

Practice & Training Tests

TA Instructions: SBA, WCAS, ELPA21

Generating Session ID and Student Login to Sessions

Practice and training tests are tests completed in the Training Test administration application to prepare students for the summative assessment. If you're looking for Interim testing login information, please see the Interim test instructions.

Prior to starting the testing session prepare by:

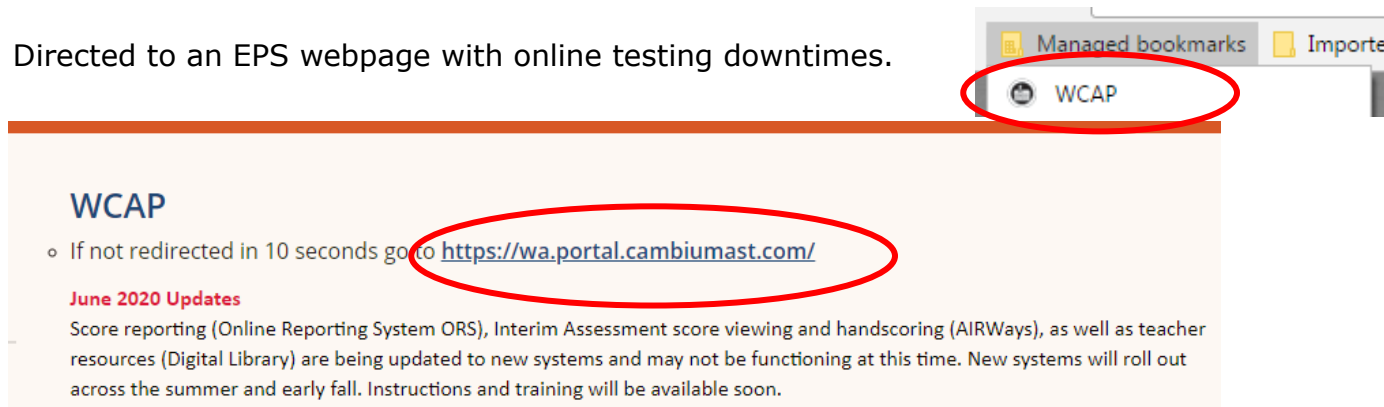
- Ensuring you have WCAP portal login access (see step 5)
- [Generating test tickets](#) with SSID in TIDE by class roster
 - Make sure that there is a ticket for each student
- [Reviewing student accommodations](#) and ensuring you understand how they work
- Review the [tools sheet](#) and the [Tools Supports and Accommodations Summary](#) to ensure you understand all the tools your students may use

Session reminders:

- Students must have:
 - Secure test tickets
 - Chromebook or devices
 - Do not have students log into the Chromebooks
 - Headphones (if required by the assessment or for student supports and accommodations)
- Instructions for student access begins on page 5 of this guide
- Create the test session no more than 20 minutes prior to testing
- Once students are in the session, you can demonstrate the practice test on your projector by following the instructions on page 9 to go open a guest session in the same test

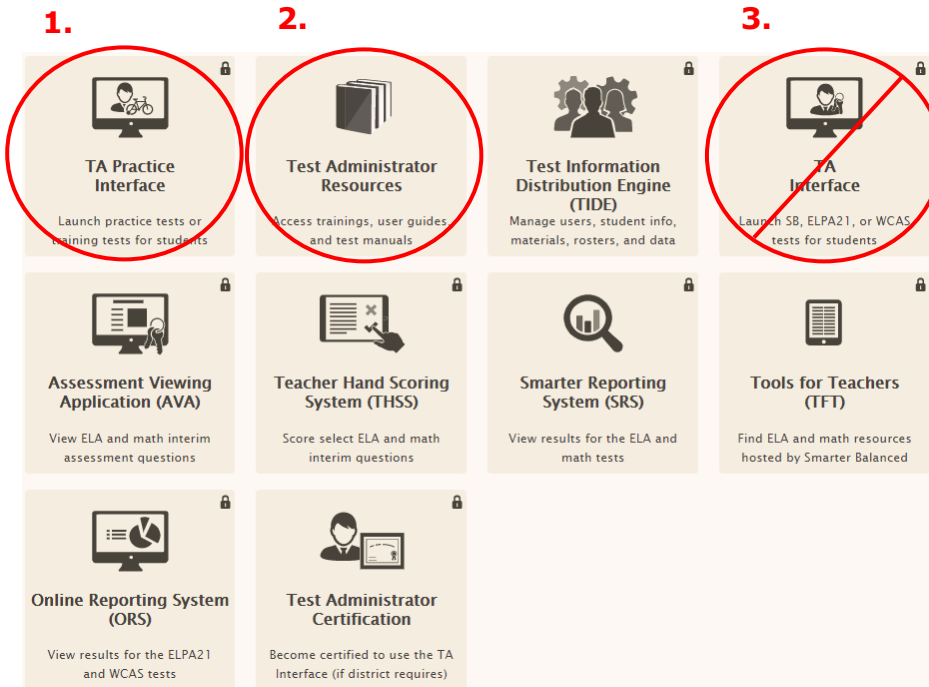
Teacher Access

1. Using [Google Chrome](#) as your browser.
2. Go to wa.portal.cambiumast.com or select WCAP in "Managed Bookmarks" bar.
3. Directed to an EPS webpage with online testing downtimes.



4. Select "Test Administrators"

5. Select "Practice & Training Tests" to access Interim Assessments using TA interface



1. Practice & Training Test
used to practice setting up a session and use of tools.

2. Resources

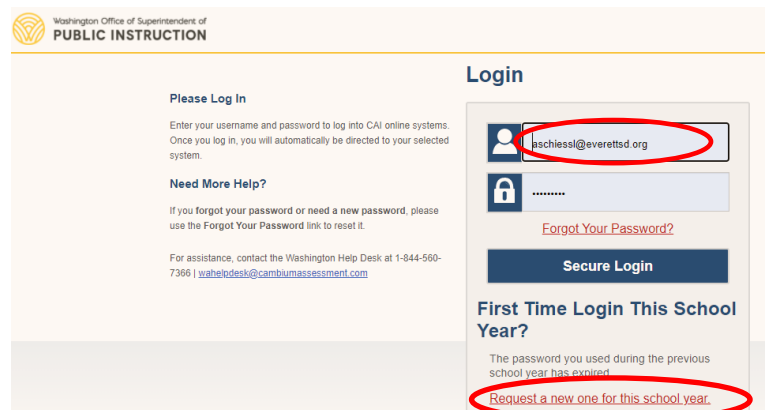
- **General Information** includes required state testing forms, Achievement Level Descriptors, and scratch paper log
- **User Guides and Manuals** includes Test Administration Manual (TAM), TIDE user guides, and Guidelines on Tools, Supports & Accommodations (GTSA)
- **Modules** sub-folder include training webinars

3. Test Administration

Access to Interim (Comprehensive & Block) and Summative Assessments ONLY.

6. Log in using email address and the secured WCAP Portal access password. If you have forgotten your password, enter your email address then click on "Forgot Your Password?" link to get a temporary password from "AIRAST DoNotReply".

If you have not logged in yet this school year, you will need to enter your email address and select the link 'Request a new one for this school year' and follow the directions.



7. Select one of the Practice or Training options by clicking on the → sign, then drill down to specific test by clicking on the + sign next to each test

Practice or Training Test Selection

Choose a testing category
Then select one or more tests. You can switch categories by using the button in the modal header.

- Smarter Balanced Practice Tests
- ELPA21 Practice Tests
- Smarter Balanced Training Tests
- WCAS Training Tests

Practice or Training Test Selection

Filter By: ⚙ Add Filter

Smarter Balanced Practice Tests

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

- English Language Arts (ELA)
 - Computer Adaptive Test (CAT)
 - ☐ Grade 3 ELA - Practice Test
 - ☐ Grade 4 ELA - Practice Test
 - ☒ Grade 5 ELA - Practice Test
 - ☐ Grade 6 ELA - Practice Test
 - ☐ Grade 7 ELA - Practice Test
 - ☐ Grade 8 ELA - Practice Test
 - ☐ Grade 11 ELA - Practice Test
 - Performance Task (PT)
- Mathematics

Back

1 Tests Selected 🗑 Clear All

Smarter Balanced Practice Tests

- Grade 5 ELA - Practice Test

▶ Start Practice or Training Session

8. Click on Start **Practice or Training** Session to create a Session Number – i.e. TRAIN-0FCE-12 (Reminder: no more than 20 minutes prior to beginning the test session)

Washington Office of Superintendent of
PUBLIC INSTRUCTION

Session ID: TRAIN-0FCE-12

Practice or Training Test Session

0 students awaiting approval 0 print requests 0 active tests

Instructions

- Start Session**
Press the **Select Tests** button, mark the checkboxes for the tests you wish to include, and then press the **Start Session** button.
- Approve Students**
Press the **Approvals** button, review each student's test details, and then press the **✓** button.
- Monitor Progress**
Monitor the **Students in your Test Session** table. You can use the **🖨** button to view print requests and the **⏸** button to pause students' tests. To stop a test session, press the **🛑** button next to the Session ID.

9. A session ID will then be generated. Write the session ID on the board

The screenshot shows a software interface with a top navigation bar and a main content area. The navigation bar includes links for Student Lookup, Approved Requests, Print Session, Help Guide, Alerts, Logout, and a user profile for Schiessl, Annalise. The main content area features a 'Practice or Training' window displaying a session ID 'TRAIN-0FCE-12' next to a red stop sign icon. To the right of this window are buttons for 'Select Tests' and 'Approvals 0', and a refresh button. Callouts provide instructions for each of these elements.

To view approved requests

To print session after testing

To add new test(s) in the middle of testing

To approve requests (will be clickable when students request access)

To refresh page

Student Lookup | Approved Requests | Print Session | Help Guide | Alerts | Logout | Schiessl, Annalise

Practice or Training Session ID

STOP TRAIN-0FCE-12

Select Tests

Approvals 0

Student Access with Chromebooks

1. Students open Chromebooks, select **APPS** then **AIR SECURE TEST** in lower left corner. (**Do Not** have students login to their GoogleChrome accounts)

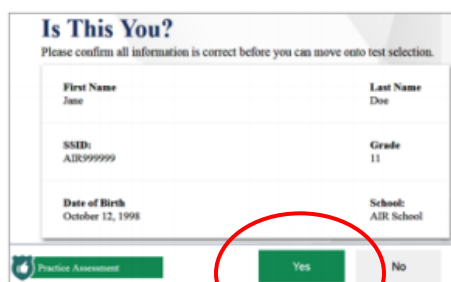
2. Students must click on the white box 'Go to the Practice and Training Tests Site' link

3. Students should toggle the Guest User and Guest Session boxes to 'Off' and enter the following login information:

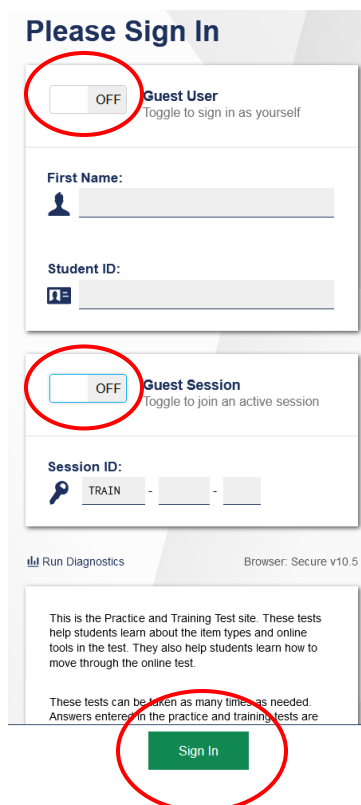
- First name (exactly from test ticket)
- Student ID (10-digit state SSID number)
- Session ID (created by the teacher)
 - i.e. TRAIN-47D3-9

Click on Sign In

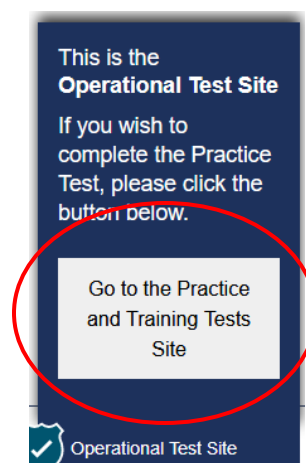
4. Student will be prompted to verify their personal information. If all is correct, student will click 'Yes'.



The 'Is This You?' screen prompts the student to confirm their information. It includes fields for First Name (Jane), Last Name (Doe), SSID (AIR999999), Grade (11), Date of Birth (October 12, 1998), and School (AIR School). At the bottom, there is a 'Practice Assessment' button and two buttons: 'Yes' and 'No'. The 'Yes' button is circled in red.



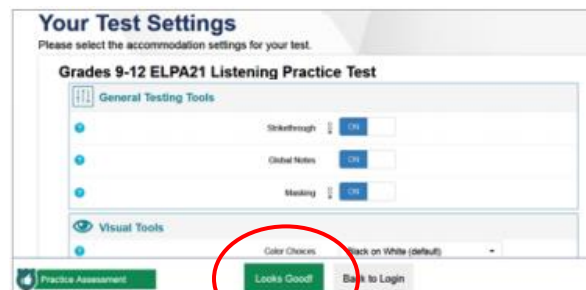
The 'Please Sign In' screen has two sections. The top section is for 'Guest User' with a toggle set to 'OFF' (circled in red), a 'First Name' field, and a 'Student ID' field. The bottom section is for 'Guest Session' with a toggle set to 'OFF' (circled in red) and a 'Session ID' field containing 'TRAIN'. Below these is a 'Sign In' button circled in red. At the bottom, there is a 'Run Diagnostics' link and a browser version indicator 'Secure v10.5'.



5. The student selects the correct assessment available for them to take. (Students can only select tests that were identified by the TA in the Test Administration site and that still need to be completed).

6. The request is sent to the TA for approval and the 'Waiting for TA approval' message appears. After the TA approves the student(s) for testing, the student can proceed to the next step.

7. Student will verify again the test information and settings on the 'Is This Your Test?' page. If the settings are correct, student clicks 'Looks Good'. (If the student alerts you to an error in settings, notify your SC).



The 'Your Test Settings' screen shows 'Grades 9-12 ELPA21 Listening Practice Test'. It has sections for 'General Testing Tools' and 'Visual Tools'. The 'Looks Good' button at the bottom is circled in red.

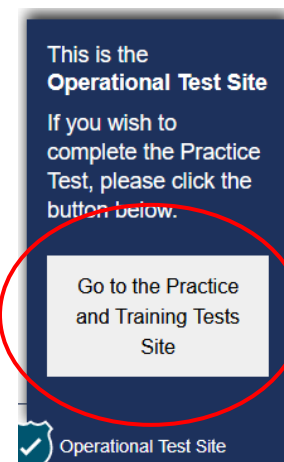
8. The 'Test Instructions and Help' page is the last step of the sign-in process. Students may review this page to understand how to navigate the test and use test tools. After reviewing, students click 'Begin Test Now'.

Student Access with Microsoft Tablets

1. Students open Tablets, sign in with userID 'sbatester' and password 'sbatester' then select icon WASecureBrowser on home screen. (**Do Not** have students login with their information).



2. Students must click on the white box 'Go to the Practice and Training Tests Site' link



3. Students should toggle the Guest User and Guest Session boxes to 'Off' and enter the following login information:

- First name (exactly from test ticket)
- Student ID (10-digit state SSID number)
- Session ID (created by the teacher)
 - i.e. TRAIN-47D3-9

Click on Sign In

Please Sign In

☐ OFF **Guest User**
Toggle to sign in as yourself

First Name:

Student ID:

☐ OFF **Guest Session**
Toggle to join an active session

Session ID:

4. Student will be prompted to verify their personal information. If all is correct, student will click 'Yes'.

Is This You?
Please confirm all information is correct before you can move onto test selection.

First Name Jane	Last Name Doe
SSID: AIR999999	Grade 11
Date of Birth October 12, 1998	School: AIR School

5. The student selects the correct assessment available for them to take. (*Students can only select tests that were identified by the TA in the Test Administration site and that still need to be completed*).

6. The request is sent to the TA for approval and the 'Waiting for TA approval' message appears. After the TA approves the student(s) for testing, the student can proceed to the next step.

7. Student will verify again the test information and settings on the 'Is This Your Test?' page. If the settings are correct, student clicks 'Looks Good'. (*If the student alerts you to an error in settings, notify your SC*).

Your Test Settings
Please select the accommodation settings for your test.

Grades 9-12 ELPA21 Listening Practice Test

General Testing Tools

- Strikethrough: ☐
- Global Notes: ☐
- Masking: ☐

Visual Tools

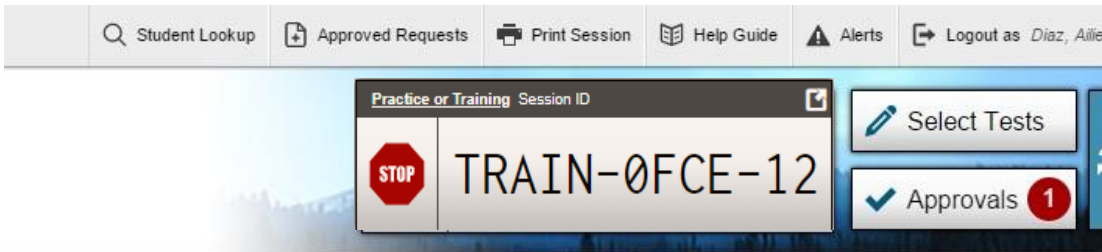
- Color Choices: ☐
- Black on White (default): ☐

8. The 'Test 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. After reviewing, students click 'Begin Test Now'.

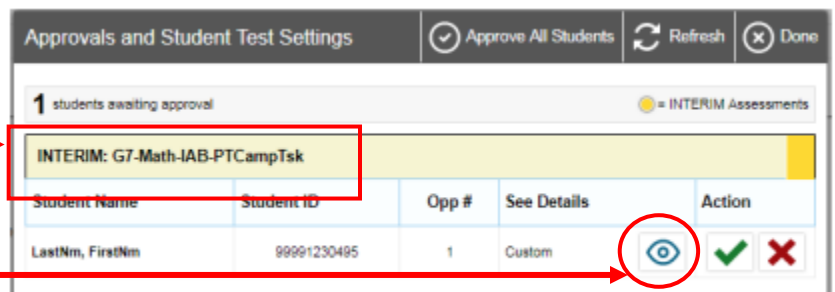
Teacher Session Approval

It will take about 30 seconds for the student names to display on the waiting for approval list on the Teacher (TA) Interface.

1. Click on the Approvals once the expected number appears, i.e. 23. This will approve all at once and help identify if one or two students are having log in issues.



2. The 'Approvals and Student Test Settings' window appears, displaying a list of students grouped by test. Check that the student(s) selected the correct test.

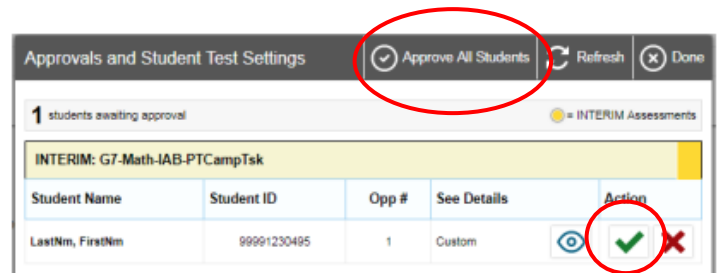


3. To check a student's test settings and accommodations, click the eyeball button for that student. The student's

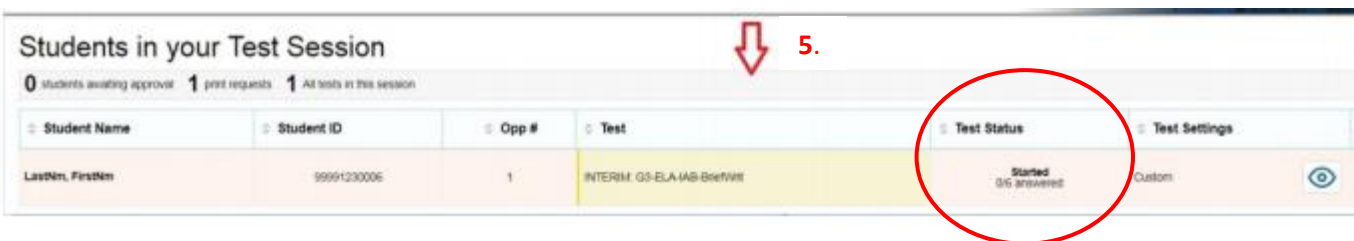
information will appear. (Reminder:

students should not begin testing until their settings are correct in TIDE. If any accommodations or designated support settings are incorrect, please click the red 'X' button to deny student access to the test and ask your SC to update the settings in TIDE. Student will need to log out and rejoin the session for the option to appear).

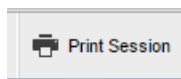
4. To approve all students displayed in the list, click '**Approve All Students**' or the **green check mark** next to each student's name to approve one at a time into the session.



5. Monitor student progress: 0/0 will change to 1/XX (approximate number of questions in the exam, CAT number will vary by student).

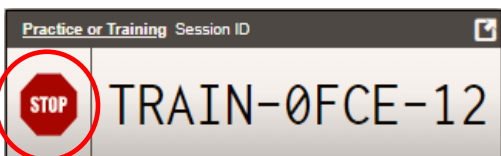


6. Click on PRINT SESSION (above session ID).

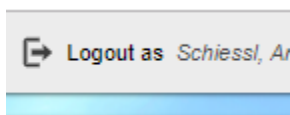


icon located on top right-hand of the webpage (above session ID).

7. Click on "Stop" (top-right corner) when all students have completed the test.



8. Click on "Log Out" (top-right corner) of the window to close out.



Student instructions for ending a testing session:

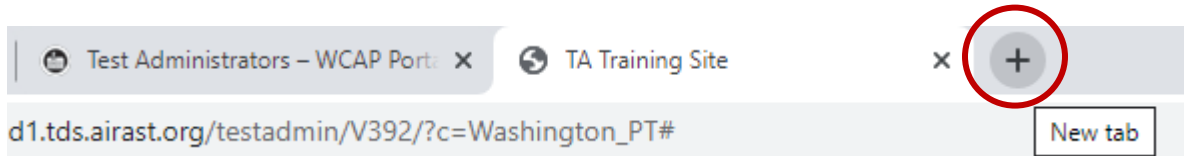
1. Select "Pause" if not done, "End Test" if completed
2. Close Secure Browser (top right)
3. Shut Down Chromebook/Tablet (bottom left)

Teacher to open training test and review overhead with class

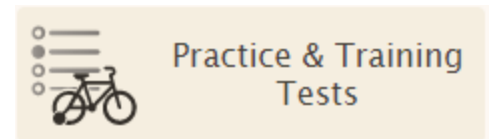
Now that you have created a practice session, TRAIN-47D3-9, you can now open your own practice test and log in using guest credentials to review test tools and best practices with your class on the overhead.

Follow the instructions for after you have set up a practice session for students to enter.

1. Open a new tab in Google Chrome by clicking on the + circle next to the current open tab



2. Go to the WCAP <https://wa.portal.cambiumast.com/> and select Practice & Training Tests from the menu on the right of the screen
3. Click on Take the Practice and Training Tests card and it will take you to a sign in screen



Keep the 'Guest User' toggle to ON

Toggle 'Guest Session' to OFF and enter your training session ID

Session ID: TRAIN - 47D3 - 9

Run Diagnostics

Browser: Chrome v79

This is the Practice and Training Test site. These tests help students learn about the item types and online tools in the test. They also help students learn how to move through the online test.

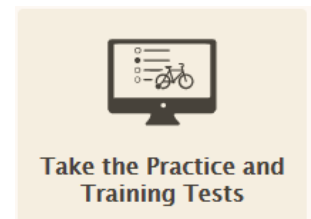
These tests can be taken as many times as needed. Answers entered in the practice and training tests are not saved or scored.

Depending on the grade level you choose on the next screen, there are tests for:

- English language arts/literacy
- Math
- Science
- ELPA21

To continue as a guest, click the green Sign In button at the bottom.

Sign In



4. Select the appropriate grade level of your practice test and click on the 'Start Grade 7 MATH – Practice Test box
5. The waiting for approval page will appear.
6. Return to your TA training site tab and approve



Grade:

Smarter Balanced Practice Tests

Start Grade 7 MATH - Practice Test
 This is opportunity 1 of 99

Grade 7 MATH - Practice Test - 1 student(s)				
Student Name	Student ID	Opp #	See Details	Action
GUEST	GUEST	1	Standard	

7. Return to your Student: Login tab and review the Test Settings and Help Guide at this time with the class before you select Begin Test Now at the bottom of the page.
8. You will now enter the practice test with your class and review best test taking practices, how to use the tools that are available for questions, etc.

You Are Almost Ready to Begin Your Test

Read the information on this screen. Click "Begin Test Now" when you are ready to start your practice or training test.

Test Settings

Use this button to look at your test settings.

[View Test Settings](#)

Help Guide

Look at the Help Guide during your test using the "?" button in the top corner of the screen.

[View Help Guide](#)

[Begin Test Now](#)

[Go Back](#)