

# Interim Assessment TA Instructions

Once you have received the email from "MAAC DoNotReply" and logged in, you will have access to the login required links on the Washington Comprehensive Assessment Program (WCAP) portal.

If you have forgotten your password, click on "Forgot Your Password?" link to get a new one.

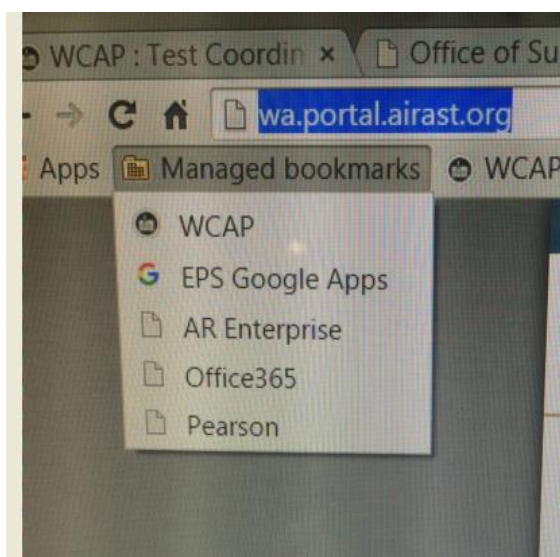
Prior to starting the testing session prepare by:

- Generating a class list with SSID (currently available in [TAC](#))
- Distributing SSID number to each student along with their legal first name
- Distributing Chromebooks (do not have students login to GoogleChrome)
  - Instructions for student access begins on page 4 of this Guide.
- Creating the test session no more than 20 minutes prior to testing

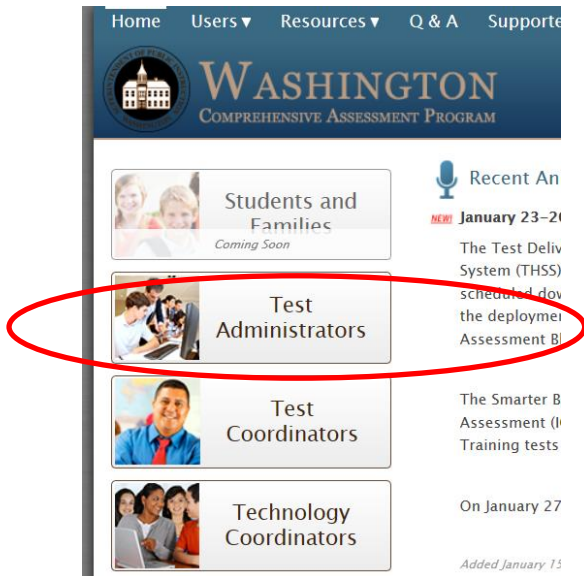
## Teacher Access



1. Using [Google Chrome](#) as your browser
2. Go to [wa.portal.airast.org](http://wa.portal.airast.org) or select WCAP in "Managed Bookmarks" bar.



### 3. Select "Test Administrators"



### 4. Select "Test Administration" to access Interim & Summative Assessments



#### **Test Administration**

Access to Interim & Summative Assessments, and ELPA21

#### **Interim Teacher Hand Scoring System (THSS)**

Hand Scoring access (must administer & score both the PT & CAT in ELA or math to get a score)

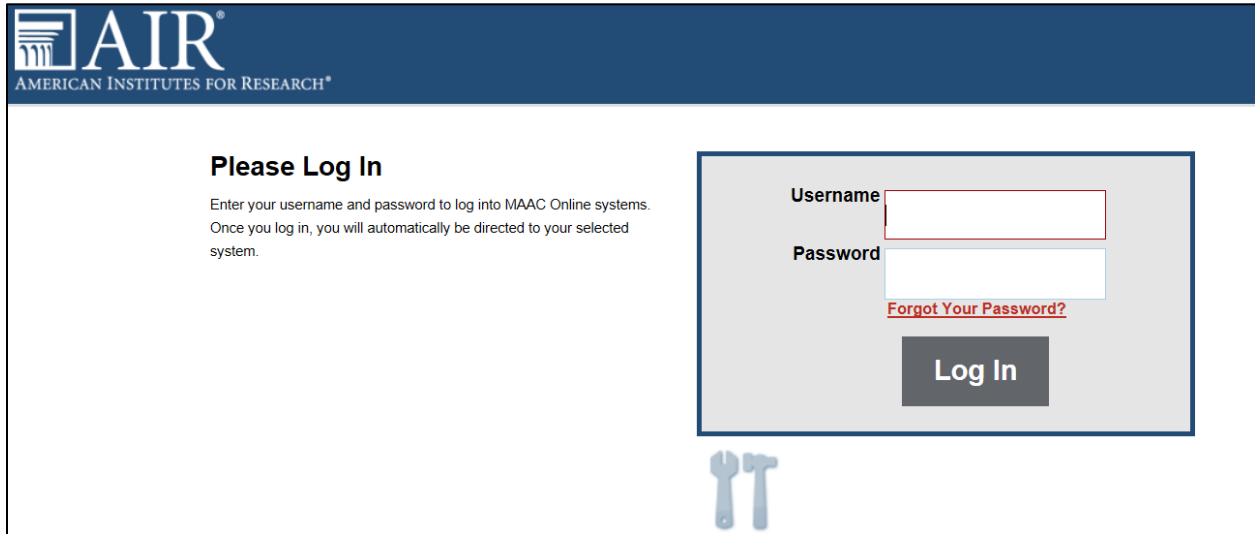
#### **Interim Asmt. Classroom Activities**

Administer In-Class Activities prior to ELA or math PT

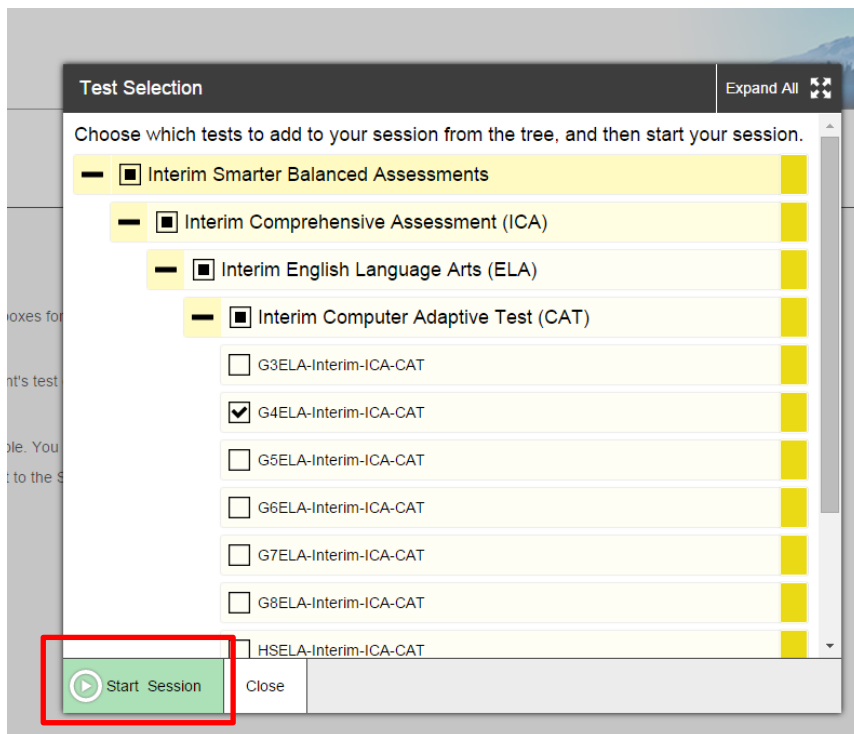
#### **Assessment Viewing Application**

Review Interim Assessments for administrative or instructional purposes.

5. Log in using email address and the secured WCAP Portal access password.

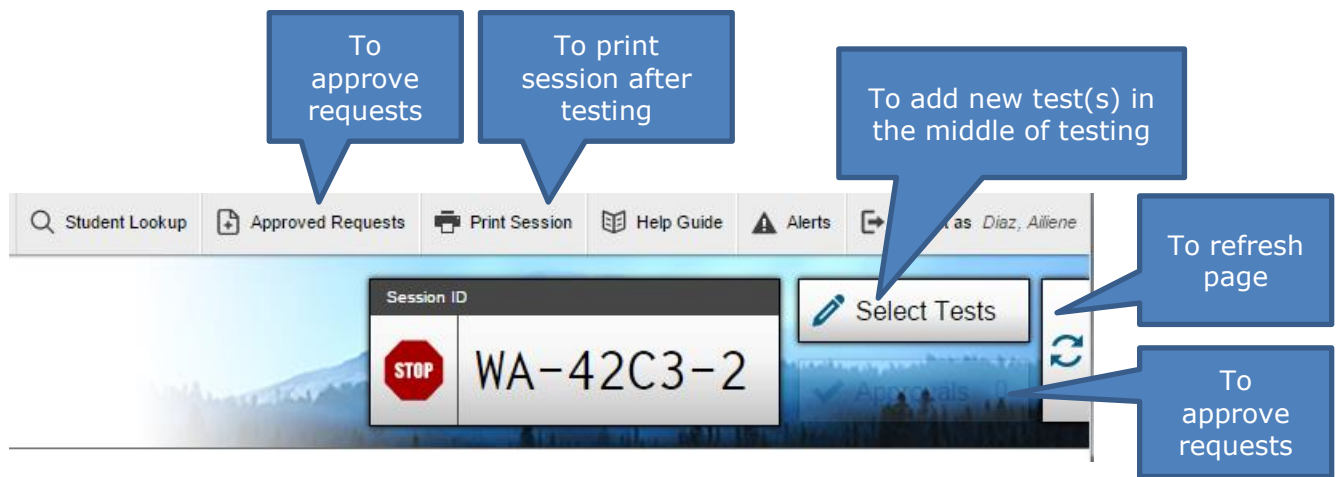


6. Click on the "+" (plus) sign to select subject, test type, grade. Select the test you want to give by putting a check mark inside the box next to the test.  
For example: Select test -G4ELA-Interim -ICA-CAT



7. Click on **Start Session** to create Session Number – i.e. WA-42C3-2  
(Reminder: no more than 20 minutes prior to the assessment)

8. Write the session ID on the board



## Student Access

- Students open Chromebooks, select **APPS** then **AIR SECURE TEST** in lower left corner. (Do Not have students login to their GoogleChrome accounts)
- Students should log in using the student test tickets generated in [TAC](#) or TIDE; students must enter the following information:
  - First name (legal)
  - Student ID (9 digit state SSID number)
  - Session ID (created by the teacher) i.e. WA-42C3-2
- Click on **Sign In**

### Please Sign In

First Name:

Student ID:

Session ID:  -  -

Browser: Secure v8

12. The student will be prompted to verify his/her information (name, SSID and test session ID) and click "Yes" if the student information is correct.

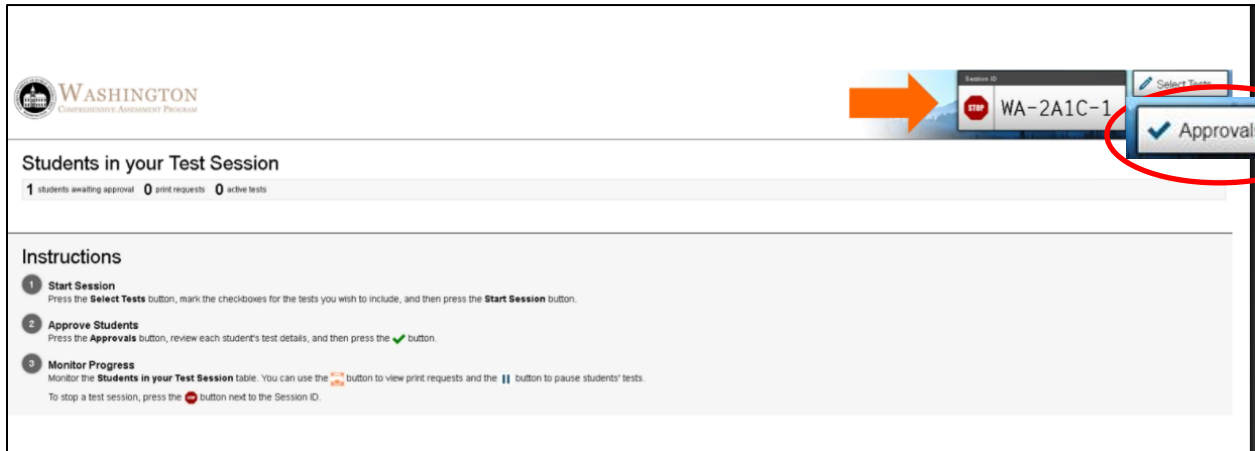
13. The student selects the assessment available for this session.

14. The student waits for the test administrator to approve the student, or the entire class, the exam will then appear.

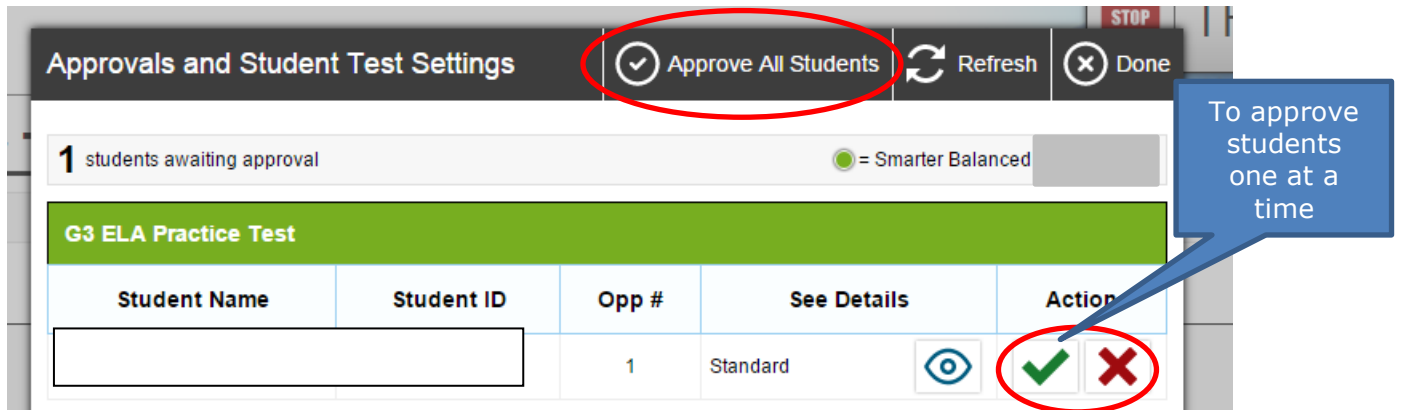
# Teacher Access

It will take about 1 minute for the student names to display on the waiting for approval list on the Teacher Testing Interface.

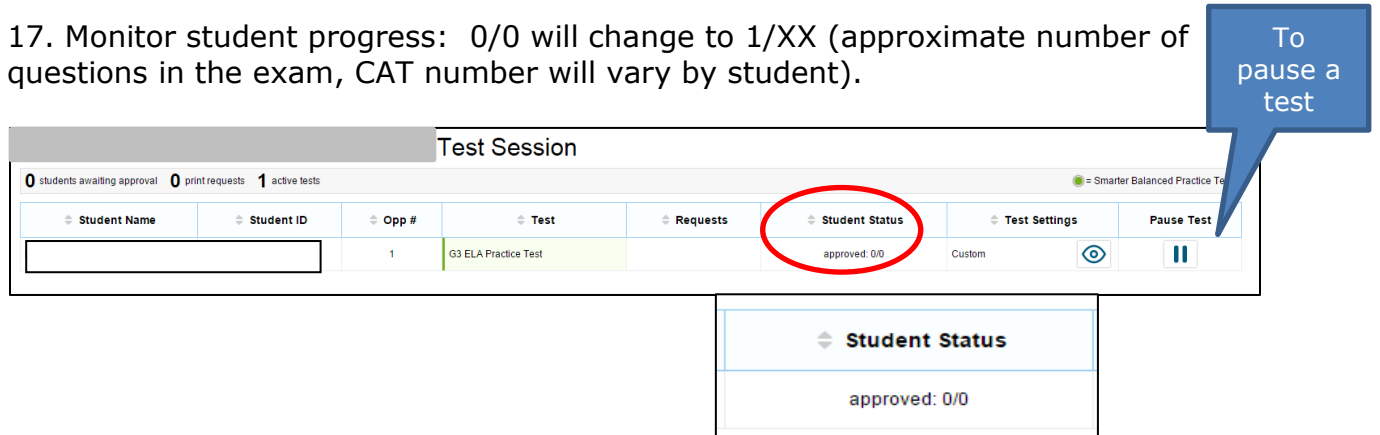
15. Click on the **Approvals** once the expected number appears, i.e. 23.



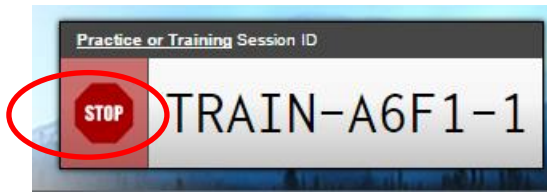
16. Click on "Approve All Students" or the **green check mark** next to student's name to approve one at a time when a new window opens allowing the test administrator to approve entry into the session.



17. Monitor student progress: 0/0 will change to 1/XX (approximate number of questions in the exam, CAT number will vary by student).



18. Click on "**Stop**" (top-right corner) when all students have completed the test.



19. Click on "Log Out" (top-right corner) of the window to close out.

