

STUDENT ASSESSMENT NEWS

[Archived Student Assessment News](#)

February 18, 2015

Connecticut State Department Of Education

CTStudentAssessment@ct.gov

860-713-6860

Smarter Balanced Test Coordinator Manual (TCM) and Test Administration Manual (TAM)

The [Smarter Balanced TCM](#) is now posted on the [CSDE Smarter Balanced Portal](#). The Smarter Balanced TAM will be posted soon. A notification will be sent once the TAM is posted.

Technology Coordinator's Information

Many questions from District Technology Coordinators have been directed to the Student Assessment Office, as well as the American Institutes for Research (AIR) Helpdesk. Please note that there is a resource [page](#) for Technology Coordinators on the CSDE Smarter Balanced Portal. This page has links to technical information as well as browser information in preparation for Smarter Balanced testing.

AIR Smarter Balanced Help Desk

This is a reminder that the AIR Smarter Balanced Helpdesk is available at 1-844-202-7583 and CTHelpDesk@air.org. The Help Desk Call Center is open Monday – Friday from 7:00 a.m. to 7:00 p.m. Eastern Time.

The Help Desk can be contacted for situations and questions that include some of the following:

- Testing environment down or unavailable; user accounts not available or users not able to administer tests.
- Student information incorrect or missing.
- Loading student data or student settings into the Test Information Distribution Engine (TIDE).
- Appeals functionality in TIDE.
- Preparing for online testing—downloading the secure browser, voice packs, etc.
- Tests showing as available to students when they log in to begin testing.
- Password resets for district, and school users.
- Settings not presenting as intended.
- Test Security incidents.

Special Populations Reminder

All designated supports and accommodations for students with an Individualized Education Program (IEP), Section 504 plan or who are identified as English Learners (ELs) that were entered in the [Accommodations Data Entry Web site](#) by February 13 will appear in TIDE by **Monday, February 23, 2015**. In addition, information for students being administered the CMT/CAPT Science and the CMT/CAPT Skills Checklist Science will be transferred to the Measurement Incorporated (MI) portal.

- Presently, TIDE shows **NO** records that indicate any designated supports or accommodations for students with IEPs, Section 504 plans or English Learners in Test Settings. This information will appear in TIDE for district confirmation after **Monday, February 23, 2015**.
- The [Accommodations Data Entry Web site](#) remains open through the end of the testing window. If designated supports and accommodations for students with IEPs, Section 504 plans or who are ELs need to be entered or modified after **Friday, February 13, 2015**, the information will need to be entered in **both** the Accommodation Data Entry Web site and in TIDE. Please wait until after February 23 to make any changes in TIDE. Any Skills Checklist information may also need to be entered in the MI portal.
- Students participating in the Connecticut Alternate Assessment (CTAA) may appear in TIDE. These records do not need to be adjusted at this time.
- The CSDE will **NOT** transfer any **Non-Embedded** designated supports or accommodations into TIDE. This information is only collected in the Accommodations Data Entry Web site.
- Designated supports required for general education students are not collected in the Accommodations Data Entry Web site, but **MUST** be set in TIDE by district personnel.

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- Students requiring a special accommodation must receive approval from the CSDE through the PETITION FOR APPROVAL OF SPECIAL DOCUMENTED ACCOMMODATIONS for Smarter Balanced and CMT/CAPT Science. Contact Joe Amenta at 860-713-6855 or Janet Stuck at 860-713-6837 for information. Special accommodations include:
 - Scribe;
 - Print on demand;
 - Large print for Smarter Balanced;
 - Read aloud for the ELA passages Grades 6-8 & 11; and
 - Human Signer Accommodation for Deaf, Hard of Hearing or Deaf-Blind.
- Requests for consideration of an Emergency Medical Exemption should be initiated by the District Test Coordinator as needed during the appropriate test administration window for Smarter Balanced or CMT CAPT Science. See [Appendix A of the Assessment Guidelines](#).
- Technology Requirements for the CTAA/ NCSC can be viewed in the [Workstation and Bandwidth Technology Requirements](#) in Spring 2015.

District Technology Upgrades to Support the Transition to the New Standards Proposal Review

The CSDE is still seeking grant reviewers for the [District Technology Upgrades to Support Transition to the New Standards](#) Request for Proposal. The review will occur on March 3 and 4, 2015. If interested, see the [Technology Grant Review Team Invitation](#) for more information.

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Levy Gillespie
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