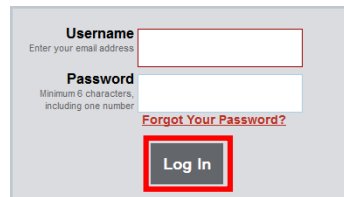


Creating a Test Session ID and Making Test Selections

This document is designed to help Test Administrators navigate the Test Administrator Interface, create session IDs, and select non-performance task (non-PT) forms and performance tasks (PT) for the Smarter Balanced Field Test assessment.

The Test Administrator (TA) must create a test session before students can log in to the Student Testing Site. When a TA creates a test session, a unique session ID is randomly generated. This session ID must be provided to the students before they log in. To create a session, follow these steps:

1. The TA logs into the TA Interface link by entering their username and password on the **California Smarter Balanced Field Test Portal**: <http://sbac.portal.airast.org/ca/field-test-ca/> and selecting the 'Log in' button.



Username
Enter your email address

Password
Minimum 6 characters,
including one number

[Forgot Your Password?](#)

Log In

2. The TA creates a test session. The test selection box is located in the upper left corner of the screen. To create a testing session, the TA clicks the **[SELECT ALL]** button. This will select all available assessments including all grade levels and both content areas.

You must use the [SELECT ALL] button: the system will automatically select only those tests for which your students are eligible. Disregard the [SORT BY] radio buttons and test-specific checkboxes on this screen.

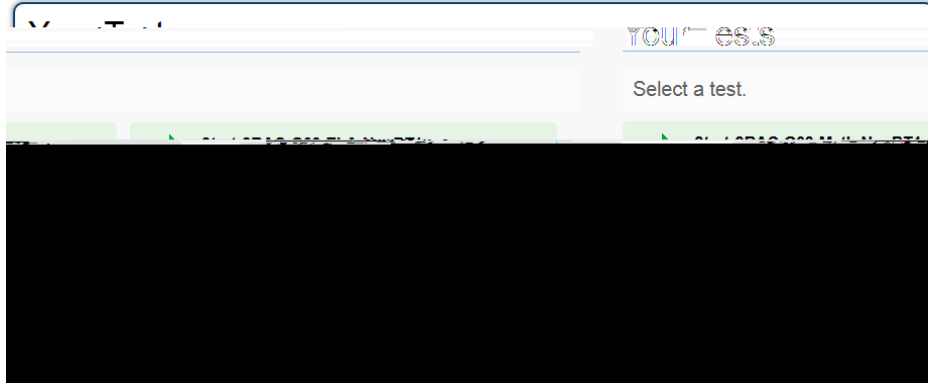




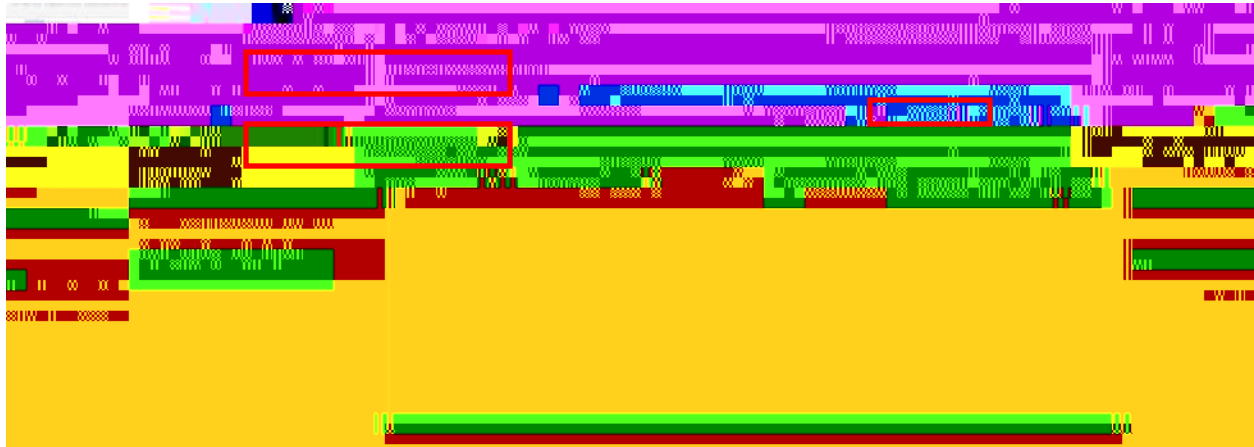
SESSION ID & TEST SELECTION INSTRUCTIONS FOR TEST ADMINISTRATORS

NOTE: Students are pre-assigned assessments. The pre-assigned assessments are the only assessments available to each student when they log into the student interface through the secure browser

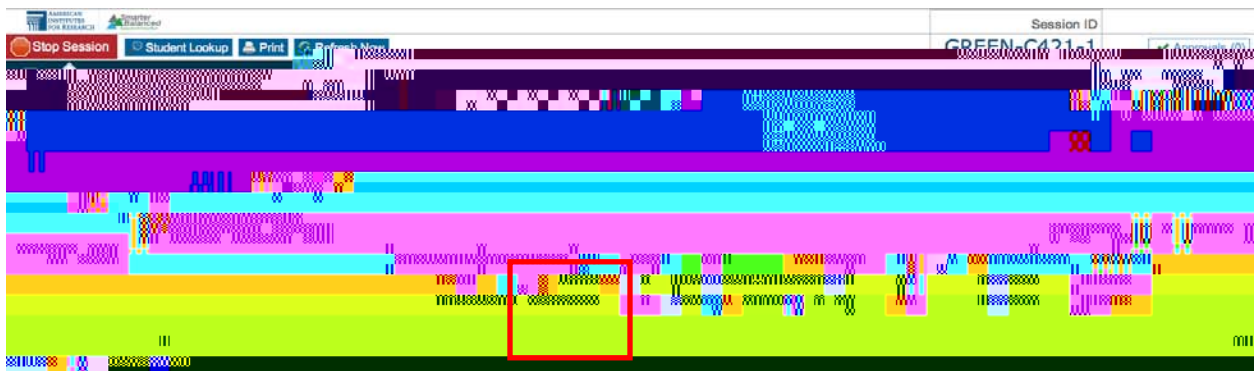
then confirm their identity (to verify that they logged in with the correct credentials), and select a test. Students may only select from tests for which they are eligible.



The student will be able to select from more than one test. For example, a student may see a PT test and a Non-PT test in either or both ELA and Math (depending on the student's test assignment). TAs should direct students to select the appropriate test name based on what the TA is planning to administer at that time. The TA should direct student to the content area "ELA" or "Math" and the test type "NonPT" or "PT". The number or letter located at the very end of the test name may vary for students. This is an indicator of the test version. For example, if students are expected to participate in the Grade 3 Math Non PT, s0(s)2(0(s2(0((ts))13(tu)116)-3(m t)12(1(9)17(-)13(2(0(sG)-



7. TA monitors student process. It is very important that TAs monitor student progress throughout the test session. This includes verifying that students are participating in the appropriate content area and type of assessment (non-PT or PT). The TA monitors the test each student is taking by referring to the Students in Your Test Session table. In the event that a student is taking an incorrect assessment, the TA can pause the student's test. The TA should then instruct the student to log out and log in again to select the correct test.



In the rare event that a student starts a test unintentionally (for example, selected a PT instead of a Non-PT, or selected Math instead of ELA), the test's expiration timeline will be activated. If a student is unable to return to and complete the test before it expires in 10 days (PT) or 45 days (non-PT), the TA will need to submit an appeal via the TIDE system re-open the test.

IMPORTANT:

If you are using the TA Interface and you navigate to TIDE or the TA Practice or Training Site

