


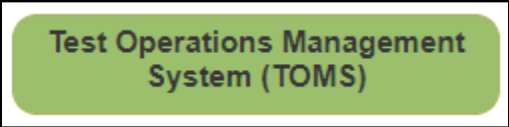
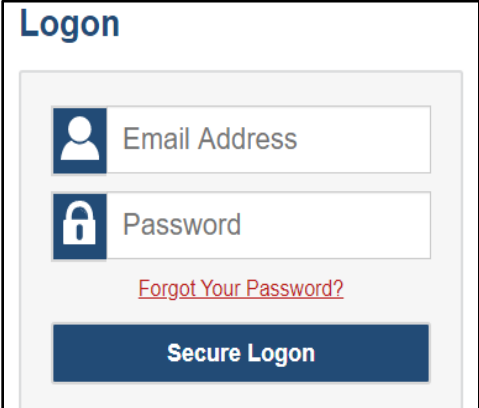
How to start a test session to administer an interim assessment

The **Smarter Balanced Interim Assessments** are computer-based tests that provide educators with important information to guide instruction and support student learning. The interim assessments are aligned with grade-level content in ELA and mathematics for grades three through eleven. Three types of interim assessments are available: Interim Assessment Blocks (IABs), Focused IABs (FIABs), and Interim Comprehensive Assessments (ICAs).

- **IABs** focus on smaller sets of targets (one to eight) and therefore provide more detailed information for instructional purposes. The IABs yield overall information for each block.
- **Focused IABs** fall under the umbrella of IABs and assess one to three targets. They are called out specifically in this user guide only when there are differences.
- **ICAs** are built on the same blueprints as the original full form Smarter Balanced Summative Assessments. The ICAs include the same item types and formats, including performance tasks, as the summative assessments and yield results on the same vertical scale.

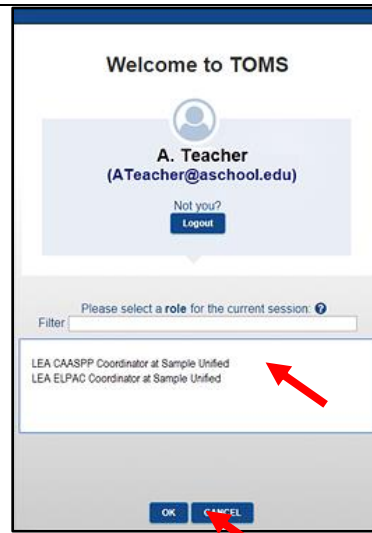


NOTE: The interim assessments are not for public use, display, or distribution. Interim assessment items must not be copied into third-party systems without the permission of Smarter Balanced. Any use, display, or distribution of the interim assessments that results in access to individuals beyond LEA staff and students is considered a security compromise.

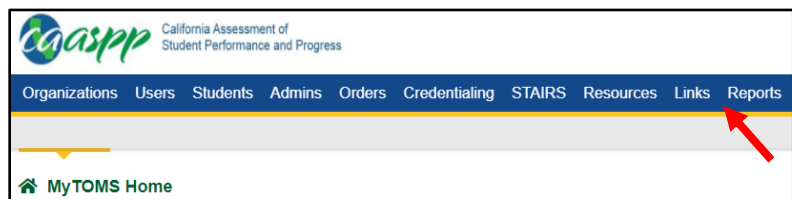
<p>1. Go to caaspp.org and click the TOMS tile in green.</p>	
<p>2. Log in using your TOMS log in credentials.</p>	

3. Click on your user role (highlight) and click **OK**.

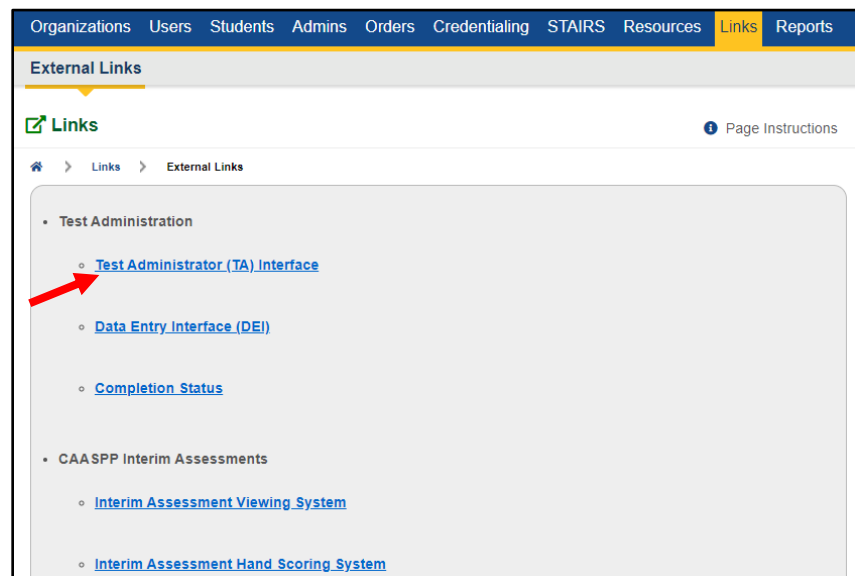
TOMS users administering the CAAs should click on the *CAASPP Test Examiner* role.





4. Click on the **Links** tab located within the blue banner.



5. Open a test session, under the *Links* tab click on the **Test Administrator (TA) Interface** located under Test Administration subheading.



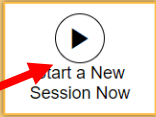
6. Once you are re-directed, click **Start a New Session Now**.



Proctor Application for the Test Delivery System



Active Sessions | Upcoming Sessions

These are your current/active testing sessions.
 The table below shows all the sessions that are live for you right now.

Session ID	Session Info	Type	Share	Action
No active sessions.				



7. Click the **Smarter Balanced Interim Assessments** tile.







Test Administration

Operational Session ID: CA-E860-535

Select Tests | Student Lookup | Approvals

Operational Test Selection



Choose a testing category
 Then select one or more tests. You can switch categories by using the button in the modal header.

-  Smarter Balanced Interim Assessments
-  California Alternate Assessments (CAA)
-  Initial English Language Proficiency Assessments (ELPAC)
-  Initial Alternate English Language Proficiency Assessments (ELPAC)

You must make at least one selection before starting your session.

Start Operational Session

7. Select the **assessment type**, and select the **subject area**.



Test Administration

Operational Session ID: CA-E860-535

Select Tests | Student Lookup | Approvals

Operational Test Selection

Filter By: Add Filter

Smarter Balanced Interim Assessments

Choose which tests to add to your session from the tree, and then start your session.

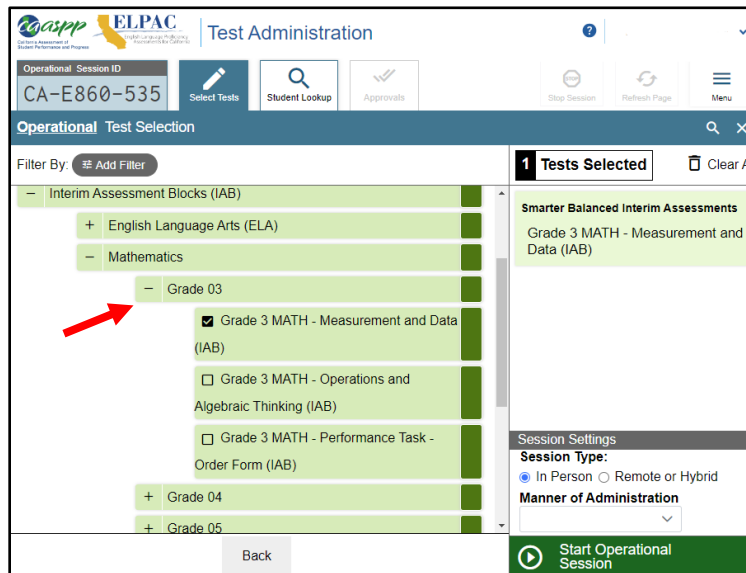
- + Interim Comprehensive Assessments (ICA)
- Interim Assessment Blocks (IAB)
 - + English Language Arts (ELA)
 - + Mathematics
- Focused Interim Assessment Blocks (FIAB)
 - + English Language Arts (ELA)
 - + Mathematics

You must make at least one selection before starting your session.

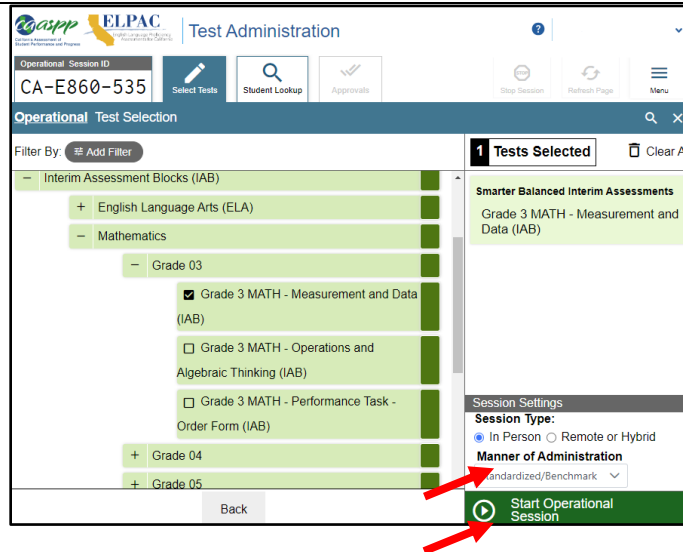
Back

Start Operational Session

8. Select the **grade** and the appropriate interim assessment.



9. Upon selecting the test, under *Manner of Administration* select **Standardized/Benchmark** and select **Start Operational Session**.



10. Instruct students to log on using the Session ID generated, begin pre-approving by clicking on the **Approvals** option.

*To approve individual students, click the **Check Mark** next to the student's test session.*

*To approve all students listed in your test session, click the **Approve All Students** option.*

NOTE: You may need to follow step 10 multiple times as students continue to log in.

