How to Start a Remote Test Session


2. Select the Test Administrator Interface for All Online Tests button.

3. Log on with your Test Operations Management System (TOMS) credentials.

4. To start a scheduled test session, select the Active Sessions tab.

5. Select the Join button for the appropriate session.

6. To start a new test session instead of a scheduled test session, select the Start a New Session Now button. Once you have selected the appropriate test(s), select the Remote or Hybrid button. Select the Start Operational Session button to begin testing.

7. Select the I Agree checkbox to allow webcam and microphone access.

8. Select the Allow button.

9. Have students log on to the test using the correct session ID or session link.

   Students using the secure browser will use the session ID, and students using the web-based browser will use the session link.

10. The final step is to review the students’ test details before approving to begin testing.

Options in the test administrator (TA) interface include:

A. Approve entry of all pending students into the test.

B. Refresh the list of pending logons.

C. Review students’ test details as needed.

D. Accept students into the test individually.

E. Decline students from the test.

Do not exit the interface while testing. The session will stop and students will be logged off.