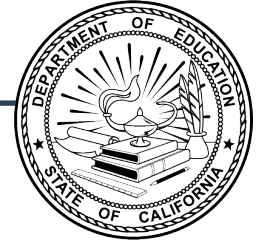


CAASPP

California Assessment of Student
Performance and Progress



Online Administration Instructions



2023–24

Smarter Balanced Performance Task

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Directions for Administration

Test Directions Overview

Scripts that provide instructions for a test administrator (TA) to read to students during test administration are as follows:

- [Smarter Balanced computer adaptive test \(CAT\) for English language arts/literacy \(ELA\) and mathematics](#)
- [Smarter Balanced performance task \(PT\) for ELA and mathematics](#)
- [California Science Test \(CAST\)](#)
- [California Spanish Assessment \(CSA\)](#)

The *Directions for Administration (DFAs)* for the California Alternate Assessments (CAAs) for ELA and mathematics and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected Test Operations Management System (TOMS).

TA Tasks Before Testing

Before administering a test session, the TA should verify that the following tasks have been completed:

- Verify the security of the testing environment prior to beginning a test session. (Refer to the subsection [Security of the Test Environment](#).)
 - ◆ Arrange student seats so that students cannot view each other's answers.
 - ◆ Cover or take down all displayed instructional materials (e.g., vocabulary charts, periodic tables, etc.).
 - ◆ Post "[TESTING—DO NOT DISTURB](#)" (PDF) signs outside of the testing room.
- Ensure that students do not have access to digital, electronic, or manual devices (e.g., cell phones, smart watches) during testing unless it is an approved medical support. Hang "[Unauthorized Electronic Devices May Not Be Used at Any Time During the Testing Session](#)" (PDF) signs where clearly visible to students in the testing environment as a test security reminder.
- Verify that students have access to and use of the additional required resources specific to each assessment and content area (e.g., scratch paper for all tests, headphones for ELA, graph paper for mathematics grades six and above). Refer to the subsection [Additional Required Resources](#) for a complete list.
- **Recommended:** Launch secure browsers on all testing devices before students sit down to test.

Directions for Administration (cont.)

NOTE: Students are expected to use the embedded calculator for calculator-allowed questions on the mathematics and science tests. The only exception to this is for students in grades six and above with a documented accommodation in an individualized education program (IEP) or Section 504 plan to use a non-embedded calculator on a mathematics assessment (accommodation) or students in grades five and eight and high school taking a science assessment (designated support).

To ensure that all students are tested under the same conditions, the TA should adhere strictly to the administration script for a particular assessment unless a student is assigned the non-embedded designated support for simplified test directions. The readable script can be found in the shaded boxes in the *Directions for Administration* topic for a particular assessment. When asked, the TA should answer questions raised by students but should never help the class or individual students with specific test items. **No test items can be read to any student for any content area, unless the student is assigned a read-aloud non-embedded designated support or accommodation as listed in the [California Assessment Accessibility Resources Matrix](#).**

If the class is resuming a test and the TA is sure that all students are able to log on without hearing the logon directions again, the TA may skip the italicized portions of the directions.

All directions that a TA needs to read to students are indicated by the word “SAY” and are in boxes so they stand out from the regular text. They should be read exactly as they are written, using a natural tone and manner (except for students assigned the simplified test directions non-embedded designated support). If the TA makes a mistake in reading a direction, the TA should stop and say, “I made a mistake. Listen again.” Then the direction should be reread.

The TA should try to maintain a natural classroom atmosphere during the test administration. Before each test begins, the TA should encourage students to do their best.

Directions for Administration (cont.)

Administer an Online Test Session

NOTE: This subtopic describes the screens associated with in-person testing. Refer to the [Remote Testing](#) topic for details about testing remotely.

WARNING: When launching a test session, always be sure to select the correct assessment. To help with differentiating the tests, the assessments each have a differently colored background with a white-text label.

A test session must be created before students can log on to the secure student browser. For a student to take a specific test, the test must be included in the test session.

If a TA has mistakenly selected and administered the summative assessment when intending to administer an interim assessment or practice or training test, the TA should stop the test and notify the testing coordinator. The local educational agency (LEA) CAASPP coordinator or CAASPP test site coordinator will need to report the incident using the CAASPP Security and Administration Incident Reporting System (STAIRS)/ Appeals process. However, while all cases of accidental summative should be filed, not all cases will be eligible for a Reset Appeal.

Open the Test Administrator Interface and Approve Students for Testing—All Assessments

The TA must create a test session before students can log on to the Student Testing Site. For a student to take a specific test, it must be included in the 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.

WARNINGS: Check students' information and test settings before test sessions.

- A student who requires test settings other than universal tools must have the settings updated in TOMS before testing begins. For information about test settings, including accommodations, refer to the chapter describing student test settings in the [CAASPP and ELPAC TOMS User Guide](#) and the [Smarter Balanced Usability, Accessibility, and Accommodations Guidelines \(PDF\)](#).
- **If there is a student whose test settings are incorrect, do not approve the student for testing.** Instead, contact the LEA CAASPP coordinator or CAASPP test site coordinator to have the student's information updated in TOMS and reschedule the student's testing.

Beginning a Smarter Balanced PT Assessment

Follow these instructions to administer the computer-based Smarter Balanced PTs unless a student is assigned the non-embedded designated support for Simplified Test Directions. The TA must create a test session before students can log on to the Student Testing System (**but no more than 30 minutes prior or the system will time out**). 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 and should be written down.



The process for administering computer-based tests is as follows:

1. The TA selects tests and starts a test session in the Test Administrator Interface.
2. Students sign in and request approval for tests.
3. The TA reviews students' requests and approves them for testing.
4. Students complete and submit their tests.
5. The TA stops the test session and logs off.

For information about the testing process from a student's perspective, refer to the subsections [Signing In to the Student Testing Site](#) and [Features of the Student Testing Application](#).

WARNING: These instructions are for the administration of the Smarter Balanced Summative Assessments only. Using these instructions to administer a different assessment is a security incident that must be reported using the STAIRS/Appeals process.

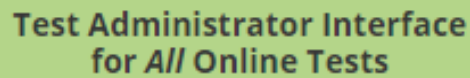
Guide to Administration Scripts

Icons	Definition of Meaning
	Indicates the test administrator's tasks or view
	Indicates the student's tasks or view

Beginning a Smarter Balanced PT Assessment (cont.)

Test Administrator

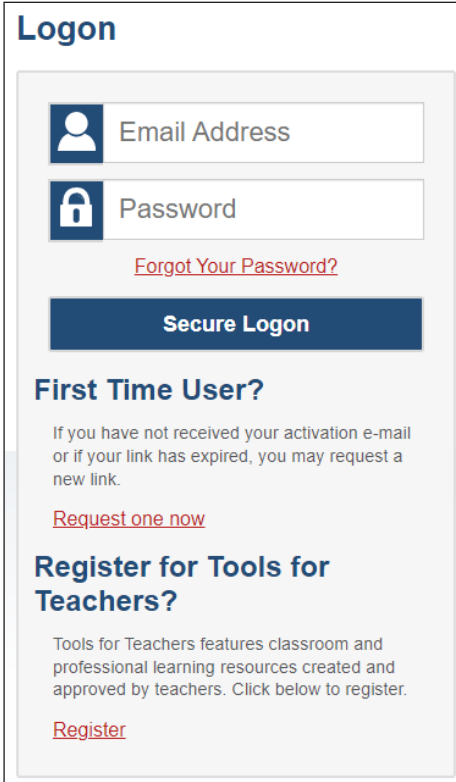
1. Navigate to the [CAASPP website](#) on a web browser.
2. Select the [Test Administrator Interface for All Online Tests] button, as shown in figure 1.



**Test Administrator Interface
for All Online Tests**

Figure 1. [Test Administrator Interface for All Online Tests] button

3. Log on to the Test Administrator Interface using the TA's sign-in credentials, as shown in figure 2.



Logon

[Forgot Your Password?](#)

Secure Logon

First Time User?

If you have not received your activation e-mail or if your link has expired, you may request a new link.

[Request one now](#)

Register for Tools for Teachers?

Tools for Teachers features classroom and professional learning resources created and approved by teachers. Click below to register.

[Register](#)

Figure 2. Test Administrator Interface *Logon* screen

Beginning a Smarter Balanced PT Assessment (cont.)

4. Once logged on to the Test Administrator Interface, the [Active Sessions] tab will appear. Select the [Join] button in the *Action* column (figure 3) to join a previously scheduled session, or select the [Start a New Session Now] button (figure 4) to start a new session.

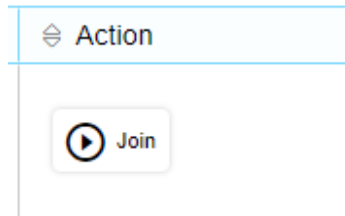


Figure 3. [Join] button in the Test Administrator Interface

5. Select the [Start a New Session Now] button (figure 4); this appears on the right side of the screen.

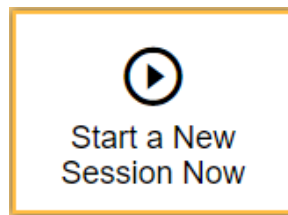


Figure 4. [Start a New Session Now] button

6. If the TA is associated with multiple schools, an "Important!" message appears after selecting the [Start a New Session Now] button. The TA must select the appropriate school from the *Select your School/District* drop-down list in this message and select the [Go] button, as shown in figure 5. The TA may only select one school or district at a time. Students who have the session ID and are enrolled in a different school than the one the TA selected will also be able to test in the same test session as students in other schools, if the TA has roles in multiple schools. To select a different school or district, the TA must log off and then log back on. **Regardless of their test site, students who are testing in person should be supervised at all times.**

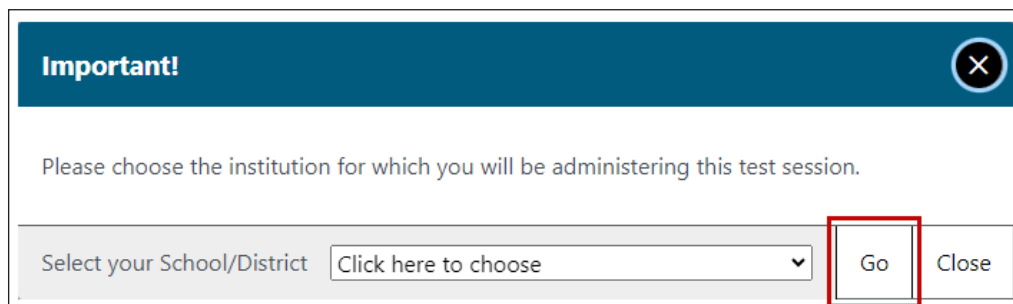


Figure 5. *Important!* message from the Test Administrator Interface

Beginning a Smarter Balanced PT Assessment (cont.)

7. The *Operational Test Selection* screen, as shown in figure 6, color-codes tests and groups them into various categories. A test group, such as “Smarter Balanced Summative Assessments,” may include one or more subgroups. All test groups and subgroups appear collapsed by default.

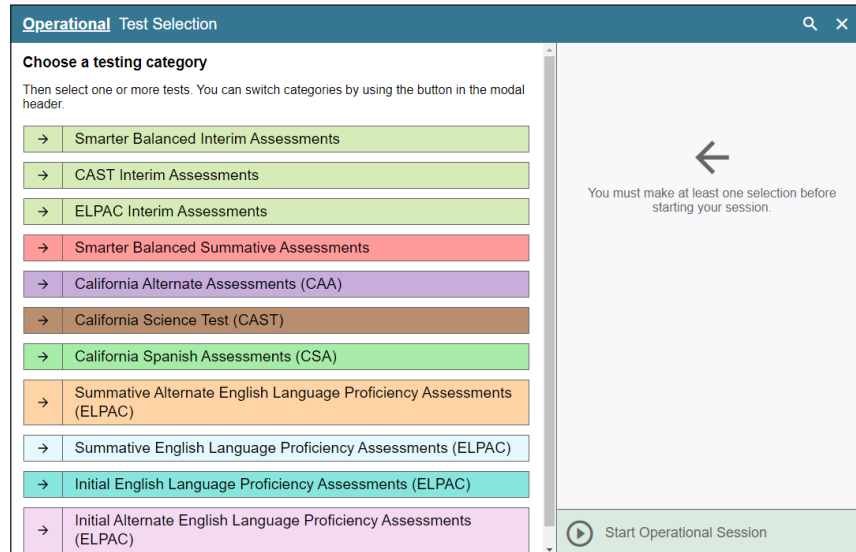


Figure 6. Operational Test Selection screen

8. To select a test or tests for the session, first select the test name and then use one of the following on-screen icons; these are indicated in figure 7:

- To expand a collapsed test group, select the **[Plus]** plus-sign **[+]** icon.
- To collapse a test group, select the **[Minus]** minus-sign **[-]** icon.
- To expand the list of all tests, select the **[Expand All]** outward arrows **[↔]** icon.
- To select individual tests, mark the checkbox for each test to be included.

Beginning a Smarter Balanced PT Assessment (cont.)

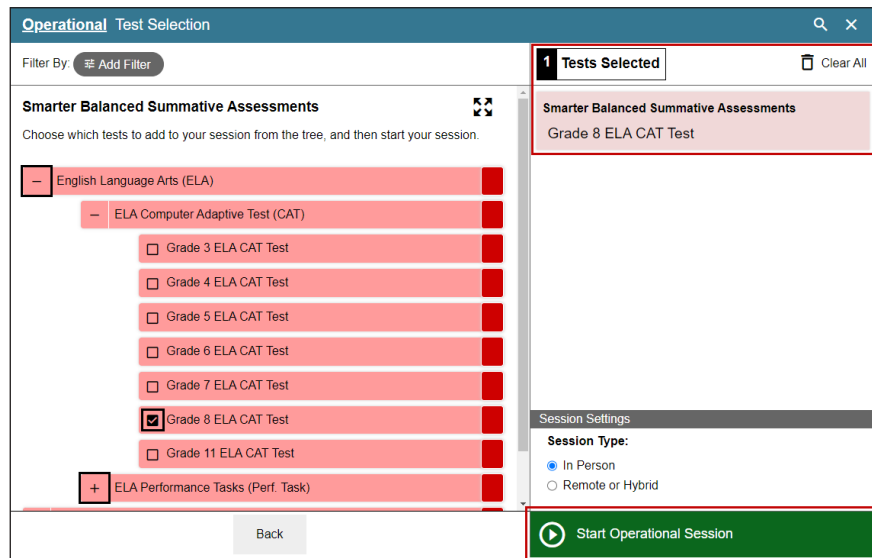


Figure 7. Selected tests in the *Operational Test Selection* screen

9. Either use the filtering feature to open specific grade-level or content-area assessments; or, to start the test, select the **[Start Operational Session]** button. These features are indicated in figure 8. Take the following steps to use the filtering feature:
- Select the **[Add Filter]** button **[Add Filter]** to access the filter panel.
 - Expand the available filter categories by selecting a **[Plus]** plus-sign **[+]** icon.

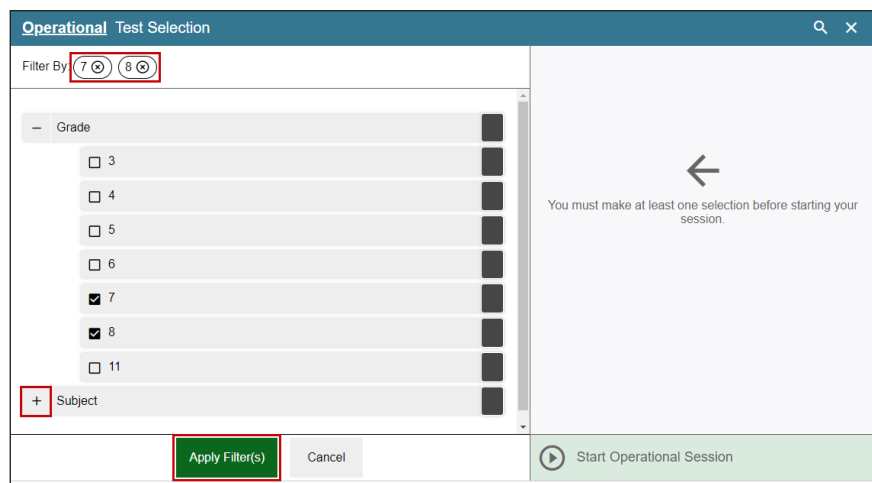



Figure 8. Sample *Operational Test Selection* screen with filtering option

- Select the criteria to filter. For example, to select all the tests in a content area, mark the checkbox for that group.
- Select the **[Apply Filter(s)]** button **[Apply Filter(s)]** (indicated in figure 8).

Beginning a Smarter Balanced PT Assessment (cont.)

- e) Remove the filter by selecting the [Remove Filter] "X" icon [] (indicated in figure 8).
- f) Select the [Start Operational Session] button to start the test (indicated in figure 9).

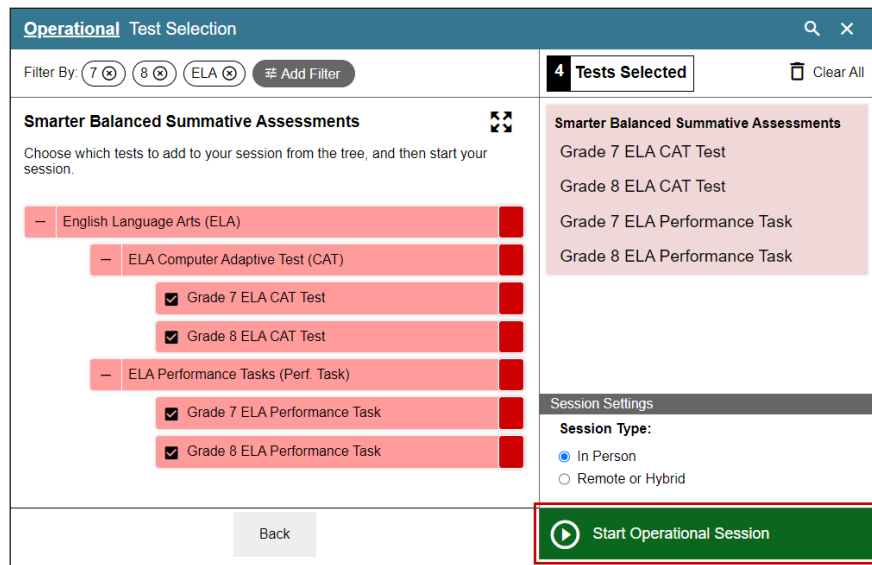


Figure 9. Sample *Operational Test Selection* screen with filtering applied

- 10. Because the TA is administering a Smarter Balanced assessment, there will be a warning letting the TA know that a summative assessment is about to be administered. If the TA selects [OK], as shown in figure 10, the TA can either continue with the test administration or exit from the Test Administrator Interface if the user selected a summative assessment unintentionally.

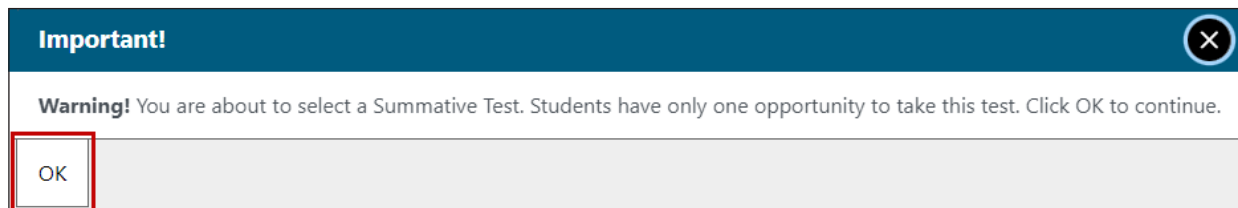


Figure 10. Smarter Balanced Summative Assessment confirmation box

Beginning a Smarter Balanced PT Assessment (cont.)

11. Inform students of the test session ID. The session ID is automatically generated upon selecting [**Start Operational Session**]. Write the session ID in a place where all students can clearly refer to it during group administrations. The current session ID also appears on the Test Administrator Interface screen saver when the screen saver is active. A sample of a session ID is shown in figure 11.

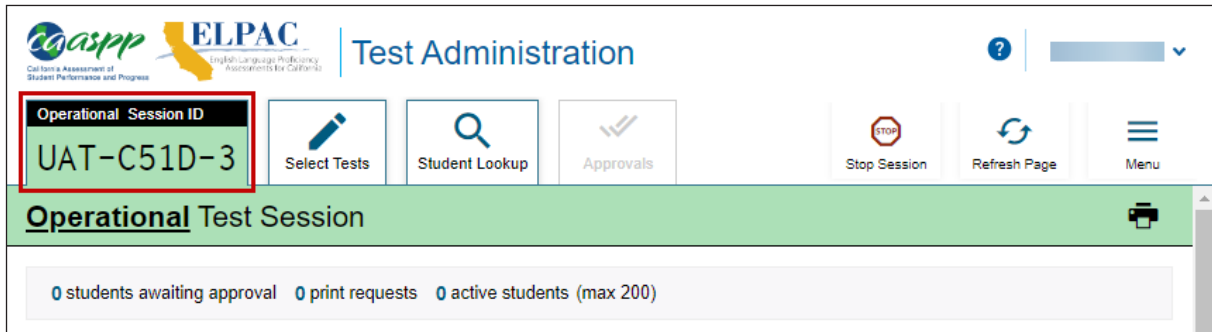


Figure 11. Sample session ID at the top of the Test Administrator Interface

12. Read the following SAY statement.

SAY: Today, you will take the [Smarter Balanced—insert grade, ELA/mathematics] test. You will be given a test session ID that is required to start the test. Before logging on, let's go over some test rules.

You must answer each question on the screen before selecting NEXT. If you are unsure of an answer, provide what you think is the best answer. If you would like to review that answer at a later time, mark the question for review before going on to the next question. You may go back and change the answer during this test session.

You may pause at any point in the test by selecting PAUSE rather than NEXT after answering a question. Please raise your hand if you need a break and ask permission before selecting PAUSE.

13. Read the following SAY statement for the ELA PT only.

SAY: This test is divided into segments. When you get to the end of a segment, you will be told to review your answers before moving on. Once you submit your answers and move on to the next segment, you will not be able to return to any of the questions in the previous segment.

Beginning a Smarter Balanced PT Assessment (cont.)

14. Read the following SAY statement and all subsequent SAY statements to everyone.

SAY: Your answers need to be your own work. Please keep your eyes on your own test and remember, there should be no talking. If you have a cell phone, smartwatch, or other nonapproved electronic devices, please turn off the device and put it away.

If you finish your test early, please sit quietly.

15. Logon tickets may be provided to each student. The logon tickets should provide the students' SSID (Statewide Student Identifier). Note that logon tickets are secure testing materials and should be securely destroyed after testing.

Student

16. Log on to the Student Testing Site through the secure browser.

Test Administrator

17. Direct students to sign in using the *Student Sign-In* screen. It is not necessary to read any italicized, asterisked sentences to students testing over multiple days who have already heard these instructions at least once.

SAY: Now we are ready to log on. Once you have logged on, you will have to wait for me to approve the test before you start. I'll be checking that you have correctly entered the test session ID and other information.

Enter your first name and SSID number, as listed on your logon ticket. Then enter the test session ID. **Raise your hand if you need help typing this information on your keyboard.*

Beginning a Smarter Balanced PT Assessment (cont.)

Student

18. Sign in using the *Student Sign-In* screen, as shown in figure 12.

Please Sign In

First Name:
EX: JORDAN

SSID:
EX: 123456789

Session ID:
CA

Browser: Secure v16

Operational Test Site

This is the **Operational Test Site**
If you want to go to the Practice and Training Test Site click the button below

Go to the Practice and Training Test Site

Operational Test Site

Sign In

Figure 12. *Student Sign In* screen

Test Administrator

19. Ensure that all students have successfully entered their information. If a student is unable to log on, the student will be prompted to try again and provided with a message describing the reason. If the student is still having difficulty, the student should indicate to the TA what is incorrect; a TA may assist students with logging on, if necessary. The TA can look up the correct information using the Student Lookup function on the TA Interface or in TOMS. If the issue cannot be resolved, the TA should tell the student to select [No] to end the logon process and then contact the CAASPP test site coordinator to determine the next steps.

SAY: Now select SIGN IN. Once you have successfully logged on, you will see a screen with your first name and other information about you. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.

Beginning a Smarter Balanced PT Assessment (cont.)

Student

20. Verify identity by selecting [No] or [Yes], as shown in figure 13.

Is This You?
Please review the following information.

First Name [REDACTED]	SSID: [REDACTED]
Grade 08	School: [REDACTED]
State California	

Operational Test Site

Figure 13. *Is This You?* screen

Test Administrator

21. Inform students of the test type (ELA or mathematics PT) in which they are participating today.

SAY: On the next screen, select the [INSERT NAME OF TEST (e.g., ELA Grade 4 PT)], and then select **START TEST**. After you have selected your test, you will see a screen with a moving bar and message saying that you are waiting for test administrator approval. Please wait quietly while I check and approve each of your tests.

Only the tests that the TA selected for the test session for which students are eligible are selectable by students. Because students may be able to select from more than one test—for example, a PT and a CAT in both ELA and mathematics—the TA should direct students to select the appropriate test name based on the intended assessment (ELA or mathematics) and type, which is PT. The TA should contact the CAASPP test site coordinator if unsure of the content area or assessment that is being administered.

The sample shown in figure 14 is from the practice and training test interface.

Beginning a Smarter Balanced PT Assessment (cont.)

Student

22. Select the test to take, as shown in figure 14.

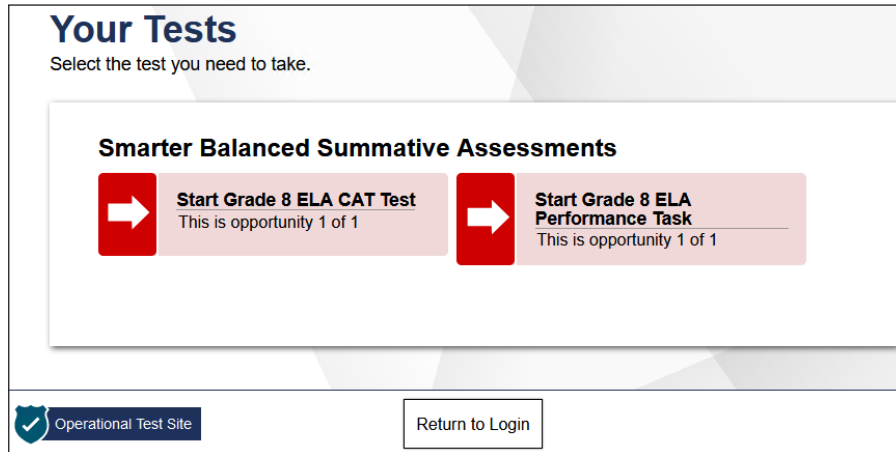


Figure 14. *Your Tests* selection screen

23. Wait for the TA's approval, as shown in figure 15.

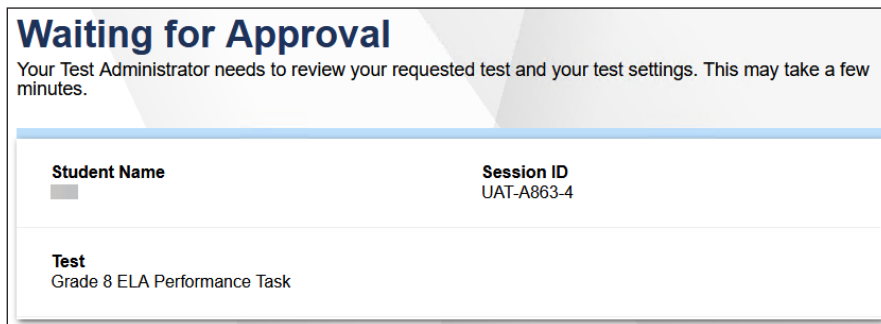


Figure 15. *Waiting for Approval* screen

Beginning a Smarter Balanced PT Assessment (cont.)

Test Administrator

24. Approve students to test by selecting the [Approve] check mark [✓] icon in the *Actions* column for individual students or the [Approve All Students] button, as indicated in figure 16, for each group of tests. Select the [View] eye [👁] icon, also in figure 16, to view the student’s settings for the current test. (For example, if the student had been assigned the designated support to turn off any universal tool(s), the TA can toggle the universal tools on and off.) “Custom” in the *See Details* column indicates the student has been assigned test settings. Refer to the [Types of Resources](#) subsection of the [CAASPP and ELPAC Accessibility Guide](#) for the accessibility resources—both embedded and non-embedded—that are available for the CAASPP.

If a student’s test settings are incorrect, deny the student; the TA should contact the LEA CAASPP coordinator or CAASPP test site coordinator to correct the test settings in TOMS; and test the student on another day. **Ensuring the test settings are correct before the student begins testing is critical to avoid the need for a test reset that may result in additional testing for the student later.**

The TA should also ensure that students selected the correct assessment; students who are awaiting approval for an incorrect assessment should be denied approval. These students should log on again and select the correct test. **It is very important that the TA pays close attention to the test name prior to approval to be sure it is the correct test to be administered at that time.**

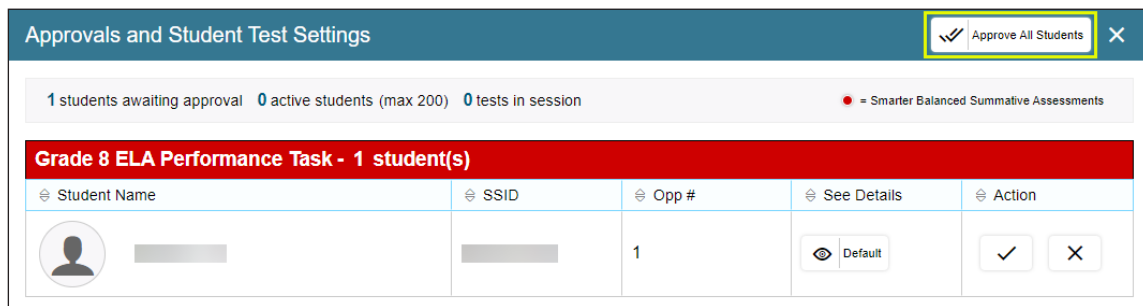


Figure 16. Approvals and Student Test Settings screen

25. Have students run the sound and video checks. All students will have the sound and video playback check. Only students who are using the text-to-speech resource also have the text-to-speech sound check. Only students who are using the speech-to-text resource have the recording device check.

SAY: Next you should see a screen that prompts you to check that the sound and video on your computer are working. Put your headsets on and select the triangle PLAY button. If you hear the music and see the moving musical notes, select the [I could play the video and sound] button. If not, raise your hand.

Beginning a Smarter Balanced PT Assessment (cont.)

Student

26. If beginning a test that has listening items, complete the audio and video checks with headphones. Test with the listening items audio and video check, as shown in figure 17.

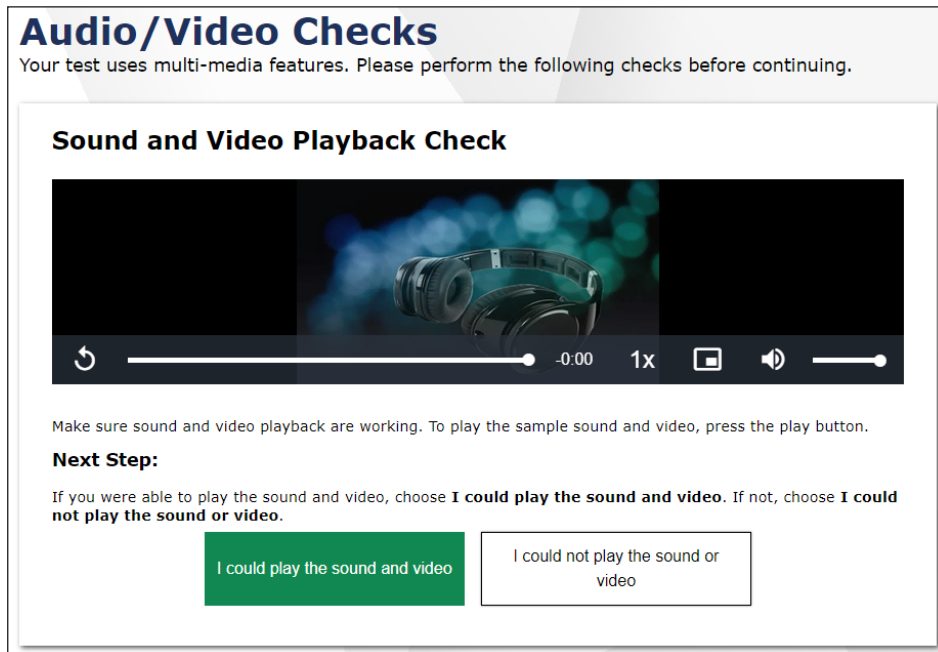


Figure 17. Sound and Video Playback Check page

NOTE: The SAY statements in steps 27 and 29 are only for students taking any assessment using the text-to-speech and speech-to-text resources. If no student is using either of these resources, continue to step 32.

Test Administrator

27. (only for students taking any assessment using the text-to-speech resource)


SAY: Next you should see a screen that prompts you to check that the sound on your computer is working. Put your headsets on and select the icon of the speaker in the circle to hear the voice. If you hear the voice, select [I heard the voice]. If not, raise your hand.

Beginning a Smarter Balanced PT Assessment (cont.)

Student

28. If assigned text-to-speech, complete the audio checks with headphones. Test with text-to-speech audio check, as shown in figure 18.

Text-to-Speech Sound Check
Make sure text-to-speech is working.

 Press the speaker button. You should hear a voice speak the following sentence: "This text is being read aloud."

Sound Settings
Current Voice Pack: Microsoft David - English (United States) ▾

Use the sliders to adjust the available Text-to-Speech settings.

Volume
10

Pitch
10

Rate
10

Next Step:
If you heard the voice clearly, choose **I heard the voice**. If not, choose **I did not hear the voice**. To continue testing without checking text-to-speech, choose **Skip TTS Check**.

Figure 18. *Text-to-Speech Sound Check* screen

Test Administrator

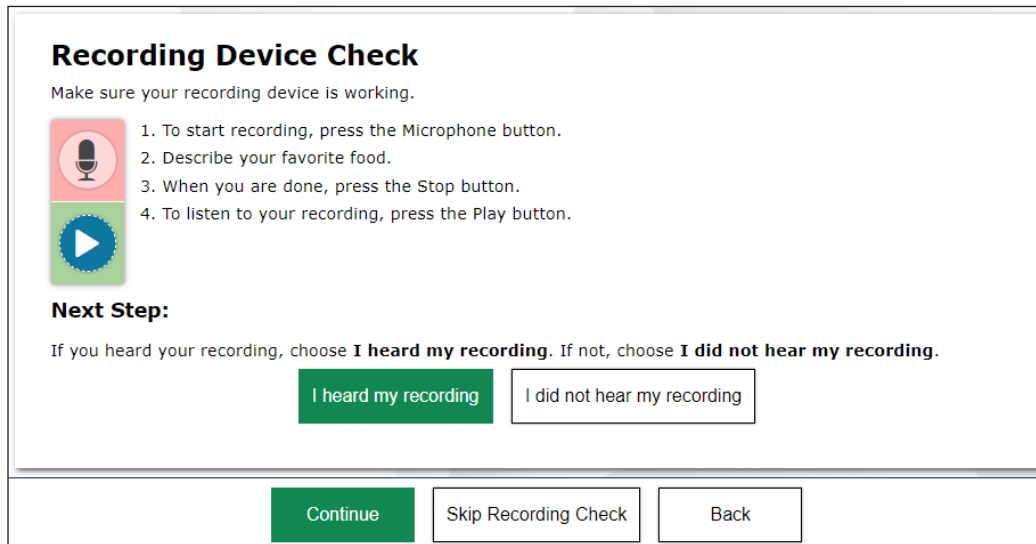
29. *(only for students taking any assessment using the speech-to-text resource)*

SAY: You should see a screen that prompts you to check that your recording device is working. Put your headsets on and select the icon of the microphone in a circle to record the sound. Follow the rest of the instructions on the screen to record your voice and then listen to your recording. If you hear your voice, select [I heard my recording]. If not, raise your hand.

Beginning a Smarter Balanced PT Assessment (cont.)

Student

30. If assigned speech-to-text, complete the recording device check with headphones. Test with the recording device check, as shown in figure 19.



Recording Device Check
Make sure your recording device is working.

1. To start recording, press the Microphone button.
2. Describe your favorite food.
3. When you are done, press the Stop button.
4. To listen to your recording, press the Play button.

Next Step:
If you heard your recording, choose **I heard my recording**. If not, choose **I did not hear my recording**.

Figure 19. Recording Device Check screen

Test Administrator

31. If audio issues occur, do the following:

- a) Ensure headphones are securely plugged in to the correct jack or USB port.
- b) If the headphones have a volume control, ensure the volume is not muted.
- c) Ensure that the audio on the device is not muted (often via a control panel or settings window).
- d) If the student is still experiencing issues, contact the CAASPP test site coordinator or school technology coordinator.

32. Tell students how to take the test.

SAY: Before your test appears, you will see a tutorial page listing the test tools and buttons that you may use during the test or that will appear on the test. You can also find this information during your test by selecting the HELP button.

When you are ready to begin your test, select **BEGIN TEST NOW** at the bottom of the page.

Beginning a Smarter Balanced PT Assessment (cont.)

Student

33. Select [**Begin Test Now**], as shown in figure 20, to begin testing.

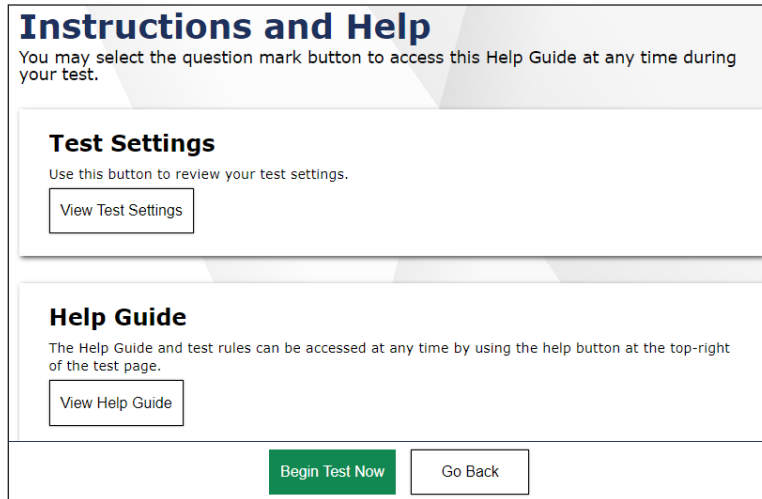


Figure 20. *Instructions and Help* screen

Test Administrator

34. Continue with the instructions in the next subsections, [Monitoring Student Progress](#) and [Ending a Test Session](#).

Monitoring Student Progress

Test Selection

Test Administrator

It is very important that TAs monitor student progress throughout the test session. This includes verifying that students are participating in the PT for the appropriate content area.

The TA monitors the test each student is taking by referring to the *Tests* table in the Test Administrator Interface, shown in figure 21. Note that the list of student names can be sorted by column headings. This site will not show test items or scores but will show the TA the percentage of items that have been delivered to the student.

In the event a student is taking an incorrect test, the TA should pause the student's test. The TA should then instruct the student to log off and log on again to select the correct test. The *Test* column is called out in figure 21.

The screenshot shows the 'Test Administration' interface. At the top, there are logos for CAASPP and ELPAC, and a 'Test Administration' title. Below this, there's a 'Operational Session ID' field with the value 'UAT-A0D4-3'. There are three tabs: 'Select Tests', 'Student Lookup', and 'Approvals'. On the right, there are buttons for 'Stop Session', 'Refresh Page', and 'Menu'. Below the tabs, there's a green bar labeled 'Operational Test Session'. Underneath, it shows '0 students awaiting approval', '0 print requests', and '1 active students (max 200)'. There's a red dot indicating 'Smarter Balanced Summative Assessments'. The main section is titled 'Tests without issue' and contains a table with columns: 'Student Information', 'Test', 'Opp #', 'Progress', 'Test Settings', and 'Actions'. The 'Test' column is highlighted with a red box. The row shows 'Grade 8 ELA Performance Task' in the 'Test' column, '1' in the 'Opp #' column, and a progress bar showing '50% total - Started' in the 'Progress' column. Below the table, there's an 'Instructions' section with three numbered steps: 1. Start Session, 2. Approve Students, and 3. Monitor Progress.

Figure 21. Monitoring student progress in the Test Administrator Interface

WARNING: If the student has already begun to test with incorrect test settings, the test needs to be reset and the settings need to be corrected in TOMS by the CAASPP test site coordinator or LEA CAASPP coordinator. To reset the test, the LEA CAASPP coordinator or CAASPP test site coordinator must report the incident using the STAIRS/Appeals process and submit an Appeal.

Monitoring Student Progress (cont.)

In the rare event that a student starts a test unintentionally (for example, if the student selected a PT instead of a CAT, or selected mathematics instead of ELA), the test's expiration timeline will be activated. If a student is unable to return to and complete the test before it expires in 15 days (PT) or 45 days, the CAASPP test site coordinator or LEA CAASPP coordinator must use the STAIRS/Appeals process to report the incident and submit an Appeal to reopen the test.

Test Security

Once students have started the Smarter Balanced assessment, the TA should monitor the room to ensure that all conditions of test security are maintained. If the TA witnesses or suspects the possibility of a test security incident, the TA should contact the CAASPP test site coordinator, the LEA CAASPP coordinator, or both of these coordinators immediately in accordance with the security guidance provided in this manual.

Student Directions During Testing

While the Test Administrator Interface is designed to refresh automatically every minute, the TA can refresh it manually at any time by selecting the [**Refresh Page**] button at the top right corner of the page.

WARNING: Do **not** use the web browser's [**Refresh**] button to refresh the Test Administrator Interface. Instead, use the [**Refresh Page**] button in the Test Administrator Interface to update screen information manually.

If the TA notices that a student is off task, the TA may say the following statement to the student, **verbatim**, to keep the student focused.

SAY: It is important that you do your best. Do you need to pause the test and take a break?

If a student is concerned about an item, direct the student to review a tutorial by reading the following script **verbatim**.

SAY: Try your best and choose the answer that makes the most sense to you. If you are unsure about how a question works, you can review a tutorial by selecting the “tutorial” option from the context menu.

Monitoring Student Progress (cont.)

WARNINGS:

- Always write down the session ID for possible future use. If the Test Administrator Interface web browser is accidentally closed while students are still testing, the session will remain open until it times out after 30 minutes. The TA can open the web browser and navigate back to the Test Administrator Interface. The TA will be prompted to enter the active session ID.
- As a security measure, TAs are automatically logged off the Test Administrator Interface after 30 minutes of TA user inactivity and student inactivity in the test session, which will result in closing the test session. If this occurs, the TA will have to create a new session and the students will have to log on to the new session to resume testing. When starting a new session, the TAs should give the students the new session ID so they can log on and resume testing.

Ending a Test Session

Test Administrator

1. When there are approximately 10 minutes left in the test session, the TA should give students a brief warning.

SAY: We are nearing the end of this test session. Please review your answers, including any questions you marked for review now. Do not submit your test unless you have answered all of the questions.

Submitting Tests

Test Administrator

1. After answering the last item in each segment, each student is presented with a screen prompting the student to review answers within that segment of the test prior to submitting. The Mark for Review function is provided as a reminder to the student that the student had a question or concern about a particular item. However, a student cannot return to items in segments that have been submitted.

After answering the last question, students must submit their tests. If students would like to review their answers before submitting their test, they should select an item number to review and then **[SUBMIT TEST]** after they finish reviewing all desired items. Once a student selects **[SUBMIT TEST]**, the student will not be able to review answers.

2. Read the following for students who will continue testing on another day.

SAY: Please write your name on your scratch paper if you are not finished with the performance task. I will collect it for use during the next test session.

If you have answered all the questions on your test and have finished reviewing your answers, select SUBMIT TEST. I will now collect any scratch paper or other materials.

Ending a Test Session (cont.)

TAs should select [**Stop Session**] to end the test session; when selected, the *Important!* message box appears (figure 22). However, ending the test session will pause any student test in the session that is still in progress.

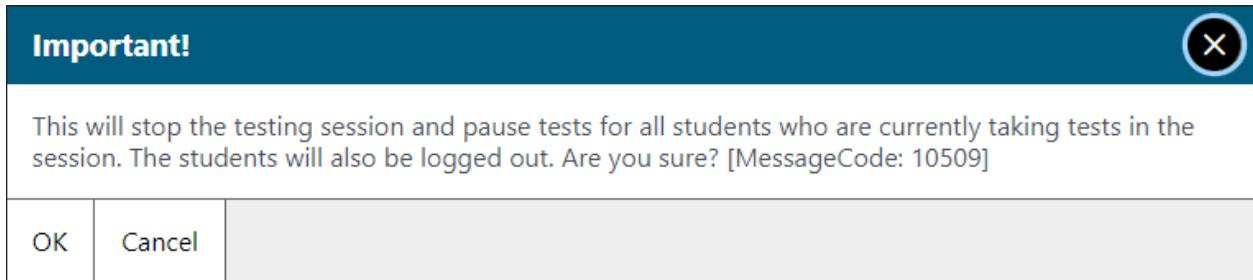


Figure 22. *Important!* message box

When finished, TAs can log off the Test Administrator Interface by selecting the [*Name*] drop-down list at the top right and then selecting *Logout*. TAs should also collect any scratch paper (and graph paper for mathematics in grades six and up) and follow procedures for local secure destruction as outlined in the [Handling Secure Materials](#) section.

Logging Off

Use caution when logging off the Test Administrator Interface, as this will log off other related systems (for example, TOMS). To log off the Test Administrator Interface, select the [*Name*] drop-down list in the top-right corner of the screen, and then select *Logout* (shown in figure 23).

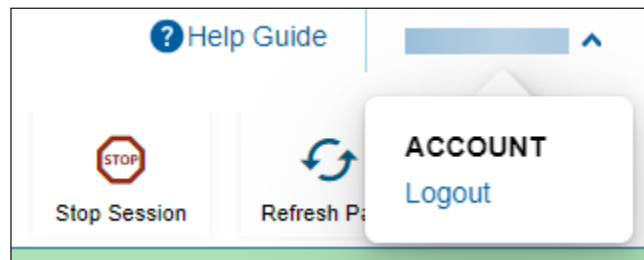


Figure 23. *Logout* option under the [*Name*] drop-down list

Once the Test Administrator Interface is closed, the TA will not be able to resume the test session and will need to create a new test session to continue testing.