

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. In the midst of the national health crisis, the Oregon Department of Education will support 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, Firefox, 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. The Interim Assessment System, including Tools for Teachers, will be available to educators starting September 15, 2020.

How Test Administrators Administer Interim Assessments Remotely

During the 2020–21 instructional year, 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.

2. Select the test you will be administering. Students will be able to take interim assessments in the Secure Browser, Secure Test app, or the Chrome, Firefox, or Edge web browsers.
3. Start the test session and securely provide your students the session ID that is generated. This session ID may be used by all students for the session, but when this session is closed, a new session ID will be required.
4. After your students sign in and select the test they're going to take, approve them into the session so that they may start testing.
5. After all students complete the test, stop the test session and log out.

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, Firefox, or Edge web browser
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. Launch the required software on your testing device.
 - a. If you are using the Secure Browser, the **Student Sign-In** page appears. Skip to step [5](#).
 - b. If you are using the Secure Test app, the **Mobile Launchpad** appears. Skip to step [3](#).
 - c. If you are using the Chrome, Firefox, or Edge web browsers, continue to step [2](#).
2. In the URL bar, enter <https://mobile.tds.cambiumast.com/Launchpad/> and hit enter on your keyboard. The **Mobile Launchpad** page appears.

Figure 1. Mobile Launchpad

Please select your organization or state:

Choose Your Assessment Program:

OK

3. From the drop-down lists, select “Oregon” and “Oregon Statewide Assessment System”.
4. Select **OK**. The *Student Sign-In* page appears.

Figure 2. Student Sign-In Page

Please Sign In

+ Text-to-Speech

First Name:
EX: JORDAN

SSID:
EX: 123456789

Session ID:
OR - - -

Browser: Chrome v64

Operational Test Site

Sign In

This is the **Operational Test Site**
If you want to go to the Sample Test Site click the button below

Go to the Sample Test Site

5. Enter the following information:
 - a. In the *First Name* and *SSID* fields, students enter their first name and SSID.
 - b. In the *Session ID* field, students enter the session ID provided by their test administrator. This ID is created by test administrators and can change throughout the day.
6. Students select **Sign In**. The *Is This You?* page appears.

Figure 3. Is This You? Page

Is This You?

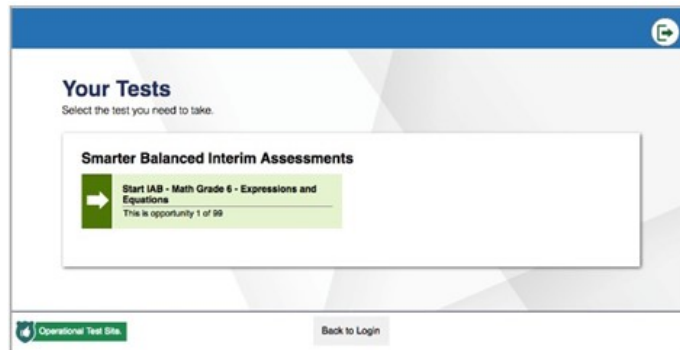
Please confirm all information is correct before you can move onto test selection.

First Name Jane	Last Name Doe
SSID: A1R999999	Grade 11
Date of Birth October 12, 1998	School: A1R School

Yes No

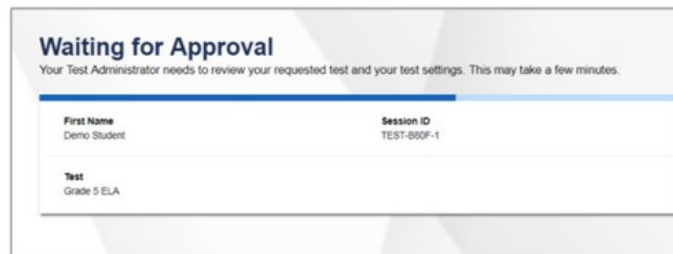
7. If all the information on the **Is This You?** page is correct, select **Yes** to proceed. The **Your Tests** page appears. If any of the information is incorrect, notify your test administrator before proceeding.

Figure 4. Your Tests Page



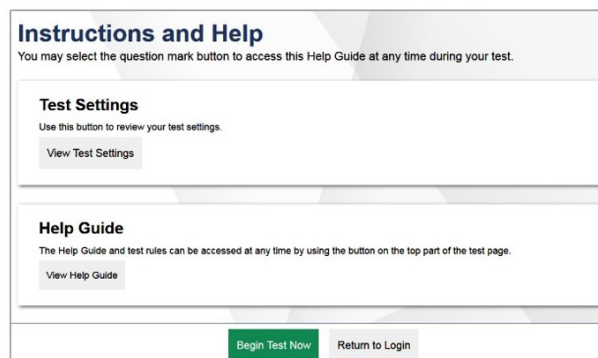
8. From the **Your Tests** page, select the interim assessment you will be taking.
9. The student's request is sent to the test administrator, and the student is taken to the **Waiting for Approval** page. The test administrator must approve the student for testing before the student can proceed. Once the TA approves, the **Instructions and Help** page appears.

Figure 5. Waiting for Approval Page



10. 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 6. Instructions and Help Page



Change	Date
Added Microsoft Edge web browser to instructions and Table 1. The Edge web browser is supported for remote testing.	9/10/20