Disable the pop-up blocker in the Chrome browser.

- Click in top right corner (box with red x) and choose “Always allow pop-ups”
- Click “Try Again” in the warning message”

1. **Activate a Test Session:** *See Page 3 (attached)*

2. **Students:** Launch secure browser on desktop

3. **Students:** Log in with username, password and Session ID

4. **Approve Students:** *TA must approve student test session before requested test can begin*

   - Test Session window: Click [Approvals] button to see students awaiting approval to test
   - All tests should say “Summative” in the title
   - **Note:** To update list of students awaiting approval, click [Refresh Now].
   - Confirm students’ test settings, accommodations and/or designated supports
     - Click next to student name to review settings to review individual student test settings

     **Accommodations, defined by IEP will be setup by SAU beforehand. Do not change.**

   - If test settings are correct:
     - To approve individual student, click [✓] button for each student
     - To approve all students in the list, click [Approve All Students]
   - **NOTE:** If test settings are incorrect, do not approve that individual student. Do not change any designated supports. Notify building principal
   - **Note:** Once students are approved, settings for the current session cannot be changed

   - To deny a student, click [✗] Enter a brief reason (e.g., student selected wrong assessment)
   - Students begin test
5. **Pause Session for breaks shorter than 20 minutes:**
   a. Student does not need to Pause test (this requires them to log back in)

6. **Stop Session (for breaks longer than 20 minutes OR students have completed the test):**
   o If test session break will be longer than 20 minutes (i.e. lunch), this requires a Stop Session.
   o Note: A [Stop Session] longer than 20 minutes submits all questions answered and marked for review as final. Students will not be able to go back to previously answered or marked for review questions.
   o Announce upcoming break and allow extra time for students to review questions completed to this point.

7. **How to Stop Session: Students must first [Pause] or [Submit Test]**
   a. Student will select [Pause] if they are not finished
   b. Student will select [Submit Test] if they have completed the test
   c. Once all tests are [Paused] or [Submit Test], teacher ends test session. Click [Stop Session].
   d. Confirmation message appears on TA screen. Click [OK].
   e. A [Stop Session] will require the TA to generate a new Session ID to log back into the test.

8. **Restart Test Session:** To restart a test after a break, create a new Session ID.
HOW TO ACTIVATE A TEST SESSION: SUMMATIVE ASSESSMENTS

This document provides instructions on how to activate a test session for the NH SAS in the TA Interface.

1. From the NH portal (http://nh.portal.airast.org), select the:

2. Click the Test Administration card to enter the TA Interface:

3. Enter your email address and password, and then click Secure Login. You will be prompted to Enter Code (check your @sau57.org email):

   ![Login Page Image]

   - Email Address
   - Password
   - Forgot Your Password?
   - Secure Login

Test Selection

When you enter the TA Interface the Test Selection box appears. You can also click the [Select Tests] button in the upper-right corner of the screen.

1. To select tests for the session, do one of the following:
   - To select individual tests, mark the checkbox for each test you want to include.
   - To select all the tests in a test group, mark the checkbox for that group.

2. The figure below shows the Grade 3 ELA Summative Reading test selected:

   ![Selected Tests Image]

   - Summative
   - ELA
     - Reading
     - Writing
   - Math
   - Science

3. After you have selected the test(s), click [Start Session].

4. The session ID will be generated in the upper-right corner of the screen.

   - NH-3C39-1

Contact the New Hampshire Statewide Assessments System Help Desk for additional guidance.
Email: nhhelpdesk@air.org
Phone: 1.844.202.7584