How to Start a Test Session

2. Select the Test Administrator Interface for All Online Tests button.
3. Log on with your Test Operations Management System (TOMS) credentials.
4. Select the Start a New Session Now button.
   - If you are assigned multiple institutions, select one from the drop down menu and then select the Go button. If a different institution is needed later, you must log off and then log back on.
5. Select the box(es) for the test(s) to be administered during this session.
6. Select the appropriate session type from the Session Settings options.
7. Select the Start Operational Session button.
   - Be sure to record the session ID. This ID is required in order to resume a test session.
8. Have students log on to the test using the secure browser and the correct session ID.
9. Review the students’ test details before approving to begin testing.

Test Administrator Interface Options

A. Approve entry of all pending students into the test by selecting the Approve All button.
B. Refresh the list of pending logons by selecting the Refresh button.
C. Review students’ test details as needed by selecting the See Details eye icon in the See Details column.
D. Accept students into the test individually by selecting the Approve check mark icon in the Action column.
E. Decline students from the test individually by selecting the Deny “X” icon in the Action column.
   - Approve the student test request so that the student may begin answering test items.
   - Do not exit the interface while testing. The session will stop and students will be logged out.