

# How to Start a Test Session

- 1 Navigate to <https://www.elpac.org>.
- 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.
- i* *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.
- i* *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.
- i* *Approve the student test request so that the student may begin answering test items.*
- i* *Do not exit the interface while testing. The session will stop and students will be logged out.*