



WASHINGTON
COMPREHENSIVE ASSESSMENT PROGRAM



Test Delivery System

Assessment Viewing Application (AVA) Guidance for use

2015–16

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Descriptions of the operation of the Assessment Viewing Application, Test Delivery System, and related systems are property of the American Institutes for Research (AIR) and are used with the permission of AIR.

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Introduction to AVA and Guidance for Use

This Guidance for Use describes best practices for the Assessment Viewing Application (AVA). AVA is a component of the Test Delivery System that allows authorized users to view interim assessments for administrative or instructional purposes.

The intended purpose of the AVA is to provide test administrators with access to the actual interim assessments before students are tested. All interim assessments available during the 2015–16 school year are fixed forms, so educators viewing interim assessment through AVA see the same items as students will see when they take an interim assessment. Test administrators who view the interim assessments prior to testing will gain a greater understanding of the content being assessed and the time needed for students to complete an interim assessment.

If districts or schools are using the interim assessments to show growth or capture data, keep in mind that improper use of the information gained through the AVA may alter the reliability and validity of the assessment results. To maintain the reliability and validity of the interim assessment, items should only be shared or discussed in secure settings such as department meetings, PLCs, or other similar educator meetings.

Classroom instruction and assessment may be informed by using the AVA to view items in the interim assessments. However, classroom instruction should not be limited by the items in the interims. The interim assessments are a sampling of the content and skills students should be developing through standards-aligned instruction. Instruction should not focus on practicing the items, but rather on developing the skills these items are designed to assess based on the standards. This is especially true for items in the Performance Tasks, meant to assess students' abilities in ELA to write for a specific purpose using the full writing process using research, and in mathematics to model communication, analyze data, and problem solve.

Logging in to AVA

Access to the Assessment Viewing Application is via the WCAP portal at <http://wa.portal.airast.org>. To access this site, you will use the same username and password as other WCAP applications.

-
1. After navigating to the portal, select your user role.

Figure 1. User Cards



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2. Select **AVA System**. The login page appears.

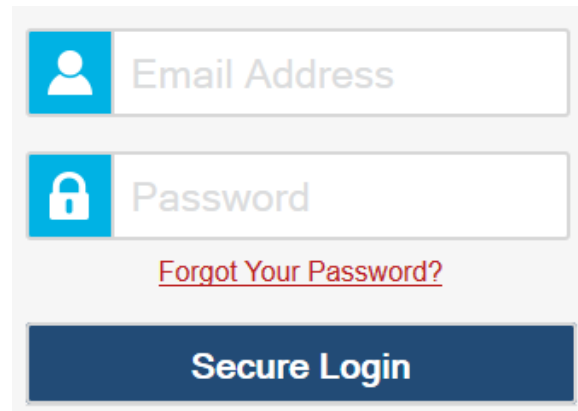
Figure 2. AVA Card



3. Enter your email address and password.

Figure 3. Login Page

4. Click **Secure Login**.



The login form consists of two input fields stacked vertically. The first field is labeled 'Email Address' and features a blue icon of a person's head and shoulders. The second field is labeled 'Password' and features a blue icon of a padlock. Below the password field is a red, underlined link that reads 'Forgot Your Password?'. At the bottom of the form is a dark blue button with the text 'Secure Login' in white.

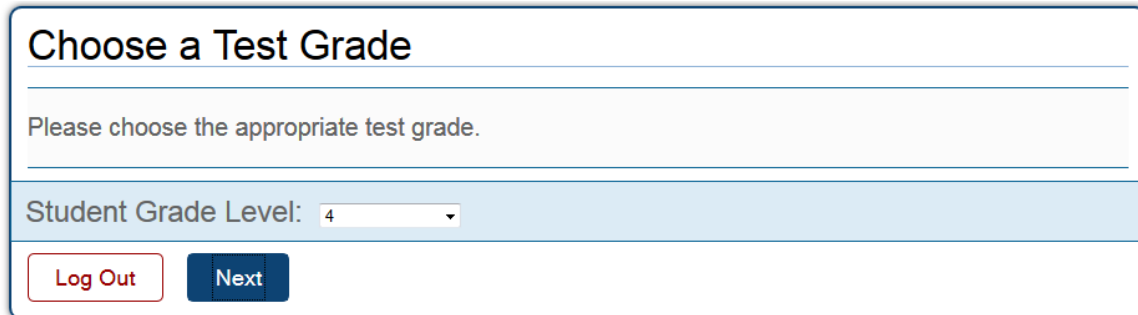
Accessing Assessments

This section explains how to select tests in AVA.

Step 1 – Choosing a Test Grade

After logging in, the **Choose a Test Grade** page appears.

Figure 4. Choose a Test Grade Page



Choose a Test Grade

Please choose the appropriate test grade.

Student Grade Level: 4

[Log Out](#) [Next](#)

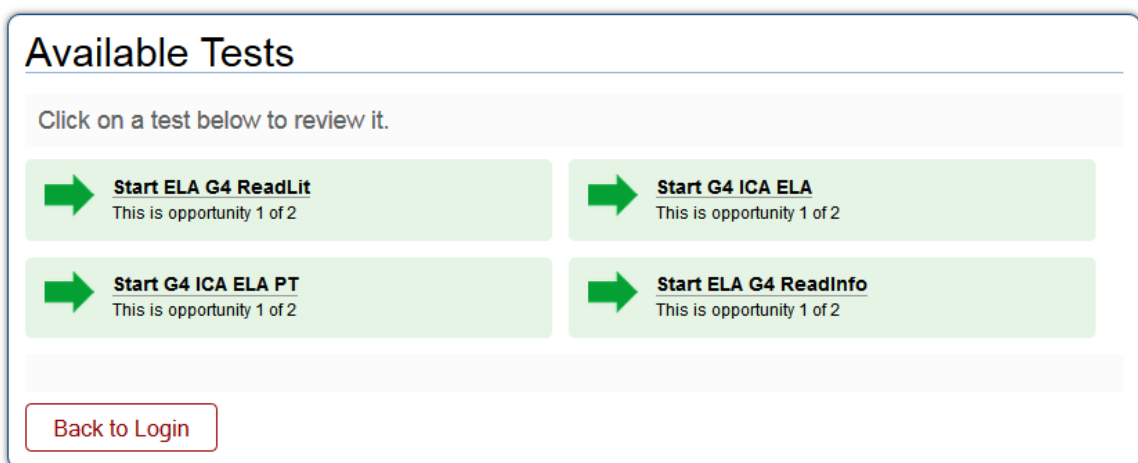
To choose a grade:

1. From the *Student Grade Level* drop-down list, select the desired student grade level.
2. Click **Next**. The **Available Tests** page appears.

Step 2 – Selecting the Test

The **Available Tests** page displays the tests available for the selected grade level.

Figure 5. Available Tests Page



Available Tests

Click on a test below to review it.

[Start ELA G4 ReadLit](#)
This is opportunity 1 of 2

[Start G4 ICA ELA](#)
This is opportunity 1 of 2

[Start G4 ICA ELA PT](#)
This is opportunity 1 of 2

[Start ELA G4 ReadInfo](#)
This is opportunity 1 of 2

[Back to Login](#)

To select an available test:

- Click the test name. The **Choose a Test Form** page appears.

Step 3 – Confirming the Test and Selecting the Test Form

The **Choose a Test Form** page displays one or more test forms, as well as the session ID that automatically generates after you select a test.

Figure 6. Choose a Test Form Page

Choose a Test Form

Session ID: UAT-7CB8-1

Test Forms: IAB-G4E-ReadLit-2015 ENG

If there are multiple test forms available for this test they will appear here for selection. If you do not see a drop-down menu above then there is only one test form. Click the [Next] button below when finished.

To select a test form:


1. If the *Test Forms* drop-down list is available, select the appropriate form. If the drop-down list is not available, verify that the desired test is listed in the *Test Forms* field.
2. Click **Next**. If the test includes audio features, the **Sound Check** page appears. If the test does not include audio features, the first page of the test appears.

Step 4 – Sound Check


The **Sound Check** page allows you to verify the functionality of any audio features that the test may include. NOTE: Not all tests have audio features, so not all tests have a **Sound Check** page.

Figure 7. Sound Check Page

Sound Check

 Click on the sound icon to hear the sound.
If you hear the sound, click [Yes]. If not, click [No].

To perform the sound check:

1. Unmute the speakers on your computer or tablet, if necessary.
2. Click .
3. If you hear a sound, click **Yes**. The first page of the test appears.

4. If you do not hear a sound, click **No** and consult the technology coordinator. Please be sure to double check that the headphones are plugged in correctly and in working condition.

Appendix A. User Support

For technical support with using AVA, please contact the WCAP Help Desk.

The Help Desk is open Monday-Friday from 6 a.m. to 6 p.m. Pacific Standard Time (except holidays).

WCAP Help Desk

Toll-Free Phone Support: 1-844-560-7366

Email Support: wahelpdesk@air.org

About Usernames and Passwords

Your username is the e-mail address associated with your account in the Test Information Distribution Engine (TIDE).



Note: Important Information Regarding Your Passwords

If you are a user who was recently added to TIDE, you should receive an email that contains a temporary password and a link to log in to the WCAP systems. You must log in with your temporary password within thirty days of receiving the email in order to activate your account. You must update your password and select and answer a security question.

Did your first temporary password expire?

If you did not log in within thirty days of receiving the first password email and activate your account, you can select the **Click here to request one** link on the *First Time User* section of the login page to request a new temporary password. Enter your email address in the *Email Address* field. You will receive a new temporary password in an email from MAAC-DoNotReply@airast.org.

Did you forget your password?

If you forgot your password, you can reset it. Click the **Forgot Your Password?** link on the login page and then enter your email address in the *Email Address* field. You will receive another email containing a new temporary password, which also expires in thirty days.

Did you not receive an email containing a temporary password?

Check your spam folder to make sure your email provider did not categorize it as "junk" mail. If you still do not have an email, contact your District or School Test Coordinator to make sure you are present in TIDE.

Additional Help

If you are unable to log in, contact the WCAP Help Desk for assistance. You must provide your name and e-mail address. Contact information is available in the [User Support](#) section of this user guide.