Test Delivery System – Sample Tests Quick Guide

Sample tests are available for all ISAT ELA/Math/Science tests in the grades that each test is offered. The Sample tests are similar in format and structure to the Summative tests. Training tests are also available in three grade bands for ISAT tests (3-5, 6-8, and high school). These training tests provide a sample of each kind of question students might encounter, allowing them to become familiar with CAI’s testing software and navigation without taking a longer Sample test.

The Sample tests do not generate data for instructional decision-making. Interim Assessments are highly recommended to assess student progress on content standards.

The Sample and Training tests have two components:

- Test proctors use one component, the Sample Test Administration (TA Training) Site, to create and manage sample/training test sessions.
- Students use the other component, the Student Training Site, to take the sample/training tests.
Sample Test Administration (TA Training) Site: Login and Test Administration


2. Select the ELA/Literacy & Math Assessments, and Science Assessments assessment card (see Figure 1).

3. Click the Sample Test Administration card (see Figure 2).

4. The login page appears (see Figure 3). Enter your email address and password.

5. Click Secure Login. The Sample Test Administration (TA Training) Site appears.
6. Start a test session (see Figure 4).

   a. In the Test Selection window, select the test(s) to administer.

   b. Click Start Sample Session. The session ID appears at the top of the page.

7. Provide the session ID to the students signing in to your test session.

8. Have students sign in to the Student Training Site using their first name, EDUID, and the session ID from step 6 (see Figure 5). For more information about the student login process, see the section For Students: About the Testing Process.
9. Approve students for testing (see Figure 6). When students select tests, the Approvals box in the upper-right corner of the Sample Test Administration (TA Training) Site shows notifications. Click Approvals to view the list of students awaiting approval.
   - To review and edit a student’s test settings and accommodations, click in that student’s row (see Figure 7).
   - 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 in the list for testing, click Approve All Students in the top of the Approvals window.

10. Monitor the students’ progress throughout their tests (see Figure 8). Students’ test statuses appear in the Students in Your Test Session table.
   - Statuses include the following: approved, started, in-progress, review, completed, submitted, scored, reported, and paused.
   - The Student Status column indicates how many test questions the student has answered out of the total number of questions in the test.

   - Click to pause an individual student’s test. If a student’s test is paused for more than 20 minutes, that student cannot review any items completed before the test was paused.
   - Click the to view a student’s full information, including test settings.
11. When the time is up, stop the test session and log out (see Figure 9).

   a. Click STOP to end the session and automatically pauses any in-progress tests in your session.

   b. Click Log Out to exit the Sample Test Administration (TA Training) Site.

   • **Note:** Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, start a new session.
For Students: About the Testing Process

Sign In

1. Click on the Students & Families icon on the home page of the ISAT portal and then select the Sample Tests card (see Figure 10) and then Click the Take the Sample/Training Tests card and the Student Sign-in page will appear

Enter your first name, EDUID, and the session ID. As a reminder, students need to be added to TIDE first in order to log in to the Secure Browser.

Note: Students may log in as guest mode and skip the steps asking for log-in information by checking the boxes next to “Guest User” and “Guest Session” (see Figure 11). Guest mode removes the need to set up a test session using the TA Training Site.

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.

- **The session ID is not available.** The session ID entered is not an available test session. Verify that you entered the session ID correctly.

Verify Student Information

1. After you log in, the Is This You? page appears (see Figure 12). Verify that the information on this page is correct.

   - **Note:** If you are signed in as a guest, select your grade from the Student Grade Level drop-down list.

2. Click Yes to continue.
Select an Available Test

1. On the **Your Tests** page, select the test you need to take (see Figure 13).

2. Wait for the TA to check your test settings and approve your participation.
   - **Note:** If you previously started a test but did not finish it, **Resume** displays next to the test name. You can click this button to resume the test.

Complete the Test

1. On each page of the test, answer all the items before clicking **Next** to proceed to the next page.

2. After completing the last question on the test, click **Submit for Scoring** (see Figure 14).

3. On the **End Test** page, click a question number to return to the test and review answers, or click **Submit Test** to complete the testing process.

Scoring ELA/Literacy & Math Sample and Training Tests

Sample and Training Test scoring guides for grades 3-11 are available in the Resources section of the ISAT portal as shown in Figure 15.

**Note:** Responses from the sample tests or training tests are not scored by CAI.
Test Layout and Tools

This section provides an overview of the sample and training tests available tools and where they are located.

**Figure 16** shows the basic test layout and primary tools available in the Student Training Site.

**Figure 16. Test Layout**

![Test Layout](image)

**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** and **Table 2** lists the Student Testing Site’s available global tools and context menu tools, respectively.

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## Global Tool

### 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. If Guided Access is turned on, it must be turned off before adjusting the volume on iPads.

### 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**.

Students testing with the Enhanced Zoom setting can enlarge text and images to levels 5X, 10X, 15X, and 20X. Enhanced Zoom requires students to test in streamlined mode.

## Table 2. Context Menu Tools and Stimulus Tools

<table>
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<th>Tool Name</th>
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<tbody>
<tr>
<td>Braille Transcription</td>
<td>Questions and stimuli with audio content automatically displays captions that can be read by Refreshable Braille Displays for students testing with the appropriate accommodations.</td>
</tr>
<tr>
<td>Closed Captioning</td>
<td>Questions and stimuli with audio elements automatically display closed captions for students testing with the appropriate accommodations.</td>
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<tr>
<td>Expand Question/Passage</td>
<td>You can expand the passage section or the question section for easier readability. To expand the passage section, select the right arrow icon. The section will expand and overlap the question section for easier readability. To collapse the expanded section, select the left arrow icon again. To expand the question section, select the left arrow icon icon. The section will expand and overlap the question section for easier readability. To collapse the expanded section, select the right arrow icon again.</td>
</tr>
<tr>
<td>Expand Passage</td>
<td>To expand the passage section, select the double arrow icon in the upper-right corner of that section. The passage section will overlap the question section for easier readability. To collapse the expanded section, select the double arrow icon again.</td>
</tr>
<tr>
<td>Highlighter</td>
<td>To highlight text, select the text on the screen and then select <strong>Highlight Selection</strong> from the context menu. To remove highlighting, select <strong>Reset Highlighting</strong> from the context menu. Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.</td>
</tr>
<tr>
<td>Mark for Review</td>
<td>To mark a question for review, select <strong>Mark for Review</strong> from the context menu. The question number displays a flap in the upper-right corner and appears next to the number. The <strong>Questions</strong> drop-down lists displays &quot;(marked)&quot; for the selected question.</td>
</tr>
<tr>
<td>Tool Name</td>
<td>Instructions</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Notepad</td>
<td>To enter notes for a question, select <strong>Notepad</strong> from the context menu. After entering a note, a pencil icon 🖊 appears next to the question number of the test page. You can only access your notes for a question on that question’s test page.</td>
</tr>
<tr>
<td>Print Item</td>
<td>To send a print request for an individual question, select <strong>Print Item</strong> from the context menu. After sending the request, a printer icon 📄 appears next to the question number of the test page.</td>
</tr>
<tr>
<td>Select Previous Version</td>
<td>To view and restore responses previously entered for a Text Response question, select the <strong>Select Previous Version</strong> option from the context menu. A list of saved responses appears. Select the appropriate response and click <strong>Select</strong>.</td>
</tr>
</tbody>
</table>
| Strikethrough     | For selected-response questions, you can cross out an answer option to focus on the options you think might be correct. There are two options for using this tool:  
  - Option A:  
    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:  
    a. Right-click an answer option and select **Strikethrough**. |
| Text-to-Speech (TTS) | To listen to passages and questions, select a **Speak** option from the context menu.                                                                 |

**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 tools on the right (see **Figure 17**).

![Figure 17. Sample Global Menu](image)

*To open a test tool in the global menu:*

1. Select the button for the tool. The selected test tool activates.
About the Context Menus

Each test question may include several elements, such as the question number and answer options. The context menu for each element (including the stimulus) only contains tools applicable to that element (see Figure 18 and Figure 19).

Opening a Context Menu for Passages and Questions

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

*To open the context menu for a passage or question:*

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

2. Select a tool.

Opening 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:
   
   o If you are using a **two-button mouse**, right-click an answer option.
   
   o If you are using a **single-button mouse**, click an answer option while pressing **Ctrl**.
   
   o If you are using a **Chromebook**, click an answer option while pressing **Alt**.
   
   o If you are using a **tablet**, tap the answer option and then tap the context menu button (this selects the answer option until you select a different option).

2. Select a tool from the context menu.
Using Test Tools

This section describes how to use various test tools that may be available to students.

**Text-to-Speech (Speak) Tool**

Students testing with text-to-speech (TTS) on a supported secure browser can use the Speak tool to listen to passages, test items, or response options.

1. Select an area that contains text and open the context menu. The context menu displays the available Speak options (see Figure 20).

2. Select the desired Speak option. The text is spoken aloud.

**Mark Questions for Review**

Students may mark questions for review. Marking a question allows students to find it easier when reviewing the test.

*To mark a question for review:*

1. Open the context menu for a question.

2. In the context menu, select **Mark for Review** (see Figure 21). The question number displays a flap. In the **Questions** drop-down list, “(marked)” appears next to the question number.
Masking Tool

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

To activate the Masking tool:

1. In the global menu, click Masking. The button becomes orange.

2. Click and drag across the distracting area.

3. Release the mouse button. The masked area becomes dark gray (see Figure 22).
   - To remove a masked area, click X in the upper-right corner of the rectangle.
   - To exit the Masking tool, click Masking. The button becomes green.

Figure 22. Masking: Masked Area