School Coordinator Training
Smarter Balanced Assessments
Spring 2015

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Introductions

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- Catherine Matthews, Assessment Director

- Terry Campbell, Student Assessment Coordinator (District Coordinator)

- Ailiene Diaz, Administrative Assistant

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Smarter Balanced Assessments (SBA) Acronyms

CAT: Computer Adaptive Test

DC: District Coordinator (formerly DAC)

ORS: Online Reporting System

PT: Performance Task

TA: Test Administrator (formerly Proctor)

TAM: Test Administrator Manual

TIDE: Test Information Distribution Engine

TUG: Test Administrator Users Guide (formerly DFA)

SC: School/Test Coordinator (formerly SAC)

WCAP: Washington Comprehensive Assessment Program portal

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Test Administrator Resources

- Assessment & Research SBA website for staff and parents resources
  - FAQs
  - Links to SBA Resources on WCAP:
    - Manuals
    - Assessment Access
  - Informational and training videos
  - Assessment calendar
- DocuShare: Smarter Balanced Training Materials

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Navigating WCAP

- TIDE card on the portal
  - Add users in TIDE to your building
  - Update student accommodation & designated options (may require 24 hours for student access)
  - Add new student not yet in CEDARS (rare)
  - Print In-class activities
- Test Coordinator Resources card on the portal
  - User Guides and Manuals
- Test Administration card on the portal
  - Launch Test Sessions (Summative and Interim)
  - Practice and Training Sessions
- Online Reporting System (ORS) card on the portal
  - Plan and Manage Testing – participation reports
  - Score Reports – Interim & Summative

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SBA Preparation:
March Timeline

- Read the TAM
- Read TIDE User manual paying special attention to:
  - IV. Managing TIDE users
  - V. Working with student information
  - VI. Working with appeals
- Complete the Building Plan
- Schedule TA testing locations and testing schedule
- Confirm all applicable staff have TA or SC access
- Ensure that all students have had an opportunity to practice using tools and item structures

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SBA Preparation:
March Timeline

- Identify students eligible for the assistive technology that requires contact AIR help desk to arrange: 844.560.7366
  - Print on demand
  - Magnification greater than 3.0
  - Speech to text
- Confirm accommodations already entered in TIDE by special services and categorical for ELL students
- Enter designated tools (embedded and non-embedded) and modify universal tools if appropriate in TIDE

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SBA Preparation:
April Timeline

- Remind parents and students that students are allowed to use personal headsets
  - Headset are **required** for ELA and all text-to-speech and will be provided by the district
- Implement the communication plan according to your Building Plan
- Print in-class activities at least 2 days ahead of time from TIDE and distribute to TAs
- Print test tickets using Cognos, sort by testing TA or location

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EPS Assessment Schedule

- Elementary Schedule

- Middle School Schedule

- High School Schedule
  - Grade 10 ELA
  - Grade 11 ELA and Math

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Assessment Durations Exceptions & Limitations

On rare occasions and with limitations, a student may need a test paused or stopped for the day. The student can then continue working on another day (i.e. ill during test, doctor appointment, IEP/504).

- **CAT** tests are available for 45 days once the student starts the test (recommend completing within 5 days).

- **Performance Tasks** are available for 10 days once the student starts the test (recommend completing within 3 days).

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Tools & Accommodations

- Headsets required for:
  - ELA CAT listening portion, some PT tasks and for students requiring text-to-speech
  - Math CAT & PT for students requiring audio glossaries and text-to-speech
- Graph paper Math – Allowed for all grades and <u>required</u> for grade 6 and above
- Yellow lined paper ELA & Math – Allowed for all grade levels

Review the accommodation sheet and discuss

- Note: Changes in universal and designated options and accommodations may take up to 24 hours to appear

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Security Protocols

- State and local laws and policies specify practices to ensure test security of standardized and ethical administration of assessments.
- Student monitoring must be maintained throughout testing.
- Allowable and prohibited behaviors are detailed in appendix H of the Guidelines on Tools, Supports and Accommodations.
- A complete list of rules and regulations can be found online:
  www.k12.wa.us/ProfPractices/CodeConduct.aspx 12
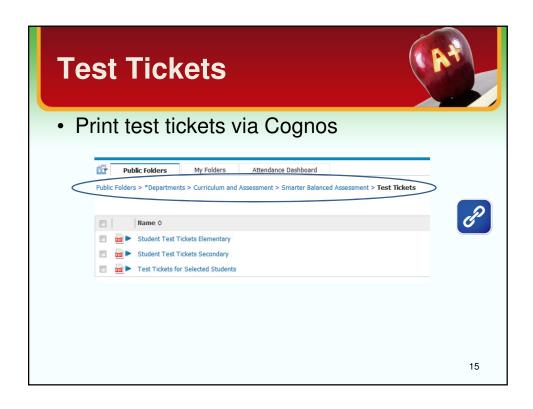
Test Security
Room Setting

- Instructional materials related to the content of the assessments are not visible
- In-class activities have been removed from view and student notes collected and destroyed
- Student seats are far enough apart to prevent students from viewing other screens
- TA is prepared to respond to students asking for help:
  - "I can't help you with your test."
  - "Review the tutorial for help."
  - "Select the help icon (?) in the upper right corner ."
  - "Always try your best." (TAM, pg. 48)

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Test Security
Materials

- Test tickets must be locked up when not in use. Tickets may be reused but must be secured between uses.
  - Do not write the session ID on the ticket.
- Math CAT and PT scratch paper (graph or lined) must be collected after each session and shredded.
- ELA CAT scratch paper (lined) must be collected after each session and shredded.
- ELA PT1 scratch paper (lined) must be redistributed for PT2 and shredded at completion of PT2.

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Test Tickets

- Print test tickets via Cognos

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Test Sessions

- TA starts a session by logging into WCAP no more than 20 minutes prior to testing, selecting test(s), approving student access, and monitoring student progress.
- Students can only access their grade level assigned tests.
- When more than one test type is open for a grade level in a session, the student will see both test options. The TA approves each student within each test type and should deny access if the student has logged in to the wrong test.
- Students are displayed on the TA interface grouped by test.
- If a student arrives late:
  - the student can join the session in progress with TA approval
  - the TA can add another content area or grade level test to the session already in progress
- When students are unable to log in, verify that they are entering their log in information correctly. Legal first name, SSID number and case sensitive session ID.

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Pause Rules

Pausing for fewer than 20 minutes, the student will:
Return using the same session ID to the segment they were working in and can change answers or review previous responses within the segment. Regardless of the Pause feature, a student may never return to a previous segment.

Pausing (or stopping the test) for more than 20 minutes, the student will:
CAT portion
Require a new TA generated session ID to continue testing
Return to the page with the last unanswered question
Not be able to review or change previous answers even if flagged
Not be able to see any highlighted text or global notes

Performance Tasks
Require a new TA generated session ID to continue testing
Return to the section and continue entering responses
Have access to global notes from the first section into the second

TAs will be automatically log out (session stops) after 30 minutes of inactivity.
Activity includes the students actively clicking next or back.

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End of Segment

Back   Next   Pause

Questions:

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You have reached the end of this segment:

Please review your answers before you continue testing. You **will not** be able to come back to these questions later.

Click on a question number on the left to review it.

Students receive a clear message that they are leaving a segment and cannot go back to these questions at another time.

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Ending a Session

Quoting from the directions on page 49 in the TAM, we will remind students the session is about to end:

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

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

After all students have indicated they are finished, the TA will stop this session by selecting "Stop Session" on top left.

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New Student

- Student will receive an SSID once enrolled in eSP and uploaded to CEDARS.
- If the student was previously in a WA state school, look-up SSID in EDS/Student Record Data Exchange or wait for CEDARS upload.
- Remember that this is a testing window when considering administering the test to a new student.
- If we need to enter a new student into TIDE there are required fields:
  - SSID number
  - Confirmation Code = Legal First Name
  - Program Status

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Irregularities

Must be reported to DC by end of the day (See TAM pg.17 & 67):

- Low/Impropriety: Issue is addressed in district and may need to be entered into TIDE
- Medium/Irregularity: Issue is addressed in district and may need to be entered into TIDE for resolution by OSPI
- High/Breach: Issue will be entered into TIDE for resolution by OSPI

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Appeals

TIDE appeals involve an action for the test such as reset, reopen, invalidate or restore. Appeals must be entered in TIDE within 24 hours

Type of Appeal	Conditions	Irregularity
Reset (starts a new test)	If incorrect designations or accommodations are set or not set	Yes
	If student is presented with incorrect exam:	
	CAT - if less than 5 test items	No
	CAT - if more than 5 test items	Yes
	PT - any item	Yes
Reopen (submitted or expired test)	Technical difficulty prohibiting test completion.	Yes
	CAT - Student is unable to complete test before 45 days expiration.	Yes
	PT- Student is unable to complete test before 10 days expiration	Yes
	Student selects PT instead of CAT and can't complete in 10 days	Yes
	Student unintentionally submits test before completion	No
Invalidation (test will not be scored)	DC invalidates:	
	There is a security breach	Yes
	TA did not follow the test administration manual	Yes
	Student deliberately does not attempt to respond appropriately	Yes

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Required Documentation

❑ Session logs and makeup schedules
❑ Test Security Assurance Form with Test
  Verify answer to the question about irregularity, if yes is marked, there should be comments on top section, otherwise N/A should be marked.
❑ Irregularity Forms (if any)
❑ School Site Administration and Security Report

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C&A To Do List

• Hire remaining Building Online Assessment Team member (BOAT)
• Continue to verify SSID numbers that are shared with students in other districts
• Continue to monitor and report SBA FAQs
• Deploy or relocate additional Chromebooks
• Deploy headsets
• Distribute graph paper and lined paper
• Notify schools that have a non-enrolled student requesting to test (online schools)

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Online Reporting System

- Once testing and scoring are completed, Online Reporting System will be used to:
  - Manage rosters
    - Rosters determine data sorts
    - Consider establishing rosters for small groups or special programs
    - Default rosters created:
      - Elementary by homeroom teacher
      - Middle school by Math & ELA teacher and period
      - High School by grade, teacher, period
  - Track session IDs
  - Monitor test completion rates
  - Print student score reports

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For Assistance

Test Administrators:

    Contact the School Coordinator

School Coordinator:

    Contacts the District Assessment Coordinator

District Assessment Coordinator:

    Contacts OSPI

Technical Support:

    American Institute of Research - Washington Help Desk

    wahelpdesk@air.org

    1.844.560.7366

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