

The Field Test is Underway

The Field Test administration in Connecticut has begun. By the end of school this past Wednesday, Connecticut students had started 78,366 tests and had completed 57,780 tests. Across all consortium states, 293,883 tests were started and 219,948 tests were completed.

Communication is crucial during this period. Along with our periodic *Field Test Updates* that are sent to District Test Coordinators, districts can stay up-to-date on important information regarding the Field Test administration by noting the updates on the [Field Test portal](#). The portal has been restructured to include new sections on *General Updates*, *Known Technical Issues*, and *Archived Issues*.

ETS Help Desk

As a reminder, ETS has added additional call agents to handle the high volume of calls. The Help Desk can be reached at 1-855-833-1969 or smarterbalancedhelpdesk@ets.org. Districts can also utilize the online “chat” by clicking [Chat now](#) on the Field Test portal.

Please contact the **Academic Office** at 1-860-713-6860 or SmarterBalancedCT@ct.gov if you experience a wait time longer than 10 minutes when calling the Help Desk.

Cell Phone Use – Please Share with School Coordinators and Test Administrators

We have received several reports of students bringing cell phones into the testing room. [The Online Field Test Administration Manual \(TAM\)](#) prohibits the use of cell phones in the testing room. Please ensure that TAs and students are aware of this expectation. For specific references prohibiting cell phones in the testing room, please see pages 18, 43, and 60 of the current TAM.

Handling Potential Issues with Assessment Items

Smarter Balanced and its Field Test vendors have done multiple quality control tests to ensure that the testing system and items perform as expected. Despite this testing, in rare cases, an item may not view properly or work as intended. In these situations, please have the students answer the question as best they can and then move on to the next item. Please send an email to the Help Desk at smarterbalancedhelpdesk@ets.org to report any issues with test item functionality. ETS will escalate this information to the American Institute for Research (AIR).

New and Updated Documents on the Field Test Portal

NEW: [Session ID and Test Selection Instructors for Test Administrators](#): This document provides Test Administrators with additional instructions on how to select tests and initiate testing sessions.

NEW: [Adjusting the System Volume](#) (Desktop): This one-page document provides information about how students can adjust the volume within the secure browser while testing. At this time only desktop instructions are available.

UPDATE: [FAQ for Test Coordinators and Administrators](#): This document was updated to include a new FAQ focused on the important role the TA plays in relation to test security.

UPDATE: [TIDE User Guide](#):

- Clarified that translated directions appear as part of the stacked translation.
- Additional details on the “Appeals” process has been added to the TIDE User Guide, including conditions under which a “test re-set” may be necessary. Also included are screenshots demonstrating the step-by-step process associated with submitting, viewing, approving and retracting appeals in TIDE. **NOTE:** The TIDE appeals system will become available on April 1. If between March 25 and March 31, a district or school has an urgent need to submit an appeal in TIDE, please contact the Smarter Balanced Help Desk at 1-855-833-1969 or smarterbalancedhelpdesk@ets.org.

UPDATE: [About the Secure Browsers for iPad and Android Tablets](#): This document now includes references to iPad AIR, Apple iOS 7.1 and updated keyboard information for tablets.

UPDATE: [Test Administrator User Guide](#):

- Additional details on the selection of tests and initiating a test session to help TAs ensure students select the correct test when starting a test session.
- Additional instructions about taking notes during the mathematics PT.
- Clarification of test settings that cannot be changed without resetting the test.
- Clarified that students with the embedded designated support for translation (stacked) for math tests will also receive translated test directions.
- Added information about the embedded dictionary and thesaurus tool.

UPDATE: [Online Field Test Administration Manual \(TAM\)](#): This document has been updated to provide some additional clarity when test administrators are initiating test sessions, along with clarification on taking notes during the mathematics performance task.

UPDATE: [Technical Specifications Manual](#): This document has been updated to include current keyboard information for tablets, additional URLs and IP addresses that will allow users to access the Field Test, and URLs and IP addresses that will allow data to be pulled from Merriam-Webster for the dictionary/thesaurus.

Online Reporting System

As a reminder, The Online Reporting System (ORS) is now available through the Field Test Portal. This tool enables authorized users to view test progress information for students participating in the Field Test.

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.