Quick Guide to Administering Interim Assessments Remotely

The Interim Assessment System provides teachers with an additional resource that measures students’ mastery of specific content and skills. Interim assessments are administered on a computer using the same Test Delivery System as the Oregon Statewide Summative Assessments. Typically, students use the Secure Browser to take interim assessments at school. In the midst of the national health crisis, the Oregon Department of Education will support teaching and learning by allowing teachers to administer interim tests remotely. Cambium Assessment has configured the Test Delivery System to assist in this effort. Students may access the interim assessments remotely using the Secure Browser, Secure Test iPad app, or the Chrome or Firefox web browsers. This document describes how test administrators (TAs) can remotely administer the interim assessments and how students may access and participate in an interim assessment. The Interim Assessment System, including Tools for Teachers, will be available to educators starting September 15, 2020.

How Test Administrators Administer Interim Assessments Remotely

During the 2020 – 21 instructional year, teachers may administer, and students may take, interim assessments under the following conditions:

- An authorized employee (e.g., teacher, test administrator) in a district administers the test consistent with the district or school policies for in-person interim assessment administration.
- The test administrator monitors the test activity such that tests are open only for the minimum amount of time necessary for students to complete and submit their responses.
- The test administrator uses established test administration practices to support students accessing the interim assessments; this may be a phone call or chat with a parent in advance of starting the test.
- The test administrator maintains student data privacy with student SSID and other personally identifiable information (PII), which are required to take an interim. Do not send PII over email, chat or text, or other non-secure transmission methods. Please refer to local policies regarding communicating PII.
- The test administrator follows state and local policies regarding test security and immediately escalates to the test coordinator any suspected item security issue (e.g. posting on social media).

Test administrators will administer interim assessments at home the same way they would at their schools.

1. In a web browser, navigate through the OSAS Portal (https://osasportal.org/) to your test administration login page and log in using the same credentials you
would use at school.

2. Select the test you will be administering. Students will be able to take interim assessments in the Secure Browser, Secure Test app, or the Chrome or Firefox web browsers.

3. Start the test session and securely provide your students the session ID that is generated. This session ID may be used by all students for the session, but when this session is closed, a new session ID will be required.

4. After your students sign in and select the test they’re going to take, approve them into the session so that they may start testing.

5. After all students complete the test, stop the test session and log out.

How Students Take Interim Assessments Remotely

<table>
<thead>
<tr>
<th>Student Device</th>
<th>Required Software</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loaner device from school district with Secure Browser already installed</td>
<td>Secure Browser (If the Secure Browser is already installed, these devices require no further setup.)</td>
</tr>
<tr>
<td>Personal device running Windows or Mac</td>
<td>Chrome or Firefox web browser</td>
</tr>
<tr>
<td>Personal device running Chrome OS</td>
<td>Chrome web browser</td>
</tr>
<tr>
<td>Personal iPad</td>
<td>Secure Test app (You need to download this app from your iPad’s App Store.)</td>
</tr>
</tbody>
</table>

Signing in to Take an Interim Assessment
Once you have the required software as outlined above, you are ready to sign in and take an interim assessment.

1. Launch the required software on your testing device.
   a. If you are using the Secure Browser, the Student Sign-In page appears. Skip to step 5.
   b. If you are using the Secure Test app, the Mobile Launchpad appears. Skip to step 3.
   c. If you are using the Chrome or Firefox web browsers, continue to step 2.

2. In the URL bar, enter https://mobile.tds.cambiumast.com/Launchpad/ and hit enter on your keyboard. The Mobile Launchpad page appears.
3. From the drop-down lists, select “Oregon” and “Oregon Statewide Assessment System”.

4. Select OK. The Student Sign-In page appears.

5. Enter the following information:
   a. In the First Name and SSID fields, students enter their first name and SSID.
   b. In the Session ID field, students enter the session ID provided by their test administrator. This ID is created by test administrators and can change throughout the day.

6. Students 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. If any of the information is incorrect, notify your test administrator before proceeding.

   Figure 4. Your Tests Page

![Your Tests Page](image)

8. From the **Your Tests** page, select the interim assessment you will be taking.

9. The student’s request is sent to the test administrator, and the student is taken to the **Waiting for Approval** page. The test administrator must approve the student for testing before the student can proceed. Once the TA approves, the **Instructions and Help** page appears.

   Figure 5. Waiting for Approval Page

![Waiting for Approval Page](image)

10. To start the test, select **Begin Test Now**. Test questions will appear on the screen. Students can test normally as if they were in school. Test administrators will be able to remotely monitor their progress throughout the test.

   Figure 6. Instructions and Help Page

![Instructions and Help Page](image)