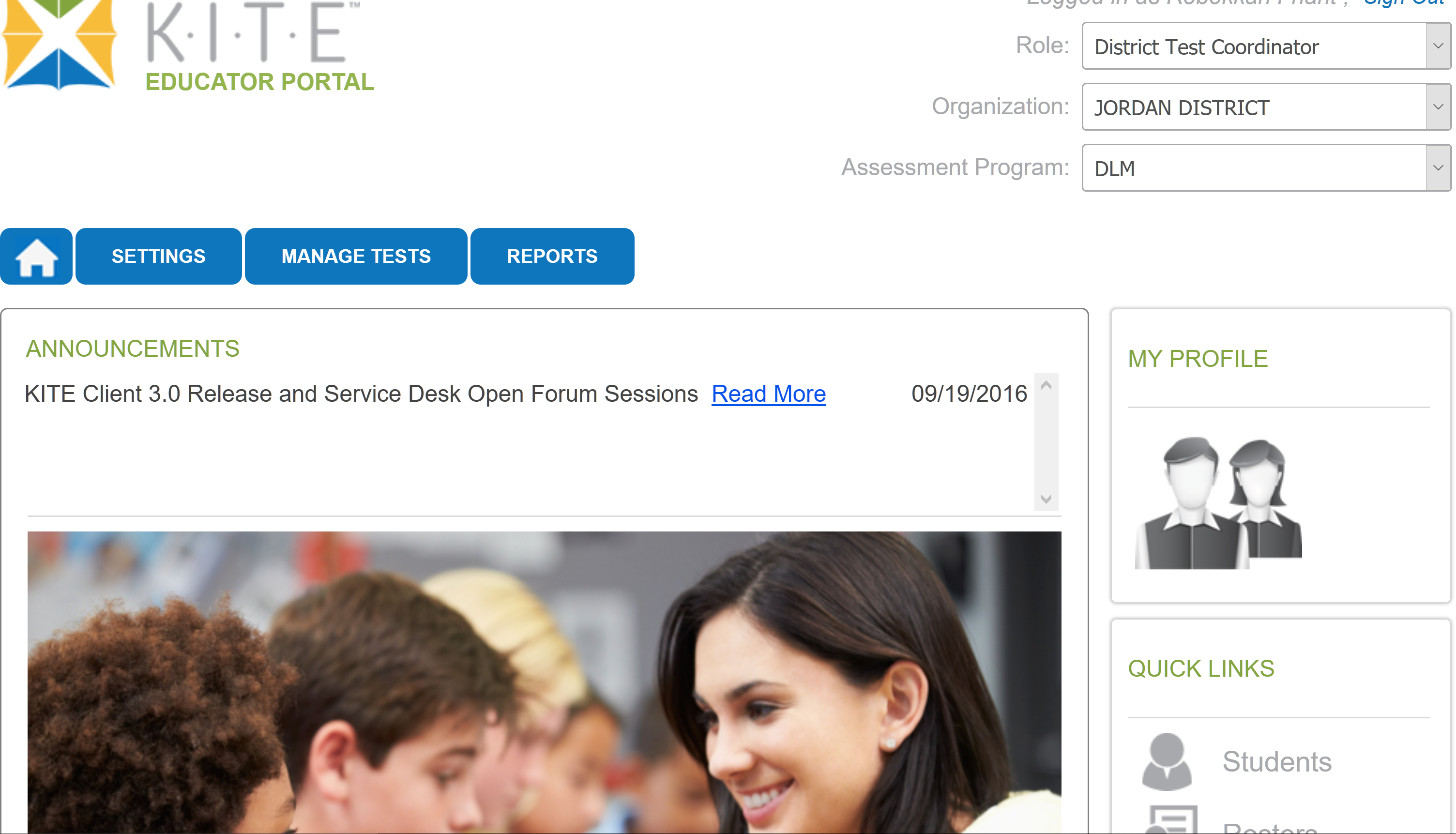
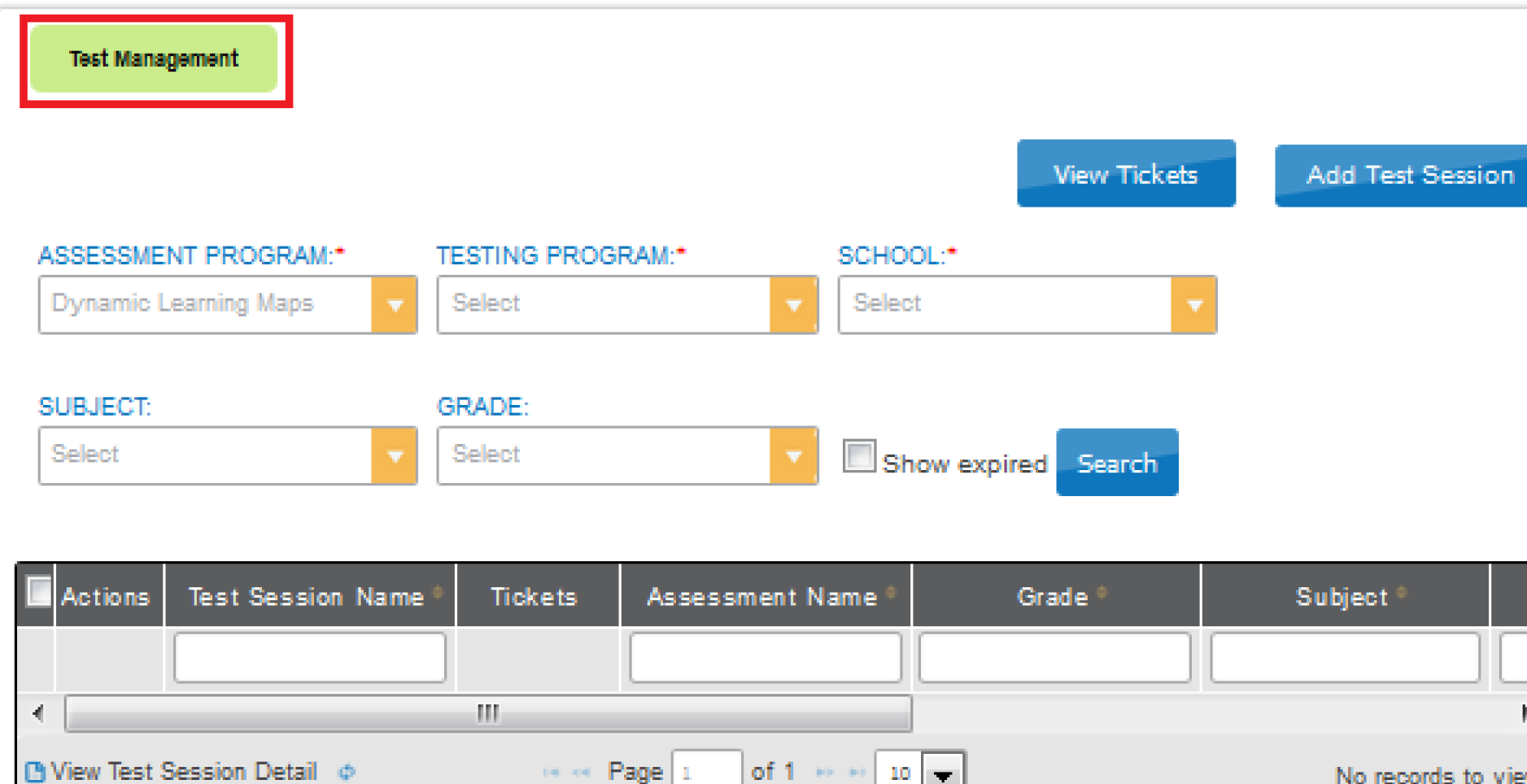
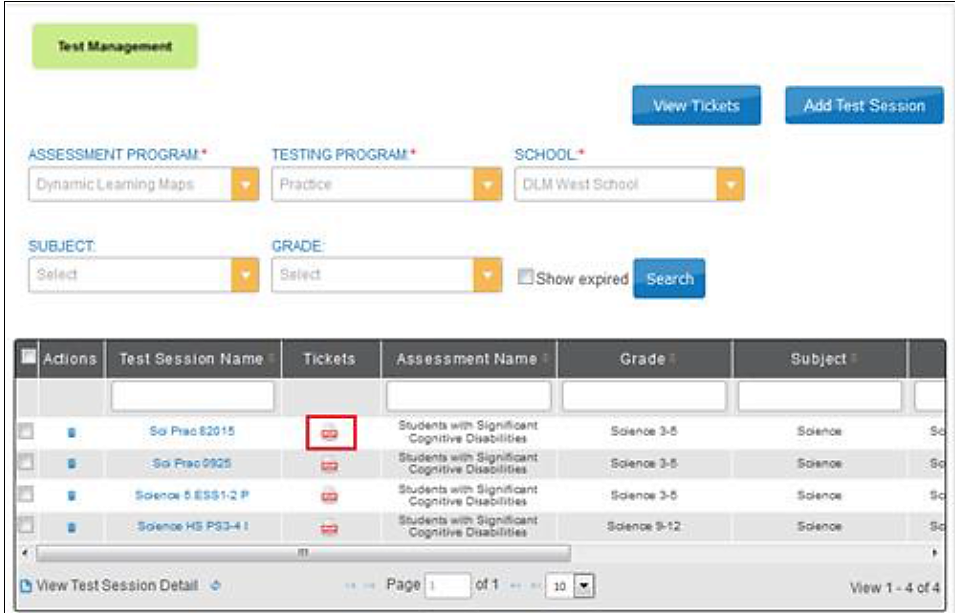
Instructions for Spring Testing

More information can be found in the 2016-17 Test Administration Manual (pgs. 93-98) and the Educator Portal Guide (pgs 53-61)

1. Login to Educator Portal: <https://educator.cete.us/AART/userHome.htm>
2. Check **Rosters**- contact Bekkah Friant if you are missing any students
3. Click **Manage Tests**

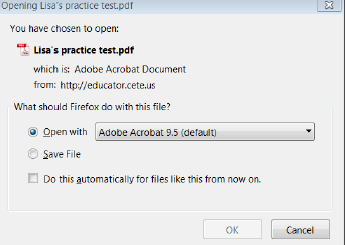


1. Click **Test Management** 
2. If the Testing Program Box is not filled in, select **Summative**
3. Click the **PDF** icon to view and print out the student’s username and password

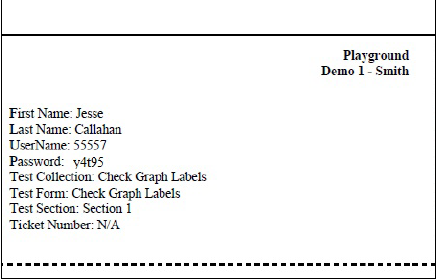


You can select up to 6 students to print out by clicking on box

1. Click **Open with**

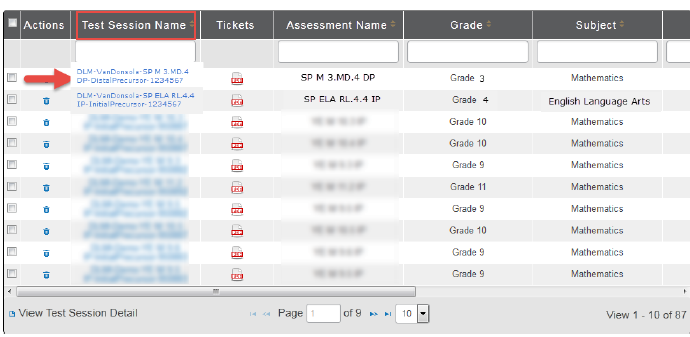


1. Click **OK**
2. Tickets will look similar to this:

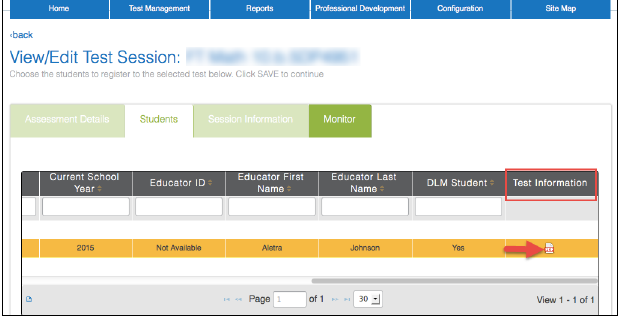


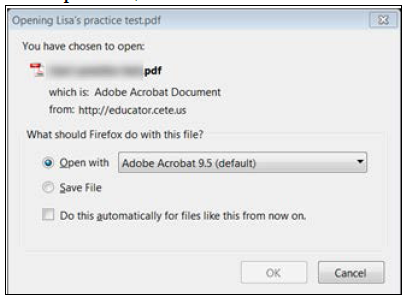
**The student’s username and password will be the same for Math and Language Arts.**

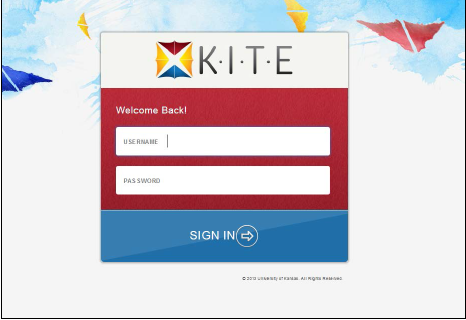
1. Print the TIPS page for student (you will need to print a TIPS sheet for every testlet in each subject)
2. Click **Test Session Name**

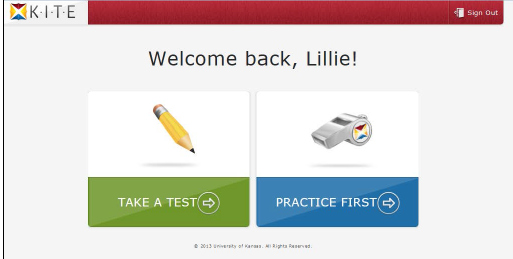


**(Test Session names are long, look for the Student’s Last Name)**

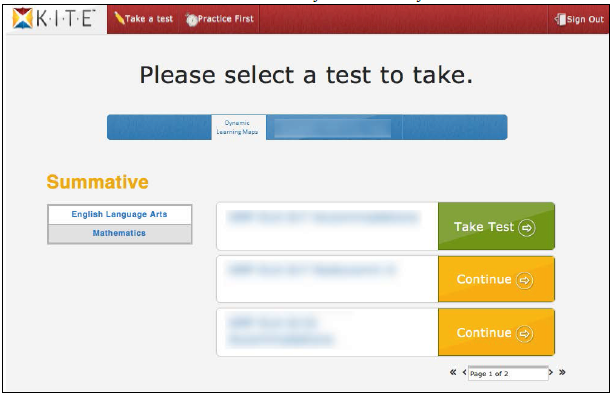
1. Scroll over to the **Test Information** column and click PDF to view/open the TIP
2. Click **Open with**



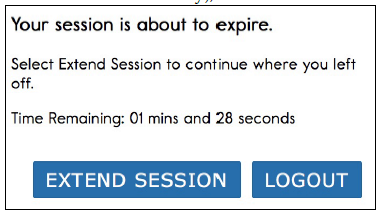
1. View/Print the Testlet Information Page (TIP). When printing this document, remember that it is a **SECURE Document.** You may only want to print the pages that you need. (You only need to print out the alternate text passages if you are using Human Read Aloud)
2. Gather **Testing Materials** listed on **TIPS**
3. Click on **Kite Client** on student testing computer
4. Enter the student’s **Username** and **Password** from the ticket you printed out
5. Click **Sign In**
6. Click **Take a Test**.



1. Select **Subject** and **Testlet**; Click **Take Test**



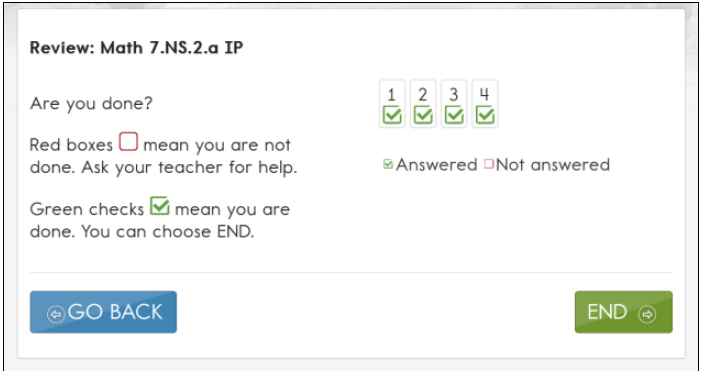
1. Click **Begin**
2. Students can break for up to 28 min during a testlet. After 28 min of no activity the system will bring up this message:



1. If you need to end a testlet before a student is finished click on **Exit Does not Save**



1. When student reaches end of testlet, you will see this:



If you see green checks in every box, you can click **End**. If questions are unanswered click **Go Back**.

1. After clicking **End,** click **Yes**



1. Click **Close Kite**
2. Follow Steps 7 thru 22 for each testlet in Math and English Language Arts. The number of testlets for each grade and subject are as follows:

