

Countdown to Administration

The Smarter Balanced Field Test window opens in three weeks, on March 18, 2014. Please bookmark the [Smarter Balanced Field Test Portal](#) to ensure quick access to all resources required for the Field Test.

- District Test Coordinators should collaborate with district/school technology coordinators to ensure that all schools are ready for testing. Please verify that secure browsers are installed on all devices that will be used for Field Test administration.
- Checklists for district personnel by role are posted on the Field Test Portal. These checklists involve both direct responsibilities and the oversight responsibilities for each role along with general timelines for administration preparation. Checklists are available for District Test Coordinators, School Test Coordinators, and Test Administrators.
- The training modules are also posted on the Field Test Portal. Please encourage all staff involved in the Field Test to view these modules, as noted by the intended audience, before testing begins. District Test Coordinators may make determinations related to the use of the training modules with district staff. The Connecticut State Department of Education does not require Test Administrators to read and sign a state security agreement, however, District Test Coordinators should ensure that all School Coordinators and Test Administrators are appropriately trained and aware of policies and procedures, especially related to security.
- Ensure that user roles are established in the Test Information Distribution Engine (TIDE). Please refer to the [TIDE User Guide](#) for directions on how to set up users in your district, and schools.

New Test Administration Materials Release Dates

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

February 21, 2014

- [Embedded Dictionary/Thesaurus](#): This document provides instructions on how to use the Embedded Dictionary/Thesaurus feature.
- [Embedded Accommodation – American Sign Language \(ASL\) Instructions](#): This document provides instructions on how to access and use the American Sign Language (ASL) embedded accommodation.
- [Test Security Incident Log](#): This document provides instructions and a template of the incident log that Test Administrators, School Test Coordinators, and District Test Coordinators will use to report any Test Security Incidents that occur during testing. The

Test Security Incident Log is the document of record for all test security incidents. For more information on test security, please review the information in the Online Field Test Administration Manual.

- [Technology Requirements for Text-To-Braille](#): The document provides information about the technology requirements for administering the Field Test to students with the Braille accommodation.
- Field Test Communication Toolkit: These resources are available for use at the state, district and school level. The resources appropriate for use at the district/school level are:
 - [Field Test Talking points](#)
 - [Smarter Balanced Field Test Fact Sheet](#)
 - [A template PowerPoint presentation](#)

February 28, 2014

- *Test Administration User Guide*: Provides detailed information about the test delivery system.

March 10, 2014

- Additional directions for classroom activity and performance task administration including information about identifying and downloading the classroom activities assigned to each school in the district.

NOTE: All students in a grade within each school will be assigned **the same** classroom activity and performance task for each content area. This applies to new students who are registered in TIDE after February 14. (This is a change in policy that was previously noted in the January 28th update that indicated these students would be assigned a different classroom activity and performance task.)

Smarter Balanced District Test Coordinator Workshops

The Power Point from the District Test Coordinator Workshops on February 24 and 26, 2014 is posted under Other Resources on the [Smarter Balanced Field Test Administration Materials page](#) of the CSDE Web site.

Field Test Reminders

Accessibility and Accommodations

The deadline for uploading test accommodations and designated supports into the [CSDE Test Accommodations Data Collection Web site](#) was February 21, 2014. The CSDE will upload all accommodation and support information to TIDE that was entered by February 21. After this date, districts are responsible for entering student accommodation and designated support information into the CSDE Test Accommodations Data Collection Web site **and** into TIDE.

Upcoming Key Dates

February 28, 2014, 4 pm-9 pm (PT):

Practice test and training test will be down for maintenance

March 18–June 6, 2014:

Field Test administration window

April 10–13, 2014:

Scheduled system downtime for Field Test

April 26–29, 2014:

Scheduled system downtime for practice and training tests

May 8–11, 2014

Scheduled system downtime for Field Test

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 1-866-762-1060 or Connecticut@measinc.com for assistance with the MI Web Portal.

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.