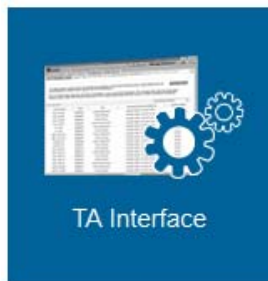
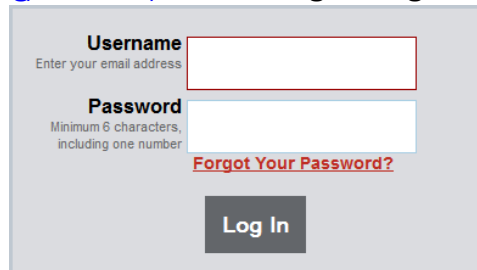


Creating a Test Session ID and Making Test Selections

This document is designed to help Test Administrators navigate the Test Administrator Interface, create session IDs, and select non-performance task (non-PT) forms and performance tasks (PT) for the Smarter Balanced Field Test assessment.

The Test Administrator (TA) must create a test session before students can log in to the Student Testing Site. When a TA creates a test session, a unique session ID is randomly generated. This session ID must be provided to the students before they log in. To create a session, follow these steps:

1. The TA logs into the TA Interface link by entering their Username and password on the Field Test Portal: <http://sbac.portal.airast.org/field-test/> and clicking on 'Log in'.

2. The TA creates a test session. The test selection box is located in the upper left corner of the screen. To create a testing session, the TA clicks the **[SELECT ALL]** button. This will select all available assessments including all grade levels and both content areas.

You must use the [SELECT ALL] button: the system will automatically select only those tests for which your students are eligible. Disregard the [SORT BY] radio buttons and test-specific checkboxes on this screen.



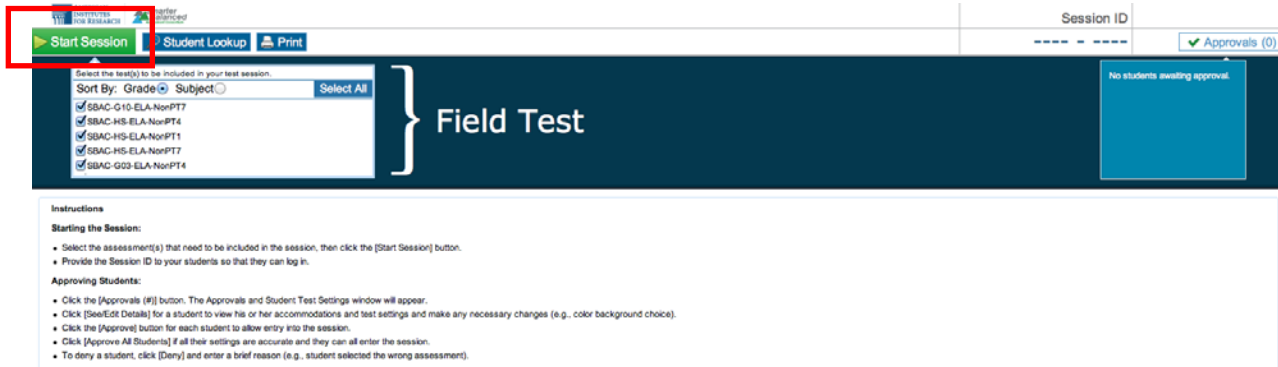
Instructions

Starting the Session:

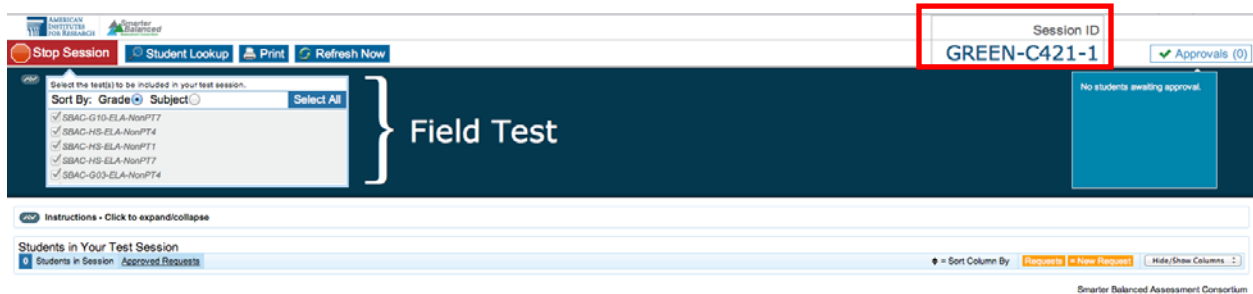
- Select the assessment(s) that need to be included in the session, then click the [Start Session] button.

NOTE: Students are pre-assigned assessments. The pre-assigned assessments are the only assessments available to each student when they log into the student interface through the secure browser.

3. **TA begins the test session.** After clicking on [**SELECT ALL**], the TA clicks on the green [Start Session] button in order to begin the test session and generate the session ID that students use to join that test session.



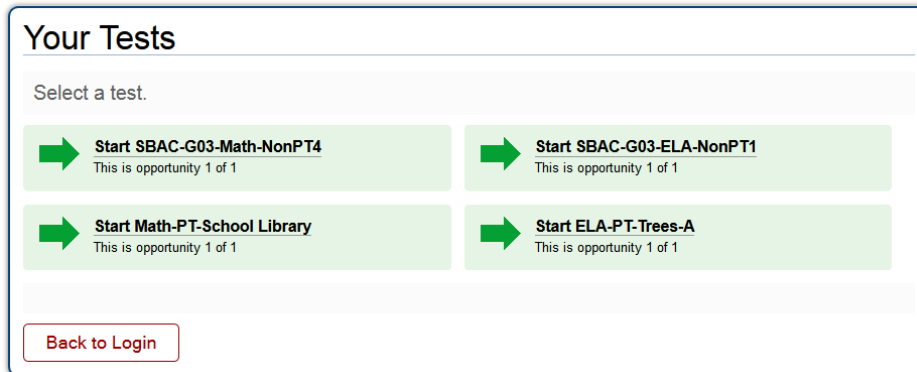
4. **TA informs students of the test session ID.** The system-generated session ID appears in the top right hand corner of the screen.



TAs should write the test session ID on the board or another place where students can see it. The test session ID must be entered as it is written, without extra spaces or characters. Make sure to retain the session ID until testing is complete. If the student pauses the test during a test session, he/she will need to log back into the assessment with the same session ID.

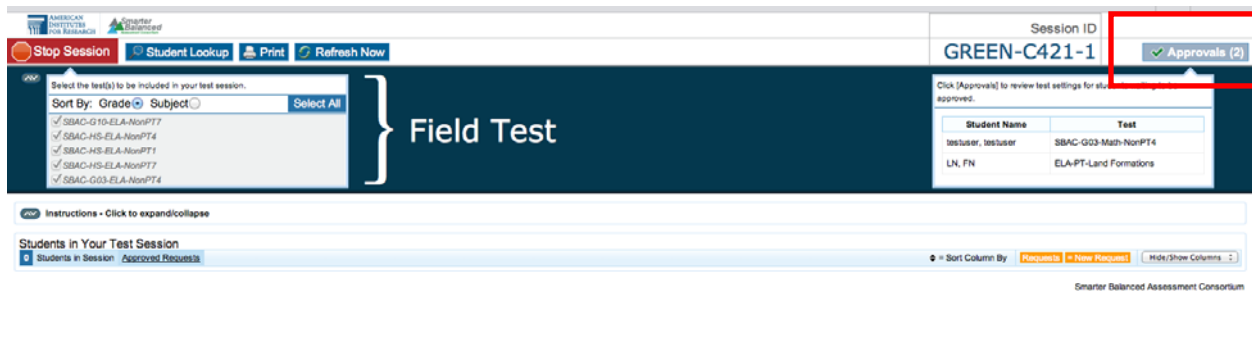
5. **TA informs students of the test session in which they are participating.** In addition to the test session ID, TAs must clearly communicate to students whether they are participating in the performance task (PT) or non-performance task (non-PT) in English Language Arts or Mathematics. This will help ensure that students select the correct assessment. If TAs are unsure of which content area or test students are participating, TAs should contact the School Test Coordinator, District Test Coordinator or help desk at 1-855-833-1969 or smarterbalancedhelpdesk@ets.org.

- Students select the appropriate test.** Students log in with their Confirmation Codes, State-SSID, and Session ID. Students will then confirm their identity (to verify that they logged in with the correct credentials), and select a test. Students may only select from tests for which they are eligible.

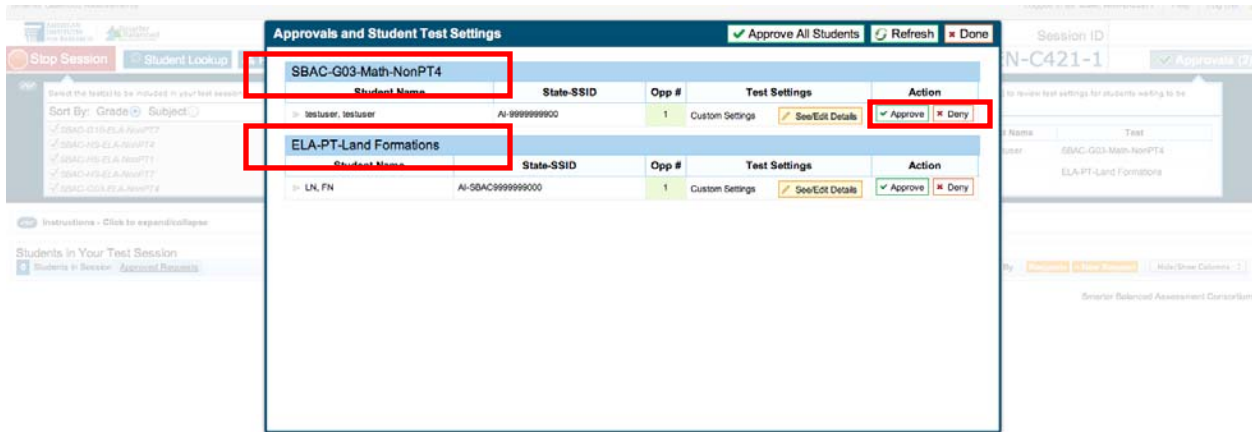


The student will be able to select from more than one test. For example, a student may see a PT test and a Non-PT test in either or both ELA and Math (depending on the student’s test assignment). TAs should direct students to select the appropriate test name based on what the TA is planning to administer at that time. The TA should direct student to the content area “ELA” or “Math” and the test type “NonPT” or “PT”. The number or letter located at the very end of the test name may vary for students. This is an indicator of the test version. For example, if students are expected to participate in the Grade 3 Math Non PT, some students may see G03-Math-NonPT4 while others may see G03-Math-NonPT2.

- TA views and approves students who are waiting for test session approval.** After students have selected a test, the TA verifies that each student selected the appropriate test before approving that student for testing. To do this, first, select [Approvals (#)].

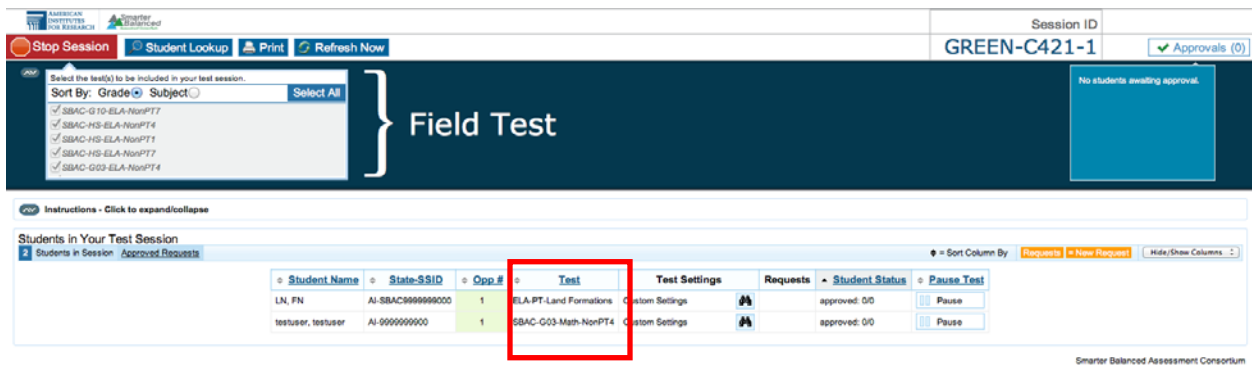


After selecting the [Approval (#)], a new window will open. This window will organize students by test name. The TA should ensure that students are taking the correct content area (Math or ELA) and type of assessment (non-PT or PT). If a student selected a test other than the one the TA plans to administer that day (for example, selected a PT instead of a Non-PT, or selected Math instead of ELA), the TA must deny the student entry to the test session. The student may then log in again and select the correct test. If the test is correct, the TA clicks [Approve] or [Approve All Students].



7. TA monitors student process. It is very important that TAs monitor student progress throughout the test session. This includes verifying that students are participating in the appropriate content area and type of assessment (non-PT or PT). The TA monitors the test each student is taking by referring to the Students in Your Test Session table.

In the event that a student is taking an incorrect assessment, the TA can pause the student's test. The TA should then instruct the student to log out and log in again to select the correct test.



In the rare event that a student starts a test unintentionally (for example, selected a PT instead of a Non-PT, or selected Math instead of ELA), the test's expiration timeline will be activated. If a student is unable to return to and complete the test before it expires in 10 days (PT) or 45 days (non-PT), the TA will need to submit an appeal via the TIDE system re-open the test.

IMPORTANT:

- If you are using the TA Interface and you navigate to TIDE or the TA Practice or Training Site your session will stop, and all students in the session will be logged out. You cannot resume your session. You will have to create a new session, and your students will have to log in to the new session to resume testing. When you start a new session, give the new Session ID to your students so that they can log in and resume testing.
- If you accidentally close TA Interface or TA training Site browser while students are still testing, your session will remain open until it times out after 20 minutes. You can open the browser and navigate back to the TA Interface. You will be prompted to enter your active Session ID.



SESSION ID & TEST SELECTION INSTRUCTIONS FOR TEST ADMINISTRATORS

- As a security measure, TAs are automatically logged out after 20 minutes of user inactivity and student inactivity in the session, which will result in closing the test session. If this occurs, you will have to create a new session, and your students will have to log in to the new session to resume testing. When you start a new session, give the new Session ID to your students so that they can log in and resume testing.