Indiana Alternate Measure (I AM) Online Practice Test User Guide

Published October 9, 2018

Prepared by the American Institutes for Research®

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Section I. Practice Test Administration User Guide

Because practice tests are delivered in the same environment as the operational tests, Test Administrators will use the same two Online Testing System components:

- Test Administrators (TAs) use the TA Interface to create and manage test sessions.

- Students use the Student Testing Site to take the practice tests.

Note: There is only one I AM practice test per subject area.

TA Interface: Login and Practice Test Setup

1. On the Indiana Alternate Assessment Portal (https://iam.portal.airast.org/) navigate the I AM Portal, and select your user role.

2. Click the **TA Interface** card. The login page appears.

3. Enter your email address and password.

4. Click **Secure Login**. The TA Interface appears.

TA Interface Card

TA Interface

TA Interface: Login Page

Login

Email Address

Password

Forgot Your Password?

Secure Login

First Time Login This School Year?

The password you used during the previous school year has expired.
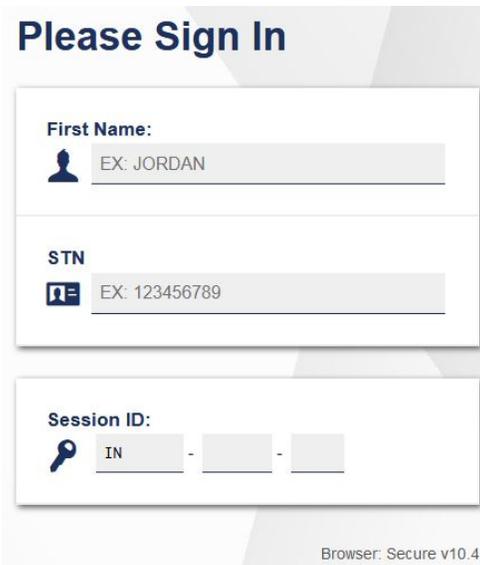
Request a new one for this school year.

5. Start a test session.

   a. In the *Test Selection* window, select the practice tests to administer.

   b. Click **Start Operational Session**. The Session ID appears at the top of the page.

6. Use the Session ID located at the top of the page to log your student into the practice test session.

TA Interface: Select Tests, Start Session
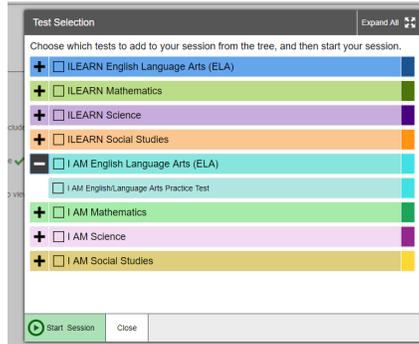
7. On a separate device, sign your student in to the Student Testing Site through the Secure Browser using their first name, STN, and the Session ID from step 5.b.

8. Note these common login errors:

   • **The first name and STN do not match.** This indicates that the first name entered does not match the first name associated with the STN.

   • **The Session ID is not available.** The Session ID entered is not an available test session. Verify that you entered the Session ID correctly.

For more information about the student login process, see the section Practice Test Login Process.

Student Testing Site: Sign In

9. Approve students for testing. When students select practice tests, the **Approvals** box in the upper-right corner of the TA Interface shows notifications. Click **Approvals** to view the list of students awaiting approval.

    TA Interface: Approve Students

    o   To review a student's accommodations and update designated features (if necessary), click 👁 in that student's row.

    o   To approve an individual student for testing, click ✔.

    o   To deny a student for testing, click ✖ and enter the reason in the box.

    o   To approve all students for a given practice test or session, click **Approve All Students** for that test or segment.
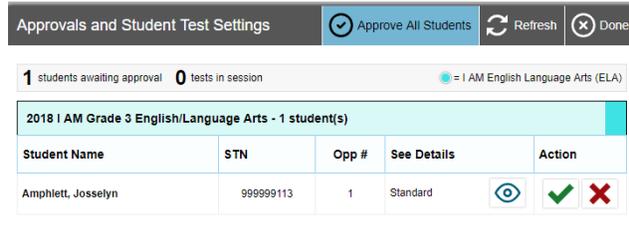
    TA Interface: Edit Student Test Settings
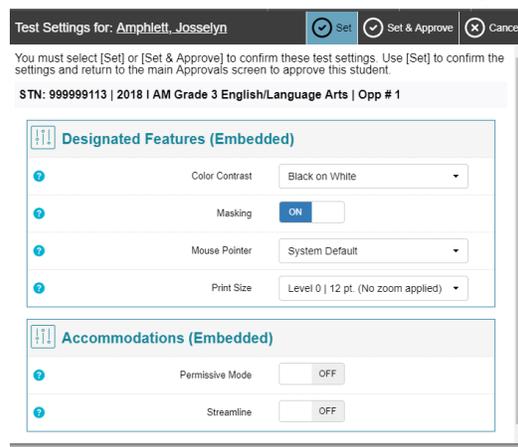
10. Monitor the students' progress throughout their practice tests. Students' test statuses appear in the Student Status column of the **Students in Your Test Session** table. This column also displays the number of test questions the student has answered out of the total number of questions in the test.

    TA Interface: Students Currently Testing

    o   The numbered items represent:

        1. Session ID

        2. Select Tests

        3. Approvals

        4. Students in your test session

    o   Click ❚❚ to pause an individual student's practice test.

    o   Click 👁 to view a student's full information, including current test settings.

11. When the time is up, stop the test session and log out.

TA Interface: Stop Session

a. Click **STOP** to stop the session and automatically pause any in-progress tests in your session.

b. Click **Log Out** to exit the TA Interface.

Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, start a new session.

Practice Test Login Process through the Secure Browser

Sign In

Students: Secure Browser Sign-In Page

1. Open the Secure Browser. The ***Student Sign-In*** page appears.

2. Enter your student's first name, STN, and the Session ID.

3. Select **Sign In**.

Common Login Errors:

- **The first name and STN do not match.** This indicates that the first name entered does not match the first name associated with the STN.

- **The Session ID is not available.** The Session ID entered is not an available test session. Verify that you entered the Session ID correctly.

Verify Student Information

Students: Is This You? Page

1. After you sign in, the ***Is This You?*** page appears. Verify that your student's information on this page is correct.

2. Select **Yes** to continue.

Select an Available Test

1. On the *Your Tests* page, select the **practice** test your student needs to take.

2. On your original device, check your student's test settings and approve their participation.

Students: Your Tests Page
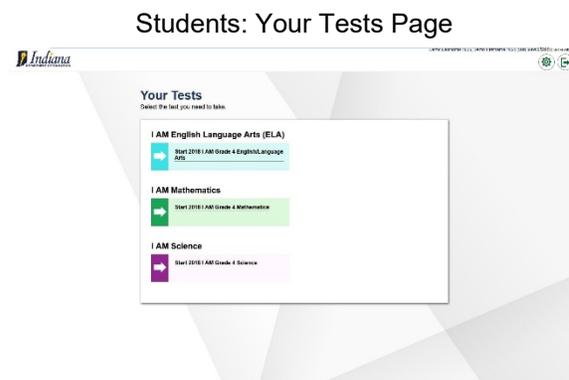
Verify Test Information

1. Review the information on the *Is This Your Test?* page and verify that your student's test settings are correct.

Students: Is This Your Test? Page
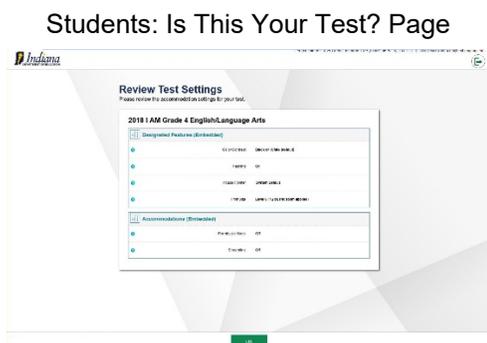
2. Select **Yes** when your student is ready. The *Functionality Check* pages may appear, depending on the test.

    a. Play the sample Text-To-Speech (TTS) audio to verify that it reads the text aloud.

Students: Text-to-Speech Sound Check

3. On the *Test Instructions and Help* page, select **Begin Test Now** to start the practice test.

Students: Instructions and Help

Instructions and Help
You may select the question mark button to access this Help Guide at any time during your test.

Help Guide
The Help Guide and test rules can be accessed at any time by using the button on the top part of the test page.
View Help Guide

Test Settings
Use this button to review your test settings
View Test Settings

Begin Test Now   Return to Login

Complete the Test
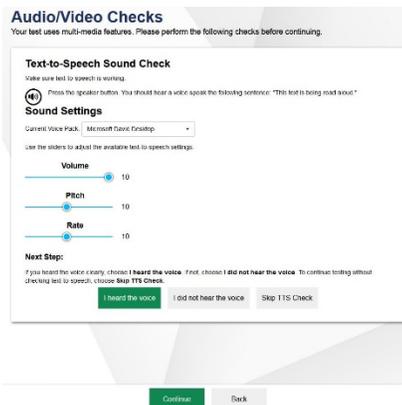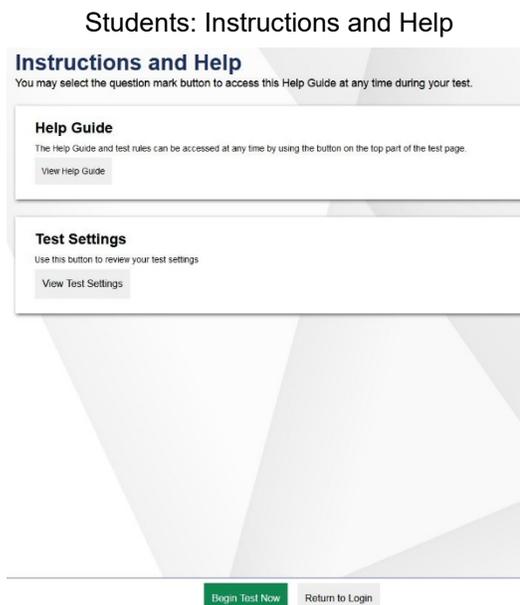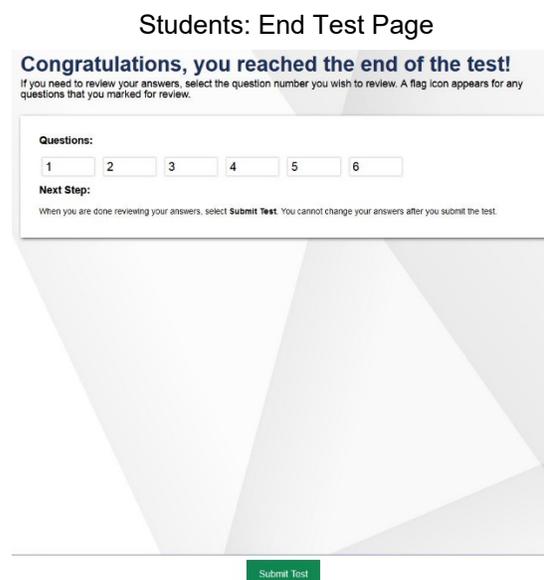
1. On each page of the test, answer the question on the page before selecting **Next** to proceed to the next page.

2. After responding to the last test item, exit Full Screen mode.

    a. A pop-up window will appear requesting a password. Enter the student's first name as the password and exist Full Screen mode.

3. Select **End Test** at the upper-left corner of the page.

    a. Select **Yes** to confirm you would like to end the test and to continue to the next page.

4. On the *End Test* page, select a question number to return to the test and confirm the student's responses, or select **Submit Test** to complete the testing process. Once you submit the test, you can no longer visit any responses.

Students: End Test Page

Congratulations, you reached the end of the test!
If you need to review your answers, select the question number you wish to review. A flag icon appears for any questions that you marked for review.

Questions:
| 1 | 2 | 3 | 4 | 5 | 6 |

Next Step:
When you are done reviewing your answers, select **Submit Test**. You cannot change your answers after you submit the test.

Submit Test

Pausing the Test

1. You can pause a test at any point. The pause button is located in the upper right-hand corner of the Global Menu.

2. Exit full screen mode by writing the student's first name as the password in the pop-up window When you resume a test after pausing it, you are taken to the first incomplete question.

Test Layout and Tools

This section provides an overview of the Online Testing System's available tools and where they are located.

Navigating a Test under Full Screen Mode (Default Setting)

The default full screen mode setting has the following features:

- All tools that appear on the screen are hidden from the student, so the student cannot accidentally click on them. The tools in the Context Menu are still available in Full Screen Mode.

- Students can access the audio associated with the stimulus, question, and answer options by clicking on the ear. Students may click on the ears as many times as they need to.

- Students can move on to the next items by clicking on the Next button.

- Educators can exit full screen mode by clicking on the icon on the upper left-hand corner of the screen and writing the student's first name as the password in the pop-up window.
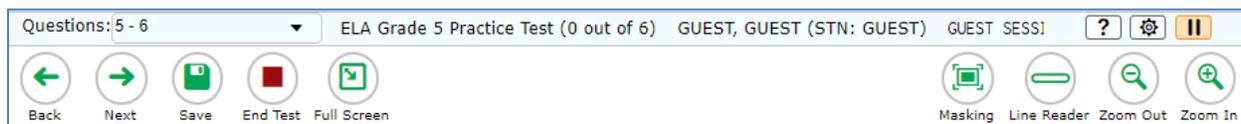
Test Layout with Full Screen Mode
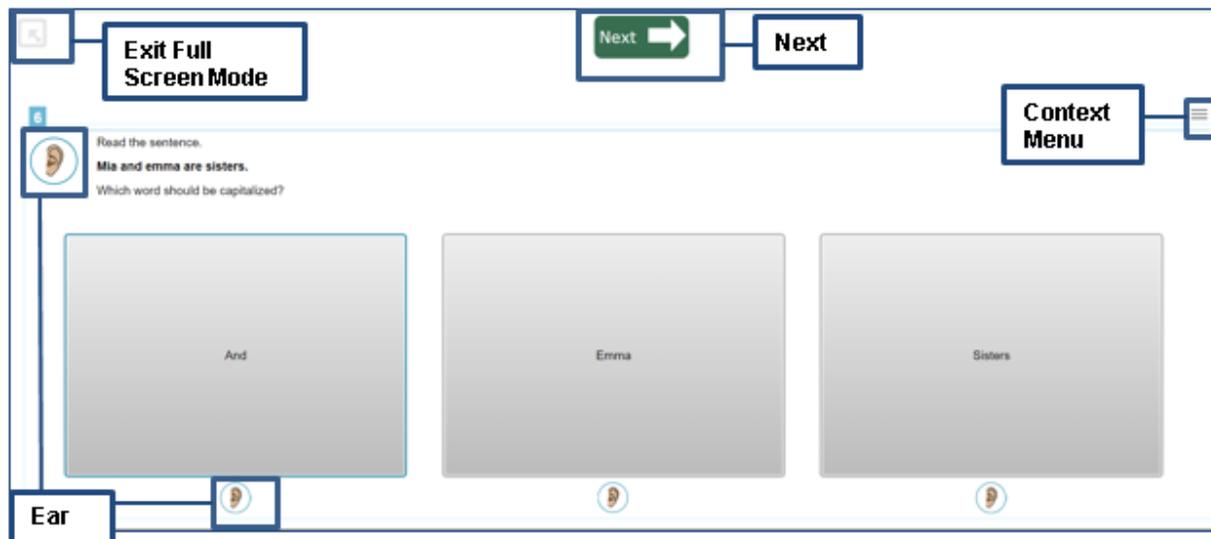
Navigating a Test Outside of Full Screen Mode

The Global Menu on the top of the screen appears when you exit Full Screen Mode. Below is an example of what students and educators will see when accessing the Global Menu.

Students: Global Menu

1. To navigate a test, select **Back** or **Next** in the upper-left corner.

2. To jump directly to a test page, select an item number from the **Questions** drop-down list in the upper-left corner.

3. To save a test, select **Save** in the upper-left corner. Tests are automatically saved.

4. To end a test, select **End Test**. Please note this tool will only appear at the end of the test.

5. To go back to Full Screen Mode, select **Full Screen**.

6. **Global Tools**, on the right side of the Global Menu, are activated by selecting the button for that tool. Table 1 lists the tools available in the global menu.

About the Context Menus

Each test page may include several elements, such as the question, answer options, and stimulus. The Context Menu for each element contains tools applicable to that element.

Students: Context Menu
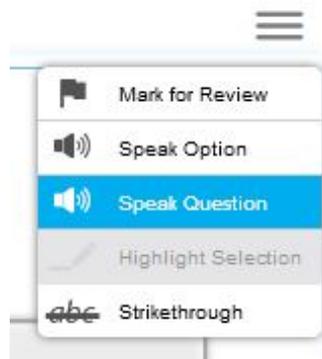
Opening a Context Menu for Stimuli and Questions

Students can access Context Menus by right-clicking elements or by selecting elements and then clicking the Context Menu button. Table 2 lists the tools available in the Context Menu.

To access the Context Menu for a passage or question:

7. Click the Context Menu ▤ button in the upper-right corner of the stimulus or question. The Context Menu opens.

8. Select a tool.

Opening a Context Menu for Answer Options

Students can use the Context Menu to access tools for answer options in a multiple-choice question.

To access an answer option's Context Menu:

1. To open the Context Menu, do one of the following:

    o If you are using a **two-button mouse**, right-click an answer option.

    o If you are using a **single-button mouse**, click an answer option while pressing **Ctrl**.

    o If you are using a **Chromebook**, click an answer option while pressing **Alt**.

    o If you are using a **tablet**, tap the answer option and then tap the Context Menu button (this selects the answer option until you select a different option).

2. Select a tool from the Context Menu.

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Available Test Tools

Table 1 lists the tools available in the *Global Menu* section of the test page, while Table 2 lists the tools available in the *Question* and *Stimulus* sections (Context Menu tools).

Note: Some tools are available for all tests, both practice and operational, while others are only available when testing in a particular subject or when testing with a particular accommodation.

Table 1. Global Tools

Tool Name	Instructions
Help ⟨?⟩	To view the on-screen ***Test Instructions and Help*** window, select the question mark (⟨?⟩) button in the upper-right corner.
System Settings ⚙	To adjust audio volume during the test, select ⚙ in the upper-right corner. TAs can use this tool to adjust TTS settings during the assessment.
Masking	The Masking tool temporarily covers a distracting area of the test page. To use this tool: 1. Select **Masking** in the global menu. 2. Click and drag across the distracting area. To close the Masking tool, select **Masking** again. To remove a masked area, select **X** in the upper-right corner of that area.
Line Reader ⊖	To highlight an individual line of text in a passage or question, select **Line Reader** in the global menu. This tool is not available while the Highlighter tool is in use.
Print Size (zoom) buttons ⊕ ⊖	To enlarge the print size and images on a test page, select **Zoom In**. Multiple zoom levels are available. To undo zooming, select **Zoom Out**.
Calculator ▦	To use the on-screen calculator, students in grades 6-8 and 10 may select **Calculator** in the global menu for I AM. Please have students practice using the calculator in the grade-level RIR tests.

Table 2. Question and Stimulus Tools

Tool Name	Instructions
Expand Passage	To expand the passage section, select the double arrow ⤢ icon. The section will expand and overlap the question section for easier readability. To collapse the expanded section, select the double arrow ⤢ icon again.

Tool Name	Instructions
Expand buttons	You can expand the passage section or the question section for easier readability. • To expand the passage section, select the right arrow icon →│ below the global menu. To collapse the expanded passage section, select the left arrow icon │← in the upper-right corner. • To expand the question section, select the left arrow icon │← below the global menu. To collapse the expanded question section, select the right arrow icon →│ in the upper-left corner.
Highlighter	To highlight text, select the text on the screen and then select **Highlight Selection** from the Context Menu. To remove highlighting, select **Reset Highlighting** from the Context Menu. Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.
Mark for Review	To mark a question for review, select **Mark for Review** from the Context Menu. The question number displays a flap 1 in the upper-right corner. The **Questions** drop-down list displays (marked) for the question.

Strikethrough	For selected response items, you can cross out an answer option to focus on the options you think might be correct. There are two options for using this tool:
	
	• Option A:
	  a) To activate Strikethrough mode, open the Context Menu and select **Strikethrough**.
	  b) Select each answer option you wish to strike out.
	  c) To deactivate Strikethrough mode, press **Esc** or select outside the question's response area.
	• Option B:
	  a) Right-click an answer option and select **Strikethrough**.
	Note: When Strikethrough is selected, a line will appear across the top of the top of the gray response option card.

Text-to-Speech	To listen to passages and questions, select a **Speak** option from the Context Menu or click on the Ear. This is required for I AM.

Appendix A. Revision Log

Updates to the user guide after October 1, 2018 are noted below.

Location	Page	Description of Change	Revision Date