Quick Start Guide to the Test Delivery System

TA and Student Interfaces

The Independent Field Test (IFT) will require two separate machines. The Test Administrator will need a device with a web browser (Chrome, Firefox, Internet Explorer, etc.) and students will use a second device with the Secure Browser, downloaded via the Wyoming Assessment Portal (wyoassessment.org).

Logging in to the Test Administrator (TA) Interface

To access the Test Administrator Interface:

Navigate to the Portal.

Select the WY-ALT Assessment Teachers and TAs user card (see Figure 1).

Select the Test Administration Interface card (see Figure 2).

The login page appears (see Figure 3).

Enter your email address and password.

Click Secure Login. The Test Administrator Interface homepage appears.

a. If you are associated with multiple institutions, a pop-up message prompts you to select a testing institution. Select your institution from the drop-down list and click Go. To change the institution, you must log out and then log back in.
Administering Online Tests

The basic workflow for administering online tests is as follows:

1. The TA logs in to the TA Interface, selects tests, and starts a test session.
2. On a second device, the TA signs the student into the Student Interface via the Secure Browser.
3. In the TA Interface, the TA reviews the student’s requests, verifies appropriate accommodations, and approves the student for testing.
4. The TA and the student complete and submit the test in the Student Interface. Once the test is submitted, the TA logs the student out of the Student Interface.
5. The TA stops the test session and logs out of the TA Interface.

Starting a Test Session in the TA Interface

When you log in to the TA Interface, the Test Selection window opens automatically. This window allows you to select tests and start the session. Only the tests that you select will be available to students whom you assist in joining your session.

All test groups and sub-groups appear collapsed by default. To expand a test group, click (or Expand All). To collapse an expanded test group, click (or Collapse All). To select all tests in a grade, click the box next to the Grade name. For an example, the Grade 5 Math test is selected in Figure 4. The TA can select as many tests as necessary. Click Start Session.

Figure 4. Test Selection Window: Expanded
Setting up the Testing Site in Student Interface

The Student Interface is accessed via the Secure Browser. Prior to signing in to the Secure Browser, TAs should verify the device’s sound is turned on.

1. Launch the Secure Browser on the student’s testing device. The Student Sign-In page appears (see Figure 5).

   Figure 5. Student Sign-In Page

2. The student enters the following information:
   a. In the First Name field, enter the student’s first name as it appears in TIDE.
   b. In the Student ID field, enter the student’s WISER ID and first name as it appears in TIDE.
   c. In the Session ID field, enter the Session ID as it appears on the TA Interface.

3. Click Sign In.

   After the student signs in, the Is This the Student? page appears (see Figure 6). On this page, the TA and student verify the student’s personal information.

   Figure 6. Is This the Student?
To verify personal information:

- If all the information is correct, the student selects Yes. The Your Tests page appears.
- If any of the information displayed is incorrect, the student must not proceed with testing. The student should select No. You must notify the BC that the student’s information is incorrect.

Selecting a Test in the Student Interface

The Your Tests page displays all the tests that a student is eligible to take (see Figure 7). Only tests that are included in the session and still need to be completed can be selected. If the student has not started a test opportunity, the button for that test is labeled Start [Test Name]. If the student has started and paused a test opportunity, the button for that test is labeled Resume [Test Name].

Select the required test name. The request is sent to the TA Interface for approval and the Waiting for Approval message appears.
Approving Students for Testing in the TA Interface

After a test is selected in the Student Interface, the TA must verify that all settings and accommodations are correct before approving them for testing in the TA Interface. When a student’s test is awaiting approval, the Approvals button next to the Session ID becomes active. The number next to the Approvals button indicates how many students are awaiting approval (see Figure 8).

Figure 8. Students Awaiting Approval

Note: The Approvals notification updates regularly, but you can also click 🔄 to update it manually.

1. Click Approvals. The Approvals and Student Test Settings window appears (see Figure 9), displaying a list of students grouped by test.

Figure 9. Approvals and Student Test Settings Window

2. To check or adjust a student’s test settings and accommodations, click 🔄 for that student. The student’s information appears (see Figure 10). The Test settings that will be included on the Student page are described below.

   a. Literary Assistance Tools

      Text-to-Speech Tracking: Add-on feature for use with text-to-speech; this tool is described later in this document. The default is off.
b. **Integration with Assistive Technology**

   **Permissive Mode:** For those students who need to use specialized software or assistive technology in the Secure Browser, permissive mode enables them to do so.

c. **Visual Assistance Tools**

   **Color Choice:** Users can select from a range of text and background colors. Defaults to Black on White.

   **Zoom (Print Size):** The default print size is approximately 12 point; other sizes (levels 1-4) scale up.

d. **General Testing Tools**

   **Print on Demand:** For students that are approved for using the Print-on-Demand accommodation, printouts of secure test passages and questions can be requested in the Student Interface via the Print-on-Demand tool. More information can be found in the *WY-ALT IFT TA User Guide*, available in the *Resources* section on the Portal.

e. If any settings are incorrect, update them as necessary in the TA Interface. Students should not begin testing until their settings are correct. Do one of the following:

   - To confirm the settings, click **Set**. The TA must still approve the student for testing (see step 2).
   - To confirm the settings and approve the student, click **Set & Approve**. Students can start testing immediately.
   - To return to the *Approvals and Student Test Settings* window without confirming settings, click **Cancel**.
3. If you wish to approve students directly from the Approvals and Student Test Settings window (see Figure 9), do the following:
   - To approve individual students, click ✓ for each student.
   - To approve all students for a given test or test segment, click Approve All Students for that test or segment.

**Pausing a Student’s Test in the TA Interface**

You can pause a student’s test via the Pause Test column in the Students in Your Test Session table. All answers are saved immediately. When the test is resumed, the first page with unanswered questions appears. If the test is idle for 20 minutes, the test automatically pauses and logs the user out.
To pause a student’s test:

4. In the Pause Test column, click ☐ for that student.

5. Click Yes to confirm. The Test Delivery System logs the student out and an information button appears in the Pause Test column.

Starting a Test in the Student Interface

After approving the student for testing, the student should verify the test information and settings on the Is This Your Test? page. If the settings are correct, select Yes.
Text-to-Speech Sound Check in the Student Interface

The Text-to-Speech Sound Check page appears if a student has the Text-to-Speech (TTS) setting (see Figure 11). On this page, TAs assist students with verifying that TTS is working properly on their device. Students can only use TTS within the Secure Browser or a supported Chrome or Firefox browser. **TTS is critical to successfully administering the test.** Many answer options include ‘hidden text’ that is necessary to answer the question. For example, the answer option may be a picture of a boy, but TTS will read the boy’s name. For information about network and internet requirements for configuring text-to-speech settings, see the *Technical Specifications Manual for Online Testing*, available in the Resources section of the Portal.

![Figure 11. Text-to-Speech Sound Check Page](image)

To check TTS functionality, select the speaker icon and listen to the audio.

- If the voice is clearly audible, select **I heard the voice**.
- If the voice is not clearly audible, adjust the settings using the sliders and select the speaker icon again.
- If the voice still cannot be heard clearly, select **I did not hear the voice** and close the Secure Browser. Work to adjust the audio or headset settings. Sign in again when the issue is resolved.
Test Layout

*Figure 12* shows the primary features and tools available in the Student Interface.

**Note:** Some tools are available for all tests, while others are only available for a particular subject, accommodation, or type of question.

Using Menus and Tools

This section describes how to use the global and context menus to access on-screen tools. This section also provides further details for using some of the Student Interface tools.

To listen to passages and questions, **click on the ear icon** next to the passage, stem, or response option as in *Figure 12*. Clicking on the ear next to the stem will also read the response options. Click the ear again to stop Text-to-Speech early. Alternatively, you can use the context menu or right click on the question or passage to activate Text-to-Speech.

When the Global Menu is hidden, as in *Figure 12*, use the **[Next]** button to continue to the next item (see *Figure 13*).
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 (see Figure 14). To open the Global Menu, click on the gray box at the top left of the page (see Figure 12). The password is the student’s first name.

To use the navigation menu:

1. Use the Back and Next buttons to move between questions.

2. Use the Pause button to pause the test and log out.

3. When all questions are answered, use the End Test button to submit the test.
Tools and the Context Menus

Each test page may include several elements, such as the question, answer options, and stimulus (see Figure 12). The context menu for each element contains tools that are applicable to that element (see Figure 15).

Figure 15. Context Menu Options

Opening a Context Menu for Stimuli and Questions
TAs and students can access context menus by selecting the context menu button or by right-clicking on the screen.

To access the context menu for a stimulus or question:

1. Click the context menu button in the upper-right corner of the stimulus or question. Alternatively, right click on the page. The context menu opens.

2. Select a tool.

Opening a Context Menu for Answer Options
TAs can help students 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:
   - If you are using a two-button mouse, right-click.
   - If you are using a single-button mouse, click while pressing Ctrl.
   - If you are using a Chromebook, click while pressing Alt.
   - If you are using 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.

**Reaching the End of a Test in the Student Interface**

After the student responds to the last test question, the End Test button appears in the global menu. On the following page, select Submit Test.

**Stopping a Test Session in the TA Interface**

When a student finishes 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 it. To resume testing students, you must start a new session.

⚠️ **Warning**: The Test Delivery System automatically logs you out after 20 minutes of both user and student inactivity in the session. This action automatically stops the test session.

To stop a test session:

1. In the upper-right corner, click  (see Figure 8). A confirmation message appears.
2. Click OK. The test session stops.

**For More Information**

- Consult the full WY-ALT IFT TA User Guide and other resources available on the Portal at [https://wyoassessment.org/resources/](https://wyoassessment.org/resources/).
- Contact the Wyoming Help Desk at 888.897.8024 or at wyohelpdesk@air.org.