CAASPP
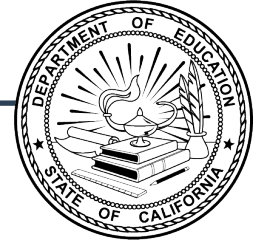
California Assessment of Student Performance and Progress

Online Administration Instructions

smarter BALANCED ®

2022–23
Smarter Balanced Summative and CAST

Directions for Administration

Test Directions Overview

These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST only. **Do not use these instructions for administration of the CSA or the CAAs.** The *DFA*s for the CAAs for ELA and mathematics and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.

TA Tasks Before Testing

Before administering a test session, the TA should verify that the following tasks have been completed:

- Verify the security of the testing environment prior to beginning a test session. (Refer to the subsection *Security of the Test Environment*.)
  - ♦ Arrange student seats so that students cannot view each other's answers.
  - ♦ Cover or take down all displayed instructional materials (e.g., vocabulary charts, periodic tables, etc.).
  - ♦ Post "TESTING—DO NOT DISTURB" (PDF) located at https://www.caaspp.org/rsc/pdfs/calif-tac-do-not-disturb-sign.pdf signs outside of the testing room.
- Ensure that students do not have access to digital, electronic, or manual devices (e.g., cellphones, smart watches) during testing unless it is an approved medical support. Hang "Unauthorized Electronic Devices May Not Be Used at Any Time During the Testing Session" (PDF) located at https://www.caaspp.org/rsc/pdfs/calif-tac-unauthorized-electronic-devices-sign.pdf signs where clearly visible to students in the testing environment as a test security reminder.
- Make sure each testing device or workstation has headphones.
- Verify that students have access to and use of the additional required resources specific to each assessment and content area (e.g., scratch paper for all tests, headphones for ELA, graph paper for mathematics grades six and above). Refer to the subsection Additional Required Resources web page located at https://ca-toms-help.ets.org/caaspp-otam/ta-interface/about-testing/#addtional-required-resources for a complete list.
- **Recommended:** Launch secure browsers on all testing devices before students sit down to test.

> **NOTE:** Students are expected to use the embedded calculator for calculator-allowed questions on the mathematics and science tests. The only exception to this is for students in grades six and above with a documented accommodation in an IEP or Section 504 plan to use a non-embedded calculator on a mathematics assessment (accommodation) or students in grades five and eight and high school taking a science assessment (designated support).

Directions for Administration (cont.)

To ensure that all students are tested under the same conditions, the TA should adhere strictly to the script for administering the test unless a student is assigned the non-embedded designated support for simplified test directions. The script can be found on pages in this document. When asked, the TA should answer questions raised by students but should never help the class or individual students with specific test items. **No test items can be read to any student for any content area, unless the student is assigned a read-aloud non-embedded designated support or accommodation as listed in the CA Assessment Accessibility Resources Matrix web page located at https://www.cde.ca.gov/ta/tg/ca/accessibilityresources.asp.**

If the class is resuming a test and the TA is sure that all students are able to log on without hearing the logon directions again, the TA may skip the italicized portions of the directions.

All directions that a TA needs to read to students are indicated by the word "SAY" and are in bold so they stand out from the regular text. They should be read exactly as they are written, using a natural tone and manner (except for students assigned the simplified test directions non-embedded designated support). If the TA makes a mistake in reading a direction, the TA should stop and say, "I made a mistake. Listen again." Then the direction should be reread.

The TA should try to maintain a natural classroom atmosphere during the test administration. Before each test begins, the TA should encourage students to do their best.

Directions for Administration (cont.)

Administer an Online Test Session

NOTE: This subtopic describes the screens associated with in-person testing. Refer to the Remote Testing web page located at https://ca-toms-help.ets.org/caaspp-otam/remote-testing/ topic for details about testing remotely.

WARNING: When launching a test session, always be sure to select the correct assessment. To help with differentiating the tests, the assessments each have a differently colored background with a white-text label.

If a TA has mistakenly selected and administered the summative assessment when intending to administer an interim assessment or practice or training test, the TA should stop the test and notify the testing coordinator. The LEA CAASPP coordinator or CAASPP test site coordinator will need to report the incident using the CAASPP STAIRS/Appeals process.

Open the Test Administrator Interface and Approve Students for Testing—All Assessments

The TA must create a test session before students can log on to the Student Testing Site. For a student to take a specific test, it must be included in the test session.

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.

WARNINGS: Check students' information and test settings before test sessions.

- A student who requires test settings other than universal tools must have the settings updated in TOMS before testing begins. For information about test settings, including accommodations, refer to the chapter describing student test settings in the CA Assessment Accessibility Resources Matrix web page located at https://www.cde.ca.gov/ta/tg/ca/accessibilityresources.asp.
- **If there is a student whose test settings are incorrect, do not approve the student for testing.** Instead, contact the LEA CAASPP coordinator or CAASPP test site coordinator to have the student's information updated in TOMS and reschedule the student's testing.

Directions for Administration (cont.)

Beginning an Assessment

Follow these instructions to administer the computer-based Smarter Balanced Summative Assessments and the CAST unless a student is assigned the non-embedded designated support for Simplified Test Directions. The TA must create a test session before students can log on to the Student Testing System **(but no more than 30 minutes prior or the system will time out)**. When a TA creates a test session, a unique session ID is randomly generated. This session ID must be provided to the students before they log on and should be written down.

The process for administering computer-based tests is as follows:

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

For information about the testing process from a student's perspective, refer to the Signing In to the Student Testing Site located at https://ca-toms-help.ets.org/caaspp-otam/student-testing-application/sign-in-student-test-site/ and Features of the Student Testing Application web page located at https://ca-toms-help.ets.org/caaspp-otam/student-testing-application/features/ of the CAASPP Online Test Administration Manual located at https://ca-toms-help.ets.org/caaspp-otam/.

Guide to Administration Scripts

Icons	Definition of Meaning
Test Administrator	Indicates the test administrator's tasks or view
Student	Indicates the student's tasks or view
CAST	Indicates the California Science Test
SB CAT	Indicates the Smarter Balanced computer adaptive test
SB PT	Indicates the Smarter Balanced performance task
SB	Indicates all Smarter Balanced tests

Test Logon Instructions

Test Administrator

1. Navigate to the [CAASPP website](https://www.caaspp.org/) located at https://www.caaspp.org/ on a web browser.
2. Select the **[Test Administrator Interface for *All* Online Tests]** button, as shown in figure 1.

> **Test Administrator Interface for *All* Online Tests**

Figure 1. Figure 1. [Test Administrator Interface for *All* Online Tests] button

3. Log on to the Test Administrator Interface using the TA's sign-in credentials, as shown in figure 2.
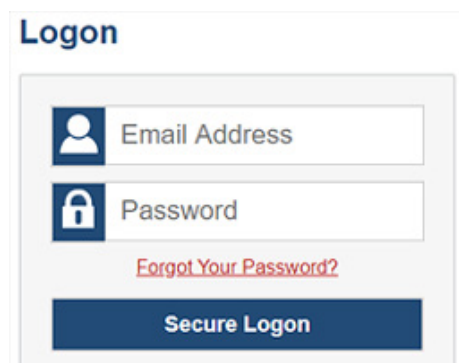
Figure 2. Test Administrator Interface Logon screen

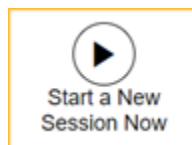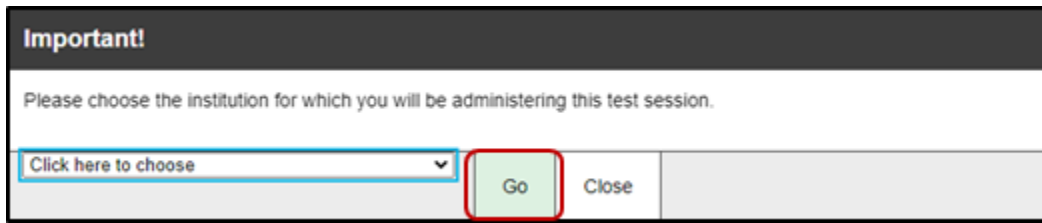4. Select the **[Start a New Session Now]** button (figure 3); this appears on the right side of the screen.

Figure 3. [Start a New Session Now] button

5. If the TA is associated with multiple institutions (school sites), an "Important!" message appears after selecting the **[Start a New Session Now]** button. The TA must select the appropriate institution from the drop-down list in this message and select the **[Go]** button, as shown in figure 4. The TA may only select one institution at a time from the list. Students who have the session ID and are enrolled in a different school than the one the TA selected will also be able to test in the same test session as students in other schools, if the TA has roles in multiple schools. To select a different institution, the TA must log off and then log back on. Regardless of their test site, students who are testing in person should be supervised at all times.
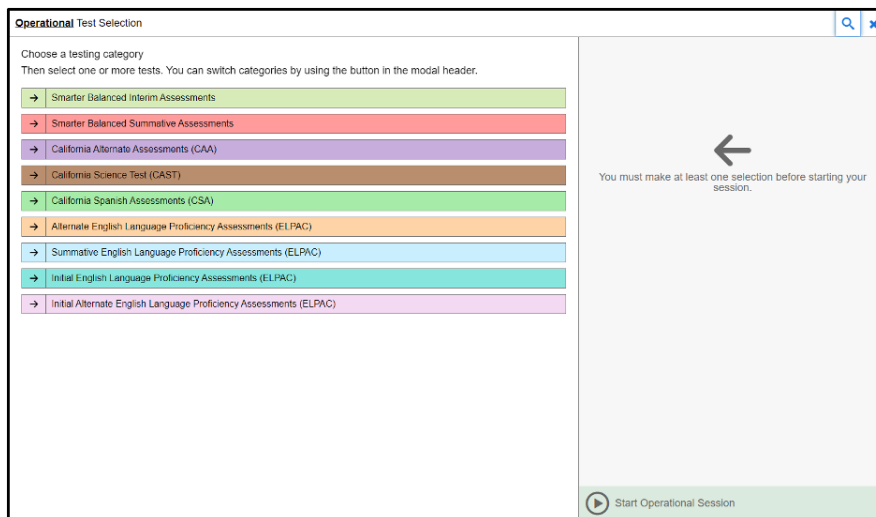
Test Logon Instructions (cont.)

Figure 4. Message from the Test Administrator Interface

6. The *Operational Test Selection* screen, as shown in figure 5, color-codes tests and groups them into various categories. A test group, such as "Smarter Balanced Summative Assessments," may include one or more subgroups. All test groups and subgroups appear collapsed by default.

Figure 5. *Operational Test Selection* screen

7. To select a test or tests for the session, first select the test name and then use one of the following on-screen icons; these are indicated in figure 6:

   a) To expand a collapsed test group, select the **[Plus]** plus-sign **[+]** icon.

   b) To collapse a test group, select the **[Minus]** minus-sign **[-]** icon.

   c) To expand the list of all tests, select the **[Expand All]** outward arrows **[⤢]** icon.

   d) To select individual tests, mark the checkbox for each test to be included.

Test Logon Instructions (cont.)
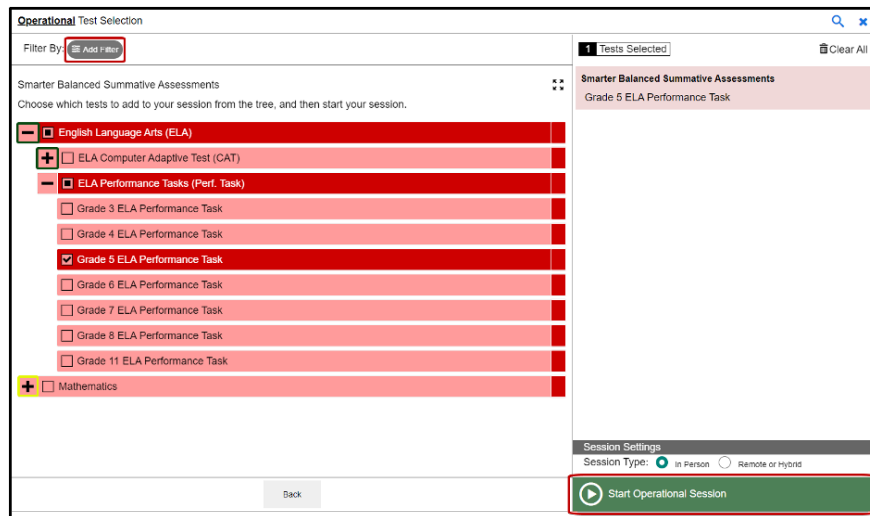
Figure 6. Expanded tests in the *Operational Test Selection* screen

8. Either use the filtering feature to open specific grade-level or content-area assessments; or, to start the test, select the **[Start Operational Session]** button. These features are indicated in figure 6. Take the following steps to use the filtering feature:

   a) Select the **[Add Filter]** button [⇌ Add Filter] (indicated in figure 6) to access the filter panel.

   b) Expand the available filter categories by selecting a **[Plus]** plus-sign **[+]** icon (indicated in figure 7).

   c) Select the criteria to filter. For example, to select all the tests in a content area, mark the checkbox for that group.

   d) Select the **[Apply Filter(s)]** button [Apply Filter(s)] (indicated in figure 7).

   e) Remove the filter by selecting the **[Remove Filter]** "X" icon [⊗] (indicated in figure 7).

   f) Select the **[Start Operational Session]** button to start the test.

Test Logon Instructions (cont.)
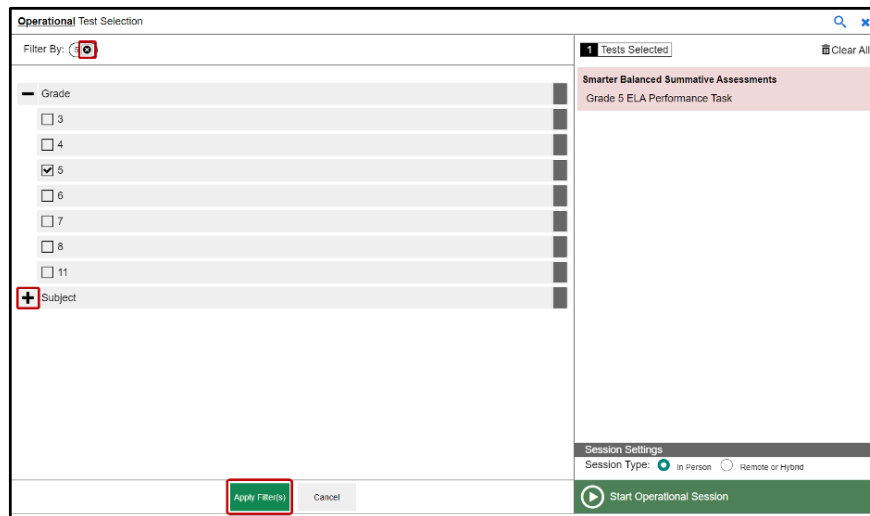
Figure 7. Sample *Operational Test Selection* screen with filtering

9. If the TA is administering a Smarter Balanced assessment, there will be a warning letting the TA know that a summative assessment is about to be administered. If the TA selects **[OK]**, as shown in figure 8, the TA can either continue with the test administration or exit from the Test Administrator Interface if a summative assessment was selected unintentionally.
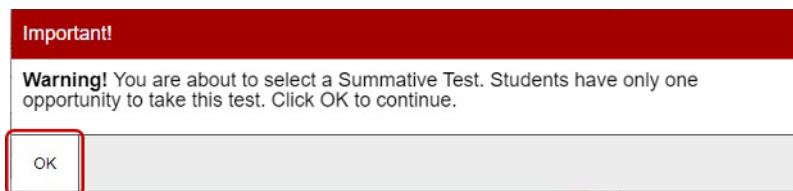
Figure 8. Smarter Balanced Summative Assessment confirmation box

10. Inform students of the test session ID. The session ID is automatically generated upon selecting **[Start Operational Session]**. Write the session ID in a place where all students can clearly refer to it during group administrations. The current session ID also appears on the Test Administrator Interface screen saver when the screen saver is active. A sample of a session ID is shown in figure 9.
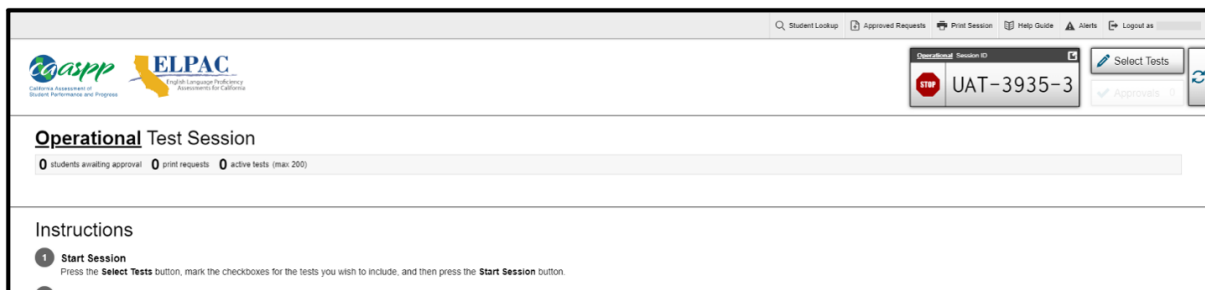
Figure 9. Sample session ID at the top of the Test Administrator Interface

Test Logon Instructions (cont.)

11. Read the following SAY statement.

   SAY: **Today, you will take the [Smarter Balanced—insert grade, ELA/mathematics, and CAT/PT; or grade five, eight, or high school California Science Test]. You will be given a test session ID that is required to start the test. Before logging on, let's go over some test rules.**

   You must answer each question on the screen before selecting NEXT. If you are unsure of an answer, provide what you think is the best answer. If you would like to review that answer at a later time, mark the question for review before going on to the next question. You may go back and change the answer during this test session.

   You may pause at any point in the test by selecting PAUSE rather than NEXT after answering a question. Please raise your hand if you need a break and ask permission before selecting PAUSE.

12. `CAST` `SB CAT` Read the following SAY statement for the **CAT portion** or the **CAST** only.

   SAY: **If you pause your test for more than 20 minutes, you will not be able to go back and change your answers to any questions, even the ones you marked for review. You may check your answers to any questions before you pause your test.**

13. `CAST` `SB CAT` `SB PT` Read the following SAY statement for the mathematics **CAT in grades six through eleven**, the **CAST**, and the **ELA PT** only.

   SAY: **This test is divided into segments. When you get to the end of a segment, you will be told to review your answers before moving on. Once you submit your answers and move on to the next segment, you will not be able to return to any of the questions in the previous segment.**

14. `CAST` Read the following SAY statement to all students taking the **CAST**.

   SAY: **There is a survey at the end of this test that will help us understand your experience with science in general. Your answers to these survey questions help improve the development of the test, will not count toward your test score, and are confidential, which means they will not be shared with teachers, schools, or parents or guardians.**

Test Logon Instructions (cont.)

15. Read the following SAY statement and all subsequent SAY statements to **everyone**.

    SAY: **Your answers need to be your own work. Please keep your eyes on your own test and remember, there should be no talking. If you have a cell phone, smartwatch, or other non-approved electronic devices, please turn off the device and put it away.**

    If you finish your test early, please raise your hand and sit quietly.

16. Logon tickets may be provided to each student. The logon tickets should provide the students' SSID. Note that logon tickets are secure testing materials and should be securely destroyed after testing.

Student

17. Log on to the Student Testing Site through the secure browser.

Test Administrator

18. Direct students to sign in using the *Student Sign-In screen*. It is not necessary to read any italicized, asterisked sentences to students testing over multiple days who have already heard these instructions at least once.

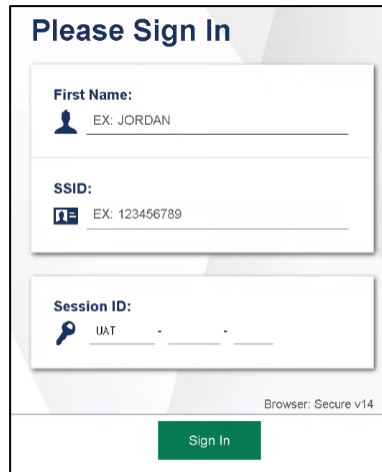   **SAY:** **Now we are ready to log on. Once you have logged on, you will have to wait for me to approve the test before you start. I'll be checking that you have correctly entered the test session ID and other information.**

    Enter your first name and SSID number, as listed on your logon ticket. Then enter the test session ID. Raise your hand if you need help typing this information on your keyboard.

Test Logon Instructions (cont.)

19. Sign in using the Student Sign-In screen, as shown in figure 10.

Figure 10. *Student Sign In* **screen**
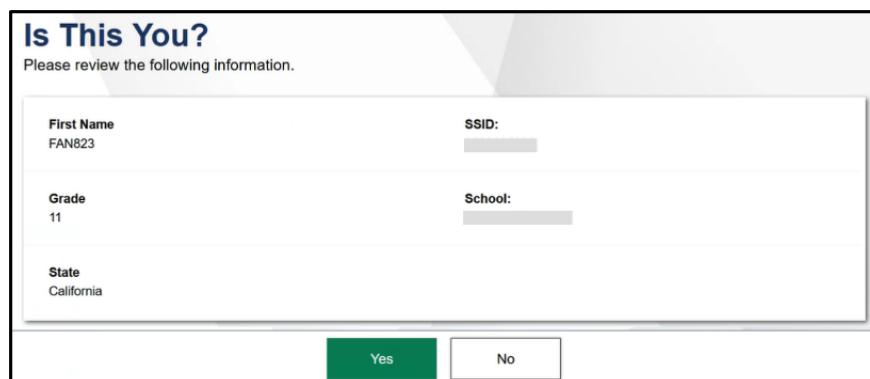
Test Administrator

20. Ensure that all students have successfully entered their information.

SAY: **Now select SIGN IN. Once you have successfully logged on, you will see a screen with your first name and other information about you. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.**

Student

21. Verify identity by selecting **[No]** or **[Yes]**, as shown in figure 11.

Figure 11. *Is This You?* **screen**

Test Logon Instructions (cont.)

22. Inform students of the test type (for example, ELA CAT, mathematics PT, science) in which they are participating today.

SAY: **On the next screen, select the [INSERT NAME OF TEST (e.g., ELA Grade 4 CAT)], and then select START TEST. After you have selected your test, you will see a screen with a moving bar and message saying that you are waiting for test administrator approval. Please wait quietly while I check and approve each of your tests.**

Only the tests that the TA selected for the test session for which students are eligible are selectable by students. Because students may be able to select from more than one test—for example, a PT and a CAT in both ELA and mathematics—the TA should direct students to select the appropriate test name based on the intended assessment (ELA, mathematics, or science) and type (CAT or PT). The TA should contact the CAASPP test site coordinator if unsure of the content area or assessment that is being administered.

The sample shown in figure 12 is from the practice and training test interface.

Student

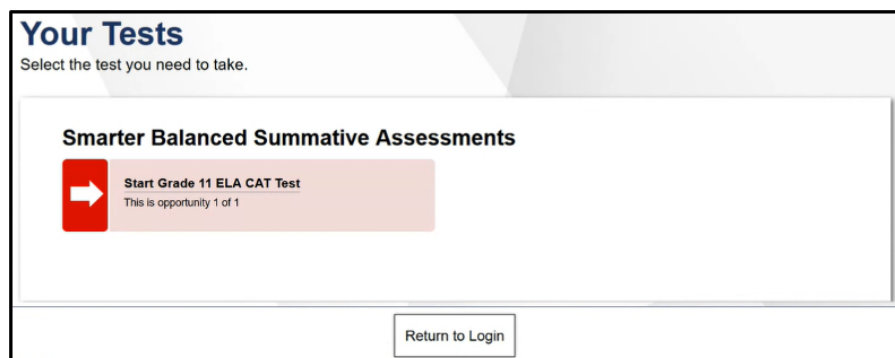23. Select the test to take, as shown in figure 12.

Figure 12. *Your Tests* selection screen

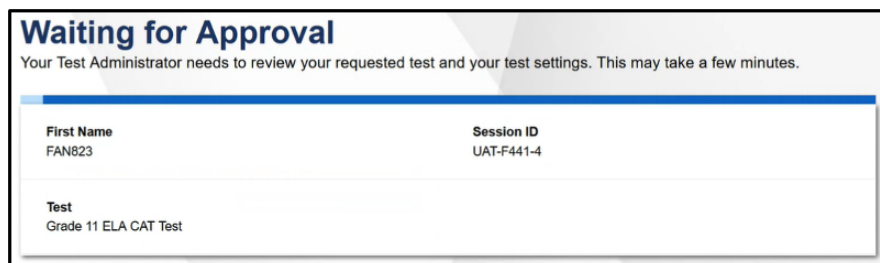24. Wait for the TA's approval, as shown in figure 13.

Figure 13. *Waiting for Approval* screen

Test Logon Instructions (cont.)

25. Approve students to test by selecting the **[Approve]** check mark **[✔]** icon in the *Actions* column for individual students or the **[Approve All Students]** button, as indicated in figure 14, for each group of tests. Select the **[See Details]** eye **[◉]** icon, also in figure 14, to view the student's settings for the current test. (For example, if the student had been assigned the designated support to turn off any universal tool(s), the TA can toggle the universal tools on and off.) "Custom" in the *See Details* column indicates the student has been assigned test settings.

    If a student's test settings are incorrect, deny the student, the TA should contact the LEA CAASPP coordinator or CAASPP test site coordinator to correct the test settings in TOMS, and test the student on another day. **Ensuring the test settings are correct before the student begins testing is critical to avoid the need for a test reset that may result in additional testing for the student later.**

    The TA should also ensure that students selected the correct assessment; students who are awaiting approval for an incorrect assessment should be denied approval. These students should log on again and select the correct test. **It is very important that the TA pays close attention to the test name prior to approval to be sure it is the correct test to be administered at that time.**
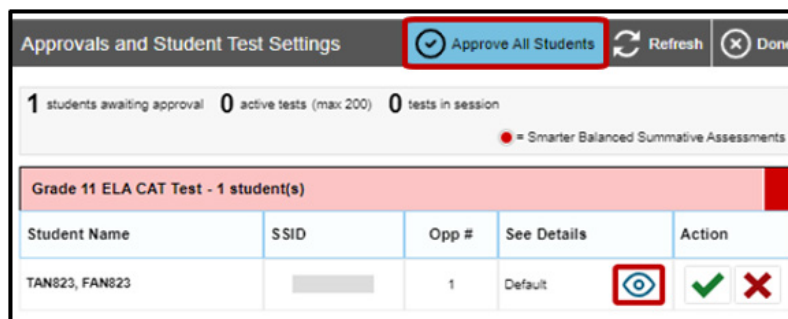
Figure 14. *Approvals and Student Test Settings* **screen**

26. Have students run the sound and video checks. All students will have the sound and video playback check. Only students who are using the text-to-speech resource also have the text-to-speech sound check. Only students who are using the speech-to-text resource have the recording device check.

    SAY: **Next you should see a screen that prompts you to check that the sound and video on your computer are working. Put your headsets on and select the triangle PLAY button. If you hear the music and see the moving musical notes, select the [I could play the video and sound] button. If not, raise your hand.**

Test Logon Instructions (cont.)

Student

27. If beginning a test that has listening items, complete the audio and video check with headphones, as shown in figure 15.
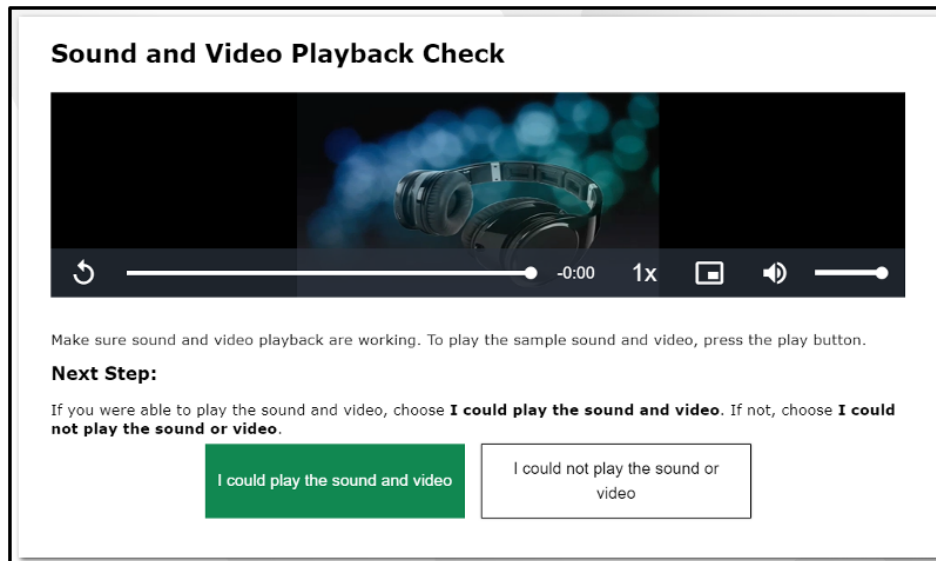
Figure 15. *Sound and Video Playback Check* **screen**

> **NOTE:** The SAY statements in steps 28 and 30 are only for students taking any assessment using the text-to-speech and speech to text resources. If no student is using either of these resources, continue to step 33.

Test Administrator

28. *(only for students taking any assessment using the text-to-speech resource)*

SAY: **Next you should see a screen that prompts you to check that the sound on your computer is working. Put your headsets on and select the icon of the speaker in the circle to hear the voice. If you hear the voice, select [I heard the voice]. If not, raise your hand.**

Test Logon Instructions (cont.)

29. If assigned text-to-speech, complete the audio checks with headphones. Test with text-to-speech audio check, as shown in figure 16.

Figure 16. *Text-to-Speech Sound Check* screen
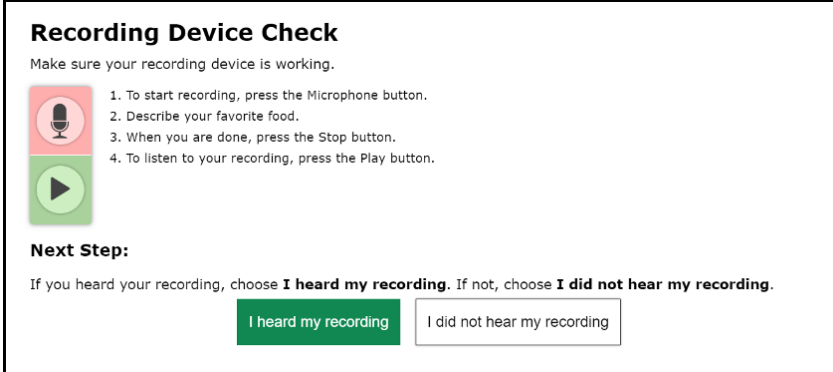
30. *(only for students taking any assessment using the speech-to-text resource)*

SAY: **You should see a screen that prompts you to check that your recording device is working. Put your headsets on and select the icon of the microphone in a circle to record the sound. Follow the rest of the instructions on the screen to record your voice and then listen to your recording. If you hear your voice, select [I heard my recording]. If not, raise your hand.**

Test Logon Instructions (cont.)

31. If assigned speech-to-text, complete the recording device check with headphones. Test with the recording device check, as shown in figure 17.

Recording Device Check

Make sure your recording device is working.

1. To start recording, press the Microphone button.
2. Describe your favorite food.
3. When you are done, press the Stop button.
4. To listen to your recording, press the Play button.

Next Step:

If you heard your recording, choose **I heard my recording**. If not, choose **I did not hear my recording**.

[I heard my recording]   [I did not hear my recording]

Figure 17. *Recording Device Check* **screen**

Test Administrator

32. If audio issues occur, do the following:

a) Ensure headphones are securely plugged in to the correct jack or USB port.

b) If the headphones have a volume control, ensure the volume is not muted.

c) Ensure that the audio on the device is not muted (often via a control panel or settings window).

d) If the student is still experiencing issues, contact the CAASPP test site coordinator or school technology coordinator.

33. Tell students how to take the test.

SAY: **Before your test appears, you will see a tutorial page listing the test tools and buttons that you may use during the test or that will appear on the test. You can also find this information during your test by selecting the HELP button.**

When you are ready to begin your test, select BEGIN TEST NOW at the bottom of the page.

Test Logon Instructions (cont.)

34. Select **[Begin Test Now]**, as shown in figure 18, to begin testing.

Figure 18. *Instructions and Help* screen

35. Continue with the instructions in the next subsections, Monitoring Student Progress and Ending a Test Session.

Monitoring Student Progress

Test Selection

Test Administrator

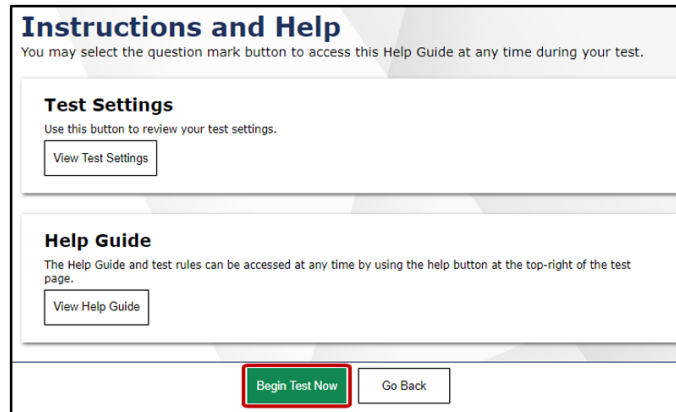It is very important that TAs monitor student progress throughout the test session. This includes verifying that students are participating in the appropriate content area and type of test (CAT, PT, or CAST).

The TA monitors the test each student is taking by referring to the Tests table in the Test Administrator Interface, shown in figure 19. Note that the list of student names can be sorted by column headings. This site will not show test items or scores but will show the TA the percentage of items that have been delivered to the student.

In the event a student is taking an incorrect test, the TA should pause the student's test. The TA should then instruct the student to log off and log on again to select the correct test. The Test column is called out in figure 19.
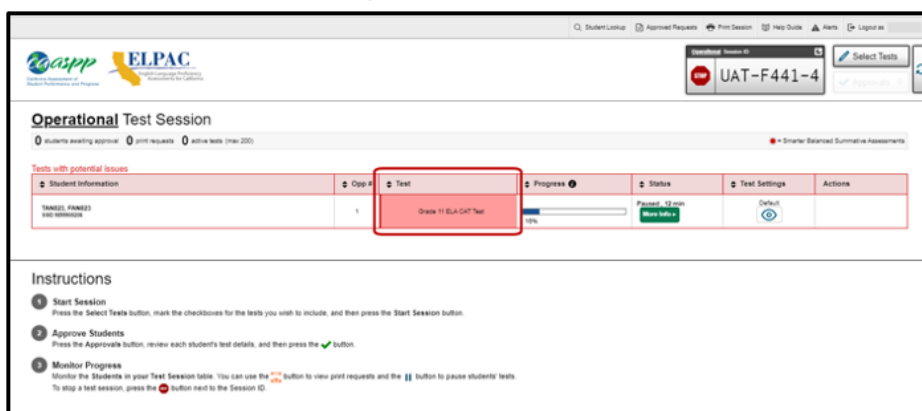
Figure 19. Monitoring student progress in the Test Administrator Interface

> **WARNING:** If the student has already begun to test with incorrect test settings, the test needs to be reset and the settings need to be corrected in TOMS by the CAASPP test site coordinator or LEA CAASPP coordinator. To reset the test, the LEA CAASPP coordinator or CAASPP test site coordinator must report the incident using the STAIRS/Appeals process and submit an Appeal.
>
> In the rare event that a student starts a test unintentionally (for example, if the student selected a PT instead of a CAT, or selected mathematics instead of ELA), the test's expiration timeline will be activated. If a student is unable to return to and complete the test before it expires in 15 days (PT) or 45 days, the CAASPP test site coordinator or LEA CAASPP coordinator must use the STAIRS/Appeals process to report the incident and submit an Appeal to reopen the test.

Monitoring Student Progress (cont.)

Test Security

If the TA witnesses or suspects the possibility of a test security incident, the TA should contact the CAASPP test site coordinator, the LEA CAASPP coordinator, or both of these coordinators immediately in accordance with the security guidance provided in the CAASPP Online Test Administration Manual located at https://ca-toms-help.ets.org/caaspp-otam/.

Student Directions During Testing

While the Test Administrator Interface is designed to refresh automatically every minute, the TA can refresh it manually at any time by selecting the **[Refresh Now]** button at the top right corner of the page.

> **WARNING:** Do **not** use the web browser's **[Refresh]** button to refresh the Test Administrator Interface.

If the TA notices that a student is off task, the TA may say the following statement to the student, **verbatim**, to keep the student focused.

> **SAY:** **It is important that you do your best. Do you need to pause the test and take a break?**

If a student is concerned about an item, direct the student to review a tutorial by reading the following script **verbatim**.

> **SAY:** **Try your best and choose the answer that makes the most sense to you. If you are unsure about how a question works, you can review a tutorial by selecting the "tutorial" option from the context menu.**

> **WARNINGS:**
> - Always write down the session ID for possible future use. If the Test Administrator Interface web browser is accidentally closed while students are still testing, the session will remain open until it times out after 30 minutes. The TA can open the web browser and navigate back to the Test Administrator Interface. The TA will be prompted to enter the active session ID.
> - As a security measure, TAs are automatically logged off the Test Administrator Interface after 30 minutes of TA user inactivity and student inactivity in the test session, which will result in closing the test session. If this occurs, the TA will have to create a new session and the students will have to log on to the new session to resume testing. When starting a new session, the TAs should give the students the new session ID so they can log on and resume testing. Please note that students will not be able to return to CAT or science items from previous sessions, even if the responses were marked for review.

Monitoring Student Progress (cont.)

Content Applicable _Only_ to Students in Grade Eleven Taking Smarter Balanced Summative Assessments

Note: Students in grade eleven taking a CAT will get an additional question at the end of their test sessions for both ELA and mathematics, such as is shown in figure 20. This question appears where students are reminded of any test questions flagged for review.

- This question is not part of the assessment, but is presented to allow students the option of selecting whether they will share their scores on the CAASPP Smarter Balanced Summative Assessments with the CSU system and participating CCCs as part of the EAP. Please read the text in the next box if administering a test to students in grade eleven. Otherwise, skip the text in that box and continue with the test administration.

- Students must answer this question after each of the content-area assessments to have the results of that test reported to the CSU and participating CCCs. Agreeing to release the results of one content-area assessment to the EAP is not agreement to release the results of the other content-area assessment; the student must agree individually to both to have both sets of results reported to the EAP. Sending results to the CSU does not impact admission decisions.

> **Survey**
>
> **2022-23 CAASPP Computer Adaptive Test – EAP Release & Instructions Mathematics**
>
> **Early Assessment of Readiness for College Mathematics**
> The CAASPP EAP results will assist the California State University (CSU) system and the California Community Colleges (CCC) system in providing you an early assessment of your readiness for college-level mathematics coursework. Your CAASPP EAP results are not required or used for admissions.
>
> Your CAASPP results will be provided to the institutions for which you have applied by marking the release circle. If you mark the "Do Not Release" circle, you will be required to submit the results at a later date if requested.
>
> **Release Authorization**
> By filling in the circle below, I acknowledge that I am voluntarily releasing the results of my Mathematics college readiness assessment to be shared with appropriate officials at the California State University (CSU) and California Community Colleges (CCC).
> Release ○ Do Not Release ○

Figure 20. Sample EAP question for the CAASPP Smarter Balanced for Mathematics

Monitoring Student Progress (cont.)

EAP Section—To Be Read To Students In Grade Eleven Only

SB Read ONLY to Students in Grade Eleven Taking Smarter Balanced Summative Assessments:

SAY: **The Early Assessment Program (EAP) will assist the California State University (CSU) system and the California Community Colleges (CCC) system in providing you information on your readiness for college-level written communication and mathematics/quantitative reasoning prior to starting your senior year. The results are used to determine your placement in appropriate coursework once you have been admitted. The release of CAASPP results will not affect your application for admission.**

Please carefully read the statement presented as the last question in this test session. If you do not wish your results to be sent to the CSU and CCC, select "Do Not Release." If you are considering or plan to enroll at CSU or CCC, select "Release" and then select the [Submit Test] button. Your Smarter Balanced results for this test will be provided to both institutions by selecting the Release circle and then submitting. If you do not select to release your results, you may be requested to provide a copy of your results to the institution at a later time. Even if you have already answered this question at the end of an ELA or mathematics test you have already taken, you need to answer it for this test to have the EAP results of both tests reported.

Your CAASPP Student Score Report will provide a website, where additional information is available on what your EAP results mean.

END of EAP Section

Ending a Test Session

Test Administrator

1. When there are approximately 10 minutes left in the test session, the TA should give students a brief warning.

   SAY: We are nearing the end of this test session. Please review your answers, including any questions you marked for review now. Do not submit your test unless you have answered all of the questions.

2. **SB CAT** The following should be read for the ELA CAT portion only.

   SAY: If you are working on a set of questions for a reading passage, please finish all of the questions in that set.

   SAY: If you need additional time let me know.

Submitting Tests

1. After answering the last item in each segment, each student is presented with a screen prompting the student to review answers within that segment of the test prior to submitting. The Mark for Review function is provided as a reminder to the student that the student had a question or concern about a particular item. However, a student cannot return to items in segments that have been submitted.

   After answering the last question, students must submit their tests. If students would like to review their answers before submitting their test, they should select **[REVIEW MY ANSWERS]** and then **[SUBMIT TEST]** after they finish reviewing. Once a student selects **[SUBMIT TEST]**, the student will not be able to review answers.

2. Read the following SAY statement.

   SAY: This test session is now over. If you have not finished, select PAUSE, and you will be able to finish at another session.

3. **CAST** **SB CAT** Read the following SAY statement for the CAT portion and CAST only if the length of time pausing the test is greater than 20 minutes, e.g., the student will continue testing on another day.

   SAY: Remember, if you are not finished and need to pause your test for more than 20 minutes, you will not be able to go back to the questions from this test session, including questions marked for review. You will also not have access to the notes you entered in the Digital Notepad.

Ending a Test Session (cont.)

    SAY: **If you have answered all the questions on your test and have finished reviewing your answers, select SUBMIT TEST. I will now collect any scratch paper or other materials.**

4. **SB PT** Read the following for the PT portion of a Smarter Balanced assessment for students who will continue testing on another day.

    SAY: **Please write your name on your scratch paper if you are not finished with the performance task. I will collect it for use during the next test session.**

    SAY: **If you have answered all the questions on your test and have finished reviewing your answers, select SUBMIT TEST. I will now collect any scratch paper or other materials.**

TAs should select **[Stop Session]** to end the test session and pause any student test in the session that is still in progress. When finished, TAs can log off the Test Administrator Interface by selecting the **[Logout as Name]** button at the top right. TAs should also collect any scratch paper (and graph paper for mathematics in grades six and up).

Logging Off

To log off the Test Administrator Interface, select the **[Logout as Name]** button in the top-right corner of the screen on the Test Administrator Interface system banner (shown in figure 21).
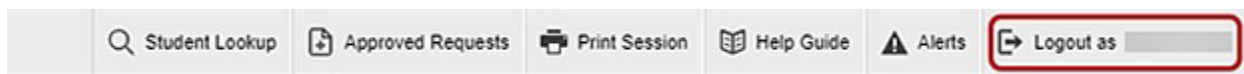

Figure 21. Single Sign-On system banner

Once the Test Administrator Interface is closed, the TA will not be able to resume the test session and will need to create a new test session to continue testing.