Quick Guide to Administering Interim Assessments Remotely

The Interim Assessment System provides teachers with an additional resource that measures students' mastery of specific content and skills. Interim assessments are administered on a computer using the same Test Delivery System as the Oregon Statewide Summative Assessments. Typically, students use the Secure Browser to take interim assessments at school. The Oregon Department of Education supports teaching and learning by allowing teachers to administer interim tests remotely. Cambium Assessment has configured the Test Delivery System to assist in this effort. Students may access the interim assessments remotely using the Secure Browser, Secure Test iPad app, or the Chrome or Edge web browsers. This document describes how test administrators (TAs) can remotely administer the interim assessments and how students may access and participate in an interim assessment.

## How Test Administrators Administer Interim Assessments Remotely

Teachers may administer, and students may take, interim assessments under the following conditions:

- An authorized employee (e.g., teacher, test administrator) in a district administers the test consistent with the district or school policies for in-person interim assessment administration.
- The test administrator monitors the test activity such that tests are open only for the minimum amount of time necessary for students to complete and submit their responses.
- The test administrator uses established test administration practices to support students accessing the interim assessments; this may be a phone call or chat with a parent in advance of starting the test.
- The test administrator maintains student data privacy with student SSID and other personally identifiable information (PII), which are required to take an interim. Do not send PII over email, chat or text, or other non-secure transmission methods. Please refer to local policies regarding communicating PII.
- The test administrator follows state and local policies regarding test security and immediately escalates to the test coordinator any suspected item security issue (e.g., posting on social media).

Test administrators will administer interim assessments at home the same way they would at their schools.

1. In a web browser, navigate through the OSAS Portal (https://osasportal.org/) to your test administration login page and log in using the same credentials you would use at school. Please note, you must complete the Remote Proctoring Certification Course to administer interim tests remotely. The course is available on the OSAS Portal.

Figure 1. Remote Proctoring Certification Course
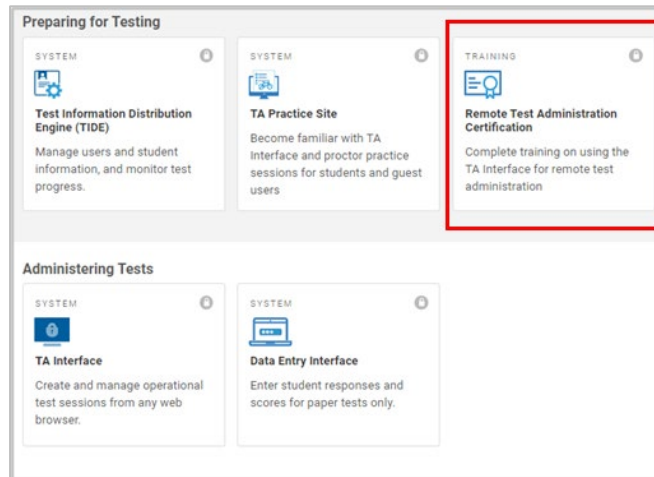
2. Once you have logged into the test administration site, you will see the Session Dashboard page with three tabs: Active Sessions, Upcoming Sessions, and Assignment.

Figure 2. TA Interface - Session Dashboard
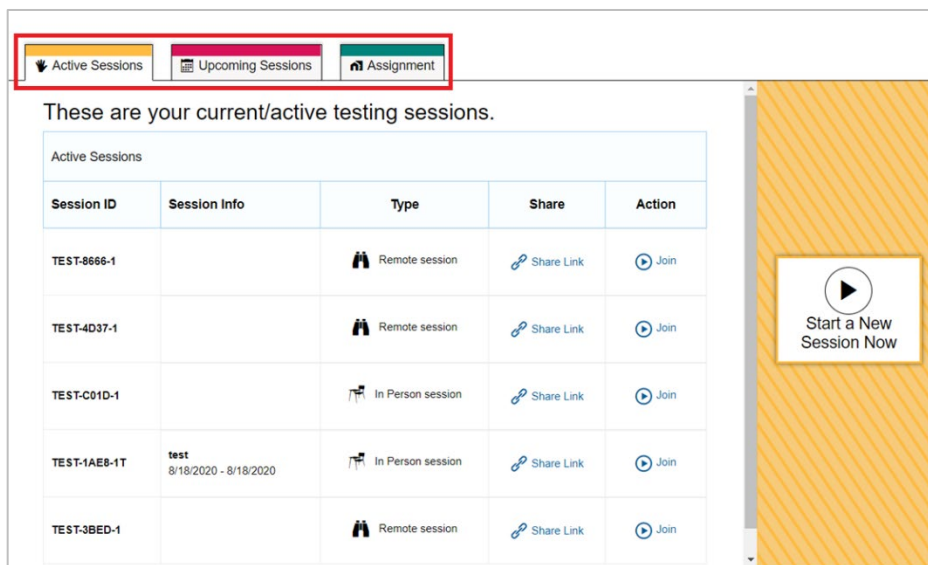
3. To begin a **proctored** remote test session, select "Start a New Session Now" on the right-hand side of the screen.

4. Select the test(s) you will be administering. For proctored remote test sessions, select the "Remote" radio button under Session Type and select a Test Reason.

Figure 3. Test Selection for a Remote Test Session
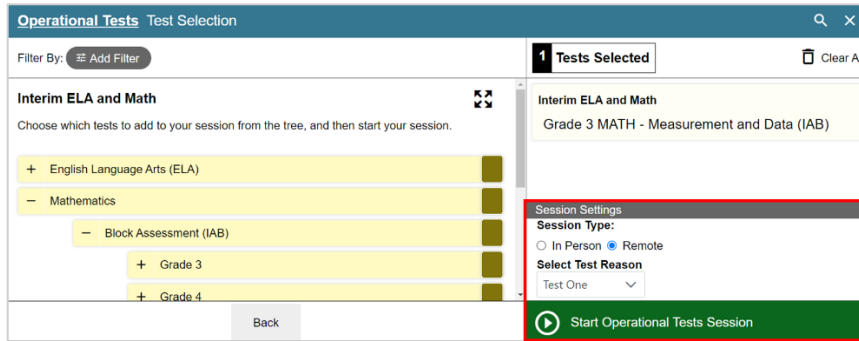
5. Start the test session. A session information pop-up will appear with the session ID and a link that you can share with students. When students navigate to this link, the session ID will be pre-populated.

    a. This test session information may be used by all students for the session, but when this session is closed, a new session ID will be required.

6. For proctored remote test sessions, approve students after they sign in and select the test they are going to take. Students will be able to take interim assessments in the Chrome web browser or the Secure Browser or Secure Test app.

7. For proctored remote test sessions, stop the test session and log out after all students complete the test.

How Students Take Interim Assessments Remotely

Table 1. Required Software for Student Devices

Student Device	Required Software
Loaner device from school district with Secure Browser already installed	Secure Browser (If the Secure Browser is already installed, these devices require no further setup.)
Personal device running Windows or Mac	Chrome web browser (Students taking a remote test without video conferencing can also use Safari).
Personal device running Chrome OS	Chrome web browser
Personal iPad	Secure Test app (You need to download this app from your iPad's App Store.)

Signing in to Take an Interim Assessment
Once you have the required software as outlined above, you are ready to sign in and take an interim assessment.

1. If you are using the Chrome or Edge web browsers, navigate to the link provided by your test administrator. If you are using the Secure Browser or Secure Test app, launch the required software on your testing device.
   a. If you are using the Secure Browser or a web browser, the **Student Sign-In** page appears. Skip to step 4.
   b. If you are using the Secure Test app, the **Mobile Launchpad** appears. Proceed to step 2.

2. From the drop-down lists, select "Oregon" and "Oregon Statewide Assessment System".

3. Select **OK**. The *Student Sign-In* page appears.

Figure 4. Student Sign-In Page

4. Enter the following information:
   a. In the *Last Name* and *SSID* fields, students enter their last name and SSID.
   b. In the *Session ID* field, students enter the session ID provided by their test administrator. If you are using a web browser, the session ID will be pre-populated.

5. Students select **Sign In**. The **Is This You?** page appears.

Figure 5. Is This You? Page

6. If all the information on the *Is This You?* page is correct, select **Yes** to proceed. The *Your Tests* page appears. If any of the information is incorrect, notify your test administrator before proceeding.

Figure 6. Your Tests Page

7. From the *Your Tests* page, select the interim assessment you will be taking.

8. For proctored remote test sessions, the student's request is sent to the test administrator, and the student is taken to the *Waiting for Approval* page. The test administrator must approve the student for testing before the student can proceed. Once the TA approves, the *Instructions and Help* page appears.

Figure 7. Waiting for Approval Page
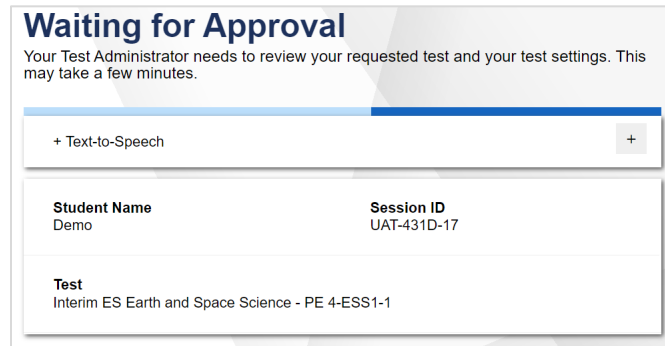
9. To start the test, select **Begin Test Now**. Test questions will appear on the screen. Students can test normally as if they were in school. Test administrators will be able to remotely monitor their progress throughout the test.

Figure 8. Instructions and Help Page