



Online Testing System Test Administrator User Guide

2020–2021

Published September 10, 2020

Prepared by Cambium Assessment, Inc.



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Introduction to the User Guide

This user guide supports test administrators (TAs) who manage testing for students participating in the Idaho State Assessment Program practice tests and operational tests.

Organization of the User Guide

The guide includes the following sections:

- [How TAs Proctor Test Sessions in the TA Site](#)
- [How Students Sign in to the Student Testing Site and Complete Tests](#)

There is also an alphabetized [Appendix](#) with additional information and instructions about the TA Site, the Secure Browser, and more.

Understanding the Online Testing System's Sites

The Online Testing System delivers Idaho's online tests and consists of practice sites and operational testing sites. The practice sites function identically to the operational testing sites. However, the tests that are available in the practice and operational sites are different. Tests administered in the TA Training Site are for practice whereas the tests provided in the TA Interface are operational and students' scores will be official.

- **Practice Sites**
 - **TA Training Site:** Allows TAs to practice administering tests.
 - **Student Training Site:** Allows students to practice taking tests online and using test tools. Students can log in to the testing site with their name and ID or as guests. They can either take proctored tests in sessions created by TAs in the TA Training Site or they can take non-proctored tests.
- **Operational Testing Sites**
 - **TA Interface:** Allows TAs to administer operational tests.
 - **Student Testing Site:** Allows students to take operational tests.

Throughout the rest of this user guide, "TA Site" refers to both the TA Interface and TA Training Site.

How TAs Proctor Test Sessions in the TA Site

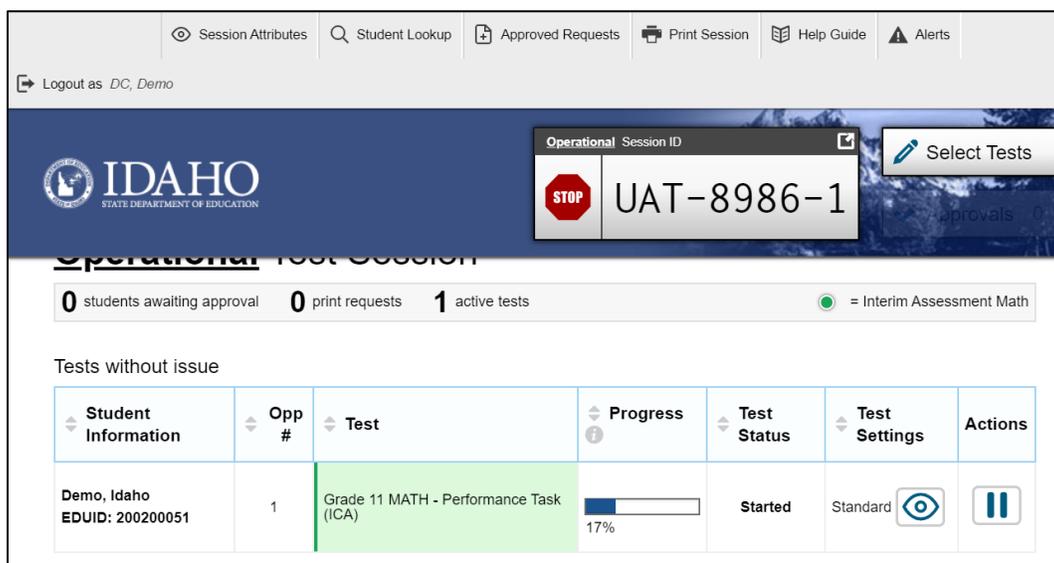
Administering tests in the Online Testing System is a straightforward process and the basic workflow is as follows:

1. The TA selects tests and starts a test session in the TA Site.
2. Students sign in to the Student Testing Site and request approval for tests.
3. The TA reviews students' requests and approves them for testing.
4. Students complete and submit their tests.
5. The TA stops the test session and logs out.

This section describes how TAs perform the following tasks within the TA Site (see [Figure 1](#)) to successfully administer online tests:

- [How to Select Tests and Start a Test Session](#)
- [How to Approve Students for Testing](#)
- [How to Monitor an Ongoing Test Session](#)

Figure 1. TA Site During an Ongoing Test



For information about the testing process from a student's perspective, see the section [How Students Sign in to the Student Testing Site and Complete Tests](#).

How to Select Tests and Start a Test Session

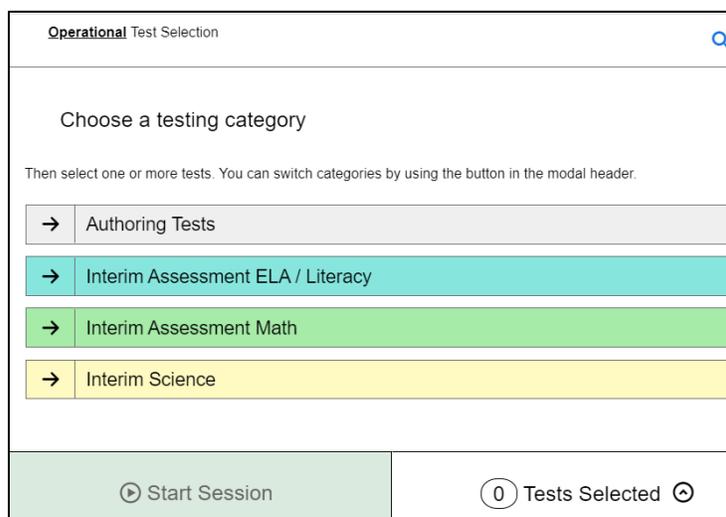
The first step in administering online tests is to select the tests that you wish to administer and start a test session. You can administer state-mandated achievement tests as well as formative tests that have been created and published in the Authoring system by districts and schools.

Please note that only the tests that you select will be available to students who join your session. You may have only one session open at a time. You cannot reopen closed sessions, but students can resume a test in a new session.

How to Create a New Test Session

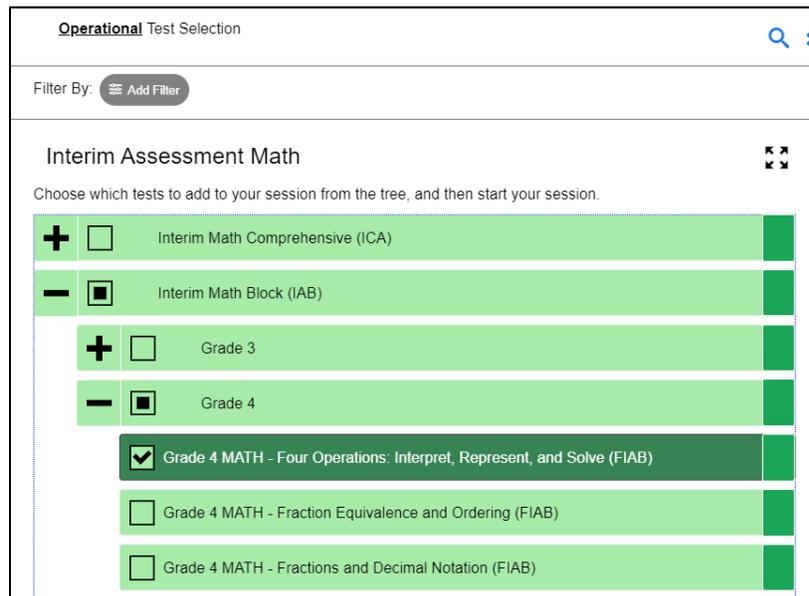
1. Log in to the TA Site. The **Test Selection** window (see [Figure 2](#)) opens automatically. If the **Test Selection** window is not open, click **Select Tests** in the upper-right corner of the TA Site.

Figure 2. Test Selection Window: Test Categories



2. From the list of color-coded test categories, select the test category from which you wish to include tests. This will display the tests or test groups available for that test category (see [Figure 3](#)).

Figure 3. Test Selection Window: Test Category Subgroups



3. *Optional:* Expand a test subgroup to view the constituent tests. All test groups and sub-groups appear collapsed by default and you may have to expand the test group to view individual tests.

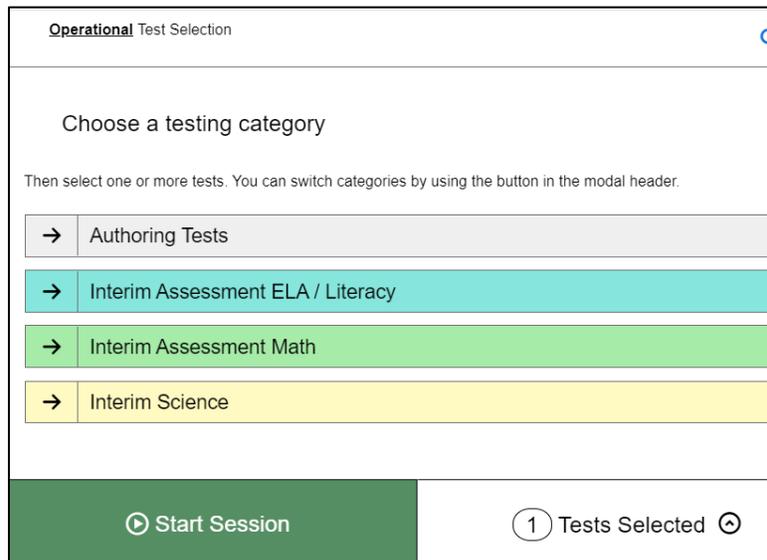
- To expand a test group, select **+** (or **Expand All**).
- To collapse an expanded test group, select **–** (or **Collapse All**).
- To expand or collapse all the groups within a test category simultaneously, select .

4. To select the tests you wish to administer, do one of the following:

- To select individual tests, mark the checkbox for each test you want to include.
- To select all the tests in a test group, mark the checkbox for that group.

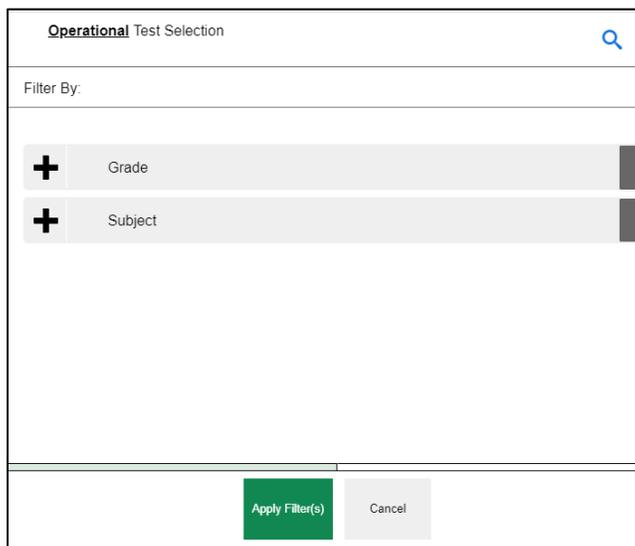
Once selected, tests are displayed under their respective test categories in the right-hand side panel of the **Test Selection** window (see [Figure 3](#)). If viewing on a smaller screen, the test selection count is displayed at the bottom of the **Test Selection** window (see [Figure 4](#)). To expand the selected tests section, select .

Figure 4. Test Selection Window: Tests Selected View for Small Screens



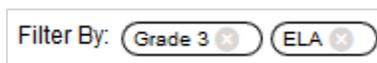
5. *Optional:* If you need to remove selected tests, do one of the following:
 - To remove an individual test, select  for each test you want to remove.
 - To remove all the selected tests, select **Clear All**.
6. To add tests from a different test category, do the following:
 - a. Select **Back** at the bottom of the **Test Selection** window to return to the test categories view (see [Figure 2](#)).
 - b. Repeat Steps [2](#) to select the necessary tests.
7. *Optional:* When adding tests to your session, you may filter available tests based on the grade level and subject associated with the tests. If tests created in the Authoring system are available to be administered, you can filter tests by custom labels and standards as well. To filter tests, do the following:
 - a. Select . The filter panel appears (see [Figure 5](#)).

Figure 5. Test Selection Window



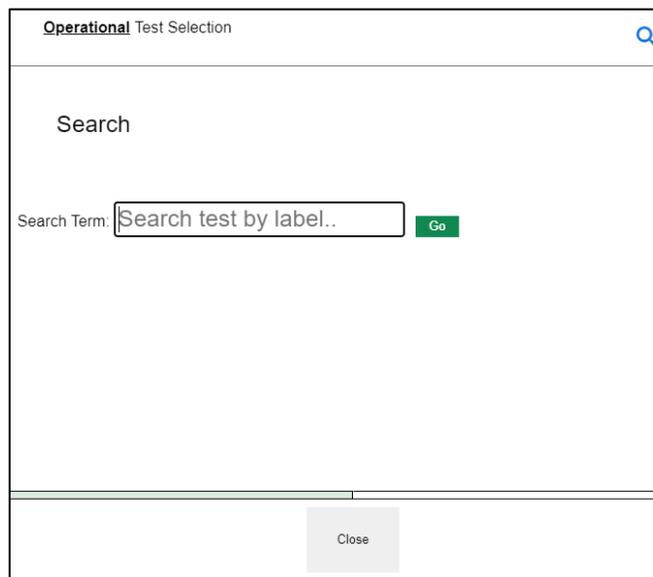
- b. Expand the available filter categories and check the necessary grades and subjects that you wish to filter by. The selected filters are listed on top (see [Figure 6](#)).

Figure 6. Filter Selections



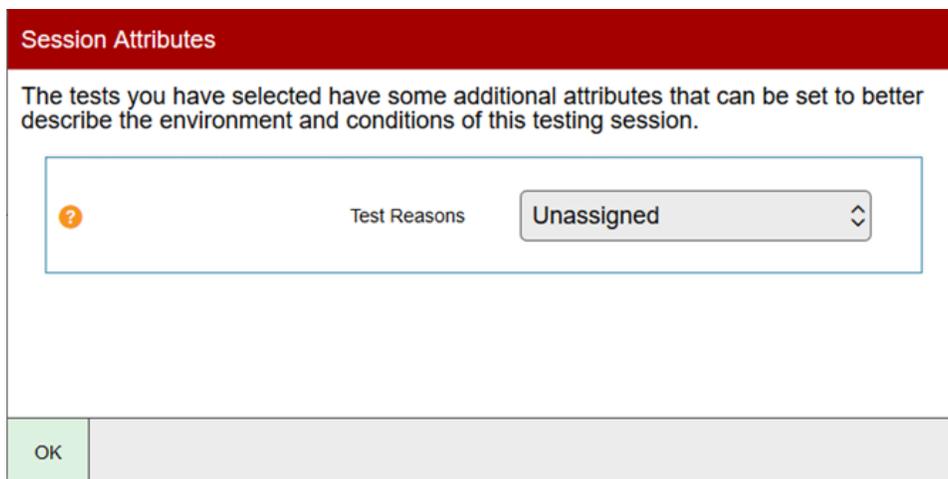
- You can remove a selected filter by selecting  for the applicable filter.
- c. Select **Apply Filter(s)** to apply your selected filters. The test list updates to display the tests that match your filter criteria.
8. *Optional:* You can also search for specific tests by their labels. To search for a test, do the following:
 - a. Select  in the upper-right corner to bring up the search panel (see [Figure 7](#)).

Figure 7. Test Selection Window: Search Panel



- b. In the *Search Term* field, enter the full or partial test label and select **Go**. The tests matching the entered label will be displayed. Note, the search term must be at least three characters long.
 - c. To close the search panel, select **Close** at the bottom of the panel.
9. Once the required tests have been selected, click **Start Session**. The exact label for this button may vary depending on whether you are starting a practice or operational session. The button becomes active after you have selected a test.
 10. If the **Session Attributes** window (see [Figure 8](#)) appears, select attributes for the session from the available drop-down lists and select **OK**.
 - The **Test Reason** attribute categorizes the test opportunities in your session for reporting purposes.

Figure 8. Session Attributes Window



- The Session ID appears on the TA Site (see [Figure 9](#)). Provide the Session ID to your students. Please remember to write down the Session ID in case you accidentally close the browser window and need to return to the active test session.

Figure 9. Test Session ID

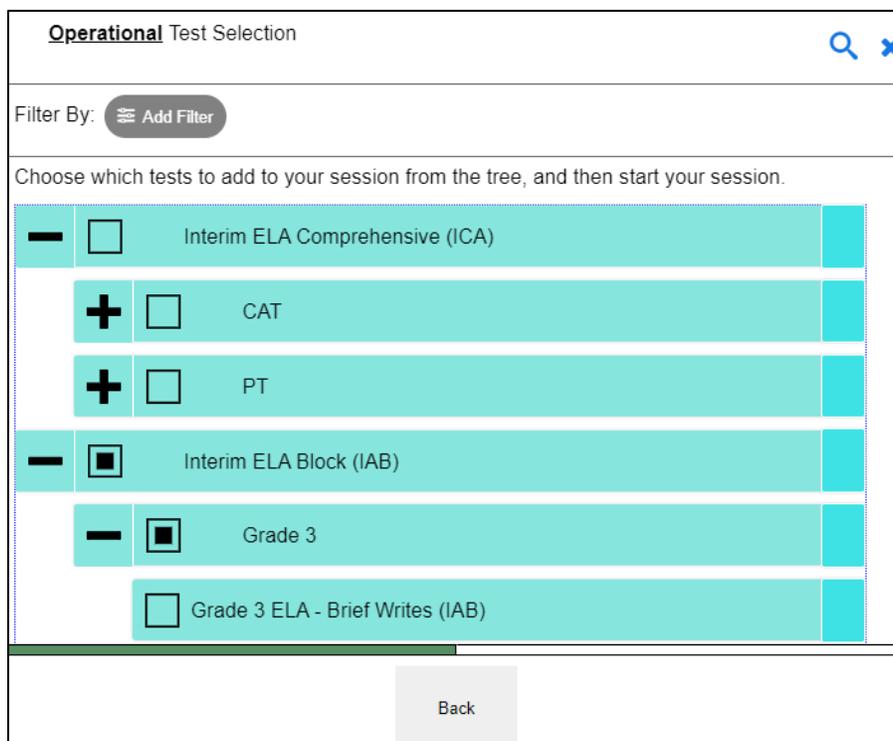


How to Add Tests to an Active Test Session

If necessary, you can add additional tests to an ongoing test session. While you can add tests to an active test session, you cannot remove tests from an active test session.

- In the upper-right corner of the TA Site (see [Figure 1](#)), click **Select Tests**. The **Test Selection** window (see [Figure 10](#)) opens to the page that you last viewed and shows the tests that are currently active in the session.
- Mark the checkboxes of the tests that you wish to add to the session following the instructions in the [How to Create a New Test Session](#) section. Tests that are already active in the session or that cannot be added to the session are grayed out. If the active session includes a stand-alone test, the test categories themselves are disabled.

Figure 10. Test Selection Window: Add to Session



- Optional:* To remove a selected test, do the following:

- To remove an individual test, select  for each test you want to remove. The button is only displayed for tests that are not yet active in the session.
 - To remove all the selected tests, select **Clear All**. All selected tests that are not yet active will be removed.
4. Select **Add to Session**. The exact label for this button may vary depending on whether you are starting a practice or operational session. The button becomes active after you have selected at least one new test.
 5. In the confirmation message that appears, click **Yes**.
 6. *Optional:* If the **Session Attributes** window appears, it displays the test reason or other attributes you selected when you started the session.
 - To select a new test reason, select the test reason and click **OK**. The test reason changes for every test opportunity in the session. However, any test opportunities that were completed before you changed the test reason will be submitted with the original test reason selected for the session.

How to Approve Students for Testing

After students sign in to the Student Testing Site and select tests, you must verify that their settings and accommodations are correct before approving them for testing. If a test contains segments requiring TA approval, you must also follow the same procedure when approving students' entry to test segments.

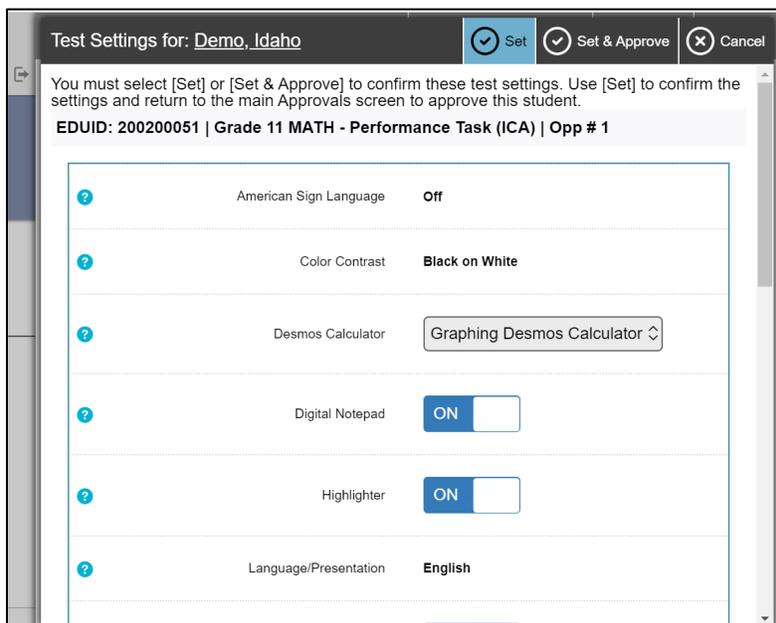
1. Select **Approvals** next to the Session ID (see [Figure 1](#)). The **Approvals and Student Test Settings** window (see [Figure 11](#)) appears displaying a list of students grouped by test (and test segment, if applicable). Note, the **Approvals** button becomes active when students are awaiting approval and shows you how many students are awaiting approval. The **Approvals** notification updates regularly, but you can also select  in the upper-right corner to update it manually.

Figure 11. Approvals and Student Test Settings Window

Approvals and Student Test Settings					Approve All Students	Refresh	Done
3 students awaiting approval		0 active tests	0 tests in session	= ISAT Sample Tests			
Grade 3 ELA - Practice Test - 1 student(s)					Approve All Students		
Student Name	EDUID	Opp #	See Details	Action			
DoNotDelete, AFT	888887342	1	Standard				
Grade 4 ELA - Practice Test - 1 student(s)					Approve All Students		
Student Name	EDUID	Opp #	See Details	Action			
DoNotDelete, AFT	888887376	1	Standard				
Grade 5 ELA - Practice Test - 1 student(s)					Approve All Students		
Student Name	EDUID	Opp #	See Details	Action			
DoNotDelete, AFT	888887322	1	Standard				

- To check a student’s test settings and accommodations, select for that student. The **Test Settings** window appears (see [Figure 12](#)) displaying the student’s test settings grouped by their area of need. Icons next to each setting indicate whether it is a universal tool () , designated support () , or accommodation () .

Figure 12. Test Settings Window for a Selected Student



- a. If any settings are incorrect, update them as required. Students should not begin testing until their settings are correct.
 - Editable settings must be updated in this window, while read-only settings must be updated in the Test Information Distribution Engine (TIDE).
- b. Do one of the following:
 - To confirm the settings, select **Set**. You must still approve the student for testing (see Step [5](#)).
 - To confirm the settings and approve the student, select **Set & Approve**.
 - To return to the **Approvals and Student Test Settings** window without confirming settings, select **Cancel**.
3. Repeat Step [2](#) for each student in the **Approvals and Student Test Settings** list. Since the **Approvals and Student Test Settings** window does not automatically refresh, select **Refresh** at the top of the window to update the list of students awaiting approval.
4. If you need to deny a student access to testing, do the following (otherwise skip to Step [5](#)):
 - a. Select  for that student.
 - b. *Optional:* In the window that appears, enter a brief reason for denying the student.
 - c. Select **Deny**. The student receives a message explaining the reason for the denial and is logged out. The student can still request access to the test again.

5. If you wish to approve students directly from the **Approvals and Student Test Settings** window, do the following:
 - To approve individual students, select  for each student.
 - To approve all students for a given test or segment, select **Approve All Students** for that test or segment.
6. Depending on the timing attribute selected for your session, you may need to repeat the approval process and select **Approve All Students** to ensure that the students begin testing simultaneously.

How to Monitor an Ongoing Test Session

After you approve students for testing, you can monitor the testing progress for each student logged in to your session, approve a student's print request, and pause a student's test if necessary.

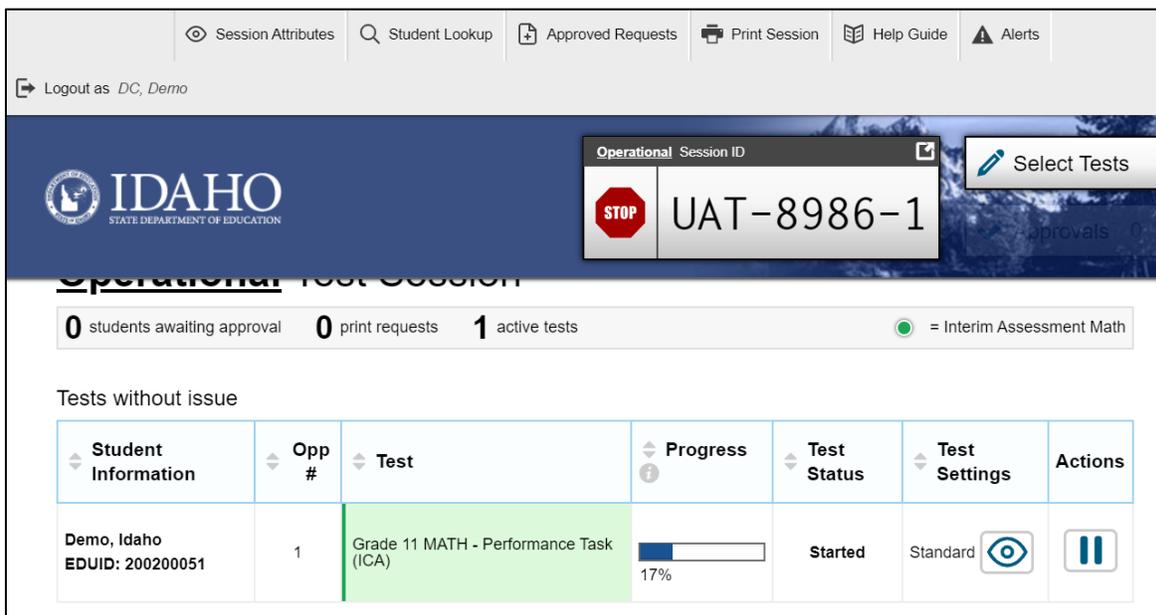
How to Monitor Students' Test Progress

You can monitor the testing progress for each student logged in to your session from the table(s) displayed on the TA Site (see [Figure 13](#)).

At the start of the test, all the students in the session are listed in the **Tests without issues** table. If the Online Testing System detects that a student requires assistance, such as a student has a pending print request, or a student's test has been paused due to an environment security breach or due to the launch of a forbidden application, the **Tests with potential issues** table appears at the top listing the students who need intervention.

The table(s) refresh at regular intervals, but you can also refresh the table(s) manually by selecting  in the upper-right corner of the TA Site. You can also sort the tables by a given column by selecting  in that column's header.

Figure 13. Table(s) for Monitoring Students' Test Progress



[Table 1](#) describes the columns in the tables for monitoring students' test progress.

Table 1. Columns in the Table(s) for Monitoring Students' Test Progress

Column	Description
Student Information	The name and EDUID of the student in the session.
Opp #	Opportunity number for the student's selected test.
Test	Name of the test the student selected. For segmented tests, this column also displays the name of the test segment that the student is currently testing.
Time	Depending on the selected timing attribute and the student's test settings, the timer in this column indicates the approximate remaining or elapsed time in the student's test. There may be a brief delay between the student's test and the time displayed in this column.
Progress	Indicates the student's test progress. It may display how many questions the student has answered out of the total number of test questions or display a progress bar to indicate how far the student has progressed in the test. The progress bar indicates the percentage of questions the students have answered out of the total number of questions, the percentage of questions the student has answered or viewed out of the total number of questions, or the percentage of questions the student has answered and the percentage of questions the student has viewed out of the total number of questions.
Test Status	Current status for each student in the session. For more information about the statuses in this column, see Table 2 . If the Online Testing System detects that a student may be experiencing technical difficulties or requires assistance, such as the student may be experiencing connection issues, has a pending print request, or has paused his or her test, a more info icon () is displayed in this column for the

Column	Description
	student. When you hover over the icon, a message is displayed providing details about the issue.
Test Settings	<p>Displays one of the following:</p> <ul style="list-style-type: none"> • Standard: Default test settings are applied for this test opportunity. • Custom: One or more of the student's test settings or accommodations differ from the default settings. <p>To view the student's settings for the current test opportunity, select .</p>
Actions	<p>Allows you to perform any available actions for an individual student's test.</p> <p>The  button in this column allows you to pause the student's test. If a student pauses his test, a more info icon () is displayed in the Test Status column, which provides information about how the test became paused. However, the more info icon is not displayed when the TA pauses a student's test.</p> <p>A  button appears in this column when the student requests a printout of test material. For information on how to approve students' print requests, see the section How to Approve a Student's Print Request.</p>

[Table 2](#) describes the codes in the Test Status column of the table(s) for monitoring students' test progress.

Table 2. Student Testing Statuses

Column	Description
Approved	You approved the student, but the student did not yet start or resume the test.
Started	Student started the test and is actively testing.
Review	Student visited all questions and is currently reviewing answers before completing the test.
Completed	Student submitted the test. The student can take no additional action at this point.
Submitted	Test was submitted for quality assurance review and validation.
Reported	Test passed quality assurance and is undergoing further processing.
Paused*	Student's test is paused. The time listed indicates how long the test has been paused.
Expired*	Test was not completed by the end of the testing window and the opportunity expired.
Pending*	Student is awaiting approval for a new test opportunity.
Suspended*	Student is awaiting approval to resume a test opportunity.

*Appears when the student is not actively testing. The student's row grays out in such cases.

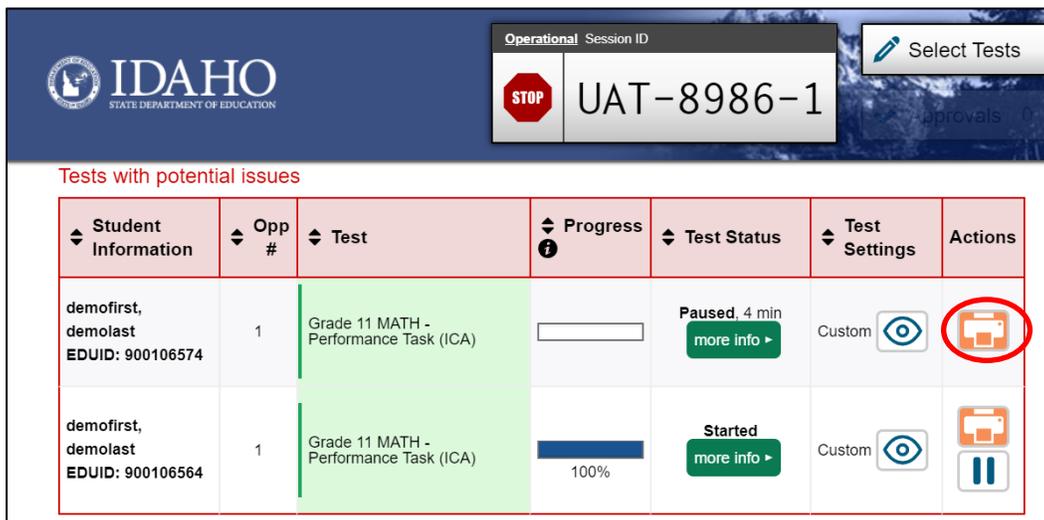
How to Approve a Student's Print Request

Students using the print-on-request tool can request printouts of test passages and questions. You must view and approve these print requests. When students send print requests, the request notification appears in the **Tests with potential issues** table.

You can also view a list of every print request you approved during the current session. For more information, see [Print Approved Requests Information](#).

1. Select  (see [Figure 14](#)) in the Actions column of the **Tests with potential issues** table for a student. The request notification appears for students who have sent print requests.

Figure 14. Print Request Notification



Student Information	Opp #	Test	Progress	Test Status	Test Settings	Actions
demofirst, demolast EDUID: 900106574	1	Grade 11 MATH - Performance Task (ICA)	<div style="width: 0%; height: 10px; background-color: #ccc;"></div>	Paused, 4 min more info ▶	Custom	
demofirst, demolast EDUID: 900106564	1	Grade 11 MATH - Performance Task (ICA)	<div style="width: 100%; height: 10px; background-color: #007bff;"></div> 100%	Started more info ▶	Custom	

2. Review the request in the **Student Print Request** window (see [Figure 15](#)) and do one of the following:
 - To approve the request, select . A cover sheet appears in a new browser window.

Figure 15. Student Print Request Window

Student Print Request(s) For:

Name: demofirst, demolast **EDUID:** 900106574

This page displays a request for each passage that a student would like printed. Select [Approve] if you approve the print request, or [Deny] if you do not. Note: Selecting [Approve] brings up a Print Preview page based on the browser you are using. Select [Print] from that page to send this request to your print station.

Print Requests

New Requests	Date and Time	Action
Print Passage - Page for Items 1-6	8/6/2020, 11:49:36 PM	<input type="checkbox"/> <input checked="" type="checkbox"/>

- To deny the request, select . In the window that appears, enter a brief reason for denying the request and select **Deny**. Do not proceed to Step [3](#).
3. In the window displaying the cover sheet, select **Print** to open the printer dialog box.
 4. Select **OK** to print the requested test elements.

How to Pause a Student's Test

You can pause a student's test if necessary. Please note that pausing a timed test pauses the timer for that individual student but not the timer for the test session.

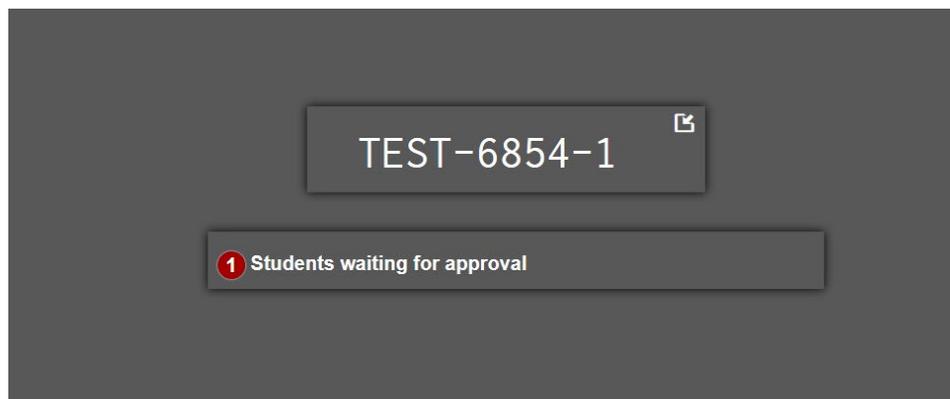
1. In the Actions column of the table(s) for monitoring students' test progress, select  for the student whose test you wish to pause.
2. Select **Yes** to confirm. The Online Testing System logs the student out.

How to Enable Screensaver Mode

Since the student test progress tables in the TA Site often contain sensitive student information, such as student IDs, the TA Site consists of an in-built screensaver to hide the data from view. If the screensaver mode is auto-enabled, the screensaver will automatically turn on if you are not active in the TA Site for five minutes. If the screensaver mode is not auto-enabled, it is strongly recommended that you manually turn on the screensaver mode when stepping away from your device.

1. To turn on screensaver mode, select  in the upper-right corner of the Session ID (see [Figure 1](#)). A masking screen appears over the TA Site (see [Figure 16](#)). The screensaver displays the Session ID and the timer, if applicable. It also displays notifications if students are awaiting approval, there are pending print requests, or if students require other interventions.

Figure 16. Screensaver Mode Enabled



2. To turn off the screensaver mode, select  in the upper-right corner of the Session ID on the screensaver window. The button is only displayed if the screensaver mode is not set to auto-disable upon activity. If the screensaver mode is set to auto-disable upon activity, the screensaver will automatically turn off if any mouse or keyboard activity is detected. It will also turn off automatically if the test session times out due to TA or student inactivity or once the allotted time expires for a timed test.

How to Stop a Test Session

When students finish testing, or the current testing timeslot is over, you should stop the test session. Stopping a session automatically logs out all the students in the session and pauses their tests.

Once you stop a test session, you cannot resume it. To resume testing students, you must start a new session. Please note, the Online Testing System automatically logs you out after 20 minutes of both user and student inactivity in the session. This action automatically stops the test session.

If the TA Site displays the timer, the session stops automatically when the timer reaches the end of the grace period. If the session was interrupted or does not display the timer, follow the instructions in this section to stop the session manually.

1. To stop a test session, select  next to the Session ID (see [Figure 1](#)).
2. Next, select **OK** in the confirmation message that appears. The test session stops.

How to Log Out of the TA Site

You should log out of the TA Site only after stopping a test session to prevent stopping a test session that is in progress. Please note that navigating away from the TA Site also logs you out. If you need to access another application while administering tests, open it in a separate browser window.

1. Select  in the upper-right corner of the TA Site (see [Figure 1](#)). A warning message appears.
2. In the warning message, select **Log Out**. The Idaho State Assessment Program portal appears.

How Students Sign in to the Student Testing Site and Complete Tests

This section describes the student sign-in process for the Student Testing Site that students follow when starting a new test or resuming a paused test. It also describes how students can view stimuli, respond to questions, pause a test, review previously answered questions, and submit a test.

How Students Sign in and Select Tests

When testing, students must sign in to the appropriate testing site. For sessions created in the TA Interface, students sign in to the Student Testing Site on the Secure Browser or Take a Test app.

Students may also take practice tests in the Student Training Site to familiarize themselves with the online testing process. Aside from the sign-in process, the Student Training Site has the same appearance and functionality as the Student Testing Site. For information on how students sign in to the Student Training Site, see [Practice Test Site Student Sign-In Process](#).

How to Sign in to the Secure Browser or Take a Test App

1. Launch the Secure Browser or Take a Test app on the student's testing device. The **Student Sign-In** page appears (see [Figure 17](#)).
2. Next, students enter the following information:
 - a. In the *First Name* and *EDUID* fields, students enter their first name and EDUD as they appear in TIDE.
 - b. In the *Session ID* field, students enter the Session ID as it appears on the TA Site. The first part of the three-part session ID that indicates whether a student is on the Student Testing Site or the Student Training Site is pre-filled.

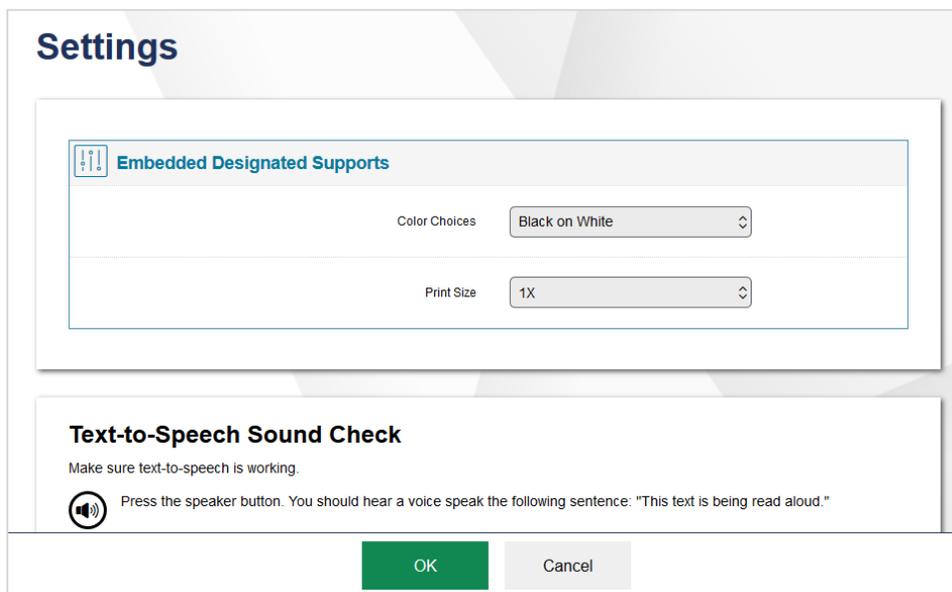
Figure 17. Student Testing Site Student Sign-In Page

The screenshot shows a sign-in page with the following elements:

- Title:** Please Sign In
- First Name:** Input field with a person icon.
- Student ID:** Input field with a TIDE icon.
- Session ID:** Input field with a key icon and 'PROD' pre-filled.
- Operational Test Site Notice:** A blue box on the left with the text: "This is the Operational Test Site. If you wish to take a practice test, please click the button below." and a "Take a Practice Test" button.
- Sign In Button:** A green button at the bottom right.

3. *Optional:* Students can modify test settings (such as background and text color) for the sign-in process, which persist until you set the actual test settings during the TA approval process:
 - a. Students select the cog wheel  in the upper-right corner of the **Student Sign-In** page to open the **Settings** page (see [Figure 18](#)).
 - b. Next, they select their preferred options from the available drop-down lists and select **OK**.

Figure 18. Settings Page



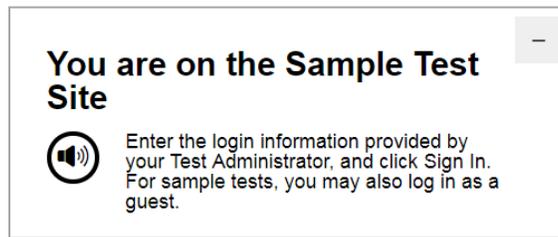
4. *Optional:* Students can read or listen to page directions, such as how to sign in to the Student Testing Site, if available:
 - a. Students select  to expand the Text-To-Speech card (see [Figure 19](#)), which appears on the **Student Sign-In** page and all consecutive pages prior to the test item pages. The Text-To-Speech card expands to display instructions pertaining to the page (see [Figure 20](#)).

Figure 19. Text-to-Speech Card



- b. Students can read the text or select  to hear the instructions.

Figure 20. Page Directions Message



5. Students select **Sign In**. The *Is This You?* page appears (see [Figure 21](#)).

How to Verify Student Information

After signing in to the Student Testing Site, students must verify their personal information on the *Is This You?* page.

- If all the information on the *Is This You?* page is correct, the student selects **Yes** to proceed.
- If any of the information is incorrect, the student must select **No**.

You must notify the appropriate school personnel that the student’s information is incorrect. Incorrect student demographic information must be updated before the student begins testing

Figure 21. Is This You? Page

Is This You?
Please review the following information.

First Name Jane	Grade 04
SSID 999991234	School: Demo inst 9999
School: Demo inst 9998	School: Demo inst 9997
School: Demo inst 9996	

Yes No

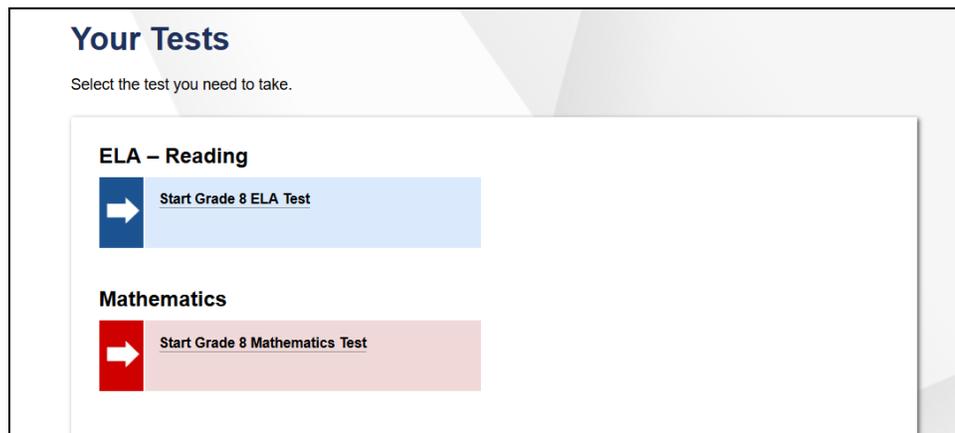
How to Select a Test

Students can select their tests from the *Your Tests* page (see [Figure 22](#)) that appears after students verify their personal information. The *Your Tests* page displays all the tests that a student is eligible to take. Students can only select tests that are included in the session and still need to be completed.

If a student is only eligible for one test, the *Your Tests* page is skipped. The test is automatically selected, and the student is directly taken to the *Waiting for Approvals* page.

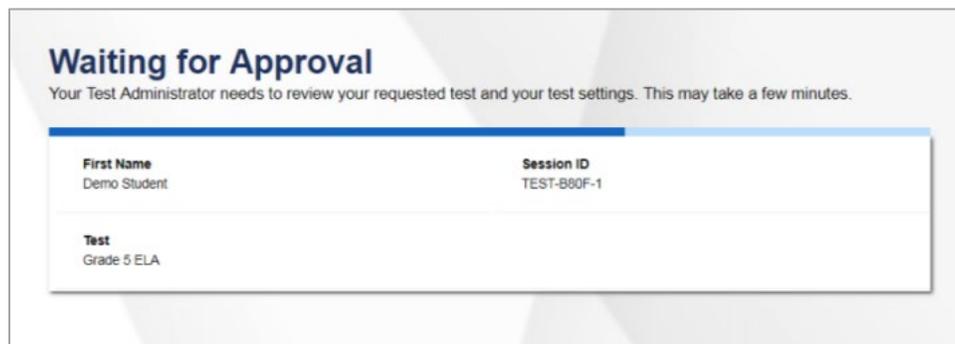
1. From the **Your Tests Page** that lists a student’s eligible tests in color-coded categories, the student selects the name of the test.
 - If a student’s required test is inactive or not displayed, the student should log out. You should verify the test session includes the correct tests and add additional tests, if necessary.

Figure 22. Your Tests Page



2. The student’s request is sent to the TA for approval and the student is taken to the **Waiting for Approval** page (see [Figure 23](#)). After you approve the student for testing, the student can proceed to the next step:
 - If starting a new test, a student must complete the login process before beginning testing.
 - If resuming a paused test, the student will be directly taken to the test page where the student stopped the test based on the applicable pause rules.

Figure 23. Waiting for Approval Page



Please note that once the TA approves the test, the test content will be displayed to the student in the language specified for the student’s test. This includes the instructions on the remaining login pages, the button names, tool names, context menu options, tutorials, and even the item/stimuli content, where applicable. For example, if the language for a student’s grade 5 mathematics test is set to Spanish, the test content will be displayed in Spanish.

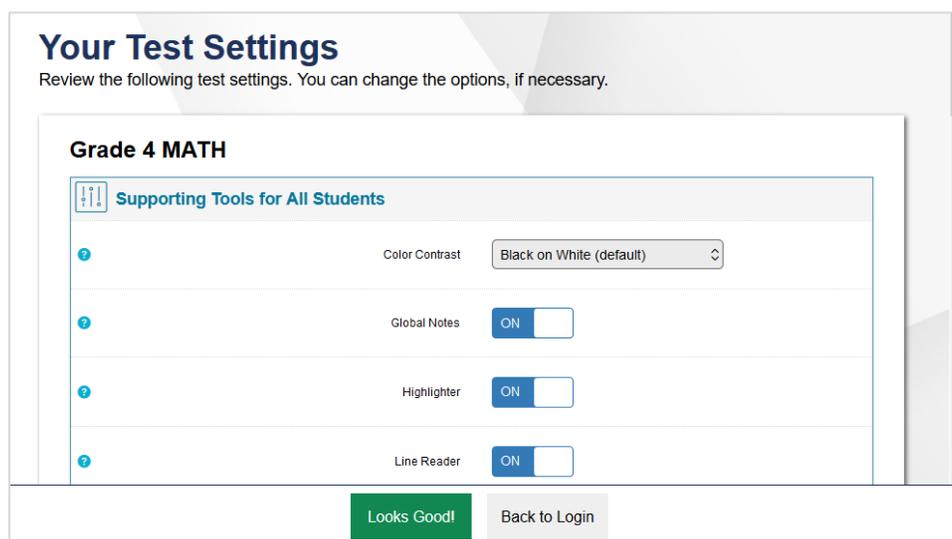
How to Verify Test Setting Information

Once students have been approved for testing, they can verify their test settings from the **Your Test Settings** page (see [Figure 24](#)). At this point, the student’s actual test settings override any settings selected earlier in the login process.

- If the settings are correct, the student selects **Looks Good** to continue.
- If the settings are incorrect, the student should select **Back to Login** to log out of the Student Testing Site.

After you correct the student’s test settings, the student must sign in and request approval again.

Figure 24. Your Test Settings Page



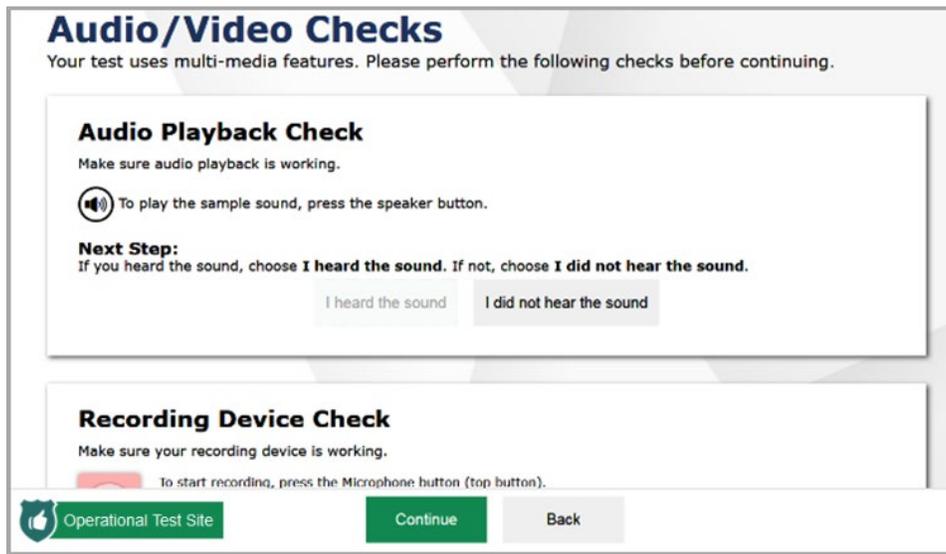
How to Check Student Device Functionality

Depending on the test content and the specified test settings, students may need to verify that their testing device is functioning properly from the **Audio/Video Checks** page (see [Figure 25](#)). If a test does not require functionality checks, this page is skipped.

1. From the **Audio/Video Checks** page, which displays each required functionality check in its own panel, the student verifies each functionality as explained below.
2. Once all functionality checks have been verified, the student selects **Continue** at the bottom of the page to proceed to the **Instructions and Help** page.

To proceed without verifying any functionality, the student selects **Skip A/V Checks** (if available) at the bottom of the page, and then selects **Yes** in the affirmation message that appears.

Figure 25. Audio/Video Checks Page



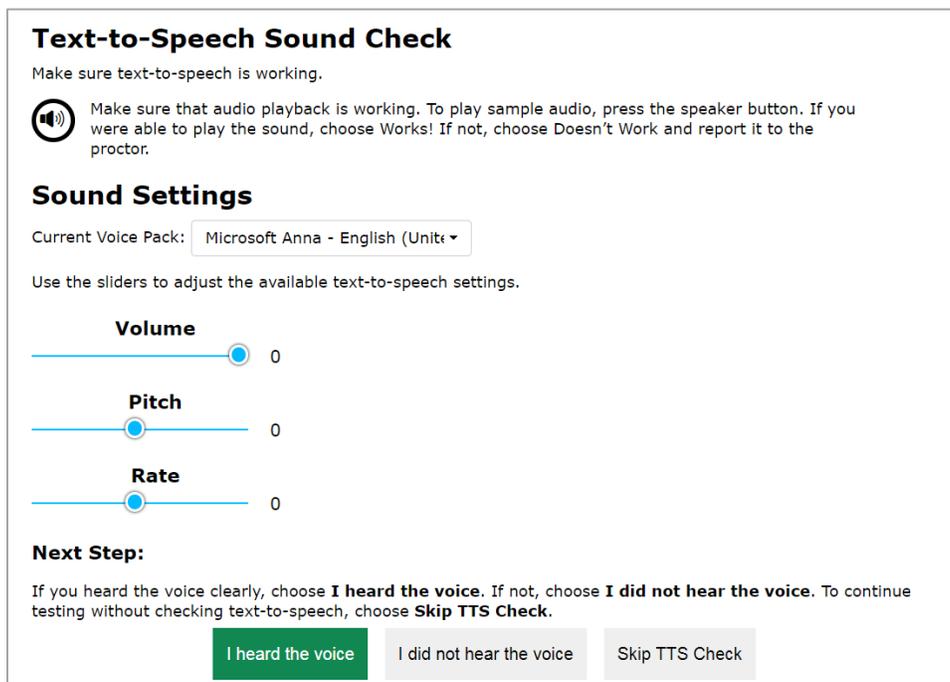
How to Check Text-To-Speech Functionality

The *Text-to-Speech Sound Check* panel (see [Figure 26](#)) appears if a student has the text-to-speech (TTS) setting. Students can only use TTS within the Secure Browser, a supported Chrome or Firefox browser, or the Take a Test app.

If TTS does not work, students should log out. You can work with students to adjust their audio or headset settings or move them to another device.

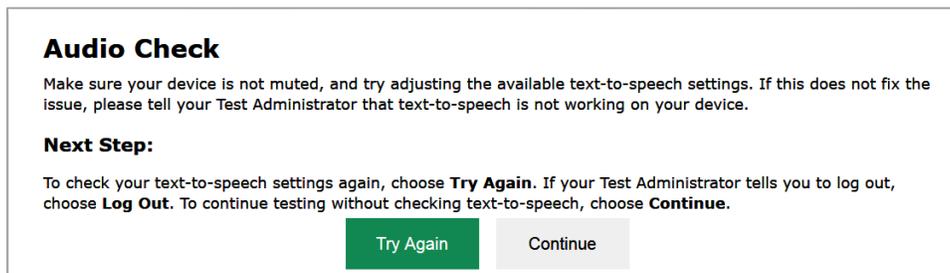
- From the *Text-to-Speech Sound Check* panel, students select  and listen to the audio.
 - If the voice is clearly audible, students select **I heard the voice**. A green check appears at the upper-right corner of the panel and students can proceed to the next functionality check.
 - If the voice is not clearly audible, students adjust the settings using the sliders and select  to listen to the audio again.

Figure 26. Text-to-Speech Sound Check Panel



- If students still cannot hear the voice clearly, they select **I did not hear the voice** to open the **Audio Check** panel (see [Figure 27](#)).
 - Students can select **Try Again** to return to the **Text-to-Speech Sound Check** panel and retry.

Figure 27. Audio Check Panel



- Students can select **Continue** to skip verifying the TTS functionality. Students can also do this from the **Text-to-Speech Sound Check** panel by selecting **Skip TTS Check**.

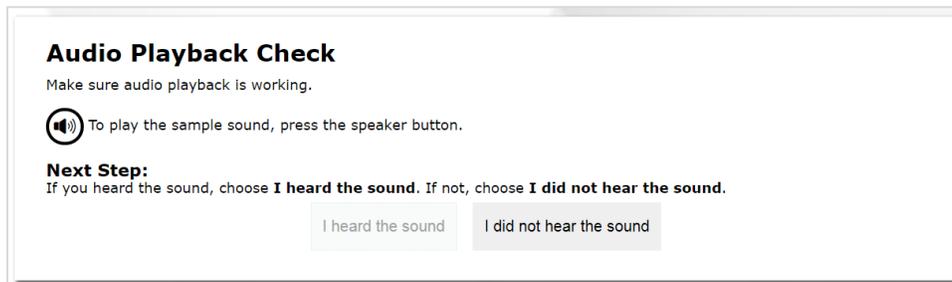
How to Check Audio Playback Functionality

The **Audio Playback Check** panel (see [Figure 28](#)) appears for tests with listening questions and allows students to verify that they can hear the sample audio.

If the audio does not work, students should log out. You should troubleshoot the device and headphones or move the student to another device with working audio.

- From the **Audio Playback Check** panel, students select  and listen to the audio.
 - If the sound is clearly audible, students select **I heard the sound**. A green check appears at the upper-right corner of the panel and students can proceed to the next functionality check.

Figure 28. Audio Playback Check Panel



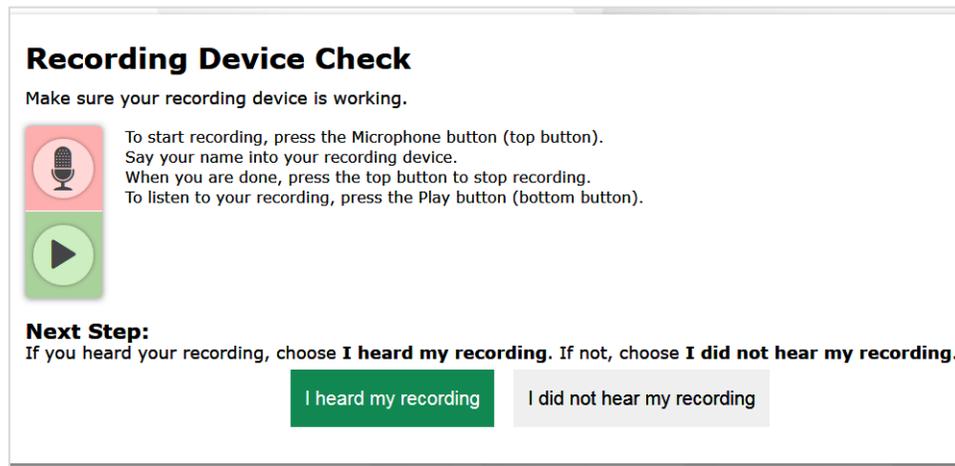
- If the sound is not clearly audible, students select **I did not hear the sound** to open the **Sound Check: Audio Problem** panel.
 - Students can select **Try Again** to return to the **Audio Playback Check** panel and retry.

How to Check Recording Device Functionality

The **Recording Device Check** panel (see [Figure 29](#)) appears for tests with questions that require students to record audio responses. On this panel, students record their voice and verify that they can hear the recorded audio.

If the recording device does not work, students should log out. You should troubleshoot the recording device or set up a new recording device.

Figure 29. Recording Device Check Panel



1. From the **Recording Device Check** panel, students select  to begin recording their voice.
2. Students speak into their recording device, and then select  to stop recording.
3. Next, students select  to listen to their recorded audio.
 - If the recorded audio is clearly audible, students select **I heard my recording**. A green check appears at the upper-right corner of the panel and students can proceed to the next functionality check.
 - If the recorded audio is not clearly audible, they select **I did not hear my recording** to open the **Problem Recording Audio** panel and perform the following steps:
 - Students can select **Try Again** to return to the **Recording Device Check** panel and retry.
 - Students can click **Select New Recording Device** (which only appears for students testing on computers or tablets with multiple recording devices) to open the **Recording Input Device Selection** panel and select a different recording device.

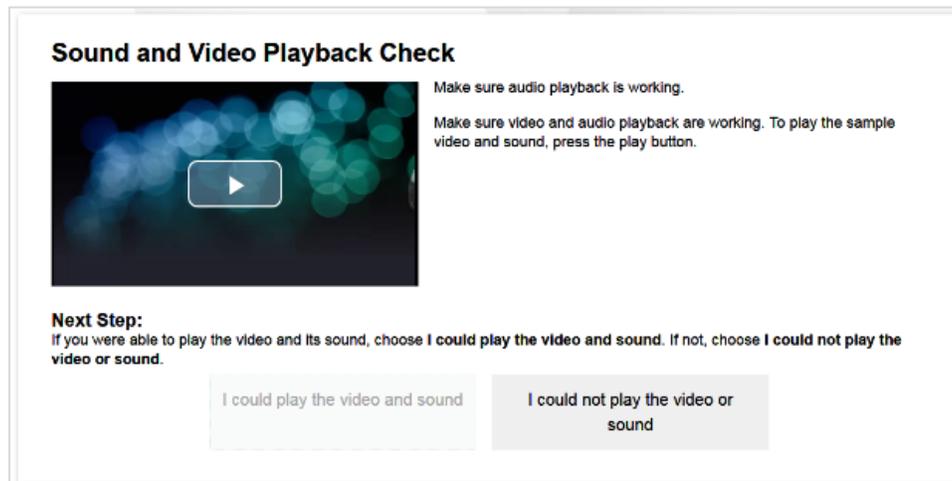
How to Check Sound and Video Playback Functionality

The **Sound and Video Playback Check** panel (see [Figure 30](#)) appears for tests with video content and allows students to verify that they can view the sample video and hear its associated sound.

If the video or audio does not work, students should log out. You should troubleshoot the device and headphones or move the student to another device with working audio and video.

- From the **Sound and Video Playback Check** panel, students select  to play the video and sound.
 - If the video can be played and the sound is clearly audible, students select **I could play the video and sound**. A green check appears at the upper-right corner of the panel and students can proceed to the next functionality check.

Figure 30. Sound and Video Playback Check Panel



- If students are not able to play the video or hear the sound, students select **I could not play the video or sound** to open the **Video Playback Problem** panel.
 - Students can select **Try Again** to return to the **Sound and Video Playback Check** panel.

How to Check Video Playback Functionality

The **Video Playback Check** panel (see [Figure 31](#)) appears for tests with video content and allows students to verify that they can view the sample video.

If the video does not work, students should log out. You should troubleshoot the device or move the student to another device with working video.

- From the **Video Playback Check** panel, students select  to play the video.
 - If the video can be played, students select **I could play the video**. A green check appears at the upper-right corner of the panel and students can proceed to the next functionality check.

Figure 31. Video Playback Check Panel

The screenshot shows a web interface for the Idaho State Department of Education. At the top, it says 'IDAHO STATE DEPARTMENT OF EDUCATION' and 'GUEST (EDUID: GUEST) | GUEST SESSION | Grade 3 ELA - Practice'. The main heading is 'Audio/Video Checks' with the instruction: 'Your test uses multi-media features. Please perform the following checks before continuing.' Below this is a section titled 'Audio Playback Check' with the text: 'Make sure audio playback is working.' There is a speaker icon and the text: 'To play the sample sound, press the speaker button.' Underneath is 'Next Step:' followed by the instruction: 'If you heard the sound, choose **I heard the sound**. If not, choose **I did not hear the sound**.' There are two buttons: 'I heard the sound' and 'I did not hear the sound'. At the bottom of the panel are 'Continue' and 'Back' buttons.

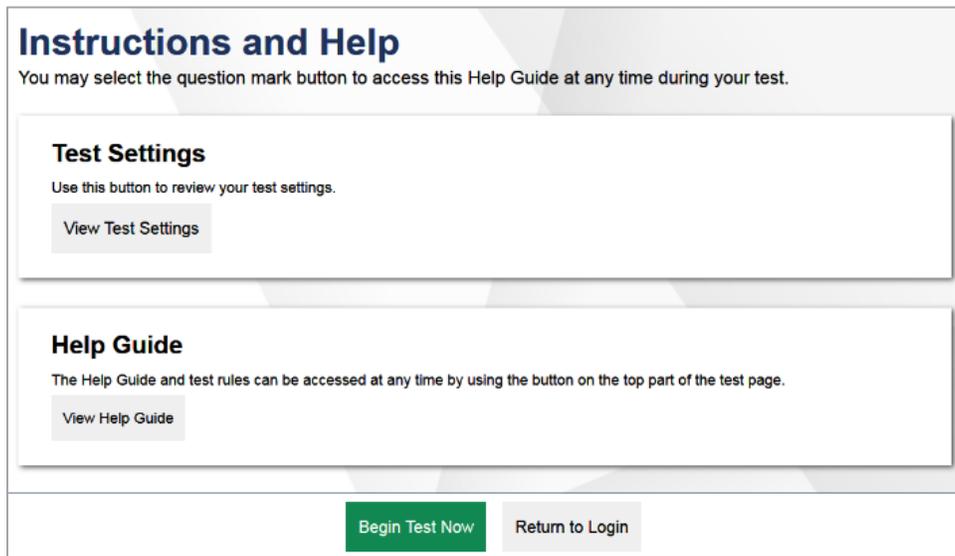
- If students are not able to play the video, students select **I could not play the video** to open the **Video Playback Problem** panel.
 - Students can select **Try Again** to return to the **Video Playback Check** panel.

How to View Instructions and Begin Testing

The **Instructions and Help** page (see [Figure 32](#)) is the last step of the login process. Students may review this page to understand how to navigate the test and use test tools as well as review their test settings. This page may also contain additional test instructions or acknowledgements that students need to review in order to proceed.

1. *Optional:* To review their test settings, students select **View Test Settings**. To close the window, students select **OK**.
2. To review additional test information or acknowledgements, if available, students review the information on the page and proceed as instructed.
3. *Optional:* To view the help guide, students select **View Help Guide**. To close the window, students select **Back**.
4. To start the test, students select **Begin Test Now**.

Figure 32. Instructions and Help Page

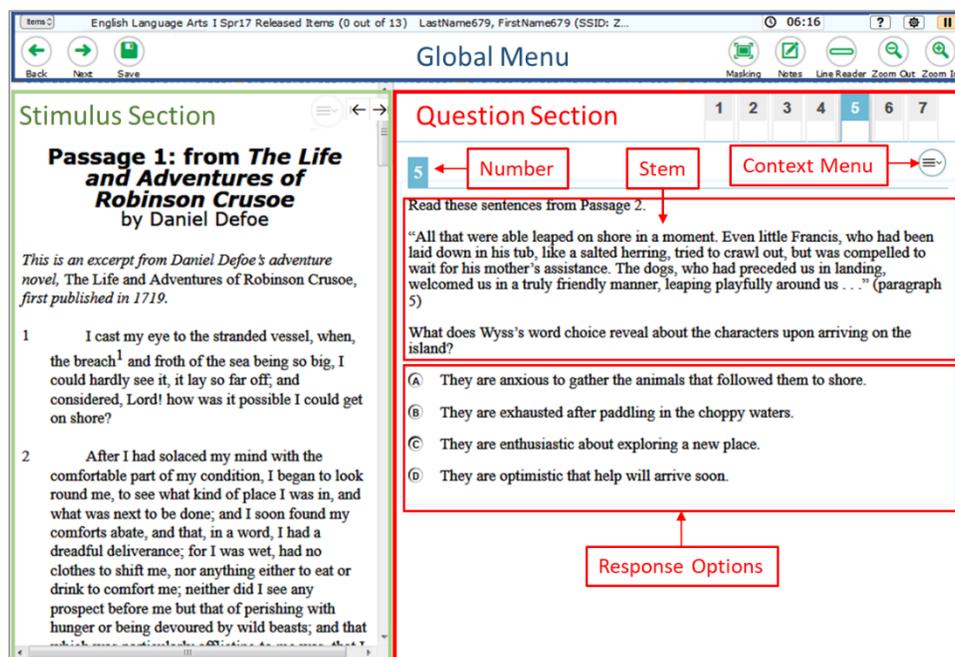


How Students Navigate the Student Testing Site

A test page can include the following sections (see sample test layout in [Figure 33](#)):

- The *Global Menu* section displays the global navigation and tool buttons. It also includes the **Items** menu, test information, help button, pause button, system settings button, and timer (if available).
- The *Stimulus* section, which appears only for questions associated with a stimulus, contains the stimulus content, context menu, and either the expand passage button or reading mode button.
- The *Question* section contains one or more test questions (also known as “items”). Each question includes a number, context menu, stem, and response area. Each question also displays the student’s name and the question’s most recent save date.

Figure 33. Sample Test Layout



The following sections provide details about how to navigate the Student Testing Site.

How to Navigate between Items

- Some test pages may have only one question and others may have more or may consist of multiple parts that students must answer. Students proceed through the test pages by clicking the navigation buttons (see [Figure 34](#)).
 - After students respond to all the questions on a page, they select **Next** in the upper-left corner to proceed to the next page.
 - To navigate to a previous question in a test, students select **Back**.

Figure 34. Navigation Buttons



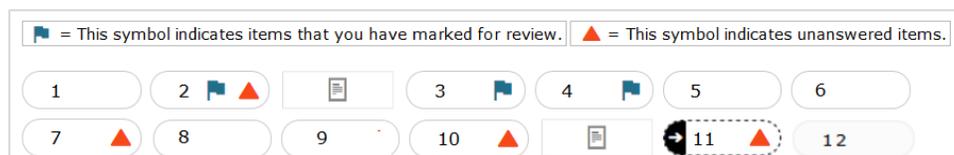
- When multiple items are grouped with a stimulus, the items are tabbed for individual viewing. Students select the tabs in the upper-right corner to proceed to the corresponding question (see [Figure 35](#)).

Figure 35. Paginated Items



- The navigation tabs may also include a stimulus icon  that students can select to view the stimulus associated with the grouped questions.
- To jump directly to an item, students can select an item number from the items drop-down, which appears when students select the **Items** menu (see [Figure 36](#)). If a test consists of cover pages, cover page icons  are displayed in the **Items** menu that let students navigate to the selected cover page.
 - If an item has been marked for review,  is displayed next to the item.
 - If an item has been skipped or not answered,  is displayed next to the item.
 - Items that students cannot navigate to are grayed out.

Figure 36. Items Drop-Down



How to View Stimuli

When a test question is associated with a stimulus, students should review that stimulus before responding to the question. A stimulus is a reading passage or other testing material (such as a video or graphic) that students review in order to answer associated questions.

- Reading Passages:
 - Some reading passages contain sections of text that students can collapse to focus on other parts of the passage. Students can select  or  to expand or collapse sections of text.
- Videos: When the stimulus is a video, students can use standard video features to control the playback (see [Figure 37](#)).
 - To play a video, select  in the lower-left corner.

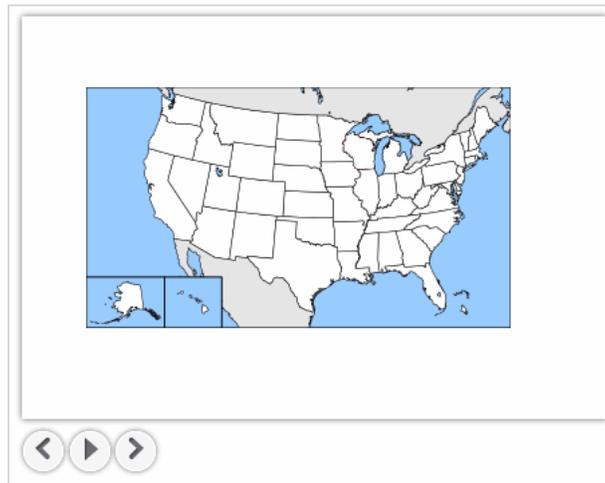
- To jump to a different point in the video, drag the slider to the required location.
- To adjust the speed at which the video plays, select **1x**, and then select the required speed from the menu that appears.

Figure 37. Video Playback Features



- To mute or unmute the video, select  in the lower-right corner.
- To expand the video to full screen mode, select  in the lower-right corner. To exit full screen mode, select  again.
- Slideshows: When the stimulus is a slideshow, students can navigate between the slides and play associated audio, if available (see [Figure 38](#)).
 - To move between the slides of a slideshow, select  and .
 - To play the audio for the current slide, select . To pause the audio, select .

Figure 38. Sample Slideshow



How to Respond to Test Questions

The items presented in the test delivery system (TDS) are of various types, and students may need to respond to them differently. Students can use the Student Training Site to familiarize themselves with the question types that may appear on tests.

All responses are saved automatically. Students can also manually save their responses to questions by selecting **Save** in the upper-left corner.

Please note that if an open lock icon () appears next to a question number, students can only respond to that question once. When students navigate away from the question, a warning message asks if they are sure they want to enter their response. If students select **Yes**, a closed lock icon () appears next to the question number, and the response can no longer be modified.

Test questions may require students to do any of the following tasks:

- Select one or more choices from a list of answer options:
 - For multiple-choice type items, students can re-click a selected radio button to deselect the response option, provided this feature is enabled.

- Use an on-screen keypad to generate an answer. Students can select  in the answer space to open the keypad.
- Select graphic objects or text excerpts.
- Place points, lines, or bars on a graph.
- Drag and drop text or graphic objects.
- Enter text in a text box or table.
- Match answer options together.
- Modify a highlighted word or phrase in a reading selection.
- Enter input parameters to run an on-screen simulation.
- Copy content from a passage to a text box.
- Expand categories and select options within them.
- Create graphs and charts out of unstructured data sets and draw inferences.

How to Pause Tests

Students can pause the test at any time. Pausing a test logs the student out. To resume testing, students must repeat the login process.

- To pause a test, students select **Pause** in the global menu and then select **Yes** in the confirmation message that appears.

If students are testing on Chromebooks, please ensure that they pause the test before closing the lid of the Chromebook. If the lid is closed before the test pauses, whoever opens the Chromebook next will be able to see the last question that the student was viewing (and any response they entered).

How Students Use Test Tools

A number of testing tools are available for students in the TDS. Some tools are available for all tests, while others are only available for a particular subject, accommodation, or type of question. There are primarily two types of test tools available:

1. **Global Tools:** These tools appear in the global menu at the top of the test page and are available for all items in a test.
2. **Context Menu Tools:** These tools are specific to the passage or question being viewed.

Students can access tools using a mouse or keyboard commands. For information about keyboard commands, please see [Keyboard Commands in the Student Testing Site](#).

How to Use Global Tools

The global menu consists of navigation buttons on the left and tool buttons on the right (see [Figure 39](#)).

- To use a global test tool, select the button for the tool. The selected test tool activates.

[Table 3](#) lists the tools available in the global menu.

Figure 39. Global Menu



Table 3. Global Tools

Tool Name	Instructions
Calculator 	To use the on-screen calculator, select Calculator in the global menu.
Dictionary 	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select Dictionary in the global menu.
Help 	To view the on-screen Help Guide window, select the question mark button  in the upper-right corner.
Language Toggle 	For items and stimuli that have content in two languages, such as English and Spanish, you can select the language in which to display the content for easier readability. By default, the item will be presented in the language specified at the beginning of the test. To switch the language, select Language Toggle in the global menu.
Line Reader 	To highlight an individual line of text in a passage or question, select Line Reader in the global menu. If the enhanced line reader mode is enabled, all content except for the line in focus is grayed out for greater emphasis. This tool is not available while the Highlighter tool is in use.
Masking 	The Masking tool temporarily covers a distracting area of the test page. To use this tool, perform the following steps: <ul style="list-style-type: none"> • Select Masking in the global menu. • Click and drag across the distracting area. • To close the Masking tool, select Masking again. To remove a masked area, select  in the upper-right corner of that area.
Notes 	To enter notes in an on-screen notepad, select Notes in the global menu. These notes are available globally and can be accessed from any page in the test. Depending on the tool's settings, advanced editing features, such as word and character count, spell check, and text formatting options may be available. Table 10 lists the different editing tools that may be available. Furthermore, if the copy/paste feature is enabled, the text entered in this tool can be copied and pasted into text response areas or comment fields of items displayed on that page.
Pause	To pause a test, select  . If you pause the test, then you will be logged out.

Tool Name	Instructions
Print Page 	To print the entire test page, select Print Page in the global menu.
Print Passage 	To print a reading passage, select Print Passage in the global menu.
System Settings 	<p>To adjust audio volume during the test, select  in the upper-right corner. Students testing with TTS can also use this tool to adjust TTS settings.</p> <p>Students testing on mobile devices cannot use this tool to adjust volume. To adjust audio volume on mobile devices, students must use the device's built-in volume control.</p>
Transcripts 	To view a transcript of the audio content for the current test page, select the Transcripts button in the global menu. The text in transcripts can be read by screen readers.
Zoom buttons 	To enlarge the text and images on a test page, select Zoom In . Multiple zoom levels are available. To undo zooming, select Zoom Out .

How to Use the Language Toggle Tool

The Language Toggle tool allows students to switch between the two languages in which test content is available. When switching languages, the test content and all the elements on the screen, such as button labels and dialogs, switch to the selected language. Students can view the content in the chosen language and even respond to items in that language, if applicable.

Some important things to keep in mind when using the Language Toggle tool are:

- To be able to use the Language Toggle tool, item content must be available in two languages. Furthermore, the default presentation/language must be set to Spanish and the tool must be enabled in the test settings.
- By default, items are presented in the default language specified in the test settings. If a student toggles the language for an item and then proceeds to the next item, the next item will be displayed in the default language. If the student returns to the previous item, the previous item will continue to be displayed in the language to which the student had toggled until the student switches the language again.
- If a student highlights or masks text in one language and then switches to a different language, the corresponding sections will not be highlighted or masked. If the student switches back to the first language, the original highlighting or masking will be displayed, provided the student has not highlighted or masked sections in the alternate language.

How to Use the Masking Tool

The Masking tool allows students to hide distracting areas of the test page.

- To mask an area of a test page, perform the following steps:
 - a. Select **Masking** in the global menu. The button becomes orange.

- b. Click and drag across the distracting area of the test page. The selected area becomes dark gray. The tool remains active until you deactivate it.
- To deactivate the masking tool, select **Masking** in the global menu again. The button becomes green. Please note that masked areas will remain on the screen until you remove them.

Figure 40. Test Page with Masked Area



- To remove a masked area from a test page, select  in the upper-right corner of a masked area.

How to Use Context Menu Tools

A test page may include several elements, such as the question, answer options, and stimulus. The context menu for each element contains tools that are applicable to that element (see [Figure 41](#) and [Figure 42](#)). [Table 4](#) lists the available context menu tools.

Figure 41. Context Menu for Questions

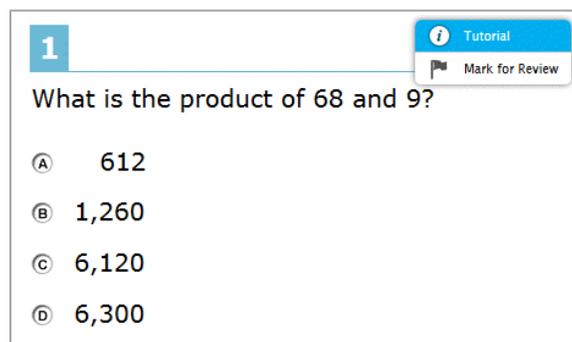
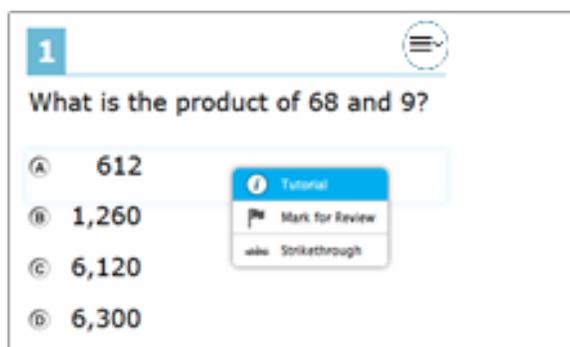


Figure 42. Context Menu for Answer Options



If a question has multiple parts, a context menu may be available for each part of the question. In such cases, the active context menu (that is, the context menu for the item or stimulus currently in focus) appears enabled while the other context menus appear grayed out. Furthermore, if this feature is enabled, the item number and context menu of the item a student is attempting remains visible on the screen even when scrolling through the item’s content to allow easy access to an item’s context menu.

To use the context menu, do one of the following:

- To use a context menu tool for a stimulus or question, open the context menu by clicking the context menu  or by right-clicking the required elements, and then select the tool.
- To use a context menu tool for answer options, open the context menu for answer options and select the required tool. To open the context menu for answer options, do one of the following:
 - If you are using a **two-button mouse**, right-click an answer option.
 - If you are using a **single-button mouse**, click an answer option while pressing **Ctrl**.
 - If you are using a **Chromebook**, click an answer option while pressing **Alt**.
 - If you are using a **tablet**, tap the answer option and then tap the context menu button.

Table 4. Context Menu Tools

Tool Name	Instructions
American Sign Language	You can watch videos that translate test content into American Sign Language (ASL). <i>To view ASL videos:</i> <ul style="list-style-type: none"> • From the context menu, select American Sign Language. • If only one ASL video is available, the video opens automatically. • If multiple ASL videos are available, sign language icons () appear next to the test content for each video. Select the icon for the test content you wish to translate into ASL.
Glossary (Word List)	To open the glossary, click a word or phrase that has a border around it.

Tool Name	Instructions
Highlighter	<p>To highlight text, select the text on the screen and then select Highlight Selection from the context menu. If multiple color options are available, select an option from the list of colors that appears.</p> <p>To remove highlighting, select Reset Highlighting from the context menu.</p> <p>Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.</p>
Mark for Review	<p>To mark a question for review, select Mark for Review from the context menu. The question number displays a flag  in the upper-right corner and a flag icon  appears next to the question number on the test page. The Items pop-up window also displays a flag icon next to the question number.</p>
Notepad	<p>To enter notes for a question, select Notepad from the context menu. After entering a note, a pencil icon  appears next to the question number on the test page.</p> <p>You can only access your notes for a question on that question's test page.</p> <p>Depending on the tool's settings, advanced editing features, such as word and character count, spell check, and text formatting options may be available.</p> <p>Table 10 lists the different editing tools that may be available.</p> <p>Furthermore, if the copy/paste feature is enabled, the text entered in this tool can be copied and pasted into text response areas of items displayed on that page.</p>
Print Item	<p>To send a print request for an individual question, select Print Item from the context menu. After sending the request, a printer icon  appears next to the question number on the test page.</p>
Select Previous Version	<p>To view and restore responses previously entered for a Text Response question, select the Select Previous Version option from the context menu. A list of saved responses appears. Select the appropriate response and click Select.</p>
Strikethrough	<p>For selected-response questions, you can cross out an answer option to focus on the options you think might be correct. If the tool is set to the enhanced mode, you can strikethrough multiple lines of text, such as an answer option spanning more than a line, as well as graphics.</p> <p>There are two options for using this tool:</p> <ul style="list-style-type: none"> • Option A: <ol style="list-style-type: none"> a. To activate Strikethrough mode, open the context menu and select Strikethrough. b. Select each answer option you wish to strike out. c. To deactivate Strikethrough mode, press Esc or click outside the question's response area. • Option B: Right-click an answer option and select Strikethrough.

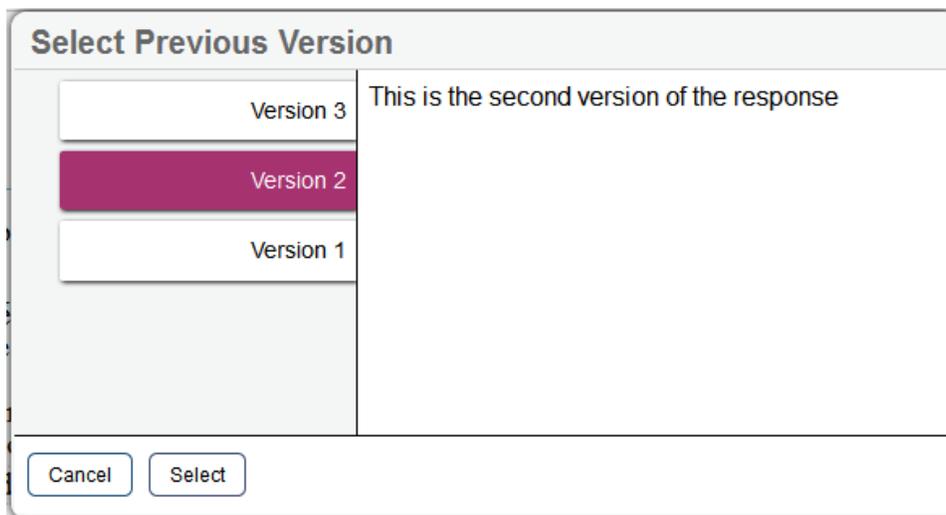
Tool Name	Instructions
Text-to-Speech	To listen to passages and questions, select a Speak option from the context menu. To listen to your responses to constructed-response items, use the TTS button in the item response area. For more information, see How to Use the Text-To-Speech Tool .
Tutorial	To view a short video demonstrating how to respond to a particular question type, select Tutorial from the context menu.

How to Use the Select Previous Version Tool

The Select Previous Version tool allows students to view and restore responses they previously entered for a text response question. For example, if students type a response, select **Save**, delete the text, and enter new text, they can use this tool to recover the original response. Please note that if the student’s test pauses, any responses entered prior to pausing will no longer appear in the **Select Previous Version** window.

1. To recover a previously entered response, select the **Select Previous Version** option from the context menu. The **Select Previous Version** window appears, listing all the saved responses for the question in the left panel (see [Figure 43](#)).
2. Select a response version from the left panel. The text associated with that response appears in the right panel.
3. Click **Select**. The selected response appears in the text box for the question.

Figure 43. Select Previous Version Window

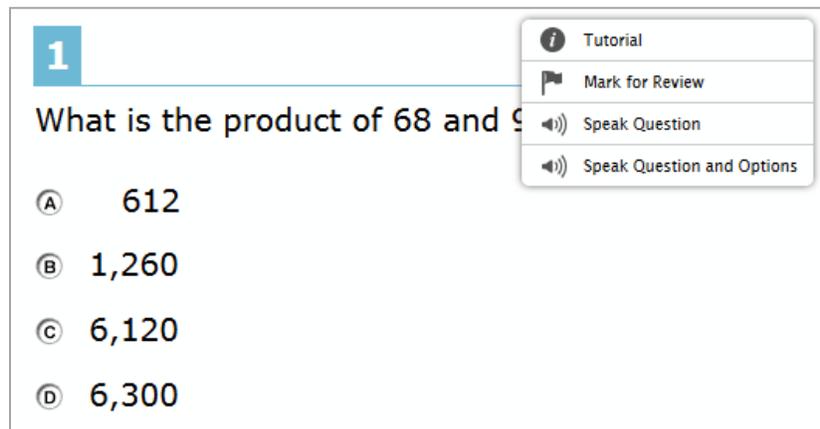


How to Use the Text-To-Speech Tool

Students testing with TTS can listen to passages, questions, and answer options using the TTS options available in the selected element's context menu (see [Figure 44](#)). A test may include text that is not permissible to be read aloud. This text will be skipped when using TTS. Students may also listen to their responses to constructed-response items based on their accommodations.

If a student is using Text-to-Speech Tracking, the words become highlighted as they are read aloud. TTS is only available when using the Secure Browser or a supported Chrome or Firefox browser.

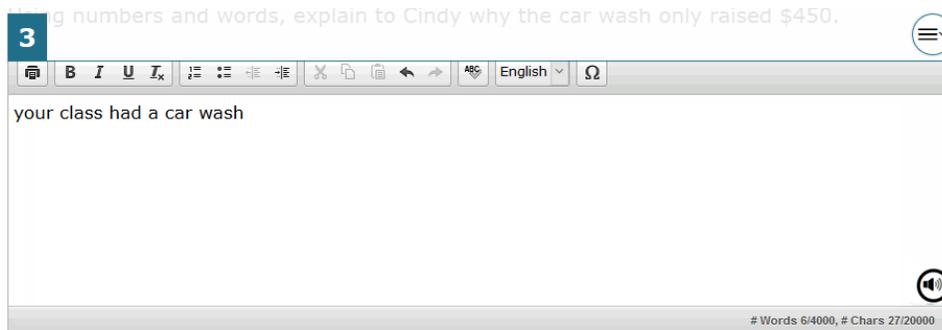
Figure 44. TTS Options for Questions



- To listen to a passage, students open the passage context menu and select a **Speak** option. Students can also select a portion of text to listen to, such as a word or phrase. To do this, students select the text, open the passage context menu, and select **Speak Selection**.
 - Please note that when listening to passages, students can pause TTS and then resume it at the point where it was paused. While this functionality is available on Windows, Mac, and iOS, it is not available on Android and Chrome OS. Students testing on Chrome OS can resume a paused TTS passage by selecting the remaining text to be read aloud and selecting **Speak Selection** from the context menu.
- To listen to a question or answer options, students open the question context menu and select one of the following **Speak** options:
 - To listen only to the question, students select **Speak Question**.
 - To listen to a multiple-choice question and all answer options, students select **Speak Question and Options**.
 - To listen only to an answer option, select **Speak Option** from the context menu and then select the answer option. Students could also right-click the answer option and select **Speak Option**.

- Some tests may also display ear icons  by questions and answer options when TTS is enabled. Students can click these icons to listen to the corresponding test content.
- Depending on their accommodations, students may also be able to use TTS to listen to their responses to constructed-response items (see sample in [Figure 45](#)). Students can select  or  as available at the bottom of the text-response area to listen to the text as entered.

Figure 45. Constructed-Response Item with TTS Tool



How to Use Other Tools

In addition to the global tools and context menu tools, there are some additional tools that may be available to students based on their accommodations or the test page layout. [Table 5](#) lists the additional tools available in the Student Testing Site.

Table 5. Other Tools

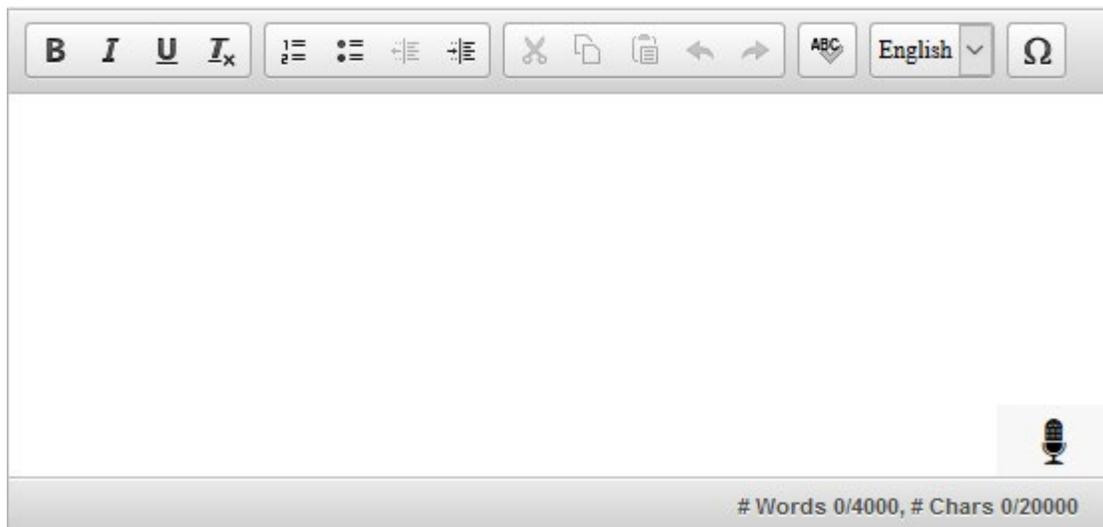
Tool Name	Instructions
Closed Captioning	<p>Questions and stimuli with audio elements automatically display closed captions for students testing with the appropriate accommodations. You can select the up arrow  to move the closed captioning to the top of the screen or the down arrow  to move it to the bottom of the screen. You can also close the closed captioning by selecting .</p>
Expand Buttons	<p>You can expand the passage section or the question section for easier readability.</p> <ul style="list-style-type: none"> • To expand the passage section, select the right arrow icon  below the global menu. To collapse the expanded passage section, select the left arrow icon  in the upper-right corner. <p>To expand the question section, select the left arrow icon  below the global menu. To collapse the expanded question section, select the right arrow icon  in the upper-left corner.</p>
Speech-to-Text	<p>Speech-to-text (STT) allows students testing with the appropriate accommodations to dictate responses to constructed-response items.</p> <p>To use STT, select the microphone icon  in or near the item response area and begin speaking. The dictated response will be transcribed as text in the item response area.</p>

How to Use the Speech-to-Text Tool

Students with the appropriate accommodations may use the STT tool when responding to text response items. The STT tool allows a student to dictate responses to items that support the use of STT, and the student's spoken words are then transcribed as text in the item response areas.

To begin dictating, the student selects the microphone button  that is displayed in the item's text response area (see [Figure 46](#)). The button scrolls along with the page and remains visible while the item is in focus.

Figure 46. Text-Response Area with STT Tool



As the student speaks, the words are transcribed into the text response area. There may be a slight delay while the text is being transcribed and dots appear in the text response area to indicate that the transcription is in process.

The student can stop the dictation by selecting the stop button  that appears when the student selects the microphone button. Note that the button automatically reverts to the microphone button if no sound is detected for a specified period. If the student selects the microphone button again and starts dictating, the new text is appended to the previously transcribed text.

Students can dictate for five minutes at a time. Depending on the tool settings, the entered text may be auto-punctuated. The student can also control the punctuation and grammar of the text through speech commands to some extent. For example, the student can say, "New Paragraph" to create a new paragraph. It is ultimately the student's responsibility to ensure the accuracy of the transcription as well as grammar and punctuation.

The buttons in the formatting toolbar are disabled while dictation is on. The buttons are enabled once you stop the recording. You also cannot navigate away from the test page while dictation is on.

How Students Complete a Test

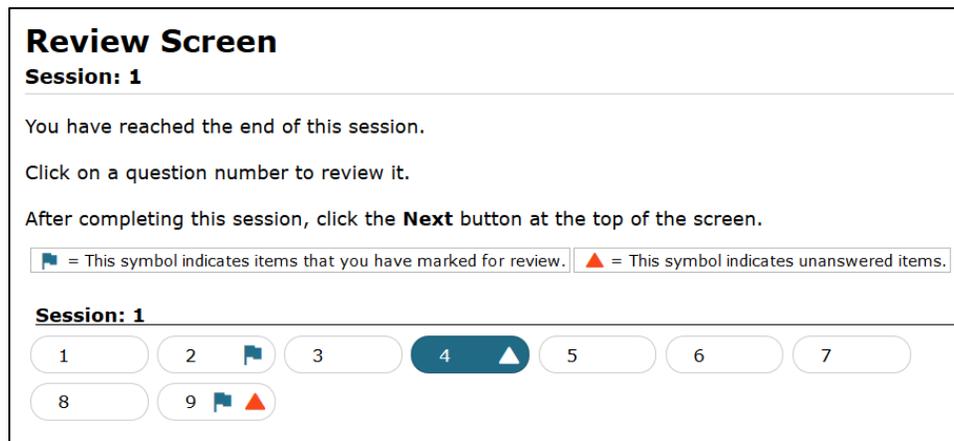
After students have completed their test, they need to submit their test.

How to Complete a Test Segment

In segmented tests, the **End Segment** page (see [Figure 47](#)) appears after students finish the last question in a segment where students can review questions from the current segment (and earlier segments, if allowed) or proceed to the next segment.

- To review questions, students select a question number. If a test consists of cover pages, students can select a cover page icon  to navigate to the selected cover page.
 - A flag icon  appears for any questions marked for review. A warning icon  appears for any unanswered questions.
- To move to the next segment, students select **Next** in the global menu.

Figure 47. End Segment Page



Please note that if the test blocks access to completed segments, students cannot return to the segment after selecting **Next**. Furthermore, some tests force students to log out before proceeding to the next segment to prevent students from accessing a segment before they are supposed to. In order to access the next segment, students must sign in and request approval from the TA again.

How to Submit a Test

To complete the testing process, students must submit their tests when they are done answering questions. For tests with time limits, a student's test is submitted automatically when the timer on the test page or TA Site runs out. However, if students finish responding to questions before the timer runs out, they can follow the procedure in this section to submit the test manually.

Please note that once students submit their tests, they cannot return to the test or modify answers.

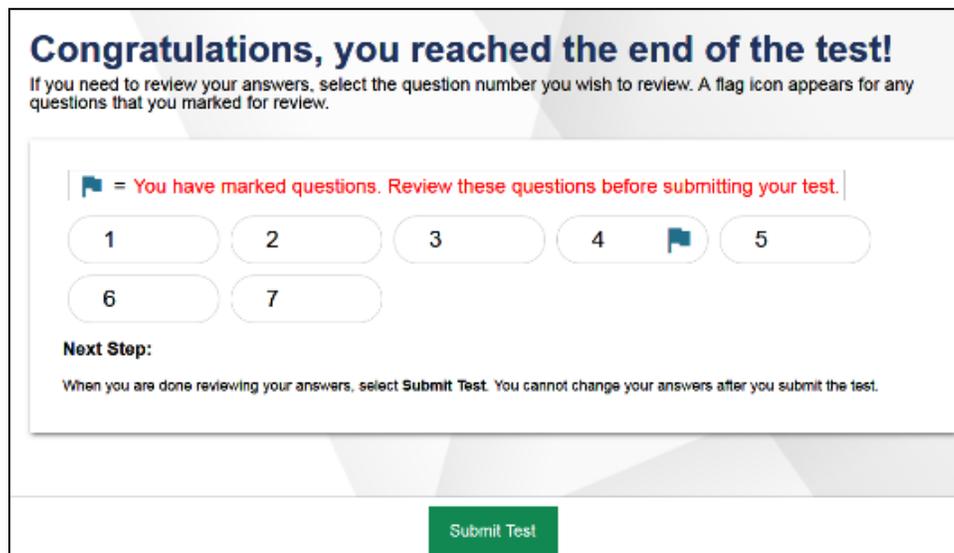
- Students select **End Test** in the upper-left corner (see [Figure 48](#)), which appears after students respond to the last test question. A confirmation message appears.

Figure 48. Global Menu with End Test Button



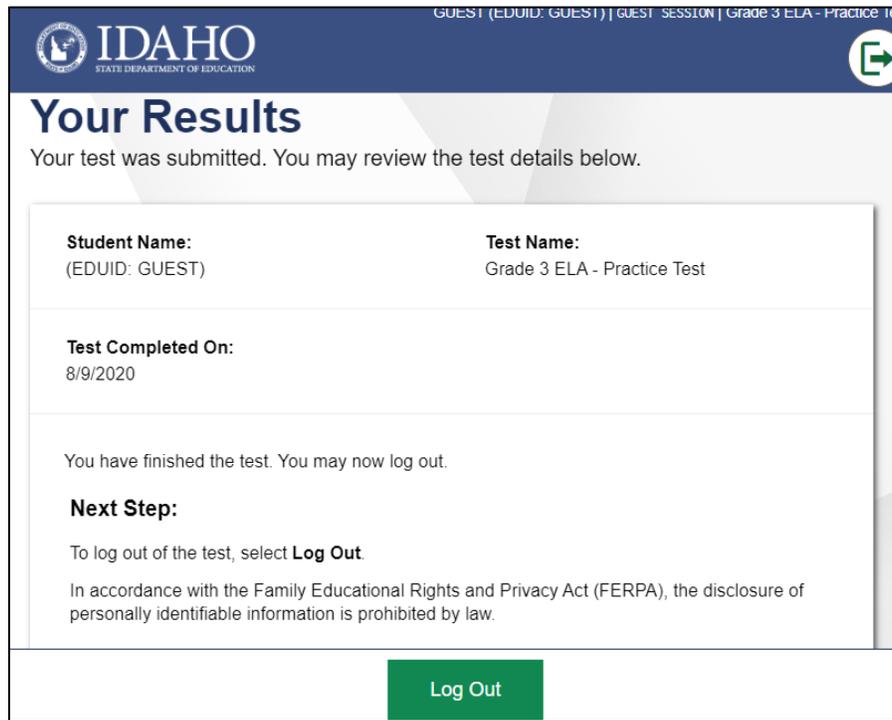
2. Students select **Yes**. The **End Test** page appears (see [Figure 49](#)), allowing students to review answers and submit the test for scoring.
 - A flag icon  appears for any questions marked for review. A warning icon  appears for any unanswered questions.
 - If a test consists of cover pages, cover page icons  are displayed in the positions at which they occur in the test.

Figure 49. End Test Page



3. *Optional:* To review previous answers, students select a question number. Students can also select a cover page icon to navigate to a specific cover page. When finished reviewing, they can return to the **End Test** page by selecting **End Test** again.
4. To submit the tests, students select **Submit Test**, then select **Yes** in the confirmation message that appears. The **Your Results** page appears (see [Figure 50](#)), displaying the student's name, the test name, and the completion date.

Figure 50. Your Results Page



5. To exit the Student Testing Site, students select **Log Out**, and then close the Secure Browser.

Appendix

A

Alert Messages

The Idaho State Department of Education can send statewide alerts that appear as pop-up messages on the TA Site.

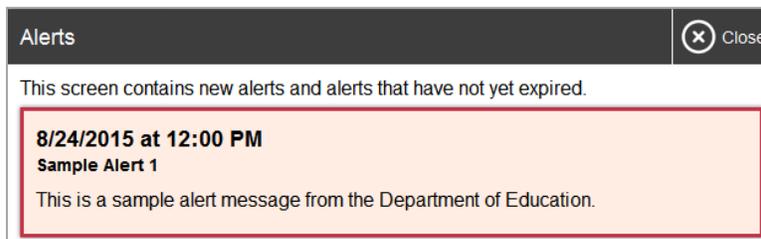
1. In the banner, select **Alerts** (see [Figure 51](#)). The **Alerts** window appears listing all the active alert messages (see [Figure 52](#)).

Figure 51. Alerts Button



2. Click **Close** to close the window and return to the TA Site.

Figure 52. Record of Alerts



Alternate Assessments in the Student Testing Site

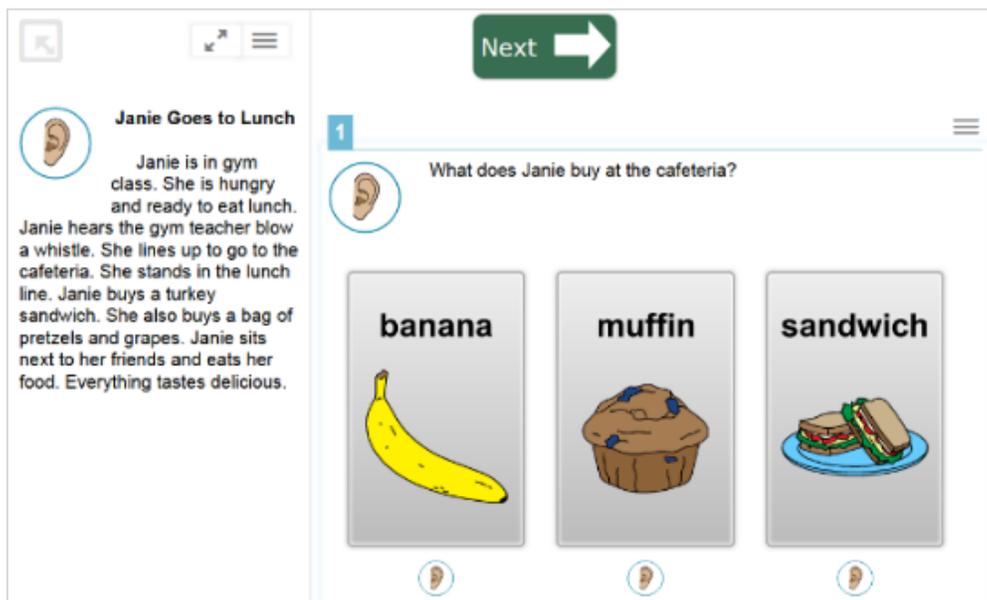
You can administer alternate assessments online by adding the tests to sessions in the TA Site, following the same procedure used to add any other test to a session. However, the appearance and behavior of the Student Testing Site is slightly different for alternate assessments.

Navigating Alternate Assessments

The Student Testing Site displays alternate assessments in full-screen mode with the global menu hidden by default (see sample layout in [Figure 53](#)).

1. To proceed to the next question, students select .
2. To exit full-screen mode and access the global menu, students select  in the upper-left corner. A message appears, asking for a password.
 - Students enter their first name and select **OK**. The global menu appears at the top of the screen.
 - When signed in as a guest user in the Student Training Site, students enter Guest.

Figure 53. Alternate Assessment Layout



- To return to full-screen mode, students select **Full Screen** in the global menu (see [Figure 54](#)).

Figure 54. Full Screen Button



Listening to Audio Content

Some test pages display ear icons , which read aloud the content for passages, questions, and answer options. These icons also appear when students take alternate assessments with TTS enabled (in addition to the TTS options available in the context menu).

To listen to the test's content, students must do the following:

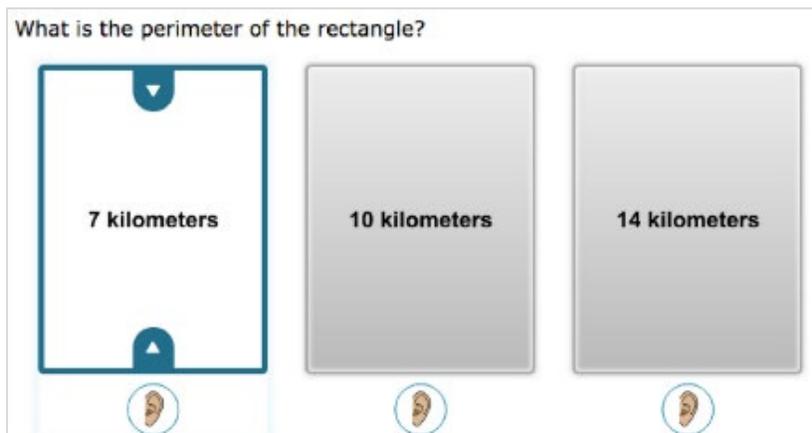
- To listen to a passage, select  beside the passage.
- To listen to a question and its answer options, select  beside the question.
- To listen only to an answer option, select  below the answer option.
- To stop the audio, click  while it is playing.
 - You cannot pause audio content. If you select  again, it will play the audio from the beginning.

Responding to Questions and Ending a Test

Alternate assessment questions display answer options as cards, which may include text, graphics, or both (see [Figure 55](#)).

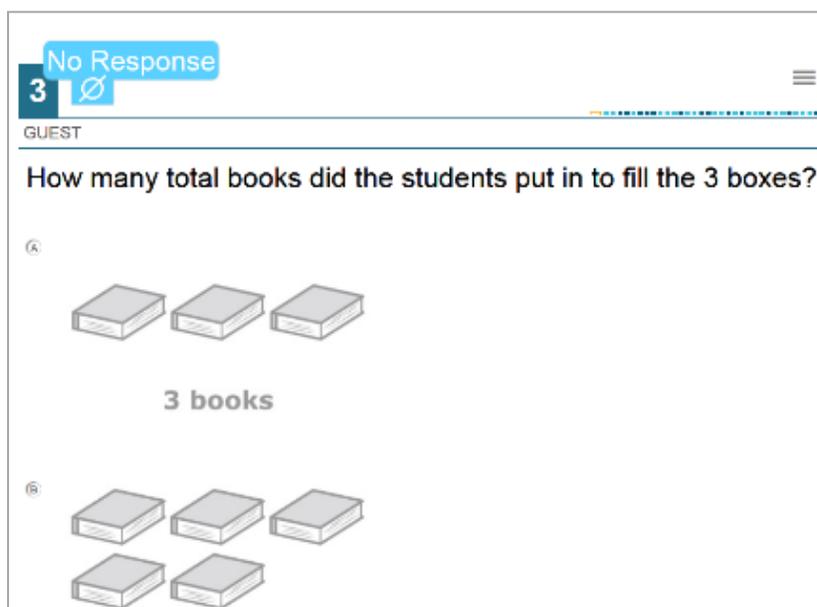
- To select an answer option, students select a card. Once a card is selected, arrows appear at the top and bottom of the card along with a blue border.

Figure 55. Alternate Assessment Card Item



- To indicate that no response was provided for an item and proceed with the test, do the following:
 - From the item's context menu, select **Mark as No Response**, then select **Yes** in the confirmation message that appears.
 - The item's response options are disabled and a no response icon \emptyset is displayed on top of the item (see [Figure 56](#)). For reporting purposes, the item is assigned a condition code of NR.

Figure 56. Item Marked as No Response



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- b. *Optional*: To revert from the item’s context menu, select **Unmark No Response**. However, if you had entered any response prior to marking the item as “No Response”, that response will not be retrieved.
- To end a test, exit full-screen mode and select **End Test**. You can submit the alternate assessment by following the same procedure used to submit all other assessments in the Student Testing Site.

E

Expiration Rules for Test Opportunities

Opportunities refer to the number of times a student can take a test within a range of dates. Tests may have one opportunity or multiple opportunities. A student’s test opportunity remains active until the student submits the test or until the opportunity expires. Once a test opportunity expires, the student cannot complete or review the test.

K

Keyboard Commands in the Student Testing Site

Students can use keyboard commands to navigate between test elements, features, and tools. Some important things to note about keyboard commands include the following:

- Keyboard commands require the use of the primary keyboard, so please do not use keys in a numeric keypad.
- Some keyboard commands (such as the commands for using the Line Reader) may not work when testing on iOS or Android devices connected to an external keyboard.
- When Permissive Mode is enabled for a test, keyboard commands are blocked and will not work.

Keyboard Commands for Sign-In Pages and In-Test Pop-ups

[Table 6](#) lists keyboard commands for selecting options on the sign-in pages or pop-up windows that appear during a test.

Table 6. Keyboard Commands for Sign-In Pages and Pop-Up Windows

Function	Keyboard Commands
Move to the next option	• Tab
Move to the previous option	• Shift + Tab
Select the active option	• Enter
Mark checkbox	• Space
Scroll through drop-down list options	• Arrow Keys
Close pop-up window	• Esc

Keyboard Commands for Test Navigation

[Table 7](#) lists keyboard commands for navigating tests and responding to questions.

Table 7. Keyboard Commands for Test Navigation

Function	Keyboard Commands
Scroll up	• Up Arrow
Scroll down	• Down Arrow
Scroll to the right	• Right Arrow
Scroll to the left	• Left Arrow
Move to the next element	• Tab
Move to the previous element	• Shift + Tab
Select an answer option	• Space
Go to the next test page	• Ctrl + Right Arrow
Go to the previous test page	• Ctrl + Left Arrow
Open the global menu	• Ctrl + G
Open a context menu	• Ctrl + M

Keyboard Commands for Global and Context Menus

Students can use keyboard commands to access tools in the global and context menus. For more information about tools in these menus, see the section [How Students Use Test Tools](#).

Global Menu

1. To access the global menu tools using keyboard commands, press **Ctrl + G**. The global menu list opens.
2. To move between options in the global menu, use the **Up** or **Down** arrow key.
3. To select an option, press **Enter**.
4. To close the global menu without selecting an option, press **Esc**.

Context Menus

1. To open the context menu for an element (question, answer options, or stimulus), navigate to the element using the **Tab** or **Shift + Tab** command.
2. Press **Ctrl + M**. The context menu for the selected element opens.
3. To move between options in the context menu, use the **Up** or **Down** arrow keys.
4. To select an option, press **Enter**.

5. To close the context menu without selecting an option, press **Esc**.

Keyboard Commands for Highlighting Selected Regions of Text

This section explains how to use keyboard commands to select a text excerpt (such as a word in a passage) and highlight it. These instructions only apply to students using the Secure Browser.

1. To select text and highlight it, navigate to the element containing the text you want to select.
2. Press **Ctrl + M** to open the context menu and navigate to **Enable Text Selection**.
3. Press **Enter**. A flashing cursor appears at the upper-left corner of the active element.
4. To move the cursor to the beginning of the text you want to select, use the arrow keys.
5. Press **Shift** and an arrow key to select your text. The text you select appears shaded.
6. Press **Ctrl + M** and select **Highlight Selection**.

Keyboard Commands for Grid Questions

Questions with the grid response area may have up to three main sections: 1) an answer space, which is the grid area where students enter the response; 2) an object bank, which is a panel containing objects you can move to the answer space; 3) and a button row, which appears above the answer space and may include **Delete**, **Add Point**, **Add Arrow**, **Add Line**, **Add Circle**, **Add Dashed Line**, and **Connect Line** buttons (see [Figure 57](#)).

Figure 57. Grid Question

The screenshot shows a grid question interface. On the left is the **Object Bank**, a vertical list of numbers: 0.1, 0.2, 0.3, 0.4, 0.5, 0.9, 1.6, 2.5, 3.2, and 4.1. Above the grid is the **Button Row**, which includes a **Delete** button. The **Answer Space** is a large grid area containing two parts:

Part A
 Each full row = 1.0 meter
 Three rows of 10 empty boxes each for grid entry.

Part B
 He will have meters of wire left over.
 OR
 He needs more meters of wire.

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- To move between the main sections, do the following:
 - a. To move clockwise, press **Tab**.
 - b. To move counterclockwise, press **Shift + Tab**.
- To add an object to the answer space, do the following:
 - a. With the object bank active, use the arrow keys to move between objects. The active object has a blue background.
 - b. To add the active object to the answer space, press **Space**.
- To use the action buttons, do the following:
 - a. With the button row active, use the left and right arrow keys to move between the buttons. The active button is white.
 - b. To select a button, press **Enter**, and then press **Space** to apply the point, arrow, or line to the answer space.
- To move objects and graph elements in the answer space, do the following:
 - a. With the answer space active, press **Enter** to move between the objects, and then press **Space**. The active object displays a blue border.
 - b. Press an arrow key to move the object. To move the object in smaller increments, hold **Shift** while pressing an arrow key.

Keyboard Commands for Equation Questions

Equation questions allow students to use keyboard commands to open a menu listing the special characters they can insert into the response area.

1. To insert special characters in the response area, with the focus in the text field of the response area, press **Alt + 7**. The *Special Characters* window opens.
2. To move between options in the context menu, use the **Up** or **Down** arrow keys.
3. To add the selected option to the response area, press **Enter**.

L

Login Information for the TA Site

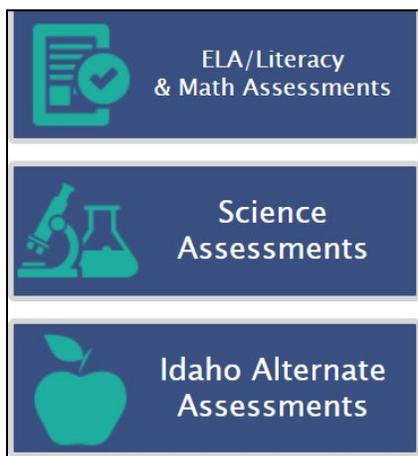
To be able to access the TA Sites, your TIDE administrator must first create your account in TIDE. Once your account is created, you will receive an account activation email. You can log in to the TA Sites after activating your account.

1. Navigate to the Idaho State Assessment Program portal (<https://idaho.portal.cambiumast.com/>).

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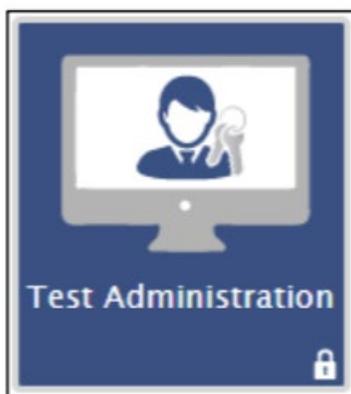
2. Click the *ELA/Literacy & Math Assessments*, *Science Assessments*, or *Idaho Alternate Assessment* cards (see [Figure 58](#)).

Figure 58. Assessment Cards



3. Select the appropriate TA Site:
 - a. To access the TA Interface, select **Test Administration** (see [Figure 59](#)).

Figure 59. Card for TA Interface



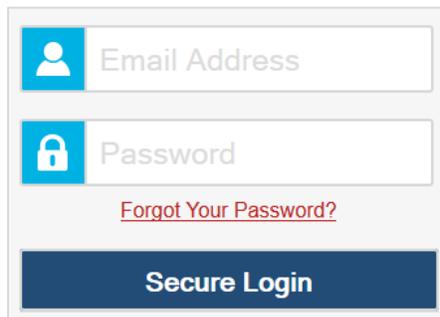
- b. To access the TA Training Site, select **Sample Tests**, then select **Take the Sample/Training Tests** (see [Figure 60](#)).

Figure 60. Cards for TA Training Site



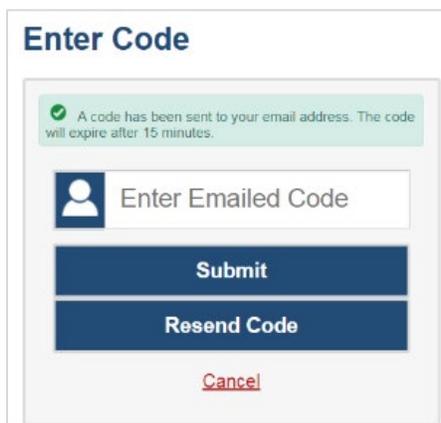
4. The **Login** page appears (see [Figure 61](#)). Enter your email address and password.

Figure 61. Login Page



5. Select **Secure Login**. The selected TA Site appears.
 - a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears (see [Figure 62](#)), and an email containing an authentication code is sent to your address.

Figure 62. Enter Code Page



- In the *Enter Emailed Code* field, enter the emailed code.
- Select **Submit** to view the TA Site.
 - Please note that you must use the authentication code within 15 minutes of the email being sent. If the code has expired, click **Resend Code** to request a new code.
- b. If you receive a warning message about the Non-Disclosure Agreement (NDA), you must sign the NDA in TIDE and then log in again.
- c. If you receive a warning message about not being certified, you must complete the TA Certification Course and then log in again.

6. If you are associated with multiple institutions that have test windows set, a pop-up message prompts you to select a testing institution. Select your institution from the drop-down list and select **Go**. To change the institution, you must log out and then log back in.

P

Pause and Test Timeout Rules

Pause Rules

TAs and students can pause a test in order to temporarily log the student out of the test session. Students cannot review or modify answered questions after their test pauses for more than 20 minutes, even if they marked questions for review. The only exceptions to this rule are if a student pauses the test before answering all of the questions on the current page or if you submit an appeal in TIDE.

These pause rules apply regardless of whether the student or the TA pauses the test or a technical issue logs the student out.

Test Timeout Rules

A warning message displays after 30 minutes of test inactivity. Students who do not click **OK** within 30 seconds after this message appears are logged out. This timeout automatically pauses the test.

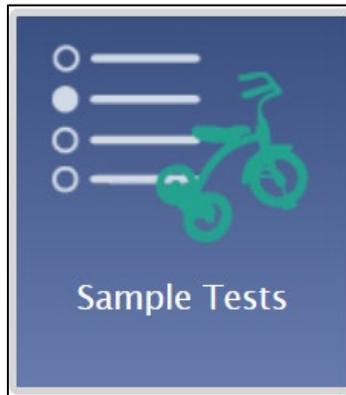
Practice Test Site Student Sign-In Process

The Student Training Site allows students to take practice tests. Aside from the login process, the Practice Test Site has the same appearance and functionality as the Student Testing Site. For information on how to sign in to the Student Testing Site, see [How Students Sign in and Select Tests](#).

Students can take practice tests in proctored sessions created in the TA Training Site or in non-proctored/guest sessions. Students also have the option to sign in to the test sessions with their real identities to take tests specific to their grades or sign in as guests to take tests for any grade-level.

1. To access the Student Training Site, do one of the following:
 - From the ISAT portal (<https://idaho.portal.cambiumast.com/>), select the **Students and Families** card then select the **Sample Tests** card (see [Figure 63](#)).

Figure 63. Card for Student Training Site



- In the Secure Browser, select the **Take the Sample/Training Tests** button.
- 2. To sign in, students do the following (see [Figure 64](#)):
 - To sign in as a guest, students set the Guest User toggle to **On**. Otherwise, to use their real credentials, students set the Guest User toggle to **Off** and then enter their first name and EDUID.
 - To join a guest session, students set the Guest Session toggle to **On**. Or else, to join a proctored session, students set the Guest Session toggle to **Off** and enter the Session ID from the TA Training Site.
 - Students select **Sign In**.
 - If signed in with their real identities, the **Is This You** page appears. Students verify their information and click **Yes** to proceed to the **Your Tests** page.
 - If signed in as guest users, students are directly taken to the **Your Tests** page.

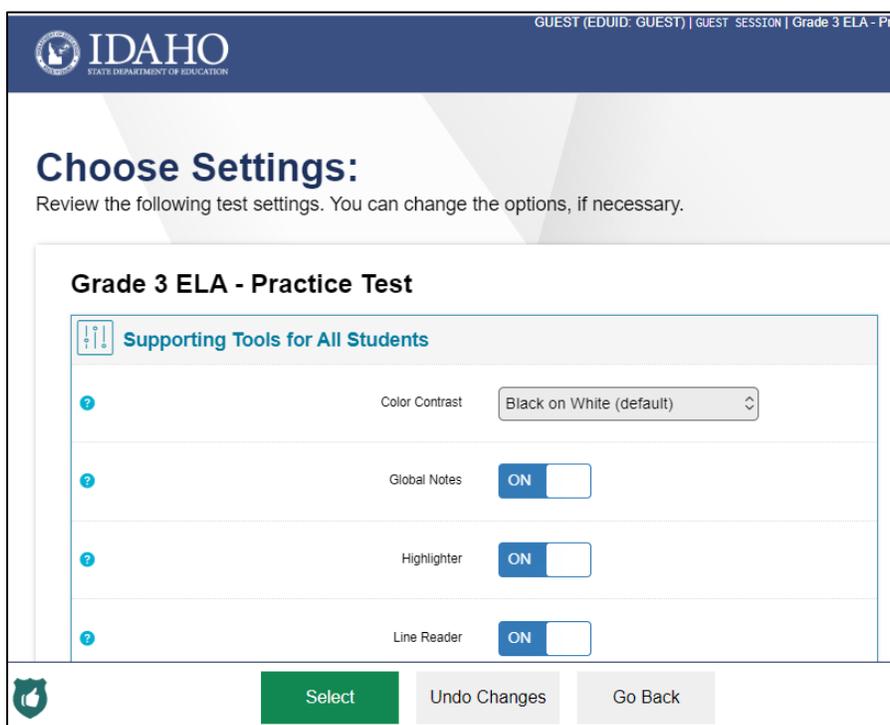
Figure 64. Student Training Site Login Page

3. On the **Your Tests** page (see [Figure 65](#)), students do one of the following:
 - If signed in with their real identities, students select a test from the ones available for their grade.
 - Students signed in as guests select their grade level from the drop-down list to view the tests available for that grade and then select a test.

Figure 65. Your Tests Page

4. If the students signed in to a guest session, they must select the test settings they wish to use from the **Choose Settings** page (see [Figure 66](#)) and then click the **Select** button. When selecting the color of the text and background, mouse-pointer, and print size settings, students can see a live preview of their selected settings.

Figure 66. Choose Settings Page



5. If the test includes audio content or TTS settings, the **Audio/Video Checks** page appears displaying the functionality checks that need to be performed. Students must follow the instructions on this page to ensure that their device is working properly.
6. On the final login page, students may review the help guide, their test settings, and the additional test information, then select **Begin Test Now** to start or resume their test opportunity.

Practice Test Scoring Guides

After students submit the test, the **Your Results** page appears. The [practice test scoring guides](https://idaho.portal.cambiumast.com/resources/practice-and-training-tests-2/) can be found on the ISAT portal (<https://idaho.portal.cambiumast.com/resources/practice-and-training-tests-2/>).

For some tests, this page also displays the test score. [Table 8](#) provides an overview of the columns in the score report.

Table 8. Overview of the Score Report

Column	Description
Question Number	The link in this column opens the question page with the student's entered response.
Your Answer	For multiple-choice questions, this column displays the student's selected answer option. For technology-enhanced questions, this column displays if the student's response was correct or if the student's response was incorrect.

Column	Description
Correct Answer	For multiple-choice questions, this column displays the correct answer option. For technology-enhanced questions, this column displays the scoring criteria.
Score	Number of points the student earned out of the maximum points possible for the question.

Prefetch Item Rules

A test can be configured to prefetch items to ensure that students do not experience delay when testing. For example, a test can be configured to prefetch two items so that while the student is attempting the first question, the second and third items are retrieved and ready to be presented to the student. Item prefetch values can be configured by test language. Hence, the same test can be set to have different prefetch values based on whether the student is testing in English, Spanish, or Braille. Tests can also be configured to prefetch items across test segments.

Depending on how a test has been configured, for students testing in Braille, item embossing requests are automatically sent to the TA Site before the student reaches the items in question. You can emboss items for an entire segment at a time and thereby reduce the time and preparation required to emboss Braille items.

Print Session Information

You can print a snapshot of the TA Site as it currently appears if you wish to keep a hard-copy record of the Session ID or list of approved students. Please note that Federal law prohibits the release of students' personally identifiable information. All printouts must be securely stored and then destroyed when no longer needed.

1. In the banner, select **Print Session**. The computer's print dialog window appears.
2. Select **OK**.

Print Approved Requests Information

You can view and print a list of every print request you approved for students during the current session. For information on how to approve a print request, see [How to Approve a Student's Print Request](#).

1. In the banner, select **Approved Requests**. The **Print Requests** window appears (see [Figure 67](#)), listing all the approved print requests.

Figure 67. Print Requests Window

Print Requests			
			Print
			Close
GUEST Student ID GUEST			
Test	Request	Question #	Approved On
Grades 2 - 3 ELPA	Passage for Item 5		6/3/2015 9:24:38 PM
Grades 2 - 3 ELPA	Passage for Item 7		6/3/2015 9:27:38 PM

2. Select **Print** to print the list.

S

Session Attributes

When starting a session, you may need to select certain attributes for that session. To review the selected attributes for a session, select **Session Attributes** in the banner.

Please note that if you modify a session’s attributes after the session begins, the new attributes are applied to every test opportunity in the session. However, if a student completed a test before you changed the session attributes, that test is submitted with the original session attributes. You may change the test reason for an active session, but not the time limit.

Secure Browser

The Secure Browser ensures test security by prohibiting access to external applications and navigation away from the test. When the Secure Browser launches, it checks for other applications running on the device. If it detects a forbidden application, it displays a message listing the offending application and prevents the student from testing. This also occurs if a forbidden application launches while the student is already in a test.

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In most cases, a detected forbidden application is a scheduled or background job, such as anti-virus scans or software updates. The best way to prevent forbidden applications from running during a test is to schedule such jobs outside of planned testing hours.

Some additional measures you can implement to ensure that the test environment is secure include the following:

- **Close External User Applications.** Before launching the Secure Browser, or prior to administering the online tests, close all non-required applications on testing devices, such as word processors and web browsers.
- **Avoid Testing with Dual Monitors.** Students should not take online tests on computers connected to more than one monitor. Systems that use a dual-monitor setup typically display an application on one screen while another application is accessible on the other screen.
- **Disable Screen Savers and Timeout Features.** On all testing devices, be sure to disable any features that display a screensaver or log users out after a period of inactivity. If such features activate while a student is testing, the Secure Browser logs the student out of the test.

Using the Secure Browser with Accessibility Software

For students with special needs or administrators seeking to accommodate students using accessibility features, the Secure Browser provides the option for assessments to be taken in less restrictive environments. This feature is known as Permissive Mode.

Permissive Mode is an accommodation option that allows students to use accessibility software in addition to the Secure Browser. Offered on MacOS and Windows, students testing in Permissive Mode can have moderated access to the system outside of the Secure Browser. This allows students who need accessibility tools to seamlessly navigate between the Secure Browser and approved applications that suit their test taking needs.

Please note that accessibility software must be certified for use with the Online Testing System and forbidden applications will still not be allowed to run. For information about supported operating systems, see the *Quick Guide for Setting Up Your Online Testing Technology*.

Permissive Mode activates when the student is approved for testing. Students who have the Permissive Mode setting enabled should not continue with the login process until their accessibility software is correctly configured.

To use accessibility software with the Secure Browser:

1. Open the required accessibility software.
2. Open the Secure Browser. Begin the normal login process up to the TA approval step.
3. When a student is approved for testing, the Secure Browser allows the operating system's menu and task bar to appear.

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- **Windows:** On Windows, the Secure Browser resizes, and the taskbar remains visible inside the test in its usual position. Students can execute the keyboard shortcut **Alt + Tab** to switch between the Secure Browser and accessibility applications, such as JAWS and NVDA, that they are permitted to use in their test session. Please note that when using Windows 8 and above, the task bar remains on-screen throughout the test after enabling accessibility software. However, forbidden applications are still prohibited.
 - **Mac:** On MacOS, the Secure Browser resizes, and students can view the dock in its usual position inside the test. If the dock is set to autohide, no resizing occurs, and the dock is only visible when the mouse is moved toward the bottom of screen. Students can execute the keyboard shortcut **CMD + TAB** to switch between the Secure Browser and permitted accessibility applications.
4. The student must immediately switch to the accessibility software that is already open on the computer so that it appears over the Secure Browser. The student cannot click within the Secure Browser until the accessibility software is configured.
 - **Windows:** To switch to the accessibility software application, click the application in the task bar.
 - **Mac:** To switch to the accessibility software application, click the application in the dock.
 5. The student configures the accessibility software settings as needed.
 6. After configuring the accessibility software settings, the student returns to the Secure Browser. At this point, the student can no longer switch back to the accessibility software. If changes need to be made, the student must sign out and then sign in again.
 7. The student continues with the login process.

As soon as Permissive Mode is turned off, the Secure Browser reoccupies the whole screen so that the taskbar or dock is no longer visible, and the student's ability to switch between any applications and Secure Browser is suppressed.

Accessing the Secure Browser on Mobile Devices

Tablets and Chromebooks should be configured for testing before you provide them to students. For more information, see the OS and platform specific technical documents on the Idaho State Assessment Program Portal.

To configure iOS devices:

- Tap the **SecureTest** (formerly **AIRSecureTest**) Secure Browser icon.

To configure Chromebooks:

- From the **Apps** link on the Chrome OS login screen, select **SecureTest** (formerly **AIRSecureTest**) Secure Browser.

Closing the Student Testing Site on Tablets

After a test session ends, close the **SecureTest** (formerly **AIRSecureTest**) application on student tablets.

To close the Student Testing Site on iOS devices:

1. Double-tap the Home button. The multitasking bar appears.
2. Locate the **SecureTest** (formerly **AIRSecureTest**) app preview and slide it upward.

To close the Student Testing Site on Chromebooks:

- Click **Close Secure Browser** in the upper-right corner.

Force-Quitting the Secure Browser

In the rare event that the Secure Browser or test becomes unresponsive, you can force-quit the Secure Browser. Please note that the Secure Browser hides features such as the Windows task bar or Mac OS X dock. If the Secure Browser is not closed correctly, then the task bar or dock may not reappear correctly, requiring you to reboot the device. Avoid using a force-quit command if possible.

To force the Secure Browser to close, use the keyboard command for your operating system as shown below in [Table 9](#). This action logs the student out of the test. When the Secure Browser is opened again, the student logs back in to resume testing.

Table 9. Force Quit Secure Browser Keyboard Commands

Operating System	Key Combination
Windows*	• Ctrl + Alt + Shift + F10
Mac OS X*	• Ctrl + Alt + Shift + F10 . The Ctrl key may appear as Control , Ctrl , or ^
Linux	• Ctrl + Alt + Shift + Esc

* If you are using an Apple keyboard, you may need to press **Ctrl + Shift + Option + F10**. If you are using a laptop or notebook, you may also need to press **Function** before pressing **F10**.

Force-quit commands do not exist for the Secure Browser for iOS, Chrome OS, and Android devices.

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- **iOS:** Double-tap the Home button, then close the app as you would any other iOS app.
- **Chrome OS:** To exit the Secure Browser from the login screens, press **Ctrl + Shift + S**. You cannot force quit once the test begins.

Student Lookup Feature

You can use the student lookup feature in the TA Site to perform a quick or advanced search for student information. This is useful if students signing in to your test session cannot remember their login information.

1. To perform a quick search, do the following:
 - a. In the banner, select **Student Lookup** (see [Figure 68](#)).
 - b. Enter a student's full EDUID and click **Submit EDUID**. Search results appear below the search field.

Figure 68. Student Lookup: Quick Search

Quick Search
Advanced Search
Close

Enter the student's full EDUID and click [Submit EDUID] to search for that student's record. Searches by partial EDUID are not permitted.

EDUID: 600600613

Search Results

First Name: Test
 Last Name: Demo
 Grade: 05
 EDUID: 600600613
 Date of Birth: 02022002
 Gender: F
 School: Demo inst 9999
 District: Demo district 9999
 RemoteProctoring:

2. To perform an advanced search:
 - a. In the banner, select **Student Lookup**, and then select **Advanced Search** (see [Figure 69](#)).
 - b. Select the appropriate district and school from the drop-down lists.
 - c. Select the appropriate grade.
 - d. *Optional:* Enter a student's exact first or last name. Partial names are not allowed.
 - e. Select **Search**. Search results appear below the search fields.
 - f. To view a student's information, click  in the Details column.

Figure 69. Student Lookup: Advanced Search

Quick Search
Advanced Search
Close

Use the drop-down menus to select the District, School, and Grade for your search. A First or Last Name is required.

District/School

Grade

First Name

Last Name

Search Results

Student ID	First Name	Last Name	Grade	Details
99999991234	Demo	Student	3	
99999991235	Demo	Student	3	
99999991236	Demo	Student	3	

T

Text-Response Questions

For text-response item types in the Student Testing Site, students can use a formatting toolbar. This toolbar is available above the response field for text response questions (see [Figure 70](#)) and also appears whenever students right-click anywhere in the text area. The formatting toolbar allows students to apply styling to text and use standard word-processing features. The lower-right corner of the response field displays the word count and character count for the student's response.

[Table 10](#) provides an overview of the formatting tools available

Figure 70. Text Response Question with Formatting Toolbar

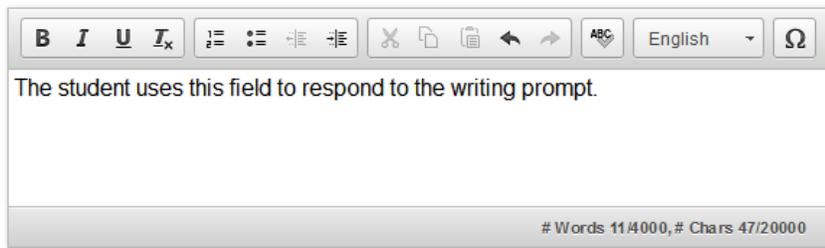
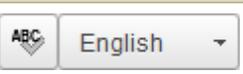


Table 10. Description of Formatting Tools

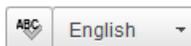
Tool	Description of Function
	<ul style="list-style-type: none"> Print the entered text.
	<ul style="list-style-type: none"> Bold, italicize, or underline selected text.
	<ul style="list-style-type: none"> Remove formatting that was applied to the selected text.
	<ul style="list-style-type: none"> Insert a numbered or bulleted list.
	<ul style="list-style-type: none"> Indent a line of selected text.
	<ul style="list-style-type: none"> Decrease indent of text.
	<ul style="list-style-type: none"> Cut selected text.
	<ul style="list-style-type: none"> Copy selected text.
	<ul style="list-style-type: none"> Paste copied or cut text.
	<ul style="list-style-type: none"> Undo the last edit to text or formatting in the response field.
	<ul style="list-style-type: none"> Redo the last undo action.
	<ul style="list-style-type: none"> Use spell check to identify potentially misspelled words in the response field. The drop-down list allows you to set a language for this tool.
	<ul style="list-style-type: none"> Add special characters in the response field.

Spell Check Feature

The spell check tool identifies words in the response field that may be misspelled.

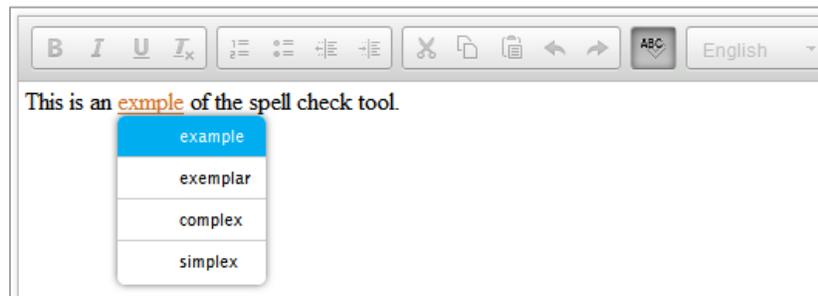
1. Select a language for the spell check tool from the Spell Check drop-down list (see [Figure 71](#)), if necessary.

Figure 71. Spell Check Drop-Down List



2. In the toolbar, select . Potentially incorrect words change color and become underlined.
3. Select a misspelled word. A list of suggestions appears (see [Figure 72](#)).

Figure 72. Spell Check Tool



4. Select a replacement word from the list. If none of the replacement words are correct, close the list by clicking anywhere outside it.
5. To exit spell check, select  again.

Special Characters Feature

Students can add mathematical, accented, and other symbols.

1. To add a special character, in the toolbar, select .
2. In the window that pops up, select the required character.

Transfer a Test Session

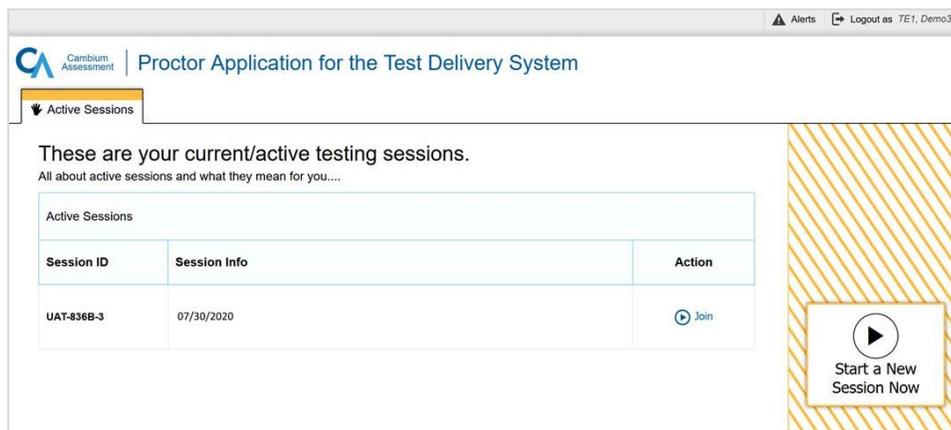
You can transfer an active test session from one device or browser to another without stopping the session or interrupting in-progress tests. This is useful in scenarios when your computer malfunctions or if you accidentally close the browser while a session is in progress.

Your session remains open until it times out. If you do not return to the active session within 20 minutes and there is no student activity during that time, the Online Testing System logs you out and pauses the students' tests.

The Online Testing System ensures that you can only administer a test session from one browser at a time. If you move a test session to a new device, you cannot simultaneously administer the session from the original browser or device.

1. While the session is still active on the original device or browser, log in to the TA Site on the new device or browser. The **Active Sessions** page appears (see [Figure 73](#)) listing the active session.

Figure 73. Active Sessions Page



2. Select **Join**. The test session page appears, allowing you to continue monitoring your students' progress. The test session on the previous computer or browser automatically closes. If the test session displays a timer, the timer continues counting down where it left off on the original device or browser.

If you do not wish to return to the active session, you can select **Start a New Session Now** to open the **Test Selection** window and create a new test session.

U

User Support and Troubleshooting Information

User Support

For information and assistance in using the Online Testing System, contact the Idaho State Assessment Program Helpdesk. The Helpdesk is open Monday–Friday 8:00 a.m. to 8:00 p.m. Mountain Time (except holidays or as otherwise indicated on the Idaho State Assessment Program portal).

Idaho Help Desk

Toll-Free Phone Support: 1-844-560-7365

Email Support: IDHelpDesk@cambiumassessment.com

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Please provide the Helpdesk with a detailed description of your problem, as well as the following:

- Test Administrator name.
- If the issue pertains to a student, provide the student's EDUID and associated district or school. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable.
- Affected test ID and question number, if applicable.
- Operating system and browser version information, including version numbers (for example, Windows 10 and Firefox 60 or Mac OS 10.14 and Safari 11).
- Information about your network configuration, if known:
 - Secure Browser installation (to individual devices or network).
 - Wired or wireless internet network setup.

Usernames and Password Issues

Your username for logging in to the TA Site is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the **Reset Your Password** page. To activate your account, you must set up your password within 15 minutes of the email being sent.

- **If your first temporary link expired:**

In the activation email you received, select the second link provided and proceed to request a new temporary link.

- **If you forgot your password:**

On the **Login** page, select **Forgot Your Password?** and then enter your email address in the *Email Address* field. You will receive an email with a new temporary link to reset your password.

- **If you did not receive an email containing a temporary link or authentication code:**

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the Idaho Help Desk for assistance. You must provide your name and email address. Contact information is available in the User Support section of this user guide.

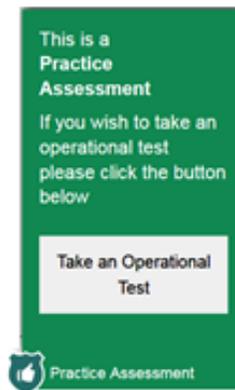
Common Student Sign-In Errors

The Online Testing System generates an error message if a student cannot sign in. The following are the most common student sign-in issues:

- **Session does not exist:**

The student entered the Session ID incorrectly or signed in to the wrong site. Verify that the student correctly entered the active Session ID. Also, verify that both you and the student are using the correct sites. For example, students signed in to the Student Training Site cannot access sessions created in the TA Interface. A message displayed in the bottom-left corner of the **Student Sign-In** page indicates which site the student is on (see [Figure 74](#)). If a student is on the wrong site, the student can select the button included in the message to proceed to the correct site.

Figure 74. Student Training Site Badge on the Login Page



- **Student information is not entered correctly:**

Verify that the student correctly entered the EDUID. If this does not resolve the error, use the Student Lookup tool to verify the student's information.

- **Session has expired:**

The Session ID corresponds to a closed session. Ensure that the student enters the correct Session ID and verify that your session is open. For more information about test sessions, see the section [How to Select Tests and Start a Test Session](#).

- **Student is not associated with the school:**

The student is not associated with your school, or you are not associated with the student's school.

Resolving Secure Browser Error Messages

This section provides possible resolutions for the following messages that students may receive when signing in to tests using the Secure Browser.

- **You cannot log in with this browser:**

This message occurs when the student is not using the correct Secure Browser. To resolve this issue, ensure that the latest version of the Secure Browser is installed, and that the student launched the

Secure Browser instead of a standard web browser. If the latest version of the Secure Browser is already running, then log the student out, restart the device, and try again.

- **Looking for an internet connection...:**

This message appears when the Secure Browser cannot connect with the Online Testing System. This can occur if there is a network-related problem. Make sure that either the network cable is plugged in (for wired connections) or the Wi-Fi connection is live (for wireless connections). Also check if the Secure Browser must use specific proxy settings; if so, those settings must be specified as options when configuring the Secure Browser. If connection issues persist, contact a network technician.

- **Test Environment Is Not Secure:**

This message can occur when the Secure Browser detects a forbidden application running on the device. If this message appears on an iPad, ensure that either Autonomous Single App Mode or Automatic Assessment Configuration is enabled.

Change Log

Location	Change	Date
Throughout	Created SY20-21 document	8/27/2020