display at the completion of the student’s Major Field Test:

The proctor will need to provide a printed copy of the locally authored test questions to the student. Once the student has completed the questions, they should click on the Next button.

7.3i Exit Evaluation Questions
Upon completion of the Major Field Test and locally authored test questions (if applicable), the student will be directed to the Exit Evaluation questions. An example of an exit evaluation question is below.

The exit evaluation questions are optional and do not affect the student’s score. Upon exit, the student’s score report may display (based on test title and preferences set by the department administrator).
7.4 Resuming a Test
In order to restart a test, the student must re-enter their session number, e-mail address and password on the Login screen and wait for proctor approval.

Once the proctor has approved the restart of the test, the Welcome screen will display. Click **Restart Online** to resume the test.

Here are some possible reasons why a test would need to be restarted:
- Hardware problems
- Power outage
- Loss of internet connectivity

![NOTE:](image)

Please inquire as to why the student left the test taking interface. You will need to make the determination if they were trying to use unauthorized keys or if there is a problem with their system. Handle the situation according to the test taking guidelines for your institution. Please call Technical Support if you have any questions.

7.5 Score Report
A Student Score Report may display at the completion of the test session (based on test title and preferences set by the department administrator).

The student can print their score report information by clicking on the **Print** button.

Once the student prints their score report, instruct them to click on the **End** button to return to the Welcome screen.

The Internet Explorer browser window should be closed to conclude the student’s test session.