Connecticut Comprehensive Assessment Program

Test Administrator User Guide: The CT Test Delivery System

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Introduction to the User Guide

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

Organization of the User Guide

The guide includes the following sections:

- How TAs Proctor Test Sessions in the TA Site

- How Students Sign in to the Student Interface and Complete Tests

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

Understanding the Test Delivery System's Sites

The Test Delivery System delivers Connecticut's online tests and consists of practice sites and operational testing sites (Interim and Summative Assessments). The practice sites function identically to the operational testing sites. However, the tests that are available in the practice and operational sites are different. Tests administered in the TA Practice and Training Site are for practice whereas the tests provided in the Test Administrator Interface are operational and students' scores will be official.

- **Practice Sites:**

  – **TA Practice and Training Site:** Allows TAs to practice administering tests.

  – **Practice & Training Site:** Allows students to practice taking tests online and using test tools, supports, and accommodations. Students can log in to the testing site with their name and ID or as guests. They can either take proctored tests in sessions created by TAs in the TA Practice and Training Site or they can take non-proctored assignments.

- **Operational Testing Sites:**

  – **Test Administrator Interface:** Allows TAs to administer interim and summative operational tests.

  – **Student Interface:** Allows students to take operational tests.

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

How TAs Proctor Test Sessions in the TA Site

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

- The TA selects tests and starts a test session in the TA Site.

- Students sign in to the Student Interface and request approval for tests.

- The TA reviews students' requests and approves them for testing.

- Students complete and submit their tests.

- The TA stops the test session and logs out.

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

- Select Tests and Start a Test Session

- Approve Students for Testing

- Monitor an Ongoing Test Session

For information about the testing process from a student's perspective, see the section How Students Sign in to the Student Interface and Complete Tests.

Select Tests and Start a Test Session

In order for students to complete online tests, you must select which tests they need to take and start a test session.

Please note that only the tests that you select will be available to students who join your session. You may have only one session open at a time. You cannot reopen closed sessions, but students can resume a test in a new session. You can also transfer active sessions to a new window or device.

- To create a test session, first make sure you log in to the appropriate TA Site. The **Select Tests** tab opens, displaying a list of test categories (see Figure 1).

    - If the **Select Tests** tab does not open automatically, click **Select Tests** or click **Start a New Session Now** on the **Active Sessions** tab.

Figure 1. Select Tests Tab: Test Categories View
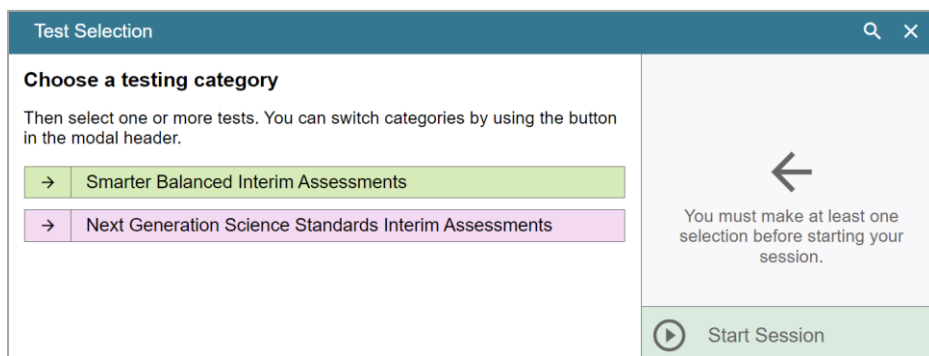
- From the list of test categories, select the test category from which you wish to include tests. A list of test groups or individual tests in that category appears.

  - To view the tests in a test group, click ➕ to expand it (or ⛶ to expand all groups).

 - To filter tests by their subject or grade level, click **Add Filter** above the test list. Mark the checkbox for each grade or subject you wish to filter by and click **Apply Filter(s)**. To remove an applied filter, click ⊗ next to that filter.

  - To search for a test, select 🔍 in the top-right corner of the **Select Tests** tab. Enter a search term and click **Go**. To close the search panel, select **Close** at the bottom of the panel.

Figure 2. Select Tests Tab: Tests Selected
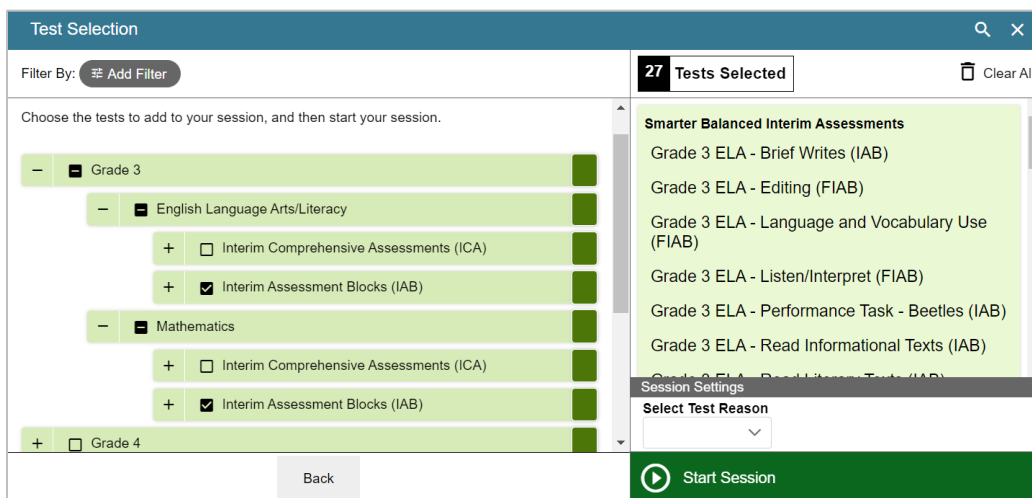
- To select a test you wish to administer in the session, mark the checkbox for each test you want to include. To select all the tests in a test group, mark the checkbox for that group.

  - To expand a test group, select ➕ (or **Expand All).**

  - To collapse an expanded test group, select ▬ (or **Collapse All).**

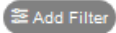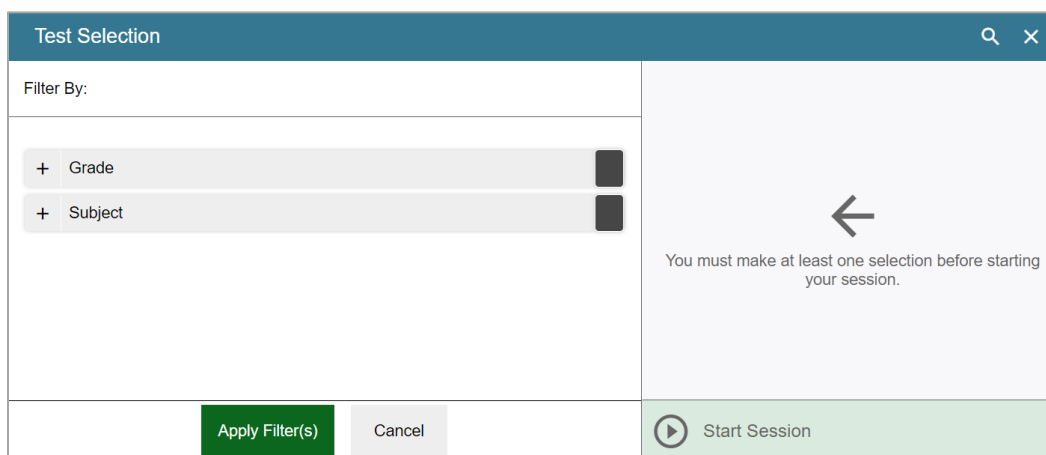How TAs Proctor Test Sessions in the TA Site

- To expand or collapse all the groups within a test category simultaneously, select 🔳.

- *Optional:* To add tests from a different test category, select **Back** at the bottom of the **Select Tests** tab to return to the test categories view (see Figure 1). Then select the appropriate tests.

- *Optional*: If you need to remove a selected test, clear the checkbox for that test on the left. To remove all the selected tests, select **Clear All** in the top-right corner of the *Tests Selected* panel.

- *Optional*: When adding tests to your session, you may filter available tests based on the grade level and subject associated with the tests. To filter tests:

  - Select ⇲ Add Filter . The filter panel appears.
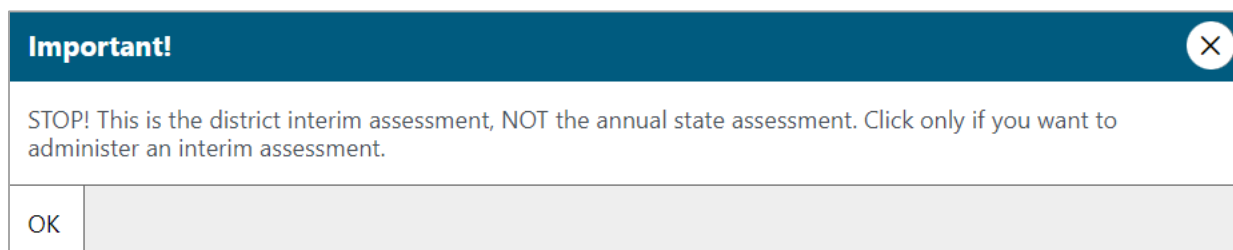
Figure 3. Test Selection Window: Filter Panel

Test Selection	🔍 ✕
Filter By:	
+ Grade ⬛	←
+ Subject ⬛	You must make at least one selection before starting your session.
Apply Filter(s) Cancel	▶ Start Session

Note: Once a test is selected, a pop-up window appears warning the TA whether they are about to administer an interim or an annual state assessment. Please make sure you are administering the correct type of assessment before selecting OK. See

Figure 4.

Figure 4. Important! Pop-Up

Important!   ✕

STOP! This is the district interim assessment, NOT the annual state assessment. Click only if you want to administer an interim assessment.

OK

- If any of the selected tests require you to select additional settings, such as a test reason, options for those settings appear in the *Session Settings* section. Select the required settings for your session.

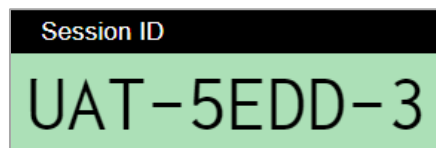- Once the required tests have been selected, select **Start Session** (the exact label for this button may vary depending on whether you are starting a practice or operational session). A Session ID appears in the top-left corner. Be sure to share the Session ID with students who will be joining the session.

Figure 5. Test Session ID

Session ID
UAT-5EDD-3

Note: If a pop-up window appears saying "Test Reason Required", select **OK** on the pop-up window to return to the previous page. Select a test reason from the **Select Test Reason** drop-down menu. The **Test Reason** attribute categorizes the test opportunities in your session for reporting purposes. This feature is only for the Smarter Balanced and NGSS interim assessments.

Add Tests to an Active Test Session

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

- Open the **Select Tests** tab**.** This tab opens to the test list that you last viewed and shows the tests that are currently active in the session.

- Mark the checkboxes of the tests that you wish to add to the session following the instructions in the Select Tests and Start a Test Session section. Tests that are already included in the session or cannot be added to the session are grayed out. The Test Reason attribute categorizes the test opportunities in your session for reporting purposes. This feature is only for the Smarter Balanced and NGSS interim assessments.

  - If you select a new test reason when adding tests to a session, then the test reason changes for every active test opportunity in the session. Any test opportunities that were completed before you changed the test reason will be submitted with the original test reason.

Figure 6. Test Selection Window: Add to Session
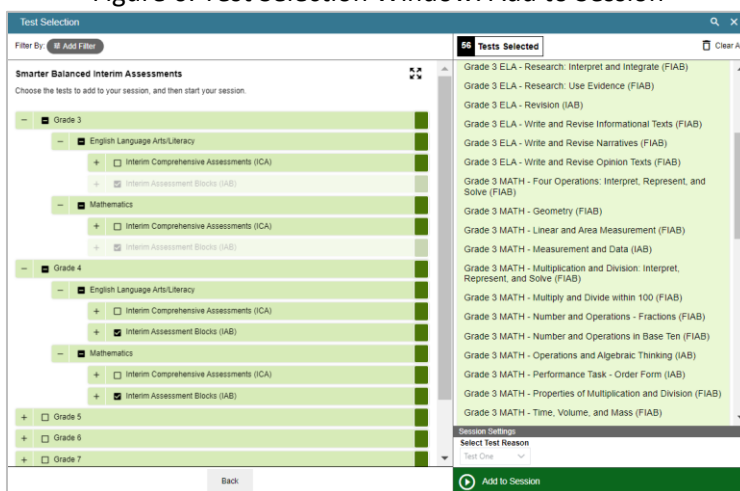
- Click **Add to Session** (the exact label for this button may vary depending on whether you are starting a practice or operational session).

- In the confirmation message that appears, click **OK**.

- *Optional*: To remove a selected test:

  − To remove an individual test, select ⊗ for each test you want to remove. The button is only displayed for tests that are not yet active in the session.

  − To remove all the selected tests, select **Clear All**. All selected tests that are not yet active will be removed.

Approve Students for Testing

After students sign in to the Student Interface and select tests, you must verify that their settings and accommodations are correct before approving them for testing. If a test uses segments that require TA approval, you must also follow the same procedure when approving students' entry to test segments.

- Once students request approval, a notification appears on the **Approvals** tab. Open this tab to view a table of students awaiting approval.

Figure 7. Approvals and Student Test Settings Window

- To check a student's test settings and accommodations, click 👁 in the See Details column for that student. The **Test Settings** window appears (see Figure 8), displaying the student's test settings grouped by their area of need.

Figure 8. Test Settings Window for a Selected Student

- If any settings are incorrect, update them as required. Students should not begin testing until their settings are correct. Editable settings must be updated in this window, while read-only settings must be updated in the Test Information Distribution Engine (TIDE).

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- To confirm the student's settings, do one of the following:

  ▪ To confirm the settings, click **Set**. You will still need to approve the student for testing.

  ▪ To confirm the settings and approve the student for the test all at once, click **Set & Approve**.

- Repeat these steps for each student on the **Approvals** tab. You can click **Refresh page** in the top-right corner to update the list of students awaiting approval.

- *Optional*: If you need to deny a student access to the test, click ✖ for that student. In the window that appears, enter an optional reason for denying the student and click **Deny**. The student receives the denial explanation and is logged out. They can still request access to the test again.

- To approve students from the **Approvals** tab, click ✔ in the Actions column to approve an individual student, or click **Approve All Students** to approve every student currently listed in the table.

Monitor an Ongoing Test Session

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

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

Figure 9. Tables for Monitoring Students' Test Progress

- When the session begins, all students are listed in a single test progress table. If a student requires assistance, they will be listed in a separate table for tests with potential issues, which appears at the
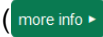
top of the page. This can occur when a student has a pending print request or a student's test was paused due to a security issue, such as the launch of a forbidden application.

- The progress tables refresh at regular intervals, but you can also refresh them manually by clicking **Refresh Page** in the top-right corner.

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

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

Column	Description
Student Information	The name and SSID of the student in the session.
Opp #	Opportunity number for the student's selected test.
Test	Name of the test the student selected.
Time	This column indicates the approximate remaining or 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 may display how many questions the student has answered out of the total number of test questions or display a progress bar to indicate how far the student has progressed in the test. The progress bar indicates the percentage of questions the students have answered out of the total number of questions, the percentage of questions the student has answered or viewed out of the total number of questions, or the percentage of questions the student has answered and the percentage of questions the student has viewed out of the total number of questions.
Status	Current status for each student in the session. For more information about the statuses in this column, see Table 2. If the Test Delivery System 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 (more info ▸) is displayed in this column for the student. When you hover over the icon, a message is displayed providing details about the issue.
Test Settings	Displays one of the following: • **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, select 👁.
Actions	Allows you to perform any available actions for an individual student's test. The Pause button (⏸) in this column allows you to pause the student's test. If a student pauses their test, a more info icon is displayed in the Test Status column that provides information about how the test became paused. However, the more info icon is not displayed when the TA pauses a student's test.

	A Printer button (🖨) appears in this column when the student requests a printout of test material. For information on how to approve students' print requests, see the section Approve Students' Print Requests.

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

Table 2. Student Testing Statuses

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

Approve Students' Print Requests

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

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

- To review a print request, click 🖨 in the Actions column of the Tests with Potential Issues table for a student. The request notification appears only for students who have sent print requests.

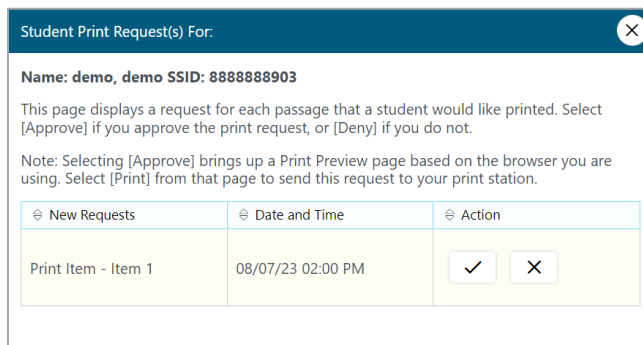Figure 10. Print Request Notification

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

  – To approve the request, select ✔. A cover sheet appears in a new browser window or tab.

Figure 11. Student Print Request Window

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

- In the window displaying the cover sheet, click **Print**. Then click **OK** to print the requested test elements.

  – When students are finished using printed test content, you should securely dispose of it and [delete the downloaded files](#).

Enable Screensaver Mode

You can enable screensaver mode to protect any sensitive student information displayed in the TA Site when you are away from your device. If screensaver mode is auto-enabled, the screensaver automatically turns on after 5 minutes of TA inactivity. If screensaver mode is not auto-enabled, it is strongly recommended that you turn on the screensaver when stepping away from your device.

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

Figure 12. Screensaver Mode Enabled
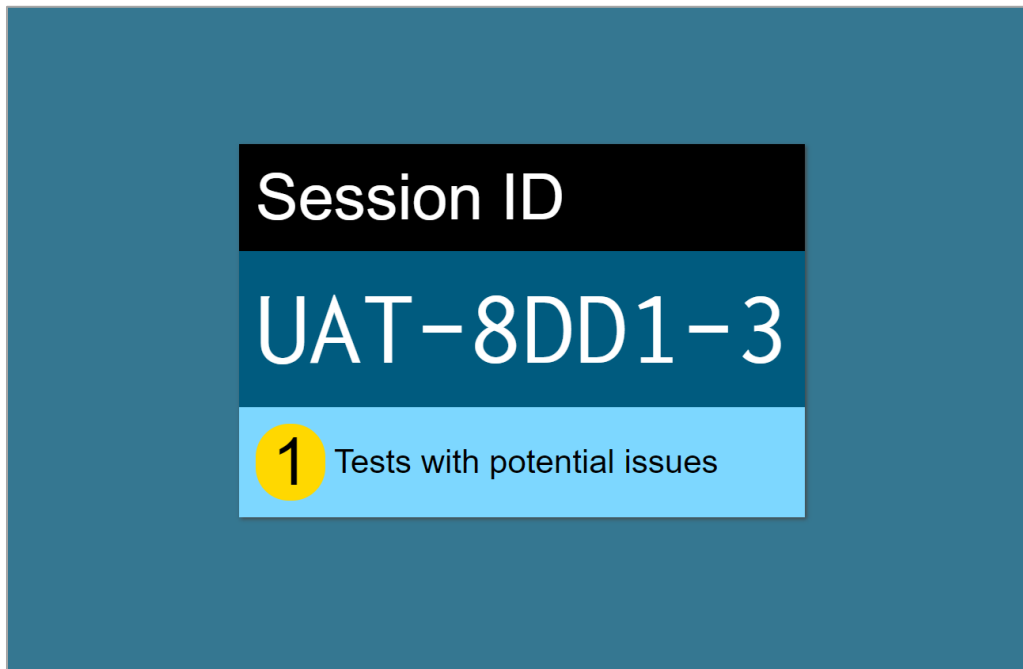
- The screensaver will disappear when mouse or keyboard activity is detected.

Stop a Test Session

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

- To stop a test session, click **Stop Session** at the top of the TA Site.

- In the confirmation message that appears, select **OK**. The test session stops.

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

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

How to Log Out of the TA Site

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

- Select in the upper-right corner of the TA Site. A warning message appears.

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- In the warning message, select **Log Out**. The Connecticut Comprehensive Assessment Program portal appears.

How Students Sign in to the Student Interface and Complete Tests

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

How Students Sign in and Select Tests

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

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

Sign in to the Secure Browser or Take a Test App

- Launch the Secure Browser or Take a Test app on the student's testing device. The **Student Sign-In** page appears.

- In the *First Name* and *SSID* fields, students enter their first name and SSID as they appear in TIDE.

- In the *Session ID* field, students enter the Session ID as it appears on the TA Site. The first part of the Session ID, which indicates whether a student is on the Student Interface or the Practice & Training Site, is pre-filled.

Figure 13. Student Interface Student Sign-In Page

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

Verify Student Information

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

- If all the information on the *Is This You?* page is correct, the student selects **Yes** to proceed.

- If any of the information is incorrect, the student must select **No**. You must notify the appropriate school personnel that the student's information is incorrect. Incorrect student demographic information must be updated before the student begins testing.

Figure 14. Is This You? Page

Select a Test

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

If a student is eligible for only one test, the *Your Tests* page is skipped. The test is automatically selected, and the student is taken directly to the *Waiting for Approvals* page.

- From the *Your Tests* page, the student selects the name of the test.

  – Students may need to select the category that a test belongs to in order to display the list of tests that belong to that category.

  – If a student's required test is inactive or not displayed, the student should log out. You should verify the test session includes the correct tests.

Figure 15. Your Tests Page
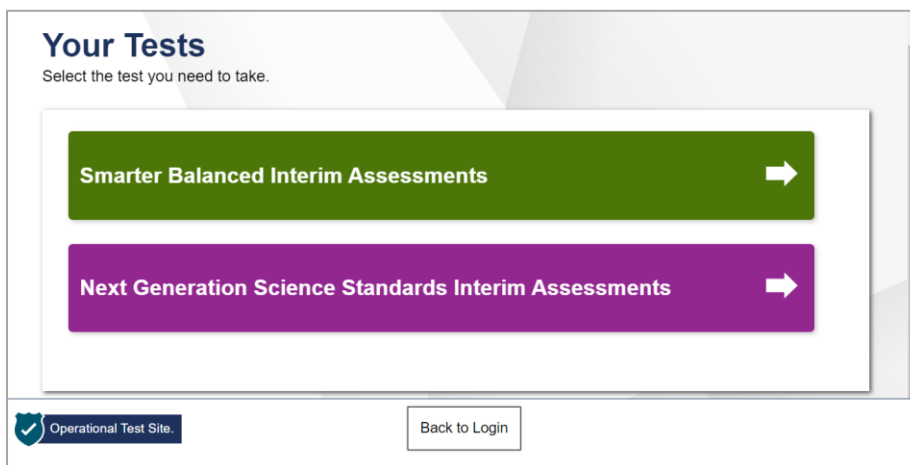
- The student's request is sent to the TA for approval and the **Waiting for Approval** message appears. After you approve the student for testing, the student can proceed to the next step.

  – If starting a new test, the student must complete the login process before they begin testing.

  – If resuming a paused test, the student is taken directly to the test page where they stopped the test, based on the applicable pause rules.

Figure 16. Waiting for Approval Page
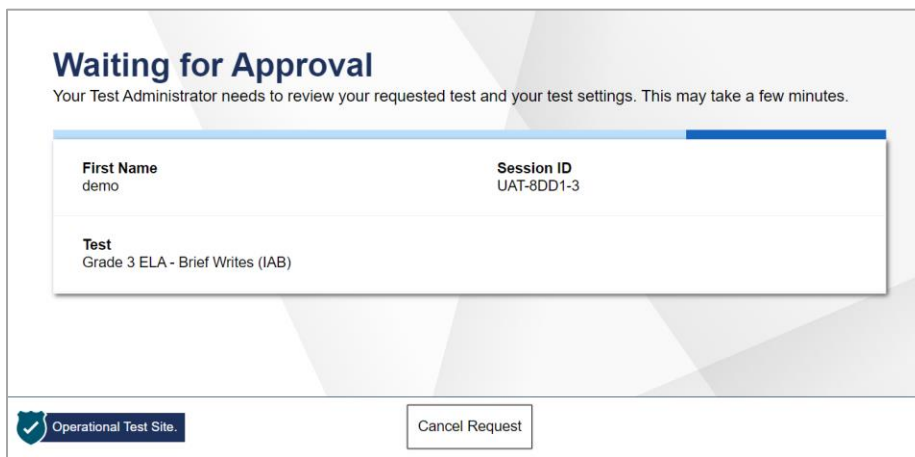
Please note that once the TA approves the test, the test content will be displayed to the student in the language specified for the student's test. This includes the instructions on the remaining login pages, the button names, tool names, context menu options, tutorials, and even item and stimuli content where applicable. For example, if the language for a student's Grade 5 mathematics test is set to Spanish, the test content will have Spanish content displayed.

Check Student Device Functionality

Depending on the test content and the specified test settings, students may need to verify that their testing device is functioning properly on the **Audio/Video Checks** page. This page displays each required functionality check in its own panel. If a test does not require functionality checks, this page is skipped.

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

Figure 17. Audio/Video Checks Page

- From the *Audio/Video Checks* page, the student verifies each functionality check in the appropriate panel. The following functionality check panels may appear:

  – **Recording Device Check**: This panel appears for tests with questions that require students to record spoken responses. It also displays for students who have a Speech-to-Text (STT) accommodation. To verify recording device functionality, students select 🎤 and record a vocal sample. Then they select ⏹ to stop recording and select ▶ to listen to their recorded audio. If the recorded audio is clearly audible, students select **I heard my recording**.

    - If the recorded audio is not clearly audible, they select **I did not hear my recording** and follow the instructions that appear.

    - If the student is testing on a device with multiple recording options, they can select the **Select New Recording Device** option to open the *Recording Input Device Selection* panel and select a different recording device.

  – **Sound and Video Playback Check**: This panel appears for tests with both audio and video content. To verify the functionality of audio and video playback, students select ▶ to play the video and sound. If the video plays and the sound is clearly audible, students select **I could play the video and sound**.

    - If students are not able to play the video or hear the sound, students select **I could not play the video or sound** and follow the instructions that appear.

- Once all functionality checks have been verified, the student selects **Continue** at the bottom of the page to proceed to the *Instructions and Help* page.

View Instructions and Begin Testing

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

- *Optional*: To review their test settings, students select **View Test Settings**. To close the window, students select **OK**.

- To review additional test information or acknowledgements, if available, students review the information on the page and proceed as instructed.

- *Optional*: To view the help guide, students select **View Help Guide**. To close the window, students select **Back**.

- To start the test, students select **Begin Test Now**.

How Students Sign in to the Student Interface and Complete Tests

Figure 18. Instructions and Help Page

How Students Sign in to the Student Interface and Complete Tests

How Students Navigate the Student Interface

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

A test page in the Student Interface can include the following sections:

- The *Global Menu* section displays the global navigation and tool buttons. It also includes the **Items** menu, test information, help button, pause button, system settings button, and timer (if available).

- The *Stimulus* section appears only for test pages with a stimulus. This section contains the stimulus content, context menu, and either the expand passage button or reading mode button.

- The *Question* section contains one or more test questions (also known as "items"). Each question includes a number, context menu, prompt, and response area. Each question also displays the student's name and the question's most recent save date and time.

Figure 19: Sample Test Layout
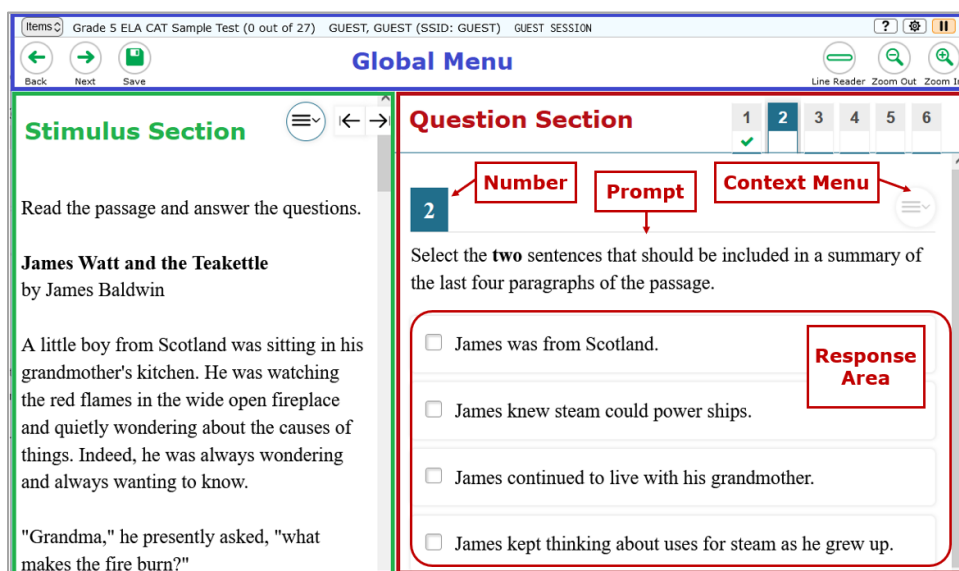
The following sections provide details about how to navigate the Student Interface.

Navigate Between Items

- Some test pages may have only one question, and others may have more.

  - After students respond to all the questions on a page, they select **Next** in the top-left corner to proceed to the next page7.

  - To navigate to a previous question in a test, students select **Back**.

Figure 20. Navigation Buttons
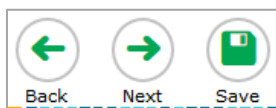
- To jump directly to an item, students can select an item number from the **Items** menu in the top-left corner.

  – If an item has been marked for review, 🚩 displays next to the item.

Figure 21. Items Drop-Down
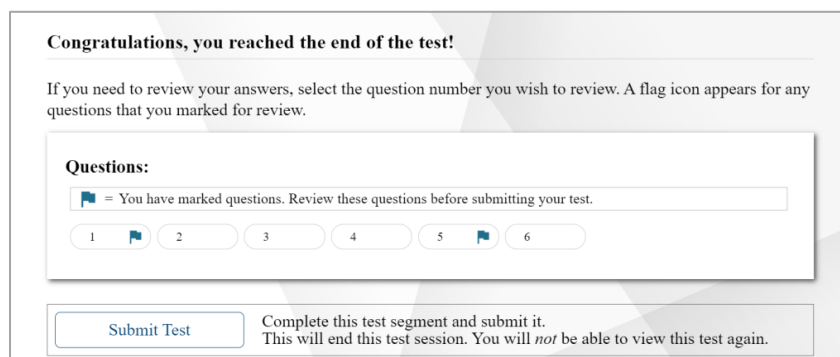
View Stimuli

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

- *Slideshows*: When the stimulus is a slideshow, students can navigate between the slides and play associated audio, if available.

  – To move between the slides of a slideshow, select ◀ and ▶ .

  – To play the audio for the current slide, select ▶ . To pause the audio, select ⏸ .

Figure 22. Sample Slideshow

Respond to Test Questions

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

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

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

- Select one or more choices from a list of answer options.

    o For multiple choice type items, students can re-click a selected radio button to deselect the response option, provided this feature is enabled.

- Use an on-screen keypad to generate an answer. Students can select in the answer space to open the keypad.

- Select graphic objects or text excerpts.

- Place points, lines, or bars on a graph.

- Drag and drop text or graphic objects.

- Enter text in a text box or table. For more information, see the section Text-Response Questions.

- Match answer options together.

- Modify a highlighted word or phrase in a reading selection.

- Enter input parameters to run an on-screen simulation.

- Copy content from a passage to a text box.

- Expand categories and select options within them.

- Create graphs and charts.

Pause Tests

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

- To pause a test, students select **Pause** in the global menu and then select **Yes** in the confirmation message that appears.

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 the questions on the current page or if you submit an appeal in TIDE.

If students are testing on Chromebooks, please ensure that they pause the test before closing the lid of the Chromebook. If the lid is closed before the test pauses, whoever opens the Chromebook next will be able to see the last question the student viewed (and any response they entered).

How Students Use Test Tools

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

- **Global Tools**: These tools appear in the global menu at the top of the test page and are available for all items in a test or test segment.

- **Context Menu Tools**: These tools are specific to the passage or question being viewed.

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

Using Global Tools

The global menu consists of navigation buttons on the left and tool buttons on the right (see Figure 23).

Table 3 lists the tools available in the global menu.

Figure 23. Global Menu
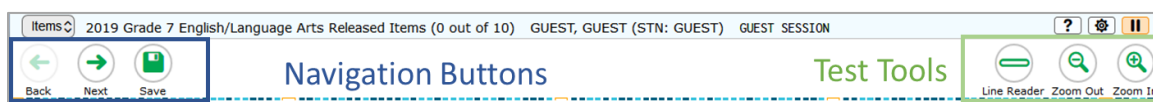
Table 3. Global Tools

Tool Name	Instructions
Calculator	To use the on-screen calculator, select **Calculator** in the global menu.
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.
Help	To view the on-screen help guide, select the question mark button in the top-right corner.
Language Toggle * *Math and Science Only	For items and stimuli that have content in two languages, you can select the language in which to display the content for easier readability. By default, items are presented in the language specified at the beginning of the test. To switch the language, select **Language Toggle** in the global menu.
Line Reader	To emphasize 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.

How Students Sign in to the Student Interface and Complete Tests

Tool Name	Instructions
Masking ⌗	The Masking tool temporarily covers a distracting area of the test page. To use this tool: • Select **Masking** in the global menu. • Click and drag across the distracting area. • To close the Masking tool, select **Masking** again. To remove a masked area, select ⊗ in the top-right corner of that area.
Notes ✎	To enter notes in an on-screen notepad, select **Notes** in the global menu. These notes are available globally and can be accessed from any page in the test. Depending on the tool's settings, advanced editing features, such as word and character count, spell check, and text formatting options may be available. Table 9 lists the different editing tools that may be available.
Pause ⏸	To pause a test, select ⏸. If you pause the test, then you will be logged out.
Periodic Table 🔣	To view the on-screen periodic table, select **Periodic Table** in the global menu.
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, Text-to-Speech settings, or the language of buttons labels and system messages, students select ⚙ in the top-right corner and choose an option from the available settings. **Note**: Students testing on mobile devices cannot use this tool to adjust volume. To adjust audio volume on mobile devices, students must use the device's built-in volume control.
Transcripts 📄 ** **ELA Only	To view a transcript of the audio content for the current test page, select the **Transcripts** button in the global menu. The text in transcripts can be read by screen readers.
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**.

Using the Language Toggle Tool

The Language Toggle tool allows students to switch between the two languages in which test content is available. When switching languages, the test content and all the elements on the screen, such as button labels and dialogs, switch to the selected language. Students can view the content in the chosen language and even respond to items in that language, if applicable.

* Please note that this tool is available for Math and Science assessments only.

Some important things to keep in mind when using the Language Toggle tool are:

- To be able to use the Language Toggle tool, item content must be available in two languages. Furthermore, the default presentation/language must be set to Spanish and the tool must be enabled in the test settings.

- By default, items are presented in the default language specified in the test settings. If a student toggles the language for an item and then proceeds to the next item, the next item will be displayed in the default language. If the student returns to the previous item, the previous item will continue to be displayed in the language to which the student had toggled until the student switches the language again.

- If a student highlights or masks text in one language and then switches to a different language, the corresponding sections will not be highlighted or masked. If the student switches back to the first language, the original highlighting or masking will be displayed provided the student has not highlighted or masked sections in the alternate language.

Using the Masking Tool

The Masking tool allows students to hide distracting areas of the test page.

- To mask an area of a test page:

  - Select **Masking** in the global menu. The button becomes orange.

  - 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, select **Masking** in the global menu again. The button becomes green. Please note that masked areas will remain on the screen until you remove them.

Figure 24. Test Page with Masked Area
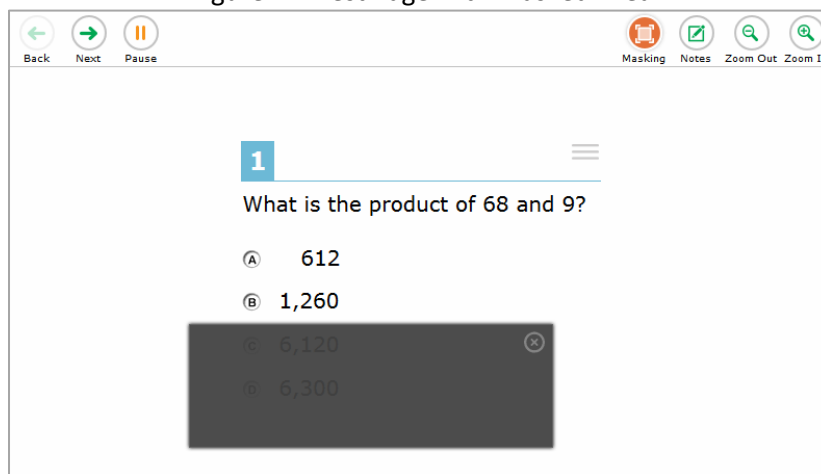
  - To remove a masked area from a test page, select ⊗ in the upper-right corner of a masked area.

Using Context Menu Tools

A test page may include several elements, such as the question, answer options, and stimulus. The context menu for each element contains tools that are applicable to that element (see Figure 25). Table 4 lists the available context menu tools.

Figure 25. Context Menu for Questions
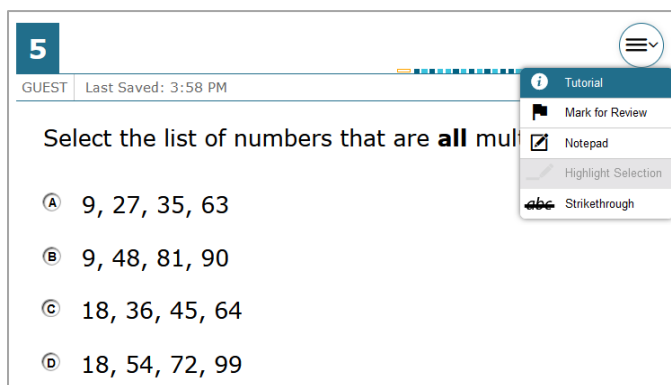
To use the context menu, do one of the following:

- To open the context menu for an item or stimulus, click the context menu ⬇ or right-click the required elements.

- To open the context menu for an answer option, do one of the following:

  - If you are using a **two-button mouse**, right-click an answer option.

  - If you are using a **single-button mouse**, click an answer option while pressing **Ctrl**.

  - If you are using a **Chromebook**, click an answer option while pressing **Alt**.

  - If you are using a **tablet**, tap the answer option and then tap the context menu button.

Table 4. Context Menu Tools

Tool Name	Instructions
American Sign Language	You can watch videos that translate test content into American Sign Language (ASL). • From the context menu, select **American Sign Language**. ▪ If only one ASL video is available, the video opens automatically. ▪ 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. ▪ If the ASL video content includes chapter markers, you can jump from one point of the video to another.

Tool Name	Instructions
Glossary (Word List)	To open the glossary, select a word or phrase that has a border around it. If the TTS feature is enabled, you can select the TTS icon in the Glossary or Word List pop-up window to listen to the content.
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 ![flap icon] in the top-right corner and a flag icon ![flag icon] appears next to the question number on the test page. The **Items** pop-up window also displays a flag icon next to the question number.
Notepad	To enter notes for a question, select **Notepad** from the context menu. After entering a note, a pencil icon ![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 ![printer icon] appears next to the question number on the test page.
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**. For more information, see [About the Select Previous Version Tool](#).

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:
	
	• Option A:
	  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**.

How Students Sign in to the Student Interface and Complete Tests

Tool Name	Instructions
Text-to-Speech	To listen to passages and questions, select a **Speak** option from the context menu.
	To listen to your responses to constructed-response items, use the TTS button in the item response area.
	For more information, see About the Text-to-Speech Tool.
Text-to-Speech Tracking	When this tool is enabled, words become highlighted as TTS reads them aloud.
Tutorial	To view a short video demonstrating how to respond to a particular question type, select **Tutorial** from the context menu.

About the Select Previous Version Tool

The Select Previous Version tool allows students to view and restore responses they previously entered for a text response question. For example, if students type a response, select **Save**, delete the text, and enter new text, they can use this tool to recover the original response. Please note that if the student's test pauses, any responses entered prior to pausing cannot be recovered.

- To recover a previously entered response, select the **Select Previous Version** option from the context menu. The *Select Previous Version* window appears, listing all the saved responses for the question in the left panel.

- Select a response version from the left panel. The text associated with that response appears in the right panel.

- Select the **Select** button. The selected response appears in the text box for the question.

Figure 26. Select Previous Version Window
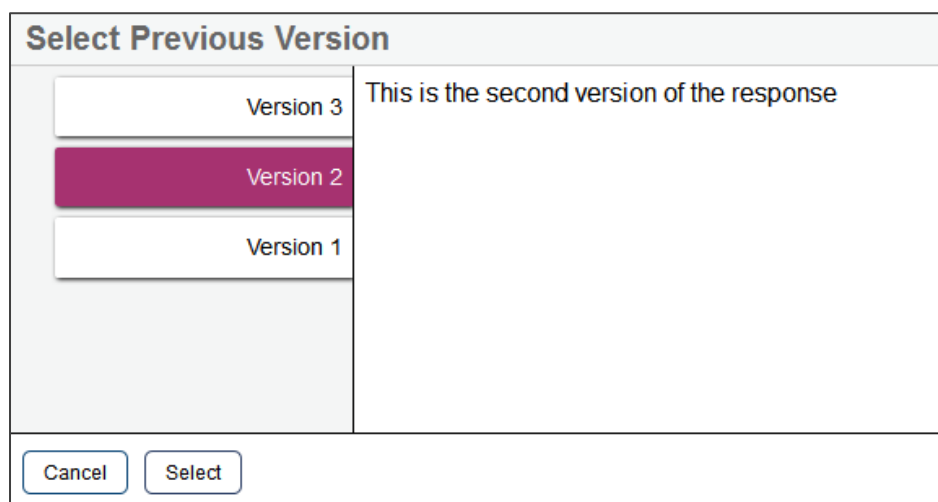
About the Text-to-Speech Tool

Students testing with Text-to-Speech (TTS) can listen to passages, questions, and answer options using the TTS options available in the selected element's context menu. Students may also listen to their responses to constructed-response items based on their accommodations. A test may include text that is not allowed to be read aloud. This text will be skipped when using TTS.

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

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

Figure 27. TTS Options for Questions
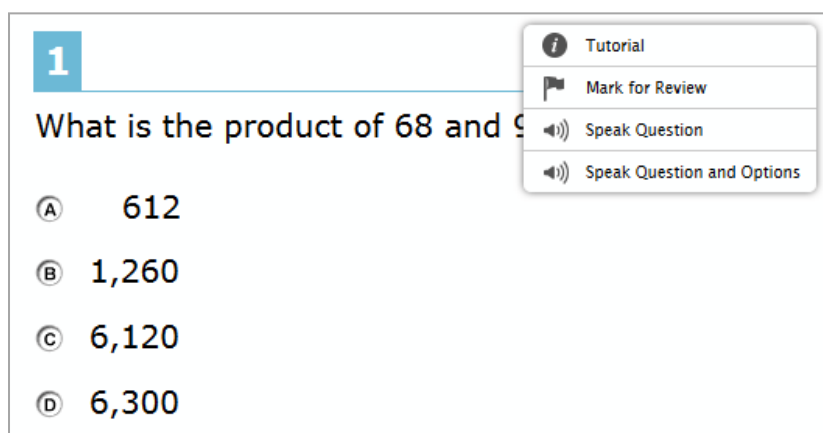
- To listen to a passage, students open the passage context menu and select the **Speak** option. Students can also select a portion of text to listen to, such as a word or phrase. To do this, students select the text, open the passage context menu, and select **Speak Selection**.

  – When listening to passages, students can pause TTS and then resume it at the point where it was paused. While this functionality is not available on ChromeOS, students testing on a ChromeOS device can resume a paused TTS passage by selecting the remaining text to be read aloud and selecting **Speak Selection** from the context menu.

- To listen to a question or its answer options, students open the question context menu and select one of the following **Speak** options:

  – To listen only to the question, students select **Speak Question**.

  – To listen only to an answer option, select **Speak Option** from the context menu and then select the answer option. Students can also right-click the answer option and select **Speak Option**.

- To listen to TTS read from anywhere in a passage or item to the end of that passage or item, students can right-click where TTS should begin reading and select **Start Speaking from Here**.

- Depending on their accommodations, students may also be able to use TTS to listen to their responses to constructed-response items. Students can select 🔊 in the formatting toolbar of the text-response area to listen to the text as entered.

How Students Sign in to the Student Interface and Complete Tests

Using Other Tools

In addition to the global tools and context menu tools, there are some tools in the test that may be available to students based on their accommodations or the test page layout. Table 5 lists the additional tools available in the Student Interface.

Table 5. Other Tools

Tool Name	Instructions
Closed Captioning	Questions and stimuli with audio elements automatically display closed captions for students testing with the appropriate accommodations. You can select the up arrow ⬆ to move the closed captioning to the top of the screen or the down arrow ⬇ to move it to the bottom. You can also exit closed captioning by selecting ⊗.
Word Prediction	When this tool is enabled, suggested words will pop up in a menu as students type a written response. Students can select a word in the pop-up menu instead of typing it out manually. For more information, see the section About the Word Prediction Tool.
Expand Passage	To expand the passage section, select the double arrow ↗ icon. The stimulus section will expand and overlap the question section for easier readability. To collapse the expanded section, select the double arrow ↗ icon again.
Expand buttons	You can expand the stimulus section or the question section for easier readability. • To expand the stimulus section, select the right arrow icon →| below the global menu. To collapse the expanded stimulus section, select the left arrow icon |← in the top-right corner. • To expand the question section, select the left arrow icon |← below the global menu. To collapse the expanded question section, select the right arrow icon →| in the top-left corner.
Speech-to-Text (STT)	Speech-to-Text allows students testing with the appropriate accommodations to dictate responses to constructed-response items. To use STT, select the microphone icon 🎤 in the formatting toolbar of the item response area and begin speaking. The dictated response will be transcribed in the item response area. For more information, see the section About the Speech-to-Text Tool.

About the Word Prediction Tool

The Word Prediction tool is available for students with the appropriate accommodations who are testing on supported iPadOS and ChromeOS devices. This tool automatically predicts each word as students type a written response, allowing them to select a word from a suggested list instead of typing it manually.

How Students Sign in to the Student Interface and Complete Tests

Figure 28. Word Prediction Tool
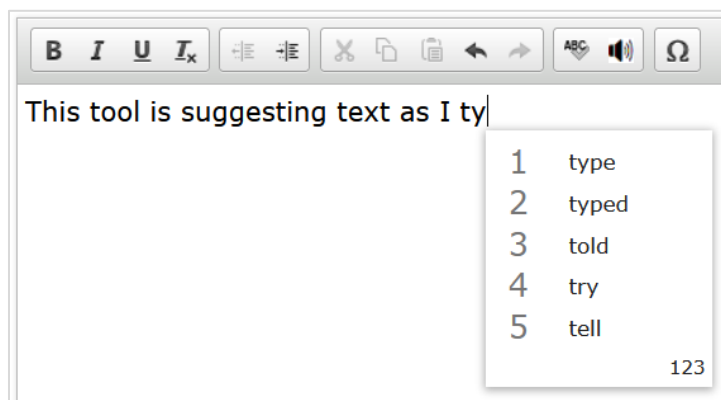
- To use the Word Prediction tool, students begin to type in the text box for an item with a written response. Suggested words automatically pop up based on what students type.

- To select a suggested word, students do either of the following:

  - To select a word with the mouse, click it in the list of words.

  - To select a word using keyboard navigation, press the number key associated with that word in the list. For example, in Figure 28 above, students would press **1** to select "type" from the list.

  Note: Since number keys are used to select options in the menu, students may not be able to use some number keys to enter numerals in the text box. If a student needs to enter a numeral when Word Prediction is enabled, they should select **123** in the corner of the pop-up. A list of numerals appears. Students can select a numeral or select **abc** to return to the list of suggested words.

About the Speech-to-Text Tool

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

To begin dictating, the student selects the microphone button 🎤 in the toolbar of the item's text response area. Students with the appropriate accommodations can also select whether to dictate text in English or Spanish from the language drop-down list in the toolbar.

Figure 29. Text-Response Area with STT Tool
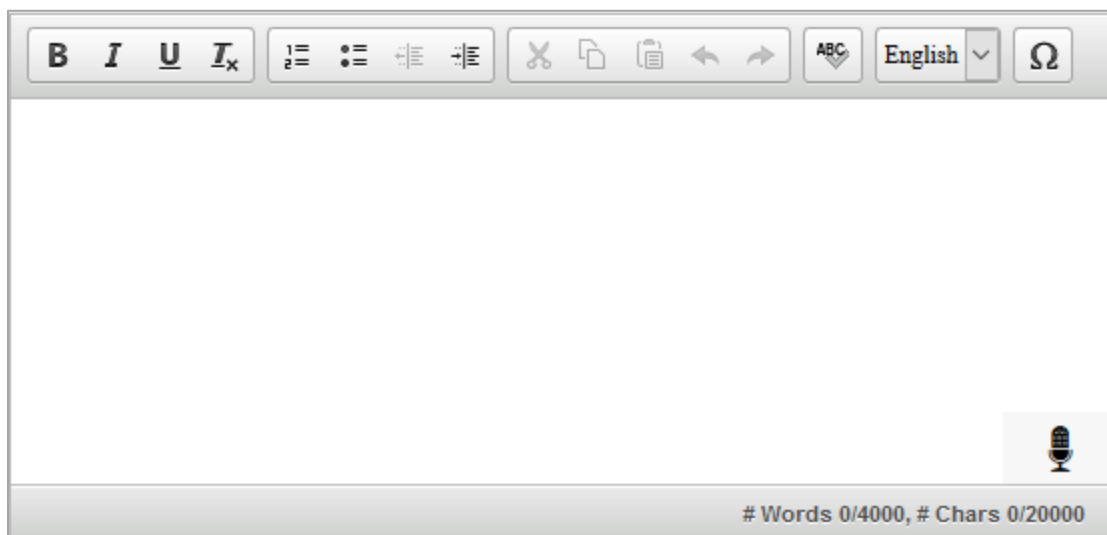
As the student speaks, the words are transcribed into the text response area. There may be a slight delay while the text is being transcribed and dots appear in the text response area to indicate that the transcription is in process.

The student can stop the dictation by selecting the stop button [■] that appears while dictating. Note that the button automatically reverts to the microphone button if no sound is detected for a specified period. Students can click the microphone button again to resume dictation. Students can dictate for five minutes at a time.

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

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

How Students Complete a Test

This section explains how students complete test segments and submit tests for scoring.

Complete a Test Segment

In segmented tests, a segment review screen appears after students finish the last question in a segment. This page allows students to review questions from the current segment or proceed to the next segment.
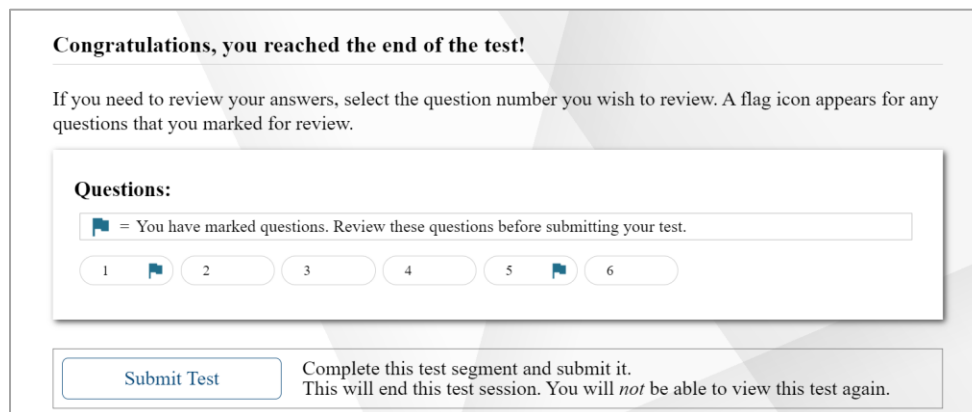
- To review questions, students select a question number.
  - A flag ⚑ icon appears for any questions marked for review. To move to the next segment, students select **Next** in the global menu.

Figure 30. Segment Review Screen

Please note that if the test blocks access to completed segments, students cannot return to the segment after selecting **Next**.

Submit a Test

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

- After answering the last test question, students click **Next** in the global menu. The test review page appears, displaying a list of questions available to review.

    – A flag icon appears for any questions marked for review.

Figure 31. Test Review Page

- *Optional*: To review previous answers, students select a question number.

- To submit the test, students select **Submit My Test**. Then they should confirm their decision in the message that pops up. The *Your Results* page appears, displaying the test completion details.

- To exit the Student Interface, students select **Log Out** and close the Secure Browser.

Appendix

A

Alert Messages

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

- In the banner, select **Alerts**. The *Alerts* window appears listing all the active alert messages.

- Click **Close** to close the window and return to the TA Site.

E

Expiration Rules for Test Opportunities

Opportunities refer to the number of times a student can take a test within a range of dates. Tests may have one opportunity or multiple opportunities. A student's test opportunity remains active until the student submits the test or until the opportunity expires. Once a test opportunity expires, the student cannot complete or review the test.

K

Keyboard Commands in the Student Testing Site

Students can use keyboard commands to navigate between test elements, features, and tools. Some important things to note about keyboard commands are:

- Keyboard commands require the use of the primary keyboard, so please do not use keys on a numeric keypad.

- Some keyboard commands (such as the commands for using the Line Reader) may not work when testing on iPadOS devices connected to an external keyboard.

- When Permissive Mode is enabled for a test, keyboard commands are blocked and will not work.

Keyboard Commands for Sign-In Pages and In-Test Pop-Ups

Table 6 lists keyboard commands for selecting options on the sign-in pages or pop-up windows that appear during a test.

Table 6. Keyboard Commands for Sign-In Pages and Pop-Up Windows

Function	Keyboard Commands
Move to the next option	**Tab**
Move to the previous option	**Shift + Tab**
Select the active option	**Enter**

Function	Keyboard Commands
Mark checkbox	**Space**
Scroll through drop-down list options	**Arrow Keys**
Close pop-up window	**Esc**

Keyboard Commands for Test Navigation

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

Table 7. Keyboard Commands for Test Navigation

Function	Keyboard Commands
Scroll up	**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**
Go to the previous test page	**Ctrl + Left Arrow**
Open the global menu	**Ctrl + G**
Open a context menu	**Ctrl + M**

Keyboard Commands for Global and Context Menus

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

Global Menu

- To access global menu tools using keyboard commands, press **Ctrl** + **G**. The global menu list opens.
- To move between options in the global menu, use the **Up** or **Down** arrow key.
- To select an option, press **Enter**.
- To close the global menu without selecting an option, press **Esc**.

Context Menus

- To open the context menu for an element (question, answer option, or stimulus), navigate to the element using the **Tab** or **Shift** + **Tab** command.

- Press **Ctrl** + **M**. The context menu for the selected element opens.

- To move between options in the context menu, use the **Up** or **Down** arrow keys.

- To select an option, press **Enter**.

- To close the context menu without selecting an option, press **Esc**.

Keyboard Commands for Highlighting Selected Regions of Text

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

- To select text and highlight it, navigate to the element containing the text you want to select.

- Press **Ctrl** + **M** to open the context menu and navigate to **Enable Text Selection**.

- Press **Enter**. A flashing cursor appears at the upper-left corner of the active element.

- To move the cursor to the beginning of the text you want to select, use the arrow keys.

- Press **Shift** and an arrow key to select your text. The text you select appears shaded.

- Press **Ctrl** + **M** and select **Highlight Selection**.

Keyboard Commands for Grid Questions

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

Figure 32. Grid Question

- To move between the main sections, do the following:

  – To move clockwise, press **Tab**. To move counterclockwise, press **Shift** + **Tab**.

- To add an object to the answer space**,** do the following:

  - With the object bank active, use the arrow keys to move between objects. The active object has a blue background.

  - To add the active object to the answer space, press **Space**.

- To use the action buttons, do the following:

  a. With the button row active, use the left and right arrow keys to move between the buttons. The active button is white.

  b. To select a button, press **Enter**, and then press **Space** to apply the point, arrow, or line to the answer space.

- To move objects and graph elements in the answer space, do the following:

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

  b. Press an arrow key to move the object. To move the object in smaller increments, hold **Shift** while pressing an arrow key.

Keyboard Commands for Equation Questions

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

- To insert special characters in the response area, with the focus in the text field of the response area, press **Alt** + **7**. The *Special Characters* window opens.

- To move between options in the context menu, use the **Up** or **Down** arrow keys.

- To add the selected option to the response area, press **Enter**.

L

Login Information for the TA Site

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

- Navigate to the [Connecticut Comprehensive Assessment Program portal](#). Select your assessment.

Figure 33. Assessment Cards
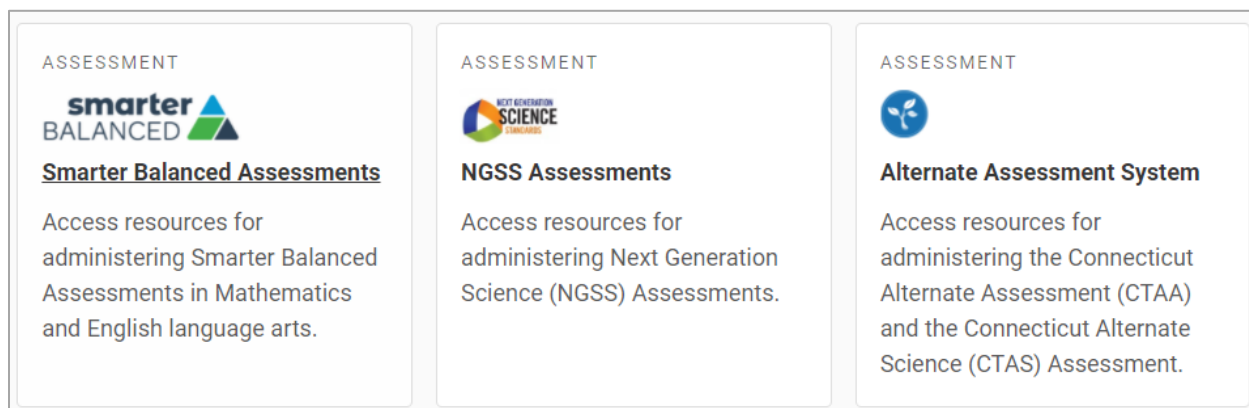
- Select the appropriate TA Site:

  - To access the Test Administrator Interface, select **Test Administration**.

Figure 34. Card for Test Administrator Interface
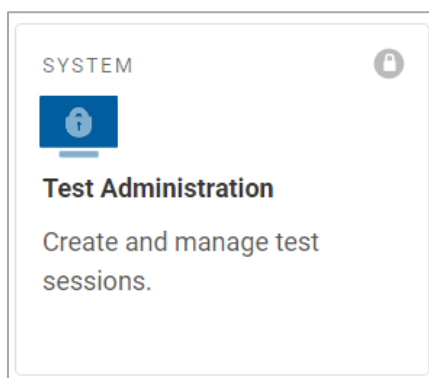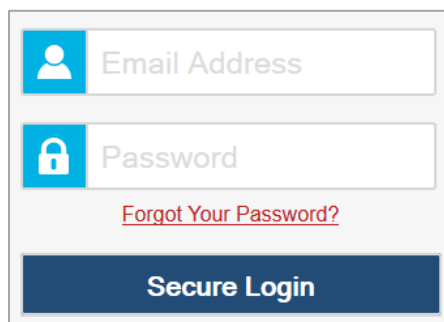
  - To access the TA Practice and Training Site, select **TA Practice and Training Tests Site.**

Figure 35. Card for TA Practice and Training Site
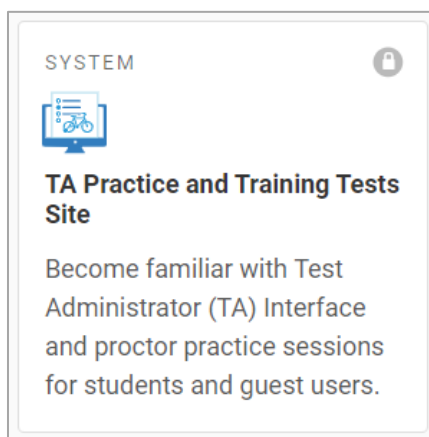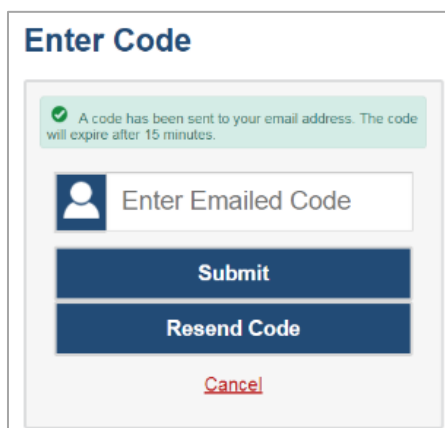
- The *Login* page appears. Enter your email address and password.

Figure 36. Login Page

- Select **Secure Login**. The selected TA Site appears.

    - If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears and an email containing an authentication code is sent to your address.

Figure 37. Enter Code Page

- In the *Enter Emailed Code* field, enter the emailed code.

- Select **Submit** to view the TA Site.

    Note: You must use the authentication code within 15 minutes of the email being sent. If the code has expired, click **Resend Code** to request a new code.

P

Pause and Test Timeout Rules

Pause Rules

TAs and students can pause a test in order to temporarily log the student out of the test session. Students whose tests are paused for more than 20 minutes cannot review or modify answered questions, even if they marked questions for review. The only exceptions to this rule are if a student

pauses the test before answering all the questions on the current page or if you submit an appeal in TIDE.

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

Test Timeout Rules

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

Practice Test Site Student Sign-in Process

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

Students can take practice tests in proctored sessions created in the TA Practice and Training Site or in unproctored guest sessions. Students have the option to sign in to the test sessions with their real identities or sign in as guests.

- To access the Practice & Training Site, do one of the following:

    - From the Connecticut Comprehensive Assessment Program portal (www.ct.portal.cambiumast.com), select the **Practice and Training Tests** card.

Figure 38. Practice and Training Tests Card
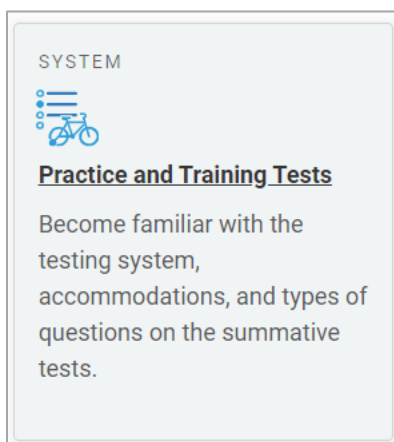
    - Launch the Secure Browser and select the **Take a Practice Test** button.

- When signing in, students can choose from the following options:

    - To sign in as a guest, students set the **Guest User** toggle to **On**. To use their real credentials, students set the **Guest User** toggle to **Off** and enter their first name and SSID.

- To join a guest session, students set the **Guest Session** toggle to **On**. To join a proctored session, students set the **Guest Session** toggle to **Off** and enter the Session ID from the TA Practice and Training Site.

- Students select **Sign In**.

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

  - For students signed in as a guest user, the *Your Tests* page appears immediately.

Figure 39. Practice & Training Site Login Page

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

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

Figure 40. Your Tests Page

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

Figure 41. Choose Settings Page

- If the *Audio/Video Checks* page appears, students must follow the instructions on this page to ensure their device is working properly.

- On the final sign-in page, students may review the help guide, their test settings, and the additional test information, then select **Begin Test Now** to start or resume their test opportunity.

Print Session Information

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

- In the banner, select **Print Session**. The computer's print dialog window appears.

- Select **OK**.

Print Approved Requests Information

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

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

Figure 42. Approved Requests Window

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

Remove Print Request Files from the Web Browser

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

To remove files in Google Chrome:

1. Open the Chrome menu ⋮ in the top-right corner.

2. Select **Downloads**.

3. Remove all test-related files by clicking **X** for each file or clicking **Clear all** in the top-right corner.

To remove files in Edge:

1. Click the Edge Hub ⭐≡ icon in the top-right corner.

2. From the downloads list, select **Downloads**.

3. Select each file and click **X** to delete it.

To remove files in Mozilla Firefox:

1. Open the **Tools** menu and select **Downloads**.

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

S

Secure Browser

The Secure Browser ensures test security by prohibiting access to external applications and navigation away from the test. When the Secure Browser launches, it checks for other applications running on the device. If it detects a denylisted application, it displays a message listing the offending application and prevents the student from testing. This also occurs if a prohibited application launches while the student is already in a test.

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

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

- **Close External User Applications**

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

- **Avoid Testing with Dual Monitors**

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

- **Disable Screen Savers and Timeout Features**

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

Using the Secure Browser with Accessibility Software

Permissive Mode is an accommodation that allows students to use non-embedded assistive technology to complete tests in the Secure Browser. It must be turned on for any students testing with third-party

assistive technology tools. When Permissive Mode is turned on, the Secure Browser's security settings will be partially lowered to allow students to use tools that would otherwise be blocked. This accommodation should be assigned to students in TIDE before they begin testing.

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

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

Please note that accessibility software must be certified for use with the Test Delivery System and forbidden applications will still not be allowed to run. For information about supported software and operating systems, see the *Assistive Technology Manual*.

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

Testing with Permissive Mode on Windows

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

- Open the required accessibility software on the student's testing device.

- Open the Secure Browser. Begin the standard sign-in process up to the proctor approval step.

- When a student is approved for testing, the Secure Browser allows the operating system's menu and task bar to appear.

  – The Secure Browser resizes, and the taskbar remains visible inside the test in its usual position. Students can press **Alt**+**Tab** to switch between the Secure Browser and accessibility applications that they are permitted to use in their test session.

- The student must click the accessibility software application in the task bar immediately to switch to the accessibility software that is already open on the computer. The student cannot click within the Secure Browser until the accessibility software is configured.

- The student configures the accessibility software settings as needed.

  – If the student needs to test with multiple accessibility applications simultaneously, they should configure all of them during this step.

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

Testing with Permissive Mode on macOS 13

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

- Open the required accessibility software on the student's testing device.

- Open the Secure Browser and follow the standard sign-in process.

- On the first page of the test, click **Applications** (A) in the global menu.

- From the *App Launcher* window that pops up, select the appropriate assistive technology software and click **OK**.

- Configure the accessibility software settings as needed.

    – If the student needs to test with multiple accessibility applications simultaneously, they should repeat these steps.

- After configuring the accessibility software settings, the student returns to the Secure Browser and continues testing.

    – **Note**: Students should not close the assistive technology application while the Secure Browser is still open, as they may not be able to relaunch it. If the student accidentally closes the assistive technology application, they must sign out and then sign in again.

Access and Close the Secure Browser on Mobile Devices

Tablets and Chromebooks should be configured for testing before you provide them to students. For more information, see the *Technology Guide* on the Connecticut Comprehensive Assessment Program Portal.

- To access the Student Interface on iPadOS devices, tap the **SecureTestBrowser** icon.

- To access the Student Interface on ChromeOS devices, select **SecureTestBrowser** from the **Apps** link on the ChromeOS login screen.

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

- To close the Student Interface on iPadOS devices, double tap the Home button. The multitasking bar appears. Locate the **SecureTestBrowser** app preview and slide it upward.

- To close the Student Interface on ChromeOS devices, select **Close Secure Browser** in the top-right corner.

Force-Quit the Secure Browser

In the rare event that the Student Interface becomes unresponsive, you can force-quit the Secure Browser. Please note that the Secure Browser hides features such as the macOS dock. If the Secure Browser is not closed correctly, then the dock may not reappear correctly, requiring you to reboot the device. Avoid using a force-quit command if possible.

To force the Secure Browser to close, use the keyboard command for your operating system as shown in Table 8. This action logs out the student from the test. When the Secure Browser is opened again, the student logs back in to resume testing.

Table 8. Force Quit Secure Browser Keyboard Commands

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

* If you are using an Apple keyboard, you may need to press **Ctrl** + **Shift** + **Option** + **F10.** If you are using a laptop or notebook, you may also need to press **Function** before pressing **F10**.

Force-quit commands do not exist for the Secure Browser for iPadOS and ChromeOS devices.

- **iPadOS:** Double tap the Home button, then close the app as you would any other iPadOS app.

- **ChromeOS:** To exit the Secure Browser from the sign-in screens, press **Ctrl** + **Shift** + **S**. You cannot force-quit once the test begins.

Student Lookup Feature

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

- To look up student information, open the **Student Lookup** tab.

- Perform a quick or advanced search:

  – To perform a quick search, open the **Quick Search** tab and enter the student's SSID in the search field provided. Then click 🔍 to display the search results.

Figure 43. Student Lookup: Quick Search

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

Figure 44. Student Lookup: Advanced Search
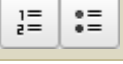
T

Text-Response Questions

Text-response item types in the Student Interface may allow students to use a formatting toolbar. This toolbar is available above the response field (see Figure 45) and also appears when students right-click in the text area. The formatting toolbar allows students to apply styling to text and use standard word-processing features. Table 9 provides an overview of the formatting tools available.

Figure 45. Text Response Question with Formatting Toolbar

Table 9. Description of Formatting Tools

Tool	Description of Function
	Print the entered text.
	Enable speech-to-text (dictation).
B *I* U	Bold, italicize, or underline selected text.
I_x	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.
English	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.
Ω	Add special characters in the response field.

Spell Check Feature

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

- Select a language for the spell check tool from the drop-down list in the top-right corner, if necessary.

- In the toolbar, select . Potentially incorrect words change color and become underlined.
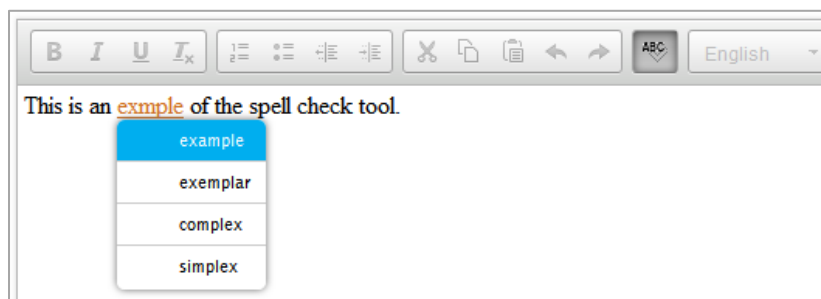
- Select a misspelled word. A list of suggestions appears.

Figure 46. Spell Check Tool

- Select a replacement word from the list. If none of the replacement words are correct, close the list by clicking anywhere outside it.

- To exit spell check, select ABC again.

Special Characters Feature

Students can add mathematical, accented, and other symbols.

- To add a special character, in the toolbar, select Ω.

- In the window that pops up, select the required character.

Transfer a Test Session

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

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

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

- While the session is still active on the original device or browser, log in to the TA Site on the new device or browser. The **Active Sessions** tab appears (see Figure 47), listing the active session.

Figure 47. Active Sessions Tab

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

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

User Support and Troubleshooting Information

For information and assistance in using the Test Delivery System, contact the Connecticut Comprehensive Assessment Program Help Desk. The Help Desk is open Monday–Friday 7:00 a.m. to 4:00 p.m. (except holidays or as otherwise indicated on the Connecticut Comprehensive Assessment Program portal).

> **Connecticut Comprehensive Assessment Program Help Desk**
>
> Toll-Free Phone Support: 844-202-7583
>
> Email Support: cthelpdesk@cambiumassessment.com

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

- Test Administrator name.

- If the issue pertains to a student, provide the student's SSID and associated district or school. Do not provide the student's name.

- If the issue pertains to a TIDE user, provide the user's full name and email address.

- Any error messages and codes that appeared, if applicable.

- Affected test ID and question number, if applicable.

- Operating system and browser version information, including version numbers.

- Information about your network configuration, if known:

    – Secure Browser installation (to individual devices or network).

    – Wired or wireless internet network setup.

Troubleshooting

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

Username and Password Issues

Your username for logging in to the TA Site is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the ***Reset Your Password*** page. To activate your account, you must set up your password within 15 minutes of the email being sent.

- **If your first temporary link expired:**

    In the activation email you received, select the second link provided and request a new temporary link.

- **If you forgot your password:**

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

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

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

- **Additional help:**

  If you are unable to log in, contact the Connecticut Comprehensive Assessment Program Help Desk for assistance. You must provide your name and email address. Contact information is available in the User Support and Troubleshooting Information section.

Common Student Sign-in Errors

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

- **Session does not exist:**

  The student entered the Session ID incorrectly or signed in to the wrong site. Verify that the student correctly entered the active Session ID. Also, verify that both you and the student are using the correct sites. For example, students signed in to the Practice & Training Site cannot access sessions created in the Test Administrator Interface. A message in the bottom-left corner of the *Student Sign-In* page indicates which site the student is on. If a student is on the wrong site, the student can select the button in the message to switch to the correct site.

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

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

- **Session has expired:**

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

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

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

Resolving Secure Browser Error Messages

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

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

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

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

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

- **Test Environment Is Not Secure:**

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