

# Test Delivery System – Practice & Training Tests Quick Guide

The Practice Test is available in each grade and is similar in format and structure to the Summative test. The Training Test is available in three grade bands (3-5, 6-8, and high school) and provides a sample of each kind of question students might encounter, allowing them to become familiar with AIR’s testing software and navigation.

The Practice and Training tests do not generate data for instructional decision-making. Interim Assessments are highly recommended in order to assess student progress on content standards.

The Practice and Training Tests have two components.

- Test proctors use one component, the Practice & Training Test Administration (TA Training) Site, to create and manage practice/training test sessions.
- Students use the other component, the Practice and Training Tests (Student Training) Site, to take the practice/training tests.

## Practice and Training Test Administration Site: Login and Test Administration

1. Open your web browser and navigate to the ISAT portal at <http://idaho.portal.airast.org/>.
2. Select the **ELA/Literacy & Math Assessments, Science & End of Course Assessments, or Alternate Assessment ELA & Math** assessment card (see [Figure 1](#)).
3. Click the **Practice & Training Test Administration** card (see [Figure 2](#)).

Figure 1. Assessment Card



Figure 2. Practice/Training Card - TA Training Site





4. The login page appears (see [Figure 3](#)). Enter your email address and password.
5. Click **Secure Login**. The TA Training Site appears.

Figure 3. Login Page

6. Start a test session (see [Figure 4](#)).
  - a. In the **Test Selection** window, select the test(s) to administer.
  - b. Click **Start Practice Session**. The session ID appears at the top of the page.
7. Provide the session ID to the students signing in to your test session.

Figure 4. TA Training Site: Select Tests, Start Session

8. Have students sign in to the Practice and Training Tests (Student Training) Site using their first name, EDUID, and the session ID from step 6 (see [Figure 5](#)). For more information about the student login process, see the section [For Students: About the Testing Process](#).

Figure 5. Student Training Site: Login

9. Approve students for testing (see [Figure 6](#)). When students select tests, the **Approvals** box in the upper-right corner of the TA Training Site shows notifications. Click **Approvals** to view the list of students awaiting approval.

- To review and edit a student’s test settings and accommodations, click  in that student’s row (see [Figure 7](#)).
- To approve an individual student for testing, click .
- To deny a student for testing, click  and enter the reason in the box.
- To approve all students in the list for testing, click **Approve All Students** in the top of the **Approvals** window.

Figure 6. TA Training Site: Approve Students

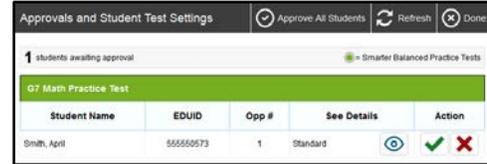
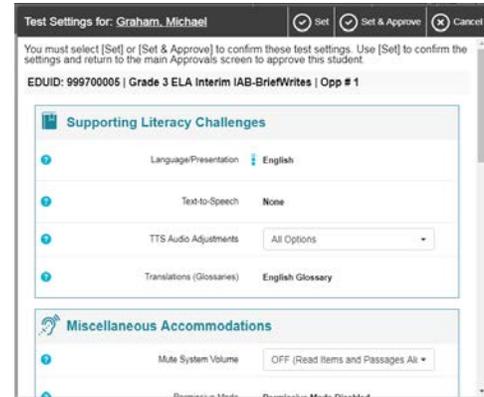


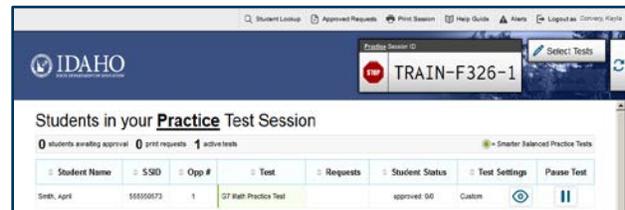
Figure 7. TA Training Site: Edit Student Test Settings



10. Monitor the students’ progress throughout their tests (see [Figure 8](#)). Students’ test statuses appear in the **Students in Your Test Session** table.

- Statuses include the following: approved, started, in-progress, review, completed, submitted, scored, reported, and paused.
- The **Student Status** column indicates how many test questions the student has answered out of the total number of questions in the test.

Figure 8. TA Training Site: Students Currently Testing



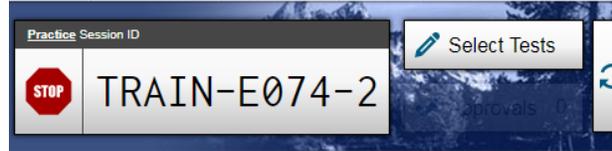
- Click  to pause an individual student’s test. If a student’s test is paused for more than 20 minutes, that student cannot review any items completed before the test was paused.
- Click the  to view a student’s full information, including test settings.

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11. When the time is up, stop the test session and log out (see [Figure 9](#)).

- a. Click  to end the session and automatically pauses any in-progress tests in your session.
  - b. Click **Log Out** to exit the TA Training Site.
- **Note:** Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, start a new session.

Figure 9. TA Training Site: Stop Session



## For Students: About the Testing Process

### Sign In

1. Click on the **Students & Families** icon on the home page of the ISAT portal and then select the **Practice & Training Tests** card (see [Figure 10](#)).
2. The **Student Sign-in** page appears (see [Figure 11](#)).
3. Enter your first name, EDUID, and the session ID. As a reminder, students need to be added to TIDE first in order to log in to the Secure Browser.

**Note:** Students may log in as guest mode and skip the steps asking for log-in information by checking the boxes next to “Guest User” and “Guest Session” (see [Figure 11](#)). Guest mode removes the need to set up a test session using the TA Training Site.

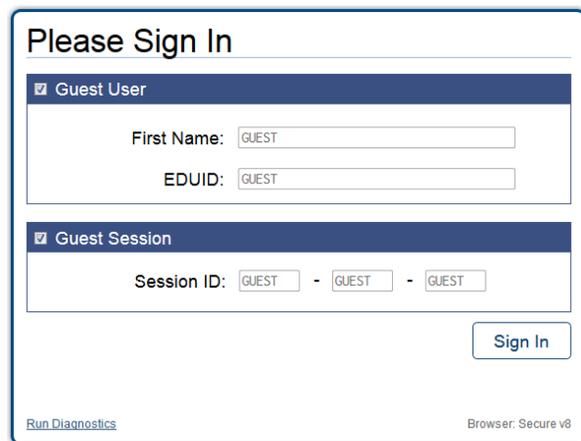
### Common Login Errors:

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

Figure 10. Student Training Site Cards



Figure 11. Students: Secure Browser Login Page



**Please Sign In**

Guest User

First Name:

EDUID:

Guest Session

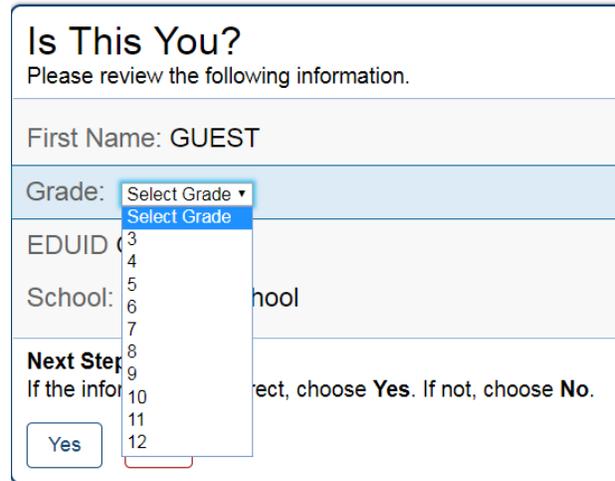
Session ID:  -  -

[Run Diagnostics](#) Browser: Secure v8

### Verify Student Information

1. After you log in, the **Is This You?** page appears (see [Figure 12](#)). Verify that the information on this page is correct.
  - **Note:** If you are signed in as a guest, select your grade from the **Student Grade Level** drop-down list.
2. Click **Yes** to continue.

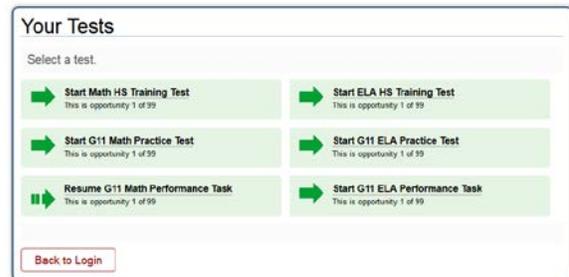
Figure 12. Students: Is This You? Page



### Select an Available Test

1. On the **Your Tests** page, select the test you need to take (see [Figure 13](#)).
2. Wait for the TA to check your test settings and approve your participation.
  - **Note:** If you previously started a test but did not finish it, **Resume** displays next to the test name. You can click this button to resume the test.

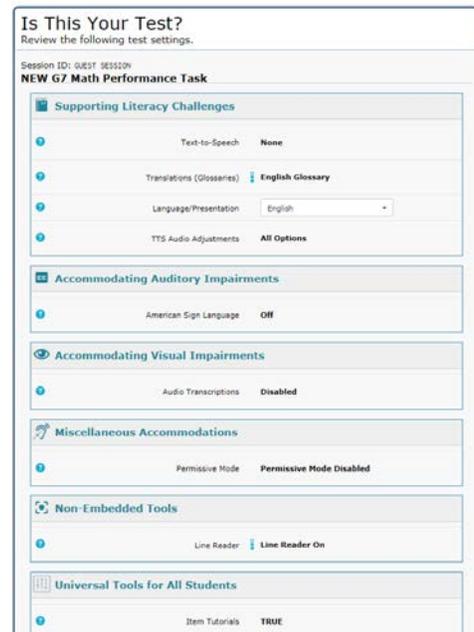
Figure 13. Students: Your Tests Page



### Verify Test Information

1. Review the information on the **Is This Your Test?** page and verify that your test settings are accurate (see [Figure 14](#)).
2. Click **Yes, Start My Test** when you are ready. The **Sound Check** page appears.
  - a. If you are testing with text-to-speech (TTS), you also need to confirm that TTS is working.
3. Play the audio and click **Yes** to verify that you hear the sound. The **Test Instructions and Help** page opens.
4. After reviewing the test instructions, click **Begin Test Now** to start the test.

Figure 14. Students: Is This Your Test? Page





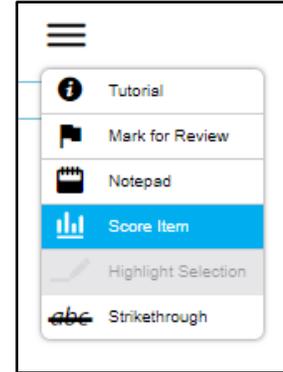
### Real-Time Item Scoring

A new **Real-Time Item Scoring** feature for Alternate Assessment and Science & End-of-Course tests is now available. **Note:** This feature is not available for ELA/Literacy and Math Practice & Training Tests. Students are able view their score at the item level and see their results at the end of these practice tests.

To view a score at the item level:

1. After answering an item, the student can select the context menu as shown in [Figure 15](#).
2. Select **Score Item** to view the item score.

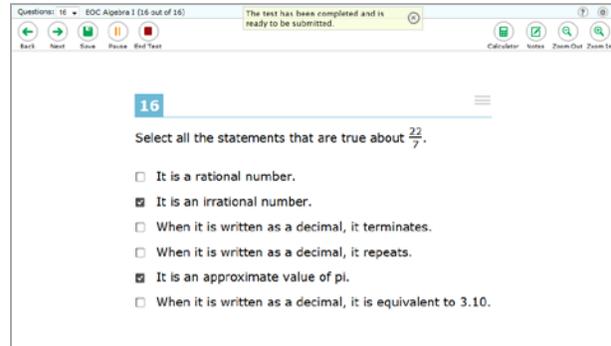
Figure 15. Students: Context Menu



### Complete the Test

1. On each page of the test, answer all the items before clicking **Next** to proceed to the next page.
2. After completing the last question on the test, click **End Test** (see [Figure 16](#)).
3. On the **End Test** page, click a question number to return to the test and review answers, or click **Submit Test** to complete the testing process.

Figure 16. Students: End Test Page



### Your Results

1. Once the test is submitted the **Your Results** page will appear showing the student's scores and maximum score possible for each item (see [Figure 17](#)).
2. You may click on an item number to view your answer.

**Note:** Students are not able to change their answers once the test is submitted.

Figure 17. Students: Your Results

**Your Results**  
Your test was submitted. You may review the test details below.

Student Name: (EUID: GUEST)  
Test Name: Grade 5 Science Practice Test  
Test Completed On: 9/14/2017

You have finished the test. You may now log out.

Item Number	Your Score	Max Score
1	1	1
2	1	1
3	0	1
4	1	1
5	1	1

**Next Step:**  
To log out of the test, select **Log Out**.

[Log Out](#)

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

## Scoring ELA/Literacy & Math Practice Tests

Practice and Training Test scoring guides for grades 3-8 and 11 are available in the Resources section of the ISAT portal as shown in [Figure 18](#).

**Note:** Responses from the Training tests are not scored.

Figure 18. Practice and Training Test Scoring Guides

### ELA/Literacy & Math Assessments – Practice & Training Tests

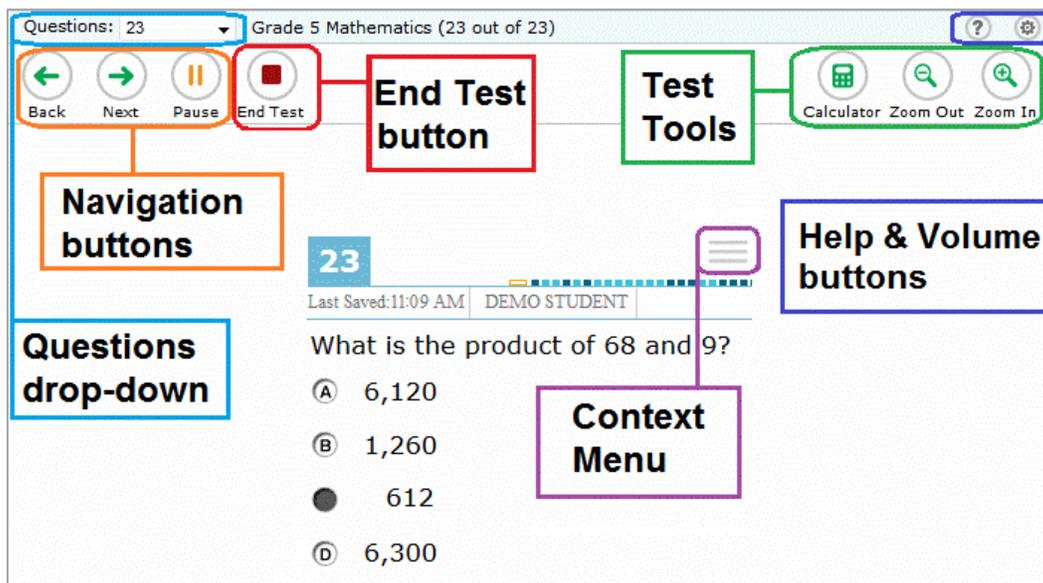
Resource	Description
Grade 3 Math Scoring Guide [PDF] Updated October 14, 2016	
Grade 3 Math Braille Scoring Guide [PDF] Updated October 14, 2016	
Grade 3 Math Performance Task [PDF] Updated October 14, 2016	These are the Practice Test scoring guides for the grade 3 English Language Arts (ELA) and Mathematics Practice Tests.
Grade 3 Math Braille Performance Task [PDF] Updated October 14, 2016	
Grade 3 ELA Scoring Guide [PDF] Updated October 14, 2016	
Grade 3 ELA Performance Task [PDF] Updated October 14, 2016	
Grade 4 Math Scoring Guide [PDF] Updated October 14, 2016	
Grade 4 Math Braille Scoring Guide [PDF] Updated October 14, 2016	
Grade 4 Math Performance Task [PDF] Updated October 14, 2016	These are the Practice Test scoring guides for the grade 4 English Language Arts (ELA) and Mathematics Practice Tests.
Grade 4 ELA Scoring Guide [PDF] Updated October 14, 2016	
Grade 4 ELA Performance Task [PDF] Updated October 14, 2016	

## Test Layout and Tools

This section provides an overview of the Practice and Training Test's available tools and where they are located.

[Figure 19](#) shows the basic test layout and primary tools available in the Student Training Site.

Figure 19. Test Layout



**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](#) and [Table 2](#) lists the Student Testing Site's available global tools and context menu tools, respectively.

Table 1. Global Tools

Global Tool	Instructions
Help 	To view the on-screen <b>Instructions and Help</b> window, select the question mark (?) button in the upper-right corner.
Calculator 	To use the on-screen calculator, select <b>Calculator</b> in the global menu.
Dictionary 	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select <b>Dictionary</b> in the global menu.
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.  This tool now applies to all tests.
Masking 	The Masking tool temporarily covers a distracting area of the test page. To use this tool: 1. Select <b>Masking</b> . 2. 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 open the on-screen notepad, select <b>Notes</b> in the global menu.
Periodic Table (Chemistry EOC only) 	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 passage, select <b>Print Passage</b> in the global menu.



Global Tool	Instructions
<p>System Settings</p> 	<p>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.</p> <p>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. If Guided Access is turned on, it must be turned off before adjusting the volume on iPads.</p>
<p>Zoom buttons</p> 	<p>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>.</p> <p>Students testing with the Enhanced Zoom setting can enlarge text and images to levels 5X, 10X, 15X, and 20X. Enhanced Zoom requires students to test in streamlined mode.</p>

Table 2. Context Menu Tools and Stimulus Tools

Tool Name	Instructions
<p>American Sign Language</p>	<p>You can watch videos that translate test content into American Sign Language (ASL).</p> <p><i>To view ASL videos:</i></p> <ol style="list-style-type: none"> <li>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> </li> </ol>
<p>Audio Transcription</p>	<p>Questions and stimuli with audio content automatically displays captions that can be read by Refreshable Braille Displays for students testing with the appropriate accommodations.</p>
<p>Closed Captioning</p>	<p>Questions and stimuli with audio elements automatically display closed captions for students testing with the appropriate accommodations.</p>
<p>Expand Passage</p>	<p>To expand the passage section, select the right arrow  icon. The section will expand and overlap the question section for easier readability. To collapse the expanded section, select the left arrow  icon.</p>
<p>Expand buttons</p>	<p>You 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> </ul>
<p>Glossary (Word List)</p>	<p>To open the glossary, click a word or phrase that has a border around it.</p>



Tool Name	Instructions
<p>Highlighter</p>	<p>To highlight text, select the text on the screen and then select <b>Highlight Selection</b> from the context menu. To remove highlighting, select <b>Reset Highlighting</b> from the context menu.</p> <p>Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use. When a test pauses, highlighting may not persist for certain hot text questions or if the student switches testing devices.</p>
<p>Language</p>	<p>All tests are offered in English. On some of the tests, Braille and Spanish are offered as well.</p>
<p>Mark for Review</p>	<p>To mark a question for review, select <b>Mark for Review</b> from the context menu.</p> <p>The question number displays a flap  in the upper-right corner and a flag icon  appears next to the number. The <b>Questions</b> drop-down lists displays "(marked)" <input type="text" value="1 (marked)"/> for the selected question.</p>
<p>Mouse Pointer</p>	<p>The Mouse Pointer tool allows you to adjust the size and color of the mouse cursor as it appears on the student's screen.</p>
<p>Notepad</p>	<p>To enter notes for a question, select <b>Notepad</b> from the context menu. After entering a note, a pencil icon  appears next to the question number of the test page.</p> <p>You can only access your notes for a question on that question's test page.</p>
<p>Print Item</p>	<p>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 of the test page.</p>
<p>Reading Mode</p>	<p>Reading Mode opens a pop-up window that lets you view two pages of a reading passage at a time. To open Reading Mode, select  below a reading passage.</p> <p>To exit Reading Mode, select  in the lower-right corner of the pop-up window.</p>
<p>Select Previous Version</p>	<p>To view and restore responses previously entered for a Text Response 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>.</p>
<p>Strikethrough</p>	<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> <p>Option A:</p> <ol 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, rick click and select <b>Deactivate Strikethrough</b>.</li> </ol> <p>Option B:</p> <ol style="list-style-type: none"> <li>Right-click an answer option and select <b>Strikethrough</b>.</li> </ol>
<p>Text-to-Speech</p>	<p>To listen to passages and questions, select a speak option from the context menu.</p>



Tool Name	Instructions
Tutorial	To view a short video demonstrating how to respond to a particular question type, select <b>Tutorial</b> from the context menu.

## 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 tools on the right (see [Figure 20](#)).

Figure 20. Sample 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 question may include several elements, such as the question number and answer options. The context menu for each element (including the stimulus) only contains tools applicable to that element (see [Figure 21](#) and [Figure 22](#)).

Figure 21. Context Menu for Questions

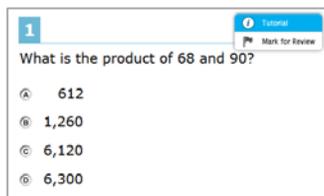
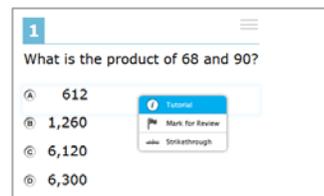


Figure 22. Context Menu for Answer Options



## Opening a Context Menu for Passages and Questions

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

To open the context menu for a passage or question:

1. Click the context menu  button at the upper-right corner of the passage 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**, click an answer option while pressing **Ctrl**.
  - If you are using a **Chromebook**, click 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.

## Using Test Tools

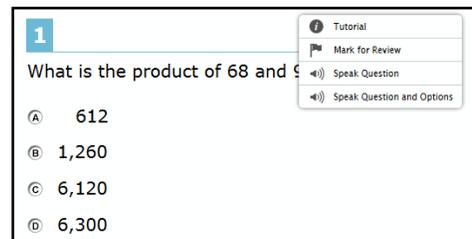
This section describes how to use various test tools that may be available to students.

### Text-to-Speech (Speak) Tool

Students testing with text-to-speech (TTS) on a supported secure browser can use the Speak tool to listen to passages, test items, or response options.

1. Select an area that contains text and open the context menu. The context menu displays the available Speak options (see [Figure 23](#)).
2. Select the desired Speak option. The text is spoken aloud.

Figure 23. Speak Tool Options for Questions



### American Sign Language (ASL) Video Tool

The ASL tool allows students to view test content translated by a human signer.

1. Open the context menu for a passage or item.
2. Select **American Sign Language**. The video opens in the lower-left corner of the page (see [Figure 24](#)).

Figure 24. Passage Context Menu with ASL



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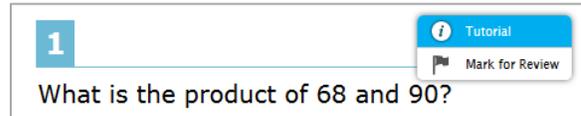
## Mark Questions for Review

Students may mark questions for review. Marking a question allows students to find it easier when reviewing the test.

*To mark a question for review:*

1. Open the context menu for a question.
2. In the context menu, select **Mark for Review** (see [Figure 25](#)). The question number displays a flap. In the **Questions** drop-down list, “(marked)” appears next to the question number.

Figure 25. Question Context Menu with Mark for Review



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## Masking Tool

The Masking tool allows students to hide distracting areas of the test.

*To activate the Masking tool:*

1. In the global menu, click **Masking**. The button becomes orange.
2. In the test page, click and drag across the distracting area (see [Figure 26](#)).
3. Release the mouse button. The masked area becomes dark gray (see [Figure 27](#)).
  - To remove a masked area, click **X** in the upper-right corner of the rectangle.
  - To exit the Masking tool, click **Masking**. The button becomes green.

Figure 26. Masking: Preview Area

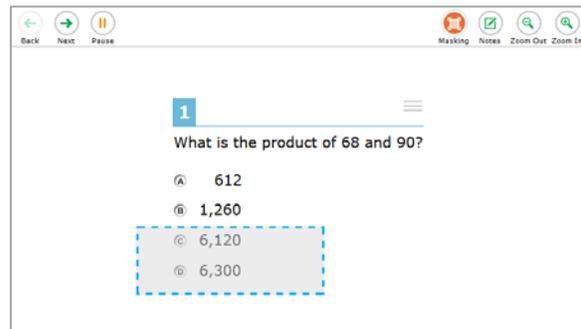


Figure 27. Masking: Masked Area

