



Smarter Balanced Assessment Consortium: Test Administration Quick Guide For the Online, Summative Assessments Test of English Language Arts/Literacy and Mathematics

© Smarter Balanced Assessment Consortium, 2015.



TABLE OF CONTENTS

Smarter Balanced Resources and Help Desk Information	4
1.0 About This guide	6
2.0 Overview of the Smarter Balanced Assessments	6
2.1 About the Smarter Balanced Assessment Consortium	6
2.2 About the Test.....	6
2.3 Test Administration Roles and Responsibilities	6
3.0 Prior to Test Administration.....	9
3.1 Establishing Appropriate Testing Conditions.....	9
3.2 Tasks to Complete Prior to Test Administration	10
4.0 Day of Test Administration	12
4.1 Starting a Test Session	12
4.2 Testing Over Multiple Sessions or Days.....	21
5.0 Following Test Administration.....	22
5.1 Destroying Test Materials	22
11.2 Reporting Testing Improprieties, Irregularities, and Breaches.....	22

LIST OF TABLES

Table 1: User Roles in the Online Testing System	7
Table 2: Additional Required Resources	9

LIST OF FIGURES

Figure 1: Portal Card	13
Figure 2: Log In Page.....	13
Figure 3: TA Interface Homepage	13
Figure 4: TA Interface: Start Session	14
Figure 5: TA Interface: Session ID	14
Figure 6: Your Tests Page.....	16
Figure 7: TA Interface: Approvals Button	16
Figure 8: Approvals and Student Test Settings Page	17
Figure 9: Sound Check Page	17
Figure 10: Students in Your Test Session	19
Figure 11: Student Status	19

Smarter Balanced Resources and Help Desk Information

Connecticut Smarter Balanced Assessment Portal

<http://CT.portal.airast.org>

Home for all online Smarter Balanced assessment administration information.

For questions regarding the online testing system or for additional assistance, please contact the Connecticut Smarter Balanced Assessment Help Desk.

Connecticut Smarter Balanced Assessment Help Desk

1-844-202-7583

CTHelpDesk@air.org

The Help Desk is open Monday–Friday from 7:00 a.m. to 7:00 p.m. Eastern Time during the testing window from January 27 through June 12, 2015. During these hours, staff will respond promptly to calls. Outside of the testing window, the Help Desk is open Monday-Friday from 7:00am to 4:00pm.

The Help Desk may be contacted for situations and questions that include some of the following:

- Testing environment down or unavailable; user accounts not available or users not able to administer tests
- Student information incorrect or missing
- Loading student data or student settings into the Test Information Distribution Engine (TIDE)
- Appeals functionality in TIDE
- Preparing for online testing—downloading the secure browser, voice packs, etc.
- Tests showing as available to students when they log in to begin testing
- Password resets for district, and school users
- Settings not presenting as intended
- Test Security incidents

When contacting the Help Desk, provide the representative with as much detail as possible about the issue(s) encountered and the system on which it occurred. This should include the following:

- Type of device being used for the test;
- Any error messages that appeared (code and description);

- Operating system and browser information;
- Network configuration information;
- Your contact information for follow-up, including email address and phone number; and
- Any relevant and authorized student and school information, including statewide student identifier (SSID), grade level, content area, and performance task (PT) or computer adaptive test (CAT).

1.0 ABOUT THIS GUIDE

This *Test Administration Quick Guide* for summative assessments is intended for staff who play a role in the administration of Smarter Balanced assessments (District Administrators, District Test Coordinators, School Test Coordinators, Test Administrators, and Teachers). It may serve as a quick reference guide for staff on the day of test administration. This guide **does not** serve as a replacement for the *Test Administration Manual (TAM)*. For more detailed information on procedural and policy information needed to implement the Smarter Balanced assessments, **all staff** should refer to the *Test Administration Manual*. For specific questions not addressed in this guide or the *TAM*, please contact the Connecticut Help Desk. For a complete list of all available resources, visit the portal at <http://ct.portal.airast.org/resources/>.

Prior to administering a test, Teachers/Test Administrators should:

- read the *Test Administration Manual* and the *Test Administrator User Guide*;
- review the CSDE Assessment Guidelines including the Smarter Balanced *Usability, Accessibility, and Accommodations Guidelines*; and
- view the associated training modules.

All resources can be found on the Connecticut portal located at <http://CT.portal.airast.org>.

2.0 OVERVIEW OF THE SMARTER BALANCED ASSESSMENTS

2.1 About the Smarter Balanced Assessment Consortium

The Smarter Balanced Assessment Consortium is a multi-state, state-led consortium that developed next-generation assessments aligned to the Common Core State Standards in English language arts (ELA)/literacy and mathematics that accurately measure student progress toward college- and career-readiness. For more information about the Smarter Balanced Assessment Consortium, go to www.smarterbalanced.org.

2.2 About the Test

The Smarter Balanced summative assessments are available in ELA/literacy and mathematics to students in grades 3–8 and Grade 11. Each content area of the online test consists of a computer adaptive test (CAT) as well as a performance task (PT).

2.3 Test Administration Roles and Responsibilities

The Connecticut Smarter Balanced Assessment uses a role-based system. Each user is assigned a specific role that has access to the different systems or features. User roles and responsibilities for the test are provided in [Table 1](#).

Table 1: User Roles in the Online Testing System

User Role	Description
District Administrator (DA)	The District Administrator (DA) is a District Test Coordinator (DC) who may add users with District Test Coordinator (DC) roles in TIDE. For example, a Director of Special Education may need DC privileges in TIDE to access district-level data for the purposes of verifying test settings for designated supports and accommodations. DAs have the same test administration responsibilities as DCs.
District Test Coordinator (DC)	<p>The District Test Coordinator’s (DC) primary responsibility is to coordinate the administration of the Smarter Balanced assessment in the district.</p> <p>DCs are responsible for the following:</p> <ul style="list-style-type: none"> • Reviewing all Smarter Balanced policy and test administration documents • Reviewing scheduling and test requirements with SCs and TEs/TAs • Working with SCs and Technology Coordinators to ensure all systems, including the secure browser, are properly installed and functioning • Importing users (SCs, TEs, TAs) into TIDE • Verifying all student information and eligibility in TIDE • Scheduling and administering training sessions for all SCs, TEs, TAs, and Technology Coordinators • Ensuring that all personnel are trained on how to properly administer the Smarter Balanced assessments • Monitoring secure administration of the test • Investigating and reporting all testing improprieties, irregularities, and breaches reported by the TEs/TAs • Attending to any secure material according to state and Smarter Balanced policy
<p>School Test Coordinator (SC)</p> <p><i>Note: An SC can be a principal, vice principal, technology coordinator, counselor, or other staff member. If possible, an SC should be a person with non-instructional or limited instructional duties so that he or she can coordinate and monitor testing activity in the school.</i></p>	<p>The School Test Coordinator’s (SC) primary responsibilities are to coordinate the administration of the Smarter Balanced assessment and ensure that testing within his or her school is conducted in accordance with the test procedures and security policies established by the Connecticut State Department of Education (CSDE).</p> <p>SCs are responsible for the following:</p> <ul style="list-style-type: none"> • Based on test administration windows, establishing a testing schedule with DCs, TEs and TAs • Working with technology staff to ensure timely computer setup and installations • Working with TEs and TAs to review student information in TIDE to ensure that correct student information and test settings for designated supports and accommodations are applied • Identifying students who may require designated supports and test accommodations and ensuring that procedures for testing these students follow state and Smarter Balanced policy • Attending all district trainings and reviewing all Smarter Balanced policy and test administration documents • Ensuring that all TEs and TAs attend school or district trainings and review online training modules posted on the portal • Establishing secure and separate testing rooms if needed

User Role	Description
	<ul style="list-style-type: none"> • Downloading and planning the administration of the Classroom Activity with TEs and TAs • Monitoring secure administration of the test • Monitoring testing progress during the testing window and ensuring that all students participate, as appropriate • Investigating and reporting all testing improprieties, irregularities, and breaches reported by the TEs and TAs • Attending to any secure material according to state and Smarter Balanced policy
Test Administrator (TA) <i>Note: Test Administrators should be certified school personnel; however, if a paraprofessional or substitute teacher is needed to administer a test, the individual must be fully trained in test administration and test security procedures.*</i>	<p>A Test Administrator’s primary responsibility is to administer the Smarter Balanced assessments. The Test Administrator (TA) role does not allow for access to student results and is designed for test administrators, such as technology staff, who administer tests, but should not have access to student results.</p> <p>TAs are responsible for the following:</p> <ul style="list-style-type: none"> • Completing Smarter Balanced test administration training and reviewing all Smarter Balanced policy and test administration documents prior to administering any Smarter Balanced assessments • Viewing student information prior to testing to ensure that the correct student receives the proper test with the appropriate supports. TAs should report any potential data errors to SCs and DCs as appropriate • Administering the Smarter Balanced assessments • Reporting all potential test security incidents to the SC/DC in a manner consistent with Smarter Balanced, state, and district policies <p><i>*Note: To ensure that test administration and test security procedures are followed, a certified teacher should monitor paraprofessionals. The principal or another building administrator should monitor substitute teachers to ensure that test administration and security procedures are followed.</i></p>
Teacher (TE)	<p>A Teacher responsible for administering the Smarter Balanced assessments must have the same qualifications as a Test Administrator (TA). This role has the same test administration responsibilities as a TA.</p> <p><i>Note: Teacher (TE) is a new role that was not available during the 2014 Field Test. The TE role allows users to view student results when they are made available. This role may also be assigned to teachers who do not administer the test, but will need access to student results.</i></p>

For a checklist of example activities to complete for District Test Coordinators and School Test Coordinators refer to the *Test Coordinator Manual*. For Test Administrators/Teachers, refer to the *Test Administration Manual*.

3.0 PRIOR TO TEST ADMINISTRATION

3.1 Establishing Appropriate Testing Conditions

School Test Coordinators (SCs), Teachers (TE), and Test Administrators (TAs) will need to work together to determine the most appropriate testing option(s) and testing environment based on the number of computers available, the number of students in each tested grade, and the estimated time needed to complete each test. Testing students in classroom-sized groups is preferable. Establishing classroom-sized groups reduces test fear and anxiety for the students and facilitates monitoring and control for the TE/TA.

The test administration should be conducted in a secure environment (see section 3.1 *Security of the Test Environment* in the *Test Administration Manual*).

Establish procedures to maintain a quiet testing environment throughout the test session, recognizing that some students will finish more quickly than others. If students are allowed to leave the testing room when they finish, explain the procedures for leaving without disrupting others and where they are expected to report once they leave. If students are expected to remain in the testing room until the end of the session, instruct them on what activities they may engage in after they finish the test.

During test administration, students may have access to and use of these additional required resources in Table 2 specific to each assessment and content area.

Table 2: Additional Required Resources

Content Area	CAT	Classroom Activity	Performance Task (PT)
ELA	<ul style="list-style-type: none"> Headphones are required for the listening portion of the ELA assessment and for students requiring text-to-speech. Scratch paper should be provided for note taking if necessary. 	NA	<ul style="list-style-type: none"> Headphones are required for some performance tasks and for students requiring text-to-speech. Scratch paper should be provided for note taking if necessary.
Mathematics	<ul style="list-style-type: none"> Headphones are required for students requiring text-to-speech and for students requiring Audio Glossaries. An embedded calculator will be available for some mathematics items in grade 6 and above. Scratch paper is required for all grades. Graph paper is also required for Grade 6 and above. 	NA	<ul style="list-style-type: none"> Headphones are required for students requiring text-to-speech and for students requiring Audio Glossaries. An embedded calculator will be available for all mathematics PT items in grade 6 and above. Scratch paper is required for all grades. Graph paper is also required for Grade 6 and above.

3.2 Tasks to Complete Prior to Test Administration

- ✓ DCs, SCs, TAs, and TEs should verify that students are provided the opportunity to practice on the Training Test and Practice Test prior to testing.

It is highly recommended that ALL students be provided the opportunity to practice on the Training Test and Practice Test prior to testing. This allows students the opportunity to become familiar with all of the item types, the universal tools, buttons, and any allowable designated supports and/or accommodations.

- ✓ DCs and SCs should ensure all TEs/TAs have login information for the TA Interface.
- ✓ DCs, SCs, TAs, and TEs should verify student demographic information and test settings.

Each student must be correctly assigned to his or her district, school, and grade in TIDE. District personnel will not be able to add or delete students, or make changes to student demographic information directly in TIDE. **All changes to enrollment status (this includes students who move during testing) and student demographic information must be made in PSIS.**

In addition to the correct school and grade, SCs and TEs/TAs should verify that all students have accurate test settings in TIDE, including designated supports and accommodations (embedded and non-embedded) for each content area prior to testing. The CSDE uploaded an initial file of test settings.

DAs, DCs, and SCs can add, delete, or change embedded and non-embedded designated supports and accommodations in TIDE for students who require them. TEs/TAs may view student information; however, TEs/TAs cannot add, upload, or modify test settings in TIDE. Within the TA Interface, a TE/TA can change the default font size and turn off universal tools prior to the start of the test. Refer to the CSDE *Assessment Guidelines* for guidance regarding turning off universal tools.



IMPORTANT: Any additions/modifications/deletions of students and changes to student test settings must be completed **before the student can test**. The update, once made, may take **up to 24 hours to appear in the TA interface**. Failure to correct test settings before testing could result in the student's not being provided with the needed accommodations and/or designated supports at the time of testing. This is considered a testing irregularity and may result in the need for a test reset.

For information on how to view, add, upload, and modify student information, please refer to the *TIDE User Guide* located at <http://CT.portal.airast.org>.



It is important for anyone with access to student information to remember that student personal information, including the student's SSID, is confidential. **If materials containing student personal information and/or SSIDs are distributed to students, these materials must be collected before the students leave the testing room and either securely stored to be used in a subsequent test session or shredded.** For additional information about security protocols, refer to the *Test Administration Manual*.

- ✓ SCs should ensure that TEs/TAs have necessary student login information.

Each student will log in to the Smarter Balanced testing system using his or her first name, SSID, and a test session ID. Prior to starting a test session, TEs/TAs must have a record of each student's first name and SSID as it appears in TIDE. This information must be provided to each student to complete the login process. It is suggested that the SSID and the student's first name be printed on a card or piece of paper and distributed to each student just prior to testing to help him or her type it in the

computer accurately. **For information on printing student test tickets with students' log-in information, consult the TIDE User Guide.** Student information is confidential; therefore, the cards/papers with this information must be kept secure until used during a test session.



When a TE/TA creates a test session, a unique session ID is randomly generated. This session ID must be provided to students before they log in. Please refer to the *Test Administrator User Guide* located at <http://CT.portal.airast.org> for detailed information on how to generate a session IDs.

When students move within the state, their data record must be updated with the student's new school and/or district codes in TIDE at least 24 hours before the student begins or resumes testing in the new school or district. If a student is not in TIDE or a student who moved is still in TIDE, TEs/TAs should contact the DC/SC. District personnel responsible for PSIS will need to made the changes.

✓ **Retrieve Classroom Activity materials.**

1. **SCs should identify which Classroom Activity has been selected to administer for each grade and content area by logging in to TIDE.** Classroom Activities will be posted in the TIDE system at least a week prior to the test administration window. Consult the *TIDE User Guide* for information on navigating TIDE.
2. **Retrieve and administer the Classroom Activity.**

SCs should retrieve and provide each TE/TA with a copy of the Classroom Activity to review at least one to two days prior to the planned delivery of the Classroom Activity. The Classroom Activity should be administered one to three days before the performance task is to be administered.

Students with disabilities are allowed to have accommodations, and English learners should have access to language supports that they regularly use during classroom instruction. For more information on the options that may be implemented during the Classroom Activity, please see the *Test Administration Manual*.



IMPORTANT: If a student begins a performance task without participating in to the assigned Classroom Activity, the student should continue with and complete the performance task. The TA/TE must report this misadministration as a testing irregularity. As described in the *Test Administration Manual*, irregularities must be reported by the end of the day of the incident to the SC/DC via the Test Security Incident Log.

4.0 DAY OF TEST ADMINISTRATION



Use the following information and script to assist students with the login procedures. Please refer to the *Test Administrator User Guide* at <http://CT.portal.airast.org> to become familiar with the Online Testing System.



The TE/TA should verify the security of the testing environment prior to beginning a test session. TEs/TAs must ensure that students do not have access to digital, electronic, or manual devices during testing.

To ensure that all students are tested under the same conditions, the TE/TA should adhere strictly to the script for administering the test. These instructions can be found in the boxes in bold on the following pages. When asked, the TE/TA should answer questions raised by students but should never help the class or individual students with specific test items. **No test items or passages can be read to any student for any content area, unless the student requires a designated support or accommodation as described in the *CSDE Assessment Guidelines*.**

Scratch paper is a non-embedded universal tool that should be made available to all students. The TE/TA should provide scratch paper to students for all test sessions. Students in Grades 6 and above should also be provided with graph paper for the mathematics assessments. Refer section 3.2 Secure Handling of Printed Materials in the *Test Administration Manual* for information about the secure handling of scratch paper.

Information about non-embedded Universal Tools is available in the Smarter Balanced Usability, Accessibility, and Accommodations Guidelines.

Please remember that the script must be followed exactly and used each time a test is administered. If the class is resuming a test and the TE/TA is sure that all students are able to log in without hearing the login directions again, the TE/TA may skip the italicized portions of the directions.

All directions that a TE/TA needs to read to students are indicated by the word “SAY” and are in boxes so they stand out from the regular text. They should be read exactly as they are written, using a natural tone and manner. If the TE/TA makes a mistake in reading a direction, the TE/TA should stop and say, “I made a mistake. Listen again.” Then the direction should be reread.

The TE/TA should try to maintain a natural classroom atmosphere during the test administration. Before each test begins, he or she should encourage students to do their best.

Any time a student logs in to the testing system, the TE/TA should follow this script. This includes logging in to complete the CAT items or the PT.

4.1 Starting a Test Session

The TE/TA must create a test session before students can log in to the Student Testing System (**but no more than 20 minutes prior or the system will time out**). When a TE/TA creates a test session, a unique session ID is randomly generated. This session ID must be provided to the students before they log in and should be written down. TEs/TAs should follow these steps to create a session:

1. The TE/TA logs in to the TA Interface link.

The TE/TA accesses the TA Interface via the link at <http://ct.portal.airast.org/test-administrators/>. The TE/TA then enters his or her username and password and clicks [Log In] to log in to the TA Interface.

Figure 1: Portal Card

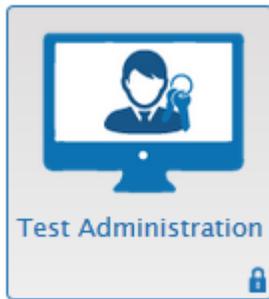


Figure 2: Log In Page

Username
Enter your email address

Password
Minimum 6 characters, including one number

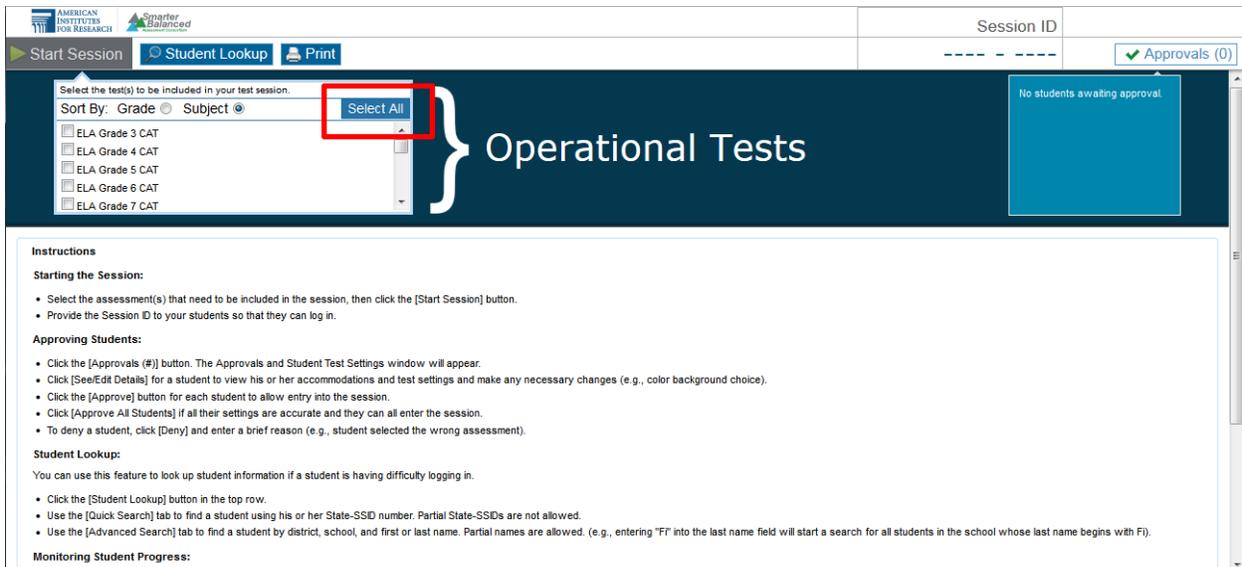
[Forgot Your Password?](#)

Log In

2. The TE/TA creates a test session.

The test selection box is located in the upper-left corner of the screen. To create a test session, select the particular test(s), content area, and CAT(s) or PT(s) to be administered in the test session.

Figure 3: TA Interface Homepage



The screenshot shows the TA Interface Homepage. At the top, there are navigation buttons: Start Session, Student Lookup, and Print. A Session ID field is visible on the right. Below the navigation, there is a test selection box with a "Select All" button highlighted in red. The selection box lists ELA Grade 3 CAT, ELA Grade 4 CAT, ELA Grade 5 CAT, ELA Grade 6 CAT, and ELA Grade 7 CAT. A large blue box on the right says "No students awaiting approval." Below the selection box, there is a section titled "Operational Tests" with a large white bracket. Underneath, there are instructions for starting the session, approving students, student lookup, and monitoring student progress.

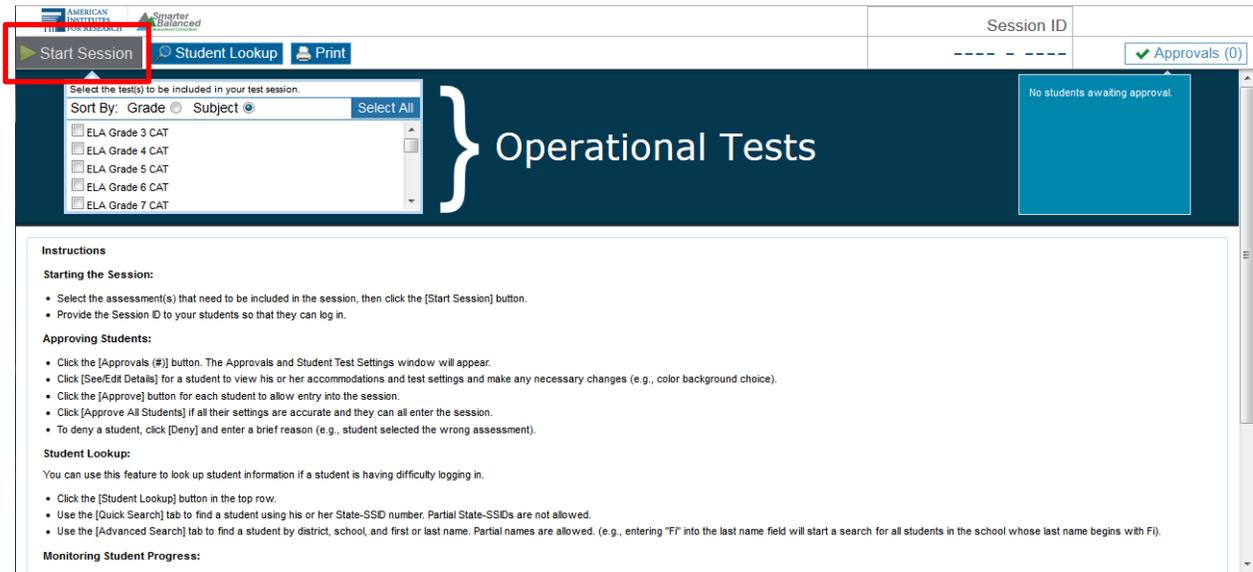


Students will only be able to see and access those tests for which they are eligible in TIDE.

3. The TE/TA begins the test session.

After clicking on the assessment(s) to be administered during the test session, the TE/TA clicks on the [Start Session] button to begin the test session and generate the session ID that students use to join that test session.

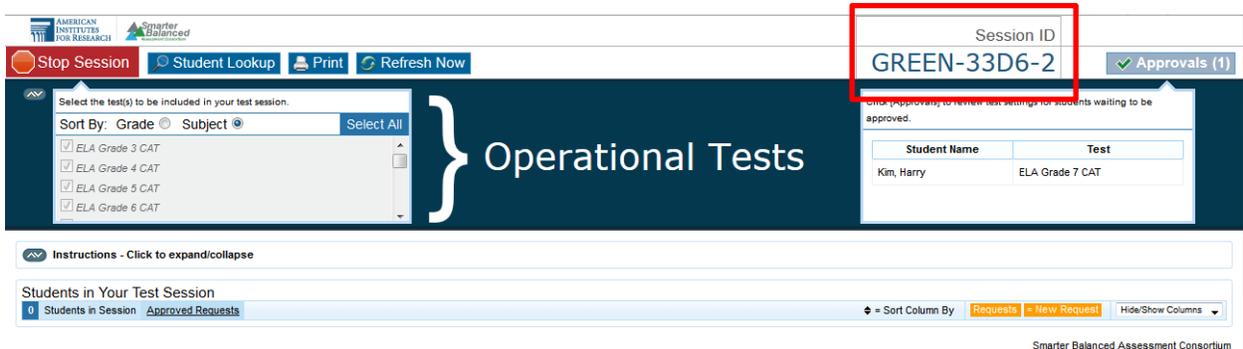
Figure 4: TA Interface: Start Session



4. The TE/TA informs students of the test session ID.

The system-generated session ID appears in the top-right corner of the screen.

Figure 5: TA Interface: Session ID



SAY: Today, you will take the Smarter Balanced [insert grade, ELA/mathematics, and CAT/PT] test. I will give you a test session ID that is required to start the test. If you need an individual break during the test, raise your hand and wait for my instructions and permission.

Once you have logged in, wait for me to approve the test before you start. I'll be checking that you have correctly entered the test session ID and other information.

Give students the test session ID and other log-in information.

The test session ID, the statewide student identifier (SSID), and the student's first name may be provided to students ahead of time on a card or piece of paper to help them type it in the computer accurately. Refer to the *TIDE User Guide* for information about printing student testing tickets. Student information is confidential; therefore, the cards/papers with this information must be collected after each test session and securely shredded after testing is complete. **The TE/TA should write down the session ID for his or her own records, in case he or she gets involuntarily logged out of the system.** The TE/TA will be logged out of the session if there is no activity for twenty minutes by the TE/TA or a student. Having the session ID will allow the TE/TA to resume the session.

TEs/TAs may also write the test session ID on a classroom dry-erase or chalk board or another place where students can see it. Make sure students know that the test session ID must be entered **exactly** as it is written—it is case sensitive—without extra spaces or characters. Please refer to the *Test Administrator User Guide* at <http://CT.portal.airast.org> to become familiar with the Online Testing System.

SAY: Enter your first name followed by your SSID number using the information on the paper I gave you. Then enter the test session ID. *Raise your hand if you need help typing this information on your keyboard.*

Please do not share your SSID with anyone. This is private information.

SAY: Now click "Sign In." *Once you have successfully logged in, you will see a screen with your first name, SSID, school, and grade. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.*

Ensure that all students have successfully entered their information.

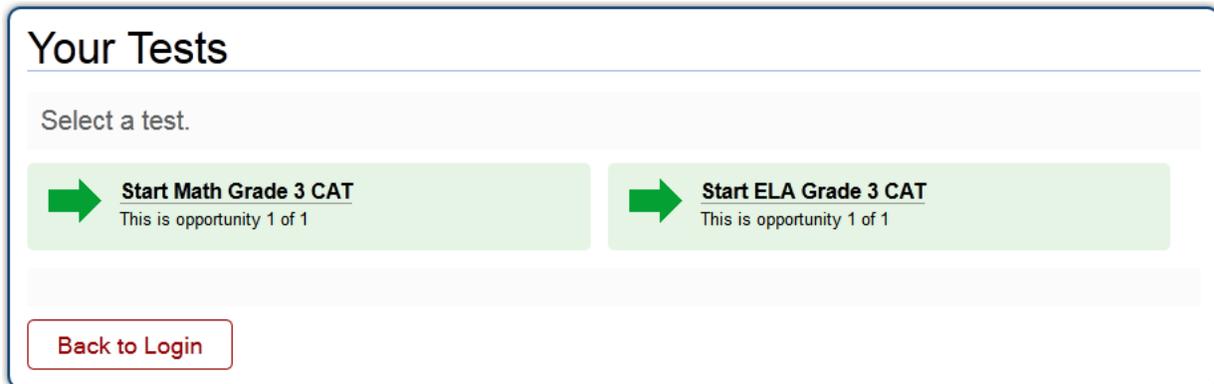
The TE/TA should ensure that students use their legal first names, as they appear in TIDE, not nicknames. If a student is unable to log in, he or she will be prompted to try again and provided with a message describing the reason (an invalid SSID, for example). If the student is still having difficulty, the TE/TA can look up the correct information using the Student Lookup function on the TA Interface or TIDE. TEs/TAs may assist students with logging in if necessary.

5. The TE/TA informs students of the test session in which they are participating.

SAY: On the next screen, select the [INSERT NAME OF TEST (i.e., ELA Grade 3 CAT)], and then click START TEST. After you have selected your test, you will see a screen with a moving bar and message saying that you are waiting for Test Administrator approval. This step helps ensure that you are taking the correct test. Please wait quietly while I verify each of your tests.

If TEs/TAs are unsure of which content area or test students are participating in during that session, TEs/TAs should contact the School Test Coordinator (SC).

Figure 6: Your Tests Page



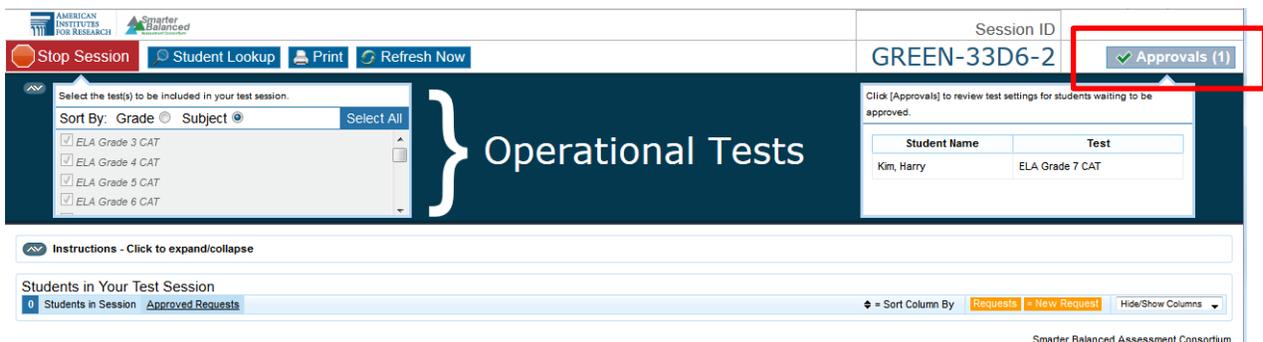
Students may be able to select from more than one test, for example, a PT and a CAT in both English language arts/literacy (ELA) and mathematics. TEs/TAs should direct students to select the appropriate test name based on what the TE/TA is planning to administer at that time—to the content area “ELA” or “Math” and the test type “CAT” or “PT.” Students will see only assessments for which they are eligible.

6. The TE/TA views and approves students who are waiting for test session approval.

After students have selected a test, the TE/TA verifies that each student selected the appropriate test before approving that student for testing. **It is very important that the TE/TA pays close attention to the test name prior to approving to be sure it is the correct test to be administered at that time.** To do this:

- a. Select the [Approvals (#)] button.

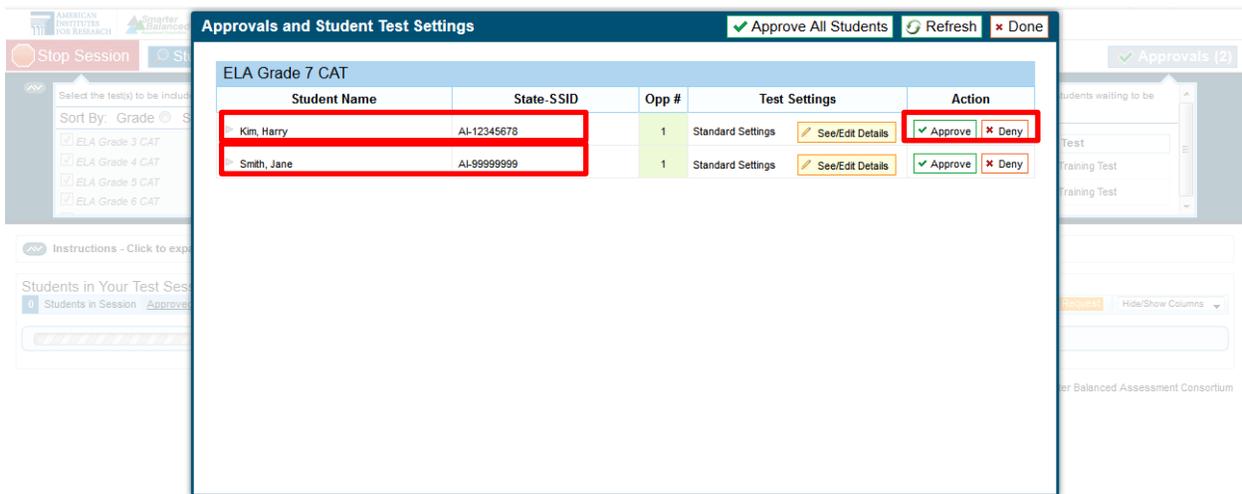
Figure 7: TA Interface: Approvals Button



- b. A new window opens that shows a list of students, organized by test name. The TE/TA should review the list to ensure that students are taking the correct content area (mathematics or ELA) and type of test (CAT or PT).
 - i. If a student selected a test other than the one the TE/TA plans to administer to that student that day (for example, selected a PT instead of a CAT or selected mathematics instead of ELA), the TE/TA must deny the student entry to the test session. The student may then log in again and select the correct test.
- c. The TE/TA should also review the test settings assigned to each student to ensure that they are correct.

- i. If a student’s settings are incorrect, do *not* approve that student to begin testing. The TE/TA will need to work directly with a SC or DC to correct the test settings in TIDE before approving the student to begin testing. *(Reminder: It may take up to 24 hours for changes to appear in the TA interface.)* **Ensuring the test settings are correct before the student begins testing is critical to avoid the need for a test reset that may result in additional testing for the student later.**
- d. When the correct test is selected and test settings are verified, the TE/TA clicks **[Approve]** or **[Approve All Students]**.

Figure 8: Approvals and Student Test Settings Page



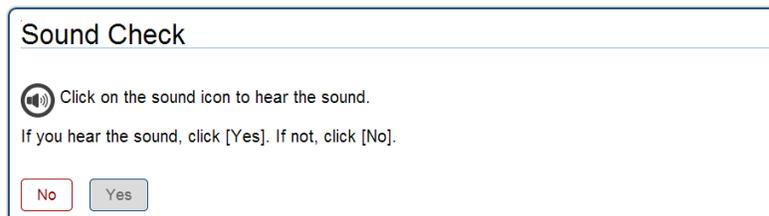
SAY: After I approve you to begin testing, you will see a screen asking you to check your test content area and settings. If all the information is correct, you may select YES, START MY TEST. If any of it is incorrect, please raise your hand.

Each student will be logging in at a different time. The TE/TA should monitor the sessions and log in all students who are currently ready before assisting any students who are having problems.

If students will be taking an ELA assessment during the test session, read the next blue box so the students will know how to verify that their headsets are working properly

SAY (only for ELA test): Next you should see a screen that prompts you to verify that the sound on your computer is working. Put your headsets on and click the icon of the speaker in the circle to hear the sound. If you hear the chime, click [YES]. If not, raise your hand.

Figure 9: Sound Check Page



If a student's volume is not working, troubleshoot basic steps such as ensuring that the headset is fully plugged in, mute is not inadvertently selected, and the volume setting is turned up. If the student is still experiencing issues, contact your School Technology Coordinator or the Connecticut Help Desk at 1-844-202-7583 or CTHelpDesk@air.org.

SAY: *Before your test appears, you will see a tutorial page listing the test tools and buttons that you may use during the test or that will appear on the test. Please read this carefully. You can also find this information during your test by clicking the HELP button in the top right corner.*

You must answer each question on the screen before going on to the next page. During the test, you may see a page with no test questions. Follow the directions on the page to continue taking the test.

You must make an answer selection in order to move to the question on the next page. If you are unsure of an answer, provide what you think is the best answer; there is no penalty for guessing. If you would like to review that answer at a later time, mark the item for review by opening the context menu in the upper-right corner of the question and clicking flag for review before going on to the next question. Flagging the item will remind you to go back and decide whether or not you want to change the answer during this test segment.

You may PAUSE at any point in the test by clicking PAUSE rather than NEXT after answering an item. [The following statement only applies to the CAT.] The PAUSE button is used to stop the test. Note that PAUSING for more than twenty minutes will prevent you from changing any answer on previous pages of the test. Please raise your hand if you need a break and ask me before you click PAUSE.

Your answers need to be your own work. Please keep your eyes on your own test and remember that there should be no talking.

Please keep in mind that this test is divided into segments. When you get to the end of each segment, you will be prompted to review your answers before moving on. Once you submit your answers and move on to the next segment, you will not be able to return to the previous segment.

When you are ready to begin your test, click BEGIN TEST NOW at the bottom of the page.



For the CAT portion of the test, after a pause, the student's test can be resumed at any time within the testing window up to forty-five days from the start date. For the performance task, there is no pause limit, but the test expires ten days after it is started.

7. The TE/TA monitors student progress.

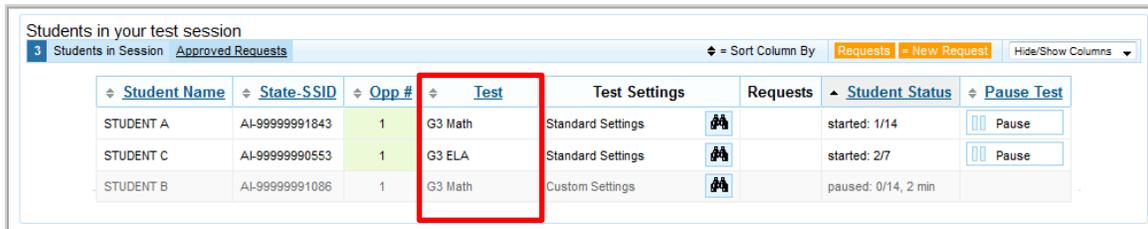
Monitoring Test Selection

It is very important that TEs/TAs monitor student progress throughout the test session. This includes verifying that students are participating in the appropriate content area and type of test (CAT or PT).

The TE/TA monitors the test each student is taking by referring to the Students in Your Test Session table in the TA Interface.

In the event a student is taking an incorrect test, the TE/TA can pause the student’s test. The TE/TA should then instruct the student to log out and log in again to select the correct test.

Figure 10: Students in Your Test Session



Student Name	State-SSID	Opp #	Test	Test Settings	Requests	Student Status	Pause Test
STUDENT A	AI-99999991843	1	G3 Math	Standard Settings	👤	started: 1/14	⏸ Pause
STUDENT C	AI-99999990553	1	G3 ELA	Standard Settings	👤	started: 2/7	⏸ Pause
STUDENT B	AI-99999991086	1	G3 Math	Custom Settings	👤	paused: 0/14, 2 min	

In the rare event that a student starts a test unintentionally (for example, selected a PT instead of a CAT, or selected mathematics instead of ELA), the test’s expiration timeline will be activated. If a student is unable to return to and complete the test before it expires in ten days (PT) or forty-five days (CAT), the SC or DC will need to submit an appeal via TIDE to reopen the test.

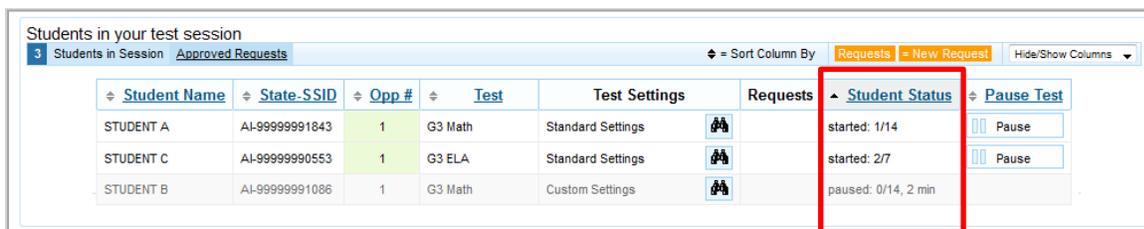
Monitoring Test Progress

Once students have started their tests, the TE/TA should circulate through the room to ensure that all conditions of test security are maintained. If the TA witnesses or suspects the possibility of a test security incident, the SC and DC should be contacted immediately in accordance with the security guidance provided in this manual.

The TE/TA may also use the TA Interface to view the testing progress of any student. This site will not show test items or scores but will let the TE/TA see how many items have been delivered to each student (e.g., question 24/40).

While the TA Interface is designed to automatically refresh every twenty seconds, the TE/TA can refresh it manually at any time by clicking the [Refresh Now] button at the top left of the page. Do NOT click the web browser’s refresh button to refresh the TA Interface.

Figure 11: Student Status



Student Name	State-SSID	Opp #	Test	Test Settings	Requests	Student Status	Pause Test
STUDENT A	AI-99999991843	1	G3 Math	Standard Settings	👤	started: 1/14	⏸ Pause
STUDENT C	AI-99999990553	1	G3 ELA	Standard Settings	👤	started: 2/7	⏸ Pause
STUDENT B	AI-99999991086	1	G3 Math	Custom Settings	👤	paused: 0/14, 2 min	

If the TE/TA notices that a student is off task, the TE/TA may say the following statement to the student, verbatim, to keep him or her focused.

SAY: It is important that you do your best. Do you need to pause the test and take a break?

If a student asks for assistance either in answering an item or manipulating an item type, the TE/TA should gently instruct the student to review the tutorial for help and let the student know that he or she should try his or her best, but that the TE/TA cannot help answer an item. The TE/TA may remind the student to reread the instructions for that item.

SAY: I can't help you with your test. Try to do the best that you can.

Allowing the students to practice on the Training Test and Practice Test prior to testing is strongly encouraged to ensure that students are able to manipulate each item type and use the various tools and supports during testing.

IMPORTANT:



If the TE/TA is using the TA Interface and navigates to another AIR system (TIDE, ORS, etc.) the session will stop, and all students in the session will be logged out.

- If the TA Interface or TA Training Site browser is accidentally closed while students are still testing, the session will remain open until it times out after 20 minutes. Before 20 minutes have elapsed the TE/TA can open the browser and navigate back to the TA Interface. The TE/TA will be prompted to enter the active session ID and re-enter the test session.
- As a security measure, TEs/TAs are automatically logged out of the TA Interface after twenty minutes of TE/TA user inactivity and student inactivity in the test session, which will result in closing the test session. If this occurs, the TE/TA will have to create a new session and the students will have to log in to the new session to resume testing. When starting a new session, the TE/TA should give the students the new session ID so that they can log in and resume testing.

8. The TE/TA ends the test session and logs out of the Test Administrator Site.

When there are approximately ten minutes left in the test session, the TE/TA should give students a brief warning.

SAY: We are nearing the end of this test session. Please review any completed or marked items now. Do not submit your test unless you have answered all of the questions.

After answering the last item in each segment, each student is presented with a screen prompting him or her to review answers (marked and unmarked) for all items available to the student or prior to submitting the test. A test cannot be paused after the last item has been presented to the student.

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 [REVIEW MY ANSWERS] and then [SUBMIT TEST] after they finish reviewing. Once a student clicks [SUBMIT TEST], the student will not be able to review answers.

SAY: This test session is now over. If you have not finished, click PAUSE, and you will be able to finish at another time. If you have finished, click SUBMIT TEST. I will now collect any scratch paper or other materials.

TEs/TAs should click [**Stop Session**] to end the test session and pause any student test in the session that is still in progress. When finished, TEs/TAs can log out of the TA Interface by clicking the [**Logout**] button at the top right. TEs/TAs should also collect any scratch paper (and graph paper for grades 6 and up).

4.2 Testing Over Multiple Sessions or Days

For some tests, particularly the performance tasks, students may be best served by sequential, uninterrupted time that may exceed the time in a student's schedule. Smarter Balanced recommends that the ELA PT be administered in two sessions corresponding with Part 1 and Part 2. Students can be provided breaks within each part; however, once a student moves on to Part 2, he or she will not be able to review or revise items in Part 1. For this reason, it is recommended that students complete Part 1 in one test session; Part 2 would ideally be delivered the next school day. For the mathematics PT, Smarter Balanced recommends that it be administered in one test session of 40–120 minutes.

If the TE/TA intends to administer the test over the course of multiple days for a student or group of students, TEs/TAs may ask students to pause after they reach a designated point. For most tests, there is nothing built into the system to prevent students from progressing from one section of the test to another. In those cases, the TE/TA should give the students clear directions on when to pause. For example, TEs/TAs may designate a certain amount of time for testing. Likewise, the end of Part 1 of the ELA PT might be a logical stopping point. This guidance may be written on a dry-erase board, chalkboard, or another place that students can easily see. Students will receive a notification when they reach the end of the section.

When testing is resumed on a subsequent day, the TE/TA will need to start a new test session and provide a new session ID. When instructing the students to log in, TEs/TAs should read the unitalicized sections of the general script (SAY boxes) to the students from the beginning of section *4.0 Day of Test Administration* in this guide.

A summary of recommendations for the number of sessions and session durations can be found in the *Test Administration Manual*.

5.0 FOLLOWING TEST ADMINISTRATION

5.1 Destroying Test Materials



Federal law—the Family Educational Rights and Privacy Act (FERPA)—prohibits the release of any student’s personally identifiable information. Any printed materials must be securely stored and then shredded.

As a reminder, those printed and paper test materials identified in the *Test Administration Manual* must be securely shredded immediately following each test session and may not be retained from one test session to the next. The only exception to this is scratch paper (and graph paper for Grades 6 and up) used during the performance task, which should be handled according to the guidance provided in section 3.2 *Secure Handling of Printed Materials* in the *Test Administration Manual*.

11.2 Reporting Testing Improprieties, Irregularities, and Breaches

Throughout testing, ensure that all test security incidents were reported in accordance with the guidelines in sections 3.0 *Ensuring Test Security* and 6.0 *Testing Improprieties, Irregularities, and Breaches* of the *Test Administration Manual* and the *TIDE User Guide* located at <http://CT.portal.airast.org>.