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

2. Select **NDSA Assessment** card.

3. Click the **Test Administration** card. The login page appears.

4. Enter your email address and password.

5. Click **Secure Login**. The TA Interface appears.

   a. If the *Enter Code* page appears, an email containing an authentication code is sent to your address. Enter the emailed code and click **Submit**.

   b. **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.
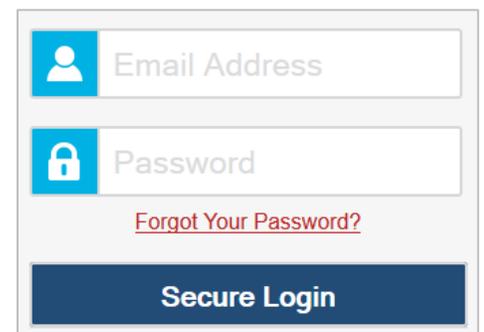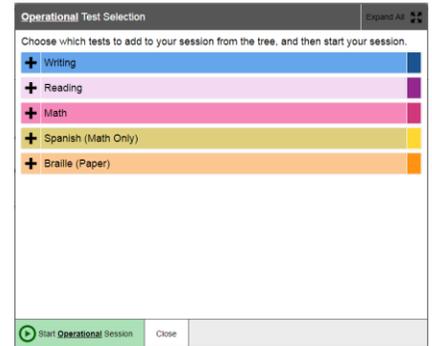
NDSA Portal Card

Test Administration Card

Login Page

6. 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.

7. Provide the session ID to the students signing in to your test session.
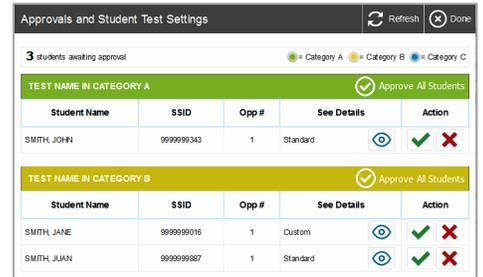
TA Interface: Select Tests, Start Session

8. Have students sign in to the Student Testing Site using their first name, SSID, and the session ID from step 6.b. For more information about the student login process, see the section For Students: About the Testing Process.

Student Testing Site: Sign In

9. Approve students for testing. 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.
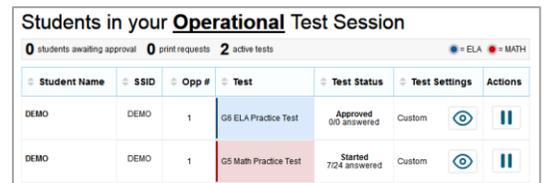
10. To approve all students for a given test, click **Approve All Students** for that test.

TA Interface: Approve Students

TA Interface: Edit Student Test Settings
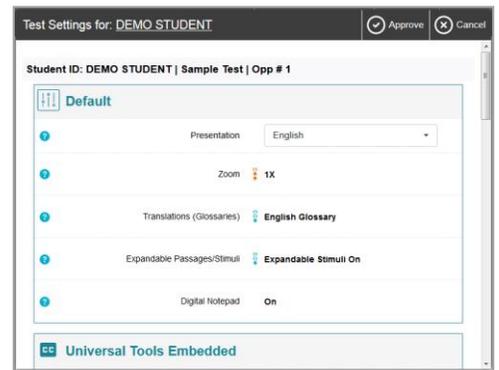
11. Monitor the students' progress throughout their tests. Students' test statuses appear in the Student Status column of the **Students in Your Test Session** table.

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

   o 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.

   o Click to view a student's full information, including current test settings.

TA Interface: Students Currently Testing

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

   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.

   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

Students: Secure Browser Sign-In Page

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.

Verify Student Information

Students: Is This You? Page

4. After you sign in, the ***Is This You?*** page appears. Verify that the information on this page is correct.

5. Select **Yes** to continue.

Select an Available Test

Students: Your Tests Page

6. On the ***Your Tests*** page, if available, select the test you need to take.

7. Wait for the TA to check your test settings and approve your participation.

Verify Test Information

Students: Instructions and Help
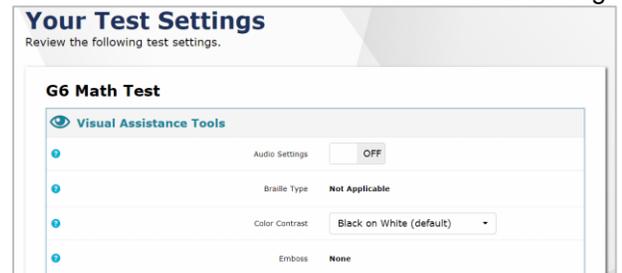
8. Select **Select** when you are ready. The *Audio/Video Checks* page may appear, depending on the test.

   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.

9. Review the information on the *Instructions and Help* page and verify that your test settings are correct.

Instructions and Help
You may select the question mark button to access this Help Guide at any time during your test.

Help Guide
The Help Guide and test rules can be accessed at any time by using the button on the top part of the test page.

View Help Guide

Test Settings
Use this button to review your test settings

View Test Settings

Additional Test Information
Things to keep in mind before you start the test:
• If you need to use the restroom, please raise your hand.
• No talking to your classmates during the test.

Begin Test Now   Return to Login

Students: Test Settings

Your Test Settings
Review the following test settings.

G6 Math Test

👁 **Visual Assistance Tools**

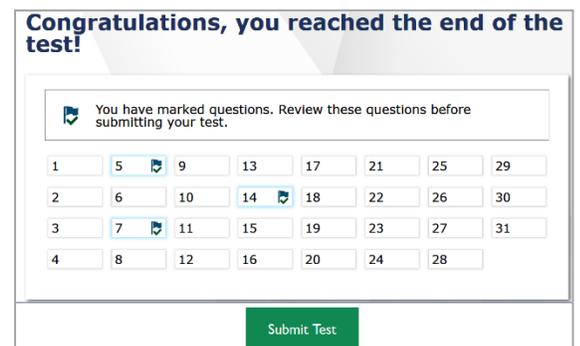|		
❓	Audio Settings	OFF
❓	Braille Type	**Not Applicable**
❓	Color Contrast	Black on White (default) ▾
❓	Emboss	**None**

10. On the *Instructions and Help* page, review the test instructions and your test settings, if desired.

11. Select **Begin Test Now** to start the test.

Complete the Test

End Test Page

12. On each page of the test, answer all the questions before selecting **Next** to proceed to the next page.

13. After completing the last question on the test, select **End Test**.

14. 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.

Congratulations, you reached the end of the test!

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

| 1 | 5 🏳 | 9 | 13 | 17 | 21 | 25 | 29 |
2	6	10	14 🏳	18	22	26	30
3	7 🏳	11	15	19	23	27	31
4	8	12	16	20	24	28	

Submit Test

You can pause a test at any point. If you pause for more than 20 minutes, you cannot review any questions completed before pausing, unless you paused on a page with incomplete questions.

Test Layout and Tools

This section provides an overview of the Online Testing System's available tools and where they are located.

Test Layout shows the basic test layout and primary tools available in the Student Testing Site.
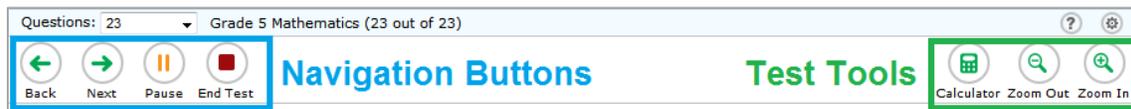
Test Layout
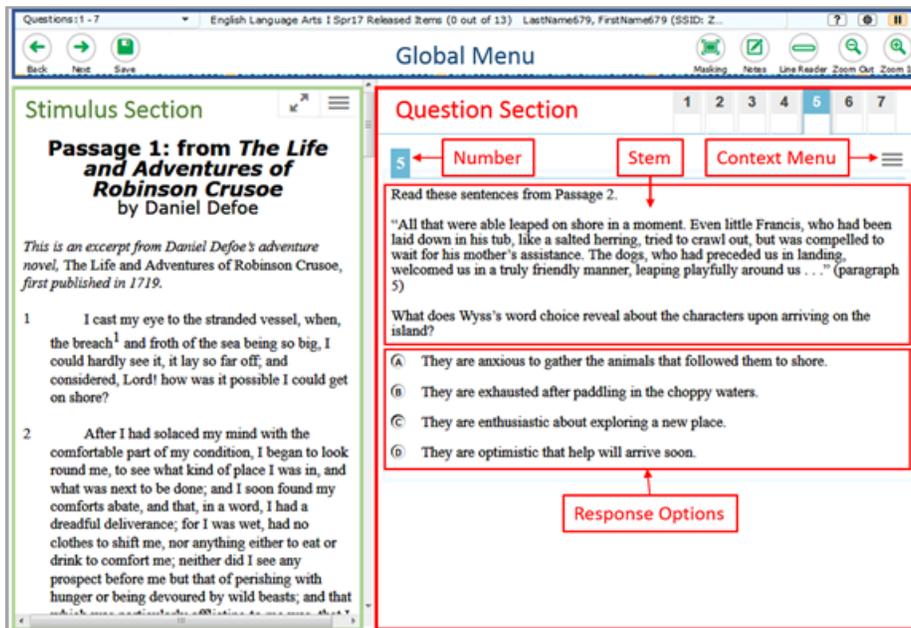
Global and Context Menus

The global and context menus allow students to access on-screen tools. Students can access these tools using a mouse or keyboard shortcuts.

About the Global Menu

The **global menu** at the top of the test page contains navigation buttons on the left and tool buttons on the right.
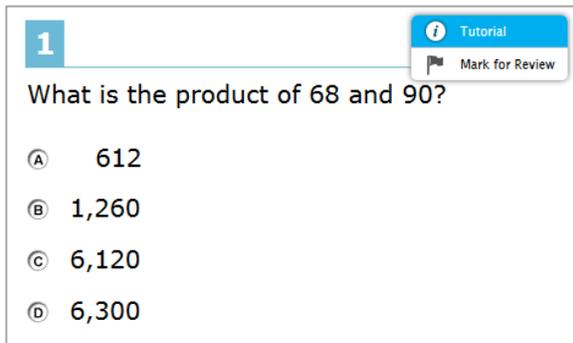
Global Menu

To open a test tool in the global menu:

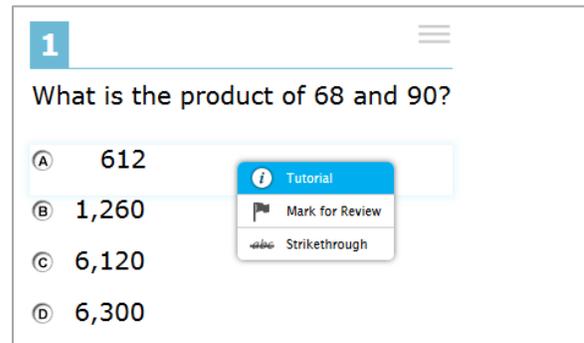1. Select the button for the tool. The selected test tool activates.

About the Context Menus

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

Context Menu for Questions

Context Menu for Answer Options

Opening a Context Menu for Stimuli and Questions

Students can access context menus by right-clicking elements or by selecting elements and then clicking the context menu button.

To access the context menu for a passage or question:

1. Click the context menu [≡] button in the upper-right corner of the stimulus or question. The context menu opens.

2. Select a tool.

Opening a Context Menu for Answer Options

Students can use the context menu to access tools for answer options in a multiple-choice or multi-select question.

To access an answer option's context menu:

1. To open the context menu, do one of the following:

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

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

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

    o   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).

2. Select a tool from the context menu.

Available Test Tools

Table 1 lists the tools available in the *Global Menu* section of the test page, while Table 2 lists the tools available in the *Question* and *Stimulus* sections (context menu tools).

Note: Some tools are available for all tests, while others are only available when testing in a particular subject or when testing with a particular accommodation.

Table 1. Global Tools

Tool Name	Instructions
Help	To view the on-screen *Help Guide* window, select the question mark button in the upper-right corner.
Calculator	To use the on-screen calculator, select **Calculator** in the global menu.
Dictionary	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select **Dictionary** in the global menu.
Line Reader	To highlight an individual line of text in a passage or question, select **Line Reader** in the global menu. This tool is not available while the Highlighter tool is in use.
Masking	The Masking tool temporarily covers a distracting area of the test page. To use this tool: 1. Select **Masking** in the global menu. 2. Click and drag across the distracting area. To close the Masking tool, select **Masking** again. To remove a masked area, select **X** in the upper-right corner of that area.
Notes	To enter notes in an on-screen notepad, select **Notes** in the global menu.
Print Page	To print the entire test page, select **Print Page** in the global menu.
Print Passage	To print a reading passage, select **Print Passage** in the global menu.
System Settings	To adjust audio volume during the test, select in the upper-right corner. Students testing with TTS can also use this tool to adjust TTS settings. Students testing on mobile devices cannot use this tool to adjust volume. To adjust audio volume on mobile devices, students must use the device's built-in volume control.
Zoom buttons	To enlarge the text and images on a test page, select **Zoom In**. Multiple zoom levels are available. To undo zooming, select **Zoom Out**.

Table 2. Question and Stimulus Tools

Tool Name	Instructions

American Sign Language	You can watch videos that translate test content into American Sign Language (ASL).
	To view ASL videos:
	1. From the context menu, select **American Sign Language**.
	   o If only one ASL video is available, the video opens automatically.
	   o If multiple ASL videos are available, sign language (🤟) icons appear next to the test content for each video. Select the icon for the test content you wish to translate into ASL.

Expand Passage	To expand the passage section, select the double arrow ↗ icon. The section will expand and overlap the question section for easier readability. To collapse the expanded section, select the double arrow ↗ icon again.
Expand buttons	You can expand the passage section or the question section for easier readability. • To expand the passage section, select the right arrow icon →| below the global menu. To collapse the expanded passage section, select the left arrow icon |← in the upper-right corner. • To expand the question section, select the left arrow icon ←| below the global menu. To collapse the expanded question section, select the right arrow icon →| in the upper-left corner.
Highlighter	To highlight text, select the text on the screen and then select **Highlight Selection** from the context menu. If multiple color options are available, select an option from the list of colors that appears. To remove highlighting, select **Reset Highlighting** from the context menu. Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.
Language	For items and stimuli with both English and Spanish content, you can specify the language in which the content is displayed for easier readability. To specify the language, select **Language** from the context menu. From the list of available options, select the desired language. You can also choose **All** to view the content in both languages simultaneously.
Mark for Review	To mark a question for review, select **Mark for Review** from the context menu. The question number displays a flap in the upper-right corner and a flag icon appears next to the number on the test page. The **Questions** drop-down list displays (marked) for the question.
Notepad	To enter notes for a question, select **Notepad** from the context menu. After entering a note, a pencil icon appears next to the question number on the test page. You can only access your notes for a question on that question's test page.

Tool Name	Instructions

Strikethrough	For selected-response questions, you can cross out an answer option to focus on the options you think might be correct. There are two options for using this tool:
	
	• Option A:
	  a. To activate Strikethrough mode, open the context menu and select **Strikethrough**.
	  b. Select each answer option you wish to strike out.
	  c. To deactivate Strikethrough mode, press **Esc** or click outside the question's response area.
	• Option B:
	  a. Right-click an answer option and select **Strikethrough**.

Text-to-Speech	To listen to passages and questions, select a **Speak** option from the context menu.
Tutorial	To view a short video demonstrating how to respond to a particular question type, select **Tutorial** from the context menu.