

# **Elementary/Middle School Test Coordinators Meetings**

**January 2019**

# Smarter Balanced Assessment Dates Spring 2019

Test	Grade(s)	Dates
Connecticut Alternate Assessment (CTAA)	3 – 8	March 25 – June 7, 2019
Connecticut Alternate Science Assessment (CTAS)	5 and 8	March 25 – June 7, 2019
Next Generation Science (NGSS)	5, 8 and 11	April 1 – 12, 2019
Smarter Balanced	3 – 8	April 29 – May 24, 2019

# Smarter Balanced Assessment Supports

- See Appendix A for EL, Special Ed, 504 and SRBI support staff at all elementary and middle schools
- Supports at Central Office include:
  - Judy Singer - Coordinator
  - Paula Ward - Coordinator
  - Denise Grant - EL
  - Jon Panzer - Special Ed
  - Meghan Osowiecki - Special Ed
  - Kathleen Quaglino - Special Ed
  - Valerie Cooper - SRBI and 504
- SPS Application Support Desk available on SPS website

# Smarter Balanced Test Security

- **All summative test items and test materials are secure and must be appropriately handled.**

Violation of test security is a serious matter with far-reaching consequences. Breaches of test security include, but are not limited to, copying of test materials, failing to return test materials, coaching students, giving students answers, and/or changing students' answers. Such acts may lead to the invalidation of an entire school districts student test scores, disruption of the test system state-wide, and legal action against the individual(s) committing the breach. A breach of test security may be dealt with as a violation of the Code of Professional Responsibility for Teachers, as well as a violation of other pertinent state and federal law and regulation. The Connecticut State Department of Education will investigate all such matters and pursue appropriate follow-up action. Any person found to have intentionally breached the security of the test system may be subject to sanctions including, but not limited to, disciplinary action by a local board of education, the revocation of Connecticut teaching certification by the State Board of Education,\* and civil liability pursuant to federal copyright law.

See Section 10-145b(i) (1) of the Connecticut General Statutes which reads in relevant part as follows: The State Board of Education shall revoke any certificate, authorization or permit issued pursuant to said sections if the holder is found to have intentionally disclosed specific questions or answers to students or otherwise improperly breached the security of any administration of a state-wide examination pursuant to Section 10-14n.



- **Security requirements of the test environment**

- Before Testing

- Instruction materials removed or covered
    - Student seating
    - Signage

- During Testing

- Quiet environment
    - Supervision of student access to electronic devices
    - No answer key development
    - Access to assessment limited to students being tested and trained teachers and test administrators
    - Testing through secure browser
    - No unauthorized log in to Test Delivery System

- During and After Testing
  - No access to responses
  - No copies of test materials
  - No access to digital, electronic or manual devices
  - No retaining, discussing or releasing test materials
  - No reviewing, discussing or analyzing test materials
  - All test materials must remain secure at all times
  - No test materials used for instruction purposes
  - Destroy test materials securely
  
- Breaches, Irregularities and Improprieties are to be reported immediately to Judy Singer by phone (x4320 or x4198) or email. See Appendix B.

## Estimated Testing Times for Smarter Balanced Assessments

Content Area	Grade	Computer Adaptive Test (CAT)	Performance Test	Total
English Language Arts	3 – 5	1 hour 30 minutes	--	1 hour 30 minutes
	6 – 8	1 hour 30 minutes	--	1 hour 30 minutes
Mathematics	3 – 5	1 hour 30 minutes	1 hour	2 hours 30 minutes
	6 – 8	2 hours	1 hour	3 hours
Both English Language Arts and Mathematics	3 – 5	3 hours	1 hour	4 hours
	6 – 8	3 hours 30 minutes	1 hour	4 hours 30 minutes

Science, Grades 5, 8 and 11

Testing times to be announced.

# Smarter Balanced Materials

- Accommodation Manual, 2018-19
- Supply inventory for headphones and mice
- Connecticut Alternate Science Assessment (CTAS) materials to be shipped to schools, week of January 14
- English Language Arts
  - Headphones for the listening portion and for students requiring text-to-speech
  - Scratch paper for note taking
- Mathematics
  - Headphones for students requiring text-to-speech and for students requiring Audio Glossaries
  - Scratch paper for all grades
  - Graph paper for grades 6, 7 and 8
  - An embedded calculator for some math items in grades 6, 7 and 8 is provided.





# Smarter Balanced Rules of Online Testing

- Once completed and submitted, a student may **NOT** return to a test or test segment.
- An answer for **all test items on a page** must be entered before going to the next page.
- Students may mark test items for review and use the Questions drop-down to return to those items within a segment.
- On the Computer Adaptive Tests:
  - In ELA, pauses for more than 20 minutes, require students to log back in. Students can work on existing page if incomplete and then on next pages. Highlights are saved, notes are not.
  - In math, there are no pause restrictions.
  - For security, students and Test Examiners are logged out after 30 minutes of inactivity.
  - Computer Adaptive Tests expire after completion or 45 days after student begins a test.
  - Math Performance Test expires after completion or 20 days after student begins a test.

# Smarter Balanced Supports and Accommodations

## Universal Tools: Available to ALL students

### Embedded

- Breaks
- Calculator (Math)
- Digital Notepad
- English Glossary<sup>^</sup>
- Expanded Passages/Stimuli
- Highlighter
- [Keyboard Navigation](#)
- Line Reader- **New**
- Mark for Review
- Math Tools
- Strikethrough
- Writing Tools
- Zoom

### Non-Embedded

- Breaks
- Scratch Paper/whiteboard with marker
- Time Extension (Science)

<sup>^</sup> NOT available for Science

## Designated Supports: Available to ANY student with a need determined by educators

### Embedded

- Color Contrast
- Masking
- Mouse Pointer- **New**
- Print Size Online
- Text-to-Speech- Math & ELA Non-Reading Passages
- [\\*Translations-Math \(Glossary\)](#)
- [\\*\\*Translations-Math \(Stacked\)](#)
- [\\*Translation Test Directions \(Math, Spanish\)](#)
- Turn off any universal accessibility tool

### Streamline

### Non-Embedded

- Amplification- **New**
- [\\*Bilingual Dictionary \(Science\)](#)
- Color Contrast
- Color Overlay
- Magnification Device
- [\\*Native Language Reader Directions \(Science\)](#)
- Noise Buffering
- Read Aloud
- [\\*Read Aloud in Spanish \(Math\)](#)
- Separate Setting
- Simplified Test Directions<sup>^</sup>
- [\\*Translation Glossary \(Math\)](#)
- [\\*Translation Test Directions<sup>^</sup>](#)

\* Intended for English Learners (EL)

<sup>^</sup> NOT available for Science

## Accommodations: Available to students with an IEP or 504 Plan

### Embedded

- American Sign Language (Video)<sup>^</sup>
- Braille<sup>^</sup>
- Braille Transcript (ELA Listening)<sup>^</sup>- **New**
- Closed Captioning-(ELA Listening)  
~~Science~~
- Text-to-Speech (ELA-reading Passages) Grades 3-8

<sup>^</sup> NOT available for Science

~ Requires Trained Educator

# Requires Petition for Approval of Special Documented Accommodations

### Non-Embedded

- [100s number table](#)- Grades 4-8
- Abacus
- Alternate Response Options
- Braille Booklet
- Braille supplemental math booklet for online fixed form test
- Calculator- Grades 6-8
- Large Print Booklet
- [Multiplication Table-Grades 4-8](#)
- [# Print on Demand](#)
- [~# Read Aloud- \(ELA-reading Passages\) grades 3-8](#)
- [~# Scribe](#)
- Sign Language for Test Items (Science)
- Speech-to-Text



## Smarter Balanced Training

- Special Ed training for administration of Alternative Assessments is designated for January 30<sup>th</sup>, an early release day. Training can be accessed on CSDE's Comprehensive Assessment Program Portal's Alternative Assessment page. All Special Ed teachers must complete the training and then proceed to complete the Learning Characteristic Inventories.
- Professional Development refresher is being provided by Paula Ward to TPDs to support Smarter Balanced administrators and proctors.
- Professional Development on Interim Assessment is being provided by Paula Ward on January 22 from 4-5 and January 28 from 4:30-5:30. Participants can register on ProTraxx.
- Test Administrator Training Course, updated December 2018, on Connecticut State Department of Education Comprehensive Assessment Program Portal provides clear instructions for Proctors.

## Next Steps

1. Special Ed teachers participate in training on administration of Alternative Assessments on January 30 or before and complete Learning Characteristic Inventories.
2. Accommodations for EL, Special Ed, 504 and SRBI students are completed and uploaded to TIDE.
3. Test Coordinators review Smarter Balanced Test Administrative Manual and complete Test Administrator Training course, both available on CSDE Comprehensive Assessment Program Portal. Proctors complete the Test Administrator Training course.
4. Smarter Balanced refresher PD is provided to TPDs.
5. Alternative Assessment materials are provided to Special Ed teachers.
6. Inventory Survey for mice and headphones is completed.
7. Special requests for accommodations (Read Aloud, Scribe and Signer) are sent to Paula Ward by Friday, January 25.
8. Calendar of Smarter Balanced testing is completed and provided to city IT.
9. Test Coordinators and TPDs provide Smarter Balanced training to staff.
10. Parent letters regarding Smarter Balanced Assessment are mailed home by Research.
11. Judy Singer attends a CSDE Test Coordinator Meeting on January 24 and shares new information.

## Appendix B – Test Security Chart

Level of Severity and Potential Effect on Test Security	Types of Issues
<b>LOW Impropriety</b>	Student(s) making distracting gestures/sounds or talking during the test session that creates a disruption in the test session for other students.
	Student(s) leave the test room without authorization.
	Testing staff leaving related instructional materials on the walls in the testing room.
<b>MEDIUM Irregularity</b>	Student(s) cheating or providing answers to each other, including passing notes, giving help to other students during testing, or using hand-held electronic devices to exchange information.
	Student(s) accessing the Internet or any unauthorized software or applications during a testing event.
	Student(s) accessing or using unauthorized electronic equipment (e.g., cell phones, iPods, or electronic translators) during testing.
	Disruptions to a test session such as a fire drill, school-wide power outage, or other acts.
	Testing staff failing to ensure administration and supervision of the Smarter Balanced Assessments by qualified, trained personnel.
	Testing staff giving incorrect instructions that are not corrected prior to testing.
	Testing staff giving out his or her username/password (via email or otherwise), including to other authorized users.
	Testing staff coaching or providing any other type of assistance to students that may affect their responses. This includes both verbal cues (e.g., interpreting, explaining, or paraphrasing the test items or prompts) and nonverbal cues (e.g., voice inflection, pointing, or nodding head) to the correct answer. This also includes leading students through instructional strategies such as think-aloud, asking students to point to the correct answer or otherwise identify the source of their answer, or requiring students to show their work.
	Testing staff providing students with non-allowable materials or devices during test administration or allowing inappropriate designated supports and/or accommodations during test administration.
Testing staff allowing anyone other than a student to log in to the test unless prescribed as an allowable accommodation in the student's Individualized Education Program (IEP). This includes TAs or other staff using student information to log in or allowing a student to log in using another student's information.	
Testing staff providing a student access to another student's work/responses.	
<b>HIGH Breach</b>	Testing staff modifying student responses
	The live Student Interface or TA Interface being used for practice instead of a live test administration. Live interfaces should only be accessed via the secure browser for live Smarter Balanced Assessments (Interim or Summative). Any practice or training tests should be taken on the Practice Test and Training Test sites, located on the Connecticut Comprehensive Program Portal.
	Adult or student posting items or test materials on social media (Twitter, Facebook, etc.).
	Testing staff allowing students to take home printed test items, reading passages, writing prompts, or scratch paper that was used during the test or failing to otherwise securely store test materials.
	Adult or student copying, discussing, or otherwise retaining test items, reading passages, writing prompts, or answers for any reason. This includes the use of photocopiers or digital, electronic, or manual devices to record or communicate a test item. This also includes using secure test items, modified secure test items, reading passages, writing prompts, or answer keys for instructional purposes.
	Secure test materials (e.g., writing prompts, test items, or reading passages) being shared with the media, or allowing media to observe a secure test administration.
	Adult or student improperly removing secure testing materials, such as test items, stimuli, reading passages, writing prompts, or scratch paper from the testing environment.

