Quick Start Guide – Prepare for Test Day

Testing staff will manage student **accommodations**, create **test session** groups, and generate **test tickets** prior to the test administration window. This quick start guide will detail the process.

Assessment Coordinators will also enroll Test Administrators. Instructions for that process can be found in the Quick Start Guide – Account Creation document.

Student Accommodations

Online accommodations that must be individually assigned include:

- **SpeechStream** – text to speech tool will become available to student within the assessment
- **Extended Time** – will extend the assessment session time by minutes or factor as configured
- **ASL** – Will automatically assign the American Sign Language test form to the student

Note: an IEP or 504 plan is required for all WIN accommodations (SpeechStream, Extended Time, or ASL). Spanish can be assigned based on English Learner needs. Spanish assessments are assigned in the Assessment Assignment grid at the time of assigning and unlocking assessments for the students.

Step by Step Instructions

Accommodations to individual students are applied in User Administration.

1) Navigate to Admin - User Administration
2) Select **Student** from the User Type dropdown
3) Select **Organization** in which your students are enrolled (Building Assessment Coordinators will only see one organization)
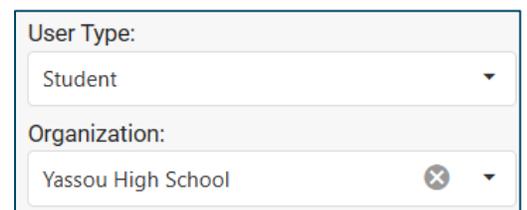
User Type:

Student

Organization:

Yassou High School

4) Enter the student's first and last name in the search fields. Expand the Custom Search Fields and enter the student's UIC. This will ensure you are applying accommodations to the correct student.

5) Click **Search**

6) Select the **Row Actions** gear in the student's row

Row Actions	First Name	Last Na...	UIC
	Q	Q	Q
⚙	Jane	Doe	123456789

7) Click **Edit User** from the gear dropdown.

8) Scroll down to the **Assessment Accommodations** section

Assessment Accommodations

SpeechStream: ☐

American Sign Language (ASL): ☐

Extended Assessment Times

Work Readiness Assessments	Adjust By	Value
Math Assessment	None	0
Reading Assessment	None	0
Data Assessment	None	0

9) Apply accommodations:

   a) If the student requires text-to-speech, check **SpeechStream**

   b) If the student requires ASL, check **American Sign Language (ASL)**

   c) If the student requires **Extended Time**, set the adjustment type (Factor or Minutes) and value for each component assessment.

	Factor	Minutes
Time and a Half	1.5	30
Double Time	2	60

10) Click the **Save** button to save the settings

11) **Spanish only:** The Test Language field under **Custom Field Information** is an optional field to indicate on a student's test ticket if they will be testing in Spanish. This field is locked for editing. If you would like Spanish indicated on the student's test ticket, please contact WIN Support with the student's UIC and they will set it for you. This field does not impact the ability for testing staff to assign Spanish forms to students testing in Spanish.

Test Language:	Select...

12) Repeat for each student requiring an accommodation.

> **Note**: refresh the page to ensure the search fields are cleared out before searching for the next student.

Create Test Session Groups

Testing staff will create test session groups to organize which students will be testing together with which Test Administrator. Test session groups are created in the Class Management section of WIN Career Readiness System.

Groups are comprised of **no more than 30 students**. For large test groups, multiple Test Session Groups should be created with 30 students per group and one Test Administrator per group.

Note: If you have greater than 30 students in a test session and the Monitoring Tool is deprecated, then there may not be an option to pause, save, and exit the test and students will have to use the browser exit to pause the test. This will save the student's progress and log them out of the test. They will need their test ticket to log back in.

All students testing in **Spanish** should be in one Test Session group if feasible. Spanish is assigned in the Assessment Assignment Grid (instructions in Quick Start Guide – Assigning Assessments).

It is helpful to name test session groups informatively. One suggestion is to name the group with the Test Administrator's last name, first initial plus the date of the test session. For example: Brown C 4/06/2026.

Step by Step Instructions

1) Navigate to Admin – Class Management

2) Select the **+** icon to create new test session group

Test Sessions	+

3) Name the test session group

Test Sessions Name	Brown C 4/6/2026

4) Set **Archive date** (optional) – This will automatically archive/hide the group after the date set. You could set all groups to archive

after the test administration window. You can still run reports for archived groups.

Archive by Date	06/30/2026	⊗ 🗓

5) Add **Facilitator** (Test Administrator) – Click in the box for Facilitators to see a list of available Test Administrators. Select the Test Administrator for the test session group you are creating. Select Save Changes. The person creating the test session group is automatically part of the group and does not need to be added.

Facilitators	Charlie Brown	⊗ ▾
	Cancel	Save Changes

6) Select the **Test Sessions Assignment** tab to add students to the group.

Edit Test Sessions	Test Sessions Assignment

Test Sessions Assignment Instructions will be visible on the screen to guide you.

7) Add students to the test session group. You will see two grids: **Learner Pool** on the left, and a grid with the name of your test session group on the right. The Learner Pool grid has all students available to you (from your organization) to add to the group. You will find and move students from the Learner Pool grid to the Test Session Group grid.

Learner Pool

First	La...	UIC	Speech Str...	American Si...	Extend Time A...
Steven	Kane	steven.kane123	No	No	No
Lucinda	Lane	lucindalane123	No	No	No
Mayor	Who	test2	No	No	No
Mordrid	Who	test3	No	No	No

TA Franklin 1.13.26

First	Last	UserName	Date of Birth
Alan	Allen	alan.allen@win.win	8/21/2012
Charlie	Copilot	charlie.copilot@win.win	5/15/2015
George	Goodwin	georgegoodwin@win.win	12/7/2013
Kyle	Kendrick	kylekendrick@win.win	7/1/2015
Eleanor	Rigsby	eleanorrigsby@win.win	1/22/2013
Susie	Who	Susie.Who	3/12/2010
Lucy	Who	lucy.who	2/12/2010

a) Use the **Column Chooser** to add more data to the grid if needed to help identify students (e.g. Test Language, UIC, ASL, SpeechStream, etc.).

Note: You can resize and reorder grid columns if desired. To resize a column, click the border of the column and drag. To reorder a column, select the column header and move it where you want in the grid.

b) Use the column filters to narrow down the **Learner Pool**. (e.g. You want to group all students with a SpeechStream accommodation)

c) Add learners to the group roster by selecting the checkboxes next to their names and then clicking **Add To Roster**.

d) Remove learners (if needed) from the roster by selecting their names and clicking **Remove From Roster**.

e) Click the **Save Changes** button to save your roster updates.

f) Select the **Edit Test Sessions** tab to return to the Test Sessions Roster Preview.

|	First	Last	UIC	Date of Birth
	Stefan	Alvarez	stefanalv	10/6/2012
	Jane	Doe	123456789	1/1/2010
	Brenda	Farlane	brendafar	
	Holden	McGuire	23989490390	9/1/2009
	Glenda	Midtown	Glendamidtown	8/5/2013

Test Sessions Roster Preview

8) You can **export the Test Session Roster** by selecting the export icon at the top of the grid.

The default columns visible include:

First Name, Last Name, Date of Birth, Username.

Note: By default, the Username column will be in the grid. This is the student's system username, which they will NOT need for testing. It is recommended that you go to Column Chooser and unselect Username to mitigate confusion.

You can open Column Chooser to select the fields you would like to appear in the export and hide the fields you would not like to appear in the export.
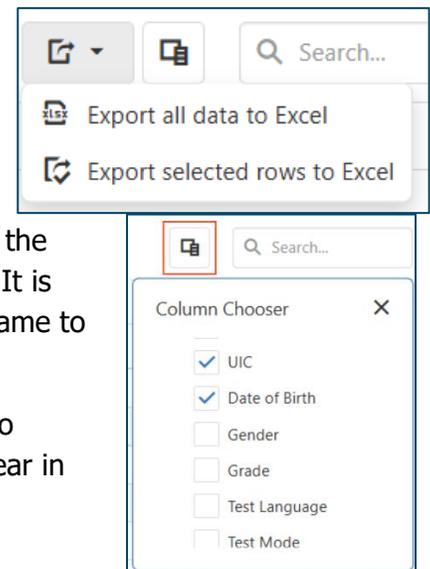
9) Communicate with each Test Administrator the name of their Test Session Group(s) and have them check to make sure they can see them in the Assessment Assignment search by Test Session Group.

Generate Test Tickets

Test tickets are used for students to access WIN Career Readiness System on test administration day. Test tickets have the student's **temporary username and password**. Temporary usernames and passwords and test tickets are valid from the time it is generated until it expires at the end of the test administration window. Test tickets can be generated at the time of creating the test session groups or they can be generated closer to the test
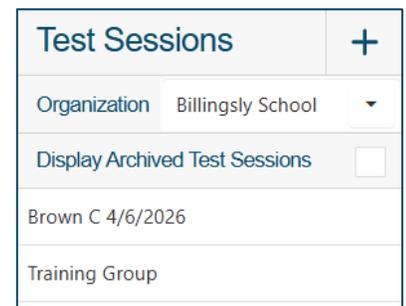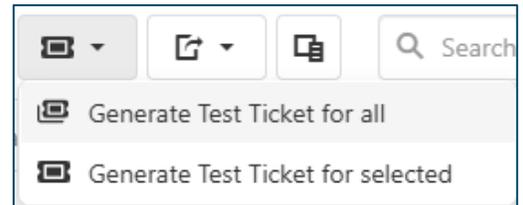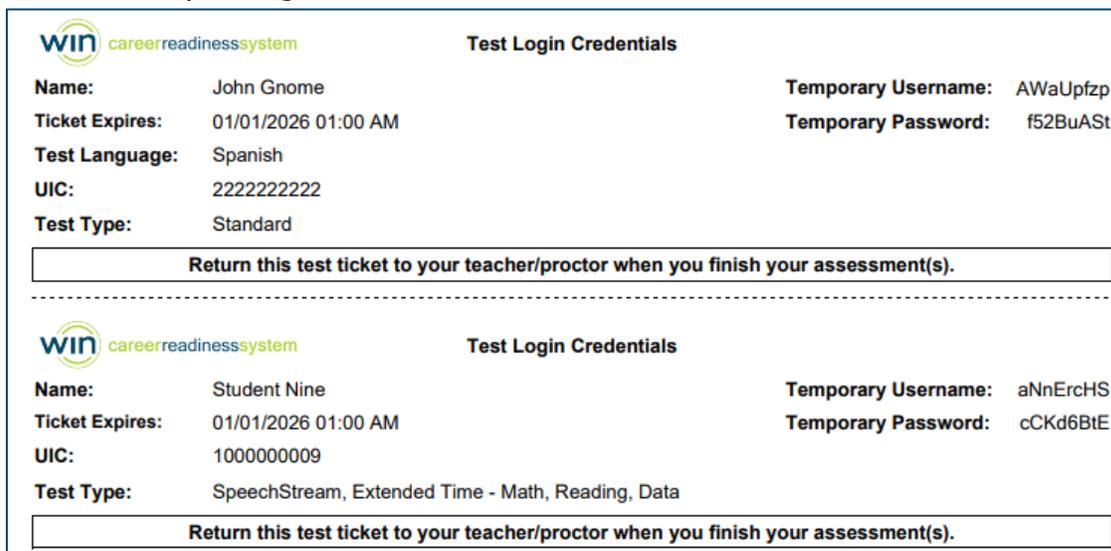
administration window. It is required that District or Building Assessment Coordinators keep them **securely locked up** until needed on test administration day.

Test tickets will display the following information:

- Student Name
- Temporary Username
- Temporary Password
- Ticket Expiration Date
- Test Language (Will only show on ticket if user set to Spanish.)
- UIC
- Test Type (Standard, ASL, SpeechStream, Extended Time)

Step by Step Instructions

1) Navigate to Admin – Class Management
2) Select the desired Test Session group from the left panel, which will open the roster for that group.
3) At the top of the grid, select the Test Ticket icon. If you want to generate tickets for everyone displayed in the roster, select Generate Test Ticket for all. If you want to generate tickets for only some of the students in the roster, first select the students by clicking the checkbox next to their name and then select Generate Test Ticket for selected.

4) Test Tickets will be generated. Check your downloads folder. Five test tickets fit on a page. There is a line between test tickets for easy cutting.

Test Sessions +

Organization	Billingsly School ▾
Display Archived Test Sessions	☐

Brown C 4/6/2026

Training Group

Generate Test Ticket for all

Generate Test Ticket for selected

WIN careerreadinesssystem   **Test Login Credentials**

Name:	John Gnome	**Temporary Username:**	AWaUpfzp
Ticket Expires:	01/01/2026 01:00 AM	**Temporary Password:**	f52BuASt
Test Language:	Spanish		
UIC:	2222222222		
Test Type:	Standard		

Return this test ticket to your teacher/proctor when you finish your assessment(s).

WIN careerreadinesssystem   **Test Login Credentials**

Name:	Student Nine	**Temporary Username:**	aNnErcHS
Ticket Expires:	01/01/2026 01:00 AM	**Temporary Password:**	cCKd6BtE
UIC:	1000000009		
Test Type:	SpeechStream, Extended Time - Math, Reading, Data		

Return this test ticket to your teacher/proctor when you finish your assessment(s).

5) Share test tickets with the Test Administrators on test administration day so they can distribute them to the students.

NOTE: Test tickets are secure materials and must be kept locked in a secure location until it is time to distribute them on test administration day. They must be collected and securely stored between test sessions. They must be securely destroyed at the conclusion of testing.

Date	Change
2/26/2026	Updated information about the Test Language setting. Clarified instructions in test session group creation.