

Rocky Hill Public Schools

Remote Testing Quick Guide for Students and Parents

How to Sign In to Take a Test

Before or on the day of the test, the teacher will provide a session ID to access the test session. Students can sign in to a take a test by following the steps below:

1. To access the *Sign In* page using the Secure Browser, double-click the shortcut on their desktop to launch it.
2. The *Sign In* page appears. Do the following:
 - a. In the *First Name* field, enter the student's first name exactly as it appears in Cambium Assessment systems. If the student is unsure how their name appears in Cambium Assessment systems, check with the student's teacher.
 - b. In the *Student ID* field, enter the student's student ID provided by the teacher.
 - c. In the *Session ID* field, enter the session ID provided by the teacher.
 - d. Select **Sign In**.

Please Sign In

This is the **Operational Test Site**.
If you want to go to the Practice and Training Test Site, click the button below.

Go to the Practice and Training Test Site

Operational Test Site.

First Name:
EX: JORDAN

Student ID:
EX: 123456789

Session ID:
CT - -

Sign In

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- The *Is This You?* page appears. The information on this page includes the student's first name, student ID, grade, and school. If all the information on the **Is This You?** page is correct, select **Yes**. If any information on this page is incorrect, notify the student's teacher before selecting **No**.

The screenshot shows a web interface titled "Is This You?" with the instruction "Please review the following information." Below this is a table with four fields: First Name (Gailly), Grade (04), Student ID (000000000), and School (Your School). The table is enclosed in a red rectangular border. At the bottom of the page, there are two buttons: "Yes" (highlighted with a red border) and "No". In the bottom left corner, there is a small green icon and the text "Operational Test Site". In the bottom right corner, there is a small copyright notice: "Copyright © 2020 Cambium Assessment, Inc. All rights reserved."

First Name	Grade
Gailly	04
Student ID	School:
000000000	Your School

Operational Test Site

Yes No

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- The *Your Tests* page appears. The test(s) included in the test session will be listed here. Select the test as instructed by the student's teacher. If any of the information on this page is incorrect, notify the student's teacher before proceeding.


The screenshot shows a web interface titled "Your Tests" with the instruction "Select the test you need to take." Below this is a section titled "Smarter Balanced Summative Assessments". There are two buttons, each with a white arrow icon on a blue background. The first button is labeled "Start Summative CAT - ELA Grade 3" and "This is opportunity 1 of 1". The second button is labeled "Start Summative CAT - Math Grade 3" and "This is opportunity 1 of 1".

Your Tests

Select the test you need to take.

Smarter Balanced Summative Assessments

**Start Summative CAT - ELA Grade 3**
This is opportunity 1 of 1

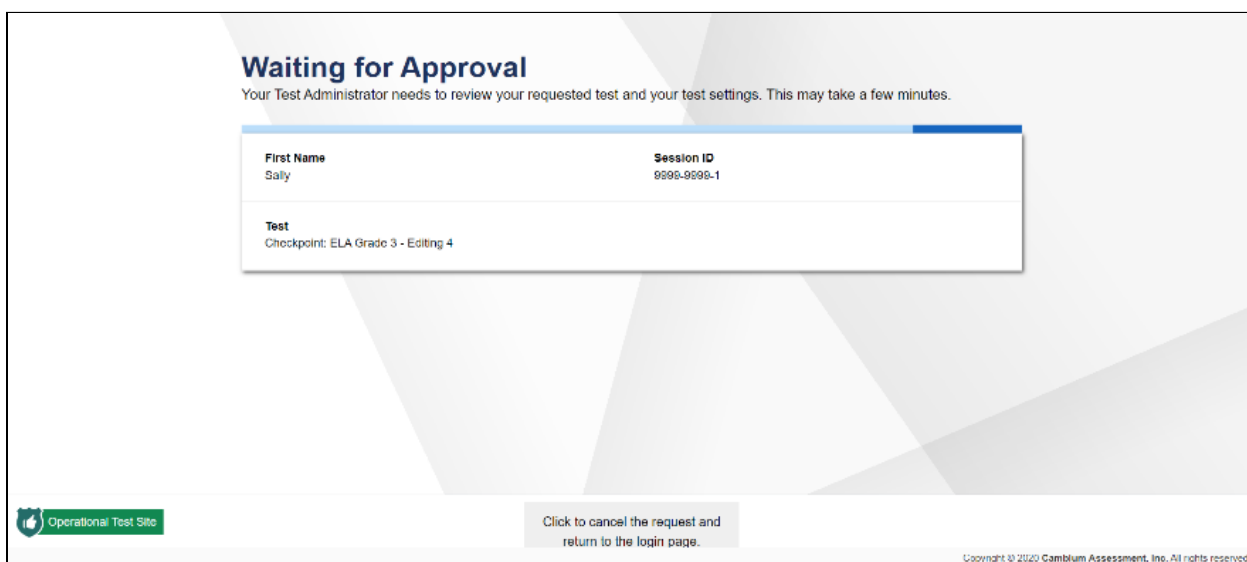
**Start Summative CAT - Math Grade 3**
This is opportunity 1 of 1

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6. After the student's teacher approves them into the session, the *Audio/Video/TTS Checks* page appears. Depending on the test the student is completing, some checks below may not appear. To complete the checks that do appear, do the following:
 - a. In the *Camera Check* field, the student will need to do the [following](#):
 - b. In the *Microphone Device Check* field, the student will need to do the [following](#) to check the audio:
 - c. In the *Audio Playback Check* field, do the [following](#):
 - d. Select **Continue**.
7. The *Waiting for Approval* page appears. The student's request to join the test session is sent to the teacher. The student's teacher must approve them into the session before they can proceed.



8. Once the teacher approves the student's request, the *Instructions and Help* page appears. On this page, the student can do any of the following:
 - a. To communicate with the teacher directly, select the student icon in the bottom right-hand corner of the page.

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Instructions and Help

You may select the question mark button to access this Help Guide at any time during your test.

Test Settings

Use this button to review your test settings.

[View Test Settings](#)

Additional Test Information

- Please consult your teacher prior to pausing this test.
- You must answer every item on this test. You may not skip questions.

Help Guide

The Help Guide and test rules can be accessed at any time by using the button on the top part of the test page.

[View Help Guide](#)

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[Begin Test Now](#)

[Return to Login](#)

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- b. To review the student's test settings, select **Review Test Settings**. The student's test settings and accommodations for the test appear. If any of this information is incorrect, notify the student's teacher. To return to the **Instructions and Help** page, select **OK**.

Review Test Settings

Please review the accommodation settings for your test.

Summative CAT - ELA Grade 4

Embedded Designated Support		
1	Color Contrast	Black on White (default)
2	Masking	Off
2	Permissive Mode	Off
2	Print Size	No default zoom applied
2	Streamline Mode	Off
2	Text-to-Speech (Designated Supports and Accommodations)	None
2	Translations (Glossary)	English Glossary

Embedded Accommodation		
1	Presentation (Designated Supports and Accommodations)	English

Operational Test Site

[OK](#)

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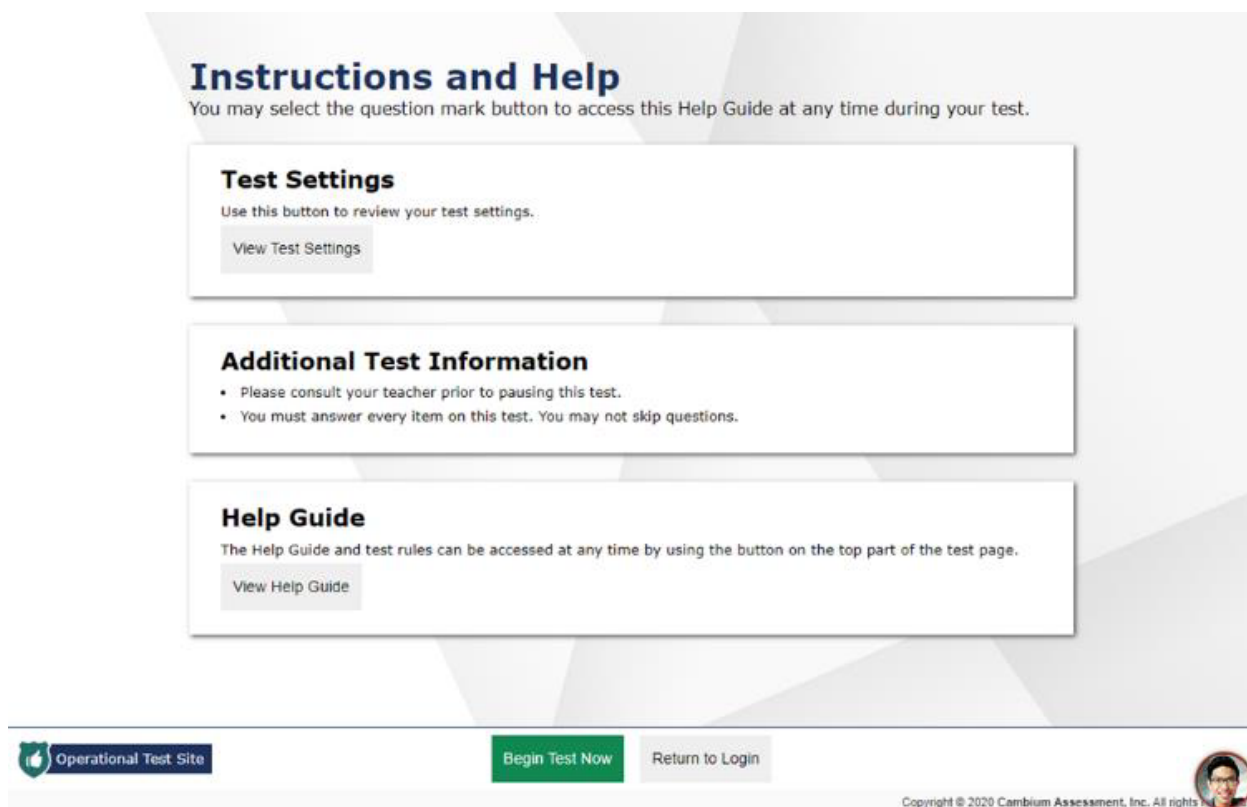
- c. To view any additional test information, if applicable, see the *Additional Test Information* field.
- d. To view the help guide, select **View Help Guide**. The help guide appears. The student can also view the help guide at any time during the test by selecting the Help button inside the test. To return to the *Instructions and Help* page, select **Back**.



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- e. To start the test, select **Begin Test Now** located in the bottom center of the page.



Once the student begins the test, test questions appear on the screen. The student completes their test in the same way as if they were in the classroom or school. The student's teacher can monitor their progress throughout the test even while they are taking the test remotely. ***While the student is allowed to use blank scratch paper to take notes or problem solve, they may not use a phone or any other device, or ask someone for answers to test items.*** If the student has any questions about the test, use the raise hand icon or chat feature for teacher assistance.