

SAGE System

Online Testing System Test Administrator (TA) User Guide

2017-2018

Published October 9, 2017

Prepared by the American Institutes for Research®



Descriptions of the operation of the Test Information Distribution Engine, Test Delivery System, and related systems are property of the American Institutes for Research (AIR) and are used with the permission of AIR.

Table of Contents

Section I. Introduction to the User Guide	1
Organization of the User Guide	1
Document Conventions	1
Additional Resources	2
Section II. Overview of the Online Testing System	3
Description of the Online Testing System's Sites.....	3
User Roles and System Requirements	3
General Rules of Online Testing	4
Accommodation Rules.....	4
Pause Rules	4
Test Timeout Rules	4
Segmented Test Rules	4
Test Opportunity Expiration Rules.....	4
Section III. Accessing the Test Administration Sites	5
About Usernames and Passwords	6
Section IV. Overview of the Test Administration Sites	8
TA Site Layout	8
TA Site Features.....	9
Looking Up Students	10
Viewing Approved Print Requests.....	11
Printing Session Information.....	12
Alert Messages.....	12
Section V. Administering Online Tests	13
Starting a Test Session.....	13
Approving Students for Testing	14
Monitoring Students' Testing Progress.....	17
Overview of Student Testing Statuses	18
Pausing a Student's Test.....	18
Approving Print Requests.....	19
Stopping a Test Session and Logging Out.....	19
Stopping a Test Session.....	19
Logging Out of the TA Site	20
Accidentally Closing the Browser Window.....	20
Step 1: Signing Students In	20
Common Student Sign-in Errors	21

Step 2: Verifying Student Information	23
Step 3: Selecting a Test.....	24
Step 4: Verifying Test Information	25
Step 5: Functionality Checks	26
Text-to-Speech Check.....	26
Sound Check	27
Troubleshooting Audio Issues	27
Step 6: Viewing Test Instructions and Starting the Test.....	28
Section VI. Overview of the Student Testing Site	29
Test Layout	29
Test Tools	30
Using Menus and Tools.....	33
About the Global Menu	33
About the Context Menus.....	34
Opening a Context Menu for Passages and Questions.....	34
Opening a Context Menu for Answer Options	34
About the Masking Tool	35
About Text-to-Speech (TTS).....	36
Selecting a Previous Response Version.....	37
Section VII. Proceeding Through a Test	38
Viewing Stimuli	38
Responding to Test Questions	38
Pausing Tests	39
Reviewing Questions in a Test	39
Reaching the End of a Segment.....	40
Submitting a Test.....	40
Reaching the End of a Test.....	40
End Test Page.....	41
Your Results Page.....	42
Appendix A. About the Secure Browser	43
Additional Measures for Securing the Test Environment	43
Forbidden Application Detection	44
Configuring Tablets for Testing	44
Closing the Student Testing Site on Tablets	44
About Permissive Mode.....	45
Troubleshooting	46
Resolving Secure Browser Error Messages.....	46

Force-Quit Commands 47

Appendix B. Text Response Formatting Toolbar 48

 Spell Check..... 49

 Special Characters 49

Appendix C. Keyboard Navigation for Students..... 50

 Sign-In Pages and In-Test Pop-ups 50

 Keyboard Commands for Test Navigation..... 50

 Keyboard Commands for Global and Context Menus 51

 Global Menu 51

 Context Menus 51

 Highlighting Selected Regions of Text..... 51

 Keyboard Commands for Grid Questions 52

Appendix D. Transferring a Test Session..... 54

Appendix E. User Support..... 55

Table of Figures

Figure 1. Portal User Cards	5
Figure 2. Card for TA Interface	5
Figure 3. Login Page.....	5
Figure 4. Cards for TA Training Site	6
Figure 5. TA Site Layout	8
Figure 6. TA Site Banner.....	9
Figure 7. Student Lookup: Quick Search	10
Figure 8. Student Lookup: Advanced Search	11
Figure 9. Print Requests Window	11
Figure 10. Record of Alerts	12
Figure 11. Test Selection Box.....	13
Figure 12. Students Awaiting Approval.....	15
Figure 13. Approvals and Student Test Settings Window	15
Figure 14. Test Settings Page for a Selected Student.....	16
Figure 15. Student Print Request Window.....	19
Figure 16. Student Sign-In Page.....	21
Figure 17. Is This You? Page	23
Figure 18. Your Tests Page	24
Figure 19. Is This Your Test? Page	25
Figure 20. Text-to-Speech Check Page.....	26
Figure 21. Sound Check Page.....	27
Figure 22. Test Instructions and Help Page.....	28
Figure 23. Test Layout	29
Figure 24. Test Page.....	30
Figure 25. Global Menu.....	33
Figure 26. Context Menu for Questions	34
Figure 27. Context Menu for Answer Options.....	34
Figure 28. Test Page with Masked Area	35
Figure 29. TTS Options for Questions	36
Figure 30. Select Previous Version Window.....	37
Figure 31. Question Marked for Review	39
Figure 32. End Segment Page.....	40
Figure 33. Global Menu with End Test Button	40
Figure 34. End Test Page	41
Figure 35. Your Results Page for Interim and Summative Math and Science Tests.....	42

Figure 36. Your Results Page for ELA and Training Tests..... 42
 Figure 37. Text Response Question with Formatting Toolbar 48
 Figure 38. Spell Check Tool..... 49
 Figure 39. Grid Question..... 52

List of Tables

Table 1. Key Symbols and Elements 1
 Table 2. TA Site Features 8
 Table 3. Columns in the Students in Your Test Session Table 17
 Table 4. Student Testing Statuses 18
 Table 5. Global Tools 30
 Table 6. Context Menu Tools and Stimulus Tools 32
 Table 7. Description of Formatting Tools 48
 Table 8. Keyboard Commands for Sign-In Pages and Pop-Up Windows 50
 Table 9. Keyboard Commands for Test Navigation 50

Section I. Introduction to the User Guide

This user guide supports Test Administrators (TAs) who manage testing for students participating in the SAGE Summative and Interim assessments, as well as the SAGE training tests.





Organization of the User Guide

- [Overview of the Online Testing System](#) provides an overview of online testing and general test rules.
- [Accessing the Test Administration Sites](#) explains how to log in to the TA sites.
- [Overview of the Test Administration Sites](#) describes the overall layout of the TA sites and highlights the important tasks and functions.
- [Administering Online Tests](#) outlines the process for creating a test session, approving students for testing, pausing tests, and logging out.
- [Signing in to the Student Testing Site](#) explains how students sign in to a test session.
- [Overview of the Student Testing Site](#) describes the layout of an online test, as well as the tools available to students.
- [Proceeding Through a Test](#) explains how students complete tests.
- The [Appendices](#) provide additional information about the secure browser, keyboard commands, transferring test sessions, and user support.

Document Conventions

[Table 1](#) describes the conventions appearing in this guide.

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 or instructions of which users must take note.
	Policy: This symbol accompanies information regarding test administration policies.
	Warning: This symbol accompanies important information regarding actions that may cause fatal errors.

Additional Resources

The following publications provide additional information:

- For information about policies and procedures that govern secure and valid test administration, see the *Test Administration Manual*.
- For information about supported operating systems and browsers, see the *System Requirements* document.
- For information about student and user management, rosters, and appeals, see the *TIDE User Guide*.
- For information about network and internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the *Technical Specifications Manual for Online Testing*.
- For information about installing secure browsers, see the *Secure Browser Installation Manual*.
- For information about supported hardware and software for Braille testing as well as information about configuring JAWS, see the *Braille Requirements and Testing Manual*.

The above resources are available on the SAGE portal (<http://SAGEportal.org>).

Section II. Overview of the Online Testing System

The Online Testing System delivers SAGE. The following sections describe highlights of online testing in general and the Online Testing System in particular.

Description of the Online Testing System's Sites

The Online Testing System consists of training sites and operational testing sites. The training sites function identically to the operational testing sites.

- **Training Sites**
 - **TA Training Site:** Allows users to practice administering tests.
 - **Student Training Site:** Allows students to practice taking tests online and using test tools.
- **Operational Testing Sites**
 - **TA Interface Site:** Allows users to administer operational tests.
 - **Student Testing Site:** Allows students to take operational tests.

User Roles and System Requirements

Access to the training and operational testing sites depends on your user role and browser.

- Users can use any supported web browser to access either the TA Training Site or the TA Interface.
- Students, TAs, and parents can use a supported web browser or secure browser to access the Student Training Site as guests. Students can also sign in to a training test session created by a TA.
- Students use a secure browser to access the Student Testing Site.

For information about supported operating systems and browsers, see the *System Requirements* document available on the SAGE Portal (<http://SAGEportal.org>).

General Rules of Online Testing

This section describes the rules for administering online tests.

Accommodation Rules

Students should not begin testing until they are assigned the correct accommodations. Prior to live testing, you should use the training test to determine the desired settings for your students and to ensure that all assistive technology functions properly under the secure browser. Once these are set in TIDE, they will be applied to all tests your students take.

Pause Rules

TAs and students can pause a test in order to temporarily log the student out of the test session. Students cannot review or modify answered questions if their test is paused for more than 20 minutes, even if they marked questions for review. The only exceptions to this rule are if a student pauses the test before answering all of the questions on the current page or if you submit an appeal in TIDE.

These pause rules apply regardless of whether the student or the TA pauses the test or a technical issue logs the student out.

There is no pause rule on the summative and interim writing tests.

Test Timeout Rules

A warning message displays after 20 minutes of test inactivity. Students who do not click **OK** within 30 seconds after this message appears are logged out. This timeout automatically pauses the test.

Segmented Test Rules

All summative writing and Grade 6 math tests have multiple segments. Segmented math grade 6 tests require TAs to approve students' entry into subsequent segments. The calculator is only available within the second segment. Students will not be able to review their answers in previous segments after starting the next segment.

Test Opportunity Expiration Rules

Opportunities refer to the number of times a student can take a test within a range of dates. A student has one opportunity for each eligible summative test and for each eligible interim test within the window. A student's test opportunity remains active until the student submits the test or the window ends.

Section III. Accessing the Test Administration Sites

This section describes how to access the TA Sites.

To access the TA Interface:

1. Navigate to the SAGE Portal (<http://SAGEportal.org>).
2. Select your user role (see Figure 1).
3. Select **SAGE Live Test Administration** to access the TA Interface (see Figure 2). The login page appears (see Figure 3).
4. Enter your email address and password.
5. Click **Secure Login**. The TA Interface appears.

If you are associated with multiple institutions, a pop-up message prompts you to select a testing institution. Select your institution from the drop-down list and click **Go**. To change the institution, you must log out and then log back in.

Figure 1. Portal User Cards



Figure 2. Card for TA Interface



Figure 3. Login Page

[Forgot Your Password?](#)

Secure Login

To access the TA Training Site:

1. Navigate to the SAGE Portal (<http://SAGEportal.org>).
2. Select your user role (see [Figure 1](#)).
3. Select **Training Site** (see [Figure 4](#)).
4. Select **TA Training Site**. The login page appears (see [Figure 3](#)).
5. Enter your email address and password.
6. Click **Secure Login**. The TA Training Site appears.
 - a. If you are associated with multiple institutions, a pop-up message prompts you to select a testing institution. Select your institution from the drop-down list and click **Go**. To change the institution, you must log out and then log back in.

Figure 4. Cards for TA Training Site



Note: For information about logging out of the TA Site, see the section [Logging Out of the TA Site](#).

About Usernames and Passwords

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an email containing a temporary link to the **Reset Your Password** page for the SAGE systems. To activate your account, you must set up your password and set a security question within 15 minutes of receiving the email.

- **If your first temporary link expired or you forgot your password:**
- On the login page, click **Forgot Your Password?** and then enter your email address in the *Email Address* field to reset your password. If your account is already set up, you need to answer your security question as well. You will receive an email with a new link to reset your password.
- **If you did not receive an email containing a temporary link:**

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or LEA Administrator to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the SAGE Help Desk for assistance. You must provide your name and email address. Contact information is available in the [User Support](#) section of this user guide.

Section IV. Overview of the Test Administration Sites

This section describes the test administration sites for TAs. Throughout the rest of this user guide, “TA Site” refers to both the TA Live Test Administration and TA Training Site.

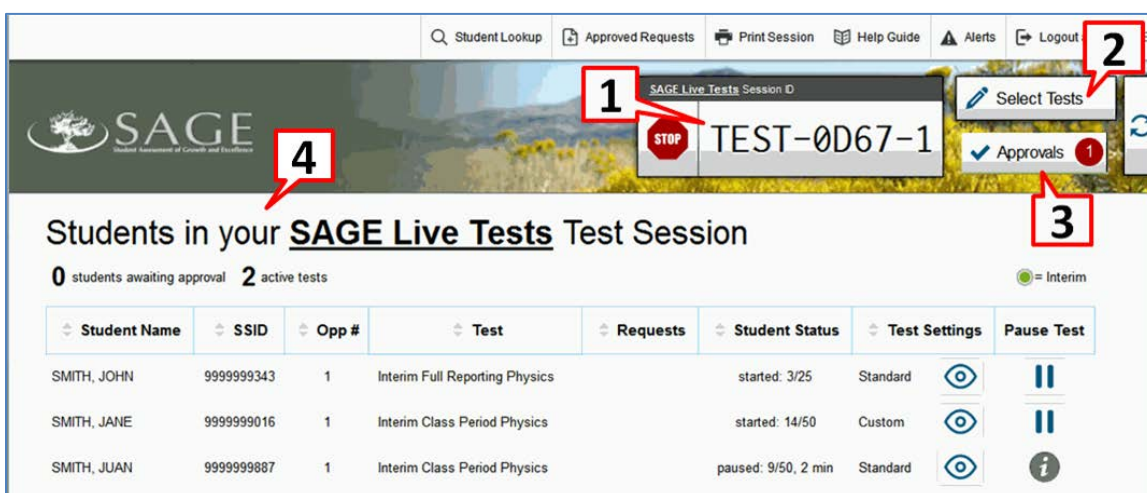


Warning: Do not use the TA Interface for training. To practice administering tests, use the TA Training Site. Both TA Sites have the same functionality, but the available tests are different. Tests provided in the TA Interface are operational and students’ scores will be official.

TA Site Layout

Figure 5 displays the layout of the TA Site during an active test session.

Figure 5. TA Site Layout




Essential features in the TA Site:

1. Session ID
2. **Select Tests** button
3. **Approvals** button
4. **Students in Your Test Session** table

Table 2 provides an overview of the major features available in the TA Site.

Table 2. TA Site Features

Feature	Description/More Information
Student Lookup button	Searches for student information. See the section Looking Up Students .
Approved Requests button	Displays a list of print requests you approved during the current session. See the section Viewing Approved Print Requests .

Feature	Description/More Information
Print Session button	Prints your screen. See the section Printing Session Information .
Help Guide button	Displays the online version of this user guide.
Log Out button	Logs you out of the TA Site. See the section Stopping a Test Session and Logging Out .
Alerts button	Displays alert messages from the State Department of Education. See the section Alert Messages .
Stop Session button*	Ends the test session. See the section Stopping a Test Session and Logging Out .
Session ID*	Displays the unique ID generated for the test session.
Select Tests button	Opens the Test Selection window. See the section Starting a Test Session .
Approvals button*	Opens the Approvals and Student Test Settings window. See the section Approving Students for Testing .
Refresh  button*	Updates the on-screen information.
Students in Your Test Session table**	Displays the testing progress for students in your test session. See the section Monitoring Students' Testing Progress .

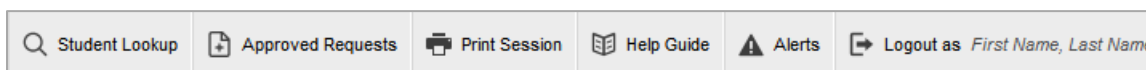
*Feature appears after you start a test session.

**Feature appears after you approve students for testing.

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



Looking Up Students

You can use the student lookup feature to perform a quick or advanced search for student information. This is useful if students signing in to your test session cannot remember their login information.



Warning: You must ensure that a student's demographic information is correct before testing begins. If a student's information is not correct, that student should not begin testing.

To perform a quick search:

1. In the banner, click **Student Lookup**.
2. Enter a student's full SSID and click **Search**. Search results appear below the search field (see [Figure 7](#)).

Figure 7. Student Lookup: Quick Search

Quick Search | Advanced Search | Close

Enter the student's full Student ID (SSID) and click [Submit SSID] to search for that student's record. A record displays the student's name, birth date, grade, and school/district information. Searches by partial SSID are not permitted.

Note: This Student Lookup feature allows you to verify student information for login purposes only. It does not indicate whether a student is eligible to test. To verify student eligibility for a specific online assessment, please check TIDE.

SSID: Submit SSID

Search Results

First Name: HARLIE
 Last Name: EMERSON
 SSID: 9999999628
 Grade: 08
 Date of Birth: 10/22/2003
 Gender: F
 School: DEMO SCHOOL 1
 District: DEMO DISTRICT
 Name: EMERSON, HARLIE

To perform an advanced search:

1. Click **Student Lookup > Advanced Search**.
 - a. Select the appropriate district and school from the drop-down lists.
 - b. Select the appropriate grade.
 - c. *Optional:* Enter a student's exact first or last name. Partial names are not allowed.



Note: For charter schools in Utah, the name of the LEA and the school may be the same.

2. Click **Search**. Search results appear below the search fields (see [Figure 8](#)).

Figure 8. Student Lookup: Advanced Search

Use the drop-down menus to select the LEA, School, and Grade for your search. A First or Last Name is required.

LEA/School
DEMO DISTRICT

School
DEMO SCHOOL 1

Grade
Grade 08

First Name
Lou

Last Name

Search

Search Results

SSID	First Name	Last Name	Grade	Details
9990009616	Lou	Blog	08	
9990009640	Lou	James	08	

3. To view a student’s information, click in the Details column.

Viewing Approved Print Requests

You can view a list of every print request you approved during the current session.

To view approved requests:

1. In the banner, click **Approved Requests**. The **Print Requests** window opens (see [Figure 9](#)), listing print requests by student.
2. If you wish to print the list of approved requests, click **Print**.

Figure 9. Print Requests Window

Test	Request	Question #	Approved On
Benchmark Module: Math Grade 4 - Number and Operations Fractions C	Print Passage - Page for Item 1	0	8/9/2017 10:46:25 AM
Benchmark Module: Math Grade 4 - Number and Operations Fractions C	Print Passage - Page for Item 2	0	8/9/2017 10:46:36 AM



Note: For information about approving print requests, see the section [Approving Print Requests](#).

Printing Session Information

You can print a snapshot of the TA Site as it currently appears if you wish to keep a hard-copy record of the Session ID or list of approved students.

To print a snapshot of the page:

1. In the banner, click **Print Session**. The computer's print dialog window appears.
2. Click **OK**.

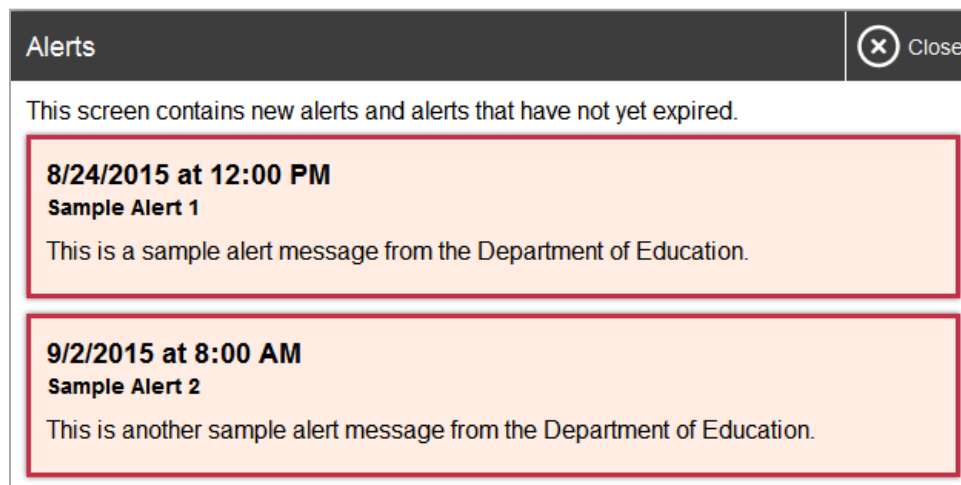


Policy Note: Federal law prohibits the release of students' personally identifiable information. All printouts must be securely stored and then destroyed when no longer needed.

Alert Messages

The Utah State Board of Education can send statewide alerts that appear as pop-up messages on the TA Site. To view a record of active alert messages (see [Figure 10](#)), click **Alerts** in the banner.

Figure 10. Record of Alerts



Section V. Administering Online Tests

The basic workflow for administering online tests is as follows:

1. The TA selects tests and starts a test session.
2. Students sign in and request approval for tests.
3. The TA reviews students' requests and approves them for testing.
4. Students complete and submit their tests.
5. The TA stops the test session and logs out.

For information about the testing process from a student's perspective, see the sections [Signing in to the Student Testing Site](#) and [Overview of the Student Testing Site](#).

Starting a Test Session

When you log in to the TA Site, the **Test Selection** window opens automatically (see [Figure 11](#)). 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.



Note: If your LEA has set Test Windows in TIDE, they will limit the tests available to add to your session as tests cannot be delivered outside of the testing window set by the LEA.

Figure 11. Test Selection Box

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 collapsed test group, click **+** (or **Expand All**). To collapse a test group, click **-** (or **Collapse All**).

To create a new test session:

1. If the **Test Selection** window is not open, click **Select Tests** in the upper-right corner of the TA Site (otherwise skip to step [2](#)).
2. To select tests for the session, do one of the following:
 - o To select individual tests, mark the checkbox for each test you want to include.
 - o To select all the tests in a test group, mark the checkbox for that group.
3. If your students are taking Benchmark Module tests in this session and you want to aggregate their scores, click on the **Reason for Session** drop down in the lower left of the window. The reason selected will be sent with the test results to AIR Ways.
4. In the lower-left corner of the window, click **Start Session**. The window closes and the Session ID appears on the TA Site.
5. Provide the Session ID to your students.



Note: Write down the Session ID in case you accidentally close the browser window and need to return to the active test session. You may have only one session open at a time. You cannot reopen closed sessions, but students can resume a test opportunity in a new session.

To add tests to an active test 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 required test and click **Add to Session** in the lower-left corner.
3. In the confirmation message that appears, click **Yes**.



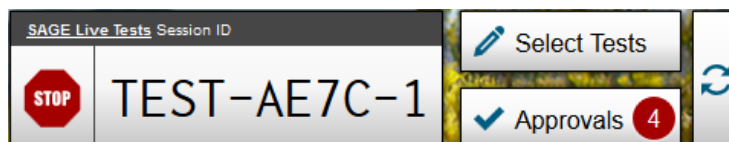
Note: You can only add tests when the session is active. You cannot remove tests from an active session.


Approving Students for Testing

After students sign in and select tests, you must verify that their settings and accommodations (see [Accommodation Rules](#)) are correct before approving them for testing. When students are awaiting approval, the **Approvals** button next to the Session ID becomes active and bounces

until you click it. The number next to this button indicates how many students are awaiting approval (see [Figure 12](#)).

Figure 12. Students Awaiting Approval



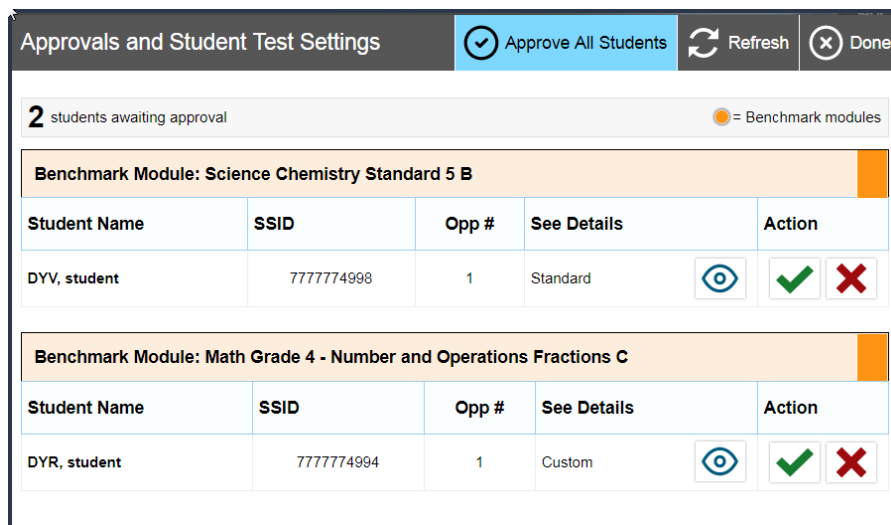
Note: The **Approvals** notification updates regularly, but you can also click  in the upper-right corner to update it manually.


If a test contains segments requiring TA approval, you must also follow this procedure when approving students' entry to test segments.

To approve students for testing:

1. Click **Approvals**. The **Approvals and Student Test Settings** window appears, displaying a list of students grouped by test (see [Figure 13](#)).

Figure 13. Approvals and Student Test Settings Window



2. To check a student's test settings and accommodations, click  for that student. The student's information appears in the **Test Settings** window (see [Figure 14](#)). This window groups test settings by their area of need.

Note: best practice is to have your students use the training tests to ensure that they receive the accommodations and test settings they require.

- a. If any settings are incorrect, update them as required. Students should not begin testing until their settings are correct. If the test settings are grayed out, they must be updated in TIDE.

b. Do one of the following:

- To confirm the settings, click **Set**. You must still approve the student for testing (see step [5](#)).
- To confirm the settings and approve the student, click **Set & Approve**. Students can start testing once you approve them.
- To return to the **Approvals and Student Test Settings** window without confirming settings, click **Cancel**.

Figure 14. Test Settings Page for a Selected Student

Test Settings for: DYR, student Close

Name: DYR, student

SSID: 7777774994

Test: Interim Class Period Grade 8 Math

Test Status: approved: 0/0

Opp #: 1

Visual Assistance Tools


?	Emboss	None
?	Braille Type	Not Applicable
?	Emboss Request Type	Not Applicable
?	Mouse Pointer	System Default

3. Repeat step [2](#) for each student in the list.




Note: The **Approvals and Student Test Settings** window does not automatically refresh. To update the list of students awaiting approval, click **Refresh** at the top of the window.

4. If you need to deny a student access to testing, do the following (otherwise skip to step [5](#)):

- a. Click  for that student.
- b. *Optional:* In the window that appears, enter a brief reason for denying the student.
- c. Click **Deny**. The student receives a message explaining the reason for the denial, if entered, and is logged out.




Note: If you deny students entry for a test, they can still request access to that test again.

5. If you wish to approve students directly from the **Approvals and Student Test Settings** window, do the following:
 - To approve individual students, click  for each student.
 - To approve all students displayed in the list, click **Approve All Students**.

Monitoring Students' Testing Progress

After you approve students for testing, the **Students in Your Test Session** table appears (see [Figure 5](#)). This table displays the testing progress for each student logged in to your session. [Table 3](#) describes the columns in this table. To sort the table by a given column, click that column header.

Table 3. Columns in the Students in Your Test Session Table

Column	Description
Student Name	Last and first name of the student in the session.
Student ID	SSID associated with the student.
Opp #	Opportunity number for the student's selected test.
Test	Name of the test the student selected.
Requests	Indicates the student requested a printout of test material. For more information, see the section Approving Print Requests .
Status	Current status for each student in the session. This column may also indicate how many questions the student has completed out of the total number of test questions.
Test Settings	<p>This column displays one of the following:</p> <ul style="list-style-type: none"> • Standard: Default test settings are applied for this test opportunity. • Custom: One or more of the student's test settings or accommodations differ from the default settings. <p>To view the student's settings for the current test opportunity, click .</p>
Pause Test	Pauses the student's test. When a test pauses, this column displays an information button that opens a pop-up message explaining how the test became paused. For more information, see the section Pause Rules .

Overview of Student Testing Statuses


[Table 4](#) describes the codes in the Status column of the **Students in Your Test Session** table.

Table 4. Student Testing Statuses

Status	Description
Approved	You approved the student, but the student did not yet start or resume the test.
Started	Student started the test and is actively testing.
Review	Student answered all questions and is currently reviewing answers before completing the test.
Completed	Student submitted the test. The student can take no additional action at this point.
Submitted	Test was submitted for quality assurance review and validation.
Reported	Test passed quality assurance and is undergoing further processing.
Paused*	Student's test is paused. The time listed indicates how long the test has been paused.
Expired*	Test was not completed by the end of the testing window and the opportunity expired.
Pending*	Student is awaiting approval for a new test opportunity.
Suspended*	Student is awaiting approval to resume a test opportunity.

*Appears when the student is not actively testing. The student's row grays out in such cases.




Note: The **Students in Your Test Session** table refreshes at regular intervals, but you can also refresh it manually by clicking  in the upper-right corner.

Pausing a Student's Test

You can pause a student's test via the Pause Test column in the **Students in Your Test Session** table (see [Figure 5](#)). For information about pause rules, see the section [Pause Rules](#).

To pause an individual student's test:

1. In the Pause Test column, click  for that student.
2. Click **Yes** to confirm. The Online Testing System logs the student out and an information button appears in the Pause Test column.

Approving Print Requests

Students using the print-on-request tool can request printouts of test passages and questions. When students send print requests, the request notification appears in the **Students in Your Test Session** table (see [Figure 5](#)).

To approve print requests:









1. Click  in the Requests column of the **Students in Your Test Session** table. The **Student Print Request** window appears (see [Figure 15](#)).

Figure 15. Student Print Request Window

Student Print Request(s)		 Close	
Name: Lastname, Firstname, Student ID: 99999991234			
This page displays a request for each passage that a student would like printed. Select Approve if you approve the print request, or Deny if you do not.			
Note: Selecting Approve brings up a Print Preview page based on the browser you are using. Select Print from that page to send this request to your print station.			
Print Requests			
New Request	Date and Time	Action	
Passage for Item 5	6/3/2015 8:00:21 PM		
Passage for Item 7	6/3/2015 8:04:17 PM		

2. Review the print request and do one of the following:
 - a. To approve the request, click . A cover sheet appears in a new browser window.
 - b. To deny the request, click . In the window that appears, enter a brief reason for denying the request and click **Deny**. Do not proceed to step [3](#).
3. In the new window, click **Print** to open the printer dialog box.
4. Click **OK** to print the requested test elements.

Stopping a Test Session and Logging Out

This section explains how to stop a test session and log out of the TA Site.


Stopping a Test Session

When students finish testing or the current testing timeslot is over, you should stop the test session. Stopping a session automatically logs out all the students in the session and pauses their tests. Once you stop a test session, you cannot resume it. To resume testing students, you must start a new session.



Warning: The Online Testing System automatically logs you out after 20 minutes of both user and student inactivity in the session. This action automatically stops the test session.

To stop a test session:

1. In the upper-right corner, click  (see [Figure 12](#)). A confirmation message appears.
2. Click **OK**. The test session stops.

Logging Out of the TA Site

You should log out of the TA Site only after stopping a test session.

To log out of the TA Site:

1. In the banner, click **Log Out**. A warning message appears.
2. In the warning message, click **Log Out**. The SAGE Portal appears.



Alert: Navigating away from the TA Site will also log you out. Logging out while a session is in progress stops the session. If you need to access another application while administering tests, open it in a separate browser window.

If you log out from another system in SAGE, such as TIDE, you will also log out of the TA Site

Accidentally Closing the Browser Window

If you accidentally close the browser while students are testing, your session remains open until it times out. To return to the test session in the TA Site, you must enter the active Session ID.

If you do not return to the active session within 20 minutes, the Online Testing System logs you out and pauses the students' tests.

Signing in to the Student Testing Site

This section describes the student sign-in process for the Student Testing Site. Students follow this procedure when starting a new test or resuming a paused test.



Note: Students must sign in to the appropriate testing site:

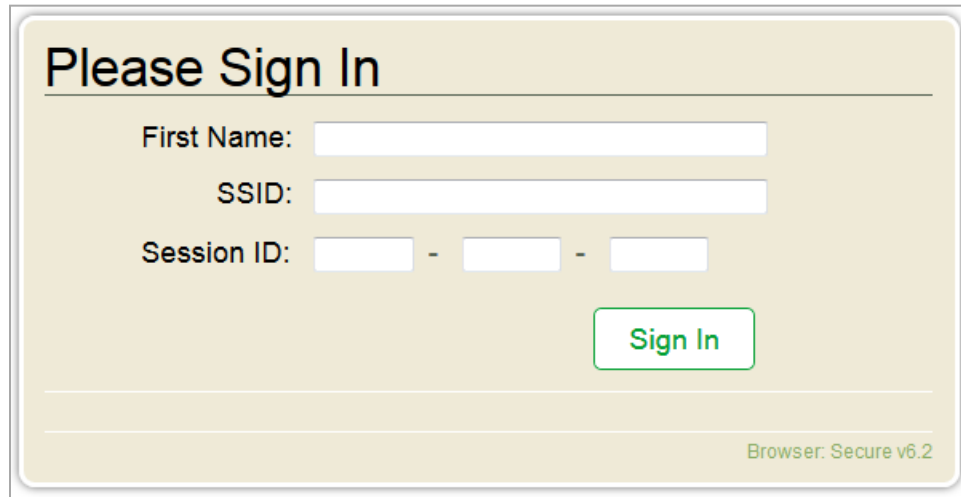
- For sessions created in the TA Interface, students sign in to the Student Testing Site on the secure browser.
- For sessions created in the TA Training Site, students sign in to the Student Training Site. Students can access the Student Training Site on the SAGE Portal.

Step 1: Signing Students In

To sign students in to a test session:

1. Launch the secure browser on the student's testing device. The **Student Sign-In** page appears (see [Figure 16](#)).

Figure 16. Student Sign-In Page



Please Sign In

First Name:

SSID:

Session ID: - -

Browser: Secure v6.2

2. Students enter the following information:

- a. In the *First Name* field, students enter their first name as it appears in TIDE.
- b. In the *SSID* field, students enter their SSID as it appears in TIDE.



Note: If students do not know their exact information as it appears in TIDE, you can retrieve it in the TA Site (see the section [Looking Up Students](#)).

- c. In the *Session ID* field, students enter the Session ID as it appears on the TA Site.

3. Students click **Sign In**. The *Is This You?* page appears.

Common Student Sign-in Errors

The Online Testing System generates an error message if a student cannot sign in. The following are the most common student sign-in issues:

- **Session does not exist:**

The student entered the Session ID incorrectly or signed in to the wrong site. Verify that the student correctly entered the active Session ID. Also, verify that both you and the student are using the correct sites. For example, students signed in to the Student Training Site cannot access sessions created in the TA Interface.

- **Student information is not entered correctly:**

Verify that the student correctly entered the SSID. If this does not resolve the error, use the Student Lookup tool to verify the student's information. See the section [Looking Up Students](#).

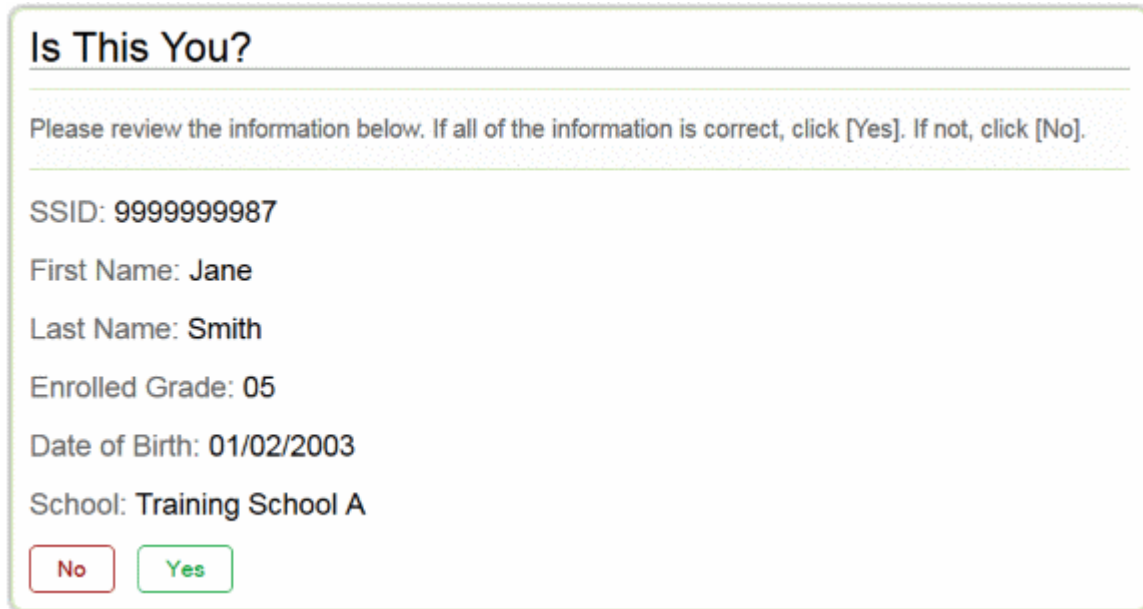
- **Session has expired:**

The Session ID corresponds to a closed session. Ensure that the student enters the correct Session ID and verify that your session is open. For more information about test sessions, see the section [Starting a Test Session](#).

Step 2: Verifying Student Information

After students sign in, the **Is This You?** page appears (see [Figure 17](#)). On this page, students verify their personal information.

Figure 17. Is This You? Page



Is This You?

Please review the information below. If all of the information is correct, click [Yes]. If not, click [No].

SSID: 9999999987

First Name: Jane

Last Name: Smith

Enrolled Grade: 05

Date of Birth: 01/02/2003

School: Training School A

To verify personal information:

- If all the information is correct, students click **Yes**. The **Your Tests** page appears.
- If any of the information displayed is incorrect, the student must not proceed with testing. The student should click **No**. You must notify the appropriate school personnel that the student's information is incorrect.



Note: When signing in to the Student Training Site as a guest, the **Is This You?** page displays a **Student Grade Level** drop-down list, from which students select the grade they wish to use for testing.



Warning: Incorrect student demographic information must be updated before the student begins testing.

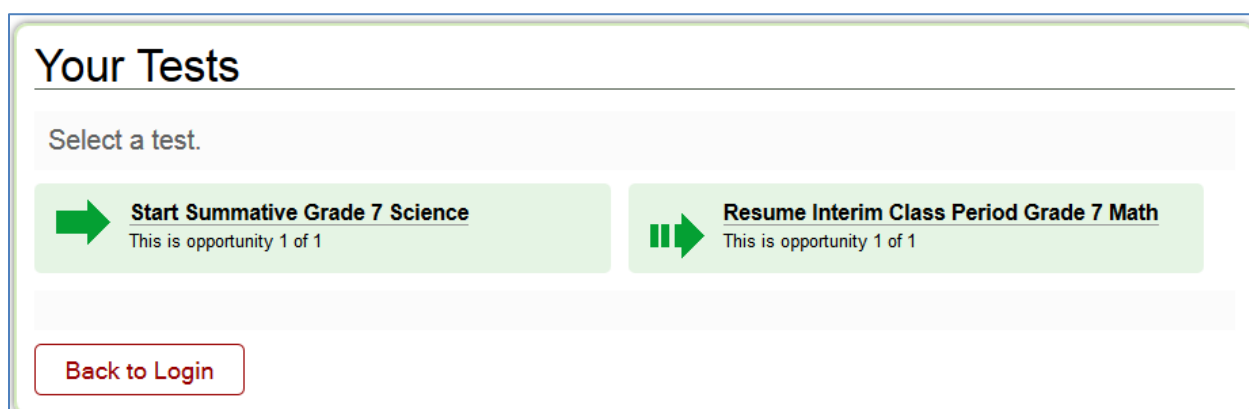
Step 3: Selecting a Test

The **Your Tests** page displays all the tests that a student is eligible to take and are active in the test session (see [Figure 18](#)). Students can only select tests that are included in the session and still need to be completed.

Available tests are color-coded and grouped into categories, just like the tests listed in the **Test Selection** window of the TA Site (see Figure 11).

If the student has not started a test opportunity, the button for that test is labeled **Start [Test Name]**. If the student has started and paused a test opportunity, the button for that test is labeled **Resume [Test Name]**.

Figure 18. Your Tests Page



To select an available test:

- Students click the required test name. The request is sent to the TA for approval and the **Waiting for Approval** message appears.
- If a student's required test is inactive or not displayed, the student should click **Back to Login**. You should verify the test session includes the correct tests and add additional tests, if necessary.

Step 4: Verifying Test Information

After you approve the student for testing, the student should verify the test information and settings on the *Is This Your Test?* page (see [Figure 19](#)). At this point, the student's actual test settings override any settings selected earlier in the sign-in process.

Figure 19. Is This Your Test? Page

Is This Your Test?

Review the following test settings.

Session ID: GUEST SESSION

Science Grade HS

Visual Assistance Tools

?	Mouse Pointer	System Default
?	Streamlined Mode	Off
?	Print Size	1X
?	Color Choices	Black on White (default)
?	Descriptive Audio	Off
?	Braille	Off

Integration with Assistive Technology

?	Permissive Mode	Permissive Mode Disabled
---	-----------------	--------------------------

Next Step:
If the test name and settings are correct, choose **Yes**. If not, choose **No**.

To verify test information:

- If the settings are correct, students select **Yes**.
- If the settings are incorrect, students select **No**. After a student's test settings are corrected, the student must sign in and request approval again.



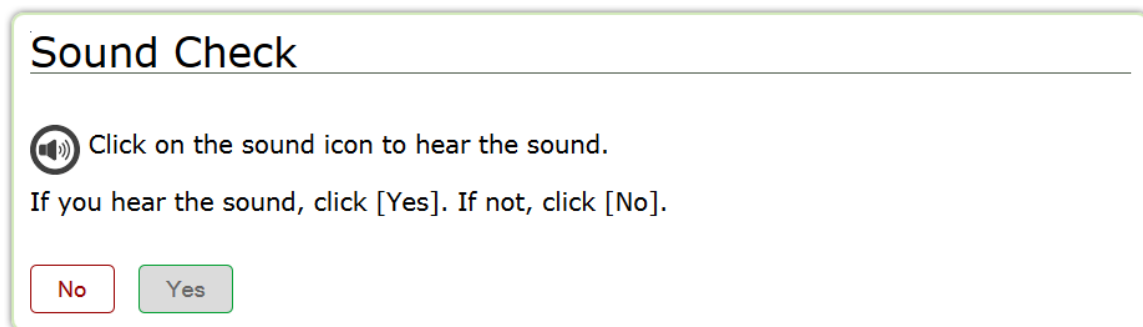
Note: When signing in to the Student Training Site, a **Choose Settings** page appears in place of the *Is This Your Test?* page. On this page, students can select the test settings they wish to use.

- If the voice is clearly audible, students click **I heard the voice**.
- If the voice is not clearly audible, students adjust the settings using the sliders and click the speaker icon again.
- 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.

Sound Check

The **Sound Check** page appears for tests with listening questions (see [Figure 21](#)). Students verify that they can hear the sample audio.

Figure 21. Sound Check Page



To check audio settings:

1. Students click the speaker icon and listen to the audio.
2. Depending on the sound quality, students do one of the following:
 - If the sound is audible, students click **Yes**. The **Test Instructions and Help** page appears.
 - If the sound is not audible, students click **No**. The **Sound Check: Audio Problem** page appears, giving students two options:
 - Students can click **Try Again**. This returns them to the **Sound Check** page.
 - Students can click **Log Out**. You should troubleshoot the device and headphones or move the student to another device with working audio.

Troubleshooting Audio Issues

Prior to testing, ensure that audio is enabled on each device and that headsets are functioning correctly. If audio issues occur, do the following:

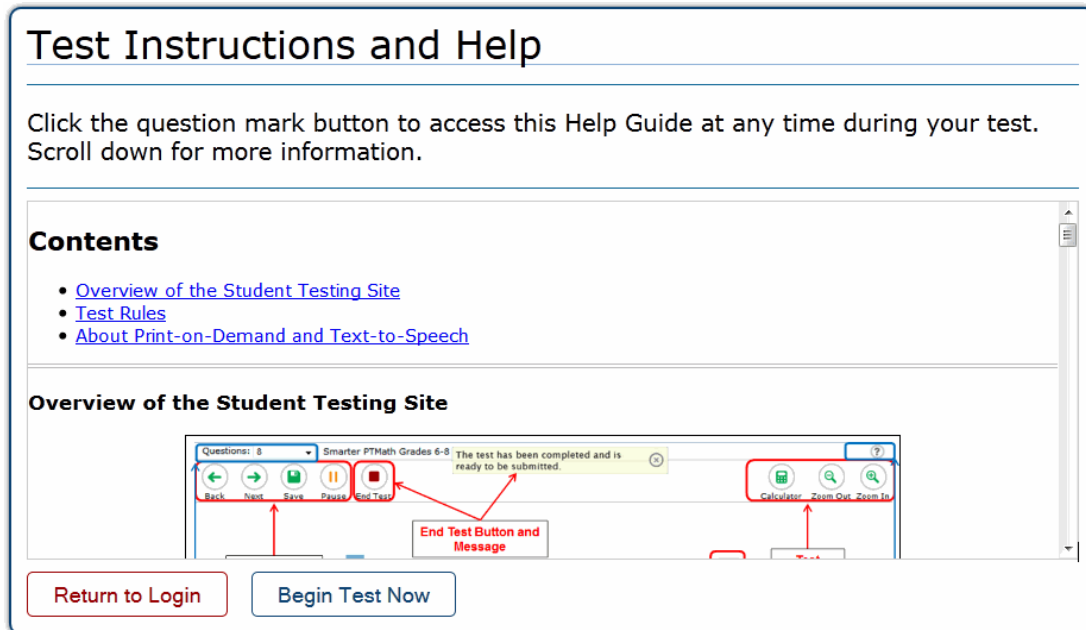
- Ensure headphones are securely plugged in to the correct jack or USB port.

- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the device is not muted.

Step 6: Viewing Test Instructions and Starting the Test

The **Instructions and Help** page is the last step of the sign-in process (see [Figure 22](#)). Students may review this page to understand how to navigate the test and use test tools.

Figure 22. Test Instructions and Help Page



To proceed and begin the test:

- After reviewing this page, students click **Begin Test Now**. The test opportunity officially begins or resumes.

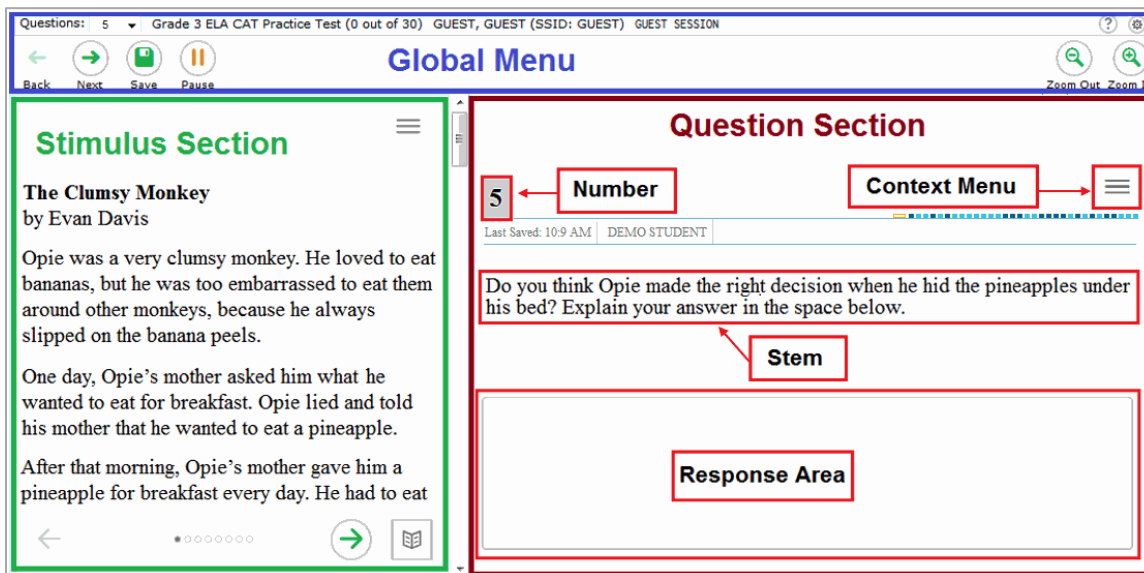
Section VI. Overview of the Student Testing Site

This section describes the layout of the Student Testing Site and the available testing tools.

Test Layout

[Figure 23](#) shows the main sections of the layout for a test page that includes a stimulus.

Figure 23. Test Layout



A test page can include the following sections:

- The *Global Menu* section displays the global navigation and tool buttons. The banner above the global menu displays the **Questions** drop-down list, test information, help button, and system settings button.
- The *Stimulus* section appears only for questions associated with a stimulus. This section contains the stimulus content (such as a reading passage or graphic), context menu, and expand passage tool.
- The *Question* section contains one or more test questions (also known as “items”). Each question includes a number, context menu, stem, and response area. Each question also displays the student’s name and the question’s most recent save date.

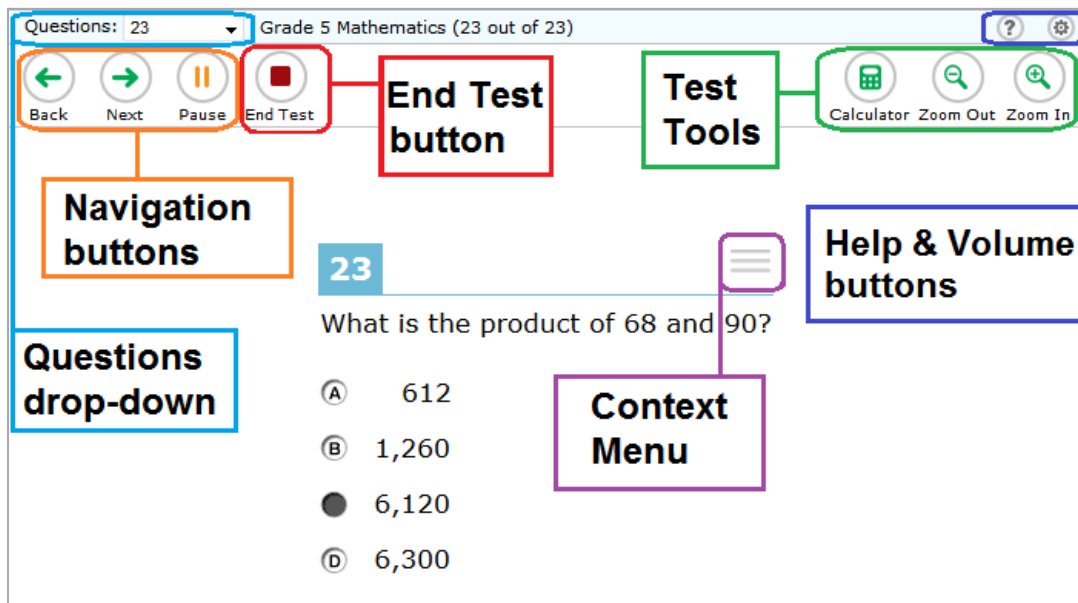
For more information about the global menu and context menus, see the section [Using Menus and Tools](#).

Test Tools

This section provides an overview of the Online Testing System’s available tools.

[Figure 24](#) shows the primary features and tools available in the Student Testing Site.






Figure 24. Test Page










Note: Some tools are available for all tests, while others are only available for a particular subject, accommodation, or type of question.

[Table 5](#) lists the tools available in the *Global Menu* section of the test page, while [Table 6](#) lists the tools available in the *Question and Stimulus* sections (context menu tools).











Table 5. Global Tools

Global Tool	Instructions
	To view the on-screen Test Instructions and Help window, select  in the upper-right corner.
	To use the on-screen calculator, select Calculator .
	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select Dictionary in the global menu.
	To view the on-screen formula sheet for physics or periodic table for chemistry, select Formula in the global menu.

Global Tool	Instructions
Masking 	<p><i>To temporarily cover a distracting area of the test page:</i></p> <ol style="list-style-type: none"> 1. Select Masking. 2. Click and drag across the distracting area. 3. Release the mouse button. <p>To close the Masking tool, select Masking again.</p>
Notes 	<p>To open the on-screen notepad, select Notes.</p>
Periodic Table 	<p>To view the on-screen periodic table, select Periodic Table in the global menu.</p>
Print Page 	<p>To print the entire test page, select Print Page.</p>
Print Passage 	<p>To print a passage, select Print Passage.</p>
Scoring Guide 	<p>To view the on-screen scoring guide, select Scoring Guide.</p>
Zoom buttons 	<p>To enlarge the text and images on a test page, select Zoom In. You can zoom in up to eight levels*. To undo zooming, select Zoom Out.</p> <p>The zoom levels are:</p> <ul style="list-style-type: none"> Level 0: 1x (Default) Level 1: 1.5x Level 2: 1.75x Level 3: 2.5x Level 4: 3x Level 5: 5x Level 6: 10x Level 7: 15x Level 8: 20x

*Please note that levels 5 through 8 of zoom require streamlined mode to be enabled. Students with streamlined mode disabled and no print size accommodation will only be able to use 4 levels of zoom. Some item types, such as drag-and-drop will not work well at Level 5 zoom and above because a student would be required to do a significant amount of horizontal and vertical scrolling to operate the item.

Table 6. Context Menu Tools and Stimulus Tools

Tool Name	Instructions
American Sign Language	<p>You can watch videos that translate test content into American Sign Language (ASL).</p> <p><i>To view ASL videos:</i></p> <ol style="list-style-type: none"> From the context menu, select American Sign Language and the video will open. .
Expand buttons	<p>You can expand the passage section or the question section for easier readability.</p> <ul style="list-style-type: none"> To expand the passage section, select the right arrow icon  below the global menu. To collapse the expanded passage section, select the left arrow icon  in the upper-right corner. <p>To expand the question section, select the left arrow icon  below the global menu. To collapse the expanded question section, select the right arrow icon  in the upper-left corner.</p>
Glossary (Word List)	<p>To open the glossary, click a word or phrase that has a border around it.</p>
Highlighter	<p>To highlight text, select the text on the screen and then select Highlight Selection from the context menu. To remove highlighting, select Reset Highlighting from the context menu.</p> <p>Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.</p>
Mark for Review	<p>To mark a question for review, select Mark for Review from the context menu. The question number displays a flap  in the upper-right corner. The Questions drop-down lists displays "(marked)"  for the selected question.</p>
Notepad	<p>To enter notes for a question, select Notepad from the context menu. After entering a note, a pencil icon  appears next to the question number on the test page and Questions drop-down list.</p> <p>You can only access your notes for a question on that question's test page.</p>
Print Item	<p>To send a print request for an individual question, select Print Item from the context menu. After sending the request, a printer icon  appears next to the question number on the test page and Questions drop-down list.</p>
Reading Mode	<p>Reading Mode opens a pop-up window that lets you view two pages of a reading passage at a time. To open Reading Mode, select  below a reading passage.</p> <p>To exit Reading Mode, select  in the lower-right corner of the pop-up window.</p>

Tool Name	Instructions
Select Previous Version	To view and restore responses previously entered for a Text Response question, select the Select Previous Version option from the context menu. A list of saved responses appears. Select the appropriate response and click Select .
Strikethrough	For selected-response questions, you can cross out an answer option to focus on the options you think might be correct. There are two options for using this tool: <ul style="list-style-type: none"> • Option A: <ul style="list-style-type: none"> a. To activate Strikethrough mode, open the context menu and select Strikethrough. b. Select each answer option you wish to strike out. c. To deactivate Strikethrough mode, press Esc or click outside the question's response area. • Option B: <ul style="list-style-type: none"> a. Right-click an answer option and select Strikethrough.
Text-to-Speech	To listen to passages and questions, select a speak option from the context menu.
Text-to-Speech Tracking	When this tool is enabled, words become highlighted as TTS reads them aloud.
Tutorial	To view a short video demonstrating how to respond to a particular question type, select Tutorial from the context menu.

Using Menus and Tools

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 Student Testing Site tools.

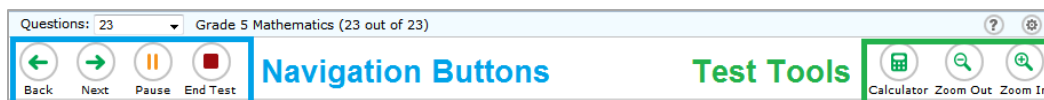


Note: Students can access tools using a mouse or keyboard commands. For information about keyboard commands, see [Appendix C](#).

About the Global Menu

The global menu at the top of the test page contains navigation buttons on the left and tools on the right (see [Figure 25](#)).

Figure 25. Global Menu



To open a test tool in the global menu:

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

About the Context Menus

Each test question may include several elements, such as the question number and answer options (see [Figure 23](#)). The context menu for each element (including the stimulus) only contains tools applicable to that element (see [Figure 26](#) and [Figure 27](#)).

Figure 26. Context Menu for Questions

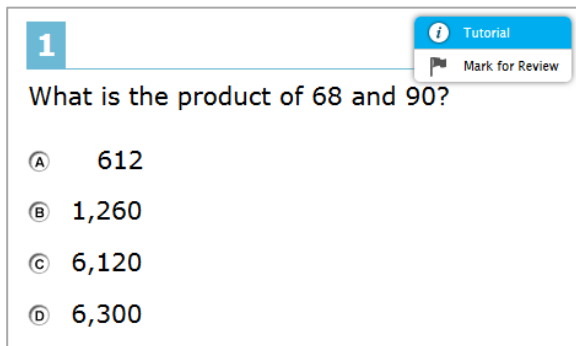
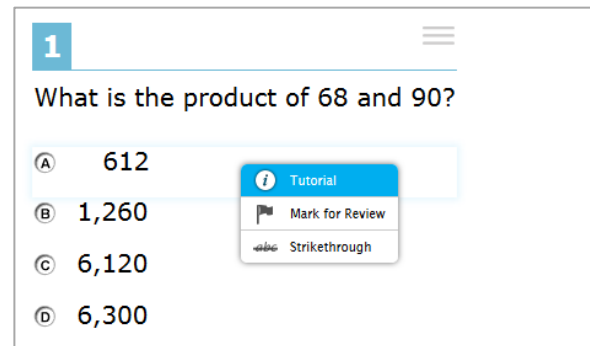



Figure 27. Context Menu for Answer Options



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 button.

To access the context menu for a passage or question:

1. Click the context menu  button 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.

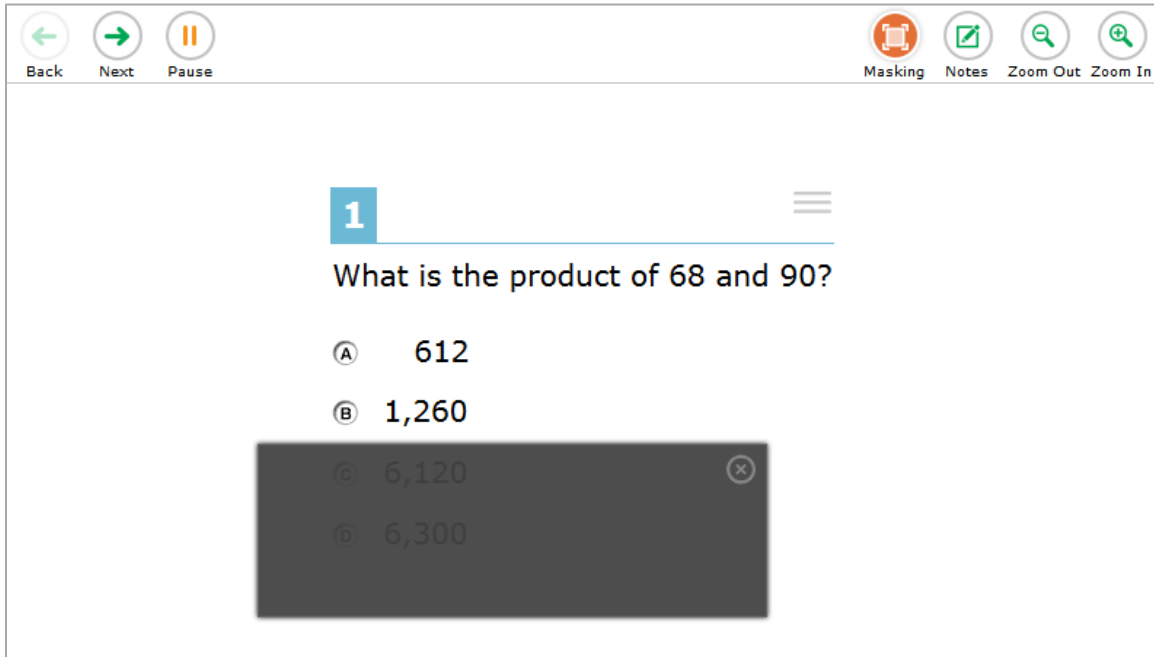
To access an answer option's context menu:

1. To open the context menu, do one of the following:
 - If you are using a **two-button mouse**, right-click an answer option.
 - If you are using a **single-button mouse**, click an answer option while pressing **Ctrl**.
 - If you are using a **Chromebook**, click an answer option while pressing **Alt**.
 - If you are using a **tablet**, tap the answer option and then tap the context menu button (this selects the answer option until you select a different option).
2. Select a tool from the context menu.

About the Masking Tool

The Masking tool allows students to hide distracting areas of the test page (see [Figure 28](#)).

Figure 28. Test Page with Masked Area



To mask an area of a test page:

1. To activate the Masking tool, select **Masking** in the global menu. The button becomes orange.
2. Click and drag across the distracting area of the test page.
3. Release the mouse button. The selected area becomes dark gray. The tool remains active until you deactivate it.

To deactivate the masking tool:

1. Select **Masking** in the global menu again. The button becomes green. Any masked areas remain on the screen until you remove them.

To remove a masked area from a test page:

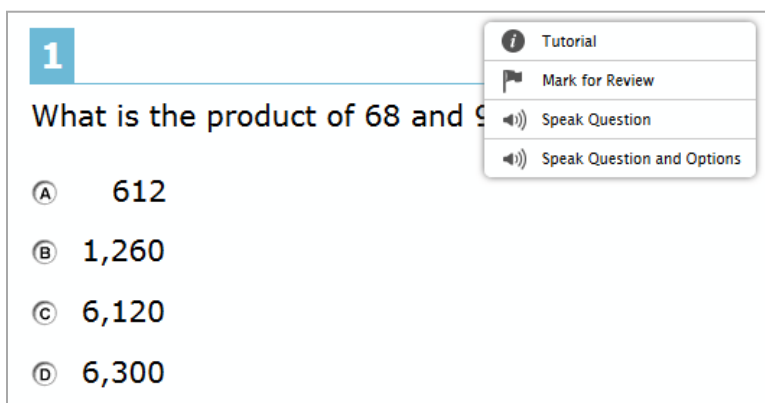
1. Select **X** in the upper-right corner of a masked area.

About Text-to-Speech (TTS)

Students can use TTS to listen to passages, questions, and answer options (see [Figure 29](#)). If a student is using Text-to-Speech Tracking, the words become highlighted as they are read aloud. TTS is only available when using the secure browser or a supported Chrome or Firefox browser.

For information about setting up TTS, see the *Technical Specifications Manual*.

Figure 29. TTS Options for Questions



To listen to content with the Text-to-Speech tool:

- To listen to a passage, students open the passage context menu and select a **Speak** option. Students can also select a portion of text to listen to, such as a word or phrase. To do this, 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:
 - To listen only to the question, students select **Speak Question**.
 - To listen to a multiple-choice question and all answer options, students select **Speak Question and Options**.
 - To listen only to an answer option, select the answer option and then select **Speak Option** from the context menu. Students could also right-click the answer option and select **Speak Option**.



Note: Text-to-Speech will only be available where it does not impact the construct of the item. For example, reading passages or reading passage excerpts in items will not have the Text-to-Speech options but stimulus for the writing prompts will have the option.

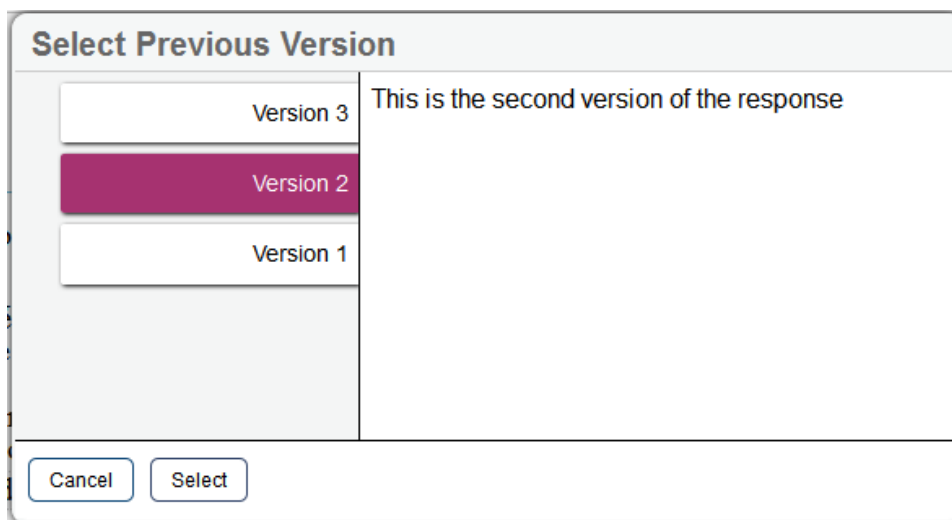
Selecting a Previous Response Version

The Select Previous 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.

To recover a previously-entered response:

2. Select the **Select Previous Version** option from the context menu. The **Select Previous Version** window appears, listing all the saved responses for the question in the left panel (see [Figure 30](#)).

Figure 30. Select Previous Version Window



3. Select a response version from the left panel. The text associated with that response appears in the right panel.
4. Click **Select**. The selected response appears in the text box for the question.



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

Section VII. Proceeding Through a Test

Students can view stimuli, respond to questions, pause a test, review previously answered questions, and submit a test. The following sections describe each of these tasks.

Viewing Stimuli

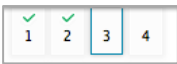
When a test question is associated with a stimulus, students should review that stimulus before responding to the question.

Responding to Test Questions

Students answer test questions depending on the question's type.

- **Multiple-choice questions:** Students select a single answer option.
- **Multi-select questions:** Students select one or more answer options.
- **Technology-enhanced questions:** Students follow the instructions given for each question. Technology-enhanced questions require students to do one of the following tasks:
 - Use an on-screen keypad to generate an answer.
 - Select an object or text excerpt on the screen.
 - Plot points or lines on a graph.
 - Move objects around on the screen.
 - Enter text in a text box.
 - Match answer options together.
 - Enter values in a table.
 - Modify a highlighted word or phrase in a reading selection.
 - Enter input parameters to run an on-screen simulation.

Some test pages may have only one question and others may have more. After students respond to all the questions on a page, they select **Next** to proceed to the next page. All responses are saved automatically. Students can also manually save their responses to questions by selecting **Save** in the global menu.

Questions that are grouped together in the **Questions** drop-down list are paginated for individual viewing. Navigation buttons () for each question in the group appear in the upper-right corner. Students can click these buttons to proceed to the corresponding item.



Note: Students can use the Student Training Site to familiarize themselves with the question types that may appear on tests.

Pausing Tests

Students can pause the test at any time.

To pause a test:

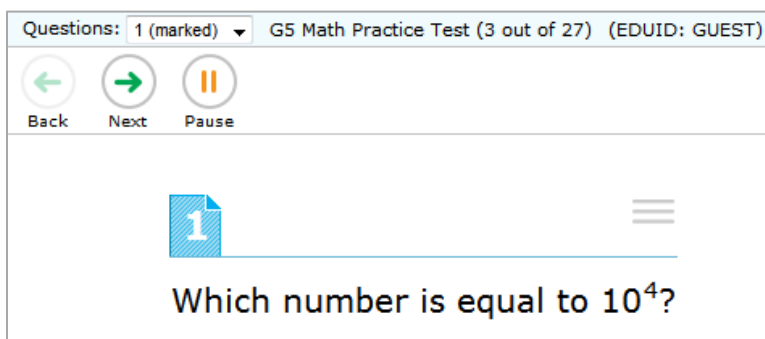
1. The student selects **Pause** in the global menu. A confirmation message appears.
2. The student selects **Yes**. This logs the student out. The **Student Sign In** page appears.
3. To resume testing, the student repeats the sign-in process. See the section [Signing in to the Student Testing Site](#).

Reviewing Questions in a Test

Students may return to a previous question and modify their response if the test was not paused for more than 20 minutes. See the [Pause Rules](#) section for more information.

Students can use the **Back** button or the **Questions** drop-down list to return to questions they want to review. The drop-down list displays "(marked)" for any questions marked for review (see [Figure 31](#)).

Figure 31. Question Marked for Review



Reaching the End of a Segment

In a segmented test, the **End Segment** page appears after students complete the last question in the current segment. This page allows students to review questions from the current segment or proceed to the next segment. A flag appears for any questions marked for review (see [Figure 32](#)).



Figure 32. End Segment Page

You have reached the end of this segment:

Please review your answers before you continue testing. You **will not** be able to come back to these questions later.

Click on a question number on the left to review it.

Questions:

1 - 3	6 	9	12	15	18	21
4	7	10	13 	16	19	22
5	8	11	14	17	20	

To review questions:

- Students select a question number.

To move to the next segment:

- Students select **Next** in the global menu.



Alert: If the test blocks access to completed segments, students cannot return to the segment after selecting **Next**.

Submitting a Test

This section describes how students submit a test when they are done answering questions.

Reaching the End of a Test

After students respond to the last test question, the **End Test** button appears in the global menu (see [Figure 33](#)).

Figure 33. Global Menu with End Test Button



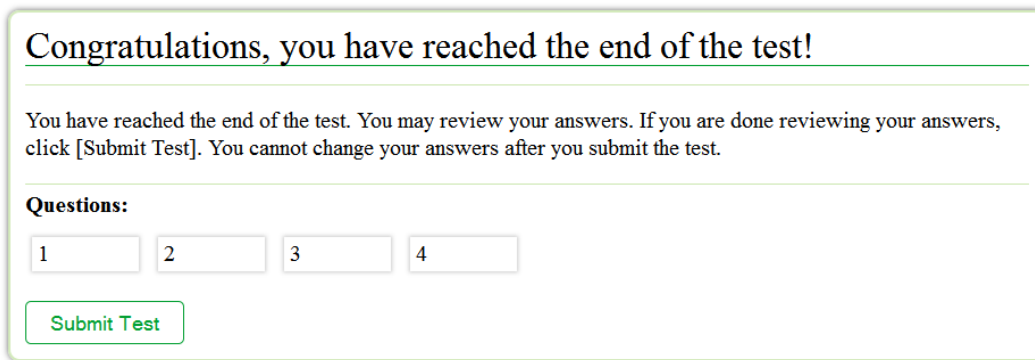
To end a test:

1. Students select **End Test**. A confirmation message appears.
2. Students select **OK**.

End Test Page

When students end a test, the **End Test** page appears (see [Figure 34](#)). This page allows students to review answers and submit the test for scoring. A flag icon appears for any questions marked for review.

Figure 34. End Test Page



The screenshot shows a rectangular box with a light green border. At the top, it says "Congratulations, you have reached the end of the test!" in a bold, black font, underlined. Below this is a paragraph of text: "You have reached the end of the test. You may review your answers. If you are done reviewing your answers, click [Submit Test]. You cannot change your answers after you submit the test." Underneath the text is a section labeled "Questions:" followed by four small input boxes containing the numbers 1, 2, 3, and 4. At the bottom left of the box is a green button with the text "Submit Test" in white.

To review answers:

1. Students select a question number.
2. To return to the **End Test** page, students select **End Test** in the global menu.

To submit the test:

1. Students select **Submit Test**.



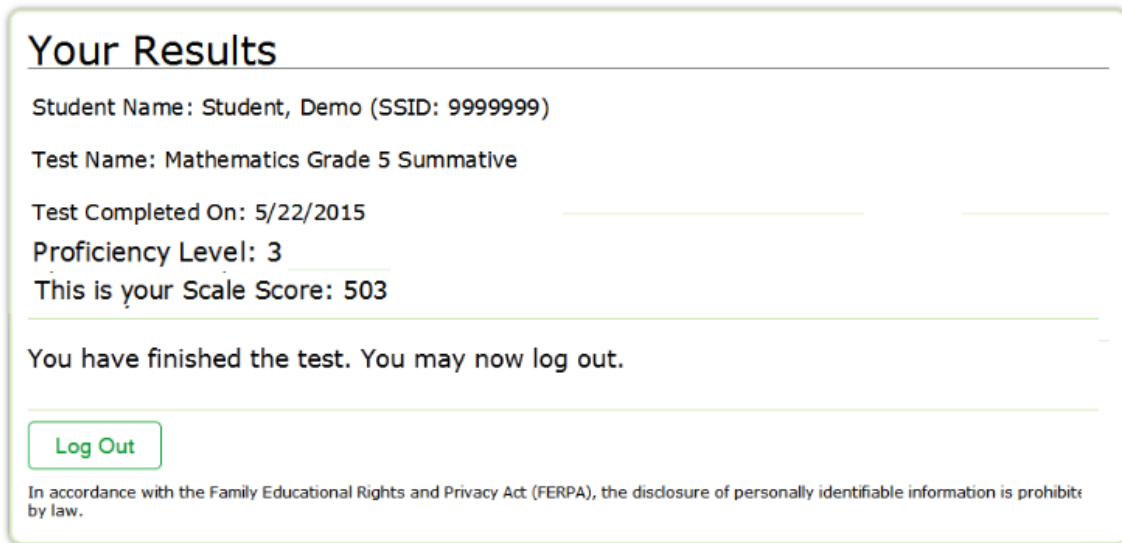
Warning: Once students select **Submit Test**, they cannot return to the test or modify answers.

Your Results Page

After students submit the test, the **Your Results** page appears, displaying the student's name, the test name, and the completion date (see [Figure 35](#)).

For interim and summative math and science tests, this page displays the test scale score and proficiency level.

Figure 35. Your Results Page for Interim and Summative Math and Science Tests



Your Results

Student Name: Student, Demo (SSID: 9999999)

Test Name: Mathematics Grade 5 Summative

Test Completed On: 5/22/2015

Proficiency Level: 3

This is your Scale Score: 503

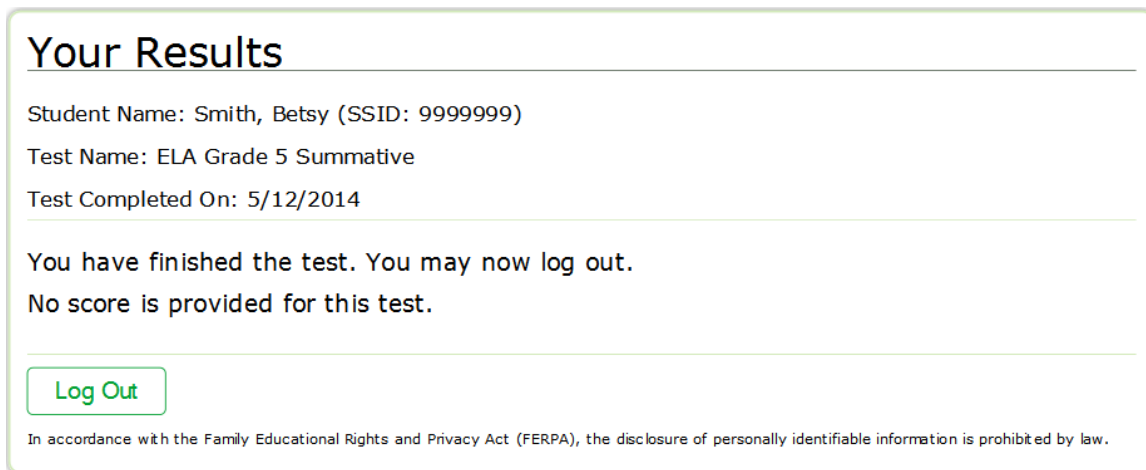
You have finished the test. You may now log out.

[Log Out](#)

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

ELA tests and training tests do not display the test score on this screen.

Figure 36. Your Results Page for ELA and Training Tests



Your Results

Student Name: Smith, Betsy (SSID: 9999999)

Test Name: ELA Grade 5 Summative

Test Completed On: 5/12/2014

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

No score is provided for this test.

[Log Out](#)

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

Appendix A. About the Secure Browser

This appendix includes the following sections:

- [Additional Measures for Securing the Test Environment](#)
- [Configuring Tablets for Testing](#)
- [About Permissive Mode](#)
- [Troubleshooting](#)

For more information about the secure browser, see the *Secure Browser Installation Manual*.

Additional Measures for Securing the Test Environment

The secure browser ensures test security by prohibiting access to external applications or navigation away from the test. This section provides additional measures you can implement to ensure the test environment is secure.

- **Close External User Applications**

Before launching the secure browser, or prior to administering the online tests, close all non-required applications on testing devices, such as word processors and web browsers.

- **Avoid Testing with Dual Monitors**

Students should not take online tests on computers connected to more than one monitor. Systems that use a dual monitor setup typically display an application on one 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 logs the student out of the test.

Forbidden Application Detection

When the secure browser launches, it checks for other applications running on the device. If it detects a forbidden application, it displays a message listing the offending application and prevents the student from testing. This also occurs if a forbidden application launches while the student is already in a test.

In most cases, a detected forbidden application is a scheduled or background job, such as anti-virus scans or software updates. The best way to prevent forbidden applications from running during a test is to schedule such jobs outside of planned testing hours.

Configuring Tablets for Testing

Android tablets and Chromebooks should be configured for testing before you provide them to students. For more information, see the *Technical Specifications Manual* on the SAGE Portal.

To configure Android tablets:

1. Tap the **AIRSecureTest** secure browser icon.
2. If the secure browser keyboard is not selected, follow the prompts on the screen. When the secure browser keyboard is selected, the secure browser app opens.

To configure Chromebooks:

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

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

Locate the AIRSecureTest app preview and slide it upward.

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.

About Permissive Mode

Permissive Mode is an accommodation option that allows students to use accessibility software in addition to the secure browser.

Permissive Mode activates when the student is approved for testing. Students who have the Permissive Mode setting enabled should not continue with the sign-in process until their accessibility software is correctly configured.

To use accessibility software with the secure browser:

1. Open the required accessibility software.
2. Open the secure browser. Begin the normal sign-in process up to the TA approval step.
3. When a student is approved for testing, the secure browser allows the operating system's menu and task bar to appear.
4. The student must immediately switch to the accessibility software that is already open on the computer so that it appears over the secure browser. The student cannot click within the secure browser until the accessibility software is configured.
 - **Windows:** To switch to the accessibility software application, click the application in the task bar.
 - **Mac:** To switch to the accessibility software application, click the application in the dock.



Note: When using Windows 8 and above, the task bar remains on-screen throughout the test after enabling accessibility software. However, forbidden applications are still prohibited.

5. The student configures the accessibility software settings as needed.

6. After configuring the accessibility software settings, the student returns to the secure browser. At this point, the student can no longer switch back to the accessibility software. If changes need to be made, the student must sign out and then sign in again.
7. The student continues with the sign-in process.



Permissive Mode is available only for computers running supported desktop Windows and Mac operating systems and can only be set by USBE staff. For information about supported operating systems, see the *Technical Specifications Manual*.

Accessibility software must be certified for use with the Online Testing System.

Forbidden applications will still not be allowed to run.

Troubleshooting

This section describes how to troubleshoot some situations in which a student cannot connect to a test.

Resolving Secure Browser Error Messages

This section provides possible resolutions for the following messages that students may receive when signing in.

- **You cannot login with this browser:**

This message occurs when the Online Testing System cannot determine if the student is taking the test through the correct secure browser. To resolve this issue, ensure the latest version of the secure browser is installed, and that the student launched the secure browser instead of a standard web browser. If the latest version of the secure browser is already running, then you should log the student out, restart the computer, and try again.

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

This message occurs when the secure browser cannot connect to the Online Testing System. This is most likely to occur if there is a network-related problem. The easiest thing to check is if the network cable is plugged in (for wired connections) or if the Wi-Fi connection is live (for wireless connections). Also check if the secure browser must use specific proxy settings; if so, those settings must be part of the command that launches the secure browser.

- **Test Environment Is Not Secure:**

This message can occur when the secure browser detects a forbidden application running on the device (see the section [Additional Measures for Securing the Test Environment](#)). If this message appears on an iPad, ensure that either Autonomous Single App Mode or Guided Access mode is enabled (see the section [Configuring Tablets for Testing](#)).

Force-Quit Commands

In the rare event that the secure browser or test becomes unresponsive, you can force-quit the secure browser.

To force the secure browser to close, use the keyboard command for your operating system as shown below. This action logs the student out of the test. When the secure browser is opened again, the student logs back in to resume testing.

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.

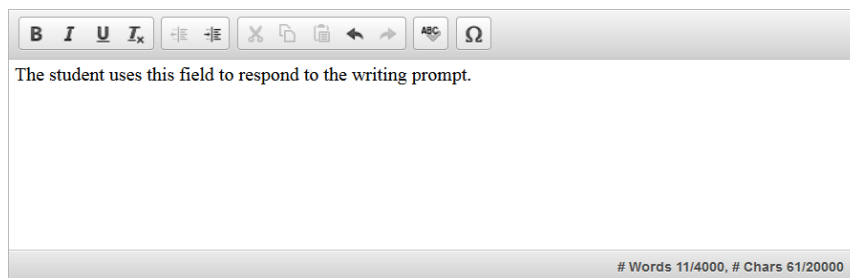
Force-quit commands do not exist for the secure browser for iOS, Chrome OS, and Android devices.

- **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. Text Response Formatting Toolbar

In addition to the standard test tools described in the section [Test Tools](#), students can use a formatting toolbar above the response field for text response questions (see [Figure 37](#)). The formatting toolbar allows students to apply styling to text and use standard word-processing features.

Figure 37. Text Response Question with Formatting Toolbar



The lower-right corner of the response field displays the word count and character count for the student's response.

[Table 7](#) provides an overview of the formatting tools available.

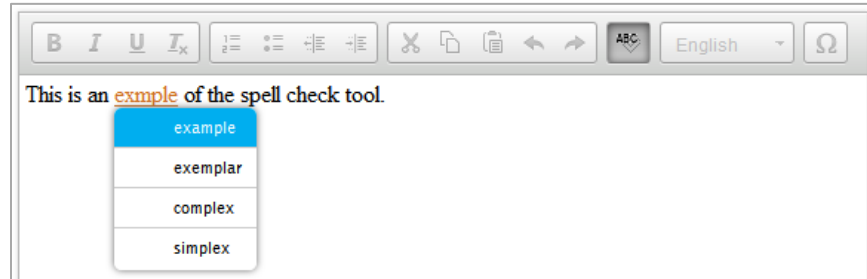
Table 7. Description of Formatting Tools

Tool	Description of Function
	Bold, italicize, or underline selected text.
	Remove formatting that was applied to the selected text.
	Indent a line of selected text.
	Decrease indent of text.
	Cut selected text.
	Copy selected text.
	Paste copied or cut text.
	Undo the last edit to text or formatting in the response field.
	Redo the last undo action.
	Use spell check to identify potentially misspelled words in the response field.
	Add special characters in the response field.



Spell Check

The spell check tool identifies words in the response field that may be misspelled (see [Figure 38](#)).

Figure 38. Spell Check Tool




To use spell check:

1. Select a language for the spell check tool from the drop-down list, if necessary.
2. In the toolbar, select .
3. Potentially incorrect words change color and become underlined.
4. Select a misspelled word. A list of suggestions appears.
5. Select a replacement word from the list. If none of the replacement words are correct, close the list by clicking anywhere outside it.
6. To exit spell check, select  again.

Special Characters

Students can add mathematical, accented, and other symbols.

To add a special character:

1. In the toolbar, select .

In the window that pops up, select the required character.

Appendix C. Keyboard Navigation for Students

Students can use keyboard commands to navigate between test elements, features, and tools.



Keyboard commands require the use of the primary keyboard. Do not use keys in a numeric keypad.

Sign-In Pages and In-Test Pop-ups

[Table 8](#) lists keyboard commands for selecting options on the sign-in pages or pop-up windows that appear during a test.

Table 8. Keyboard Commands for Sign-In Pages and Pop-Up Windows

Keyboard Command	Function
Tab	Move to the next option
Shift + Tab	Move to the previous option
Enter	Select the active option
Space	Mark checkbox
Arrow Keys	Scroll through drop-down list options
Esc	Close pop-up window

Keyboard Commands for Test Navigation

[Table 9](#) lists keyboard commands for navigating tests and responding to questions.

Table 9. Keyboard Commands for Test Navigation

Description of Function	Keyboard Commands
Scroll up	↑ Up Arrow
Scroll down	↓ Down Arrow
Scroll to the right	→ Right Arrow
Scroll to the left	← Left Arrow
Move to the next element	Tab
Move to the previous element	Shift + Tab
Select an answer option	Space
Go to the next test page	Ctrl + → Right Arrow
Go to the previous test page	Ctrl + ← Left Arrow

Description of Function	Keyboard Commands
Open the global menu	Ctrl + G
Open a context menu	Ctrl+ M

Keyboard Commands for Global and Context Menus

Students can use keyboard commands to access tools in the global and context menus. For more information about tools in the global menu, see [Table 5](#). For more information about tools in the context menu, see [Table 6](#).

Global Menu

To access the global menu tools using keyboard commands:

1. Press **Ctrl + G**. The global menu list opens.
2. To move between options in the global menu, use the **Up** or **Down** arrow key.
3. To select an option, press **Enter**.
4. To close the global menu without selecting an option, press **Esc**.

Context Menus

To open the context menu for an element:

1. To navigate to an element, press **Tab**.
2. To navigate in reverse, press **Shift + Tab**.
3. Press **Ctrl + M**. The context menu for the selected element opens.
4. To move between options in the context menu, use the **Up** or **Down** arrow keys.
5. To select an option, press **Enter**.
6. To close the context menu without selecting an option, press **Esc**.

Highlighting Selected Regions of Text

This section explains how to use keyboard commands to select a text excerpt (such as a word in a passage) and highlight it. These instructions only apply to students using the secure browser.

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 arrow keys to navigate to **Enable Text Selection**.

4. Press **Enter**. A flashing cursor appears at the upper-left corner 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 appears shaded.
7. Press **Ctrl + M** again. Choose the tool you want to use for the selected text.

Keyboard Commands for Grid Questions

Technology-enhanced questions with the grid response area (see [Figure 39](#)) may have up to three main sections:

- **Answer Space:** The grid area where students enter the response.
- **Button Row:** Action buttons may appear above the answer space. Buttons may include **Delete**, **Add Point**, **Add Arrow**, **Add Line**, and **Connect Line**.
- **Object Bank:** A panel containing objects you can move to the answer space.

To move between the main sections:

- To move clockwise, press **Tab**.
- To move counter-clockwise, press **Shift + Tab**.

To add an object to the answer space:

1. With the object bank active, use the arrow keys to move between objects. The active object has a blue background.
2. To add the active object to the answer space, press **Space**.

To use the action buttons:

3. With the button row active, use the left and right arrow keys to move between the buttons. The active button is white.
4. To select a button, press **Enter**.
5. Press **Space** to apply the point, arrow, or line to the answer space.

Figure 39. Grid Question

To move objects and graph elements in the answer space:

1. With the answer space active, press **Enter** to move between the objects. The active object displays a blue border.
2. Press **Space**.
3. Press an arrow key to move the object. To move the object in smaller increments, hold **Shift** while pressing an arrow key.

Appendix D. Transferring a Test Session

You can transfer an active test session from one device or browser to another without stopping the session or interrupting in-progress tests. This is useful in scenarios when your computer malfunctions while a session is in progress.



Warning: If you do not know the active Session ID, you cannot transfer the session.

The Online Testing System ensures that you can only administer a test session from one browser at a time. If you move a test session to a new device, you cannot simultaneously administer the session from the original browser or device.

These instructions apply to both the TA Interface and TA Training Site. However, you cannot transfer a session from the TA Interface to the TA Training Site or vice versa.

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

1. While the session is still active on the original device or browser, log in to the TA Site on the new device or browser. A Session ID prompt appears.
2. Enter the active Session ID in the text box and click **Enter**. The TA Site appears, allowing you to continue monitoring your students' progress. The test session on the previous computer or browser automatically closes.



The Session ID prompt appears any time you access the TA Site during an active session. If you do not wish to return to the active session, you can click **Start a Different Session** to create a new session or **Logout** to close the active session and log out of the TA Site.

Appendix E. User Support

For additional information and assistance in using the Online Testing System, contact the SAGE Help Desk.

The Help Desk is open Monday–Friday from 8:00 a.m. to 5:00 p.m. MT (except holidays or as otherwise indicated on the Utah Assessment Portal). From March 20, 2018 to June 15, 2018, the Help Desk will be available from 7:00 a.m. through 7:00 p.m. MT to support the Spring Summative Test Window.



Please provide the Help Desk with a detailed description of your problem, as well as the following:

- Test Administrator name
- If the issue pertains to a student, provide the student’s SSID and associated LEA or school. 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 and codes that appeared, if applicable.
- Affected test ID and question number, if applicable.
- Operating system and browser version information, including version numbers (for example, Windows 7 and Firefox 13 or Mac OS 10.10 and Safari 5)
- Information about your network configuration, if known:
 - Secure browser installation (to individual devices or network)
 - Wired or wireless internet network setup