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User Guide for Remote Test Administration for Test Administrators

2024–2025

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Assessment

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Remote Testing Introduction

This guide explains how teachers and/or test administrators can administer tests to students who are at home or working at a remote site as part of their regular classroom instruction.

- The same online testing system that teachers and test administrators have used to administer tests in the classroom also allows teachers to administer tests to students who are off site and not in the classroom.

- Features built into the online testing system allow teachers and students to communicate with each other. There are multiple communication methods, all explained in the pages below.

- Students can use the Secure Browser or Chrome web browser to access the same testing website they would access in school, and the test takes place the same way it would if everyone were together in the classroom.

- Teachers and students do not need to buy or install any additional software, outside of the Secure Browser, to enable remote testing.

- Teachers and students will not be asked to share any additional personally identifiable information beyond what they would share in an ordinary test session in a classroom. For additional information, please refer to the [Test Administration Manual](#) guidance.

> **NOTE:** This *User Guide for Remote Test Administration for Test Administrators* is a supplemental user guide specific to using the online Test Delivery System for remote test administration. Test Administrators who will be administering remote tests should also review the following resources on the OSAS Portal at https://osasportal.org/.
>
> For Oregon Statewide Summative Assessments:
>
> - *Oregon Test Administration Manual;* or
>
> - *Oregon Accessibility Manual*
>
> - *Test Administrator User Guide*

Tasks to Complete Before the Day of the Test

To ensure teachers can administer a test to a student when that student is not in the school, there are a number of tasks that need to be completed before the day of testing. The checklist below is designed to help teachers complete these tasks in advance of the day of the test.

The sections below explain how to complete each task on the checklist, including the following:

- How to prepare the teacher's computer to administer tests to students off-site

- What technology teachers need to administer a test to students who are off-site

- How to take the remote testing certification course

- How to ensure students will have access to the assessments remotely

- How to access the test administration site remotely

- How to schedule a test session to start in the future

- How to join a test session that was scheduled in advance

- How to schedule Student Educational Equity Development (SEED) Survey assignments

- How to modify test sessions, or SEED Survey assignments, that were scheduled in advance but have not started yet

- How to communicate session information securely to students

Task	Status
Make sure the computer you will use for testing has the Chrome web browser installed, or the iPad you will use for testing has the Safari web browser installed, so you can access the test administration site.	
Make sure your computer has a built-in or plug-in webcam. This may be required in order to use the video feature.	
Make sure your computer has a built-in or plug-in microphone. This may be required in order to use the video feature.	
Make sure your computer has a built-in or plug-in speaker. This may be required in order to use the video feature or text-to-speech.	
Make sure each student's testing device has the Secure Browser, the Chrome web browser, or (for iPad) the Safari web browser installed so they can access the testing website.	
Make sure each student's testing device has a built-in or plug-in webcam. This may be required in order to use the video feature.	
Make sure each student's testing device has a built-in or plug-in microphone. This may be required in order to use the video feature.	
Make sure each student's testing device has a built-in or plug-in speaker. This may be required in order to use the video feature.	
Use the diagnostic checker to make sure your internet speed meets the requirements and that your webcam, microphone, and speaker are working properly. These last three may be required in order to use the video feature.	
Make sure the diagnostic checker has been run on each student's testing device to test their internet speed, webcam, microphone, and speaker. These last three may be required in order to use the video feature. The internet speed check is always required.	
Make sure the teacher has completed the Test Administrator Certification Course for remote testing.	
(Optional) Make sure each student has taken a remote sample test on your state's Sample Test Site to ensure their technology is working properly.	

> (Optional) Schedule a test session in advance and share the session ID or a link to the test session with students.

Prepare Your Computer to Administer Tests to Remote Students

To prepare your computer to administer tests to students who are off-site, teachers should have the proper hardware and software and a strong internet connection.

What Technology You Need

The technology requirements to administer a test to students when they are off-site are almost exactly the same as those used for testing done in a classroom, except that teachers and students also need a means of securely communicating with each other, and may need a webcam, microphone, and speaker if using the video feature.

The charts below describe the hardware and software requirements for the teacher's machine.

Hardware Requirements for Teachers

Type	Required Hardware
Desktop, laptop, or iPad	Any supported desktop or laptop computer running any supported version of Windows, macOS, or ChromeOS or any supported iPad running any supported version of iPadOS. For a list of supported desktops, laptops, iPads, and operating systems, see the OSAS Portal.
Webcam	Any built-in or plug-in webcam. This may be required in order to use the video feature.
Microphone	Any built-in or plug-in microphone. This may be required in order to use the video feature.
Speaker	Any built-in or plug-in speaker, headphone, or headset.

Software Requirements for Teachers

Type	Required Software
Operating System	Any supported version of Windows, macOS, ChromeOS, or iPadOS. For a list of supported operating systems, see the Technology Guide on the OSAS Portal.
Web Browser	Any supported version of Chrome or (on an iPad only) Safari. For a list of supported web browsers, see the OSAS Portal. **Note: Firefox, Safari, and Edge, though supported for proctoring *in-person* test sessions, are NOT supported for proctoring *remote* test sessions, as some remote proctoring features (e.g. screen sharing and video chat) may not work properly.**

Before Testing Day: Check Your Internet Speed and Technology Prior to Administering Tests Remotely
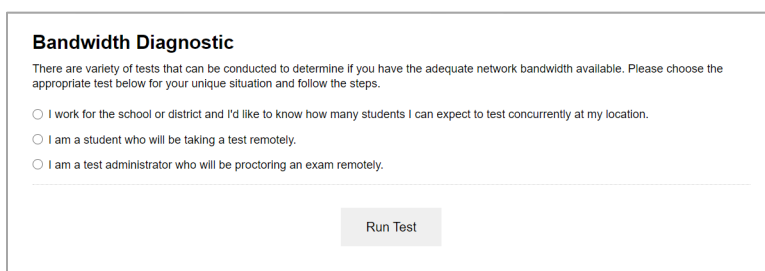
Before testing day, teachers must check to make sure their internet speed is fast enough to administer a test remotely. When using the video feature, they should also check to make sure the camera, microphone, video playback, and speaker are working properly.

Check Internet Speed Using the Bandwidth Diagnostic Check

The bandwidth diagnostic check ensures the speed of the teacher's internet connection is fast enough to allow them to administer a test remotely and, when the video feature is in use, to observe and video conference with students while they take the test.

To check internet speed using the bandwidth diagnostic check, follow the steps below:

1. In a supported conventional web browser (e.g. Chrome), go to https://bit.ly/Check_My_Speed
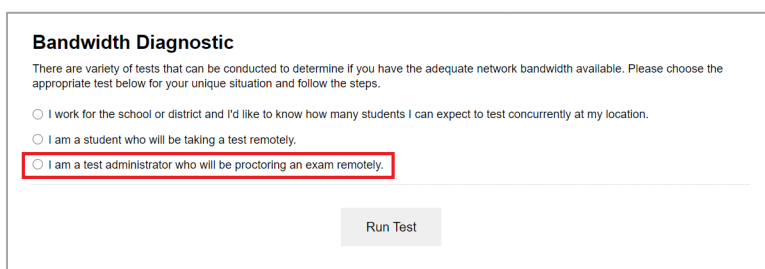
2. From the bandwidth diagnostic check, select **I am a test administrator who will be proctoring an exam remotely**.

3. For the **Will your webcam be enabled?** options, do one of the following:

   - If you're using the video feature and will be using your webcam during the test, select **Yes**.

   - If you're not using the video feature or you will not be using your webcam during the test, select **No**.

4. In the *How many students will be in your session at once?* field, enter the number of students who will be taking the test.

5. Select **Run Test**.

Bandwidth Diagnostic

There are variety of tests that can be conducted to determine if you have the adequate network bandwidth available. Please choose the appropriate test below for your unique situation and follow the steps.

○ I work for the school or district and I'd like to know how many students I can expect to test concurrently at my location.
○ I am a student who will be taking a test remotely.
● I am a test administrator who will be proctoring an exam remotely.

Will your webcam be enabled?
○ Yes
○ No

How many students will be in your session at once? [   ]

Run Test

6. After you run the test, one of the following messages will appear:

- If your internet speed is fast enough, you will see the message below, indicating you have sufficient bandwidth to administer the test remotely.

> Given the current network conditions, your available bandwidth meets or exceeds the necessary requirements.(Please note: The throughput estimates include the encryption/decryption overhead for data transfer. Throughput estimates change as the network conditions change and can vary from run to run.)

- If your internet speed is not fast enough, you will see the message below, indicating you do not have sufficient bandwidth to administer the test from home.

> Given the current network conditions, you do not have enough available bandwidth. Try running the test again or closing any video streaming applications that may be running on your network right now.(Please note: The throughput estimates include the encryption/decryption overhead for data transfer. Throughput estimates change as the network conditions change and can vary from run to run.)

At this point, there are a few things you might try, including the following:

- Move closer to your router or, if you can, connect your device directly to your router or modem with an ethernet cable.

- Disconnect other devices connected to the Internet in your home until the test is complete. Other devices on your network may be using some of your available bandwidth. Disconnecting them will allow all your bandwidth to be used for the test.

After completing any or all the troubleshooting steps above, run the speed test again. If the speed test still indicates your speed is not fast enough to administer a test remotely, contact your school to make other arrangements.

Internet speed is measured in two ways: download and upload. Download speed is the speed at which data is transferred from the internet to your computer or tablet. Upload speed is the speed at which data is transferred from your computer or tablet to the Internet. The chart below lists recommended download and upload speeds for remote proctoring and, if applicable, video conferencing with your students. Remember to multiply the speeds listed by the number of students who will be taking the test. Note that the tool above does this automatically when you enter the number of students who will be taking the test. If you're using the video feature and your internet speed does not meet the minimum recommended speed, video conferencing may still work, but video quality will be automatically reduced, which means the video image may not be as clear.

	While the teacher is administering a test without video conferencing:	While the teacher is administering a test using the video feature and observing all students in snapshot mode*:	While the teacher is administering a test using the video feature and observing one student in real-time high resolution:	While the teacher is administering a test using the video feature and conducting a one-on-one video conference with a student:
Recommended Download Speed	20 kilobits per second	20 kilobits per second per student	20 kilobits per second per student plus 1.8 megabits per second for the student you are observing	20 kilobits per second per student plus 1.8 megabits per second for the student with whom you are video conferencing
Recommended Upload Speed	20 kilobits per second	20 kilobits per second	20 kilobits per second	1.8 megabits per second

*Snapshot mode shows lower-resolution video of all students in a session. Teachers can use snapshot mode from the *Approvals and Student Test Settings* window or from the test administration site.

Check the Connection to the Test Delivery System's Remote Proctoring Application

Before the day of testing, the teacher must run a connectivity check to make sure their device, web browser, and network are properly configured to administer a test remotely. When running the check, you must use the same device, web browser, and network you will be using to administer the test.

To run the connectivity check, go to https://bit.ly/Check_My_Speed and select **Remote Connectivity Check**.

The *Remote Administration Connectivity Checks* page appears. Follow the steps below:

1. From the *Remote Administration Connectivity Checks* page, click **Run Connectivity Check**.

2. After the connectivity check is completed, do one of the following:

   - If your device, web browser, and network pass the connectivity check, you should be ready to administer a test remotely. Select **Everything Passed**, and then select **Back** to return to the diagnostic page.

   - If your device, web browser, and/or network fail the connectivity check, select **Get Detailed Report**.

A report appears. At the top of the screen, a summary of problems detected provides some information. Below, a more detailed report is generated.

Do one of the following:

- If you can fix any or all these issues, do so and then select **Try Again** to run the check again.

- If you cannot fix any or all these issues yourself, copy the information provided and send it to your school's technology coordinator or IT staff. If they cannot resolve the issues, contact the OSAS Help Desk at 1-866-509-6257 or osashelpdesk@cambiumassessment.com and provide all of the information from the check results.
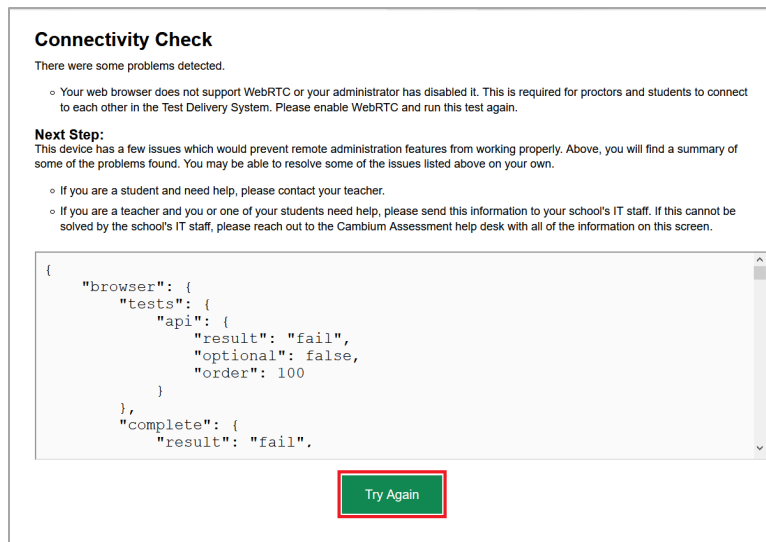
Check Your Webcam, Audio Playback, Microphone, and Sound/Video Playback for Remote Test Administration

When using the video feature, teachers should use the network diagnostics checker to ensure that their webcam, speaker, microphones, and video playback are functioning properly and meet the requirements for remote testing. Students will be able to use the same diagnostics checker.

To do these checks for your computer or tablet, go to https://bit.ly/Check_My_Speed. From this site, select **Audio and Video Checks** to access the audio and video checks.

Network Diagnostics

Your Operating System: Windows 10   Your Browser Version: Chrome v87

Secure Browser: false

Bandwidth Diagnostic

There are variety of tests that can be conducted to determine if you have the adequate network bandwidth available. Please choose the appropriate test below for your unique situation and follow the steps.

○ I work for the school or district and I'd like to know how many students I can expect to test concurrently at my location.

○ I am a student who will be taking a test remotely.

○ I am a test administrator who will be proctoring an exam remotely.

Run Test

Return to Login   Audio and Video Checks   TTS Check   Remote Connectivity Check

Check the Webcam

You can ensure your webcam is working properly by following the steps below:

1. In the *Camera Check* field, mark the **I agree to grant the browser permission to access the camera.** checkbox.

2. Select the **Camera** button (📹).

3. A pop-up window appears in your web browser, requesting access to your camera. Select **Allow**. If you do not select **Allow**, the online testing system will not be able to access your camera.

4. Do one of the following:

   • If live video from your webcam appears, select **I see myself**. A checkmark appears in the upper right corner of the *Camera Check* field. Your camera works.

   • If live video from your webcam does not appear, select **I cannot see myself**.

Camera Check

Ensure you are able to use the camera. Check the box below to grant permission to access the camera, then test the camera functionality.

☐ I agree to grant the browser permission to access the camera.

Next Step:

If you can see a live stream of your camera, choose **I see myself**. If not, choose **I cannot see myself**.

I see myself   I cannot see myself   Skip

5. If the *Camera Selection* section appears, select the correct camera to try again, then click **Works!** or **Doesn't Work** depending on whether you see yourself.

6. If no camera works, contact your school's technology coordinator to troubleshoot the problem.

Check the Audio Playback

You can ensure that your speakers are working properly by following the steps below:

1. In the *Audio Playback Check* field, select the **Speaker** button ( ).

2. Do one of the following:

- If a sound plays from your speakers, select **I heard the sound**. A checkmark appears in the upper-right corner of the *Audio Playback Check* field. Your speakers work.

- If no sound plays, select **I did not hear the sound**. Try to troubleshoot the problem, if possible. If you cannot resolve it, contact your school's technology coordinator to troubleshoot the problem.

Check the Microphone

You can ensure your microphone is working properly by following the steps below:

1. In the *Recording Device Check* field, select the **Microphone** button (🎤).

2. A pop-up window appears in your web browser, requesting access to your microphone. Select **Allow**. If you do not select **Allow**, the online testing system will not be able to access your microphone.

3. Speak into your microphone.

4. When you are done speaking, select the **Stop** button (⬭) to stop recording.

5. To listen to your recording, select the **Play** button (▶).

6. To stop listening to your recording, select the **Stop** button (◼).

7. Do one of the following:

   - If you hear the audio that you recorded play back from your speaker, select **I heard my recording**. A checkmark appears in the upper right corner of the *Recording Device Check* field. Your microphone works.

   - If you do not hear the audio that you recorded play back from your speaker, select **I did not hear my recording**.

8. If the *Recording Input Device Selection* section appears, select the correct recording device and try again. The bar graph to the right of the recording devices shows which devices are detecting input.

9. If no recording device works, contact your school's technology coordinator to troubleshoot the problem.
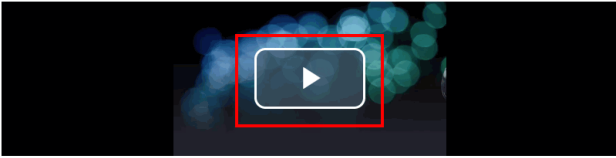
Check the Sound and Video Playback

You can ensure your video playback and speakers are working properly by following the steps below:

1. In the *Sound and Video Playback Check* section, select the play button for the video.

2. Do one of the following:

    *   If you see the video playing on screen and hear the sound from your speaker, select **I could play the video and sound**. A checkmark appears in the upper-right corner of the *Sound and Video Playback Check* field. Your video and speakers work.

    *   If you do not see the video playing on screen and hear the sound playing from your speaker, select **I could not play the video or sound**. Try to troubleshoot the problem, if possible. If you cannot resolve it, contact your school's technology coordinator to troubleshoot the problem.

Prepare a Student's iPad to Test Remotely Using the Secure Browser

Students testing on iPads can use the Secure Browser to take a test off-site. If students are using the Secure Browser while video conferencing is in use, students must allow the Secure Browser app access to their iPad's microphone and camera. If they do not allow access and the test requires video conferencing, they may be unable to take the test.

The first time a student launches the Secure Browser on their iPad and it attempts to access their microphone and camera; they will be prompted to allow access. If they do not allow access at that time, it can be allowed later through their iPad's settings by following the steps below.

Allowing access only needs to be done once. After access is allowed, it will always be allowed unless the Secure Browser app is removed from the iPad and reinstalled or someone goes into the iPad's settings and disallows access.

Instructions for allowing the Secure Browser app access to a student's microphone and camera through the iPad's settings appear below. Note that to change this setting, the Secure Browser must have already been launched on the iPad, and the Secure Browser must have already attempted to access the iPad's microphone and camera. If not, the option to allow access through settings will not appear. This is because the app must request access before access can be granted.

1. On the iPad, the student or an adult should open **Settings**.

2. They should then open **Secure Test** settings.

3. They should then enable access to **Microphone** and **Camera**.

Take the Remote Testing Certification Course

Teachers must pass the remote testing certification course before they become eligible to administer a test to students who are testing off-site. If a teacher does not complete the course, they will not be able to sign in to the online testing system and administer a test remotely.
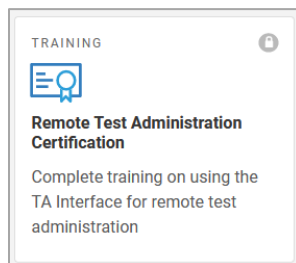
You can complete the remote testing certification course by following the steps below:

1. Navigate to the OSAS Portal (https://osasportal.org).

2. Select the card for your user role.
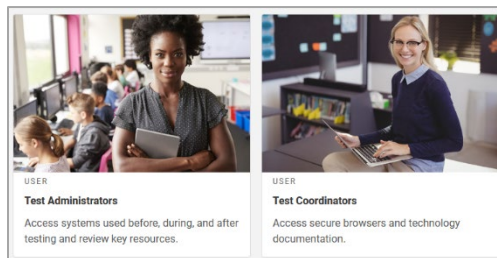
3. Select the Remote Test Administration Certification card.

4. The *Remote Test Administration Certification* login page opens in a new window. Enter the same credentials you would use in school and select **Secure Login**. If you have forgotten your password, select **Forgot Your Password?** and follow the on-screen instructions to set a new password.

5. The *Test Administration Certification* page opens. Complete the course to earn your certification.

Make Sure Student Remote Testing Fields are Updated in TIDE

In order to administer tests remotely, districts are required to collect parental consent for student audio/video monitoring. Parents must complete the Parent/Guardian Remote Test Administration Agreement Permission Form indicating their choice. Prior to administering a test to a remote student, verify that both fields, the Remote Tester field and Parental Consent for A/V Monitoring field, on their Student Details Page in the Test Information Distribution Engine (TIDE) are set to yes.

The Remote Tester field should be set to "Yes" if the student will take any tests remotely during the current school year. It can be blank, set to "Yes," or set to "No." If the field is left blank, it has the same value as being set to "No." The Parental Consent for A/V Monitoring field can be "Yes, with camera," "Yes, without camera," or "No Remote Testing." If the field is left blank or set to "No Remote Testing," the student will not be able to test remotely, even if the Remote Tester field above it is set to "Yes."

If a student does not have the correct settings in place, please contact the appropriate user role, as listed below, to update the settings in TIDE.

Field	Edit Permissions by Role
Remote Tester	The TA role and above may edit this field on the Student Details page in TIDE. The ESD role and above may edit through a file upload.
Parental Consent for A/V Monitoring	The STC role and above may edit this field on the Student Details page in TIDE. The ESD role and above may edit through a file upload.

The Practice Test site has also been set up with remote proctoring functionality. Before administering a remote summative test, it is highly recommended to have students log into a session remotely to ensure their system is working and they can log in and take a test.

Log in to the Test Administration Site Remotely

Teachers access the test administration site remotely the same way they would access it in a classroom. From the test administration site, teachers can start a test session immediately or schedule a test session or assignment (SEED Survey only) to start in the future.

You can access the test administration site remotely by following the steps below:

1. Navigate to the OSAS Portal (https://osasportal.org).

2. Select the card for your user role.
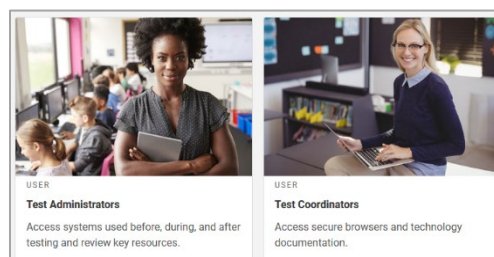
3. Select the TA Interface card.

SYSTEM

🔒

TA Interface

Create and manage operational test sessions from any web browser.
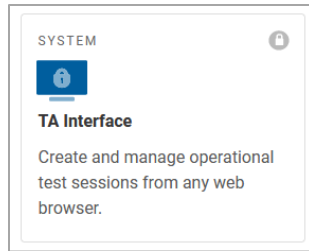
4. The *Test Administration* login page opens in a new window. Enter the same credentials you would use in school and select **Log In**. If you have forgotten your password, select **Reset Password** and follow the on-screen instructions to set a new password.

Secure Login

Email Address

Email Address

Password

Password 👁

Reset Password

Log In

Once you have logged in, the *Test Administration* site Dashboard appears, displaying the *Active Sessions* tab.

Schedule a Test Session in Advance

To help ensure the day of testing runs as smoothly as possible, teachers can schedule test sessions in advance. When a teacher schedules a test session in advance, the online testing system provides a session ID and link to the test session. Teachers provide this information to their students so students can join the session when it begins. Students using the Secure Browser enter the session ID when they are signing in to take the test. Students using a supported web browser (Chrome) click the link and are taken to the testing website.

For information about communicating session information to students, see the section Communicate Session Information Securely to Students.

You can schedule a test session in advance by following the steps below:

1. Access the test administration site by following steps in the section Log in to the Test Administration Site Remotely.

2. The *Test Administration* Dashboard appears. Select the **Upcoming Sessions** tab.

3. In the *Upcoming Sessions* tab, select the **Schedule a Remote Session** button. If you are prompted to select an institution, select the appropriate institution and click **Go**.

4. A pop-up window appears. Enter a start and end date for the session and select **Next**.

5. The *Test Selection* window appears. From the list of color-coded test categories, select the test category from which you wish to include tests.

6. The tests or test groups for the selected test category appear. Select a test to add to the session by marking the checkbox(es) by the test(s). Tests can only be selected individually, not as a test group. Expand a group of tests by selecting the **Plus Sign** button next to that group.

7. Once you have selected a test or tests to add to the session, the *Session Settings* fields appear. Do the following:

    a. In the *Session Name* field, enter a name for the session.

    b. From the **Test Reasons** drop-down list, if available, select a test reason. This drop-down list is only displayed if at least one of the selected tests require a test reason.

c. Select **Save Session**.

8. The *Session Information* pop-up window appears. This pop-up window provides the session ID and link you need to share with students so they can join the session when it starts. To make sure you communicate with students securely, see Communicate Session Information Securely to Students.

   a. You should also copy this session ID and link for yourself and save it in a secure location in case you need it later. To copy the information displayed in the *Session Information* window, highlight the URL and use the Ctrl + C keyboard command or right click on the mouse. You can also select **Copy**. Once the information is copied to your clipboard, the button name changes to **Copied to Clipboard**.

   b. You can also add the session information to your calendar. To add the information to your calendar, select **Add to Calendar**. A .ics file containing the information displayed in the window as well as the start and end date, generates and downloads to your computer. You can save the file to your desired calendar application.

   c. After providing the session ID and link to students and copying it, close the window using the **X** button in the upper right corner.
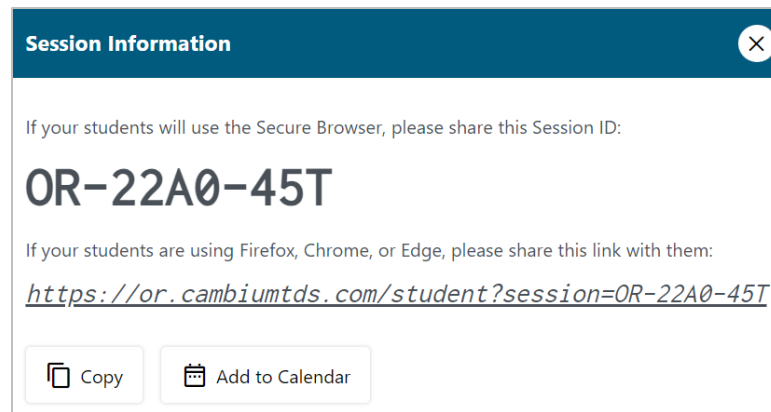
9. The *Test Administration* Dashboard appears again, displaying the ***Upcoming Sessions*** tab. The scheduled session appears in the **Upcoming Sessions** table.

   • To retrieve the session ID and link to the session again, select the **Share Link** button (Share Link).

   • To edit an upcoming session before it begins, select the **Edit** button (✏).

   • To delete an upcoming session before it begins, select the **Delete** button (🗑).

   • To export information about your active and scheduled sessions, select the **Export** button above the scheduled sessions table. The information displayed in the table on the ***Upcoming Sessions*** tab will be exported as a CSV file.

Schedule the SEED Survey as an Assignment in Advance

Teachers can also use the online testing system to administer the SEED Survey as an assignment. It is possible to work on a SEED Survey assignment from any location, without the need for an open TA session. Teachers choose the SEED Survey assignments they want to schedule from the same test selection page they use to schedule tests. The online testing system automatically filters tests that are eligible to be taken as an assignment, so that only the SEED Survey appears on the test selection page when a teacher is scheduling an assignment. For administration policies for administering the SEED Survey as an assignment, please reference the SEED Survey Administration Manual.

Teachers can schedule assignments in advance by following the steps below:

1. Access the test administration site by following steps in the section Log in to the Test Administration Site from Home.

2. The *Test Administration* site appears. Select **Assignment**.

3. The *Assignment* page appears. Select **Schedule a Session**.

4. A pop-up window appears. Enter a start and end date for the session and select **Next**.

5. The *Test Selection* page appears. Only the SEED Survey category will appear in this list. From here, the process to schedule an assignment is exactly the same as the process to schedule a test session.
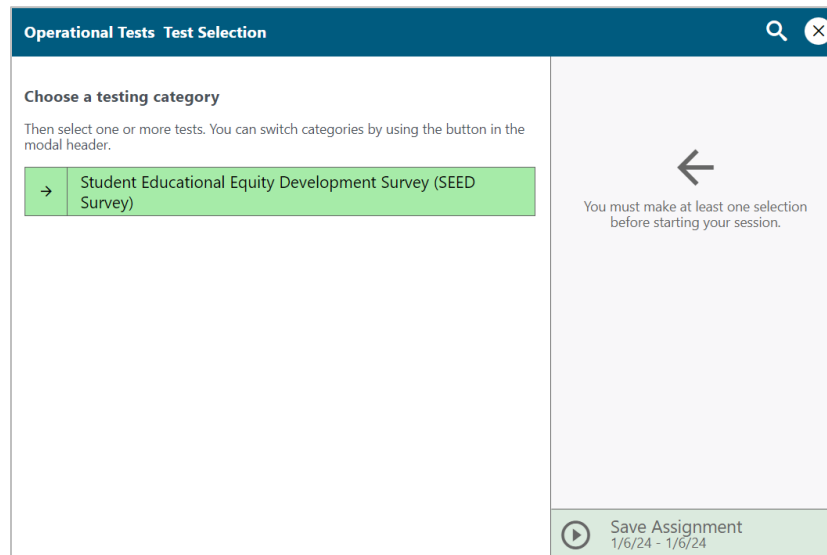
6. To finish scheduling an assignment, complete steps 6 - 9 in the section Schedule a Test Session in Advance.

Modify a Test Session or SEED Survey Assignment That Was Scheduled in Advance but Has Not Started Yet

Teachers can modify test sessions and sessions that include SEED Survey assignments that were scheduled in advance but have not started yet.

For example, a teacher may want to modify a session after it was created to add tests or assignments, or to change the start or end date of the session.

Note: Teachers can also modify assignment sessions after the sessions become active, but in such cases only the assignment end date can be updated.

You can modify test sessions and sessions that include assignments that were scheduled in advance but have not started yet by following the steps below:

1. Access the test administration site by following steps in the section Log in to the Test Administration Site from Home

2. The *Test Administration* Dashboard appears. Do one of the following:

   • To modify a test session, select the **Upcoming Sessions** tab.

   • To modify a session that includes an assignment, select the **Assignment** tab.

3. To edit an upcoming test session or a session that includes assignments, select the **Edit** icon for that test session or session that includes assignments and do one of the following:

- To modify a test session, complete steps 4–9 in the section Schedule a Test Session in Advance.

- To modify a session that includes assignments, complete steps 4–6 in the section Schedule the SEED Survey as an Assignment in Advance.

Communicate Session Information Securely to Students

Teachers need to communicate links to the test session, session IDs, and student IDs to their students so students can take tests and complete assignments that were scheduled in advance. This information should not be shared over unsecured communication methods like personal email or text messages. Instead, teachers should communicate this information to students using a secure method, such as whichever classroom management system teachers and students are already using for instructional purposes.

- Please refer to additional guidance included in the ODE Secure Transmission of Student Data Guidelines.

Tasks to Complete During Testing

This section lists and explains the tasks that teachers will need to complete in order to start and monitor a test session while students are at home, including the following:

- How to join a remote test session that was scheduled in advance

- How to start a test session immediately for students who are not in the classroom

- How to communicate with all students in a remote test session at once

- How to observe students while they test off-site

- How to start a one-on-one video conference with a student who is testing off-site

- How to respond to a student's request for assistance

- How to respond if a test alert appears for a student

- How to end a remote test session

Join a Remote Test Session that was Scheduled in Advance

On the day of the test, teachers join a test session they scheduled in advance and approve students into the session so students can take the test. Teachers should join active sessions twenty minutes prior to the start time of the session.

On the *Test Administration* site, test sessions scheduled in advance move automatically from the *Upcoming Sessions* tab to the *Active Sessions* tab when the start date for the session arrives. Teachers can join the session from the *Active Sessions* tab.

You can join a test session that was scheduled in advance by following the steps below:

1. Access the test administration site by following steps in the section Log in to the Test Administration Site from Home.

2. The *Test Administration* Dashboard appears. Select **Join** for the session you want to join.

3. If you are joining a remote test session you will be asked to allow access to your webcam and microphone. If you're using video functionality, do the following:

a. A pop-up window appears in the online testing system, requesting access to your webcam and microphone. Mark the **I agree** checkbox and then select **Allow**. If you do not select **Allow**, students taking the test off-site will be unable to see or hear you during video conferences.


After you allow access to your webcam and microphone, you also need to allow it in your web browser. A pop-up window should appear in your web browser, requesting access to your webcam and microphone. Select **Allow**. If you do not select **Allow**, students taking the test off-site will be unable to see or hear you during video conferences.

If no pop-up window appears in your web browser to request access to your webcam and microphone, and you also cannot see your webcam's video in the online testing system pop-up window, try to troubleshoot the issue by managing camera and microphone permissions for your web browser. If you cannot resolve the issue, contact your school's technology coordinator to troubleshoot the problem.

4. The *Test Administration* site appears. The session has started and will continue the same way it would if you had created it to start immediately. The session ID appears in the top left corner of the page.

- To stop the session, select the **Stop Session** button (🛑).

- To select tests to add to the session, select the **Select Tests** button (![pencil icon]).

- To approve students requesting to join the session, select **Approvals** next to the **Student Lookup**. The ***Approvals and Student Test Settings*** window appears, displaying a list of students grouped by test (and test segment, if applicable). Note that the **Approvals** button only becomes active when students are awaiting approval and shows you how many students are awaiting approval. The **Approvals** notification updates regularly, but you can also select the **Refresh Page** button (![refresh icon]) in the upper-right corner to update it manually.

- While approving students, you can also view and edit students' test settings and accommodations, if necessary.

- Once students have been approved to join the session, they can begin taking the test.

Start a Remote Test Session Immediately

If teachers did not schedule a test session in advance for students who are not in the classroom, they can start a test session immediately. The process for this is almost exactly the same for scheduling a session in advance. When a teacher schedules a test session to start immediately, the online testing system provides a session ID and link to the test session. Teachers provide this information to their students so students can join the session. Students using the Secure Browser enter the session ID when they are signing in to take the test. Students using conventional web browsers (Chrome) click the link and are taken to the testing website.

For information about communicating session information to students, see the section Communicate Session Information Securely to Students.

You can start a test session immediately by following the steps below:

1. Access the test administration site by following steps in the section Log in to the Test Administration Site Remotely.

2. The *Test Administration* Dashboard appears, displaying the *Active Sessions* tab. Select **Start a Remote Session**.

3. The *Test Administration* page appears, open to the **Select Tests** tab, with the test session ID in the top left corner of the screen. From the list of color-coded test categories, select the test category from which you wish to include tests.

4. The tests or test groups for the selected test category appear. Select a test to add to the session by marking the checkbox(es) by the test(s). Tests can only be selected individually, not as a test group. Expand a group of tests by selecting the **Plus Sign** button next to that group.

5. Once you have selected a test or tests to add to the session, the *Session Settings* fields appear. Do the following:

   a. From the **Test Reasons** drop-down list, if available, select a test reason. This drop-down list is only displayed if at least one of the selected tests require a test reason.

   b. Select **Start Operational Tests Session**.

6. If you are using the video feature, you will need to allow access to your webcam and microphone by doing the following:

   a. A pop-up window appears in the online testing system, requesting access to your webcam and microphone. Mark the **I agree** checkbox and then select **Allow**. If you do not select **Allow**, students taking the test from home will be unable to see or hear you during video conferences.

   b. After you allow access to your webcam and microphone, you also need to allow it in your web browser. A pop-up window should appear in your web browser, requesting access to your webcam and microphone. Select **Allow**. If you do not select **Allow**,

students taking the test from home will be unable to see or hear you during video conferences.

If no pop-up window appears in your web browser to request access to your webcam and microphone, and you also cannot see your webcam's video in the online testing system pop-up window, try to troubleshoot the issue by managing camera and microphone permissions for your web browser. If you cannot resolve the issue, contact your school's technology coordinator to troubleshoot the problem.

7. The **Session Information** pop-up window appears. This pop-up window provides the session ID and link you need to share with students so they can join the session when it starts. To make sure you communicate with students securely, see Communicate Session Information Securely to Students.

   After providing the session ID and link to students and copying it, close the window using the **X** in the upper right corner.
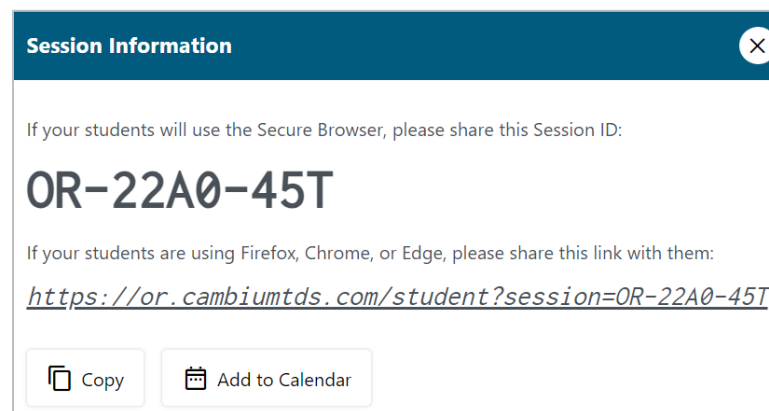
8. The *Test Administration* site appears. The session has started.
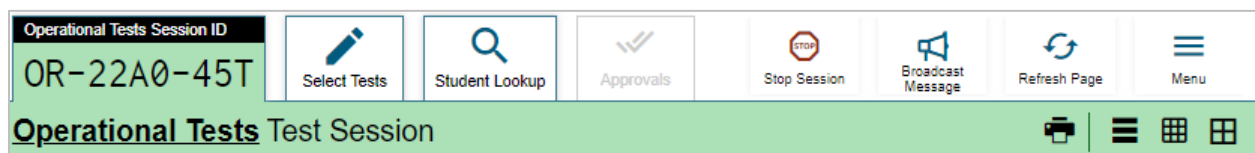
- To stop the session, select the **Stop Session** button ( ).

- To select tests to add to the session, select the **Select Tests** button ( ).

- To approve students requesting to join the session, select **Approvals** next to the **Student Lookup**. The *Approvals and Student Test Settings* window appears, displaying a list of students grouped by test (and test segment, if applicable). Note that the **Approvals** button only becomes active when students are awaiting approval and shows you how many students are awaiting approval. The **Approvals** notification updates regularly, but you can also select the **Refresh Page** button ( ) in the upper-right corner to update it manually.

- While approving students, you can also view and edit students' test settings and accommodations, if necessary.

- Once students have been approved to join the session, they can begin taking the test.

Overview of Communication with Students

The table below lists each feature teachers can use for communication and monitoring, who initiates the communication, and how to use the feature.

Communication/ Monitoring Feature	Who initiates the communication	How to use the feature
Broadcast Message	Teacher initiated	The teacher uses this feature to send a chat message to all students at once. Students can respond by sending a chat message to the teacher. See Communicate with All Students in a Remote Test Session at Once.
Test Alert	Online testing system initiated, based on the student's test	The teacher will receive an alert if the testing system detects a problem with the student's test. See Respond to Student Test Alerts.
Screenshare Feature	Teacher initiated; student must grant permission	Screensharing is available on Windows and ChromeOS. The teacher can view a student's screen after the student grants permission. See Request to View the Screen of a Remote Student from the Test Administration Site.
Chat Message	Teacher or student initiated	Both the teacher and student can communicate at any time. For information on teacher initiation, see Send a Chat Message to a Remote Student from the Test Administration Site
Video Conference*	Teacher initiated	The teacher and student can have a one-to-one video conference. See Start a Video Conference with a Student from the Test Administration Site
Raise Hand Feature	Student initiated	Students can request help by virtually raising their hands. The teacher can respond via chat message or video conference.* For more information, see Respond to Student Requests for Assistance.

*Available when the video feature is enabled.

Communicate with All Students in a Remote Test Session at Once

Once a remote test session has started and students have joined, the teacher can communicate with all students at once using a broadcast feature on the test administration site. Only

students who have joined the session will receive broadcast messages. If a student has not yet joined a session, they will not receive broadcast messages sent before they joined.

- Messages broadcast to students pop up automatically as announcements on each student's screen. Students do not need to do anything for these messages to appear.

- Teachers should keep these messages brief. For example, they might tell students, "Ten minutes left in the test."

- Students can respond to teachers through this communication method. Chat messages sent from students to teachers appear only on the teacher's screen and not on the screens of other students in the session.

You can communicate with all students in a remote test session by following the steps below:

1. From the test administration site, select the **Broadcast Message** button (📢).
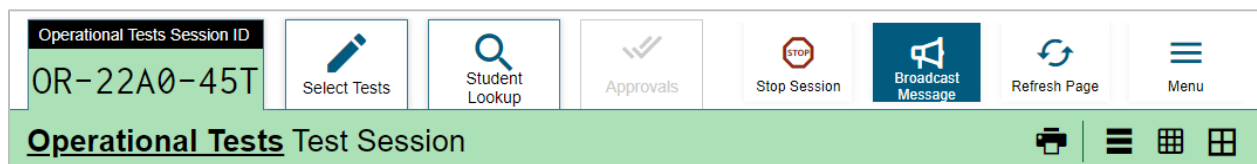
2. A pop-up window opens. Select the **Broadcast** button in the window. In the *Type a new message* field, type your message and then select the **Send** button (➤).
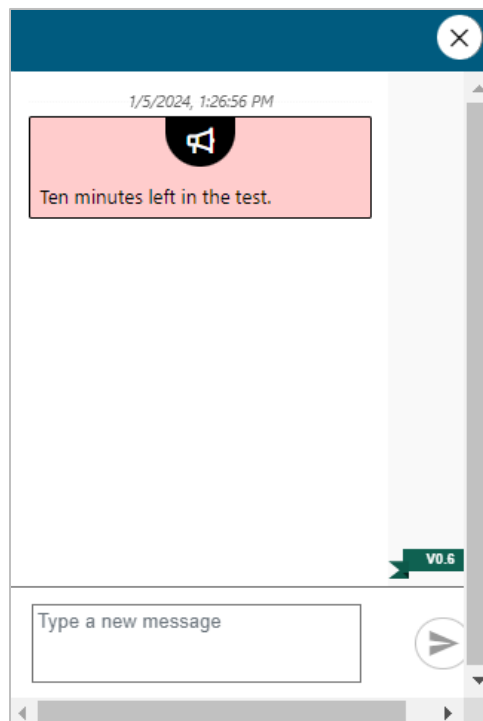
3. Your message automatically appears on the testing device of each student in the session. Students do not need to do anything for this message to appear.

4. Students can respond to messages by typing a message in the *Type a new message* field and selecting the **Send** button (→) on their devices. When a student sends a message, a **Message Waiting** icon ( ) appears beside their image on the test administration site. To see the student's message, select their image.
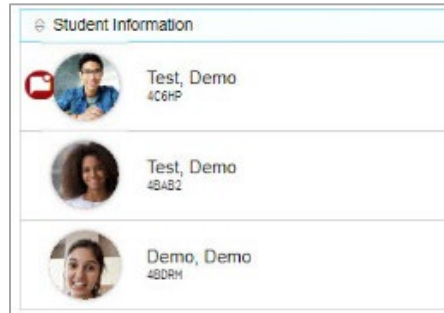
5. The *Chat* pop-up window opens. Select the **Messages** button ( ) to view the message sent by the student.
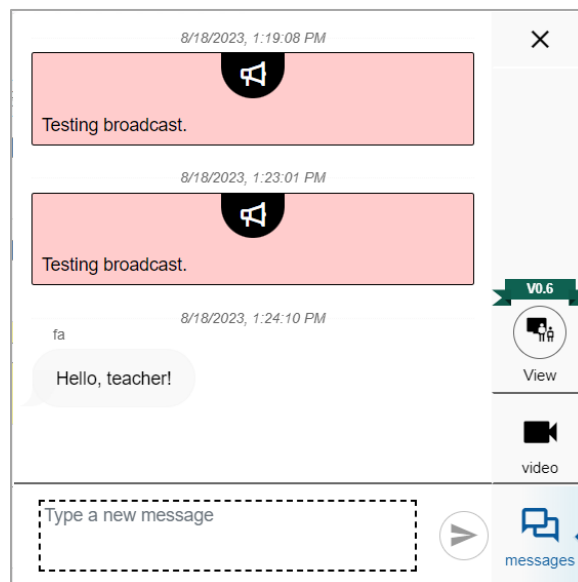
6. To close the *Chat* pop-up window, select the close window button, which looks like an **X** and is in the upper-right corner.

Observe Remote Students from the Test Administration Site

While students are testing off site, teachers can view lower-resolution video of all students at once or select one student to view at high resolution.

Lower-resolution video of all students appears automatically in the list of students on the test administration site.

By default, students in a test session appear listed in a table, as shown in the screenshot below.

You can change to a small tile view by selecting the 3×3 **Tile View** button ( ).
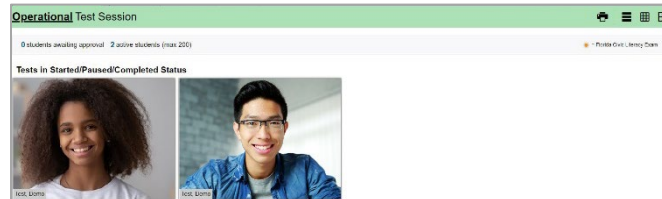
You can change to a large tile view by selecting the 2×2 **Tile View** button ( ).
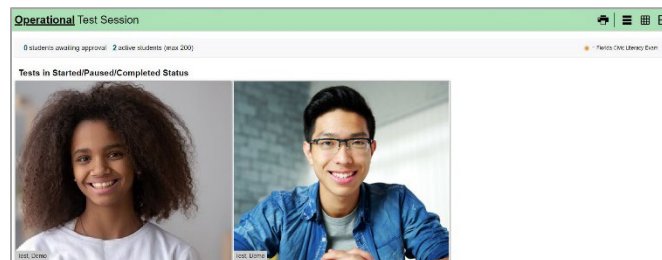
You can view high-resolution video of one student at a time by following the steps below:

1. From the list of students in the test session, select the **Student Video** button ( ) for the student you wish to view. If you are viewing your students in tile view, select the student's image from the grid of students.

2. The *Video Conference* pop-up window appears, displaying high-resolution video of the student.
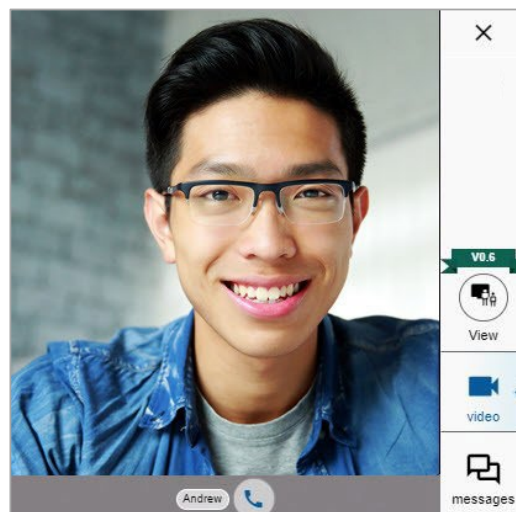
To close the *Video Conference* pop-up window, select the close window button, which looks like an **X** and is in the upper-right corner. The test administration site appears.

Start a Video Conference with a Student from the Test Administration Site

When using the video feature for a test, teachers can start a one-on-one video conference with one student at a time through the test administration site. During a video conference, the teacher can see and hear the student and, if the teacher allows, the student can see and hear the teacher.

You can start a one-on-one video conference by following the steps below:

1. From the list of students in the test session, select the **Student Video** button ( ) for the student with whom you wish to start a one-on-one video conference.

2. The *Video Conference* pop-up window opens, displaying high resolution video of the student. Select the **Call** button ( ) to call the student.
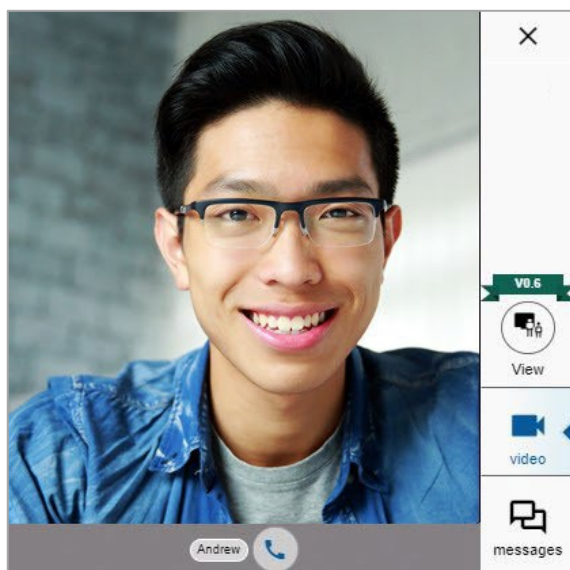
The call is placed. The student doesn't have to do anything to take the call. On your device, the *Video Conference* pop-up window displays a split-screen view of you and the student. On the student's device, the *Video Conference* pop-up window displays automatically, displaying the same split-screen view.

You teacher can turn your webcam or microphone off or on by doing the following:

- To turn your webcam off, select the **Webcam** toggle button ( ). To turn it back on, select the button again. When your webcam is off, students are unable to see you.

- To turn your microphone off, select the **Microphone** toggle button ( ). To turn it back on, select the button again. When your microphone is off, students are unable to hear you.

To disconnect the call, select the **Disconnect Call** button ( ).
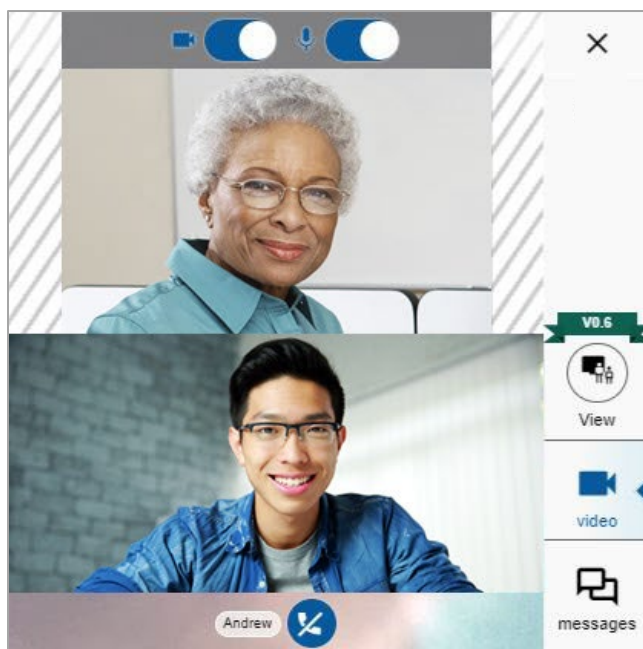
Send a Chat Message to a Remote Student from the Test Administration Site

Teachers can send chat messages to one off-site student at a time from the test administration site by following the steps below:

1. From the list of students in the test session, select the **Student Video** button ( ) for the student.

2. The *Video Conference* pop-up window opens. Select the **Messages** button ( ).

3. The *Chat* screen appears. In the *Type a new message* field, type the chat message you wish to send to the student and then select the **Send** button ( ). Your message appears automatically on the student's screen. Students can respond to your message with a chat message of their own.

Request to View the Screen of a Remote Student from the Test Administration Site

Teachers can request to view a student's screen from the test administration site. When a teacher requests access to view a student's screen, the student must first give permission to view their screen and can then decide if they want to share their entire screen, the window of the application they are currently viewing, or the tab of their web browser they are currently viewing.
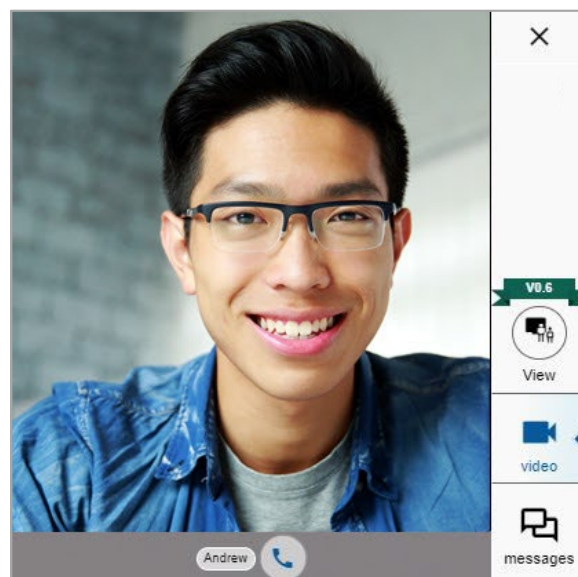
This feature is not available if the student is using an iPad or macOS.

You can request to view a student's screen from the test administration site by following the steps below:
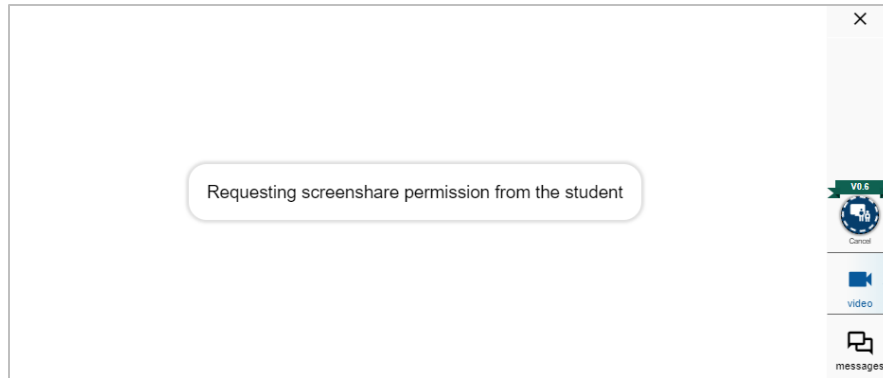
1. From the list of students in the test session, select the **Student Video** button ( ) for the student.
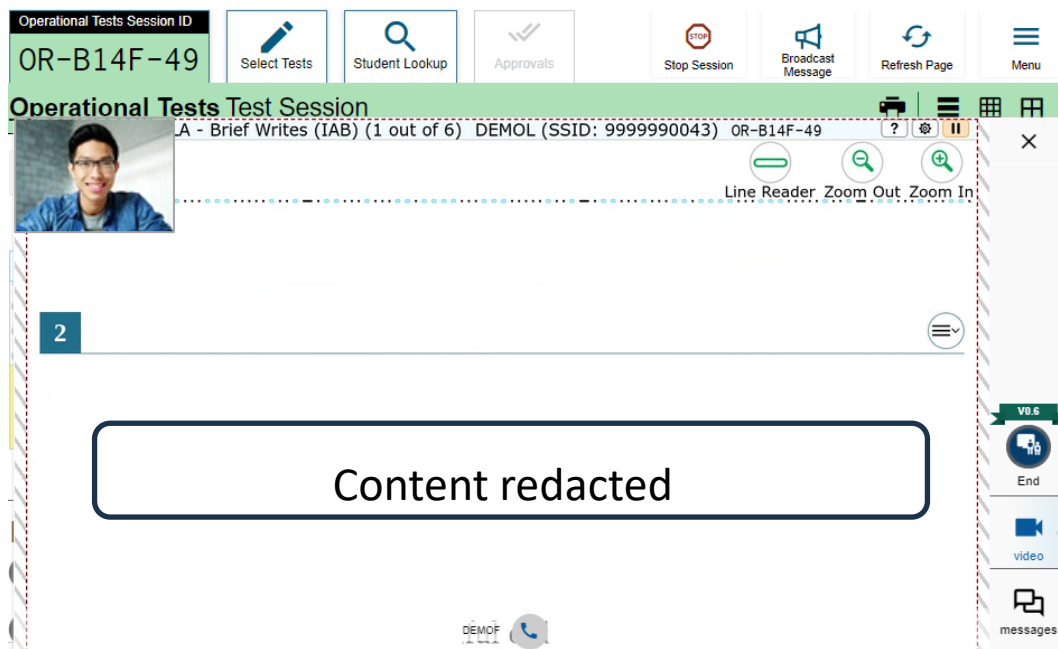

2. The *Video Conference* pop-up window opens. Select the **View** button ( ).

3. The *Request screenshare permission from the student* pop-up window appears.

4. If the student grants you permission the screen they choose to share will appear in the *Video Conference* pop-up window.

Respond to Student Requests for Assistance

Students who need assistance can request it from their teacher by virtually "raising their hand" while taking a remote test. When students virtually raise their hands, teachers can respond by sending a chat message or, if the student has parental consent to use the video feature, by starting a one-on-one video conference with the student.

Students who need assistance will appear with a **Hand Raised** icon ( ) next to their name on the list of students on the test administration site.

You can respond to student requests for assistance by following the steps below:

1. From the list of students in the test session, select the **Student Video** button (☐) for the student to whom you wish to respond.

2. The *Video Conference* pop-up window appears, displaying high resolution video of the student. Do one of the following:

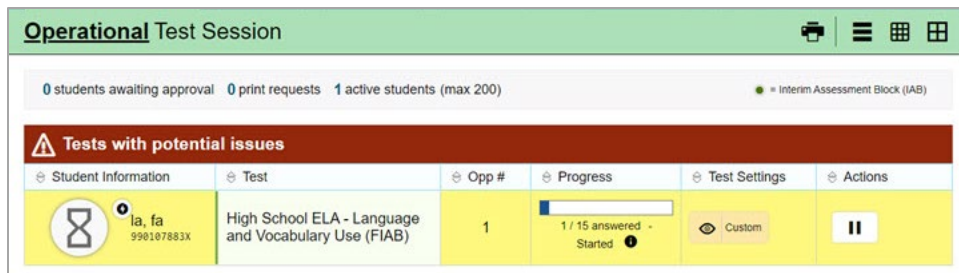   - To send the student a chat message, select **Messages**, enter your message in the *Type a new message* field, and select the **Send** button (▶). Your message appears automatically on the student's screen. Students can respond to your message with a chat message of their own.

   - To start a one-on-one video conference with the student, select the **Call** button (📞). On your device, the *Video Conference* pop-up window displays a split-screen view of you and your student. On the student's device, the *Video Conference* pop-up window displays automatically, displaying the same split-screen view of you and the student.

     - To turn your webcam off, select the **Webcam** button (📹). To turn it back on, select the button again. When your webcam is off, students are unable to see you.

     - To turn your microphone off, select the **Microphone** button (🎤). To turn it back on, select the button again. When your microphone is off, students are unable to hear you.

     - To disconnect the call, select the **Disconnect Call** button (📵).

   - To lower the student's hand, select the **Lower Hand** button (✋ lower hand).

   - To close the *Video Conference* pop-up window, select the close window button, which looks like an **X** and is in the upper-right corner. The list of students in the session appears.

Respond to Student Test Alerts

On the test administration site, a test alert appears in the list of students if the online testing system has not detected any activity from the student for some time. This may happen if the student's computer has gone to sleep or if the student is experiencing some interruption. In the event of a test alert, all student responses are saved, so students do not lose test data.

When a test alert appears for a student, teachers can respond by sending a chat message or, if using the video feature, by starting a one-on-one video conference with the student.

Students with test alerts are moved to a *Tests with potential issues* list.

You can respond to test alerts by following the steps below:

1. When using the video feature, select the **Student Video** button ([ ]) for the student.

2. The *Video Conference* pop-up window appears, displaying high-resolution video of the student. Do one of the following:

   - To send the student a chat message, select **Messages**, enter your message in the *Type a new message* field, and select the **Send** button ([➤]). Your message appears automatically on the student's screen. Students can respond to your message with a chat message of their own.

   - To start a one-on-one video conference with the student, select the **Call** button ([📞]). On your device, the *Video Conference* pop-up window displays a split-screen view of you and the student. On the student's device, the *Video Conference* pop-up window displays automatically, displaying the same split-screen view.

     - To turn your webcam off, select the **Webcam** button ([📹]). To turn it back on, select the button again. When your webcam is off, students are unable to see you.

     - To turn your microphone off, select the **Microphone** button ([🎤]). To turn it back on, select the button again. When your microphone is off, students are unable to hear you.

     - To disconnect the call, select the **Disconnect Call** button ([📞]).

   - To lower the student's hand, select the **Lower Hand** button ([✋ lower hand]).

   - To close the *Video Conference* pop-up window, select the close window button, which looks like an **X** and is in the upper-right corner. The list of students in the session appears.

End a Remote Test Session

Once the last student testing submits their test, the teacher can end the remote test session. After the test session is ended, or if a student logs out of the session, teachers and students will no longer be able to see or communicate with each other through the online testing system.

Stopping a session automatically logs out all the students in the session and pauses their tests. Once a test session is stopped, it cannot be resumed. To resume testing, the teacher must start a new session.

1. At the top of the test administration site, select **Stop Session**.
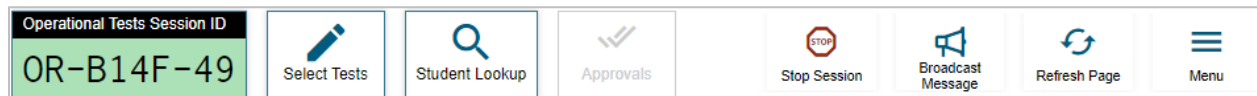
2. A confirmation message appears. Do one of the following:

- To stop the session, select **OK**.

- To cancel the action and return to the session, select **Cancel**.
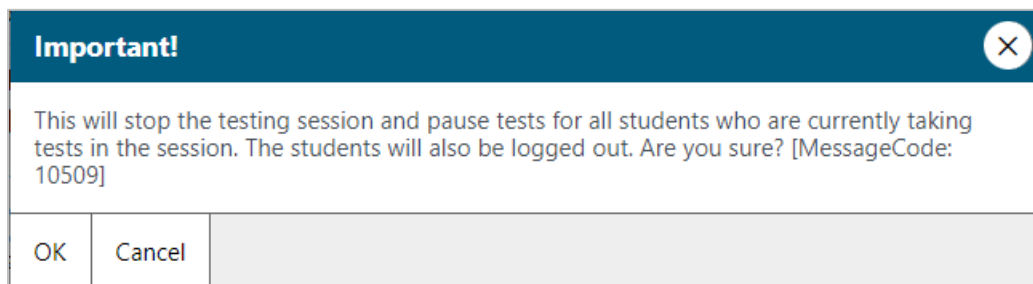
Troubleshooting

If teachers or students experience issues connecting to each other or to the online testing system, one of the icons in the chart below may appear in place of the video icon. Please refer to this chart to learn more about what each icon means and what to do if you encounter it.

Icon	What it means	What to do about it
	The online testing system recognizes the student joined the test session, but a video connection between the student and the teacher cannot be made.	If the student is using Chrome, they can try refreshing the page. Teachers can also try refreshing the test administration site.
	Connection between student and teacher has failed.	Teachers can refresh the test administration site.
	Connection is being made.	Wait until connection is made. This should not take longer than one minute. If this icon appears longer than one minute, teachers can refresh the test administration site.
	Another application on the device is already using the camera.	Close any other applications on the device using the camera and refresh the page.

Often, connection issues occur due to network or proxy configurations set up by the school. Teachers should check with their school's technology coordinator to determine if network or proxy settings are causing connections to fail.

If you encounter one of the issues above and cannot resolve it, you should contact the OSAS Help Desk at 1-866-509-6257 or osashelpdesk@cambiumassessment.com.

Change Log

Change	Date
Updates for school year 2024-25	9/6/2024
Updated link for the diagnostic checker	4/28/2025