

Test Administration Certification Training

The Test Administration Certification Training is designed to provide teachers, test administrators/ proctors, and other testing personnel with the knowledge and skills required to create and manage test sessions within the Test Administrator (TA) Interface, understand and uphold test security procedures, and assist students with the login process through the Student Interface. Completion of this annual training must be completed before gaining access to any of the Cambium Assessment, Inc. (CAI) systems.

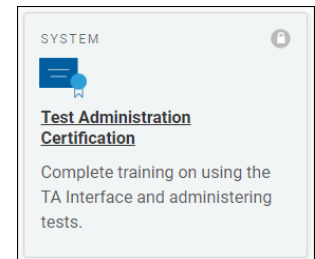
This 30-minute training course is required for all teachers, test administrators/proctors, and other school district staff involved in administering the NH SAS.

To access the training course, users must have an active TIDE account:

- Returning users must reset their passwords annually.
- User accounts are issued by the district or school test coordinator.
- First time users will receive an activation mail once their account has been created in TIDE. To complete the setup, they must select the link in the email to create a password.
- Upon successful completion of the training, users will receive a certificate of completion, which can be saved or printed.

Steps to Complete the Training Course

- Visit the [NH SAS Portal](#).
- Select Test Administration or District Coordinators at the top of the page.
- Click the Test Administration Certification icon.
- Log in using your school/district email as the username and your TIDE password.
- Upon successful completion, the certificate of completion will be available for download or to print.



For additional assistance, please contact the NH SAS Helpdesk:

Toll-Free Phone Support: 1-844-202-7584

Email Support: nhhelpdesk@cambiumassessment.com

*A variety of resources can be found under the **Resources** section on the [NH SAS Portal](#) to support school districts with the administration of the NH SAS.*