



# Quick Guide for Students to Take Tests at Home – The Day of Testing

2020-2021

Published March 19, 2021

*Prepared by Cambium Assessment, Inc.*



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## Introduction

This guide explains how students can take tests if they are not present in the classroom or in the school building.

- The same online testing system that teachers and students use to administer tests in the classroom has been upgraded to allow students to take tests at home.
  - Teachers/proctors can broadcast chat messages to students during a test session and students can respond by sending chat messages back to their teacher/proctor.
  - Students and teachers/proctors can communicate with each other through a chat feature or a one-on-one video conference feature built into the online testing system, if enabled.
- Teachers/proctors and students will not be asked to share any additional personally identifiable information than they would share in an ordinary test session in a classroom.

This guide outlines the steps you and your student can take to

- Prepare for testing
- Sign into a remote test
- Communicate with the teacher/proctor during a remote test
- Submit a completed test

Before testing, there are various steps you, your child's teacher, and district technology staff need to have taken to ensure a successful test day. If you have not already, make sure to quick guide for preparing for testing, available at [URL](#)

## Tasks to Complete on the Day of the Test

This section lists and explains the tasks that students need to complete on the day of the test to take a test at home. Students should be ready to join the remote test session twenty minutes prior to the start time provided by their teacher and/or test proctor. The sections below cover the following topics:

- How to sign in to take a test
- How to ask the teacher/proctor for help while you take a test at home
- How to respond to chat messages sent by the teacher/proctor
- How to send chat messages to the teacher/proctor
- How to submit your test after you finish

## How to Sign in to Take a Test

To take a test, students must access the website that hosts the test. To access the site, students need a compatible web browser. Students should access the test via Idaho's Secure Browser,

which is a customized web browser designed for taking tests. Here is an example of what the Secure Browser desktop icon looks like on a computer with the browser installed:



If the Secure Browser has not been installed and the district is unable to help with this process, students can also use a conventional web browser like Chrome, Firefox, or Safari. Microsoft Internet Explorer and Edge are not supported.

The instructions to sign in to take a test are nearly identical whether a student is accessing the website that hosts the test with the Secure Browser or a conventional browser like Chrome, Firefox, or Safari.

On the day of the test, the teacher/proctor will provide a session ID and a link to the session.

Students using the Secure Browser need the session ID. When a student opens the Secure Browser, they first see the sign in page, where will enter their first name, student ID, and the session ID provided by the teacher/proctor.

Students using Chrome, Firefox, or Safari need the link to the test session. When a student selects the link, the website that hosts the test in their web browser, and the session ID is automatically populated. Students still need to enter their first name and student ID, which can be provided by the teacher/proctor if needed.

Students can sign in to a take a test by following the steps below:

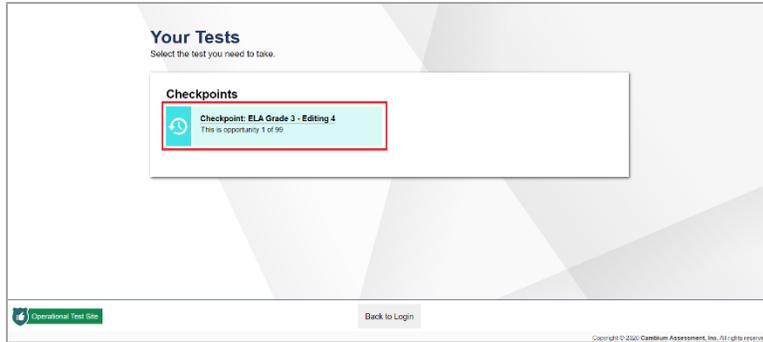
1. To access the *Sign In* page, do one of the following:
  - If you are using the Secure Browser, double-click the shortcut on your desktop to launch it.
  - If you are using a conventional browser like Chrome, Firefox, or Safari, select the link to the session provided by your teacher/proctor or copy it and paste it into the URL bar in your browser.
2. The *Sign In* page appears. Do the following:
  - a. In the *First Name* field, enter your first name exactly as it appears in Cambium Assessment systems. If you are unsure how your name appears in Cambium Assessment systems, check with your teacher/proctor. You need to enter your first name whether you are using the Secure Browser or a conventional browser like Chrome, Firefox, or Safari.

- b. In the *Student ID* field, enter your nine-digit state student ID. If you do not know your state student ID, your teacher/proctor can provide it. You need to enter your student ID whether you are using the Secure Browser or a conventional browser like Chrome, Firefox, or Safari.
- c. In the *Session ID* field, if you are using the Secure Browser, enter the session ID provided by your teacher/proctor. If you accessed the site by selecting the link provided by your teacher/proctor, the session ID is automatically populated.
- d. Select **Sign In**.

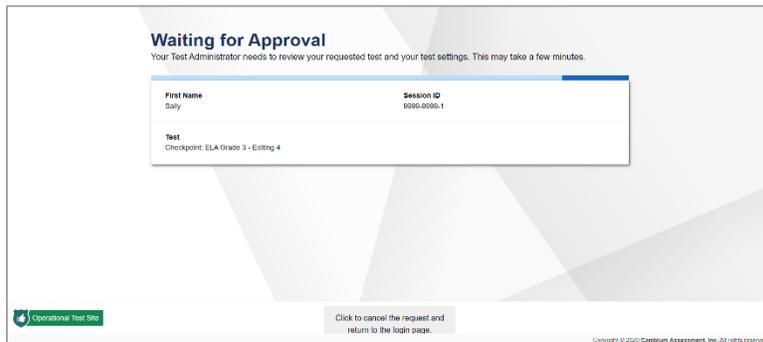
- 3. The *Is This You?* page appears. The information on this page includes your first name, student ID, grade, and school. If all the information on the *Is This You?* page is correct, select **Yes**. If any information on this page is incorrect, notify your teacher/proctor before selecting **No**.

First Name	Grade	Student ID	School
Sally	04	09090909	Your School

- 4. The *Your Tests* page appears. The test(s) included in the test session will be listed here. Select the test as instructed by your teacher/proctor. If any of the information on this page is incorrect, notify your teacher/proctor before proceeding.



5. The *Waiting for Approval* page appears. Your request to join the test session is sent to the teacher/proctor. Your teacher/proctor must approve you into the session before you can proceed.



6. After your teacher/proctor approves you into the session, the *Audio/Video Checks* page appears. Depending on the test you are completing and whether remote video is enabled, some checks below may not appear. To complete the checks that do appear, do the following:
  - a. In the *Camera Check* field, you will need to do the following:
    - i. Mark the **I agree to grant the browser permission to access the camera.** checkbox.
    - ii. Select the **Camera** icon ().
    - iii. A pop-up window appears in your web browser, requesting access to your camera. Select **Allow**. If you do not select Allow, the online testing system will not be able to access your camera and you may be unable to proceed.
    - iv. Next, you will need to do one of the following:
      - If live video from your webcam appears, select **I see myself**. A checkmark appears in the upper right corner of the *Camera Check* field. Your camera works.
      - If live video from your webcam does not appear, select **I cannot see myself**. and contact your teacher/proctor to troubleshoot the problem.

**Camera Check**  
 Ensure you are able to use the camera. Check the box below to grant permission to access the camera, then test the camera functionality.

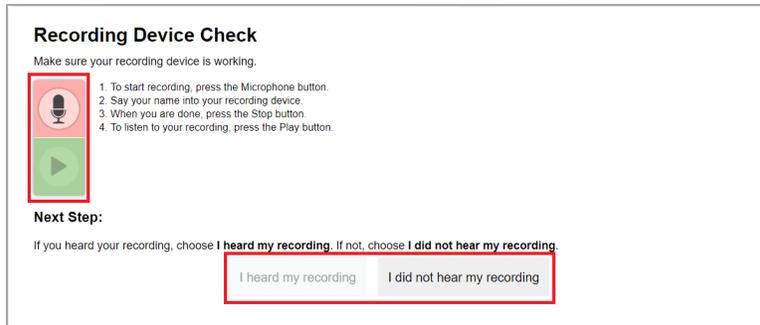
I agree to grant the browser permission to access the camera.



**Next Step:**  
 If you can see a live stream of your camera, choose **I see myself**. If not, choose **I cannot see myself**.

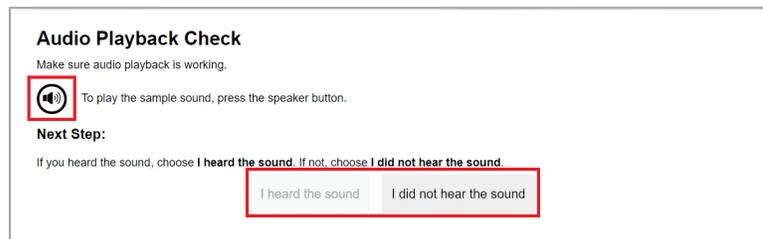
b. To check the audio on your student's device, you will need to do the following in the *Recording Device Check* field:

- i. Select the **Microphone** icon ().
- ii. A pop-up window appears in your web browser, requesting access to your microphone. Select **Allow**. If you do not select Allow, the online testing system will not be able to access your microphone and you may be unable to proceed.
- iii. Speak into your microphone.
- iv. When you are done speaking, select the **Stop** icon () to stop recording.
- v. To listen to your recording, select the **Play** icon ().
- vi. To stop listening to your recording, select the **Stop** icon ().
- vii. Do one of the following:
  - If you hear the audio you recorded from your speaker, select **I heard my recording**. A checkmark appears in the upper right corner of the *Recording Device Check* field. Your microphone works.
  - If you do not hear the audio you recorded from your speaker, check that the speakers are turned on and up. If you still do not hear the audio after checking your speakers, select **I did not hear my recording** and contact your teacher/proctor to troubleshoot the problem.



c. In the *Audio Playback Check* field, do the following:

- i. Select the **Play Sound** icon ().
- ii. Do one of the following:
  - If you hear the sound from your speaker, select **I heard the sound**. A checkmark appears in the upper right corner of the *Audio Playback Check* field. Your speaker works.
  - If you do not hear the sound from your speaker, check that the speakers are turned on and up. If you still do not hear the audio after checking your speakers, select **I did not hear the sound** and contact your teacher/proctor to troubleshoot the problem.



d. Select **Continue**.

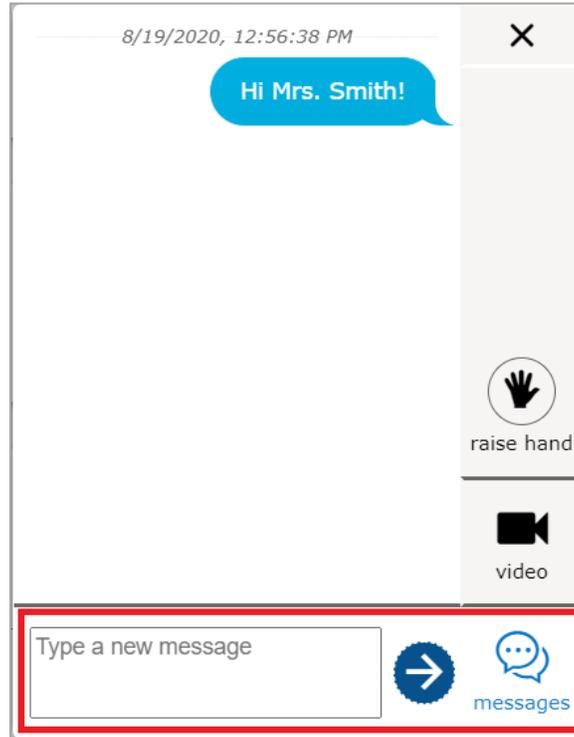
7. Once you have completed the hardware checks, the *Instructions and Help* page appears. On this page, you can do any of the following:

- a. To contact your teacher/proctor, select the **Student Video/Chat** icon (). By default, this appears in the lower right corner of your screen. To move it, use the arrow keys that appear when you hover your cursor over your image (or chat icon if you have not enabled remote video). After you have selected your image/chat icon, you can do any of the following:

i. To send a chat message to your teacher/proctor, do the following:

- a. Select the **Messages** icon ().

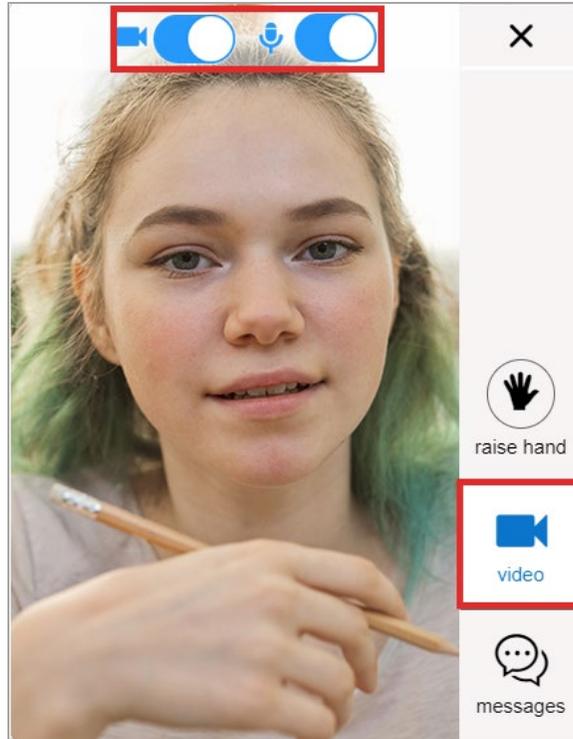
- b. In the *Type a new message* field, enter the message you wish to send to your teacher/proctor.
- c. Select the **Send** icon ().



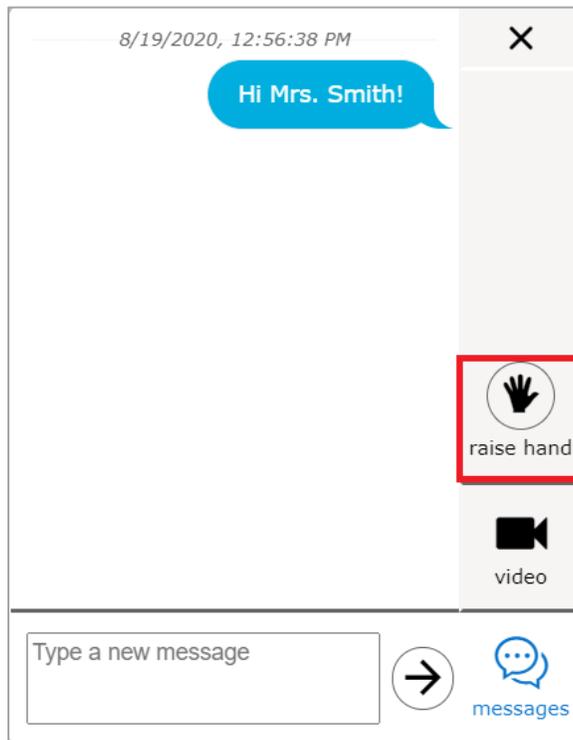
A notification appears on your teacher's/proctor's screen. Your teacher/proctor can respond by sending you a chat message.

- ii. If enabled, you can view a live feed from your webcam by doing the following:

- a. Select the **Video** icon (.
- b. A live feed from your webcam appears. You can do the following:
- To turn off your webcam, select the **Webcam** icon (). To turn it back on, select the icon again. With your webcam off, your teacher/proctor is unable to see you.
  - To turn off your microphone, select the **Microphone** icon (). To turn it back on, select the icon again. With your microphone off, your teacher/proctor is unable to hear you during a video conference.

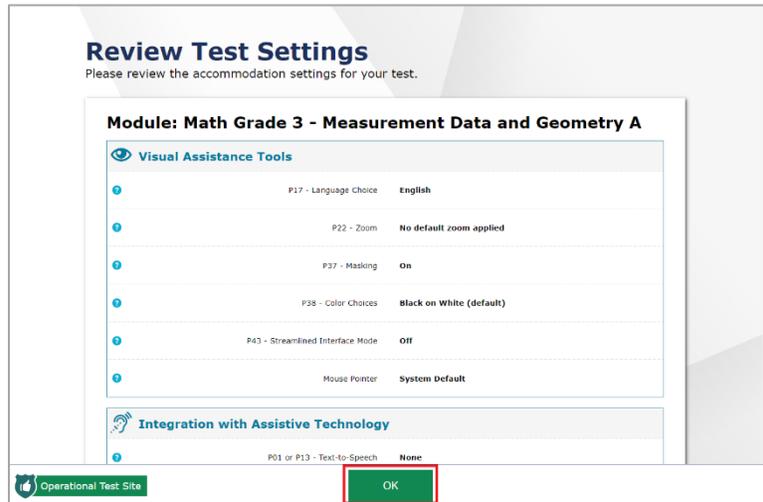


- iii. To let your teacher/proctor know you need help by virtually “raising your hand,” select the **Raise Hand** icon ().

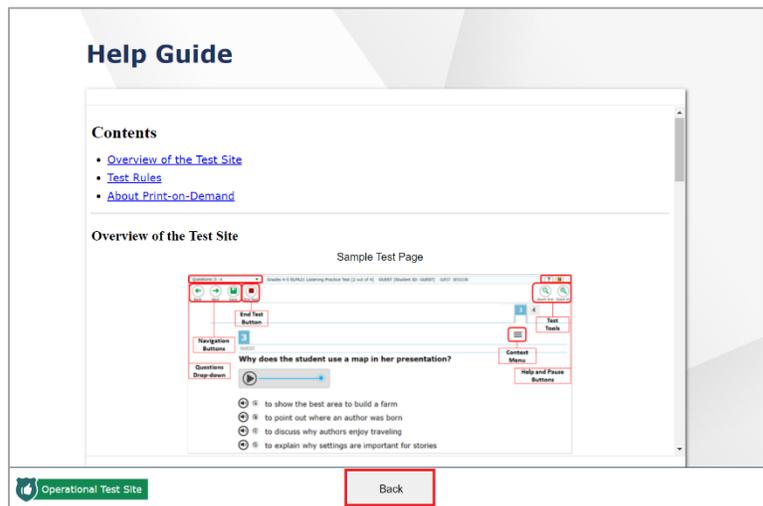


A notification appears your teacher's/proctor's screen. Your teacher/proctor can respond by sending you a chat message or by starting a video conference with you, if enabled.

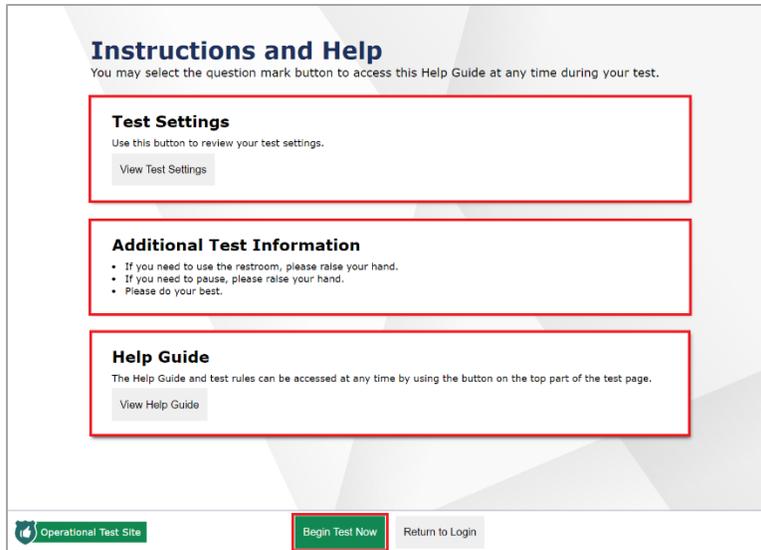
- iv. To close the widget, select **X**.
- b. To review your test settings, select **Review Test Settings**. Your test settings and accommodations for the test appear. If any of this information is incorrect, notify your teacher/proctor. To return to the *Instructions and Help* page, select **OK**.



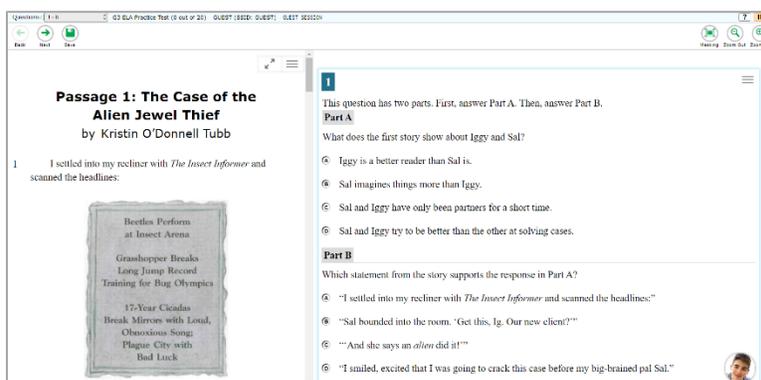
- c. To view any additional test information, if applicable, see the *Additional Test Information* field.
- d. To view the help guide, select **View Help Guide**. The help guide appears. You can also view the help guide at any time during the test by selecting the Help button inside the test. To return to the *Instructions and Help* page, select **Back**.



- e. To start the test, select **Begin Test Now**.



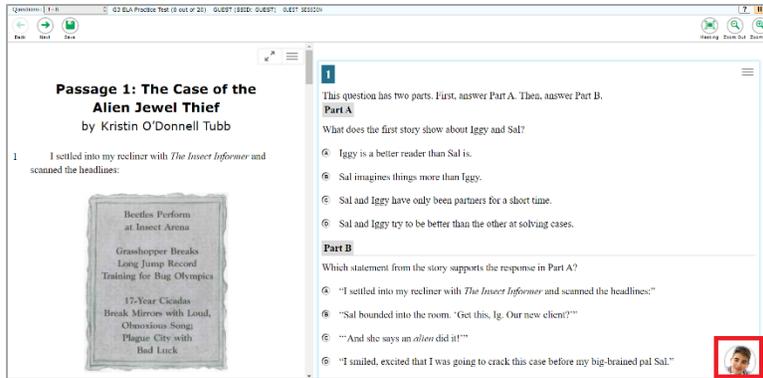
Once you begin the test, test questions appear on the screen. You complete your test in the same way as if you were in your classroom or school. Your teacher/proctor can monitor your progress throughout the test even while you are taking the test from home.



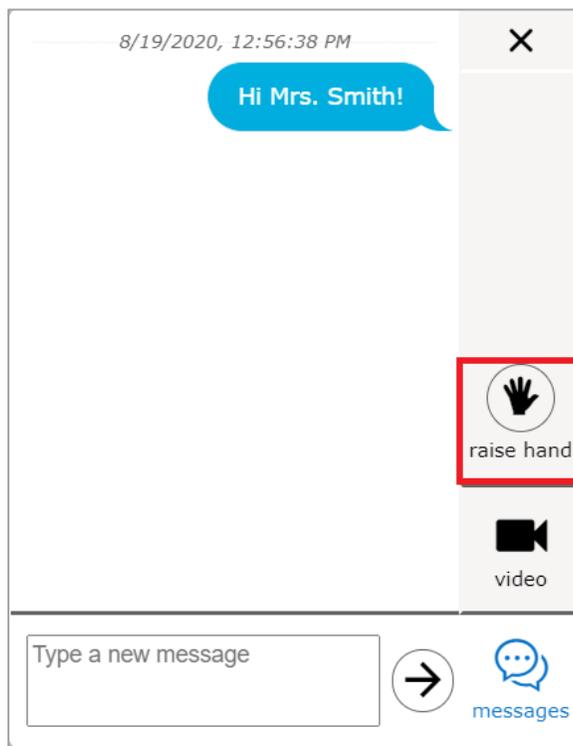
## How to Ask your Teacher/Proctor for Help while you take a Test at home

Students can request assistance from their teacher/proctor while they are taking a test from home either by chat or by using the video feature. Students should follow the steps below to ask the teacher/proctor for help:

1. While in the test, select the **Student Video/Chat** icon (  ).



2. The *Video/Chat* pop-up window opens. Select the **Raise Hand** icon (  ).



Your teacher/proctor will see a message on their computer alerting them that you need help. Your teacher/proctor can send you a chat message or start a video conference, if enabled. Your teacher/proctor may also ask you to share your screen. Your teacher/proctor can also lower your hand.

3. To lower your hand, select the **Lower Hand** icon (  ).

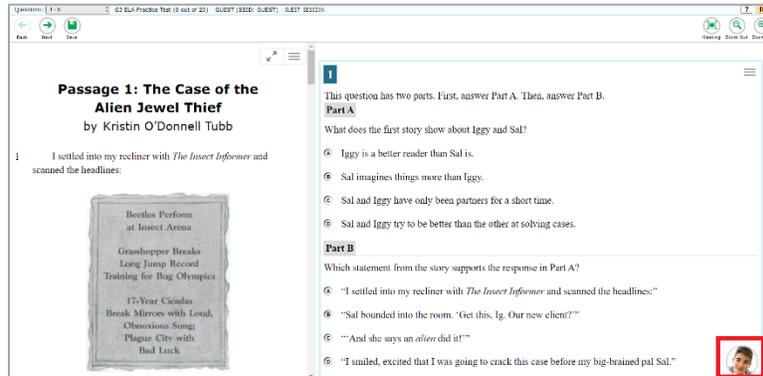
4. To close the window, select **X**.

### How to Send Chat Messages to your Teacher/Proctor

Students can send chat messages to teachers/proctors through the online testing system while they are taking a test at home.

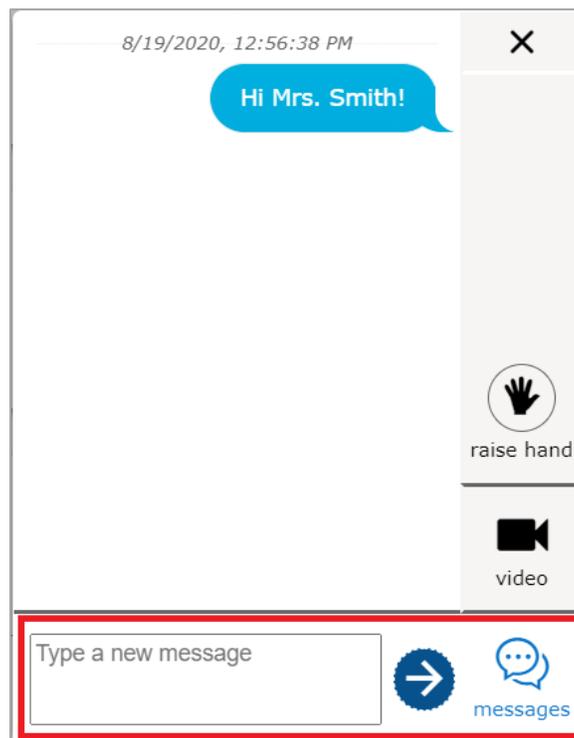
Students can send chat messages to their teacher/proctor by following the steps below:

1. While in the test, select the **Student Video/Chat** icon ().



2. The **Video/Chat** pop-up window opens. Do the following:

- a. Select the **Messages** icon (). If remote video is not enabled, this chat option is the default when you open the window to communicate with your teacher/proctor.
- b. In the *Type a new message* field, enter the message you wish to send to your teacher/proctor.
- c. Select the **Send** icon (.



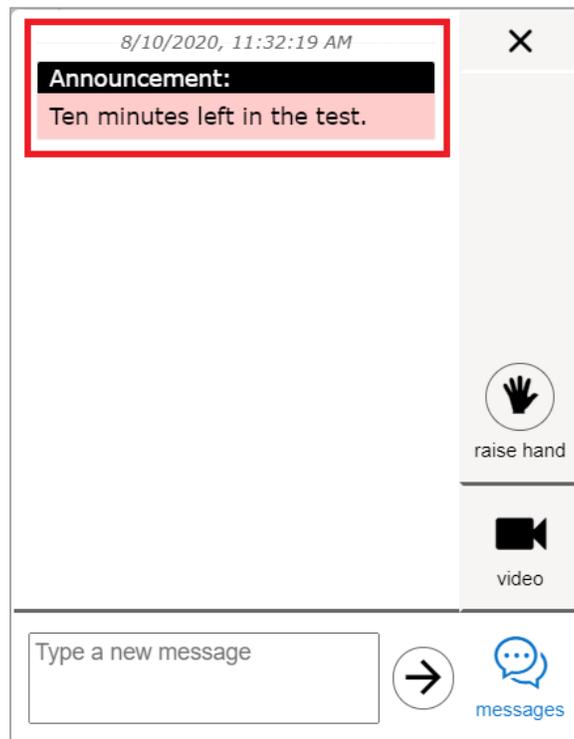
3. To close the window, select **X**.

### How to Respond to Chat Messages from your Teacher/Proctor

While students are taking tests at home, teachers/proctors can send chat messages through the online testing system to one student at a time or all students in a session. These messages appear on the student's screen while they are taking the test. Students can respond to these messages by sending a chat message back to their teacher/proctor.

Students can respond to chat messages from their teacher/proctor by following the steps below:

1. Messages sent by your teacher/proctor appear automatically on your screen.



2. To respond, do the following:
  - a. In the *Type a new message* field, enter the message you wish to send to your teacher/proctor.
  - b. Select the **Send** icon ().
3. To close the chat window, select **X**.

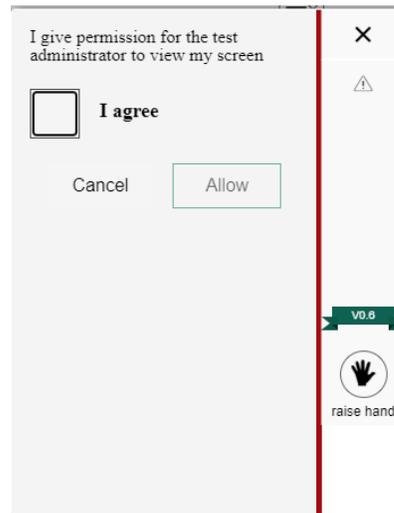
### How to Share your Screen with your Teacher/Proctor

To assist students who are taking tests at home, teachers/proctors may need to view a student's screen. If the teacher/proctor makes this request through the online testing system

students can respond by indicating their agreement and selecting the component of their screen to share.

Students can respond to these requests by following the steps below:

1. Requests to screen share sent by your teacher/proctor appear automatically on your screen.



2. To allow the teacher/proctor to see your screen, do the following:
  - a. Click "I agree"
  - b. Select "Allow"
  - c. Choose the component of your screen you want to share
  - d. Click Share
3. To stop sharing your screen, click on the "Stop sharing" button at the bottom of the screen.

## How to Submit your Test after you finish

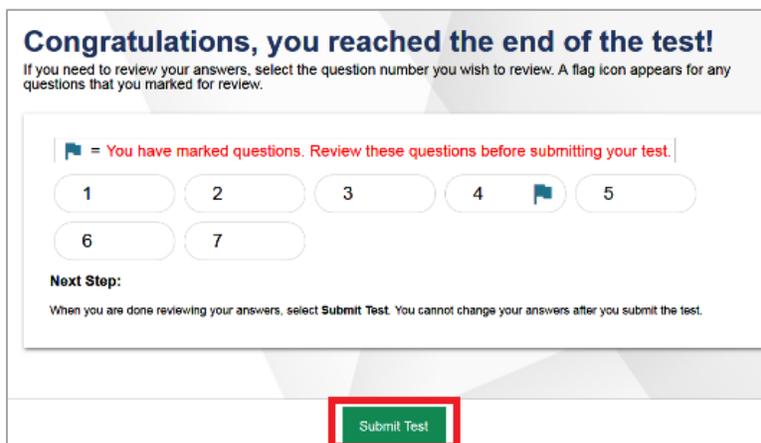
When a student completes their remote test, they submit the test the same way they would in a classroom.

Students can submit their test after they finish by following the steps below:

1. Students select **End Test** in the upper-left corner, which appears after students respond to the last test question.



2. A confirmation message appears. Students select **Yes**. The **End Test** page appears, 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.
3. *Optional:* To review previous answers, students select a question number. When done 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.



5. The **Your Results** page appears displaying the student's name, the test name, and the completion date. To exit the Student Testing Site, students select **Log Out**, and then close the web browser.

## Your Results

Your test was submitted. You may review the test details below.

<b>Student Name:</b> Smith, John (SSID: 999999123)	<b>Test Name:</b> Grade 3 Math Practice Test
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**Test Completed On:**  
8/1/2018

You have finished the test. You may now log out.

To log out of the test, select **Log Out**.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

**Log Out**

## Frequently Asked Questions

For answers to frequently asked questions, visit  
<https://idaho.portal.cambiumast.com/resources/faq/>