Take a Test

Take a Test is an app, in Windows 10 (or later), that locks down the PC and displays an online assessment web page.

Whether you are a teacher or IT administrator, you can easily configure Take a Test to meet your testing needs. The app creates a browser-based, locked-down environment for more secure online assessments. This means that students taking the tests don’t have copy/paste privileges, can’t access files and applications, and are free from distractions.

We are planning on moving to this feature in a couple of phases.

- Phase 1: For computer labs with single station set ups – but not for domain servers. We are currently working on documentation to get the feature pushed out on a domain. The instructions below are for local user accounts on the computer.
- Phase 2: Instructions will be created for remote testing scenarios.

Requirements: The Take a Test is available on Windows 10 Pro Edition (or later), it’s not available on Home Edition.

Setup single PC

To configure the assessment URL and a dedicated testing account on a single PC, follow these steps.

1. Sign into the Windows 10 device with an administrator account.
2. Open the Settings app and go to Accounts > Access work or school.
3. Click **Set up an account for taking tests**.

4. In the **Set up an account for taking tests** window, choose an existing account to use as a dedicated testing account.

**Note**: If you don’t have an account on the device, you can create a new account.
To do this go to Settings > Accounts > Family & Other users

Click on Add someone else to this PC.

Other users

Allow people who are not part of your family to sign in with their own accounts. This won’t add them to your family.

Add someone else to this PC

Test User
Local account
When the Microsoft window opens, select **I don’t have this person’s sign in information**.

Then choose **Add a user without Microsoft Account**

**Microsoft**

**How will this person sign in?**

Enter the email address or phone number of the person you want to add. If they use Windows, Office, Outlook.com, OneDrive, Skype, or Xbox, enter the email or phone number they use to sign in.

**Email or phone**

[**I don’t have this person’s sign-in information**]

[**Cancel**] [**Next**]

**Microsoft**

**Create account**

**someone@example.com**

**Use a phone number instead**

**Get a new email address**

[**Add a user without a Microsoft account**]

[**Back**] [**Next**]
Add Username and enter the required password.

5. In the **Set up an account for taking tests**, enter the correct assessment URL in the field under **Enter the test's web address**.

   - **California** = https://ca.etestsonline.org/html5/#/TestLogin/Login/
   - **Global** = https://etestsonline.org/html5/#/TestLogin/Login/
   - **Laraec** = https://laraec.etestsonline.org/html5/#/TestLogin/Login/
   - **Miami-Dade** = https://etestsonline.org/MiamiDade/html5/#/TestLogin/Login/
   - **Washington** = https://etestsonline.org/Washington/html5/#/TestLogin/Login/

6. Select the options you want to enable during the test.

   i. To enable printing, select **Require printing**. It will allow test users / students to press the **Print** button and be able to print the Personal Score Report.
   
   ii. To enable teachers to monitor screens, select **Allow screen monitoring**. It would allow proctors to monitor student activity similar to a remote connection. Please note that this functionality has not yet been set up or tested.
   
   iii. To allow text suggestions, select **Allow text suggestions**.
Set up an account for taking tests

Choose an account for the test taker and then enter the test’s address.

Testuser

Sign out of the test taker’s account and stop it from taking tests.

Enter the test’s web address

https://ca.etestsonline.org/html5#/ 

To take the test, sign out of Windows and then sign in using the test taker’s account. To sign out, right-click the Start button, select Shut down or sign out, then select Sign out.

If you need to stop taking the test, press Ctrl+Alt+Delete.

✓ Require printing

✓ Allow screen monitoring

✓ Allow text suggestions

7. You can start the test by simply signing in with the test user account selected / created above. It will automatically start Take a Test and then open the link provided in the setup.
The following section provides already known steps that present proctor & student activity in eTests, from registering a station to starting a test.

**Start a session**

1. Go to your designated eTests URL:
   - **California** = https://ca.etestsonline.org/
   - **Global** = https://etestsonline.org/
   - **Laraec** = https://laraec.etestsonline.org/
   - **Miami-Dade** = https://etestsonline.org/MiamiDade/
   - **Washington** = https://etestsonline.org/Washington/

2. Click **Sign in** in the upper right-hand corner, then enter your login credentials
   **Example**
   
   Agency: 4908
   User: proctor11@rhas.org
   Password: proctor

3. Set up a new session or use an existing one. After set up is completed, start the session in **On-site Session**, click the **+Add stations** button in the bottom left corner of the page to select the registered computers you would like to use.

**Note:** For stations that have already been registered with credentials, skip the next steps.

**Register station**

1. The first screen displayed asks you for the **Station Registration Code** (If selected computer has not already been registered), displayed on the station management page.

2. Enter the **Station Registration Code** and tap **Register** button.
Logging in as a Student

1. If you already know the student ID, leave the first option selected and type the student ID. Then tap the green arrow. Otherwise, click on New Student and you will create a new student by going through the demographic pages.

2. After confirming the demographics, the student will be presented with the test menu (as was set up in the session).

3. Students can take tests as in SB environment. Since both environments (Secure Browser and Take a Test) are very restrictive, students are not actually impacted by this.

Note: Students can only exit Take a Test by pressing CTRL + ALT + DEL keys. When this key combination is pressed, the windows user is automatically logged out.

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