

How to Start a Test Session

1 Navigate to <http://www.caaspp.org>.

2 Select the **Test Administrator Interface for All Online Tests** button.

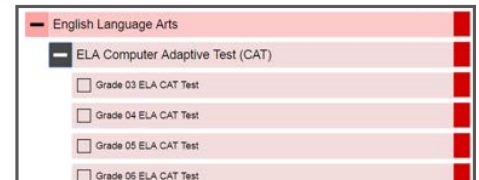


3 Log on with your CAASPP credentials.

i Pop-up blockers must be disabled in order to access this website.

4 Select the box(es) for the test(s) to be administered during this session.

i Assessments are identified by name of test, grade, and content area. Additionally, they are color coded red.



5 Select the **Start Operational Session** button.

i Be sure to record the session ID. This ID is required in order to resume a test session.

6 Have students log on to the test using the secure browser and the correct operational session ID.

7 The final step is to review the students' test details before approving to begin testing.

Options in the test administrator (TA) interface include:

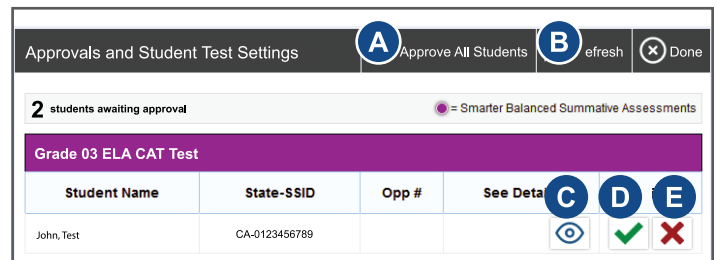
A Approve all pending students into the test.

B Refresh the list of pending logins.

C Review student's test details as needed.

D Accept students into the test individually.

E Decline students from the test.



i After the TA approves the student test request, the student may begin answering test items.

i Do not exit the interface while testing. The session will stop and students will be logged out.