

MEZURÉ

Innovative • Comprehensive • Secure

Table of Contents

Mezure Home	Page 4
Test Session List	Page 5,6
Test Session Icon Legend	Page 7
Test Subject List	Page 8,9
Test Subject Icon Legend	Page 10
Account Dashboard	Page 11-13
Administering the MEZURE	Page 14-22
Creating a Test Subject	Page 15,16
Creating a Test Session	Page 18-21
Start Local Test Administration	Page 22
Remote Test Administration	Page 23-31
Supervision of a Remote Administration & FAQs	Page 32-34

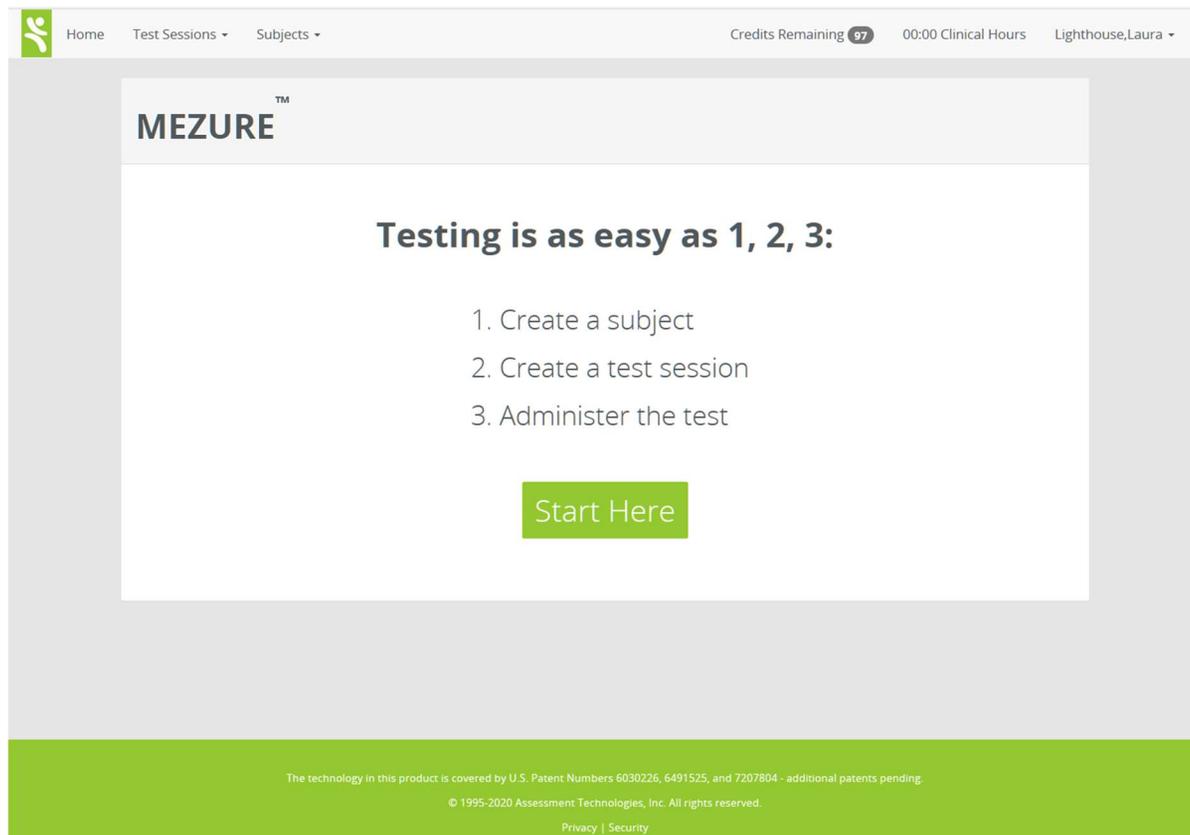
USER MANUAL

Welcome to the Mezure Online Assessment System

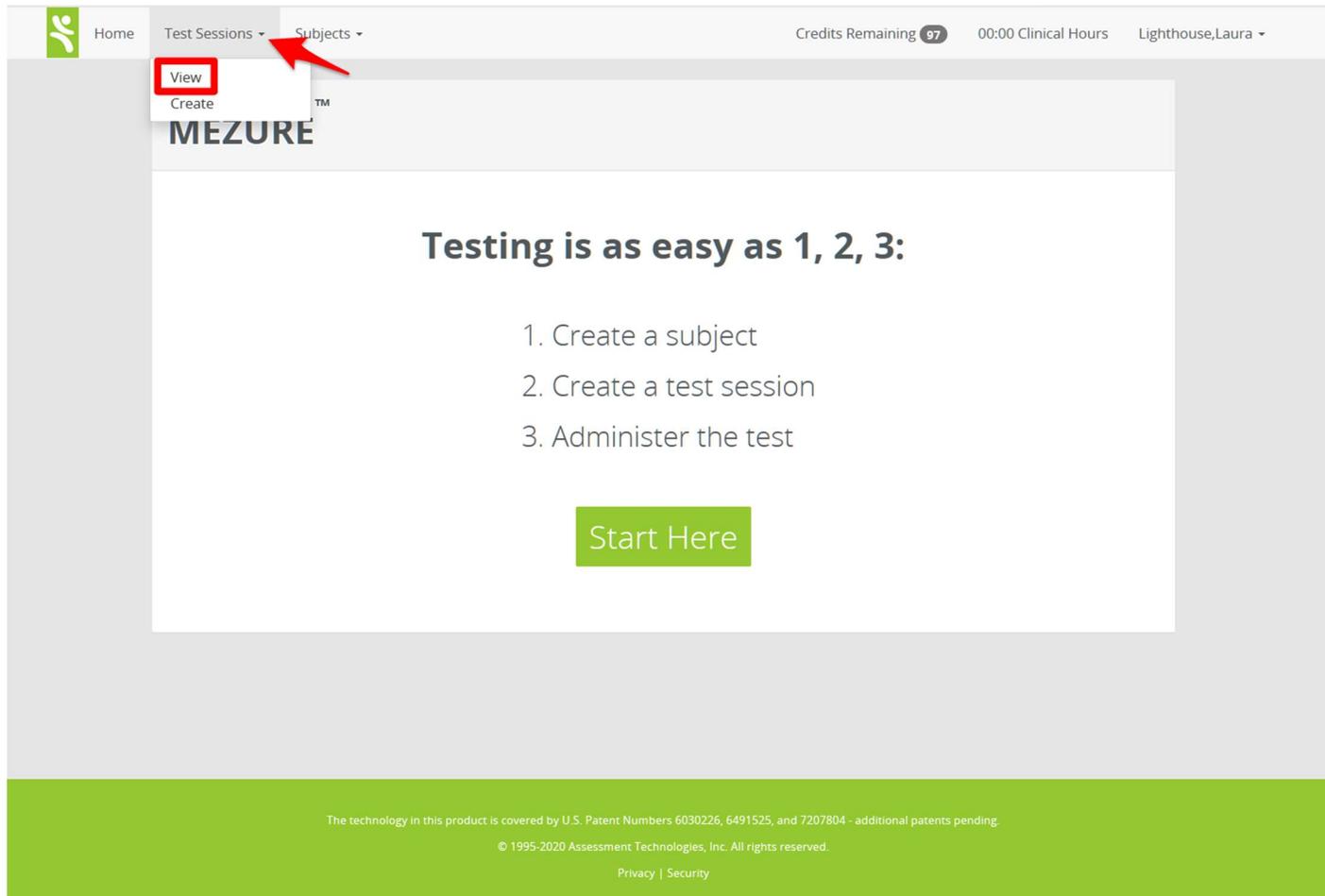
Using the Mezure Online Assessment is extremely intuitive – most users are comfortable with the Mezure system immediately upon logging in and administering their first assessment. This manual will guide you through the all the screens and features within the Mezure platform.

There are only 4 main screens within the Mezure System which are always accessible within the platform:

1. **THE MEZURE HOME PAGE:** You can always return to the Mezure Home Page by clicking on the “HOME” button in the upper left-hand corner of every screen.



2. **THE TEST SESSION LIST PAGE:** You can access the Test Session List by clicking on the down-arrow next to the “TEST SESSIONS” Menu at the top of every screen, and then selecting “VIEW”:



The Test Session List enables you to manage all your Test sessions quickly and easily:

Home Test Sessions Subjects Credits Remaining 97 00:00 Clinical Hours Lighthouse, Laura

Test Sessions + Create New Test Session

Show 10 entries Search:

Subject	Created At	DOB	Age	Language	Modules	Action
Cuomo , Andrew	2020-04-28 02:07:57	2010-06-21	9	English	^	
Fauci , Anthony	2020-04-28 02:15:03	2010-08-04	9	English	^	
Trump , Donald	2020-04-28 02:01:52	0000-00-00	9	English	^	

Showing 1 to 3 of 3 entries Previous 1 Next

You can create a New Test Session by clicking on the large green button at the top, or you can manage your existing test sessions as needed. The small green icons next to each Test Session will change symbols to indicate the current status of any existing test session for a specific subject. Hovering over any icon will pop-up a message to remind you about the purpose of that icon.

You can also click on the Help Icon (?) to display a clear Icon Legend:

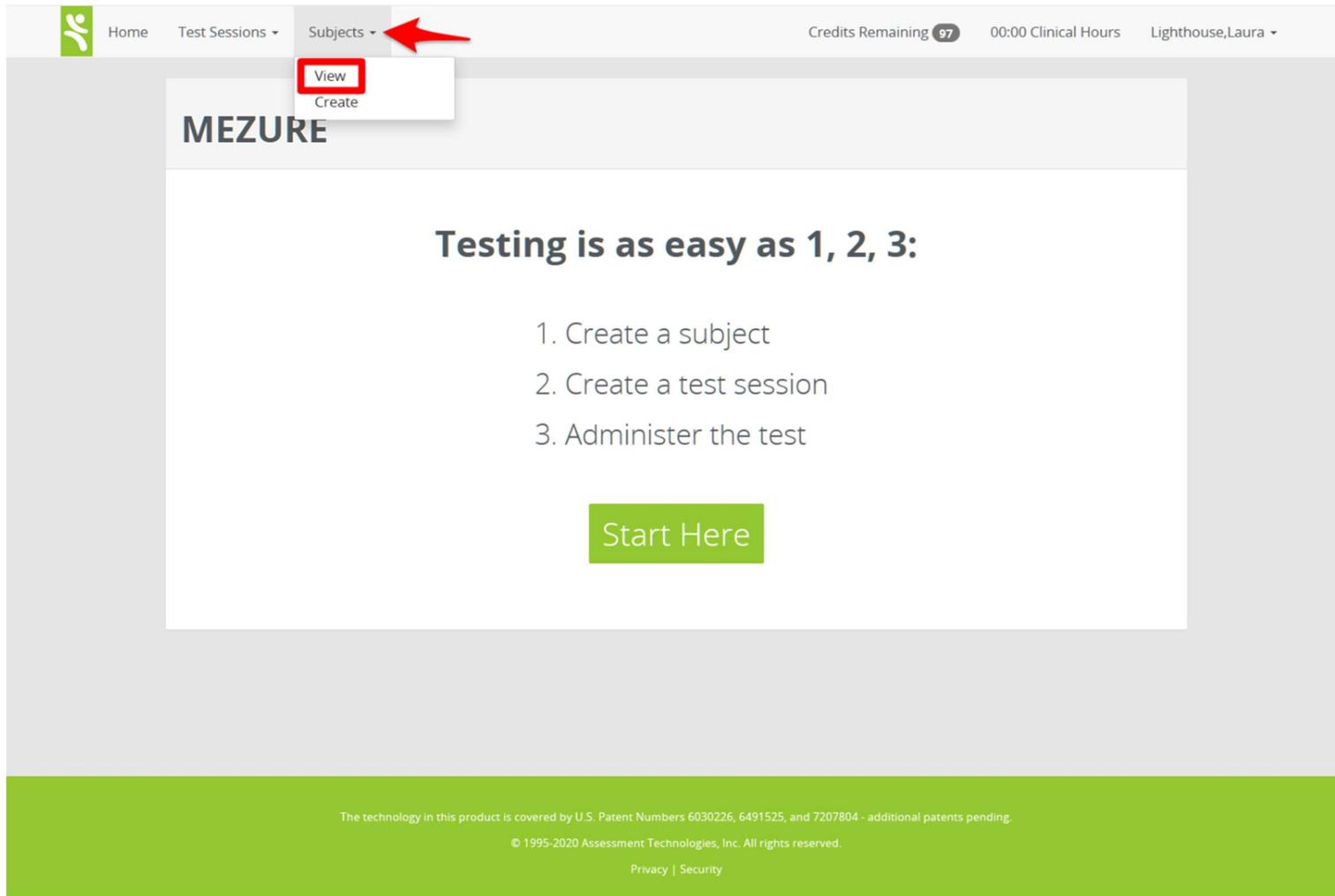
Icon Legend

Icon	Description
	Administer the pending test.
	Continue this test.
	View test results.
	Edit test session.
	Delete test session.

OK

Note that ***a subject can only have 1 pending (incomplete) test session at any given time***; if you want to create a new Test Session for a subject that already has a Test Session pending, you must complete that pending Test Session before creating a new one. If you do not wish to complete the pending Test Session, you can simply edit the incomplete Test Session to deselect any subtests that have not yet been completed and save the modified Test Session. It will then be listed as “complete”, thereby enabling you to create a new Test Session for that Subject.

3. **THE TEST SUBJECT LIST PAGE:** You can access the Test Subject List by clicking on the down-arrow next to the “SUBJECTS” Menu at the top of every screen, and then selecting “VIEW”:



The Test Subjects List enables you to manage all your Test Subjects quickly and easily

Last Name	First Name	Unique ID	DOB	Action ?
Trump	Donald	078965	11/30/-0001	
Fauci	Anthony	87764567890	08/04/2010	
Cuomo	Andrew	89678654w65	06/21/2010	

You can create a new Test Subject by clicking on the large Green Button at the top or manage your existing test subjects as needed. The small green icon next to each Test Subject will change symbols to indicate the current status of any existing test session for that subject. Hovering over any icon will pop-up a message to remind you about the purpose of that icon.

You can also click on the Help Icon (?) to display a clear Icon Legend:

Icon Legend

Icon	Description
	Create a new test.
	Administer the pending test.
	Continue this test.
	Create a login for subject to take a test.
	View tests for subject.
	Edit subject.
	Delete subject.

OK

4. THE ACCOUNT DASHBOARD PAGE:

Home Test Sessions Subjects Credits Remaining 97 00:00 Clinical Hours Lighthouse,Laura

Manage Account: Sample School [+ Create New User](#)

Invite Code: ErEQhcUnV
Invitation Link: <https://my.mezure.com/register?ic=ErEQhcUnV>

User Adoption

User	Logins
Lighthouse,Laura	6
Sunshine,Sally	1
Classroom,Cathy	0

Credits Remaining

97 credits
00:00 clinical hours

Test Activity

Total Tests Administered	1
Pending Test Sessions	1
Total Subjects created	3
Average Tests Administered per Month	1

Sample School Users

Show 10 entries Search:

Name	Action	role	Approved
Classroom,Cathy	Edit Delete Reset Password	Owner	Approved
Donald Trump	Edit Delete Reset Password	Test Subject	Approved
Lighthouse,Laura	Edit Delete Reset Password	Owner	Approved
Sunshine,Sally	Edit Delete Reset Password	Owner	Approved

Showing 1 to 4 of 4 entries Previous 1 Next

[Edit Account Info](#) [Reset All Passwords](#) [Download All Test Results As CSV](#)

The Mezure Account Dashboard provides an overview of your entire account and is specifically designed to enable multi-user accounts (such as a large School District or Company Account with many users). You can easily add a New User on your account by clicking on the large green “CREATE NEW USER” button at the top of your Dashboard. You can create an unlimited number of users on your account at no additional cost. We strongly recommend that each new user be assigned the role of “OWNER” so that all users will be able to access all Test Subjects, Test Sessions, and Score Graphs on your account; all users will also share the total number of Test Credits purchased for your account.

USER ADOPTION: The “USER ADOPTION” section is in the upper left-hand corner of your Mezure Dashboard. This will display which users are regularly logging to the Mezure system, and how many times each of them has logged in to your account.

CREDITS REMAINING: The “CREDITS REMAINING” section is in the upper middle section of your Mezure Dashboard and will display how many total credits remain on the account. If your account includes special “Clinical Hours” purchased from our company, the remaining Clinical Hours left on the account will also be displayed in this area.

TEST ACTIVITY: The “TEST ACTIVITY” section of your Account Dashboard provides an overview of useful statistics for your account.

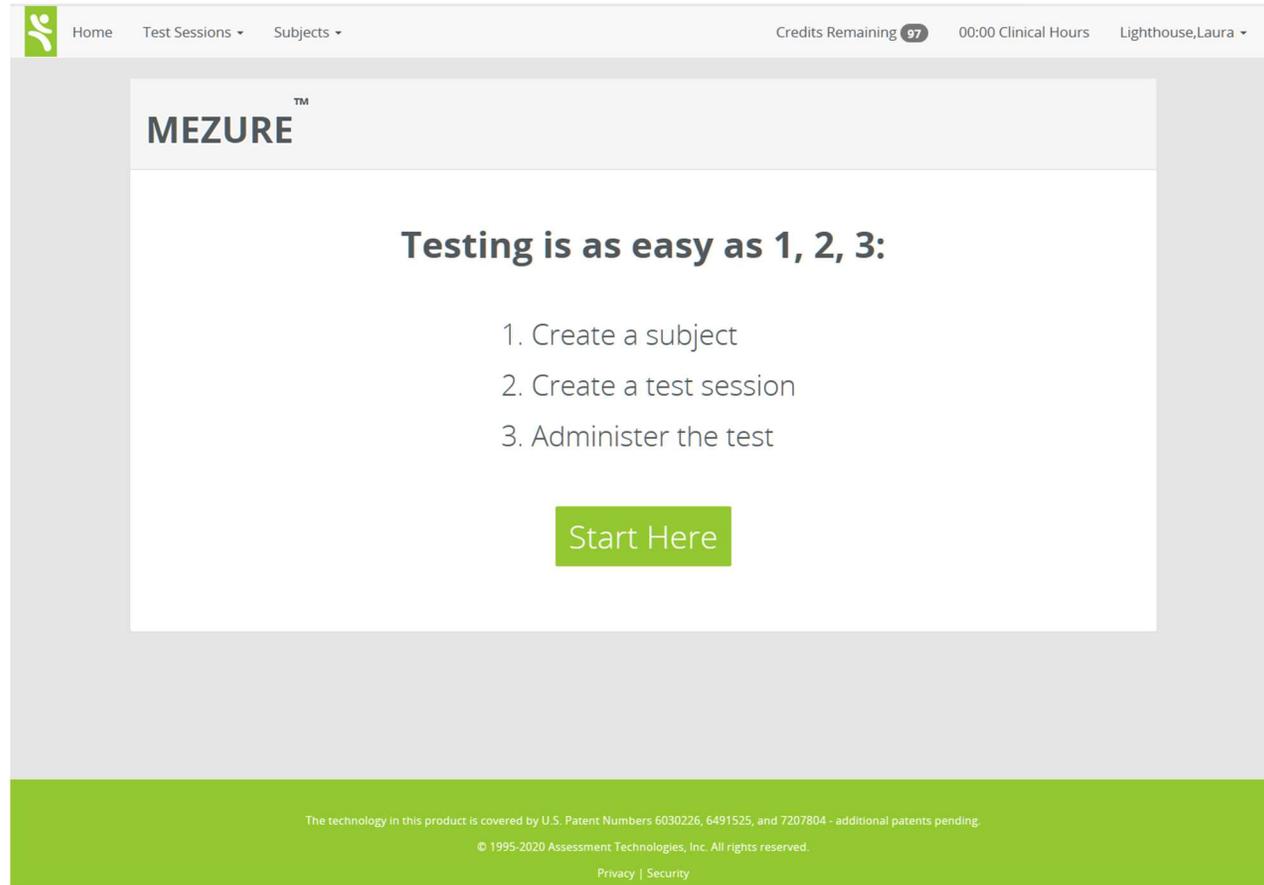
USER MANAGEMENT: The bottom portion of your Mezure Account Dashboard is dedicated to User Management. From here you can edit users, delete users, or send them a new link to reset their passwords.

***IMPORTANT NOTE:** While the User Management section of the Mezure Account Dashboard is the best place to delete any colleague / employee that is an actual user on your account, we do NOT recommend using this section to delete users with the role “Subject”. “Subject Users” are special accounts created and managed automatically by the Mezure platform when creating Remote Subject Logins (which are required when remotely administering the Mezure Assessment). These special “Subject User” login accounts will be automatically deleted from the system (just the login account will be deleted but not the actual subject) when you disable a remote subject login (see the section of this User Manual entitled “Removing a Remote Subject’s Login Access”).

INVITE CODE / INVITATION LINK: The “Invite Code” and “Invitation Links” provide a sophisticated, secure and easy way to add large numbers of users to your account by enabling users to “Self-Register” to your account on their own; they will be automatically listed as “Pending” users in your Account Dashboard (without access to any account data) until you “Approve” them as new users on your account, at which time they will be granted access. [Contact Sales@Mezure.com for additional details about this sophisticated feature if you plan to add many additional users to your account].

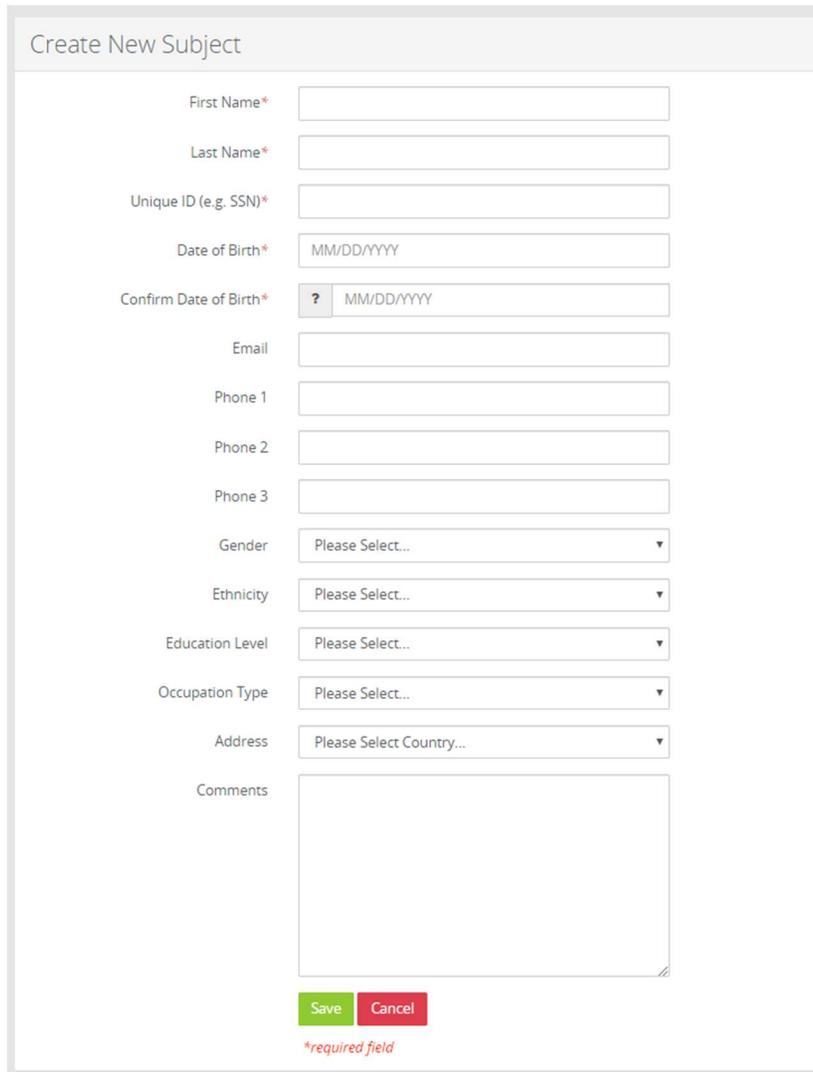
ADMINISTERING THE MEZURE ASSESSMENT

When you first login to the Mezure Online Assessment, you will see the Home Screen:



Click the “START HERE” button to have the Mezure Wizard guide you through the 3 simple steps required to administer a Mezure Assessment:

STEP 1: CREATE A TEST SUBJECT = After clicking on the “Start Here” button, you will automatically be redirected to the “CREATE TEST SUBJECT” screen:



The screenshot shows a web form titled "Create New Subject". The form contains the following fields and controls:

- First Name* (text input)
- Last Name* (text input)
- Unique ID (e.g. SSN)* (text input)
- Date of Birth* (text input with placeholder MM/DD/YYYY)
- Confirm Date of Birth* (text input with a question mark icon and placeholder MM/DD/YYYY)
- Email (text input)
- Phone 1 (text input)
- Phone 2 (text input)
- Phone 3 (text input)
- Gender (dropdown menu with "Please Select..." and a downward arrow)
- Ethnicity (dropdown menu with "Please Select..." and a downward arrow)
- Education Level (dropdown menu with "Please Select..." and a downward arrow)
- Occupation Type (dropdown menu with "Please Select..." and a downward arrow)
- Address (dropdown menu with "Please Select Country..." and a downward arrow)
- Comments (text area)

At the bottom of the form, there are two buttons: "Save" (green) and "Cancel" (red). Below the buttons is a red asterisk followed by the text "*required field".

Create New Subject

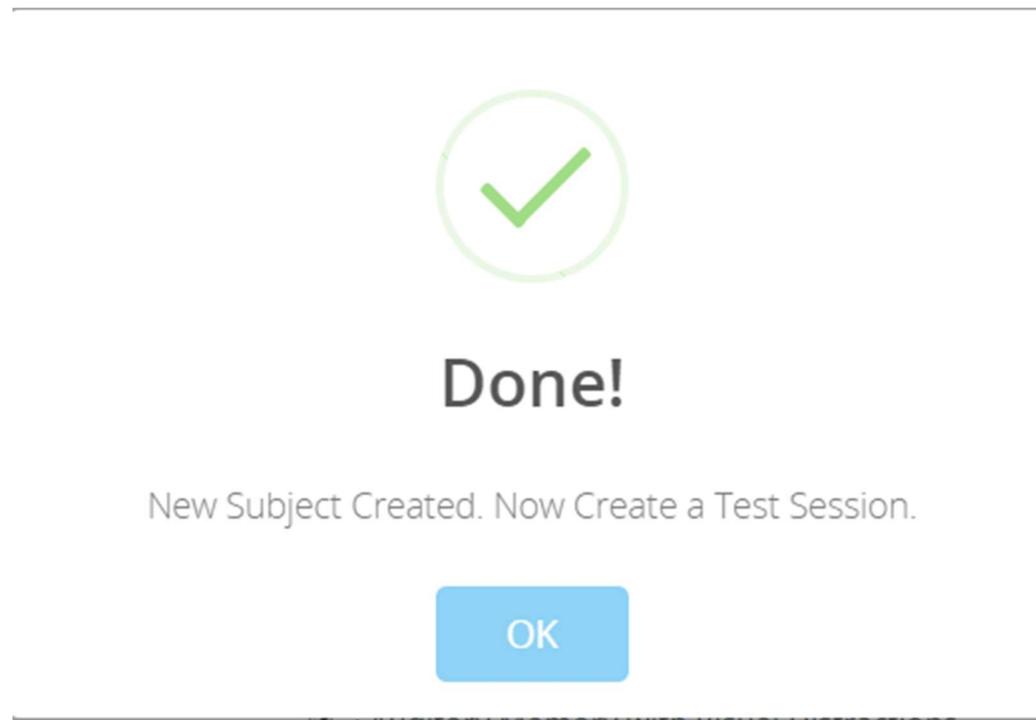
First Name*	<input type="text" value="John"/>
Last Name*	<input type="text" value="Doe"/>
Unique ID (e.g. SSN)*	<input type="text" value="9172345678"/>
Date of Birth*	<input type="text" value="02 / 03 / 2010"/>
Confirm Date of Birth*	<input type="text" value="02 / 03 / 2010"/>
Email	<input type="text" value="John.Doe@Gmail.com"/>
Phone 1	<input type="text" value="(212) 355-1212"/>
Phone 2	<input type="text"/>
Phone 3	<input type="text"/>
Gender	<input type="text" value="Male"/>
Ethnicity	<input type="text" value="American Indian or Alaska Native"/>
Education Level	<input type="text" value="Elementary School"/>
Occupation Type	<input type="text" value="Please Select..."/>
Address	<input type="text" value="Please Select Country..."/>
Comments	<input type="text" value="John's teachers report that he has difficulty staying focused in class, and doesn't socialize appropriately."/>

**required field*

Although only the first 4 fields are required, we encourage you to fill in all the relevant fields

Click on the “SAVE” button when you are done.

The Measure will display a Confirmation Screen confirming that you have successfully created a new subject, and reminding you that the next step is to create a Test Session:



Step 2: When you click the “OK” button, you will be redirected to the “**CREATE NEW TEST SESSION**” screen:

Create New Test Session

Subject: Doe , John (ID: 9172345678 | DOB: 2010-02-03) ▼

Test Language: English ▼

of Years Spoken: Since Birth ▼

Input Device: External Mouse ▼

Modules

- : Visual Closure
- : Visual Analogies
- : Information
- : Categorization
- : Auditory Memory
- : Visual Memory
- : Vocabulary / Communication Skills
- : Visual Memory with Auditory Distractions
- : Social Apperception/Awareness
- : Auditory Memory with Auditory Distractions
- : Processing Speed
- : Auditory Memory with Visual Distractions

This is a practice test

You will be charged one credit which will be refunded if you cancel the test before starting

By default, all 14 subtests (12 for children under 18-0 since Stress Tolerance is not displayed as an option for selection when testing children) are selected. You can use the “SELECT ALL” and “DESELECT ALL” buttons, as well as manually de-select or select any specific subtest to create the Test Session with the Subtests of your choice.

We STRONGLY recommend administering ALL Mezure Subtests whenever possible. You can give the subject breaks during test administration so long as ***you pause in between the subtests*** and ***not in the middle of any subtest.***

Note that a Test Session does NOT have to be administered at one time; if you close your browser in between subtests to stop the test administration, the Mezure will automatically continue to the next subtest in your test session when you login next time and continue that child’s test session again.

NOTE: There is a small checkbox on the CREATE TEST SESSION Screen called “This is a practice test”; please DO NOT select this checkbox unless you are simply practicing how to use the Mezure and the results will not be valid. During normal test administration of the Mezure, this checkbox should remain empty.

(see screenshot below):

Create New Test Session

Subject

Test Language

of Years Spoken

Input Device

- Modules
- : Visual Closure
 - : Visual Analogies
 - : Information
 - : Categorization
 - : Auditory Memory
 - : Visual Memory
 - : Vocabulary / Communication Skills
 - : Visual Memory with Auditory Distractions
 - : Social Apperception/Awareness
 - : Auditory Memory with Auditory Distractions
 - : Processing Speed
 - : Auditory Memory with Visual Distractions

Select All

Deselect All

This is a practice test



Save

Cancel

You will be charged one credit which will be refunded if you cancel the test before starting

When you click the “SAVE” button, you will receive confirmation that you have created the new Test Session successfully, and now the only remaining step is to Administer the Mezure Assessment:

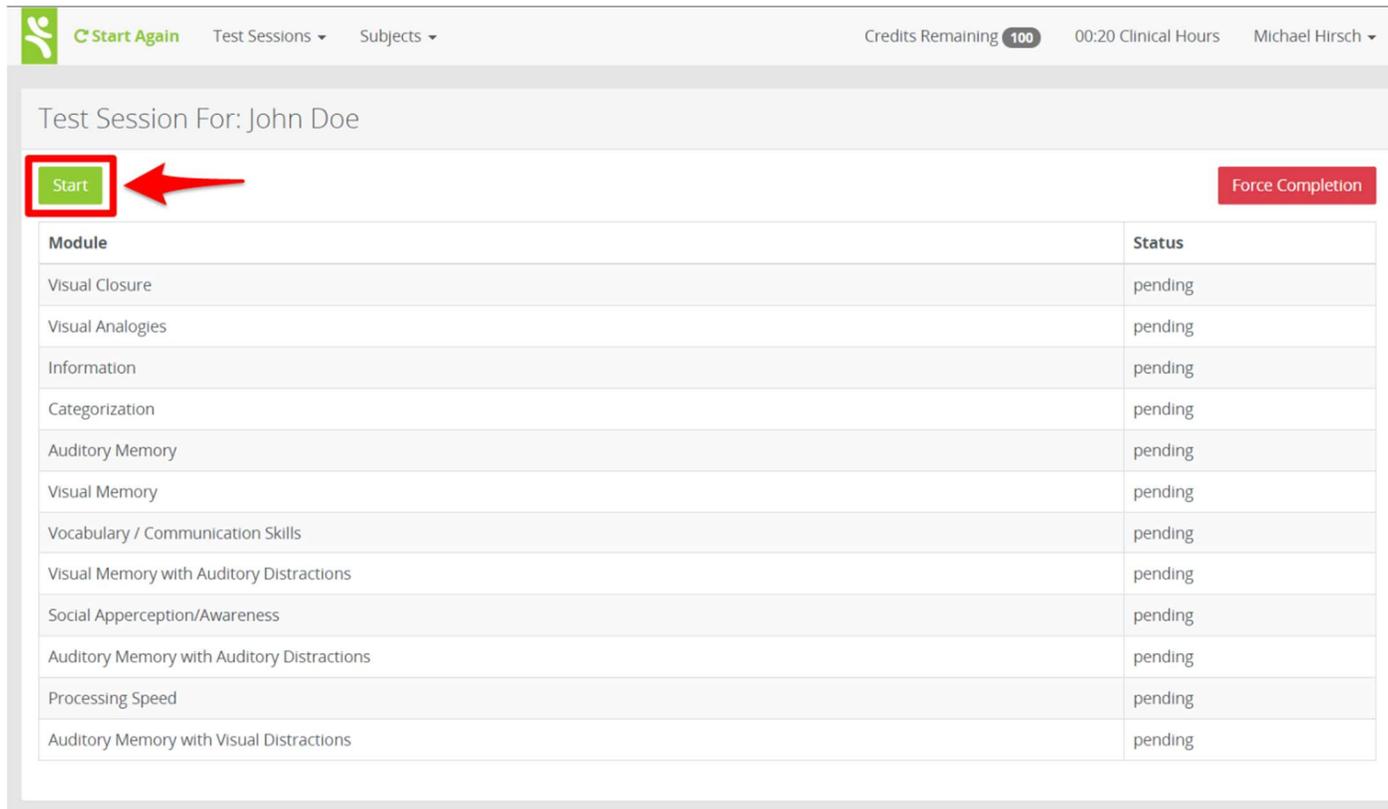


Done!

Test Session Created. Now Administer the Test.



Step 3: When you click on the “OK” button, the “**START TEST**” screen appears:



Test Session For: John Doe

Start Force Completion

Module	Status
Visual Closure	pending
Visual Analogies	pending
Information	pending
Categorization	pending
Auditory Memory	pending
Visual Memory	pending
Vocabulary / Communication Skills	pending
Visual Memory with Auditory Distractions	pending
Social Apperception/Awareness	pending
Auditory Memory with Auditory Distractions	pending
Processing Speed	pending
Auditory Memory with Visual Distractions	pending

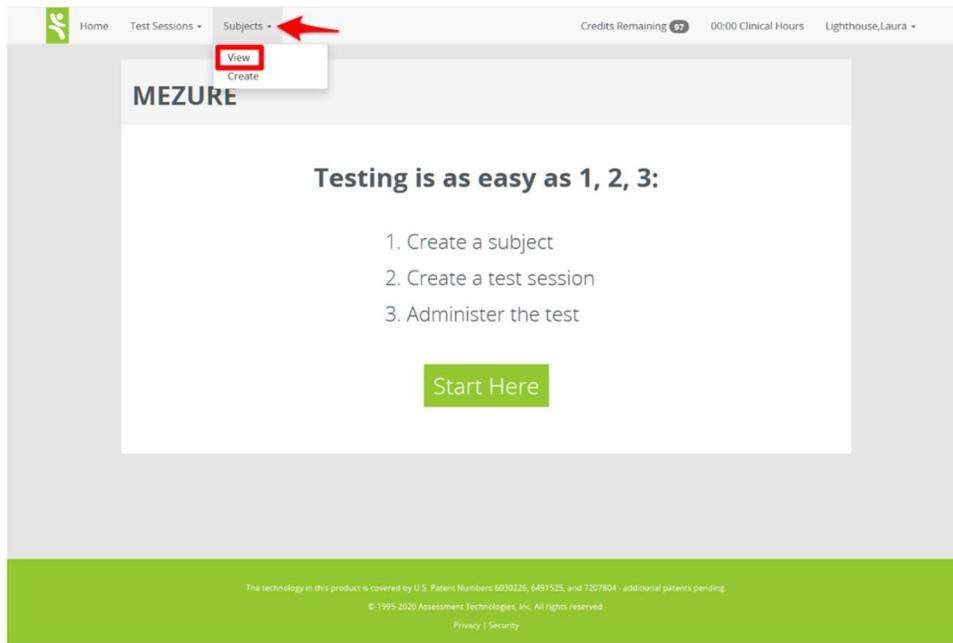
When the subject is sitting next to the test Administration (“Local Measure Administration”), you simply need to click on the “START” button to begin test administration.

REMOTE ADMINISTRATION OF THE MEZURE ASSESSMENT

The Mezure Assessment was specifically designed to be able to assess a subject remotely as well as locally. The first 2 Steps are the same as when administering the Mezure locally; first create the Test Subject and then create the Test Session as discussed previously.

The only difference when testing a subject remotely is in Step 3. Instead of clicking on the “START” button to simply begin Test Administration (as is done if the child is local), you instead click on the SUBJECTS Menu at the top of your screen and select “VIEW” to view the Subject List.

From the Home Page:



From the “Start” page (the 3rd Step of Measure Test Administration)

Home Test Sessions ▾ Subjects ▾ Credits Remaining 97 00:00 Clinical Hours Lighthouse,Laura ▾

Test Session For: Do

Start Force Completion

Module	Status
Vocabulary / Communication Skills	pending
Processing Speed	pending

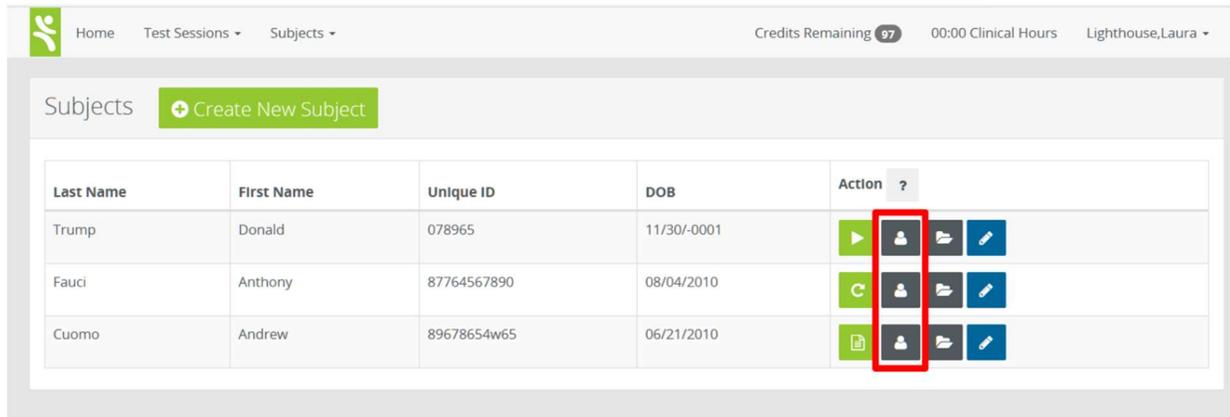
You will then see the SUBJECT LIST screen, which displays a list of all your Test Subjects.

Home Test Sessions ▾ Subjects ▾ Credits Remaining 97 00:00 Clinical Hours Lighthouse,Laura ▾

Subjects Create New Subject

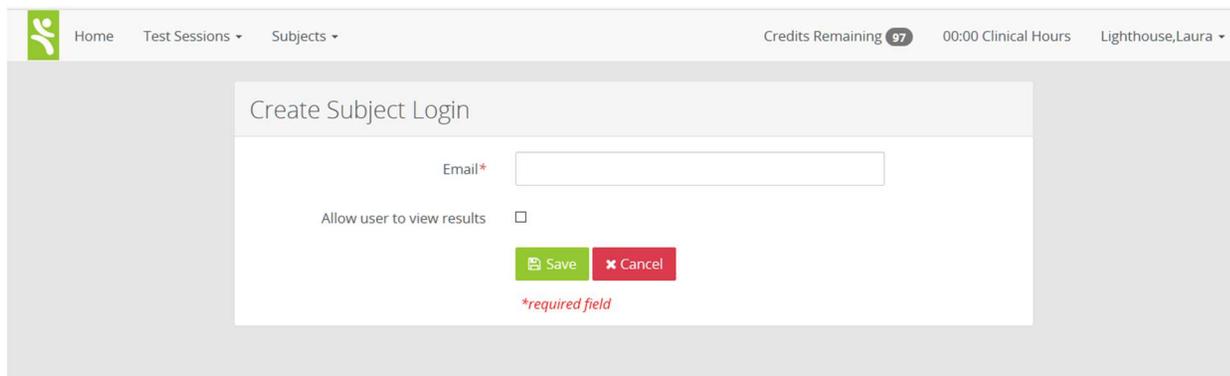
Last Name	First Name	Unique ID	DOB	Action ?
Trump	Donald	078965	11/30/-0001	   
Fauci	Anthony	87764567890	08/04/2010	   
Cuomo	Andrew	89678654w65	06/21/2010	   

Locate the icon that looks like the silhouette of a man (if you hover over this icon with your mouse, it will say “Manage Login”) next to the remote subject you wish to test:



Last Name	First Name	Unique ID	DOB	Action ?
Trump	Donald	078965	11/30/-0001	   
Fauci	Anthony	87764567890	08/04/2010	   
Cuomo	Andrew	89678654w65	06/21/2010	   

When you click on the “Manage Login” Icon, the “Create Subject Login” screen will appear:



Create Subject Login

Email*

Allow user to view results

**required field*

The “Subject Login” is a special feature specifically designed to enable Remote Test Subjects to login directly to the Mezure platform for Remote Test Administration. Simply fill in the email of the subject and click “SAVE” (*Note: this email ***must be unique*** in the Mezure system – it cannot be an email that has been previously used for any other Mezure login account).

The Mezure Platform will instantly send an email to the subject notifying them that a session has been created for them in the Mezure system; this email will provide a link for the Subject to create a login password to begin their Mezure Test Session.

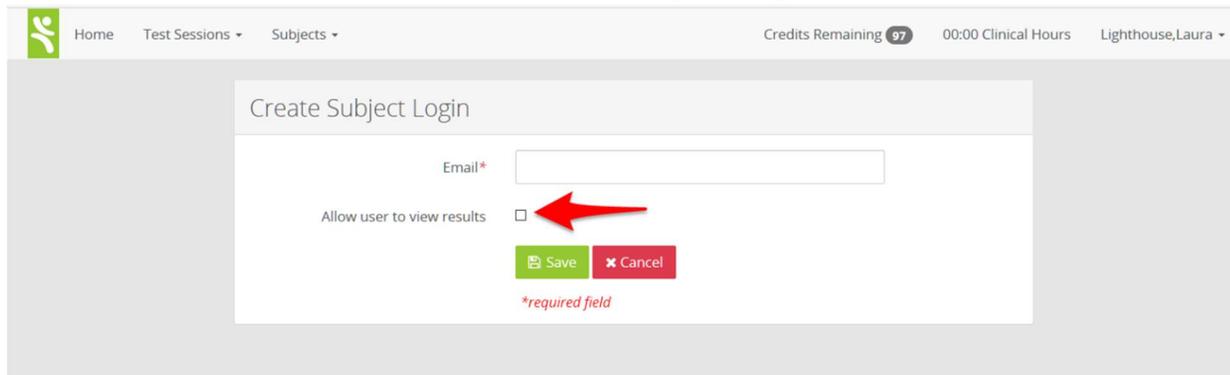
***NOTE: Since only very secure passwords are accepted when creating a Mezure Login, we strongly recommend that the following free website be utilized to generate a secure password for any Mezure account:**

<https://www.dashlane.com/features/password-generator>

The link provided to the Subject will only be valid for 24 hours (for security reasons). We recommend sending this link within 24 hours of your scheduled remote test administration.

If the link was sent earlier and the subject did not click on the link within 24 hours, the link will display a “Token Invalid” message when clicked after 24 hours. If that happens, please see the section above entitled “SETTING UP YOUR MEZURE ACCOUNT” regarding how to get a new password reset link sent out from the Mezure system.

Note the small checkbox on the “Create Subject Login” screen labelled “Allow Users to View Results”:



The screenshot shows the 'Create Subject Login' interface. At the top, there is a navigation bar with 'Home', 'Test Sessions', and 'Subjects'. On the right, it displays 'Credits Remaining 97', '00:00 Clinical Hours', and the user name 'Lighthouse, Laura'. The main form area contains an 'Email*' input field, an unchecked checkbox labeled 'Allow user to view results', and two buttons: a green 'Save' button and a red 'Cancel' button. A red arrow points to the checkbox. Below the buttons, there is a red asterisk and the text '*required field'.

This checkbox is deselected by default, since you typically do **not** want a subject to automatically see their test results at the completion of their test session. Be careful not to select this checkbox unless you intend to grant the remote subject full access to his or her test results.

You can always go back to this “Create Subject Login” screen later (such as when you are conducting a remote consultation with the parent of the child after the assessment has been completed) and select this checkbox to instantly grant the subject full access to these scores.

The “Remote Subject Login” feature can be utilized to create a secure, remote login even after an assessment is completed. This feature can prove quite useful when remotely collaborating with colleagues regarding a specific test result. You can grant any one individual secure, remote access to any specific test result (for assessments administered locally or remotely) by using the “Create Subject Login” feature with the “Allow User to View Results” checkbox selected.

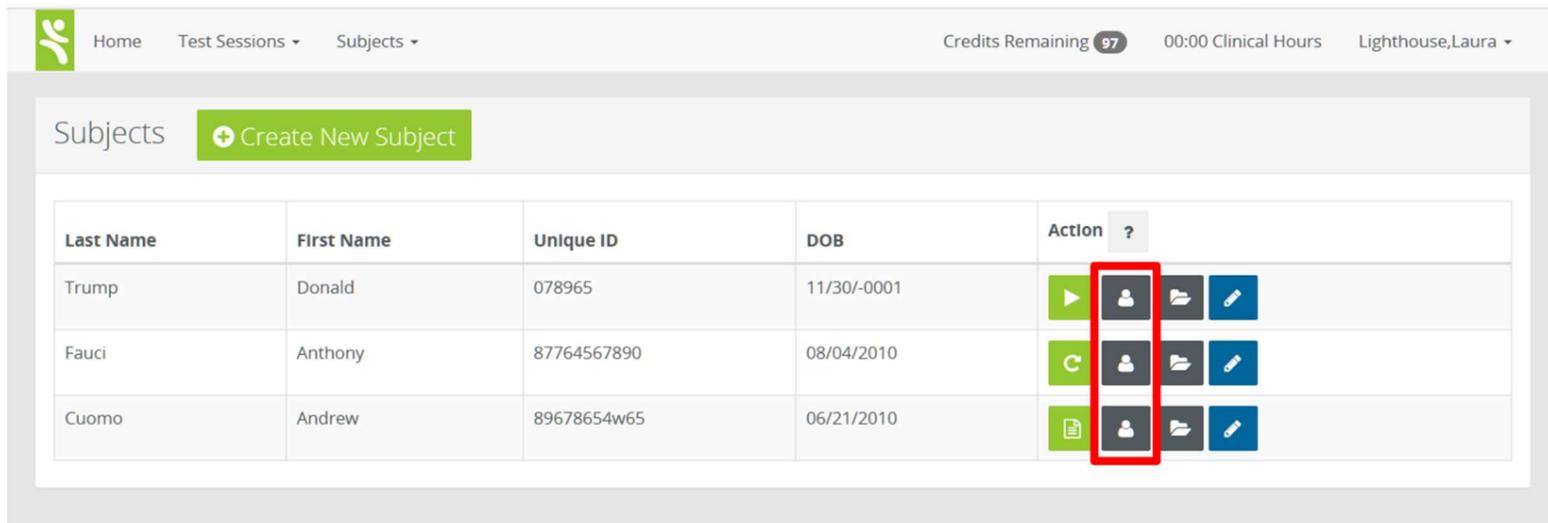
Make sure to “disable” your colleague’s remote login afterwards if you wish to use their email again (each Mezure login email can only be used once while active in the Mezure system; if you wish to grant access to the same colleague again later, make sure to disable the previous login account as described below).

DISABLE A REMOTE SUBJECT'S LOGIN ACCESS:

There are three reasons why to may want to remove a remote subject's login access in Mezure:

1. You tested a subject remotely and the assessment has been completed; the subject no longer requires access.
2. You want to use the "Remote Subject Login" feature to grant someone else access to that Subject's records.
3. You want to retain the ability to use the email currently associated with this Mezure Login for another Mezure Account Login (each Mezure Login account must be associated with a **unique** email address).

To disable any existing Remote Subject Login, simply click on the same "Manage Login" Icon:



The screenshot displays the Mezure Subjects management interface. At the top, there is a navigation bar with 'Home', 'Test Sessions', and 'Subjects' menus. On the right, it shows 'Credits Remaining 97', '00:00 Clinical Hours', and the user 'Lighthouse, Laura'. Below the navigation bar, there is a 'Subjects' section with a '+ Create New Subject' button. The main content is a table with the following data:

Last Name	First Name	Unique ID	DOB	Action ?
Trump	Donald	078965	11/30/-0001	   
Fauci	Anthony	87764567890	08/04/2010	   
Cuomo	Andrew	89678654w65	06/21/2010	   

You will be redirected to the “Manage Subject Login’ Screen. To Disable the remote subject’s login access, click on the “DISABLE LOGIN” button (shown below):

Manage Subject Login

Email*

Allow user to view results

**required field*

The Mezure System will ask you to confirm that you want to disable that subject login:



Are you sure?

This will prevent this subject from logging in remotely.

Cancel

Yes!

Click on the “YES” button to confirm that you want to continue. You will receive a confirmation message that the subject login has been successfully disabled, and disassociated from that subject record in the Mezure system:



Done!

Subject Login Disassociated



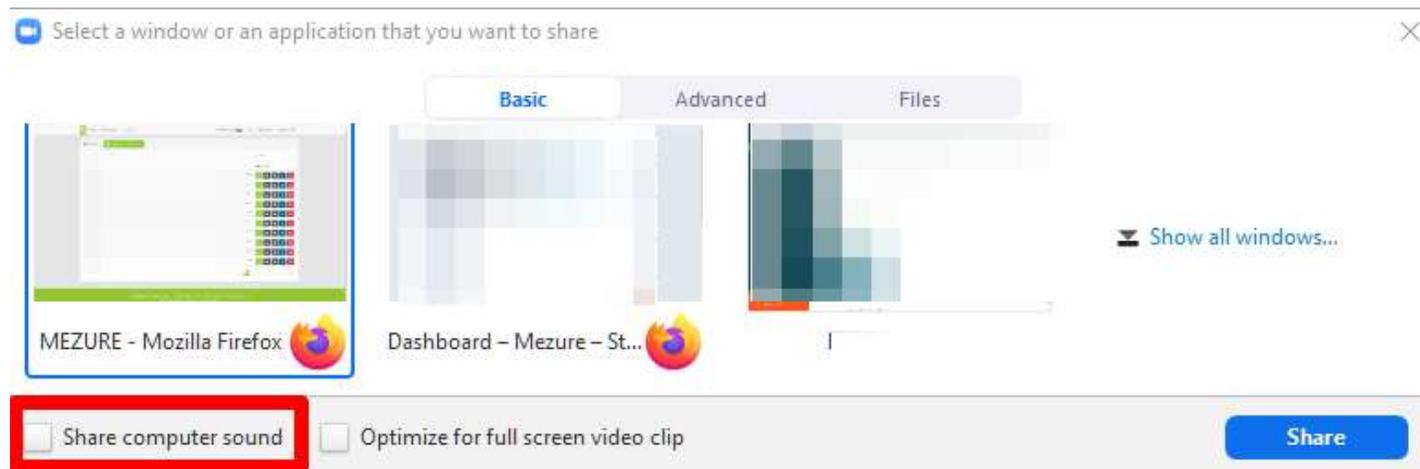
SUPERVISION OF REMOTE TEST ADMINISTRATION & FAQs

How can I observe the child taking the Mezure Assessment remotely?

Just as you observe the child when using the Mezure locally within a school environment, ***you must also observe the child during the entire assessment when testing remotely.*** The process is as follows:

1. Start a Zoom Meeting with the child being assessed.
2. Guide the child (or the parent) as he or she logs into the Mezure Assessment Platform.
3. Before the child clicks “START” to begin the test, you direct the child to share his or her screen with you through Zoom. Ensure that the child selects the “**Share Computer Audio**” box in Zoom so that you can hear the audio from the Mezure Assessment:

ZOOM: SHARE SCREEN OPTIONS



- We recommend the above setup so that any latency introduced by the Online Zoom meeting software will only affect the psychologist, but the child (who is logged directly into the assessment platform) will remain unaffected and will see each item without the additional latency of the meeting software. This ensures that the assessment will remain valid even if the psychologist has a slow internet connection.
- We further recommend that you explain to the child before he starts the assessment that you will be available throughout the assessment if he needs you, but you'll be turning off your video and muting your sound so as not to distract him. Unless he requires assistance, you'll keep your video off and audio muted until he completes the assessment, at which time you will turn your video & sound back on. The child's video, audio, and screensharing remain on throughout the entire assessment so you can monitor him properly.

Can I interact with the child during the assessment if he needs assistance?

Although most of the time the child will be able to complete the entire Mezure Assessment without any additional input required (even if the child has difficulty comprehending the instructions, each subtest includes up to 3 sample items as needed), you can certainly intervene to clarify anything that you deem necessary. You simply turn on your audio and instruct the child as you deem necessary, then mute yourself again.

How can I test the child in a home environment without the parents helping him with the answers?

Part of your responsibility when supervising the child remotely is to ensure that no one is assisting him with the answers. We strongly suggest that you include the parent together with the child when explaining the process before the test begins so that both the child and the parent understand what is expected of them in this process. Just as you can turn on your audio / video at any time during the assessment to offer additional instructions to the child, you can do the same to remind well-meaning parents not to interfere, if necessary.

How long does the Mezure Assessment take to Administer?

The time required to administer the entire Mezure Assessment is typically between 45 – 60 minutes. (Because the basals and ceilings are all automated, tests will typically take longer for older, higher performing students and shorter for younger, lower performing students). Most individual subtests take between 2 – 5 minutes.

Can the Mezure be administered in multiple sessions? What if the child needs a break during a test?

The Mezure Assessment can be administered in as many sessions as you like. You can stop any test administration between subtests, or just pause between subtests if you believe the child needs a break during test administration. You can end a testing session at any time simply by closing the browser in between subtests; the Mezure Assessment will automatically continue at the next subtest when you begin testing that child next time.

Due the engaging nature of the Mezure, most children will be able to complete the entire battery at one time, and very few children will require more than 2 sessions to complete the assessment.