

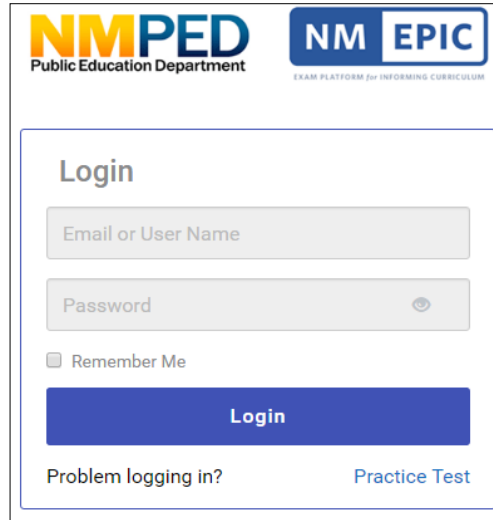
Setting up Exam Sessions

Administrators are able to setup exam sessions by clicking on exam sessions in the left navigation and following a four-step process

Quick Guide

Login Page

To access EPIC, go to <https://www.nmepic.com/>.



The login page features the NM PED and NM EPIC logos at the top. Below the logos is a 'Login' section with a text input for 'Email or User Name', a password input with a toggle for visibility, and a 'Remember Me' checkbox. A blue 'Login' button is positioned below these fields. At the bottom of the login section, there are links for 'Problem logging in?' and 'Practice Test'.

Left Navigation

In the Left Navigation, the administrator selects 'Exam Sessions.'

- Organizations
- Users
- Courses
- Classes
- Exam Sessions**
- Repository
- Bulk Upload
- Reports

View existing exam sessions

User is presented with a list of exam sessions that have already been scheduled in EPIC.

Exam Sessions Add New Exam Session

Exam Sessions Search

All **Active** | Expired | Future

Exam Sessions	Course Title	Location ID	Classes	Status	Start Date	End Date	Owner	Created Date	
testing	Chorus Sch 01	-4	3	Active	Feb 14, 2017 11:38 AM	Feb 14, 2017 03:05 PM	Dion Padilla_DTC	02/14/2017	Assign Unassign Edit Assigned
Chorus Period 1	Chorus Sch 01	-4	2	Active	Feb 14, 2017 11:25 AM	Feb 14, 2017 02:00 PM	Dion Padilla_DTC	02/14/2017	Assign Unassign Edit Assigned
ELA Exam Feb14	English/Language Arts III Sch 01	-4	1	Active	Feb 14, 2017 09:52 AM	Dec 31, 2017 11:55 PM	DTC001 Test Dist 001	02/14/2017	Assign Unassign Edit Assigned


Setting up exam sessions—Page 2

District Test Coordinators are able to setup exam sessions by clicking on exams in the left navigation and following a 4 step process

Quick Guide

Begin creating a new exam session

Click 'Add New Exam' on the Exams list view.




Exam Sessions							Add New Exam Session	
Select Search Type		Search	Search	Reset	All Active Expired Future			
Exam Sessions	Course	Location ID	Status	Start Date	End Date	Owner		
Vocal Ensemble Sch 01	Vocal Ensemble Sch 01	-4	Active	Nov 17, 2016 09:38 PM	Nov 24, 2016 09:38 PM	STC001 Test Sch 01.Dist01	Assign	Unassign
							Edit Assigned	
Individual Technique-Vocal Music Sch 01	Individual Technique-Vocal Music Sch 01	-4	Active	Nov 18, 2016 06:26 AM	Nov 25, 2016 06:26 AM	STC001 Test Sch 01.Dist01	Assign	Unassign
							Edit Assigned	
Intermediate Guitar Sch 01	Intermediate Guitar Sch 01	-4	Active	Nov 18, 2016 06:01 AM	Nov 25, 2016 06:01 AM	STC001 Test Sch 01.Dist01	Assign	Unassign
							Edit Assigned	

Step 1: Creating a new exam session

Select the state course that you want to create the exam session for and select the corresponding local course.

You will only see the courses that belong to your district.



New Exam Session

1 BASIC INFO | 2 ASSESSMENT | 3 EVALUATE EXAM SESSION

Basic Info

Provide exam session details.

State Courses: 2031 : Algebra I

District Courses: Search Full Course Code

Course Details

- Algebra I Sch 01
Location ID : -4
Full Course Code : 2031-001-003
- Algebra I Sch 02
Location ID : -5
Full Course Code : 2031-001-004
- Algebra I Sch 03
Location ID : -6
Full Course Code : 2031-001-005
- Algebra I Sch 04
Location ID : -7
Full Course Code : 2031-001-006

Selected Courses

- Algebra I Sch 01
Location : -4
Full Course Code : 2031-001-003

Exam Session Name: Exam_Session_0

Start Date & Time: 02/17/2017 02:57 PM

End Date & Time: 02/24/2017 02:57 PM

Save Cancel

Click the double arrow to bring identified courses into the selected course column. Give the exam session a name and define the period of activity by selecting start and end dates. Now click on 'Step 2 Assessment.'

Setting up exam sessions—Page 3

District Test Coordinators are able to setup exam sessions by clicking on exams in the left navigation and following a 4 step process

Quick Guide

Step 2: Creating a new exam session

You will see the EoC exam that was published for the state course that you had selected in step 1.

Click on the radio button next to the assessment name to select the EoC exam that will be administered for the exam session that you are creating.

Now click on 'Step 3 Finalize

ASSESSMENT	QUESTION COUNT
ALGEBRA I 12.0Y1017	40
TRIGONOMETRY 12.0Y1018	8

Step 3: Creating a new exam session

You can now review the settings of the exam session.

These settings have been set by the state and you will not be able to change any of the settings.

Finalize Exam Session

Review exam session settings if required.

Exam Session Name: Exam_Session_Algebra I Spring 2017

Grade:

Start Date & Time: 02/17/2017 02:57 PM

End Date & Time: 02/24/2017 02:57 PM

Total Score: 115

Passing Score: 18

Advanced Settings @

After reviewing, click on 'Save' to create a new exam session.

You will be redirected to the list of Exam Sessions.

Quick Guide

Step 4 for DTC users: Assign exam sessions to individual classes across all organizations in the district

At this point in the system you must assign the exam session to individual classes.

For DTC users, the system will list all the organizations within their district with a hyperlink to a list of classes associated with each organization that can be assigned the exam session.

IMPORTANT STEP!
Click on the # of Classes hyperlink and select the classes that you want to assign the exam session, then close the classes popup and click Save (in the top right corner).

Exam Sessions	Course	Location ID	Status	Classes Assigned	Start Date	End Date	Owner
Exam_test	English 11 Honors	001.024	Active	15	Jan 11, 2017 02:30 PM	Jan 18, 2017 02:30 PM	Albu Dist
Practice test for High school	High School 2	002.345	Active	6	Jan 11, 2017 02:11 PM	Jan 18, 2017 02:11 PM	Pract test

Class
<input checked="" type="checkbox"/> Algebra I (20314100-065)
<input checked="" type="checkbox"/> Algebra I (20314100-MathA1)
<input type="checkbox"/> Class Test2001
<input type="checkbox"/> Lasc Test Class

Optionally, to change the schedule for a specific class and give it a smaller window within the period of activity defined in the exam session (in step 1), click on the calendar icon for the specific class to select different dates and times.

Organization	Organization Type	Organization ID	Schedule
<input type="checkbox"/> ESTANCIA	District	080	From: 01/23/2017 07:10 PM To: 01/30/2017 07:11 PM

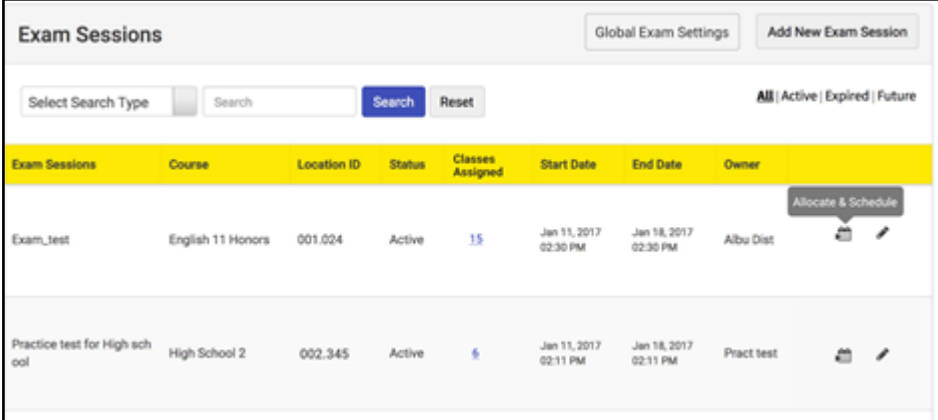
☒ Apply this schedule to all listed below.

Quick Guide

Step 4 for STC users: Assign exam sessions to individual classes in the organization

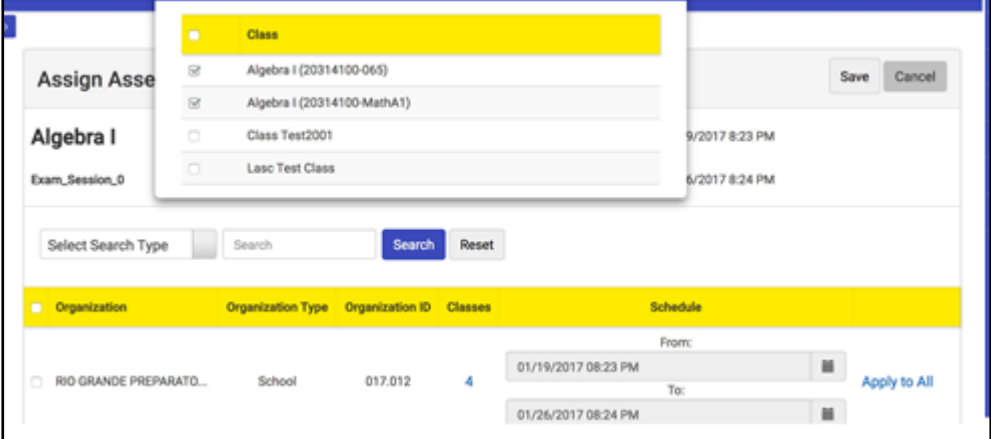
At this point in the system you must assign the exam session to individual classes.

For STC users, the system will list all the classes associated with the exam session. Select the classes that you want to assign the exam session to and click Save (in the top right corner).



The screenshot shows the 'Exam Sessions' page. At the top right are buttons for 'Global Exam Settings' and 'Add New Exam Session'. Below is a search bar with 'Select Search Type', a search input, and 'Search' and 'Reset' buttons. On the right, there are filters for 'All', 'Active', 'Expired', and 'Future'. The main table has columns: Exam Sessions, Course, Location ID, Status, Classes Assigned, Start Date, End Date, and Owner. Two rows are visible: 'Exam_test' for 'English 11 Honors' and 'Practice test for High school' for 'High School 2'. Each row has a 'Classes Assigned' count and a 'Allocate & Schedule' button with a calendar icon.

Optionally, to change the schedule for a specific class and give it a smaller window within the period of activity defined in the exam session (in step 1), click on the calendar icon for the specific class to select different dates and times



The screenshot shows the 'Assign Assets' page. A dropdown menu is open, showing a list of classes: 'Algebra I (20314100-065)', 'Algebra I (20314100-MathA1)', 'Class Test2001', and 'Lasc Test Class'. Below the dropdown is a search bar with 'Select Search Type', a search input, and 'Search' and 'Reset' buttons. The main table has columns: Organization, Organization Type, Organization ID, Classes, and Schedule. A row is visible for 'RIO GRANDE PREPARATO...' with 'School' type and '017.012' ID. To the right of the table is a 'Schedule' section with 'From' and 'To' date/time pickers and an 'Apply to All' button.