

How to Start a Test Session

1 Navigate to <https://www.elpac.org>.

2 Select the **Test Administrator Interface for All Online Tests** button.

Test Administrator Interface for All Online Tests

3 Log on with your ELPAC 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 teal.*



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 test examiner or students log on to the test using the secure browser and the correct operational session ID.

7 Review students' test settings, which include accommodations and designated supports, before approval of the test session.

Options in the test examiner (TE) interface include:

A Approve all pending students into the test.

B Refresh the list of pending logins.

C Review students' test details as needed.

D Accept students into the test individually.

E Decline students from the test.

i *After the TE approves the student(s) test request, the student(s) may begin answering items.*

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

