



STUDENT ASSESSMENT NEWS

February 26, 2018


[Archived Student Assessment News](#)

CTStudentAssessment@ct.gov

860-713-6860

Student Assessment Office Hours

Use the quick links below to access articles or sections included in this newsletter.

 [Connecticut SAT School Day Updates](#)

 [NGSS Science Updates](#)

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The Connecticut State Department of Education (CSDE) will be instituting a new support for districts related to the 2018 state summative testing. Staff will be hosting Office Hour webinars. On the webinars, the CSDE staff and their partner vendors will provide brief, weekly assessment updates and will also be available for phone support. Below are the details of the Office Hours.

Support for the Smarter Balanced Assessment, Next Generation Science Standards (NGSS) Field Tests (Alternate and Census), and the Connecticut Alternate Assessment

Intended Audience: Any district/school staff who may oversee state summative testing.

When: Every Thursday beginning March 22 until May 24, (except for April 12) from 3:00–4 00 p.m.

Where/How: Please register for each week here: <https://register.gotowebinar.com/rt/5278114698288158466>.

Support for the Connecticut SAT School Day

Intended Audience: Any Test Supervisor or Services for Students with Disabilities (SSD) Coordinator.

When: Every Wednesday until March 14, from 2:00–3:00 p.m.

Where/How: Please register for each week using the links below. Attendees will be sent a confirmation e-mail with a link to join the webinar.

[Register for the Office Hours on Wednesday, February 28, 2018, from 2:00–3:00 p.m.](#)

[Register for the Office Hours on Wednesday, March 7, 2018, from 2:00–3:00 p.m.](#)

[Register for the Office Hours on Wednesday, March 14, 2018, from 2:00–3:00 p.m.](#)

The CSDE Performance Office wishes all the best to Steve Martin on his retirement on February 28, 2018. Steve began work at the CSDE in 1989 in the Student Assessment Office.

Good Luck Steve!



Connecticut Alternate Assessment



Connecticut SAT School Day



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Connecticut SAT School Day Updates

Updated Approved List of Bilingual Dictionary Word to Word Translation

The **updated** list of approved College Board Bilingual Dictionary Word-to-Word Translation for the Connecticut SAT School Day is posted to our [Web site](#). As a reminder, schools do **NOT** need to apply for accommodations for EL students who use Bilingual Dictionary Word-to-Word Translation.

Translated Test Directions for 2018 Administration

Translated test directions for the 2018 Connecticut SAT School Day have been posted to our [Web site](#). The directions are available in 14 languages including: [Spanish](#), [Portuguese](#), [Vietnamese](#), [Chinese](#), [Arabic](#), [Haitian Creole](#), [Russian](#), [Polish](#), [Bengali](#), [Albanian](#), [Gujarati](#), [Hindi](#), and [Urdu](#). Additionally, other languages can be supported with test day translators. As a reminder, English learners (EL) students may receive directions translated in their native language for the Connecticut SAT School Day. Schools do **NOT** need to apply for this support in the College Board's Services for Students with Disabilities (SSD) online system.

English Learner Students Who Receive 50 Percent Extended Time Will Receive a College Reportable Score for 2018

As a reminder, English learners (ELs) who receive 50 percent extended time will receive a college reportable score for the 2018 administration. The window to enter accommodations for EL students who need 50 percent extended time into the College Board's SSD online system is January 25-March 15, 2018. Requests for this accommodation must be made through the College Board's SSD State Allowed Accommodations site. However, the College Board's State Allowed portion of the SSD website has the following disclaimer, "schools should confirm that students/parents understand that students using State Accommodations will receive scores that will not be eligible for college admissions or scholarship opportunities," **disregard this**. Please remind your staff, students, and parents that for the 2018 Connecticut SAT School Day, EL students who receive 50 percent extended time **WILL** receive a college reportable score. If you have any questions, contact [Joe Amenta](#).

Connecticut SAT School Day Student Rosters

For the 2018 administration of the Connecticut SAT School Day, the College Board has eliminated the Supervisor Online Attendance Roster (SOAR). The SOAR roster had provided schools with a list of students who were registered to take the SAT. For 2018, if schools or districts want to create a list of all students who are registered through PSIS to take the 2018 Connecticut SAT School Day, this roster can be created using PSIS. The district PSIS coordinator will need to follow these steps to print a roster:

1. log into the PSIS Registration Module;
2. click on the Downloads Link; and
3. select Active Registration and click on Download.

The file will show all of the students actively registered in the district and can be sorted by grade.

Schools may choose to create their own rosters using another data source. A sample roster is located on page 51 of the [Supervisor Manual](#).

[Slides from the Connecticut SAT School Day workshops](#) that were held on February 13 and 14, 2018, have been posted to the CSDE web site.



Connecticut Alternate Assessment



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Connecticut SAT School Day Updates

Generating the Non-Standard Report (NAR)

The College Board is using the PSIS data provided by the CSDE to match to the student information in SSD Online in order to populate the NAR. In some cases, schools may have additional students approved for accommodations that the College Board was unable to match. In this case, the SSD Coordinators will be able to add additional students with approved accommodations to the NAR, in order to build a complete list of students testing with accommodations on March 21, 2018, by following the steps below.

1. Log into SSD Online and select **Create Nonstandard Administration Report**.
2. Choose the appropriate **SAT School Day** test.
3. Confirm the AI Code.
4. The system should display the list of students with approved accommodations whose information in SSD Online matches the registration information provided by CSDE.
5. If you have students approved for accommodations that you plan to test that the College Board was unable to match click **Continue** to add additional students. **Note:** All students listed for selection have approved accommodations and fall within your state's contracted grades. However, this does not mean that all students listed are eligible. In Connecticut, your list of students will include both 11th and 12th graders. However, 12th graders are only eligible for testing with prior approval from CSDE. Work with your SAT test supervisor to select only the students that will be tested on March 21, 2018.
6. If you don't see a student on the list as available to select, confirm that the student's accommodation has been approved, and that their graduation date and other identifying information is correct. If they have approved accommodations and are eligible to test, hand-write their name and SSD number on the NAR.
7. Once all students have been chosen, click **Create SAT Nonstandard Administration Report**

You will need to complete these steps each time you generate a NAR, the student names cannot be saved in SSD Online. You should always select the March 21, 2018, administration date when generating the NAR, even if you are creating the report for the makeup administration on April 24 or 25, 2018.



NGSS Assessment Updates

Next Generation Science Standards Alternate Assessment Field Test District Administrator Training Webinar Available

A District Administrator Training Webinar for the Next Generation Science Standards (NGSS) Alternate Assessment Field Test was held Friday, February 16, from 2–3:30 p.m. (EST). A [recorded version of the webinar training](#) is available, as well as [slides](#) and a [Q and A document](#). This webinar training provides information regarding the administration and components of the NGSS Alternate Assessment Field Test and is intended for any district staff that oversees the administration of this assessment.

NGSS Alternate Assessment Field Test Information

A [letter](#) regarding the **NGSS Alternate Assessment** was sent to Superintendents from Commissioner Wentzell on February 13, 2018. The letter details information about the upcoming field test of Grade 5, 8 and 11 students. Please contact [Abe Krisst](#) or [Jeff Greig](#) if you have questions.

CTAA

Connecticut Alternate Assessment

**Smarter
Balanced**
Assessment Consortium

CONNECTICUT
NEXT GENERATION
SCIENCE
ASSESSMENT

Connecticut SAT School Day



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Special Populations Updates

Students who move during LAS Links Testing Window

Students moving to a new school or a new district during the testing window have implications for scoring and reporting. Please review the procedures below to ensure appropriate scoring and reporting.

Students who Move Within District (including students newly placed in Private Approved Special Education Programs)

Students who move within the same district must be updated in the Public School Information System (PSIS) registration. These students must use the same test ticket information from their originally scheduled test session to complete tests in the new school. A new test session or test ticket should not be generated. English Learner Assessment Coordinators (ELACs) will need to assist in the coordination of the ticket transfer from the original test session to the new school.

Students Who Move To A New District

Students who move to a new school district must be updated in the PSIS registration. If the student **did not start a test** on any domain in the previous district and the student appears in the new district roster, they may be scheduled for a test session for all four domains. A test ticket to access the test may be generated.

If the student arriving at a new school district has started testing, please contact the previous district to obtain the original test ticket and use it to complete testing in the same session. These tickets can be faxed or scanned and e-mailed to the new district after the student name has been redacted. Districts should rely on the SASID for identification and provide this original ticket to complete testing. A new test session or test ticket should not be generated for students who have started testing. The ELACs will need to assist in the coordination of the ticket transfer from the original test session to the new district.

LAS Links Students and the DRC INSIGHT Portal

Please see below a few common issues for the English Language Proficiency assessment regarding the availability of students in the Data Recognition Corporation's (DRCs) INSIGHT assessment system and their resolutions.

Student is not in DRCs Insight assessment system:

- If the student's EL status in the PSIS Registration module is "No" or "Not Selected," change the status to "Yes" and click the Save button. The following morning, the student's record will be included in the data file transferred from the CSDE to DRC. The DRCs rostering process may take up to a day.
- If the student's EL status in the PSIS Registration module has a yellow or grayed out background, hover the mouse over the dropdown to see a tooltip regarding the student's status. Based on the tooltip, take the appropriate action and then click the Save button. The following morning, the student's record will be included in the data file transferred from the CSDE to DRC. The DRCs rostering process may take up to a day.

Student is in DRCs INSIGHT assessment system who is no longer an EL or no longer registered with the district:

- These students are there because they were previously reported as an EL in the PSIS Registration and their record was transferred to DRC for rostering.
- These students cannot be removed from INSIGHT.

Please do not schedule them for an assessment session; testing them may cause improper reporting and accountability results. For additional concerns please contact [Michael Sabados](#).



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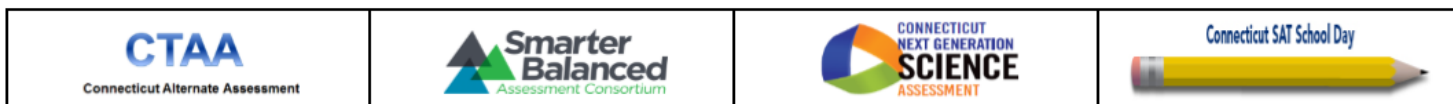
LAS Links Reminders

- ◆ **The LAS Links Test window closes Friday, March 9, 2018.**
- ◆ Ensure test sessions are created with all four subject areas.
- ◆ Do not provide/use student log-in tickets for the practice test.
- ◆ Use the practice test with students.
- ◆ Monitor use of headphones for the speaking test, particularly the location of microphone.
- ◆ Use the same identification process used during the testing window throughout the school year.
- ◆ All Grade 12 EL students included in PSIS must be assessed even if enrolled in an outplacement facility.
- ◆ The sending district is responsible for all testing including at the Approved Private Special Education Programs
- ◆ Districts with students requiring paper/pencil administration or students tested out of state should have placed these requests and received a Test Coordinator Kit (TCK) with specific materials to return the test. These requests needed to be placed with DRC by **February 9, 2018**.
- ◆ If using a LAS Links paper Form C already available in the district for students who require a paper accommodation or who are in unique testing situations described in the [memorandum](#) of December 20, please contact [Shirl Proctor](#) to obtain the required return materials in the Test Coordinator Kit.
- ◆ A [memorandum](#) was e-mailed to English Learner Assessment Coordinators (ELACs) on December 20, 2017, regarding ELs with disabilities.
- ◆ Accurate reporting of individual student demographic status at the time of summative testing in the Public School Information System (PSIS) Registration Module is the only way to ensure accurate reporting for the annual summative statewide test results.
- ◆ Following the LAS Links testing window, the CSDE and DRC will be hosting a meeting with ELACs to gather feedback regarding components of the LAS Links testing process.

LAS Links Participation Reminder for Students Arriving During Test Window

For students arriving during the testing window, the screener should be administered. If it is determined that the student is an English learner, the student should be indicated as such in PSIS and the LAS Links should be administered to the student before the end of the testing window.

Districts have two weeks (10 school days) to screen and identify an EL if the student arrives within the school year. If a student arrives within 10 days from the end of the testing window, the district is obligated to screen the student, as would be done at any time of the year, but if the student is not identified within the testing window, he/she would not be tested on the LAS Links.



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Special Populations Updates

LAS Links Appeals Process

Occasionally, testing irregularities, such as special circumstances or incidents which impact an individual or group of students, may potentially affect performance on the test, test security, or test validity. Examples include, but are not limited to interruptions in testing such as a fire drill, incorrect directions shared or incorrect assessment or accommodations provided to the student.

If these incidents occur the English Learner Assessment Coordinator (ELAC) or designee contacts the DRC help desk with the following information to request the appropriate resolution.

Type of Appeal request options:

Unlock: allows student to re-enter the test with the same ticket and respond within the same test starting where the student last left off;

Regenerate: all previous student responses for the particular subtest, are cleared and the student starts again at item #1 for that subtest; or

Purge: all previous student responses for all subtests are cleared and a new test ticket is generated, allowing a student to receive a new test ticket and begin a new test.

Information to provide to DRC LAS Links help desk:

- | | | |
|--|--|---------------|
| 1) District | 2) Requestor | 3) School |
| 4) Student SASID | 5) Test Session Name | 6) Subtest(s) |
| 7) Student Test Ticket Password | 8) Type of reset requested (unlock, regenerate, purge) | |
| 9) Reason for request/description of what happened | | |

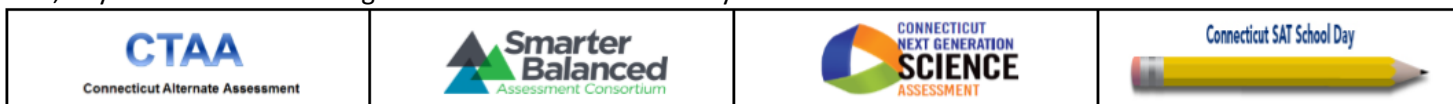
DRC Help Desk works with CSDE staff to approve these appeals in a timely manner and DRC will contact the district. DRC maintains a database of these appeal requests which is shared with the CSDE. Although, active proctoring is expected, if a test proctor demonstrates inappropriate proctoring such as providing or modifying student answers or using secure test materials inappropriately, the ELAC should contact the CSDE immediately.

Students in PSIS who attend Out-of-State Facilities or In-State Non-Approved Facilities

Connecticut public school districts are responsible to test students in the Public School Information System (PSIS) who are enrolled in out-of-state facilities or are enrolled in state non-approved schools. Information on how to administer the NGSS Assessment Field Test, NGSS Alternate Assessment Field Test, Smarter Balanced assessment and the Connecticut Alternate Assessment (CTAA) are included in the [Students in PSIS who attend Out-of-State or In-State Non-Approved Facilities](#) document. It is also required that districts test these students in Grade 11 who are enrolled in out-of-state or in-state non-approved programs with the Connecticut SAT School Day or CTAA.

TIDE Test Setting and Uploading Designated Supports/Accommodations

The Test Information Distribution Engine (TIDE) Test Setting website remains open throughout the testing window in order to continue to add or modify student's test settings for students taking the Smarter Balanced Assessments and the NGSS Assessment Field Test. For districts who plan to do a batch upload from their IEP system, a district needs to determine their own deadline at which time their final upload is submitted. Once that final upload has been completed, any additional test settings will need to be done directly in TIDE.



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Students requiring Text-to-Speech or Read Aloud of the Smarter Balanced Reading Passages

Any student with an individualized education program (IEP)/Section 504 plan who qualifies for the accommodation of Text-to-Speech or Read Aloud of the Smarter Balanced reading passages, the [Text-to-Speech and Read Aloud Decision Guidelines 2017-2018](#) form must be completed for any student in Grades 3-8 who will receive the accommodation. This form is submitted to the CSDE through our [ONLINE system](#). For students who require the **Read Aloud** version of this accommodation, you **MUST** also receive approval from the CSDE through the [Petition for Approval of Special Documented Accommodations 2017-2018](#). If you enter the Text-to-Speech and Read Aloud Decision Guidelines 2017-2018 form in error, contact Marlene Chamero at 860-713-6885 or Marlene.Chamero@ct.gov.

Special Accommodations Requests

For students participating in the Smarter Balanced or NGSS Science Assessment Field Test, who require special accommodations to access the test, must have their application ([Petition for Approval of Special Documented Accommodations 2017-2018](#)) submitted to the CSDE by **March 16, 2018**. Special accommodations include the use of a Scribe, Read Aloud for Passages, Print on Demand, the Human Signer Accommodation and the use of Human Signer (not including Signed Exact English or test directions) and for any accommodation not listed that is unique to the student. **Before** completing the application, the district administrator must contact either Janet Stuck (860-713-6837), Deirdre Ducharme (860-713-6859), or Joe Amenta (860-713-6855) to discuss accommodation options. More information is available in the [2017-2018 Assessment Guidelines](#) in Appendix B on page 41.

Submitting the Learner Characteristic Inventory

As a reminder, all Learner Characteristic Inventories ([LCIs](#)) must be submitted by **March 16, 2018**, for students in Grades 3-8, taking the Connecticut Alternate Assessments (CTAA) in language arts and mathematics, as well as the new NGSS Alternate Assessment Field Test. For students in Grade 11, the deadline to submit LCIs was January 19, 2018, in order to have these students removed from the registration file sent to the College Board. However, districts who have not yet submitted the LCI for Grade 11 students should do so by **March 16, 2018**.

Only educators who are up-to-date with their required CTAA training are allowed to submit the LCI on the American Institutes for Research ([AIR Data Entry Interface \(DEI\)](#)). District administrators (DAs) can access a list of their own educators to determine if they have been given access to the DEI in order to submit the LCI. This list is available on the [AIR TIDE Web site](#). From the main page in TIDE, DAs can access this list by clicking on: **Users**, then, **View/Edit/Export Users** then **more info**, and then **Trained Teacher Spreadsheet**. This spreadsheet is updated every Friday.

In referring to this list of educators, note the following color coding:

RED- indicates the educator needs training in order to submit an LCI. The [CTAA Online Training](#) is still available for these educators or for any educator who is not on the list, but needs this training.

GREEN- indicates the educator is up-to-date with their training and has been sent an e-mail from AIR to set up their Teacher Administering the Alternate (TEA) account. These educators are able to enter their students LCIs.

WHITE- indicates the educator is up-to-date with his or her training, **but critical information** is missing in order for AIR to set up an account. These educators or their DAs can contact AIR directly to supply the additional information which includes District Code; School Code; or E-mail. Contact AIR at 1-844-202-7583/cthelpdesk@air.org.



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Important Dates

Event	Dates
The secure browsers for the 2017-18 school year must be downloaded for all 2017-18 online tests	Currently available
Data Entry Interface (DEI)	Currently Open
English Language Proficiency LAS Links Form C ONLINE	January 3-March 9, 2018
Learner Characteristics Inventory (LCI) <i>Final</i> Submission Deadline	March 16, 2018
Connecticut SAT School Day State Allowed Accommodations Window	January 25, 2018-March 15, 2018
Special Accommodations Petition	March 16, 2018—Grades 3-8
Connecticut SAT School Day	Primary Test Date: March 21, 2018 Makeup Dates: April 24 and 25, 2018
NGSS Assessment Field Test	March 26-May 25, 2018—Grade 11 April 30-May 25, 2018—Grades 5 and 8
NGSS Alternate Assessment Field Test	April 30-May 25, 2018—Grades 5, 8 and 11 (Upload Window)
Connecticut Smarter Balanced	March 26-May 25, 2018
Connecticut Alternate Assessment	March 26-May 25, 2018

The CSDE Web site was moved on February 24, 2018, to <http://portal.ct.gov/sde>. Please update your bookmarks to the [new Web site](#).

Want to find recent announcements regarding Connecticut's assessments? Please visit the CSDE's [Comprehensive Assessment Program Portal](#). You will find information about each assessment, as well as technology resources and information for students and families.

Register for email updates

To automatically receive the *Student Assessment News* and/or other announcements, [register for e-mail updates](#) on the Comprehensive Assessment Program Portal.

