



# Smarter Balanced Assessment Consortium: Online Field Test Administration Manual Addendum

For Spring 2014 Field Tests of English Language Arts/Literacy and  
Mathematics

**NOTE:** This Addendum should be used by Connecticut educators in conjunction with the  
Online Field Test Administration Manual.



# Connecticut State Department of Education Addendum to the Smarter Balanced Field Test Administration Manual

Page 3:

State Contact Information	
Connecticut State Department of Education State Testing Policy	
<b>Name:</b>	Academic Office
<b>Phone:</b>	(860) 713-6860 or (860) 713-6890
<b>Email:</b>	Smarterbalancedct@ct.gov
<b>Designated Supports and Accommodations</b>	
<b>Name:</b>	Joe Amenta
<b>Phone:</b>	(860) 713-6855
<b>Email:</b>	Joseph.amenta@ct.gov
<b>Name:</b>	Janet Stuck
<b>Phone:</b>	(860) 713-6837
<b>Email:</b>	Janet.stuck@ct.gov
<b>Connecticut Smarter Balanced State Lead Contact (in the event of a security breach)</b>	
<b>Name:</b>	Gail Pagano
<b>Phone:</b>	(860) 713-6821
<b>Email:</b>	Gail.pagano@ct.gov

## Section 1.3 User Roles and Responsibilities for the Field Test

### Page 9-10: Test Administrator (TA) qualifications:

Per Connecticut State Department of Education (CSDE) assessment policy, test examiners should be certified school personnel; however, if a paraprofessional or substitute teacher is needed to administer a test, the individual must be fully trained in test administration and test security procedures. To ensure that test administration and test security procedures are followed, a certified teacher should monitor paraprofessionals. A substitute teacher should be monitored by the building principal or another administrator to ensure that test administration and security procedures are followed.

## Section 1.4 Training Requirements

**Page 10:** The CSDE is **not** developing training certification requirements for individuals participating in the administration of the assessment. All district staff involved in the Field Test should be encouraged 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 CSDE does not require Test Administrators to read and sign a state security agreement, however, District Test Coordinators should ensure that all

## Connecticut State Department of Education Addendum to the Smarter Balanced Field Test Administration Manual

School Coordinators and Test Administrators are appropriately trained and aware of policies and procedures, especially related to security.

### Section 2.1 Frequently Used Terms, Table 2

**Page 12: Confirmation Code:** The CSDE is using the student's first name as noted in TIDE. The confirmation code is **not** case sensitive.

**Page 14: Statewide Student Identifier (SSID):** The CSDE is using CT- followed by the student's State Assigned Student Identification (SASID) number.

### Section 8.0 Universal Tools, Designated Supports, and Accommodations

**Addition to page 41:** All supports/accommodations entered by February 21, 2014, have now been uploaded from the [CAPT/CMT Accommodation Data Collection Web site](#) to the [Smarter Balanced Test Information Distribution Engine \(TIDE\)](#).

**NOTE:** After this date, districts are responsible for entering student accommodation and designated support information into **both** the CSDE Test Accommodations Data Collection Web site and into TIDE.

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 TIDE users 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, the TIDE user needs to set it **only in TIDE**.
- **Text to Speech (Designated Support and Accommodation) for ELA**
  - **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 tests including the reading passages will be read.

## Connecticut State Department of Education Addendum to the Smarter Balanced Field Test Administration Manual

- **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 Support) for Math**
  - **Stimuli and Items** – Reads everything on the math test. This is under the Designated Support category, therefore, available to a larger population of students.
- **Print on Demand, Read Aloud of ELA Reading Passages, and Scribe (Non-embedded Special Documented Accommodations)** – These accommodations require approval through the [Special Documented Accommodations Procedures](#). **Only** those students who have received the CSDE approval may access these special documented accommodations. Once approved, CSDE will set these test settings in TIDE.

**NOTE: For Connecticut students, scribe is a Special Documented Accommodation that requires a petition.** (The Smarter Balanced [Usability, Accessibility and Accommodations Guidelines](#) indicate scribe as a Designated Support which is **not** the case for Connecticut students.

- CSDE recommends 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.

### Section 9.1 Establishing Appropriate Testing Conditions

**Page 42:** A copy of the [Keyboards Commands for Students](#) may be made available to students, including in poster form displayed in the testing room.

#### **Page 57: Appendix B: Reporting Testing Improprieties, Irregularities, and Breaches: Under Impact and Definitions:**

**Impropriety:** The CSDE does **not** require the reporting of an impropriety beyond the local level. All improprieties should be reported to the DTC who will keep a record for district use.

**Irregularity:** Irregularities must be reported to the District or School Coordinator. All questions should also be directed to the District/School Coordinator.

District/School Coordinators who have questions regarding irregularities may contact the CSDE at (860) 713-6860 or (860) 713-6890 or [smarterbalancedct@ct.gov](mailto:smarterbalancedct@ct.gov).

#### **Page 58: Reporting timelines and activities:**

**Under Irregularities:** If there is a need to immediately re-open a test that was submitted in error, the District Test Coordinator or School Coordinator must log the request in the Appeals system and contact the CSDE at (860) 713-6860 or (860) 713-6890.

**Connecticut State Department of Education  
Addendum to the Smarter Balanced Field Test Administration Manual**

**Page 71: State Contact Information**

State Contact Information
Questions about the overall administration and state policy
<b>Connecticut State Department of Education State Testing Policy</b>
<b>Name:</b> <u>Academic Office</u>
<b>Phone:</b> <u>(860) 713-6860 or (860) 713-6890</u>
<b>Email:</b> <u>Smarterbalancedct@ct.gov</u>
<b>Designated Supports and Accommodations</b>
<b>Name:</b> <u>Joe Amenta</u>
<b>Phone:</b> <u>(860) 713-6855</u>
<b>Email:</b> <u>Joseph.amenta@ct.gov</u>
<b>Name:</b> <u>Janet Stuck</u>
<b>Phone:</b> <u>(860) 713-6837</u>
<b>Email:</b> <u>Janet.stuck@ct.gov</u>
<b>Connecticut Smarter Balanced State Lead Contact (in the event of a security breach)</b>
<b>Name:</b> <u>Gail Pagano</u>
<b>Phone:</b> <u>(860) 713-6821</u>
<b>Email:</b> <u>Gail.pagano@ct.gov</u>

**Appendix F: School Test Coordinator Checklist**

**Page 74:**

**#13:** The CSDE 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.

# Connecticut State Department of Education Addendum to the Smarter Balanced Field Test Administration Manual

## Page 76: State Contact Information

State Contact Information	
Questions about the overall administration and state policy	
Connecticut State Department of Education State Testing Policy	
Name:	Academic Office
Phone:	(860) 713-6860 or (860) 713-6890
Email:	Smarterbalancedct@ct.gov
Designated Supports and Accommodations	
Name:	Joe Amenta
Phone:	(860) 713-6855
Email:	Joseph.amenta@ct.gov
Name:	Janet Stuck
Phone:	(860) 713-6837
Email:	Janet.stuck@ct.gov
Connecticut Smarter Balanced State Lead Contact (in the event of a security breach)	
Name:	Gail Pagano
Phone:	(860) 713-6821
Email:	Gail.pagano@ct.gov

### Appendix G: Test Administrator Checklist

**#6:** Connecticut students participating in the Smarter Balanced Field Test are assigned **both** the ELA/Literacy and Mathematics tests.

**#16:** Ensure that all students have scratch paper for **all** assessments. Also ensure that all students in Grades 6 through 11 have graph paper for the Mathematics tests.

**Page 83: State Contact Information:** Test Administrators should direct all calls to the District Test Coordinator or School Coordinator.