



Reminder: Access to each system and its features is dependent on the access provided by your user role.



Warning: Although navigating to another system is easy, it is important to understand how the system operates in order to avoid unintended consequences of switching systems.

If you are administering a test using the Test Administrator Interface or Test Administrator Training Site and you navigate away from it within the same browser tab, your session will stop, and all students in the session will be logged off. You cannot resume your session. You will have to create a new session, and your students will have to log on to the new session to resume testing.

Logging On to the Single Sign-On System

1. Open your Web browser and navigate to the CAASPP Portal (<http://www.caaspp.org/>).

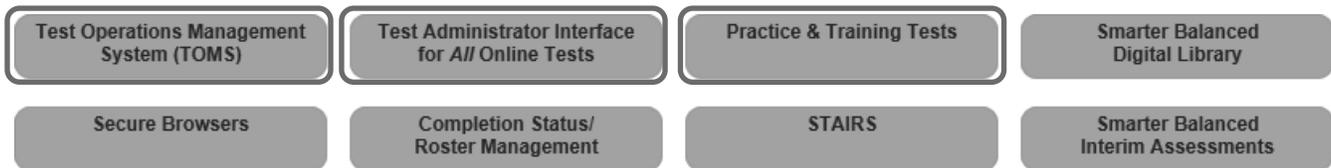


Figure 3. Buttons on CAASPP.org

2. Select either the [**Test Operations Management System (TOMS)**] button (to manage administration details of the online Smarter Balanced Summative and Interim Assessments, like student test settings), the [**Test Administrator Interface for All Online Tests**] button (to administer and monitor online student assessments), or the [**Practice & Training Tests**] button (to practice administering online assessments to students), as shown in Figure 3.

3. Enter your username and password in the *Username* and *Password* fields in the *Logon* Web form, shown in Figure 4, and then select the [**Secure Login**] button. You will be directed to the system you selected.

- The username and password are case sensitive.
- If you have forgotten your password, select the [**Forgot Your Password?**] link. Refer to the *TOMS Pre-Administration Guide for CAASPP Testing Chapter 2: Passwords, Access, and Logon* for instructions on resetting it.

Figure 4. Logon Web form

Test Administrator
 Test Examiner

- If you are associated with multiple institutions, an “Important!” message, such as the one in Figure 5, appears when you log on. You must select the appropriate institution from the drop-down list in this message and select the [Go] button. You may only select one institution at a time.
 - You will only be able administer tests available for the selected institution.
 - In order to select a different institution, you must log off and then log back on.

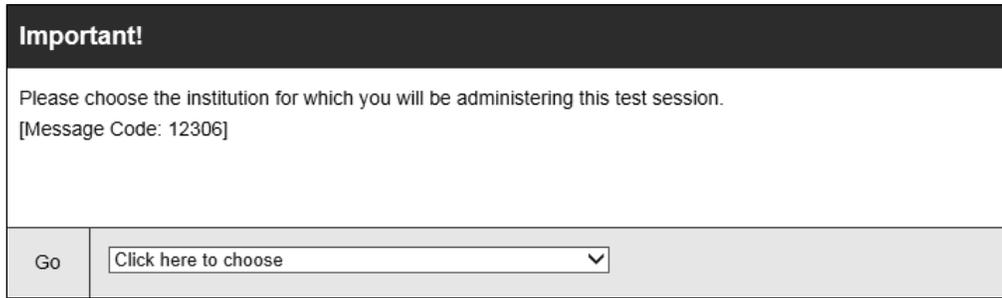


Figure 5. Select Institution drop-down list



Note: For information about logging off of the Test Administrator Site, see the subsection [Logging Off](#).

About Usernames and Passwords

Your username is the e-mail address associated with your account in TOMS. When you are added to TOMS, you receive an e-mail containing a temporary password and a logon link for the CAASPP single sign-on system. To activate your account, you must log on within seven days of receiving the e-mail. You must update your password and set a security question.

Take the following actions if your temporary password has expired or if you have forgotten your password:

- Open your Web browser and navigate to the CAASPP portal (<http://www.caaspp.org/>).
- Select the [Test Operations Management System (TOMS)] button. The *Logon* Web form, shown in Figure 6, appears.
- Select the [Forgot Your Password?] link if you have forgotten your username or password or the [Request one now] link that answers the question “Do you need a new temporary password?” in the “First Time User?” section of the *Logon* Web form to reset your temporary password.

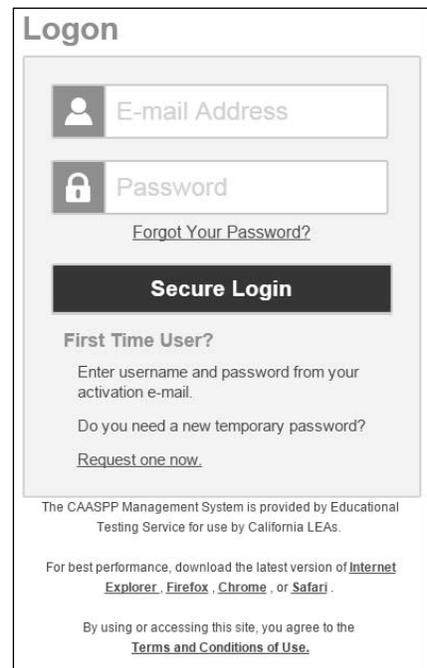
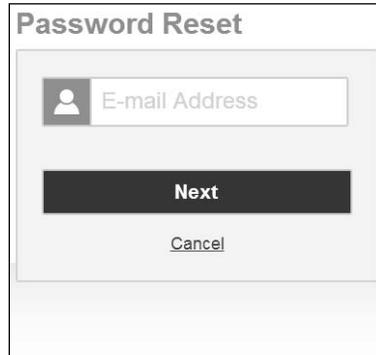


Figure 6. *Logon* Web form

- Enter your e-mail address on the Password Reset Web form shown in Figure 7; select **[Next]** to have a new, seven-day, temporary password sent to you that you can use to create a new password.



The form is titled "Password Reset" and contains a text input field labeled "E-mail Address" with a person icon to its left. Below the input field are two buttons: a large black button labeled "Next" and a smaller button labeled "Cancel".

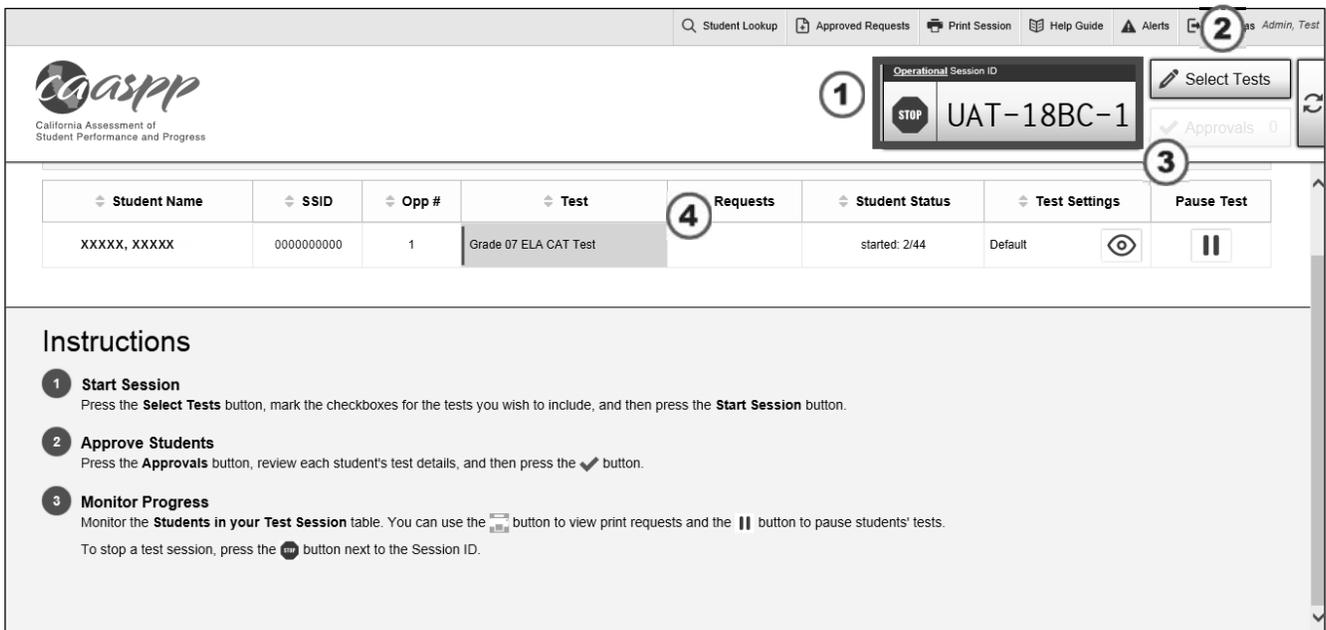
Figure 7. Password Reset Web form

- When you have successfully answered the security question, you will see a confirmation box to advise you that a new temporary password has been sent to you.

If you did not receive an e-mail containing a temporary password, check your spam folder to make sure your e-mail system or program did not categorize it as junk mail. If you still do not receive an e-mail, contact your CAASPP test site coordinator to make sure you have been assigned a TOMS user role.

Test Administrator Site Layout

Figure 8 displays the layout of the Test Administrator site during an active test session.



The screenshot shows the Test Administrator interface. At the top, there is a navigation bar with links for Student Lookup, Approved Requests, Print Session, Help Guide, Alerts, and a user profile for "as Admin, Test". Below this is the CAASPP logo and a large "Operational Session ID" box containing "UAT-18BC-1" with a "STOP" button. To the right of the session ID are buttons for "Select Tests" and "Approvals 0".

The main content area features a table with the following columns: Student Name, SSID, Opp #, Test, Requests, Student Status, Test Settings, and Pause Test. A single row is visible with the following data: Student Name: XXXXX, XXXXX; SSID: 0000000000; Opp #: 1; Test: Grade 07 ELA CAT Test; Requests: (empty); Student Status: started: 2/44; Test Settings: Default; Pause Test: (Pause icon).

Below the table is an "Instructions" section with three numbered items:

- 1 Start Session**
Press the **Select Tests** button, mark the checkboxes for the tests you wish to include, and then press the **Start Session** button.
- 2 Approve Students**
Press the **Approvals** button, review each student's test details, and then press the **✓** button.
- 3 Monitor Progress**
Monitor the **Students in your Test Session** table. You can use the **🖨** button to view print requests and the **⏸** button to pause students' tests. To stop a test session, press the **🛑** button next to the Session ID.

Figure 8. Test Administrator Site layout

Essential Features

The following are essential features in the Test Administrator Site:

1. Session ID
2. **[Select Tests]** button
3. **[Approvals]** button
4. *Students in Your Operational Test Session* table

Table 16 provides an overview of the major features available in the Test Administrator Site.

Table 16. Test Administrator Site Features

Feature	Description/More Information
[Student Lookup] button	Searches for student information. See the subsection How to Look Up Students .
[Approved Requests] button	Displays a list of print requests you approved during the current session. See the subsection How to Approve Print Requests .
[Print Session] button	Prints your screen. See the subsection How to Print Session Information .
[Help Guide] button	Displays an online help guide.
[Log Out] button	Logs you off the Test Administrator Site. See the subsection How to Stop a Test Session and Log Off .
[Alerts] button	Displays alert messages from the CDE. See the subsection Alert Messages .
[Stop Session] button*	Ends the test session. See the subsection How to Stop a Test Session and Log Off .
Session ID *	Displays the unique ID generated for the test session.
[Select Tests] button	Opens the Test Selection window. See the subsection How to Start a Test Session .
[Approvals] button*	Opens the Approvals and Student Test Settings window. See the subsection How to Approve Students for Testing .
[Refresh]  button*	Updates the on-screen information.
[Students in Your Test Session] table**	Displays the testing progress for students in your test session. See the subsection How to Monitor Student Testing .

* Feature appears after you start a test session.

** Feature appears after you approve students for testing.

Alert Messages

The CDE can send statewide alerts that appear as pop-up messages on the Test Administrator Site. To view a record of active alert messages, such as the sample in Figure 9, select **[Alerts]** in the Test Administrator Site banner.

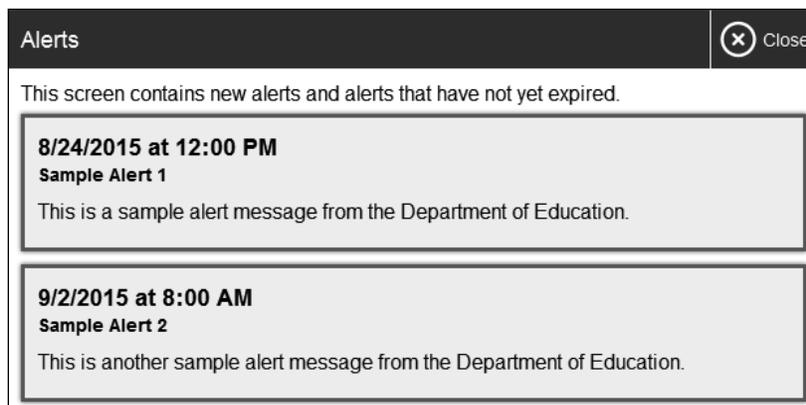


Figure 9. Record of alerts

Creating a Test Session

Provide Student Logon Information

Each student will log on to the test delivery system using his or her first name, Statewide Student Identifier (SSID), and a test session ID. Prior to starting a test session, test administrators must have a record of each student’s first name and SSID; SSIDs should be checked against what is listed in the Test Administrator Interface or in TOMS before distribution.

For students taking the Smarter Balanced and/or CAST assessments, it is suggested that the SSID and the student’s first name be printed on a card or piece of paper and distributed to each student just prior to testing to help him or her type it in the device accurately. **It is also permissible to include a photo of the student or include the student’s last name with the logon information as additional safeguards to ensure that the students receive the correct logon information.** This information must be provided to each student to complete the logon process.

For students taking the CAAs for ELA and mathematics, the test examiner must log the student on to the test delivery system to begin.

Student information is confidential; therefore, the cards/papers with this information must be kept secure until used during a test session, and must be securely shredded (destroyed) when testing has been completed.

About Test Settings (Universal Tools, Designated Supports, and Accommodations)

In the test delivery application, “test settings” include embedded universal tools, designated supports, and accommodations, as well as non-embedded designated supports and accommodations. Thus, “test settings” is used throughout this user guide to refer to all embedded and non-embedded universal tools, designated supports, and accommodations, unless otherwise indicated.

Test Administrator
 Test Examiner

Test administrators and test examiners may view student test settings in the Test Administrator Interface. However, student test settings must be assigned by the LEA CAASPP coordinator or the CAASPP test site coordinator in TOMS.

Students' test settings must be reviewed prior to starting a test session. Some test settings cannot be changed after a test has been started.

How to Start a Test Session

After a test administrator or test examiner has logged on to the Test Administrator Interface, the *Operational Test Selection* window appears. (If it is not open, select the **[Select Tests]** button in the upper-right corner of the Test Administrator Interface.) Select a test to create a session.

1. The *Test Selection* window, shown in Figure 10, color-codes tests and groups them into various categories. **For example, the Smarter Balanced Summative Assessments are always found in the second category and are colored in red.** A test group, such as “Smarter Balanced Summative Assessments,” may include one or more subgroups. All test groups and subgroups appear collapsed by default.

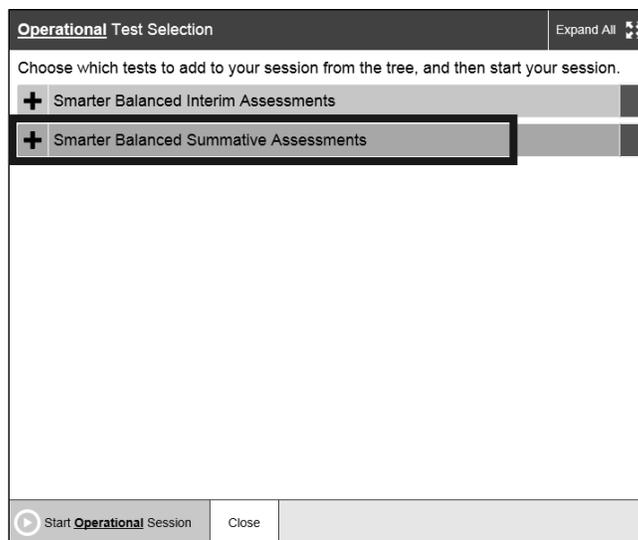


Figure 10. *Operational Test Selection Window*

2. To select tests for the session, do one of the following:
 - To expand a collapsed test group, select the [Plus] plus-sign **[+]** icon (or [Expand All])
 - To collapse a test group, select the [Minus] minus-sign **[-]** icon (or [Collapse All]).
 - To select individual tests, mark the checkbox for each test you want to include.
 - To select all the tests in a test group, mark the checkbox for that group.
3. Select the **[Start Operational Session]** button (indicated in Figure 11).

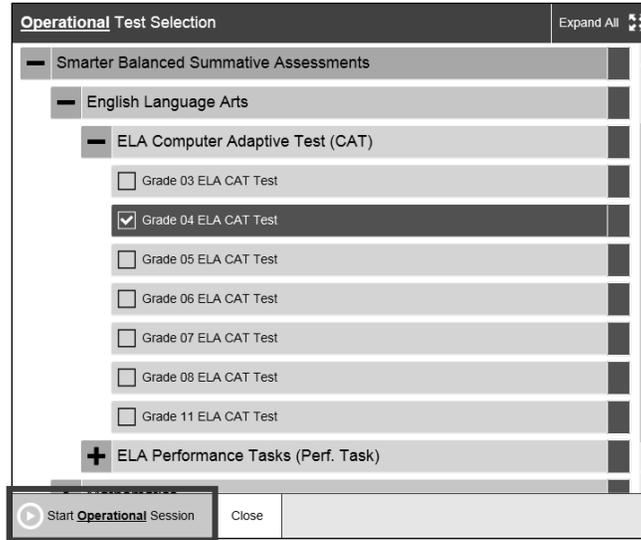


Figure 11. Expanded tests in the *Test Selection* window

4. You will see a warning letting you know that you are about to administer a summative assessment. If you select **[OK]** (indicated in Figure 12), you can either continue with the test administration or exit from the Test Administrator Interface if you selected a summative assessment unintentionally.

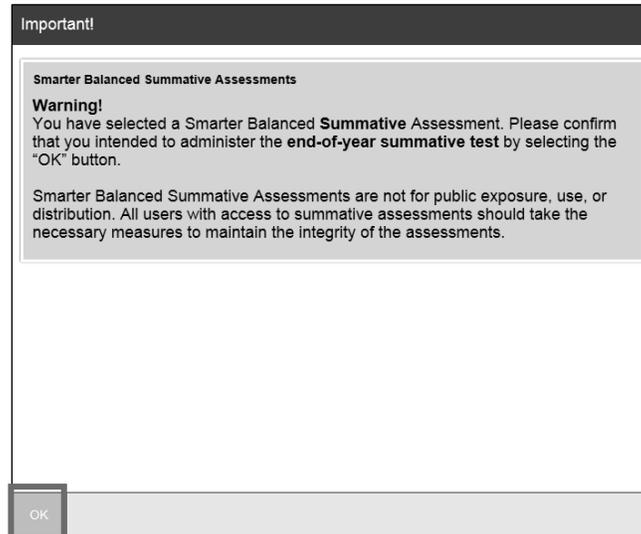


Figure 12. Summative Assessment confirmation box

5. Make a note of the test session ID and then inform students of it.
 - The session ID is automatically generated upon selecting **[OK]** in the previous step; it is circled in Figure 8.
 - Write the session ID on a place where all students taking a Smarter Balanced assessment or the CAST can clearly see it. If you are administering the CAAs for ELA or mathematics, make a note of it to enter into the test delivery system on behalf of the student.

Test Administrator
 Test Examiner

Notes:

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- If the top-level category in the selection tree is selected (for example, “English Language Arts”), then all the sublevel tests are also selected.
 - **Recommended:** If the test administrator or test examiner drills down and does not select the top-level category (“English Language Arts” in Figure 11), then he or she needs to select the specific test being administered.
 - Write down the session ID in case you accidentally close the browser window or need to transfer your session to another device and must return to the active test session. If this is the case, you will enter the session ID on the new device, after which the session on the original device will be locked out. (See *Transferring a Test Session* for complete instructions on how to transfer a test session to a new device.)
 - You may have only one session open at a time.
 - You cannot reopen closed sessions, but students can resume a test opportunity in a new session.
 - Once the LEA’s selected testing window is open, a test administrator or test examiner with a user role permitting access to all CAASPP summative and interim assessments will have all assessments available for selection. Proceed with caution to ensure that you are selecting the correct assessment type.
 - Only users assigned the Test Administrator & Test Examiner role will see the *California Alternate Assessments (CAA)* test category.

To add tests to an active test session:

1. In the upper-right corner of the Test Administrator Site (to the right of the Session ID indicated in Figure 13), select [**Select Tests**].
2. A confirmation message asks if you are sure you want to modify the tests in your session. To continue, select [**Yes**].
3. In the **Test Selection** window, mark the checkbox for the required test and select [**Add to Session**] in the lower-left corner.



Note: You can only add tests individually when the session is active. You cannot remove tests from an active session.

How to Approve Students for Testing

After students sign in and select tests, you must verify that their settings and universal tools, designated supports, and/or accommodations are correct before approving them for testing. When students are awaiting approval, the [**Approvals**] button next to the Session ID becomes active and appears to bounce until you select it. The number next to this button indicates how many students are awaiting approval (see Figure 13).



Figure 13. Students awaiting approval



Note: The Approvals notification updates regularly, but you can also select [Refresh] arrows  icon in the upper-right corner to update it manually.

To approve students for testing:

1. Select the [Approvals (#)] button. The **Approvals and Student Test Settings** window appears, displaying a list of students grouped by test (see Figure 14).

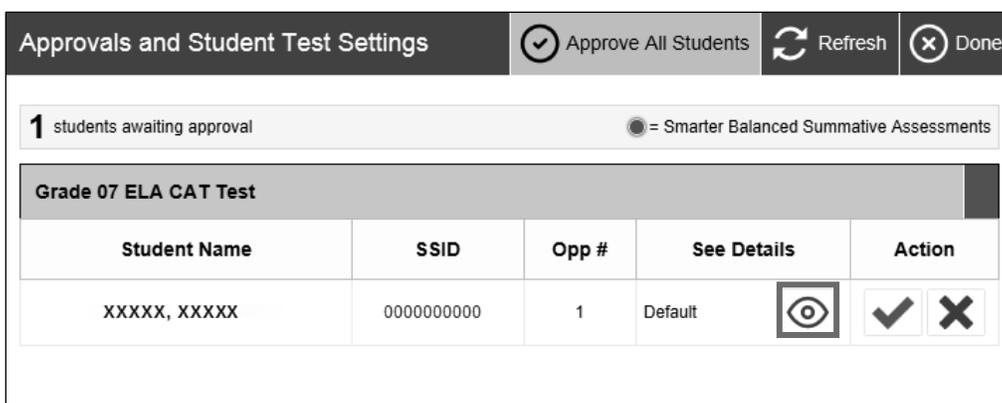


Figure 14. Approvals and Student Test Settings window

2. To check a student’s test settings and accommodations, select the [Details] eye  icon for that student (indicated in Figure 14). The student’s information appears (see Figure 15).
 - a. Review the list to ensure that students are taking the correct content area (mathematics or English language arts/literacy [ELA]) and type of test (computer adaptive test [CAT] or performance task [PT]).
 - b. If any settings are incorrect, report the incorrect test settings to your CAASPP test site coordinator who will update them as required in TOMS. Students should not begin testing until their settings are correct.
 - c. Do one of the following; buttons are shown in Figure 15.
 - To confirm the settings, select [Set]. You must still approve the student for testing (see step 5).
 - To confirm the settings and approve the student, select [Set & Approve]. Students can start testing once you approve them.
 - To return to the *Approvals and Student Test Settings* window without confirming settings, select [Cancel].

Tests Settings for <u>Lastname, Firstname</u>	<input checked="" type="checkbox"/> Set	<input checked="" type="checkbox"/> Set & Approve	<input checked="" type="checkbox"/> Cancel
You must select [Set] or [Set & Approve] to confirm these test settings. Use [Set] to confirm the settings and return to the main Approvals screen to approve this student.			
Student ID: 99999991234 Summative Test Name 1 Opportunity 1			
Streamlined Mode: <input type="text" value="On"/>			
Permissive Mode: <input type="text" value="Permissive Mode Disabled"/>			
Item Response Recovery: <input type="text" value="Disabled"/>			
TTS Tracking: <input type="text" value="Tracking Off"/>			
Color Contrast: <input type="text" value="Black on White (default)"/>			
Language: <input type="text" value="English"/>			
Masking: <input type="text" value="Masking Not Available"/>			
Print on Demand: Stimuli			
Zoom: <input type="text" value="1X"/>			
Number of Accommodations: <input type="text" value="None"/>			

Figure 15. Test Settings page for a selected student

- Repeat step 2 for each student in the list.



Note: The Approvals and Student Test Settings window does not automatically refresh. To update the list of students awaiting approval, select the **[Refresh]** button at the top of the window (shown in Figure 14).

- If you need to deny a student access to testing, do the following (otherwise skip to step 5):
 - Select the **[Deny]** “X” [] icon in the *Actions* column for that student.
 - Optional: In the window that appears, enter a brief reason for denying the student.
 - Select the **[Deny]** button. The student receives a message explaining the reason for the denial and is logged off the student testing application.



Note: If you deny students entry for a test, they can still request access to that test again.

- If you want to approve students directly from the **Approvals and Student Test Settings** window, do one of the following:
 - To approve individual students, select the **[Approve]** check mark [] icon in the *Actions* column for each student.
 - To approve all students displayed in the list, select **[Approve All Students]**.

How to Monitor Student Testing

A test administrator may also use the Test Administrator Interface to view the testing progress of any student; because the CAA is administered one on one, it is not necessary for a test examiner to monitor student progress in this way. This Web site will not show test items or scores but will let the test administrator see how many items have been delivered to each

student (e.g., question 4/44). The *Student Status* column is called out in Figure 16. Student sessions can be sorted by selecting any of the linked column heads.

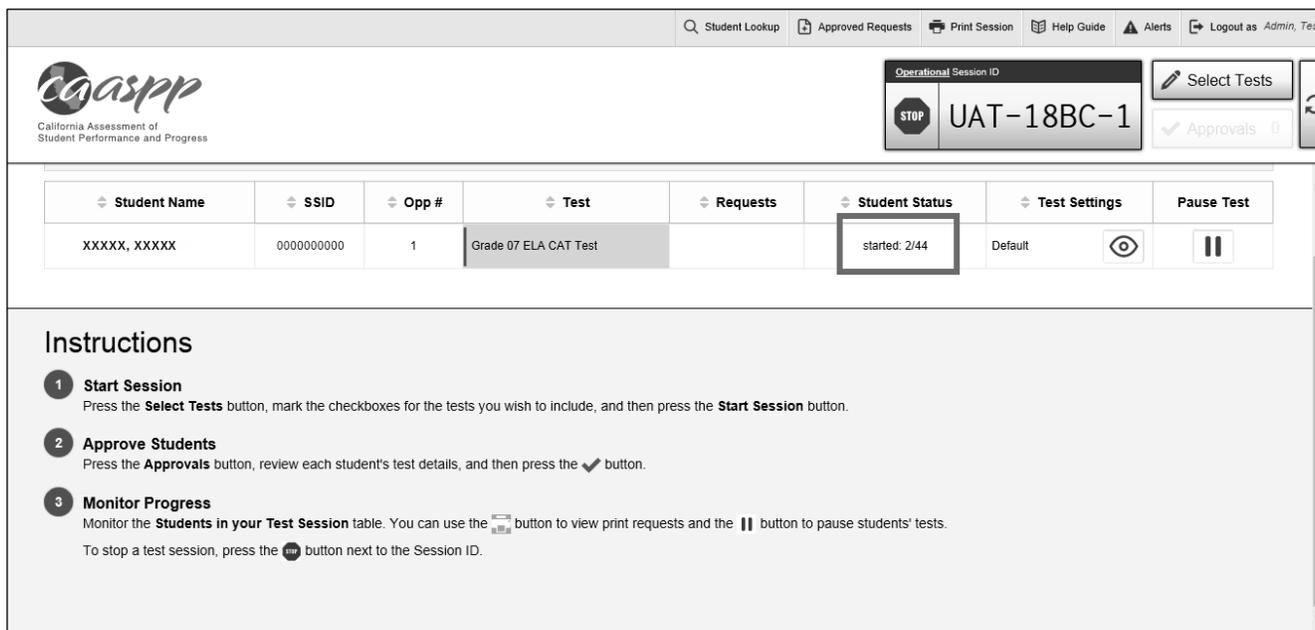


Figure 16. Monitoring student status in the Test Administrator Interface

Table 17 describes the columns in the *Student Status* table. To sort the table by a given column, select that column header.

Table 17. Columns in the *Students in Your Operational Test Session Table*

Column	Description
Student Name	The first and last name of the student in the session (as it appears in the California Longitudinal Pupil Achievement Data System [CALPADS]/TOMS).
Student ID	This column displays the SSID associated with the student (in CALPADS/TOMS).
Opp #	Opportunity number for the student's selected test. <i>Each student has only one opportunity for each Summative test.</i>
Test	Name of the test the student selected.
Requests	When a student approved for and assigned the print-on-demand accommodation requests a printout of a reading passage or other test material, a [Print] button will appear in this column. Select the [Print] button to review and authorize or deny the student's request. For more information, see the subsection How to Approve Print Requests .
Status	Current status for each student in the session. The numbers (##/##) listed after the status show the student's progress while he or she is taking the test. The first number is the number of items the student has answered. The second number is the total number of items that will be administered. Note that due to the adaptive nature of CAT assessments, this number may change during testing and may differ between students.

Column	Description
Test Settings	<p>This column displays one of the following:</p> <p>Standard: Default test settings are applied for this test opportunity; there were no additional test settings assigned in TOMS for this student.</p> <p>Custom: One or more of the student's test settings or universal tools, designated supports, or accommodations differ from the default settings.</p> <p>To view the student's settings for the current test opportunity, select [Details] .</p>
Pause Test	<p>Select the [Pause] button to pause a student's test. When a test pauses, this column displays an information button that opens a pop-up message explaining how the test became paused. <i>For more information, see the Pause Rules subsection for information on pause time limits and students' ability to review previously answered items.</i></p>

Table 18 describes the codes in the *Status* column of the *Students in Your Operational Test Session* table.

Table 18. Student Testing Statuses

Status	Description
Approved	You approved the student, but the student did not yet start or resume the test.
Started (###/###)	<p>The student has started the test and is actively testing. The numbers (###/###) after this status indicates how many items the student has answered out of the total number of items on the test.</p> <p><i>This number does not indicate which item or item page the student is actively viewing.</i></p>
Review	<p>The student has answered all questions and is currently reviewing his or her answers before submitting the test for scoring. Note: <i>A test with a review status occurs only at the end of the test. A test is not "completed" until the student submits the test.</i></p>
Completed	The student has completed and submitted the test. The student can take no additional action at this point.
Submitted	The test delivery system has submitted this test for system quality assurance review and validation.
Reported	The test has passed quality assurance and is undergoing further processing. Preliminary results are being prepared for posting in the Online Reporting System.
Paused*	<p>The student's test has been paused. The following scenarios will result in a paused status:</p> <ul style="list-style-type: none"> • The student pauses his or her test by selecting the [Pause] button. • The student has been idle longer than 20 minutes, and the test was paused. • The test administrator or test examiner pauses the student's test. • The test administrator or test examiner stops the session. • A technical problem with the student's device or browser has resulted in a loss of connection to the test delivery system. <p>The time listed indicates how long the test has been paused.</p>
Expired*	The test was not completed in the allotted timeframe (45 days for computer adaptive tests [CATs] and CAST, 10 days for performance tasks [PTs]) or by the end of the testing window and the opportunity expired.

Status	Description
Pending*	The student is awaiting test administrator or test examiner approval for a new test opportunity.
Suspended*	The student is awaiting test administrator or test examiner approval to resume a test opportunity.

*Appears when the student is not actively testing. The student's row grays out in such cases.



Note: The *Students in Your Test Session* table refreshes at regular intervals, but you can also refresh it manually by selecting the [**Refresh**] arrows [] icon in the upper-right corner.

How to Pause a Student's Test

You can pause a student's test via the Pause Test column in the *Students in Your Test Session* table (see Figure 8). For information about pause rules, see the subsection [Pause Rules](#).

To pause an individual student's test:

1. In the *Pause Test* column, select the [**Pause**] parallel line [] icon for that student.
2. Select [**Yes**] to confirm. The test administrator or test examiner logs the student off, and an information button appears in the *Pause Test* column.

How to Look Up Students

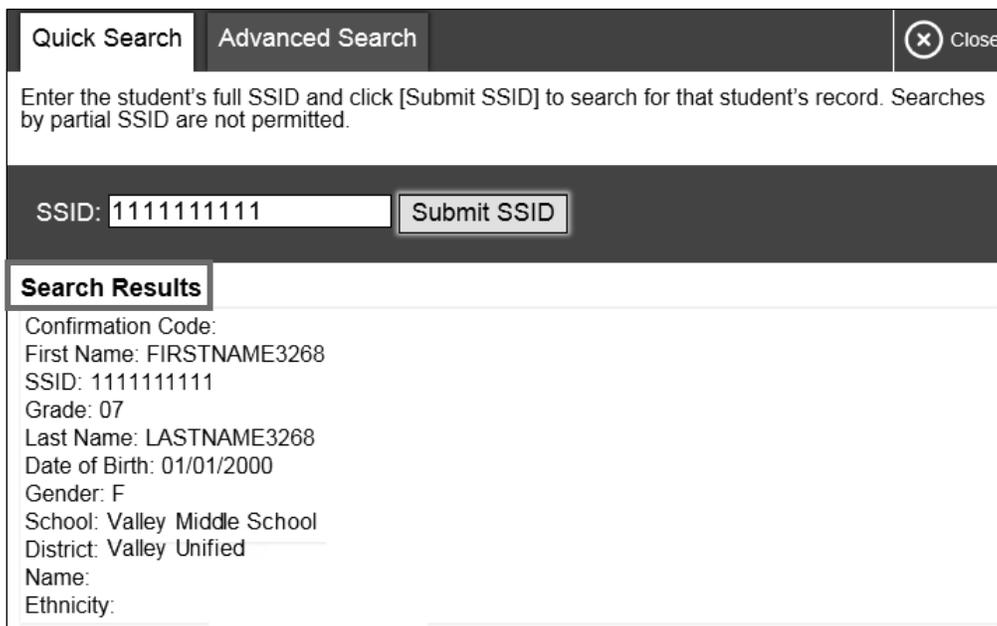
You can use the student lookup feature to perform a quick or advanced search for student information. This is useful if students signing in to your test session cannot remember their logon information.



Warning: Any incorrect student information in the displayed demographic fields must be updated in the California Longitudinal Pupil Achievement Data System by an authorized user. After a student's updated record appears in the Test Operations Management System, he or she may begin testing.

To perform a quick search:

1. In the banner at the top of the Test Administrator Interface (Figure 16), select the [**Student Lookup**] button.
2. Enter a student's full Statewide Student Identifier (SSID) in the *SSID* field and select [**Submit SSID**]. Search results appear below the search field (see Figure 17).



Quick Search Advanced Search Close

Enter the student's full SSID and click [Submit SSID] to search for that student's record. Searches by partial SSID are not permitted.

SSID: 1111111111 Submit SSID

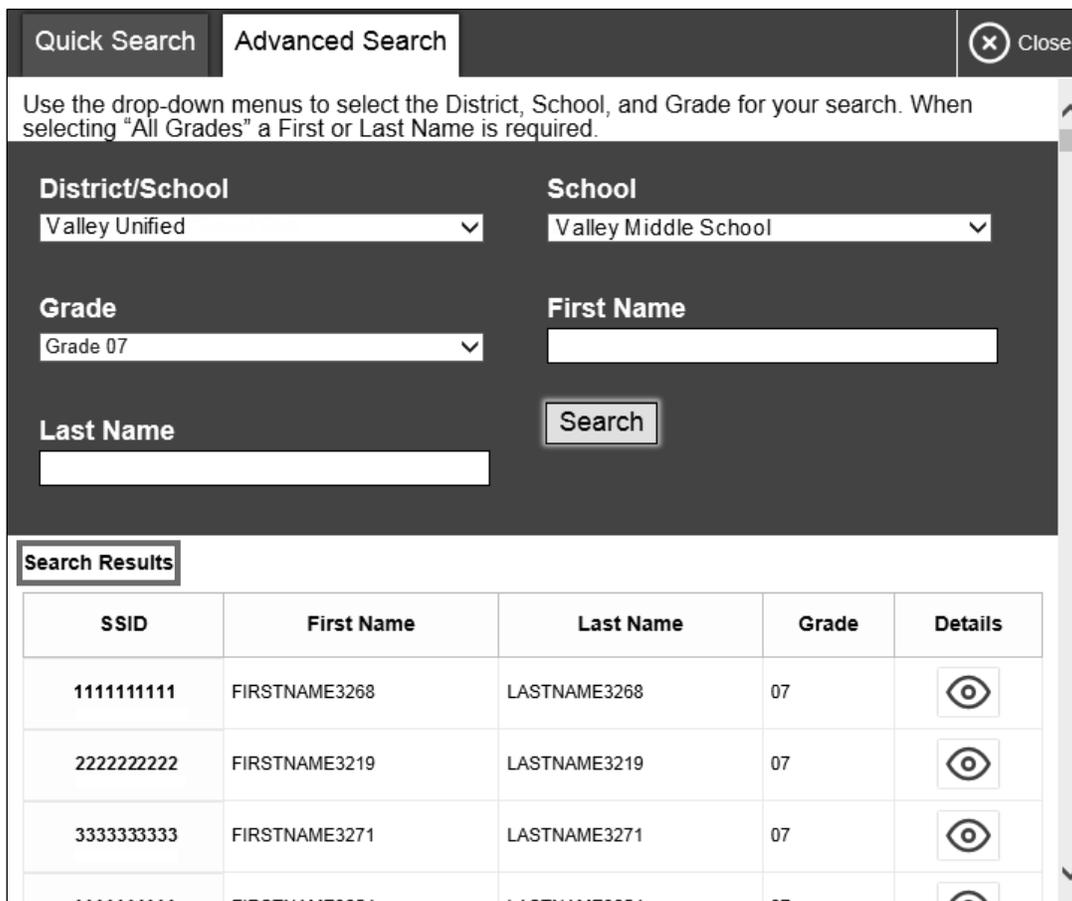
Search Results

Confirmation Code:
First Name: FIRSTNAME3268
SSID: 1111111111
Grade: 07
Last Name: LASTNAME3268
Date of Birth: 01/01/2000
Gender: F
School: Valley Middle School
District: Valley Unified
Name:
Ethnicity:

Figure 17. Student Lookup: Quick Search

To perform an advanced search:

1. Select [Student Lookup] > [Advanced Search].
 - a. Select the appropriate LEA and school from the drop-down lists.
 - b. Select the appropriate grade.
 - c. Optional: Enter all or part of a student's first or last name.
2. Select [**Search**]. Search results appear below the search fields (see Figure 18).



SSID	First Name	Last Name	Grade	Details
1111111111	FIRSTNAME3268	LASTNAME3268	07	
2222222222	FIRSTNAME3219	LASTNAME3219	07	
3333333333	FIRSTNAME3271	LASTNAME3271	07	
4444444444	FIRSTNAME3254	LASTNAME3254	07	

Figure 18. Student Lookup: Advanced Search

- To view a student’s information, select the **[Details]**  button in the *Details* column.

How to Approve Print Requests



Warning: Before you approve the student’s request to print a test item/ stimulus, ensure that the printer is on and is monitored by staff who have been trained using the test administrator training modules for the test.

Students using the print-on-demand tool can request printouts of test passages and questions. When students send print requests, the request notification appears in the *Students in Your Test Session* table (see Figure 8). The print-on-demand accommodation is available by preapproval only after the LEA CAASPP coordinator contacts the California Technical Assistance Center.

To approve print requests:

- Select the **[Print]** printer  icon in the *Requests* column of the *Students in Your Test Session* table. The *Student Print Request* window appears (Figure 19).

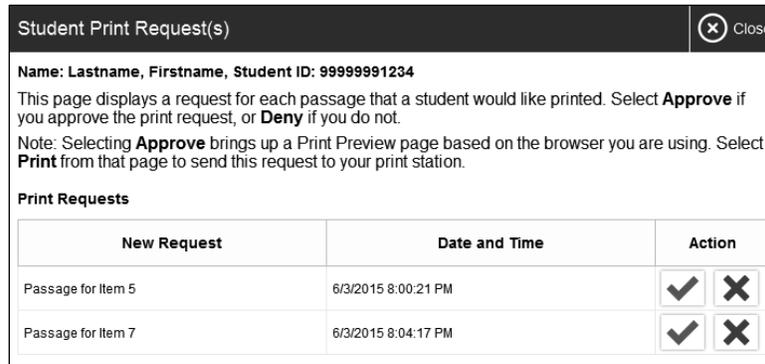


Figure 19. Student Print Request window

2. Review the print request and take one of the following actions in the *Student Print Request* window (Figure 19):
 - a. To approve the request, select the [**Approve**] check mark [] icon in the *Action* column. A cover sheet appears in a new browser window.
 - b. To deny the request, select the [**Deny**] “X” [] icon in the *Action* column. In the window that appears, enter a brief reason for denying the request and select the [**Deny**] button. Do not proceed to step 3.
3. In the new window, select [**Print**] to open the printer dialog box.
4. Select [**OK**] to print the requested test elements.

Viewing Approved Requests

You can view a list of every print request you approved during the current session.

To view approved requests:

1. Select [**Approved Requests**] from the banner at the top of the Test Administrator Interface. The *Print Requests* window opens (see Figure 20), listing print requests by student.
2. If you want to print the list of approved requests, select the [**Print**] button (indicated in Figure 15).

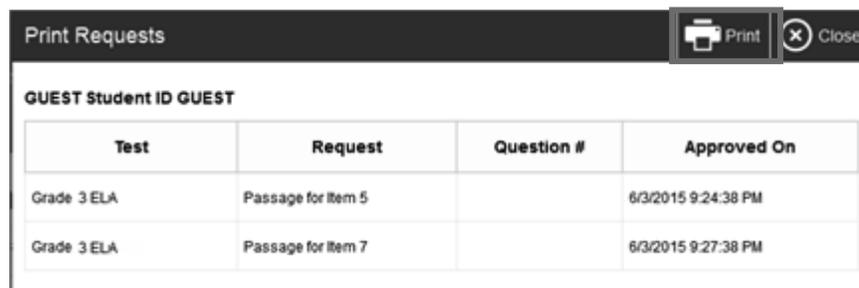


Figure 20. Print Requests window

How to Print Test Session Information

You can print a snapshot of the Test Administrator Site as it currently appears if you want to keep a hard-copy record of the session ID or list of approved students.

To print a snapshot of the page (i.e., screen):

1. In the banner at the top of the Test Administrator Interface, select **[Print Session]**. The device's print dialog window appears.
2. Select the required print settings and then select the approval button (**[Print]** or **[OK]**, depending on the browser).



Tip: Set the print options to landscape mode (horizontal). You can also use your Web browser's "Print Preview" feature to scale content to fit on a single printed page.



Caution: The Family Educational Rights and Privacy Act policies prohibit the release of any student's personally identifiable information. Any printouts must be securely stored and then destroyed when no longer needed.

Stopping a Test Session and Logging Off

This subsection explains how to stop a test session and log off the Test Administrator Site.

How to Stop a Test Session

When students finish testing or the current testing period is over, you should stop the test session. Stopping a session automatically logs off all the students in the session and pauses their tests. Once you stop a test session, you cannot resume it. To resume testing students, you must start a new session.

Warnings:



- If the test administrator or test examiner is using the Test Administrator Interface or Test Administrator Training Site Web browser and navigates to a different Web site, or the Test Administrator Interface is accidentally closed while students are still testing, the session will remain open until it times out after 30 minutes. The test administrator or test examiner can open the Web browser and navigate back to the Test Administrator Interface. The test administrator or test examiner will be prompted to enter the active session ID.
- As a security measure, test administrators and test examiners are automatically logged off the Test Administrator Interface after 30 minutes of test administrator or test examiner user inactivity and student inactivity in the test session, which will result in closing the test session. If this occurs, the test administrator or test examiner will have to create a new session and the students will have to log on to the new session to resume testing. When starting a new session, the test administrator or test examiner should give the students the new session ID so that they can log on and resume testing.

To stop a test session:

1. In the upper-right corner of the *Students Awaiting Approval* screen, select the [Stop] stop sign  icon (see Figure 13). A confirmation message appears.
2. Select [OK]. The test session stops.

How to Log Off the Test Administrator Site

You should log off the Test Administrator Site only after stopping a test session.

To log off the Test Administrator Site:

1. In the banner, select [Log Out]. A warning message appears.
2. In the warning message, select [Log Out]. The front page of the CAASPP Portal Web site appears.



Alert: Navigating away from the Test Administrator Site will also log you off. Logging off while a session is in progress stops the session. If you need to access another application while administering tests, open it in a separate Web browser window.

Accidentally Closing the Browser Window

If you accidentally close the browser while students are testing, your session remains open until it times out in 30 minutes. **To return to the test session in the Test Administrator Site, you must enter the active session ID.**

If you do not return to the active session within 30 minutes, the test delivery application logs you off and pauses the students' tests.

Testing Over Multiple Sessions or Days

See the [Duration and Timing Information](#) subsection for estimated testing times and estimated test durations.

Smarter Balanced Assessments

For some tests, particularly the Smarter Balanced performance tasks (PTs), students may be best served by sequential, uninterrupted time that may exceed the time in a student's schedule. Smarter Balanced recommends that the ELA PT be administered in two sessions, corresponding with Part 1 and Part 2. Students can be provided breaks within each part; however, once a student moves on to Part 2, he or she will not be able to review or revise items in Part 1. For this reason, it is recommended that students complete Part 1 in one test session; Part 2 would ideally be delivered the next school day. For the mathematics PT, Smarter Balanced recommends that it be administered in one test session of 40–120 minutes.

If the test administrator intends to administer the test over the course of multiple days for a student or group of students, he or she may ask students to pause at a designated point. For most tests, there is nothing built into the system to prevent students from progressing from

one section of the test to another. In those cases, the test administrator should give the students clear directions on when to pause. For example, test administrators may designate a certain amount of time for testing. Likewise, the end of Part 1 of the ELA PT might be a logical stopping point. This guidance may be written on a dry-erase board, chalkboard, or another place that students can easily see. Students will receive a notification when they reach the end of the segment, like the notification shown in Figure 21.

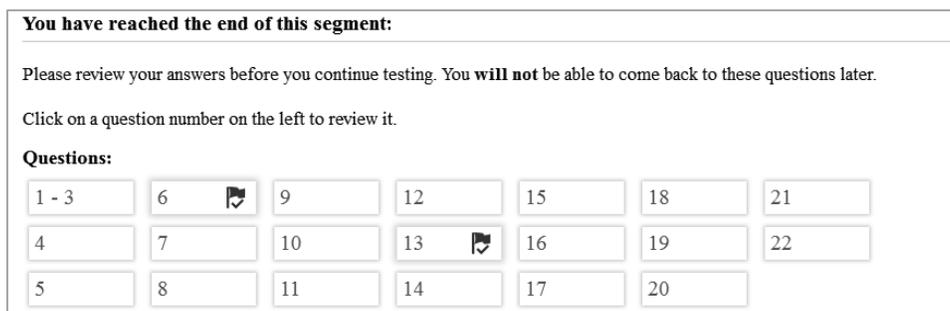


Figure 21. Sample *End Segment* screen

When testing is resumed on a subsequent day, the test administrator will need to start a new test session and provide a new session ID. When instructing the students to log on, test administrators should read the unitalicized sections of the general script (SAY boxes) to the students from the beginning.

CAAs for ELA and Mathematics

Students typically take approximately 95 cumulative minutes or less to successfully complete a single content area of a CAA. If at any time the test examiner administering the test feels the student is no longer engaged in the test, is not actively participating, or is showing signs of behavioral or functional concerns related to the test, the test examiner can make the decision to pause or end the test. If the choice is made to **pause** the test, the student can re-enter and complete testing once settled, or when the test examiner feels it is appropriate. If the decision is made to **end** the test based on the best interests of the student, the test examiner will need to advance through the remaining test items until he or she reaches the [**Stop**] button and then submits the test.

Transferring a Test Session

You can transfer an active test session from one device or browser to another without stopping the session or interrupting in-progress tests. This is useful in scenarios when your device malfunctions while a session is in progress.



Warning: If you do not know the active Session ID, you cannot transfer the session.

The test delivery application ensures that you can only administer a test session from one browser at a time. If you move a test session to a new device, you cannot simultaneously administer the session from the original browser or device.

These instructions apply to both the Test Administrator Interface and Test Administrator Training Site. However, you cannot transfer a session from the Test Administrator Interface to the Test Administrator Training Site or vice versa.

To transfer a test session to a new device or browser:

1. While the session is still active on the original device or browser, log on to the Test Administrator Site on the new device or browser. A Session ID prompt appears.
2. Enter the active Session ID in the text box and press [Enter]. The Test Administrator Site appears, allowing you to continue monitoring your students' progress. The test session on the previous device or browser automatically closes.

Test Expiration

CAT Items

A student's CAT remains active until the student completes and submits the test or **45 calendar days** after the student has begun the test, whichever occurs first. However, it is recommended that students complete the CAT items portion of the test within **five days** of starting the designated content area.

PT

The PT is a separate test that remains active for only 10 calendar days after the student has begun the PT. However, Smarter Balanced recommends that students complete the PT in each content area within three days of starting. A summary of recommendations for the number of sessions and session durations is provided in subsection *Duration and Timing Information*.



If a student starts the test near the end of the testing window, the student must finish before the administration window officially closes. **The test will automatically end on the last day of the scheduled administration window, even if the student has not finished.**