

# Online Testing System Assessment Viewing Application User Guide

2021-2022

Published August 13, 2021

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## Introduction to this User Guide

This user guide supports users of the Assessment Viewing Application (AVA). AVA is a component of the Online Testing System that allows authorized users to review assessments for administrative or instructional purposes.

### Organization of this User Guide

This user guide provides information about the following sections:

- [How to Access Tests](#) explains how to select a test to review.
- [How to Navigate AVA and General Test Rules](#) explains how to navigate the test.

There is also an alphabetized [Appendix](#) with additional information and instructions.

### Key Changes

The list below describes a key change to the document for the 2021-2022 school year:

- Once you have verified each functionality check and received a check mark in the green button, you are automatically taken to the next page.

### About Testing Policies and Procedures

This document describes the features and functions of the Assessment Viewing Application. It does not provide information about test administration policies and procedures. For information about policies and procedures that govern secure and valid test administration, see the *Test Administration Manual* available on the Oregon Statewide Assessment System Portal (<https://osasportal.org/>).

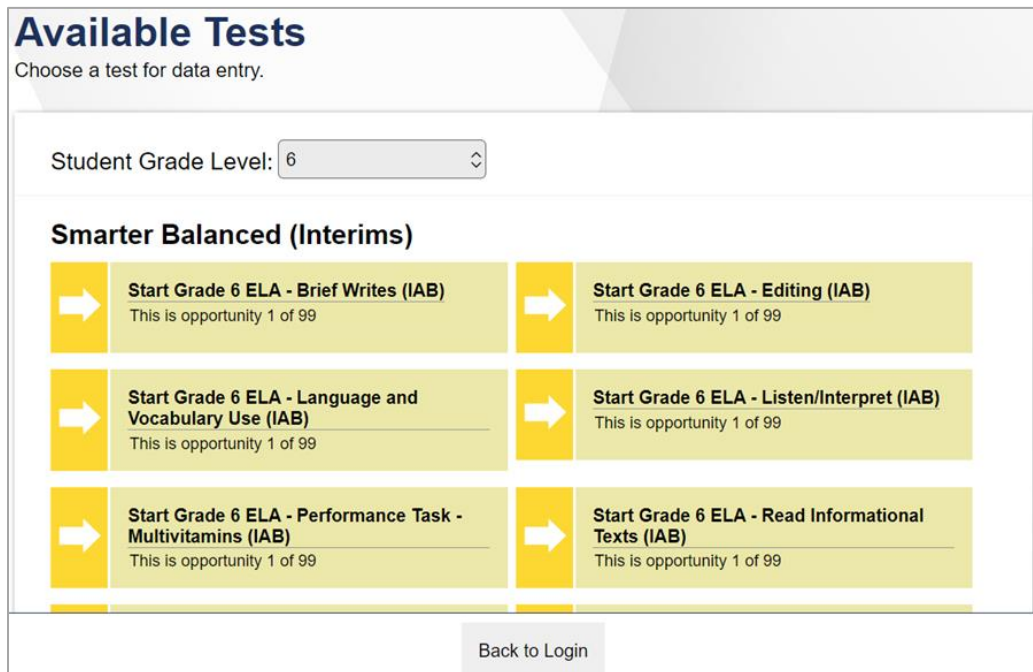
## How to Access Tests in AVA

This section explains how to select tests to review in AVA.

### Step 1 – Choosing a Test Grade and Test

On the **Available Tests** page that is displayed when you login to the AVA, you select the grade level of the test you wish to review and then select an available test. Please note, the Science Interims appear directly under the Smarter Balanced (Interims); you must scroll down to view the Science Interims. Science Interims are available when grade level 5, 8, or 11 are selected.

Figure 1. Available Tests Page



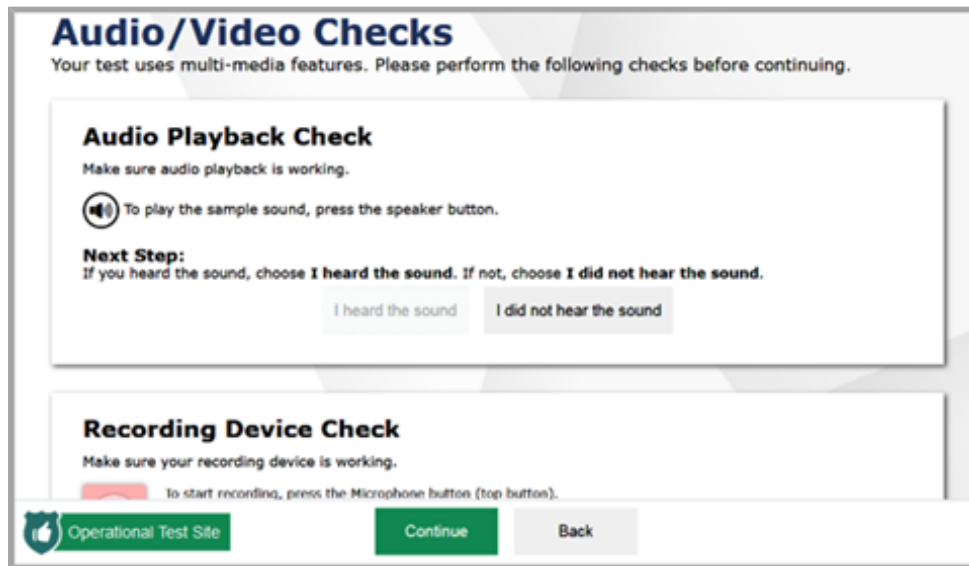
To select a grade and test:

1. From the Student Grade Level drop-down list, select the required grade level. The tests available for the selected grade appears (see [Figure 1](#)).
2. Select the required test name. The **Audio/Video Checks** page appears.

### Step 2 – Functionality Checks

Depending on the test content, you may need to verify that your device is functioning properly from the **Audio/Video Checks** page (see [Figure 2](#)).

Figure 2. Audio/Video Checks Page



Each functionality check appears in its own panel. A check mark will appear in the green button for the functionality that you have verified. Once you have verified all the checks, you are automatically taken to the next page.

The page may consist of any of the following functionality checks:

- [Audio Playback Check](#)
- [Sound and Video Playback Check](#)
- [Video Playback Check](#)

### Audio Playback Check

The **Audio Playback Check** panel appears for tests with listening questions and allows you to verify that you can hear the sample audio.

If the audio does not work, you should troubleshoot the device and headphones or move to another device with working audio.


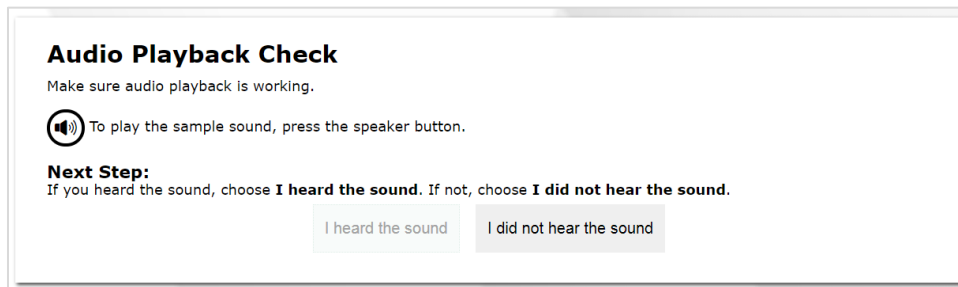
- From the **Audio Playback Check** panel, select  and listen to the audio.
  - If the sound is clearly audible, select **I heard the sound**. A check mark appears in the green button and you can proceed to the next functionality check.

Figure 3. Audio Playback Check Panel



- If the sound is not clearly audible, select **I did not hear the sound** to open the **Sound Check: Audio Problem** panel.
  - You can select **Try Again** to return to the **Audio Playback Check** panel and retry.

## Sound and Video Playback Check

The **Sound and Video Playback Check** panel appears for tests with video and audio content and allows you to verify that you can view the sample video and hear its associated sound.

If the video or audio does not work, you should troubleshoot the device and headphones or move to another device with working audio and video.


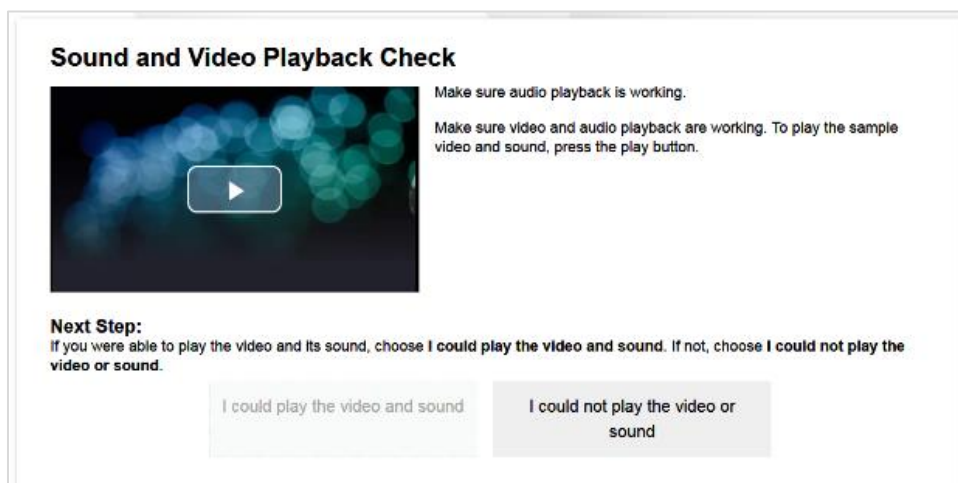
- From the **Sound and Video Playback Check** panel, select  to play the video and sound.
  - If the video can be played and the sound is clearly audible, select **I could play the video and sound**. A check mark appears in the green button and you can proceed to the next functionality check.

Figure 4. Sound and Video Playback Check Panel



- If you are not able to play the video or hear the sound, select **I could not play the video or sound** to open the **Video Playback Problem** panel.
  - You can select **Try Again** to return to the **Sound and Video Playback Check** panel.

## Video Playback Check

The **Video Playback Check** panel appears for tests with video content and allows you to verify that you can view the sample video.

If the video does not work, you should troubleshoot the device or move to another device with working video.


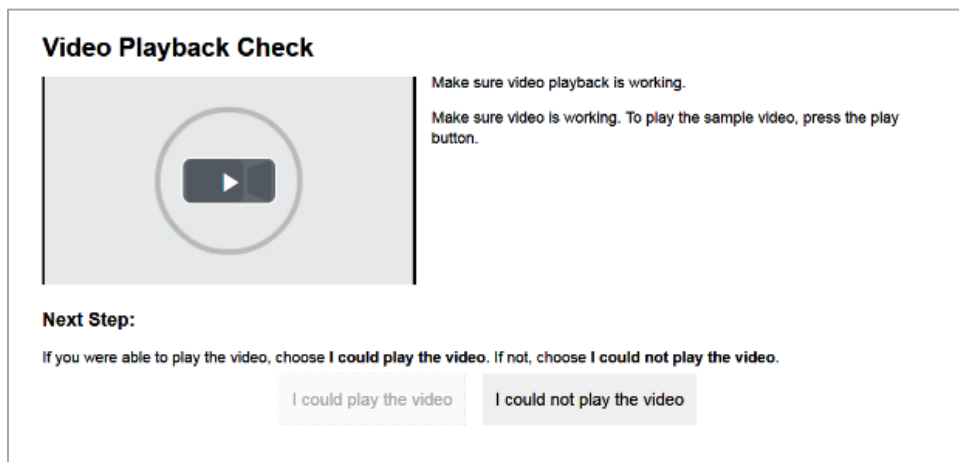
- From the **Video Playback Check** panel, select  to play the video.
  - If the video can be played, select **I could play the video**. A check mark appears in the green button and you can proceed to the next functionality check.

Figure 5. Video Playback Check Panel



- If you are not able to play the video, select **I could not play the video** to open the **Video Playback Problem** panel.
  - You can select **Try Again** to return to the **Video Playback Check** panel.



## How to Navigate AVA and General Test Rules

This section describes how to navigate a test, pause a test, and complete a test review.

### Responding to Questions

When viewing a test, you can practice responding to the test questions. The system is designed to allow you to skip items, and you can navigate to the next page without providing a response to the items on the page. The responses you enter will not be scored when you complete the test review.

Grouped questions may be paginated to appear individually. Tabs for each question in the group appear in the upper-right corner of the page.

Figure 6. Question Buttons



### Navigating to Questions

You can navigate to questions page-by-page or jump directly to a question's test page.

- To navigate page-by-page, click the **Back** or **Next** buttons at the top of the screen.
- To jump directly to a test page, select the required question number from the **Items** drop-down list.


Figure 7. **Items** Drop-Down



### Pausing Tests

You may pause the test at any time. Pausing the test automatically logs you out of AVA. You are unable to resume tests in AVA. To restart the test, you must log back in and select the required test again.

*To pause the test:*

1. Click  in the upper-right corner. A confirmation message appears.
2. Click **Yes** to confirm that you want to pause the test.

## Test Timeout

AVA automatically pauses the test and logs you out after 20 minutes of inactivity. Before AVA logs you out, a warning message appears on the screen. If you do not click **OK** within 30 seconds, you are logged out.

## Finishing the Test Review

After viewing all the questions in a test, the **End Test** button appears in the global menu.

Figure 8. End Test Button in Global Menu



When you click **End Test**, a confirmation message appears, giving you two options:

- To complete the test, click **Yes**.
- To continue reviewing the test, click **No**.

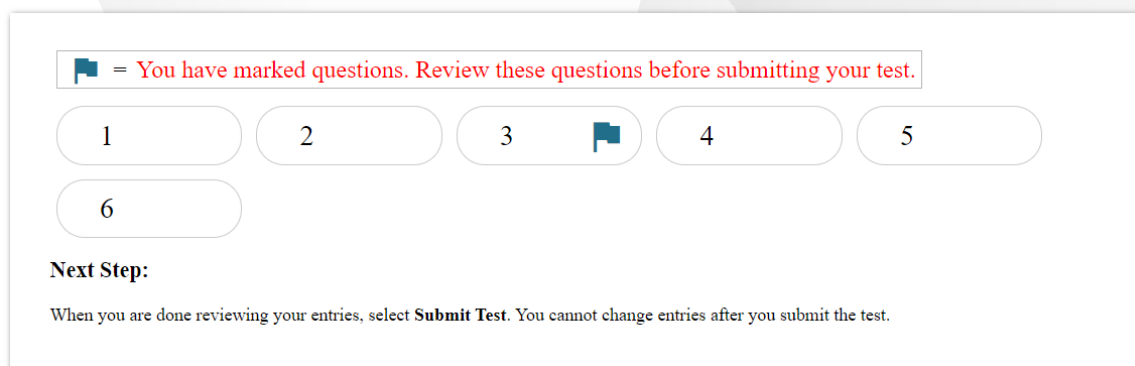
## Reviewing Marked Questions

The **You are done entering data** page gives you one more opportunity to review questions.

Figure 9. You are done entering data Page

### You are done entering data.

If you wish to review your entries, select a question number below.



To review questions again:

1. Click the question number you want to review. The test page for that question appears.
  - You can navigate the test as you did when initially entering responses. The navigation buttons are still available in the global menu.

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- To return to the **You are done entering data** page, click **End Test**.

2. To complete your review, click **Submit Test**.

### Completing the Review and Logging Out

After reviewing the questions, AVA displays a final warning message asking if you are sure you are done. The warning message gives you two options:

- To return to the You are done entering data page, click **No**.
- To complete your review of the test, click **Yes**.

The **Done Reviewing Test** page appears when your test review is over.

Figure 10. Done Reviewing Test Page

**Done Reviewing Test**

The test was submitted. You may view the test details below.

<b>Test Reviewed As:</b> GUEST, GUEST (Student ID: GUEST)	<b>Test Name:</b> Grade 6 ELA - Brief Writes (IAB)
<b>Data Entry Completed On:</b> 9/16/2019	

Scores are not displayed for Sample Tests. If you wish to review another test, you must log out and then log in again.

**Next Step:**

To log out of the test, select **Log Out**.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

[Log Out](#)

- Click **Log Out**. The AVA **Login** page appears. If you wish to review another assessment, you must log in again.

# Appendix

## L

### Login Information for the AVA

Authorized users can access the Assessment Viewing Application via the OSAS Portal.

1. Navigate to the OSAS Portal (<https://osasportal.org/>) and select the Interim Assessments portal card (see [Figure 11](#)) or the Interim Assessments portal tab (see [Figure 12](#)).

Figure 11. Interim Assessments Portal Card

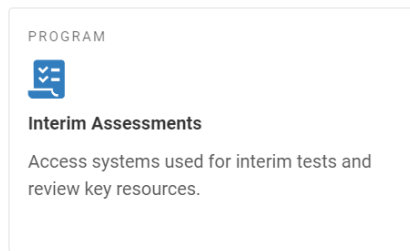
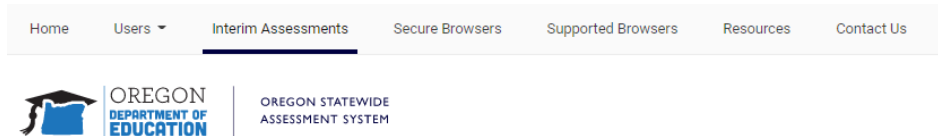
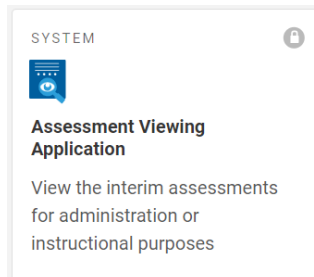


Figure 12: Interim Assessments Portal Tab



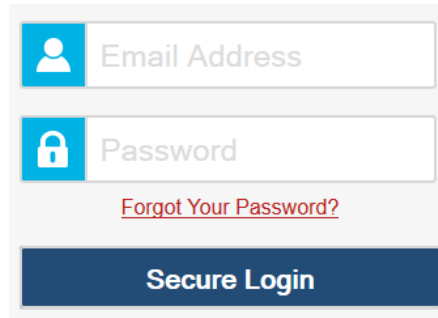
2. Select **AVA System**.

Figure 13. AVA Portal Card



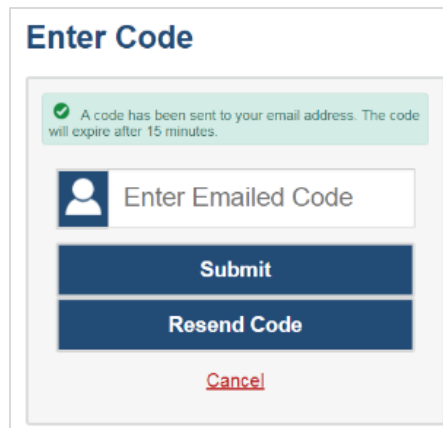
3. In the **Login** page that appears, enter your email address and password.

Figure 14. Login Page



4. Click **Secure Login**. The **Available Tests** page appears (see [Figure 1](#)).
  - a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears and an email containing an authentication code is sent to your address.

Figure 15. Enter Code Page



- In the *Enter Emailed Code* field, enter the emailed code.
- Click **Submit** to log into the AVA.

**Note:** If your browser’s settings prevent you from accessing the **Available Tests** page and a pop-up blocker notification appears as shown below, click **X** in the pop-up blocker and click **Try Again**. You will be directed to the **Available Tests** page.

Figure 16. Pop-up Blocker Notification



## U

### User Support and Troubleshooting Information

#### User Support

For information and assistance in using the Assessment Viewing Application, contact the OSAS Helpdesk. The Helpdesk is open Monday–Friday from 7:30 a.m. to 8:00 p.m. Eastern Time (except holidays or as otherwise indicated on the OSAS portal).

#### Oregon Statewide Assessment System Helpdesk

Toll-Free Phone Support: 1-866-815-7246

Email Support: [osashelpdesk@cambiumassessment.com](mailto:osashelpdesk@cambiumassessment.com)

Chat Support: <https://osasportal.org/contact.html>

Please provide the Helpdesk with a detailed description of your problem, as well as the following:

To assist you with your issue or question, please provide the Helpdesk with detailed information that may include the following:

- The district and school name
- The Test Administrator name and contact information
- The test name and question number
- Any error messages and codes that appeared
- Operating system and browser information

#### Usernames and Password Issues

Your username for logging in to the AVA is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the **Reset Your Password** page. To activate your account, you must set up your password within 15 minutes of the email being sent.

- **If your first temporary link expired**

In the activation email you received, click the second link provided and proceed to request a new temporary link.

- **If you forgot your password:**

On the **Login** page, click **Forgot Your Password?** and then enter your email address in the *Email Address* field. You will receive an email with a new temporary link to reset your password.

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- **If you did not receive an email containing a temporary link or authentication code:**

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the OSAS Helpdesk for assistance. You must provide your name and email address. Contact information is available in the [User Support](#) section of this user guide.

## Change Log

Location	Change	Date