Student Login Tickets

o To view or print Test Tickets for a Test Session, click the **Edit/Print Ticket Status** icon in the Action column for the applicable Test Session.

o To print all student test login tickets for a Test Session, click the **Print All Tickets** icon in the Action column for the applicable Test Session.

o To export the student roster and login details for a specific Test Session to a CSV file click the **Export Details** icon in the Action column.

TEST ADMINISTRATOR GUIDELINES – Online Testing: Student Login Tickets

==Student Login Tickets are secure materials and must be handled appropriately==. Follow procedures for handling, distributing, and collecting Student Login Tickets to maintain security and confidentiality of materials.

PRIOR TO TESTING (Online Administration)
1. Ensure all students scheduled to test have a login ticket and that all student information is correct, including online accommodations if applicable to the assessment specified on the ticket.
2. If a student does not have a test ticket notify the School Test Coordinator. Do not start the test session if all students assigned to the room do not have the appropriate test ticket.
3. If a student is missing an accommodation (or designated support) or has been incorrectly assigned an online accommodation, notify the School Test Coordinator to verify and reprint the Student Login Ticket.
4. If student information is incorrect, make note of it and notify the School Test Coordinator.
5. Separate Student Login Tickets.

WHEN STUDENTS ARE AT THEIR COMPUTER STATIONS
1. Distribute the Student Test Login Tickets to the students. Do not issue more than one ticket to each student.
2. Ensure students with online accommodations noted on their Student Login Tickets are seated at a computer that has been set up to deliver the specified accommodations.
3. Instruct students to log in to the assessment using the Username and Password on their Student Login Ticket.
4. Collect Student Login Tickets after students successfully start the scheduled assessment.

WHEN STUDENTS ARE FINISHED TESTING
Account for all Student Login Tickets after students have completed testing and return used and unused tickets to the School Test Coordinator along with other materials and documents from the test session.