Test Administration Quick Guide

The Online Testing System has two components:

- Test Administrators (TAs) use the TA Interface to create and manage test sessions.

- Students use the Student Testing Site to take the tests.

TA Interface: Login and Test Setup

Logging into the TA Site

1. Navigate to the North Dakota State Assessment portal (https://ndsa.portal.cambiumast.com/).
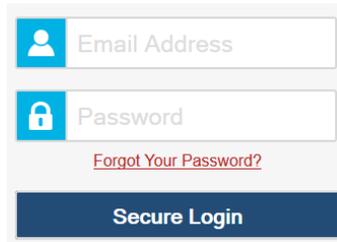
2. Click the NDSA Assessment card.

Portal Cards

3. Select the appropriate TA Site:

    a. To access operational Test Administration, click **Test Administration**.

    b. To access the Training Tests, click **Training Test Administration**.

TA Interface Card

4. Enter your email address and password.

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Login Page


5. Click **Secure Login**. The TA Interface appears.

   a. The *Enter Code* page appears, an email containing an authentication code is sent to your email address. Enter the emailed code and click **Submit**.

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

Starting a Test Session

1. In the *Test Selection* window, select the tests to administer:

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

   b. Select the test category and then select the tests you wish to administer.

   c. Click **Start Session**. The session ID appears at the top of the page.

   d. If the *Session Attributes* window appears, select the required attributes and click **OK**.

   e. Provide the session ID to the students signing in to your test session.

TA Interface: Select Tests, Start Session
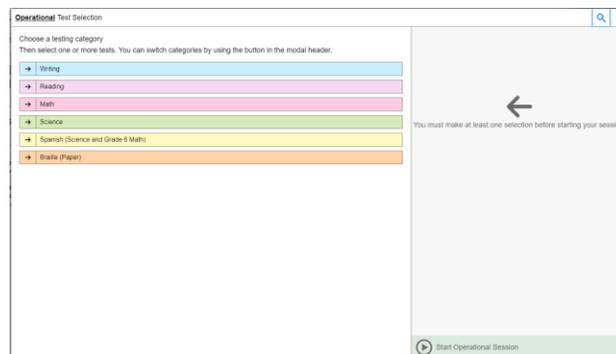
2. Have students sign in to the Student Testing Site using their first name, SSID, and the session ID from step 1.c. For more information about the student login process, see the section For Students: About the Testing Process.

Student Testing Site: Sign In

3. Approve students for testing. When students select tests, the **Approvals** box in the upper-right corner of the TA Interface shows notifications. Click **Approvals** to view the list of students awaiting approval.

4. TA Interface: Approve Students

a. To review and update a student's test settings and accommodations, click in that student's row.

TA Interface: Edit Student Test Settings

b. To approve an individual student for testing, click ✔.

c. To deny a student for testing, click ✖ and enter the reason in the box.

d. To approve all students for a given test or segment, click **Approve All Students** for that test or segment.

4. Monitor the students' progress throughout their tests. Students' test statuses appear in the Test Status column of the **Tests without issues** table (that lists students who are not having any testing issues) and **the Tests with potential issues** table if available (that lists students requiring assistance, such as students with pending print requests, or students whose tests have been paused due to an environment security breach or due to the launching of a forbidden application). The Progress column displays the students' progress status for the test.

TA Interface: Students Currently Testing

a. Hover over more info ▸ for a student in the **Tests with potential issues** table, if available, to view the student's issue.

b. Click ❚❚ to pause an individual student's test. If a student's test is paused for more than 20 minutes, that student cannot review any questions completed before the test was paused.

c. Click 👁 to view a student's full information, including current test settings.

5. When the time is up, stop the test session and log out.

a. Click STOP to stop the session and automatically pause any in-progress tests in your session. Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, start a new session.

b. Click **Log Out** to exit the TA Interface.

TA Interface: Stop Session

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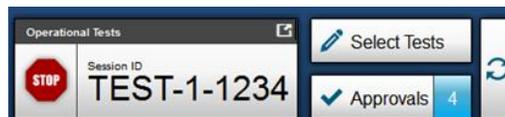
For Students: About the Testing Process

Signing In

1. Open the secure browser. The **Student Sign-In** page appears.

2. Enter your first name, SSID, and the session ID.

3. Select **Sign In**.

Students: Secure Browser Sign-In Page
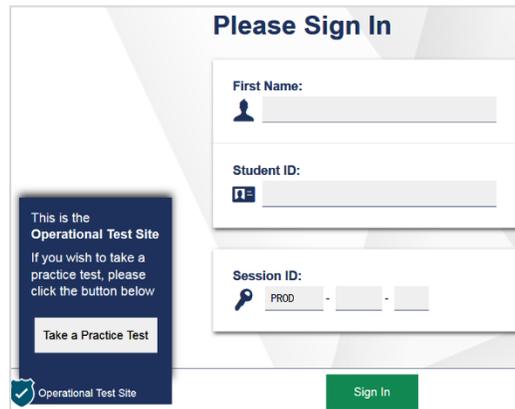
Common Login Errors:

1. **The first name and SSID do not match.** This indicates that the first name entered does not match the first name associated with the SSID.

2. **The session ID is not available.** The session ID entered is not an available test session. Verify that you entered the session ID correctly.

Verifying Student Information

1. After you sign in, the **Is This You?** page appears. Verify that the information on this page is correct.

   a. If you are signed in as a guest, skip this step.

2. Select **Yes** to continue.

Students: Is This You? Page
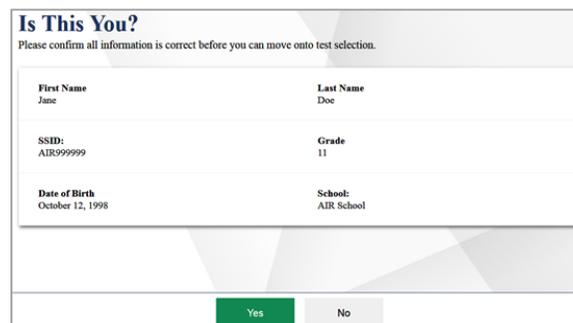
Selecting an Available Test

1. On the *Your Tests* page, if available, select the test you need to take.

   a. If you are signed in as a guest, select your grade from the **Student Grade Level** drop-down list to view the available tests.

2. Wait for the TA to check your test settings and approve your participation.

Students: Your Tests Page
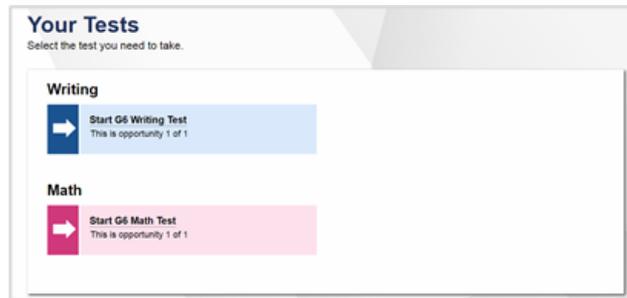
Verifying Test Information (for Practice Test Sites only)

If logged in as a guest, review and select your test settings from the *Choose Test Settings* page, and then select **Select**.

Checking Device Functionality

1. The *Audio/Video Checks* page may appear, depending on the test. Perform each check that appears, then select **Continue** at the bottom of the page.

Students: Audio/Video Checks Page
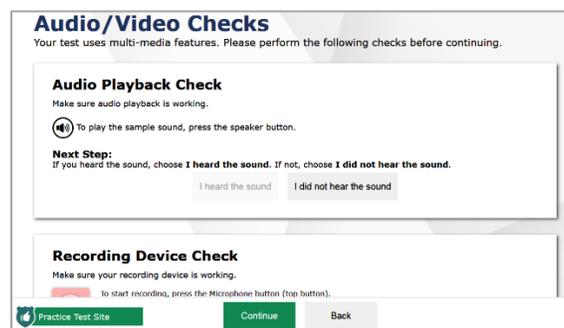
2. If you are testing with text-to-speech (TTS), play the sample TTS audio to verify that it reads the text aloud.

   a. If the test contains audio content, play the sample audio to verify that you can hear it clearly.

   b. If the test contains verbal response questions, record an audio sample and play it back to verify that your microphone is functioning properly.

Beginning the Test

1. On the *Instructions and Help* page, review the test instructions and your test settings, if desired.

2. Select **Begin Test Now** to start the test.

Completing the Test

1. On each page of the test, answer all the questions before selecting **Next** to proceed to the next page.

2. After completing the last question on the test, select **End Test**.

3. On the *End Test* page, select a question number to return to the test and review answers, or select **Submit Test** to complete the testing process. Once you submit the test, you can no longer modify any responses.

Students: End Test Page
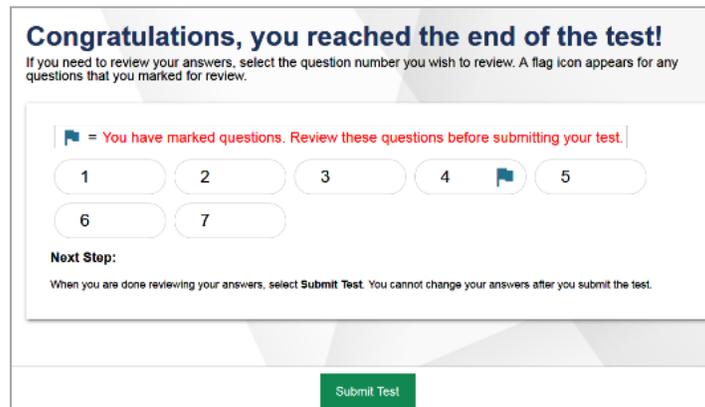
You can pause a test at any point. If you pause for more than 20 minutes, you cannot review any questions completed before pausing, unless you paused on a page with incomplete questions.

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Test Layout and Tools

This section provides an overview of the Online Testing System's available tools and where they are located.

Test Layout shows the basic test layout and primary tools available in the Student Testing Site.

Test Layout
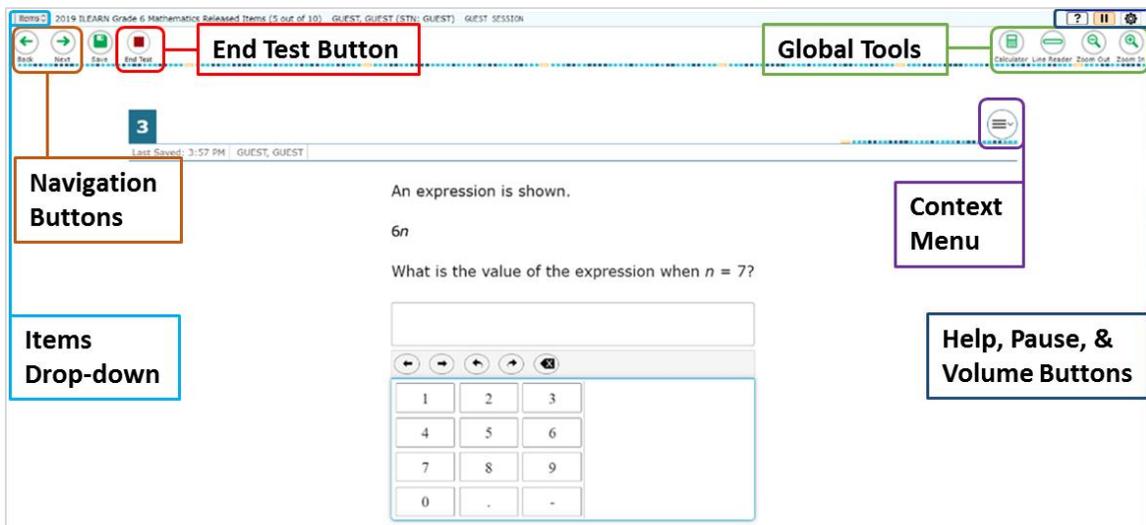
Global and Context Menus

The global and context menus allow students to access on-screen tools. Students can access these tools using a mouse or keyboard shortcuts.

About the Global Menu

The *Global Menu* at the top of the test page contains navigation buttons on the left and tool buttons on the right.

To open a test tool in the global menu:

Select the button for the tool. The selected test tool activates.

About the Context Menus

Each test page may include several elements, such as the question, answer options, and stimulus. The context menu for each element contains tools applicable to that element.

Context Menu for Questions
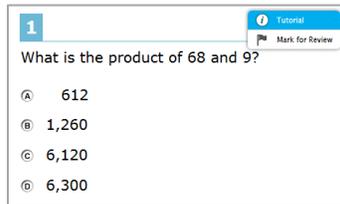
Context Menu for Answer Options
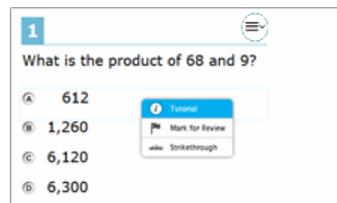
Opening a Context Menu for Stimuli and Questions

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

To access the context menu for a passage or question:

1. Click the context menu ☰ button in the upper-right corner of the stimulus or question. The context menu opens.

2. Select a tool.

Opening a Context Menu for Answer Options

Students can use the context menu to access tools for answer options in a multiple-choice or multi-select question.
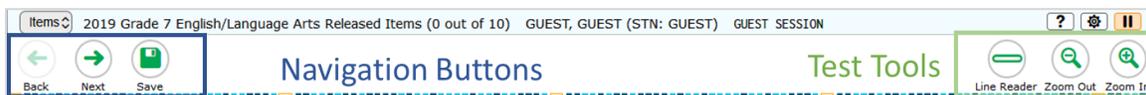
To access an answer option's context menu:

1. To open the context menu, do one of the following:

    a. If you are using a **two-button mouse**, right-click an answer option.

    b. If you are using a **single-button mouse**, click an answer option while pressing **Ctrl**.

    c. If you are using a **Chromebook**, click an answer option while pressing **Alt**.

    d. If you are using a **tablet**, tap the answer option and then tap the context menu button (this selects the answer option until you select a different option).

2. Select a tool from the context menu.

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Available Test Tools

Table 1 lists the tools available in the *Global Menu* section of the test page, Table 2 lists the tools available in the *Question* and *Stimulus* sections (context menu tools), and Table 3 lists the additional tools available in the Student Testing Site.

Note: Some tools are available for all tests, while others are only available when testing in a particular subject or when testing with a particular accommodation.

Table 1. Global Tools

Tool Name	Instructions
Calculator	To use the on-screen calculator, select **Calculator** in the global menu.
Dictionary	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select **Dictionary** in the global menu.
Formula	To view the on-screen formula sheet, select **Formula** in the global menu.
Help	To view the on-screen *Help Guide* window, select the question mark **?** button in the upper-right corner.
Language Toggle	For items and stimuli that have content in two languages, such as English and Spanish, you can select the language in which to display the content for easier readability. By default, the item will be presented in the language specified at the beginning of the test. To switch the language, select **Language Toggle** in the global menu.
Line Reader	To highlight an individual line of text in a passage or question, select **Line Reader** in the global menu. If the enhanced line reader mode is enabled, all content except for the line in focus is grayed out for greater emphasis. This tool is not available while the Highlighter tool is in use.
Masking	*The Masking tool temporarily covers a distracting area of the test page. To use this tool:* • Select **Masking** in the global menu. • Click and drag across the distracting area. • To close the Masking tool, select **Masking** again. To remove a masked area, select ⊗ in the upper-right corner of that area.
Notes	To enter notes in an on-screen notepad, select **Notes** in the global menu. These notes are available globally and can be accessed from any page in the test. Depending on the tool's settings, advanced editing features, such as word and character count, spell check, and text formatting options may be available. Furthermore, if the copy/paste feature is enabled, the text entered in this tool can be copied and pasted into text response areas or comment fields of items displayed on that page.
Pause	To pause a test, select ⏸ . If you pause the test, then you will be logged out.

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Tool Name	Instructions
Periodic Table	To view the on-screen periodic table, select **Periodic Table** in the global menu.
Print Page	To print the entire test page, select **Print Page** in the global menu.
Print Passage	To print a reading passage, select **Print Passage** in the global menu.
Scoring Guide	To view the on-screen scoring guide, select **Scoring Guide** in the global menu.
System Settings	To adjust audio volume during the test, select ⚙ in the upper-right corner. Students testing with TTS can also use this tool to adjust TTS settings. Students testing on mobile devices cannot use this tool to adjust volume. To adjust audio volume on mobile devices, students must use the device's built-in volume control.
Transcripts	To view a transcript of the audio content for the current test page, select the Transcripts button in the global menu. The text in transcripts can be read by screen readers.
Zoom buttons	To enlarge the text and images on a test page, select **Zoom In**. Multiple zoom levels are available. To undo zooming, select **Zoom Out**.

Table 2. Context Menu Tools

Tool Name	Instructions
American Sign Language	You can watch videos that translate test content into American Sign Language (ASL). *To view ASL videos:* • From the context menu, select **American Sign Language**. ▪ If only one ASL video is available, the video opens automatically. ▪ If multiple ASL videos are available, sign language (🤚) icons appear next to the test content for each video. Select the icon for the test content you wish to translate into ASL.
Generic Resources	To view any additional resources associated with a question, select **Generic Resources** from the context menu.
Glossary (Word List)	To open the glossary, click a word or phrase that has a border around it.
Highlighter	To highlight text, select the text on the screen and then select **Highlight Selection** from the context menu. If multiple color options are available, select an option from the list of colors that appears. To remove highlighting, select **Reset Highlighting** from the context menu. Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.

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Tool Name	Instructions
Mark for Review	To mark a question for review, select **Mark for Review** from the context menu. The question number displays a flap in the upper-right corner and a flag icon appears next to the question number on the test page. The **Items** pop-up window also displays a flag icon next to the question number.
Notepad	To enter notes for a question, select **Notepad** from the context menu. After entering a note, a pencil icon appears next to the question number on the test page. You can only access your notes for a question on that question's test page. Depending on the tool's settings, advanced editing features, such as word and character count, spell check, and text formatting options may be available. Furthermore, if the copy/paste feature is enabled, the text entered in this tool can be copied and pasted into text response areas of items displayed on that page.
Print Item	To send a print request for an individual question, select **Print Item** from the context menu. After sending the request, a printer icon appears next to the question number on the test page.
Select Previous Version	To view and restore responses previously entered for a Text Response question, select the **Select Previous Version** option from the context menu. A list of saved responses appears. Select the appropriate response and click **Select**.

Strikethrough	For selected-response questions, you can cross out an answer option to focus on the options you think might be correct. If the tool is set to the enhanced mode, you can strikethrough multiple lines of text, such as an answer option spanning more than a line, as well as graphics.
	
	 There are two options for using this tool:
	
	 • Option A:
	   a. To activate Strikethrough mode, open the context menu and select **Strikethrough**.
	   b. Select each answer option you wish to strike out.
	   c. To deactivate Strikethrough mode, press **Esc** or click outside the question's response area.
	
	 • Option B: Right-click an answer option and select **Strikethrough**.

Text-to-Speech	To listen to passages and questions, select a **Speak** option from the context menu. To listen to your responses to constructed-response items, use the TTS button in the item response area.
Text-to-Speech Tracking	When this tool is enabled, words become highlighted as TTS reads them aloud.
Tutorial	To view a short video demonstrating how to respond to a particular question type, select **Tutorial** from the context menu.

Table 3. Other Tools

Tool Name	Instructions
Closed Captioning	Questions and stimuli with audio elements automatically display closed captions for students testing with the appropriate accommodations. You can select the up arrow ⬆ to move the closed captioning to the top of the screen or the down arrow ⬇ to move it to the bottom of the screen. You can also close the closed captioning by selecting ⊗ .
Expand Passage	To expand the passage section, select the double arrow ↗ icon. The section will expand and overlap the question section for easier readability. To collapse the expanded section, select the double arrow ↗ icon again.
Expand buttons	You can expand the passage section or the question section for easier readability. • To expand the passage section, select the right arrow icon →∣ below the global menu. To collapse the expanded passage section, select the left arrow icon ∣← in the upper-right corner. • To expand the question section, select the left arrow icon ∣← below the global menu. To collapse the expanded question section, select the right arrow icon →∣ in the upper-left corner.
Reading Mode	Reading Mode opens a pop-up window that lets you view two pages of a reading passage at a time. To open Reading Mode, select 📖 below a reading passage. • To exit Reading Mode, select 📖✖ in the lower-right corner of the pop-up window.
Speech-to-Text (STT)	Speech-to-Text allows students testing with the appropriate accommodations to dictate responses to constructed-response items. To use STT, select the microphone icon 🎤 in or near the item response area and begin speaking. The dictated response will be transcribed as text in the item response area.