Test Delivery System User Guide for Test Administrators

2021–2022

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Introduction to the User Guide

This user guide supports Test Administrators who manage testing for students participating in Texas Assessment Program practice tests and operational tests.

Organization of the User Guide

The guide includes the following sections:

- [How Test Administrators Create and Manage Test Sessions in the Test Administrator Site](#)

- [How Students Sign In to the Student Interface and Complete Tests](#)

There is also an alphabetized [Appendi](#) with additional information and instructions about the Test Administrator Site, the secure browser application, and more.

Understanding the Test Delivery System's Sites

The Test Delivery System delivers Texas's online tests and consists of practice sites and operational testing sites. The practice sites function identically to the operational testing sites. However, the tests that are available in the practice and operational sites are different. Tests administered in the Test Administrator Practice Site are for practice, whereas the tests provided in the Test Administrator Interface are operational and students' scores will be official.

- **Practice Sites**

  - **Test Administrator Practice Site:** Allows Test Administrators to practice administering tests.

  - **Student Practice Site:** Allows students to practice taking tests online and using test tools. Students can log in to the testing site with their name and ID or as guests. They can either take tests in sessions created by Test Administrators in the Test Administrator Practice Site or they can take tests in guest sessions.

- **Operational Testing Sites**

  - **Test Administrator Interface:** Allows Test Administrators to administer operational tests.

  - **Student Interface:** Allows students to take operational tests.

Throughout the rest of this user guide, "Test Administrator Site" refers to both the Test Administrator Interface and Test Administrator Practice Site.

How Test Administrators Create and Manage Test Sessions in the Test Administrator Site

Administering tests in the Test Delivery System (TDS) is a straightforward process and the basic workflow is as follows:

- The Test Administrator starts or schedules a test session in the Test Administrator Site and selects the tests to be administered in the session.

- The test administrator provides the session ID to the students.

- Students sign in to the Student Interface using their first name, TSDS ID, and session ID.

- Students complete and submit their tests.

This section describes how Test Administrators successfully set up test sessions by performing the following tasks within the Test Administrator Site:

- [How to Create a Test Session](#)

- [How to Edit a Test Session](#)

For information about the testing process from a student's perspective, see the section [How Students Sign In to the Student Interface and Complete Tests](#).

How to Create a Test Session

To administer online tests, test administrators must create a test session and select the tests to be administered. You can administer state-mandated achievement tests as well as formative tests that have been created and published in the Authoring system by districts and campuses. The tests that you can administer are determined by your user role. While test administrators, district testing coordinators, and campus testing coordinators may administer all tests, teachers may administer only interim tests and tests that they have created in the Authoring system. [Table 1](#) provides information about the tests that each user-role can administer.

Table 1. Test Administration by User Role

	DTA & DTC	CTC	Teacher
TFAR	✓	✓	✓ (Only tests that the teacher has created and not existing TFARs created by others)
BOY Assessments	✓	✓	
Interim Assessments	✓	✓	✓

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	DTA & DTC	CTC	Teacher
STAAR Summative	✓	✓	
STAAR Alternate 2 Summative	✓	✓	
TELPAS Summative	✓	✓	
TELPAS Alternate Summative	✓	✓	

You can schedule multiple test sessions at a time. Please note that only the tests that you include in a test session will be available to students who join that session. You can schedule a test session ahead of time or start a test session immediately.

You can schedule or start test sessions by following the steps below:

1. Log in to the Test Administration Site. The **Create and Manage Test Sessions** page appears.

Figure 1. Create and Manage Test Sessions Page
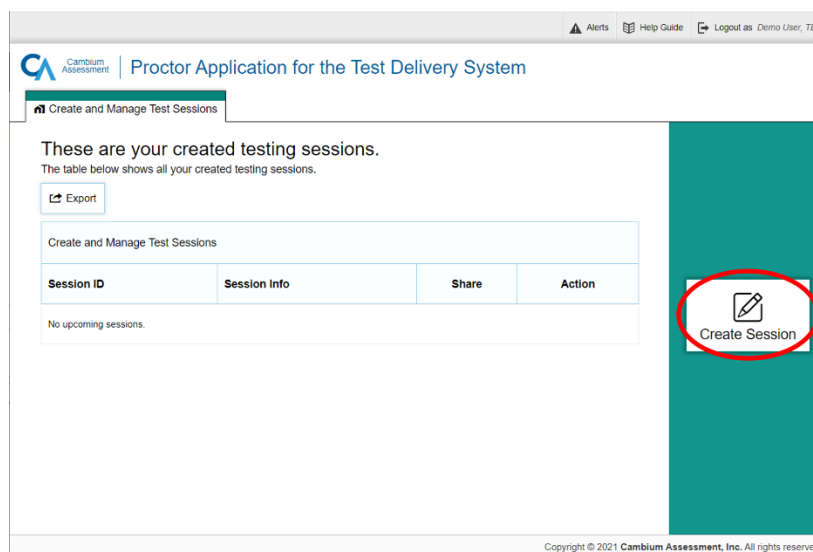
2. To create a new test session, select **Create Session**. The **Create and Manage Test Sessions** pop-up window appears.

Figure 2. Create and Manage Test Sessions Window

3. In the *Start* and *End* fields, enter a start and end date and time for the session. The time will be displayed in the time zone at which your computer is set. For example, if your computer is set to Central Standard Time, the times you select will also be in Central Standard Time. If you would like the test session to end at a particular time, for example, by the end of a class period, enter the time in the *End* field. If you do not enter an end time, the session will remain open for 23 hours and 59 minutes. **Note**: The maximum time a session can remain open is 2 weeks.
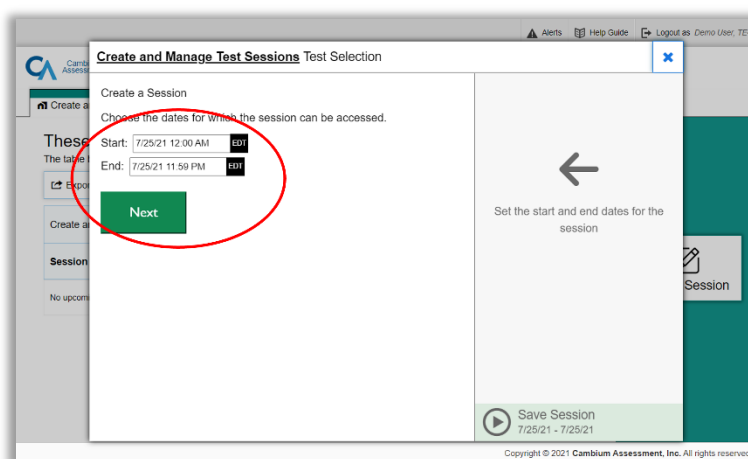
   Students will be able to log in to a test session using the same session ID as long as the test session remains active. Once the test session ends, i.e., the session end date and time have been reached, students are automatically logged out. Students may also pause or submit their tests before the test session ends. For information on how students can pause or submit their tests, see the section [How Students Sign In to the Student Interface and Complete Tests.](#)

4. Once you have specified the test session start and end dates, select **Next**. The ***Test Selection*** window appears.

Figure 3. Test Selection Window: Test Categories
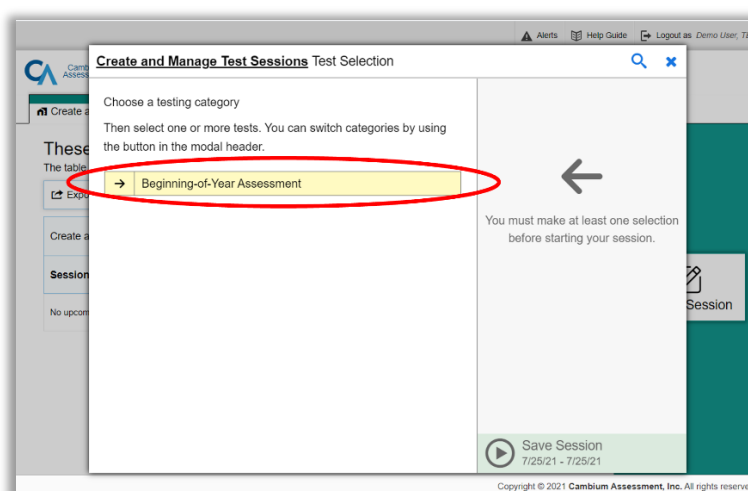
5. From the list of color-coded test categories, such as Beginning-of-Year Assessment, STAAR, and TELPAS, select the category from which you wish to administer tests. This will display the tests or test groups available for the selected test category. The **Test Selection** window only displays tests and test categories that you are eligible to administer. For example, since teachers are not eligible to administer Beginning-of-Year Assessment, teachers will not see the Beginning-of-Year Assessment test category in the **Test Selection** window. Please see Table 1 for a list of the tests that each user-role can administer.

Figure 4. Test Selection Window: Tests Within a Test Category
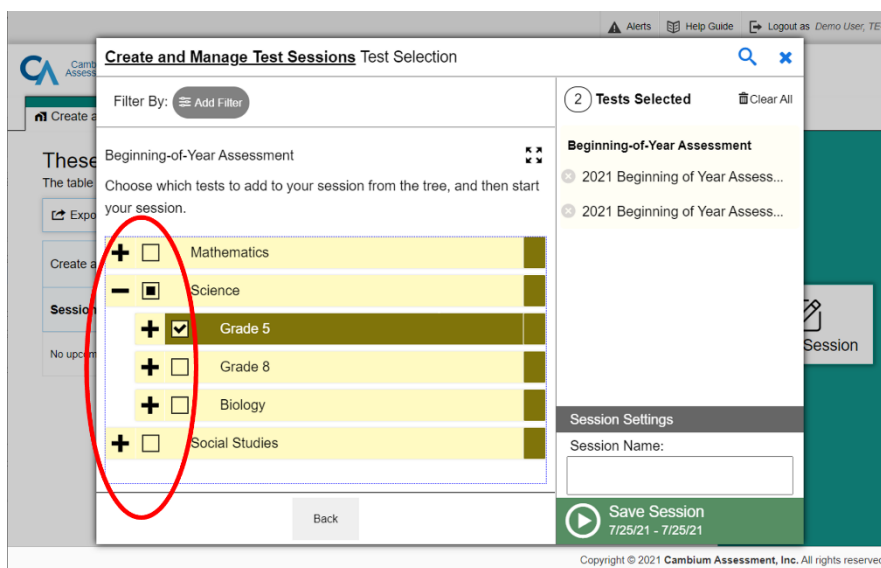
6. *Optional*: Expand a test subgroup to view the constituent tests. All test groups and subgroups appear collapsed by default, and you may have to expand the test group in order to view individual tests.

- To expand a test group, select ✚ (or **Expand All**).

- To collapse an expanded test group, select ▬ (or **Collapse All**).

- To expand or collapse all the groups within a test category simultaneously, select ⛶.

7. To select the tests you wish to administer, 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.

Note: You can select more than one test to administer in a test session. For example, if you want to administer a grade 3 RLA interim test to Student A and a grade 5 mathematics formative test to Student B, you can do so in the same test session by selecting both tests.

Once selected, the tests are displayed under their respective test categories in the right-hand side panel of the **Test Selection** window (see [Figure 4](#)). **Note:** If viewing on a smaller screen, the test selection count is displayed at the bottom of the **Test Selection** window (see [Figure 5](#)). To expand the selected tests section, select ⊙.

Figure 5. Test Selection Window: Tests Selected View for Small Screens
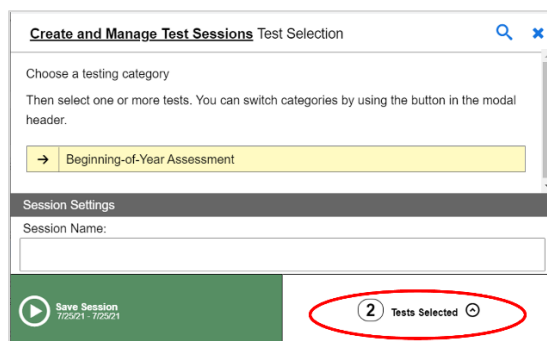
8. *Optional*: If you need to remove selected tests, from the **Test Selection** window (see [Figure 4](#)), do one of the following:

   • To remove an individual test, select ⊗ for each test you want to remove.

   • To remove all the selected tests, select **Clear All**.

9. To add tests from a different test category, from the **Test Selection** window (see [Figure 4](#)), do the following:

   a. Select **Back** at the bottom of the **Test Selection** window to return to the test categories view (see [Figure 3](#)).

   b. Repeat steps [5–8](#) to select the necessary tests.

10. Optional: When adding tests to your session, you may filter available tests on the basis of grade level and subject associated with the tests. To filter tests, perform the following steps:

    a. From the **Test Selection** window (see [Figure 4](#)), select ⊜ Add Filter . The filter panel appears.

Figure 6. Test Selection Window: Filter Panel
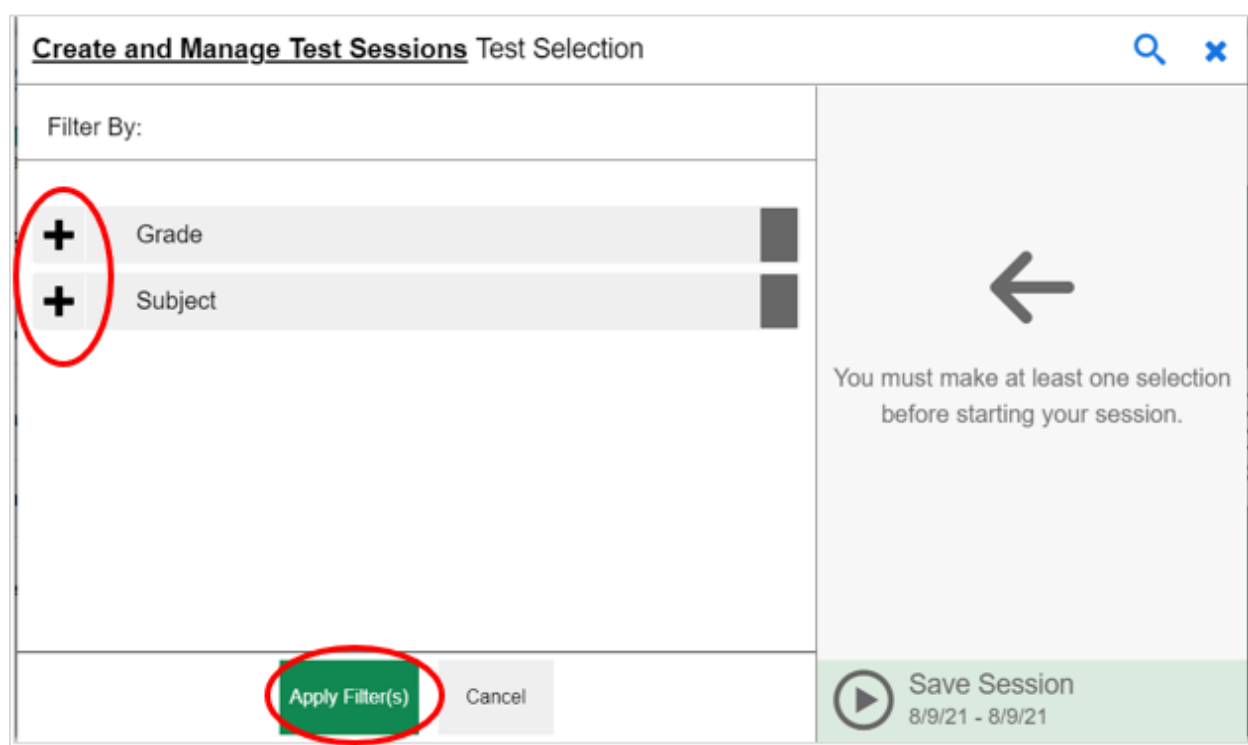
b. Expand the available filter categories and check the grades and subjects that you wish to filter by. The selected filters are listed on top, as shown in Figure 7.

Figure 7. Filter Selections
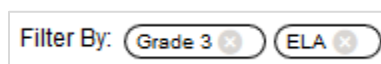
- You can remove a filter by selecting ⊗ the applicable filter.

c. Select **Apply Filter(s)** to apply your selected filters. The test list then updates to display the tests that match your filter criteria.

- O*ptional*: You can also search for specific tests by their labels. To search for a test:

a. Select the magnifying glass icon (🔍) in the upper-right corner of the *Test Selection* window (see Figure 3 or Figure 4) to bring up the search panel shown in Figure 8.

Figure 8. Test Selection Window: Search Panel
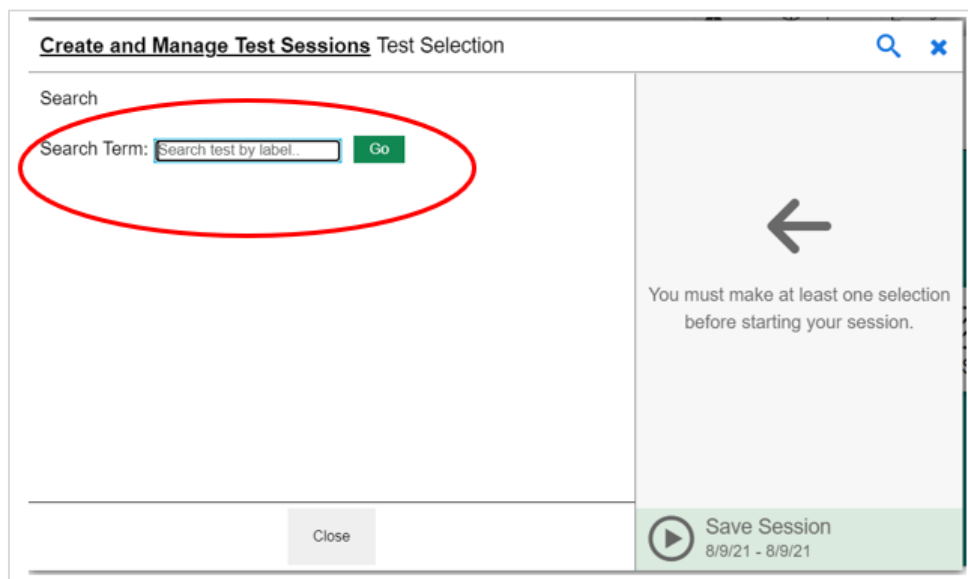
b. In the *Search Term* field, enter the full or partial test label and select **Go**. The tests matching the entered label will be displayed. Note, the search term must be at least three characters long.

c. To close the search panel, select **Close** at the bottom of the panel**.**

- Once one or more tests have been selected, *the Session Settings* fields appear (see Figure 9). Perform the following steps:

a. In the *Session Name* field, enter a name for the session.

Figure 9. Test Selection Window: Session Settings
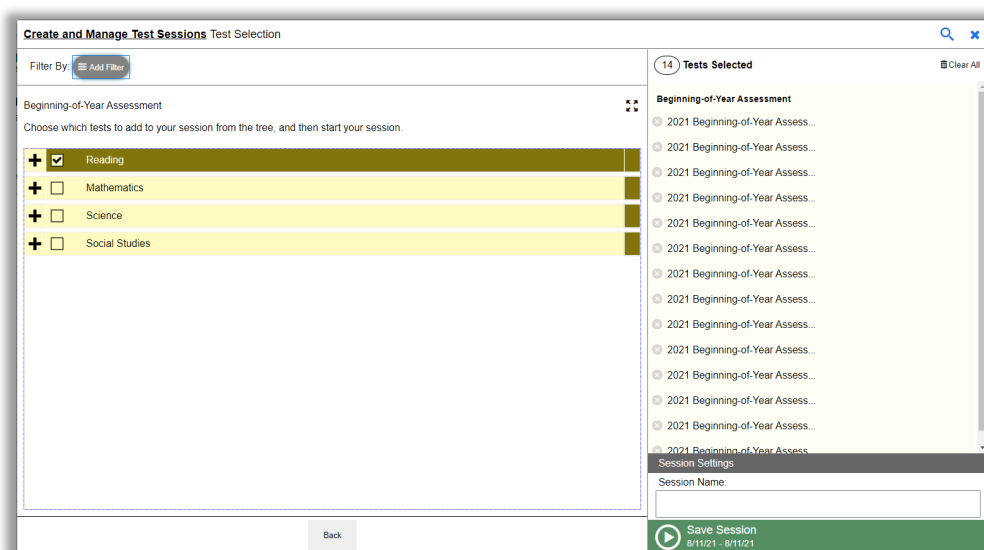
- Select **Save Session**. The exact label for this button may vary depending on whether you are starting a practice or operational session. The *Session Information* window appears.

Figure 10. Session Information Window

- The *Session Information* window provides the session ID and link teachers need to share with students so students can join the session when it starts. Students using the secure browser application enter their first name, TSDS ID, and session ID when signing into the Student Interface to take the test. Except for summative tests, which must be taken via the secure browser, all other tests are permit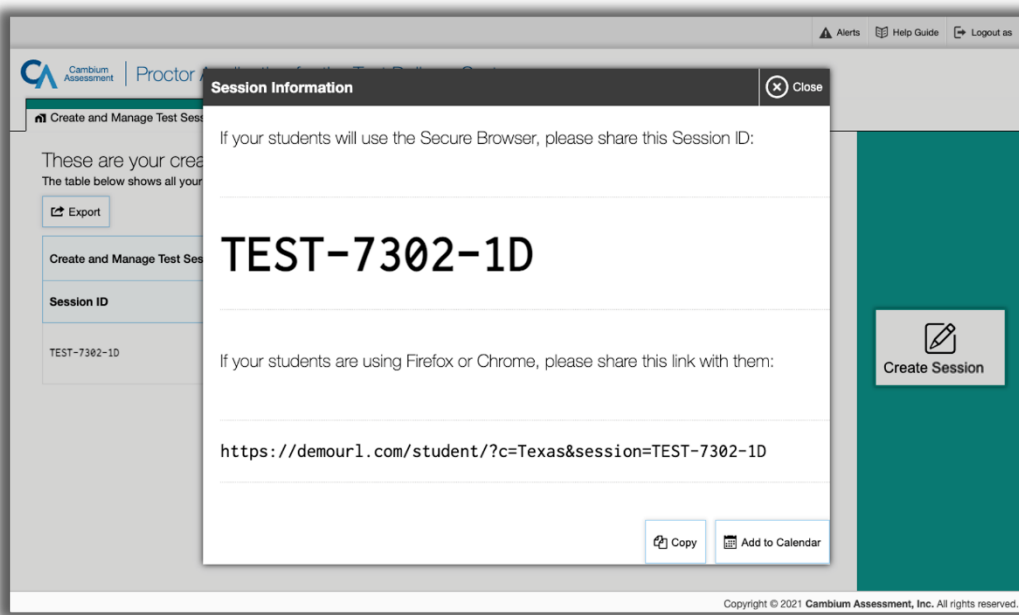ted to be taken using conventional web browsers like Chrome, Firefox, or Safari. For tests taken on a conventional browser, students click the link and are taken to the Student Interface where they can log in with their first name and TSDS ID to take the test.

  - To add the session information to your calendar, select **Add to Calendar.** A .ics file containing all the information displayed on the window including the start and end date and time will be generated. You can save the file to your desired calendar application.

  - To copy the information displayed in the *Session Information* window, select **Copy**. Once the information is copied to your clipboard, the button name changes to **Copied to clipboard**.

  - To close the *Session Information* window, select **Close**.

- The *Create and Manage Test Sessions* page appears displaying your active and upcoming test sessions.

Figure 11. Create and Manage Test Sessions Page Displaying Existing Test Sessions
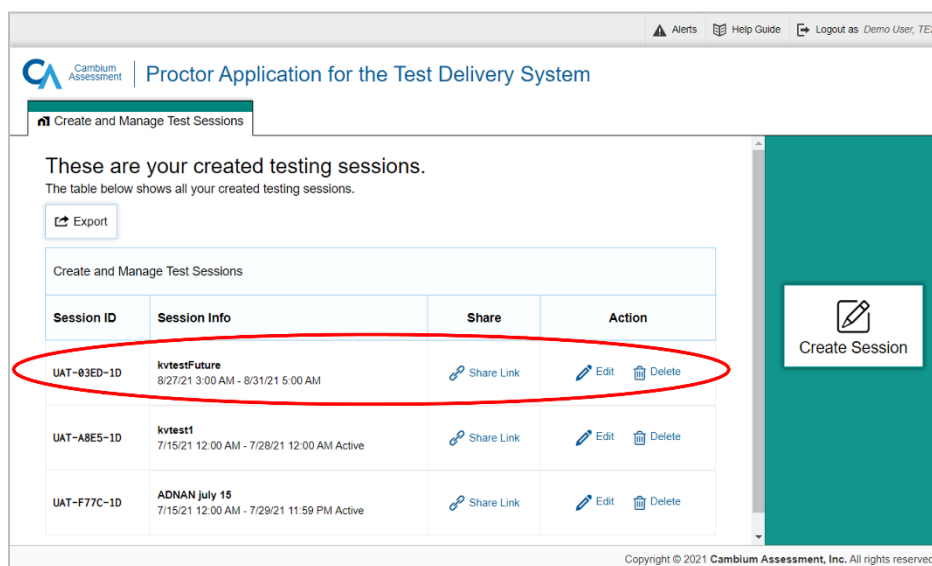
- You can do any of the following:

    - To retrieve the session ID and link to the session again, select **Share Link** (Share Link). **The Session Information** window appears displaying the session ID and link.

    - To edit a session, select **Edit** (Edit). For information on how to edit a session, please see How to Edit a Test Session.

    - To delete a session, select the **Delete** button (Delete) and then select **OK**. Please note that if you delete an active session, students logged into the testing session can continue testing. However, other students will no longer be able to log in to the session.

    - To export information about your active and scheduled sessions, select **Export** (Export). The information displayed in the table on the **Create and Manage Test Sessions** page (see Figure 12) will be exported as a CSV file.

Once the session date becomes current, students can log into the Student Interface to take their test. For information on how students log in to take tests, please see the section How Students Sign In to the Student Interface and Complete Tests.

How to Edit a Test Session

You can edit a test session if necessary. If the test session is not active yet, you can modify the test session start and end dates, add or delete tests, and modify the session name.

Note: Once a session become active, you can update only the session end date and time. If you need to add or remove tests, you must create a new session and provide the new session ID to your students.

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You can edit upcoming test sessions by following the steps below:

- Log into the Test Administration Site. The *Create and Manage Test Sessions* page appears listing your scheduled sessions.

Figure 12. Create and Manage Test Sessions Page
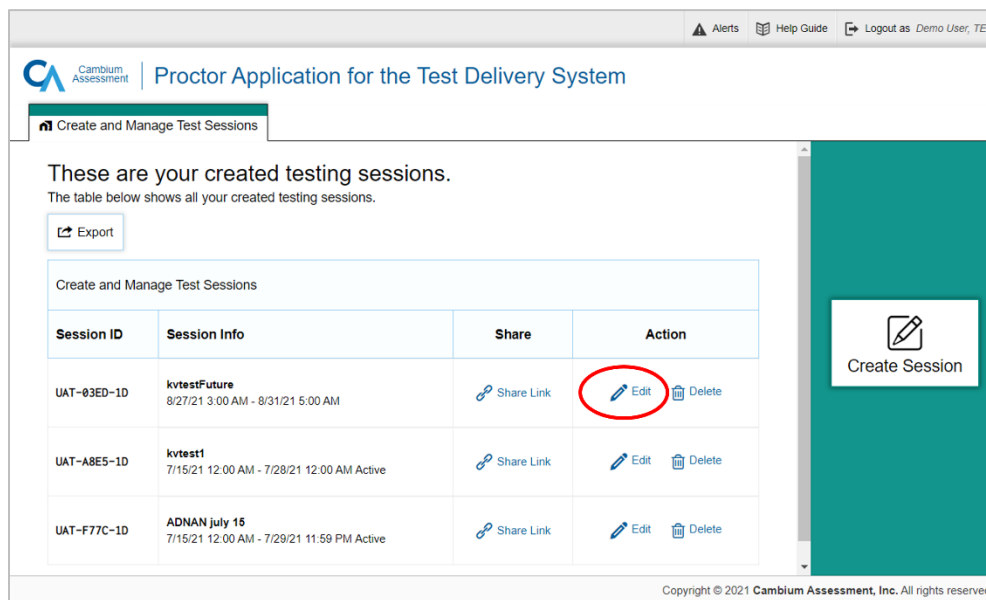
- Select **Edit** (⌸ Edit) for the test session you wish to edit. The *Create and Manage Test Sessions* pop-up window appears.

Figure 13. Create and Manage Test Sessions Window

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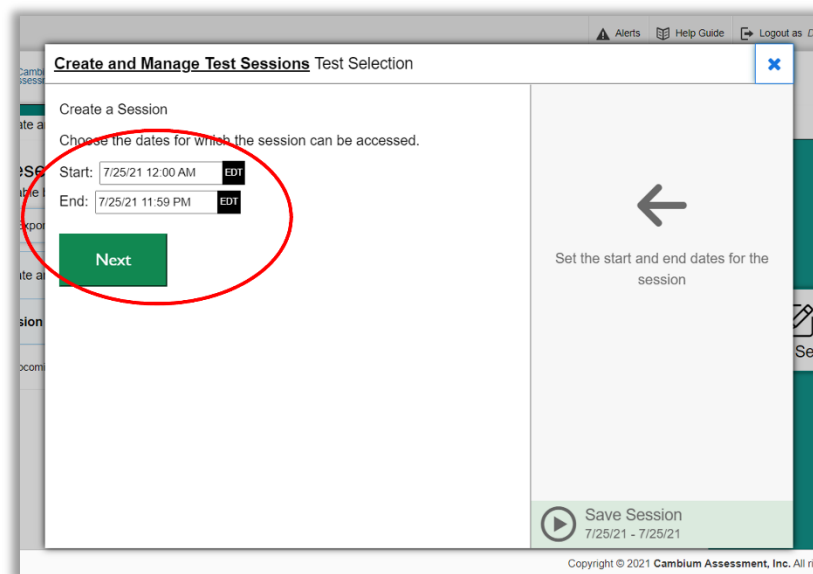
- If you wish to update the test session dates, enter the desired date and time in the *Start* and *End* fields; then select **Next**. The ***Test Selection*** window appears.

Figure 14. Test Category Selection Window
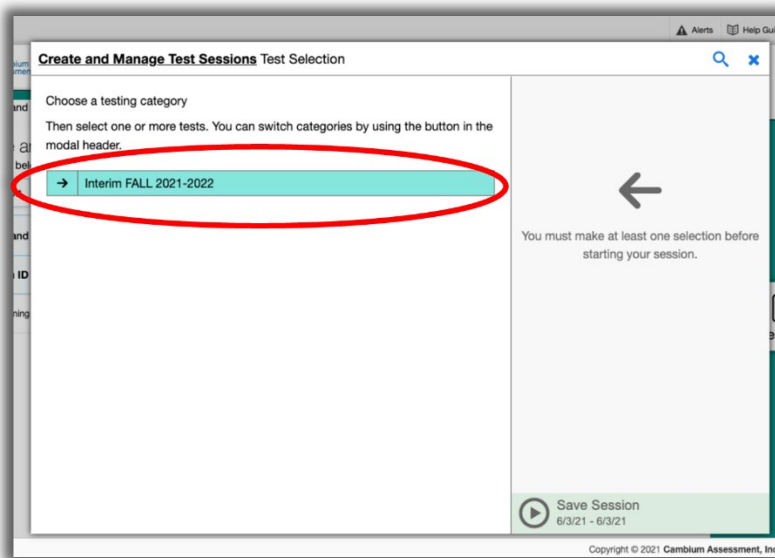
- From the ***Test Selection*** window, add, edit, or delete tests from the session in the same way as described in the section How to Create a Test Session.

Figure 15. Test Selection Window
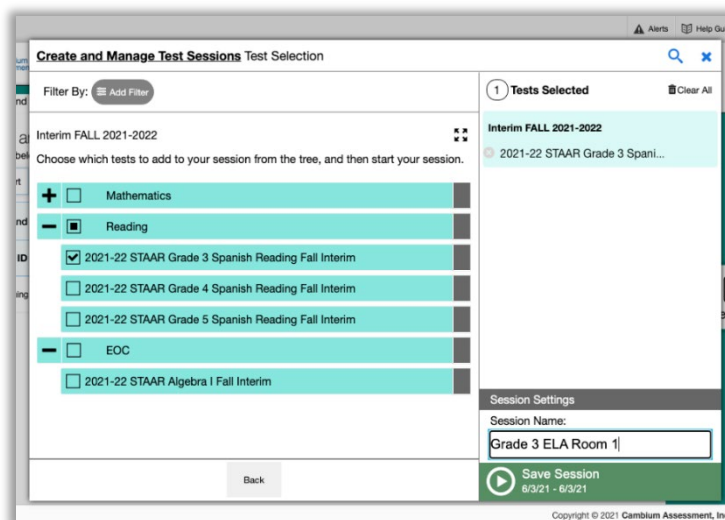
- From the *Session Settings* fields, update the session name.

- Select **Save Session** to update your test session. The exact label for this button may vary depending on whether you are starting a practice or operational session.

Test Administrator Role on Testing Day

For a smooth test administration, you must ensure that students have the necessary information they need to log in to their test sessions and take tests. On testing day, a student requires the following information for testing:

- Student first name and TSDS ID as they are recorded in TIDE

- Session ID or test session link to access the test session in which the student will test.

You can print a student's test ticket (see Figure 16), which includes the student's first name and TSDS ID from TIDE. For information on how to print test tickets in TIDE, please see the *TIDE User Guide* posted on the Texas Assessment Program web portal.

Figure 16. Test Ticket

```
TEST TICKET

District: DEMO DISTRICT TX 1 (990001)

Campus: DEMO SCHOOL TX 1 (990001001)

LAST: Barr              FIRST: Sam
TSDS ID: 1122334455     Grade: 12

DOB: 02/13/2011
```

The session ID is not included on the test ticket and must be communicated to students on the day of testing for tests that are scheduled to start immediately; for tests that are scheduled to start in the future, session IDs may be communicated in advance. Depending on the type of test (such as summative and interims) that you are administering and the browser that the student will be using to test (i.e., secure browser application vs conventional browsers), you may be required to provide students with the session ID or the session link.

- For summative tests and tests that are taken in the secure browser application, you must provide the session ID that is listed in the Session ID column on the **Create and Manage Test Sessions** page (see Figure 11). Students will need the session ID along with their first name and TSDS ID to log in to the test session.

- For interim assessments and non-summative tests that are taken in conventional browsers, you must provide the test session link that is provided in the **Session Information** window (see Figure 10). When students select the link, they will be taken to the testing site, where the session ID field will be automatically filled in, thereby allowing students to log in by simply entering their first name and TSDS ID.

Table 2 provides details on the type of session information that must be communicated to students for each test type.

How Test Administrators Create and Manage Test Sessions

Table 2. Session Information by Test Type

	Summative Assessments	Non-Summative Assessments taken in the Secure Browser	Non-Summative Assessments taken in the Secure Browser
Test Session scheduled to start immediately	Provide the Session ID at the start of the session	Provide the Session ID at the start of the session	Provide the Session Link at the start of the session
Test session scheduled to start in the future	Provide the Session ID ahead of time or at the start of the session. Students can only log in once the session becomes active.	Provide the Session ID ahead of time or at the start of the session. Students can only log in once the session becomes active.	Provide the Session Link ahead of time or at the start of the session. Students can only log in once the session becomes active

For more information on how to prepare for testing and the role of the test administrator on testing day, please refer to the *Test Administration Manual* available on the Texas Assessment Program portal.

How to Log Out of the Test Administrator Site

Once you have scheduled your test sessions, you can log out of the Test Administrator Site by following the steps below:

- Select ⤷ in the upper-right corner of the Test Administrator Site (see Figure 1). The Texas Assessment Program portal appears.

How Students Sign In to the Student Interface and Complete Tests

This section describes the following:

- How students sign in to the Student Interface on the day of the test when starting a new test or resuming a paused test

- How students can view stimuli and respond to questions

- How students can pause a test, review previously answered questions, and submit a test

How Students Sign In and Select Tests

When testing, students must sign in to the appropriate testing site. For sessions created in the Test Administrator Interface, students sign in to the Student Interface on the secure browser application for summative tests and secure browser application or conventional browsers for other tests.

Students may also take practice tests on the Student Practice Site to familiarize themselves with the online testing process. Aside from the sign-in process, the Student Practice Site has the same appearance and functionality as the Student Interface. For information on how students sign in to the Student Practice Site, see Practice Tests Site Student Sign-In Process.

How to Sign In to the Student Interface

- Launch the secure browser application on the student's testing device. The **Student Sign-In** page appears. If using a conventional browser, select the session link to navigate to the Student Interface.

- Next, students enter the following information:

  – In the *First Name* and *TSDS ID* fields, students enter their first name and TSDS ID as they appear in TIDE.

  – If using the secure browser application, students enter the session ID as it appears on the Test Administrator Site. The first section of the three-part *Session ID* field that indicates whether a student is on the Student Interface or the Student Practice Site will be pre-populated.

Figure 17. Secure Browser Student Interface Student Sign-In Page

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

How to Verify Student Information

After signing in to the Student Interface, students must verify their personal information on the *Is This You?* page.

- If all the information on the *Is This You?* page is correct, the student selects **Yes** to proceed.
- If any of the information is incorrect, the student must select **No**.

You must notify the appropriate campus personnel that the student's information is incorrect. Any student demographic information that is incorrect must be updated before the student can begin testing.

Figure 18. Is This You? Page

How to Select a Test

Students can select their tests from the **Your Tests** page that appears after students verify their personal information. The **Your Tests** page displays all the tests that a student is eligible to take. Students can only select tests that are included in the session and still need to be completed.

From the **Your Tests Page** that lists a student's eligible tests in color-coded categories, the student selects the name of the test.

- – If a student's required test is inactive or not displayed, the student should log out. You should verify that the test session includes the correct tests. If necessary, create a new session with additional tests.

Figure 19. Your Tests Page
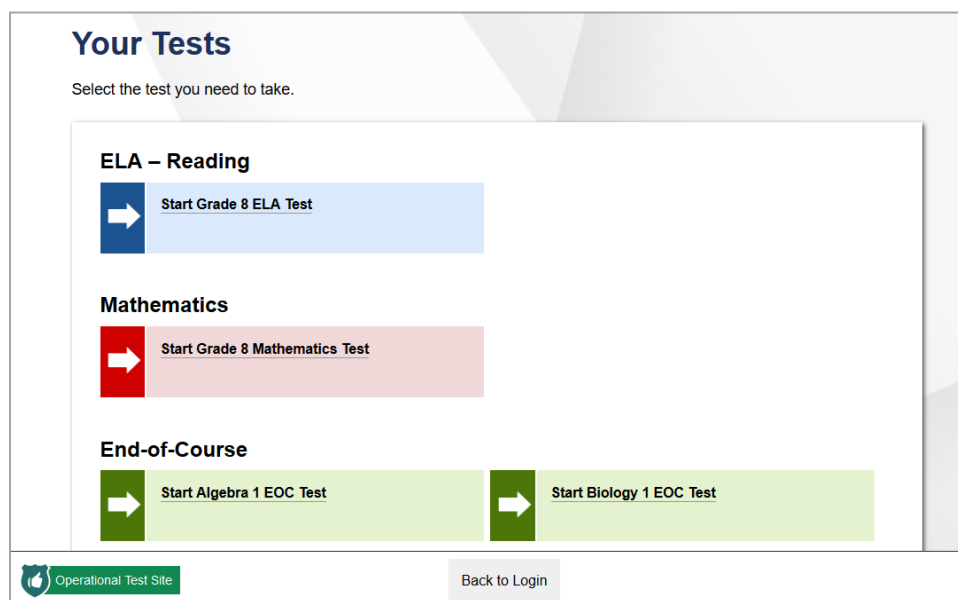
How to Check Student Device Functionality

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. If a test does not require functionality checks, this page is skipped.

- From the *Audio/Video Checks* page that displays each required functionality check in its own panel, the student verifies each functionality as explained below.

- Once all functionality checks have been verified, the student automatically proceeds to the *Instructions and Help* page.

To proceed without verifying any functionality, the student selects **Skip A/V Checks** (if available) at the bottom of the page, and then select **Yes** in the affirmation message that appears.

Figure 20. Audio/Video Checks Page

How to Check Text-To-Speech Functionality

The **Text-to-Speech Sound Check** panel appears if a student has the text-to-speech (TTS) accommodation. Students can use TTS within the secure browser application, a supported Chrome, Firefox, or Edge browser.

If TTS does not work, students should log out. You can work with students to adjust their audio or headset controls, or give the students another device.

- From the **Text-to-Speech Sound Check** panel, students select 🔊 and listen to the audio.

  – If the voice is clearly audible, students select **I heard the voice**. A check mark appears on the confirmation button as well as on the upper-right corner of the panel, and students can proceed to the next functionality check if available.

  – If the voice is not clearly audible, students can use the sliders to adjust the settings and then select 🔊 to listen to the audio again.

Figure 21. Text-to-Speech Sound Check Panel

— If students still cannot hear the voice clearly, they select **I did not hear the voice, which** will open the ***Audio Check*** panel. The students can then select Try Again to return to the Text-to-Speech Sound Check panel and retry.

Figure 22. Audio Check Panel

- Students can skip verifying the text-to-speech functionality by selecting **Continue** on the ***Audio Check*** panel or by selecting **Skip TTS Check** from the ***Text-to-Speech Sound Check*** panel.

How to Check Audio Playback Functionality

The *Audio Playback Check* panel appears for tests with listening questions and allows students to verify that they can hear the sample audio.

If the audio does not work, students should log out. You should troubleshoot the device and headphones or move the student to another device with working audio.
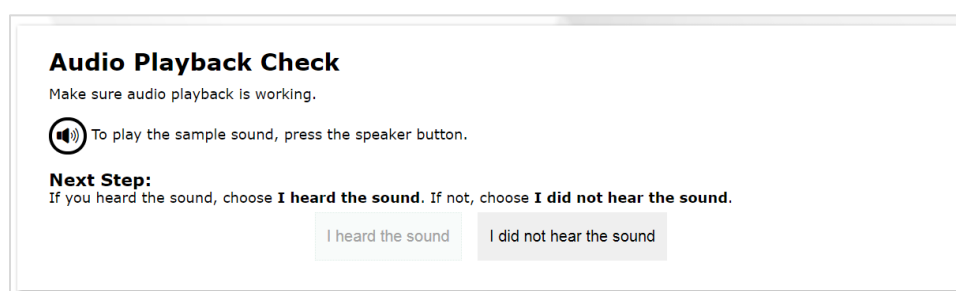
- From the *Audio Playback Check* panel, students select ⊙ and listen to the audio.
  - If the sound is clearly audible, students select **I heard the sound**. check mark appears on the confirmation button as well as on the upper-right corner of the panel and students can proceed to the next functionality check if available.

Figure 23. Audio Playback Check Panel

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 |

  - If the sound is not clearly audible, students select **I did not hear the sound** to open the *Sound Check: Audio Problem* panel.

    - Students can select **Try Again** to return to the *Audio Playback Check* panel and retry.

How to Check Recording Device Functionality

The *Recording Device Check* panel appears for tests with questions that require students to record audio responses. The check is also automatically displayed for students who have a speech-to-text accommodation. On this panel, students record their voice and verify that they can hear the recorded audio.

If the recording device does not work, students should log out. You should troubleshoot the recording device or set up a new recording device.
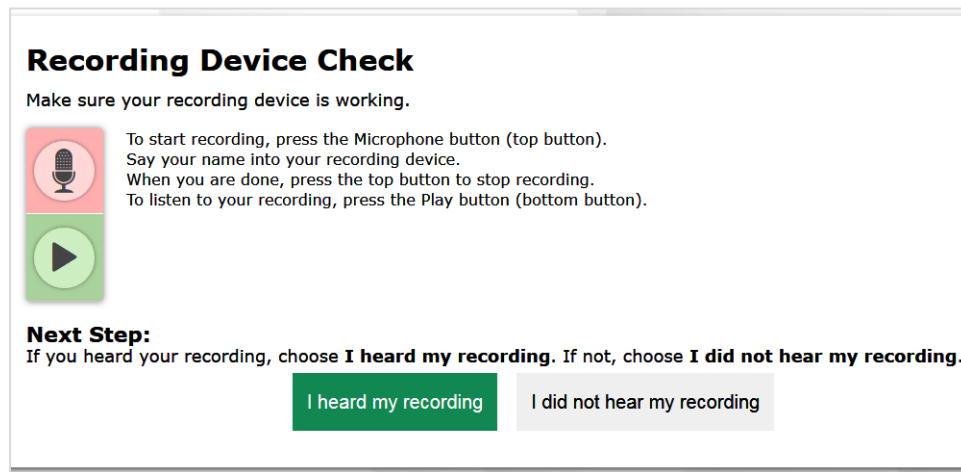
- From the *Recording Device Check* panel, students select 🎤 to begin recording their voice.

- Students speak into their recording device, and then select ■ to stop recording.

- Next, students select ▶ to listen to their recorded audio:

Figure 24. Recording Device Check Panel

- If the recorded audio is clearly audible, students select **I heard my recording**. A check mark appears on the confirmation button as well as on the upper-right corner of the panel, enabling students to proceed to the next functionality check if available.

- If the recorded audio is not clearly audible, students select **I did not hear my recording** to open the ***Problem Recording Audio*** panel, where they will see one of two options:

  - Students can choose **Try Again** to return to the ***Recording Device Check*** panel and retry.

  - Students can choose **Select New Recording Device** (which appears only for students testing on computers or tablets with multiple recording devices) to open the ***Recording Input Device Selection*** panel and select a different recording device.

How to Check Sound and Video Playback Functionality

The ***Sound and Video Playback Check*** panel appears for tests with video content and allows students to verify that they can view the sample video and hear its associated sound.

If the video or audio does not work, students should log out. You should troubleshoot the device and headphones or move the student to another device with working audio and video.

- From the ***Sound and Video Playback Check*** panel, students select ▶ to play the video and sound.

  - If the video can be played and the sound is clearly audible, students select **I could play the video and sound**. A check mark appears on the confirmation button as well as on the upper-right corner of the panel and students can proceed to the next functionality check if available.

Figure 25. Sound and Video Playback Check Panel
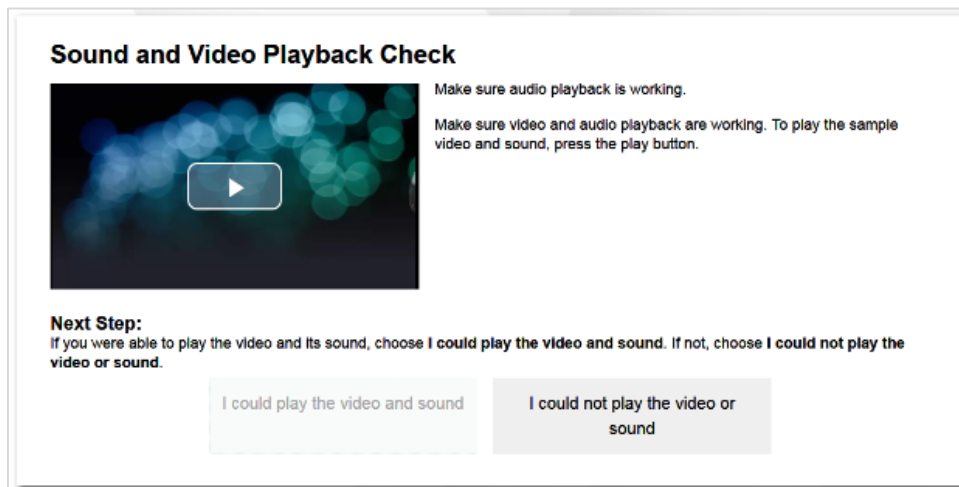
- If students are not able to play the video or hear the sound, students select **I could not play the video or sound** to open the *Video Playback Problem* panel.

  - Students can select **Try Again** to return to the *Sound and Video Playback Check* panel.

How to Check Video Playback Functionality

The *Video Playback Check* panel appears for tests with video content and allows students to verify that they can view the sample video.

If the video does not work, students should log out. You should troubleshoot the device or move the student to another device with working video.

- From the *Video Playback Check* panel, students select ▶ to play the video.
  - If the video can be played, students select **I could play the video**. A check mark appears on the confirmation button as well as on the upper-right corner of the panel and students can proceed to the next functionality check if available.

Figure 26. Video Playback Check Panel
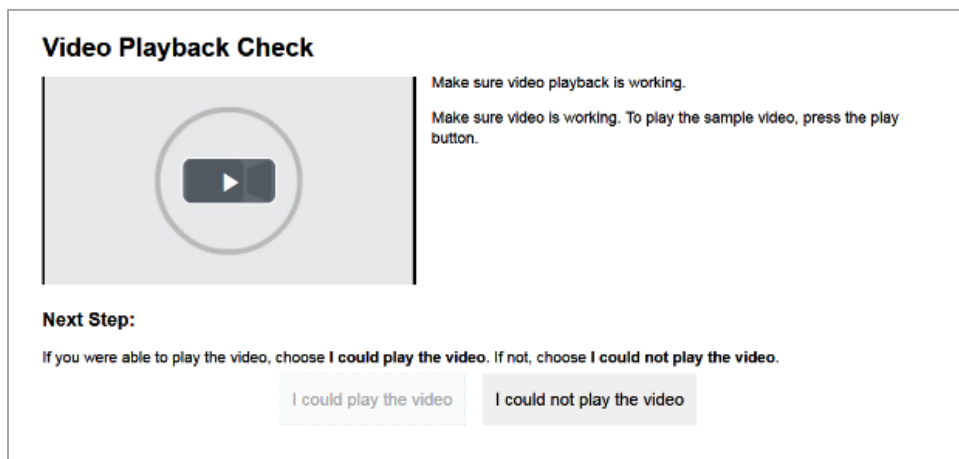
- — If students are not able to play the video, students select **I could not play the video** to open the *Video Playback Problem* panel.

  - ■ Students can select **Try Again** to return to the *Video Playback Check* panel.

How to View Instructions and Begin Testing

The *Instructions and Help* page is the last step of the sign-in process. Students may review this page to understand how to navigate the test and use test tools as well as review their test settings. This page may also contain additional test instructions or acknowledgements that a student needs to review in order to proceed.

1. *Optional*: To review their test settings, students select **View Test Settings**. To close the window, students select **OK**.

2. To review additional test information or acknowledgements, if available, students review the information on the page and proceed as instructed.

3. *Optional*: To view the help guide, students select **View Help Guide**. To close the window, students select **Back**.

4. To start the test, students select **Begin Test Now**.

Figure 27. Instructions and Help Page
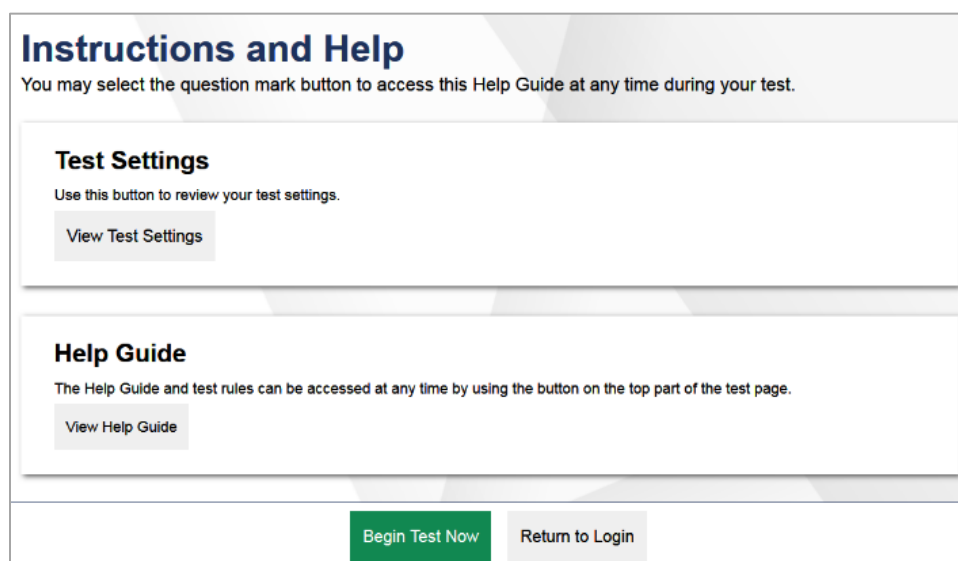
How Students Navigate the Student Interface

Once a student selects **Begin Test Now** on the *Instructions and Help* page (see [Figure 27](#)), the student is presented with the first test page.

A test page can include the following sections:

- The *Global Menu* section displays the global navigation and tool buttons. It also includes the **Items** menu, test information, help button, pause button, system settings button, and timer (if available).

- The *Stimulus* section, which appears only for questions associated with a stimulus, contains the stimulus content, context menu, and either the expand passage button or reading mode button. If the passage content is not fully visible on the page, an arrow may also be displayed at the bottom to indicate there is additional text below. A green scrollbar appears under the Stimulus section to indicate how much of the passage content has been viewed.

- 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. Similar to the Stimulus section, if the question text is not fully visible on the page, an arrow and scrollbar is displayed at the bottom of the question section.

Figure 28: Sample Test Layout
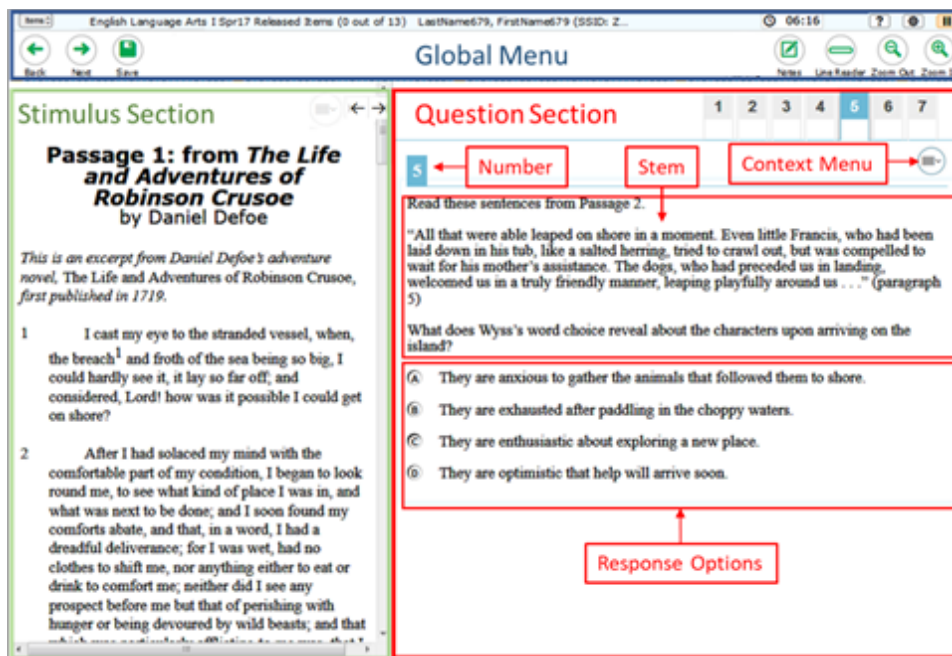
The following sections provide details about how to navigate the Student Interface.

How to Navigate between Questions

- Some test pages may have only one question and others may have more or may consist of multiple parts that students must answer.

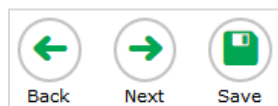 - ○ After students respond to all the questions on a page, they select **Next** in the upper-left corner to proceed to the next page.

  - ○ To navigate to a previous question in a test, students select **Back**.

Figure 29. Navigation Buttons

- When multiple questions are grouped with a stimulus, the questions are tabbed for individual viewing. Students select the tabs in the upper-right corner to proceed to the corresponding question.

Figure 30. Paginated Questions

  - ○ The navigation tabs may also include a stimulus icon that students can select to view the stimulus associated with the grouped questions.

- To jump directly to a question, students can select a question number from the items dropdown that appears when students select the **Items** menu.

  - ○ If a question has been marked for review, is displayed next to the question.

  - ○ If a question has been skipped or not answered, is displayed next to the question.

  - ○ Questions that students cannot navigate to are grayed out.

  - ○ If a test consists of cover pages, cover page icons are displayed in the positions at which they occur in the test.

Figure 31. Items Dropdown
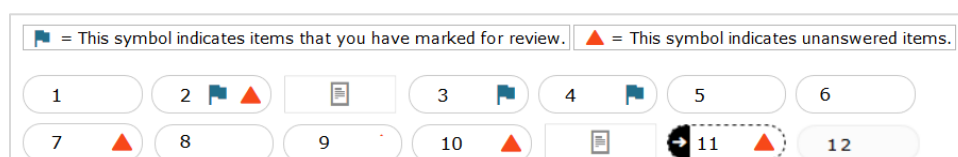
How to View Stimuli

When a test question is associated with a stimulus, students should review that stimulus before responding to the question. 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.

- *Reading Passages*: When the stimulus is a reading passage, the content may be paginated.

    o To move between the pages of a reading passage, students can select ⬅ and ➡ below the stimulus.

    o Students can also select 📖 to open the Reading Mode window, which displays two pages at a time.

    o If a stimulus has multiple reading passages, students can select the numbered tabs at the top of the stimulus to switch between the available passages.

    o Some reading passages contain sections of text that students can collapse to focus on other parts of the passage. Students can select ➕ or ➖ to expand or collapse sections of text.

Figure 32. Reading Passage
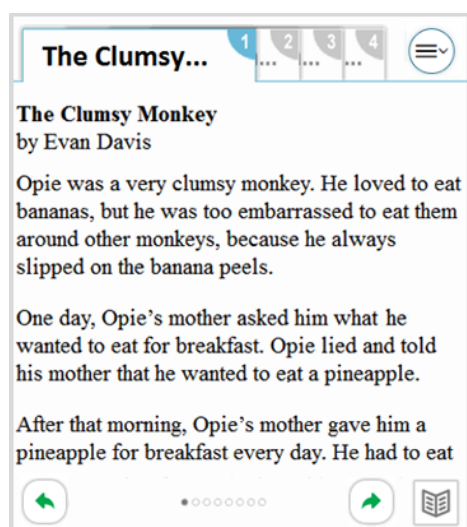
- *Videos*: When the stimulus is a video, students can use standard video features to control the playback.

    o To play a video, select ▶ in the lower-left corner.

    o To jump to a different point in the video, drag the slider to the required location.

    o To adjust the speed at which the video plays, select 1x , and then select the required speed from the menu that appears.

Figure 33. Video Playback Features

- o   To mute or unmute the video, select ⏵ in the lower-right corner.

- o   To expand the video to full screen mode, select ⛶ in the lower-right corner. To exit full screen mode, select ⛶ again.

- *Slideshows*: When the stimulus is a slideshow, students can navigate between the slides and play associated audio, if available.

    - o   To move between the slides of a slideshow, select ⟨ and ⟩.

    - o   To play the audio for the current slide, select ▶. To pause the audio, select ⏸.

Figure 34. Sample Slideshow

How to Respond to Test Questions

The questions presented in TDS are of various types and students may need to respond to them differently. Students can use the Student Practice Site to familiarize themselves with the question types that may appear on tests.

All responses are saved automatically. Students can also manually save their responses to questions by selecting **Save** in the upper-left corner.

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

- Select one or more choices from a list of answer options.

    o For multiple choice type questions, students can re-click a selected radio button to deselect the response option provided this feature is enabled.

- 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.

- Copy content from a passage to a text box.

- Expand categories and select options within them.

- Create graphs and charts out of unstructured data sets and draw inferences.

How Students Use Test Tools

A number of testing tools are available for students in TDS. Some tools are available for all tests, while others are available only for a particular subject, accommodation, or type of question. There are primarily two types of test tools available:

- Global Tools: These tools appear in the global menu at the top of the test page and are available for all questions in a test.

- Context Menu Tools: These tools are specific to the passage or question being viewed.

Students can access tools by using a mouse or with keyboard commands. For information about keyboard commands, please see Keyboard Commands in the Student Interface.

Some tools, such as the dictionary, calculator, formula sheet, and ASL videos, open in separate windows. Students can resize the window using the resizing handle (✥). Students can also maximize

or minimize the window by selecting ⤢ . When maximized, the window covers the entire test page except for the navigation bar on top. Whenever the window is not maximized, students can drag and move it to different parts of the test page.

How to Use Global Tools

The global menu consists of navigation buttons on the left and tool buttons on the right (see Figure 35).

- To use a global test tool, select the button for the tool to activate it.

Table 3 lists the tools available in the global menu.

Figure 35. Global Menu
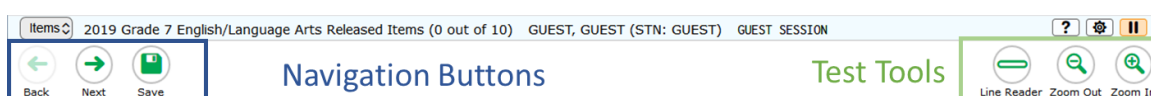
Table 3. Global Tools

Tool Name	Instructions
Basic Calculator 🔢	To use the on-screen calculator, select **Calculator** in the global menu.
Dictionary 📖	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select **Dictionary** in the global menu.
Graph Paper 📊	To view the on-screen graph paper, click the Graph Paper icon in the global menu.
Help ?	To view the on-screen *Help Guide* window, select the question mark icon in the upper-right corner.
Line Reader ⊖	To highlight an individual line of text in a passage or question, select **Line Reader** in the global menu. If the enhanced line-reader mode is enabled, all content except for the line in focus is grayed out for greater emphasis. The line-reader tool is not available while the Highlighter tool is in use.
Notes ✎	To enter notes in an on-screen notepad, select **Notes** in the global menu. Notes are available globally and can be accessed from any page in the test. Depending on the tool's settings, advanced editing features such as word and character count, spell check, and text formatting options may be available. Table 10 provides a list of these editing tools. Furthermore, if the copy/paste feature is enabled, the text entered in this tool can be copied and pasted into text response areas or comment fields of questions displayed on that page.
Pause ⏸	To pause a test, select ⏸ and then select **Yes** in the confirmation message that appears.
Periodic Table ⌨	To view the on-screen periodic table, click the **Periodic Table** icon in the global menu.

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Tool Name	Instructions
References XY^2	To view the on-screen reference sheet, select **References** in the global menu.
Ruler	To view the on-screen ruler, click the **Ruler** icon 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 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 **Zoom In**. Multiple zoom levels are available. To undo zooming, select **Zoom Out**.

How to Use Context Menu Tools

A test page may include several elements, such as the question, answer options, and stimulus. The context menu for each element contains tools applicable to that element (see Figure 36 and Figure 37). Table 4 lists the available context menu tools.

Figure 36. Context Menu for Questions
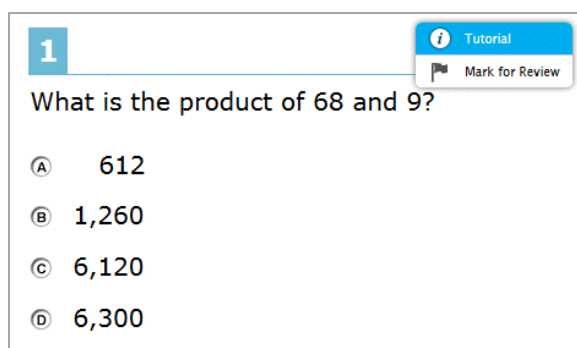
Figure 37. Context Menu for Answer Options
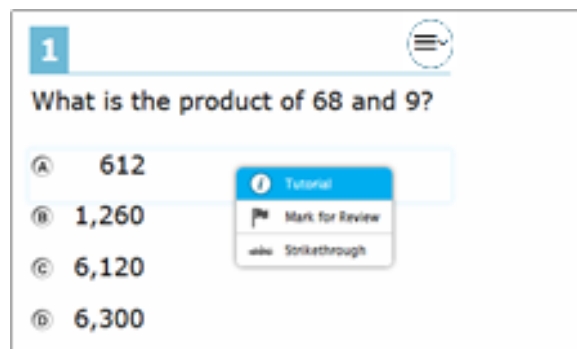
If a question has multiple parts, a context menu may be available for each part of the question. In such cases, the active context menu (that is, the context menu for the question or stimulus currently in focus) appears enabled, while the other context menus are grayed out. Furthermore, if this feature is

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enabled when a student is attempting a question, the question number and context menu remain visible and easily accessible even when the student scrolls through the content.

To use the context menu, do one of the following:
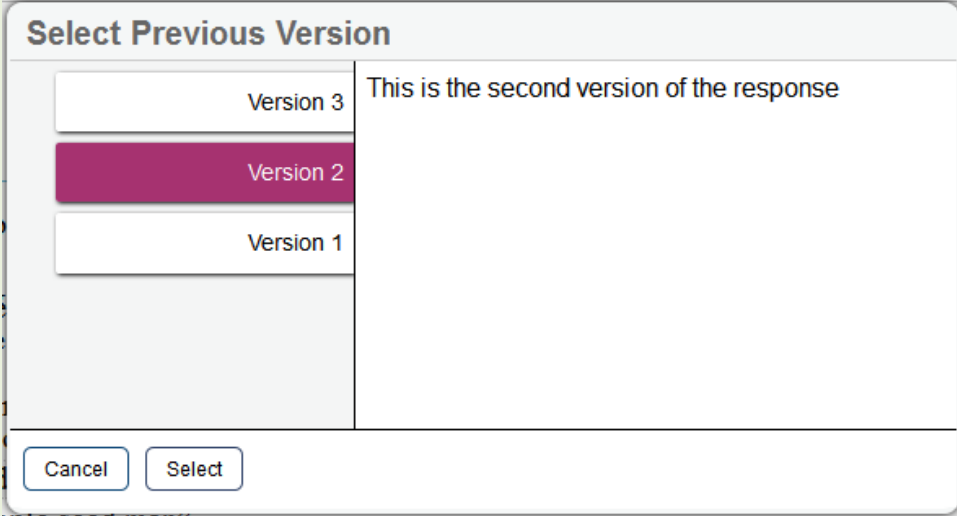
- To use a context menu tool for a stimulus or question, open the context menu by clicking the context menu icon (≡) or by right-clicking the required elements, and then select the tool.

- To use a context menu tool for answer options, open the context menu for answer options and select the required tool. To open the context menu for answer options, 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.

Table 4. Context Menu Tools

Tool Name	Instructions
American Sign Language	You can watch videos that translate test content into American Sign Language (ASL). *To view ASL videos:* • From the context menu, select **American Sign Language**. If only one ASL video is available, the video opens automatically. 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. If the ASL video content includes chapter markers, you can jump from one point of the video to another.
Highlighter	To highlight text, select the text on the screen and then select **Highlight Selection** from the context menu. If multiple color options are available, select an option from the list of colors that appears. To remove highlighting, select **Reset Highlighting** 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 **Mark for Review** from the context menu. The question number displays a flap 🏳 in the upper-right corner and a flag icon (⚑) appears next to the question number on the test page. The **Items** pop-up window also displays a flag icon next to the question number.
Select Previous Version	To view and restore saved responses previously entered for a Text Response question, select the **Select Previous Version** option from the context menu. A list of saved responses appears. Select the appropriate response and click **Select**.
Sticky Notes	To enter notes for a question, select **Notepad** from the context menu. After entering a note, a pencil icon (✏) appears next to the question number on the test page. You can access your notes for a question only on that question's test page.

Tool Name	Instructions
	Depending on the tool's settings, advanced editing features, such as word count, spell check, and text formatting options may be available. Table 10 lists these editing tools.
	Furthermore, if the copy/paste feature is enabled, the text entered in this tool can be copied and pasted into text response areas of questions displayed on that page.
Strikethrough	For selected-response questions, students can cross out an answer option to focus on the options they think may be correct. If the tool is set to the enhanced mode, students can strikethrough multiple lines of text, such as an answer option spanning more than a line, as well as graphics.
	There are two options for using this tool:
	• Option A:
	a. Activate Strikethrough mode by opening the context menu and selecting **Strikethrough**.
	b. Select each answer option for strike out.
	c. Deactivate **Strikethrough** mode by pressing **Esc** or clicking outside the question's response area.
	• Option B: Right-click an answer option and select **Strikethrough**.
Text-to-Speech	To listen to passages and questions, select a **Speak** option from the context menu.
	To listen to your responses to constructed-response questions, use the TTS button in the question response area. For more information, see How to Use the Select Previous Version Tool
	The Select Previous Version tool allows students to view and restore saved responses they previously entered for a text response question. For example, if students type a response, **select** Save, delete the text, and enter new text, they can use this tool to recover the original response. Please note that if the student's test pauses, any responses entered prior to pausing will no longer appear in *the Select Previous* Version window.
	• To recover a previously entered response, 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.
	• Select a response version from the left panel. The text associated with that response appears in the right panel.
	• Select **Select**. The selected response appears in the text box for the question.

Tool Name	Instructions
	Figure 38. Select Previous Version Window **Select Previous Version** Version 3 This is the second version of the response Version 2 Version 1 Cancel Select How to Use the Text-To-Speech Tool.
Tutorial	To view a short video demonstrating how to respond to a particular question type, select **Tutorial** from the context menu.

How to Use the Select Previous Version Tool

The Select Previous Version tool allows students to view and restore saved responses they previously entered for a text response question. For example, if students type a response, select **Save**, delete the text, and enter new text, they can use this tool to recover the original response. Please note that if the student's test pauses, any responses entered prior to pausing will no longer appear in the *Select Previous Version* window.

- To recover a previously entered response, 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.

- Select a response version from the left panel. The text associated with that response appears in the right panel.

- Select **Select**. The selected response appears in the text box for the question.

Figure 38. Select Previous Version Window
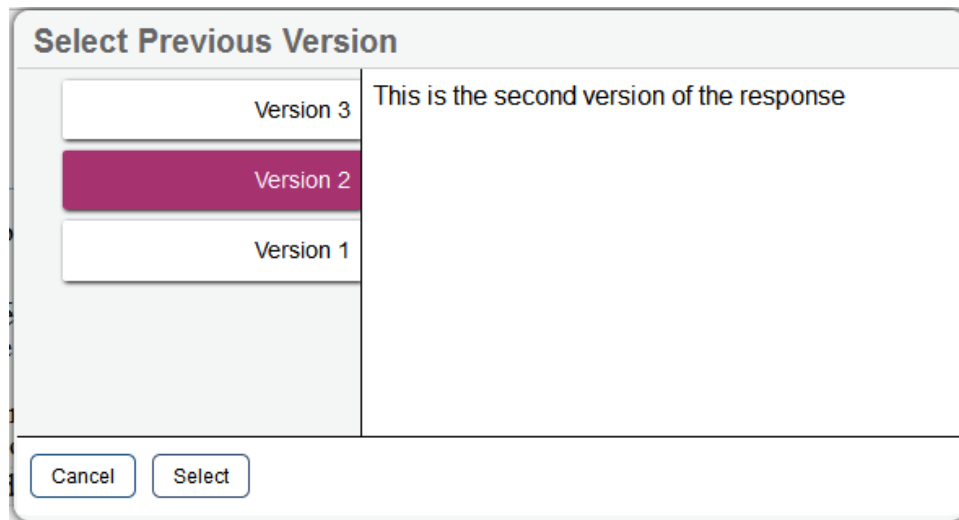
How to Use the Text-To-Speech Tool

Students testing with TTS can listen to passages, questions, and answer options using the TTS option available in the selected element's context menu. A test may include text that is not permitted to be read aloud. This text will be skipped when using TTS. If a student's test settings require that the test page be read out in its entirety, TTS will automatically read the entire page and will prevent the student from performing any action until the content has been fully read.

TTS is available when using the secure browser application or a supported Chrome, Firefox, or Edge browser.

Figure 39. TTS Options for Questions
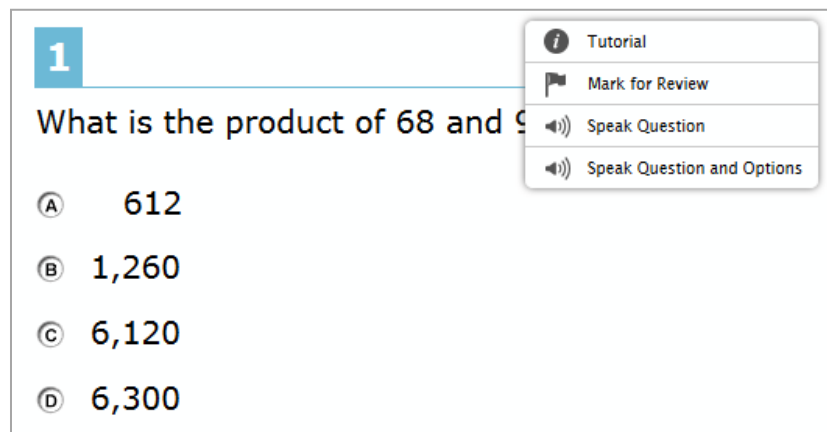
- To listen to a passage, students open the passage context menu and select a **Speak** option. Students can also select a portion of text to listen to, such as a word or phrase. To do so, students select the text, open the passage context menu, and click **Speak Selection**.

  o Please note that 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 Chrome OS. Students testing on a Chrome OS can resume a paused TTS passage by selecting the remaining text to be read aloud and clicking **Speak Selection** on 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:

  o To listen to a multiple-choice question and all answer options, students select **Speak Question**.

  o To listen only to an answer option, students 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**.

- Some tests may also display ear icons ( ) by questions and answer options when TTS is enabled. Students can click these icons to listen to the corresponding test content.

How to Use Other Tools

In addition to the global tools and context menu tools, some additional tools may be available to students, depending on their accommodations or the test page layout. Table 5 lists the additional tools available on the Student Interface.

Table 5. Other Tools

Tool Name	Instructions
Content and Language Supports	Content and Language Supports allow for various types of assistance (e.g., scaffolded directions, assistance with tracking, graphic organizers, simplified language, graphic representations of vocabulary and concepts) to support a student's understanding of passages, test questions, and answer choices.
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.
Expand buttons	You can expand the passage section or the question section for easier readability. • To expand the passage section, select the right arrow icon ( ) below the global menu. To collapse the expanded passage section, select the left arrow icon ( ) in the upper-right corner. • To expand the question section, select the left arrow icon ( ) below the global menu. To collapse the expanded question section, select the right arrow icon ( ) in the upper-left corner.

Tool Name	Instructions
Speech-to-Text (STT)	Speech-to-Text allows students testing with the appropriate accommodations to dictate responses to constructed-response questions. To use STT, students select the microphone icon (🎤) in the formatting toolbar of the question response area and begin speaking. The dictated response will be transcribed as text in the question response area.

How to Use the Speech-to-Text Tool

Students approved for this accommodation may use the STT tool when responding to text response questions. The STT tool allows a student to dictate responses to questions that support the use of STT, and the student's spoken words are then transcribed as text in the question response areas.

To begin dictating, the student selects the microphone icon (🎤) that displays in the formatting toolbar of the question's text response area. The formatting toolbar scrolls along with the page and remains visible while the question is in focus.

Figure 40. Text Response Area with STT Tool
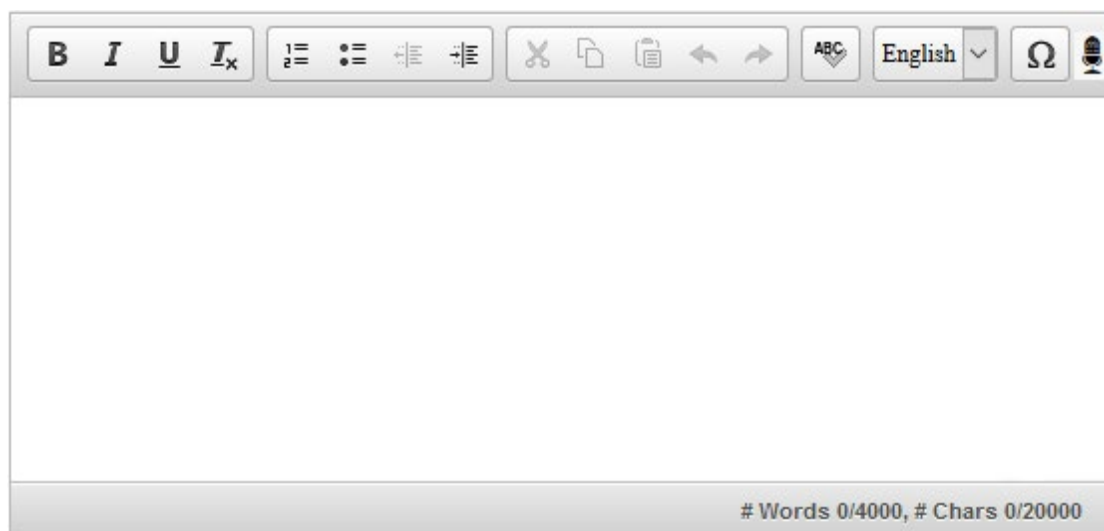
When the microphone icon is selected, it appears shaded while enabled. As the student speaks, the words are transcribed into the text response area. While the text is being transcribed, dots may appear in the text response area to indicate that the transcription is in progress.

If no sound is detected, the microphone will turn off and the student will need to select the microphone icon again to continue dictating. If the student selects the microphone icon again and starts dictating, the new text is automatically appended to the previously transcribed text.

Students can dictate for five minutes at a time. Depending on the tool settings, the entered text may be auto-punctuated. The student can control the punctuation and grammar of the text through speech commands to some extent. For example, the student can say, "New Paragraph" to create a

new paragraph. It is ultimately the student's responsibility to ensure the accuracy of the transcription as well as the grammar and punctuation.

Students cannot navigate away from the test page while the STT feature is activated.

How to Pause 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.

- To pause a test, students select Pause in the global menu and then select Yes in the confirmation message that appears.

- If students are testing on Chromebooks, please ensure that they pause the test before closing the lid of the Chromebook. If the lid is closed before the test is paused, whoever opens the Chromebook next will be able to see the last question that the student was viewing (and any response they entered).

How Students Complete a Test

After students have completed their test, they must submit their test.

How to Complete a Test Segment

In segmented tests, the ***End Segment*** page appears after students finish the last question in a segment. Students can then either review questions from the current segment (and earlier segments, if allowed) or proceed to the next segment.

- To review questions, students select a question number.
  - A flag icon (⚑) appears for any questions marked for review. A warning icon (🔺) appears for any unanswered questions.

- To move to the next segment, students select **Next** in the global menu.

Figure 41. End Segment Page
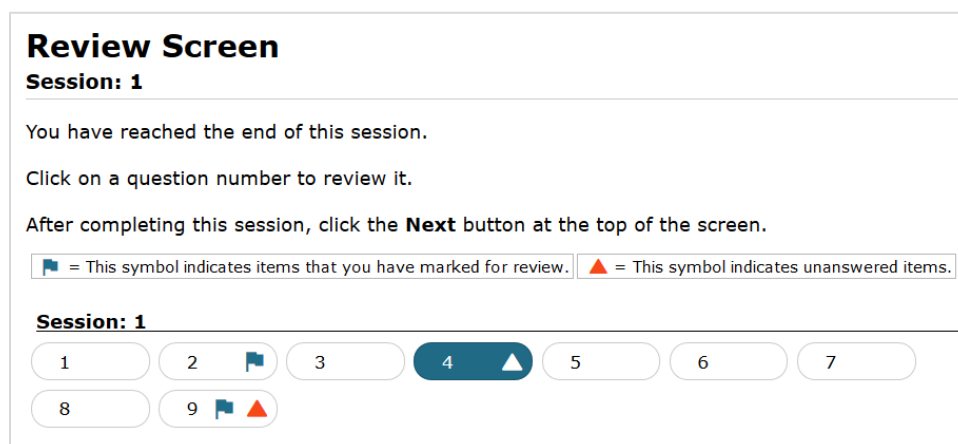
Please note that if the test blocks access to completed segments, students cannot return to the segment after selecting **Next**. Furthermore, some tests force students to log out before proceeding to the next segment. In order to access the next segment, students must sign in again.

How to Submit a Test

To complete the testing process, students must submit their tests when they have finished answering questions. Please note that once students submit their tests, they cannot return to the test or modify their responses.

1.   Students click the **End Test** button, which appears in the upper-left corner of the screen after students respond to the last test question.

Figure 42. Global Menu with End Test Button

- A confirmation message then appears. Students select **Yes**, which opens the **End Test** page that allows students to review answers and submit their test for scoring.

    o   A flag icon (🏴) identifies any questions marked for review. A warning icon (🔺) identifies any unanswered questions.

    o   If a test contains cover pages, then cover-page icons (📄) are displayed in the positions at which these pages occur in the test.

Figure 43. End Test Page
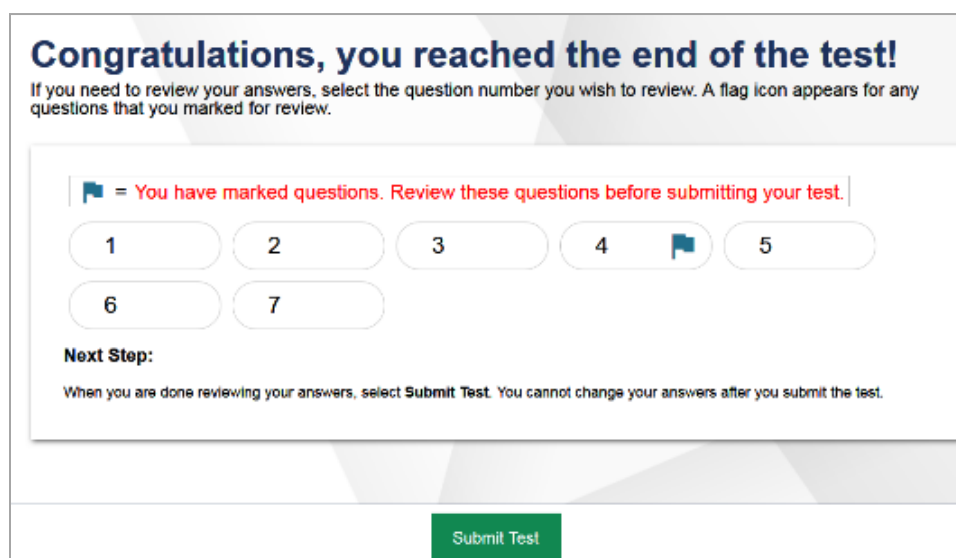
- *Optional*: To review previous answers, students select a question number. Students can also select a cover-page icon to navigate to a specific cover page. When finished with their review, they can return to the **End Test** page by selecting **End Test** again.

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- To submit the tests, students select **Submit Test** and then select **Yes** in the confirmation message that appears. The *Your Results* page appears, displaying the student's name, the test name, and the completion date.

Figure 44. Your Results Page

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

Student Name:
Smith, John (SSID: 999999123)

Test Name:
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 Interface, students select **Log Out** and then close the secure browser application.

Appendix

A

Alert Messages

The Texas Education Agency can send statewide alerts that appear as pop-up messages on the Test Administrator Site.

- In the banner, click the **Alerts** button to see a listing of all the active alert messages.

Figure 45. Alerts Button

- To close the window and return to the Test Administrator Site, click the **Close** button on the right.

Figure 46. Record of Alerts
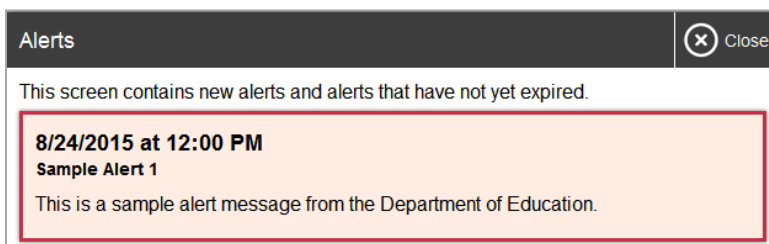
Alternate Assessments in the Student Interface

In the Test Administrator Site, you can administer alternate assessments online by adding the tests to sessions following the same procedure used to add any other test to a session. However, the appearance and behavior of the Student Interface differs slightly for alternate assessments.

Navigating Alternate Assessments

The Student Interface displays alternate assessments in full-screen mode with the global menu hidden by default.
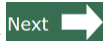
- To proceed to the next question, students select .

- To exit full-screen mode and access the global menu, students select in the upper-left corner. A pop-up request for a password will appear.

  o Students enter their first name and select **OK**. The global menu appears at the top of the screen.

  o When signed in as a guest user in the Student Practice Site, students enter "Guest" as their password.

Figure 47. Alternate Assessment Layout
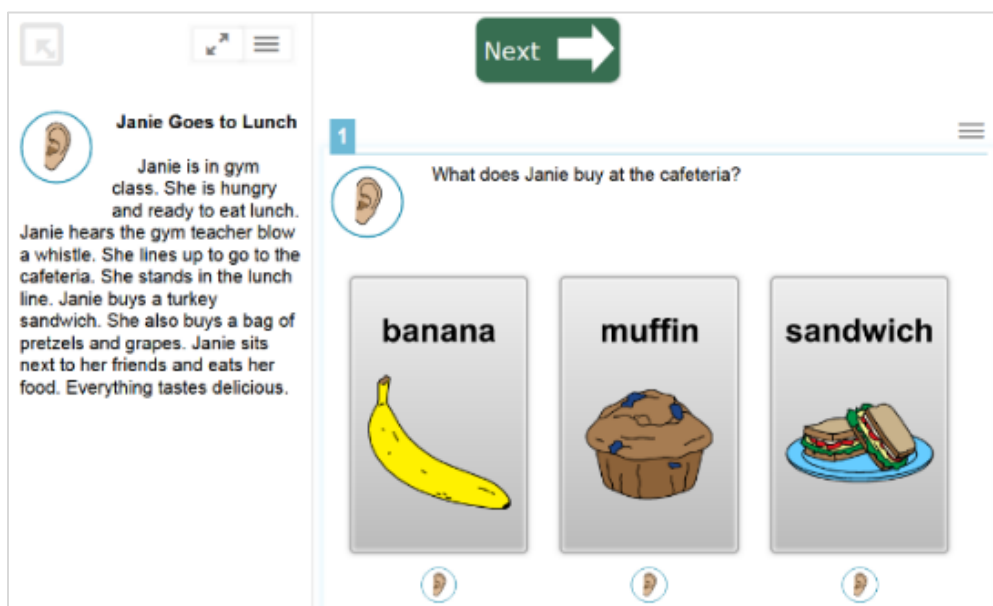
- To return to full-screen mode, students select the **Full Screen** option in the global menu.

Figure 48. Full Screen Button

Listening to Audio Content

Some test pages display ear icons (), which activate the read-aloud feature for the content of passages, questions, and answer options. These icons also appear when students take alternate assessments with TTS enabled (in addition to the TTS options available in the context menu).

To listen to the test's content, students must perform the following steps:

- 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.

  o You cannot pause audio content. If you select again, the audio will play 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.

- To choose an answer option, students select a card. Once a card has been selected, arrows appear at the top and bottom of the card along with a blue border.

Figure 49. Alternate Assessment Card Question
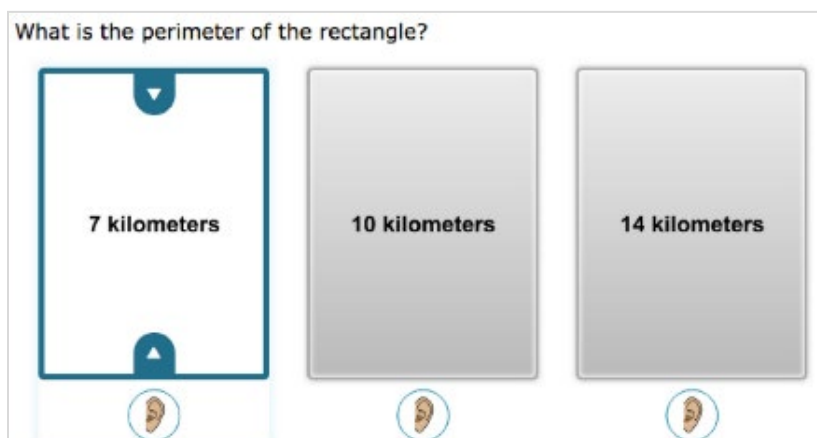
- To end a test, exit full-screen mode and select **End Test**. You can submit the alternate assessment by following the same procedure used to submit all other assessments in the Student Interface.

E

Expiration Rules for Test Opportunities

Opportunities refer to 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.

K

Keyboard Commands in the Student Interface

Students can use keyboard commands to navigate between test elements, features, and tools. Important things to note about keyboard commands are as follows:

- Keyboard commands require the use of the primary keyboard, so please do not use keys in a numeric keypad.

- Some keyboard commands (such as the commands for using the Line Reader) may not function when testing on iOS devices connected to an external keyboard.

- When Permissive Mode is enabled for a test, keyboard commands are blocked and will not function.

Keyboard Commands for Sign-In Pages and In-Test Pop-Ups

Table 6 lists keyboard commands for selecting options on the sign-in pages or pop-up windows that appear during a test.

Table 6. Keyboard Commands for Sign-In Pages and Pop-Up Windows

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

Keyboard Commands for Test Navigation

Table 7 lists keyboard commands for navigating tests and responding to questions.

Table 7. Keyboard Commands for Test Navigation

Function	Keyboard Commands
Scroll up	Up Arrow
Scroll down	Down Arrow
Scroll to the right	Right Arrow
Scroll to the left	Left Arrow
Move to the next element	Tab
Move to the previous element	Shift **+** Tab
Select an answer option	Space
Go to the next test page	Ctrl **+** Right Arrow
Go to the previous test page	Ctrl **+** Left Arrow
Open the global menu	Ctrl **+** G
Open a context menu	Ctrl **+** M

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 the section How Students Use Test Tools.

Global Menu

- To access the global menu tools using keyboard commands, press **Ctrl + G**. The global menu list opens.

- To move between options in the global menu, use the **Up** or **Down** arrow key.

- To select an option, press **Enter**.

- To close the global menu without selecting an option, press **Esc**.

Context Menus

- To open the context menu for an element (question, answer options, or stimulus), navigate to the element using the **Tab** or **Shift + Tab** command.

- Press **Ctrl + M.** The context menu for the selected element opens.

- To move between options in the context menu, use the **Up** or **Down** arrow keys.

- To select an option, press **Enter**.

- To close the context menu without selecting an option, press **Esc**.

Keyboard Commands for 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 application.

- To select text and highlight it, navigate to the element containing the text you want to select.

- Press Ctrl + M to open the context menu and navigate to Enable Text Selection.

- Press Enter. A flashing cursor appears at the upper-left corner of the active element.

- To move the cursor to the beginning of the text you want to select, use the arrow keys.

- Press Shift and an arrow key to select your text. The text you select appears shaded.

- Press Ctrl + M and select Highlight Selection.

Keyboard Commands for Grid Questions

Questions with the grid response area may have up to three main sections – an answer space, which is the grid area where students enter the response; an object bank, which is a panel containing objects

you can move to the answer space; and a button row, which appears above the answer space and may include **Delete**, **Add Point**, **Add Arrow**, **Add Line**, **Add Circle**, **Add Dashed Line**, and **Connect Line** buttons.

Figure 50. Grid Question

- To move between the main sections, do the following:

   o   To move clockwise, press Tab. To move counterclockwise, press Shift + Tab.

- To add an object to the answer space**,** do the following:

With the object bank active, use the arrow keys to move between objects. The active object has a blue background.

To add the active object to the answer space, press **Space**.

- To use the action buttons, do the following:
- With the button row active, use the left and right arrow keys to move between the buttons. The active button is white.

- To select a button, press **Enter**, and then press **Space** to apply the point, arrow, or line to the answer space.

- To move objects and graph elements in the answer space, do the following:
- With the answer space active, press **Enter** to move between the objects, and then press **Space**. The active object displays a blue border.

- 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.

1. To insert special characters in the response area, with the focus in the text field of the response area, press **Alt** + **7**. The *Special Characters* window opens.

- To move between options in the context menu, use the **Up** or **Down** arrow keys.

- To add the selected option to the response area, press **Enter**.

L

Login Information for the Test Administrator Interface and Practice Site

Test administrators will not be able to access the Test Administrator Interface or Practice Site until their local TIDE administrator has first created their accounts in TIDE. Once the account is created, the test administrator will receive an account activation email. He or she can then log in to the Test Administrator Interface and Practice Site after activating the account.

- Navigate to the Texas Assessment Program portal (tx.portal.cambiumast.com; www.texasAssessment.gov after September 1).

- Select the relevant user role.

Figure 51. Portal User Cards
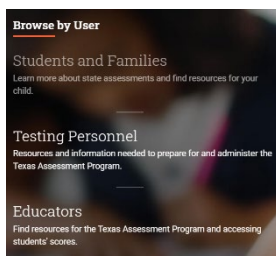
- Select the appropriate Test Administrator Site:

To access the Test Administrator Interface, select **Test Administrator Interface**.

Figure 52. Card for Test Administrator Interface
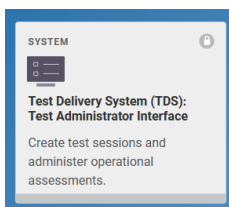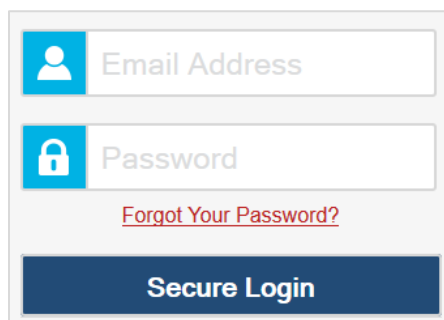
To access the Test Administrator Practice Site, select **Practice and Released Tests**, then select **Test Administrator Practice Site**.

Figure 53. Card for Test Administrator Practice Site
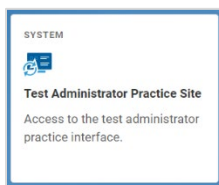
- The *Login* page appears. Enter your email address and password.

Figure 54. Login Page

- Select **Secure Login**. The selected Test Administrator Site appears.

If you have not logged in using this browser before, or if you have cleared your browser cache, the *Enter Code* page appears and an email containing an authentication code is sent to your address.

Figure 55. Enter Code Page

- ■ Type the code you receive into the *Enter Emailed Code* field.

- ■ Select **Submit** to view the Test Administrator Site.

  Note: You must use the authentication code within 15 minutes of the email being sent. If the code has expired, click **Resend Code** to request a new code.

If you receive a warning message about the Non-Disclosure Agreement (NDA), you must sign the NDA in TIDE and then log in again.

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

- • 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 dropdown list and select **Go**. To change the institution, you must log out and then log back in.

P

Pause and Test Timeout Rules

Pause Rules

Students can pause a test in order to temporarily log out of the test session. If a student pauses their test, they can resume their test using the same session ID only if the session is still open. The student can also review and change their answers to any previously answered questions provided their test has not been paused for more than 8 hours.

If a test is paused for more than 8 hours, the students cannot review or modify answered questions 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 a testing coordinator submits an invalidation request in TIDE.

If the test session has ended, the test administrator will need to set up a new session, and the student must sign in to their test using a new session ID.

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

Test Timeout Rules

A warning message displays after 20 minutes of test inactivity. Students who do not click **OK** within 60 seconds after this message appears are logged out. This timeout automatically pauses the test.

Practice Tests Site Student Sign-In Process

The Student Practice Site allows students to take practice tests. Aside from the sign-in process, the Practice Tests Site has the same appearance and functionality as the Student Interface. For information on how to sign in to the Student Interface, see How Students Sign In and Select Tests.

Students can take practice tests in proctored sessions created in the Test Administrator Practice Site or in in non-proctored/guest sessions. Students also have the option to sign in to the test sessions with their real identities to take tests specific to their grades or sign in as guests to take tests for any grade level.

- To access the Student Practice Site, do one of the following:

    o   From the Texas Assessment Program portal (tx.portal.cambiumast.com; www.texasAssessment.gov after September 1), select the **Practice Tests Login** card.

Figure 56. Practice Test Login Card
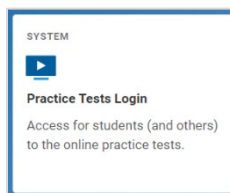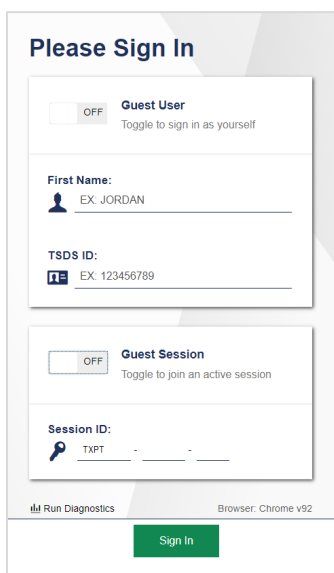
    o   In the secure browser application, select the **Take a Practice Test** button.

- To sign in, students do the following:

    o   To sign in as a guest, students set the Guest User toggle to **On**. Otherwise, to use their real credentials, students set the Guest User toggle to **Off** and then enter their first name and TSDS ID.

    o   To join a guest session, students set the Guest Session toggle to **On**. Or else, to join a proctored session, students set the Guest Session toggle to **Off** and enter the Session ID from the Test Administrator Practice Site. If using a test session link to join the session, the session ID will be pre-filled.

    o   Students select **Sign In**.

- If signed in with their real identities, the *Is This You* page appears. Students verify their information and click **Yes** to proceed to the *Your Tests* page.

- If signed in as guest users, students are directly taken to the *Your Tests* page.

Figure 57. Student Practice Site Login Page
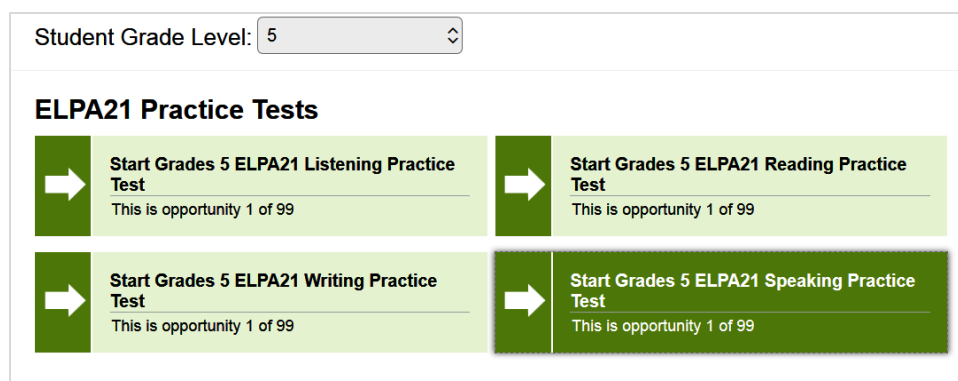
- On the *Your Tests* page, students do one of the following:

  - If signed in with their real identities, students select a test from the ones available for their grade.

  - Students signed in as guests select their grade level from the dropdown list to view the tests available for that grade and then select a test.

Figure 58. Your Tests Page

- If the students signed into a guest session, they must select the test settings they wish to use from the **Choose Settings** page and then select the **Select** button. 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 59. Choose Settings Page

- If the test includes audio content or text-to-speech settings, the **_Audio/Video Checks_** page appears displaying the functionality checks that need to be performed. Students must follow the instructions on this page to ensure their device is working properly.

- On the final sign-in page, students may review the help guide, their test settings, and the additional test information, then select **Begin Test Now** to start or resume their test opportunity.

Practice Test Score Report

After students submit the test, the **_Your Results_** page appears. For some tests, this page also displays the test score. Table 8 provides an overview of the columns in the score report.

Table 8. Overview of the Score Report

Column	Description
Question Number	The link in this column opens the question page with the student's entered response.
Your Score	Number of points the student earned out of the maximum points possible for the question.
Max Score	Maximum points possible for the question.

Prefetch Question Rules

A test can be configured to prefetch questions to ensure that students do not experience delay when testing. For example, a test can be configured to prefetch two questions so that while the student is attempting the first question, the second and third questions are retrieved and ready to be presented to the student. question prefetch values can be configured by test language. Hence, the same test can be set to have different prefetch values based on whether the student is testing in English, Spanish, or Braille. Tests can also be configured to prefetch questions across test segments.

S

Secure Browser Application

The secure browser application ensures test security by prohibiting access to external applications and navigation away from the test. When the secure browser application launches, it checks for other applications running on the device. If it detects a blacklisted application, it displays a message listing the offending application and prevents the student from testing. This also occurs if a blacklisted application launches while the student is already in a test.

In most cases, a detected blacklisted application is a scheduled or background job, such as anti-virus scans or software updates. The best way to prevent blacklisted applications from running during a test is to schedule such jobs outside of planned testing hours.

Some additional measures you can implement to ensure the test environment is secure are:

- **Close External User Applications**

  Before launching the secure browser application, 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 Screen Savers and Timeout Features**

  On all testing devices, be sure to disable any features that display a screensaver or log users out after a period of inactivity. If such features activate while a student is testing, the secure browser application logs the student out of the test.

Using the Secure Browser Application with Accessibility Software

For students with special needs or administrators seeking to accommodate students using accessibility features, the secure browser application provides the option for assessments to be taken in less restrictive environments. This feature is known as Permissive Mode.

Permissive Mode is an accommodation option that allows students to use accessibility software in addition to the secure browser application. Offered on MacOS and Windows, students testing in

Permissive Mode can have moderated access to the system outside of the secure browser application. This allows students who need accessibility tools to seamlessly navigate between the secure browser application and approved applications that suit their test taking needs.

Please note that accessibility software must be certified for use with the Test Delivery System and blacklisted applications will still not be allowed to run. For information about supported operating systems, see the *Quick Guide for Setting Up Your Online Testing Technology*.

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 application:

- Open the required accessibility software.

- Open the secure browser application. Begin the normal sign-in process up to the Test Administrator approval step.

- When a student is approved for testing, the secure browser application allows the operating system's menu and task bar to appear.

  o **Windows**: On Windows, the secure browser application resizes, and the taskbar remains visible inside the test in its usual position. Students can execute the keyboard shortcut ALT+TAB to switch between the secure browser application and accessibility applications, such as JAWS and NVDA, that they are permitted to use in their test session. Please note that when using Windows 8 and above, the task bar remains on-screen throughout the test after enabling accessibility software. However, blacklisted applications are still prohibited.

  o **Mac**: On MacOS, the secure browser application resizes, and students can view the dock in its usual position inside the test. If the dock is set to autohide, no resizing occurs, and the dock is only visible when the mouse is moved toward the bottom of screen. Students can execute the keyboard shortcut **CMD**+**TAB** to switch between the secure browser application and permitted accessibility applications.

The student must immediately switch to the accessibility software that is already open on the computer so that it appears over the secure browser application. The student cannot click within the secure browser application until the accessibility software is configured.

  o **Windows:** To switch to the accessibility software application, click the application in the task bar.

  o **Mac:** To switch to the accessibility software application, click the application in the dock.

- The student configures the accessibility software settings as needed.

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- After configuring the accessibility software settings, the student returns to the secure browser application. 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.

- The student continues with the sign-in process.

As soon as Permissive Mode is turned off, the secure browser application reoccupies the whole screen so that the taskbar or dock is no longer visible, and the student's ability to switch between any applications and secure browser application is suppressed.

Accessing the Secure Browser Application on Mobile Devices

Tablets and Chromebooks should be configured for testing before you provide them to students. For more information, see the OS and platform specific technical documents on the Texas Assessment Program Portal.

To configure iOS devices:

- Tap the **SecureTestBrowser** secure browser application icon.

To configure Chromebooks:

- From the **Apps** link on the Chrome OS login screen, select **SecureTestBrowser** secure browser application.

Closing the Student Interface on Tablets

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

To close the Student Interface on iOS devices:

- Double-tap the Home button. The multitasking bar appears.

- Locate the **SecureTestBrowser** app preview and slide it upward.

To close the Student Interface on Chromebooks:

- Click **Close secure browser** in the upper-right corner.

Force-Quitting the Secure Browser Application

In the rare event that the secure browser application or test becomes unresponsive, you can force-quit the secure browser application. Please note that the secure browser application hides features such as the Windows task bar or Mac OS X dock. If the secure browser application 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.

To force the secure browser application 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 application is opened again, the student logs back in to resume testing.

Table 9, Force Quit Secure Browser Application Keyboard Commands

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

* If you are using an Apple keyboard, you may need to press **Ctrl** + **Shift** + **Option** + **F10.** If you are using a laptop or notebook, you may also need to press **Function** before pressing **F10**.

Force-quit commands do not exist for the secure browser application for iOS, and Chrome OS 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 application from the sign-in screens, press **Ctrl** + **Shift** + **S**. You cannot force quit once the test has begun.

Text-Response Questions

For text-response question types in the Student Interface, students can use a formatting toolbar. This toolbar is available above the response field for text response questions (see Figure 60) and also appears whenever students right-click anywhere in the text area. The formatting toolbar allows students to apply styling to text and use standard word-processing features. The lower-right corner of the response field displays the word count and character count for the student's response. Table 10 provides an overview of the formatting tools available.

Figure 60. Text Response Question with Formatting Toolbar

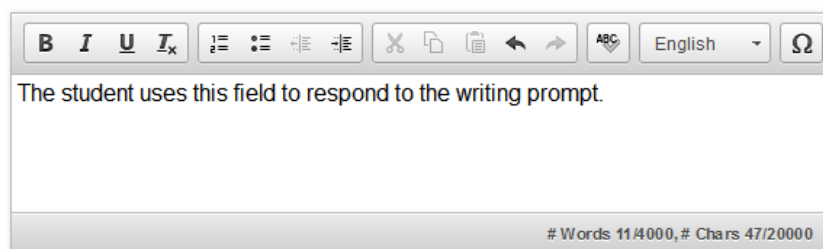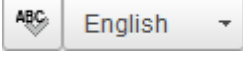Table 10. Description of Formatting Tools

Tool	Description of Function
	Print the entered text.

Tool	Description of Function
B *I* U	Bold, italicize, or underline selected text.
I_x	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.
ABC English ▾	Use spell check to identify potentially misspelled words in the response field. The dropdown list allows you to set a language for this tool.
Ω	Add special characters in the response field.

Spell Check Feature

The spell check tool identifies words in the response field that may be misspelled.

- Select a language for the spell check tool from the Spell Check dropdown list, if necessary.

Figure 61. Spell Check Dropdown List
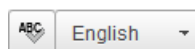
- In the toolbar, select . Potentially incorrect words change color and become underlined.

- Select a misspelled word. A list of suggestions appears.

Figure 62. Spell Check Tool
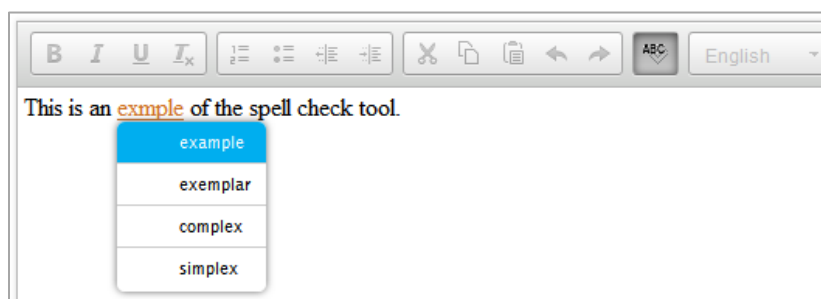
- Select a replacement word from the list. If none of the replacement words are correct, close the list by clicking anywhere outside it.

- To exit spell check, select ABC again.

Special Characters Feature

Students can add mathematical, accented, and other symbols.

- To add a special character, in the toolbar, select Ω.

- In the window that pops up, select the required character.

U

User Support and Troubleshooting Information

User Support

For information and assistance in using the Test Delivery System, contact the Texas Testing Support. Texas Testing Support is open Monday–Friday 7:00 a.m. to 7:00 p.m. (Central Time) (except holidays or as otherwise indicated on the Texas Assessment Program portal).

> **Texas Testing Support**
>
> Toll-Free Phone Support: 833-601-8821
>
> Email Support:
> TexasTestingSupport@cambiumassessment.com

Please provide Texas Testing Support with a detailed description of your problem, as well as the following information:

- Test Administrator name

- If the issue pertains to a student, provide the student's TSDS ID and associated district or campus. 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 title and question number, if applicable

- Operating system and browser version information, including version numbers (for example, Windows 10 and Firefox 60 or Mac OS 10.14 and Safari 11)

- Information about your network configuration, if known:

    o   Secure browser application installation (to individual devices or network)

    o   Wired or wireless internet network setup

Usernames and Password Issues

Your username for logging in to the Test Administrator Site is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the **Reset Your Password** page. To activate your account, you must set up your password within 15 minutes of the email being sent.

- **If your first temporary link expired:**

    In the activation email you received, select the second link provided and proceed to request a new temporary link.

- **If you forgot your password:**

    On the **Login** page, select **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 have not received an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

    If you are unable to log in, contact the Texas Assessment Program for assistance. You must provide your name and email address. Contact information is available in the User Support section of this user guide.

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 into 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 Practice Site cannot access sessions created in the Test Administrator 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.

Figure 63. Student Practice Site Badge on the Login Page
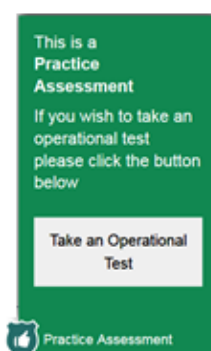
- **Student information is not entered correctly:**

  Verify that the student correctly entered the TSDS ID. If this does not resolve the error, use the Student Lookup tool to verify the student's information.

- **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.

- **Student is not associated with the campus:**

  The student is not associated with your campus, or you are not associated with the student's campus.

Resolving Secure Browser Application Error Messages

This section provides possible resolutions for the following messages that students may receive when signing into tests using the secure browser application.

- **You cannot login with this browser:**

  This message occurs when the student is not using the correct secure browser application. To resolve this issue, ensure the latest version of the secure browser application is installed, and that

the student launched the secure browser application instead of a standard web browser. If the latest version of the secure browser application 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 application 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 application must use specific proxy settings; if so, those settings must be specified as options when configuring the secure browser application. If connection issues persist, contact a network technician.

- **Test Environment Is Not Secure:**

  This message can occur when the secure browser application detects a blacklisted application running on the device. If this message appears on an iPad, ensure that either Autonomous Single App Mode or Automatic Assessment Configuration is enabled.

Changelog

Location	Change	Date
Throughout	Updated for 21/22 administrations	8/19/21
Throughout	Updated with new TDS features and configurations	11//22/21
Test Timeout Rules	Changed from 90 minutes to 20 minutes of inactivity.	12/14/2021
Select Previous Version	Information about Select Previous Version tool added to context menu section.	2/4/22
Text-to-Speech	Information about students listening to their responses to constructed-response questions has been removed from TTS sections.	2/4/22
Graph Paper	Graph Paper tool added to Table 3.	2/15/22