

## Appendix D. Accessing the Practice and Training Tests

Practice and training tests are available to students and guest users so that they can become familiar with the online testing environment. These tests contain fewer items than the full-length Field Tests.

Anyone can access the practice and training tests using the guest login options. Students may also use their Confirmation Code and State-SSID to log in to a guest session or a test session with a Test Administrator who is using the TA Practice and Training Site. As a result, four possible login scenarios are available.

For more information about the Practice and Training Tests, refer to the *Practice and Training Test User Guide*, which is available on the [Smarter Balanced portal](http://sbac.portal.airast.org) (sbac.portal.airast.org).



The Practice and Training Tests must be accessed using either AIR’s secure browser or a supported Web browser. If a student needs to use text-to-speech with these tests, the secure browser must be used. Text-to-speech is not available when a Web browser is used. The secure browser can be downloaded from the Smarter Balanced portal.

### Accessing the Practice and Training Tests with the secure browser

1. Open the secure browser on the computer.
2. At the bottom of the Sign In screen, click the link that says **[Go to the Practice and Training Test Site]**.

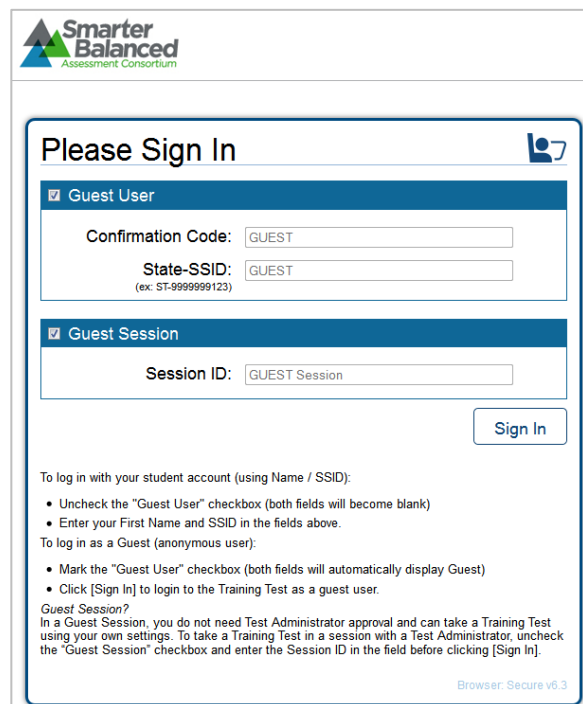
### Accessing the Practice and Training Tests with a Web browser

1. Navigate to the [Smarter Balanced portal](http://sbac.portal.airast.org) (sbac.portal.airast.org).
2. Click the **[Practice and Training Tests]** link.
3. Click the **[Student Interface Practice and Training Tests]** icon.

### Options for Logging In

- Guest User in Guest Session*
  1. Make sure the checkboxes next to “Guest User” and “Guest Session” are checked.
  2. Click **[Sign In]**.
- Guest User in Training Session with a TA*
  1. Uncheck the box next to “Guest Session.”
  2. Enter the Session ID provided by the TA.
  3. Click **[Sign In]**.
- Student in a Guest Session*
  1. Uncheck the box next to “Guest User.”
  2. Enter your Confirmation Code and State-SSID.
  3. Click **[Sign In]**.
- Student in a Training Session with a TA*
  1. Uncheck the boxes next to “Guest User” and “Guest Session.”
  2. Enter your Confirmation Code and State-SSID.
  3. Enter the Session ID provided by the TA.
  4. Click **[Sign In]**.

### Practice and Training Tests Login Page (showing default Guest User/Guest Session)



**Please Sign In**

**Guest User**

Confirmation Code:

State-SSID:   
(ex. ST-9999999123)

**Guest Session**

Session ID:

**Sign In**

To log in with your student account (using Name / SSID):

- Uncheck the “Guest User” checkbox (both fields will become blank)
- Enter your First Name and SSID in the fields above.

To log in as a Guest (anonymous user):

- Mark the “Guest User” checkbox (both fields will automatically display Guest)
- Click **[Sign In]** to login to the Training Test as a guest user.

**Guest Session?**  
In a Guest Session, you do not need Test Administrator approval and can take a Training Test using your own settings. To take a Training Test in a session with a Test Administrator, uncheck the “Guest Session” checkbox and enter the Session ID in the field before clicking **[Sign In]**.

Browser: Secure v6.3

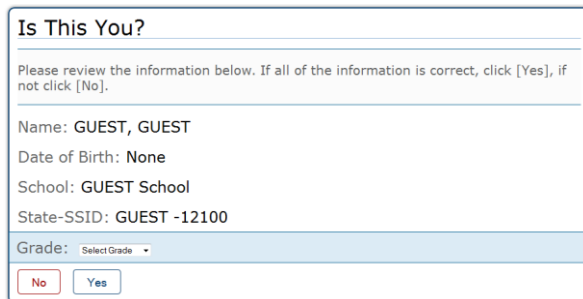
### About Guest Sessions

Guest sessions do not require TA approval, so users can access the practice and training tests directly and can also modify their own test settings (color choice and print size). Guest users will need to choose a grade level prior to selecting a practice or training test.

As with the regular login process, all students and guest users must go through a series of five login steps before they will see the first page of the test.

### Select a Grade Level (Guest Users) and Confirm Information (Students)

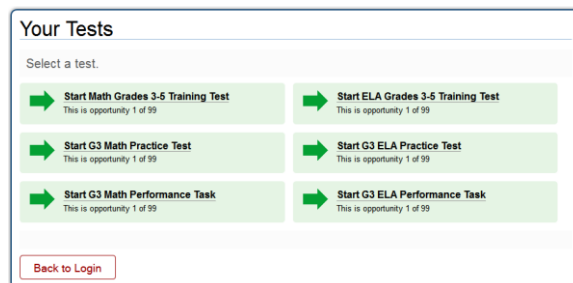
1. Guest users must select a grade level from the drop-down list; this will determine the item samplers you can access. Users should confirm the information on the screen.
2. Click **[Yes]** to continue.



### Select a Practice or Training Test (All Users)

1. Click the name of the practice or training test you want to take. You will continue to the next screen.
2. If you want to access tests from another grade, click **[Back to Login]**.

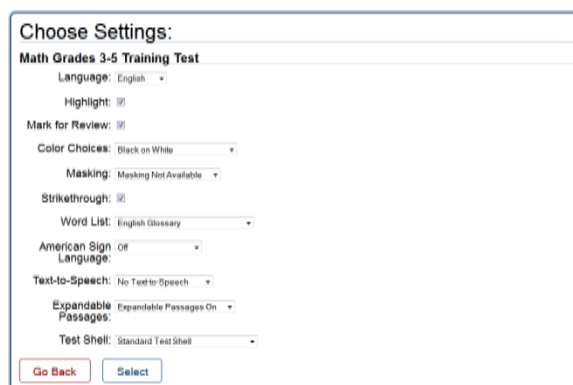
*Note: If you are a student who previously logged in to a training session and have already started a test, the text will say "Resume" instead of "Start."*



### Choose Test Settings (Guest Sessions only)

This page appears when you have logged in to a guest session. It allows you to select options for test settings, such as color choices, print size, and text-to-speech, if applicable. Click **[Select]** to continue.

*Note: If you log in in to a test session created by a TA, you will be unable to change test settings. If you log in to a guest session, you will be able to change test settings.*



*Reminder: For text-to-speech to be available, the secure browser must be used.*

## Confirm Selected Test and Settings (All Users)

1. Review the screen and confirm the test and settings.
2. Click **[Yes, Start My Test]** to proceed.

**Is This Your Test?**

Session ID: GUEST Session

**Math Grades 3-5 Training Test**

American Sign Language: Off

Color Choices: Black on White

Expandable Passages: Expandable Passages On

Highlight: TRUE

Language: English

Mark for Review: TRUE

Masking: Masking Not Available

Permissive Mode: Permissive Mode Disabled

Strikethrough: TRUE

Test Shell: Standard Test Shell

Text-to-Speech: No Text-to-Speech

Word List: English Glossary

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Is the test listed above the test you want to take? If it is, click **[Yes, Start My Test]**. If not, click **[No]**.

## TTS Check

Audio for text-to-speech can be accessed only when you are using the secure browser. When using the secure browser, you may be prompted to verify that you can hear the sample audio.

- Click the green audio button to listen to the sample audio.
- You can adjust the volume and pitch using the available sliders.
  - If the voice is clear, click **[Yes, I heard the voice]**.
  - If you cannot hear the voice or it is not clear, click **[No, I did not hear the voice]**. You will be directed to a screen that will allow you to log out and adjust the computer's voice settings.


**Do you hear the voice?**

 Press the green button to test your Text-to-Speech settings. You should hear the following phrase: "This text is being read aloud." Click **[Yes, I heard the voice]** if it worked. If it did not work, click **[No, I did not hear the voice]**.

**Sound Settings**

Current voice pack: **kal\_diphone**

Use the sliders to adjust the pitch and volume. You will not be able to change these settings once you begin your test.

Volume: 


*Note: If your computer does not have audio or a voice pack correctly configured, you may see a page that says text-to-speech is not available. Check with your school's Technology Coordinator for assistance.*

## Sound Check (for ELA tests)

ELA practice and training tests contain listening items. This sound check screen appears during the login process for an ELA test.

- Click the speaker icon to listen to the sample audio.
  - If the sound is audible, click **[Yes]**.
  - If the sound is not audible, click **[No]**.

**Sound Check**

 Click on the sound icon to hear the sound.

If you hear the sound, click **[Yes]**. If not, click **[No]**.

The *Test Instructions and Help* page is next. Review the information on this page, and then click **[Begin Test Now]** at the bottom of the screen.

The first page of the test will automatically appear. *(If you resumed a practice or training test, you will be directed to the first page that has unanswered items.)*

**Test Instructions and Help**

Click **[?]** to access this Help Guide at any time during your test. Scroll down for more information.

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**Overview of the Student Testing Site**

