

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.

Figure 1. *WY-ALT Assessment Teachers and TAs* User Card



Figure 2. *Test Administration Interface* Card



Figure 3. Login Page

A login form with a light gray background. It features two input fields: "Email Address" with a person icon on the left, and "Password" with a lock icon on the left. Below the password field is a red link that says "Forgot Your Password?". At the bottom is a dark blue button with the text "Secure Login" in white.

Administering Online Tests

The basic workflow for administering online tests is as follows:

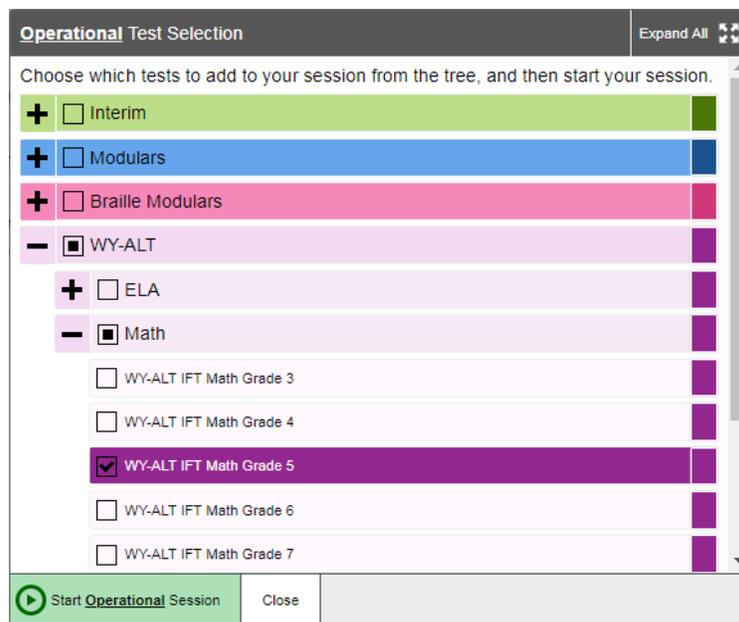
1. The TA logs in to the TA Interface, selects tests, and starts a test session.
2. On a second device, the TA signs the student into the Student Interface via the Secure Browser.
3. In the TA Interface, the TA reviews the student's requests, verifies appropriate accommodations, and approves the student 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

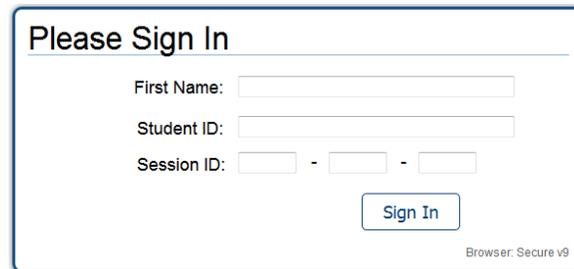


Setting up the Testing Site in Student Interface

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



Please Sign In

First Name:

Student ID:

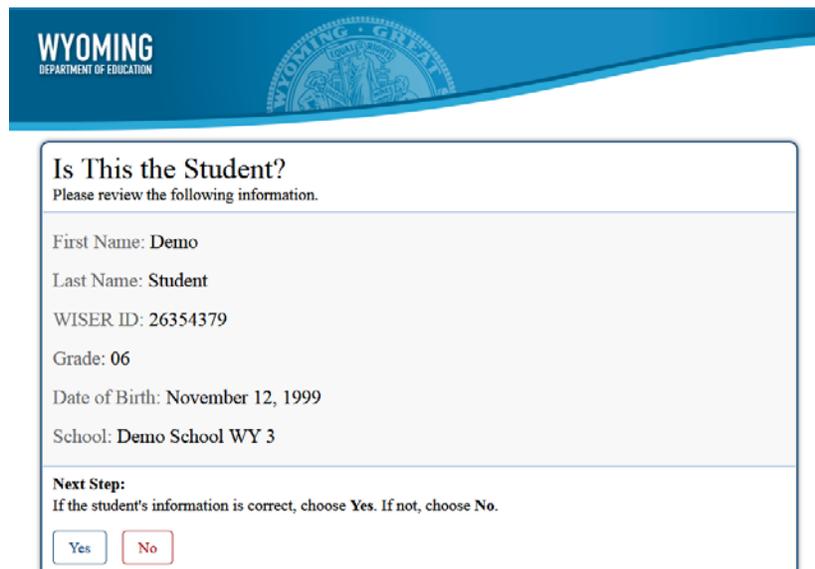
Session ID: - -

Browser: Secure v9

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?



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Is This the Student?
Please review the following information.

First Name: Demo
Last Name: Student
WISER ID: 26354379
Grade: 06
Date of Birth: November 12, 1999
School: Demo School WY 3

Next Step:
If the student's information is correct, choose Yes. If not, choose No.

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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]**.

Figure 7. Your Tests

The screenshot shows the 'Your Tests' page with the Wyoming Department of Education header. The page title is 'Your Tests' with the instruction 'Select the test you need to take.' There are three test cards:

- Paused Test:** 'Resume WY-ALT IFT ELA High School' with a clock icon and 'This is opportunity 1 of 1'.
- Available Test:** 'Start WY-ALT IFT Science High School' with a right arrow icon and 'This is opportunity 1 of 1'.
- Completed Test:** 'Inactive WY-ALT IFT Math High School' with a right arrow icon and 'You have used up your opportunities for this test.'

Below the cards is a 'Next Step' section: 'If you do not see the test you need to take, notify your Test Administrator and select **Back to Login**.' A 'Back to Login' button is provided.

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](#)).

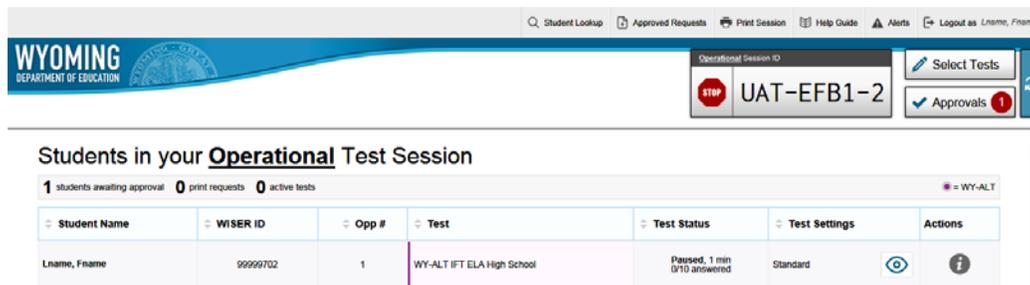
Figure 8. Students Awaiting Approval



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.

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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**.

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Figure 10. Test Settings Page for a Selected Student

Test Settings for: Lname, Fname

Literacy Assistance Tools

 TTS Tracking OFF

Integration with Assistive Technology

 Permissive Mode OFF

Visual Assistance Tools

 Color Choices

 Zoom (Print Size)

General Testing Tools

 Print on Demand

- 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.

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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

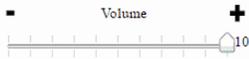
Text-to-Speech Sound Check
Make sure text-to-speech is working.

 Press the speaker button. You should hear a voice speak the following sentence: "This text is being read aloud."

Next Step:
If you heard the voice clearly, choose **I heard the voice**. If not, choose **I did not hear the voice**. To continue testing without checking text-to-speech, choose **Skip TTS Check**.

Sound Settings
Current Voice Pack: Julie ▾

Use the sliders to adjust the available text-to-speech settings.

Volume  +

Pitch  +

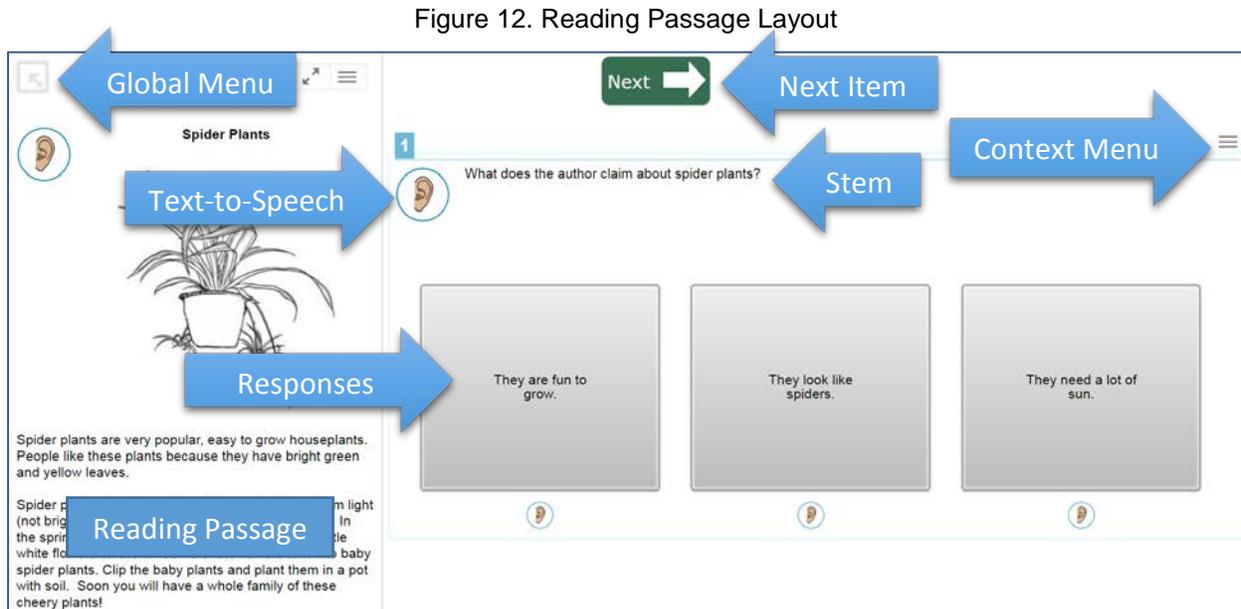
Rate  +

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.

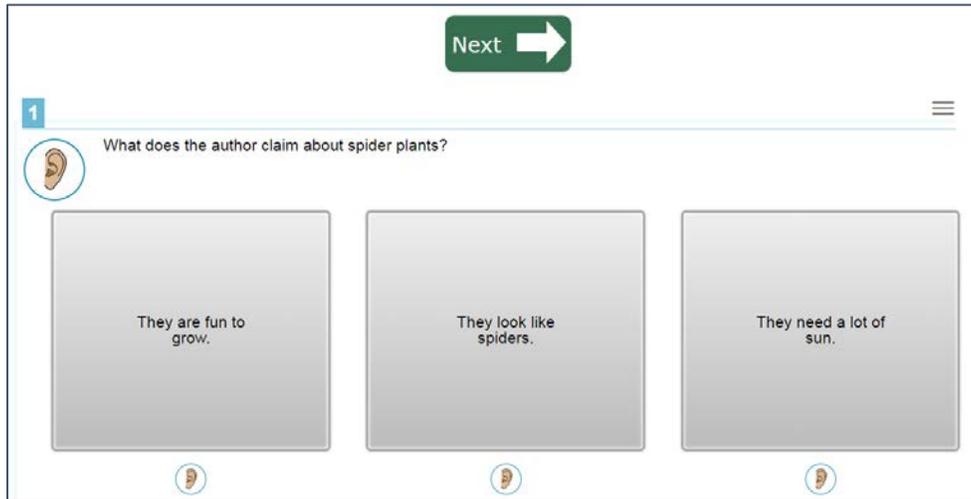
Using Menus and Tools

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](#)).

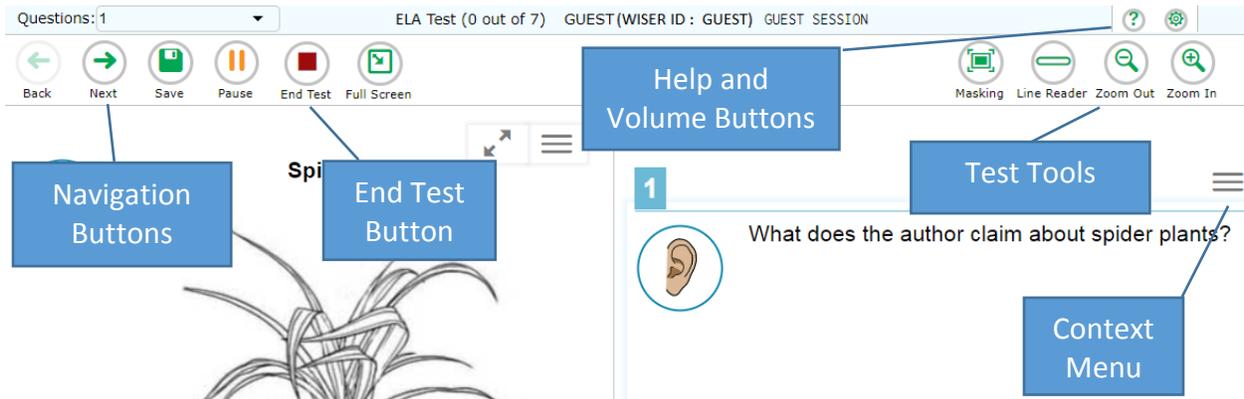
Figure 13. Next Button



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.

Figure 14. Global Menu



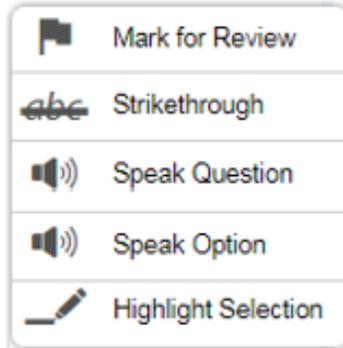
To use the navigation menu:

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/>.
- Contact the Wyoming Help Desk at 888.897.8024 or at wyohelpdesk@air.org.