

Appendix J
Test Administration Overview Webinar Module



Test Administration Overview Webinar

Training Module



Objectives

After viewing this presentation, you should have a better understanding of:

- Preparing corporation staff and students for the administration of assessments;
- Navigating the Indiana Assessment Portal;
- Accessing information from the Indiana Assessment Help Desk;
- Installing the Secure Browser;
- Accessing resources that support test administration;
- Using the Network Diagnostic Tool; and
- Using CAI systems to administer online assessments

The Indiana Assessment Portal

The Indiana Assessment Portal is the centralized location for all information about administering Indiana assessments. Schools and families can access the Indiana Assessment Portal here:

<https://indiana.portal.cambiumast.com/>



Navigating the Indiana Assessment Portal

Select the links at the top of the web page or the cards along either side to navigate in the portal.

The screenshot shows the Indiana Assessment Portal homepage. At the top, a dark blue navigation bar contains links: Home, Users, Resources, Supported Browsers, and Register for email updates. The 'Supported Browsers' link is highlighted with a red box. Below the navigation bar is the header section with the Indiana Department of Education logo and the ILEARN logo (Indiana's Learning Evaluation and Readiness Network). On the left side, there is a vertical column of four dark blue cards with white text and small images: 'Students and Families', 'Test Administrators and Educators', 'Test Coordinators', and 'Technology Coordinators'. This entire column is highlighted with a red box. In the center, there is a 'Recent Announcements' section with a microphone icon. It contains two announcements: one dated September 14, 2020, about the Test Information Distribution Engine (TIDE) being live, and another dated September 8, 2020, about official support for Chrome OS 84. A third announcement dated September 2, 2020, mentions TIDE downtime. On the right side, there is a 'Welcome!' section with a paragraph of text. Below this are five light gray buttons with icons and text: 'Secure Browsers' (shield icon), 'Important Dates' (calendar icon), 'Resources' (book icon), 'Released Items Repository' (bicycle icon), and 'Indiana Department of Education' (Indiana state map icon). A large red arrow points upwards towards the 'Register for email updates' link in the top navigation bar.



Help Desk

Select the “Contact Us” link from any page within the Portal for information about contacting the Indiana Assessment Help Desk.



ILEARN

Indiana's Learning Evaluation and Readiness Network

Contact Us

Indiana Assessment Help Desk

Cambium Assessment, Inc.

Toll-Free Phone: 1.866.298.4256

Email: indianahelpdesk@cambiumassessment.com

Chat: <https://indiana.portal.cambiumast.com/chat.shtml>


Secure Browser


- The Secure Browser must be installed on any device used for secure student testing.
- Select the “Secure Browsers” card on the assessment -specific portal to access the Secure Browsers download page.





Downloading the Secure Browser


Scroll down and choose the appropriate tab for information about downloading the correct Secure Browser for your operating system.


 Important Information


 Windows
8, 8.1, 10; Server 2012 R2, 2016 R2

 Mac OS X/macOS
10.11–10.15

 Linux
(64-bit)
Fedora 30 LTS (Gnome)
Ubuntu 16.04, 18.04 LTS (Gnome)

 Linux
(32-bit)
Fedora 30 LTS (Gnome)
Ubuntu 16.04 LTS (Gnome)

 iOS/iPadOS
12.4, 13.4

 Chrome OS
83–84

Important Information

Technical Resources

- For instructions to set up Test Administrator and student workstations and to configure networks and assistive technologies, see the [Technology Setup for Online Testing Quick Guide](#).
- For additional instructions for configuring student workstations, see the following document for your operating system:
 - [Additional Configurations and Troubleshooting Guide for Windows](#)
 - [Additional Configurations and Troubleshooting Guide for Mac](#)
 - [Additional Configurations and Troubleshooting Guide for Linux](#)
 - [Additional Configurations and Troubleshooting Guide for iOS/iPadOS](#)
 - [Additional Configurations and Troubleshooting Guide for Chrome OS](#)

About Supported Browsers

The operating system versions listed in the above table are the only ones officially supported.

Warning: Support for New Desktop Operating Systems

Desktop operating systems, in particular new versions of those operating systems, not in the above table are not supported. Do not upgrade to new operating systems on computers used to administer online assessments.

Warning: Support for Updated Mobile Operating Systems

Turn off or delay automatic updates of operating systems.

View [Cambium Assessment Privacy Policy](#).

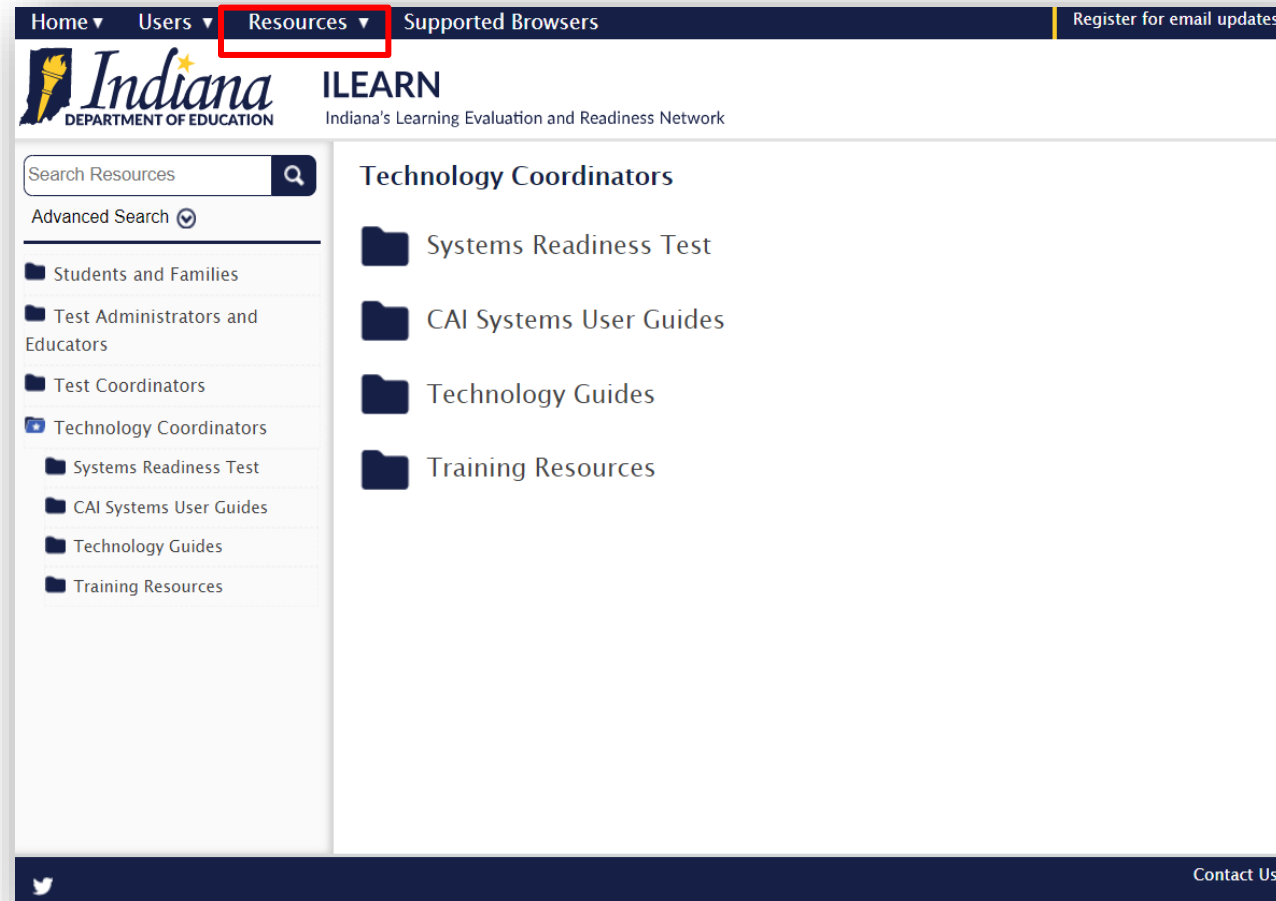


Installing the Secure Browser

- The tab for “Important Information” includes additional resources:
 - *Technology Setup for Online Testing Quick Guide:* provides instructions on how to set up Test Administrator (TA) and student workstations and how to configure networks and assistive technologies.
 - *Additional Configurations and Troubleshooting Guide :* provides additional instructions for installing the Secure Browser on each supported operating systems, including instructions to install the Secure Browser on multiple devices.
 - *Operating Systems:* Windows, MacOS, iOS, Chrome OS, and Linux

Accessing Resources

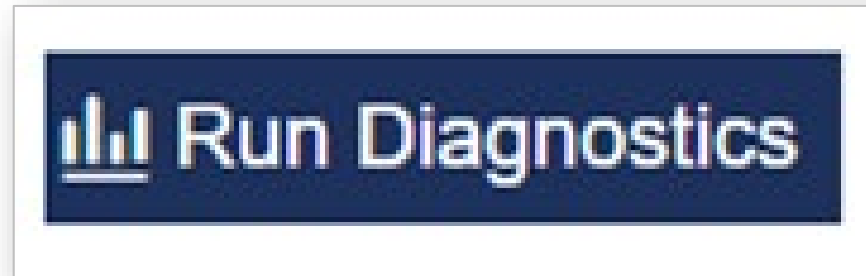
You can also access each technical manual by selecting the “Resources” link on the portal home page and then choosing “Technology Coordinators.”





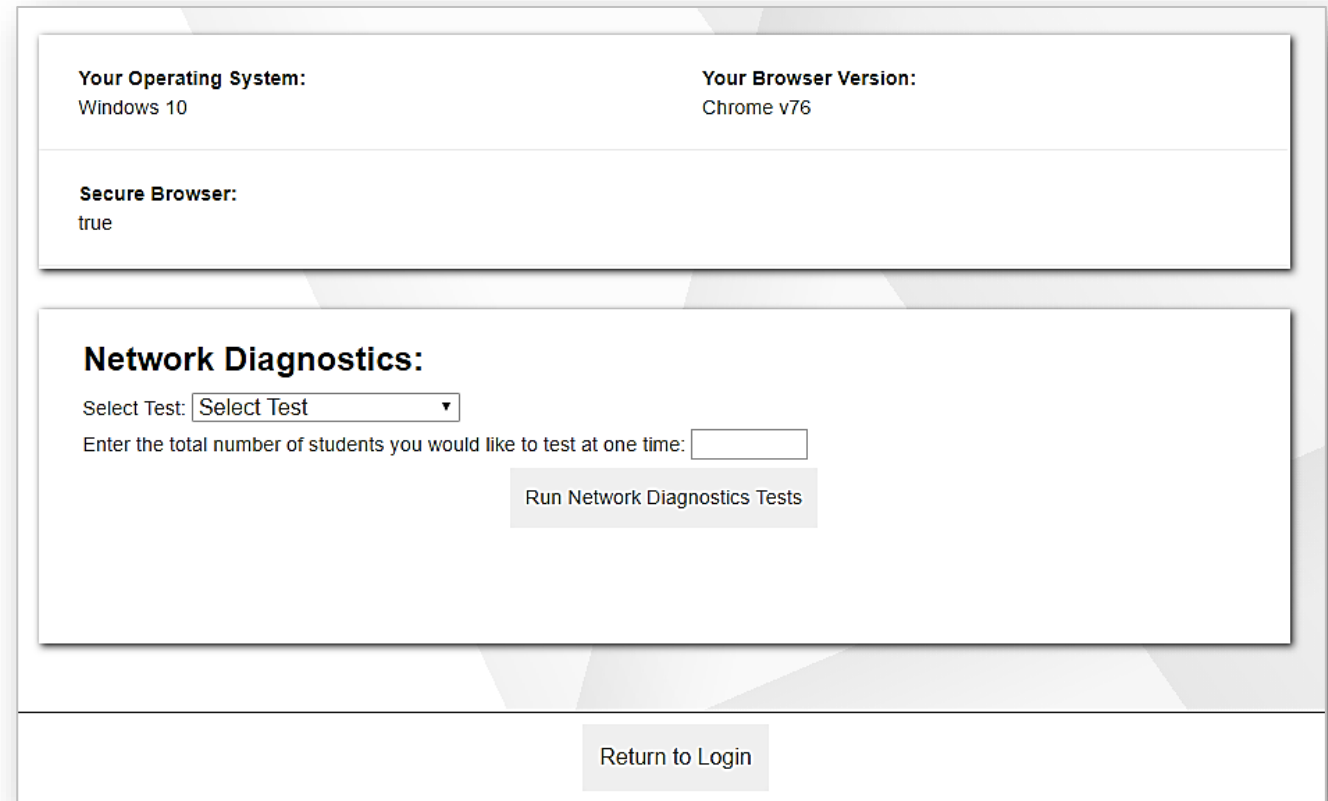
Network Diagnostic Tool

The main page of the Secure Browser includes a link to the Network Diagnostic Tool.



Network Diagnostic Tool (continued)

The Network Diagnostic Tool allows you to run the Network Diagnostics tests to confirm that the bandwidth is sufficient for testing



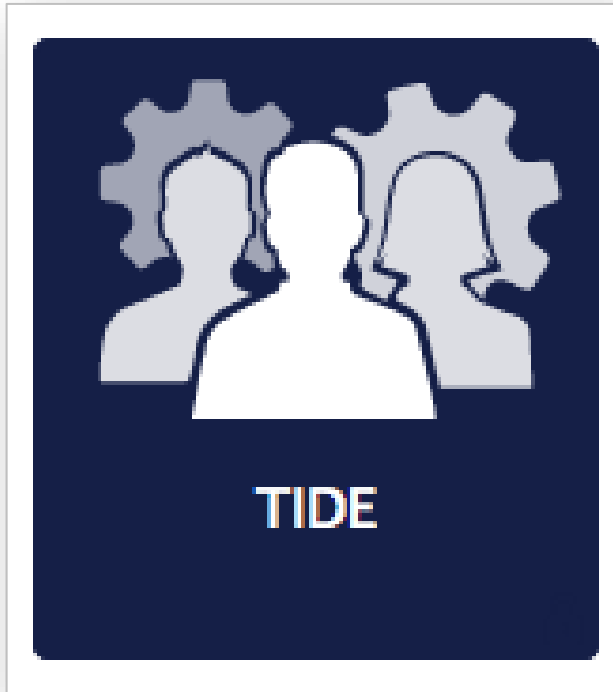
The screenshot shows a web interface for the Network Diagnostic Tool. It features a header section with system and browser information, a secure browser status, and a main section for running network diagnostics. At the bottom is a 'Return to Login' button.

| | |
|---|--|
| Your Operating System: Windows 10 | Your Browser Version: Chrome v76 |
| Secure Browser: true | |
| Network Diagnostics: Select Test: <input type="text" value="Select Test"/> Enter the total number of students you would like to test at one time: <input type="text"/> <input type="button" value="Run Network Diagnostics Tests"/> | |
| <input type="button" value="Return to Login"/> | |



Overview of CAI Systems


- **Test Information Distribution Engine (TIDE)**
 - Stores student demographic information and test settings
 - Stores information about users, including TAs
 - Used to manage user accounts for all systems
- **Test Delivery System (TDS)**
 - Used by TAs to administer tests and monitor students
 - Includes the interface students use to navigate through tests (i.e., Secure Browser)



- TIDE includes tasks that typically take place when preparing for testing, during testing, and after test administration.
- Download the *TIDE User Guide* and refer to it the first time you navigate through the TIDE system.

Administration Details

Administration: 2019-2020 | User: Test Administrator (TA) [Log Out](#)


Administration Details


Select the Test Administration, User Role, District, and School (as applicable):


Test Administration:

User Role:

*State:

*Corporation:




Administration Details


Select the Test Administration, User Role, District, and School (as applicable):

Test Administration:

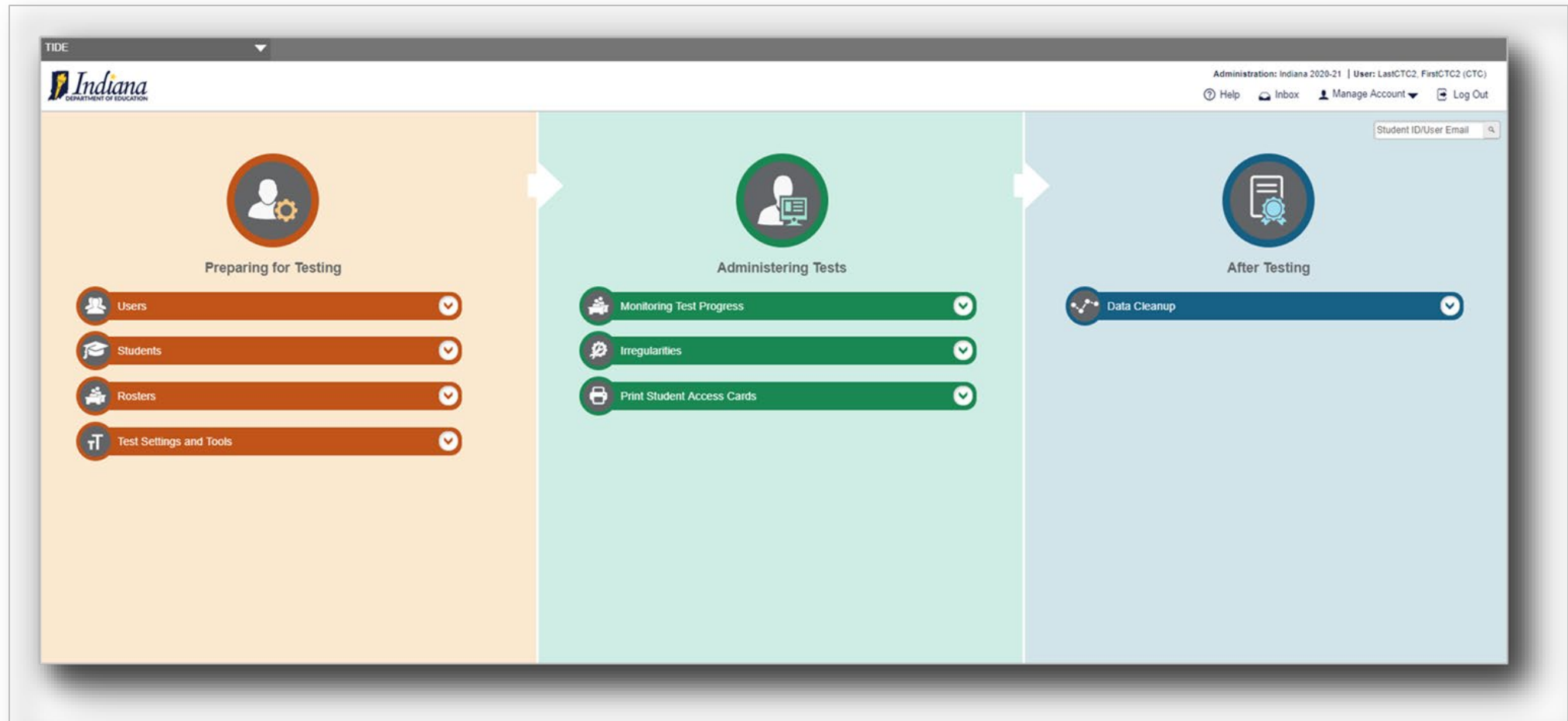
User Role:

*State:

*Corporation:



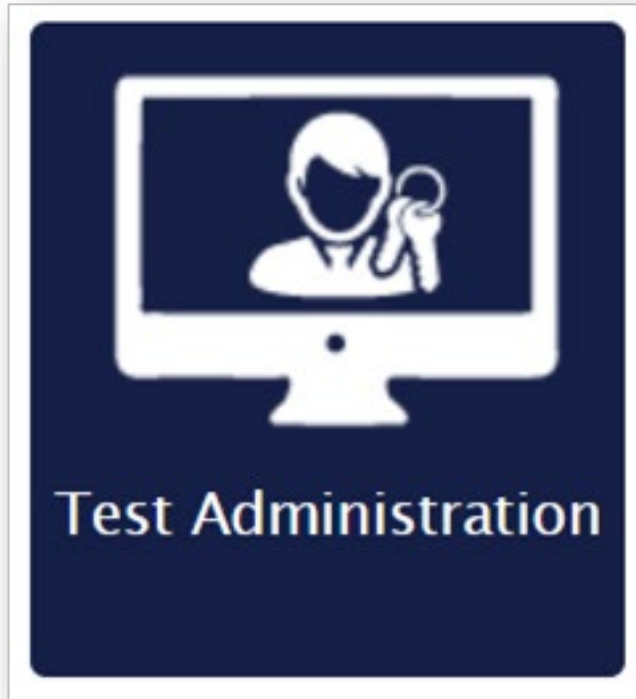
TIDE Tasks



Roles and Permissions

| Task | Corporation Test Coordinator (CTC) | Co- Op | School Test Coordinator (STC) | Non Public School Test Coordinator (NPSTC) | Test Administrator (TA) |
|-------------------------------------|---|-----------|-------------------------------------|---|-------------------------------|
| View/Edit/Export Students | ✓ | ✓ | ✓ | ✓ | |
| Placing Additional Orders | ✓ | ✓ | ✓ | ✓ | |
| View/Edit/Export Users | ✓ | ✓ | ✓ | ✓ | |
| View/Export Test Settings and Tools | ✓ | ✓ | ✓ | ✓ | ✓ |
| View/Edit/Export Rosters | ✓ | ✓ | ✓ | ✓ | VIEW ONLY |
| Create Invalidations and Requests | ✓ | ✓ | ✓ | ✓ | |

For a detailed list of user roles and associated permissions, see the *TIDE User Guide*.



- Students use the Student Interface (i.e., Secure Browser) to navigate through the test.
- TAs use the TA Interface to manage test sessions and monitor student testing progress.

Test Administrator (TA) Interface Tasks

Indiana DEPARTMENT OF EDUCATION

Session ID: **IN-139F-14** (STOP icon)

Select Tests | Approvals: 0

Test Session

0 students awaiting approval | 0 print requests | 0 active tests | ILEARN

Tests with potential issues

| Student Information | Opp # | Test | Progress ⓘ | Status | Test Settings | Actions |
|---|-------|-----------------------------|----------------|--|---------------|---------|
| DemoFirst2, DemoLast2 STN: 599999800 | 1 | ILEARN ELA G5 Practice Test | 2 / 4 answered | Paused, 2 min More Info > | Standard | |

Tests without issue

| Student Information | Opp # | Test | Progress ⓘ | Status | Test Settings | Actions |
|---------------------------------------|-------|----------------------------|----------------|---------|---------------|---------|
| DemoFirst, DemoLast STN: 599999001 | 1 | ILEARN G5 MA Practice Test | 2 / 4 answered | Started | Custom | |

- Start and run a test session.
- View student test settings and accessibility resources.
- Monitor the testing process.
- Pause and stop a test session.
- Print test session information.



Thank You!

Additional Information

- Indiana Assessment Portal
 - <https://indiana.portal.cambiumast.com>
- **CAI's Indiana Assessment Help Desk**
 - Toll-Free Telephone: 1.866.298.4256
 - Email: indianahelpdesk@cambiumassessment.com
 - Chat: <https://indiana.portal.cambiumast.com/chat.stml>