



Connecticut Alternate Assessment



Connecticut Alternate Assessment System User Guide

English Language Arts and Mathematics

2023-2024

Published March 22, 2024

Prepared by Cambium Assessment, Inc.



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Table of Contents

<i>Introduction to the User Guide</i>	1
<i>Organization of the User Guide</i>	1
<i>Document Conventions</i>	1
<i>Intended Audience</i>	2
<i>Terms, Abbreviations, and Acronyms</i>	2
<i>Additional Resources</i>	3
Section. I Overview of the Test Delivery System	5
<i>Description of the Test Delivery System's Sites</i>	5
<i>User Roles and System Requirements</i>	6
Section. II Accessing the Test Administration Sites	7
<i>About System Login Credentials</i>	9
Section. III Overview of the Test Administration Sites	10
<i>Test Administration Interface Layout</i>	10
<i>Test Administration Interface Features</i>	12
Looking Up Students.....	12
Approving Print Requests.....	14
Viewing Approved Print Requests.....	15
Printing Session Information	15
Alert Messages	16
Section. IV Administering the CTAA Online	17
<i>Starting a Test Session</i>	17
<i>Approving Students for Testing</i>	20
<i>Monitoring Students' Testing Progress</i>	21
Overview of Student Testing Statuses.....	23
Pausing a Student's Test.....	23
<i>Stopping a Test Session and Logging Out</i>	24
Stopping a Test Session	24
Logging Out of the Test Administration Interface.....	24
Accidentally Closing the Browser Window.....	24
Section. V Signing into the Student Interface	25
<i>Step 1: Signing Into the Student Interface</i>	25
Common Student Sign-in Errors.....	26
<i>Step 2: Verifying Student Information</i>	26
<i>Step 3: Selecting a Test</i>	27
<i>Step 4: Functionality Checks</i>	28
Video Playback Check.....	29
<i>Step 5: Text-to-Speech Sound Check</i>	29
<i>Step 6: Viewing Test Instructions and Starting the Test</i>	31
Section. VI Overview of the Student Interface	32

Test Layout	32
Section. VII Using Menus and Tools.....	33
<i>About the Context Menus.....</i>	<i>33</i>
<i>Opening a Context Menu for Questions</i>	<i>33</i>
<i>Opening a Context Menu for Answer Options.....</i>	<i>34</i>
<i>Test Tools.....</i>	<i>34</i>
<i>About the Masking Feature.....</i>	<i>36</i>
<i>About Text-to-Speech.....</i>	<i>36</i>
Section. VIII Proceeding through a Test	38
<i>Responding to Test Questions</i>	<i>38</i>
<i>Pausing Tests.....</i>	<i>38</i>
<i>Reviewing Questions in a Test.....</i>	<i>38</i>
<i>Submitting a Test</i>	<i>39</i>
Section. IX Accessing the Directions for Test Administration.....	39
Appendix A. About the Secure Browser.....	42
<i>Additional Measures for Securing the Test Environment</i>	<i>42</i>
<i>Forbidden Application Detection.....</i>	<i>42</i>
<i>Configuring Tablets for Testing</i>	<i>43</i>
<i>Closing the Student Testing Site on Tablets.....</i>	<i>43</i>
<i>Troubleshooting</i>	<i>43</i>
<i>Resolving Secure Browser Error Messages.....</i>	<i>43</i>
<i>Force-Quit Commands.....</i>	<i>44</i>
Appendix B. Permissive Mode and Enabling Peripherals	45
Appendix C. Keyboard Navigation and Commands	46
<i>Sign-In Pages and In-Test Pop-Ups.....</i>	<i>46</i>
<i>Keyboard Commands for Test Navigation.....</i>	<i>46</i>
<i>Keyboard Commands for Global and Context Menus</i>	<i>47</i>
Global Menu.....	47
Context Menus.....	47
Highlighting Selected Regions of Text	47
Appendix D. Transferring a Test Session.....	48
Appendix E. User Support.....	49

Table of Figures

Figure 1. Portal Program Cards 7

Figure 2. Card for Test Administration Interface 7

Figure 3. Secure Login Page 7

Figure 4. TA Practice & Training Site 8

Figure 5. Test Administration Interface Layout..... 10

Figure 6. Test Administration Interface Banner 12

Figure 7. Student Lookup: Quick Search 12

Figure 8. Student Lookup: Advanced Search..... 13

Figure 9. Student Print Request Window 14

Figure 10. Print Requests Window..... 15

Figure 11. Record of Alerts 16

Figure 12. Test Selection Window..... 18

Figure 13. Tests Selected 18

Figure 14. Students Awaiting Approval 20

Figure 15. Approvals and Student Test Settings Window 20

Figure 16. Test Settings Page for a Selected Student 21

Figure 17. Student Sign-In Page 25

Figure 18. Is This You? Page..... 27

Figure 19. Your Tests Page..... 28

Figure 20. Audio/Video Checks Page 28

Figure 21. Sound and Video Playback Check Panel 29

Figure 22. Text-to-Speech Sound Check 30

Figure 23. Instructions and Help Page 31

Figure 24. Test Layout 32

Figure 25. Global Menu 33

Figure 26. Context Menu 33

Figure 27. Test Page 34

Figure 28. Test page with Masked Area 36

Figure 29. Text-to-Speech Tool Options for Questions 37

Figure 30. Question Marked for Review 39

Figure 31. Congratulations Page 39

Figure 32. Secure Testing Materials Task Menu 40

Figure 33. Secure File View 40

Table of Tables

Table 1. Key Symbols and Elements..... 1

Table 2. CTAA Terms, Abbreviations, and Acronyms..... 2

Table 3. Additional Resources 3

Table 4. Test Administration Interface Features..... 11

Table 5. Columns in the Students in Your Session Table..... 21

Table 6. Student Testing Statuses 23

Table 7. Embedded CTAA Accessibility Tools 35

Table 8. Keyboard Commands for Sign-In Pages and Pop-Up Windows 46

Table 9. Keyboard Commands for Test Navigation..... 46

Introduction to the User Guide

This user guide supports Trained Teachers Administering the Alternate (TEAs) with the primary responsibility for test administration for students participating in the Connecticut Alternate Assessment (CTAA) practice and operational tests.





Organization of the User Guide

- [Overview of the Test Delivery System](#) provides an overview of online testing.
- [Accessing the Test Administration Sites](#) explains how to log in to the Test Administration sites.
- [Overview of the Test Administration Sites](#) describes the overall layout of the Test Administration sites and highlights the important tasks and functions.
- [Administering the CTAA Online](#) outlines the process for creating a test session, approving students for testing, pausing tests, and logging out.
- [Signing into the Student Interface](#) explains how Teachers Administering the Alternate Assessment (TEAs) log students into a test session.
- [Using Menus and Tools](#) describes the layout of an online test, as well as the tools available to students.
- [Proceeding through a Test](#) describes how to respond to questions, pause a test, review previously answered questions, and submit a test.
- [Accessing the Directions for Test Administration](#) describes where to download the Connecticut Alternate Assessment (CTAA) Directions for Test Administration (DTAs) located in the Test Information Distribution Engine (TIDE).

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

Intended Audience

This CTAA User Guide is intended for the Trained Teacher Administering the Alternate (TEA). TEAs are responsible for administering an online test in the Test Delivery System via the Test Administration Interface to eligible students with significant cognitive disabilities. 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.

Terms, Abbreviations, and Acronyms

[Table 2](#) provides a summary of terms with the associated abbreviations and acronyms used frequently in this User Guide and other documents needed for CTAA test administration.

Table 2. CTAA Terms, Abbreviations, and Acronyms

Term	Abbreviation or Acronym
Approved Private Special Education Program	APSEP
Assistive Technology	AT
Augmentative and Alternative Communication	AAC
Connecticut Alternate Assessment of English Language Proficiency	CAAELP
Connecticut Alternate Assessment Based on Alternate Achievement Standards	CTAA-AAS or CTAA
Connecticut Alternate Science Assessment	CTAS
Connecticut Core Standards	CCS
Connecticut State Department of Education	CSDE
Connecticut Special Education Data System	CT-SEDS
Constructed Response	CR
Data Entry Interface	DEI
Directions for Test Administration	DTA
District Administrator	DA
District Test Coordinator	DC
Early Stopping Rule	ESR
English Language Arts	ELA
Individualized Education Program	IEP
National Center and State Collaborative	NCSC
Next Generation Science Standards	NGSS
Open-Response	OR
Planning and Placement Team	PPT

Table 2. CTAA Terms, Abbreviations, and Acronyms

Term	Abbreviation or Acronym
School Test Coordinator	SC
Selected-Response	SR
State Assigned Student Identifier	SASID (or SSID as used in all CAI systems)
Teacher Administering the Alternate	TEA
Test Administration Manual	TAM
Test Delivery System	TDS
Test Information Distribution Engine	TIDE

Additional Resources

[Table 3](#) includes resources for additional information that is relevant to the administration of the CTAA. These resources may be accessed on the Connecticut Comprehensive Assessment Program Portal (<https://ct.portal.cambiumast.com>).

Table 3. Additional Resources

Document	Description
CTAA Test Administration	
CTAA Test Administration Manual	This manual provides information for the Trained Teacher Administering the Alternate Assessment (TEA) and the District/School Test Coordinator (DC/SC) regarding policies and procedures for administering the 2023-24 Alternate Assessment (CTAA) for English language arts (ELA) and mathematics to eligible students with significant cognitive disabilities in their school or district.
CTAA Assessing Students Who Are Blind, Deaf, or Deaf-Blind: Additional Guidance for Test Administration	This document provides additional guidance for administering the Connecticut Alternate Assessment (CTAA) in English language arts and mathematics to students who are blind, deaf, or deaf-blind. This document is intended to be used in conjunction with the required secure CTAA Directions for Test Administration (DTA).
Technology for Online Testing	
Supported Browsers	Provides information about supported operating systems and browsers.
Technology Resources	These resources contain technology requirements and instructions that will assist technology coordinators in preparing computers and devices for online testing. They are organized by operating system (Windows, Mac, iPads, Linux, ChromeOS).
TIDE	
Test Information Distribution Engine (TIDE) User Guide	Provides information about student and user management, rosters, and appeals in TIDE.

Table 3. Additional Resources

Document	Description
<i>Directions for Test Administration (DTA)</i>	<p>Each grade and subject-specific CTAA test form has a required customized DTA that provides directions and a script to administer each item of the test. Therefore, DTAs must be used in conjunction with test administration and <u>follow the embedded directions and script exactly</u>. DTAs include the allowable manipulatives and reference materials for specific items, and scoring rubrics for constructed-response mathematics items and the open-response foundational reading items in Grades 3 and 4. For instructions on how to access these materials, please see the section Accessing the Directions for Test Administration.</p> <p>Note: The DTAs are secure documents and can be accessed by District Administrators (DAs) and Trained Teachers Administering the Alternate (TEA) from the Secure Testing Materials task menu in Test Information Distribution Engine (TIDE) prior to test administration.</p>



Note: Hyperlinks are used for ease of navigation between related sections in this user guide and to provide additional resources on the Connecticut Comprehensive Assessment Program Portal (<https://ct.portal.cambiumast.com/>). In order to utilize a hyperlink to a resource on the portal, please use the commands Ctrl+click to follow the link and open the resource in a web browser. To utilize a hyperlink to a section within the user guide, please use the commands Ctrl+click to follow the link to the appropriate section. To return to the previous section after using a hyperlink, please use the commands Alt+left arrow simultaneously.

Section. I Overview of the Test Delivery System

The Test Delivery System (TDS) is used to administer the Connecticut Alternate Assessment (CTAA), an assessment for math and English language arts based on Alternate Achievement Standards for eligible students with significant cognitive disabilities. The following sections provide a general description of online testing and the Test Delivery System.

Description of the Test Delivery System's Sites

The Test Delivery System consists of both a Practice Test site and an Operational Test site. The Practice Test site functions identically to the Operational Test site and, therefore, should be used to confirm the functioning of Assistive Technology (AT) and Augmentative and Alternative Communication (AAC) devices. To administer an operational or practice test, the Trained TEA must log the student into the Test Delivery System via the secure browser.

- **Practice Sites**

- **Test Administrator (TA) Practice & Training Site:** Allows TEAs to practice creating a test session and practice administering a test. Directions for how to access the TA Practice & Training Site may be found in the [Test Administrator \(TA\) User Guide](#), available on the Connecticut Comprehensive Assessment Program Portal.
- **Student Practice Site via Secure Browser:** Allows TEAs to work with students to practice taking tests online and using accessibility features and testing tools, as well as any assistive technology required.

- **Operational Testing Sites**

- **Test Administration Interface:** Allows TEAs to administer operational tests. Directions for how to access the Test Administration Interface may be found in the [Test Administrator \(TA\) User Guide](#), available on the Connecticut Comprehensive Assessment Program Portal.
- **Student Interface via Secure Browser:** Allows students to participate in operational tests. The secure browser may be downloaded from the **Secure Browsers** page on the Connecticut Comprehensive Assessment Program Portal.

User Roles and System Requirements

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

- TEAs can use any supported web browser to access either the TA Practice & Training Site or the Test Administration Interface.
- A secure browser is used to access the Student Interface and practice site. The student practice site can be accessed as a guest user, or with a student's first name and SASID.



Note: The Practice Test can also be accessed via a supported web browser, however, some accessibility features are available only via the secure browser. It is recommended that the secure browser is used to test all Assistive Technology (AT) and Alternative AC devices to mirror the experience and functionality of the operational CTAA test.

For information about supported operating systems and browsers, see the [Supported Browsers](#) page on the Connecticut Comprehensive Assessment Program Portal.

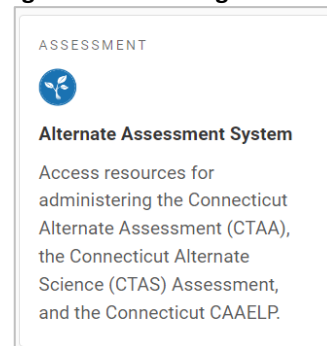
Section. II Accessing the Test Administration Sites

This section describes how to access the Test Administration Sites. The **Test Administration Interface** is used for secure operational test administrations. The **TA Practice & Training Site** can be used to practice administering tests using the Practice CTAA tests.

To access the Test Administration Interface for operational CTAA Administration:

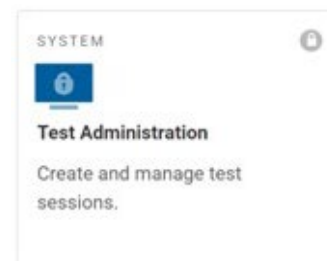
1. Navigate to the Connecticut Comprehensive Assessment Program Portal (<https://ct.portal.cambiumast.com/>).
2. Select the **Alternate Assessment System** program card (see [Figure 1](#)).

Figure 1. Portal Program Cards



3. Select the **Test Administration** card (see [Figure 2](#)). The login page for the Test Administration Interface appears.

Figure 2. Card for Test Administration Interface



4. Enter your email address and password that is used to access all Connecticut Comprehensive Assessment Program online systems in the respective fields (see [Figure 3](#)).
- **Note:** *These login credentials are the same as those provided for TIDE. If you do not have a TIDE account, contact your School or District Test Coordinator.*

Figure 3. Secure Login Page

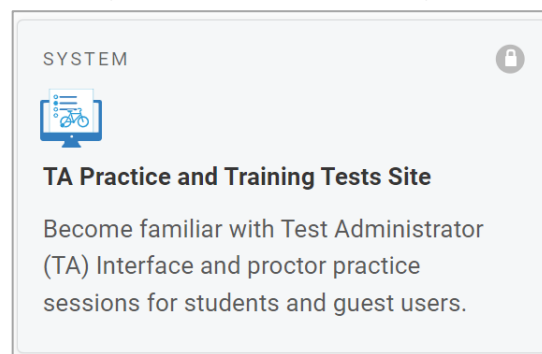
A screenshot of a web portal interface. At the top, the word "Login" is displayed in a small, light blue font. Below it are two input fields: "Email Address" and "Password". Below the "Password" field is a link that says "Forgot Your Password?". Below these fields is a blue button labeled "Secure Login". Below the button, the text "First Time Login This School Year?" is displayed in bold. Below this, a paragraph of text reads: "The password you used during the previous school year has expired." Below this paragraph is a link that says "Request a new one for this school year."

5. Click **Secure Login**. The Test Administration Interface appears.
 - **Note:** *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 Practice & Training Site:

1. Navigate to the Connecticut Comprehensive Assessment Program Portal (<http://ct.portal.cambiumast.com>).
2. Select the **Alternate Assessment System** program card (see [Figure 1](#)).
3. Select the **TA Practice and Training Tests Site** card (see [Figure 4](#)). The login page for the TA Practice & Training Site appears.
4. Enter your email address and password that is used to access all Connecticut Comprehensive Assessment Program online systems in the respective fields (see [Figure 3](#)).
5. Click **Secure Login**. The TA Practice and Training Tests Site appears.
 - **Note:** *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.*
6. If your web browser has a pop-up blocker enabled, you must disable the pop-up blocker for your web browser to continue into the TA Practice and Training Tests Site.

Figure 4. TA Practice & Training Site



Note: For information about logging out of the Test Administration Interface, see the section [Logging Out of the Test Administration Interface](#).

About System Login Credentials

Your login information includes the email address associated with your account in TIDE. When you are added to TIDE, you receive an email containing a temporary link to the **Reset Your Password** page. To activate your TIDE account and establish access to all Connecticut Comprehensive Assessment Program secure online systems, you must set up your password and set a security question **within 15 minutes** of receiving this email.

- **If your first temporary link expired or if you forgot your password:**

On the TIDE login page, click the **Forgot Your Password?** link and then enter your school email address in the *Email Address* field. You will receive an email (from DoNotReply@cambiumassessment.com) that contains a new link to reset your password. This link must be accessed within 15 minutes of receiving the email or you will need to restart the password reset process.

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

Check your spam folder to be sure your email program did not categorize the email from DoNotReply@cambiumassessment.com as junk mail. If you still have not received an email, contact your School Test Coordinator (SC) or District Test Coordinator (DC) to make sure your account has been provisioned in TIDE.

- **Additional help:**

If you are unable to log in, contact the Connecticut Comprehensive Assessment Program Help Desk for assistance. Please provide your name and email address when you contact the Help Desk. Contact information is available in the [User Support](#) section of this System User Guide.

Section. III Overview of the Test Administration Sites

This section describes the Test Administration Interface for TEAs. The Test Administration Interface has the same layout as the TA Practice & Training Site.



Warning: Do not use the Test Administration Interface for practice. To practice administering tests, use the TA Practice & Training Site. Both interfaces have the same functionality, but the available tests are different. Tests provided in the Test Administration Interface are operational and students' scores will be official.

Test Administration Interface Layout

[Figure 5](#) displays the layout of the Test Administration Interface during an active test session.

Figure 5. Test Administration Interface Layout

The screenshot shows the Test Administration Interface. At the top, the header includes the CSDE logo, 'CONNECTICUT STATE DEPARTMENT OF EDUCATION', and 'Test Administration'. Below this, a 'Session ID' box displays 'TRAIN-2B50-16'. To the right of the session ID are three buttons: 'Select Tests' (callout 1), 'Student Lookup' (callout 2), and 'Approvals' (callout 3). Further right are 'Stop Session', 'Refresh Page', and 'Menu' buttons. Below the header, a green bar indicates 'Test Session'. Underneath, a status bar shows '1 students awaiting', '0 print requests', and '0 active students (max 200)'. A section titled 'Students in your Test Session' (callout 4) contains a table with student information.

Student Information	Test	Opp #	Progress	Test Settings	Actions
PCB11565LastName, demo 992113984	Grade 3 ELA - Practice Test	1	30 / 30 answered - Completed	Standard	



Essential features in the Test Administration Interface:

1. **Session ID**
2. **Select Tests** button
3. **Approvals** button
4. **Students in Your Test Session** table¹

¹ This action does not apply to the CTAA, since the test is administered 1:1.

[Table 4](#) provides an overview of the major features available in the Test Administration Interface.

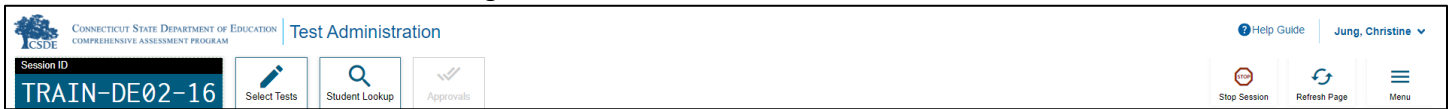
Table 4. Test Administration Interface Features

Feature	Description and Additional Information
Student Lookup button	Searches for student information. See the section Looking Up Students .
Approved Requests button	Displays a list of print 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 a help guide with available universal tools and navigation tools in the test.
Log Out button	Logs you out of the Test Administration Interface. See the section Stopping a Test Session and Logging Out .
Alerts button	Displays alert messages from the Connecticut State 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 identification number 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*	Manually refreshes 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 .
Screensaver  button*	Opens the TA Interface screensaver, displaying the Session ID and effectively hiding the rest of the TA Interface.
<p>*Test Administration Interface feature appears after you start a test session.</p> <p>**Test Administration Interface feature appears after you approve students for testing and the student has entered into the Student Interface via the Secure Browser.</p>	

Test Administration Interface Features

This section provides instructions for using the features available in the banner at the top of the Test Administration Interface (see [Figure 6](#)).

Figure 6. Test Administration Interface Banner



Looking Up Students

You can use the student lookup feature to perform a quick or advanced search for student information.



Warning: You must ensure that a student’s demographic information as reported in the Public School Information System (PSIS) is correct before testing begins. If a student’s information is not correct, that student should not begin testing. Inform your District Administrator that the student’s information needs to be updated.

To perform a quick search:

1. In the banner, click **Student Lookup**.
2. Enter a student’s 10 digit SASID and click **Submit SSID**. Search results appear below the search field (see [Figure 7](#)).

Figure 7. Student Lookup: Quick Search



Note: “SSID” is used as the designation in all CAI systems for “SASID,” the State Assigned Student Identifier. These two acronyms—SSID and SASID—refer to the same 10-digit unique student identification number.

To perform an advanced search:

1. Click **Student Lookup > Advanced Search**.
 - a. Select the appropriate district and school from the drop-down lists. You will only be able to select from the district(s) and school(s) that you are associated with.

- b. Select the appropriate grade.
 - c. *Optional:* Enter a student's exact first or last name as recorded in PSIS. Partial names or nicknames are not allowed.
2. Click **Search**. Search results appear below the search fields (see [Figure 8](#)).

Figure 8. Student Lookup: Advanced Search

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

Search Filters:

- District/School: Demo District 1
- School: Demo School 1
- Grade: Grade 03
- First Name: [Text Field]
- Last Name: [Text Field]

Advanced Search Results

Student Information	Grade	Details
Firstname Lastname 9999990001	03	
Firstname Lastname 9999990002	03	
Firstname Lastname 9999990003	03	
Firstname Lastname 9999990004	03	
Firstname Lastname 9999990005	03	
Firstname Lastname 9999990006	03	

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

Approving Print Requests

Print-on-Demand is a feature available for all students taking the assessment. For students that are using the Print-on-Demand accommodation, printouts of secure test passages and questions can be requested in the Student Interface via the Print-on-Demand tool. When a print request is made, the request notification appears in the **Action** column of the **Students in Your Test Session** table (see [Figure 5](#)). Items must be approved in the Test Administration Interface to allow them to be printed.



Note: Test questions are requested individually on the test page in the Student Interface. Each item must be approved for printing individually in the Test Administration Interface.

To approve print requests in the Test Administration Interface:


1. Click  in the **Actions** column of the **Tests with potential action required** table in the Test Administration Interface. The **Student Print Request** window appears (see [Figure 9](#)).



Figure 9. Student Print Request Window



Student Print Request(s) For:

Close

Name: Lastname, Firstname SSID: 9999990092
This page displays a request for each passage that a student would like printed. Select [Approve] if you approve the print request, or [Deny] if you do not.
Note: Selecting [Approve] brings up a Print Preview page based on the browser you are using. Select [Print] from that page to send this request to your print station.

Print Requests

New Requests	Date and Time	Action
Print Passage - Page for Item 9	12/12/2018 12:00:20 PM	 

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. This will not allow printing of the requested item. Items can always be requested for print again in the Student Interface.
3. In the new window, click **Print** to open the printer dialog box.
4. Click **OK** to print the requested test elements.



Viewing Approved Print Requests

When an item is requested for print, the TEA will have to approve the request. You can view a list of every Print-on-Demand request you approved during the current session.

To view approved requests:

1. In the banner, click **Approved Requests**. The **Print 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				 Print	 Close
Test	Request	Question #	Approved On		
CTAA ELA Practice Test Grades 3 - 5	Print Passage - Page for Item 9	0	12/12/2018 12:00:20 PM		

Printing Session Information

You can print a snapshot of the Test Administration Interface 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**.

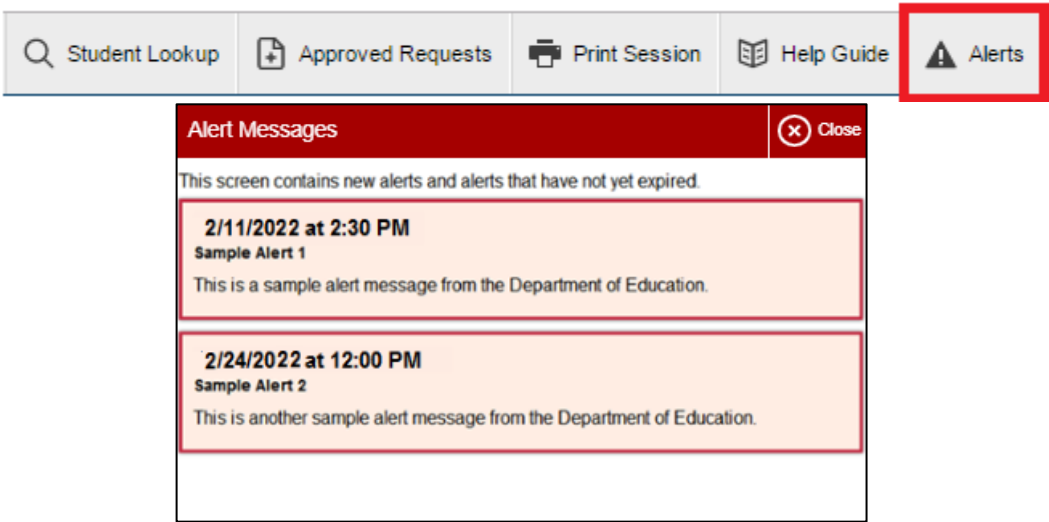


Policy Note: Federal law prohibits the release of students' personally identifiable information. All printouts must be securely stored and then securely destroyed following the testing window.

Alert Messages

The Connecticut State Department of Education can send statewide alerts that appear as pop- up messages on the Test Administration Interface. To view a record of active alert messages (see [Figure 11](#)), click **Alerts** in the banner. Please check for alerts prior to testing.

Figure 11. Record of Alerts



Section. IV Administering the CTAA Online

Two devices are required to administer the CTAA online. The basic workflow for administering the CTAA online is as follows:

1. On the first device, the TEA logs in to the Test Administration Interface, selects tests to be included in the test session, and starts a test session.
2. On the second device, the TEA works with the student to sign into the Student Interface using the secure browser and request approval to enter the test session.
3. In the Test Administration Interface, the TEA reviews the entry request from the Student Interface and approves for the student's entry into the test session.
4. The TEA works with the student to complete and submit the test in the Student Interface. Once the TEA submits the test in the Student Interface, they may log out.
5. The TEA stops the test session and logs out of the Test Administration Interface.



Note: The secure browser will block all other applications except for compatible Assistive Technology (AT) and Augmentative and Alternative Communication (AAC) devices when permissive mode is enabled in TIDE. Therefore, the Test Administration Interface must be accessed from a different device than the one used to enter the Student Interface.

The CTAA may be administered in different modes based on the student's need and ability. For information about the online testing process from a student's perspective, see [Signing into the Student Interface](#) and Overview of the Student Interface. If a student requires a paper-pencil version of the CTAA, the TEA can print and download secure PDFs and use them in conjunction with the required DTA and the Student Interface. Secure PDFs are located in the Secure Test Materials menu in TIDE. The TEA will submit the student's responses from the paper-pencil test to the Student Interface by following the steps listed above.

Starting a Test Session

When the TEA logs into the Test Administration Interface, 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 in your session.



Warning: If a student's Connecticut Alternate Assessment indicator is not activated on the student's TIDE dashboard, they are not registered to participate in the Connecticut Alternate Assessment System. Contact your District Administrator immediately. The Planning and Placement Team will need to review the student's Individualized Education Program to confirm if an eligibility form was completed in CT-SEDS and if the student did/did not meet eligibility criteria. If the eligibility form was not completed, the team will need to amend the plan and complete the Connecticut Alternate Assessment Eligibility Form. Allow 48 hours after the plan is implemented for the alternate assessment data to sync to TIDE.

Figure 12. Test Selection Window

Test Selection

Filter By: ⚙️ Add Filter

Choose the tests to add to your session, and then start your session.

- Grade 3
 - CTAA Grade 3 ELA
 - CTAA Grade 3 Math
- Grade 4
 - CTAA Grade 4 ELA
 - CTAA Grade 4 Math
- Grade 5
 - CTAA Grade 5 ELA
 - CTAA Grade 5 Math
- Grade 6
- Grade 7
- Grade 8
- Grade 11

Back

Start Session

You must make at least one selection before starting your session.

The **Test Selection** window color-codes tests and groups them into various categories by test, grade, and subject. 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 **⌵** to **Expand All**). To collapse an expanded test group, click **−** (or **⌶** to **Collapse All**).

To create a new test session:

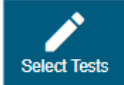
- If the **Test Selection** window is not open, click **Select Tests**  in the upper-left corner of the TA Interface (otherwise, skip to step 2).
- Click the checkbox next to the alternate test you would like to administer. [Figure 13](#) shows the CTAA ELA Practice Test Grades 3-5 test selected.

Figure 13. Tests Selected

Test Selection

Filter By: ⚙️ Add Filter

Choose the tests to add to your session, and then start your session.

- Grade 3
 - CTAA Grade 3 ELA
 - CTAA Grade 3 Math
- Grade 4
 - CTAA Grade 4 ELA
 - CTAA Grade 4 Math
- Grade 5
 - CTAA Grade 5 ELA
 - CTAA Grade 5 Math
- Grade 6
- Grade 7
- Grade 8
- Grade 11

Back

Start Session

2 Tests Selected

Connecticut Alternate Assessments (CTAA)

- CTAA Grade 3 ELA
- CTAA Grade 3 Math

3. At the bottom of the window, click **Start Session**. The window closes and the Session ID appears in the Test Administration Interface.
4. Use the Session ID to log in to the Student Interface on the second device.



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 TEAs and 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 Test Administration Interface, click **Select Tests**.
2. In the **Test Selection** window, mark the checkbox for the required test and click **Add to Session** in the lower-right corner of the **Test Selection** window.
3. A confirmation message asks if you are sure that you want to add the selected test(s) to your session. To continue, click **Yes**.



Note: You cannot remove tests from an active session.

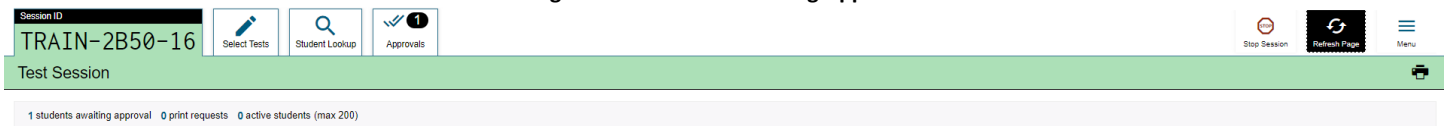
Approving Students for Testing

After a test is selected via the Student Interface, you must verify that all settings and accommodations are correct and approve the student for testing in the Test Administration Interface. Although the CTAA is administered to each student individually, multiple tests may be selected to administer to several students individually during the testing window. When a student test is awaiting approval, the **Approvals** button next to the Session ID becomes active in the Test Administration Interface. The number next to this button indicates the number of students awaiting approval (see [Figure 14](#)).



Note: The CTAA test may be administered in different forms based on student's need and ability. Sections [Signing into the Student Interface](#) and [Using Menus and Tools](#) describe the online testing platform.

Figure 14. Students Awaiting Approval

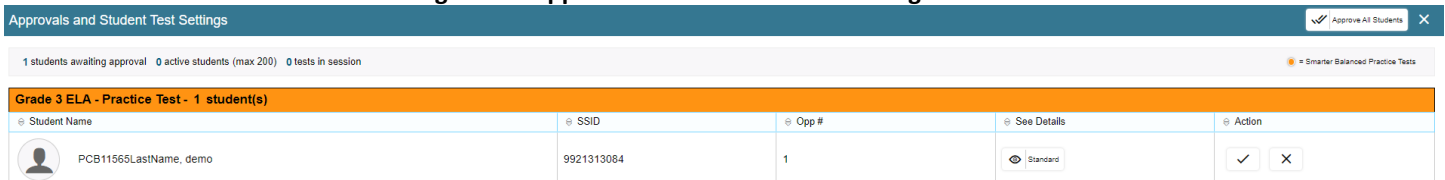


Note: The **Approvals** notification updates regularly, but you can also click [Refresh Page](#) in the upper- right corner of the Test Administration Interface to manually refresh it.

To approve students for testing:

1. Click **Approvals**. The **Approvals and Student Test Settings** window appears, displaying the student(s) waiting approval (see [Figure 14](#)).

Figure 15. Approvals and Student Test Settings Window



2. To check a student's test settings and accommodations, click [Standard](#) for that student. The student's information appears (see [Figure 15](#)).
 - a. If any settings are incorrect, update the editable test settings as necessary in the Test Administration Interface. Students should not begin testing until their test settings are correct.
 - b. Do one of the following (See [Figure 16](#)):
 - To confirm the settings, click **Set**. You must still approve the student for testing (see [Step 4](#)).
 - 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**.

Figure 16. Test Settings Page for a Selected Student

Test Settings for: PCB11565LastName, demo ✓ Set ⌂ Set & Approve ✕ Cancel

You must select [Set] or [Set & Approve] to confirm these test settings. Use [Set] to confirm the settings and return to the main Approvals screen to approve this student.
SSID: 9921313084 | Grade 3 ELA - Practice Test | Opp # 1

Embedded Universal Tool

1	Digital Notepad	ON
2	Expandable Passages	ON
3	Highlighter	ON
4	Line Reader	ON
5	Mark for Review	ON
6	Strikethrough	ON



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.

3. If you need to deny a student access to testing, do the following (otherwise skip to Step [4](#)):
 - 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 Interface receives a message explaining the reason for the denial and is logged out.



Note: If you deny students entry for a test, they can still request access to that test again. Denials may be implemented if a test setting is incorrect, or the wrong test has been selected.



4. 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.

Monitoring Students' Testing Progress

After you approve a student for testing, the **Students in Your Test Session** table appears (see [Figure 5](#)). This table displays the testing progress for each student logged in to your session. [Table 5](#) describes the columns in this table. To sort the table by a given column, click that column header.

Table 5. Columns in the Students in Your Session Table

Column	Description
Student Information	The name and SASID of the student in the session.
Opp #	Opportunity number for the student's selected test.
Test	Name of the test selected for the student.
Time	This column indicates the approximate elapsed time in the student's test. There may be a brief delay between the student's test and the time displayed in this column.

Progress	Indicates the student's test progress. It displays how many questions the student has answered out of the total number of test questions.
Status	<p>Current test status for each student in the session. For more information about the statuses in this column, see Table 6.</p> <p>If the TDS detects that a student may be experiencing technical difficulties or requires assistance, such as the student may be experiencing connection issues, has a pending print request, or has paused his test, a more info icon () is displayed in this column for the student. When you hover over the icon, a message is displayed providing details about the issue.</p>
Test Settings	<p>This column displays one of the following:</p> <ul style="list-style-type: none"> • Standard: Default test settings are applied for this test opportunity. • Custom: One or more of the student's test settings or accommodations differ from the default settings. <p>To view the student's settings for the current test opportunity, click  Standard .</p>
Actions	<p>Allows you to perform any available actions for an individual student's test.</p> <p>The Pause button in this column pauses the student's test.</p> <p>A Printer button appears in this column when the TEA requests a printout of test material. For information on how to approve students' print requests, see the section How to Approve a Student's Print Request.</p>


Overview of Student Testing Statuses

[Table 6](#) describes the codes in the Status column of the **Students in Your Test Session** table.

Table 6. Student Testing Statuses

Status	Description
Approved	TEA approved the student, but the student did not yet start or resume the test.
Started	Student started the test and is actively testing.
Review	Student visited all questions and is currently reviewing answers before completing the test.
Completed	TEA 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 (not the test session) and the opportunity expired.
Pending*	Student is awaiting approval for a new test opportunity.
Suspended*	Student is awaiting approval to resume a test opportunity.
<p>*Appears when the student is not actively testing. The student's row grays out in such cases.</p> <p>**Expired tests can be re-opened by submitting an appeal in TIDE as long as the request is made in advance of the last day of testing (May 31, 2024).</p>	




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 **Action** column in the **Students in Your Test Session** table (see [Figure 5](#)).

To pause an individual student's test:

1. In the **Action** column, click  for that student.
2. Click **Yes** to confirm. The Test Delivery System logs the student out of the Student Interface and an information button appears in the Pause **Action** column.

Stopping a Test Session and Logging Out

This section explains how to stop a test session and log out of the Test Administration Interface.

Stopping a Test Session


When a student finishes testing, or you wish to discontinue testing for the day, you should stop the test session in the Test Administration Interface. 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 Test Delivery System automatically logs you out after 30 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 14](#)). A confirmation message appears.
2. Click **OK**. The test session stops.

Logging Out of the Test Administration Interface

You should log out of the Test Administration Interface only after stopping a test session.

To log out of the Test Administration Interface:

1. In the banner, click **Log Out**. A warning message appears.
2. In the warning message, click **Log Out**. The Connecticut Comprehensive Assessment Program Portal appears.



Alert: Navigating away from the Test Administration Interface 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 Connecticut Comprehensive Assessment Program system while testing, such as TIDE, you will also log out of the Test Administration Interface.

Accidentally Closing the Browser Window

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

If you do not return to the active session within 30 minutes, the Test Delivery System logs you out and pauses the students' tests.

Section. V Signing into the Student Interface

This section describes the process to sign a student into the Student Interface. TEAs should work with students to follow this procedure when starting a new test or resuming a paused test.



Note: The student must be signed into the appropriate testing site:

- For sessions created in the Test Administration Interface, the TEA must use the student's first name and State Assigned Student Identifier (SASID) exactly as they appear in TIDE and enter the Session ID generated in the Test Administration Interface to sign into the Student Interface using the secure browser.
- For sessions created in the TA Practice & Training Site, the TEA must use the student's log-in information and Session ID generated in the TA Practice & Training site to sign into the Student Training Site.

Step 1: Signing Into the Student Interface

To sign students into a test session:

1. Launch the secure browser on the student's testing device. Information on downloading the secure browser can be found on the Connecticut Comprehensive Assessment Program Portal (<http://ct.portal.cambiumast.com>). The **Student Sign-In** page appears (see [Figure 17](#)).

Figure 17. Student Sign-In Page

CONNECTICUT STATE DEPARTMENT OF EDUCATION
COMPREHENSIVE ASSESSMENT PROGRAM

Please Sign In

First Name:
EX: JORDAN

Student ID:
EX: 123456789

Session ID:
UAT

Browser: Chrome v120

Sign In

This is the Operational Test Site.
If you want to go to the Practice and Training Test Site, click the button below.

Go to the Practice and Training Test Site

Operational Test Site

2. Enter the following information:
 - a. In the *First Name* field, enter the student's first name as it appears in TIDE.
 - b. In the *Student ID* field, enter the student's SASID as it appears in TIDE.



Note: If you do not know the student's exact information as it appears in TIDE, you can retrieve this information in the Test Administration Interface (see the section [Looking Up Students](#)).

- c. In the *Session ID* field, enter the Session ID as it appears on the Test Administration Interface.

3. Click **Sign In**. The ***Is This You?*** page appears.

Common Student Sign-in Errors

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

- **Session does not exist:**

Verify that the Session ID was correctly entered in the *Session ID* field of the Student Interface. Also, verify that the correct Test Administration Interface and Student Interface are opened. For example, you cannot enter the operational Student Interface with a Session ID generated from the TA Practice & Training Test Site.

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

Verify that the student's SASID is correctly entered in the *Student ID* field of the Student Interface. Also verify that the student's first name entered in the *First Name* field of the Student Interface matches TIDE and PSIS. 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 Session ID is entered correctly in the *Session ID* field of the Student Interface and verify that the session is open.

- **Alternate Assessment Indicator is not set to “Yes” in TIDE:**

The Connecticut Alternate Assessment Eligibility Form must be completed by the Planning and Placement Team in CT-SEDS. Once the plan is implemented, alternate assessment eligibility data will import from CT-SEDS to TIDE and activate the student's Alternate Assessment Indicator to “Yes.” The Alternate Assessment Indicator must be set to “Yes” in TIDE for the student to access an alternate assessment. In advance of test administration, verify that this field in TIDE is set to “Yes.” If it is not, reach out to your District Administrator or contact the student's Case Manager as the IEP may require an amendment.

Step 2: Verifying Student Information

After signing into the Student Interface, the ***Is This You?*** page appears (see [Figure 18](#)). On this page, verify the student's personal information.

Figure 18. Is This You? Page

CONNECTICUT STATE DEPARTMENT OF EDUCATION
COMPREHENSIVE ASSESSMENT PROGRAM

test (Student ID: 9000000068) | 1/20/2020 10:24

Is This You?

Please review the following information.

First Name test	Grade 03
SSID: 9000000068	School: Demo School 1

Practice and Training Test Site

Yes No

To verify personal information:

- If all the information is correct, click **Yes**. The **Your Tests** page appears.
- If any of the information displayed is incorrect, the student must not proceed with testing.

The TEA should click **No**. You must notify the School Test Coordinator or District Test Coordinator that the student's information is incorrect.



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

Step 3: Selecting a Test

The **Your Tests** page displays all the tests selected by the TEA in the Test Administration Interface that a student is eligible to take (see [Figure 19](#)). Only tests selected by the TEA in the Test Administration Interface will be visible.

Available tests are color-coded to correspond to the test selected in the Test Administration Interface.

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.

Tests that have already been completed will appear with the word **Inactive** next to the test name. The text for inactive tests is shaded in a light grey and the test will not be selectable. Tests that have previously been paused and need to be completed appear with a clock symbol next to the test name.

Figure 19. Your Tests Page

Your Tests
Select the test you need to take.

Student Grade Level: 3

Connecticut Alternate Assessments

Start CTAA ELA Grades 3
This is opportunity 1 of 1

Start CTAA Math Grades 3
This is opportunity 1 of 1

Back to Login

To select an available test:

- Click the required test name. The request is sent to the TEA for approval in the Test Administration Interface and the **Waiting for TA Approval** message appears.
- If a student's required test is not displayed, click **Back to Login**. You should verify in the Test Administration Interface that the test session includes the correct tests and add additional tests, if necessary.

Step 4: Functionality Checks

Depending on the test content and the specified test settings, students may need to verify that their testing device is functioning properly from the **Audio/Video Checks** page (see [Figure 20](#)).

Figure 20. Audio/Video Checks Page

Audio/Video Checks
Your test uses multi-media features. Please perform the following checks before continuing.

Audio Playback Check
Make sure audio playback is working.

To play the sample sound, press the speaker button.

Next Step:
If you heard the sound, choose **I heard the sound**. If not, choose **I did not hear the sound**.

I heard the sound I did not hear the sound

Recording Device Check
Make sure your recording device is working.

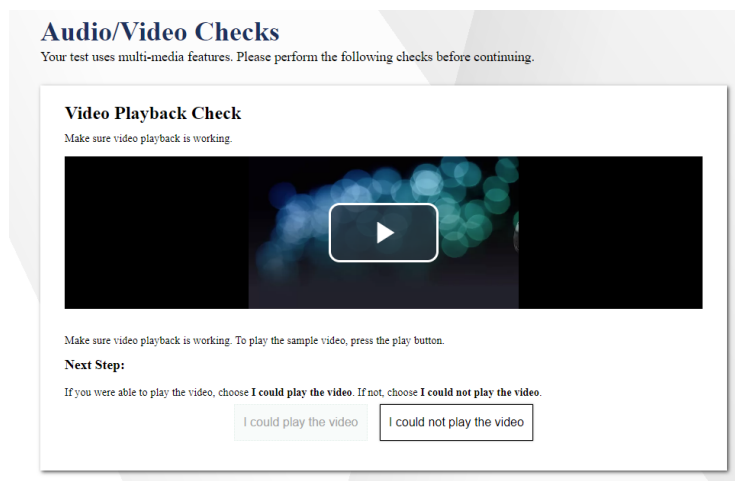
To start recording, press the Microphone button (top button).

Operational Test Site Continue Back


Video Playback Check

The **Video Playback Check** panel appears for tests with video and audio content (See [Figure 21](#)). Using the video Playback Check, students may verify that they can view the sample video and hear its associated sound.

Figure 21. Sound and Video Playback Check Panel



To check sound and video settings:

1. Students select the  icon to play the video and audio.
2. Depending on the playback quality, students do one of the following:
 - If students are able to play the video and sound, they select **I could play the video**.
 - If students are not able to play the video or hear the sound, they select **I could not play the video**. The **Video Playback Problem** panel appears, giving students the following option:
 - Students can select **Try Again**. This returns them to the **Video Playback Check** panel.



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


Step 5: Text-to-Speech Sound Check

Teachers administering the CTAA should read the entire test aloud to the student, including stimuli, questions, and item responses. However, for some students using text-to-speech during instruction or through their assistive technology, this accommodation is embedded within the Student Interface and can be used by students if appropriate.

The **Text-to-Speech Sound Check** panel appears for tests with text-to-speech (TTS) content (see [Figure 22](#)). Using the Text-to-Speech Sound Check, students may verify that they can hear the text being read aloud.


Figure 22. Text-to-Speech Sound Check


Text-to-Speech Sound Check
Make sure text-to-speech is working.


 Press the speaker button. You should hear a voice speak the following sentence: "This text is being read aloud."

Sound Settings
Current Voice Pack: Microsoft David - English (United States)

Use the sliders to adjust the available text-to-speech settings.

Volume  10


Pitch  10

Rate  10

Next Step:
If you heard the voice clearly, choose **I heard the voice**. If not, choose **I did not hear the voice**. To continue testing without checking text-to-speech, choose **Skip TTS Check**.

To check TTS functionality:

Students select the  icon and listen to the audio.

- If the voice is clearly audible, students/TEA select **I heard the voice**.
- If the voice is not clearly audible, students/TEA adjust the settings using the sliders and select the  icon again.
- If students still cannot hear the voice clearly, the student/TEA selects **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 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. They can sign in again when the issue is resolved.

Step 6: Viewing Test Instructions and Starting the Test

The **Instructions and Help** page is the last step of the sign-in process for the Student Interface (see [Figure 23](#)). TEAs and students may review this page to understand how to navigate the test and use test tools in the Student Interface.

Figure 23. Instructions and Help Page

Instructions and Help

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

Test Settings

To review your test settings, click the **View Test Settings** button on this page. Please raise your hand if you have any questions about your test settings.

[View Test Settings](#)

Additional Test Information

To begin the test, click the **Begin Test Now** button on this page. While taking this test, keep in mind the following:

- If you need help with how to answer a question during the test, view the item tutorial found by clicking the menu for each item and then selecting **Tutorial**.
- You must answer each question on the screen before going on to the next page. You must make an answer selection in order to move to the question on the next page. If you are unsure of an answer, provide what you think is the best answer; there is no penalty for guessing.
- If you would like to review an answer at a later time, mark the item for review.
- You may **PAUSE** at any point in the test by clicking **PAUSE**, rather than **NEXT**, after answering an item. The **PAUSE** button is used to pause the test. Please raise your hand if you need a break, and ask before you click **PAUSE**.
- Your answers need to be your own work. Please keep your eyes on your own test and remember that there should be no talking.

Help Guide

The Help Guide and test rules may be accessed at any time during the test by clicking the question mark icon at the top of the screen. To review the Help Guide and test rules now, click the **View Help Guide** button on this page.

[View Help Guide](#)

[Begin Test Now](#) [Go Back](#)

To proceed and begin the test:

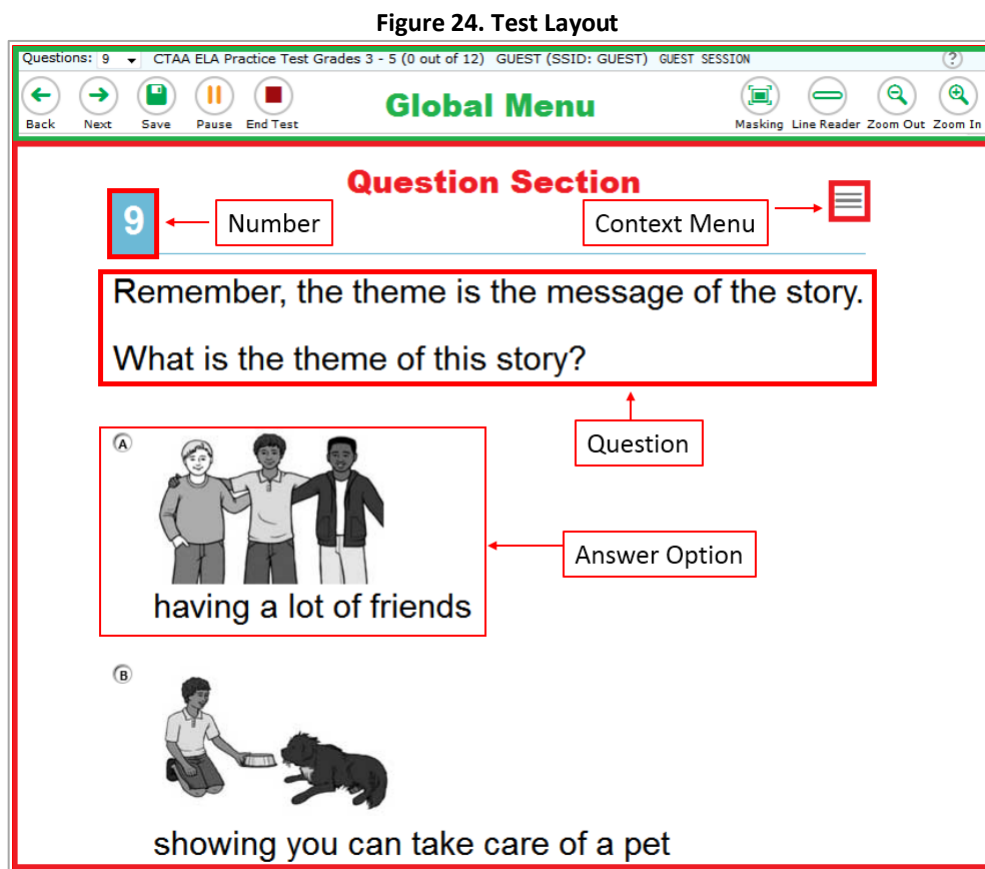
- *Optional:* To review their test settings, TEAs select **View Test Settings**. The **Review Test Settings** window appears displaying students' test settings. To close the window, select **OK**.
 - *Optional:* Review any additional test information, as applicable, in the **Additional Test Information** panel.
 - *Optional:* To view the help guide and understand how to navigate the site and use the available test tools, TEAs may select **View Help Guide**. The **Help Guide** window appears. To close the window, select **Back**.
1. To start the test, select **Begin Test Now**. The test opportunity officially begins or resumes.

Section. VI Overview of the Student Interface

This section describes the layout of the Student Interface and the available accessibility features and testing tools.

Test Layout

[Figure 24](#) shows the layout for a test page in the Student Interface.



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, and system settings button.
- The *Question* section contains a single test question. Each question may include a number, context menu, question area, and answer options.

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

Section. VII Using Menus and Tools

Some accessibility features and tools are accessible via the Global Menu at the top of the Student Interface ([Figure 25](#)). This menu contains navigation buttons on the left and tools on the right.



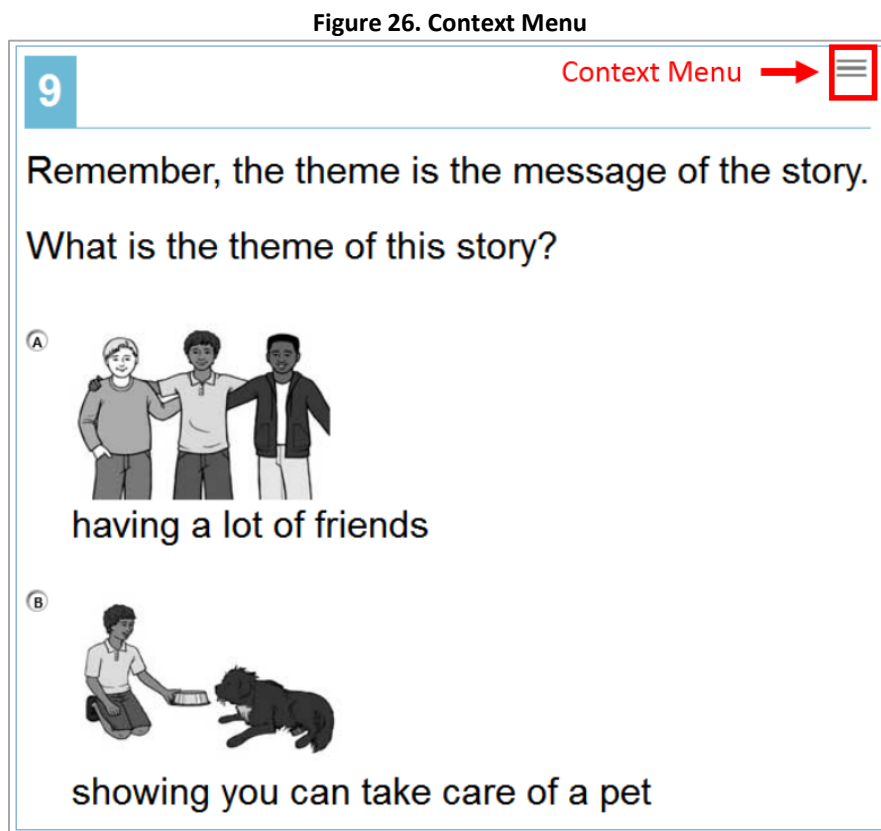
To open a test tool in the global menu, select the button for the tool. The selected test tool activates.



Note: Students/TEAs can access tools using a mouse or keyboard commands. For information about keyboard commands, see [Keyboard Navigation and Commands](#).

About the Context Menus


Some tools are item specific and can be accessed via the context menu on the upper right-hand side of each question ([Figure 26](#)). The context menu for each item contains tools applicable to that item.



Opening a Context Menu for Questions

Context menus can be accessed by right-clicking elements or by selecting elements and then clicking the context menu button.

To access the context menu for a question:

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

Opening a Context Menu for Answer Options

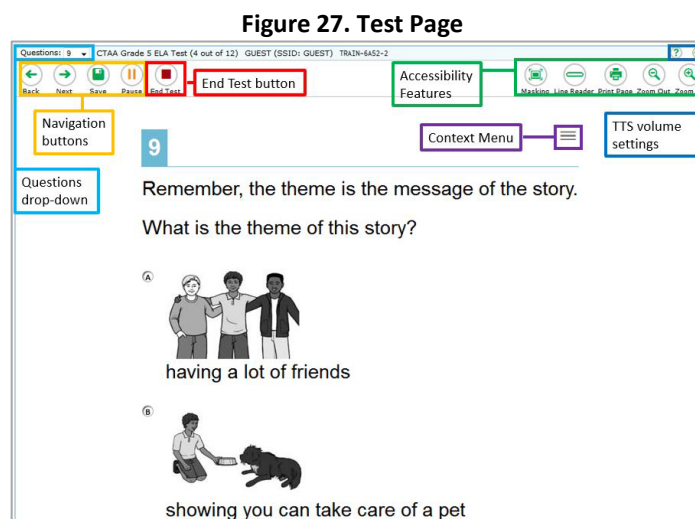
Context menus can be used to access accessibility features and tools for answer options in a multiple-choice question.

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 or accessibility feature from the context menu.











Test Tools

This section provides an overview of the Test Delivery System's navigation buttons and available tools. [Figure 27](#) shows the primary features and tools available in the Student Interface.



[Table 7](#) lists the available tools and accessibility features embedded in the Student Interface for the CTAA test administration.

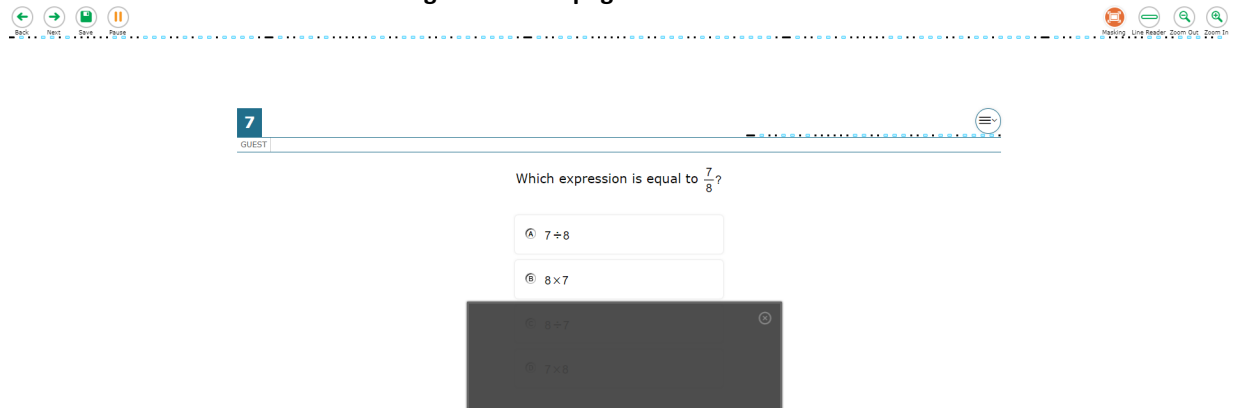
Table 7. Embedded CTAA Accessibility Tools

Embedded Tool	Instructions
Help 	To view the on-screen Test Instructions and Help window, select  in the upper-right corner.
Highlighter	To highlight text, select the text on the screen and then select Highlight Selection from the context menu. To remove highlighting, select Reset Highlighting from the context menu. Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use. When a test pauses, highlighting may not persist if the student switches testing devices.
Line Reader 	To highlight text line by line 1. Select Line Reader . 2. Change the highlighted line by using the keyboard navigation arrows. To close the Line Reader feature, select Line Reader again.
Mark For Review	To mark eligible items for review, select Mark for Review from the context menu. The question number displays a flap  in the upper-right corner. The Questions drop-down lists displays "(marked)" for the selected question.
Masking 	To temporarily cover a potentially distracting area of the test page select Masking . See the section About the Masking Feature for more access information.
Print Page 	To print the entire test page, select Print Page .
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: <ul style="list-style-type: none"> a. To activate Strikethrough mode, open the context menu and select Strikethrough. b. Select each answer option you wish to strike out. c. To deactivate Strikethrough mode, press Esc or click outside the question's response area. • Option B: Right-click an answer option and select Strikethrough.
System Settings 	To adjust audio volume during the test, select  in the upper-right corner. Students testing with Text-to-Speech (TTS) can also use this tool to adjust TTS settings.
Text-to-Speech (TTS)	To listen to passages and questions, select a speak option from the context menu. For access information see section About Text-to-Speech .
Zoom button  	To enlarge the text and images on a test page, select Zoom In . You can zoom in up to eight levels. To undo zooming, select Zoom Out . Print Size is an Embedded Designated Support and may be set in TIDE to alter the default zoom level for a student.

About the Masking Feature

The Masking feature allows potentially distracting areas of the test page to be hidden (see [Figure 28](#)).

Figure 28. Test page with Masked Area



To mask an area of a test page:

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

To deactivate the masking feature:

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:

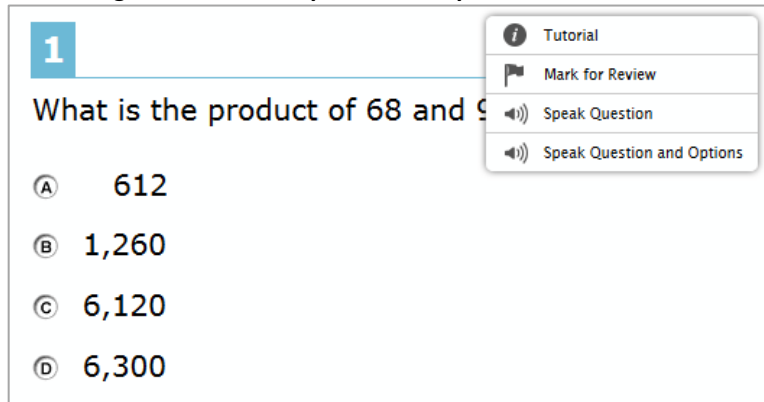
1. Select **X** in the upper-right corner of a masked area.

About Text-to-Speech

The CTAA is designed to have all components in each subject read to the student. The TEA may read aloud to the student or the student may access TTS to have the CTAA read to the student through the Student Interface. Students testing with TTS listens to passages, questions, and answer options (see [Figure 29](#)). If a student is using TTS, 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. The TTS should be tested with the student in advance using the Practice Test to ensure functionality.

For information about setting up TTS, see the [Technology Resources](#) page on the Connecticut Comprehensive Assessment Program Portal.

Figure 29. Text-to-Speech Tool Options for Questions



To listen to content with the Text-to-Speech accessibility feature:

- 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 to a specific portion of text, highlight the text you would like to listen to. Right-click the highlighted text and select **Speak Selection**.

Section. VIII Proceeding through a Test

In the Student Interface, the TEA supporting the student records student responses to questions, and may pause a test, review previously answered questions, and will submit a test. The following sections describe each of these tasks.

Responding to Test Questions

Students respond to questions providing one response to each item. The student may select the responses independently, if the student is able, or the TEA will transfer the student's oral response to the corresponding item on the test screen.

Some test pages may have only one question and others may have more. After students respond to all the questions on a page, select **Next** to proceed to the next page. All responses are saved automatically.



Note: Students may use the Student Practice and Training Site to familiarize themselves with the online testing environment.

Pausing Tests

TEAs may pause the test in the Student Interface at any time. Pausing a test logs the student out. Tests may be paused for various amounts of time depending on student need. Pauses may be as brief as a few minutes within one day or over more days while the TEA ensures the entire test is completed by the end of the testing window.

To pause a test:

1. Select **Pause** in the global menu on the Student Interface. A confirmation message appears.
2. Select **Yes**. This logs the student out of the Student Interface. The **Student Sign In** page appears.
3. To resume testing, the student repeats the sign-in process. See [Signing into the Student Interface](#).

Reviewing Questions in a Test

Students may return to a previous question and modify their response.

The TEA can use the **Back** button or the **Questions** drop-down list in the Student Interface to return to questions to review. Questions marked for review will appear as a folded corner on the item number icon. The drop-down list displays "(marked)" next to the question number for any questions marked for review (see [Figure 30](#)). **Two-part items will not be eligible for review.**

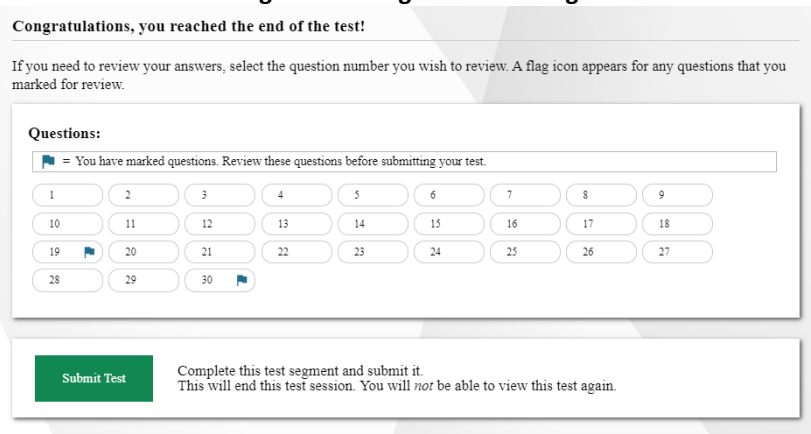
Figure 30. Question Marked for Review



Submitting a Test

After answering the last item in each of the ELA and Math segments, the student is presented with a Congratulations screen (see [Figure 31](#)) prompting them to review answers (marked and unmarked) for all items available to the student or prior to submitting the test. After answering the last question, students (or with the help from their TEA) must submit their tests. To review answers before submitting the test, click the number of the question for review and, after they finish reviewing, click [SUBMIT TEST].

Figure 31. Congratulations Page



To review answers:

1. Students select a question number.

To submit the test:

2. Students/TEAs select **Submit Test**.



Warning: Once you select **Submit Test** in the Student Interface, you cannot return to the test or modify answers.

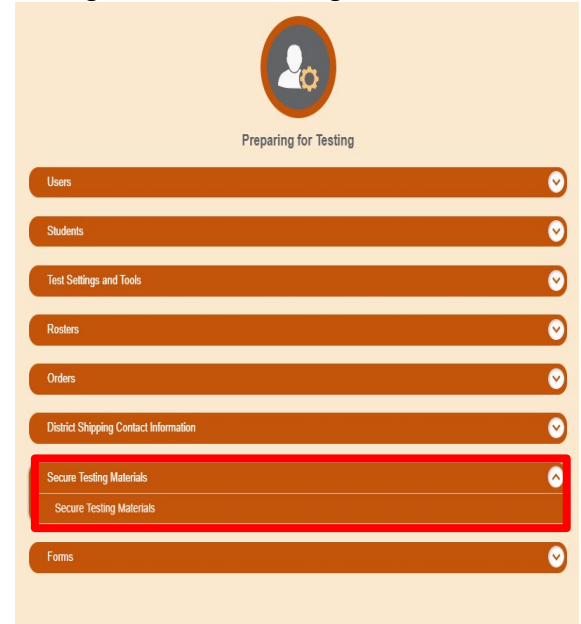
Section. IX Accessing the Directions for Test Administration

The Connecticut Alternate Assessment (CTAA) Directions for Test Administration (DTAs) are secure testing materials and may only be accessed by users with a DA or Trained TEA role in the Test Information Distribution Engine (TIDE). These grade-specific DTAs are **required** for test administration and are made available a few weeks prior to the start of the testing window each year. The directions for accessing these secure materials

through TIDE are as follows:

1. Navigate to the Connecticut Comprehensive Assessment Program Portal (<http://ct.portal.cambiumast.com>).
2. Click on the Alternate Assessment System program card, then click on the **TIDE** card to log in to TIDE as a DA or TEA. Only DAs and TEAs have access to secure testing materials in TIDE.
3. Enter your school e-mail address and password, then click **Secure Login**.
4. The TIDE home page appears. In the Preparing for Testing Section of TIDE, click the **Secure Testing Materials** task to expand the menu. Then, click on the **Secure Testing Materials** link (see [Figure 32](#)).

Figure 32. Secure Testing Materials Task Menu

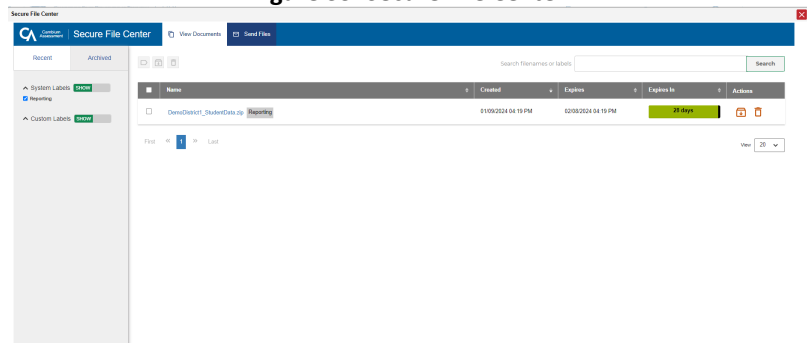


[Figure 32](#) represents the DA user role view in TIDE.


Note: This task menu will only be visible to users with a DA or TEA user role in TIDE.

5. The secure file center **Dashboard** will open as a pop-up window. This Dashboard houses the secure DTAs for the Connecticut Alternate Assessment. The DTAs are grouped by grade-level. [Figure 33](#) represents the secure file view.

Figure 33. Secure File Center



6. Click the file name to download the specific grade-level CTAA DTAs that you need for testing. Then, select the subject.

Note: Clicking  will send the grade-level DTAs to the archives.

Appendix A. About the Secure Browser

This appendix includes the following sections:

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

Additional Measures for Securing the Test Environment

The secure browser ensures test security by prohibiting access to external applications or 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 use them to administer tests. For more information, see the *Testing page* on the Connecticut Comprehensive Assessment Program Portal.

To configure iOS devices:

Follow the directions for configuring Autonomous Single App Mode (ASAM) for iOS devices in the [Configurations, Troubleshooting, and Advanced Secure Browser Installation for Mac.](#)

To configure Chromebooks:

1. From the **Apps** link on the Chrome OS login screen, select **SecureTestBrowser** secure browser.

Closing the Student Testing Site on Tablets

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

To close the Student Testing Site on iOS devices:

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

To close the Student Testing Site on Chromebooks:

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

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 Test Delivery System cannot determine if the TEA has logged into the Student Interface through the correct secure browser. To resolve this issue, ensure the latest version of the secure browser is installed, and that the Student Interface has been launched in the secure browser instead of a standard web browser. If the latest version of the secure browser is already running, then you should log the student out, restart the computer, and try again.

“Looking for an internet connection...”

This message occurs when the secure browser cannot connect to the Test Delivery System. This is most likely to occur if there is a network-related problem. The easiest thing to check is if the network cable is plugged in (for wired connections) or if 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 part of the command that launches the

secure browser.

“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](#)). If this message appears on an iPad, ensure that either Autonomous Single App Mode is enabled (see the section [Configuring Tablets for Testing](#)).

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 out of the test in the Student Interface. When the secure browser is opened again, the TEA logs back in to the Student Interface 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, and Chrome OS.

- **iOS:** double-click the Home button, then close the app as you would any other iOS app.
- **Chrome OS:** To exit the secure browser, press **Ctrl + Shift + S**.

Appendix B. Permissive Mode and Enabling Peripherals

Permissive Mode is an accessibility feature that allows students to use accessibility software and access Assistive Technology in addition to the secure browser.

Permissive Mode activates for all students participating in the CTAA when the student is approved in the TA Interface for testing. Students using Assistive Technology should not continue with the sign-in process until their Assistive Technology 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 Interface 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 TEA must immediately switch to the accessibility software on the student testing device 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 TEA configures the accessibility software settings as needed.
6. After configuring the accessibility software settings, the TEA returns the student device to the secure browser. At this point, the student's device 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 TEA continues with the sign-in process.



Note: Permissive Mode is available only for computers running supported desktop Windows and Mac operating systems. For information about supported operating systems, see the [Tech Guide](#) located on the portal.

Accessibility software must be compatible for use with the Test Delivery System. Forbidden applications will still not be allowed to run.

Appendix C. Keyboard Navigation and Commands

Keyboard commands can be used to navigate between test elements, features, and tools.



Note: Keyboard commands require the use of the primary keyboard. Do not use keys in a numeric keypad. Some keyboard commands are only available when using a supported desktop secure browser.

Sign-In Pages and In-Test Pop-Ups

[Table 8](#) lists keyboard commands for selecting options on the sign-in pages or pop-up windows that appear during a test.

Table 8. Keyboard Commands for Sign-In Pages and Pop-Up Windows

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

Keyboard Commands for Test Navigation

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

Table 9. Keyboard Commands for Test Navigation

Description of Function	Keyboard Commands
Scroll up	↑
Scroll down	↓
Scroll to the right	→
Scroll to the left	←
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 + →
Go to the previous test page	Ctrl + ←
Open the global menu	Ctrl + G
Open a context menu	Ctrl+ M

Keyboard Commands for Global and Context Menus

Keyboard commands can be used to access tools in the global and context menus. For more information about tools in these menus, see [Table 7](#) in the Test Tools section.

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 navigate to an element, press **Tab**.
- To navigate in reverse, press **Shift + Tab**.

To open the context menu for an element:

1. Press **Ctrl + M**. The context menu for the selected element opens.
2. To move between options in the context menu, use the **Up** or **Down** arrow keys.
3. To select an option, press **Enter**.
4. 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**.

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 test session.

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

These instructions apply to both the Test Administration Interface and TA Practice & Training Site. However, you cannot transfer a session from the Test Administration Interface to the TA Practice & 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 Student Interface via the secure browser, log in to the Test Administration Interface 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 Test Administration Interface appears, allowing you to continue monitoring your students' progress. The test session on the previous computer or browser automatically closes.

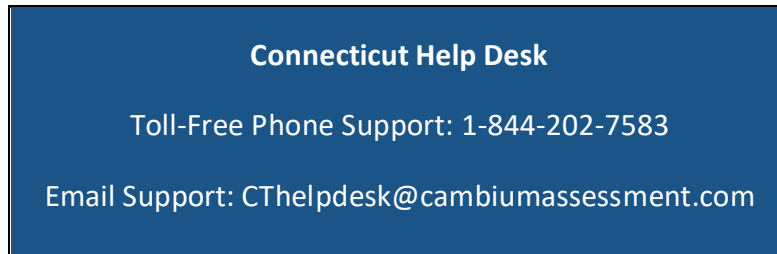


Note: Session ID prompt appears any time you access the Test Administration Interface during an active session. If you do not wish to return to the active session, you can click **Start a Different Session** to create a new session or **Logout** to close the active session and log out of the Test Administration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

Appendix E. User Support

If this document does not answer your questions, please contact the Connecticut Help Desk.

The Help Desk will be open Monday–Friday from 7:00 a.m. to 7:00 p.m. ET during the summative testing window and Monday–Friday from 7:00 a.m. to 4:00 p.m. ET outside of the summative testing window (except holidays).



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

- Teacher Administering the Alternate (TEA) name and email address.
- If the issue pertains to a student, provide the student’s SASID and associated district or school. **Do not provide the student’s name.**
- If the issue pertains to a TIDE user, provide the user’s full name and email address associated with their TIDE account.
- Any error messages and codes that appeared, if applicable.
- Affected test Session ID, question number, and test name (if applicable).
- Operating system and browser version information, including version numbers.
- Information about your network configuration, if known:
 - Secure browser installation (to individual devices or network).
 - Wired or wireless internet network setup.