



STUDENT ASSESSMENT NEWS

March 22, 2016

[Archived Student Assessment News](#)

CTStudentAssessment@ct.gov

860-713-6860

CMT/CAPT Skills Checklist Science & Connecticut Alternate Assessments

The CMT/CAPT Skills Checklist Science Upload Window Closes on March 29, 2016

As March 29 closely approaches, please follow the steps outlined below to ensure the successful submission of the CMT/CAPT Skills Checklist Science and/or administration of the CTAA.

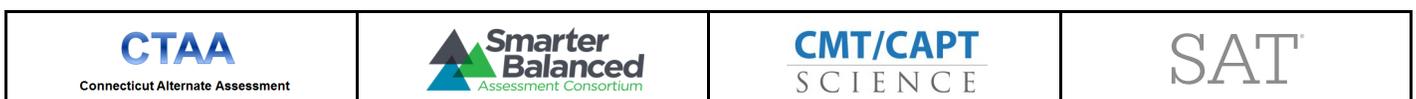
1. Submit a Learner Characteristic Inventory (LCI) for **all** students who qualify for the CMT/CAPT Skills Checklist Science and the CTAA. LCIs are accessed on the **Data Entry Interface (DEI)**, which is located on the Connecticut Comprehensive Assessment Program Portal’s [Connecticut Alternate Assessment page](#). Note: Once a LCI is submitted, the text box will be “grayed-out” in the DEI.
2. Select “YES” using the drop-down menu next to the “**Alt Flag**” field located in the student file in the Test Information Distribution Engine ([TIDE](#)). The “Alt Flag” must be selected for every student who qualifies for the CMT/CAPT Skills Checklist Science and the CTAA. (See below.)

The screenshot shows a web form with several dropdown menus for State, District, and School. Below these are input fields for SSID, Last Name, and First Name. A 'Grade Level When Assessed' dropdown is set to 'All grades'. A blue dialog box titled 'Add Additional Search Criteria' is open, showing a 'Search Fields' dropdown set to 'Alt flag'. Underneath, the 'Yes' checkbox is checked, and the 'No' checkbox is unchecked. There are 'Add Criteria' and 'Cancel' buttons at the bottom of the dialog, and a 'Search' button below the dialog.

3. Once steps 1 and 2 are completed for students who qualify for the CMT/CAPT Skills Checklist Science, use the **DEI** to upload the CMT/CAPT Skills Checklist Science. **This upload must be completed by March 29, 2016.** Once the CMT/CAPT Skills Checklist Science is uploaded, it will be “grayed-out” in the DEI.
4. Once steps 1 and 2 are completed for students eligible for the CTAA, nothing more needs to be done until the CTAA is administered (**April 18-June 10**). The CTAA will be accessed via the Test Delivery System (TDS) Secure Browser and Test Administration (TA) Interface.

How to Monitor the Skills Checklist Upload Submissions

District Test Coordinators can generate a test completion report via the **Online Reporting System (ORS)** to verify the progress of the CMT/CAPT Checklist Science submissions to ensure that teachers meet this deadline. Use the instructions on page 2 to generate a test completion report.



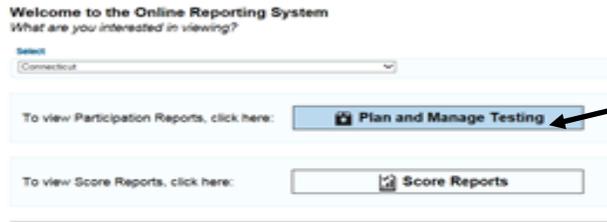
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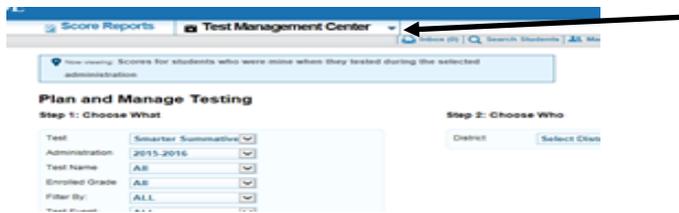
CMT/CAPT Skills Checklist Science & Connecticut Alternate Assessment Continued

Generate a Test Completion Report

1. Access the **ORS** and select the **Plan and Manage Testing** box.



2. Select the **Test Management Center** option.



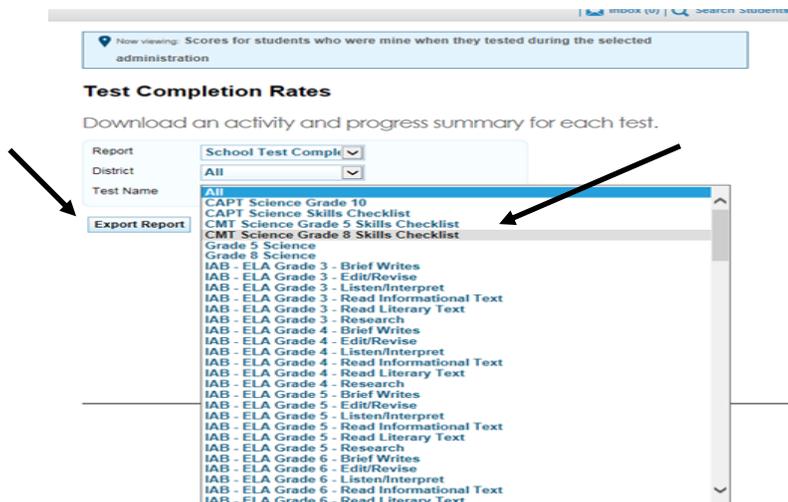
3. Choose **Test Completion Rates** from the **Test Management Center**.

Test Completion Rates

Download an activity and progress summary for each test.



4. Using the drop box menu, select your school and the Checklist Science for grade 5, 8, and/or 10. Then select **Export** to export the file.



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CTAA & CMT/CAPT Skills Checklist Science Trained Teacher List

The CTAA & CMT/CAPT Skills Checklist Science Trained Teacher list is available to District Administrators (DA) by accessing the [TIDE home page](#). This list will be updated weekly as teachers complete the required [CSDE Online CTAA & CMT/CAPT Skills Checklist Science Training](#) (which is extended until **April 1, 2016**).

CMT/CAPT Science

The CMT/CAPT Science Tests are open for administration through March 29, 2016. The following CMT and CAPT Science Test Administration materials are available on the [Connecticut Assessment Portal](#):

[CMT/CAPT Test Administration Manual for Online Testing](#)

[CMT Science Paper-Pencil Test Coordinator's Manual](#)

CMT Science Test Examiner's Manual: [Grade 5](#) and [Grade 8](#)

[CAPT Science Test Coordinator's Manual](#)

[CAPT Science Test Examiner's Manual](#)

[Narrated CMT and CAPT Science Training Module](#)

[CMT and CAPT Science Training for Test Examiners](#)

Connecticut Smarter Balanced

Smarter Balanced Assessments are Open for Administration

The Smarter Balanced Assessment window started on March 15, 2016 and will remain open through June 10, 2016.

Appeals

Test security incidents that impact an individual or group of students who are testing and may potentially affect student performance on the test, test security, or test validity must be **entered into the Appeals module of TIDE** (should an appeal be required). In most situations, the CSDE will process appeals within 24 hours. To expedite this process, be sure to provide explicit detail regarding the irregularity when submitting an appeal. More information regarding testing improprieties, irregularities, and breaches can be found in the [Smarter Balanced: Summative Assessment Test Administration Manual](#) or the [Smarter Balanced: Summative Assessment Test Coordinator's Manual](#).

Connecticut Smarter Balanced Performance Tasks

As a reminder, the English Language Arts (ELA) Performance Task will not be administered as part of the 2016 Smarter Balanced Assessment in Connecticut. There are no changes to the administration of the Math assessment and students will complete both the Math CAT and Math Performance Task. The ELA



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Connecticut Smarter Balanced Continued

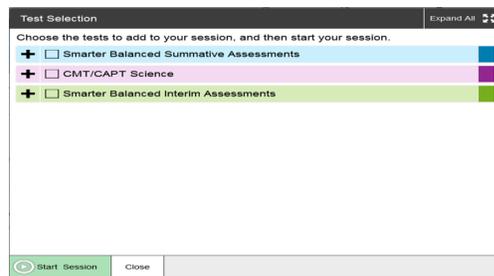
Performance Task will no longer be selectable on the Test Administrator (TA) Interface. Also, note that Test Administrators should disregard all references to the administration of the ELA Performance Task in any manuals or guides.

Enhancements to the Test Administrator (TA) Interface

The CSDE has implemented changes to the TA Interface to minimize confusion by district staff when selecting the summative or interim tests. A new color-coded “decision-tree” outlines the assessment the user is administering (see below). Choices include:

1. Smarter Balanced Summative Assessment in **blue**;
2. CMT/CAPT Science Assessment in **purple**; and
3. Smarter Balanced Interim Assessment in **green**.

“Decision-Tree” Screenshot for 2015-16



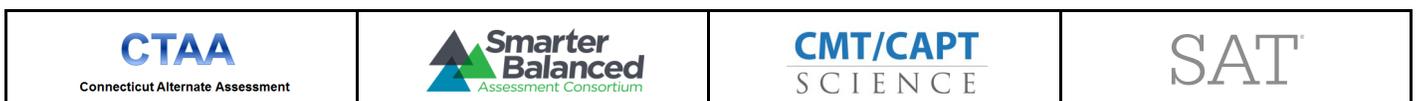
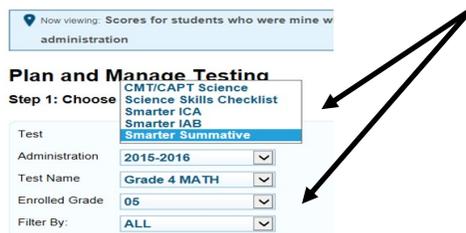
After selecting the assessment of choice, an “alert message” appears to help ensure that the test administrators select the proper assessment.

Screenshot of “Alert Message” When You Select a Summative Test



Using the Online Reporting System to Plan and Manage Testing

The **Online Reporting System** can be used to report the progress of testing. As shown below, users can utilize the **Plan and Manage Testing** menu to filter by assessments (CMT/CAPT Science, Science Skills Checklist, and Smarter Summative) and grade. Note that the CTA will appear in this drop-down menu on April 18, 2016.



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Connecticut Smarter Balanced Continued

Online Testing Progress Reports and **TA Reports** can be generated from the **Plan and Manage Testing** menu. These give users the ability to view, print, export, or download information on the number of students who have completed each test. More information about these reports can be found on pages 74-82 in the [Online Reporting System User Guide](#).

Digital Library Accounts

The CSDE is managing the Digital Library user accounts. To modify existing accounts (i.e., First/last name and E-mail address changes) or to delete accounts, District Test Coordinators should send an e-mail to Cristi Alberino (Cristi.Alberino@ct.gov).

To create new accounts, prepare a spreadsheet that contains the First Name, Last Name, and E-mail Address for each new user (see sample spreadsheet below). E-mail addresses must be professional (district/school) e-mail addresses.

Sample Spreadsheet

	A	B	C
1	First Name	Last Name	E-mail Address
2			

The completed spreadsheet should also be sent to Cristi Alberino (Cristi.Alberino@ct.gov) only **by the District Test Coordinator**. Once the template is uploaded, each listed educator will receive a "Welcome to the Smarter Balanced Digital Library" e-mail (from Smarter-DoNotReply [smarter-donotreply@smarterbalanced.org]) with access information.

CMT/CAPT Science and Smarter Balanced: Designated Supports and Accommodations

Designated Supports (available to all students based on need) and Accommodations for students identified as special education and Section 504 are set directly in the [TIDE](#) for students who will be taking the Smarter Balanced Assessments and the CMT/CAPT Science. District personnel should verify in TIDE that students have the supports and/or accommodations needed prior to testing. Additional test settings for students with updated individualized education programs (IEPs) or Section 504 plans can be set as needed. Allow at least 24 hours prior to testing for the new supports/accommodations to be available.

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TIDE/PSIS Data Sync and New Data Elements in PSIS

TIDE–Related Assessments

District Test Coordinators and Public School Information System (PSIS) Coordinators need to understand the following changes to PSIS and its relationship with the Test Information and Distribution Engine (TIDE). A few weeks ago, the CSDE refreshed the student-level data in PSIS.

District Test Coordinators will need to work with their District PSIS Coordinators to ensure student information is still accurately being reported in the PSIS **Registration Module**, and subsequently in TIDE. PSIS Coordinators should make all changes to student enrollment and demographic information directly in the PSIS **Registration Module**. Changes appear in TIDE the day after those changes are made in the PSIS **Registration Module**.

Any changes to a student’s status at the time of testing should be made directly in the PSIS Registration Module.

On February 22, 2016, the CSDE added two new fields to the *Spring 2016 Connecticut Testing Demographic Status* section of the PSIS **Registration Module**. The new fields are **Section 504** and **Recently Arrived EL**.

The definitions of these fields are:

- **Section 504:** Under federal law, Section 504 students are those who require a Section 504 plan. A local 504 team identifies appropriate academic supports such as accommodations and modifications for individual students. A Section 504 plan is provided for a student to ensure equitable access to general education standards and curricula.
- **Recently Arrived EL:** Students who are English Learners (EL) can be identified as *Recently Arrived EL* if their initial entry date in a U.S. school is less than two years (i.e., 24 months) prior to test administration.

Districts should now enter the status of students who qualify for these fields in the PSIS **Registration Module**.

It is important to note, too, that as part of the recent system refresh, some fields were automatically updated to assist in accurate reporting. The CSDE updated the fields of ELL, Special Education, and Free/Reduced Lunch Eligible. These values became the same as they were in the PSIS **Registration Module** as reported in the **January 2016 PSIS Collection**.

Even though many districts have been maintaining these changes in the PSIS **Registration Module** as they occurred, there may be some cases in both ELL, Special Education, and Free/Reduced Lunch Eligible where the rules that govern the update will have defaulted a student back to his or her January status. This will necessitate a further district check and careful update in the PSIS **Registration Module** by PSIS Coordina-

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TIDE/PSIS Data Sync and New Data Elements in PSIS Continued

tor's to be sure that the current status is accurately reflected in PSIS. Updating accurately in PSIS will result in accurate reporting in TIDE.

The values in PSIS should indicate a **student's status at the time of testing**. PSIS information will then be reflected in TIDE for all of the following assessments.

- Smarter Balanced,
- Connecticut Alternate Assessments (CTAA),
- CMT/CAPT Science, and
- CMT/CAPT Science Skills Checklist.

Student demographic values will be saved and the fields locked in PSIS on June 10, 2016. Students who enroll from outside the Connecticut public schools after June 6, 2016, will not be required to be administered the Smarter Balanced assessments. These students will not be uploaded into TIDE.

PSIS and the Connecticut SAT School Day

PSIS values should also be updated as necessary to indicate a student's status at the time of testing for the Connecticut School Day SAT School Day.

For any student who participated in the March 2, 2016 Connecticut SAT School Day administration, the PSIS **Registration Module** should indicate their correct demographic status **at the time of that testing**. Likewise, for students who will be taking the CT SAT School Day on the April 27, 2016 makeup date, their status **at the time of that test** should be accurately reflected in the PSIS **Registration Module**.

Though CT SAT School Day participation will not be reflected in TIDE, accurate reporting for these students in PSIS will help ensure accurate statewide test reporting for the Connecticut SAT School Day. **Please note the grade recorded in PSIS should always reflect the grade in which the student is being educated.**

Register for email updates

To automatically receive the *Student Assessment News* and/or other announcements, [register for e-mail updates](#) on the Comprehensive Assessment Program Portal.

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Equal Employment Opportunity Director/American with Disabilities Act Coordinator
Connecticut State Department of Education
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Middletown, CT 06457
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