How to Administer the SBAC Practice and Training Tests

#1 Go to Caaspp.org & click "Practice and Training Tests."

#2 Click "Test Administrator Practice and Training Site."

#3 Sign in with your log-in info. Your username is: **firstname.lastname**.
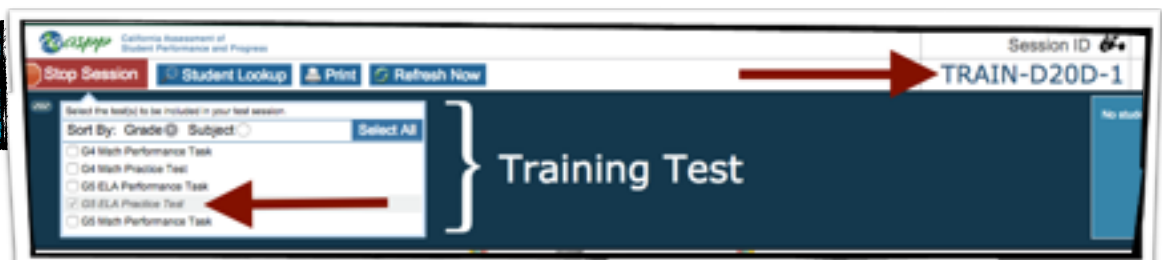
#4 Select the box next to the test(s) you would like students to take.

#5

a. Verify that the name of the test you want students to take is italicized and has the box to the left checked.
b. Provide the Session ID to your students.
c. As students log in and enter that Session ID, their names will appear in the "Waiting for Approval" section. You may either approve them individually or in large groups.
d. Then to end the testing session, click the red STOP SESSION button.