

# 2023 Student Assessment Office Hours Attendee Reminders

- You must connect to your computer's audio or telephone using the phone number provided in the registration response email for TEAMs.
- All attendees will be placed on mute for the duration of the webinar.
- Presenters will not be consistently monitoring the chat for questions.
- To ask questions, please select the **Raise your Hand** button when prompted and you will be able to ask your question.
- This session is being recorded and will be posted to the [training](#) page of the CSDE Assessment website.





CONNECTICUT STATE DEPARTMENT OF EDUCATION

# Office Hours

Smarter Balanced, NGSS, and the  
Alternate Assessment System

April 27, 2023



# CSDE Assessment Staff - Contact Information

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# Cambium Assessment, Inc. (CAI)

Connecticut Help Desk

844-202-7583

[cthelpdesk@cambiumassessment.com](mailto:cthelpdesk@cambiumassessment.com)

The Help Desk is open Monday – Friday 7:00 a.m. to 7:00 p.m.  
during testing.

## CAI Project Team

Jen Chou, Program Director

Marie Musumeci, Senior Program Coordinator

Christine June, Program Assistant



# Office Hours

## What are the Details?

- Every Thursday through June at 3 p.m.
- TEAMS invite was previously sent to all District Administrators.
- Feel free to forward the invite to relevant staff.
- Office Hours participation is **optional**.



# Speaking of Professional Development...

- The CSDE Performance Office is starting a new professional learning series called [Behind the Numbers: From Data to Dashboards](#).
- Sessions in this series will show how data from different sources are incorporated into EdSight reports/dashboards including Next Generation Accountability reports.
- They will also highlight the proactive steps that districts can take to ensure that their data are accurate and complete when submitted to the CSDE.
- Three virtual sessions will be offered for the 2022-23 school year. The second session *Find Contacts Report; Chronic Absenteeism Accountability Indicator* will review two different types of reports — Find Contacts and Indicator 4 of the accountability system (i.e., chronic absenteeism). The session will be offered on **May 12, 2023**. To learn more and to register, please check out the [flyer](#).



# Friendly Reminder About Another Assessment

- The CSDE will be collecting individual student assessment achievement levels for the **Connecticut Physical Fitness Assessment (CPFA)** in 2022-23. The *CPFA Individual Student Collection Application* is now open.
- Information on the collection and application (e.g., Test Administration Manual, CPFA Individual Student Collection Application Users Guide and Sample/Template File) can be found on the [CPFA Individual Student Collection Page](#).
- **The deadline for data submission is June 30, 2023.**



# Presentation Overview

- General Updates
- Appeals
- Student Response Alerts
- CT-SEDS and TIDE
- Preparation Reminders
- Test Setting Reminders
- NGSS Assessments
- Connecticut Alternate Assessment System





# 2023 Office Hours Series

[CT.gov Home](#) / [Department of Education](#) / [K-12 Education](#) / [Accountability-Assessment-Data](#) / [Student Assessment](#) / [Connecticut Student Assessment Main Page](#) / [Training](#)

## Connecticut Student Assessment Main Page

[Overview](#)

[Assessment Results](#)

[Training](#)

[Related Resources](#)

[Laws/Regulations](#)

[Contact](#)

Provided by:



[Department of Education](#)

### Training






#### 2022 - 23 District Administrator Trainings

- [General Test Administration Policies Session](#)  (recorded version) - January 18 and 20, 2023

#### 2022 - 23 Training Resources

- [Test Administrator Training](#)  - This PowerPoint is intended for District Administrators (DA's in TIDE) as an option to train test administrators. It can be used (partially or as a whole) as a supplement to the information that was presented at the District Administrator Training conducted on January 18 and 20, 2023.
- [Connecticut Alternate Assessment Updates](#)  (recorded version) During this brief overview, topics such as the 2022-23 assessment window, teacher training, and processes for submitting the Connecticut Alternate Assessment Eligibility Form for students that qualify for the academic alternate assessments are discussed. The eligibility form also is used for students in Grades K-12 that are dually identified English learners/multilingual learners with significant cognitive disabilities that qualify for the new Connecticut Alternate English Language Proficiency Assessment (CAELP).

#### 2022 - 23 Assessment Office Hours

- [English Language Proficiency \(ELP\) Assessments: LAS Links and CAELP](#)  (Presentation Notes  ) - January 4, 2023
- [March 30 Office Hours Webinar Presentation](#)  (Recorded Version)
- [April 6 Office Hours Webinar Presentation](#)  (Recorded Version)
- [April 20 Office Hours Webinar Presentation](#)  (Recording Version)



# Important Reminders

- All materials posted to the Connecticut Comprehensive Assessment Program Portal:  
<https://ct.portal.cambiumast.com/>
- Paper TAMs/TCM were delivered in late January. If your district needs more, please contact the Cambium Help Desk 844.202.7583.
- The testing window closes **June 2, 2023**.



# Preliminary Results Delivery

- All results (NGSS, Smarter, CTAS and CTAA) will be posted by mid-June.
- CSDE will likely be providing results taken earlier in the window on a “rolling release” in the [Centralized Reporting System](#) (CRS). This will be dependent on the quality control process, so a hard date has not been set. The tentative date is set for May 12, 2023.



# Testing Numbers as of Today

Summative Counts as of 5:00 AM; 04/27/23		
Program	Tests Started	Tests Completed
Smarter Balanced	99,422	70,801
NGSS	43,598	40,020
CTAS	231	214
CTAA	1,732	1,419
CAAELP	3,014	2,998
Total	147,997	115,452



# Appeals

- Since we opened the window, we have had over 340 appeals.
- This week over 200 tests needed to be reset.
- More than half of these were because teachers accidentally administered a summative test instead of a practice (or interim) test.
  - Train all test administrators before having them use the system.
  - Use interims throughout the year to improve familiarity with the system, the tools, and the accommodations/supports.
- If you submit a new Alternate Assessment Eligibility Form, you **must** call CAI to have the Alternate Indicator set to YES. (844.202.7583)
- Please submit requested documentation in a timely manner, and we ask that you do not include students' names in any email correspondence.



# Appeals

- Interims do not need to be reset or invalidated.
- Page 62 in the [TIDE User Guide](#) explains the appeals process.
  - For large appeals, search by Session ID.
  - Search for a test by SSID and only choose the appropriate summative.

Monitoring Test Progress | Print Testing Tickets | Appeals 8

Create Appeals

Use this page to create appeals. [more info](#)

Select Request Type and Search

\*Request Type:  Invalidate a test [?](#)  Reset a test [?](#)  Re-open a test [?](#)  Grace period extension [?](#)  Restore a test that was reset [?](#)  Re-open test segment [?](#)

\*Search Student By:

Number of records found: 4 Filter results

Request Type	School	ResultID	SSID	Student's Last Name	Student's First Name	Test Opp #	Test Status	Test Start Date	Date of Last Activity	Test	Case Number	Appeal Status	AppealReason	Items Answered
<input type="checkbox"/> Reset a test	999999999-999999990	9729643	9999990001	Lastname	Firstname	1	reported	03/23/2023 7:48:53 PM	03/23/2023 7:55:36 PM	CTAA Grade 3 ELA				109
<input type="checkbox"/> Reset a test	999999999-999999990	8838172	9999990001	Lastname	Firstname	1	expired	10/01/2022 3:54:15 PM	03/18/2023 12:03:04 PM	Grade 3 ELA - Brief Writes (IAB)				3
<input type="checkbox"/> Reset a test	999999999-999999990	9729646	9999990001	Lastname	Firstname	1	reported	03/23/2023 7:56:51 PM	03/23/2023 8:00:27 PM	CTAA Grade 3 Math				37
<input type="checkbox"/> Reset a test	999999999-999999990	9527188	9999990001	Lastname	Firstname	2	reported	02/27/2023 11:14:24 AM	02/27/2023 11:18:13 AM	Grade 3 ELA - Interim Assessment (ICA)				37

# Appeal Types

Appeal Type	Description
<b>Reset a Test</b>	<ul style="list-style-type: none"><li>• Removes the test and scores from the system</li><li>• Enables student to start a new test</li></ul>
<b>Re-open a Test</b>	<ul style="list-style-type: none"><li>• Allows for a test that has already been submitted in error or has expired to be re-opened</li></ul>
<b>Re-open a Test Segment</b>	<ul style="list-style-type: none"><li>• Re-opening a test segment allows a student to access the first segment of a test that was submitted in error</li></ul>
<b>Grace Period Extension</b>	<ul style="list-style-type: none"><li>• Granted if a test session is unexpectedly interrupted</li><li>• Allows access to all previous responses</li></ul>
<b>Restore a Test That Has Been Reset</b>	<ul style="list-style-type: none"><li>• Returns a test from the Reset status to its prior status</li><li>• Only allowed on tests that have been reset</li><li>• A test can be restored if it was reset in error</li></ul>
<b>Invalidate a Test</b>	<ul style="list-style-type: none"><li>• Rarely Used</li><li>• Eliminates the test</li><li>• Student does not receive a score</li></ul>



# Active Proctoring


Test Selection 🔍 ✕

Choose a testing category  
Then select one or more tests. You can switch categories by using the button in the modal header.

- Smarter Balanced Summative Assessments
- Next Generation Science Standards Summative Assessments
- Connecticut Alternate Assessments (CTAA)
- Smarter Balanced Interim Assessments
- Next Generation Science Standards Interim Assessments

←

You must make at least one selection before starting your session.

 Start Session





# Attestation of Training

## Important!

All test items and test materials are secure and must be handled appropriately. Educators who administer Connecticut's summative assessments (e.g., Smarter Balanced, Connecticut Alternate Assessment, NGSS Assessments, and Connecticut Alternate Science) are required to maintain security of the tests, the testing materials, and the testing environment. Maintaining the security and integrity of the entire assessment process is vital to ensuring the reliability of the results and the validity of the inferences made about student performance.

Connecticut's test security requirements are outlined in the respective Test Administration Manuals listed below:

Smarter Balanced Test Administration Manual (see pages 2-5, 31 and 33)

Connecticut Alternate Assessment Test Administration Manual (see pages 23-27)

NGSS Assessment Test Administration Manual (see pages 5-7, 37 and 39)

OK



# Appeals Process for Resetting a Test

If a testing irregularity occurs, **and a student must retest due to an administrative error**, the DA must provide a letter to the CSDE on district/school letterhead. Letters must be signed by the DA and faxed to *Performance Office Irregularities* at 860-713-7033.

The letter **must include**:

- The student's grade, SASID, and the name of the test on which the irregularity occurred;
- The date and a detailed explanation of the irregularity;
- The name of the teacher involved;
- A description of the discussion that occurred with parents/guardians of the student explaining the irregularity, options offered, and impact on the student's time; and
- A brief list of procedures in place to ensure the irregularity is not repeated.



# Active Proctoring



CONNECTICUT STATE DEPARTMENT OF EDUCATION  
COMPREHENSIVE ASSESSMENT PROGRAM

Session ID

CT-EA67-38

Select Tests

Approvals

## Test Session

0 students awaiting approval 0 print requests 1 active tests (max 200)

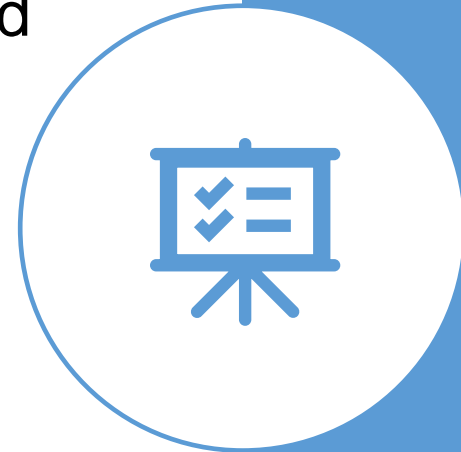
= Smarter Balanced Summative Assessments = Smarter Balanced Interim Assessments

### Students in your Test Session

Student Information	Opp #	Test	Time	Progress	Status	Test Settings	Actions
Demo1, Demo1 SSID 8888880093	1	Grade 4 ELA - Performance Task - Reptiles (IAB)	≈ 17min spent	100%	Completed	Standard 	
Demo2, Demo2 SSID 8888880093	1	Grade 4 ELA - Summative CAT	≈ 5 min spent	45%	Started	Standard 	
Demo3, Demo3 SSID 8888880093	1	Grade 4 Math - Summative CAT	≈ 45min spent	100%	Completed	Standard 	



- There is a [Test Administrator Training](#) developed for districts that can be used when preparing staff for statewide assessments.
- Consider asking teacher to revisit this training if they test students in error.



# Student Response Alerts

CAI and the CSDE work to flag assessments – both interim and summative – in which a student writes item responses or item notes that contain sensitive matter.

- We immediately contact the DA to make them aware of the information.
- We suggest that the district/school handle the next steps: school counselor or parents as they feel necessary.
- Not available to us until the test is submitted or expired.
- We do ask that DAs respond to our email to show the information has been received.



# CT-SEDS and TIDE

- A one-way import occurs nightly between implemented/active IEP/504 plans in CT-SEDS and TIDE. This import is additive only. Accommodations may need to be turned off in TIDE if they are no longer reflected in the current or amended IEP/504 Plan.
- There is a timing mater which may affect access to the accommodations in TIDE. Depending on when documents are finalized in CT-SEDS (per the Begin Date), it could take up to 2 days for they data to populate in TIDE.
- Typically, PCG posts the IEP/504 accommodations file (marked by the solid blue star) daily in the morning.
- The CSDE pulls the data accommodations file in the evening and exports to TIDE over night. Therefore, if plans are updated after PCG's data posting, they should be reflected in TIDE within 48 hours.

Note: This one-way data import **does not apply** to the CT SAT School Day. Also note that Connecticut Alternate Assessment System Eligibility Forms entered in CT-SEDS **do not import to** TIDE. These forms must be submitted directly into the Data Entry Interface by the trained TEA.



# CT-SEDS and TIDE Reminders

- The Special Education/504 Indicator must be turned on in PSIS for these accommodations.
- The IEP/504 Plan is the source of truth. If there are changes regarding a student's designated support/accommodation, they have to be documented through an implemented/active IEP/504 Plan or IEP amendment/504 reconvening.
- Once the amendment is implemented/active, any *new* accommodations will import to TIDE (Note: this may take up to 2 days to reflect in TIDE).
- If the amended/revised IEP/504 indicates the **removal** of a designated support/accommodation in CT-SEDS, it will not be automatically removed in TIDE. Therefore, it is recommended that the DA/DC manually remove them from the student's profile.
  - ❑ The removal of a Special Documented Accommodation (e.g., Read Aloud, Scribe, Math Manipulatives) in TIDE can only be deactivated by the CSDE and Cambium. Please email Deirdre or Janet and provide the student SASID (no names) and accommodation type. They will verify the student's implemented/active IEP/504 Plan first to confirm the request before removing the accommodation in TIDE.



# CT-SEDS and TIDE

- If you identify accommodation discrepancies within an implemented/active IEP/504 plan in CT-SEDS and TIDE, please email Deirdre or Janet, and provide the student SASID (no names) and accommodation type.
- Best practice is to wait to test students until the records in CT-SEDS and TIDE are the same.
- It is recommended that districts develop a local process for reviewing, tracking, and updating discrepancies in CT-SEDS and TIDE.

Refer to [CT-SEDS to TIDE Designated Supports/Accommodation Sync FAQ](#) for more information.





# Guidelines, Protocols, and Test Security/Confidentiality Forms

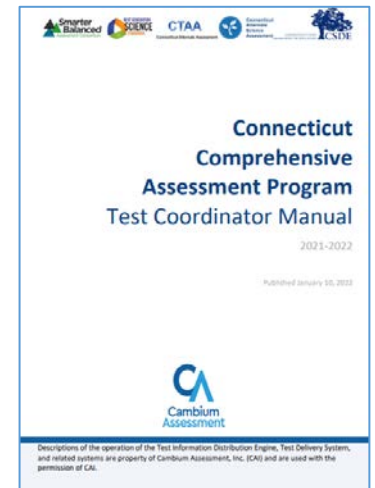
## Special Documented Accommodations Resources for Proctors Providing Non-Standard Accommodations

When the PPT/504 plan rules out that a student's needs cannot be met through the standard supports/accommodations, there are specific guidelines that must be provided to the teacher (and reviewed/signed by teacher administering the accommodation(s)) prior to testing.

Accommodation Type	Resources Required for Review by Test Administrator prior to Testing
Scribe	<a href="#">Scribe Protocol</a>
Human Signer/Visual Support for ELA or Math	<ul style="list-style-type: none"><li>• <a href="#">Smarter Balanced/NGSS Guidelines for Read Aloud Test Reader</a></li><li>• <a href="#">Documented Evidence of a Read Aloud of the Smarter Balanced ELA Reading Passages</a></li><li>• <a href="#">Read Aloud Protocol</a></li></ul>
Human Signer/Visual Support for ELA Reading Passages	<ul style="list-style-type: none"><li>• <a href="#">Smarter Balanced/NGSS Guidelines for Read Aloud Test Reader</a></li><li>• <a href="#">Documented Evidence of a Read Aloud of the Smarter Balanced ELA Reading Passages</a></li><li>• <a href="#">Read Aloud Protocol</a> (maintain locally in student file)</li></ul>
Math Manipulatives (Grades 3-8)	<a href="#">Math Manipulatives brochure</a>
Non-Embedded Calculator (Math Grades 6-8)	This non-standard accommodation is <u>only permitted</u> for the calculator Segment 1 of the Smarter Balanced Math Assessment and the Math Performance Task in Grades 6-8. Refer to Page 38 and <a href="#">Appendix A</a> of the <a href="#">Assessment Guidelines</a> for details related to calculator specifications.

# Preparation Reminders

- ✓ Confirm grade and testing demographics in PSIS (Special Education, 504, EL/ML).
- ✓ Enter/upload TIDE test settings (both embedded and non-embedded) prior to testing for general education and EL/MLs and those students with IEP/504 plans not implemented/active in CT-SEDS.
- ✓ Review and distribute manuals.
  - [Test Coordinator Manual](#)
  - [CTAA User Guide](#)
  - [NGSS TAM](#)
  - [Smarter Balanced TAM](#)
  - [Connecticut Alternate Assessment \(CTAA\) TAM](#)
  - [Connecticut Alternate Science Assessment \(CTAS\) TAM](#)



# Preparation Reminders

- [CTAA TAM](#)

- Directions for Test Administration (DTA) for ELA and Math (available to TEAs via TIDE Test Secure Materials tab or Secure Inbox) are required.
- Secure PDFs of CTAA Math and ELA (available to TEAs via TIDE Secure Test Materials tab or Secure Inbox) are available if appropriate.

- [CTAS TAM](#)

- CTAS Performance Tasks, Resource Packets, Student Score Worksheets (available on the portal- [CTAS Required Materials](#))

- Assign user roles and conduct training.

- [Refer to the TIDE User Guide for Roles and Permissions.](#)
- Refer to the [2023 District Administrator Training](#) for key points.
- TEAs complete required annual, online training for test administration of CTAA and CTAS. [Training and resources](#) are available on the portal.



# Preparation and Administration Reminders

- Prepare the test setting (e.g., small group, lighting, testing devices, assistive technology etc.).
- Provide Practice opportunities for students and test Administrators.
- Order paper materials in advance of testing (Large Print and Braille) in TIDE (DA-only function) and select the Large Print/Braille in the non-embedded section of the student's TIDE dashboard.
- Refer to the [Technology Guide](#) available on the portal for assistive technology details.
- Work with Case Managers to cross check accommodations in CT-SEDS with those in TIDE **prior** to testing.
- Work with EL/ML Coordinators/Teachers to ensure that appropriate language supports used during instruction are considered and made available if applicable.
- Schedule test sessions—allow for extended time if needed.
- Minimize disruptions (e.g., fire drills, announcements, etc.)
- Transcribe large-print and braille materials and submit into DEI, then return paper materials.



**ACTIVE PROCTORING!**

# Test Setting Reminders

Some designated supports or accommodations require students to be assessed individually. These students would also require a separate setting.

Examples include students who are accessing the assessments with

- Simplified Test Directions
- the Read Aloud designated support or accommodation
- a talking calculator
- speech-to-text

This means that each student with any of these supports/accommodations needs an individual, separate setting, with an individual, separate proctor.

Many of the non-standard, special documented accommodations require that students be tested in a 1:1 setting because the test administration/structure is substantially different from standard testers.



# Test Setting Reminders

If students are using the embedded text-to-speech:

- They can test in a regular test setting if they use a headset.
- If they don't use a headset, they must test 1:1.

The embedded speech-to-text requires a 1:1 test setting as to not disrupt other testers as the student dictates their responses into the embedded microphone. Students may need more time as well to edit their dictated responses.

The provision of a human reader, human signer, scribe, or provision of math manipulatives also requires a 1:1 test setting.



**Questions**



# Selecting NGSS Assessment

Test Selection



Filter By: Add Filter

3 Tests Selected

Clear All

Next Generation Science Standards Summative Assessments



Choose the tests to add to your session, and then start your session.

**Next Generation Science Standards Summative Assessments**

Summative Braille Grade 5 Science

Summative Grade 5 Science

Summative Spanish Grade 5 Science

- Elementary School
  - Summative Braille Grade 5 Science
  - Summative Grade 5 Science
  - Summative Spanish Grade 5 Science
- Middle School
- High School

Back

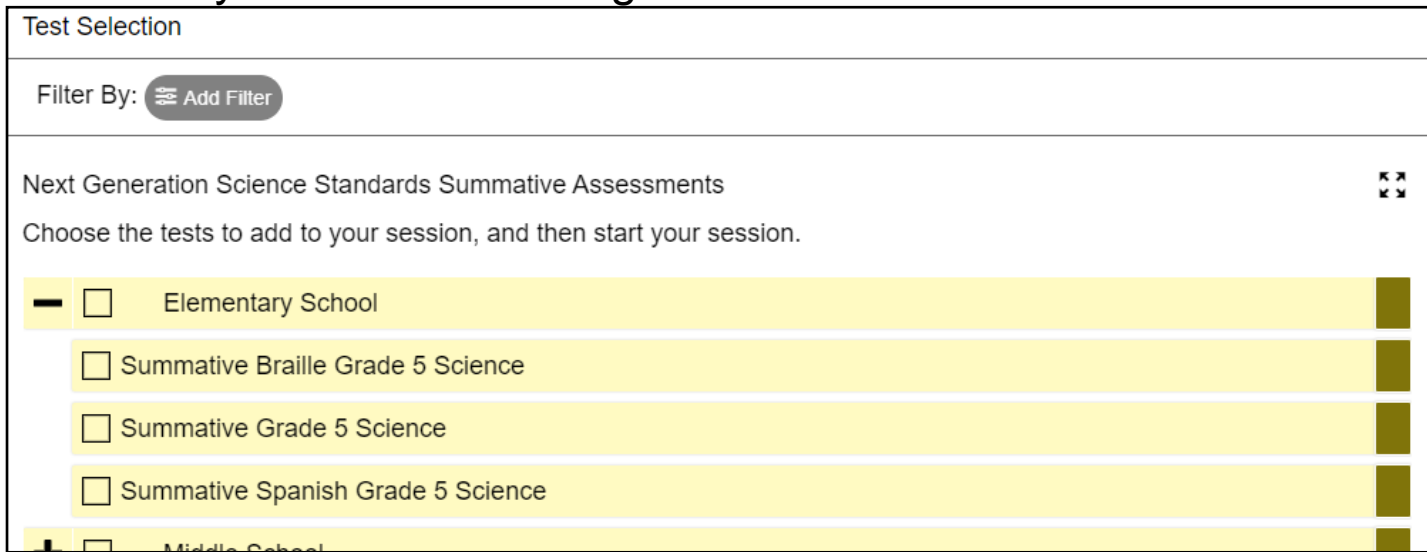


Start Session





# NGSS Assessment

- In the TA interface, there are three different science test forms: English, braille and Spanish. These are determined by the student’s test settings in TIDE. They are not interchangeable.





Test Selection

Filter By:  Add Filter

Next Generation Science Standards Summative Assessments 

Choose the tests to add to your session, and then start your session.

-  Elementary School
- Summative Braille Grade 5 Science
- Summative Grade 5 Science
- Summative Spanish Grade 5 Science
-  Middle School

- For example, if a student has Spanish toggle set in TIDE, the student should be administered the “Summative Spanish Science” test.
- If a student logs in and sees the message “No Test Found”, please verify that the student has the proper test settings selected in TIDE.



**Questions**



# Connecticut Alternate Assessment System



**Connecticut  
Alternate  
Science  
Assessment**

**CTAA**

**Connecticut Alternate Assessment**

# Alternate Assessment System Training Requirements

- Connecticut Alternate Assessment Training must be completed **annually by certified educators administering the alternate (TEAs)**.
- Training is online and available on the [Alternate Assessment web page](#) on the portal.
- TEAs must complete and pass the end-of-training quiz with a score of at least 80 percent or better.

## Resources:

- [Overview for District Administrators](#)
- [Overview for Teachers Administering the Alternate](#)
  
- [CTAA TEA Responsibility Checklist](#)
- [CTAS TEA Responsibility Checklist](#)
  
- [CTAA System User Guide](#)
- [CTAA Test Administration Manual](#)
- [CTAS Test Administration Manual](#)
  
- [CTAA Assessing Students who are Blind, Deaf, or Deaf-Blind Additional Guidance](#)
- [CTAS Assessing Students who are Blind, Deaf, or Deaf-Blind Additional Guidance](#)



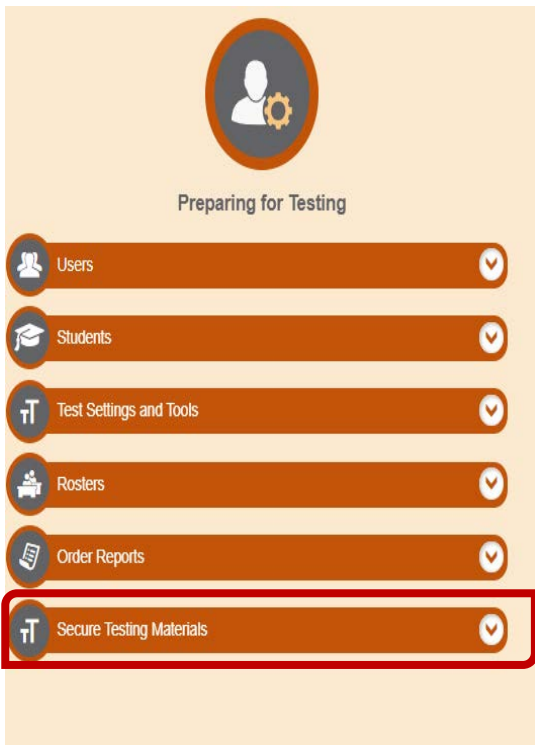
# Troubleshooting Access to Alternate Assessments

If you have difficulty accessing the alternate assessment for a student, confirm the following:

- Has the Alternate Assessment Eligibility Form submitted in the Data Entry Interface (DEI)?
- Was the Alternate Assessment Eligibility Form submitted on or after March 1, 2023? If yes, then the Help Desk (844-202-7583) must be called to set the Alt Indicator to “Yes”.
- Is the test administrator trained?
- Does the test administrator have a TEA user role in TIDE?
- Is the test administrator going to the Test Administration Card to access the test?
- Does the student have access to the student interface with the current Secure Browser installed on their device?
- Has the student been approved for the Early Stopping Rule?



# Secure Alternate Assessment Materials



- Secure Test Materials can only be accessed by a trained TEA or a DA.
- Materials are posted to TIDE in the Secure Materials Tab or the Secure Inbox.
- Resources include:
  - Secure Directions for Test Administration (DTAs) (grade and subject specific) **Required**
  - Secure PDFs of the CTAA Math and ELA (grade specific)
  - All materials must be securely stored when not in use.
  - Requires secure shredding upon completion.



The image shows a screenshot of the TIDE dashboard. The dashboard has a sidebar with 'Dashboard', 'Recent Files', and 'View Archives'. The main content area shows a table of files with columns for 'File Name', 'Created On', 'Expiration Date', 'Expires In', and 'Actions'. The table contains several rows of files, all named 'Grade X CTNA Directions for Test Administration.zip'.

File Name	Created On	Expiration Date	Expires In	Actions
Grade 11 CTNA Directions for Test Administration.zip	3/1/2017 4:38:39 PM		118	Download
Grade 8 CTNA Directions for Test Administration.zip	3/1/2017 3:46:58 PM		118	Download
Grade 7 CTNA Directions for Test Administration.zip	3/1/2017 3:46:54 PM		118	Download
Grade 6 CTNA Directions for Test Administration.zip	3/1/2017 3:43:40 PM		118	Download
Grade 5 CTNA Directions for Test Administration.zip	3/1/2017 3:43:10 PM		118	Download
Grade 4 CTNA Directions for Test Administration.zip	3/1/2017 3:42:34 PM		118	Download
Grade 3 CTNA Directions for Test Administration.zip	3/1/2017 2:43:28 PM		118	Download



**Questions**





THANK  
YOU!