

How To Start a Test Session



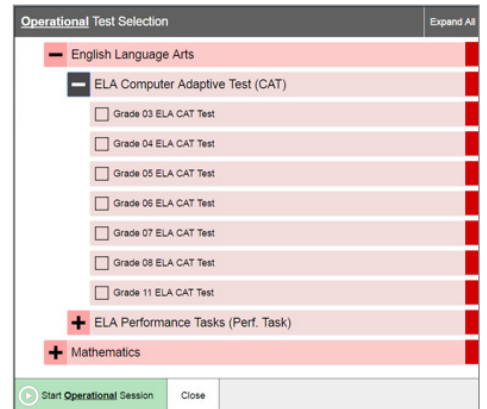
1. Navigate to www.caaspp.org.
2. Select the **Test Administrator Interface for All Online Tests** button.
3. Log on with your CAASPP credentials.
- 1 **Pop-up blockers must be disabled for this site.**
4. Select the **Select Tests** button.
5. Select the box(es) for the test(s) to be administered during this session.



1 **Assessments are color coded. Summative Assessments are RED and are available only during the test administration window for your local educational agency.**



6. Select the **Start Operational Session** button.
- 1 **Be sure to record the session ID. If the test session is stopped, the session ID will be required to resume the session.**
7. Have students log on to the test using the secure browser and the correct operational session ID.



Options in the test administrator interface include:

Approvals and Student Test Settings				
		Approve All Students	Refresh	Done
2 students awaiting approval				
Grade 03 ELA CAT Test				
Student Name	State-SSID	Opp #	See Details	Action
John, Test	CA-0123456789	1	Detail	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

- 1 **Once a student has been accepted into the test can begin answering test questions.**
- 1 **Do not navigate away from the TA interface page. The session will stop and all students will be logged out.**

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

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