

# QUICK GUIDE

## Deciding How to Administer a Test

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When you log into the Test Administration page, you are presented with several options (as shown in Figure 1). You are able to configure:

1. An Active Session
2. An Upcoming Session
3. An Assignment

**Figure 1.**



So, how do you decide what to set up?

First, it is important to understand that no matter which tab you choose on the Test Administration page, your students can use either the Secure Browser OR a URL, provided by their teacher, that they simply paste into the browser of their choice to take tests. For more information on this, please see the end of this quick guide.

Sessions are proctored and must be monitored. Assignments are not proctored and cannot be monitored in the ClearSight system. This is the most important decision to make. Do you plan to have all of your students taking the test form at the same time and you want to monitor their progress? If so, a session serves your needs. Are you and/or some or all of your students currently remote and you want them to be able to take the test form whenever it is convenient for their families? An assignment may be better matched to you.

Differentiating between an Active Session and an Upcoming Session is dependent upon when you want to start the form. If you can start immediately at that date and time, you can use an Active Session. An Upcoming Session is one that you can schedule for the following date, a week out, or two weeks out.

You may find the decision tree in Figure 2 helpful.

**Figure 2.**

### What Tab on the Test Delivery System Landing Page Do You Use?

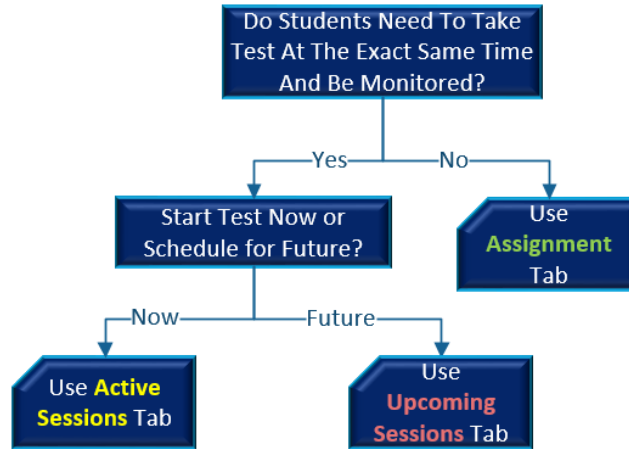


Table 1 compares some of the features shared by or unique to sessions and assignments. It can also help you make an informed decision.

**Table 1.**

	Yes	No
Do you wish to proctor and monitor the test?	Sessions	Assignments
Do you want a dashboard to track student progress?	Sessions	Assignments
Do you want all students to take the test at the same time?	Sessions	Assignments
Do you want to set up the test in advance?	Both	
Do you want to set up a time frame for the test?	Both	
Would you like a TIDE report that shows current status?	Both	
Would you like reporting available when students submit the form?	Both	
Would you like a system-generated link to give to students?	Both	
Would you like your students to use either the secure browser OR an open browser?	Both	
Would you like to select a test reason?	Both	Both
Would you like to print stimuli or items during testing?	Sessions	Assignments
Are you generating a file from <i>ClearSight</i> to use with Braille reader technology?	Sessions	Assignments

If you choose to set up a Test Session, you will have a dashboard view during the testing period. Figure 3 shows the features of that dashboard. In the top menu bar, you see notifications for students awaiting approval to begin a test form. The screen will auto-refresh, or you can use the two arrows to refresh.

In the table body, each row of information represents a student, the number of opportunities taken on the form, the name of the test form in progress, the status of the test form, the student's test settings, and the actions you can take.

**Figure 3.**

Student Information	Opp #	Test	Progress	Status	Test Settings	Actions
Grade 7 3, Grade 7 3 SSID AI-9990-9999990932	1	G7 Math Practice Test	1 / 24 answered	Started	Custom	[Pause]
Grade 7 4, Grade 7 4 SSID AI-9990-9999990933	1	G7 ELA Practice Test	7 / 21 answered	Started	Standard	[Pause]
Grade 7 2, Grade 7 2 SSID AI-9990-9999990931	1	G7 Math Practice Test	5 / 24 answered	Started	Custom	[Pause]

If you choose to set up an assignment rather than a proctored and monitored test session, you can still view test and student status by selecting the Test Status Report in TIDE.

Once you determine whether to use a session or an assignment, the steps you follow will be very similar. To learn more about the next steps in setting up tests, follow this link, [Training Test Administration](#), to take you to the training documentation. The slide numbers listed below describe how to complete your actions.

1. Active Session: begins on slide 17
2. Upcoming Session & Assignment: begins on slide 36
3. How students log into the Secure Browser or any web browser: begins on slide 42