Test administrators have the opportunity to run a mock session by generating a practice session ID for students to access a practice or training test. This document provides side-by-side instructions on generating a mock session. Note: the practice and training tests are not intended to be used as a predictor of success on the Smarter Balanced assessment nor does it provide scores at the end of the test. It is intended to run a mock session to help test administrators and students become familiar with accessing the test and the test interface.

<table>
<thead>
<tr>
<th>Test Administrator</th>
<th>Student User</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Click on the [Test Administrator Practice and Training Site]</td>
<td>2. Click on the message below the Please Sign In screen that reads [Click here to go to the Practice and Training Test Site].</td>
</tr>
<tr>
<td>3. Log in with your CAASPP/TOMS Single-Sign On Username and password in the login screen. Note: Username is your SJUSD email address</td>
<td></td>
</tr>
</tbody>
</table>

### Selecting Practice or Training Test

4. Choose the Smarter Balanced Practice or Training Test in the *Practice Test Selection* screen. Using the + icon, filter to a grade-content test. When a selection has been made, click the green [Start Practice Session] button to lock in the test.

**Practice test:** provides students with a grade-specific testing experience. It is similar in structure and format to the end-of-year assessment (without the adaptive nature). Options: Computer Adaptive Test (CAT) or Performance Task (PT)

**Training test:** provides students with an opportunity to become familiar with the interface features.

### Generate a Practice Session ID

5. In the upper right hand corner, the Practice Session ID number will appear, provide this to the student.

### Entering Practice Session ID

4. Type in:

   **Session ID:** Type in the Practice Session ID generated by the TA (only accessible after unchecking the *Guest Session* box). Leave the Guest User box checked.

   ![Practice Session ID](image1)

   ![Student Sign In Screen](image2)

   **Wait for the Test Administrator to generate a test session for you to enter in the Session ID screen.**
# Grade-Level Test Sharing

6. Provide the student with the grade-level test you selected for the practice or training test. The students need to enter this information in the *Is This You?* screen.

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## Enter Grade Level Test

5. In the *Is This You?* screen, select the grade your test administrator has instructed you to select. Click [Yes] following your selection. 
(Note: Selecting the wrong grade will not allow you access to the test that you generated.)

6. Click the green colored box in the *Your Test* screen.

The *Waiting for TA Approval* screen will appear. Wait for your TA to approve your test session.

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## Approval the Student’s Test

7. After the students have made the selection in the *Your Test* screen, your approval box will show the number waiting for approval. Click [Approvals].

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### Approvals and Student Test Settings Screen

8. Verify the student has selected the correct test in the *Approvals and Student Test Setting* screen. If you want to change the test setting, click the blue eye. If settings have been changed, click the Set & Approve button. If correct, click the green check mark. If not correct, click on the red X in the Action section.

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## Verify It is You

7. After your TA has approved your test, the *Is This Your Test?* Screen will appear. Click on [Yes, Start My Test] icon.

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## Conduct a Sounds Check

8. Click on the 🎧 to do a sound check. Click [Yes] if there is sound, [No] if there is no sound.

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## Test Instructions and Help

9. Review the *Test instructions and Help*, then click on [Begin Test Now]

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## Monitor Students Progress

9. The students tests have started. You can monitor their progress in the Student Status bar. Click the refresh button in the upper-right corner to update the Student Status information.

10. To stop the session, click the stop sign next to the Practice Session ID number.

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## Test Begins

Complete all sections of the test. You cannot proceed to the next page until all questions have been completed. To go to the next page, click the [Next] button in the Global Menu after all questions have been answered in the current page. At the end of the test, the pause button will be replaced with an [End Test] button.