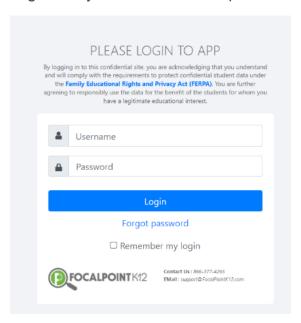**Arizona Achievement Tutoring Program Student Experience Training Manual**

This manual will guide students who will be participating in tutoring through the Arizona Achievement Tutoring Program through the process of testing within Focal Point. This guide is intended to accompany the asynchronous training session available to Tutors.

Within FocalPoint, students will follow these steps:

Step 1: Receive Your Login

- To access FocalPoint, visit https://ade.backpack.education
  (You may want to bookmark this URL)
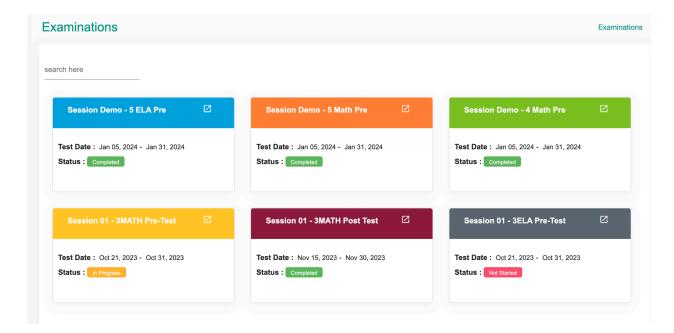- There you will login with your username and password.

- You will be receiving your username and password from either your Test Coordinator (TC) or from your Tutor.
- Once you have your login information, you can keep track of it here:
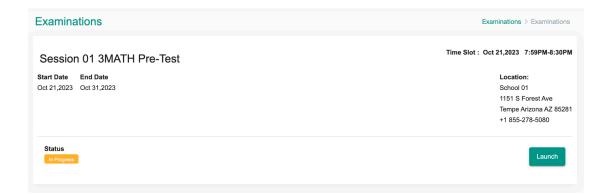 - Username:
  - Password:

Step 2: Access the Enrollment Page

- When you log in, you will see the enrollment page.
- This page displays all the tests you are registered for. You will have a tile for your pre-test at the beginning of the tutoring session and, when it is time, you will have a tile for your post-test.

Examinations   Examinations

search here

Session Demo - 5 ELA Pre	**Session Demo - 5 Math Pre**	**Session Demo - 4 Math Pre**
Test Date : Jan 05, 2024 - Jan 31, 2024	Test Date : Jan 05, 2024 - Jan 31, 2024	Test Date : Jan 05, 2024 - Jan 31, 2024
Status : Completed	Status : Completed	Status : Completed

Session 01 - 3MATH Pre-Test	**Session 01 - 3MATH Post Test**	**Session 01 - 3ELA Pre-Test**
Test Date : Oct 21, 2023 - Oct 31, 2023	Test Date : Nov 15, 2023 - Nov 30, 2023	Test Date : Oct 21, 2023 - Oct 31, 2023
Status : In Progress	Status : Completed	Status : Not Started

Step 3: Explore Your Test Registrations

- Each test tile shows all of the important details about your test, such as the test title, date, and test status.
- If your tests show "Not Started," it means you haven't begun the tests yet.
- Within the test tile, you'll find more information, including the test location and instructions.

Examinations   Examinations > Examinations

Session 01 3MATH Pre-Test   Time Slot : Oct 21,2023 7:59PM-8:30PM

Start Date   **End Date**   **Location:**
Oct 21,2023   Oct 31,2023   School 01
                                                                  1151 S Forest Ave
                                                                  Tempe Arizona AZ 85281
                                                                  +1 855-278-5080

Status
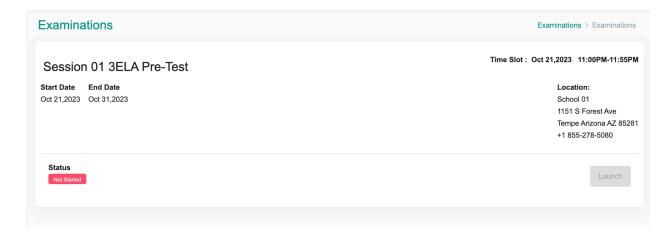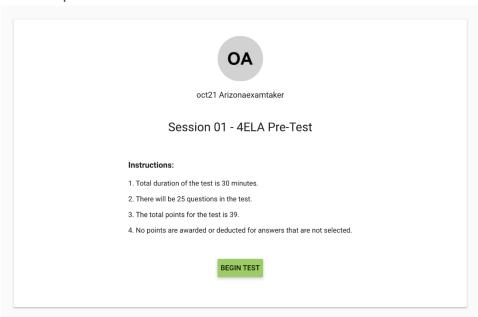In Progress   Launch

Step 4: Launch the Test

- Click the "Launch" button to begin the test.
- If the button is grayed out, it means that your Tutor hasn't activated the test. This ensures you take the test at the right time.

Examinations

Examinations > Examinations

Session 01 3ELA Pre-Test

Time Slot : Oct 21,2023 11:00PM-11:55PM

Start Date   **End Date**
Oct 21,2023   Oct 31,2023

Location:
School 01
1151 S Forest Ave
Tempe Arizona AZ 85281
+1 855-278-5080

Status
Not Started

Launch

Step 5: Start the Test

- When your test is ready, click the launch button.
- You'll be presented with test instructions.

OA

oct21 Arizonaexamtaker

Session 01 - 4ELA Pre-Test

Instructions:

1. Total duration of the test is 30 minutes.

2. There will be 25 questions in the test.

3. The total points for the test is 39.

4. No points are awarded or deducted for answers that are not selected.

BEGIN TEST

- After reading the instructions, you can click Begin Test to take your test.

You're now ready to take your tests! If you have any questions or need assistance, please ask your tutor or refer to our support resources. As a reminder, you can:

- *Visit the AZ Achievement Tutoring Help Center from the Help menu in FocalPoint.*
- *Call: 866.377.4265*
- *Email: AchievementTutoringSupport@focalpointk12.com*

Good luck with your exams!