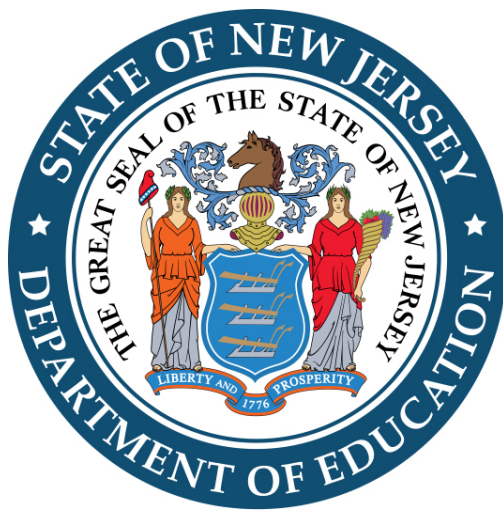# Test Delivery System (TDS)

Test Administrator

Quick Guide

Fall 2025

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Test Delivery System Test Administrator Quick Guide

The Test Delivery System (TDS) manages testing for students participating in the New Jersey Student Learning Assessments-Adaptive (NJSLA-Adaptive) and New Jersey Graduation Proficiency Assessment-Adaptive (NJGPA-Adaptive) practice tests and the field test. This guide provides abbreviated information for the most common functions.

The TDS contains components for two types of users:

- Test Administrators (TAs) use either the Test Administrator Interface (TA Interface) or Test Administrator Practice Site (TA Practice Site) to create and manage test sessions.

- Students use the Student Interface to take both practice tests and operational tests (e.g., fall field test). The Student Interface consists of the Secure Browser (i.e., the application students launch on their testing device to complete the fall field test and the Infrastructure Trial/Functionality Test) and the Practice Tests available on the New Jersey Assessments Portal under Students & Families > Practice Tests.

- For the online Help Guide, look for ❓ in the TA Interface. Students can access the Student Interface Help Guide on the New Jersey Assessments Portal under Resources > Resource Type > Manuals and Guides. The Student Interface Help Guide is not in the student interface during practice tests or the field test.

TA Interface

The TA process to start a test session is the same for both the TA Practice Site and the Test Administration Interface used for Operational testing (e.g., the fall field test). This section describes the TA processes for practice tests and the Operational test (e.g., field test).

Log In

1. Navigate to and click on the Test Administration card available in the New Jersey Assessments Portal under Testing Personnel > Administering Tests > Test Administration to administer the fall field test.

   Note: Navigate to the TA Practice Site to log into the site for administering practice tests. The TA Practice Site is used when completing an Infrastructure Trial/Functionality Test. Go to the New Jersey Assessments Portal under Testing Personnel > Prepare for Testing to locate the TA Practice Site.

2. If this is the first time you are logging in for a new school year, request a new password.

3. On the **Secure Login** page, enter the email address and password you use to access all Cambium Assessment, Inc. (CAI) systems and select **Log In**.

   - **Note:** If the **Confirm Account** page appears, an authentication code will be emailed to you. You must enter this code in the *Emailed Code* field and select **Submit** within 15 minutes. If the code expires, select **Resend Code** to request a new one.

Start a Test Session

4. From the TA Interface Dashboard, select **Start a New Session Now** on the **Active Sessions** tab. If you are prompted to select an organization, select the appropriate organization and select **Go**. The **Test Selection** window opens to the **Select Tests** tab.

a. Select the test category and then select the test(s) you wish to administer.

    i. For a Practice Test Session – To help students prepare for the fall field test, TAs should select the **previous** grade level or course for their students. For example, a Grade 4 Student should receive a Grade 3 Practice Test. TAs should select Algebra I, Geometry or Algebra II as the practice test for students who were enrolled in an end-of-course high school mathematics course (i.e., Algebra I, Geometry or Algebra II) during the 2024 – 2025 school year.

    ii. For the field Test – questions are aligned with student's previous grade levels and/or end-of-course high school math (i.e., Algebra I, Geometry or Algebra II). TAs should select the grade level that **matches** the student's current grade unless a TA is administering Algebra I, Geometry or Algebra II. For example, a Grade 4 Student should receive a Grade 4 Field Test, and a student who was enrolled in Algebra I during the 2024 – 2025 school year will participate in the field test for Algebra I.

b. Select **Start Session**. The Session ID appears at the top of the page.

c. Share the Session ID with students who will be joining the session.

Figure 1. TA Interface: Select Tests, Start Session
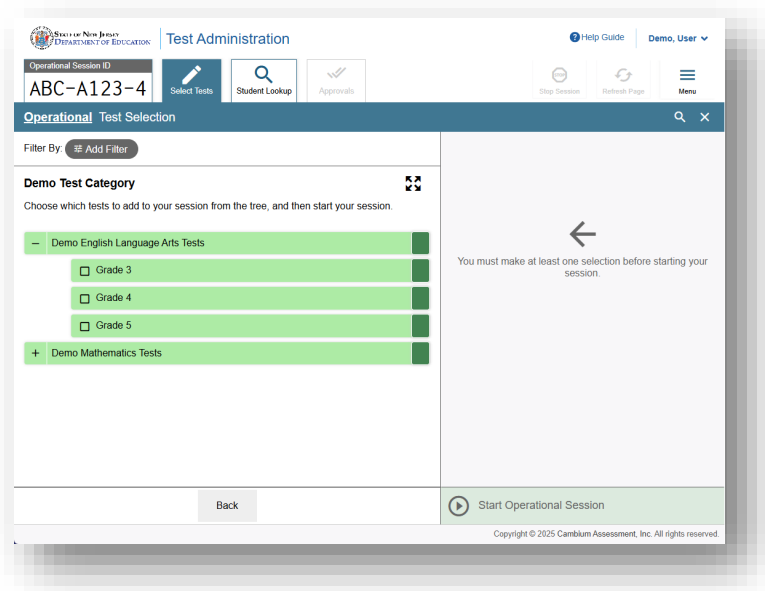
For the field test, TAs will receive secure test tickets to provide each student. Have students sign in to the Student Interface using their first name, username, and the session ID. Students will select "Operational Site" as pictured in Figure 2 for the field test. For more information about the student login process, refer to the Student Interface Sign In section beginning on page 6.

Figure 2. Student Interface: Sign In

5. Approve students for testing. When students select tests, the **Approvals** box in the upper-right corner of the TA Interface shows notifications. Select **Approvals** to view the list of students awaiting approval.

Figure 3. TA Interface: Approvals and Student Testing Attributes

To review testing attributes (e.g., accessibility features and accommodations), select ⊙ in that student's row.

Figure 4. TA Interface: Review Student Testing Attributes

- To approve an individual student for testing, select [✓].

- To deny a student for testing, select [✕] and, inform your School Test Coordinator (STC) before testing begins.

- After the TA has verified that all remaining students should be approved for the test session, the TA may approve all students for a given test or segment by selecting **Approve All Students** for that test or segment.

6. Monitor the students' progress throughout their tests. The *Progress* column displays the student's progress status for the test.

Figure 5. TA Interface: Students Currently Testing

- Select ⏸ to pause an individual student's test. If a student's test is paused for more than 20-minutes, that student cannot review any questions completed before the test was paused. Please refer to *Test Administration Manual* for more information on paused tests.

- Select 👁 to view a student's full information, including current testing attributes.

- **Note**: For the field test, students must answer the test item to advance to the next item. Students can flag items and return to them. When students complete a Practice Test or an Infrastructure Trial/Functionality Test, students will not be required to answer an item to advance to the next item.

7. When the time is up, stop the test session and log out.

   a. To stop a test session, select **Stop Session** at the top of the TA Site.

   b. In the confirmation message that appears, select **OK**. The test session stops.

Student Interface

In order to proceed with the administration, students must sign into the Student Interface and session. This section describes the student sign-in process for the Student Interface for practice tests, Infrastructure Trial/Functionality Tests, and the field test.
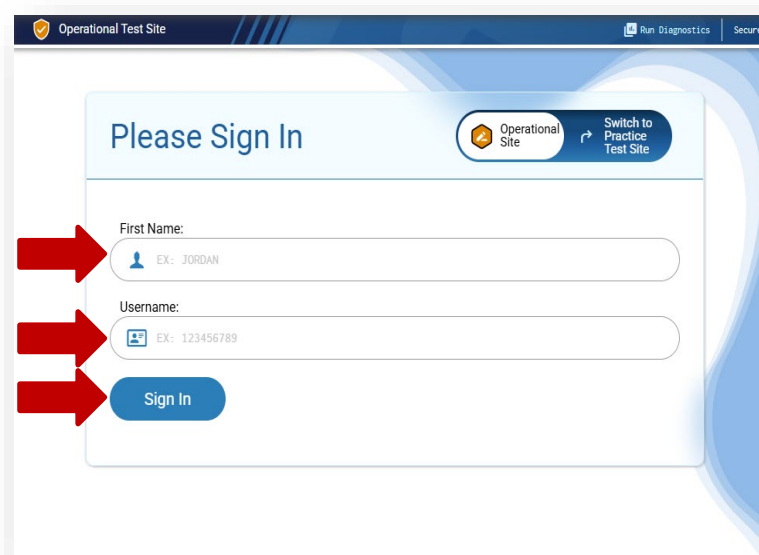
Sign In

Operational Test Site (To Be Used for Field Test)

1. Students must open the Secure Browser by launching the app on their testing device. The ***Student Sign-in*** page appears. For field testing, testing attributes (e.g., TTS, ASL, etc.,) must be identified in advance in TIDE via testing attributes.

   More information on the Secure Browser is available the [New Jersey Assessments Portal](#) under Technology Coordinators > Prepare for Testing > Secure Browsers.

   a. Students will enter their first name and username, and select **Sign In**.

Figure 6. Students: Secure Browser Sign-In Page

2. The *Is This You?* page appears, and students confirm their information (e.g., student's first name, username, date of birth, etc.).

- Students select **Yes** if their information is correct. The *Login Session* page appears.

- Otherwise, they must select **No** and log out. You must notify the STC that the student's information is incorrect. The student's information must be corrected before they can begin testing.

Figure 7. Student Interface Login Session Page

3. In the Session ID field, students must enter the Session ID exactly as it appears on the TA site

- Students can manually enter their session ID and select **Join Session**.

Figure 8. Student Interface Login Session Page

Student Practice Test Site

Before taking the field test, students can access practice tests in one of two ways:

- Practice Tests are available on the [New Jersey Assessments Portal](#) under Students & Families > Prepare for Testing. No test ticket is required to access Practice Tests. Instead, students will select the "Continue as Guest" option. To prepare for the field tests, students must select their **previous** grade level or course. For example, a Grade 4 Student should select a Grade 3 Practice Test. Students should select Algebra I, Geometry or Algebra II as their practice test if they were enrolled in Algebra I, Geometry or Algebra II during the 2024 – 2025 school year.

- For an Infrastructure Trial/Functionality Test, students use the Secure Browser (i.e., students launch the application on their testing device). This is the same application students use for operational testing (e.g., for field test), however, students will need to choose "Switch to Practice Test Site" in the right corner of the interface in the Sign In screen. Students will not use

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test tickets. Instead, students will select "Continue as Guest." The student will use the session ID provided by the TA after it is generated in the TA Interface.

Aside from the sign-in process, the practice tests and the Infrastructure Trial/Functionality Test have the same appearance and functionality as the Student Interface used for the field test.

- It should be noted that in the Practice Test Interface, answers are not required before moving on to the next question. In the field tests, students will be required to answer a question before moving on to the next question.

This section describes the student sign-in process for both Practice Tests on the New Jersey Assessments Portal and Student Practice Test Site via the Secure Browser (i.e. the application students launch from their testing device).

From the New Jersey Assessments Portal > Students & Families> Prepare for Testing, select the **Practice Tests** card.

a. Students choose from any test for any grade level. To prepare for fall field tests, students will select their previous grade level or end-of-course high school mathematics (i.e., Algebra I, Geometry or Algebra II) if enrolled in the course during the 2024 – 2025 school year.

b. To sign in, students select "Continue as Guest."
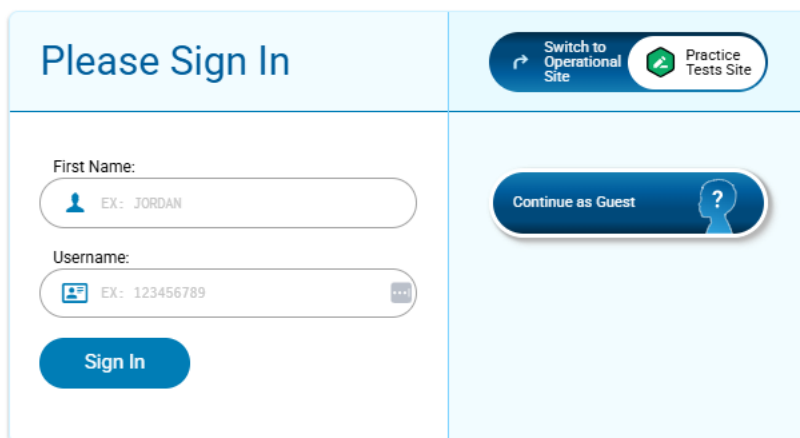
Figure 9. Continue as Guest Button
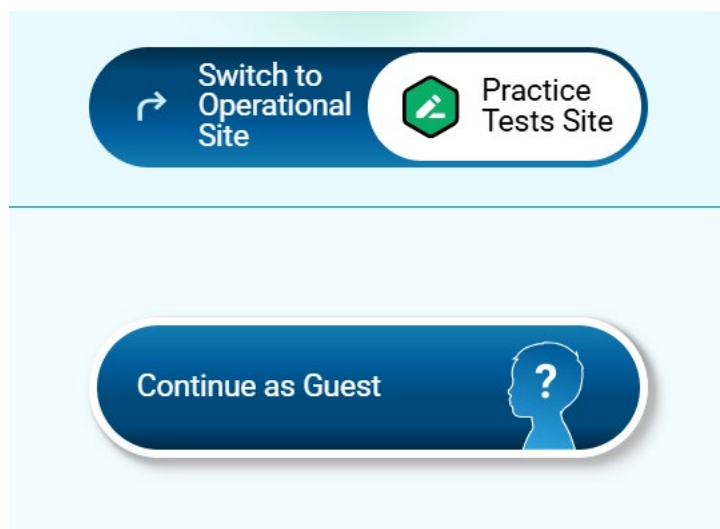
Alternatively, for an Infrastructure Trial/Functionality Test, students launch the Secure Browser and select the **Practice Test Site** switch.

To sign in, Students must have "Switch to Practice Test Site" selected and select "Continue as Guest." Once selected, students enter the Session ID available in the TA Practice site test session started by the TA.
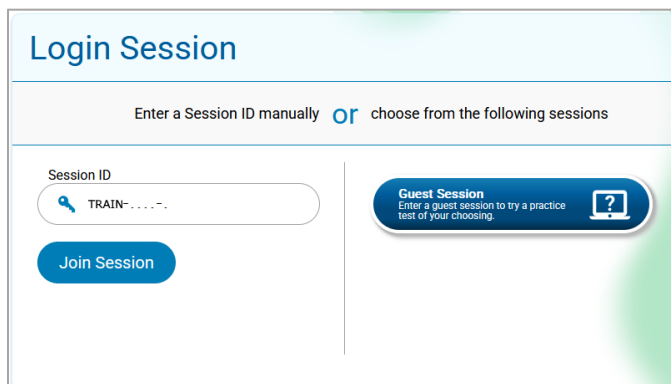
Figure 10. Students: Infrastructure Trial/Functionality Test Sign In

4.   On the *Login Session* page, students can choose from the following options:

- To access a test that will not require a session ID, students select **Guest Session**.

- To access a test session that will be run using the TA Practice Site (e.g., Infrastructure Trial/Functionality Test) and will require students to enter a session ID, students will do the following:

    o   Enter the session ID, then select **Join Session**.

Figure 11. Students: Practice Test Login Session Page
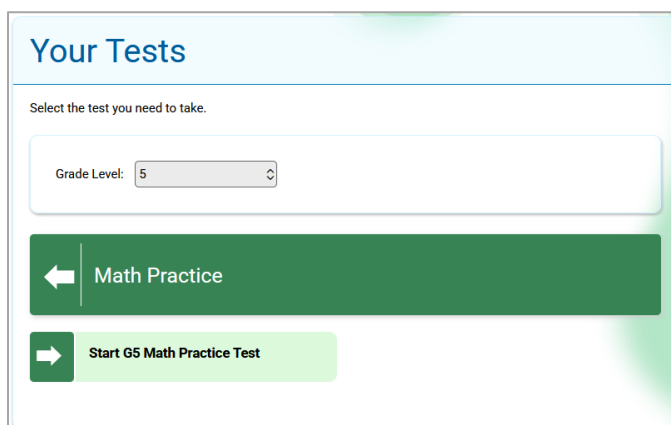
Common Login Errors

- **The first name and username do not match (i.e., for Operational testing/field testing).** This indicates that the first name entered does not match the first name associated with the username.

- **The session ID is not available.** The session ID entered is not an available test session. Verify that the student entered the session ID correctly. If that does not resolve the issue, the TA could also verify a test session with the correct session ID has been started and provided to the students.

Select an Available Test

1. On the *Your Tests* page, students can select the category of test, if available, and then select name of the test.

   ▪ If logged in as a guest, the student should select the appropriate grade from the **Student Grade Level** dropdown list to view the available tests.

2. For test sessions that will run by using the TA Practice Interface and that will require students to enter a session ID, students wait for the TA to check their testing attributes and approve their participation using the TA Interface.

Figure 12. Students: Your Tests Page
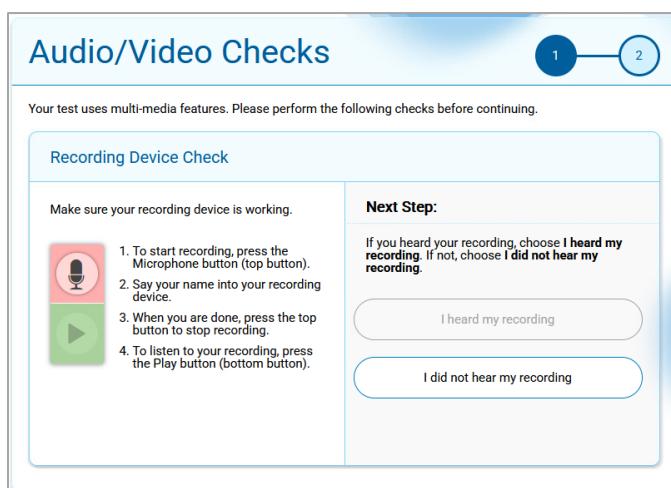
Choose Testing Attributes (for Student Practice Test Sites only)

- If logged in as a guest, the student should review and select testing attributes from the *Choose Testing Attributes* page, and then click **Select**.

Check Device Functionality

1. The *Audio/Video Checks* page may appear, depending on the test. The student must perform each check that appears to proceed to the next page.

Figure 13. Students: Audio/Video Checks Page

a. If text-to-speech (TTS) is enabled, the student plays the sample TTS audio to verify that it reads the text aloud.

b. If the test contains audio content, the student plays the sample audio to verify that they can hear it clearly.

c. If the test contains video, the student plays the sample video to verify that they can play the video properly.

Verify Testing Attributes, View Instructions, and Begin Testing

1. On the *Instructions and Testing Attributes* page, students can review the test instructions and testing attributes if desired. Note: The Student Interface Help Guide is available in the Resource section of the New Jersey Assessments Portal. The Student Interface Help Guide is not accessible during the field test or for practice tests.

   a. For the field test, testing attributes are identified in advance. TAs will review testing attributes. If there are errors, "Deny" the student and contact the STC.

   b. For Practice Tests and Infrastructure Trial/Functionality Tests, students select the needed testing attributes. TAs can also make adjustments to testing attributes.

2. Students select **Begin Test Now** to start the test.

Complete the Test

1. After completing the last question on the test, students select **Next** in the global menu. The test review page appears, displaying a list of questions available to review.

2. On the test review page, students can select a question number to return to the test and review their answer or select **Submit Test** to complete the testing process. Once the student has submitted the test, they can no longer view or modify any responses.

Figure 14. Students: End Test Page
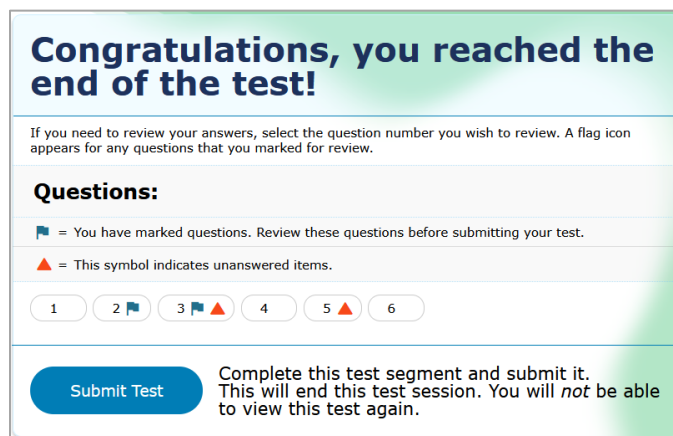
3. To exit the test, students select **Log Out** and close their browser.

   a. During operational testing (i.e., the field test), when time is up, the TA must stop the session and log out.

During the test, students can pause a test at any point. If they pause for more than 20 minutes, they cannot review any questions completed before pausing, unless they paused on a page with incomplete questions.

Test Layout and Tools

This section provides an overview of the student Test Delivery System's available tools and where they are located.

Figure 15 shows the basic test layout and primary tools available in the Student Interface.

Figure 15. Students: Test Layout
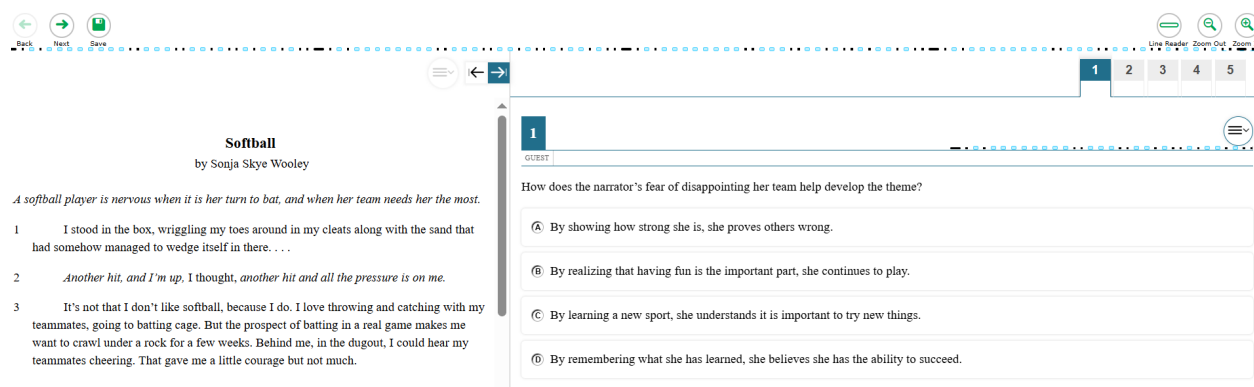
Global and Context Menus

The global and context menus allow students to access on-screen tools. Students can access these tools using a mouse or keyboard shortcuts.

About the Global Menu

The global menu at the top of the test page contains navigation buttons on the left and tool buttons on the right (Figure 16).

Figure 16. Students: Global Menu
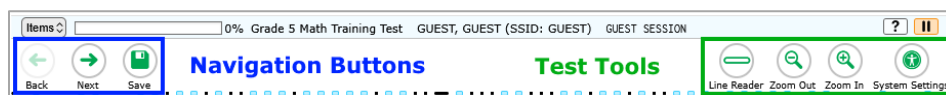
To open a test tool in the global menu:

• Select the button for the tool. The selected test tool activates.

About the Context Menus

Each test page may include several elements, such as the question, answer options, and stimulus (e.g., image, graph, etc.). The context menu for each element contains tools applicable to that element ([Figure 17](#)).

Figure 17. Students: Context Menu for Questions
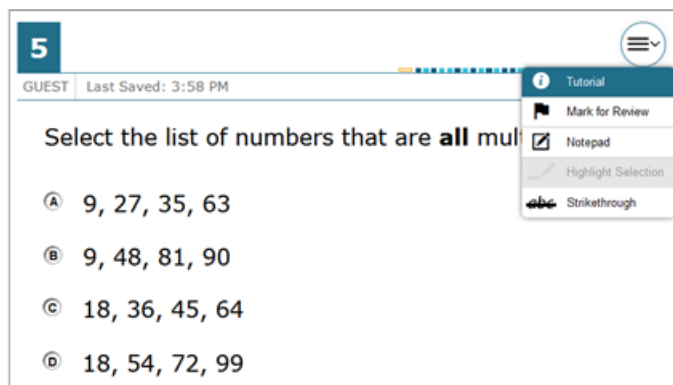
Open a Context Menu for Stimuli and Questions

Students can access context menus by right-clicking elements or by selecting elements and then selecting the context menu button.

To access the context menu for a passage or question:

1. Select the context menu ⊜ button in the upper-right corner of the stimulus or question. The context menu opens.

2. Select a tool.

Open a Context Menu for Answer Options

Students can use the context menu to access tools for answer options in a multiple-choice or multi-select question.

To access an answer option's context menu:

1. To open the context menu, do one of the following:

   - For a two-button mouse, right-click an answer option.

   - For a single-button mouse, click an answer option while pressing **Ctrl**.

   - For a Chromebook, click an answer option while pressing **Alt**.

   - For a tablet, tap the answer option and then tap the context menu button (this selects the answer option until you select a different option).

2. Select a tool from the context menu.

Available Test Tools

[Table 1](#) lists the tools available in the *Global Menu* section of the test page,

[Table 2](#) lists the tools available in the *Question* and *Stimulus* sections (context menu tools), and

[Table 3](#) lists the additional tools available in the Student Interface.

- **Note:** Some tools are available for all tests, while others are only available when testing in a particular subject or when testing with a particular testing attributes (e.g., accessibility feature/accommodation).

Table 1. Global Tools

Tool Name	Instructions
Calculator	To use the on-screen calculator, select **Calculator** in the global menu. When using the Desmos calculator, for equation editor items, students can copy text from the calculator to the equation editor.
Reference Sheet	To view the on-screen formula sheet, select **Formula** in the menu.
Line Reader	To highlight an individual line of text in a passage or question, select **Line Reader** in the global menu. If the enhanced line reader mode is enabled, all content except for the line in focus is grayed out for greater emphasis. This tool is not available while the Highlighter tool is in use.
Masking	The Masking tool temporarily covers a distracting area of the test page. To use this tool: • Select **Masking** in the global menu. • Click and drag across the distracting area. • To close the Masking tool, select **Masking** again. To remove a masked area, select ⊗ in the upper-right corner of that area.
Pause	To pause a test, select ⏸. If you pause the test, then you will be logged out.
System Settings	Students can select **System Settings** in the upper-right corner to set the following: • Text-to-Speech settings (including volume, pitch, and rate/speed) • Color Contrast After making changes, students must select **Apply**. To reset the settings to default, students select **Reset All**.
Zoom Buttons	To enlarge the text and images on a test page, select **Zoom In**. Multiple zoom levels are available. To undo zooming, select **Zoom Out**.

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Table 2. Context Menu Tools

Tool Name	Instructions
American Sign Language	You can watch videos that translate test content into American Sign Language (ASL). *To view ASL videos:* From the context menu, select **American Sign Language**, or select the ASL button next to the context menu. • If only one ASL video is available, the video opens automatically. • If multiple ASL videos are available, sign language ( ) icons appear next to the test content for each video. Select the icon for the test content you wish to translate into ASL. • If the ASL video content includes chapter markers, you can jump from one point of the video to another.
Highlighter	To highlight text, select the text on the screen and then select **Highlight Selection** from the context menu. If multiple color options are available, select an option from the list of colors that appears. To remove highlighting, select **Reset Highlighting** from the context menu. Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.
Mark for Review	To mark a question for review, select **Mark for Review** from the context menu. The question number displays a flap in the upper-right corner and a flag icon appears next to the question number on the test page. The **Items** pop-up window also displays a flag icon next to the question number.
Notepad	To enter notes for a question, select **Notepad** from the context menu. After entering a note, a pencil icon appears next to the question number on the test page. You can only access your notes for a question on that question's test page. The Notepad will display word and character count in the lower right corner. The text entered in this tool can be copied and pasted into text response areas of items displayed on that page.

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Tool Name	Instructions

Strikethrough	For selected-response questions, you can cross out an answer option to focus on the options you think might be correct. If the tool is set to the enhanced mode, you can strikethrough multiple lines of text, such as an answer option spanning more than a line, as well as graphics.
	
	There are two options for using this tool:
	
	• Option A:
	
	   a. To activate Strikethrough mode, open the context menu and select **Strikethrough**.
	
	   b. Select each answer option you wish to strike out.
	
	   c. To deactivate Strikethrough mode, press **Esc** or click outside the question's response area.
	
	• Option B: Right-click an answer option and select **Strikethrough**.

Text-to-Speech	To listen to passages and questions:
	
	• Do one of the following:
	
	   a. Right-click in the passage or stimulus section.
	
	   b. Select the context menu.
	
	   c. Select the TTS button 🔊 next to the context menu.
	
	• Then select a Speak option.
	
	To listen to your responses to constructed-response items, use the TTS button in the item response area. For constructed-response items with a notepad, to listen to your notes, select the TTS button in the notepad.

Table 3. Other Tools

Tool Name	Instructions
Audio Scrubber	 Questions and stimuli with audio elements provide audio controls that you can use to play and pause the content. A progress bar allows you to move the progress forward or backward.
Closed Captioning	Questions and stimuli with audio elements automatically display closed captions for students testing with the appropriate accommodations. You can select the up arrow ⬆ to move the closed captioning to the top of the screen or the down arrow ⬇ to move it to the bottom of the screen. You can also close the closed captioning by selecting ⊗ .

Tool Name	Instructions
Embedded Co:Writer Word Prediction	When this tool is enabled, suggested words will pop up in a menu as students type a written response. Students can select a word in the pop-up menu instead of typing it out manually. When Co:Writer Word Prediction audio is enabled, the word the student selects is read aloud.
ECR/SCR Toolbar	Constructed response items have tools you can use to change your writing and how it looks. From left to right, each button does the following: • **B** Bold text • *I* Italicize text • U Underline text • I_x Remove formatting • Insert or remove a numbered list • Insert or remove a bulleted list • Decrease indent • Increase indent • Cut text • Copy text • Paste text • Undo • Redo • Spellcheck • Speech-to-Text (If enabled)
Expand Passage	To expand the passage section, select the double arrow icon. The section will expand and overlap the question section for easier readability. To collapse the expanded section, select the double arrow icon again.

Tool Name	Instructions
Expand Buttons	You can expand the stimulus section or the question section for easier readability. • To expand the stimulus section, select the right arrow icon →| below the global menu. To collapse the expanded stimulus section, select the left arrow icon |← in the upper-right corner. • To expand the question section, select the left arrow icon ← below the global menu. To collapse the expanded question section, select the right arrow icon →| in the upper-left corner.
Embedded Speech-to-Text (STT)	Speech-to-Text allows students testing with the appropriate accommodations to dictate responses to constructed-response items. To use STT, select the microphone icon 🎤 in the formatting toolbar of the item response area and begin speaking. The dictated response will be transcribed as text in the item response area.