Establishing Practice Test Administrator Sessions for the Infrastructure Trial

This checklist provides basic steps for test administrators to follow when setting up practice sessions for the state's infrastructure trial.

Step 1. Prepare for the Practice Session

Close all open applications on student devices and launch the secure browser or app.

Districts that wish to more closely mimic an operational session should also consider these steps.

- ❑ If a student will use the text-to-speech tool, the student must use headphones. If the student is tested in a one-on-one situation, speakers are allowable.

- ❑ Have available two sheets of blank paper for each student (required for English language arts; by student request for other subjects).

- ❑ If students taking the end-of-course mathematics or physical science tests prefer to use approved handheld calculators, the calculators should be available to students on their desks, tables or workspaces. You must confirm that the memory on all calculators has been cleared before and after each testing session. The online practice site includes the allowable calculator for these tests; use of handheld calculators is at district or school discretion. See the ODE Web site for calculator policies.

- ❑ If students taking an end-of-course mathematics test wish to use paper copies of the reference sheet, the sheet should be available to students on their desks, tables or workspaces. Students may only use the reference sheet posted on the Student Practice Resources section of the Ohio's State Tests Portal within the mathematics folder; the test administrator must provide the sheet. Students may not bring their own copies. The online practice site includes the reference sheet; use of the paper reference sheet is at district or school discretion.

- ❑ If students taking the end-of-course physical science test wish to use paper copies of the reference sheet or periodic table, the sheets should be available to students on their desks, tables or workspaces. Students may only use the reference sheet posted on the Student Practice Resources section of the portal within the science folder; the test administrator must provide the sheet. Students may not bring their own copies. The online practice site includes the reference sheet and periodic table; use of the paper reference sheet and periodic table is at district or school discretion.

- ❑ Prepare the test room per the instructions in the *Directions for Administration Manual*.

Step 2. Establish a Practice Session

Test administrators establish test sessions immediately before students begin testing. Note that the Test Administrator Practice Site will log out test administrators whose sessions are idle more than 20 minutes. Therefore, test administrators should establish the test session within 20 minutes of when students will sign in.
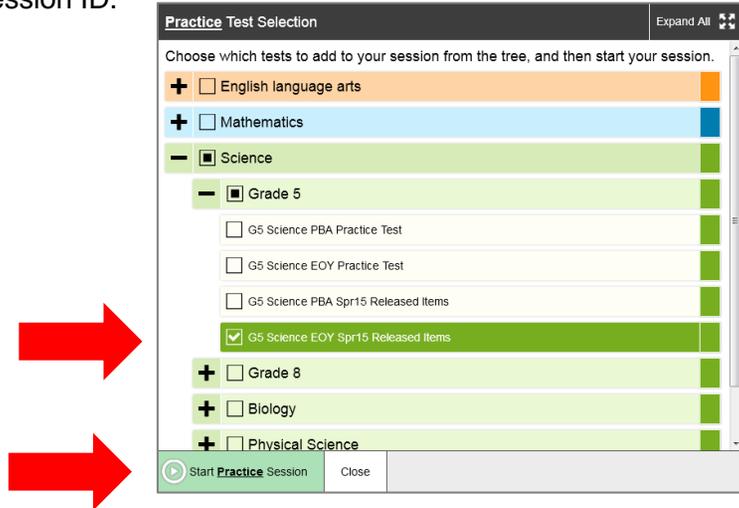
2a. Navigate to the Test Administrator Practice Site on the portal, then log in.
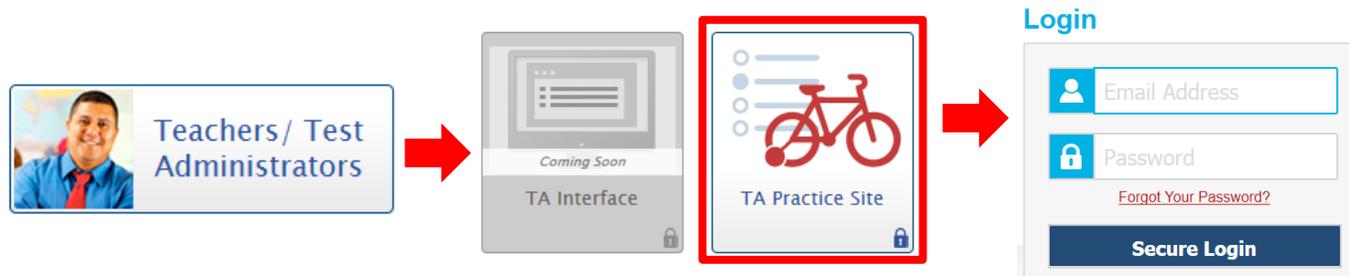
2b. After logging in, the test selection screen is immediately available. Click the **+** next to a subject to see the list of available grades or tests for an administration. Click the **+** next to a grade or test to see the available tests and test parts or sample items.
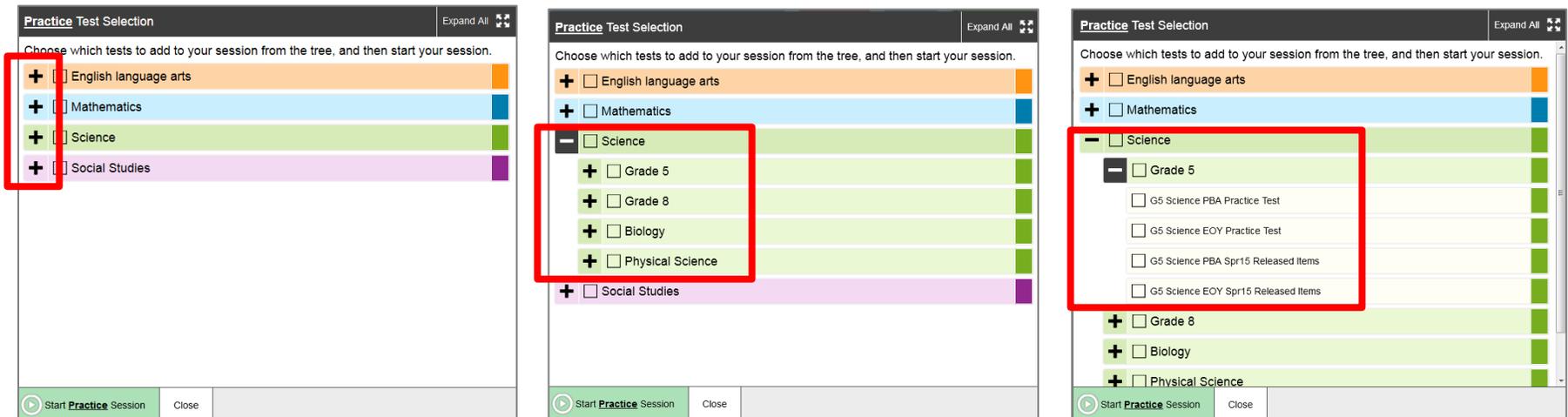
2c. Click the checkbox next to a test to include it in the test session. Students in your session will only be able to review tests that you select for the session.

2d. Click the green [Start Practice Session] button to start the session. Upon doing so, the Test Administrator Practice Site will generate the Session ID.

2e. Locate the Session ID. It starts with the word TRAIN and appears at the top of the Test Administrator Practice Site screen.

Note that the location of the Session ID box may vary depending on your device and width of your browser window. Two examples are shown.

Write your Session ID on the chalkboard or whiteboard so that all students can see it.
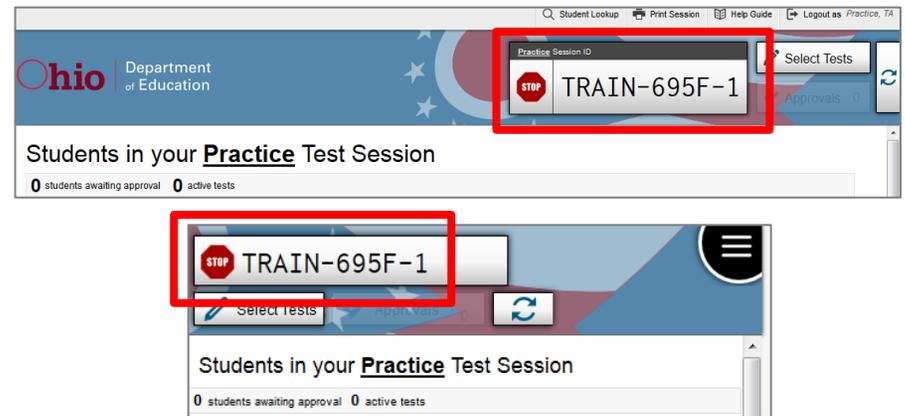
Step 3. Student Sign-In

3a. Students who are accessing the practice site from the secure browser or app will see the secure browser or app sign-in page upon launch. This page contains a link to the Training Test Site. Click the Training Test Site link to access the Practice Test Sign In page.

On the Practice Test Sign In page, students will uncheck the Guest Session box, type in the Session ID you generated during Step 2 and click [Sign In].

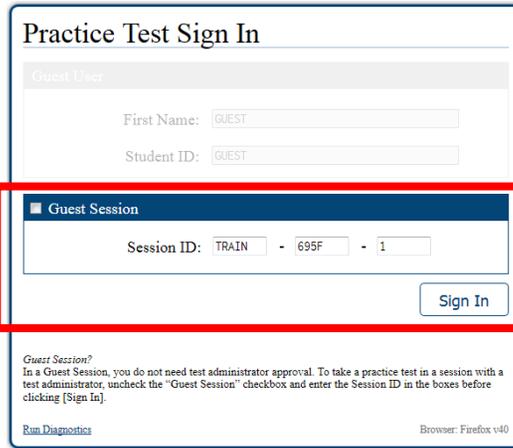**Secure Browser and App Sign In Page**

Please Sign In

First Name: _____

Student ID: _____

Session ID: _____ - _____ - _____

[Sign In]

Browser: Secure v8

Go to the Training Test Site ➡️

Practice Test Sign In

Guest User

First Name: GUEST

Student ID: GUEST

☐ Guest Session

Session ID: TRAIN - 695F - 1

[Sign In]

Guest Session?
In a Guest Session, you do not need test administrator approval. To take a practice test in a session with a test administrator, uncheck the "Guest Session" checkbox and enter the Session ID in the boxes before clicking [Sign In].

Run Diagnostics

Browser: Firefox v40

3b. On the "Is This You?" page, students will select a grade level. They should select the grade level that corresponds with the test they will be working through during the practice session.

Is This You?

Please review the following information.

First Name: GUEST

Last Name: GUEST

SSID: GUEST 0

Student Grade Level: Select Grade ▼

Date of Birth: None

School: GUEST School

[No]   [Yes]

3c. On the "Your Tests" page, students will have access to tests that are available for the grade chosen on the "Is This You?" screen and that you included in the session.
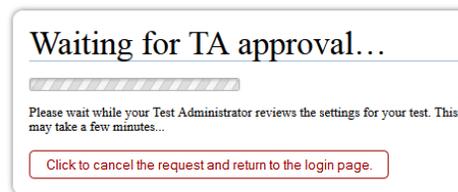
After clicking a test, students will see a message that they are waiting for test administrator approval.
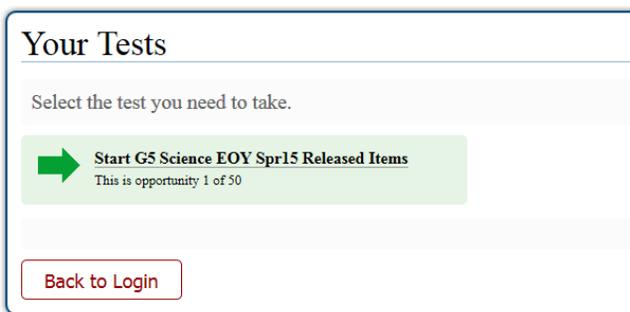
Your Tests

Select the test you need to take.

➡️ **Start G5 Science EOY Spr15 Released Items**
This is opportunity 1 of 50

[Back to Login]

Waiting for TA approval…

Please wait while your Test Administrator reviews the settings for your test. This may take a few minutes...

[Click to cancel the request and return to the login page.]

Step 4. Approve Students for Testing

4a. Once students begin appearing in the approvals queue, click the [Approvals (#)] button at the top of the Test Administrator Practice Site to open the Approvals and Student Test Settings pop-up window.

Note that the location of the Approvals box may vary depending on your device and width of your browser window. Two examples are shown.
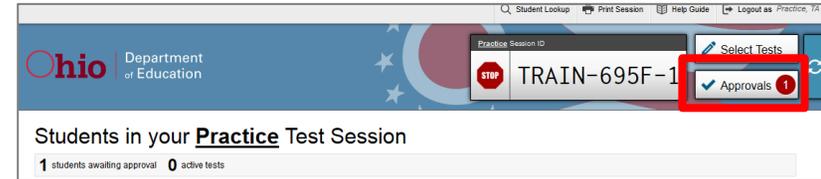
4b. All students will be listed as GUEST.

Click the lookup icon to update test settings.
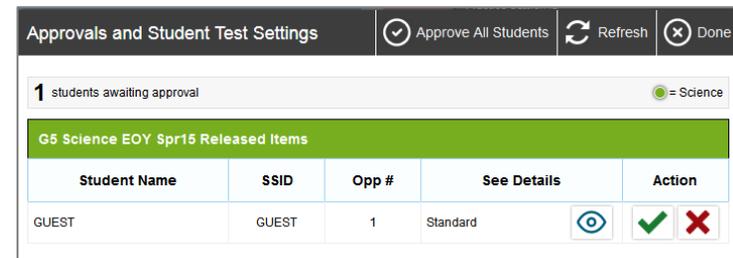
4c. If all students will use a common set of accessibility features, such as text to speech and text-to-speech tracking, turn on these features under Test Settings.

For more information on features available within the practice site, refer to the Practice Site Guidance Document.
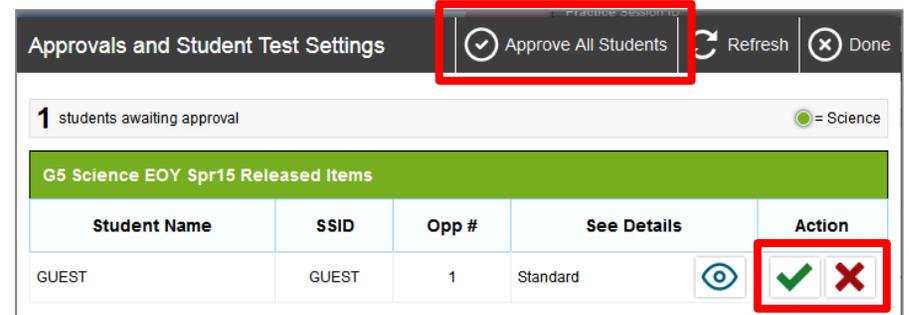
Click [Set & Approve] to confirm the settings and approve a test.

Click [Set] to confirm the settings and return to the Approvals and Student Test Settings box.
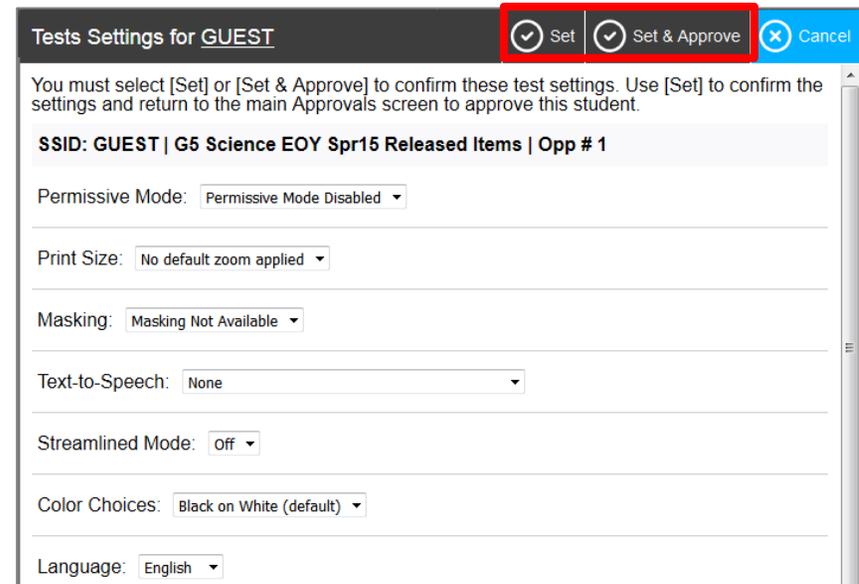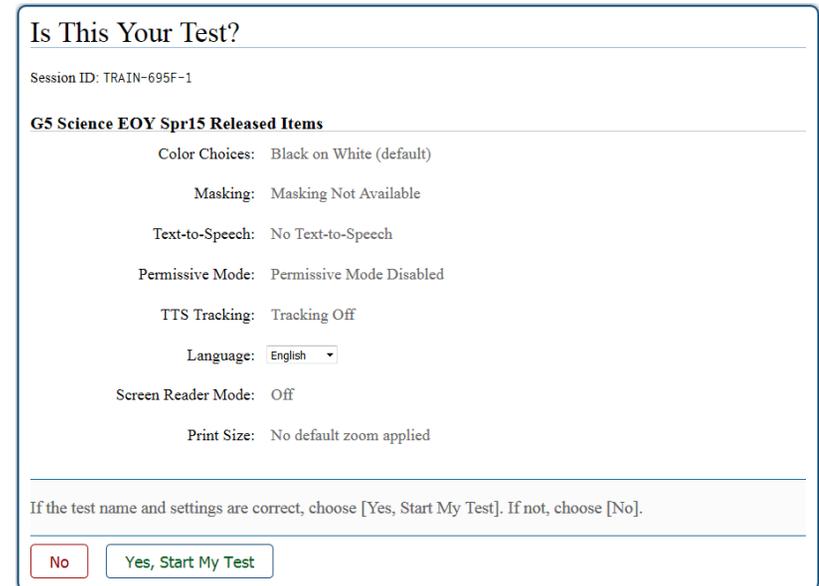
4d. If the test settings do not require updating, click the green check box to approve an individual request or click [Approve All Students] within Approvals and Student Test Settings. After doing so, each approved student will advance to the "Is This Your Test?" screen.

Click the red X to deny a request to access the test. You will be prompted to enter a reason why the request was denied (e.g., the student selected the wrong test).

| Approvals and Student Test Settings | | | ⊘ Approve All Students | ⟳ Refresh | ⊗ Done |

1 students awaiting approval   ⦿ = Science

G5 Science EOY Spr15 Released Items

Student Name	SSID	Opp #	See Details	Action
GUEST	GUEST	1	Standard	👁 ✔ ✖

4e. After you approve a student for testing, the student practice site will move to the "Is This Your Test?" screen. If the details are correct, students will click [Yes, Start My Test].

Is This Your Test?

Session ID: TRAIN-695F-1

G5 Science EOY Spr15 Released Items

Color Choices: Black on White (default)

Masking: Masking Not Available

Text-to-Speech: No Text-to-Speech

Permissive Mode: Permissive Mode Disabled

TTS Tracking: Tracking Off

Language: English ▾

Screen Reader Mode: Off

Print Size: No default zoom applied

If the test name and settings are correct, choose [Yes, Start My Test]. If not, choose [No].

[No]   [Yes, Start My Test]

## Step 5. Text-to-Speech Sound Check (if applicable)

Students who are accessing the student practice site from the secure browser or app and who have text to speech turned on will see a sound check page.

The "Did you hear the English text?" page allows students to verify their audio for text to speech. When clicking the green button, students should hear "This text is being read aloud." Students taking a Spanish test (on the practice site, Spanish is available for science and social studies tests only) with text to speech will have a Spanish audio check after playing the English audio check.

> [No, I did not hear the voice] Make sure the computer's sound is on.
>
> [Yes, I heard the voice] Clicking this button moves the student to the Test Instructions and Help page.
>
> [Skip English TTS Check] Clicking this button moves the student to the Test Instructions and Help page.
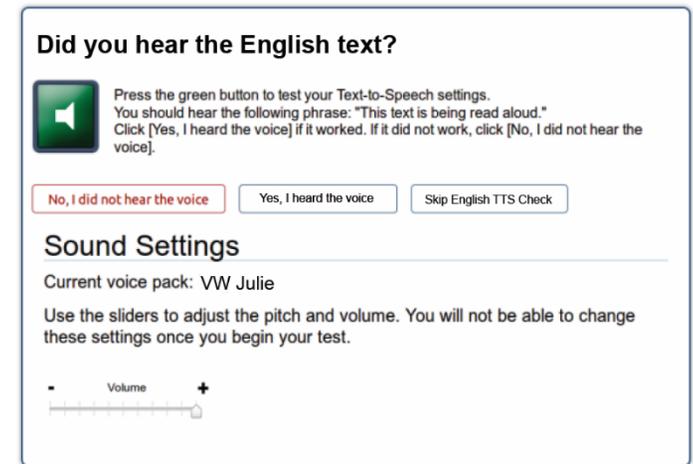

The sound settings display the voice pack that will be used for text to speech. If more than one voice pack is installed on the computer, a drop-down will be available. Additionally, depending on the student's device, three slider bars may be available to allow users to adjust volume, pitch and rate.

Refer to the "Text-to-Speech Requirements" section of the *Technical Specifications Manual* for additional information on text to speech. Students must have a compatible voice pack on their devices when using text to speech.

Step 6. Review the Test Instructions and Help Information

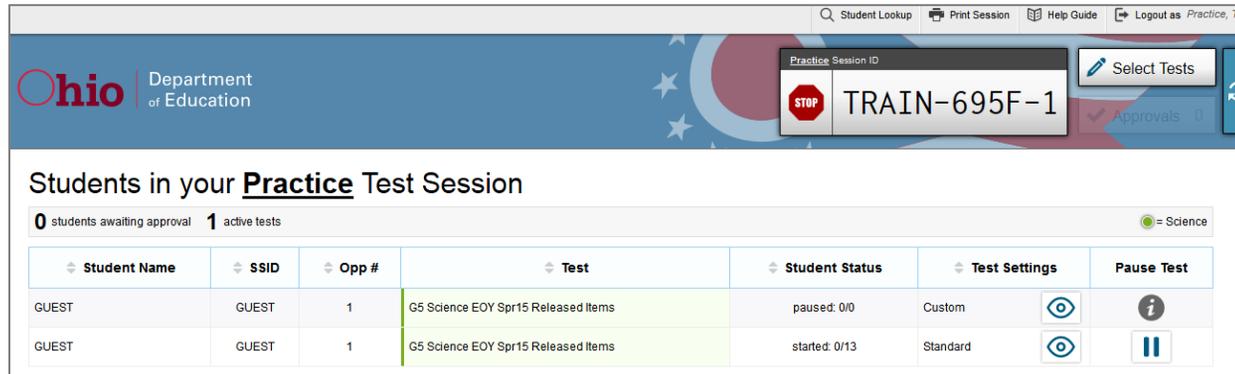Students should take a minute to review the available instructions and help information.

When students click [Begin Test Now], the student practice site will present the first question.
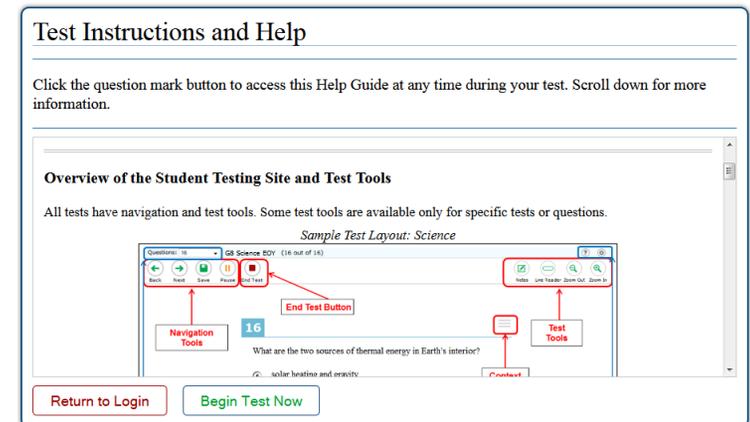
Step 7. Monitor the Administration

Use the Test Administrator Practice Site to view the testing progress. The site will not show test questions or scores, but the Student Status column shows testing progress.

The Test Administrator Practice Site refreshes automatically every minute. You can manually refresh at any time by clicking the refresh icon toward the top of the page.

The student practice site is set up to simulate the test-taking experience for operational tests. Please note, however, that unlike the operational site, the student practice site does not save any responses upon sign-out. Clicking [Pause] then [Yes] signs the student out of the test. If a student resumes the practice test, the student will start the test over.

Step 8. Ending the Administration

Practice sessions end when students work their way through all the questions on the test(s) that they are viewing, or the test administrator ends the session because the time the school has allotted for the practice session has elapsed.

Student Submits the Test

When the student clicks [End Test] in the online practice site, and then [yes] in the subsequent pop-up window to continue, he or she will be presented with a screen similar to the one shown on the right.

All items (marked and unmarked) are available for the student to review.

After a student clicks [Submit Test], there will be one last pop-up window: Are you sure you want to submit the test? Once the student clicks [Yes], the student will not be able to review responses. The student practice site does not provide scores or a summary of responses.

Test Administrator Ends the Test Session

Click the red [Stop] button next to the Session ID to end the test session.

Log out of the Test Administrator Practice Site by clicking [Logout]. A pop-up message will appear, asking you to confirm that you want to exit.
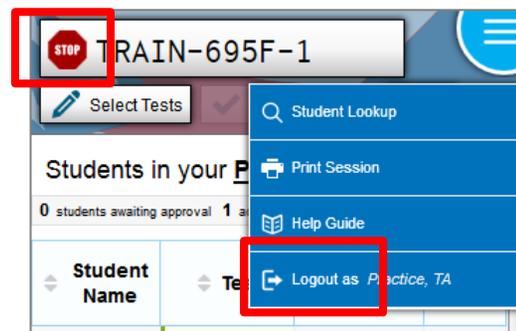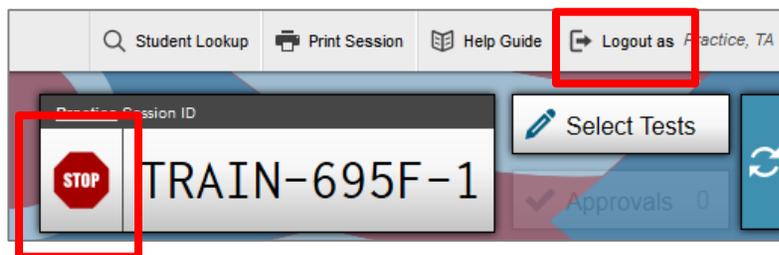
Additional Practice Resources

Visit the Student Practice Resources section of the portal for additional resources, including science and social studies scoring guides, English language arts and mathematics answer keys, writing rubrics, an interactive equation response tutorial, reference sheets, item tutorials and online calculators.