Mock Training Session for Smarter Balanced  
2015-16 CAASPP

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>
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<tbody>
<tr>
<td>2. Click on the [Test Administrator Practice and Training Site]</td>
<td>2. Click on the [Student Interface Practice and Training Tests]</td>
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</table>
| 3. Log in with your CAASPP/TOMS Single-Sign On Username and password in the login screen  
*Note: Username is your SJUSD email address* | |

### 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.

### Preparing the Student Sign In Screen

3. On the Please Sign In screen, uncheck the box next to the Guest Session blue field, by default this box is checked. **Do not** uncheck the Guest User blue field.

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.

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.

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].

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.

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.

Conduct a Sounds Check

8. Click on the ![Sound icon](https://example.com/sound_icon.png) to do a sound check. Click [Yes] if there is sound, [No] if there is no sound.

Test Instructions and Help

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

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.

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.