

New Test Administration Materials Release Dates

The following test administration materials are now available on the [Resources and Documentation page](#) of the [Smarter Balanced Field Test Portal](#).

- [Embedded Designated Support – Glossaries Description](#) - This document provides instructions on how to access and use the embedded glossary designated support.
- [Classroom Activity and Performance Task Administration Guidelines](#) - This document provides specific information on how to identify the classroom activity topic for each school and grade, download the classroom activity materials, administer the classroom activity, and administer the performance task.

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.

March 10, 2014

- Classroom Activity Materials will be available on the Field Test Portal on this date.

Early to Mid-March

- *Test Administration User Guide*: In the *Field Test Update* sent on February 25, 2014, it was noted that this resource would be released on February 28. However, this document is still being reviewed. Districts will be notified as soon as it is released.

Test Information Distribution Engine (TIDE) Information

District Administrators (DA) should ensure that all users have access to TIDE. A District Administrator may set up Test Administrators (TA), or delegate this responsibility to other staff that has District Coordinator (DC) or School Coordinator (SC) access. New users will receive an e-mail from “Smarter-DoNotReply@airast.org” providing access to TIDE. Please inform new users that they must respond to the e-mail within 3 days and to check their spam folder if they did not receive an e-mail. Please refer to page 15 of the TIDE User Manual for a description of user access to tasks in TIDE.

Districts should consider the following points about TIDE as student data continues to be kept up to date with current rosters.

- Before testing begins, ensure that students are associated with the correct school and district.
- If a student changes schools or districts, a user with DA access may delete and add students. Students should be manually deleted from their previous school or district when moving to a new location. The new school or district may then add the student to TIDE.

- It is important to remember that the Connecticut State Department of Education used student first names from the October 2013 PSIS to set the Confirmation Code for test login. However, if a district elects to modify this field, it can be done.

TA Practice and Training Site

District or school personnel can now use their TIDE login credentials to gain access to the [TA Practice and Training Site](#). The TA Practice Test can also be linked with the Student Practice Test to set up a live testing scenario.

Please note that the [TA Interface](#) is not yet accessible. It will be opening on March 18, 2014, so that districts can manage their testers.

Test Administration Manual Addendum

Districts will be receiving an addendum to the Test Administration Manual during the week of March 10 - 14. This addendum will address the policies in the TAM that are slightly different in Connecticut, or where the administration policy needs further clarification.

Accessibility and Accommodations

All supports/accommodations entered by February 21, 2014, have now been transferred from the [CAPT/CMT Accommodation Data Collection Web site](#) to The [Smarter Balanced TIDE Web site](#).

Below are next steps in the process of enabling Accommodations and Designated Supports:

- Verify that the correct supports/accommodations transferred from the CSDE Accommodation Web site to Smarter Balanced TIDE Web site.
- For certain designated supports you will need to supply additional information in TIDE.
 - [Color Contrast](#) - Select the desired color combination.
 - [Permissive Mode](#) - Select Permissive mode enable for students who require access to accessibility software in order to interact with the test (e.g., screen readers, magnifiers, speech to text software etc.). When permissive mode is disabled, the only application that can be opened on the computer is the secure browser.
 - [Translation Glossary Math](#) - Select the desired language.
- [Streamlined Interface](#) - This NEW documented accommodation was NOT available on the CAPT/CMT Accommodations Data Collection Web site. If a Special Education/504 student requires this accommodation you need to indicate it only in TIDE.
- [Text to Speech\(Designated Supports and Accommodation\) for ELA](#)- Choices:
 - [Stimuli and Items](#) - Only for students who have a disability that prevents them from reading (i.e., print disability). This is a small number of Special Education or 504 plan students. All of the ELA test including the reading passages will be read.

- Items - Reads everything in ELA except for the reading passages. This is under the *Designated Support* category therefore, available to a larger population of students.
- Text to Speech(Designated Supports and Accommodation) for Math-
 - Stimuli and Items - This is under the *Designated Support* category therefore, available to a larger population of students. Reads everything in Math.
- NON-EMBEDDED –Scribe; Print on Demand & Read Aloud of ELA Reading Passages - The CSDE will register those students who were given permission for these special accommodations through the [Special Documented Accommodations Procedures](#). Only those students who have received the CSDE approval may access these special documented accommodations.
- We recommend that schools download the higher-quality Voice Pack from TIDE to improve the text to speech quality if needed. Information on how to download the Voice Pack from TIDE can be found by linking on the “Voice Pack” tab on TIDE.

Upcoming Key Dates

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

2014 CMT and CAPT Science Administrations

As a reminder all districts must administer the CMT and/or CAPT Science at Grades 5, 8 and 10 (with retesting optional in Grades 11 and 12) this year. The [2014 CMT and CAPT SCIENCE Administration](#) letter was sent in December to all District Test Coordinators in districts administering the Smarter Balanced Field Test.

As in past years some eligible students with testing accommodations (e.g., word processor response, text reader of items, etc.) will be taking the CMT and CAPT Science online using MIST. Username and passwords for MIST accounts are now available on Measurement Incorporated’s [Web Portal](#).

Any questions about the 2014 CMT or CAPT Science administrations should be directed to jeff.greig@ct.gov or ronald.michaels@ct.gov or by phone at 860-713-6860 or 860-713-6890.

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.