Test Administrator
Quick Guide

2023-2024

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Test Administration Quick Guide

TDS manages testing for students participating in the Idaho State Assessment Program practice tests, ISAT and IDAA operational tests. This guide provides abbreviated information for the most common functions. More information is available in the *Test Administrator (TA) User Guide* through the portal.

The Test Delivery System has two components:

- Test Administrators (TAs) use the Test Administration (TA) Interface to create and manage test sessions.
- Students use the Student Testing Site to take the tests.

For online Help Guides, look for ? in the TA Interface and ? in the Student Testing Site.

TA Interface

Log In

Access the Idaho State Assessment Program Portal and click the ISAT Assessments card (Figure 1) to navigate to the **Test Administration (TA) Interface** card. (Figure 2). If this is the first time you are logging in for a new school year, request a new password. (Figure 3).

Figure 1: Assessment Card

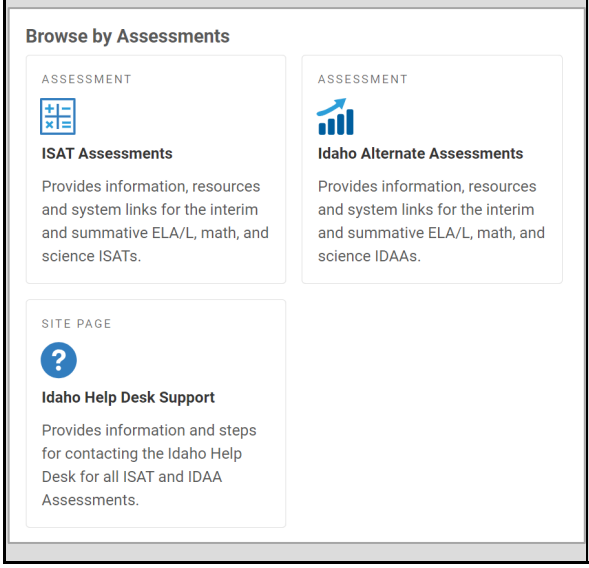


Figure 2: TA Card

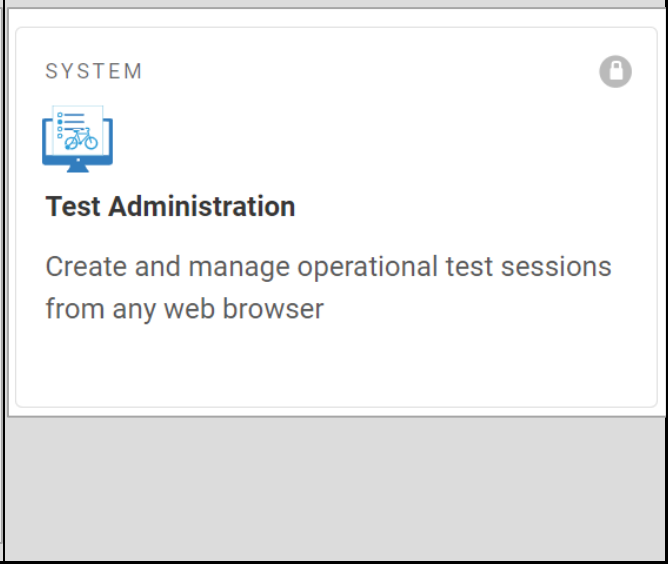
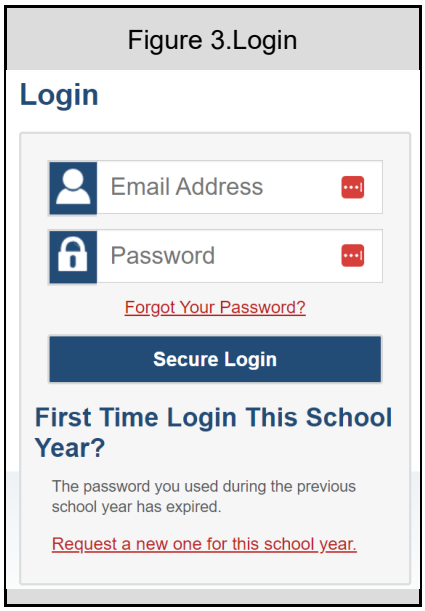


Figure 3.Login



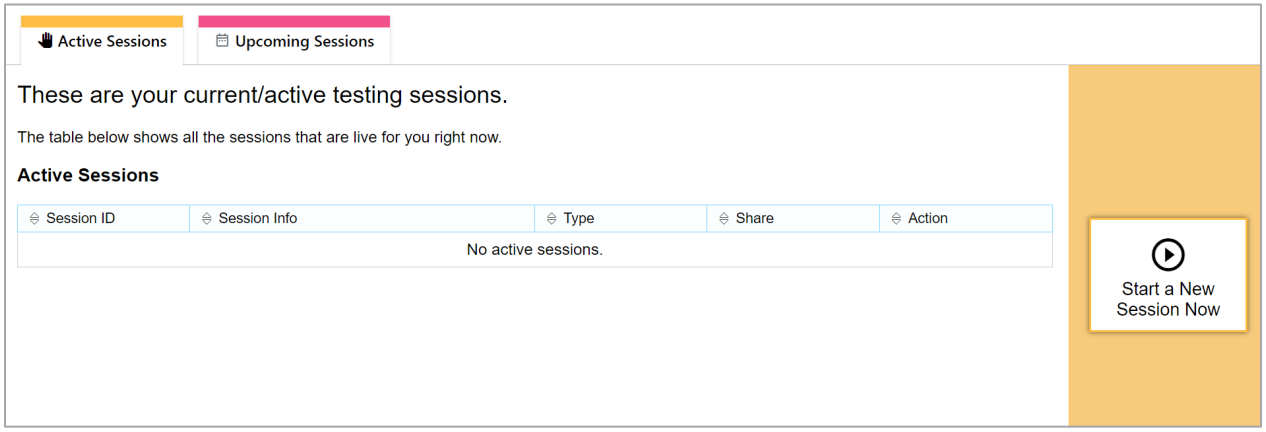
On the login page, enter the email address and password you use to access all CAI systems and click **Secure Login**.

> **Note:** If the ***Enter Code*** page appears, an authentication code will be emailed to you. You must enter this code in the *Enter Emailed Code* field and click **Submit** within 15 minutes. If the code expires, click **Resend Code** to request a new one.

Start a Test Session

1. In the ***Test Selection*** window, select the tests to administer:
   - If the **Select Tests** tab does not open automatically, click **Select Tests** or click **Start a New Session Now** on the **Active Sessions** tab.

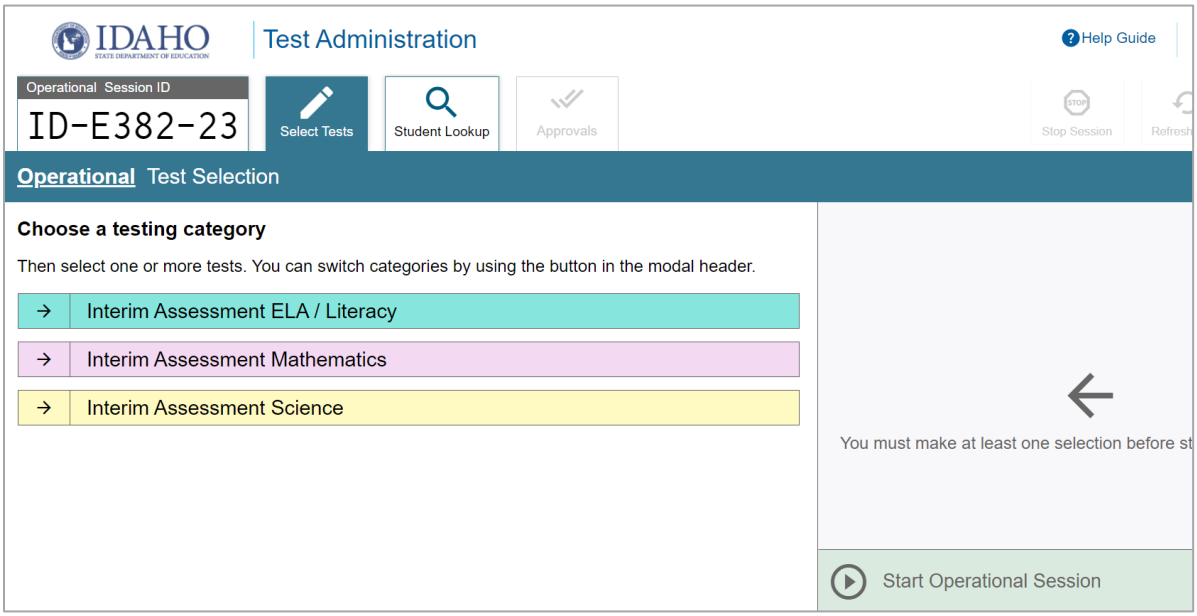
Figure 4. Test Selection Window



   - Select the test category and then select the tests you wish to administer.

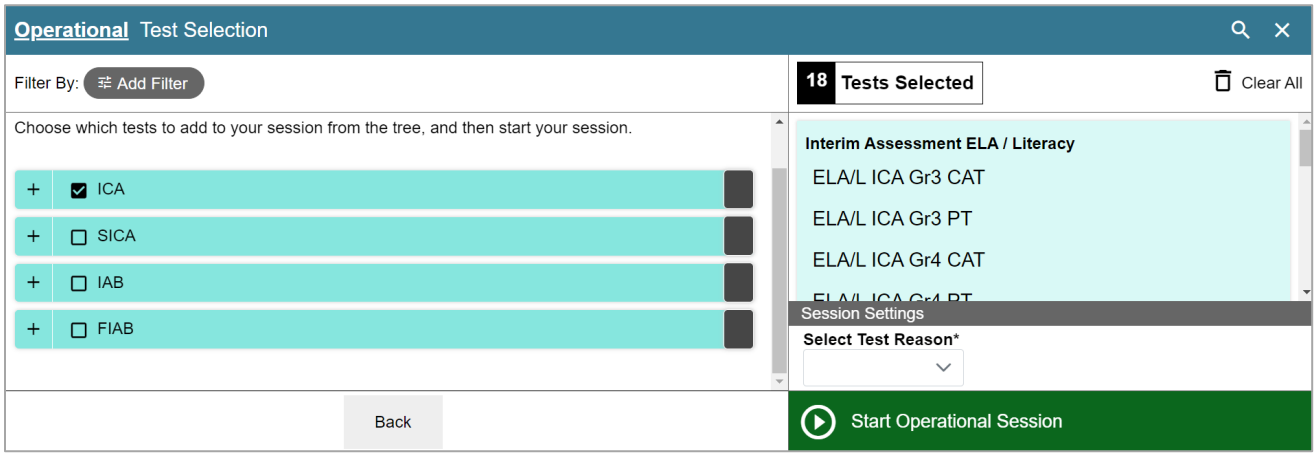
> **Note:** Once a prescheduled testing session (using "Upcoming Sessions") has begun, no further tests may be added to that test session. New tests may be added to a newly started test session.

Figure 5. Test Category Window



- If any of the selected tests require you to select additional settings, such as a test reason, options for those settings appear in the *Session Settings* section. Select the required settings for your session.
- Click **Start Session**. The *Session ID* appears at the top left of the page and starts with ID.
- Share the Session ID with students who will be joining the session.

Figure 6. TA Interface: Select Tests, Start Session



Students can take both interim and summative assessments via the Secure Browser. Interim assessments may also be taken through the Interim Testing Site.

Have students sign in to the Interim Testing Site using the card on the Idaho Portal (Figure 7) or into a test using the Secure Browser. In both scenarios, students will use their first name, EDUID, and the session ID to log into the test (7). For more information about the student login process, refer to the Sign In section.

Figure 7: Portal Card for Interim Testing Site

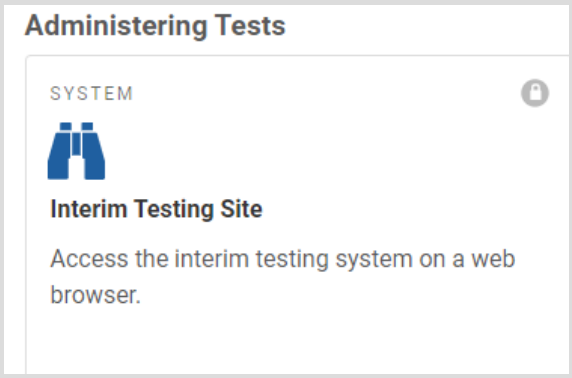
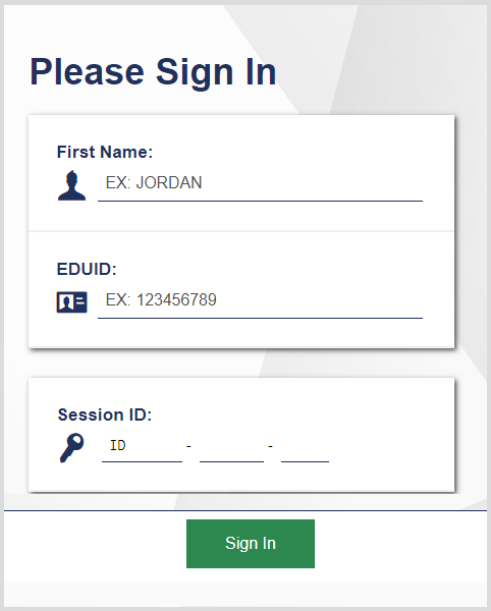
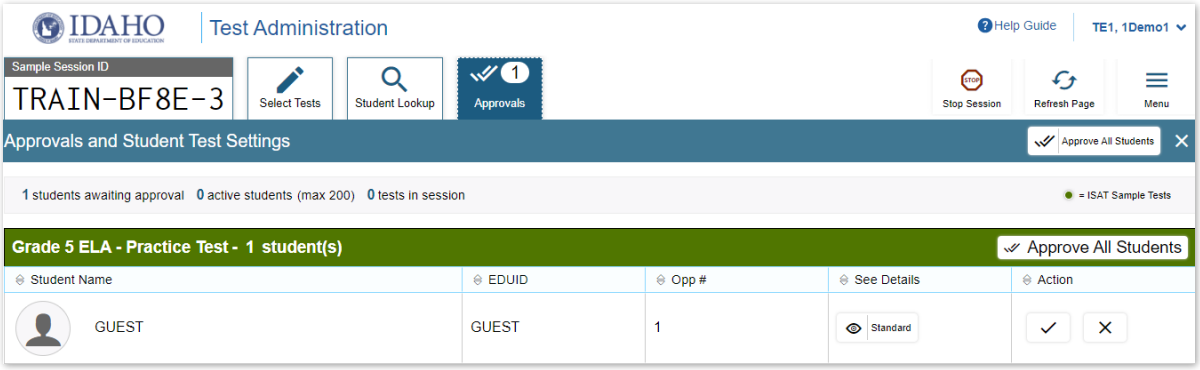


Figure 8: Student Login



Approve students for testing. When students select tests, the **Approvals** box in the TA Interface shows a notification, indicating how many students are waiting for approval. Click **Approvals** to view the list of students awaiting approval.

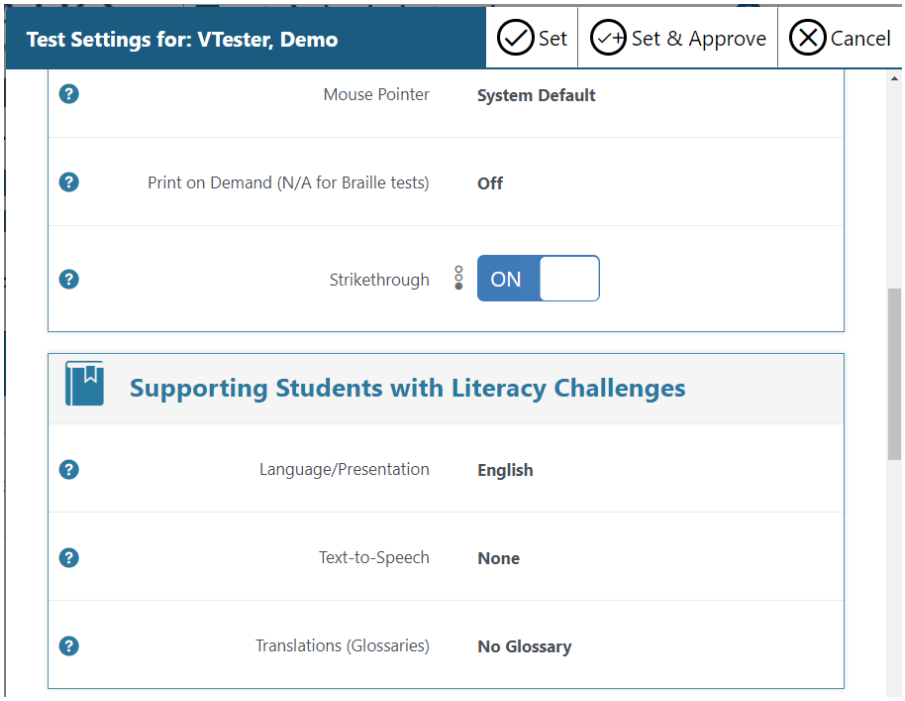
Figure 9. TA Interface: Approvals and Student Test Settings



- Review and update test settings and accommodations by clicking in that student's row.

Note: As a reminder, students should not be approved for testing if their settings and accommodations are not correct. Some test settings cannot be modified through the TA Interface. If any accommodations or designated support settings are incorrect, please click the **X** button to deny student access to the test and ask your School Coordinator (SC) to update the student's settings in TIDE.

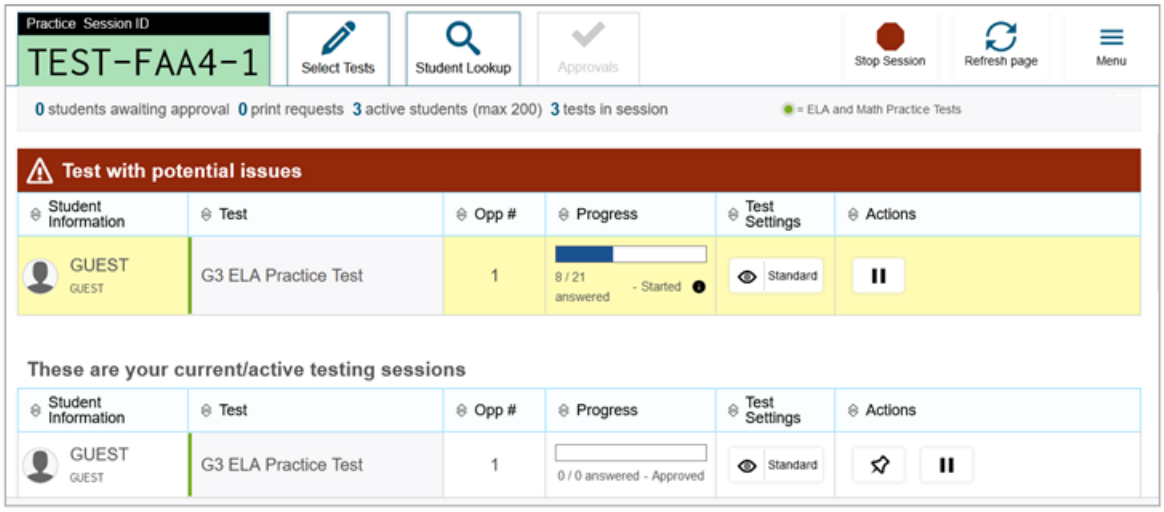
Figure 10. TA Interface: Edit Student Test Settings



- To approve an individual student for testing, click ✔.
- To deny a student for testing, click ✖ and enter the reason in the box.
- To approve all students for a given test or segment, click **Approve All Students** for that test or segment.

Monitor the students' progress throughout their tests. The *Progress* column displays the student's progress status for the test. Refreshing the page will not affect student's while they test.

Figure 11. TA Interface: Students Currently Testing



- Click to pause an individual student's test. If a student's test is paused for more than 20 minutes, may not be able to review any questions completed before the test was paused. Check the Pause Rules in the Test Administration Manual (TAM) associated with the type of test you are administering for specific information about Pause Rules.
- Click to view a student's full information, including current test settings.

When the time is up, stop the test session and log out.

- To stop a test session, click **Stop Session** at the top of the TA Site.
- In the confirmation message that appears, select **OK**. The test session stops.

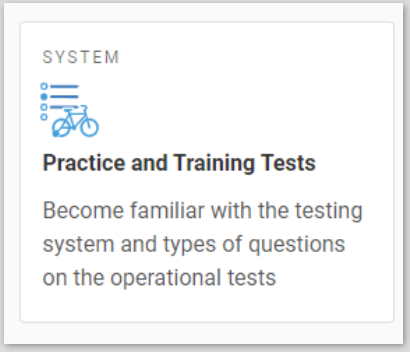
NOTE: When you *stop* a test session, the Session ID can no longer be used. When you *pause* a test session, you can log back into the same session, using that Session ID.

Student Testing Site

Sign In

Before taking an operational test, students can take practice and training tests to familiarize themselves with the online testing process and to practice the use of accommodations and designated supports. Aside from the sign-in process, the Student Practice and Training Tests Site (Figure 12) has the same appearance and functionality as the Student Testing Site.

Figure 12: Practice and Training Tests Card



The ISAT Practice Test Quick Guide and

The IDAA Training Test Quick Guide provide an overview on how to administer these tests.

Practice and Training Tests Site

1. From the Idaho State Assessment Program Portal, select the **Practice and Training Tests** card.

(Figure 12). Alternately, launch the Secure Browser and select the **Take a Practice Test** card.

2. Keep *Guest User* toggled to **ON (**Figure 13) to take tests for any grade level or switch to **OFF** (Figure 14) to enter a student's first name and *EDUID* for only grade-level tests.

For Test Administrators: Keep *Guest Session* toggled to **ON** to access a non-proctored test or switch to **OFF** to enter a *Session ID* for a proctored test session in the TA Interface.

Figure 13:Guest Toggled On

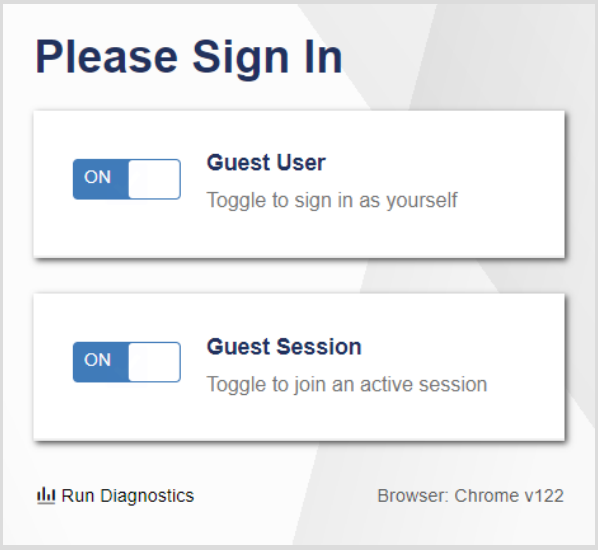
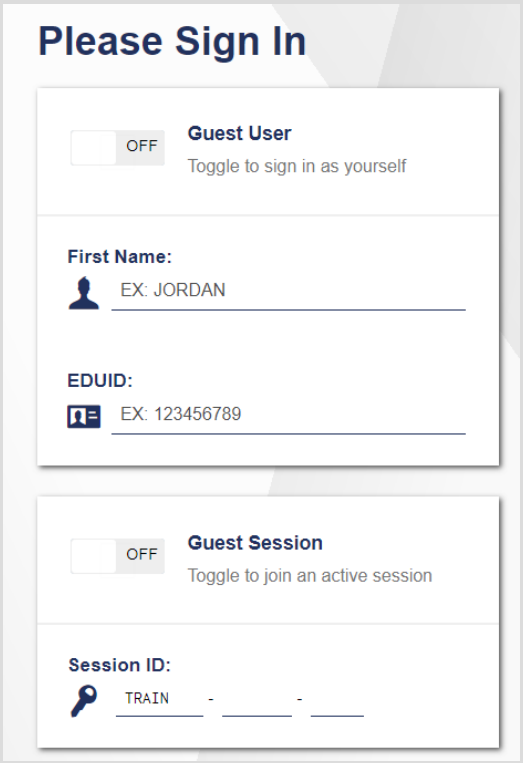


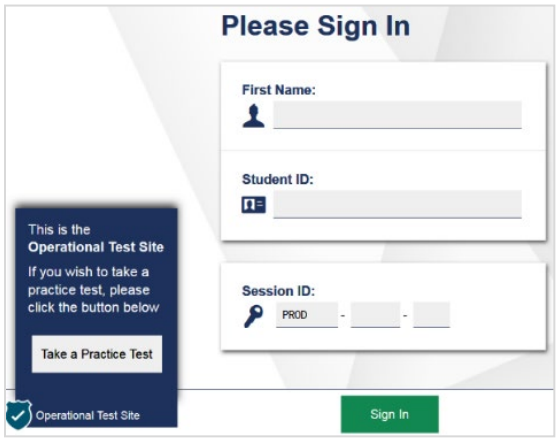
Figure 14: Guest Toggled Off



Operational (Live) Test Site

1. Open the Secure Browser. The ***Sign In*** page appears (Figure 15).
2. Students enter their first name, *EDUID,* and the *Session ID*.
3. Select **Sign In**. If a student is signing into the Interim Testing Site, they will click the "Interim Testing Site" card on the Idaho Portal. (See Figure 7)

Figure 15. Students: Secure Browser Sign-In Page



Common Login Errors

- **The first name and EDUID do not match.** This indicates that the first name entered does not match the first name associated with the EDUID. This information must match exactly as the information is found in TIDE or on the student's testing ticket.
- **The session ID is not available.** The session ID entered is not an available test session. Verify that you entered the session ID correctly or that the session ID has started or has not been stopped.
- **No tests are available at this time**. The student settings do not match the online testing parameters. Check to see if the student is eligible for the test you are administering or if the correct test is in the operational test window.
- Call the **Idaho Help Desk** if you are unable to test and cannot get past the above login errors. They can assist you while you are trying to log students in.

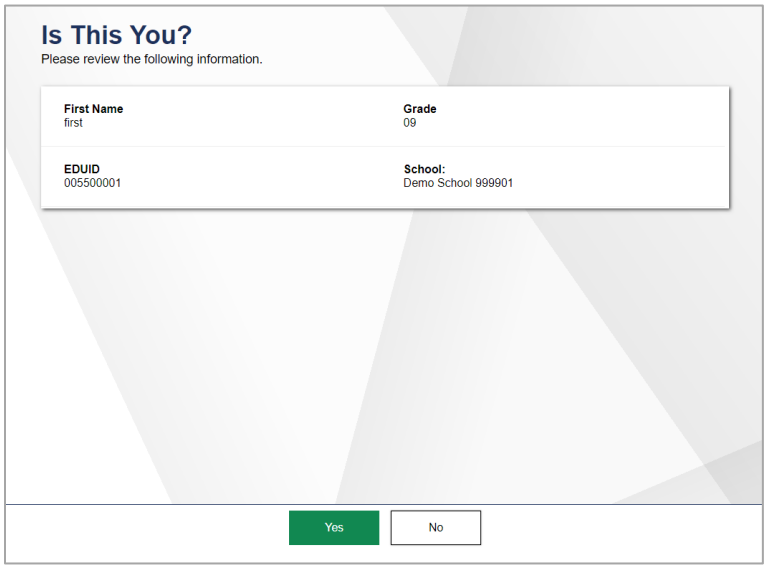
Verify Student Information

1. After you sign in, the ***Is This You?*** page appears on the student screen. Verify that the information on this page is correct.

   If you are signed in as a guest, no confirmation page appears.

   Select **Yes** to continue.

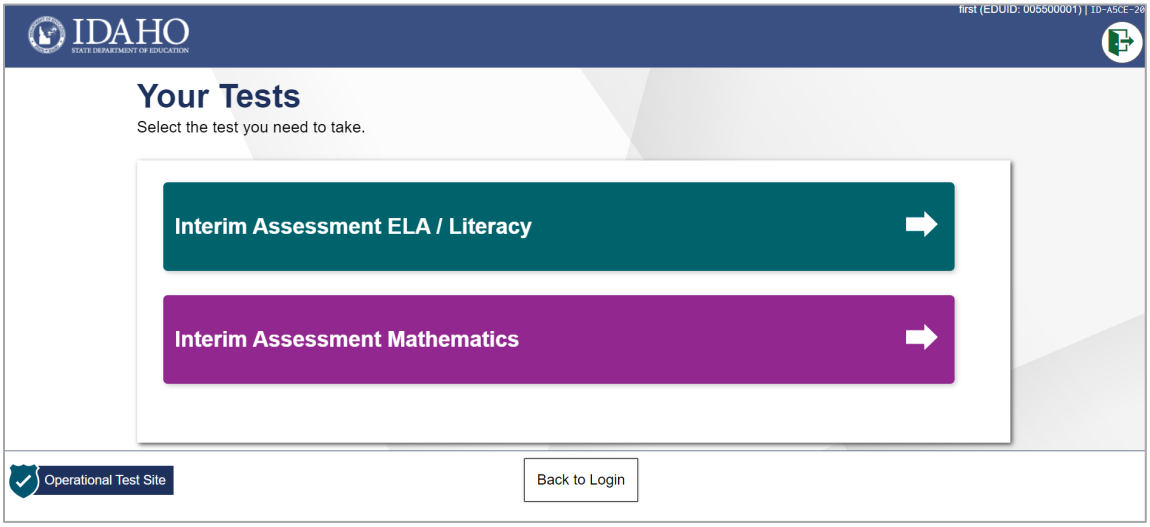
Figure 16. Students: Is This You? Page



Select an Available Test

1. On the ***Your Tests*** page, select the category of your test if available, then select the test you need to take.
   - If you are signed in as a guest, select your grade from the **Student Grade Level** drop-down list to view the available tests.
2. Wait for the TA to check your test settings and approve your participation.

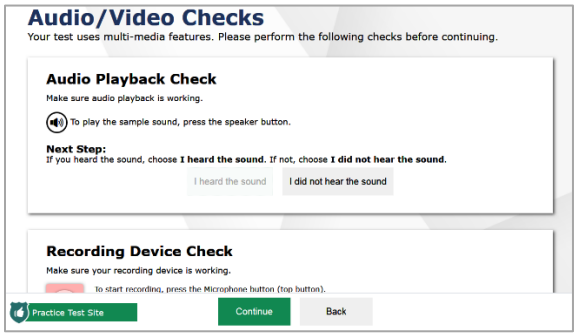
Figure 17. Students: Your Tests Page



Check Device Functionality

1. The ***Audio/Video Checks*** page may appear, depending on the test. Perform each check that appears to proceed to the next page.

Figure 18. Students: Audio/Video Checks Page



- If you are testing with text-to-speech (TTS), play the sample TTS audio to verify that it reads the text aloud.
- If the test contains audio content, play the sample audio to verify that you can hear it clearly.
- If the test contains verbal response questions, record an audio sample, and play it back to verify that your microphone is functioning properly.
- If the test contains video, play the sample video to verify that you can play the video properly.

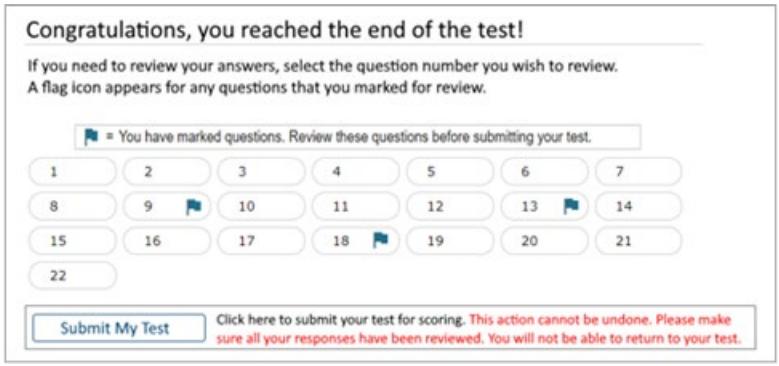
Begin the Test

1. On the ***Instructions and Help*** page, review the test instructions and your test settings, if desired.
2. Select **Begin Test Now** to start the test.

Complete the Test

1. On each page of the test, answer all the questions before selecting **Next** to proceed to the next page.
2. After completing the last question on the test, students click **Next** in the global menu. The test review page appears, displaying a list of questions available to review.
3. On the ***End Test*** page, (Figure 19) select a question number to return to the test and review answers or select **Submit My Test** to complete the testing process. Once you submit the test, you can no longer modify any responses.

Figure 19. Students: End Test Page



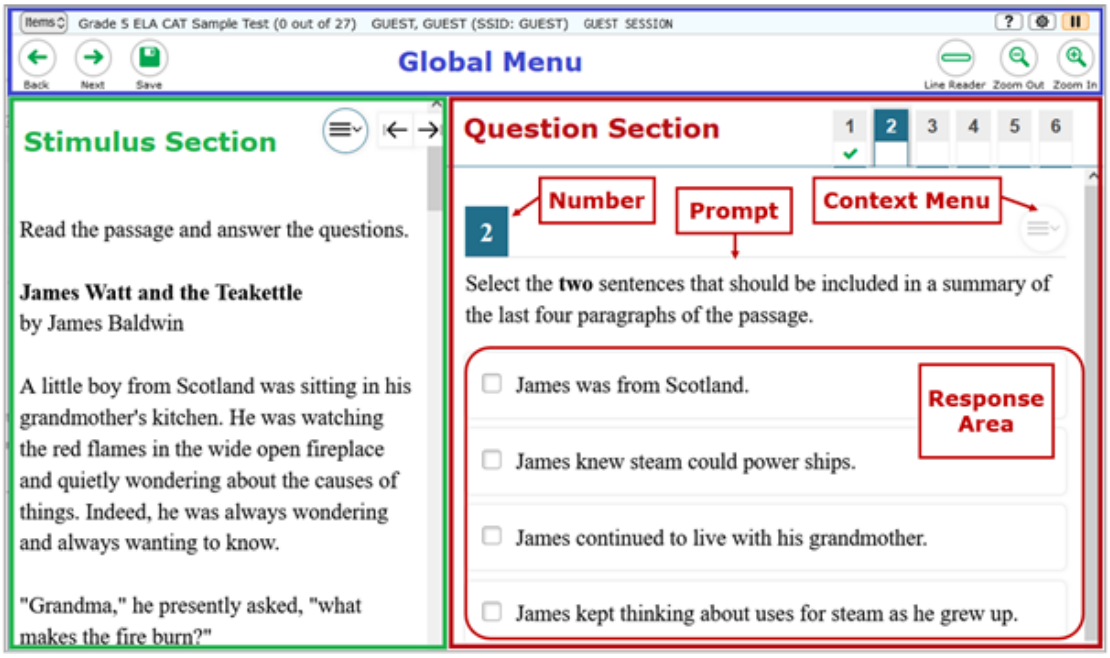
You can pause a test at any point. If you pause for more than 20 minutes, you cannot review any questions completed before pausing, unless you paused on a page with incomplete questions.

Test Layout and Tools

This section provides an overview of the Test Delivery System's available tools and where they are located.

Figure 20shows the basic test layout and primary tools available in the Student Testing Site.

Figure 20. Students: Test Layout



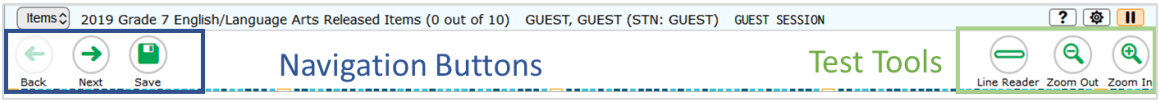
Global and Context Menus

The global and context menus allow students to access on-screen tools. Students can access these tools using a mouse or keyboard shortcuts.

About the Global Menu

The global menu at the top of the test page contains navigation buttons on the left and tool buttons on the right (Figure 21).

Figure 21. Students: Global Menu



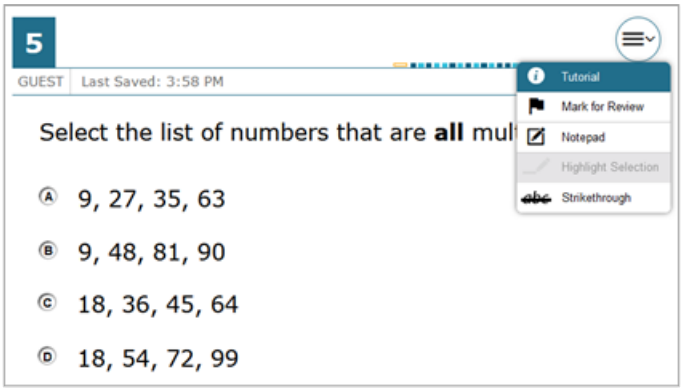
To open a test tool in the global menu:

- Select the button for the tool. The selected test tool activates.

About the Context Menus

Each test page may include several elements, such as the question, answer options, and stimulus. The context menu for each element contains tools applicable to that element (Figure 22).

Figure 22. Students: Context Menu for Questions



Open a Context Menu for Stimuli and Questions

Students can access context menus by right-clicking elements or by selecting elements and then clicking the context menu button.

To access the context menu for a passage or question:

1. Click the context menu button in the upper-right corner of the stimulus or question. The context menu opens.

Select a tool.

Open a Context Menu for Answer Options

Students can use the context menu to access tools for answer options in a multiple-choice or multi-select question.

To access an answer option's context menu:

1. To open the context menu, do one of the following:
   - For a two-button mouse, right-click an answer option.
   - For a single-button mouse, click an answer option while pressing **Ctrl**.
   - For a Chromebook, click an answer option while pressing **Alt**.
   - For a tablet, tap the answer option and then tap the context menu button (this selects the answer option until you select a different option).

Select a tool from the context menu.

Available Test Tools

Table 1 lists the tools available in the *Global Menu* section of the test page Table 2 lists the tools available in the *Question* and *Stimulus* sections (context menu tools), and Table 3 lists the additional tools available in the Student Testing Site.

Note: Some tools are available for all tests, while others are only available when testing in a particular subject or when testing with a particular accommodation.

Table 1. 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: 3. Select **Masking** in the global menu. 4. Click and drag across the distracting area. 5. 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. 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.
Periodic Table	To view the on-screen periodic table, select **Periodic Table** in the global menu.

Tool Name	Instructions
Print Page	To request to print the entire test page, select **Print Page** in the global menu.
Print Passage	To request to print a reading passage, select **Print Passage** in the global menu.
System Settings	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. 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. You can also specify the language in which the names of buttons, messages, and other UI elements are displayed on the test page by selecting the required language from the **Language** drop-down list in the System Settings menu.
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**.

Table 2. Context Menu Tools

Tool Name	Instructions
American Sign Language	You can watch videos that translate test content into American Sign Language (ASL). *To view ASL videos:* 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. If the ASL video content includes chapter markers, you can jump from one point of the video to another.
Glossary (Word List)	To open the glossary, select a word or phrase that has a border around it. If the TTS feature is enabled, you can select the TTS icon in the Glossary or Word List pop-up window to listen to the content. While the text is being read aloud, the TTS icon is replaced by the speaking icon.

Tool Name	Instructions
Highlighter	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. To remove highlighting, select **Reset Highlighting** from the context menu. Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.
Mark for Review	To mark a question for review, select **Mark for Review** from the context menu. The question number displays a flap 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.
Notepad	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. You can only access your notes for a question on that question's test page. Depending on the tool's settings, advanced editing features, such as word and character count, spell check, and text formatting options 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 of items displayed on that page.
Print Item	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.
Select Previous Version	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**.

Tool Name	Instructions
Strikethrough	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. There are two options for using this tool: 6. Option A: b. To activate Strikethrough mode, open the context menu and select **Strikethrough**. c. Select each answer option you wish to strike out. d. To deactivate Strikethrough mode, press **Esc** or click outside the question's response area. 7. Option B: Right-click an answer option and select **Strikethrough**.
Text-to-Speech	To listen to passages and questions, select a **Speak** option from the context menu. To listen to responses to constructed-response items, use the TTS button in the formatting toolbar of the item response area.
Tutorial	To view a short video demonstrating how to respond to a particular question type, select **Tutorial** from the context menu.

Table 3. Other Tools

Tool Name	Instructions
Closed Captioning	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 .
Expand Passage	To expand the passage section, select the double arrow icon. The section will expand and overlap the question section for easier readability. To collapse the expanded section, select the double arrow icon again.

Tool Name	Instructions
Expand buttons	You can expand the passage section or the question section for easier readability. • 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. • 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.
Speech-to-Text (STT)	Speech-to-Text allows students testing with the appropriate accommodations to dictate responses to constructed-response items. To use STT, select the microphone icon in the formatting toolbar of the item response area and begin speaking. The dictated response will be transcribed as text in the item response area.
Braille Type (ISAT ELA and Math Only)	Type of Braille in which online test items are printed. **Note:** Online Braille testing is only offered for ISAT ELA and Math tests.
Emboss (ISAT ELA and Math only)	This tool allows students to send test items to an embossing printer for online Braille testing. **Note:** Online Braille testing is only offered for ISAT ELA and Math tests.
Emboss Request Type (ISAT ELA and Math only)	This tool specifies the type of embossing in which online Braille tests are printed. **Note:** Online Braille testing is only offered for ISAT ELA and Math tests.