



2014



CMT & CAPT Administration

District Test Coordinator Workshop
January 21, 2014

What's New in 2014

CMT and CAPT Reporting will change.

- Individual Student Reports and other paper reports that are shipped will remain essentially the same.
- CTReports will differ because there will be many districts that did not participate in the legacy tests.
- Except in science, there will be no statewide averages and no way to compare results to those in districts that did not participate.

What's New in 2014

Supplemental testing:

There is no supplemental testing for districts participating in the legacy tests.

SDDV

For both CAPT and CMT the one-week review of demographic data will be from May 14 – 20

Courier Districts

There are a total of only 13 districts that will be sending and receiving test materials by courier.

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CT State Department of Education

CMT Office

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CMT@ct.gov

CAPT Office

(860) 713-6890
CAPT@ct.gov

CSDE Website

www.sde.ct.gov

Choose the Student Assessment link

CMT/CAPT Reports

www.ctreports.com

Who Should Be Tested?

- All Grades 3 - 8 and 10 students (including grade 10 repeaters) **must** be tested on the standard CMT/CAPT, CMT/CAPT MAS, or the CMT/CAPT Skills Checklist.
- Students may retest in Grades 11 and/or 12 on CAPT if they have not previously achieved **Goal or above**.
- No public school student may skip mandatory testing on the CAPT in Grade 10.

Appointment of Test Examiners

Test examiners should be certified staff, however, if a paraprofessional or substitute teacher is needed to administer a test, they must be fully trained in test administration and test security procedures.

Paraprofessionals should be monitored by a certified staff to ensure that test administration and security procedures are followed. A substitute teacher should be monitored by the building principal or another administrator to ensure that test administration and security procedures are followed.

*There should be at least one test examiner for every thirty students for CAPT.

Training of Test Examiners

- The District Test Coordinator is responsible for ensuring that all test examiners are properly trained to administer the CAPT/CMT.



- The Test Coordinator's Manual includes information about training test examiners.
- *CAPT/CMT Training for Test Examiners* PowerPoint presentations are available on the [CSDE Web site](#).

Prior to Testing Window

Administer Practice Tests

Practice tests may be administered any time prior to the start of testing.

- For CAPT, there is one Practice Test for each of the four content areas.
- For CMT, there is one Practice Test for each grade.
- The Practice Tests must be administered to students in school.
- The Practice Tests are not secure and may be kept by students.

Delivery of Test Materials

Test materials scheduled
to arrive in districts by
February 6, 2014.

2014 CMT/CAPT Schedule

Date	Event
Prior to Testing	Districts submit test accommodations and Learner Characteristics Inventories on the CAPT/CMT Accommodations Data Collection Web Site.
January 24 - February 6	Districts receive test materials
February 3 - 24	Districts notify MI if additional materials are required or if there are any discrepancies in secure materials shipments
March 3 - March 28	Administration of CMT/CAPT, CMT/CAPT MAS, and Submission of the CMT/CAPT Skills Checklist

2014 CMT/CAPT Schedule

Date	Scheduled Test Session
Tuesday, March 4	CMT - Direct Assessment of Writing
Tuesday, March 4	CAPT - Interdisciplinary Writing 1
Wednesday, March 5	CAPT - Response to Literature
Thursday, March 6	CAPT - Interdisciplinary Writing 2

2014 Standard CMT Test Sessions

Mathematics

Test Session	Grade	Testing Time	Directions Time	Total Time
Mathematics Session 1	3 - 6 and 8	60 minutes	10 minutes	70 minutes
Mathematic Session 1	7	70 minutes	10 minutes	80 minutes
Mathematics Session 2	3 - 7	60 minutes	10 minutes	70 minutes
Mathematics Session 2	8	70 minutes	10 minutes	80 minutes
Mathematics Session 3	5 - 8	60 minutes	10 minutes	70 minutes

2014 Standard CMT Test Sessions

Language Arts and Science

Test Session	Grade	Testing Time	Directions Time	Total Time
Reading Comprehension Sessions 1 and 2	3 - 8	45 minutes	10 minutes	55 minutes
Degrees of Reading Power [®]	3 - 8	45 minutes	10 minutes	55 minutes
Editing & Revising	3 - 8	60 minutes	10 minutes	70 minutes
Direct Assessment of Writing	3 - 8	45 minutes	10 minutes	55 minutes
Science	5	65 minutes	10 minutes	75 minutes
Science	8	70 minutes	10 minutes	80 minutes

2014 CMT MAS Test Sessions

MAS Test Session	Grade	Testing Time	Directions Time	Total Time
Mathematics Sessions 1 and 2	3 - 8	60 minutes	10 minutes	70 minutes
Mathematics Session 3	5 - 8	60 minutes	10 minutes	70 minutes
Reading Comprehension Session 1 and 2	3 - 8	45 minutes	10 minutes	55 minutes
Degrees of Reading Power [®]	3 - 8	45 minutes	10 minutes	55 minutes

Note: Most students participating in the CMT MAS are likely to receive extended time.

2014 CAPT Live Test Forms

Subtest	Testing Time	Time for Directions	Total Time
Response to Literature, Session 1	70 minutes	10 minutes	80 minutes
Reading for Info., Session 1	45 minutes	15 minutes	60 minutes
Mathematics			
Session 1	75 minutes	15 minutes	90 minutes
Break			15 minutes+
Session 2	75 minutes	5 minutes*	80 minutes
Science			
Session 1	50 minutes	15 minutes	65 minutes
Break			15 minutes+
Session 2	50 minutes	5 minutes*	55 minutes
Interdisc. Writing			
Session 1	65 minutes	15 minutes	80 minutes
Session 2	65 minutes	15 minutes	80 minutes
Editing & Revising, Session 1	25 minutes	10 minutes	35 minutes

2014 CAPT MAS Schedule

CAPT MAS Content Area	Session/ Subtest	Testing Time	Time for Directions	Total Time
Mathematics	Session 1	75 minutes	15 minutes	90 minutes
	Session 2	75 minutes	5 minutes	80 minutes
*Reading	Response to Literature	70 minutes	10 minutes	80 minutes
	Reading for Information	45 minutes	15 minutes	60 minutes

Note: The testing schedule for the CAPT MAS sessions are the same as for the standard test. Most students participating in the CAPT MAS are likely to receive extended time.

CMT/CAPT Testing Schedule

- When creating a school/district schedule there are many scheduling requirements.
- Review the scheduling requirements for the standard CMT/CAPT, CMT/CAPT MAS, and test sessions administered on the MIST application.

(See the Test Coordinator's Manuals for specific requirements.)

2014 CMT/CAPT Results Schedule

**CMT/CAPT Online/Paper
Reports to Districts
July/August, 2014**

Reminders About Security

The District Test Coordinator is responsible for the security of all test materials before, during, and after testing.

Please Keep All Test Materials Secure including:

- Test Booklets/Answer booklets
- Test Booklets used for Reference Only
- CMT-Direct Assessment of Writing Prompts
- Usernames/Passwords to the MIST application and Test Sessions on the MIST application

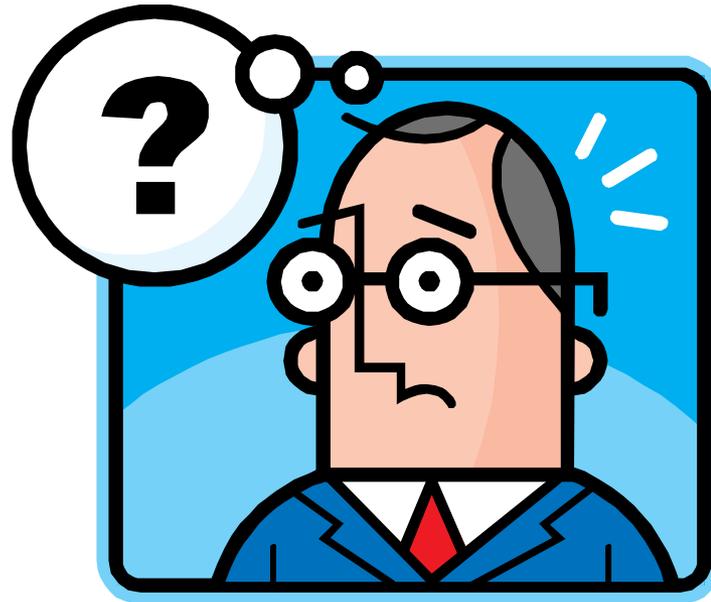


The following materials are not secure:

- Test Examiner's Manuals
- Test Coordinator's Manuals
- Mathematics formula charts & rulers
- Do Not Disturb signs
- Practice Tests
- Skills Checklist
- Science Periodic Tables (CAPT)
- Unused Pre-ID labels



Questions?



Staff at Measurement Incorporated

Nick Lingg, Program Manager

NEED HELP?

Measurement Incorporated (MI) Connecticut Help Line

Toll-free Phone: (866) 762-1060

Toll-free Fax: (866) 762-1057

e-mail: Connecticut@measinc.com

Receiving Test Materials

- Two methods of shipment: FedEx and Courier.
- Materials are scheduled to arrive by Thursday, February 6.
- Materials are packed by school and shipped to the District Test Coordinator.
- District Test Coordinator also receives an overage shipment.

Packing Lists

- A packing list is included in box 1 for each school's shipment.
- The packing list identifies the type and quantity of materials included in the shipment.
- Each box contains a box list that identifies the materials in that box.

Sample Packing List

P A C K I N G * L I S T

CMT 2014

11-000-00 SAMPLE SCHOOL

Ship To: 11-000 SAMPLE DISTRICT
LAST NAME, FIRST NAME
SAMPLE SCHOOLS, 124 MAIN ST.
CITY, CT, 01234



MI Order:02500350000941

Product	Quantity
School Cover Letter	1
Box: 1	(1)
Test Coordinator Manual	1
Box: 1	(1)
G3 Test Examiner Manual	10
Box: 1	(10)
G3 Practice Test	100
Box: 1	(100)
Do Not Disturb Sign	14
Box: 1	(14)
Pre-ID Label Sheet	1
Box: 1	(1)
Beige Ruler (Grades 3-4)	180
Box: 1	(180)
Blue Ruler (Grades 5-8)	90
Box: 1	(90)
G3 Math Test Bklt T	100
Box: 1	(100)
G3 Reading Test Bklt T	100
Box: 1	(100)
G3 Writing Test Bklt T	100
Box: 1	(100)
G3 DAW Prompt Sheet T	100
Box: 1	(100)
G3 Large Print Kit	1
Box: 1	(1)

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Secure Materials List

- Answer/test booklets have a security number printed on them.
- Answer/test booklets are shrink-wrapped by grade/subject.
- Each shrink-wrapped package has a label that indicates the range of security numbers in the package.
- Each school and district shipment contains a secure materials list that identifies the range of security lithocode numbers for the test booklets in its shipment.

Secure Materials List

- A list of all secure materials for a district can be found at the Web Portal via the District Security List application. This allows DTCs to either print out copies of the list or email the list to schools. The list is provided as an Excel spreadsheet so that it may be sorted as needed. This is a cumulative list of all test booklets shipped to a district, including any shipped as additional materials.

Sample Secure Materials List

SECURITY * LIST

CMT 2014

11-000-00 SAMPLE SCHOOL

Ship To: 11-000 SAMPLE DISTRICT
LAST NAME, FIRST NAME
SAMPLE SCHOOLS, 124 MAIN ST.
CITY, CT, 01234



MI Order: 02500350000941

Product	Quantity
G3 Math Test Bklt T	100
3100105 - 3100114	
3100115 - 3100124	
3100125 - 3100134	
3100135 - 3100144	
3100145 - 3100154	
3100155 - 3100164	
3100165 - 3100174	
3100175 - 3100184	
3100185 - 3100194	
3100195 - 3100204	
G3 Reading Test Bklt T	100
3200102 - 3200111	
3200112 - 3200121	
3200122 - 3200131	
3200132 - 3200141	
3200142 - 3200151	
3200152 - 3200161	
3200162 - 3200171	
3200172 - 3200181	
3200182 - 3200191	
3200192 - 3200201	
G3 Writing Test Bklt T	100
3300106 - 3300115	
3300116 - 3300125	
3300126 - 3300135	
3300136 - 3300145	
3300146 - 3300155	
3300156 - 3300165	
3300166 - 3300175	
3300176 - 3300185	
3300186 - 3300195	
3300196 - 3300205	

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Inventorying Shipments

- Separate boxes into district overage and individual school shipments.
- Inventory the materials received in each order by comparing them to the packing list.
- Verify that all secure test materials listed on the secure materials list have been received.

Discrepancies

- School Coordinators should report any discrepancies to the District Test Coordinator.
- District Test Coordinator should report discrepancies in any shipments to MI's Connecticut Help Line. (866-762-1060)

Additional Materials

- If schools need additional materials, use the district overage.
- If more materials are needed, the District Test Coordinator should order them using the Additional Materials Request application on the Web Portal.

CMT MAS Tests

- CMT MAS tests in Mathematics and Reading are administered on the MIST application.
- The only CMT MAS tests that are provided as booklets are those for students who were registered for the **For Reference Only** accommodation or **Respond in Test Booklet** accommodation on the Data Collections Web Site.
- There is no overage provided for CMT MAS booklets.
- **CMT MAS test booklets will not be shipped until early February.**

CMT MAS Tests

- Additional CMT MAS test booklets for students who are identified for the **For Reference Only** accommodation or **Respond in Test Booklet** accommodation can not be ordered by using the Additional Materials Request application.
- Only students that have been entered in the CAPT/CMT Accommodations Data Collection Web site as needing one of these two types of CMT MAS test booklet will receive these booklets.
- An order for these booklets will be placed automatically when the student is entered in the CAPT/CMT Accommodations Data Collection Web site.
- Allow 5 to 8 days for the booklets to arrive.

CAPT MAS Tests

- CAPT MAS Tests in Mathematics and Reading are administered on MIST.
- CAPT MAS Mathematics students must answer multiple-choice questions using MIST and answer open-ended questions in the CAPT MAS Mathematics test booklet.
- There is no overage provided for CAPT MAS booklets.
- **CAPT MAS test booklets will not be shipped until early February.**

CAPT MAS Tests

- The only MAS Reading tests that are provided as booklets are those for students who were registered for the **For Reference Only** accommodation or **Respond in Test Booklet** accommodation on the Data Collections Web Site.

CAPT MAS Tests

- Additional CAPT MAS test booklets may no longer be ordered by using the Additional Materials Request application.
- Only students that have been entered in the CAPT/CMT Accommodations Data Collection Web site as needing one of these types of CAPT MAS test booklet will receive these booklets.
- An order for these booklets will be placed automatically when the student is entered in the CAPT/CMT Accommodations Data Collection Web site.
- Allow 5 to 8 days for the booklets to arrive.

Braille and Large Print Tests

- Braille and Large Print materials will not be shipped until early February.
- There is no overage provided in the district overage shipment.

Braille and Large Print Tests

- Braille and Large Print test booklets/answer booklets are shrink-wrapped with a corresponding regular, scannable test booklet/answer booklet and accommodated Practice Tests.
- There are also MAS Braille and large print kits provided, when applicable.
- Be sure to use the corresponding regular, scannable test booklet/answer booklet when transcribing multiple choice and grid-in answers.
- Return the regular, scannable test booklet/answer booklet and accommodated test booklets/answer booklets together in special handling.

Braille and Large Print Tests

- Similar to MAS, additional Large Print and Braille test booklets for students who are identified for these accommodations can not be ordered by using the Additional Materials Request application.
- Only students that have been entered in the CAPT/CMT Accommodations Data Collection Web site as needing one of these two types of test booklet will receive these booklets.
- An order for these booklets will be placed automatically when the student is entered in the CAPT/CMT Accommodations Data Collection Web site.
- Allow 5 to 8 days for the booklets to arrive.

MAS, Braille and Large Print Orders

- Large Print, Braille, and MAS materials orders will be pulled from the Data Collections site on February 3.
- These initial orders will be produced and shipped in early February.
- Additional orders will be pulled from the site weekly.

Skills Checklist and MIST Enrollments

- Skills Checklist and MIST enrollments will be pulled from the Data Collections site on February 14 and provided on February 24.
- This will be the only roster provided; all enrollments after this date will need to be manually entered by the district.

Boxes

- Keep all boxes in which materials are shipped.
- These boxes are needed for return shipping.

Student Barcode Labels

- Pre-ID labels have been created using the PSIS data that your district provided in Fall 2013.
- Pre-ID labels are provided for each student in the PSIS data file.
- Students who are present for testing, but were not included in the Fall 2013 PSIS data file, will need to use generic barcode labels.

Student Barcode Labels

- Every test/answer booklet must have either a Pre-ID or a generic barcode label attached to the front cover.
- Student barcode labels are used to link all of a student's test/answer booklets together for reporting.

Generic Barcode Labels

IMPORTANT:

- Generic barcode labels are printed specifically for the school that receives them; they may **not** be shared between schools within a district.
- The labels on a sheet of generic barcode labels must be used for **one** student **only**.

Front Covers - CMT

Pre-ID Labels

- Fill in Student Name, Teacher Name, School, and District
- Do **not** fill in any grids on front cover

Generic Barcode Labels

- Fill in Student Name, Teacher Name, School, and District
- **Fill in** all grids on front cover

Front Covers - CAPT

- Pre-ID Labels = Fill in Student Name, Teacher Name, School, and District
- Do **not** fill in any grids on front cover

The image shows the front cover of a 'Connecticut Academic Performance Test' (CAPT) Grade 10 Answer Booklet. The form is titled 'Grade 10 Answer Booklet 2013 CENSUS FORMS'. It features a header with 'LAST NAME' and 'FIRST NAME' fields, a 'DATE OF BIRTH' field, and a 'GENDER' field. Below these fields is a large grid area with a 'CAPT' logo. At the bottom, there is a section labeled 'Place student barcode label in this space.' with a barcode label area.

- Generic barcode labels = Fill in Student Name, Teacher Name, School, and District
- **Fill in** all grids on front cover

The image shows the front cover of a 'Connecticut Academic Performance Test' (CAPT) Grade 10 Answer Booklet. The form is titled 'Grade 10 Answer Booklet 2013 CENSUS FORMS'. It features a header with 'LAST NAME' and 'FIRST NAME' fields, a 'DATE OF BIRTH' field, and a 'GENDER' field. Below these fields is a large grid area with a 'CAPT' logo. At the bottom, there is a section labeled 'Place student barcode label in this space.' with a barcode label area.

Test Irregularities

- The District Test Coordinator should call the Student Assessment Office immediately.
(860) 713-6860 (CMT)
(860) 713-6890 (CAPT)
- Use of a replacement test form may be required.
- Refer to Appendix C of the CMT Test Coordinator's Manual and Appendix I of the CAPT Test Coordinator's Manual for detailed information about test irregularities.

Replacement Test Form

- If the Student Assessment Office verifies the need for use of a replacement test form, MI will ship the replacement test materials within 2 business days.
- Replacement tests will be handled on a case-by-case basis.

Prior to Returning Test Materials

- All secure test materials from all schools in a district must be accounted for and returned.
- All students must be accounted for with either census test/answer booklets, MAS Respond in Test Booklet test booklets, tests on the MIST application, or Skills Checklist submission.

Returning Test Materials

- What to return:
 - all test/answer booklets
 - all DAW prompt sheets (CMT)

- See the Test Coordinator's Manual for information about packing test materials

- Things to know about packing test materials
 - Organize test/answer booklets by grade/content area
 - Test/answer booklets from different schools may be put together

Returning Test Materials - CMT

- Place all scorable test booklets, including MAS Respond in Test Booklet test booklets, in boxes for return and apply a “CMT Scorable Test Materials” label to these boxes. This is a green label.
- Place all non-scorable test booklets and DAW prompt sheets in boxes for return and apply a “CMT Non-Scorable Test Materials” label to these boxes. This is a yellow label.

Returning Scorable Materials - CAPT

- Separate scorable answer booklets by type. Put all of the used grade 10 answer booklets together and all of the used retester answer booklets together.
- Used MAS Respond in Test Booklet test booklets should be included in your Scorable Test Materials boxes.
- Apply a BLUE “SCORABLE TEST MATERIALS” LABEL to the TOP of each box of scorable test materials.

Returning Non-Scorable Materials-CAPT

- Group secure non-scorable test materials by type (e.g., put all of the unused grade 10 answer booklets together and all of the unused retester answer booklets together).
- Return all Form HS20 test booklets in non-scorable boxes.
- Return all unused MAS test booklets in non-scorable boxes.
- Apply a PINK “NON-SCORABLE TEST MATERIALS” LABEL to the TOP of each box of non-scorable test materials.

Returning Test Materials

- Once all boxes are prepared, number boxes consecutively; for example, 1 of "N", 2 of "N", etc. with "N" being the total number of boxes. Blank spaces for this numbering are included on the test materials labels.
- Use newspaper or other packing materials to fill any voids, however please do not use Styrofoam "peanuts" or shredded paper as packing materials.
- Seal all boxes with packing tape.

CMT Special Handling Boxes

- No longer includes Word Processed Responses because these are all submitted using MIST
- Each DTC receives a supply of special handling boxes and Special Handling Cover Pages with instructions.
- There are two types of special handling cases:
 1. Braille, Large Print, and Replacement Forms
 2. "Other": These include students who use multiple test booklets in one content area, students who answer in someone else's test booklet(s), and any other issue that requires special handling
- You must contact the Student Assessment Office before returning any documents for special handling for these "other" reasons.

CMT Special Handling Cover Page

Use this Special Handling Cover Page to identify test booklets that are included in this Special Handling Box. Instructions for completing all requested information below is located on the back of this sheet.

District Name	
District Test Coordinator	
Phone Number	

Braille (BR), Large Print (LP), Replacement Form (RF): Indicate the reason for special handling by checking the appropriate box.

	Student Name	Grade	Content Area(s)	BR	LP	RF
1						
2						
3						
4						
5						
6						
7						
8						

Other Special Handling Reasons: Include a written explanation with the test booklet(s).*

	Student Name	Grade	Content Area(s)
1			
2			
3			
4			
5			

* The District Test Coordinator must contact the Connecticut State Department of Education's Student Assessment Office at 860-713-6860 before returning test booklets for special handling for any of these Other Special Handling Reasons.

CAPT Special Handling Boxes

Each DTC receives a supply of special handling boxes and Special Handling Cover Pages with instructions.

- There are two types of special handling cases:
 1. Braille, Large Print, Word Processor Responses, and Replacement Tests
 2. "Other": These include students who use multiple test booklets in one content area, students who answer in someone else's test booklet(s), and any other issue that requires special handling

- You must contact the CAPT Student Assessment Office at (860) 713-6890 before returning any documents for special handling for these "other" reasons.

CAPT Special Handling Cover Page

Use this Special Handling Cover Page to identify any documents that are included in this Special Handling Box. Instructions for completing all requested information below is located on the back of this sheet.

District Name	
District Test Coordinator	
Phone Number	

Braille (BR), Large Print (LP), Word Processor Response (WPR), Replacement Form (RF): Indicate the reason for special handling by checking the appropriate box.

	Student Name	Grade	Content Area(s)	BR	LP	WPR	RF
1							
2							
3							
4							
5							
6							
7							
8							

Other Special Handling Reasons: Include a written explanation with the test booklet(s).*

	Student Name	Grade	Content Area(s)
1			
2			
3			
4			
5			

* The District Test Coordinator must contact the Connecticut State Department of Education's Student Assessment Office at 860-713-6890 before returning test booklets for special handling for any of these Other Special Handling Reasons.

Special Handling Boxes

All test booklets returned for special handling need to be returned using the following procedures:

- Place the test booklets in the special handling box(es).
- Place a Special Handling Cover Page on top of the test booklets in the box. If more than one box is needed, place a separate cover page in each box. Each cover page should only identify the booklets in that box.
- For those students listed under **Other Special Handling Reasons**, attach an explanation to each test booklet. Please identify, as clearly and concisely as possible, why special handling is needed.
- No explanation is needed for Braille, Large Print, Replacement Tests and Computer/Word Processor Response (CAPT only).
- Return the special handling box(es) in the same shipment with all other testing materials.

Non-Standard Response (NSR)

- NSR = Non-Standard Response
- It is to be written in the student's open-ended answer space when that answer is provided in a non-scannable booklet.
- This includes answers in Large Print Booklets and Braille pages with responses
- This does NOT include students who answered in a Replacement Form, using MIST, or in a MAS booklet.
- Answers provided in Replacement Forms, MIST, and MAS booklets can be scored without noting NSR in the answer space of the scannable booklet.

Return Shipment

- There are two methods of returning test materials:
 - ▶ FedEx
 - ▶ Courier
- See the Test Coordinator's Manual for the method to be used by your district or school and directions for returning test materials.

Return Shipment: FedEx Pickup

- The last day for FedEx pick-up is Friday, April 4, 2014.
- Be sure **each** box has either a “Scorable Test Materials” or “Non-Scorable Test Materials” label attached. These labels serve as Address Labels.
- Apply the FedEx airbill on box 1. Your FedEx driver will apply barcode labels to subsequent boxes of your shipment in order to link each box within the shipment to the master airbill.
- Your airbill has been preprinted with all of the necessary information **except** for your shipping address and the total number of packages. Please fill in this information.
- Please call 1-800-463-3339 for your FedEx pick up. You must allow at least two hours from the time you call until your packages are picked up.

Return Shipment: Courier Pickup

- The dates for pickup of materials by courier are pre-assigned.
- Please be sure that all boxes are packed and ready to be picked up on the assigned date.
- The pre-assigned dates can be found in the Test Coordinator's Manual.
- Pickup will occur between 8 a.m. and 4 p.m.

Return Shipment

- Districts scheduled for FedEx return of test materials should return materials as soon as they are ready.
- Districts scheduled for Courier return of test materials must have materials ready by the scheduled date.
- Courier districts may return materials prior to the scheduled date; these arrangements can be made by calling the MI Connecticut Helpline at (866) 762-1060 and setting up an early pickup date.

Return Shipment

- Let's take a survey.
- Who believes that they will have materials ready to return by:
 - March 14?
 - March 21?
 - March 28?

The Web Portal

The Web Portal (<https://state2.measinc.com/wp>) is used to access several MI applications

- District Contact Verification (DCV)
- Student Demographic Data Verification (SDDV)
- Skills Checklist
- Additional Materials Request
- Secure Materials List
- Skills Checklist Certified Users
- Workshop Registration
- MIST Accounts (usernames/passwords)
- Data CD
- Other applications as appropriate during the year

Some Web Portal Tips

- Be sure to verify that your District Test Coordinator web portal profile is correct by going to the **My Account** link.
- Call the MI Connecticut Helpline if you need assistance with usernames and passwords, setting up new users for Skills Checklists or SDDV, or any other issues.

Student Demographic Data Verification (SDDV)

- CMT and CAPT SDDV is scheduled to occur from May 14-20, 2014.

- Why is SDDV important?
 - It is the best way to ensure that all students are reported correctly.

- Some SDDV tips?
 - During testing, keep a record of special cases.
 - Absent, Left Blank, ELL Exempt, etc.
 - Use the SDDV rosters of special cases to compare with district/school testing records.

MIST

- ▶ MIST is the Measurement Incorporated Secure Testing application.
- ▶ Students must have access to a computer with an Internet connection.
- ▶ The computer must have the 2014 MIST launcher installed.

MIST

- All test sessions are available (the manuals say that text reader is NOT available for CMT Math and CMT E&R, but it actually is)
- For CAPT, Mathematics and MAS Mathematics require the submission of answer/test booklets along with the use of the MIST application
- New Students – ALL demographic information must be entered (that is, all information that would normally be entered on the front and back covers of a CMT Mathematics test booklet or the front and back covers of a Grade 10 answer booklet)

MIST

- Manuals say that text reader is NOT available for CMT Math and CMT E&R, but it actually is.

MIST Roster

- ▶ Students who were pre-identified on the CAPT/CMT Test Accommodations Data Collection Web site by February 21 will be listed on the MIST rosters. New students may be added using the “Adding a New Student” feature on the proctor website. (These students **must** also be entered on the CAPT/CMT Test Accommodations Data Collection Web site.)

MIST Proctor Web Site

- The MIST Proctor Web site is the place to go to perform a variety of tasks.
- These include selecting a test for a student, checking a student's test status, adding a test for a student, marking a student Left Blank, entering a Non-Participant Code, updating some student-level demographic data, etc.

MIST Proctor Web Site

- Detailed instructions for completing these and other tasks are available in the MIST Proctor Quick-Start Guide.
- This document is available on the MIST Proctor Web site.
- Read this document before trying to perform these tasks on MIST.

MIST

Questions about using the MIST application should be directed to the MI MIST helpline at (866) 691-1148.



Problems

What happens if...

- I think I have a special situation but I am not sure?
 - Contact the Student Assessment Office.



(860) 713-6860

(860) 713-6890



**SPECIAL
POPULATIONS
CMT/CAPT
2014**

Overview

Test Accommodations

- Students with Disabilities- (*IEP Team Meeting*)
- Section 504 Students- (*Section 504 Plan Meeting*)
- English Learners- (*EL Annual Review Meeting*)

CMT/CAPT Skills Checklist

- CMT/CAPT Learner Characteristic Inventory (LCI) **2/14/2014**
- Skills Checklist On-line Submission **3/3/2014- 3/28/2014**

Special Accommodations

deadline: 1/27/2014

Emergency Medical

Exemptions

deadline: 4/11/2014



Stefan Pryor
Commissioner

- Teachers & Administrators
- Parents & Community
- Students
- Adult Education
- School & District



Test Accommodations

[2012 Accommodations for CMT and CAPT Administration](#) (5/6/2011)

[Use of Revised CMT/CAPT Accommodations Forms](#) (7/5/2011)

CAPT/CMT Accommodations Data Collection Web site

- [2012-2013 CAPT/CMT Accommodations Data Collection Dates](#)
- [CAPT/CMT Accommodations Data Entry Web site](#) (Secure login Required)
 - [2013 - 2014 CMT Test Accommodations Form](#)
 - [2013 - 2014 CAPT Test Accommodations Form](#)
 - [2013 - 2014 Test Accommodations Logic](#)
- Batch File Submission Resources
Refer to the user's guide on the [CAPT/CMT Accommodations Data Collection Website](#) for information regarding batch uploads and a sample file.

CMT/CAPT Test Accommodations Resources

Test Accommodations PowerPoint Presentation with Audio

- [Part 1: Introduction to CMT/CAPT Test Accommodations](#)
- [Part 2: General Overview and Presentation Accommodations](#)
- [Part 3: Response Accommodations](#)
- [Part 4: Other Accommodations, IEP Documentation, MIST](#)
- [Part 5: CSDE Web site, Considerations when Providing Accommodations](#)

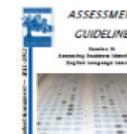
Test Accommodations PowerPoint Presentation [pdf]

Test Accommodations PowerPoint Presentation with notes [pdf]

Assessment Guidelines

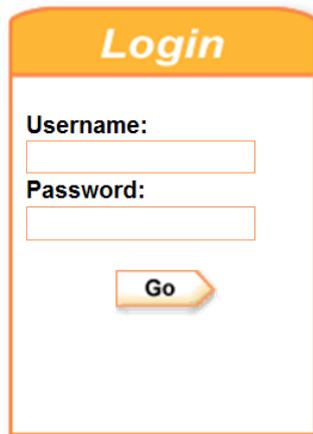
[Assessment Guidelines 2012-2013 Edition](#): This document is intended to provide guidance for Connecticut school district personnel who must make decisions about testing special student populations on the CMT, the CAPT and the Connecticut Alternate Assessments: the CMT/CAPT Skills Checklist or the CMT/CAPT MAS.

[Assessment Guidelines 2011-2012 Section B: Assessing Students Identified as English Language Learners](#): This section of the Assessment Guidelines has been developed to provide support for administrators and teachers on the selection of accommodations specific to the needs of English Language Learners (ELLs).



Connecticut State Department of Education

CAPT/CMT Accommodations Data Collection



Login

Username:

Password:

Go

Welcome to the Accommodations Data Collection Center for the Connecticut Mastery Test (CMT) and Connecticut Academic Performance Test (CAPT). This site provides easy-to-use interfaces for the district test coordinators to:

- Submit accommodation data by filling out an online form.
- Submit accommodation data by uploading a file.
- Review accommodation data in a roster report format.
- Obtain summary reports of accommodation data.
- Check for possible errors in data submissions.

Only authorized users may access this site.

For support, please call CSDE at (860) 713-6890 or click [here](#) to access the Support/FAQ for this application.



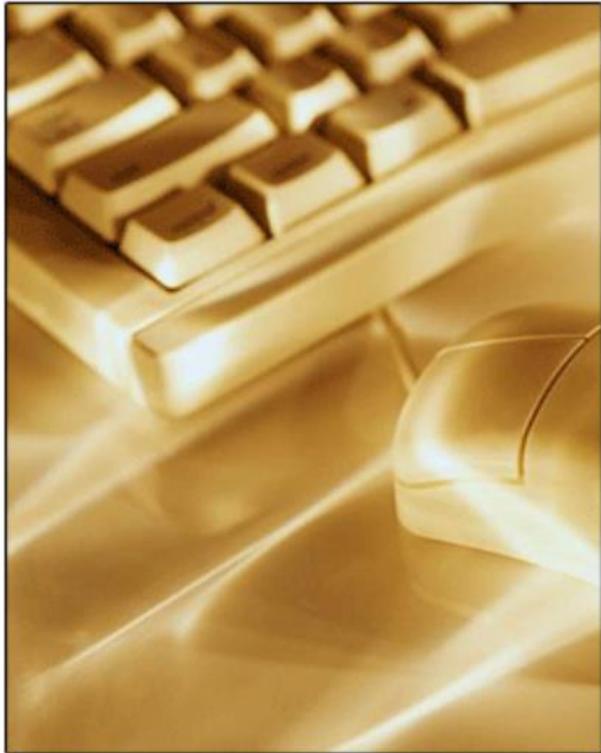
Browser Requirement:

- Internet Explorer® 6.0+
- Firefox® 2.0+
- Safari® 1.2+

Note:

*If your **username/password** does not work, please contact your district test coordinator.*

*If you are the district test coordinator and your **username/password** does not work, please contact CSDE at (860) 713-6860.*



View Report:

- Main Data Counts by District
- Computer Response on MIST Application by District
- Accommodation Summary Report
- Skills Checklist Summary Report
- Roster: Census and MAS Accommodations
- Roster: Skills Checklist Entries
- Roster: MAS Entries

Student Search:

Entry Form:

- Accommodations Submission Form
- Accommodations Batch Submission (File Upload)
- MAS Batch Submission (File Upload)

- User Guide
- Logout

Connecticut State Department of Education

Accommodations Data Collection

Enter SASID for accommodation entry:

Name:
Grade:
School Code:
District of Fiscal Responsibility:

Choose Action:

- Enter Accommodations for CAPT and/or Smarter Balanced Field Test
- Enter CAPT Skills Checklist Learner Characteristics Inventory (LCI)
- Enter CAPT (Modified Assessment System MAS) PPT Eligibility Worksheet and ALL accommodations

CMT/CAPT Accommodation Forms

CMT 2014 Connecticut State Department of Education **CMT 2014**
 Test Accommodations Form: Special Education/Section 504 Students
 and/or Students with Limited English Proficiency (LEP)

IEP Date: _____ SASID:
 Student's Name: First _____ Last _____
 Date of Birth [MM/DD/YY]: _____ Sex: M F Grade: _____
 School/Facility Name: _____ Code: _____
 District of Fiscal Responsibility: _____ Code: _____
 PPT Administrator/Designee: _____ Email: _____

This student has (circle one): A) A Special Education IEP B) A Section 504 Plan C) Neither
 This student has Limited English Proficiency-LEP (circle one): Yes No

MA	SC	DRP	RC	DAW	ER	MA = Math, SC = Science, DRP = Degrees of Reading Power, RC = Reading Comp., DAW = Direct Assessment of Writing, ER = Editing & Revising
CMT Presentation Accommodations						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Braille Test Booklet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Large Print Test Booklet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Closed-Circuit TV/Optical/Visual/Smart Board
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sign Language for Test Items (Including Directions) by Qualified Staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text Reader for Test Items (Including Directions) respond in <i>MIST</i> Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reader for Test Items (including directions) by Certified Staff ONLY
CMT Response Accommodations						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Circle Answers in Test Booklet (Multiple Choice Items Only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Braille Response
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer Response on <i>MIST</i> Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bubbler-Test Booklet Only
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Voice Recognition Software /Speech-to-Text on <i>MIST</i> Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sign Language Response to Multiple-Choice or Grid In Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Respond in Test Booklet for MAS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Request a MAS Test Booklet for Reference ONLY. Responses on <i>MIST</i> Application
CMT Other Accommodations						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Time Extension
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Talking Calculator (Only for Students who are Blind or Visually Impaired)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abacus (Only for Students who are Blind or Visually Impaired)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adaptive Furniture
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adaptive Lighting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Amplification
Limited English Proficiency Accommodations						
CMT LEP Accommodations						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Time Extension
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text Reader for Test Items (Including Directions) on <i>MIST</i> Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reader for Test Items in English (Including Directions) by Certified Staff ONLY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Native Language Reader Directions Only (Certified Staff or Non Certified Staff)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DAW Prompt MUST be Read in English
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Word-to-Word Dictionary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ELL Exempt (Only for students enrolled for the first time in U.S. School for fewer than 10 school months)

Joe Amenta (800-713-8855) or Janet Stuck (800-713-8837), Special Populations Assessment - 6/7/12
[CSDE CAPT/CMT Accommodations Data Collection Website](#)

CAPT 2014 Connecticut State Department of Education **CAPT 2014**
 Test Accommodations Form: Special Education/Section 504 Students
 and/or Students with Limited English Proficiency (LEP)

IEP Date: _____ SASID:
 Student's Name: First _____ Last _____
 Date of Birth [MM/DD/YY]: _____ Sex: M F Grade: _____
 School/Facility Name: _____ Code: _____
 District of Fiscal Responsibility: _____ Code: _____
 PPT Administrator/Designee: _____ Email: _____
 Teacher EIN: _____

This student has (circle one): A) A Special Education IEP B) A Section 504 Plan C) Neither
 This student has Limited English Proficiency-LEP (circle one): Yes No

MA	SC	RL	RI	IW	ER	MA = Math, SC = Science, RL = Response to Literature, RI = Reading for Information, IW = Interdisciplinary Writing, ER = Editing & Revising
Special Education or Section 504 Accommodations						
CAPT Presentation Accommodations						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Braille Test Booklet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Large Print Test Booklet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Closed-Circuit TV/Optical/Visual/Smart Board
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sign Language for Test Items (Including Directions) by Qualified Staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text Reader for Test Items (Including Directions) respond in <i>MIST</i> Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reader for Test Items (Including Directions) by Certified Staff ONLY
CAPT Response Accommodations						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Circle Answers in Test Booklet (Multiple Choice Items Only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Braille Response
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer Response on <i>MIST</i> Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bubbler-Test Booklet Only
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Voice Recognition Software /Speech-to-Text on <i>MIST</i> Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sign Language Response to Multiple-Choice or Grid In Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Respond in Test Booklet for MAS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Request a MAS Test Booklet for Reference ONLY. Responses on <i>MIST</i> Application
CAPT Other Accommodations						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Time Extension
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Talking Calculator (Only for Students who are Blind or Visually Impaired)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abacus (Only for Students who are Blind or Visually Impaired)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adaptive Furniture
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adaptive Lighting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Amplification
Limited English Proficiency Accommodations						
CAPT LEP Accommodations						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Time Extension
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text Reader for Test Items (Including Directions) on <i>MIST</i> Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reader for Test Items in English (Including Directions) by Certified Staff ONLY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Native Language Reader Directions Only (Certified Staff or Non Certified Staff)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Word-to-Word Dictionary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ELL Exempt (Only for students enrolled for the first time in U.S. School for fewer than 10 school months)

Joe Amenta (800-713-8855) or Janet Stuck (800-713-8837), Special Populations Assessment - 6/7/12
[CSDE CAPT/CMT Accommodations Data Collection Website](#)

Required to register students assessed with
the CMT/CAPT Skills Checklist

**CONNECTICUT STATE DEPARTMENT
OF EDUCATION**

CMT/CAPT Skills Checklist

Second Generation

**SECTION I: Learner Characteristics
Inventory**

CMT/CAPT (Modified Assessment System—MAS) Eligibility

This form is filled out during a student's PPT meeting to guide determination of the student's eligibility for the CMT/CAPT (Modified Assessment System—MAS).

1. Does the student receive special education services with an active IEP?
Yes No

2. Does objective evidence show with reasonable certainty that the student will *not* make grade-level proficiency in math and/or reading this year?
Math: Yes No Reading: Yes No

3. Is the student unable to reach grade level proficiency due to *his or her disability* and not due to lack of accommodations and modifications, lack of instruction, or other factors?
 - a. Appropriate accommodations have been provided in the classroom and for state/district assessments OR evidence is provided that the student would not make proficiency on the CMT or CAPT even with the provision of accommodations.
Math: Yes No Reading: Yes No
 - b. The student's IEP includes goals that are based on the academic content standards for the grade in which the student is enrolled AND he or she is receiving instruction in grade level content.
Math: Yes No Reading: Yes No
 - c. The student's inability to reach proficiency is *not* due to excessive absences unrelated to his or her disability, or to social, cultural, environmental, or economic factors.
Math: Yes No Reading: Yes No

Based on the decision made at the PPT meeting, this student will take the CMT/CAPT (MAS) in:

Math:
(Only if the answer to Question 1 AND ALL answers pertaining to Math in Questions 2 and 3 are "Yes".)

Reading:
(Only if the answer to Question 1 AND ALL answers pertaining to Reading in Questions 2 and 3 are "Yes".)

Name of Student: _____

Date of Birth: _____

SASID: _____

Grade the student will be in when the test is taken: _____

PPT Date: _____

PPT Administrator/Designee: _____

This information must be entered on the accommodation website to register a student to take the CMT (MAS) or CAPT (MAS). <https://solutions.emetric.net/TAForm/>

If a student is identified to be assessed with the CMT MAS, but scored at the Proficient or higher level on the standard CMT last year, the DTC is required to send a letter to the Bureau of Student Assessment explaining the PPT decision.

Students who scored proficient or higher on last year's **CMT MAS** may still qualify for the MAS based on the eligibility criteria and PPT decision

Test Accommodations

Accommodations must be electronically entered on the **Accommodations Data Collection Web site** for every student who receives an accommodation on the CMT or CAPT.

- Deadline for registering students to take CMT/CAPT Skills Checklist and CMT/CAPT on MIST – **2/14/2014**
- Deadline to provide **ALL** other student information for CMT/CAPT- **2/21/2014**
- After these dates, you **must** continue to enter students in [Test Accommodations Data Collection Web site](#) if needed, but you will also be required to enter additional information on either CMT/CAPT Skills Checklist web site , CMT/CAPT MIST web site (opens **3/3/2014**)

2014 CMT Test Accommodations Provided by the MIST Application

Subject	CMT			CMT MAS		
	Computer Response/Typed Response Only	Text Reader for Test Items (Including Directions)	<i>Requires submission on MIST</i>	Computer Response/Typed Response Only	Text Reader for Test Items (Including Directions)	<i>Requires submission on MIST</i>
Mathematics (MA)	Yes	Yes	Yes	Yes	Yes	Yes
Degree of Reading Power® (DRP®)	Yes		Yes	Yes		Yes
Reading Comprehension (RC)	Yes		Yes	Yes		Yes
Direct Assessment of Writing (DAW)	Yes		Yes			
Editing & Revising (ER)	Yes	Yes	Yes			
Science (SC)	Yes	Yes	Yes			
Replacement	No	No	No			

2014 CAPT Test Accommodations Provided by the MIST Application

Subject	CAPT			CAPT MAS		
	Computer Response/Typed Response Only	Text Reader for Test Items (Including Directions)	<i>Requires submission on MIST</i>	Computer Response/Typed Response Only	Text Reader for Test Items (Including Directions)	<i>Requires submission on MIST</i>
Mathematics (MA)	No	Yes	No	Yes	Yes	Yes*
Response to Literature (RL)	Yes		Yes	Yes		Yes
Reading for Information (RI)	Yes		Yes	Yes		Yes
Interdisciplinary Writing (IW)	Yes	Yes	Yes			
Editing & Revising (ER)	Yes	Yes	Yes			
Science (SC)	Yes	Yes	Yes			
Replacement	No	No	No			

*CAPT MAS Math open-ended questions MUST be submitted in a test booklet

CMT/CAPT - Modified Assessment System (MAS)

CMT

- Mathematics
and/or
- Reading
Comprehension
- DRP

CAPT

- Mathematics
and/or
- Response to Literature
- Reading for Information

CMT/CAPT Standard Assessment

CMT

- Directed Writing
- Editing and Revising
- Science

CAPT

- Interdisciplinary Writing
- Editing and Revising
- Science

MUST take Standard Test

English Learners (EL)

- Students identified as EL Eligible for Exemption may be exempt from the Reading and Writing tests but **must** take the Mathematics and Science tests (Grades 5, 8 & 10) with any accommodations previously entered on the CAPT/CMT Accommodations Data Collection Web site.
- For students to qualify as Eligible for EL Exemption for CMT or CAPT, the following conditions **must** apply:
 - The student is identified as EL and enrolled for the first time in a U.S. school after March 3, 2013; AND
 - The student must be administered an appropriate language proficiency assessment

CMT/CAPT Skills Checklist

Skills Checklists:

- Grade specific and non-secure document available on the CSDE web site and must be used as “working copy” throughout the school year.
- Must be completed by a CSDE trained Skills Checklist certified teacher
- Grades 5, 8, and 10 includes Science

The Web Portal to Online Skills Checklist

Web Portal Sign In



Username: *

Password:

Remember me

Sign-in

[Forgot Password Help](#)

If you have trouble logging in, contact the Measurement Incorporated call center at 1-877-315-2656

DTC is responsible for adding new users. Last years accounts still active.



Connecticut Portal - 6.0

[CSDE Student Assessment Website](#)

[MIST Proctor Website](#)

[MIST Practice Website](#)

[CAPT/CMT Accommodations Data Collection Website](#)

[Connecticut CMT & CAPT Online Reports](#)

Portal Downloads

MIST Documents

[MIST Technical Guide](#)

[MIST Proctor Quick-Start Guide](#)

[CMT MIST Test Examiner's Manual](#)

[CAPT MIST Test Examiner's Manual](#)

Online Readiness Survey

[This is an announcement with information pertaining to the online readiness survey for testing with MIST during the 2012 CMT and CAPT Test Administrations.](#)

Test Coordinator's Manuals

Programs

[CAPT DTC Workshop Registration](#)

[CMT DTC Workshop Registration](#)

CMT District Security List

CMT MIST Accounts

CAPT District Security List

CAPT MIST Accounts

[CAPT Skills Checklist Certified Users](#)

[CMT Skills Checklist Certified Users](#)

CAPT Additional Materials Request

CMT Additional Materials Request

[CAPT Skills Checklist](#)

[CMT Skills Checklist](#)

CMT Skills Checklist - Students - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://...](#)

CMT Skills Checklist

Student List

-- Select School --

-- Select Grade --

[New Student](#)

Skills Checklist Status Key:

-  = Not Started
-  = In Progress
-  = Completed

7 of 28 exams are complete

Click a student's  icon to access his or her exam.

Status	Last	First	Middle	Grade	SASID	
	Abeson	Abby	T		4545070962	
	Beck	Dale	G		6545665455	
	Bird	Ellie	A		6542503571	
	Calderson	Fran	B		1555932158	
	Dilenger	Abby	S		1234123456	
	Elltongraph	Jeff	B		3216549878	
	Felton	Robert	A		6548527419	
	Gaston	Mary	J		1597537985	
	Helfenton	Cary	G		4567891325	
	Ingelton	Becky	J		4566848654	

1 2 3

Nelson Andrees is signed on. | [sign-off](#) | 10:37

Counter showing how much time has elapsed since the last website activity.

Select the school and grade here.

User name.

Number of completed exams out of the total number of exams.

Click here to move from one page to another.

Click here to edit a student's exam.

Local intranet

Documentation of Ratings

RATER CERTIFICATION

Note: This page must include the name and signature of the student's primary special education teacher as well as the names of other individuals who collaborated in the completion of this CMT Skills Checklist.

I. By entering my name below I certify that:

- I completed this CMT Skills Checklist during the CMT assessment window as designated by the Connecticut State Department of Education;
- I have been trained in the correct administration of the CMT Skills Checklist;
- The ratings I have assigned for each item reflect the student's performance as verified between January 1st of the current school year and the date the Checklist was finalized;
- The individuals whose names appear below collaborated in the completion of this Checklist; and
- I am this student's Primary Special Education Teacher.

Primary Special Education Teacher: _____
(Please print name)

(Signature)**

Date Signed: ____/____/____

II. The following individuals collaborated in the completion of this *CMT Skills Checklist*.

General Education Teacher: _____

General Education Teacher: _____

General Education Teacher: _____

Other Special Education Teacher: _____

Other Special Education Teacher: _____

Speech/Language Pathologist: _____

Other*: _____ Title: _____

Other*: _____ Title: _____

Other*: _____ Title: _____

*Other may be any person, including paraprofessionals, who has first hand knowledge of the student's performance.
**The district's file copy of this Checklist must be signed and dated by the student's primary special education teacher.

The paper copy of the Checklist that is used to complete the online version of the Checklist **must** be signed by the student's primary special education teacher and saved for an audit, if requested by the State Department of Education.



[CSDE Student Assessment Website](#)

[MIST Proctor Website](#)

[MIST Practice Website](#)

[CAPT/CMT Accommodations Data Collection Website](#)

[Connecticut CMT & CAPT Online Reports](#)

Portal Downloads

MIST Documents

[MIST Technical Guide](#)

[MIST Proctor Quick-Start Guide](#)

[CMT MIST Test Examiner's Manual](#)

[CAPT MIST Test Examiner's Manual](#)

Online Readiness Survey

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Programs

[CAPT DTC Workshop Registration](#)

[CMT DTC Workshop Registration](#)

CMT District Security List

CMT MIST Accounts

CAPT District Security List

CAPT MIST Accounts

[CAPT Skills Checklist Certified Users](#)

[CMT Skills Checklist Certified Users](#)



CMT/CAPT Skills Checklist Online Training



You are not logged

SERC ► Login to the site

English (en_us)

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ?

Username

Password

Login

Forgotten your username or password?

Yes, help me log in

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrollment key", which you won't need until later. Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrollment key" - use the one that your teacher has given you. This will "enroll" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

Create new account

You are not logged in. (Login)

Home

Special Accommodations & Emergency Medical Exemptions

- Joe Amenta at (860) 713-6855
- Janet Stuck at (860) 713-6837