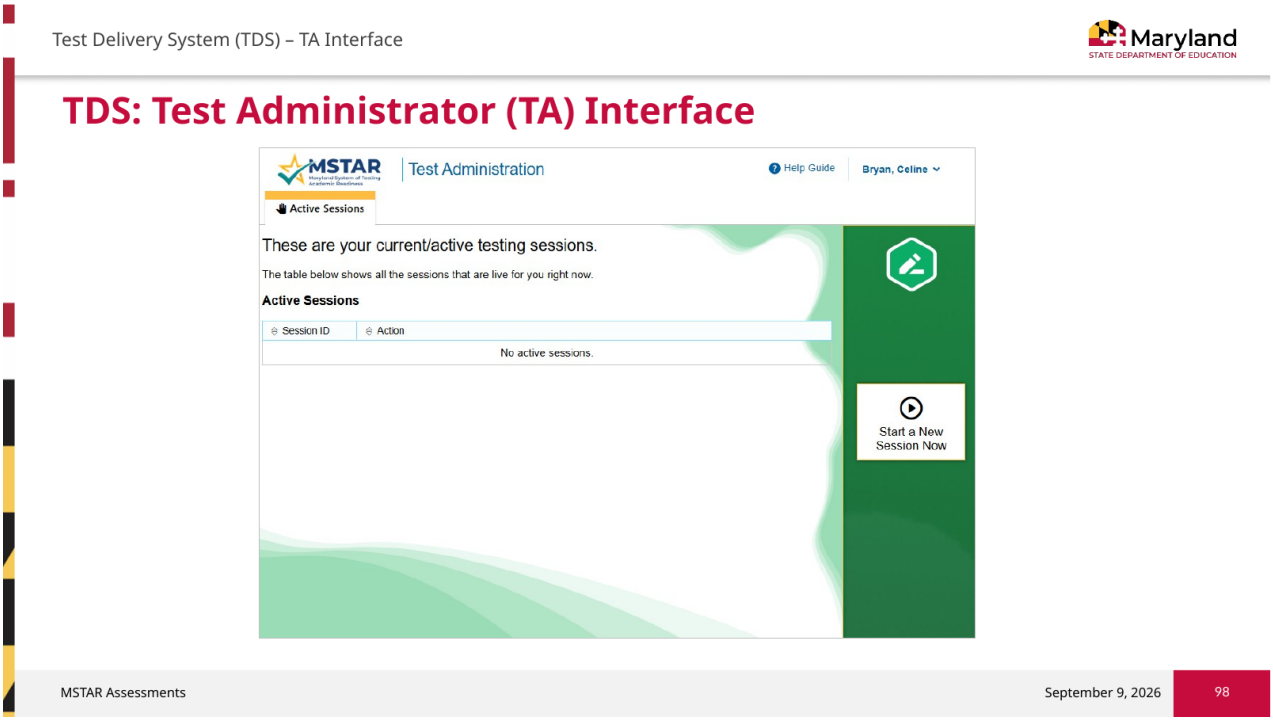
MSTAR

Test Administrator (TA) Quick Start User Guide

Maryland System of Testing Academic Readiness | Fall 2026



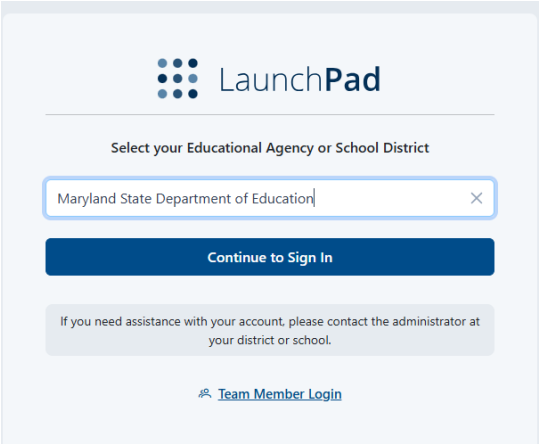
Purpose: A day-of-testing reference for Test Administrators using the MSTAR Test Delivery System (TDS). Use the full Test Administration Manual and local procedures for complete policy and security requirements.

Prepared from MSTAR Fall 2026 training resources (MSDE, Pearson, Cambium Assessment).

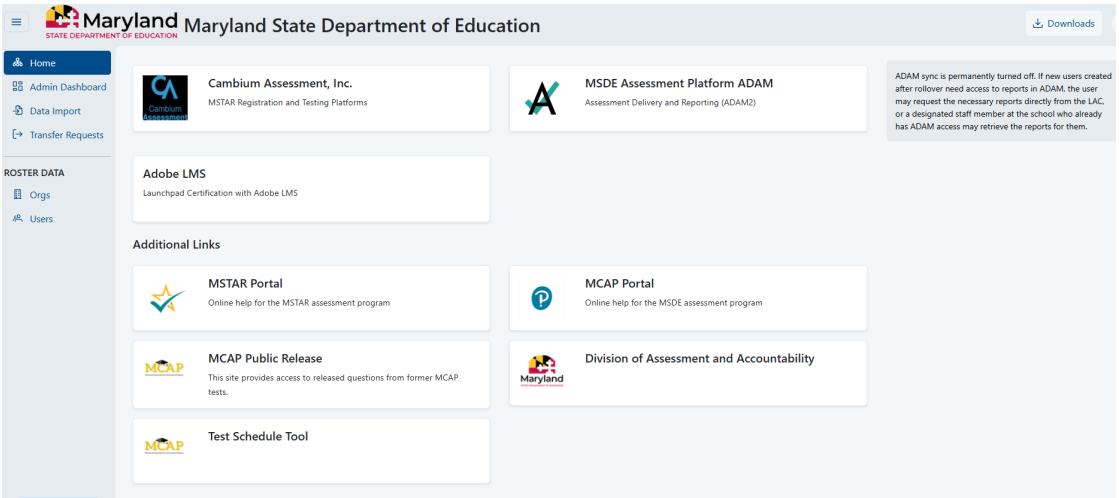
1. Before Students Arrive

Your five-minute readiness check

- Confirm you can sign in to LaunchPad and access the MSTAR Test Administrator Interface.
- Have student test tickets or required login information ready according to local procedures.
- Confirm the correct assessment, grade/course, and testing group before starting the session.
- Know which students require accommodations or accessibility settings; verify them before approving students.
- Make sure students are using the required MSTAR testing application/secure browser for the operational assessment.



LaunchPad: select Maryland State Department of Education to access the live MSDE testing site.

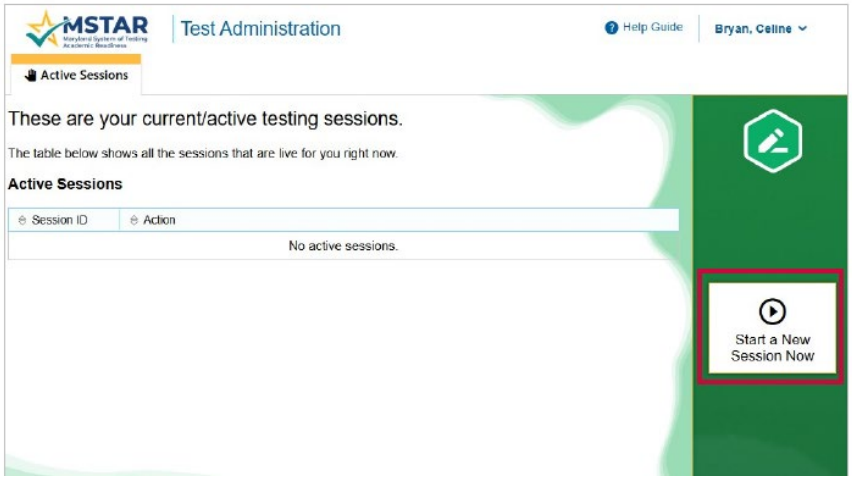


LaunchPad live site: use the Cambium Assessment tile to access MSTAR assessment applications.

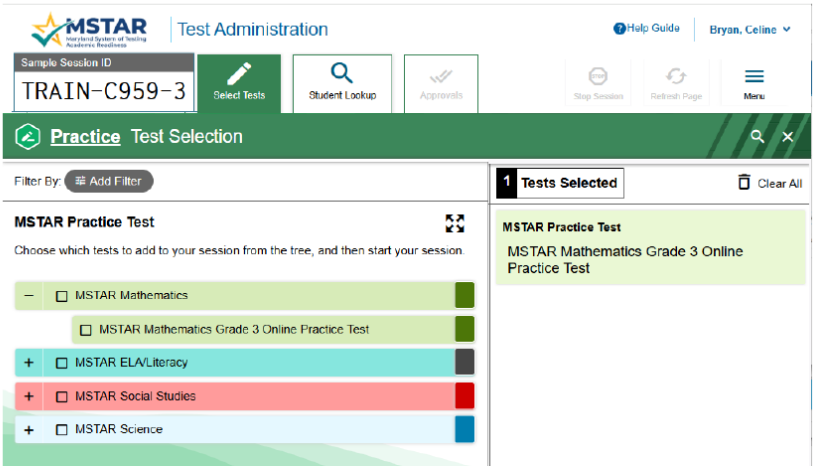
Practice vs. operational testing: Screens shown in training may display Practice or UAT labels. On test day, confirm that you are in the correct operational environment and that the assessment selected matches your testing plan.

2. Start a Test Session

1. From LaunchPad, open the TA Interface.
2. On the TA Interface dashboard, select Start a New Session Now.
3. Select the assessment(s) you will administer. Confirm the grade/course and test name.
4. Start the session. TDS generates a Session ID for the active session.



TA Interface dashboard: start a new testing session.



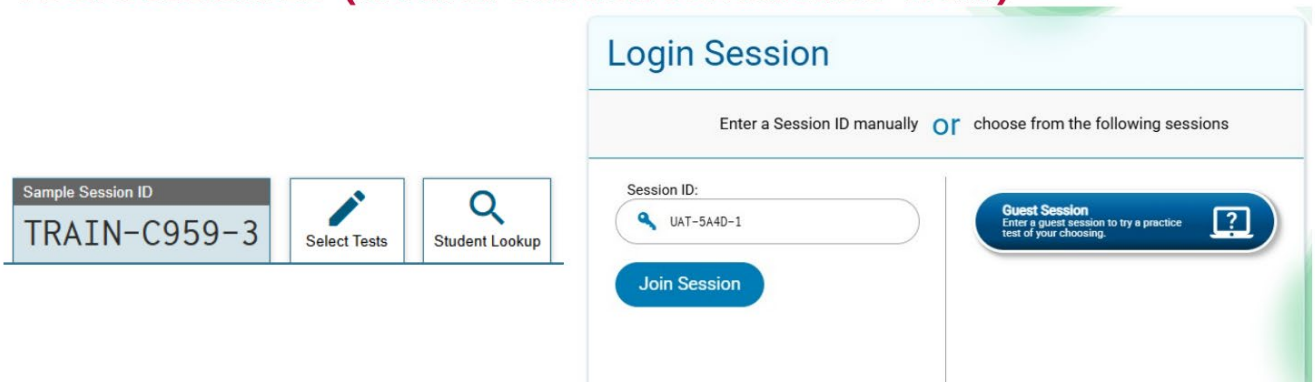
Select only the test(s) intended for this testing group. Training screenshot shows a practice session.

Important: A Session ID is unique to the active session. Display or provide it only as directed by the Test Administration Manual/local procedures.

3. Student Sign-In and Session ID

5. Students sign in using the required student credentials.
6. Students verify the identity information displayed on screen.
7. Students enter the Session ID provided by the TA and join the session.
8. Students select the assigned test and wait for TA approval.

TDS: Session ID (TA and Student Interface View)

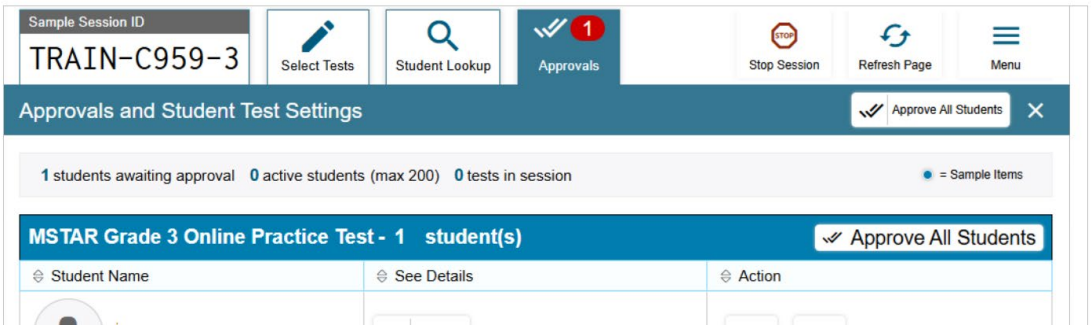


The TA sees the Session ID in the TA Interface; students enter it on the Login Session screen.

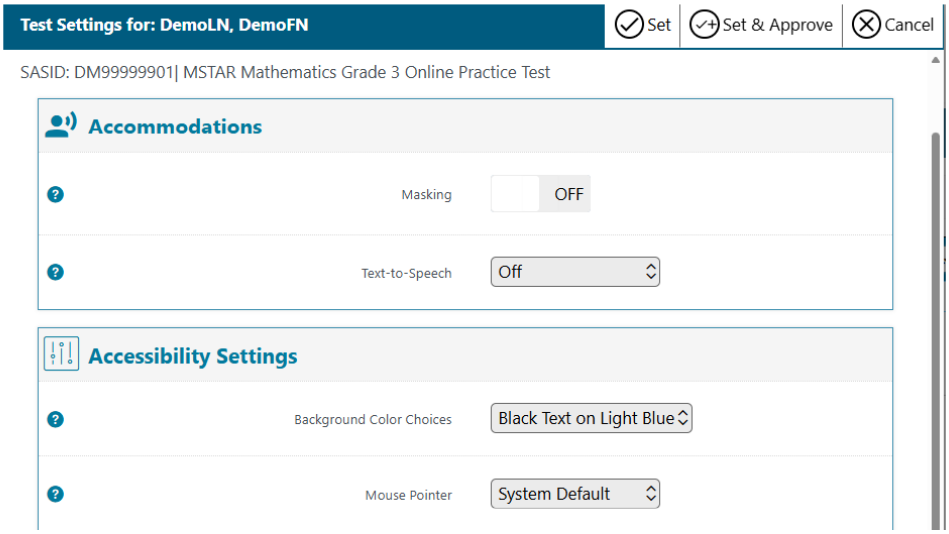
Do not approve yet: Wait until you have verified the student, requested test, and test settings/accommodations. A student who selects the wrong assessment should not be approved.

4. Approve Students and Verify Settings

9. Open Approvals when students are waiting to enter the test.
10. Confirm each student is requesting the correct MSTAR assessment.
11. Review the student's test settings and accommodations before approval.
12. If the settings are correct, approve the student. If they are not correct, stop and follow your school/district process before the student begins testing.



Approvals screen: review students waiting to enter the test session.

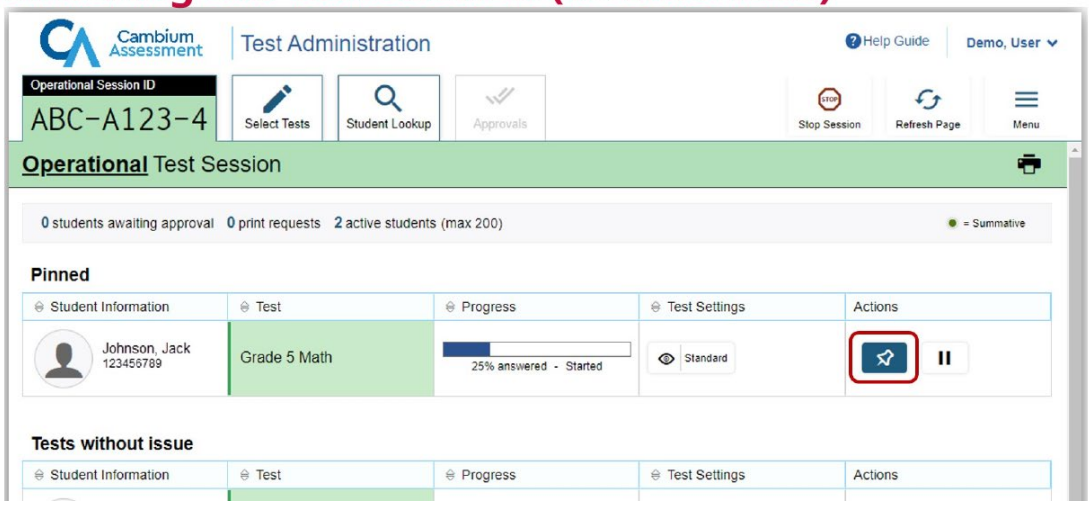


Test Settings: review accommodations and accessibility settings before approving the student.

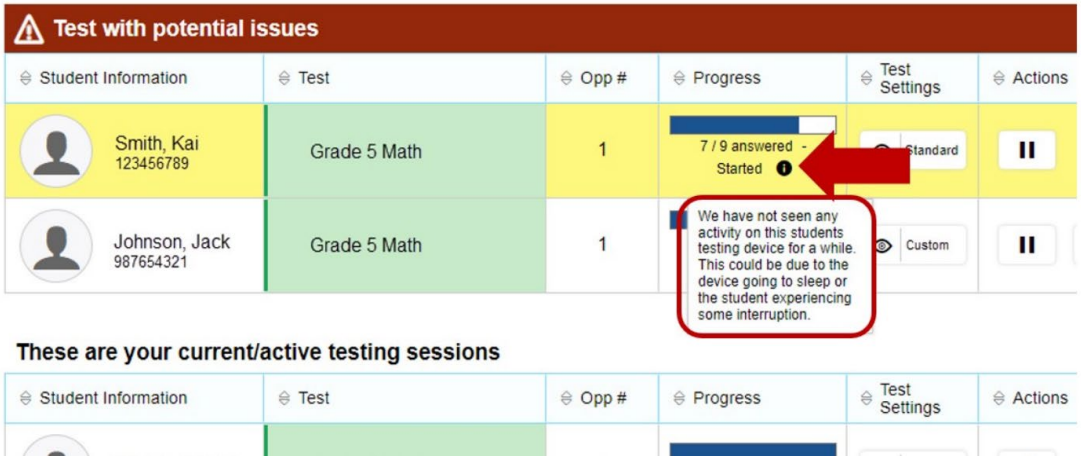
MSTAR test design: TAs approve students into the next stage of the test in TDS for all tests. Students must respond to all items on a test page before moving forward.

5. Monitor Students While They Test

- Keep the TA Interface open and actively monitor the session throughout testing.
- Use the Progress column to see student status and progress while the student is actively testing.
- Use the pin control to keep a student at the top of the display when closer monitoring is needed.
- Watch for warning indicators or students listed under Test with potential issues.
- TAs can monitor time spent in each section while a student is actively testing.



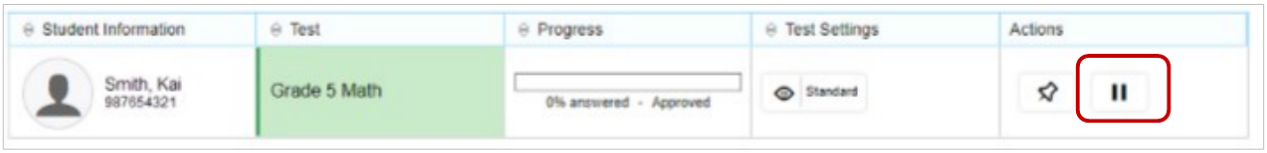
TA Interface: monitor active students, progress, settings, and actions.

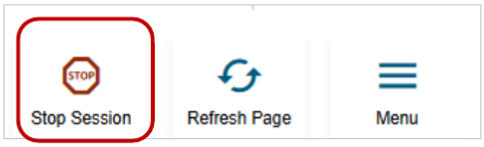


Potential issue example: TDS can flag a student when activity has not been detected for a period of time.

6. Pause, Resume, and End the Session

- Use the pause control for an individual student when appropriate under the testing procedures.
- If the TA Interface logs out because of inactivity, the test session stops and student tests are paused.
- Students are automatically logged out after 20 minutes of inactivity; TAs are logged out after 30 minutes of inactivity.
- Sessions cannot be renewed. If testing must continue after a session ends, the TA creates a new session.
- Use Stop Session only when the testing session is finished or when directed to do so.





Notes

- Sessions cannot be renewed and TAs must create a new session to continue testing.
- **TDS will automatically log out students after 20 minutes of inactivity and logs users out of the TAs after 30 minutes of inactivity.**
- Logging out of the TA Interface due to inactivity automatically stops the

TA controls for pausing a student and stopping a session.

Before you stop the session: Check that students are at the expected stopping point and follow the MSTAR Test Administration Manual/local procedures for breaks, completion, and collection of secure materials.

7. Quick Troubleshooting and Escalation

What you see	TA action
Student is waiting for approval	Verify the student, assessment, and settings; then approve only if everything is correct.
Student is paused/suspended	Follow the approved resume process; the student may need to rejoin an active TA session and receive approval.
Potential issue / no recent activity	Check on the student/device without coaching on test content. Escalate technical issues through the local support process.
TA session ended or timed out	Create a new session; sessions cannot be renewed.
LaunchPad/Cambium page error	Refresh the page and, if needed, clear browser cache as directed in the MSTAR training resource. Escalate if the issue persists.
Wrong test or incorrect accommodation	Do not approve/start the student. Contact the STC or appropriate local coordinator for correction.

Escalation path: When a problem could affect test security, student eligibility, accommodations, or the validity of the test opportunity, stop and contact your School Test Coordinator (STC) before proceeding.

TA Day-of-Testing Checklist

- ☐ I am in the correct MSTAR operational environment.
- ☐ I selected the correct assessment(s) for this group.
- ☐ I provided the active Session ID according to testing procedures.
- ☐ I verified each student's requested test before approval.
- ☐ I reviewed accommodations/test settings before approval.
- ☐ I am actively monitoring student progress and system alerts.
- ☐ I know how to pause a student if required.
- ☐ I will not stop the session until testing is complete or I am directed to do so.
- ☐ I know how to contact my STC for help or escalation.

Keep this guide at your workstation: This Quick Start is a navigation and workflow aid. It does not replace the MSTAR Test Administration Manual, accessibility/accommodations guidance, test security requirements, or local LEA procedures.

Source screenshots: MSTAR Fall 2026 Assessment Training and Maryland LaunchPad/UAT access resources, September 2026.