

## Practice for Test Administrators (TA)

### Go to the TA practice site:

1. Click on this link [Test Administrator Practice site](#)
  - Or go to the FWMS website, select TEACHER RESOURCES from the LINKS section (password = Tech678), select SBAC TEACHER RESOURCES, TA PRACTICE SITE
2. Log in with your teacher email and password you chose when you activated your TA account

Below is what the TA Interface looks like. Notice that there are directions right on the screen.

### Try to start a session:

1. Click on the test the students are taking. If you may be proctoring a makeup test session with students taking different tests, you should click on a couple of different tests.
2. Click the big green START SESSION button
3. Notice that it now gives you a SESSION ID NUMBER. This is what you will write on the board. Students need this to log in to the test.
4. Notice that it highlights the tests you have chosen in gray.

The screenshot displays the Test Administrator Interface. At the top, there are logos for 'AMERICAN INSTITUTES FOR RESEARCH' and 'Smarter Balanced'. Below these are navigation buttons: 'Stop Session', 'Student Lookup', 'Print', and 'Refresh Now'. On the right side, the 'Session ID' is displayed as 'Io-4787' and 'Approvals (0)'. A large blue banner in the center reads 'Training Test' with a large white bracket. Below the banner, there is a list of tests to be included in the session, with 'G6 ELA Performance Task', 'G7 Math Practice Test', and 'G7 ELA Practice Test' selected. A red arrow points from the text 'Notice that it highlights the tests you have chosen in gray.' to the selected tests. Another red arrow points from the text 'Notice that it now gives you a SESSION ID NUMBER. This is what you will write on the board. Students need this to log in to the test.' to the 'Session ID' field. Below the banner, there is an 'Instructions - Click to expand/collapse' section and a 'Students in Your Test Session' section showing '0 Students in Session' and 'Approved Requests'.

5. Notice the REFRESH NOW button. You will click that to refresh your screen during testing. This will show how far each student is in the test.
6. Notice the APPROVAL screen on the top right. This is where you will see students once they log in. You can approve students individually or wait until they are all logged in and approve them all with one click.
7. Click the red STOP SESSION button. You will need to do this each time you finish proctoring a test. Try it all again as needed.
8. Select LOG OUT from the top right corner. You will need to do this each time you finish proctoring a test.

This is exactly what you will see during the test. Except you will have students logging in. 😊