

SBAC Testing Procedure for Test Administrators (TA)

Morning of your test:

1. Pick up your proctor bin from Ken
2. Know what test you'll be administering and where, there will not be any announcements
3. Remind your homeroom students of the test, time and location, and that they should bring their own earbuds/headphones and SSR book to read if they finish early
4. Post a sign on your door with the test, time and location, and that students should bring their own earbuds/headphones and SSR book to read if they finish early (or use the HR SBAC sign)

Set yourself up for your test in your assigned lab:

1. Login to the teacher computer with your regular FPS username and password
2. Click on this [TA Interface link](#)
Or go to the FWMS website, select TEACHER RESOURCES from the LINKS section (password = Tech678), select SBAC TEACHER RESOURCES, TA INTERFACE LINK FOR PROCTORING TESTS
3. Click on the TA INTERFACE icon (in the center)
4. Login to the TA INTERFACE with your teacher email and password you chose when you activated your TA account
5. Click on the test the students are taking. If you have some students who are making up another test, click on those tests as well.
6. Click the big green START SESSION button
7. Notice that it now gives you a SESSION ID NUMBER. **Write this SESSION ID NUMBER on the board. Students need this to log in to the test.**
8. Notice that it highlights the test(s) you have chosen in gray. Double check that you have selected the correct test(s).



Set students up for the test in your assigned lab:

1. Students SHOULD NOT log in to computers with their personal username and password. All computers in the lab should already be signed in with the generic login. If any computers timed out or aren't logged in, please refer to the generic login sheet in the lab or in the SBAC folder in the G drive.
2. Students should plug in their headphones and test them, the same way they did for the practice test:
 - a. Open Microsoft PowerPoint
 - b. Select the Insert tab from top toolbar, select Audio . Clip Art Audio
 - c. Double click on one of the clipart sound files, then click the Play button to play the sound file. Play and adjust the volume of headphones as needed.
 - d. CLOSE out of Microsoft PowerPoint when done

3. Students should CLOSE out of any files, folders or apps. They cannot start the test until everything is closed out.
4. Students should click on the SBAC SECURE BROWSER icon on the desktop
5. Distribute scratch paper, pencils and STUDENT LOGIN CARDS (from proctor bin), but students do NOT login until you have started the TA script



Begin test:

1. First, explain to the students that these are not timed tests, but they should do their best and not stress. If they do not finish the test within the test session, they will be allowed to pause it and finish it another time.
2. **Read the TA script (from proctor bin) pages 53 – 56**
3. Refer to the STUDENT LOGIN CARDS and the SESSION ID NUMBER on the board as needed during the script
4. Walk around and check that all students are correctly logged in to the correct test and have their correct name on the test
5. Go back to your teacher computer. As students log in, you will see their names in the approval screen. Select APPROVE ALL once you are sure all students have selected the correct test.
6. Once you approve all students, they can begin their tests
7. Fill in your attendance sheet (from proctor bin)

Monitor test, pause for break, and end test:

1. **MONITOR** student activity around the room and on your screen. The TA INTERFACE screen will refresh once every minute. Or you can select the REFRESH NOW button. This screen will show how far each student is in the test.
2. **PAUSE** - If students are looking tired or restless, or after 45 minutes, whichever comes first, have each student PAUSE their test. They can go get water, use the bathroom, stretch, etc. But do NOT pause them for more than 15 minutes. The test blocks them out of earlier parts of the test if they are paused more than 20 minutes.
3. **END - Read page 57 of the TA script** (from proctor bin) when the testing time is almost over.
4. At the end of the test, click the red STOP SESSION button. This should automatically log all students out.
5. Select LOG OUT from the top right corner to logout of the TA INTERFACE
6. Any students who did not finish the test, please record DNF in the test column next to their name on the attendance sheet.
7. Collect students' scratch paper, pencils and STUDENT LOGIN CARDS and place back in the proctor bin with the attendance sheet and TA script.

Please return the proctor bin to Ken so he can prepare the bin for the next test session and record who needs to makeup tests.