New Hampshire
Department of Education

New Hampshire Statewide Assessment System

Test Administration Manual

English Language Arts/Literacy, Mathematics and Science

2017-2018

Table of Contents

New Hampshire Resources and Help Desk Information

New Hampshire Statewide Assessment System Portal

http://nh.portal.airast.org

The home page for all NH SAS assessment administration information.

New Hampshire Statewide Assessment System Help Desk

1-844-202-7584 | nhhelpdesk@air.org

The Help Desk is open Monday–Friday 7:00 a.m. to 4:00 p.m. Eastern Time outside of the summative testing window, and Monday–Friday 7:00 a.m. to 7:00 p.m. Eastern Time during summative testing.

The Help Desk may be contacted for situations and questions that include any of the following:

- Testing environment down or unavailable
- User accounts not available or users not able to administer tests
- Student information or test session incorrect or missing
- Loading student data or student settings into the Test Information Distribution Engine (TIDE)
- Appeals functionality in TIDE
- Preparing for online testing—downloading the secure browser, voice packs, etc.
- Password resets for district, and school users
- Test Settings (designated supports or accommodations) are inaccurate
- Test Security incidents

When contacting the New Hampshire SAS Help Desk, provide the representative with as much detail as possible about the issue(s) encountered and the system on which it occurred. Details should include the following:

- Type of device being used for the test
- Any error messages that appeared (code and description)
- Operating system and browser information
- Network configuration information
- Your contact information for follow-up, including email address and phone number
- Any relevant and authorized student and school information, including statewide student identifier (SSID), grade level, content area

Section I. Overview of the New Hampshire Statewide Assessments and Test Security

I.I About the New Hampshire Statewide Assessments

New Hampshire Statewide Assessments are administered for English language arts/writing (ELA), math, and science. These assessments are aligned to the New Hampshire standards. Students in grades 3-8 take the ELA and math assessments; science assessments are administered in grades 5, 8, and 11.

More information is available on the New Hampshire Statewide Assessment System Portal (www.nh.portal.airast.org).

I.II   Ensuring Test Security

The security of assessment instruments and the confidentiality of student information are vital to maintaining the validity, reliability, and fairness of the results.

All summative test items and test materials are secure and must be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of assessment items, prompts, and student information. Any deviation in test administration must be reported as a test security incident to ensure the validity of the assessment results.

Violation of summative test security is a serious matter with far-reaching consequences. Breaches of test security include, but are not limited to copying of test materials, failing to return test materials, coaching students, giving students answers, and/or changing students' answers. Such acts may lead to the invalidation of an entire school district's student test scores, disruption of the test system statewide, and legal action against the individual(s) committing the breach. A breach of test security may be dealt with as a violation of the Code of Professional Responsibility for Teachers, as well as a violation of other pertinent state and federal law and regulations. The New Hampshire State Department of Education will investigate all such matters and pursue appropriate follow-up action. Any person found to have intentionally breached the security of the test system may be subject to sanctions including, but not limited to, disciplinary action by a local board of education, the revocation of New Hampshire teaching certification by the State Board of Education, and civil liability pursuant to federal copyright law.

I.III   Security of the Test Environment

Table 1 describes security requirements for the test environment during various stages of testing. The test environment refers to all aspects of the testing situation while students are testing and includes what a student can see, hear, or access (including access via technology).

Individuals who have witnessed, been informed of, or suspect the possibility of a test security incident that could potentially affect the integrity of the assessments or the data must be reported immediately to the District Test Coordinator (DC).

Refer to Appendix C: Testing Improprieties, Irregularities, and Breaches and Appendix D: Test Security Chart for more information about prohibited behaviors that may give a student an unfair advantage or compromise the security of the assessments.

Table 1. Requirements of the Test Environment

REQUIREMENTS BEFORE TESTING	
Instructional materials removed or covered	Instructional materials **must be removed or covered, including but not limited to** information that might assist students in answering questions. These materials may not be displayed on bulletin boards, chalkboards or dry-erase boards, or on charts (e.g., wall charts that contain literary definitions, maps, mathematics formulas, etc.).
Student seating	Students must be seated so there is enough space between them to minimize opportunities to look at each other's work, or they should be provided with table-top partitions.
Signage	If helpful, place a "TESTING—DO NOT DISTURB" sign on the door or post signs in halls and entrances rerouting hallway traffic in order to promote optimum testing conditions.
REQUIREMENTS DURING TESTING	
Quiet environment	Provide a quiet environment void of talking or other distractions that might interfere with a student's ability to concentrate or might compromise the testing situation.
Student supervision of electronic devices	Students are actively monitored and are **prohibited** from access to unauthorized electronic devices that allow availability to outside information, communication among students, or photographing or copying test content. This includes any device with cellular, messaging, or wireless capabilities, but is not limited to cell phones, iPods, cameras, and electronic translation devices.
Student Access to allowable resources only	Students must only have access to and use of those allowable resources identified by the New Hampshire DOE (see Section III.I Establishing Appropriate Testing Conditions for examples) that are permitted for each specific test (or portion of a test).

Access to assessments	Only students who are testing can view items. Students who are not being tested or unauthorized staff or other adults must not be in the room where a test is being administered. Trained Teachers and Test Administrators may have limited exposure to items in the course of properly administering the assessments; however, DCs, SCs, TEs and TAs and other trained staff may not actively review or analyze any items.
No answer key development	No form or type of answer key may be developed for test items.
Testing through secure browser	Administration of the statewide assessments is permitted only through the Student Interface via the secure browser.
No unauthorized log-in to Test Delivery System	Only students may log into the Student Interface. Students may not use another student's log-in credentials. Only adults may log into the TA Interface with an authorized account. An adult may not use another person's username and password.
REQUIREMENTS DURING AND AFTER TESTING	
No access to responses	DCs, SCs, TEs, TAs, and other staff are not permitted to review student responses in the testing interface or students' notes on scratch paper.
No copies of test materials	Unless needed as a print-on-demand or braille accommodation, no copies of the test items, stimuli, reading passages, or writing prompts may be made or otherwise retained.
No access to digital, electronic, or manual devices	No digital, electronic, or manual device may be used to record or retain test items, reading passages, or writing prompts. Similarly, these materials must not be discussed with or released to anyone via any media, including fax, email, social media websites, etc.
No retaining, discussing, or releasing test materials	Descriptions of summative test items, stimuli, printed reading passages, or writing prompts must not be retained, discussed, or released to anyone.
No reviewing, discussing, or analyzing test materials	DCs, SCs, TEs, TAs, and other staff may not review, discuss, or analyze summative test items, stimuli, reading passages, or writing prompts at any time, including before, during, or after testing.
All test materials must remain secure at all times	Printed materials from the print-on-demand accommodation, scratch paper, and documents with student information must be kept in a securely locked room or locked cabinet that can be opened only by staff responsible for test administration.
REQUIREMENTS AFTER TESTING	
No test materials used for instructional purpose	Test items, stimuli, reading passages, or writing prompts must not be used for instructional purposes.
Destroy test materials securely	Printed test items/passages, including embossed braille printouts, and scratch paper must be collected and inventoried at the end of each test session and then immediately destroyed. See Section I.IV Secure Handling of Printed Materials for details.

I.IV Secure Handling of Printed Materials

Destruction of Printed Materials and Scratch Paper

Printed materials from the print-on-demand accommodation and scratch paper must be kept in a securely locked room or locked cabinet that can be opened only by staff responsible for test administration. All test materials must remain secure at all times. Printed test items/passages, including embossed braille printouts and scratch paper, must be collected at the end of each test session and then immediately destroyed according to district and/or state policies or procedures.

Section II. General Test Administration Information

II.I Assessment Participation

Participation of Students with Disabilities and/or English Learners

Consistent with the New Hampshire testing plan, all students, including students with disabilities, English learners (ELs), and ELs with disabilities, should have equal opportunity to participate in the New Hampshire Statewide Assessments.

The New Hampshire statewide assessments use a variety of innovative digital accessibility tools that are embedded in the test delivery engine as well as a variety of designated supports and accommodations.

All students enrolled in grades 3–8 are required to participate in the mathematics assessment except the following:

- Students with the most significant cognitive disabilities who meet the criteria for a state-selected or state-developed mathematics alternate assessment based on alternate achievement standards.

All students enrolled in grades 3–8 are required to participate in the English language arts/literacy assessment except the following:

- Students with the most significant cognitive disabilities who meet the criteria for a state-selected or state-developed English language arts/literacy alternate assessment based on alternate achievement standards.

- ELs who enrolled in a U.S. school for the first time within the last 12 months prior to the beginning of testing window (These students have a one-time exemption and may instead participate in their state's English language proficiency assessment consistent with state and federal policy.)

All students enrolled in grades 5, 8 and 11 are required to participate in the science assessment except the following:

- Students with the most significant cognitive disabilities who meet the criteria for a state-selected or state-developed alternate assessment based on alternate achievement standards.

School personnel should follow federal and state policies regarding student participation.

II.II General Rules of Online Testing

This section provides a brief overview of the general test administration rules for different portions of the assessment as well as information about test tools and accommodations. For more information, refer to the *Test Administrator User Guide (TA User Guide)* available at http://nh.portal.airast.org.

Basic Online Testing Parameters

- Within each test there may be segments. For example, some mathematics tests include a segment with an embedded calculator available and another segment where the embedded calculator is not allowed and is not available for testing. A student may not return to a segment once it has been completed and submitted.

- Students **must enter an answer for all test items on a page** before going to the next page. Some pages contain multiple test items. Students may need to use the vertical scroll bar to view all items on a page.

- Students may mark test items for review and use the **Questions** drop-down list to return to those items within a segment.

Pause Rules

- If a test is paused for more than twenty minutes, the student is required to log back in to the Student Interface. Once logged back in, the student is

    - presented with the page containing the item(s) he or she was working on when the test was paused (if the page contains at least one unanswered item) OR with the next page (if all items on the previous page were answered)

    - NOT permitted to review or change any previously answered items, even if they were marked for review (with the exception of items on a page that contains at least one item that was not yet answered)

- Any highlighted text will remain as long as the student logs back in to the test using the same operating system.

- Any notes on the digital notepad will not be saved when a test is paused regardless of how long the test is paused.

- In the event of a technical issue (e.g., power outage or network failure), students will be logged out and the test will automatically be paused. The students will need to log in again upon resuming the test.

Test Timeout (Due to Inactivity)

As a security measure, students and the TE/TA are automatically logged out of the test after 30 minutes of inactivity. *Activity* is defined as selecting an answer or navigation option in the assessment (e.g., clicking [**Next**] or [**Back**] or using the **Questions** drop-down list to navigate to another item).

Before the system logs the student out of the assessment, a warning message will be displayed on the screen. If the student does not click [**Ok**] within 30 seconds after this message appears, he or she will be logged out. Clicking [**Ok**] will restart the minute inactivity timer.
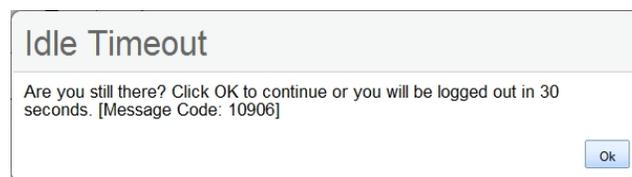
Caution: As a security measure, the TE/TA is automatically logged out after 30 minutes of user inactivity in the session, which will result in the closing of the test session. This includes inactivity by both the TE/TA on the TA Interface AND students within a test in the test session.

Test Expiration

A student's test remains active until the student completes and submits the test or until it expires after **45** calendar days after the student began the test, whichever occurs sooner. However, it is recommended that students complete the test within **five days** of starting each content area.

II.I   Test Scheduling

Testing Window	Date
New Hampshire Statewide Assessment Interim Assessment Test Window	*ELA & Math:* November 21, 2017 – June 8, 2018 *Science:* January 2, 2017 – June 8, 2018
New Hampshire Statewide Assessment Summative Assessment Test Window	March 13, 2018–June 8, 2018

Scheduling Time for Testing

Table 2 contains estimates of the time it will take most students to complete the New Hampshire Statewide assessments. This information is for scheduling purposes only, as the assessments are not timed.

Table 2. Estimated Testing Times for Statewide Assessments

Content Area	Grades	Test Type/Segment	Time per Segment	Total
English Language Arts	3-8	Interim	N/A	30 minutes
English Language Arts	3-8	Benchmark	N/A	30 minutes per benchmark
English Language Arts	3-8	Summative/Reading	2 hours	4 hours
English Language Arts	3-8	Summative/Writing	2 hours	
Mathematics	3-8	Interim	N/A	30 minutes
Mathematics	3-8	Benchmark	N/A	30 minutes per benchmark
Mathematics	3-8	Summative	N/A	2 hours
Science	5, 8, and 11	Benchmark	N/A	30 minutes
Science	5, 8, and 11	Summative	N/A	2 hours

These estimates do not account for any time needed to start computers, load secure browsers, and log in students, and they do not account for breaks. TEs/TAs should work with SCs to determine precise testing schedules.

Section III. Prior to Test Administration

Prior to administering a test, TEs/TAs should

- read this manual;

- attend any district/school test administration training;

- view any training modules, as applicable;

- complete the TA Certification course;

- check to ensure the secure browser is available on each device to be used for testing;

- view student information prior to testing to ensure that the correct student receives the proper test with the appropriate supports (a TE/TA should report any potential data errors to an SC and DC, as appropriate);

- report all potential test security incidents to the SC/DC in a manner consistent with state and district policies; and

- adhere to state security policy (see Section I.II Ensuring Test Security).

III.I Establishing Appropriate Testing Conditions

The test administration should be conducted in a secure environment (see Section I.III Security of the Test Environment). SCs, TEs, and TAs will need to work together to determine the most appropriate testing option(s) and testing environment based on the number of computers available, the number of students in each tested grade, and the estimated time needed to complete each test.

Establish procedures to maintain a quiet testing environment throughout the test session, recognizing that some students will finish more quickly than others. If students are allowed to leave the testing room when they finish, explain the procedures for leaving without disrupting others and where they are expected to report once they leave. If students are expected to remain in the testing room until the end of the session, instruct them on what activities they may engage in after they finish the test.

During test administration, students may have access to these additional required resources in Table 3.

Table 3. Additional Required Resources

Content Area	
ELA	• Headphones are required for the listening portion of the ELA assessment and for students requiring text-to-speech. • Scratch paper should be provided for note taking if necessary.
Mathematics	• Headphones are required for students requiring text-to-speech and for students requiring Audio Glossaries. • An embedded calculator will be available for some mathematics items in grade 6 and higher. • Scratch paper is required for all grades. • Graph paper is also required for grade 6 and higher.
Science	• Headphones are required for students requiring text-to-speech. • Scratch paper should be provided for note taking if necessary.

III.II Tasks to Complete Prior to Test Administration

Action
Verify that students are provided the opportunity to practice on the Training Test and Practice Test prior to testing. • It is highly recommended that ALL students be provided the opportunity to practice on the Training Test and Practice Test prior to testing. This allows students the opportunity to become familiar with all of the item types, the universal tools, buttons, and any allowable designated supports and/or accommodations.
Verify that students are familiar with all item types that may appear on the online tests. • It is highly recommended that ALL students be provided with the opportunity to view the Item Type Tutorials on the New Hampshire Statewide Assessment System Portal (http://nh.portal.airast.org/item-type-tutorials/).
Ensure the secure browser is available on each device to be used for testing. • The secure browser is required for testing. Consult the *Secure Browser Installation Manual* for more information.

Verify student demographic information and test settings.

- Each student must be correctly assigned to his or her district, school, and grade in TIDE. District personnel will not be able to add or delete students, or make changes to student demographic information directly in TIDE. **All changes to enrollment status (this includes students who move during testing) and student demographic information must be made in the i4See system.**

- In addition to the correct school and grade, SCs and TEs/TAs should verify that all students have accurate test settings in TIDE, including designated supports and accommodations (embedded and non-embedded) for each content area prior to testing. The test settings are uploaded by the districts in TIDE (refer to the *TIDE User Guide*).

- DCs, and SCs can add, delete, or change embedded and non-embedded designated supports and accommodations in TIDE for students who require them. TEs/TAs may view student information; however, TEs/TAs cannot add, upload, or modify test settings in TIDE. Within the TA Interface, a TE/TA can change the default font size and turn off universal tools prior to the start of the test. Refer to the *New Hampshire SAS Accommodations Quick Guide* for guidance regarding turning off universal tools.

Provide student with necessary login information (First Name, SSID, and Test Session ID).

- Students will log in to the test delivery system using their first name and SSID as they appear in TIDE. Students will also need the test session ID to log in to a test. This information must be provided to each student to complete the login process. The SSID and the student's first name may be printed and distributed to each student just prior to testing to help him or her type it into the computer accurately. For information on printing student test tickets with students' login information, consult the *TIDE User Guide*. Student information is confidential; therefore, the cards/papers with this information must be kept secure until used during a test session.

When a TE/TA creates a test session, a unique session ID is randomly generated. This session ID must be provided to students before they log in. Please refer to Section IV.I Test Session Administration that details creating the session ID.

IMPORTANT: Any additions/modifications/deletions to student test settings must be completed **before the student can test**. The update, once made, may take **up to 24 hours to appear in the TA Interface**. Failure to correct test settings before testing could result in the student not being provided with the needed accommodations and/or designated supports at the time of testing. This is considered a testing irregularity and may result in the need for a test reset appeal.

For information on how to view, add, upload, and modify student information, please refer to the *TIDE User Guide* available on the New Hampshire Statewide Assessment System Portal (http://nh.portal.airast.org).

Section IV. Day of Test Administration

It is important for anyone with access to student information to remember that student personal information, including the SSID, is confidential. If materials containing student personal information and/or SSIDs are distributed to students, these materials must be collected before the students leave the testing room and either securely stored to be used in a subsequent test session or destroyed.

⚠️ The TE/TA should verify the security of the testing environment prior to beginning a test session. (See Section I.III Security of the Test Environment.) TEs/TAs must ensure that students do not have access to digital, electronic, or manual devices during testing.

To ensure that all students are tested under the same conditions, the TE/TA should adhere strictly to the script for administering the test. These instructions can be found in the boxes in bold on the following pages. When asked, the TE/TA should answer questions raised by students but should never help the class or individual students with specific test items. **No test items or passages can be read to any student for any content area, unless the student requires a designated support or accommodation as described in the *New Hampshire SAS Accommodations Quick Guide.***

Distribute the following:

• Scratch paper to students for all test sessions

• Graph paper to students in grades 6 and higher for the mathematics assessments

The directions indicated by the word "SAY" and are in boxes must be followed exactly and used each time a test is administered.

The TE/TA should try to maintain a natural classroom atmosphere during the test administration. Before each test begins, he or she should encourage students to do their best.

Address Problems That May Come Up During the Test Session

Table 4 shows appropriate responses to specific problems that may come up during testing.

Table 4. TA Responses During the Test Session

| Problem	Response
The TE/TA notices that a student is off task.	Encourage the student to do his or her best. In some cases, the best solution would be to have the student pause the test (for less than 20 minutes) and allow the student to take a break.
A student requests assistance with answering a test item or manipulating an item type.	Tell the student that you are not allowed to help them and that they need to do their best on their own.
The TA Interface is accidentally closed while students are still testing.	Before 30 minutes have elapsed, the browser can be opened and the TE/TA can navigate back to the TA Interface. Re-enter the test session by entering the active session ID.
The TE/TA is automatically logged out of the TA Interface after 30 minutes of inactivity by both the TE/TA and by the students. This will result in closing the test session entirely.	The TE/TA can create a new test session with a new session ID. The students will need to use this to log back in to the system and resume testing.

IV.I Test Session Administration

The TE/TA must create a test session before students can log in to the Online Testing System **(but no more than 30 minutes prior or the system will time out).** When a TE/TA creates a test session, a unique session ID is randomly generated. This session ID must be provided to the students before they log in and should be written down.

The TE/TAs should follow these steps to create a session:

1. Log In to the TA Interface link.

The TE/TA accesses the TA Interface via the link at http://nh.portal.airast.org/test-administration/. Select the **Test Administration** card. The TE/TA then enters his or her email address and password and clicks the **Secure Login** to log in to the TA Interface.
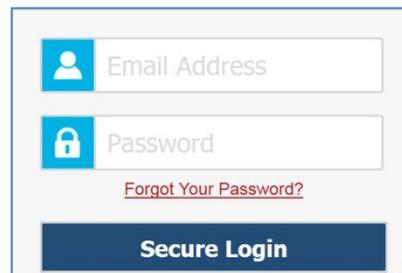
2. Create a Test Session

When a TE/TA logs in to the TA Interface, the *Test Selection* window opens automatically. To create a test session, select the particular test(s), grades, and content area to be administered in the test session. The *Test Selection* window color codes tests (**Summative assessment are in brown**). Assessments are also categorized by test, grade, and content area. All tests appear collapsed by default. To expand a category, click the **(+)** sign (or **Expand All**). To collapse an expanded a category, click the **(−)** sign (or **Collapse All**).
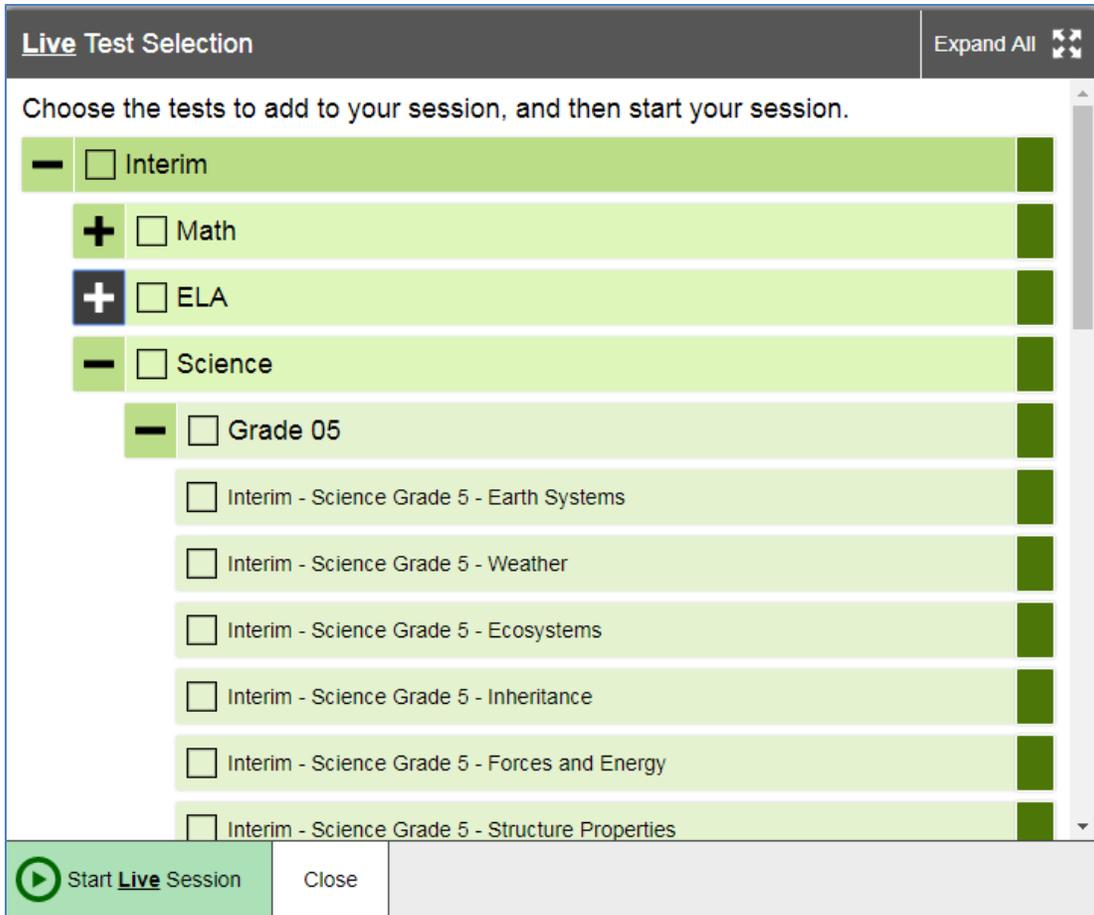
Students will only be able to see and access those tests for which they are eligible in TIDE.

3. Start the Test Session

After clicking on the assessment(s) to be administered during the test session, the TE/TA clicks on the [**Start Session**] button to begin the test session and generate the session ID that students use to join that test session.

The example below shows that the TE/TA has selected the Interim Grade 3 Math assessment to administer.
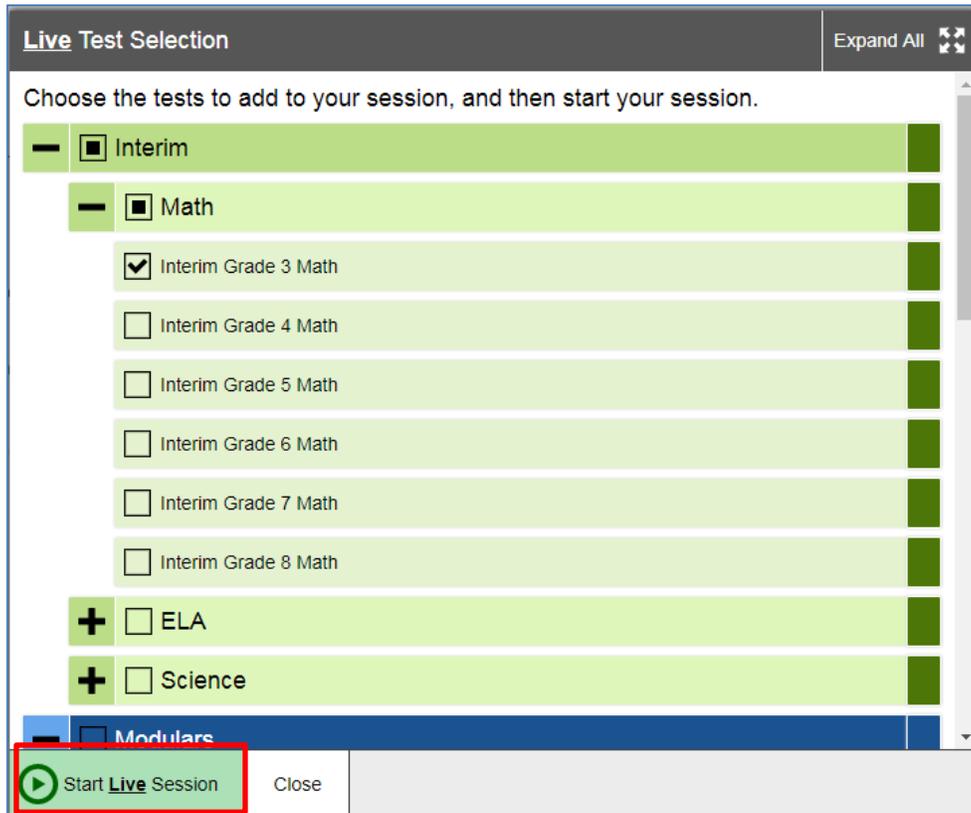
4. Inform the Students of the Test Session ID

The system-generated session ID appears in the top-right corner of the screen. The TE/TA may also write the test session ID in a place where students can see it. Make sure students know that the test session ID must be entered **exactly** as it is written—it is case sensitive—without extra spaces or characters. **The TE/TA should write down the session ID for his or her own records, in case he or she gets involuntarily logged out of the system.** For example, if no computer in the session is active (by any student or TE/TA) for 30 minutes, the students and the TE/TA will be logged out. Having the session ID will allow the TE/TA to resume the session.
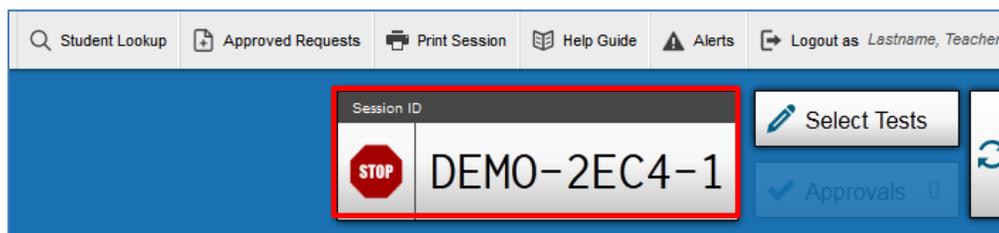
Give students the test session ID and other login information.

The statewide student identifier (SSID), and the student's first name may be provided to students ahead of time on a card to help them type it in the computer accurately. Refer to the *TIDE User Guide* for information about printing student testing tickets. Student information is confidential; therefore, the cards/papers with this information must be collected after each test session and securely shredded after testing is complete.

> SAY: Today, you will take the New Hampshire [insert grade, ELA/mathematics/science] test. I will give you a test session ID that is required to start the test. If you need an individual break during the test, raise your hand and wait for my instructions and permission.
>
> Once you have logged in, wait for me to approve the test before you start. I'll be checking that you have correctly entered the test session ID and other information.

Please Sign In

First Name: _____

Student ID: _____

Session ID: _____ - _____ - _____

[Sign In]
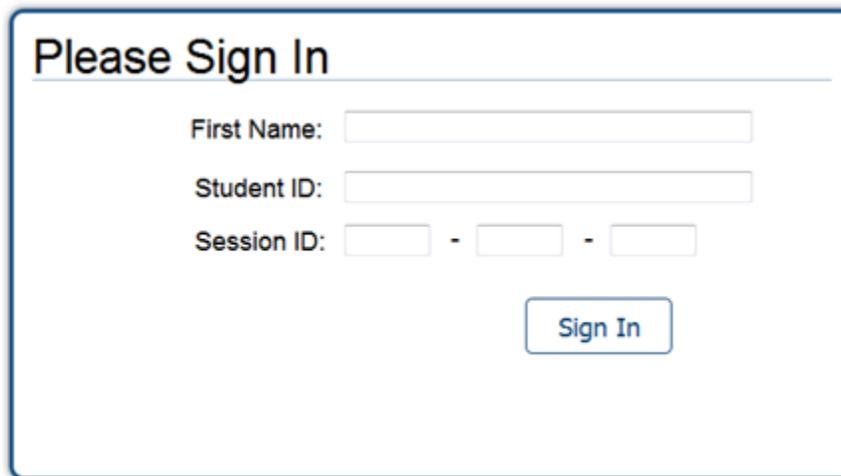
> SAY: Enter your first name followed by your SSID number using the information on the paper I gave you. Then enter the test session ID exactly as it is written-it is case sensitive- without extra spaces or characters. Raise your hand if you need help typing this information.
>
> Please do not share your SSID with anyone. This is private information.
>
> SAY: Now click "Sign In." Once you have successfully logged in, you will see a screen with your first name, SSID, school, and grade. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.

Contact your SC or DC if a student has incorrect information.

Ensure that all students have successfully entered their information.

The TE/TA should ensure that students use their legal first names, as they appear in TIDE, not nicknames. If a student is unable to log in, he or she will be prompted to try again and provided with a message describing the reason (an invalid SSID, for example). If the student is still having difficulty, the TE/TA can look up the correct information using the Student Lookup function on the TA Interface or TIDE. TEs/TAs may assist students with logging in if necessary.

5. Inform Students of the Test Session in Which They Are Participating

> SAY: On the next screen, select the [INSERT NAME OF TEST (e.g., Summative ELA Grade 3], and then click START TEST. After you have selected your test, you will see a screen with a moving bar and message saying that you are waiting for Test Administrator approval. This step helps ensure that you are taking the correct test. Please wait quietly while I verify each of your tests.

If TEs/TAs are unsure of which content area or test students are participating in during that session, TEs/TAs should contact the SC.

Students may be able to select from more than one test. The TE/TA should direct students to select the appropriate test name based on what the TE/TA is planning to administer at that time. Students will see only assessments for which they are eligible.

6. View and Approve Students Waiting for Test Session Approval

After students have selected a test, the TE/TA verifies that each student selected the appropriate test before approving that student for testing. **It is very important that the TE/TA pays close attention to the test name prior to approving to be sure it is the correct test to be administered at that time.** On the TA Interface, the TE/TA will complete the following steps:

a) Select the [**Approvals (#)**] button.
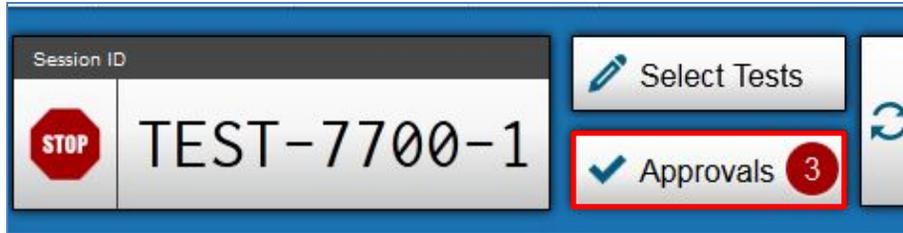
Note: The **Approvals** notification updates regularly, but you can also click ⟳ in the top-right corner to update it manually.

b) A new window opens that shows a list of students. The TE/TA should review the list to ensure that students are taking the correct test.

   o If a student selected a test other than the one the TE/TA plans to administer to that student that day (for example, a student selected mathematics instead of ELA), the TE/TA must deny the test session. You can deny a student by selecting **[✖]**. The student may then log in again and select the correct test.

c) The TE/TA should also review the test settings assigned to each student to ensure that the settings are correct. To check a student's test settings and accommodations, click 👁 for that student. The student's information will appear.

   o If a student's settings are incorrect, do **not** approve that student to begin testing. The TE/TA will need to work directly with a SC or DC to correct the test settings in TIDE before approving the student to begin testing. *(Reminder: It may take up to 24 hours for changes to appear in the TA Interface.)* **Ensuring the test settings are correct before the student begins testing is critical to avoid the need for a test reset that may result in additional testing for the student later.** Please see the *TIDE User Guide* for additional information on correcting student test settings.

| Approvals and Student Test Settings | ✓ Approve All Students | ↻ Refresh | ✕ Done |

2 students awaiting approval **0** tests in session   ● = Training Tests

G3 ELA Practice Test - 1 student(s)					
Student Name	**SSID**	**Opp #**	**See Details**		**Action**
CHACE, ALLEN	NH781026	1	Standard	👁	✓ ✕

G5 Math Practice Test - 1 student(s)					
Student Name	**SSID**	**Opp #**	**See Details**		**Action**
Rachel, BIDDLE	NH781028	1	Standard	👁	✓ ✕

d) When the correct test is selected and test settings are verified, the TE/TA clicks [✓] or [**Approve All Students**].

> **SAY:** After I approve you to begin testing, you will see a screen asking you to check your test content area and settings. Review your name, SSID number, test name, and test settings. If all the information is correct, you may select YES, START MY TEST. If any of it is incorrect, please raise your hand.

Each student will be logging in at a different time. The TE/TA should monitor the sessions and log in all students who are currently ready before assisting any students who are having problems.

If students will be taking an ELA assessment during the test session, or using a support that requires audio, read the next box so the students will know how to verify that their headsets are working properly.

> **SAY:** Next you should see a screen that prompts you to verify that the sound on your computer is working. Put your headsets on and click the icon of the speaker in the circle to hear the sound. If you hear the chime, click [YES]. If not, raise your hand.

Sound Check

Click on the sound icon to hear the sound.

If you hear the sound, click [Yes]. If not, click [No].

No   Yes
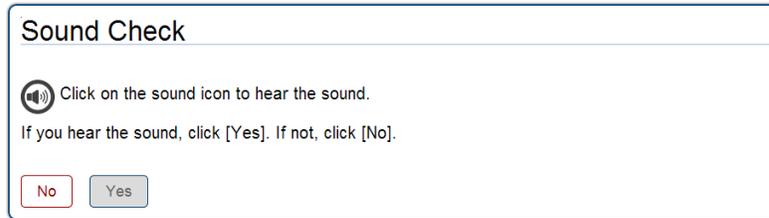
If a student's volume is not working, troubleshoot basic steps such as ensuring that the headset is fully plugged in, mute is not inadvertently selected, and the volume setting is turned up. If the student is still experiencing issues, contact your School Technology Coordinator or the New Hampshire Statewide Assessment System Help Desk at 1.844.202.7584 or nhhelpdesk@air.org.

SAY: Before your test appears, you will see a tutorial page listing the test tools and buttons that you may use during the test or that will appear on the test. Please read this carefully. You can also find this information during your test by clicking the HELP button in the top right corner.

You must answer each question on the screen before going on to the next page. During the test, you may see a page with no test questions. Follow the directions on the page to continue taking the test.

You must make an answer selection in order to move to the question on the next page. If you are unsure of an answer, provide what you think is the best answer; there is no penalty for guessing. If you would like to review that answer at a later time, mark the item for review by clicking on the icon (⊟) in the upper-right corner of the question and clicking the flag to mark for review before going on to the next question. Flagging the item will remind you to go back and decide whether you want to change the answer during this test segment.

You may PAUSE at any point in the test by clicking PAUSE rather than NEXT after answering an item. The PAUSE button is used to pause the test. Note that PAUSING for more than 20 minutes will prevent you from changing any answer on previous pages of the test. Please raise your hand if you need a break and ask me before you click PAUSE.

Your answers need to be your own work. Please keep your eyes on your own test and remember that there should be no talking.

Please keep in mind that this test is divided into segments. When you get to the end of each segment, you will be prompted to review your answers before moving on. Once you submit your answers and move on to the next segment, you will not be able to return to the previous segment.

When you are ready to begin your test, click BEGIN TEST NOW at the bottom of the page.

After a pause, the student's test can be resumed at any time within the testing window up to 45 days from the start date.

7. Monitor Student Progress

Monitoring Test Selection

It is very important that TEs/TAs monitor student progress throughout the test session. This includes verifying that students are participating in the **summative test, interim test or benchmark module** in the appropriate content area (ELA, Mathematics, or Science). The TE/TA monitors the test each student is taking by referring to the Students in Your Test Session table in the TA Interface.

In the event a student is taking an incorrect test, the TE/TA can pause the student's test. The TE/TA should then instruct the student to log out and log in again to select the correct test.

Students in your **Practice** Test Session

0 students awaiting approval **0** print requests **1** active tests						● = Training Tests
⇕ **Student Name**	⇕ **SSID**	⇕ **Opp #**	⇕ **Test**	⇕ **Test Status**	⇕ **Test Settings**	**Actions**
Rachel, BIDDLE	NH781128	1	G5 Math Practice Test	Paused 1/24 answered	Custom	👁
CHACE, ALLEN	NH781126	1	G3 ELA Practice Test	Started 3/20 answered	Custom	👁 ⏸

In the event that a student starts a test unintentionally (for example, selected an interim assessment instead of a summative assessment, or selected mathematics instead of ELA), the test's expiration timeline will be activated. If a student is unable to return to and complete the test before it expires in 45 days the SC or DC will need to submit an appeal via TIDE to reopen the test.

Monitoring Test Progress

Once students have started their tests, the TE/TA should circulate through the room to ensure that all conditions of test security are maintained. If the TE/TA witnesses or suspects the possibility of a test security incident, the SC and DC should be contacted immediately in accordance with the security guidance provided in this manual.

The TE/TA may also use the TA Interface to view the testing progress of any student. This site will not show test items or scores but will let the TE/TA see how many items have been delivered to each student (e.g., question 24/40).

While the TA Interface is designed to automatically refresh every 20 seconds, the TE/TA can refresh it manually at any time by clicking the [🔄] button at the top right of the screen.

⚠️ Do NOT click the web browser's refresh button to refresh the TA Interface. Doing so may log the TA out of the current session. If this happens, have students pause the test and create a new test session. Students should log back in to the test with the new session ID.

⚠️ If the TA Interface is accidentally closed while students are still testing, the session will remain open until it times out after 30 minutes. Before 30 minutes have elapsed, the TE/TA can open the browser and navigate back to the TA Interface. The TE/TA will be prompted to enter the active session ID and re-enter the test session.

As a security measure, TEs/TAs are automatically logged out of the TA Interface after 30 minutes of TE/TA user inactivity and student inactivity in the test session, which will result in closing the test session. If this occurs, the TE/TA will have to create a new session and the students will have to log in to the new session to resume testing. When starting a new session, the TE/TA should give the students the new session ID so that they can log in and resume testing.

⚠️ If the TE/TA is using the TA Interface and navigates to another AIR system (TIDE, ORS, etc.), the session will stop, and all students in the session will be logged out. TAs should keep the browser with the TA Interface open at all times throughout the session.

8. End the Test Session and Log Out of the Test Administrator Site

When there are approximately 10 minutes left in the test session, read the following to the students.

> SAY: This test session is almost over. Please review any completed or marked items now. However, do not click submit unless you are completely finished with your test.

After answering the last item in each segment, each student is presented with a screen prompting him or her to review answers (marked and unmarked) for all items available to the student or prior to submitting the test.

After answering the last question, students must submit their tests. If students would like to review their answers before submitting their test, they should click the number of the question they wish to review and then click [**SUBMIT TEST**] after they finish reviewing.

Congratulations, you have reached the end of the test!

You have reached the end of the test. You may review your answers. If you are done reviewing your answers, click [Submit Test]. You cannot change your answers after you submit the test.

Questions:

| 1 | 2 | 3 | 4 |

Submit Test

Once a student clicks [**SUBMIT TEST**], the student will not be able to review answers.

> SAY: This test session is now over. If you have not finished, click PAUSE, and you will be able to finish at another time. If you have finished, click SUBMIT TEST. I will now collect any scratch paper or other materials.

The TE/TA should click [**STOP**] to end the test session and pause any student test in the session that is still in progress. When finished, the TE/TA can log out of the TA Interface by clicking the [**Logout**] button at the top right. The TE/TA should also collect any scratch paper and/or graph paper.

IV.II Testing Over Multiples Sessions or Days

For some tests, students may best be served by sequential, uninterrupted time that may exceed the time in a student's schedule.

If the TE/TA intends to administer the test over the course of multiple days for a student or group of students, TEs/TAs may ask students to pause after they reach a designated point. For most tests, there is nothing built into the system to prevent students from progressing freely through the test. In those cases, the TE/TA should give the students clear directions on when to pause. For example, TEs/TAs may designate a certain amount of time for testing. Likewise, the break between the reading and writing portions of the ELA assessment might be a logical stopping point. This guidance may be written in a place that students can easily see. Students will receive a notification when they reach the end of the section.

When testing is resumed on a subsequent day, the TE/TA will need to start a new test session and provide a new session ID. When instructing the students to log in, the TE/TA should read the script (SAY boxes) to the students from the beginning of Section IV.I Test Session Administration.

Section V. Following Test Administration

V.I   Destroying Test Materials

⚠️ Federal law—the Family Educational Rights and Privacy Act (FERPA)—prohibits the release of any student's personally identifiable information. Any printed materials must be securely stored and then destroyed.

As a reminder, those printed and paper test materials identified in Section I.II Ensuring Test Security must be securely destroyed immediately following each test session and may not be retained from one test session to the next.

V.II   Reporting Testing Improprieties, Irregularities, and Breaches

Throughout testing, ensure that all test security incidents were reported in accordance with state and district policies (See Section I.II Ensuring Test Security).

Any breaches in test security must be reported immediately to your SC and DC who will contact the New Hampshire Department of Education (DOE).

See Appendix C: Testing Improprieties, Irregularities, and Breaches and Appendix D: Test Security Chart for more information.

Appendix A. Print-On-Demand Accommodation

For those students whose Individualized Education Program (IEP) or 504 Plan indicates a need for a paper copy of **passages and/or items,** permission for the students to receive the print-on-demand non-embedded accommodation must be approved by the DOE. The DOE will set this accommodation in TIDE upon approval, prior to testing. Refer to the *New Hampshire SAS Accommodations Quick Guide* for information about requesting the print-on-demand accommodation.

Print requests must be approved and processed by the TE/TA in the TA Interface during test administration. The decision to allow students to use print-on-demand must be made on an individual student basis and is available only for students with an IEP or 504 Plan. Please note that this function cannot be used to create a printed test booklet as the test is adaptive and students will need to answer one question before moving to the next.

Once a student is approved to have the print-on-demand accommodation, that student may send a print request to the TE/TA during testing by clicking the print icon on the screen. Before the TE/TA approves the student's request to print a test item/stimulus, the TE/TA must ensure that the printer is on and is monitored by properly trained staff. This request needs to be made for each individual item.

Appendix B. Computer Adaptive Test Pause Rule Scenarios

Scenarios

- If the test is paused for less than 20 minutes, the student can return to previous test pages and change the response to any item he or she has already answered within a segment.

- If the test is paused for more than 20 minutes, the test will return the student to the last page with unanswered items when the student resumes testing. If a page has both answered and unanswered items, the student may change any answers on that page. The student may not return to previous pages and cannot change answers to items on previous pages.

  o Example: A single test page has items 4–10. A student answers items 4–7 and pauses the test for more than 20 minutes. When the student resumes testing, he or she can change answers to items 4–10 but cannot return to items 1–3 on an earlier page.

  o Example: A page contains items 9–11 and a student answers all of those items before pausing the test for more than 20 minutes. When the student resumes testing, he or she will begin on item 12 and cannot return to items 1–11.

Appendix C. Testing Improprieties, Irregularities, and Breaches

Test security incidents, such as improprieties, irregularities, and breaches, are behaviors prohibited either because they give a student an unfair advantage or because they compromise the security of the assessments. Whether intentional or by accident, failure to comply with security rules, either by staff or students, constitutes a test security incident. Improprieties, irregularities, and breaches need to be reported in accordance with the instructions in this section for each severity level. Definitions for test security incidents are provided in Table 5.

There are times when these situations may even require a retest of an individual or a group of students. Any breaches in test security must be reported immediately to your SC and DC who will contact the DOE.

Table 5. Definitions for Test Security Incidents

Type	Definition
Breach	A test security incident that poses a threat to the validity of the test. Examples may include such situations as a release of secure materials or a security/system risk. A breach incident must be reported to the DC immediately and entered in TIDE (should an appeal be required). **Breaches require immediate attention and escalation to the state**. **Any breaches in test security must be reported immediately to your SC and DC who will contact the DOE**.
Irregularity	A test security incident that impacts an individual or group of students who are testing and may potentially affect student performance on the test, test security, or test validity. These circumstances can be corrected by the district/school and submitted in the online appeals system for resolution, if necessary. **An irregularity must be reported to the SC and DC immediately and entered into the appeals module of TIDE (should an appeal be required).**
Impropriety	A test security incident that has a low impact on the individual or group of students who are testing and has a low risk of potentially affecting student performance on the test, test security, or test validity. These circumstances can be corrected and contained at the local level. An impropriety should be reported to the DC and SC immediately and entered into the appeals module of TIDE (should an appeal be required).

It is important for TEs/TAs to ensure the physical conditions in the testing room meet the criteria for a secure test environment. See Section Security of the Test Environment for more detail.

Appendix D. Test Security Chart

The **Test Security Chart** shows the test security incident levels and examples of types of issues.

Level of Severity and Potential Effect on Test Security	Types of Issues
LOW **Impropriety**	Student(s) making distracting gestures/sounds or talking during the test session that creates a disruption in the test session for other students.
	Student(s) leave the test room without authorization.
	Testing staff leaving related instructional materials on the walls in the testing room.
MEDIUM **Irregularity**	Student(s) cheating or providing answers to each other, including passing notes, giving help to other students during testing, or using hand-held electronic devices to exchange information.
	Student(s) accessing the Internet or any unauthorized software or applications during a testing event.
	Student(s) accessing or using unauthorized electronic equipment (e.g., cell phones, iPods, or electronic translators) during testing.
	Disruptions to a test session such as a fire drill, school-wide power outage, earthquake, or other acts.
	Testing staff failing to ensure administration and supervision of the assessments by qualified, trained personnel.
	Testing staff giving incorrect instructions that are not corrected prior to testing.
	Testing staff giving out his or her username/password (via email or otherwise), including to other authorized users.
	Testing staff coaching or providing any other type of assistance to students that may affect their responses. This includes both verbal cues (e.g., interpreting, explaining, or paraphrasing the test items or prompts) and nonverbal cues (e.g., voice inflection, pointing, or nodding head) to the correct answer. This also includes leading students through instructional strategies such as think-aloud, asking students to point to the correct answer or otherwise identify the source of their answer, or requiring students to show their work.
	Testing staff providing students with non-allowable materials or devices during test administration or allowing inappropriate designated supports and/or accommodations during test administration.
	Testing staff allowing anyone other than a student to log in to the test unless prescribed as an allowable accommodation in the student's Individualized Education Program (IEP). This includes Test Administrators (TAs) or other staff using student information to log in or allowing a student to log in using another student's information.
	Testing staff providing a student access to another student's work/responses.
HIGH **Breach**	Testing staff modifying student responses
	The live Student Interface or TA Interface being used for practice instead of a live test administration. Live interfaces should only be accessed via the secure browser for live assessments (Interim or Summative). Any practice or training tests should be taken on the Practice Test and Training Test sites, located on the portal.
	Adult or student posting items or test materials on social media (Twitter, Facebook, etc.).
	Testing staff allowing students to take home printed test items, reading passages, writing prompts, or scratch paper that was used during the test or failing to otherwise securely store test materials.
	Adult or student copying, discussing, or otherwise retaining test items, reading passages, writing prompts, or answers for any reason. This includes the use of photocopiers or digital, electronic, or manual devices to record or communicate a test item. This also includes using secure test items, modified secure test items, reading passages, writing prompts, or answer keys for instructional purposes.
	Secure test materials (e.g., writing prompts, test items, or reading passages) being shared with the media, or allowing media to observe a secure test administration.
	Adult or student improperly removing secure testing materials, such as test items, stimuli, reading passages, writing prompts, or scratch paper from the testing environment.

Appendix E. Teacher/Test Administrator Checklist

	Teacher/Test Administrator Activities
☐	1. Review the Test Administration Manual (TAM).
☐	2. Review the training modules and attend school or district training sessions.
☐	3. Show students the module "Embedded Universal Tools and Online Features."
☐	4. Use the Training Test and/or Practice Test with students to familiarize them with navigation of the system and tools.
☐	5. Perform an equipment needs check based on individual student requirements. ○ Work with the SC to identify students who will need specialized equipment for accommodations. *Note: Students are permitted and encouraged to use their own ear buds or headsets—but districts and schools should also plan on having some available.*
☐	6. Work with the SC to determine precise testing schedules based on the test administration windows selected by the school schedule. ○ Make sure your students' test administration schedule includes allowable breaks.
☐	7. Confirm that you have received your TIDE login information. You will also use this username and password for any other AIR-provided systems. *Note: If you have not received this information, please check your spam/junk email folder to see if it was mistakenly routed there. If not, check with your SC.*
☐	8. Work with your SC to ensure that each student appears into TIDE.
	9. Verify that student test settings have been uploaded into TIDE.
☐	10. Confirm each student's test settings for designated supports and accommodations in TIDE against their IEP or other relevant documentation as appropriate.
☐	11. Ensure that the correct secure browser has been downloaded to any computer(s) on which students will be testing.
☐	12. Communicate to students the need for headsets in order to take the ELA Listening portions of the assessment. a. Identify any students who may not have their own headsets and make arrangements with the school to have headsets available for those students. Counts should be determined prior to testing. b. Also have extra headsets on hand for students who may forget to bring their headsets. c. Send reminders several days before and the day prior to testing to ensure students remember to bring headsets. *Note: Administration of the ELA assessment will contain a listening portion. Students will need ear buds or headsets. Make sure your school has extras available for students who may need them on the day of testing.*

	Teacher/Test Administrator Activities
☐	13. Plan a quiet activity for each test session for students who finish early. *Note: The activity should not be related to the test being given. For example, students who finish early may work on assignments for unrelated subjects or read a book.*

☐	14. Prior to administration, check all computers that will be used and close all applications except those identified as necessary by the school's Technology Coordinator. Make sure that no computer has dual monitors.
	
	  a. Work with your Technology Coordinator to set system volume prior to students launching the secure browser to ensure students can hear the audio portions of the ELA segment.
	
	  b. The TA should open the secure browser on each computer after closing any unnecessary applications.

☐	15. Administer the assessments, following the directions for administration. Provide any approved non-embedded designated supports and accommodations as noted in the student's test settings.
☐	16. Provide students with scratch paper for all test sessions. Also provide students in grades 6 and higher with graph paper for the mathematics assessments.
☐	17. Ensure that students who need other non-embedded universal tools are provided those supports.
☐	18. On the day of testing, verify that the students have their login information (first name, SSID, and session ID).
☐	19. Review all guidelines for creating a secure test environment.

☐	20. Make sure the physical conditions of the testing room are satisfactory.
	  o Make sure that no instructional materials directly related to the content of the assessments are visible.
	  o Students should be seated so they have no opportunity to look at another student's computer screen. Either adequately space students or provide partitions to separate them.
	  o Actively monitor students throughout the test sessions.
	  o Make sure students clear their desks and put away all books, backpacks, purses, cell phones, electronic devices of any kind, and other materials not needed for the test.
	  o Ensure that students do not access unauthorized electronic devices (such as cell phones) at any time during testing.

☐	21. Report any testing improprieties, irregularities, and breaches to the SC and DC.
☐	22. Securely destroy all printed testing materials, including student login information, print-on-demand documents, scratch paper, and graph paper.