Test Delivery System

Assessment Viewing Application (AVA) User Guide

2023-24

Published November 7, 2023

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Inc.

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Introduction to this User Guide

This guide supports users of the Assessment Viewing Application (AVA). AVA is a component of the Test Delivery System that allows authorized users to review the Smarter Balanced Interim Comprehensive Assessments (ICA) or the Interim Assessment Block (IAB and FIAB) assessments for administrative or instructional purposes. This introduction describes the contents of this document and includes a key for identifying symbols and elements found throughout the guide.

User Guide Content

This user guide provides information about the following sections:

- Section I, Logging in to AVA explains how to access AVA.

- Section II, Accessing Tests explains how to select a test to review.

- Section III, How to Use Test Tools in AVA describes the how to use test tools in AVA.

- Section IV, General Test Rules and Navigation explains how to navigate the test.

Table 1. Key Symbols and Elements

Symbol	Description
	Note: This notebook symbol accompanies additional information or instructions of which users must take note.
Text	Bold text is used to indicate a link or button that is clickable.

Additional Resources

The following publications provide additional information:

- For information about which operating systems and browsers are supported, see the *Supported Operating Systems and Devices* page on the WCAP Portal.

- For information about student and user management, rosters, and appeals, see the *TIDE User Guide.*

- For information about administering the Interim assessments via the TA Interface, see the *TA Interface User Guide.*

- For information about how to administer interim assessments, see the *Interim Administration Manual* and *TA Script of Student Directions* document.

The above resources are available on the Washington Comprehensive Assessment Program [(WCAP) Portal](https://wa.portal.cambiumast.com/) (https://wa.portal.cambiumast.com/).

About Testing Policies and Procedures

This document describes the features and functions of the AVA. It does not provide information about test administration policies and procedures. For information about policies and procedures that govern secure and valid test administration, see the *Test Administration Manual* (TAM) available on the [WCAP Portal](). For suggestions on policies and procedures for administering interim assessments, see the *Interim Administration Manual* and *TA Script of Student Directions* available on the [WCAP Portal]().

Section I. Logging in to AVA

Authorized users can access the AVA via the WCAP Portal.

1. Navigate to the WCAP Portal (https://wa.portal.cambiumast.com/).

2. Select **Interim Smarter Balanced ELA and Math Assessments**.

Figure 1. Interim Smarter Balanced Assessments Portal Card
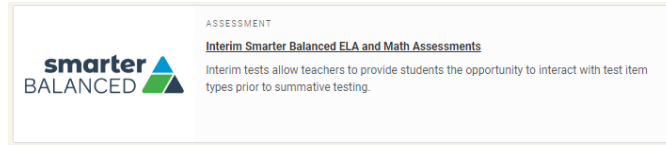
3. Scroll down to *All Systems Used in Interim Testing* and select **Assessment Viewing Application** (see Figure 2). The *Login* page appears (see Figure 3).

Figure 2. AVA Card
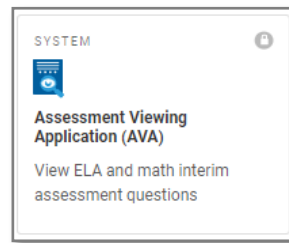
4. Enter your email address and password.

5. Click **Secure Login**. The *Available Tests* page appears (see Figure 5).

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

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

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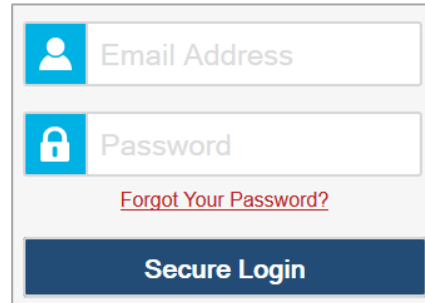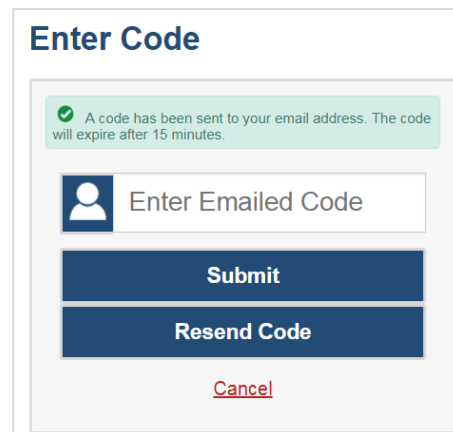
Note: You must use the authentication code within 15 minutes of the email being sent. If the code has expired, click **Resend Code** to request a new code.

Figure 3. Login Page

Figure 4. Enter Code Page

About Usernames and Passwords

Your username is the email address associated with your user account in the Test Information Distribution Engine (TIDE).

- For the 2023-24 school year, your District Assessment Coordinators (DC) will follow steps in the *TIDE User Guide* to activate your account.

After your account is activated, you will receive an email from DoNotReply@cambiumassessment.com containing an activation link for the WCAP systems. You must click on this activation link within 15 minutes of receiving it. After 15 minutes your activation link will expire, but you may still login using the instructions below (see "If your first activation link expired"). Upon successful login new users must update their password and set security questions.

Note: Throughout the school year, returning users who activate their account and attempt to access CAI systems from a new device or browser, or who have cleared the cache on a previously-used browser, will see an *Enter Code* page, after clicking the **Secure Login** button on the *Login* page.

Helpful Tips

- **If your account is associated with multiple roles or institutions:**

  A pop-up window prompts you to select a role. From the **Role** drop-down list, select the role and institution combination you wish to use (you can also change your user role after logging in; see the section "Changing Test Administration, Institution, or Role" of the *TIDE User Guide*).

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

  Select the link within the message to request a new email or select **Click here to request one** on the *Login* page to request a new activation link. Enter your email address in the *Email Address* field. You will be sent another automated email from DoNotReply@cambiumassessment.com with a new activation link, which also expires in 15 minutes.

- **If you forgot your password:**

  Select **Forgot Your Password?** on the login page and then enter your email address in the *Email Address* field. You will be sent an automated email fromDoNotReply@cambiumassessment.com with an activation link which will expire in 15 minutes (it may take up to 10 minutes to receive the new email).

- **If you did not receive an email containing an activation link:**

  Emails containing the temporary password reset link come from DoNotReply@cambiumassessment.com. 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 SC or DC to make sure you are listed in TIDE.

- **Additional help:**

  If you are unable to log in after following these steps, contact the WCAP Help Desk for assistance. You must provide your name and email address. Contact information is available in the [User Support](#) section of this user guide.

Section II. Accessing Tests

This section explains how to select tests to review in AVA.

Choosing a Test Grade and Test

On the *Available Tests* page, select the grade level of the test you wish to review and then select an available test.

To select a grade and test:

1. From the **Grade Student Level** drop-down list, select the required grade level. The tests available for the selected grade appear (see).

2. The test categories are listed in this order by grade:

    a. Focused Interim Assessment Block (FIAB)

        i.   English Language Arts (ELA)

        ii. Mathematics

    b. Interim Assessment Block (IAB)

        i.   English Language Arts (ELA)

        ii. Mathematics

    c. Interim Comprehensive Assessment (ICA)

        i.   English Language Arts (ELA)

        ii. Mathematics

Within each category, each interim is listed alphabetically.

3. Select the name of the test you wish to review. Depending on the test's content, either the *Choose a Test Form* page or the *Audio/Video Checks* page appears.

Figure 5. Available Tests Page
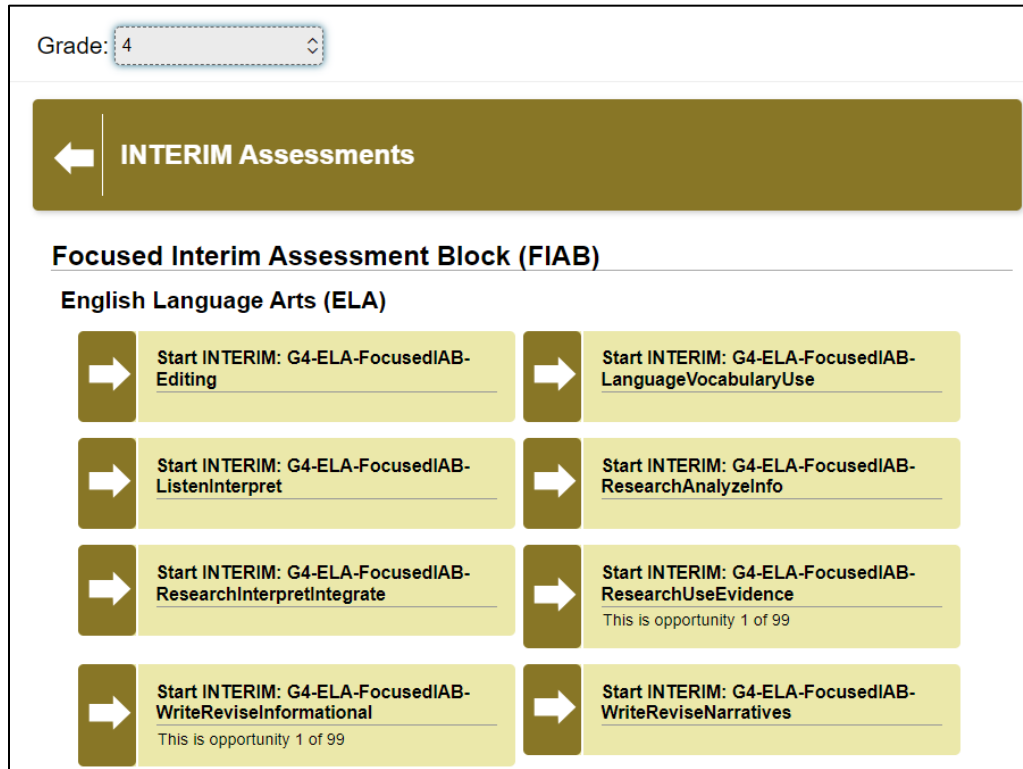
Note: Only ELA or Math Interim assessments are available. The WCAS does not have interim assessments, therefore science is not included in AVA.

Note: Chrome users will see a warning to disable your popup blocker. You must disable the popup blocker prior to selecting an Interim Assessment.

Note that all tests appear in yellow. This yellow color is used in all applications to indicate an interim assessment.

Note: ICA indicates a portion of the Interim Comprehensive Assessment
- **ICA-PT** indicates the Performance Task portion of the Interim Comprehensive Assessment
- **ICA-CAT** indicates the computer adaptive* portion of the Interim Comprehensive Assessment
- When administering an ICA to students, they must take both portions to generate a score.

*The computer adaptive (CAT) portion of the interim assessment is not adaptive; it is a fixed-form test made up of items like those in the CAT portion of the summative assessment.

For all ELA interims, the *Sound Check* page appears. For all math interims, the first test page appears.

Note: Only a single test form is available for each interim.

Audio Playback Check

The *Audio Playback Check* page allows you to verify the functionality of any audio content that the test may include (See Figure 6). Be sure to unmute the speakers on your device, if necessary.

Figure 6. Audio/Video Checks Page
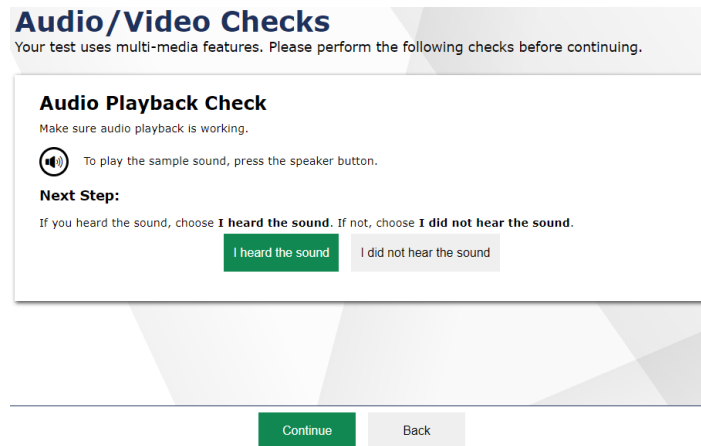
To perform the audio playback check:

1. Click the **Speaker** button to play the sample audio.

2. Depending on the sound quality, do one of the following:

   o If the sound is audible, select **I heard the sound**.

   o If the sound is not audible, select **I did not hear the sound**. The *Sound Check: Audio Problem* panel appears.

   ▪ To try again, click **Try Again**. This takes you back to the *Audio Playback Check* panel.

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

Section III. How to Use Test Tools in AVA

Figure 7 displays an ELA sample test page. Some pages may have only one question, and others may have multiple questions. Questions may also be associated with a stimulus, such as a reading passage or video.
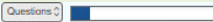
Figure 7. Sample Test Page
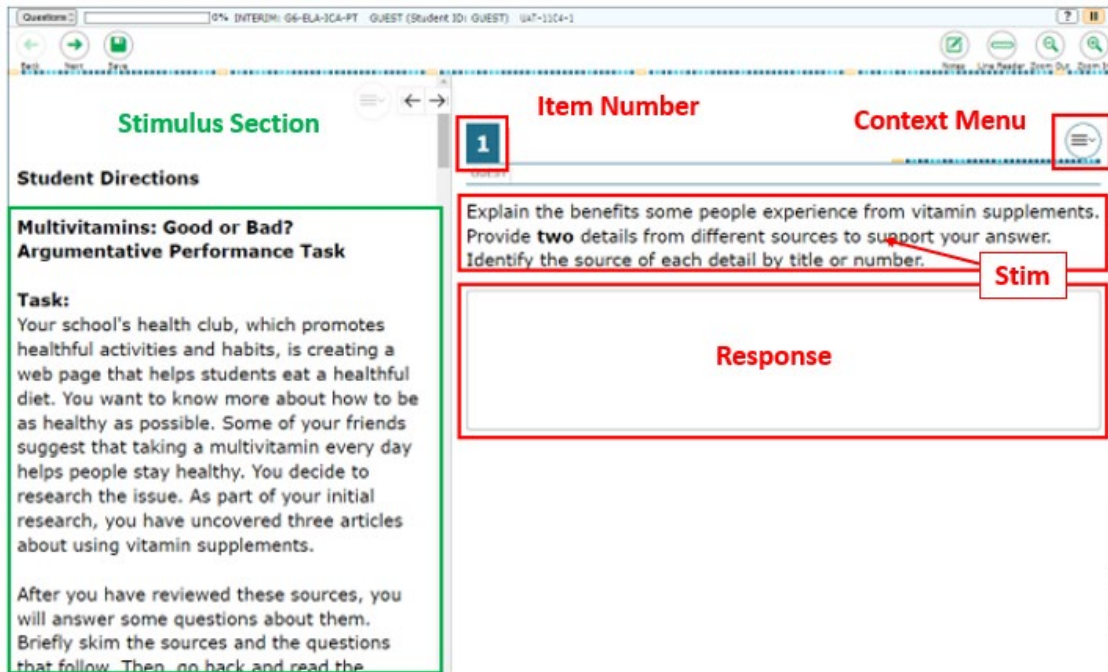
Test Tools

The AVA includes various on-screen tools that students can use while testing. You can access these tools by clicking the buttons in the global menu at the top of the page, or by selecting options from the context menus ⊜˅ that appear for each question or stimulus.

Some tools open in separate windows. You can resize the tool window using the **Resize** 🔆 button. You can also maximize or minimize the tool window by selecting the **Minimize/Maximize** ⤢ button. When maximized, the window covers the entire test page except for the navigation bar on top. You can also drag and move the window to different parts of the test page, however not when the window is maximized.

Table 2 lists the tools available in the global menu section of the test page.

Table 2. Global Tools

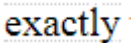| Tool Name	Instructions
Questions Drop-down List `Questions ◇ ▬▬▬`	To use the Questions drop-down list, select the box next to "Questions" to move to a different question. If you mark a question for review, then it will be labeled "marked."
Back and Next ← → Back Next	To use the navigation buttons, select the **Back** and **Next** buttons to move between screens. • Click the **Back** button to go back to the previous question or screen. • Click the **Next** button to go to the next question or screen. You must answer every question on a screen to continue.
Save 💾 Save	To save your work when answering a question, select the **Save**. Your answers are saved when you move to another question. You do not have to use the **Save** button. Please note for AVA, the **Save** button has no functionality in AVA.
Calculator 🔲	Math Only: To use the on-screen calculator, select **Calculator** in the global menu. You can use the calculator for some questions on grades 6–8 and high school math tests.
Dictionary 📖	ELA Performance Task Part 2 Only: To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select **Dictionary** in the global menu.
Help ❓	To view the on-screen **Help Guide** window, select the question mark ❓ button in the top-right corner.
Notes 📝	ELA Performance Task Only: To use the Notes tool, select the **Notes** button to write notes during part 1 of the Performance Task. These notes will show in part 2 of the Performance Task when you click the **Notes** button again.
Line Reader ▭	To use the Line Reader tool, select the **Line Reader** button to focus on one line of text at a time. Select where you want the Line Reader, then use the up and down arrows to move the Line Reader. This tool is not available while the Highlighter tool is in use.
Pause ⏸	To pause a test, select ⏸. If you pause the test, you will be logged out.
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**.

lists the tools available in the context menus for questions and stimuli.

Table 3. Question and Stimulus Tools

Tool Name	Instructions
Glossary (Word List) exactly	Some words have a gray line above and below them. You can select these words to see a definition.
Expand buttons	You can expand the stimulus section or the question section for easier readability. • To expand the stimulus section, select the right arrow icon →| below the global menu. To collapse the expanded stimulus section, select the left arrow icon |← in the top-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 top-left corner.
Highlighter Highlight Selection Highlight Selection ✗ Remove Highlight ⟳ Reset Highlighting	To highlight text, select the text on the screen and then select **Highlight Selection** from the context menu. Select an option from the list of colors that appears. • To remove highlighting, select **Reset Highlighting** from the context menu. • Pictures cannot be highlighted. • This tool is not available while the Line Reader tool is in use.
Mark for Review 1 ⚑	To mark a question you want to look at again later, select **Mark for Review** from the context menu. The question number displays a flap in the top-right corner and a flag icon ⚑ appears next to the question number on the test page. The **Items** drop-down menu 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.
Strikethrough a̶b̶c̶	To use the Strikethrough tool, select **Strikethrough** to cross out answer choices for multiple-choice questions. There are two ways to use **Strikethrough**. 1. Right-click an answer choice and choose **Strikethrough**. 2. Open the Menu and choose **Strikethrough**. Click answer choices to cross them out. Click outside the answer area or press the [**Esc**] key when you are done.
Tutorial ⓘ	Click **Tutorial** to see a short video. The video shows how to answer that type of question.

Section IV. General Test Rules and Navigation

This section describes how to navigate a test, pause a test, and complete a test review.

Responding to Questions

When viewing a test, you can practice responding to the test questions. You may respond to all the questions on a page before advancing to the next page, or you may skip through the items by clicking the **Next** button (students cannot skip through items when they take the interims in the Secure Browser). The responses you enter will not be retained or scored when you complete the test review.

Navigating to Questions

You can navigate to questions page-by-page or jump directly to a previously answered question's test page.

Figure 8. Questions Drop-Down

- To navigate page-by-page, click the **Back** or **Next** buttons at the top of the screen.

- To jump directly to a test page, select the desired question number from the **Questions** drop-down list (See Figure 8).
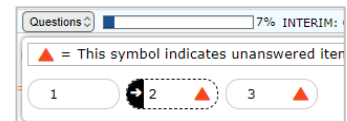
Pausing Tests

You may "pause" the test at any time. Pausing the test will, however, automatically log you out of AVA. To return to the test, you must log back in and select the desired test again. None of your responses will be saved, and you will start again at the first question in the test.

To pause the test:

1. Click **Pause** in the global menu. A confirmation message appears.

2. Click **Yes** to confirm that you want to pause the test.

Test Timeout

AVA automatically logs you out after 30 minutes of inactivity.

> **Note:** Before AVA logs you out, a warning message appears on the screen. If you do not click **OK** within 30 seconds, you are logged out.

Finishing the Test Review

This section provides instructions for finishing a test review and logging out.

1. To finish reviewing the test, click **Next** on the last page. A review page appears (see Figure 9).

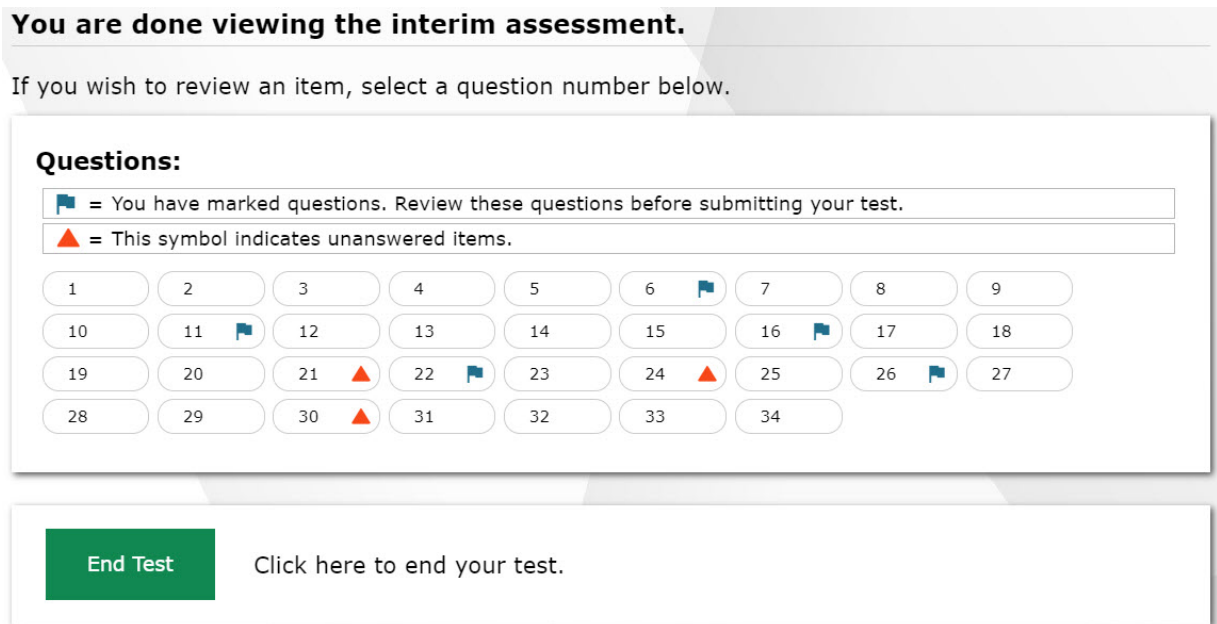2. *Optional*: To review a question again, select the question number you want to review. The test page for that question appears.

Figure 9. You are done viewing the interim assessment.

You are done viewing the interim assessment.

If you wish to review an item, select a question number below.

Questions:

⚑ = You have marked questions. Review these questions before submitting your test.

▲ = This symbol indicates unanswered items.

1	2	3	4	5	6 ⚑	7	8	9
10	11 ⚑	12	13	14	15	16 ⚑	17	18
19	20	21 ▲	22 ⚑	23	24 ▲	25	26 ⚑	27
28	29	30 ▲	31	32	33	34		

End Test   Click here to end your test.

– You can return to the review page by selecting **Review** from the drop-down in the top-left corner.

3. To complete your review, click **End Test.**

4. You will receive a message to confirm that you wish to submit their test (Figure 10). The student must check the box next to **I agree** and then click **Yes** to submit the test. The ***Your Results*** page appears, displaying the test completion details.

Figure 10. Test Review Page

Attention

You are about to end your test. If you are ready to end your test, check the box next to "I agree" and then select the Yes button. If you are not ready to end your test, click on the No button. [MessageCode: 10900]

☑ I agree   Yes   No
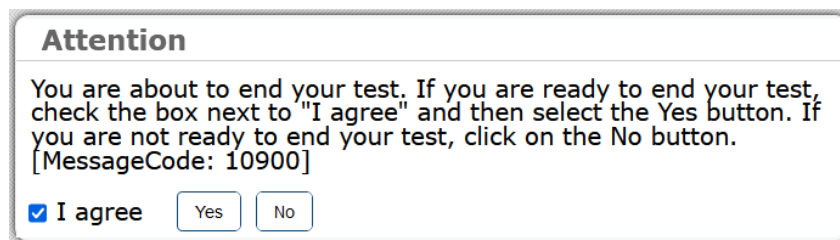
5. The ***Done Reviewing Test*** page appears when your test review is over (see). Click **Log Out**. The AVA ***Login*** page appears. If you wish to review another assessment, you must log in again.

Figure 11. Done Reviewing Test Page

Done Reviewing Test
The test was submitted. You may view the test details below.

Test Reviewed As:
(Student ID: GUEST)

Test Name:
INTERIM: G6-ELA-ICA-PT

Data Entry Completed On:
9/21/2022

If you wish to review another test, you must log out and then log in again.

Next Step:

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

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

Appendix A. User Support

For additional information and assistance in using AVA, contact the WCAP help desk.

The Help Desk is open 6:00 a.m. to 6:00 p.m. Pacific Time (except holidays).

Washington Comprehensive Assessment Program Help Desk

Toll-Free Phone Support: 1.844.560.7366

Email Support: wahelpdesk@cambiumassessment.com

Please provide the help desk with a detailed description of your problem, as well as the following:

- If the issue pertains to an AVA user, provide the user's full name and email address.

- Any error messages that appeared.

- Operating system and browser information, including version numbers (e.g., Windows 11 and Firefox 114 or Mac OS 13.3 and Safari 16).

Appendix B. Revision Log

Updates to the user guide after 10/31/2023 are noted below.

Section	Page	Description of Change	Revision Date