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Introduction to the User Guide

This user guide supports Test Administrators (TAs) who manage testing for students participating in the Ohio’s State Tests (OST), the Alternate Assessment for Students with the Most Significant Cognitive Disabilities (AASCD), the Ohio English Language Proficiency Assessment (OELPA), the Ohio English Language Proficiency Screener (OELPS), and the Ohio Graduation Tests (OGT) operational and practice tests.

Organization of the User Guide

The guide includes the following sections:

- How TAs Proctor Test Sessions in the TA Site
- How Students Sign in to the Student Testing Site and Complete Tests

There is also an alphabetized Appendix with additional information and instructions about the TA Site, the Secure Browser, and more.

Understanding the Test Delivery System’s Sites

The Test Delivery System (TDS) delivers Ohio’s online tests and consists of practice sites and 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 Practice Site are for practice whereas the tests provided in the TA Interface are operational and students’ scores will be official.

- Practice Sites
  - TA Practice Site: Allows TAs to practice administering tests.
  - Student Practice Site: Allows students to practice taking tests online and using test tools. Students can log in to the testing site with their name and ID or as guests. They can either take proctored tests in sessions created by TAs in the TA Practice Site or they can take non-proctored tests.

- Operational Testing Sites
  - TA Interface: Allows TAs to administer operational tests.
  - Student Testing Site: Allows students to take operational tests.

Throughout the rest of this user guide, “TA Site” refers to both the TA Interface and TA Practice Site.
How TAs Proctor Test Sessions in the TA Site

Administering tests in the Test Delivery System is a straightforward process and the basic workflow is as follows:

1. The TA selects tests and starts a test session in the TA Site.
2. Students sign in to the Student Testing Site 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 out.

This section describes how TAs perform the following tasks within the TA Site (see Figure 1) to successfully administer online tests:

- How to Select Tests and Start a Test Session
- How to Approve Students for Testing
- How to Monitor an Ongoing Test Session

![Figure 1. TA Site During an Ongoing Test Session](image)

For information about the testing process from a student’s perspective, see the section How Students Sign in to the Student Testing Site and Complete Tests.
How to Select Tests and Start a Test Session

The first step in administering online tests is to select the tests that you wish to administer and start a test session. You can select tests and start a session from the Test Selection window that opens automatically when you log in to the TA Site.

Please note that only the tests that you select in the TA Site 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.

How to Create a New Test Session

1. Log in to the TA Site. The Test Selection window (see Figure 2) 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. For more information, see Transfer a Test Session.

![Figure 2. Test Selection Window: Test Categories](image)

2. 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 (see Figure 3).
3. **Optional**: Expand a test subgroup to view the constituent tests. All test groups and sub-groups 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 .

4. 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.

   – 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 3). If viewing on a smaller screen, the test selection count is displayed at the bottom of the **Test Selection** window (see Figure 4). To expand the selected tests section, select .
5. **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**.

6. 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 (see Figure 2).
   b. Repeat steps 2–5 to select the necessary tests.

7. **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:
   a. Select [Add Filter]. The filter panel appears.
b. 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 6).

![Figure 6. Filter Selections](image)

- You can remove a selected filter by selecting \( \times \) for the applicable filter.

8. **Optional:** You can also search for specific tests by their labels. To search for a test:

a. Select \( \mathbb{Q} \) in the upper-right corner to bring up the search panel (see Figure 7).

![Figure 7. Test Selection Window: Search Panel](image)
b. 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.

c. To close the search panel, select **Close** at the bottom of the panel.

9. 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.

10. The Session ID appears on the TA Site (see **Figure 8**). Provide the Session ID to your students. Please remember to write down the Session ID in case you accidentally close the browser window and need to return to the active test session.

   ![Test Session ID](https://example.com/figure8.png)

**Figure 8. Test Session ID**

---

**How to Add Tests to an Active Test Session**

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

1. In the upper-right corner of the TA Site (see **Figure 1**), select **Select Tests**. The **Test Selection** window (see **Figure 9**) opens to the page that you last viewed and shows the tests that are currently active in the session.

2. Mark the checkboxes of the tests that you wish to add to the session following the instructions in the **How to Create a New Test Session** section. Tests that are already active in the session are grayed out.
3. **Optional**: To remove a selected test:

   – 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.

   – To remove all the selected tests, select **Clear All**. All selected tests that are not yet active will be removed.

4. Select **Add to 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 at least one new test.

5. In the confirmation message that appears, click **Yes**.

**How to Approve Students for Testing**

After students sign in to the Student Testing Site and select tests, you must verify that their settings and accommodations are correct before approving them for testing. Select **Approvals** next to the Session ID (see Figure 1). The **Approvals and Student Test Settings** window (see Figure 10) appears displaying a list of students grouped by test. 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.
1. To check a student’s test settings and accommodations, select for that student. The Test Settings window appears (see Figure 11) displaying the student’s test settings grouped by their area of need. Icons next to each setting indicate whether it is a General Testing Tool, Reading Tool, Accommodations, Visual Tool or Domain Exemption.
How TAs Proctor Test Sessions in the TA Site

1. If any settings are incorrect, update them as required. Students should not begin testing until their settings are correct.
   - Editable settings must be updated in this window, while read-only settings must be updated in TIDE.
   b. Do one of the following:
      - To confirm the settings, select Set. You must still approve the student for testing (see step 4).
      - To confirm the settings and approve the student, select Set & Approve.
      - To return to the Approvals and Student Test Settings window without confirming settings, select Cancel.

2. Repeat step 1 for each student in the Approvals and Student Test Settings list. Since the Approvals and Student Test Settings window does not automatically refresh, select Refresh at the top of the window to update the list of students awaiting approval.

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

4. If you wish to approve students directly from the Approvals and Student Test Settings window, do the following:
   - To approve individual students, select ☒ for each student.
   - To approve all students for a given test or segment, select Approve All Students for that test or segment.

How to Monitor an Ongoing Test Session

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

How to Monitor Students’ Test Progress

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 Tests started/paused/completed table. If the Test Delivery System detects that a student requires assistance, such as a student a
student’s test has been paused due to an environment security breach or due to the launch of a forbidden application, the Tests requiring TA intervention 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 12. Table(s) for Monitoring Students’ Test Progress](image)

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

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Information</td>
<td>The name and SSID of the student in the session.</td>
</tr>
<tr>
<td>Opp #</td>
<td>Opportunity number for the student’s selected test.</td>
</tr>
<tr>
<td>Test</td>
<td>Name of the test the student selected.</td>
</tr>
<tr>
<td>Time</td>
<td>Indicates the approximate elapsed time (in minutes only) in the student’s test. There will be an approximate one minute delay between the elapsed time showing on the student interface and the time displayed in this column.</td>
</tr>
<tr>
<td>Progress</td>
<td>Indicates the student’s test progress. It displays a progress bar to indicate the percentage of questions the students have answered out of the total number of questions.</td>
</tr>
<tr>
<td>Test Status</td>
<td>Current status for each student in the session. For more information about the statuses in this column, see Table 2. If the Test Delivery System detects that a student may be experiencing technical difficulties or requires assistance, such as the student may be experiencing connection issues 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.</td>
</tr>
<tr>
<td>Test Settings</td>
<td>Displays one of the following:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Standard</strong>: Default test settings are applied for this test opportunity.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Custom</strong>: One or more of the student’s test settings or accommodations differ from the default settings.</td>
</tr>
<tr>
<td></td>
<td>To view the student’s settings for the current test opportunity, select .</td>
</tr>
</tbody>
</table>

Table 1. Columns in the Table(s) for Monitoring Students’ Test Progress
How TAs Proctor Test Sessions in the TA Site

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions</td>
<td>Allows you to perform any available actions for an individual student's test. 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.</td>
</tr>
</tbody>
</table>

Table 2 describes the codes in the Test Status column of the table(s) for monitoring students' test progress.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>You approved the student, but the student did not yet start or resume the test.</td>
</tr>
<tr>
<td>Started</td>
<td>Student started the test and is actively testing.</td>
</tr>
<tr>
<td>Review</td>
<td>Student visited all questions and is currently reviewing answers before submitting the test.</td>
</tr>
<tr>
<td>Completed</td>
<td>Student submitted the test. The student can take no additional action at this point.</td>
</tr>
<tr>
<td>Submitted</td>
<td>Test was submitted for quality assurance review and validation.</td>
</tr>
<tr>
<td>Reported</td>
<td>Test passed quality assurance and is undergoing further processing.</td>
</tr>
<tr>
<td>Paused*</td>
<td>Student’s test is paused. The time listed indicates how long the test has been paused.</td>
</tr>
<tr>
<td>Expired*</td>
<td>Test was not completed by the end of the testing window and the opportunity expired.</td>
</tr>
<tr>
<td>Pending*</td>
<td>Student is awaiting approval for a new test opportunity.</td>
</tr>
<tr>
<td>Suspended*</td>
<td>Student is awaiting approval to resume a test opportunity.</td>
</tr>
</tbody>
</table>

*Appears when the student is not actively testing. The student’s row grays out in such cases.

How to Pause a Student's Test

You can pause a student’s test if necessary.

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 Test Delivery System logs the student out.

How to Enable Screensaver Mode

Since the student test progress tables in the TA Site often contain sensitive student information, such as student IDs, the TA Site includes an in-built screensaver to hide the data from view. The screensaver will automatically turn on if you are not active in the TA Site for 5 minutes.
1. To turn on screensaver mode, select in the upper-right corner of the Session ID (see Figure 1). A masking screen appears over the TA Site (see Figure 13). The screensaver displays the Session ID. It also displays notifications if students are awaiting approval or if students require other interventions.

![Figure 13. Screensaver Mode Enabled](image_url)

2. 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.

How to Stop a Test Session

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

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

1. To stop a test session, select next to the Session ID (see Figure 1).

2. Next, select OK in the confirmation message that appears. The test session stops.

How to Log 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 to prevent stopping a test session that is in progress.

If you log out from another Ohio Assessment system, such as TIDE, you will also log out of the TA Site.

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 Ohio’s Assessment System portal appears.
How Students Sign in to the Student Testing Site and Complete Tests

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.

How Students Sign in and Select Tests

When testing, students must sign in to the appropriate testing site. For sessions created in the TA Interface, students sign in to the Student Testing Site on the Secure Browser or Take a Test app. Students may also take practice tests in the Student Practice Site to familiarize themselves with the online testing process. Aside from the sign-in process, the Student Practice Site has the same appearance and functionality as the Student Testing Site. For information on how students sign in to the Student Practice Site, see Practice Test Site Student Sign-in Process.

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

1. Launch the Secure Browser or Take a Test app on the student’s testing device. The Student Sign-In page appears.

2. Next, students enter the following information:
   a. In the First Name and SSID fields, students enter their first name and SSID as they appear in TIDE.
   b. In the Session ID field, students enter the Session ID as it appears on the TA Site. The first part of the three-part session ID that indicates whether a student is on the Student Testing Site or the Student Practice Site is pre-filled.

Figure 14. Student Testing Site Student Sign-In Page
3. *Optional:* Students can modify test settings (such as background and text color) for the sign-in process, which persist until you set the actual test settings during the TA approval process:

   a. Students select the cog wheel in the upper-right corner of the *Student Sign-In* page to open the *Settings* page.

   b. Next, they select their preferred options from the available drop-down lists and select **OK**.

   ![Figure 15. Settings Page](image)

4. Students select *Sign In*. The *Is This You?* page appears.

**How to Verify Student Information**

After signing in to the Student Testing Site, students must verify their personal information on the *Is This You?* page.

- If all the information on the *Is This You?* page is correct, the student selects **Yes** to proceed.
- If any of the information is incorrect, the student must select **No**.

You must notify the appropriate school personnel that the student’s information is incorrect. Incorrect student demographic information must be updated before the student begins testing.
How to Select 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. Students can only select tests that are included in the session and still need to be completed.

1. From the *Your Tests Page* that lists a student’s eligible tests in color-coded categories, the student selects the name of the test.

   – If a student’s required test is inactive or not displayed, the student should log out. You should verify the test session includes the correct tests and add additional tests, if necessary.
2. The student’s request is sent to the TA for approval and the student is taken to the **Waiting for Approval** page. After you approve the student for testing, the student can proceed to the next step:

   – 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.

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.
How to Check Student Device Functionality

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

1. From the Audio/Video Checks page that displays each required functionality check in its own panel, the student verifies each functionality as explained below.

2. Once all functionality checks have been verified, the student selects Continue at the bottom of the page to proceed to the Instructions and Help page.

How to Check Text-To-Speech Functionality

The Text-to-Speech Sound Check panel appears if a student has the text-to-speech (TTS) setting. Students can only use TTS within the Secure Browser, a supported Chrome or Firefox browser, or the Take a Test app.

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.

- From the Text-to-Speech Sound Check panel, students select 🎧 and listen to the audio.
  - If the voice is clearly audible, students select I heard the voice. A green check appears at the upper-right corner of the panel and students can proceed to the next functionality check.
  - If the voice is not clearly audible, students adjust the settings using the sliders and select 🎧 to listen to the audio again.
How Students Sign in to the Student Testing Site and Complete Tests

If students still cannot hear the voice clearly, they select **I did not hear the voice** to open the **Audio Check** panel.

- Students can select **Try Again** to return to the **Text-to-Speech Sound Check** panel and retry.

- Students can select **Continue** to skip verifying the text-to-speech functionality. Students can also do this from the **Text-to-Speech Sound Check** panel by selecting **Skip TTS Check**.
How to Check Audio Playback Functionality

The **Audio Playback Check** panel appears for tests with listening questions and allows students to verify that they can hear the sample audio.

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

- From the **Audio Playback Check** panel, students select 🎧 and listen to the audio.
  - If the sound is clearly audible, students select **I heard the sound**. A green check appears at the upper-right corner of the panel and students can proceed to the next functionality check.
  
  ![Audio Playback Check Panel](image)

  - If the sound is not clearly audible, students select **I did not hear the sound** to open the **Sound Check: Audio Problem** panel.
  - Students can select **Try Again** to return to the **Audio Playback Check** panel and retry.

How to Check Recording Device Functionality

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.

1. From the **Recording Device Check** panel, students select 🎤 to begin recording their voice.
2. Students speak into their recording device, and then select 🎤 to stop recording.
3. Next, students select 🎧 to listen to their recorded audio:
How Students Sign in to the Student Testing Site and Complete Tests

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Figure 20. 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 New Recording Device (which only appears for students testing on computers or tablets with multiple recording devices) to open the Recording Input Device Selection panel and select a different recording device.

How to View Instructions and Begin Testing

The Instructions and Help page is the last step of the sign-in process. Students may review this page to understand how to navigate the test and use test tools as well as review their test settings. This page may also contain additional test instructions or acknowledgements that a student need to review in order to proceed.

1. Optional: To review their test settings, students select View Test Settings. To close the window, students select OK.

2. To review additional test information or acknowledgements, if available, students review the information on the page and proceed as instructed.

3. Optional: To view the help guide, students select View Help Guide. To close the window, students select Back.

4. To start the test, students select Begin Test Now.
How Students Sign in to the Student Testing Site and Complete Tests

Figure 21. Instructions and Help Page

Instructions and Help
You may select the question mark button to access this Help Guide at any time during your test.

Test Settings
Use this button to review your test settings.

View Test Settings

Additional Test Information
All state tests (including all test passages, test questions and any other secure material developed for use with any operational test) are secure materials. It is not permissible to reproduce any of this secure material or cause it to be reproduced in any format. You are not permitted to reveal any test question that is known to be on a state test in any manner whatsoever. The following includes, but is not limited to, examples of actions that would be considered a test security violation and end your test opportunity immediately:
- Using and/or possessing cellphones, cameras, smart watches or any other internet connected devices;
- Sharing test and test-related information (giving or receiving);
- Having notes, study guides, or ‘cheat’ sheets.

Help Guide
The Help Guide and test rules can be accessed at any time by using the button on the top part of the test page.

View Help Guide

Begin Test Now  Return to Login
How Students Navigate the Student Testing Site

A test page can include the following sections:

- The *Global Menu* section displays the global navigation and tool buttons. It also includes the *Items* menu, test information, help button, pause button, system settings button, and timer.
- The *Stimulus* section, which appears only for questions associated with a stimulus, contains the stimulus content, context menu, and either the expand passage button or reading mode 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 SSID.

**Figure 22: Sample Test Layout**

The following sections provide details about how to navigate the Student Testing Site.

**How to Navigate between Items**

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

**Figure 23. Navigation Buttons**
• When multiple items are grouped with a stimulus, the items are tabbed for individual viewing. Students select the tabs in the upper-right corner to proceed to the corresponding question.

Figure 24. Paginated Items

• To jump directly to an item, students can select an item number from the items drop-down that appears when students select the **Items** menu.
  – If an item has been marked for review, ▲ is displayed next to the item.
  – If an item has been skipped or not answered, ▲ is displayed next to the item.

Figure 25. Items Drop-Down

How to View 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 graphic) that students review in order to answer associated questions.

• **Reading Passages**: When the stimulus is a reading passage, the content is paginated if this feature is turned on for the student.
  – To move between the pages of a reading passage, students can select ▶️ and ◄ below the stimulus.
  – Students can also select ▾ to open the Reading Mode window, which displays two pages at a time.

Figure 26. Reading Passage
How to Respond 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 Practice Site to familiarize themselves with the question types that may appear on tests.

All responses are saved automatically. Students can also manually save their responses to questions by selecting Save in the 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.
  - For multiple choice type items, students can re-click a selected radio button to deselect the response option provided this feature is enabled.
- 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.
- Expand categories and select options within them.

How to Pause Tests

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

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

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

How Students Use Test Tools

A number of testing tools are available for students in TDS. Some tools are available for all tests, while others are only available for a particular subject, accommodation, or type of question. There are primarily two types of test tools available:
Test Delivery System Test Administrator User Guide

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

Students can access tools using a mouse or keyboard commands. For information about keyboard commands, please see Keyboard Commands in the Student Testing Site.

How to Use Global Tools

The global menu consists of navigation buttons on the left and tool buttons on the right (see Figure 27).

- To use a global test tool, select the button for the tool. The selected test tool activates.

Table 3 lists the tools available in the global menu.

Figure 27. Global Menu

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculator</td>
<td>To use the on-screen calculator, select <strong>Calculator</strong> in the global menu.</td>
</tr>
<tr>
<td></td>
<td>The graphing calculator is available on the following tests:</td>
</tr>
<tr>
<td></td>
<td>• Algebra I</td>
</tr>
<tr>
<td></td>
<td>• Geometry</td>
</tr>
<tr>
<td></td>
<td>• Integrated Mathematics I</td>
</tr>
<tr>
<td></td>
<td>• Integrated Mathematics II</td>
</tr>
<tr>
<td></td>
<td>The scientific calculator is available on the following tests:</td>
</tr>
<tr>
<td></td>
<td>• Grade 6 Mathematics Part 2</td>
</tr>
<tr>
<td></td>
<td>• Grade 7 Mathematics Part 2</td>
</tr>
<tr>
<td></td>
<td>• Grade 8 Mathematics Parts 1 and 2</td>
</tr>
<tr>
<td></td>
<td>• Ohio Graduation Tests Mathematics</td>
</tr>
<tr>
<td></td>
<td>• Ohio Graduation Tests Science</td>
</tr>
<tr>
<td>Formula</td>
<td>To view the on-screen formula sheet, select <strong>Formula</strong> in the global menu.</td>
</tr>
<tr>
<td></td>
<td>Available on the following tests (sheet specifics vary by test):</td>
</tr>
<tr>
<td></td>
<td>• Grades 4 to 8 Mathematics</td>
</tr>
<tr>
<td></td>
<td>• Algebra I</td>
</tr>
<tr>
<td></td>
<td>• Geometry</td>
</tr>
<tr>
<td></td>
<td>• Integrated Mathematics I</td>
</tr>
<tr>
<td></td>
<td>• Integrated Mathematics II</td>
</tr>
<tr>
<td></td>
<td>• Ohio Graduation Tests Mathematics</td>
</tr>
</tbody>
</table>
# How Students Sign in to the Student Testing Site and Complete Tests

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help ▼</td>
<td>To view the on-screen Help Guide window, select the question mark ? button in the upper-right corner.</td>
</tr>
<tr>
<td>Language Toggle</td>
<td>For items and stimuli that have content in two languages, such as English and Spanish, you can select the language in which to display the content for easier readability. By default, the item will be presented in the language specified at the beginning of the test. To switch the language, select Language Toggle in the global menu.</td>
</tr>
<tr>
<td>Line Reader</td>
<td>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.</td>
</tr>
<tr>
<td>Masking</td>
<td>The Masking tool temporarily covers a distracting area of the test page. To use this tool:</td>
</tr>
<tr>
<td></td>
<td>• Select Masking in the global menu.</td>
</tr>
<tr>
<td></td>
<td>• Click and drag across the distracting area.</td>
</tr>
<tr>
<td></td>
<td>• To close the Masking tool, select Masking again. To remove a masked area, select ✖ in the upper-right corner of that area.</td>
</tr>
<tr>
<td>Notes</td>
<td>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.</td>
</tr>
<tr>
<td>Pause</td>
<td>To pause a test, select ⏯. If you pause the test, then you will be logged out.</td>
</tr>
<tr>
<td>System Settings ▲</td>
<td>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.</td>
</tr>
<tr>
<td>Zoom buttons</td>
<td>To enlarge the text and images on a test page, select Zoom In. Multiple zoom levels are available. To undo zooming, select Zoom Out.</td>
</tr>
</tbody>
</table>

## 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 dialogs, switch to the selected language.
Some important things to keep in mind when using the Language Toggle tool are:

- To be able to use the Language Toggle tool, the default language must be set to Spanish. This is only available on OST Mathematics, Science, and Social Studies tests.

- 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 will be displayed in the default language. If the student returns to the previous item, the previous item will continue to be displayed in the language to which the student had toggled until the student switches the language again.

- 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. If the student switches back to the first language, the original highlighting or masking will be displayed provided the student has not highlighted or masked sections in the alternate language.

**How to Use the Masking Tool**

The Masking tool allows students to hide distracting areas of the test page.

- To mask an area of a test page:
  a. Select Masking in the global menu. The button becomes orange.
  b. Click and drag across the distracting area of the test page. The selected area becomes dark gray. The tool remains active until you deactivate it.

- To deactivate the masking tool, select Masking in the global menu again. The button becomes green. Please note that masked areas will remain on the screen until you remove them.

**Figure 28. Test Page with Masked Area**

- To remove a masked area from a test page, select the icon in the upper-right corner of a masked area.
How to Use Context Menu Tools

A test page may include several elements, such as the question, answer options, and stimulus. The context menu for each element contains tools that are applicable to that element (see Figure 29 and Figure 30). Table 4 lists the available context menu tools.

If a question has multiple parts, a context menu may be available for each part of the question. In such cases, the active context menu (that is, the context menu for the item or stimulus currently in focus) appears enabled while the other context menus look grayed out.

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

- 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.
- 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:
  - If you are using a two-button mouse, right-click an answer option.
  - If you are using a single-button mouse, click an answer option while pressing Ctrl.
  - If you are using a Chromebook, click an answer option while pressing Alt.
  - If you are using a tablet, tap the answer option and then tap the context menu button (this selects the answer option until you select a different option).
### Table 4. Context Menu Tools

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| Highlighter     | To highlight text, select the text on the screen and then select **Highlight Selection** from the context menu. 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 📜 in the upper-right corner and a flag icon 📜 appears next to the question number on the test page. The **Items** pop-up window also displays a flag icon next to the question number. |
| Select Previous Version | To view and restore responses previously entered for a Text Response question, select the **Select Previous Version** option from the context menu. A list of saved responses appears. Select the appropriate response and click **Select**.  
Note: Prior responses will not be available if the test has been paused, or if the student has clicked End Test. |
| Strikethrough   | For selected-response questions, you can cross out an answer option to focus on the options you think might be correct.  
There are two options for using this tool:  
- Option A:  
  a. To activate Strikethrough mode, open the context menu and select **Strikethrough**.  
  b. Select each answer option you wish to strike out.  
  c. To deactivate Strikethrough mode, press **Esc** or click outside the question's response area.  
Option B: 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. |
| Text-to-Speech Tracking | When this tool is enabled, words become highlighted as TTS reads them aloud. |
| Tutorial        | To view a short video demonstrating how to respond to a particular question type, select **Tutorial** from the context menu. |
How to Use the Select Previous Version Tool

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, select Save, delete the text, and enter new text, they can use this tool to recover the original response. Please note that if the student’s test pauses or the student has clicked End Test, any responses entered prior to pausing or clicking End Test will no longer appear in the Select Previous Version window.

1. To recover a previously entered response, 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.

2. Select a response version from the left panel. The text associated with that response appears in the right panel.

3. Select Select. The selected response appears in the text box for the question.

Figure 31. Select Previous Version Window
How Students Sign in to the Student Testing Site and Complete Tests

How to Use the Text-To-Speech Tool

Students testing with TTS can listen to passages, questions, and answer options using the TTS options available in the selected element’s context menu. 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.

Figure 32. TTS Options for Questions

- 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.
  - Please note that when listening to passages, students can pause TTS and then resume it at the point where it was paused. While this functionality is available on Windows, Mac, and iOS, it is not available on Android and Chrome OS. Students testing on a Chrome OS can resume a paused TTS passage by selecting the remaining text to be read aloud and selecting Speak Selection from the context menu.

- To listen to a question or answer options, students open the question context menu and select one of the following Speak options:
  - To listen only to the question, students select Speak Question. On multiple choice and multi-select questions, students will also hear all answer options.
  - To listen only to an answer option, select Speak Option from the context menu and then select the answer option. Students could also right-click the answer option and select Speak Option.

- AASCD tests display ear icons 🎧 by questions and answer options. Students can click these icons to listen to the corresponding test content.
How to Use Other Tools

In addition to the global tools and context menu tools, there are some additional tools that may be available to students based on their accommodations or the test page layout. Table 5 lists the additional tools available in the Student Testing Site.

Table 5. Other Tools

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expand Passage</td>
<td>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.</td>
</tr>
<tr>
<td>Reading Mode</td>
<td>Reading Mode opens a pop-up window that lets you view two pages of a reading passage at a time. To open Reading Mode, select 📖 below a reading passage. To exit Reading Mode, select 📖 in the lower-right corner of the pop-up window.</td>
</tr>
</tbody>
</table>

How Students Complete a Test

After students have completed their test, they need to submit their test.

How to Submit a Test

To complete the testing process, students must submit their tests when they are done answering questions.

Please note that once students submit their tests, they cannot return to the test or modify answers.

1. Students select **End Test** in the upper-left corner, which appears after students respond to the last test question. A confirmation message appears.

   ![Figure 33. Global Menu with End Test Button](image)

2. Students select **Yes**. The **End Test** page appears, allowing students to review answers and submit the test for scoring.

   - A flag 🔄 icon appears for any questions marked for review. A warning ⚠ icon appears for any unanswered questions.
3. **Optional**: To review previous answers, students select a question number. Students can also select a cover page icon to navigate to a specific cover page. When done reviewing, they can return to the *End Test* page by selecting *End Test* again.

4. To submit the tests, students select *Submit Test*, then select *Yes* in the confirmation message that appears. The *Your Results* page appears displaying the student’s name, the test name, and the completion date.

5. To exit the Student Testing Site, students select *Log Out*, and then close the Secure Browser.
Appendix

A

Alternate Assessments in the Student Testing Site

You can administer alternate assessments online by adding the tests to sessions in the TA Site following the same procedure used to add any other test to a session. However, the appearance and behavior of the Student Testing Site is slightly different for alternate assessments.

Navigating Alternate Assessments

The Student Testing Site displays alternate assessments in full-screen mode with the global menu hidden by default.

To proceed to the next question, students select Next.

Note: All items are required for the alternate assessments. Students cannot proceed to the next question until a response option or the Mark as No Response option has been selected.

To exit full-screen mode and access the global menu, students select in the upper-left corner. A message appears, asking for a password.

– Students enter their first name and select OK. The global menu appears at the top of the screen.
– When signed in as a guest user in the Student Practice Site, students enter Guest.

Figure 36. Alternate Assessment Layout

To return to full-screen mode, students select Full Screen in the global menu.

Figure 37. Full Screen Button
Listening to Audio Content

The test pages display ear 🎧 icons, which read aloud the content for passages, questions, and answer options. If a student requests the administrator re-read any of the content, the administrator must first allow the text-to-speech to play to account for any “hidden text” before repeating any of the text-to-speech audio for the student.

To listen to the test’s content, students must do the following:

• To listen to a passage, select 🎧 beside the passage.
• To listen to a question and its answer options, select 🎧 beside the question.
• To listen only to an answer option, select 🎧 below the answer option.
• To stop the audio, click 🎧 while it is playing.
  – You cannot pause audio content. If you select 🎧 again, it will play the audio from the beginning.

Responding to Questions and Ending a Test

Alternate assessment questions display answer options as cards, which may include text, graphics, or both. All items are required for the alternate assessments. Students cannot proceed to the next question until a response option or the Mark as No Response option has been selected.

• To select an answer option, students select a card. Once a card is selected, arrows appear at the top and bottom of the card along with a blue border.
  
  Figure 38. Alternate Assessment Card Item

• To indicate that no response was provided for an item and proceed with the test, do the following:
  
  a. From the item’s context menu, select Mark as No Response, then select Yes in the confirmation message that appears.
The item’s response options are disabled and a no response icon \( \varnothing \) is displayed on top of the item. For reporting purposes, the item is assigned a condition code of NR.

Figure 39. Item Marked as No Response

b. Optional: To revert, from the item’s context menu, select **Unmark No Response**. However, if you had entered any response prior to marking the item as “No Response”, that response will not be retrieved.

- To end a test, exit full-screen mode and select **End Test**. You can submit the alternate assessment by following the same procedure used to submit all other assessments in the Student Testing Site.

**K**

**Keyboard Commands in the Student Testing Site**

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.

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

Table 6 lists keyboard commands for selecting options on the sign-in pages or pop-up windows that appear during a test.
Table 6. Keyboard Commands for Sign-In Pages and Pop-Up Windows

<table>
<thead>
<tr>
<th>Function</th>
<th>Keyboard Commands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move to the next option</td>
<td>• Tab</td>
</tr>
<tr>
<td>Move to the previous option</td>
<td>• Shift + Tab</td>
</tr>
<tr>
<td>Select the active option</td>
<td>• Enter</td>
</tr>
<tr>
<td>Mark checkbox</td>
<td>• Space</td>
</tr>
<tr>
<td>Scroll through drop-down list options</td>
<td>• Arrow Keys</td>
</tr>
<tr>
<td>Close pop-up window</td>
<td>• Esc</td>
</tr>
</tbody>
</table>

Keyboard Commands for Test Navigation

Table 7 lists keyboard commands for navigating tests and responding to questions.

Table 7. Keyboard Commands for Test Navigation

<table>
<thead>
<tr>
<th>Function</th>
<th>Keyboard Commands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scroll up</td>
<td>• Up Arrow</td>
</tr>
<tr>
<td>Scroll down</td>
<td>• Down Arrow</td>
</tr>
<tr>
<td>Scroll to the right</td>
<td>• Right Arrow</td>
</tr>
<tr>
<td>Scroll to the left</td>
<td>• Left Arrow</td>
</tr>
<tr>
<td>Move to the next element</td>
<td>• Tab</td>
</tr>
<tr>
<td>Move to the previous element</td>
<td>• Shift + Tab</td>
</tr>
<tr>
<td>Select an answer option</td>
<td>• Space</td>
</tr>
<tr>
<td>Go to the next test page</td>
<td>• Ctrl + Right Arrow</td>
</tr>
<tr>
<td>Go to the previous test page</td>
<td>• Ctrl + Left Arrow</td>
</tr>
<tr>
<td>Open the global menu</td>
<td>• Ctrl + G</td>
</tr>
<tr>
<td>Open a context menu</td>
<td>• Ctrl + M</td>
</tr>
</tbody>
</table>

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 the section How Students Use Test Tools.

Global Menu

1. To access the global menu tools using keyboard commands, press Ctrl + G. The global menu list opens.

2. To move between options in the global menu, use the Up or Down arrow key.
3. To select an option, press Enter.

4. To close the global menu without selecting an option, press Esc.

Context Menus

1. To open the context menu for an element (question, answer options, or stimulus), navigate to the element using the Tab or Shift + Tab command.


3. To move between options in the context menu, use the Up or Down arrow keys.

4. To select an option, press Enter.

5. To close the context menu without selecting an option, press Esc.

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

1. To select text and highlight it, navigate to the element containing the text you want to select.

2. Press Ctrl + M to open the context menu and navigate to Enable Text Selection.

3. Press Enter. A flashing cursor appears at the upper-left corner of the active element.

4. To move the cursor to the beginning of the text you want to select, use the arrow keys.

5. Press Shift and an arrow key to select your text. The text you select appears shaded.


Keyboard Commands for Grid Questions
Questions with the grid response area may have up to three main sections – an answer space, which is the grid area where students enter the response; an object bank, which is a panel containing objects you can move to the answer space; and a button row, which appears above the answer space and may include Delete, Add Point, Add Arrow, Add Line, Add Circle, Add Dashed Line, and Connect Line buttons.
To move between the main sections, do the following:
- To move clockwise, press Tab. To move counterclockwise, press Shift + Tab.

To add an object to the answer space, do the following:
  a. With the object bank active, use the arrow keys to move between objects. The active object has a blue background.
  b. To add the active object to the answer space, press Space.

To use the action buttons, do the following:
  a. With the button row active, use the left and right arrow keys to move between the buttons. The active button is white.
  b. To select a button, press Enter, and then press Space to apply the point, arrow, or line to the answer space.

To move objects and graph elements in the answer space, do the following:
  a. With the answer space active, press Enter to move between the objects, and then press Space. The active object displays a blue border.
  b. Press an arrow key to move the object. To move the object in smaller increments, hold Shift while pressing an arrow key.
Keyboard Commands for Equation Questions
Equation questions allow students to use keyboard commands to open a menu listing the special characters they can insert into the response area.

1. To insert special characters in the response area, with the focus in the text field of the response area, press \textit{Alt} + 7. The \textit{Special Characters} window opens.

2. To move between options in the context menu, use the \textit{Up} or \textit{Down} arrow keys.

3. To add the selected option to the response area, press \textit{Enter}.

Login Information for the TA Site
To be able to access the TA Sites, your test coordinator must first create your account in TIDE. Once your account is created, you receive an account activation email. You can log in to the TA Sites after activating your account.

1. Navigate to the Ohio’s Assessment System portal (https://oh.portal.cambiumast.com/).

2. Select your user role.

3. Select the appropriate TA Site:
   a. To access the TA Interface, select \textit{TA Interface}.
   b. To access the TA Practice Site, select the \textit{TA Practice Site}.
4. The **Login** page appears. Enter your email address and password.

![Login Page]

5. Select **Secure Login**. The selected TA Site appears.

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

   ![Enter Code Page]

   - In the **Enter Emailed Code** field, enter the emailed code.
   - Select **Submit** to view the TA Site.

   **Note**: You must use the authentication code within 15 minutes of the email being sent. If the code has expired, click **Resend Code** to request a new code.

6. If you are associated with multiple institutions that have test windows set, a pop-up message prompts you to select a testing institution. Select your institution from the drop-down list and select **Go**. To change the institution, you must log out and then log back in.
Pause and Test Timeout Rules

Pause Rules
Test Administrators and students can pause a test in order to temporarily log the student out of the test session. Students cannot access their test if it is paused for more than one day, even if they marked questions for review. The exceptions to this rule are:

- The district test coordinator submits a test status request for reopen in TIDE
- The student is taking an AASCD test. Paused tests can be re-accessed at any time during the test window
- The student is taking the OELPS test. Paused tests can be re-accessed within three days

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.

Practice Test Site Student Sign-in Process
The Student Practice Site allows students to take practice tests. Aside from the sign-in process, the Practice Test Site has the same appearance and functionality as the Student Testing Site. For information on how to sign in to the Student Testing Site, see How Students Sign in and Select Tests.

Students can take practice tests in proctored sessions created in the TA Practice Site or in non-proctored/guest sessions. Students also have the option to sign in to the test sessions with their real identities to take tests specific to their grades or sign in as guests to take tests for any grade-level.

1. To access the Student Practice Site, do one of the following:
   - From the Ohio’ Assessment System portal (https://oh.portal.cambiumast.com/), select a testing program, then select the Practice Test card.

   ![Practice Test Card](image)

   1. In the Secure Browser, select the Take a Practice Test button.

2. To sign in, students do the following:
   - To sign in as a guest, students set the Guest User toggle to On. Otherwise, to use their real credentials, students set the Guest User toggle to Off and then enter their first name and SSID.
To join a guest session, students set the Guest Session toggle to **On**. Or else, to join a proctored session, students set the Guest Session toggle to **Off** and enter the Session ID from the TA Practice Site.

Students select **Sign In**.

- If signed in with their real identities, the *Is This You* page appears. Students verify their information and click **Yes** to proceed to the *Your Tests* page.

- If signed in as guest users, students are directly taken to the *Your Tests* page.

Figure 47. Student Practice Site Login Page

3. On the *Your Tests* page, students do one of the following:

- If signed in with their real identities, students select a test from the ones available for their grade.

- Students signed in as guests select their grade level from the drop-down list to view the tests available for that grade and then select a test.

Figure 48. Your Tests Page
4. If the students signed in to a guest session, they must select the test settings they wish to use from the **Choose Settings** page and then select the **Select** button. 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.

![Choose Settings Page](image)

Figure 49. Choose Settings Page

5. If the test includes audio content or text-to-speech settings, the **Audio/Video Checks** page appears displaying the functionality checks that need to be performed. Students must follow the instructions on this page to ensure their device is working properly.

6. On the final sign-in page, students may review the help guide, their test settings, and the additional test information, then select **Begin Test Now** to start or resume their test opportunity.

**Practice Test Score Report**

After students submit the test, the **Your Results** page appears. For the OST Practice Tests only, this page also displays the item scores. **Table 8** provides an overview of the columns in the score report.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question Number</td>
<td>The link in this column opens the question page with the student’s entered response.</td>
</tr>
<tr>
<td>Your Answer</td>
<td>For multiple-choice questions, this column displays the student’s selected answer option. For technology-enhanced questions, this column displays ✔ if the student’s response was correct, or ✗ if the student’s response was incorrect.</td>
</tr>
<tr>
<td>Correct Answer</td>
<td>For multiple-choice questions, this column displays the correct answer option. For technology-enhanced questions, this column displays the scoring criteria.</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Score</td>
<td>Number of points the student earned out of the maximum points possible for the question.</td>
</tr>
</tbody>
</table>

**S**

**Secure Browser**

The Secure Browser ensures test security by prohibiting access to external applications and navigation away from the test. When the Secure Browser launches, it checks for other applications running on the device. If it detects a forbidden application, it displays a message listing the offending application and prevents the student from testing. This also occurs if a forbidden application launches while the student is already in a test.

In most cases, a detected forbidden application is a scheduled or background job, such as anti-virus scans or software updates. The best way to prevent forbidden applications from running during a test is to schedule such jobs outside of planned testing hours.

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

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

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

- **Disable Screen Savers and Timeout Features**
  On all testing devices, be sure to disable any features that display a 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.

**Using the Secure Browser with Accessibility Software**

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

**Policy:** Requests to use permissive mode for operational testing must be submitted at least 72 hours in advance of testing. Districts may submit student-specific requests by contacting the Ohio Help Desk. All requests will be reviewed by the Ohio Department of Education. Note: Permissive mode is on by default for students taking an AASCD test, there is no need to call the Ohio Help Desk in this instance.

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 forbidden applications will still not be allowed to run. For information about supported operating systems, see the *Quick Guide for Setting Up Your Online Testing Technology*. For additional information about permissive mode and assistive technology, see the *Assistive Technology Manual*.

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.

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.

As soon as Permissive Mode is turned off, the Secure Browser reoccupies the whole screen so that the taskbar or dock is no longer visible, and the student’s ability to switch between any applications and Secure Browser is suppressed.

**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 *Quick Guide for Setting Up Your Online Testing Technology* on the Ohio’s State Tests Portal.

**To configure iOS devices:**

- Tap the **SecureTestBrowser** (formerly **AIRSecureTest**) Secure Browser icon.

**To configure Chromebooks:**

- From the **Apps** link on the Chrome OS login screen, select **SecureTestBrowser** (formerly **AIRSecureTest**) Secure Browser.

**Closing the Student Testing Site on Tablets**

After a test session ends, close the **SecureTestBrowser** (formerly **AIRSecureTest**) application on student tablets.

**To close the Student Testing Site on iOS devices:**

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

**To close the Student Testing Site on Chromebooks:**

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

**Force-Quitting the Secure Browser**

In the rare event that the Secure Browser or test becomes unresponsive, you can force-quit the Secure Browser. Please note that the Secure Browser hides features such as the Windows task bar or Mac OS X dock. If the Secure Browser is not closed correctly, then the task bar or dock may not reappear correctly, requiring you to reboot the device. Avoid using a force-quit command if possible.

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

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Key Combination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows*</td>
<td>• Ctrl + Alt + Shift + F10</td>
</tr>
<tr>
<td>Mac OS X*</td>
<td>• Ctrl + Alt + Shift + F10. The Ctrl key may appear as Control, Ctrl, or ^</td>
</tr>
<tr>
<td>Linux</td>
<td>• Ctrl + Alt + Shift + Esc</td>
</tr>
</tbody>
</table>
* 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.

- **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.

## Student Lookup Feature

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

1. To perform a quick search:
   a. In the banner, select **Student Lookup**.
   b. Enter a student’s full SSID and click **Submit SSID**. Search results appear below the search field.

   ![Student Lookup: Quick Search](image)

2. To perform an advanced search:
   a. In the banner, select **Student Lookup**, and then select **Advanced Search**.
   b. Select the appropriate district and school from the drop-down lists.
   c. Select the appropriate grade.
d. **Optional:** Enter a student’s exact first or last name. Partial names are not allowed.

e. Select **Search**. Search results appear below the search fields.

f. To view a student’s information, click in the Details column.

Figure 51. Student Lookup: Advanced Search

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T

**Transfer a Test Session**

You can transfer an active test session from one device or browser to another without stopping the session or interrupting in-progress tests. This is useful 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 Test Delivery System logs you out and pauses the students’ tests.

The 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.

1. While the session is still active on the original device or browser, log in to the TA Site on the new device or browser. The **Active Sessions** page appears (see Figure 52) listing the active session.
2. 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 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.

**U**

**User Support and Troubleshooting Information**

**User Support**

For information and assistance in using the Test Delivery System, contact the Ohio Helpdesk. The Helpdesk is open Monday–Friday 7:00 a.m. to 5:00 p.m. Eastern time (except holidays or as otherwise indicated on the OST portal).

**Ohio Helpdesk**

Toll-Free Phone Support: 877-231-7809

Email Support: ohhelpdesk@cambiumassessment.com

Please provide the Helpdesk with a detailed description of your problem, as well as the following:
Test Delivery System Test Administrator User Guide

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

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

- If your first temporary link expired:
  In the activation email you received, select the second link provided and proceed to request a new temporary link.

- If you forgot your password:
  On the Login page, select Forgot Your Password? and then enter your email address in the Email Address field. You will receive an email with a new temporary link to reset your password.

- If you did not receive an email containing a temporary link or authentication code:
  Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your Test Coordinator to make sure you are listed in TIDE.

- Additional help:
  If you are unable to log in, contact the Ohio Helpdesk for assistance. You must provide your name and email address. Contact information is available in the User Support section of this user guide.

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

- Session does not exist:
  The student entered the Session ID incorrectly or signed in to the wrong site. Verify that the student correctly entered the active Session ID. Also, verify that both you and the student are using the
correct sites. For example, students signed in to the Student Practice Site 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.

Figure 53. Student Practice Site Badge on the Login Page

- **Student information is not entered correctly:**
  Verify that the student correctly entered the SSID. If this does not resolve the error, use the Student Lookup tool to verify the student’s information.

- **Session has expired:**
  The Session ID corresponds to a closed session. Ensure that the student enters the correct Session ID and verify that your session is open. For more information about test sessions, see the section [How to Select Tests and Start a Test Session](#).

- **Student is not associated with the school:**
  The student is not associated with your school, or you are not associated with the student’s school.

**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 already running, then log the student out, restart the device, and try again.

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

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Change</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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</tbody>
</table>