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.

2. Select the Test Administrator Interface for All Online Tests button.
3. Log on with your CAASPP credentials.
   - **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.
   - Assessments are identified by name of test, grade, and content area. Additionally, they are color coded indigo.
5. Select the Start Operational Session button.
   - **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.

- **After the TE approves the student test request, the student may begin answering test items.**
- **Do not exit the interface while testing. The session will stop and students will be logged out.**