

Test Delivery System Test Administrator User Guide

2023–2024

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Prepared by Cambium Assessment, Inc.



Table of Contents

Introduction to the User Guide.....	1
Organization of the User Guide	1
Understanding the Test Delivery System's Sites	1
How TAs Proctor Test Sessions in the TA Site.....	2
Select Tests and Start a Test Session.....	2
Add Tests to an Active Test Session.....	4
Approve Students for Testing	4
Monitor an Ongoing Test Session	6
Approve Students' Print Requests	7
Enable Screensaver Mode	8
Stop a Test Session	8
How Students Sign in to the Student Testing Site and Complete Tests	9
How Students Sign in and Select Tests.....	9
Sign in to the Secure Browser or Take a Test App	9
Verify Student Information	10
Select a Test	10
Check Student Device Functionality	12
View Instructions and Begin Testing.....	13
How Students Navigate the Student Testing Site	15
Navigate Between Items.....	15
View Stimuli.....	16
Respond to Test Questions	16
Pause Tests	17
How Students Use Test Tools	17
Using Global Tools	18
Using Context Menu Tools	20
About the Select Previous Version Tool.....	21
About the Text-to-Speech Tool.....	22
Using Other Tools	23
About the Speech-to-Text Tool.....	23
How Students Complete a Test.....	24
Submit a Test	24

Appendix	25
A	25
Alternate Assessments in the Student Testing Site	25
Navigate Alternate Assessments	25
Listen to Audio Content	25
Respond to Questions	26
E	27
Expiration Rules for Test Opportunities	27
K	27
Keyboard Commands in the Student Testing Site	27
Keyboard Commands for Sign-In Pages and In-Test Pop-Ups	27
Keyboard Commands for Test Navigation	27
Keyboard Commands for Global and Context Menus	28
Global Menu	28
Context Menus	28
Keyboard Commands for Highlighting Selected Regions of Text	28
Keyboard Commands for Grid Questions	29
Keyboard Commands for Equation Questions	30
L	30
Login Information for the TA Site	30
P	31
Pause and Test Timeout Rules	31
Pause Rules	31
Test Timeout Rules	31
Practice Test Site Student Sign-in Process	31
Print Approved Requests Information	34
Remove Print Request Files from the Web Browser	35
R	35
Recording Spoken Responses	35
S	36
Secure Browser	36
Using the Secure Browser with Accessibility Software	36
Testing with Permissive Mode on Windows	37
Testing with Permissive Mode on macOS 13	38

Access and Close the Secure Browser on Mobile Devices	38
Force-Quit the Secure Browser	39
Student Lookup Feature	39
T	40
Transfer a Test Session	40
User Support and Troubleshooting Information.....	42
Troubleshooting	42
Username and Password Issues	42
Common Student Sign-in Errors.....	43
Resolving Secure Browser Error Messages	44
Change Log	45

Introduction to the User Guide

This user guide supports Test Administrators (TAs) who manage testing for students participating in the Ohio's Assessment System practice tests and operational tests.

Organization of the User Guide

The guide includes the following sections:

- [How TAs Proctor Test Sessions in the TA Site](#)
- [How Students Sign in to the Student Testing Site and Complete Tests](#)

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

Understanding the Test Delivery System's Sites

The Test Delivery System delivers Ohio's online tests and consists of practice testing sites and operational testing sites. The functionality of the practice sites is similar to that of the operational sites. However, the tests that are available in the practice and operational sites are different. Tests administered in the TA Practice Site are for practice, whereas tests provided in the TA Interface are operational and students' scores will be reporting in the Centralized Reporting System (CRS).

- **Practice Sites:**
 - **TA Practice Site:** Allows TAs to practice administering tests.
 - **Student Practice Site:** Allows students to practice taking tests online and using test tools. Students can log in to the testing site with their name and ID or as guests. They can either take proctored tests in sessions created by TAs in the TA Practice Site or they can take non-proctored tests.
- **Operational Testing Sites:**
 - **TA Interface:** Allows TAs to administer operational tests, Readiness Assessments (RA) or teacher-authored tests.
 - **Student Testing Site:** Allows students to take operational tests, Readiness Assessments (RA) or teacher-authored tests.

Throughout the rest of this user guide, "TA Site" refers to both the TA Interface and TA Practice Site.

How TAs Proctor Test Sessions in the TA Site

The process for administering tests in the Test Delivery System follows the workflow below:

1. The TA selects tests and starts a test session in the TA Site.
2. Students sign in to the Student Testing Site and request approval for tests.
3. The TA reviews students' requests and approves them for testing.
4. Students complete and submit their tests.
5. The TA stops the test session and logs out.

This section describes how TAs perform the following tasks within the TA Site to successfully administer online tests:

- [Select Tests and Start a Test Session](#)
- [Approve Students for Testing](#)
- [Monitor an Ongoing Test Session](#)

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

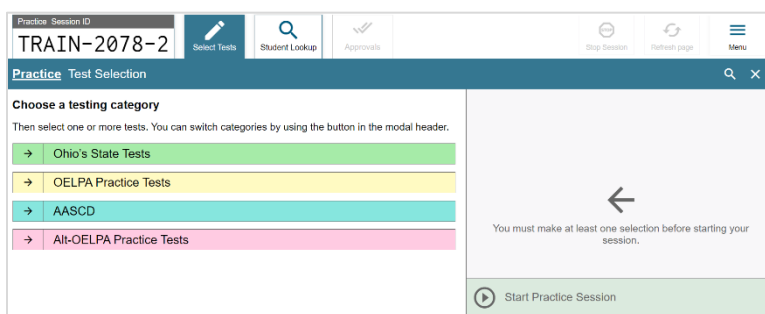
Select Tests and Start a Test Session

In order for students to complete online tests, you must select which tests they need to take and start a test session. You can administer summative tests as well as non-summative tests and teacher-authored tests created in the Assessment Authoring system.

Only the tests that you choose to include will be available to students who join your session. You may have only one session open at a time. You cannot reopen closed sessions, but students can resume a test in a new session. You can also [transfer active sessions](#) to a new window or device.

1. To create a test session, first make sure you log in to the appropriate TA Site. The **Select Tests** tab opens, displaying a list of test categories (see [Figure 1](#)).
 - If the **Select Tests** tab does not open automatically, click **Select Tests** or click **Start a New Session Now** on the **Active Sessions** tab.

Figure 1. Select Tests Tab: Test Categories View






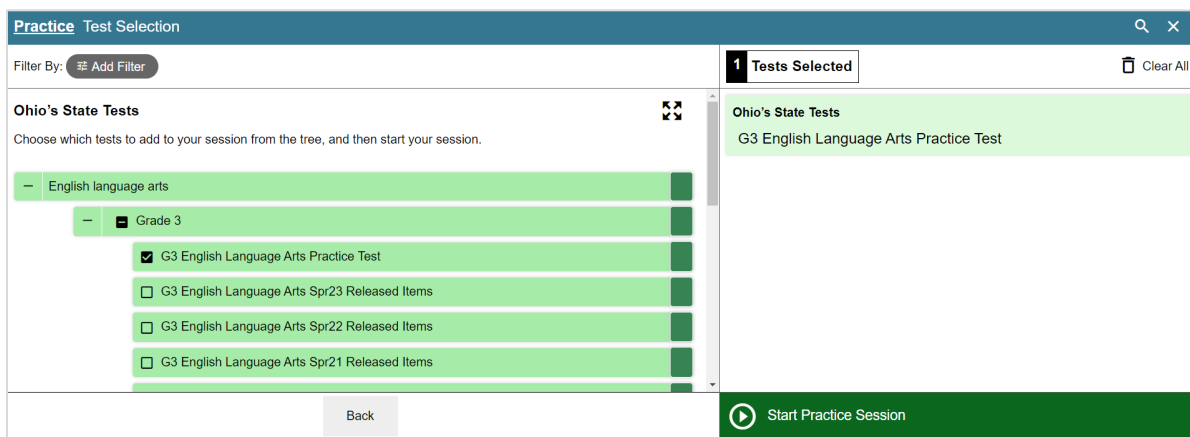
2. From the list of test categories, select the test category whose tests you wish to include in the session. A list of test groups or individual tests in that category appears.
 - To view the tests in a test group, click **+** to expand it (or  to expand all groups).
 - To filter tests by their subject or grade level, click **Add Filter** above the test list. Mark the checkbox for each grade or subject you wish to filter by and click **Apply Filter(s)**. To remove an applied filter, click  next to that filter.
 - To search for a test, select  in the top-right corner of the **Select Tests** tab. Enter a search term and click **Go**. To close the search panel, select **Close** at the bottom of the panel.

Figure 2. Select Tests Tab: Tests Selected



3. To select a test you wish to administer in the session, mark the checkbox for each test you want to include. To select all the tests in a test group, mark the checkbox for that group.
4. *Optional:* To add tests from a different test category, select **Back** at the bottom of the **Select Tests** tab to return to the test categories view (see [Figure 1](#)). Then select the appropriate tests.
5. *Optional:* If you need to remove a selected test, clear the checkbox for that test on the left. To remove all the selected tests, select **Clear All** in the top-right corner of the *Tests Selected* panel.

Test Delivery System Test Administrator User Guide

6. If any of the selected tests require you to select additional settings, such as a test reason, options for those settings appear in the *Session Settings* section. Select the required settings for your session.
7. Once the required tests have been selected, select **Start Session** (the exact label for this button may vary depending on whether you are starting a practice or operational session). A Session ID appears in the top-left corner. Be sure to share the Session ID with students who will be joining the session.

Add Tests to an Active Test Session

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

1. Open the **Select Tests** tab. This tab opens to the test list that you last viewed and shows the tests that are currently active in the session.
2. Mark the checkboxes of the tests that you wish to add to the session following the instructions in the [Select Tests and Start a Test Session](#) section. Tests that are already included in the session are grayed out.
 - If you select a new test reason when adding tests to a session, then the test reason changes for every active test opportunity in the session. Any test opportunities that were completed before you changed the test reason will be submitted with the original test reason.
3. Click **Add to Session** (the exact label for this button may vary depending on whether you are starting a practice or operational session).
4. In the confirmation message that appears, click **OK**.

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.

- A maximum of 200 students can join a given test session. If more than 200 students need to complete assessments, your school will need to create multiple test sessions for them.
1. Once students request approval, a notification appears on the **Approvals** tab. Open this tab to view a table of students awaiting approval.

Figure 3. Approvals and Student Test Settings Window

Practice Session ID TEST-FAA4-1	Select Tests	Student Lookup	Approvals 1	Stop Session	Refresh page	Menu
Approvals and Student Test Settings						<input checked="" type="checkbox"/> Approve All Students
1 students awaiting approval 0 print requests 0 active students (max 200) 0 tests in session						
G3 ELA Practice Test - 2 student(s)						
Student Name	Student ID	Opp #	See Details	Action		
GUEST	GUEST	1	Standard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
GUEST	GUEST	1	Standard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	


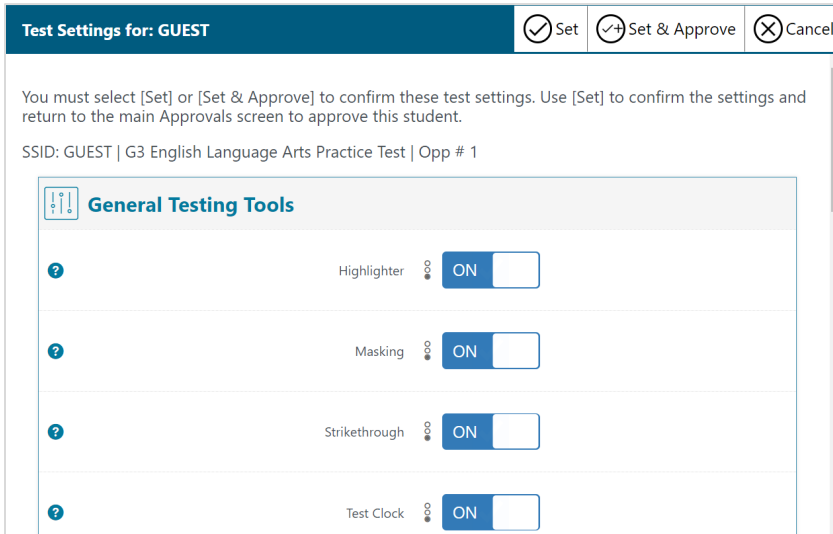



- To check a student's test settings and accommodations, click  in the See Details column for that student. The **Test Settings** window appears (see [Figure 4](#)), displaying the student's test settings grouped by their area of need. Icons next to each setting indicate whether it is a General Testing Tool, Reading Tool, Visual Tool, Other Tool or Domain Exemption.

Figure 4. Test Settings Window for a Selected Student













Test Settings for: GUEST   

You must select [Set] or [Set & Approve] to confirm these test settings. Use [Set] to confirm the settings and return to the main Approvals screen to approve this student.

SSID: GUEST | G3 English Language Arts Practice Test | Opp # 1

General Testing Tools

-  Highlighter  ON
-  Masking  ON
-  Strikethrough  ON
-  Test Clock  ON

- If any settings are incorrect, update them as required. Students should not begin testing until their settings are correct. Editable settings must be updated in this window, while read-only settings must be updated in the Test Information Distribution Engine (TIDE).
 - To confirm the student's settings, do one of the following:
 - To confirm the settings, click **Set**. You will still need to approve the student for testing (see [step 5](#)).
 - To confirm the settings and approve the student for the test all at once, click **Set & Approve**.
- Repeat [step 2](#) for each student on the **Approvals** tab. You can click **Refresh page** in the top-right corner to update the list of students awaiting approval.
 - Optional:* If you need to deny a student access to the test, click  for that student. In the window that appears, enter an optional reason for denying the student and click **Deny**. The student receives the denial explanation and is logged out. They can still request access to the test again.
 - To approve students from the **Approvals** tab, click  in the Actions column to approve an individual student, or click **Approve All Students** to approve every student currently listed in the table.

Monitor an Ongoing Test Session

When students begin testing in your session, you can monitor the testing progress for each student, approve students' print requests, and pause students' tests.

The progress tables that display during an active test session show you the testing details for each student logged in to your session. If you navigate away from these tables, you can click the Session ID in the top-left corner to display them again.

Figure 5. Tables for Monitoring Students' Test Progress





Practice Session ID: TRAIN-537A-2					
Practice Test Session					
0 students awaiting approval 3 active students (max 200)					
Tests requiring TA intervention					
Student Information	Test	Opp #	Progress	Test Settings	Actions
GUEST GUEST	Grades 2-3 OELPA Listening Practice Test	1	75% answered - Started	Custom	Pause, Print
Pinned					
Student Information	Test	Opp #	Progress	Test Settings	Actions
GUEST GUEST	Grades 2-3 OELPA Listening Practice Test	1	0% answered - Started	Standard	Pin, Pause
Tests started/paused/completed					
Student Information	Test	Opp #	Progress	Test Settings	Actions
GUEST GUEST	Grades 2-3 OELPA Listening Practice Test	1	25% answered - Started	Standard	Pin, Pause

- When the session begins, all students are listed in a single test progress table. If a student requires assistance, they will be listed in a separate **Tests requiring TA intervention** table, which appears at the top of the page. This can occur when a student has a pending print request or a student's test was paused due to a security issue, such as the launch of a forbidden application.
- The progress tables refresh at regular intervals, but you can also refresh them manually by clicking **Refresh Page** in the top-right corner.

[Table 1](#) describes the columns in the tables for monitoring students' test progress.

Table 1. Columns in the Tables for Monitoring Students' Test Progress

Column	Description
Student Information	The name and SSID of the student in the session.
Test	Name of the test the student selected.
Opp #	Opportunity number for the student's selected test.
Time	The timer in this column indicates the approximate elapsed time in the student's test. There may be a brief delay between the student's test and the time displayed in this column.
Progress	Indicates the student's test progress. It displays a progress bar to indicate how far the student has progressed in the test.

Column	Description
Test Settings	<p>Displays one of the following:</p> <ul style="list-style-type: none"> • Standard: Default test settings are applied for this test opportunity. • Custom: One or more of the student's test settings or accommodations differs from the default settings. <p>To view the student's settings for the current test opportunity, select .</p>
Actions	<p>Allows you to perform any of the following actions for the student:</p> <ul style="list-style-type: none"> • To pause a student's test, click . The student will be logged out of the test. • If a student has a pending print request (available for OELPA and Alt-OELPA practice tests and Alt-OELPA operational test), click  to print the requested test content. For information, see Approve Students' Print Request. • If you want to pay close attention to the progress of a particular student, click  to list the student in a pinned table at the top of the page.

Approve Students' Print Requests

Students using the print-on-request tool can request printouts of test passages and questions. You must review and approve these print requests. When students send print requests, a notification appears in the **Tests requiring TA intervention** table.

You can also view a [list of every print request](#) you approved during the current session.



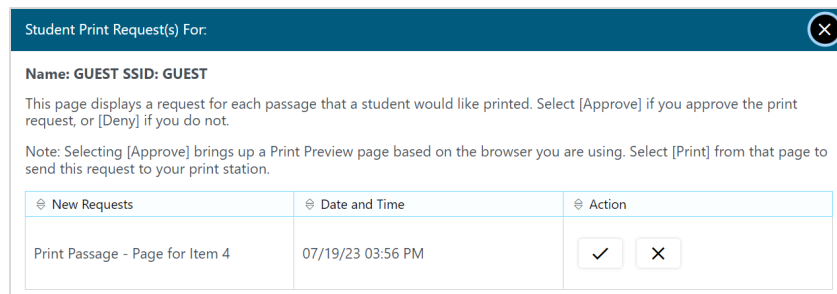

1. To review a print request, click  in the Actions column of the Tests requiring TA intervention table for a student. The request notification appears only for students who have sent print requests.
2. Review the request in the **Student Print Request** window and do one of the following:
 - To approve the request, select . A cover sheet appears in a new browser window or tab.

Figure 6. Student Print Request Window



New Requests	Date and Time	Action
Print Passage - Page for Item 4	07/19/23 03:56 PM	<input type="button" value="✓"/> <input type="button" value="X"/>

- To deny the request, select . In the window that appears, enter a brief reason for denying the request and click **Deny**. Do not proceed to the next step.

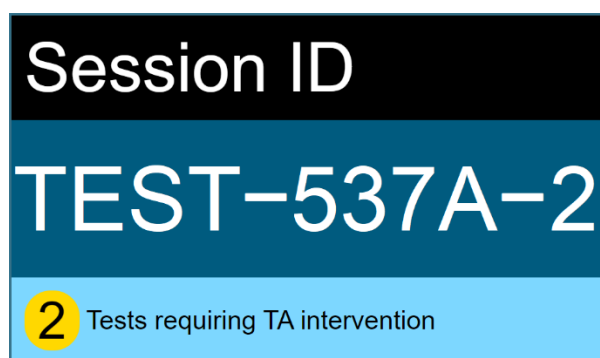
3. In the window displaying the cover sheet, click **Print**. Then click **OK** to print the requested test elements.
 - When students are finished using printed test content, you should securely dispose of it and [delete the downloaded files](#).


Enable Screensaver Mode

You can enable screensaver mode to protect any sensitive student information displayed in the TA Site when you are away from your device. The screensaver automatically turns on after 5 minutes of TA inactivity.

1. To turn on screensaver mode, select **Toggle Screensaver** from the **Menu** in the top-right corner. A masking screen appears over the TA Site. The screensaver displays notifications if students are awaiting approval, if there are pending print requests, or if students require other interventions.

Figure 7. Screensaver Mode Enabled



2. To dismiss the screensaver, click . It may also dismiss when mouse or keyboard activity is detected.

Stop a Test Session

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

1. To stop a test session, click **Stop Session** at the top of the TA Site.
2. In the confirmation message that appears, select **OK**. The test session stops.

Once you stop a test session, you cannot resume it. To resume testing, you must start a new session. Please note, the Test Delivery System automatically logs you out after 20 minutes of both user and student inactivity. This action automatically stops the test session.

If you accidentally close the browser while students are testing, your session remains open until it times out. To return to the test session, you must log in to the TA Site and rejoin the active session. You can also [transfer your session](#) to another device.

How Students Sign in to the Student Testing Site and Complete Tests

This section describes the sign-in process for the Student Testing Site that students follow when starting a new test or resuming a paused test. It also describes how students can view stimuli, respond to questions, pause a test, review previously answered questions, and submit a test.

How Students Sign in and Select Tests

When testing, students must sign in to the appropriate testing site. For sessions created in the TA Interface, students sign in to the Student Testing Site on the Secure Browser or Take a Test app.

Students may also take practice tests in the Student Practice Site to familiarize themselves with the online testing process. Aside from the sign-in process, the Student Practice Site has the same appearance and functionality as the Student Testing Site. For information about how students sign in to the Student Practice Site, see [Practice Test Site Student Sign-in Process](#).

Sign in to the Secure Browser or Take a Test App

1. Launch the Secure Browser or Take a Test app on the student's testing device. The **Student Sign-In** page appears.
2. In the *First Name* and *SSID* fields, students enter their first name and SSID as they appear in TIDE.
3. In the *Session ID* field, students enter the Session ID as it appears on the TA Site. The first part of the Session ID, which indicates whether a student is on the Student Testing Site or the Student Practice Site, is pre-filled.

Figure 8. Student Testing Site Student Sign-In Page

4. *Optional:* Students can modify test settings (such as background and text color) for the sign-in process, which persist until you set the actual test settings during the TA approval process. To update these settings:

Test Delivery System Test Administrator User Guide

- a. Students select the cog wheel in the top-right corner of the **Student Sign-In** page to open the **Settings** page. Then they select their preferred options from the available drop-downs and select **OK**.

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

Verify Student Information

After signing in, 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.

Figure 9. Is This You? Page

Is This You?	
Please review the following information.	
First Name Jane	Grade 04
SSID 999991234	School: Demo inst 9999
School: Demo inst 9998	School: Demo inst 9997
School: Demo inst 9996	
<input type="button" value="Yes"/> <input type="button" value="No"/>	

Select a Test

Students can select their tests from the **Your Tests** page, which displays all the tests that a student is eligible to take, color-coded by test category. Students can select only tests that are included in the session and still need to be completed.

1. From the **Your Tests** page, the student selects the name of the test.
 - Students may need to select the category that a test belongs to in order to display the list of tests that belong to that category.
 - If a student's required test is inactive or not displayed, the student should log out. You should verify the test session includes the correct tests.

Figure 10. Your Tests Page

Your Tests
Select the test you need to take.

← Ohio's State Tests

English language arts

Grade 5

→ Start G5 English Language Arts Practice Test
This is opportunity 1 of 99

Mathematics

Grade 5

→ Start G5 Mathematics Practice Test
This is opportunity 1 of 99

Back to Login

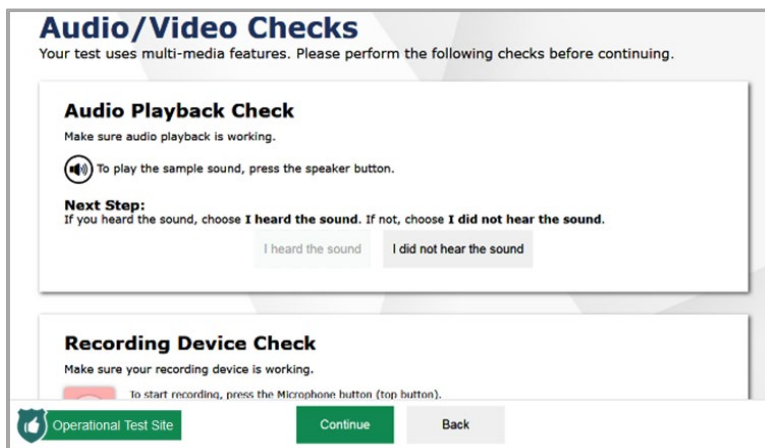
2. The student's request is sent to the TA for approval and the ***Waiting for Approval*** message appears. After you approve the student for testing, the student can proceed to the next step.
 - If starting a new test, the student must complete the login process before they begin testing.
 - If resuming a paused test, the student is taken directly to the test page where they stopped the test, based on the applicable pause rules.







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 on the **Audio/Video Checks** page. This page displays each required functionality check in its own panel. If a test does not require functionality checks, this page is skipped.

If any of the device functionality checks fail, the student should log out and you should troubleshoot their testing device. Students should not continue with a test unless all functionality checks pass.

Figure 11. Audio/Video Checks Page



1. From the **Audio/Video Checks** page, the student verifies each functionality check in the appropriate panel. The following functionality check panels may appear:
 - **Text-to-Speech Check:** This panel appears if a student has the Text-to-Speech (TTS) setting. To test TTS settings, students select  and listen to the audio. If the voice is clearly audible, students select **I heard the voice**.
 - If the voice is not clearly audible, students adjust the settings using the sliders and select  to listen to the audio again. If students still cannot hear the voice clearly, they select **I did not hear the voice** and follow the instructions that appear.
 - **Audio Playback Check:** This panel appears for tests with listening questions. To test the device's audio playback functionality, students select  and listen to the audio. If the sound is clearly audible, students select **I heard the sound**.
 - If the sound is not clearly audible, students select **I did not hear the sound** and follow the instructions that appear.
 - **Recording Device Check:** This panel appears for tests with questions that require students to record spoken responses. It also displays for students who have a Speech-to-Text (STT) accommodation. To verify recording device functionality, students select  and record a vocal sample. Then they select  to stop recording and select  to listen to their recorded audio. If the recorded audio is clearly audible, students select **I heard my recording**.

Test Delivery System Test Administrator User Guide

- If the recorded audio is not clearly audible, they select **I did not hear my recording** and follow the instructions that appear.
 - If the student is testing on a device with multiple recording options, they can select the **Select New Recording Device** option to open the **Recording Input Device Selection** panel and select a different recording device.
2. Once all functionality checks have been verified, the student selects **Continue** at the bottom of the page to proceed to the **Instructions and Help** page.

View Instructions and Begin Testing

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

1. *Optional:* To review their test settings, students select **View Test Settings**. To close the window, students select **OK**.
2. To review additional test information or acknowledgements, if available, students review the information on the page and proceed as instructed.
3. *Optional:* To view the help guide, students select **View Help Guide**. To close the window, students select **Back**.
4. To start the test, students select **Begin Test Now**.

Figure 12. Instructions and Help Page

Instructions and Help

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

Test Settings

Use this button to review your test settings.

[View Test Settings](#)

Additional Test Information

All state tests (including all test passages, test questions and any other secure material developed for use with any operational test) are secure materials. It is not permissible to reproduce any of this secure material or cause it to be reproduced in any format. You are not permitted to reveal any test question that is known to be on a state test in any manner whatsoever. The following includes, but is not limited to, examples of actions that would be considered a test security violation and end your test opportunity immediately:

- Using and/or possessing cellphones, cameras, smart watches or any other internet connected devices;
- Sharing test and test-related information (giving or receiving);
- Having notes, study guides, or 'cheat' sheets.

Help Guide

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

[View Help Guide](#)

[Begin Test Now](#) [Return to Login](#)

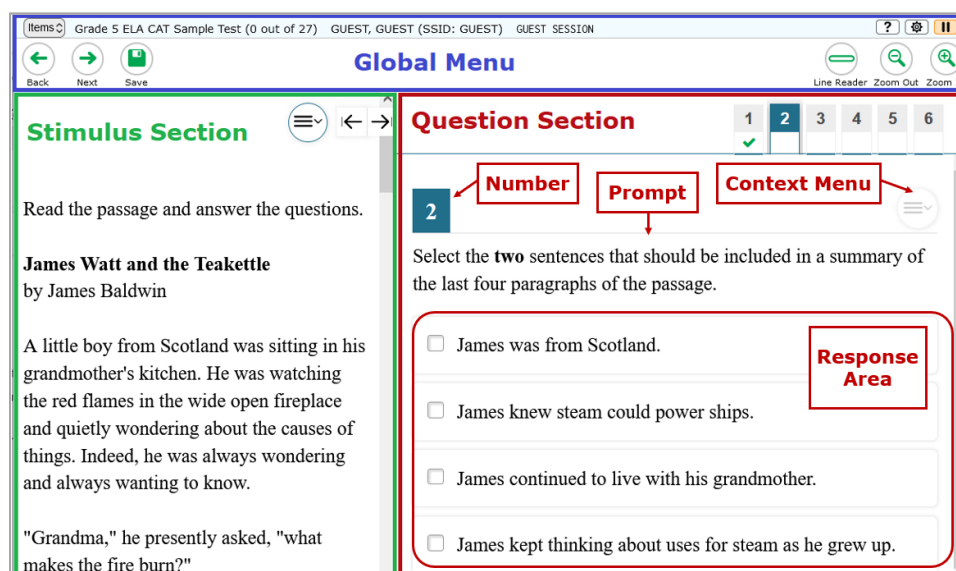
How Students Navigate the Student Testing Site

This section explains how students use the features available in the Student Testing Site to navigate tests, use tools, and respond to items.

A test page in the Student Testing Site can include the following sections:

- The *Global Menu* section displays the global navigation and tool buttons. It also includes the **Items** menu, test information, help button, pause button, system settings button, and timer (if available).
- The *Stimulus* section appears only for test pages with a stimulus. This section contains the stimulus content, context menu, and either the expand passage button or reading mode button.
- The *Question* section contains one or more test questions (also known as “items”). Each question includes a number, context menu, prompt, and response area. Each question also displays the student’s name and the question’s most recent save date and time.

Figure 13: Sample Test Layout



The Student Testing Site uses a slightly different layout for [alternate assessments](#).

Navigate Between Items

- Some test pages may have only one question, and others may have more.
 - After students respond to all the questions on a page, they select **Next** in the top-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 top-right corner to proceed through the questions.

Test Delivery System Test Administrator User Guide



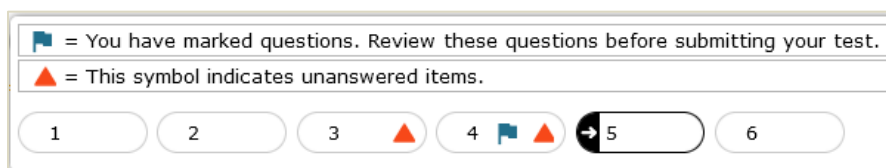
- To jump directly to an item, students can select an item number from the **Items** menu in the top-left corner.
 - If an item has been marked for review,  displays next to the item.
 - If an item has been skipped or left unanswered,  displays next to the item.

Figure 14. Items Drop-Down



View Stimuli

When a test question is associated with a stimulus, students should review that stimulus before responding to the question. A stimulus is a reading passage or other testing material (such as a graphic) that students review in order to answer associated questions.




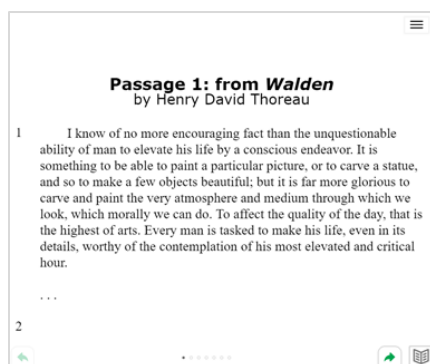
- Reading Passages:** When the stimulus is a reading passage, the content is paginated if this feature is turned on for the student.
 - To move between the pages of a reading passage, students can select  and  below the stimulus.
 - Students can select  to open the Reading Mode window, which displays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

Figure 15. Reading Passage




Respond to Test Questions

The questions available in TDS may use various interaction types that require students to respond to them in different ways. Students can use the Student Practice Site to familiarize themselves with the question types that may appear on tests.

All responses are saved automatically. Students can also manually save their responses to questions by selecting **Save** in the top-left corner.

Test Delivery System Test Administrator User Guide

Test questions may require students to do any of the following tasks:

- Select one or more choices from a list of answer options.
- 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. For more information, see the section [Text-Response Questions](#).
- Match answer options together.
- Modify a highlighted word or phrase in a reading selection.
- Enter input parameters to run an on-screen simulation.
- Expand categories and select options within them.
- Record a spoken response using a microphone. For more information, see the section [Recording Spoken Responses](#).

Pause Tests

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

- To pause a test, students select the **Pause** icon in top right of the screen 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 the student viewed (and any response they entered).

How Students Use Test Tools

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

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

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

Using Global Tools

The global menu consists of navigation buttons on the left and tool buttons on the right (see [Figure 16](#)).

[Table 2](#) lists the tools available in the global menu.

Figure 16. Global Menu

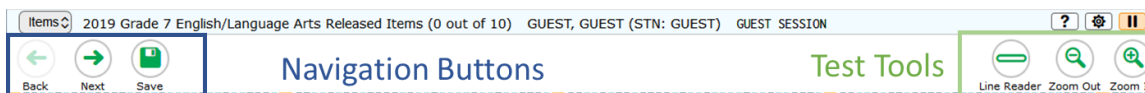
















Table 2. Global Tools

Tool Name	Instructions
Calculator 	<p>To use the on-screen calculator, select Calculator in the global menu.</p> <p>The graphing calculator is available on the following tests:</p> <ul style="list-style-type: none"> Algebra I Geometry Integrated Mathematics I Integrated Mathematics II <p>The scientific calculator is available on the following tests:</p> <ul style="list-style-type: none"> Grade 6 Mathematics Part 2 Grade 7 Mathematics Part 2 Grade 8 Mathematics Parts 1 and 2
Formula 	<p>To view the on-screen formula sheet, select Formula in the global menu.</p> <p>Available on the following tests (sheet specifics vary by test):</p> <ul style="list-style-type: none"> Grades 4 to 8 Mathematics Algebra I Geometry Integrated Mathematics I Integrated Mathematics II
Help 	<p>To view the on-screen help guide, select the question mark  button in the top-right corner.</p>

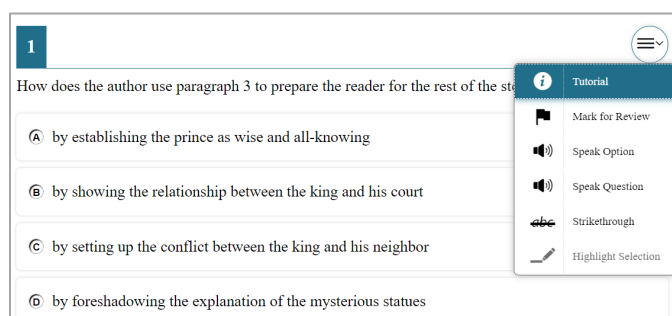
Tool Name	Instructions
Language Toggle 	<p>For items and stimuli that have content in two languages, you can select the language in which to display the content for easier readability.</p> <p>By default, items are presented in the language specified at the beginning of the test. To switch the language, select Language Toggle in the global menu.</p> <p>Some important things to keep in mind when using the Language Toggle tool are:</p> <ul style="list-style-type: none"> • To be able to use the Language Toggle tool, the default language must be set to Spanish. This is only available on OST Mathematics, Science, and Social Studies tests. • By default, items are presented in the default language specified in the test settings. If a student toggles the language for an item and then proceeds to the next item, the next item will be displayed in the default language. If the student returns to the previous item, the previous item will continue to be displayed in the language to which the student had toggled until the student switches the language again. • If a student highlights or masks text in one language and then switches to a different language, the corresponding sections will not be highlighted or masked. If the student switches back to the first language, the original highlighting or masking will be displayed provided the student has not highlighted or masked sections in the alternate language.
Line Reader 	<p>To emphasize an individual line of text in a passage or question, select Line Reader in the global menu. If the enhanced line reader mode is enabled, all content except for the line in focus is grayed out for greater emphasis.</p> <p>This tool is not available while the Highlighter tool is in use.</p>
Masking 	<p>The Masking tool temporarily covers a distracting area of the test page. To use this tool:</p> <ul style="list-style-type: none"> • Select Masking in the global menu. • Click and drag across the distracting area. • To close the Masking tool, select Masking again. To remove a masked area, select  in the top-right corner of that area.
Notes 	<p>To enter notes in an on-screen notepad, select Notes in the global menu. These notes are available globally and can be accessed from any page in the test.</p> <p>Students can cut, copy and paste notes from the notepad to the response area of a writing item.</p> <p>IMPORTANT: Text entered in the notepad is not scored.</p>
Pause	<p>To pause a test, select . If you pause the test, then you will be logged out.</p>

Tool Name	Instructions
System Settings 	To adjust audio volume or Text-to-Speech settings, students select  in the top-right corner and choose an option from the available settings. Note: 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.
Zoom  	To enlarge the text and images on a test page, select Zoom In . Multiple zoom levels are available. To undo zooming, select Zoom Out .

Using 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 17](#)). [Table 3](#) lists the available context menu tools.

Figure 17. Context Menu for Questions



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





- To open the context menu for an item or stimulus, click the context menu  or right-click the required elements.
- To open the context menu for an answer option, do one of the following:
 - If you are using a **two-button mouse**, right-click an answer option.
 - If you are using a **single-button mouse**, click an answer option while pressing **Ctrl**.
 - If you are using a **Chromebook**, click an answer option while pressing **Alt**.
 - If you are using a **tablet**, tap the answer option and then tap the context menu button.

Table 3. Context Menu Tools

Tool Name	Instructions
Highlighter	<p>To highlight text, select the text on the screen and then select Highlight Selection from the context menu.</p> <p>To remove highlighting, select Reset Highlighting 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.</p>
Mark for Review	<p>To mark a question for review, select Mark for Review from the context menu. The question number displays a flap  in the top-right corner and a flag icon  appears next to the question number on the test page. The Items pop-up window also displays a flag icon next to the question number.</p>
Print Item	<p>To send a print request for an individual question, select Print Item from the context menu. After sending the request, a printer icon  appears next to the question number on the test page.</p>
Select Previous Version	<p>To view and restore responses previously entered for a Text Response question, select the Select Previous Version option from the context menu. A list of saved responses appears. Select the appropriate response and click Select.</p> <p>For more information, see About the Select Previous Version Tool.</p>
Strikethrough	<p>For selected-response questions, you can cross out an answer option to focus on the options you think might be correct.</p> <p>There are two options for using this tool:</p> <ul style="list-style-type: none"> Option A: <ul style="list-style-type: none"> a. To activate Strikethrough mode, open the context menu and select Strikethrough. b. Select each answer option you wish to strike out. c. To deactivate Strikethrough mode, press Esc or click outside the question's response area. Option B: Right-click an answer option and select Strikethrough.
Text-to-Speech	<p>To listen to passages and questions, select a Speak option from the context menu.</p> <p>For more information, see About the Text-to-Speech Tool.</p>
Text-to-Speech Tracking	<p>When this tool is enabled, words become highlighted as TTS reads them aloud.</p>
Tutorial	<p>To view a short video demonstrating how to respond to a particular question type, select Tutorial from the context menu.</p> <p>NOTE: Tutorials do not have audio</p>

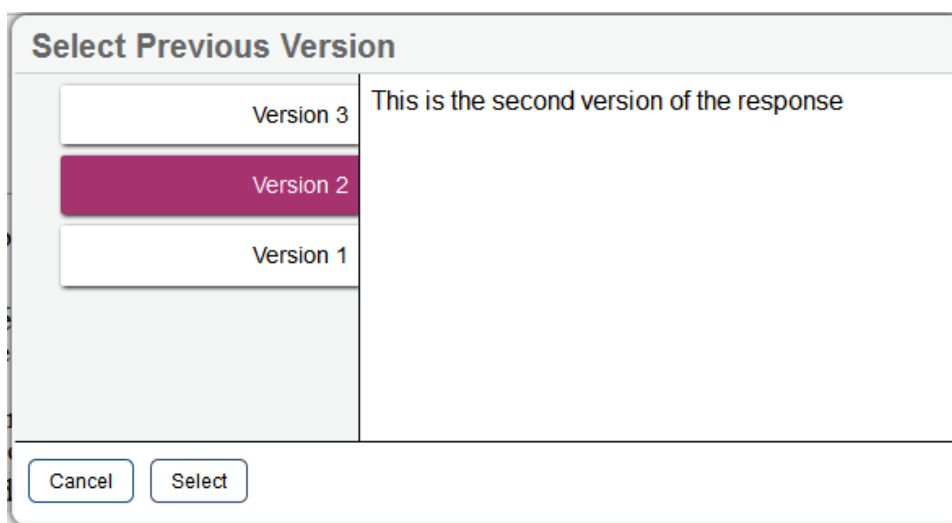
About the Select Previous Version Tool

The Select Previous Version tool allows students to view and restore responses they previously entered for a text response question. For example, if students type a response, select **Save**, delete the text, and

enter new text, they can use this tool to recover the original response. Please note that if the student's test pauses, any responses entered prior to pausing cannot be recovered.

1. To recover a previously entered response, select the **Select Previous Version** option from the context menu. The **Select Previous Version** window appears, listing all the saved responses for the question in the left panel.
2. Select a response version from the left panel. The text associated with that response appears in the right panel.
3. Select the **Select** button. The selected response appears in the text box for the question.

Figure 18. Select Previous Version Window



About the Text-to-Speech Tool


Students testing with Text-to-Speech (TTS) can listen to passages, questions, and answer options using the TTS options available in the selected element's context menu.

TTS is available when using the Secure Browser or a supported Chrome, Firefox, or Edge browser.

If a student is using Text-to-Speech Tracking, the words become highlighted as they are read aloud.

- 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**.
 - When listening to passages, students can pause TTS and then resume it at the point where it was paused. While this functionality is not available on ChromeOS, students testing on a ChromeOS 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 its answer options, students open the question context menu and select one of the following **Speak** options:
 - To listen only to the question, students select **Speak Question**.






Test Delivery System Test Administrator User Guide

- To listen only to an answer option, 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**.
- To listen to TTS read from anywhere in a passage or item to the end of that passage or item, students can right-click where TTS should begin reading and select **Start Speaking From Here**.
- The Alternate Assessment for Students with the Most Significant Cognitive Disabilities (AASCD) tests display ear icons  by questions and answer options. Students can click these icons to listen to the corresponding test content.

Using Other Tools


In addition to the global tools and context menu tools, there are some tools in the test that may be available to students based on their accommodations or the test page layout. [Table 4](#) lists the additional tools available in the Student Testing Site.


Table 4. Other Tools

Tool Name	Instructions
Expand Passage	To expand the passage section, select the double arrow  icon. The stimulus section will expand and overlap the question section for easier readability. To collapse the expanded section, select the double arrow  icon again.
Reading Mode	Reading Mode opens a window that lets you view two pages of a reading passage at a time. To open Reading Mode, select  below a reading passage. To exit Reading Mode, select  in the lower-right corner of the window.
Speech-to-Text (STT)	Speech-to-Text allows students testing with the appropriate accommodations to dictate responses to constructed-response items. To use STT, select the microphone icon  in the formatting toolbar of the item response area and begin speaking. The dictated response will be transcribed in the item response area. For more information, see the section About the Speech-to-Text Tool .

About the Speech-to-Text Tool

Students with the appropriate accommodations may use the Speech-to-Text (STT) tool when responding to text response items or entering notes. In supported items, the STT tool allows a student to dictate a spoken response that is transcribed in the item response area. Students can dictate for five minutes at a time.

To begin dictating, the student selects the microphone button  in the toolbar of the item's text response area. Dictation is active when the microphone button is selected, shown as a darker gray color.

The student can stop the dictation by selecting the darkened microphone button . Students can click the microphone button again to resume dictation. If no sound is detected, a warning message alerts the student to select the microphone icon to continue dictation.

Test Delivery System Test Administrator User Guide

The entered text may be auto-punctuated. Students can also control the punctuation and grammar of the text through speech commands to some extent. For example, students can say, “New Paragraph” to create a new paragraph. It is ultimately the student’s responsibility to ensure the accuracy of the transcription, as well as grammar and punctuation.

The buttons in the item’s formatting toolbar are disabled while dictation is on. Students cannot navigate away from the test page while dictation is on.

How Students Complete a Test

This section explains how students submit tests for scoring.

Submit a Test

To complete the testing process, students must submit their tests when they are finished answering questions. Once students submit their tests, they cannot return to the test or modify answers.



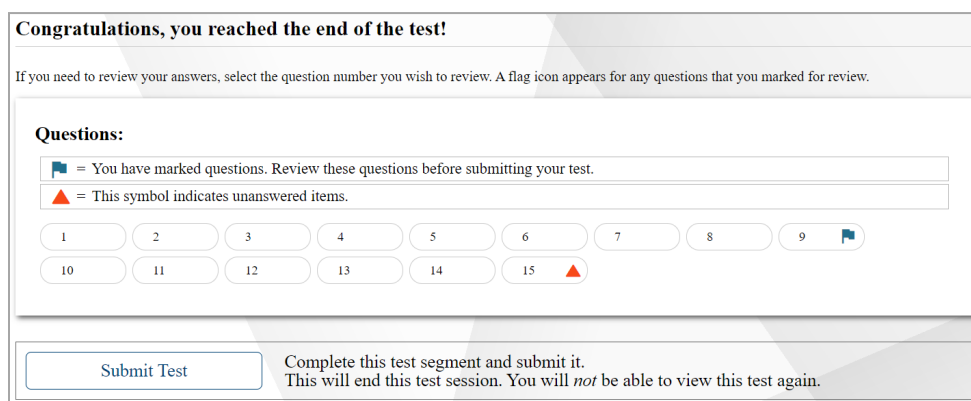
1. After answering the last test question, students click **Next** in the global menu. The test review page appears, displaying a list of questions available to review.
 - A flag  icon appears for any questions marked for review. A warning  icon appears for any unanswered questions.

Figure 19. Test Review Page



Congratulations, you reached the end of the test!

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.

Questions:

🚩 = You have marked questions. Review these questions before submitting your test.

⚠️ = This symbol indicates unanswered items.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Submit Test Complete this test segment and submit it. This will end this test session. You will *not* be able to view this test again.

2. *Optional:* To review previous answers, students select a question number.
3. To submit the test, students select **Submit My Test**. Then they should confirm their decision in the message that pops up. The **Your Results** page appears, displaying the test completion details.
4. To exit the Student Testing Site, students select **Log Out** and close the Secure Browser.

Appendix

A

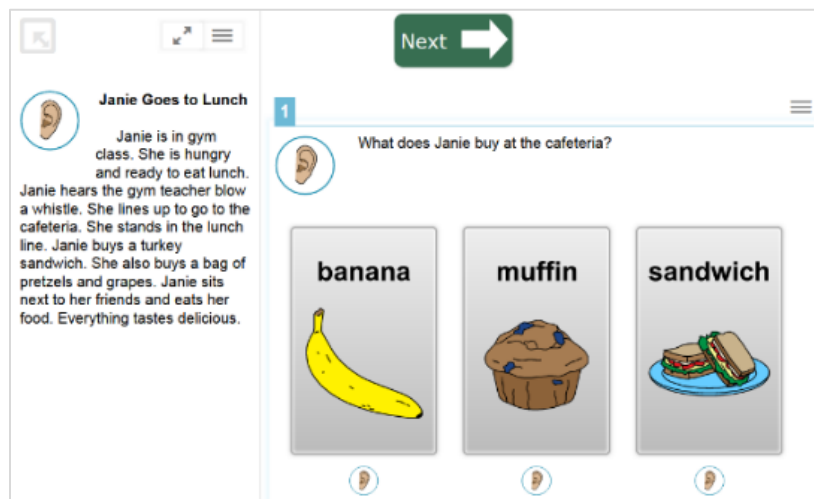
Alternate Assessments in the Student Testing Site



You can administer alternate assessments by following the same procedure used to administer any other test type in the TA Site. However, the appearance and behavior of the Student Testing Site is slightly different for alternate assessments.

Navigate Alternate Assessments

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

Figure 20. Alternate Assessment Layout








- To proceed to the next question, students select **Next** .
- Note:** All items are required for the alternate assessments. Students cannot proceed to the next question until a response option or the *Mark as No Response* option has been selected.
- To exit full-screen mode and access the global menu, students select  in the upper-left corner. A message appears, asking for a password.
- To return to full-screen mode, students select **Full Screen** in the global menu.

Listen to Audio Content

Alternate assessment test pages display ear  icons, which read aloud the content for passages, questions, and answer options.

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

Test Delivery System Test Administrator User Guide

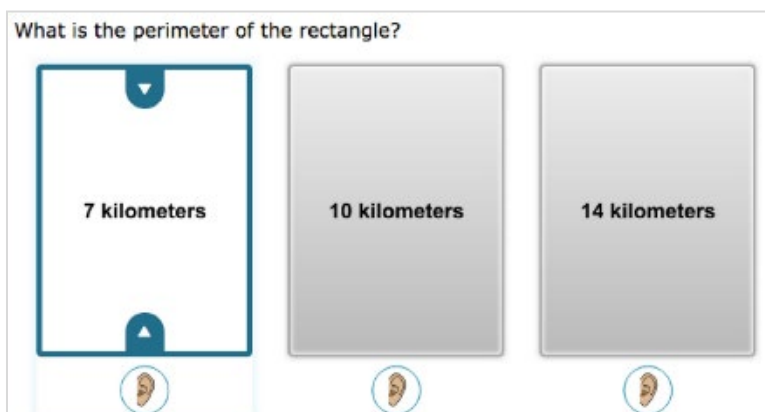
- To listen to a passage, select  beside the passage.
- To listen to a question, select  beside the question.
- To listen to an answer option, select  below the answer option.
- To stop the audio, click  while it is playing.
 - You cannot pause audio content. If you select  again, it will play the audio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

Respond to Questions

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

- To select an answer option, students select a card. Once a card is selected, arrows appear at the top and bottom of the card, along with a blue border.

Figure 21. Alternate Assessment Card Item



- To indicate that no response was provided for an item, do the following:
 - From the item's context menu, select **Mark as No Response**, then select **Yes** in the confirmation message that appears.
 - The item's response options disable, and a null symbol \emptyset displays next to the item number in the **Items** drop-down list.
 - *Optional:* To revert an item marked as no response, select **Unmark No Response** from the context menu. If you previously entered a response, that response will not be retrieved.

E

Expiration Rules for Test Opportunities

Opportunities refer to the number of times a student can take a test within a range of dates. Tests may have one opportunity or multiple 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.

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 on a numeric keypad.
- Some keyboard commands (such as the commands for using the Line Reader) may not work when testing on iPadOS 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 5](#) lists keyboard commands for selecting options on the sign-in pages or pop-up windows that appear during a test.

Table 5. Keyboard Commands for Sign-In Pages and Pop-Up Windows

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

Keyboard Commands for Test Navigation

[Table 6](#) lists keyboard commands for navigating tests and responding to questions.

Table 6. Keyboard Commands for Test Navigation

Function	Keyboard Commands
Scroll up	Up Arrow

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

Keyboard Commands for Global and Context Menus

Students can use keyboard commands to access tools in the global and context menus. For more information about tools in these menus, see the section [How Students Use Test Tools](#).

Global Menu

1. To access 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 option, 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 the grid response area may have up to three main sections: an answer space, which is the grid area where students enter the response; an object bank, which is a panel containing objects you can move to the answer space; and a button row, which appears above the answer space and may include **Delete**, **Add Point**, **Add Arrow**, **Add Line**, **Add Circle**, **Add Dashed Line**, and **Connect Line** buttons.

Figure 22. Grid Question

The figure shows a screenshot of a grid question interface. It is divided into three main sections: **Object Bank**, **Button Row**, and **Answer Space**.

- Object Bank:** A vertical list of numerical values: 0.1, 0.2, 0.3, 0.4, 0.5, 0.9, 1.6, 2.5, 3.2, and 4.1. A red box highlights this list.
- Button Row:** A horizontal row of buttons. The first button is labeled "Delete" and has a red 'X' icon. A red box highlights this row.
- Answer Space:** A large area containing two parts:
 - Part A:** A section titled "Each full row = 1.0 meter" followed by three rows of empty grid boxes for entering answers.
 - Part B:** A section with two text prompts: "He will have meters of wire left over." and "He needs more meters of wire." separated by the word "OR".

- To move between the main sections, do the following:
 - To move clockwise, press **Tab**. To move counterclockwise, press **Shift + Tab**.
- To add an object to the answer space, do the following:
 - a. With the object bank active, use the arrow keys to move between objects. The active object has a blue background.
 - b. To add the active object to the answer space, press **Space**.
- To use the action buttons, do the following:
 - a. With the button row active, use the left and right arrow keys to move between the buttons. The active button is white.

Test Delivery System Test Administrator User Guide

- b. To select a button, press **Enter**, and then press **Space** to apply the point, arrow, or line to the answer space.
- To move objects and graph elements in the answer space, do the following:
 - a. With the answer space active, press **Enter** to move between the objects, and then press **Space**. The active object displays a blue border.
 - b. Press an arrow key to move the object. To move the object in smaller increments, hold **Shift** while pressing an arrow key.

Keyboard Commands for Equation Questions

Equation questions allow students to use keyboard commands to open a menu listing the special characters they can insert into the response area.

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

L

Login Information for the TA Site

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

1. Navigate to the Ohio's Assessment System portal (oh.portal.cambiumast.com).
2. Select the appropriate user card or assessment card. Then select the card for the TA Interface or TA Practice Site, depending on which type of session you need to administer. The **Login** page appears.
3. Enter your email address and password and click **Secure Login**. The selected TA Site appears.
 - a. If the **Enter Code** page appears, an authentication code will be emailed to you. You must enter this code in the *Enter Emailed Code* field and click **Submit** within 15 minutes. If the code expires, click **Resend Code** to request a new one.
4. If you are associated with multiple institutions that have test windows set, a message prompts you to select a testing institution. Select your institution and select **Go**. To change the institution, you must log out and then log back in.
 - To log out of the TA Site, click your name in the top-right corner and select **Logout** from the menu that appears.

- To avoid stopping an in-progress test session, you should log out of the TA Site only after stopping a test session. Please note that navigating away from the TA Site also logs you out. If you need to access another application while administering tests, open it in a separate browser window.

P

Pause and Test Timeout Rules

Pause Rules

TAs and students can pause a test in order to log out the student from the test session temporarily. Consult the program-specific Test Administration manual for pause rule details. Once the pause rule has taken effect, students can only re-access test questions if the district test coordinator submits a test status request for reopen in TIDE.

These pause rules apply regardless of whether the test is paused by the student or TA, or if it was paused due to a technical issue.

Test Timeout Rules

A warning message displays after 20 minutes of test inactivity. Students who do not click **OK** within 30 seconds after this message appears are logged out. This timeout automatically pauses the test.

Practice Test Site Student Sign-in Process

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

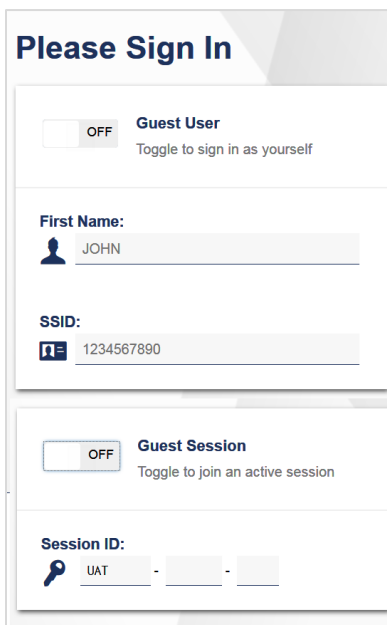
Students can take practice tests in proctored sessions created in the TA Practice Site or in non-proctored guest sessions. Students have the option to sign in to the test sessions with their first name and student ID as it appears in TIDE or sign in as guests.

1. To access the Student Practice Site, do one of the following:
 - From the Ohio's Assessment System portal (oh.portal.cambiumast.com), select appropriate program card and then select the **Practice Tests** card.
 - Launch the Secure Browser and select the **Take a Practice Test** button.
2. When signing in, students can choose from the following options:
 - To sign in as a guest, students set the **Guest User** toggle to **On**. To use their first name and student ID as it appears in TIDE, students set the **Guest User** toggle to **Off**.
 - To join a guest session, students set the **Guest Session** toggle to **On**. To join a proctored session, students set the **Guest Session** toggle to **Off** and enter the Session ID from the TA Practice Site.
3. Students select **Sign In**.

Test Delivery System Test Administrator User Guide

- For students signed in with their real identity, the **Is This You** page appears. Students verify their information and click **Yes** to proceed to the **Your Tests** page.
- For students signed in as a guest user, the **Your Tests** page appears immediately.

Figure 23. Student Practice Site Login Page

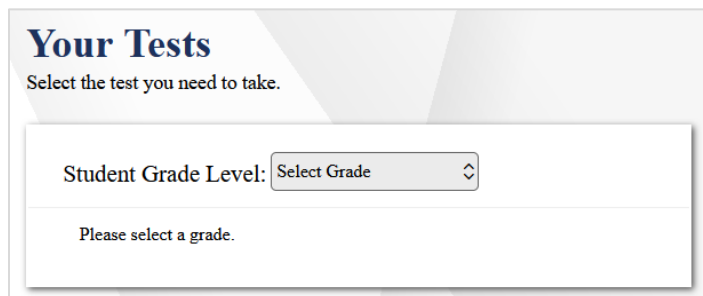


The login page is titled "Please Sign In". It contains two main sections. The first section, "Guest User", has a toggle switch set to "OFF" and the text "Toggle to sign in as yourself". Below this are input fields for "First Name:" (with a person icon and the value "JOHN") and "SSID:" (with a key icon and the value "1234567890"). The second section, "Guest Session", also has a toggle switch set to "OFF" and the text "Toggle to join an active session". Below this is a "Session ID:" field with a key icon and the value "UAT", followed by two empty input fields separated by hyphens.

4. On the **Your Tests** page, students select a test.

- Students signed in as a guest must select the appropriate grade level first.

Figure 24. Your Tests Page



The page is titled "Your Tests" with the subtitle "Select the test you need to take." Below this is a form with a label "Student Grade Level:" followed by a dropdown menu showing "Select Grade" and a downward arrow. Below the dropdown is a message "Please select a grade."

- Students signed in as a guest then select the appropriate testing program.

Figure 25. Your Tests Page

Your Tests
Select the test you need to take.

Student Grade Level: 5

Ohio's State Tests →

OELPA Practice Tests →

AASCD →

Alt-OELPA Practice Tests →

Back to Login

- Then select the appropriate subject and test.

Figure 26. Your Tests Page

← **Ohio's State Tests**

English language arts

Grade 5

→ **Start G5 English Language Arts Practice Test**
This is opportunity 1 of 99

→ **Start G5 English Language Arts Spr23 Released Items**
This is opportunity 1 of 99

→ **Start G5 English Language Arts Spr22 Released Items**
This is opportunity 1 of 99

→ **Start G5 English Language Arts Spr21 Released Items**
This is opportunity 1 of 99

5. If the students signed in to a guest session, they must select the test settings they wish to use from the **Choose Settings** page and then select the **Select** button.

Figure 27. Choose Settings Page

Choose Settings:
Review the following test settings. You can change the options, if necessary.

G5 English Language Arts Practice Test

General Testing Tools

?	Highlighter	ON
?	Masking	ON
?	Strikethrough	ON

Select Undo Changes Go Back

- If the **Audio/Video Checks** page appears, students must follow the instructions on this page to ensure their device is working properly.
- On the final sign-in page, students may review the help guide, their test settings, and the additional test information, then select **Begin Test Now** to start or resume their test opportunity.

Print Approved Requests Information

You can view and print a list of every print request you approved for students during the current session. For information about how to approve a print request, see [Approve Students' Print Request](#).

- From the **Menu** in the top-right corner, select **Approved Requests**. The **Approved Requests** window appears, listing all the approved print requests.

Figure 28. Approved Requests Window


Approved Requests					Print	Close
Student	Test	Request	Question #	Approved On		
GUEST GUEST	Grades 3-5 ELA CAT Training Test	Print Passage - Page for Items 1-2	0	4/10/23 12:56 PM		
GUEST GUEST	Grades 3-5 ELA CAT Training Test	Print Passage - Page for Item 3	0	4/10/23 12:57 PM		

- To print the list of requests, click **Print**.


Remove Print Request Files from the Web Browser

Most supported web browsers automatically save downloaded files. For security purposes, you must delete all test-related files from your browser's download archive. Files saved to your computer should be deleted separately.

To remove files in Google Chrome:

1. Open the Chrome menu  in the top-right corner.
2. Select **Downloads**.
3. Remove all test-related files by clicking **X** for each file or clicking **Clear all** in the top-right corner.

To remove files in Edge:

1. Click the Edge Hub  icon in the top-right corner.
2. From the downloads list, select **Downloads**.
3. Select each file and click **X** to delete it.

To remove files in Mozilla Firefox:

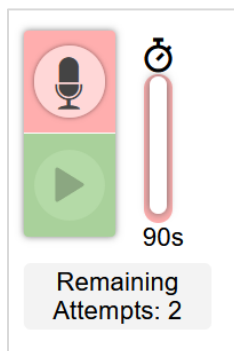
1. Open the **Tools** menu and select **Downloads**.
2. Delete all test-related files by selecting each file and pressing the **Delete** key or clicking **Clear Downloads** at the top of the window.

R

Recording Spoken Responses

Some test items may require students to record a spoken response. In order to record a spoken response, students must test with a headset that has a functioning microphone.

Figure 29. Spoken Response Item



If the Student Testing Site detects that there may be audio issues with a student's recorded response, a warning message appears, encouraging them to play the response they entered to make sure it is audible.

If a spoken response item limits the length of a student's recording, a timer appears next to the microphone icon. The timer begins counting down when students start recording their response. The recording automatically stops when the timer runs out.

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 denylisted application, it displays a message listing the offending application and prevents the student from testing. This also occurs if a prohibited application launches while the student is already in a test.

Often, prohibited applications detected during a test are scheduled or background jobs, such as anti-virus scans or software updates. The best way to prevent denylisted applications from running during a test is to schedule such jobs outside of planned testing hours.

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

- **Close External User Applications**

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

- **Avoid Testing with Dual Monitors**

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

- **Disable Screen Savers and Timeout Features**

On all testing devices, be sure to disable any features that display a screensaver or log users out after a period of inactivity. If such features activate while a student is testing, the Secure Browser logs out the student from the test.

Using the Secure Browser with Accessibility Software

Permissive Mode is an accommodation that allows students to use non-embedded assistive technology to complete tests in the Secure Browser. It must be turned on for any students testing with third-party assistive technology tools. When Permissive Mode is turned on, the Secure Browser's security settings will be partially lowered to allow students to use tools that would otherwise be blocked.

Policy: Requests to use permissive mode for operational testing must be submitted **at least 72 hours** in advance of testing. Districts may submit student-specific requests by contacting the Ohio Help Desk. All

requests will be reviewed by the Ohio Department of Education. Note: Permissive mode is on by default for students taking an AASCD test, there is no need to call the Ohio Help Desk in this instance.

Permissive Mode is available for computers running supported desktop Windows and macOS operating systems only. Permissive Mode on macOS devices is supported only for macOS 13. When using Windows devices, the task bar remains on-screen throughout the test after enabling accessibility software. However, forbidden applications are still prohibited.

When Permissive Mode is turned on, standard keyboard commands in the Secure Browser will be disabled in order to accommodate any potential keyboard commands associated with the assistive technology the student may be using.

Please note that forbidden applications will still not be allowed to run. For information about supported software and operating systems, see the *Assistive Technology Manual*.

Permissive Mode activates when the student is approved for testing. Students who have the Permissive Mode setting enabled should not continue with the sign-in process until their accessibility software is correctly configured.


Testing with Permissive Mode on Windows

Students can follow the instructions in this section to use assistive technology alongside the Secure Browser with all supported Windows operating systems.

1. Open the required accessibility software on the student's testing device.
2. Open the Secure Browser. Begin the standard sign-in process up to the proctor approval step.
3. When a student is approved for testing, the Secure Browser allows the operating system's menu and task bar to appear.
 - The Secure Browser resizes, and the taskbar remains visible inside the test in its usual position. Students can press **Alt+Tab** to switch between the Secure Browser and accessibility applications that they are permitted to use in their test session.
4. The student must click the accessibility software application in the task bar immediately to switch to the accessibility software that is already open on the computer. The student cannot click within the Secure Browser until the accessibility software is configured.
5. The student configures the accessibility software settings as needed.
 - If the student needs to test with multiple accessibility applications simultaneously, they should configure all of them during this step.
6. After configuring all the necessary accessibility software settings, the student returns to the Secure Browser and continues the sign-in process. At this point, the student can no longer switch back to the accessibility software. If changes need to be made to the accessibility software, the student must sign out and then sign in again.

Testing with Permissive Mode on macOS 13

The Secure Browser for macOS 13 requires students to launch approved accessibility software after logging in to the test.

1. Open the required accessibility software on the student's testing device.
2. Open the Secure Browser and follow the standard sign-in process.
3. On the first page of the test, click **Applications**  in the global menu.
4. From the **App Launcher** window that pops up, select the appropriate assistive technology software and click **OK**.
5. Configure the accessibility software settings as needed.
 - If the student needs to test with multiple accessibility applications simultaneously, they should repeat steps [3–5](#).
6. After configuring the accessibility software settings, the student returns to the Secure Browser and continues testing.
 - **Note:** Students should not close the assistive technology application while the Secure Browser is still open, as they may not be able to relaunch it. If the student accidentally closes the assistive technology application, they must sign out and then sign in again.

Access and Close the Secure Browser on Mobile Devices

Tablets and Chromebooks should be configured for testing before you provide them to students. For more information, see the *Technology Guide* on the Ohio's Assessment System Portal.

- To access the Student Testing Site on iPadOS devices, tap the **SecureTestBrowser** icon.
- To access the Student Testing Site on ChromeOS devices, select **SecureTestBrowser** from the **Apps** link on the ChromeOS login screen.

After a test session ends, close the **SecureTestBrowser** application on student tablets.

- To close the Student Testing Site on iPadOS devices, double-tap the Home button. The multitasking bar appears. Locate the **SecureTestBrowser** app preview and slide it upward.
- To close the Student Testing Site on ChromeOS devices, select **Close Secure Browser** in the top-right corner.

Force-Quit the Secure Browser

In the rare event that the Student Testing Site becomes unresponsive, you can force-quit the Secure Browser. Please note that the Secure Browser hides features such as the macOS dock. If the Secure Browser is not closed correctly, then the 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 in [Table 7](#). This action logs out the student from the test. When the Secure Browser is opened again, the student logs back in to resume testing.

Table 7. Force Quit Secure Browser Keyboard Commands

Operating System	Key Combination
Windows*	Ctrl + Alt + Shift + F10
macOS*	Ctrl + Alt + Shift + F10 . The Ctrl key may appear as Control , Ctrl , or ^
Linux	Ctrl + Alt + Shift + Esc

* 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 iPadOS and ChromeOS devices.

- **iPadOS:** Double-tap the Home button, then close the app as you would any other iPadOS app.
- **ChromeOS:** To exit the Secure Browser from the sign-in screens, press **Ctrl + Shift + S**. You cannot force-quit once the test begins.

Student Lookup Feature

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


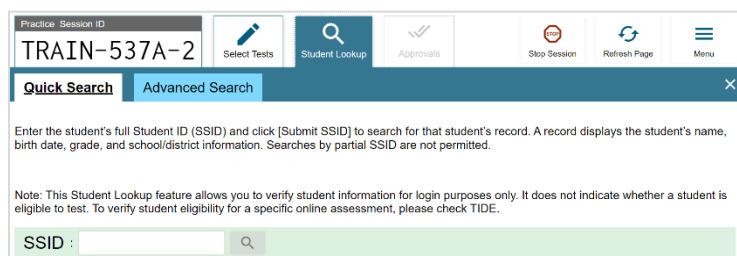
1. To look up student information, open the **Student Lookup** tab.
2. Perform a quick or advanced search:
 - To perform a quick search, open the **Quick Search** tab and enter the student's SSID in the search field provided. Then click  to display the search results.

Figure 30. Student Lookup: Quick Search



Test Delivery System Test Administrator User Guide


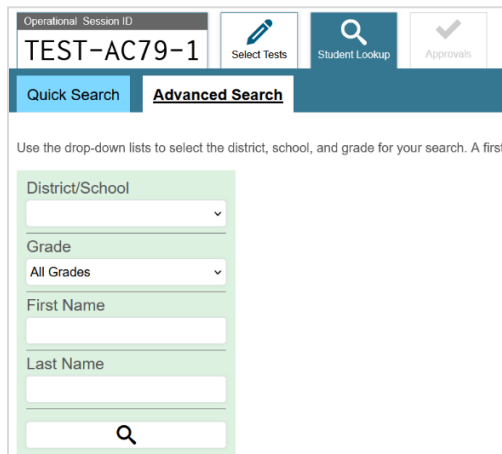
- To perform an advanced search, open the Advanced Search tab and fill out the search fields with the necessary information, including the student's district/school, enrolled grade, and first or last name (exact matches only). Then click  to display the search results.

Figure 31. Student Lookup: Advanced Search



T

Transfer a Test Session

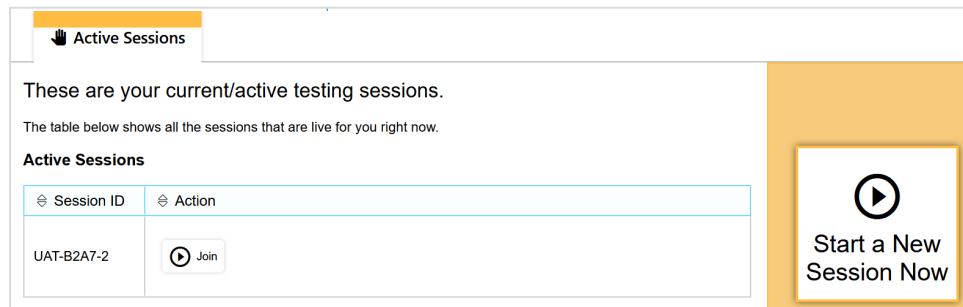
You can transfer an active test session from one device or browser to another without stopping the session or interrupting in-progress tests. This is useful if your computer malfunctions or if you accidentally close the browser while a session is in progress.


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

The Test Delivery System ensures that you can administer a test session from only 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** tab appears (see [Figure 32](#)), listing the active session.
 - If the window for selecting an institution appears, select an institution and select **Go** to proceed to the **Active Sessions** tab.

Figure 32. Active Sessions Tab



2. In the table that appears, click  in the Action column for the session you wish to join. The test session page appears, allowing you to continue monitoring your students' progress. The test session on the previous computer or browser closes automatically.

If you do not wish to return to the active session, you can click **Start a New Session Now** to open the **Select Tests** tab and create a new test session.

User Support and Troubleshooting Information

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

Ohio Help Desk

Toll-Free Phone Support: 877-231-7809

Email Support: ohiohelpdesk@cambiumassessment.com

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

- Test Administrator name.
- If the issue pertains to a student, provide the student's SSID and associated district or school. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable.
- Affected test ID and question number, if applicable.
- Operating system and browser version information, including version numbers.
- Information about your network configuration, if known:
 - Secure Browser installation (to individual devices or network).
 - Wired or wireless internet network setup.

Troubleshooting

This section provides troubleshooting tips for common issues that may occur while testing.

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 request a new temporary link.

- **If you forgot your password:**

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

- **If you did not receive an email containing a temporary link or authentication code:**

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the Ohio Help Desk for assistance. You must provide your name and email address. Contact information is available in the [User Support and Troubleshooting Information](#) section.

Common Student Sign-in Errors

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

- **Session does not exist:**

The student entered the Session ID incorrectly or signed in to the wrong site. Verify that the student correctly entered the active Session ID. Also, verify that both you and the student are using the correct sites. For example, students signed in to the Student Practice Site cannot access sessions created in the TA Interface. A message 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 in the message to switch to the correct site.

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

Verify that the student entered the SSID correctly. If this does not resolve the error, use the [Student Lookup](#) tool to verify the student's information.

- **Session has expired:**

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

- **Student is not associated with the school:**

The student is not associated with your school, or you are not associated with the student's school.

Resolving Secure Browser Error Messages

This section provides possible resolutions for the following messages that students may receive when signing in to tests using the Secure Browser.

- **You cannot login with this browser:**

This message occurs when the student is not using the correct Secure Browser. To resolve this issue, ensure the latest version of the Secure Browser is installed, and that the student launched the Secure Browser instead of a standard web browser. If the latest version of the Secure Browser is already running, then log out the student, restart the device, and try again.

- **Looking for an internet connection...:**

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

- **Test Environment Is Not Secure:**

This message can occur when the Secure Browser detects a denylisted application running on the device. If this message appears on an iPad, ensure that either Assessment Mode is enabled.

Change Log

Location	Change	Date