Test Administrator Interface User Guide

Online Test Delivery System

2022-2023

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Prepared by Cambium Assessment, Inc.

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Introduction to the User Guide

This user guide supports Test Administrators (TAs) who manage online testing for students participating in the Washington Comprehensive Assessment Program (WCAP).

Organization of the User Guide

The structure of this guide is based on user role. The color of the headers corresponds to the colors used in sections in this document. This introduction is gray; sections about TA actions are in orange, and sections about student actions are in green. The guide includes two major sections:

- **How TAs Proctor Test Sessions in the TA Interface**
- **How Students Sign in to the Secure Browser and Complete Tests**

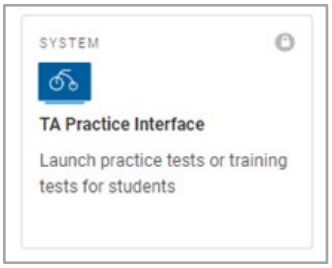
The Appendix section, with additional information about the system (for example: log in instructions), is in tan.

Understanding the Test Delivery System's Sites

The Test Delivery System (TDS) has two components. TAs use one component, the TA Interface, to create and manage test sessions. Students use the other component, the WA Secure Browser, to take the assessments. There are two versions of the TA Interface available on the WCAP Portal. These two versions function identically for the user, but they have different tests available within them. Users must choose the correct card on the WCAP Portal for the test they are scheduled to give to students.

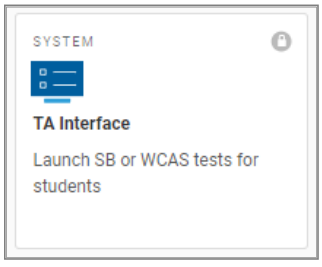
The **TA Practice Interface** is used to securely administer practice and training tests:

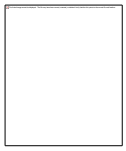
- Smarter Balanced Practice and Training Tests
- WCAS Training Tests



The **TA Interface** is used to administer tests that generate a score for individual students. The following secure tests are available in the TA Interface during their official test window:

- Interim Smarter Balanced Assessments
- Summative Smarter Balanced Assessments
- Washington Comprehensive Assessment of Science





The **WA Secure Browser** is the component of TDS that students use to take these tests. Different student devices access this component from different routes: some have a short-cut on their desktop, others use the Take a Test app, etc. For simplicity, this document will refer to the system students use as the "Secure Browser."

The purpose of this document is to help users understand how to use the two versions of the TA Interface available on the WCAP Portal. Given that the TA Practice Interface and the TA Interface function in the same way, the term "TA Interface" will be used throughout this document.

How TAs Proctor Test Sessions in the TA Interface

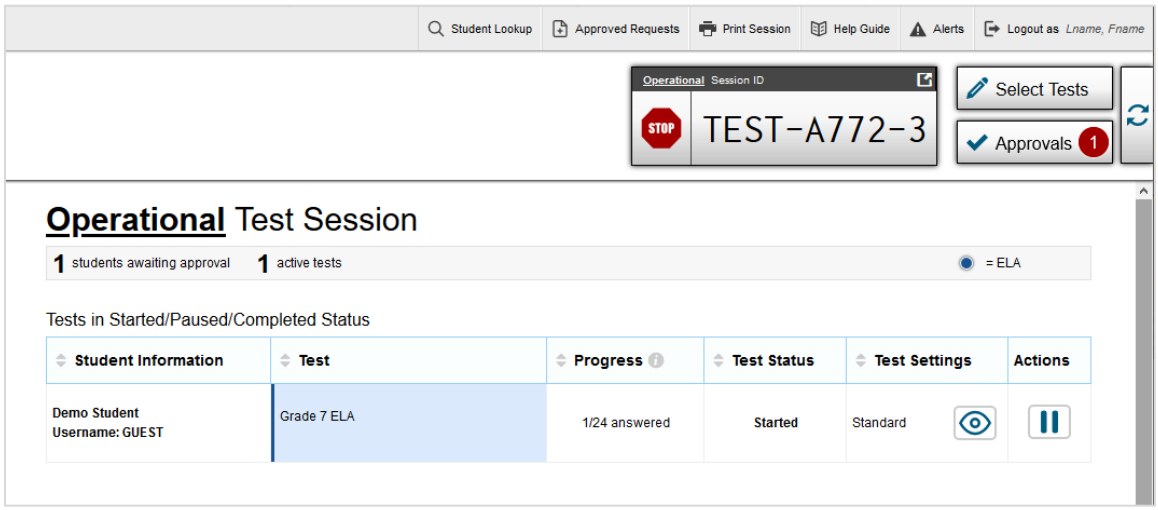
The basic workflow of administering online tests is as follows:

1. The TA selects tests and starts a test session in the TA Interface.
2. Students sign in to the Secure Browser and request approval for tests.
3. The TA reviews students' requests in the TA Interface and approves them for testing.
4. Students complete and submit their tests in the Secure Browser.
5. The TA stops the test session in the TA Interface and logs out.

This section details the tasks that TAs must perform to successfully administer online tests:

- Selecting Tests and Starting a Test Session
- Approving Students for Testing
- Managing a Test Session

Figure 1. TA Interface During an Ongoing Test Session



For information about the tasks students perform, see the section "How Students Sign-in to the Secure Browser and Complete Tests."

Selecting Tests and Starting a Test Session

The first step in administering online tests is to select the tests you wish to administer and start a test session, and this is done from the ***Test Selection*** window that opens automatically when you log in to the TA Interface.

Only the tests you select will be available to students who join your session. You can have only one session open at a time. You cannot reopen closed sessions, but students can resume a test in a new session.

How to Create a New Test Session

1. Log in to the TA Interface (see the Login Information for the TA Interface section of the appendix for details). The ***Test Selection*** window (see Figure 3) opens automatically. If the ***Test Selection*** window is not open, click **Select Tests** (see Figure 2) in the upper-right corner of the TA Interface.

Figure 2. Select Tests Button

2. From the list of color-coded test categories, select the test category from which you wish to include tests by clicking on the right pointing arrow next to the test category (see Figure 3). This will display the tests or test groups available for that test category (see Figure 4).

Figure 3. Test Selection Window Test Category View

Please note, the ***Test Selection*** window color-codes tests and groups them into various categories. A test group may include one or more sub-groups. All test groups and sub-groups appear collapsed by default and you may have to expand the test group to view individual tests. The color codes for the tests are:

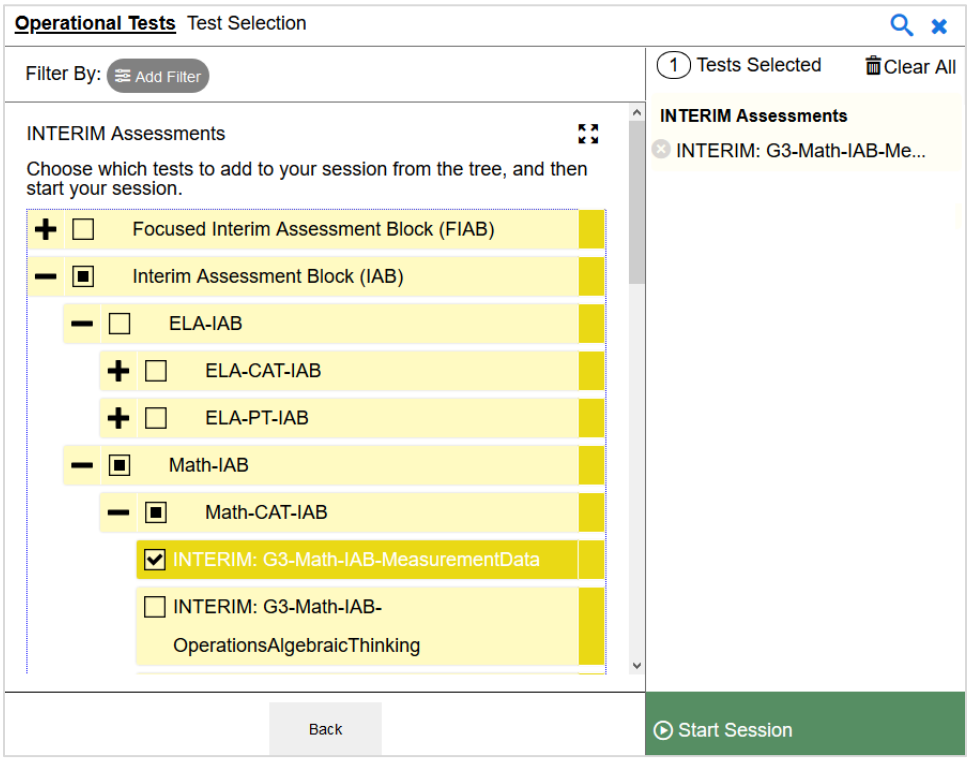
- Smarter Balanced Interim Assessments – Yellow
- Smarter Balanced Summative Assessments – Blue
- Washington Comprehensive Assessment of Science – Green

3. Select the test you wish to administer.

- It is highly recommended by OSPI to only select the specific test(s) you are administering during the test session. To select individual tests, mark the checkbox for each test you want to include in the session. You may select more than one test at a time.

- To select all the tests in a test group, mark the checkbox for that group. All tests listed underneath the group heading will be included in the session. Note, this is **not recommended** but may be useful in certain situations, e.g., a multi-grade classroom where all students are taking interim tests at the same time.

Figure 4. Test Selection Window: Test Category Subgroups



- To expand a test group, click ✚ (or Expand All). To collapse an expanded test group, click ━ (or Collapse All).

Warning: Marking the checkbox next to a plus sign ✚ ☑ will select all the tests listed underneath the group heading, even if the test names are not visible at the time. This could lead to students selecting the wrong test which would require a testing incident and appeal be reported to the state if administering a summative assessment.

- The sub-groups for the Smarter Balanced Assessments require the TA to specify the content area (ELA or math), the part of the test (CAT or PT), and then the grade level of the test session. The sub-groups for the WCAS break out the tests by grade level 5, 8, and 11.

- When a plus or minus sign is next to the checkbox, this indicates a group of tests. When only a checkbox appears next to a test name you have reached an individual test.

- *Optional*: If you need to remove selected tests, do one of the following:

- To remove an individual test, click the Remove button for each test you want to remove.
- To remove all the selected tests, select **Clear All**.

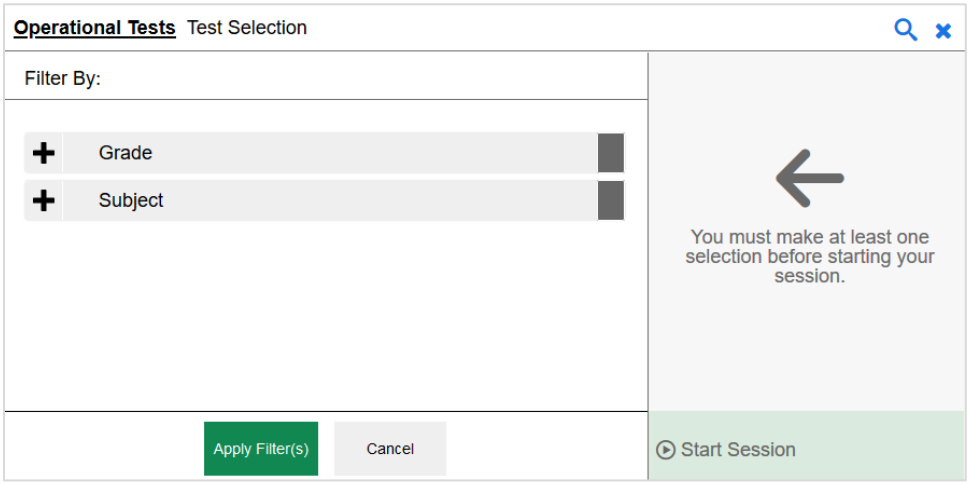
– To add tests from a different test category, do the following:

- Select **Back** at the bottom of the ***Test Selection*** window (see Figure 4) to return to the test categories view (see Figure 3).

4. *Optional*: When adding tests to your session, you may filter available tests based on the grade level and subject associated with the tests.

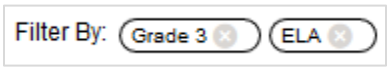
a. Select Add Filter. The filter panel appears (see Figure 5).

Figure 5. Test Selection Window: Filter Panel



b. Expand the available filter categories and check the necessary grades and subjects that you wish to filter by. The selected filters are listed on top (see Figure 6)

Figure 6. Filter Selections



- You can remove a selected filter by clicking the Remove button for the applicable filter

c. Select **Apply Filter(s)** to apply your selected filters. The test list updates to display the tests that match your filter criteria.

5. *Optional:* You can also search for specific tests by their labels. To search for a test:

- Select the magnifying icon in the upper-right corner to bring up the search panel (see Figure 7).

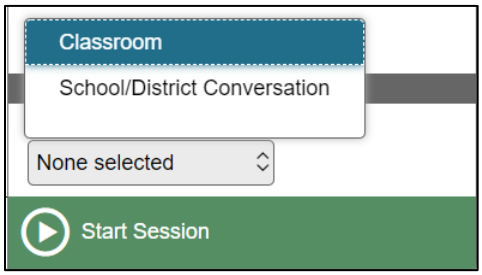
Figure 7. Test Selection Window: Search Panel

- In the *Search Term* field, enter the full or partial test label and select **Go**. The tests matching the entered label will be displayed. Note, the search term must be at least three characters long.

- To close the search panel, select **Close** at the bottom of the panel**.**

6. If you are administering an interim assessment, you must select a test reason from drop-down menu displayed just above the Start Session button. The drop-down menu defaults to "none selected." You need to select either "Classroom" or "School/District Conversation" from the menu (Figure 8). See the section Select a Test Reason for the Interim in the *Interim TAM* for more details.

Figure 8. Session Settings

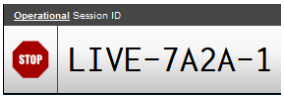


- Your choice will display with the student results in the Smarter Reporting System (SRS).

7. Once the required tests have been selected, select **Start Session**. The button becomes active after you have selected a test

8. The Session ID (Figure 9) appears on the TA Interface. Provide the Session ID to your students. Please remember to write down the Session ID in case you accidentally close the browser window and need to return to the active test session.

Figure 9. Test Session ID



Note: The session ID will also be needed if a user is required to call the WA Help Desk to identify a testing session that is experiencing any testing irregularities. Please note, documentation that has the session ID and a student's SSID together is considered secure material and should be handled according to the school's Test Security and Building Plan. 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.

If you are administering interim assessments, it may be useful to keep the Session ID for use when looking at data in the Smarter Reporting System.

How to Add Tests to an Active Test Session

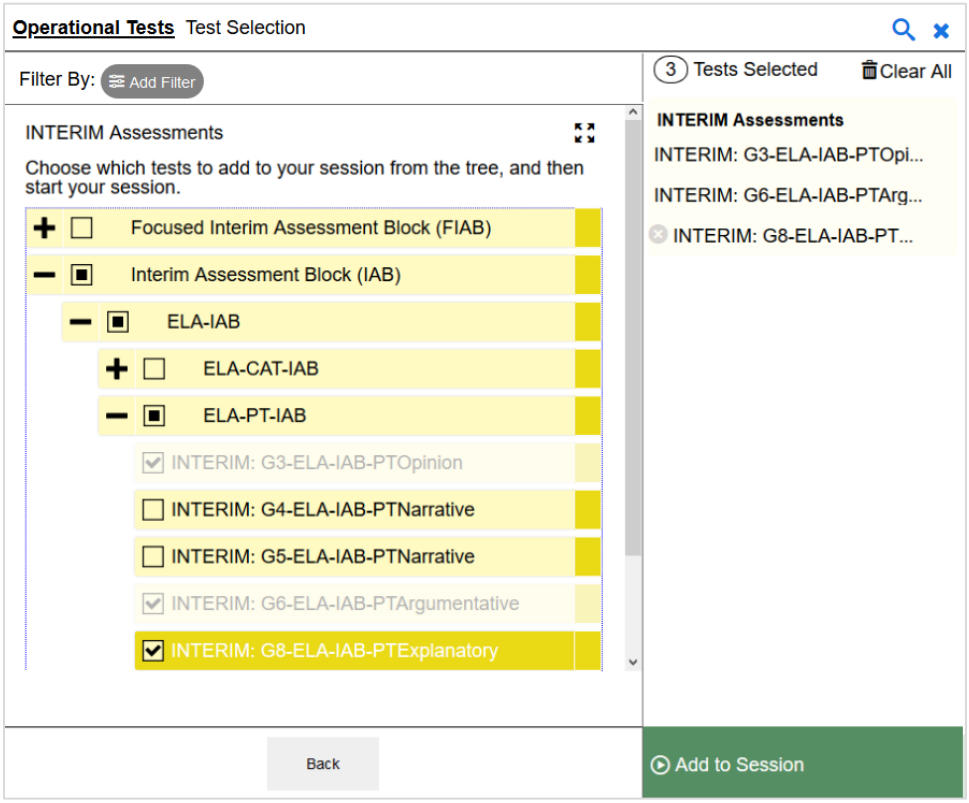
If necessary, you can add additional tests to an ongoing test session. While you can add tests to an active test session, you cannot remove tests from an active test session.

1. In the upper-right corner of the TA Interface, click **Select Tests**.

Figure 10. Select Tests

2. In the ***Test Selection*** window (see Figure 11) mark the checkbox for the required test and click **Add to Session** in the lower-left corner.

Figure 11. Add to Session



3. In the confirmation message that appears, click **Yes**.

4. *Optional*: To remove a selected test:

   – To remove an individual test, click the Remove button for each test you want to remove. The button is only displayed for tests that are not yet active in the session.

   – To remove all the selected tests, select Clear All. All selected tests that are not yet active will be removed.

5. *Optional*: If the ***Session Attributes*** window appears, it displays the manner of administration you selected when you started the session.

   – To change the Manner of Administration, select that option and click **OK**. The manner of administration changes for every test in the session. However, any tests that were completed before the change was made will be submitted with the original session selection.

Approving Students for Testing

After students sign in to the Secure Browser and select tests, you must verify that their settings and accommodations are correct before approving them for testing. If a test contains segments requiring TA approval (i.e. an ELA Performance Task), you must also follow the same procedure when approving students' entry to test segments.

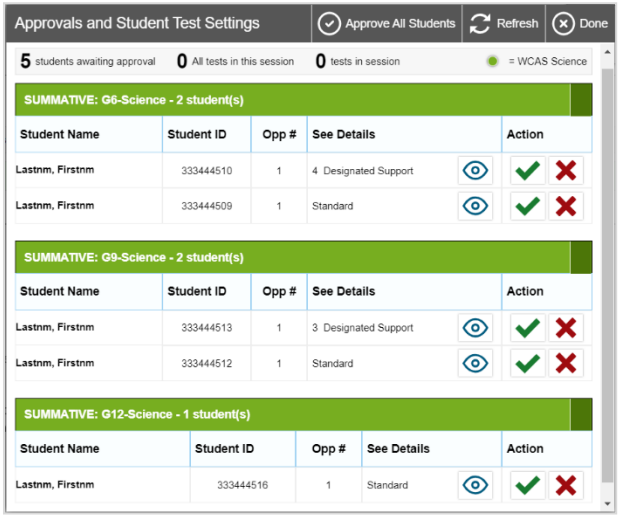
When students are awaiting approval, the **Approvals** button next to the Session ID becomes active and shows you how many students are awaiting approval. The **Approvals** notification updates regularly, but you can also click the refresh button in the upper-right corner to update it manually (see Figure 12).

Figure 12. Awaiting Approval

How to Approve Students for Testing

1. Click **Approvals**. The ***Approvals and Student Test Settings*** window appears (see Figure 13), displaying a list of students grouped by test.

Figure 13. Approvals and Student Test Settings Window



- If the See Details column states "Standard" that student only has the default Universal Tools set to be available.

- If the See Details column says something like "4 Designated Support" or "2 Accommodation" that student has that number of designated supports or accommodations set to be available. See step 2 for how to verify the specific settings.

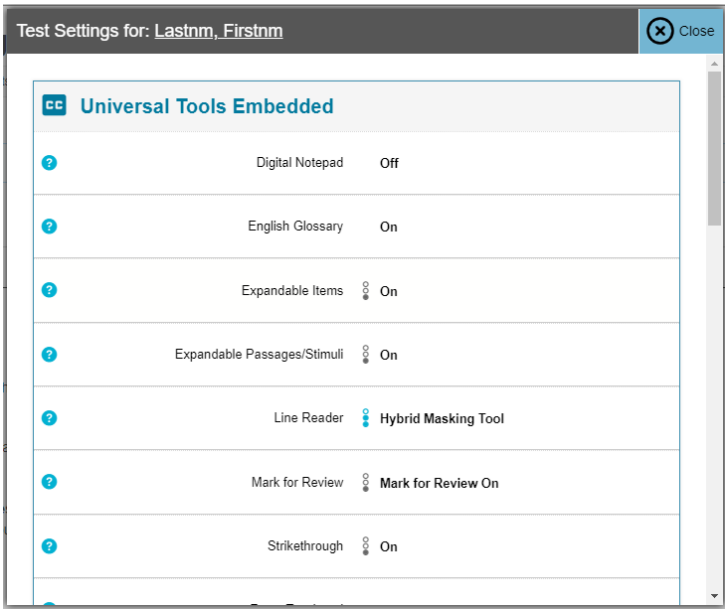
2. To check a student's test settings and accommodations, click the eyeball button for that student. The student's information appears in the Test Settings window (see Figure 14). This window groups test settings by their category as outlined in the Guidelines on Tools, Supports, and Accommodations. Icons next to each setting indicate whether it is a universal tool ( ), designated support ( ), or accommodation ( ).

   a. As a reminder, students should not begin testing until their settings are correct in TIDE. All test settings must be updated in TIDE; test settings cannot be modified through the TA Interface. If any accommodations or designated support settings are incorrect, please click the red x button to deny student access to the test and ask your School Coordinator (SC) to update the student's settings in TIDE.

   b. Do one of the following:

   – To confirm the settings and approve the student, click **Approve**.

Figure 14. Test Settings Window for a Selected Student



   – To return to the ***Approvals and Student Test Settings*** window without confirming settings, click **Cancel**.

3. Repeat step 2 for each student in the **Approvals and Student Test Settings** list. Since the ***Approvals and Student Test Settings*** window does not automatically refresh, click **Refresh** at the top of the window to update the list of students awaiting approval.

Note: If a student has started a test with incorrect settings, have the student pause the test. A change in Presentation settings Braille, Stacked Spanish Translation, ASL Videos, and Closed Captioning will require a reset to the test, and the student will have to begin the test again. All other test settings may be changed when a test is paused. Once a student's correct settings have been saved in TIDE, a student may resume testing right away.

4. If you need to deny a student access to testing, do the following (otherwise skip to step 5):

   a. Click the red X button for that student.

   b. *Optional:* In the window that appears, enter a brief reason for denying the student.

   c. Click **Deny**. The student receives a message explaining the reason for the denial (including the reason you typed in step 4b) and is logged out. The student can still request access to the test again.

5. If you wish to approve students directly from the ***Approvals and Student Test Settings*** window, do the following:

   a. To approve individual students, click the green checkmark for each student.

   b. To approve all students for a given test or segment, click **Approve All Students** for that test or segment.

Managing a Test Session

After you approve students for testing, you can monitor the testing progress for each student logged in to your session, approve a student's print request, and pause a student's test if necessary.

How to Monitor Students' Test Progress

You can monitor the testing progress for each student logged in to your session from the table(s) displayed on the TA Interface (see Figure 15).

At the start of the test, all your students will be listed in the **Tests without issue** table. If TDS detects that a student requires assistance (e.g., a student has a pending print request, a student's test has been paused due to an environment security breach, or a forbidden application has been launched), the **Tests with potential issues** table appears at the top. The top table lists the students who need intervention, and the bottom table lists the other students in your session.

The table(s) refresh at regular intervals, but you can also refresh it manually by clicking the refresh button in the upper-right corner of the TA Interface. You can also sort the tables by column by clicking the column header.

Figure 15. Table(s) for Monitoring Students' Test Progress

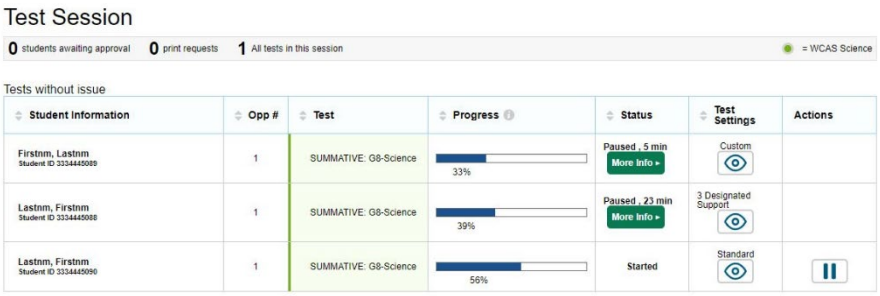


Table 1 describes the columns for monitoring students' test progress.

Table 1.Columns for Monitoring Students' Test Progress

Column	Description
Student Information	The name and SSID of the student in the session.
Opp #	Opportunity number for the student's selected test.
Test	Name of the test the student selected. For segmented tests, this column also displays the name of the test segment that the student is currently testing.
Progress	Indicates the student's test progress. It will display a blue progress bar to indicate how far the student has progressed in the test. **Smarter Balanced tests:** The progress bar indicates the percentage of questions a student has answered out of the total number of questions on the test. For the CAT session, the total number may adjust as a student progresses, but the TA and the student will only see a percentage. **WCAS:** The progress bar indicates the percentage of questions a student has answered out of the total number of questions on the test. Note: The progress bar may show as partly yellow. This happens when the student interacts with questions out of order on a page with multiple questions. When the student completes all questions on the test page and moves forward, the yellow in the progress percentage bar will disappear and return to fully blue.
Test Status	Current status for each student in the session. When you hover over the more info icon (more info), a message is displayed providing details about the status. For more information about the statuses, see Table 2.
Test Settings	This column displays one of the following: • **Standard:** Default test settings are applied for this test. • **Custom:** One or more of the student's Universal Tools Embedded test settings differ from the default settings and the student has no other Designated Supports or Accommodations. • Number of Embedded Designated Supports or Embedded Accommodations for the student. To view the student's settings for the current test, click the eyeball button .
Actions	Allows you to perform any available actions for an individual student's test. The Pause button in this column pauses the 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. However, the information button is not displayed if the TA pauses a student's test. A Printer button appears in this column when the student requests a printout of test material. For information on how to approve students' print requests, see the section How to Approve a Student's Print Request.

Table 2 describes the codes in the Test Status column of the table(s) for monitoring students' test progress.

Table 2. Student Testing Statuses

Column	Description
Approved	You approved the student, but the student did not yet start or resume the test.
Started	Student started the test and is actively testing.
Review	Student visited all questions and is currently reviewing answers before completing the test.
Completed	Student submitted the test. The student can take no additional action at this point.
Submitted	Test was submitted to the scoring vendor for quality assurance review.
Reported	Test passed the scoring vendor quality assurance and has moved on to the scoring processes.
Paused*	Student's test is paused. The time listed indicates how long the test has been paused.
Expired*	The student's test has not been completed and cannot be resumed because the test has expired. A re-open appeal will need to be submitted in order for the test opportunity status to no longer be expired.
Pending*	Student is awaiting approval for a new test opportunity.
Suspended*	Student is awaiting approval to resume a test opportunity.

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

How to Approve a Student's Print Request

Students using the print-on-demand tool can request printouts of test passages, stimuli, and questions. You must view and approve these print requests. When students send print requests, the request notification appears in the **Tests with potential issues** table.

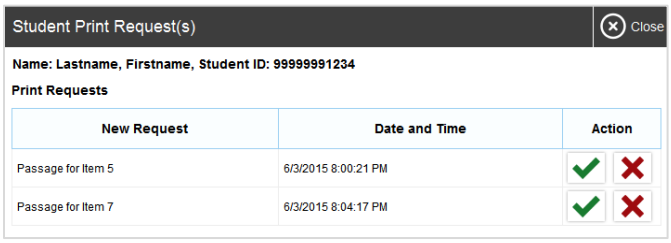
You can also view a list of every print request you approved during the current session. For more information, please refer to the Print Request section of the Appendix.

1. Click the printer button in the Actions column of the **Tests with potential issues** table for a student. The request notification appears for students who have sent print requests.

2. Review the request in the ***Student Print Request*** window (see Figure 16) and do one of the following:

   a. To approve the request, click the green checkmark . A cover sheet appears in a new browser window.

Figure 16. Student Print Request Window



b. To deny the request, click the red X . In the window that appears, enter a brief reason for denying the request and click **Deny**. Do not proceed to step 3 .

3. In the new window, click **Print** to open the printer dialog box.

4. Click **OK** to print the requested test elements.

How to Pause a Student's Test

You can pause a student's test if necessary.

1. Tell the student to stop their work and click the **Save** button in the Secure Browser.

2. In the Actions column of the table(s) for monitoring students' test progress (see Figure 1), click the blue pause button for the student whose test you wish to pause.

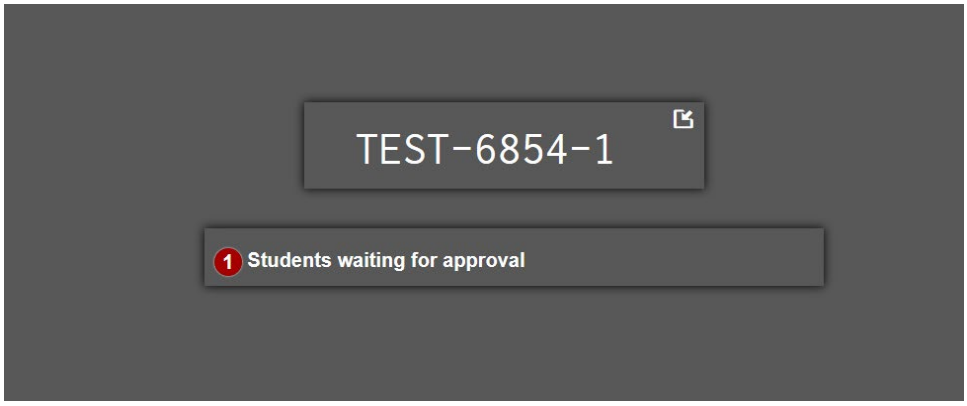
3. Click **Yes** to confirm. Tell the student to click the **Back** button in the Secure Browser, then click **OK**. The student will be logged out of the Secure Browser.

How to Enable Screensaver Mode

Since the student test progress tables in the TA Interface often contain sensitive student information, such as student IDs, the TA Interface has a screensaver to hide the data from view. OSPI recommends you manually turn on the screensaver mode when stepping away from your device.

1. To turn on screensaver mode, click the Toggle button in the upper-right corner of the Session ID (see Figure 1). A masking screen appears over the TA Interface (see Figure 17). The screensaver displays the Session ID. It also displays notifications if students are awaiting approval, there are pending print requests, or if students require other interventions.

Figure 17. Screensaver



2. To turn off the screensaver mode, select the Toggle button in the upper-right corner of the Session ID on the screensaver window. The screensaver will turn off automatically if the test session times out due to TA or student inactivity.

How to Stop a Test Session

When students finish testing, or the current testing timeslot is over, you should stop the test session. Stopping a session automatically logs out all the students in the session and pauses their tests.

Once you stop a test session, you cannot resume the test session. To resume testing students, you must start a new session. Please note, the TDS automatically logs you out after 20 minutes of both user and student inactivity in the session. This action automatically stops the test session.

1. In the upper-right corner of the TA Interface, click the stop button STOP (Figure 18).

2. Click **OK** to confirm. The test session stops.

Figure 18. Stop Test Session Button

How to Log Out of the TA Interface

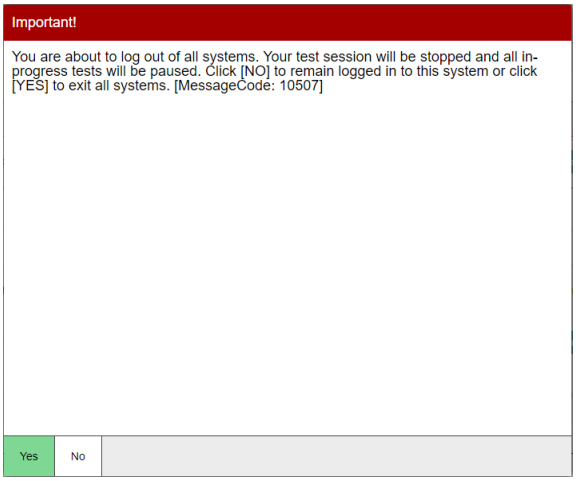
You should log out of the TA Interface only after stopping a test session to prevent stopping a test session that is in progress.

In the banner, click the log out button in the top right-hand corner of the screen (see Figure 19).

Figure 19. Log Out Button

A warning message appears (Figure 20). In the warning message, click **Yes**. The WCAP Portal appears.

Figure 20. Log Out Warning



How Students Sign-in to the Secure Browser and Complete Tests

This section describes the student sign-in process that students follow when starting a new test or resuming a paused test when signing into the Student Secure Browser. It also describes how students can pause a test, review previously answered questions, and submit a test.

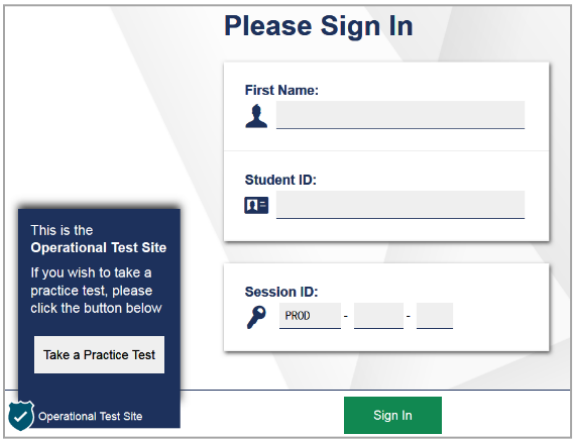
How Students Sign in and Select Tests

Complete instructions for what to say to students, and how to direct them through these steps are available in the TA Script of Student Directions documents, which are available on the WCAP Portal for each of the tests.

How to Sign in to the Secure Browser or Take a Test App

1. Launch the Secure Browser or Take a Test app on the student's testing device. The ***Please Sign-In*** page appears (see Figure 21**)**.

Figure 21. Secure Browser Sign-In Page



2. Next, students enter the following information:

   a. In the *First Name* and *SSID* fields, students enter their first name and SSID as they appear in TIDE.

   b. In the *Session ID* field, students enter the Session ID as it appears on the TA Interface. The first part of the three-part session ID is pre-filled for the student.

Note: If students are taking a Practice Test or a Training Test, they need to select the blue box in the left corner first, then do steps 2a and 2b.

3. Students select **Sign In**. The ***Is This You?*** page (Figure 22) appears.

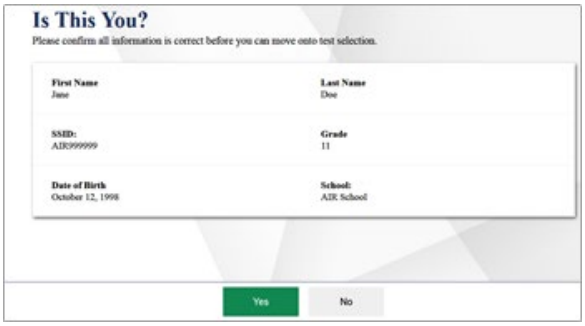
How to Verify Student Information

Students must verify their personal information on the ***Is This You?*** page.

If any of the information is incorrect, the student must select **No**.

You must notify the SC that the student's information is incorrect. Incorrect student demographic information must be updated before the student begins testing.

Figure 22. Is This You? Page



Note: If students do not know their exact information as it appears on their test ticket, information can be retrieved in the TA Interface.

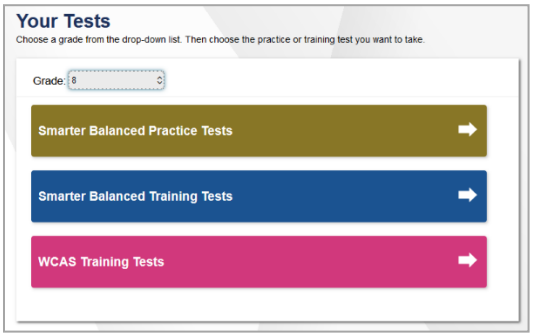
If all the information on the ***Is This You?*** page is correct, the student selects **Yes** to proceed.

How to Select a Test

Students can select their tests from the ***Your Tests*** page (see Figure 23) that appears after students verify their personal information. The ***Your Tests*** page displays all the tests that a student is eligible to take and that the TA included in the test session.

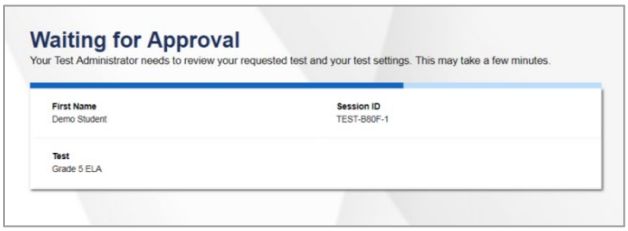
- If a student's required test is inactive or not displayed, the student should log out. You should verify the test session includes the correct tests and add additional tests, if necessary.

Figure 23. Example Your Tests Page



- The student's request is sent to the TA for approval and the student is taken to the Waiting for Approval page (see Figure 24). After you approve the student for testing, the student can proceed to the next step.

Figure 24. Waiting for Approval Page



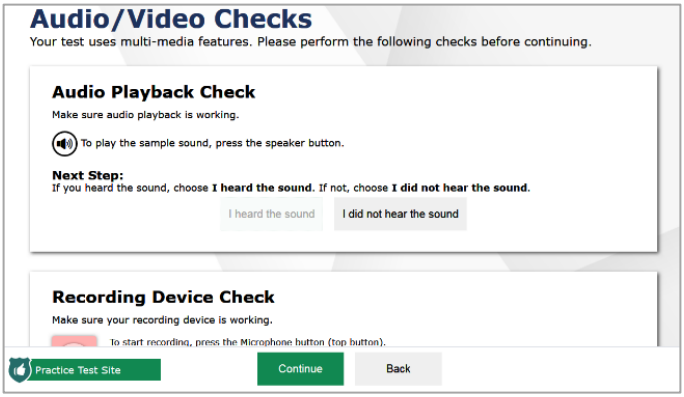
How to Check Student Device Functionality

Depending on the test content and the specified test settings, students may need to verify that their testing device is functioning properly from the ***Audio/Video Checks*** page (see Figure 25). If a test does not require functionality checks, this page is skipped.

1. From the ***Audio/Video Checks*** page that displays each required functionality check in its own panel, the student verifies each functionality as explained in the next section.

2. Once all functionality checks have been verified, the system automatically moves to the ***You Are Almost Ready to Begin Your Test*** page.

Figure 25. Example Audio/Video Checks Page



How to Check Audio Playback Functionality

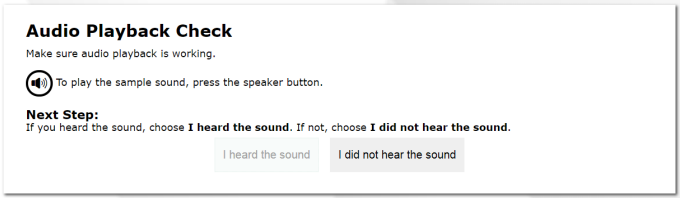
The ***Audio Playback Check*** panel (Figure 26) appears for tests with listening questions or other audio support and allows students to verify that they can hear the sample audio.

If the audio does not work, students should log out. You should troubleshoot the device and headphones or move the student to another device with working audio.

From the Audio Playback Check panel, students click the speaker button and listen to the audio.

– If the sound is clearly audible, students select **I heard the sound**. A green check appears at the upper-right corner of the panel and students can proceed to the next functionality check.

Figure 26. Audio Playback Check Panel



- If the sound is not clearly audible, students select **I did not hear the sound** to open the ***Sound Check: Audio Problem*** panel.

- Students can select **Try Again** to return to the ***Audio Playback Check*** panel and retry.

How to Check Text-To-Speech Functionality

The ***Text-to-Speech Sound Check*** panel (Figure 27) appears if a student has one of the text-to-speech (TTS) settings. Students can only use TTS within the Secure Browser, a supported Chrome or Firefox browser, or the Take a Test application.

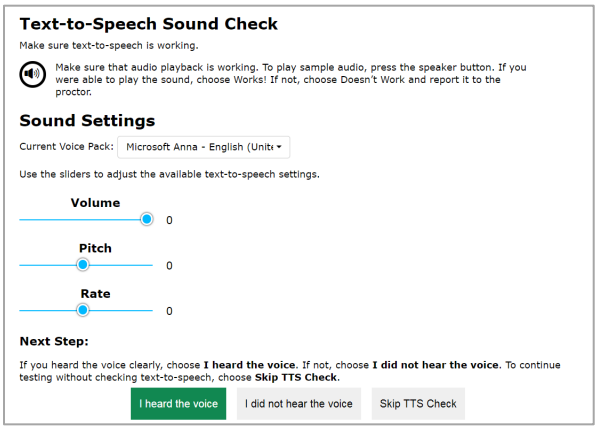
If TTS does not work, students should log out. You can work with students to adjust their audio or headset settings or move them to another device.

From the Text-to-Speech Sound Check panel, students click the speaker button and listen to the audio.

- If the voice is clearly audible, students select **I heard the voice**. A green check appears at the upper-right corner of the panel and students can proceed to the next functionality check.

- If the voice is not clearly audible, students adjust the settings using the sliders and click the speaker button to listen to the audio again.

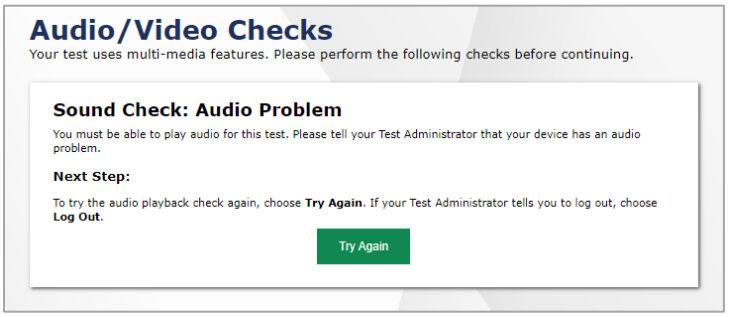
Figure 27. Text-to-Speech Sound Check Panel



- If students still cannot hear the voice clearly, they select **I did not hear the voice** to open the ***Audio Check*** panel.

  - Students can select **Try Again** (see Figure 28**)** to return to the ***Text-to-Speech Sound Check*** panel and retry.

Figure 28. Audio Check Panel



How to Check Recording Device Functionality

The ***Recording Device Check*** panel is automatically displayed for students who have a Speech-to-Text accommodation. On this panel, students record their voice and verify that they can hear the recorded audio.

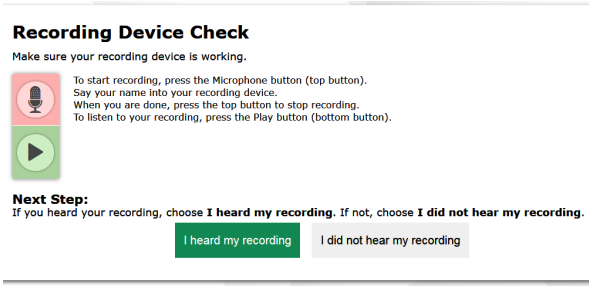
If the recording device does not work, students should log out. You should troubleshoot the recording device or set up a new recording device.

1. From the ***Recording Device Check*** panel (see Figure 29), students click the pink microphone button to begin recording their voice.

2. Students speak into their recording device, and then click the pink stop button to stop recording.

3. Next, students click the green play button to listen to their recorded audio:

Figure 29. Recording Device Check Panel



- If the recorded audio is clearly audible, students select **I heard my recording**. A green check appears at the upper-right corner of the panel and students can proceed to the next functionality check.

- If the recorded audio is not clearly audible, they select **I did not hear my recording** to open the ***Problem Recording Audio*** panel.

- Students can select **Try Again** to return to the ***Recording Device Check*** panel and retry.

– Students can select **Select New Recording Device** (which only appears for students testing on computers or tablets with multiple recording devices) to open the ***Recording Input Device Selection*** panel and select a different recording device.

How to View Instructions and Begin Testing

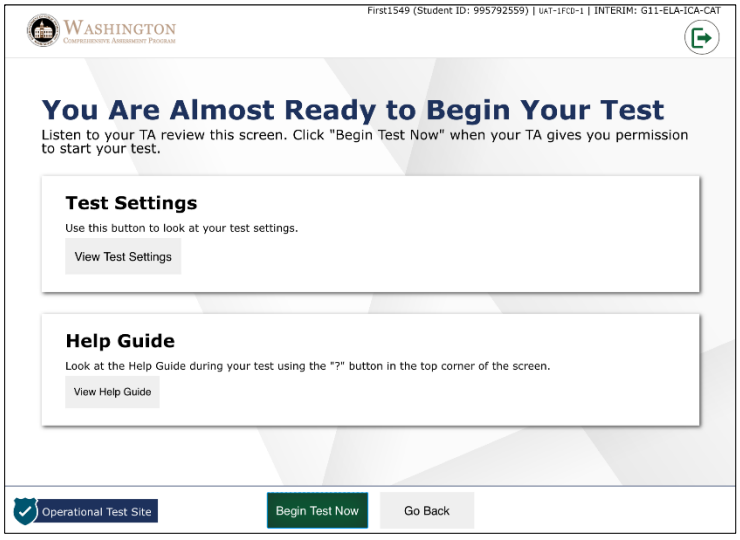
The ***You are Almost Ready to Begin Your Test*** page (see Figure 30) is the last step of the sign-in process. The TA Script of Student Directions documents provide the steps for walking students through this page.

1. To review their test settings, students click **View Test Settings**. To close the window, students select **OK**.

2. To view the Help Guide, students click **View Help Guide**. To close the window, students click **Back**.

3. To start the test, students click **Begin Test Now**.

Figure 30. You Are Almost Ready to Begin Your Test Page

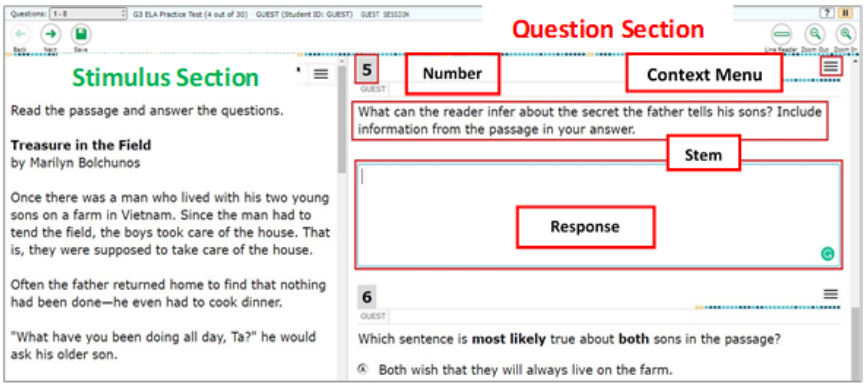


How Students Navigate the Secure Browser

A test page can include the following sections (Figure 31):

- The *Global Menu* section displays the global navigation and tool buttons. It also includes the **Questions** menu, test information, help button, pause button, and system settings button.
- The *Stimulus* section, which appears only for questions associated with a stimulus, contains the stimulus content, context menu, and the expand button.
- The *Question* section contains one or more test questions. Each question includes a number, context menu, stem, and response area. Each question also displays the student's name and the time the question was last saved.

Figure 31. Test Layout



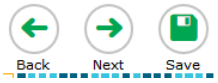
The following sections provide details about how to navigate the Secure Browser

How to Navigate between Questions

Some test pages may have only one question, others may have more question, or may consist of multiple parts that students must answer.

- After students respond to all the questions on a page, they select **Next** (Figure 32)in the upper-left corner to proceed to the next page.
- To navigate to a previous question in a test, students select **Back** (Figure 32).

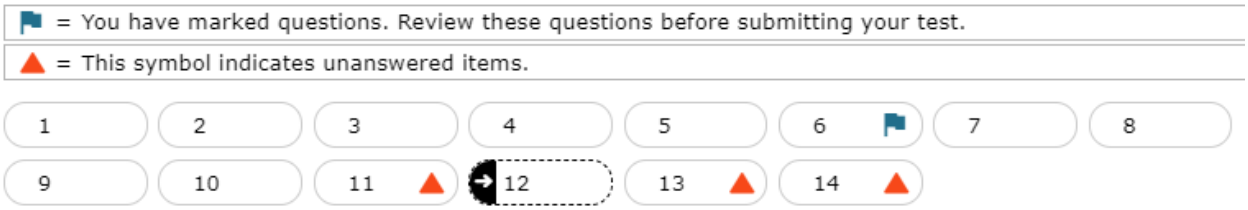
Figure 32. Navigation Buttons



To jump directly to an a question, students can select the Questions menu in the top left corner of their screen. A pop-up window will appear (see Figure 33).

- If a question has been marked for review, a flag icon is displayed next to the question.
- If a question is not answered yet, a warning icon is displayed next to the question number. This displays most often in ELA and science tests when a set of questions is displayed together on the same page. The student cannot move forward in the test until they have answered those questions.

Figure 33. Questions Pop-up Window



How to Pause Tests

Students can pause the test at any time. Pausing a test logs the student out. To resume testing, students must repeat the sign-in process.

To pause a test, students select **Pause** in the global menu and then select **Yes** in the confirmation message that appears.

If students are testing on Chromebooks, please ensure that they pause the test before closing the lid of the Chromebook. If the lid is closed before the test pauses, whoever opens the Chromebook next will be able to see the last question that the student was viewing (and any response they entered).

How Students Use Test Tools

A number of testing tools are available for students in the Secure Browser. Some tools are available for all tests, while others are only available for a particular subject, accommodation, or type of question. There are primarily two types of test tools available:

Global Tools: These tools appear in the global menu at the top of the test page and are available for all questions in a test.

Context Menu Tools: These tools are specific to the passage, stimulus, or question being viewed.

Students can access tools using a mouse or keyboard commands. For information about keyboard commands, please see the appendix.

For specific information about the use of tools in each test, read the Try Out Print on Demand and Try Out Speech to Text documents, watch the Secure Browser for Student Online Testing Module, or go to the Practice and Training Tests.

How to Use the Select Previous Version Tool

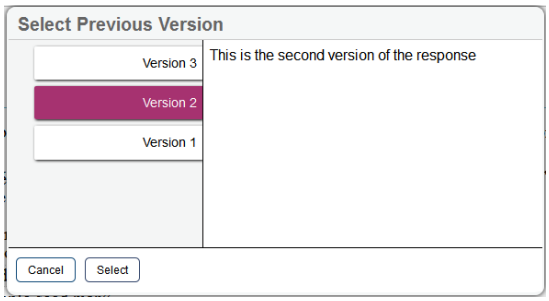
For Smarter Balanced Performance Tasks, the Select Previous Version tool allows students to view and restore responses they previously entered for a text response question. For example, if students type a response, click **Save**, delete the text, and enter new text, they can use this tool to recover the original response. Please note that if a student's test pauses, any responses entered prior to pausing will no longer appear in the ***Select Previous Version*** window. This tool is available for all students.

1. To recover a previously-entered response, the student will select the **Select Previous Version** option from the context menu. The ***Select Previous Version*** window appears (Figure 34) listing all the saved responses for the question in the left panel.

2. The student can then select a response version from the left panel. The text associated with that response appears in the right panel.

3. The student will click **Select**. The selected response appears in the text box for the question.

Figure 34. Select Previous Version Window



How Students Complete a Test

After students have completed their test, they need to submit their test.

How to Complete a Test Segment

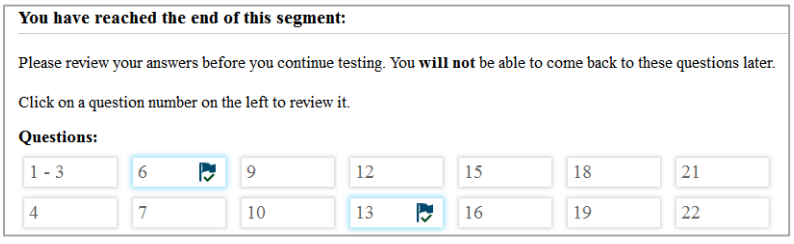
In segmented tests, the ***End Segment*** page appears after students finish the last question in a segment where students can review questions from the current segment or proceed to the next segment (see Figure 35).

To review questions, students select a question number.

– A flag ( ) icon appears for any questions marked for review.

To move to the next segment, students select **Next**.

Figure 35. End Segment Page



Please note that if the test blocks access to completed segments, students cannot return to the segment after selecting **Next**. Furthermore, some tests need an additional approval from the TA to move to the next segment.

How to Submit a Test

To complete the testing process, students must submit their tests when they are done answering questions.

Please note that once students submit their tests, they cannot return to the test or modify answers.

1. Students click the **End Test** button (Figure 36), which appears after students respond to the last test question. A confirmation message appears.

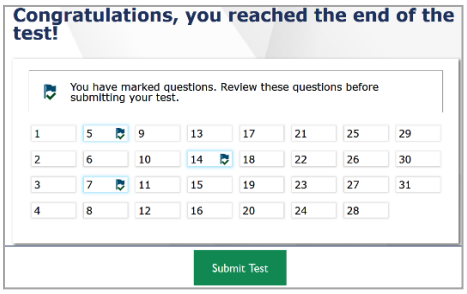
Figure 36. Global Menu with End Test Button

2. Students select **Yes** in the confirmation message. The ***End Test*** page appears, allowing students to review answers and submit the test for scoring.

   – A flag ( ) icon appears for any questions marked for review.

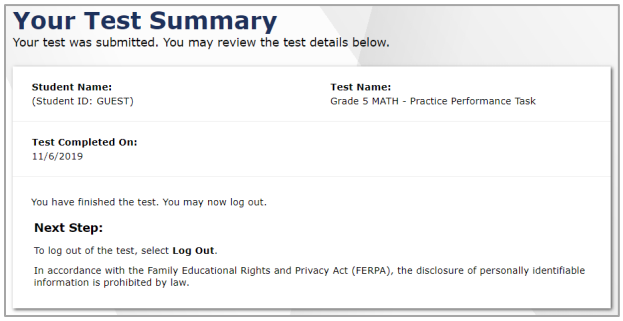
3. *Optional*: To review previous answers, students select a question number. When done reviewing, they can return to the ***End Test*** page by selecting **End Test** again.

Figure 37. End Test Page



4. To submit the tests, students select **Submit Test**, then select **Yes** in the confirmation message that appears. The ***Your Test Summary*** page appears displaying the student's name, the test name, and the completion date.

Figure 38. Your Test Summary Page



5. To exit the Student Secure Browser, students select **Log Out,** and then close the Secure Browser.

Appendix

A

Alert Messages

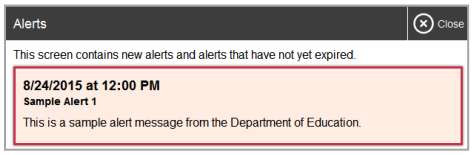
The Office of Superintendent of Public Instruction can send statewide alerts that appear as pop-up messages on the TA Interface.

1. In the banner, click **Alerts**. The ***Alerts*** window appears listing all the active alert messages.

Figure 39. Alerts Button

2. Click **Close** to close the window and return to the TA Interface.

Figure 40. Record of Alerts



K

Keyboard Commands in the Secure Browser

Students can use keyboard commands to navigate between test elements, features, and tools. Some important things to note about keyboard commands are:

- Keyboard commands require the use of the primary keyboard, so please do not use keys in a numeric keypad.
- Some keyboard commands (such as the commands for using the Line Reader) may not work when testing on iOS or Android devices connected to an external keyboard.
- When Permissive Mode is enabled for a test, keyboard commands are blocked and will not work.

Keyboard Commands for Sign-In Pages and In-Test Pop-ups

Table 3 lists keyboard commands for selecting options on the sign-in pages or pop-up windows that appear during a test.

Table 3. Keyboard Commands for Sign-In Pages and Pop-Up Windows

Function	Keyboard Commands
Move to the next option	• **Tab**
Move to the previous option	• **Shift** + **Tab**
Select the active option	• **Enter**
Mark checkbox	• **Space**
Scroll through drop-down list options	• **Arrow Keys**
Close pop-up window	• **Esc**

Keyboard Commands for Test Navigation

Table 4 lists keyboard commands for navigating tests and responding to questions.

Table 4. Keyboard Commands for Test Navigation

Function	Keyboard Commands
Scroll up	• **Up Arrow**
Scroll down	• **Down Arrow**
Scroll to the right	• **Right Arrow**
Scroll to the left	• **Left Arrow**
Move to the next element	• **Tab**
Move to the previous element	• **Shift** + **Tab**
Select an answer option	• **Space**
Go to the next test page	• **Ctrl** + **Right Arrow**
Go to the previous test page	• **Ctrl** + **Left Arrow**
Open the global menu	• **Ctrl** + **G**
Open a context menu	• **Ctrl** + **M**

Keyboard Commands for Global and Context Menus

Students can use keyboard commands to access tools in the global and context menus.

Global Menu

1. To access the global menu tools using keyboard commands, press **Ctrl** + **G**. The global menu list opens.

2. To move between options in the global menu, use the **Up** or **Down** arrow key.

3. To select an option, press **Enter**.
4. To close the global menu without selecting an option, press **Esc**.

Context Menus

1. To open the context menu for an element (question, answer options, or stimulus), navigate to the element using the **Tab** or **Shift** + **Tab** command.
2. Press **Ctrl** + **M**. The context menu for the selected element opens.
3. To move between options in the context menu, use the **Up** or **Down** arrow keys.
4. To select an option, press **Enter**.
5. To close the context menu without selecting an option, press **Esc**.

Keyboard Commands for Highlighting Selected Regions of Text

This section explains how to use keyboard commands to select a text excerpt (such as a word in a passage) and highlight it. These instructions only apply to students using the Secure Browser.

1. To select text and highlight it, navigate to the element containing the text you want to select.
2. Press **Ctrl** + **M** to open the context menu and navigate to **Enable Text Selection**.
3. Press **Enter**. A flashing cursor appears at the upper-left corner of the active element.
4. To move the cursor to the beginning of the text you want to select, use the arrow keys.
5. Press **Shift** and an arrow key to select your text. The text you select appears shaded.
6. Press **Ctrl** + **M** and select **Highlight Selection**.

Keyboard Commands for Grid Questions

Questions with the grid response area may have up to three main sections: an answer space, which is the grid area where students enter the response; an object bank, which is a panel containing objects you can move to the answer space; and a button row, which appears above the answer space and may include **Delete**, **Add Point**, **Add Arrow**, **Add Line**, **Add Circle**, **Add Dashed Line**, and **Connect Line** buttons.

To move between the main sections, do the following:

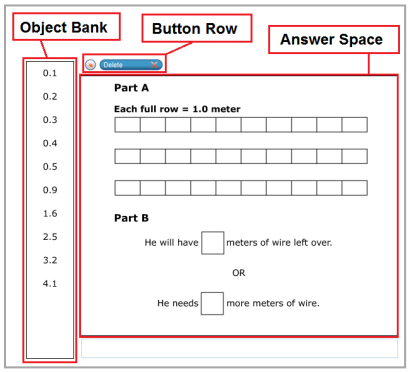
1. To move clockwise, press Tab.
2. To move counter-clockwise, press Shift + Tab.

To add an object to the answer space**,** do the following:

1. With the object bank active, use the arrow keys to move between objects. The active object has a blue background.

2. To add the active object to the answer space, press **Space**.

Figure 41. Grid Question



To use the action buttons, do the following:

1. With the button row active, use the left and right arrow keys to move between the buttons. The active button is white.

2. To select a button, press **Enter**, and then press **Space** to apply the point, arrow, or line to the answer space.

To move objects and graph elements in the answer space, do the following:

1. With the answer space active, press **Enter** to move between the objects, and then press **Space**. The active object displays a blue border.

2. Press an arrow key to move the object. To move the object in smaller increments, hold **Shift** while pressing an arrow key.

Keyboard Commands for Equation Questions

Equation questions allow students to use keyboard commands to open a menu listing the special characters they can insert into the response area.

1. To insert special characters in the response area, with the focus in the text field of the response area, press **Alt** + **7**. The ***Special Characters*** window opens.

2. To move between options in the context menu, use the **Up** or **Down** arrow keys.

3. To add the selected option to the response area, press **Enter**.

L

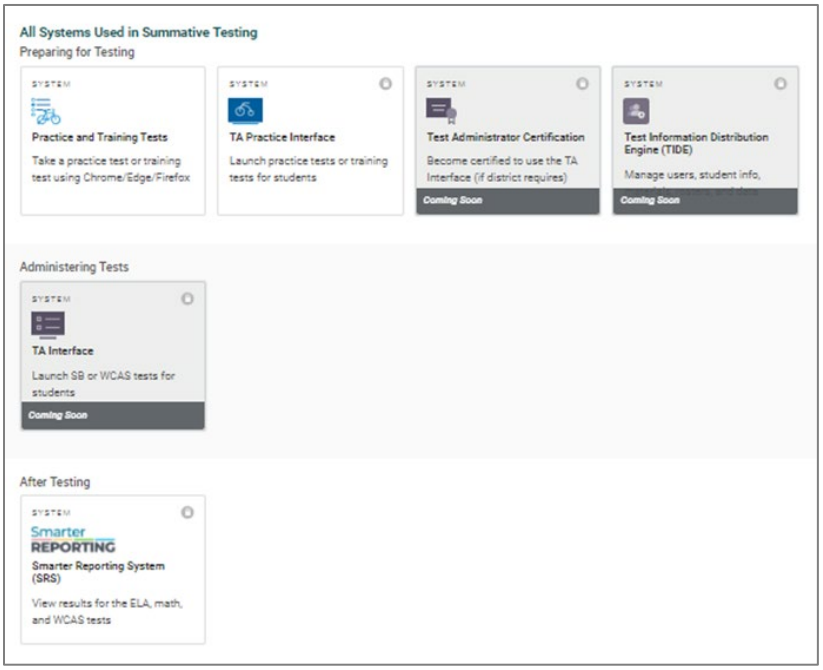
Login Information for the TA Interface

To be able to access the TA Interface, your TIDE administrator must first create your account in TIDE. Once your account is created, you receive an account activation email. You can log in to the TA Interface after activating your account.

1. Navigate to the WCAP Portal (https://wa.portal.cambiumast.com/).

2. Select the test you want to administer and scroll down to the ***All Systems Used in Testing*** section (Figure 42).

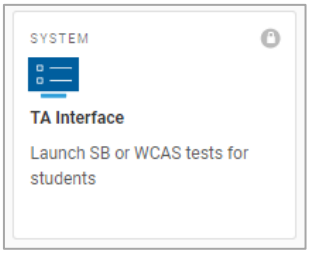
Figure 42. Portal User Cards



3. Select the appropriate TA Interface:

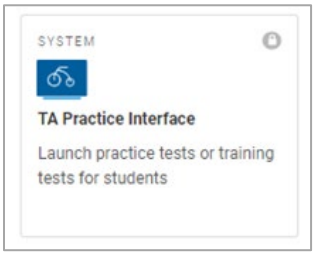
   a. If students will be taking a test that generates a score, choose the TA Interface, click **TA Interface** (Figure 43).

Figure 43. Card for TA Interface



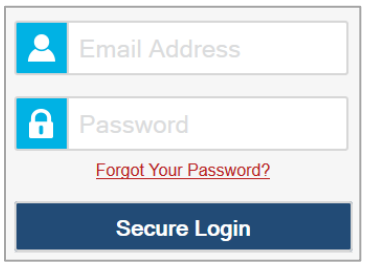
b. If students will be taking a practice test or training test, choose the TA Practice Interface, click **TA Practice Interface** (see Figure 44).

Figure 44. Card for Practice & Training Tests



4. The ***Login*** page (Figure 45) appears. Enter your email address and password.

Figure 45. Login Page



5. Click **Secure Login**. The system selected in step 3 appears.

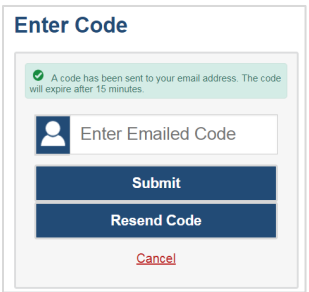
a. If you have not logged in using this browser before, or if you have cleared your browser cache, the ***Enter Code*** page (Figure 46) appears and an email containing an authentication code is sent to your address.

– In the *Enter Emailed Code* field, enter the emailed code.

– Click **Submit** to view the system selected in step 3.

Note: You must use the authentication code within 15 minutes of the email being sent. If the code has expired, click **Resend Code** to request a new code.

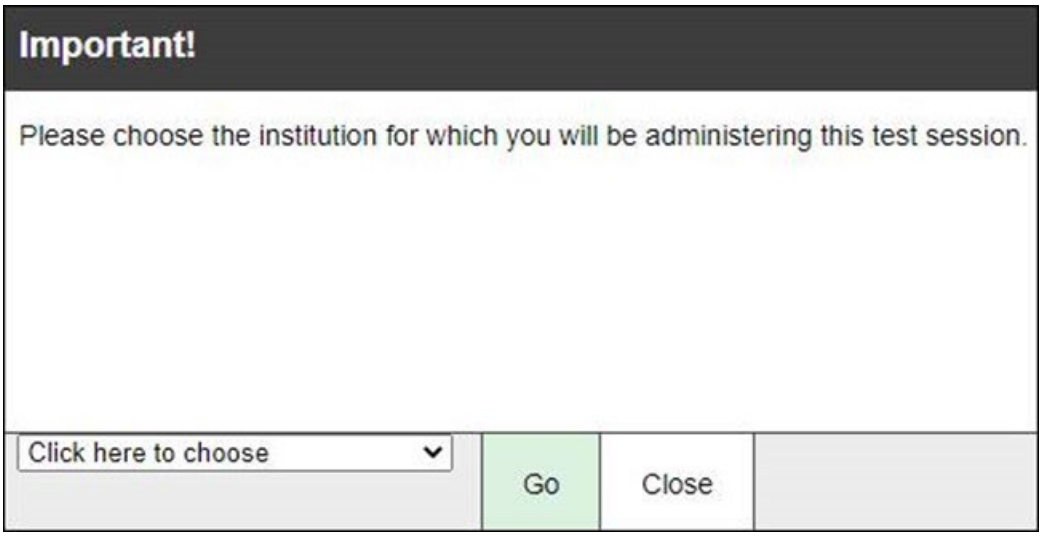
Figure 46. Enter Code Page



b. If you receive a warning message about not being certified, you must complete the TA Certification Course and then log in again.

c. If you are a TA at more than one institution (school), a pop-up box will ask you to choose the school for which you will be administering this test session.

Figure 47. Institution Drop-down



Select the school from the drop-down menu and select Go, then the Test Selection window will appear.

P

Print Session Information

You can print a snapshot of the TA Interface as it currently appears if you wish to keep a hard-copy record of the Session ID or list of approved students. Please note that Federal law prohibits the release of students' personally identifiable information. All printouts must be securely stored and then destroyed when no longer needed.

1. In the banner, click **Print Session**. The computer's print dialog window appears.

2. Click **OK**.

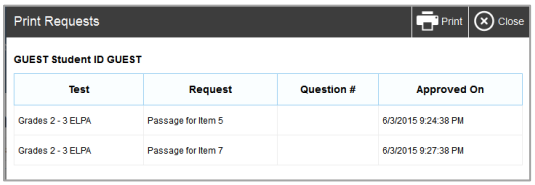
Print Approved Requests Information

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

1. In the banner, click **Approved Requests**. The ***Print Requests*** window (Figure 48) appears listing all the approved print requests.

2. Select **Print** to print the list.

Figure 48. Print Requests Window



S

Secure Browser

The Secure Browser ensures test security by prohibiting access to external applications and navigation away from the test. When the Secure Browser launches, it checks for other applications running on the device. If it detects a forbidden application, it displays a message listing the offending application and prevents the student from testing. This also occurs if a forbidden application launches while the student is already in a test.

In most cases, a detected forbidden application is a scheduled or background job, such as anti-virus scans or software updates. The best way to prevent forbidden applications from running during a test is to schedule such jobs outside of planned testing hours.

Some additional measures you can implement to ensure the test environment is secure are:

Close External User Applications

Before launching the Secure Browser, or prior to administering the online tests, close all non-required applications on testing devices, such as word processors and web browsers.

Avoid Testing with Dual Monitors

Students should not take online tests on computers connected to more than one monitor. Systems that use a dual monitor setup typically display an application on one screen while another application is accessible on the other screen.

Disable Screen Savers and Timeout Features

On all testing devices, be sure to disable any features that display a screen saver or log users out after a period of inactivity. If such features activate while a student is testing, the Secure Browser logs the student out of the test.

Using the Secure Browser with Accessibility Software

For students with special needs or administrators seeking to accommodate students using accessibility features or Assistive Technology devices, the Secure Browser provides the option for assessments to be taken in a less restrictive environment. This feature is known as Permissive Mode.

Permissive Mode is an accommodation option that allows students to use accessibility software in addition to the Secure Browser. Offered on MacOS and Windows, students testing in Permissive Mode can have moderated access to the system outside of the Secure Browser. This allows students who need

accessibility tools to seamlessly navigate between the Secure Browser and approved applications that suit their test taking needs.

Please note that accessibility software must be certified for use with the Secure Browser and forbidden applications will still not be allowed to run. For information about supported operating systems, see the *Quick Guide for Setting Up Your Online Testing Technology.*

Permissive Mode must be set for the student in TIDE and activates when the student is approved for testing. Students who have the Permissive Mode setting enabled should not continue with the sign-in process until their accessibility software is correctly configured.

To use accessibility software with the Secure Browser:

1. Open the required accessibility software.

2. Open the Secure Browser. Begin the normal sign-in process up to the TA approval step.

3. When a student is approved for testing, the Secure Browser allows the operating system's menu and task bar to appear.

   – **Windows**: On Windows, the Secure Browser resizes, and the taskbar remains visible inside the test in its usual position. Students can execute the keyboard shortcut ALT+TAB to switch between the Secure Browser and accessibility applications, such as JAWS and NVDA, that they are permitted to use in their test session. Please note that when using Windows 8 and above, the task bar remains on-screen throughout the test after enabling accessibility software. However, forbidden applications are still prohibited.

   – **Mac**: On MacOS, the Secure Browser resizes, and students can view the dock in its usual position inside the test. If the dock is set to autohide, no resizing occurs, and the dock is only visible when the mouse is moved toward the bottom of screen. Students can execute the keyboard shortcut CMD+TAB to switch between the Secure Browser and permitted accessibility applications.

4. The student must immediately switch to the accessibility software that is already open on the computer so that it appears over the Secure Browser. The student cannot click within the Secure Browser until the accessibility software is configured.

   – **Windows:** To switch to the accessibility software application, click the application in the task bar.

   – **Mac:** To switch to the accessibility software application, click the application in the dock.

5. The student configures the accessibility software settings as needed.

6. After configuring the accessibility software settings, the student returns to the Secure Browser. At this point, the student can no longer switch back to the accessibility software. If changes need to be made, the student must sign out and then sign in again.

7. The student continues with the sign-in process.

As soon as Permissive Mode is turned off, the Secure Browser reoccupies the whole screen so that the taskbar or dock is no longer visible, and the student's ability to switch between any applications and Secure Browser is suppressed.

Accessing the Secure Browser on Mobile Devices

Tablets and Chromebooks should be configured for testing before you provide them to students. For more information, see the Technology Guide on the WCAP Portal.

To configure iOS devices:

Tap the SecureTestBrowser icon.

To configure Android tablets:

1. Tap the SecureTestBrowser icon.
2. If the Secure Browser keyboard is not selected, follow the prompts on the screen. When the Secure Browser keyboard is selected, the Secure Browser app opens.

To configure Chromebooks:

From the **Apps** link on the Chrome OS login screen, select SecureTestBrowser.

Closing the Secure Browser on Tablets

After a test session ends, close the SecureTestBrowser application on student tablets.

To close the Secure Browser on iOS devices:

1. Double-tap the Home button. The multitasking bar appears.
2. Locate the SecureTestBrowser app preview and slide it upward.

To close the Student Secure Browser on Android tablets:

1. Tap the Menu icon in the upper-right corner.
2. Tap **Exit**. A confirmation message appears.
3. Tap **Exit**.

To close the Secure Browser on Chromebooks:

Click **Close Secure Browser** in the upper-right corner.

Force-Quitting the Secure Browser

In the rare event that the Secure Browser or test becomes unresponsive, you can force-quit the Secure Browser. Please note that the Secure Browser hides features such as the Windows task bar or Mac OS X

dock. If the Secure Browser is not closed correctly, then the task bar or dock may not reappear correctly, requiring you to reboot the device. Avoid using a force-quit command if possible.

To force the Secure Browser to close, use the keyboard command for your operating system as shown below. This action logs the student out of the test. When the Secure Browser is opened again, the student logs back in to resume testing.

Table 5. Force Quit Secure Browser Keyboard Commands

Operating System	Key Combination
Windows*	• **Ctrl** + **Alt** + **Shift** + **F10**
Mac OS X*	• **Ctrl** + **Alt** + **Shift** + **F10**. The **Ctrl** key may appear as **Control**, **Ctrl**, or **^**
Linux	• **Ctrl** + **Alt** + **Shift** + **Esc**

* If you are using an Apple keyboard, you may need to press **Ctrl** + **Shift** + **Option** + **F10.** If you are using a laptop or notebook, you may also need to press **Function** before pressing **F10**.

Force-quit commands do not exist for the Secure Browser for iOS, Chrome OS, and Android devices.

iOS: Double-tap the **Home** button, then close the app as you would any other iOS app.

Chrome OS: To exit the Secure Browser from the sign-in screens, press **Ctrl** + **Shift** + **S**. You cannot force quit once the test begins.

Android: To close the Secure Browser, tap the menu button in the upper-right corner and select **Exit**.

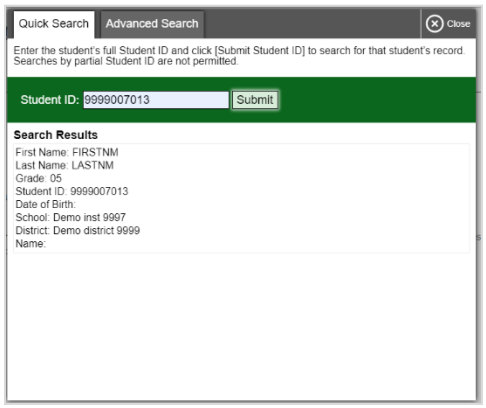
Student Lookup Feature

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

1. To perform a quick search:

    a. In the banner, select **Student Lookup** (Figure 49) appears.

Figure 49. Student Lookup: Quick Search



b. Enter a student's full SSID and click **Submit**. Search results appear below the search field.

2. To perform an advanced search:

   a. In the banner, select **Student Lookup,** and then select **Advanced Search** (see Figure 50).

   b. Select the appropriate district and school from the drop-down lists.

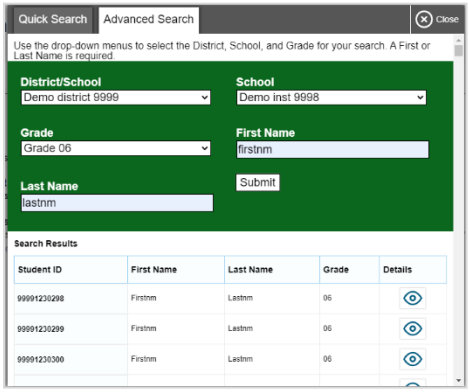
   c. Select the appropriate grade.

   d. *Optional:* Enter a student's exact first or last name. Partial names are not allowed.

   e. Click **Search**. Search results appear below the search fields.

   f. To view a student's information, click the eyeball button in the Details column.

Figure 50. Student Lookup: Advanced Search



T

Text Response Questions

For text-response questions in the Secure Browser, students can use a formatting toolbar. This toolbar is available above the response field for text response questions, (see Figure 51) and also appears whenever students right-click anywhere in the text area. The formatting toolbar allows students to apply styling to text and use standard word-processing features. The lower-right corner of the response field displays the word count and character count for the student's response. Table 6 provides an overview of the formatting tools available.

Figure 51. Text Response Question with Formatting and Inputting Toolbar

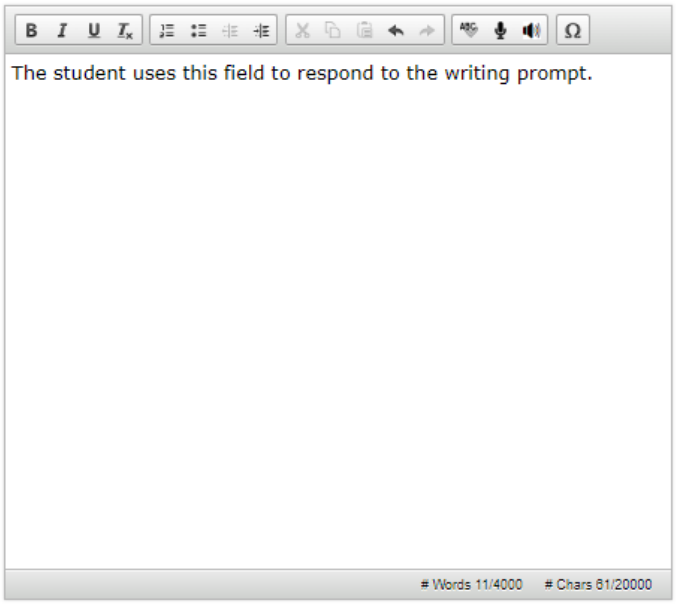


Table 6. Description of Formatting Tools

Tool	Description of Function
	• Print the entered text. Available only to students with the accommodation Print on Demand.
	• Bold, italicize, or underline selected text.
	• Remove formatting that was applied to the selected text.
	• Insert a numbered or bulleted list.
	• Indent a line of selected text.
	• Decrease indent of text.
	• Cut selected text.

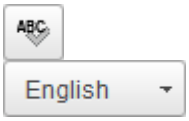
Tool	Description of Function
	• Copy selected text.
	• Paste copied or cut text.
	• Undo the last edit to text or formatting in the response field.
	• Redo the last undo action.
	• Use spell check to identify potentially misspelled words in the response field. The drop-down list allows you to set a language for this tool.
	• Add special characters in the response field.

Table 7. Description of Inputting Tools

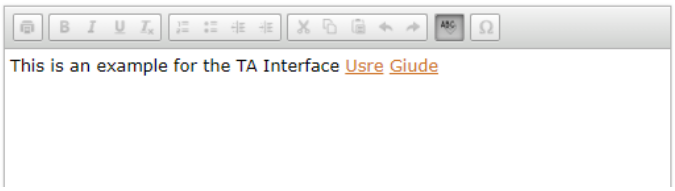
Tool	Description of Function
	• Use to dictate text response.
	• Use to hear the response entered in the text box.

Spell Check Feature

The spell check tool identifies words in the response field that may be misspelled.

1. Select a language for the spell check tool from the Spell Check drop-down list, if necessary.
2. In the toolbar, click the spell check button . Potentially incorrect words change color and become underlined.
3. To exit spell check, click the spell check button again.

Figure 52. Spell Check Tool



Special Characters Feature

Students can add mathematical, accented, and other symbols.

1. To add a special character, in the toolbar, click the special characters button Ω.
2. In the window that pops up, select the required character

Transfer a Test Session

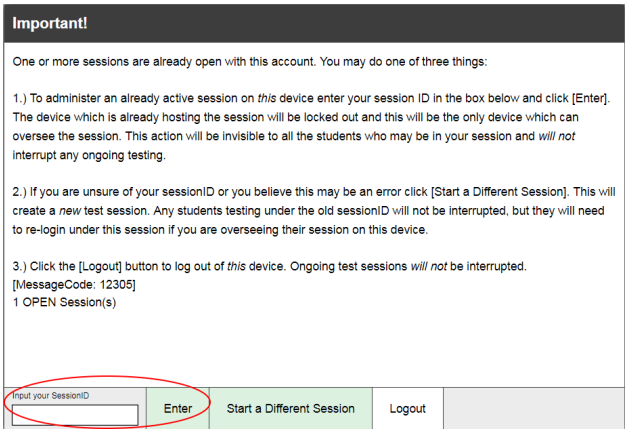
You can transfer an active test session from one device or browser to another without stopping the session or interrupting students who are currently testing. This is useful if your computer malfunctions or you accidentally close the browser while a session is in progress. Please note that to transfer a test session, you must enter the active Session ID.

Your session remains open until it times out. If you do not return to the active session within 20 minutes and there is no student activity during that time, the Test Delivery System logs you out and pauses the students' tests.

The Test Delivery System 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.

1. While the session is still active on the original device or browser, log in to the TA Interface on the new device or browser. A Session ID prompt appears.
2. Enter the active Session ID in the text box and click **Enter**. The TA Interface appears, allowing you to continue monitoring your students' progress. The test session on the previous computer or browser automatically closes.

Figure 53. Session ID Prompt



Please note that the Session ID prompt appears any time you access the TA Interface during an active session. If you do not wish to return to the active session, you can click **Start a Different Session** to create a new session or **Logout** to close the active session and log out of the TA Interface.

U

User Support and Troubleshooting Information

User Support

For information and assistance in using the Test Delivery System, contact the WCAP Help Desk. The Help Desk is open Monday–Friday 7:00 a.m. to 4:00 p.m. (except holidays or as otherwise indicated on the WCAP portal).

Washington Comprehensive Assessment Program Help Desk

Toll-Free Phone Support: 1-844-560-7366

Email Support: wahelpdesk@cambiumassessment.com

Please provide the Help Desk with a detailed description of your problem, as well as the following:

- Test Administrator name
- If the issue pertains to a student, provide the student's SSID and associated district or school. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable.
- Affected test ID and question number, if applicable.
- Operating system and browser version information, including version numbers (for example, Windows 10 and Firefox 60 or Mac OS 10.14 and Safari 11)
- Information about your network configuration, if known:
    - Secure Browser installation (to individual devices or network)
    - Wired or wireless internet network setup

Usernames and Password Issues

Your username for logging in to the TA Interface is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the ***Reset Your Password*** page. To activate your account, you must set up your password within 15 minutes of the email being sent.

If your first temporary link expired

In the activation email you received, click the second link provided and proceed to request a new temporary link.

If you forgot your password:

On the ***Login*** page, click **Forgot Your Password?** and then enter your email address in the *Email Address* field. You will receive an email with a new temporary link to reset your password.

If you did not receive an email containing a temporary link or authentication code:

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

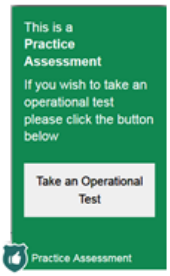
Additional help:

If you are unable to log in, contact the WCAP Help Desk for assistance. You must provide your name and email address. Contact information is available in the User Support section of this user guide.

Common Student Sign-in Errors

The Test Delivery System generates an error message if a student cannot sign in. The following are the most common student sign-in issues:

Session does not exist:



The student entered the Session ID incorrectly or signed in to the wrong site. Verify that the student correctly entered the active Session ID. Also, verify that both you and the student are using the correct sites. For example, students trying to take a practice or training test cannot access sessions created in the TA Interface, and students trying to take a summative tests cannot access sessions created in the TA Practice Interface. A message displayed in the bottom-left corner of the ***Student Sign-In*** page indicates which site the student is on. If a student is on the wrong site, the student can select the button included in the message to proceed to the correct site.

Student information is not entered correctly:

Verify that the student correctly entered the SSID. If this does not resolve the error, use the Student Lookup tool to verify the student's information.

Session has expired:

The Session ID corresponds to a closed session. Ensure that the student enters the correct Session ID and verify that your session is open. For more information about test sessions, see the section Selecting Tests and Starting a Test Session.

Student is not associated with the school:

The student is not associated with your school, or you are not associated with the student's school. Contact your SC for support.

Resolving Secure Browser Error Messages

This section provides possible resolutions for the following messages that students may receive when signing into tests using the Secure Browser.

You cannot login with this browser:

This message occurs when the student is not using the correct Secure Browser. To resolve this issue, ensure the latest version of the Secure Browser is installed, and that the student launched the Secure Browser instead of a standard web browser. If the latest version of the Secure Browser is already running, then log the student out, restart the device, and try again.

Looking for an internet connection…:

This message appears when the Secure Browser cannot connect with the Test Delivery System. This can occur if there is a network-related problem. Make sure that either the network cable is plugged in (for wired connections) or the Wi-Fi connection is live (for wireless connections). Also check if the Secure Browser must use specific proxy settings; if so, those settings must be specified as options when configuring the Secure Browser. If connection issues persist, contact a network technician.

Test Environment Is Not Secure:

This message can occur when the Secure Browser detects a forbidden application running on the device. If this message appears on an iPad, ensure that either Autonomous Single App Mode or Automatic Assessment Configuration is enabled.

Revision Log

Updates to the user guide after 9/18/2022 are noted below.

Section	Page	Description of Change	Revision Date