

# Smarter Balanced District Test Coordinator Workshop

February 3-6 2015



1

## Presentation Overview

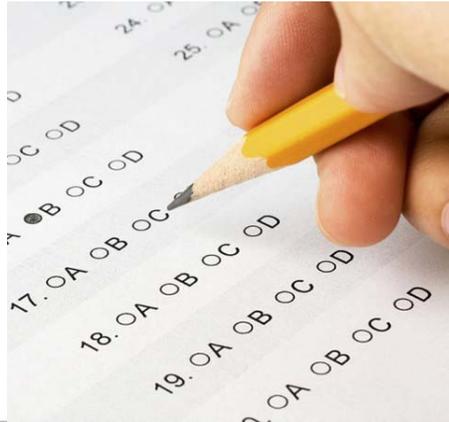
- Overview of Smarter Balanced Assessments
- Special Populations
- Test Readiness



2

## What is Smarter Balanced?

- A. A buttery spread that helps lower your cholesterol?
- B. A new testing company?
- C. A state-governed project based at a research university?



## Student Participation for Smarter Balanced Math/ELA Assessments

**All students enrolled in grades 3–8 and 11 are required to participate in the Smarter Balanced summative mathematics test except:**

- Students with the most significant cognitive disabilities who meet the state's criteria for a mathematics alternate assessment based on alternate achievement standards (approximately one percent or less of the student population).
- Students with state approved exemption.

**All students enrolled in grades 3–8 and 11 are required to participate in the Smarter Balanced summative English language arts/literacy (ELA) test except:**

- Students with the most significant cognitive disabilities who meet the state's criteria for the English language arts/literacy alternate assessment based on alternate achievement standards (approximately one percent or less of the student population).
- English Language Learners (ELLs) who enrolled within the 12 months prior to the beginning of testing in a U.S. school have a one-time exemption. These students may instead participate in their state's English language proficiency assessment consistent with state and federal policy.
- Students with state approved exemption.



## Testing Windows

New Hampshire Testing Windows	
Practice/Training Test	January 27, 2015
Interim Assessment (ICA and IAB)	February 9, 2015
Summative (Grade 3-8)	March 16, 2015
Summative (HS)	March 16, 2015

## Smarter Balanced Summative Assessments Estimated Testing Times

Test Type	Grades	CAT	Perf. Task Only	Total	Classroom Activity	Total
English Language Arts	3-5	1:30	2:00	3:30	:30	4:00
	6-8	1:30	2:00	3:30	:30	4:00
	11	2:00	2:00	4:00	:30	4:30
Mathematics	3-5	1:30	1:00	2:30	:30	3:00
	6-8	2:00	1:00	3:00	:30	3:30
	11	2:00	1:30	3:30	:30	4:00
COMBINED	3-5	3:00	3:00	6:00	1:00	7:00
	6-8	3:30	3:00	6:30	1:00	7:30
	11	4:00	3:30	7:30	1:00	8:30

# ELA Timing and Sequencing

ELA	CAT Items	Classroom Activity	Performance Task (PT)
Number and Duration of Sessions	<p>Recommendations:</p> <ul style="list-style-type: none"> <li>No fewer than two sessions (recommended) and no more than six sessions (rare/extreme).</li> <li>Session durations range from 40–60 minutes.</li> </ul>	<p>Recommendations:</p> <ul style="list-style-type: none"> <li>Administer in one session</li> <li>Approximate session duration: 30 minutes</li> <li>Should occur one to three days prior to PT</li> <li>Should NOT occur on the same day as the ELA PT</li> </ul>	<p>The PT is presented in two parts.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> <li>Administer in two sessions corresponding to Parts 1 and 2 of the PT.</li> <li>Session durations range from 60–120 minutes.</li> </ul>
Breaks within Sessions	<p>Breaks can be provided during the test sessions using the software's pause feature. If the test is paused for more than 20 minutes, the student will not be able to go back to items on the previous screens.</p>	NA	<p>The PT is presented in two parts. Students can take breaks within Parts 1 and 2; however, once a student moves to Part 2, he or she will not be able to review or revise items in Part 1.</p> <ul style="list-style-type: none"> <li>Recommendation: Students complete Part 1 in one test session and Part 2 the next school day.</li> </ul>
Total Duration	<p>Once a student has started the CAT items, they will be available for 45 days.</p> <ul style="list-style-type: none"> <li>Recommendation: Student completes this portion within five days of</li> </ul>	NA	<p>Once a student has started the PT, it will be available for 10 days.</p> <ul style="list-style-type: none"> <li>Recommendation: Student completes each part of the PT within one day.</li> </ul>

# Mathematics Timing and Sequencing

Mathematics	CAT Items	Classroom Activity	Performance Task (PT)
Number and Duration of Sessions	<p>Recommendations:</p> <ul style="list-style-type: none"> <li>Administered in two sessions.</li> <li>Session durations range from 40–60 minutes.</li> </ul> <p>Most students will complete the CAT items in two sessions of 60 minutes or less or one long session of more than 60 minutes.</p>	<p>Recommendations:</p> <ul style="list-style-type: none"> <li>Administered in one session</li> <li>Approximate session duration: 30 minutes</li> <li>Should occur as close to the PT as is feasible, and no more than three days prior to the PT</li> <li>MAY occur on the same day as the PT</li> </ul>	<p>Recommendations:</p> <ul style="list-style-type: none"> <li>Administered in one session.</li> <li>Session duration ranges from 40–120 minutes.</li> </ul>
Breaks within Sessions	<p>Breaks can be provided during the test sessions using the software's pause feature. If the test is paused for more than 20 minutes, the student will not be able to go back to items on the previous screens.</p>	NA	<p>Students can take breaks during PT test sessions. Mathematics PT items are presented on a single screen. Following a break, the student will have access to the same items.</p>
Total Duration	<p>Once a student has started the CAT items, they will be available for 45 days.</p> <ul style="list-style-type: none"> <li>Recommendation: Student completes this portion within five days of starting it.</li> </ul>	NA	<p>Once a student has started the PT, it will be available for 10 days.</p> <ul style="list-style-type: none"> <li>Recommendation: Student completes the PT in one day.</li> </ul>

## Scheduling Test Sessions

- Suggested order of administration for each content area:



- Note: The ELA PT has two parts:

- Part 1 – Research
- Part 2 – Full Write

## Classroom Activity

- Recommended to be administered no more than 3 days before the PT
- Approximately 30 minutes
- Designed to “level the playing field” to ensure that all students understand the context of the task
- Administered in a classroom setting
- Topics and scripted classroom activities available for download in Test Information Distribution Engine (TIDE).

## Smarter Balanced Practice and Training Tests

Practice Tests	Training Tests
<ul style="list-style-type: none"> <li>• Similar in format and structure to the Smarter Balanced assessments</li> <li>• Grades 3–8 and 11</li> <li>• Approximately 30 items per grade level test in each content area                             <ul style="list-style-type: none"> <li>• ELA</li> <li>• Mathematics</li> </ul> </li> <li>• 1 performance task per content area</li> <li>• Scoring guides and classroom activities</li> </ul>	<ul style="list-style-type: none"> <li>• Provide students with an opportunity to quickly become familiar with the software and interface features that will be used in the Smarter Balanced assessments</li> <li>• Three assessments by grade band, 3-5, 6-8 and HS</li> <li>• Approximately 14-15 total items per grade band                             <ul style="list-style-type: none"> <li>• 6 in ELA</li> <li>• 8-9 in mathematics</li> <li>• No performance tasks</li> </ul> </li> </ul>

The training test should be taken by all students and within three weeks of when testing begins.

## Response Types



### Smarter Balanced Response Types

- MC with one correct response
- MC with multiple correct responses
- Two Part multiple-choice
- Matching Tables
- Yes/No or True/False Tables
- Fill-in Tables
- Select or order text or graphics
- Complex drag and drop
- Graphing
- Equation or numeric response
- Short Text
- Long Essay

# Embedded Universal Tools, Designated Supports, and Accommodations

- All universal tools
- All designated supports, including:
  - Color contrast
  - Masking
  - Streamlining
  - Text-to-speech items
  - Translated test directions: Spanish
  - Translations (glossary): Spanish, Arabic, Cantonese, Filipino, Korean, Mandarin, Punjabi, Russian, Ukrainian, Vietnamese
  - English Glossary
  - Stacked Translation: Spanish
- All accommodations, including:
  - American Sign Language for all math items and ELA listening stimuli and items
  - Braille
  - Text-to-speech for reading passages in grades 6–high school
  - Closed Captioning

# Test Security Chart

Impropriety	Irregularity	Breach
<ul style="list-style-type: none"> <li>▪ Unusual circumstance that has a <b>low impact</b> on the individual or group of students who are testing</li> <li>▪ <b>Low risk</b> of potentially affecting student performance on the test, test security, or test validity</li> <li>▪ Can be corrected and contained at the local level</li> <li>▪ TA documents impropriety in Test Security Incident Log and submits to SC/DC <b>immediately</b>.</li> <li>▪ SC/DC takes corrective action, usually does not require an appeal</li> </ul>	<ul style="list-style-type: none"> <li>▪ Unusual circumstance that <b>impacts</b> an individual or group of students who are testing</li> <li>▪ May potentially <b>affect</b> student performance on the test, test security or test validity</li> <li>▪ TA documents irregularity in Test Security Incident Log and submits to SC/DC <b>immediately</b></li> <li>▪ SC/DC submits the incident in the Appeals system within 24 hours, if it requires a reset, reopen, restore, grace period extension, or invalidation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Event that that poses a <b>threat</b> to the validity of the test</li> <li>▪ Examples include the release of secure materials</li> <li>▪ May result in a Consortium decision to remove the test question(s) from the available secure bank</li> <li>▪ TA reports breach to the SC/DC <b>immediately</b></li> </ul>

## Appeal Types

Reset a Test	<ul style="list-style-type: none"><li>Removes the test, and scores associated with the test, from the system</li><li>Enables student to start a new test</li><li>Requested due to accommodations not being set properly</li></ul>
Reopen a Test	<ul style="list-style-type: none"><li>Allows for a test that has already been submitted or has expired to be re-opened</li></ul>
Grace Period Extension	<ul style="list-style-type: none"><li>Extends the grace period if a test session is unexpectedly interrupted</li><li>Gives access to all previous answers</li></ul>
Restore a Test That Has Been Reset	<ul style="list-style-type: none"><li>Return a test from the Reset status to its prior status</li><li>Only allowed on tests that have been reset</li><li>A test can be restored if it was reset in error</li></ul>
Invalidate a Test	<ul style="list-style-type: none"><li>Eliminates the test</li><li>Student loses that test and does not receive a score</li><li>Requested due to test security incidences</li></ul>

## Interim Assessments

- **Currently Available**
  - Interim Assessment Blocks (IAB)
  - Interim Comprehensive Assessments (ICA)
- **Requires upload of school users to TIDE**
- **Requires setting of designated supports and accommodations for students in TIDE**
- **Educators must be trained**
- **Students should be provided opportunity to take Practice/Training Tests**

# AIR Systems Overview



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## Overview

- Portal
- Secure Browser
- Test Information Distribution Engine (TIDE)
- Test Delivery System (TDS)
- Online Reporting System (ORS)



18

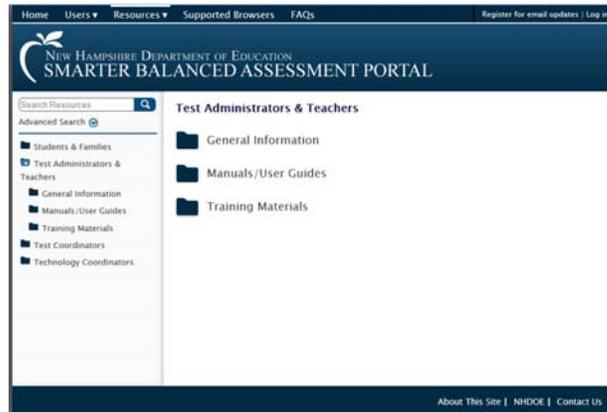
# Portal – <http://nh.portal.airast.org>

The screenshot shows the homepage of the New Hampshire Department of Education Smarter Balanced Assessment Portal. The header includes navigation links for Home, Users, Resources, Supported Browsers, and FAQs, along with options to register for email updates and log in. The main content area is divided into several sections: a left sidebar with icons for Students & Families, Test Administrators & Teachers, Test Coordinators, and Technology Coordinators; a central 'Recent Announcements' section with a microphone icon and a bullet point about registering for email updates for the 2014-15 school year; and a right 'Welcome!' section with a shield icon and a list of links: Secure Browsers, Practice & Training Tests, Important Dates, and Contact Us.

# User Pages

The screenshot shows the 'User Pages' section of the Smarter Balanced Assessment Portal. The header is identical to the previous page. The main content area features a grid of icons for various user resources: TA Practice & Training Site, TIDE, Test Administration Certification, Test Administration, Online Reporting System, Teacher Hand Scoring System, Digital Library, and Test Administration & Teacher Resources. To the right of the grid is a 'Welcome, Test Administrators!' section with a sub-section for 'Announcements' (bullet point about email updates) and 'Key Documents' (bullet points for Test Administrator (TA) User Guide [PDF], Test Information Distribution Engine (TIDE) User Guide [PDF], and Usability, Accessibility, and Accommodations Guidelines [PDF]).

# Resources



# Resources Available Now

- Important Dates
- Practice and Training Tests
- Modules:
  - What is a CAT?
  - Performance Task
  - Accessibility and Accommodations
  - Embedded Universal Tools
  - Student Interface
  - TA interface
  - Technology Overview
- Systems Requirements for Online Testing

## Resources Coming Soon

- Test Administrator and Test Coordinator Manual
- User Guides
  - Test Information Distribution Engine (TIDE)
  - Test Administration
  - Online Reporting System (ORS)
  - Teacher Hand Scoring System (THSS)
- Modules
  - Test Administration Overview
  - Test Information Distribution Engine (TIDE)
  - Teacher Hand Scoring System (THSS)

## What is the Secure Browser?

The secure browser is designed to ensure test security by prohibiting students from accessing any other programs or websites during testing.



# Secure Browser Information

- Download the latest secure browser from the portal. The field test secure browser will not work.
- Before taking a test, all applications must be closed.
- An iOS 8 compatible version can now be found in the Apple store.

# Secure Browser Download

 <b>Important Information</b>	<b>Technical Resources</b> <ul style="list-style-type: none"><li>• For information about supported operating systems and web browsers, refer to <i>System Requirements for Online Testing</i>.</li><li>• For information about securing a computer before a test session, see the <i>Test Administrator User Guide</i>.</li><li>• For information about network and Internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the <i>Technical Specifications Manual for Online Testing</i>.</li><li>• For information about supported hardware and software for Braille testing as well as information about configuring JAWS refer to the <i>Braille Requirements and Testing Manual</i>.</li><li>• For information about installing secure browsers, refer to the <i>Secure Browser Installation Manual</i>.</li></ul>
 <b>Windows</b> SP (SP3), Vista, 7, 8.0, 8.1	<b>About Supported Operating Systems</b> <p>The operating system versions listed in the above table are the only ones officially supported.</p> <p><b>Warning: Support for New Desktop Operating Systems</b> Desktop operating systems, in particular new versions of those operating systems, not in the above table are not supported. Do not upgrade to new operating systems on computers used to administer online assessments.</p> <p><b>Warning: Support for Updated Mobile Operating Systems</b> Turn off or delay automatic updates of operating systems for mobile devices. AIR reviews these updates to verify they do not pose a risk to student testing, and will post announcements on this portal accordingly.</p>
 <b>Mac OS X</b> 10.6-10.10	
 <b>Mac OS X</b> 10.5 (intel)	
 <b>Mac OS X</b> 10.5 (PowerPC)	
 <b>Linux</b> Fedora 16-20 openSUSE 13.1 Red Hat Enterprise 6.5 Ubuntu (LTS) 10, 12, 14	
 <b>iOS</b> 6.0-8.1	
 <b>Android</b> 4.0.4-4.4	
 <b>Chrome OS</b> 31-39	

# Accessing AIR Systems

TIDE	User: Demo User	Role: STATE	My Account	Contact Us	Logout	Help
Test Delivery System	<b>TIDE</b> Test Information Distribution Engine		State: Smarter Administration: Smarter Balanced <a href="#">Change Institution/Test Administration</a>			
Online Reporting System	Information	Order Reports	Rosters	Download Voice Pack	Invalidations and Requests	
Test Administrator Training Site						
Teacher Hand Scoring System						

# Activating TIDE Account

Old Password

New Password

Confirm Password

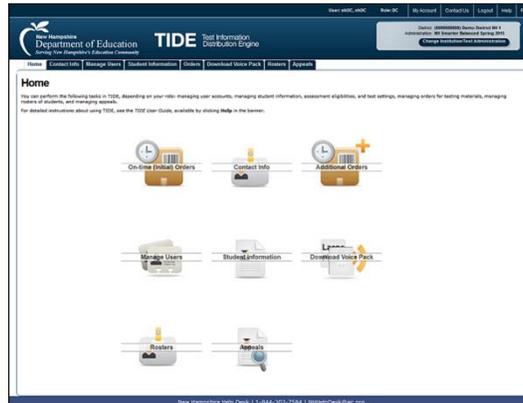
[Forgot Your Password?](#)

**Password Reset Options**

Select one security question from the list below and provide your security answer in the "Answer" text field. In the event that you forget your password, you will be prompted to enter your answer for the selected security question.

Questions (3 Questions)	Question	Answer
<input checked="" type="checkbox"/>	On what street did you live in 10th grade?	Ginza Street
<input type="checkbox"/>	What was the last name of your 5th grade teacher?	<input type="text"/>
<input type="checkbox"/>	Who is your favorite fictional character?	<input type="text"/>

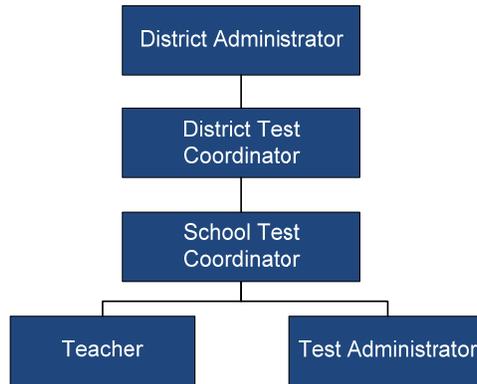
# TIDE Overview



# User Roles

Task	DA	DC	SC	TE	TA
Viewing and Editing Student Settings	✓	✓	✓	✓	✓
Uploading Test Settings	✓	✓	✓		
Order Materials		✓			
Adding User Accounts	✓	✓	✓		
Create Appeals	✓	✓	✓		
Downloading and Installing Voice Packs	✓	✓	✓	✓	✓

# Roles and Usernames



# TIDE Navigation

Home	Contact Info	Manage Users	Student Information	Orders	Download Voice Pack	Rosters	Appeals
------	--------------	--------------	---------------------	--------	---------------------	---------	---------

On-time (Initial) Orders	Contact Info	Additional Orders
Manage Users	Student Information	Download Voice Pack
Rosters	Appeals	

# Manage Users

Home | Contact Info | **Manage Users** | Student Information | Orders | Download Voice Pack | Rosters | Appeals

**View/Edit Users** | Add Users | Upload Users

# Add Users

Home | Contact Info | **Manage Users** | Student Information | Orders | Download Voice Pack | Rosters | Appeals

**View/Edit Users** | **Add Users** | Upload Users

\* Role: School Test Coordinator (SC) ▾

\* State: NewHampshire - 000000 ▾

\* District: -select a district ▾

\* School: -select a school ▾

\* Email Address:

\* First Name:

\* Last Name:

Phone:

Add User

## Student Information (i4see)

- NH Schools must register students taking the Smarter Balanced assessments via the i4see Workbench.  
(<http://www.education.nh.gov/data/i4see.htm>)
- Student records can not be added or deleted directly in AIR, they must be entered through i4see.
- Students can only be tested in the school and grade that is entered in i4see.

## Student Information (i4see)

- There are reports on the i4see Workbench that school can use to print out a list of students registered as well as 'student tickets'.
- The i4see coordinator for each school district should be able to help submit the students.  
(see [http://www.education.nh.gov/data/i4see\\_tip.htm](http://www.education.nh.gov/data/i4see_tip.htm) -- for a list of 'i4see contacts at each district').
- There is a TIP (technical insight paper) that explains the i4see submission process.  
(see [http://www.education.nh.gov/data/i4see\\_tip.htm](http://www.education.nh.gov/data/i4see_tip.htm) -- for this TIP).

# Student Information

Home	Contact Info	Manage Users	Student Information	Orders	Download Voice Pack	Rosters	Appeals
View/Edit Students		Upload Student Settings					

# Retrieve Students

Home	Contact Info	Manage Users	Student Information	Orders	Download Voice Pack	Rosters	Appeals
View/Edit Students		Upload Student Settings					

* State :	NewHampshire - 000000	▼
* District :	- select a district	▼
* School :	- select a school	▼
SSID:	<input type="text"/>	
Last Name:	<input type="text"/>	
First Name:	<input type="text"/>	
Grade Level When Assessed:	All grades	▼
<a href="#">▼ Add Additional Search Criteria</a>		
<input type="button" value="Search"/>		

# Uploading Student Settings and Accommodations

[Home](#) | [Contact Info](#) | [Manage Users](#) | [Student Information](#) | [Orders](#) | [Download Voice Pack](#) | [Rosters](#) | [Appeals](#)  
[View/Edit Students](#) | [Upload Student Settings](#)

To view the template file, click **Download Excel Template** or **Download CSV Template** and save it to your computer.

[Download Excel Template](#) | [Download CSV Template](#)

[STEP 1 Upload File](#) → [STEP 2 Preview File](#) → [STEP 3 Validate File](#) → [STEP 4 Confirmation](#)

Click **Browse** and navigate to the file on your computer. Next, click **Upload File**.

No file selected.

|

# Testing Tickets

[Export](#) | [Print Test Tickets](#)

<input type="checkbox"/>	View	District	School IRN	▲ SSID	Last Name	First Name	Middle Name	Gender	Grade Level When Assessed	Confirmation Code
<input checked="" type="checkbox"/>	<a href="#">View</a>	999	9999999990	8794651001	DemoM	DemoM	L	Female	03	09-UI&^
<input checked="" type="checkbox"/>	<a href="#">View</a>	999	9999999990	8794651002	Demo	Demo	L	Female	04	09-UI&^
<input type="checkbox"/>	<a href="#">View</a>	999	9999999990	9910062125	Demo1	Demo1	Main	Female	03	ABC-098089#S

# Orders

Home	Contact Info	Manage Users	Student Information	Orders	Download Voice Pack	Rosters	Appeals
On-time (Initial) Orders	Additional Orders	Order History	Order Summary	Track Shipments			

# On-time Orders

**On-time (Initial) Orders**

Show Help

View Orders for:  [Get Order](#)

Shipping Address  
1000 Thomas Jefferson Street, N.W.  
Washington, DC 20007

No Comments

Hide Comments

Save Order

**NH Smarter Balanced Spring 2015**

Miscellaneous	Expected Shipment Quantity	Quantity Approved	Quantity Pending Approval	Total Quantity Ordered
<b>Math Test Administration</b>				
Math Test Administration Manual(s)	11	0		11
ELA Test Administration Manual(s)	12	12	0	12
<b>Grade 3</b>				
<b>Math Test Administration</b>				
Grade 3 ELA Test Booklets(s)	13	13	0	13
Grade 3 ELA Answer Booklets(s)	14	14	0	14
Grade 3 Mathematics Test Booklets(s)	16	16	0	16
Grade 3 Mathematics Answer Booklets(s)	17	17	0	17

Save Order

# Appeals

Home	Contact Info	Manage Users	Student Information	Orders	Download Voice Pack	Rosters	Appeals
Create Appeals	View Appeals	Upload Appeals					

# Types of Appeals

Appeal Type	Description
Reset a Test	<ul style="list-style-type: none"><li>Removes the test, and scores associated with the test, from the system</li><li>Enables student to start a new test</li><li>Requested due to accommodations not being set properly</li></ul>
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# Creating Appeals

[Home](#) | [Contact Info](#) | [Manage Users](#) | [Student Information](#) | [Orders](#) | [Download Voice Pack](#) | [Rosters](#) | [Appeals](#)

[Create Appeals](#) | [View Appeals](#) | [Upload Appeals](#)

**Step 1:** Submit a request to:

**Step 2:** Search by:

**Step 3:** Enter SSID:

[Search Student Results](#)

# Creating Appeals

[Home](#) | [Contact Info](#) | [Manage Users](#) | [Student Information](#) | [Orders](#) | [Download Voice Pack](#) | [Rosters](#) | [Appeals](#)

[Create Appeals](#) | [View Appeals](#) | [Upload Appeals](#)

Reason	Request Type	School ID#	SSID (7 digits)	Result ID	Student's First Name	Student's Last Name	Test	Test Opp #	Test Status	Status	Test Start Date	Date of Last Activity
<a href="#">Create</a>	Suspected impropriety	Invalidate a Test	99-999	9999995	50014	Patricia	Martin	Math-Platform-MATH-4-Demo-Test	1	paused	1/1/0001 12:00:00 AM	10/13/2014 11:37:08 PM

# Viewing Appeals

Home | Contact Info | Manage Users | Student Information | Orders | Download Voice Pack | Rosters | Appeals

Create Appeals | View Appeals | Upload Appeals

Step 1: Select request type: Re-open a test

Step 2: Select status: Submitted for Processing

Step 3: Filter by: SSID

Step 4: Enter SSID :

Search

# Voice Pack

Home | Contact Info | Manage Users | Student Information | Orders | Download Voice Pack | Rosters | Appeals

 **Download Voice Pack**

## Test Delivery System Overview

- **Two interfaces:**
  - Student
  - Test Administrator
- **Two sites**
  - Operational
    - Interim
    - Summative
  - Practice/Training Test

## Student Interface

### Please Sign In

First Name:

SSID:

Session ID:  -  -

Browser: Secure v6.2

# Student Test Selection

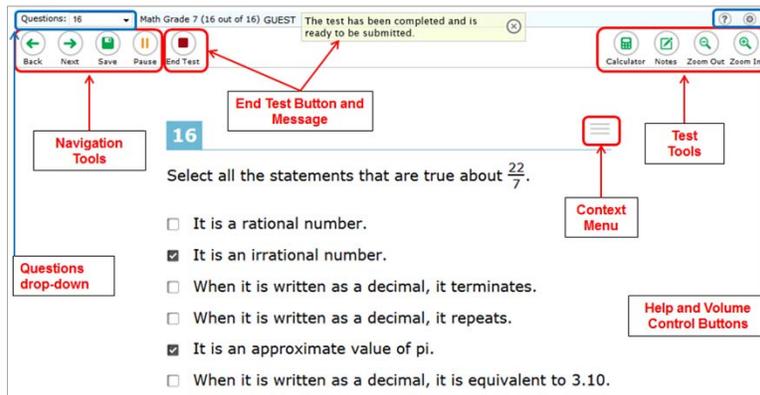
**Your Tests**

Select a test.

 <b>Start G6 Math</b> This is opportunity 1 of 1	 <b>Start G6 ELA</b> This is opportunity 1 of 1
 <b>Start G6 Math Performance Task</b> This is opportunity 1 of 1	 <b>Start G6 ELA Performance Task</b> This is opportunity 1 of 1

[Back to Login](#)

# Student Interface



Questions: 16 Math Grade 7 (16 out of 16) GUEST The test has been completed and is ready to be submitted.

Navigation Tools: Back, Next, Save, Pause, End Test

End Test Button and Message

Test Tools: Calculator, Notes, Zoom Out, Zoom In

Context Menu

Help and Volume Control Buttons

Questions drop-down

16

Select all the statements that are true about  $\frac{22}{7}$ .

- It is a rational number.
- It is an irrational number.
- When it is written as a decimal, it terminates.
- When it is written as a decimal, it repeats.
- It is an approximate value of pi.
- When it is written as a decimal, it is equivalent to 3.10.

# End of Segment

← Back   → Next   || Pause

---

**Questions:**

1 - 3

**You have reached the end of this segment:**

Please review your answers before you continue testing. You **will not** be able to come back to these questions later.

Click on a question number on the left to review it.

# End of Test

**Attention**

You have reached the end of the test. Click [Yes] to continue to the next page. Click [No] to keep working on your test. [Message Code: 10900]

**Congratulations, you have reached the end of the test!**

You have reached the end of the test. You may review your answers. If you are done reviewing your answers, click [Submit Test]. You cannot change your answers after you submit the test.

 You have marked questions. Review these questions before submitting your test.

1 (marked)

# Test Administrator Interface

The screenshot shows a login form with the following elements:

- Username:** A text input field with the placeholder text "Enter your email address".
- Password:** A text input field with the placeholder text "minimum 6 characters, including one number".
- Forgot Your Password?:** A red, underlined link below the password field.
- Log In:** A dark grey button with white text centered below the password field.

# TA Interface: Overview

The screenshot displays the TA Interface Overview with the following components:

- Header:** "Smarter Balanced Assessments" and "Logged in as Demo User" with "Help" and "Log Out" links.
- Navigation:** "Start Session", "Student Lookup", and "Print" buttons.
- Session ID:** A field containing "-----" and a "Session ID" label.
- Approvals:** A green checkmark icon and "Approvals (0)".
- Operational Tests:** A dark blue banner with a white bracket and the text "Operational Tests".
- Test List:** A list of tests with checkboxes:
  - G11 ELA Performance Task
  - G11 ELA Practice Test
  - G11 Math Performance Task
  - G11 Math Practice Test
  - G3 ELA Performance Task
- Instructions:** A section titled "Instructions" with sub-sections:
  - Starting the Session:**
    - Select the assessment(s) that need to be included in the session, then click the [Start Session] button.
    - Provide the Session ID to your students so that they can log in.
  - Approving Students:**
    - Click the [Approvals (0)] button. The Approvals and Student Test Settings window will appear.
    - Click [See/Edit Details] for a student to view his or her accommodations and test settings and make any necessary changes (e.g., color background choice).
    - Click the [Approve] button for each student to allow entry into the session.
    - Click [Approve All Students] if all their settings are accurate and they can all enter the session.
    - To deny a student, click [Deny] and enter a brief reason (e.g., student selected the wrong assessment).
  - Student Lookup:**

# TA Interface

Smarter Balanced Assessments | Logged in as: Demo User | Help | Log Out

Session ID: UAT-AD3B-1 | Approvals (0)

Operational Tests

Sort By: Grade \* Subject

- G11 ELA Performance Task
- G11 ELA Practice Test
- G11 Math Performance Task
- G11 Math Practice Test
- G3 ELA Performance Task

Instructions - Click to expand/collapse

Students in Your Test Session

Student Name	State-SSID	Opp #	Test	Test Settings	Requests	Student Status	Pause Test
QUEST	QUEST	1	G6 Math Performance Task	Custom Settings		started: 3/5	<input type="button" value="Pause"/>
QUEST	QUEST	1	G6 ELA Performance Task	Custom Settings		approved: 0/0	<input type="button" value="Pause"/>
QUEST	QUEST	1	G6 Math Performance Task	Custom Settings		started: 2/7	<input type="button" value="Pause"/>

Smarter Balanced Assessment Consortium

# Student Entry

Approvals and Student Test Settings | Approve All Students | Refresh | Done

G6 ELA Performance Task				
Student Name	State-SSID	Opp #	Test Settings	Action
STUDENT A	999991118	1	Standard Settings	<a href="#">See/Edit Details</a> <input type="button" value="Approve"/> <input type="button" value="Deny"/>

G6 Math Performance Task				
Student Name	State-SSID	Opp #	Test Settings	Action
STUDENT B	999991119	1	Standard Settings	<a href="#">See/Edit Details</a> <input type="button" value="Approve"/> <input type="button" value="Deny"/>
STUDENT C	999991118	1	Standard Settings	<a href="#">See/Edit Details</a> <input type="button" value="Approve"/> <input type="button" value="Deny"/>

# Save and Edit Details

Approvals and Student Test Settings ✓ Approve All Students Refresh × Done

Math Grade 3	
Student Name	SSID
Chavez, Stephanie	ZZ99999194
Feldman, Steven	ZZ99999195

Reading, Language & Listening Grade 3	
Student Name	SSID
Burton, Denise	ZZ99999196

**Test Settings for: Chavez, Stephanie**

Special Codes: None

Print Size: TX

Color Choices: Black on White

Descriptive Audio: Off

Print on Request: Off

Braille: Off

Scribe: No

American Sign Language: (Coming Soon)

Set & Approve
  Set
  Cancel

# Monitoring Student Progress

Students in Your Test Session Sort Column By Requests = New Request Hide/Show Columns

Student Name	State-SSID	Opp.#	Test	Test Settings	Requests	Student Status	Pause Test
STUDENT A	999999901	1	G6 Math Performance Task	Custom Settings		approved: 0/0	Pause
STUDENT B	999999902	1	G6 Math Performance Task	Custom Settings		approved: 0/0	Pause
STUDENT C	999999903	1	G6 ELA Performance Task	Custom Settings		approved: 0/0	Pause

# Pausing and Stopping Sessions

Students in Your Test Session

3 Students in Session Approved Requests Sort Column By Requests New Request Hide/Show Columns

Student Name	State-SSID	Opp.#	Test	Test Settings	Requests	Student Status	Pause Test
STUDENT A	999999901	1	G6 Math Performance Task	Custom Settings		started: 2/4	Pause
STUDENT B	999999902	1	G6 Math Performance Task	Custom Settings	Print	started: 0/5	Pause
STUDENT C	999999903	1	G6 ELA Performance Task	Custom Settings		approved: 0/0	Pause

Stop Session Student Lookup Print Refresh Now

# Online TA Certification Course

This online course includes the following:

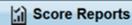
- Contains step-by-steps instructions for Test Administrators
- Supplements other training resources (user guides, test coordinator manual, etc.)
- Contains interactive portion
- Contains quiz questions
- Multiple viewing opportunities
- Certificate of completion

## ORS Interface: Welcome Page

To view participation reports, click here:

 Plan and Manage Testing

To view Score Reports, click here:

 Score Reports

## Test Management Center: Plan and Manage Testing

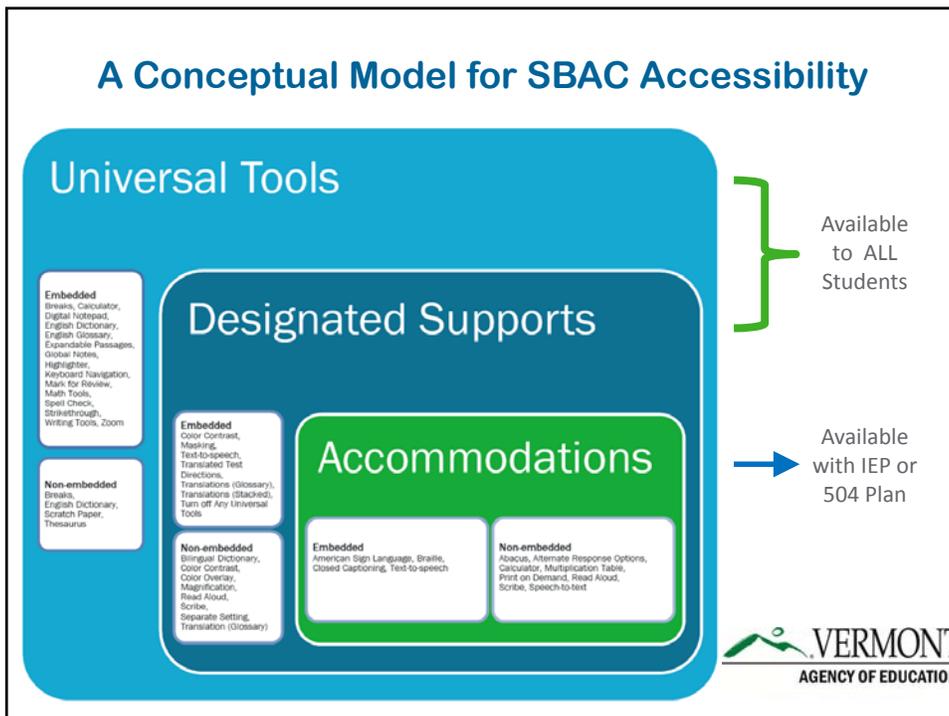
- Which students have not yet tested?
  - students who **have not**  **completed**  **Any**  opportunity
- Which students have started but not yet completed their test?
  - students who **have**  **started**  **Any**  opportunity
- Which students need to finish tests that are going to expire soon?
  - students whose current opportunity will expire in  days.
- Which students have paused tests?
  - students on their **1st**  opportunity, and have a status of **paused**

# Special Populations

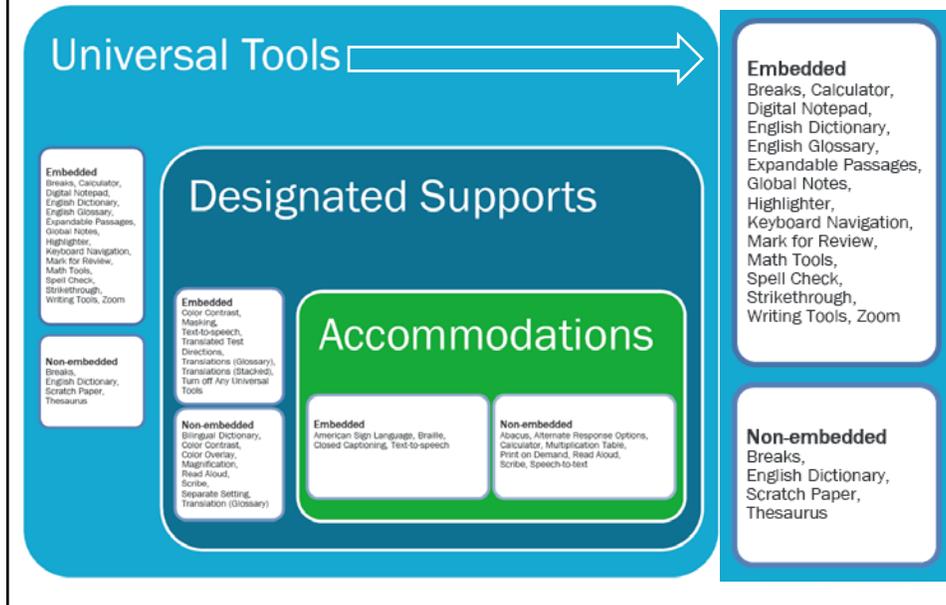


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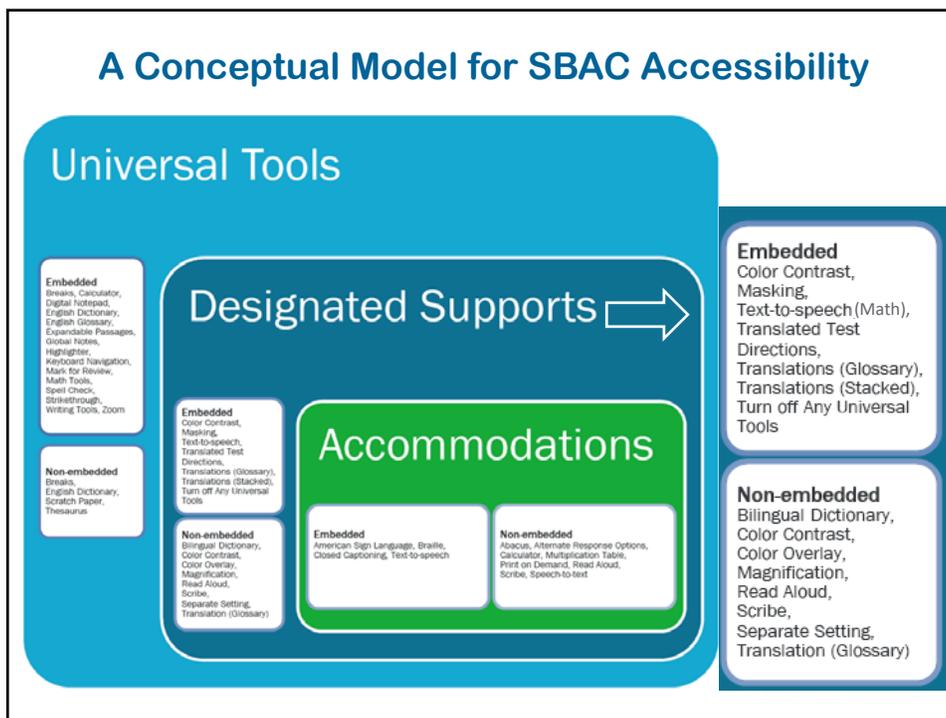
## A Conceptual Model for SBAC Accessibility



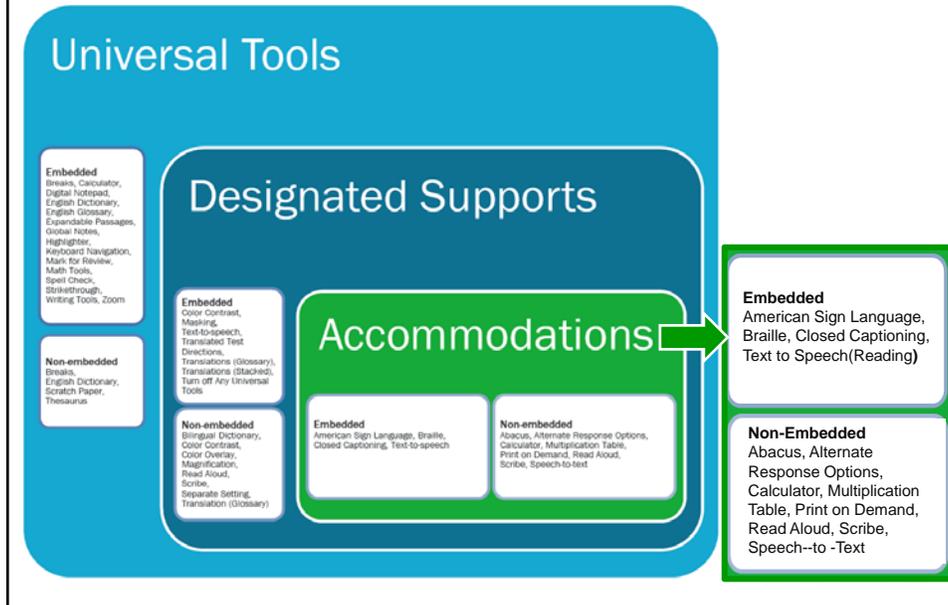
## A Conceptual Model for SBAC Accessibility



## A Conceptual Model for SBAC Accessibility



## A Conceptual Model for SBAC Accessibility



## Uploading Accommodations and Settings

Home | Contact Info | Manage Users | Student Information | Orders | Download Voice Pack | Rosters | Appeals

View/Edit Students | Upload Student Settings

### Upload Student Settings

Use this page to upload, modify, or delete students' test settings.

To begin, download one of the templates in Excel or CSV format, and compose the upload file using a spreadsheet or text editor. (See the 72DE User Guide for details about creating an upload file.) After completing the file, click **Upload File** to bring the upload process.

[Show Help](#)

[show history](#)

To view the template file, click **Download Excel Template** or **Download CSV Template** and save it to your computer.

**Download Excel Template** | **Download CSV Template**

STEP 1 Upload File → STEP 2 Preview File → STEP 3 Validate File → STEP 4 Confirmation

Click **Browse** and navigate to the file on your computer. Next, click **Upload File**.

**Browse** No file selected.

**Upload File** **Cancel**

# Test Readiness



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## Network Requirements

### **Network Connection:**

- A stable, high-speed (wired or wireless) network and internet connection are required for the test.
- The response time for each test depends on your network's bandwidth, number of students simultaneously testing, size of test content, proxy server (if used), and other factors.



72

# Network Requirements

## Network Configuration:

- Session timeouts on proxy servers and other devices should be set to values greater than the average scheduled testing time. For example, if test sessions are scheduled for 60 minutes, consider session timeouts of 65–70 minutes.
- Web proxy servers must be configured to NOT cache data received from servers.
- For any device that performs traffic shaping, packet prioritization, or quality of service, the IP addresses to be used for testing should be given a high priority to ensure the best performance.

# Network Requirements

## Performance Factors:

- Bandwidth
- Number of students simultaneously testing
- Wireless networking configuration
- Secure browser

## Network Performance

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### **Bandwidth:**

- At least 20Kbps bandwidth per student being tested
- Affected by both Local Area Network (LAN) traffic and internet traffic from the router
- LAN should always be analyzed to determine potential traffic bottlenecks

## Network Diagnostics

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### **Number of students simultaneously testing:**

- Network performance may slow when large numbers of students are testing at one time.
- Perform network analyses at different times to ensure adequate capacity.
- Multiply the number of students being tested by 20Kbps to get an estimate of bandwidth needed, and compare that estimate with a network speed test.

**Diagnostic Screen**  
 This page allows you to check the **current** bandwidth of your network. Select a test from the drop-down list and enter the maximum number of students likely to test at one time, then click [Run Network Diagnostics Tests].

Your Operating System: **Windows 7**

Your Browser Version: **Firefox v32**

Secure Browser: **false**

Network Diagnostics:

Select Test:

Enter the total number of students you would like to test at one time:



77

# Training Modules

## Smarter Balanced Modules

What is a CAT?	Technology Overview
Performance Task	Test Administration Overview
Accessibility and Accommodations	Online Reporting System
Embedded Universal Tools	Teacher Hand Scoring System
Student Interface	TIDE
TA interface	



78

## Manuals/Brochures

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- Test Administrator Manual
- Test Coordinator Manual
- Technology Coordinator Brochure
- District/Test Administrator Brochure
- TIDE Brochure
- TDS Brochure
- ORS Brochure

## Upcoming Webinars

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The following webinars will take place in February:

- Technology Requirements for Online Testing
- How to Start/Monitor Online Testing and Test Settings
- How to Use the Online Reporting System

# Practice and Training Tests

Student Training Test

Please Sign In

Guest User

First Name:

Student ID:

Guest Session

Session ID:  -  -

Sign In

Run: Diagnostics

Browser: Firefox v35

# Key Dates

Event	Date(s)
Practice and Training Tests Release Date	January 27, 2015
Smarter Balanced Interim Assessment Test Window (ICA and IAB)	February 9, 2015–June 12, 2015
Smarter Balanced Math/ELA Summative Assessment Test Window (Grades 3 – 8, HS)	March 16, 2015–June 6, 2015

# Thank You!

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## Further Information

- **New Hampshire Smarter Balanced Assessment Portal**
  - <http://nh.portal.airast.org/>
- **New Hampshire Smarter Balanced Help Desk**
  - American Institutes for Research
  - 1-844-202-7584
  - [nhhelpdesk@air.org](mailto:nhhelpdesk@air.org)



## More Contact Information

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- Questions about the i4see submissions can be sent to [i4see.Help@doe.nh.gov](mailto:i4see.Help@doe.nh.gov)
- Questions about the DLM process and assessment can be sent to [susan.morgan@doe.nh.gov](mailto:susan.morgan@doe.nh.gov)

