AIRWays Quick Guide: Practice Tests

The Practice Test is available in each grade for math and ELA and provides a sample of every type of question students might encounter, allowing them to become familiar with AIR’s question types, testing software, and navigation.

Practice Tests do not generate data for instructional decision-making as they are intended for familiarizing the students, and do not represent state standards.

Practice Tests have two components.

- Test proctors use one component, the Practice Test Administration (TA Practice) Site, to create and manage practice test sessions. This requires the proctor to have an AIRWays account.

- Students use the other component, the Practice Tests (Student Practice) Site, to take the practice tests. These tests are available to the public using Guest mode and can also be taken under a test administration session using a guest account or a student’s account.

We recommend that students be given the opportunity to interact with the Practice Test before operational test administration. Additionally, teachers should proctor a session prior to testing. This means that all people are comfortable with the system when they take operational tests. Students should test using the same equipment that they will use when they are taking operational tests. They should make sure to use any accessibility equipment they will require in order to test settings, and functionality.
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Practice Test Administration Site: Login and Test Administration

1. Open your web browser and navigate to the AIRWays portal at http://airways.portal.airast.org/.
   a. Click the Practice Test card located on the right side of the screen.

   A card image is shown with options for Practice Test and Practice Test Administration.

   Practice Test Card

   Practice Test Page Cards

b. The Practice Test portal page will open, providing two options:

   - Take the Practice Test, which allows the user to experience the test as a student.
   - Practice Test Administration, which allows an existing user to open a practice test session.
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For Teachers and Proctors: Practice Test Administration

2. Enter your email address and password, then click Secure Login. Practice Test Administration: Login Page

3. If the Enter Code page appears, an authentication code has been automatically sent to your email address. You must enter this code in the Enter Emailed Code field and click Submit within five minutes of receiving the email. Enter Code Page

4. Start a test session.
   a. In the Test Selection window, select the test or tests you wish to administer.
   b. Click Start Practice Session. The session ID appears at the top of the page. Practice Test Administration: Select Tests, Start Session
5. Provide the session ID to the students signing in to your test session.

   Note: the session ID for a practice test will start with the word ‘TRAIN’ as the first section. If you see anything else in the first section, close the session and start again.

6. Have students sign in to the Practice Tests Site using their first name, unique Student ID, and the session ID from step 4. For more information about the student login process, see the section For Students: About the Testing Process.

   a. A student can log in either under a guest session or linked to an active session.
b. If the student’s data is already present in the Student & User Management System the student may log in using their own credentials.

Student Practice Site: Login with Name and ID

Please Sign In

Guest User
Toggle to sign in as yourself

First Name:
JANE

Student ID:
IN-9099-123456789

Guest Session
Toggle to join an active session

Session ID:
TRAIN - 445A - 1
7. Approve students for testing. When students select tests, the Approvals box in the upper-right corner of the Practice Test Administration Site will show notifications. Click Approvals to view the list of students awaiting approval.
   - To review and edit a student’s test settings and accommodations, click 🏛️ in that student’s row.
   - To approve an individual student for testing, click 🔄.
   - To deny a student for testing, click ❌ and enter the reason in the box.
   - To approve all students in the list for testing, click Approve All Students at the top of the Approvals window.

8. Monitor the students’ progress throughout their tests. Students’ test statuses appear in the Students in Your Test Session table.
   - Statuses include the following: approved, started, in-progress, review, completed, submitted, scored, reported, and paused.
   - The Student Status column indicates how many test questions the student has answered out of the total number of questions in the test.
   - Click ⏸️ to pause an individual student’s test. If a student’s test is paused for more than 20 minutes, that student cannot review any items completed before the test was paused.
   - Click 📖 to view a student’s full information, including test settings.
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9. When the time is up, stop the test session and log out.
   
   a. Click **STOP** to end the session and automatically save and pause any in-progress tests in your session.

   b. Click **Log Out** to exit the Practice Test Administration Site.

   **Note:** Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, start a new session.

For Students: About the Testing Process

10. Click the **Practice Test** card on the portal and click **Take the Practice Test**, allowing the user to experience the test as a student.

11. The **Student Sign-in** page appears.
12. Students will enter their first name, Unique ID, and the session ID. As a reminder, students need to be added to the Student and User Management System first in order to log in to the Secure Browser.

**Note:** Students may log in using guest mode and skip the steps asking for login information by toggling the buttons by “Guest User” and “Guest Session”. They may either use Guest User, Guest Session, or both. Guest Session mode removes the need for a teacher to set up a test session using the Practice Test Administration Site.

*Common Login Errors*

- **The first name and Unique ID do not match.** This indicates that the first name entered does not match the first name associated with the unique ID.

- **The session ID is not available.** The session ID entered is not an available test session. Verify that the student entered the session ID correctly.

*Verify Student Information*

1. After the student logs in, the *Your Tests* page appears. Verify that the information on this page is correct.
   
   o **Note:** If signed in as a guest, select the grade desired from the *Student Grade Level* drop-down list.

2. Click *Yes* to continue.
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**Select an Available Test**

1. On the *Your Tests* page, select the test you need to take.

2. The student will wait for the TA to check test settings and approve participation.

3. **Note:** If you previously started a test but did not finish it, *Resume* displays next to the test name. You can click this button to resume the test.

**Verify Test Information**

1. Review the information page and verify that test settings are accurate.

2. The student should click *Select* when ready. The *Sound Check* page appears if TTS is turned on.

   a. The student must play the audio and click *Yes* to verify that they heard the sound.

3. The *Test Instructions and Help* page opens.

4. After reviewing the test instructions, click *Begin Test Now* to start the test.
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Complete the Test

1. On each page of the test, the student must answer all the items before clicking Next to proceed to the next page.

2. After completing the last question on the test, the student will click End Test.

3. Student should click, Yes. To continue to the End Test page

4. On the End Test page, students may click a question number to return to the test and review answers or click Submit Test to complete the testing process.

Test Review

1. Once the test is submitted, the Your Results page will appear, showing test details.

Note: Students are not able to change their answers once the test is submitted.
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Test Layout and Tools

This section provides an overview of the Practice Test's available tools and where they are located. Below you can see the basic test layout and primary tools available in the Student Practice Site.

Test Layout

Note: Some tools are available for all tests, while others are available only when testing in a particular subject or when testing with a particular accommodation.

Below are the Student Testing Site’s available global tools.

Global Tools

<table>
<thead>
<tr>
<th>Tool</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help</td>
<td>To view the on-screen Instructions and Help window, select the question mark ( ) button in the upper-right corner.</td>
</tr>
<tr>
<td>Calculator</td>
<td>To use the on-screen calculator, select Calculator in the global menu.</td>
</tr>
<tr>
<td>Dictionary</td>
<td>To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select Dictionary in the global menu.</td>
</tr>
<tr>
<td>Line Reader</td>
<td>To highlight an individual line of text in a passage or question, select Line Reader in the global menu. This tool is not available while the Highlighter tool is in use. The Line Reader tool applies to all tests.</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Tool</th>
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</thead>
</table>
| **Masking**           | The Masking tool temporarily covers a distracting area of the test page. To use this tool:  
                        | 1) Select **Masking**.  
                        | 2) Click and drag across the distracting area.  
                        | To close the Masking tool, select **Masking** again. To remove a masked area, select X in the upper-right corner of that area. |
| **Notes**             | To open the on-screen notepad, select **Notes** in the global menu.                                                                           |
| **Periodic Table**    | To view the on-screen periodic table, select **Periodic Table** in the global menu.                                                           |
| **Print Page**        | To print the entire test page, select **Print Page** in the global menu.                                                                     |
| **Print Passage**     | To print a passage, select **Print Passage** in the global menu.                                                                              |
| **System Settings**   | To adjust audio volume during the test, select 🎧 in the upper-right corner.  
                        | Students testing with TTS can also use this tool to adjust TTS settings.  
                        | Students testing on mobile devices cannot use this tool to adjust volume. To adjust audio volume on mobile devices, students must use the device's built-in volume control. If Guided Access is turned on, it must be turned off before adjusting the volume on iPads. |
| **Zoom buttons**      | To enlarge the text and images on a test page, select **Zoom In**. Multiple zoom levels are available. To undo zooming, select **Zoom Out**.  
                        | Students testing with the Enhanced Zoom setting can enlarge text and images to levels 5×, 10×, 15×, and 20×. Enhanced Zoom requires students to test in streamlined mode. |

Below are the Student Testing Site's available context menu tools.
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### Context Menu Tools and Stimulus Tools

<table>
<thead>
<tr>
<th>Tool</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>American Sign Language</strong></td>
<td>Students can watch videos that translate test content into American Sign Language (ASL).</td>
</tr>
<tr>
<td><strong>To view ASL videos:</strong></td>
<td>• From the context menu, select <strong>American Sign Language</strong>.</td>
</tr>
<tr>
<td></td>
<td>o If only one ASL video is available, the video opens automatically.</td>
</tr>
<tr>
<td></td>
<td>o If multiple ASL videos are available, sign language icons ( 📚 ) appear next to the test content for each video. Select the icon for the test content you wish to translate into ASL.</td>
</tr>
<tr>
<td><strong>Audio Transcription</strong></td>
<td>Questions and stimuli with audio content automatically display captions that can be read by Refreshable Braille Displays for students testing with the appropriate accommodations.</td>
</tr>
<tr>
<td><strong>Closed Captioning</strong></td>
<td>Questions and stimuli with audio elements automatically display closed captions for students testing with the appropriate accommodations.</td>
</tr>
<tr>
<td><strong>Expand buttons</strong></td>
<td>Students can expand the passage section or the question section for easier readability.</td>
</tr>
<tr>
<td></td>
<td>• To expand the passage section, select the right arrow icon ( → ) below the global menu. The section will expand and overlap the question section for easier readability. To collapse the expanded passage section, select the left arrow icon ( ← ) in the upper-right corner.</td>
</tr>
<tr>
<td></td>
<td>• To expand the question section, select the left arrow icon ( ← ) below the global menu. To collapse the expanded question section, select the right arrow icon ( → ) in the upper-left corner.</td>
</tr>
<tr>
<td><strong>Glossary (Word List)</strong></td>
<td>To open the glossary, click a word or phrase that has a border around it.</td>
</tr>
<tr>
<td><strong>Highlighter</strong></td>
<td>To highlight text, select the text on the screen and then select <strong>Highlight Selection</strong> from the context menu. To remove highlighting, select <strong>Reset Highlighting</strong> from the context menu.</td>
</tr>
<tr>
<td></td>
<td>Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use. When a test pauses, highlighting may not persist for certain hot text questions or if the student switches testing devices.</td>
</tr>
<tr>
<td><strong>Language</strong></td>
<td>All tests are offered in English. On some of the tests, Braille and Spanish are offered as well.</td>
</tr>
</tbody>
</table>
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<table>
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<tr>
<th>Tool</th>
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<tr>
<td>Mark for Review</td>
<td>To mark a question for review, select <strong>Mark for Review</strong> from the context menu. The question number displays a flap (1) in the upper-right corner and a flag icon (✓) appears next to the number. The <strong>Questions</strong> drop-down lists displays “marked” (1 marked ✓) for the selected question.</td>
</tr>
<tr>
<td>Mouse Pointer</td>
<td>The Mouse Pointer tool allows you to adjust the size and color of the mouse cursor as it appears on the student’s screen.</td>
</tr>
<tr>
<td>Notepad</td>
<td>To enter notes for a question, select <strong>Notepad</strong> from the context menu. After entering a note, a pencil icon (讃) appears next to the question number of the test page. Students can access their notes for a question only on that question’s test page.</td>
</tr>
<tr>
<td>Print Item</td>
<td>To send a print request for an individual question, select <strong>Print Item</strong> from the context menu. After the student has sent the request, a printer icon (プリント) appears next to the question number of the test page.</td>
</tr>
<tr>
<td>Reading Mode</td>
<td>Reading Mode opens a pop-up window that lets students view two pages of a reading passage at a time. To open Reading Mode, select 以下の文章をクリック below a reading passage. To exit Reading Mode, select 本文を切り離す in the lower-right corner of the pop-up window.</td>
</tr>
<tr>
<td>Select Previous Version</td>
<td>To view and restore responses previously entered for a Text Response question, select the <strong>Select Previous Version</strong> option from the context menu. A list of saved responses appears. Select the appropriate response and click <strong>Select</strong>.</td>
</tr>
<tr>
<td>Strikethrough</td>
<td>For selected-response questions, students can cross out an answer option to focus on the options they think might be correct. There are two options for using this tool: Option A: 1) To activate Strikethrough mode, open the context menu and select <strong>Strikethrough</strong>. 2) Select each answer option you wish to strike out. 3) To deactivate Strikethrough mode, right-click and select <strong>Deactivate Strikethrough</strong>. Option B: • Right-click an answer option and select <strong>Strikethrough</strong>.</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Tool</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Text-to-Speech</td>
<td>To listen to passages and questions, select a speak option from the context menu.</td>
</tr>
<tr>
<td>Tutorial</td>
<td>To view a short video demonstrating how to respond to a particular question type, select <strong>Tutorial</strong> from the context menu.</td>
</tr>
</tbody>
</table>

## Global and Context Menus

The global and context menus allow students to access on-screen tools. Students can access these tools using a mouse or keyboard shortcuts.

### About the Global Menu

The global menu at the top of the test page contains navigation buttons on the left and tools on the right.

![Sample Global Menu](image)

To open a test tool in the global menu, select the button for the tool. The selected test tool activates.

### About the Context Menus

Each test question may include several elements, such as the question number and answer options. The context menu for each element (including the stimulus) contains only tools applicable to that element.
### Opening a Context Menu for Passages and Questions

<table>
<thead>
<tr>
<th>Students can access context menus either by right-clicking elements or by selecting elements and then clicking the context menu button.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To open the context menu for a passage or question:</strong></td>
</tr>
<tr>
<td>1. Click the context menu button (≡) at the upper-right corner of the passage or question. The context menu opens.</td>
</tr>
<tr>
<td>2. Select a tool.</td>
</tr>
</tbody>
</table>

### Opening a Context Menu for Answer Options

<table>
<thead>
<tr>
<th>Students can use the context menu to access tools for answer options in a multiple-choice or multi-select question.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To access an answer option’s context menu:</strong></td>
</tr>
<tr>
<td>1. To open the context menu, do one of the following:</td>
</tr>
<tr>
<td>o If using a two-button mouse, right-click an answer option.</td>
</tr>
<tr>
<td>o If using a single-button mouse, click an answer option while pressing Ctrl.</td>
</tr>
<tr>
<td>o If using a Chromebook, click an answer option while pressing Alt.</td>
</tr>
<tr>
<td>o If using a tablet, tap the answer option and then tap the context menu button (this selects the answer option until a different option is selected).</td>
</tr>
<tr>
<td>2. Select a tool from the context menu.</td>
</tr>
</tbody>
</table>
Using Test Tools

This section describes how to use various test tools that may be available to students.

### Text-to-Speech (Speak) Tool

Students testing with text-to-speech (TTS) on a supported secure browser can use the Speak tool to listen to passages, test items, or response options.

1. Select an area that contains text and open the context menu. The context menu displays the available Speak options.

2. Select the desired Speak option. The text is spoken aloud.

### American Sign Language (ASL) Video Tool

The ASL tool allows students to view test content translated by a human signer.

1. Open the context menu for a passage or item.

2. Select **American Sign Language**. The video opens in the lower-left corner of the page.

### Mark Questions for Review

Students may mark questions for review. Marking a question allows students to find it easier when reviewing the test.

To mark a question for review:

1. Open the context menu for a question.

2. In the context menu, select **Mark for Review**. The question number displays a flap. In the **Questions** drop-down list, “(marked)” appears next to the question number.
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Masking Tool

The Masking tool allows students to hide distracting areas of the test.

To activate the Masking tool:

1. In the global menu, click Masking. The button becomes orange.

2. In the test page, click and drag across the distracting area.

3. Release the mouse button. The masked area becomes dark gray.
   - To remove a masked area, click X in the upper-right corner of the rectangle.
   - To exit the Masking tool, click Masking. The button becomes green.