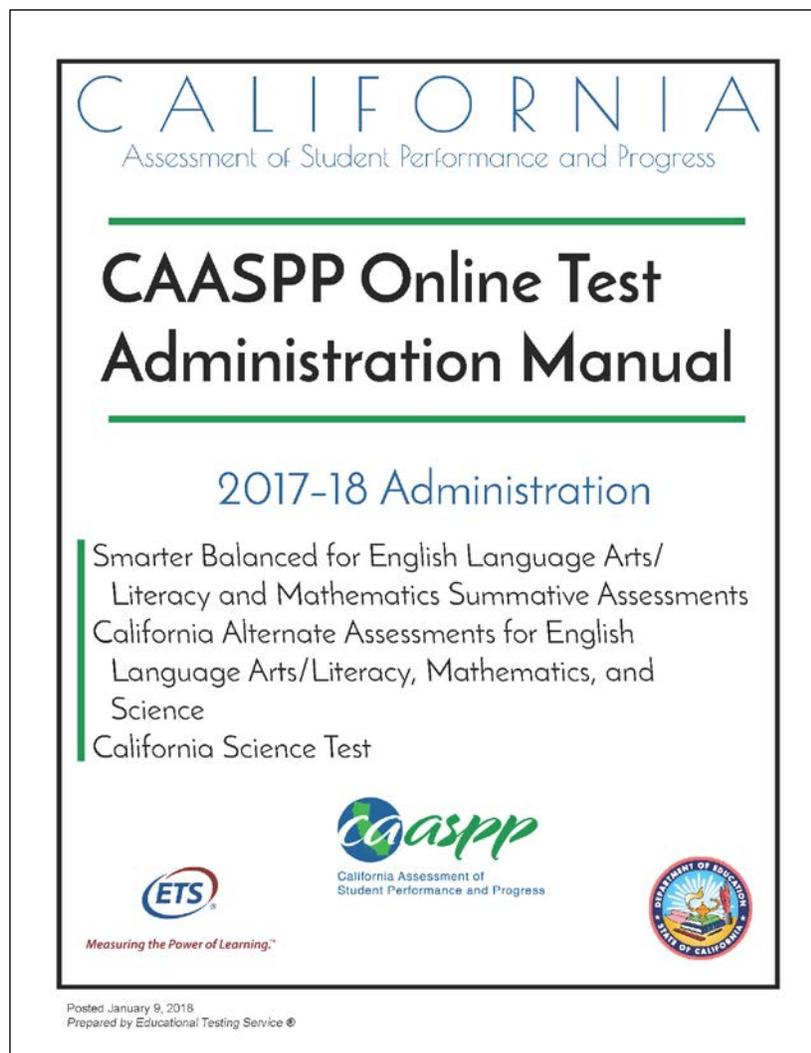

Chapter 7. Overview of the Student Testing Application



Signing In to the Student Testing Site

Additional Resources:

- California Assessment of Student Performance and Progress (CAASPP) Web site—<http://www.caaspp.org>
- Wikipedia *Unicode input* Web page—https://en.wikipedia.org/wiki/Unicode_input

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

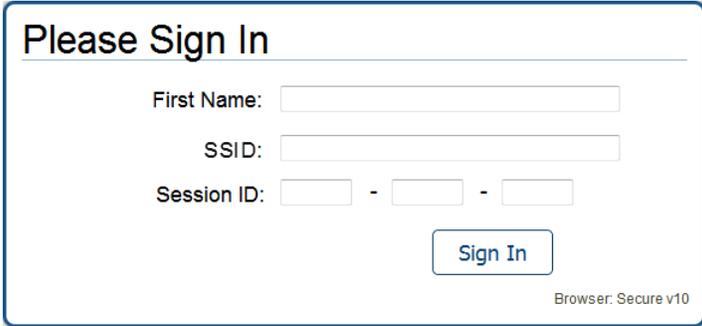
Note: Students must sign in to the appropriate testing site:

- For sessions created in the Test Administrator Interface, students sign in to the student testing application using the secure browser.
- For sessions created in the Test Administrator Training Site, students sign in to the Student Training Site. Students can access the Student Training Site via the [**Practice & Training Tests**] button on the [CAASPP Portal](#) Web page, or via their secure browser by selecting the [Training Test] link.
- If students do not know their exact information as it appears in the California Longitudinal Pupil Achievement Data System (CALPADS), you can retrieve it in the Test Administrator Site (see the subsection [How to Look Up Students](#)).

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** Web form appears (see Figure 33).



Please Sign In

First Name:

SSID:

Session ID: - -

Browser: Secure v10

Figure 33. Student Sign-In Web form

2. Students enter the following information:
 - a. In the *First Name* field, students enter their first name as it appears in CALPADS.
 - b. In the *SSID* field, students enter their Statewide Student Identifier (SSID) as it appears in CALPADS.
 - c. In the *Session ID* field, students enter the session ID as it appears on the Test Administrator Site (and indicated in Figure 34).

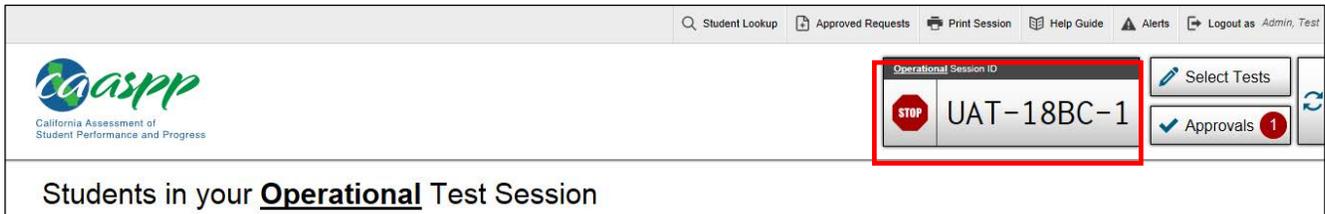


Figure 34. Sample session ID

- Students select the [**Sign In**] button. The *Is This You?* page appears (shown in Figure 35, on the next page).

To enter special characters that appear in a student's name:

- If there is a special character in the student's first name, the student must use the Unicode character equivalent for that character. Follow these guidelines. The Wikipedia topic *Unicode input* provides more information about entering Unicode characters and contains links to additional resources.
 - Windows:** Press [**Alt**] + number pad [#####]. For example, press the [**Alt**] + keypad [0201] to create the "É" in "JOSÉ."
 - Chrome:** Press [**Ctrl**] + [**Shift**] + [**U**] until an underlined "U" is displayed, and then key in the key sequence for the character. For example, after the underlined "U," type [00C9] + [**Enter**] or [**Space**] to create the "É" in "JOSÉ."
 - macOS and iOS:** Hold the standard character key until the Unicode accent characters are displayed. For example, holding down "A" will provide eight accented versions of the "A."
 - Linux:** Press [**Ctrl**] + [**Shift**], type [**U**], and then type the hexadecimal digits.

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 Student Training Site cannot access sessions created in the Test Administrator Interface.

- Student information is not entered correctly:**

Verify that the student has entered his or her name exactly as it appears in the Student Lookup tool. Spaces or accented characters must also be included; special characters in names may be added by typing the Unicode character (for example, by pressing the [**Alt**] + keypad [0201] to create the "É" in "JOSÉ" on Windows devices). See the subsection [How to Look Up Students](#) for additional information about using Unicode characters.

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

Verify that the student used a correct SSID and did **not** preface the SSID with “CA-” as had been required in previous years. If this does not resolve the error, use the Student Lookup tool to verify the student’s information. Refer to the subsection [How to Look Up Students](#) for additional information.

- **Session has expired:**

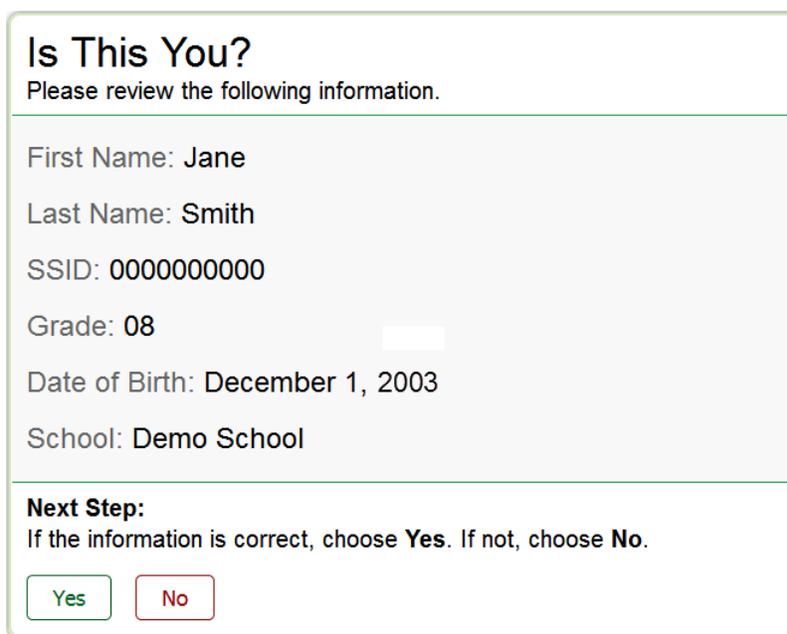
The Session ID corresponds to a closed session. Ensure that the student enters the correct Session ID and verify that your session is open. For more information about test sessions, see the subsection [Creating a Test Session](#).

- **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 (i.e., screen) appears (Figure 35). Students verify their personal information on this page.



Is This You?
Please review the following information.

First Name: Jane
Last Name: Smith
SSID: 0000000000
Grade: 08
Date of Birth: December 1, 2003
School: Demo School

Next Step:
If the information is correct, choose **Yes**. If not, choose **No**.

Figure 35. *Is This You?* page

To verify personal information:

1. If all the information is correct, students select [**Yes**]. The **Your Tests** page appears (Figure 36 on the next page).
2. If any of the information displayed is incorrect, the student must not proceed with testing. The student should select [**No**]. You must notify your CAASPP test site coordinator that the student’s information is incorrect.



Warning: Incorrect student demographic information must be updated before the student begins testing. Tell your local educational agency (LEA) CAASPP coordinator or CAASPP test site coordinator (as appropriate) that the student’s information needs to be updated. Students should not begin testing until their information is correct.

Step 3: Selecting a Test

The **Your Tests** page (i.e., screen) displays all the tests that a student is eligible to take (see Figure 36). Students (or the test examiner for the California Alternate Assessment [CAA]) can only select tests that have been selected by the test administrator or test examiner and still need to be completed.

Tests are shaded in a light color with an arrow icon pointing at the test name. When starting a new test opportunity, the arrow is solid. When resuming a test opportunity, the arrow is striped.

Test Administrator
Test Examiner

Figure 36. Sample *Your Tests* page

To select an available test:

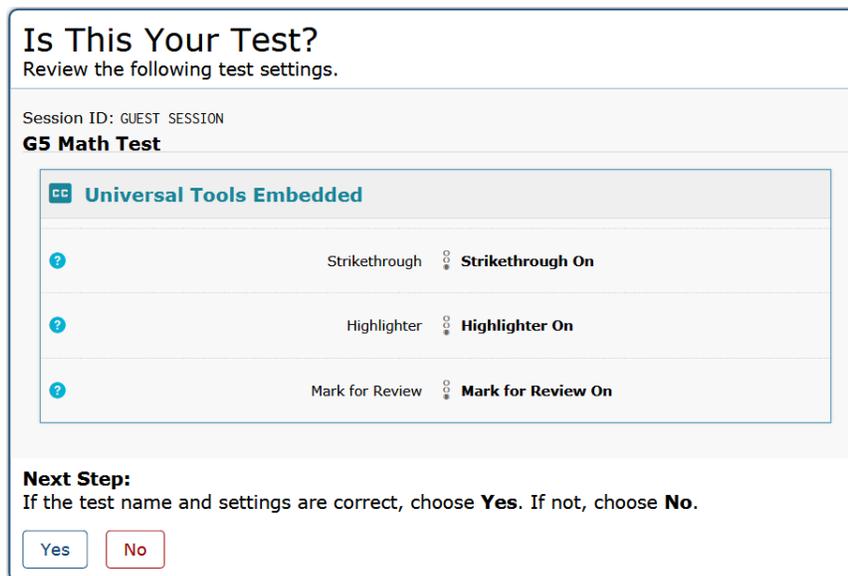
1. Students or the test examiner (for a CAA) select the required test name. The request is sent to the test administrator or test examiner for approval and the **Waiting for TA Approval** message appears (Figure 37).

Figure 37. *Waiting for TA approval* message

2. If a student's required test is not displayed, the student should select **[Back to Login]**. You should verify the test session includes the correct tests and add additional tests, if necessary.

Step 4: Verifying Test Information

After you approve the student for testing, the student (or the test examiner, for a CAA) should verify the test information and settings on the ***Is This Your Test?*** Page (i.e., screen) (see Figure 38).



Is This Your Test?
Review the following test settings.

Session ID: GUEST SESSION
G5 Math Test

Universal Tools Embedded	
?	Strikethrough Strikethrough On
?	Highlighter Highlighter On
?	Mark for Review Mark for Review On

Next Step:
If the test name and settings are correct, choose **Yes**. If not, choose **No**.

Figure 38. *Is This Your Test?* page

To verify test information:

1. If the settings are correct, students (or the test examiner, for a CAA) select **[Yes, Start My Test]**.
2. If the settings are incorrect, students (or the test examiner, for a CAA) select **[No]**. The test administrator or test examiner must report the incorrect test settings to the CAASPP test site coordinator, who will update them as required in the Test Operations Management System and reschedule the student's testing. After a student's test settings are corrected, the student must sign in and request approval again.

Step 5a: Text-to-Speech Check

The *Text-to-Speech Sound Check* page (i.e., screen) appears if a student has the text-to-speech (TTS) setting (Figure 39). On this page, students verify that TTS is working properly on their device. Students can only use TTS within a supported secure browser.

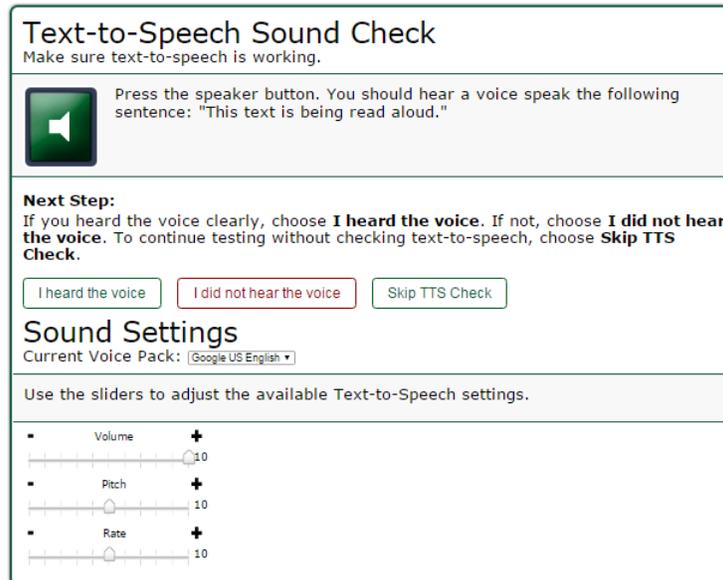


Figure 39. *Text-to-Speech Sound Check* page



Note: When TTS is enabled, students may adjust the volume, pitch, and rate settings once the test begins by selecting the Settings menu (cog wheel icon, [⚙️]) in the upper-right corner of the screens. They do not have to exit the test to do so.

To check TTS functionality:

1. Students select the [TTS Speaker] speaker [🔊] icon and listen to the audio.
 - a. If the voice is clearly audible, students select [I heard the voice].
 - b. If the voice is not clearly audible, students adjust the settings using the sliders and select the [TTS Speaker] icon again.
 - c. If students still cannot hear the voice clearly, they select **I did not hear the voice** and close the secure browser. You can work with students to adjust their audio or headset settings (for more information, see the subsection [Troubleshooting Audio Issues](#)). They can sign in again when the issue is resolved.

Step 5b: Sound and Video Check

The *Sound and Video Playback Check* page (i.e., screen) appears for tests with listening questions (see Figure 40). Students verify that they can hear the sample audio.

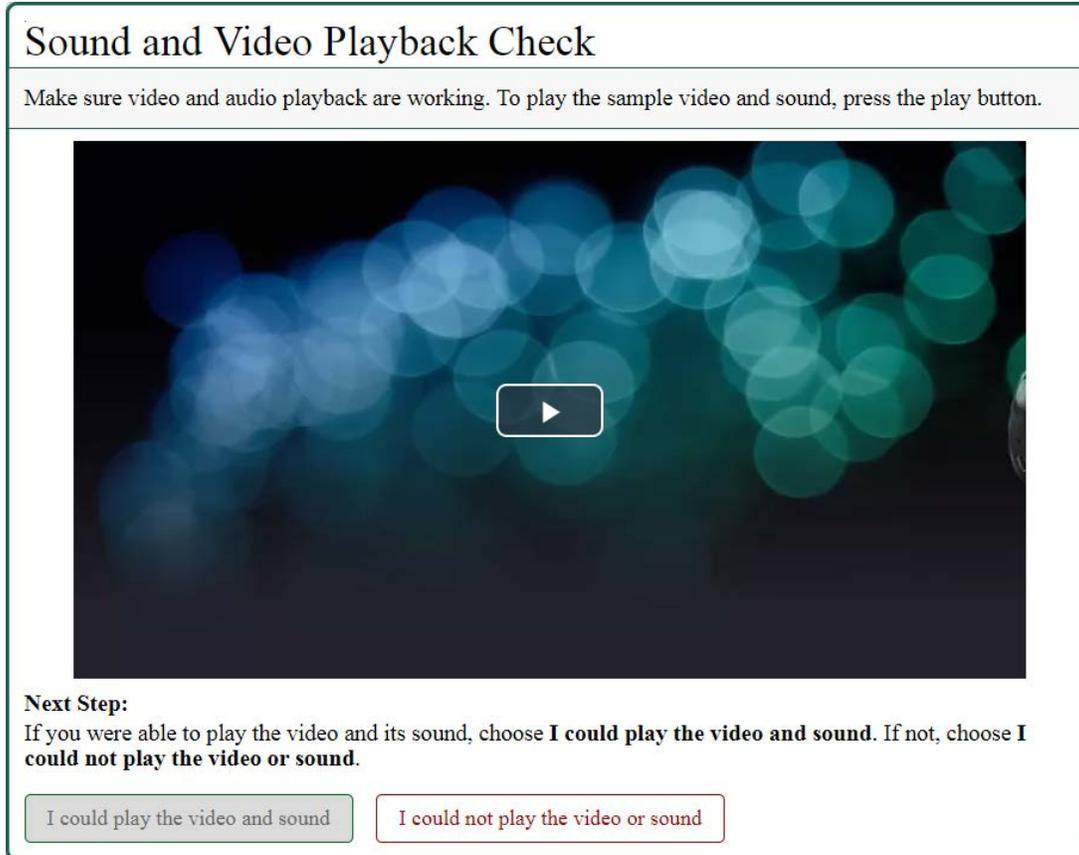


Figure 40. *Sound and Video Playback Check* page

To check audio/video settings:

1. Students play the video and listen to the audio by selecting the **[Play]** arrow  icon.
2. Depending on the sound and video quality, students do one of the following:
 - a. If the student can see the video and hear the sound, students select **[I could play the video and sound]**. The *Test Instructions and Help* page appears.
 - b. If the student cannot see the video and hear the sound, students select **[I could not play the video or sound]**. The ***Sound Check: Audio Problem*** page appears, giving students two options:
 - Students can select **[Try Again]**. They will return to the ***Sound and Video Playback Check*** page.
 - Students can select **[Log Out]**. You should troubleshoot the device and headphones or move the student to another device with working audio and video.

Troubleshooting Audio Issues

Prior to testing, ensure that audio is enabled on each device and that headsets are functioning correctly. If audio issues occur, do the following:

- Ensure headphones are securely plugged in to the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the device is not muted (often via a control panel or settings window).

If the student is still experiencing issues, contact your CAASPP test site coordinator or school technology coordinator.

Step 6: Viewing Test Instructions and Starting the Test

The **Test Instructions and Help** page (i.e., screen) is the last step of the sign-in process (see Figure 41). Students may review this page to understand how to navigate the test and use test tools.

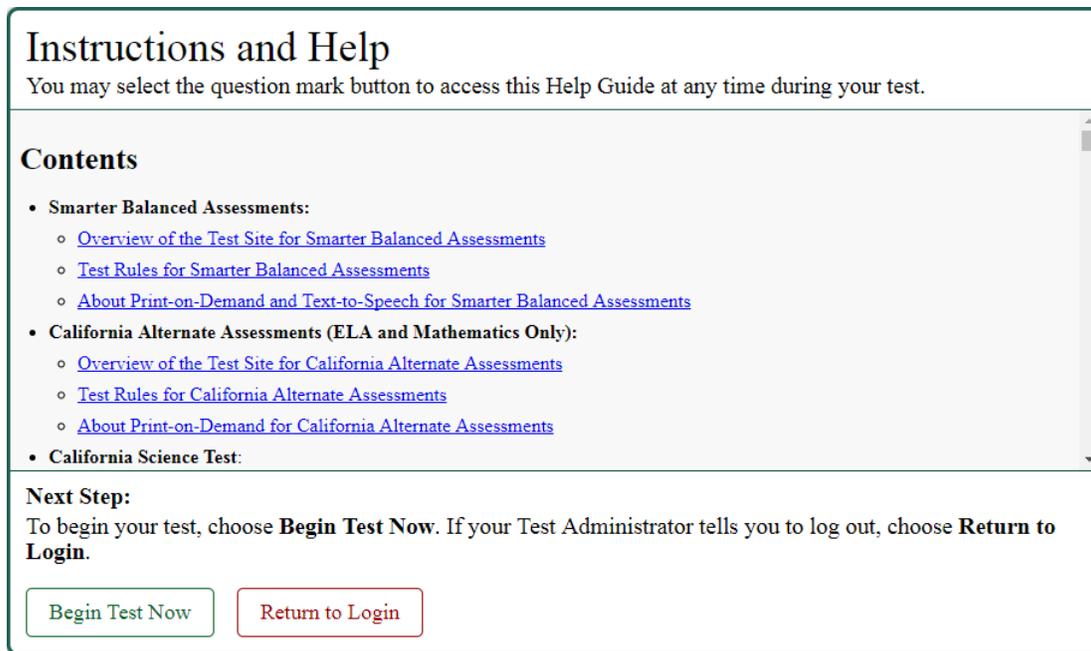


Figure 41. *Test Instructions and Help* page

To proceed and begin the test:

1. After reviewing this page, students select [**Begin Test Now**]. The test opportunity officially begins or resumes.

Features of the Student Testing Application

Additional Resources:



- California Department of Education California Assessment of Student Performance and Progress (CAASPP) Accessibility Web page—
<http://www.cde.ca.gov/ta/tg/ca/accesssupportitems.asp>
- *Accessibility Guide for CAASPP Online Testing* Web document—
<http://www.caaspp.org/rsc/pdfs/CAASPP.accessibility-guide.2017-18.pdf>

This section describes the layout of the student testing application and the available testing tools. Note that tools and features vary depending on the test being taken; not all tools are available for all tests.

Test Layout

Figure 42 shows the main sections of the layout for a test page (i.e., screen) that includes a stimulus.

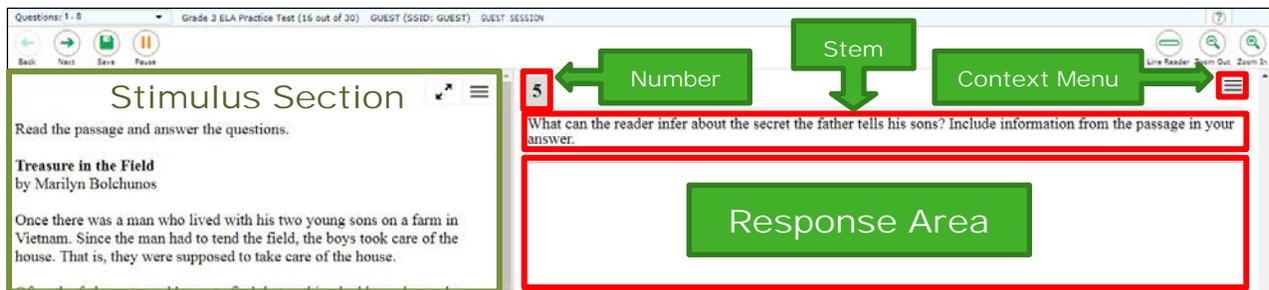


Figure 42. Test layout

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]** question mark [?] button, and **[System Settings]** cog wheel [⚙️] 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. This section contains the stimulus content (such as a reading passage or graphic), context menu, and expand passage tool.
- 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 subsection [Using Menus and Tools](#).

Test Tools

This section provides an overview of the test delivery system’s available tools.

Figure 43 shows the primary features and tools available in the test delivery system.

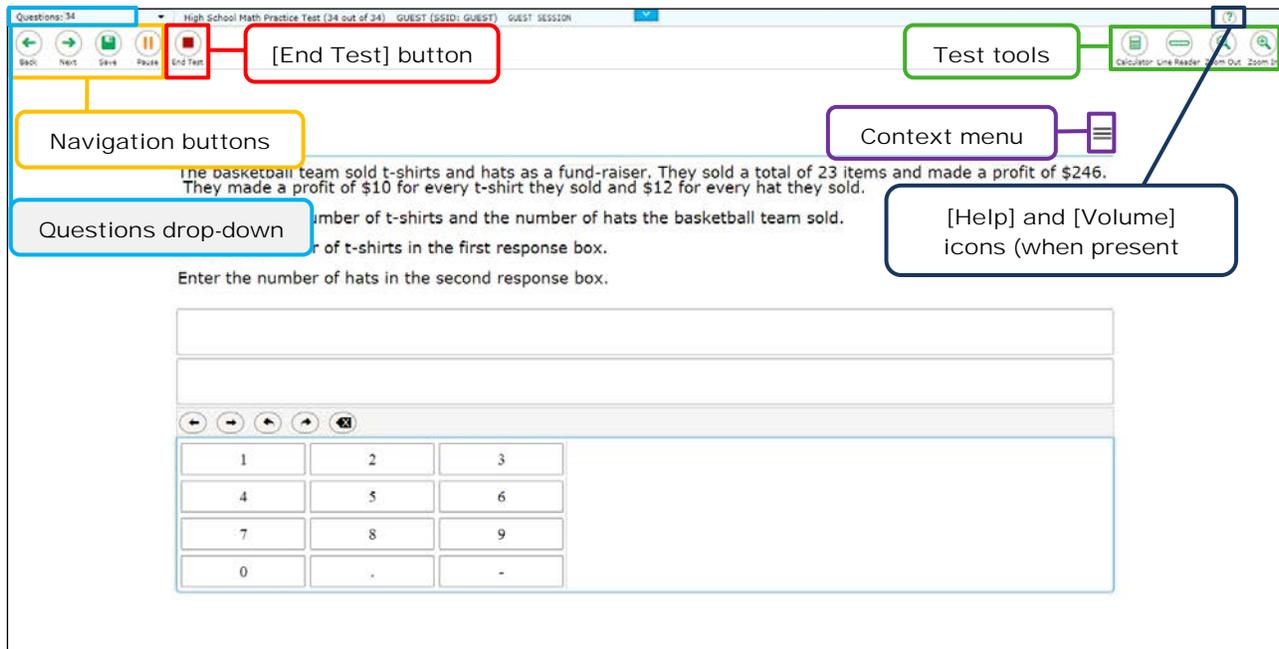


Figure 43. Test page



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

Table 19 and Table 20 list the student testing application’s available global tools and context menu tools, respectively.

Table 19. Global Tools

Global Tool	Instructions
	To view the on-screen Test Instructions and Help window, select the [Help] question mark [] icon in the upper-right corner.
	To use the on-screen calculator, select the [Calculator] [] icon.
	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select the [Dictionary] open book [] icon.
	To view the on-screen formula (also called <i>science reference</i>) sheet, select Formula in the global menu.

Global Tool	Instructions
Line Reader 	A student moves an on-screen horizontal line that surrounds each line of text with shading after selecting the [Line Reader] line icon.
Masking 	To temporarily cover a distracting area of the test page: <ol style="list-style-type: none"> 1. Select the [Masking] square  icon. 2. Select and drag across the distracting area. 3. Release the mouse button. 4. To close the Masking tool, select [Masking] again.
Notes 	To open the on-screen notepad, select the [Notes] paper/pencil  icon.
Periodic Table 	To view the on-screen periodic table, select [Periodic Table] in the global menu.
Print-on-Demand 	To print a test item when Print-on-Demand has been enabled, select the [Print Page] printer  icon.
Print Passage 	To print a passage, select the [Print Passage] printer  icon.
System Settings 	To adjust audio volume, or the rate and pitch of speech for Text-to-Speech during the test, select the [System Settings] cog wheel  icon in the upper-right corner.
Zoom buttons  	To enlarge the text and images on a test page, select the [Zoom In] magnifying glass (plus)  icon. You can zoom in up to four levels. To undo zooming, select [Zoom Out] magnifying glass (minus)  icon.

Test Administrator;
Test Examiner

Table 20. Context Menu Tools and Stimulus Tools

Tool Name	Instructions
American Sign Language (ASL)	To view audio content translated into American Sign Language (ASL) via an on-screen video, select <i>American Sign Language</i> from the context menu. To view ASL videos: <ol style="list-style-type: none"> 1. From the context menu, select American Sign Language  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	Questions and stimuli with audio elements automatically display closed captions for students testing with the appropriate accommodations.

Tool Name	Instructions
Expandable Item	<p>Test questions (items) in the right pane of the testing screen can be expanded to cover the width of the whole screen. This universal tool must be set by the test administrator. When used in conjunction with the Expand Passage universal tool—that is, Expand Passage is not turned off by the test administrator—this tool can be used to expand either passages or questions. (This tool is the default expansion tool in the California Alternate Assessments for English language arts/literacy [ELA] and mathematics.)</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.
Expandable Passage	<p>By default, students can expand and contract the passage in the left pane to cover the width of the whole screen.</p> <ul style="list-style-type: none"> To expand the passage section, select the [Expand Passage] double arrow  icon. The section will expand and overlap the question section for easier readability. To collapse the expanded section, select the [Expand Passage] double arrow  icon again.
Glossary (Word List)	<p>To open the glossary, select 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 <i>Highlight Selection</i> from the context menu. To remove highlighting, select <i>Reset Highlighting</i> 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. Highlighting only persists during a single test session.</p>
Mark for Review	<p>To mark a question for review, select <i>Mark for Review</i> from the context menu. The question number displays a flap in the upper-right corner, like this: ; and a [Flag] icon  appears next to the number. The <i>Questions</i> drop-down list displays “(marked)”  for the selected question.</p>
Notepad	<p>To enter notes for a question, select <i>Notepad</i> from the context menu. After entering a note, the [Notepad] note  icon appears next to the question number. You can access your notes only for a question on that question’s test page.</p>
Print Item	<p>To send a print request for an individual question, select <i>Print Item</i> from the context menu. After sending the request, the [Printer]  icon appears next to the question number.</p>

Test Administrator
Test Examiner

Tool Name	Instructions
Strikethrough	For selected-response questions, students can cross out an answer option to focus on the options you think might be correct. There are two options for using this tool: <ol style="list-style-type: none"> 1. Option A: <ol style="list-style-type: none"> a. To activate Strikethrough mode, open the context menu and select <i>Strikethrough</i>. b. Select each answer option to strike out. c. To deactivate Strikethrough mode, press the [Esc] key or select outside the question's response area. 2. Option B: <ol style="list-style-type: none"> a. Right-click an answer option and select <i>Strikethrough</i>.
Text-to-Speech	To listen to passages and questions, select a speak option from the context menu.
Tutorial	To view a short video demonstrating how to respond to a particular question type, select <i>Tutorial</i> 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 testing application tools.



Note: Students can access tools using a mouse or keyboard commands. For information about keyboard commands, see Table 23.

About the Global Menu

The global menu at the top of the test page contains navigation buttons on the left and tools on the right (see Figure 44).



Figure 44. 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 question may include several elements, such as the question number and answer options (see Figure 35). The context menu for each element (including the stimulus) only contains tools applicable to that element (see Figure 45 and Figure 46).

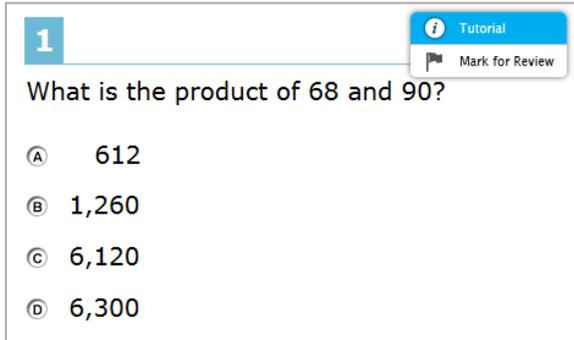


Figure 45. Context menu for questions

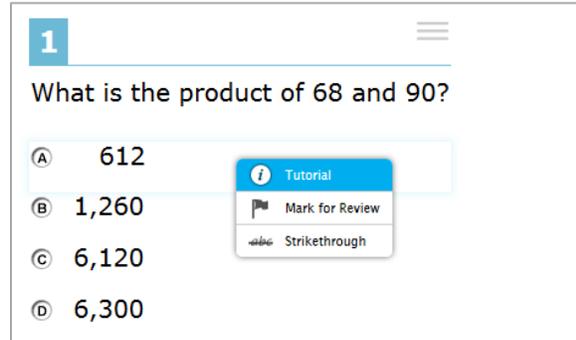


Figure 46. Context menu for answer options

Opening a Context Menu for Passages and Questions

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

To access the context menu for a passage or question:

1. Select the [**Context Menu**] lined-square [☰] icon in the upper-right corner of the passage or question. The context menu opens.
2. Select a tool to activate or open it.

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**, select an answer option while pressing the [Ctrl] key.
 - If you are using a **Chromebook**, select an answer option while pressing the [Alt] key.
 - If you are using a **tablet**, tap the answer option and then tap the [**Context Menu**] icon; this selects the answer option until you select a different option.
2. Select a tool from the context menu. Figure 47 shows a context menu for a sample ELA item.

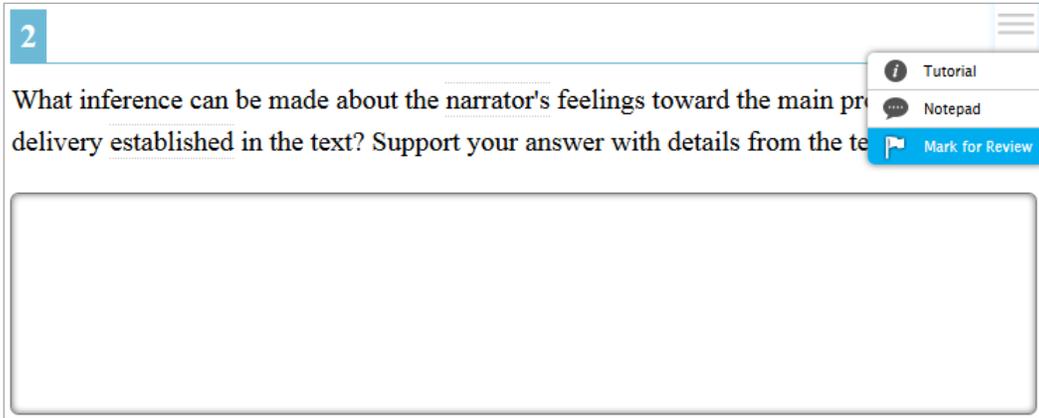


Figure 47. Context menu for ELA item (sample screen)

About the Masking Tool

Students who have masking as a designated support can use the Masking tool to allow them to hide sections of the test page they find distracting (Figure 48).

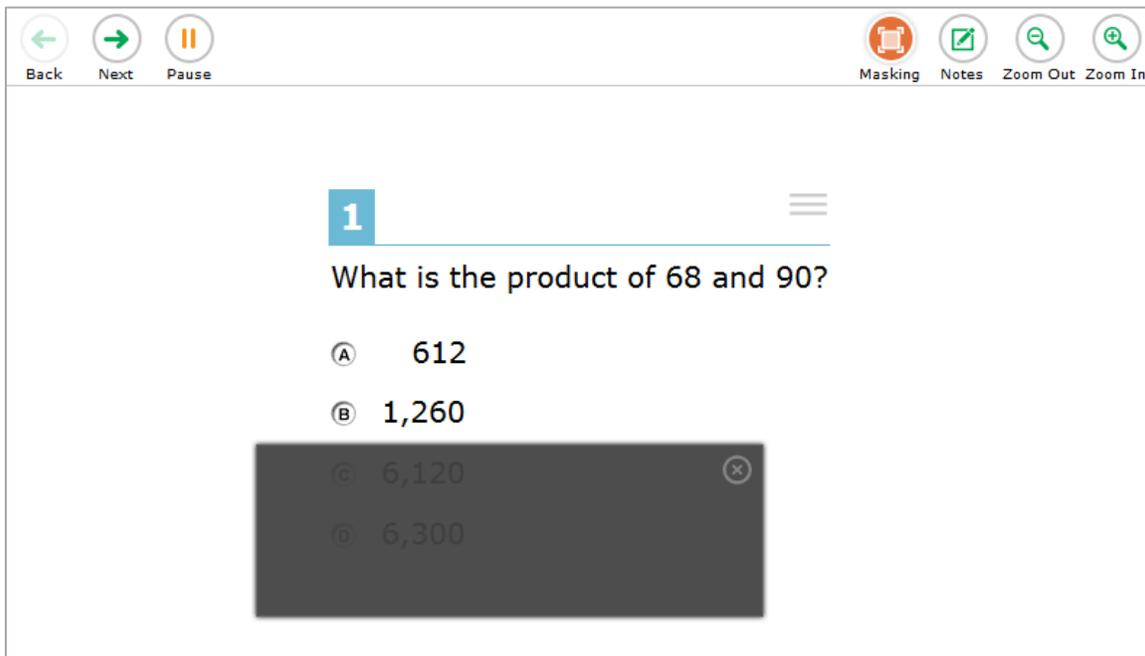


Figure 48. Test page with masked area

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. Select and drag across the distracting area of the test page using the mouse (desktop or laptop) or your finger (tablet).
3. Release the mouse button or lift your finger. 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 the **[X]** in the upper-right corner of a masked area. Note that this does *not* delete any masked areas on the screen.

About the Line Read Tool

A student moves an on-screen horizontal line that surrounds each line of text with shading after selecting the **[Line Reader]** line icon (indicated in Figure 49). To move the line reader, the student selects (clicks) anywhere on the next line to be shaded.

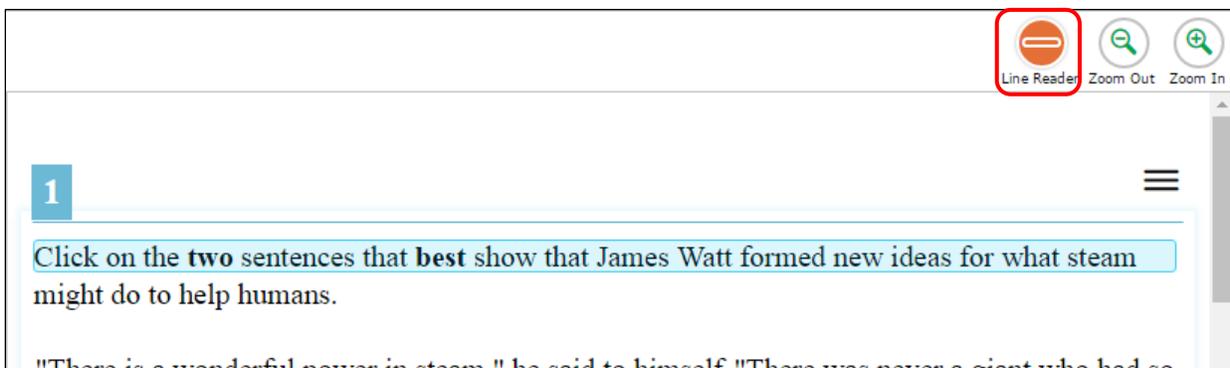


Figure 49. Line Reader

- This universal tool applies to both items and passages.
- Selecting an answer option with the line reader universal tool also will cause an option such as a radio button or check box to be selected.
 - If the student selects the “Option B” radio button in a vertical list of answer options, selecting (clicking) Option B’s text will both shade the line of text in the line reader *and* select that answer option as the student’s response to the test question (Figure 50). Students must select a line of text away from a radio button answer option—in a passage or the test question, for example—to unselect the selected line as the focus of the line reader universal tool. However, that answer option is still selected as the student’s response unless or until the student selects a different option.

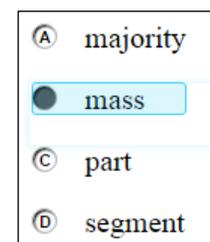


Figure 50 Line Reader with a radio button

- If the student selects the “Option E” check box in a vertical list of answer options, selecting (clicking) Option E’s text will both shade the line of text in the line reader *and* select that answer option as one of the student’s responses to the test question (Figure 51). Students must select a line of text away from a check box answer option—in a passage or the test question, for example—to unselect the selected line as the focus of the line reader universal tool. However, that answer option is still selected as one of the student’s responses unless or until the student selects the check box to unselect it.

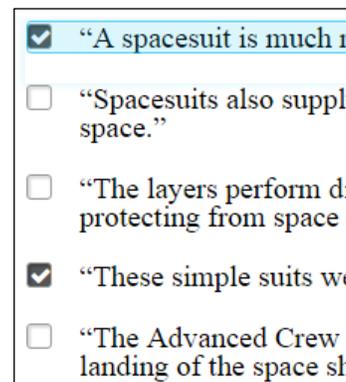


Figure 51. Line Reader with a check box

About Text-to-Speech (TTS)

Students testing with TTS can listen to passages, questions, and answer options (see Figure 52). TTS is only available for operational testing when using the secure browser and only when assigned as an embedded accommodation (ELA reading passages) or designated support (mathematics and ELA items). TTS is only available for the practice tests in conjunction with a supported Chrome or Firefox Web browser.

For information about configuring TTS, see the [Accessibility Guide for CAASPP Online Testing](#).

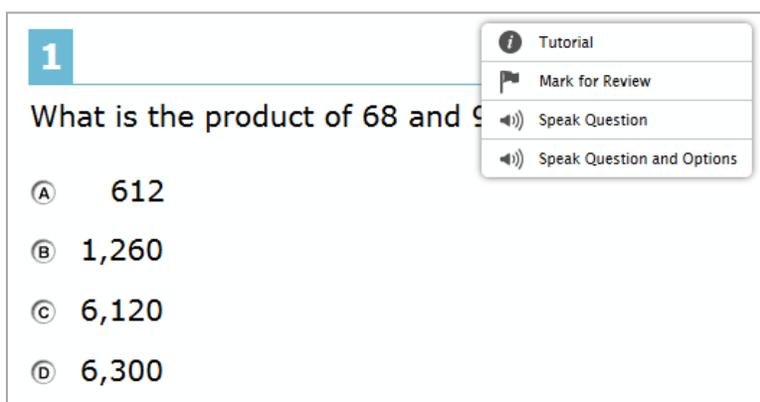


Figure 52. Speak tool options for questions

To listen to content with the Text-to-Speech 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, students select the answer option and then select *Speak Option* from the context menu. Students could also right-click the answer option and select *Speak Option*.

Text Response Formatting Toolbar

In addition to the standard test tools described in the subsection [Test Tools](#), students can use a formatting toolbar for part 2 of the English language arts/literacy performance task above the response field for text response questions (see Figure 53). The formatting toolbar allows students to apply styling to text and use standard word-processing features.

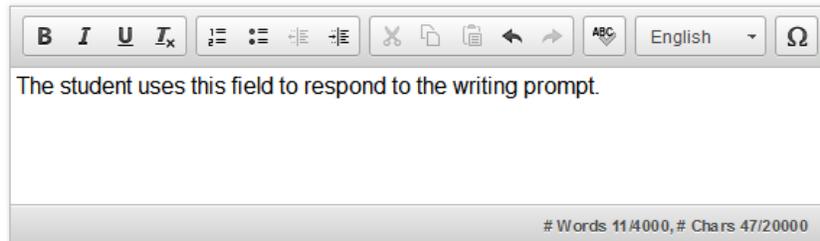


Figure 53. Text response question with Formatting toolbar



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

Table 21 provides an overview of the formatting tools available.

Table 21. 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.

Tool	Description of Function
	Paste copied or cut text.
	Undo the last edit to text or formatting in the response field.
	Redo the last undo action.
 English ▾	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.
	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 54).

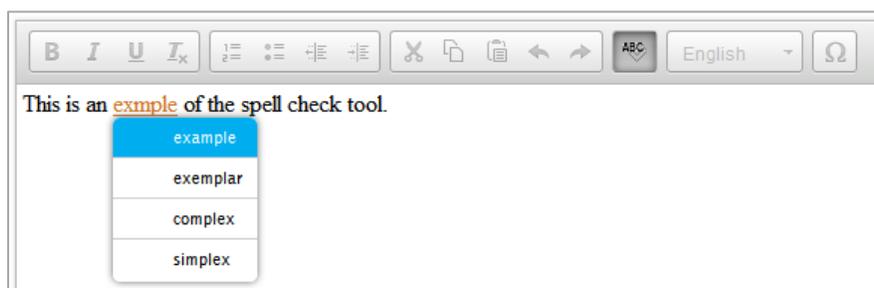


Figure 54. Spell Check tool

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 the [**Spell Check**] a-b-c  icon.
3. Select a misspelled word. (Potentially incorrect words change color and become underlined.) A list of suggestions appears.
4. Select a replacement word from the list. If none of the replacement words are correct, close the list by selecting anywhere outside it.
5. To exit spell check, select  again.



Alert: The spell check tool does not identify misspelled words in real time (as they are typed on the screen). In order to check for misspelled words, the student must enable spell check mode. All words that are potentially misspelled will be indicated. The spell check menu will display the most likely alternatives based on the misspelled word.

Special Characters

Students can add mathematical, accented characters, and other symbols.

To add a special character:

1. In the toolbar, select the **[Special Characters]** omega [Ω] icon.
2. In the window that pops up, select the required character (see Figure 55).

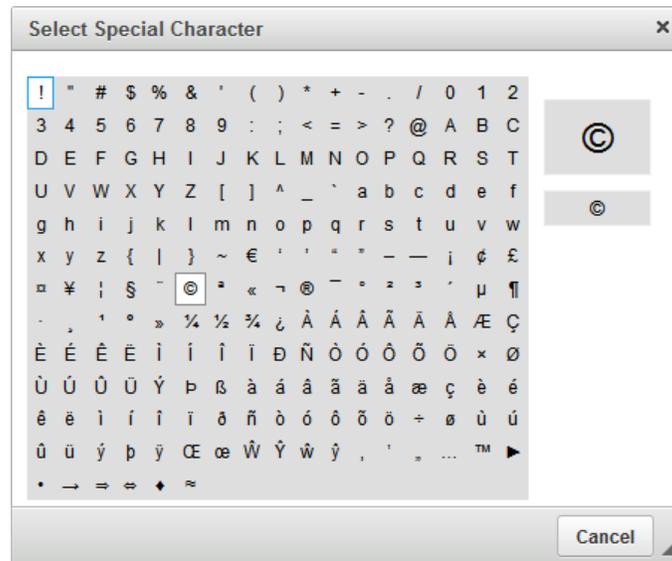


Figure 55. Select Special Character window

Keyboard Navigation for Students

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

Notes:



- Keyboard commands require the use of the primary keyboard. Do not use keys in a numeric keypad.
- Some keyboard commands are only available when using a supported desktop secure browser.

Sign-In Pages and In-Test Pop-ups

Table 22 lists keyboard commands for selecting options on the sign-in pages (i.e., screens) or pop-up windows that appear during a test.

Table 22. Keyboard Commands for Sign-In Pages and Pop-Up Windows

Keyboard Command	Function
[Tab]	Move to the next option
[Shift] + [Tab]	Move to the previous option

Keyboard Command	Function
[Enter]	Select the active option
[Spacebar]	Mark check box
Arrow keys	Scroll through drop-down list options
Esc	Close pop-up window

Keyboard Commands for Test Navigation

Table 23 lists keyboard commands for navigating tests and responding to questions.

Table 23. Keyboard Commands for Test Navigation

Description of 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]
Open the global menu	[Ctrl] + [G]
Open a context menu	[Ctrl] + [M]
Close pop-up window	[Esc]

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 the global menu, see Table 19. For more information about tools in the context menu, see Table 20.

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

1. To navigate to an element, press [Tab].
2. To navigate in reverse, press [Shift] + [Tab].

To open the context menu for an element:

1. Press [Ctrl] + [M]. The context menu for the selected element opens.
2. To move between options in the context menu, use the [Up] or [Down] arrow keys.
3. To select an option, press [Enter].
4. To close the context menu without selecting an option, press [Esc].

To select text and open context menu options:

1. Navigate to the element containing the text you want to select.
2. Press [Ctrl] + [M] to open the context menu.
3. If multiple options are available, use the arrow keys to navigate to [Enable Text Selection].
4. Press [Enter]. A flashing cursor appears at the upper-left corner of the active element.
5. To move the cursor to the beginning of the text you want to select, use the arrow keys.
6. Press [Shift] and an arrow key to select your text. The text you select appears shaded.
7. Press [Ctrl] + [M] again. Choose the tool you want to use for the selected text.

Keyboard Commands for Grid Questions

Technology-enhanced questions with the grid response area (Figure 56) may have up to three main sections:

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

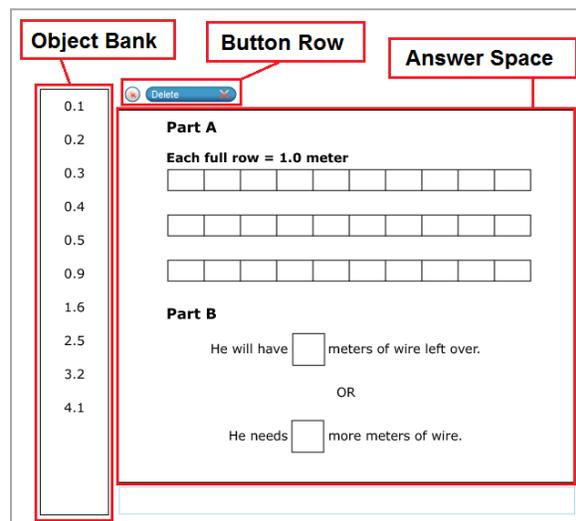


Figure 56. Grid question

To move between the main sections:

1. To move clockwise, press [Tab].
2. 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:

1. With the button row active, use the left and right arrow keys to move between the buttons. The active button is white.
2. To select a button, press [Enter].
3. 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].

Proceeding Through a Test

Students can 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 Reading Passages

When the stimulus is a reading passage, the content is read on the left side of the page (i.e., screen) (indicated in Figure 57).

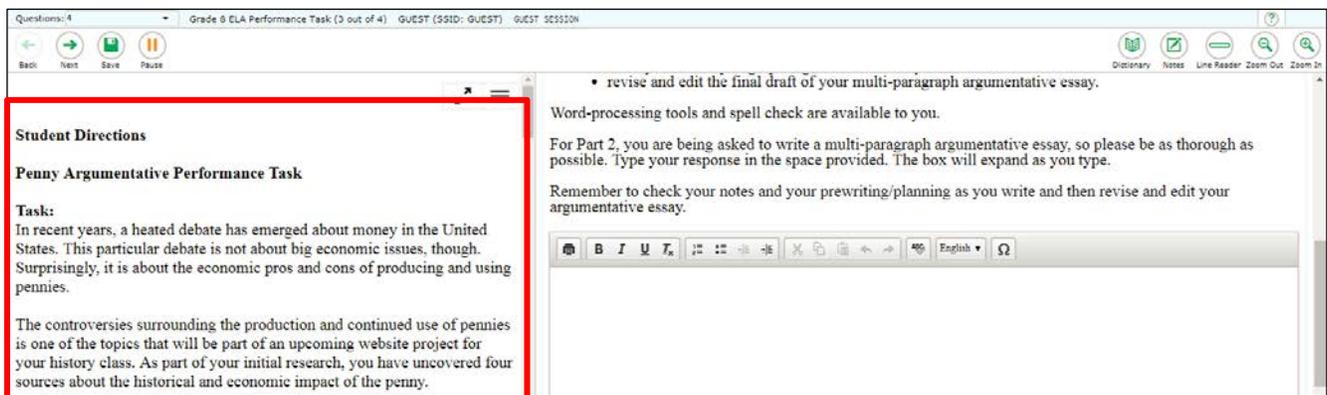


Figure 57. Sample reading passage

To expand the passage section, select the [**Expand Passage**] double arrow [↕] icon. The section will expand and overlap the question section for easier readability. To collapse the expanded section, select the [**Expand Passage**] double arrow [↕] icon again.

About Videos

When the stimulus is a video, students can use standard video features to control the playback. These are shown in Figure 58.

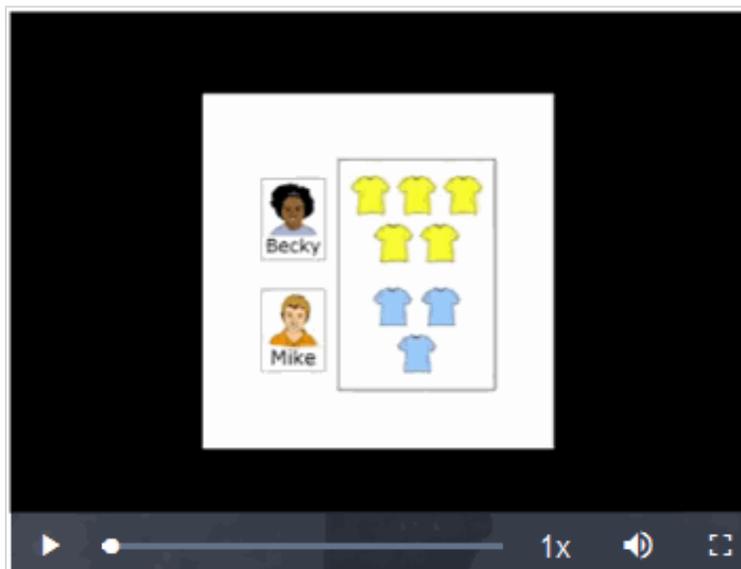


Figure 58. Video Playback Features

- To play a video, select the **[Play]** triangle  icon 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 the **[Speed]** 1x  icon, and then select the required speed from the menu that appears.
- To mute or unmute the video, select the **[Volume]** speaker  icon in the lower-right corner.
- To expand the video to full screen mode, select the **[Screen Size]** expand  icon in the lower-right corner. To exit full screen mode, select the **[Screen Size]** icon again.

Responding to Test Questions

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

- **Multiple-choice questions:** Students select a single answer option.
- **Multiselect 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:
 - Select one or more choices from a list of answer options.
 - Use an on-screen keypad to generate an answer.
 - Select graphic objects or text excerpts on the screen.
 - Place points, lines, or bars on a graph.

- Drag and drop text or graphic objects 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.
- Enter input parameters to run an on-screen simulation.



Note: Students can use the Student Training Site to familiarize themselves with the question types that may appear on tests.

Some test pages (i.e., screens) may have only one question and others may have more. Some questions may consist of multiple parts that students must answer. 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.

Pausing Tests



Note: You may want to remind students taking Smarter Balanced computer adaptive tests (CATs) and the CAST that if their tests are paused for more than 20 minutes, they may be unable to change answers to previously seen items. For more information, refer to the [Pause Rules](#) subsection.

Students can pause the test at any time. Pausing a test logs the student off the test.

To pause a test:

1. The student selects the [**Pause**] parallel-line [⏸] icon in the global menu. A confirmation message appears.
2. The student selects the [**Yes**] button. This logs the student off. The *Student Sign In* page appears.
3. To resume testing, the student repeats the sign-in process. See the subsection [Signing In to the Student Testing Site](#).

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](#) subsection for more information.

Students can use the [**Back**] left-arrow [←] icon 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 59).

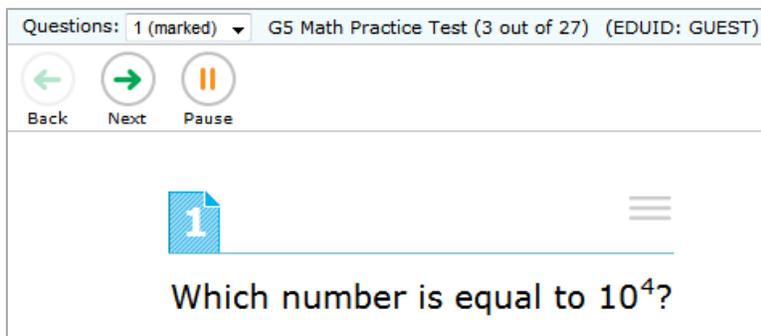


Figure 59. Question marked for review

Reaching the End of a Segment (Smarter Balanced Summative Assessments)

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 60). A warning icon appears for any unanswered questions.

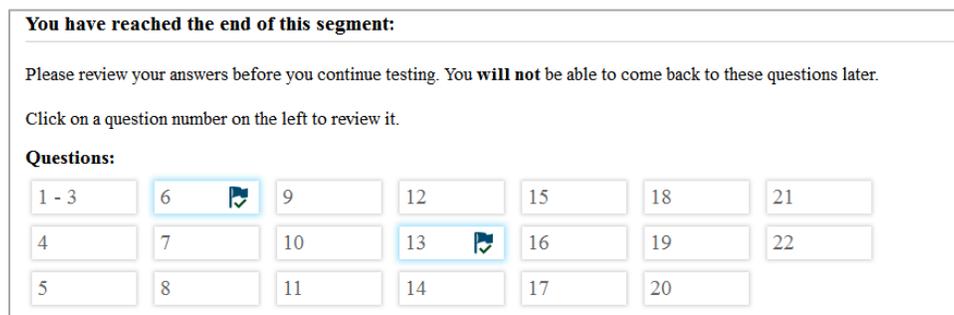


Figure 60. End Segment page

To review questions:

1. Students select a question number.

To move to the next segment:

1. Students select **[Next]** in the global menu.



Alert: If a student has paused a test within a segment and returns to the test after the 20-minute pause limit has expired, he or she will not be able to review the previously answered items.



Note: You may want to remind students that once they complete a segment and move on, they cannot return to the previous segment. For this reason, students taking a CAT should review their responses before continuing to the next segment.

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 but before they submit their test, the **[End Test]** red-square [■] icon appears in the global menu; see Figure 61 for global menu options.



Figure 61. Global Menu with [End Test] button

To end a test:

1. Students select the **[End Test]** icon. A confirmation message appears.
2. Students select **[OK]**.

End Test Page

When students end a test, the *End Test* page appears (see Figure 62). This page allows students to review answers from the current test segment and submit the test for scoring. A flag icon appears for any questions marked for review. The student will see a warning icon if there are any unanswered questions.

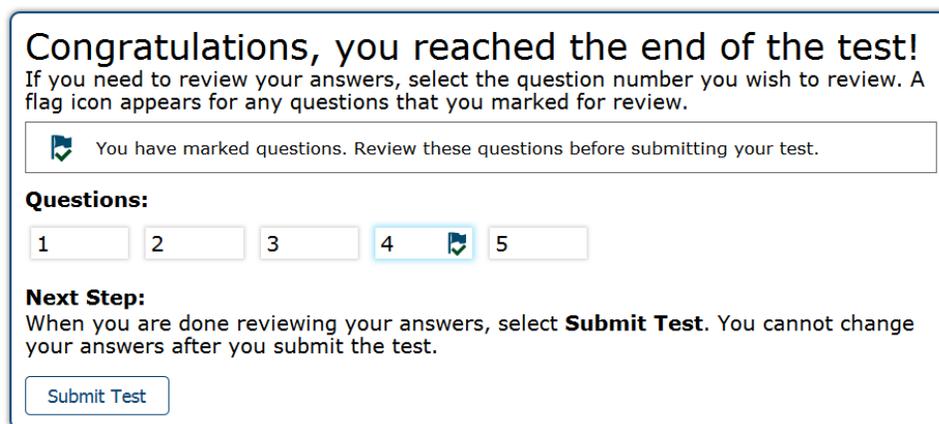


Figure 62. End Test page

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:

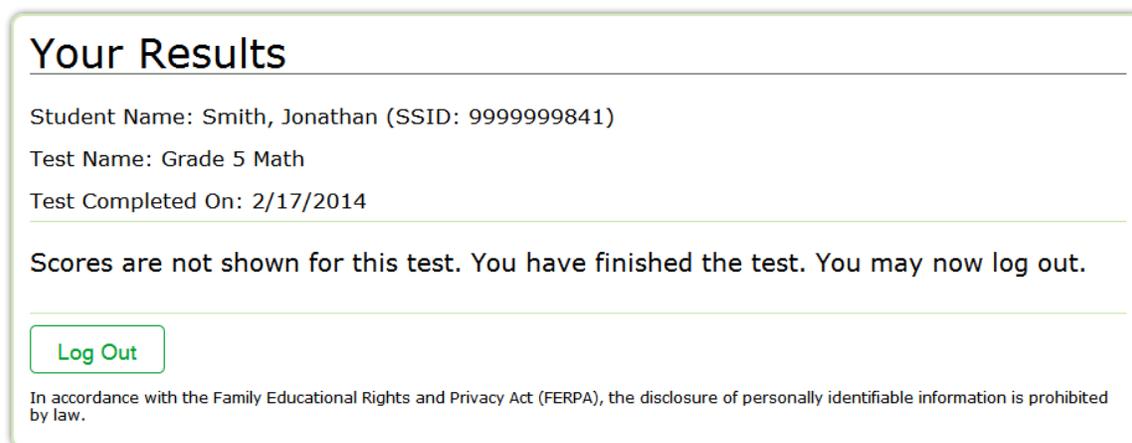
1. Students select **[Submit Test]**.



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

Your Results Page

After students submit the test, the *Test Successfully Submitted* page (i.e., screen) appears, displaying the student's name, the test name, and the completion date (see Figure 63).



Your Results

Student Name: Smith, Jonathan (SSID: 9999999841)
Test Name: Grade 5 Math
Test Completed On: 2/17/2014

Scores are not shown for this test. You have finished the test. You may now log out.

[Log Out](#)

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

Figure 63. *Your Results* page

Closing the Student Testing Site on Tablets

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

To close the student testing application on iOS devices:

1. Double-tap the [**Home**] button. The multitasking bar appears.
2. Locate the AIRSecureTest app preview and slide it upward.

To close the student testing application on Android tablets:

1. Tap the [**Menu**] stacked-boxes  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. Select [**Close Secure Browser**] in the upper-right corner.