

# 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.

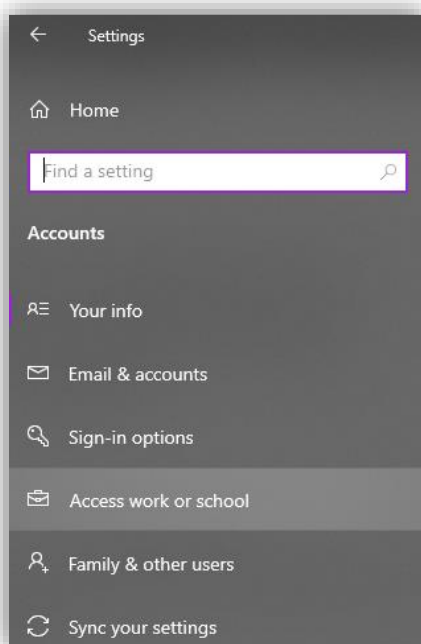
- Phase 1: For computer labs with single station set ups – but not for domain servers. We are currently working on documentation to get the feature pushed out on a domain. The instructions below are for local user accounts on the computer.
- Phase 2: Instructions will be created for remote testing scenarios.

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

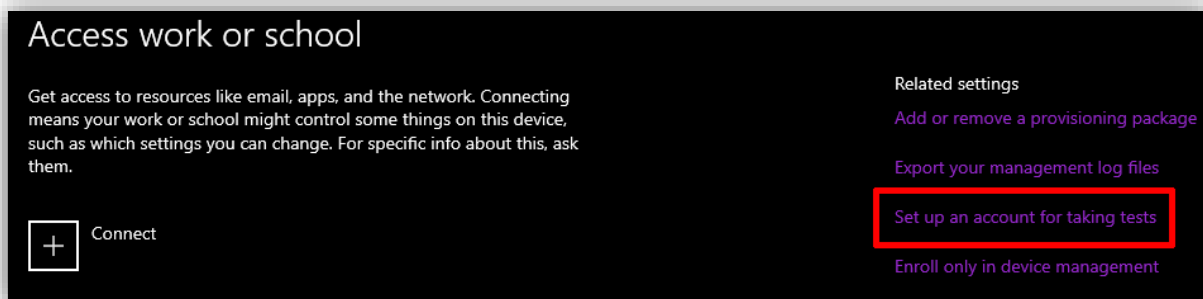
## Setup single PC

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

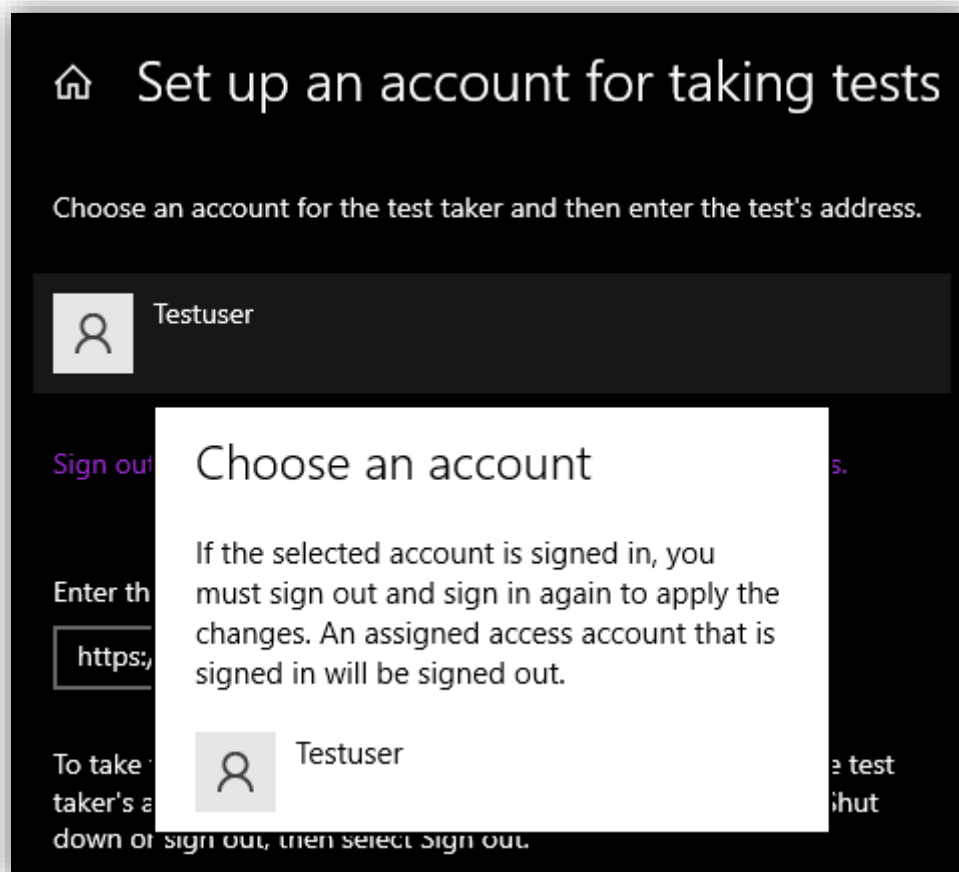
1. Sign into the Windows 10 device with an administrator account.
2. Open the **Settings** app and go to **Accounts > Access work or school**.



- Click **Set up an account for taking tests**.

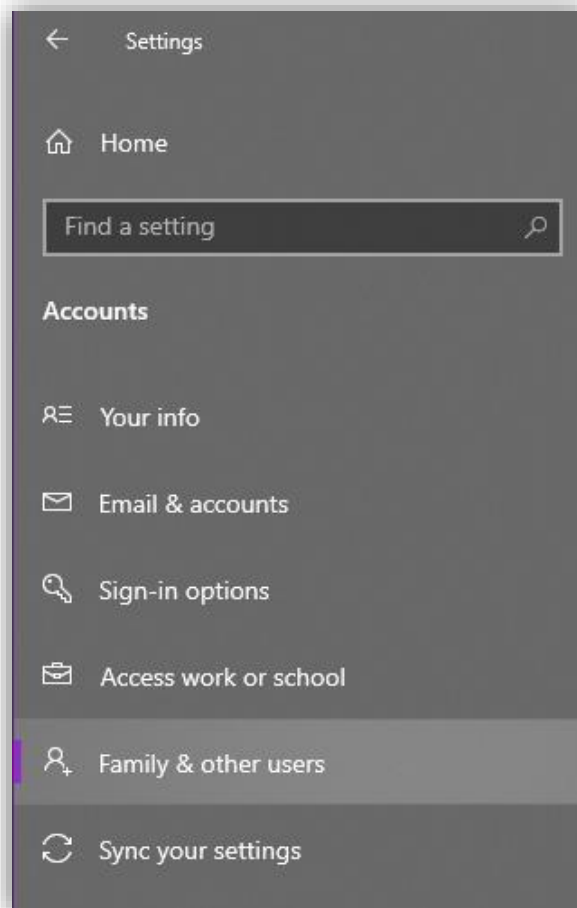


- In the **Set up an account for taking tests** window, choose an existing account to use as a dedicated testing account.

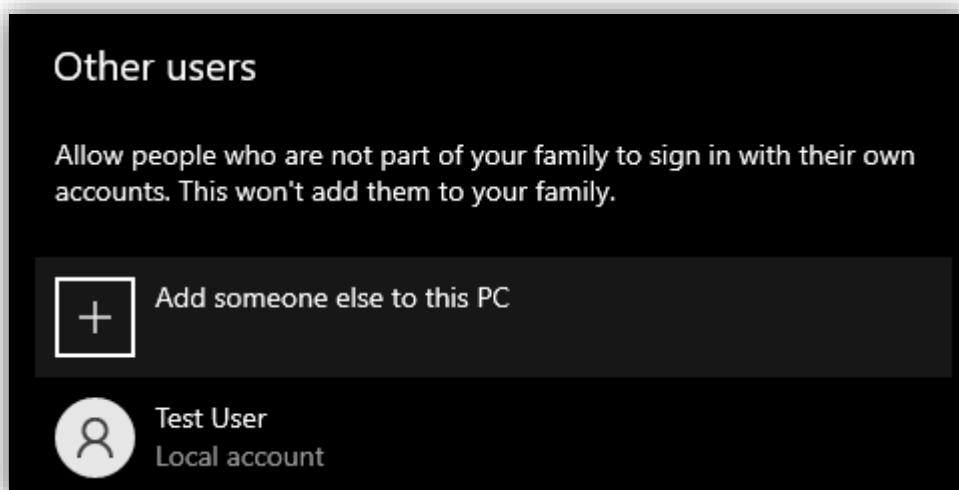


**Note:** If you don't have account on the device, you can create a new account.

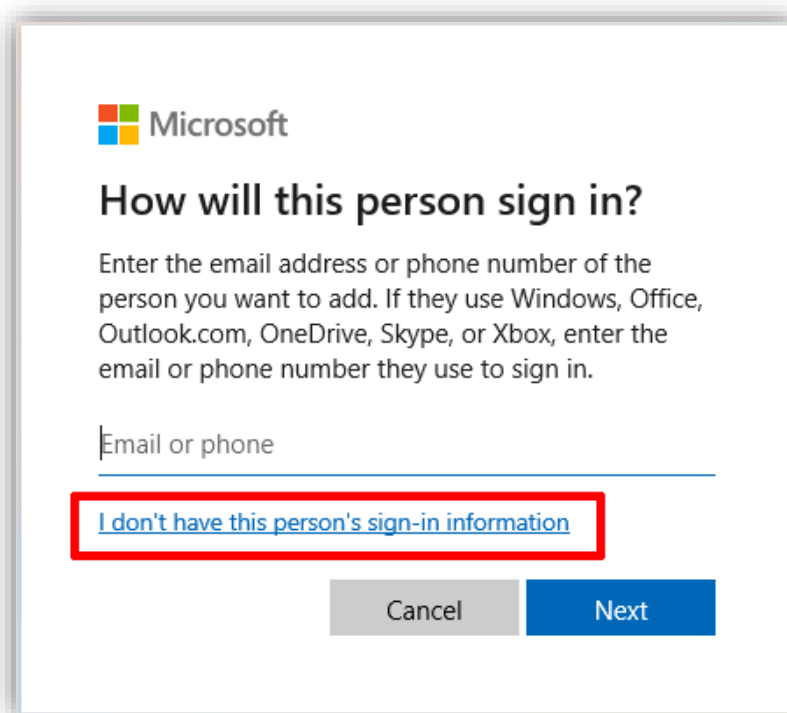
To do this go to **Settings > Accounts > Family & Other users**



Click on **Add someone else to this PC**.

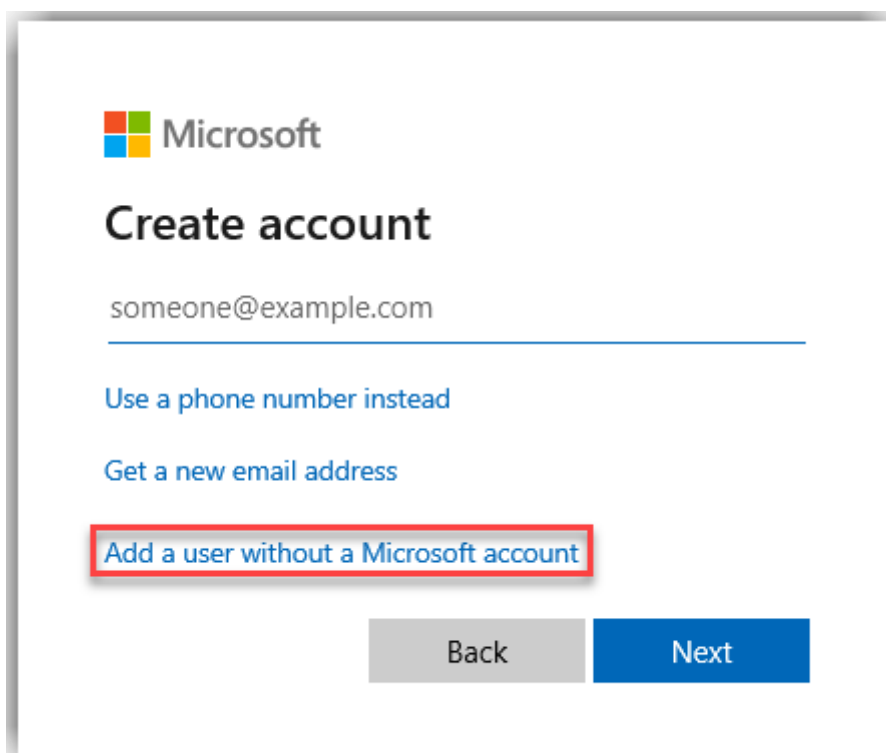


When the Microsoft window opens, select **I don't have this person's sign in information**.



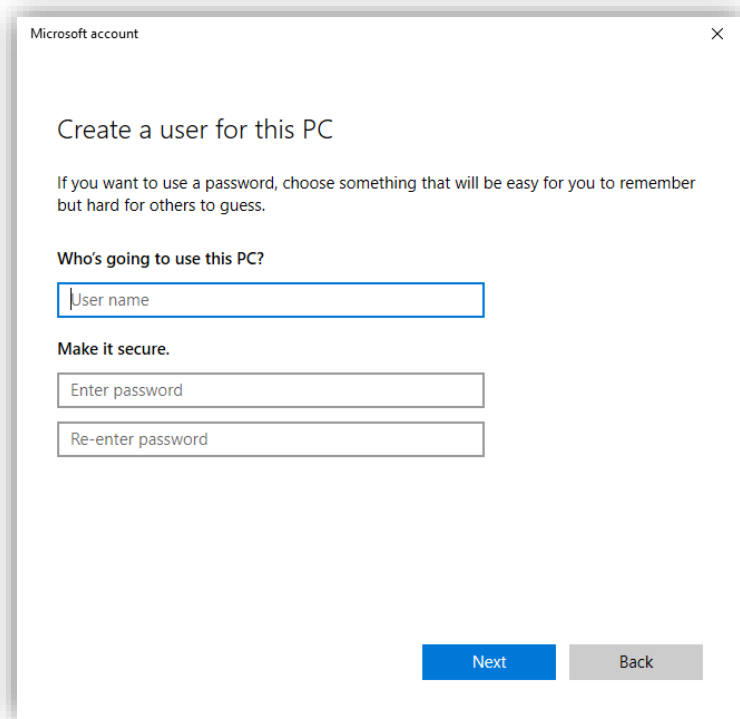
The screenshot shows a Microsoft dialog box titled "How will this person sign in?". It contains a text input field labeled "Email or phone" which is currently empty. Below the input field, the link "I don't have this person's sign-in information" is highlighted with a red rectangular box. At the bottom of the dialog, there are two buttons: "Cancel" (grey) and "Next" (blue).

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



The screenshot shows a Microsoft dialog box titled "Create account". It features a text input field containing the email address "someone@example.com". Below the input field, there are three links: "Use a phone number instead", "Get a new email address", and "Add a user without a Microsoft account". The link "Add a user without a Microsoft account" is highlighted with a red rectangular box. At the bottom of the dialog, there are two buttons: "Back" (grey) and "Next" (blue).

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/>

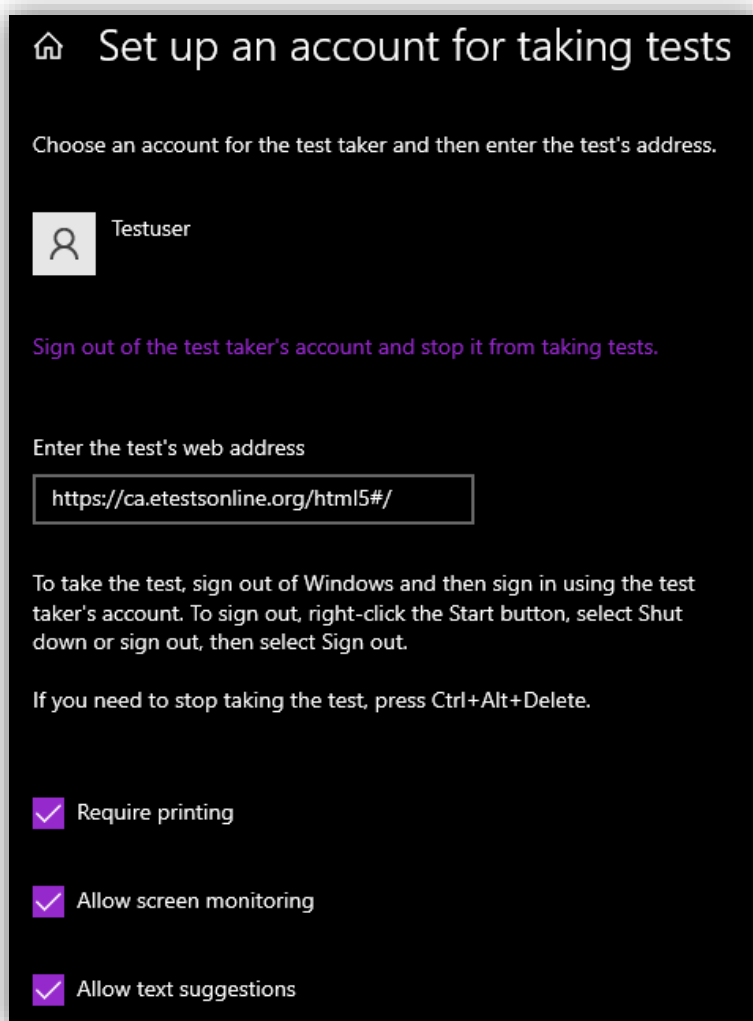
**Global** = <https://etestsonline.org/html5/#/TestLogin/Login/>

**Laraec** = <https://laraec.etestsonline.org/html5/#/TestLogin/Login/>

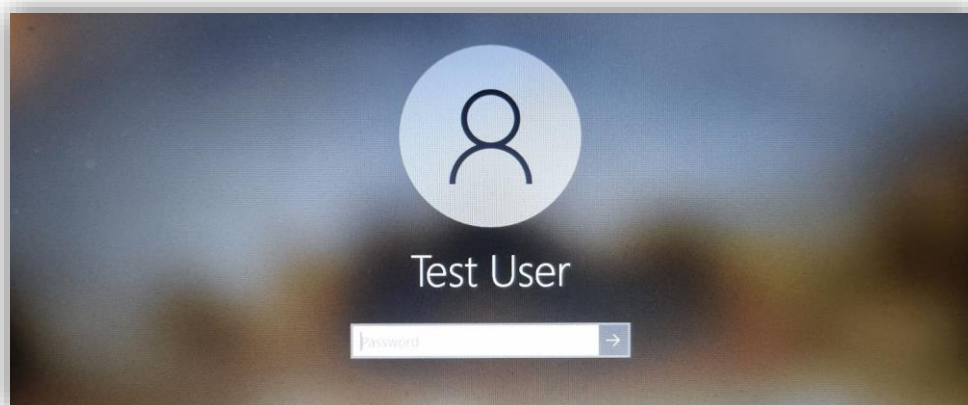
**Miami-Dade** = <https://etestsonline.org/MiamiDade/html5/#/TestLogin/Login/>

**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**.



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.

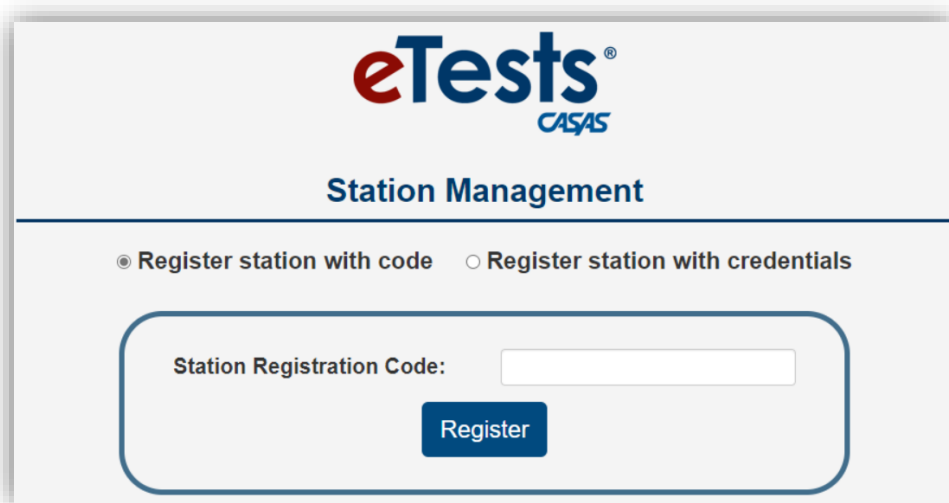
## Start a session

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

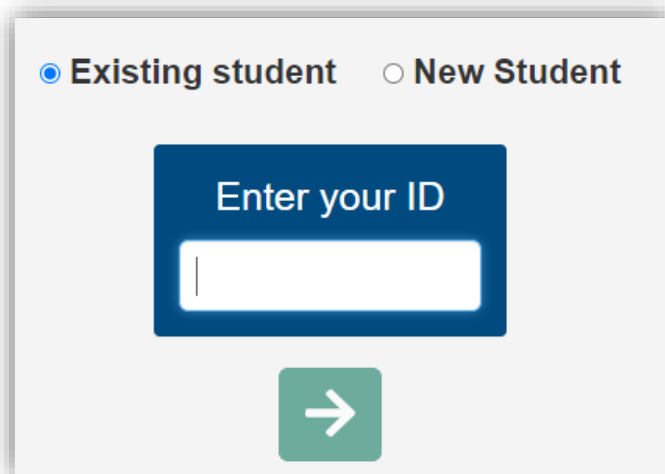
1. The first screen displayed asks you for the **Station Registration Code** (If selected computer has not already been registered), displayed on the station management page.
2. Enter the **Station Registration Code** and tap **Register** button.



The screenshot shows the 'Station Management' interface. At the top is the 'eTests CASAS' logo. Below the logo is the title 'Station Management'. There are two radio button options: 'Register station with code' (which is selected) and 'Register station with credentials'. Below these options is a rounded rectangular box containing the text 'Station Registration Code:' followed by a text input field. Below the input field is a blue button labeled 'Register'.

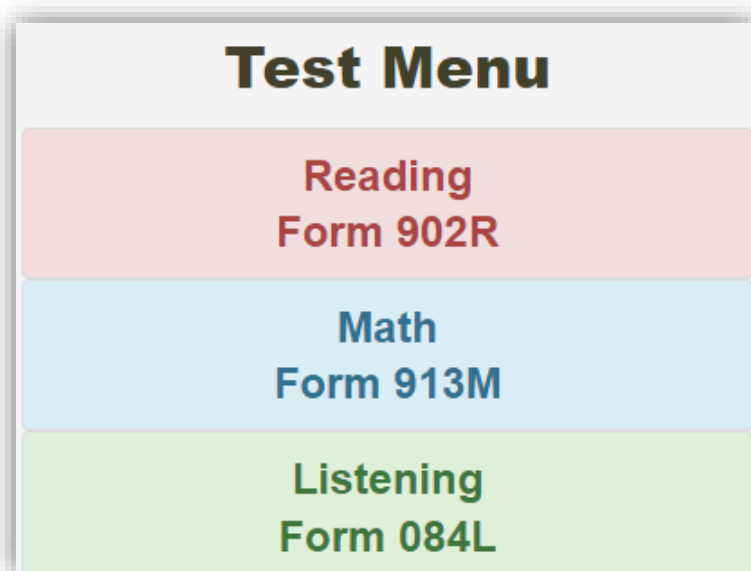
## Logging in as a Student

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.



The screenshot shows a login interface with two radio button options: "Existing student" (selected) and "New Student". Below the options is a dark blue box containing the text "Enter your ID" and a white input field with a vertical cursor. At the bottom center is a green square button with a white right-pointing arrow.

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



The screenshot shows a "Test Menu" screen with three colored buttons stacked vertically. The top button is pink and labeled "Reading Form 902R". The middle button is light blue and labeled "Math Form 913M". The bottom button is light green and labeled "Listening Form 084L".

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.