Logging Students into the Online Assessments
Updated 3/1/19

The Rule: *Section 3.1: Adult-Initiated Test Improprieties* of the Test Administration Manual prohibits test administrators from using a student's SSID to log into the online assessments and providing students with the wrong SSID during the log-in process, causing students to log in and test under another student's SSID.

Promising Practices: Sections 7 – 9 of the Test Administration Manual provide directions for Test Administrators (TAs) to use in guiding students through the log-in process for the ELA and Mathematics, Science and Social Sciences, and ELPA assessments. However, some individual students may need additional assistance while logging in, especially younger students or newcomer English Learners (ELs). TAs may use these tips to assist students during the student login and verification process:

- TAs may include each student's log-in information on individual index cards and hand the cards to students for use during the log-in process. These cards can also include a photo of the student to allow for visual confirmation of the student's identification. <u>Because such cards contain confidential student information, they must be stored securely in between test sessions.</u> ODE recommends that TAs only hand them to students during the log-in process and then collect them immediately once the students have logged in.

- TAs should ensure that students confirm their identification information during the log-in process. In cases where the TA is not familiar with a particular student, the TA may use a student's photo ID, such as a driver's license or student body card, to visually confirm the student's identity.

- TAs should be extra vigilant during the log-in process, especially with younger students. TAs may assist a young student with entering the student's SSID <u>on behalf of the student</u> if the student is at the computer and ready to test. However, TAs may <u>not</u> enter the student's SSID <u>before</u> the student is seated at the computer and ready to test.

- TAs should carefully review all names on the Student Approval screen to verify that all students are logging into the correct test under the correct SSID.

- If log-in cards are used, be sure to store them securely. Schools must take all practical steps to maintain the security of SSIDs by making sure they are not displayed publically on items such as web sites, student body cards, or other posted documents or lists.