



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



TO: District Test Coordinators

FROM: Janet Stuck

DATE: March 24, 2016

SUBJECT: Connecticut Alternate Assessment Preparation

This letter provides information for you to share with your teachers who will be administering the Connecticut Alternate Assessment (CTAA).

Test Window for the Connecticut Alternate Assessment

- April 18 to June 10, 2016

Required Teacher Training

- **All** Teacher Test Administrators (TE) who will be administering an alternate assessment must have completed the [CSDE CTAA & CMT/CAPT Skills Checklist Training](#) in the 2014-15 school year or the 2015-16 school year. This online training will close April 1, 2016. This training allows the teacher to administer the CTAA & CMT/CAPT Skills Checklist for three school years.

Important Facts about the CTAA

- The CTAA will not include the Writing Constructed Response in 2015-16.
- The CTAA will support additional technology options. Refer to the CSDE Comprehensive Assessment Program Portal to download the required [Secure Browsers](#) and review documentation on technology requirements in the [Technology for Online Testing resource folder](#).
- The CTAA will be administered via the Test Delivery System (Student Interface and the Test Administration Interface) provided by AIR. This is the same system used for Smarter Balanced Assessments and CMT/CAPT Online Science Assessments.
- The Student Response Check is a procedure completed prior to testing by the Teacher Test Administrator (TE) to ensure the student's response to an item is clearly understood by the TE. This procedure is described in the CTAA Test Administration Manual (TAM).

CTAA Resources available prior to test administration on the [CSDE Comprehensive Assessment Program Portal](#)

- [CTAA and CMT/CAPT Skills Checklists Science Eligibility & Learner Characteristics Inventory \(LCI\) \[PDF\]](#)
 - This form is required to be submitted into the [Data Entry Interface \(DEI\)](#) on the CSDE Comprehensive Assessment Program Portal for any student who will participate in the alternate assessments prior to test administration. This includes the

- Connecticut Alternate Assessment (CTAA) for English language arts and mathematics and the CMT/CAPT Skills Checklist Science.
- **[Assessing Students who are Blind, Deaf, or Deaf-Blind: Additional Guidance for Test Administration](#)**
 - For Teacher Test Administrators (TE) administering the CTAA to students who are Blind, Deaf or Deaf-Blind provides tasks and strategies to support test administration for these students.
 - **Test Administration Manual (CTAA TAM)**
 - Information regarding CTAA policies and procedures including a description of the test, materials, security requirements, and activities to be completed before, during and after testing for Teacher Test Administrators and School and District Coordinators.
 - **User Guide**
 - Describes how to navigate the Test Delivery System (TDS) including the Student Interface and the Test Administrator Interface to help manage and administer the CTAA to students.
 - **Practice Test**
 - Designed for Teacher Test Administrators and students to become familiar with the online testing environment, the available assessment features and to provide the opportunity to confirm the compatibility of any assistive technology.
 - The CTAA practice test will go live on April 4, 2016.
 - **Directions for Test Administration for English Language Arts**
 - Secure required scripted directions for the TE to administer the CTAA in ELA to the student.
 - These directions will be located in the TIDE system.
 - **Directions for Test Administration for Mathematics**
 - Secure required scripted directions for the TE to administer the CTAA in Math to the student.
 - These directions will be located in the TIDE system.

Questions regarding the CTAA can be directed to Janet Stuck at 860-713-6837 or janet.stuck@ct.gov.

Thank you.