

New Test Administration Materials Release Dates

The following test administration materials will be made available on the [Resources and Documentation page](#) of the [Smarter Balanced Field Test Portal](#) as noted below:

By February 28, 2014:

- Classroom Activity Directions: Classroom activities are new to the Smarter Balanced Field Test. Information on the administration of classroom activities was included in the Test Administration Manual. Additional guidance on these non-secure materials will be provided in a stand-alone document on the Smarter Balanced Portal.
- *Test Administration User Guide*: Provides detailed information about the test delivery system.

March 10, 2014:

- Performance Task topics identified by school, grade-level, and content area and Classroom Activity materials available for downloading.

Field Test Resource Reminder

The field test window opens for some districts in 27 days. As a reminder, The Test Administration Manual, TIDE User Guide, information about the secure browsers, test preparation checklists, training modules, timing and sequencing of test sessions guidance, and additional resources are posted on the [Smarter Balanced Field Test Portal](#).

Field Test Scheduling

The field test window opens on March 18 and closes on June 6. For the purpose of estimating server capacity, the test window was separated into 4 three-week windows:

- Window 1: March 18 - April 4
- Window 2: April 7 - April 25
- Window 3: April 28 - May 16
- Window 4: May 19 - June 6 (not available for Grades 9 and 10)

Each district identified one or more three-week window(s) during which they anticipate testing students by school, grade and content area. Districts that did not submit testing window selections by December 4, 2013, were defaulted to Window 1. If necessary, testing may continue into a subsequent window by a few days without notification to the CSDE or the ETS Help Desk. If, however, in the process of scheduling test sessions, it becomes necessary to change testing windows, please contact the Academic Office at SmarterBalancedCT@ct.gov.

Smarter Balanced District Test Coordinator Workshops Reminder

As a reminder, The Connecticut State Department of Education (CSDE) will be hosting half-day workshops on February 24 and 26, 2014, at the Institute of Technology & Business Development (ITBD) in New Britain for Smarter Balanced District Test Coordinators (DTC). Each DTC may register for the workshop along with **one** additional attendee. These workshops will provide an overview of the Smarter Balanced Field Test administration, as well as protocols to be followed prior to, during, and after testing.

There will be a morning and afternoon session each day. Each session will provide exactly the same information.

Morning Session: 8:30 a.m. – 11:30 a.m. (registration beginning at 8:00 a.m.)

Afternoon Session: 1 p.m. – 4 p.m. (registration beginning at 12:30 p.m.)

Register for a workshop session by using the [Measurement Incorporated Web Portal](#) through Thursday, February 20. If you have questions related to accessing the Measurement Incorporated Web Portal, please contact the Measurement Incorporated Helpdesk at 1-866-762-1060.

Test Information Distribution Engine (TIDE) Update Reminder

Due to weather-related school closings, Connecticut schools have been granted an extension for verifying student rosters in TIDE. Please verify all rosters by Friday, February 21. Updates can and should continue to be made in the TIDE system throughout test administration as needed. Only state users or District Administrators can add/edit students and edit demographic data. If students move into the district or change schools within the district, they need to be added or edited in the file so they are ready for test administration.

Once accommodations are set for a student, that information becomes part of the student file driven by the SSID (SASID) number. These changes will remain in a student record even when additional uploads of the student-level data file or demographic edits are made.

As a reminder, February 21 is also the deadline for uploading student accommodations for students with IEPs and 504 Plans to the [CSDE Accommodations Data Collection Web site](#).

Important Message from Smarter Balanced

An organization called Wowzers, which produces online math materials for Grades 3 to 8, is marketing a “Smarter Balanced National Pilot” to select districts. This effort has no relationship to the upcoming Smarter Balanced Field Test or to Smarter Balanced generally. Wowzers did not seek permission to use the Smarter Balanced name. Further, Smarter Balanced does not endorse Wowzers or its products.

Contact the **Academic Office** at 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.