How To Start a Test Session

2. Select the **Test Administrator Interface for All Online Tests** button.
3. Log on with your CAASPP credentials.
   - **Pop-up blockers must be disabled for this site.**
4. Select the **Select Tests** button.
5. Select the box(es) for the test(s) to be administered during this session.
   - **Assessments are color coded. Summative Assessments are RED and are available only during the test administration window for your local educational agency.**
6. Select the **Start Operational Session** button.
   - **Be sure to record the session ID. If the test session is stopped, the session ID will be required to resume the session.**
7. Have students log on to the test using the secure browser and the correct operational session ID.

**Options in the test administrator interface include:**

- Approve all pending students for the test.
- Refresh the list of pending logins.
- Review student's test details as needed.
- Accept students into the test individually.
- Decline students from the test.

**Once a student has been accepted into the test can begin answering test questions.**

**Do not navigate away from the TA interface page. The session will stop and all students will be logged out.**

This guide reflects only limited information for a specific task. The **Test Administration Manual**, which provides complete instructions, is available on the CAASPP Portal Web site at [http://www.caaspp.org/ta-resources/summative.html](http://www.caaspp.org/ta-resources/summative.html).

Additional information can also be found by watching the video "Setting Up a Test Session" at [http://www.caaspp.org/rsc/videos/archived-training_setting-up-a-test-session.2017.html](http://www.caaspp.org/rsc/videos/archived-training_setting-up-a-test-session.2017.html).