

Teacher Guide for the Fixed Form Comprehensive Interim Assessment (FF-CIA) Using the Student Secure Browser

What is the Student Secure Browser?

The Student Secure Browser can be used by a student to take tests. It is the most familiar method used by students on desktop, laptop, MAC or Chromebook in prior years with interims and the WVGSA. It locks down the student's device and does NOT allow communication between the student and teacher. No other applications or programs can be used during a test. The Student Secure Browser must be completely closed by the student if the student needs to communicate with the teacher using an online learning platform (such as Schoology or Zoom). The teacher and student are online at the same time, in real-time, when a student is testing.

Important: This mode is NOT available for iPads.

If the student's device is a then the student uses the following software:
Desktop, laptop, MAC, or Chromebook	Student Secure Browser must be installed on the student's device

Before You Test Using the Student Secure Browser

Before you advise your students to use the Student Secure Browser, you must do the following:

Verify with your principal/test coordinator that:

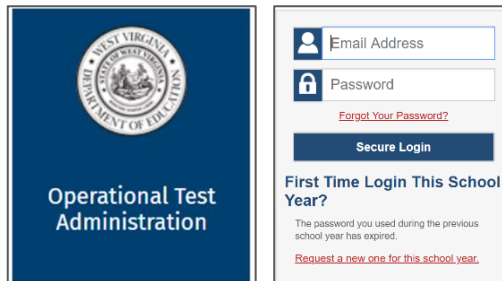
1. Your students have the required devices and browsers needed to use the Student Secure Browser.
2. Your students' use of the Student Secure Browser coordinates with your district's plans of using the optional, interim assessments to measure achievement gaps in student learning.
3. Your students' desktops, laptops, MACs or Chromebooks have the Student Secure Browser correctly installed on the devices.

Once you have verified these steps, then you can provide to your students the **Student Guide Secure Browser** (PDF) located on the [WV Assessment Portal at https://wv.portal.cambiumast.com/resources/quick-guides-cat/](https://wv.portal.cambiumast.com/resources/quick-guides-cat/).

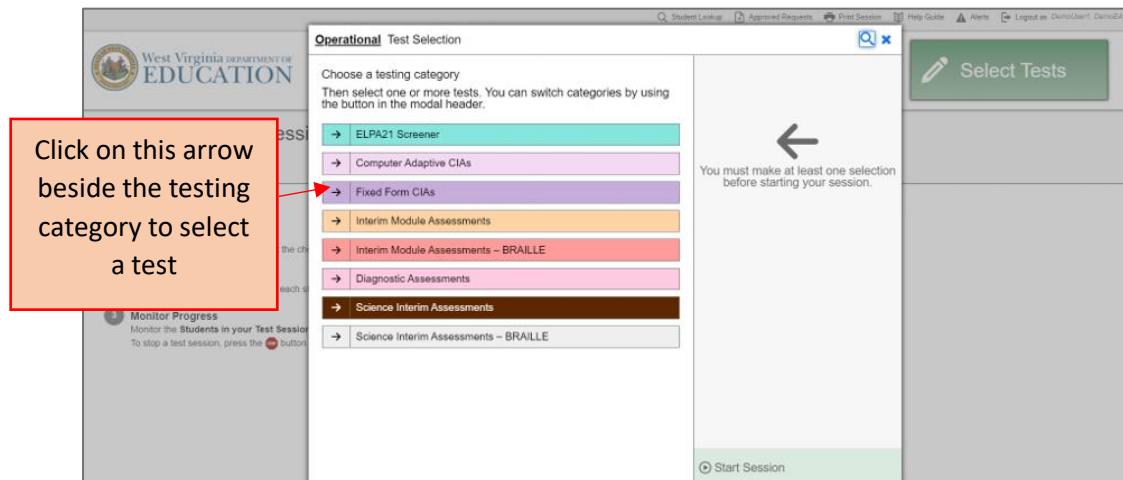
How to Administer a FF-CIA

Refer to the *TA User Guide* found on the [West Virginia Assessment Portal](http://www.wv.portal.cambiumast.org/resources/test-administrators) (wv.portal.cambiumast.org/resources/test-administrators) for detailed information about administering a test.

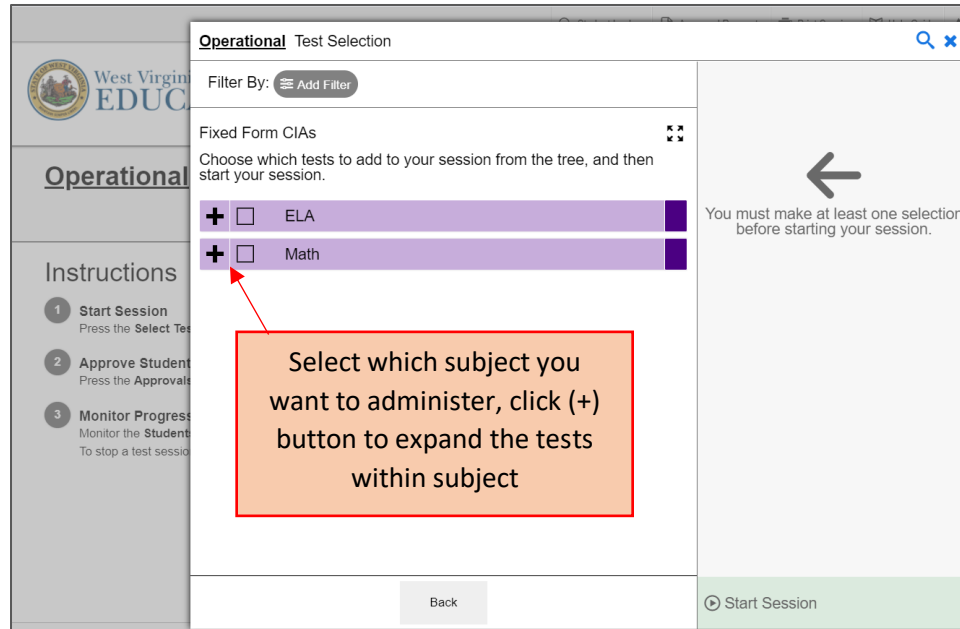
1. On the West Virginia Assessment Portal (wv.portal.cambiumast.org), select Test Administrator and click on Operational Test Administration. Once you click on the Operational Test Administration card, the Login screen will appear. Use your login credentials to access the **TA Site**.



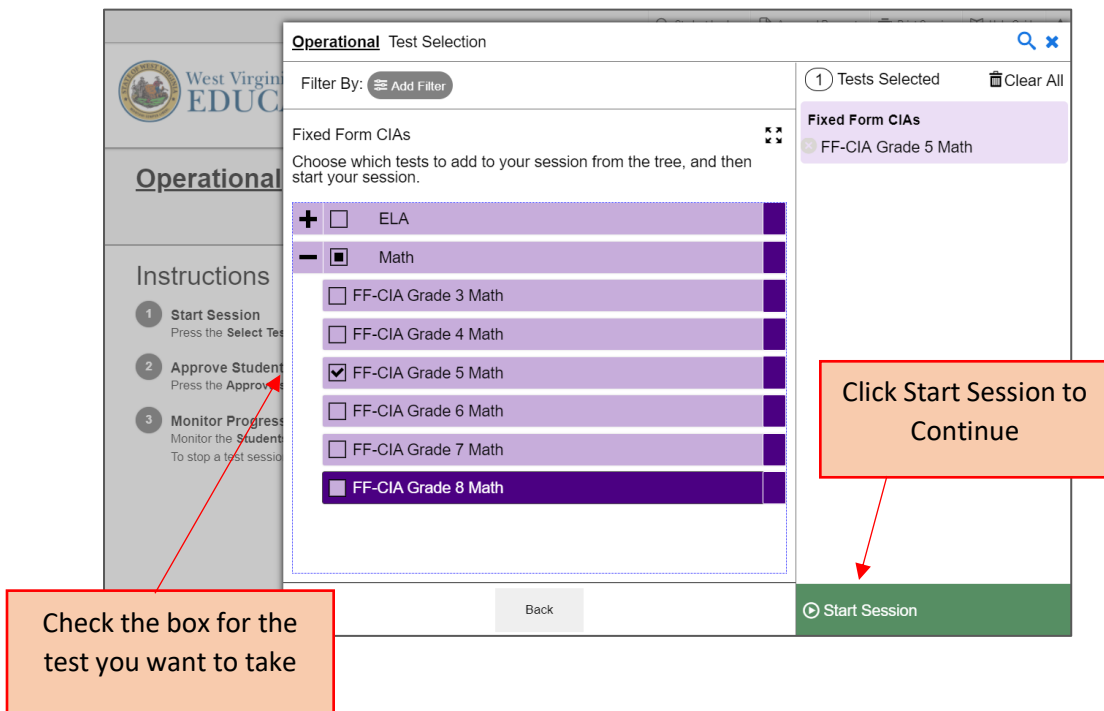
2. Once you log in, you will see the **Test Selection** window. If the **Test Selection** window is not open, click **Select Tests** in the upper-right corner of the TA Site. When the Operational Test Selection window opens, click on the arrow beside the testing category—Fixed Form CIA.



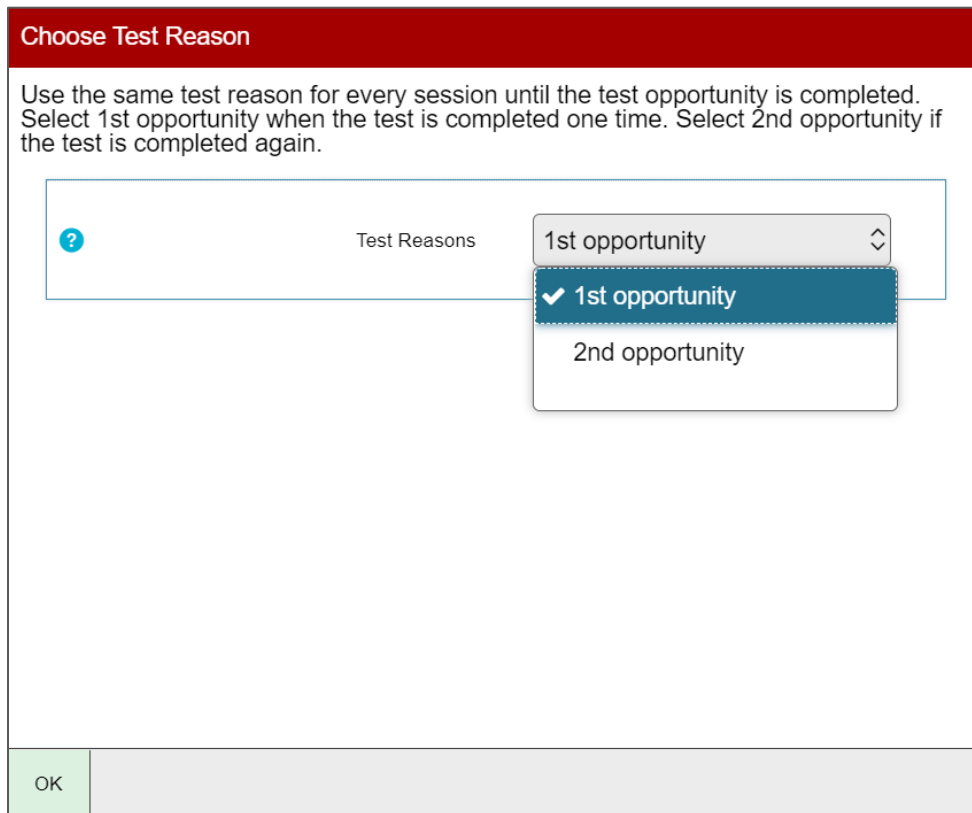
3. After selecting the Fixed Form CIA, the ELA and Math submenu appears. Select which subject FF-CIA you want to administer by clicking on the (+) button to expand the tests.



4. Click on the FF-CIA making sure it is the desired grade and content area. The selected FF-CIA will appear under the **Test Selected** column. Next, click **Start Session**.

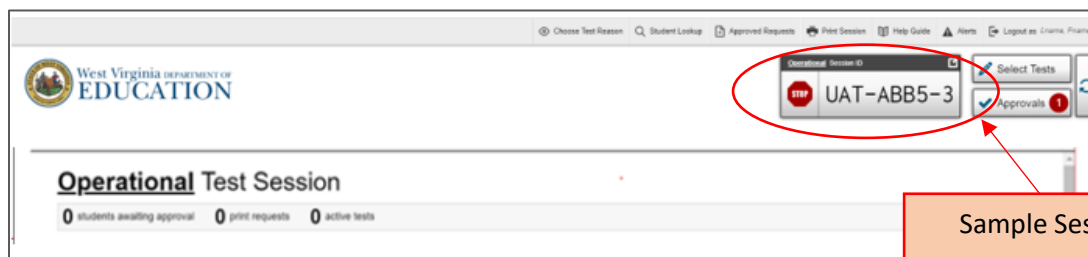


- The **Choose Test Reason** window appears, and you must choose a test reason to continue. The Test Reasons are 1st opportunity and 2nd opportunity. Use the same test reason for every session until the test opportunity is completed.
 - Select **1st opportunity** when the test is completed one time and click **OK**.
 - Select **2nd opportunity** if the test is completed again and click **OK**.



- After clicking **OK**, the **Session ID** appears on the TA Site in the upper-right corner.

Important: Remember to write down and save the Session ID in case you encounter any issues, need to look up a roster or student, or need to modify the test reason.



Sample Session ID:
UAT-ABB5-3

7. You will provide to your students the Session ID of the FF-CIA. Students will follow the directions in the **Student Guide Secure Browser** to take the FF-CIA.

Provide Additional Support and Guidance as Needed

Important: Students testing at home may need additional support and guidance. We recommend, at minimum, these additional steps to assist students who are testing at home and your district may provide more guidance.

	Suggested Steps Checklist for Teachers
✓	1. Verify each student has the Student Secure Browser installed on a desktop, laptop, MAC, or Chromebook because these are the only devices that work.
✓	2. Remind students they will be unable to communicate with the teacher when the Student Secure Browser is open and active. They will have to close it down on their own if they have technical issues.
✓	3. Remember that teachers can monitor students progressing through the interim test when they have an active session on the Operational Test Administration site.
✓	<p>4. Develop a communication plan with your students should they have technical issues when trying to take an interim test. The communication plan can be teacher-created and/or district-created.</p> <p>An example communication plan would be to tell students if they are NOT able to get logged into the test in 10 minutes, then they can close out the Student Secure Browser and work on another assignment.</p> <p>A communication plan makes sure the students aren't penalized for being unable to test. It also makes sure the students are relieved of the burden of getting their devices to work when they do not have technical support at home.</p>
✓	5. Plan and anticipate alternate days/times to complete the CA-CIA for any students who experience technical issues and may require help from the teacher or the technical assistant at the school.
✓	6. Provide the Session ID of the CA-CIA to each student because they will need it to log in. Verify the students have written it down correctly.
✓	7. Provide each student a copy of the Student Guide Secure Browser and review the document with students prior to testing.

The remaining information below is excerpted from the **Student Guide Secure Browser**. This printable, student-user document is located at <https://wv.portal.cambiumast.com/resources/quick-guides-cat/>.

Student Guide Secure Browser

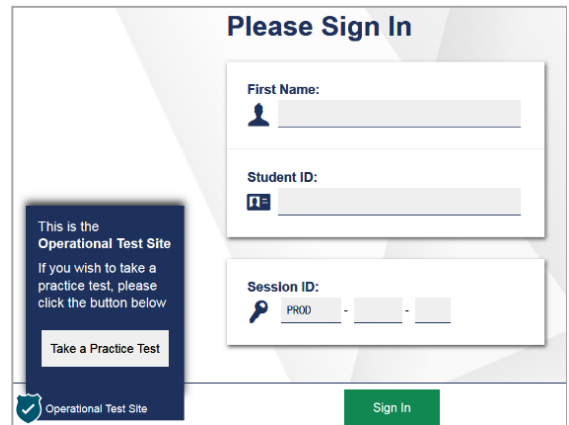
Important: This mode is NOT available for iPads.

If the student's device is a then the student uses the following software:
Desktop, laptop, MAC, or Chromebook	Student Secure Browser must be installed on the student's device

Student Sign-in Using Student Secure Browser on Computer or Chromebook

1. Launch the secure browser on your device.
2. The ***Student Sign-In*** page appears.
3. Enter the following information:
 - a. In the *First Name* and *Student ID* fields, enter your first names and SSIDs. Your first name should match the name indicated in WVEIS. Do not use nicknames.
 - b. In the *Session ID* field, enter the session ID provided by your teacher. This ID is created by the teacher when they start a test session.

Figure 1. ***Student Sign-In*** Page



4. Select “**Sign In.**” The ***Is This You?*** page appears.
5. If all the information on the ***Is This You?*** page is correct, select “**Yes**” to proceed. The ***Your Tests*** page appears.

If any of the information is incorrect, you should notify your test administrators before proceeding.

6. From the ***Your Tests*** page, select the Interim Assessment your teacher has indicated you will be taking.

7. Your request is sent to the teacher, and you are taken to the ***Waiting for Approval*** page. The teacher must approve you for testing before you can proceed. Once the teacher approves, the ***Instructions and Help*** page appears.

8. To start the test, select “**Begin Test Now.**” Test questions appear on the screen and you can begin.

Figure 2. ***Is This You?*** Page

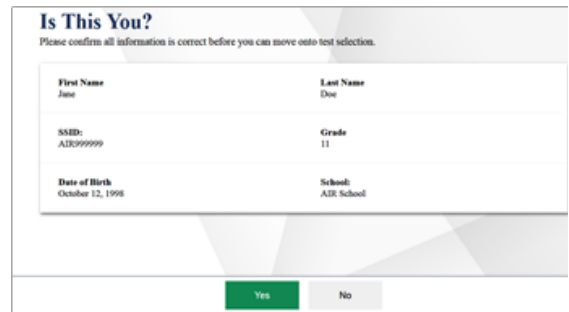


Figure 1. ***Your Tests*** Page

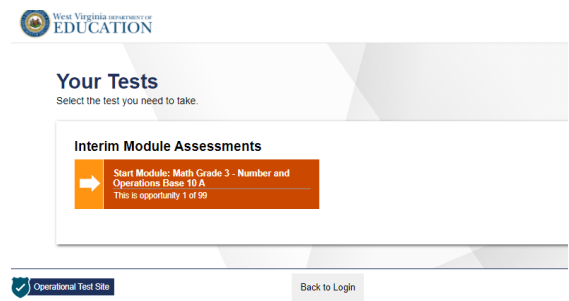


Figure 3. ***Waiting for Approval*** Page

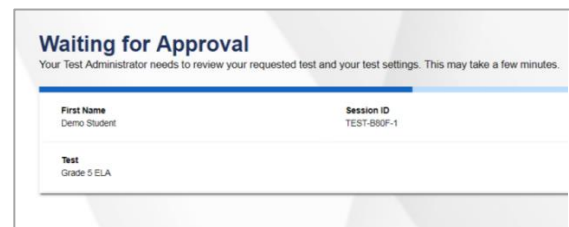
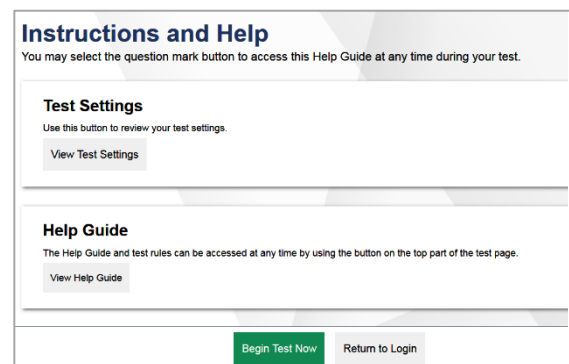
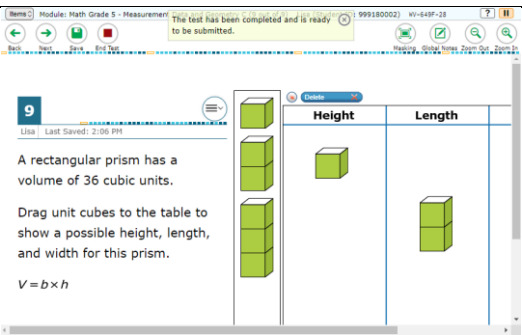
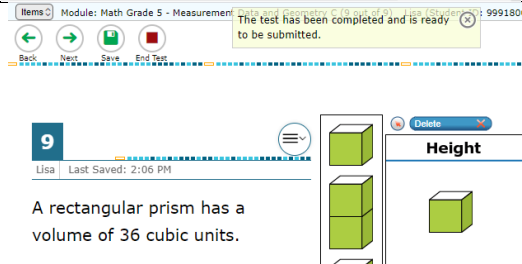
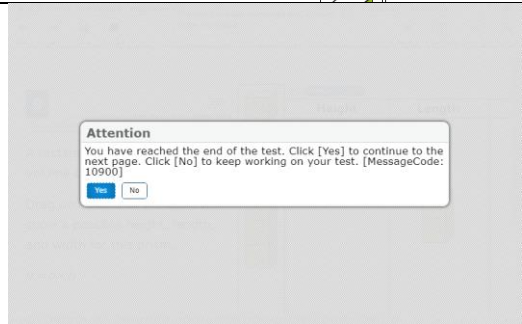
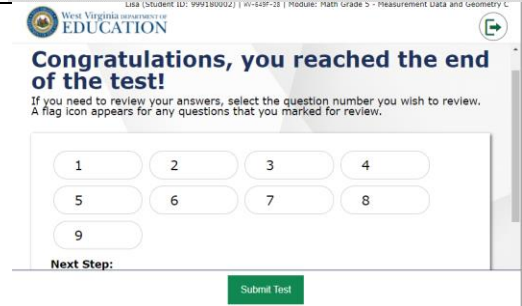
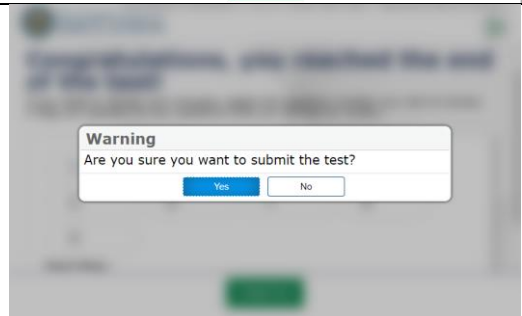
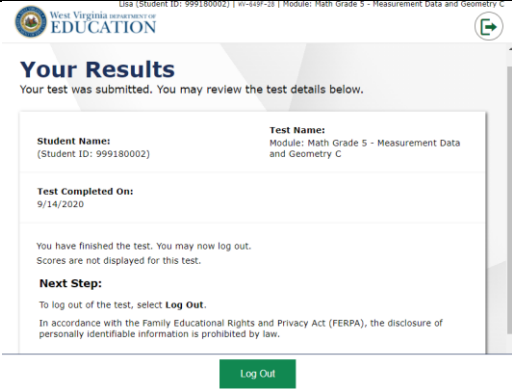
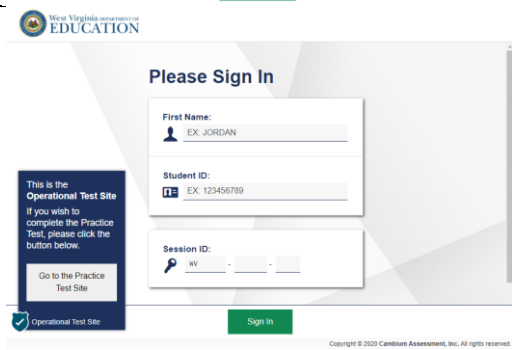


Figure 4. ***Instructions and Help*** Page



Student Sign-out Using Secure Browser

<p>1. On the student site, when you answer the final question on the test, a yellow message box appears in the upper-right corner of the page that states, The test has been completed and is ready to submit.</p>	
<p>2. Click on the red End Test button in the upper-left corner.</p>	
<p>3. An attention message will appear once you click on End Test. Click Yes to continue to the next page and submit the test.</p>	
<p>4. You can review the answers by selecting the question number. To submit the test, click the Submit Test button.</p>	
<p>5. A warning message will appear asking if you are sure you want to submit your test. Click Yes.</p>	

<p>6. The Your Results page appears. Click Log Out.</p>	
<p>7. The student page refreshes and returns you to the Student Login Information page. Click the “x” to close out of the SecureBrowser.</p>	

If you experience any issues or problems during testing, please contact your teacher for assistance.