The Test Delivery System (TDS) has two components, the Test Administrator (TA) Interface and the Student Interface. Test administrators use the TA Interface to create and manage test sessions. Students use the Student Interface in the secure browser to access the testing site. Please refer to the Test Administrator User Guide on the FSA Portal for more information about TDS. This quick guide is focused on operational/live testing. For more information about administering practice tests, please refer to the Practice Tests User Guide.

**TEST ADMINISTRATOR INTERFACE**

TA Login, Session Creation, Student Approval, Monitor Students, and Stop Sessions

**Test Administrator Login (For Operational/Live Testing)**

1. Open the FSA Portal.
2. Click the Administer the FSA card.
3. Enter your username and password and click Secure Login.

www.FSAssessments.org

**Start a Test Session**

1. Select the test(s) you will administer in the session from the Test Selection window.
2. Click Start Operational Session.
3. Display the Session ID (found at the top of the screen) where all students in your room can see it.

Students will need the Session ID to log in to your test session. Record the Session ID in case of technical issues.
Start a Test Session (cont.)

4. Have students sign in to the Student Interface through the secure browser using their first names and usernames, which are found on their test tickets, and the Session ID, which you have displayed where all students can see it.

   • Test administrators should create a test session immediately prior to testing.
   • Test administrators are automatically logged out after 90 minutes of TA and student inactivity in a test session. This will close the test session and pause all in-progress tests.
   • Test administrators will not be logged out due to inactivity as long as students are actively testing. Other network connectivity issues may cause the TA’s session to close.

Approve Students for Testing

1. After students select their tests, click the Approvals button to view the list of students awaiting approval.

   The Approvals and Student Test Settings window does not automatically refresh. Click the refresh button [↻] to update the table.

2. To review a student’s test settings, click the test settings icon [🔗] in that student’s row. If there is an issue with the student’s test settings, contact your school assessment coordinator.

3. To deny a student access to the test, click the deny icon [✗] and type the reason in the box.

4. To approve individual students for testing, click the approve icon [✓] in the Action column for each student.

   To approve all students currently displayed for each subject, click the Approve All Students button, located to the right of each subject.

   For Session 2 (Day 2), TAs will start a new test session. Students resume their tests, and the TA will approve them to enter the test.
Monitor Students

You can view each student’s test in the Students in Your Operational Test Session table to monitor student progress during testing.

- The Student Information column displays student name and Username.
- The Test column displays the test name and what session the student is in.
- The Progress column displays items answered in the test. The fraction represents the number of items answered out of the total items in the test.
- The Test Status column shows the status of the student’s test. The more info button [ ] provides reasons why a student may no longer be in the test.
  - Statuses include the following: Approved, Started, Review, Completed, Submitted, and Paused.
- The Test Settings column shows if the student is using standard or custom test settings. For more information, click the Test Settings icon [ ].
- The Actions column includes a Pause button [ ] which allows you to pause an individual student’s test.

Stop a Test Session

1. When the session has ended, click the stop icon [ ]. This will automatically pause any tests in your session that are still in progress.

2. Click Logout to exit the TA Interface.

Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, you must start a new session.
STUDENT INTERFACE
Sign In, Verify Student Information, Select Test, Verify Test Information, and Complete Test

Sign In

1. You will open the secure browser on each student computer or device to the Sign In screen.

2. You will instruct students to enter their first names and usernames, which are found on their test tickets, and the Session ID, which you have displayed where all students can see it.

Common Login Errors:

- The Username or First Name is entered incorrectly. This indicates that the username and/or first name do not match the information in TIDE. Verify that students have the right test ticket and are entering the information correctly, or use the Student Lookup feature in the TA Interface to confirm student information.

- The Session ID is not available. This indicates that the Session ID entered is not an available test session. Verify that the Session ID was entered correctly or that the session did not close due to inactivity.

Verifying Student Information

1. After students log in, the Is This You? screen displays. Students will verify that the information on this screen is correct.

2. Students must click Yes to continue or click No if the information is incorrect.
Selecting a Test

1. On the **Your Tests** screen, students must click on the name of the test they need to take.

2. You will approve students into the session. The students will see a **Waiting for Approval** screen.

If students need to resume a paused test or are starting the next session of a test, **Resume** will appear next to the test name, as it is for Grade 10 Writing and Geometry EOC in the image above.
Verifying Test Information

1. On the **Help Guide and Test Settings** screen, students will have the opportunity to review their Test Settings and the Help Guide. You will instruct students to view Test Settings by clicking **View Test Settings**. Students will review the information on the **Review Test Settings** screen to verify that their accommodations are correct.

   Students can also adjust their accessibility settings, such as background color, print size, and mouse pointer settings on this screen.

2. After verifying their test settings, students click **OK** to return to the **Help Guide and Test Settings** screen.

3. To view the Help Guide, students will click **View Help Guide**.

4. Students will click **Begin Test Now** on the **Help Guide and Test Settings** screen to start.

   Students signing into a Reading test and/or students using the text-to-speech accommodation will see an **Audio Checks** screen after they are approved by the TA. On this screen, they will verify that they can hear the sample audio before continuing the login process.
Completing a Test

The layout of the Student Interface will differ depending on the subject. Passages, questions, answer options, and/or response panels may appear on the screen.

Students may use the tools at the top of the screen or in the context menu(s) as they proceed through the items until reaching the Review screen.

1. At the end of the first session, students must click End Session to pause their tests after they have finished providing responses and reviewing their work.

2. At the end of the final session, students must click End Test and then click Yes to submit their test.

3. On the Submit Test screen, students must click Submit Test to submit their test.

4. Students must click Yes on the pop-up and then Log Out to exit the test.

For Grades 7–8 Mathematics students who will take two sessions on Day 2, follow your school assessment coordinator’s instructions regarding what type of break (short or extended) students should take after completing Session 2. Follow the appropriate steps outlined in the manual for how to exit Session 2 based on those instructions.