## EMSTESTING.COM Student Manual



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### PLATINUM EDUCATIONAL GROUP

## **EMSTesting User Guide**

EMSTesting.com offers you a faster, easier and more comprehensive way to prepare for your National Registry test and/or state certification exams online. We know the site has a lot of functionality behind it, so we have provided this guide to help you through the process of learning the site so you have the tools you need to use it effectively and confidently.

As always, Platinum Educational Group provides exceptional customer service along with this guide. We are ready to help you whenever or wherever you need it by phone or email. We also provide ongoing live help webinars for you or your group. Do not hesitate to call us if you are unable to find the answers, we will be happy to take care of any questions you may have!

Phone: 616.818.7877

Help requests: <a href="https://platinumed.zendesk.com/anonymous\_requests/new">https://platinumed.zendesk.com/anonymous\_requests/new</a>

To provide you with our very best customer service, we always welcome any comments or feedback you can provide to improve the EMSTesting.com web site and/or its functionality and usefulness to you.

Sincerely,
Doug Smith & Thomas Gottschalk
Platinum Educational Group

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### **STUDENT SIGNUP**

Student Signup is now done in my.platinumed.com. If you need assistance with signing up please refer to the PlatinumEd Student User Guide.

### **HOME PAGE**

Select **Student Home** from the navigation bar along the top part of the screen.

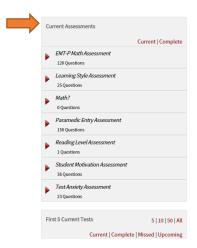
### **CLASSES**

You will see your **Current Classes** on the top upper left by default. There are also links to your **completed** and **upcoming** classes. Just click the links to view the other options.



### **ASSESSMENTS**

Your **Current Assessments** will show on the lower left of the screen. Once you complete them they will not show on current and go to the complete area. Just click on **Completed** to view completed assessments.



If you are required to take the assessments by your instructor, expand out each assessment and click the **take test** button.

**Note:** The system has a timer that will log you out after 30 minutes of inactivity.

### **CURRENT TESTS**



### **ALERTS**

The **Alerts** section communicates to you your activity in the system. To remove alerts from your dashboard, click the "x" next to the alert you no longer want to show.

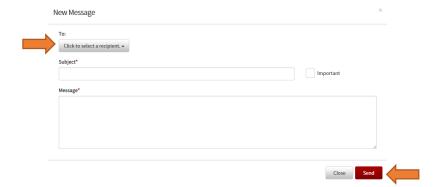


### **MESSAGES**

The **messages** section provides communication between you, your school, your instructor and/or your classmates. To send a message click the **New Message** button.



Click the drop-down to select a **recipient**. Complete the subject field, click "Important" if you want others to see the message as important, then type your message. Click the **Send** button.

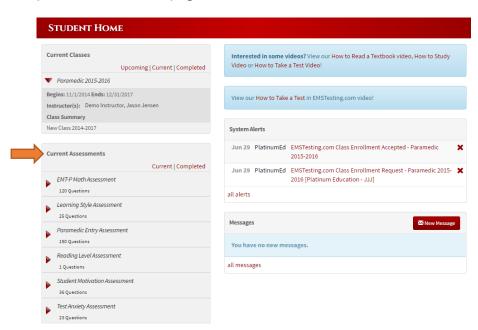


### TAKING AN ADMISSIONS ASSESSMENT TEST ONLY

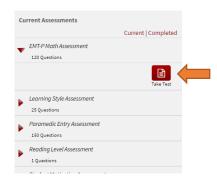
Login to your student account. If you need help creating an account, please go to the Student Signup section of this manual above. Your instructor will need to accept your enrollment request before you can take the assessment testing.



Click on the red student link "Student – Your Class name" from your dashboard. You will be directed to your **Student Home** page.



On the left under your Current Classes area you will see Current Assessments.



To start taking a student assessment expand the panel and click the **Take Test** button. Work your way through all the assessments. If you would like to leave the test click the **Student Home** link. You will be able to resume your test at another time.

Once you have completed the assessments, you will see a test results button. Your instructor will also have the ability to review your results.

### **TAKING A TEST**

Tests that have been made available to you by your instructor will appear for you in the section labeled "First Five Current Tests". Select the test you want to take from the current tests listed along the bottom left side of the screen.



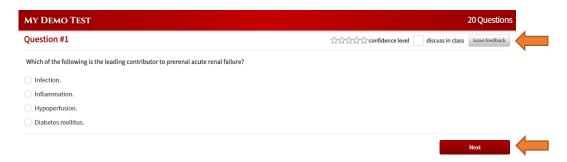
Click the Take Test button.



You will see details on your test such as the tests availability, if there is a time limit set for test and any additional instructions from your instructor. Please review these instructions so you are aware of any additional information regarding the test.

Select the **Begin Test** button to begin taking the test.

**Note:** You will need to agree to our terms of use agreement before entering the test.



You will see some different information on the right of your test.

**Timer:** If you have a timed test, there will be a timer in the upper right portion of the screen. If there is no time limit set for the test this will not show.

The following are optional, but are great to use to help your instructor make the best tests possible:

**Confidence level:** Select your level of confidence regarding your answer to the question.

**Discuss in class:** Click the box if you would like to indicate to your instructor that you would like this question to be reviewed in class.

**Leave feedback:** Clicking this will open a new window allowing you to leave feedback on the question. This feedback will be sent to the class instructor and to Platinum Education for review. **Caution:** The timer continues to run while leaving feedback.

To answer your questions, just select the box next to the answer and click the **Next** button to continue.



Once you have finished your test, click on the **Student Home** link to go back to your EMSTesting home page.





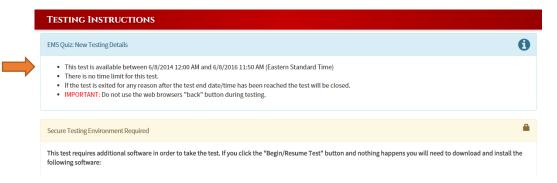
To find your completed test, go to the "First 5 Current Tests" box and click the **Completed** link. You will see a **Test Results** button next to your completed test(s).

### **TAKING A PLATINUM SECURE TEST**

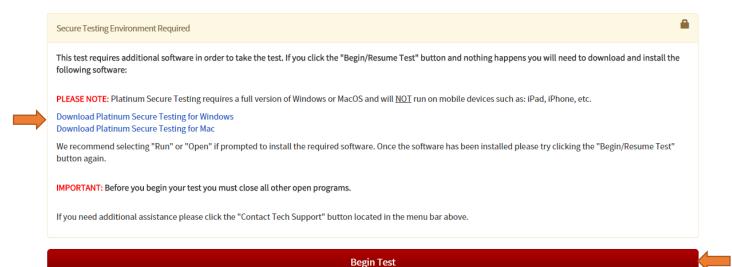
Select the test you want to take from the current tests listed along the bottom left side of the screen.



### Click the Take Test button.



In the first information section, you will see details on your test such as the tests availability, if there is a time limit set for test and any additional instructions from your instructor. Please review these instructions so you are aware of any additional information regarding the test.



In the second information section, you will see instructions for downloading the software required to take a Platinum Secure Test. Click the link for the operating system you are running (Windows or MacOS).

We recommend selecting "Run" or "Open" if prompted to install the required software.

**IMPORTANT:** Before you begin your test you must close all other open programs.

Once the software has been installed click the **Begin Test** button, then click the **Launch Application** button in the grey dialog box.

**PLEASE NOTE:** Platinum Secure Testing requires a full version of Windows or MacOS and will NOT run on mobile devices such as: iPad, iPhone, etc. (However there is currently a <u>platinum secure app</u> available for download for iPads. Requires iOS 7 or higher.) Please also review our <u>Platinum Secure Testing Guide</u>.

### **REVIEWING TEST RESULTS**

Go to your home page. On the bottom left, where you originally took your test you will see a link for complete tests. Click the **Complete** link and choose the test you want to see the results of. The amount of feedback you will receive is set by your instructor.



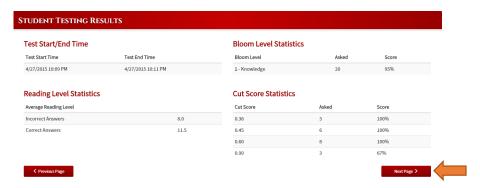
Then click the **Test Results** button. The screen will let you know what you scored and if you passed the test.



### **DETAILED SUMMARY**

If you have been granted further access the **Next Page** button will appear at the bottom-right of the window.

This page will display your Tests **Start/End Time**, your **Bloom Level** Statistics, your **Reading Level** Statistics, as well as your **Cut Score** Statistics for that particular test.



The **Tests Start/End Time** will indicate when you began and finished your test.

The **Bloom Level Statistics** will indicate what percentage of questions at a certain Bloom level you answered correctly for each of the 6 Bloom levels that might have appeared on that test.

- **1 Knowledge:** You can recall or recognize information and ideas in the approximate form in which they were presented.
- **2 Comprehension:** You can translate and understand information based on prior learning.
- **3 Application:** You can use previously learned principles to complete a problem or task.
- **4 Analysis:** You can draw connections among ideas as well as break information into parts by identifying motives or causes.
- **5 Synthesis:** You can combine previously learned concepts and ideas in a new way that was not presented to you.
- **6 Evaluation:** You can make a judgment based on specific standards and criteria.

The **Reading Level Statistics** will indicate the average reading grade level of the questions you answered correctly as well as the questions you answered incorrectly.

**Example:** a 9.5 would indicate a mid-ninth-grade reading level

The **Cut Score Statistics** will indicate the percentage of questions you answered correctly for each of the cut scores associated with questions that might have appeared on your test.

We use the Nedelsky method for determining the cut score of questions. This primarily looks at the number of reasonable distractors contained in the question that the average student may be tempted to select. The higher the cut score of the question, the lower the difficulty.

- .90 Cut Score indicates the questions has one correct answer and no good distractors.
- .60 Cut Score indicates a question with a correct answer, 1 good distractor, and 2 poor distractors.
- .45 Cut Score indicates a question with 1 correct answer, 2 good distractors, and 1 poor distractor.
- .36 Cut Score indicates a question with 1 correct answer and 3 good distractors. These are the REALLY tough questions.

### ADVANCED SUMMARY

The **Advanced Summary** may also be available, if you have been given access. On the Detailed Summary page (above) there will be an additional **Next Page** button.

Click that button to see your Advanced Summary.

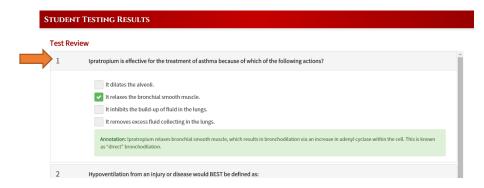


This page will contain a **Curriculum Breakdown** of the test. It will indicate which topics and objectives were associated with the questions on the test, as well as the percentage of questions answered correctly for those topics and objectives. This can help you identify areas that may benefit from additional study.

### **TEST REVIEW**

On the Advanced Summary screen (above) there may be another **Next Page** button. Click that to review your test.

Click on the questions to see the answer and the annotation to the questions. Correct answers with be marked in green, and any incorrect answers you may have selected will appear in red.



If you want to go back to your detailed information, click the **Previous Page** button on the bottom left side of the screen.

### **GRADE BOOK**

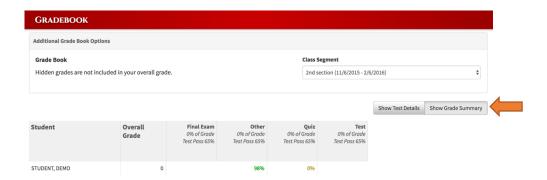
Another avenue to obtain test results is by selecting the **Class Grades** icon found under the associated class.



Then click the name of the test, which is highlighted in red text.



**Note:** On the right hand side of this screen shot you will see that the **Class Segment** is selected, the test you are looking for may be found in a different class segment. The test is placed into the class segment by the end date of the test. There is also a toggle for **Show Test Details** and **Show Grade Summary**. The **Show Grade Summary** toggle shows a total percentage of your grade for each type or category of test as well as the grade you need to pass the test, set by your instructor.



Your **overall grade** is a weighted average of all completed tests, quizzes, and final exams and any other grades that the teacher has assigned.



### **ADAPTIVE TESTING**

Click the **Adaptive Testing** button under your associated class.



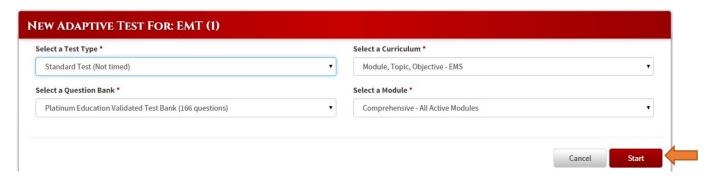
You will be brought to the adaptive tests page for your class where you will see a list of your adaptive tests.



You can continue any tests (yellow) in process by selecting the **complete test** button. When a test is complete, you will be able to view your results by clicking on the **view results** button (green).

### START A NEW ADAPTIVE TEST

To start a new adaptive test, click the **New Adaptive Test** button on the top right of the page.



Select your **test type, curriculum, question bank** and **module** for testing. By default, all modules are disabled. Your instructor determines when and if a module is enabled.

If you choose a **test type** that is **timed**, your test will consist of 30 minutes per module. Each module can be up to approximately 30 questions.

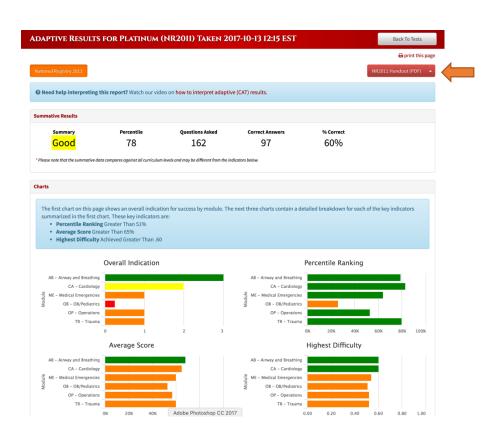
From the **Select a Module** drop-down, if you choose **Comprehensive**, the test will be approximately 30 questions on each module that your instructor has enabled for the curriculum you chose. (Note: If all modules are enabled in a curriculum and **Comprehensive** is selected, this test could potentially take multiple hours to complete.)

Click the **Start** button to begin your test.

Answer all questions to the best of your knowledge. Click **Next** for the next question.

# NEW ADAPTIVE TEST: BASIC DEMO 2014 — COMPREHENSIVE (MTO) Time On This Question: 01:25 You respond to a call for a 33-year-old female who had initially complained of abdominal pain on a very hot and humid day. The patient is now unconscious and breathing shallow with minimum chest movement. Friends tell you that the patient was healthy before she complained of abdominal pain. How would you expect to find her skin? Pale. Sweaty. Cyanotic. Clammy. Submit Feedback

Upon completion you can view your results at the end of your test. Or you can go to the adaptive test page and click the **view class summary** button.



### **SUMMATIVE RESULTS**

The **Summative Results** data (above) shows how well the test taker or student did on a single computer adaptive test. In this instance, a **Good** is when the student or test taker has met two out of

the three benchmarks for success (percentile ranking, average score, highest difficulty). A percentile ranking of **99**, means that the student has exceeded the greater than 51% required. The student or test taker has been asked **30** questions, has answered **26** questions correctly for an average score of **87%**, well above the required 65% correct.

**Note:** Summative data compares against all curriculum levels and may be different from the other data indicators shown below it.

### **OVERALL INDICATION**

The Ranks of Fail, Not Good, Good, and Exceptional, are based on surpassing the benchmark on 3 criteria: Percentile Ranking, Average Score, and Highest Difficulty.

A ranking of **Fail** means you were unable to surpass any of the benchmarks.

A ranking of **Not Good** means you were able to surpass one of the benchmarks.

A ranking of **Good** means you were able to surpass two of the benchmarks.

A ranking of **Exceptional** means you were able to surpass all three of the benchmarks.

### PERCENTILE RANKING

This percentage represents where you are positioned within the schools in our system. For example, an overall percentile of 67 means you are in the top third of the system's test takers testing at that provider level in the modules selected for this test.

### **AVERAGE SCORE**

This is the percentage of questions you answered correctly.

### HIGHEST DIFFICULTY

This describes the most difficult questions you were exposed to during testing. A question with a difficulty of 0.0 would be one that no one ever misses and a difficulty of 0.96 would be an item that hardly anyone ever gets correct.

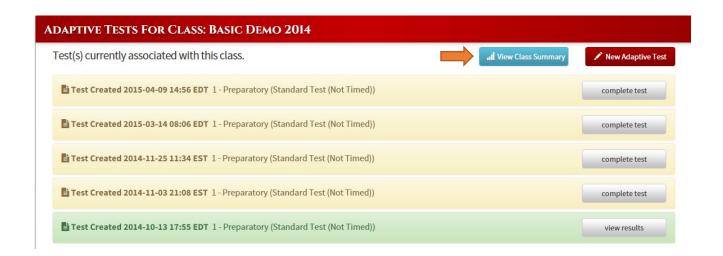
### **CURRICULUM BREAKDOWN:**

This is a breakdown of how well you did in each area of the testing. Click any of the arrows for more detail. The objectives listed can be found in the **Curriculum Handout (PDF)** on the upper right of the page. The name of the button will reflect the Curriculum the test was taken in.

If you leave your results page you can always go back the **view results** button next to your completed test.

### **VIEW ADAPTIVE TEST CLASS SUMMARY**

The class summary contains a summary of all the adaptive tests you have taken in the system.

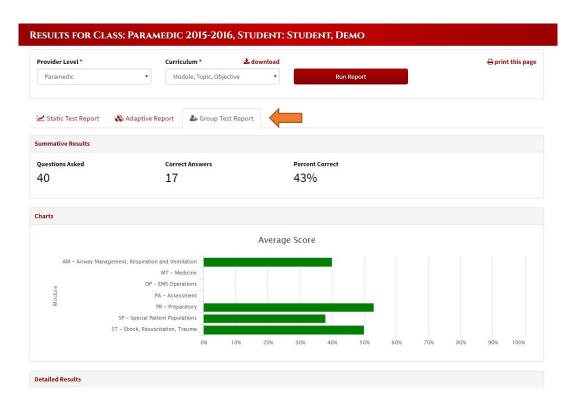


To view the summary, click on the **View Class Summary** button on the top right of the page. The summary you will see will just be for the computer adaptive tests summary.

To view a summary report by provider level and curriculum for a class, go to your home page and click the **Summary Report** button in your Current Classes area.



Select your **Provider Level** and **Curriculum** and then click **Run Report**.



You will see a **Static Test Report** tab, an **Adaptive Report** tab and a **Group Test Report** tab.

Please see the information above for a description of Overall Indication, Percentile Ranking, Average Score and Highest Difficulty and Curriculum Breakdown.