

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

What is the Student Secure Test Browser App for iPads?

The Student Secure Test Browser App for iPads is the ONLY available option for iPads and is the same iPad app used in prior years for interims and the WVGSA. It must be downloaded from the iPad's App Store. The Student Secure Test Browser App locks down the student's iPad. It does NOT allow communication between the student and teacher. No other applications or programs can be used during a test. It must be completely closed by the student if the student needs to communicate with the teacher using an online platform (such as Schoology, Teams or Zoom). The teacher and student are online, at the same time, in real-time when a student is testing.

If the student's device is an then the student uses the following software:
iPad	Student Secure Test Browser App (You need to download this app from your iPad's App Store.)

Before You Test Using the Student Secure Test Browser App for iPads

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

Verify with your principal/test coordinator that:

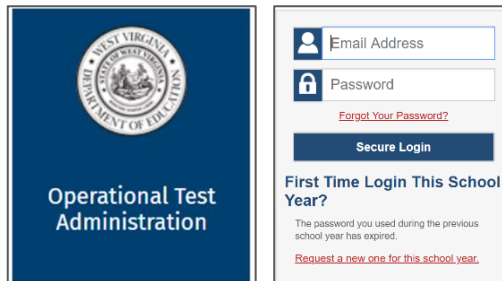
1. Your students are testing using iPads.
2. Your students' use of the Student Secure Test Browser App for iPads coordinates with your district's plans of using the optional, interim assessments to measure achievement gaps in student learning.
3. Your students' iPads have the Student Secure Test Browser App correctly installed on the devices.

Once you have verified these steps, then you can provide to your students the **Student Guide Secure Test Browser App iPad** (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/).

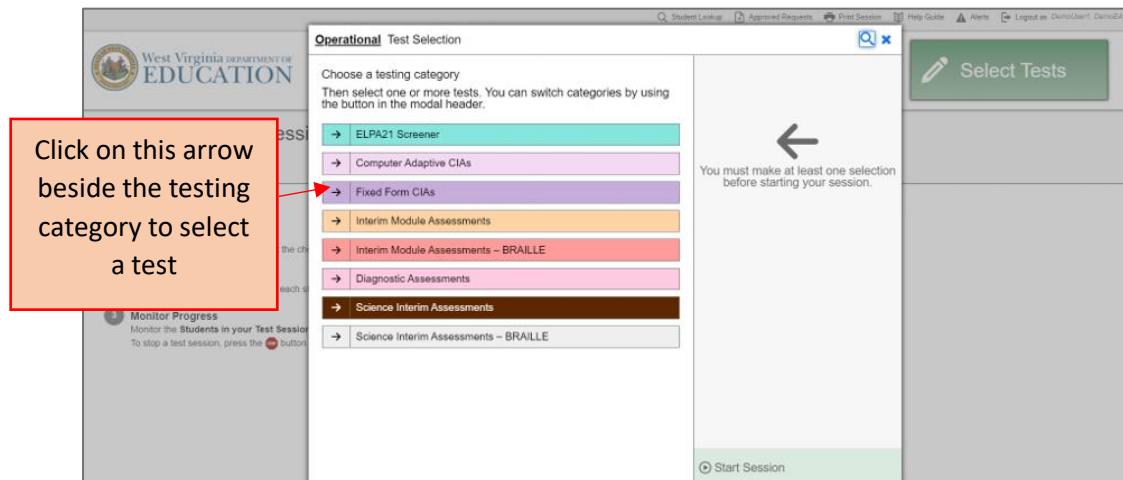
How to Administer a FF-CIA

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.

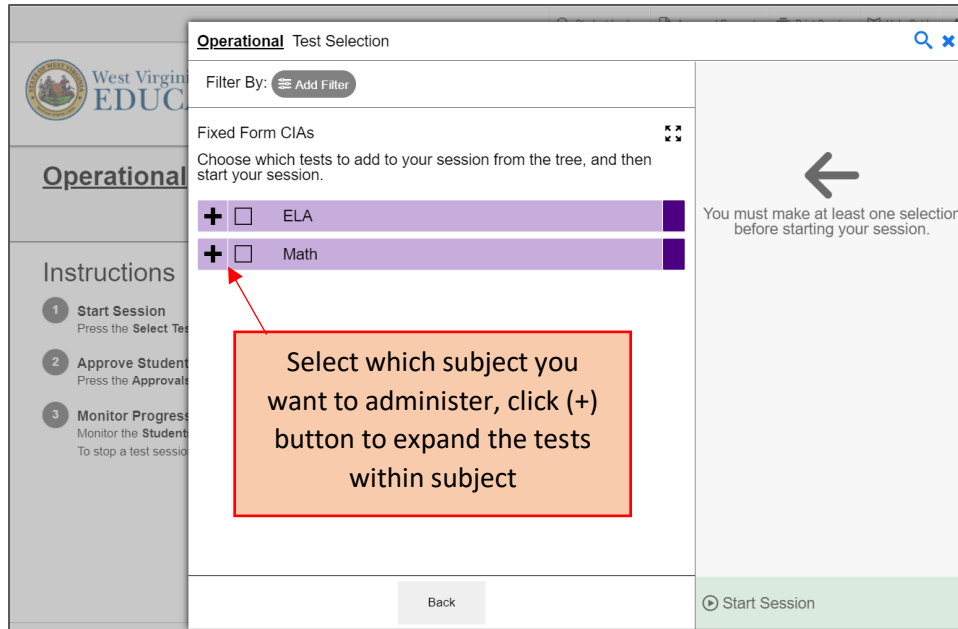
1. On the West Virginia Assessment Portal (wv.portal.cambiumast.org), select Test Administrator and click on Operational Test Administration. Once you click on the Operational Test Administration card, the Login screen will appear. Use your login credentials to access the **TA Site**.



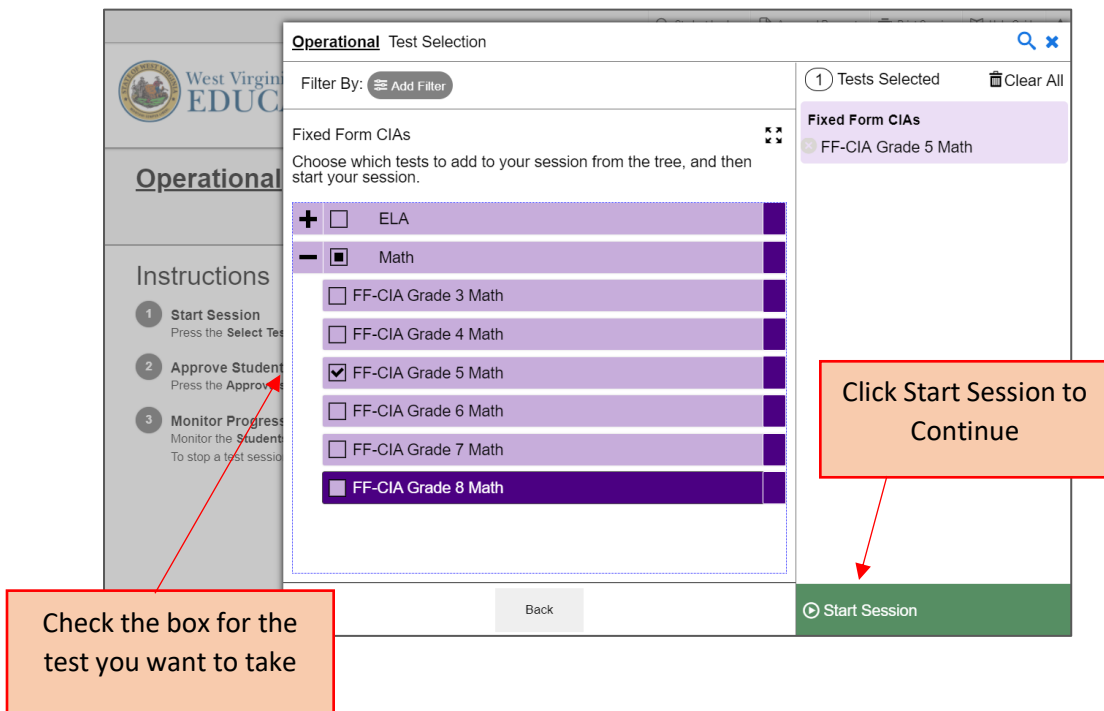
2. Once you log in, you will see the **Test Selection** window. If the **Test Selection** window is not open, click **Select Tests** in the upper-right corner of the TA Site. When the Operational Test Selection window opens, click on the arrow beside the testing category—Fixed Form CIA.



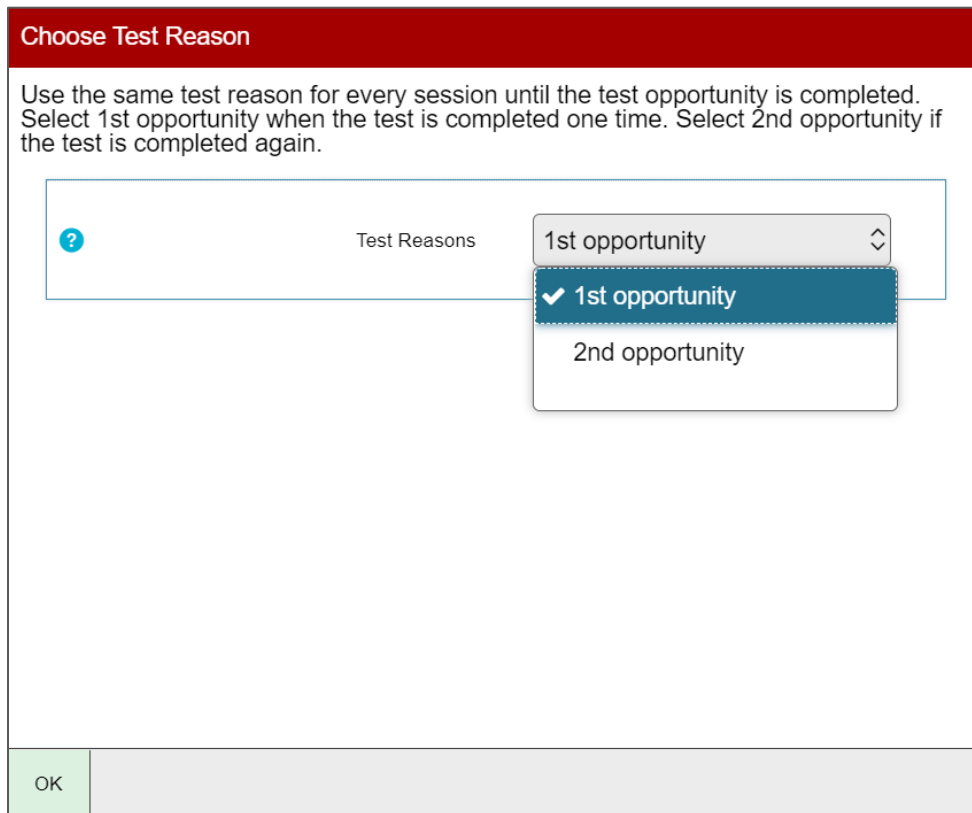
3. After selecting the Fixed Form CIA, the ELA and Math submenu appears. Select which subject FF-CIA you want to administer by clicking on the (+) button to expand the tests.



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**.

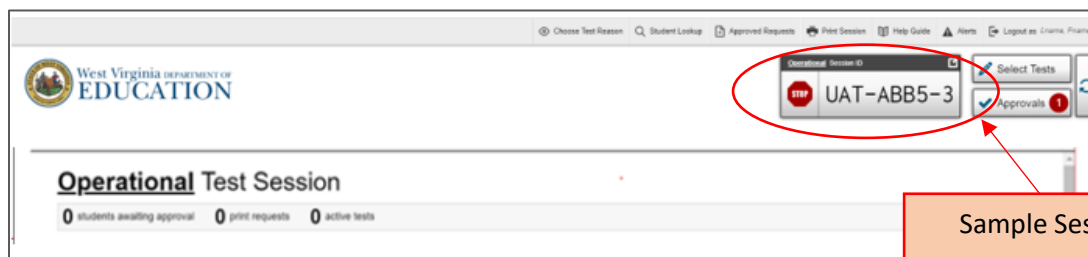


- The **Choose Test Reason** window appears, and you must choose a test reason to continue. The Test Reasons are 1st opportunity and 2nd opportunity. Use the same test reason for every session until the test opportunity is completed.
 - Select **1st opportunity** when the test is completed one time and 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 Test Browser App iPad** 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 Test Browser App installed on their iPad because this is the only way to take an interim test using an iPad.
✓	2. Remind students they will be unable to communicate with the teacher when the Student Secure Test Browser App 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 Test App 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 Test Browser App iPad and review the document with students prior to testing.
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The remaining information below is excerpted from the **Student Guide Secure Test Browser App iPad**. This printable, student-user document is located at <https://wv.portal.cambiumast.com/resources/quick-guides-cat/>.

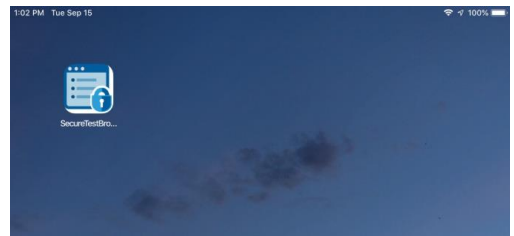
Student Guide Secure Test Browser App iPad

If the student’s device is a then the student uses the following software:
personal iPad	Secure Test Browser app (You need to download this app from your iPad’s App Store by searching for “Secure Test Browser”)

Student Sign in Using Secure Test Browser App on iPad

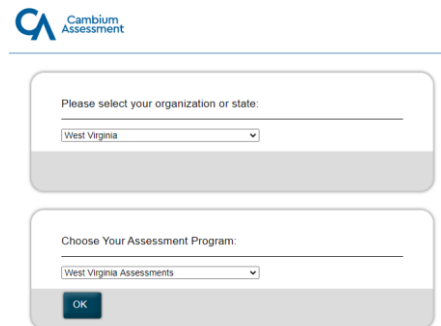
1. Launch the Secure Test Browser App on your iPad.

Figure 1. **Secure Test Browser App**



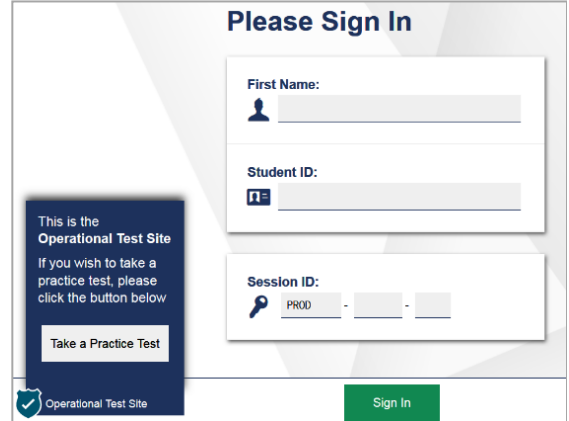
2. The **Mobile Launchpad** page appears.
3. From the drop-down lists, select “**West Virginia**” and then “**West Virginia Assessments.**”
4. Select “**OK.**” The **Student Sign-In** page appears.

Figure 2. **Mobile Launchpad** Page



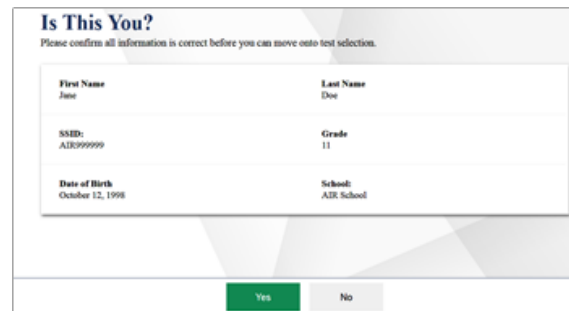
5. Enter the following information:
 - a. In the *First Name* and *Student ID* fields, enter your first names and SSIDs. Your first name should match the name indicated in WVEIS. Do not use nicknames.
 - b. In the *Session ID* field, enter the session ID provided by your teacher. This ID is created by the teacher when they start a test session.

Figure 3. **Student Sign-In Page**



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

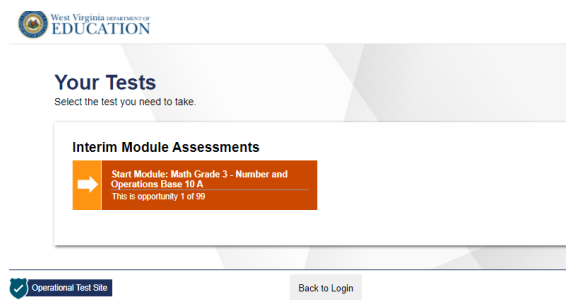
Figure 4. **Is This You? Page**



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

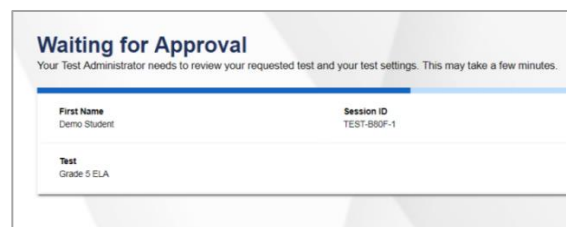
8. From the *Your Tests* page, select the Interim Assessment your teacher has indicated you will be taking.

Figure 5. **Your Tests Page**



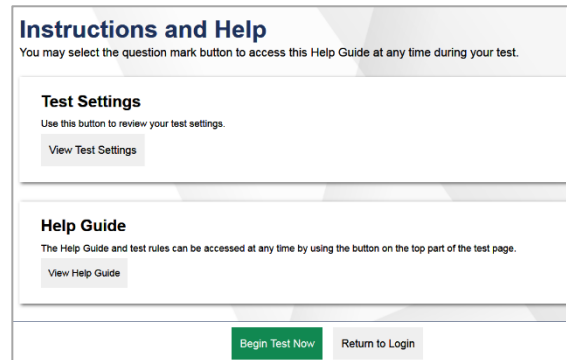
9. Your request is sent to the teacher, and you are taken to the *Waiting for Approval* page. The teacher must approve you for testing before you can proceed. Once the teacher approves, the *Instructions and Help* page appears.

Figure 6. **Waiting for Approval Page**

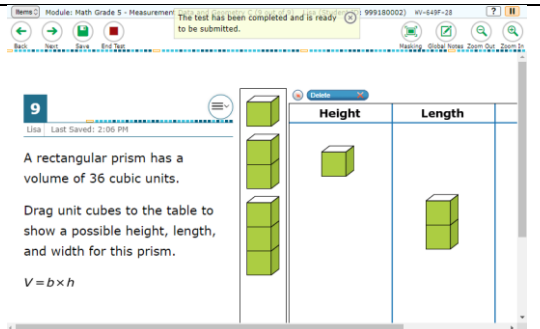
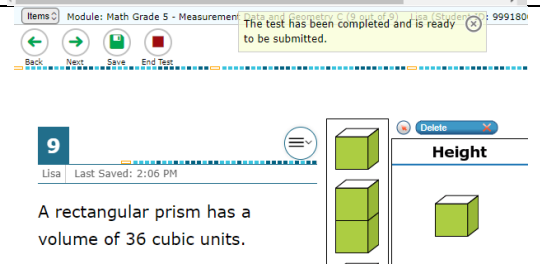
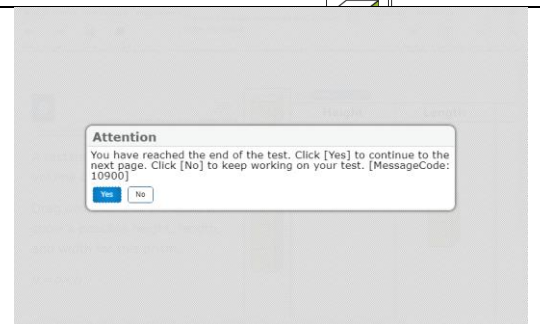


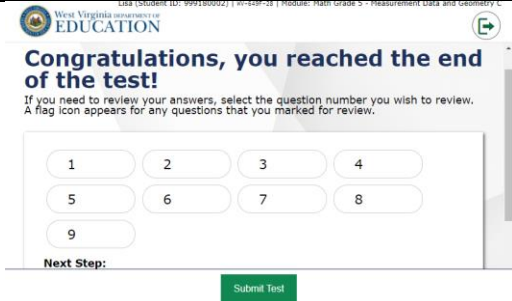
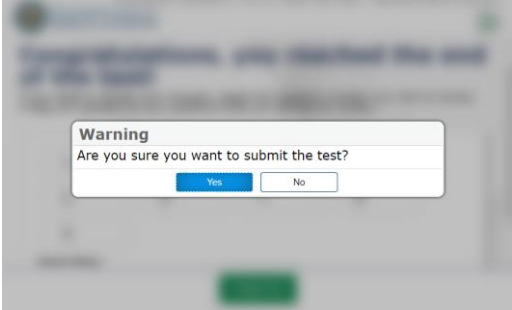
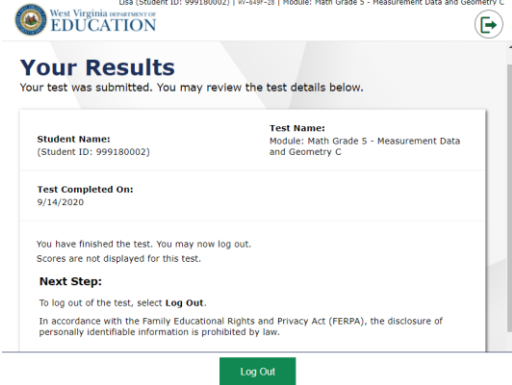
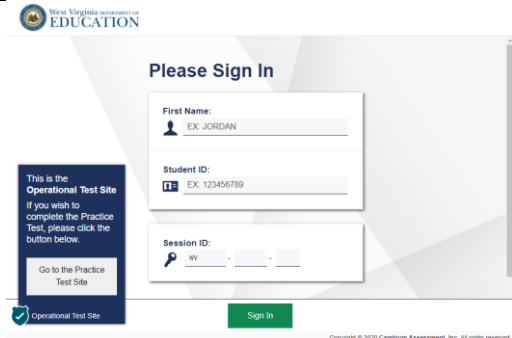
- To start the test, select “**Begin Test Now.**”
Test questions appear on the screen and you can begin.

Figure 7. **Instructions and Help** Page



Student Sign-Out Using Secure Test Browser App on iPad

<ol style="list-style-type: none"> 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. 	
<ol style="list-style-type: none"> Click on the red End Test button in the upper-left corner. 	
<ol style="list-style-type: none"> An attention message will appear once you click on End Test. Click Yes to continue to the next page and submit the test. 	

<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 home button on your iPad to close out of the Secure Test Browser App.</p>	

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