Washington Office of Superintendent of
PUBLIC INSTRUCTION
Science Assessment Development

WCAS
Online Training Test
Quick Start Guide

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Overview

This document has information about how to access the grades 5, 8, and 11 online Washington Comprehensive Assessment of Science (WCAS) training tests. The training tests are available through the Washington Comprehensive Assessment Portal (WCAP).

Students who take online assessments need opportunities to explore the features of the online assessment and to practice using the tools available on those assessments.

Questions or comments? Please email science@k12.wa.us.

Settings

The online test engine can be customized to allow equitable access for all students. Default settings vary by grade level and content area. The Guidelines on Tools, Supports and Accommodations for State Assessments (GTSA) details resources available in the test engine and their appropriate usage. Educators should familiarize themselves with this information in order to determine if default settings should be modified for students. The GTSA describes:

- the features that can be modified and in what ways;
- the universal tools that are available for all students;
- the designated supports that can be set for certain students or groups of students based on educator discretion; and
- the accommodations that are allowed based on a student's documented Individual Education Plan (IEP) or 504 Plan.

The training tests allow the user to adjust the settings when logging in, so they can practice using the different tools as part of determining if the default settings should be modified for use during the summative WCAS.

The training tests are set to have only the universal tools turned "on" when a student first logs in. The designated supports and accommodations are set in the default "off" position.

A tool that is "on" will have a blue box with "ON" next to the tool title:
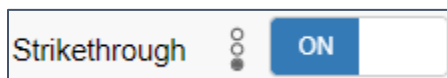
A tool that is "off" will have a gray box with "OFF" next to the tool title:

The tool can be turned "on" by selecting the white space to the left of the "OFF," which will cause the "ON" box to slide in, and dots to appear next to the tool name:

NOTE: Settings for the summative WCAS cannot be adjusted during student login procedures. They must be set within the Test Information Distribution Engine (TIDE) by your school or district test coordinator (SC or DC) prior to WCAS testing.

Access and Login

Options for Accessing Training Tests

There are two options for accessing a training test.

1. **Non-Secure Browser Guest User**
   Students, families, and educators can use the Practice and Training Test button on the homepage of the WCAP Portal and login to a training test as a guest user.

2. **Secure Browser Training Test Login (Educators Only)**
   The educator in the role of test administrator (TA) can use the TA Practice Interface site to create and manage the test session. The students can use the secure browser to login to the training test. This option more closely models the WCAS testing session. Work with your school test coordinator (SC) to obtain login information before using this option.
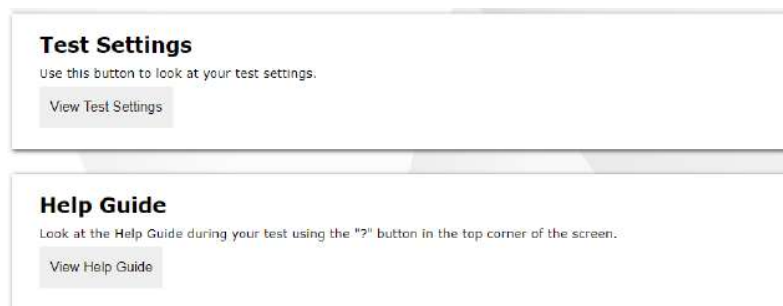
Both options allow students to practice navigating the online test engine and become familiar with the tools and features of the summative assessment.

Steps for Option 1: Non-Secure Guest User

1. Access the WCAP Portal homepage using one of the following web browsers: Chrome, Firefox, Edge, or Safari.

2. Select **Practice and Training Tests** from the list.

3. When you see the **Please Sign In** page, select **Sign In** at the bottom of the screen. (Note: Guest User and Guest Session will be toggled **ON**. You should not adjust these settings.)

4. On the **Your Tests** page, use the drop-down menu to select the desired grade level.

5. You will then see the **Your Tests** page. You may need to scroll down to see the WCAS Training Tests, each in a pink box with an arrow and the words "Start Grade...Science."

Start Grade 5 Science
This is opportunity 1 of 99
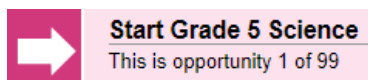
6. Select the test you would like to start. (Note: All three WCAS Training Tests are available to students in any grade 3–12.)

7. You will then see the **Choose Settings** page. Review and/or adjust the settings, then choose **Select** at the bottom of the screen.

8. The **You Are Almost Ready to Begin Your Test** page provides an opportunity to review the **Help Guide** and/or the **Test Settings**.

Test Settings
Use this button to look at your test settings.
View Test Settings

Help Guide
Look at the Help Guide during your test using the "?" button in the top corner of the screen.
View Help Guide

9. Select **Begin Test Now** at the bottom of the screen to begin the training test.
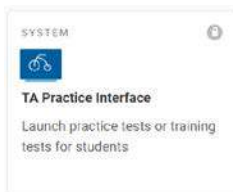
Steps for Option 2: Secure Browser (Educators Only)

1. You (the TA) will first access the WCAP Portal homepage using one of the following web browsers: Chrome, Firefox, Edge, or Safari.

2. Select **Washington Comprehensive Assessment of Science** from the list of assessments.
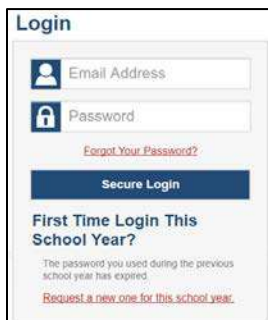

3. Select **Preparing for the WCAS**.

4. Select **TA Practice Interface**.

5. The Login page appears.

Enter your username and password. (This is the same information used to login to all the systems in the WCAP Portal. If you do not know your information, ask your district or school test coordinator (DC or SC) for help. If this is the first time you have logged in this school year, you will have to go through a series of steps to verify your information.)

6. Select **Secure Login**. The TA Interface appears, and the Practice or Training Test Selection window pops up (you may have to disable your browsers pop-up blocker for this site).

7. When you are ready to begin the training test, select the test(s) you want to administer. Use the arrow sign to expand the list of WCAS Training Tests to select a specific grade or multiple grades. Select **Start Practice or Training Session** at the bottom right of the window to start the session.

8. You will then see the session ID at the top of the screen. Write down this session ID. You will provide the session ID to the students logging in to your test session.
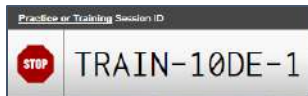
9. Direct students to locate the icon titled **WASecure Browser** on their computer screen, and launch the secure browser.

(If the icon is not available, contact your SC for help, and move the student to a different computer.)

10. Once the browser is open and students see the **Please Sign In** page, direct students to the bottom left corner of the screen.

    IMPORTANT: There is a blue box with the words "This is the **Operational Test Site**. If you wish to complete the Practice Test, please click the button below." Direct students to click on "**Go to the Practice and Training Tests Site**".

11. Now they should see a **Please Sign In** page. If students try to login on the first Please Sign In page for the Operational Site with the Training Test session ID, they will get an error message.

12. Direct students to toggle the Guest User and Guest Session to OFF.

13. Once the toggles are OFF, lines for students to enter their first name, SSID, and the Session ID will appear. Direct students to enter their information and then select **Sign In**.

    IMPORTANT: The Session ID will appear with TRAIN in the first box; if WA appears in the first box, students have not selected the Practice Test site in step 9.

14. Students then check their information (name, SSID, grade, school) on the **Is This You?** page and select **Yes** at the bottom of the screen.

15. Students will then see the Your Test page. Whichever test you selected in step 6 should appear in a pink box with an arrow and the words "Start Grade…Science."
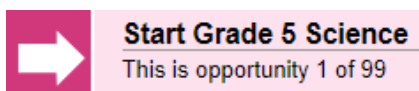
16. Direct students to select the test you would like them to start. The screen will then tell the student that they are waiting for TA approval.

17. You (the TA) need to return to the TA Interface on your computer and look for **Approvals** in the upper right corner of the screen, next to the session ID. Select **Approvals** to view the list of students awaiting approval.
    - To review and adjust a student's test settings and accommodations, select the blue eye 👁 in that student's row. (Settings cannot be adjusted during the summative WCAS.)
    - To approve an individual student for testing, select the green check ✔ .
    - To deny a student for testing, select the red ✖ and enter the reason in the box.
    - To approve all students in the list for testing, click Approve All Students ⊘ Approve All Students in the top of the **Approvals** window.

18. The **You Are Almost Ready to Begin Your Test** page then provides an opportunity for students to review the **Help Guide** and/or their **Test Settings**.

Test Settings
Use this button to look at your test settings.
View Test Settings

Help Guide
Look at the Help Guide during your test using the "?" button in the top corner of the screen.
View Help Guide

19. Direct students to review their test settings, view the Help Guide, or begin the test.

Lesson Plans

A lesson plan is available for each WCAS training test with suggestions for walking students through the features of the test engine and the questions on the training test.

Grade 5 Online Training Test Lesson Plan

Grade 8 Online Training Test Lesson Plan

Grade 11 Online Training Test Lesson Plan

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