How to Start a Test Session

2. Select the Test Administrator Interface for All Online Tests button.
3. Log on with your CAASPP credentials.
4. Select the Select Tests button.
5. Select the box(es) for the test(s) to be administered during this session.
6. Select the Start Operational Session button.
7. Have students log on to the test using the secure browser and the correct operational session ID.

Assessments are identified by name of test, grade, and content area. Additionally, they are color coded. Look for the Summative Tests, which are red.

Options in the test administrator (TA) 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.

After the TA approves the student test request, the student may begin answering test items.

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.

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