How to Start a Test Session

Test Examiners (TEs) should have the correct version of the Directions for Assessment (DFA) printed and ready before beginning the test session.

1 Navigate to http://www.caaspp.org.

2 Select the **Test Administrator Interface for All Online Tests** button.
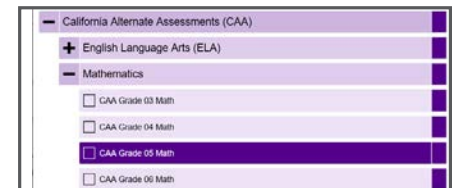
3 Log on with your CAASPP credentials.

i *Pop-up blockers must be disabled in order to access this website.*

4 Select the box(es) for the test(s) to be administered during this session.

i *Assessments are identified by name of test, grade, and content area. Additionally, they are color coded indigo.*

5 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.*

6 Have the student, or the TE on behalf of the student, log into the test using the secure browser and the correct operational session ID.

7 The final step is to review the students' test details before approving to begin testing.

Options in the test administrator (TA) interface include:
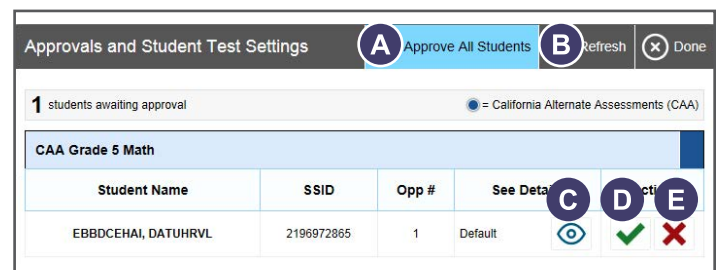
A Approve all pending students into the test.

B Refresh the list of pending logins.

C Review student's test details as needed.

D Accept students into the test individually.

E Decline students from the test.

i *After the TE approves the student test request, 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.*