How To Start a 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 for this site.
4. Select the Select Tests button.
5. Select the box(es) for the test(s) to be administered during this session.
   - Assessments are color coded. Summative Assessments are RED and are available only during the test administration window for your local educational agency.
6. Select the Start Operational Session button.
   - Be sure to record the session ID. If the test session is stopped, the session ID will be required to resume the session.
7. Have students log on to the test using the secure browser and the correct operational session ID.

Options in the test administrator interface include:

- Approve all pending students for the test.
- Refresh the list of pending logins.
- Review student’s test details as needed.
- Accept students into the test individually.
- Decline students from the test.

Once a student has been accepted into the test can begin answering test questions.

Do not navigate away from the TA interface page. The session will stop and all students will be logged out.

This guide reflects only limited information for a specific task. The Test Administration Manual, which provides complete instructions, is available on the CAASPP Portal Web site at http://www.caaspp.org/ta-resources/summative.html.

Additional information can also be found by watching the video “Setting Up a Test Session” at http://www.caaspp.org/rsc/videos/archived-training_setting-up-a-test-session.2017.html.

Posted by the California Department of Education

March 2017