

# Rhode Island Next Generation Science Assessment

## 2023-24 TEST ADMINISTRATOR'S MANUAL

Grades 5, 8, and 11

Primary Testing Window: Wednesday, May 1 – Friday, May 17, 2024

Makeup Testing Window: Monday, May 20 – Friday, May 31, 2024

Help Desk Hours:

May 1 – 31, 2024: Mon. – Fri. 7:00 AM – 6:00 PM (except holidays)

Outside the primary and makeup testing windows: Mon. – Fri. 7:00 AM – 4:00PM

Help Desk: 866-757-9437 or [rihelpdesk@cambiumassessment.com](mailto:rihelpdesk@cambiumassessment.com)

Write down the contact information of school staff who will be available to help you on testing day:

Position	Name	Phone Number During Testing Day
School Testing Coordinator		
Technology Coordinator		



**RIDE** Rhode Island  
Department  
of Education

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# NGSA Help Desk & School Contact Information

Toll-free phone: 1-866-757-9437 or Email: [rihelpdesk@cambiumassessment.com](mailto:rihelpdesk@cambiumassessment.com)

RI NGSA Help Desk hours during the state testing window:

Monday through Friday from 7:00am to 6:00pm (except holidays).

RI NGSA Help Desk hours outside of the window:

Monday through Friday from 7:00am to 4:00pm (except holidays).

Contact the Help Desk for the following situations and questions:

- Help is needed in preparing for online testing, such as downloading the Secure Browser.
- The online testing environment is down or unavailable.
- User accounts are unavailable, or users are unable to administer tests.
- Student information or test session is incorrect or missing.
- Issues are present with loading student data or student settings into the Test Information Distribution Engine (NGSA TIDE).
- Other issues and questions related to system functionality.

When contacting the Help Desk, provide the following:

- Your name, email address, telephone number, and district and school names.
- If the issue pertains to a student, provide:
  - Student's SASID. Do not provide the student's name.
  - Affected test ID and question number, if applicable.
- Type of device being used for the test.
- Any error messages that appeared (code and description).
- Operating system and browser information, including version numbers (for example, Windows 8.1 and Firefox 94 or Mac OS 10.15 and Safari 15).
- Network configuration information, if known: Secure Browser installation (to individual devices or network); Wired or wireless internet network setup.

## Website References

Resource	Address
<b>Manuals and User Guides:</b> <i>Scroll to the bottom of the page to Associated Resources.</i>	<a href="https://ri.portal.cambiumast.com/teachers.html">https://ri.portal.cambiumast.com/teachers.html</a>
<b>Accommodations:</b> <i>Accommodations and Accessibility Features Manual, Assistive Technology Manual</i>	<a href="http://www.ride.ri.gov/Accommodations">www.ride.ri.gov/Accommodations</a>
<b>General information on the science assessment,</b> including the test design.	<a href="http://www.ride.ri.gov/ngsa">www.ride.ri.gov/ngsa</a>
<b>Test Administrator Certification Course:</b> This is required for anyone administering the NGSA tests.	<a href="#">TA Certification Course</a>
<b>NGSA Test Scores and Data:</b> <i>General information on state assessment scores and reports.</i>	<a href="http://www.ride.ri.gov/assessment-results">www.ride.ri.gov/assessment-results</a>
<b>Rhode Island Student Data Portal:</b> <i>This requires an account in the RIDE Portal. See your test coordinator for instructions.</i>	<a href="https://portal.ride.ri.gov/Account/Login">https://portal.ride.ri.gov/Account/Login</a>
<b>Rhode Island Assessment Data Portal</b> <i>(This is the public data reporting site and does not require an account.</i>	<a href="https://www3.ride.ri.gov/ADP">https://www3.ride.ri.gov/ADP</a>

## Using this Document

This Test Administration Manual (TAM) provides the policies and procedures governing secure and valid test administration for Test Administrators (TAs) who manage testing for students participating in the Rhode Island Next Generation Science Assessment (RI NGSA) practice tests and operational tests.

# Checklist for Test Administrators

This checklist is designed to help you prepare for and administer the NGSA assessments. It is essential that you thoroughly read this entire manual to ensure the proper administration and security of the NGSA tests.

## Before Testing:

- ☐ Read this Test Administration Manual.
- ☐ Sign the Test Security Agreement provided by your test coordinator.
- ☐ Attend the training session led by your test coordinator.
- ☐ Print and review the session script (pages 19 – 28) and write the minutes for each session on page 24 in your script.
- ☐ Activate your account in Test Information Distribution Engine (TIDE). *If you do not have an account in TIDE, contact your school test coordinator.*
- ☐ Download the TIDE User Guide from [ri.portal.cambiumast.com/teachers.html](http://ri.portal.cambiumast.com/teachers.html) (click on the *Preparing for Testing* tab under Associated Resources at the bottom of the page).
- ☐ Practice using TIDE.
- ☐ Complete the online Test Administrator Certification Course at [ri.portal.cambiumast.com/teachers.html](http://ri.portal.cambiumast.com/teachers.html).
- ☐ Practice using the Test Administrator Interface (TA Interface) and the Test Delivery System (TDS)
- ☐ At least *two weeks prior to testing*, ensure that student names, test settings, and accommodations in TIDE are accurate for the students you will be testing. If you find any errors, alert your school test coordinator immediately.
- ☐ Provide students with an opportunity to use the Practice Tests at [ri.portal.cambiumast.com/teachers.html](http://ri.portal.cambiumast.com/teachers.html) (click on the *Preparing for Testing* tab under Associated Resources at the bottom of the page to download the *Practice Test User Guide*).
- ☐ Gather all materials needed to administer the NGSA test.

## During Testing:

- ☐ Place a “TESTING—DO NOT DISTURB” sign on the door(s) to your classroom.
- ☐ Remove or cover any classroom displays that provide information related science content or to test-taking strategies.
- ☐ Implement your school’s cell phone policy.
- ☐ Provide all required materials to students.
- ☐ Follow the directions and read the scripts in this Test Administration Manual verbatim.
- ☐ Monitor student progress through the Test Administrator Interface.
- ☐ Actively circulate among students.
- ☐ Report any test irregularities to your test coordinator.

### After Testing:

- ☐ Return all test materials to the test coordinator.
- ☐ Make sure the Secure Browser is closed on all testing devices.

## Part 1. Preparing to Administer the RI NGSA

Test Administrators have a critical role in ensuring that assessment administration is completed properly, test security is maintained, and that all students demonstrate their learning. This section focuses on information and tasks important for Test Administrators to know and do prior to beginning to administer the test.

### *Attend Test Administrators' Training*

Before testing begins, the Test Coordinator must meet with Test Administrators, technology staff, and other personnel involved with administering and preparing for testing to provide them with the following information and to answer any questions:

- How will students who arrive late for testing be handled? Will you read the scripts quietly in the room, read the scripts outside the room, or schedule the students for make-up testing?
- How will students be supervised when they are out of the testing room, e.g. for a restroom break (hallway monitors, restroom monitors, escorts, etc.)?
- Who will you contact if there are any problems during testing? Write down their contact information on the cover of this manual.
- Where will you pick up your testing materials? Will you go to the central storage area or will testing materials be delivered to your classroom?
- When will you receive training on administering accommodations?

### *Become Familiar with the Test Delivery System (TDS)*

The RI NGSA is a computer-based test and is administered using the Test Delivery System (TDS). The TDS includes:

- The **Test Administrator Interface (TA Interface)** and the **Student Interface**. Test Administrators use the TA Interface to begin test sessions and monitor student progress during the assessment. The TA Interface is accessed through TIDE. See [Appendix A](#) for detailed information about the TDS.
- The **CAI Secure Browser** is the software students need to take the NGSA; it is how they will access the Student Interface for testing. The Secure Browser is designed to ensure test security by prohibiting students from accessing any other programs or websites during testing and must be installed on all student testing devices prior to testing. Your school's or district's technology coordinator must download and install the Secure Browser on all testing devices.

Prior to administering a test, each Test Administrator is expected to:

- Receive and activate a NGSA TIDE account.
- Complete the Test Administrator Certification course on the [RI NGSA Portal](#) and save a digital copy or print a paper copy of the confirmation page for your records and the school's records. All online testing systems used for RI NGSA administration are available on the RI NGSA Portal.

## Review Student Information in TIDE

Each Test Administrator should verify student test settings and accommodations *at least two weeks prior* to testing. Test Administrators may view student information and testing accommodations in TIDE.

- Verify that all students you will be testing are in TIDE.
  - **If a student is missing**, notify your school test coordinator immediately.
  - **If a student is no longer enrolled in your school**, notify your school test coordinator immediately.
- Verify that all students test settings (accessibility features and accommodations) are accurate.
  - **If you find a mistake**, notify your school test coordinator immediately. Any changes to accommodations or test settings must be completed before the student can begin the test.



**IMPORTANT:** Student information comes from each district's student information system to RIDE and is passed from RIDE to Cambium each night. Updates made to student information or test settings may take up to 24 hours to appear in the TIDE and the TA Interface.

## Prepare to Provide Accommodations and Accessibility Features

Your Test Coordinator will inform you if any students in your assigned group will be using accessibility features or accommodations. Students *may not begin testing* until they are assigned the correct accessibility features and accommodations.

The [Accommodations and Accessibility Features Manual](#) describes the accessibility features and accommodations available to students for the NGSA. You can access this manual at [www.ride.ri.gov/accommodations](http://www.ride.ri.gov/accommodations) and on the NGSA Portal.

If settings are incorrect, notify your test coordinator so they can update the student's settings in TIDE. Testing students without the correct accommodations may result in a test irregularity, an appeal, a student having to re-take the session, and may also have implications for accountability.

Test Administrators administering the read aloud, scribe, or simplified test directions must review the guidelines printed in the Accommodations and Accessibility Features Manual before administering the test to students.

The following special test forms are available:

- Online braille and English/Spanish language versions of the NGSA are available. See your Test Coordinator if you will be testing a student who requires one of these test formats.
- Paper tests are available in standard print, braille, and large print for students with these accommodations in their IEP or 504 plan. Orders for paper tests must be placed by District Administrators in TIDE well in advance of testing.

## Administer the Practice Test with Students

In preparation for the RI NGSA, it is highly recommended that all participating students and teachers access the practice test and practice test resources available through the RI NGSA Portal. The Practice Test allows Test Administrators and students to become familiar with the online testing environment, format, and test tools. Five sample item clusters and three standalone items are available at the elementary school level, middle school level, and the high school level.

## Student Interface

The RI NGSA Practice Test can be taken with a standard internet browser. A student can log in as a guest, or, if they exist in the TIDE system, they can log in with their first name and student ID. Test Administrators may use the TA Practice Site to create test sessions and practice managing students online during the session.

## Content and Item Types

The RI NGSA consists of a variety of item types, which students can get used to through the practice test. Some items are organized in item clusters designed to engage the student in a grade-appropriate, meaningful scientific activity aligned to a specific NGSS performance expectation. Each item cluster begins with a real-world phenomenon and includes two or more items that require students to demonstrate science and engineering practices, disciplinary core ideas, and cross-cutting concepts described by the performance expectation. On average, each student will receive a total of 8 item clusters and 16 stand-alone items. Although the RI NGSA is not computer-adaptive, each student will receive different item clusters and stand-alone items.

## Prepare the Testing Space

Before each test session, the testing space must be prepared as follows:

- Ensure that each student has adequate workspace and is sufficiently separated from other students to support a secure test environment.
- Cover or remove all materials containing science content from the testing space. Examples of materials that must be covered or removed include, but are not limited to, posters, maps, charts, graphic organizers, number lines, science terms or diagrams, and science models or displays (when in doubt, cover or remove).
- Post a sign that reads “RI NGSA Testing – Do Not Disturb” on the door(s) to the testing space. Your Test Coordinator will include these signs with your other test materials.

## Student Seating Considerations

RIDE suggests that schools use the following seating arrangements as strategies to create a secure environment:

- Seat students at least two seats away from each other.
- Seat students in every other row.
- Seat students at opposite ends of a long lab table.
- Physical barriers can also be used:
  - privacy screens on computer monitors
  - Tri-fold display boards can be placed around testing devices.
  - Cardboard or heavy cardstock can be placed on desks or taped to the sides of monitors to create a barrier.



**IMPORTANT:** Regardless of how testing rooms are arranged, **students must not have a view of any screen but their own.**

Note that using physical barriers to shield students from each other can also shield them from Test Administrators, making it more difficult to see what students are doing (e.g., using notes or a cell phone). Thus, it is especially important that Test Administrators circulate frequently throughout the room and monitor what



students are doing when physical barriers are used.

## *Prepare Testing Devices*

Ensure all testing devices are charged prior to each test session. Make sure sufficient power cords and power strips are available, as well as extra testing devices if needed. Confirm that accessories, such as external keyboards for tablets and headphones for students using the text-to-speech accommodation, are available and in working order prior to testing.

Be sure that all students' testing devices have the Secure Browser installed. Be sure that your Test Coordinator has assigned a computer to you so you can complete tasks in the TA interface.

### **Read-Aloud Accommodation Dual Screen Setup**

Systems that use a dual monitor setup typically display an application on one monitor screen while another application is accessible on the other screen. Dual screens should be used only when administering a test for a student who has a read-aloud, non-embedded accommodation. This setup will allow the test administrator to have a duplicate screen to view exactly what the student is viewing for ease of reading aloud.

When using a dual monitor, monitors must be set up to "mirror" each other. Technology Coordinators can assist the Test Administrator in setting up the two monitors to ensure they mirror each other. See the [Accommodations and Accessibility Features Manual](#) for guidance on administering the read-aloud non-embedded accommodation.

### **The CAI Secure Browser**

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

- **Close External User Applications:** All applications, including word processors and web browsers, must be closed to launch the Secure Browser.
- **Disable Screen Savers and Timeout Features:** On all testing devices, disable any features that display a screen saver or log users out after a period of inactivity. If such features activate while a student is testing, the Secure Browser logs the student out of the test.

### **Forbidden Application Detection**

When the Secure Browser launches, it checks for other applications running on the device. If it detects a forbidden application, it displays a message listing the application and prevents the student from testing. This also occurs if a forbidden application launches while the student is already in a test.

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

## Test Security

To ensure that the test and the student's responses remain secure, and to ensure that test irregularities do not occur, test administrators are required to do the following:

- Administer the NGSA according to the protocols contained in this manual.

- Implement the policy prescribed by your district or school for collecting and securing cell phones and other electronic devices.
- Actively monitor testing in your classroom.
- Administer accommodations correctly – including checking student accommodations and test settings in TIDE at least two weeks before your testing date.
- Return all test materials to the test coordinator after each testing session.

## *Actively Monitor Testing Environment*

Focus full attention on the testing environment at all times.

1. Provide a quiet environment void of talking or other distractions that might interfere with a student's ability to concentrate or compromise the testing situation.
2. Monitor the testing process by circulating around the room frequently. When not circulating around the room, Test Administrators should maintain a clear view of the students and keep their attention focused on them.
3. Ensure that students are not left unsupervised during testing, including during breaks and during transitions to test completion locations.
4. A Test Administrator may view students' tests on-screen only for the purpose of reading aloud a word as part of an accessibility feature or accommodation, or in order to assist a student who is having difficulty with the computer interface, or for students with the text- to-speech accommodation to read the options of a drop-down menu if text-to- speech is not doing so.
5. Students must work only on the test session being administered.

## *Ensure Integrity of Student Responses*

Ensure that students provide answers that are strictly their own and do not participate in any form of cheating.

1. Ensure that students do not consult notes, textbooks, or other teaching materials; do not access the Internet (except through the CAI Secure Browser during testing); do not share test questions with other students; and do not consult other students, school personnel, or anyone else during testing.
2. Test Administrators must not coach a student during testing or alter or interfere with a student's response in any way. Examples of coaching include, but are not limited to:
  - providing answers to a student.
  - indicating that a student has answered a question incorrectly or left a question blank.
  - defining words or providing synonyms.
  - influencing a student's responses by offering hints, clues, cues, gestures, facial expressions, nods, or changes in voice inflection.
  - altering, explaining, simplifying, or paraphrasing any test question, reading passage, or multiple-choice answer option.
  - providing assistance that could impact a student's answers, including testing strategies.

3. At any time during a test session, the Test Administrator may repeat a portion of the script.
4. Do not read, view, or change student responses.

## *Administer Student Accommodations Accurately*

Follow proper procedures for administering accommodations to students with disabilities and EL students as outlined in the *RISAP Accommodations and Accessibility Features Manual* posted at [www.ride.ri.gov/accommodations](http://www.ride.ri.gov/accommodations).

## *Testing Irregularities*

Testing irregularities are incidents that represent a deviation from prescribed testing procedures. Testing irregularities may include student impropriety, errors in providing accommodations, educator misconduct, or the mishandling of secure test materials. All test irregularities must be reported to the school Test Coordinator.

## *Monitoring Student Progress through the TDS*

It is very important that the Test Administrator monitor student progress throughout the test session. The Test Administrator may use the TA Interface to view the testing status of any student. The **Students in Your Test Session** table appears once a Test Administrator has approved students for testing. This table displays the testing progress for each student logged in to the test session. For a detailed description of this table and the interface, view the [Monitoring Student Progress](#) section in Appendix A.

### **Test Timeout Due to Inactivity**

As a security measure, students and Test Administrators are automatically logged out of the test after 20 minutes of inactivity. Student activity includes selecting an answer or navigation option in the assessment (e.g., clicking Next or Back or using the Questions drop-down list to navigate to another item). Moving the mouse or clicking on an empty space on the screen is not considered activity. In the TA interface, activity includes moving the mouse or refreshing the screen to update student progress.

Before the system logs a student out of the assessment, a warning message will be displayed on the screen. If **Ok** is not clicked within 20 seconds after this message appears, the student will be logged out. Clicking **Ok** will restart the 20-minute inactivity timer.

**Note:** It is important to write down the Session ID from the TA Interface. Using the Session ID, Test Administrators will be able to log back into the TA Interface and re-activate a paused test session.



**Caution:** As a security measure, the Test Administrator is automatically logged out after 20 minutes of user inactivity in the session. **This will result in the test session being closed.**

# Responsibilities During Test Administration

## *Supervising Test Administration*

It is the Test Administrator's responsibility to oversee all assigned test sessions. This responsibility includes:

- understanding and enforcing the test security requirements and test administration protocols,
- following the test administration schedule established by the Test Coordinator,
- reading the scripts contained in this manual verbatim to students,
- following all other instructions contained in this manual and provided by the Test Coordinator, and
- administering tests to students with disabilities using accommodations according to their IEPs or 504 plans and administering tests to EL students using any designated accommodations.

## *Accounting for and Distributing Secure Materials*

It is the responsibility of the Test Administrator to account for secure materials and to document the following on the Secure Materials Internal Tracking Forms:

- the receipt from the Test Coordinator of a specific number of student testing tickets. Test Administrators must independently count testing tickets before signing the tracking sheet when receiving and returning materials.
- the return to the Test Coordinator of a specific number of student testing tickets
- the return to the Test Coordinator of all used scratch paper

All secure materials assigned to a Test Administrator must be returned to the Test Coordinator following each test administration.

# Materials Required, Permitted, and Prohibited During Testing

## *Materials for Test Administrators*

- This *Test Administration Manual* printed or digital format in advance of test administration.
- Printed script to use during test administration.
- A computer to complete tasks in the TA Interface during test sessions (separate from the student testing devices).
- Dual screen set-up for administering the Human Read-Aloud or Human Signer accommodations. Test administrators may need to have two computers with the second computer monitor in "mirror" display mode. This will allow the test administrator to view questions on the student's screen and read aloud or sign accordingly. See [Accommodations Requiring Dual Screen Setup](#) section of Part 1.

## *Materials REQUIRED for Student Use*

The following materials must be provided for student use during testing:

1. **A computer, laptop, or tablet** that meets technical specifications and has the current year's Secure Browser installed (or a paper test booklet if the student has that documented accommodation).

2. **scratch paper:** at least one sheet of unused scratch paper (blank, lined, or graph) for each student for each test session. Students can request more scratch paper and have up to three pages at one time by turning in used scratch paper for additional pages. All used scratch paper must be returned to the test coordinator after testing. Completely blank scratch paper may be reused for Session 2.
3. **a writing instrument** for use on the scratch paper (e.g., pens, pencils, highlighters, colored pencils)
4. **student testing tickets:** Student testing tickets contain the login information (first name and SASID/SSID) that students need to begin each test session. The same student testing ticket is used for both sessions of the test. *For information on printing testing tickets, please see the [Test Information Distribution Engine \(TIDE\) User Guide](#).*
5. **calculators:** all students have access to the Desmos calculator for their grade in the Test Delivery System (TDS). Schools may also choose to provide equivalent handheld calculators to students (see below). Test Administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators, and that the memory of the calculator is cleared.
  - grade 5: five-function calculator
  - grade 8: scientific calculator
  - grade 11: graphing calculator
6. **periodic table (grades 8 and 11 only):** accessible within the TDS, or schools may provide a printed copy of the approved periodic table to students in English or Spanish.

English: <https://ri.portal.cambiumast.com/resources/test-administration-guidance/periodic-table>

Spanish: <https://ri.portal.cambiumast.com/resources/test-administration-guidance/spanish-periodic-table>
7. **Test Session ID:** This is generated when the test administrator creates a test session immediately before administering the test. This session ID *must* be provided to students *before* they log in. Please refer to Appendix B for information on how to generate session IDs.

### Additional Materials, As Needed

Students may use the following materials during testing:

- computer mouse or wireless external keyboards for use with tablets
- styluses for touch-screen devices, if used in regular instruction
- headphones for students using text-to-speech or line reader accommodations
- printed copies of bilingual word-to-word dictionaries and glossaries for EL students

### Materials PROHIBITED During Testing

Materials listed in section 1 below are not permitted *at any time* during test sessions, and materials listed in section 2 may only be provided after a student has finished testing and turned in test materials.

### Section 1. Materials Not Permitted During a Test Session

Materials listed in this section are NOT permitted at any time during testing, including after a student has finished testing and has turned in test materials, during a break, or during transition to a test completion area:

- materials that must be covered or removed from the testing space
- cell phones, smart watches, e-book readers, game consoles, fitness trackers, or any device that takes

photographs (*see below for more information on cell phone and other electronic devices*).

- computers or electronic tablets not being used for testing
- electronic dictionaries, editing devices (e.g., spelling or grammar checkers), or pocket translators
- earphones or headphones not being used for testing purposes
- English-language dictionaries or thesauruses
- encyclopedias
- any reference or notes prepared other than the approved printed reference sheets
- handheld rulers (the only rulers that students may need are included in the student testing platform)

### **Cell Phones and Other Electronic Devices**

It is the responsibility of the Test Coordinator and Test Administrator to ensure that students do not have access to cell phones or other electronic devices during testing. Results may be invalidated for students who use cell phones or other electronic devices at any time during a test session, including after a student is finished testing and has turned in test materials, during a break, or during the transition to a test completion area.

During the Test Administrators' Training, the Test Coordinator will inform Test Administrators either to read the script instructing students before each test session to turn off their cell phones and other electronic devices and place them in their backpacks, or to follow another procedure to ensure that students do not have access to cell phones or other electronic devices during testing.

## **Section 2. Materials Permitted After a Student Has Completed Testing**

RIDE allows books, textbooks, notebooks, and non-electronic notes for subjects other than science to be provided after a student has completed testing and their test has been submitted.

### *Scheduling and Test Sessions: Considerations for Test Administrators*

#### **Extended Time, Test Completion, and Make-ups**

- Test Administrators must follow all protocols in this Test Administration Manual regarding test administration, session completion, and students needing more testing time.
- In rare occurrences where a Test Coordinator may provide individual students with a maximum of 15 additional minutes to review and complete their work beyond the end of the school day:
  - students must have requested the additional time themselves,
  - transportation has been arranged if necessary, and
  - a Test Administrator must stay with the student until the end of the allotted time and/or when the student submits their test.
- Students must complete their test session on the same day on which it begins, with the following exceptions:
  - any student who become ill during a test session and cannot continue testing, or
  - any student who experienced a technology failure such that they cannot finish testing that day.
  - In either case, the student should be instructed not to discuss the test. They should be scheduled for a make-up session as soon as they return to school.
- Students who are absent on the scheduled testing date for any reason (including illness or other medical

condition) must be scheduled for make-up testing as soon as they return to school. Any students who are absent for Session 1 should take Session 2 according to the school's administration schedule and then take the missed Session 1 in a makeup session.

### **Lunch and Breaks**

- Students can be provided snacks, drinks, and the opportunity to use the restroom before the beginning of the test session.
- Students are permitted to use the restroom one student at a time during the test session. Students must be supervised at all times between the testing room and the restroom.
- Testing must be scheduled outside of lunch hours. If both sessions will be administered in one day, session 1 must be completed before lunch, and session 2 can be administered after lunch.

### **Testing Interruptions**

- Circumstances over which you have no control (e.g., power failures) may interrupt testing. If possible, when such an interruption does occur during testing, students should be instructed to sign out of the Student Interface. In the event of an emergency, the school's safety instructions must be followed. When normal conditions are restored, the Test Administrator should follow the instructions for resuming students' tests so they can continue testing (see [Appendix A](#) for guidance).
- Technology issues during testing that cannot be resolved quickly by troubleshooting (see [Appendix C](#)), including any large technology failure that affects a classroom or more, should be immediately reported to the test coordinator or the Help Desk, if necessary.
- Test Coordinators will provide guidance to Test Administrators on handling regular interruptions, such as students requesting to use the restroom or to go to the nurse's office. Students may not remove secure materials (including their testing devices) from the room. Test Administrators must maintain test security while any student is out of the room.

## Part 2. Instructions for Administering the RI NGSA

This section contains the information and scripts necessary for administering Session 1 and Session 2 of the RI NGSA.

### Materials Needed

You will need the following materials available in your testing space prior to testing:

- ☐ “Do Not Disturb” sign(s) for each door of the testing room
- ☐ testing devices for students
- ☐ enough power cords and power strips to accommodate all testing devices
- ☐ a computer to manage the test session
- ☐ this manual (either print or digital copy)
- ☐ printed test administration script
- ☐ list of students you will be testing
- ☐ student testing tickets for each student on your list
- ☐ scratch paper (blank, lined, or graph)
- ☐ pens or pencils for use on scratch paper
- ☐ printed Periodic Table (grades 8 and 11 only) if needed, from the [RI NGSA Portal](#)
- ☐ manila folders or other screen covers for students to use during a break to ensure that other students can’t see their computer screen

Additional device preparations for computer-based testing:

- ☐ Ensure all devices to be used for testing are charged prior to each test session.
- ☐ Confirm that accessories, such as external keyboards for tablets and headphones for students using the text-to-speech edition, are available and in working order prior to testing.
- ☐ Be sure that all students’ testing devices have the CAI Secure Browser installed and configured. The Secure Browser and Student Interface automatically detect prohibited applications from running on a device while the Secure Browser is open. The Secure Browser will not allow a student to log in if the device detects that a forbidden application is running. A message will also display that lists the forbidden application(s) that needs to be closed.
- ☐ If students will be using laptops, check with your technology coordinator to determine if your school’s laptops are configured so that applications “lose focus” if the laptop lid is closed. If your school’s devices would lose focus, ensure you have enough blinds (e.g., manila folders) that students can use to cover their laptop screens when they take their mid-session break.

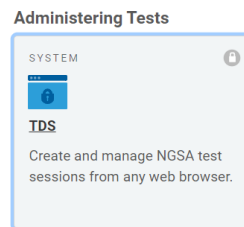


# Before Students Arrive: Starting the Test Session



**Warning:** Do not start the test session more than 20 minutes prior to test administration or the system will time out due to a lack of activity.

1. Make sure the testing space has been appropriately prepared (see Prepare Testing Space).
2. *If your school is not 1:1*, make sure all testing devices are plugged in and properly charged, turned on, and the Secure Browser is open.
3. **On the Test Administrator's device, Login to the TA Interface** via <https://ri.tds.cambiumast.com/testadministrator> from the [RI NGSA Portal](#). Enter your email address and password and click the **Secure Login** button.



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

This applies every time you access the TA Interface with a new browser. The email contains an authentication code, which you must use within fifteen minutes of the email being sent.

4. The **Test Selection** window opens automatically. If it does not, click **Select Tests** in the upper-left corner of the TA Site. See the [Start a Test Session](#) section in Appendix A for more information.
5. When a new session is created, a caution message will appear to notify the user of the assessment that is being selected. If the assessment selected by the user is correct, click the OK button on the bottom left to proceed.

## Important!

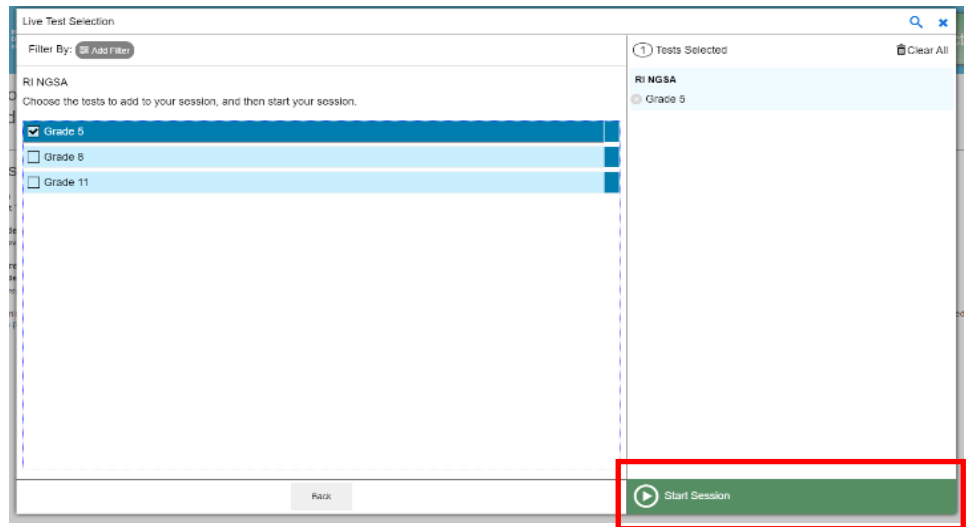


STOP! You are about to start the NGSS Interim Assessment. If you want to access the NGSA state assessment, please go back and select NGSA. To start the NGSS Interim Assessments, click OK in the bottom left corner.

OK

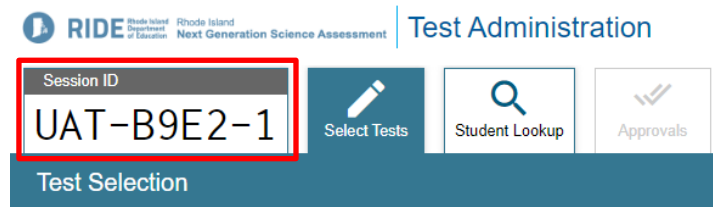
6. Create a new session by selecting the test and grade and click the **Start Session** button. All test groups and sub-groups appear collapsed by default.

- To expand a test group, click **Expand All**.
- To collapse an expanded test group, click **Collapse All**.



**Note:** Test Administrators must be sure to select only “Session 1” or “Session 2” in the TA Interface. This will ensure that a new session ID will be created for Session 2 that is separate from Session 1.

7. The **Session ID** appears on the TA Interface.



8. Write the **Session ID** on the board for your students and for yourself in case you accidentally close the browser window and need to return to the active test session. The Session ID is unique to this session and is randomly generated.



**Note:** You cannot remove tests from an active session, so make your selection carefully.

## As Students Arrive

- ☐ Implement your school’s process for powering down and collecting cell phones and other electronic devices that are not being used for testing.
- ☐ Instruct students who brought books to read in the event they finish before the end of the test session, to place them under their desks.
- ☐ Make sure any bilingual dictionaries brought by EL students to use during the test meet the guidelines. All other dictionaries are prohibited during this session.
- ☐ If students’ devices are not working properly, contact your school’s technology staff for assistance before moving on to begin testing with these students.
- ☐ Verify attendance of students on your testing roster to ensure they are in the correct location for testing. If school is 1:1, make sure students’ testing devices are fully charged. If not charged sufficiently, provide a charger.

- ☐ Assign seats as students arrive in such a way that students cannot see each other's screens and there is sufficient space between students for active monitoring during testing. Seat students with devices that need charging close to an outlet. Make note of students who are absent. Absent students will need to be scheduled for a makeup test session.

# Instructions for Administering the Session

To ensure that all students across the state receive the same instructions, Test Administrators must read the following script verbatim. At any time during the test session, you may repeat a portion of the script for clarification, if necessary.

## Script for Sessions 1 and 2

1. Say to the students:

**Before we begin the science test, you need to know that cell phones, music players, e-book readers, or other electronic devices are not allowed for any reason during this session, even after you submit your test. The results of your test may be invalidated, or thrown out, if you use an electronic device, other than the testing device, during or after taking the test.**

(Make sure that students' desks are clear, except for their testing devices, pens or pencils, and bilingual glossaries/dictionaries for EL students.)

*SPANISH:*

*Antes de comenzar el examen de ciencias, deben saber que por ningún motivo se permite el uso de teléfonos celulares, reproductores de música, lectores de libros u otros dispositivos electrónicos durante esta sesión, incluso después de haber entregado su examen. Si utilizan algún dispositivo electrónico distinto del dispositivo de examen, ya sea durante o después de presentar el examen, los resultados pueden ser anulados o desechados.*

(Make sure that students' desks are clear, except for their testing devices, pens or pencils, and bilingual glossaries/dictionaries for EL students.)

2. Say to the students:

**We are about to begin the RI NGSA Science test. This is the first of two test sessions that you will take. You will take Session 2 on \_\_\_\_\_ (announce the date and time for Session 2). Please raise your hand if you have any questions about the testing schedule.** (Answer any questions that students have.)

*SPANISH:*

*Estamos a punto de empezar el examen de ciencias RI NGSA. Esta es la primera de las dos sesiones de examen que tendrán. La Sesión 2 la harán el \_\_\_\_\_ (announce the date and time for Session 2). Levanten la mano si tienen alguna pregunta sobre la fecha del examen. (Answer any questions that students have.)*

3. Say to the students:

**The results of this test will be used to help improve your academic performance and will be shared with your parents or guardians as well as your teachers. It is important that you try to do your best work during this and every test session.**

**I will now hand out scratch paper for you to use during this session. If at any point you need more, raise your hand and I will give you another sheet.**

**You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper.** (Distribute one sheet of blank scratch paper to each student.)

*SPANISH:*

*Los resultados de este examen se utilizarán para ayudar a mejorar su rendimiento académico y se compartirán con sus padres o tutores, así como con sus profesores. Es importante que hagan su mejor esfuerzo en esta y todas las sesiones de examen.*

*A continuación, les repartiré unas hojas de papel para hacer anotaciones durante esta sesión. Si en algún momento necesitan más, levanten la mano y les daré otra hoja.*

*Pueden tener hasta tres hojas de papel a la vez. Si necesitan más de tres hojas, tendrán que entregar algunas de las que ya hayan utilizado. (Distribute one sheet of blank scratch paper to each student.)*

4. Say to the students:

**Please log in to your computer. On your computer screen, click on the Secure Test Browser application. Raise your hand if you cannot find it.** (Pause to make sure everyone has opened the Secure Browser Test application.) (For students testing on Google Chromebooks): **If you see a prompt to select your Organization/State, select “Rhode Island” from the Organization/State drop-down menu.** (Pause to make sure everyone has selected Rhode Island). **Now select NGSA.** (Pause to make sure everyone has selected NGSA.) **Raise your hand if you need help.**

*SPANISH:*

*Por favor, inicien sesión en su computadora. En la pantalla de su computadora, hagan clic en la aplicación “Secure Test Browser” [Navegador de exámenes seguro]. Levanten la mano si no la encuentran. (Pause to make sure everyone has opened the Secure Browser Test application.) (For students testing on Google Chromebooks): Si se les pide que seleccionen su Organización/Estado, seleccionen “Rhode Island” en el menú desplegable “Organization/State”. (Pause to make sure everyone has selected Rhode Island). Ahora seleccionen NGSA. (Pause to make sure everyone has selected NGSA.) Levanten la mano si necesitan ayuda.*

5. Say to the students:

**I will now hand out the student testing tickets. When you get your testing ticket, make sure it has your name on it. Do not sign in until I tell you to do so.** (Distribute the student testing tickets.)

*SPANISH:*

*Ahora les repartiré los tickets de examen. Cuando reciban su ticket de examen, verifiquen que lleve su nombre. No inicien sesión hasta que yo se los indique. (Distribute the student testing tickets.)*

6. Say to the students:

**Raise your hand if you do not have the correct student testing ticket.** (Pause to make sure each student has the correct testing ticket.)

*SPANISH:*

*Levanten la mano si su ticket de examen no es el correcto. (Pause to make sure each student has the correct testing ticket.)*

7. Say to the students:

**Keep your testing ticket with you. Do not use it for scratch paper. I will collect it at the end of this test session.**

*SPANISH:*

*Conserven su ticket de examen. No lo utilicen como papel para hacer anotaciones. Lo recogeré al final de esta sesión de examen.*

8. Say to the students:

**Enter your first name followed by the student ID number on your testing ticket. If you need help, please raise your hand.** (Pause to make sure that all students have entered their first name and student ID number correctly.)

SPANISH:

Escriban su primer nombre seguido del número de identificación de alumno indicado en su ticket de examen. Si necesitan ayuda, levanten la mano. (Pause to make sure that all students have entered their first name and student ID number correctly.)

9. Say to the students:

**Enter the test session ID number exactly as it is written without extra spaces or characters. If you need help, please raise your hand.** (Pause to make sure that all students have entered the test session ID correctly.)

SPANISH:

Escriban el número de identificación de la sesión de examen exactamente como está escrito, sin espacios ni caracteres adicionales. Si necesitan ayuda, levanten la mano. (Pause to make sure that all students have entered the test session ID correctly.)

10. Say to the students:

**Now click the Sign In button. Once you have signed in, you will see a screen with your first name, grade, student ID number, and school.**

**If the information on your screen is correct, select YES to continue. If any of the information is wrong, please raise your hand.** (Pause to help any student who needs it.)

SPANISH:

Ahora hagan clic en el botón SIGN IN [INICIAR SESIÓN]. Una vez que hayan iniciado sesión, verán una pantalla con su nombre, grado, su número de identificación de alumno y la escuela.

Si la información que aparece en su pantalla es correcta, seleccionen YES [Sí] para continuar. Si algún dato es incorrecto, por favor levanten la mano. (Pause to help any student who needs it.)

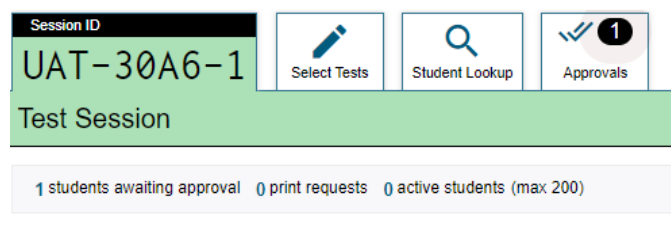
11. Say to the students:


**Now select RI NGSA \_\_\_\_\_(say grade level) \_\_\_\_\_(say, as applicable: Session 1 or Session 2). I will verify your information and add you to this test session.**


SPANISH:

Ahora seleccionen RI NGSA \_\_\_\_\_(say grade level) \_\_\_\_\_(say, as applicable: Session 1 or Session 2). Verificaré sus datos y los agregaré a esta sesión de examen.

12. As students sign in and select tests, you can verify that their settings and accommodations are correct before approving them into the test session. When students are awaiting approval, the Approvals button next to the Session ID becomes active and bounces until you click it.





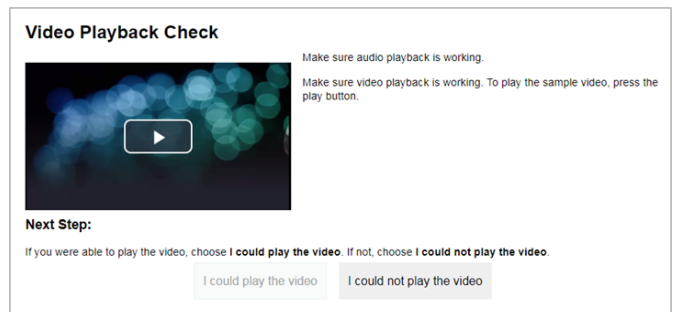
**Note:** The **Approvals** notification updates regularly, but you can also click  (**Refresh**) in the upper- right corner to update it manually.

13. Click the **Approvals** tab. If you have not already confirmed students' test settings and accommodations prior to the test, you can review each student individually, as follows:
  - a. Click  (eye icon) for a student and their information will appear in the **Approvals and Student Test Settings** window. Review this information and update any incorrect settings.
  - b. Then do one of the following:
    - i. Click **Set** to confirm the settings and return to the **Approvals and Student Test Settings** window. The student still needs to be approved (or denied) – see next step.
    - ii. Click **Set & Approve** to confirm the settings and approve the student.
    - iii. Click **Cancel** to return to the **Approvals and Student Test Settings** window without confirming or changing settings.



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

14. If you have already confirmed students' test settings and (if any) accommodations, and wish to approve students directly from the **Approvals and Student Test Settings** window, do the following:
  - a. Approve individual students by clicking  (checkmark icon) for each student.
  - b. Approve all students for a given test, click **Approve All Students** for that session.
15. If you need to deny a student access to testing, do the following:
  - a. Click  ('x' icon) for that student. *Optional:* in the window that appears, enter a brief reason for denying the student.
  - b. Click **Deny**. The student receives a message explaining the reason for the denial and is logged out.
16. Once students have been approved for the session, the students will see a video playback check on their screen since some of the science assessment items include short video simulations. There are no audio items on the RI NGSA (unless a student requires text-to-speech as an accommodation).



17. Say to the students:

**You should see a screen that prompts you to verify that the video on your computer is working. Press PLAY to see the video. If the video works, select I COULD PLAY THE VIDEO and then click CONTINUE. If you are unable to play the video, please raise your hand.**

**(Pause to help any students who are unable to play the video.)**

*SPANISH:*

*Debería aparecer una pantalla que les pide que confirmen que el video de su computadora funciona. Pulsen PLAY [REPRODUCIR] para ver el video. Si el video funciona, seleccionen I COULD PLAY THE VIDEO [PUDE REPRODUCIR EL VIDEO] y hagan clic en CONTINUE [CONTINUAR]. Si no pueden reproducir el video, levanten la mano.*

*(Pause to help any students who are unable to play the video.)*

18. Only for Students Requiring Text-to-Speech. Say to the students:

**Below the Video Playback Check, you will need to verify you can hear the text being read aloud. Put your headsets on and click the icon of the speaker to hear the sound. If you hear the voice, click [I heard the voice]. If not, raise your hand. You can adjust the volume, pitch, and rate of the voice by using the sliders.**

**(Pause to help any students who are using text-to-speech who are unable to hear the test sound.)**

*SPANISH:*

*Debajo de "Video Playback Check" [Verificación de reproducción del video], deberán confirmar que pueden oír el texto que se lee en voz alta. Pónganse los audífonos y hagan clic en el ícono de la bocina para escuchar el sonido. Si oyen la voz, hagan clic en "I heard the voice" [Oí la voz]. Si no es así, levanten la mano. Pueden ajustar el volumen, el tono y el ritmo de la voz mediante los controles deslizantes.*

*(Pause to help any students who are using text-to-speech who are unable to hear the test sound.)*

19. Say to the students:

**Next, you will see an "Instructions and Help" page. You may review the Help Guide and your test settings here. The Help Guide lists the test tools and buttons you may use during the test or that will appear on the test. Please read this carefully. Click the question mark button in the top right corner to access the Help Guide during the test. During the test, if you have a problem finding or using one of the tools on the computer screen, or difficulty using your computer, raise your hand and I will help you.**

*SPANISH:*

*A continuación, verán la página "Instructions and Help" [Instrucciones y ayuda]. Allí pueden revisar la guía de ayuda y la configuración de su examen. La Guía de Ayuda enumera las herramientas y los botones que pueden utilizar durante el examen o que aparecerán en él. Lean esto con atención. Hagan clic en el botón con el signo de interrogación que se encuentra en la esquina superior derecha para acceder a la Guía de Ayuda durante el examen. Si durante el examen tienen algún problema para encontrar o utilizar alguna de las herramientas de la pantalla, o tienen dificultades para utilizar la computadora, levanten la mano y les ayudaré.*

20. Say to the students:

**The questions in this test cover many science topics. Although some of the questions may look difficult or unfamiliar, you may be able to figure out the answers if you read and think about them carefully.**

**If you are unsure of an answer, select the answer you think is best. If you would like to review that answer later during the test, you can select MARK FOR REVIEW in the upper right corner of the answer screen from the menu with three lines. Marking the question will remind you to go back and review your answer later. Raise your hand if you need help finding the MARK FOR REVIEW option. (Pause to make sure all students know where the MARK FOR REVIEW option is.)**

*SPANISH:*

*Las preguntas de este examen abarcan muchos temas de ciencias. Aunque algunas de las preguntas parezcan difíciles o desconocidas, podrán encontrar las respuestas si las leen y piensan detenidamente.*

*Si no están seguros de alguna respuesta, seleccionen la que consideren mejor. Si desean revisar esa respuesta más adelante durante el examen, pueden seleccionar MARK FOR REVIEW [MARCAR PARA REVISIÓN] en la esquina*



*superior derecha de la pantalla de respuestas, en el menú con tres líneas. Marcar la pregunta les recordará que más tarde deben volver atrás y revisar su respuesta. Levanten la mano si necesitan ayuda para encontrar el botón MARK FOR REVIEW [MARCAR PARA REVISIÓN].*

*(Pause to make sure all students know where the MARK FOR REVIEW button is.)*

21. Say to the students:

**This test session will be \_\_\_\_ minutes long.** (Each session should be approximately 60 minutes long. If your district has allocated more than 60 minutes, say that amount of time.) **If you have not finished answering the questions at the end of that time, you will be given more time to finish. If you finish answering the questions before the end of the test session, you should review your work.**

**It is important that you do your best on the science test so we can help you learn. Everyone needs to do their own work. Therefore, you may not use any notes, books, extra reference sheets, or any kind of class materials. You may not talk to other students, and I cannot help you answer the test questions.**

**If you forgot to give me your cell phone or other electronic device, please do so now. You will get these back after testing is completed for the day. If you have any questions, please raise your hand.** (Pause to answer questions and collect any other cell phones or electronic devices.)

*SPANISH:*

*Esta sesión de examen tendrá una duración de \_\_\_\_ minutos. (Each session should be approximately 60 minutes long. If your district has allocated more than 60 minutes, say that amount of time.) Si al finalizar este tiempo aún no han terminado de responder las preguntas, se les dará más tiempo para terminar. Si terminan de responder las preguntas antes de que finalice la sesión de examen, deben revisar su trabajo.*

*Es importante que hagan su mejor esfuerzo en el examen de ciencias para que podamos ayudarles a aprender. Cada uno debe hacer su propio trabajo. Por lo tanto, no podrán utilizar apuntes, libros, hojas de referencia adicionales ni ningún tipo de material de clase. No pueden hablar con otros alumnos y no pueden ayudarles a responder las preguntas del examen.*

*Si olvidaron entregarme su teléfono celular u otro dispositivo electrónico, háganlo ahora. Les serán devueltos una vez que terminen los exámenes del día. Si tienen alguna pregunta, levanten la mano.*

*(Pause to answer questions and collect any other cell phones or electronic devices.)*

22. Say to the students:

**Click BEGIN TEST NOW at the bottom of the screen.**

*SPANISH:*

*Hagan clic en [BEGIN TEST NOW/EMPEZAR LA PRUEBA AHORA] en la parte inferior de la pantalla.*

23. Start timing the test. The test session will not end until the Test Administrator stops the session. Students may be given additional time as needed if they are working productively.

24. Circulate among the students and verify that all have successfully started the appropriate session.

25. Monitor Student Progress through the TA Interface (see [Appendix A](#) for guidance) and assist students who raise their hands:

- If a student has an issue finding a tool in the interface, you may provide assistance locating that tool.
- If a student requests assistance with answering a test item or manipulating an item type, tell the student you are not allowed to help them with that task; they need to try their best on their own.
- No full test items can be read to any student unless the student requires an accommodation as described in the [Accommodations and Accessibility Features Manual](#). Test Administrators may read aloud selected words as

requested by a student as an accessibility feature.

- **Exception:** Students with text-to-speech accommodation may need the choices on a drop-down menu read to them since the text-to-speech feature does not always read drop-down menu options.
- Students do not need to answer every question on a page to move on to the next page. Students may mark items for review and use the **Questions** drop-down list to return to those items.
- For any students who are off task, encourage them to do their best. In some cases, the best solution may be to have the student pause the test and allow the student to take a short break.
- If you allow a student to use the restroom during testing, remind them that they may not access their cell phone or other prohibited materials while they are out of the testing room. Make sure the student's screen is not visible to anyone while the student is out of the testing room.



**Warning:** The TDS automatically logs you out after 20 minutes of both Test Administrator and student inactivity in the

session. This action automatically stops the test session. If your computer malfunctions and you cannot manage the test session, you may transfer the test session to a new device (see the [Transferring a Test Session section in Appendix C](#)).

## Mid-Session Script

26. When the time for the test session is half over, say to the students:

**The session time is half over. Make sure that you do not skip any questions in this session. Please review any completed or marked-for-review questions now, as you will not see these questions once you submit your test.**

*SPANISH:*

*Ha concluido la mitad del tiempo de la sesión. Asegúrense de no haber omitido ninguna pregunta en esta sesión. Revisen ahora las preguntas completadas o marcadas para revisión, ya que no las verán una vez que envíen su examen.*

27. Say to any students who finish early:

**If you are finished, please make sure you've answered all the test items by going to the top of the screen and clicking the ITEMS button, and then REVIEW. If you are sure you're done, submit your test by clicking the SUBMIT TEST button. Remember, once you have submitted your answers, you cannot go back.**

**After I confirm that your test is submitted, you may read a book or quietly work on assignments from classes other than science with the remaining time.**

*SPANISH:*

*Cuando hayan terminado, asegúrense de haber respondido todos los puntos del examen; para ello, vayan a la parte superior de la pantalla y hagan clic en el botón ITEMS [PUNTOS], y luego en REVIEW [REVISAR]. Si están seguros de haber completado el examen, envíenlo haciendo clic en el botón SUBMIT TEST [ENVIAR EXAMEN]. Recuerden que una vez que hayan enviado sus respuestas, no podrán volver atrás para corregirlas.*

*Después de que les haya confirmado el envío de su examen, pueden emplear el tiempo restante para leer un libro o trabajar en silencio en otras tareas de clase que no sean de ciencias.*

## Mid-Session Script: If Taking Optional Break

If you will be administering a 3–5-minute break midway through the session, use this script. If your district decides to give a break, write the length of the break on the board. RIDE recommends not administering a mid-session break unless a Test Administrator determines it necessary.

It is not necessary to have students sign out of the Secure Browser during the break, but their tests must be paused. To pause students' tests in the TA interface, click the PAUSE button next to each student. Security must be maintained by making sure students cannot see each other's screens. RIDE recommends turning off computer monitors or placing tablets face down on desks. For laptops, close the lids or place something (e.g., manila folders) in front of the screens, depending on how your school's laptops are configured.

28. Say to the students:

**I am now going to pause the test so you may have a short break. The break will be \_\_\_\_ (state the length of the break) minutes long. During this break, you may stand up and stretch. Do not talk with other students.**

NOTE: The break must not exceed 40 minutes, or students will not be able to revisit test questions.

*SPANISH:*

*Ahora voy a hacer una pausa en el examen para darles un breve descanso. La pausa será de \_\_\_\_ (state the length of the break) minutos. Durante esta pausa, pueden levantarse y descansar. No hablen con otros alumnos.*

NOTE: The break must not exceed 40 minutes, or students will not be able to revisit test questions.

29. When the break is complete, resume the session and say to the students:

**The break is over. To resume testing, re-enter your First Name and Student ID as written on your testing ticket and the Session ID exactly as it is written on the board. Please raise your hand if you need help.**

*SPANISH:*

*Terminó el descanso. Para reanudar el examen, vuelvan a escribir su primer nombre y su número de identificación de alumno como aparecen en su ticket de examen. También escriban el número de identificación de la sesión exactamente como está escrito en el pizarrón. Levanten la mano si necesitan ayuda.*

## Script for Ending the Test Session

30. At the end of the session, to any students still working, say:


**This is the end of the time scheduled for this session. At the top of the screen, click ITEMS and make sure you have answered all the questions. If you have not answered all the questions and you need more time, please raise your hand. Do not submit your test.**

**For those of you who are finished, click the SUBMIT TEST button. Once you have submitted your test, you cannot go back.** (Verify that each student who is done testing correctly submitted their test.)

**After I've verified that you have submitted your test, click the LOG OUT button. If you need help with this, let me know and I will help you.**

Use the information below to close the testing site:

- To close the Student Testing Site on Chromebooks:
  - Click Close Secure Browser in the upper-right corner.

- To close the Student Testing Site on Tablets:
  - After a test session ends, close the SecureTest app on student tablets.
  - To close the Student Interface on iOS devices:
    - Double-tap the Home button.
    - The multi-tasking bar appears. Locate the SecureTest app preview and slide it upward.
- To close the Student Interface on Android tablets:
  - Tap the Menu icon  in the upper-right corner.
  - Tap Exit. A confirmation message appears.
  - Tap Exit.

**SPANISH:**

*Aquí termina el tiempo previsto para esta sesión. En la parte superior de la pantalla, hagan clic en ITEMS [PUNTOS] y asegúrense de haber respondido todas las preguntas. Si no respondieron todas las preguntas y necesitan más tiempo, levanten la mano. No envíen su examen.*

*Si ya terminaron, hagan clic en el botón SUBMIT TEST [ENVIAR EXAMEN]. Una vez que hayan enviado su examen, no podrán volver atrás para hacer correcciones. (Verify that each student who is done testing correctly submitted their test.)*

*Después de que les haya confirmado el envío de su examen, hagan clic en el botón LOG OUT [CERRAR SESIÓN]. Si necesitan ayuda con esto, díganme y les ayudaré.*

31. Stop the test session by clicking the STOP button in the upper-right corner. A confirmation message appears. Once you stop a test session, you *cannot* resume it. Stopping a session automatically logs out all the students in the session and pauses their tests.
32. Say to the students:
- Thank you for doing your best on the science test. I will now collect all testing tickets.** (Collect the testing tickets and verify that you have one testing ticket from each student. If any students will be moved to a test completion room, make a separate pile for their testing tickets.)

**SPANISH:**

*Gracias por hacer su mejor esfuerzo en el examen de ciencias. Ahora recogeré todos los tickets de examen. (Collect the testing tickets and verify that you have one testing ticket from each student. If any students will be moved to a test completion room, make a separate pile for their testing tickets.)*

33. Say to the students:
- Now I will collect the used scratch paper. If you wrote on any of the scratch paper, please hand that to me.** (Collect all used scratch paper from students and put it with the testing tickets to return to the test coordinator. If any students will be moved to a test completion room, make a separate pile for their used scratch paper.)

**SPANISH:**

*Ahora recogeré las hojas de papel que usaron para hacer anotaciones. Deben entregarme todas las hojas de anotaciones escritas. (Collect all used scratch paper from students and put it with the testing tickets to return to the test coordinator. If any students will be moved to a test completion room, make a separate pile for their used scratch paper.)*

34. Say to the students:

**Now I will collect any scratch paper you did not write on.** (Collect blank scratch paper from students. You can either use this for Session 2 or return it to the test coordinator.)

*SPANISH:*

*Ahora recogeré las hojas de papel que no hayan utilizado. (Collect blank scratch paper from students. You can either use this for Session 2 or return it to the test coordinator.)*

35. Log out of the TA Interface. In the banner, click LOG OUT. A warning message appears. Follow the instructions included in Part 4: After Testing.

## **Script for Moving Students to a Test Completion Room**

If your test coordinator has directed you to move students to a Test Completion Room to finish either Session 1 or Session 2, use the following script:

36. Say to the students:

**If you have not yet finished your work in this session, you will go to another room to complete your test. You will have until the end of the school day to finish your test. Please pause your test by clicking the PAUSE button in the upper right-hand corner of your screen.**

**Your cell phone and any other electronic devices must remain off, and you may not access them until you are finished with your test and have left the test completion room.**

*SPANISH:*

*Si aún no han terminado con el trabajo en esta sesión, pasarán a otro salón para continuar el examen. Tendrán hasta la hora de salida para terminar su examen. Para hacer una pausa en el examen pulsen el botón PAUSE [PAUSA] que se encuentra en la esquina superior derecha de la pantalla.*

*Sus teléfonos celulares y cualquier otro dispositivo electrónico deben permanecer apagados y no podrán acceder a ellos hasta que hayan terminado su examen y hayan abandonado el salón donde realizaron el mismo.*

37. Students moving to a test completion room should be instructed to sign out of their test. Then the students' testing devices should be transported, along with their testing tickets and any used scratch paper. Students may transport their own testing devices as long as they are signed out of the Secure Browser. Be sure to let your Test Coordinator know that you are moving students to the Test Completion Room.
38. When students are ready to begin working in the test completion room, the Test Administrator will need to resume their tests by creating a new session and providing the students with a new Session ID before they can sign in with their testing tickets.

## Part 3. After Testing

If only Session 1 is being completed today, immediately return all test materials and the list of students who were not tested to your Test Coordinator and complete the steps below.

If Session 2 will be administered following a 10- minute break, return the test materials and student lists to the Test Coordinators following the completion of Session 2.

### After Testing Checklist

Group test materials into the following separate piles and return to the Test Coordinator. You will sign the Materials Tracking Form to verify that all materials have been returned.

- ☐ Student testing tickets
- ☐ Used scratch paper
- ☐ Unused (blank) scratch paper
- ☐ Attendance list

## Entering Student Responses for Paper Tests

Upon completion of paper tests, Test Administrators are required to submit student responses to standard paper, large print, and braille paper tests in the Data Entry Interface (DEI). Instructions for using the DEI and returning materials are available in Appendix C of the Test Coordinator Manual.

## Participation Reports

Test Administrators, School Test Coordinators, and District Administrators can see how many students completed the RI NGSA in a school using the Monitoring Test Progress function in TIDE. To access participation reports, log in to TIDE and select *Plan and Manage Testing* from the *Monitoring Test Progress* menu under *Administering Tests*.

Additional information about monitoring participation can be found in the [NGSA TIDE User Guide](#).

# Appendix A. RI NGSA Test Delivery System (TDS)

The Test Delivery System (TDS) delivers the online NGSA and includes both the operational testing site and the practice site.

## *Operational Testing Sites:*

- **Test Administration (TA) Interface:** Allows Test Administrators to administer operational tests online.
- **Student Interface:** Allows students to take operational tests online by using the Secure Browser.

## *Practice Sites:*

- **TA Practice Site:** Allows Test Administrators to practice administering tests online.
- **Student Practice Test:** Allows students to practice taking tests online and practice using test tools.



**Note:** For the purposes of this document, the TA Site refers to both the practice and operational TA Sites (the **TA Practice Site** and the **TA Interface**).

## *User Roles and System Requirements*

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

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

For information about supported operating systems and browsers, see the [Quick Guide for Setting Up Your Online Testing Technology](#) document available on the [RI NGSA Portal](#).

## *Accessing the Test Administration Interface*

1. Navigate to the [RI NGSA Portal](#).
2. Select the **Administrators or Teachers tab**.
3. Select **TDS** under Administering Tests. The **Login** page appears.
4. Enter your email address and password.
5. Click **Secure Login**. The TA Interface appears.
  - a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears and an email containing an authentication code will be sent to your email address. **Note:** You must use the authentication code within 15 minutes of the email being sent.
  - b. If the code has expired, click **Resend Code** to request a new code.
  - c. In the *Enter Emailed Code* field, enter the emailed code.
  - d. Click **Submit** to view the TA Interface.
6. If you receive a warning message about not being certified, you must complete the Test Administrator Certification Course and then login again.

### Login

Email Address

Password

[Forgot Your Password?](#)

**Secure Login**

**First Time Login This School Year?**

The password you used during the previous school year has expired.

[Request a new one for this school year.](#)

## *To access the TA Practice Site:*

1. Navigate to [RI NGSA Portal](#).

2. Select the **Administrators or Teachers** tab.
3. Select **Practice Test – Test Administrators**. The login page appears.
4. Enter your email address and password.
5. Click **Secure Login**. The TA Practice Site appears.
  - a. If you are associated with multiple institutions, a pop-up message prompts you to select a testing institution. Select your institution from the drop-down list and click **Go**.
  - b. To change the institution, you must log out and then log back in.

## About Usernames and Passwords

- Your username is the email address associated with your account in NGSA TIDE. When you are added to NGSA TIDE, you receive an activation email containing a temporary link to the Reset Your Password page. To activate your accounts, 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, click the second link provided and proceed to request a new temporary link.
- **If you forgot your password:** On the Login page, click Forgot Your Password? and then enter your email address in the *Email Address* field. You will receive an email with a new temporary link to reset your password.
- **If you did not receive an email containing a temporary link or authentication code:** Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School Test Coordinator or District Administrator to make sure you are listed in NGSA TIDE.
- **Additional help:** If you are unable to log in, contact the Rhode Island Next Generation Science Assessment Help Desk for assistance. You must provide your name and email address. Contact information is available in the [Help Desk section](#).

## Test Administration Interface Layout and Functionality



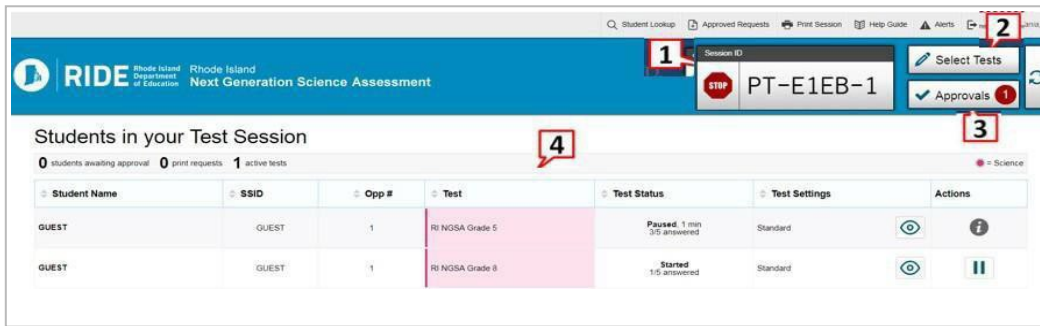
**Warning:** Do not use the Operational TA Interface for practice or to administer a practice test session with your students.

To practice administering tests, use the TA Practice site. Both sites have the same functionality, but the tests are different.

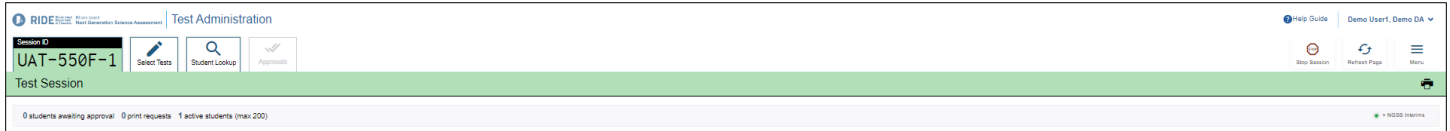
There are a number of essential features visible in the layout of the TA Interface during an active test session:

- Test Session ID
- Select Tests button
- Approvals button
- Students in Your Test Session table





A number of features are available through the banner at the top of the TA Site.



Feature	Description
Student Lookup tab	Searches for student information. See <a href="#">Looking Up Students</a> .
Print Session tab	Prints your screen. See <a href="#">Printing Session Information</a> .
Help Guide tab	Displays the online version of this user guide.
Log Out button	Logs you out of the TA Site. See <a href="#">Logging Out of the Test Administrator Interface</a> .
Stop Session button *	Ends the test session. See <a href="#">Stopping a Test Session</a> .
Session ID*	Displays the unique ID generated for the test session.
Select Tests tab	Opens the <i>Test Selection</i> window. See <a href="#">Start a Test Session</a> .
Approvals tab	Opens the <i>Approvals and Student Test Settings</i> window. See <a href="#">View and Approve Students to Enter Session</a> .
Refresh page tab *	Updates the on-screen information.
Students in Your Test Session table**	Displays the testing progress for students in your test session. See <a href="#">Monitoring Students' Progress</a> .
*Feature appears after you start a test session.      **Feature appears after you approve students for testing.	

## Looking Up Students

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

To perform a quick search:

1. In the banner, click Student Lookup.
2. Enter a student’s full SSID and click Submit SSID. Search results appear below the search field.

**NOTE:** “SSID” is the designation in all CAI systems for “SASID,” the State-Assigned Student Identifier. These two acronyms, SSID and SASID, refer to the same 10-digit unique student identification number.

To perform an advanced search:

1. Click Student Lookup > Advanced Search.
  - Select the appropriate district and school from the drop- down lists.
  - Select the appropriate grade.
  - *Optional:* Enter a student’s exact first or last name. Partial names are not allowed.
  - Click **Search**. Search results appear below the search fields.



2. To view a student’s information, click  (eye icon) in the **Details** column.

## Viewing Approved Print Requests

You can view a list of every print request you approved during the current session. Print requests can only be generated by students with that specific accommodation.

To view approved requests:

1. In the Menu in the top right hand corner of the screen, select Approved Requests from the drop down options.
2. The Print Requests window opens, listing print requests by student.
3. If you wish to print the list of approved requests, click Print.

Approved Requests				 Print	 Close
Test	Request	Question #	Approved On		
RI NGSA Grade 5	Print Passage - Passage for Item 1	0	5/2/2018 9:12:42 AM		
RI NGSA Grade 5	Print Passage - Passage for Item 3	0	5/2/2018 9:12:57 AM		



**Note:** For information about approving print requests, see [Approving Print Requests for the On- Demand Print Tool](#).

## Printing Session Information

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

*To print a snapshot of the page:*

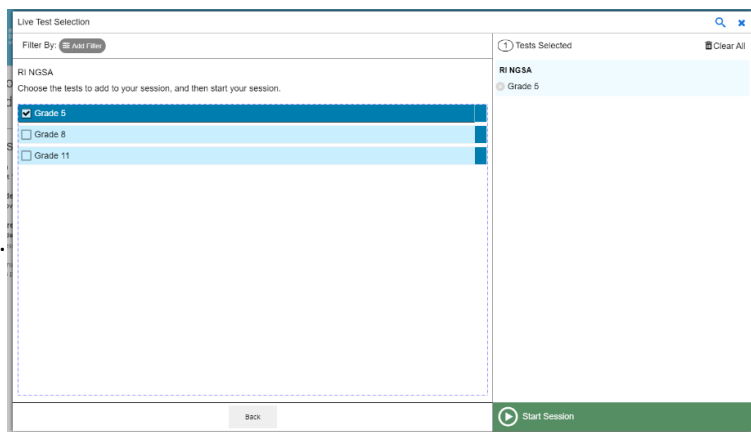
1. In the banner, click the **Print** button. The computer's print dialog window appears.
2. Click **OK**.



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

# Starting a Test Session

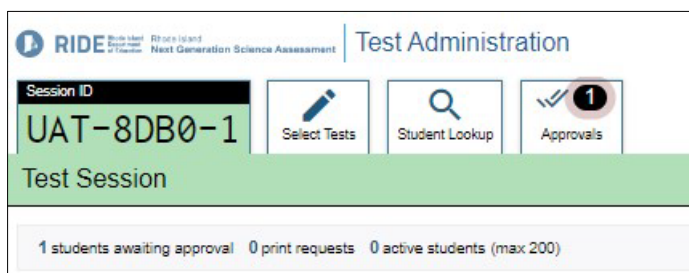
When you login to the TA Interface, the Test Selection window opens automatically. From the test selection page, select the test and grade to be administered in the test session and click the **[Start Session]** button. All test groups and sub-groups appear collapsed by default. To expand a test group, click **+** (or **Expand All**). To collapse an expanded test group, click (or **Collapse All**).



*To create a new test session:*

If the **Test Selection** window is not open, click **Select Tests** in the upper-right corner of the TA Site.

1. To select tests for the session, do one of the following:
  - To select individual tests, mark the checkbox for each test you want to include.
  - To select all the tests in a test group, mark the checkbox for that group.
  - To select all available tests, click **Select All** at the top of the window.
  - When a new session is created, a caution message will appear to notify the user of the assessment that is being selected. If the assessment selected by the user is correct, click the OK button on the bottom left to proceed.
2. In the lower-left corner of the window, click **Start Session** (the exact label for this button may vary depending on whether you are starting a training or operational session).
3. The Session ID appears on the TA Site.



**Note:** Write down the Session ID in case you accidentally close the browser window and need to return to the active test session. You may have only one session open at a time. You cannot reopen closed sessions, but students can resume a test opportunity in a new session. If your computer malfunctions and you cannot manage the test session, you may transfer the test session to a new device (see [Transferring a Test Session section of Appendix C](#)).



*To add tests to an active test session:*

1. In the upper-left corner of the TA Site, click **Select Tests**.
2. In the Test Selection window, mark the checkbox for the required test.
3. In the confirmation message that appears, click **OK**.

## Provide Students with Login Information

1. Write the Session ID on the board for your students.
2. Students will type in their first name exactly as it appears in TIDE and their SSID (SASID) number.

Testing tickets should be printed to provide students with the exact information they need to log in. Test Administrators or Test Coordinators can print testing tickets by using the **Print Testing Tickets** feature in the **Administering Tests** section of TIDE. Students will enter this information into the Student Interface of the Secure Browser.

## View and Approve Students to Enter Session

After students sign in and select tests, you should verify that their settings and accommodations are correct before approving them into the test session. When students are awaiting approval, the

**Approvals** button next to the Session ID becomes active and bounces until you click it. The number next to this button indicates how many students are awaiting approval.




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

Click the **Approvals** tab to check a student's test settings and accommodations and follow the instructions in the next section.

## Confirming Student Test Setting and Accommodations

To confirm students' test settings and accommodations:

Click  (eye icon) for a student and their information will appear in the **Approvals and Student Test Settings** window. Review this information and if there are any incorrect settings, notify your school test coordinator to update.

Then do one of the following *if the test settings are correct*:

1. Click **Set** to confirm the settings and return to the **Approvals and Student Test Settings** window. The student still needs to be approved or denied.
2. Click **Set & Approve** to confirm the settings and approve the student.

*If the test settings are not correct*, notify your school test coordinator of any changes that need to be made to the




student's test settings.


3. Click **Cancel** to return to the **Approvals and Student Test Settings** window without confirming or changing settings.
4. If you need to deny a student access to testing, click the red **X** icon for that student, then click **Deny** and enter a reason. The student is logged out.

## Approving Print Requests for the On-Demand Print Tool

Students using the print-on-demand tool can request printouts of test items and questions. When students send print requests, the request notification appears in the Students in Your Test Session table.

To approve print requests:



1. Click  (print icon) in the **Action** column of the **Students in Your Test Session** table.
2. The Student Print Request window appears.
3. Review the print request and do one of the following:
  - a. To approve the request, click the green  (checkmark icon). A cover sheet appears in a new browser window.
  - b. To deny the request, click  (X icon). In the window that appears, enter a brief reason for denying the request and click **Deny**. Do not proceed to the next step.

Student Print Request(s) For: 

**Name: DemoLast, DemoFirst SSID: 7777700011**

This page displays a request for each passage that a student would like printed. Select [Approve] if you approve the print request, or [Deny] if you do not.

Note: Selecting [Approve] brings up a Print Preview page based on the browser you are using. Select [Print] from that page to send this request to your print station.

New Requests	Date and Time	Action
Print Passage - Page for Item 1	12/28/23 08:24 AM	 

4. In the new window, click **Print** to open the printer dialog box.
5. Click **OK** to print the requested test elements.

## Monitoring Student Progress

It is important that test administrators monitor student progress throughout the test session. Test administrators may use the TA Interface to view the testing status of any student (see column descriptions on the next page).

The **Students in Your Test Session** table appears once you have approved students for testing. This table displays the testing progress for each student logged in to your session.

Session ID

UAT-9B37-1

Select Tests

Student Lookup

Approvals

Stop Session

Refresh Page

Menu

Test Session

0 students awaiting approval

0 print requests


1 active students (max 200)

NGSS Interims

Tests without issue

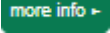
Student Information	Test	Opp #	Progress	Test Settings	Actions
<div><div></div><div>DemoLast, DemoFirst 7777700010</div></div>	Interim ES Earth and Space Science - PE 3-ESS2-1 A	1	<div>100% answered - Completed</div>	<div><div></div>Custom</div>	<div><div></div></div>
<div><div></div><div>DemoLast, DemoFirst 7777700023</div></div>	Interim ES Earth and Space Science - PE 4-ESS3-1 B	3	<div>0% answered - Approved</div>	<div><div></div>Custom</div>	<div><div></div><div></div></div>

Column	Description																								
Student Name	Last and first name of the student in the session.																								
SSID	SSID associated with the student.																								
Opp #	Opportunity number for the student's selected test.																								
Test	Name of the test the student selected.																								
Student Status	<p>Current status for each student in the session. If TDS detects that a student's test may be experiencing connection issues, it displays a warning icon (⚠) in this column.</p> <table> <tr> <th>Status</th><th>Description</th></tr> <tr> <td>Approved</td><td>You approved the student, but the student did not yet start or resume the test.</td></tr> <tr> <td>Started</td><td>Student started the test and is actively testing.</td></tr> <tr> <td>Review</td><td>Student answered all questions and is currently reviewing answers before completing the test.</td></tr> <tr> <td>Completed</td><td>Student submitted the test. The student can take no additional action at this point.</td></tr> <tr> <td>Submitted</td><td>Test was submitted for quality assurance review and validation.</td></tr> <tr> <td>Reported</td><td>Test passed quality assurance and is undergoing further processing.</td></tr> <tr> <td>Paused*</td><td>Student's test is paused. The time listed indicates how long the test has been paused.</td></tr> <tr> <td>Expired*</td><td>Test was not completed by the end of the testing window and the opportunity expired.</td></tr> <tr> <td>Pending*</td><td>Student is awaiting approval for a new test opportunity.</td></tr> <tr> <td>Suspended*</td><td>Student is awaiting approval to resume a test opportunity.</td></tr> <tr> <td colspan="2">*Appears when the student is not actively testing. The student's row grays out in such cases.</td></tr> </table>	Status	Description	Approved	You approved the student, but the student did not yet start or resume the test.	Started	Student started the test and is actively testing.	Review	Student answered all questions and is currently reviewing answers before completing the test.	Completed	Student submitted the test. The student can take no additional action at this point.	Submitted	Test was submitted for quality assurance review and validation.	Reported	Test passed quality assurance and is undergoing further processing.	Paused*	Student's test is paused. The time listed indicates how long the test has been paused.	Expired*	Test was not completed by the end of the testing window and the opportunity expired.	Pending*	Student is awaiting approval for a new test opportunity.	Suspended*	Student is awaiting approval to resume a test opportunity.	*Appears when the student is not actively testing. The student's row grays out in such cases.	
Status	Description																								
Approved	You approved the student, but the student did not yet start or resume the test.																								
Started	Student started the test and is actively testing.																								
Review	Student answered all questions and is currently reviewing answers before completing the test.																								
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Paused*	Student's test is paused. The time listed indicates how long the test has been paused.																								
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Suspended*	Student is awaiting approval to resume a test opportunity.																								
*Appears when the student is not actively testing. The student's row grays out in such cases.																									
Test Settings	<p>To view the student's settings for the current test opportunity, click the eye icon.</p> <ul style="list-style-type: none"> <li>Standard: Default test settings are applied for this test opportunity.</li> <li>Custom: The student's test settings or accommodations are different from the default settings.</li> </ul>																								
Action	<p>Allows you to perform any available actions for an individual student's test.</p> <ul style="list-style-type: none"> <li>The Pause button pauses the student's test. When a test is paused, an information button opens a pop-up message explaining how the test became paused. <i>However, the information button is not displayed if the TA pauses a student's test.</i></li> <li>A Printer button appears in this column when the student requests a printout of test material. For more information, see <a href="#">Approving Print Requests for the On-Demand Print Tool</a>.</li> </ul>																								

Although the TA Interface is designed to automatically refresh every 20 seconds, the Test Administrator can refresh it manually at any time by clicking the refresh button, , at the upper right corner of the screen.



**Alert: Do NOT click the web browser's refresh button** to refresh the TA Interface. Doing so may log the Test Administrator out of the current session. If this happens, have students pause the test and create a new test session. Students should log in to the test again with the new test session ID.

The more information button, , in the TA Interface also allows Test Administrators to monitor and understand reasons that halt student progress.

Session ID

UAT-9B37-1

Select Tests

Student Lookup

Approvals

Stop Session

Refresh Page

Menu

Test Session






0 students awaiting approval

0 print requests

1 active students (max 200)

NGSS Interims

Tests without issue

Student Information	Test	Opp #	Progress	Test Settings	Actions
 DemoLast, DemoFirst 7777700010	Interim ES Earth and Space Science - PE 3-ESS2-1 A	1	100% answered - Completed	Custom	
 DemoLast, DemoFirst 7777700023	Interim ES Earth and Space Science - PE 4-ESS3-1 B	3	0% answered - Approved	Custom	 

## Stopping a Test Session

When students finish testing, or the current testing timeslot is over, you should stop the test session. Stopping a session automatically logs out all the students in the session and pauses their tests.

Once you stop a test session, you cannot resume it. To resume testing students, you must start a new session.



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

- In the upper-right corner, click  ([**STOP**] button). A confirmation message appears.
- Click **OK**. The test session stops.

## Logging Out of the Test Administrator Interface

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

- Click on your Account username in the top right-hand corner and select **Log Out**. A warning message appears.
- In the warning message, click **Yes**.



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

If you log out from another online system, such as TIDE, you will also log out of the TA Interface.




## Appendix B. Permissive Mode for Accommodations

Permissive Mode is an accommodation option that allows students to use accessibility software in addition to the Secure Browser. Permissive Mode activates when the student is approved for testing. Students who have the Permissive Mode setting enabled should not continue with the sign-in process until their accessibility software is correctly configured.

**Note:** Permissive Mode is available only for computers running supported desktop Windows and Mac operating systems. For information about supported operating systems, see the [Guide for Setting Up Your Online Testing Technology](#). Accessibility software must be certified for use with the TDS.

To use accessibility software with the Secure Browser:

1. Open the required accessibility software.
  2. Open the Secure Browser. Begin the normal sign-in process up to the TA approval step.
  3. When a student is approved for testing, the Secure Browser allows the operating system's menu and task bar to appear.
  4. The student must immediately switch to the accessibility software that is already open on the computer so that it appears over the Secure Browser. The student cannot click within the Secure Browser until the accessibility software is configured.
    - **Windows:** To switch to the accessibility software application, click the application in the task bar.
    - **Mac:** To switch to the accessibility software application, click the application in the dock.
-  **Note:** When using Windows 8 and above, the task bar remains on-screen throughout the test after enabling accessibility software. However, forbidden applications are still prohibited.
5. The student configures the accessibility software settings as needed.
  6. After configuring the accessibility software settings, the student returns to the Secure Browser. At this point, the student can no longer switch back to the accessibility software. If changes need to be made, the student must sign out and then sign in again.
  7. The student continues with the sign-in process.

# Appendix C. Troubleshooting

## Resolving Secure Browser Error Messages

The Secure Browser may display the following error messages for installation or connection issues:

- **Secure Browser not detected:** The system automatically detects whether a computer is using the Secure Browser to access the online testing system. The system will not permit access to a test other than through the Secure Browser; under no condition may a student access a test using a non-Secure Browser.
- **Unable to establish a connection with the Test Delivery System:** If a computer fails to establish a connection with the test delivery system, a message will be displayed. This is most likely to occur if there is a network-related problem. The causes may include an unplugged network cable or a firewall not allowing access to the site.

Possible resolutions for the following messages that students may receive when signing in:

- **You cannot login with this browser:** This message occurs when the TDS cannot determine if the student is taking the test through the correct Secure Browser. To resolve this issue, ensure the latest version of the Secure Browser is installed, and that the student launched the Secure Browser instead of a standard web browser. If the latest version of the Secure Browser is already running, then you should log the student out, restart the computer, and try again.
- **Looking for an internet connection....:** This message appears when the Secure Browser cannot connect with the TDS. This can occur if there is a network-related problem. Make sure that either the network cable is plugged in (for wired connections) or the Wi-Fi connection is live (for wireless connections). Also check if the Secure Browser must use specific proxy settings; if so, those settings must be part of the command that launches the Secure Browser.
- **Test Environment Is Not Secure:** This message can occur when the Secure Browser detects a forbidden application running on the device (see [Forbidden Application Detection](#) section). If this message appears on an iPad, ensure that either Autonomous Single App Mode or Automatic Assessment Configuration is enabled.

## Common Student Sign-in Errors

The Test Delivery System generates an error message if a student cannot sign in. These are the most common issues:

- **Session does not exist:** The student entered the Session ID incorrectly or signed in to the wrong site. Verify that the student correctly entered the active Session ID. Also, verify that both you and the student are using the correct sites. For example, students signed in to the Practice Test cannot access sessions created in the TA Interface. A message displayed in the bottom-left corner of the Student Sign-In page indicates which site the student is on. If a student is on the wrong site, the student can select the button included in the message and proceed to the correct site.
- **Student information is not entered correctly:** Verify that the student correctly entered the SSID. If this does not resolve the error, use the Student Lookup tool to verify the student's information. See [Looking Up Students](#) section in Appendix B.
- **Session has expired:** The Session ID corresponds to a closed session. Ensure that the student enters the correct Session ID and verify that your session is open. For more information about test sessions, see [Starting a Test Session](#) section in Appendix B.
- **Student is not associated with the school:** The student is not associated with your school, or you are not associated with the student's school.

## Accidentally Closing the Browser Window

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

If you do not return to the active session within 20 minutes and there is no student activity during that time, the TDS logs you out and pauses the students' tests.

## Force-Quit Commands

In the rare event that the Secure Browser or test becomes unresponsive and you cannot pause the test or close the Secure Browser, users have the ability to "force-quit" the Secure Browser.



**Alert:** Using keyboard commands to force-quit the Secure Browser will log a student out of the test in progress. When the Secure Browser is opened again, the student will have to log back in and be approved in order to enter the test session and resume testing.



**You are strongly advised against using the force-quit keyboard commands, as the Secure Browser treats this action as an abnormal termination.** The Secure Browser hides features such as the Windows task bar or Mac OS X dock. If the Secure Browser is not closed correctly, then the task bar or dock may not reappear correctly, requiring you to reboot the device. These commands should be used only if the **Close Secure Browser** button does not work.

To force the Secure Browser to close, use the keyboard command for your operating system as shown in the following table. This action logs the student out of the test. When the Secure Browser is opened again, the student logs back in to resume testing.

Operating System	Key Combination
Windows*	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 a laptop or notebook, you may need to press Function before pressing F10.

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

**iOS:** Double-tab click the **Home** button, then close the app as you would any other iOS app.

**Chrome OS:** To exit the Secure Browser, press **Ctrl + Shift + S**.

**Android:** To close the Secure Browser, tap the menu button in the upper-right corner and select **Exit**.

## Troubleshooting Audio Issues for the Text-to-Speech Accommodation

Prior to testing, ensure that audio is enabled on each device and that headsets are functioning correctly. If audio issues occur, do the following:

1. Ensure headphones are plugged in correctly.
2. If the headphones have a volume control, ensure the volume is not muted.
3. Ensure that the audio on the device is not muted.

## Transferring a Test Session

If your computer malfunctions while a session is in progress, you can transfer an active test session from one device or browser to another without stopping the session or interrupting in-progress tests.



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

Always make sure you write down the active Session ID when you start a test session.

The TDS ensures that you can only administer a test session from one browser at a time. If you move a test session to a new device, you cannot simultaneously administer the session from the original browser or device.

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

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

1. While the session is still active on the original device or browser, log in to the TA Interface on the new device or browser. A Session ID prompt appears.
2. Enter the active Session ID in the text box and click Enter. The TA Interface appears, allowing you to continue monitoring your students' progress. The test session on the previous computer or browser automatically closes.

**Note:** The Session ID prompt appears any time you access the TA Interface during an active session. If you do not wish to return to the active session, you can click **Start a Different Session** to create a new session or **Logout** to close the active session and log out of the TA Interface.

## The Student is Logged Out Due to Inactivity

After 20 minutes of inactivity, a warning message displays. If the student does not click OK within 20 seconds after this message appears, they are logged out. This timeout automatically pauses the test. The student must log back in to resume testing.

## The Test Administrator is Logged Out Due to Inactivity

The Test Administrator is automatically logged out of the TA Interface after 20 minutes of inactivity. This closes the test session for all students and automatically logs them out. The Test Administrator can create a new test session with a new session ID. The students will need to use the new session ID to log back into the system and resume testing.