## How to Start a Test Session

1 Navigate to <u>http://www.caaspp.org</u> or <u>https://www.elpac.org</u>. 2 Select the Test Administrator Interface for All Online Tests button. 3 Log on with your Test Operations Management System credentials. Pop-up blockers must be disabled to access this website. Select the box(es) for the test(s) to be administered during this session. Choose which tests to add to your session from the tree, and then start your session Assessments are identified by name of test, grade, and Smarter Balanced Interim Assessments content area. Additionally, they are color coded green. Interim Comprehensive Assessments (ICA) + English Language Arts (ELA) 5 Select the **Start Operational Session** button. Be sure to record the session ID. This ID is required to resume a test session. Have students log on to the test using the correct operational CA-7F10-208 session ID. The secure browser must be used on the student's testing device when using the interim assessments in a school setting, but the secure browser is not necessary when using the interim assessments as part of distance learning. Review the students' test details, then select Yes. Have students select the appropriate test. 8 **Options in the test administrator (TA) interface include:** Approve all pending students into the test. Approve All Students Refresh the list of pending logins. Β Approvals and Student Test Settings 2 students awaiting approva = Smarter Balanced Summative Assessments Review student's test details as needed. Grade 03 ELA CAT Test State-SSID Student Name Opp # Accept student into the test individually. John. Test CA-0123456789 Detaut Decline student from the test. After the TA approves the student test request, the student may begin answering test items.

Do not exit the interface while testing. The session will stop and students will be logged out.

