Administration of the Online Interim Tests Resource Guide

Winter/Spring 2015

Smarter Balanced Interim Assessments for English Language Arts/Literacy and Mathematics

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Prepared by the Smarter Balanced Assessment Consortium®
California customization prepared by Educational Testing Service®

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Table of Acronyms and Initialisms in the Administration of the Online Interim Tests Resource Guide

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<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL</td>
<td>American Sign Language</td>
</tr>
<tr>
<td>CAASPP</td>
<td>California Assessment of Student Performance and Progress</td>
</tr>
<tr>
<td>CALPADS</td>
<td>California Longitudinal Pupil Achievement Data System</td>
</tr>
<tr>
<td>ELA</td>
<td>English language arts/literacy</td>
</tr>
<tr>
<td>IAB</td>
<td>Interim Assessment Block</td>
</tr>
<tr>
<td>ICA</td>
<td>Interim Comprehensive Assessment</td>
</tr>
<tr>
<td>LEA</td>
<td>Local educational agency</td>
</tr>
<tr>
<td>PT</td>
<td>performance task</td>
</tr>
<tr>
<td>SC</td>
<td>CAASPP Test Site Coordinator</td>
</tr>
<tr>
<td>SSID</td>
<td>Statewide Student Identifier</td>
</tr>
<tr>
<td>TA</td>
<td>Test Administrator</td>
</tr>
<tr>
<td>TOMS</td>
<td>Test Operations Management System</td>
</tr>
<tr>
<td>TTS</td>
<td>text-to-speech</td>
</tr>
</tbody>
</table>
ADMINISTERING ONLINE INTERIM TESTS

You must create a test session before students can log on to the Student Testing Site to take Interim tests. In order for a student to take a specific test, it must be included in your test session. This section contains information on how to start a test session, add tests to the session, verify students’ test settings, approve students for testing, and monitor their progress.

**Warning:** Check students’ information and test settings before test sessions.

Students who require test settings other than the default must have their settings updated in the Test Operations Management System (TOMS) before testing begins. For information about test settings, including accommodations, refer to the **TOMS Online Student Test Settings User Guide** and the **Smarter Balanced Usability, Accessibility, and Accommodations Guidelines**. Both documents are linked on the California Assessment of Student Performance and Progress (CAASPP) Instructions and Manuals Web page at [http://caaspp.org/administration/instructions/](http://caaspp.org/administration/instructions/).

If you have a student whose test settings are incorrect, do not approve him or her for testing. Contact your local educational agency (LEA) CAASPP Coordinator or CAASPP Test Site Coordinator (SC) (as appropriate) to have the student’s information updated in TOMS.

Accessing the Test Administrator (TA) Interface

**Note:** Before you begin, you must enable pop-ups in your browser by turning off your browser’s pop-up blocker. If you do not, you will see an error message. What follows are three common ways to turn off a pop-up blocker:

- **Internet Explorer**
  1. Access “Internet Options.”
  2. Select the Privacy tab.
  3. Uncheck the “Turn on Pop-up Blocker” box.
  4. Select [OK].
- **Mozilla Firefox**
  1. Access “Options.”
  2. Select the Content tab.
  3. Uncheck the “Block pop-up windows” box.
  4. Select [OK].
- **Google Chrome**
  1. Access “Settings”
  2. Scroll to the bottom of the Web page and select the [Show advanced settings...] link.
  3. In the Privacy section, select the [Content settings...] button.
  4. Scroll down to the Pop-ups section.
  5. Select the Allow all sites to show pop-ups radio button.
  6. Select [Done].
  7. Exit the Settings Web page.
The Test Administrator (TA) must create a test session before students can log on to the Student Testing Site to take Interim tests. When a TA creates a test session, a unique Session ID is randomly generated. This Session ID must be provided to the students before they log on. To create a session, follow these steps:

1. **The TA logs on to the TA Interface** by going to the CAASPP portal at [http://caaspp.org](http://caaspp.org), selecting the [Test Administrator Interface] button (Figure 1), and then entering the username and password on the Sign In Web form (Figure 2) and selecting [Log In].

2. **The TA creates a test session.** The test selection box is located in the upper-left corner of the screen, shown in Figure 3. To create a test session, the TA may select the test category, grade, and content area (subject). This will select available tests, including all grade levels and content areas.

### Selecting Interim Tests

To help ensure the correct selection of tests, the TA interface has been modified to include required test filter selections.

When you log on to the TA Interface, no tests will be automatically listed in the test selection box. TAs will be required to select a Category (Smarter Fixed Interim, Smarter Fixed Interim Performance Tasks) or both a Grade and Subject.

Once a selection is made, the filtered test list will display, and you will be able to select one or more tests to include in the session.
1. **The TA begins the test session.** To begin, select the [Start Live Session] button, which is highlighted in Figure 4.

![Figure 4. Start the live session](image)

2. **The TA selects the test category.** Select “Smarter Fixed Interim” or “Smarter Fixed Interim Performance Tasks” from the Category drop-down list, which is highlighted in Figure 5. Alternately, the TA can select the grade and content area. Select the appropriate grade and content area for the class being tested in the session, which is highlighted in Figure 6.

![Figure 5. Select a test category](image)

![Figure 6. Select a grade and content area](image)

**Generating the Session ID**

**Caution:** A test session automatically ends when you manually stop the session or log off of the Test Administrator (TA) Site. While a student can resume a test opportunity in a new session, the test session cannot be resumed. In order for students to resume testing, you will need to create a new test session and give them the new Session ID. Students cannot access previous (closed) test sessions.

1. **The TA informs students of the test Session ID.** The system-generated Session ID appears in the top-right center of the screen. It is circled in Figure 7.
Figure 7. Generate Session ID

TAs should write the test Session ID on the board or another place where students can see it. The test Session ID must be entered as it is written, without extra spaces or characters. Make sure to retain the Session ID until testing is complete. If the student pauses the test during a test session, he or she will need to log back on to the assessment with the same Session ID.

2. **The TA informs students of the test session in which they are participating.** In addition to the test Session ID, TAs must clearly communicate to students whether they are participating in the performance task (PT) or non-performance task (non-PT) in English language arts/literacy (ELA) or mathematics. This will help ensure that students select the correct Interim assessment. If TAs are unsure of which content area or test their students are participating in, they should contact the SC for clarification.

3. **The TA may add additional Interim tests.** Add additional tests to a session in progress in the same manner as the original test(s). Once you confirm their selection before the test is added by selecting [Yes] in the Test Addition message box (shown in Figure 8), the additional student(s) is/are eligible to test. For security purposes, tests must be added to an in-progress session individually. Multiple tests cannot be selected at the same time once a session is in progress.

Figure 8. Test Addition message box

Note: While tests may be added to an active test session after it has started, they cannot be removed from the session.

**Beginning Testing**

1. **Students log on and select the appropriate test.** Students log on with their Confirmation Code (legal first name as it appears in the California Longitudinal Pupil Achievement Data System [CALPADS]), CA-SSID (Statewide Student Identifier), and Session ID. Students will then confirm their identity (to verify that they logged on with the correct credentials), and select a test. Students may only select a test for which they have been pre-assigned.
On the Your Tests screen, the student will see a number of available tests and be able to select from the available tests. A sample of this screen is shown in Figure 9.

TAs should direct students to select the appropriate test based on what the TA is planning to administer at that time. The TA should direct students to the content area “ELA” or “Math” and the test type “NonPT” or “PT.”

**Viewing Students’ Test Settings and Approving Students for Testing**

After you have started the test session and given the students the Session ID, they can begin the logon process. You must approve students before they can begin testing. This process includes viewing each student’s test settings and verifying that they are correct.

**About Interim Student Test Settings**

If a student’s default test settings have not been pre-set in TOMS, the student is automatically assigned the default for each test setting (for that respective test). It is important to note that the default settings can vary by test. Only the test settings available for that test will be displayed on the Approvals and Student Test Settings screen for that student.

Table 1 details the embedded test settings that can be assigned to a student’s test through the TA Interface.

**Warning:** If a student requires a different test setting for an Interim Assessment that cannot be changed in the TA Interface, the student should not test. Student test settings must be updated in TOMS before testing begins.

**Important:** Student test settings that can be modified in the TA Interface for Interim assessments will not be modifiable in the interface for the Summative assessments.
Table 1. Student Test Settings

<table>
<thead>
<tr>
<th>Test Settings</th>
<th>Options</th>
<th>Descriptions and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language</td>
<td>English (default)</td>
<td>All tests are presented in English. Students whose language is set to Spanish for math tests will view items in both English and Spanish (stacked translation). <strong>Test directions will also be translated into Spanish.</strong> Students who require tests in braille should have the braille option selected.</td>
</tr>
<tr>
<td></td>
<td>Braille</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spanish (mathematics)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes the following Designated Supports:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Translations (stacked); and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Translated test directions</td>
<td></td>
</tr>
<tr>
<td>American Sign</td>
<td>Do not show ASL videos</td>
<td>Allows students to view test content translated into ASL by a human signer.</td>
</tr>
<tr>
<td>Language (ASL)</td>
<td>(default)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Show ASL videos</td>
<td></td>
</tr>
<tr>
<td>Closed Captioning</td>
<td>Off (default)</td>
<td>This accommodation is used for students who are deaf or hard of hearing and who typically access information presented via audio by reading words that appear in synchrony with the audio presentation and may need this support to access audio content.</td>
</tr>
<tr>
<td></td>
<td>On</td>
<td></td>
</tr>
<tr>
<td>Color Contrast</td>
<td>Black on White (default)</td>
<td>By default, tests are presented with black text on a white background. Students who need a different combination of text and background should select the appropriate option.</td>
</tr>
<tr>
<td></td>
<td>Black on Rose</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Medium Gray on Light Gray</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yellow on Blue</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reverse Contrast</td>
<td></td>
</tr>
<tr>
<td>Masking</td>
<td>Masking Not Available (default)</td>
<td>Allows the blocking of content that is not of immediate need or that may be distracting to the student.</td>
</tr>
<tr>
<td></td>
<td>Masking Available</td>
<td></td>
</tr>
<tr>
<td>Permissive Mode</td>
<td>Permissive Mode Disabled (default)</td>
<td>Permissive mode should be enabled for students who require access to accessibility software in order to interact with the test (e.g., screen readers, magnifiers, etc.). When permissive mode is disabled, the only application that can be open on the computer is the secure browser.</td>
</tr>
<tr>
<td></td>
<td>Permissive Mode Enabled</td>
<td></td>
</tr>
<tr>
<td>Test Settings</td>
<td>Options</td>
<td>Descriptions and Notes</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Print on Demand</td>
<td>None (default)</td>
<td>Allows student to request printing of items and stimuli. <strong>Note:</strong> If a student requires items to be printed, and this is not set, you must deny the student and ask your SC to have the LEA CAASPP Coordinator contact the California Department of Education. You must provide the student’s SSID as well as the reason for the request.</td>
</tr>
<tr>
<td></td>
<td>Items</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stimuli</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Items and Stimuli</td>
<td></td>
</tr>
</tbody>
</table>
| Print Size          | Level 0 (No Zoom) = 1X (default) | The print size the student should have when starting the test. The selected print size becomes the default for all items in that test.  
• The default print size (Level 0—No Zoom) is 14 point for all tests. |
|                     | Level 1 = 1.5X                 |                                                                                               |
|                     | Level 2 = 1.75X                |                                                                                               |
|                     | Level 3 = 2.5X                 |                                                                                               |
|                     | Level 4 = 3X                   |                                                                                               |
| Test Shell          | Standard (default)             | By default, all tests use the standard interface. This interface is compatible with all supported desktops and tablets. The streamlined interface presents the test in an alternate, simplified format in which the items are displayed below the stimuli.  
**Important:** The streamlined interface is not intended to be tablet compatible. |
|                     | Streamlined                    |                                                                                               |
| Text-to-Speech      | No Text-to-Speech (default)    | Students with this test setting enabled may listen to the read-aloud of the items and/or stimuli in the assessment.  
**Note:** Text-to-Speech is not available in Spanish. |
|                     | Items (English language arts/literacy [ELA]) |                                                                                               |
|                     | Stimuli (ELA)                  |                                                                                               |
|                     | Stimuli and Items (ELA and mathematics) |                                                                                               |
### Test Settings Options

<table>
<thead>
<tr>
<th>Translation (Glossary)</th>
<th>English (default)</th>
<th>Descriptions and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Arabic</td>
<td>Students can open a glossary to view terms presented on the test that may be unfamiliar to them. By design, all students can access the English glossary word list as a universal tool, unless this is disabled (“No Glossary”) or overridden by another language.</td>
</tr>
<tr>
<td></td>
<td>Cantonese</td>
<td>• If a combination glossary is selected (e.g., English and Arabic or English and Russian), then the student will have access to both.</td>
</tr>
<tr>
<td></td>
<td>Filipino</td>
<td>• If a single glossary is selected (e.g., Mandarin), then the student will only have access to that glossary. The English glossary will not be available.</td>
</tr>
<tr>
<td></td>
<td>Korean</td>
<td><strong>Note:</strong> The English glossary is available for both ELA and mathematics tests. Translated glossaries are available for mathematics tests only.</td>
</tr>
<tr>
<td></td>
<td>Mandarin</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Punjabi</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Russian</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spanish</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ukrainian</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vietnamese</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Glossary</td>
<td></td>
</tr>
</tbody>
</table>

* The default setting for each category is displayed in **bold** text.

### Viewing and Editing Students’ Test Settings

The Approvals and Student Test Settings screen, shown in Figure 10, displays each student who is awaiting approval for entry to your session. You will see each student’s name, CA-SSID, current opportunity for the selected test, whether the test settings are standard or custom, and the option to approve or deny each student.

**Important:** This screen does not automatically refresh. Therefore, students logging on to your session after you have already opened the Approvals screen will not appear. To update the list of students awaiting approval, select the **[Refresh]** button in the top row of the Approvals screen.

**Figure 10. Approvals and Test Settings screen**
About the Test Settings column:

- Students with Standard test settings are students whose test settings are set to default.
- Students with Custom test settings are those who have at least one test setting that is not the default. Test settings include color choices, a different print size than the default, text-to-speech, American Sign Language, Translation (Glossary), etc.

Viewing a Student’s Interim Test Settings:

1. Select the [See/Edit Details] button for that student. The screen will change to show the student’s test information.

Adjusting a Student’s Interim Test Settings and Accommodations

Some of the student’s information on this screen is read-only. Students’ default test settings should be preset in TOMS by the LEA CAASPP Coordinator or SC (as appropriate).

**Important:** Student test settings that can be modified in the TA Interface for Interim assessments will not be modifiable in the interface for the Summative assessments.

For more information about editable test settings, refer to Table 1.

Figure 11. Approvals and test settings for selected student

Review each student’s information to ensure that he or she has the correct test setting options; a sample is shown in Figure 11. If a student’s settings are incorrect, he or she should not test.

**Warning:** A student who is resuming a test will have the test settings that were established at the time the student began the test. If the settings are not correct when the student starts or resumes the test, the student’s test will need to be reset.
Changing/Confirming a Student’s Settings in the TA Interface:

1. For each editable test setting, select the correct option.
2. Confirm the test settings.
   a. Select [Set] to confirm the selected test settings and return to the list of students awaiting approval. You will still have to approve the student for testing.
   b. Select [Set & Approve] to confirm the selected test settings and approve the student for testing.

Notification of Students Awaiting Approval (Approvals Preview)

The right side of the top panel of the TA Interface contains the [Approvals (#)] section, which displays the number of students awaiting approval and a preview list of students’ names and tests.

Once students begin requesting entry to your test session, the [Approvals (#)] preview table will become active. The table will display those students who are awaiting approval. You will see each student’s name and the test he or she selected. Students are able to select only one test. Figure 12 shows what the screen looks like when there are no students awaiting approval. Figure 13 shows the preview table.

Approvals Notification and Preview Table

Figure 12. No students awaiting approval

<table>
<thead>
<tr>
<th>Session ID</th>
<th>Approvals (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLUE-F3C0-1</td>
<td></td>
</tr>
</tbody>
</table>

- [Approvals] button is not selectable
- [Approvals] button says [Approvals (0)]
- Preview table says “No students awaiting approval”

Figure 13. Students awaiting approval

<table>
<thead>
<tr>
<th>Session ID</th>
<th>Approvals (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLUE-F3C0-1</td>
<td></td>
</tr>
</tbody>
</table>

- [Approvals] button is selectable
- [Approvals] button says [Approvals (#)]
- Preview table lists each student and his or her selected test

Viewing students awaiting approval:

1. Select the [Approvals (#)] button to access the Approvals and Student Test Settings screen.

Approving Students for Testing

1. The TA views and approves students who are waiting for test session approval. After students have selected a test, the TA verifies that each student selected the appropriate test before approving that student for testing.
The right side of the top panel of the TA Interface contains the [Approvals (#)] section, which displays the number of students awaiting approval and a preview list of students’ names and tests.

**Figure 14. Students awaiting approval**

![Image of Approvals screen](image)

**About test names:**
- Tests labeled “ICA” are Interim Comprehensive Assessments (ICAs).
- Tests labeled “IAB” are Interim Assessment Blocks (IABs).

After selecting [Approvals (#)], a new window will open. The Approvals and Student Test Settings window, shown in Figure 15, will organize students by test name. You may also view this screen after you have confirmed student test settings. On it, you can approve individual students or approve all waiting students at once. The approval process allows TAs to account for every student and verify that the test the student has selected is the right one.

After all students on the list have been approved (or denied), whether individually or all at once, the Approvals screen window will automatically close.

**Figure 15. Approvals and Student Test Settings screen**

![Image of Approvals and Student Test Settings screen](image)

- If a student’s test is correct, the TA selects [Approve] for that student.
- If all students’ tests are correct, the TA can select [Approve All Students].
- If a student selected the wrong test, the TA should select [Deny]. The student will be logged off and will need to log on again. Reasons for denial include:
  - The student selected an ICA instead of an IAB.
  - The student selected a mathematics test instead of an ELA test.

**Note:** You may approve all students who appear in the list. However, subsequent students who log on to the test session after you have opened the Approvals screen will still need to be approved.
Denying Students Entry into the Test Session

Although TAs can approve all students at the same time, students must be individually denied entry into the test session. TAs may deny students for one of the following reasons:

- The student is not supposed to enter the session.
- The student’s demographic information is incorrect.
- The student’s required test settings are incorrect.

Figure 16. Deny student entry to test session

To deny a student entry into the test session:

1. On the Approvals screen, select [Deny] for that student.
2. In the pop-up window that appears (shown in Figure 16), enter a brief reason for denying the student.
3. Select the green [Deny] button.

The student will receive a message explaining the reason he or she was denied entry to the session. The student will then be logged off and directed to the Sign In screen.

Monitoring the Test Session

1. The TA monitors student progress. It is very important that TAs monitor student progress throughout the test session. This includes verifying that students are participating in the appropriate content area and Interim assessment. The TA monitors the test each student is taking by referring to the Students in Your Test Session table within the TA Interface, a sample of which is shown in Figure 17.

Viewing Student Progress During Testing

Figure 17. Students in Your Test Session table
Note: If a student’s row is grayed out, that student is not actively testing. This occurs when the student’s test is paused or the student has completed and submitted the test.

The information the Students in Your Test Session table displays for each student in the test session is described in Table 2.

Table 2. Students in Your Test Session Column Descriptions

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>The first and last name of the student in the session (if populated in CALPADS/TOMS).</td>
</tr>
<tr>
<td>State-SSID</td>
<td>This column displays the CA-SSID associated with the student (in CALPADS/TOMS).</td>
</tr>
<tr>
<td>Opportunity #</td>
<td>Each student’s record indicates the opportunity number for that student’s subject test. Each student has two opportunities for each test.</td>
</tr>
<tr>
<td>Test</td>
<td>The name of the test the student is taking.</td>
</tr>
</tbody>
</table>
| Test Settings   | Each student’s test will display one of the following settings:  
|                 | • **Standard Settings**: Indicates that the default test settings are applied for this student’s test opportunity.                        |
|                 | • **Custom Settings**: Indicates that one or more of the student’s test settings is different from the default settings.                     |
|                 | The [Binoculars] icon [ ] displayed in this column is selectable. Select the icon for a student to view his or her test settings.         |
| Requests        | When a student requests a printout of a reading passage or other test material, a [Print] button will appear in this column. Select the [Print] button to review and authorize or deny the student’s request. |
| Student Status  | This column lists the current status for each student in the test session.  
|                 | • The numbers (#/#) listed after the status show the student’s progress while he or she is taking the test. The first number is the number of items the student has answered. The second number is the total number of items that will be administered. |
| Pause Test      | Select the [Pause] button to pause a student’s test. The student will be logged off.                                                        |

In the event that a student is taking an incorrect assessment, the TA can pause the student’s test. The TA should then instruct the student to log off and log on again to select the correct test.

**Important:**

If you are using the TA Interface and you navigate to TOMS or the TA Practice or Training Site, your session will stop, and all students in the session will be logged off. You cannot resume your session. You will have to create a new session, and your students will have to log on to the new session to resume testing. When you start a new session, give the new Session ID to your students so that they can log on and resume testing.

If you accidentally close the TA Interface or TA Training Site while students are still testing, your session will remain open until it times out after 30 minutes. You can open the
browser and navigate back to the TA Interface. You will be prompted to enter your active Session ID.

As a security measure, TAs are automatically logged off after 30 minutes of user inactivity and student inactivity in the session, which will result in closing the test session. If this occurs, you will have to create a new session, and your students will have to log on to the new session to resume testing. When you start a new session, give the new Session ID to your students so that they can log on and resume testing.

**Viewing Student Statuses During Testing**

Statuses that appear in the student status column in the *Students in Your Test Session* table are described in Table 3. The following statuses are listed chronologically as displayed during the testing process.

**Table 3. Chronological Test Statuses during Testing**

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>The TA has approved the student for the session, but the student has not yet started or resumed the test.</td>
</tr>
<tr>
<td>Started (#/#)</td>
<td>The student has started testing. The number (#/#) after this status indicates how many items the student has answered out of the total number of items on the test. <em>This number does not indicate which item or item page the student is actively viewing.</em></td>
</tr>
<tr>
<td>Review</td>
<td>The student has <strong>answered</strong> all items and is currently reviewing his or her answers before submitting the test for scoring. <strong>Note:</strong> A test with a review status occurs only at the end of the test. A test is not “completed” until the student submits the test.</td>
</tr>
<tr>
<td>Completed</td>
<td>The student has submitted the test. No additional action can be taken by the student.</td>
</tr>
<tr>
<td>Scored</td>
<td>The Test Delivery System has processed the student’s responses to items on the test.</td>
</tr>
<tr>
<td>Submitted</td>
<td>The test has been submitted for quality assurance review and validation.</td>
</tr>
</tbody>
</table>

The statuses described in Table 4 may appear when a student is listed in the *Students in Your Test Session* table but is not actively answering items.
Table 4. Other Test Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denied</td>
<td>The TA denied the student entry in to the session. If the student attempts to enter the session again, this status will change to “Pending” until the TA approves or denies the student.</td>
</tr>
<tr>
<td>Paused (#/#)</td>
<td>The student’s test is currently paused. The following scenarios will result in a paused status:</td>
</tr>
<tr>
<td></td>
<td>• The student pauses his or her test by selecting the [Pause] button.</td>
</tr>
<tr>
<td></td>
<td>• The student has been idle longer than 20 minutes, and the test was paused.</td>
</tr>
<tr>
<td></td>
<td>• The TA pauses the student’s test.</td>
</tr>
<tr>
<td></td>
<td>• The TA stops the session.</td>
</tr>
<tr>
<td></td>
<td>• A technical problem with the student’s computer or browser has resulted in a loss of connection to the Test Delivery System.</td>
</tr>
<tr>
<td></td>
<td>The time listed with this status indicates how long the student’s test has been in the paused status.</td>
</tr>
<tr>
<td>Pending</td>
<td>The student is awaiting TA approval for a new test opportunity.</td>
</tr>
<tr>
<td>Suspended</td>
<td>The student is awaiting TA approval to resume a test opportunity.</td>
</tr>
</tbody>
</table>

Pausing a Student’s Test

TAs can pause an individual student’s test using the Pause Test column in the Students in Your Test Session table, shown in Figure 18.

Students whose tests are paused will be logged off and returned to the Sign In screen. If they wish to re-enter the session, they will need to log on and proceed through the approval process again. (If the session has been stopped, the student will need to obtain a new Session ID in order to resume testing.)

Figure 18. Students in Your Test Session table

To pause an individual student’s test:

1. In the Pause Test column, select the [Pause] button for that student.
2. Select [Yes] to confirm that you want the student’s test to be paused.

Note: When a student’s test is paused, the status column will display how long the test has been paused (in minutes).
Reminder: Students whose tests are paused for more than 20 minutes cannot return to previous items in their test; they may only resume from the last item they were working on. Resuming within the 20 minute period will allow students to move freely through the test.

Stopping a Test Session and Logging Off

Stopping the Test Session

Although students’ tests can be resumed, test sessions cannot be resumed. Stopping a session will end the session and automatically pause all students’ tests in that session. The students will be logged off automatically.

Figure 19. TA Site banner containing [Stop Session] button

To stop the test session:

1. Select the [Stop Session] button in the upper-left corner of the screen; this button is shown in Figure 19. An Important! box will appear, requesting verification to end the session and log students off.
2. Select [OK] to continue.

Reminder: Because test sessions cannot be resumed, you will need to create a new session if your session has been stopped. When you start a new session, give the new Session ID to your students so that they may log on and resume testing.

Exiting or Logging Off of the TA Interface

Users should exit or log off of the TA Interface only after stopping the test session. Regardless of when or how users log off or navigate away from the TA Interface, student data will not be lost.

Caution: As a security measure, TAs are automatically logged off after 30 minutes of user and student inactivity in the session, which will result in the test session being closed.

Closing the Browser/Unintentional Exit

If you accidentally close the browser while students are still testing, your session will remain open until it times out. You may open the browser and navigate back to the TA Interface. You will be prompted to enter your active Session ID.

- If you do not return to the TA Interface and re-enter the active session within 30 minutes, you will be logged off, and all student tests will be paused.
- In the case of an unintentional exit from the TA Interface caused by a system or computer error (such as the Web browser crashing or closing), a network or communication error, power loss, or other event, the 30-minute rule applies.

Test Session Timeout/Automatic Logoff

If you are automatically logged off, the status of your session will change to “closed” and all in-progress tests in the session will be paused. You will need to log back on to the TA Interface, start a new session, and provide the new Session ID to students who need to resume testing.
Logging Off

To log off of the TA Interface (and all other Single Sign-On System applications), select the [Log Out] button in the top-right corner of the screen.

Your session will be closed, and you will be directed to the CAASPP portal after you log off. You will not be able to resume the test session.

Alert: This scenario also occurs when the TA navigates to another site from the TA Interface. If you need to access TOMS or another application, you are encouraged to open a separate browser window and use that window for other applications.

If you unintentionally log off of the TA Interface while students are still testing, all in-progress tests will be paused and the students will be logged off. You cannot resume the original session. You will need to log back on, start a new session, and provide the new Session ID to students who need to log back on and resume testing.
UNDERSTANDING THE STUDENT TESTING SITE

This section is designed to familiarize Test Administrators (TAs) with the Student Testing Site. It describes what students see and the tools they have access to while taking the tests. This section will address some of the common questions TAs and students may have.

This section covers the following:
- Test layout
- Online test tools

Test Layout

The sample item page in Figure 20 shows the primary features and tools available to all students.

Figure 20. Sample item page

About Test Elements

A test page has up to three elements: Banner, Stimulus/Passage section, and Item section.

- **Banner:** The banner contains two rows.
  - Test Information: This row displays the current question number(s), test name, student name, [Help] button [?], and [System Settings] button [ɔ].
  - Global Menu: This row displays the navigation and global test tool buttons.

- **Stimulus/Passage:** The stimulus/passage section contains the following elements:
  - Stimulus/passage context menu
  - Expand/collapse passage button
  - Stimulus/passage content
**Item:** Each item contains the following elements:
- Item number
- Item context menu
- Item stem
- Response area/answer options

### Global and Context Menus

The Global and Context Menus allow students to access on-screen tools. These tools can be accessed using a mouse or keyboard shortcuts.

#### Global Menu

The Global Menu, shown in Figure 21, contains the navigation buttons as well as the global menu tools.

- Navigation buttons ([Back], [Next], [Pause], [Save], [End Test]) appear on the left side of the global menu.
- Test tools (e.g., [Help], [System Settings], [Zoom In], [Zoom Out], [Calculator]) appear on the right side of the global menu.

**Figure 21. Sample global menu**

![Sample global menu](image)

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

1. Select the button for the tool (e.g., [Calculator]). Most tools will open in a pop-up window.

**To use the zoom in and out buttons in the global menu:**

1. **To make text and images in the test larger,** select the [Zoom In] button. The zoom state persists until the [Zoom Out] button is selected. You can do this up to four times (levels). (The global menu will not get larger.)
2. **To make the text and images in the test smaller again,** select the [Zoom Out] button. You can do this up to four times (levels).

**To open the system settings window and adjust the volume:**

1. Select the [System Settings] cog wheel [⚙️] button in the upper right corner of the global menu (next to the [Help] button [?] ). The System Settings window will open.
2. Move the Volume slider to adjust the loudness of the audio.
3. Select [OK] to save the new volume setting.
Context Menus

Tools such as text-to-speech, highlighter, and strikethrough, are accessed using context menus. These context menus contain the options available for each area of a test item on a page. These areas are called elements.

Elements include passages or prompts, test items, and answer options (A, B, C, and D). Each answer option is a single element. Each element has its own context menu.

The context menu options vary depending on the following:

- The element type (passage or stimulus, item, or answer option)
- The tools available to students (e.g., text-to-speech is available only when using the secure browser)

Figure 22 shows an overview of the elements for multiple-choice/selected response items. Figure 23 shows a sample context menu for items and Figure 24 shows a sample for answer options.

Opening a Context Menu for Passages and Items:

Accessing a context menu no longer depends solely on using the selection with the right mouse button.

Note: Functions selected with the right mouse button are still available. Students who prefer to select with the right mouse button may do so.
Opening the Context Menu for a Passage or Item:

1. Select the [Context Menu] button at the upper right corner of the passage or item. The context menu will open and display the available tools.
2. Select a tool to activate or open it.

Opening a Context Menu for Answer Options

Students may use the context menu button to view available tools for multiple-choice or multi-select answer options. They may also select with their mouse or trackpad’s right mouse button.

The instructions to open the context menu for an answer option using the on-screen button differ depending on device.

Mouse or trackpad

1. Select an answer option so that it is “active” (a light blue border will appear around it).
   
   **Caution:** This will result in the answer option being selected until the student selects a different option.

2. Select the [Context Menu] button. The context menu will open.
3. Select a tool to activate or open it.

Tablets

1. Tap an answer option so that it is “active” (a light blue border will appear around it).
   
   **Caution:** This will result in the answer option being selected until the student selects a different option.

2. Tap the [Context Menu] button. The context menu will open.
3. Select a tool to activate or open it.

To open the context menu for an answer option using selection with the right mouse button:

Two-button mouse

1. Select with the right mouse button anywhere on an answer option. The context menu will open.
2. Select a tool to activate or open it.

Single-button mouse (for use with Mac computers)

1. Move the mouse to an answer option.
2. On the keyboard, press the [Ctrl] key and select the mouse button. The context menu will open.
3. Select a tool to activate or open it.
Chromebooks

1. Using the trackpad, move the mouse pointer to an answer option.
2. Press and hold the [Alt] key on the keyboard.
3. Press down on the track pad until it “clicks.” The context menu will open.
4. Select a tool to activate or open it.

Universal Tools Available in Online Tests

This section provides information about the online test tools available to students.

Universal Test Tools

The online tools described in Table 5 are available within all online tests for all students. These tools can be turned off in the TA Interface before students begin testing.

Table 5. Universal Test Tools

<table>
<thead>
<tr>
<th>Test Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[?] (Help)</td>
<td>To access the Test Instructions and Help screen at any time, select [?].</td>
</tr>
<tr>
<td>[Zoom In] &amp; [Zoom Out]</td>
<td>To shrink or enlarge the font and images, select the [Zoom In] and [Zoom Out] buttons.</td>
</tr>
<tr>
<td>English Glossary</td>
<td>Some words have a light gray dotted outline. These words have synonyms or descriptions. Select these words to open the glossary.</td>
</tr>
<tr>
<td>Stimulus Expansion Tool</td>
<td>Passages and stimuli can be expanded for easier readability. For more information, see the Stimulus Expansion Tool section on the next page.</td>
</tr>
<tr>
<td>Highlighter</td>
<td>Highlight a section of text in a passage or test item.</td>
</tr>
<tr>
<td></td>
<td>• Select text on the screen, select with the right mouse button, and select [Highlight]. The selected text will become yellow.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Text in images cannot be highlighted.</td>
</tr>
<tr>
<td>Mark (Flag) for Review</td>
<td>Open the context menu for an item and select [Mark for Review].</td>
</tr>
<tr>
<td>Notepad</td>
<td>Students may select [Notepad] in the context menu for any item they would like to provide feedback for.</td>
</tr>
<tr>
<td>Strikethrough</td>
<td>Cross out answer options for selected-response items.</td>
</tr>
<tr>
<td></td>
<td>Open the context menu for an answer option, and select [Strikethrough]. A thick gray line will appear over the answer option.</td>
</tr>
<tr>
<td>Tutorial</td>
<td>In the context menu for an item, select [Tutorial] to view a brief video about the item type (selected-response, constructed-response, etc.).</td>
</tr>
</tbody>
</table>
English Language Arts/Literacy (ELA) Performance Task Test Tools
The following online tools are available for English language arts/literacy (ELA) performance task (PT) tests.

**Note:** Spell check and writing tools cannot be turned off.

### Table 6. ELA Performance Task Test Tools

<table>
<thead>
<tr>
<th>Test Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Notes</td>
<td>Students may access a notepad throughout the test. This notepad allows students to enter notes for themselves and is not item-specific.</td>
</tr>
<tr>
<td></td>
<td>To open the global notes notepad, select the [Notes] button in the Global Menu bar.</td>
</tr>
<tr>
<td>Dictionary (and Thesaurus)</td>
<td>Students may open the Merriam-Webster dictionary and thesaurus within the test. This tool is available during the second segment of ELA performance task tests.</td>
</tr>
<tr>
<td></td>
<td>To open the Dictionary and Thesaurus, select the [Dictionary] button in the Global Menu bar.</td>
</tr>
<tr>
<td>Spell check</td>
<td>For tests that contain writing responses, a spell check is available.</td>
</tr>
<tr>
<td>Writing tools</td>
<td>For tests that contain writing responses, formatting tools are available.</td>
</tr>
</tbody>
</table>

**Mathematics Test Tools: Online Calculator**
In addition to the above universal tools, students also have access to online calculators for mathematics tests:

- **Basic calculator:** grade six
- **Scientific calculator:** grades seven and eight
- **Graphing, Regression, and Scientific calculators:** high school (grade eleven)

**Stimulus Expansion Tool**
Some items are associated with a passage or stimulus. Students can expand the passage section so that it takes up a larger portion of the screen, making it easier to read. This action will cover a portion of the items in the right pane.

Students will see an icon in the upper-right corner of the passage section that shows a double arrow (circled in Figure 25).

**Figure 25. [Expand/Collapse Passage] button**

![Sample Passage Title]
Accessing Tools for Embedded Designated Supports and Accommodations

The following embedded designated supports and accommodations require students to interact with on-screen buttons and menus:

- American Sign Language
- Masking
- Print on Demand
- Text-to-Speech
- Translation (Glossary)

This section provides information on how students can access these tools. These tools require the appropriate accommodations to be set in the Test Operations Management System (TOMS) by the LEA CAASPP Coordinator or the CAASPP Test Site Coordinator (SC).

American Sign Language Video Tool

Students who have the American Sign Language (ASL) accommodation can use the ASL tool to view test content translated into ASL by a human signer. Translations are available for listening passages.

**Warning:** Students who require ASL must have the accommodation enabled in TOMS by the LEA CAASPP Coordinator or SC prior to starting a test opportunity. The ASL accommodation cannot be enabled after a student has started testing.
To access the ASL tool:

1. Open the passage Context Menu, shown in Figure 26.
2. Select [American Sign Language]. The video will open in the lower-left corner of the screen, as shown in Figure 27.
   - The video may be moved to another part of the screen.
   - The video may be paused, resumed, and replayed.

The English Glossary and the Translation (Glossary) Tool

The English Glossary tool is a universal tool. All students have access to the English Glossary on ELA and mathematics tests, unless it is disabled in the TA Interface.

The Translation (Glossary) tool is a designated support and must be set in TOMS by LEA CAASPP Coordinators or CAASPP Test Site Coordinators before students begin testing. Translations are available only for mathematics tests.

Both the English Glossary and Translation tool work the same way.

Note: Not all terms with a glossary will display synonyms or phrasal explanations for multiple languages.

To open the glossary for a word or phrase:

1. Select or tap a word that has a dashed line above and below it (e.g., “fit” in the image above). The glossary window will open.
2. If two glossaries are available for the selected word or phrase, two tabs will appear; this can be seen in Figure 28. The active tab is blue. To view the synonym or translation in the other glossary, select that tab.

Figure 28. Sample glossary window displaying two glossaries

Masking Tool

Students who have masking as a designated support can use the Masking tool to allow them to focus on one part of the screen at a time. Students who activate the Masking tool can mask as many areas as needed. Figure 29 shows answer options that have been selected for masking. Figure 30 shows those areas masked.
To activate the Masking tool on desktops and laptops (with a mouse or trackpad):

1. In the Global Menu, select the [Masking] button. The button will change color (to orange).
2. Using your mouse, select and drag until the area you want to cover is fully selected. (The preview will have a dashed border.)
3. Release the mouse button. The masked area will become dark gray.
   - As long as the Masking tool is active (button is colored orange), you can mask other areas.
   - To close a masked area, select the [X] button in the upper-right corner.
   - To exit the Masking tool, select the [Masking] button. The button will change color (to green).

   **Note:** Exiting the Masking tool will not automatically delete any masked areas on the screen.

To activate the Masking tool on tablets:

1. In the Global Menu, tap the [Masking] button. The button will change color (to orange).
2. Using your finger, tap and drag until the area you want to cover is fully selected. (The preview will have a dashed border.)
3. Release your finger. The masked area will become dark gray.
   - As long as the Masking tool is active (button is colored orange), you can add other masked areas.
   - To close the masked area, tap the [X] button in the upper-right corner.
   - To exit the Masking tool, tap the [Masking] button. The button will change color (to green).

   **Note:** Exiting the Masking tool will not automatically delete any masked areas on the screen.
Print-on-Demand Tool

Students who are granted the print-on-demand accommodation may request printing of reading passages or test items, or both.

**Alert:** LEA CAASPP Coordinators or SCs may enable print on demand for passages (stimuli) for students in TOMS. If students require print on demand for items, the TA must ask the SC to contact the LEA CAASPP Coordinator, who will need to contact the California Department of Education with the request.

Students who have this accommodation will see the [Print Passage] icon and/or printer icon for each item. Students who do not have an approved print-on-demand accommodation will not see any printer icons.

The print-on-demand tool requires interacting with the TA, as student print requests are sent to the TA Interface first. This tool requires significant attention to security and impact of the support on other students. After the TA reviews and approves the print requests, the passages or items can be sent to a printer that is connected to the TA’s computer or tablet.

1. To request a reading passage or item be printed, the student must select the corresponding [Print] option from the Global Menu (shown in Figure 31) or context menu (shown in Figure 32).

   - The following options may be available:
     - **Print Page:** Print all test content on the page (e.g., passage and items).
     - **Print Passage:** Print only the passage on the page.
     - **Print Item:** Print only the selected item.

2. Once the print request has been sent, the student will see a message, shown in Figure 33, indicating that the request has been sent to the TA.

3. On the TA Interface, the [Print] button will appear in the Requests column in the Students in Your Test Session table, shown in Figure 34. Select the button to view the student’s request.
4. Review the print request, shown in Figure 35. If you approve the print request, select [Approve]. A cover sheet containing the student’s name and CA-SSID will open in a new browser window. The requested test content will not be displayed on your screen at any time.

5. Select [Print] in the new window to complete the print request and view the printer dialog box. If necessary, adjust the print settings for your printer (e.g., fit to page).

6. Select [OK]. The approved test content will be sent to the printer.

Text-to-Speech Speak Tool

Students who will use text-to-speech (TTS) can use the Speak tool to listen to passages and/or test items and answer options, which are shown in Figure 36.

**Warning:** Students who require TTS must have the accommodation enabled in TOMS prior to starting a test opportunity. The TTS accommodation cannot be enabled after a student has started testing.

Students who use the Speak tool must use headphones to listen to the audio. (It is recommended that students use headphones with a built-in volume control for maximum audio adjustment capability.)

**Reminder:** Text-to-speech settings should be tested and verified as working properly before students begin their tests. Students who have text-to-speech can ensure that their settings work as part of their test logon process.

To access the Speak tool:

1. Open the Context Menu for an area that contains text. The Context Menu will appear with the available [Speak] options.

   - Students who select a portion of text and then open the Context Menu will be presented with the option to listen to the selected text. This feature is primarily used with reading passages.

2. Select the desired [Speak] option and the text will be spoken aloud.
### CHANGE LOG

<table>
<thead>
<tr>
<th>Change</th>
<th>Section</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated number of possible test opportunities to “two.”</td>
<td>Table 2, page 16, Opportunity # Description</td>
<td>February 24, 2014</td>
</tr>
</tbody>
</table>