

## QUICK REFERENCE GUIDE

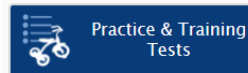
### Administering Proctored and Non-Proctored Practice Tests

#### Launching the Non-Proctored Practice Test

1. To launch the practice tests, instruct the student to:

a. Navigate to the portal homepage: <http://mt.portal.airast.org/>

b. Click the **Practice & Training Tests** button:



c. Click the **Take the Practice & Training Tests** button:



2. Next, instruct the student to click the **Sign In** button (leave “Guest User” and “Guest Session” boxes checked):

A screenshot of a "Please Sign In" form. It has two sections: "Guest User" with "First Name" and "SSID" fields, and "Guest Session" with a "Session ID" field. Both sections have checkboxes that are checked. A "Sign In" button is at the bottom right. The browser is identified as Firefox v28.

3. Instruct students to select their grade from the drop-down menu on the next screen, and then follow the prompts on each successive screen. This process mirrors the operational test steps. Universal Tools are available in the non-proctored practice tests.
4. When the student has completed the practice test, instruct them to click the **End Test** button, and then **Submit My Test**.

*The TA does not need to take any action in the system in order for students to participate in non-proctored practice testing.*

## Launching the Proctored Practice Test

1. Navigate to the portal homepage: <http://mt.portal.airast.org/>.

a. Click the **System & Test Administrators** button:



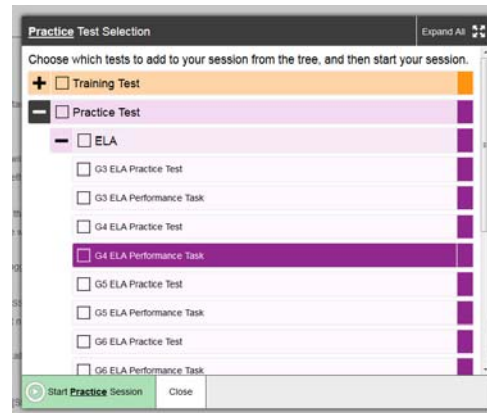
b. Click the **Practice & Training Test Administration** button:



2. Enter your TIDE credentials in the Log In fields.

c. Click the **Select Tests** button in the upper right corner.

d. Select the practice/training test(s) you wish to administer; you may select tests from either or both content areas, as many as you wish:



e. Click **Start Practice Session** at the bottom of the screen after completing your selections.

3. Post or share the Session ID you just created for your students. Students will use this to log in to the proctored practice session.

Students should navigate to the practice tests, using the instructions on page 1 of this document. When they reach the Log In screen (Step 2), either:

- Provide the student with their first name and SSID\* as they appear in TIDE, and the Session ID created through the TA Practice and Training site. Any student settings and accommodations the students have in TIDE will be applied.
- Ask the student to log in as a "Guest," using the Session ID created through the TA Practice and Training site. Only TA Interface selectable test settings will be available upon student approval to enter the test, including universal tools and designated supports.

*\*To enter a student's name and SSID instead of "Guest" they should uncheck the box next to "Guest User" and put in their credentials. Uncheck "Guest Session" and enter the Session ID created by the TA.*