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

- Navigate to the NDSA Portal (www.ndsa.portal.airst.org).

- Select NDSA Assessment .

- Select the appropriate TA Site:

    o To access operational Test Administration, click **Test Administration**.

    o To access the Training Tests, click **Training Test Administration**.

- The login page appears. Enter your email address and password.

- Click **Secure Login**. The selected TA Site appears.

    o If you have not logged in using this browser before, or if you have cleared your browser cache, the ***Enter Code*** page appears and an email containing an authentication code is sent to your address.

        - In the *Enter Emailed Code* field, enter the emailed code.

        Click **Submit** to view the TA Site.

        Note: You must use the authentication code within 15 minutes of the email being sent. If the code has expired, click **Resend Code** to request a new code.

    o If you receive a warning message about the Non-Disclosure Agreement (NDA), you must sign the NDA in TIDE and then log in again.

Portal Cards

Card for Test Administration

Cards for TA Training Site

Login Page

Enter Code Page

How to Create a New Test Session

1. If the *Test Selection* window is not open, click **Select Tests** in the upper-right corner of the TA Site (otherwise skip to step 2).

2. To select tests for the session, do one of the following:

   - To select individual tests, mark the checkbox for each test you want to include.

   - To select all the tests in a test group, mark the checkbox for that group.

Please note, the *Test Selection* window color-codes tests and groups them into various categories. A test group may include one or more sub-groups. All test groups and sub-groups appear collapsed by default.

   - To expand a test group, click ✚ (or **Expand All**). To collapse an expanded test group, click ▬ (or **Collapse All**).

3. In the lower-left corner of the window, click **Start Session** (the exact label for this button may vary depending on whether you are starting a training or operational session).

4. The Session ID appears on the TA Site. Provide the Session ID to your students. Please remember to write down the Session ID in case you accidentally close the browser window and need to return to the active test session.

TA Interface: Select Tests, Start Session
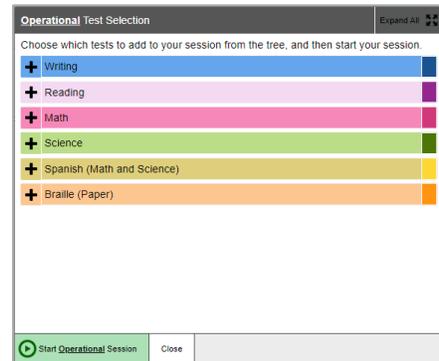
Student Testing Site: Sign In
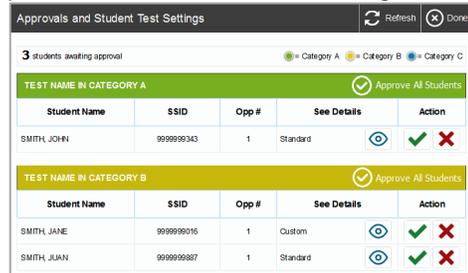

Test Session ID

How to Approve Students for Testing

After students sign in to the Student Testing Site and select tests, you must verify that their settings and accommodations are correct before approving them for testing.
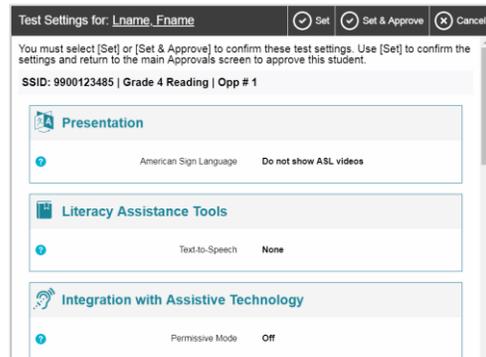
1. Click **Approvals**. The ***Approvals and Student Test Settings*** window appears displaying a list of students grouped by test.

2. To check a student's test settings and accommodations, click 👁 for that student. The student's information appears in the ***Test Settings*** window.

   a. If any settings are incorrect, update them as required. Students should not begin testing until their settings are correct.

      • Editable settings must be updated in this window, while read-only settings must be updated in TIDE.

   b. Do one of the following:

      • To confirm the settings, click **Set**. You must still approve the student for testing (see step 8).

      • To confirm the settings and approve the student, click **Set & Approve**.

Approvals and Student Test Settings Window

TA Interface: Edit Student Test Settings

      • To return to the ***Approvals and Student Test Settings*** window without confirming settings, click **Cancel**.

3. Repeat step **Error! Reference source not found.** for each student in the ***Approvals and Student Test Settings*** list. Since the **Approvals and Student Test Settings** window does not automatically refresh, click **Refresh** at the top of the window to update the list of students awaiting approval.

4. If you need to deny a student access to testing, do the following (otherwise skip to step 8):

5. Click ✖ for that student.

6. *Optional:* In the window that appears, enter a brief reason for denying the student.

7. Click **Deny**. The student receives a message explaining the reason for the denial and is logged out. The student can still request access to the test again.

8. If you wish to approve students directly from the ***Approvals and Student Test Settings*** window, do the following:

   • To approve individual students, click ✔ for each student.

- To approve all students for a given test or segment, click **Approve All Students** for that test or segment.
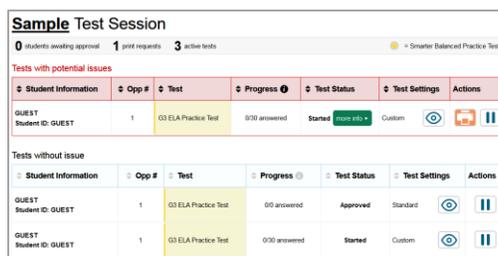
How to Monitor a Students' Test Progress

You can monitor the testing progress for each student logged in to your session from the table(s) displayed on the TA Site.

At the start of the test, all your students will be listed in the **Tests without issues** table. If TDS detects that a student requires assistance, such as a student has a pending print request, or a student's test has been paused due to an environment security breach or due to the launching of a forbidden application, the **Tests with potential issues** table appears at the top. The top table lists the students who need intervention and the bottom table lists the other students in your session.

The table(s) refresh at regular intervals, but you can also refresh it manually by clicking ⟳ in the upper-right corner of the TA Site. You can also sort the tables by a given column by clicking the column header.

Table(s) for Monitoring Students' Test Progress

How to Pause a Student's Test

1. In the Actions column of the table(s) for monitoring students' test progress, click ⏸ for the student whose test you wish to pause.

2. Click **Yes** to confirm. The Online Testing System logs the student out.

How to Stop a Test Session

When students finish testing, or the current testing timeslot is over, you should stop the test session. Stopping a session automatically logs out all the students in the session and pauses their tests.

Once you stop a test session, you cannot resume it. To resume testing students, you must start a new session. Please note, the Online Testing System automatically logs you out after 20 minutes of both user and student inactivity in the session. This action automatically stops the test session.

In the upper-right corner of the TA Site, click , then click **OK** in the confirmation message that appears. The test session stops.
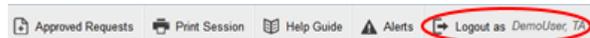
Stop Test Session Button

How to Stop a Test Session

1. In the banner, click . A warning message appears.

Log Out Button

2. In the warning message, click **Log Out**. The NDSA Portal appears.

For Students: About the Testing Process

How to Sign in to the Secure Browser or Take a Test App

1. Launch the Secure Browser or Take a Test app on the student's testing device. The ***Student Sign-In*** page appears.

2. Next, students enter the following information:

   a. In the *First Name* and *SSID* fields, students enter their first name and SSID as they appear in TIDE.

   b. In the *Session ID* field, students enter the Session ID as it appears on the TA Site. The first part of the three-part session ID that indicates whether a student is on the Student Testing Site or the Student Training Site is pre-filled.

Student Testing Site Student Sign-In Page
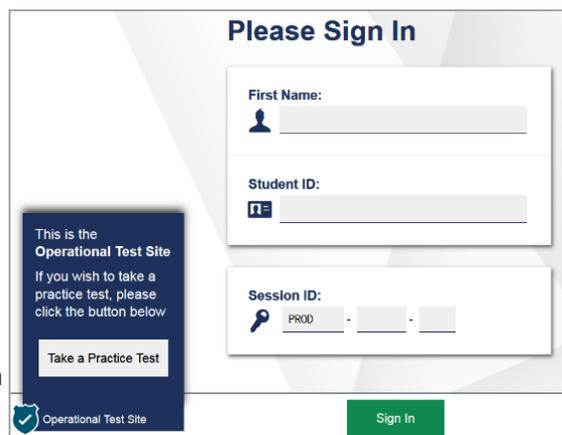
3. Students select **Sign In**. The ***Is This You?*** page appears.

How to Verify Student Information

After signing in to the Student Testing Site, students must verify their personal information on the *Is This You?* page.

- If all the information on the *Is This You?* page is correct, the student selects **Yes** to proceed.

- If any of the information is incorrect, the student must select **No**.

You must notify the appropriate school personnel that the student's information is incorrect. Incorrect student demographic information must be updated before the student begins testing

Is This You? Page

How to Select a Test

1. From the *Your Tests Page* that lists a student's eligible tests in color-coded categories, the student selects the name of the test.

   - If a student's required test is inactive or not displayed, the student should log out. You should verify the test session includes the correct tests and add additional tests, if necessary.

2. The student's request is sent to the TA for approval and the student is taken to the *Waiting for Approval* page. After you approve the student for testing, the student can proceed to the next step:

   - If starting a new test, a student must complete the login process before beginning testing.

   - If resuming a paused test, the student will be directly taken to the test page where the student stopped the test based on the applicable pause rules.

Your Tests Page

Waiting for Approval Page

How to Verify Test Information

- If the settings are correct, the student selects **Looks Good** to continue.

- If the settings are incorrect, the student should select **Back to Login** to log out of the Student Testing Site.

After you correct the student's test settings, the student must sign in and request approval again.

Your Test Settings Page
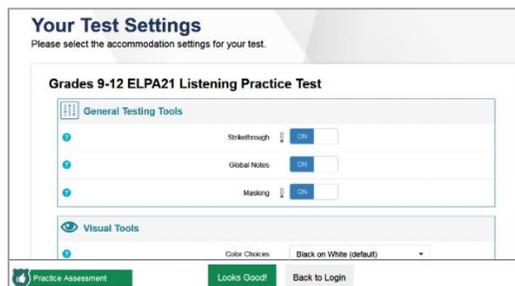
How to Check Student Device Functionality

1. From the ***Audio/Video Checks*** page that displays each required functionality check in its own panel, the student verifies each functionality as explained below.

2. Once all functionality checks have been verified, the student selects **Continue** to proceed to the ***Instructions and Help*** page.

Audio/Video Checks Page

How to View Instructions and Begin Testing

- To review their test settings, students select **View Test Settings**. To close the window, students select **OK**.

- To view the help guide, students select **View Help Guide**. To close the window, students select **Back**.

1. To start the test, students select **Begin Test Now**.

Instructions and Help Page

How to Complete a Test Segment

In segmented tests, the *End Segment* page appears after students finish the last question in a segment where students can review questions from the current segment (and earlier segments, if allowed) or proceed to the next segment.

To review questions, students select a question number.

– A flag (⚑) icon appears for any questions marked for review.

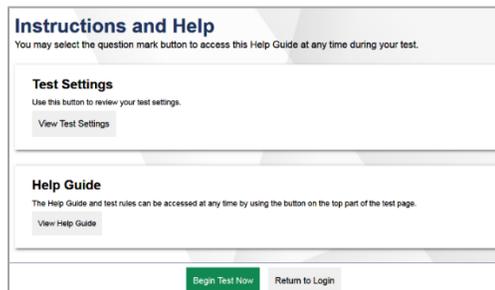To move to the next segment, students select **Next** in the global menu.

End Segment Page

Please note that if the test blocks access to completed segments, students cannot return to the segment after selecting **Next**. Furthermore, some tests force students to log out before proceeding to the next segment to prevent students from accessing a segment before they are supposed to. In order to access the next segment, students must sign-in and request approval from the TA again.

How Students Navigate the Student Testing Site

A test page can include the following sections:

The *Global Menu* section displays the global navigation and tool buttons. It also includes the **Items** menu, test information, help button, pause button, system settings button.

The *Stimulus* section, which appears only for questions associated with a stimulus, contains the stimulus content, context menu, and either the expand passage button or reading mode button.

The *Question* section contains one or more test questions (also known as "items"). Each question includes a number, context menu, stem, and response area. Each question also displays the student's name and the question's most recent save date.

Test Layout
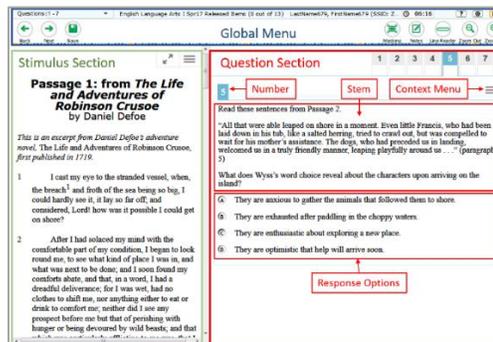
How to Navigate between Items

Some test pages may have only one question and others may have more or may consist of multiple parts that students must answer.

Navigation Buttons

- After students respond to all the questions on a page, they select **Next** in the upper-left corner to proceed to the next page.

- To navigate to a previous question in a test, students select **Back**.

When multiple items are grouped with a stimulus, the items are tabbed for individual viewing. Students select the tabs in the upper-right corner to proceed to the corresponding question.

Paginated Items

- The navigation tabs may also include a stimulus icon (▤) that students can select to view the stimulus associated with the grouped questions.
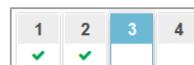
To jump directly to an item, select an item number from the pop-up window that appears when you select the **Items** menu.

Items Pop-up Window
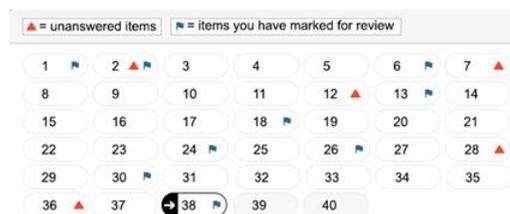
Global and Context Menus

A number of testing tools are available for students in TDS. Some tools are available for all tests, while others are only available for a particular subject, accommodation, or type of question. There are primarily two types of test tools available:

- Global Tools: These tools appear in the global menu at the top of the test page and are available for all items in a test.

- Context Menu Tools: These tools are specific to the passage or question being viewed.

Students can access tools using a mouse or keyboard commands. For information about keyboard commands, please see the appendix.

How to Use Global Tools

The **global menu** at the top of the test page contains navigation buttons on the left and tool buttons on the right. A list of tools available in the global menu can be found in the *Test Administrator User Guide.*

Global Menu

To open a test tool in the global menu:

1. Select the button for the tool. The selected test tool activates.

How to Use Context Menu Tools

A test page may include several elements, such as the question, answer options, and stimulus. The context menu for each element contains tools that are applicable to that element

Context Menu for Questions
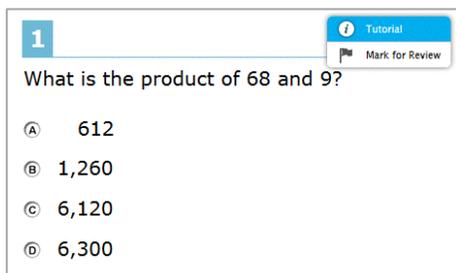
Context Menu for Answer Options
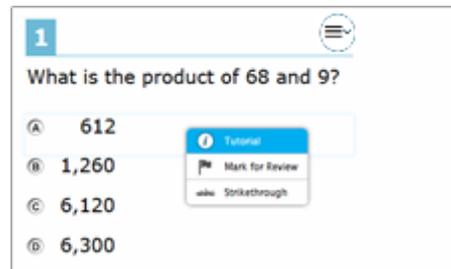
If a question has multiple parts, a context menu may be available for each part of the question. In such cases, the active context menu (i.e., the context menu for the item or stimulus currently in focus) appears enabled while the other context menus look grayed out.

Furthermore, when enabled, the item number and context menu of the item a student is attempting remains visible on the screen even when scrolling through the item's content to allow easy access to an item's context menu.

To use a context menu tool for a stimulus or question, open the context menu by clicking the context menu ⬤ or by right-clicking the required elements, and then select the tool.

To use a context menu tool for answer options, open the context menu for answer options and select the required tool. To open the context menu for answer options, do one of the following:

– If you are using a **two-button mouse**, right-click an answer option.

– If you are using a **single-button mouse**, click an answer option while pressing **Ctrl**.

– If you are using a **Chromebook**, click an answer option while pressing **Alt**.

– If you are using a **tablet**, tap the answer option and then tap the context menu button (this selects the answer option until you select a different option).
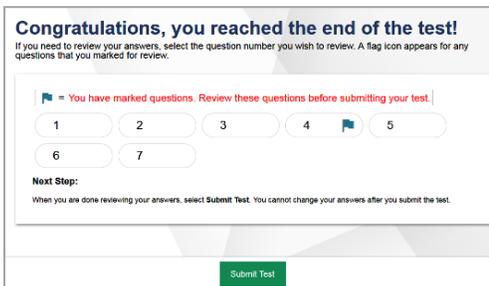
How to Submit a Test

1. Students select **End Test** in the upper-left corner, which appears after students respond to the last test question. A confirmation message appears.

2. Students select **Yes**. The *End Test* appears, allowing students to review answers and submit the test for scoring.

   – A flag (⚑) icon appears for any questions marked for review.

3. To submit the tests, students select **Submit Test**, then select **Yes** in the confirmation message that appears. The *Your Results* page appears displaying the student's name, the test name, and the completion date.

4. To exit the Student Testing Site, students select **Log Out,** and then close the Secure Browser.

Global Menu with End Test Button

Back	Next	Save	Pause	End Test

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.

1   2   3   4 ⚑   5
6   7

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

Submit Test

Your Results Page

Your Results
Your test was submitted. You may review the test details below.

Student Name: Test Name:
Smith, John (SSID: 999999123)   Grade 3 Math Practice Test

Test Completed On:
8/1/2018

You have finished the test. You may now log out.

To log out of the test, select **Log Out**.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

Log Out