

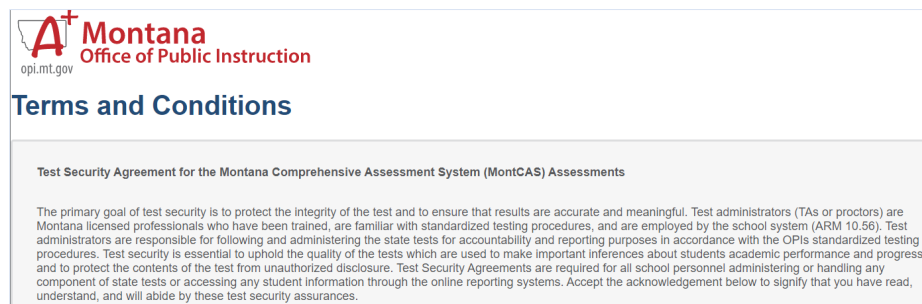
Steps to Become Certified to Proctor a Test



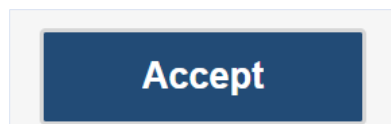
To proctor an online assessment and receive access to the Test Administration Site, a user must complete **BOTH** the **TA Certification Course** and acknowledge the **Test Security Agreement**. Complete the steps below to gain access to the Test Administration Site. You will **not** be able to proctor and create a test session for the interim or summative assessments without completing these steps.

1. Test Security Agreement

1. Log in to TIDE. The **Terms and Conditions** page pops up with the **Test Security Agreement**. Review the agreement carefully.

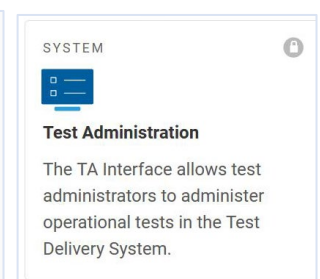
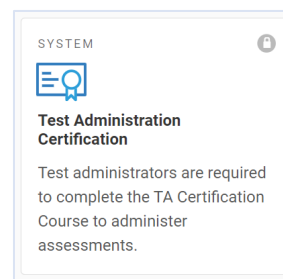


2. Click **Accept** at the bottom of the page.



2. Test Administrator Certification

1. Select the **Test Administrator Certification** or **Alternate Test Administrator Certification** card for your assessment program on the portal.
2. Log in to the course with your TIDE credentials.
3. Complete the course.
4. You will now have access to the **Test Administration** Site to administer an interim or summative test.



***NOTE:** The Alternate Test Administrator Certification Course **must** be completed to administer the Alternate Montana Science Assessment. In the event you are an educator that administers either the SBAC and/or MSA tests **and** the AMSA, you must complete **both** TA certification courses.