

## Test Administration Certification

Prior to test administration, staff with the user roles of Teacher (TE) and Test Administrator/Proctor (TA) are required to complete the NH SAS Test Administration Certification training. This training is:

- Accessible through the [NH SAS Portal](#)
- An annual requirement
- 30 minutes in length

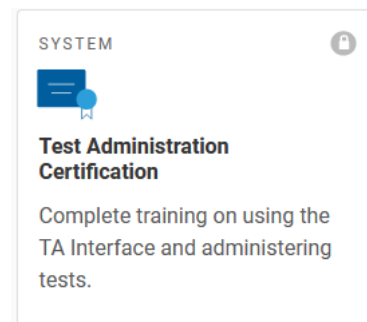
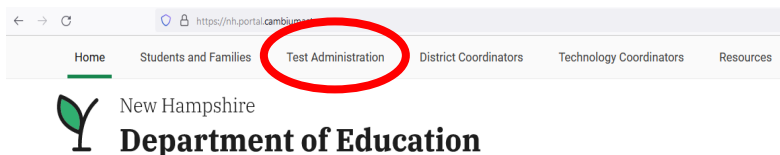
A completion certificate will be available to print or download once training is successfully completed.

Note: Teachers and proctors must have an existing NH SAS user account to access any of the NH SAS systems housed in the portal, including Test Administration Certification.

### How to Access the Test Administration Certification Training

1. Navigate to the NH SAS portal at [Home Page \(cambiumast.com\)](#) and choose **Test Administration**

2. Under the heading 'Preparing for Testing,' choose the **Test Administration Certification** icon



3. Login with Username\* and Password to access the 30-minute training

\*Username is school email

#### Login

A screenshot of a login form. It contains two input fields: 'Email Address' and 'Password'. Below the password field is a link that says 'Forgot Your Password?'. A blue button labeled 'Secure Login' is circled in red. Below the button is the heading 'First Time Login This School Year?' and a message: 'The password you used during the previous school year has expired.' At the bottom is a link: 'Request a new one for this school year.'