How to Start a Test Session

1. Navigate to the CAASPP & ELPAC Website.
2. Select the **Test Administrator Interface** button. Then from the CAASPP & ELPAC Administer a Test Session web page, select the **Test Administrator Interface** button.
3. Log on with your Test Operations Management System (TOMS) credentials.
4. Select the **Start a New Session Now** button.

i *If you are assigned multiple institutions, select one from the drop down menu and then select the **Go** button. If a different institution is needed later, you must log off and then log back on.*

5. Select the box(es) for the test(s) to be administered during this session.
6. Select the appropriate Session Type and Manner of Administration in the Session Settings.
7. Select the **Start Operational Session** button.

i *Be sure to record the session ID. This ID is required in order to resume a test session.*

8. Have students (or test examiners on behalf of students, when applicable) log on to the test using the secure browser and the correct session ID.

i *The secure browser is not required for the Initial English Language Proficiency Assessments for California (ELPAC), Summative ELPAC (K–2 Writing and K–12 Speaking domains), or when using the Smarter Balanced interim assessments as part of distance learning.*

Test Administrator Interface Options

A. Approve entry of all pending students into the test by selecting the **Approve All** button.

B. Refresh the list of pending logons by selecting the **Refresh** button.

C. Review students' test details by selecting the eye icon in the **See Details** column.

D. Accept students into the test individually by selecting the **Approve** check mark icon in the Action column.

E. Decline students from the test individually by selecting the **Deny** "X" icon in the Action column.

i *Approve the student test request so that the student may begin answering test items.*

i *Do not exit the interface while testing. The session will stop and students will be logged out.*