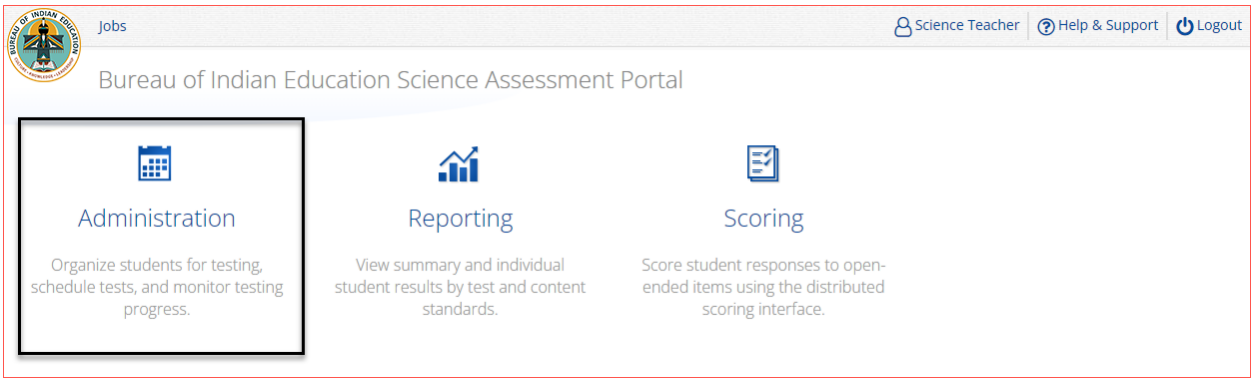
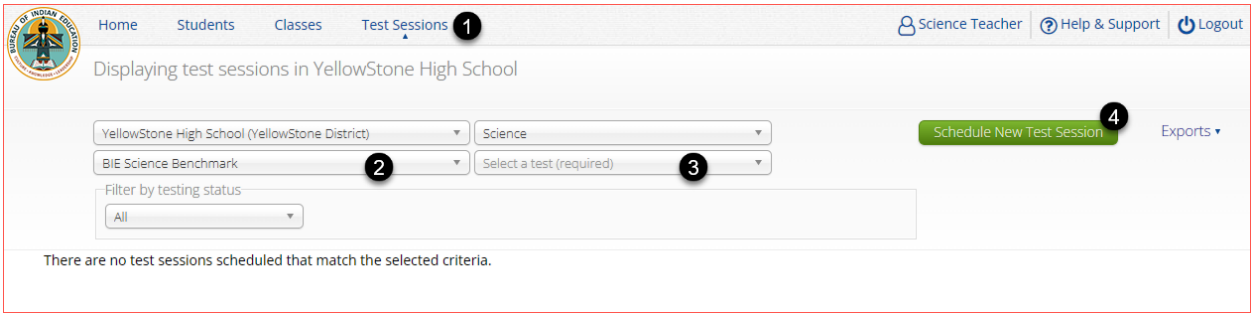
WORKING WITH TEST SESSIONS

School Test Coordinators and Test Administrators (including Teachers assigned the TA Role) can schedule students to a test in the BIE Science Assessment Portal. Test sessions are scheduled in the Administration Component of the BIE Science Assessment Portal.



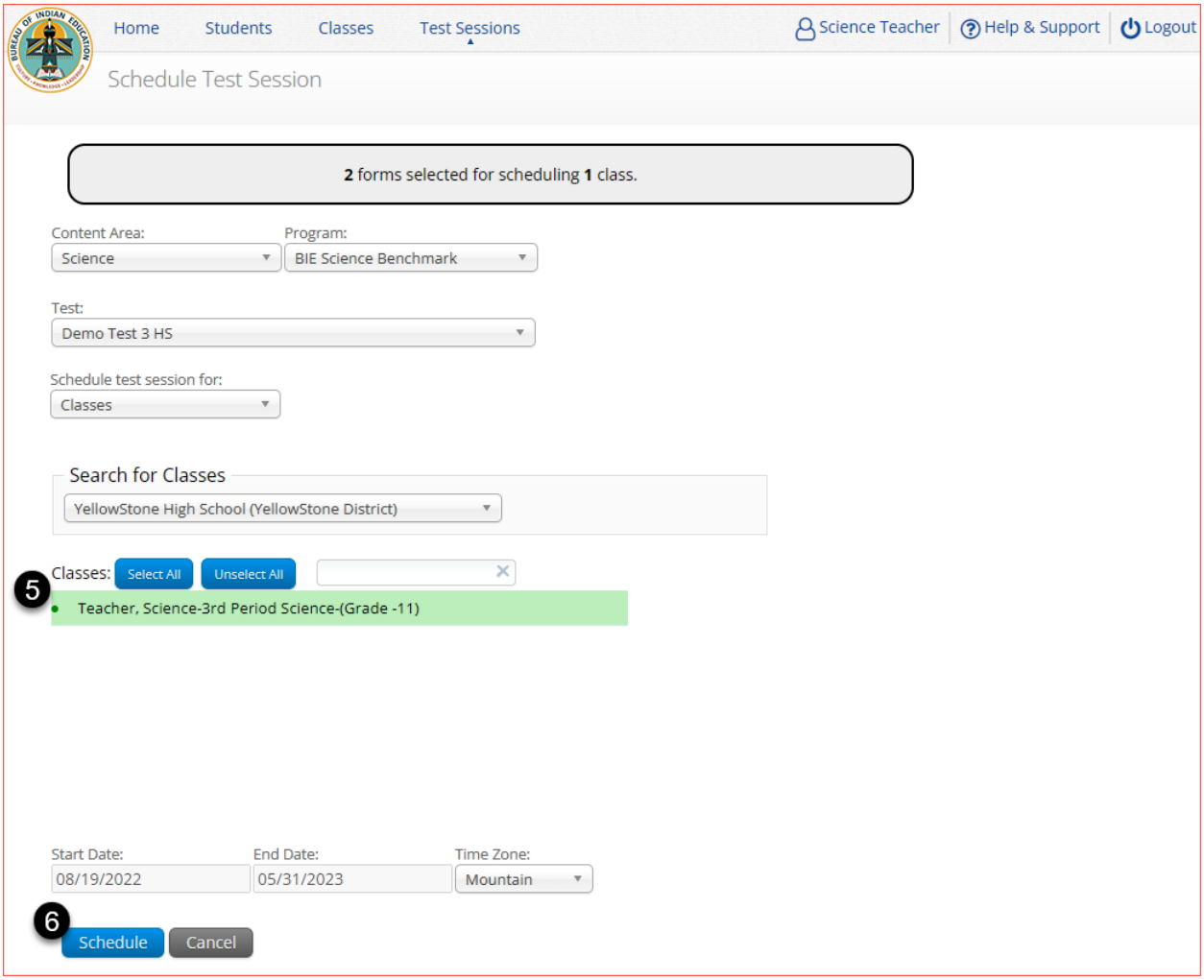
SCHEDULING A TEST SESSION



To schedule a test session:

1. In Administration click on **Test Sessions**.
2. Select the desired **program** (BIE Science Benchmark or BIE Science Assessment) from the program drop-down menu.
3. Select a **test** from the test drop-down menu.
4. Click the green **Schedule New Test Session** button.

The **Schedule Test Session** page will display a list of classes available to schedule.



5. Select one or more classes to schedule, click **Select All** to schedule the test for all classes in the list. Multiple classes may be assigned to the same test, and all forms within that test will be automatically spiraled for all students in the class(es).
6. Click **Schedule** when you are done to save the test session or **Cancel** to discard.

The start date and end date are fixed to the first and last day of the testing window for the test selected.