



Hawai'i

Statewide Assessment Program



Guide to Navigating Online HSAP Administration

2018–2019

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Section I. Introduction to the User Guide

This user guide supports Test Administrators (TAs) who manage testing for students participating in the Hawaii State Assessment Program training tests, practice tests, and operational tests.

Organization of the User Guide

- [Overview of the Online Testing System](#) provides an overview of online testing and general test rules.
- [Accessing the Test Administration Sites](#) explains how to log in to the TA sites.
- [Overview of the Test Administration Sites](#) describes the overall layout of the TA sites and highlights the important tasks and functions.
- [Administering Online Tests](#) outlines the process for creating a test session, approving students for testing, pausing tests, and logging out.
- [Signing in to the Student Testing Site](#) explains how students sign in to a test session.
- [Overview of the Student Testing Site](#) describes the layout of an online test, as well as the tools available to students.
- [Proceeding Through a Test](#) explains how students review stimuli, respond to questions, and submit tests.
- The [appendices](#) provide additional information about the secure browser, keyboard commands, transferring test sessions, alternate assessments, and user support.

Document Conventions

[Table 1](#) describes the conventions appearing in this guide.

Table 1. Key Symbols and Elements

Element	Description
	Alert: This symbol accompanies important information regarding a task that may cause minor errors.
	Note: This symbol accompanies additional information or instructions of which users must take note.
	Policy: This symbol accompanies information regarding test administration policies.

Element	Description
	Warning: This symbol accompanies important information regarding actions that may cause fatal errors.

Intended Audience

This user guide is intended for Test Administrators responsible for administering tests with the Online Testing System. To use this system, you should be familiar with using a web browser to retrieve data and with filling out web forms. You should also be familiar with printing documents and adjusting a computer's audio settings. If you or your students use Chromebooks, iPads, or other tablets for testing, then you should be familiar with these devices as well.

Additional Resources

The following publications provide additional information:

- For information about policies and procedures that govern secure and valid test administration, see the [Test Administration Manual](#).
- For information about supported operating systems and browsers, see the [HSAP System Requirements](#) document.
- For information about student and user management, rosters, and appeals, see the [TIDE User Guide](#).
- For information about network and internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the [Technical Specifications Manual for Online Testing](#).
- For information about installing secure browsers, see the [Secure Browser Installation Manual](#).
- For information about supported hardware and software for Braille testing as well as information about configuring JAWS, see the [Braille Requirements and Testing Manual](#).

The above resources are available on the Hawaii State Assessment Program Portal (alohahsap.org).

Section II. Overview of the Online Testing System

The Online Testing System delivers Hawaii's online tests. The following sections describe highlights of online testing in general and the Online Testing System in particular.

Description of the Online Testing System's Sites

The Online Testing System consists of training sites and operational testing sites. The training sites function identically to the operational testing sites.

- **Practice Sites**
 - **TA Training Site:** Allows TAs to practice administering tests.
 - **Student Training and Practice Test Site:** Allows students to practice taking tests online and using test tools.
- **Operational Testing Sites**
 - **TA Live Site:** Allows TAs to administer operational tests.
 - **Student Testing Site:** Allows students to take operational tests.

User Roles and System Requirements

Access to the training and operational testing sites depends on your user role and browser.

- TAs can use any supported web browser to access either the TA Training Site or the TA Live Site.
- Students, TAs, and parents can use a supported web browser or secure browser to access the Student Training and Practice Test Site as guests. Students can also sign in to a training test session created by a TA.
- Students must use a secure browser to access the Student Testing Site.

Please refer to the following documents available on the HSAP Portal (alohahsap.org):

- For information about user roles and system access, see the [HSAP Systems User Roles and Access](#) document or [TIDE User Guide](#).
- For information about supported operating systems and browsers, see the [HSAP System Requirements](#) document.

General Rules of Online Testing

This section describes the rules for administering online tests.

Accommodation Rules

Students should not begin testing until they are assigned the appropriate designated supports and accommodations. You may have to update some designated supports and accommodations in the Test Information and Distribution Engine (TIDE).

Pause Rules

TAs and students can pause a test in order to temporarily log the student out of the test session. Students cannot review or modify answered questions after their test pauses for more than 20 minutes, even if they marked questions for review. The only exceptions to this rule are if a student pauses the test before answering all of the questions on the current page or if you submit an appeal in TIDE.

These pause rules apply regardless of whether the student or the TA pauses the test or a technical issue logs the student out.

Test Timeout Rules

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

Segmented Test Rules

Some tests, such as the Algebra 1 and 2 End-of-Course Exams, have multiple segments. Students may or may not be able to review their answers in previous segments after starting the next segment, depending on the test.

Test Opportunity Expiration Rules

Opportunities refer to the number of times a student can take a test within a range of dates. HSA Science Bridge Assessments allow students up to two test opportunities during the testing window. See the [HSA Science and EOC Exams Test Administration Manual](#), available on the alohahsap.org portal for additional information. Smarter Balanced Interim Comprehensive Assessments (ICAs) and Interim Assessment Blocks (IABs) allow students up to five opportunities during the year-long testing window. See the [Smarter Balanced Interim Assessments Test Administration Guide](#), available on the alohahsap.org portal for additional information. 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.

Section III. Accessing the Test Administration Sites

This section describes how to access the TA Live Sites.

To access the TA Live Site:

1. Navigate to the HSAP Portal (alohahsap.org).
 2. Select your user role (see [Figure 1](#)).
 3. Select **TA Live Site**. The login page appears.
 4. The **Login** page appears (see [Figure 3](#)). Enter your email address and password.
 5. Click **Secure Login**. The selected TA Live Site appears.
 - a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears (see [Figure 4](#)) and an email containing an authentication code is sent to your address.
 - i. In the *Enter Emailed Code* field, enter the emailed code.
 - ii. Click **Submit** to view the TA Live Site.
- Note:** You must use the authentication code within 15 minutes of the email being sent. If the code has expired, click **Resend Code** to request a new code.

Figure 1. Portal User Cards



Figure 2. Card for TA Live Site



Figure 3. Login Page

Figure 4. Enter Code Page

Enter Code

- b. If you receive a warning message about not being certified, you must complete the TA Certification Course and then log in again.
- c. If you are associated with multiple institutions, a pop-up message prompts you to select a testing institution. Select your institution from the drop-down list and click **Go**. To change the institution, you must log out and then log back in.

To access the TA Training Site:

1. Navigate to the HSAP Portal (alohahsap.org).
2. Select your user role (see [Figure 1](#)).
3. Select Training Site.
4. Select TA Training Site. The login page appears (see [Figure 3](#)).
5. Enter your email address and password.
6. Click Secure Login. The TA Training Site appears.
 - a. If you are associated with multiple institutions, a pop-up message prompts you to select a testing institution. Select your institution from the drop-down list and click **Go**. To change the institution, you must log out and then log back in.

Figure 5. Cards for TA Training Site



Note: For information about logging out of the TA Live Site and TA Training Site, see the section [Logging Out of the TA Live Site](#).

About Usernames and Passwords

Your username is the email address associated with your account in Test Information Distribution Engine (TIDE). If you are a user who was recently added to TIDE, you should receive

an email from AIRAST-DoNotReply@airast.org that contains a link to the HSAP TIDE system, where you can set up your password and select and answer a security question to activate your account. You must use the link to activate your account within 15 minutes of receiving the email.

- **If your first activation link expires:**

If you did not activate your account within 15 minutes of receiving the first email containing the activation link, click the second link included in the activation email or select the **Click here to request one** link in the First Time User section of the Login page. Enter your email address in the Email Address field and click Next. You will receive another email containing a new activation link, which also expires in 15 minutes.

- **If you forgot your password:**

If you forgot your password, you can reset it. Click the **Forgot Your Password?** link on the **Login** page. Enter your email address in the *Email Address* field and click **Submit** (Note: Ensure that the email address you use is the one that your Principal or Test Coordinator used to register you in TIDE). Enter the answer for your selected security question and click **Submit**. You will receive an email containing a link to set up a new password, which also expires in 15 minutes. (It may take up to 10 minutes to receive the new email.)

- **If you did not receive an email containing account activation or authentication code:**

Emails containing the account activation or password reset link come from AIRAST-DoNotReply@airast.org. Check your spam folder to make sure your email provider did not categorize it as “junk” mail. If you still do not have an email, contact your Test Coordinator to make sure you are listed in TIDE. Only users who have been added to TIDE will receive an email with an activation or password reset link.

- **Additional help:**

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

Section IV. Overview of the Test Administration Sites

This section describes the test administration sites for TAs. Throughout the rest of this user guide, “TA Live Site” refers to both the TA Live Site and TA Training Site.



Warning: Do not use the TA Live Site for practice. To practice administering tests, use the TA Training Site. Both TA Live Sites have the same functionality, but the available tests are different. Tests provided in the TA Live Site are operational and students’ scores will be official.

TA Live Site Layout

Figure 6 displays the layout of the TA Live Site during an active test session.

Figure 6. TA Live Site Layout

Students in your **Live** Test Session

0 students awaiting approval 1 print requests 2 active tests

● = Interim Comprehensive (ICA) ● = Interim Blocks (IAB)

Student Name	SSID	Opp #	Test	Requests	Student Status	Test Settings	Pause Test
Garcia, Juan	8999577947	1	Grade 3 ELA ICA		approved: 0/0	Custom	⏸
Jackson, Cynthia	99996701	1	Grade 3 ELA ICA		paused: 0/0	Custom	ⓘ
Smith, John	99996703	1	Grade 5 ELA Interim IAB-Research	🖨	started: 3/17	Custom	⏸

Essential features in the TA Live Site:

1. Session ID
2. **Select Tests** button
3. **Approvals** button
4. **Students in Your Test Session** table

[Table 2](#) provides an overview of the major features available in the TA Live Site.

Table 2. TA Live Site Features

Feature	Description
Student Lookup button	Searches for student information. See the section Looking Up Students .
Approved Requests button	Displays a list of print-on-demand and embossing requests you approved during the current session. See the section Viewing Approved Print Requests .
Print Session button	Prints your screen. See the section Printing Session Information .
Help Guide button	Displays the online version of the TA Live Site user guide. Provides links to the Test Administration Manual for each assessment.
Log Out button	Logs you out of the TA Live Site. See the section Stopping a Test Session and Logging Out .
Alerts button	Displays alert messages from the Hawaii Department of Education. See the section Alert Messages .
Stop Session button*	Ends the test session. See the section Stopping a Test Session and Logging Out .
Session ID*	Displays the unique ID generated for the test session.
Select Tests button	Opens the Test Selection window. See the section Starting a Test Session .
Approvals button*	Opens the Approvals and Student Test Settings window. See the section Approving Students for Testing .
Refresh  button*	Updates the on-screen information.
Students in Your Test Session table**	Displays the testing progress for students in your test session. See the section Monitoring Students' Testing Progress .
*Feature appears after you start a test session.	
**Feature appears after you approve students for testing.	

TA Live Site Features

This section provides instructions for using the features available in the banner at the top of the TA Live Site (see [Figure 7](#)).

Figure 7. TA Live Site Banner



Looking Up Students

You can use the student lookup feature 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.



Warning: You must ensure that a student's demographic information is correct before testing begins. If a student's information is not correct, that student should not begin testing.

To perform a quick search:

1. In the banner, click **Student Lookup**.
2. Enter a student's full SSID and click **Submit SSID**. Search results appear below the search field (see [Figure 8](#)).

Figure 8. Student Lookup: Quick Search

Quick Search Advanced Search Close

Enter the student's full Student ID and click [Submit Student ID] to search for that student's record. Searches by partial Student ID are not permitted.

Student ID: Submit Student ID

Search Results

First Name: Alec
 Last Name: Belmont
 SSID: 8888880020
 Grade: 03
 Date of Birth: 11/18/1995
 Gender: M
 Complex Area: Training Complex Area - A
 Complex: Demo School Group 2
 School Name: Kula a'o Hawai'i
 LEP: N
 Ethnicity:

To perform an advanced search:

1. Click **Student Lookup > Advanced Search**.
 - a. Select the appropriate complex area, complex and school from the drop-down lists.
 - b. Select the appropriate grade.
 - c. *Optional:* Enter a student's exact first or last name. Partial names are not allowed.
2. Click **Search**. Search results appear below the search fields (see [Figure 9](#)).

Figure 9. Student Lookup: Advanced Search

Use the drop-down menus to select the Complex Area, School, and Grade for your search. A First or Last Name is required.

Complex Area/School
Kula a'o Hawai'i

Grade
All Grades

First Name
[Empty]

Last Name
Demo

Search

Search Results

Student ID	First Name	Last Name	Grade	Details
9999990013	DemoStudentAA	DemoStudentA	07	

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

Viewing Approved Print Requests

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

To view approved requests:

1. In the banner, click **Approved Requests**. The **Approved Requests** window opens (see [Figure 10](#)), listing print requests by student.
2. If you wish to print the list of approved requests, click **Print**.

Figure 10. Print Requests Window

Approved Requests

Student ID	Test	Request	Question #	Approved On
	Grades 2 - 3 ELPA	Passage for Item 5		6/3/2015 9:24:38 PM
	Grades 2 - 3 ELPA	Passage for Item 7		6/3/2015 9:27:38 PM



Note: For information about approving print-on-demand and embossing requests, see the section [Approving Print Requests](#).

Printing Session Information

You can print a snapshot of the TA Live Site as it currently appears if you wish to keep a hard-copy record of the Session ID or list of approved students.

To print a snapshot of the page:

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

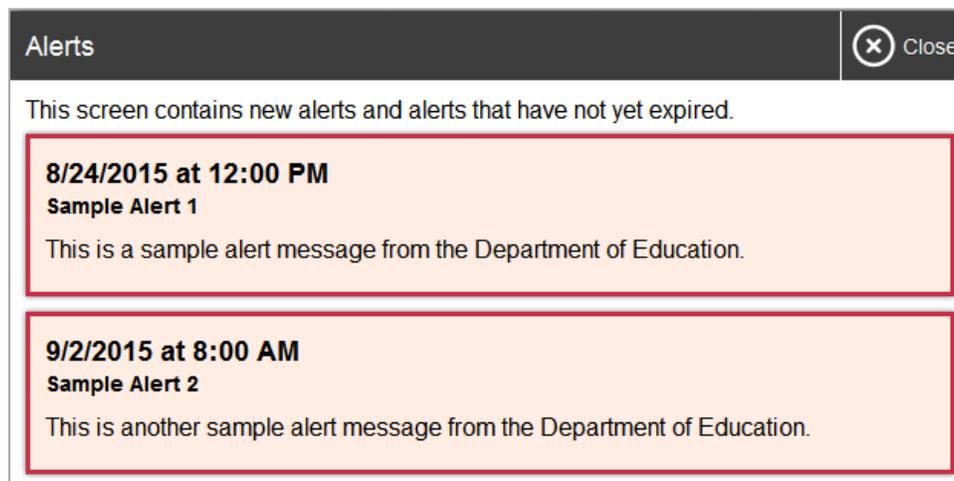


Policy Note: Federal law prohibits the release of students' personally identifiable information. All printouts must be securely stored and then destroyed when no longer needed.

Alert Messages

The Hawaii Department of Education can send statewide alerts that appear as pop-up messages on the TA Live Site. To view a record of active alert messages (see [Figure 11](#)), click **Alerts** in the banner.

Figure 11. Record of Alerts



Section V. Administering Online Tests

The basic workflow for administering online tests is as follows:

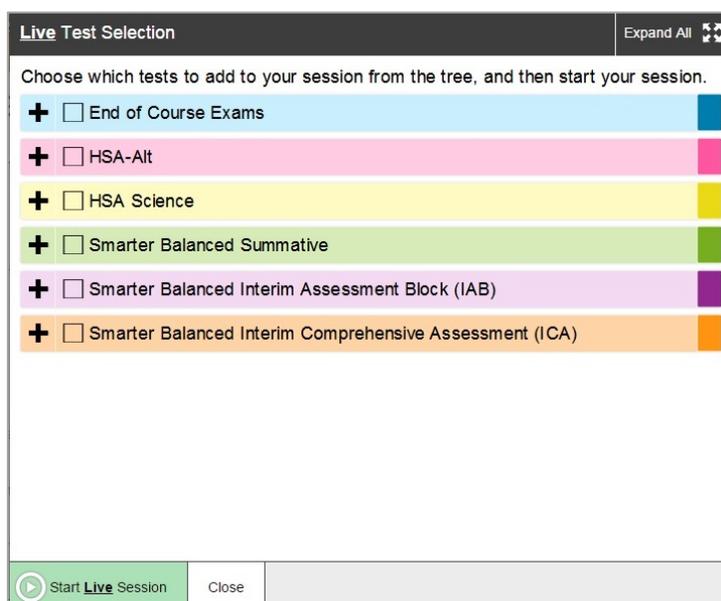
1. The TA selects tests and starts a test session.
2. Students sign in and request approval for tests.
3. The TA reviews students' requests for print-on-demand and embossing and approves them for testing if appropriate.
4. Students complete and submit their tests.
5. The TA stops the test session and logs out.

For information about the testing process from a student's perspective, see the sections [Signing in to the Student Testing Site](#) and [Overview of the Student Testing Site](#).

Starting a Test Session

When you log in to the TA Live Site, the **Test Selection** window opens automatically (see [Figure 12](#)). This window allows you to select tests and start the session. Only the tests that you select will be available to students who join your session.

Figure 12. Test Selection Window



The **Test Selection** window color-codes tests and groups them into various categories. A test group may include one or more sub-groups. All test groups and sub-groups appear collapsed by default. To expand a test group, click **+** (or **Expand All**). To collapse an expanded test group, click **—** (or **Collapse All**).

To create a new test session:

1. If the **Test Selection** window is not open, click **Select Tests** in the upper-right corner of the TA Live Site (otherwise skip to step 2).
2. To select tests for the session, do one of the following:
 - To select individual tests, mark the checkbox for each test you want to include.
 - To select all the tests in a test group, mark the checkbox for that group.
 - To select all available tests, click **Select All** at the top of the window.
3. In the lower-left corner of the window, click **Start Session** (the exact label for this button may vary depending on whether you are starting a training or operational session).
4. The Session ID appears on the TA Live Site. Provide the Session ID to your students.



Note: Write down the Session ID in case you accidentally close the browser window and need to return to the active test session. You may have only one session open at a time. You cannot reopen closed sessions, but students can resume a test opportunity in a new session.

To add tests to an active test session:

1. In the upper-right corner of the TA Live Site, click **Select Tests**.
2. In the **Test Selection** window, mark the checkbox for the required test and click **Add to Session** in the lower-left corner.
3. In the confirmation message that appears, click **Yes**.

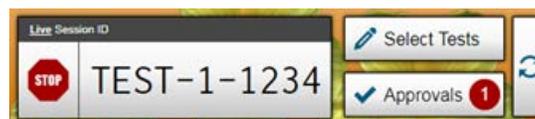


Note: You cannot remove tests from an active session.

Approving Students for Testing

After students sign in and select tests, you must verify that their settings and accommodations are correct before approving them for testing. When students are awaiting approval, the **Approvals** button next to the Session ID becomes active and shows you how many students are awaiting approval (see [Figure 13](#)).

Figure 13. Students Awaiting Approval



Note: The **Approvals** notification updates regularly, but you can also click  in the upper-right corner to update it manually.

To approve students for testing:

1. Click **Approvals**. The **Approvals and Student Test Settings** window appears (see [Figure 14](#)), displaying a list of students grouped by the test each is asking approval to take.

Figure 14. Approvals and Student Test Settings Window

TEST NAME IN CATEGORY A					Approve All Students	
Student Name	SSID	Opp #	See Details	Action		
SMITH, JOHN	999999343	1	Standard			
TEST NAME IN CATEGORY B					Approve All Students	
Student Name	SSID	Opp #	See Details	Action		
SMITH, JANE	999999016	1	Custom			
SMITH, JUAN	999999887	1	Standard			
TEST NAME IN CATEGORY C					Approve All Students	
Student Name	SSID	Opp #	See Details	Action		
SMITH, JENNY	999999500	1	Standard			

2. To check a student’s test settings and accommodations, click for that student. The student’s information appears in the **Test Settings** window (see [Figure 15](#)). This window groups test settings by their area of need.

Figure 15. Test Settings Window for a Selected Student

Test Settings for: DEMO STUDENT

Student ID: DEMO STUDENT | Sample Test | Opp # 1

Default

- Presentation: English
- Zoom: 1X
- Translations (Glossaries): English Glossary
- Expandable Passages/Stimuli: Expandable Stimuli On
- Digital Notepad: On

Universal Tools Embedded

- a. If any settings are incorrect, update them as required. Students should not begin testing until their settings are correct. Read-only test settings should be updated in TIDE. See [Table 3](#) for a list of read-only testing settings that must be updated in TIDE before a student may begin testing.

Table 3. Read-Only Test Settings

Test Setting	Applicable Assessments
American Sign Language	Smarter Balanced Summative Assessments
Closed Captioning (ELA CAT and PT only)	Smarter Balanced Summative Assessments Smarter Balanced Interim Comprehensive Assessments Smarter Balanced Interim Block Assessments
Language (including Braille)	Smarter Balanced Summative Assessments Smarter Balanced Interim Comprehensive Assessments Smarter Balanced Interim Block Assessments HSA Science Bridge Assessment End-of-Course Exams
Non-Embedded Accommodations	Smarter Balanced Summative Assessments Smarter Balanced Interim Comprehensive Assessments Smarter Balanced Interim Block Assessments HSA Science Bridge Assessment End-of-Course Exams
Permissive Mode	Smarter Balanced Summative Assessments Smarter Balanced Interim Comprehensive Assessments Smarter Balanced Interim Block Assessments HSA Science Bridge Assessment End-of-Course Exams
Print on Demand	Smarter Balanced Summative Assessments Smarter Balanced Interim Comprehensive Assessments Smarter Balanced Interim Block Assessments HSA Science Bridge Assessment End-of-Course Exams
Text-To-Speech Accommodation (ELA CAT only)	Smarter Balanced Summative ELA CAT Assessment



Alert: When approving students for testing, you must verify the student's settings, tools, designated supports, and accommodations are correct for the test being administered. Note that not all settings can be edited on this window. Some settings must be updated in TIDE **before** a student may begin testing.

b. Do one of the following:

- To confirm the settings, click **Set**. You must still approve the student for testing (see step [5](#)).
- To confirm the settings and approve the student, click **Set & Approve**. Students can start testing once you approve them.
- To return to the **Approvals and Student Test Settings** window without confirming settings, click **Cancel**.

3. Repeat step [2](#) for each student in the **Approvals and Student Test Settings** list.



Note: The **Approvals and Student Test Settings** window does not automatically refresh. To update the list of students awaiting approval, click **Refresh** at the top of the window.

4. If you need to deny a student access to testing, do the following (otherwise skip to step [5](#)):

- a. Click  for that student.
- b. *Optional:* In the window that appears, enter a brief reason for denying the student.
- c. Click **Deny**. The student receives a message explaining the reason for the denial and is logged out.

5. If you wish to approve students directly from the **Approvals and Student Test Settings** window, do the following:

- To approve individual students, click  for each student.
- To approve all students for a given test or segment, click **Approve All Students**.

Monitoring Students' Testing Progress

After you approve students for testing, the **Students in Your Test Session** table appears (see [Figure 6](#)). This table displays the testing progress for each student logged in to your session. [Table 4](#) describes the columns in this table. To sort the table by a given column, click that column header.

Table 4. Columns in the Students in Your Test Session Table

Column	Description
Student Name	Last and first name of the student in the session.
SSID	SSID associated with the student.
Opp #	Opportunity number for the student's selected test.
Test	Name of the test the student selected.
Requests	Indicates the student requested a printout of test material. For more information, see the section Approving Print Requests .
Student Status	Current status for each student in the session. This column may also indicate how many questions the student has completed out of the total number of test questions. For more information about the statuses in this column, see Table 5 . If TDS detects that a student's test may be experiencing connection issues, it displays a warning icon () in this column.
Test Settings	This column displays one of the following: <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 differ from the default settings. To view the student's settings for the current test opportunity, click  .
Action	Allows you to perform any available actions for an individual student's test. The Pause button in this column pauses the student's test. When a test pauses, this column displays an information button that opens a pop-up message explaining how the test became paused. However, the information button is not displayed if the TA pauses a student's test. For more information, see the section Pause Rules . A Printer button appears in this column when the student requests a printout of test material. For more information, see the section Approving Print Requests .

[Table 5](#) describes the codes in the Student Status column of the **Students in Your Test Session** table.

Table 5. Student Testing Statuses

Status	Description
Approved	You approved the student, but the student did not yet start or resume the test.
Started	Student started the test and is actively testing.

Status	Description
Review	Student visited all questions and is currently reviewing answers before completing the test.
Completed	Student submitted the test. The student can take no additional action at this point.
Submitted	Test was submitted for quality assurance review and validation.
Reported	Test passed quality assurance and is undergoing further processing.
Paused*	Student's test is paused. The time listed indicates how long the test has been paused.
Expired*	Test was not completed by the end of the testing window and the opportunity expired.
Pending*	Student is awaiting approval for a new test opportunity.
Suspended*	Student is awaiting approval to resume a test opportunity.
*Appears when the student is not actively testing. The student's row grays out in such cases.	



Note: The **Students in Your Test Session** table refreshes at regular intervals, but you can also refresh it manually by clicking  in the upper-right corner.

Pausing a Student's Test

You can pause a student's test via the Actions column in the **Students in Your Test Session** table (see [Figure 6](#)). For information about pause rules, see the section [Pause Rules](#).

To pause an individual student's test:

1. In the Actions column, click  for that student.
2. Click **Yes** to confirm. The Online Testing System logs the student out and an information button appears in the Actions column.

Approving Print Requests

Students using the print-on-request tool can request printouts of test passages and questions. When students send print requests, the request notification appears in the **Students in Your Test Session** table (see [Figure 6](#)).



Note: Test Administrators should make sure their computer is connected to a working printer located in the testing room prior to testing a student with the print-on-demand accommodation enabled. TAs should also review the relevant sections of the *HSA Science and EOC Exams Test Administration Manual* and the *Smarter Balanced Summative Test Administration* manual regarding the handling and destruction of secure test materials. These documents can be found on the alohahsap.org portal website.

To approve print requests:

1. Click  in the Actions column of the **Students in Your Test Session** table. The **Student Print Request** window appears (see [Figure 16](#)).

Figure 16. Student Print Request Window

Student Print Request(s)		Close	
Name: Lastname, Firstname, Student ID: 99999991234			
Print Requests			
New Request	Date and Time	Action	
Passage for Item 5	6/3/2015 8:00:21 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Passage for Item 7	6/3/2015 8:04:17 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. Review the print request and do one of the following:
 - a. To approve the request, click . A cover sheet appears in a new browser window.
 - b. To deny the request, click . In the window that appears, enter a brief reason for denying the request and click **Deny**. Do not proceed to step [3](#).
3. In the new window, click **Print** to open the printer dialog box.
4. Click **OK** to print the requested test elements.

Stopping a Test Session and Logging Out

This section explains how to stop a test session and log out of the TA Live Site.

Stopping a Test Session

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

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



Warning: The Online Testing System automatically logs you out after 20 minutes of both user and student inactivity in the session. This action automatically stops the test session.

To stop a test session:

1. In the upper-right corner, click  (see [Figure 13](#)). A confirmation message appears.
2. Click **OK**. The test session stops.

Logging Out of the TA Live Site

You should log out of the TA Live Site only after stopping a test session.

To log out of the TA Live Site:

1. In the banner, click **Log Out**. A warning message appears.
2. In the warning message, click **Log Out**. The HSAP Portal appears.



Alert: Navigating away from the TA Live Site will also log you out. Logging out while a session is in progress stops the session. If you need to access another application while administering tests, open it in a separate browser window.

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

Accidentally Closing the Browser Window

If you accidentally close the browser while students are testing, your session remains open until it times out. To return to the test session in the TA Live Site, you must enter the active Session ID.

If you do not return to the active session within 30 minutes and there is no student activity during that time, the Online Testing System logs you out and pauses the students' tests.

Section VI. Signing in to the Student Testing Site

This section describes the student sign-in process for the Student Testing Site. Students follow this procedure when starting a new test or resuming a paused test.



Note: Students must sign in to the appropriate testing site:

- For sessions created in the TA Live Site, students sign in to the Student Testing Site on the Secure Browser or Take a Test app.
- For sessions created in the TA Training Site, students sign in to the Student Training and Practice Test Site. Students can access the Student Training and Practice Test Site on the HSAP Portal or the secure browser by clicking on the “Go to the Practice and Training Test Site.”

Step 1: Signing Students In

To sign students in to a test session:

1. Launch the Secure Browser or Take a Test app on the student’s testing device. The **Student Sign-In** page appears (see [Figure 17](#)).

Figure 17. Student Testing Site Student Sign-In Page

Please Sign In

First Name:

Student ID:

Session ID: - -

Browser: Secure v9

2. Students enter the following information:
 - a. In the *First Name* field, students enter their first name as it appears in TIDE.
 - b. In the *Student ID* field, students enter their SSID as it appears in TIDE.



Note: If students do not know their exact information as it appears in TIDE, you can retrieve it in the TA Live Site (see the section [Looking Up Students](#)).

- c. In the *Session ID* field, students enter the Session ID as it appears on the TA Live Site.
3. Students select **Sign In**. The **Is This You?** page appears.



Note: About Guest Users and Guest Sessions

Students can take tests as guest users or in guest sessions in the Student Training and Practice Test Site.

To take a test as a guest user or in a guest session, verify that the toggles for *Guest User* and *Guest Session* are set to **ON**.

When signing in to the Student Training and Practice Test Site as a guest user, students are directly taken to the **Your Tests** page instead of the **Is This You?** page.

Please Sign In

Guest User
Toggle to sign in as yourself

Guest Session
Toggle to join an active session

Common Student Sign-in Errors

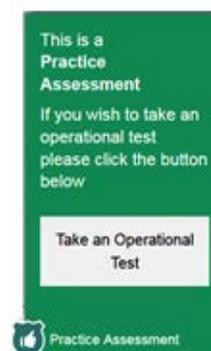
The Online Testing System generates an error message if a student cannot sign in. The following are the most common student sign-in issues:

- **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 Training and Practice Test Site cannot access sessions created in the TA Live Site.

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

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



- **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 [Starting 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.

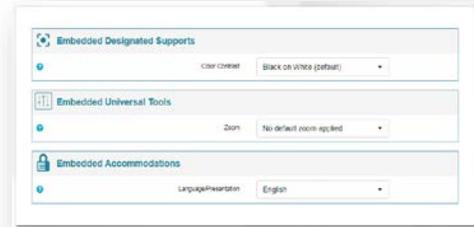
Enabling Settings from the Student Sign-In Page

Students can modify the settings they want to use during the sign-in process.

To edit settings:

1. Students select the cog wheel  in the upper-right corner of the **Student Sign-In** page. The **Settings** page appears (see [Figure 18](#)).
2. Students select their preferred options from the available drop-down lists. These settings persist until you set the actual test settings during the TA approval process.

Figure 18. Settings Page



Step 2: Verifying Student Information

When students sign in, the *Is This You?* page appears (see [Figure 19](#)). On this page, students verify their personal information.

Figure 19. Is This You? Page

Is This You?	
Please review the following information.	
First Name DemoFirstName	Username: 99999999
Last Name DemoLastName	Grade 5
Date of Birth July 15, 2007	School: Demo School 9001

Operational Test Site Yes No

To verify personal information:

- If all the information is correct, students select **Yes**. If students are eligible for more than one test, the **Your Tests** page (see [Figure 20](#)) appears displaying the available tests. If students are only eligible for one test, the test is automatically selected and students are directly taken to the next relevant page.
- If any of the information is incorrect, the student must not proceed with testing. The student should select **No**. You must notify the appropriate school personnel that the student's information is incorrect.



Warning: Incorrect student demographic information must be updated before the student begins testing.



Note: When signing in to the Student Training and Practice Test Site as a guest, the ***Is This You?*** page displays a **Student Grade Level** drop-down list, from which students select the grade they wish to use for testing.

Step 3: Selecting a Test

The **Your Tests** page displays all the tests that a student is eligible to take (see [Figure 20](#)). Students can only select tests that are included in the session and still need to be completed.



Note: About the Your Tests Page

- If a student is only eligible for one test, this page is skipped. The test is automatically selected and the student is taken to the next applicable page.
- When signed in to the Student Training and Practice Test Site as a guest user, the **Your Tests** page displays a **Grade** drop-down list. After students select the grade they wish to use for testing from the **Grade** drop-down list, the relevant tests appear.

Available tests are color-coded and grouped into categories, just like the tests listed in the **Test Selection** window of the TA Live Site (see [Figure 12](#)).

If the student has not started a test opportunity, the button for that test is labeled **Start [Test Name]**. If the student has started and paused a test opportunity, the button for that test is labeled **Resume [Test Name]**.

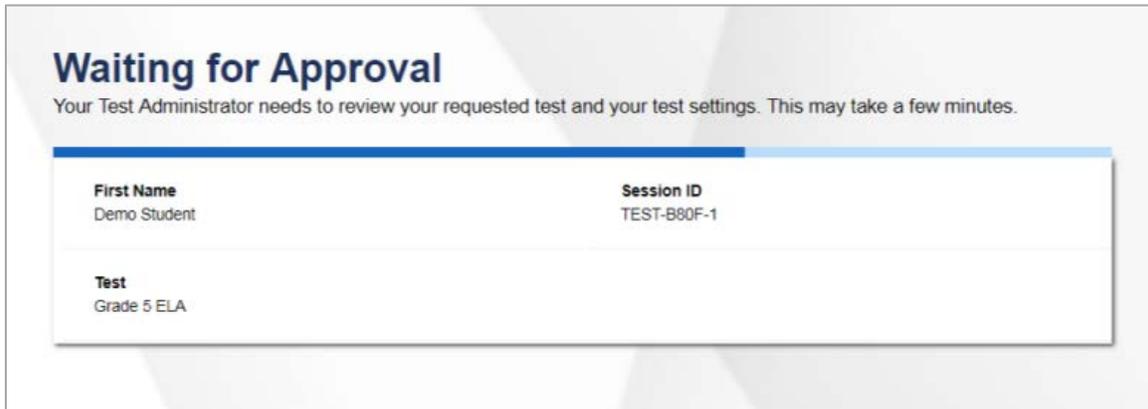
The button also indicates the test opportunity number. For example, if the student is on the second opportunity of a test, the test button will indicate that it is the student's second opportunity.

Figure 20. Your Tests Page

To select an available test:

- Students select the required test name. The request is sent to the TA for approval and the **Waiting for Approval** page appears (see [Figure 21](#)). After you approve the student for testing, the student can proceed to the next step.

Figure 21. Waiting for Approval Page



Waiting for Approval
Your Test Administrator needs to review your requested test and your test settings. This may take a few minutes.

First Name Demo Student	Session ID TEST-B80F-1
Test Grade 5 ELA	



Warning: If a student's required test is inactive or not displayed, the student should click **Cancel** on the **Your Tests** page. You should verify the test session includes the correct tests and add additional tests, if necessary.

Step 4: Verifying Test Information

After you approve the student for testing, the student should verify the test information and settings on the **Your Test Settings** page (see [Figure 22](#)). At this point, the student's actual test settings override any settings selected earlier in the sign-in process.

Figure 22. Choose Settings Page

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

Grade 5 ELA PT Practice Test

Embedded Designated Supports

Color Contrast	Black on White (default)
Masking	OFF
Mouse Pointer	System Default
Permissive Mode	OFF
Text to Speech	None
Translations (Glossaries)	English Glossary

Embedded Universal Tools

Expandable Passages	ON
Global Notes	ON
Highlighter	ON

Practice Test Site **Select** Undo Changes Go Back

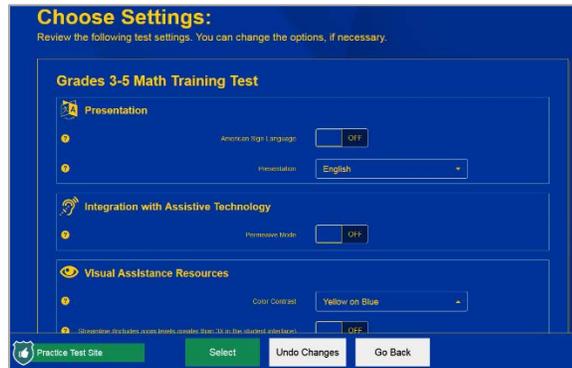
To verify test information:

- If the settings are correct, students select **Select**.
- If the settings are incorrect, students select **Back to Login**. After a student's test settings are corrected, the student must sign in and request approval again.



Note: When signing in to the Student Training and Practice Test Site, the **Choose Settings** page allows students to select the test settings they wish to use. When selecting the color of the text and background, mouse-pointer, and print size settings, students can see a live preview of their selected settings.

Figure 23. Live Preview of Test Settings



- To proceed with the selected test settings, students select **Select**.
- To reset the settings, students select **Undo Changes**. All settings revert to the original values.
- To return to the previous page, students select **Go Back**.

Step 5: Functionality Checks

Depending on the test content and the specified test settings, students may need to verify that their testing device is functioning properly. Any of the following verification pages may appear:

- [Text-to-Speech Check](#)
- [Audio Playback Check](#)



Note: If the test does not require functionality checks, the **Instructions and Help** page appears after students verify their test information.

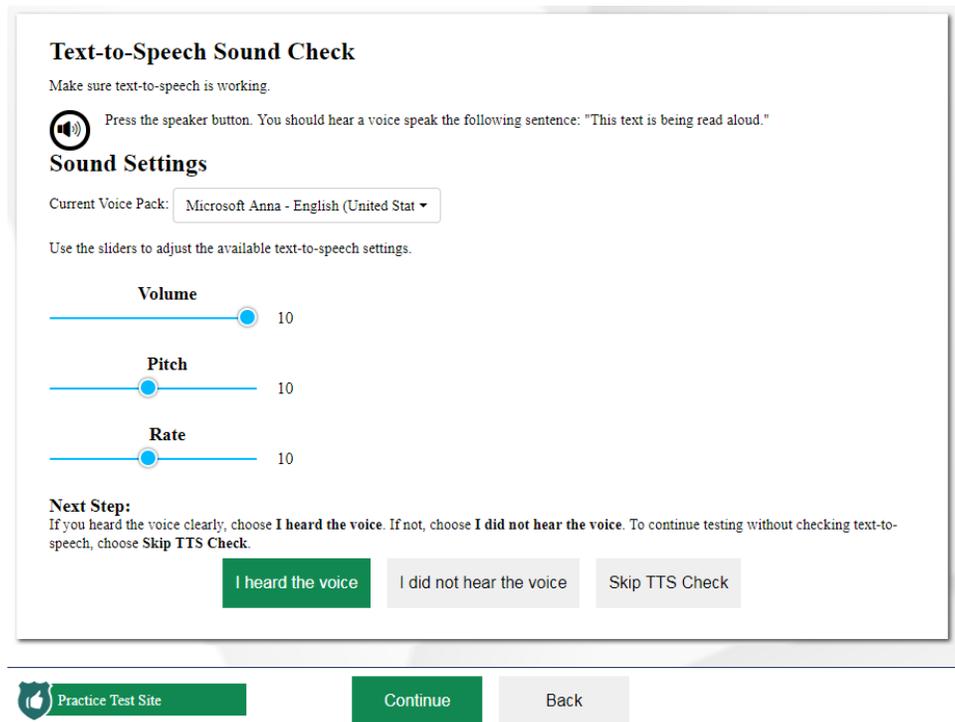
Text-to-Speech Check

The **Text-to-Speech Sound Check** panel appears if a student has the text-to-speech (TTS) setting (see [Figure 24](#)). On this panel, students verify that TTS is working properly on their device. Students can only use TTS within the Secure Browser, a supported Chrome or Firefox browser, or the Take a Test app.



Alert: Students approved to use the Text-to-Speech designated support must be supplied with working headphones prior to logging into the student testing site.

Figure 24. Text-to-Speech Sound Check Panel



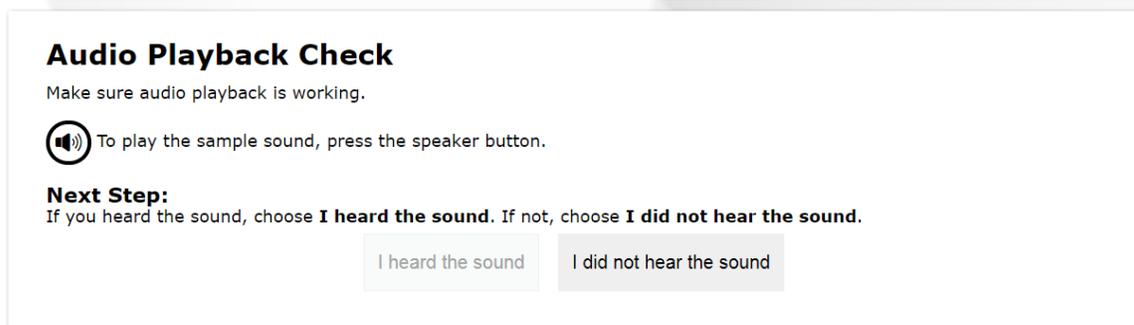
To check TTS functionality:

1. Students select the  icon 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 the  icon again.
 - If students still cannot hear the voice clearly, they select **I did not hear the voice**. The **Audio Check** panel appears, giving students two options:
 - Students can select **Try Again**. This returns them to the **Text To Speech Check Sound Check** panel. If it does not work, students should close the Secure Browser. You can work with students to adjust their audio or headset settings (for more information, see the section [Troubleshooting Audio Issues](#)). They can sign in again when the issue is resolved.
 - Students can select **Continue** to skip verifying the text-to-speech functionality.
 - To continue without testing text-to-speech, students select **Skip TTS Check**.

Audio Playback Check

The **Audio Playback Check** page appears for tests with listening questions (see [Figure 25](#)). On this page, students verify that they can hear the sample audio.

Figure 25. Audio Playback Check Panel



To check audio settings:

1. Students select the  icon and listen to the audio.
2. Depending on the sound quality, students do one of the following:
 - If the sound is audible, students select **I heard the sound**.
 - If the sound is not audible, students select **I did not hear the sound**. The **Sound Check: Audio Problem** panel appears, giving students the following option:
 - Students can select **Try Again**. This returns them to the **Audio Playback Check** panel.



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

Troubleshooting Audio Issues

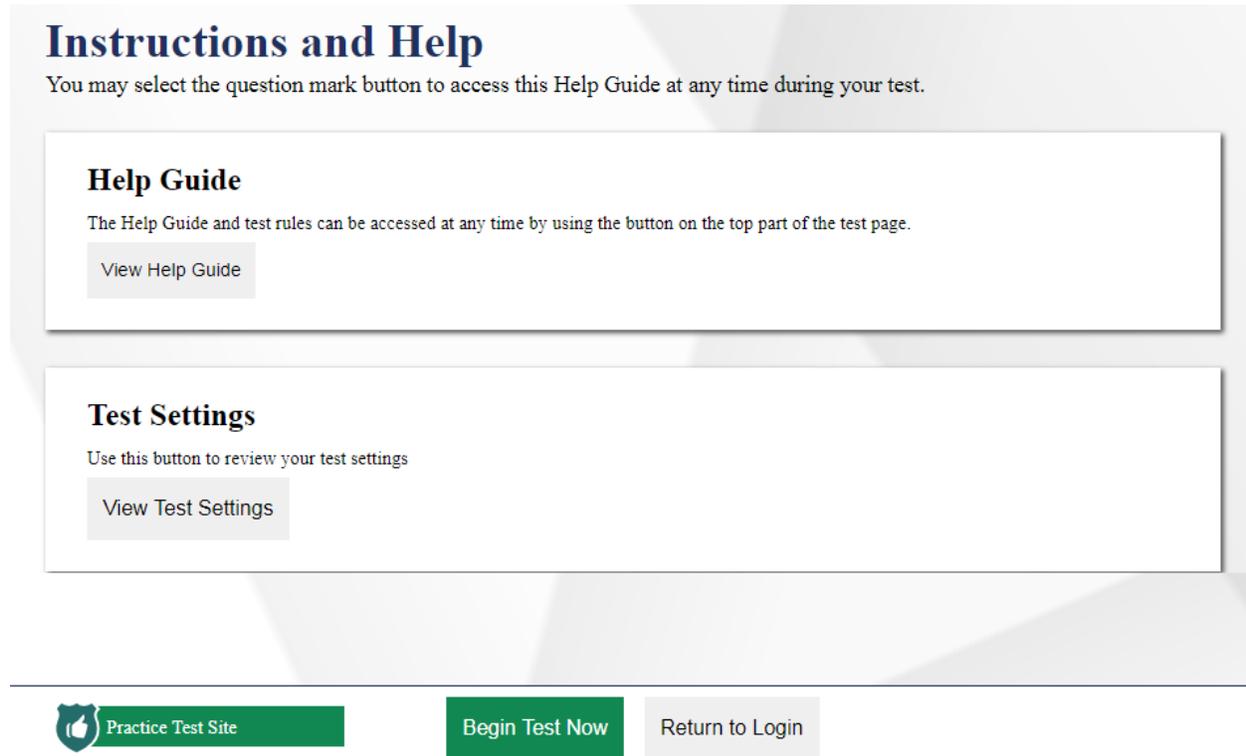
Prior to testing, ensure that audio is enabled on each device and that headsets are functioning correctly. If audio issues occur, do the following:

- Ensure headphones are plugged in correctly.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the device is not muted.

Step 6: Viewing Instructions and Starting the Test

The **Instructions and Help** page is the last step of the sign-in process (see [Figure 26](#)). Students may review this page to understand how to navigate the test and use test tools. Students may also review their test settings from this page

Figure 26. 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.

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

Test Settings

Use this button to review your test settings

View Test Settings

Practice Test Site Begin Test Now Return to Login

To proceed and begin the test:

1. *Optional:* To view the help guide and understand how to navigate the site and use the available test tools, students select **View Help Guide**. The **Help Guide** window appears. To close the window, students select **Back**.
2. *Optional:* To review their test settings, students select **View Test Settings**. The **Your Test Settings** window appears displaying students' test settings. To close the window, students select **OK**.
3. To start the test, students select **Begin Test**. The test opportunity officially begins or resumes.

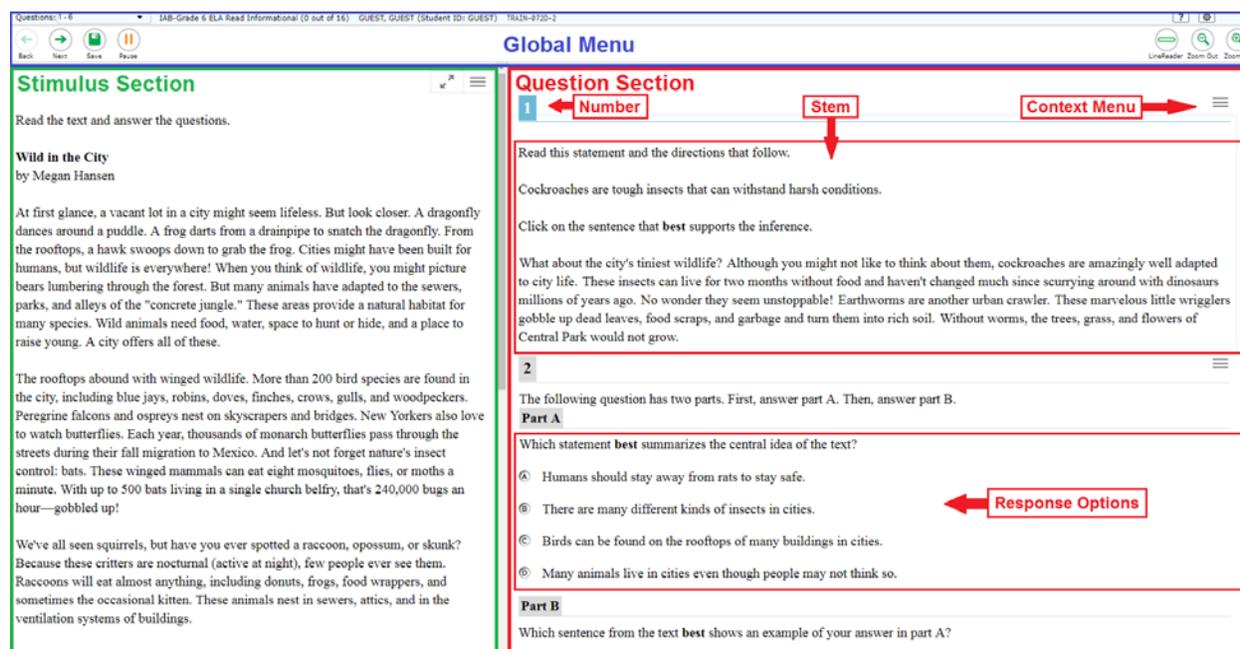
Section VII. Overview of the Student Testing Site

This section describes the layout of the Student Testing Site and the available testing tools.

Test Layout

[Figure 27](#) shows the main sections of the layout for a test page that includes a stimulus. A stimulus is a reading passage or other testing material (such as a video or graphic) that students review in order to answer associated questions.

Figure 27. Test Layout



A test page can include the following sections:

- The *Global Menu* section displays the global navigation and tool buttons. The banner above the global menu displays the **Questions** drop-down list, test information, help button, pause button, and system settings button.
- The *Stimulus* section appears only for questions associated with a stimulus. The *Stimulus* section may contain the stimulus content, context menu, and either the expand passage button.
- The *Question* section contains one or more test questions (also known as “items”). Each question includes a number, context menu, stem, and response area.

For more information about using tools in the global menu and context menus, see the section [Using Menus and Tools](#).



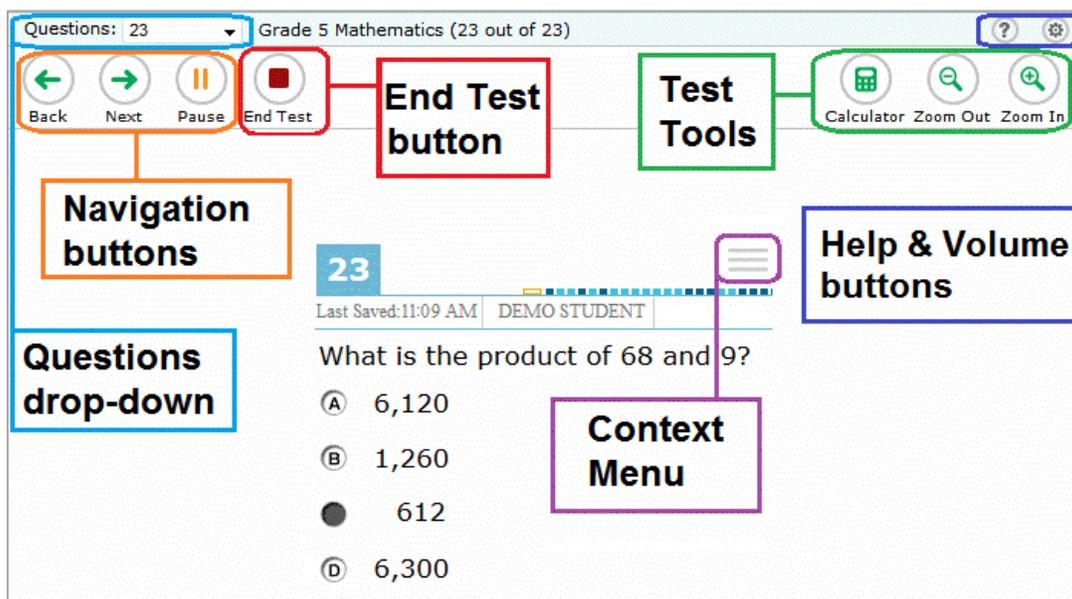
Note: The layout for alternate assessments is slightly different. For more information, see [Appendix E](#).

Test Tools

This section provides an overview of the Online Testing System’s available tools.

[Figure 28](#) shows the primary features and tools available in the Student Testing Site.

Figure 28. Test Page



Note: Some tools are available for all tests, while others are only available for a particular subject, designated support, accommodation, or type of question.

[Table 6](#) lists the tools available in the *Global Menu* section of the test page, while [Table 7](#) lists the tools available in the *Question* and *Stimulus* sections (context menu tools).

For more information about which tools are available as universal tools, designated supports, and accommodations, please see the [Test Administration Manual](#) at alohahsap.org.

Table 6. Global Tools

Tool Name	Instructions
Help	To view the on-screen Help Guide window, select the question mark
Calculator	To use the on-screen calculator, select Calculator in the global menu.

Tool Name	Instructions
Dictionary 	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select Dictionary in the global menu.
Formula 	To view the on-screen formula sheet, select Formula in the global menu.
Line Reader 	To highlight an individual line of text in a passage or question, select Line Reader in the global menu. This tool is not available while the Highlighter tool is in use.
Masking 	The Masking tool temporarily covers a distracting area of the test page. To use this tool: <ol style="list-style-type: none"> 1. Select Masking in the global menu. 2. Click and drag across the distracting area. To close the Masking tool, select Masking again. To remove a masked area, select X in the upper-right corner of that area.
Notes 	To enter notes in an on-screen notepad, select Notes in the global menu. The text entered in this tool cannot be copied and pasted into an item's response area.
Print Page 	To print the entire test page, select Print Page in the global menu.
Print Passage 	To print a reading passage, select Print Passage in the global menu.
System Settings 	To adjust audio volume during the test, select  in the upper-right corner. Students testing with TTS can also use this tool to adjust TTS settings. Students testing on mobile devices cannot use this tool to adjust volume. To adjust audio volume on mobile devices, students must use the device's built-in volume control.
Zoom buttons  	To enlarge the text and images on a test page, select Zoom In . Multiple zoom levels are available. To undo zooming, select Zoom Out .

Table 7. Question and Stimulus Tools

Tool Name	Instructions
American Sign Language	You can watch videos that translate test content into American Sign Language (ASL). <i>To view ASL videos:</i> <ol style="list-style-type: none"> 1. From the context menu, select American Sign Language. <ul style="list-style-type: none"> o If only one ASL video is available, the video opens automatically. o If multiple ASL videos are available, sign language () icons appear next to the test content for each video. Select the icon for the test content you wish to translate into ASL.

Tool Name	Instructions
Closed Captioning	Questions and stimuli with audio elements automatically display closed captions for students testing with the appropriate accommodations.
Expand Passage	To expand the passage section, select the double arrow  icon. The section will expand and overlap the question section for easier readability. To collapse the expanded section, select the double arrow  icon again.
Glossary (Word List)	To open the glossary, click a word or phrase that has a border around it.
Highlighter	To highlight text, select the text on the screen and then select Highlight Selection from the context menu. If multiple color options are available, select an option from the list of colors that appears. To remove highlighting, select Reset Highlighting from the context menu. Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.
Mark for Review	To mark a question for review, select Mark for Review from the context menu. The question number displays a flap  in the upper-right corner and a flag icon  appears next to the number on the test page. The Questions drop-down list displays “(marked)”  for the question.
Notepad	To enter notes for a question, select Notepad from the context menu. After entering a note, a pencil icon  appears next to the question number on the test page. You can only access your notes for a question on that question’s test page.
Print Item	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.
Reading Mode	Reading Mode opens a pop-up window that lets you view two pages of a reading passage at a time. To open Reading Mode, select  below a reading passage. To exit Reading Mode, select  in the lower-right corner of the pop-up window.
Select Previous Version	To view and restore responses previously entered for a Text Response question, select the Select Previous Version option from the context menu. A list of saved responses appears. Select the appropriate response and click Select .

Tool Name	Instructions
Strikethrough	For selected-response questions, you can cross out an answer option to focus on the options you think might be correct. There are two options for using this tool: <ul style="list-style-type: none"> • Option A: <ol 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: <ol style="list-style-type: none"> a. Right-click an answer option and select Strikethrough.
Text-to-Speech	To listen to passages and questions, select a Speak option from the context menu.
Tutorial	To view a short video demonstrating how to respond to a particular question type, select Tutorial from the context menu.

Using Menus and Tools

This section describes how to use the global and context menus to access on-screen tools. This section also provides further details for using some of the Student Testing Site tools.



Note: Students can access tools using a mouse or keyboard commands. For information about keyboard commands, see [Appendix C](#).

About the Global Menu

The global menu at the top of the test page contains navigation buttons on the left and tool buttons on the right (see [Figure 29](#)).

Figure 29. Global Menu



To open a test tool in the global menu:

1. Select the button for the tool. The selected test tool activates.

About the Context Menus

Each test page may include several elements, such as the question, answer options, and stimulus (see [Figure 27](#)). The context menu for each element contains tools that are applicable to that element (see [Figure 30](#) and [Figure 31](#)).



Note: For questions with multiple parts, a context menu may be available for each part of the question.



Alert: When streamline mode is enabled, students cannot use the right-click functionality shown in [Figure 30](#) to access the context menu. Instead, they should use the context menu  button as shown in Figure 31

Figure 30. Context Menu for Questions

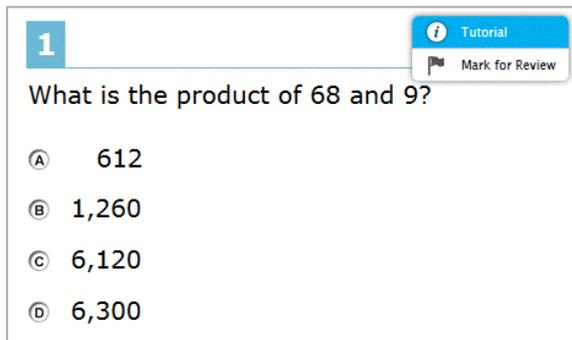
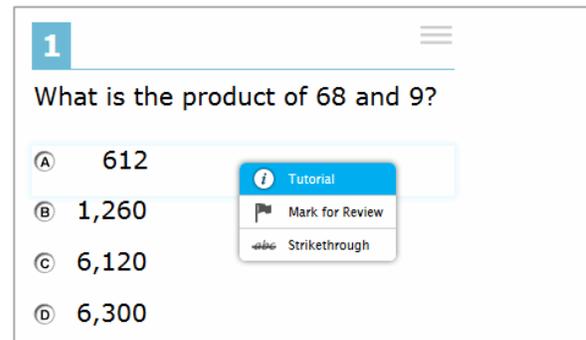


Figure 31. Context Menu for Answer Options



Opening a Context Menu for Stimuli and Questions

Students can access context menus by right-clicking elements or by selecting the context menu button.

To access the context menu for a stimulus or question:

1. Click the context menu  button in the upper-right corner of the stimulus or question. The context menu opens.
2. Select a tool.

Opening a Context Menu for Answer Options

Students can use the context menu to access tools for answer options in a multiple-choice or multi-select question.

To access an answer option's context menu:

1. To open the context menu, do one of the following:
 - If you are using a **two-button mouse**, right-click an answer option.
 - If you are using a **single-button mouse**, click an answer option while pressing **Ctrl**.
 - If you are using a **Chromebook**, click an answer option while pressing **Alt**.

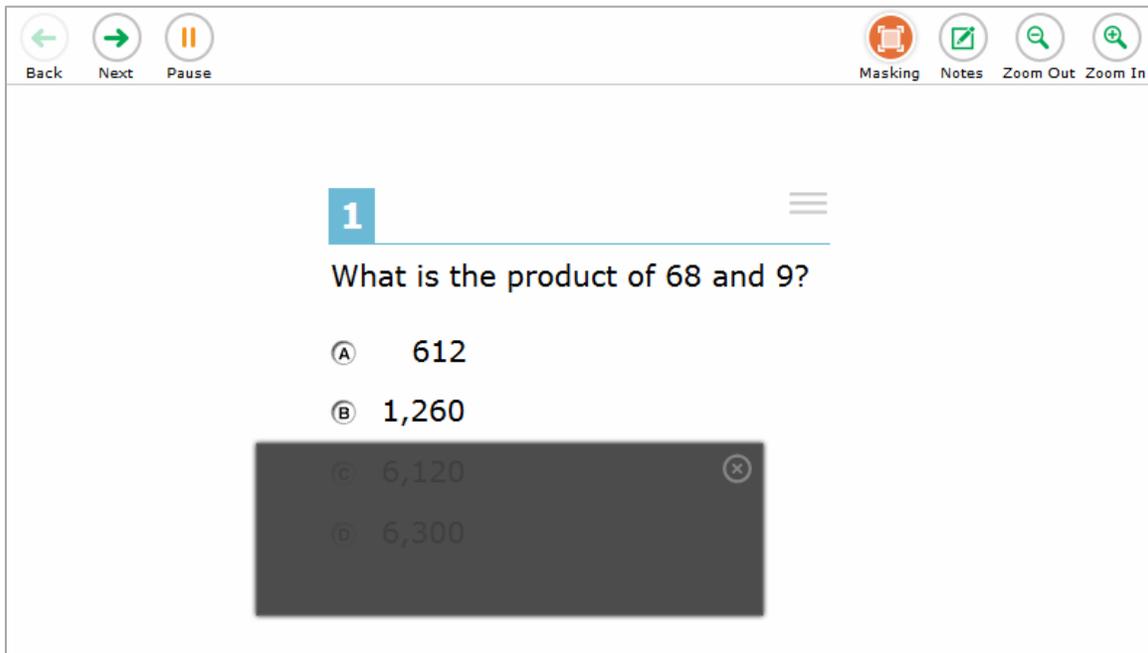
- If you are using a **tablet**, tap the answer option and then tap the context menu button (this selects the answer option until you select a different option).

2. Select a tool from the context menu.

About the Masking Tool

The Masking tool allows students to hide distracting areas of the test page (see [Figure 32](#)).

Figure 32. Test Page with Masked Area



To mask an area of a test page:

1. To activate the Masking tool, select **Masking** in the global menu. The button becomes orange.
2. Click and drag across the distracting area of the test page. The selected area becomes dark gray. The tool remains active until you deactivate it.

To deactivate the masking tool:

1. Select **Masking** in the global menu again. The button becomes green. Any masked areas remain on the screen until you remove them.

To remove a masked area from a test page:

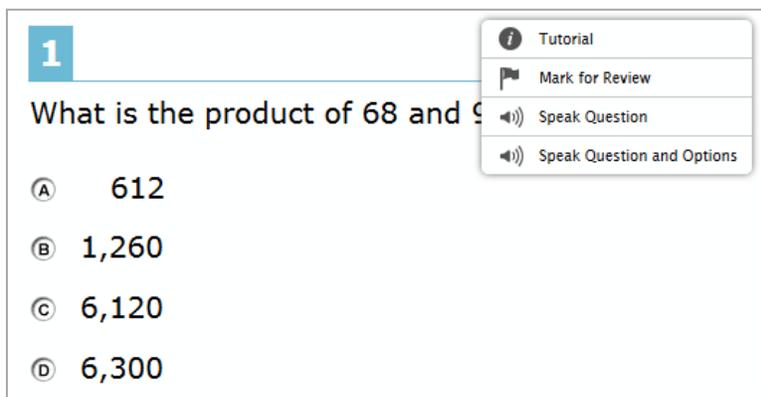
1. Select **X** in the upper-right corner of a masked area.

About Text-to-Speech (TTS)

Students testing with TTS can listen to passages, questions, and answer options (see [Figure 33](#)). The words become highlighted as they are read aloud. TTS is only available when using the Secure Browser or a supported Chrome or Firefox browser. To listen to passages and questions, select a **Speak** option from the context menu.

For information about setting up TTS, see the *Technical Specifications Manual*.

Figure 33. TTS Options for Questions



To listen to content with the Text-to-Speech tool:

- 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**.



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

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

Using Text-to-Speech with Science Cluster Items

Science clusters include multi-part items that combine multiple questions into a single test item. If students testing with Text-to-Speech select the **Speak Question** option for one of these items, the Student Testing Site reads aloud every question in that item. However, students can still listen to the questions individually by using the **Speak Selection** option.

To listen to individual questions in multi-part items:

To listen to the first question, select the text of that question (see [Figure 1](#)).

Open the context menu and select the **Speak Selection** option (see [Figure 2](#)).

To listen to a different question in the multi-part item, select the text for the question that should be read aloud, and then repeat step 2.

As you scroll to questions further down the page, the context menu icon may not appear on-screen. You can still open the context menu by pressing **Ctrl + M**, or by doing one of the following:

- If you are using a **two-button mouse**, right-click the selected text.
- If you are using a **single-button mouse**, click the selected text while pressing **Ctrl**.
- If you are using a **Chromebook**, click the selected text while pressing **Alt**.
- If you are using a **tablet**, tap the selected text and then tap the context menu button.

Figure 34. Selecting the First Question

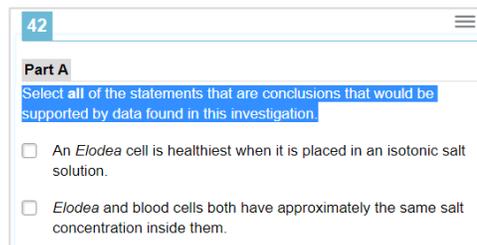
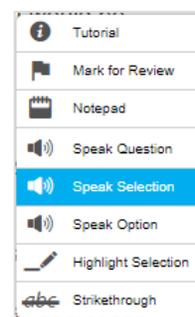


Figure 35. Speak Selection Option



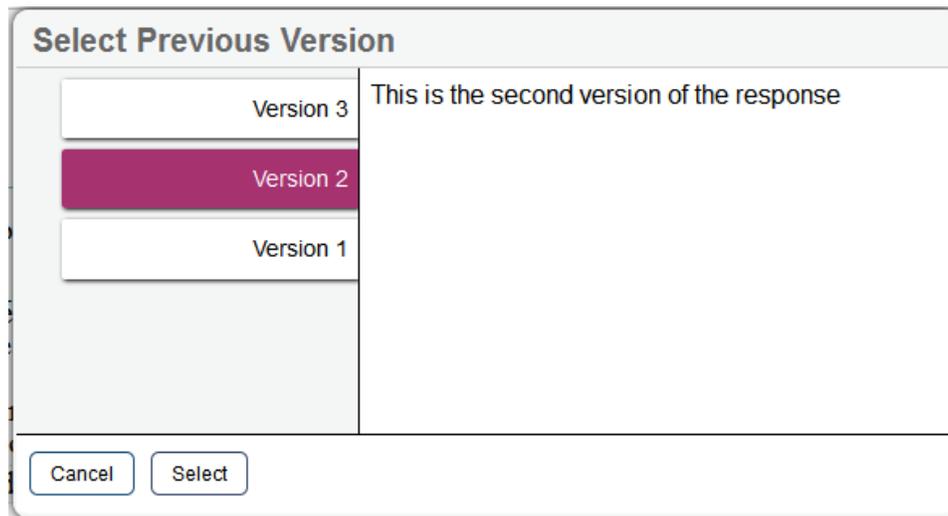
Selecting a Previous Response Version

The Select Previous Version tool allows students to view and restore responses they previously entered for a Text Response question. For example, if students type a response, click **Save**, delete the text, and enter new text, they can use this tool to recover the original response.

To recover a previously-entered response:

1. 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 (see [Figure 36](#)).

Figure 36. Select Previous Version Window



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



Note: This tool is only available for Text Response questions. If the test pauses, any responses entered prior to pausing will no longer appear in the **Select Previous Version** window.

Section VIII. Proceeding Through a Test

Students can view stimuli, respond to questions, pause a test, review previously answered questions, and submit a test. The following sections describe each of these tasks.

Viewing Stimuli

When a test question is associated with a stimulus, students should review that stimulus before responding to the question.

Responding to Test Questions

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

- **Multiple-choice questions:** Students select a single answer option.
- **Multi-select questions:** Students select one or more answer options.
- **Technology-enhanced questions:** Students follow the instructions given for each question. Technology-enhanced questions require students to do one of the following tasks:
 - Use an on-screen keypad to generate an answer.
 - Select an object or text excerpt on the screen.
 - Plot points or lines on a graph.
 - Move objects or text excerpts around on the screen.
 - Enter text in a text box or table.
 - Match answer options together.
 - Modify a highlighted word or phrase in a reading selection.
 - Enter input parameters to run an on-screen simulation.



Note: Students can use the Student Training and Practice Test Site to familiarize themselves with the question types that may appear on tests.

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** to proceed to the next page.

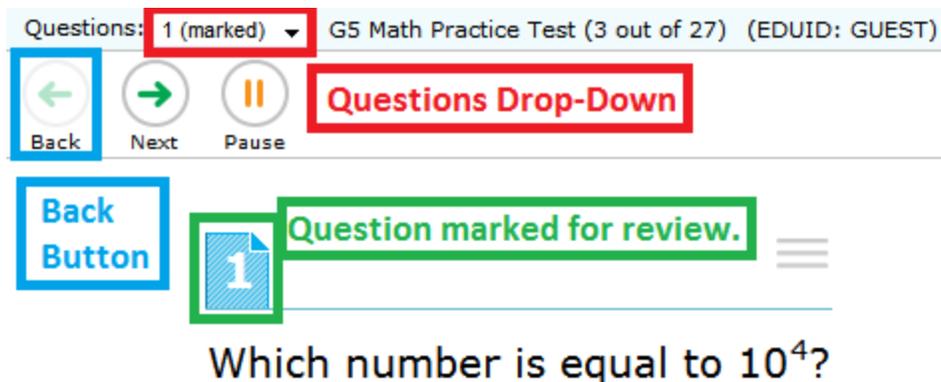
All responses are saved automatically. Students can also manually save their responses to questions by selecting **Save** in the global menu.

Reviewing Questions in a Test

Students may return to a previous question and modify their response if the test was not paused for more than 20 minutes. See the [Pause Rules](#) section for more information.

Students can use the **Back** button or the **Questions** drop-down list to return to questions they want to review. The drop-down list displays a “(marked)” for any questions marked for review (see [Figure 37](#)).

Figure 37. Question Marked for Review



Pausing Tests

Students can pause the test at any time. Pausing a test logs the student out. To resume testing, students must repeat the sign-in process (see the section [Signing in to the Student Testing Site](#)).

To pause a test:

1. The student selects **Pause** in the global menu. A confirmation message appears.
2. The student selects **Yes**. The **Student Sign-In** page appears.



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

Reaching the End of a Segment

In segmented tests, the **End Segment** page appears after students finish complete the last question in the segment (see [Figure 38](#)). This page allows students to review questions from the

current segment or proceed to the next segment. A flag (🚩) icon appears for questions marked for review.

Figure 38. End Segment Page

You have reached the end of this segment:

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

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

Questions:

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

- To review questions, students select a question number.
- To move to the next segment, students select **Next** in the global menu.



Alert: If the test blocks access to completed segments, students cannot return to the segment after selecting **Next**.

Submitting a Test

This section describes how students submit a test when they are done answering questions.

Reaching the End of a Test

After students respond to the last test question, the **End Test** button appears in the global menu (see [Figure 39](#)).

Figure 39. Global Menu with End Test Button



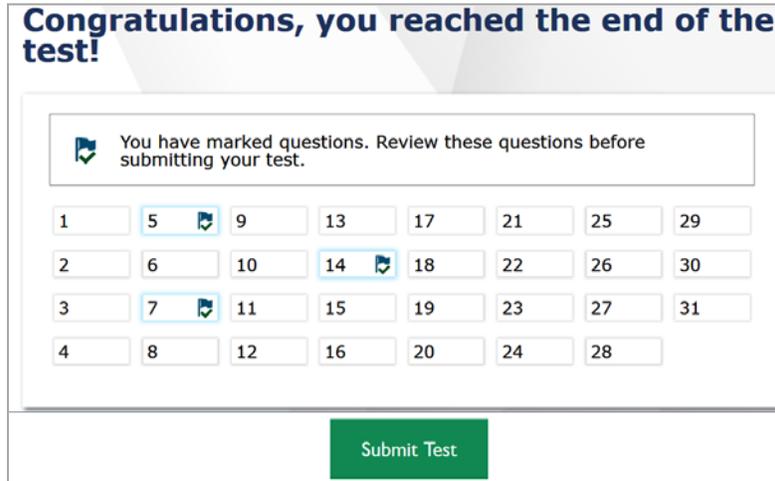
To end a test:

1. Students select **End Test**. A confirmation message appears.
2. Students select **Yes**.

End Test Page

When students end a test, the **End Test** page appears (see [Figure 40](#)). This page allows students to review answers and submit the test for scoring. A flag () icon appears for any questions marked for review.

Figure 40. End Test Page



Congratulations, you reached the end of the test!

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

1	5	9	13	17	21	25	29
2	6	10	14	18	22	26	30
3	7	11	15	19	23	27	31
4	8	12	16	20	24	28	

Submit Test

To review answers:

1. Students select a question number.
2. To return to the **End Test** page, students select **End Test** in the global menu.

To submit the test:

1. Students select **Submit Test**. A confirmation message appears.
2. Students select **Yes**.

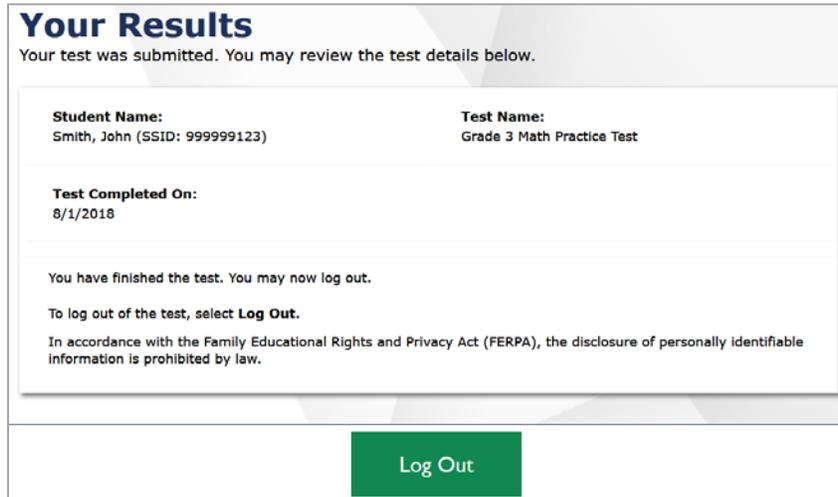


Warning: Once students select **Submit Test**, they cannot return to the test or modify answers.

Your Results Page

After students submit the test, the **Your Results** page appears, displaying the student's name, the test name, and the completion date (see [Figure 41](#)). For some tests, i.e., HSA Science Bridge Assessments and EOC Exams, this page also displays the test score.

Figure 41. Your Results Page



Your Results
Your test was submitted. You may review the test details below.

Student Name: Smith, John (SSID: 999999123)	Test Name: Grade 3 Math Practice Test
---	---

Test Completed On:
8/1/2018

You have finished the test. You may now log out.

To log out of the test, select **Log Out**.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

[Log Out](#)

Appendix A. About the Secure Browser

This appendix includes the following sections:

- [Additional Measures for Securing the Test Environment](#)
- [Configuring Tablets for Testing](#)
- [About Permissive Mode](#)
- [Troubleshooting](#)

For more information about the Secure Browser, see the *Secure Browser Installation Manual*.

Additional Measures for Securing the Test Environment

The Secure Browser ensures test security by prohibiting access to external applications and navigation away from the test. This section provides 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 screen saver or log users out after a period of inactivity. If such features activate while a student is testing, the Secure Browser logs the student out of the test.

Forbidden Application Detection

When the Secure Browser launches, it checks for other applications running on the device. If it detects a forbidden application, it displays a message listing the offending application and prevents the student from testing. This also occurs if a forbidden application launches while the student is already in a test.

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

Configuring Tablets for Testing

Tablets and Chromebooks should be configured for testing before you provide them to students. For more information, see the [Technical Specifications Manual](#) on the HSAP Portal.

To configure iOS devices:

1. Check that your secure browser application has been updated for the new school year. Tap the **App Store** icon on the student's iPad, then tap **Updates** on the bottom right corner to confirm the **AIRSecureTest** secure browser application has been updated.
2. Tap the **AIRSecureTest** Secure Browser icon.
3. Follow the student login instructions detailed in [Administering Online Tests](#).

To configure Android tablets:

1. Check that your Secure Browser application has been updated for the new school year. Tap the **Google Play** icon on the student's Android tablet, then tap the **Menu** icon and select **My Apps**. Apps with available updates are labeled *Update*. If the **AIRSecureTest** secure browser application is labeled *Update*, select the **AIRSecureTest** app and touch **Update**.
2. Tap the **AIRSecureTest** Secure Browser icon.
3. If the Secure Browser keyboard is not selected, follow the prompts on the screen. When the Secure Browser keyboard is selected, the Secure Browser app opens.

To configure Chromebooks:

1. From the **Apps** link on the Chrome OS login screen, select **AIRSecureTest** Secure Browser.



Warning: Student monitoring software (such as Hapara, etc.) may not be used during testing. This software may run on the student tablets, such as Chromebooks, when the Secure Browser has been launched in Kiosk mode, but the test coordinator, technology coordinator and/or others who may have access to the parent computer may not use these program(s) during testing. Access to students' screens via student monitoring software during testing is considered to be a test security violation.

Closing the Student Testing Site on Tablets

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

To close the Student Testing Site on iOS devices:

1. Double-tap the Home button. The multitasking bar appears.

2. Locate the **AIRSecureTest** app preview and slide it upward.

To close the Student Testing Site on Android tablets:

1. Tap the Menu icon  in the upper-right corner.
2. Tap **Exit**. A confirmation message appears.
3. Tap **Exit**.

To close the Student Testing Site on Chromebooks:

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

About Permissive Mode

Permissive Mode is an accommodation option that allows students to use accessibility software in addition to the Secure Browser.

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

To use accessibility software with the Secure Browser:

1. Open the required accessibility software.
2. Open the Secure Browser. Begin the normal sign-in process up to the TA approval step.
3. When a student is approved for testing, the Secure Browser allows the operating system's menu and task bar to appear.
4. The student must immediately switch to the accessibility software that is already open on the computer so that it appears over the Secure Browser. The student cannot click within the Secure Browser until the accessibility software is configured.
 - **Windows:** To switch to the accessibility software application, click the application in the task bar.
 - **Mac:** To switch to the accessibility software application, click the application in the dock.



Note: When using Windows 8 and above, the task bar remains on-screen throughout the test after enabling accessibility software. However, forbidden applications are still prohibited.

5. The student configures the accessibility software settings as needed.

6. After configuring the accessibility software settings, the student returns to the Secure Browser. At this point, the student can no longer switch back to the accessibility software. If changes need to be made, the student must sign out and then sign in again.
7. The student continues with the sign-in process.



Permissive Mode is available only for computers running supported desktop Windows and Mac operating systems. For information about supported operating systems, see the [Technical Specifications Manual](#).

Accessibility software must be certified for use with the Online Testing System.

Forbidden applications will still not be allowed to run.

Troubleshooting

This section describes how to troubleshoot some situations in which a student cannot connect to a test.

Resolving Secure Browser Error Messages

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

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

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

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

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

- **Test Environment Is Not Secure:**

This message can occur when the Secure Browser detects a forbidden application running on the device (see the section [Additional Measures for Securing the Test Environment](#)). If this message appears on an iPad, ensure that either Autonomous Single App Mode or Automatic Assessment Configuration is enabled.

Force-Quit Commands

In the rare event that the Secure Browser or test becomes unresponsive, you can force-quit the Secure Browser.

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

Operating System	Key Combination
Windows*	Ctrl + Alt + Shift + F10
Mac OS X*	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**.



Caution: Use of Force-Quit Commands

The Secure Browser hides features such as the Windows task bar or Mac OS X dock. If the Secure Browser is not closed correctly, then the task bar or dock may not reappear correctly, requiring you to reboot the device. Avoid using a force-quit command if possible.

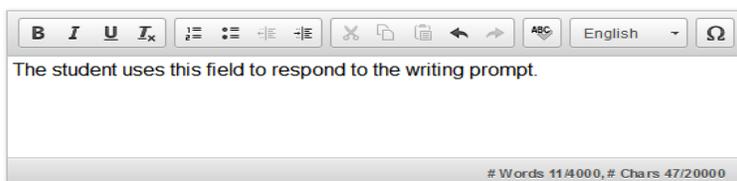
Force-quit commands do not exist for the Secure Browser for iOS, Chrome OS, and Android devices.

- **iOS:** Double-tap the Home button, then close the app as you would any other iOS app.
- **Chrome OS:** To exit the Secure Browser from the sign-in screens, press **Ctrl + Shift + S**. You cannot force quit once the test begins.
- **Android:** To close the Secure Browser, tap the menu button in the upper-right corner and select **Exit**.

Appendix B. Text Response Formatting Toolbar

In addition to the test tools described in the section [Test Tools](#), students can use a formatting toolbar. This toolbar is available above the response field for text response questions (see [Figure 42](#)) and also appears whenever students right-click anywhere in the text area. The formatting toolbar allows students to apply styling to text and use standard word-processing features.

Figure 42. Text Response Question with Formatting Toolbar



The lower-right corner of the response field displays the word count and character count for the student's response.

[Table 8](#) provides an overview of the formatting tools available.

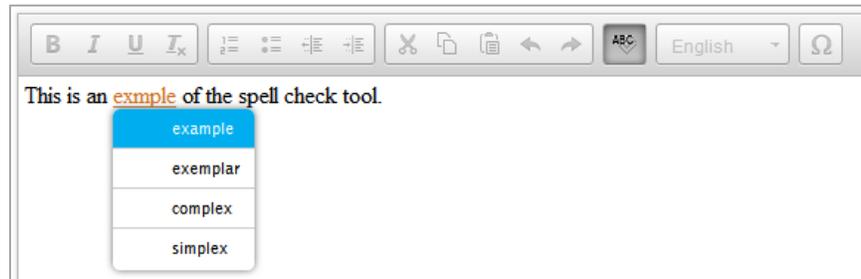
Table 8. Description of Formatting Tools

Tool	Description of Function
	Bold, italicize, or underline selected text.
	Remove formatting that was applied to the selected text.
	Insert a numbered or bulleted list.
	Indent a line of selected text.
	Decrease indent of text.
	Cut selected text.
	Copy selected text.
	Paste copied or cut text.
	Undo the last edit to text or formatting in the response field.
	Redo the last undo action.
	Use spell check to identify potentially misspelled words in the response field. The drop-down list allows you to set a language for this tool.
	Add special characters in the response field.

Spell Check

The spell check tool identifies words in the response field that may be misspelled (see [Figure 43](#)).

Figure 43. Spell Check Tool



To use spell check:

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

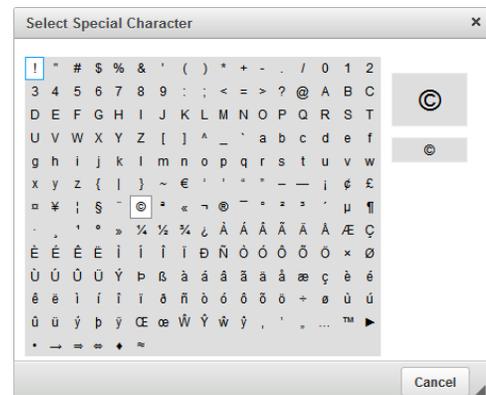
Special Characters

Students can add mathematical, accented characters, and other symbols.

To add a special character:

6. In the toolbar, select .
7. In the window that pops up, select the required character (see [Figure 41](#)).

Figure 44. Special Characters Window



Appendix C. Keyboard Navigation for Students

Students can use keyboard commands to navigate between test elements, features, and tools.



- Keyboard commands require the use of the primary keyboard. Do not use keys in a numeric keypad.
- Some keyboard commands (such as the commands for using the Line Reader) may not work when testing on iOS or Android devices connected to an external keyboard.

Sign-In Pages and In-Test Pop-ups

[Table 9](#) lists keyboard commands for selecting options on the sign-in pages or pop-up windows that appear during a test.

Table 9. 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 10](#) lists keyboard commands for navigating tests and responding to questions.

Table 10. Keyboard Commands for Test Navigation

Function	Keyboard Commands
Scroll up	Up Arrow
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

Function	Keyboard Commands
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 [Table 5](#) and [Table 6](#).

Global Menu

To access the global menu tools using keyboard commands:

1. 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

To open the context menu for an element:

1. 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**.

Highlighting Selected Regions of Text

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

To select text and highlight it:

1. 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 (see [Figure 44](#)) may have up to three main sections:

- **Answer Space:** The grid area where students enter the response.
- **Button Row:** The following buttons may appear above the answer space: **Delete**, **Add Point**, **Add Arrow**, **Add Line**, **Add Circle**, **Add Dashed Line**, and **Connect Line**.
- **Object Bank:** A panel containing objects you can move to the answer space.

Figure 45. Grid Question

To move between the main sections:

- To move clockwise, press **Tab**. To move counter-clockwise, press **Shift + Tab**.

To add an object to the answer space:

1. With the object bank active, use the arrow keys to move between objects. The active object has a blue background.
2. To add the active object to the answer space, press **Space**.

To use the action buttons:

3. With the button row active, use the left and right arrow keys to move between the buttons. The active button is white.
4. To select a button, press **Enter**.
5. Press **Space** to apply the point, arrow, or line to the answer space.

To move objects and graph elements in the answer space:

1. With the answer space active, press **Enter** to move between the objects. The active object displays a blue border.
2. Press **Space**.

3. 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.

To insert special characters in the response area:

1. 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**.

Appendix D. Transferring a Test Session

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



Warning: If you do not know the active Session ID, you cannot transfer the session.

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

These instructions apply to both the TA Live Site and TA Training Site. However, you cannot transfer a session from the TA Live Site to the TA Training Site or vice versa.

To transfer a test session to a new device or browser:

1. While the session is still active on the original device or browser, log in to the TA Live Site on the new device or browser. A Session ID prompt appears.
2. Enter the active Session ID in the text box and click **Enter**. The TA Live Site appears, allowing you to continue monitoring your students' progress. The test session on the previous computer or browser automatically closes.



The Session ID prompt appears any time you access the TA Live Site during an active session. If you do not wish to return to the active session, you can click **Start a Different Session** to create a new session or **Logout** to close the active session and log out of the TA Live Site.

Appendix E. User Support

For additional information and assistance in using the Online Testing System, contact the HSAP Help Desk.

The Help Desk is open Monday–Friday 7:00 a.m. to 4:00 p.m. HST (except holidays)

Hawaii State Assessment Program Help Desk

Toll-Free Phone Support: 866-648-3712

Email Support: hsaphelpdesk@air.org

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered. You may choose to use the *Help Desk Intake Form*, available on the alohahsap.org portal website in the **Resources >> Technology** section.

Include the following information:

- Test Administrator name and IT/network contact person and contact information
- SSIDs of affected students
- Results ID for the affected student tests
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
 - Secure Browser installation (to individual machines or network)
 - Wired or wireless Internet network setup

Change Log

This Change Log can be used to identify specific changes that are made to any of the information included in the original document throughout the current school year.

Change	Section	Date
Updated instructions to indicate that the information icon will not be displayed in the Actions column when the TA pauses a student's test.	Table 4. Columns in the Students in Your Test Session Table	2/21/19
Updated information to indicate that Pause and Resume are available on Windows, Mac, and iOS, but not on Android and Chrome OS. Added the workaround for Chrome OS.	Section VII. Overview of the Student Testing Site > About Text-to-Speech	2/21/19
Updated the description for the Notes tool.	Table 6. Global Tools	2/21/19