



ASSESSMENT ADMINISTRATION GUIDE

Distributing and Administering Assessments Consistently

How to use the Magma Math district platform to ensure fair, standardized assessment delivery

Organizing Assessments from the District Level

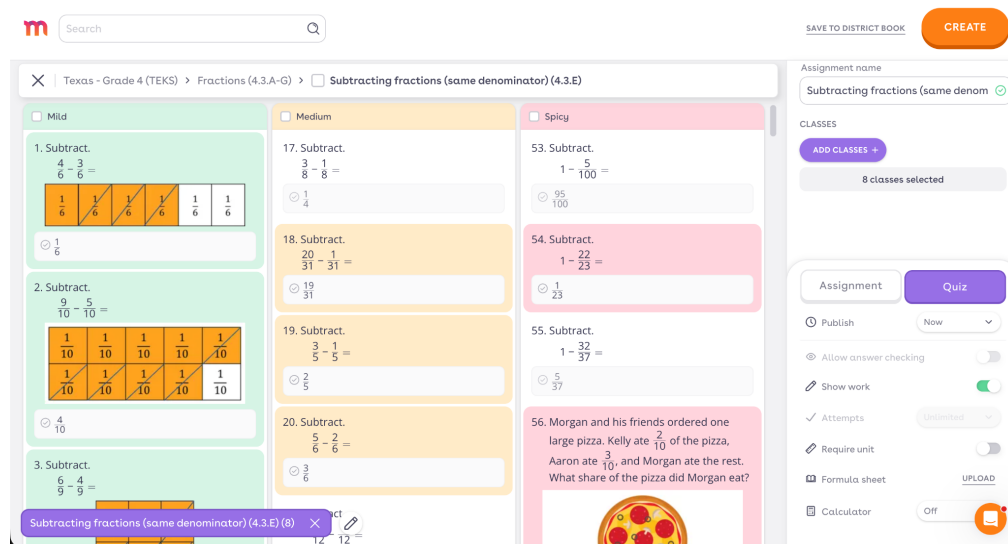
To ensure consistent and intentional delivery, assessments in Magma Math can be organized from the district level. Curriculum leads, math coaches, and district coordinators build assessments centrally and distribute them to teachers across a grade level, school, or district. Teachers receive the assessment with all settings pre-configured, and they cannot change those settings. This means every student encounters the same conditions regardless of which classroom they are in.

This guide walks you through the step-by-step process of setting up, distributing, and administering assessments so that delivery is standardized and results are reliable.

Selecting the Assessment Mode

Quiz Mode is recommended for summative assessments such as end-of-unit checks, benchmark assessments, and district common assessments. Quiz Mode removes immediate feedback and hints, and grades student work in the background. Students can make multiple attempts, but they do not receive correctness indicators while working and do not have access to hints. This ensures the assessment captures what students can do independently, without instructional scaffolding influencing their performance.

Assignment Mode is available for formative purposes but is not recommended when the goal is a standardized, comparable snapshot of student understanding.



Configuring Assessment Settings

Before distributing an assessment, configure the settings that define the testing conditions. These settings are locked once the assessment is published, and teachers cannot modify them, ensuring consistency across classrooms.

Choose the Tools Students Can Access

Select which tools are available to students during the assessment. The tools you enable should align with the goals of the assessment and the expectations of the standard being measured.

Calculator support. Choose from basic, scientific, or graphing calculator based on the grade level and standard. If the assessment measures computation fluency, disable the calculator. If the assessment measures problem-solving or application, enable the calculator that matches what students would use on a state assessment.

Formula sheet. Add a formula sheet if you want students to have access to reference formulas during the assessment. This is appropriate when the assessment measures application of formulas rather than recall.

Require Unit. The Require Unit setting controls how Magma Math grades measurement and unit-based questions. When enabled, a response is only marked correct if the student enters both the number and the unit. For example, if the correct answer is 14 cm, a student who enters only 14 will be marked incorrect. They must enter 14 cm to receive credit. Enable this setting when the assessment measures precision in mathematical communication, including correct use of units. Disable it when the focus is on numerical reasoning alone.

Set the Availability Window

The **Publish** dropdown allows you to set when the assessment becomes available to teachers and, through them, to students. Define a start date and an end date. The assessment is only accessible within this window. This ensures that all classrooms administer the assessment during the same period, preventing early access or delayed administration from affecting comparability.

The image shows two parts of the District platform interface. On the left is a 'Schedule' modal with fields for 'Starts' (Tomorrow 07:00 AM) and 'Ends' (Apr 07 07:00 AM). Below these fields is a note: 'On end date the District Assignment will be archived.' At the bottom are 'CANCEL' and 'SAVE' buttons. On the right is the main assessment configuration panel. The 'Quiz' mode is selected. The 'Publish' dropdown is open, showing options: 'Now', 'Unpublished', 'Schedule', and 'Save as draft'. Other settings include 'Allow answer checking', 'Show work', 'Attempts', 'Require unit', 'Formula sheet', and 'Calculator'.

District platform showing assessment configuration: Quiz Mode selected, tool settings, Require Unit, availability window, and Publish dropdown

Administering the Assessment in the Classroom

Once the district publishes the assessment, it appears in each teacher's dashboard within the availability window. Teachers cannot change the assessment settings. The mode, tools, calculator access, formula sheet, and unit requirements are all locked as the district configured them. This guarantees that the testing conditions are identical across every classroom.

What teachers can control is when and how students access the questions during the class period.

Start and Pause: Controlling Student Access in Real Time

To ensure fair delivery, teachers have the ability to **start** and **pause** the assessment. When the assessment is paused, students cannot see the questions. When it is started, the questions become visible and students can begin working.

Whole-class start and pause. Use this to control the pace for the entire class. Start the assessment when all students are seated and ready. Pause it if you need to give directions, handle a disruption, or transition to a different part of the class period. Resume when students are ready to continue.

Individual start and pause. Use this to control access for specific students. If a student arrives late, you can start them individually without affecting the rest of the class. If a student needs to step out temporarily, you can pause their assessment and resume it when they return. This flexibility ensures every student gets full access to the assessment window without compromising the standardized conditions for others.



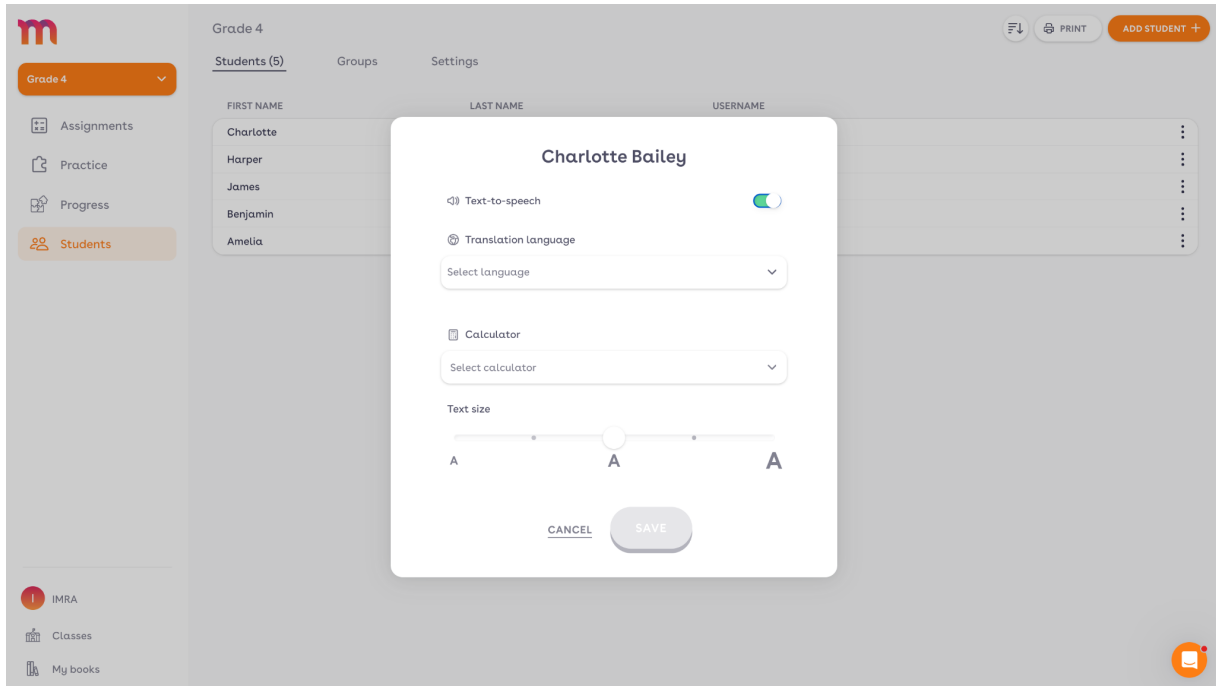
Teacher dashboard showing start and pause controls for whole-class and individual student assessment access

Breaking an Assessment Across Multiple Sessions

If an assessment is longer than a single class period allows, teachers can use the start and pause controls to administer it across multiple sessions. Pause the assessment at the end of one period, and resume it the next day. Student progress is preserved. They pick up where they left off. This ensures that time constraints do not force students to rush, while the locked settings maintain consistent conditions across both sessions.

Individual Student Accommodations

There is one exception to the district-locked settings. Students who have the right to access additional support will still receive their individual-level accommodations, even when the assessment has different settings at the district level. If a student's profile is configured with specific supports, those supports remain active during the assessment. This ensures that standardized conditions do not override legally required or individually assigned accommodations, while the assessment remains consistent for all other students.



Individual support settings

Distribution: Lesson, Unit, or Grade Level

Magma Math is a platform that allows assessments and assignments to be distributed at different levels of scope:

By lesson. Push a quick check for understanding or exit ticket tied to a specific lesson objective.

By unit. Push an end-of-unit assessment covering all standards within the unit.

By grade level. Push screeners to all teachers across a grade level or course, district-wide.

The district platform allows coordinators to define consistent conditions for each assessment and to collect data at the district level on performance trends across campuses, grade levels, and standards. Because teachers receive the assessment with settings locked, every classroom administers it under the same conditions. Teachers cannot change the settings once they are defined by the district, ensuring consistency. What teachers can do is ensure that their students get access at the correct given time.