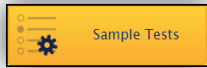

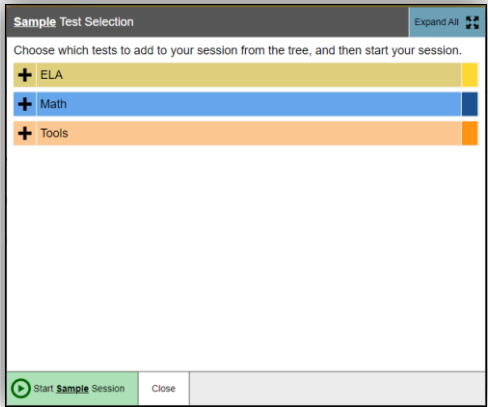
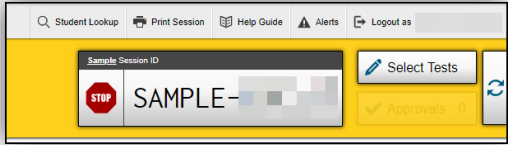


Administering an AzM2 Mock Test Session

Note: You must have an account in TIDE and have taken the TA Certification course to administer the Mock Sample Test.

Information can also be found in the TA User Guide:

<https://azm2portal.org/core/fileparse.php/1972/urlt/TA-User-Guide-AZ-508.pdf>

Step 1: Test Administrator	
The Test Administrator (TA) navigates to the AzM2 portal.	http://AzM2portal.org/
Select the Sample Test button.	
Click on the <i>Administer the Sample Tests</i> card.	
The Sample Test Selection pop-up window will appear. The tiles expand so you can select the tests you want to add to your session. To begin tests, click on the green "Start Sample Session" button.	
The Session Code will appear on the top right-hand side of the page.	

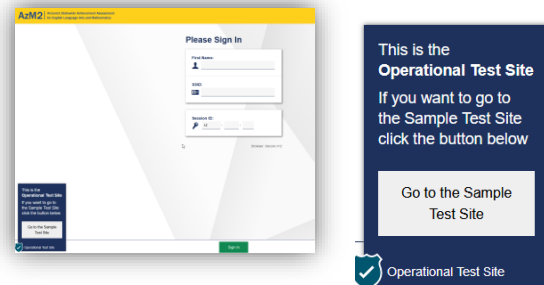
Step 2: Student

Click on the Secure Browser.

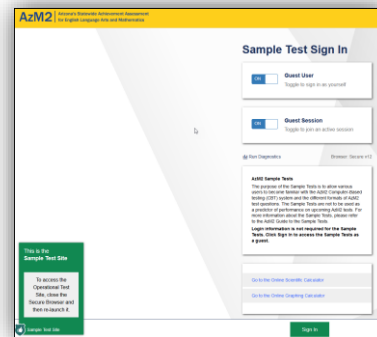
<https://azm2portal.org/secure-browsers.stml>



Before signing in, check the card on the bottom right hand side of the page. The Operational Test is in blue. If the card says it's the Operational Test, click the button "Go to the Sample Test Site."



The **Sample Test Sign In** page will have a green card in the bottom right hand side of the page and will have the *Sample Test* title at the top of the page.

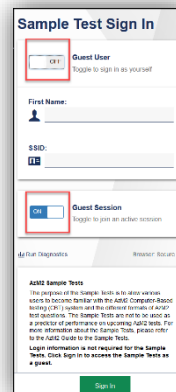


Toggle the Guest User's "On" button to "Off" and type in your first name and SSID.

Toggle the Guest Session's "On" button to "Off" and type in the Session ID that your Test Administrator provides.

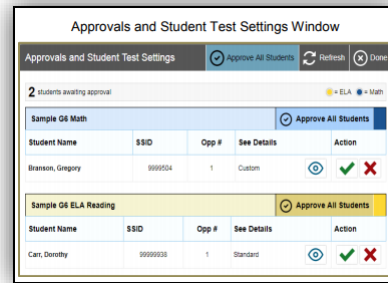
Select your test and wait for your Test Administrator's approval.

- Check the *Sound and Video Playback*.
- Check the *Text-to-Speech* function.
- View *Instructions* and *Begin Testing*.

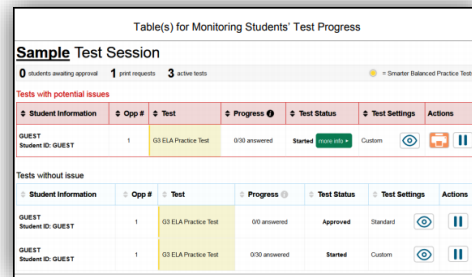


Step 3: Test Administrator

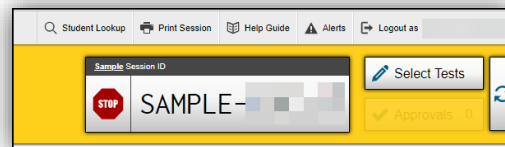
The Test Administrator (TA) approves students as they sign into the test session. Be sure to check that any accommodation has been set for students before approving them to test.



The Test Administrator (TA) monitors students' progress through the test. The TA can *Pause* and *Resume* paused tests from this view.



When all students are finished testing, click the Stop button to stop the test session.



In the banner, click on the Logout icon. A warning message will appear. In the warning message, click *Log Out*.

