

# Starting an SBAC Interim Assessment Session

## TEACHER: Required Items

- ▶ TOMS account password
- ▶ Teacher computer
- ▶ Directions for Administration
- ▶ Student log-in information

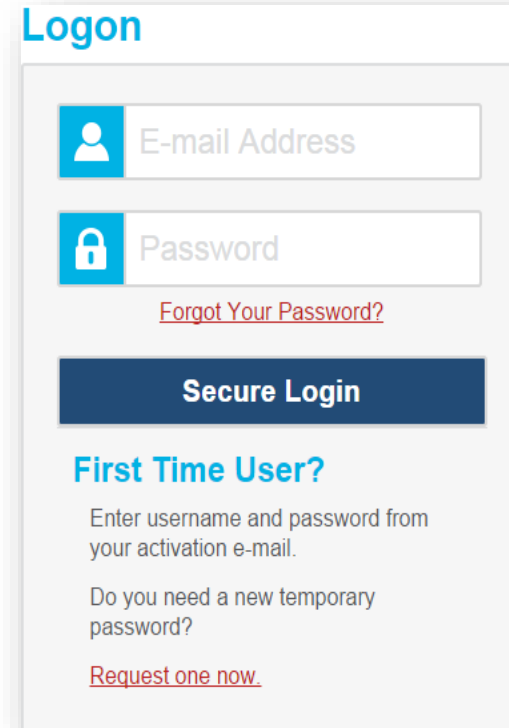
## STUDENT: Required Items

- ▶ Charged Chromebook or other device
- ▶ Earbuds (required for ELA)
- ▶ Scratch/graph paper and pencil (require for Math)
- ▶ Log-in information
- ▶ Non-embedded Supports/Accommodations

# Test Administration

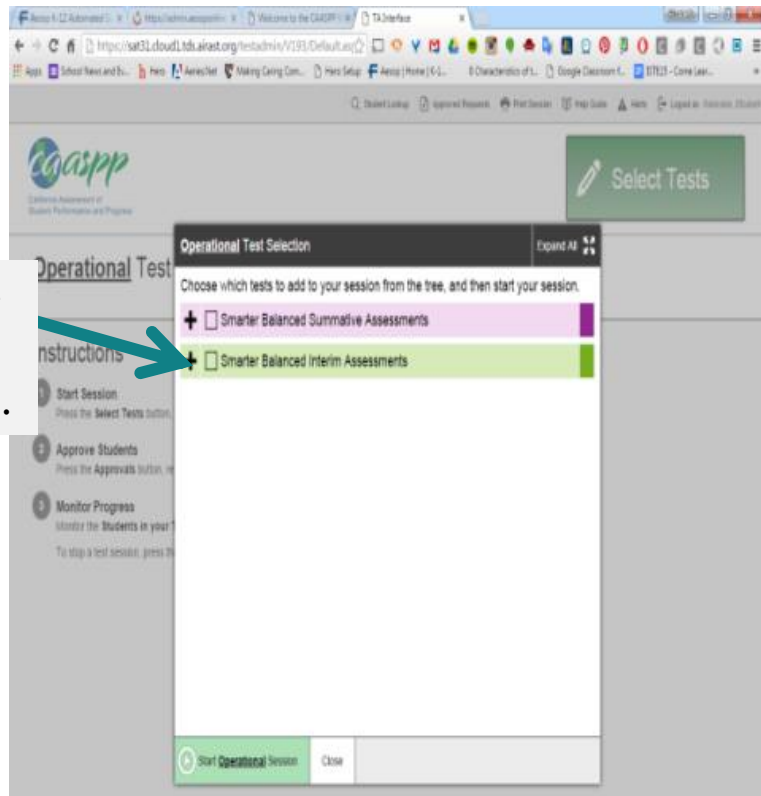
2

- The test administrator logs on to the testing interface.
  - <http://www.caaspp.org>

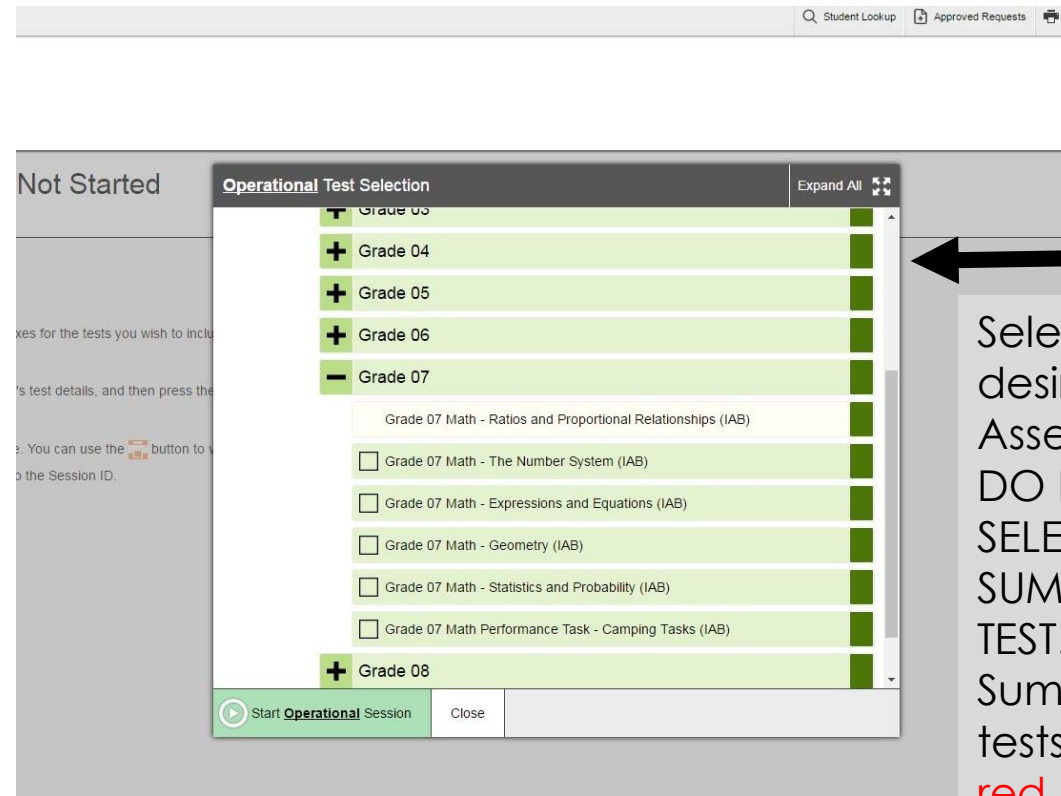


# Selecting the Test(s)

3



Click on the + to open a lower menu.

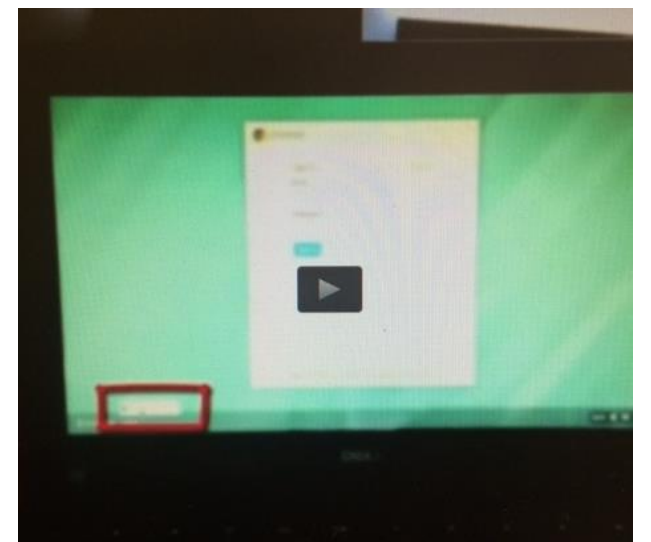
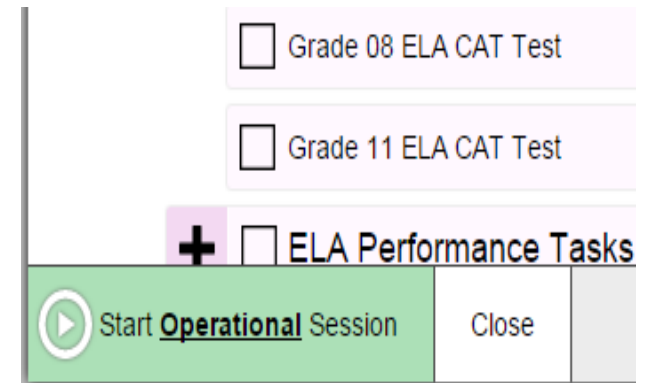


Select the desired Interim Assessment. DO NOT SELECT A SUMMATIVE TEST. The Summative tests will be red not green.

\*If you are unsure of which test to select on any day, please contact your site testing coordinator for information.

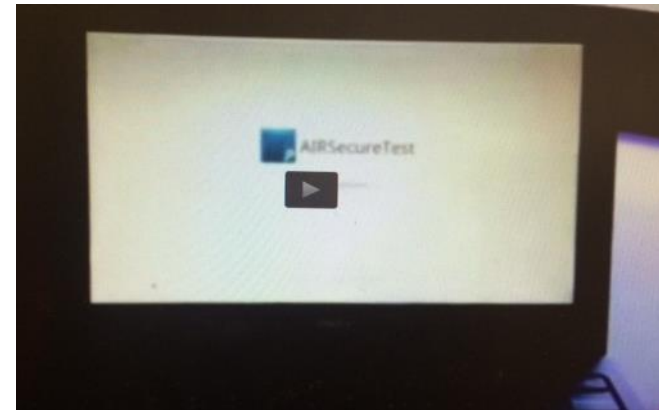
# A Test Session

- ▶ Click Start Operational Session in the bottom left corner. This will generate a testing session. You must write this testing session on the board. Students use this information to log in to your unique testing session.
- ▶ After you start an operational session, you may select additional tests, if you have more than one grade level in your classroom.
- ▶ Students open Chromebooks. **THEY DO NOT LOG IN.** Students then must access the secure browser at the bottom left side of the screen. At the bottom left they click on APPS and then air secure browser.



# Students Log In

- ▶ This opens up the secure browser and takes students to the testing website. Once in the secure browser, students cannot access any other websites.
- ▶ Students then choose the state of California, and log in with provided credentials (student credentials are considered secure information):
  - ▶ First Name
  - ▶ California State ID (SSID)
  - ▶ Testing Session (test administrator wrote on board)



**Please Sign In**

First Name:

SSID:

Session ID:  -  -

# Approving Students

- ▶ Students then select the correct test. The list will be limited to the test selected by the test administrator. If test administrator selected incorrect grade or test, students will not be able to select a test to take.
- ▶ The test administrator will then see all students who entered the correct testing session and selected a test.
- ▶ After verifying correct test, students are then approved by test administrator.
- ▶ Please DO NOT allow any students to take a summative test prior to the RUSD state testing window.

### Your Tests

Select the test you need to take.

**Start Grade 03 ELA CAT Test**  
This is opportunity 1 of 1

**Start Grade 03 Math CAT Test**  
This is opportunity 1 of 1

**Start Gr 03 ELA PT - Heatwaves**  
This is opportunity 1 of 1

**Start Gr 03 Math PT - Fitness Challenge**  
This is opportunity 1 of 1

[Back to Login](#)

**Approvals and Student Test Settings**

1 students awaiting approval

| Student Name   | State-SID     | Opp # | See Details | Action  |
|----------------|---------------|-------|-------------|---|
| CORNEJO, DAVID | CA-7162374578 | 1     | Default     | <span style="color: green;">✔</span> <span style="color: red;">✘</span> |

# Before Students Begin

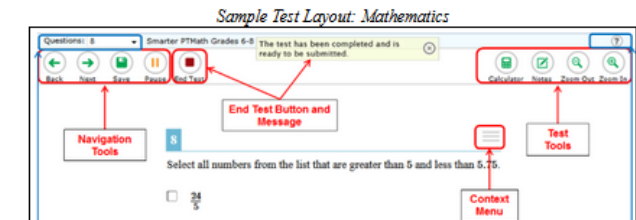
- ▶ Students verify their information and settings.
- ▶ Students verify audio if using text-to-speech or taking a test with ELA listening questions
- ▶ Finally students will see the Test Instructions and Help page before they begin. This provides an overview of the test tools.

## Test Instructions and Help

Click the question mark button to access this Help Guide at any time during your test. Scroll down for more information.

### Overview of the Student Testing Site and Test Tools

All tests have navigation and test tools. Some test tools are available only for specific tests or questions.



[Return to Login](#)


[Begin Test Now](#)





# Monitoring Students

- ▶ Test administrators can monitor student testing.
- ▶ Test administrators may pause an individual student's test.

## Students in your **Operational** Test Session

1 students awaiting approval 0 print requests 2 active tests

 = Smarter Balanced Summative Assessments

| Student Name | State-SSID    | Opp # | Test                  | Requests | Student Status       | Test Settings   | Pause Test  |
|--------------|---------------|-------|-----------------------|----------|----------------------|---|---|
| XXXXX, XXXXX | CA-4934309490 | 1     | Grade 05 ELA CAT Test |          | completed            |    |   |
| XXXXX, XXXXX | CA-5344863074 | 1     | Grade 05 ELA CAT Test |          | completed            |   |   |
| XXXXX, XXXXX | CA-5323585588 | 1     | Grade 05 ELA CAT Test |          | paused: 4/44, 45 min |  |  |



# Post Electronic Device Policy

[Click here to download a copy.](#)

**Unauthorized  
electronic devices  
MAY NOT be used at  
any time during the  
testing session.**

# Pause Rules

- ▶ If there is a technical issue or power outage, students will be logged out, and the tests will automatically be paused.
- ▶ If a test is paused, the student must log in again to resume testing.
- ▶ Highlighted text is preserved during test sessions.
- ▶ Student comments entered on a notepad are preserved.

# Ending a Test

- ▶ After students have answered the last question on the test, the END Test button will appear in the upper left corner for students.
- ▶ Students may review answers before submitting a test.
- ▶ Students must click “submit test”.
- ▶ When a student is ready to submit the test he will receive a confirmation screen.

