Digital Test Preview Guide

For Digital Tests in the SAT® Suite of Assessments

2020-2021
Introduction

This guide provides support for users navigating the Digital Test Preview and the TA Interface Practice Site. These sites may be used to become familiar with the Test Delivery System provided by Cambium Assessment, Inc. (CAI) – formerly AIR. It is intended for test coordinators and proctors responsible for proctoring digital tests in the SAT Suite of Assessments.

Contact College Board Support

Phone: 855-373-6387

Follow the prompts for digital testing and listen to the options for your area of concern. Support options include the following:

- General College Board assessments questions and policies
- Technical support with CAI’s digital testing systems, such as TIDE or TA Interface

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Overview of the Test Delivery System

CAI’s Test Delivery System (TDS) is used to administer College Board’s digital tests in the SAT Suite of Assessments.

The Test Delivery System offers the following sites as a sandbox environment for users to become familiar with College Board’s Digital Test Delivery System. These sites function similarly to the operational Test Administrator (TA) Interface and secure browser:

- **TA Interface Practice Site**: Allows proctors to practice administering tests and monitoring student test statuses.
- **Student Digital Test Preview**: Allows students to practice using the secure browser and embedded tools to take tests digitally.

How to use this guide:

This document provides guidance for two scenarios described below:

**Student Self-Guided Preview**

Students access the Digital Test Preview as a “Guest” user and proceed at their own pace viewing the secure browser without a proctor.

The Digital Test Preview is accessible with a supported browser through College Board’s digital testing portal, [digitaltesting.collegeboard.org](http://digitaltesting.collegeboard.org). Alternatively, students may use the installed secure browser applications – CB Secure Browser on Windows, Mac and Linux, or SecureTestBrowser on Chromebooks and iPads. To get started, see instructions at Student Self-Guided Preview.

**Proctor-Guided Preview**

A proctor will use the TA Interface Practice Site to create a digital test session and practice using the two-step approval process to admit and start the test for students who are using the Digital Test Preview to sign into the session.

For this experience, students must access the Student Digital Test Preview via the secure browser previously installed on their device or through the Digital Test Preview site from the digital testing portal, [digitaltesting.collegeboard.org](http://digitaltesting.collegeboard.org).

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**Note**: Accessibility software must be certified for use with the secure browser. Students who are testing with Text-to-Speech (TTS) or Assistive Technology (AT) should use a device with the secure browser application installed and access the Digital Test Preview through the app as a method of determining if a device works with the assessment.
**Student Self-Guided Preview**

Students may access the Digital Test Preview from [digitaltesting.collegeboard.org](http://digitaltesting.collegeboard.org), unless they are testing TTS or AT settings, then they should use a device with the secure browser installed.

Students should be encouraged to view the test preview in its entirety to see all question and answer types and associated features. For information about the embedded tools and how to use them, students should review the Help Guide and Test Settings screen which is available upon sign-in. A list of secure browser tools is available in Appendix A.

**Access the Student Digital Test Preview from the Web**

1. In a supported web-browser, go to [digitaltesting.collegeboard.org](http://digitaltesting.collegeboard.org).

2. Click the button to **Preview the Student Digital Test Experience**.

3. On the sign-in page, toggle both fields to the “ON” position to sign in as a guest user.

4. Click **Sign In**.
Proctor-Guided Preview

In this scenario, a proctor will administer the Digital Test Preview with a timed test experience. To sign into the TA Interface Practice Site, participating proctors must have log-in credentials to the TA Interface.

Follow the steps below to simulate a test day administration and practice starting test sessions using the 2-step approval.

Step 1: Proctor signs into the TA Interface Practice Site

To access the TA Interface Practice Site:

Go to digitaltesting.collegeboard.org and click the button to Simulate Test Day on the TA Interface Practice Site.

The “Test Administration Practice” page of the digital testing portal appears.

Click on the link to the TA Interface Practice Site.

Use your email address and password to sign in.
Step 2: Proctor starts a test session

When you sign into the TA Interface Practice Site, the Test Selection window opens immediately.

Create a new test session:

1. Click the checkbox for **Student Digital Test Preview**.
2. Click **Start Session**.

The **Session Attributes** screen appears prompting you to select the timing attribute for the test session.

3. Make a time selection from the dropdown menu.
4. Click **OK**.

The TA Interface will generate a session ID. Share the session ID with your students by writing it in a location visible to all students (including the hyphens).
Step 3: Students sign into the Digital Test Preview

This section describes the student sign-in process for the Student Digital Test Preview. Students can sign in to participate in the Digital Test using one of two methods:

**Method 1: By using the secure browser app (CB Secure Browser or SecureTestBrowser):**

1. Launch the secure browser on the student’s testing device.
2. On the student's sign-in page, select the option to **Take the Digital Test Preview**.

Note for **Chromebooks and iPads**: If this is your first time launching the SecureTestBrowser, use the menu icon (4-square waffle) to access the secure browser launchpad; then select College Board from the list of states and organizations.

**Method 2: By using a web browser:**

2. Click the button to **Preview the Student Digital Test Experience**.

Then sign in:

1. On the sign-in page students should log in as a guest with the following settings:
   a. Guest User is “ON”
   b. Guest Session is “OFF”
2. Enter the **session ID** provided from the TA Interface Practice Site.
3. Click **Sign In**.
Common Student Sign-in Errors

The Test Delivery System generates an error message if a student cannot sign in. See below for the most common student sign-in issues and how to resolve them.

"Session does not exist"

The student entered the session ID incorrectly or signed into the wrong site. Verify that the student correctly entered the active session ID. Also, verify that both you and the student are using the correct sites (e.g., College Board’s Student Digital Test Preview, TA Practice Site).

"Session has expired"

The session ID corresponds to a closed session. Confirm that the student enters the correct Session ID for your active session.

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**Note:** When students join the session as a “Guest” student, proctors will experience limited functionality of the TA Interface. Simulating breaks with the Pause feature and resuming student tests will not be the same, expected behavior compared to Operational tests in the TA Interface.
Step 4: Students verify their name and test selection

After students sign in, the “Your Tests” page appears.

1. Select a Student Grade Level.

2. Click Start Student Digital Test Preview.

A Waiting for Approval screen appears displaying student information.

Students wait while you approve their entry into the test session from the TA site.
Step 5: Proctor admits students into the session (part 1 of the 2-step approval)

In the TA site, you will see a request to approve the number of students signing in for the session.

Proctor:

1. In the TA Interface Practice Site, click Approvals.
2. The Approval Queue window appears displaying a list of students.
3. When all expected students are in the queue, click Admit Students and Yes, on the pop-up, to confirm.
(Optional): Proctor reviews and modifies Test Settings for students testing with accommodations

If you will be conducting the preview for students with accommodations, you can review and modify their test tools as they wait to be approved.

1. To review a student’s test settings and accommodations, click for that student. The student’s information appears in the Test Settings window.

2. To enable or adjust any of the settings, select an option from the applicable dropdowns, then click Set.

Note: Any changes made on this screen are for the student’s preview experience only and will not affect their test settings for test day. To modify the student’s official test day settings, the test coordinator or SSD coordinator must make the change in TIDE.
Step 6: Sound check in the secure browser (for TTS users, only)

The Text-to-Speech Sound Check appears in the secure browser if a student has the (TTS) setting enabled. Students must use the sound check to verify that TTS is working properly on their device and modify the audio settings to their preference.

To complete the TTS sound check:

1. Select the speaker icon and listen to the audio.

2. If the voice is clearly audible, select Works!

3. If the voice is not clearly audible, adjust the settings using the sliders and select the speaker icon again.

4. If the voice continues to be inaudible, select Doesn’t Work, and troubleshoot with your technology coordinator.
Step 7: Students verify test settings

After the initial proctor approval, the "Help Guide and Test Settings" page appears in the secure browser.

The student may review the Help Guide and Test Settings and verify any test settings which they are expected to use during Digital Test Preview.

1. Click **View Test Settings** to see any accommodation settings that have been set already.

2. After viewing test settings click **OK** and return to the previous screen.
Step 8: Starting the test (Part 2 of the 2-step approval)

**Students:**

This is the last step of the sign-in process for Students.

When ready to begin the test, click **Start** at the bottom of the Help Guide and Test Settings page.

After clicking **Start**, wait for final proctor approval.
Proctor:

A second request for approval appears in the TA Practice site while students continue to see the **Waiting for Approval** message.

When all students are listed, click **Start Test**.

This final approval starts test time.

Students will see the directions for the first part of the Test Preview in the secure browser.
Step 9: Proctor monitors students’ test progress from TA Interface

After you approve students for testing, the table for monitoring students’ test progress appears in the TA Interface.

A proctor clock is provided in the TA Interface Practice Site to simulate the test day experience. The clock will start to count down shortly after all students have started the practice session. The image below displays the testing progress for each student logged in to the session.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Information</td>
<td>The name and Registration Number of the student in the session.</td>
</tr>
<tr>
<td>Time</td>
<td>Indicates how long each student has remaining to complete their test. For students with certain extended timing settings, this clock will show elapsed time in the student’s test. There may be a brief delay between the student’s test and the time displayed in this column.</td>
</tr>
<tr>
<td>Progress</td>
<td>Indicates the student’s test progress. It displays a progress bar to indicate how far the student has progressed in the test.</td>
</tr>
<tr>
<td>Status</td>
<td>Current status for each student in the session. For more information about the statuses in this column, see Student Test Statuses. If TDS detects that a student may be experiencing technical difficulties or requires assistance, such as the student may be experiencing connection</td>
</tr>
</tbody>
</table>
### Column Description

- **Issues**: A more info icon (more info) is displayed in this column for the student. When you hover over the icon, a message is displayed providing details about the issue.

- **Test Settings**: This column displays one of the following:
  - **Standard**: Default test settings are applied for this test opportunity.
  - **Custom**: One or more of the student’s test settings or accommodations differ from the default settings.

To view the student’s settings for the current test opportunity, click 🗣️.

- **Actions**: Allows you to perform any available actions for an individual student’s test. The Pause button in this column pauses the student’s test. When a test pauses, this column displays an information button that opens a pop-up message explaining how the test became paused. However, the information button is not displayed if the TA pauses a student’s test.

### Student Testing Statuses Table

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>You approved the student, but the student did not yet start or resume the test.</td>
</tr>
<tr>
<td>Segment Entry</td>
<td>The student is waiting for the proctor to approve segment entry so the test can begin.</td>
</tr>
<tr>
<td>Waiting for Approval</td>
<td>The student is waiting for the proctor to approve segment entry so the test can begin.</td>
</tr>
<tr>
<td>Started</td>
<td>Student started the test and is actively testing.</td>
</tr>
<tr>
<td>Paused*</td>
<td>Student’s test is paused. The time listed indicates how long the test has been paused.</td>
</tr>
<tr>
<td>Review ✤</td>
<td>Student visited all questions and is currently reviewing answers before completing the test.</td>
</tr>
<tr>
<td>Completed</td>
<td>The student's test has been submitted and can take no additional action at this point.</td>
</tr>
</tbody>
</table>

* Appears when the student is not actively testing.

pent available when using timing “More than Double Time”.
Step 10: Completing the Digital Test Preview

Completing the test preview in the secure browser

When the student has reached the end of the test section, they will see a review page. From here, students can navigate back to questions and review answers. A flag icon appears for any questions that are marked for review. A warning icon appears for any unanswered questions.

When testing time has elapsed, the student will be automatically exited from the test and returned to the sign-in screen.

Stopping the session from the TA Interface:

The proctor may stop the Digital Test Preview session at any time. Stopping a session stops test time and automatically exits students out of the session.

To stop a test session, click the Stop sign in the TA Interface, and click OK.

Note: On test day, the session will end, or all students will appear in a “Completed” status when each student has reached the end of their allotted time. Use the Stop button only if instructed to do so.
Appendix A. Overview of the Secure Browser

This section describes the layout and tools provided in the student’s secure browser.

Test Tools

This section provides an overview of the tools available to students in the testing site. In the operational test experience, some tools are available for all tests, while others are only available for specific test sections.

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions List</td>
<td>Displays question numbers and any flags that a question has been marked for review or left unanswered. To quickly navigate to a specific test question, select the question number from the drop-down list in the upper-left corner. Symbols will indicate questions that were marked for review or left unanswered.</td>
</tr>
<tr>
<td>Help ?</td>
<td>Displays the full Instructions and Help window including instructions for using the secure browser tool set.</td>
</tr>
<tr>
<td>Student Clock</td>
<td>Displays the amount of time allowed for the test section. Upon starting the test, the student clock will begin to count down. At 5 minutes remaining, the student clock will turn red and provide a pop-up warning message.</td>
</tr>
<tr>
<td>Reference</td>
<td>A feature that allows the student to view standard mathematical formulas for reference.</td>
</tr>
<tr>
<td>Calculator</td>
<td>An embedded calculator for calculator-allowed questions. It appears when students click on the calculator button.</td>
</tr>
<tr>
<td>Tool Name</td>
<td>Instructions</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Line Focus</td>
<td>A feature that a student can use as a guide when reading text.</td>
</tr>
<tr>
<td>Notes</td>
<td>A feature that a student can use as virtual scratch paper to make notes.</td>
</tr>
<tr>
<td>System Settings</td>
<td>(TTS Users) To adjust audio volume during the test, select in the upper-right corner. Students testing with TTS can also use this tool to adjust TTS settings.</td>
</tr>
<tr>
<td>Zoom buttons</td>
<td>A feature that allows the student to change the display size of the text and images on the screen. To enlarge the text and images on a test page, select <strong>Zoom In</strong>. Multiple zoom levels are available. To undo zooming, select <strong>Zoom Out</strong>.</td>
</tr>
</tbody>
</table>

**Using Menus and Tools**

This section describes how to use the context menus to access on-screen tools.

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expand buttons</td>
<td>You can expand the passage section or the question section for easier readability.</td>
</tr>
<tr>
<td></td>
<td>1. To expand the passage section, select the right arrow icon below the global menu.</td>
</tr>
<tr>
<td></td>
<td>2. To collapse the expanded passage section, select the left arrow icon.</td>
</tr>
<tr>
<td>Directions</td>
<td>To view the directions associated with a question, select <strong>Directions</strong> from the context menu.</td>
</tr>
<tr>
<td>Highlighter</td>
<td>To mark test passages or questions with a color, select the text, then select <strong>Highlighter</strong> and a color option: yellow, orange, mint green or lavender. To remove highlighting, select <strong>Reset Highlighting</strong> from the context menu.</td>
</tr>
<tr>
<td></td>
<td>Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.</td>
</tr>
<tr>
<td>Mark for Review</td>
<td>A tool that allows the student to flag questions for future review during the assessment. To mark a question for review, select <strong>Mark for Review</strong> from the context menu.</td>
</tr>
<tr>
<td></td>
<td>The question number displays a fold icon in its upper-right hand corner and a flag icon appears next to the number on the test page and the Questions drop down list.</td>
</tr>
<tr>
<td>Strikethrough</td>
<td>For multiple-choice questions, you can cross out an answer option to focus on the options you think might be correct.</td>
</tr>
<tr>
<td>Tool Name</td>
<td>Instructions</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td>To activate Strikethrough mode, open the context menu and select <strong>Strikethrough</strong> and select each answer option you wish to strike out. Alternatively, you can right-click an answer option and select <strong>Strikethrough</strong></td>
</tr>
<tr>
<td></td>
<td>To deactivate Strikethrough mode, press <em>Esc</em> or click outside the question’s response area.</td>
</tr>
</tbody>
</table>

**About the Context Menus**

Each test page may include several elements, such as the question, answer options, and a passage or information. The context menu will only include tools applicable to the available elements.

**Opening a Context Menu for Questions**

Students can access context menus by right-clicking or by selecting the context menu button. To access the context menu for a question:

1. Click the **context menu** button in the upper-right corner of the question. The context menu opens.
2. Select a tool from the context menu.

**Opening a Context Menu for Answer Options**

Students can use the context menu to access tools for answer options in a multiple-choice question. To open the answer option context menu, do one of the following:

- Using a **two-button mouse**: right-click an answer option.
- Using a **single-button mouse**: click an answer option while pressing *Ctrl*.
- Using a **Chromebook**: click an answer option while pressing *Alt*.

Select a tool from the context menu.
About Text-to-Speech (TTS)

Students testing with TTS can listen to passages, questions, and answer options. The words become highlighted as they are read aloud.

For more information about preparing devices for students using TTS, visit cb.org/testsettings.

To listen to content with the Text-to-Speech tool:

- To listen to a passage, open the passage context menu and select a Speak option. Students can also select a portion of text to listen to, such as a word or phrase. To do this, select the text, open the passage context menu, and select Speak Selection. To listen to a question or answer options, open the question context menu and select one of the following Speak options:

- To listen only to the question, select Speak Question.
- To listen to a multiple-choice question and all answer options, select Speak Question and Options.
- To listen only to an answer option, select Speak Option from the context menu and then select the answer option. Students could also right-click the answer option and select Speak Option.
Test Navigation

Students can view and respond to questions and review previously answered questions.

Responding to Test Questions

Test questions may require students to select a choice from a list of answer options or enter text in a text box or table.

All responses are saved automatically. Students can also manually save their responses to questions by selecting **Save** in the global menu.

Questions grouped with the same information or passage are tabbed for individual viewing. Students select the tabs in the upper-right corner to proceed to the corresponding question.

Reviewing Questions in a Test

Students can use the **Back** button or the **Questions** drop-down list to return to questions they want to review. Like the student’s review page, the drop-down list displays any questions marked for review, or left unanswered.
Appendix B. Overview of the TA Interface Practice Site for Proctors

Test Administration Site Layout

The image below displays the layout of the TA Interface during an active test session. A description of the features can be found in the table following the image.

Features in the TA Site:

1. Table for Monitoring Students’ Test Status
2. List of Students Who May Need Help
3. List of Students Testing Successfully
4. Approvals button (inactive)
5. Select Tests button
6. Session ID
7. Proctor’s clock
8. Pause Session button