Archdiocese of Washington – HSPT Online

Administrators/Testing Coordinators Checklist

☐ Submit HSPT Online Order Form
☐ Create testing session(s) in stsusers.com using the following information
  o Test date
  o Start time
  o Grade (8)
  o Test Form (see below for correct test form)
  o Time limit (standard or time and a half for students testing with accommodations)
☐ Enter each student into appropriate testing session using the required fields:
  o First/Last Name
  o Date of Birth
  o Gender
  o Email Address
  o Registration/Confirmation Number – this is now a required field
*These required fields for student entry can be found on the Cvent Access Portal. If you have not set up your username and password, select *request access*.

☐ Five days prior to the test date schools will communicate the following items to each test taker via the email address used in their registration
  o Test login link – stsusers.com
  o Zoom (or other virtual meeting space) login link
  o Student ID
  o Password
  o Instructions: student should sign into the Zoom link 30 minutes before the start time and come prepared with testing link, Student ID, Password, and Confirmation Number

Proctors Checklist (day-of testing)

☐ Log into Zoom or virtual meeting space at least 30 minutes prior to test start time
☐ Log into stsusers.com administrators
☐ Take attendance in virtual meeting space – ensure all students have cameras on and stable internet connection
☐ Instruct students to go to the testing platform, stsusers.com > Students > HSPT Online
☐ Review the Tutorial
☐ Provide students with the Test Code Number and instruct them to login
☐ Instruct students to confirm student information
☐ Review Code of Conduct
☐ Begin Test

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HSPT Online Test Form Schedule:

- Elementary Schools (12/2 testing window) – HSPT Form Z

- High Schools (12/5) – HSPT Form 2A

- High Schools (12/12) – HSPT Form 2B

- High Schools (Make-Up) - TBD