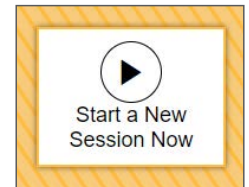


# How to Start a Remote Test Session

- 1 Navigate to <https://www.caaspp.org> or <https://www.elpac.org>.
- 2 Select the **Test Administrator Interface for All Online Tests** button.
- 3 Log on with your Test Operations Management System (TOMS) credentials.
- 4 To start a scheduled test session, select the **Active Sessions** tab.
- 5 Select the **Join** button for the appropriate session.



- i** To start a new test session instead of a scheduled test session, select the **Start a New Session Now** button. Once you have selected the appropriate test(s), select the **Remote or Hybrid** button. Select the **Start Operational Session** button to begin testing.



- 6 Select the **I Agree** checkbox to allow webcam and microphone access.

- 7 Select the **Allow** button.

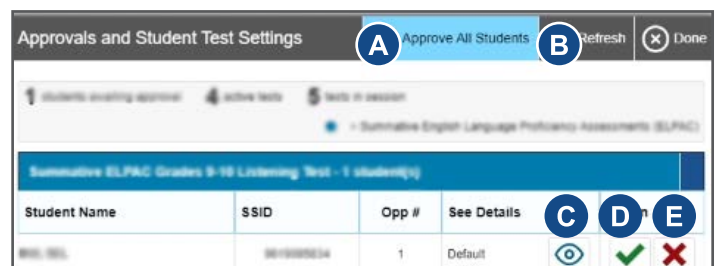
- 8 Have students log on to the test using the correct session ID or session link.

- i** Students using the secure browser will use the session ID, and students using the web-based browser will use the session link.

- 9 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 entry of all pending students into the test.
- B** Refresh the list of pending logons.
- C** Review students' test details as needed.
- D** Accept students into the test individually.
- E** Decline students from the test.



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