

Field Test Completion Information

As of April 22, a total of 452,509 tests were started and a total of 424,308 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.

Make-Up Testing

Districts are responsible for ensuring that students are provided with an opportunity to make up tests through June 6, 2014. An optional make-up week is also available from June 9-13, 2014. Make-up tests may need to be administered beyond the selected testing window(s) (i.e., Window 1, 2, 3, 4).

Students Who Move During Testing

Students, who move from one Connecticut district/school to another, must complete any tests that were not completed prior to moving. Tests that were completed or are in progress will transfer to the new district/school. Additionally, students who move in from out-of-state or private schools have until June 13, 2014, to complete all testing.

When adding new students to TIDE, please allow at least 24 hours before the student starts or resumes testing in the new school/district. There are two ways to update the student’s information in TIDE:

Changing Students via “Upload Student File”

This process allows users to update student information by uploading a file to TIDE. As long as the student’s SSID remains the same, enter the new school and/or district code and other required demographic information in the upload template to override the existing school/district codes. This is an effective way to update data for several students across multiple grades and/or schools. This method allows users to retain all the original accommodation and designated support settings for the student.

Adding Students to TIDE via “Add Student”

This process allows users to update individual students in TIDE. When adding a student into the new school/district, TIDE will automatically associate the student with the new school/district; the student data are no longer accessible to users from the previous school/district. Use this method to reenter all of the student’s test settings, including required demographic fields and necessary accommodations and/or designated supports.

Additional guidance about these methods is included in the [TIDE User Guide](#).

If a student moved out-of-state or to a private school during testing, and did not complete all tests, record this irregularity in a Test Security Incident Log. This information will be needed for accountability participation calculations. AIR is working on a means to capture this in TIDE, along with Absent, Left Blank and ELL Exempt.

Questions about “Grayed Out” Tests

When students log into the test delivery system, they see all of their assigned tests. If a test is grayed out, the test has been completed and submitted or expired. The Online Reporting System (ORS) is an excellent resource for TAs, SCs, and DCs to see status updates on tests that have been started, started but not yet submitted, and submitted. See the [ORS User Guide](#) for more information.

Known Issue about Paused Tests

The American Institute for Research (AIR), the vendor who developed the test delivery engine and TIDE, recently confirmed that there is a known issue with the reported status of a small number of tests in the Appeals system. There are, in some cases, inconsistent status reports within the Appeals System, the ORS, and the true status of the test. Tests that should have expired, based on the start date are, in some cases, reported as paused. The Appeals System does not allow for the re-opening of paused tests. Therefore, appeals to reopen these paused tests cannot be processed until this issue is resolved.

Text-to-Speech (TTS) – ELA, Grades 3, 4, and 5

As per the *Usability, Accessibility, and Accommodations Guidelines*, TTS is not available for passages (listed as stimuli in TIDE) in grades 3-5. In these grades, for **ELA only**, TTS is available only for *items*. For TTS, if schools or districts inadvertently select the “stimuli and items” setting in TIDE for Grades 3-5 in ELA, TTS will not work. In these instances, a SC or DC must change the test settings in TIDE to “items only” and allow up to 24 hours for the change to take effect. The [Usability, Accessibility, and Accommodations Guidelines](#) contain more information on allowed settings.

The software development team is currently investigating what potential usability changes could be made in the TIDE drop-down menus to mitigate this risk in the future.

Questions about how to Enter/Approve Appeals

Directions for submitting and viewing appeals are included on pages 59 -75 in the [TIDE User Guide](#).

Field Test Reminders

Breaches—As described in the [Online Field Test Administration Manual](#) (TAM, page 18), students are prohibited from using cell phones and other electronic devices in testing rooms. It is critical that Test Administrators (TAs) prevent students from using prohibited devices during testing. Please remind School Test Coordinators (SCs) and TAs that student use of cell phones and other electronic devices during testing jeopardizes the validity of the assessment and is a violation of state testing protocols.

Additions and Changes in the Test Information Distribution Engine (TIDE)—District Coordinators (DCs) and SCs are responsible for verifying the accuracy of test settings in TIDE (TAM, pages 72 and 75). SCs making changes or additions in TIDE should allow 24 hours for TIDE to update the TA interface or Test Delivery system. Please contact the Smarter Balanced Help Desk if the TA interface does not reflect changes made in TIDE after 24 hours.

Additions and Changes in the TA Interface—Changes to test settings made in the TA interface by a TA take effect immediately. The TA can only change some test settings in the TA interface. DCs or SCs need to make changes related to designated supports and accommodations in TIDE. Please remind SCs that TAs are responsible for verifying students' test settings before approving the students for the testing session.

Potential Medical Exemptions due to a Medical Emergency

Every year during statewide testing, there are students with various medical conditions that impact their ability to participate in testing. In some cases, the student may have a note from a medical professional stating that the student should be excused from participating in testing. State law stipulates that all public school students in the specified grades who receive educational services must participate in a statewide assessment.

A student who is injured in the days just before or during test administration may have a temporary disability and may be eligible for accommodations under Section 504. This determination of temporary disability is made by a 504 planning team at a meeting in which the injury is documented. If the student is determined eligible for Section 504 status a plan is developed outlining the accommodations necessary for the student to participate in instructional activities and the statewide assessment. If standard accommodations are not sufficient for participation in the statewide assessment, contact the Academic Office to discuss other accommodation options.

The exemption determination for a medical emergency rests primarily on the following criteria: The student is unable to attend school and is medically/emotionally unavailable for homebound/hospitalized instruction for the entire testing window. (March 25-June 13, 2014)

All students must be given the opportunity to participate in testing up to the end of the testing window, June 13, 2014. Therefore, any determination of whether a student qualifies for a medical exemption will be made near the end of this window. If you have any questions, please contact Joe Amenta at 860-713-6855 or Janet Stuck at 860-713-6837.

Skills Checklist Students

It is recommended that Skills Checklist students be deleted from TIDE before the end of the Testing Window on June 13, 2014.

Upcoming Key Dates

March 25–June 6, 2014: Field Test administration window	May 19, 2014: Release of updated Practice Test with new items and Performance Tasks
May 8–11, 2014: Scheduled system downtime for Field Test	June 9–13 2014: Optional make-up week
May 17–18, 2014: Scheduled system downtime for Practice and Training Tests	

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

Smarter Balanced Help Desk Contact Information:
1-855-833-1969 or smarterbalancedhelpdesk@ets.org.