Online Science/Social Studies Testing Administrators


2. Click on Teachers and Test Administrators button.

3. Then click on TA Practice Site. On test day you will click on TA Interface.

4. Type in your email address as your username and then the password you created.

5. A new window will open and you need to select the test you will be administering by clicking on the little square by the name of the test. This is a picture of the practice or training tests. The TA Interface will have all the tests listed.

6. Click on Start Session in the top left corner.

7. In the top right corner a session ID will appear. (e.g., TRAIN-A1B2-3 for practice tests, or YELLOW-A1B2-3 for operational tests).

8. Tell the students the session ID so they can type it in when they login. Once the students login you will need to approve them. Click on Approvals in the top right corner. This window will appear.

9. Click on the green approval beside the student name. You will have to click on Refresh so more names will appear. If several names appear – click on Approve All Students to have them get approved all at once. Once the test is over you will need to click on Done and then STOP the session.