

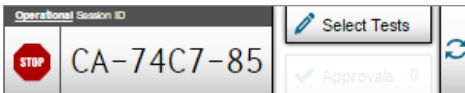
# How To Start a Test Session



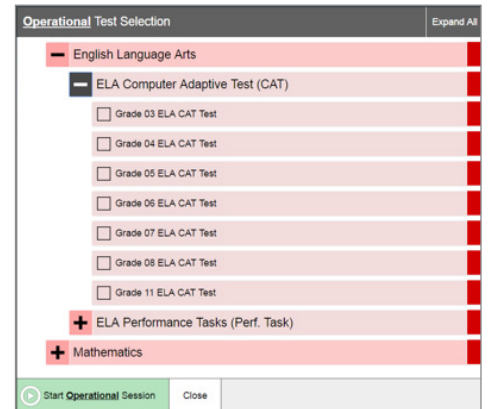
1. Navigate to <http://www.caaspp.org>.
2. Select the **Test Administrator Interface for All Online Tests** button.
3. Log on with your CAASPP credentials.
4. Select the **Select Tests** button.
5. Select the box(es) for the test(s) to be administered during this session.



- i** Pop-up blockers must be disabled for this site.
- !** *Assessments are color coded. Summative Assessments are RED and are available only during the test administration window for your local educational agency.*



6. Select the **Start Operational Session** button.
7. Have students log on to the test using the secure browser and the correct operational session ID.



## Options in the test administrator interface include:

Approve all pending students for the test.

Refresh the list of pending logins.

Review student's test details as needed.

Accept students into the test individually.

Decline students from the test.

Approvals and Student Test Settings Approve All Students Refresh Done

2 students awaiting approval Smarter Balanced Summative Assessments

**Grade 03 ELA CAT Test**

Student Name	State-SSID	Opp #	See Details	Action
John, Test	CA-0123456789	1	Default	<input type="checkbox"/> See Details <input checked="" type="checkbox"/> Accept <input type="checkbox"/> Decline

- i** Once a student has been accepted into the test can begin answering test questions.
- !** 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](http://www.caaspp.org/rsc/videos/archived-training_setting-up-a-test-session.2017.html).