Test Administration: In Person and Remote

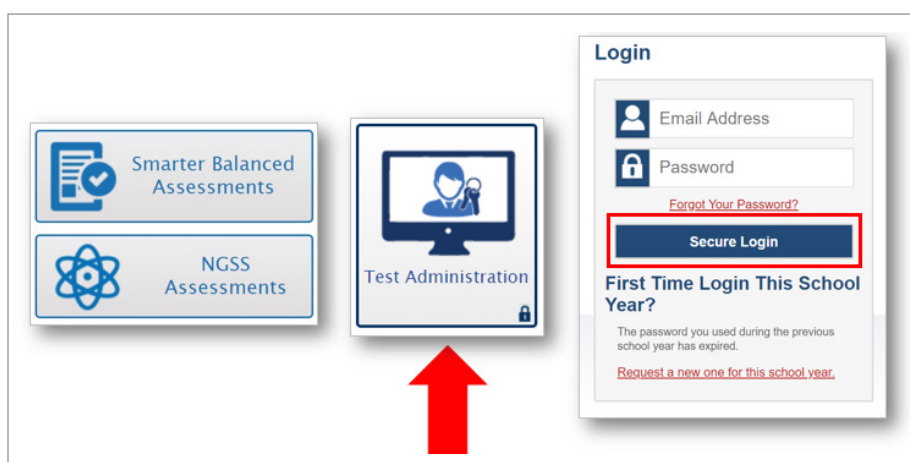Connecticut Interim Assessments homepage

Administering interim assessments has never been easier or more flexible. Teachers can administer interims in "formal" in-person test settings, "informally" as a check-in during a lesson, or as a "pre-or-post" assessment following an instructional unit.

How do I administer an interim assessment?

Interim assessments can be administered in person or remotely using the Test Administration Interface, located on the main page of the Connecticut Comprehensive Assessment Program Portal. Choose the Smarter Balanced or NGSS card and click on the Test Administration card. To enter this interface, you will need your TIDE username and password. Then, choose the test or tests you want to administer and select start session. The Test Administration Interface gives teachers the flexibility of administering interims immediately or scheduling sessions in advance. See figures below.

Figure 1: Test Administration Interface

Once you are signed in, choose an option from the top menu bar: Active Sessions or Upcoming Sessions. (See Figure 2 on page 8.) Teachers should choose Active Sessions tab if they are administering an interim in real time and Upcoming Sessions to schedule a test session in advance. Select the test grade and subject to be administered. (See Figures 3 and 4 on page 8.) Once these steps are completed, the system will generate a Session ID that should be provided to student testers. On the student's device, testers will access the Student Interface and enter this ID, along with their full first name (as indicated in PSIS) and their 10-digit SASID to access the assigned test.

For a detailed, step-by-step explanation of how to administer a session, click on the Next Generation Science Standards Interim Assessment Quick Guide or How to Activate a Test Session for Smarter Balanced Interim Assessments. Additionally, the Smarter Balanced Interim Assessment Test Administration Manual includes screenshots and step-by-step instructions on how to administer the Smarter Balanced Interim Assessments online, item scoring, and available reports.

Remote Interim Testing

The Connecticut State Department of Education is pleased to offer a remote option for students who are learning remotely. Students can take the interim assessments using the CAI Secure Browser, SecureTest iPad app (available for download on the portal), Chrome or Firefox web browsers. The Test Administration Interface does not have any browser restrictions, nor does it require a secure app or browser. For a list of supported operating systems, please select the Technology Resources card on the Connecticut Comprehensive Assessment Program Portal.

Remote interim administration mirrors in-person testing. It requires two devices: a device in which the teacher logs into the Test Administrator Interface to set up the test session; and a device for the student to access the assigned assessment. Using the Test Administration Interface, teachers can set up remote assessments for immediate use

or schedule interim sessions in advance. Once the assessment is generated, the Test Administration Interface will provide the Session ID that teachers will provide students. Using their device, students will use the mobile launchpad to access the interims. Details for both Test Administrators and students are provided in greater detail below.

For more information about remote testing, refer to Quick Guide to Administering Smarter Balanced and NGSS Interim Assessments Remotely. Before you begin, there are a few important steps to consider.

Plan Ahead for Best Outcomes

- Know the purpose for administering the interim assessment.
- Choose which interim will provide the best information or determine what new information you need about your students' skills.
- Collaborate with your technology coordinator in advance to ensure that the student devices meet basic testing requirements.
- Administer a Practice Test using the student log-in and SASID information so that students become familiar with the online test platform if they haven't taken an interim before. When students are familiar with the test platform, and know how to interact with the various item types and embedded tools, they will feel more confident.
- Remember that interim assessments are classified as non-secure/non-public. They contain copyrighted information and cannot be posted publicly, reproduced for commercial purposes, or sold.

Consider Student Accessibility Needs

- Collaborate with appropriate staff (teachers of English learners, special education) to ensure that designated supports and accommodations are set in TIDE prior to testing. Accessibility considerations include:
  - Designated supports (i.e., streamline, text-to-speech of items, color contrast) — available to any student with an identified need based on educator decision (use of supports should be consistent to those provided during instruction)
  - Supports for English language learners (i.e., Spanish presentation, illustration glossary) — available to those with an English Learner Plan or an identified need
  - Accommodations - available to eligible students with an Individualized Education Program or 504 Plan (Note: Petitions for Special Documented Accommodations are not required use on interim assessments though they should not be provided unless indicated by an IEP or 504 Plan.)
  - Non-embedded designated supports or accommodations are external materials needed to access interim assessments (i.e., scratch paper). Refer to the Considerations for Non-Embedded Universal Tools, Designated Supports, and Accommodations for details.
- Communicate with parents/guardians in advance to remote testing to ensure that students test in a secure and quiet setting, free of distractions. If interim assessments are administered "formally," consider providing families with a schedule for testing and contact information in case a student needs technical assistance during testing.
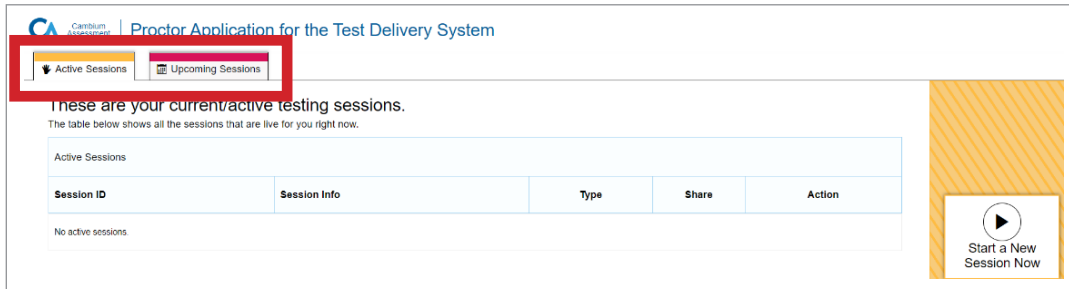
What does the Test Administrator (TA) do?

- The TA administers interim assessments consistent with policies for in-person administration.
- They actively proctor test sessions and monitor test activity such that interim tests are open only for the minimum amount of time necessary for students to complete their responses.
- The time necessary to complete an interim assessment will depend on the students taking the test (and the specific assessment), so times may vary. The same pause rules are in effect so tests will be paused when applicable.
- The TA actively monitors the test to ensure students successfully complete the test.
- The TA reports irregularities or security breaches (e.g., interim items posted on social media, students sharing items or taking pictures of items, emailed, etc.) immediately to their District Administrator in TIDE.
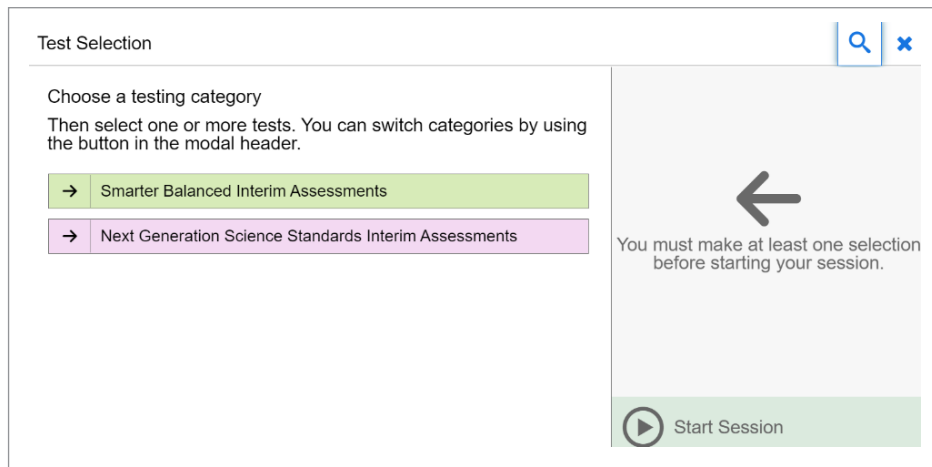
For more information, visit the Next Generation Science Standards Interim Assessments Quick Guide, the Test Administration Manual, and the Quick Guide to Administering Smarter Balanced and NGSS Interim Assessments Remotely.

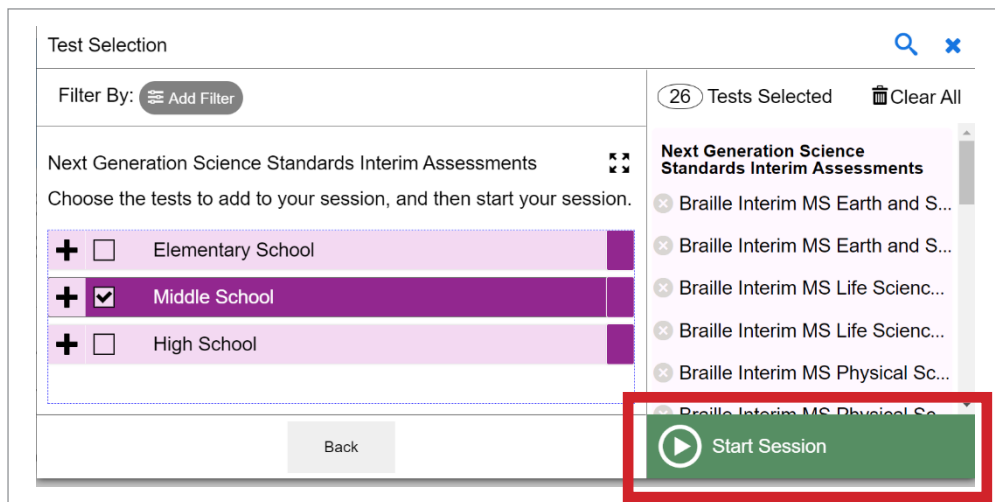Once logged into the TA Interface:

Figure 2: Activate or Schedule a Test Session

Figure 3: Test Selection Window
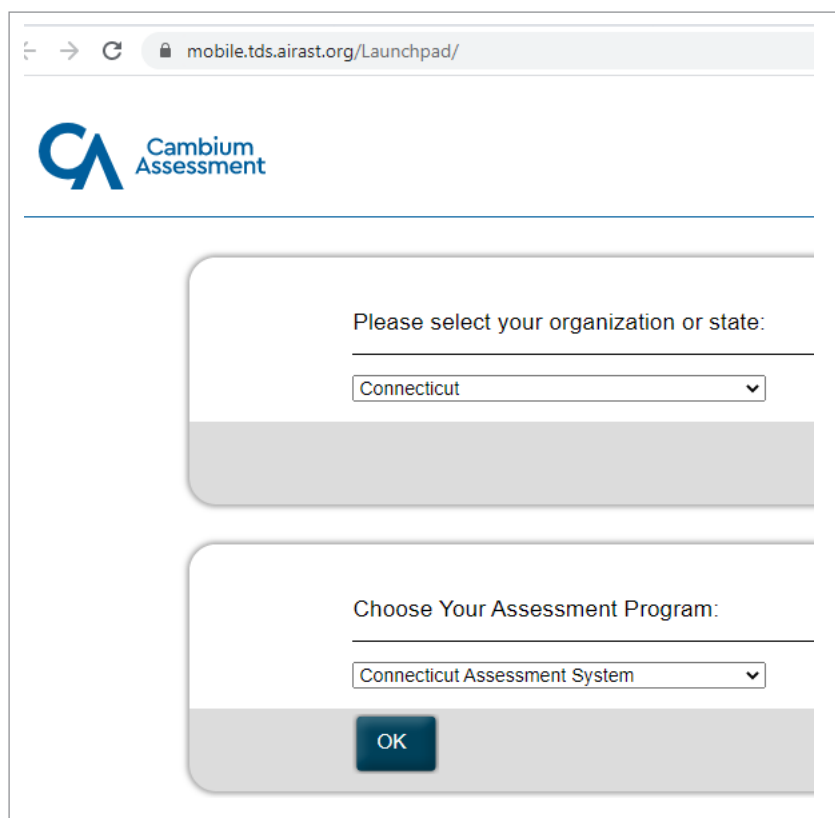

Figure 4: Test Selection Start Session

- Select Active Sessions for immediate interim use or Upcoming Sessions to schedule an interim assessment for future use. (See Figure 2: Activate or Schedule a Test Session.)
- Select the test grade and subject to be administered. For illustrative purposes, we chose Science. (See Figure 3: Test Selection Window)
- Start the test session.
- Provide students with the Session ID/link to mobile Launchpad (https://mobile.tds.cambiumast.com/Launchpad/).
- After students access the site using the mobile link and sign in, they select the test assigned.
- Approve students to start testing.
- Actively monitor testing.
- After all students complete the test, stop the test session and log out.

Test administrators must communicate State Assigned Student ID (SASID) and the session ID to testers using a secure method, such as a classroom management system, as opposed to non-secure methods such as private text messages and emails.

What does the student do?

Figure 5: Drop-Down Options in Mobile Launchpad

- Go to http://mobile.tds.airast.org/Launchpad.
- From the drop-down lists, select "Connecticut" and then "Connecticut Assessment System."
- Select "OK." The Student Sign-In page will appear.

Students will log in by typing their first name and SASID. The student first name should match the name indicated in PSIS. Students should not use nicknames.
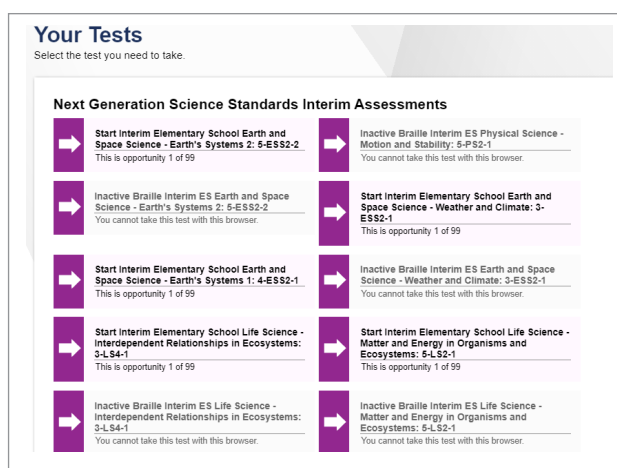
In the Session ID field, students enter the Session ID provided by their test administrator. This ID is created by TA's when they activate a test session.

Reminder: the SASID should be communicated by the teacher in advance using a secure method.

Students select "Sign In." The Is This You? page appears. If all the information on the page is correct, select "Yes" to proceed. The Your Tests page appears (see Figure 6).

From the Your Tests page, the student selects the interim assessment they will be taking.

Figure 6: Your Tests Page

The student's request is sent to the test administrator, and the student is taken to the Waiting for Approval page. The test administrator must approve the student for testing before he or she can proceed. Once the test administrator approves, the Instructions and Help page appears.

Once the teacher approves the student's test session, the student can begin testing. Remind students to check their answers before submitting their test.

Additional Considerations

- Prior to remote testing, teachers should make sure students have access to scrap paper.
- For students in Grades 6-8 and 11, certain math IABs permit the use of an embedded DESMOS calculator. While the use of DESMOS is encouraged, students may use a non-embedded calculator if one is available at home. If a hand calculator is used, ensure that the device is functional, has working batteries, and that the student is familiar and comfortable with how to use it. Students may not use calculators available on their phones, iPads, or other electronic devices.
  - The use of the following calculators are permitted: Grade 5 — basic calculator; Grades 8 and 11 — scientific or graphing calculator.
  - Non-embedded calculators can also be used on the NGSS Interim Assessments if needed (grade restrictions do not apply).
- Periodic Tables are available as embedded tools on the NGSS Assessments if applicable.
  - Non-embedded versions are available in English or Spanish.

Resources

Supporting Distance Learning Using Interim Assessments

Quick Guide to Administering Smarter Balanced and NGSS Interim Assessments Remotely

Smarter Balanced: Interim Assessment Test Administration Manual English Language Arts/Literacy and Mathematics 2020–2021

Next Generation Science Standards Interim Assessments Quick Guide

Video: Administering Interim Assessments Remotely and the Smarter Balanced Remote Learning Website

PowerPoint: Administering the Interim Assessments Remotely

The Relationship between Student Participation on the Smarter Balanced Interim Assessment Blocks and Student Growth on the Smarter Balanced Summative Assessment