

Test Administrator Interface User Guide

Online Test Delivery System

2023-2024

Published October 20, 2023

Prepared by Cambium Assessment, Inc.



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Introduction to the User Guide

This user guide supports Test Administrators (TAs) who manage online testing for students participating in the Washington Comprehensive Assessment Program (WCAP).

Organization of the User Guide

The structure of this guide is based on user role. The color of the headers corresponds to the colors used in sections in this document. This introduction is gray; sections about TA actions are in orange, and sections about student actions are in green. The guide includes two major sections:

- **How TAs Proctor Test Sessions in the TA Interface**
- **How Students Sign in to the Secure Browser and Complete Tests**

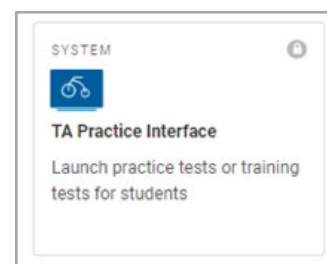
The Appendix section, with additional information about the system (for example: log in instructions), is in tan.

Understanding the Test Delivery System's Sites

The Test Delivery System (TDS) has two components. TAs use one component, the TA Interface, to create and manage test sessions. Students use the other component, the WA Secure Browser, to take the assessments. There are two versions of the TA Interface available on the WCAP Portal. These two versions function identically for the user, but they have different tests available within them. Users must choose the correct card on the WCAP Portal for the test they are scheduled to give to students.

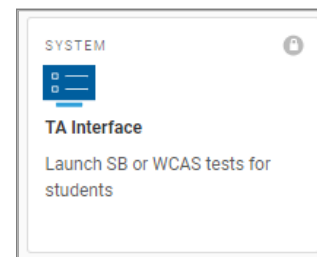
The **TA Practice Interface** is used to securely administer practice and training tests:

- Smarter Balanced Practice and Training Tests
- WCAS Training Tests



The **TA Interface** is used to administer tests that generate a score for individual students. The following secure tests are available in the TA Interface during their official test window:

- Interim Smarter Balanced Assessments
- Summative Smarter Balanced Assessments
- Washington Comprehensive Assessment of Science





The **WA Secure Browser** is the component of TDS that students use to take these tests. Different student devices access this component from different routes: some have a short-cut on their desktop, others use the Take a Test app, etc. For simplicity, this document will refer to the system students use as the “Secure Browser.”

The purpose of this document is to help users understand how to use the two versions of the TA Interface available on the WCAP Portal. Given that the TA Practice Interface and the TA Interface function in the same way, the term “TA Interface” will be used throughout this document.

What’s New for 2023-24

- Updates have been made to the TA Interface to make for a more consistent experience across all Cambium systems. Changes to the banner, footer, and the icons used throughout the system now match those seen elsewhere in TIDE and other Cambium systems.
- Test Administrators now have the ability to pin a student to the top of the page if they want to pay close attention to the progress of a particular student.
- Changes have been made to how students submit their assessments. Please see the How Students Sign-in to the Secure Browser and Complete Tests section for more information.
- Prior to administering a Summative Assessment, test administrators must type “I agree” when prompted in the TA Interface.
- Updates have been made for math and science tests for students with Spanish presentation:
 - Students now have the option to switch between Spanish only or English only using the Change Language button in the tool bar. Students only need to have the Spanish Presentation selected in TIDE prior to starting the test to receive this tool. Students may instead receive Spanish text above English text (which was the previous default). Please see the designated support “Translations (dual language) Test Spanish” in the GTSA for how to enable this setting in TIDE.
 - Students that have their Presentation set to Spanish and have Text-to-Speech (Test Content) enabled in TIDE will now receive Text-to-Speech (Test Content) in Spanish. The student testing device must have a Spanish language voice available in order for the student to test. Please see the “Testing with Text-to-Speech” section in the [Assistive Technology Manual](#) for details.
- Digital Notepad has been removed from ELA Performance Task questions to avoid confusion with the Global Notes tool.
- Students with Text-to-Speech (TTS) enabled in TIDE will need to successfully complete the TTS check before they will be able to test on their device.
- A new non-embedded designated support is available. Please see the Guidelines on Tools, Supports and Accommodations for State Assessments (GTSA) for additional information:
 - Printed Test Directions - English
- The Print on Demand embedded accommodation has been updated to include the print options in the drop-down menus to help student’s using this tool.

How TAs Proctor Test Sessions in the TA Interface

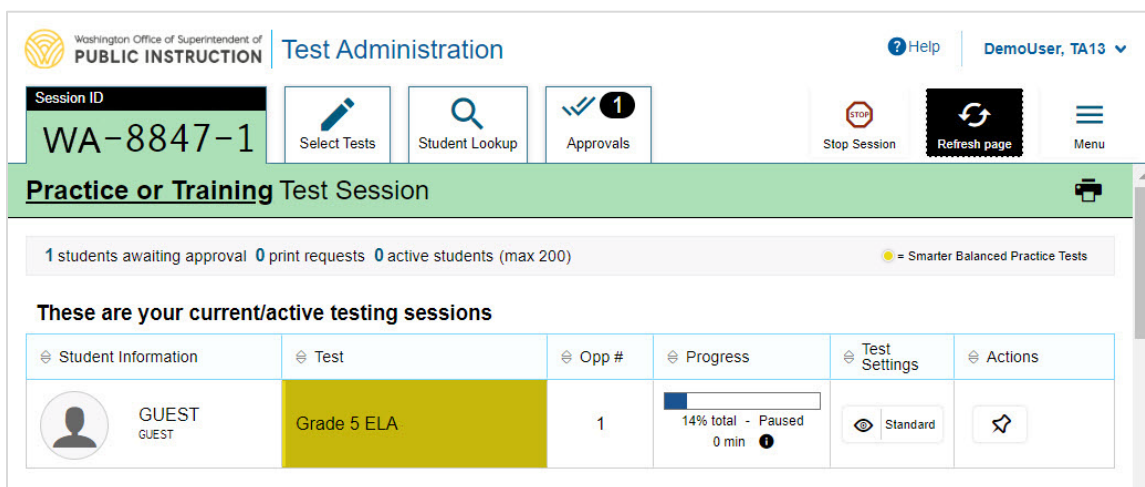
The basic workflow of administering online tests is as follows:

1. The TA selects tests and starts a test session in the TA Interface.
2. Students sign in to the Secure Browser and request approval for tests.
3. The TA reviews students' requests in the TA Interface and approves them for testing.
4. Students complete and submit their tests in the Secure Browser.
5. The TA stops the test session in the TA Interface and logs out.

This section details the tasks that TAs must perform to successfully administer online tests:

- Selecting Tests and Starting a Test Session
- Approving Students for Testing
- Managing a Test Session

Figure 1. TA Interface During an Ongoing Test Session



For information about the tasks students perform, see the section “How Students Sign-in to the Secure Browser and Complete Tests.”

Selecting Tests and Starting a Test Session

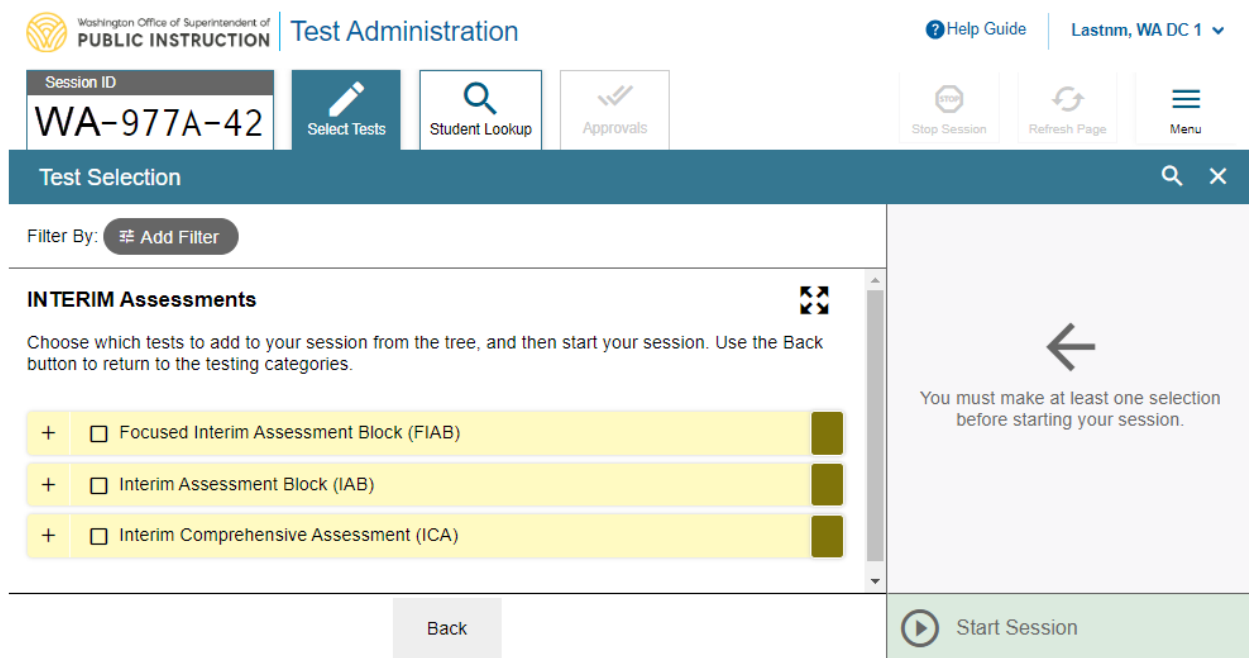
In order for students to complete online tests, you must select which tests they need to take and start a test session.

Only the tests you select will be available to students who join your session. You can have only one session open at a time. You cannot reopen closed sessions, but students can resume a test in a new session. You can also [transfer active sessions](#) to a new window or device.

How to Create a New Test Session

1. Log in to the TA Interface (see the Login Information for the TA Interface section of the appendix for details). To create a test session, first make sure you log in to the appropriate TA Site. The **Select Tests** tab opens, displaying a list of test categories (see [Figure 2](#)).
 - If the **Select Tests** tab does not open automatically, click **Select Tests** or click **Start a New Session Now** on the **Active Sessions** tab.

Figure 2. Select Tests Tab: Test Categories View






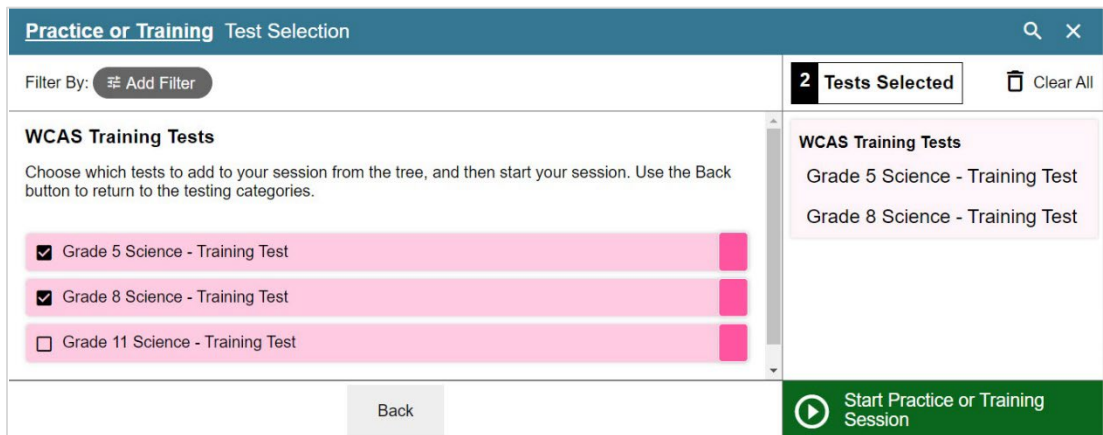
2. From the list of test categories, select the test category whose tests you wish to include in the session by clicking on that row. A list of test groups or individual tests in that category appears.
 - To view the tests in a test group, click the plus button **+** to expand it (or the expanding arrows button  to expand all groups).
 - To filter tests by their subject or grade level, click **Add Filter** above the test list. Mark the checkbox for each grade or subject you wish to filter by and click **Apply Filter(s)**. To remove an applied filter, click the x  next to that filter.
 - To search for a test, select the magnifying glass button  in the top-right corner of the **Select Tests** tab. Enter part of the test label into the Search Term box (examples: “Fractions” or “Revise”) and click **Go**. To close the search panel, select **Close** at the bottom of the panel.

Figure 3. Select Tests Tab: Tests Selected



3. To select the test you wish to administer in the session, 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.
4. *Optional:* To add tests from a different test category, select **Back** at the bottom of the **Select Tests** tab to return to the test categories view (see [Figure 2](#)). Then select the appropriate tests.
5. *Optional:* If you need to remove a selected test, clear the checkbox for that test on the left. To remove all the selected tests, select **Clear All** in the top-right corner of the *Tests Selected* panel.
6. If any of the selected tests require you to select additional settings, such as a test reason, options for those settings appear in the *Session Settings* section. Select the required settings for your session.
7. Once the required tests have been selected, select **Start Session** (the exact label for this button may vary depending on whether you are starting a practice or operational session). See [Figure 3](#). The Session ID is listed in the top-left corner (See [Figure 2](#)). Be sure to share the Session ID with students who will be joining the session.
 - a) Prior to administering a Summative assessment, test administrators must type “I agree” when prompted in the TA Interface (See [Figure 4](#)).

Figure 4. TA Summative Assessment Prompt

I understand that I am about to administer a **SUMMATIVE assessment** and there is only one opportunity annually for students to take this test. I will not read, reveal, or disclose information about secure test content, and I will not engage in activities that would violate the security of the state assessments or cause student performance to be inaccurately represented or reported.

Type “I agree” in the box below to continue to the **SUMMATIVE assessment**.



Note: The session ID will also be needed if a user is required to call the WA Help Desk to identify a testing session that is experiencing any testing irregularities. Please note, documentation that has the session ID and a student’s SSID together is considered secure material and should be handled according to the school’s Test Security and Building Plan. 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.

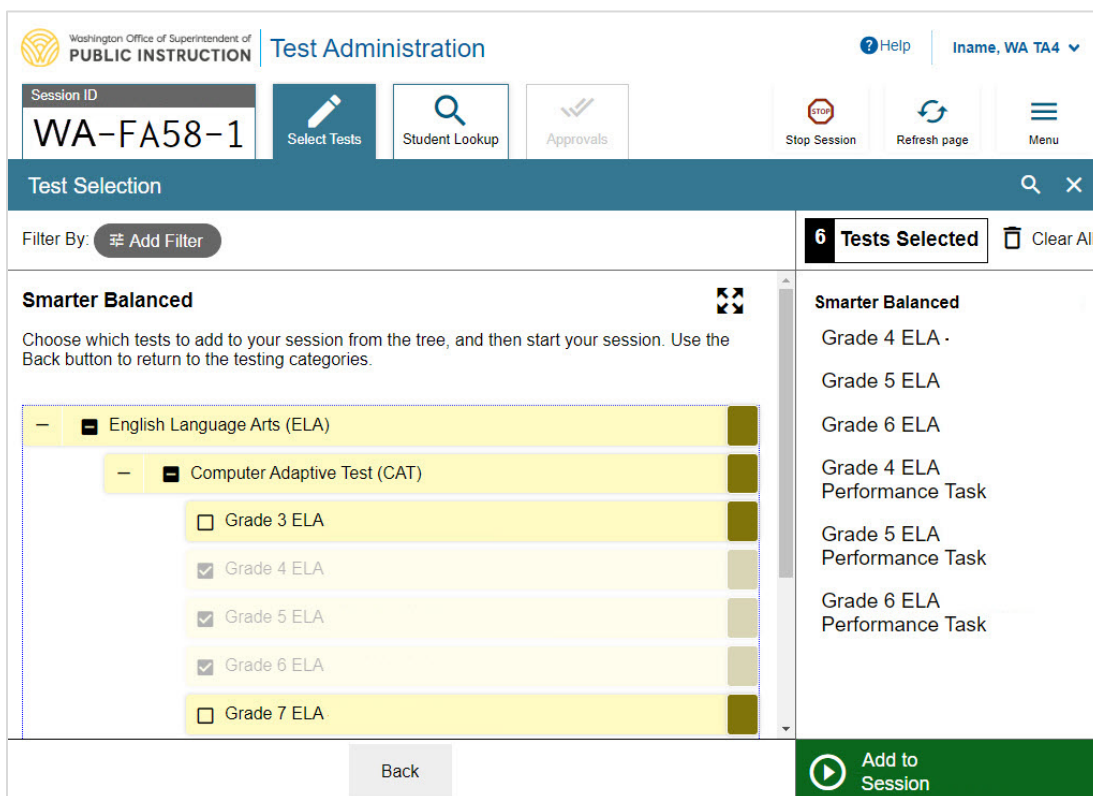
If you are administering interim assessments, it may be useful to keep the Session ID for use when looking at data in the Smarter Reporting System.

How to Add Tests to an Active Test Session

If necessary, you can add additional tests to an ongoing test session. While you can add tests to an active test session, you cannot remove tests from an active test session.

1. Open the **Select Tests** tab. This tab opens to the test list that you last viewed and shows the tests that are currently active in the session.
2. Mark the checkboxes of the tests that you wish to add to the session following the instructions in the [Selecting Tests and Starting a Test Session](#) section. Tests that are already included in the session or cannot be added to the session are grayed out.

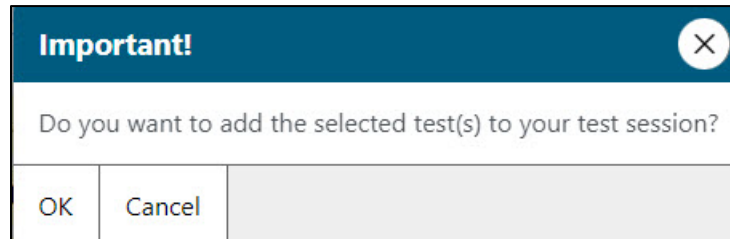
Figure 5. Adding Tests to Test Session



- If you select a new test reason when adding tests to a session, then the test reason changes for every active test opportunity in the session. Any test opportunities that were completed before you changed the test reason will be submitted with the original test reason.

3. Click **Add to Session** (the exact label for this button may vary depending on whether you are starting a practice or operational session).
4. In the confirmation message that appears, click **OK**.

Figure 6. Confirmation Message



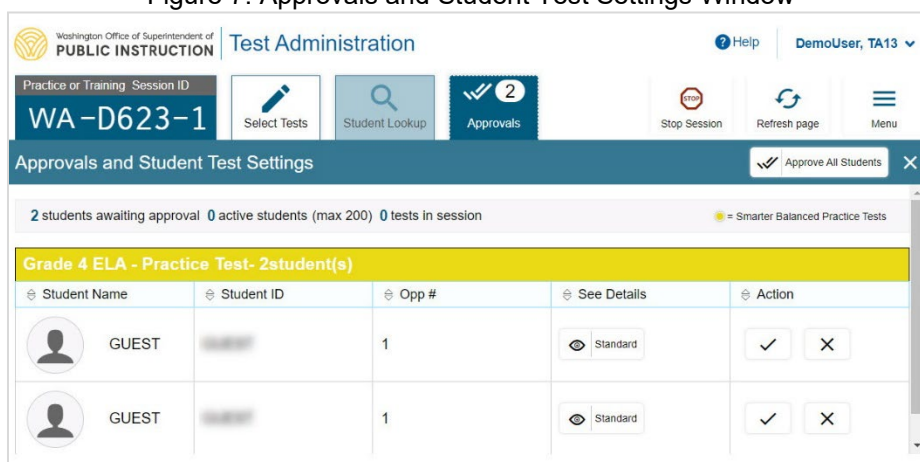
Approving Students for Testing

- After students sign into the Secure Browser and select tests, you must verify that their settings and accommodations are correct before approving them for testing. If a test contains segments requiring TA approval (i.e., an ELA Performance Task), you must also follow the same procedure when approving students' entry to test segments. A maximum of 200 students can join a given test session. If more than 200 students need to complete assessments, your school will need to create multiple test sessions for them.

How to Approve Students for Testing

- Once students request approval, a notification appears on the **Approvals** tab. Open this tab to view a table of students awaiting approval.

Figure 7. Approvals and Student Test Settings Window

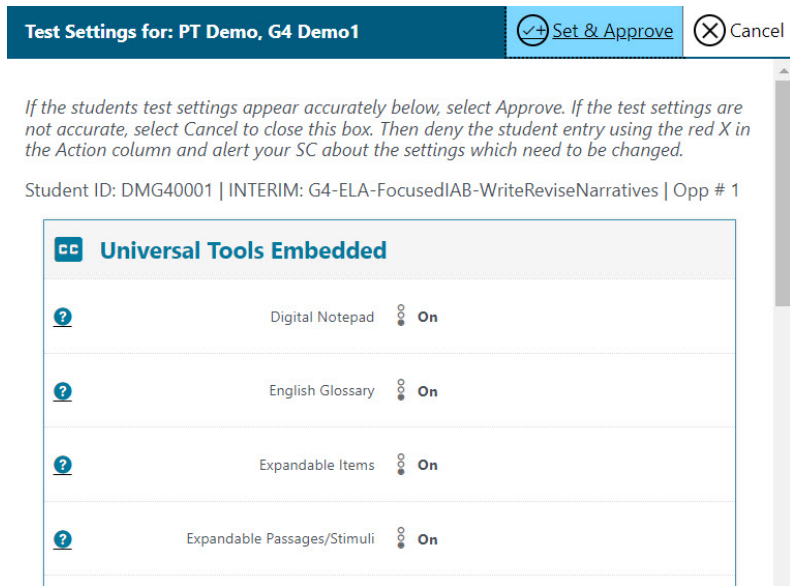


- If the See Details column states "Standard" that student only has the default Universal Tools set to be available.
 - If the See Details column says something like "4 Designated Support" or "2 Accommodation" that student has that number of designated supports or accommodations set to be available. See step 2 for how to verify the specific settings.
- To check a student's test settings and accommodations, click the eyeball button for that student. The student's information appears in the Test Settings window (see [Figure 8](#)). This window groups test settings by their category as outlined in the [Guidelines on Tools, Supports, and Accommodations](#). Icons next to each setting indicate whether it is a universal tool (), designated support (), or accommodation (). Read through the list to confirm the settings for the student.
 - As a reminder, students should not begin testing until their settings are correct in TIDE. All test settings must be updated in TIDE; test settings cannot be modified through the TA Interface. If any accommodations or designated support settings are incorrect, please click the x button to deny student access to the test and ask your School Coordinator (SC) to update the student's settings in TIDE.

b. Do one of the following:

- To confirm the settings and approve the student, click **Set & Approve**.

Figure 8. Test Settings Window for a Selected Student



- To return to the **Approvals and Student Test Settings** window without confirming settings, click **Cancel**.
3. Repeat step 2 for each student in the **Approvals and Student Test Settings** list. Since the **Approvals and Student Test Settings** window does not automatically refresh, click **Refresh** at the top of the window to update the list of students awaiting approval.



Note: If a student has started a test with incorrect settings, have the student pause the test. A change in Presentation setting Braille, Presentation setting Spanish, ASL Videos, and Closed Captioning will require a reset to the test, and the student will have to begin the test again. All other test settings may be changed when a test is paused. Once a student's correct settings have been saved in TIDE, a student may resume testing right away.

4. If you need to deny a student access to testing, do the following (otherwise skip to step 5):

Click the for that student.

Optional: In the window that appears, enter an optional reason for denying the student and click **Deny**. The student receives the denial explanation and is logged out. They can still request access to the test again.

5. If you wish to approve students directly from the **Approvals and Student Test Settings** window, do the following:

- a. To approve individual students, click the checkmark for each student.

- b. To approve all students for a given test or segment, click **Approve All Students** to approve every student currently listed in the table.

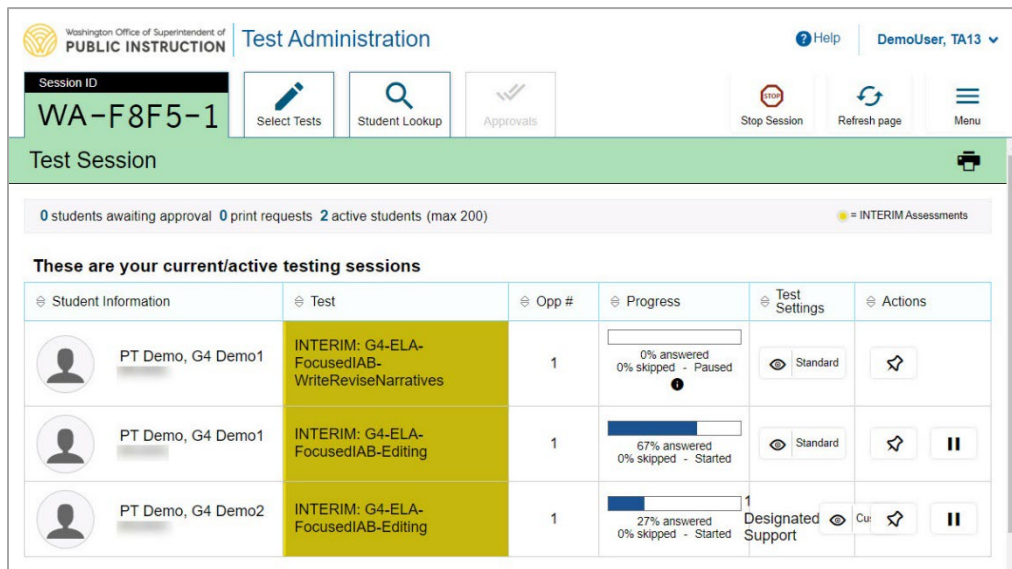
Managing a Test Session

After you approve students for testing, you can monitor the testing progress for each student logged in to your session, approve a student’s print request, and pause a student’s test if necessary.

How to Monitor Students’ Test Progress

The progress tables (see [Figure 9](#)) that display during an active test session show you the testing details for each student logged in to your session. If you navigate away from these tables, you can click the Session ID tab in the top-left corner to display them again.

Figure 9. Tables for Monitoring Students’ Test Progress









- When the session begins, all students are listed in a single test progress table. If a student requires assistance, they will be listed in a separate table for tests with potential issues, which appears at the top of the page. This can occur when a student has a pending print request or a student’s test was paused due to a security issue, such as the launch of a forbidden application.
- If you want to pay close attention to the progress of a particular student, click the pin button  to list the student in a pinned table at the top of the page.
- The progress tables refresh at regular intervals, but you can also refresh them manually by clicking **Refresh Page**  in the top-right corner.

Table 1 describes the columns for monitoring students’ test progress.

Table 1 Columns for Monitoring Students' Test Progress

Column	Description
Student Information	The name and SSID of the student in the session.
Test	Name of the test the student selected. For segmented tests, this column also displays the name of the test segment that the student is currently testing.
Opp #	Opportunity number for the student's selected test.
Progress	<p>Indicates the student's test progress. It will display a blue progress bar to indicate how far the student has progressed in the test.</p> <p>Smarter Balanced tests: The progress bar indicates the percentage of questions a student has answered out of the total number of questions on the test. For the CAT session, the total number may adjust as a student progresses, but the TA and the student will only see a percentage.</p> <p>WCAS: The progress bar indicates the percentage of questions a student has answered out of the total number of questions on the test.</p> <p>Note: The progress bar may show as partly yellow. This happens when the student interacts with questions out of order on a page with multiple questions. When the student completes all questions on the test page and moves forward, the yellow in the progress percentage bar will disappear and return to fully blue.</p>
Test Settings	<p>This column displays one of the following:</p> <ul style="list-style-type: none"> • Standard: Default test settings are applied for this test. • Custom: One or more of the student's Universal Tools Embedded test settings differ from the default settings and the student has no other Designated Supports or Accommodations. • Number of Embedded Designated Supports or Embedded Accommodations for the student. <p>To view the student's settings for the current test, click the eyeball button .</p>
Actions	<p>Allows you to perform any of the following actions for the student:</p> <ul style="list-style-type: none"> • To pause a student's test, click . The student will be logged out of the test. • If a student has a pending print request, click the printer button  to print the requested test content. For information, see How to Approve a Student's Print Request. <p>If you want to pay close attention to the progress of a particular student, click the pin button  to list the student in a pinned table at the top of the page.</p>

How to Approve a Student's Print Request

Students using the Print on Demand accommodation can request printouts of test stimuli and/or questions. You must review and approve these print requests. When students send print requests, a notification appears in the **Tests with potential issues** table.

You can also view a [list of every print request](#) you approved during the current session.



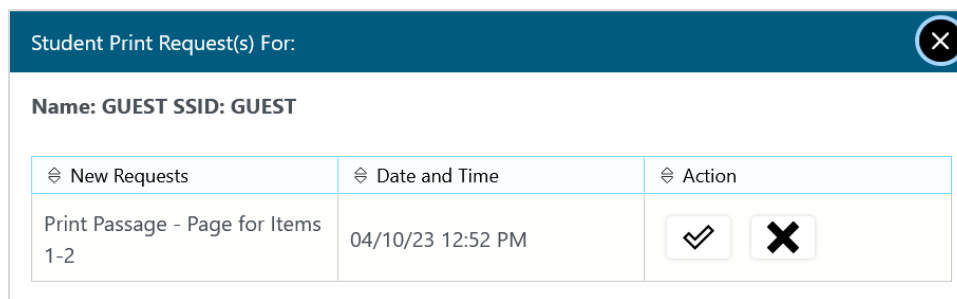

1. Click the printer button  in the Actions column of the **Tests with potential issues** table for a student. The request notification appears for students who have sent print requests.
2. Review the request in the **Student Print Request** window (see [Figure 10](#)) and do one of the following:
 - a) To approve the request, click the green checkmark . A cover sheet appears in a new browser window.


Figure 10. Student Print Request Window



- b) To deny the request, select . In the window that appears, enter a brief reason for denying the request and click **Deny**. Do not proceed to step 3.
3. In the new window, click **Print** to open the printer dialog box.
4. Click **OK** to print the requested test elements.
 - a) When students are done using printed test content, you should securely dispose of it and delete the downloaded files.

How to Pause a Student's Test

You can pause a student's test if necessary.

1. Tell the student to stop their work and click the **Save** button in the Secure Browser.
2. In the Actions column of the table(s) for monitoring students' test progress (see [Figure 1](#)), click the pause button  for the student whose test you wish to pause.

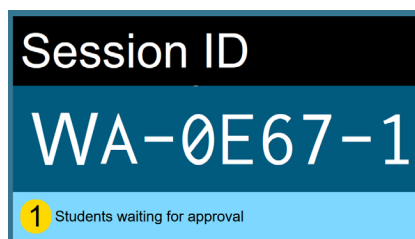
3. Click **Yes** to confirm. Tell the student to click the **Back** button in the Secure Browser, then click **OK**. The student will be logged out of the Secure Browser.

How to Enable Screensaver Mode

Since the student test progress tables in the TA Interface often contain sensitive student information, such as student IDs, the TA Interface has a screensaver to hide the data from view. OSPI recommends you manually turn on the screensaver mode when stepping away from your device.

1. To turn on screensaver mode, select **Toggle Screensaver** from the **Menu** in the top-right corner. A masking screen appears over the TA Site. The screensaver displays notifications if students are awaiting approval, if there are pending print requests, or if students require other interventions.

Figure 11. Screensaver



2. To dismiss the screensaver, move your mouse.

How to Stop 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 the test session. To resume testing students, you must start a new session. Please note, 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.

1. To stop a test session, click **Stop Session** at the top of the TA Site.

Figure 12. Stop Test Session Button



2. In the confirmation message that appears, select **OK**. The test session stops.

Once you stop a test session, you cannot resume it. To resume testing, you must start a new session. Please note, the TA Interface automatically logs you out after 20 minutes of user inactivity. This action automatically stops the test session.

If you accidentally close the browser while students are testing, your session remains open until it times out. To return to the test session, you must log in to the TA Site and rejoin the active session. You can also [transfer your session](#) to another device.

How to Log Out of the TA Interface

You should log out of the TA Interface only after stopping a test session to prevent stopping a test session that is in progress.

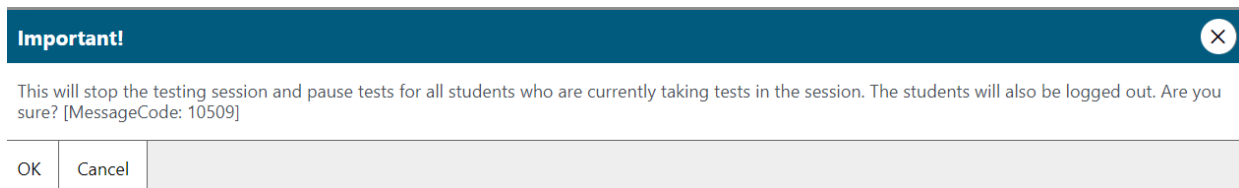
1. In the banner, click on your account name in the top right-hand corner and click Logout (see [Figure 13](#)).

Figure 13. Log Out Button



2. A warning message appears ([Figure 14](#)). In the warning message, click **OK**.

Figure 14. Log Out Warning



How Students Sign-in to the Secure Browser and Complete Tests

This section describes the student sign-in process that students follow when starting a new test or resuming a paused test when signing into the Student Testing Site. It also describes how students can pause a test, review previously answered questions, and submit a test.

How Students Sign in and Select Tests

Complete instructions for what to say to students, and how to direct them through these steps are available in the *TA Script of Student Directions* documents, which are available on the WCAP Portal for each of the tests.

How to Sign in to the Secure Browser or Take a Test App

1. Launch the Secure Browser or Take a Test app on the student’s testing device. The **Please Sign-In** page appears (see [Figure 15](#)).

Figure 15. Secure Browser Sign-In Page

2. Next, students enter the following information:
 - a) In the *First Name* and *SSID* fields, students enter their first name and SSID as they appear in TIDE.
 - b) In the *Session ID* field, students enter the Session ID as it appears on the TA Interface. The first part of the three-part session ID is pre-filled for the student.



Note: If students are taking a Practice Test or a Training Test, they need to select the blue box in the left corner first, then do steps 2a and 2b.

3. Students select **Sign In**. The **Is This You?** page (see [Figure 16](#)) appears.

How to Verify Student Information

Students must verify their personal information on the *Is This You?* page.

- If any of the information is incorrect, the student must select **No**.
- The TA should verify that the student has been provided with the correct login information by ensuring that the student has been provided with the correct test ticket. The TA can use the [student lookup feature](#) to verify that login information is correct.
- You must notify the School Coordinator that the student’s information is incorrect. Incorrect student demographic information must be updated before the student begins testing.

Figure 16. Is This You? Page

Field	Value
First Name	Jane
Grade	04
SSID	999991234
School	Demo inst 9999
School	Demo inst 9998
School	Demo inst 9997
School	Demo inst 9996

Buttons: Yes, No



Note: If students do not know their exact information as it appears on their test ticket, information can be retrieved in the TA Interface.

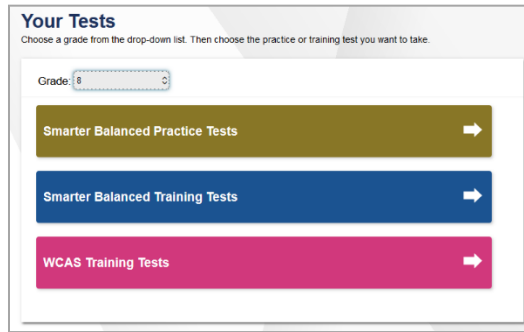
- If all the information on the *Is This You?* page is correct, the student selects **Yes** to proceed.

How to Select a Test

Students can select their tests from the *Your Tests* page (see [Figure 17](#)) that appears after students verify their personal information. The *Your Tests* page displays all the tests that a student is eligible to take, and that the TA included in the test session.

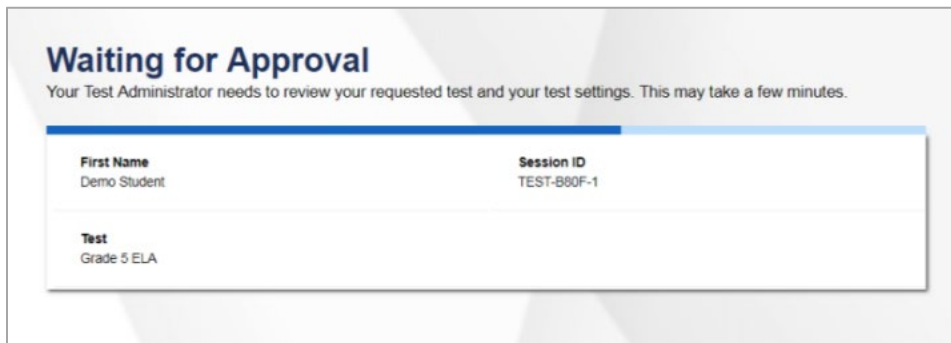
- If a student’s required test is inactive or not displayed, the student should log out. You should verify the test session includes the correct tests and add additional tests, if necessary.

Figure 17. Example Your Tests Page



- The student’s request is sent to the TA for approval and the student is taken to the **Waiting for Approval** page (see [Figure 18](#)). After you approve the student for testing (as described in the section [How to Approve Students for Testing](#)), the student can proceed to the next step.

Figure 18. Waiting for Approval Page

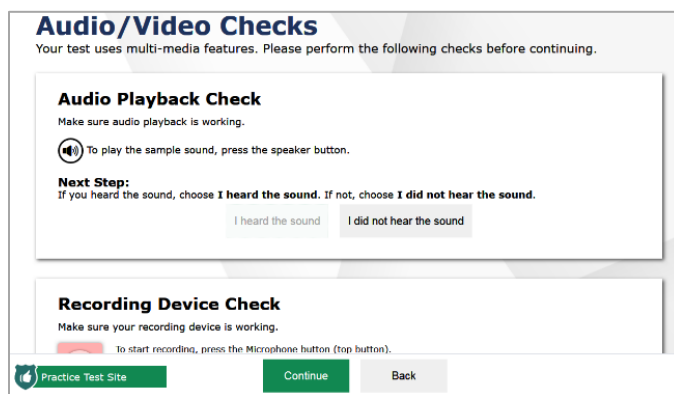


How to Check Student Device Functionality

Depending on the test content and the specified test settings, students may need to verify that their testing device is functioning properly from the **Audio/Video Checks** page (see [Figure 19](#)). If a test does not require functionality checks, this page is skipped.

1. From the **Audio/Video Checks** page that displays each required functionality check in its own panel, the student verifies each functionality as explained in the next section.
2. Once all functionality checks have been verified, the system automatically moves to the **You Are Almost Ready to Begin Your Test** page.

Figure 19. Example Audio/Video Checks Page



How to Check Audio Playback Functionality

The **Audio Playback Check** panel (Figure 20) appears for tests with listening questions or other audio support and allows students to verify that they can hear the sample audio.

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


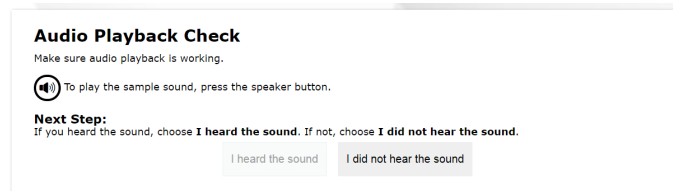
- From the Audio Playback Check panel, students click the speaker button  and listen to the audio.
- If the sound is clearly audible, students select **I heard the sound**. A green check appears at the upper-right corner of the panel and students can proceed to the next functionality check.

Figure 20. Audio Playback Check Panel




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

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

How to Check Text-To-Speech Functionality

The **Text-to-Speech Sound Check** panel ([Figure 21](#)) appears if a student has one of the text-to-speech (TTS) settings. Students must successfully complete the TTS sound check before accessing the assessment. Students can only use TTS within the Secure Browser, a supported Chrome or Firefox browser, or the Take a Test application.

If TTS does not work, students must log out. You can work with students to adjust their audio or headset settings or move them to another device.

- From the Text-to-Speech Sound Check panel, students click the speaker button  and listen to the audio.



Note: If a student has their Presentation set to Spanish and has TTS enabled in TIDE, the student will need to successfully complete a Spanish TTS check and then an English TTS check. For additional information, please see the [Assistive Technology Manual](#).


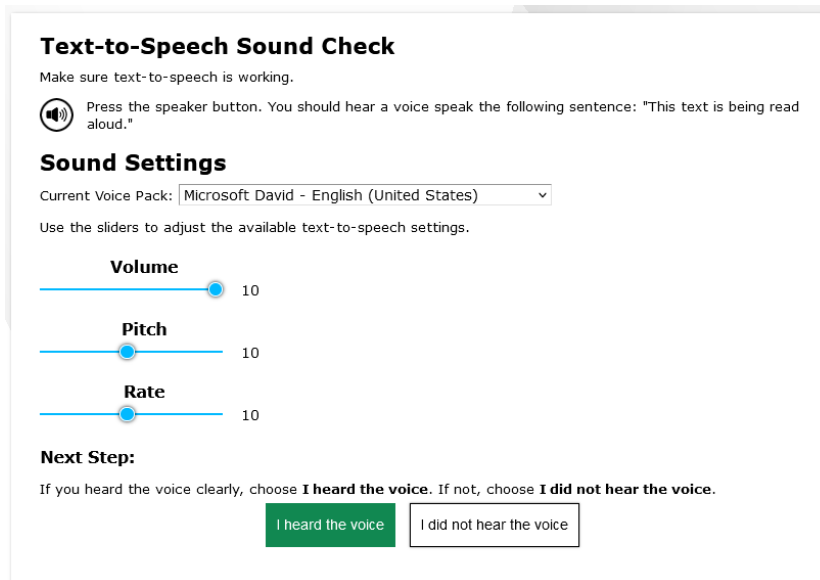
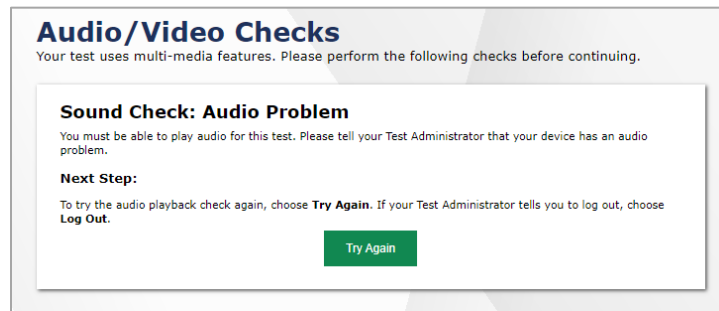
- If the voice is clearly audible, students select **I heard the voice**. A green check appears at the upper-right corner of the panel and students can proceed to the next functionality check.
- If the voice is not clearly audible, students adjust the settings using the sliders and click the speaker button  to listen to the audio again.

Figure 21. Text-to-Speech Sound Check Panel



- If students still cannot hear the voice clearly, they select **I did not hear the voice** to open the **Audio Check** panel.
 - Students can select **Try Again** (see [Figure 22](#)) to return to the **Text-to-Speech Sound Check** panel and retry.

Figure 22. Audio Check Panel



How to Check Recording Device Functionality

The **Recording Device Check** panel is automatically displayed for students who have a Speech-to-Text accommodation. On this panel, students record their voice and verify that they can hear the recorded audio.

If the recording device does not work, students should log out. You should troubleshoot the recording device or set up a new recording device.




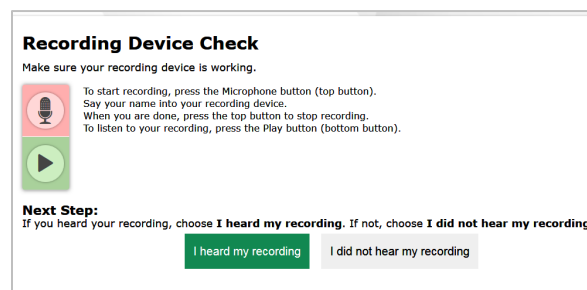
1. From the **Recording Device Check** panel (see [Figure 23](#)), students click the pink microphone button  to begin recording their voice.
2. Students speak into their recording device, and then click the pink stop button  to stop recording.
3. Next, students click the green play button  to listen to their recorded audio:

Figure 23. Recording Device Check Panel



- If the recorded audio is clearly audible, students select **I heard my recording**. A green check appears at the upper-right corner of the panel and students can proceed to the next functionality check.
- If the recorded audio is not clearly audible, they select **I did not hear my recording** to open the **Problem Recording Audio** panel.
- Students can select **Try Again** to return to the **Recording Device Check** panel and retry.

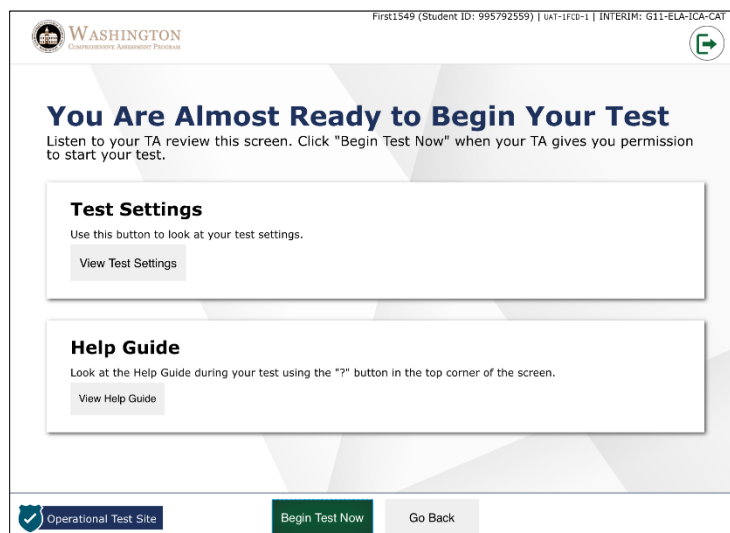
- Students can select the **Select New Recording Device** (which only appears for students testing on computers or tablets with multiple recording devices) to open the **Recording Input Device Selection** panel and select a different recording device.

How to View Instructions and Begin Testing

The **You are Almost Ready to Begin Your Test** page (see [Figure 24](#)) is the last step of the sign-in process. The *TA Script of Student Directions* documents provide the steps for walking students through this page.

1. To review their test settings, students click **View Test Settings**. To close the window, students select **OK**.
2. To view the Help Guide, students click **View Help Guide**. To close the window, students click **Back**.
3. To start the test, students click **Begin Test Now**.

Figure 24. You Are Almost Ready to Begin Your Test Page

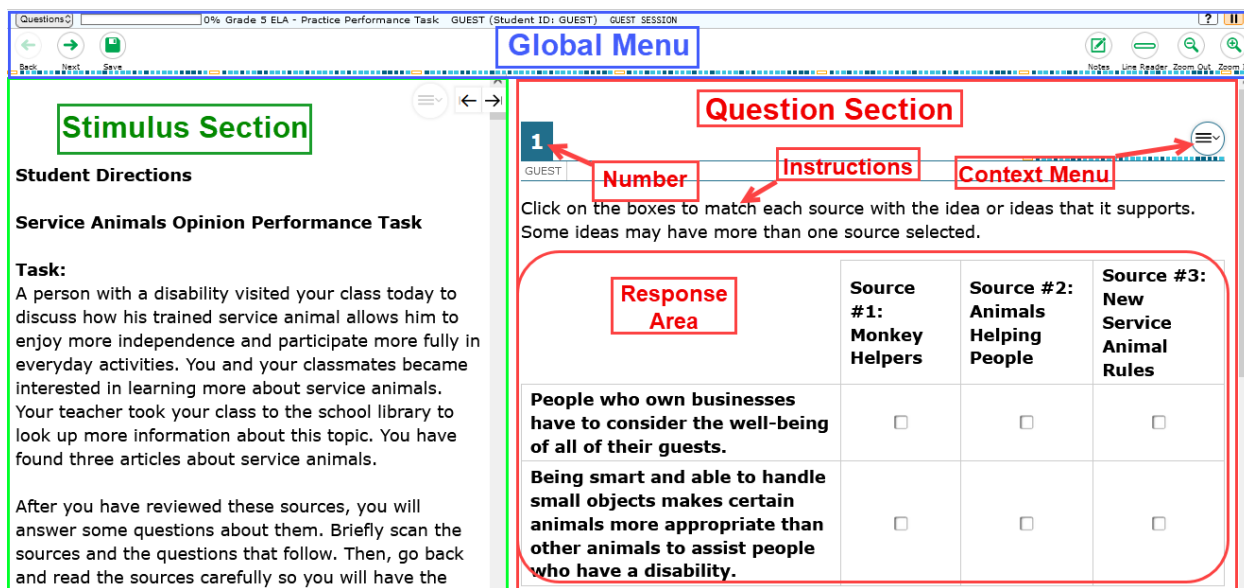


How Students Navigate the Secure Browser

A test page can include the following sections (see [Figure 25](#)):

- The *Global Menu* section displays the global navigation and tool buttons. It also includes the **Questions** menu, test information, help button, pause button, and system settings button.
- The *Stimulus* section, which appears only for questions associated with a stimulus, contains the stimulus content, context menu, and the expand button.
- The *Question* section contains one or more test questions. Each question includes a number, context menu, stem, and response area. Each question also displays the student’s name and the time the question was last saved.

Figure 25. Sample Test Layout



How to Navigate between Questions

- Some test pages may have only one question, others may have more question, or may consist of multiple parts that students must answer.
- After students respond to all the questions on a page, they select **Next** (Figure 26) in the upper-left corner to proceed to the next page.
- To navigate to a previous question in a test, students select **Back** (Figure 26).

Figure 26. Navigation Buttons





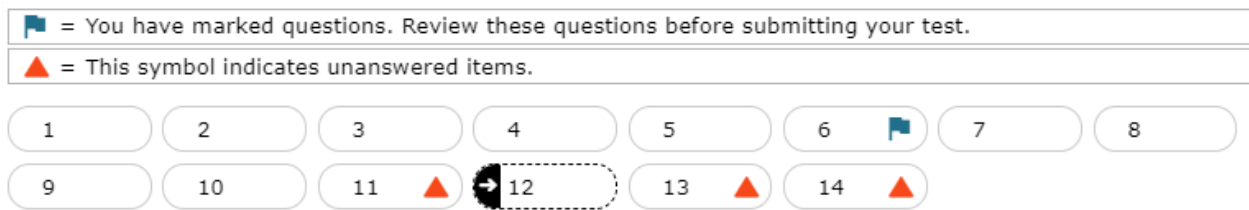
- To jump directly to a question, students can select the Questions menu in the top left corner of their screen. A pop-up window will appear (see [Figure 27](#)).
- If a question has been marked for review, a flag icon  is displayed next to the question.
- If a question is not answered yet, a warning icon  is displayed next to the question number. This displays most often in ELA and science tests when a set of questions is displayed together on the same page. The student cannot move forward in the test until they have answered those questions.



Figure 27. Questions Pop-up Window



How to Respond to Test Questions


The questions available in TDS may use various interaction types that require students to respond to them in different ways. Students should have an opportunity to use the Student Practice and Training Site, before summative testing, to familiarize themselves with the question types that may appear on tests.

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

Please note that if an open lock  icon appears next to a question number, students can respond to that question only once. When students navigate away from the question, a warning message asks if they are sure they want to enter their response. If students select **Yes**, a closed lock  icon appears next to the question number, and the response cannot be modified.

Test Delivery System Test Administrator User Guide

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

- Select one or more choices from a list of answer options.
- Use an on-screen keypad to generate an answer. Students can select the keyboard icon  in the answer space to open the keypad.
- Select graphic objects or text excerpts.
- Place points, lines, or bars on a graph.
- Drag and drop text or graphic objects.
- Enter text in a text box or table. For more information, see the section [Text Response Questions](#).
- Match answer options together.
- Modify a highlighted word or phrase in a reading selection.
- Enter input parameters to run an on-screen simulation.
- Create graphs and charts.

How to Pause Tests

Students can pause the test at any time. Pausing a test logs the student out. To resume testing, students must repeat the sign-in process.

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

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

How Students Use Test Tools

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

- **Global Tools:** These tools appear in the global menu at the top of the test page and are available for all questions in a test.
- **Context Menu Tools:** These tools are specific to the passage, stimulus, or question being viewed.

Students can access tools using a mouse or keyboard commands. For information about keyboard commands, please see the appendix.

Test Delivery System Test Administrator User Guide

For specific information about the use of tools in each test, read the Try Out Print on Demand and Try Out Speech to Text documents, watch the Secure Browser for Student Online Testing Module, or go to the Practice and Training Tests.

Appendix

A

Alert Messages

The Office of Superintendent of Public Instruction can send statewide alerts that appear as pop-up messages on the TA Interface.

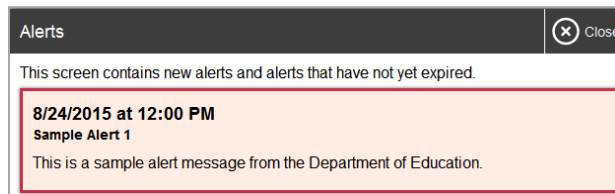
1. In the banner, click **Alerts**. The **Alerts** window appears listing all the active alert messages.

Figure 28. Alerts Button



2. Click **Close** to close the window and return to the TA Interface.

Figure 29. Record of Alerts



K

Keyboard Commands in the Secure Browser

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

- Keyboard commands require the use of the primary keyboard, so please do not use keys in a numeric keypad.
- Some keyboard commands (such as the commands for using the Line Reader) may not work when testing on iOS or Android devices connected to an external keyboard.
- When Permissive Mode is enabled for a test, keyboard commands are blocked and will not work.

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

Table 3 lists keyboard commands for selecting options on the sign-in pages or pop-up windows that appear during a test.

Table 3. Keyboard Commands for Sign-In Pages and Pop-Up Windows

Function	Keyboard Commands
Move to the next option	<ul style="list-style-type: none"> • Tab

Function	Keyboard Commands
Move to the previous option	<ul style="list-style-type: none"> • Shift + Tab
Select the active option	<ul style="list-style-type: none"> • Enter
Mark checkbox	<ul style="list-style-type: none"> • Space
Scroll through drop-down list options	<ul style="list-style-type: none"> • Arrow Keys
Close pop-up window	<ul style="list-style-type: none"> • Esc

Keyboard Commands for Test Navigation

Table 4 lists keyboard commands for navigating tests and responding to questions.

Table 4. Keyboard Commands for Test Navigation

Function	Keyboard Commands
Scroll up	<ul style="list-style-type: none"> • Up Arrow
Scroll down	<ul style="list-style-type: none"> • Down Arrow
Scroll to the right	<ul style="list-style-type: none"> • Right Arrow
Scroll to the left	<ul style="list-style-type: none"> • Left Arrow
Move to the next element	<ul style="list-style-type: none"> • Tab
Move to the previous element	<ul style="list-style-type: none"> • Shift + Tab
Select an answer option	<ul style="list-style-type: none"> • Space
Go to the next test page	<ul style="list-style-type: none"> • Ctrl + Right Arrow
Go to the previous test page	<ul style="list-style-type: none"> • Ctrl + Left Arrow
Open the global menu	<ul style="list-style-type: none"> • Ctrl + G
Open a context menu	<ul style="list-style-type: none"> • Ctrl + M

Keyboard Commands for Global and Context Menus

Students can use keyboard commands to access tools in the global and context menus.

Global Menu

1. To access the global menu tools using keyboard commands, press **Ctrl + G**. The global menu list opens.
2. To move between options in the global menu, use the **Up** or **Down** arrow key.
3. To select an option, press **Enter**.
4. To close the global menu without selecting an option, press **Esc**.

Context Menus

1. To open the context menu for an element (question, answer options, or stimulus), navigate to the element using the **Tab** or **Shift + Tab** command.
2. Press **Ctrl + M**. The context menu for the selected element opens.
3. To move between options in the context menu, use the **Up** or **Down** arrow keys.
4. To select an option, press **Enter**.
5. To close the context menu without selecting an option, press **Esc**.

Keyboard Commands for Highlighting Selected Regions of Text

This section explains how to use keyboard commands to select a text excerpt (such as a word in a passage) and highlight it. These instructions only apply to students using the Secure Browser.

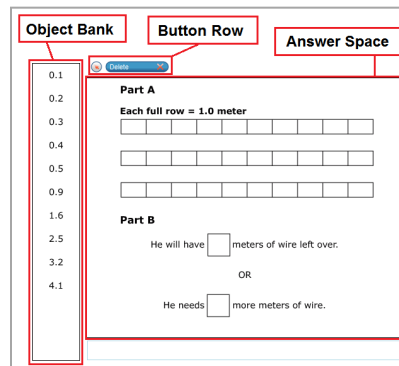
1. To select text and highlight it, navigate to the element containing the text you want to select.
2. Press **Ctrl + M** to open the context menu and navigate to **Enable Text Selection**.
3. Press **Enter**. A flashing cursor appears at the upper-left corner of the active element.
4. To move the cursor to the beginning of the text you want to select, use the arrow keys.
5. Press **Shift** and an arrow key to select your text. The text you select appears shaded.
6. Press **Ctrl + M** and select **Highlight Selection**.

Keyboard Commands for Grid Questions

Questions with the grid response area may have up to three main sections: an answer space, which is the grid area where students enter the response; an object bank, which is a panel containing objects you can move to the answer space; and a button row, which appears above the answer space and may include **Delete**, **Add Point**, **Add Arrow**, **Add Line**, **Add Circle**, **Add Dashed Line**, and **Connect Line** buttons.

- To move between the main sections, do the following:
 1. To move clockwise, press **Tab**.
 2. To move counterclockwise, press **Shift + Tab**.
- To add an object to the answer space, do the following:
 1. With the object bank active, use the arrow keys to move between objects. The active object has a blue background.
 2. To add the active object to the answer space, press **Space**.

Figure 30. Grid Question



- To use the action buttons, do the following:
 1. With the button row active, use the left and right arrow keys to move between the buttons. The active button is white.
 2. To select a button, press **Enter**, and then press **Space** to apply the point, arrow, or line to the answer space.
 - To move objects and graph elements in the answer space, do the following:
 1. With the answer space active, press **Enter** to move between the objects, and then press **Space**. The active object displays a blue border.
 2. Press an arrow key to move the object. To move the object in smaller increments, hold **Shift** while pressing an arrow key.

Keyboard Commands for Equation Questions

Equation questions allow students to use keyboard commands to open a menu listing the special characters they can insert into the response area.

1. To insert special characters in the response area, with the focus in the text field of the response area, press **Alt + 7**. The **Special Characters** window opens.
2. To move between options in the context menu, use the **Up** or **Down** arrow keys.
3. To add the selected option to the response area, press **Enter**.

L

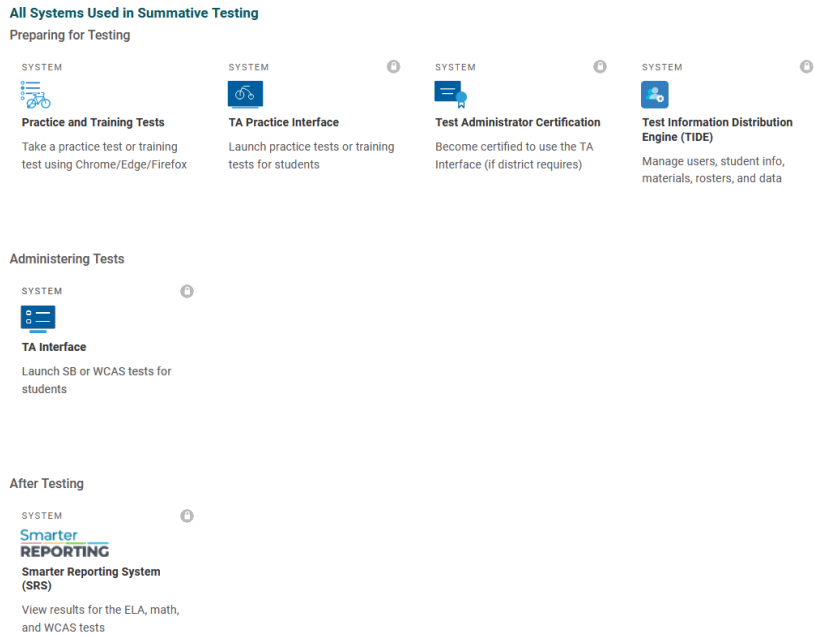
Login Information for the TA Interface

To be able to access the TA Interface, your TIDE administrator must first create your account in TIDE. Once your account is created, you receive an account activation email. You can log in to the TA Interface after activating your account.

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

2. Select the test you want to administer and scroll down to the **All Systems Used in Testing** section (Figure 31).

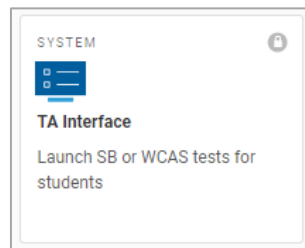
Figure 31. Portal User Cards



3. Select the appropriate TA Interface:

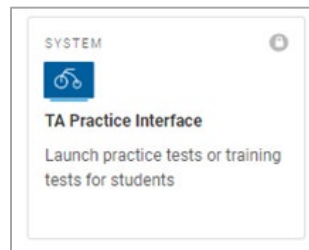
If students will be taking a test that generates a score, choose the TA Interface, click **TA Interface** (Figure 32).

Figure 32. Card for TA Interface



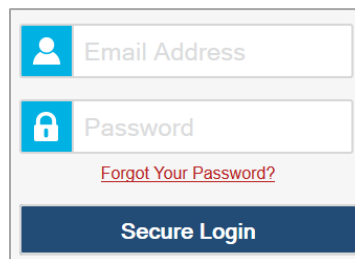
If students will be taking a practice test or training test, choose the TA Practice Interface, click **TA Practice Interface** (see [Figure 33](#)).

Figure 33. Card for Practice & Training Tests



4. The **Login** page (Figure 34) appears. Enter your email address and password.

Figure 34. Login Page



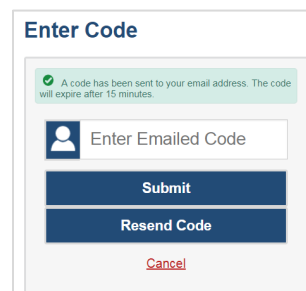
5. Click **Secure Login**. The system selected in step 3 appears.

If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page (Figure 35) appears and an email containing an authentication code is sent to your address.

- In the *Enter Emailed Code* field, enter the emailed code.
- Click **Submit** to view the system selected in step 3.

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 35. Enter Code Page



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

If you are a user at more than one institution (school), a pop-up box will ask you to choose the school for which you will be administering this test session.


Figure 36. Institution Drop-down

Select the school from the drop-down menu and select Go, then the Test Selection window will appear.

P

Print Session Information

You can print a snapshot of the TA Interface as it currently appears if you wish to keep a hard-copy record of the Session ID or list of approved students. Please note that Federal law prohibits the release of students' personally identifiable information. All printouts must be securely stored and then destroyed when no longer needed.

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

Print Approved Requests Information

You can view and print a list of every print request you approved for students during the current session.

1. From the **Menu** in the top-right corner, select **Approved Requests**. The **Approved Requests** window appears, listing all the approved print requests.

Figure 37. Approved Requests Window

Student	Test	Request	Question #	Approved On
GUEST GUEST	Grades 3-5 ELA CAT Training Test	Print Passage - Page for Items 1-2	0	4/10/23 12:56 PM
GUEST GUEST	Grades 3-5 ELA CAT Training Test	Print Passage - Page for Item 3	0	4/10/23 12:57 PM

2. To print the list of requests, click **Print**.

S

Secure Browser

The Secure Browser ensures test security by prohibiting access to external applications and navigation away from the test. 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 offending 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.

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

- **Close External User Applications**

Before launching the Secure Browser, or prior to administering the online tests, close all non-required applications on testing devices, such as word processors and web browsers.

- **Avoid Testing with Dual Monitors**

Students should not take online tests on computers connected to more than one monitor. Systems that use a dual monitor setup typically display an application on one screen while another application is accessible on the other screen.

- **Disable Screen Savers and Timeout Features**

On all testing devices, be sure to disable any features that display a 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.

Using the Secure Browser with Accessibility Software

For students with special needs or administrators seeking to accommodate students using accessibility features or Assistive Technology devices, the Secure Browser provides the option for assessments to be taken in a less restrictive environment. This feature is known as Permissive Mode.

Permissive Mode is an accommodation option that allows students to use accessibility software in addition to the Secure Browser. Offered on MacOS and Windows, students testing in Permissive Mode can have moderated access to the system outside of the Secure Browser. This allows students who need accessibility tools to seamlessly navigate between the Secure Browser and approved applications that suit their test taking needs.

Please note that it is recommended that students have ample practice with accessibility software before testing and that they use the secure practice/training tests or interims to ensure that they are able to navigate the test. For information about supported operating systems, see the [Supported Operating Systems and Devices](#) page on the WCAP Portal.

Permissive Mode must be set for the student in TIDE and activates when the student is approved for testing. Students who have the Permissive Mode setting enabled should not continue with the sign-in process until their accessibility software is correctly configured.

To use accessibility software with the Secure Browser:

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.
 - **Windows:** On Windows, the Secure Browser resizes, and the taskbar remains visible inside the test in its usual position. Students can execute the keyboard shortcut ALT+TAB to switch between the Secure Browser and accessibility applications, such as JAWS and NVDA, that they are permitted to use in their test session. Please note that when using Windows 8 and above, the task bar remains on-screen throughout the test after enabling accessibility software. However, forbidden applications are still prohibited.
 - **Mac:** On MacOS, the Secure Browser resizes, and students can view the dock in its usual position inside the test. If the dock is set to autohide, no resizing occurs, and the dock is only visible when the mouse is moved toward the bottom of screen. Students can execute the keyboard shortcut CMD+TAB to switch between the Secure Browser and permitted accessibility applications.
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.
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.

Accessing the Secure Browser on Mobile Devices

Tablets and Chromebooks should be configured for testing before you provide them to students. For more information, see the [Technology Guide](#) on the WCAP Portal.

To configure iOS devices:

Tap the SecureTestBrowser icon.

To configure Android tablets:

1. Tap the SecureTestBrowser icon.
2. If the Secure Browser keyboard is not selected, follow the prompts on the screen. When the Secure Browser keyboard is selected, the Secure Browser app opens.

To configure Chromebooks:

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


Closing the Secure Browser on Tablets

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

To close the Secure Browser on iOS devices:

1. Double-tap the Home button. The multitasking bar appears.
2. Locate the SecureTestBrowser app preview and slide it upward.

To close the Student Testing Site on Android tablets:

1. Tap the Menu icon  in the upper-right corner.
2. Tap **Exit**. A confirmation message appears.
3. Tap **Exit**.

To close the Secure Browser on Chromebooks:

- Click **Close Secure Browser** in the upper-right corner.

Force-Quitting the Secure Browser

In the rare event that the Secure Browser or test becomes unresponsive, you can force-quit the Secure Browser. Please note that 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. Avoid using a force-quit command if possible.

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

Table 5. Force Quit Secure Browser Keyboard Commands

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

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

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

- **iOS:** Double-tap the Home button, then close the app as you would any other iOS app.
- **Chrome OS:** To exit the Secure Browser from the sign-in screens, press **Ctrl + Shift + S**. You cannot force quit once the test begins.
- **Android:** To close the Secure Browser, tap the menu button in the upper-right corner and select **Exit**.

Student Lookup Feature

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

1. To look up student information, open the **Student Lookup** tab.
2. Perform a quick or advanced search:


To perform a quick search, open the **Quick Search** tab and enter the student's SSID in the search field provided. Then click  to display the search results.

Figure 38. Student Lookup: Quick Search

Washington Office of Superintendent of PUBLIC INSTRUCTION | Test Administration

Session ID
WA-25A7-1

Select Tests Student Lookup Approvals

Quick Search Advanced Search

Enter the student's full Student ID and click [Submit Student ID] to search for that student's record. Searches by partial Student ID are not permitted.

Student ID : 12345678

To perform an advanced search, open the Advanced Search tab and fill out the search fields with the necessary information, including the student's district/school, enrolled grade, and first or last name (exact matches only). Then click to display the search results.

Figure 39. Student Lookup: Advanced Search

Washington Office of Superintendent of PUBLIC INSTRUCTION | Test Administration

Session ID
WA-25A7-1

Select Tests Student Lookup Approvals

Quick Search **Advanced Search**

Use the drop-down menus to select the District, School, and Grade for your search. A First or Last Name is required.

District/School
Select a District/School

Grade
All Grades

First Name

Last Name

Search

T

Text Response Questions

For text-response questions in the Secure Browser, students can use a formatting toolbar. This toolbar is available above the response field for text response questions (see [Figure 40](#)) and also appears whenever students right-click anywhere in the text area. The formatting toolbar allows students to apply styling text and use standard word-processing features. The lower-right corner of the response field displays the word count and character account for the student's response. [Table 6](#) provides an overview of the formatting tools available.

Figure 40. Text Response Question with Formatting and Inputting Toolbar

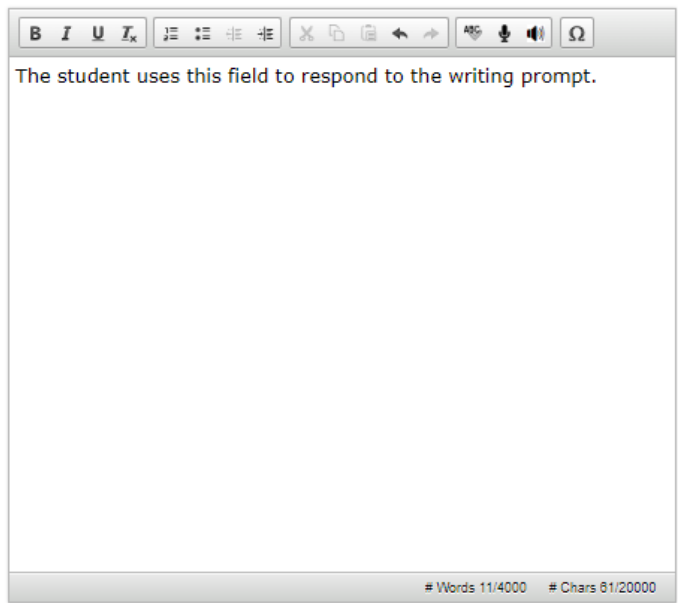













Table 6. Description of Formatting Tools

Tool	Description of Function
	<ul style="list-style-type: none"> Print the entered text. Available only to students with the accommodation Print on Demand.
	<ul style="list-style-type: none"> Bold, italicize, or underline selected text.
	<ul style="list-style-type: none"> Remove formatting that was applied to the selected text.
	<ul style="list-style-type: none"> Insert a numbered or bulleted list.
	<ul style="list-style-type: none"> Indent a line of selected text.
	<ul style="list-style-type: none"> Decrease indent of text.
	<ul style="list-style-type: none"> Cut selected text.
	<ul style="list-style-type: none"> Copy selected text.
	<ul style="list-style-type: none"> Paste copied or cut text.
	<ul style="list-style-type: none"> Undo the last edit to text or formatting in the response field.
	<ul style="list-style-type: none"> Redo the last undo action.

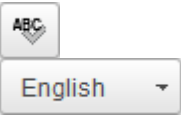



Tool	Description of Function
	<ul style="list-style-type: none"> Use spell check to identify potentially misspelled words in the response field. The drop-down list allows you to set a language for this tool.
	<ul style="list-style-type: none"> Add special characters in the response field.

Table 7. Description of Inputting Tools

Tool	Description of Function
	<ul style="list-style-type: none"> Use to dictate text response. Only tests with the accomodation Speech-to-Text enabled will see this tool.
	<ul style="list-style-type: none"> Use to hear the response entered in the text box. Only tests with the designated support Text-to-Speech (Student Responses) enabled will see this tool.

Spell Check Feature

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




1. Select a language for the spell check tool from the Spell Check drop-down list, if necessary.
2. In the toolbar, click the spell check button . Potentially incorrect words change color and become underlined.
3. To exit spell check, click the spell check button  again.

Figure 41. Spell Check Tool



Special Characters Feature

Students can add mathematical, accented, and other symbols.

1. To add a special character, in the toolbar, click the special characters button .
2. In the window that pops up, select the required character.

Transfer a Test Session

You can transfer an active test session from one device or browser to another without stopping the session or interrupting in-progress tests. This is useful if your computer malfunctions or if you

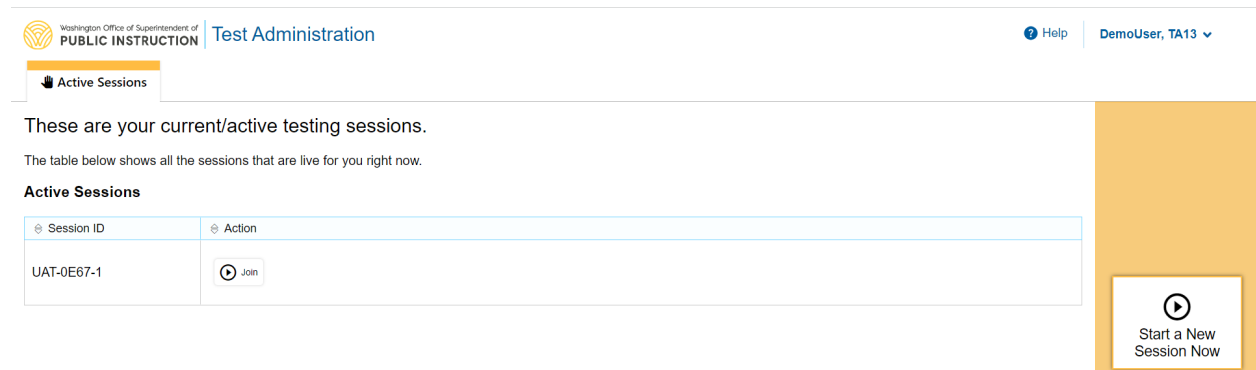
accidentally close the browser while a session is in progress.


Your session remains open until it times out. If you do not return to the active session within 20 minutes and there is no student activity during that time, the Test Delivery System logs you out and pauses the students' tests.

The Test Delivery System ensures that you can administer a test session only 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.

1. While the session is still active on the original device or browser, log in to the TA Site on the new device or browser. The **Active Sessions** tab appears (see [Figure 42](#)), listing the active session.

Figure 42. Active Sessions Tab



2. In the table that appears, click  in the Action column for the session you wish to join. The test session page appears, allowing you to continue monitoring your students' progress. The test session on the previous computer or browser closes automatically.

If you do not wish to return to the active session, you can click **Start a New Session Now** to open the **Select Tests** tab and create a new test session.

U

User Support and Troubleshooting Information

User Support

For information and assistance in using the Test Delivery System, contact the WCAP Help Desk. The Help Desk is open Monday–Friday 7:00 a.m. to 4:00 p.m. (except holidays or as otherwise indicated on the WCAP portal).

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:

- Test Administrator name and email address
- If the issue pertains to a student, provide the student's SSID and associated district or school. Do not provide the student's name.
- Any error messages and codes that appeared, if applicable.
- Affected test ID and question number, if applicable.
- Operating system and browser version information, including version numbers (for example, Windows 10 and Firefox 60 or Mac OS 10.14 and Safari 11)
- Information about your network configuration, if known:
 - Secure Browser installation (to individual devices or network)
 - Wired or wireless internet network setup

Username and Password Issues

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

- **If your first temporary link expired**

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

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- **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 or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

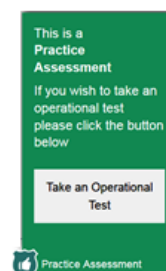
If you are unable to log in, contact the WCAP Help Desk for assistance. You must provide your name and email address. Contact information is available in the User Support section of this user guide.

Common Student Sign-in Errors

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

- **Session does not exist:**

The student entered the Session ID incorrectly or signed 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 trying to take a practice or training test cannot access sessions created in the TA Interface, and students trying to take summative tests cannot access sessions created in the TA Practice Interface. A message displayed in the bottom-left corner of the **Student Sign-In** page indicates which site the student is on. If a student is on the wrong site, the student can select the button included in the message to proceed to the correct site.



- **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.

- **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 the section *Selecting Tests and Starting a Test Session*.

- **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. Contact your SC for support.

Resolving Secure Browser Error Messages

This section provides possible resolutions for the following messages that students may receive when signing into tests using the Secure Browser.

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

This message occurs when the student is not using 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 log the student out, restart the device, and try again.

- **Looking for an internet connection...:**

This message appears when the Secure Browser cannot connect with the Test Delivery System. This can occur if there is a network-related problem. Make sure that either the network cable is plugged in (for wired connections) or the Wi-Fi connection is live (for wireless connections). Also check if the Secure Browser must use specific proxy settings; if so, those settings must be specified as options when configuring the Secure Browser. If connection issues persist, contact a network technician.

- **Test Environment Is Not Secure:**

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

Revision Log

Updates to the user guide after 10/12/2023 are noted below.

Section	Page	Description of Change	Revision Date