

Test Tickets and TIPs in the Spring Window for Year-End States 2023

No real student data was used in this video. In Educator Portal, to locate test tickets and testlet information pages referred to as TIPs, click Manage tests then, click Test Management. On the View Test Session Screen, click Search. All available test sessions will display in the grid. The test session name will include the student's last name, first name, system I.D. and the collection name.

The collection name includes the subject, the essential element, and the linkage level. The test tickets with student login credentials are available in the tickets column in the grid. They may be selected individually, you may select several or you may select all. If selecting only one test ticket, click the PDF icon in the grid.

If selecting more than one test ticket, click the individual boxes on the left, then click view tickets. This option allows you to view and print all selected tickets on a single PDF. The TIP for each testlet is in the test information column. The tip provides test administrators with information specific to each testlet, such as the materials needed, alternate text, specific terminology, and more.

Click the icon in the test information column to access the TIP. It may be accessed ahead of test administration time, giving the test administrator sufficient time to gather any materials needed before administering the testlet. Test tickets and tips are secure testing Materials. Contact your district or building test administrator for details regarding the secure disposal of printed test tickets and tips after testing.