



# STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



**TO:** District Administrators in TIDE, Special Education Directors, and English Learner Assessment Coordinators

**FROM:** Janet Stuck, Special Populations Education Consultant, Performance Office  
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**DATE:** October 5, 2021

**SUBJECT:** Supporting the Assessment of Connecticut Students During School Year 2021-22

The Performance Office welcomes you back to a new school year. Recognizing all your responsibilities supporting students in Connecticut, the Performance Office is providing this memo to share important information to support your work. We encourage you to collaborate with your team of educators across programs to ensure that all students are assessed appropriately.

## **Communication**

The [Student Assessment News](#) is our primary source of communication regarding the assessment for all Connecticut public school students. If you are not receiving this e-mail notification regularly, please [register](#) for email updates from the Connecticut Comprehensive Assessment Program Portal at <https://ct.portal.cambiumast.com/>.

Communications related to Smarter Balanced and Next Generation Science Assessments and the Connecticut Alternate Assessment System are posted to the [Connecticut Comprehensive Assessment Program Portal](#) and the Connecticut State Department of Education (CSDE) [Student Assessment](#) webpage.

Communications and relevant information related to English Learners are posted on the Connecticut State Department of Education [English Language Proficiency Assessment](#) webpage, while non-secure information related to the administration of the LAS Links assessment is posted on the [Connecticut Data Recognition Corporation \(DRC\) LAS Links](#) website.

## **The TIDE System Resources**

The [Test Information Distribution Engine User Guide](#) (TIDE) and the [Accessing TIDE](#) brochure is designed to help users locate and manage user account information, student test settings, appeals, rosters- and much more. TIDE users should have received a system generated password reset email on August 25, 2021. This password reset is necessary in order to access TIDE for the 2021-22 school year. If you haven't completed this yet, select the *Request a new one for this school year* link from your TIDE sign-in page.

## **Training Opportunities for District Administrators and School Test Coordinators**

The Office of Student Assessment will host webinars and/or meetings via TEAMS on a variety of related topics to help with preparations for summative testing. The 2021-22 English Learner Assessment Coordinator (ELAC) Training is scheduled for November 8, 9, and 10. Registration opens on October 11, 2021. Register by accessing the date of your choice on the [CSDE Events Calendar](#). In January, we will offer District Administrator (DA) Workshop training for Smarter Balanced, NGSS, and the Connecticut Alternate Assessments. A similar Coordinator Workshop for the CT SAT School Day will occur in

## Supporting the Assessment of Connecticut Students During School Year 2021-22

February. In the weeks leading to testing (and during testing), we hold Office Hours with focused topics and an opportunity for you to have your questions answered.

### **Alternate Assessment System Training**

Available now, teachers expecting to administer the Connecticut Alternate Assessments for math, ELA, and science must complete required, annual online training. While TEAs are encouraged to complete this training early in the year, it must be completed prior to submitting the Alternate Assessment Eligibility Form (via the DEI) and prior to test administration. The online training also includes a quiz in which teachers must have a score of 80% or better. A passing score will activate a trained TEA status in the TEA's TIDE account. As a reminder, only TEAs with a trained TEA status in TIDE will have access to the secure alternate assessment systems and required materials necessary for test administration.

### **Alternate Assessment Eligibility Form**

The [Alternate Assessment Eligibility Form](#) has been revised for the 2021-22 school year. Special education students with significant cognitive disabilities in Grades 3-8 and 11 determined eligible for participation in the Alternate Assessment System by their Planning and Placement Team (PPT) must have this form submitted into the Data Entry Interface (DEI) by the trained teacher administering the Alternate (TEA) by specified deadlines.

This same form is used as reference for discussion purposes for students identified as English Learners with significant cognitive disabilities in Grades K-2, 9, 10, and 12 when communicating to the Performance Office any student who would potentially be eligible for an alternate assessment. These students may be eligible for a participation waiver on the LAS Links assessment, Connecticut's required annual assessment for English language proficiency. More information will be shared in future communications and trainings.

### **Critical Dates for State-wide Assessments**

The table below reflects critical dates for district planning. Please disseminate these dates to your colleagues. These dates and associated explanations will be covered in future correspondence and trainings. As a reminder, we encourage District Administrators, English Learner Assessment Coordinators, Special Education Directors, and other critical programmatic staff to collaborate throughout the year to ensure appropriate test preparation and administration.

<b>Assessment</b>	<b>Description</b>	<b>Date</b>
<b>LAS Links</b>  <b>Testing Window</b> <b>January 3-March 4,</b> <b>2022</b>	Special Documented Accommodations Submission Window for LAS Links	November 19-December 20, 2021 (LAS Links)
	LAS Links Domain Exemption Roster Window	November 19, 2021-December 22, 2022
	LAS Links Alternate Assessment Dually Identified Students in K, 1, 2, 9, 10, 12 Submission Window	November 19, 2021-December 22, 2022
	ELAC Access to DRC LAS Links Portal Open	December 6, 2021
	LAS Links Accommodations Entry Window	December 6, 2021-March 4, 2022
	LAS Links Accommodated/Paper Materials Order Window	December 6, 2021-January 7, 2022 <b>Final request date for UPS pick up for scoring February 18, 2022</b>
	LAS Links Appeals Entry Window	January 3 - March 4, 2022

Supporting the Assessment of Connecticut Students During School Year 2021-22

Assessment	Description	Date
<p><b>Smarter Balanced/NGSS</b></p> <p><b>Testing Windows:</b> NGSS Grade 11 February 7-June 3</p> <p><b>NGSS Grades 5 &amp; 8</b> March 28-June 3</p> <p><b>Smarter Balanced</b> March 28-June 3</p>	TIDE opens for the submission of designated supports and accommodations	November 19, 2021
	Special Documented Accommodations Submission Window for Smarter Balanced and NGSS (The <a href="#">process</a> for requesting special documented accommodations is available on the portal.)	November 19, 2021-March 1, 2022
	Text-to-Speech Decision Guidelines ( <a href="#">Information</a> about text-to-speech is available on the portal.)	November 19, 2021- June 3, 2022
	Smarter Balanced and NGSS Appeals Window	February 7-June 3, 2022
<p><b>Connecticut Alternate Assessment System</b></p> <p><b>Testing Window:</b> CTAS (administered throughout the school year)</p> <p><b>CTAA</b> March 28-June 3</p>	<a href="#">Required Alternate Assessment System</a> Training Go Live	September 24, 2021
	Alternate Assessment Eligibility Form Submission Deadlines for the Data Entry Interface	November 19 - December 22, 2021 (Grade 11 and Dually Identified); November 19, 2021- March 1, 2022 (Eligible students in Grades 3-8 and newly identified Grade 11 students)
	Alternate Assessment (CTAA and CTAS) Appeals Window	November 19, 2021-June 3, 2022
	CTAS Student Score Worksheet Submission Deadline	Submit CTAS Student Score Worksheet via the DEI between March 28-June 3, 2022
<p><b>CT SAT School Day</b></p> <p><b>Primary Test Dates:</b> March 23-25 and 29-30, 2022</p> <p><b>Makeup Test Dates:</b> April 26-28, 2022</p>	CT SAT School Day Accommodations Submission Window	November 2021-January 2022
	CT SAT School Day Submission Window for 50% extended time for English learners*	January 2022

Supporting the Assessment of Connecticut Students During School Year 2021-22

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<b>CT Help Desk</b> (Smarter, NGSS, CTAA/CTAS) Available Monday-Friday 7:00 AM-7:00 PM during testing	<a href="mailto:cthelpdesk@cambiumassessment.com">cthelpdesk@cambiumassessment.com</a>	844-202-7583