

**Appendix B**  
**Test Delivery System (TDS) User Guide**

# Online Test Delivery System

## User Guide

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*Prepared by Cambium Assessment, Inc.*



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# Introduction to the User Guide

This user guide supports all personnel who manage testing for students participating in the ILEARN, IREAD-3, and ISTEP+ Assessments through Cambium Assessment, Inc. (CAI)'s online Test Delivery System (TDS). To use this system, you must be familiar with using a web browser to retrieve data, filling out web forms, printing documents, and adjusting a computer's audio settings. If you or your students use Chromebooks, iPads, or other devices for testing, then you must be familiar with operating these devices as well.

## Organization of the User Guide

The guide includes the following sections:

- **Proctor Test Sessions in the TA Site**
- **Access Student Testing Site and Complete Tests**

There is also an [Appendix](#) with additional information and instructions.

## Understanding the Online Test Delivery System's Sites

The online TDS delivers Indiana's online tests and consists of the test administration and student sites that house the operational and practice tests, as well as the Released Item Repository (RIR)'s test administration and student sites. The RIR sites function identically to the sites used for operational and practice tests. However, the tests that are available in the RIR are different. Tests administered in the RIR sites are intended for additional experience and are available for the public; the operational tests that will be scored and the required practice tests are not available through the RIR.

- **RIR Sites**
  - **RIR Test Administrator (TA) Site:** Allows TAs to practice administering tests. The RIR TA Site still requires a Test Information Distribution Engine (TIDE) user account to log in.
  - **RIR Student Site:** Allows the public to interact with the system and assessment content for familiarity with ILEARN, IREAD-3, ISTEP+ and I AM expectations. Students can log in to the testing site with their first name and STN or as guests. They can either take proctored tests in sessions created by TAs (using the RIR TA Site) or they can take non-proctored tests.
- **Operational and Practice Test Sites**
  - **TA Interface:** Allows TAs to administer operational and practice tests.
  - **Student Testing Site:** Allows TAs to administer operational and practice tests to students using the Secure Browser.

Throughout the rest of this user guide, “TA Site” refers to both the TA Interface and RIR TA site. Please note that for ISTEP+ administration, the RIR is referred to as Experience. “Student Testing Site” refers to both the site for operational and practice tests (the Secure Browser), and the RIR Student site.

## Proctor Test Sessions in the TA Site

Administering online tests in TDS is a straight-forward process; the workflow is as follows:

1. The TA selects tests and starts a test session in the TA Site.
2. The TA provides the session ID to students.
3. Students sign in to the Student Testing Site (Secure Browser) and request approval for tests.
4. The TA reviews students' requests to ensure the requested assessment should be initiated and approves them for testing.
5. Students complete and submit their tests.
6. The TA stops the test session and logs out.

This section describes the following tasks that TAs must perform to administer online tests successfully:

- Select and Start a Test Session
- Approve Students for Testing
- Manage a Test Session

For information about the testing process from a student's perspective, see the section [Access Student Testing Site and Complete Tests](#).

### Select 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 test session from the **Test Selection** window that opens automatically when you log into the TA Site.

Only the tests that you select will be available to students who join your session. Students will see only tests they are eligible to take. You may have only one session open at a time. You cannot reopen stopped sessions, but students can resume a test in a new session.

**Note:** The **Test Selection** window is a pop-up window. To allow the **Test Selection** window to open automatically, please ensure that pop-up windows are enabled/allowed on your web browser for 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](#).



## Create a New Test Session

1. If the **Test Selection** window is not open, click **Select Tests** in the upper-right corner of the TA Site (otherwise skip to step 2).
2. To select tests for the session:
  - Select the “Arrow” symbol to select a testing category. Expand the list of tests by selecting the “plus” sign.
  - Select the “Box” symbol to select the test(s) you wish to administer. You will see a “Check” sign, and the test will appear in the “Tests Selected” section of the window. **Warning:** A test session can have one test or multiple. Multiple tests within a session can include differing grade levels and content areas. The TA Interface requires TAs to select tests individually. TAs are responsible for approving the appropriate test(s). Please be mindful of which test(s) you intend to administer when working through the approval process with students.

**Note:** The Test Selection window features color coded test names grouped into various categories. A test group may include one or more sub-groups. All test groups and subgroups appear collapsed by default, and you may have to expand the test group to view individual tests.

- To expand a test group, select **+** (or Expand All). To collapse an expanded test group, select **–** (or Collapse All).

3. 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**.

Figure 1. Select Tests Button



Figure 2. Test Selection Window: Test Categories

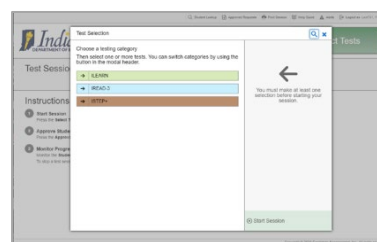
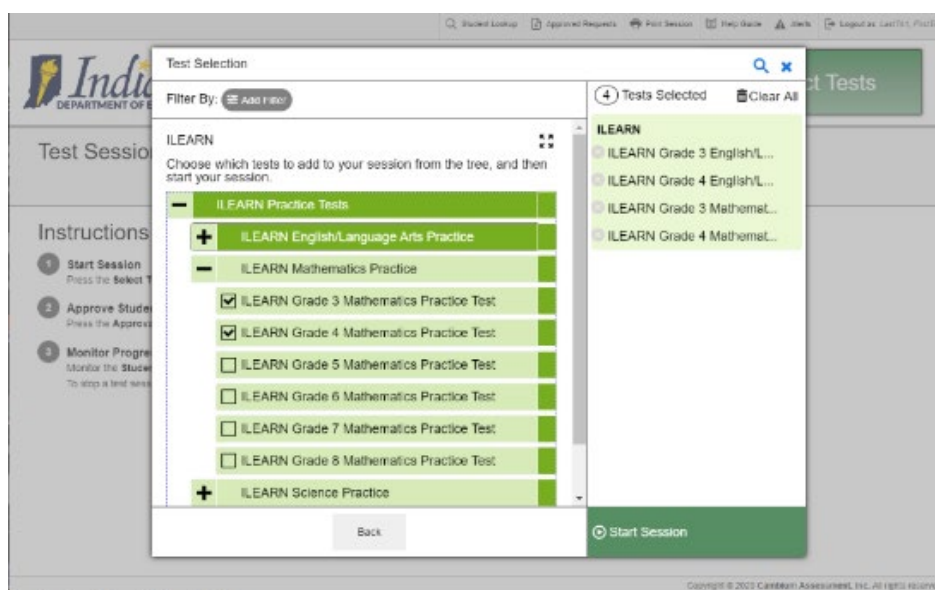


Figure 3. Test Selection Window: Test Category Subgroups



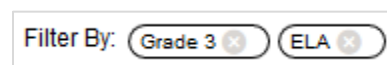
Figure 4. Test Selection Window Displaying Selected Tests




4. 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 [2-3](#) to select the necessary tests.

5. 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:

Figure 5. Filter Selections



- 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 5](#)).
  - i. You can remove a selected filter by selecting  for the applicable filter.
- c. Select **Apply Filter(s)** to apply your selected filters. The test list updates to display the tests that match your filter criteria.

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6. You can also search for specific tests by their labels. To search for a test:
  - a. Select  in the upper-right corner to bring up the search panel (see [Figure 6](#)).
  - 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.

Figure 6. Search Panel



7. Once you select the required test(s), select **Start Session**. The exact label for this button may vary depending on whether you are starting a RIR or operational and practice session. The button becomes active after you have selected a test.
8. The Session ID appears on the TA Site (see [Figure 7](#)). Provide the Session ID to your students. You should also note the session ID for your own records. If you accidentally close your browser, you can log in to the TA Site and select **Join** from the **Active Sessions** page (see [Figure 54](#)) to resume the session. If you do not join the session within 20 minutes, you will not be able to resume testing in that session. Instead, you will need to generate a new session ID; students will use this new session ID to resume their tests at the point during which the interruption occurred.

Figure 7. Session ID



Clicking the box in the upper right-hand corner of the Session ID box will open a screensaver that displays the Session ID, effectively hiding the TA Interface. To return to the TA Interface, click anywhere on the screen.

Figure 8. TA Site Screen Saver



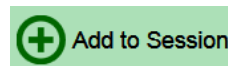
## Add Tests to an Active Test Session

If necessary, you can add 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.

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1. In the upper-right corner of the TA Site, click **Select Tests**.
2. In the **Test Selection** window (see [Figure 2](#)) mark the checkbox for the required test and select **Add to Session** in the lower-left corner. The exact label for this button may vary depending on whether you are starting a RIR or operational and practice session.
3. In the confirmation message that appears, select **Yes**.

Figure 9. Add to Session Button



## 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. If a test contains segments requiring TA approval, you must also follow the same procedure when approving students' entry to test segments.


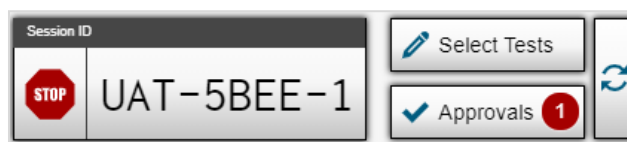
When students are awaiting approval, the **Approvals** button next to the Session ID becomes active and shows you how many students are awaiting approval. The **Approvals** notification updates regularly, but you can also select  in the upper-right corner to update it manually.

Figure 10. Students Awaiting Approval

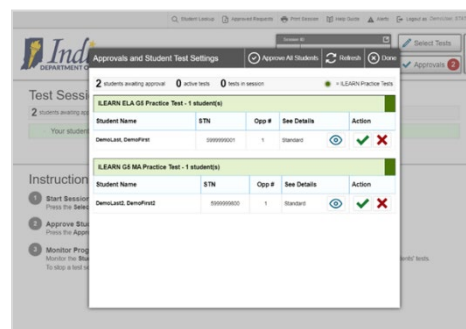






## Approve Students for Testing

1. Select **Approvals**. The **Approvals and Student Test Settings** window appears, displaying a list of students grouped by test (and test segment, if applicable).

**Warning:** If selecting multiple tests, TAs must take extra care to ensure that students are allowed to enter the correct test during the approval process.

Figure 11. Approvals and Student Test Settings Window

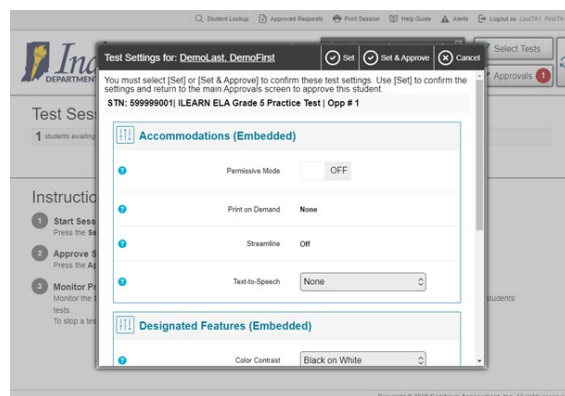




2. To check a student's test settings and accommodations, select the  for that student. The student's information appears in the Test Settings window. This window groups test settings by their area of need. Icons next to each setting indicate whether it is a universal feature (  ), designated feature (  ), or accommodation (  ).

- a. Update any incorrect settings, as required. Students must not begin testing until their settings are correct.

- Embedded Designated Features settings can be changed in this window. If a student's embedded accommodations are incorrect, they must be updated in Indiana IEP or via a new DOE-TA submission. Embedded accommodations cannot be changed in this window or through TIDE. Once updated in IDOE systems, changes will be reflected in TIDE the following day.

Figure 12. Test Settings Window for a Selected Student



- b. Do one of the following:
  - To confirm the settings, select **Set**. You must still approve the student for testing (see step 5).
  - 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**.
3. Repeat step 2 for each student in the **Approvals and Student Test Settings** list as needed. 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.
4. If you need to deny a student access to testing, do the following (otherwise skip to step 5):
  - a. Select  for that student.
  - b. *Optional:* In the window that appears, enter a brief reason for denying the student.
  - c. Select **Deny**. The student receives a message explaining the reason for the denial and is logged out. The student can request access to the test again.
5. If you wish to approve students directly from the **Approvals and Student Test Settings** window, do the following:
  - 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. Ensure that the students requested the appropriate test. This allows schools to manage local test schedules and minimize assessment resets or invalidations.

## Manage a Test Session

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

### Monitor Student's Test Progress

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

At the start of the test, all your students will be listed in **Tests without issues** table. The **Tests with potential issues** table will appear at the top when one of the following issues arises:

- A student has a pending print request.
- A student's test is paused due to an environment security breach. Please refer to the ILEARN 3-8 Test Administrator's Manual (TAM) for information about actions that can be considered a Test Security Violation.
- A forbidden application is launched.


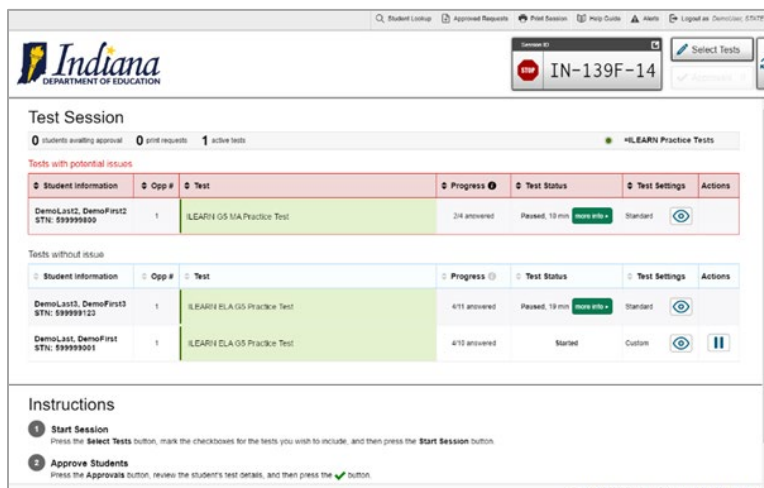
The table(s) refresh at regular intervals, but you can also refresh it manually by selecting  in the upper-right corner of the TA Site. You can also sort the tables by a given column by selecting the column header.

Figure 13. Table(s) for Monitoring Students' Test Progress





Test Session						
0 students awaiting approval 0 print requests 1 active tests						
Tests with potential issues						
Student Information	Opp #	Test	Progress	Test Status	Test Settings	Actions
DemoLast2, DemoFirst2 STN: 999999999	1	ILEARN G5 MA Practice Test	2/4 answered	Paused, 13 min	Standard	
Tests without issue						
Student Information	Opp #	Test	Progress	Test Status	Test Settings	Actions
DemoLast3, DemoFirst3 STN: 99999123	1	ILEARN ELA G5 Practice Test	4/11 answered	Paused, 19 min	Standard	
DemoLast, DemoFirst STN: 999999991	1	ILEARN ELA G5 Practice Test	4/10 answered	Started	Custom	
<b>Instructions</b> 1 <b>Start Session</b> Press the <b>Select Tests</b> button, mark the checkboxes for the tests you wish to include, and then press the <b>Start Session</b> button. 2 <b>Approve Students</b> Press the <b>Approve</b> button, review the student's test details, and then press the  button.						

Table 1 describes the columns in the tables for monitoring students' testing progress.

Table 1. Columns in the Table(s) for Monitoring Students' Testing Progress

Column	Description
Student Information	The name and STN of the student in the session.
Opp #	Opportunity number for the student's selected test.
Test	Name of the test the student selected.

Column	Description
Progress	Indicates the student's testing progress. It may display how many questions the student has answered out of the total number of test questions.
Status	<p>Current status for each student in the session. For more information about the statuses in this column, see <a href="#">Table 2</a>.</p> <p>If TDS detects that a student may be experiencing technical difficulties or requires assistance, such as the student may be experiencing connection issues, has a pending print request, or has paused the test, a more info icon (  ) is displayed in this column for the student. When you hover over the icon, a message is displayed providing details about the issue.</p>
Test Settings	<p>This column displays one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Standard:</b> Default test settings are applied for this test opportunity.</li> <li>• <b>Custom:</b> One or more of the student's designated features or accommodations differs from the default settings.</li> </ul> <p>To view the student's settings for the current test opportunity, select  . Please note that the settings cannot be changed while the student is working in the assessment.</p>
Actions	<p>Allows you to perform any available actions for an individual student's test.</p> <p>The Pause button in this column pauses the student's test. When a test pauses, this column displays an information button that opens a pop-up message explaining how the test became paused. However, the information button is not displayed if the TA pauses a student's test.</p> <p>A Printer button appears in this column when the student requests a printout of test material. A student may request a printout only if he or she has Print on Demand selected as an accommodation. For information on how to approve students' print requests, see the section How to Approve a Student's Print Request.</p>

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

Table 2. Student Testing Statuses

Column	Description
Approved	You approved the student, but the student did not yet start or resume the test.
Started	Student started the test and is actively testing.
Review	Student visited all questions and is currently reviewing answers before completing the test.
Completed	Student submitted the test. The student can take no additional action at this point.
Submitted	Test was submitted for quality assurance review and validation.
Reported	Test passed quality assurance and is undergoing further processing.



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Column	Description
Paused*	Student's test is paused. The time listed indicates how long the test has been paused.
Expired*	Test was not completed by the end of the testing window and the opportunity expired. Please note that students' tests completed but not submitted will be expired and forced complete by the system to be submitted for scoring.
Pending*	Student is awaiting approval for a new test opportunity.
Suspended*	Student is awaiting approval to resume a test opportunity.

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

## Approve a Student's Print Request

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

You can also view a list of every print request you approved during the current session. For more information, please refer to [Appendix P](#).


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




Figure 14. Print Request Notification

Test Session

0 students awaiting approval 1 print requests 1 active tests

LEARN Mathematics LEARN English Language Arts (ELA)

Tests with potential issues

Student Information	Opp #	Test	Progress	Test Status	Test Settings	Actions
DemoLast, DemoFirst STN: 300000400	1	LEARN Grade 6 EnglishLanguage Arts Practice Test	0/6 answered	Started	More info Custom	  





2. Review the request in the **Student Print Request** window and do one of the following:



Figure 15. Student Print Request Window

Student Print Request(s) Close

Name: Lastname, Firstname, Student ID: 99999991234

Print Requests


New Request	Date and Time	Action
Passage for Item 5	6/3/2015 8:00:21 PM	 
Passage for Item 7	6/3/2015 8:04:17 PM	 

- To approve the request, select . A cover sheet appears in a new browser window.
  - To deny the request, select . In the window that appears, enter a brief reason for denying the request and select **Deny**. Do not proceed to step 3.
3. In the new window, select **Print** to open the printer dialog box.
  4. Select **OK** to print the requested test elements.



## Pause a Student's Test

You can pause a student's test if necessary. Please note that the Pause Rule does not apply to IREAD-3 or ISTEP+. For more information on Pause Rules please refer to [Appendix P](#).

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. TDS logs the student out.

## Enable Screensaver Mode

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


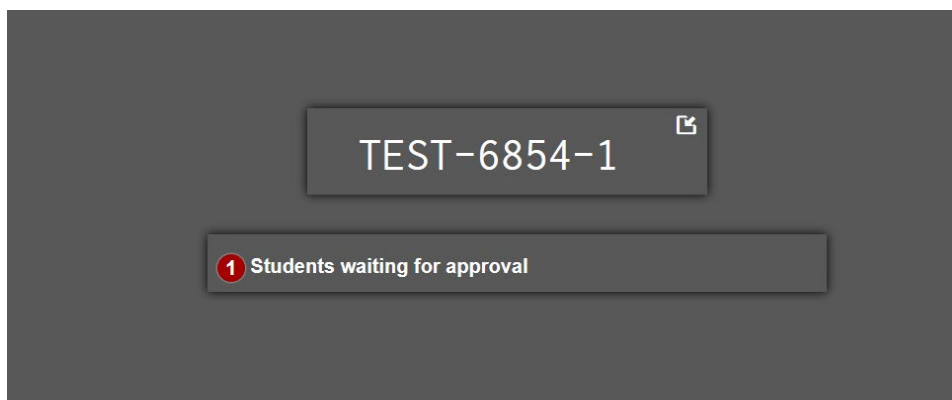

1. To turn on screensaver mode, select  in the upper-right corner of the Session ID (see [Figure 7](#)). A masking screen appears over the TA Site (see [Figure 16](#)). The screensaver displays the Session ID and the timer, if applicable. It also displays notifications if students are awaiting approval, there are pending print requests, or if students require other interventions.

Figure 16. Screensaver Mode Enabled



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

## Stop a Test Session

When students finish testing, or the current testing period is over, you must 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, TDS automatically logs students out after 20 minutes of inactivity in the test session and logs users out of the TA Site after 30 minutes of inactivity. Logging out of the TA Site due to inactivity automatically stops the test session and pauses students' tests.


- In the upper-right corner of the TA Site, select , then select **OK** in the confirmation message that appears. The test session stops.

Figure 17. Stop Test Session Button



## Log Out of the TA Site

You must 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, or signing out of the TA Site, also logs you out of other CAI systems (e.g., TIDE, ORS). TA Site. If you need to access another application while administering tests, open it in a separate browser tab or window.


- In the banner, select . A warning message appears.

Figure 18. Log Out Button



- In the warning message, select **Log Out**. The ILEARN, IREAD-3, and ISTEP+ Assessment Program Portal appears.

## Access Student Testing Site and Complete Tests

This section describes the student sign-in process for the Student Testing Site that students use to start a new test or resume 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.

### Sign in and Select Tests

When testing, students must sign into the appropriate testing site. For sessions created in the TA Interface, students sign in to the Student Testing Site on the Secure Browser.

Students may also take sample tests in the RIR Student Site to familiarize themselves with the online testing process. Aside from the sign-in process, the RIR Student Site has the same appearance and functionality as the Student Testing Site. For information on how students sign in to the RIR Student Site, please see the Student Sign-in Process for Released Item Repository Test Site in the [Released Items Repository Quick Guide](#) posted on the Indiana Assessment Portal.

#### Sign in to the Secure Browser


1. Launch the Secure Browser 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 *STN* fields, students enter their legal first name and STN 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 RIR Student Site is pre-filled.

Please note that the users can access RIR Student Site using Guest Mode to familiarize themselves with the online tools and accommodations.

Figure 19. Student Testing Site Student Sign-In Page

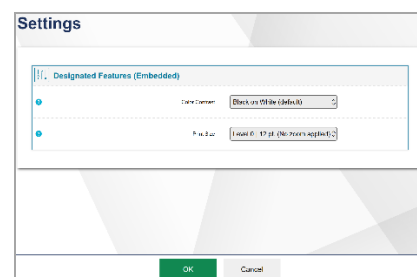
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3. *Optional:* On the RIR Student Site, students can modify color contrast and print size test settings for the sign-in process, which persist until you set the actual test settings during the TA approval process:

- 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**.

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

Figure 20. Settings Page



## Verify Student Information

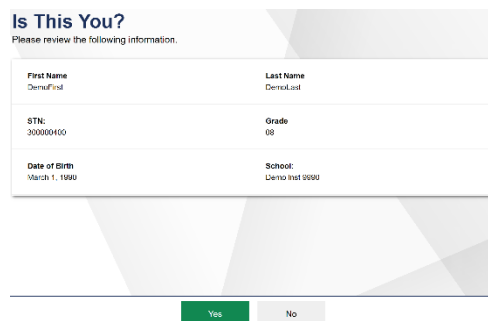
After signing in to the Student Testing Site, students must verify their personal information on the **Is This You?** page.

- 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. Once resolved, this data displays in TIDE and TDS within 24 hours. Students may begin testing once school personnel confirm the correct data is present.

Please note that for dual-enrolled students, the school name that appears may not be the name of school where student is testing.

Figure 21. Is This You? Page



## Select a Test

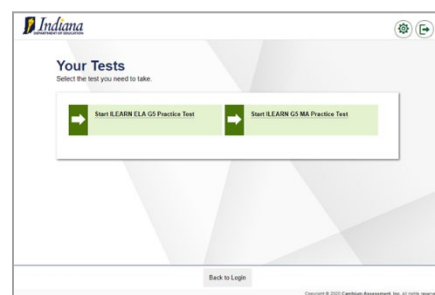
Students can select their tests from the **Your Tests** page that appears after students verify their personal information. The **Your Tests** page displays all the tests that a student is eligible to take. Students can select only tests that TAs add to the session and still need to be completed.

## Online Test Delivery System User Guide

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 must log out. You must verify the test session includes the correct tests and add tests, if necessary.

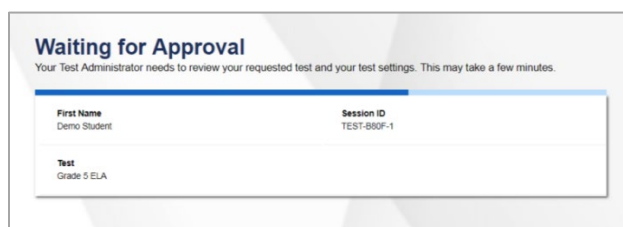
Figure 22. Your Tests Page



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 taken directly to the test page where the student stopped the test based on the applicable pause rules. Refer to the TAM to verify the pause rules for the test(s) you are administering.

Figure 23. Waiting for Approval Page



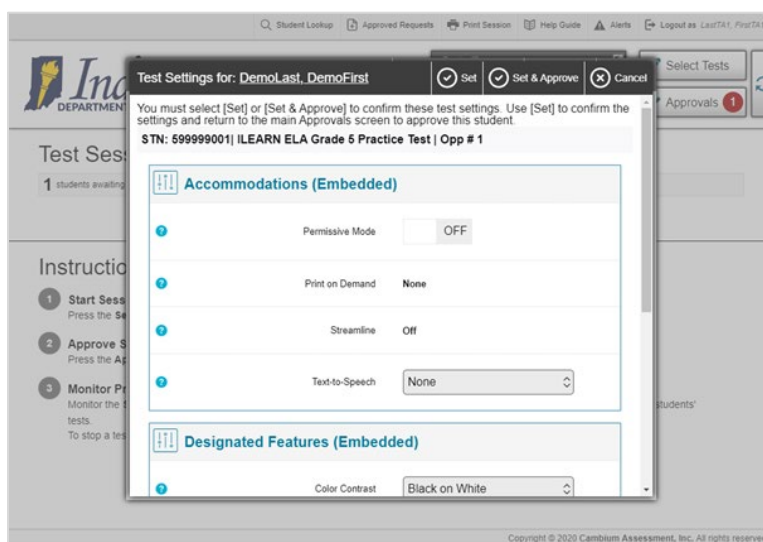
### Verify Test Setting Information

Once students have been approved for testing, they can verify their test settings from the **Your Test Settings** page. At this point, the student's actual test settings override any settings selected earlier in the sign-in process.

- If the settings are correct, the student selects **Looks Good** to continue.
- If the settings are incorrect, the student should select **Back to Login** to log out of the Student Testing Site.

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

Figure 24. Your Test Settings Page

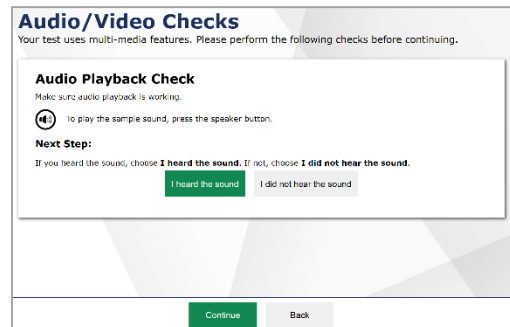


## Check Student Device Functionality

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** to proceed to the **Instructions and Help** page.

Figure 25. Audio/Video Checks Page



## Check Text-to-Speech Functionality

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

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

## Online Test Delivery System User Guide




- 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. Students can adjust these settings at any point during the test using the **System Settings** tool [  ] in the banner.
  - 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 TTS functionality. Students can also do this from the **Text-to-Speech Sound Check** panel by selecting **Skip TTS Check**.

Figure 26. Text-to-Speech Sound Check Panel

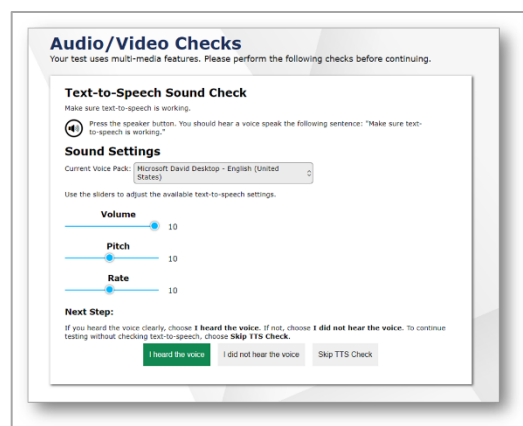
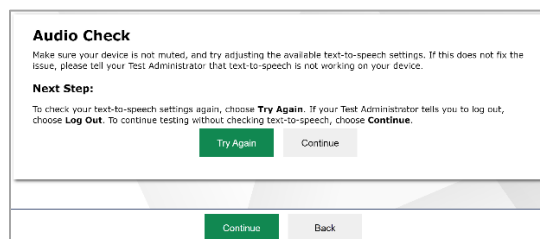


Figure 27. Audio Check Panel



## Check Audio Playback Functionality

The **Audio Playback Check** panel appears for tests containing listening and media literacy items and allows students to verify that they can hear the sample audio.

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


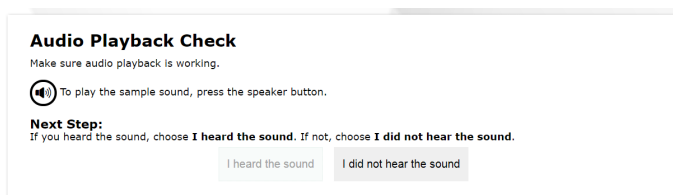
- From the **Audio Playback Check** panel, students select  and listen to the audio.

Figure 28. Audio Playback Check Panel



## Online Test Delivery System User Guide

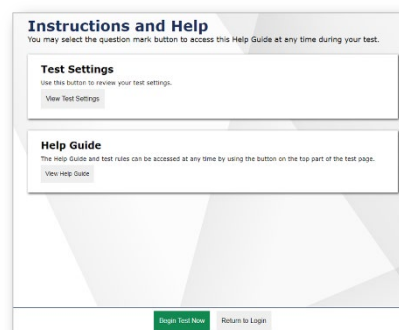
- If the sound is clearly audible, students select **I heard the sound**. A green check appears at the upper-right corner of the panel and students can proceed to the next functionality check.
- If the sound is not clearly audible, students select **I did not hear the sound** to open the **Sound Check: Audio Problem** panel.
  - Students can select **Try Again** to return to the **Audio Playback Check** panel and retry.

### 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. Students may also review their test settings from this page, if desired.

1. *Optional:* To view the help guide, students select **View Help Guide**. To close the window, students select **Back**.
2. *Optional:* To review their test settings, students select **View Test Settings**. To close the window, students select **OK**.
3. Depending on the test being administered, students will see a **Terms and Conditions** box. Students will not be able to begin tests that require these until they've checked the box acknowledging the terms and conditions.
4. To start the test, students select **Begin Test Now**.

Figure 29. Instructions and Help Page



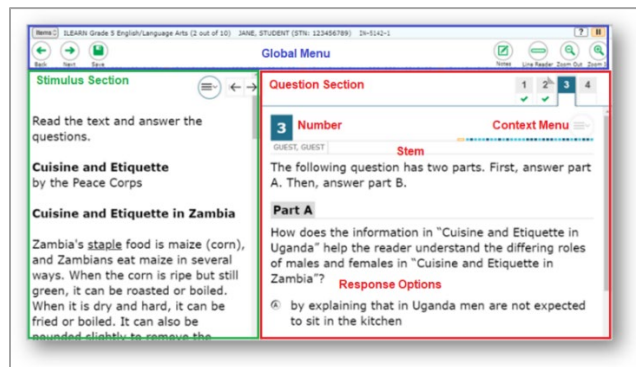


## Navigate the Student Testing Site

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, and system settings button (if available).
- The Stimulus section, which appears only for questions associated with a stimulus, contains the stimulus content, context menu, and the expand passage button. Please note that, if applicable, multiple tabs may be available on the stimulus side (for example, ISTEP+).
- The *Question* section contains one or more test questions (also known as “items”). Each question includes a number, context menu, stem, and response area. Each question also displays the student’s name and the question’s most recent save date.

Figure 30: Test Layout



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

## 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**.
- 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.
  - The navigation tabs may also include a stimulus icon (📄) that students can select to view the stimulus associated with the grouped questions.
- To jump directly to an item, select an item number from the pop-up window that appears when you 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.

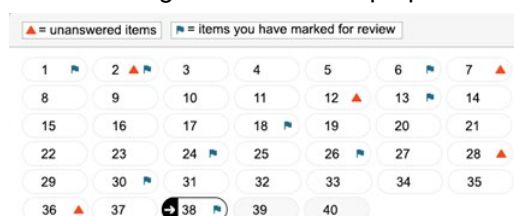
Figure 31. Navigation Buttons



Figure 32. Tabbed Items



Figure 33. Items Pop-up Window



## View Stimuli


When a test question is associated with a stimulus, students must 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 to answer associated questions.

## 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 RIR 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 if this feature is enabled.
- Use an on-screen keypad to generate an answer. Students can select  in the answer space to open the keypad.
- Select graphic objects or text excerpts.
- Place points, lines, or bars on a graph.
- Drag and drop text or graphic objects.
- Enter text in a text box or table.
- Match answer options together.
- Modify a highlighted word or phrase in a reading selection.
- Enter input parameters to run an on-screen simulation.
- Copy content from a passage to a text box.
- Expand categories and select options within them.
- Create graphs and charts from unstructured data sets and draw inferences.

## 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).

## Test Tools

A number of test tools are available for students in the Student Testing Site. Some tools are available for all tests, while others are available only for a particular subject, accommodation, or type of question. There are primarily two types of test tools available:

## Online Test Delivery System 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 the [Appendix K](#).

### Global Tools

The global menu consists of navigation buttons on the left and tool buttons on the right. Table 3 lists the tools available in the global menu.








Figure 34. Global Menu












#### NOTE:

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

Table 3. Global Tools

Tool Name	Instructions
Calculator 	To use the on-screen calculator, select <b>Calculator</b> in the global menu. Without IIEP accommodation, this tool is available only on portions of ILEARN Mathematics tests for grades 6-8, and on some portions of ISTEP+ Mathematics tests. This tool is available throughout all segments of ILEARN Mathematics grades 6-8 and ISTEP+ Mathematics tests to students with this formal accommodation.
Dictionary 	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select <b>Dictionary</b> in the global menu. Available for ILEARN English/Language Arts Performance Tasks.
Formula 	To view the on-screen formula sheet, select <b>Formula</b> in the global menu. Available on ISTEP+ Mathematics tests.
Help 	To view the on-screen <b>Help Guide</b> window, select the question mark  button in the upper-right corner.
Line Reader 	To highlight an individual line of text in a passage or question, select <b>Line Reader</b> in the global menu. This tool is not available while the Highlighter tool is in use. Available on all online Indiana tests.
Masking 	This designated feature temporarily covers a distracting area of the test page and is available on all online Indiana tests. To use this tool: <ul style="list-style-type: none"> <li>• Select <b>Masking</b> in the global menu.</li> <li>• Click and drag across the distracting area.</li> </ul>

Tool Name	Instructions
	<ul style="list-style-type: none"> <li>To close the Masking tool, select <b>Masking</b> again. To remove a masked area, select <b>X</b> in the upper-right corner of that area.</li> </ul>
Notes 	To enter notes in an on-screen notepad, select Notes in the global menu. The text entered in this tool cannot be copied and pasted into an item's response area. This tool is available on the ILEARN Performance Task tests.
Prewriting 	To enter notes in the prewriting space, select Prewriting in the global menu. The text entered in this tool can be copied and pasted into an item's response area. The tool is available on the ISTEP+ ELA Writing Prompt.
Pause	To pause a test, select  . If you pause the test, then you will be logged out.
Print Page 	To print the entire test page, select <b>Print Page</b> in the global menu. Available only on ILEARN tests.
Print Passage 	To print a reading passage, select <b>Print Passage</b> in the global menu. Available only on ILEARN tests.
System Settings 	<p>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.</p> <p>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.</p>
Transcripts 	To view a transcript of the audio content for the current test page, select the Transcripts button in the global menu. The text in transcripts can be read by screen readers. This accommodation is available only on ILEARN English/Language Arts tests.
Zoom buttons 	To enlarge the text and images on a test page, select <b>Zoom In</b> . Multiple zoom levels are available. To undo zooming, select <b>Zoom Out</b> . Available on all online Indiana tests.

## 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 35](#) and [Figure 36](#)). [Table 4](#) lists the available context menu tools.

Figure 35. Context Menu for Questions

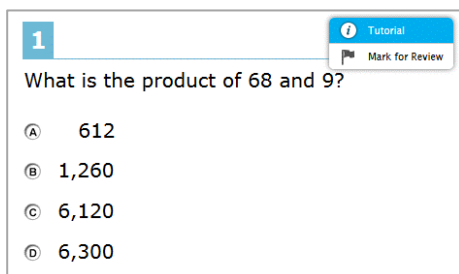
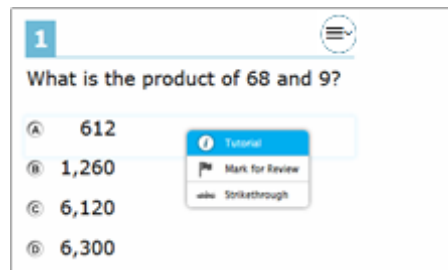



Figure 36. Context Menu for Answer Options



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 (i.e., the context menu for the item or stimulus currently in focus) appears enabled while the other context menus look grayed out.






Furthermore, when enabled, the item number and context menu of the item a student is attempting remains visible on the screen even when scrolling through the item's content to allow easy access to an item's context menu.

### Note:

- 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 **device**, tap the answer option and then tap the context menu button (this selects the answer option until you select a different option).

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Table 4. Context Menu Tools

Tool Name	Instructions
American Sign Language	<p>Students can watch videos that translate test content into American Sign Language (ASL).</p> <p><i>To view ASL videos:</i></p> <p>From the context menu, select <b>American Sign Language</b>.</p> <ul style="list-style-type: none"> <li>If only one ASL video is available, the video opens automatically.</li> </ul> <p>If multiple ASL videos are available, sign language () icons appear next to the test content for each video. Select the icon for the test content you wish to translate into ASL. This accommodation is available only on ILEARN English/Language Arts tests.</p>
Highlighter	<p>To highlight text, select the text on the screen and then select <b>Highlight Selection</b> from the context menu.</p> <p>To remove highlighting, select <b>Reset Highlighting</b> from the context menu.</p> <p>Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use and is available on all online Indiana tests.</p>
Mark for Review	<p>To mark a question for review, select <b>Mark for Review</b> 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 <b>Questions</b> pop-up window also displays a flag icon next to the question number. Available on all online Indiana tests.</p>
Notepad	<p>To enter notes for a question, select <b>Notepad</b> from the context menu.</p> <p>After entering a note, a pencil icon  appears next to the question number on the test page.</p> <p>You can access your notes for a question on that question's test page only. Available on ILEARN computer-adaptive tests, the ILEARN grade 5 Social Studies fixed form test, IREAD-3, and ISTEP+ tests.</p>
Print Item	<p>To send a print request for an individual question, select <b>Print Item</b> from the context menu. After sending the request, a printer icon  appears next to the question number on the test page. This accommodation is available on ILEARN tests.</p>
Select Previous Version	<p>To view and restore responses previously entered for a Text-Response question, select the <b>Select Previous Version</b> option from the context menu. A list of saved responses appears. Select the appropriate response and click <b>Select</b>. Available on ILEARN and ISTEP+ tests.</p>

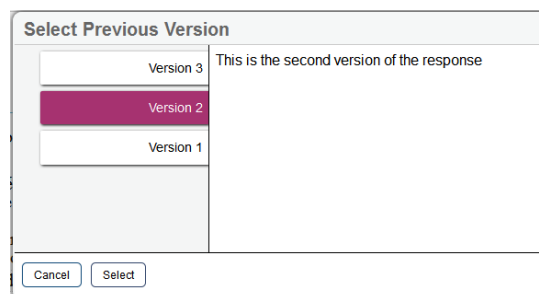
Tool Name	Instructions
Strikethrough	<p>For multiple-choice questions, you can cross out an answer option to focus on the options you think might be correct. There are two options for using this tool:</p> <ul style="list-style-type: none"> <li>Option A: <ul style="list-style-type: none"> <li>a. To activate Strikethrough mode, open the context menu and select <b>Strikethrough</b>.</li> <li>b. Select each answer option you wish to strike out.</li> <li>c. To deactivate Strikethrough mode, press <b>Esc</b> or click outside the question's response area.</li> </ul> </li> <li>Option B: Right-click an answer option and select <b>Strikethrough</b>.</li> </ul> <p>• Available on all online Indiana tests.</p>
Text-to-Speech	<p>Text is read aloud to the student via embedded TTS technology. Multiple TTS types are available. This accommodation is available on all online Indiana tests.</p>
Tutorial	<p>To view a short video demonstrating how to respond to a particular question type, select <b>Tutorial</b> from the context menu. Available on all online Indiana tests.</p>

### 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, click **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, any responses entered prior to pausing will no longer appear in the **Select Previous Version** window.

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

Figure 37. Select Previous Version Window

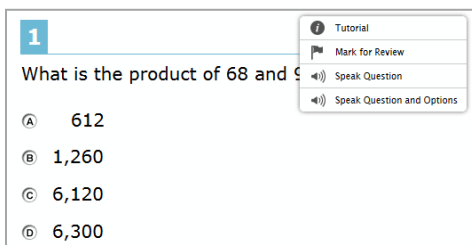




## Text-to-Speech Tool

Students testing with TTS can listen to passages, questions, and answer options using the TTS options available in the selected element's context menu. TTS is available only when using the Secure Browser or a supported Chrome or Firefox browser.

Figure 38. 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 for Chrome OS. As a workaround, students testing on a Chrome OS device 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 to the question only, students select **Speak Question**.
  - To listen to a multiple-choice question and all answer options, students select **Speak Question and Options**.
  - To listen to an answer option only, select **Speak Option** from the context menu and then select the answer option. Students can also right-click the answer option and select **Speak Option**.

## 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

Tool Name	Instructions
Closed Captioning	Questions and stimuli with audio elements automatically display closed captions for students testing with the appropriate accommodations. This accommodation is available only on ILEARN English/Language Arts tests.

Tool Name	Instructions
Expand buttons	<p>Students can expand the passage section or the question section for easier readability.</p> <ul style="list-style-type: none"> <li>To expand the passage section, select the right arrow icon  below the global menu. To collapse the expanded passage section, select the left arrow icon  in the upper-right corner.</li> <li>To expand the question section, select the left arrow icon  below the global menu. To collapse the expanded question section, select the right arrow icon  in the upper-left corner.</li> <li>This accommodation is available for ILEARN, IREAD-3, and ISTEP+ tests.</li> </ul>
Glossary (Word List)	<p>To open the glossary, select a word or phrase that has a border around it. An English glossary is available on all ILEARN tests by default. A translated glossary can be selected for a student as designated feature. Glossaries are not available on ISTEP+ or IREAD-3 tests.</p>

## Complete a Test

When students complete their test, they need to submit their test.

### Complete a Test Segment

In segmented tests, the **End Segment** page appears after students finish the last question in a segment where students can review questions from the current segment (and earlier segments, if allowed) or proceed to the next segment.

- To review questions, students select a question number.



- A flag () icon appears for any questions marked for review. A warning () icon appears for any unanswered questions on tests (such as IREAD-3).

Figure 39. End Segment Page

**You have reached the end of this segment:**

Please review your answers before you continue testing. You **will not** be able to come back to these questions later.

Click on a question number on the left to review it.

**Questions:**

1 - 3	6	9	12	15	18	21
4	7	10	13	16	19	22

- To move to the next segment, students select **Next** in the global menu.

Please note that if the test blocks access to completed segments, students cannot return to the segment after selecting **Next**. Furthermore, some tests force students to log out before proceeding to the next segment to prevent students from accessing a segment before they are supposed to. To access the next segment, students must sign-in and request approval from the TA again.

## 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 and the TA cannot reopen the assessment.

### NOTE:

The tests completed but not submitted will expire and will be forced complete by the system to be submitted for scoring.

- Students select **End Test** in the upper-left corner, which appears after students respond to the last test question. A confirmation message appears.
- 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 on fixed form tests.
- Optional:* To review previous answers, students select a question number. When done reviewing, they can return to the **End Test** page by selecting **End Test** again.
- To submit the test, students select **Submit Test**, then select **Yes** in the confirmation message that appears. The **Your Results** page appears that displays the student's name, the test name, and the completion date.
- To exit the Student Testing Site, students select **Log Out**, and then close the Secure Browser.

Figure 40. Global Menu with End Test Button



Figure 41. End Test Page

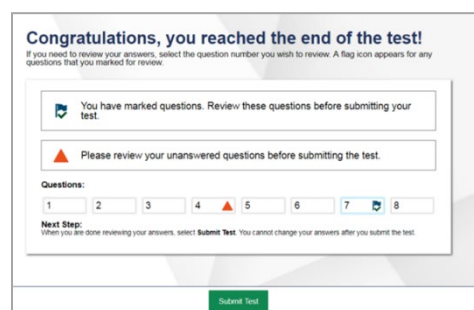
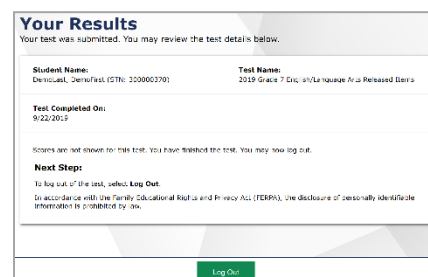


Figure 42. Your Results Page



# Appendix

## A

### Alert Messages

The Indiana Department of Education can send statewide alerts that appear as pop-up messages on the TA Site.

1. In the banner, select **Alerts**. The **Alerts** window appears and lists all the active alert messages.
2. Select **Close** to close the window and return to the TA Site.

Figure 43. Alerts Button

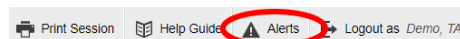
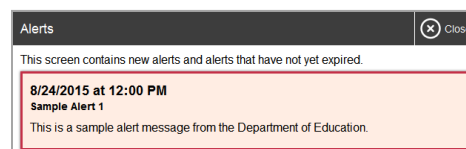


Figure 44. Record of Alerts



## E

### Expiration Rules for Test Opportunities

Opportunities refer to the number of times a student can take a test within a range of dates. Operational tests have one opportunity, and both practice and RIR tests have unlimited opportunities. A student's test opportunity remains active until the student submits the test or until the opportunity expires. Once a test opportunity expires, the student cannot complete or review the test. Please note that, tests in expired status will be forced complete for scoring at the end of the test window.

## 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 or Android 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

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

### Keyboard Commands for Test Navigation

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

Table 7. Keyboard Commands for Test Navigation

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

### 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 Test Tools section.

### 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.
2. Press **Ctrl + M**. The context menu for the selected element opens.
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 apply only 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.
6. Press **Ctrl + M** and select **Highlight Selection**.

### Keyboard Commands for Grid Questions

Questions with a 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.

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- 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:
  - With the object bank active, use the arrow keys to move between objects. The active object has a blue background.
  - To add the active object to the answer space, press **Space**.
- To use the action buttons, do the following:
  - With the button row active, use the left and right arrow keys to move between the buttons. The active button is white.
  - 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:
  - With the answer space active, press Enter to move between the objects, and then press Space. The active object displays a blue border.
  - Press an arrow key to move the object. To move the object in smaller increments, hold **Shift** while pressing an arrow key.

Figure 45. Grid Question

The screenshot shows a grid question interface. On the left is the **Object Bank** with a vertical list of values: 0.1, 0.2, 0.3, 0.4, 0.5, 0.9, 1.6, 2.5, 3.2, and 4.1. The value 0.1 is highlighted with a blue background. Above the list is a **Close** button. To the right of the Object Bank is the **Button Row**, which contains a **Close** button and a **Grid** button. The **Answer Space** is on the right and contains two parts: **Part A** and **Part B**. **Part A** has the instruction "Each full row = 1.0 meter" and three rows of empty boxes for answers. **Part B** contains two sentences: "He will have  meters of wire left over." and "OR He needs  more meters of wire."

## 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.

- To insert special characters in the response area, with the focus in the text field of the response area, press **Alt + 7**. The **Special Characters** window opens.
- To move between options in the context menu, use the **Up** or **Down** arrow keys.
- To add the selected option to the response area, press **Enter**.

## L

## Login Information for the TA Site

Your TIDE administrator must first create your account in TIDE for you to access the TA Sites. Once your account is created, you receive an account activation email. You can log in to the TA Sites after activating your account.

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1. Navigate to the TA Site  
(<https://in.tds.cambiumast.com/testadmin>).
2. The **Login** page appears. Enter your email address and password.
3. Select **Secure Login**. The selected TA Site appears.
  - a. The **Enter Code** page will appear for first-time users or if the browser cache is cleared. An email containing an authentication code will be sent to your address.
    - 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, select **Resend Code** to request a new code.
  - b. If you receive the “User is not certified proctor” message, you must complete the TA Certification Course and then log in again.
4. If you are associated with multiple schools, 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.

Figure 46. Login Page

The screenshot shows a login form with two input fields: 'Email Address' and 'Password'. Below the password field is a red link that says 'Forgot Your Password?'. At the bottom of the form is a blue button labeled 'Secure Login'.

Figure 47. Enter Code Page

The screenshot shows the 'Enter Code' page. At the top, there is a green message box that says: 'A code has been sent to your email address. The code will expire after 15 minutes.' Below this is an input field labeled 'Enter Emailed Code'. Underneath the input field are three buttons: 'Submit' (blue), 'Resend Code' (blue), and 'Cancel' (red text).

## P

## Pause and Test Timeout Rules

## Pause Rules

TAs and students can pause a test to temporarily log the student out of the test session. Students cannot review or modify answered questions if their test is paused for longer than the test's pause rule permits, even if those questions are marked for review. The only exceptions to this rule are if a student pauses the test before answering all the questions on the current page or if you submit a Grace Period Extension request in TIDE and receive IDOE approval.



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The Pause Rules for ILEARN, IREAD-3, and ISTEP+ are:

- 20 minutes for ILEARN CAT tests (ELA, Math, Science), G5 Social Studies and U.S. Govt. fixed form tests, as well as all ILEARN operational practice tests.
- There is no pause rule for ILEARN performance tasks, IREAD-3 operational test and practice test, or ISTEP+ tests; however, expiration rules apply.
- There is no pause rule for tests in the RIR Student Site.

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 in the Student Testing Site. A warning message appears after 30 minutes of inactivity in the TA Site. Students and TAs who do not click **OK** within 60 seconds after this message appears are logged out. This timeout automatically pauses active tests.

### Print Session

You can print a snapshot of the TA Site as it currently appears if you wish to keep a hard-copy record of the Session ID or list of approved students. Please note that federal law prohibits the release of students' personally identifiable information. All printouts must be securely stored and then destroyed when no longer needed.

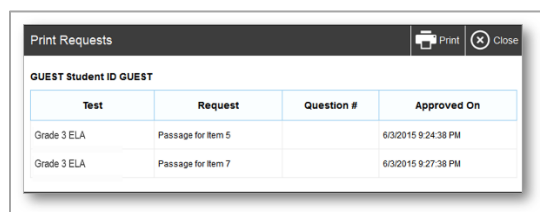
1. In the banner, select **Print Session**. The computer's print dialog window appears.
2. Select **OK**.

### Print Approved Requests

You can view and print a list of every print request you approved for students during the current session.

1. In the banner, select **Approved Requests**. The **Print Requests** window appears and lists all the approved print requests.
2. Select **Print** to print the list.

Figure 48. Print Requests Window



Test	Request	Question #	Approved On
Grade 3 ELA	Passage for Item 5		6/3/2015 9:24:38 PM
Grade 3 ELA	Passage for Item 7		6/3/2015 9:27:38 PM

## 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

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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.

The first time you launch a mobile version of the Secure Browser, **Secure Test** (formerly **AIRSecureTest**), it will ask you to choose your state and assessment program. Your choice will be saved and the Mobile Secure Browser will perform like the desktop version, allowing you to access operational tests, practice tests, and redirect to the RIR. If you have accidentally selected the wrong state, click on the four-square icon in the lower right corner to reselect the correct state from the list.

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 attempting to run 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.

- Do not test with dual monitors

Students must 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 screen saver 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.

### Use the Secure Browser with Permissive Mode

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.

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 navigate seamlessly between the Secure Browser and approved applications that suit their test taking needs.

Please note that accessibility software must be certified for use with the Online Test Delivery System and 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](#).

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Permissive Mode activates when the student is approved for testing. Students with Permissive Mode must 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 visible only 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, select the application in the task bar.
  - **Mac:** To switch to the accessibility software application, select 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.

### Access the Secure Browser on Mobile Devices

Devices and Chromebooks must be configured for testing before you provide them to students. For more information, see the relevant *Additional Configurations and Troubleshooting Guide* on

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the ILEARN, IREAD-3, and ISTEP+ Assessment Program Portal's Technology Resources folder.

*To configure iOS devices:*

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

*To configure Android devices:*

1. Tap the **SecureTestBrowser** (formerly **AIRSecureTest**) Secure Browser icon.
2. If the Secure Browser keyboard is not selected, follow the prompts on the screen. When the Secure Browser keyboard is selected, the Secure Browser app opens.

*To configure Chromebooks:*

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

### Close Student Testing Site on Devices

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

*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:*

- Select **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 8, Force Quit Secure Browser Keyboard Commands

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

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\* 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.

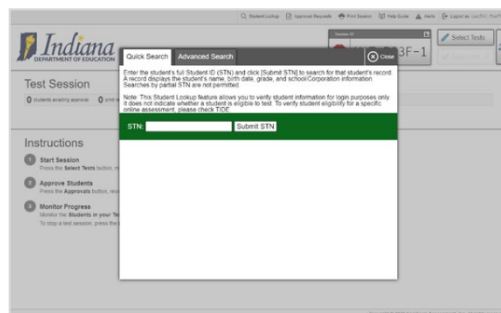
## Student Lookup Feature

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.

Please note, the Student Lookup feature will not indicate a student's assigned embedded accommodations or designated supports. Please refer to Approve Students for Testing section for instruction on how to check those settings through the TA Interface.

1. To perform a quick search:
  - a. In the banner, select **Student Lookup**.

Figure 49. Student Lookup: Quick Search




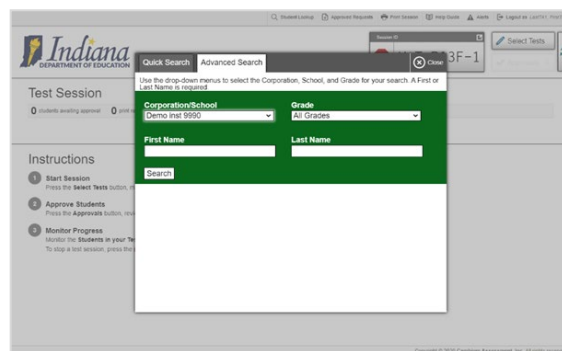
2. To perform an advanced search:
  - a. In the banner, select **Student Lookup**, and then select **Advanced Search**.
  - b. Select the appropriate Corporation and school from the drop-down lists.
  - c. Select the appropriate grade.
  - d. *Optional:* Enter a student's exact first or last name. Partial names are not allowed.
  - e. Select **Search**. Search results appear below the search fields.
  - f. To view a student's information, select  in the Details column.

Figure 50. Student Lookup: Advanced Search



## T

## Text-Response Questions

For text-response item types in the Student Testing Site, students can use a formatting toolbar. This toolbar is available above the response field for text-response questions (see [Figure 51](#)) and appears whenever students right-click anywhere in the text area. The formatting toolbar allows students to apply styling to text and use standard word-processing features. The lower-right corner of the response field displays the word count and character count for the student's response. [Table 9](#) provides an overview of the formatting tools available.

Note that these tools are only available on ILEARN ELA Performance Task Segment 2 (Part 2).

Figure 51. Text-Response Question with Formatting Toolbar

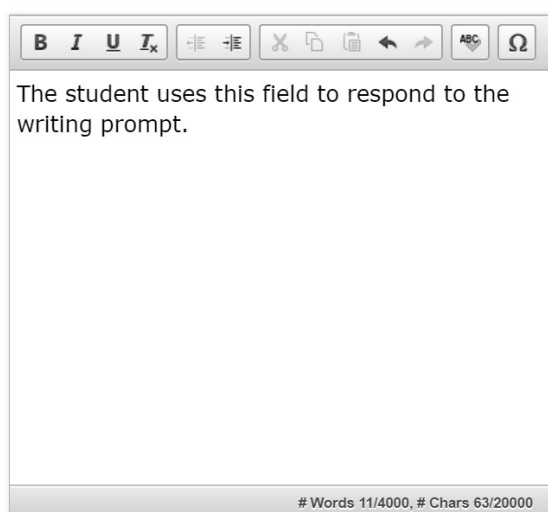











Table 9. Description of Formatting Tools

Tool	Description of Function
<b>B I U</b>	<ul style="list-style-type: none"> <li>Bold, italicize, or underline selected text.</li> </ul>
<b>I<sub>x</sub></b>	<ul style="list-style-type: none"> <li>Remove formatting that was applied to the selected text.</li> </ul>
	<ul style="list-style-type: none"> <li>Indent a line of selected text.</li> </ul>
	<ul style="list-style-type: none"> <li>Decrease indent of text.</li> </ul>
	<ul style="list-style-type: none"> <li>Cut selected text.</li> </ul>
	<ul style="list-style-type: none"> <li>Copy selected text.</li> </ul>
	<ul style="list-style-type: none"> <li>Paste copied or cut text.</li> </ul>

Tool	Description of Function
	<ul style="list-style-type: none"> <li>Undo the last edit to text or formatting in the response field.</li> </ul>
	<ul style="list-style-type: none"> <li>Redo the last undo action.</li> </ul>
	<ul style="list-style-type: none"> <li>Use spell check to identify potentially misspelled words in the response field. The drop-down list allows you to set a language for this tool.</li> </ul>
	<ul style="list-style-type: none"> <li>Add special characters in the response field.</li> </ul>

- Note:** A Formatting Tool to support copying and pasting text is provided for ISTEP+ English/Language Arts tests. This tool will be available prior to deployment of the Winter Retest administration of the ELA components.

### Spell Check Feature

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

1. Select a language for the spell check tool from the Spell Check drop-down list, if necessary.

Figure 52. Spell Check Drop-Down List





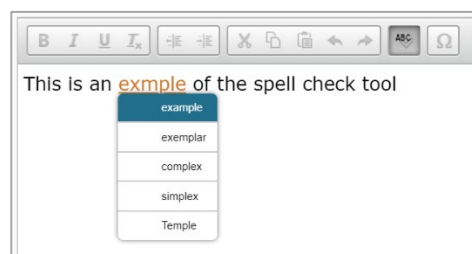

2. In the toolbar, select . Potentially incorrect words change color and become underlined.
3. Select a misspelled word. A list of suggestions appears.
4. Select a replacement word from the list. If none of the replacement words are correct, close the list by clicking anywhere outside it.
5. To exit spell check, select  again.

Figure 53. Spell Check Tool



### Special Characters Feature

Students can add mathematical, accented, and other symbols.

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

## 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.

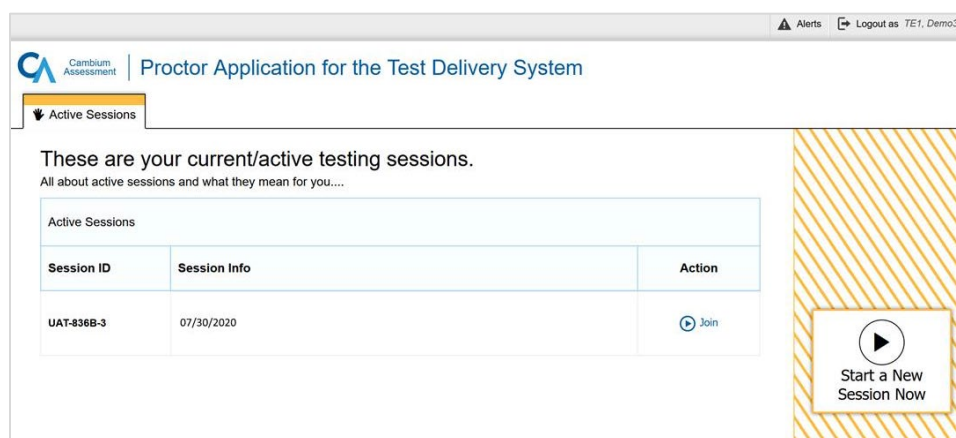
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Your session remains open until it times out. If you do not return to the active session within 20 minutes and there is no student activity during that time, the Online Test Delivery System logs you out and pauses the students' tests.

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

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 54](#)) listing the active session.
  - If the pop-up window for selecting an institution appears, select an institution and select **Go** to proceed to the **Active Sessions** page.

Figure 54. Active Sessions Page



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 the test session displays a timer, the timer continues counting down where it left off on the original device or browser.

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

## U

### User Support and Troubleshooting

#### User Support

For additional information and assistance in using the online TDS, contact CAI's Indiana Assessment Help Desk. The Help Desk is available Monday through Friday 7 a.m. to 7 p.m. ET (except holidays or as otherwise indicated on the Indiana Assessment Portal).



### Indiana Assessment Help Desk

Toll-Free Phone Support: 1-866-298-4256

Email Support: [indianahelpdesk@cambiumassessment.com](mailto:indianahelpdesk@cambiumassessment.com)

Chat: <https://indiana.portal.cambiumast.com/chat.stml>

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

- TA's name.
- If the issue pertains to a student, provide the student's STN and associated corporation 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 session ID 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

Please note that users must never share their login information with anyone, even with a technician to ensure test security.

### Username 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.

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- **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 no email is located, contact your School or Corporation Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

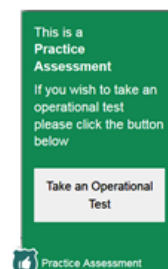
If you are unable to log in, contact the Indiana Assessment Help Desk for assistance. You must provide your name and email address. Contact information is noted above in the beginning of the [User Support](#) section of this user guide.

### Common Student Sign-in Errors

The online TDS 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 into 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 RIR Student Site cannot access sessions created in the TA Site. A message displayed in the bottom-left corner of the **Student Sign-In** page indicates which site the student is on. If a student is on the wrong site, the student can select the button included in the message to proceed to the correct site.



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

Verify that the student correctly entered the STN. If this does not resolve the error, use the Student Lookup tool to verify the student's information.

- **Session stopped:**

The Session ID corresponds to a stopped session. Ensure that the student enters the correct Session ID and verify that your session is active. For more information about test sessions, see the section [Select and Start a Test Session](#).

### Resolve Secure Browser Error Messages

This section provides possible resolutions for the following messages that students may receive when signing into 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.

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- **Looking for an internet connection:**

This message appears when the Secure Browser cannot connect with the Online 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

All changes since October 18, 2019 are recorded here.

Location	Description
Title page and pages 1, 9, 30, 32, 34, 37, 41	CAI replaced a reference to AIR within text, URLs, or email address.
Page 3	Sections updated for new test selection tree
Page 11	Section added for enabling screensaver mode
Page 15	Section added for verifying test setting information
Page 44	Section added for transferring a test session
Screenshots updated	Screenshots updated to align with updated User Interface for SY 20-21.