Cambium Assessments 2020-2021 Systems Readiness Test Administrator's Script

Administering a Systems Readiness Test

The Systems Readiness Test (SRT) requires Test Administrators (TAs) to create test sessions in the TA Interface and students to log in to an SRT test through the CAI Secure Browser.

Ensure the Secure Browser is Installed on Student Testing Devices

Ensure the Secure Browser has been installed on student testing devices. If the Secure Browser has not been installed, contact your Test Coordinator.

Create a Test Session

Access the Test Administration Site

1. Access the Test Administration (TA) Interface directly at https://in.tdscambiumast.com.cambiumast.comairast.org/testadmin or through the Indiana Assessment Portal at https://indiana.portal.cambiumast.com. Select any program (ILEARN, IREAD-3, or ISTEP+), and then select the **Educators** card.

ILEARN, IREAD-3, ISTEP+ Educators Card

2. Select **Test Administration**.

You will be directed to the TA Interface login screen.

3. Enter your credentials and select **Secure Login**. You will be directed to the TA Interface.

Note: TA Certification is required to administer any assessment through the TA Interface beginning October 5.
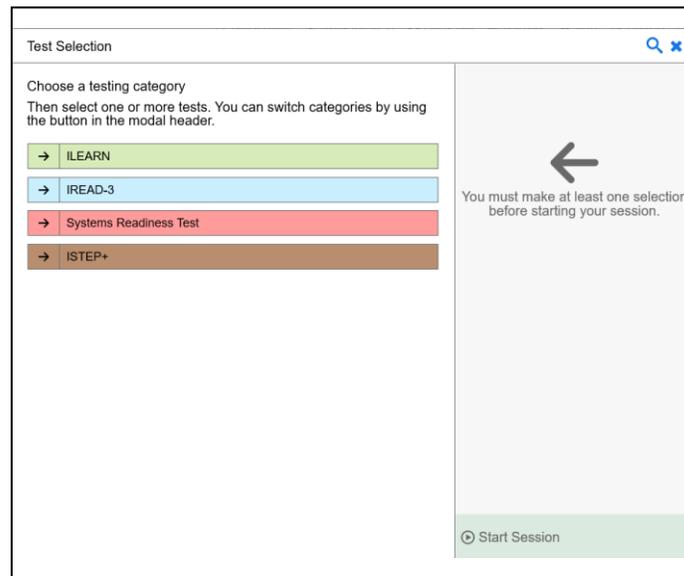
Portal Card for Test Administration

🔖 Start a Session
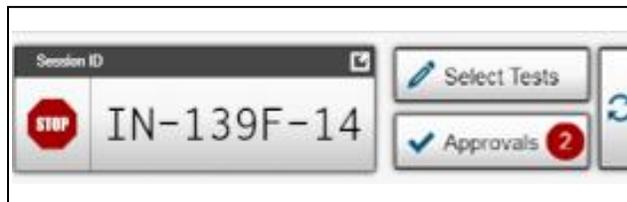
The session must be started before students are able to log in to the Secure Browser for the SRT.

1. In the TA Interface, the *Test Selection* window opens automatically when you log in.

2. Expand the Systems Readiness Test box. Select the checkbox next to the SRT test(s)

you wish to administer to include in the test session. Choose the test(s) that correspond to the grade level(s) of the students who are participating. Once you have selected the test(s), the **Start Session** button will become active.

3. Select the **Start Session** button.

    a) The *Test Selection* window will close.

    b) The Session ID will generate and appear next to the Stop button.

4. Be prepared to provide the Session ID to the students who will log in to your test session. **Students must enter the Session ID exactly as it appears in the TA Interface.**

Before Starting the Systems Readiness Test

1. Ensure that all software applications, including internet browsers, are closed on all student devices before launching the Secure Browser.

2. If using earbuds or headphones, check that each student has plugged them in and adjusted the volume prior to launching the Secure Browser.

3. Ensure students have their login credentials (e.g., Student Access Cards or legal first names and STNs).

4. Ensure that each student has a pen or pencil and paper to document any issues.

Script for the Systems Readiness Test

SAY	We will now begin our Systems Readiness Test, or SRT. This SRT is not meant to test your knowledge, but to test our device and system setup. If you experience any problems during this test such as your device freezing, waiting a long time for questions to appear, or tools not working correctly, please raise your hand and I will assist you.

Assist students as needed.

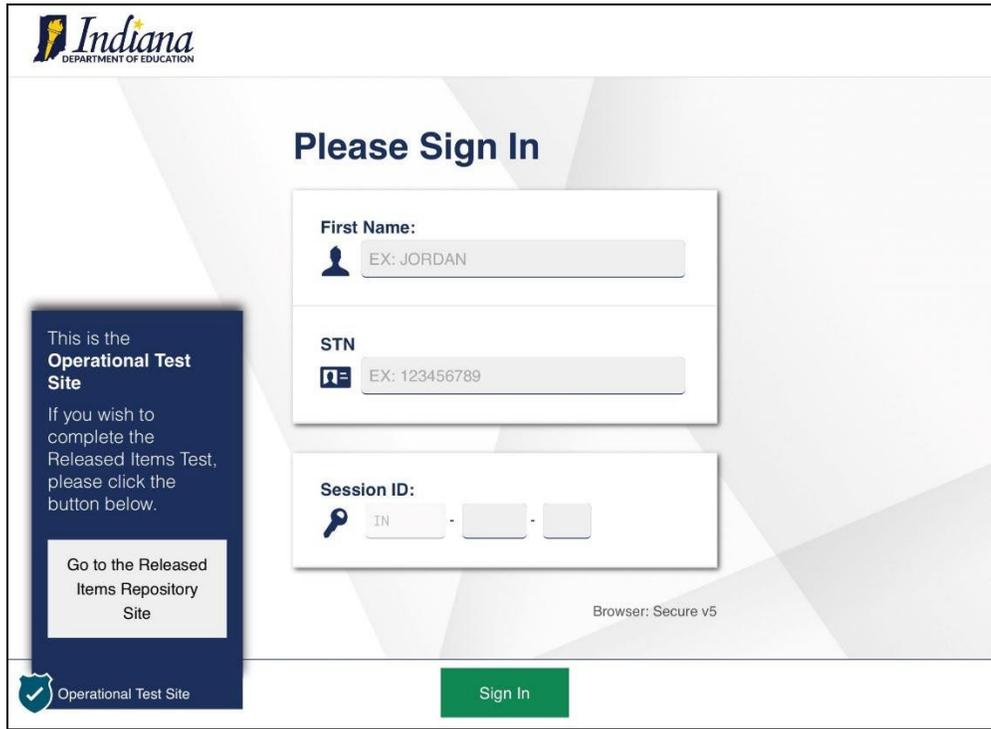|	
SAY	Please remember that the SRT is only for the purpose of testing our school's systems for online testing. It is not meant to introduce you to the test items or to be used for practice.
	Practice tests, which will be administered on a different date, are provided to introduce you to the tools and the format of the computer-based test items.
	Are there any questions?

Answer any questions.

SAY	Open the Secure Browser on your device.
	A *Please Sign In* screen will appear. Raise your hand if you do not see the *Please Sign In* screen.

Assist students as needed and make sure that everyone is able to get to the Operational Site **Please Sign In** page, as shown below.

SAY	You will now sign in to the test. On the Sign In screen, enter your legal first name, not your nickname, and Student Test Number (STN), and then enter the Session ID.

Write the Session ID on the board so that it is visible to all students or read the Session ID aloud to students.
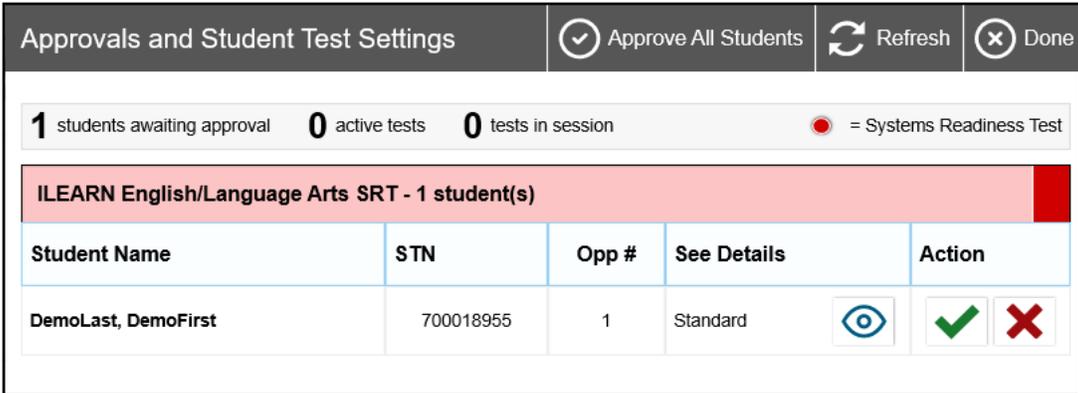
SAY	Select **Sign In** to sign in to the Secure Browser. The *Is This You?* screen will appear. If the information displayed is correct, select **Yes**. The *Your Tests* screen will appear. Select the SRT test (for your grade level). You will be taken to the *Waiting for Approval* screen. Raise your hand if any information on the screen is incorrect or you need additional assistance signing in or selecting a test.

Assist users as needed and make sure that everyone has proceeded to the *Waiting for Approval* screen.

SAY	I will now approve you to enter the test session.

To approve users in the TA Interface, select the Approvals button on the right side of the screen; this will open the *Approvals and Student Test Settings* screen. A list of all users waiting for approval will appear.

- If you wish to view or modify a student's test settings before approving the student to test, select the test settings icon 👁 in the See Details column. The *Test Settings* window will appear. In this window, you can assign designated features for the student. After selecting the applicable designated features, select **Set** at the top of the window.

- *To approve individual users*, select the green checkmark button ✔ for each student. The student will be approved.

- *To approve all users currently displayed in the list*, select the **Approve All Students** button at the top right of the test table. All users listed will be approved. However, please note that if you use this option, any users who reach the *Waiting for TA Approval* screen after you have selected **Approve All Students** will need to be approved separately.

Approvals and Student Test Settings	⊘ Approve All Students	⟳ Refresh	⊗ Done

1 students awaiting approval **0** active tests **0** tests in session ● = Systems Readiness Test

ILEARN English/Language Arts SRT - 1 student(s)

Student Name	STN	Opp #	See Details		Action	
DemoLast, DemoFirst	700018955	1	Standard	👁	✔	✖

SAY	If you receive the *Text-to-Speech Sound Check* screen, select the speaker icon 🔊 to hear the voice. Adjust Volume, Pitch, and Rate settings, if needed. If you hear the voice, select **I heard the voice**, then select **Continue**. If you do not hear the voice, select **I did not hear the voice**, raise your hand, and I will help you.

SAY	You should now see the *Instructions and Help* screen. Select **Begin Test Now**. Now that the test has loaded, take some time to respond to each question and use some of the tools. Move to different questions by selecting the forward or back arrow at the top of the screen. Your answers do not need to be correct. If you are not sure of an answer, select any answer and move on to the next question. Your answers to this test are not scored. Raise your hand if you have questions about how to navigate between questions or access the tools. Record any issues you experience on your sheet of paper. If you experience technical issues, such as questions not loading correctly or error messages, raise your hand, and I will help you. You may now begin. Please work until I ask you to stop.

Walk around the room and assist users as needed to complete the SRT. Allow 7 to 15 minutes for users to navigate through the test, explore the tools, and answer questions.

SAY	We have reached the end of the SRT. Please go to the last question, and select **End Test**. Select **Yes** on the *Attention* pop-up window. On the review screen, select **Submit Test**. A *Warning* pop-up will appear asking if you are sure you want to submit the test. Select **Yes**. On the *Your Results* screen, select **Log Out** to be directed back to the Sign In page. Great job, and thank you for participating in the SRT!

When everyone in the session has submitted their SRT test, stop the session in the TA Interface.

Stopping a Session

To stop the test session:

1. Select **Stop** in the upper-right corner of the screen (Session ID box). An *Important!* box will appear, requesting verification that you want to end the session and log students out.

2. Select **OK** to continue. The test session will close.