Washington Office of Superintendent of
PUBLIC INSTRUCTION
Washington Comprehensive
Assessment Program

Try Out Print on Demand

Embedded Accommodation for Summative Tests

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Trying Out the Print on Demand Embedded Accommodation

What is the print on demand embedded accommodation tool?

It is a tool which prints paper copies of the online test content in the summative ELA, math, and science tests. The student clicks a printer icon next to the stimuli and/or questions on their screen to request the printout. An alert appears on the Test Administrator's (TAs) screen telling them about the student request. The TA prints the documents and delivers them to the student. The student uses the printed documents to answer the test questions, then the student or a scribe enters the answers into the online test.

Which summative tests have this accommodation available?

- Smarter Balanced English Language Arts (ELA) and math Computer Adaptive Test (CAT) in all grades
- Smarter Balanced ELA and math Performance Task (PT) in all grades
- Washington Comprehensive Assessment of Science (WCAS) in all grades

What is the benefit of using print on demand?

- Students receive ELA and math questions based on the adaptive nature of the online test, which often results in seeing fewer questions than on the traditional paper-pencil test.
- Students may receive science questions with technology features like animations or data simulations.

Who should try out this accommodation?

- students
- teachers of students with a 504 plan or individualized education program (IEP)
- test administrators
- special education staff at schools and districts
- other members of 504 and IEP teams, including families

When should this try out happen?

- before a 504 plan or IEP is written or revised
- before student accommodation settings are recorded in the Test Engine Distribution Information (TIDE) system in preparation for summative testing
- before summative testing begins in March (for ELA and math) and April (for science)
- as part of training for members of 504 and IEP teams at schools and districts

How can I try out the print on demand embedded accommodation tool?

Follow the steps detailed in the next three sections of this document:

- Start a training test session using the *TA Practice Interface* system.
- Start a guest test session on the student testing device (desktop, laptop, Chromebook, iPad) using an internet browser like Chrome or Edge
- Turn on the Print on Demand tool for the student test, as part of the approval process in the *TA Practice Interface*.
- Try out the tool with a few questions in a student training test.

TIP: First get comfortable with the tool yourself, then try it with the student. Don't make the student go through the login process. Get the test ready and bring the student in at the end of the login process (see page 11).
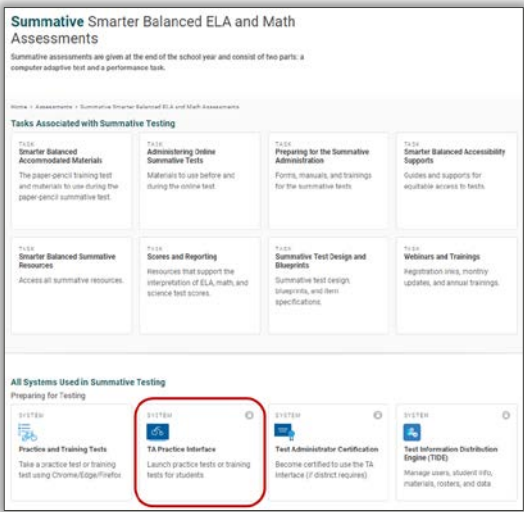
How to Start a Training Test Session

Instructions for the TA Practice Interface

1. On the [WCAP Portal](#) homepage, select a test.
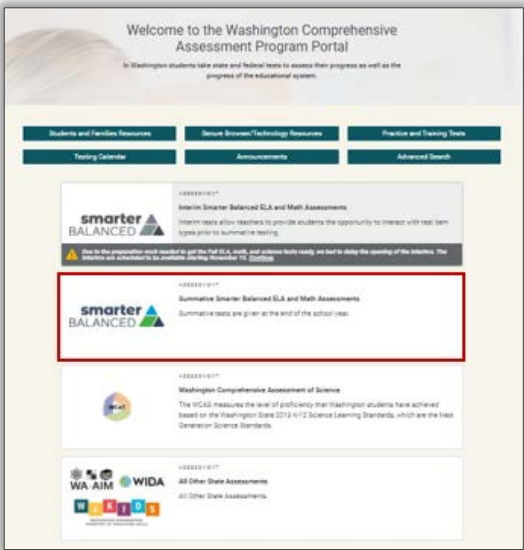
2. Under the **All Systems Used in Summative Testing – Preparing for Testing** section, select the **TA Practice Interface** card.

📎

Be sure to select the **TA Practice Interface** card as the **TA Interface** card is used to administer the summative assessments.
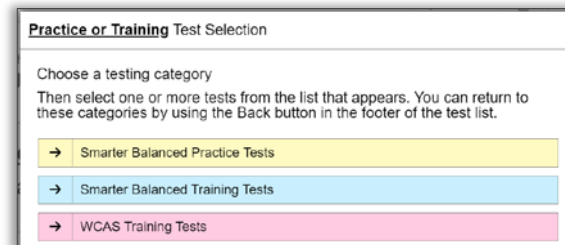
Giving students a summative test instead of a practice or training test is a test incident.
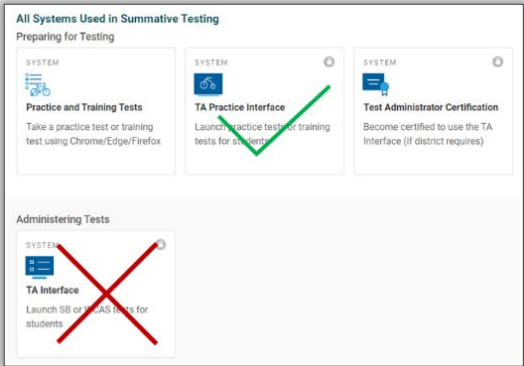
3. The **Login** page appears.
4. Enter your username and password. (Users with DC, DA, SC, or TA roles can log into the TA Practice Interface.)
5. Click the **Secure Login** button.
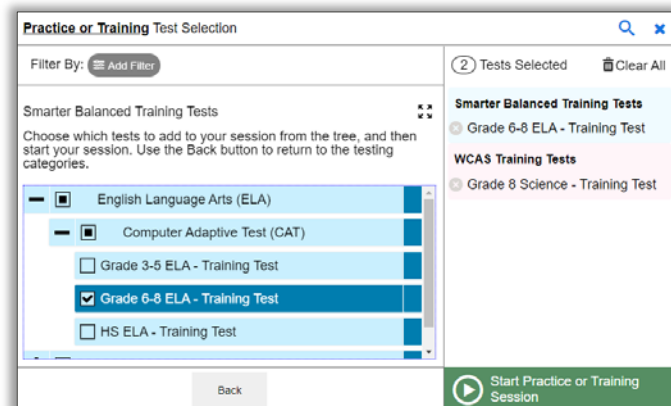
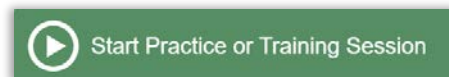6. You should see the **Practice or Training Test Selection** screen.

7. Select a practice or training test by clicking on the plus sign (+) to drill down and check the box next to each test(s) you want to try Print on Demand with.

   In this example the **Grade 6-8 ELA – Training Test** and the **Grade 8 Science – Training Test** were selected.
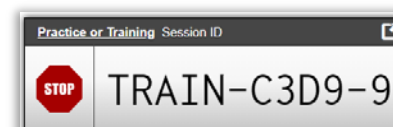

8. Click on the **Start Practice or Training Test Session** button to create a session ID.

9. A **Practice or Training Session ID** will be generated, in this case **TRAIN-C3D9-9**.

The top of the screen in the TA Practice Interface contains the following parts:
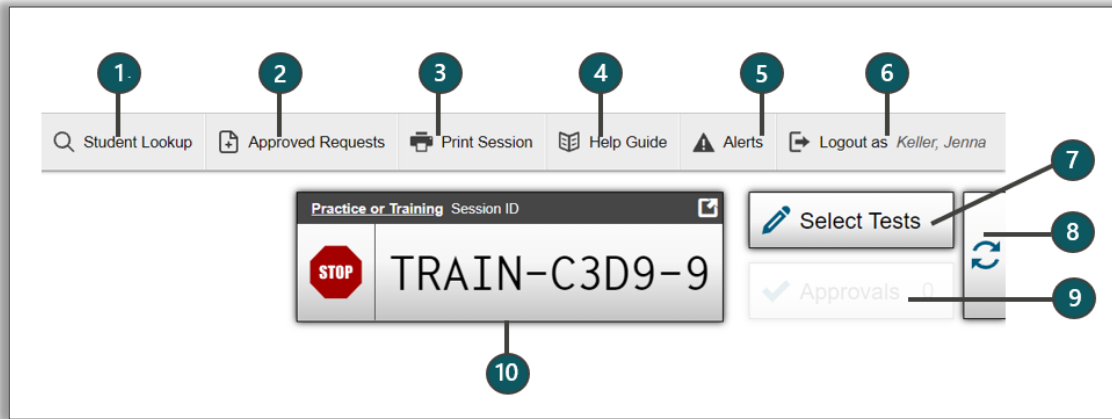

1. **Student Lookup** – allows you to search for student information.
2. **Approved Requests** – displays a list of requests you approved for print during the current session.
3. **Print Session** – prints a snapshot of your current screen for records.
4. **Help Guide** – displays the online help guide for this system.
5. **Alerts** – displays alert messages from OSPI.
6. **Log out** – logs you out of the Practice and Training Test site.
7. **Select Tests** – opens the Test Selection window so you can add additional tests to your session.
8. **Refresh button** – updates on-screen information.
9. **Approvals** – opens the Approvals and Student Test Settings window.
10. **Session ID** – unique ID generated for this test session.

# How to Start the Student Version of the Training Test Session

Instructions for a Guest Test

1. Open Chrome or Edge and go to the WCAP Portal: https://wa.portal.cambiumast.com/ .

2. Click on the **Practice and Training Tests** button near the top right side of the page
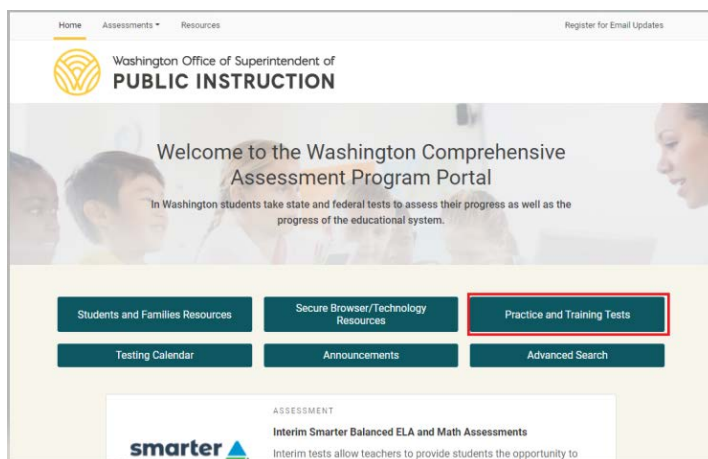
3. You should see the **Start by clicking...** page. In the bottom left-hand corner of the screen, it should say **Practice and Training Tests Site** in a green box.
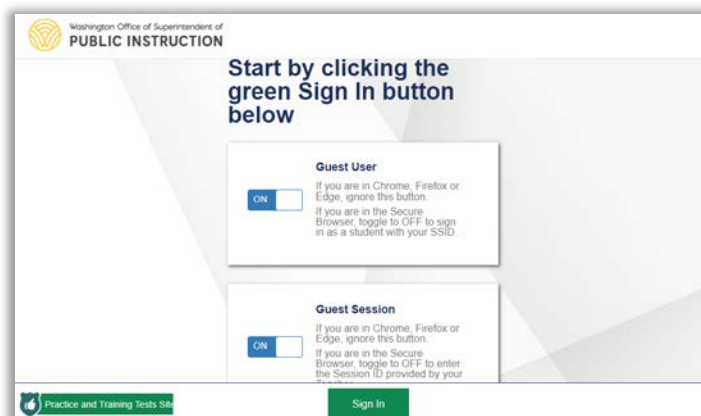
4. Leave the **Guest User** button as is.

   Click on the **ON** next to **Guest Session** to change the slider to the **OFF** position.

   Enter the **Practice or Training Session ID** in the box that appears. Then click the green **Sign In** button at the bottom of the page.
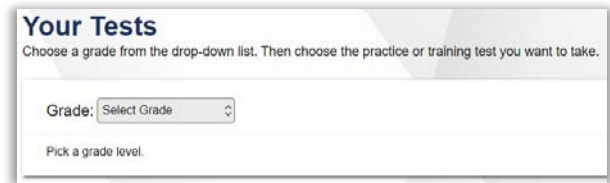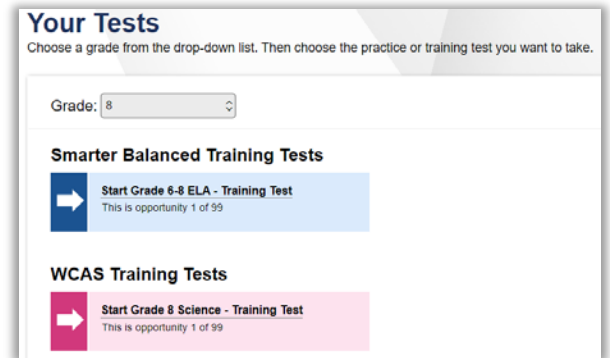
5. You should see **Your Tests** page. Select the grade of the Training Test(s) you selected in the *TA Practice Interface* system.

6. The screen will refresh and display the Training Test(s). Select the test you want to try Print on Demand with.

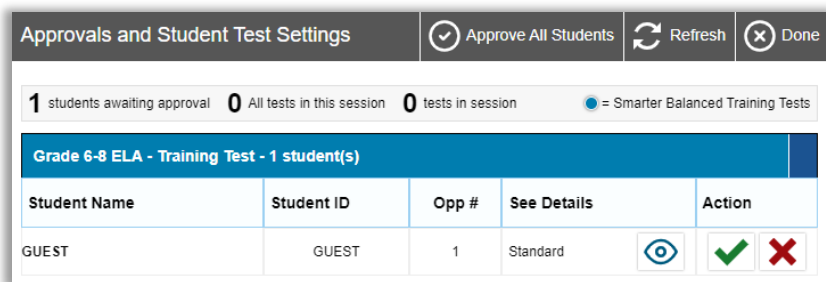7. You should see the **Waiting for Approval** page.

How to Turn on Print on Demand for the Guest Student

Instructions for the TA Practice Interface, part 2
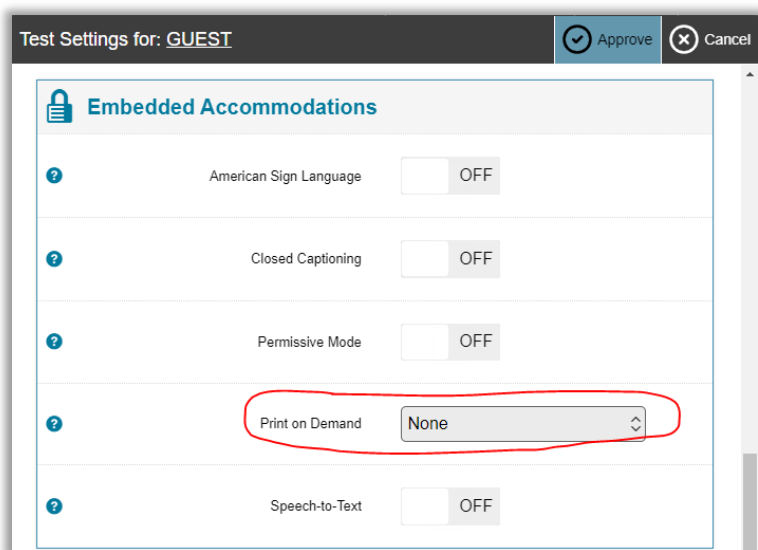
When guest test is **Waiting for Approval**, the **Approvals** [✔ Approvals 1] box in the upper-right corner of the *TA Practice Interface* appears. Do the following to turn on Print on Demand for this training test:

1. Click the **Approvals** button to view the list of students awaiting approval.

2. Your Student Name will be listed as "Guest."

3. Click the **Eye** button in the See Details column.

4. The Test Settings window for the Guest will open. Scroll down to the Embedded Accommodations section.

5. Click on **None** next to Print on Demand to open the menu and choose one of the settings on the list: .

6. Click the **Approve** button at the top of the window.

How to Finish the Guest Login Process

Instructions for a Guest Test, part 2

If you are trying this tool out with a student, bring the student into the process at this time.

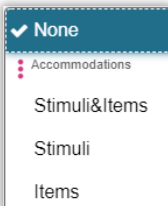1. After the test is approved in the *TA Practice Interface*, do steps 2 and 3 for an ELA test. For a math or science training test, move directly to step 4.

2. You should see the **Audio/Video Checks** page on the student device. Follow the directions on the screen to complete the Audio Playback Check.

3. When you click **I heard the sound**…

4. The test should move to the **You Are Almost Ready to Begin Your Test** page.

5. Click **Begin Test Now** at the bottom of the screen.

How to Try Print on Demand

Instructions for a Guest Test and TA Practice Interface, part 3

The location of the print icon depends on which option was chosen for this setting when the TA approved the test:

- **Stimuli & Items**: the Print Page icon is in the tools menu at the top of the screen.
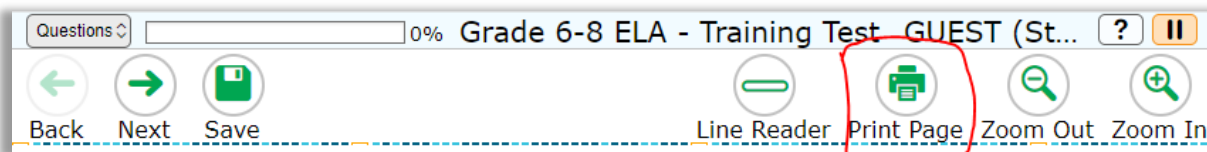
- **Stimuli**: the Print Passage icon is in the tools menu, and is also available in the context menu ⊟ for the stimulus next to the scroll bar.

- **Items**: the Print Item icon is in the context menu ≡˅ for the item at the right side of the screen.
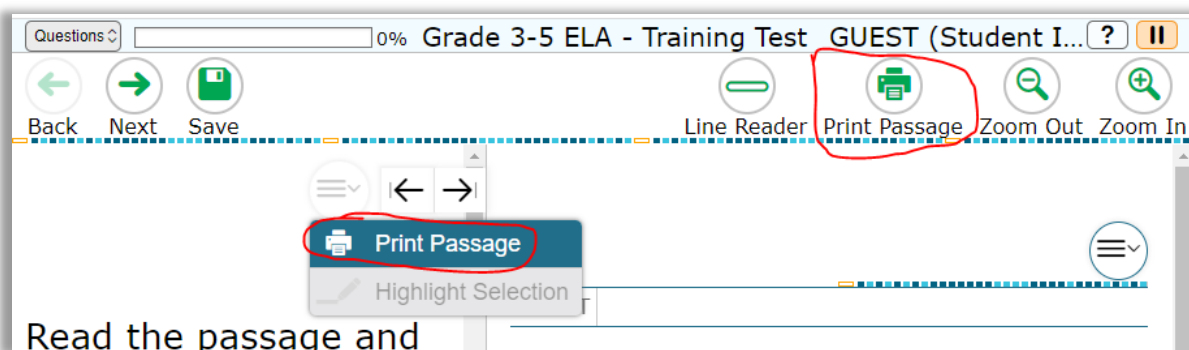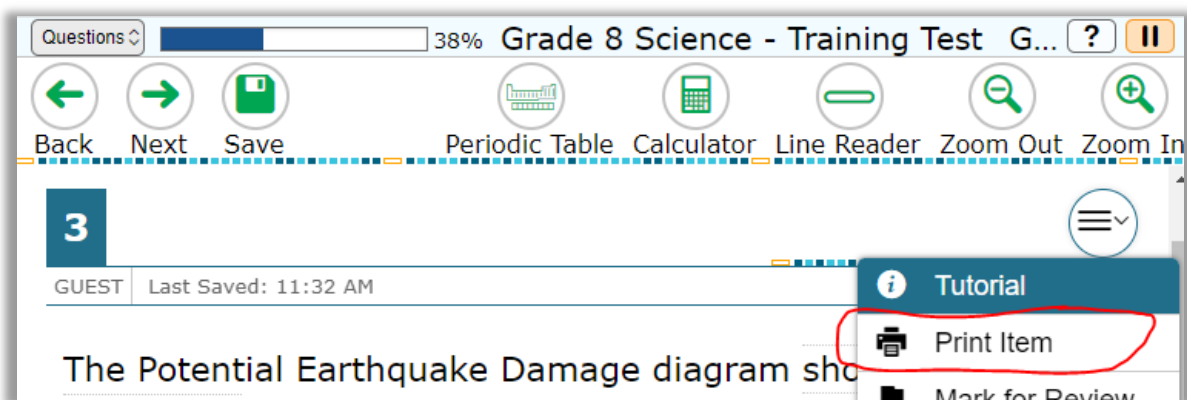

1. Student: Click the print icon. An **Attention** box will pop up. This confirms the request was sent. Click **OK** to close the box and wait for the printout.

2. TA Interface: This test is now listed as having a potential issue and is at the top of your screen. Click the orange print icon in the Action column.

Tests with potential issues

Student Information	Opp #	Test	Progress ⓘ	Status	Test Settings	Actions
GUEST Student ID GUEST	1	Grade 6-8 ELA - Training Test		Started More Info ▶	Custom ⊙	🖨 ‖

3. TA Interface: The Print Request box opens. The first column gives you details about the request, including how many questions (items) will be printed. Click the green checkmark to approve the request.

Student Print Request(s) For: ⊗ Close

Name: GUEST Student ID: GUEST
This page displays a request for each passage that a student would like printed. Select [Approve] if you approve the print request, or [Deny] if you do not.
Note: Selecting [Approve] brings up a Print Preview page based on the browser you are using. Select [Print] from that page to send this request to your print station.

Print Requests

New Requests	Date and Time	Action
Print Passage - Page for Items 1-2	2/1/22 11:08 AM	✔ ✘

4. TA Interface: The printer dialogue box for your browser/computer opens. Check that the document will be sent to the correct printer. (Ideally the printer should be in the same room as the TA and student. If not, the school will have to establish a system for getting the secure test material from the printer to the student.) Print the document and give the papers to the student.

5. <u>Student:</u> Answer the question(s) on the paper.

6. <u>Student or scribe:</u> Transcribe answers to the questions into the online test.

7. <u>Student:</u> Click the Next button. This moves you to the next question or set of questions.

8. <u>Student and TA:</u> repeat steps 1-6 for the duration of the Training Test.

Final Steps

The Student Likes the Tool

If the student likes the tool, and thinks this will help them show what they know on the summative test, do the following:

- At a separate time, set up another secure practice test. In step 4 on page 10, adjust the settings to include all the Designated Supports and Accommodations planned for the student.

- If the student still likes how the Embedded Print on Demand works, add the use of this embedded tool to the student's testing plan in their 504 plan or IEP, as required by your school district.

- Then follow your school or district procedure for adding the accommodation Embedded Print on Demand in the student's test settings in TIDE before the student begins summative testing.

The Student Does Not Like the Tool

If the student does not like the tool, consider using another accommodation listed in the *Guidelines on Tools Supports and Accommodations for State Assessment* document (GTSA).