SHAPE America Quick Guide to Test Administration: Health and Physical Education Field Tests

Proctors (or other designated teachers/test administrators) use Test Administrator (TA) Interface to administer the SHAPE America Health and Physical Education Assessments. Complete information about TA Interface is available in the *Test Administrator User Guide*.

Note: If you select Practice Test Administration from the SHAPE America portal or see Practice Test Selection, you will not be able to administer the field tests only the practice tests. See steps 1 through 3 in Logging in to Field Test Administration (TA Interface) and Test setup to administer the operational field tests for Health and Physical Education.

Logging in to Field Test Administration (TA Interface) and Test setup

1. Open your web browser and navigate to the SHAPE portal at http://shape.portal.airast.org/.

2. Click the **Teachers & Test Administrators** card.
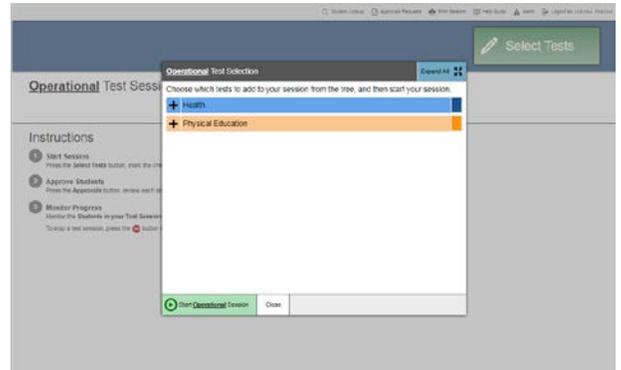
Figure 1. User Role Cards

3. Click the **Field Test Administration** card. The *Login* page appears.

4. Enter your email address and password.

5. Click **Secure Login**.

Figure 2. TIDE Card
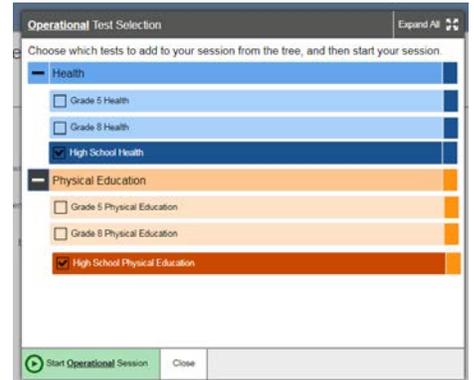
6. The TA Training Site appears.

Figure 3. TA Interface

7. To start a test session:

   o In the ***Test Selection*** window, select the tests to administer.

   o Click **Start Operational Session**. The session ID appears at the top of the page.

*Figure 4. Select Tests, Start Session*

8. Provide the session ID to the students signing in to your test session. In this example, the Session ID is **TEST-1-1234**.

Figure 5. Sample Test Session ID

9. Using the SHAPE America secure browser, have students sign in to the Student Testing Site.

    o They need to enter using their first name, SSID **(State-DistrictID-SSID)**, and the session ID from step 8.

    o For more information about the student login process (including searching for SSIDs), see the section For Students: About the Testing Process.
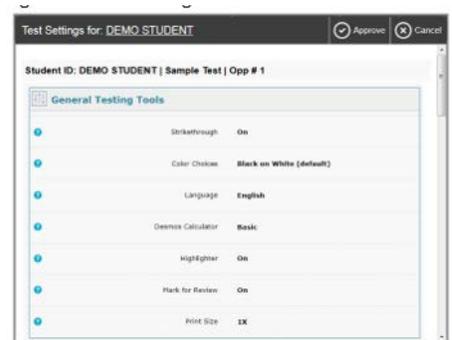
Figure 6. Student Testing: Sign In
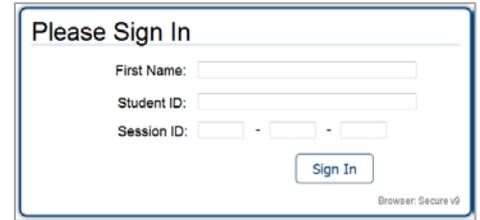
10. Approve students for testing. When students select tests, the **Approvals** box in the upper-right corner of the TA Interface shows notifications. Click **Approvals** to view the list of students awaiting approval.

o To approve an individual student for testing, click ✔.

o To deny a student for testing (if the test subject or grade is incorrect), click ✖ and enter the reason in the box.

o To review a student's test settings, click 👁 in that student's row. (Note: Proctors are unable to change these settings for the field tests.)

11. To approve all students for a given test or segment, click **Approve All Students** for that test or segment.

Figure 7. TA Interface: Approve Students

Figure 8. TA Interface: View Test Settings

Monitoring and Stopping a Test Session

Proctors (or other designated test administrators) can use these tools in the TA Interface to monitor testing.

1. Monitor the students' progress throughout their tests.

o Students' test statuses appear in the Student Status column of the **Students in Your Test Session** table. This column also displays the number of test questions the student has answered out of the total number of questions in the test.

o Click ⏸ to pause an individual student's test. If a student's test is paused for more than 20 minutes, that student cannot review any questions completed before the test was paused.

o Click 👁 to view a student's full information, including current test settings.

2. When the time is up, stop the test session and log out.

Figure 10. TA Interface: Stop Session

a. Click 🛑 to stop the session and automatically pause any in-progress tests in your session.

b. Click **Log Out** to exit the TA Training Site.

Note: Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, start a new session. Students have until the end of the test window to complete their field tests.

For Students: About the Testing Process

Sign In

1. Open the SHAPE America secure browser. The **Student Sign-In** page appears.

2. Enter your first name, SSID (**State-DistrictID-SSID**), and the session ID.

3. Select **Sign In**.

Common Login Errors:

- **The first name and SSID do not match.** This indicates that the first name entered does not match the first name associated with the SSID.

- **The session ID is not available.** The session ID entered is not an available test session. Verify that you entered the session ID correctly.

Figure 11. Students: Secure Browser Sign-In Page

Verify Student Information

1. After you sign in, the **Is This You?** page appears. Verify that the information on this page is correct.

   a. If you are signed in as a guest, select your grade from the **Student Grade Level** drop-down list.

2. Select **Yes** to continue.

Figure 12. Students: Is This You? Page

Select an Available Test

1. On the **Your Tests** page, select the test you need to take.

2. Wait for the TA to check your test settings and approve your participation.

Figure 13. Students: Your Tests Page

Verify Test Information

3. Review the information on the ***Is This Your Test?*** page and verify that your test subject and grade are correct.

Figure 14. Students: Is This Your Test? Page

4. On the ***Test Instructions and Help*** page, select **Begin Test Now** to start the test.

Figure 15. Instructions and Help

Complete the Test

Figure 16. End Test Page

1. On each page of the test, answer all the questions before selecting **Next** to proceed to the next page.

2. After completing the last question on the test, select **End Test**.

3. On the ***End Test*** page, select a question number to return to the test and review answers, or select **Submit Test** to complete the testing process. Once you submit the test, you can no longer modify any responses.
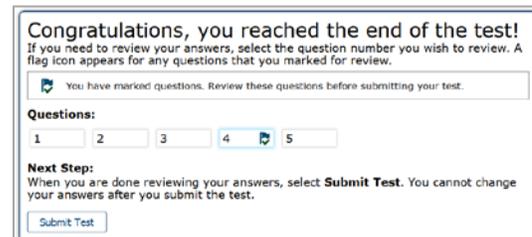

Note: You can pause a test at any point. If you pause for more than 20 minutes, you cannot review any questions completed before pausing, unless you paused on a page with incomplete questions.

Test Layout and Tools

This section provides an overview of the Online Testing System's available tools and where they are located.

Figure 17 shows the basic test layout and primary tools available in the Student Testing Site (as well as the Student Practice Tests).

Figure 17. Test Layout
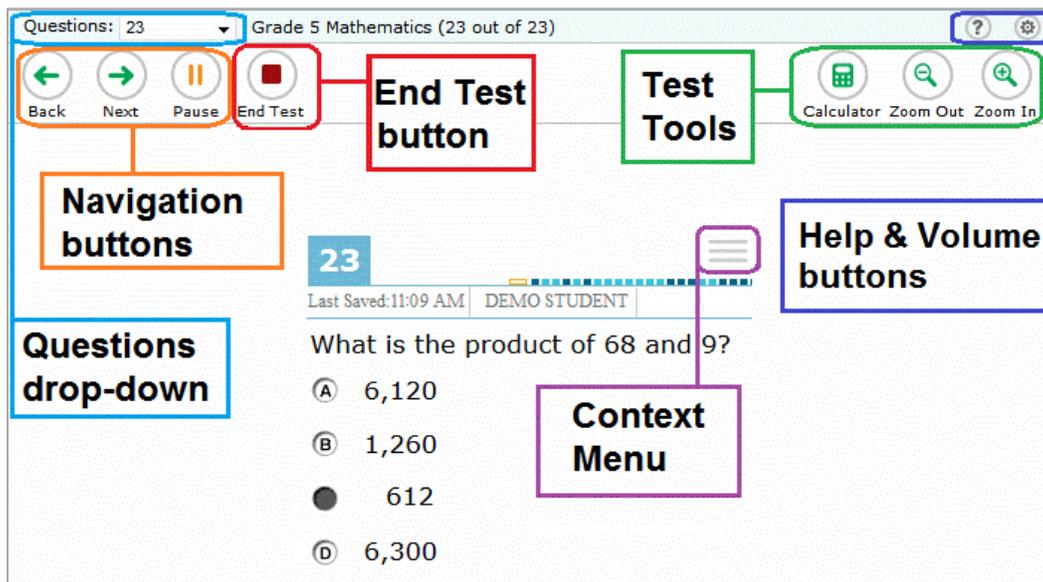
Global and Context Menus

The global and context menus allow students to access on-screen tools. Students can access these tools using a mouse or keyboard shortcuts.

About the Global Menu

The global menu at the top of the test page contains navigation buttons on the left and tool buttons on the right (see Figure 18).

Figure 18. Global Menu

To open a test tool in the global menu:

1. Select the button for the tool. The selected test tool activates.

About the Context Menus

Each test page may include several elements, such as the question, answer options, and stimulus. The context menu for each element contains tools applicable to that element (see Figure 19 and Figure 20).
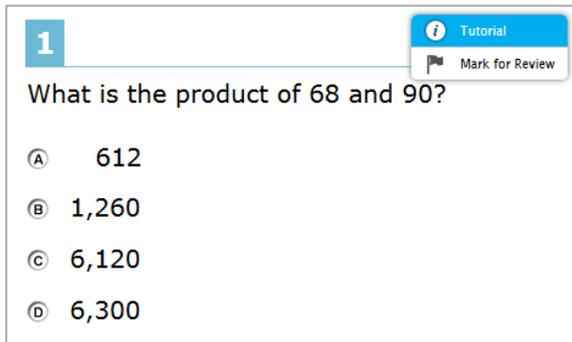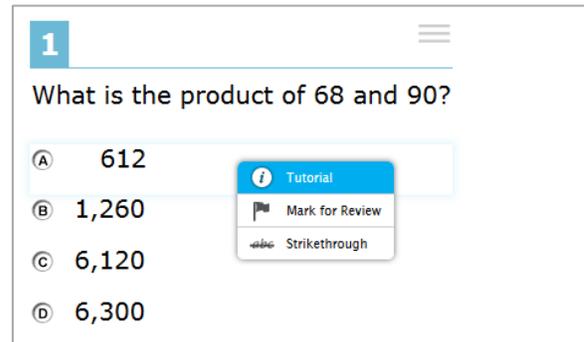
Figure 19. Context Menu for Questions

Figure 20. Context Menu for Answer Options

Opening a Context Menu for Stimuli and Questions

Students can access context menus by right-clicking elements or by selecting elements and then clicking the context menu button.

To access the context menu for a passage or question:

2. Click the context menu [≡] button in the upper-right corner of the stimulus or question. The context menu opens.

3. Select a tool.

Opening a Context Menu for Answer Options

Students can use the context menu to access tools for answer options in a multiple-choice or multi-select question.

To access an answer option's context menu:

4. To open the context menu, do one of the following:

   If you are using a **two-button mouse**, right-click an answer option.

   If you are using a **single-button mouse**, click an answer option while pressing **Ctrl**.

   If you are using a **Chromebook**, click an answer option while pressing **Alt**.

   If you are using a **tablet**, tap the answer option and then tap the context menu button (this selects the answer option until you select a different option).

5. Select a tool from the context menu.

Available Test Tools

Table 1 lists the tools available in the *Global Menu* section of the test page, while Table 2 lists the tools available in the *Question* and *Stimulus* sections (context menu tools).

Table 1. Global Tools

Tool Name	Instructions
Help	To view the on-screen *Test Instructions and Help* window, select the question mark (⑦) button in the upper-right corner.
Calculator	To use the on-screen calculator, select **Calculator** in the global menu.
Zoom buttons	To enlarge the text and images on a test page, select **Zoom In**. Multiple zoom levels are available. To undo zooming, select **Zoom Out**.

Table 2. Question and Stimulus Tools

Tool Name	Instructions
Highlighter	To highlight text, select the text on the screen and then select **Highlight Selection** from the context menu. To remove highlighting, select **Reset Highlighting** from the context menu. Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.
Mark for Review	To mark a question for review, select **Mark for Review** from the context menu. The question number displays a flap 🚩 in the upper-right corner and 🏴 appears next to the number. The **Questions** drop-down lists displays "(marked)" `1 (marked) ▾` for the selected question.

Strikethrough	For selected-response questions, you can cross out an answer option to focus on the options you think might be correct. There are two options for using this tool:
	• Option A:
	  a) To activate Strikethrough mode, open the context menu and select **Strikethrough**.
	  b) Select each answer option you wish to strike out.
	  c) To deactivate Strikethrough mode, press **Esc** or click outside the question's response area.
	• Option B:
	  a. Right-click an answer option and select **Strikethrough**.

Tutorial	To view a short video demonstrating how to respond to a particular question type, select **Tutorial** from the context menu.