

Administering SBAC Computer-based Tests

A Step-by-Step Guide

Introduction

This presentation aspires to break down the SBAC Test Administration process into easy to follow steps that align with a familiar analogy of flying a plane. This presentation should be seen as a tool, but DOES NOT replace the need for SBAC Test Administrators to thoroughly read SBAC manuals or complete required training. Always turn to the state SBAC website (nh.portal.airast.org), official SBACS documentation, your SBAC School/District Coordinators or your state's help desk for help.

If you plan on using this to guide you through testing,
READ IT ENTIRELY BEFORE testing!!

Weeks Before Testing (Plan your Flight)

Before any testing you must complete your training as a Test Administrator/Teacher. Using official SBAC training materials/manuals be sure you have a solid understanding of the following:



- SBAC Components
- How to get to and navigate your state SBAC site (nh.portal.airast.org)
- [Universal Tools, Designated Supports and Accommodations \(how they differ\)](#)
- Requirements for physical test environment
- [How to use TIDE](#)
- [Test security and reportable issues](#)
- Pause rules for the test; Taking breaks
- Logging in for Test Administration
- [Administering SBAC computer tests](#)
- Pausing Tests/Stopping Test Sessions
- [Classroom Activity Administration](#)

Before Testing (Pack your Bags)

1. Prepare your Test space
2. Have Materials for yourself
3. Have Materials for your Students



1. Prepare your test space (TA/Teacher):

- Arrange desks or furniture as needed
- Cover/remove all materials related to the subject(s) being tested
- Check that your test location has wireless Internet signal if you are using mobile devices
- Remove any distractions
- Classroom Activity notes on paper or in the classroom must be removed before PT



2. Have YOUR Test Materials (TA/Teachers)



- A list of students you're testing, as well as
 - who is taking which test(s)
 - who gets which designated supports/accommodations
- Your TIDE login information (email address & password)
- A device for administering the test with full charge or power cord (preferably one that can print)
- Script for beginning, during and ending of test session
- A sign to post while testing
- Link to nh.portal.airast.org
- Sign the agreement in TIDE; done once (Click here to learn how)

3. Have STUDENT Test Materials (TA/Teachers)

- Scrap paper
- Sharpened pencils
- Devices with Secure Browser (Be sure that they are well charged)
- Accessories such as mice & headphones
- SBAC log in tickets for students.



Right Before Testing (Board the Plane)

- Remind students to use restroom & to have a book to read if they finish early
- Pass out student materials
- Pass out any equipment



Begin Testing (Take off) 1 of 3 slides

1. TA/Teacher logs into Test Administration program via nh.portal.airast.org
2. Select the test(s) you are administering currently, and click “Start Session”
3. Post the Session ID that appeared in the top right-hand corner of the screen on the board for students



Begin Testing (Take off) 2 of 3 slides

4. Read script (found in Test Administration Manual) to students.

5. Assist students with login process within the Secure Browser.

6. Once students have logged in and selected their test, they will be waiting for your approval.



Begin Testing (Take off) 3 of 3 slides

7. Return to your Administrator device and review student test selections and settings. **Very important** Use your list of designated supports/accommodations to ensure the students you are testing with have the correct settings before allowing them to start.

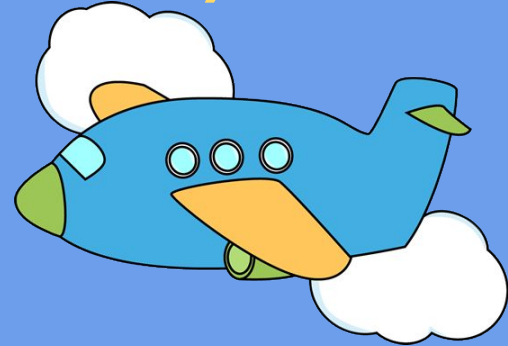
8. Approve students whose settings and test selections are correct.

9. Continue with script.



Testing (Reach Cruising Altitude)

- Congratulations! You have begun.
- During testing, continue to monitor student progress and watch for talking or other test security breaches.
- Follow the script (yes there is one for this too), if a student asks for help or is off-task.
- If a student, needs a break, help them pause their test and remind them of the 20 minute pause rule. They will need to log back in when they return.
- If your test schedule allows, you can provide a short whole group break during the test. Be sure to warn students.



Nearing the End of a Test Session (Preparing for Landing)

- 15 minutes prior to end: Use script to warn students that test session is nearly over. It should include a reminder that they can have as much time as they need. The script should also encourage students to review their answers for that day before stopping.
- Remind students that if they are working on a written response item that they must finish it before stopping for the day! **The test will lock all answered questions**



Ending a Test Session (Landing)

- After students have had an opportunity to review their answers for the session and they have completed the last question they were working on:
 - Click on the Print button to print student progress
 - Then click the red STOP Session button.
- Collect all scrap paper (for CAT destroy securely & for PT store securely under lock and key if continuing another day)
- Collect all other materials, plug in mobile devices to charge.
- Record any students who need additional time or who missed the session.

