Florida Standards Assessments

Test Administrator User Guide

2016–2017

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Prepared by the American Institutes for Research®

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Introduction to the TA User Guide

This user guide supports Test Administrators (TAs) who manage testing for students participating in Florida Standards Assessments (FSA) practice tests and operational computer-based assessments. This introduction describes the contents of this user guide and includes a key for identifying icons and elements.

User Guide Content

Each section and appendix begins on a new page, which allows for easy navigation and printing.

- Section I, Overview of Online Testing, provides an overview of online testing, available assessments, and general test rules.

- Section II, Accessing the Test Administration Sites, explains how to log in to the TA sites.

- Section III, Understanding the TA Interface, describes the overall layout of the TA sites and highlights the important tasks and functions.

- Section IV, Administering Online Tests, outlines the process for creating test sessions, approving students for testing, pausing tests, and logging out.

- Section V, Logging in to the Student Testing Site, explains how students log in to a test session.

- Section VI, Overview of the Student Testing Site, describes the overall layout of an online test, as well as the functions and tools available to students.

- Section VII, Proceeding Through the Test, explains how students move through and complete a test.

- The Appendices provide additional information about secure browsers, how students can use keyboard commands and the formatting toolbar available for some open-response items, how TAs can transfer a test session to another computer, and a list of common TDS error codes.

Table 1. Key Symbols and Elements

Element	Description
⚠️	**Alert:** This symbol accompanies important information regarding a task that may cause minor errors.
📝	**Note:** This symbol accompanies additional information that may be of interest.
📄	**Policy:** This symbol accompanies important information that is guided by policy decisions.
text	Bold text is used to indicate a link or button that is clickable.
1. text 2. text	Text that appears in gray outlined boxes provides instructions relevant to the task described. • Numbered (ordered) lists provide step-by-step instructions. • Bulleted lists provide instructions that do not need to be performed in a specific order.
TIP▶	**Tip:** This symbol accompanies additional information that may be helpful.
⚠️	**Warning:** This symbol accompanies important information regarding actions that may cause fatal errors.

Additional Resources

This user guide does not provide information regarding administrative policies and procedures.
Administration manuals and other system user guides for FSA systems are available on the FSA Portal (www.FSAssessments.org).

Section I. Overview of Online Testing

The FSAs are designed to measure students' proficiency in various content areas. The computer-based tests are administered with a system called the Test Delivery System (TDS).

TDS is comprised of two sets of sites: training sites and operational testing sites. The training sites function identically to the live testing sites and are designed to allow test administrators and students to become familiar with the online testing environment they will experience when taking the operational assessments.

TAs can use any supported web browser to access either the TA Training Site (used to practice taking a test) or the TA Interface (used for live testing). Students may use a supported web browser or secure browser to access the practice tests; however, students must use a secure browser to access the Student Testing Site for live testing. TAs will create test sessions at the time of testing. Each test session is given a unique Session ID. To begin testing, students will log in to the test session created by the TA using the unique Session ID.

For information about supported operating systems and browsers for the TA sites and student practice tests, refer to the *System Requirements for Online Testing* document on the FSA Portal (www.FSAssessments.org).

Training Sites

- **TA Training Site**

  The TA Training Site allows TAs to administer practice tests. This site can be used with students who are logged in to a practice test session.

- **Student Practice Test Site**

  The practice tests allow students and guest users to practice taking tests online and become familiar with the available test tools and features. Anyone may log in as a guest and practice taking tests. Students can also log in to a practice test session created by a TA. The practice tests can be accessed with either the secure browser or a supported web browser. Students will access the practice tests with the secure browser for required practice sessions at school to access all tools and accommodations.

Operational Testing Sites

- **TA Interface (Test Administration)**

  TAs must use the TA Interface to create test sessions and administer the operational assessments.

- **Student Testing Site**

  Students must use the Student Testing Site to take the operational assessments. The Student Testing Site can only be accessed by launching the secure browser.

FSA: Tests Available

The following practice tests and operational computer-based assessments are available for the 2016–17 school year:

Practice Tests (one test per grade/subject)

- **ELA Writing:** Grades 8–10

- **ELA Reading:** Grades 3–10

- **Mathematics:** Grades 3–8, Algebra 1 EOC, Geometry EOC, Algebra 2 EOC

Operational Assessments

- **ELA Writing:** Grades 8–10 & Retake

- **ELA Reading:** Grades 4–10 & Retake

- **Mathematics:** Grades 3–8, Algebra 1 Retake, Algebra 1 EOC, Geometry EOC, Algebra 2 EOC

General Rules of Online Testing

About Test Settings and Accommodations

Students' test settings and accommodations must be checked in the Test Information Distribution Engine (TIDE) prior to starting a test session. Some settings and accommodations cannot be changed after a student starts the test.

Basic Test Navigation Rules

- Students will see test items one per page or in a group. Some pages contain multiple test items.

- Students may mark items for review and use the Questions drop-down list to easily return to those items.

- Students must:

  o Click **End Session**, which pauses the test when they complete the session(s) they are to take that day or when the allotted time for the session has expired,

    or

  o Click **Submit**, to conclude the test after all sessions have been completed or when the allotted time for the final session has expired.

Pause Rules

These pause rules apply regardless of whether the student or the TA pauses the test or there is a technical issue (e.g., power outage or network failure) resulting in the student being logged out.

- **If a test is paused within a session and the student resumes during the same session**, the student is

  o presented with the first unanswered test item or passage and associated items in the session when the test was paused or shut down; and

  o permitted to review and change any previously answered test items within that session.

- **If a test is paused and the student is logged out at the end of a session, when the student resumes the next day**, the student

  o is approved by the TA to enter the next session; and

  o cannot view or change responses from the previous session.

Section II. Accessing the Test Administration Sites

The FSA Portal (www.FSAssessments.org) provides authorized users with access to the Test Delivery System. To access the TA Interface via the FSA Portal:

Accessing the TA Training Site

1. Select the **Test Administration** card.

2. Select the **TA Training Site** card.

Figure 1. FSA Portal Cards

3. Select the **TA Training Site** card. You will be directed to the login screen.

4. Enter your email address and password.

5. Click **Secure Login**. You will be directed to the TA Training Site.

Figure 2. Portal Card and Login Page
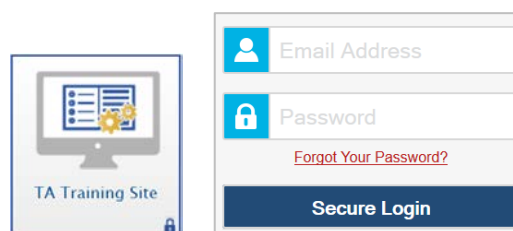
Accessing the TA Interface

1. Select the **Administer the FSA** card.

Figure 3. FSA Portal Homepage Card

2. You will be directed to the login screen.

3. Enter your email address and password.

4. Click **Secure Login**. You will be directed to the TA Interface.

Figure 4. Login Page
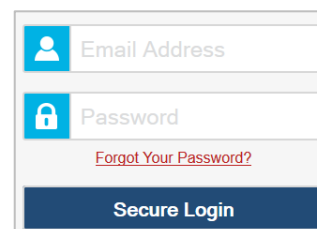
About Usernames and Passwords

Your username is the email address associated with your account in TIDE.

Alert: Important Information Regarding Your Passwords

If you are a user who has recently been added to TIDE, you should have received an email from AIRAST-DoNotReply@air.org that contains a temporary password and a link to log in to FSA systems. The temporary password is valid for thirty (30) days. The first time you log in, you will be prompted to select a new password, and then select and answer a security question. *You must log in with your temporary password within thirty days of receiving the email in order to activate your account.*

Did your first temporary password expire?

If you did not log in within thirty days of receiving the first password email and activate your account, you can select **Click here to request one** on the *First Time User* section of the Login page to request a new temporary password. Enter your email address in the *Email Address* field. The FSA Help Desk will send you a new email with a different temporary password. *You must log in with your temporary password within thirty days of receiving the email in order to activate your account.*

Did you forget your password?

If you forgot your password, you can reset it. Click **Forgot Your Password?** on the Login page and then enter your email address into the *Email Address* field. You will receive an email containing a new temporary password, which expires in thirty days. It may take up to ten minutes to receive the new email.

Did you not receive an email containing a temporary password?

Emails come from AIRAST-DoNotReply@air.org. Check your spam or junk folder to make sure your email provider did not categorize it as junk mail or spam. If you still do not have an email, contact your school assessment coordinator to make sure you were added to TIDE. Only users who have been added to TIDE will receive an account email with a temporary password.

Additional Help

If you are unable to log in, contact the FSA Help Desk (1-866-815-7246 or fsahelpdesk@air.org) for assistance. You must provide your name and email address.

NOTE: For security reasons, users will need to update their password in TIDE before logging in to TDS for the first time every school year. On the TIDE Login page there will be a prompt: *First Time Login This School Year?* under which users should click **Request a new one**. Users should enter their email address used in TIDE in the prior year to have a temporary password sent to their account. After they receive the temporary password, they will log in with the temporary password and then follow the instructions to change their password and answer at least one security question.

Section III. Understanding the TA Interface

This section applies to the test administration sites for TAs. Throughout the rest of this user guide, "TA Site" will be used to refer to both the TA Interface and TA Training Site. The functions and tools available to TAs are the same in both sites.

- TAs must use the *TA Interface* to administer operational tests.

- TAs must use the *TA Training Site* to administer the practice tests.

> ⚠ **Warning: Do not use the Student Interface or TA Interface for practice.** For all practice test sessions, use the TA Training Site and Student Practice Test sites.

TA Site Layout

After you log in, you will see the TA Interface or TA Training Site (see Figure 5). All features and functions are identical between the two, except for the list of available tests. Table 2 provides an overview of the major features available on the TA Site.

Figure 5. TA Site Layout (TA Interface Displayed)
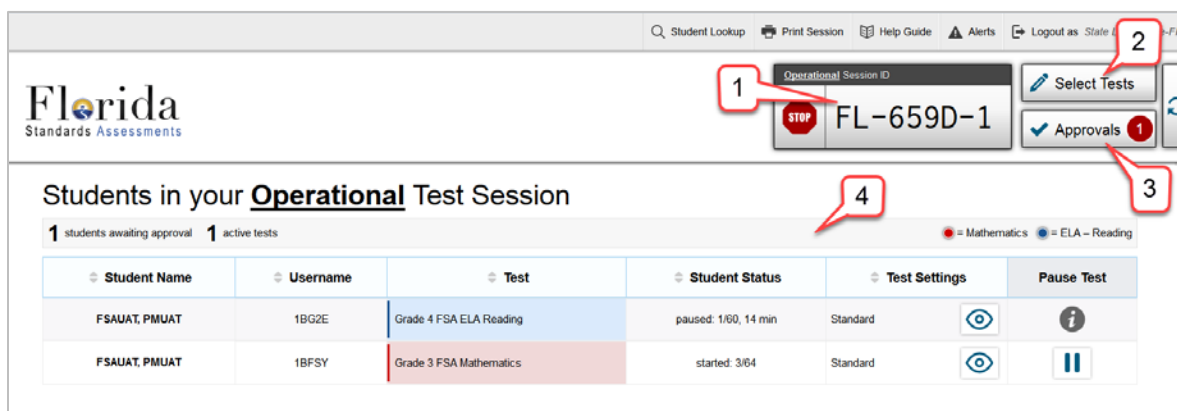
The following components of the TA Interface are identified by number in the figure above:

1. Session ID

2. Select Tests button

3. Approvals button

4. *Students in your Test Session* table

Table 2. TA Site Features Quick Reference

Features	Description
Alert	The Florida Department of Education (FDOE) is able to send statewide alert messages to all TAs. Click **Alerts** to view new alerts and past messages that have not yet expired. (Each alert has an expiration date.)
Approvals button	Click **Approvals** to show the students that are awaiting approval to begin testing.

Features	Description
Help Guide	Click **Help Guide** to view the online *Test Administrator User Guide* at any time.
Logout	Click **Logout** to exit the TA Site and log out of all FSA applications. Any students still testing will have their tests paused and they will be logged out. The TA will not be able to resume the current session, and a new session will need to be created for students to finish testing.
Print Session	This feature allows the TA to print the screen as it is displayed. To print, click **Print Session**. A regular print screen will appear. Select the desired settings and click **OK**. *Federal law (FERPA) prohibits the release of any student's personally identifiable information to unauthorized persons. Any printouts containing student information must be securely stored and then destroyed when no longer needed.*
Refresh ⟳	Click **refresh** to manually refresh the screen while monitoring student progress. The TA Site will automatically refresh every 60 seconds.
Session ID	The Session ID is used by students to log in to a test session. Session IDs are unique to each test session and are created and displayed in the TA Interface when the TA creates the session. Students enter this ID when logging in to a test and the TA then approves or denies their requests to access the test. The Session ID is unique for each test session in the state and is an arrangement of three sections of alphanumeric characters separated by hyphens (e.g., TRAIN-A1B2-3).
Stop	Click **Stop** to end the session. Any students still testing will have their tests paused and they will be logged out. The TA will not be able to resume the current session and a new session will need to be created for students to finish testing.
Student Lookup	Click **Student Lookup** to search for students. Use *Advanced Search* to search by parameters including district, school, grade, and first/last name.
Select Tests	Click **Select Tests** to view the *Test Selection* window.
Students in Your Test Session table	This table displays all the students who have entered the test session, the test each student is taking, and his or her progress throughout the test.

TA Site Features

This section provides instructions for using the features available in the banner at the top of the TA Site (see Figure 6).

Figure 6. TA Site Banner
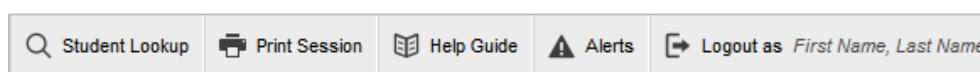
Student Lookup: Advanced Search

If a student is having trouble logging in, TAs can use the Student Lookup feature to search for that student by student identifier (SID), username, or first or last name.

⚠️ **Warning: Inaccurate student information can be corrected by authorized users before or after students test.**

Students who do not appear in Student Lookup will be unable to test during the test session that is currently open and will need to be added to TIDE by the school or district assessment coordinator.

Figure 7. Student Lookup: Advanced Search

1. Click **Student Lookup**.
    a. Select a district and school from the drop-down lists.
    b. Select a grade or **All Grades**.
    c. Optional: Enter a student's first name and/or last name. Partial entries are not accepted. You must enter a full first name or a full last name.
2. Click **Search**. Search results that match the parameters will appear at the bottom of the window.
3. To see more information about a student, click the Test Settings icon [👁] in the Details column.

Printing Session Information

TAs can print the *Test Session* screen as it appears on the TA Interface. This feature allows TAs to track which students tested in their session.

1. To print, click **Print Session**. The computer's print dialog screen will appear.
2. Verify the selected printer, select the desired print settings, and then click **OK**.

> *Tip: Set the print options to landscape mode (horizontal). You can also use your web browser's "Print Preview" feature to scale content to fit on a single printed page.*

⚠️ **Alert:** Federal law (FERPA) prohibits the release of any student's personally identifiable information. Any printouts must be securely stored and then destroyed when no longer needed.

Help Guide

To display the online version of this user guide, click **Help Guide**.

Alert Messages

FDOE is able to send out statewide alert messages to all TAs. New alerts automatically open when you log in to the TA Site. To confirm that you have read these alerts, click **Close**.

A record of alert messages that you have read and acknowledged can be viewed by clicking **Alerts** [⚠️ Alerts]. This appears at the upper-right corner of the screen, next to **Logout**. Click **Alerts** to open a screen that contains alert messages that have not yet expired.

Figure 8. Sample Alert Message

Logout

To log out of the TA Interface, click **Logout**.

Section IV. Administering Online Tests

This section contains information about how to start a test session, add tests to the session, verify students' test settings, approve students for testing, and monitor their progress.

Policy Reminder: This document does not provide information on test administration policies, including how to prepare for online assessments. For policy information, refer to the most recent test administration manual, which is available on the FSA Portal.

Test Tickets

A test ticket includes a student's username for logging in to a test. In Figure 9, the student's username for testing is 40J61. Your school assessment coordinator will provide you with printed test tickets prior to testing.

Figure 9. Sample Test Ticket

```
                        TEST TICKET

DEMO DIST 99 (99)

DEMO SCHOOL 9000 (9000)

LASTNAME: Demo              USERNAME: 40J61

FIRSTNAME: Student         GRADE: 07

DOB: 02/07/2003            ID: XXXXX93745
```

Alert: Test tickets are considered secure materials. Test tickets are collected at the end of each test session. Follow school or district procedures for collecting and returning test tickets at the end of the administration.

Starting a Test Session

You must create a test session before students can log in to test. In order for a student to take a specific test, that test *must be included* in the test session he or she is accessing.

Alert: A TA can open only one test session at a time. A test session will automatically close when the TA logs out or manually stops the session. While a student can resume an individual test opportunity in a new session, test sessions cannot be reopened. Each test session will be automatically assigned a randomly generated Session ID.

Upon logging in to the TA Site, the *Test Selection* window opens automatically (see Figure 10). This window allows you to select tests and start the session. Only the tests that you select will be available to students who join your session.

Figure 10. Test Selection Window
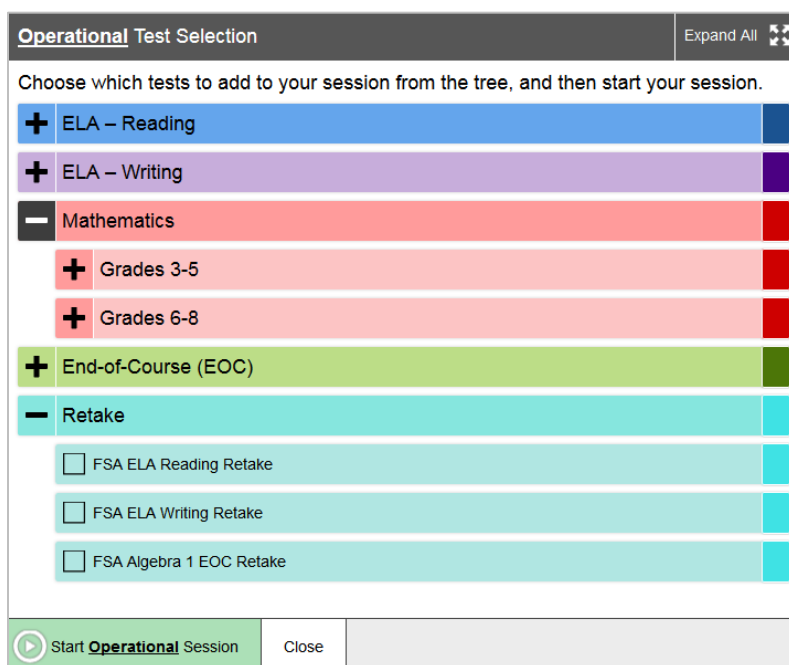
The **Test Selection** window color-codes tests and groups them into various categories. A test group may include one or more sub-groups. All test groups and sub-groups appear collapsed by default. To expand a test group, click [**+**] (or **Expand All**). To collapse a test group, click [**▬**] (or **Collapse All**).

Creating a 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, mark the checkbox for each test you want to include.

3. In the lower left corner of the window, click the start icon [⏵]. The **Test Selection** window closes and the Session ID appears in the top right corner of the TA Site.

4. **Write down the Session ID.** Provide the Session ID to the students who will log in to your test session. *Students must enter the Session ID exactly as it appears on the TA Site. **Display this Session ID in a location where it is visible to students.***

⚠ **Alert:** It is important that TAs write down their Session IDs. TAs must record the Session ID with their required administration information. They will also need the Session ID in case they navigate away from a test session and need to log back in.

Adding Tests to a Session

1. In the upper-right corner of the TA Site, click **Select Tests**.

2. In the **Test Selection** window, mark the checkbox for the test you would like to add and click the add icon [⊕] in the lower-left corner.

3. A confirmation message asks if you want to add the selected tests to your session. To continue, click **OK**.

> **Note:** If you need to remove a test from a session, you must end the current session and start a new session with the appropriate tests.

Approving Students for Testing

After the session has been started and the students have been provided with the Session ID and their test tickets according to instructions in the test administration script, the next step is to approve students to test in the session. TAs must approve each student's test settings before the student can access his or her requested test. Refer to Section V. Logging in to the Student Testing Site in this user guide for additional information on the approval process from a student perspective.

Approvals and Student Test Settings Screen

On the right side of the top panel you can find the Approvals button, which alerts TAs that students are awaiting approval to enter a test and displays the number of pending approvals.

Figure 11. Students Awaiting Approval

> **Note:** The Approvals notification updates regularly, but you can also click the refresh button [↻] in the upper-right corner to update it manually.

If a test contains sessions requiring TA approval, you must also follow this procedure when approving students' exit out of test sessions.

To approve students for testing:

1. Click **Approvals**. The ***Approvals and Student Test Settings*** screen appears, displaying a list of students grouped by test (see Figure 12).

Figure 12. Sample Approvals and Student Test Settings Screen

The ***Approvals and Student Test Settings*** screen displays each student who is awaiting approval for entry into your session. By default, this screen shows those students who were awaiting approval when you clicked the Approvals button.

> ⚠️ **Warning: Check students' test settings and accommodations before approving them.**
>
> Students who require test settings or accommodations other than the default settings may need to have their information updated in TIDE before they can begin testing. If a student's settings are incorrect, please contact your school assessment coordinator before allowing the student to test.

> ⚠️ **Alert: This screen does not automatically refresh.**
>
> Students who log in to your session after you have already opened the ***Approvals and Student Test Settings*** screen will not automatically appear in this list. To update the list of students awaiting approval, click [🔄] in the top row of the ***Approvals and Student Test Settings*** screen.

Students on this screen are organized by test subject. Each row displays the student's name, username, opportunity number for the selected test, whether the test settings are standard or custom, and the option to approve or deny each student.

> 📝 **Note: About the Test Settings column**
>
> * Students with **Standard** test settings have the default test settings.
> * Students with **Custom** test settings have at least one test setting that is different from the default.

To view a student's test settings and accommodations:

- To check a student's test settings and accommodations, click the test settings icon [👁] for that student. The student's information appears (see Figure 13).

Viewing a Student's Test Settings and Accommodations

TAs cannot adjust all test accommodations via the TA Interface. Most test accommodations must be updated in TIDE. If a student's test accommodations must be updated, deny the student's test request and contact your school assessment coordinator.

Appendix B. Student Test Settings and Accommodations provides an overview of the test settings and accommodations that appear in the TA Interface.

Figure 13. Sample Test Settings Screen

Approving Students for Testing

After you have confirmed students' accommodations, you may return to the list of students awaiting approval. On this screen, you can approve individual students or approve all students awaiting approval for a particular subject at once. Students awaiting exit session approval will appear in a different table with the same test name. After the students have been approved or denied, the **Approvals and Student Test Settings** screen will automatically close.

Figure 14. Sample Approvals and Test Settings Screen

Approving students for testing:

- *To approve individual students*, click the approve icon [✔] for each student. The student will be approved and will also disappear from the list.

- *To approve all students currently displayed for each subject*, click the **Approve All Students** button, located to the right of each subject. This will approve those students for testing. An *Important!* pop-up window will appear. Read the information and click **Yes**.

Note: You may approve all students who appear in the list. However, students who log in to the test session after you have opened the *Approvals and Student Test Settings* screen will still need to be approved individually.

Student Exit Session Request

At the end of Session 1, when students are finished testing for the day, they are instructed to click **End Session** to complete the test session.

Students completing Grades 6–8 Math take two sessions on the second day of testing (three sessions total). These students will request to exit Session 2 to continue to Session 3. The TAs will need to approve the students' *Exit session approval* request by selecting [✔] in the correct test table on the approvals screen to allow students entry into the third session. Students who are denied approval to exit the session are logged out of the test. If students need to continue to Session 3, they may log back in to the test session and continue testing the same day.

TAs must only approve student's exit session requests at the appropriate time. In the *Approvals and Student Test Settings* screen, students exiting and/or entering are shown in separate tables. To determine when students are requesting *Exit session approval* or when they are entering the session for the first time or after pausing, TAs must carefully read the description in the See Details column (see Figure 15).

Figure 15. Sample Exit Session Approval Screen

Denying Students Entry into the Test Session

Although TAs can approve all students at the same time, if a student needs to be denied from entering a test session, this must be done individually. TAs may deny students for one of the following reasons:

- The student is not supposed to enter the session (e.g., the student does not belong to the TA or the student is not assigned to take the specified test).

- The student selected the wrong test.

- The student's test settings or accommodations are incorrect.

- It is not the appropriate time for the student to move to another session.

Figure 16. Reason for Denial Pop-Up Screen

To deny a student entry into the test session:

1. On the ***Approvals and Student Test Settings*** screen, click the deny icon [✖] for that student.

2. In the pop-up screen that appears, enter a brief reason for denying the student and click **Deny**.

The student will receive a message explaining the reason he or she was denied entry into the session (See Figure 16). The student will then be logged out and directed to the login page. Contact your school assessment coordinator for assistance if students need their test settings adjusted before beginning their test.

Monitoring Students' Testing Progress

After students have logged in and you have approved them to begin testing, the *Students in Your Test Session* table will display each student logged in to your session and their testing progress. Each row (student) is color coded to indicate the test the student is taking. Table 3 below provides descriptions of each column in this table.

Figure 17. Sample *Students in Your Test Session* Table

Note: If a student's row is grayed out, that indicates that the student is not actively testing. This occurs when the student's test is paused or the student has completed the test. This table automatically refreshes every 60 seconds. To manually refresh the table, click [⟳] in the upper right of the page.

Table 3. *Students in Your Test Session* Column Descriptions

Column	Description
Student Name	The first and last name of the student in the session.
Username	The username associated with the student's name.
Test	The name of the test the student is taking.
Student Status	This column lists the current status for each student in the test session. The numbers (#/#) listed after the status show the student's progress. • The first number is the number of items the student has answered. • The second number is the total number of items that will be administered.

Column	Description
Test Settings	Each student's test will display one of the following settings: • **Standard Settings:** Indicates that the default test settings are applied for this student's test opportunity. • **Custom Settings:** Indicates that one or more of the student's test settings and/or accommodations are different from the default settings.
Pause Test	Click the pause icon [▐▐] to pause a student's test. The student will be logged out. If a student's test is already paused, an information icon [ⓘ] will appear. The user can click the icon to learn more information about the nature of the pause.

Student Statuses During Testing

The following status types are listed chronologically as displayed in the *Students in Your Test Session* table during the testing and scoring process.

Table 4. Statuses that Appear Chronologically During Testing

Status	Description
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Started (#/#)	The student has started testing. The numbers (#/#) after this status (e.g., 3/50) indicate how many items the student has **answered** out of the total number of items on the test. This status does not indicate which item or item page the student is actively viewing.
Review	The student has visited all items and is currently reviewing his or her answers before submitting the test for scoring. *Note: A test with a review status occurs only at the end of a test or session. A test is not "completed" until the student submits the test.*
Completed	The student has submitted the test. No additional action can be taken by the student.
Submitted	The test has been submitted for quality assurance review and validation. No additional action can be taken by the student.

The following status types may appear when a student is listed but is not actively answering items.

Table 5. Other Test Statuses

Status	Description
Paused (#/#)	The student's test is currently paused. The numbers (#/#) after this status indicate how many items the student has **answered** out of the total number of items on the test. The following scenarios will result in a paused status: • The student pauses his or her test by clicking **Pause**. • The TA pauses the student's test or stops the test session. • A technical problem with the student's computer or browser has resulted in a loss of connection to the Test Delivery System. The time listed with this status indicates how long the student's test has been paused.
Pending	The student is awaiting TA approval to access a test.
Suspended	The student is awaiting TA approval to resume a test.

Note: Only test administrators can monitor live testing through the TA Site. However, district and school assessment coordinators can view the status of student testing by generating Participation Reports in TIDE.

Pausing a Student's Test

You can pause an individual student's test using the Pause Test column in the *Students in Your Test Session* table.

Figure 18. Pause Icon in Sample *Students in Your Test Session* Table

Students whose tests are paused will be logged out and directed to the login page. When they resume testing, they will have to log in and go through the approval process again.

To pause an individual student's test:

1. In the Pause Test column, click the pause icon [▮▮] for that student.

2. Click **OK** to confirm that you want the student's test to be paused.

3. The student will be logged out and will need to log back in to continue testing.

When a student's test is paused, the Student Status column will display how long the test has been paused (in minutes) and the Pause Test column displays an info button that TAs can click for information about how the test became paused.

Figure 19. Student Status Column

Figure 20. Example of Reason for Pause

Stopping a Test Session and Logging Out

Stopping the Test Session

Although students' tests can be resumed, test sessions cannot be resumed. Stopping a session will end the session and automatically pause all active students' tests in that session. The students will be logged out automatically.

Figure 21. Stop Session Button
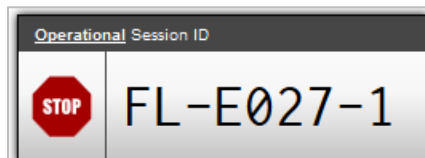
To stop the test session:

1. Click the stop icon [**STOP**] in the upper-right corner of the screen. An ***Important!*** pop-up window will appear, requesting verification to end the session and log students out.

2. Click **OK** to continue. The test session will be closed.

⚠️ **Alert:** Because test sessions cannot be resumed, you will need to create a new session if your session has been stopped and there are students who need to complete their test. When you start a new session, give the new Session ID to your students so that they can log in and resume testing.

Exiting or Logging Out of the TA Site

Users should exit or log out of the TA Site only after stopping the test session. Regardless of when or how users log out or navigate away from the TA Site, student data will NOT be lost.

⚠️ **Alert:** As a security measure, TAs are automatically logged out after 90 minutes of user inactivity **and** student inactivity in the session. This action will also result in the test session being automatically closed.

Closing the Browser/Unintentional Exit

If you accidentally close the browser while students are still testing, your session will remain open until it times out. You can open the browser and navigate back to the TA Site. You will be prompted to enter your active Session ID. (For more information about transferring an active session to another computer or logging back in to an active session, see Appendix E. Transferring a Test Session between Computers.)

- If you do not return to the TA Site and re-enter the active session within 20 minutes, you will be logged out, and all your students' tests will be paused.

- In the case of an unintentional exit from the TA Site caused by a system or computer error (such as the web browser crashing or closing), a network or communication error, power loss, or other event, the 20-minute rule applies.

Warning: You must remember or write down your active Session ID. If you do not remember your Session ID, you will not be able to re-enter your active session, and you will need to contact the Help Desk for assistance.

Test Session Timeout/Automatic Logout

If you are automatically logged out, the status of your session will change to "closed" and all in-progress tests in the session will be paused. You will need to log back in to the TA Site, start a new session, and provide the new Session ID to students who need to resume testing.

Logging Out

To log out of the TA Site (and all other FSA applications), click **Logout** in the upper-right corner of the screen. You will be presented with a warning message.

Figure 22. Log Out Warning Message
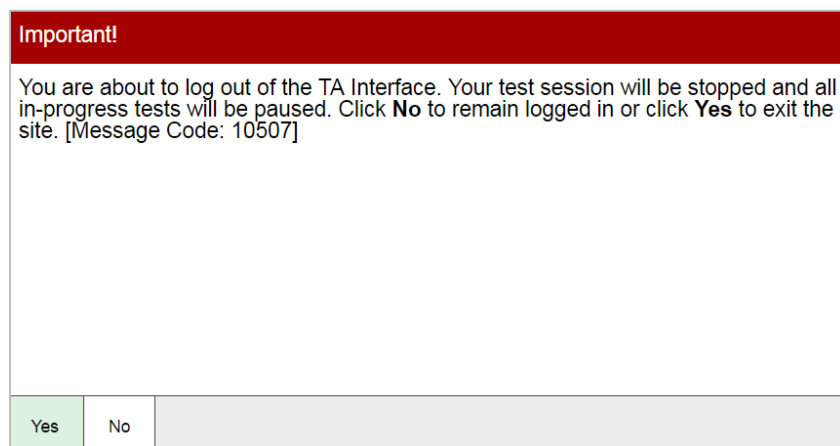
Click **Yes** to proceed. Your session will be closed, and you will be directed to the FSA Portal after you log out. You will not be able to resume the same test session.

Alert: This scenario also occurs when the TA navigates to another site from the TA Site. If you need to access TIDE or another application, we encourage you to open it in a separate browser window. (This is also true when navigating between the TA Interface and TA Training Site.)

If you unintentionally log out of a TA Site while students are still testing, your session will be stopped, all in-progress tests will be paused, and the students will be logged out. You cannot resume the original session. You will need to log back in, start a new session, and provide the new Session ID to students who need to log back in and resume testing.

Section V. Logging in to the Student Testing Site

This section is designed to familiarize TAs with the student login process and how students begin, complete, and submit their tests.

> **Reminder:** Students must use the secure browser to access operational FSA assessments. For information about the secure browser, refer to Appendix A. About the Secure Browser.

Student Login and Test Selection

Students must go through a six-step login process before they can start or resume a test. This process ensures that students verify their information, as well as their test and test settings.

Step 1—Logging In

When the secure browser is opened, it automatically connects to the student login page.

Figure 23. Student Testing Site Login Page

Please Sign In

First Name: _____
Username: _____
Session ID: _____ - _____ - _____

Sign In

Browser: Secure v9

Opening the secure browser and logging in:

1. Launch the secure browser on the student's computer or device.
2. Students must enter the required login information in each of the three fields:
   a. In the *First Name* field, students must enter their first name as it appears on their test ticket.
   b. In the *Username* field, students must enter their username as it appears in TIDE (e.g., 5VS9W).
   c. In the *Session ID* field, students must enter the session ID exactly as it appears on the TA site (e.g., FL-A1B2-3).
      Note: The Session ID field has three text boxes and the hyphens are pre-populated.
3. When students have entered all their information, they should click **Sign In**.

Common Student Login Errors

The system will generate an error message and associated code if a student cannot log in. The following are the most common student login errors. *Note: You may need to watch students carefully to ensure that they are entering all information properly.*

Student's first name and username do not match. Verify that the student has correctly entered his or her username. Check specifically for easily-confused characters, like 0, O, 1, and I. If this does not work, use the Student Lookup tool in the TA Interface to verify the first name associated with the student's username. The Student Lookup tool allows you to verify the spelling that appears in the system. (Sometimes the student will enter a variation of his or her first name, which is not accepted [e.g., Jon/Jonathan]. Also, students do not always realize that they must enter only their legal first name. Verify that they are not entering their last name.)

Session ID does not exist. The student entered a Session ID that does not exist. Verify that the student correctly entered the active Session ID and that it does not contain any unnecessary spaces or characters. (Also, verify that both you and the student are using the correct sites. For example, students logged in to the Practice Test site cannot enter a session that was created in the TA Interface.)

The test session is closed. The Session ID entered corresponds with a session that is closed. Ensure that the student enters the correct Session ID for the active session. If this does not work, verify that your session is open. *Reminder: TAs cannot resume sessions. If a session is stopped, a new one will need to be created. Doing so will result in a new Session ID.* (Also, verify that both you and the student are using the correct sites. For example, students logged in to the Practice Test site cannot enter a session that was created in the TA Interface.)

Step 2—Verifying Student Information

After logging in, students will see the *Is This You?* screen. At this point, each student must verify his or her personal information.

The information presented on this screen reflects the student's information based on his or her username.

Figure 24. Is This You? Login Screen

Verifying personal information:

1. Students must verify their username, first and last names, grade level, date of birth, and school.

2. If all the information is correct, students will click **Yes**. The *Your Tests* screen will appear.

If any of the information displayed is incorrect, the TA should make a note on the required administration information and inform the school assessment coordinator.

TIP **Tip: Incorrect student information can be updated before or after students test.**
The information presented on this screen reflects the student's information based on his or her Username as it was entered into TIDE through PreID or Add Student. Incorrect information can be updated before or after testing.

Step 3—Selecting a Test

After a student confirms his or her identity, the *Your Tests* screen appears, and all grade-level and subject tests that the student is eligible to take are displayed. Students will be able to select only those tests included in the session (and those that have not been completed). For example, if a TA included an ELA Reading and a Mathematics test in the session, students will not be able to select a Writing test.

Figure 25. Your Tests Login Screen
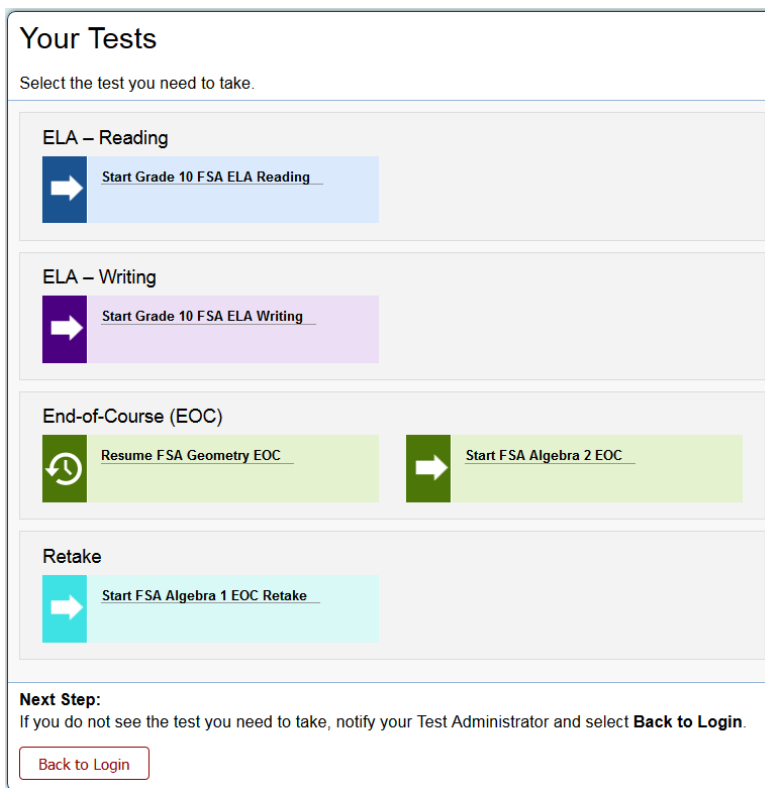
- Available tests are in color and indicate whether the student will be starting a new test opportunity or resuming an opportunity.

o *Start* in front of the test name indicates the student will be starting the test opportunity.

o *Resume* in front of the test name indicates the student will be resuming the test opportunity.

- Inactive tests are shaded gray. A test is inactive if the TA did not include it in the test session, the student has already completed the test, or the student is restricted from testing in that subject.

Selecting an available test:

- Students must click the test they will take. The request will be sent to the TA for approval and students will see a ***Waiting for Approval*** screen. The screen will change once the student is approved (or denied).

*If the test the student needs to take is inactive or not displayed, the student should click **Back to Login***. *The student will be logged out and returned to the login screen.*

Figure 26. Waiting for Approval
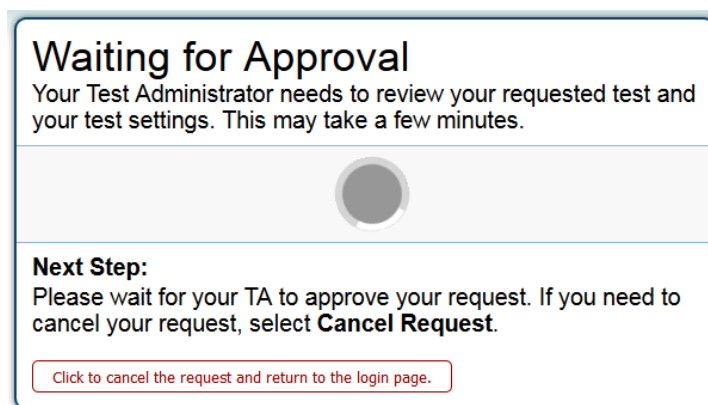
Step 4—Verifying Test Information

After the TA has approved the student for testing, the student will need to verify the test information and settings on the ***Is This Your Test?*** screen.

Figure 27. *Is This Your Test?* Screen

Verifying test information:

- If the settings are correct, students will click **Yes, Start My Test**. The student will proceed to one of the following screens: one of the functionality check screens or *Test Instructions and Help*.

  o Students may also select the optional print size, background color choice, and mouse pointer settings from the available drop-down lists on this page.

- If the settings are incorrect, students should click **No**. The students must sign in and request approval for their test again.

Note: Students taking an ELA Reading test will be prompted to check audio immediately after this step. Prior to launching the secure browser, TAs should ensure that each computer has audio enabled (not muted) and that headphones/earbuds are plugged in and functioning correctly.

Step 5—Functionality Checks

Depending on the test content and the specified test settings, students may need to verify that their testing device is functioning properly. Any of the following verification pages may appear:

- Sound Check

- Text-to-Speech Check

Sound Check

The **Sound Check** screen appears for students taking an ELA Reading test. Students must verify that they can hear the sample audio before continuing the login process. Students will need headphones/earbuds for all Reading sessions.

Figure 28. Sound Check Page for ELA Reading Tests
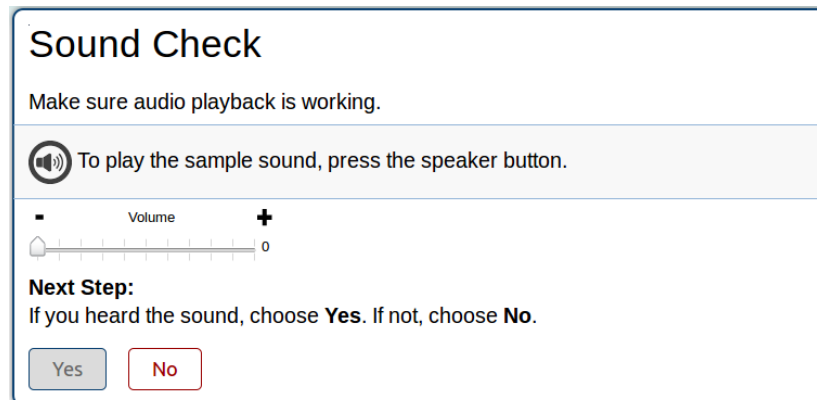
Checking audio settings:

- Students must click the speaker icon [] and listen to the audio.

  o If the sound is audible, students will click **Yes**. The student will be directed to the ***Test Instructions and Help*** screen.

  o If the sound is not audible, students will click **No**. The ***Sound Check: Audio Problem*** screen will appear with a message telling students to notify their TA that they have an audio problem. Students also have two options:

    ▪ **Option A: Try Again.** Students can click **Try Again**. This will direct the students back to the ***Sound Check*** screen.

    ▪ **Option B: Log Out.** Students can click **Log Out**. Troubleshoot the computer or device and headphones to see if there is a problem or move the student to another computer or device that has working audio.

Troubleshooting Audio Issues

The following are common issues with audio for listening items. Before launching the secure browser, ensure the following:

- Ensure headphones/earbuds are securely plugged in and are plugged in to the correct jack or USB port.

- If the headphones/earbuds have a volume control, ensure that the volume is not muted.

- Verify that the audio on the computer or devices is not muted (often via a control panel or settings screen).

Text-to-Speech Check

The ***Text-to-Speech Sound Check*** page appears if a student has the text-to-speech (TTS) accommodation assigned in TIDE (see Figure 29). On this page, students verify that TTS is working properly on their device. Students can only use TTS within the secure browser.

Figure 29. Text-to-Speech Sound Check Page
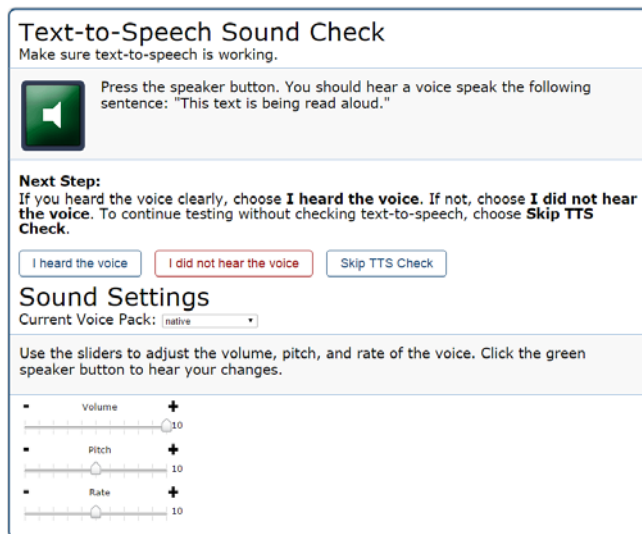
To check TTS functionality:
1. Students click the speaker icon [■] and listen to the audio.

   o If the voice is clearly audible, students click **I heard the voice**.

   o If the voice is not clearly audible, students adjust the settings using the sliders and click [■] again.

   o If students still cannot hear the voice clearly, they click **I did not hear the voice** and close the secure browser. You can work with students to adjust their audio or headset settings (for more information, see the section Troubleshooting Audio Issues). They can sign in again when the issue is resolved.

Step 6—Viewing Test Instructions and Help and Starting the Test

The ***Test Instructions and Help*** screen is the end of the login process. Students will review the information on this page.

Figure 30. Test Instructions and Help Screen
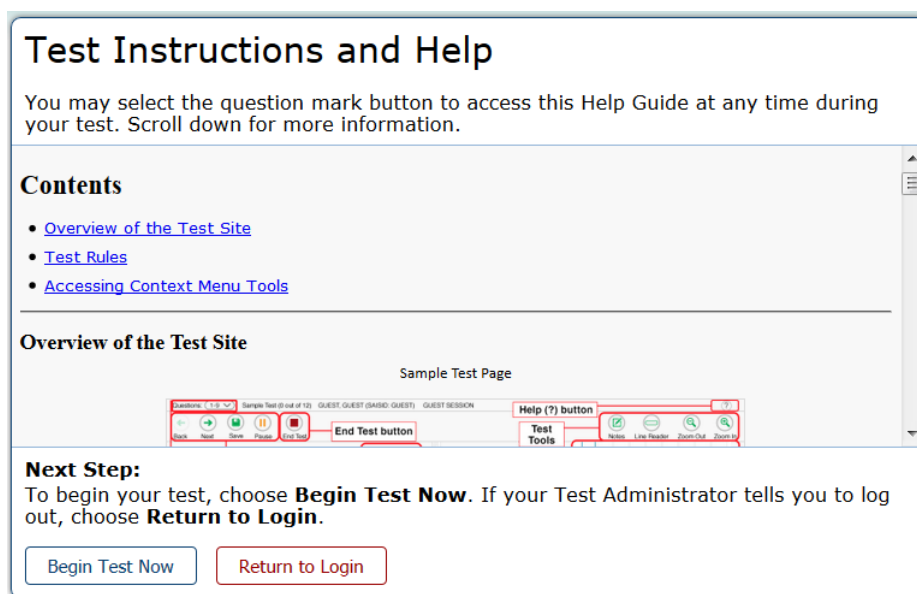
To proceed and begin the test:

1. Students may review the information on this screen to understand what test tools are available and how to navigate through the online test.

2. After the students have finished reviewing this screen, they will click **Begin Test Now**.

   *When students click **Begin Test Now**, they officially begin or resume the current test session.*

   *To cancel starting a test for any reason, the student should click **Return to Login**.*

Section VI. Overview of the Student Testing Site

This section is designed to familiarize TAs with the Student Testing Site. It describes what students see and the tools they have access to while taking FSA assessments or practice tests.

Test Layout

This sample image of a test item shows the primary features and tools available to students.
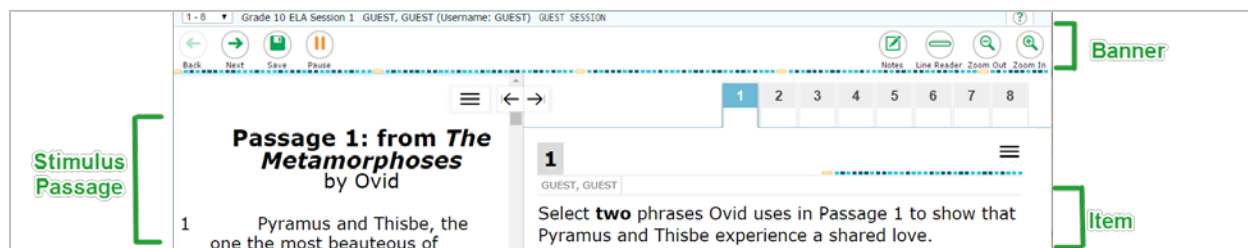
Figure 31. Sample Item Page

About Test Elements

A test page has up to three elements: Banner, Stimulus/Passage section, and Item section.

- *Banner: The banner contains two rows.*
  - o Test Information: This row displays the current question number(s), test name, student name, help button, and system settings button.
  - o Global Menu: This row displays the navigation and global test tool buttons.
- *Stimulus/Passage: The stimulus/passage section contains the following elements:*
  - o Stimulus/passage context menu
  - o Expand/collapse passage/item button
  - o Stimulus/passage content
- *Item: Each item contains the following elements:*
  - o Item number
  - o Item context menu
  - o Item stem
  - o Response area/answer options
  - o Student's name and most recent save date
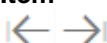
Embedded Test Tools

The Test Delivery System contains a number of embedded test tools. This section provides an overview of the available tools and where they are located. Embedded test tools are grouped into one of three categories:

- *Universal* tools are available in all tests for all students.

- *Subject* tools are available in certain tests for all students who take those tests.

- *Accommodation* tools are available only for those students who have the related accommodation. The accommodation must be set before the student begins the test.

[Table 6](#) below provides an alphabetical list of all test tools in the Test Delivery System. The location column tells you where these tools can be found. For more information about using the global and context menus, refer to the [Marking Items for Review](#) section.

Table 6. Test Tools in the Test Delivery System

Test Tool	Category	Location	Description
American Sign Language (ASL)	Accommodation	Context Menu	Videos that translate audio content into American Sign Language (ASL). Click **ASL American Sign Language** in the context menu.
Closed Captioning	Accommodation	Stimulus/Passage	Questions and stimuli with audio elements automatically display closed captions for students testing with this accommodation.
Calculator	Subject	Global Menu	View the on-screen calculator in a test.
Expand/Collapse Item	Subject	Context Menu	Expand a passage or item for easier readability. Expanded passages or items can also be collapsed.
Formula	Subject	Global Menu	View the on-screen reference sheet.
Help	Universal	Global Menu	View the on-screen *Test Instructions and Help*.
Highlighter	Universal	Context Menu	Highlight text in a passage or item. *Text in images cannot be highlighted. The Highlighter tool cannot be used if the Line Reader tool is being used.*
Line Reader	Universal	Global Menu	Highlight one line of text in a stimulus (passage) or item at a time. *Note: The Line Reader tool cannot be used if the Highlighter tool is being used.*
Masking	Accommodation (Masking)	Global Menu	Cover an area of the test page to temporarily hide information that might be distracting. *The Masking accommodation must be enabled.*
Mark (Flag) for Review	Universal	Context Menu	Mark an item for review so that it can be easily found later. The question number displays a flap [ ] in the upper-right corner and [ ] appears next to the number. The Questions drop-down lists displays (marked) [1 (marked) ▼] for the selected question.

Test Tool	Category	Location	Description
Notes	Subject	Global Menu	Open an on-screen notepad and take notes. This tool is available for FSA ELA Reading and Writing.
Select Response Version	Subject	Context Menu	To view and restore responses previously entered for a Text Response question, select the **Select Response Version** option from the context menu. A list of saved responses appears. Select the desired response and click **Select**. This tool is available for open response items on all tests.
Strikethrough	Universal	Context Menu	Cross out answer options for multiple-choice/selected-response and multi-select items.
Notepad	Subject	Context menu	Students can open an on-screen notepad for any item they would like to take notes on. After entering a note, [ ] appears next to the question number. This tool is available on FSA Mathematics and EOC assessments.
System Settings	Universal	Global Menu	Adjust audio (volume) during ELA tests. For the text-to-speech accommodation, volume, rate, and pitch can be adjusted under this menu.
Tutorial	Universal	Context Menu	View a short video about each item type and how to respond.
Zoom Buttons	Universal	Global Menu	To enlarge the text and images on a test page, select Zoom In. Multiple zoom levels are available. To undo zooming, select Zoom Out.

Marking Items for Review

Students may mark (flag) items for review to return to the items later.

Figure 32. Sample Item Context Menu with Mark for Review
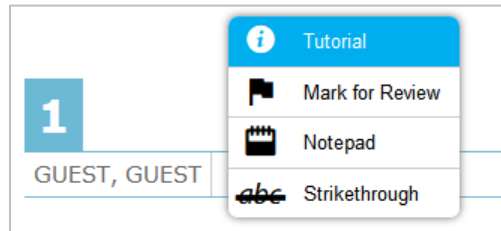
Figure 33. Sample Item Marked for Review
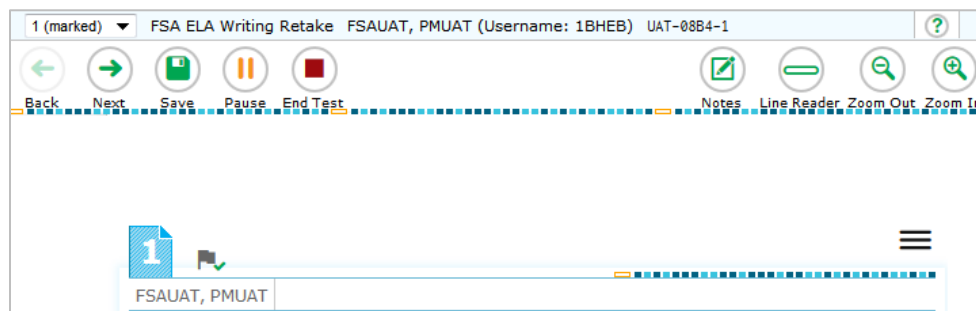
To mark an item for review:

1. Open the context menu for an item.

2. In the context menu, select **Mark for Review**.
   o The item number background will change and display a corner folded over [].

   o A flag icon [] appears next to the number.

   o In the *Questions* drop-down list, "(marked)" will appear next to the item number or item group.

Passage/Item Expansion Tool

Some items will be associated with a passage or other stimulus that appears on the left side of the screen. Students can expand the passage section so that it takes up a larger portion of the screen. This action will cover a portion of the items in the right pane. Students can also expand the item area so it takes up a larger portion of the screen.

Students will see an icon in the upper-right corner of the left pane that shows a double gray arrow.

Figure 34. Expand/Collapse Passage Icon

To expand and collapse the passage section:

To expand the section:

- Click the Expand/Collapse Passage icon [⟵ ⟶]. The section will expand and cover the items.

To collapse the section:

- Click [⟵ ⟶] again. The section will collapse to its original size and the items will be visible.

Masking Tool

The Masking tool is available on all tests for students with this accommodation assigned. This tool allows students to hide areas of the test so that they can focus on another part of the screen. Students can mask as many areas as they want.

Figure 35. Test Page with Masked Area
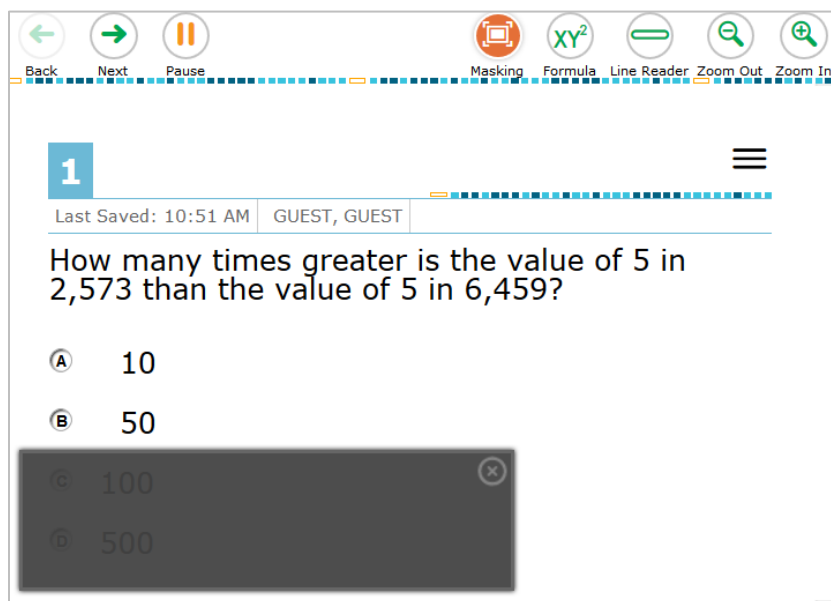
To activate the Masking tool on desktops and laptops (with a mouse or trackpad):

1. In the top bar of the test (Global Menu), select the masking icon [Masking].

2. Using your mouse, click and drag until the area you want to cover is fully selected. (The preview will have a blue dashed border.)

3. Release the mouse button. The masked area will become dark gray.

   o As long as the Masking tool is active, you can mask other areas.

   o To close a masked area, click the [**X**] button in the upper-right corner.

   o To exit the Masking tool, click [Masking]. *Note: Exiting the Masking tool will not automatically delete any masked areas on the screen.*

To activate the Masking tool on tablets:

1. In the top bar of the test (Global Menu), tap [Masking].

2. Using your finger, tap and drag until the area you want to cover is fully selected. (The preview will have a blue dashed border.)

3. Release your finger. The masked area will become dark gray.

   o As long as the Masking tool is active, you can add other masked areas.

   o To close a masked area, tap the [**X**] button in the upper-right corner.

   o To exit the Masking tool, tap [Masking]. *Note: Exiting the Masking tool will not automatically delete any masked areas on the screen.*

About Text-to-Speech (TTS)

Students testing with the TTS accommodation assigned can listen to prompts, questions, and answer options (see Figure 36). TTS is only available when using the secure browser.

For information about setting up computers and devices to access TTS, see the *Technical Specifications Manual* available on the FSA Portal.

Figure 36. Speak Tool Options for Questions
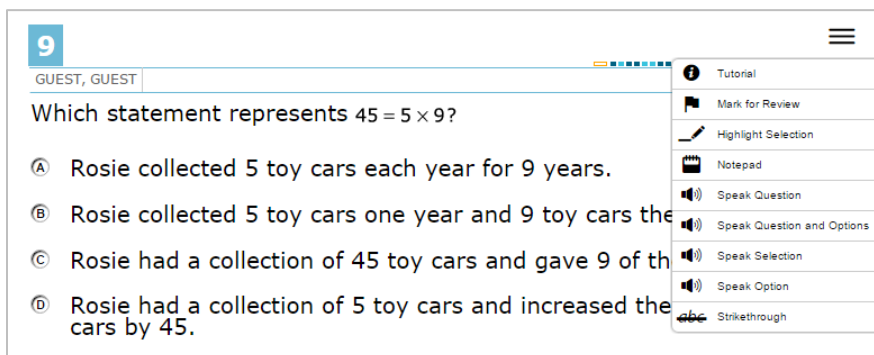
To listen to content with the Text-to-Speech tool:

- To listen to a portion of text such as a word or phrase, students select the text, open the passage context menu, and select **Speak Selection**.

  ⚠️ **Alert:** When listening to passages, students can pause TTS and then resume it at the point where it was paused. However, this feature is not available on mobile devices. Students testing on mobile devices can resume a paused TTS passage by selecting the remaining text to be read aloud and selecting **Speak Selection** from the context menu.

- To listen to a question or answer options, students open the question context menu and select one of the following **Speak** options:

  o To listen only to the question or prompt, students select **Speak Question**.

  o To listen to a multiple-choice question and all answer options, students select **Speak Question and Options**.

  o To listen only to an answer option, select **Speak Option** from the context menu and then select the answer option. Students can also right-click the answer option and select **Speak Option**.

About the Select Response Version Tool

The Select Response Version tool allows students to view and restore responses they previously entered for a Text Response question. For example, if students type a response, click **Save**, delete the text, and enter new text, they can use this tool to recover the original response.

Figure 37. Select Response Version Window
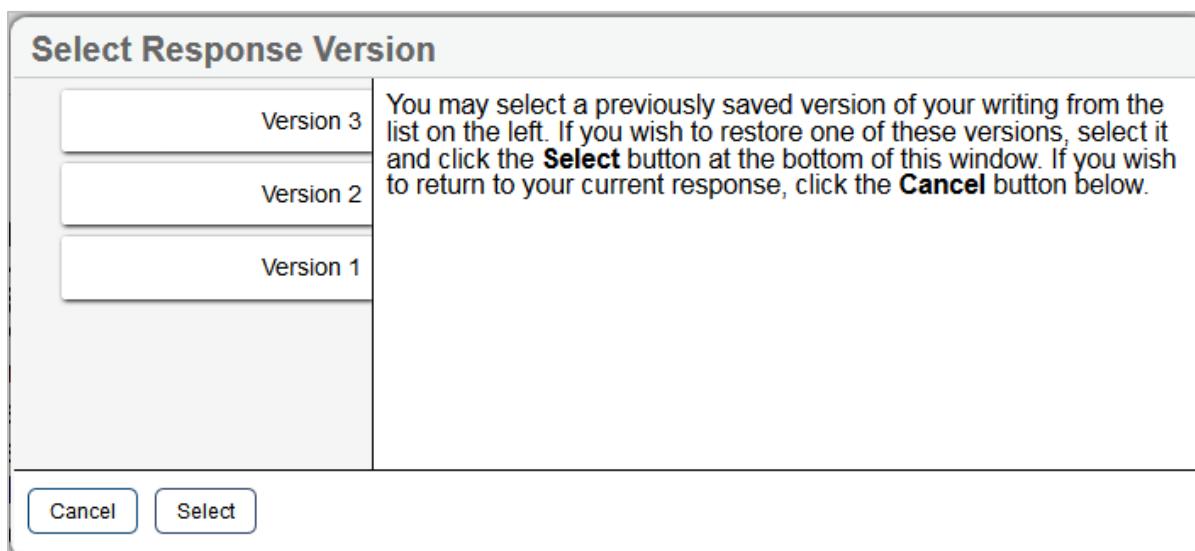
To use the Select Response Version tool:

1. Select the **Select Response Version** option from the context menu. The ***Select Response Version*** window appears, listing all the saved responses for the question in the left panel (see Figure 37).

2. Select a response version from the left panel. The text associated with that response appears in the right panel.

3. Click **Select**. The selected response appears in the text box for the question.

Note: This tool is only available for open response questions. If the test is paused, any responses entered prior to pausing will no longer appear in the ***Select Response Version*** window.

Global and Context Menus

The Global and Context menus allow students to access on-screen tools. These can be accessed using a mouse or keyboard shortcuts. For information about keyboard shortcuts, refer to Appendix D. Keyboard Navigation for Students. This section describes how to use the global and context menus to access on-screen tools. This section also provides further details for using some of the test tools.

About the Global Menu

The global menu at the top of the test page contains navigation buttons on the left side and tools on the right side (see Figure 38).

Figure 38. Global Menu
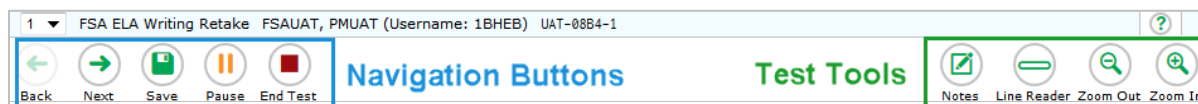
To open a test tool in the global menu, select the button for the tool. The selected test tool activates.

About the Context Menus

Each test question may include several elements, such as the question number and answer options (see Figure 39). The context menu for each element (including the stimulus) only contains tools applicable to that element (see Figure 40 and Figure 41).

Figure 39. Overview of Elements for Multiple-Choice Items
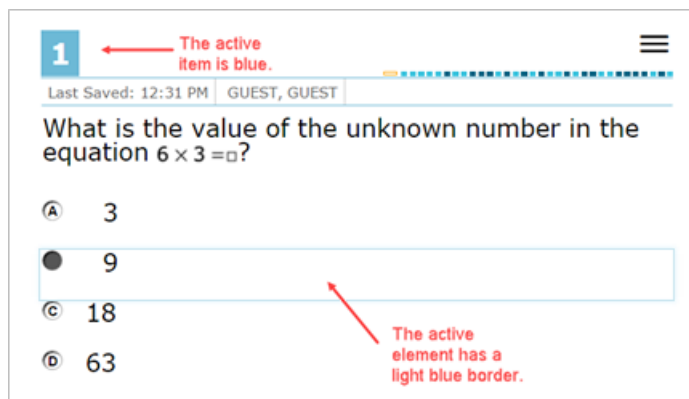
Figure 40. Context Menu for Questions
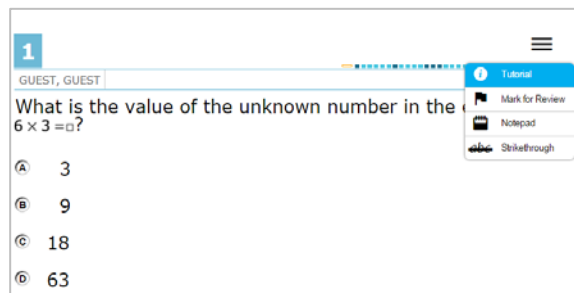
Figure 41. Context Menu for Answer Options

Opening a Context Menu for Passages and Questions

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

To access the context menu for a passage or question:

1. Click the context menu icon [☰] in the upper-right corner of the passage 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 (this selects the answer option until you select a different option).

2. Select a tool from the context menu.

Opening the Global Menu Using Keyboard Commands

1. Press the **Ctrl** + **G** keys to access the Global Menu. The menu will appear on the screen.

2. Use the **Up** or **Down** arrow keys on the keyboard to move between options in the menu. Each option will be highlighted as you arrow up or down.

3. Press the **Enter** key to select the highlighted menu option.

4. Press the **Esc** key to close the Global Menu.

Note: The tools available in the Global Menu depend on the test subject.

Section VII. Proceeding Through the Test

This section provides details on how students answer items and proceed through an online test.

Students will answer items in the test and then click **End Session** [End Session] at the end of a session

or select **End Test** [End Test] at the end of the final session to begin the process of submitting the test.

Answering Test Items

Some pages may have only one test item, and others may have more. After students have answered items on a page, they must click **Next** to go to the next page.

Note: When items are grouped together in the Questions drop-down list, these items are paginated to display individually. Buttons for each item in the group appear in the upper-right corner. Students can click these buttons to navigate to the next item.

Figure 42. Item Buttons

The following question types may appear on tests:

- **Multiple-choice/selected-response items:** Students must click the desired answer option so that the radio button (A, B, C, or D) darkens.

- **Multi-select items:** Students must click the checkbox for at least one answer option. The question will specify how many answer options must be selected.

- **Technology-enhanced (interactive) items:** Students must follow the instructions given.

  o Some items require students to select letters, numbers, or symbols to generate an answer.

  o Some items require students to select an object on the screen.

  o Some items require students to move objects around on the screen.

  o Some items require students to enter text into a text box.

Note: For technology-enhanced items, **Save** [Save] will appear in the top row next to the pause button. Clicking this button is not required because students' answers are automatically saved every two minutes and when they move to the next item. The save button allows students to manually save their response before continuing to the next item or test page.

Reviewing Skipped or Marked Items

Figure 43. Item Marked for Review
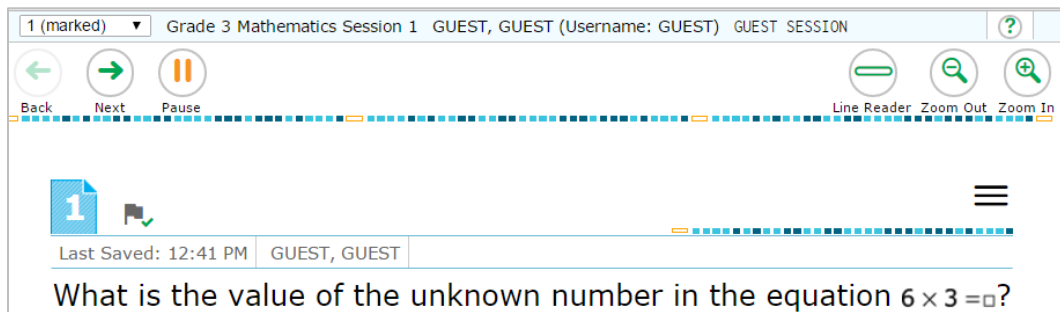
Students can use the Back/Next buttons or the Questions drop-down list to navigate to the item(s) they want to review. The item number for items that are marked for review changes in appearance, as shown in Figure 44.

Figure 44. Unmarked/Marked Item Numbers

Unmarked Item	Marked Item

Students are also able to view items that have been marked for review or that remain unanswered on the session review screen (see Figure 45). Students can click the item to review that item.

Ending Sessions (Pausing Tests)

Students are asked to click **End Session** after reviewing their responses (see Figure 45) to pause their tests when they have completed a session and have reviewed their answers. This will log students out of the test. Students can also click **Pause** [🔘] in the top banner (see Figure 38) to pause the test anytime. They can do so whether they are viewing a page with a single item or one with multiple items.

Figure 45. End Session Button and Review Screen

To end a session and log out:

1. To review answers, students must select an item or test page from the list.

   o To return to this *Review* screen when reviewing answers, students can select Review from the Questions drop-down list.

   o While students are reviewing their answers, the End Session button remains on the screen.

2. To end a session students must click **End Session**. A confirmation message will appear.

3. Students must click **Yes** to acknowledge the message. The student will be logged out and directed to the secure browser login page.

When the student is ready to resume testing, he or she will need to repeat the sign-in process.

Completing and Submitting the Test

This section provides an overview of the process for completing and submitting a test.

Warning: Students must submit the test when they have finished answering all items.

When students have finished answering all the items in the test, they must click **End Test** and begin the process of submitting the test.

Reaching the End of the Test

When students reach the end of a test, the *Review* screen appears, and **End Test** appears in the Global Menu next to **Pause** (see).

Figure 46. End of Test Review Screen

You have reached the end of this session: ELA Reading Retake Session 2

After completing this session, click the button at the bottom of the screen.

⚠ This symbol indicates unanswered items.

Questions:

33	37 ⚠	41	45 ⚠	49	53	57 ⚠	61
34	38	42	46	50	54	58	62
35 ⚠	39	43	47	51	55	59	63
36 ⚠	40 ⚠	44	48 ⚠	52	56	60	64

End Test   Click **End Test** when you have finished to submit your test. **You will** *not* **be able to return to this session once you click End Test.**

Figure 47. Global Menu with End Test Button (Submitting Test)

Back   Next   Save   Pause   End Test

Reviewing and Ending a Test:

1. To review answers, students must select an item or test page from the list.

   o To return to this *Review* screen when reviewing answers, students can select **Review** from the *Questions* drop-down list.

   o While students are reviewing their answers, the End Test button remains on the screen. Students can end the test at any point by clicking this button.

2. To end the test, students must click **End Test**. An *Attention* message appears (see Figure 48 below).

3. Students must click **Yes** to complete the test and continue to the next screen.

Figure 48. End Test Alert Message

Attention

You have reached the end of the test. Click **Yes** to submit your test. Click **No** to keep working on your test. [Message Code: 10900]

No   Yes
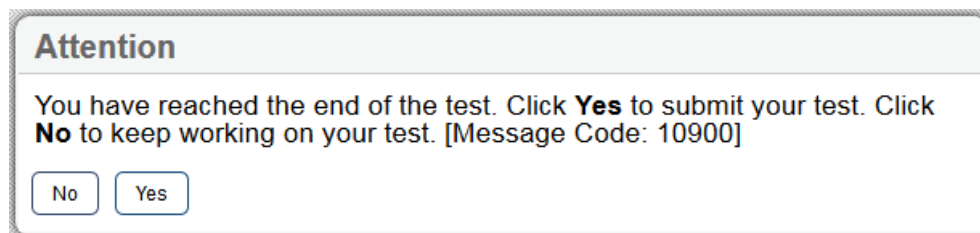
⚠ **Warning:** Once students click **Yes**, they cannot return to the test. The test has been completed, but not yet submitted. See next step.

End Test Submit Page

After students select **Yes**, a new screen will appear, allowing them to submit the test.

Figure 49. End Test Page
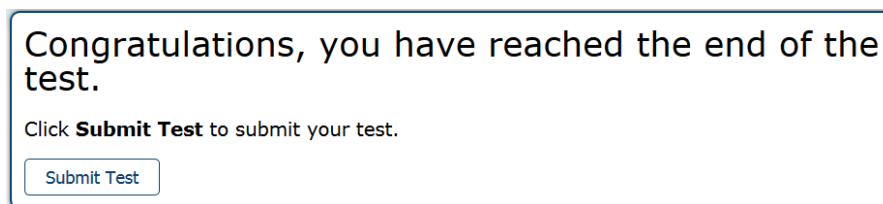
1. To submit the test, students must click **Submit Test**. The test is officially submitted for scoring.

Test Completed Screen

After students submit the test for scoring, the *Test Completed* screen appears. This screen will show the student's name, the test name, and the date the test was completed and submitted.

Figure 50. Sample Test Completed Screen
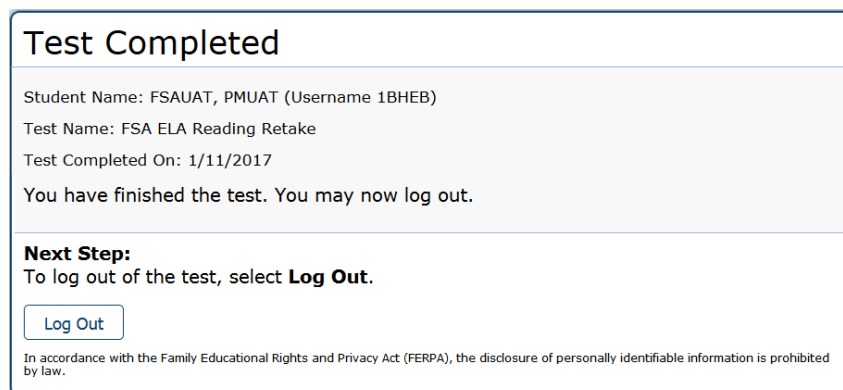
Appendix A. About the Secure Browser

Students must log in through the appropriate secure browser provided for the Test Delivery System. The secure browser is designed to ensure test security by prohibiting access to external applications or navigation away from the test. The secure browser must be used to access practice tests administered at the school and the operational tests.

The FSA Portal (http://www.FSAssessments.org/) contains instructions for downloading and installing the secure browsers. Your school or district IT staff can help to ensure that the secure browser has been installed correctly on all computers and devices to be used for testing at your school. If you are not sure whether the secure browser has been installed or if you have questions, contact your school administrator or IT staff prior to administering tests.

While the secure browser is an integral component of test security, TAs perform an equally important role in preserving test integrity. TAs should be aware of the following and employ the necessary precautions while administering online tests:

- **Close External User Applications Before Launching the Secure Browser**

  Prior to administering the online tests, TAs should check all computers and devices that will be used and close all applications except those identified as necessary by the school's technology coordinator. After closing these applications, the TA should open the secure browser on each computer or device. The secure browser will not work if the computer or device detects that a forbidden application is running (see below).

- **Do Not Allow Testing on Computers with Dual Monitors**

  Students should not take online tests on computers that are connected to more than one monitor. Systems that use a dual-monitor setup can display an application on one monitor screen while another application is accessible on the other screen.

- **Disable Built-In Accessibility Features on iPads**

  iPads include a built-in "Speak Option" accessibility feature that reads aloud selected text. Guided Access mode does not automatically block this feature. Before entering Guided Access mode, you should verify that only allowable accessibility features are enabled. To manage accessibility features, tap **Settings** > **General** > **Accessibility**. For information about which accessibility features are allowable, see the *Technical Specifications Manual*.

- **Disable Screen Savers and Timeout Features**

  On all testing devices, be sure to disable any features that display a screen saver or log users out after a period of inactivity. If such features activate while a student is testing, the secure browser will log the student out of the test.

Forbidden Application Detection

This feature automatically detects certain applications that are prohibited from running on a computer while the secure browser is open. The secure browser checks the applications currently running on a computer when it is launched. If a forbidden application is detected, the student is denied entry and is shown a message that indicates which forbidden application is open. Similarly, if a forbidden

application launches while the student is already in a test (e.g., notifications, scheduled tasks), the student will be logged out and a message displayed.

> ⚠️ **Warning: If a forbidden application is launched in the background while the student is already in a test, the student will be logged out.** The student will also see a pop-up message stating that a forbidden application was detected.
>
> This typically occurs when a process such as Internet Explorer is triggered in the background in order for a software auto-update to occur. AIR recommends checking all software auto-updates and ensuring that they are done outside of planned testing hours.

Accessing the Student Testing Site on iPads and Android Tablets

Tablets and Chromebooks should be prepared for testing **before** they are given to students. For detailed instructions on ensuring tablets and Chromebooks are ready for use, refer to the *Technical Specifications Manual for Online Testing*, which is available on the FSA Portal.

Configuring iPads

> **Note**: If you are testing with Autonomous Single App Mode (ASAM), you do not need to activate Guided Access mode manually and may ignore these steps. Contact your technology coordinator to determine if you are testing with ASAM.

1. Tap the **AIRSecureTest** secure browser icon.

2. To enable Guided Access, triple-tap the Home button.

3. Tap **Start**. Guided Access activates and the student sign-in page appears.

Configuring Android Tablets

1. Tap the **AIRSecureTest** secure browser icon.

2. If the secure browser keyboard is not selected, you will need to follow the prompts on the screen. When the secure browser keyboard is selected, then the secure browser app will open.

Configuring Chromebooks

1. From the **Apps** link on the Chrome OS login screen, select the **AIRSecureTest** secure browser.

Secure Browser Error Messages

- **Secure Browser Not Detected**

The Test Delivery System automatically detects whether a computer is using the current secure browser to access the operational assessments. Under no conditions may a student access an operational assessment using a non-secure browser or an out-of-date secure browser.

- **Unable to Establish a Connection with the Test Delivery System**

  The above message will display when the secure browser cannot connect to the Test Delivery System. This is most likely to occur if there is a network-related problem. The cause can be anything from a network cable not being plugged in to the firewall not allowing access to the site. Contact your technology coordinator or the FSA Help Desk to troubleshoot the network error.

- **Environment Is Not Secure**

  To resolve this issue, ensure that the latest version of the secure browser is installed on the student's computer, including Test Policy for Windows computers. If you are already running the latest version of the secure browser, then you should log the student out, restart the computer, and try again. If this message appears on an iPad, ensure that either ASAM or Guided Access mode is enabled.

Closing the Student Testing Site on Tablets

After a test session ends, close the AIRSecureTest application on student tablets.

To close the Student Testing Site on iOS devices:

Note: If you are testing with Autonomous Single App Mode (ASAM), skip to step 4. Contact your technology coordinator to determine if you are testing with ASAM.

1. Triple-tap the Home button.

2. Enter the Guided Access passcode. If you do not know the Guided Access passcode, contact your technology coordinator.

3. Tap **End** in the upper-left corner.

4. Close AIRSecureTest by doing one of the following:

   o For iOS 7.0–9.x devices:

      i. Double-tap the Home button. The multitasking bar appears.

      ii. Locate the **AIRSecureTest** app preview and slide it upward to close it.

To close the Student Testing Site on Android tablets:

1. Tap the Menu icon [≡] in the upper-right corner.

2. Tap **Exit**. A confirmation message appears.

3. Tap **Exit**.

To close the Student Testing Site on Chromebooks:

1. Click **CLOSE SECURE BROWSER** in the upper-right corner.

Force-Quit Commands for Secure Browsers

In the rare event that the secure browser or test becomes unresponsive and you cannot pause the test or close the secure browser, you have the ability to "force quit" the secure browser.

If you cannot close the secure browser, contact the help desk for assistance. *(Note: The force-quit command will log the student out of the test he or she is taking. When the secure browser is opened again, the student will have to log back in to resume testing.)*

Table 7. Force-Quit Commands by Operating System

Operating System	Key Combination
Windows*	**Ctrl** + **Alt** + **Shift** + **F10**
Mac OS X*	**Ctrl** + **Alt** + **Shift** + **F10**. The **Ctrl** key may appear as **Control**, **Ctrl**, or **^**
Linux	**Ctrl** + **Alt** + **Shift** + **Esc**

*If you are using a laptop or notebook, you may need to press **Function** before pressing **F10**.

Caution: Use of Force-Quit Commands

The secure browser hides features such as the Windows task bar or Mac OS X dock. If the secure browser is not closed correctly, then the task bar or dock may not reappear correctly, requiring you to reboot the device. Avoid using a force-quit command if possible.

Force-quit commands do not exist for the secure browser for iOS, Chrome OS, and Android devices.

- **iOS:** To exit Guided Access, triple-click the Home button, then close the app as you would any other iOS app.

- **Chrome OS:** To exit the secure browser, press **Ctrl** + **Shift** + **S**.

- **Android:** To close the secure browser, tap the menu button in the upper-right corner and select **Exit**.

Appendix B. Student Test Settings and Accommodations

If a student's default test settings and accommodations have not been preset in TIDE, the student is automatically assigned the default for each test setting (for that respective test). It is important to note that the default settings can vary by test. Only the settings available for that test will be displayed on the *Approvals and Student Test Settings* screen for that student.

If any test setting that is non-editable is incorrect, the student should not test until the incorrect setting has been corrected.

Table 8. Student Test Settings Visible in TA Interface

Test Setting	Options*	Description
Color Choice	**Black Text on White** Black Text on Yellow Black Text on Light Blue Black Text on Blue Black Text on Magenta White Text on Black White Text on Navy Yellow Text on Dark Blue	Color combination applied to a student's test. This setting is designed to help students who experience difficulties that are associated with the contrast or lighting of the screen. The color combination a student chooses will remain throughout the entire test.
Masking	**Off** On	Allows students with this accommodation set in TIDE to temporarily mask (hide) an area of the test screen to reduce distraction.
Print Size (Zoom level)	**Level 0 = default size (1X)** Level 1 = 1.5X Level 2 = 1.75X Level 3 = 2.5X Level 4 = 3X	The selected print size becomes the default for all stimuli and items in that student's test. Regardless of the print size assigned, all students can use the Zoom buttons in the test to toggle between the five levels of print size for individual items. *Note: The default font size is 12 point for most tests. Zoom settings persist across test pages.*
Reading/Writing Passage Book	**No** Yes	A regular print or large print passage booklet may be requested for a student participating in a computer-based Reading or Writing test. The passage booklets contain the passages only and do not contain prompts, test items, or answer choices. Student eligibility information for passage booklets must be recorded in TIDE.
Text-to-Speech (TTS)	**Off** On	Students who have a text-to-speech (TTS) accommodation listed on their IEPs can use the Speak tool to listen to instructions, test items, and answer options. Student eligibility information for TTS must be recorded in TIDE.
American Sign Language (ASL)	**Off** On	Students who have an American Sign Language (ASL) accommodation can view videos of audio passage content on ELA Reading tests. Student eligibility information for ASL must be recorded in TIDE.

Test Setting	Options*	Description
Closed Captioning (CC)	**Off** On	Students who have this accommodation will access closed captioning for audio passage content on ELA Reading tests. Student eligibility information for CC must be recorded in TIDE.
Mouse Pointer	**System Default** Large Black Extra Large Black Large Green Extra Large Green Large Red Extra Large Red Large White Extra Large White Large Yellow Extra Large Yellow	Students can change the size and color of the mouse pointer.

* The general default setting for each category is displayed in bold text.

Appendix C. Formatting Toolbar in Tests

In addition to the embedded test tools available for tests, a formatting toolbar appears for some open response (writing) items. This formatting toolbar allows students to apply styling to text (e.g., bold, italics) and use standard word-processing features such as moving and indenting text.

Understanding the Formatting Toolbar

The following table provides an overview of the formatting tools available.

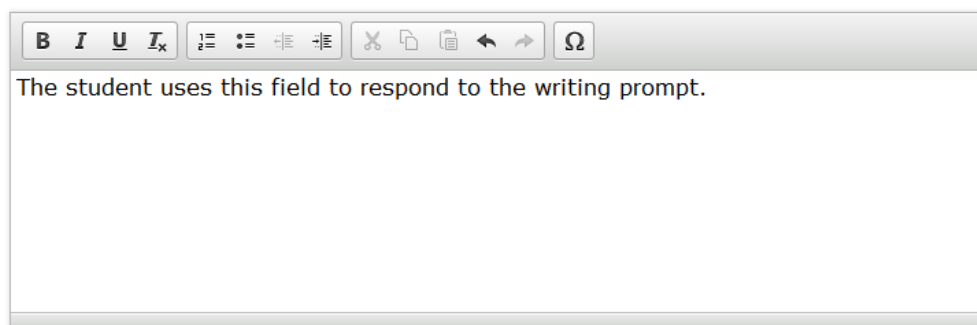Figure 51. Open Response Item with Formatting Toolbar

Table 9. Description of Formatting Tools

Tool	Description of Function
B I U	**BOLD**, **ITALICIZE**, or **UNDERLINE** selected text
I_x	**REMOVE** formatting that was applied to the selected text
(numbered/bulleted list icons)	Insert a **NUMBERED** or **BULLETED** list.
(indent icon)	**INDENT** a line of selected text
(undo indent icon)	**UNDO INDENT** for a line of selected text
(scissors icon)	**CUT** selected text
(copy icon)	**COPY** selected text
(paste icon)	**PASTE** copied or cut text
(undo icon)	**UNDO** reverses the last action in the response field. (This feature applies to previous edits to text or formatting.)
(redo icon)	**REDO** reverses the last undo action
Ω	Add **SPECIAL CHARACTERS**, such as math symbols or Spanish characters, in the response field

TIP

Tip: In addition to the cut/paste options, text can also be moved manually using the mouse.

1. Click and hold the mouse button to select the text you want to move.

2. Release the button, then click and drag the highlighted text to the desired location.

Special Characters

Students can select math characters as well as other symbols.

To view available special characters:

1. *In the toolbar,* click the Omega icon [Ω].

2. In the window that pops up, select the necessary character.

Figure 52. Special Characters Screen
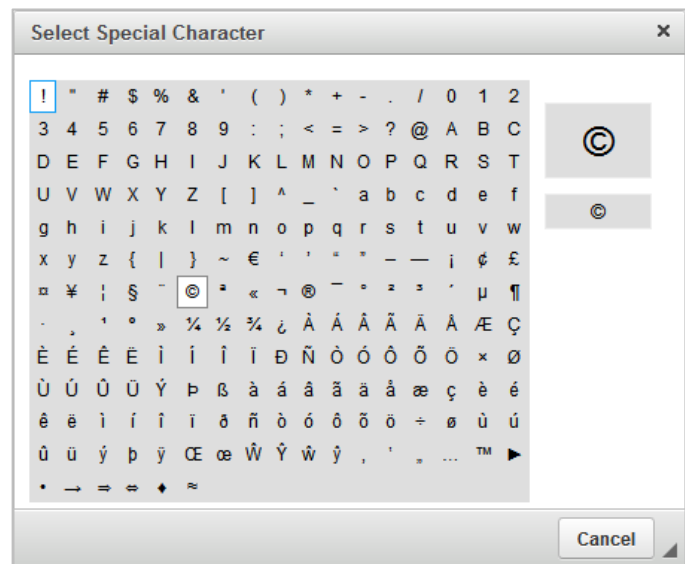
Appendix D. Keyboard Navigation for Students

Any student can use these keyboard commands to navigate between test elements, features, and tools.

Login Screens and In-Test Pop-ups

Use these keyboard commands to select options on the login screens or on pop-up screens that appear during the test. For example, if you see a screen with **No** or **Yes** buttons, you can use keyboard commands to navigate to those buttons.

Table 10. Keyboard Commands for Login Screens and Pop-Up Screens

Keyboard Command	Function
Tab	Move to the next option
Shift + Tab	Move to the previous option
Enter	Select the active option

Figure 53. Sample Login Screen Displaying Yes and No Buttons

Global Menu

To access the Global Menu tools using keyboard commands:

1. Press the **Ctrl** + **G** keys. The Global Menu list will open.

2. To move between options in the Global Menu, use the **Up** or **Down** arrow keys. Each option will be highlighted as you arrow up or down.

   o To select the highlighted option, Press the **Enter** key.

   o To close the Global Menu without selecting an option, press the **Esc** key.

Context Menus

Navigating to an Element

- To navigate between elements (e.g., reading passage, items, and answer options), press the **Tab** key. The "active" element will display a light blue border.

- You can also use **Shift** + **Tab** to navigate backwards (e.g., from answer option B to answer option A).

Opening a Context Menu for an Element

1. Press the **Ctrl** + **M** keys. The Context Menu for the selected element will open.

2. To move between options in the Context Menu, use the **Up** or **Down** arrow keys. Each option will be highlighted as you arrow up or down.

   o To select the highlighted option, Press the **Enter** key.

   o To close the Context Menu without selecting an option, press the **Esc** key.

Selecting Text and Opening Context Menu Options

This feature is available only when using a desktop secure browser (Windows, Mac, or Linux).

1. Navigate to the element containing the text you want to select.

2. Press **Ctrl** + **M** to open the Context Menu.

3. If multiple options are available, use the down arrow key and navigate to **Enable Text Selection**.

4. Press **Enter**. A flashing cursor will appear at the top left of the active element.

5. To move the cursor to the beginning of the text you want to select, use the arrow keys.

6. Press **Shift** and an arrow key to select your text. The text you select will appear shaded.

7. Press **Ctrl** + **M** again. Choose the tool you want to use for the selected text (e.g., **Highlight Selection**).

Keyboard Commands for Test Navigation and Test Tools

Students can use these keyboard commands to navigate between test elements, select answer options, and open tools.

Note: Keyboard commands require using the primary keyboard. If your keyboard contains a numeric keypad (often on the right side), do not use the keys in that section.

Table 11. Keyboard Commands for Test Navigation

Button/ Image	Description of Function	Keyboard Commands
	Open the **GLOBAL MENU**	**Ctrl** + **G**
	Open a **CONTEXT MENU** (for the selected passage, item, or answer option)	**Ctrl** + **M**
Next	Go to the **NEXT** test page	**Ctrl**+ Right Arrow key [→] (or open the Global Menu)
Back	Go to the **PREVIOUS** test page	**Ctrl** + Left Arrow key [←] (or open the Global Menu)
Pause	**PAUSE** your test	**Ctrl** + **G** (via Global Menu)
	END TEST and submit it for scoring	**Ctrl** + **G** (via Global Menu)
	SCROLL UP in an area of the test page	Up Arrow key [↑]
	SCROLL DOWN in an area of the test page	Down Arrow key [↓]
	SCROLL to the **RIGHT** in an area of the test page	Right Arrow key [→]
	SCROLL to the **LEFT** in an area of the test page	Left Arrow key [←]
	Move to the **NEXT ELEMENT** (on a page containing items, answer options, and/or a passage)	**Tab**
	Move to the **PREVIOUS ELEMENT** (on a page containing items, answer options, and/or a passage)	**Tab + Shift**

Table 12. Keyboard Navigation for Test Tools

Button/ Image	Description of Function	Keyboard Commands
	Open the **GLOBAL MENU**	**Ctrl + G**
☰	Open the **CONTEXT MENU** (for the selected passage, item, or answer option)	**Ctrl + M**
Ⓐ	Select **OPTION A**	*Move between answer options:* Press **Tab** or **Shift + Tab**
Ⓑ	Select **OPTION B**	
Ⓒ	Select **OPTION C**	*Select an active answer option:* Press the **space bar**
Ⓓ	Select **OPTION D**	
?	Open the **HELP GUIDE**	**Ctrl + G** (via Global Menu)
Calculator	Open the **CALCULATOR**	**Ctrl + G** (via Global Menu)
XY²	Open the **FORMULA** sheet	**Ctrl + G** (via Global Menu)
✎	**HIGHLIGHTER** (highlight text on the page)	**Ctrl + M** (via Context Menu)
⚑	**MARK/UNMARK** an item for review	**Ctrl + M** (via Context Menu)
Masking	Activate the **MASKING** tool	**Ctrl + G** (via Global Menu)
abc	**STRIKE THROUGH** an answer option	**Ctrl + M** (via Context Menu)
ⓘ	Open a **TUTORIAL** to view a video about that item type.	**Ctrl + M** (via Context Menu)
Zoom In	**ZOOM IN** (increase the size of text and graphics on a page)	**Ctrl + G** (via Global Menu)
Zoom Out	**ZOOM OUT** (decrease the size of text and graphics on a page)	**Ctrl + G** (via Global Menu)

Keyboard Commands for Items with Add Point or Add Line/Arrow Tool

Technology-enhanced items with an Add Point, Arrow, or Line tool may have up to three main sections:

- Answer Space (the large area that takes up the most space)

- Button Row (at least one button, such as Add Point, will appear at the top). Buttons may include:

  Delete, **Add Point**, **Add Arrow**, **Add Line**, and **Connect Line**

- Object Bank (a section that includes objects to move to the Answer Space)

Figure 54. Sample Item with Point and Line Tools

Note: Not all technology-enhanced items contain all three sections. Some items may contain only an Answer Space (with objects already in the Answer Space). Some contain only action buttons and the Answer Space. Some may contain only the Object Bank and Answer Space.
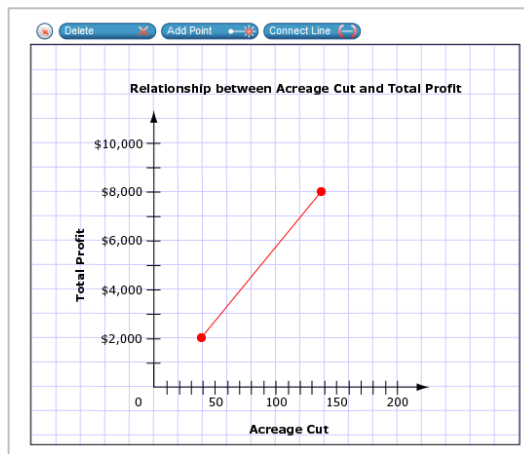
To move between the main sections (Object Bank, Button Row, and/or Answer Space):

- Press the **Tab** key. Navigation is clockwise (from top to right to bottom to left).
- To move counter-clockwise, press **Shift**] + **Tab**.
- The "active" section will have a border.

To add an object from the Object Bank to the Answer Space:

1. Make sure the Object Bank is active.
2. Use the up and down arrows to move between the available objects. The active object will have a blue background.
3. To add the active object to the Answer Space, press the **space bar**.

To select an Action Button and place the object (point or line) in the Answer Space:

1. Make sure the Button Row is active.
2. Use the left or right arrow keys to move between the buttons. The active button is white.
3. Press **Enter**.
4. Press the **space bar** to apply the dot, arrow, or line to the Answer Space.

To move objects, points, lines, and arrows around in the Answer Space:

1. Make sure the Answer Space is active.
2. To move between the objects, press **Enter**. The active object will have a blue border.
3. Press the **space bar**.
4. Press an arrow key (up, down, left, or right) to move the object. *Note: To move an active object a very small distance, press **Shift** and an arrow key.*

Appendix E. Transferring a Test Session between Computers

TAs can "transfer" an **active** test session from one computer/mobile device or browser to another without stopping the test session or interrupting in-progress tests. This feature is useful in scenarios when a TA's browser or computer encounters an issue while a test session is in progress.

⚠️ **Warning: If you cannot remember your Session ID, you will be unable to transfer the session.** Write down your Session ID before you transfer the session. Session IDs have three sections and are separated by hyphens.

- For Practice Test sessions, the Session ID will begin with "**TRAIN**." For example, a training Session ID might be TRAIN-A1B2-1.

- For **operational** test sessions, the Session ID will begin with "**FL**." For example, a Session ID might be FL-A1B2-1.

The system ensures that a test session can be administered from only one browser at a time; therefore, when a session is moved to a new computer, the TA will no longer be able to administer the test session from the original browser or machine.

The instructions on this page apply to both the TA Interface and TA Training Site. If you started a session on the TA Interface, ensure that you log in to the TA Interface on the new computer or browser and not the TA Training Site.

To transfer a test session to a new machine or browser:

> 1. Log in to the correct TA Site on the new machine or browser. A Session ID prompt will appear (see Figure 55 below).
>
>   *Do NOT log out of or stop the test session on the original computer or browser; doing so will end the test session and pause all students' tests.*
>
> 2. Enter the **active** Session ID into the text box and click **Enter**.
>
>   *When the Session ID is validated, you will enter the TA Site and be able to continue monitoring your students' progress and take action on any pending print requests.*
>
> The test session on the previous computer or browser will automatically close. (This will not stop the session.)

Figure 55. Enter Active Session ID Screen

Appendix F. User Support

If this user guide does not answer your questions, please contact the FSA Help Desk.

The Help Desk is open Monday–Friday from 7:00 a.m. to 8:30 p.m. Eastern Time (except holidays or as otherwise indicated on the FSA Portal).

FSA Help Desk

Toll-Free Phone Support: 1-866-815-7246

Email Support: fsahelpdesk@air.org
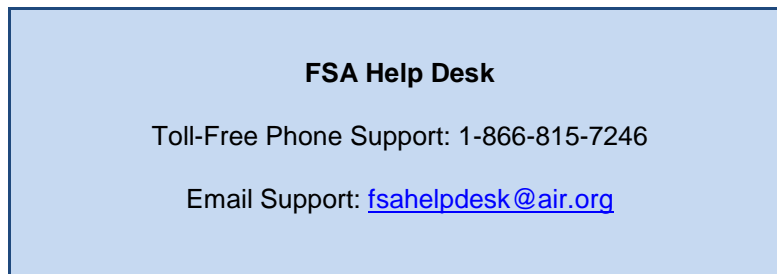
In order to assist you with your issue or question, please provide the Help Desk with detailed information that may include the following:

- If the issue pertains to a student, provide the SID and associated district and school for that student. Do not provide the student's name.

- If the issue pertains to a TIDE user, provide the user's full name and email address.

- Any error messages that appeared.

- Operating system and browser information, including version numbers.

Appendix G. Common FSA System Message IDs and Descriptions

Message ID #	Message	Solution/Description
Secure Browser Messages		
10893, 10894	You cannot log in with this browser.	Ensure that the secure browser is installed on the student's computer and that the student launched the secure browser rather than a standard web browser.
10897	You cannot log in until the following programs are closed: {list of programs}.	Ensure that all programs have been closed. The secure browser will not run with programs running in the background. You can verify all programs are closed using the Task Manager functionality on Windows or the Force Quit Applications functionality on Mac OS.
11744	Your computer has "Spaces" enabled. This feature must be disabled before you can log in. Please ask your Test Administrator for help.	For security purposes, Mission Control/Spaces must be disabled on Mac OS X computers that students will use for online testing. If Mission Control/Spaces is not disabled, students will be unable to test. Instructions to disable Spaces can be found in the FSA Technical Specifications Manual found in the Resources section of the Portal.
12283	This test environment is not secure. If you're using an iPad please make sure it is in Guided Access or ASAM. If you're using a desktop this means that some other application has taken focus away from the secure browser.	Ensure that the latest version of the secure browser is installed on the student's computer and all external applications, including screensavers and auto-updates, are closed or turned off. If this message appears on an iPad, ensure that the device is running in Guided Access Mode or Autonomous Single App Mode.

Message ID #	Message	Solution/Description
Student Interface Messages		
10207	Your Test Administrator has stopped your Test Session and your test has been paused. You will need to log back in to continue working on your test.	The Test Session was ended which paused the student's test.
10899	Are you sure you want to pause the test? Ask your Test Administrator before pausing your test.	The student pressed the PAUSE button in the student interface.
10904	Your answer has not been saved. Click **Yes** to try again. Click **No** to log out of your test without saving your answer.	This indicates there is a network delay or interruption where the student is testing. The student should continue to try and save his or her answer. If this is unsuccessful, contact the Test Administrator for assistance. The TA may choose to pause the test, review the network connection, and resume testing.
10915	You have **visited** all the questions in this test. When you have finished checking your answers, click the **End Test** button.	The student has passed through all questions available in the test. The student can now check his or her answers before ending the test.
11039	You have finished the test. You may now log out.	The student completed the test and pressed the SUBMIT TEST button and is being logged out of the test.
11043	You have marked questions for review. Review these questions before submitting your test.	During the test, the student marked questions he or she wanted to review before submitting the test.
11045	There was a problem with the system. Please give this number to your Test Administrator.	The Test Session was ended, most likely due to a connection loss. The TA should review the network connection and create a new test session to resume testing. Students will need the new Session ID to log back in.
11231	Audio is playing. Please pause the audio before navigating to another page.	The student attempted to continue to the next item before audio for the current item was completed.
11717	Your username is not entered correctly. Please try again or ask your TA.	The student did not enter his or her username as it appears on his or her Test Ticket. Please have him or her try again.

Message ID #	Message	Solution/Description
11743	You have not entered a response to one or more items on this page or passage. Click **Yes** to proceed to the next page without answering the item(s) at this time. Click **No** to remain on this page.	The student clicked the NEXT button before responding to all the items. There may be multiple items to respond to on this page. The student may choose to continue without answering all items or remain on the page and finish answering these items.
11969	Please check that your information is entered correctly. If you need help, ask your TA.	The student did not enter his or her first name as it appears on his or her Test Ticket. Please have him or her try again.

Message ID #	Message	Solution/Description
TA Interface Messages		
10161	Currently, we are unable to provide you with access to this system. Please check that you have the correct user permission to access this site. If your user permission allows access to this site, verify that you are accessing during a live testing window. This system is unavailable outside of established testing windows.	This message appears when the user is attempting to access one of the FSA Systems and cannot log in. He or she should check his or her user permissions and confirm that the system is available.
10163	The FSA Test Delivery System is down for scheduled maintenance. The <insert tests> will be available at <time> on <date>.	TDS is not available due to scheduled maintenance.
10510	If you pause this test, the student will be logged out. Are you sure you want to pause this test?	The TA clicked **PAUSE** for a student in the Students in your Session table.
10562	There was an error processing your request. Please try again.	This is most likely to occur if there is a network-related issue. For wired connections, verify that the network cable is plugged in. For wireless connections, verify that the Wi-Fi connection is live.
12278	You are leaving the current session. Are you sure you want to do this?	The TA is attempting to navigate away from his or her current live Test Session.

Appendix H. Change Log

Location	Change	Date
Approving Students for Testing	Updated instructions on approving students.	1/30/17
Denying Students Entry into the Test Session	Updated instructions on denying students entry into a test session.	1/30/17
Monitoring Students' Testing Progress	Updated screenshots and table removing Opp#.	1/30/17
Pausing a Student's Test	Updated instructions on pausing student tests.	1/30/17