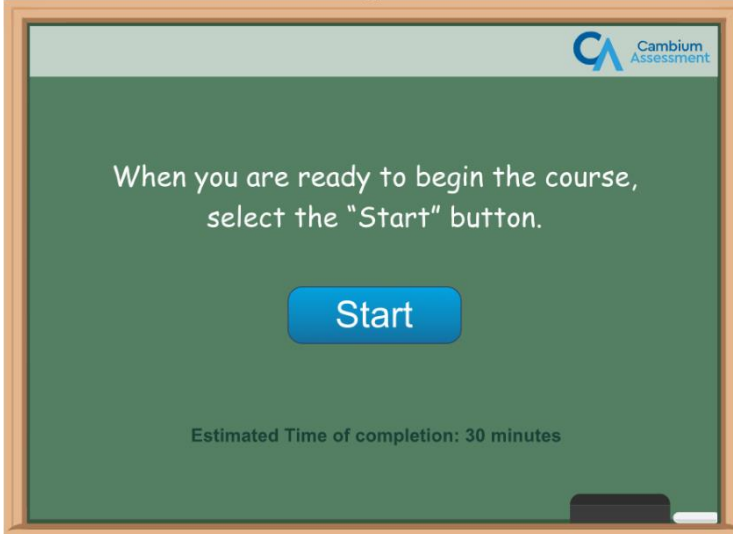
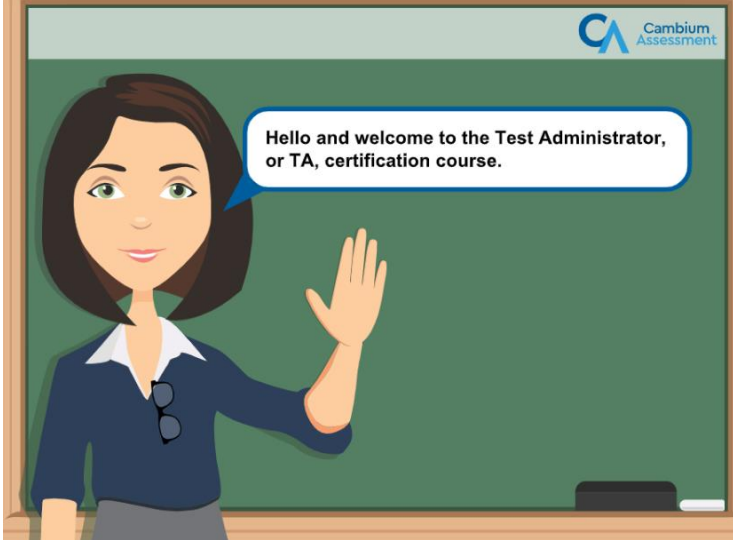
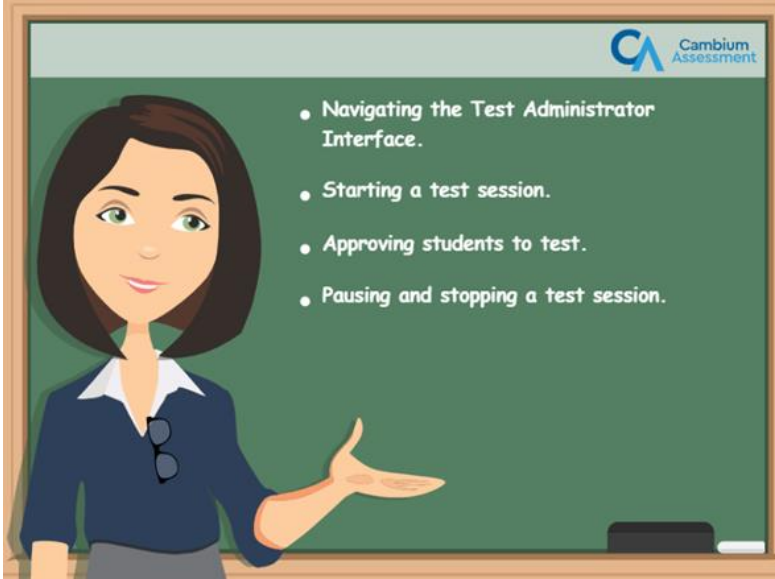
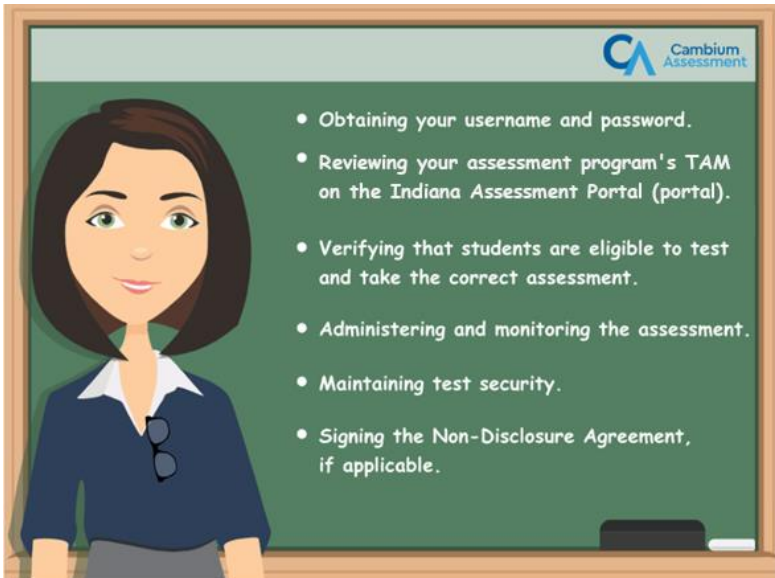


**Appendix I**  
**Test Administrator Training**  
**Webinar Module**

## 2020-2021 Indiana Test Administrator Certification Course Storyboard

	Script	Screenshot	2020-2021 Animation
1	<p><b>Course Introduction</b></p> <p>When you are ready to begin the course, select the "Start" button.</p> <p><i>[Script not spoken.]</i></p>		<p>Remove AIR</p> <p>This should match the TA General course slide</p>
2	<p><b>Online Test Administrator Certification Course</b></p> <p>Hello and welcome to the Test Administrator, or TA, certification course. My name is Kristina and in the next 30 minutes, I will walk you through how to administer your online assessments using the TA Interface.</p> <p>Indiana requires that TAs complete this course each year to stay up-to-date with new features and system updates.</p>		<p>Remove AIR</p>

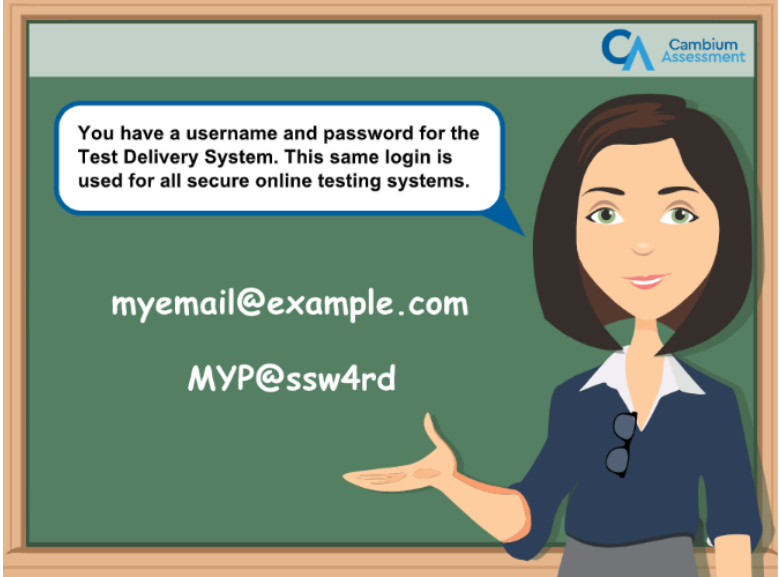
## 2020-2021 Indiana Test Administrator Certification Course Storyboard

3	<p><b>Course Objectives</b></p> <p>This online course will include the following <b>[write on chalkboard]</b>:</p> <ul style="list-style-type: none"> <li>• Navigating the Test Administrator Interface</li> <li>• Starting a test session</li> <li>• Approving students to test</li> <li>• Pausing and stopping a test session</li> </ul> <p>Please keep in mind that your assessment program may have additional policies that we won't cover here today. Refer to your assessment program's Test Administrator's Manual (TAM) or ask your Test Coordinator if you have questions following this course.</p>		No updates
4	<p><b>Test Administrator Responsibilities</b></p> <p>As a TA, you are responsible for <b>[write on chalkboard]</b>:</p> <ul style="list-style-type: none"> <li>• Obtaining your username and password</li> <li>• Reviewing your assessment program's TAM on the Indiana Assessment Portal (portal)</li> <li>• Verifying that students are eligible to test and access the correct assessments</li> <li>• Administering and monitoring the assessments</li> <li>• Maintaining test security</li> </ul>		Same as previous course

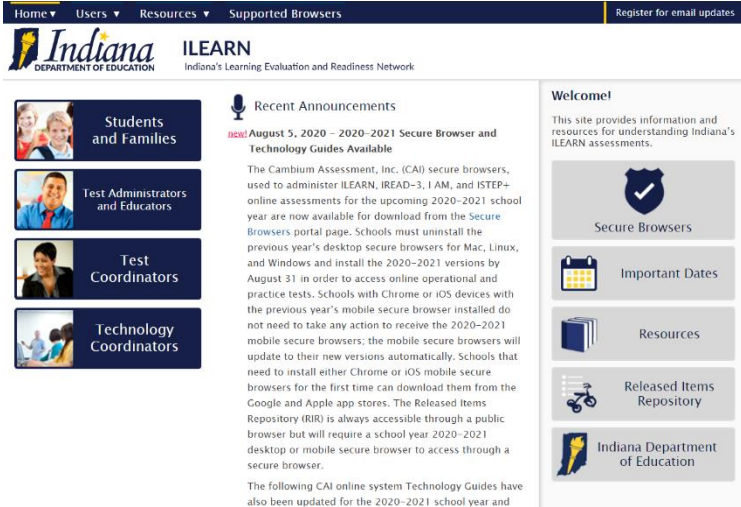
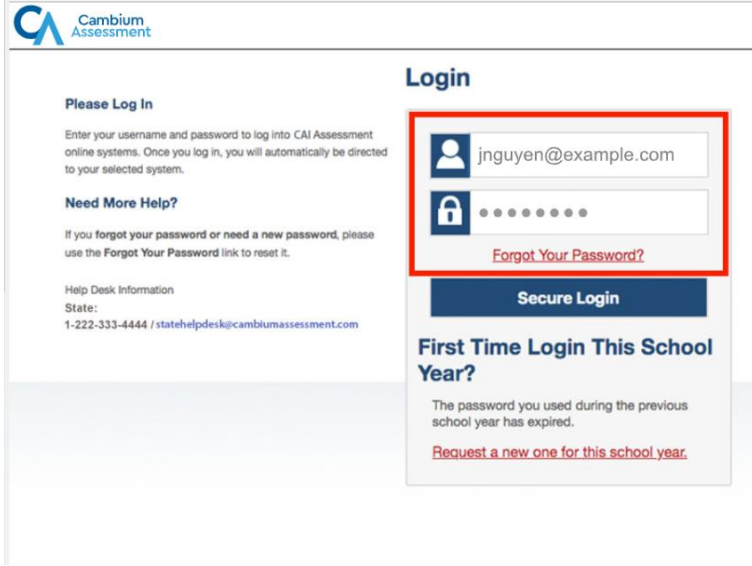
## 2020-2021 Indiana Test Administrator Certification Course Storyboard

<ul style="list-style-type: none"><li>• Signing the Non-disclosure agreement, if required for the assessment you are administering.</li></ul> <p>Contact your Test Coordinator if you have questions that are not answered by your assessment program's TAM. Contact the Indiana Department of Education if you still have questions concerning state assessment policies. Contact the Indiana Assessment Help Desk if you have questions concerning CAI system functionality. The CAI Help Desk may be reached by dialing 1 (866) 298-4256. Additional CAI Help Desk contact information can be found on the portal, and in the TAMs and CAI System User Guides.</p>		
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## 2020-2021 Indiana Test Administrator Certification Course Storyboard

5	<p><b>Preparing for Online Administration</b></p> <p>Ensure the following before administering an online test:</p> <ol style="list-style-type: none"><li>1. You have a username and password for the Test Delivery System. This same login is used for all secure online systems.</li><li>2. You have reviewed the applicable Test Administrator Manual(s).</li><li>3. Student testing devices have been set up. Students will test using a Secure Browser that should already be installed on the devices.</li><li>4. You have either a list of the students in the test session that contains students' STNS and their first names as they appear in TIDE, or you have Student Access Cards printed from TIDE. You will need to provide this information to students so that they can log in.</li></ol>		<p>Remove AIR from screen and from audio/captions.</p>
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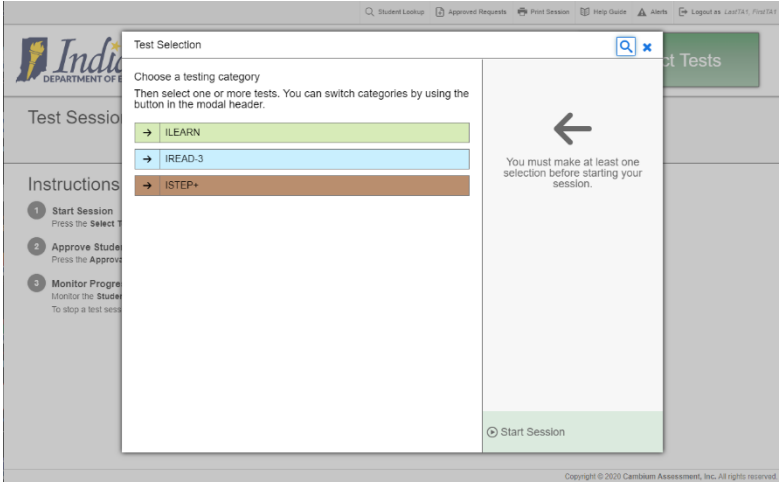
## 2020-2021 Indiana Test Administrator Certification Course Storyboard

	Contact the Indiana Assessment Help Desk if you are unsure about any of these steps.		
6	<p><b>Accessing the Online Testing System</b></p> <p>To start a test session, select the “Test Administrators and Educators” card from the Indiana Assessment Portal.</p>		1. Keep same screenshots and animation but cover up any dates on the portal.
7	<p>Select the “Test Administration” card to access the TA Interface for the online assessments.</p> <p>After selecting the card, you will need to log in with your username and password. To maintain test security, TAs must not share their login credentials. Sharing login credentials will risk test invalidations for students admitted to the test session.</p> <p>Please note the Test Administration card is used for both practice and operational tests. The Released Items</p>		1. .

## 2020-2021 Indiana Test Administrator Certification Course Storyboard

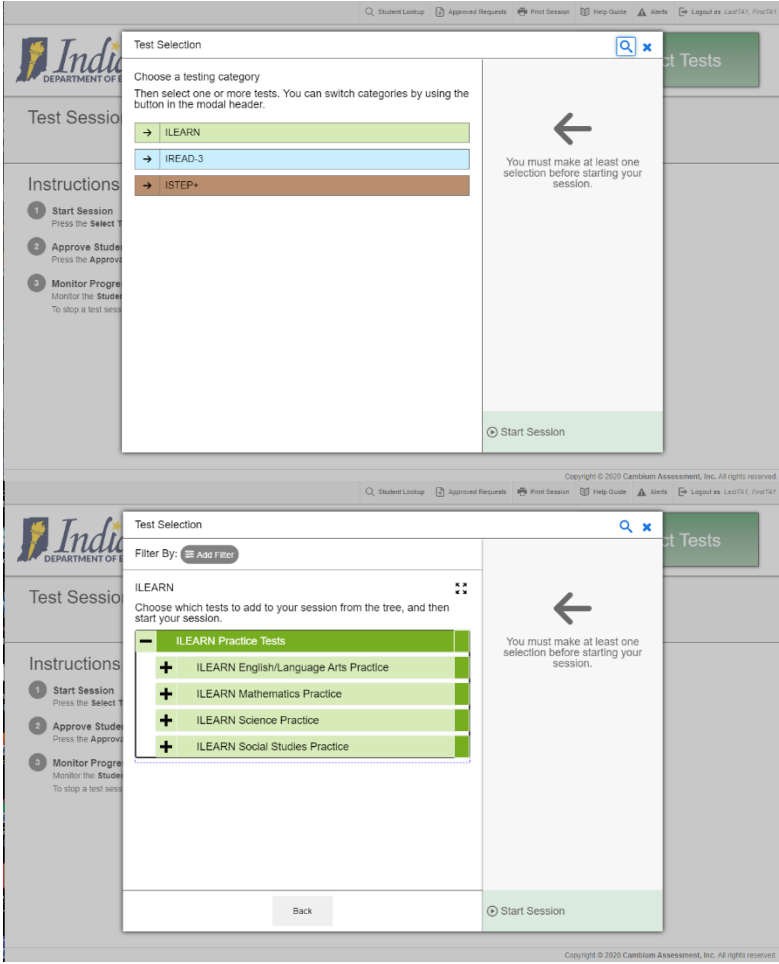
	<p>Repository (RIR) Test Administration icon is used to create a session ID for the RIR, if desired.</p>	 <p>Home Users Resources Supported Browsers Register for email updates</p> <p><b>Indiana</b> ILEARN DEPARTMENT OF EDUCATION Indiana's Learning Evaluation and Readiness Network</p> <p>Link Portal Home Page</p> <p>TIDE Test Administration Released Items Repository Test Administration</p> <p>Tools For Teachers Released Items Repository Online Reporting System</p> <p>Test Administrator Certification Test Administrator and Educator Resources Inbox</p> <p><b>Welcome Test Administrators and Educators!</b> This portal is your access point for tools and resources.</p> <p><b>Announcements</b></p> <ul style="list-style-type: none"> <li><b>January 15, 2020 - ILEARN Grades 3 through 8 Manual Now Available!</b> 2019-2020 ILEARN Grades 3 through 8 Test Administrator's Manual (TAM) is now available for download from the ILEARN Assessment Portal. CTCs must ensure any educators who will administer the ILEARN Grades 3 through 8 assessments this school year receive a copy of the ILEARN Grades 3 through 8 TAM well in advance of the test window. The ILEARN Grades 3 through 8 TAM contains all of the information Test Administrators will need to administer the ILEARN Grades 3 through 8 assessments. Please review the manual and notify the Office of Student Assessment or CAP's Indiana Assessment Help Desk with any questions. <i>Added: January 15, 2020</i></li> <li><b>December 6, 2019 - How the Scoring Process Works webinar updated for the 2019-2020 School Year</b> This module has been updated for the 2019-2020 school year. It contains information to help educators better understand how the scoring process relates to hand-scored, constructed-response items on the ILEARN assessments. There is also information</li> </ul>	
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## 2020-2021 Indiana Test Administrator Certification Course Storyboard

8	<p><b>Starting an Online Test Session</b></p> <p>Once you have logged in to the TA Interface, you will see a menu along the top of the page. The “Student Lookup” and “Print Session” buttons will be discussed later in this course, but for information on the other buttons, please refer to your Online Test Delivery System user guide. To access this user guide while in the TA Interface, select the “Help Guide” button.</p>		replace screenshots with new test tree
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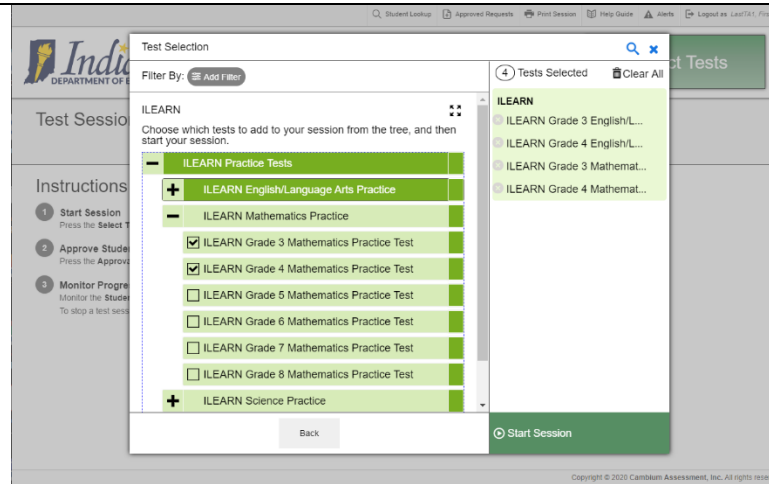
## 2020-2021 Indiana Test Administrator Certification Course Storyboard

9	<p>The first step in the TA Interface is to select the test or tests that you plan to administer.</p> <p>After logging in, you will see a pop up with all the possible tests you can select. As you can see, your tests may be color coded to make it easier for you to find specific tests. In this example, the ILEARN tests are colored green, IREAD-3 tests are colored blue, and ISTEP tests are colored brown.</p> <p>Click the “Arrow” symbol to select a testing category. Then you can expand the list of tests by selecting the “plus” sign. You can collapse a list by selecting the “minus” sign. You may also add filters by selecting the “Add Filter” button. This allows you to filter selectable tests by grade and/or subject. Within your selected test family, you can expand the list of tests by selecting the “plus” sign for the subject of your choosing. This will display a list of selectable tests with unchecked boxes.</p> <p>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. To select tests from different testing categories, click the “Back” button and repeat the process.</p> <p>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</p>		<p>1. update with new testing tree update animations</p>
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## 2020-2021 Indiana Test Administrator Certification Course Storyboard

individually. TAs are responsible for approving the relevant tests. Please be mindful of which tests you intend to administer when working through the approval process with students.

If you are not quite ready to select tests for your session, select the “X” button at the top of the window. If you would like to clear your selected tests, click the “Clear All” button at the top of the window. After you select the test or tests, you can select the “Start Session” button at the bottom of the window to start your test session.



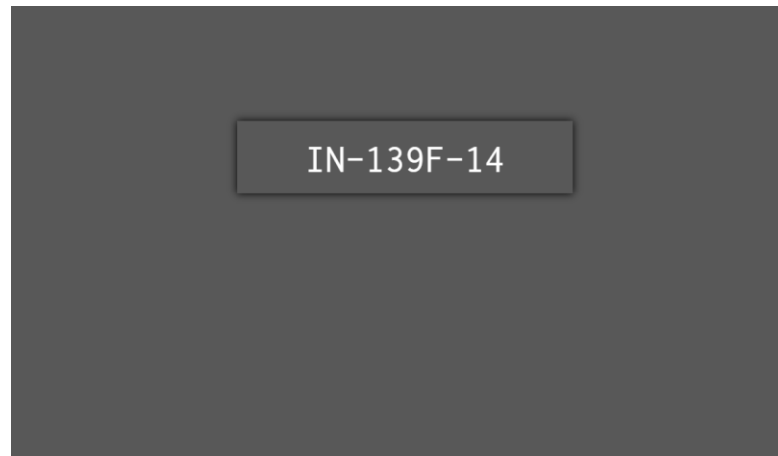
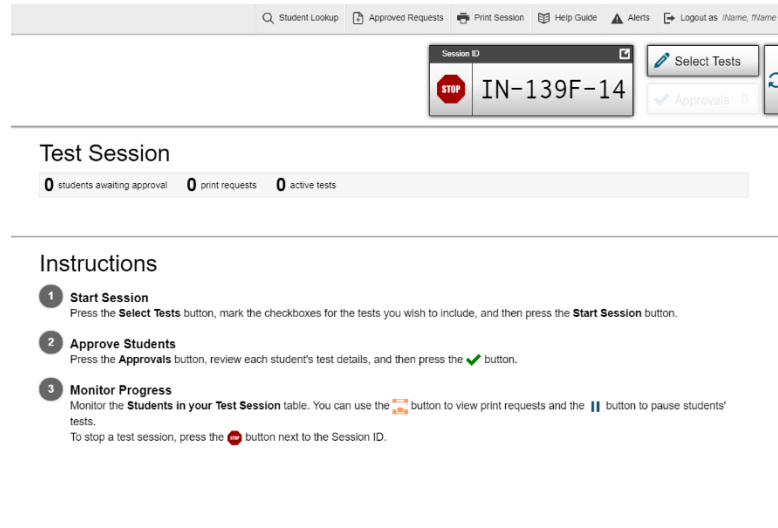
## 2020-2021 Indiana Test Administrator Certification Course Storyboard

10

Once the session has been started, you will be brought to a screen with your Session ID, which is automatically generated. This Session ID will need to be provided to the students when they are logging in.

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


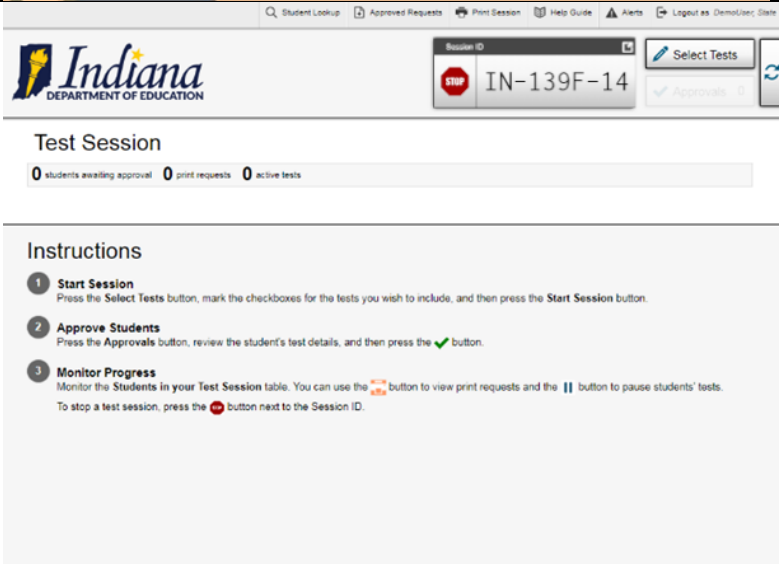
If you need to add tests to a session that has already begun, you can do so by selecting the "Select Tests" button, which will bring you to the list of tests again. When you are finished selecting the additional tests, click the "Start Session" button.



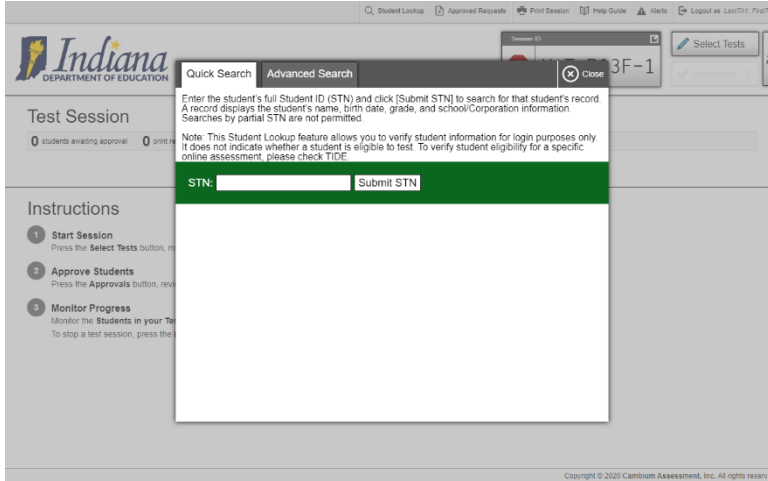
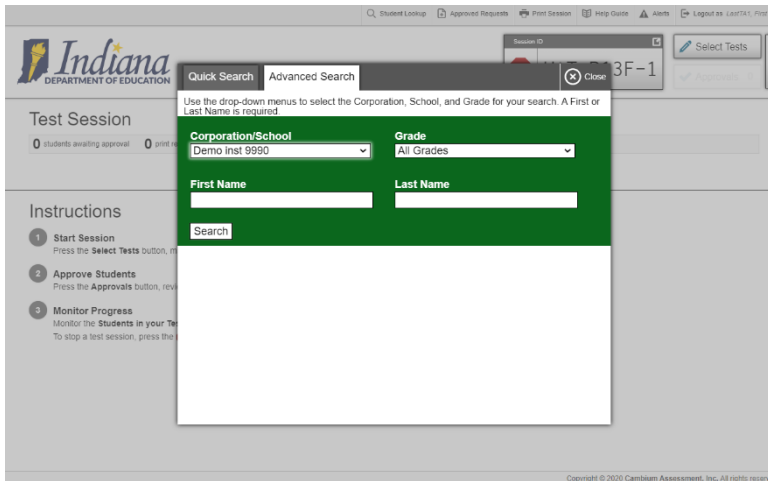
Update with new testing tree

Screensaver needs to have the session ID "IN-139F-14"

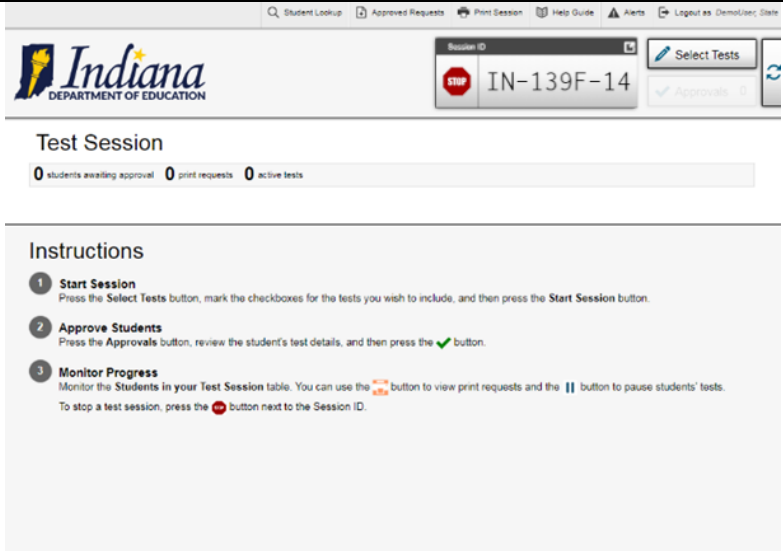
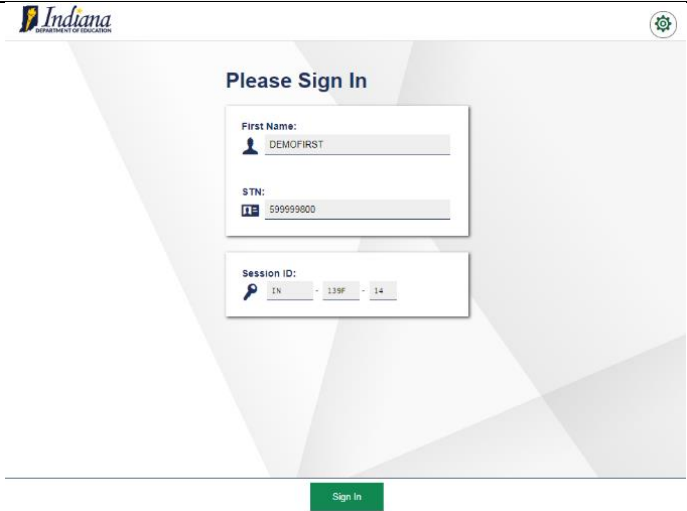
## 2020-2021 Indiana Test Administrator Certification Course Storyboard

11	<p>You can write the Session ID somewhere clearly visible to all students, or read the session ID out loud. You may also wish to keep a record of the Session ID for your own reference. Refer to the Online Test Delivery System (TDS) User Guide, located on the portal, for steps on how to transfer an active test session from one internet browser or device to another.</p> <p>Note that session IDs must be treated as secure.</p>		<p>Remove AIR and replace with Cambium logo</p> <p>Remove AIR from captions</p>
12	<p><b>Using the Student Lookup Function to Find Student Information</b></p> <p>Students need to log in using their first name as it appears in TIDE, their student test number (STN), and the Session ID that you provide. If you don't have login information for a student or if a student is having difficulty logging in, you can use the Student Lookup function to find that information. Select the "Student Lookup" button located at the top of the screen. Please note: the Student Lookup function will only give you a student's name and <b>STN</b>. It cannot tell you which test(s) the</p>		<p>Update captions and replace "one of your students" with "if a student"</p>

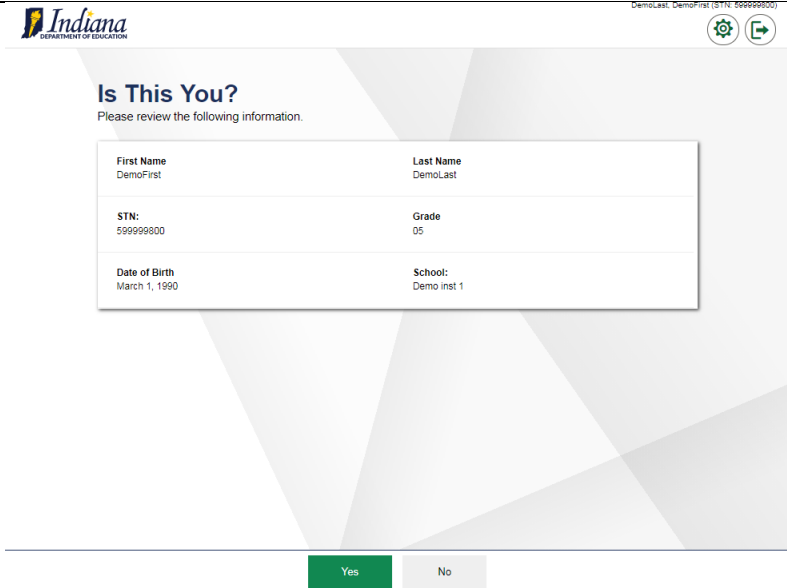
## 2020-2021 Indiana Test Administrator Certification Course Storyboard

	student is eligible for. Student eligibility information is available in TIDE.		
13	<p>Next, you can select either the “Quick Search” tab or the “Advanced Search” tab. The “Quick Search” tab lets you look up a student’s first name as it appears in TIDE if you know the student’s STN. Enter the student’s STN in the box and click the “Search” button. The Quick Search results include the student’s full name, grade, birth date, school, and corporation.</p> <p>If you need to look up a student’s STN, you can do it by selecting the “Advanced Search” tab. First, select the student’s corporation, school, and grade using the drop-down menus. Then enter the student’s first and last name and select “Search.”</p>	 	<p>1. Animation should match slide 12 of the General TA course</p> <p>update captions</p>

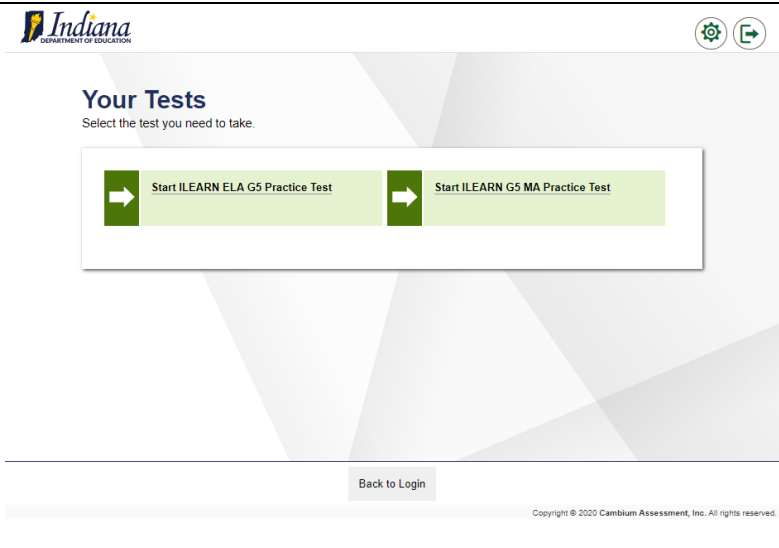
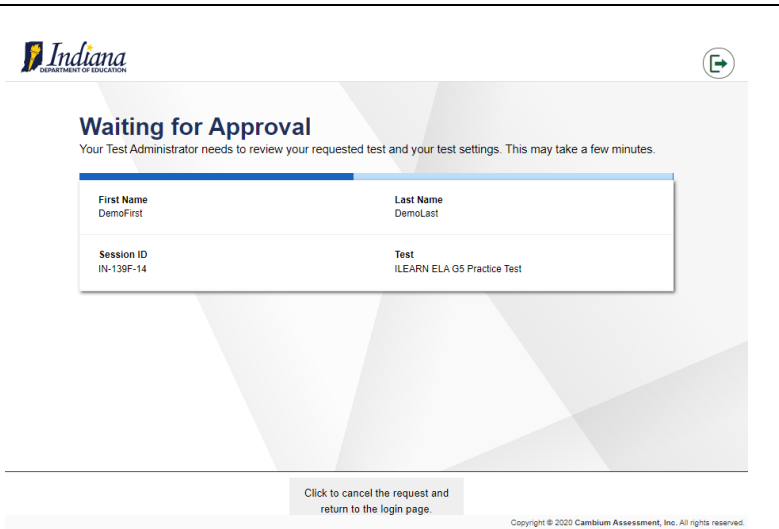
## 2020-2021 Indiana Test Administrator Certification Course Storyboard

14	<p><b>Ready to Begin Testing</b></p> <p>After all students have the necessary information, they'll be able to log in. Be sure that the Secure Browser is open and ready for testing on all devices that students will use.</p>		No updates
15	<p><b>Student Log In</b></p> <p>Now, let's look at what a student will see when joining the test session. The first screen is the login page. Students log in using their first name as it appears in TIDE, their STN, and the session ID that you provide.</p> <p>The first part of the session ID will be pre-populated with a prefix. For Indiana operational tests, the session ID's prefix will be "IN". Students should manually enter the rest of the session ID.</p> <p>After entering login information, students select "Sign In" to continue. Refer to your Test Administrator's Manual for</p>		No updates

## 2020-2021 Indiana Test Administrator Certification Course Storyboard

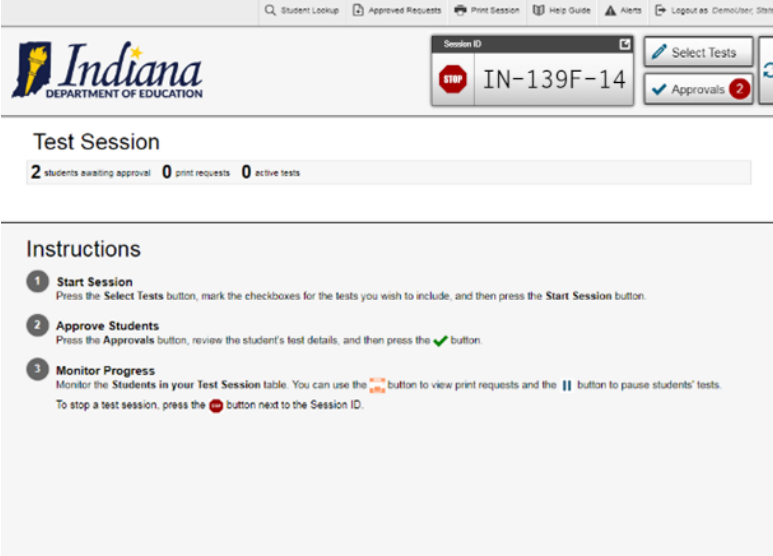
	scripted instructions to assist students with signing-in.		
15( Co nt.)	<p>Once the students log into the test, the next screen will ask them to confirm their demographic information. If the information is correct, the students will select the “Yes” button.</p> <p>Younger students may need help with this step.</p> <p>If a student’s demographic information is incorrect on this screen, check with your Test Coordinator to determine whether the student’s demographic information should be updated in TIDE before the student begins testing.</p>		No updates
16	<p>On the next screen, students will only be able to select tests that the TA has included in the test session. In this example, the TA is administering ILEARN tests.</p> <p>If you select a test and it does not show up on a student’s screen, you may need to contact the Indiana Assessment Help</p>		Remove AIR from captions

## 2020-2021 Indiana Test Administrator Certification Course Storyboard

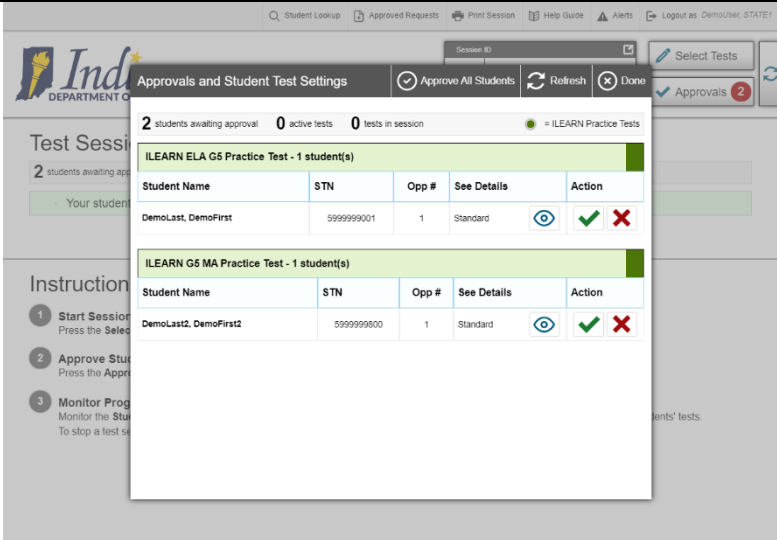
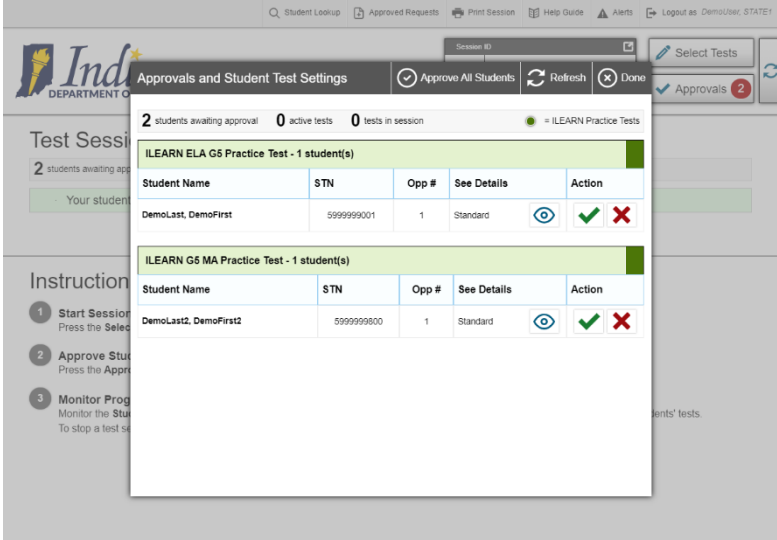
	<p>Desk to investigate why the student does not see the test.</p>	 <p>The screenshot shows the 'Your Tests' page. At the top is the Indiana Department of Education logo. Below it, the heading 'Your Tests' is followed by the instruction 'Select the test you need to take.' There are two green buttons with white right-pointing arrows: 'Start ILEARN ELA G5 Practice Test' and 'Start ILEARN G5 MA Practice Test'. At the bottom, there is a 'Back to Login' button and a copyright notice: 'Copyright © 2020 Cambium Assessment, Inc. All rights reserved.'</p>					
17	<p>The student will see a screen telling him or her to wait for TA approval. All tests must be approved by the TA before students can begin.</p>	 <p>The screenshot shows the 'Waiting for Approval' page. At the top is the Indiana Department of Education logo. Below it, the heading 'Waiting for Approval' is followed by the instruction 'Your Test Administrator needs to review your requested test and your test settings. This may take a few minutes.'</p> <table><tr><td>First Name DemoFirst</td><td>Last Name DemoLast</td></tr><tr><td>Session ID IN-139F-14</td><td>Test ILEARN ELA G5 Practice Test</td></tr></table> <p>At the bottom, there is a button that says 'Click to cancel the request and return to the login page.' and a copyright notice: 'Copyright © 2020 Cambium Assessment, Inc. All rights reserved.'</p>	First Name DemoFirst	Last Name DemoLast	Session ID IN-139F-14	Test ILEARN ELA G5 Practice Test	<p>"No updates</p>
First Name DemoFirst	Last Name DemoLast						
Session ID IN-139F-14	Test ILEARN ELA G5 Practice Test						



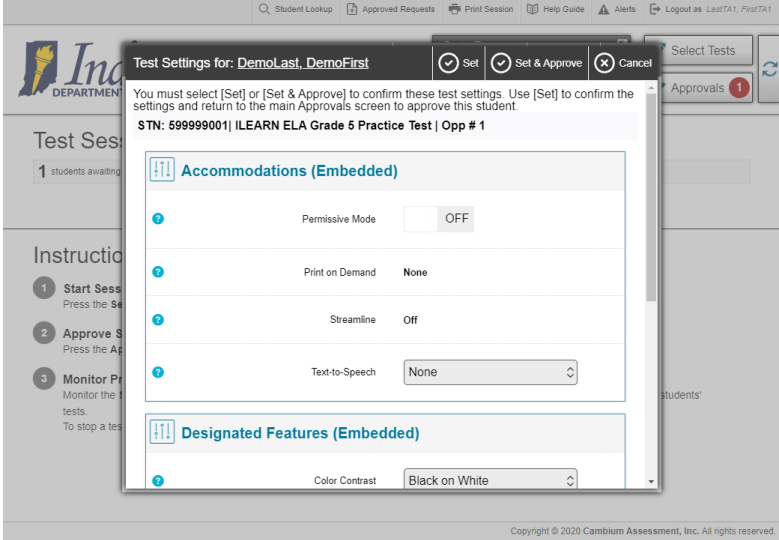
## 2020-2021 Indiana Test Administrator Certification Course Storyboard

18	<p><b>Approving Students for Testing</b></p> <p>We will now return to the Test Administrator Interface. On the right side of the screen, you will see the student approval box that shows you which students are waiting for your approval. In this example, two students are waiting for approval. Select the “Approvals” button to see which students are waiting to test for which assessment.</p> <p>Make sure that the students listed on your screen are the same students who are testing in the room with you.</p> <p>In addition, before approving students, confirm each student has requested the correct test (practice or operational, appropriate content area, etc.). The TA is responsible for ensuring student entry into the correct assessment per your school's schedule.</p>		No updates
19	<p><b>Reviewing Student Test Settings</b></p> <p>The students waiting for approval are listed on the “Approvals and Student Test Settings” screen. You will see each student’s name, STN, and the test opportunity number.</p> <p>In addition to verifying that students are taking the right test,</p>		No updates

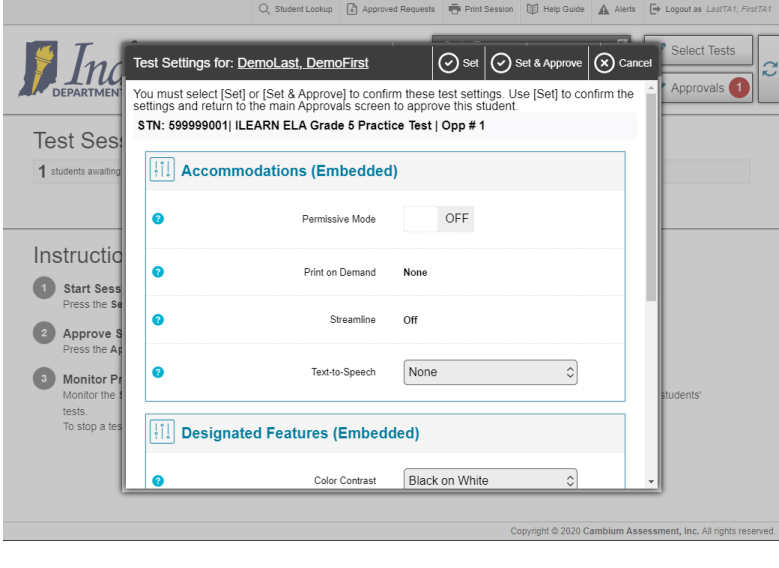
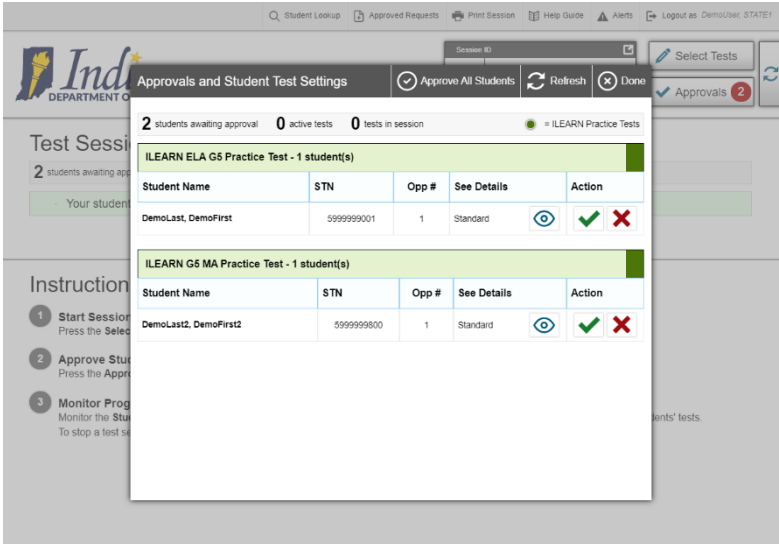
## 2020-2021 Indiana Test Administrator Certification Course Storyboard

	<p>you will also need to review each student's test settings before the students begin their tests. You will also need to verify that students have the correct designated features and accommodations set for their tests, as needed.</p>		
20	<p>The see details column will tell you if the student has standard or custom settings. There is also an “eye” icon in this column.</p> <p>When you select the “eye” icon, you will first see the embedded accommodations and then the embedded designated features for that student.</p>		No updates
21	<p>Depending upon the assessment you are administering, you may need to set embedded designated feature settings. These designated features</p>		<p>1.</p> <p>Remove AIR from captions</p>

## 2020-2021 Indiana Test Administrator Certification Course Storyboard

	<p>should have already been verified in TIDE, but you may have situations where a designated feature must be set manually at the time of testing. If applicable, check with your Test Coordinator. This information is also provided in the System User Guides on the portal.</p> <p>A student's accommodations must be verified in TIDE <b>before</b> testing, as accommodations may not be set or altered at the time of testing. If a student's accommodations are not correct, the student must not test until they are correct. Consult with your Test Coordinator to correct a student's accommodations.</p>		
22	<p>In our example, you can see the designated features being reviewed and edited for a student named DemoFirst.</p> <p>Once you have reviewed the test settings for a student, select the “Set” button to return to the main Approvals screen.</p> <p>If you have updated the test settings for a student and also want to approve the student to start the test, select the “Set &amp; Approve” button.</p>		No updates

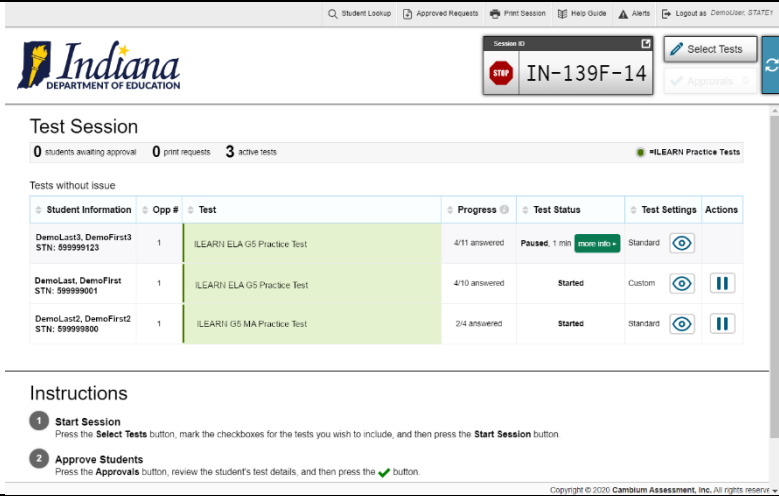
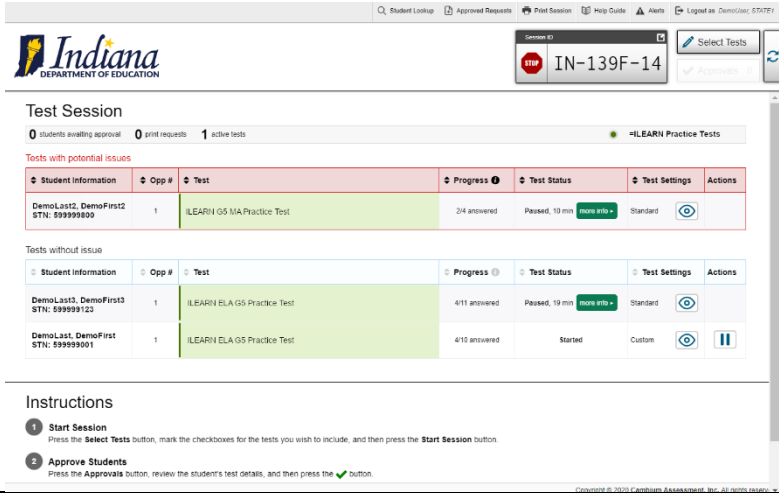
## 2020-2021 Indiana Test Administrator Certification Course Storyboard

	<p>The “Set” button is useful if you want to double check what you’ve entered before approving the student or if you want to set test settings for multiple students before approving them into the session. The “Set &amp; Approve” button is also useful if you want to have students enter the test session as soon as you’ve entered the appropriate settings.</p> <p>Please be mindful of the features enabled for students to ensure a comfortable assessment experience in relationship to tools used during instruction.</p>		
23	<p>You can also approve students from the “Approval and Student Test Settings” screen after reviewing the students’ test settings. Select the “green checkmark” button for each student or select the “Approve All Students” button to approve all students at once. If you use the “Approve All Students” button, be sure to pay close attention to the tests you are approving.</p> <p>If a student selected the wrong test when logging in or there is another reason not to allow the student to move forward, select the “red X” button, enter the reason in the box, and select “Ok”. The student will see the</p>		No updates

## 2020-2021 Indiana Test Administrator Certification Course Storyboard

	reason you have entered pop up on his or her screen and will not be able to proceed.		
24	<p>Notice that there is a blank space below the “Select Tests” button where the “Approvals” button should be. This indicates that no students are currently waiting for approval. The approval box will appear when students are waiting for approval.</p> <p>The student approval box is refreshed automatically. Students signing in will not be displayed until the box is refreshed. However, you can manually refresh your screen by selecting the button with the two arrows in the shape of a circle or, if it is visible, selecting the “Approvals” button and then selecting the “Refresh” button at the top of the pop up screen. When you click either of these buttons, you will see any new students waiting for approval.</p>		<p>May need to update screenshot based on if IN is using the progress bar</p> <p>“every 30 seconds, unless otherwise specified in your TDS User Guide or Test Administrator Manual” from captions</p>
25	<p><b>Monitoring Student Progress</b></p> <p>Once your students have been approved, you will see a list of students who are currently testing in the test session. In the status column, you can monitor student progress and see how many test items each student has completed.</p>		updates pending response to comment

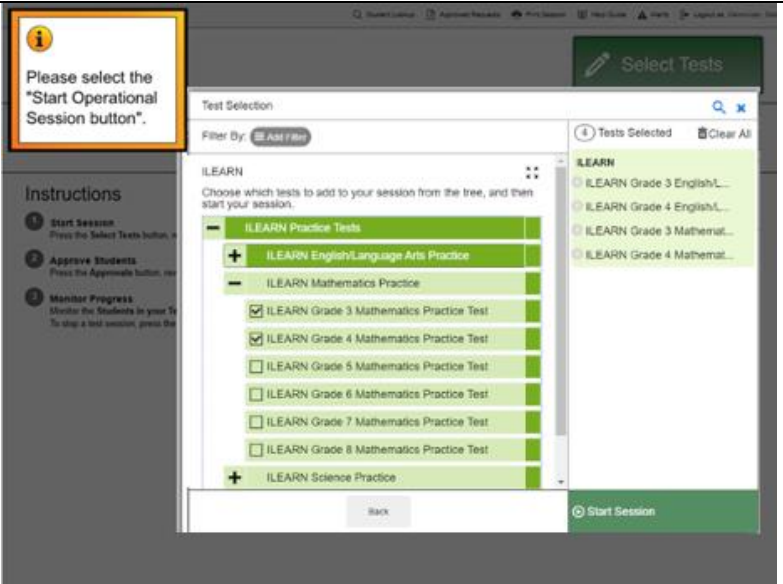

# 2020-2021 Indiana Test Administrator Certification Course Storyboard

			
26	<p><b>Student Needing Assistance Table</b></p> <p>If there are students needing assistance, those students will appear in a separate table as shown on this screen. Refer to your Test Administrator's Manual for a detailed list of reasons a student would appear as needing assistance.</p>		<p>Use the image from the General TA course but replace the Cambium Assessment logo with the IN logo and update session ID to IN-1394-14</p>
27	<p><b>Monitoring Student Progress</b></p> <p>Now you will have the opportunity to practice starting your own test session. On the following interactive slides, you</p>		<p>remove AIR and replace with Cambium logo</p>

## 2020-2021 Indiana Test Administrator Certification Course Storyboard

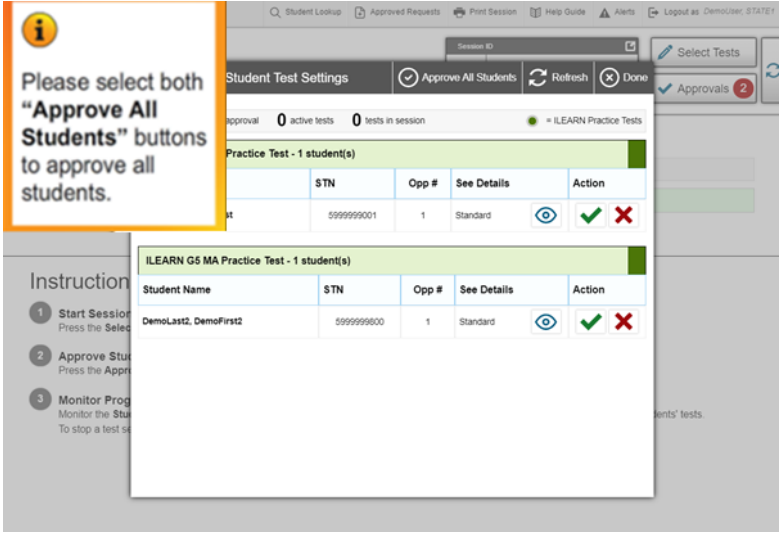
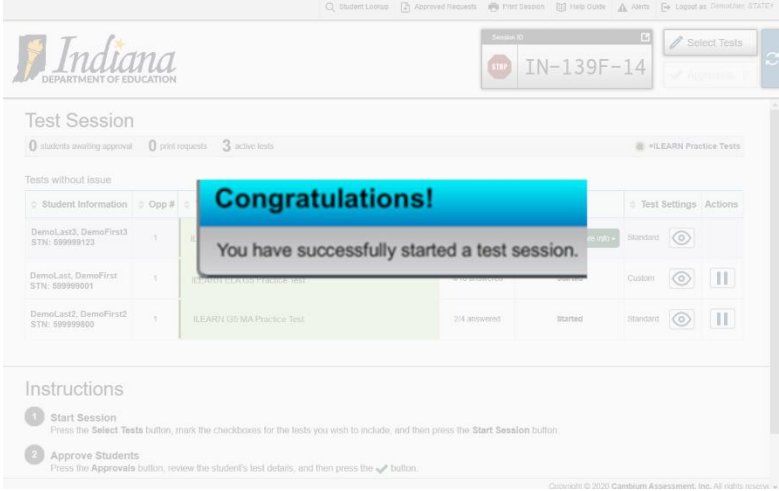
	<p>will need to follow the instructions that appear in the top left corner of your screen. Please keep in mind this interaction is intended to demonstrate TA Interface functionality and is not necessarily formatted like an Indiana Assessment TA Interface.</p> <p>Select the button labeled “Continue” to begin the exercise.</p>		
28	<p>For this exercise, you will be starting a test session for two students – one taking a grade 5 Mathematics test and one taking a grade 5 English Language Arts (ELA) test. The grade 5 ELA test has already been selected for you, so you will need to add the grade 5 Mathematics test. Follow the instructions in the top left corner and select the “plus sign” next to Mathematics to view all available Mathematics tests. Then check the box next to grade 5 Mathematics.</p> <p><i>[Text in purple in this slide is not spoken.]</i></p>		<p>Need to replace test selection tree with new tree and update interactions</p>

## 2020-2021 Indiana Test Administrator Certification Course Storyboard

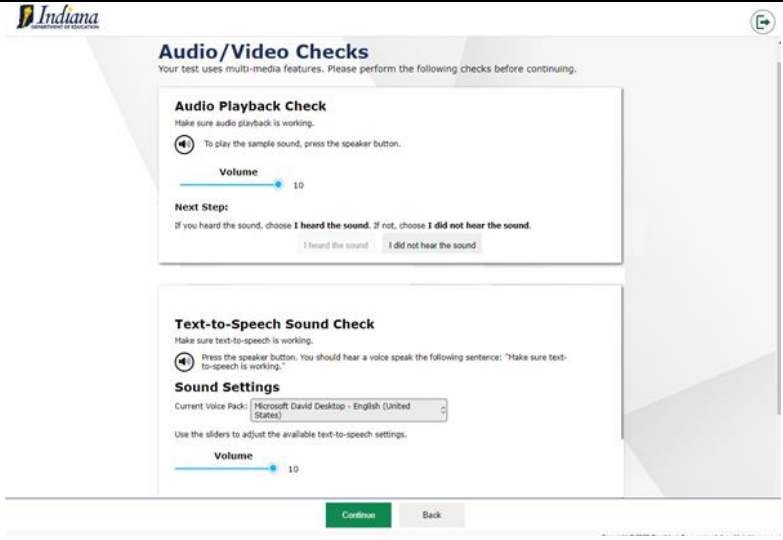
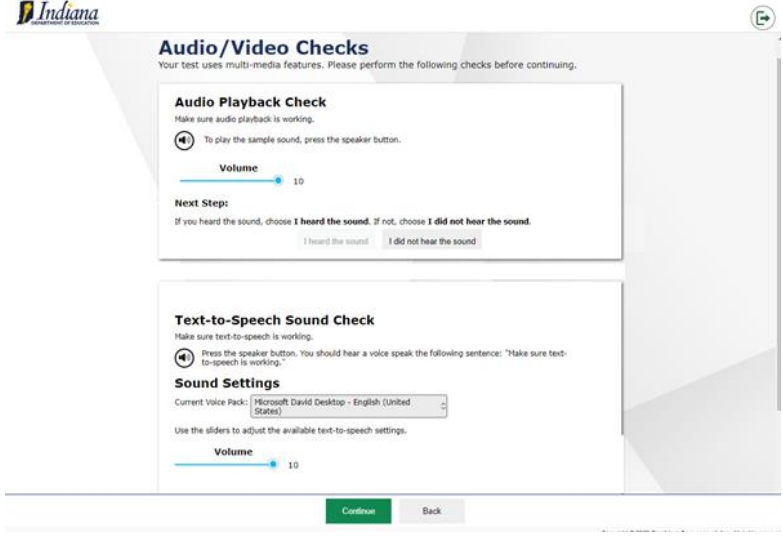
	<p><i>Step 1: Select the test for the session.</i></p>		
29	<p>Now you need to select the “Start Session” button.</p> <p><i>[Text in purple in this slide is not spoken.]</i></p> <p><i>Step 2: Select the “Start Session” button.</i></p>		<p>Need to replace test selection tree with new tree and update interactions</p>
30	<p>You can now see that there are two students waiting for approval. Now you need to select the “Approvals” button.</p> <p><i>[Text in purple in this slide is not spoken.]</i></p> <p><i>Step 3: Select the “Approvals” button to go to the “Approvals and Student Test Settings” screen.</i></p>		<p>No updates</p>



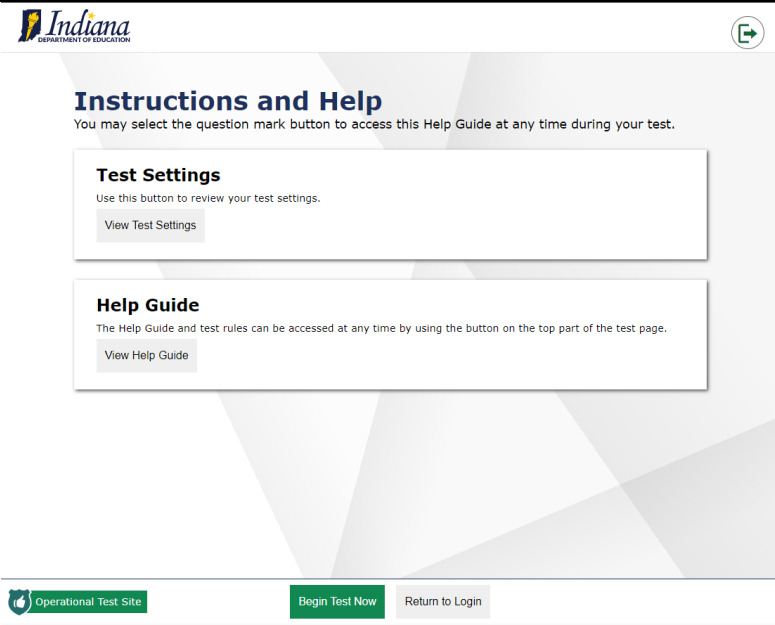
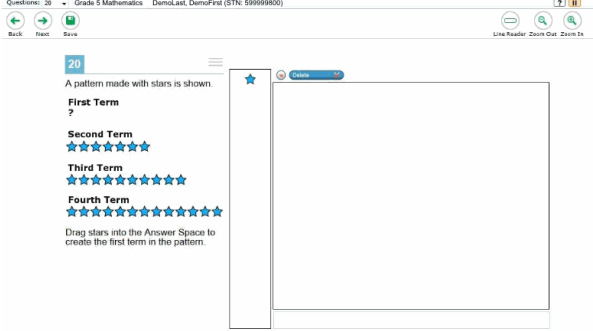
## 2020-2021 Indiana Test Administrator Certification Course Storyboard

<p>31</p> <p>Now you will verify that the students are taking the correct test, review their test settings, and approve them to test. To approve all students at one time, you will select the “Approve All Students” button. Once you have verified the test settings, and all accommodations are correct, go ahead and select the “Approve All Students” button.</p> <p><i>[Text in purple in this slide is not spoken.]</i></p> <p><i>Step 4: Select the “Approve All Students” button to approve all students.</i></p>		<p>No updates</p>
<p>32</p> <p>Note that the two students have been approved to begin their tests. This screen will remain active while students are testing. It allows you to monitor their progress and pause a student’s test or stop the entire test session as needed. Select the “Congratulations” button to continue with the course.</p> <p><i>[Text in purple and green in this slide is not spoken.]</i></p> <p><i>Congratulations! You have successfully started a test session.</i></p> <p><i>Select this box to continue.</i></p>		<p>No updates</p>

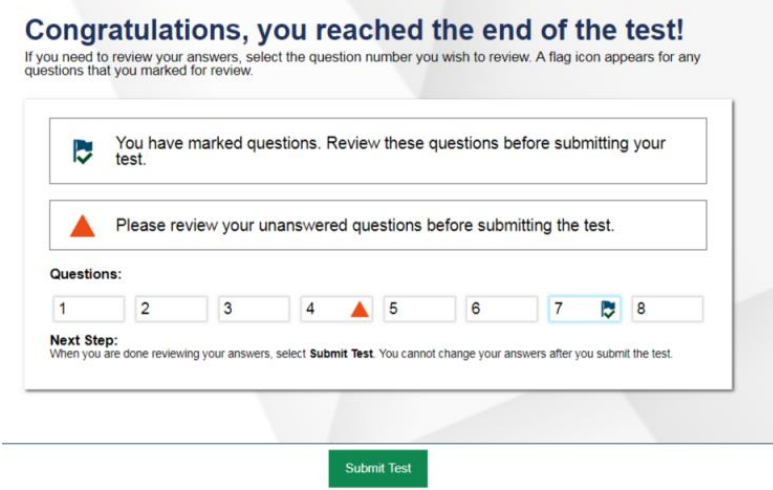
## 2020-2021 Indiana Test Administrator Certification Course Storyboard

<p>33</p>	<p><b>Audio and Text to Speech Checks</b></p> <p>After students have been approved to join the session, some assessments may require students to complete an audio sound check and/or a Text to speech (TTS) sound check.</p> <ul style="list-style-type: none"> <li>To perform the audio and/or TTS checks, select the Speaker icon to hear the playback.</li> </ul>		<p>No updates</p>
<p>34</p>	<p>After these checks, students must select the appropriate button. After all checks are completed, they must select the “Continue” button.</p> <p>If a student notices that any of the functionality checks are not working, they should click the “Back” button and alert the TA. After the student logs out, they should close the Secure Browser.</p> <p>The TA can work with the student to adjust the computer’s settings. The student can then reopen the Secure Browser and log back in.</p>		<p>Replace “he or she” with “they” in captions</p>

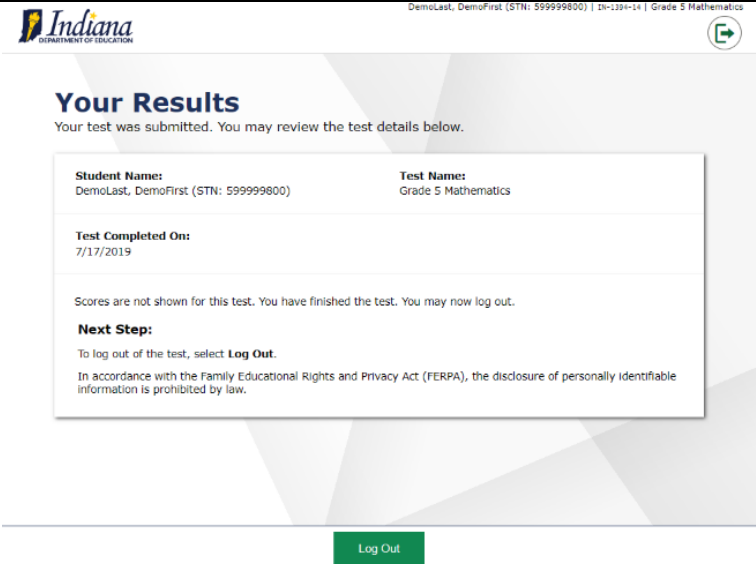
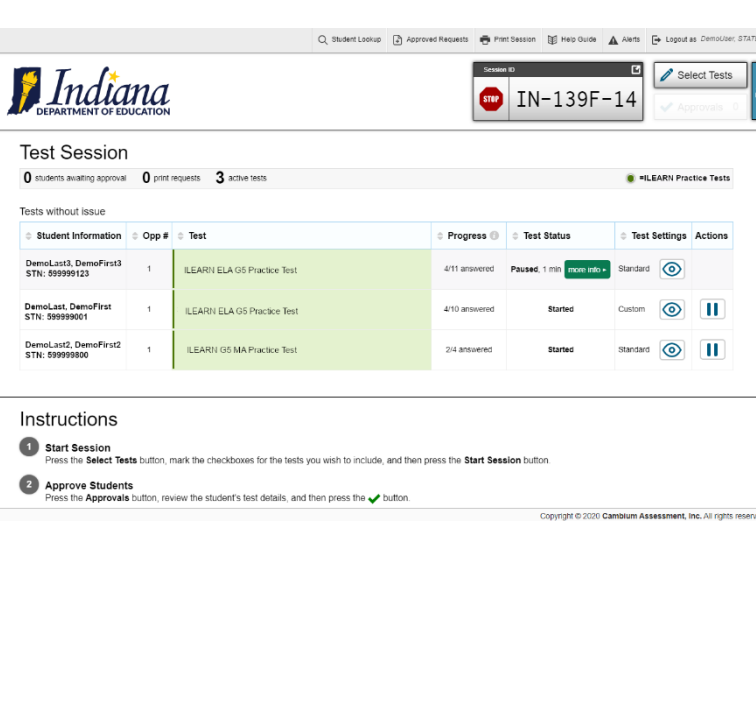
## 2020-2021 Indiana Test Administrator Certification Course Storyboard

<p>35</p> <p><b>Starting a Test</b></p> <p>Now let's look at what a student will see when starting the test.</p> <p>The student will see instructions for accessing the Help Guide and an option to view the test settings. The student will also see a "Terms and Conditions" box, depending on which Indiana Assessment is being administered. If the student sees Terms and Conditions, then they will need to place a check mark in the corresponding box before proceeding to test.</p> <p>To begin the test, select the "Start Test" button.</p>		<p>Replace "he or she" with "they" in captions</p>
<p>36</p> <p>This screen is an example of what the students will see once they begin the test.</p> <p>Remember: Test items are secure. Only students can view test items on operational tests.</p>		<p>No updates</p>


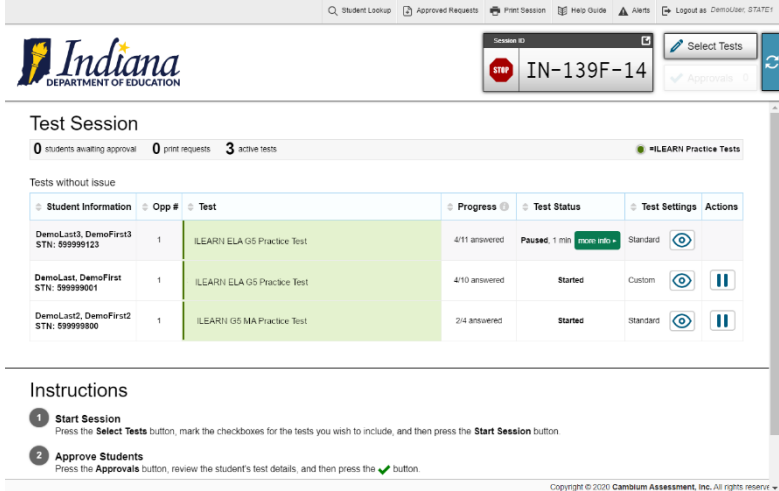
## 2020-2021 Indiana Test Administrator Certification Course Storyboard

37	<p><b>Ending a Test</b></p> <p>When the students are ready to end the test, they will be prompted to review their answers.</p> <p>Once the students have reviewed their answers, they will select the “Submit Test” button.</p> <p>TAs should not review test content prior to the student submitting the assessment. Student submissions cannot be reversed.</p> <p>The orange triangle on this review screen identifies unanswered questions before submitting the test. This will not be seen on ILEARN test review screens, as ILEARN tests require responses to all items.</p>	 <p><b>Congratulations, you reached the end of the test!</b> If you need to review your answers, select the question number you wish to review. A flag icon appears for any questions that you marked for review.</p> <p>You have marked questions. Review these questions before submitting your test.</p> <p>Please review your unanswered questions before submitting the test.</p> <p>Questions: 1 2 3 4 5 6 7 8</p> <p><b>Next Step:</b> When you are done reviewing your answers, select <b>Submit Test</b>. You cannot change your answers after you submit the test.</p> <p>Submit Test</p>	No updates.
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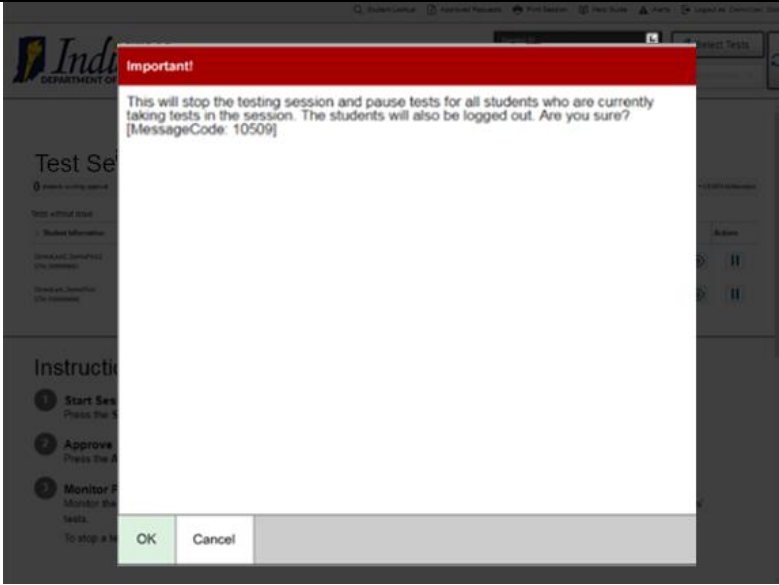
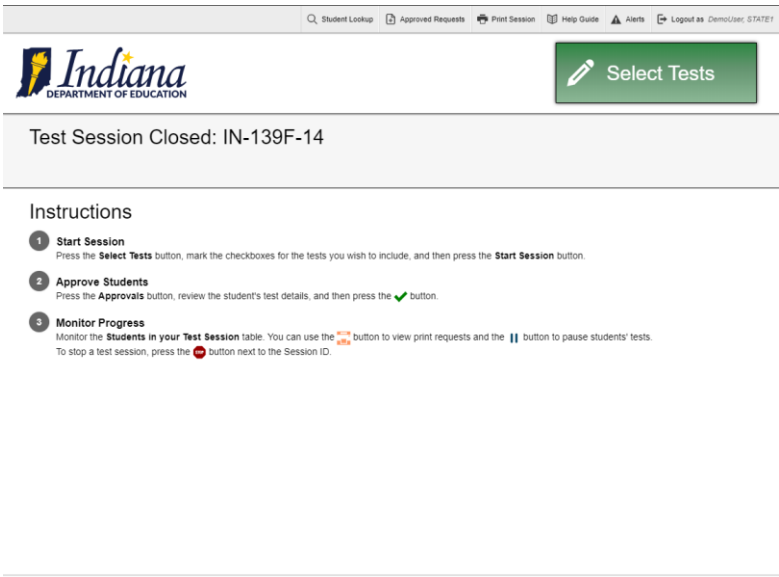
## 2020-2021 Indiana Test Administrator Certification Course Storyboard

38	<p>After students select the “Submit Test” button, they will see a screen that lets them know that their test was successfully submitted and will then select the “Log Out” button to exit.</p>		No updates
39	<p><b>Pausing the Test Session</b></p> <p>We will now return to the Test Administrator Interface to learn how to pause an individual student’s test. Test Administrators can pause a student’s test at any time by clicking the pause button.</p> <p>If a student’s test is paused, the student will need to log back in and the Test Administrator will need to go through the approval process again.</p> <p>When the student resumes the test, the student will begin on the next unanswered item. For some test administrations, if the test was paused for more than the</p>		Remove “in the Actions column to the right of the student’s name” from captions

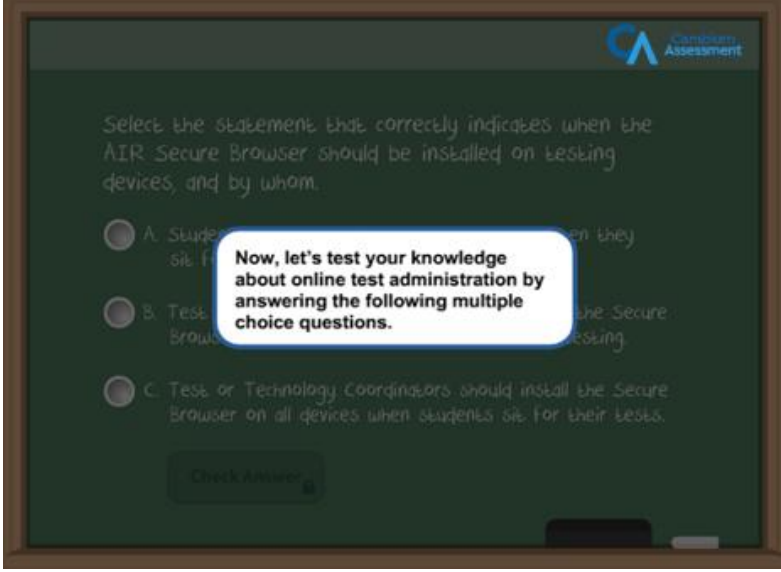
## 2020-2021 Indiana Test Administrator Certification Course Storyboard

	<p>allowable pause time, the student will not be able to review previously completed pages, even if they had marked questions for review. To find out more about pause rules for your assessment, review the Test Administrator's Manual on the portal or ask your Test Coordinator.</p>		
40	<p><b>Stopping the Test Session</b></p> <p>When you stop a test session, you are pausing all tests that have not yet been submitted.</p> <p>Whether you are stopping the session because you are testing over multiple days (which is only allowed for some tests) or because the students have all submitted their tests, you will select the red “Stop Sign” button to the left of the Session ID.</p> <p>You will then be prompted to confirm that you would like to stop the test session.</p>		<p>remove last sentence from captions</p>

## 2020-2021 Indiana Test Administrator Certification Course Storyboard

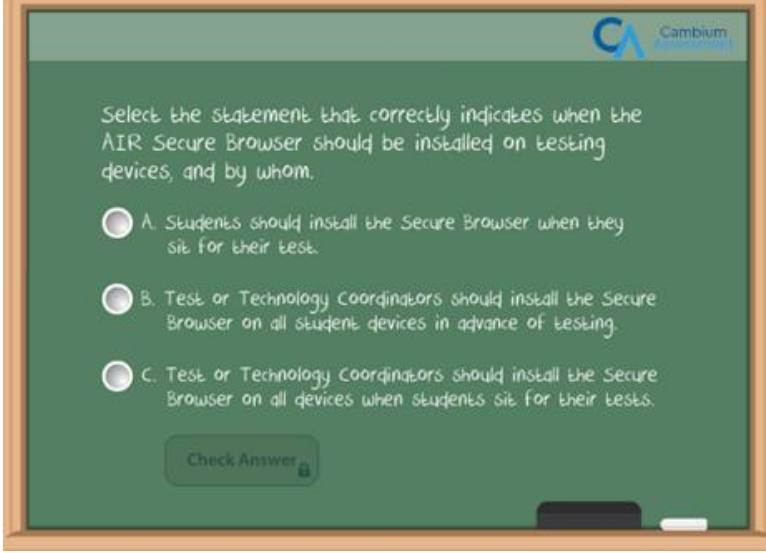
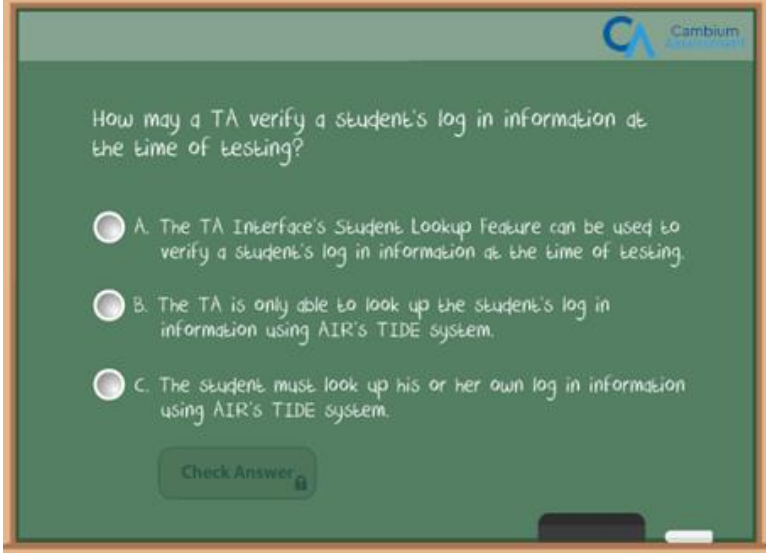
	<p>Before you stop the test session, you may print the screen as it currently appears by selecting the “Print Session” button. The printed session information must be treated as secure test material, so be sure to review the section in your Test Administrator’s Manual on storing secure materials. Printing the screen can help you keep track of the students who did not complete their tests and may need to be scheduled for another test session.</p>		
41	<p>Once the test session has been stopped, you will see the “Select Tests” screen. If you want to start a new session, you can do so directly from this screen as you are still logged into the system.</p> <p>If the test session has been stopped because you are testing over multiple days, a new test session will need to be started when the students resume testing. A session ID cannot be reused after the session stops. A new Session ID is created for each test session you start.</p>		No updates

## 2020-2021 Indiana Test Administrator Certification Course Storyboard

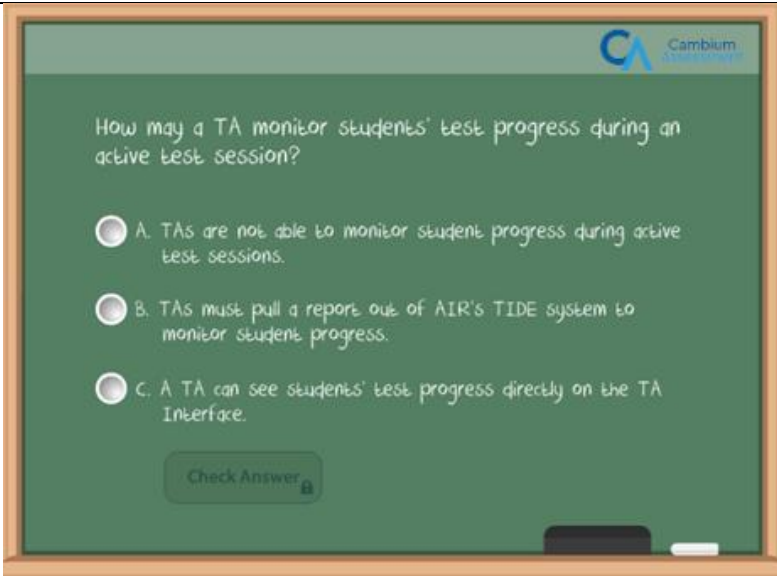
	<p>If the students' tests are stopped for more than the allowable time for that specific assessment, the students will not be able to review previously completed pages.</p> <p>For additional information about administering online tests, you can refer to the Test Administrator's Manuals on the Indiana Assessment Portal.</p>		
42	<p>Now, let's test your knowledge about online test administration by answering the following multiple choice questions.</p> <p>Question: Select the statement that correctly indicates when the Secure Browser should be installed on testing devices, and by whom.</p> <ul style="list-style-type: none"> <li>A. Students should install the Secure Browser when they sit for their test.</li> <li>B. Test or Technology Coordinators should install the Secure Browser on all student devices in advance of testing.</li> </ul>		<p>Remove AIR and replace with Cambium logo.</p> <p>Remove AIR in question on screen.</p>



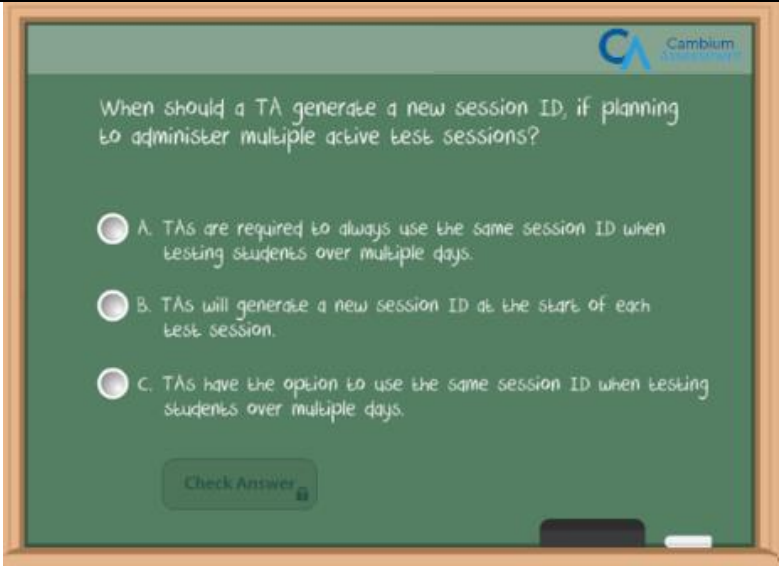
## 2020-2021 Indiana Test Administrator Certification Course Storyboard

	<p>C. Test or Technology Coordinators should install the Secure Browser on all devices when students sit for their tests.</p> <p><i>[Note: The answers are not read.]</i></p> <p>Answer: B – Test or Technology coordinators should install the Secure Browser on all student devices in advance of testing so the students can easily have access to their tests. Additionally, firewalls and administration rights on devices may hamper students from downloading the browsers themselves.</p>		
<p>43</p>	<p>Question: How may a TA verify a student's log in information at the time of testing?</p> <p>A. The TA Interface's Student Lookup Feature can be used to verify a student's log in information at the time of testing.</p> <p>B. The TA is only able to look up the student's log in information using the TIDE system.</p> <p>C. The student must look up his or her own log in</p>		<p>Remove AIR and replace with Cambium logo</p> <p>Replace AIR in questions to match script</p>

## 2020-2021 Indiana Test Administrator Certification Course Storyboard

	<p>information using the TIDE system.</p> <p><i>[Note: The answers are not read.]</i></p> <p>Answer: A – The Student Lookup function provides the Test Administrator with a way to look up student information if a student is having trouble logging in.</p>		
44	<p>Question: How may a TA monitor students' test progress during an active test session?</p> <ul style="list-style-type: none"> <li>A. TAs are not able to monitor student progress during active test sessions.</li> <li>B. TAs must pull a report out of AIR's TIDE system to monitor student progress.</li> <li>C. A TA can see students' test progress directly on the TA Interface.</li> </ul> <p><i>[Note: The answers are not read.]</i></p> <p>Answer: C – Once students have started their tests, their progress will show up on the TA Interface in the Student Status column.</p>		<p>Remove AIR and replace with Cambium logo</p>

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45	<p>Question: When should a TA generate a new session ID, if planning to administer multiple active test sessions?</p> <ul style="list-style-type: none"> <li>A. TAs are required to always use the same session ID when testing students over multiple days.</li> <li>B. TAs will generate a new session ID at the start of each test session.</li> <li>C. TAs have the option to use the same session ID when testing students over multiple days.</li> </ul> <p><i>[Note: The answers are not read.]</i></p> <p>Answer: B – A session ID is generated dynamically each time a TA starts a new test session and it is tied to a specific date and time rather than a student’s progress. Therefore, the session ID cannot be reused or created in advance of testing. Under a new session ID, a student will be able to resume the test where he or she left off.</p>		<p>Replace AIR with Cambium logo</p>
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## 2020-2021 Indiana Test Administrator Certification Course Storyboard

46	<p><b>Congratulations!</b></p> <p>You have completed the Test Administrator Certification Course for <i>ILEARN</i>, <i>IREAD-3</i>, and <i>ISTEP+</i> online test administration. Please note online <i>I AM</i> test administration requires separate certification.</p> <p>You may re-take this course as many times as you like. Additional program-specific information is available in the TDS user guide.</p> <p>Thanks for attending!</p>		Replace AIR with Cambium logo
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## 2020-2021 Indiana Test Administrator Certification Course Storyboard

47		<p>Please note the text added on the certificate.</p> <p>Use updated certificate and add same additional text “Has successfully completed the Test Administrator Certification Course for ILEARN, IREAD-3, AND ISTEP+”</p>
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