

Test Administrator User Guide

For Online Testing

2018–2019

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Section I. Introduction to the User Guide

This user guide supports personnel responsible for test administration for students participating in the Connecticut Comprehensive Assessment Program online practice and operational tests.




Organization of the User Guide


- [Overview of the Test Delivery System](#) provides an overview of online testing and general test rules.
- [Accessing the Test Administration Sites](#) explains how to log in to the Test Administration sites.
- [Overview of the Test Administration Sites](#) describes the overall layout of the Test Administration sites and highlights the important tasks and functions.
- [Administering Online Tests](#) outlines the process for creating a test session, approving students for testing, pausing tests, and logging out.
- [Signing in to the Student Testing Site](#) explains how students sign in to a test session.
- [Overview of the Student Interface](#) describes the layout of an online test, as well as the tools available to students.
- [Proceeding Through a Test](#) explains how students review stimuli, respond to questions, and submit tests.
- The appendices provide additional information about the secure browser, keyboard commands, transferring test sessions, alternate assessments, and user support.

Document Conventions

[Table 1](#) describes the conventions that appear in this guide.

Table 1. Key Symbols and Elements

Element	Description
	Warning: This symbol accompanies important information regarding actions that may cause fatal errors.
	Alert: This symbol accompanies important information regarding a task that may cause minor errors.
	Policy: This symbol accompanies information regarding test administration policies.

Element	Description
	<p>Note: This symbol accompanies additional information or instructions of which users must take note.</p>

Intended Audience

This user guide is intended for Test Administrators (TAs) and personnel responsible for proctoring tests with the online Test Delivery System. To use this system, you should be familiar with using a web browser to retrieve data and with filling out web forms. You should also be familiar with printing documents and adjusting a computer's audio settings. If you or your students use Chromebooks, iPads, or other tablets for testing, then you should be familiar with these devices as well. Information from this user guide may be applied to all Connecticut Comprehensive Assessment Program online assessments.

Additional Resources

The following publications provide additional information:

- For information about policies and procedures that govern secure and valid test administration, see your program's *Test Administration Manual*.
- For information about supported operating systems and browsers, see the [System Requirements for Online Testing](#) document.
- For information about student and user management, rosters, and appeals, see the *Test Information Distribution Engine (TIDE) User Guide*.
- For information about hand-scoring questions, see the [AIRWays Reporting System User Guide](#).
- For information about network and internet requirements, general peripheral and software requirements, and configuring Text-to-Speech settings, see the [Technical Specifications Manual for Online Testing](#).
- For information about installing secure browsers, see the [Secure Browser Installation Manual](#).
- For information about supported hardware and software for braille testing as well as information about configuring JAWS, see the *Braille Requirements and Configuration Manual*.

The above resources are available on the [Connecticut Comprehensive Assessment Program Portal](#).

Section II. Overview of the Test Delivery System

The Test Delivery System delivers Connecticut’s online tests. The following sections describe highlights of online testing in general and the Test Delivery System in particular.

Description of the Test Delivery System’s Sites

The Test Delivery System consists of practice sites and operational testing sites. The practice sites function identically to the operational testing sites.

- **Practice Sites**
 - **TA Practice & Training Site:** Allows Test Administrators (TAs) to practice administering tests online.
 - **Practice & Training Tests:** Allows students to practice taking tests online and practice using test tools.
- **Operational Testing Sites**
 - **Test Administration Interface:** Allows TAs to administer operational tests online.
 - **Student Interface:** Allows students to take operational tests online by using the secure browser.



Note: For the purposes of this document, the Test Administration Site refers to both the practice and operational sites (the **TA Practice & Training Site** and the **Test Administration Interface**).

User Roles and System Requirements

Access to the practice and operational testing sites depends on your user role and browser.

- The TA Practice & Training Site or the Test Administration Interface is accessible from any supported web browser.
- Students, TAs, and parents can use a supported web browser or secure browser to access the Practice & Training Tests as guests. Students can also sign in to a practice test session created by a TA.
- Students use a secure browser to access the Student Interface.

For information about supported operating systems and browsers, see the [System Requirements for Online Testing](#) document available on the [Connecticut Comprehensive Assessment Program Portal](#).

General Rules of Online Testing

This section describes the rules for administering online tests. Consult your program's *Test Administration Manual* for test-specific guidelines.

Accommodation Rules

Students should not begin testing until they are assigned the correct accommodations. You may have to update some accommodations in TIDE.

Pause Rules

Test Administrators and students can pause a test in order to temporarily log the student out of the test session.



Note: For Smarter Balanced CAT assessments and for the NGSS Assessment, students cannot review or modify answered questions after the CAT or NGSS Assessment is paused 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 Test Administrator pauses the test or a technical issue logs the student out.

Test Timeout Rules

A warning message displays after 20 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.

Segmented Test Rules

Some tests have multiple segments. Segmented tests may require TAs to approve students' entry into subsequent segments. Students may or may not be able to review their answers in previous segments after starting the next segment, depending on the test.



Note: For information about test segments, see your program's Test Administration Manual.

Test Opportunity Expiration Rules

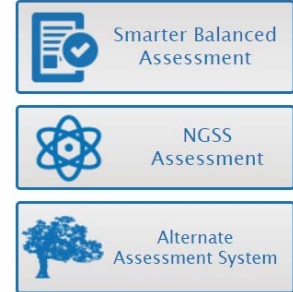
Opportunities refer to the number of times a student can take a test within a range of dates. Tests may have one opportunity or multiple opportunities. A student's test opportunity remains active until the student submits the test or until the opportunity expires. Once a test opportunity expires, the student cannot complete or review the test without an appeal.

Section III. Accessing the Test Administration Sites

This section describes how to access the Test Administration Sites.

1. Navigate to the [Connecticut Comprehensive Assessment Program Portal](#).
2. Select your program card (see [Figure 1](#)).

Figure 1. Portal Program Cards



3. Select the appropriate Test Administration Site:
 - a. To access the Test Administration Interface, select **Test Administration** (see [Figure 2](#)).
 - b. To access the TA Practice & Training Site Select **TA Practice & Training Site** (see [Figure 3](#)).

Figure 2. Card for Test Administration Interface

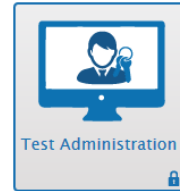


Figure 3. Cards for TA Practice & Training Site



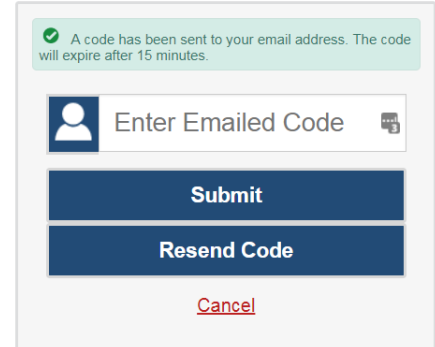
4. The login page appears (see [Figure 4](#)). Enter your email address and password.

Figure 4. Login Page

Login

 A login form with a light gray background. It contains two input fields: 'Email Address' with a person icon and 'Password' with a lock icon. Below the password field is a red link that says 'Forgot Your Password?'. A dark blue button with white text says 'Secure Login'. Below the button is a bold heading 'First Time Login This School Year?' followed by a message: 'The password you used during the previous school year has expired.' and a red link: 'Request a new one for this school year.'

5. Click **Secure Login**. The Test Administration Interface 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 5](#)) and an email containing an authentication code is sent to your address.
 - i. In the *Enter Emailed Code* field, enter the emailed code.
 - ii. Click **Submit** to view the Test Administration Site.

Figure 5. Enter Code Page

6. The Test Administration Site appears.



Note: You must use the authentication code on the **Enter Code** page within 15 minutes of the email being sent. If the code has expired, click the **Resend Code** button to request a new code.



Note: For information about logging out of the Test Administration Site, see the section [Logging Out of the Test Administration Site](#).

About System Login Credentials

Your login information includes the email address associated with your account in TIDE. When you are added to TIDE, you receive an email containing a temporary link to the **Reset Your Password** page. To activate your TIDE account and establish access to all Connecticut Comprehensive Assessment Program secure online systems, you must set up your password and set a security question **within 15 minutes** of receiving this email.

- **If your temporary link expired or if you forgot your password:**

On the TIDE login page, click the **Forgot Your Password?** link and then enter your email address in the *Email Address* field. You will receive an email (from AIRAST-DoNotReply@airast.org) that contains a new a link to reset your password. This link must be accessed within 15 minutes of receiving the email or you will need to restart the password reset process.

- **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 the email from AIRAST-DoNotReply@air.org as junk mail or spam. If you still have not received an email, contact your School Test Coordinator (SC) or District Test Coordinator (DC) to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, call the Connecticut Comprehensive Assessment Program Help Desk for assistance. Please provide your name and email address when you contact the Help Desk. Contact information is available in the [User Support](#) section of this user guide.

Section IV. Overview of the Test Administration Sites

This section describes the test administration sites for Test Administrators. Throughout the rest of this user guide, “Test Administration Site” refers to both the Test Administration Interface and the TA Practice & Training Site.



Warning: Do not use the Test Administration Interface for practice. To practice administering tests, use the TA Practice & Training Site. Both sites have the same functionality, but the available tests are different. Tests provided in the Test Administration Interface are operational and students’ scores will be official.

Test Administration Site Layout

[Figure 6](#) displays the layout of the Test Administration Site during an active test session.

Figure 6. Test Administration Site Layout


Student Name	SSID	Opp #	Test	Time	Test Status	Test Settings	Actions
Lastname, Firstname	9999990091	1	CTAA ELA Practice Test Grades 3 - 5	-10 minutes	Started 9/12 answered	Custom	

Essential features in the Test Administration Site:

1. **Session ID**
2. **Select Tests** button
3. **Approvals** button
4. **Students in Your Test Session** table

[Table 2](#) provides an overview of the major features available in the Test Administration Site.

Table 2. Test Administration Site Features

Feature	Description
Session Attributes button	Opens the Session Attributes window. See the section Reviewing Session Attributes .
Student Lookup button	Searches for student information. See the section Looking Up Students .
Approved Requests button	Displays a list of print requests you approved during the current session. See the section Viewing Approved Print Requests .
Print Session button	Prints your screen. See the section Printing Session Information .
Help Guide button	Displays the online version of this user guide.
Log Out button	Logs you out of the Test Administration Site. See the section Stopping a Test Session and Logging Out .
Alerts button	Displays alert messages from the Connecticut State Department of Education. See the section Alert Messages .
Stop Session button*	Ends the test session. See the section Stopping a Test Session and Logging Out .
Session ID *	Displays the unique ID generated for the test session.
Select Tests button	Opens the Test Selection window. See the section Starting a Test Session .
Approvals button*	Opens the Approvals and Student Test Settings window. See the section Approving Students for Testing .
Refresh  button*	Updates the on-screen information.
Students in Your Test Session table**	Displays the testing progress for students in your test session. See the section Monitoring Students' Testing Progress .
*Feature appears after you start a test session.	
**Feature appears after you approve students for testing.	

Test Administration Site Features

This section provides instructions for using the features available in the banner at the top of the Test Administration Site (see [Figure 7](#)).

Figure 7. Test Administration Site Banner



Note: The Test Administration Site Banner will only include **Session Attributes** if a session includes any Smarter Balanced Interim Assessment.

Reviewing Session Attributes

When starting a session that includes any Smarter Balanced Interim Assessment, you will be prompted to select an **Interim Assessment Test Reason** from the **Session Attributes** window (see [Figure 8](#); for more information, see the section [Starting a Test Session](#)). Test reasons are categories used to classify all test opportunities in a test session for reporting purposes in AIR Ways. Test reasons may only be selected for interim assessments. Select a test reason from the drop-down menu and click **OK**.

To review the selected attributes for a session that includes a Smarter Balanced Interim Assessment, click **Session Attributes** in the Test Administration Site banner (see [Figure 7](#)).

Figure 8. Session Attributes Window

The screenshot shows a window titled "Session Attributes" with a red header. Below the header, there is a message: "The tests you have selected have some additional attributes that can be set to better describe the environment and conditions of this testing session." Below this message is a form with a label "Interim Assessment Test Reason" and a dropdown menu currently set to "Unassigned". The dropdown menu is open, showing a list of options: Unassigned, Pretest, Posttest, Fall, Winter, Spring, Summer, Test One, Test Two, Test Three, Test Four, Interim Test Opportunity 1, and Interim Test Opportunity 2. At the bottom of the window, there are two buttons: "OK" and "Cancel".

Looking Up Students

You can use the student lookup feature 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.



Note: Each student receives a State Assigned Student Identifier (SASID), which is referred to as an SSID in all AIR systems. In Connecticut, SSID and SASID refer to the same 10-digit unique student identification number.

To perform a quick search:

1. In the banner, click **Student Lookup**.
2. Enter a student's full Student ID and click **Submit SSID**. Search results appear below the search field (see [Figure 9](#)).

Figure 9. Student Lookup: Quick Search

Quick Search Advanced Search Close

Enter the student's full Student ID (SSID) and click [Submit SSID] to search for that student's record. A record displays the student's name, birth date, grade, and school/district information. Searches by partial SSID are not permitted.

Note: This Student Lookup feature allows you to verify student information for login purposes only. It does not indicate whether a student is eligible to test. To verify student eligibility for a specific online assessment, please check TIDE.

SSID: 9999990091 Submit SSID

Search Results

First Name: Firstname
Last Name: Lastname
Grade: 03
Student ID: 9999990091
Date of Birth: 10/10/2010
Gender: M
School: Demo School 1
District: Demo District 1



Warning: You must ensure that a student's demographic information is correct before testing begins. If a student's information is not correct, that student should not begin testing.

To perform an advanced search:

1. Click **Student Lookup > Advanced Search**.
 - a. Select the appropriate district and school from the drop-down lists.
 - b. Select the appropriate grade.
 - c. *Optional:* Enter a student's exact first or last name. Partial names are not allowed.
2. Click **Search**. Search results appear below the search fields (see [Figure 10](#)).

Figure 10. 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: Demo District 1
School: CSDE Training School
Grade: All Grades
First Name: Thomas
Last Name:

Search Results

SSID	First Name	Last Name	Grade	Details
999999901	Thomas	Jefferson	04	
999999902	Thomas	Edison	04	

3. To view a student’s information, click in the **Details** column.

Viewing Approved Print Requests

You can view a list of every print request you approved during the current session.

To view approved requests:

1. In the banner, click **Approved Requests**. The *Print Requests* window opens (see [Figure 11](#)), listing print requests by student.
2. If you wish to print the list of approved requests, click **Print**.

Figure 11. Print Requests Window

Student Print Request(s) | Close

Name: Lastname, Firstname, Student ID: 99999991234

Print Requests

New Request	Date and Time	Action
Passage for Item 5	6/3/2015 8:00:21 PM	
Passage for Item 7	6/3/2015 8:04:17 PM	



Note: For information about approving print requests, see the section [Approving Print Requests](#).

Printing Session Information

You can print a snapshot of the Test Administration Site as it currently appears if you wish to keep a hard-copy record of the Session ID or list of approved students.

To print a snapshot of the page:

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

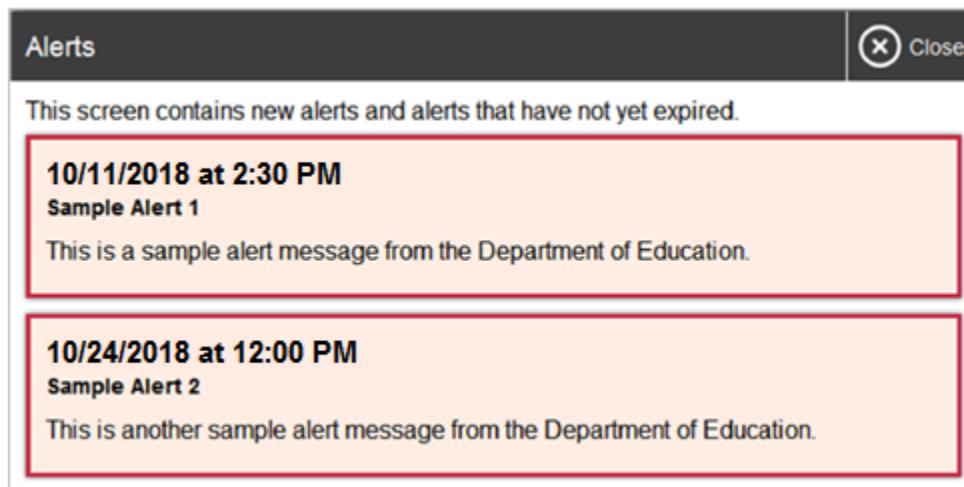


Policy Note: Federal law prohibits the release of students' personally identifiable information. All printouts must be securely stored and then destroyed when no longer needed.

Alert Messages

The Connecticut State Department of Education can send statewide alerts that appear as pop-up messages on the Test Administration Site. To view a record of active alert messages (see [Figure 12](#)), click **Alerts** in the banner.

Figure 12. Record of Alerts



Section V. Administering Online Tests

The basic workflow for administering online tests is as follows:

1. The Test Administrator selects tests and starts a test session.
2. Students sign in 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.

For information about the testing process from a student's perspective, see the sections [Signing in to the Student Testing Site](#) and [Step 4: Functionality Checks](#).

Starting a Test Session

When you log in to the Test Administration Site, the **Test Selection** window opens automatically (see [Figure 13](#)). This window allows you to select tests and start the session. Only the tests that you select will be available to students who join your session.

Figure 13. Test Selection Window

The screenshot shows a window titled "Test Selection" with an "Expand All" button in the top right corner. Below the title bar, there is a header text: "Choose the tests to add to your session, and then start your session." The main area contains a list of test options, each with a plus or minus icon and a checkbox:

- +** Smarter Balanced Summative Assessments
- Next Generation Science Standards Assessment
 - +** Grade 5
 - +** Grade 8
 - +** Grade 11
- +** Connecticut Alternate Assessment
- +** Smarter Balanced Interim Assessments
- +** Next Generation Science Standards Interim Assessments

At the bottom of the window, there are three buttons: "Start Session" (with a play icon), "Close", and a greyed-out button.

The **Test Selection** window color-codes tests and groups them into various categories by tests, grade, and subject. A test group may include one or more sub-groups. All test groups and sub-groups appear collapsed by default. To expand a test group, click **+** (or **Expand All**). To collapse an expanded test group, click **-** (or **Collapse All**).

To create a new test session:

1. If the **Test Selection** window is not open, click **Select Tests** in the upper-right corner of the Test Administration Site (otherwise skip to Step [2](#)).
2. To select tests for the session, do one of the following:
 - o To select individual tests, mark the checkbox for each test you want to include.
 - o To select all the tests in a test group, mark the checkbox for that group.
 - o To select all available tests, click **Select All** at the top of the window.
3. In the lower-left corner of the window, click **Start Session** (the exact label for this button may vary depending on whether you are starting a practice or operational session).
 - a. *Optional:* If you have selected a Smarter Balanced Interim Assessment, the **Session Attributes** window will appear. Select an **Interim Assessment Test Reason** from the drop-down list and click **OK**. Test reasons categorize test opportunities in your session for reporting purposes in AIR Ways.
4. The Session ID appears on the Test Administration Site.
5. Provide the Session ID to your students.



Note: Write down the Session ID in case you accidentally close the browser window and need to return to the active test session. You may have only one session open at a time. You cannot reopen closed sessions, but students can resume a test opportunity in a new session.

To add tests to an active test session:

1. In the upper-right corner of the Test Administration Site, click **Select Tests**.
2. In the **Test Selection** window, mark the checkbox for the required test and click **Add to Session** in the lower-left corner.
3. A confirmation message asks if you are sure you want to modify the tests in your session. To continue, click **Yes**.



Note: You cannot remove tests from an active session.


4. If the **Session Attributes** window appears, it displays the test reason or other attributes you selected when you started the session. If you select a new 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.

Approving Students for Testing

After students sign in and select tests, you must verify that their settings and accommodations are correct before approving them for testing. When students are awaiting approval, the **Approvals** button next to the Session ID becomes active and bounces until you click it. The number next to this button indicates how many students are awaiting approval (see [Figure 14](#)).

Figure 14. Students Awaiting Approval



Note: The **Approvals** notification updates regularly, but you can also click  in the upper-right corner to update it manually.



Note: If a test contains segments requiring Test Administrator approval, you must also follow this procedure when approving students' entry to test segments.

To approve students for testing:

1. Click **Approvals**. The **Approvals and Student Test Settings** window appears (see [Figure 15](#)), displaying a list of students grouped by test.

Figure 15. Approvals and Student Test Settings Window

Approvals and Student Test Settings					Refresh	Done
4 students awaiting approval					● = Category A ● = Category B ● = Category C	
TEST NAME IN CATEGORY A					<input checked="" type="checkbox"/> Approve All Students	
Student Name	SSID	Opp #	See Details	Action		
SMITH, JOHN	999999343	1	Standard		<input checked="" type="checkbox"/>	<input type="checkbox"/>
TEST NAME IN CATEGORY B					<input checked="" type="checkbox"/> Approve All Students	
Student Name	SSID	Opp #	See Details	Action		
SMITH, JANE	999999016	1	Custom		<input checked="" type="checkbox"/>	<input type="checkbox"/>
SMITH, JUAN	999999887	1	Standard		<input checked="" type="checkbox"/>	<input type="checkbox"/>
TEST NAME IN CATEGORY C					<input checked="" type="checkbox"/> Approve All Students	
Student Name	SSID	Opp #	See Details	Action		
SMITH, JENNY	999999500	1	Standard		<input checked="" type="checkbox"/>	<input type="checkbox"/>



Note: Each student receives a State Assigned Student Identifier (SASID), which is referred to as an SSID in all AIR systems. In Connecticut, SSID and SASID refer to the same 10-digit unique student identification number.

2. To check a student's test settings and accommodations, click for that student. The student's information appears in the **Test Settings** window (see [Figure 16](#)).
 - a. If any settings are incorrect, update them as required. Students should not begin testing until their settings are correct. Read-only test settings should be updated in TIDE.
- Alert:** When approving students for testing, you must update the editable settings in this window, rather than in TIDE. You must update the read-only settings in TIDE.
- b. Do one of the following:
 - To confirm the settings, click **Set**. You must still approve the student for testing (see [Step 5](#)).

- To confirm the settings and approve the student, click **Set & Approve**. Students can start testing once you approve them.
- To return to the **Approvals and Student Test Settings** window without confirming settings, click **Cancel**.

Figure 16. Test Settings Page for a Selected Student

Test Settings for: Lastname, Firstname

You must select [Set] or [Set & Approve] to confirm these test settings. Use [Set] to confirm the settings and return to the main Approvals screen to approve this student.

SSID: 9999990091 | IAB - Math Grade 3 - Geometry | Opp # 3

Embedded Designated Support

Masking	<input type="checkbox"/> OFF
Permissive Mode	Off
Translations (Glossaries)	English Glossary
Color Contrast	Black on White
Mouse Pointer	System Default
Text-to-Speech	None
Print Size	No Default Zoom Applied

- Repeat Step 2 for each student in the list.




Note: The **Approvals and Student Test Settings** window does not automatically refresh. To update the list of students awaiting approval, click **Refresh** at the top of the window.

- If you need to deny a student access to testing, do the following (otherwise skip to Step 5):
 - Click for that student.
 - Optional:* In the window that appears, enter a brief reason for denying the student.
 - Click **Deny**. The student receives a message explaining the reason for the denial and is logged out.



Note: If you deny students entry for a test, they can still request access to that test again.


- If you wish to approve students directly from the **Approvals and Student Test Settings** window, do the following:

- To approve individual students, click  for each student.
- To approve all students for a given test or test segment, click **Approve All Students** for that test or segment.

Monitoring Students' Testing Progress

After you approve students for testing, the **Students in Your Test Session** table appears (see [Figure 6](#)). This table displays the testing progress for each student logged in to your session. [Table 3](#) describes the columns in this table. To sort the table by a given column, click that column header.

Table 3. Columns in the Students in Your Test Session Table

Column	Description
Student Name	Last and first name of the student in the session.
SSID	State Assigned Student Identifier (SASID) associated with the student.
Opp #	Opportunity number for the student's selected test.
Test	Name of the test the student selected.
Test Status	Current status for each student in the session. This column may also indicate how many questions the student has completed out of the total number of test questions. For more information about the statuses in this column, see Table 4 .
Time	The time included in this column indicates the 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.
Test Settings	This column displays one of the following: <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. To view the student's settings for the current test opportunity, click  .
Actions	Allows you to perform any available actions for an individual student's test. The Pause button in this column pauses the student's test. When a test pauses, this column displays an information button that opens a pop-up message explaining how the test became paused. For more information, see the section Pause Rules . A Printer button appears in this column when the student requests a printout of test material. For more information, see the section Approving Print Requests .


Overview of Student Testing Statuses

[Table 4](#) describes the codes in the Student Status column of the **Students in Your Test Session** table.

Table 4. Student Testing Statuses

Status	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 answered 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.	




Note: The **Students in Your Test Session** table refreshes at regular intervals, but you can also refresh it manually by clicking  in the upper-right corner.

Pausing a Student's Test

You can pause a student's test via the **Action** column in the **Students in Your Test Session** table (see [Figure 6](#)). For information about pause rules, see the section [Pause Rules](#).

To pause an individual student's test:

1. In the **Action** column, click  for that student.

Click **Yes** to confirm. The Test Delivery System logs the student out and an information button appears in the **Action** column.

Approving Print Requests

A very small percentage of students require the print-on-demand accommodation. The print-on-demand accommodation may only be provided through the Special Accommodations

procedure for students with an IEP or students who have a 504 plan. Please consult the *CSDE Assessment Guidelines* for more information about this feature.

Students approved for using the print-on-demand accommodation may request printouts of test passages and questions. When students send print requests, the request notification appears in the **Students in Your Test Session** table (see [Figure 6](#)).

To approve print requests:









1. Click  in the **Action** column of the **Students in Your Test Session** table. The **Student Print Request** window appears (see [Figure 17](#)).

Figure 17. Student Print Request Window

Student Print Request(s)		 Close	
Name: Lastname, Firstname, Student ID: 99999991234			
Print Requests			
New Request	Date and Time	Action	
Passage for Item 5	6/3/2015 8:00:21 PM		
Passage for Item 7	6/3/2015 8:04:17 PM		

2. Review the print request and do one of the following:
 - a. To approve the request, click . A cover sheet appears in a new browser window.
 - b. To deny the request, click . In the window that appears, enter a brief reason for denying the request and click **Deny**. Do not proceed to [Step 3](#).
3. In the new window, click **Print** to open the printer dialog box.
4. Click **OK** to print the requested test elements.

Stopping a Test Session and Logging Out

This section explains how to stop a test session and log out of the Test Administration Site.

Stopping a Test Session


When students finish testing or the current testing time slot 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.



Warning: The Test Delivery System automatically ends that test session after 20 minutes of both user and student inactivity in the session. This action automatically stops the test session.

To stop a test session:

1. In the upper-right corner, click  (see [Figure 14](#)). A confirmation message appears.
2. Click **OK**. The test session stops.

Logging Out of the Test Administration Site

You should log out of the Test Administration Site only after stopping a test session.

To log out of the Test Administration Site:

1. In the banner, click **Log Out**. A warning message appears.
2. In the warning message, click **Log Out**. The [Connecticut Comprehensive Assessment Program Portal](#) appears.



Alert: Navigating away from the Test Administration Site will also log you out. Logging out while a session is in progress stops the session. If you need to access another application while administering tests, open it in a separate browser window.

Note: If you log out from another Connecticut Comprehensive Assessment Program online system, such as TIDE, you will NOT interrupt your test session.

Accidentally Closing the Browser Window

If you accidentally close the browser while students are testing, your session remains open until it times out. To return to the test session in the Test Administration Site, you must enter the active Session ID.

If you do not return to the active session within 20 minutes, and there is no student activity during that time, the Test Delivery System logs you out and pauses the students' tests.

Section VI. Signing in to the Student Testing Site

This section describes the student sign-in process for the Student Interface. Students follow this procedure when starting a new test or resuming a paused test.



Note: Students must sign in to the appropriate testing site:

- For sessions created in the Test Administration Interface, students sign in to the Student Interface on the secure browser.
- For sessions created in the TA Practice & Training Site, students sign in to the Practice & Training Tests. Students can access the Practice & Training Tests on the [Connecticut Comprehensive Assessment Program Portal](#).

Step 1: Signing Students In

To sign students in to a test session:

1. Launch the secure browser on the student's testing device. The **Student Sign-In** page appears (see [Figure 18](#)).

Figure 18. Student Sign-In Page

2. Students enter the following information:
 - a. In the *First Name* field, students enter their first name as it appears in TIDE.
 - b. In the *Student ID* field, students enter their SASID as it appears in TIDE.



Note: If students do not know their exact information as it appears in TIDE, you can retrieve it in the Test Administration Site (section [Looking Up Students](#)).

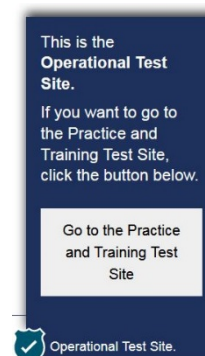
- c. In the *Session ID* field, students enter the Session ID as it appears on the Test Administration Site. To prevent students from trying to log in to the wrong site, the first part of the three-part Session ID that indicates whether students are on the Student Interface or the Practice & Training Tests is pre-filled.
3. Students select **Sign In**. The *Is This You?* page appears.

Common Student Sign-in Errors

The Test Delivery 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 Practice & Training Tests cannot access sessions created in the Test Administration Interface. A message displayed in the bottom-left corner of the **Student Sign-In** page indicates which site the student is on. If a student is on the wrong site, the student can select the button included in the message to proceed to the correct site.



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

Verify that the student correctly entered the SASID. If this does not resolve the error, use the Student Lookup tool to verify the student's information. See the section [Looking Up Students](#).

- **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 [Starting 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.

Step 2: Verifying Student Information

After students sign in, the *Is This You?* page appears (see [Figure 19](#)). On this page, students verify their personal information.

Figure 19. Is This You? Page

First Name	Grade
Firstname	03
SSID:	School:
9999990091	Demo School 1



Note: Each student receives a State Assigned Student Identifier (SASID), which is referred to as an SSID in all AIR systems. In Connecticut, SSID and SASID refer to the same 10-digit unique student identification number.

To verify personal information:

- If all the information is correct, students select **Yes**. The **Your Tests** page appears.
- If any of the information displayed is incorrect, the student must not proceed with testing. The student should select **No**. You must notify the appropriate school personnel that the student's information is incorrect.



Note: When signing in to the Practice & Training Tests as a guest, the *Is This You?* page displays a **Student Grade Level** drop-down list, from which students select the grade they wish to use for testing.



Warning: Incorrect student demographic information must be updated before the student begins testing.

Step 3: Selecting a Test

The **Your Tests** page displays all the tests that a student is eligible to take (see Figure 20). Students can only select tests that are included in the session and still need to be completed.

Available tests are color-coded and grouped into categories, just like the tests listed in the **Test Selection** window of the Test Administration Site (see [Figure 13](#)).

If the student has not started a test opportunity, the button for that test is labeled **Start [Test Name]**. If the student has started and paused a test opportunity, the button for that test is labeled **Resume [Test Name]**.

The button also indicates the test opportunity number. For example, if the student is on the second opportunity of a test, the test button will indicate that it is the student’s second opportunity.

Figure 21. Your Tests Page

The screenshot shows the 'Your Tests' page. At the top, there is a blue header with the CSDE logo and the text 'CONNECTICUT STATE DEPARTMENT OF EDUCATION COMPREHENSIVE ASSESSMENT PROGRAM'. On the right, it says 'GUEST (Student ID: GUEST) | GUEST SESSION' and has a green arrow icon. Below the header, the main content area has the title 'Your Tests' and the instruction 'Select the test you need to take.' There is a 'Student Grade Level' dropdown menu currently set to '3'. Underneath, a section titled 'Smarter Balanced Interim Assessments' contains eight test cards. Each card has a green arrow icon, a title, and the text 'This is opportunity 1 of 99'. The tests are: 'Start IAB - Math Grade 3 - Geometry', 'Start IAB - ELA Grade 3 - Brief Writes', 'Start IAB - ELA Grade 3 - Editing', 'Start IAB - ELA Grade 3 - Language and Vocabulary Use', 'Start IAB - ELA Grade 3 - Listen/Interpret', 'Start IAB - ELA Grade 3 - Read Informational Text', 'Start IAB - ELA Grade 3 - Read Literary Text', and 'Start IAB - ELA Grade 3 - Research'. At the bottom of the page, there is a 'Back to Login' button.

To select an available test:

- Students select the required test name. The request is sent to the TA for approval and the **Waiting for Approval** page appears (see [Figure 22](#)). After you approve the student for testing, the student can proceed to the next step.

Figure 22. Waiting for Approval Page

Firstname (Student ID: 9999990091) | UAT-61E0-3 | IAB - Math Grade 8 - The Number System


CONNECTICUT STATE DEPARTMENT OF EDUCATION
COMPREHENSIVE ASSESSMENT PROGRAM

Waiting for Approval

Your Test Administrator needs to review your requested test and your test settings. This may take a few minutes.

First Name	Session ID
Firstname	UAT-61E0-3

Test
IAB - Math Grade 8 - The Number System

 Click to cancel the request and return to the login page.



Warning: If a student's required test is inactive or not displayed, the student should click the **Click to cancel the request and return to the login page** button on the **Your Tests** page. You should verify the test session includes the correct tests and add additional tests, if necessary.

Step 4: Functionality Checks

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 23](#)).

Figure 23. Audio/Video Checks Page

Audio/Video Checks
Your test uses multi-media features. Please perform the following checks before continuing.

Video Playback Check ✓

Make sure audio playback is working.
Make sure video playback is working. To play the sample video, press the play button.

Next Step:
If you were able to play the video, choose **I could play the video**. If not, choose **I could not play the video**.

I could play the video **I could not play the video**

Continue **Back**

To proceed to the **Instructions and Help** page (see [Figure 26](#)), verify each functionality, then click **Continue**.

Depending on the test content and the student's test settings, this page may consist of any of the following functionality checks:

- [Video Playback Check](#)
- [Text-to-Speech Sound Check](#)



Note: Each functionality check appears in its own panel.

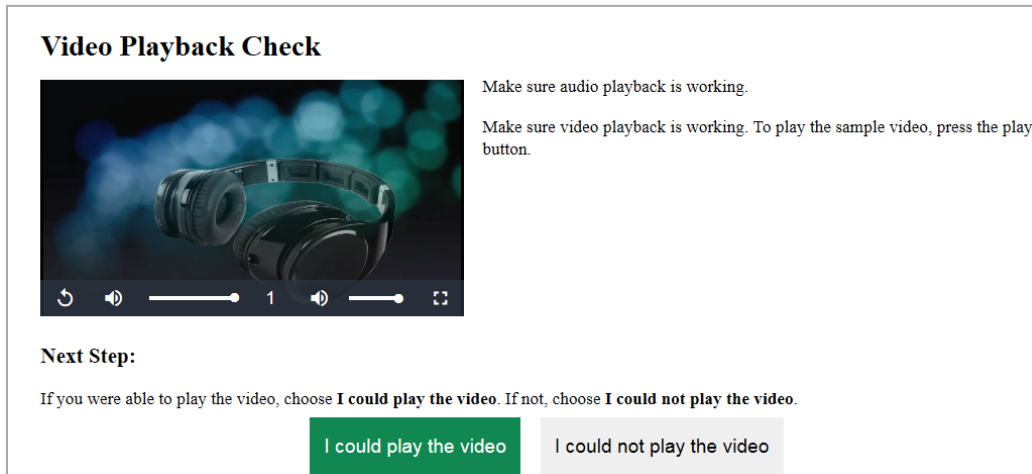


Note: If the test does not have audio and/or video content that requires functionality checks, the **Instructions and Help** page (see [Figure 26](#)) appears.


Video Playback Check

The **Video Playback Check** panel appears for tests with video and audio content (See [Figure 24](#)). Using the Video Playback Check, students may verify that they can view the sample video and hear its associated sound.

Figure 24. Sound and Video Playback Check Panel



To check sound and video settings:

4. Students select the  icon to play the video and audio.
5. Depending on the playback quality, students do one of the following:
 - If students are able to play the video and sound, they select **I could play the video**.
 - If students are not able to play the video or hear the sound, they select **I could not play the video**. The **Video Playback Problem** panel appears, giving students the following option:
 - Students can select **Try Again**. This returns them to the **Video Playback Check** panel.



Note: If the video 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.


Text-to-Speech Sound Check

The **Text-to-Speech Sound Check** panel appears for tests with TTS content (see [Figure 25](#)). Using the Text-to-Speech Sound Check, students may verify that they can hear the text being read aloud.

Figure 25. Text-to-Speech Sound Check

Text-to-Speech Sound Check

Make sure text-to-speech is working.

 Make sure that audio playback is working. To play sample audio, press the speaker button. If you were able to play the sound, choose **Works!** If not, choose **Doesn't Work** and report it to the proctor.

Sound Settings

Current Voice Pack: Microsoft Anna - English (Unit ▾)

Use the sliders to adjust the available text-to-speech settings.

Volume

Pitch


Rate

Next Step:

If you heard the voice clearly, choose **I heard the voice**. If not, choose **I did not hear the voice**. To continue testing without checking text-to-speech, choose **Skip TTS Check**.

To check TTS functionality:

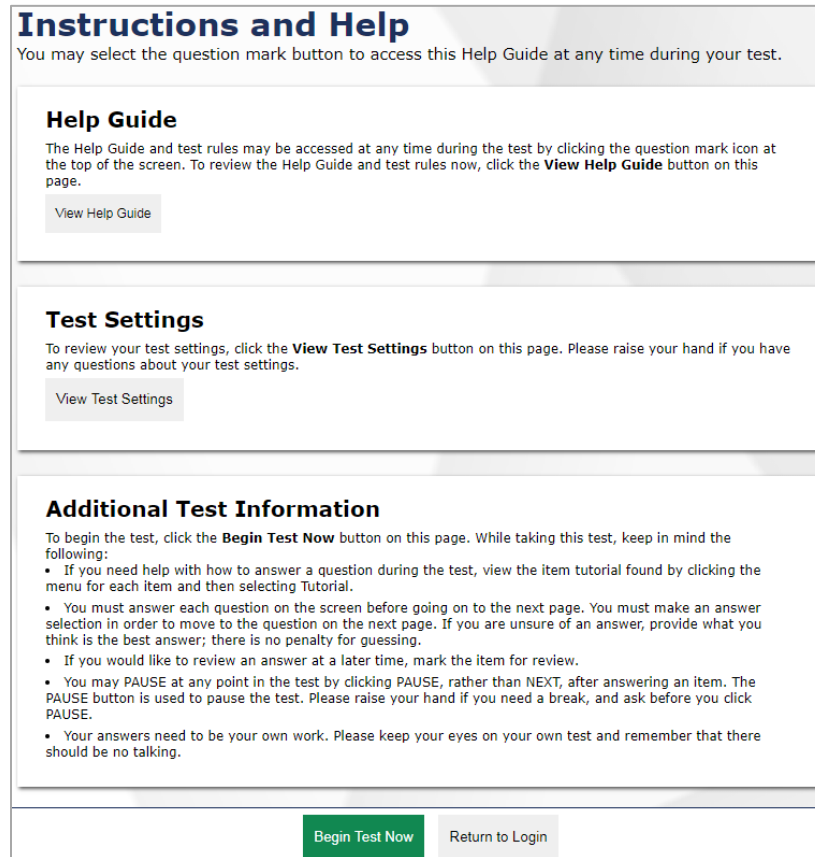
Students select the  icon and listen to the audio.

- If the voice is clearly audible, students select **I heard the voice**.
- If the voice is not clearly audible, students adjust the settings using the sliders and select the  icon again.
- If students still cannot hear the voice clearly, they select **I did not hear the voice**. The **Audio Check** panel appears, giving students two options:
 - Students can select **Try Again**. This returns them to the **Text-to-Speech Sound Check** panel. If it does not work, students should close the Secure Browser. You can work with students to adjust their audio or headset settings. They can sign in again when the issue is resolved.
 - Students can select **Skip TTS Check** to skip verifying the TTS functionality.

Step 5: Viewing Instructions and Starting the Test

The **Instructions and Help** page is the last step of the sign-in process (see [Figure 26](#)). Students may review this page to understand how to navigate the test and use test tools.

Figure 26. Instructions and Help Page



Instructions and Help
You may select the question mark button to access this Help Guide at any time during your test.

Help Guide
The Help Guide and test rules may be accessed at any time during the test by clicking the question mark icon at the top of the screen. To review the Help Guide and test rules now, click the **View Help Guide** button on this page.

View Help Guide

Test Settings
To review your test settings, click the **View Test Settings** button on this page. Please raise your hand if you have any questions about your test settings.

View Test Settings

Additional Test Information
To begin the test, click the **Begin Test Now** button on this page. While taking this test, keep in mind the following:

- If you need help with how to answer a question during the test, view the item tutorial found by clicking the menu for each item and then selecting Tutorial.
- You must answer each question on the screen before going on to the next page. You must make an answer selection in order to move to the question on the next page. If you are unsure of an answer, provide what you think is the best answer; there is no penalty for guessing.
- If you would like to review an answer at a later time, mark the item for review.
- You may PAUSE at any point in the test by clicking PAUSE, rather than NEXT, after answering an item. The PAUSE button is used to pause the test. Please raise your hand if you need a break, and ask before you click PAUSE.
- Your answers need to be your own work. Please keep your eyes on your own test and remember that there should be no talking.

Begin Test Now Return to Login

To proceed and begin the test:

1. *Optional:* To view the help guide and understand how to navigate the site and use the available test tools, students select **View Help Guide**. The **Help Guide** window appears. To close the window, students select **Back**.
2. *Optional:* To review their test settings, students select **View Test Settings**. The **Review Test Settings** window appears displaying students' test settings. To close the window, students select **OK**.
3. *Optional:* Review any additional test information, as applicable, in the **Additional Test Information** panel.
4. To start the test, students select **Begin Test Now**. The test opportunity officially begins or resumes.

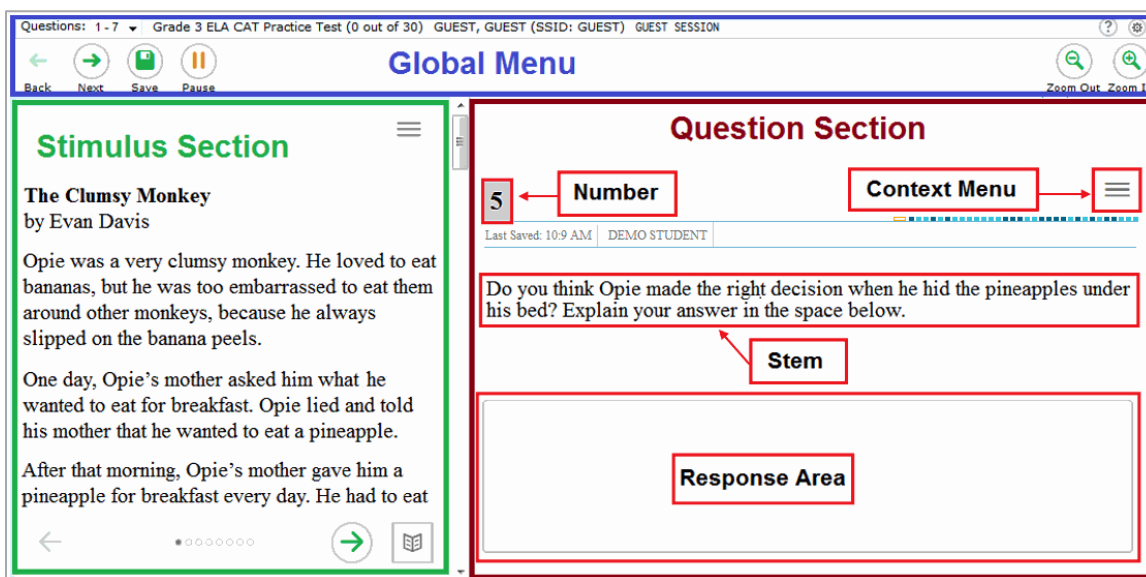
Section VII. Overview of the Student Interface

This section describes the layout of the Student Interface and the available testing tools.

Test Layout

An annotated view of the Student Interface is included in Figure 27, which shows the main sections of the layout for a test page that includes a stimulus.

Figure 27. Annotated View of Student Interface – Test Layout



A test page can include the following sections:

- The *Global Menu* section displays the global navigation and tool buttons. The banner above the global menu displays the **Questions** drop-down list, test information, help button, and system settings button.
- The *Stimulus* section appears only for questions associated with a stimulus. 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. The *Stimulus* section may contain the stimulus content, context menu, and either the expand passage 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.

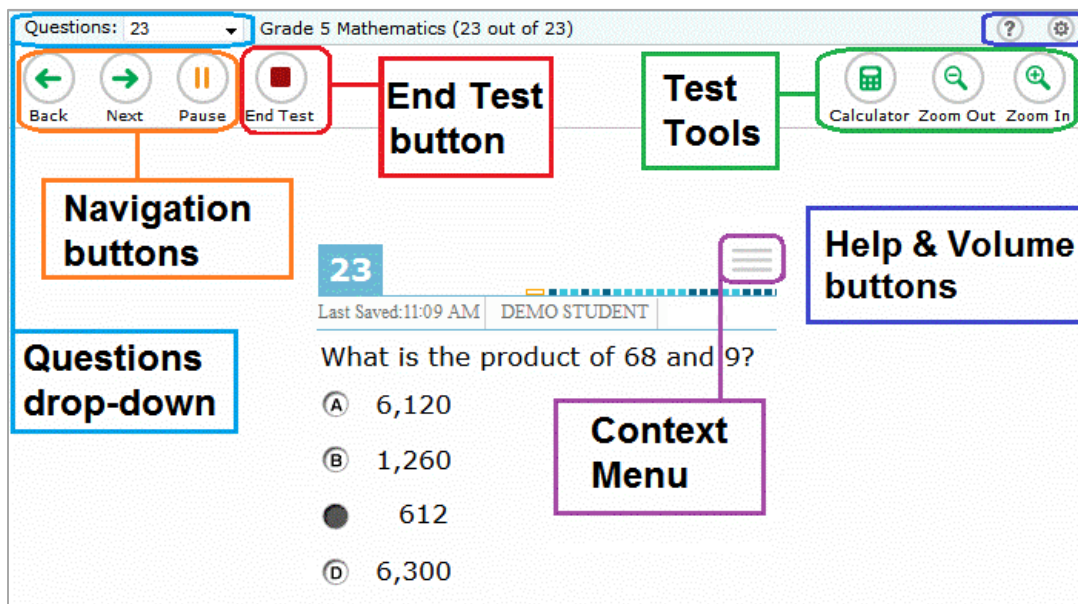
For more information about the global menu and context menus, see the section [Using Menus and Tools](#).

Test Tools

This section provides an overview of the Test Delivery System’s available tools.

An annotated view of the Student Interface is included in Figure 28, which shows the primary features and tools available in the Student Interface.




Figure 28. Annotated View of Student Interface – Test Tools



Note: Some tools are available for all tests, while others are only available for a particular subject, accommodation, or type of question.

[Table 5](#) lists the tools available in the *Global Menu* section of the test page, while [Table 6](#) lists the tools available in the *Question* and *Stimulus* sections (context menu tools).

Table 5. Global Tools

Tool Name	Instructions
Help 	To view the on-screen Instructions and Help window, select the question mark (?) button in the upper-right corner.
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.






















Tool Name	Instructions
Line Reader 	To highlight an individual line of text in a passage or question, select Line Reader in the global menu. 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: 1. Select Masking in the global menu. 2. Click and drag across the distracting area. To close the Masking tool, select Masking again. To remove a masked area, select X in the upper-right corner of that area.
Notes 	To enter notes in an on-screen notepad, select Notes in the global menu.
Periodic Table 	To view the on-screen periodic table, select Periodic Table in the global menu.
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 	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.
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 6. Question and Stimulus Tools

Tool Name	Instructions
American Sign Language	<p>You can watch videos that translate test content into American Sign Language (ASL).</p> <p><i>To view ASL videos:</i></p> <ol style="list-style-type: none"> From the context menu, select American Sign Language. <ul style="list-style-type: none"> 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.
Closed Captioning	<p>Questions and stimuli with audio elements automatically display closed captions for students testing with the appropriate accommodations.</p>
Expand Passage	<p>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.</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. 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.
Glossary (Word List)	<p>To open the glossary, click a word or phrase that has a border around it.</p>
Highlighter	<p>To highlight text, select the text on the screen and then select Highlight Selection from the context menu. 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. When a test pauses, highlighting may not persist for certain hot text questions or if the student switches testing devices.</p>
Mark for Review	<p>To mark a question for review, select Mark for Review from the context menu.</p> <p>The question number displays a flap  in the upper-right corner and  appears next to the number. The Questions drop-down lists displays "(marked)"  for the selected question.</p>
Notepad	<p>To enter notes for a question, select Notepad from the context menu. After entering a note,  appears next to the question number.</p> <p>You can only access your notes for a question on that question's test page.</p>

Tool Name	Instructions
Print Item	To send a print request for an individual question, select Print Item from the context menu. After sending the request,  appears next to the question number.
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 .
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: <ul style="list-style-type: none"> • Option A: <ol style="list-style-type: none"> To activate Strikethrough mode, open the context menu and select Strikethrough. Select each answer option you wish to strike out. To deactivate Strikethrough mode, press Esc or click outside the question's response area. • Option B: <ol style="list-style-type: none"> 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.
Text-to-Speech Tracking	When this tool is enabled, words become highlighted as TTS reads them aloud.
Tutorial	To view a short video demonstrating how to respond to a particular question type, select Tutorial from the context menu.

Using Menus and Tools

This section describes how to use the global and context menus to access on-screen tools. This section also provides further details for using some of the Student Interface tools.

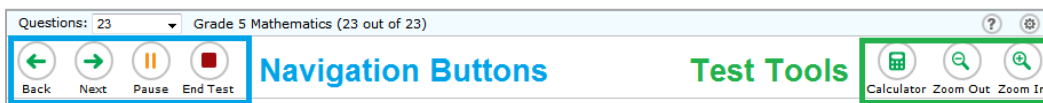


Note: Students can access tools using a mouse or keyboard commands. For information about keyboard commands, see [Appendix C](#).

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 (see [Figure 29](#)).

Figure 29. Global Menu



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 page may include several elements, such as the question, answer options, and stimulus (see [Figure 27](#)). The context menu for each element contains tools that are applicable to that element (see [Figure 30](#) and [Figure 31](#)).

Figure 30. Context Menu for Questions

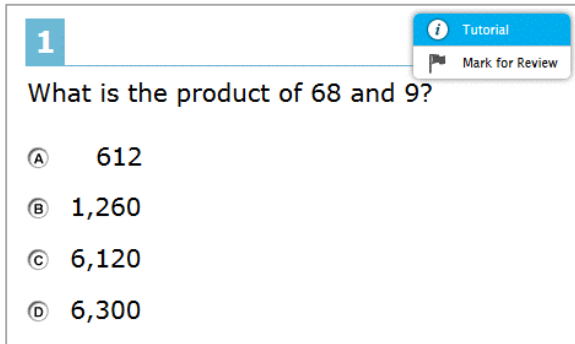
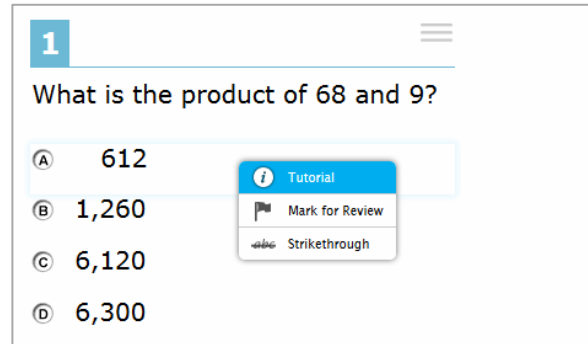



Figure 31. Context Menu for Answer Options



Opening a Context Menu for Stimuli and Questions

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

To access the context menu for a stimulus or question:

1. Click the context menu  button in the upper-right corner of the stimulus 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:
 - 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**.

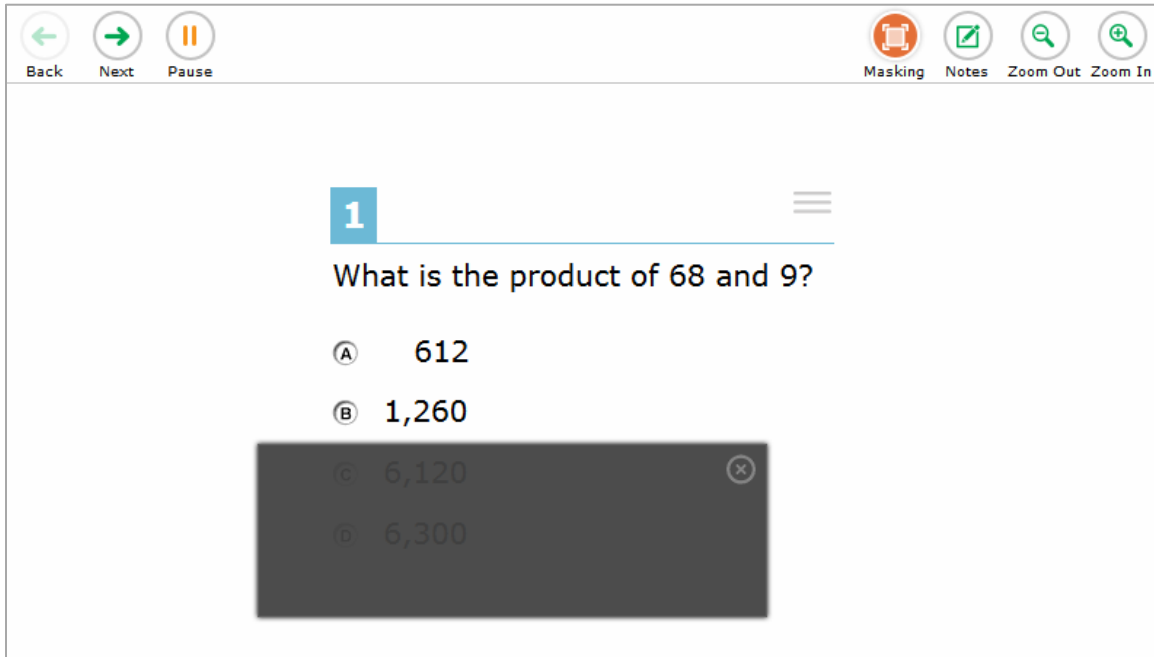
- If you are using a **tablet**, tap the answer option and then tap the context menu button (this selects the answer option until you select a different option).

2. Select a tool from the context menu.

About the Masking Tool

The Masking tool allows students to hide distracting areas of the test page (see [Figure 32](#)).

Figure 32. Test Page with Masked Area



To mask an area of a test page:

1. To activate the Masking tool, select **Masking** in the global menu. The button becomes orange.
2. 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:

1. Select **Masking** in the global menu again. The button becomes green. Any masked areas remain on the screen until you remove them.

To remove a masked area from a test page:

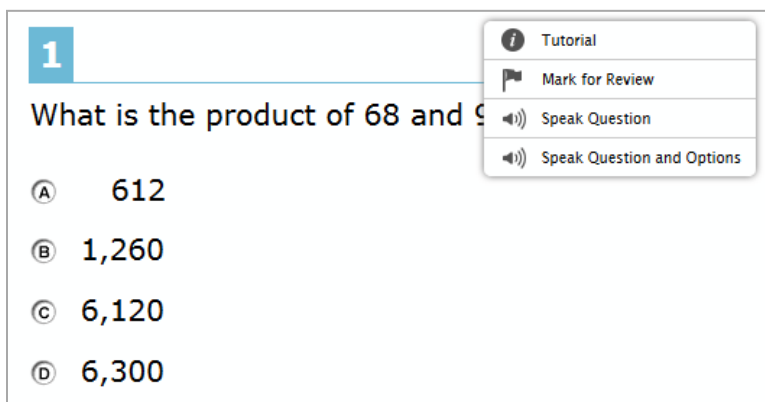
1. Select **X** in the upper-right corner of a masked area.

About Text-to-Speech

Students testing with TTS can listen to passages, questions, and answer options (see [Figure 33](#)). If a student is using Text-to-Speech Tracking, the words become highlighted as they are read aloud. Text-to-Speech is only available when using the secure browser or a supported Chrome or Firefox browser.

For information about setting up TTS, see the [Technical Specifications Manual for Online Testing](#).

Figure 33. Speak Tool Options for Questions



To listen to content with the TSS tool:

- 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**.



Alert: When listening to passages, students can pause TTS and then resume it at the point where it was paused. However, this feature is not available on mobile devices. Students testing on mobile devices 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**.

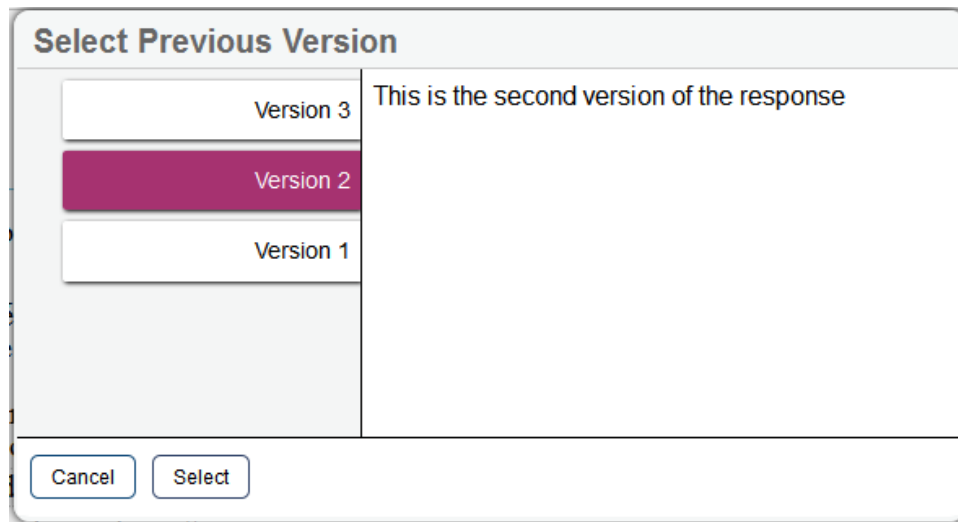
Selecting a Previous Response Version

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, click **Save**, delete the text, and enter new text, they can use this tool to recover the original response.

To recover a previously-entered response:

1. 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 34](#)).

Figure 34. Select Previous Version Window



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.



Note: This tool is only available for Text Response questions. If the test pauses, any responses entered prior to pausing will no longer appear in the **Select Previous Version** window.

Section VIII. Proceeding Through a Test

Students can view stimuli, respond to questions, pause a test, review previously answered questions, and submit a test. The following sections describe each of these tasks.

Viewing Stimuli






When a test question is associated with a stimulus, students should review that stimulus before responding to the question.

About Videos

When the stimulus is a video, students can use standard video features to control the playback (see [Figure 35](#)).

Figure 35. Video Playback Features



- 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 , and then select the required speed from the menu that appears.
- 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.

Responding to Test Questions

Students answer test questions depending on the question's type.

- **Multiple-choice questions:** Students select a single answer option.
- **Multi-select questions:** Students select one or more answer options.
- **Technology-enhanced questions:** Students follow the instructions given for each question. Technology-enhanced questions require students to do one of the following tasks:
 - Use an on-screen keypad to generate an answer
 - Select an object or text excerpt on the screen
 - Plot points or lines on a graph
 - Move objects or text excerpts around on the screen
 - Enter text in a text box or table
 - Match answer options together
 - Modify a highlighted word or phrase in a reading selection



Note: Students can use the Practice & Training Tests to familiarize themselves with the question types that may appear on tests.

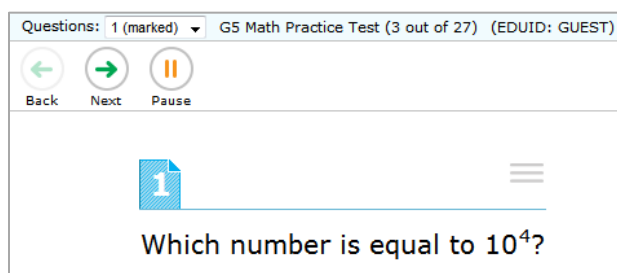
Some test pages may have only one question and others may have more. After students respond to all the questions on a page, they select **Next** to proceed to the next page.

All responses are saved automatically. Students can also manually save their responses to questions by selecting **Save** in the global menu.

Reviewing Questions in a Test

Students may return to a previous question and modify their response if the test was not paused for more than 20 minutes. See the [Pause Rules](#) section for more information.

Students can use the **Back** button or the **Questions** drop-down list to return to questions they want to review. The drop-down list displays (marked) for any questions marked for review (see [Figure 36](#)).

Figure 36. Question Marked for Review

Pausing Tests

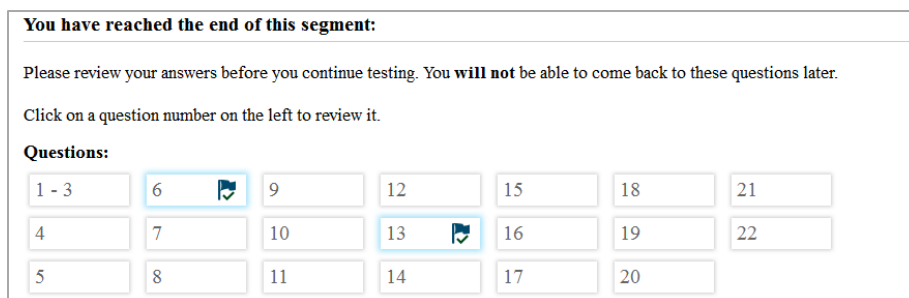
Students can pause the test at any time. Pausing a test logs the student out. To resume testing, students must repeat the sign-in process (see the section [Signing in to the Student Testing Site](#)).

To pause a test:

1. The student selects **Pause** in the global menu. A confirmation message appears.
2. The student selects **Yes**. The **Student Sign-In** page appears.

Reaching the End of a Segment

In a segmented test, the **End Segment** page appears after students complete the last question in the current segment. This page allows students to review questions from the current segment or proceed to the next segment. A flag appears for any questions marked for review (see [Figure 37](#)).

Figure 37. End Segment Page

To review questions:

- Students select a question number.

To move to the next segment:

- Students select **Next** in the global menu.



Alert: If the test blocks access to completed segments, students cannot return to the previous segment after selecting **Next**.

Submitting a Test

This section describes how students submit a test when they are done answering questions.

Reaching the End of a Test

After students respond to the last test question, the **End Test** button appears in the global menu (see [Figure 38](#)).

Figure 38. Global Menu with End Test Button



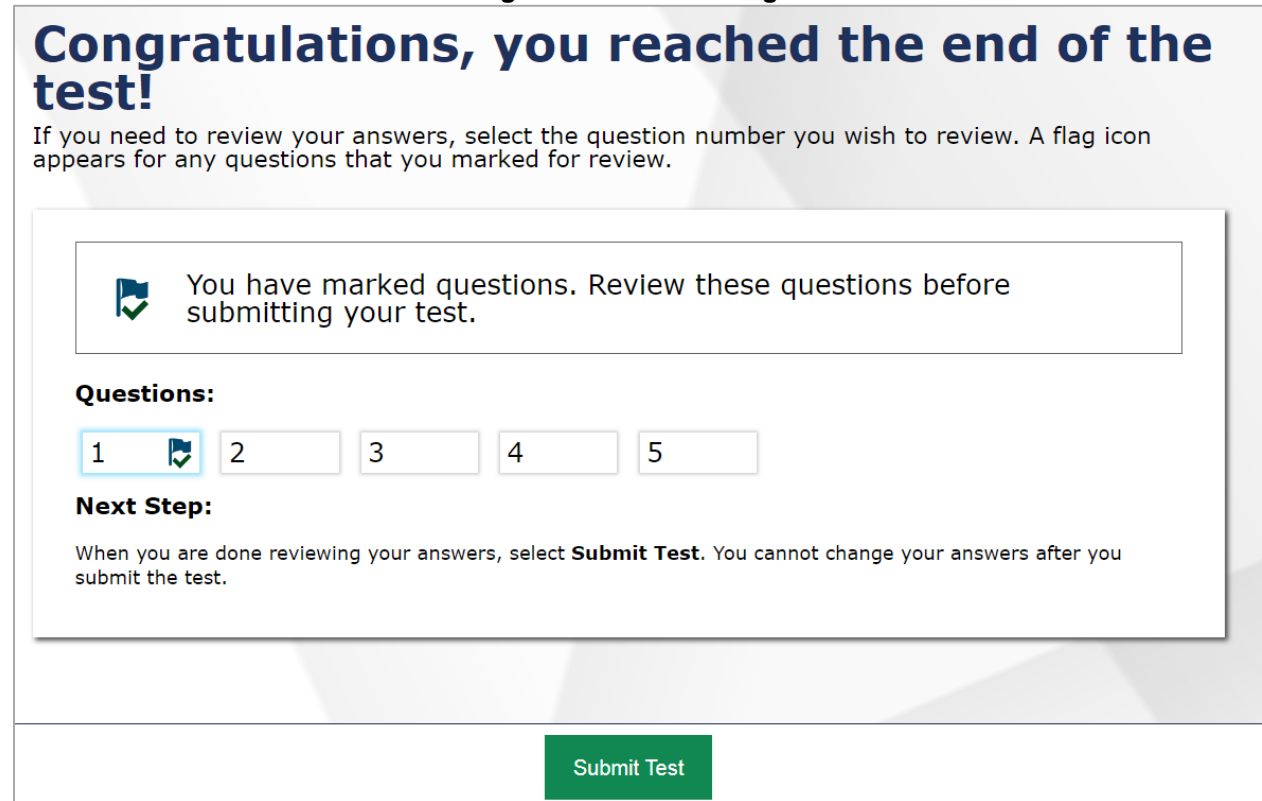
To end a test:

1. Students select **End Test**. A confirmation message appears.
2. Students select **OK**.

End Test Page

When students end a test, the **End Test** page appears (see [Figure 39](#)). This page allows students to review answers and submit the test for scoring. A flag icon appears for any questions marked for review.

Figure 39. End Test Page



The screenshot shows the 'End Test Page' with a large heading 'Congratulations, you reached the end of the test!' and a sub-heading 'test!'. Below the heading is a message: 'If you need to review your answers, select the question number you wish to review. A flag icon appears for any questions that you marked for review.' A white box contains a message with a flag icon: 'You have marked questions. Review these questions before submitting your test.' Below this is a 'Questions:' section with five numbered buttons (1-5). Button 1 has a flag icon. Below the buttons is a 'Next Step:' section with the text: 'When you are done reviewing your answers, select **Submit Test**. You cannot change your answers after you submit the test.' At the bottom center is a green 'Submit Test' button.

To review answers:

1. Students select a question number.
2. To return to the **End Test** page, students select **End Test** in the global menu.

To submit the test:

1. Students select **Submit Test**.



Warning: Once students select **Submit Test**, they cannot return to the test or modify answers.

Your Results Page

After students submit the test, the **Your Results** page appears, displaying the student's name, the test name, and the completion date (see [Figure 40](#)).

Figure 40. Your Results Page

Your Results

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

Student Name: (Student ID: GUEST)	Test Name: G3 Math Performance Task
---------------------------------------------	-----------------------------------------------

Test Completed On:
10/31/2018

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

Next Step:

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



Note: Each student receives a State Assigned Student Identifier (SASID), which is referred to as an SSID in all AIR systems. In Connecticut, SSID and SASID refer to the same 10-digit unique student identification number.

To exit the Student Interface:

2. Select **Log Out**.
3. In the upper-right corner, select **Close Secure Browser**. For information about exiting the Student Interface on mobile devices, see [Appendix A](#).



Note: If you are testing with the Take a Test app on Windows 10, you must press **Ctrl + Alt + Delete** to exit the Student Interface. For more information about the Take a Test app, see the [Technical Specifications Manual for Online Testing](#).

Appendix A. About the Secure Browser

This appendix includes the following sections:

- [Additional Measures for Securing the Test Environment](#)
- [Configuring Tablets for Testing](#)
- [About Permissive Mode](#)
- [Troubleshooting](#)

For more information about the secure browser, see the [Secure Browser Installation Manual](#).

Additional Measures for Securing the Test Environment

The secure browser ensures test security by prohibiting access to external applications or navigation away from the test. This section provides additional measures you can implement to ensure the test environment is secure.

- **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 screen saver 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.

Forbidden Application Detection

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.

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.

Configuring Tablets for Testing

Tablets and Chromebooks should be configured for testing before you provide them to students. For more information, see the [Technical Specifications Manual for Online Testing](#) on the [Connecticut Comprehensive Assessment Program Portal](#).

To configure iOS devices:

1. Tap the **AIRSecureTest** secure browser icon.

To configure Android tablets:

1. Tap the **AIRSecureTest** secure browser icon.
2. If the secure browser keyboard is not selected, follow the prompts on the screen. When the secure browser keyboard is selected, the secure browser app opens.

To configure Chromebooks:

1. From the **Apps** link on the Chrome OS login screen, select **AIRSecureTest** secure browser.


Closing the Student Testing Site on Tablets

After a test session ends, close the AIRSecureTest application on student tablets.

To close the Student Interface on iOS devices:

1. Double-tap the Home button. The multi-tasking bar appears.
2. Locate the AIRSecureTest app preview and slide it upward.

To close the Student Interface on Android tablets:

1. Tap the Menu icon  in the upper-right corner.
2. Tap **Exit**. A confirmation message appears.
3. Tap **Exit**.

To close the Student Testing Site on Chromebooks:

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

About Permissive Mode

Permissive Mode is an accommodation option that allows students to use accessibility software in addition to the secure browser.

Permissive Mode activates when the student is approved for testing. Students who have the Permissive Mode setting enabled should not continue with the sign-in 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 sign-in 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.
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.



Note: 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.

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 sign-in process.



Note: Permissive Mode is available only for computers running supported desktop Windows and Mac operating systems. For information about supported operating systems, see the [Technical Specifications Manual for Online Testing](#).

Accessibility software must be certified for use with the Test Delivery System. Forbidden applications will still not be allowed to run.

Troubleshooting

This section describes how to troubleshoot some situations in which a student cannot connect to a test.

Resolving Secure Browser Error Messages

This section provides possible resolutions for the following messages that students may receive when signing in.

- **You cannot login with this browser:**

This message occurs when the Test Delivery System cannot determine if the student is taking the test through the correct secure browser. To resolve this issue, ensure 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 you should log the student out, restart the computer, and try again.

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

This message appears when the secure browser cannot connect with the Test Delivery 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 part of the command that launches the secure browser.

- **Test environment is not secure:**

This message can occur when the secure browser detects a forbidden application running on the device (see the section [Additional Measures for Securing the Test Environment](#)). If this message appears on an iPad, ensure that either Autonomous Single App Mode or Automatic Assessment Configuration is enabled.

Force-Quit Commands

In the rare event that the secure browser or test becomes unresponsive, you can force-quit the secure browser.

To force the secure browser to close, use the keyboard command for your operating system as shown below. 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 7. Force-Quit 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 a laptop or notebook, you may need to press **Function** before pressing **F10**.



Alert: Use of Force-Quit Commands

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.

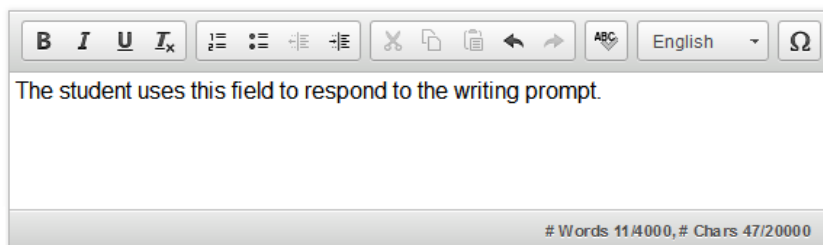
Force-quit commands do not exist for the secure browser for iOS, Chrome OS, and Android devices.

- **iOS:** Double-tab click the Home button, then close the app as you would any other iOS app.
- **Chrome OS:** To exit the secure browser, press **Ctrl + Shift + S**.
- **Android:** To close the secure browser, tap the menu button in the upper-right corner and select **Exit**.

Appendix B. Text Response Formatting Toolbar

In addition to the standard test tools described in the section [Test Tools](#), students can use a formatting toolbar above the response field for text response questions (see [Figure 41](#)). The formatting toolbar allows students to apply styling to text and use standard word-processing features.

Figure 41. Text Response Question with Formatting Toolbar




Note: The lower-right corner of the response field displays the word count and character count for the student's response.

[Table 8](#) provides an overview of the formatting tools available.

Table 8. Description of Formatting Tools

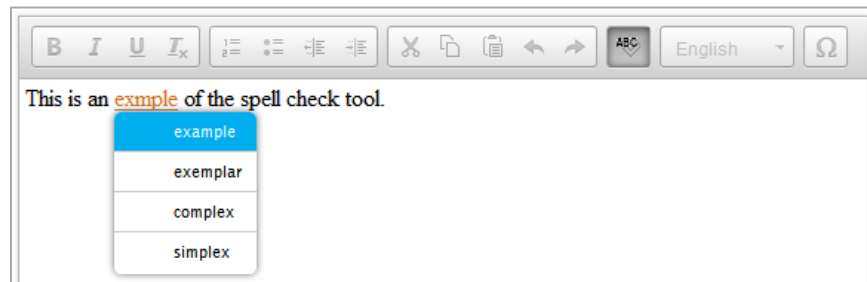
Tool	Description of Function
	Bold, italicize, or underline selected text.
	Remove formatting that was applied to the selected text.
	Insert a numbered or bulleted list.
	Indent a line of selected text.
	Decrease indent of text.
	Cut selected text.
	Copy selected text.
	Paste copied or cut text.
	Undo the last edit to text or formatting in the response field.
	Redo the last undo action.
	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.

Tool	Description of Function
	Add special characters in the response field.



Spell Check

The spell check tool identifies words in the response field that may be misspelled (see [Figure 42](#)).

Figure 42. Spell Check Tool



To use spell check:

1. Select a language for the spell check tool from the drop-down list, if necessary.
2. In the toolbar, select .
3. Potentially incorrect words change color and become underlined.
4. Select a misspelled word. A list of suggestions appears.
5. Select a replacement word from the list. If none of the replacement words are correct, close the list by clicking anywhere outside it.
6. To exit spell check, select  again.

Appendix C. Keyboard Navigation for Students

Students can use keyboard commands to navigate between test elements, features, and tools.



Note: Keyboard commands require the use of the primary keyboard. Do not use keys in a numeric keypad.

Sign-In Pages and In-Test Pop-ups

[Table 9](#) lists keyboard commands for selecting options on the sign-in pages or pop-up windows that appear during a test.

Table 9. 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 10](#) lists keyboard commands for navigating tests and responding to questions.

Table 10. 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

Function	Keyboard Commands
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 [Table 5](#) and [Table 6](#).

Global Menu

To access the global menu tools using keyboard commands:

1. 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

To open the context menu for an element:

1. 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**.

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.

To select text and highlight it:

1. 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 (see [Figure 44](#)) may have up to three main sections:

- **Answer Space:** The grid area where students enter the response.
- **Button Row:** The following buttons may appear above the answer space: **Delete**, **Add Point**, **Add Arrow**, **Add Line**, **Add Circle**, **Add Dashed Line**, and **Connect Line**.
- **Object Bank:** A panel containing objects you can move to the answer space.

Figure 44. Grid Question

To move between the main sections:

- To move clockwise, press **Tab**. To move counter-clockwise, press **Shift + Tab**.

To add an object to the answer space:

1. With the object bank active, use the arrow keys to move between objects. The active object has a blue background.
2. To add the active object to the answer space, press **Space**.

To use the action buttons:

3. With the button row active, use the left and right arrow keys to move between the buttons. The active button is white.
4. To select a button, press **Enter**.
5. Press **Space** to apply the point, arrow, or line to the answer space.

To move objects and graph elements in the answer space:

1. With the answer space active, press **Enter** to move between the objects. The active object displays a blue border.
2. Press **Space**.
3. 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.

To insert special characters in the response area:

1. 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**.

Appendix D. Transferring 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 while a session is in progress.



Warning: If you do not know the active Session ID, you cannot transfer the session.

The Test Delivery 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.

These instructions apply to both the Test Administration Interface and TA Practice & Training Site. However, you cannot transfer a session from the Test Administration Interface to the TA Practice & Training Site or vice versa.

To transfer a test session to a new device or browser:

1. While the session is still active on the original device or browser, log in to the Test Administration Site on the new device or browser. A Session ID prompt appears.
2. Enter the active Session ID in the text box and click **Enter**. The Test Administration Site appears, allowing you to continue monitoring your students' progress. The test session on the previous computer or browser automatically closes.



Note: The Session ID prompt appears any time you access the Test Administration Site during an active session. If you do not wish to return to the active session, you can click **Start a Different Session** to create a new session or **Logout** to close the active session and log out of the Test Administration Site.

Appendix E. User Support

For additional information and assistance in using the Test Delivery System, contact the Connecticut Comprehensive Assessment Program Help Desk.

The Help Desk will be open Monday–Friday from 7:00 a.m. to 7:00 p.m. ET during the summative testing window and Monday–Friday from 7:00 a.m. to 4:00 p.m. ET outside of the summative testing window (except holidays).

Connecticut Comprehensive Assessment Program Help Desk

Toll-Free Phone Support: 1-844-202-7583

Email Support: cthelpdesk@air.org

Please provide the Help Desk 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 SASID 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 7 and Firefox 45 or Mac OS 10.10 and Safari 8); and,
- Information about your network configuration, if known.
 - Secure browser installation (to individual devices or network)
 - Wired or wireless internet network setup

Appendix F. Change Log

Change	Section	Date