

Online Test Delivery System

Test Administrator User Guide

2023-2024

Published August 24, 2023

Prepared by the Cambium Assessment Inc. ®



For any questions regarding Delaware System of Student Assessments (DeSSA), please contact the Delaware Department of Education, Office of Assessment, at (302) 857-3391.

For questions or additional assistance regarding the online testing system, please contact the DeSSA Help Desk at the Cambium Assessment Inc. (CAI).

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Section I. Introduction to the User Guide

This user guide supports Test Administrators (TAs) who manage testing for students participating in the Delaware System of Student Assessments (DeSSA) practice tests and operational tests.


Organization of the User Guide




- [Section I: Introduction to the User Guide](#) provides a brief introduction to the Online Test Delivery System.
- [Section II: Overview of the Online Test Delivery System](#) provides an overview of online testing and general test rules.
- [Section III: DeSSA Summative ELA and Mathematics CAT and Performance Task tests:](#) Students must complete their test opportunity within 10 days of the start date.
- **DeSSA ICA and IAB ELA and Mathematics Performance Task tests:** Students must complete their test opportunity within 20 calendar days of the start date.
- **All other DeSSA ICA and IAB ELA and Mathematics tests:** Students must complete their test opportunity within 45 calendar days of the start date.
- Accessing the Test Administration Sites explains how to log in to the TA sites.
- [Section IV: Overview of the Test Administration Sites](#) describes the overall layout of the TA sites and highlights their important tasks and functions.
- [Section V: Administering Online Tests](#) outlines the processes for creating a test session, approving students for testing, pausing tests, and logging out of the system.
- [Section VI: Signing In to the Student Testing Site](#) explains how students sign in to a test session.
- [Section VII: Overview of the Student Testing Site](#) describes the layout of an online test and the tools available to students.

Document Conventions

[Table 1](#) describes the conventions appearing in this guide.

Table 1. Key Symbols and Elements

Element	Description
	Alert: This symbol accompanies important information regarding a task that may cause minor errors.

Element	Description
	Note: This symbol accompanies additional information or instructions of which users must take note.
	Policy: This symbol accompanies information on test administration policies.
	Warning: This symbol accompanies important information regarding actions that may cause fatal errors.

Intended Audience

This user guide is intended for TAs responsible for proctoring tests with the Online Test Delivery System. To use this system, you should be familiar with using a web browser to retrieve data and with filling out web forms. You should also be familiar with printing documents and adjusting a computer’s audio settings. If you or your students use Chromebooks, iPads, or other tablets for testing, then you should be familiar with operating these devices as well.

Additional Resources

The following publications provide additional information:

- For information about policies and procedures that govern secure and valid test administration, see the [DeSSA ICA/IAB Test Administration Manual](#) and the Summative Test Administration Manual.
- For information about setting up and configuring devices and assistive technologies for online testing, see the [Technology Guide on the DeSSA portal](#).
- For information about student and user management, rosters, and appeals, see the [TIDE User Guide](#).
- For information about supported hardware and software for braille testing as well as information about configuring JAWS, see the [Assistive Technology Manual](#).

The above resources are all available on the Delaware System of Student Assessments Portal at <https://de.portal.cambiumast.com/>.

Section II. Overview of the Online Test Delivery System

The Online Test Delivery System delivers the tests in the Delaware System of Student Assessments (DeSSA). DeSSA includes the English Language Arts (ELA) and Mathematics. The following sections describe highlights of online testing in general and specifically the Online Test Delivery System.

Description of the Online Test Delivery System's Sites

The Online Test Delivery System consists of two practice sites and two operational testing sites. The practice sites function identically to the operational testing sites. However, the tests that are available in the practice and operational sites are different. Tests administered in the TA Training Site are for practice whereas the tests provided in the TA Interface are operational and students' scores will be official.

- **Practice Sites**
 - **TA Interface Practice and Training Site:** Allows TAs to practice administering tests
 - **Student Interface Practice and Training Site (Training Tests):** Allows students to practice taking tests online and using test tools
- **Operational Testing Sites**
 - **TA Interface:** Allows TAs to administer operational tests
 - **Student Testing Site:** Allows students to take operational tests

User Roles and System Requirements

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

- TAs can use any supported web browser to access either the TA Interface Practice and Training Site or the TA Interface.
- Students, TAs, and parents can use a supported web browser or the secure browser to access the Student Interface Practice and Training Site (Training Tests) as guests. Students can also sign in to a practice test session created by a TA.
- Students must use the secure browser to access the Student Testing Site.

For information about supported operating systems and browsers, see the [Technology Guidance](#) on the DeSSA Portal at. For information about user roles and system access, see the User Roles and Access to DeSSA Applications document or TIDE User Guide.

General Rules of Online Testing

This section describes the rules for administering online tests.

Accommodation Rules

Students' test settings and accommodations must be checked prior to starting a test session.

Students should not begin testing until they are assigned the correct accommodations. The DA/DAM/SA may have to update some accommodations in the Test Information and Distribution Engine (TIDE).

Navigation Rules

- Students cannot skip test items.
- Students must answer all test items on a page or in a group before going to the next page. Some pages contain multiple test items.
- Students may mark items for review and use the **Questions** drop-down list to easily return to those items, provided that the test has not been paused for more than 20 minutes.
- Students may review past items and change their answers only if the test has not been paused for more than 20 minutes.
- Students must submit the test after they finish answering all questions and have reviewed their answers.

Pause Rules

TAs and students can pause a test in order to temporarily log the student out of the test session. Students cannot review or modify answered questions after their test pauses for more than 20 minutes, even if they marked questions for review. The only exceptions to this rule are if a student pauses the test before answering all the questions on the current page or if an appeal is submitted in TIDE.

These pause rules apply regardless of whether the student or the TA pauses the test or a technical issue logs the student out.

Test Timeout Rules

A warning message displays after 20 minutes of test inactivity. Students who do not click **OK** within 30 seconds after this message appears are logged out. This timeout automatically pauses the test.

Segmented Test Rules

Some tests have multiple segments. Segmented tests may require TAs to approve students' entry into subsequent segments. For Math, segmented tests may be available to separate the non-calculator allowed items and calculator allowed items. For ELA, the segmented tests may

be available to separate the non- dictionary allowed item and dictionary allowed items. Students may or may not be able to review their answers in previous segments after starting the next segment, depending on the test.

The following tests have segments:

- Grades 3–8 ELA IAB Performance Task
- Grades 3–8 ELA ICA Performance Task
- Grades 6 – 8 Math IAB
- Grades 6 –8 Math ICA
- Grades 3–8 ELA Summative Performance Task
- Grades 3–5 Math Summative Performance Task
- Grades 6–8 Math Summative

Test Opportunity Expiration Rules

The word *opportunities* in this context refers to the number of times a student can take a test within a range of dates. Depending on the type of test, students may have one opportunity or multiple opportunities. A student’s test opportunity remains active until the student submits the test or until the opportunity expires. Once a test opportunity expires, the student cannot complete or review the test. Students must complete their test opportunities by the last day of the testing window or within a certain number of days after starting the test, whichever comes first.

- **DeSSA Summative ELA and Mathematics CAT and Performance Task tests:** Students must complete their test opportunity within 10 days of the start date.
- **DeSSA ICA and IAB ELA and Mathematics tests (all):** Students must complete their test opportunity within 45 calendar days of the start date.

Section III. Accessing the Test Administration Sites

This section describes how to access the TA sites.

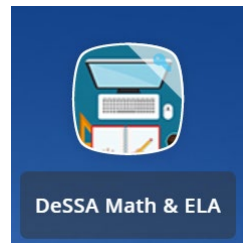
- To access the TA sites:
- Access the DDOE EdAccess or LEA Classlink Single Sign-On login page at <https://launchpad.classlink.com/ddoe>. Use your regular EDAccess or LEA Classlink Single Sign-On ID and password to log in.

Figure 1. DDOE EdAccess Login Page



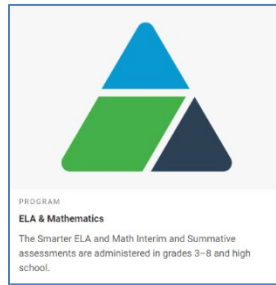
- After you have successfully logged in to EdAccess or LEA Classlink you will see a list of applications available to you.
 - Click the **DeSSA Math & ELA** icon. You will be directed to the DeSSA Portal.

Figure 2. DeSSA Math & ELA Icon



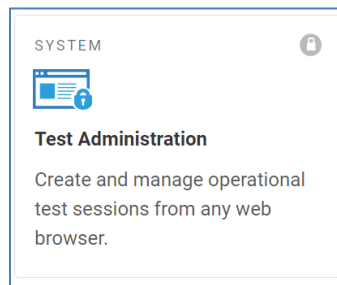
-
- Click the **ELA & Mathematics** user card. You will be directed to the selected “Welcome” page, which includes links to the available DeSSA applications.

Figure 3. DeSSA Portal ELA & Mathematic Card



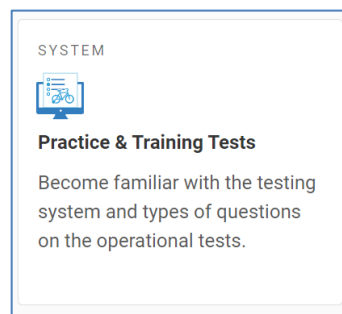
- The selected assessment page includes links to the available DeSSA applications.
- To access the TA Interface, select the **Test Administration** button.

Figure 4. Test Administration Card




- To access the TA Interface Practice and Training Site, select the **Practice & Training Tests** button and then select **TA Interface Practice and Training Site**.

Figure 5. Practice & Training Tests




About Usernames and Passwords: Your username is the email address associated with your account in EdAccess or LEA Classlink Single Sign-On. If you are unable to log in, contact your local District/Charter Information Security Officer.

 **Note:** For information about logging out of the TA Site, see the section [Logging Out of the TA Site](#).

Section IV. Overview of the Test Administration Sites

This section describes the test administration sites for TAs. Throughout the rest of this user guide, “TA Site” refers to both the TA Interface and TA Interface Practice and Training Site.

1. TAs must use the TA Interface to administer the operational assessments.
2. TAs must use the TA Training Site to administer the practice and training tests.

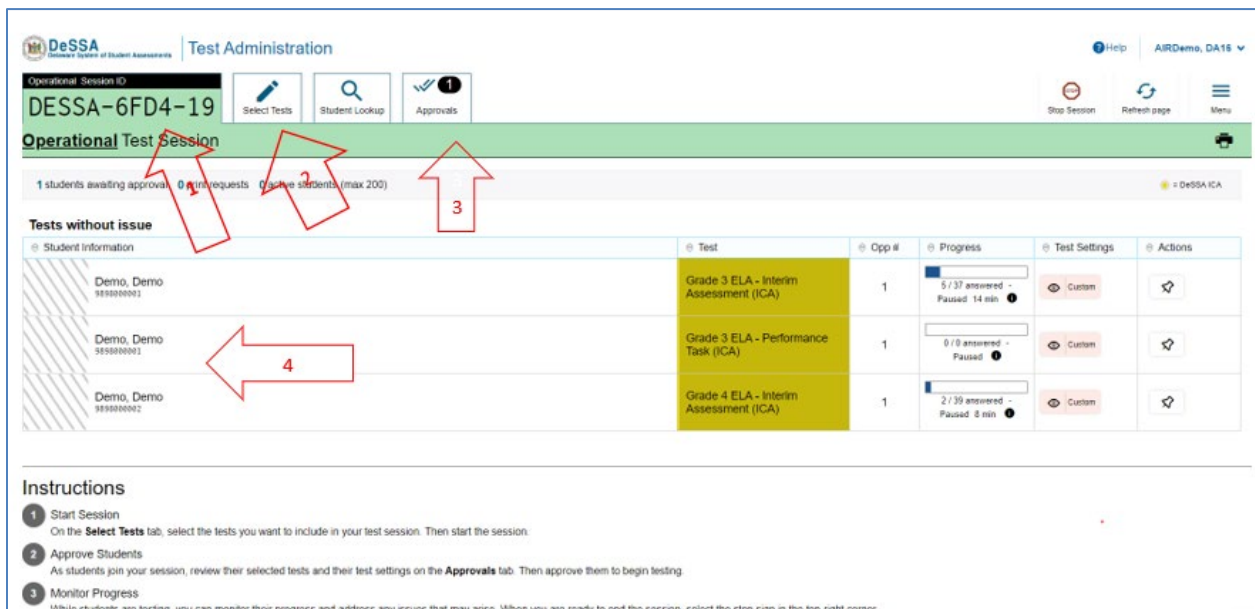


Warning: Do not use the TA Interface for practice. To familiarize yourself with administering tests, use the TA Interface Practice and Training Site. Both TA sites have the same functionality, but the available tests are different. Tests provided in the TA Interface are operational and students’ scores will be official.

TA Site Layout

[Figure 6](#) displays the layout of the TA Site during an active test session.

Figure 6. TA Site Layout




Essential features in the TA Site:

- **Session ID** [1]
- **Select Tests** button [2]
- **Approvals** button [3]
- **Students in Your Test Session** table [4]

[Table 2](#) provides an overview of the major features available in the TA Site.

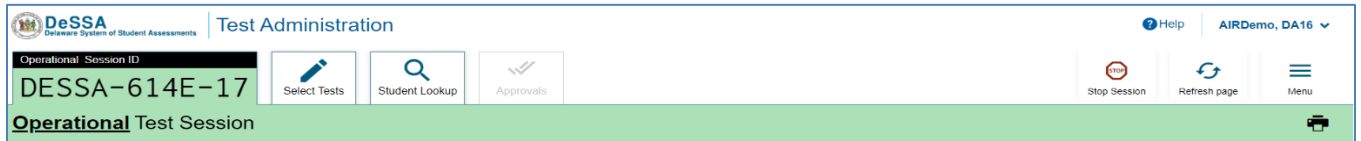
Table 2. TA Site Features

Feature	Description
Student Lookup button	Searches for student information. See the section Looking Up Students .
Approved Requests button	Displays a list of print requests you approved during the current session. See the section Viewing Approved Print Requests .
Print Session button	Prints your screen. See the section Printing Session Information . <i>Federal law (FERPA) prohibits the release of any student's personally identifiable information. Any printouts containing student information must be securely stored and then destroyed when no longer needed.</i>
Help Guide button	Displays the online version of this user guide.
Log Out button	Logs you out of the TA Site. See the section Stopping a Test Session and Logging Out .
Alerts button	Displays alert messages from the Delaware Department of Education. See the section Alert Messages.
Stop Session button*	Ends the test session. See the section Stopping a Test Session and Logging Out .
Session ID *	Displays the unique ID generated for the test session.
Select Tests button	Opens the Test Selection window. See the section Starting a Test Session .
Approvals button*	Opens the Approvals and Student Test Settings window. See the section Approving Students for Testing .
Refresh  button*	Updates the on-screen information.
Students in Your Test Session table**	Displays the testing progress for students in your test session. See the section Monitoring Students' Testing Progress .
*Feature appears after you start a test session.	
**Feature appears after you approve students for testing.	

TA Site Features


This section provides instructions for using the features available in the banner at the top of the TA Site (see [Figure 7](#)).

Figure 7. TA Site Banner



Looking Up Students

You can use the student lookup feature 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.

	<p>Warning: You must ensure that a student’s demographic information is correct before testing begins. If a student’s information is not correct, that student should not begin testing.</p>
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To perform a quick search:

- In the banner, click **Student Lookup**.
- Enter a student’s full SSID and click **Submit SSID**. Search results appear below the search field (see [Figure 8](#)).

Figure 8. Student Lookup: Quick Search

Quick Search | **Advanced Search** X

Enter the student's full Student ID (SSID) and click [Submit SSID] to search for that student's record. A record displays the student's name, birth date, grade, and school/district information. Searches by partial SSID are not permitted.

Note: This Student Lookup feature allows you to verify student information for login purposes only. It does not indicate whether a student is eligible to test. To verify student eligibility for a specific online assessment, please check TIDE.

SSID :

Quick Search Results

- First Name: Demo
- Last Name: Demo
- SSID: 9898000001
- Grade: 03
- Date of Birth: 12122000
- Gender: F
- School: DCAS Demo School A
- District: DCAS Demo District
- LEP: NA
- Name: NA
- Ethnicity: NA

To perform an advanced search:


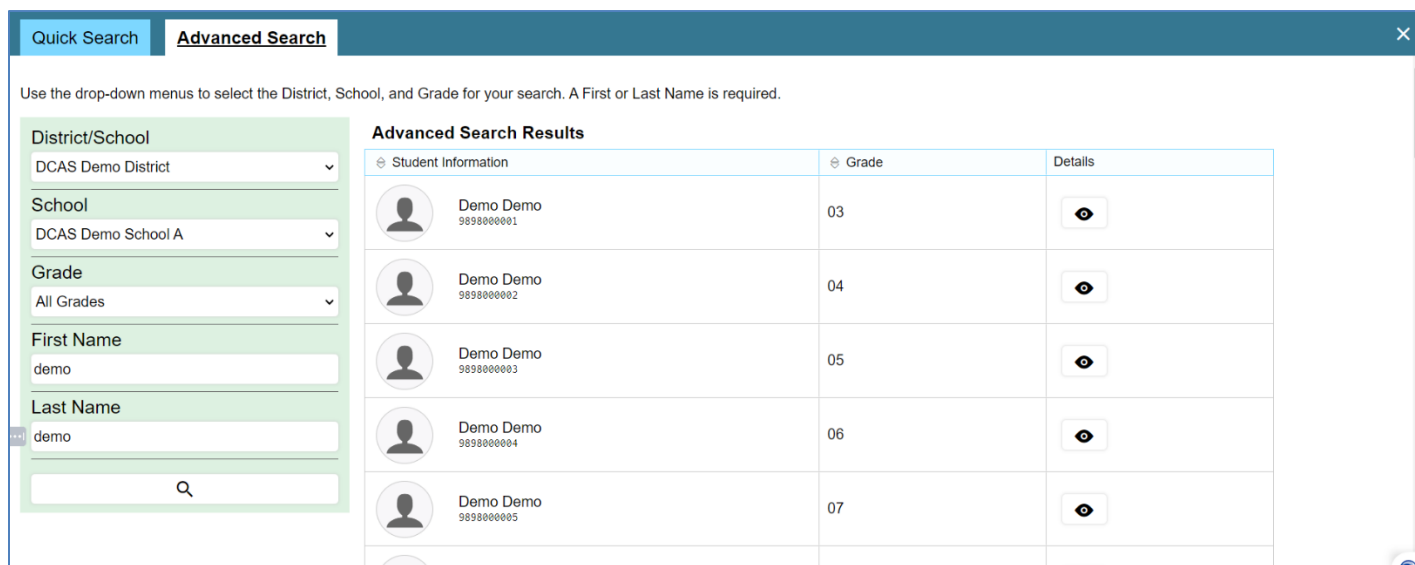
- Click **Student Lookup > Advanced Search**.
- Select the appropriate district and school from the drop-down lists.
- Select the appropriate grade.
- *Optional:* Enter a student’s exact first or last name. Partial names are not allowed.
- Click **Search**. Search results appear below the search fields (see [Figure 9](#)).
- To view a student’s information, click [] in the Details column.


Figure 9. Student Lookup: Advanced Search




Approve Students’ Print Requests

Students using the print-on-request tool can request printouts of test passages and questions. You must review and approve these print requests. When students send print requests, a notification appears in the **Tests With Potential Issues** table.

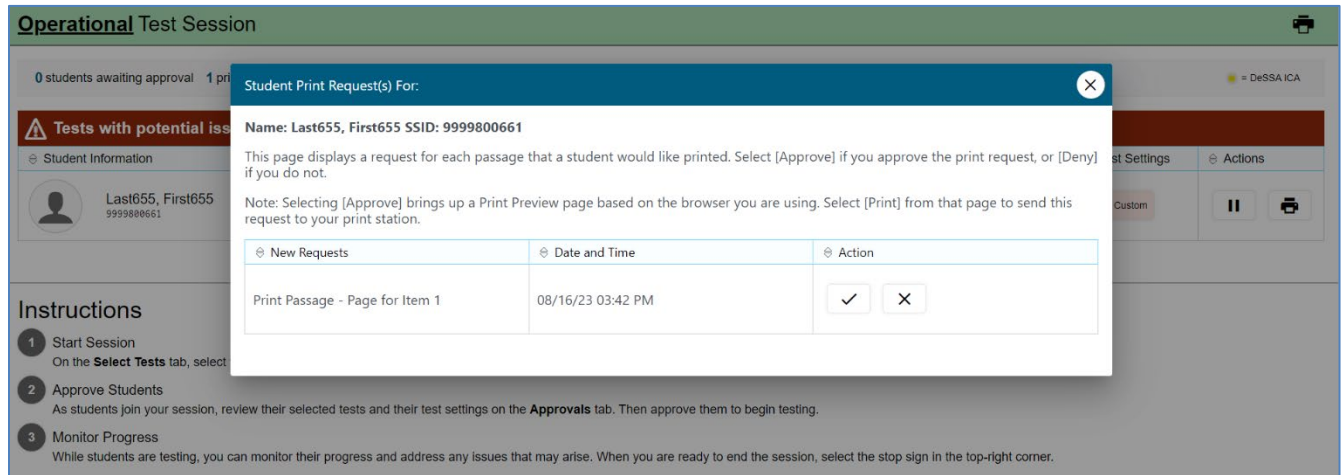
You can also view a [list of every print request](#) you approved during the current session.

- To review a print request, click  in the Actions column of the Tests With Potential Issues table for a student. The request notification appears only for students who have sent print requests.
- Review the request in the **Student Print Request** window and do one of the following:

- To approve the request, select . A cover sheet appears in a new browser window or tab.

1.

Figure 10. Print Requests Window




Printing Session Information

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


To print a snapshot of the page:

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

	<p>Policy Note: Federal law prohibits the release of students' personally identifiable information. All printouts must be securely stored and then destroyed when no longer needed.</p>
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Section V. Administering Online Tests

This section contains information on how to start a test session, add tests to the session, verify students’ test settings, approve students for testing, and monitor their progress.

	<p>Policy Reminder: This document does not provide information on test administration policies, including on how to prepare for online assessments. For policy information, refer to the specific DeSSA Assessment Online or Paper-and-Pencil Test Administration Manual and the DeSSA Test Security Manual, both of which are available on the DeSSA Portal.</p>
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The basic workflow for administering online tests is as follows:

- The TA selects tests and starts a test session.
- Students sign in and request approval for tests.
- The TA reviews students’ requests and test settings before approves them for testing.
- Students complete and submit their tests.
- The TA stops the test session and logs out.

For information about the testing process from a student’s perspective, see the sections [Signing In to the Student Testing Site](#) and [Overview of the Student Testing Site](#).

Starting a Test Session

When you log in to the TA Site, the **Test Selection** window opens automatically (see [Figure 14](#)). This window allows you to select tests and start the session. Only the tests that you select will be available to students who join your session. You may have only one session open at a time. You cannot reopen closed sessions, but students can resume a test in a new session.

Figure 11. Select Tests Button



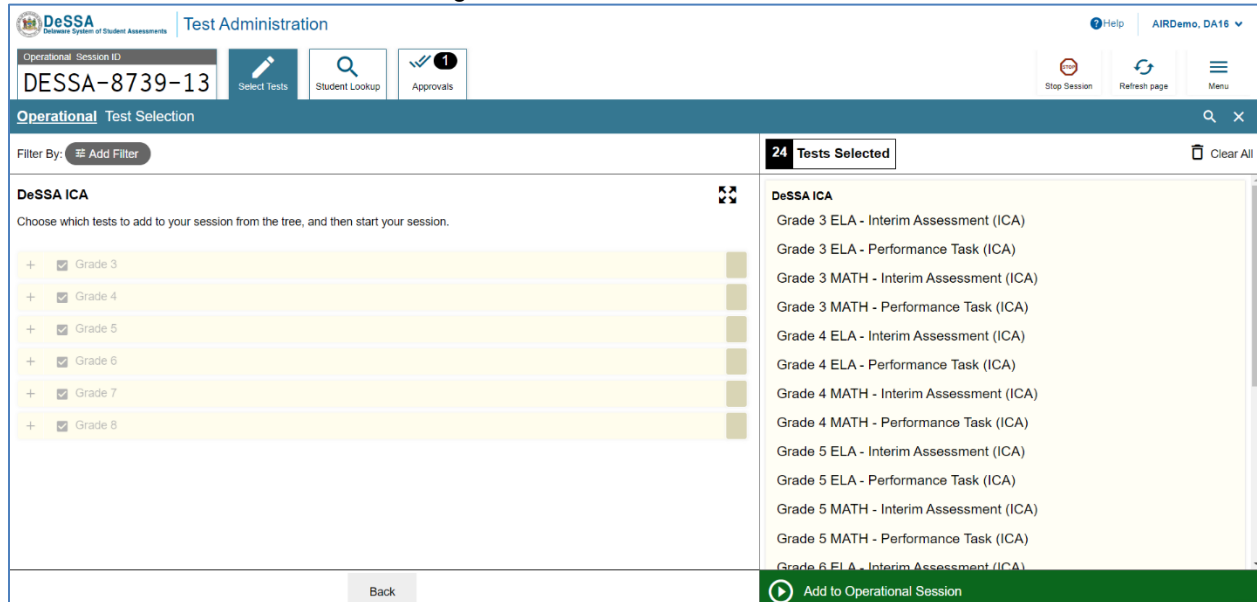
The **Test Selection** window color-codes tests and groups them into various categories.


Test Group	Color
DeSSA Summative	Blue
DeSSA Interim ICAs	Yellow
DeSSA Interim IABs	Green

To create a new test session:

- Log in to the TA Site. The **Test Selection** window (see [Figure 14](#)) opens automatically. If the **Test Selection** window is not open, select **Select Tests** in the upper-right corner of the TA Site.
 - If you already have an active session running, you will need to select **Start a New Session Now** to open the **Test Selection** window.


Figure 12. Test Selection Window



- From the list of color-coded test categories, select the test category from which you wish to include tests. This will display the tests or test groups available for that test category.
- *Optional:* Expand a test subgroup to view the constituent tests. All test groups and subgroups appear collapsed by default and you may have to expand the test group to view individual tests.
 - To expand a test group, select **+** (or **Expand All**).
 - To collapse an expanded test group, select **–** (or **Collapse All**).
 - To expand or collapse all the groups within a test category simultaneously, select .
- To select the tests you wish to administer, do one of the following:

- To select individual tests, mark the checkbox for each test you want to include.

Please note that you should only select the assessments that should be administered in that session. Selecting an entire group of section of assessments will potentially cause students to select the wrong assessment.

To select all the tests in a test group, mark the checkbox for that group. Once selected, tests are displayed under their respective test categories in the right-hand side panel of the **Test Selection** window (see Figure 14). If viewing on a smaller screen, the test selection count is displayed at the bottom of the **Test Selection** window. To expand the selected tests section, select .


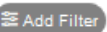
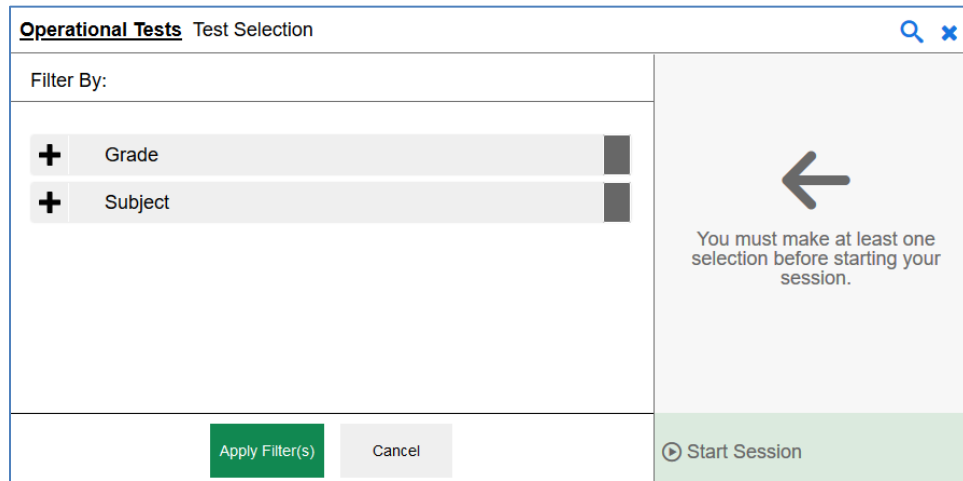
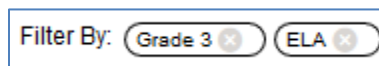
- If a test alert message appears when selecting a test, review the message. Then, select **OK** to close the pop-up window and proceed as necessary. Alert messages may appear when adding summative or high-stakes tests in a session.
- *Optional:* If you need to remove selected tests, do one of the following:
 - To remove an individual test, select  for each test you want to remove.
 - To remove all the selected tests, select **Clear All**.
- To add tests from a different test category, do the following:
 - a. Select **Back** at the bottom of the **Test Selection** window to return to the test categories view.
 - b. Repeat steps [2](#)–[6](#) to select the necessary tests.
- *Optional:* When adding tests to your session, you may filter available tests based on the grade level and subject associated with the tests. To filter tests:
 - c. Select . The filter panel appears.

Figure 13. Test Selection Window: Filter Panel



- d. Expand the available filter categories and check the necessary grades and subjects that you wish to filter by. The selected filters are listed on top (see Figure 16).

Figure 14. Filter Selections






- You can remove a selected filter by selecting  for the applicable filter.
- e. Select **Apply Filter(s)** to apply your selected filters. The test list updates to display the tests that match your filter criteria.
- *Optional:* You can also search for specific tests by their labels. To search for a test:
 - f. Select  in the upper-right corner to bring up the search panel (see Figure 17).

Figure 15. Test Selection Window: Search Panel





- g. In the *Search Term* field, enter the full or partial test label and select **Go**. The tests matching the entered label will be displayed. Note, the search term must be at least three characters long.
- h. To close the search panel, select **Close** at the bottom of the panel.
- 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. The button becomes active after you have selected a test.
- The Session ID appears on the TA Site Provide the Session ID to your students.

	<p>Note: Write down the Session ID in case you accidentally close the browser window and need to return to the active test session. You may have only one session open at a time. You cannot reopen closed sessions, but students can resume a test opportunity in a new session.</p>
---	--

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.

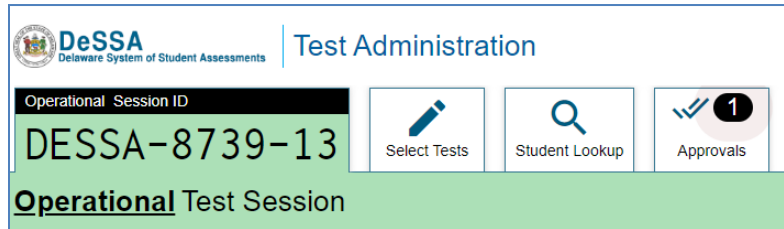
1. In the upper-right corner of the TA Site, click **Select Tests**. The Test Selection window opens to the page that you last viewed and shows the tests that are currently active in the session.
2. In the Test Selection window, mark the checkbox for the required test and click Add to Session in the lower-left corner. Tests that are already active in the session or that cannot be added to the session are grayed out. In the confirmation message that appears, click **Yes**.
3. *Optional:* To remove a selected test before starting a session:
 - a. To remove an individual test, select  for each test you want to remove. The button is only displayed for tests that are not yet active in the session.
 - b. To remove all the selected tests, select Clear All. All selected tests that are not yet active will be removed.

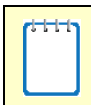
	<p>Note: You cannot remove tests from an active session.</p>
---	---

Approving Students for Testing

After students sign in and select tests, **you must verify that students have selected the correct assessment. Please review and validate their settings and accommodations before approving them for testing.** When students are awaiting approval, the **Approvals** button next to the Session ID becomes active and shows you how many students are awaiting approval (see [Figure 18](#)).

Figure 16. Students Awaiting Approval



 **Note:** You must verify that the students have selected the correct assessment. Please review and validate their settings and accommodations are correct before approving them for testing.

If a test contains segments that require TA approval, you must also follow this procedure when approving students' entry to test segments.

To approve students for testing:


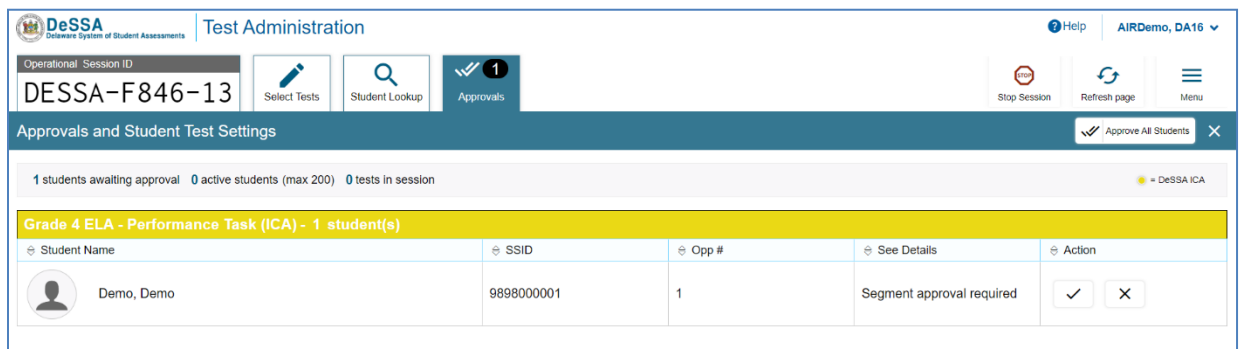

1. Click **Approvals** next to the Session ID. The **Approvals and Student Test Settings** window appears displaying a list of students grouped by test (and test segment, if applicable). Note, the **Approvals** button becomes active when students are awaiting approval and shows you how many students are awaiting approval. The **Approvals** notification updates regularly, but you can also select  in the upper-right corner to update it manually.

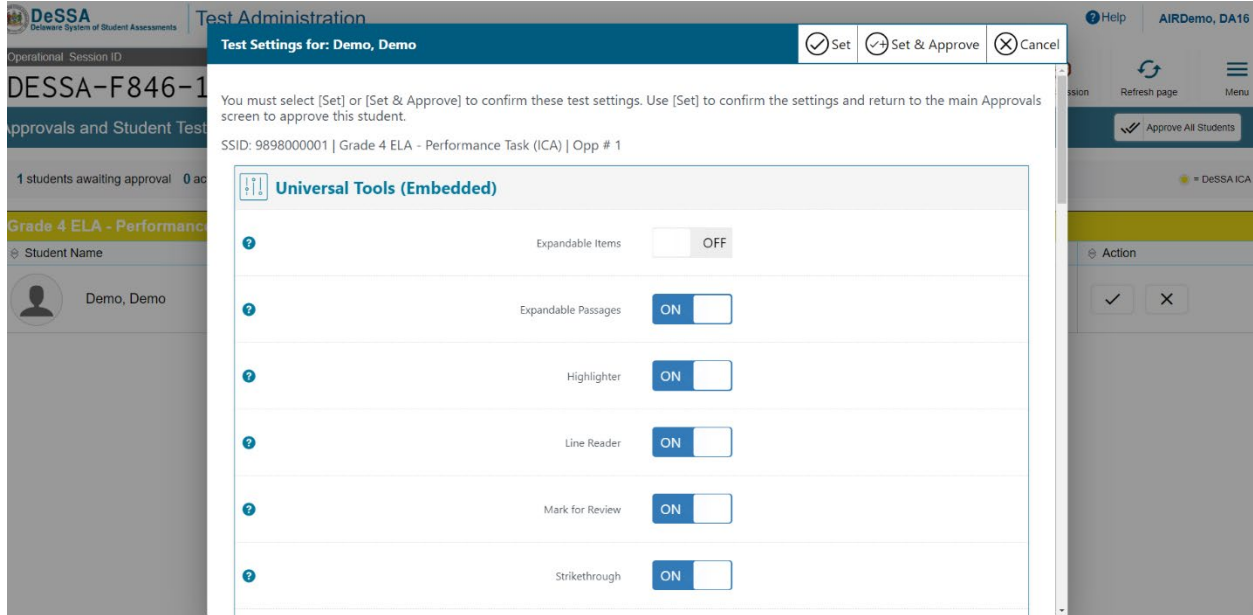
Figure 17. Approvals and Student Test Settings Window




2. To check a student's test settings and accommodations, click [] for that student. The **Test Settings** window appears (see Figure 20) displaying the student's test settings grouped

by their area of need. Icons next to each setting indicate whether it is a universal tool (🧠), designated support (👤), or accommodation (🛠️).

Figure 18. Test Settings Window for a Selected Student




- a. If any settings are incorrect, update them as required. Students should not begin testing until their settings are correct. Editable settings may be updated in this window, while read-only settings must be updated in TIDE.





Alert: When approving students for testing, you may update the editable settings in this window, rather than in TIDE. You must update the read-only settings in TIDE.

- b. Do one of the following:
 - To confirm the settings, click **Set**. You must still approve the student for testing (see step [f](#)).
 - To confirm the settings and approve the student, click **Set & Approve**. Students can start testing once you approve them.
 - To return to the **Approvals and Student Test Settings** window without confirming settings, click **Cancel**.
3. Repeat step [b](#) for each student in the **Approvals and Student Test Settings** list.



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

4. If you need to deny a student access to testing, do the following (otherwise skip to step [5](#)).
 - a. Select  for that student.
 - b. *Optional:* In the window that appears, enter a brief reason for denying the student.
 - c. Select **Deny**. The student receives a message explaining the reason for the denial and is logged out. The student 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, select  for each student.
 - b. To approve all students for a given test or segment, select **Approve All Students** for that test or segment.

Monitoring Students' Testing Progress

After you approve students for testing, the **Students in Your Test Session** table appears (see [Figure 6](#)). This table displays the testing progress for each student logged in to your session. [Table 3](#) describes the columns in this table. To sort the table by a given column, click that column header.

You can monitor the testing progress for each student logged in to your session from the table(s) displayed on the TA Site.

At the start of the test, all the students in the session are listed in the Students in Your Test Session table. If the Online Test Delivery System detects that a student requires assistance, such as a student has a pending print request, or a student's test has been paused due to an environment security breach or due to the launch of a forbidden application, the **Tests with potential issues** table appears at the top listing the students who need intervention.




The table(s) refresh at regular intervals, but you can also refresh the table(s) manually by selecting  in the upper-right corner of the TA Site. You can also sort the tables by a given column by selecting  in that column's header.

Figure 19: TA Test Progress Monitoring Page



Test Administration

Help | AIRDemo, DA16

Operational Session ID: **DESSA-F846-13**

Select Tests

Student Lookup

Approvals

Stop Session


Refresh page

Menu

Operational Test Session

0 students awaiting approval | 0 print requests | 1 active students (max 200)

Tests without issue

Student Information	Test	Opp #	Progress	Test Settings	Actions
<div style="display: flex; align-items: center;">  <div> <p>Demo, Demo</p> <p>9898000001</p> </div> </div>	Grade 4 ELA - Performance Task (ICA)	1	<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 10px; background-color: #0070c0; margin-right: 5px;"></div> <div> <p>1 / 2 answered - Approved</p> </div> </div>	<div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f1c40f;">Custom</div>	<div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">★</div> <div style="border: 1px solid #ccc; padding: 2px 5px;"> </div> </div>

Instructions

- 1

Start Session

On the **Select Tests** tab, select the tests you want to include in your test session. Then start the session.
- 2

Approve Students

As students join your session, review their selected tests and their test settings on the **Approvals** tab. Then approve them to begin testing.
- 3

Monitor Progress

While students are testing, you can monitor their progress and address any issues that may arise. When you are ready to end the session, select the stop sign in the top-right corner.

Table 3. Columns in the Students in Your Test Session Table






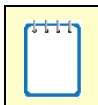

Column	Description
Student Name	Displays the last and first name of the student in the session.
SSID	Displays the SSID associated with the student.
Opp #	Indicates the opportunity number for the student's selected test.
Test	Displays the name of the test that the student selected.
Progress	<p>Indicates the student's test progress. It may display how many questions the student has answered out of the total number of test questions or display a progress bar to indicate how far the student has progressed in the test.</p> <p>The progress bar indicates the percentage of questions the students have answered out of the total number of questions, the percentage of questions the student has answered or viewed out of the total number of questions, or the percentage of questions the student has answered and the percentage of questions the student has viewed out of the total number of questions.</p>
Test Status	<p>Current status for each student in the session. For more information about the statuses in this column.</p> <p>If the Online Test Delivery System detects that a student may be experiencing technical difficulties or requires assistance, such as the student may be experiencing connection issues, has a pending print request, or has paused his test, a more info icon () is displayed in this column for the student. When you hover over the icon, a message is displayed providing details about the issue.</p>
Test Settings	<p>Displays one of the following:</p> <ul style="list-style-type: none"> • Standard: Default test settings are applied for this test opportunity. • Custom: One or more of the student's test settings or accommodations differs from the default settings. <p>To view the student's settings for the current test opportunity, click [].</p>
Actions	<p>Allows you to perform any available actions for an individual student's test.</p> <p>The  button in this column allows you to pause the student's test. If a student pauses his test, a more info icon () is displayed in the Test Status column that provides information about how the test became paused. However, the more info icon is not displayed when the TA pauses a student's test.</p> <p>A  button appears in this column when the student requests a printout of test material.</p>

Table 4 describes the codes in the Student Status column of the **Students in Your Test Session** table.

Table 4. Student Testing Statuses

Status	Description
Approved	You approved the student, but the student did not yet start or resume the test.
Started	Student started the test and is actively testing.
Review	Student visited all questions and is currently reviewing answers before completing the test.
Completed	Student submitted the test. The student can take no additional action at this point.
Submitted	Test was submitted for quality assurance review and validation.
Reported	Test passed quality assurance and is undergoing further processing.
Paused*	Student's test is paused. The time listed indicates how long the test has been paused.
Expired*	Test was not completed by the end of the testing window, and the opportunity expired.
Pending*	Student is awaiting approval for a new test opportunity.
Suspended*	Student is awaiting approval to resume a test opportunity.
*Appears when the student is not actively testing. The student's row grays out in such cases.	




Note: The **Students in Your Test Session** table refreshes at regular intervals, but you can also refresh it manually by clicking  in the upper-right corner.

Pausing a Student's Test

You can pause a student's test via the Pause Test column in the **Students in Your Test Session** table (see [Figure 6](#)). As a reminder, please make sure that your students check their work before pausing the assessment. After 20 minutes, the student will not be able to access previously answered questions. For information about pause rules, see the section [Pause Rules](#).

To pause a test:

1. In the Actions column of the table(s) for monitoring students' test progress, select  for the student whose test you wish to pause.
2. Select Yes to confirm. The Online Testing System logs the student out.

How to Approve a Student’s Print Request

Students using the print-on-request tool can request printouts of test passages and questions. You must view and approve these print requests. When students send print requests, the request notification appears in the **Tests with potential issues** table.

To complete a print request:


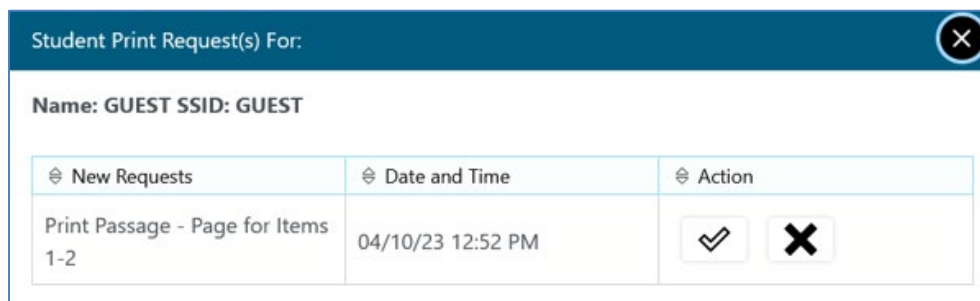
1. Select  in the Actions column of the Tests with potential issues table for a student. The request notification appears for students who have sent print requests.

Figure 20. Print Request Notification



Student Print Request(s) For: ✕		
Name: GUEST SSID: GUEST		
☺ New Requests	☺ Date and Time	☺ Action
Print Passage - Page for Items 1-2	04/10/23 12:52 PM	<input checked="" type="checkbox"/> <input type="checkbox"/>



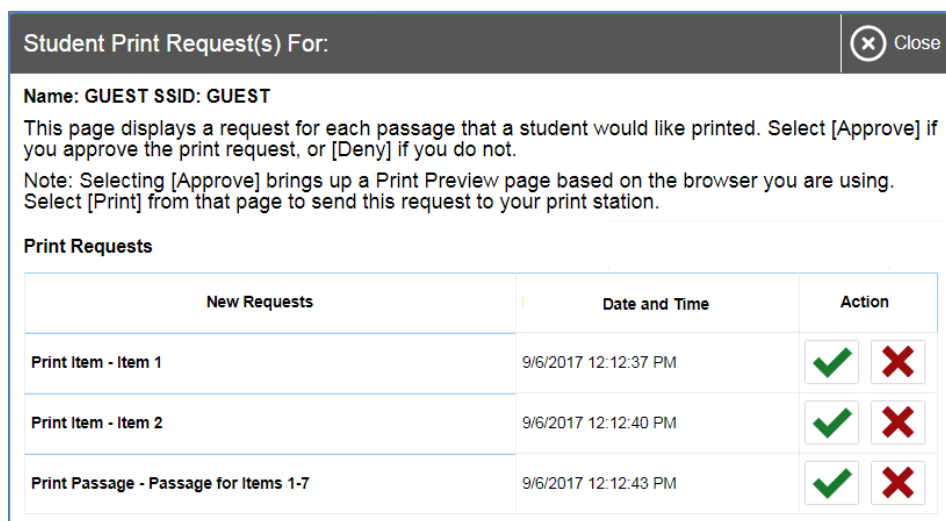
2. Review the request in the **Student Print Request** window and do one of the following:
 - a. To approve the request, select . A cover sheet appears in a new browser window.
 - b. To deny the request, select . In the window that appears, enter a brief reason for denying the request and select **Deny**. Do not proceed to step 3.

Figure 21. Student Print Request Window



Student Print Request(s) For: ✕ Close		
Name: GUEST SSID: 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 Item - Item 1	9/6/2017 12:12:37 PM	<input checked="" type="checkbox"/> <input type="checkbox"/>
Print Item - Item 2	9/6/2017 12:12:40 PM	<input checked="" type="checkbox"/> <input type="checkbox"/>
Print Passage - Passage for Items 1-7	9/6/2017 12:12:43 PM	<input checked="" type="checkbox"/> <input type="checkbox"/>

3. In the window displaying the cover sheet, select **Print** to open the printer dialog box.
4. Select **OK** to print the requested test element

Enabling Screensaver Mode

Since the student test progress tables in the TA Site often contain sensitive student information, such as student IDs, the TA Site consists of an in-built screensaver to hide the data from view. If the screensaver mode is auto-enabled, the screensaver will automatically turn on if you are not active in the TA Site for 5 minutes. If the screensaver mode is not auto-enabled, it is strongly recommended that you manually turn on the screensaver mode when stepping away from your device.


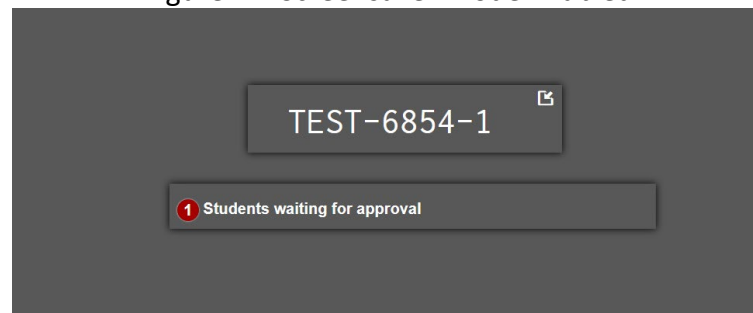

1. To turn on screensaver mode, select  in the upper-right corner of the Session ID (see [Figure 24](#)). A masking screen appears over the TA Site (see [Figure 24](#)). The screensaver displays the Session ID and the timer, if applicable. It also displays notifications if students are awaiting approval, there are pending print requests, or if students require other interventions.

Figure 22. Screensaver Mode Enabled



2. To turn off the screensaver mode, select  in the upper-right corner of the Session ID on the screensaver window. The button is only displayed if the screensaver mode is not set to auto-disable upon activity. If the screensaver mode is set to auto-disable upon activity, the screensaver will automatically turn off if any mouse or keyboard activity is detected. It will also turn off automatically if the test session times out due to TA or student inactivity or once the allotted time expires for a timed test.


Stopping a Test Session and Logging Out

This section explains how to stop a test session and log out of the TA Site.

Stopping a Test Session

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

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

	<p>Warning: The Online Test Delivery System automatically logs you out after 20 minutes of both user and student inactivity in the session. This action automatically stops the test session. Please make sure that students review their work before pausing.</p>
---	---

To stop a test session


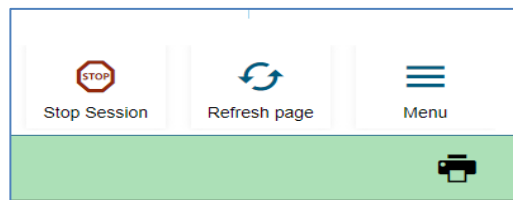

1. In the upper-right corner, click  (see [Figure 18](#)). A confirmation message appears.
2. Click **OK**. The test session stops.


Figure 23. Stop Test Session Button



Logging Out of the TA Site

You should log out of the TA Site only after stopping a test session to prevent stopping a test session that is in progress. Please note that navigating away from the TA Site also logs you out. If you need to access another application while administering tests, open it in a separate browser window.

1. Select  in the upper-right corner of the TA Site (see [Figure 1](#)). A warning message appears.
2. In the warning message, select Log Out. The DeSSA portal appears.

	<p>Alert: Navigating away from the TA Site will also log you out. Logging out while a session is in progress stops the session. If you need to access another application while administering tests, open it in a separate browser window. If you log out from another DeSSA system, such as TIDE, you will also log out of the TA Site.</p>
---	---


Accidentally Closing the Browser Window

If you accidentally close the browser window while students are testing, your session remains open until it times out. To return to the test session in the TA Site, you must enter the active Session ID. Please make sure to record the active Session ID if you accidentally get closed out of current test session.

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

Section VI. Signing In to the Student Testing Site

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

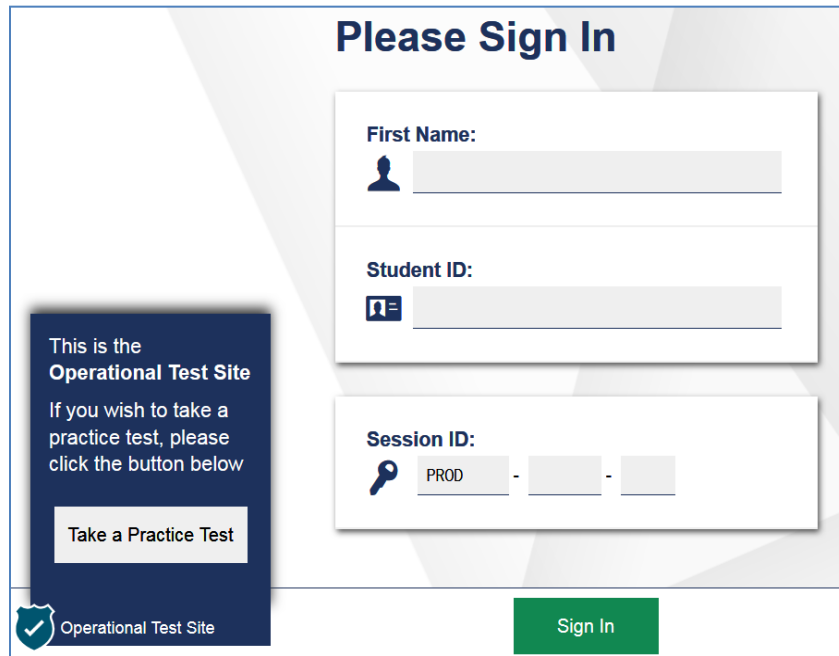
	Note: Students must sign in to the appropriate testing site:
	<ul style="list-style-type: none">• For operational test sessions created in the TA Interface, students sign in to the Student Testing Site on the secure browser. Please make sure students computer has the most recent secure browser loaded on student machine.• For test sessions created in the TA Interface Practice and Training Site, students sign in to the Student Interface Practice and Training Site (Training Tests). Students can access the Student Interface Practice and Training Site (Training Tests) on the DeSSA Portal.• For taking practice tests in non-proctored test sessions, students can sign in to guest sessions in the Student Interface Practice and Training Site. <p>For information about the secure browser, refer to Appendix A: About the Secure Browser</p>


Step 1: Signing Students In


To sign students in to a test session:

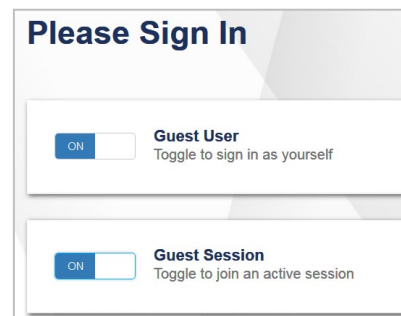
1. Launch the secure browser on the student's testing device. The **Student Sign-In** page appears (see [Figure 26](#)).
2. Students enter the following information:
 - a. In the First Name field, students enter their first name as it appears in TIDE.
 - b. In the Student ID field, students enter their SSID as it appears in TIDE.
 - c. In the Session ID field, students enter the Session ID as it appears on the TA Site. The first part of the three-part session ID that indicates whether a student is on the Student Testing Site or the Student Training Site is pre-filled.

Figure 24. Student Sign-In Page



 **Note:** If students do not know their exact information as it appears in TIDE, you can retrieve it in the TA Site (see the section [Looking Up Students](#)).

 **Note: About Guest Users and Guest Sessions**
Students can take tests as guest users or in guest sessions in the Student Interface Practice and Training Site.
To take a test as a guest user or in a guest session, verify that the toggles for *Guest User* and *Guest Session* are set to **ON**.
When signing in to the Student Interface Practice and Training Site as a guest user, students are directly taken to the **Your Tests** page instead of the **Is This You?** page.

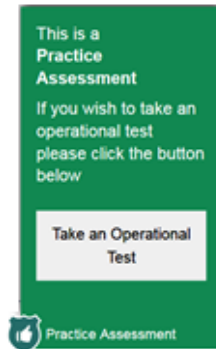


Common Student Sign-in Errors

The Online 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 signed in to the Student Interface Practice and Training Site (Training Tests) cannot access sessions created in the TA Interface. A message displayed in the bottom-left corner of the **Student Sign-In** page indicates which site the student is on. If a student is on the wrong site, the student can select the button included in the message to proceed to the correct site.



- **Student information is not entered correctly:**

Verify that the student correctly entered his or her SSID. If this does not resolve the error, use the Student Lookup tool to verify the student's information. The Student Lookup tool allows you to verify the spelling that appears in the system. *Note: Sometimes the student will enter a variation of his or her first name that is not accepted (e.g., Jon/Jonathan)* See the section [Looking Up Students](#).

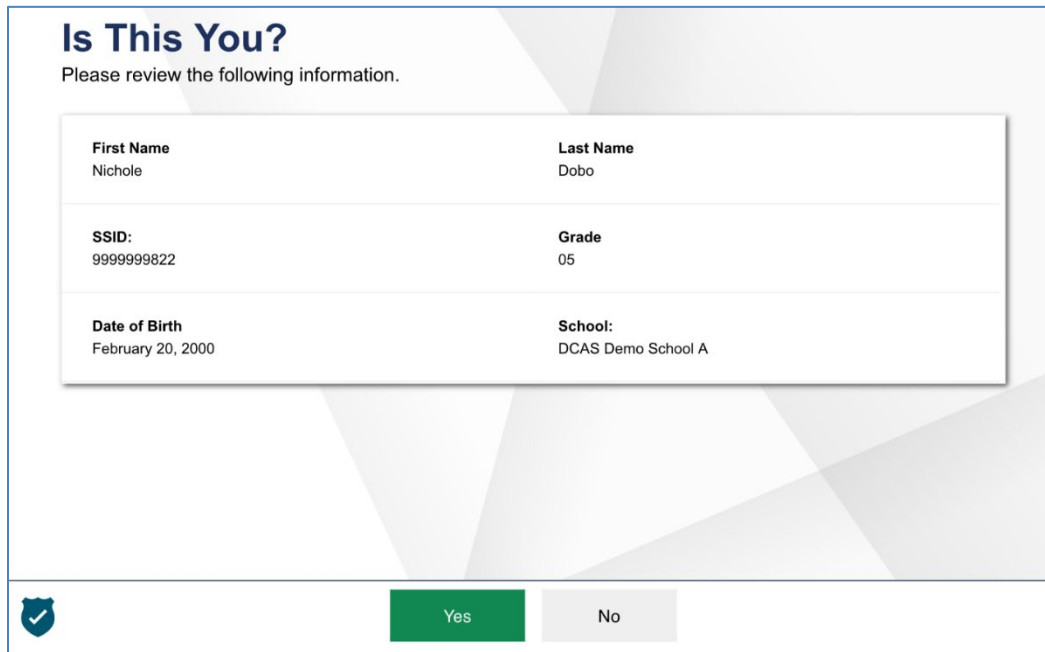
- **Session has expired:**

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 [Starting a Test Session](#).

Step 2: Verifying Student Information


After students sign in, the *Is This You?* page appears (see [Figure 27](#)). On this page, students verify their personal information.

Figure 25. Is This You? Page



Is This You?
Please review the following information.


First Name Nichole	Last Name Dobo
SSID: 9999999822	Grade 05
Date of Birth February 20, 2000	School: DCAS Demo School A



To verify personal information:


1. If all the information is correct, students select **Yes**. The **Your Tests** page appears.
2. If the Student ID, name, or grade are incorrect, the student must not proceed with testing. **The student should select No**. You must notify the appropriate school personnel that the student's information is incorrect.

If the student date of birth is incorrect, you may proceed with testing. Please notify the appropriate school personnel that the date of birth is incorrect and needs to be updated.

	<p>Warning: Incorrect student information such as Student ID, name, grade must be updated before the student begins testing.</p>
---	---

Step 3: Selecting a Test

Students can select their tests from the **Your Tests** page that appears after students verify their personal information. The **Your Tests** page displays all the tests that a student is eligible to take (see [Figure 28](#)). Students can only select tests that are included in the session and still need to be completed.



Note: About the Your Tests Page
When signed in to the Student Interface Practice and Training Site as a guest user, the **Your Tests page** displays a **Grade** drop-down list. After students select their grade level for testing from the **Grade** drop-down list, the relevant tests appear.

Available tests are color-coded and grouped into categories, just like the tests listed in the **Test Selection** window of the TA Site (see Figure 14).

If the student has not started a test opportunity, the button for that test is labeled **Start [Test Name]**. If the student has started and paused a test opportunity, the button for that test is labeled **Resume [Test Name]**.

Figure 26. Your Tests Page

DeSSA Practice Test

<div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #0056b3; display: flex; align-items: center;"> <div style="background-color: #0056b3; color: white; padding: 5px; margin-right: 10px; display: flex; align-items: center; justify-content: center;"> → </div> <div> <p>Start Grade 5 ELA - Practice Performance Task</p> <p><small>This is opportunity 1 of 99</small></p> </div> </div>	<div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #0056b3; display: flex; align-items: center;"> <div style="background-color: #0056b3; color: white; padding: 5px; margin-right: 10px; display: flex; align-items: center; justify-content: center;"> → </div> <div> <p>Start Grade 5 MATH - Practice Performance Task</p> <p><small>This is opportunity 1 of 99</small></p> </div> </div>
<div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #0056b3; display: flex; align-items: center;"> <div style="background-color: #0056b3; color: white; padding: 5px; margin-right: 10px; display: flex; align-items: center; justify-content: center;"> → </div> <div> <p>Start Grade 5 ELA - Practice Test</p> <p><small>This is opportunity 1 of 99</small></p> </div> </div>	<div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #0056b3; display: flex; align-items: center;"> <div style="background-color: #0056b3; color: white; padding: 5px; margin-right: 10px; display: flex; align-items: center; justify-content: center;"> → </div> <div> <p>Start Grade 5 MATH - Practice Test</p> <p><small>This is opportunity 1 of 99</small></p> </div> </div>

DeSSA Training Tests

<div style="background-color: #e6f2e6; padding: 5px; border: 1px solid #0056b3; display: flex; align-items: center;"> <div style="background-color: #0056b3; color: white; padding: 5px; margin-right: 10px; display: flex; align-items: center; justify-content: center;"> → </div> <div> <p>Start Grade 3-5 ELA - Training Test</p> <p><small>This is opportunity 1 of 99</small></p> </div> </div>	<div style="background-color: #e6f2e6; padding: 5px; border: 1px solid #0056b3; display: flex; align-items: center;"> <div style="background-color: #0056b3; color: white; padding: 5px; margin-right: 10px; display: flex; align-items: center; justify-content: center;"> → </div> <div> <p>Start Grade 3-5 MATH - Training Test</p> <p><small>This is opportunity 1 of 99</small></p> </div> </div>
--	---

To select an available test:

- Students select the required test name. The request is sent to the TA for approval, and the **Waiting for Approval** message appears.
- If starting a new test, a student must complete the login process before beginning testing.
- If resuming a paused test, the student will be directly taken to the test page where the student stopped the test based on the applicable pause rules.
- If a student's required test is inactive or not displayed, the student should click Back to Login. You should verify that the test session includes the correct tests and add any additional tests, if necessary.
- Please note that once the TA approves the test, the test content will be displayed to the student in the language specified for the student's test. This includes the instructions on the remaining login pages, the button names, tool names, context menu options, tutorials and even the item/stimuli content where applicable. For example, if the language for a student's Grade 5 mathematics test is set to Spanish, the test content will be displayed in Spanish.

Step 4: Verifying Test Information

After you approve the student for testing, the student should verify the test information and settings on the *Is This Your Test?* page (see [Figure 29](#)). At this point, the student's actual test settings override any settings selected earlier in the sign-in process.

To verify test information:

1. If the settings are correct, students select **Looks Good**.
2. If the settings are incorrect, students select **Back to Login**. After a student's test settings are corrected, the student must sign in and request approval again.

After you correct the student's test settings, the student must sign in and request approval again.

Figure 27. Is This Your Test? Page

Your Test Settings
Review the following test settings. You can change the options, if necessary.

Grade 4 MATH

Supporting Tools for All Students

Color Contrast	Black on White (default)
Global Notes	ON
Highlighter	ON
Line Reader	ON

Looks Good! **Back to Login**

Step 5: Functionality Checks

Depending on the test content and the specified test settings, students may need to verify that their testing device is functioning properly using the **Audio/Video Checks** page.


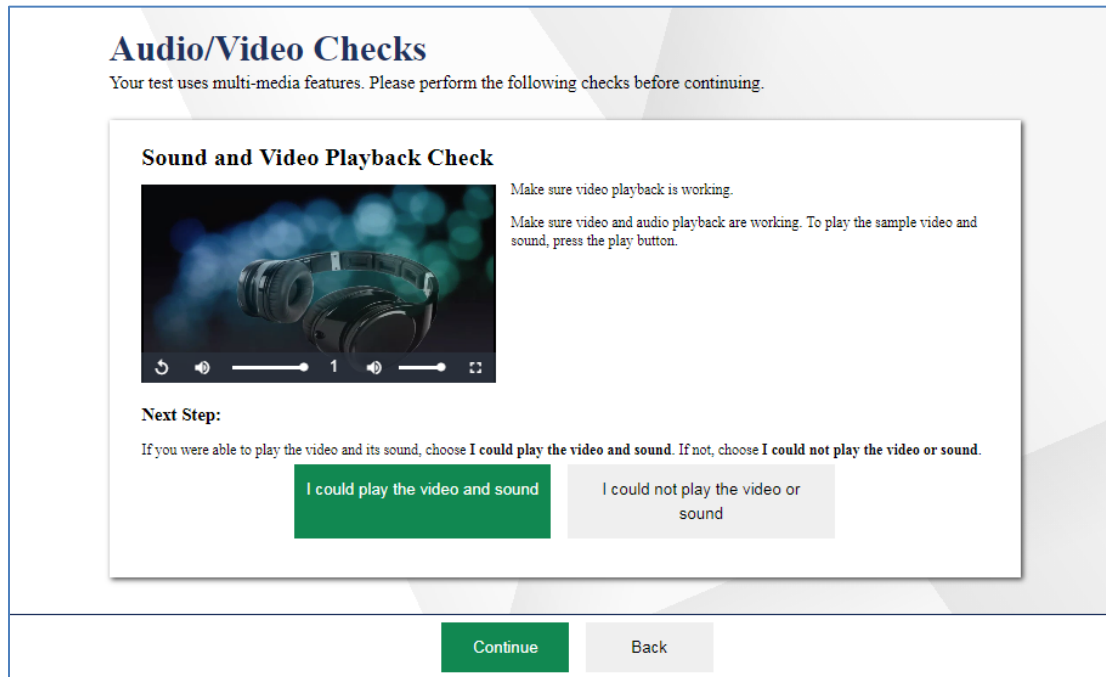
 **Note:** If the test does not require functionality checks, the **Instructions and Help** page appears after students verify their test information.

Figure 28. Audio/Video Checks Page



Each functionality check appears in its own panel.

- To proceed to the **Instructions and Help** page (see [Figure 35](#)), verify each functionality and click **Continue**.

The page may consist of any of the following functionality checks:

[Text-to-Speech Check](#)

[Sound and Video Playback Recording](#) Device Functionality Check

Text-to-Speech Check

The **Text-to-Speech Sound Check** page appears if a student is using the text-to-speech (TTS) setting (see [Figure 31](#)). On this page, students verify that TTS is working properly on their devices. Students can use TTS only within the secure browser or a supported Chrome or Firefox browser.

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

To check TTS functionality:




1. From the **Text-to-Speech Sound Check** panel, students select  and listen to the audio.
 - a. 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.
 - b. If the voice is not clearly audible, students adjust the settings using the sliders and select  to listen to the audio again.

Figure 29. Text-to-Speech Sound Check Page

Text-to-Speech Sound Check

Make sure text-to-speech is working.

 Make sure that audio playback is working. To play sample audio, press the speaker button. If you were able to play the sound, choose **Works!** If not, choose **Doesn't Work** and report it to the proctor.

Sound Settings

Current Voice Pack:

Use the sliders to adjust the available text-to-speech settings.

Volume

Pitch

Rate

Next Step:

If you heard the voice clearly, choose **I heard the voice**. If not, choose **I did not hear the voice**. To continue testing without checking text-to-speech, choose **Skip TTS Check**.

2. If students still cannot hear the voice clearly, they select **I did not hear the voice**. The **Audio Check** panel appears, giving students two options:
 - a) Students can select **Try Again** to return to the Text-to-Speech Sound Check panel and retry.

Figure 30. Audio Check Panel

Audio Check

Make sure your device is not muted, and try adjusting the available text-to-speech settings. If this does not fix the issue, please tell your Test Administrator that text-to-speech is not working on your device.

Next Step:


To check your text-to-speech settings again, choose **Try Again**. If your Test Administrator tells you to log out, choose **Log Out**. To continue testing without checking text-to-speech, choose **Continue**.

- b) Students can select **Continue** to skip verifying the text-to-speech functionality. To continue without testing text-to-speech, students select **Skip TTS Check**.

Sound and Video Playback Recording Device Functionality Check

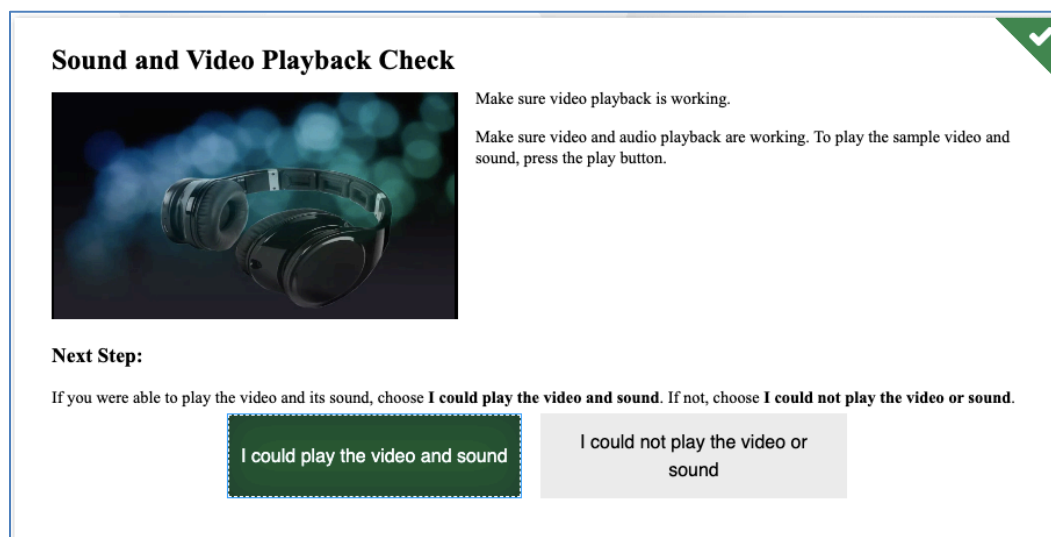
The **Sound and Video Playback Check** panel appears for tests with video content (see Figure 33) On this panel, students verify that they can view the sample video and hear its associated sound.

If the video or 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 and video.

Students select  to play the video and sound.

1. If the video can be played and the sound is clearly audible, students select **I could play the video and sound**. A green check appears at the upper-right corner of the panel and students can proceed to the next functionality check.

Figure 31. Sound and Video Check Panel



2. Students are not able to play the video or hear the sound, students select **I could not play the video or sound** to open the **Video Playback Problem** panel. The **Video Playback Problem** page appears, giving students two options:
 - a. Students can select **Try Again**. This returns them to the **Sound and Video Playback Check** panel.
 - b. Students can select **Log Out**. You should troubleshoot the device and headphones or move the student to another device with working audio and video.

Recording Device Functionality Check

The Recording Device Check was introduced in 2021-2022 for students with the speech-to-text tool enabled. The **Recording Device Check** panel appears for tests with questions that require students to record audio responses. 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.




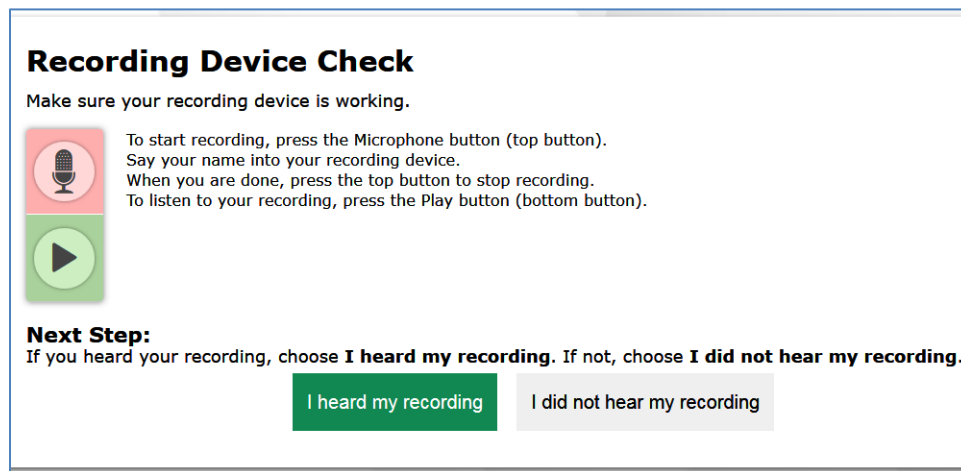
- From the **Recording Device Check** panel, students select  to begin recording their voice.
- Students speak into their recording device, and then select  to stop recording.
- Next, students select  to listen to their recorded audio:

Figure 32. Recording Device Check Panel

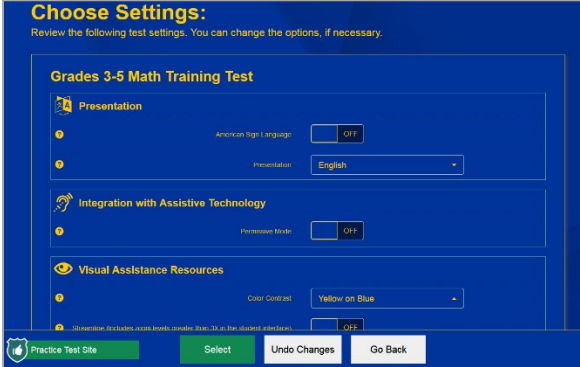


- If the recorded audio is clearly audible, students select **I heard my recording**. A green check appears at the upper-right corner of the panel and students can proceed to the next functionality check.
- If the recorded audio is not clearly audible, they select **I did not hear my recording** to open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

Troubleshooting Audio Issues

- Prior to testing, ensure that audio is enabled on each device and that headsets are functioning correctly. If audio issues occur, do the following:
- Ensure that headphones are plugged in correctly.
- If the headphones have a volume control, ensure that the volume is not muted.
- Ensure that the audio on the device is not muted (often via a control panel or settings window).
- Ensure that the audio on the device is set at an appropriate volume by adjusting the volume slider bar.

Note: When signing in to the Student Interface Practice and Training Site (Training Tests), the **Choose Settings** page allows students to select the test settings they wish to use. When selecting the color of the text and background, mouse-pointer, and print size settings, students can see a live preview of their selected settings.



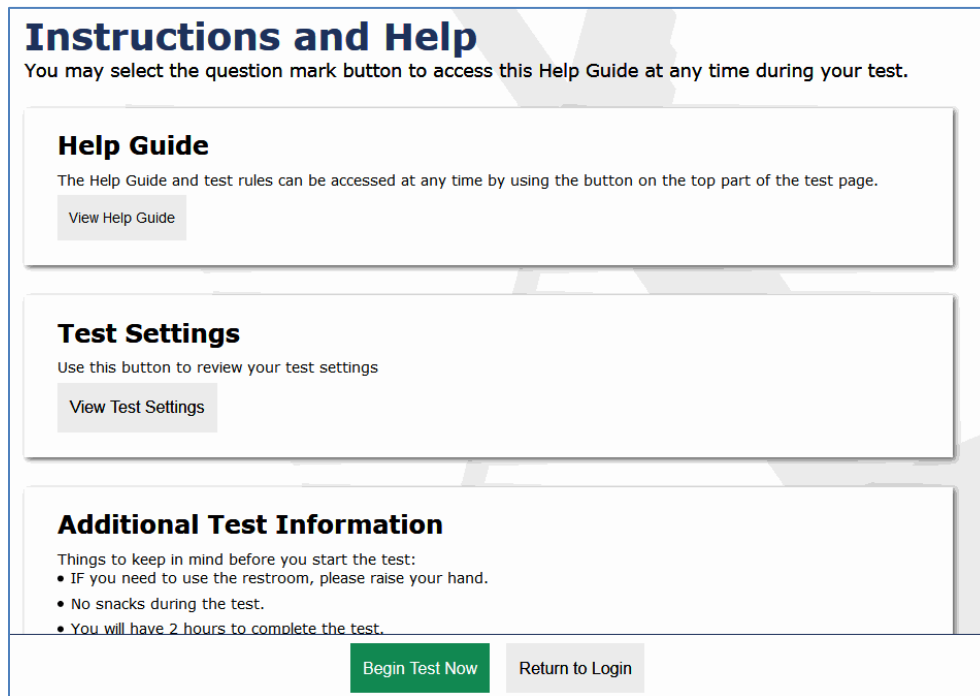
- To proceed with the selected test settings, students click **Select**.
- To reset the settings, students select **Undo Changes**. All settings revert to the original values.

To return to the previous page, students select **Go Back**.

Step 6: Viewing Instructions and Starting the Test

The **Instructions and Help** page is the last step of the sign-in process (see [Figure 35](#)). Students may review this page to understand how to navigate the test and use test tools. Students may also review their test settings from this page

Figure 33. Instructions and Help Page



To proceed and begin the test:

1. *Optional:* To view the help guide to learn how to navigate the site and use the available test tools, students select **View Help Guide**. The **Help Guide** window appears. To close the window, students select **Back**.
2. *Optional:* To review their test settings, students select **View Test Settings**. The **Your Test Settings** window appears, displaying students' test settings. To close the window, students select **OK**.
3. *Optional:* Review any additional test information as applicable. To review information, students select **View Additional Test Information**. The **Additional Test Information** window appears where students can review the instructions. To close the window, students select **Back**.
4. *To start the test, students select **Begin Test Now**.*

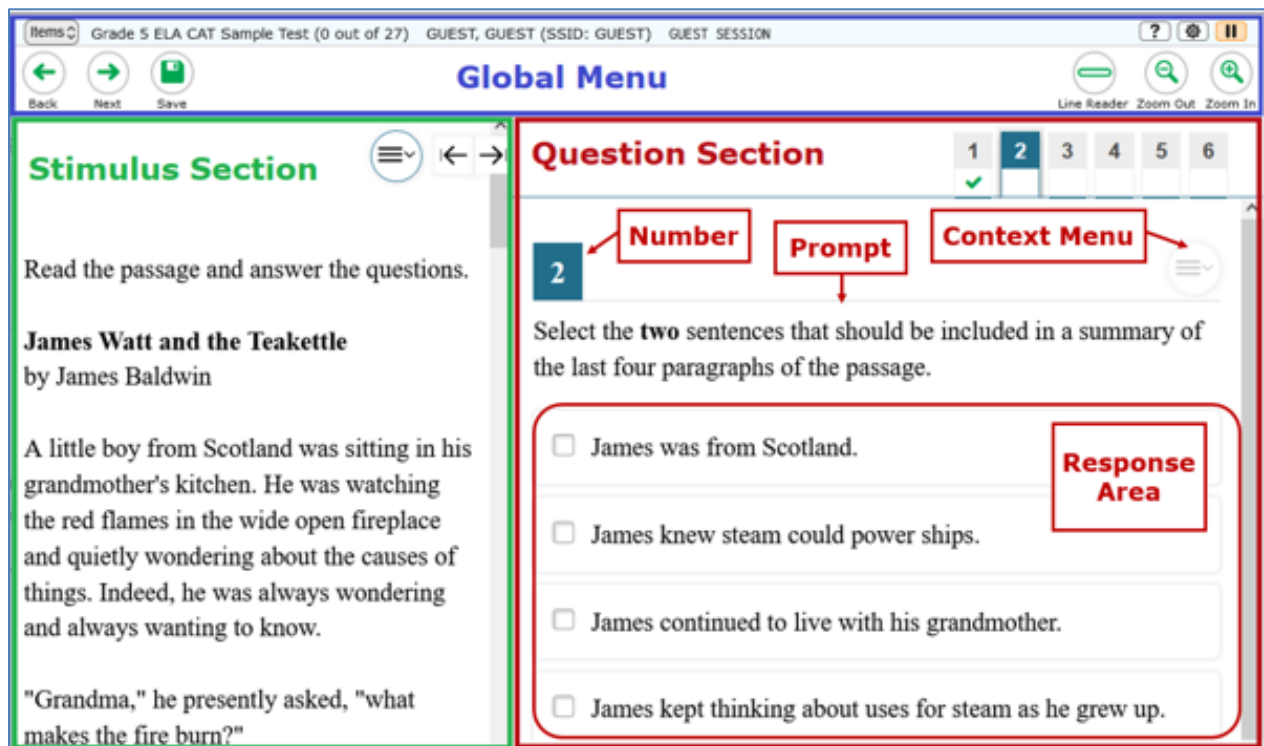
Section VII. Overview of the Student Testing Site

This section describes the layout of the Student Testing Site and the available testing tools.

Test Layout

Figure 36 shows the main sections of the layout for a test page that includes a stimulus. A stimulus is a reading passage or other testing material (such as a video or graphic) that students review in order to answer associated questions.

Figure 34. Test Layout




A test page can include the following sections:

- The *Global Menu* displays the global navigation and tool buttons. The banner above the global menu displays the **items** menu, test information, help button, and system settings button.
- The *Stimulus* section appears only for questions associated with a stimulus. The *Stimulus* section may contain the stimulus content, context menu, and the expand passage button.
- The *Question* section contains one or more test questions (also known as “items”). Each question includes a number, context menu, stem, and response area. Each question also displays the student’s name and the question’s most recent save date.

For more information on using tools in the global and context menus, see the [Using Menus and Tools](#) section.

Test Tools

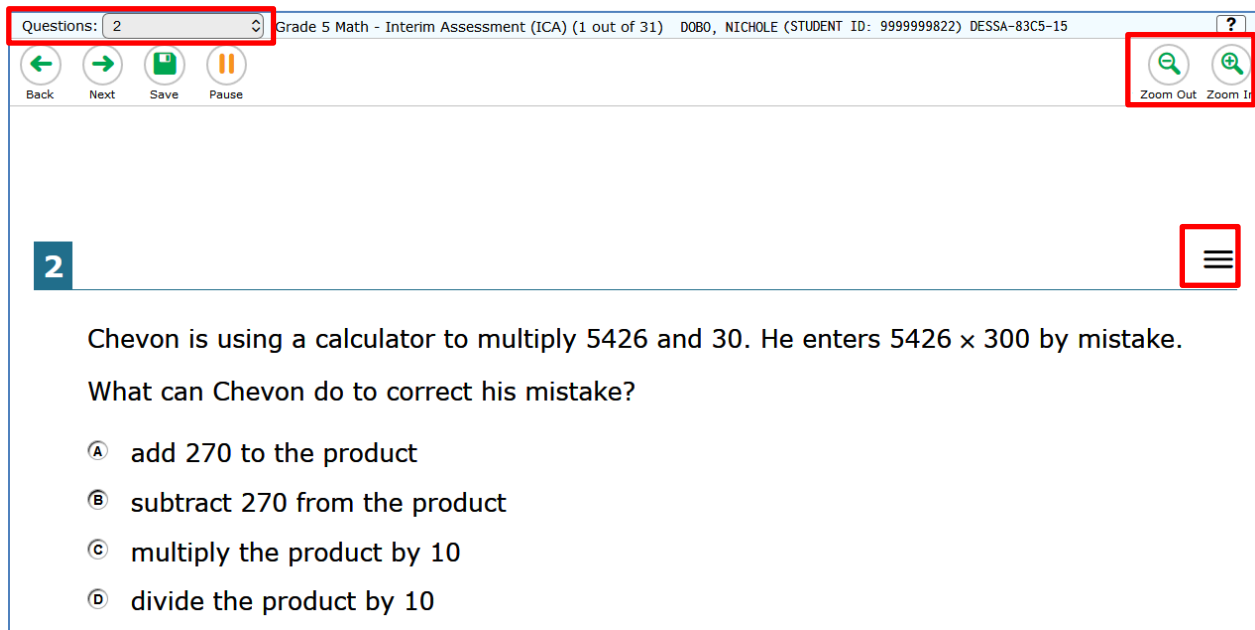
This section provides an overview of the Online Test Delivery System’s available tools.




Note: The Desmos calculator is available in DeSSA Mathematics assessments. More information about the [Desmos calculator](#) is available in the DeSSA Mathematics Resources section on the [DeSSA Portal](#).

[Figure 37](#) shows the primary features and tools available on the Student Testing Site.

Figure 35. Test Page







Note: Some tools are available for all tests, while others are available only for a particular subject, accommodation, or type of question.

[Table 5](#) lists the tools available in the test page’s global menu, and [Table 6](#) lists the tools available in the *Question* and *Stimulus* context menus.

Table 5. Tools in the Global Menu

Tool Name	Instructions
Help 	To view the on-screen Help Guide window, select the question mark button in the upper-right corner.
Calculator 	To use the on-screen calculator, select Calculator in the global menu.












Tool Name	Instructions
Dictionary 	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select Dictionary in the global menu.
Language Toggle 	For items and stimuli that have content in two languages, you can select the language in which to display the content for easier readability. By default, items are presented in the language specified at the beginning of the test. To switch the language, select Language Toggle in the global menu.
Masking 	The masking tool temporarily covers a distracting area of the test page. To use this tool: <ol style="list-style-type: none"> 1. Select Masking in the global menu. 2. Click and drag across the distracting area. To close the masking tool, select Masking again. To remove a masked area, select X in the upper-right corner of that area.
Notes 	To enter notes in an on-screen notepad, select Notes in the global menu. These notes are available globally and can be accessed from any page in the test. Depending on the tool's settings, advanced editing features, such as word and character count, spell check, and text formatting options may be available. Furthermore, if the copy/paste feature is enabled, the text entered in this tool can be copied and pasted into text response areas or comment fields of items displayed on that page..
Print Page 	To print the entire test page, select Print Page in the global menu. TAs will then print the page from the TA Interface. NOTE: This tool is limited to students with specific needs and must be approved by DDOE as a Special Request.
Print Passage 	To print a reading passage, select Print Passage in the global menu. TAs will then print the passage from the TA Interface. NOTE: This tool is limited to students with specific needs and must be approved by DDOE as a Special Request.
System Settings 	To adjust audio volume during the test, select  in the upper-right corner. Students testing with TTS can also use this tool to adjust TTS settings. Students testing on mobile devices cannot use this tool to adjust volume. To adjust audio volume on mobile devices, students must use the device's built-in volume control. On iPads, Guided Access must be turned off before adjusting volume.
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 .
Line Reader 	To highlight an individual line of text in a passage or question, select Line Reader in the global menu. If the enhanced line reader mode is enabled, all content except for the line in focus is grayed out for greater emphasis. This tool is not available while the Highlighter tool is in use.
Pause	To pause a test, select  . If you pause the test, then you will be logged out.

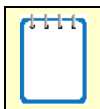
Table 6. Tools in the *Question* and *Stimulus* Context Menus

Tool Name	Instructions
American Sign Language	Videos that translate test content into American Sign Language (ASL) are available. To view ASL videos, select American Sign Language from the context menu.
Closed Captioning	Questions and stimuli with audio elements automatically display closed captions for students testing with the appropriate accommodations.
Co:Writer Word Prediction	When this tool is enabled, suggested words will pop up in a menu as students type a written response. Students can select a word in the pop-up menu instead of typing it out manually. For more information, see the section About the Co:Writer Word Prediction Tool .
Expand Passage	To expand the passage section, select the double arrow [↔] icon. The section will expand and overlap the question section for easier readability. To collapse the expanded section, select the double arrow [↔] icon again.
Expand buttons	The passage section or the question section can be expanded for easier readability. <ul style="list-style-type: none"> To expand the passage section, select the right arrow icon [→] below the global menu. To collapse the expanded passage section, select the left arrow icon [←] in the upper-right corner. To expand the question section, select the left arrow icon [←] below the global menu. To collapse the expanded question section, select the right arrow icon [→] in the upper-left corner.
Glossary (Word List)	To open the glossary, click a word or phrase that has a border around it.
Highlighter	To highlight text, select the text on the screen and then select Highlight Selection from the context menu. If multiple color options are available, select an option from the list of colors that appears. To remove highlighting, select Reset Highlighting from the context menu. Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.
Mark for Review	To mark a question for review, select Mark for Review from the context menu. The question number displays a flap [1] in the upper-right corner, and a flag icon [🚩] appears next to the number on the test page. The Questions drop-down list displays [marked] for the question.
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. Students can only access notes for a question on that question's test page.

Tool Name	Instructions
Print Item	To send a print request for an individual question, select Print Item from the context menu. After sending the request, a printer icon [🖨️] appears next to the question number on the test page. TAs will then print the item from the TA Interface. NOTE: This tool is limited to students with specific needs and must be approved by DDOE as a Special Request.
Select Previous Version	To view and restore responses previously entered for a Text Response question, choose the Select Previous Version option from the context menu. A list of saved responses appears. Choose the appropriate response and click Select .
Strikethrough	For selected-response questions, the student can cross out an answer option to focus on the options he or she thinks might be correct. There are two options for using this tool: <ul style="list-style-type: none"> • Option A: <ol style="list-style-type: none"> a. To activate Strikethrough mode, open the context menu and select Strikethrough. b. Select each answer option to strike out. c. To deactivate Strikethrough mode, press Esc or click outside the question's response area. • Option B: <ol style="list-style-type: none"> a. Right-click an answer option and select Strikethrough.
Text-to-speech	To listen to passages and questions, select a Speak option from the context menu. NOTE: Text-to-Speech must be set in TIDE and is limited to students that have the accommodation approved.
Tutorial	To view a short video demonstrating how to respond to a particular question type, select Tutorial from the context menu.
Speech-to-Text (STT)	Speech-to-Text allows students testing with the appropriate accommodations to dictate responses to constructed-response items in English or Spanish. To use STT, select the microphone icon 🎤 in or near the item response area and begin speaking. The dictated response will be transcribed as text in the item response area. NOTE: Speech-to-Text must be set in TIDE and is limited to students that have the accommodation approved.

Using Menus and Tools

This section describes how to use the global and context menus to access on-screen tools. This section also provides further details on using some of the Student Testing Site tools.

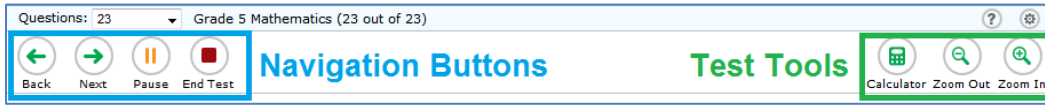


Note: Students can access tools using a mouse or keyboard commands. For information about keyboard commands, see [Appendix C](#).

About the Global Menu

The global menu at the top of the test page contains navigation buttons on the left and tool buttons on the right (see [Figure 38](#)).

Figure 36. Global Menu



To open a test tool in the global menu:

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

About the Context Menus

Each test page may include several elements, such as the question, answer options, and stimulus (see [Figure 36](#)). The context menu for each element contains tools that are applicable to that element (see [Figure 39](#) and [Figure 40](#). [Context Menu for Answer Options](#)

Figure 37. Context Menu for Questions

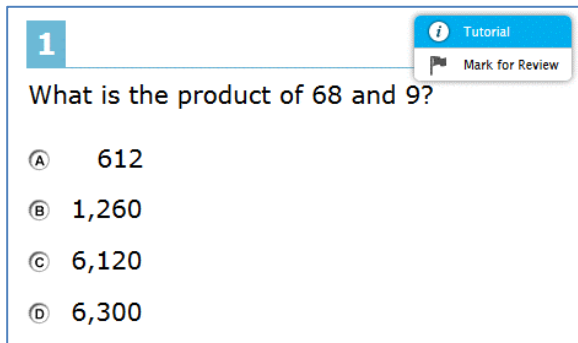
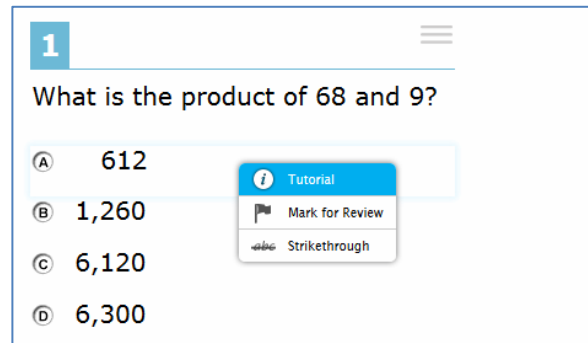



Figure 38. Context Menu for Answer Options



Opening a Context Menu for Stimuli and Questions

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

To use the context menu, do one of the following:

3. To use a context menu tool for a stimulus or question, open the context menu by clicking the context menu  or by right-clicking the required elements, and then select the tool.

Opening a Context Menu for Answer Options

Students can use the context menu to access tools for answer options in a multiple-choice or multi-select question.

To use a context menu tool for answer options, open the context menu for answer options and select the required tool. To open the context menu for answer options, do one of the following:

- a. If you are using a **two-button mouse**, right-click an answer option.
- b. If you are using a **single-button mouse**, click an answer option while pressing **Ctrl**.
- c. If you are using a **Chromebook**, click an answer option while pressing **Alt**.
- d. If you are using a **tablet**, tap the answer option and then tap the context menu button.

How to Use the Language Toggle Tool

The Language Toggle tool allows students to switch between the two languages in which test content is available. When switching languages, the test content and all the elements on the screen, such as button labels and messages, switch to the selected language. Students can view the content in the chosen language and even respond to items in that language, if applicable.

- In order to use the Language Toggle tool, item content must be available in two languages. The default presentation must be set to Spanish and the tool must be enabled in the test settings.
- By default, items are presented in the default language specified in the test settings. If a student toggles the language for an item and then proceeds to the next item, the next item displays in the default language.
- If a student highlights or masks text in one language and then switches to a different language, the corresponding sections will not be highlighted or masked.

About the Masking Tool

The masking tool allows students to hide distracting areas of the test page (see [Figure 41](#)).

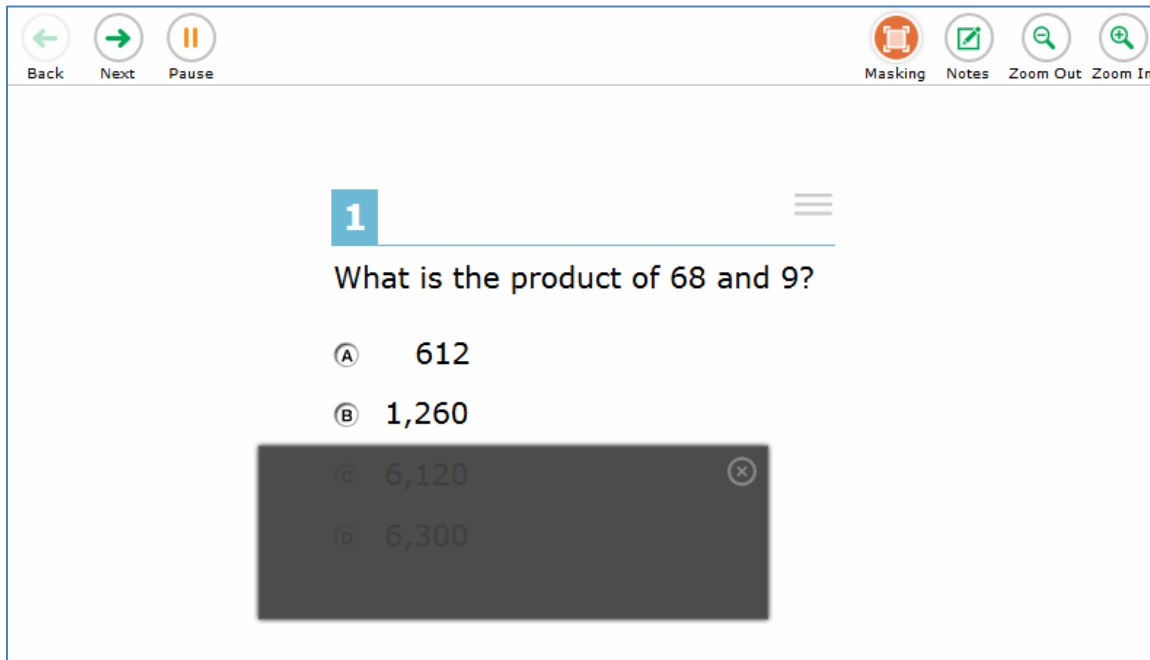
To mask an area of a test page:

- Select **Masking** in the global menu. The button becomes orange.
- Click and drag across the distracting area of the test page. The selected area becomes dark gray. The tool remains active until deactivated.

To deactivate the masking tool:

1. Select **Masking** in the global menu again. The button becomes green. Any masked areas remain on the screen until removed.

Figure 39. Test Page with Masked Area



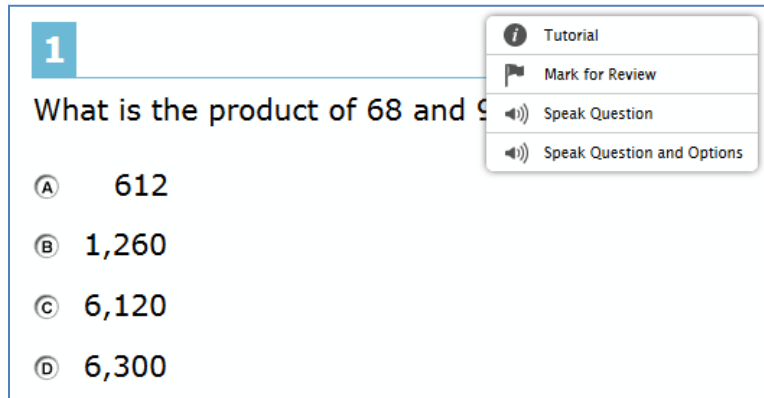
To remove a masked area from a test page:

1. Select  in the upper-right corner of a masked area.

About Text-to-Speech (TTS)


Students testing with TTS can listen to passages, questions, and answer options (see [Figure 42](#)). If a student is using Text-to-Speech Tracking, the words become highlighted as they are read aloud. TTS is only available when using the Secure Browser or a supported Chrome or Firefox browser. For information about setting up TTS, see the *Technical Specifications Manual for Online Testing*.

Figure 40. TTS Options for Questions



To listen to content with the text-to-speech tool:

1. To listen to a passage, students open the passage context menu and select a **Speak** option. Students can also select a portion of text to listen to, such as a word or phrase. To do this, students select the text, open the passage context menu, and select **Speak Selection**.



Alert: When listening to passages, students can pause TTS and then resume it at the point where it was paused. However, this feature is not available on mobile devices. Students testing on mobile devices can resume a paused TTS passage by selecting the remaining text to be read aloud and selecting **Speak Selection** from the context menu.

2. To listen to a question or to the answer options, students open the question context menu and select one of the following **Speak** options:
 - a. To listen only to the question, students select **Speak Question**.
 - b. To listen to a multiple-choice question and all answer options, students select **Speak Question and Options**.
 - c. To listen only to an answer option, select **Speak Option** from the context menu and then select the answer option. Students can also right-click the answer option and select **Speak Option**.

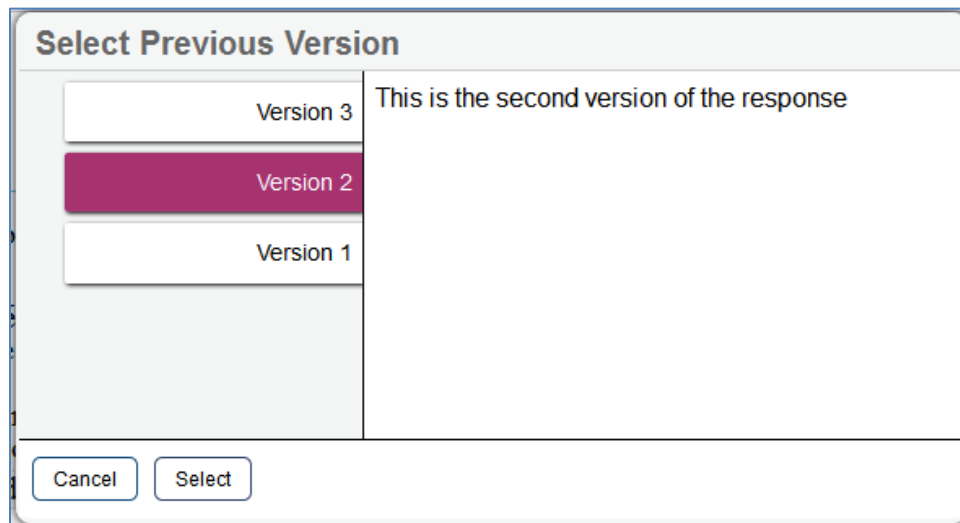
Selecting a Previous Response Version

The Select Previous Version tool allows students to view and restore responses they previously entered for a Text Response question. For example, if students type a response, click **Save**, delete the text, and enter new text, they can use this tool to recover the original response.

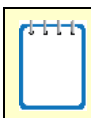
To recover a previously entered response:

1. Select the **Select Previous Version** option from the context menu. The *Select Previous Version* window appears, listing all the saved responses for the question in the left panel (see [Figure 43](#)).

Figure 41. Select Previous Version Window



2. Select a response version from the left panel. The text associated with that response appears in the right panel.
3. Click **Select**. The selected response appears in the text box for the question.

	<p>Note: This tool is available only for Text Response questions. If the test pauses, any responses entered prior to pausing will no longer appear in the <i>Select Previous Version</i> window.</p>
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Proceeding Through a Test

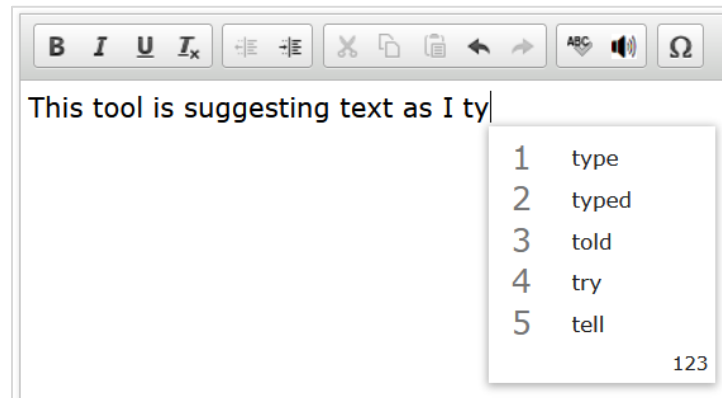
1. Students can view stimuli, respond to questions, review previously answered questions, pause a test, and submit a test. The following sections describe each of these tasks.

About the Co:Writer Word Prediction Tool

The Co:Writer Word Prediction tool is available for students with the appropriate accommodations who are testing on supported iPadOS and ChromeOS devices. This tool

automatically predicts each word as students type a written response, allowing them to select a word from a suggested list instead of typing it manually.

Figure 42. Co:Writer Word Prediction Tool





- To use the Co:Writer Word Prediction tool, students begin to type in the text box for an item with a written response. Suggested words automatically pop up based on what students type.
- To select a suggested word, students do either of the following:
 - To select a word with the mouse, click it in the list of words.
 - To select a word using keyboard navigation, press the number key associated with that word in the list. For example, in [Figure 44](#) above, students would press **1** to select “type” from the list.

Note: Since number keys are used to select options in the menu, students may not be able to use some number keys to enter numerals in the text box. If a student needs to enter a numeral when Co:Writer is enabled, they should select **123** in the corner of the pop-up. A list of numerals appears. Students can select a numeral or select **abc** to return to the list of suggested words.

Using the Speech-to-text Tool

Students with the appropriate accommodations may use the Speech-to-Text (STT) tool when responding to text response items or entering notes. In supported items, the STT tool allows a student to dictate a spoken response that is transcribed in the item response area. Students can dictate for five minutes at a time. If the appropriate accommodations are set, students can also select whether to dictate text in English or Spanish from the language drop-down list in the toolbar.

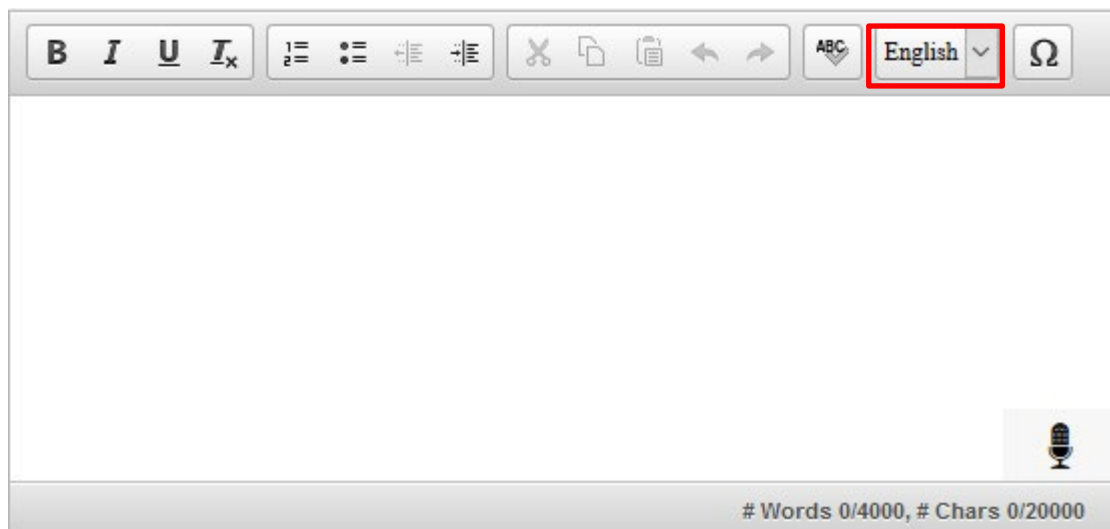
To begin dictating, the student selects the microphone button  in the toolbar of the item's text response area. Dictation is active when the microphone button is selected, shown as a darker gray color.

The student can stop the dictation by selecting the darkened microphone button . Students can click the microphone button again to resume dictation. If no sound is detected, a warning message alerts the student to select the microphone icon to continue dictation.

Depending on the tool settings, the entered text may be auto-punctuated. Students can also control the punctuation and grammar of the text through speech commands to some extent. For example, students can say, "New Paragraph" to create a new paragraph. It is ultimately the student's responsibility to ensure the accuracy of the transcription, as well as grammar and punctuation.

The buttons in the item's formatting toolbar are disabled while dictation is on. Students cannot navigate away from the test page while dictation is on.

Figure 45 . Text-Response Area with STT Tool



As the student speaks, the words are transcribed into the text response area. There may be a slight delay while the text is being transcribed and dots appear in the text response area to indicate that the transcription is in process.

Viewing Stimuli

When a test question is associated with a stimulus, students should review that stimulus before responding to the question. A stimulus is a reading passage or other testing material (such as a video or graphic) that students review in order to answer associated questions.

About Videos

When the stimulus is a video ([Figure 46](#)), students can use standard video features to control the playback.






- To play a video, select  in the lower-left corner.
- To jump to a different point in the video, drag the slider to the required location.
- To adjust the speed at which the video plays, select  and then select the required speed from the menu that appears.
- To mute or unmute the video, select  in the lower-right corner.
- To expand the video to full-screen mode, select  in the lower-right corner. To exit full-screen mode, select  again.

Figure 43. Video Playback Features







About Slideshows

When the stimulus is a slideshow (Figure 47), students can navigate between the slides and play associated audio, if available.

Figure 44. Sample Slideshow



- To move between the slides of a slideshow, select  and .
- To play the audio for the current slide, select . To pause the audio, select .

Responding to Test Questions

The items presented in TDS are of various types and students may need to respond to them differently. Students can use the Student Interface Practice and Training Site (Training Tests) to familiarize themselves with the question types that may appear on tests.

Some test pages may have only one question, but others may have more. Some questions may consist of multiple parts that students must answer. After responding to all the questions on a page, students select **Next** to proceed to the next page.

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

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.
- 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.
- Match answer options together.
- Modify a highlighted word or phrase in a reading selection.
- Enter input parameters to run an on-screen simulation.
- Copy content from a passage to a text box.
- Expand categories and select options within them.
- Create graphs and charts out of unstructured data sets and draw inferences.

Students select the tabs in the upper-right corner to proceed to the corresponding question.

Reviewing Questions in a Test

Students may return to a previous question and modify their response if the test was not paused for more than 20 minutes. See the [Pause Rules](#) section for more information.


Students can use the **Back** button or the **Questions** drop-down list to return to questions they want to review. The drop-down list displays [marked] for any questions marked for review.

Pausing 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 (see the section [Signing In to the Student Testing Site](#)).

To pause a test:

1. The student selects **Pause** in the global menu. A confirmation message appears.
2. The student selects **Yes**. The Student Sign-In page appears.

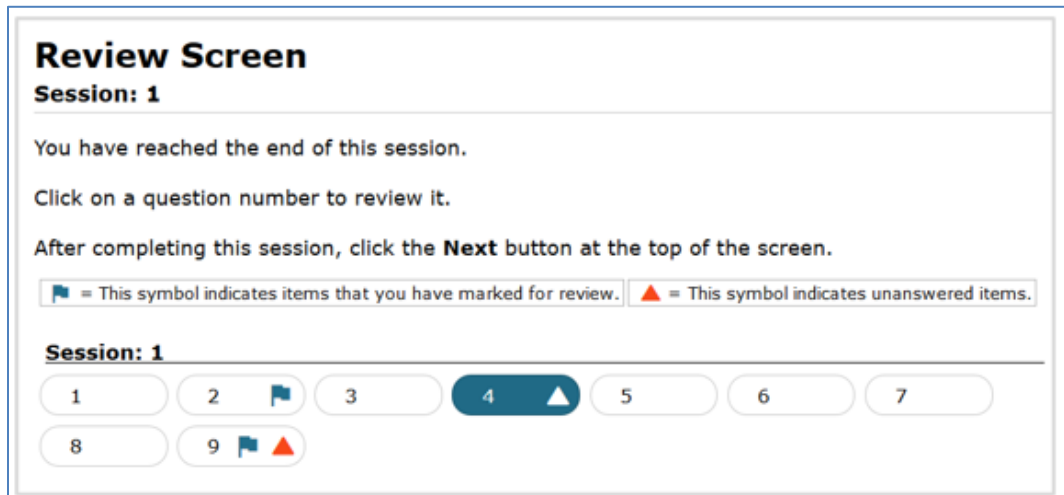
	<p>Alert: When students are testing on Chromebooks, make sure that they pause the test before closing the lid of the Chromebook. If the lid is closed before the test pauses, whoever opens the Chromebook next will be able to see the last question that the student was viewing (and any response they entered). NOTE: In the event a student views a test that is not their own, please report the incident immediately following the DDOE Test Security Protocol.</p>
---	---



Reaching the End of a Segment


In a segmented test, the a segment review page appears after students complete the last question in each segment (see [Figure 48](#)). This page allows students to review questions from

the current segment or to proceed to the next segment. A flag icon appears next to any questions marked for review.

Figure 45. Segment Review Page



1. To review questions, students select a question number.
 - A flag  icon appears for any questions marked for review. A warning  icon appears for any unanswered questions.
2. To move to the next segment, students select **Next** in the global menu. Students must be approved before being able to access the next segment.

	<p>Alert: Please note that if the test blocks access to completed segments, students cannot return to the segment after selecting Next. In order to access the next segment, students must sign in and request approval from the TA again.</p>
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Submitting a Test

This section describes how students submit a test when they are done answering questions.

Reaching the End of a Test

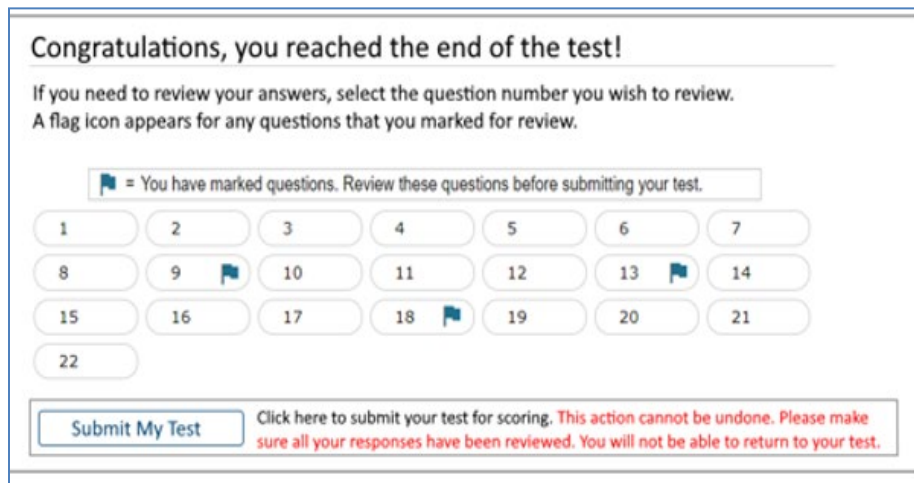
1. To complete the testing process, students must submit their tests when they are done answering and reviewing questions. After answering the last test question, student click **Next** in the global menu. The test review page appears, displaying a list of questions available to review.

Figure 46. Global Menu with Next Button




2. A flag  icon appears for any questions marked for review. End Test Page

Figure 47. End Test Page

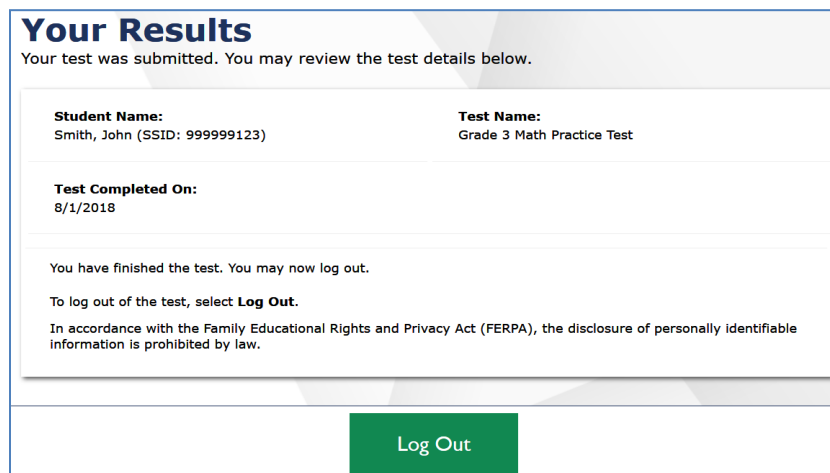


3. *Optional:* To review previous answers, students select a question number.
4. To submit the tests, students select **Submit My Test**. The **Your Results** (see [Figure 51](#)). page appears displaying the student’s name, the test name, and the completion date.



Warning: Once students select **Submit Test**, they cannot return to the test or modify answers.

Figure 48. Your Results Page



5. To exit the Student Testing Site, students select **Log Out**, and then close the Secure Browser. In the upper-right corner, select **Close Secure Browser**.

Appendix A. About the Secure Browser

This appendix includes the following sections:

[Additional Measures for Securing the Test Environment](#)

[Accessing the Secure Browser on Mobile Devices](#)

[About Permissive Mode](#)

[Troubleshooting](#)

For more information about the secure browser, see the [Secure Browser Installation Manual](#).

Additional Measures for Securing the Test Environment

The secure browser ensures test security by prohibiting access to external applications and navigation away from the test. This section provides additional measures you can implement to ensure that the test environment is secure.

- **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 Feature**

On all testing devices, be sure to disable any features that display a screensaver or log users out after a period of inactivity. If such features activate while a student is testing, the Secure Browser logs the student out of the test.

Forbidden Application Detection

When the secure browser launches, it checks for other applications running on the device. If it detects a forbidden application, it displays a message listing the 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.

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 OS and platform specific technical documents on the DeSSA Portal.

To configure iOS devices:

- Tap the **SecureTest** Secure Browser icon.

To configure Chromebooks:

- From the **Apps** link on the Chrome OS login screen, select **SecureTest** Secure Browser.

Closing the Student Testing Site on Tablets

- After a test session ends, close the **SecureTest** application on student tablets.

To close the Student Testing Site on iOS devices:

- Double-tap the Home button. The multitasking bar appears.
- Locate the **SecureTest** app preview and slide it upward.

To close the Student Testing Site on Chromebooks:

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

About 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 accessibility software must be certified for use with the Online Testing System and forbidden applications will still not be allowed to run. For information about supported operating systems, see the [Technology Guidance on the DeSSA Portal](#).

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

To use accessibility software with the secure browser:

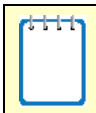
1. Open the required accessibility software.
2. Open the secure browser. Begin the normal sign-in process up to the TA approval step.

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.



Note: When using Windows 8 and above, the task bar remains on-screen throughout the test after enabling accessibility software. However, forbidden applications are still prohibited.

5. The student configures the accessibility software settings as needed.

6. After configuring the accessibility software settings, the student returns to the secure browser. At this point, the student can no longer switch back to the accessibility software. If changes need to be made, the student must sign out and then sign in again.

7. The student continues with the sign-in process.



Note: Permissive Mode is only available for computers running supported desktop Windows and Mac operating systems. For information about supported operating systems, see the *Technical Specifications Manual for Online Testing*. Accessibility software must be certified for use with the Online Test Delivery System. Forbidden applications will still not be allowed to run.

Troubleshooting

This section describes how to troubleshoot some situations in which a student cannot connect to a test.

Resolving Secure Browser Error Messages

This section provides possible resolutions for the following messages that students may receive when signing in to 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 running, then log the student out, restart the device, and try again.
- **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.

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 macOS dock. If the Secure Browser is not closed correctly, then the 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 7. 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**.

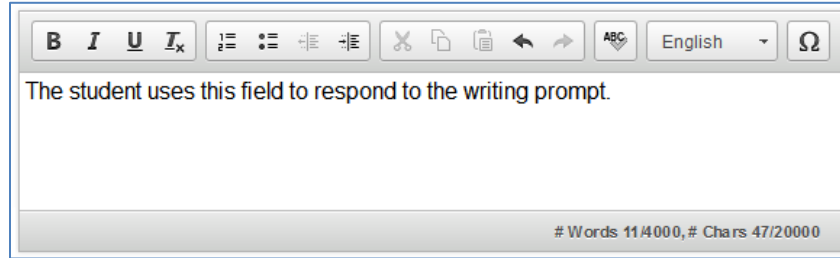
Force-quit commands do not exist for the Secure Browser for iOS, and Chrome OS devices.


- **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.

Appendix B. Text Response Formatting Toolbar

In addition to the test tools described in the section [Test Tools](#), students can use a formatting toolbar above the response field for text response questions (see [Figure 52](#)). The formatting toolbar allows students to apply styling to text and to use standard word-processing features. The lower-right corner of the response field displays the word count and character count for the student's response.












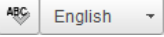
Figure 49. Text Response Question with Formatting Toolbar




 **Note:** The lower-right corner of the response field displays the word count and character count for the student's response.

[Table 8](#) provides an overview of the formatting tools available.

Table 8. Description of Formatting Tools

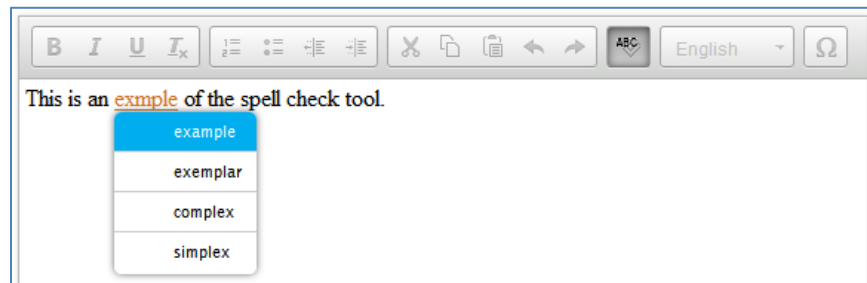
Tool	Description of Function
	Enable speech-to-text
	Bold, italicize, or underline selected text.
	Remove formatting that was applied to the selected text.
	Insert a numbered or bulleted list.
	Indent a line of selected text.
	Decrease indent of a line of selected text.
	Cut selected text.
	Copy selected text.
	Paste copied or cut text.
	Undo the last edit to text or formatting in the response field.
	Redo the last undo action.
	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. Only English and Spanish are available.



Tool	Description of Function
	Add special characters in the response field.

Spell Check

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


Figure 50. Spell Check Tool



- To use spell check:
- Select a language for the spell check tool from the Spell Check drop-down list, if necessary.
- In the toolbar, select . Potentially incorrect words change color and become underlined.
- Select a misspelled word. NOTE: It is expected that the correct spelling will not be provided.
- Enter the correct spelling as needed.
- To exit spell check, select  again.

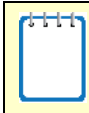
Special Characters Feature

Students can add mathematical, accented, and other symbols.

- To add a special character, in the toolbar, select .
- In the window that pops up, select the required character.

Appendix C. Keyboard Navigation for Students

Students can use keyboard commands to navigate among test elements, features, and tools.



Note: Keyboard commands require the use of the primary keyboard. Do not use keys in a numeric keypad.

Sign-In Pages and In-Test Pop-Ups

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 devices connected to an external keyboard.
- When Permissive Mode is enabled for a test, keyboard commands are blocked and will not work

[Table 9](#) lists keyboard commands for selecting options on the sign-in pages or pop-up windows that appear during a test.

Table 9. Keyboard Commands for Sign-In Pages and Pop-Up Windows

Function	Keyboard Commands
Move to the next option	Tab
Move to the previous option	Shift + Tab
Select the active option	Enter
Mark checkbox	Space
Scroll through drop-down list options	Arrow Keys
Close pop-up window	Esc

Keyboard Commands for Test Navigation

[Table 10](#) lists keyboard commands for navigating tests and responding to questions.

Table 10. Keyboard Commands for Test Navigation

Function	Keyboard Commands
Scroll up	Up Arrow
Scroll down	Down Arrow

Function	Keyboard Commands
Scroll to the right	Right Arrow
Scroll to the left	Left Arrow
Move to the next element	Tab
Move to the previous element	Shift + Tab
Select an answer option	Space
Go to the next test page	Ctrl + Right Arrow
Go to the previous test page	Ctrl + Left Arrow
Open the global menu	Ctrl + G
Open a context menu	Ctrl + M

Keyboard Commands for Global and Context Menus

Students can use keyboard commands to access tools in the global and context menus. For more information about tools in these menus see

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

- To open the context menu for an element (question, answer options, or stimulus), navigate to the element using the **Tab** or **Shift + Tab** command.
- Press **Ctrl + M**. The context menu for the selected element opens.
- To move between options in the context menu, use the **Up** or **Down** arrow keys.
- To select an option, press **Enter**.
- 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.

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

Keyboard Commands for Grid Questions

Questions with the grid response area (see [Figure 54](#)) may have up to three main sections:

1. Answer Space: The grid area where students enter the response.
2. Button Row: The following buttons may appear above the answer space: **Delete**, **Add Point**, **Add Arrow**, **Add Line**, **Add Circle**, **Add Dashed Line**, and **Connect Line**.
3. Object Bank: A panel containing objects you can move to the answer space.

Figure 51. Grid Question

The screenshot shows a grid question interface. On the left is a vertical 'Object Bank' with numerical values: 0.1, 0.2, 0.3, 0.4, 0.5, 0.9, 1.6, 2.5, 3.2, and 4.1. Above the main grid is a 'Button Row' containing a 'Circle' button. The main 'Answer Space' is divided into two parts. 'Part A' is titled 'Each full row = 1.0 meter' and contains three rows of ten empty grid cells. 'Part B' contains two text prompts: 'He will have meters of wire left over.' and 'He needs more meters of wire.', with 'OR' centered between them.

To move between the main sections:

- a. To move clockwise, press **Tab**. To move counter-clockwise, press **Shift + Tab**.

To add an object to the answer space:

- a. With the object bank active, use the arrow keys to move among objects. The active object has a blue background.
- b. To add the active object to the answer space, press **Space**.

Keyboard Commands for Equation Questions

Equation questions allow students to use keyboard commands to open a menu listing the special characters that 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 among options in the context menu, use the **Up** and **Down** arrow keys.
3. To add the selected option to the response area, press **Enter**.

Appendix D. Transferring a Test Session

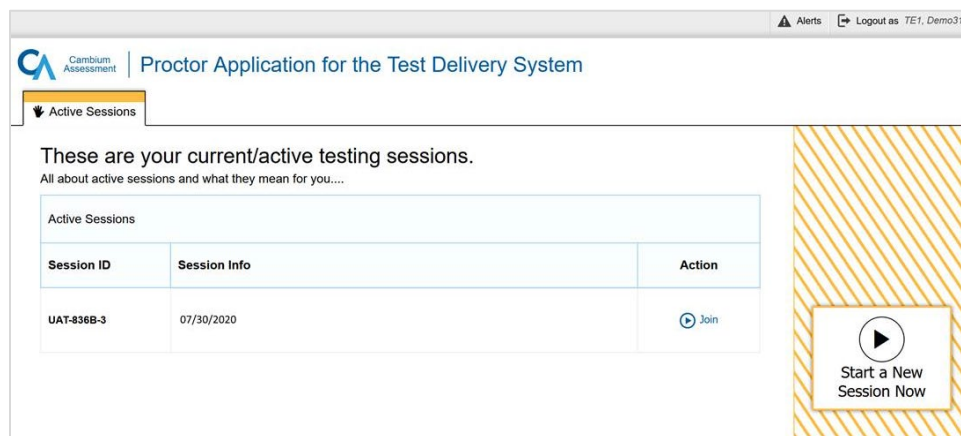
You can transfer an active test session from one device or browser to another without stopping the session or interrupting in-progress tests. This is useful in scenarios when your computer malfunctions or if you accidentally close the browser while a session is in progress.

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 Online Test Delivery System logs you out and pauses the students' tests.

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

- 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** page appears (see Figure 55) listing the active session.

Figure 52. Active Sessions Page



- Select **Join**. The test session page appears allowing you to continue monitoring your students' progress. The test session on the previous computer or browser automatically closes. If the test session displays a timer, the timer continues counting down where it left off on the original device or browser.

If you do not wish to return to the active session, you can select **Start a New Session Now** to open the **Test Selection** window and create a new test session.

Appendix E. User Support

For additional information and assistance in using the Online Test Delivery System, contact the DeSSA Help Desk.

The Help Desk is open Monday–Friday (except holidays) 6:30 a.m. to 6:30 p.m.

Delaware System of Student Assessments Help Desk

Toll-Free Phone Support: 877-560-8331

Email Support: DeSSAHelpDesk@cambiumassessment.com

Please provide the Help Desk with a detailed description of your problem, as well as the following:

1. Test administrator name and IT/network contact person and contact information
2. SSIDs of affected students
 - a. Do NOT provide any other student information, as doing so may violate Family Educational Rights and Privacy Act (FERPA) policies.
3. Results ID for the affected student tests
4. Test session ID
5. List of embedded accessibility features
6. Test name and grade
7. Question number
8. Operating system and browser version information
9. Any error messages and codes that appeared, if applicable
10. Information about your network configuration:
 - a. Secure browser installation (to individual machines or network)
 - b. Wired or wireless Internet network setup

Appendix F. Change Log

Change	Date
Updated to reflect the changes for the 2023-2024 school year.	08/15/2023