

Test Administration Quick Guide

The Online Testing System has two components:

- Test Administrators (TAs) use the TA Interface to create and manage test sessions.
- Students use the Student Testing Site to take the tests.

TA Interface: Login and Test Setup

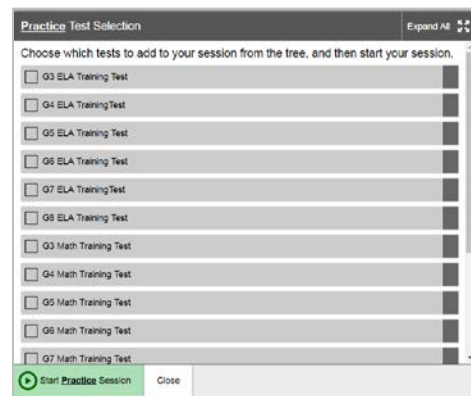
1. On the North Dakota State Assessment portal (www.ndsa.portal.airast.org), select your user role.
2. Click the **TA Interface** card. The login page appears.
3. Enter your email address and password.
4. Click **Secure Login**. The TA Interface appears.

TA Interface Card



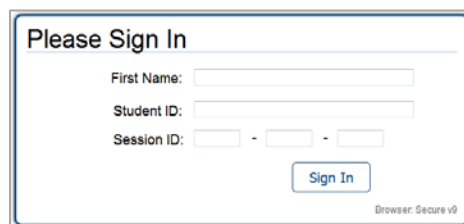
5. Start a test session.
 - a. In the **Test Selection** window, select the tests to administer.
 - b. Click **Start Session**. The session ID appears at the top of the page.
6. Provide the session ID to the students signing in to your test session.

TA Interface: Select Tests, Start Session






7. Have students sign in to the Student Testing Site using their first name, SSID, and the session ID from step 5.b. For more information about the student login process, see the section [For Students: About the Testing Process](#).

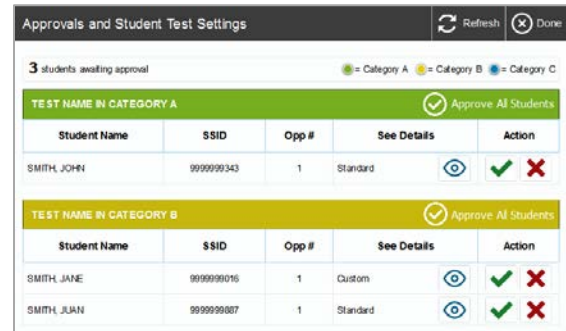
Student Testing Site: Sign In



8. When students select tests, the **Approvals** box in the upper-right corner of the TA Interface shows notifications. Click **Approvals** to view the list of students awaiting approval.

- To review and update a student's test settings and accommodations, click  in that student's row.
- To approve an individual student for testing, click .
- To deny a student for testing, click  and enter the reason in the box.
- To approve all students for a given test or segment, click **Approve All Students** for that test or segment.

TA Interface: Approve Students

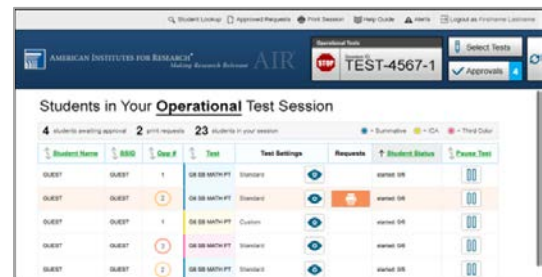


Approvals and Student Test Settings				
3 students awaiting approval				
TEST NAME IN CATEGORY A				
Student Name	SSID	Opp #	See Details	Action
SMITH, JOHN	999999343	1	Standard	
TEST NAME IN CATEGORY B				
Student Name	SSID	Opp #	See Details	Action
SMITH, JANE	999999016	1	Custom	
SMITH, JUAN	999999007	1	Standard	



9. Monitor the students' progress throughout their tests. Students' test statuses appear in the Student Status column of the **Students in Your Test Session** table.

This column also displays the number of test questions the student has answered.

TA Interface: Students Currently Testing




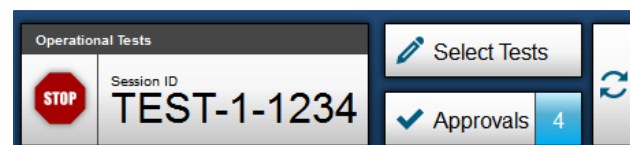
Student Name	SSID	Opp #	Test	Test Settings	Requests	Student Status	Pause Test
QUEST	QUEST	1	08 08 MATH PT	Standard	0	0/0	
QUEST	QUEST	1	08 08 MATH PT	Standard	0	0/0	
QUEST	QUEST	1	08 08 MATH PT	Custom	0	0/0	
QUEST	QUEST	1	08 08 MATH PT	Standard	0	0/0	
QUEST	QUEST	1	08 08 MATH PT	Standard	0	0/0	

- Click  to pause an individual student's test. If a student's test is paused for more than 20 minutes, that student cannot review any questions completed before the test was paused.
- Click  to view a student's full information, including current test settings.

10. When the time is up, stop the test session and log out.

TA Interface: Stop Session

- a. Click  to stop the session and automatically pause any in-progress tests in your session.
- b. Click **Log Out** to exit the TA Interface.
- c. Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, start a new session.



For Students: About the Testing Process

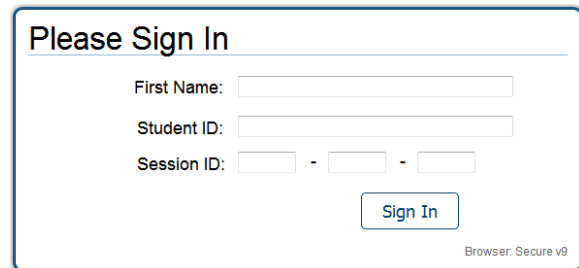
Sign In

1. Open the secure browser. The **Student Sign-In** page appears.
2. Enter your first name, SSID, and the session ID.
3. Select **Sign In**.

Common Login Errors:

- **The first name and SSID do not match.** This indicates that the first name entered does not match the first name associated with the SSID.
- **The session ID is not available.** The session ID entered is not an available test session. Verify that you entered the session ID correctly.

Students: Secure Browser Sign-In Page



Please Sign In

First Name:

Student ID:

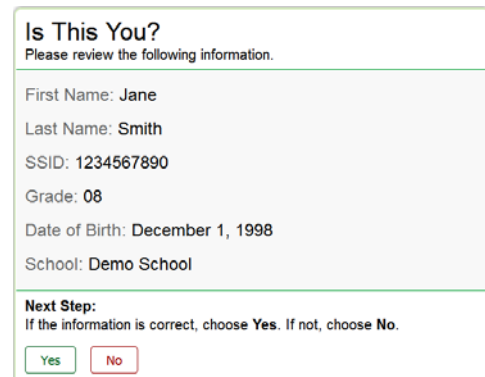
Session ID: - -

Browser: Secure v9

Verify Student Information

4. After you sign in, the **Is This You?** page appears. Verify that the information on this page is correct.
 - a. If you are signed in as a guest, select your grade from the **Student Grade Level** drop-down list.
5. Select **Yes** to continue.

Students: Is This You? Page



Is This You?
Please review the following information.

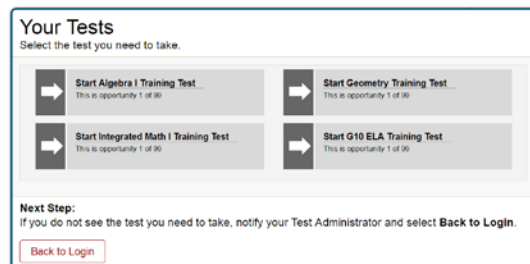
First Name: Jane
Last Name: Smith
SSID: 1234567890
Grade: 08
Date of Birth: December 1, 1998
School: Demo School

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

Select an Available Test

6. On the **Your Tests** page, select the test you need to take.
7. Wait for the TA to check your test settings and approve your participation.

Students: Your Tests Page



Your Tests
Select the test you need to take.

<input type="button" value="Start Algebra I Training Test"/> This is opportunity 1 of 96	<input type="button" value="Start Geometry Training Test"/> This is opportunity 1 of 96
<input type="button" value="Start Integrated Math I Training Test"/> This is opportunity 1 of 96	<input type="button" value="Start G10 ELA Training Test"/> This is opportunity 1 of 96

Next Step:
If you do not see the test you need to take, notify your Test Administrator and select **Back to Login**.

Select an Available Test

Verify Test Information

8. Review the information on the ***Is This Your Test?*** page and verify that your test settings are correct.
9. Select **Yes** when you are ready. The ***Functionality Check*** pages may appear, depending on the test.
 - a. If you are testing with text-to-speech (TTS), play the sample TTS audio to verify that it reads the text aloud.
 - b. If the test contains audio content, play the sample audio to verify that you can hear it clearly.
 - c. If the test contains verbal response questions, record an audio sample and play it back to verify that your microphone is functioning properly.
10. On the ***Test Instructions and Help*** page, select **Begin Test Now** to start the test.

Is This Your Test? Page

Choose Settings:
Review the following test settings. You can change the options, if necessary.

G3 Math Training Test

Visual Assistance Tools

Audio Settings	<input type="checkbox"/> OFF
Braille Type	Not Applicable
Color Contrast	Black on White (default)
Emboss	None
Emboss Request Type	Not Applicable
Mouse Pointer	System Default
Presentation	English
Streamline	<input type="checkbox"/> OFF
Zoom	No default zoom applied

Integration with Assistive Technology

Mute System Volume	<input type="checkbox"/> OFF (read items and Passages Al)
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Concentration Assistance Tools

Expandable Items	<input checked="" type="checkbox"/> ON
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Literacy Assistance Tools

Text-to-Speech	Instructions Passages and Items
Translations (Glossaries)	English Glossary

Next Step:
To test with these settings, choose **Select**. To select a different test, choose **Go Back**.

Complete the Test

11. On each page of the test, answer all the questions before selecting **Next** to proceed to the next page.
12. After completing the last question on the test, select **End Test**.
13. On the ***End Test*** page, select a question number to return to the test and review answers, or select **Submit Test** to complete the testing process. Once you submit the test, you can no longer modify any responses.

End Test Page

Congratulations, you reached the end of the test!
If you need to review your answers, select the question number you wish to review. A flag icon appears for any questions that you marked for review.

You have marked questions. Review these questions before submitting your test.

Questions:

1 2 3 4 5

Next Step:
When you are done reviewing your answers, select **Submit Test**. You cannot change your answers after you submit the test.