



MUSIC TEACHERS' ASSOCIATION *of* CALIFORNIA®

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Guide to the CM Practice Portal

Students can take practice tests in one of two ways:

- (1) The student can access the practice tests directly from their Parent's account or
- (2) The student can access a practice test through a link emailed by the teacher.

In order to avoid confusion, the Practice Portal will only be available for students until their testing period begins. To send a practice test link to your student, follow these steps:

1. Log in to your Portal at new.mtac.org/login and click on the "Students" tab at the top of the page.
2. Click on the **gold** "Incomplete" status button for the student you wish to send the practice link to.
3. Click on gold "Practice Test Details" on the application page.
4. Click on the **gold** "Send Practice Theory Test Link to Student" button or the **gold** "Send Practice Sight Reading Test Link to Student" button in order to send the practice tests to the student. An email will be sent to the address that is listed on the parent's or adult student's account. **Please note, only one Practice Theory Test and one Practice Sight Reading Test can be taken per day.** After the student completes one of the available practice tests for that day, you cannot send another link until the following day.
5. The student will need to click on the link within the email. They will also need their Student ID and Application ID to continue.
 - A. Practice tests should be taken on a desktop or laptop computer. We also recommend the use of Google Chrome or Firefox. Taking the practice test on an iPhone, iPad, or tablet is not recommended and may result in errors which will prevent the student from completing the practice test. Practice tests cannot be restarted nor saved and resumed.
 - B. The time allotted for the practice test will be stated before the student can continue and they must confirm that they are the student taking the practice test before beginning. During the practice test, students will be able to review and edit their responses before submitting their answers.

- C. **Note that when a student takes a Practice Sight Reading Test, the device on which they take the test does not record them and there is no place for a student to upload their recording. If you wish to review your student's practice performance for Sight Reading, they will need to use a separate device to record themselves.**
6. Once the student has finished their practice test, you can view their results by logging into your Portal, clicking on the "Programs" tab at the top of the page, selecting "Certificate of Merit®."
 7. Scroll down to the "Practice Tests" section and click on the student's Application ID to continue.
 8. Click on "Practice Test Details." Here, you will see a brief summary for all practice tests that have been initiated by your student. The Theory summary includes the score, duration, and time limit. Click on the **gold** "Details" button to view every question and how your student answered. The Sight Reading summary includes the practice manuscripts. You can click on the gold manuscript to view it. **Please review the practice tests with your student and note that practice test results cannot be printed.**

Content and resources provided by www.mtac.org.