



# How to Start a Test Session

1. Navigate to <http://www.caaspp.org>.
2. Select the **Test Administrator Interface for All Online Tests** button.
3. Log on with your CAASPP credentials.

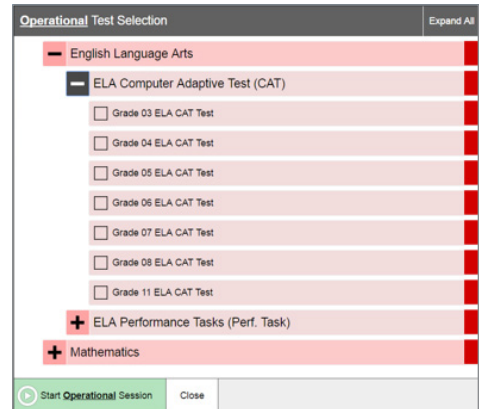
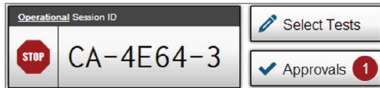


**i** Pop-up blockers must be disabled for this site.

4. Select the **Select Tests** button.
5. Select the box(es) for the test(s) to be administered during this session.

**!** Assessments are identified by name of test, grade, and content area. Additionally, they are color coded. Look for the **Summative Tests**, which are red.

6. Select the **Start Operational Session** button.



**i** Be sure to record the session ID. If the test session is inadvertently stopped, the session ID will be required to resume the session.

7. Have students log on to the test using the secure browser and the correct operational session ID.

## Options in the test administrator (TA) interface include:

Approvals and Student Test Settings				
		Approve All Students	Refresh	Done
2 students awaiting approval				
Grade 03 ELA CAT Test				
Student Name	State-SSID	Opp #	See Details	Action
John, Test	CA-0123456789			<input type="checkbox"/> See Details <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Decline

**i** After the TA approves the student test request, the student may begin answering test items.

**!** Do not navigate away from the TA interface page. The session will stop and all students will be logged out.

This guide reflects only limited information for a specific task. The *Test Administration Manual*, which provides complete instructions, is available on the CAASPP Portal Web site at <http://www.caaspp.org/ta-resources/summative.html>.

Additional information can also be found by watching the video "Setting Up a Test Session" at [http://www.caaspp.org/rsc/videos/archived-training\\_setting-up-a-test-session.2017.html](http://www.caaspp.org/rsc/videos/archived-training_setting-up-a-test-session.2017.html).