

Administering Interim Assessments Remotely

Quick Guide

2025–2026

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Prepared by Cambium Assessment, Inc.



Introduction

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, Safari, 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.

How Test Administrators Administer Interim Assessments Remotely

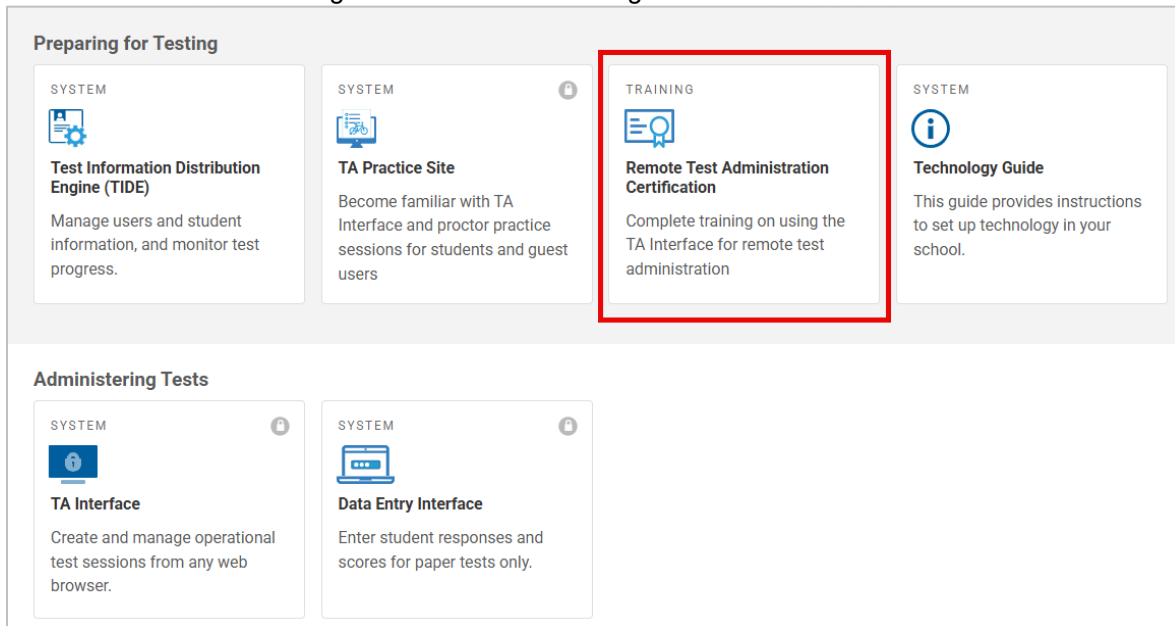
Teachers may administer, and students may take interim assessments under the following conditions:

- 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 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.

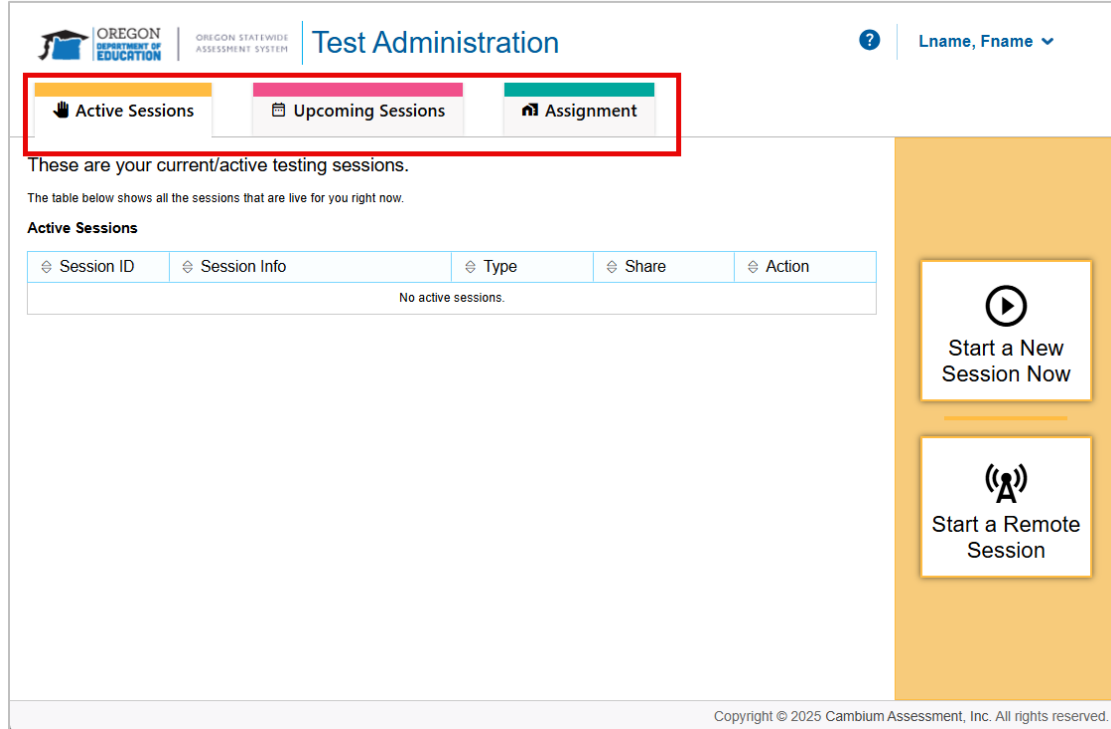
1. In a web browser, navigate through the OSAS Portal (<https://osasportal.org/>) to your test administration login page and log in using the same credentials you would use at school. Please note, you must complete the Remote Proctoring Certification Course to administer interim tests remotely ([Figure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

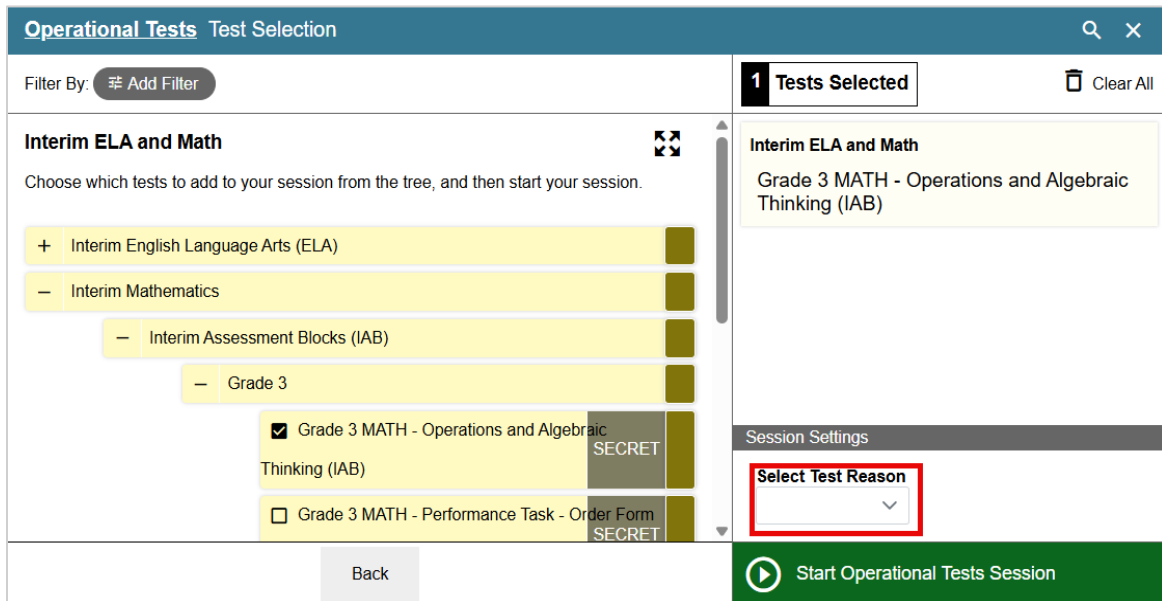
Figure 2. TA Interface - Session Dashboard



3. To begin a **proctored** remote test session, select "Start a Remote Session Now" on the right-hand side of the screen.

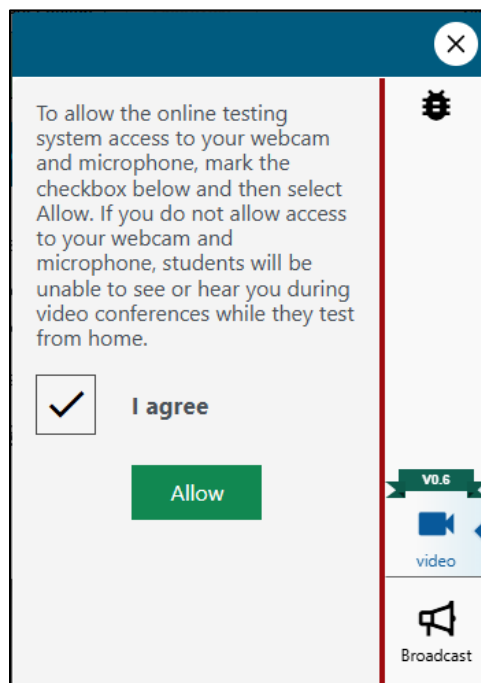
4. Select the test(s) you will be administering. Under Session Settings, select a Test Reason through the dropdown menu ([Figure 3](#)).

Figure 3. Test Selection for a Remote Test Session



5. Start the test session by selecting “Start Operational Tests Session”.
6. A pop-up will appear to allow access to your webcam and microphone. Select the check box next to “I agree”. Select “Allow” to continue ([Figure 4](#)). Close out of the Video and Microphone test window.

Figure 4 Webcam and Microphone Access Pop-up Window



7. 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.
8. 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 a supported web browser or the Secure Browser or Secure Test app.
9. 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	Any of the below Web Browsers – Chrome 138 or higher Firefox 138 or higher Edge 138 or higher Safari 17 or higher
Personal device running Chrome OS	Web Browser – Chrome 138 or higher
Personal iPad	Secure Test app (You need to download this app from your iPad’s App Store.) Or Web Browser – Safari 17 or higher

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 dropdown lists, select “Oregon” and “Oregon Statewide Assessment System”.
3. Select **OK**. The *Student Sign-In* page appears ([Figure 5](#)).

Figure 5. Student Sign-In Page

OREGON DEPARTMENT OF EDUCATION | OREGON STATEWIDE ASSESSMENT SYSTEM

Operational Test Site | Run Diagnostics | Chrome v139

Please Sign In

+ Text-to-Speech

Last Name

SSID:
EX: 123456789

Sign In

Operational Site | Practice Test Site

Sign In QR Code

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4. Enter the following information:
 - a. In the *Last Name* and *SSID* fields, students enter their last name and SSID.
5. Students select **Sign In**. The *Is This You?* page appears ([Figure 6](#)). If all the information on the *Is This You?* page is correct, select **Yes** to proceed.

Figure 6. Is This You? Page

Is This You?

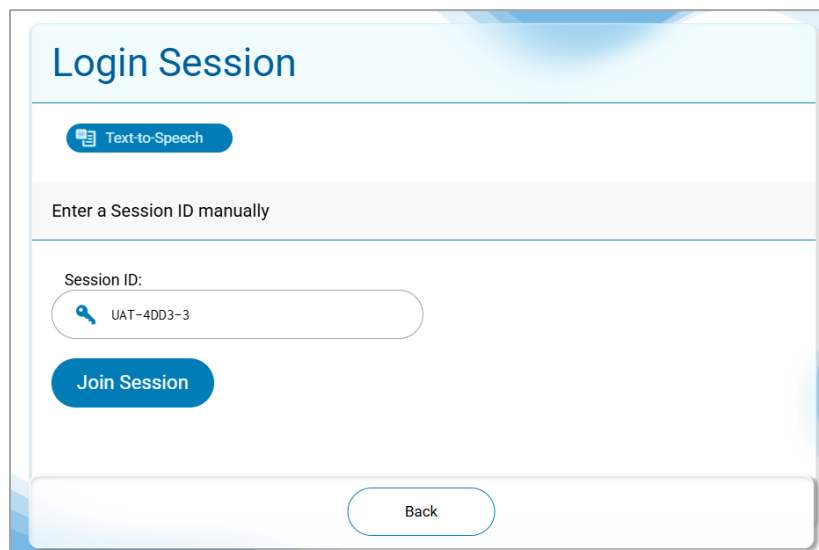
Please review the following information.

First Name First	USID: 000000001
Last Name Last	Grade 04
Date of Birth April 27, 2016	School: Demo School

Yes No

- The **Login Session** page appears ([Figure 7](#)). 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.

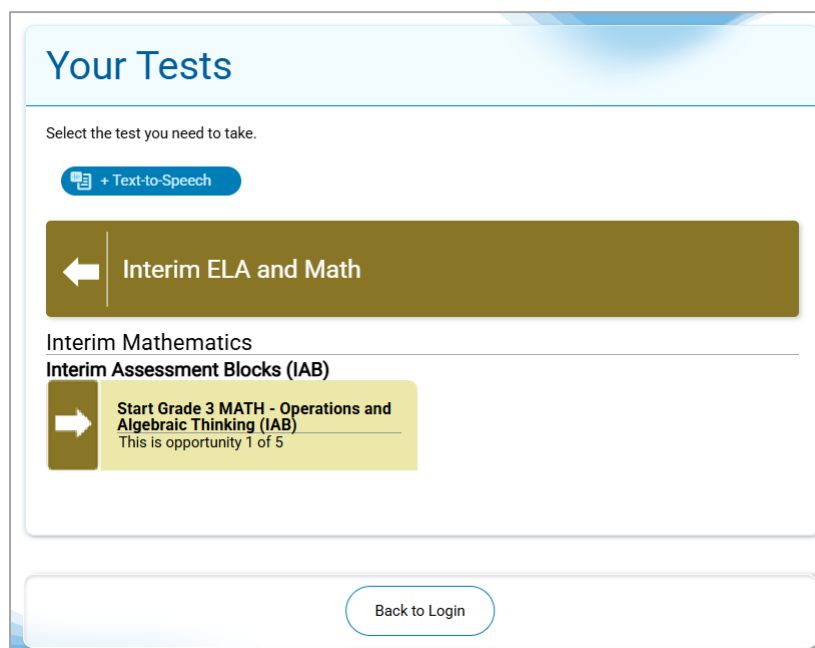
Figure 7 Login Session Page



The screenshot shows the 'Login Session' page. At the top, there is a 'Text-to-Speech' button. Below it, a section titled 'Enter a Session ID manually' contains a 'Session ID:' label and a text input field. The input field contains the text 'UAT-4DD3-3'. Below the input field is a 'Join Session' button. At the bottom of the page is a 'Back' button.

- The **Your Tests** page appears ([Figure 8](#)). If any of the information is incorrect, notify your test administrator before proceeding.

Figure 8. Your Tests Page

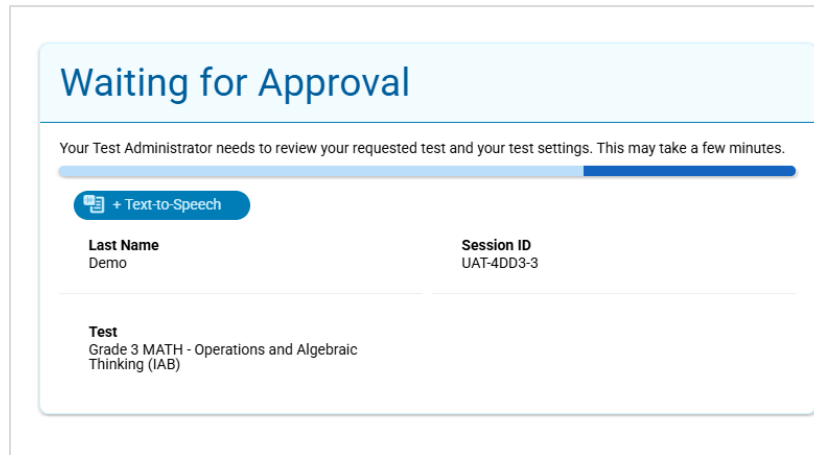


The screenshot shows the 'Your Tests' page. At the top, there is a 'Text-to-Speech' button. Below it, a section titled 'Select the test you need to take.' contains a large blue button with a left arrow and the text 'Interim ELA and Math'. Below this button, the text 'Interim Mathematics' and 'Interim Assessment Blocks (IAB)' is displayed. Below this text is a yellow button with a right arrow and the text 'Start Grade 3 MATH - Operations and Algebraic Thinking (IAB)'. Below the yellow button, the text 'This is opportunity 1 of 5' is displayed. At the bottom of the page is a 'Back to Login' button.

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

9. 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 ([Figure 9](#)). The test administrator must approve the student for testing before the student can proceed.

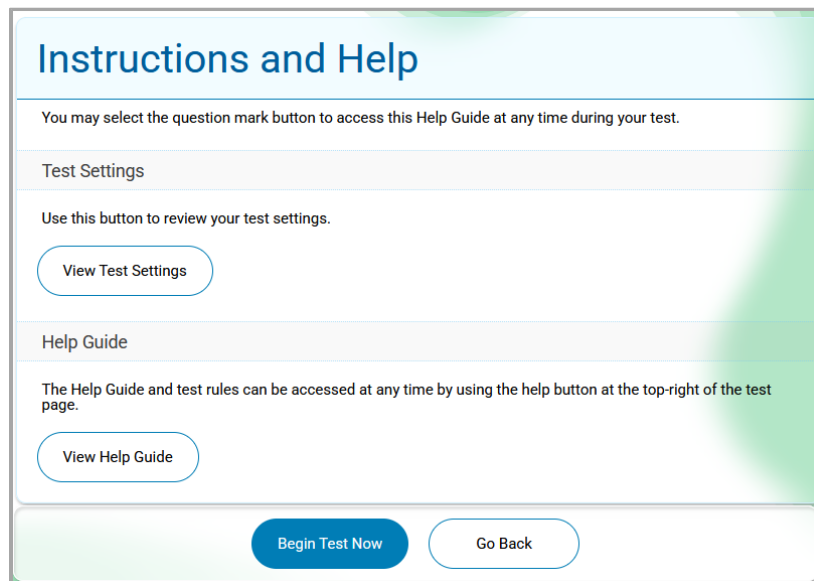
Figure 9. Waiting for Approval Page



The screenshot shows the 'Waiting for Approval' page. At the top, the title 'Waiting for Approval' is in blue. Below it, a message states: 'Your Test Administrator needs to review your requested test and your test settings. This may take a few minutes.' A blue progress bar is partially filled. Below the message is a blue button with a speaker icon and the text '+ Text-to-Speech'. Underneath, there are two columns of information: 'Last Name' with the value 'Demo' and 'Session ID' with the value 'UAT-4DD3-3'. At the bottom, the 'Test' details are listed: 'Grade 3 MATH - Operations and Algebraic Thinking (IAB)'.

10. Once the TA approves, the **Instructions and Help** page appears ([Figure 10](#)).
11. 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 10. Instructions and Help Page

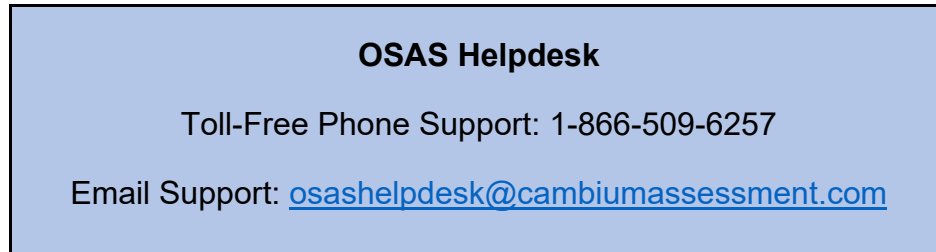


The screenshot shows the 'Instructions and Help' page. The title 'Instructions and Help' is in blue. Below it, a message states: 'You may select the question mark button to access this Help Guide at any time during your test.' There are two main sections: 'Test Settings' and 'Help Guide'. The 'Test Settings' section includes the text 'Use this button to review your test settings.' and a button labeled 'View Test Settings'. The 'Help Guide' section includes the text 'The Help Guide and test rules can be accessed at any time by using the help button at the top-right of the test page.' and a button labeled 'View Help Guide'. At the bottom, there are two buttons: 'Begin Test Now' (in blue) and 'Go Back' (in light blue).

User Support

For additional information and assistance, please visit the [OSAS Portal](#) or contact the [OSAS Helpdesk](#).

The Helpdesk will be open Monday-Friday from 7:00 a.m. to 5:00 p.m. PT (except holidays).



Please provide the Help Desk with a detailed description of your problem, as well as the following:

- Test Administrator name and email address
- If the issue pertains to a student, provide the student's SSID and associated district or school. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address
- Any error messages and codes that appeared, if applicable
- Affected test ID and question number, if applicable
- Operating system and browser version information, including version numbers
- Information about your network configuration, if known:
 - Secure browser installation (to individual devices or network)
 - Wired or wireless internet network setup