Starting an Interim SBA

January 26, 2015
Resources to help

Start by visiting: www.wa.portal.airast.org which is the portal for SBA and MSP/EOC testing. This area is open to anyone and contains a variety of resources and information.

From this screen you may select either School Coordinator (school testing coordinator) or Test Administrator (building staff) to move to the next level of access.

At this next level you will find 8 different components - some are active/available and others are listed as “coming soon” and are shaded (see slide 4).

Please note the two major roles at the building used through the PowerPoint:

School Coordinator denoted by SC
Testing Administrator denoted by TA
Some of the individual components are secure - please note the “locked/secure icon.

Access to a locked/secure component can be granted as follows:

- Each building principal provides a list of staff and their access level to the portal (SC or TA)
- Once a staff member is added as a user to the portal they will receive an email from “MAAC” with specific instructions on how to log-on to the system. If you have any problems you can contact Laura Bay/Pam Bridges for assistance or contact the WAHelp desk.
  - Email: WAHelpDesk@air.org
  - Phone: 1-844-560-7366
Resources to help

**Announcements**
- The Smarter Balanced Practice Test Classroom Activities can be found on the Resources page of the portal for Test Coordinators. They are available under the respective folders, organized by grade band. Added December 7, 2014
- The Secure Browser will be available for all supported browsers on December 5, 2014. Please access the Secure Browser page on the portal for detailed information on what is supported and to download the browsers. Added December 9, 2014
- The Smarter Balanced Practice and Training tests are now available on the WCAP portal. Added December 19, 2014

**Key Documents**
- Guidelines on Tools, Supports, Accommodations for State Assessments [PDF] Updated December 8, 2014
Areas of Test Administrators web-page

- **Training Test Administration:** Updated link to take practice and training tests that are “washingtonized” based on our AIR testing engine.

- **Test Administration Resources:** various PowerPoints and manuals which will help you with all phases of SBA testing

- **TIDE - Test Information Distribution System:** repository of all student and user data and where demographics and accommodation are managed.

- **Test Administration:** component that allows a SC and/or a TA to start test sessions, approve test sessions and monitors “appeals” (formerly testing irregularities).
Areas of Test Administrators web-page

- **Interim Teacher Hand Scoring Systems - THSS**: where scoring rubrics for the interim assessments are housed.

- **Online Reporting System - ORS**: component were you find testing results from any interim or summative assessment. Also where you can create rosters for viewing of results.

- **Digital Library**: this component gets you to the Smarter Balanced Digital Library - separate password from the Washington portal is needed for access.

- **Interim Classroom Activities - NEW on 1/23/2015!**: Activities by grade level that teachers use prior to administering the online ELA or Math Interim Performance Task

*Please remember that you may want to check the Announcements and Key Documents area for the latest and greatest!*
Overview of ICA

Interim Comprehensive Assessment (ICA)

- Consists of two assessments and hand-scoring to generate a score
  - CAT (Computer Adaptive Test w/ approx. 43 items) - remember student headphones for ELA
  - PT (Performance Task) - with a classroom activity which precedes students taking the assessment

- Teachers to hand-score short response and PT items utilizing the THSS (Teacher Hand Scoring System)

- Interim CAT and Interim PT are not in “sections” like the summative assessments will be - so once student closes the interim test the test is complete.
Overview of ICA

Interim Comprehensive Assessment (ICA)

- Students can take the CAT and PT in a grade or content area as many times as they want. However this year the text is fixed form so they will be seeing the same test every time it is taken by the student.

- Assessments can be given over a hard-wired desk-top computer or with an Internet Chromebook. There are slight differences in administering the test when using Chromebooks.

- Prior to testing check to make sure the students you want to test are in TIDE - if a student(s) are not in TIDE contact Laura/Pam at District office for assistance. Please note - students must have an SSID (10 digits) number to test.
Setting up a test session

- **SC or TA:** Enter the “Test Administration” area/icon (see slide 4).
  - Select either Smarter Fixed Interim or Smarter Performance Task - note Session ID is blank on the upper right
  - Select grade level assessments **that will be starting within the next 20 minutes**
  - Then select green “start session” at the upper left of the screen.
Now you will see in the upper right hand corner the Session ID which students will need for testing. So this session is **WA-453F-1** for all students taking the selected tests in the “Live Tests” area.

As students log on to test you will see the notice on “Approvals” change as you approve the students. You will also see students in the bottom left in your list as the students test...
Getting Students into an interim assessment using a desktop computer

- Turn on the computer
- Hit Ctrl Alt Delete
- Login with: User name **Test**  Password **Testing1**
  - Both the name and password are case sensitive
- The SBAC secure browser will automatically start when you login using the Test account.
- If you need to restart the browser without logging out of the computer you can click on the desktop icon circled below:
Using a Chromebook for Interim Assessments

- With Chromebooks, there is no initial Login. Just open the Chromebook, if needed push the power button. The Secure Browser will Launch Automatically.

- The students will need to select “Washington” from the state drop down box.

- Verify the Assessment Program box says “Washington Comprehensive Assessment Program”

- Click on Go, Proceed from that point as you would on a PC or Mac.

- Do not have the students close the lid of the Chromebook, this will log the student out of the test.
Accommodations/Supports and Rosters

Make sure any designated supports or accommodations are entered into TIDE for each student prior to the start of testing. Please note that each building will decide who is entering this information for all students in their building.

- If text to speech is used as an accommodation - please ensure either the SBA provided Voice Pak is downloaded on to the desktop computer or a compatible voice pak is available on the desktop.
- We are waiting to hear from OPSI/AIR if ChromeBook can support voice paks.

Rosters for accessing assessment results by staff member

- Select Test Coordinator or Test Administrator icon
- Select and login to the TIDE icon
- Select “Roster” icon - bottom middle
- At the Manage Rosters screen:
  - From the drop down select “School” then select “Roster”. Choices are:
    - select a roster you have already created.
    - select ADD NEW ROSTER - hit blue Next button - then the instructions provide you with the next steps.
If you want Test Tickets for the students - please go to TIDE and click on “Student Information”. Then select “View/Edit Students”. On the right select your school, grade and then click “Search”.

On the next screen put a check in front of each student’s name you want a test ticket for. Then click on “Print Test Tickets” at the bottom of the student list. You will get 10 tickets per sheet.

Open the page from the bottom left of the screen and click on the print command.

You can also export to an excel spreadsheet by clicking on “Export”...

Please note there is no way to get the test session to print on test tickets through TIDE.
During Testing...

- Remember when students log on to the test - someone (SC or TA) needs to approve the student(s) before the test can start.
- If a student hits “Pause” the SC or TA must “un-pause” the assessment.
- Breaks of longer than 20 minutes will “pause the test” resulting in the SC or TA needing to “un-pause” the assessment.
- SC or TA should close the test session after the last student completes their assessment in any given test session.
- Please remember that accommodations and designated supports must be in the testing system prior to a student starting a test.