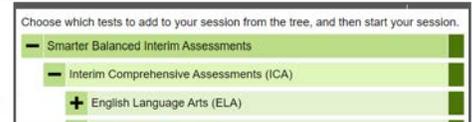


How to Start a Test Session

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

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

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



- 5 Select the **Start Operational Session** button.

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

- 6 Have students log on to the test using the correct operational session ID.



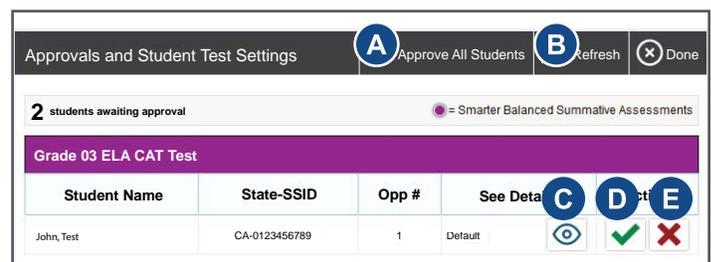
i *The secure browser must be used on the student's testing device when using the interim assessments in a school setting, but the secure browser is not necessary when using the interim assessments as part of distance learning.*

- 7 Review the students' test details, then select **Yes**.

- 8 Have students select the appropriate test.

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 student into the test individually.
- E Decline student from the test.



i *After the TA 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.*