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.

Office Hours

Smarter Balanced, NGSS, and the Alternate Assessment System

May 4, 2023

CSDE Assessment Staff - Contom Information

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Special Populations
Accessibility &
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Deirdre Ducharme
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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.
- TEAMS invite was previously sent to all District Administrators.
- Feel free to forward the invite to relevant staff.
- Office Hours participation is **optional**.

2023 Office Hours Series

CSDE

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)** for the first time 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**.

- Note: As of this morning, there was a large number of districts who have not assigned staff to the new *CPFA Individual Student Collection* application. We urge you to check with your LEA Security Manager to ensure staff are assigned for your district. You can look up your district's LEA Security Manger on EdSight in the Find Contacts report (EdSight -> Overview-> Find Contacts).

- **The deadline for data submission is July 6, 2023 and a freeze date of July 21, 2023. No data submissions/changes will be accepted after that date.**

Presentation Overview

- General Updates

- Appeals

- CT-SEDS and TIDE

- Preparation Reminders

- NGSS Assessments

- Connecticut Alternate Assessment System

Testing Numbers Comparison

Summative Counts 05/4/23		
Program	**Tests Started**	**Tests Completed**
Smarter Balanced	238,817	192,072
NGSS	53,213	50,431
CTAS	328	300
CTAA	2,871	2,506
CAAELP	3,014	2,998
Total	298,243	248,307

LAST WEEK'S Summative Counts 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

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.

- NGSS, CTAA, and CTAS will be available almost immediately.

- Smarter Balanced will be available within 10 business days to account for scoring.

Appeals

- Since we opened the window, we have had over 512 appeals.

- This week over 153 new appeals.

- Please submit requested documentation in a timely manner, and we ask that you **do not include students' names** in any email correspondence.

- Interims do not need to be reset or invalidated.

- Page 62 in the TIDE User Guide explains the appeals process.

- 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.

CSDE
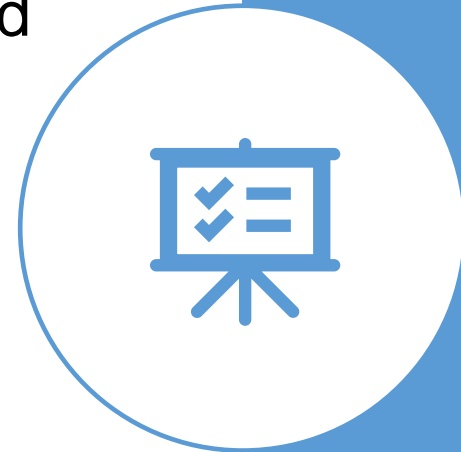
CT-SEDS and TIDE

- 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 <u>must be submitted</u> directly into the Data Entry Interface by the trained TEA.

CT-SEDS and TIDE

- 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 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.

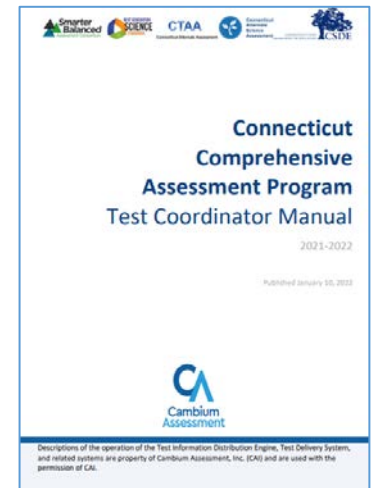# Guidelines, Protocols, and Test Security/Confidentiality Forms

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	Scribe Protocol
Human Signer/Visual Support for ELA or Math	• 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	• 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 only permitted 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.

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

Connecticut Comprehensive Assessment Program
Test Coordinator Manual
2021-2022
Published January 10, 2022

Cambium Assessment

Descriptions of the operation of the Test Information Distribution Engine, Test Delivery System, and related systems are property of Cambium Assessment, Inc. (CAI) and are used with the permission of CAI.

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!

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.

- 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](#)

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.

Secure Alternate Assessment Materials
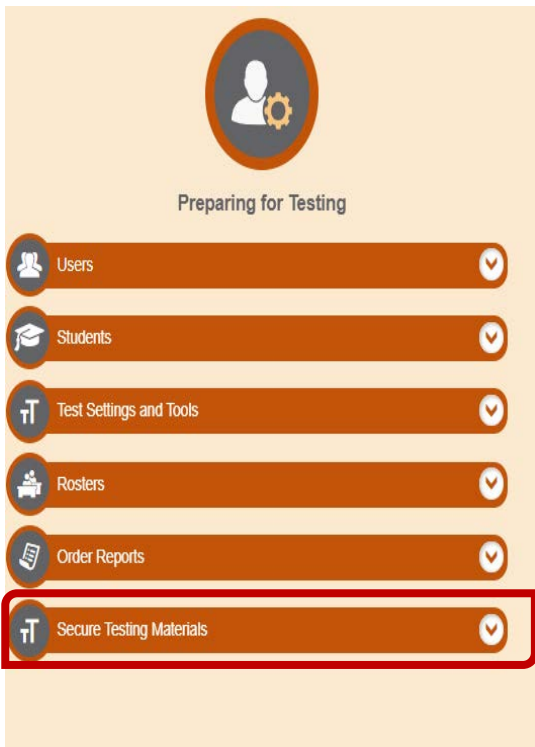
- Secure Test Materials can only be accessed by a trained TEA or a DA.

- 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.

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?

[CTAA System User Guide](#)

Questions

THANK YOU!