

Training Modules

Smarter Balanced is developing training modules to support the Field Test administration. The table below provides a description of each module and its intended audience(s). Each module will require 10 to 20 minutes to view. Additional information regarding the modules will be provided as it is made available by Smarter Balanced.

Module Title	Target Audience	Description
What is a Field Test?	Students	This module provides an overview of Smarter Balanced and the purpose for student participation in the Field Test.
What is a CAT?	District and school coordinators, building administrators and teachers	This module explains how Computer Adaptive Testing (CAT) differs from paper-and-pencil tests. The module shows how the tests can be customized for each student. (Note: The Field Test items will not be delivered using CAT.)
Let's Talk Tools	Students and teachers	This module describes the types of tools designed to help students during the test administration.
Technology Requirements for Online Testing	Technology coordinators	This module outlines the hardware requirements, software installation processes, and system configurations necessary to ensure school systems are ready for online testing.
Performance Tasks	District and school coordinators, teachers, and administrators	This module will provide an overview of what can be expected during the administration of the Performance Tasks.
TIDE User Roles	District coordinators and administrators	This module provides detailed information on how to upload student information and manage users, as well as other features found on the Test Information Distribution Engine (TIDE).
Test Administrator Interface	District and school coordinators and teachers	This module will provide information on the look, feel, and navigation of the administrator interface.
Student Interface	Students, district, and school administrators	This module provides an overview of navigating and interacting with the screens that students will see.
Test Administrator Training	Test administrators	This module provides information related to preparing for the test, as well as information on general test administration and test security.
Accessibility and Accommodations	District and school coordinators, district and school administrators, teachers, and parents	This module provides an overview of various tools that are provided to accommodate student testing needs.

All Smarter Balanced Field Test modules will be posted to the Field Test Portal beginning January 28. Please encourage school and district staff to view and share with the appropriate audience when preparing for the Field Test. These modules will take the place of in-person District Test Coordinator Workshops for the Smarter Balanced Field Test.

Parent/Guardian Letter Template

Each school is required to send parents/guardians a letter informing them of their child's participation in the Smarter Balanced Field Test. A customizable parent letter template will be provided in the next update for this purpose.

Accessibility and Accommodations

FAQs for the [Usability, Accessibility and Accommodations Guidelines](#) were recently posted on the Smarter Balanced Web site. The *FAQs* will assist in the transition from current assessment accessibility and accommodations practices to those articulated in the Smarter Balanced guidelines. They also provide information and guidance to districts, schools, and members of the public on the universal tools, designated supports, and accommodations available on Smarter Balanced assessments.

The *Smarter Balanced Usability, Accessibility and Accommodations Implementation Guide* will be made available in the near future. The purpose of this guide is to provide support to school districts as they transition to the Smarter Balanced assessments. For successful implementation, district staff will need to ensure that educators and families are confident in the selection and use of universal tools, designated supports, and accommodations. This guide clarifies the critical information about the *Smarter Balanced Usability, Accessibility, and Accommodations Guidelines* and shares strategies for ensuring that the information in the document is conveyed.

Special Considerations for Outplaced Students

All State Approved Private Special Education Programs (APSEP) and districts that have Inter-district Programs that provide services to students from various local education agencies (LEA) must provide students with the appropriate assessment based upon their sending district choice.

Please refer to the [2013-2014 District Assessment Choice List](#) to determine which assessment to administer to each student.

If you have any questions regarding accessibility and accommodations or special considerations for outplaced students, please contact:

- Joe Amenta, 860-713-6855 or Joseph.Amenta@ct.gov
- Janet Stuck, 860-713-6837 or Janet.Stuck@ct.gov

Reminders

FIELD TEST BROWSERS

The secure browser **must** be downloaded on each testing computer for the Field Test. This browser can be installed individually or deployed to all computers through a network. The secure browser is available for download from the portal at

<http://sbac.portal.airast.org/browsers/>

Along with the secure browser, the *Field Test Technical Specifications Manual* and *Secure Browser for Tablets User Guide* are available for download

at <http://sbac.portal.airast.org/browsers/>. If you have questions regarding the secure browsers, please contact Educational Testing Services (ETS) at 1-855-833-1969 or SmarterBalancedHelpDesk@ets.org.

ONLINE PRACTICE TESTS FOR MATHEMATICS AND ENGLISH LANGUAGE ARTS/LITERACY

Mathematics and ELA Practice Tests for Grades 3 – 8 and 11 are available on the [Practice Test page](#) of the Smarter Balanced Web site. The purpose of the Practice Tests is to:

- Provide an opportunity for teachers, students, parents, and other stakeholders to experience the features of online testing.
- Provide insight into how Smarter Balanced will assess students' mastery of the Common Core State Standards.

MEASUREMENT INCORPORATED WEB PORTAL

To ensure that information regarding the Smarter Balanced Field Test is sent to the appropriate district staff member(s), please verify that the District Test Coordinator (DTC) and Second Contact information is accurate in the District Contact Verification (DCV) application of the [Measurement Incorporated \(MI\) Web Portal](#). Please contact the Measurement Incorporated Connecticut Help Line at 866-762-1060 or Connecticut@measinc.com for assistance with the MI Web Portal.

Learn More about the Field Test

Smarter Balanced [Field Test](#) administration information for parents, teachers, students, and the community is available on the [Smarter Balanced Web site](#).

The Connecticut State Department of Education Web site also has a page dedicated to the [Smarter Balanced Assessment System](#). Previous updates are available on the [Recent Communications](#) page.

Contact the **Academic Office** at 860-713-6860 or SmarterBalancedCT@ct.gov with questions regarding the Smarter Balanced Assessment System.