Interim Assessment Blocks (IAB) Administration
Step-by-Step Directions

The Test Administrator (TA) must create a test session before students can log on to the Student Testing Site to take Interim tests. When a TA creates a test session, a Session ID is randomly generated. This Session ID must be provided to the students before they log on. To create a session, follow these steps:

Teacher:

LOG ON

**Step 1:** Log on to the TA Interface by navigating to the CAASPP portal at [http://caaspp.org](http://caaspp.org)

**Step 2:** Select the [Test Administrator Interface] button

**Step 3:** Enter your username and password on the Sign In Web form and select [Log In].

START SESSION

**Step 4:** Press the Select Tests button (the window might already be opened)

**Step 5:** Select the + sign

**Step 6:** Select the + sign next to Interim Assessment Block (IAB)

**Step 7:** Select the + sign next to the corresponding content area

**Step 8:** Select the corresponding grade level
**Step 9:** Select tests (refer to IAB chart).

**Step 10:** Select start Operational Session

**Step 11:** A unique automated session ID will populate. Write the session ID # on the board, students will need the session ID # in order to access the test.

**Step 12:** Log on to the secure browser (icon might look slightly different).

**Step 13:** Have students input their credentials and session ID #.

**Step 14:** Students select yes if their personal information is accurate.

**Step 15:** Have students select the appropriate test. (Refer to IAB chart, write test name on the board).

**Step 16:** Students wait for TA Approval before starting their test.

**Student:**

LOG ON
Teacher:

APPROVE STUDENTS

**Step 17:** As students log on and wait for approval, verify that they have selected the **correct test** and have correct **test settings**. If students have not been assigned the correct test settings click [deny] and contact your Site Coordinator.

**Step 18:** Approve students to test.

**Step 20:** Students sound check. Students should click on the sound icon to hear the sound. If students are able to hear the chime, they may select [yes]. If not, please assist them.

**Step 21:** Students will see a tutorial page listing the test tools and buttons that may be used during the test. Students may also find this information during the test by selecting the HELP button. Students may begin the test when they are ready by selecting [Begin Test now].

Student:

VERIFY TEST INFORMATION

**Step 19:** Students will now verify test information and settings. If the information is correct they may select [yes, start my test].
Teacher:

**MONITOR**

**Step 22:** Monitor students and occasionally refresh your teacher interface.

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Student:

**ENDING/PAUSING THE TEST**

**Step 23:** When students have reached the end of a test segment, they will see the following message. At this point they may **review** their answers or **submit** their test. If students have not finished and the testing period is over they should pause the test and continue at a later date.

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Teacher:

**ENDING/PAUSING THE TEST**

**Step 24:** To close the test session, log out.