

USCIS Civics Assessment 2024-2025

Test Administration Guidance

The digital version of the USCIS Civics Assessment for High School Graduation is available in Cambium’s Test Delivery System. (Cambium Assessment, Inc. is the testing vendor for the NHSAS—New Hampshire Statewide Assessment System.)

USCIS Civics Assessment for High School Graduation	
USCIS Civics Windows	October 1 – December 20, 2024*
	January 27 – July 31, 2025
<p>*Please note that the civics assessment will be temporary unavailable in the NH SAS test delivery system while we update information on the President, Governor, etc. to reflect the results of the general elections.</p> <p>Technical Advisories:</p> <ul style="list-style-type: none"> Civics Instruction Further Clarification to SB 216, Implementation of Naturalization Assessment 	

Note: A full state assessment schedule is available [here](#).

Any student who starts the test prior to December 20 **must** complete and submit their test by the end of the day on Friday, December 20 to have it scored. The test window will open again on January 27 and remain open through July 31, 2025.

The Civics assessment can be found in the TA (Test Administrator) Interface, the same test delivery system that is used for NH SAS. The [NH SAS Portal](#) is the hub to access the TA Interface and other resources to administer the assessment. Students will need test tickets to login to the Student Interface. Test tickets are available in the TIDE system and printed out in hard copy form. A student’s test will remain active until the student completes and submits the test or until it expires in seven (7) calendar days, whichever comes first.

The Civics assessment has 128 questions and may be taken an unlimited number of times. A passing grade is a 70%, or 90 questions correct out of 128.

Before administering the Civics assessment to students, teachers will need to:

1. Request a TIDE user account – please contact your School Test Coordinator for assistance.
2. Complete the annual 30-minute Test Administrator Certification Course available on nh.portal.cambiumast.com.
3. Ensure all accommodations and designated supports for applicable students are entered into TIDE. Please contact your School Test Coordinator for assistance.

Student Test Results

Students can see their results immediately once they finish testing and click “*Submit*.” The NHED is currently developing a reporting system in the i4see system that will allow schools to view student results. In the meantime, please contact the [Assessment and Accountability Help Desk](#) to request a list of student results for the civics assessment once testing is completed.

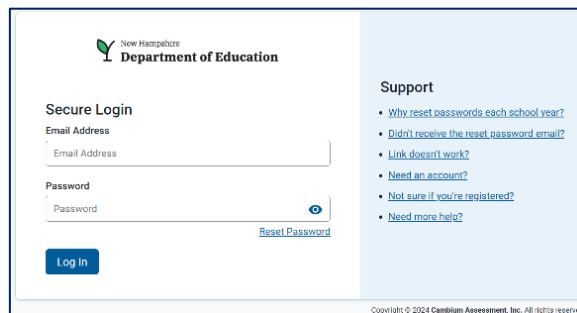
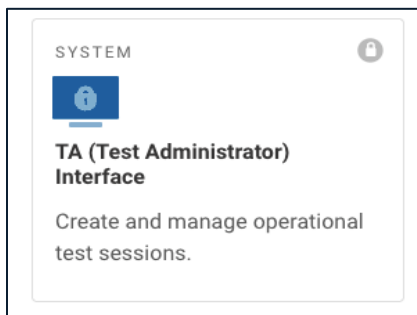
Test Session Administration

The proctor creates a test session for students to log in to the Student Interface to begin testing. When the proctor creates a test session, a unique Session ID is randomly generated. This session ID must be provided to the students before they can log in to the Student Interface and written down or displayed (such as on a white erase board) large enough for students to view with ease. Follow the steps provided to administer a test session.

Log in to the TA (Test Administrator) Interface

Once the *Test Administrator Certification Course* has been completed, the proctor can assess the TA Interface to create a test session:

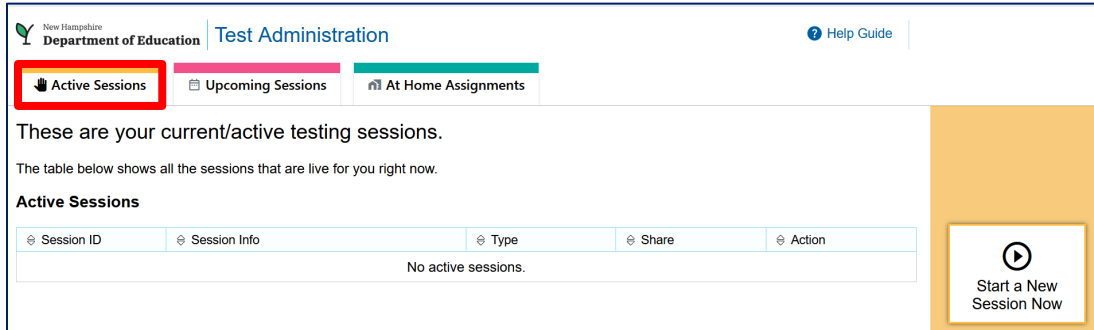
1. To access the TA Interface, go to: <https://nh.portal.cambiumast.com/teachers.html>.
2. Select TA Interface under the heading, *Administering Tests*.
3. Log in to the TA Interface with username and password to create a test session. The proctor enters their district/school email and password associated with their TIDE user account.



Create a Test Session

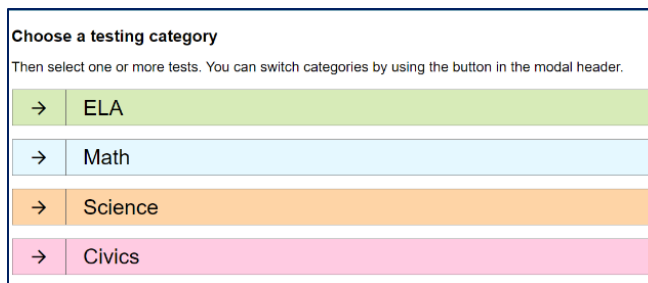
When a proctor logs into the TA Interface, the *Test Administration* window displays current/active test sessions.

1. **Create a test session** - start from *Active Sessions* and click *Start a New Session Now*.



The *Test Selection* window displays the testing categories.

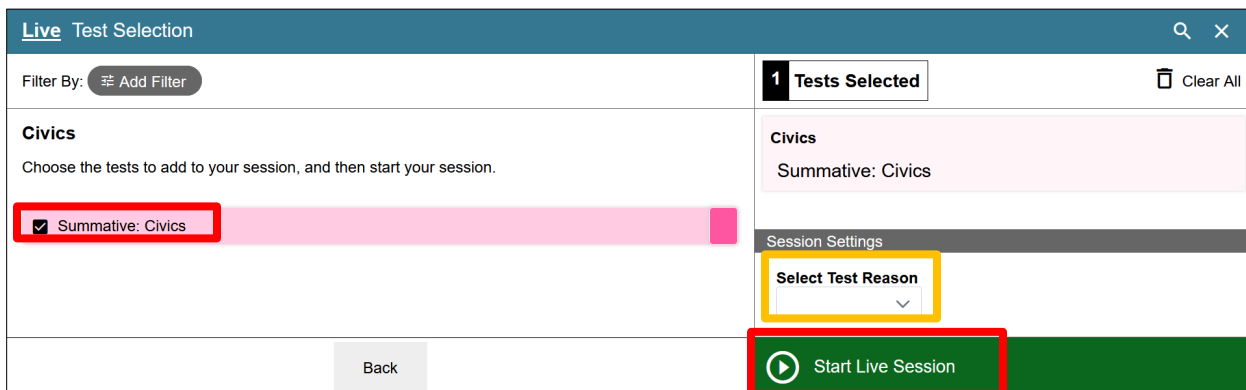
2. **Choose a testing category** - select Civics from the menu.



Start a Test Session

To start the test session, the proctor selects the following:

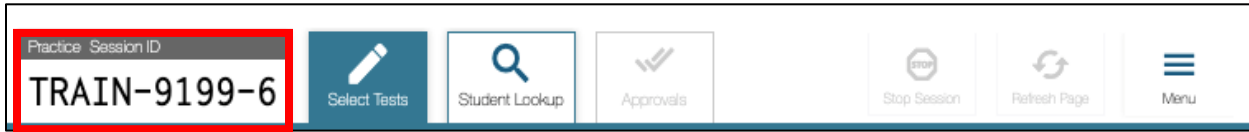
1. Summative: Civics
2. Test Reason – You must choose a test reason. We recommend choosing *test 1* for the first administration, but other options include: pre-instruction, mid-instruction, post-instruction, test 2, test 3, test 4, fall, winter, spring, and other formative use.



3. Click [**Start Live Session**]

Inform Students of the Test Session ID

The system-generated session ID appears in the top-left corner of the proctor’s screen. The proctor writes or displays the session ID in a place, large enough where students can see it (e.g., on a white erase board). Make sure students know that the session ID must be entered **exactly** as it is written, without extra spaces or characters.



Provide Students Login Information (Test Tickets)

Student login information includes a student’s legal first name and student ID (SASID) to log in to a test session. At login, the Student ID refers to the SASID (state assigned student identifier) on the test ticket. See sample test ticket and student login screen below.

Test tickets are available in the TIDE system and can be printed out in hard copy form, ahead of time, and handed out to the correct student right before testing starts. Details on how to print student test tickets can be found in the appendix at the end of this guide or in the [TIDE User Guide](#).

Student information printed on the test ticket includes personally identifiable information (PII) that is confidential; therefore, all test tickets must be collected after a test session and accounted for **before** students leave the testing area.

Pierce, Franklin	<i>Grade:</i> 05
	<i>Gender:</i> M
	<i>DOB:</i> 07/01/2016
Franklin <i>First Name</i>	
9999907669 <i>SASID</i>	
<i>District</i> Demo (9999999999)	
<i>School</i> DEMO SCHOOL 1 (9999999999-9999999990)	

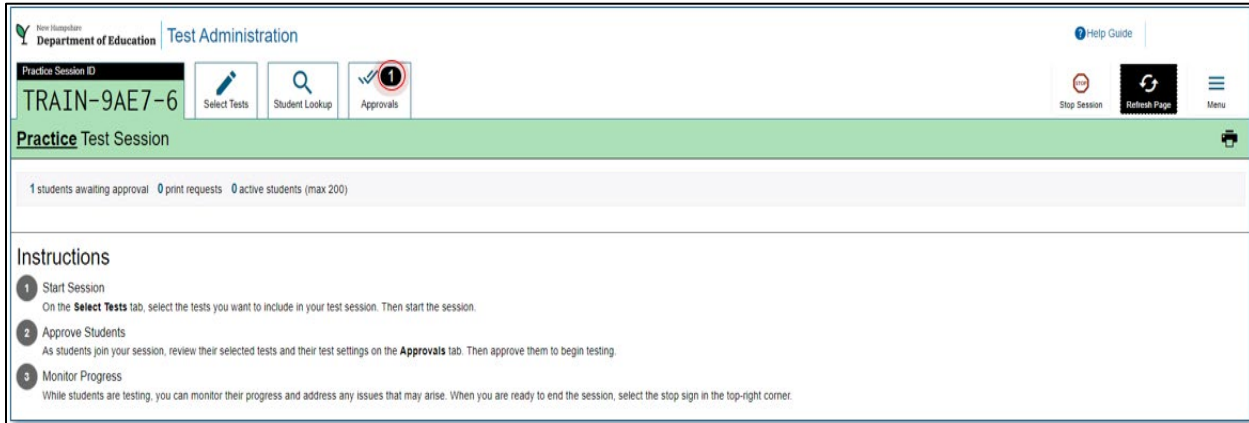
Ensure that all students have successfully entered their information



The proctor should ensure that students use their legal first names, as they appear on the test ticket, not nicknames. If a student is unable to log in, they will be prompted to try again and a message will be displayed describing the reason (an invalid SASID, for example). If the student continues to have difficulty, the proctor can use the Student Lookup feature on the TA Interface or in TIDE. Proctors may assist students with logging in, if necessary. The proctor should contact the School Test Coordinator if a student has any incorrect information printed on their test ticket.

View and Approve Students Waiting for Test Session Approval

The proctor verifies that all students selected the **Summative: Civics**. To do this, the proctor will complete the following steps:

1. Select **[Approvals (#)]**
 - a. The **Approvals** notification updates regularly. proctors can also click Refresh Page in the top right corner to manually update.



2. A new window opens that shows a list of students. The proctor should review any test settings assigned to each student to ensure that they are correct.
 - a. Select the eye  icon in the *See Details* column to view a student's test settings.
 - b. If a student's settings are incorrect, **do not** approve that student to begin testing. The proctor will need to work directly with the School Test Coordinator to correct the test settings in TIDE before approving the student to begin testing. *(It may take up to 24 hours for changes to appear in the TA Interface)*
3. When test settings are verified, the proctor selects [Approve] checkmark  icon in the *Actions* column for individual students or the **[Approve All Students]** button to approve all the students on the screen.

Each student will be logging in at a different time. The proctor should monitor and approve all students who are currently ready to test, before supporting any students who need assistance.

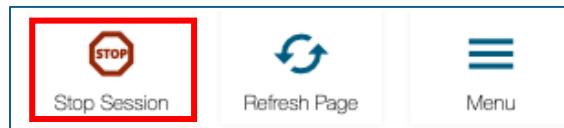
Monitoring Test Progress

Once students have started their tests, the proctor can use the TA Interface to view the testing progress of any student. The TA Interface will not show test items or scores but will let the proctor see how many items have been delivered to each student (e.g., question 24/128).

End the Test Session and Log Out of the TA (Test Administrator) Interface


After answering the last question before submitting the test, each student is presented with a screen prompting them to review their answers. After answering the last question, students must submit their tests. If students would like to review their answers before submitting their test, they should click the question number they wish to review and then click [**SUBMIT TEST**]. Once a student clicks [**SUBMIT TEST**], the student will not be able to review answers.

The proctor clicks [**STOP SESSION**] in the TA Interface to end the test session. The proctor logs out of the TA Interface by clicking [Logout] at the top right.



Pause Rules

Students may pause their test at any time by selecting *Pause* in the global menu. Pausing logs the student out of the Student Interface, so they must login again to resume testing. A test session can also be paused by the proctor during the test session. The test may be paused for, but not limited to, the following reasons: student(s) needing a break, technology or technical issues due to a power outage.



Students can pause the test at any time by selecting *Pause* , located at the top right of the screen, and then select **Yes** in the confirmation message that appears. Pausing logs the student out, so they must login again to resume testing.

- If the test is paused for **less than 20 minutes**, the student can continue where they left off and review previously answered questions.
- If a test has been paused for **more than 20 minutes**, the student is NOT permitted to review or change any previously answered questions, even if they were marked for review.
- In the event of a technical issue (e.g., power outage or network failure), students will be logged out and the test will automatically be paused. The students will need to log back into the Student Interface to resume testing.

Appendix: How to Print Test Tickets in TIDE

A test ticket is a hard-copy form that includes a student’s username for logging in to a test. TIDE generates the test tickets as PDF files that you download with your browser. There are two ways to do this, from student lists or from roster lists.

Figure A. Sample Test Ticket

Pierce, Franklin		<i>Grade:</i> 05
		<i>Gender:</i> M
		<i>DOB:</i> 07/01/2016
 Franklin		
<i>First Name</i>		
 9999907669		
<i>SASID</i>		
<i>District</i> Demo (9999999999)		
<i>School</i> DEMO SCHOOL 1 (9999999999-9999999990)		

How to print test tickets from student lists


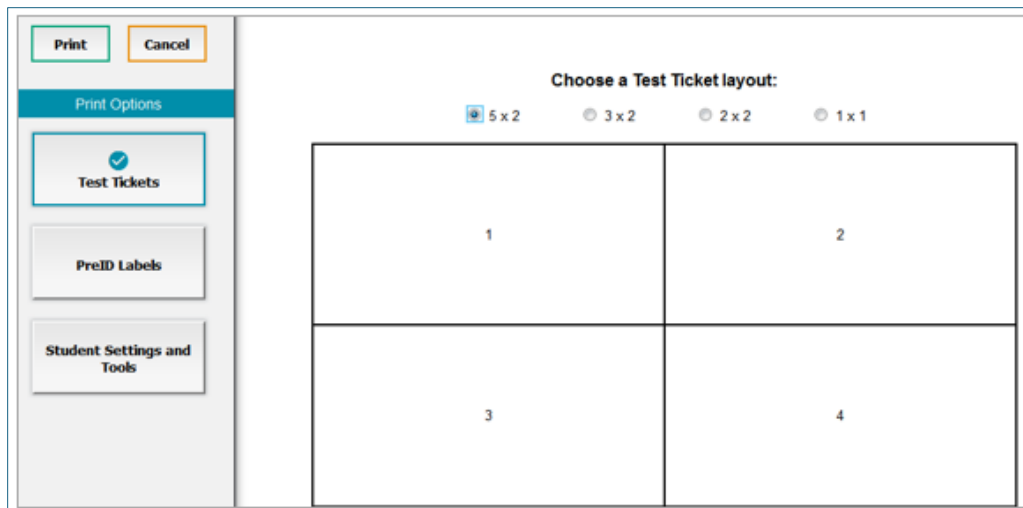

1. From the *Print Test Tickets* task menu on the TIDE dashboard, select *Print from Student List*. The *Print Test Tickets from Student List* page appears.
2. Retrieve the students for whom you want to print test tickets by filling out the search criteria and selecting *Search*.
3. Select the column headings to sort the retrieved students in the order you want the test tickets printed.
4. Specify the students for whom test tickets need to be printed:
 - a. To print test tickets for specific students, mark the checkboxes for the students you want to print.
 - b. To print test tickets for all retrieved students, no additional action is necessary as this option is available by default.
5. Select print  icon and then select the appropriate action:
 - a. To print test tickets for selected students, select *My Selected Test Tickets*.
 - b. To print test tickets for all retrieved students, select *All Test Tickets*.
6. In the new browser window that opens, displaying a layout for selecting the printed layout (see Figure B on next page), verify Test Tickets is selected in the Print Options section.
7. Select the layout you require, and then select Print. Your browser downloads the generated PDF of the test tickets.

Figure B. Layout Model for Test Tickets



How to print test tickets from TIDE roster lists

1. From the Print Test Tickets task menu on the TIDE dashboard, select *Print from Roster List*. The *View/Edit Rosters* page appears.
2. Retrieve the rosters for which you want to print test tickets by filling out the search criteria and selecting Search.
3. Select the column headings to sort the retrieved rosters in the order you want the test tickets printed.
4. Mark the checkboxes for the rosters you want to print.
5. Select print  icon and then select *Test Tickets*. A layout model appears for selecting the printed layout (see Figure B).
6. Verify Test Tickets is selected in the Print Options section.
7. Select the layout you require, and then select Print. Your browser downloads the generated PDF of the test tickets.