

### Field Test Completion Information

As of April 9, a total of 395,503 tests were started and a total of 375,258 tests were completed by Connecticut students. The current number of tests started and completed across all Consortium states can be found on the [Smarter Balanced Web site](#). Each “test” included in these counts represents a PT or Non-PT within a content area.

### Non-Embedded Calculator Information

During an analysis of accommodations reported in the CSDE Accommodations Collection Web site and TIDE, it has been noted that some Grades 3 – 5 students have a test setting in TIDE for a non-embedded calculator for mathematics tests. This Documented Accommodation is only allowed on tests that allow for the use of a calculator. Calculator-allowed items have a calculator tool icon on the toolbar of the student interface. This tool does not appear on Grades 3-5 mathematics items, therefore, students in Grades 3 – 5 should not be allowed the use of a non-embedded calculator for mathematics tests.

- If these students have not yet tested, please reset this in TIDE and inform Test Administrators that these students should **not** be allowed to use a non-embedded (hand-held) calculator during testing.
- If these students finished testing and were allowed the use of a calculator, please complete a Test Security Incident Log and note this as an Irregularity with the action “Invalidate.” This incident also needs to be reported in the Appeals System of TIDE using the “Create Appeals” feature.

### TIDE Updates

The “reopen” feature is now available in the TIDE Appeals System. The TIDE Appeals System allows authorized district and school users to submit and view requests for invalidating, resetting, reopening or restoring students' tests. Please refer to the information about the Appeals System in the TIDE User Guide on pages 59-75. Please adhere to the qualifications for each appeal to avoid having an appeal rejected.

- A test should be submitted for re-open, only if it was submitted in error, or if it has expired. Paused tests should not be submitted for re-open.
- An expired test should be submitted as a re-open. A reset is not an eligible option because this will result in the original test being removed from the system requiring the student to start a new test.

All TIDE Appeals requests are reviewed and approved, or denied by the CSDE. Additional guidance regarding distinguishing between reset, re-open and invalidate will be provided in a future update.

## Questions submitted to the Help Desk

The Help Desk has responded to 8,295 contacts (phone calls, emails, and web chats) over the last week. Below is a summary of the most common inquiries.

- *Questions pertaining to audio difficulties* – Some students are having difficulty using audio. In most instances, the sound volume is not high enough on the student’s device or in the case of Text-to-Speech; the setting is not enabled in TIDE.
- *Questions about specific test items* – In a small number of cases, students answer a question, but are unable to progress to the next item. In these instances, the help desk will route the issue to technical staff that can investigate and resolve the problem.

## Audio Guidance for Test Administrators

The audio features of the assessment are functioning properly. However, problems with sound on the assessment are one of the more frequent problems that students and teachers report. To help troubleshoot any problems with audio, a new document, [Audio Guidance for Test Administrators](#), is now available on the [Resources and Documentation](#) page of the [Field Test Portal](#). Test Administrators should refer to this document in advance of contacting the help desk.

## Updated Document on the Field Test Portal

[Scribing Protocol for Smarter Balanced Assessments](#): This document was updated to clarify that the student taking the test should be able to view and edit what the scribe has written, but other students should not be able to view the text.

## Field Test Reminders

**Cell phones in the testing room:** As outlined in the [Online Field Test Administration Manual](#) (TAM), the use of cell phones in testing rooms is prohibited. Unfortunately, some students are using cell phones while they are in the testing rooms. This is a security issue and jeopardizes the validity of the test. Please remind your Test Administrators of this critical test security issue.

**Communication:** [The Field Test portal](#) provides “General Updates,” “Known Technical Issues,” and “Archived Issues.”

Based on feedback from users, the [Resources and Documentation page](#) of the Field Test portal has been reorganized. Materials are now organized into the following sub-sections: Resources for Test Administrators, Resources for School Test Coordinators/District Test Coordinators, and Resources for Students.

**Test Administrator approval of students for testing:** The Test Administrator must verify that the students in their testing sessions have selected the correct test and have all the settings they need. This includes verifying that students do not start the performance task before the Classroom Activity has been administered. Each student must participate in the appropriate Classroom Activity prior to starting their assigned performance task. As a reminder, if a student begins a performance task without being exposed to the assigned Classroom Activity, the student should continue with and complete the performance task. The Test Administrator must report this to the District Test Coordinator as a testing irregularity via the [Test Security Incident Log](#).

### **Capturing Participation in TIDE**

As a reminder, districts will eventually be able to document students who are **absent**, **leave a test blank**, or are **ELL Exempt** in TIDE. District Test Coordinators should document these cases throughout the testing window and update TIDE when this feature is enabled. As soon as AIR activates this feature in TIDE, the CSDE will communicate this to districts.

Contact the Academic Office at 1-860-713-6860 or [SmarterBalancedCT@ct.gov](mailto:SmarterBalancedCT@ct.gov) with questions regarding the Smarter Balanced Assessment System. View past Smarter Balanced Field Test Updates on the [CSDE Web site](#).