



Checklists for Setting Up Test Sessions

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Introduction

In this document you will find checklists for both Test Administrators (Teachers) and Students as applicable depending on the type of session that is being set up in *ClearSight*. Here are a few things to consider as best practice when you set up any type of session.

Best Practices

1. If you are scheduling a session, it is a good idea to make the session window (range of dates) a couple days longer than you think you will need. This gives you time for make-up tests, make-up work, and some time to adjust due to things like snow days.
2. Come up with a naming convention that you will use when naming sessions so it is easy for you to identify what the session is and what test(s) are in the session. Remember, you are the only user that will see this session name.

Example: Subject<>Test Type<>Class(es)<>Grade<>Test Name (abbreviated if possible)<>Other

Math Checkpoint Hour 1345 Gr6 Oper and Alg Thk Form 2

ELA Interim 5C Gr5 ELA Interim 2 First Opportunity

3. Put one test in each session. This will make it much easier for your students as they will only have one test to choose when they log in to the session.
4. For any session, utilize the *ClearSight Available Forms List* that can be found [here](#) to track the tests you administer. Gray columns are part of the list, blue columns are examples of information you can add to help you track.

Grade	Form Type	Subject	Form Name	Session ID	Session Type	Date(s)	Class/Roster	Test Reason	Opportunity
6	Checkpoints	Math	Checkpoint: Math Grade 6 Expressions & Equations - 1	CS-BE4F-4D	Assignment	2/2/2021 - 2/5/2021	All	Test One	
6	Checkpoints	Math	Checkpoint: Math Grade 6 Expressions & Equations - 2	CS-VG7Q-4D	Assignment	2/16/2021-2/19/2021	All	Test Two	
6	Checkpoints	Math	Checkpoint: Math Grade 6 Expressions & Equations - 3	CS-5YTH-4D	Assignment	2/24/2021	Group Cs	Post-Instruction	

6	Interim	Math	Interim: Math Grade 6	CS-UGL5-4D	Active	10/5/2020	1	Fall	1
6	Interim	Math	Interim: Math Grade 6	CS-PKL5-4D	Active	10/5/2020	2	Fall	1
6	Interim	Math	Interim: Math Grade 6	CS-ERJ3-4D	Active	10/5/2020	3	Fall	1
6	Interim	Math	Interim: Math Grade 6	CS-7BNE-4D	Active	10/5/2020	4	Fall	1
6	Interim	Math	Interim: Math Grade 6	CS-S2LK-4D	Active	10/5/2020	5	Fall	1

Before Starting an Active Session (Test Administrator)



1. Determine the test(s) you need in the session. (See *ClearSight* Available Forms List) [Link](#)
2. Determine the student(s) and/or roster(s) of students who need to take the test. (See TIDE) [Link](#)
3. Check TIDE test settings for settings for students as applicable. (See TIDE) [Link](#)
4. Gather Student ids that are used in *ClearSight* as needed. (See TIDE) [Link](#)
5. If you will be testing some students in distance learning, be sure all know how to use and have the information for whatever audio/video conferencing you may use. (If students are required to use their computer for an audio or video conference during the test, they need to use an OPEN BROWSER, not the secure browser.)
6. If you and/or your students are not experienced in *ClearSight*, administer a proctored practice test or two.
 - a. (See *Administer a Practice Test*) [Link](#)
 - b. (See *QuickGuide_How Teachers Administer Practice Tests with Students*) [Link](#)
7. Determine or have a plan for communicating session ids to student who will use a secure browser and a web link to students who will use an open browser like Chrome, Firefox, or Safari.
8. Know what test reason you need or want to assign to the session. (See [Appendix A](#))

Before Starting an Active Test Proctored by Your Teacher (Students)

1. Gain access to the computer or tablet you use for taking tests.
2. Find your student id. You may need to ask your teacher.
3. If you are a distance learner, sit in a comfortable and reasonably quiet place.
4. If you will use the secure browser on your school-owned computer or tablet, close all other programs and/or apps on the computer or tablet and open the secure browser application.

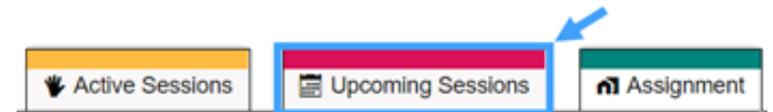


5. If you will use an open browser such as Chrome, Safari, or Firefox, open your browser and have a new tab or window open.



6. If you will be on an audio or video conference with your Teacher, be ready to start or join that as needed. (If you are required to use your computer for an audio or video conference during the test, you need to use an OPEN BROWSER (see number 4 above), not the secure browser.)
7. If you are unfamiliar with how to log in to *ClearSight*, ask your teacher for this document: *QuickGuide_Student Sign In Options*. ([Link](#))

Before Pre-Scheduling an Active Session using the Upcoming Sessions Tab (Test Administrator)



1. Determine the test(s) you need in the session. (See *ClearSight* Available Forms List) [Link](#)
2. Determine the student(s) and/or roster(s) of students who need to take the test. (See TIDE) [Link](#)
3. Check TIDE test settings for settings for students as applicable. (See TIDE) [Link](#)
4. Gather Student ids that are used in *ClearSight* as needed. (See TIDE) [Link](#)
5. Know the Date or date range when you intend to administer the test(s) in the session(s) that you are pre-scheduling.
6. Know what test reason you need or want to assign to the session. (See [Appendix A](#))

After Pre-Scheduling an Active Session using the Upcoming Sessions Tab (Test Administrator)

1. Optional: Record or take a picture of the session id, web link and the names of the test(s) you put in the session. (You can always access this information through the Upcoming Sessions Tab.)
2. Record on your calendar/lesson plans the following so it is easy to access when you are ready to start the session:
 - a. the date range you set the session to take place
 - b. the session name
 - c. the session id
 - d. the web link
3. If you and/or your students are not experienced in *ClearSight*, administer a proctored practice test or two. (See *Administer a Practice Test*) [Link](#)

Before Pre-Scheduling an Active Session using the Upcoming Sessions Tab (Student)

Not Applicable

Before Scheduling an Assignment (Test Administrator)



1. Determine the test(s) you need in the session. (See *ClearSight* Available Forms List) [Link](#)
2. Determine the student(s) and/or roster(s) of students who need to take the test. (See TIDE) [Link](#)
3. Check TIDE test settings for settings for students as applicable. (See TIDE) [Link](#)
4. Gather Student ids that are used in *ClearSight* as needed. (See TIDE) [Link](#)
5. If you and/or your students are not experience in *ClearSight*, administer a proctored practice test or two. (See ***Administer a Practice Test***) [Link](#) *(The Practice Test Administration requires you, the test administrator, to approve students into the session. This will not occur during an Assignment Session. Just be aware of the difference; during an Assignment, students can log in and start the test without your approval.)*
6. Know the Date or date range when you intend to administer the test(s) in the session(s) that you are pre-scheduling.
7. Determine or have a plan for communicating session ids to student who will use a secure browser and a web link to students who will use an open browser like Chrome, Firefox, or Safari.
8. Know what test reason you need or want to assign to the session. (See [Appendix A](#))

After Scheduling an Assignment (Test Administrator)

1. Record on your calendar/lesson plans the following so it is easy to access when you are ready to start the session:
 - a. the date range you set the session to take place
 - b. the session name
 - c. the session id
 - d. the web link

Before Starting an Assignment (Student)



1. Gain access to the computer or tablet you use for taking tests.
2. Find your student id. You may need to ask your teacher.
3. If you are a distance learner, sit in a comfortable and reasonably quiet place.
4. If you will use the secure browser on your school-owned computer or tablet, close all other programs and/or apps on the computer or tablet and open the secure browser application.



5. If you will use an open browser such as Chrome, Safari, or Firefox, open your browser and have a new tab or window open.



6. If you are unfamiliar with how to log in to *ClearSight*, ask your teacher for this document: *QuickGuide_Student Sign In Options*. ([Link](#))

Appendix A: Test Reasons

A Test Reason is an easy and user-friendly way to identify the purpose of or the time period in which the test(s) happen within a session. In the Reporting System, all tests will be grouped first by the test name and then by the Test Reason. This means that all tests in the session will be treated as a group under the Test Reason in the Reporting System.

You may always leave the Test Reason as “Unassigned”, but it is strongly suggested that you predetermine how you want to identify test(s) in this session so you know which Test Reason to use when setting up any type of session.

There will be times when your district or school may predetermine the Test Reason for specific tests and you will need to select it when you set up the session for that test.

The Test Reason that you choose for the Session will apply to all tests within that session.

You can change the Test Reason later, in the Reporting System if needed.

There are 10 Test Reasons available for each Session. You may only choose one per session.

1. Unassigned
2. Test One
3. Test Two
4. Test Three
5. Test Four
6. Fall
7. Winter
8. Spring
9. Pre-Instruction
10. Post-Instruction

A few examples of how Test Reasons can be used:

1. Pre-Instruction can be used when the test is being used to baseline students' standards mastery prior to teaching.
2. Test Two might be used when you are repeating the same test or giving the second in a series of tests.
3. Winter could be used to signify the season the test is administered, especially if it is an Interim that is usually only give 2 times per year.