

STUDENT ASSESSMENT NEWS

[Archived Student Assessment News](#)

February 23, 2015

Connecticut State Department Of Education

CTStudentAssessment@ct.gov

860-713-6860

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

The Smarter Balanced TAM will be posted later today on the [CSDE Smarter Balanced Portal](#). The [Smarter Balanced TCM](#) was posted on the CSDE Smarter Balanced Portal last week.

Paper copies of the TCM and TAM will be shipped to districts within the next two weeks. Paper copies will be boxed by school and will include one TCM per school and one TAM for every 30 students. Districts will also receive a district overage box. These materials will be sent to the address in the [MI Web Portal](#) under the CMT DCV section for “shipping of test materials.” If this address is not appropriate for delivery of the manuals, please call the Student Assessment Office at 860-713-6860 and request to speak to Suzanne Alicea.

Classroom Activities

Classroom Activities for the performance tasks will be assigned by school and grade within TIDE. Classroom Activities will be posted in the TIDE system at least a week prior to the test administration window. Additional information about the availability of Classroom Activities in TIDE will be provided in an upcoming Student Assessment News.

More specific information about the administration of Classroom Activities is included in the TCM and TAM.

Summative Test Blueprints

The [Summative Test Blueprints](#) have now been posted. The Summative Test Blueprints describe the content of the English language arts/literacy and mathematics summative assessments for Grades 3-8 and Grade 11 – and how that content will be assessed. The test blueprints reflect refinement and revisions after the analysis of the Pilot and Field Tests and will continue to guide the development of items and performance tasks, score reporting and ongoing research.

AIR Smarter Balanced Help Desk Reminder

The AIR Smarter Balanced Help Desk 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.

The Help Desk is available to assist with any of the following situations and questions that include some of the following:

- Testing environment is down or unavailable; user accounts are not available or users are not able to administer tests.
- Student information is 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 are 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.

Smarter Balanced Webinars

District staff is invited to attend the following webinar training sessions to prepare for the Smarter Balanced test administration. These will be recorded and posted on the Connecticut Portal once completed.

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Once registered for a session, attendees will receive a confirmation e-mail. The e-mail will include a link to the WebEx meeting and a toll-free phone number to use for the session. Each one-hour session will include time for questions and answers.

How to Use the Online Reporting System

This webinar is intended for District Administrators, District Test Coordinators, and School Coordinators. It will provide an overview of how to navigate the Online Reporting System (ORS), including information on participation reports, score reports, and summary statistics.

Date and Time	Registration Link
Thursday, March 5, 2015 2:00 p.m.	https://air-license.webex.com/air-license/j.php?RGID=r2fc801d3b7a4ff60be1275cc774e6bbe
Thursday, March 5, 2015 4:00 p.m.	https://air-license.webex.com/air-license/j.php?RGID=rfeacd4bf74e07f5478dddfd633f2ee46

Confirmation e-mails that contain all the meeting information should be saved to access webinars. Attendees do not have to sign up for a Cisco WebEx account to join this session, but it is recommended running the test meeting application to ensure users have the appropriate plug-ins installed prior to attending the webinar session (<http://www.webex.com/test-meeting.html>).

Contact Emilia Birdsall (ebirdsall@air.org) or Elizabeth Mortimer (emortimer@air.org) with questions.

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