



# STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



**TO:** District Test Coordinators

**FROM:** Joseph Amenta and Janet Stuck  
Education Consultants  
Academic Division

**DATE:** December 6, 2013

**SUBJECT:** Test Accommodations Data Collection Web site

This year we have delayed the opening of the Connecticut State Department of Education (CSDE) [Test Accommodations Data Collection Web site](#) . This delay was needed to allow for the additional information to be collected for students taking the Smarter Balanced Field Test (SB-FT). The [Test Accommodations Data Collection Web site](#) is now open for schools to begin to enter student test information.

Here are important facts to keep in mind as you share this information with your colleagues:

- Enter test information for SB-FT and CMT/CAPT including Learner Characteristics Inventory (LCI) for Skills Checklist students
- Enter information **only** for the following students: Special Education, Section 504 , and/or English Learners (EL)
- For students participating in the Smarter Balanced Field Test, you will **not** need to re-enter these students in the Smarter Balanced Test Information Distribution Engine (TIDE) unless you pass the required deadline
- The [Test Accommodations Data Collection Web site](#) remains open throughout testing so changes can be appropriately reflected
- Student information on the [Test Accommodations Data Collection Web site](#) is updated weekly from the Public School Information System (PSIS). To facilitate accurate data entry, ensure that your student information is current before entering on the web site

Here are important dates for the [Test Accommodations Data Collection Web site](#) :

- Deadline for registering students to take CMT/CAPT Skills Checklist and CMT/CAPT on MIST – **2/14/2014**
- Deadline to provide **ALL** other student information for SB-FT and CMT/CAPT- **2/21/2014**
- After these dates, you **must** continue to enter students in [Test Accommodations Data Collection Web site](#) if needed, but you will also be required to enter additional information on either CMT/CAPT Skills Checklist web site , CMT/CAPT MIST web site (opens **3/3/2014**) or TIDE Registration web site. (remains open until **2/28/2014**)

Please contact or Joe Amenta or Janet Stuck in the Academic Office if you have questions. Their contact information is as follows:

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Thank you for your cooperation.