

**Appendix P**  
**Indiana Online Practice Test User Guide**

# Indiana Online Practice Test User Guide

Indiana Assessment: ILEARN, IREAD-3, ISTEP+

2020–2021

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*Prepared by Cambium Assessment, Inc.®*



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## Section I. Practice Test Administration User Guide

Because practice tests are delivered in the same environment as the operational tests, Test Administrators (TAs) will use the same two Online Testing System components:

- TAs use the TA Interface to create and manage test sessions.
- Students use the sign in to the **Student Testing Site** on the **Secure Browser** to take the practice tests.

### TA Interface: Login and Practice Test Setup

1. On the Indiana Assessment Portal (<https://in.tds.cambiumast.com/testadmin>), navigate to the applicable assessment program's portal and select your user role.
2. Select the **Test Administration** card. The TA Interface login page appears.
3. Enter your email address and password.
4. Select **Secure Login** to enter the TA Interface. Note that TA certification is required to administer practice tests. A message will appear denying access until certification is complete.

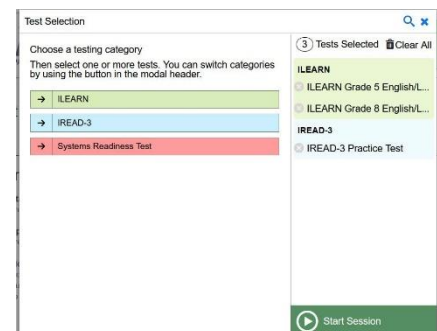
Test Administration Card



Login Page

5. Start a test session.
  - a. In the **Test Selection** window, select the program (ILEARN, ISTEP+, or IREAD-3); select the plus sign to expand the practice tests, and then select the specific practice tests to administer.
  - b. Select **Start Session**. The Session ID appears at the top of the page.
6. Provide the Session ID to the students signing in to your practice test session.

TA Interface: Select Tests, Start Session






7. Have students sign in to the Student Testing Site using their first name, Student Test Number (STN), and the Session ID from step [5.b](#). Note these common login errors:

- **The first name and STN do not match.** This indicates that the first name entered does not match the first name associated with the STN.
- **The Session ID is not available.** The Session ID entered is not an available test session. Verify that you entered the Session ID correctly.

For more information about the student login process, see the section [Instructions for Students: About the Practice Test Process](#).

Student Testing Site: Sign In

8. Approve students for testing. When students select practice tests, the **Approvals** box in the upper-right corner of the TA Interface shows notifications. Select **Approvals** to view the list of students awaiting approval.

- To review a student's accommodations and update designated features (if necessary), select  in that student's row.
- To approve an individual student for testing, select .
- To deny a student for testing, select  and enter the reason in the box.

To approve all students for a given practice test or session, select **Approve All Students**.



TA Interface: Approve Students

Student Name	STN	Opp #	See Details	Action
Demo, Student	999999040	1	Standard	
Demo 2, Student	999999234	1	Standard	

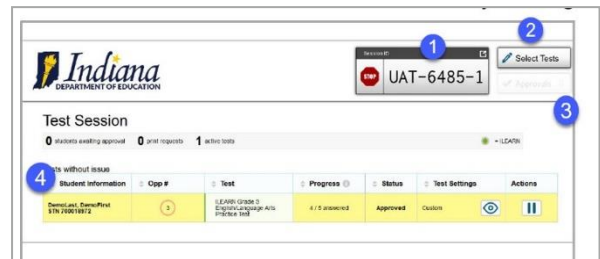
TA Interface: Edit Student Test Settings

9. Monitor the students' progress throughout the practice tests. Students' test statuses appear in the Test Status column of the **Students in Your Test Session** table.


This column also displays the number of test questions the student has answered compared with the total number of questions in the test.

- The numbered items represent:
  1. Session ID
  2. Select Tests
  3. Approvals
  4. Students in your test session
- Select  to pause an individual student's practice test. If a student's test is paused for more than 20 minutes, the student cannot review any questions completed before the test was paused.
- Select  to view a student's full information, including current test settings.

TA Interface: Students Currently Testing



10. When the time is up, stop the test session and log out.

- a. Select  to stop the session and automatically pause any in-progress tests in your session.
- b. Select **Log Out** 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, start a new session. Refer to the *Test Delivery System (TDS) User Guide* for instructions on transferring test sessions, in case a TA accidentally exits a browser during testing, etc.

TA Interface: Stop Session



## Instructions for Students: About the Practice Test Process

### Sign In

1. Open the Secure Browser. The **Student Sign-In** page appears.
2. Enter your first name, STN, and the Session ID.
3. Select **Sign In**.

Students: Secure Browser Sign-In Page

### Verify Student Information

1. After you sign in, the **Is This You?** page appears. Verify that the information on this page is correct.
2. If the information on the screen is correct, select **Yes** to continue.

Students: Is This You? Page

### Select an Available Test

1. On the **Your Tests** page, select the correct (e.g., Mathematics, English/Language Arts [ELA], Science, or Social Studies) **practice** test.
2. Wait for me to check your test settings and approve your participation.

Students: Your Tests Page

### Verify Test Information

1. Review the information on the **Review Test Settings** page and make sure that your test settings are correct.
2. Select **OK** when you are ready. The **Functionality Check** pages may appear, depending on the test.
  - a. If you are testing with Text-to-Speech (TTS), play the sample TTS audio to make sure that it reads the text aloud.
  - b. If the test contains audio content, play the sample audio to make sure that you can hear it clearly.

Students: Review Test Settings Page

3. The **Test Instructions and Help** page is the last step in the sign-in process. Students may review the information here to understand how to navigate the test and use test tools. Students may access by selecting the **Help Guide** button. [Table 1](#), [Table 2](#), and [Table 3](#) in this User Guide provide a lists of the available tools.
4. Select **Begin Test Now** to start the practice test

#### *Taking the Test (Information for TAs)*

- On each page of the test, students should answer all the questions before selecting **Next** to move on to the next page. All responses are saved automatically. Students can also manually save their responses to questions by selecting Save in the global menu.
- When a test question is associated with a stimulus, students should review that stimulus before responding to the question.
- Students answer test questions depending on the question's type.
  - Multiple-choice questions: Students select a single answer option.
  - Multi-select questions: Students select one or more answer options.
  - Technology-enhanced questions: Students follow the instructions given for each question.
  - Technology-enhanced questions require students to do one of the following tasks:
    - Use an on-screen keypad to generate an answer.
    - Select an object or text on the screen.
    - Plot points or lines on a graph or image.
    - Move objects or text around on the screen.
    - Enter text in a text box.
    - Match answer options together.
    - Enter values in a table.
    - Modify a highlighted word or phrase in a reading selection.
    - Enter input parameters to run an on-screen simulation.
- Some test pages may have only one question and others may have more. Students may need to scroll down the page to see all questions on a page.

#### 5. *Pausing the Test*

- a. You can pause a test at any point. The pause button is located in the upper right-hand corner of the global menu.
- b. If you pause for more than 20 minutes, you cannot review any questions completed before pausing, unless you paused on a page with incomplete questions.

Pause Button





- 
6. When you resume a test after pausing it, you will be taken to the first incomplete question.
- 
7. After completing the last question on the practice test, select **End Test**. The appearance of the End Test button does not indicate the test is complete. This button should only be selected once the student has finished answering all items in the test.
  8. On the **End Test** page, select a question number to review one of your answers, or select **Submit Test** to complete the testing process. Once you submit the test, you will not be able to return to any items or change any responses.
- 

## End Test Page

The screenshot shows the 'End Test Page' interface. At the top, a blue banner reads 'Congratulations, you reached the end of the test!'. Below this, a message states 'You have marked questions. Review these questions before submitting your test.' with a magnifying glass icon. A grid of question numbers (1-31) is displayed, with some numbers highlighted in blue and others in grey. A green 'Submit Test' button is located at the bottom right of the grid.

1	5	9	13	17	21	25	29
2	6	10	14	18	22	26	30
3	7	11	15	19	23	27	31
4	8	12	16	20	24	28	

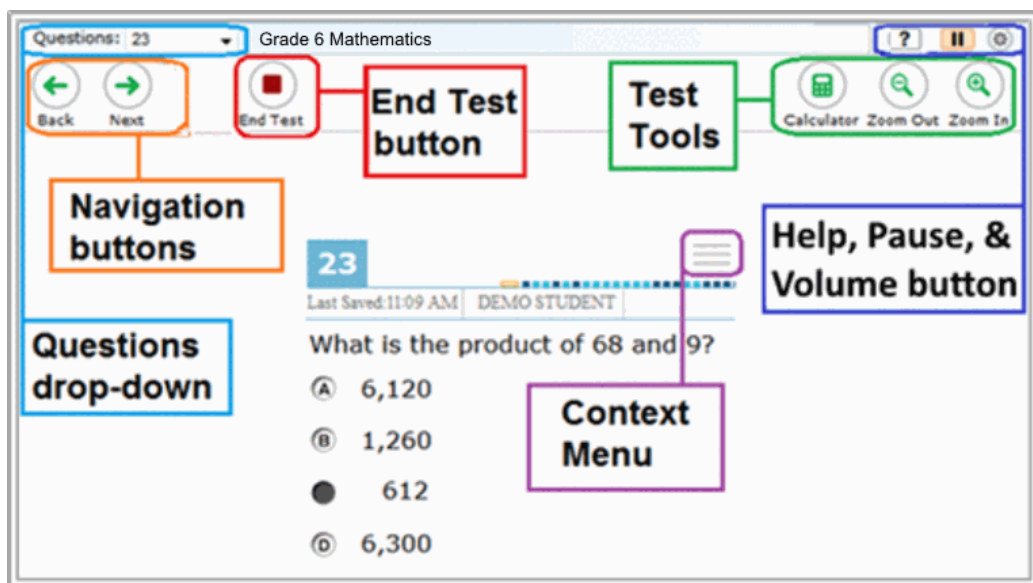
Submit Test

## Test Layout and Tools

This section provides an overview of the Online Testing System's available tools and their location.

[Figure 1](#) shows the basic test layout and primary tools available in the Student Testing Site.

Figure 1. Test Layout



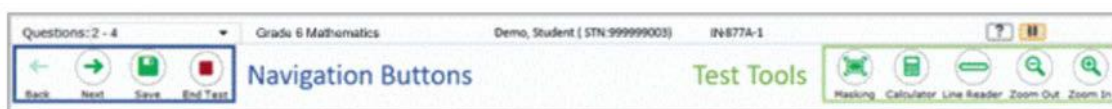
### Global and Context Menus

The global and context menus allow students to access on-screen tools. Students can access these tools using a mouse or keyboard shortcuts.

#### About the Global Menu

The global menu at the top of the test page contains navigation buttons on the left and tool buttons on the right (see [Figure 2](#)).

Figure 2. Global Menu



*To open a test tool in the global menu:*

1. Select the button for the tool. The selected test tool activates.

#### About the Context Menus

Each test page may include several elements, such as the question, answer options, and stimulus. The context menu for each element contains tools applicable to that element (see [Figure 3](#) and [Figure 4](#)).

Figure 3. Context Menu for Questions

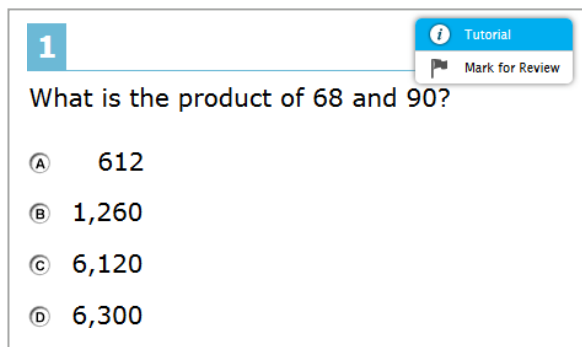
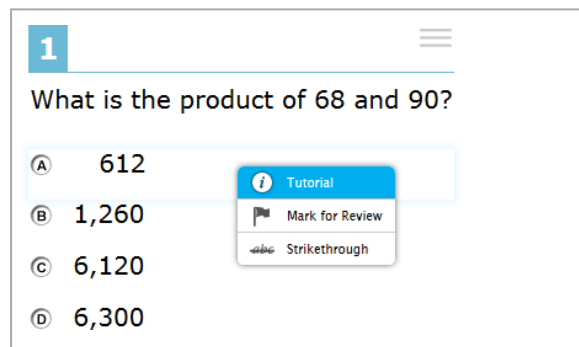



Figure 4. Context Menu for Answer Options



## Opening a Context Menu for Stimuli and Questions

Students can access context menus by right-clicking elements or by selecting elements and then selecting the context menu button.

*To access the context menu for a passage or question:*

1. Select the context menu  button in the upper-right corner of the stimulus or question. The context menu opens.
2. Select a tool.

## Opening a Context Menu for Answer Options

Students can use the context menu to access tools for answer options in a multiple-choice or multi-select question.

*To access an answer option's context menu:*

1. To open the context menu, do one of the following:
  - If you are using a **two-button mouse**, right-click an answer option.
  - If you are using a **single-button mouse**, select an answer option while pressing **Ctrl**.
  - If you are using a **Chromebook**, select an answer option while pressing **Alt**.
  - If you are using a **tablet**, tap the answer option and then tap the context menu button (this selects the answer option until you select a different option).
2. Select a tool from the context menu.















## Available Test Tools

[Table 1](#) lists the tools available in the *global menu* section of the test page, while [Table 2](#) lists the tools available in the *question* and *stimulus* sections (context menu tools).



**Note:** Some tools are available for all tests while others are only available when testing in a particular subject or when testing with a particular accommodation.

**Table 1. Global Tools**

Tool Name	Instructions
Help 	To view the on-screen <b>Help Guide</b> window, select the question mark  button in the upper-right corner.
Pause 	Click  to pause an individual student's test.
Calculator 	To use the on-screen calculator, select <b>Calculator</b> in the global menu. Without a formal accommodation, this tool is available only on portions of ILEARN Mathematics tests for grades 6-8, and on some portions of ISTEP+ Mathematics tests. This tool is available throughout ILEARN Mathematics grades 6-8 and ISTEP+ Mathematics tests to students with this formal accommodation.
Dictionary 	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select <b>Dictionary</b> in the global menu.
Formulas 	To view the on-screen formula sheet, select <b>Formula</b> in the global menu. Available on ISTEP+ Mathematics tests.
Line Reader 	To highlight an individual line of text in a passage or question, select <b>Line Reader</b> in the global menu. This tool is not available while the Highlighter tool is in use.
Masking 	The Masking tool temporarily covers a distracting area of the test page. To use this tool: Select <b>Masking</b> in the global menu. Click and drag across the distracting area. To close the Masking tool, select <b>Masking</b> again. To remove a masked area, select <b>X</b> in the upper-right corner of that area.
Notes 	To enter notes in an on-screen notepad, select Notes in the global menu. The text entered in this tool cannot be copied and pasted into an item's response area. This tool is available on the ILEARN Performance Task tests.
Prewriting 	To enter notes in the prewriting space, select Prewriting in the global menu. The text entered in this tool can be copied and pasted into an item's response area. The tool is available on the ISTEP+ ELA Writing Prompt.
Periodic Table 	To view the on-screen periodic table, select <b>Periodic Table</b> in the global menu.
Print Page 	To print the entire test page, select <b>Print Page</b> in the global menu.
Print Passage 	To print a reading passage, select <b>Print Passage</b> in the global menu.














Tool Name	Instructions
System Settings 	To adjust audio volume during the test, select  in the upper-right corner. Students testing with TTS can also use this tool to adjust TTS settings. 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.
Audio Transcripts	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. This accommodation is available only on ILEARN ELA tests.
Zoom buttons  	To enlarge the text and images on a test page, select <b>Zoom In</b> . Multiple zoom levels are available. To undo zooming, select <b>Zoom Out</b> .

Table 2. Context Menu Tools

Tool Name	Instructions
American Sign Language	You can watch videos that translate test content into American Sign Language (ASL). <i>To view ASL videos:</i> 1. From the context menu, select <b>American Sign Language</b> . <ul style="list-style-type: none"> <li>If only one ASL video is available, the video opens automatically.</li> <li>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.</li> </ul>
Highlighter	To highlight text, select the text on the screen and then select <b>Highlight Selection</b> from the context menu. If multiple color options are available, select an option from the list of colors that appears. To remove highlighting, select <b>Reset Highlighting</b> 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 <b>Mark for Review</b> from the context menu. The question number displays a flap  in the upper-right corner and a flag icon  appears next to the number on the test page. The <b>Questions</b> drop-down list displays (marked) for the question.
Notepad	To enter notes for an individual test question, select <b>Notepad</b> from the context menu. After entering a note, a 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 <b>Print Item</b> from the context menu. After sending the request, a printer icon  appears next to the question number on the test page. This accommodation is available on ILEARN tests.
Select Previous Version	To view and restore responses previously entered for an ELA Constructed- Response (Open-Ended) question, select the <b>Select Previous Version</b> option from the context menu. A list of saved responses appears. Select the appropriate response and click <b>Select</b> .

Tool Name	Instructions
Strikethrough	<p>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:</p> <ul style="list-style-type: none"> <li>Option A: <ul style="list-style-type: none"> <li>To activate Strikethrough mode, open the context menu and select <b>Strikethrough</b>.</li> <li>Select each answer option you wish to strike out.</li> <li>To deactivate Strikethrough mode, press <b>Esc</b> or click outside the question's response area.</li> </ul> </li> <li>Option B: <ul style="list-style-type: none"> <li>Right-click an answer option and select <b>Strikethrough</b>.</li> </ul> </li> </ul>
Text-to-Speech	To listen to passages and questions, select a <b>Speak</b> option from the context menu.
Tutorial	To view a short video demonstrating how to respond to a particular question type, select <b>Tutorial</b> from the context menu.

Table 3. Other Tools

Tool Name	Instructions
Closed Captioning	Questions and stimuli with audio elements automatically display closed captions for students testing with the appropriate accommodations. This accommodation is available only on ILEARN English/Language Arts tests.
Expand buttons	<p>Students can expand the passage section or the question section for easier readability.</p> <ul style="list-style-type: none"> <li>To expand the passage section, select the right arrow icon  below the global menu. To collapse the expanded passage section, select the left arrow icon  in the upper-right corner.</li> <li>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 upper-left corner.</li> <li>This accommodation is available for ILEARN, IREAD-3, and ISTEP+ tests.</li> </ul>