



# Test Administrator User Guide

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*Prepared by the American Institutes for Research®*



## Table of Contents

<b>Introduction to the User Guide .....</b>	<b>6</b>
Organization of the User Guide .....	6
Document Conventions .....	6
Intended Audience .....	7
Additional Resources .....	7
<b>Section I. Overview of the Test Delivery System .....</b>	<b>8</b>
Description of the Test Delivery System’s Sites .....	8
User Roles and System Requirements .....	8
General Rules of Online Testing .....	9
Accommodation Rules.....	9
Pause Rules .....	9
Segmented Test Rules .....	9
Test Timeout Rules .....	9
Test Opportunity Expiration Rules.....	9
<b>Section II. Accessing the Test Administration Sites .....</b>	<b>10</b>
About Usernames and Passwords .....	12
<b>Section III. Overview of the Test Administration Sites.....</b>	<b>13</b>
TA Site Layout .....	13
TA Site Features.....	14
Looking Up Students .....	15
Viewing Approved Print Requests.....	16
Printing Session Information.....	17
Alert Messages.....	17
<b>Section IV. Administering Online Tests.....</b>	<b>18</b>
Starting a Test Session.....	18
Approving Students for Testing .....	20
Monitoring Students’ Testing Progress.....	22
Pausing a Student’s Test.....	24
Approving Print Requests.....	24
Stopping a Test Session and Logging Out.....	25
Stopping a Test Session.....	25
Logging Out of the TA Site .....	25
Accidentally Closing the Browser Window.....	25
<b>Section V. Signing in to the Student Testing Site .....</b>	<b>26</b>
Step 1: Signing Students In .....	26

## Test Administrator User Guide 2018–2019

Common Student Sign-in Errors .....	27
Step 2: Verifying Student Information .....	28
Step 3: Selecting a Test.....	29
Step 4: Verifying Test Information .....	31
Step 5: Functionality Checks .....	33
Text-to-Speech Check.....	34
Audio Playback Check.....	35
Sound and Video Playback Check .....	35
Step 6: Viewing Instructions and Starting the Test.....	37
<b>Section VI. Overview of the Student Testing Site .....</b>	<b>38</b>
Test Layout .....	38
Test Tools .....	39
Using Menus and Tools.....	42
About the Global Menu .....	42
About the Context Menus.....	42
Opening a Context Menu for Stimuli and Questions.....	43
Opening a Context Menu for Answer Options .....	43
About the Masking Tool .....	44
About Text-to-Speech (TTS).....	45
Selecting a Previous Response Version.....	46
<b>Section VII. Proceeding Through a Test .....</b>	<b>47</b>
Responding to Test Questions .....	47
Reviewing Questions in a Test .....	48
Pausing Tests .....	48
Reaching the End of a Segment.....	48
Submitting a Test.....	49
Reaching the End of a Test.....	49
End Test Page.....	49
Your Results Page.....	50
<b>Appendix A. About the Secure Browser .....</b>	<b>51</b>
Additional Measures for Securing the Test Environment .....	51
Forbidden Application Detection .....	52
Configuring Tablets for Testing .....	52
Closing the Student Testing Site on Tablets .....	52
About Permissive Mode.....	53
Troubleshooting .....	54
Resolving Secure Browser Error Messages.....	54

Force-Quit Commands .....	55
<b>Appendix B. Text Response Formatting Toolbar .....</b>	<b>56</b>
Spell Check.....	57
Special Characters .....	57
<b>Appendix C. Keyboard Navigation for Students .....</b>	<b>58</b>
Sign-In Pages and In-Test Pop-ups .....	58
Keyboard Commands for Test Navigation.....	58
Keyboard Commands for Global and Context Menus .....	59
Global Menu .....	59
Context Menus .....	59
Highlighting Selected Regions of Text.....	59
Keyboard Commands for Grid Questions .....	60
Keyboard Commands for Equation Questions .....	61
<b>Appendix D. Transferring a Test Session.....</b>	<b>62</b>
<b>Appendix E. About Alternate Assessments .....</b>	<b>63</b>
Navigating Alternate Assessments.....	63
Listening to Audio Content .....	64
Responding to Questions and Ending a Test.....	64
<b>Appendix F. User Support.....</b>	<b>66</b>

## Table of Figures

Figure 1. Portal User Cards .....	10
Figure 2. Card for TA Interface .....	10
Figure 3. Login Page.....	10
Figure 4. Enter Code Page .....	10
Figure 5. TA Site Layout .....	13
Figure 6. TA Site Banner.....	14
Figure 7. Student Lookup: Quick Search .....	15
Figure 8. Student Lookup: Advanced Search .....	16
Figure 9. Print Requests Window .....	16
Figure 10. Record of Alerts .....	17
Figure 11. Test Selection Window .....	18
Figure 12. Students Awaiting Approval.....	20
Figure 13. Approvals and Student Test Settings Window .....	20
Figure 14. Test Settings Window for a Selected Student .....	21
Figure 15. TA Site Layout .....	22

Figure 16. Student Print Request Window.....	24
Figure 17. Student Sign-In Page.....	26
Figure 18. Is This You? Page .....	28
Figure 19. Your Tests Page .....	29
Figure 20. Waiting for Approval page .....	30
Figure 21. Your Test Settings Page.....	31
Figure 22. Live Preview of Test Settings .....	32
Figure 23. Audio/Video Checks Page .....	33
Figure 24. Text-to-Speech Sound Check Page .....	34
Figure 25. Audio Playback Check Panel.....	35
Figure 26. Video Check Panel .....	36
Figure 27. Instructions and Help Page.....	37
Figure 28. Test Layout .....	38
Figure 29. Test Page.....	39
Figure 30. Global Menu.....	42
Figure 31. Context Menu for Questions .....	42
Figure 32. Context Menu for Answer Options.....	42
Figure 33. Test Page with Masked Area.....	44
Figure 34. TTS Options for Questions .....	45
Figure 35. Select Previous Version Window.....	46
Figure 36. End Segment Page.....	48
Figure 37. Global Menu with End Test Button .....	49
Figure 38. End Test Page .....	49
Figure 39. Your Results Page.....	50
Figure 40. Text Response Question with Formatting Toolbar .....	56
Figure 41. Spell Check Tool.....	57
Figure 42. Grid Question.....	60
Figure 43. Alternate Assessment Layout .....	63
Figure 44. Alternate Assessment Card Item .....	64
Figure 45. Item Marked as No Response .....	65

## List of Tables

Table 1. Key Symbols and Elements.....	6
Table 2. TA Site Features .....	13
Table 3. Columns in the Students in Your Test Session Table .....	22
Table 4. Student Testing Statuses.....	23

## Test Administrator User Guide 2018–2019

Table 5. Global Tools .....	40
Table 6. Question and Stimulus Tools .....	40
Table 7. Description of Formatting Tools .....	56
Table 8. Keyboard Commands for Sign-In Pages and Pop-Up Windows .....	58
Table 9. Keyboard Commands for Test Navigation .....	58

# Introduction to the User Guide

This user guide supports Test Administrators (TAs) who manage testing for students participating in the Wyoming Assessment training tests and operational tests.

## Organization of the User Guide

- [Overview of the Test Delivery System](#) provides an overview of online testing and general test rules.
- [Accessing the Test Administration Sites](#) explains how to log in to the TA sites.
- [Overview of the Test Administration Sites](#) describes the overall layout of the TA sites and highlights the important tasks and functions.
- [Administering Online Tests](#) outlines the process for creating a test session, approving students for testing, pausing tests, and logging out.
- [Signing in to the Student Testing Site](#) explains how students sign in to a test session.
- [Overview of the Student Testing Site](#) describes the layout of an online test, as well as the tools available to students.
- [Proceeding Through a Test](#) explains how students review stimuli, respond to questions, and submit tests.
- The appendices provide additional information about the Secure Browser, keyboard commands, transferring test sessions, and user support.

## Document Conventions

[Table 1](#) describes the conventions appearing in this guide.

Table 1. Key Symbols and Elements

Element	Description
	<b>Alert:</b> This symbol accompanies important information regarding a task that may cause minor errors.
	<b>Note:</b> This symbol accompanies additional information or instructions of which users must take note.
	<b>Policy:</b> This symbol accompanies information regarding test administration policies.
	<b>Warning:</b> This symbol accompanies important information regarding actions that may cause fatal errors.

## Intended Audience

This user guide is intended for Test Administrators responsible for proctoring tests with the Test Delivery System (TDS). To use this system, you should be familiar with using a web browser to retrieve data and with filling out web forms. You should also be familiar with printing documents and adjusting a computer's audio settings. If you or your students use Chromebooks, iPads, or other tablets for testing, then you should be familiar with operating these devices as well.

## Additional Resources

The following publications provide additional information:

- Information about policies and procedures that govern secure and valid test administration is available in the Test Administration Manual (test-window specific) on the [Wyoming Assessment Portal](#).
- For information about supported operating systems and browsers, see the [System Requirements](#) document.
- For information about student and user management, rosters, and appeals, see the [TIDE User Guide](#).
- For information about network and internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the [Technical Specifications Manual](#).
- For information about installing Secure Browsers, see the [Secure Browser Installation Manual](#).

The above resources are available on the Wyoming Assessment Portal ([www.wyoassessment.org](http://www.wyoassessment.org)).

## Section I. Overview of the Test Delivery System

The Test Delivery System (TDS) delivers Wyoming’s online tests. The following sections describe highlights of online testing in general and the Test Delivery System in particular.

### Description of the Test Delivery System’s Sites

The Test Delivery System consists of training sites and operational testing sites. The training sites function identically to the operational testing sites.

- **Training Sites**
  - **TA Training Site:** Allows TAs to practice administering tests.
  - **Student Training Site:** Allows students to practice taking tests online and using test tools.
- **Operational Testing Sites**
  - **TA Interface:** Allows TAs to administer operational tests.
  - **Student Testing Site:** Allows students to take operational tests.

### User Roles and System Requirements

Access to the training and operational testing sites depends on your user role and browser.

- TAs can use any supported web browser to access either the TA Training Site or the TA Interface.
- Students, TAs, and parents can use a supported web browser or Secure Browser to access the Student Training Site as guests. Students can also sign in to a training test session created by a TA.
- Students must use a Secure Browser to access the Student Testing Site.

For information about supported operating systems and browsers, see the *System Requirements* document available on the Wyoming Assessment Portal ([www.wyoassessment.org/resources](http://www.wyoassessment.org/resources)).

## **General Rules of Online Testing**

This section describes the rules for administering online tests.

### **Accommodation Rules**

Student accommodations and test settings must be assigned and checked prior to the start of the operational test administration. Failure to provide appropriate accommodations/test settings will result in an invalid test score. To update accommodations and test settings, navigate to the Test Information and Distribution Engine (TIDE). For more information, see the [TIDE User Guide](#).

### **Pause Rules**

TAs and students can pause a test in order to temporarily log the student out of the test session. Students cannot review or modify answered questions after their test pauses for more than 20 minutes, even if they marked questions for review. The only exceptions to this rule are if a student pauses the test before answering all of the questions on the current page or if you submit an appeal in TIDE.

These pause rules apply regardless of whether the student or the TA pauses the test or a technical issue logs the student out.

### **Segmented Test Rules**

Some tests have multiple segments. Once the student reaches the end of the first segment, they will be prompted to review any previous questions before continuing to the second segment. Students will not be able to review their answers in previous segment after starting the next segment unless an appeal is submitted in TIDE.

### **Test Timeout Rules**

A warning message displays after 20 minutes of test inactivity, except for Grades 3, 5, 7, and 9 writing tests which will be 30 minutes of test inactivity. Students who do not click **OK** within 30 seconds after this message appears are logged out. This timeout automatically pauses the test.

### **Test Opportunity Expiration Rules**

Test opportunities are the number of times a student can take a test within a range of dates. Tests may have one opportunity or multiple opportunities. A student's test opportunity remains active until the student submits the test or until the opportunity expires. Once a test opportunity expires, the student cannot complete or review the test.

## Section II. Accessing the Test Administration Sites

This section describes how to access the TA Sites.

To access the TA Sites:

1. Navigate to the Wyoming Assessment Portal ([www.wyoassessment.org](http://www.wyoassessment.org)).

2. Select your user role (see [Figure 1](#)).

3. Select the appropriate TA Site:

a. To access the TA Interface, click **Training Test Administration** or **Operational Test Administration** (see [Figure 2](#)).

4. The login page appears (see [Figure 3](#)). Enter your email address and password.

5. Click **Secure Login**. The selected TA Site appears.

a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears (see [Figure 4](#)) and an email containing an authentication code is sent to your address.

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

ii. Click **Submit** to view the TA Site.

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

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

Figure 1. Portal User Cards



Figure 2. Card for TA Interface



Figure 3. Login Page

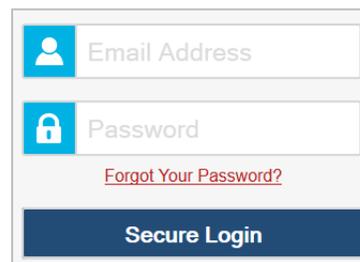
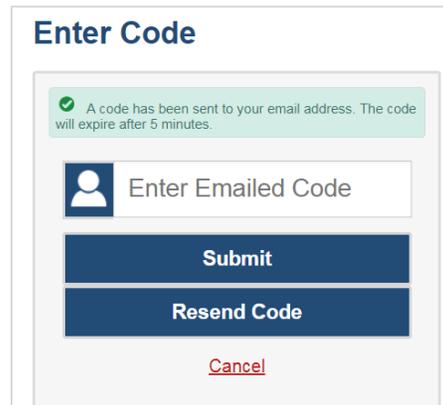


Figure 4. Enter Code Page



- c. If you are associated with multiple institutions that have test windows set, 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.



**Note:** For information about logging out of the TA Site, see the section [Logging Out of the TA Site](#).

## About Usernames and Passwords

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an email containing a temporary link to the **Reset Your Password** page. To activate your account, you must set up your password and set a security question within 15 minutes of receiving this email.

- **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 Building or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the Wyoming Assessment 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.

## Section III. Overview of the Test Administration Sites

This section describes the test administration sites for TAs. Throughout the rest of this user guide, “TA Site” refers to both the TA Interface and TA Training Site.

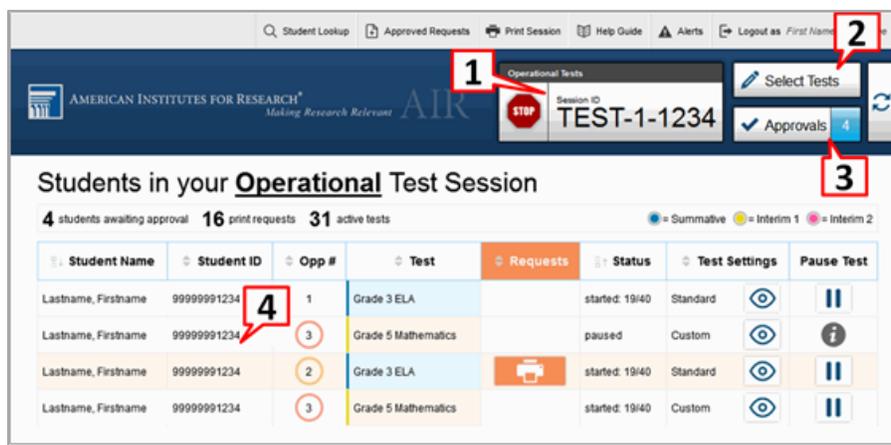


**Warning:** Do not use the TA Interface for practice. To practice administering tests, use the TA Training Site. Both TA Sites have the same functionality, but the available tests are different. Tests provided in the TA Interface are operational and students’ scores will be official.

### TA Site Layout

[Figure 5](#) displays the layout of the TA Site during an active test session.

Figure 5. TA Site Layout



Essential features in the TA Site:

1. Session ID
2. **Select Tests** button
3. **Approvals** button
4. **Students in Your Test Session** table

[Table 2](#) provides an overview of the major features available in the TA Site.

Table 2. TA Site Features

Feature	Description
<b>Student Lookup</b> button	Searches for student information. See the section <a href="#">Looking Up Students</a>
<b>Approved Requests</b> button	Displays a list of print requests you approved during the current session. See the section <a href="#">Viewing Approved Print Requests</a> .

Feature	Description
<b>Print Session</b> button	Prints your screen. See the section <a href="#">Printing Session Information</a> .
<b>Help Guide</b> button	Displays the online version of this user guide.
<b>Log Out</b> button	Logs you out of the TA Site. See the section <a href="#">Stopping a Test Session and Logging Out</a> .
<b>Alerts</b> button	Displays alert messages from the Wyoming Department of Education. See the section <a href="#">Alert Messages</a> .
<b>Stop Session</b> button*	Ends the test session. See the section <a href="#">Stopping a Test Session and Logging Out</a> .
Session ID*	Displays the unique ID generated for the test session.
<b>Select Tests</b> button	Opens the <b>Test Selection</b> window. See the section <a href="#">Starting a Test Session</a> .
<b>Approvals</b> button*	Opens the <b>Approvals and Student Test Settings</b> window. See the section <a href="#">Approving Students for Testing</a> .
<b>Refresh</b>  button*	Updates the on-screen information.
Students in Your Test Session table**	Displays the testing progress for students in your test session. See the section <a href="#">Monitoring Students' Testing Progress</a> .
*Feature appears after you start a test session.	
**Feature appears after you approve students for testing.	

## TA Site Features

This section provides instructions for using the features available in the banner at the top of the TA Site (see [Figure 6](#)).

Figure 6. TA Site Banner



## Looking Up Students

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



**Warning:** You must ensure that a student’s demographic information is correct before testing begins. If a student’s information is not correct, that student should not begin testing.

*To perform a quick search:*

1. In the banner, click **Student Lookup**.
2. Enter a student’s full WISER ID and click **Submit WISER ID**. Search results appear below the search field (see [Figure 7](#)).

Figure 7. Student Lookup: Quick Search

Quick Search | Advanced Search | Close

Enter the student's full Student ID (SSID) and click [Submit SSID] to search for that student's record. A record displays the student's name, birth date, grade, and school/district information. Searches by partial SSID are not permitted.

Note: This Student Lookup feature allows you to verify student information for login purposes only. It does not indicate whether a student is eligible to test. To verify student eligibility for a specific online assessment, please check TIDE.

WISER ID:  Submit SSID

**Search Results**

First Name: Peter  
Last Name: Aguilar  
SSID: 12345678  
Grade: 07  
Date of Birth: 11/18/1999  
Gender: M  
School: Demo School WY 3  
District: Demo District WY 2

*To perform an advanced search:*

1. Click **Student Lookup > Advanced Search**.
  - a. Select the appropriate district and school from the drop-down lists.
  - b. Select the appropriate grade.
  - c. *Optional:* Enter a student’s exact first or last name. Partial names are not allowed.
2. Click **Search**. Search results appear below the search fields (see [Figure 8](#)).

Figure 8. Student Lookup: Advanced Search

Use the drop-down menus to select the District, School, and Grade for your search. A First or Last Name is required.

**District/School**  
Demo District WY 1

**School**  
Demo School WY 1

**Grade**  
Grade 06

**First Name**  
demo

**Last Name**  
[Empty]

**Search**

**Search Results**

WISER ID	First Name	Last Name	Grade	Details
98762015	DemoFirst	DemoLast	06	
98762016	DemoFirst	DemoLast	06	
98762017	DemoFirst	DemoLast	06	

- To view a student’s information, click in the Details column.

## Viewing Approved Print Requests

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

*To view approved requests:*

- In the banner, click **Approved Requests**. The **Print Requests** window opens (see [Figure 9](#)), listing print requests by student.
- If you wish to print the list of approved requests, click **Print**.

Figure 9. Print Requests Window

**Print Requests**

**GUEST Student ID GUEST**

Test	Request	Question #	Approved On
Grades 2 - 3 ELPA	Passage for Item 5		6/3/2015 9:24:38 PM
Grades 2 - 3 ELPA	Passage for Item 7		6/3/2015 9:27:38 PM



**Note:** For information about approving print requests, see the section [Approving Print Requests](#).

## Printing Session Information

You can print a snapshot of the TA Site as it currently appears if you wish to keep a hard-copy record of the Session ID or list of approved students.

*To print a snapshot of the page:*

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

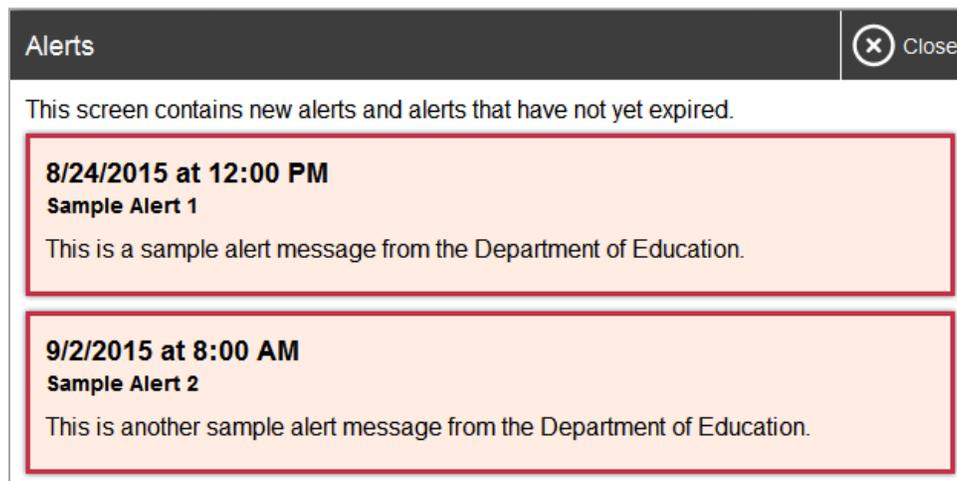


**Policy Note:** Federal law prohibits the release of students' personally identifiable information. All printouts must be securely stored and then destroyed when no longer needed.

## Alert Messages

The Wyoming Department of Education can send statewide alerts that appear as pop-up messages on the TA Site. To view a record of active alert messages (see [Figure 10](#)), click **Alerts** in the banner.

Figure 10. Record of Alerts



## Section IV. Administering Online Tests

The basic workflow for administering online tests is as follows:

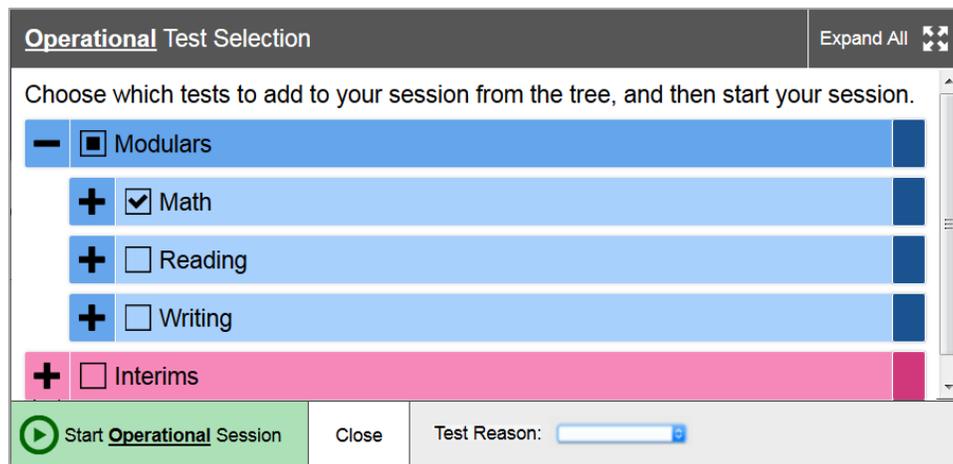
1. The TA selects tests and starts a test session.
2. Students sign in and request approval for tests.
3. The TA reviews students' requests and approves them for testing.
4. Students complete and submit their tests.
5. The TA stops the test session and logs out.

For information about the testing process from a student's perspective, see the sections [Signing in to the Student Testing Site](#) and [Overview of the Student Testing Site](#).

### Starting a Test Session

When you log in to the TA Site, the **Test Selection** window opens automatically (see [Figure 11](#)). This window allows you to select tests and start the session. Only the tests that you select will be available to students who join your session.

Figure 11. Test Selection Window



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. To expand a test group, click **+** (or **Expand All**). To collapse an expanded test group, click **—** (or **Collapse All**).

*To create a new test session:*

1. If the **Test Selection** window is not open, click **Select Tests** in the upper-right corner of the TA Site (otherwise skip to step [2](#)).

2. To select tests for the session, do one of the following:
  - To select individual tests, mark the checkbox for each test you want to include.
  - To select all the tests in a test group, mark the checkbox for that group.
  - To select all available tests, click **Select All** at the top of the window.
3. Select a test reason from the **Test Reason** drop-down list in the bottom of the window. Test reasons categorize the test opportunities in your session for reporting purposes.
4. In the lower-left corner of the window, click **Start Session** (the exact label for this button may vary depending on whether you are starting a training or operational session). The window closes and the Session ID appears on the TA Site.
5. The Session ID appears on the TA Site. Provide the Session ID to your students.



**Note:** Write down the Session ID in case you accidentally close the browser window and need to return to the active test session. 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.

*To add tests to an active test session:*

1. In the upper-right corner of the TA Site, click **Select Tests**.
2. In the **Test Selection** window, mark the checkbox for the required test(s) and click **Add to Session** in the lower-left corner.
3. In the confirmation message that appears, click **Yes**.



**Note:** You cannot remove tests from an active session.

## Approving Students for Testing

After students sign in and select tests, you must verify that their settings and accommodations are correct before approving them for testing. When students are awaiting approval, the **Approvals** button next to the Session ID becomes active and shows you how many students are awaiting approval (see [Figure 12](#)).

Figure 12. Students Awaiting Approval

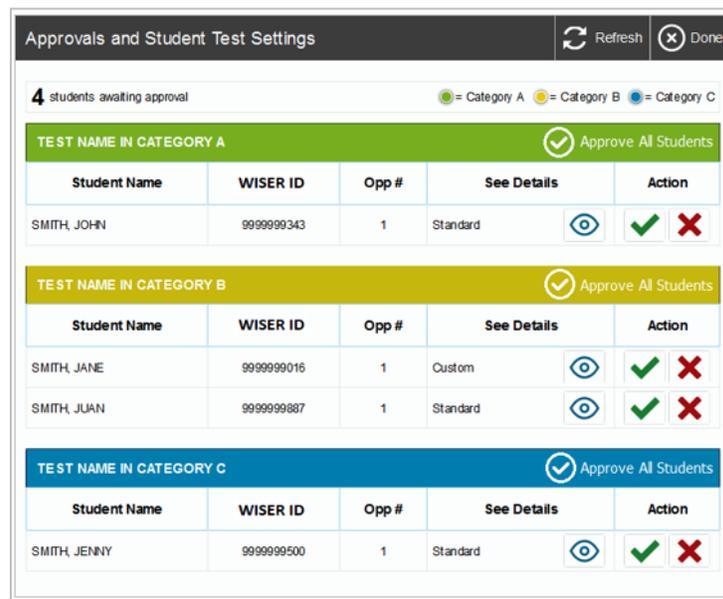


**Note:** The **Approvals** notification updates regularly, but you can also click  in the upper-right corner to update it manually.

To approve students for testing:

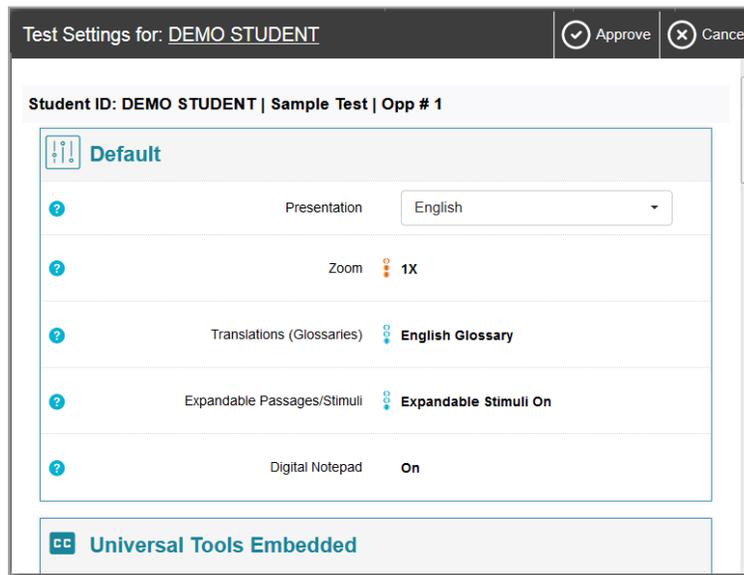
1. Click **Approvals**. The **Approvals and Student Test Settings** window appears (see [Figure 13](#)), displaying a list of students grouped by test.

Figure 13. Approvals and Student Test Settings Window



2. To check a student’s test settings and accommodations, click  for that student. The student’s information appears in the **Test Settings** window (see [Figure 14](#)). This window groups test settings by their area of need.

Figure 14. Test Settings Window for a Selected Student



- a. If any settings are incorrect, update them as required. Students should not begin testing until their settings are correct.



**Alert:** When approving students for testing, you must update the editable settings in this window, rather than in TIDE. You must update the read-only settings in TIDE.

- b. Do one of the following:
  - To confirm the settings, click **Set**. You must still approve the student for testing (see step 5).
  - To confirm the settings and approve the student, click **Set & Approve**. Students can start testing once you approve them.
  - 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.



**Note:** The **Approvals and Student Test Settings** window does not automatically refresh. To update the list of students awaiting approval, click **Refresh** at the top of the window.

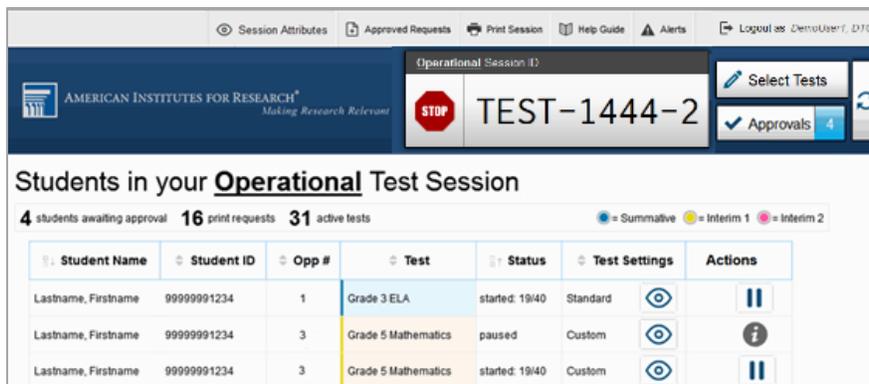
4. If you need to deny a student access to testing, do the following (otherwise skip to step 5):
  - a. Click  for that student.
  - b. *Optional:* In the window that appears, enter a brief reason for denying the student.
  - c. Click **Deny**. The student receives a message explaining the reason for the denial 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:
  - To approve individual students, click  for each student.
  - To approve all students for a given test or segment, click **Approve All Students** for that test or segment.

## Monitoring Students’ Testing Progress

After you approve students for testing, the **Students in Your Test Session** table appears.

Figure 15. TA Site Layout



This table displays the testing progress for each student logged in to your session. [Table 3](#) describes the columns in this table. To sort the table by a given column, click that column header.

Table 3. Columns in the Students in Your Test Session Table

Column	Description
Student Name	Last and first name of the student in the session.
WISER ID	WISER ID associated with the student.
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
Student Status	Current status for each student in the session. This column may also indicate how many questions the student has completed out of the total number of test questions. For more information about the statuses in this column, see <a href="#">Table 4</a> . If TDS detects that a student’s test may be experiencing connection issues, it displays a warning icon (  ) in this column.

Column	Description
Test Settings	<p>This column displays one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Standard:</b> Default test settings are applied for this test opportunity.</li> <li>• <b>Custom:</b> One or more of the student's test settings or accommodations differ from the default settings.</li> </ul> <p>To view the student's settings for the current test opportunity, click .</p>
Actions	<p>Allows you to perform any available actions for an individual student's test</p> <p>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. For more information, see the section <a href="#">Pause Rules</a>.</p> <p>A Printer button appears in this column when the student requests a printout of test material. For more information, see the section <a href="#">Approving Print Requests</a>.</p>

[Table 4](#) describes the codes in the Student Status column of the **Students in Your Test Session** table.

Table 4. Student Testing Statuses

Status	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 for quality assurance review and validation.
Reported	Test passed quality assurance and is undergoing further processing.
Paused*	Student's test is paused. The time listed indicates how long the test has been paused.
Expired*	Test was not completed by the end of the testing window and the opportunity 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.	



**Note:** The **Students in Your Test Session** table refreshes at regular intervals, but you can also refresh it manually by clicking  in the upper-right corner.

## Pausing a Student’s Test

You can pause a student’s test via the Actions column in the **Students in Your Test Session** table (see [Figure 15](#)). For information about pause rules, see the section [Pause Rules](#).

*To pause an individual student’s test:*

1. In the Actions Test column, click  for that student.
2. Click **Yes** to confirm. The Test Delivery System logs the student out and an information button appears  in the Pause Test column.

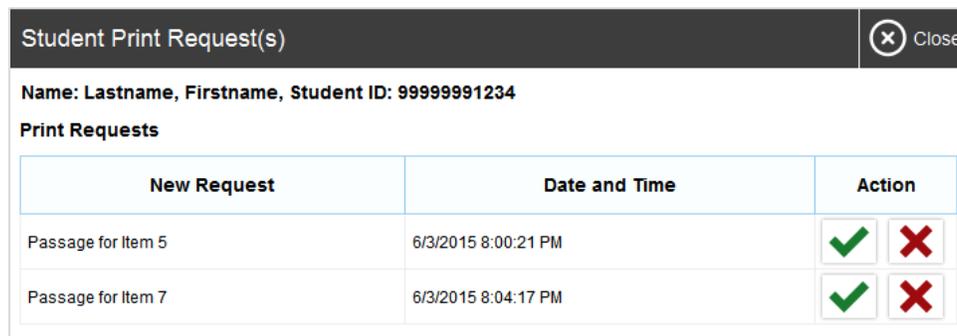
## Approving Print Requests

Students using the print-on-request tool can request printouts of test passages and questions. When students send print requests, the request notification appears in the **Students in Your Test Session** table (see [Figure 5](#)).

*To approve print requests:*

1. Click  in the Actions column of the **Students in Your Test Session** table. The **Student Print Request** window appears (see [Figure 16](#)).

Figure 16. Student Print Request Window



2. Review the print request and do one of the following:
  - a. To approve the request, click . A cover sheet appears in a new browser window.
  - b. To deny the request, click . 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.

## Stopping a Test Session and Logging Out

This section explains how to stop a test session and log out of the TA Site.

### Stopping 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. Student test progress will be saved when tests are paused.

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 12](#)). A confirmation message appears.
2. Click **OK**. The test session stops.

### Logging Out of the TA Site

You should log out of the TA Site only after stopping a test session.

*To log out of the TA Site:*

1. In the banner, click **Log Out**. A warning message appears.
2. In the warning message, click **Log Out**. The Wyoming Assessment Portal appears.



**Alert:** Navigating away from the TA Site will also log you out. Logging out while a session is in progress stops the session. If you need to access another application while administering tests, open it in a separate browser window.

If you log out from another Wyoming Assessment system, such as TIDE, you will also log out of the TA Site.

### Accidentally Closing the Browser Window

If you accidentally close the browser while students are testing, your session remains open until it times out. To return to the test session in the TA Site, you must enter the active Session ID.



The Session ID prompt appears any time you access the TA Site 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 Site.

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.

## Section V. Signing in to the Student Testing Site

This section describes the student sign-in process for the Student Testing Site. Students follow this procedure when starting a new test or resuming a paused test.



**Note:** Students must sign in to the appropriate testing site:

- For sessions created in the TA Interface, students sign in to the Student Testing Site on the Secure Browser.
- For sessions created in the TA Training Site, students sign in to the Student Training Site. Students can access the Student Training Site on the Wyoming Assessment Portal.

### Step 1: Signing Students In

To sign students in to a test session:

1. Launch the Secure Browser on the student’s testing device. The **Student Sign-In** page appears (see [Figure 17](#)).

Figure 17. Student Sign-In Page

2. Students enter the following information:
  - a. In the *First Name* field, students enter their first name as it appears in TIDE.
  - b. In the *WISER ID* field, students enter their WISER ID as it appears in TIDE.



**Note:** If students do not know their exact information as it appears in TIDE, you can retrieve it in the TA Site (see the section [Looking Up Students](#)).

- c. In the *Session ID* field, students enter the Session ID as it appears on the TA Site. To prevent students from trying to log in to the wrong site, the first part of the three-part session ID that indicates whether students are on the Student Testing Site or the Student Training Site is pre-filled.

3. Students select **Sign In**. The *Is This You?* page appears.

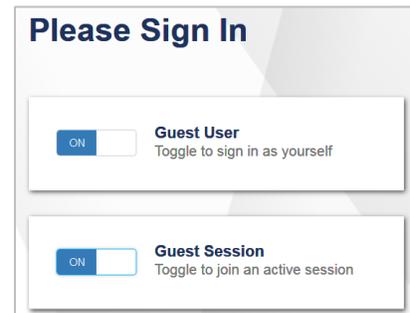


**Note: About Guest Users and Guest Sessions**

Students can take tests as guest users or in guest sessions in the Student Training Site.

To take a test as a guest user or in a guest session, verify that the toggles for *Guest User* and *Guest Session* are set to **ON**.

When signing in to the Student Training Site as a guest user, students are directly taken to the *Your Tests* page instead of the *Is This You?* page.

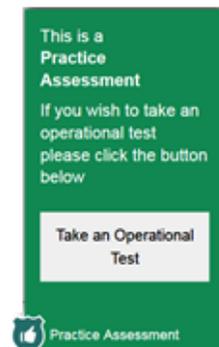


## Common Student Sign-in Errors

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 signed in to the Student Training Site cannot access sessions created in the TA 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 WISER ID. If this does not resolve the error, use the Student Lookup tool to verify the student's information. See the section Looking Up Students.

- **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 [Starting a Test Session](#).

## Step 2: Verifying Student Information

After students sign in, the *Is This You?* page appears (see [Figure 18](#)). On this page, students verify their personal information.

Figure 18. Is This You? Page

First Name	Last Name
Jane	Doe
SSID:	Grade
AIR999999	11
Date of Birth	School:
October 12, 1998	AIR School

Practice Assessment

*To verify personal information:*

- If all the information is correct, students select **Yes**. If students are eligible for more than one test, the **Your Tests** page (see [Figure 19](#)) appears displaying the available tests. If students are only eligible for one test, the test is automatically selected and students are directly taken to the next relevant page.
- If any of the information is incorrect, the student must not proceed with testing. The student should select **No**. You must notify the appropriate school personnel that the student's information is incorrect.



**Warning:** Incorrect student demographic information must be updated in TIDE before the student begins testing.

### Step 3: Selecting a Test

The **Your Tests** page displays all the tests that a student is eligible to take (see [Figure 19](#)). Students can only select tests that are included in the session and still need to be completed.



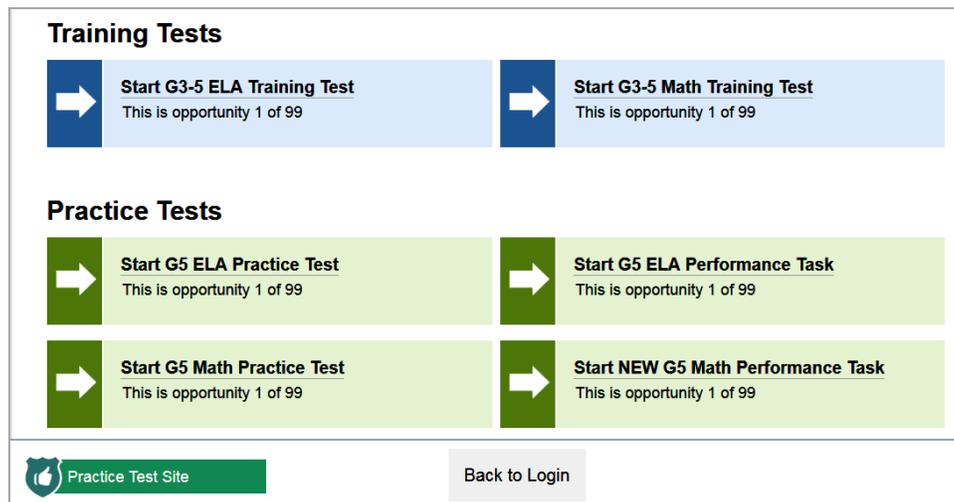
**Note: About the Your Tests Page**

- When signed in to the Student Training Site as a guest user, the **Your Tests** page displays a **Grade** drop-down list. After students select the grade they wish to use for testing from the **Grade** drop-down list, the relevant tests appear.

Available tests are color-coded and grouped into categories, just like the tests listed in the **Test Selection** window of the TA Site (see [Figure 11](#)).

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]**.

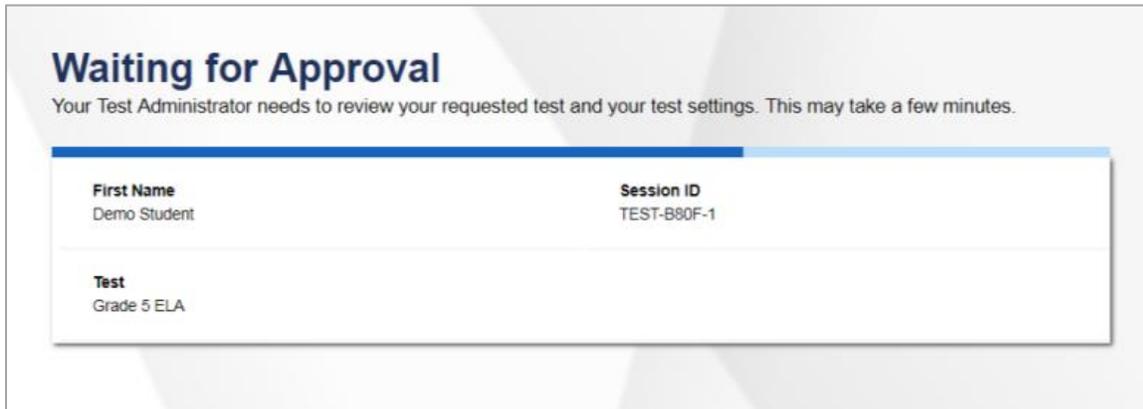
Figure 19. Your Tests Page



To select an available test:

- Students select the required test name. The request is sent to the TA for approval and the **Waiting for Approval** page appears (see [Figure 20](#)). After you approve the student for testing, the student can proceed to the next step.

Figure 20. Waiting for Approval page



**Waiting for Approval**  
Your Test Administrator needs to review your requested test and your test settings. This may take a few minutes.

<b>First Name</b> Demo Student	<b>Session ID</b> TEST-B80F-1
-----------------------------------	----------------------------------

**Test**  
Grade 5 ELA



**Warning:** If a student's required test is inactive or not displayed, the student should click **Cancel** on the **Your Tests** page. You should verify the test session includes the correct tests and add additional tests, if necessary.

## Step 4: Verifying Test Information

After you approve the student for testing, the student should verify the test information and settings on the **Your Test Settings** page (see [Figure 21](#)). At this point, the student’s actual test settings override any settings selected earlier in the sign-in process.

Figure 21. Your Test Settings Page

**Review Test Settings**  
Please review the accommodation settings for your test.

**G9 ELA Practice Test**

**Presentation**

Language English

American Sign Language Off

**Literacy Assistance Tools**

Text-to-Speech None

**Integration with Assistive Technology**

Permissive Mode Off

OK

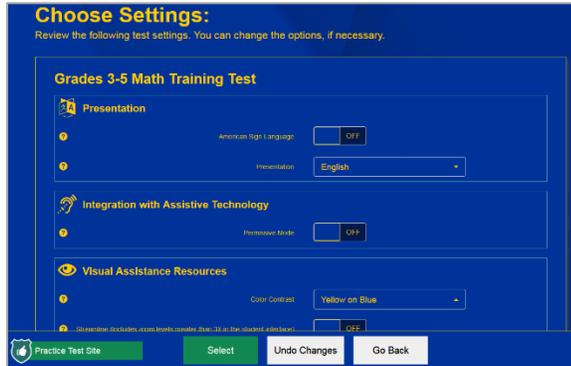
To verify test information:

- If the settings are correct, students select **Ok**.
- If the settings are incorrect, students should notify a Test Administrator and go back to the login in screen. After a student’s test settings are corrected, the student must sign in and request approval again.



**Note:** When signing in to the Student Training Site, the **Choose Settings** page allows students to select the test settings they wish to use. When selecting the color of the text and background, mouse-pointer, and print size settings, students can see a live preview of their selected settings.

Figure 22. Live Preview of Test Settings



- To proceed with the selected test settings, students select **Select**.
- To reset the settings, students select **Undo Changes**. All settings revert to the original values.
- To return to the previous page, students select **Go Back**.

## Step 5: Functionality Checks

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 23](#)).



**Note:** If the test does not require functionality checks, the **Instructions and Help** page (see [Figure 27](#)) appears.

Figure 23. Audio/Video Checks Page

**Audio/Video Checks**  
Your test uses multi-media features. Please perform the following checks before continuing.

**Audio Playback Check**  
Make sure audio playback is working.

To play the sample sound, press the speaker button.

**Next Step:**  
If you heard the sound, choose **I heard the sound**. If not, choose **I did not hear the sound**.

I heard the sound    I did not hear the sound

**Recording Device Check**  
Make sure your recording device is working.

To start recording, press the Microphone button (top button).

Practice Test Site    Continue    Back

Each functionality check appears in its own panel.

- To proceed to the **Instructions and Help** page (see [Figure 27](#)), verify each functionality, then click **Continue**.
- To skip verifying a particular functionality, click **Skip A/V Checks** (if available) inside the functionality check panel, and then click **Yes** in the affirmation message that appears.
- To proceed without verifying any functionality, click **Skip A/V Checks** (if available) at the bottom of the page, and then click **Yes** in the affirmation message that appears.



**Note:** The **Skip A/V Checks** button may not be available on the Student Testing Site.

The page may consist of any of the following functionality checks:

- [Text-to-Speech Check](#)
- [Audio Playback Check](#)
- [Sound and Video Playback Check](#)

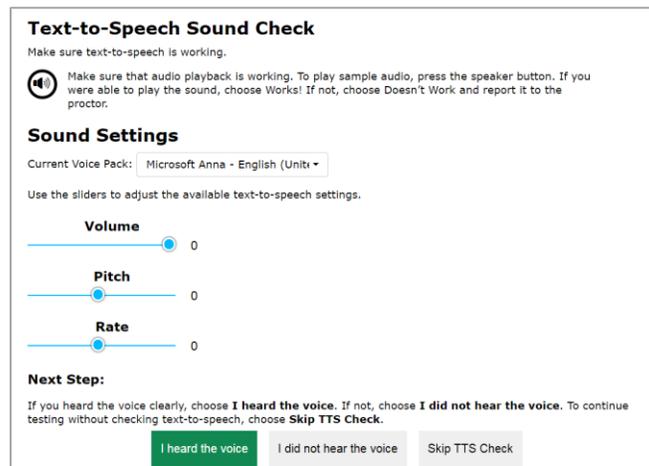


**Note:** If the test does not require functionality checks, the **Instructions and Help** page appears after students verify their test information.

## Text-to-Speech Check

The **Text-to-Speech Sound Check** page appears if a student has the text-to-speech (TTS) setting (see [Figure 24](#)). On this panel, students verify that TTS is working properly on their device. Students can only use TTS within the Secure Browser or a supported Chrome or Firefox browser.

Figure 24. Text-to-Speech Sound Check Page



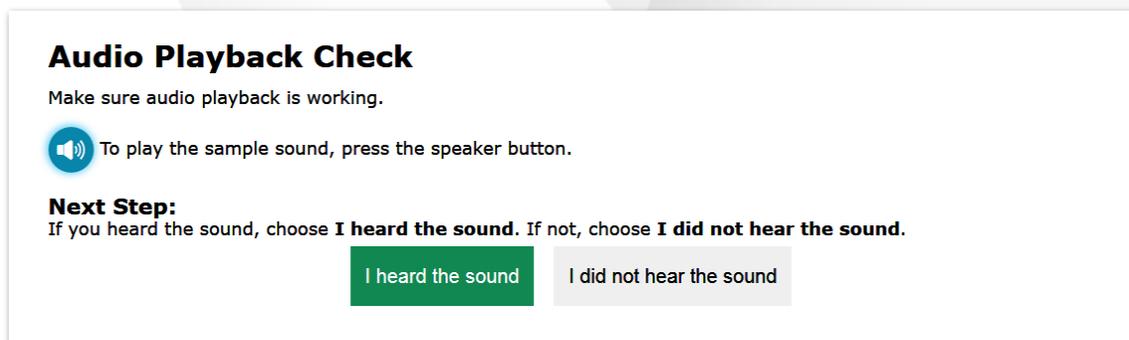
To check TTS functionality:

1. Students select the  icon and listen to the audio.
  - If the voice is clearly audible, students select **I heard the voice**.
  - If the voice is not clearly audible, students adjust the settings using the sliders and select the  icon again.
  - If students still cannot hear the voice clearly, they select **I did not hear the voice**. The **Audio Check** panel appears, giving students two options:
    - Students can select **Try Again**. This returns them to the **Text-to-Speech Sound Check** panel. If it does not work, students should close the Secure Browser. You can work with students to adjust their audio or headset settings. They can sign in again when the issue is resolved.
    - Students can select **Continue** to skip verifying the text-to-speech functionality.
  - To continue without testing text-to-speech, students select **Skip TTS Check**.

## Audio Playback Check

The *Audio Playback Check* panel appears for tests with listening questions. On this panel, you must verify that you can hear the sample audio.

Figure 25. Audio Playback Check Panel



To check audio settings:

1. Select the  icon and listen to the audio.
2. Depending on the sound quality, do one of the following:
  - If the sound is audible, select **I heard the sound**.
  - If the sound is not audible, select **I did not hear the sound**. The *Sound Check: Audio Problem* panel appears.
    - To try again, click **Try Again**. This takes you back to the *Audio Playback Check* panel.



**Note:** If the audio does not work, you can click  in the upper-right corner of the page to log out. You can troubleshoot the device and headphones or move to another device with working audio.

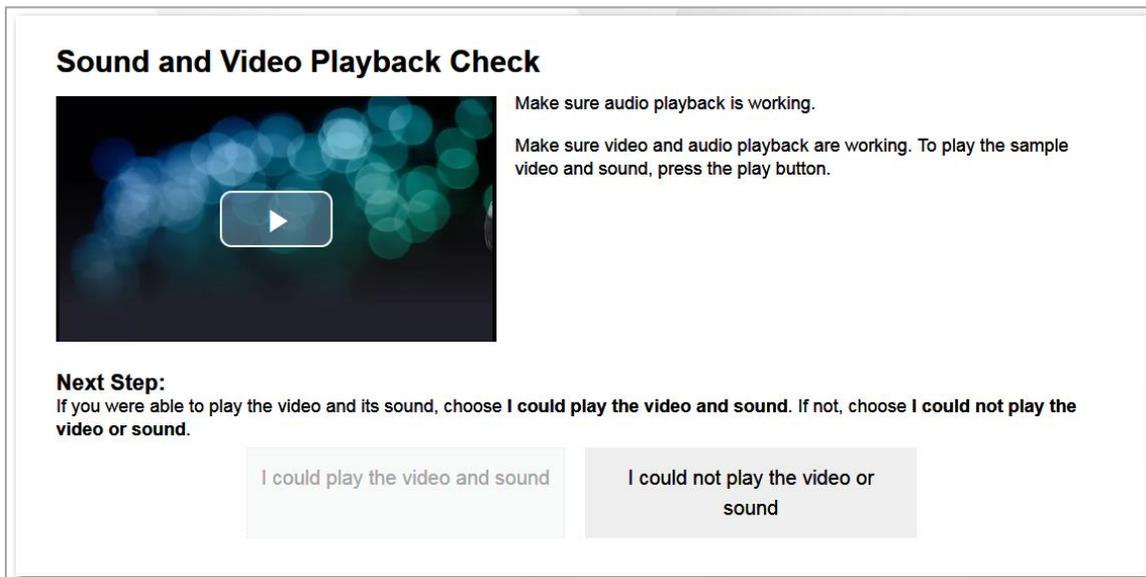
## Sound and Video Playback Check

The *Sound and Video Playback Check* panel appears for tests with video content. On this panel, you must verify that you can view the sample video and hear its associated sound.



**Note:** If this panel is available on the **Audio/Video Checks** page, the *Audio Playback Check* panel is not displayed, since the *Sound and Video Playback Check* panel also verifies audio functionality.

Figure 26. Video Check Panel



To check sound and video settings:

1. Select the  icon to play the video and audio.
2. Depending on the playback quality, do one of the following:
  - If you can play the video and sound, select **I could play the video and sound**.
  - If you cannot play the video or sound, select **I could not play the video or sound**. The *Video Playback Problem* panel appears.
    - To try again, click **Try Again**. This takes you back to the *Sound and Video Playback Check* panel.

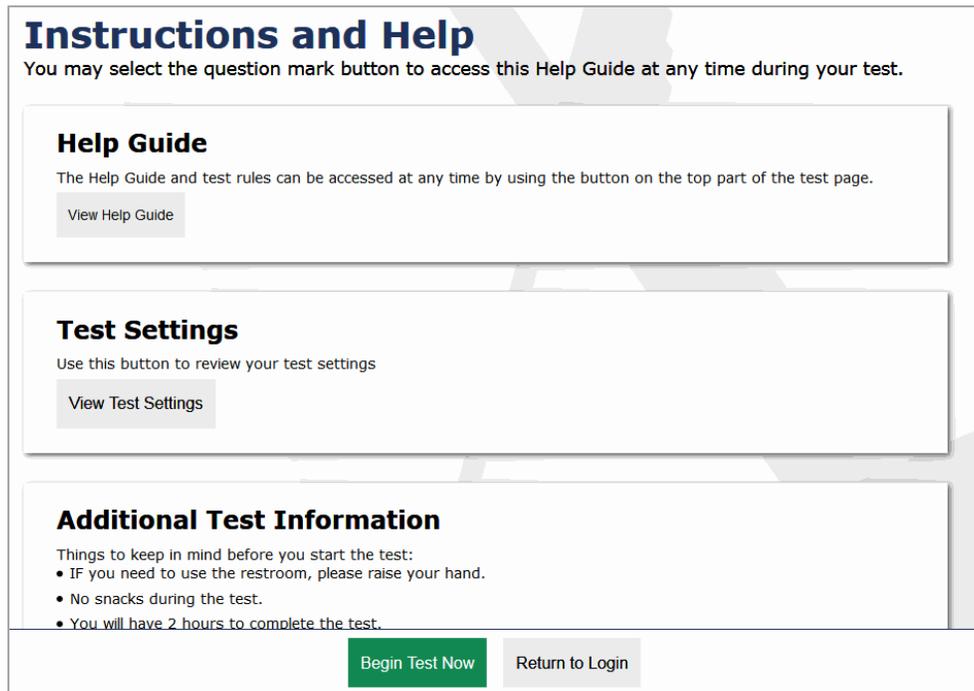


**Note:** If the audio or video does not work, you can click  in the upper-right corner of the page to log out. You can troubleshoot the device and headphones or move to another device.

## Step 6: Viewing Instructions and Starting the Test

The *Instructions and Help* page is the last step of the sign-in process (see [Figure 27](#)). Students may review this page to understand how to navigate the test and use test tools. Students may also review their test settings from this page

Figure 27. Instructions and Help Page



*To proceed and begin the test:*

1. *Optional:* To view the help guide and understand how to navigate the site and use the available test tools, students select **View Help Guide**. The *Help Guide* window appears. To close the window, students select **Back**.
2. *Optional:* To review their test settings, students select **View Test Settings**. The *Your Test Settings* window appears displaying students' test settings. To close the window, students select **OK**.
3. To start the test, students select **Begin Test now**. The test opportunity officially begins or resumes.

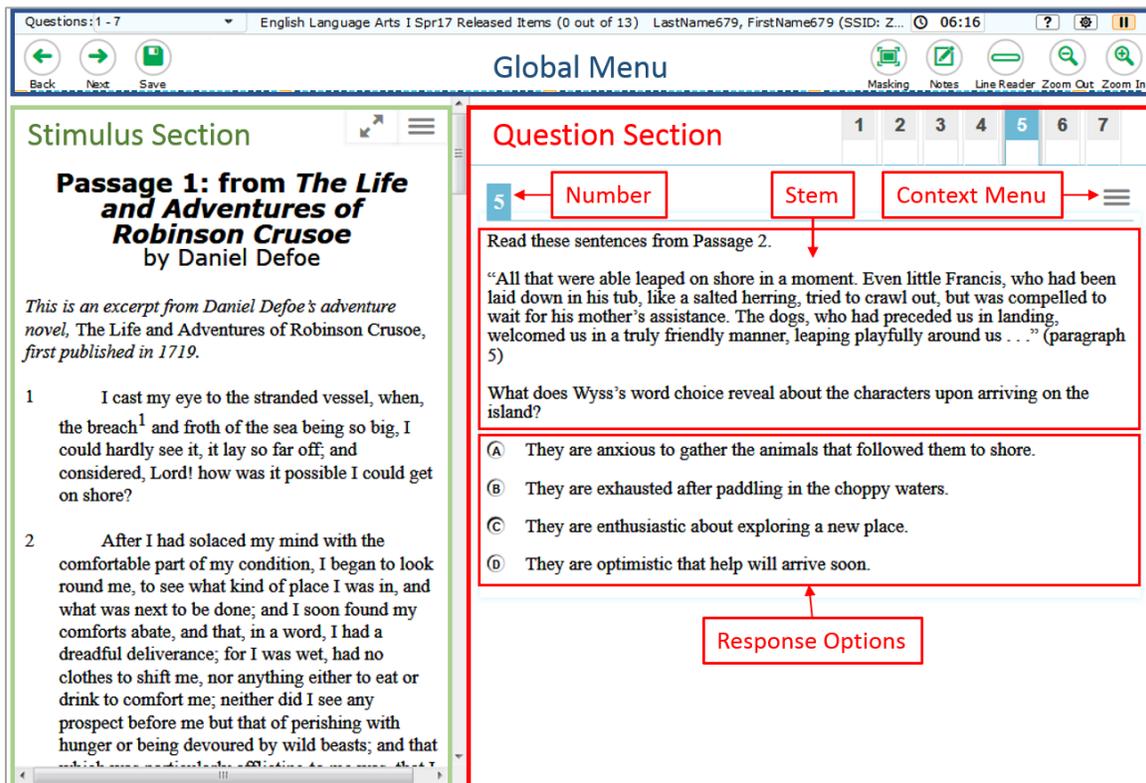
## Section VI. Overview of the Student Testing Site

This section describes the layout of the Student Testing Site and the available testing tools.

### Test Layout

Figure 28 shows the main sections of the layout for a test page that includes a stimulus. A stimulus is a reading passage or other testing material (such as a video or graphic) that students review in order to answer associated questions.

Figure 28. Test Layout



A test page can include the following sections:

- The *Global Menu* section displays the global navigation and tool buttons. The banner above the global menu displays the **Questions** drop-down list, test information, help button, and system settings button.
- The *Stimulus* section appears only for questions associated with a stimulus. The *Stimulus* section may contain the stimulus content and context menu.



**Note:** Depending on how an item has been composed, part of the item may be included within the stimulus section.

- The *Question* section contains one or more test questions (also known as “items”). Each question includes a number, context menu, stem, and response area. Each question also displays the student’s name and the question’s most recent save date.

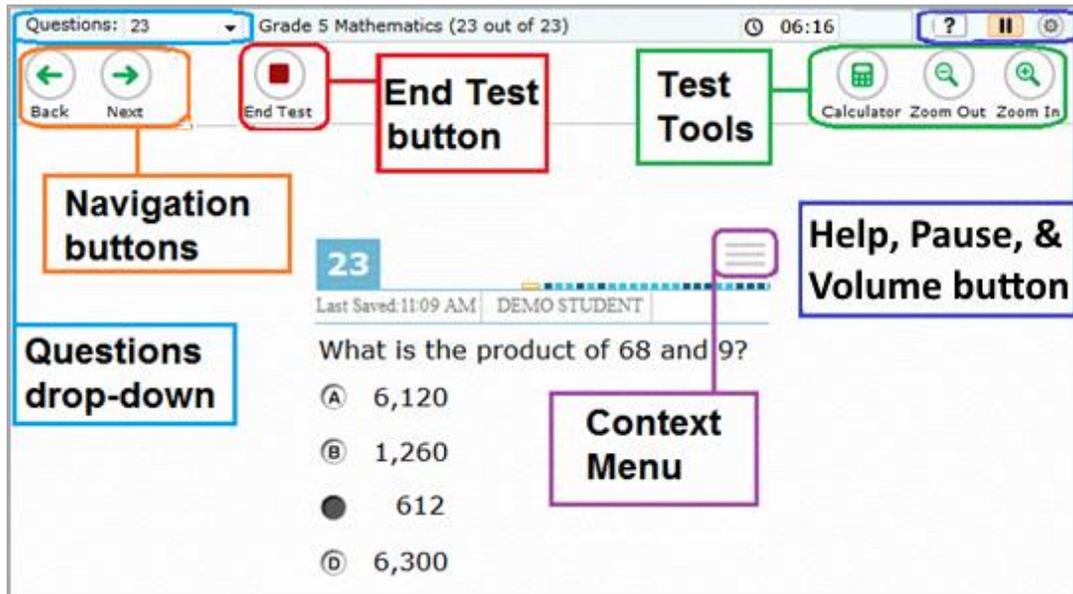
For more information about using tools in the global menu and context menus, see the section [Using Menus and Tools](#).

## Test Tools

This section provides an overview of the Test Delivery System’s available tools.

[Figure 29](#) shows the primary features and tools available in the Student Testing Site.

Figure 29. Test Page



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

[Table 5](#) lists the tools available in the *Global Menu* section of the test page, while [Table 6](#) lists the tools available in the *Question* and *Stimulus* sections (context menu tools).

Table 5. Global Tools

Tool Name	Instructions
Help 	To view the on-screen <b>Instructions and Help</b> window, select the question mark  button in the upper-right corner.
Calculator 	To use the on-screen calculator, select <b>Calculator</b> in the global menu.
System Settings 	To adjust audio volume during the test, select  in the upper-right corner. Students testing with TTS can also use this tool to adjust TTS settings. Students testing on mobile devices, such as tablets, cannot use this tool to adjust volume. To adjust audio volume on mobile devices, students must use the device's built-in volume control.
Zoom buttons  	To enlarge the text and images on a test page, select <b>Zoom In</b> . Multiple zoom levels are available. To undo zooming, select <b>Zoom Out</b> .

Table 6. Question and Stimulus Tools

Tool Name	Instructions
American Sign Language	You can watch videos that translate test content into American Sign Language (ASL). <i>To view ASL videos:</i> 1. From the context menu, select <b>American Sign Language</b> . <ul style="list-style-type: none"> <li>○ If only one ASL video is available, the video opens automatically.</li> <li>○ 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.</li> </ul>
Closed Captioning	Questions and stimuli with audio elements automatically display closed captions for students testing with the appropriate accommodations.
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.
Highlighter	To highlight text, select the text on the screen and then select <b>Highlight Selection</b> from the context menu. To remove highlighting, select <b>Reset Highlighting</b> 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 <b>Mark for Review</b> from the context menu. The question number displays a flap  in the upper-right corner and a flag icon  appears next to the number on the test page. The <b>Questions</b> drop-down list displays (marked) for the question.

Tool Name	Instructions
Notepad	<p>To enter notes for a question, select <b>Notepad</b> from the context menu. After entering a note, a pencil icon  appears next to the question number on the test page.</p> <p>You can only access your notes for a question on that question’s test page.</p>
Select Previous Version	<p>To view and restore responses previously entered for a Text Response question, select the <b>Select Previous Version</b> option from the context menu. A list of saved responses appears. Select the appropriate response and click <b>Select</b>.</p>
Strikethrough	<p>For selected-response questions, you can cross out an answer option to focus on the options you think might be correct. There are two options for using this tool:</p> <ul style="list-style-type: none"> <li>• Option A: <ul style="list-style-type: none"> <li>a. To activate Strikethrough mode, open the context menu and select <b>Strikethrough</b>.</li> <li>b. Select each answer option you wish to strike out.</li> <li>c. To deactivate Strikethrough mode, press <b>Esc</b> or click outside the question’s response area.</li> </ul> </li> <li>• Option B: <ul style="list-style-type: none"> <li>a. Right-click an answer option and select <b>Strikethrough</b>.</li> </ul> </li> </ul>
Text-to-Speech	<p>To listen to passages and questions, select a <b>Speak</b> option from the context menu.</p>
Text-to-Speech Tracking	<p>When this tool is enabled, words become highlighted as TTS reads them aloud.</p>
Tutorial	<p>To view a short video demonstrating how to respond to a particular question type, select <b>Tutorial</b> from the context menu.</p>

## 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 Testing Site tools.

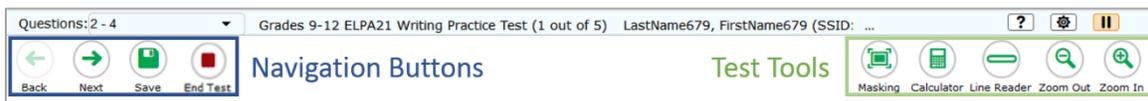


**Note:** Students can access tools using a mouse or keyboard commands. For information about keyboard commands, see [Appendix C](#).

### 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 30](#)).

Figure 30. Global Menu



To open a test tool in the global menu:

1. 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 (see [Figure 28](#)). The context menu for each element contains tools that are applicable to that element (see [Figure 31](#) and [Figure 32](#)).



**Note:** For questions with multiple parts, a context menu may be available for each part of the question.

Figure 31. Context Menu for Questions

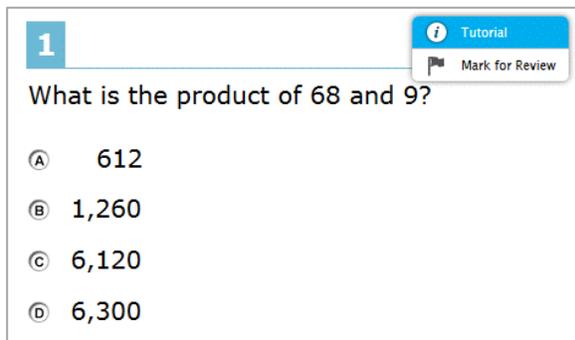
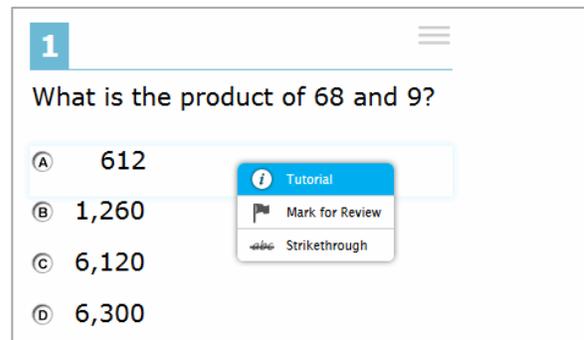


Figure 32. Context Menu for Answer Options



### Opening a Context Menu for Stimuli and Questions

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

*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. The context menu opens.
2. Select a tool.

### Opening 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.

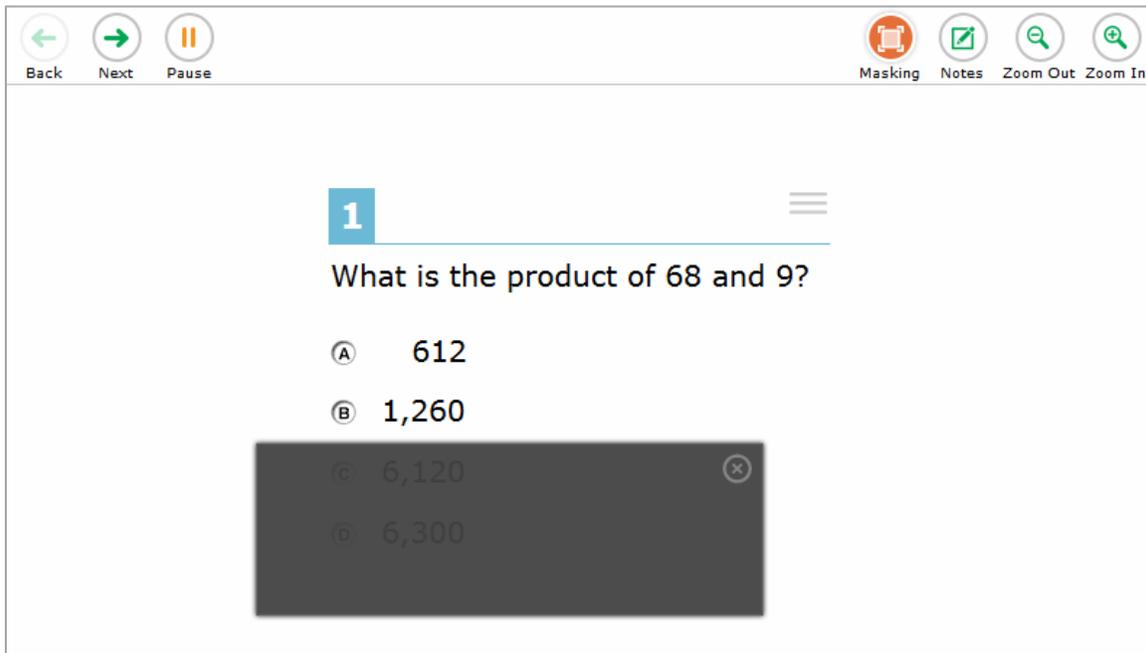
*To access an answer option's context menu:*

1. To open the context menu, do one of the following:
  - If you are using a **two-button mouse**, right-click an answer option.
  - If you are using a **single-button mouse**, click an answer option while pressing **Ctrl**.
  - If you are using a **Chromebook**, click an answer option 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.

## About the Masking Tool

The Masking tool allows students to hide distracting areas of the test page (see [Figure 33](#)).

Figure 33. Test Page with Masked Area



*To mask an area of a test page:*

1. The masking tool needs to be activated in student test settings. To use the Masking tool, select **Masking** in the global menu. The button becomes orange.
2. Click and drag across the distracting area of the test page. The selected area becomes dark gray. The tool remains active until you deactivate it.

*To deactivate the masking tool:*

1. Select **Masking** in the global menu again. The button becomes green. Any masked areas remain on the screen until you remove them.

*To remove a masked area from a test page:*

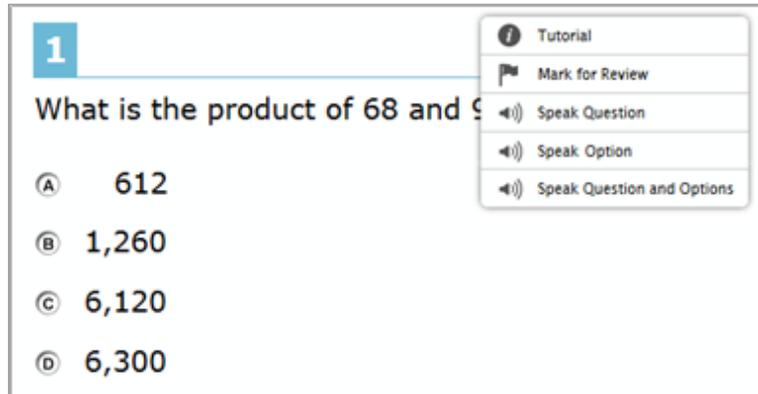
1. Select **X** in the upper-right corner of a masked area.

## About Text-to-Speech (TTS)

Students testing with TTS can listen to passages, questions, and answer options (see [Figure 34](#)). If a student is using Text-to-Speech Tracking, the words become highlighted as they are read aloud. TTS is only available when using the Secure Browser or a supported Chrome or Firefox browser.

For information about setting up TTS, see the *Technical Specifications Manual*.

Figure 34. TTS Options for Questions



To listen to content with the Text-to-Speech tool:

- To listen to a passage, students open the passage context menu and select a **Speak** option. Students can also select a portion of text to listen to, such as a word or phrase. To do this, students select the text, open the passage context menu, and select **Speak Selection**.



**Alert:** When listening to passages, students can pause TTS and then resume it at the point where it was paused. While this functionality is available on Windows, Mac, and iOS, it is not available on Android and Chrome OS. Students testing on a Chrome OS can resume a paused TTS passage by selecting the remaining text to be read aloud and selecting **Speak Selection** from the context menu.

- To listen to a question or answer options, students open the question context menu and select one of the following **Speak** options:
  - To listen only to the question, students select **Speak Question**.
  - To listen to a multiple-choice question and all answer options, students select **Speak Question and Options**.
  - To listen only to an answer option, select **Speak Option** from the context menu and then select the answer option. Students could also right-click the answer option and select **Speak Option**.

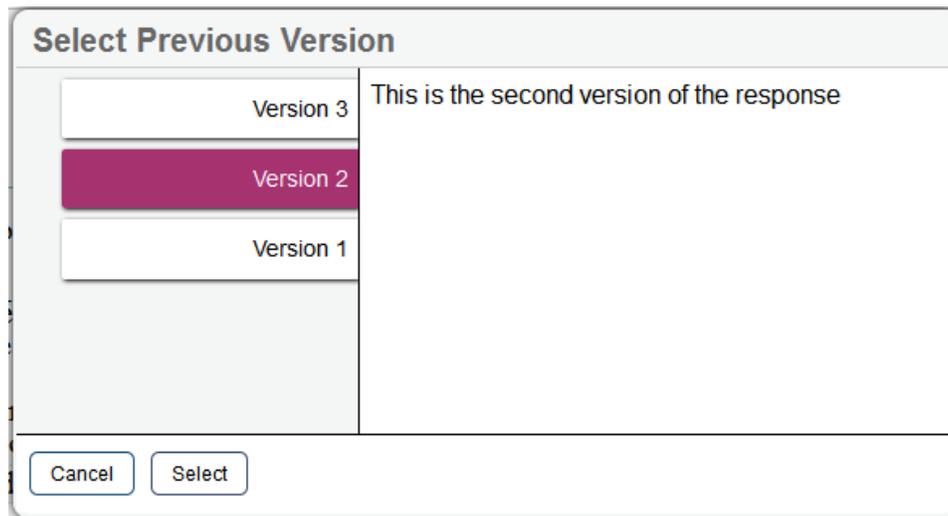
## Selecting a Previous Response Version

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.

*To recover a previously-entered response:*

1. Select the **Select Previous Version** option from the context menu. The **Select Previous Version** window appears, listing all the saved responses for the question in the left panel (see [Figure 35](#)).

Figure 35. Select Previous Version Window



2. Select a response version from the left panel. The text associated with that response appears in the right panel.
3. Click **Select**. The selected response appears in the text box for the question.



**Note:** This tool is only available for Text Response questions. If the test pauses, any responses entered prior to pausing will no longer appear in the **Select Previous Version** window.

## Section VII. Proceeding Through a Test

Students can view stimuli, respond to questions, pause a test, review previously answered questions, and submit a test. The following sections describe each of these tasks.

### Responding to Test Questions

Test questions may require students to do any of the following tasks:

- Select one or more choices from a list of answer options.
- Use an on-screen keypad to generate an answer. Students can select  in the answer space to open the keypad.
- Select graphic objects or text excerpts.
- Place points, lines, or bars on a graph.
- Drag and drop text or graphic objects.
- Enter text in a text box or table.
- Match answer options together.
- Modify a highlighted word or phrase in a reading selection.
- Enter input parameters to run an on-screen simulation.
- Expand categories and select options within them.



**Note:** Students can use the Student Training Site to familiarize themselves with the question types that may appear on tests.

Some test pages may have only one question and others may have more. Some questions may consist of multiple parts that students must answer. After students respond to all the questions on a page, they select **Next** to proceed to the next page.

All responses are saved automatically. Students can also manually save their responses to questions by selecting **Save** in the global menu.

Questions grouped with the same stimulus are tabbed for individual viewing (  ). Students select the tabs in the upper-right corner to proceed to the corresponding question.

## Reviewing Questions in a Test

Students may return to a previous question and modify their response if the test was not paused for more than 20 minutes. See the [Pause Rules](#) section for more information.

Students can use the **Back** button or the **Questions** drop-down list to return to questions they want to review. The drop-down list displays a (marked) for any questions marked for review.

## Pausing 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 (see the section [Signing in to the Student Testing Site](#)).

*To pause a test:*

1. The student selects **Pause** in the global menu. A confirmation message appears.
2. The student selects **Yes**. The **Student Sign-In** page appears.

## Reaching the End of a Segment

In a segmented test, the **End Segment** page appears after students complete the last question in each segment (see [Figure 36](#)). This page allows students to review questions from the current segment or proceed to the next segment. A flag icon appears for any questions marked for review.

Figure 36. End Segment Page

<b>You have reached the end of this segment:</b>						
Please review your answers before you continue testing. You <b>will not</b> be able to come back to these questions later.						
Click on a question number on the left to review it.						
<b>Questions:</b>						
1 - 3	6 	9	12	15	18	21
4	7	10	13 	16	19	22

- To review questions, students select a question number.
- To move to the next segment, students select **Next** in the global menu.



**Alert:** Students cannot return to the segment after selecting **Next**.

## Submitting a Test

This section describes how students submit a test when they are done answering questions.

### Reaching the End of a Test

After students respond to the last test question, the **End Test** button appears in the global menu (see [Figure 37](#)).

Figure 37. Global Menu with End Test Button



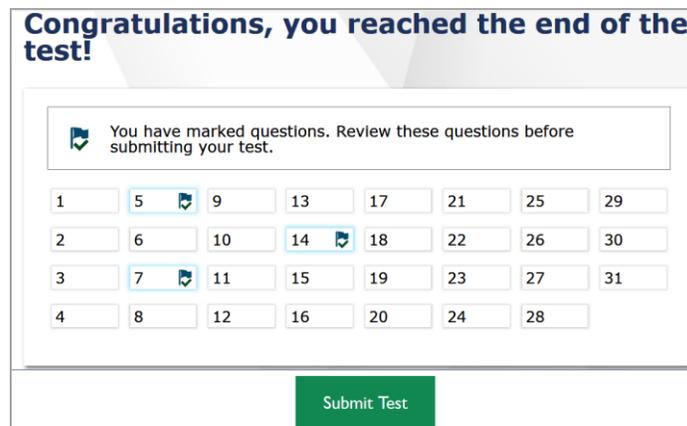
*To end a test:*

1. Students select **End Test**. A confirmation message appears.
2. Students select **Yes**.

### End Test Page

When students end a test, the **End Test** page appears (see [Figure 38](#)). This page allows students to review answers and submit the test for scoring. A flag icon appears for any questions marked for review.

Figure 38. End Test Page



*To review answers:*

1. Students select a question number.
2. To return to the **End Test** page, students select **End Test** in the global menu.

*To submit the test:*

1. Students select **Submit Test**. A confirmation message appears.
2. Students select **Yes**.



**Warning:** Once students select **Submit Test**, they cannot return to the test or modify answers.

## Your Results Page

After students submit the test, the **Your Results** page appears, displaying the student's name, the test name, and the completion date (see [Figure 39](#)).

Figure 39. Your Results Page

**Your Results**  
Your test was submitted. You may review the test details below.

<b>Student Name:</b> Smith, John (SSID: 999999123)	<b>Test Name:</b> Grade 3 Math Practice Test
---	---

**Test Completed On:**  
8/1/2018

You have finished the test. You may now log out.

To log out of the test, select **Log Out**.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

**Log Out**

*To exit the Student Testing Site:*

1. Select **Log Out**.
2. In the upper-right corner, select **Close Secure Browser**. For information about exiting the Student Testing Site on mobile devices such as a tablet, see Appendix A.



**Note:** If you are testing with the Take a Test app on Windows 10, you must press **Ctrl + Alt + Delete** to exit the Student Testing Site. For more information about the Take a Test app, see the *Secure Browser Installation Manual*.

## Appendix A. About the Secure Browser

This appendix includes the following sections:

- [Additional Measures for Securing the Test Environment](#)
- [Configuring Tablets for Testing](#)
- [About Permissive Mode](#)
- [Troubleshooting](#)

For more information about the Secure Browser, see the *Secure Browser Installation Manual*.

### Additional Measures for Securing the Test Environment

The Secure Browser ensures test security by prohibiting access to external applications and navigation away from the test. This section provides additional measures you can implement to ensure the test environment is secure.

- **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 Built-In Accessibility Features on iPads**

iPads include a built-in "Speak Option" accessibility feature that reads aloud selected text. Guided Access mode does not automatically block this feature. Before entering Guided Access mode, you should verify that only allowable accessibility features are enabled. To manage accessibility features, tap **Settings > General > Accessibility**. For information about which accessibility features are allowable, see the *Technical Specifications Manual*.

- **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.

## Forbidden Application Detection

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.

## Configuring Tablets for Testing

Tablets and Chromebooks should be configured for testing before you provide them to students. For more information, see the *Technical Specifications Manual* on the Wyoming Assessment Portal.

*To configure iOS devices:*

1. Tap the **AIRSecureTest** Secure Browser icon.

*To configure Android tablets:*

1. Tap the **AIRSecureTest** Secure Browser 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:*

1. From the **Apps** link on the Chrome OS login screen, select **AIRSecureTest** Secure Browser.

## Closing the Student Testing Site on Tablets

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

*To close the Student Testing Site on iOS devices:*

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

*To close the Student Testing Site 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 Student Testing Site on Chromebooks:*

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

## About Permissive Mode

Permissive Mode is an accommodation option that allows students to use accessibility software in addition to the Secure Browser.

Permissive Mode 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.
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.



**Note:** 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.

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.



Permissive Mode is available only for computers running supported desktop Windows and Mac operating systems. For information about supported operating systems, see the *Technical Specifications Manual*.

Accessibility software must be certified for use with the Test Delivery System. Forbidden applications will still not be allowed to run.

## Troubleshooting

This section describes how to troubleshoot some situations in which a student cannot connect to a test.

### Resolving Secure Browser Error Messages

This section provides possible resolutions for the following messages that students may receive when signing in.

- **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 part of the command that launches the Secure Browser.

- **Test Environment Is Not Secure:**

This message can occur when the Secure Browser detects a forbidden application running on the device (see the section [Additional Measures for Securing the Test Environment](#)). If this message appears on an iPad, ensure that either Autonomous Single App Mode or Guided Access mode is enabled (see the section [Configuring Tablets for Testing](#)).

## Force-Quit Commands

In the rare event that the Secure Browser or test becomes unresponsive, you can force-quit the Secure Browser.

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.

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

\*If you are using a laptop or notebook, you may need to press **Function** before pressing **F10**.



### Caution: Use of Force-Quit Commands

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.

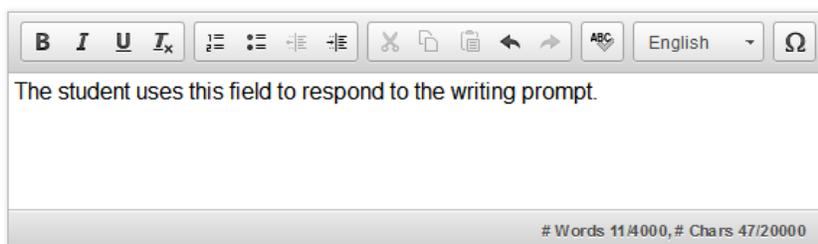
Force-quit commands do not exist for the Secure Browser for iOS, Chrome OS, and Android devices.

- **iOS:** Double-tap the Home button, then close the app as you would any other iOS app.
- **Chrome OS:** To exit the Secure Browser, press **Ctrl + Shift + S**.
- **Android:** To close the Secure Browser, tap the menu button in the upper-right corner and select **Exit**.

## Appendix B. Text Response Formatting Toolbar

In addition to the test tools described in the section [Test Tools](#), students can use a formatting toolbar above the response field for text response questions (see [Figure 40](#)). The formatting toolbar allows students to apply styling to text and use most standard word-processing features.

Figure 40. Text Response Question with Formatting Toolbar



The lower-right corner of the response field displays the word count and character count for the student's response.

[Table 7](#) provides an overview of the formatting tools available.

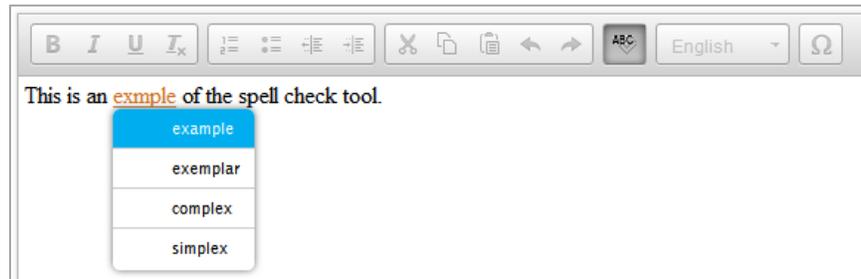
Table 7. Description of Formatting Tools

Tool	Description of Function
	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.
	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.

## Spell Check

The spell check tool, available on Writing tests, identifies words in the response field that may be misspelled (see [Figure 41](#)).

Figure 41. Spell Check Tool



*To use spell check:*

1. Select a language for the spell check tool from the drop-down list, if necessary.
2. In the toolbar, select . Potentially incorrect words change color and become underlined.
3. Select a misspelled word. A list of suggestions appears.
4. Select a replacement word from the list. If none of the replacement words are correct, close the list by clicking anywhere outside it.
5. To exit spell check, select  again.

## Special Characters

Students can add mathematical, accented, and other symbols.

*To add a special character:*

1. In the toolbar, select .
2. In the window that pops up, select the required character.

## Appendix C. Keyboard Navigation for Students

Students can use keyboard commands to navigate between test elements, features, and tools.



Keyboard commands require the use of the primary keyboard. Do not use keys in a numeric keypad.

### Sign-In Pages and In-Test Pop-ups

[Table 8](#) lists keyboard commands for selecting options on the sign-in pages or pop-up windows that appear during a test.

Table 8. Keyboard Commands for Sign-In Pages and Pop-Up Windows

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

### Keyboard Commands for Test Navigation

[Table 9](#) lists keyboard commands for navigating tests and responding to questions.

Table 9. Keyboard Commands for Test Navigation

Function	Keyboard Commands
Scroll up	<b>Up Arrow</b>
Scroll down	<b>Down Arrow</b>
Scroll to the right	<b>Right Arrow</b>
Scroll to the left	<b>Left Arrow</b>
Move to the next element	<b>Tab</b>
Move to the previous element	<b>Shift + Tab</b>
Select an answer option	<b>Space</b>
Go to the next test page	<b>Ctrl + Right Arrow</b>
Go to the previous test page	<b>Ctrl + Left Arrow</b>

Function	Keyboard Commands
Open the global menu	<b>Ctrl + G</b>
Open a context menu	<b>Ctrl + M</b>

## Keyboard Commands for Global and Context Menus

Students can use keyboard commands to access tools in the global and context menus. For more information about tools in these menus, see [Table 5](#) and [Table 6](#).

### Global Menu

*To access the global menu tools using keyboard commands:*

1. 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

*To open the context menu for an element:*

1. 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**.

### 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.

*To select text and highlight it:*

1. 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 (see [Figure 42](#)) may have up to three main sections:

- **Answer Space:** The grid area where students enter the response.
- **Button Row:** The following buttons may appear above the answer space: **Delete**, **Add Point**, **Add Arrow**, **Add Line**, **Add Circle**, **Add Dashed Line**, and **Connect Line**.
- **Object Bank:** A panel containing objects you can move to the answer space.

Figure 42. Grid Question

*To move between the main sections:*

- To move clockwise, press **Tab**. To move counter-clockwise, press **Shift + Tab**.

*To add an object to the answer space:*

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**.

*To use the action buttons:*

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**.
3. Press **Space** to apply the point, arrow, or line to the answer space.

*To move objects and graph elements in the answer space:*

1. With the answer space active, press **Enter** to move between the objects. The active object displays a blue border.
2. Press **Space**.
3. 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.

*To insert special characters in the response area:*

1. 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**.

## Appendix D. Transferring a Test Session

The TA can transfer an active test session from one device or browser to another without stopping the session or interrupting in-progress tests. This is useful in scenarios when the TA's computer malfunctions while a session is in progress.



**Warning:** If you do not know the active Session ID, you cannot transfer the session.

The Test Delivery System ensures that the TA is administering one session at a time from a single browser on a device. If the TA transfers a session to a new device, the original device will no longer be able to administer the session.

These instructions apply to both the TA Interface and TA Training Site. However, a TA cannot transfer a session from the TA Interface to the TA Training Site or vice versa.

*To transfer a test session to a new device or browser:*

1. While the session is still active on the original device or browser, log in to the TA Site 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 Site appears, allowing the TA to continue monitoring student progress. The test session on the previous computer or browser automatically closes.



The Session ID prompt appears any time you access the TA Site 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 Site.

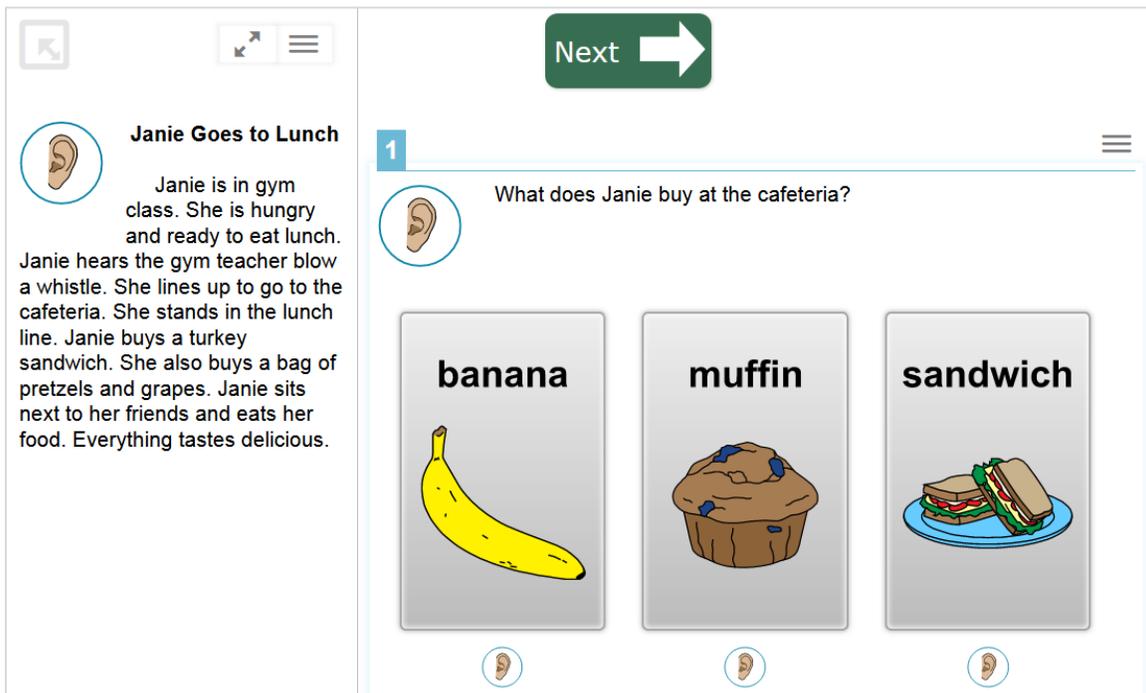
## Appendix E. About Alternate Assessments

You can add alternate assessments to sessions in the TA Site by following the same procedure used to add any other test to a session. However, the appearance and behavior of the Student Testing Site is slightly different for alternate assessments.

### Navigating Alternate Assessments

The Student Testing Site displays alternate assessments in full-screen mode with the global menu hidden (see [Figure 43](#)).

Figure 43. Alternate Assessment Layout



To exit full-screen mode and access the global menu:

3. Click  in the upper-left corner. A message appears, asking for a password.
4. Enter the student's first name and click **OK**. The global menu appears at the top of the screen.
5. *Optional*: To return to full-screen mode, click **Full Screen** in the global menu.

## Listening to Audio Content

Test pages display ear  icons, which read aloud the content for passages, questions, and answer options.

*To listen to test content:*

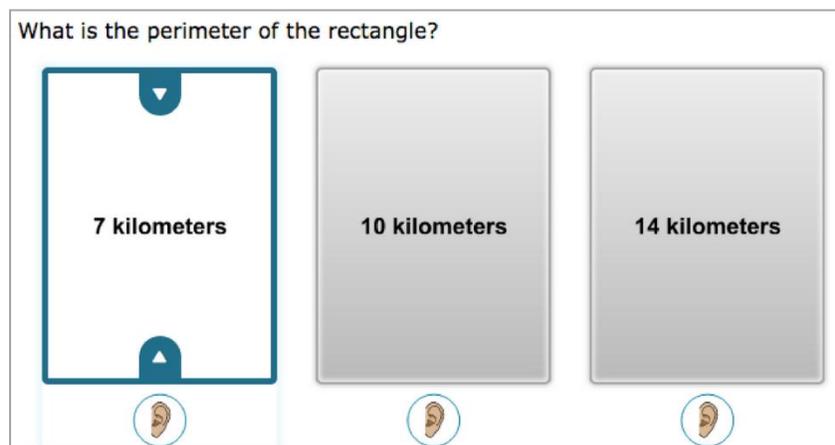
- To listen to a passage, select  beside the passage.
- To listen to a question and its answer options, select  beside the question.
- To listen only to an answer option, select  below the answer option.
- To stop the audio, click  while it is playing.
  - You cannot pause audio content. If you select  again, it will play the audio from the beginning.

## Responding to Questions and Ending a Test

Alternate assessment questions display answer options as cards, which may include text, graphics, or both (see [Figure 44](#)).

- Students can select a card to choose that answer option. Once a card is selected, arrows appear at the top and bottom of the card along with a blue border (see [Figure 44](#)).

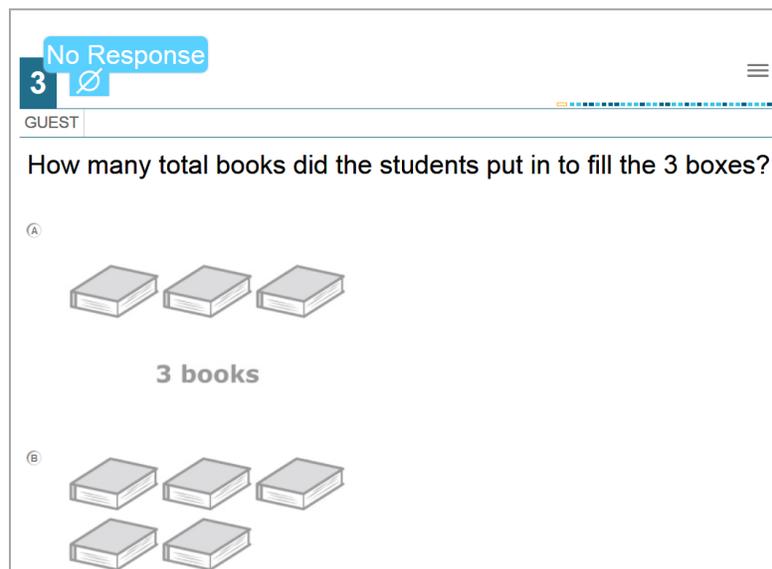
Figure 44. Alternate Assessment Card Item



- To proceed to the next question, select **Next**  at the top of the page.

- To indicate that no response was provided for an item and proceed with the test, do the following:
  - a. From the item’s context menu, select **Mark as No Response**.
  - b. In the message that appears asking you to confirm whether you wish to mark the item as “No Response”, click **Yes**.
    - The item’s response options are disabled and grayed out. A no response icon (∅) is displayed on top of the item to clearly indicate that no response was provided (see [Figure 45](#)).
    - You can now proceed to the next item. For reporting purposes, the item marked as “No Response” will be assigned a condition code of NR.

Figure 45. Item Marked as No Response



- c. If you wish to reverse your decision and unmark the no response option for the item, from the item’s context menu, select **Unmark No Response**. The item’s response options will be enabled, and the no response icon will disappear.



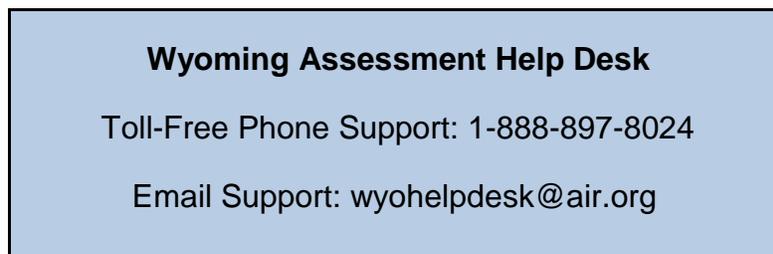
**Note:** If you had entered any response prior to marking the item as “No Response”, the response will not be retrieved if you decide to unmark the item.

- To end a test, access the global menu and select **End Test**. Please note, the **End Test** button will not appear until you have responded to the last item on the test. You can submit the alternate assessment by following the same procedure used to submit all other assessments in the Student Testing Site.

## Appendix F. User Support

For additional information and assistance in using the Test Delivery System, contact the Wyoming Assessment Help Desk.

The Help Desk is open Monday–Friday 7:00 a.m. to 7:00 p.m. (except holidays or as otherwise indicated on the Wyoming Assessment Portal).



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 WISER ID 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 7 and Firefox 45 or Mac OS 10.10 and Safari 8)
- Information about your network configuration, if known:
  - Secure Browser installation (to individual devices or network)
  - Wired or wireless internet network setup