

Online Testing

MPTC has moved to online testing through the Acadis portal for all recruit academies.

All tests will now be pre-loaded into your course template.

Preparing the Test

Academy directors should [prepare the tests](#) on Acadis just before administering the test. The closer to the test administration you prepare the tests, the better, in case any test questions are revised or updated. Once you prepare them, the tests are “copied,” so to speak, and can’t easily be changed.

Activating the Test in the Portal

Academy directors should [allow Acadis portal access](#) when you are ready to administer the test. Lock tests for anyone absent or not taking the test for another reason.

Preparing the Test for Students with Testing Accommodations

We have built in double the time of regular testing as a [testing accommodation](#).

Troubleshooting Acadis Portal Access Issues for Testing

If a recruit can’t log in to the portal, you can try a few things.

- First, make sure they are on the portal. The link is <https://mptc-portal.acadisonline.com>. Advise them to bookmark the portal and to save their password to avoid log-in delays.
- Have them refresh their browser or clear the cache in their browser.
- Have them try a different browser.
- Email them the student test link available in “proctor monitor” area as noted below

| | | | | | | | | |
|--|-----------|-----------|-----------|------|--|--|-----------------------|--------------------------------------|
| Fasano, David Vincent Jr. 9685-0940 | Edition 1 | 0h 30m 0s | 0h 30m 0s | None | | | 02/12/2021 6:42 AM | Allow Access in Personal Portal |
| Gale, Nathan Morino 9822-6728 | Edition 1 | 0h 30m 0s | 0h 30m 0s | None | | | 02/12/2021 6:42 AM | Allow Access in Personal Portal |
| Gambrell, Andrew W 5653-3017 | Edition 1 | 0h 30m 0s | 0h 30m 0s | None | | | 02/12/2021 6:42 AM | Allow Access in Personal Portal |
| Gobbi, Joseph Michael 1768-9687 | Edition 1 | 0h 30m 0s | 0h 30m 0s | None | | | 02/12/2021 6:42 AM | Allow Access in Personal Portal |
| Haskins, Thomas J 9999-9689 | Edition 1 | 0h 30m 0s | 0h 30m 0s | None | | | 02/12/2021 6:42 AM | Allow Access in Personal Portal |
| Kohler, Matthew C 0045-4568 | Edition 1 | 0h 30m 0s | 0h 30m 0s | None | | | 02/12/2021 6:42 AM | Unlock Email Student Link to Test |

- Have them reset their password on the portal.

Sign in

E-mail address (Username)

Password

[Reset your password](#)

[Sign in](#)

Timers for the test are individualized per student so if a student takes longer to get online, they will still get the full time allotted for the test.

Downloading the lockdown browser is now part of taking every ROC online test as well. You may need to allow extra time for student officers to take the steps to download the browser.

Pre-Test Instructions

There are enhanced security features and pre-test instructions built into the tests, but students should be advised that trying to replicate test questions in any way will be considered an integrity violation.

Scroll bar should be used instead of arrow keys.

Answers should be reviewed before submitting.

Test Review

Please see the [MPTC Recruit Test Review Policy](#) on how to conduct a test review.

Retests

After test feedback has been provided and locked, let the Deputy Chief of Training or other designated MPTC contact know if a re-test needs to be assigned. Student officers should be given plenty of time to remediate and re-test. To administer the re-test (after you’ve asked to have it assigned), go to Proctor Monitor and you will see something like the screen below.

| Take | Grade | Pass/Fail | Assign Test Edition |
|---------|--------|-----------|---------------------|
| Initial | 64.00% | Fail | Edition 1 |

Assigned Test Editions

Unassigned

Edition 1

RETEST

Cancel

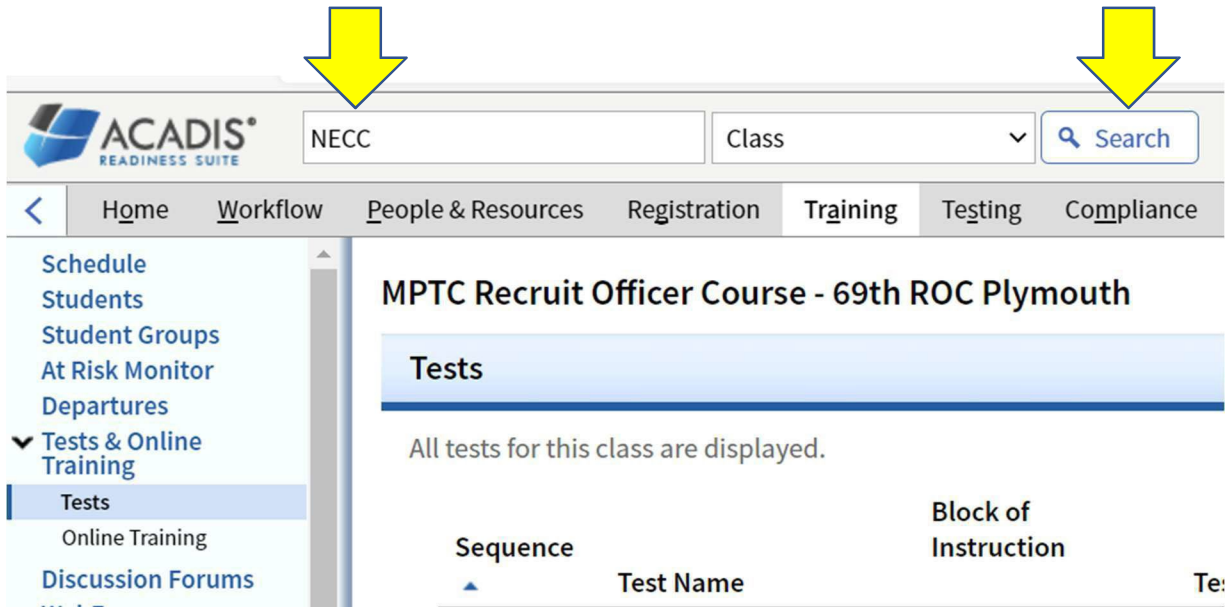
Manage Ed

You need to select RETEST from the Available test editions and prepare it as you did the initial tests.

Acadis Online Testing Tips

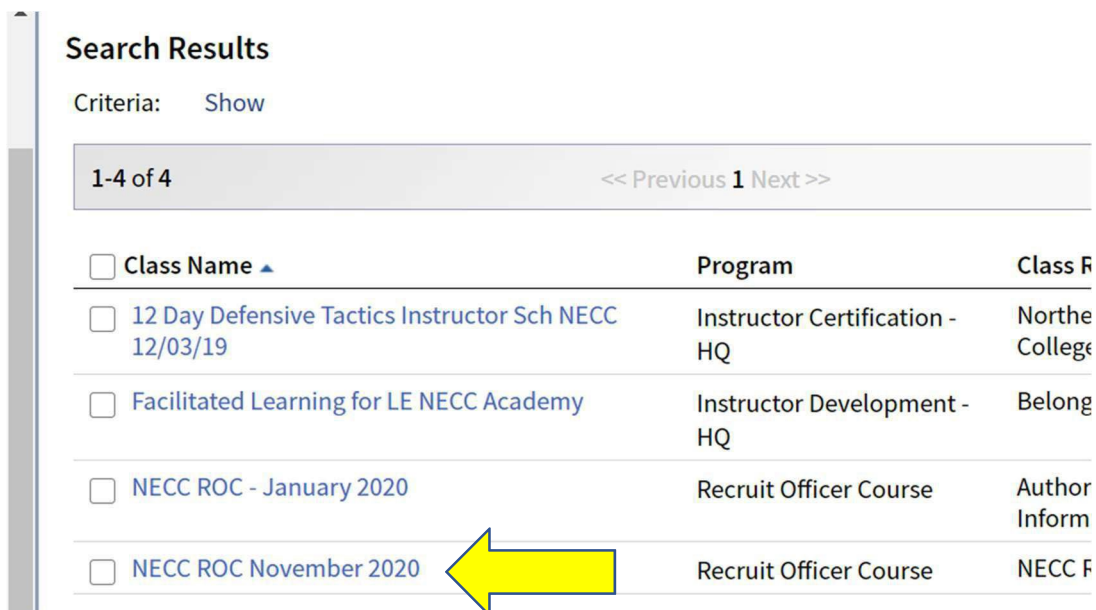
Log into Acadis – not the portal, the administrative site. It should look like the pictures below; if not, you’re in the wrong place. Here’s the [link](#).

Find your class by searching for it using the search bar. (Only use NECC if you are NECC).



The screenshot shows the Acadis administrative site interface. At the top, there is a search bar with the text "NECC" entered. To the right of the search bar is a dropdown menu labeled "Class" and a "Search" button. Below the search bar is a navigation menu with tabs: Home, Workflow, People & Resources, Registration, Training, Testing, and Compliance. The "Testing" tab is selected. On the left side, there is a sidebar menu with options: Schedule, Students, Student Groups, At Risk Monitor, Departures, Tests & Online Training (expanded), Tests (selected), Online Training, and Discussion Forums. The main content area displays the title "MPTC Recruit Officer Course - 69th ROC Plymouth" and a section titled "Tests". Below this section, it says "All tests for this class are displayed." and there is a table with columns: Sequence, Test Name, Block of Instruction, and Test.

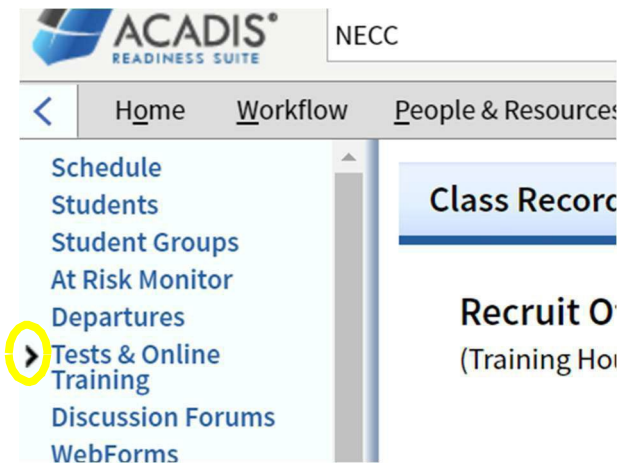
Click on the link for your current class.



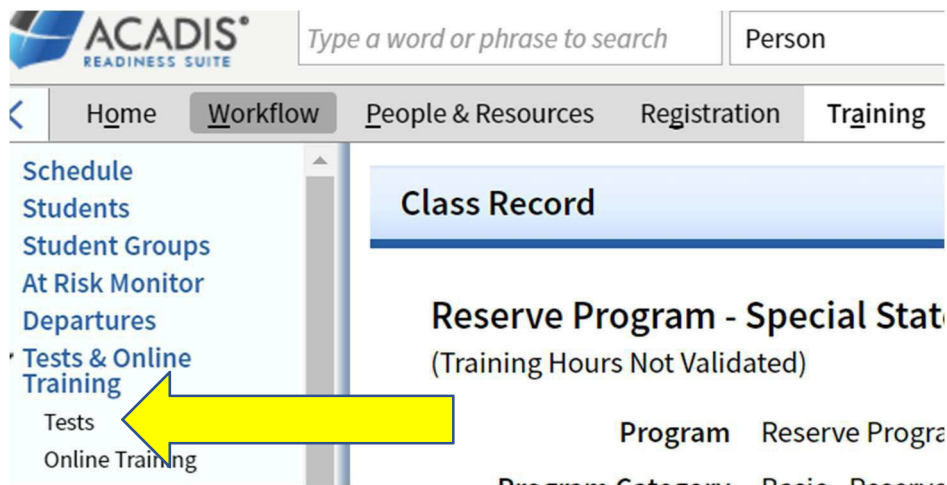
The screenshot shows the "Search Results" page. At the top, it says "Criteria: Show". Below this, there is a summary bar indicating "1-4 of 4" results and navigation links: "<< Previous 1 Next >>". The main content area is a table with columns: Class Name, Program, and Class F. The table lists four classes, with the last one, "NECC ROC November 2020", highlighted by a yellow arrow.

| Class Name | Program | Class F |
|--|-------------------------------|----------------|
| <input type="checkbox"/> 12 Day Defensive Tactics Instructor Sch NECC 12/03/19 | Instructor Certification - HQ | Northe College |
| <input type="checkbox"/> Facilitated Learning for LE NECC Academy | Instructor Development - HQ | Belong |
| <input type="checkbox"/> NECC ROC - January 2020 | Recruit Officer Course | Author Inform |
| <input type="checkbox"/> NECC ROC November 2020 | Recruit Officer Course | NECC F |

If your left menu looks like this, click the greater than symbol (>) I've circled to expand the Tests & Online Training Menu. If the subcategories of Tests and Online Training are showing skip to the next step.



You should then see the screen below and should click the **Tests** link.



You will then see this screen. From here you will need to find the test you wish to prepare. Click the bold titles that are at the top to sort the tests or simply scroll down and look for the name of the test

ACADIS[®] READINESS SUITE #30 Class Search Thomas

Home Workflow People & Resources Registration Training Testing Compliance Scheduling Reports & Data Tools Admin

Schedule
Students
Student Groups
At Risk Monitor
Departures
Tests & Online Training
Tests
Online Training
Discussion Forums
WebForms
End of Class
Class Settings
Curriculum Setup

Reserve Program - Special State Police Officer Academy #30

Tests

All tests for this class are displayed.

| Sequence | Test Name | Block of Instruction | Test Type | Grades |
|----------|----------------------|----------------------|--------------------|--------|
| 1 | Missing Persons 2020 | Missing Persons 2020 | LMS Pass/Fail Test | 11 |

When you find the test, click on the **Admin** pull down menu toward the end of the row and select **Prepare Tests**. Think of this step as equivalent to when you used to copy the paper tests to get them ready.

Tests

Reports

All tests for this class are displayed.

| Sequence | Test Name | Block of Instruction | Test Type | | |
|----------|--|----------------------|---------------------------------------|---|------------|
| 25 | Who We Are/Problem Solving ONLINE QUIZ | QUIZ | System Recorded: Pass/Fail Percentage | | View |
| 26 | Communication Skills ONLINE Quiz | QUIZ | System Recorded: Pass/Fail Percentage | 0 | Admin View |
| 8 | Communication Skills & Problem Solving Final | Tests | Percentage | 0 | Admin View |
| 9 | Constitution Law Test | Tests | Percentage | 0 | Admin View |

Prepare Tests
Credit Question
Export for Bubble Sheet
Proctor Monitor
Student Test Review
Exchange Test

The next screen you will see looks like below. Click the **Prepare or Print Initial Test Materials** button.

After you have done this you will see that it will say all of the tests (# of #) have been assigned This is a good way to tell whether your tests are ready to go. If you happen to prepare them twice, nothing bad happens. Relax.

Prepare Initial Tests

QUIZ / Communication Skills ONLINE Quiz

All students will use the same test edition: Edition 1

0 of 24 have been assigned 0 of 24 have been graded.

Before preparing

Cancel Prepare or Print Initial Test Materials

QUIZ / Communication Skills ONLINE Quiz

All students will use the same test edition: Edition 1

24 of 24 have been assigned 0 of 24 have been graded.

You will next see the screen below. Click the close button to go back to the Test menu.

Tests have been prepared

Student tests have been prepared. Additional printing and online testing options are available below.

Printed Tests ☒ No printed materials are needed at this time ?

☐ Print test materials for online test

☐ Print test materials for bubble sheets

Online Test Options ☐ Email a link to students to access their test

☐ Lock tests (prevent access until manually unlocked) ?

Close

So now your tests are prepared and there is nothing else you need to do right up until it's time to administer the test.

When student officers are ready to take the test, you will again, click on the Tests menu as indicated below.

Navigation menu:

- Home
- Workflow
- People & Resources
- Registration
- Schedule
- Students
- Student Groups
- At Risk Monitor
- Departures
- Tests & Online Training
 - Tests
 - Online Training
- Discussion Forums
- WebForms
- End of Class
- Class Settings
- Curriculum Setup
 - Weights
 - Learning Objectives

Class Record

Recruit Officer C

(Training Hours Not V

Program

Program Category

Owr

Training Category

Find your test again, using the scroll bar or by sorting with the title bars.

ACADIS[®] READINESS SUITE #30 Class Search Thoma

Navigation menu:

- Home
- Workflow
- People & Resources
- Registration
- Training
- Testing
- Compliance
- Scheduling
- Reports & Data Tools
- Admin

Schedule

Students

Student Groups

At Risk Monitor

Departures

Tests & Online Training

Tests

Online Training

Discussion Forums

WebForms

End of Class

Class Settings

Curriculum Setup

Weights

Learning Objectives

Special State Police Off

Reserve Academy

Volume I: Policing I

Volume II: Investig

Volume III: Patrol E

Reserve Program - Special State Police Officer Academy #30

Tests

All tests for this class are displayed.

| Sequence | Test Name | Block of Instruction | Test Type | Grades |
|----------|-------------------------------------|-------------------------------------|--------------------|--------|
| 1 | Missing Persons 2020 | Missing Persons 2020 | LMS Pass/Fail Test | 11 |
| 2 | Deceased Persons 2020 | Deceased Persons 2020 | LMS Pass/Fail Test | 11 |
| 3 | Traffic Control & Direction 2020 | Traffic Control and Direction 2020 | LMS Pass/Fail Test | 11 |
| 4 | Hazardous Material Emergencies 2020 | Hazardous Material Emergencies 2020 | LMS Pass/Fail Test | 11 |

Go to the Admin pulldown toward the end of the row again, but this time select Proctor Monitor.

| Tests | | | | | | Reports | |
|---|--|----------------------|---------------------------------------|--|-------|---------|------|
| All tests for this class are displayed. | | | | | | | |
| Sequence | Test Name | Block of Instruction | Test Type | | | | |
| 25 | Who We Are/Problem Solving ONLINE QUIZ | QUIZ | System Recorded: Pass/Fail Percentage | Prepare Tests Credit Question Export for Bubble Sheet Proctor Monitor Student Test Review Exchange Test | | | View |
| 26 | Communication Skills ONLINE Quiz | QUIZ | System Recorded: Pass/Fail Percentage | 0 | Admin | | View |
| 8 | Communication Skills % Problem Solving | Tests | Percentage | 0 | Admin | | View |

You will now see a screen that looks like this with a list of all of your student officers listed.

Proctor Monitor 30s Auto Refresh is On

Recruit Officer Course - Cambridge / Northeastern ROC 2021 / Communication Skills ONLINE Quiz

Test Editions 1 (see list)

Pending Completion (24) Print or Email Test Materials

The following students have prepared, but ungraded tests.

| Student / User ID | Edition | Last Contact | Locked |
|-----------------------------------|-----------|--------------|--|
| Acuna, Elmer Eduardo 4993-4989 | Edition 1 | None | Allow Access in Personal Portal |
| Albert, Delaney M 2349-6452 | Edition 1 | None | Allow Access in Personal Portal |

A note here: if anyone is not taking the test with the other student officers (absent but not testing remotely for example), you will want to **Lock** their individual test on this page, so it doesn't appear in their portal before they're ready to take it. The email student link to test can also be used to troubleshoot if someone is having access issues to the portal. Skip this step is everyone is taking the test.

Proctor Monitor 30s Auto Refresh is On

Recruit Officer Course - Cambridge / Northeastern ROC 2021 / Communication Skills ONLINE Quiz

Test Editions 1 (see list)

Pending Completion (24) Print or Email Test Materials

The following students have prepared, but ungraded tests.

| Student / User ID | Edition | Last Contact | Locked |
|---------------------------------------|-----------|--------------|--|
| Acuna, Elmer Eduardo 4993-4989 | Edition 1 | None | Allow Access in Personal Portal |
| Albert, Delaney M 2349-6452 | Edition 1 | None | Allow Access in Personal Portal |
| Aquino-Navarro, Carlos Y 7974-8581 | Edition 1 | None | Allow Access in Personal Portal |
| Braxton, Kevin M 4171-9623 | Edition 1 | None | Allow Access in Personal Portal |
| Brogan, Daniel J | Edition 1 | more | Allow Access in Personal Portal |

Dropdown menu for 'Locked' column:

- Allow Access in Personal Portal
- Lock
- Email Student Link to Test

Another important note: If you have student officers with extra time for tests, you have to give them access individually by first clicking on the three dots at the end of their row with their name and select “Use Special Accommodation time”

| | | | | | | | | | |
|-------|----------|------|--|--|-----------------------|--|--|---------------------------------|--|
| Admin | | | | | | | | | |
| 1h 0m | 1h 0m 0s | None | | | | | | Allow Access in Personal Portal | |
| 1h 0m | 1h 0m 0s | None | | | | | | Allow Access in Personal Portal | |
| 1h 0m | 1h 0m 0s | None | | | | | | Allow Access in Personal Portal | |
| 1h 0m | 1h 0m 0s | None | | | 04/12/2022 7:29 AM | | | Unlock | |
| 1h 0m | 1h 0m 0s | None | | | | | | Allow Access in Personal Portal | |
| 1h 0m | 1h 0m 0s | None | | | | | | Allow Access in Personal Portal | |
| | | None | | | 10/06/2021 2:58 PM | | | Allow Access in Personal Portal | |
| 1h 0m | 1h 0m 0s | None | | | | | | Unlock | |
| | | | | | | | | Use Special Accommodation Time | |
| | | | | | | | | Email Student Link to Test | |
| 1h 0m | 1h 0m 0s | None | | | | | | Allow Access in Personal Portal | |
| 1h 0m | 1h 0m 0s | None | | | | | | Allow Access in Personal Portal | |
| 1h 0m | 1h 0m 0s | None | | | | | | Allow Access in Personal Portal | |
| 1h 0m | 1h 0m 0s | None | | | | | | Allow Access in Personal Portal | |
| 1h 0m | 1h 0m 0s | None | | | | | | Allow Access in Personal Portal | |
| 1h 0m | 1h 0m 0s | None | | | | | | Allow Access in Personal Portal | |
| 1h 0m | 1h 0m 0s | None | | | | | | Allow Access in Personal Portal | |
| 1h 0m | 1h 0m 0s | None | | | | | | Allow Access in Personal Portal | |
| 1h 0m | 1h 0m 0s | None | | | | | | Allow Access in Personal Portal | |
| 1h 0m | 1h 0m 0s | None | | | | | | Allow Access in Personal Portal | |
| 1h 0m | 1h 0m 0s | None | | | 10/06/2021 2:57 PM | | | Allow Access in Personal Portal | |

- 1. When gathering testimonial evidence, which crime(s) apply to the First Complaint Witness Doctrine?**
- A. ☐ Robbery
 - B. ☐ Sexual Assaults
 - C. ☐ Domestic Violence
 - D. ☐ First Complaint Witness Doctrine applies to all violent crimes against persons.
-
- 2. To charge trafficking in fentanyl, how much of the drug must a suspect possess?**
- A. ☐ 10 grams or more
 - B. ☐ 12 grams or more
 - C. ☐ 14 grams or more
 - D. ☐ Any amount of fentanyl is enough to charge trafficking.
-
- 3. _____ is/are out-of-court statements uttered during the heat of the moment while under stress or excitement and are an exception to the hearsay rule.**
- A. ☐ Trace evidence
 - B. ☐ Digital evidence
 - C. ☐ Document evidence

If you scroll down on this page, you will see the **Allow Portal Access for Eligible Students** button indicated below. Think of clicking this button as passing out the test. When you hit this, the test will appear in each student officer's portal, unless you locked the test as noted above.

The screenshot shows the Acadis Online Testing interface. On the left is a sidebar with navigation options: Departures, Tests & Online Training, Tests, Online Training, Discussion Forums, WebForms, End of Class, Class Settings, Curriculum Setup, Weights, Learning Objectives, Cambridge / Northeast, Volume I: Policing I, Volume II: Investigation, Volume III: Patrol, LMS Classes, and Missing Persons. The main area displays a table of students with their names, IDs, editions, and status. A yellow arrow points to the 'Allow Portal Access for Eligible Students' button at the bottom right of the table.

| Name | ID | Edition | Status | Actions |
|---------------------------|-----------|-----------|--------|---|
| Medrano-Fuentes, Leslie A | 9320-6186 | Edition 1 | None | Allow Access in Personal Portal |
| Moz, Jacqueline L | 4544-9120 | Edition 1 | None | Allow Access in Personal Portal |
| Simas, Sean J | 5907-3350 | Edition 1 | None | Allow Access in Personal Portal |
| Vazhenin, Andrei V | 0666-3791 | Edition 1 | None | Allow Access in Personal Portal |

[Allow Portal Access for Eligible Students](#)

Completed [Manage Student Feedback](#) [Reports](#)

The next few screens are from the Acadis portal just to show you what the tests will look like when the recruits are there. You or staff will instruct them to Click on Take Test when you are ready to begin the test.

Training In Progress

Assigned tests and online content will appear when available and

The screenshot shows a test card in the Acadis portal. The card has a blue header with a window icon and the text 'Reserve Program - Special State Police Officer Academy #30'. Below this, it says 'CRIMINAL INVESTIGATIONS ONLINE TEST' and 'Required'. A yellow arrow points to the 'Take Test' button at the bottom of the card.

Reserve Program - Special State Police Officer Academy #30
CRIMINAL INVESTIGATIONS ONLINE TEST
Required

[Take Test](#)

When they begin the test, an individualized timer begins in the upper right corner. They won't lose time if it takes them longer to log in. The screen below shows what they will see. They simply click the button for the answer they want. They can also click flags to the left of the question number if they want to go back to that question for some reason.

To submit the test, student officers will hit Submit Test for Grading button at the bottom. Encourage them to check their answers before submitting. They will be prompted to be sure they're ready to submit and informed if they left any questions unanswered. If their Internet drops, they will just log back in and continue from where they left off.

| | | |
|----------------|-------------------------------------|---------------|
| Thomas, Lara R | CRIMINAL INVESTIGATIONS ONLINE TEST | 49m remaining |
|----------------|-------------------------------------|---------------|


B. ☐ 48
C. ☒ 72
D. ☐ 120

49. Jeff's home was burglarized. Suspects made entry through a garage door he prefers to keep unlocked. Jeff said he feels "violated and frightened." What should you do to help restore Jeff's sense of control?

A. ☐ Ask Jeff, "Why didn't you lock the garage door?"
B. ☐ Tell Jeff a lot of burglars return to the scene of the crime.
C. ☒ Allow Jeff to express his feelings without interruption and validate his feelings
D. ☐ All of the above answers are effective methods for helping Jeff.

50. Which answer below is the correct way to temporarily collect clothing evidence that is still wet from blood or body fluid evidence?

A. ☐ Use a faraday bag
B. ☐ Use a cardboard box
C. ☐ Use a porous plastic container
D. ☒ Use a non-porous plastic container


[Submit Test for Grading](#)



This is the screen that comes up when tests are submitted. They can simply hit Return to home to return to the portal. The grade is automatically captured in Acadis.

Thank you.












Your test has been submitted and graded.

Your grade is: 96.00%

Test review will be provided in your portal for a limited amount of time after everyone has completed their test.

[Return to home](#)

Back to the administrative site under Proctor Monitor, you will see student officers' progress and time remaining as they're taking the test. When a student officer completes a test, their information will move from Pending Completion area to Completed area. This screen also shows you what a locked test looks like.

| | | | | | | |
|-------------------------------------|-----------|-----------|------------|---------------------------|--|------|
| Cunning, Joseph Thomas 0218-7923 | Edition 1 | 0h 30m 0s | 0h 24m 30s | 01/25/2021 07:08:43 AM |   | Lo |
| Dee, Robert E 7410-9552 | Edition 1 | 0h 30m 0s | 0h 25m 0s | 01/25/2021 07:08:40 AM |   | Lo |
| Dillon, Sean D 7526-2713 | Edition 1 | 0h 30m 0s | 0h 25m 1s | 01/25/2021 07:08:24 AM |   | Lo |
| Down, Kevin M 8423-4449 | Edition 1 | 0h 30m 0s | 0h 30m 0s | None |    01/25/2021 6:55 AM | Unlo |
| Dragone, Robert J 5441-0858 | Edition 1 | 0h 30m 0s | 0h 24m 47s | 01/25/2021 07:08:27 AM |   | Lo |

Pending Completion (0)

[Print or Email Test Materials](#)

The following students have prepared, but ungraded tests.

There are no students with un-graded prepared tests.

Completed

[Manage Student Feedback](#)
[Reports](#)

| Name | User ID | Edition | Completion Time | Score |
|----------------------------|-----------|-----------|-----------------------|---------|
| Cooley, Timothy Robert | 5712-1234 | Edition 1 | 7 minutes 57 seconds | 100.00% |
| Henault, Brian M | 5686-7679 | Edition 1 | 6 minutes 48 seconds | 100.00% |
| Hewitt, Christopher George | 4183-2588 | Edition 1 | 9 minutes 45 seconds | 100.00% |
| Jenkins, Tucker Matthew | 7777-7000 | Edition 1 | 9 minutes 44 seconds | 100.00% |
| Smith, Brendan Michael | 3529-1098 | Edition 1 | 10 minutes 19 seconds | 100.00% |
| Torra, John W | 0910-0614 | Edition 1 | 4 minutes 11 seconds | 100.00% |

When everyone has completed, you will see this screen. You can sort by clicking at the titles at the top. I always sort by score to determine if anyone failed.