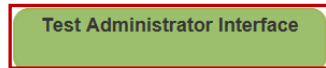# 2015 Smarter Balanced Assessments: *Creating a Test Session*
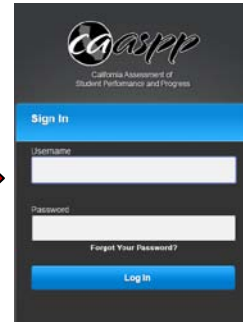
The TA must create a test session before students can log on to the Student Testing System **(but no more than 20 minutes prior or the system will time out).** When a TA creates a test session, a unique session ID is randomly generated. This session ID must be provided to the students before they log on and should be written down. TAs should follow these steps to create a session:

1. **Log on to the TA Interface link.**
    A. Launch a Web browser and navigate to the CAASPP Portal at http://caaspp.org .
    B. Select the **[Test Administrator Interface]** button.
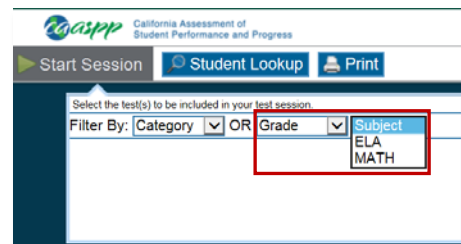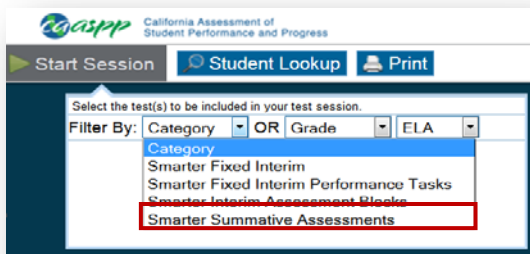

    C. Enter username and password and select the **[Log In]** button.
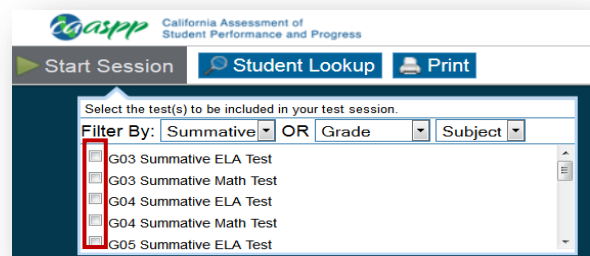

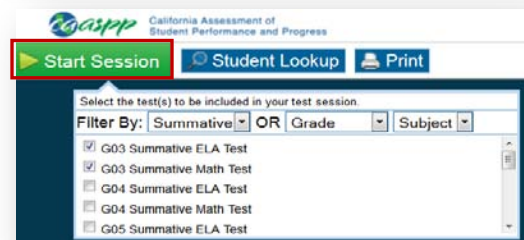2. **Begin the test session by selecting tests.**
    A. Select a *Category*, a *Grade*, and *Subject*. Select the "Smarter Summative Assessments" for the *Category*.

    B. Once a selection is made, the filtered test list will display, and you will be able to select one or more tests to include in the session.

    C. Select the **[Start Session]** button.

3. Inform students of the test session ID.

The system-generated session ID appears in the top-right corner of the screen. Provide the session ID to students. Write down the session ID for your own records, in case you are involuntarily logged off of the system. You will be logged off of the session if there is no activity for 30 minutes. Having the session ID will allow you to resume the session.

4. View and approve students who are waiting for test session approval.

After students have selected a test, verify that each student selected the appropriate test before approving that student for testing. **It is very important that you pay close attention to the test name prior to approving to be sure it is the correct test to be administered at that time.** To do this:

A. Select the [**Approvals (#)**] button.

B. A new window opens that shows a list of students, organized by test name. Review the list to ensure that students are taking the correct content area (mathematics or ELA) and type of test (CAT or PT).   If a student selects the wrong test, the student must log out and log back in.

C. Review the test settings assigned to each student to ensure that they are correct. If a student's settings are incorrect, do *not* approve that student to begin testing. Work with your Site Coordinator to correct the test settings in TOMS.

D. When the correct test is selected and test settings are verified, the TA selects [**Approve**] or [**Approve All Students**].

5. Pausing a student's test.

You may pause an individual student's test in the *Students in Your Test Session* table. A test may be paused if the student needs a break. This will not affect other students' tests.

6. Stopping a test session.

A. Select the **[Stop Session]** button in the upper-left corner of the TA Interface.

B. An "Important!" box will appear, requesting verification to end the session and log students out. Select **[OK]** to continue or **[Cancel]** to keep the test session open. When finished, select the **[Log out]** button at the top right.

WARNINGS:

• If the TA is using the TA Interface and navigates to the TA Practice or Training Web site, the session will stop, and all students in the session will be logged off. The session cannot be resumed. A new session will have to be created, and the students will have to log on to the new session to resume testing. When starting a new session, give the new session ID to the students so they can log on and resume testing.

• If the TA Interface or TA Training Web site browser is accidentally closed while students are still testing, the session will remain open until it times out after 30 minutes. The TA can open the browser and navigate back to the TA Interface. The TA will be prompted to enter the active session ID.

• As a security measure, TAs are automatically logged off of the TA Interface after 30 minutes of TA user inactivity and student inactivity in the test session, which will result in closing the test session. If this occurs, the TA will have to create a new session and the students will have to log on to the new session to resume testing. When starting a new session, the TA should give the students the new session ID so that they can log on and resume testing.