

2023 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.
- To ask questions, please select the **Raise your Hand** button when prompted and you will be able to ask your question. We will be not monitoring the chat during the meeting.
- Throughout the meeting, the PowerPoint will be repeatedly posted in the chat to accommodate late arrivals.
- 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 6, 2023



CSDE Assessment Staff - Contact Information

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**Special Populations
Accessibility &
Accommodations**

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(860) 713-6860



Cambium Assessment, Inc. (CAI)

Connecticut Help Desk

844-202-7583

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. **But there will be no Office Hours on April 13th due to school vacations.**
- TEAMS invite sent recently to all District Administrators.
- Feel free to forward the invite to relevant staff.
- Office Hours are optional.



Previous Office Hours

Recordings and a PDF of previous Office Hours are posted on our [Training](#) page.

[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

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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 (CAEELP).

2022 - 23 Assessment Office Hours

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



Presentation Overview

- General Updates
- PSIS
- Participation Reminders
- Appeals
- TIDE Test Settings
- 2023 Calendar for Special Considerations
- Accessibility Reminders
- CHECK YOUR Accommodations BEFORE testing
- Connecticut Alternate Assessment System



Testing Numbers as of Yesterday

Summative Counts as of 5:00 AM; 04/5/23		
Program	Tests Started	Tests Completed
Smarter Balanced	13,801	11,281
NGSS	17,011	13,531
CTAS	60	48
CTAA	461	339
CAAELP	3,014	2,998
Total	34,347	28,197



Important Reminders

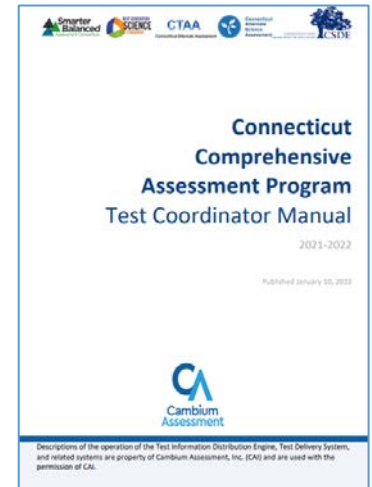
- All materials posted to the Connecticut Comprehensive Assessment Program Portal:
<https://ct.portal.cambiumast.com/>
- Paper TAMs/TCM were delivered in late January. If your district did not receive them or needs more, please contact the Cambium Help Desk.
- The testing window runs until June 2, 2023.
- There is a [Test Administrator Training](#) developed for districts that can be used (partially or as a whole) when preparing staff for statewide assessments.



Test Administration Manuals

Review and distribute manuals.

- [Test Coordinator Manual](#)
- [NGSS TAM](#)
- [Smarter Balanced TAM](#)
- [CTAA User Guide](#)
- [Connecticut Alternate Assessment \(CTAA\) TAM](#)
- [Connecticut Alternate Science Assessment \(CTAS\) TAM](#)



Prelim 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, but we **are now targeting May 12 for this release date.**

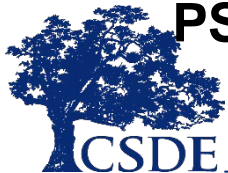
Refer to the [Monitoring Test Progress: Test Status Code Report and Test Completion Rates](#) and [Accessing Participation Reports](#) brochures for details to monitor testing this spring.



PSIS Reminders

The Public School Information System (PSIS) drives information about students in TIDE.

- The PSIS Testing Demographics for SPED, FRL, EL, Military Family, and Homeless values were loaded in November 2022.
- The values for Recently Arrived EL and Section 504 were not pulled from Freeze Zero. These must be set in the PSIS Registration Module.
- Student demographic values will be saved, and the fields locked in PSIS on June 2, 2023. All changes to a student's status at the time of testing must be made by June 2, 2023.
- Student's grade in PSIS is that grade in which the test is given.
- **Accommodations are available only to students recorded in PSIS as Special Education or Section 504.**



Participation Reminders

Participation expectations for Smarter Balanced, NGSS, and Connecticut SAT School Day include testing all students:

- Enrolled in the Public School Information System (PSIS) in Grades 3-8 and 11.
- Enrolled in PSIS attending Approved Private Special Education Programs (APSEPs).
- Enrolled in PSIS who are being educated in out-of-state facilities, in-state facilities, and non–approved facilities.

Refer to the [Students in PSIS Who Attend Out-of-State and In-State Non-Approved Facilities](#) brochure.



Appeals

Please check all accommodations PRIOR to starting a test.

- The selection of test settings may not be retroactive if updated in TIDE after a student starts testing.
- If a test is started without the correct accommodations, an appeal must be submitted.
- These appeals require documentation.



Appeal Types

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



Appeals Process for an Accommodation Issue

The DA must fax (860-713-7033) or email a signed letter to the CSDE on letterhead to *Performance Office Irregularities*. Please do not include the student's name.

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 proctor;
- A description of the discussion with parents/guardians explaining the irregularity, and options offered; and
- Procedures to ensure the irregularity is not repeated.

TIDE Test Setting Reminders

2022-23 Populating Designated Support/Accommodations in TIDE

Important! The IDEA and 504 Indicator must be set in PSIS to sync, upload, or manually set accommodations in TIDE.

<u>Student's Status</u>	<u>Populating Designated Supports and/or Accommodations in TIDE</u>
IEP/504 Plans in Previous Vendor System with 2022-23 Designated Supports and Accommodations	If the district is working with the IEP vendor, districts can upload their file to TIDE prior to testing.
English Learner/Multilingual Learner Plans	Districts will upload or manually enter designated supports in TIDE prior to testing. Refer to the TIDE Test Setting Excel or Comma-Separated Value (CSV) file layouts.
General Education	Districts will upload or manually enter designated supports in TIDE prior to testing. Refer to the TIDE Test Setting Excel or Comma-Separated Value (CSV) file layouts.



TIDE Test Setting Reminders

2022-23 Populating Designated Support/Accommodations in TIDE

Important! The IDEA and 504 Indicator must be set in PSIS to sync, upload, or manually set accommodations in TIDE.

Student's Status

Populating Designated Supports and/or Accommodations in TIDE

Most Current IEP/504 Plan in Previous Vendor System without 2022-23 Designated Supports and Accommodations

The PPT should reconvene to review/revise the IEP or create an amendment to outline designated supports and accommodations for the 2022-23 school year.

Then the district may upload a test accommodation file to TIDE (e.g., Frontline or locally generated TIDE Test Setting [Excel](#) or [Comma-Separated Value \(CSV\)](#) file layouts), or manually enter designated supports/accommodations in TIDE prior to testing.



TIDE Test Setting Reminders

2022-23 Populating Designated Support/Accommodations in TIDE

Important! The IDEA and 504 Indicator must be set in PSIS to sync, upload, or manually set accommodations in TIDE.

Student's Status

Populating Designated Supports and/or Accommodations in TIDE

Implemented/Active IEP/504 Plan in CT-SEDS

Designated supports and accommodations selected for the 2022-23 test administration will sync with TIDE nightly through June 2, 2023.

If one or more of these accommodations were selected in a finalized/implemented IEP prior to 2/10/2023, please select the associated attribute manually in TIDE or update it directly in CT-SEDS prior to testing. This does not require an amendment.

1. Mouse Pointer
2. Print Size
3. Color Contrast
4. Braille Type
5. Braille Booklets



CT-SEDS and TIDE

- The sync between implemented/active IEP/504 plans in CT-SEDS and TIDE occurs nightly. This **does not apply** to the CT SAT School Day.
- The Special Education/504 Indicator must be turned on in PSIS for these accommodations.
- The IEP 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 or IEP amendment. Do not apply these edits in TIDE manually.
- Once the amendment is implemented/active, any *new* accommodations will sync with 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.



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.
- 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.



2022-23 Calendar for Special Considerations

	Deadline	Delivery Method
Designated Supports/Accommodations	Must be entered in TIDE prior to testing unless selected in an implemented/active IEP/504 in CT-SEDS	TIDE
Special Documented Accommodations (See Appendix C of the Assessment Guidelines)	Petitions must be requested/submitted by March 1, 2023, unless accommodations are selected in an implemented/active IEP/504 in CT-SEDS.	
Medical Exemptions (See Appendix B of the Assessment Guidelines)	May 5, 2023 - Connecticut SAT School Day June 9, 2023 - Smarter Balanced, NGSS, Connecticut Alternate Assessments	DA Requests Application from CSDE



Check Accommodation Prior to Testing

Work with teachers and/or case managers to review student test settings in TIDE.

Note designated supports/accommodations that are duplicative or conflict. For example, the selection of

- Embedded Text-to-Speech and Non-Embedded Read Aloud
- Embedded Speech-to-Text and Scribe
- Embedded Color Contrast and Non-Embedded Color Contrast or Color Overlay
- Braille Booklet and Large Print
- Large print and embedded designated supports/accommodations
- Specialized Calculator (Grade 6-8 Math or Science Grades 5, 8, 11), which is a Braille/Talking Calculator, and Calculator (Math Grade 6-8 Special Documented Accommodation)



Concerns Regarding the Selection of Special Documented Accommodations in CT-SEDS

- There is an over selection of Special Documented Accommodations in CT-SEDS (e.g., scribe, read aloud of ELA reading passages, non-embedded calculator).
- The selection of a special documented accommodation requires evidence in the IEP/504 plan that the student requires the non-standard accommodations and uses them consistently during instruction. The PPT/504 Team must select the attestation check box in the special documented accommodations section of the IEP/504 plan to confirm appropriateness.
- Designated supports and accommodations are not one-size fits all nor should they be selected without careful consideration of student need in conjunction with the purpose and functionality of the support/accommodation in the context of state-wide assessments. Refer to the [Assessment Guidelines](#) for more information.
- Students receiving special documented accommodations must be tested individually in a 1:1 test setting by a trained teacher.
- Teachers must be trained locally and review appropriate guidelines and protocols associated with the approved accommodation, in addition to other manuals such as the [Smarter Balanced](#) or [NGSS Test Administration Manual](#).



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	Scribe Protocol
Human Signer/Visual Support for ELA or Math	<ul style="list-style-type: none">• Smarter Balanced/NGSS Guidelines for Read Aloud Test Reader• Documented Evidence of a Read Aloud of the Smarter Balanced ELA Reading Passages• Read Aloud Protocol
Human Signer/Visual Support for ELA Reading Passages	<ul style="list-style-type: none">• Smarter Balanced/NGSS Guidelines for Read Aloud Test Reader• Documented Evidence of a Read Aloud of the Smarter Balanced ELA Reading Passages• Read Aloud Protocol (maintain locally in student file)
Math Manipulatives (Grades 3-8)	Math Manipulatives brochure
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 Appendix A of the Assessment Guidelines for details related to calculator specifications.

Connecticut Alternate Assessment System

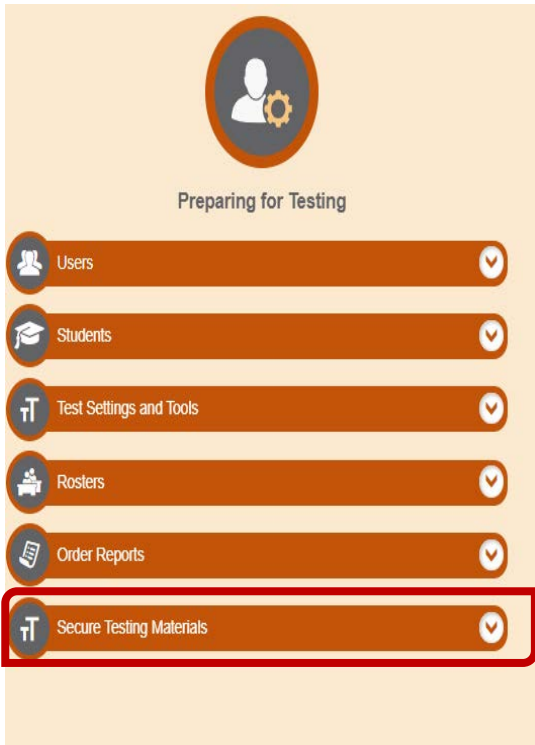


**Connecticut
Alternate
Science
Assessment**

CTAA

Connecticut Alternate Assessment

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 'Recent Files' section is visible, displaying a table of files. The table has columns for 'File Name', 'Created On', 'Expiration Date', 'Expires In', and 'Actions'. The files listed are all 'Grade X CTNA Directions for Test Administration.zip' files, where X ranges from 3 to 11. Each file has a green 'Download' button and a red 'Delete' button in the 'Actions' column.

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



2022-23 Connecticut Early Stopping Rule & Student Response Check

A small percentage of students with the most significant cognitive and adaptive behavioral needs are reported by their teachers to have no observable way to communicate responses to participate in classroom or large-scale assessments.

Trained teachers (TEAs) may follow the **newly established** [2022-23 Connecticut Early Stopping Rule & Student Response Check](#).

This process was developed by the CSDE to determine if testing should be paused for those students who do not demonstrate an observable mode of communication. Therefore, teachers should not administer the first four items of a student's test to determine ESR eligibility.



Early Stopping Rule Reminders

- ❑ Between December 1 and February 1, 2023, TEAs conducted the Student Response Check and DAs submitted the Attestation Form by March 1, 2023.
- ❑ Students approved for ESR will have their assessments closed by Cambium Assessments.
- ❑ DAs can confirm approved ESR status in the Monitoring Test Progress in TIDE. The student will have the Participation Code 102 indicated if students were approved.
 - ✓ Students will count as a participant for accountability but students will be categorized in the below basic performance category for reporting.
- ❑ Remember, this applies to CAAELP, CTAA, and CTAS.



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](#)



Questions





THANK
YOU!