



How To Start a Test Session

1. Navigate to <http://www.caaspp.org>.
2. Select the **Test Administrator Interface for All Online Tests** button.
3. Log on with your CAASPP credentials.
4. Select the **Select Tests** button.
5. Select the box(es) for the test(s) to be administered during this session.

i Pop-up blockers must be disabled for this site.

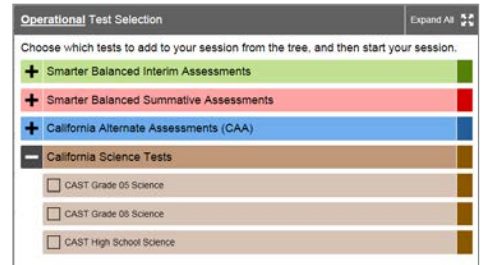


! Assessments are color coded. California Science Tests are **BROWN** and are available only during the test administration window for your local educational agency.

6. Select the **Start Operational Session** button.



i Be sure to record the session ID. If the test session is inadvertently stopped, the session ID will be required to resume the session.



7. Have students log on to the test using the secure browser and the correct operational session ID.

Options in the test administrator (TA) interface include:

Approve all pending students for the test.

Refresh the list of pending logins.

Accept students into the test individually.

Decline students from the test.

Review student's test details as needed.

i After the TA approves the student test request, the student may begin answering test items.

! Do not navigate away from the TA interface page. The session will stop and all students will be logged out.

This guide reflects only limited information for a specific task. The *Test Administration Manual*, which provides complete instructions, is available on the CAASPP Portal Web site at <http://www.caaspp.org/ta-resources/summative.html>.

Additional information can also be found by watching the video "Setting Up a Test Session" at http://www.caaspp.org/rsc/videos/archived-training_setting-up-a-test-session.2017.html.