



Windows Take a Test Application Quick Guide

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Windows Take a Test Application

The Microsoft Windows Take a Test application is not a Cambium Assessment system. All issues related to the Take a Test application should be submitted to the Idaho Help Desk (idhelpdesk@cambiumassessment.com) so that Cambium Assessment can relay the issues to Microsoft's developers, but CAI cannot guarantee that these issues will be fixed by Microsoft.

Setting up Microsoft's Take a Test App for Windows 10

These procedures set up Microsoft's Take a Test app on machines running Windows 10.

The Take a Test app enforces a locked-down, secure testing environment identical to CAI's Secure Browser. Users of the Take a Test app do not need to install the CAI Secure Browser on the testing machine. For more information about configuring the Take a Test app, see <https://docs.microsoft.com/en-us/education/windows/take-tests-in-windows-10>.

Creating a Dedicated Test Account for Non-permissive Mode Users

Non-permissive mode users should create a dedicated test account for the Take a Test app. Permissive mode features will not be available when using this method. To access permissive mode features, please see Creating Desktop Shortcuts for Permissive Mode Users.

Note: Assessments administered through the Take a Test app will detect some forbidden apps are running in the background even if users don't start these apps, which causes the Take a Test app to log a user out of their account. (For more information, see <https://support.microsoft.com/en-us/help/4338725/k-12-assessment-unexpected-reports-apps-running-background-windows-10>) Because of this, CAI has disabled the forbidden app check when using the Take a Test app through a dedicated test account.

To create a dedicated test account:

1. Sign into the device with an administrator account.
2. Go to **Settings > Accounts > Access work or school > Set up an account for taking tests**.
3. Select an existing account to use as the dedicated testing account.
 - **Note:** If you don't have an account on the device, you can create a new account. To do this, go to **Settings > Accounts > Family & Other Users > Add someone else to this PC > I don't have this person's sign-in information > Add a user without a Microsoft account**.
4. In the *Enter the test's web address* field, enter <https://ca.tds.cambiumast.com/student/>
5. Click **Save**.

The student can now sign into the dedicated account to take the specified test.



Creating a Desktop Shortcuts for Permissive Mode Users

Permissive mode users should create a desktop shortcut for the Take a Test app.

To create a desktop shortcut for Take a Test:

1. Log in to Windows as the user taking a test.
2. Right-click on the desktop and select **New > Shortcut**. The **Create Shortcut** dialog box appears.
3. In the *Type the location of the item* field, enter ms-edu-secureassessment:<https://id.tds.cambiumast.com/student/>
4. Click **Next**.
5. In the next dialog box, type a name for the shortcut.
6. Click **Finish**.

The shortcut appears on the desktop. To run the Take a Test app, double-click the shortcut. To exit the Take a Test app, press **Ctrl+Alt+Del**.



Windows Take a Test Known Issues

All issues related to the Take a Test application should be submitted to the Idaho Help Desk (idhelpdesk@cambiumassessment.com) so that Cambium Assessment can relay the issues to Microsoft's developers, but CAI cannot guarantee that these issues will be fixed by Microsoft.

1. **Begin Test Now** button not working
 - a. It may take multiple restarts to log into a test. Please check if your computer is connected to a reliable network.
2. Text-to-Speech not working
 - a. Text-to-Speech may not work for students who have it enabled.
3. Listening items not playing
 - a. It may take multiple tries for the Listening Items to play on the assessments. Please check if your computer is connected to a reliable network.
4. Text editor boxes not functioning
 - a. Students have experienced issues typing in the Text Editor boxes provided on the assessments.
5. Speech-to-Text Issues
 - a. Students who have Speech-to-Text enabled have experienced issues on the assessments. Cambium Assessment strongly recommends that students who need Speech-to-Text accommodations do not use the Take a Test application to test.
6. Braille Reader not working
 - a. Students have experienced issues using Braille Reader on the assessments. JAWS would not recognize the text edit boxes or form fields, and did not read Math assessment items. Cambium Assessment strongly recommends that students who need Braille accommodations do not use the Take a Test application to test.