# Administering WVGSA & Interim Tests

This is a brief guide intended to serve as a reminder on test day. At least once a year, to prepare for giving the tests, we *strongly recommend* that you complete the Test Administrator Certification course at air.cert.airast.org.

Teachers (Test Administrators)

1. Go to **wv.portal.airast.org** in Chrome. Click "Test Administrators"
2. Click **"Operational Test Administration"**
3. Sign in with **k12 email** as your user name.
4. Expand menus with "+" to **select specific test(s)** in your session:
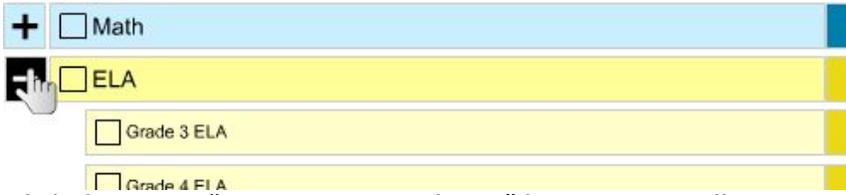
5. Click the green "Start Operational Test" button. You will see something like this in the top right of your screen:

6. **Prompt students** to sign in to their test using the **Session ID.**
7. Click **"Approvals"** to check that your assigned students are taking their assigned tests with the correct accommodations.
8. Use the **testing site's refresh button** (NOT Chrome's refresh button!) to update the screen if needed.
9. **Approve students** individually or with the "Approve all" button. (Once approved, students are able to enter the test.)
10. During the test:
    a. **Monitor students** by walking around the room
    b. View students' **progress on your computer** screen.
    c. **Pause** students' tests if they leave for any reason.
    d. You need to **approve** students' tests when they resume.
    e. **If** your session ends (such as during a break), don't panic.
        i. Start a new session with the same tests.
        ii. Have students sign in with the new Session ID.
11. Be sure students turn their computers **OFF** after they finish.
12. "STOP" the session when testing is over for the day.

Students

1. Open the secure test browser using one of these processes. Ask your teacher if you are not sure which steps to use.
    a. On a **Chromebook**:
        i. **Sign out** of your Chromebook.
        ii. Click the **"Apps"** button in the lower left of the sign in screen.
        iii. Click **"AIR Secure Test" app**.

        OR

    b. On **another computer** or virtual desktop (If you have tests read aloud, *you must* follow these steps):
        i. Sign in to the computer or virtual desktop.
        ii. Double click **"Applications"** folder.
        iii. Double click **"WV Secure Browser."**

2. When instructed to do so, sign in to the test with your **first name**, **lunch number**, and **Session ID** from your teacher.
3. **Wait** patiently for your teacher to approve your test.
4. **Double check** all the information, then click **"Yes, start my test."**
5. Check your **sound** if you are prompted to do so. (Try using the volume up key on your Chromebook if you can't hear the sound.)
6. Now for the fun part: **Take that test! Do your Best!**
    a. **Raise your hand** to tell your teacher about any problems.
    b. **Pause** your test if you leave the room for any reason.
    c. Your teacher will need to **approve** your test again when you resume a paused test.
7. **Review** your answers before hitting **"Submit Test."**
8. Click **"Log Out"** when you are told, "You have finished the test."
9. Turn the Chromebook or other computer **OFF**. You may not use it until testing is over.