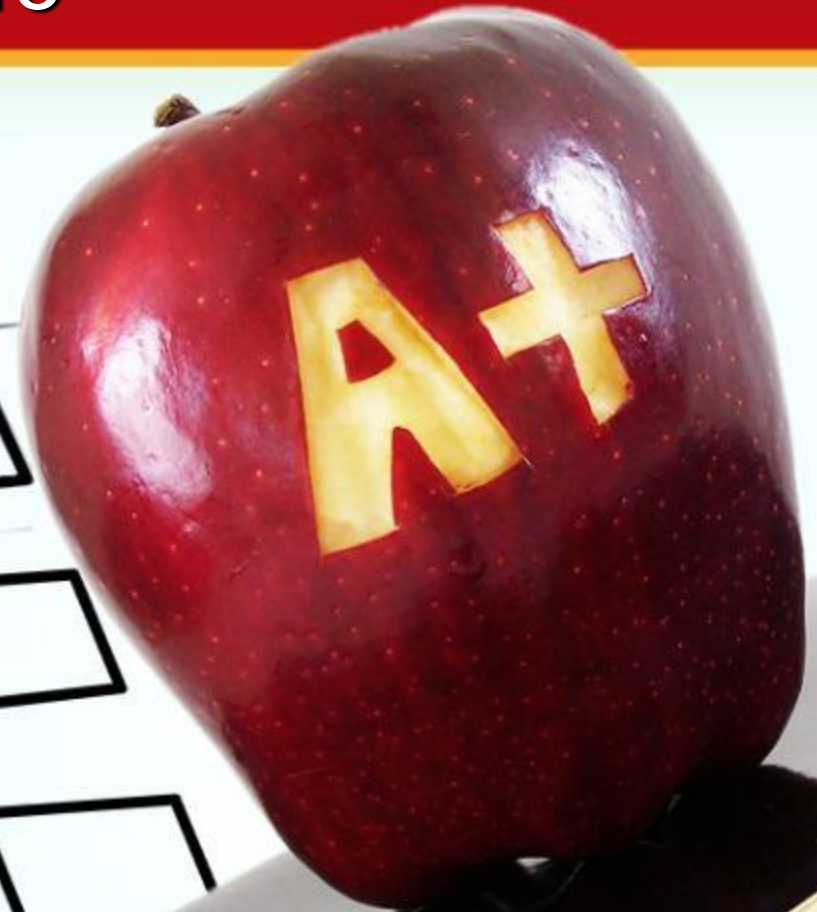


# School Coordinator Training

SBA/HSPE/Off-Grade (MSP & SBA)

High School Fall 2015

Excellent	<input checked="" type="checkbox"/>
Good	<input type="checkbox"/>
Average	<input type="checkbox"/>
Poor	<input type="checkbox"/>



# Introductions



- Tony Byrd, Associate Superintendent
- Catherine Matthews, Assessment Director
- Terry Campbell, Student Assessment Coordinator (District Coordinator-DC)
- Ailiene Diaz, Administrative Assistant
- Annalise Schiessl, Administrative Assistant

# Smarter Balanced Assessments (SBA) Acronyms



- AVA: Assessment Viewing Application (Interim)
- ARMS: Assessment Reporting Mgmt. System
- CAT: Computer Adaptive Test
- DC: District Coordinator (formerly DAC)
- ORS: Online Reporting System
- PT: Performance Task
- SC: School/Test Coordinator (formerly SAC)
- TA: Test Administrator (formerly Proctor)
- TAM: Test Administrator Manual (includes “DFA”)
- TIDE: Test Information Distribution Engine
- WCAP: WA Comprehensive Assessment Program



# Who Needs to Retake



## SBA ELA:

- Grade 11 students who:
  - were absent in Grade 10;
  - met graduation assessment level but did not meet the College & Career Readiness level
  - want to improve their score.
- Grade 12 students who have not met the ELA assessment requirement
- Grade 12 students who took the test in spring 2015 and would like to achieve a higher College & Career Readiness level.

# Who Needs to Retake



## **SBA Math:**

- Grade 12 students who have not met the math assessment requirement
- Grade 12 students who took the test in spring 2015 and would like to achieve a higher score or, College & Career Readiness level.

## **Off-Grade:** (SBA in Grade 3 or 6 only)

- Grade 11 students who have not met ELA, Math and/or Science (ES or MS) assessment requirement
- Grade 12 students who have not met ELA and/or Math assessment requirement

## **HSPE:**

- Grade 12 (class of 2016 or 2015) students who have not met Reading and/or Writing assessment requirement

# Fall Retake Preparation: Sept.-Oct Timeline



- Identify students that need to retake an assessment
- If there are students currently using Assistive Technology Devices, please contact Terry Campbell & Special Services with the application name & SSID.
  - Speech to text
- Confirm accommodations in TIDE that carried over from last year
- Enter new designated or accommodation options (embedded and non-embedded) and/or modify universal tools for new students or students with changes.
- Confirm Off-Grade level, especially Grade 11.

# Fall Retake Preparation: October Timeline



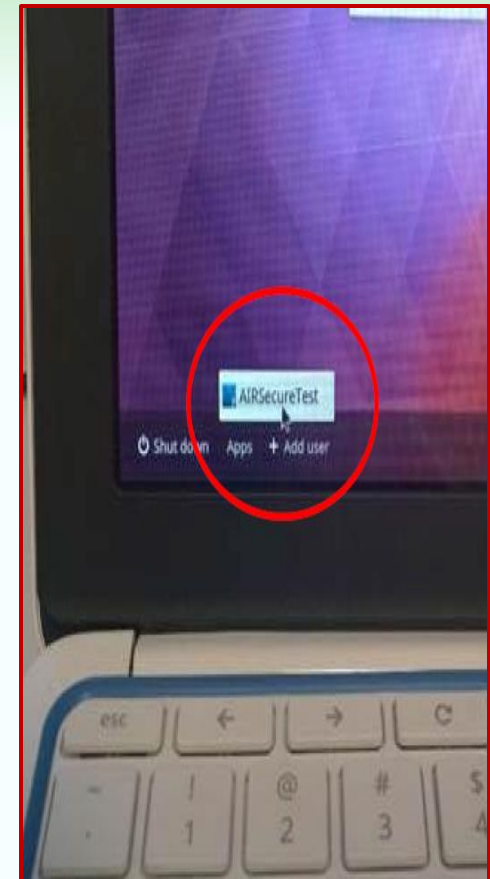
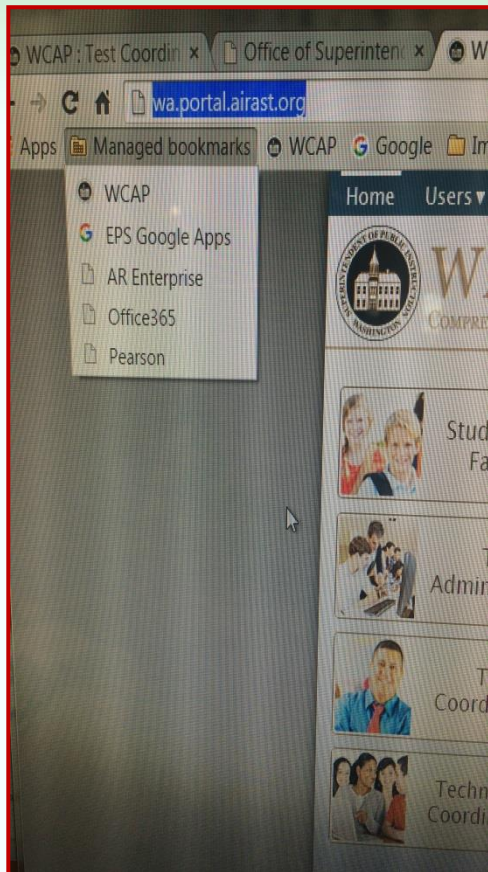
- Read the TAM for SBA & Off-Grade Science
- Read TIDE User manual paying special attention to:
  - IV. Managing TIDE users
  - V. Working with student information
  - VI. Working with appeals
- Complete the Building Plan with testing schedule
- Schedule TA testing locations and testing plan
- Confirm all applicable staff have TA or SC access
- Ensure that all students have had an opportunity to practice using tools and item structures

# Fall Retake Preparation: October Timeline



- Implement the communication plan according to your Building Plan
- Remind parents and students that students are allowed to use personal headsets
- Print in-class activities at least 2 days ahead of time from TIDE and distribute to TAs
- Print test tickets using Cognos or TIDE, sort by testing TA or location
- HSPE pre-ID labels were printed by C&A department since we missed the CEDARS upload date
- Set / verify off-grade test levels
- Standardize the In-class Activities

# Navigating WCAP



<http://wa.portal.airast.org/>

# SC WCAP Resources



## Test Coordinator Resources (4 sections)

### 1. General Information

- AVA User Guide for Interim Assessments
- Score Reports & Claims Factsheet
- Material Orders/Shipment Schedules
- All SBA Assessment Blueprints
- Required documents



TA Security Forms	Irregularity Reports (group and individual)
Site Security Reports	Do not disturb signs
Training Logs	Glossaries

- Links to State Webinars
- Communication Toolkit (parent handout, newsletter articles, talking points)

# SC WCAP Resources



## Test Coordinator Resources (continued)

### 2. User Guides and Manuals

- Test Administration Manual (TAM) (HSPE, MSP, EOC, SBA)
- Test Coordinator Manual (TCM) (HSPE, MSP, EOC, SBA)
- User Guides for THSS, TIDE, ORS

### 3. Assessment Resources

- In-class Performance Task Activity for Practice Test
- Achievement Level Descriptors



Test Coordinator  
Resources

# SC WCAP Resources



## Test Coordinator Resources (continued)

### 4. Modules

- Administration Training PowerPoints (from districts)
- SBA Summary Q&A from all webinars
- ORS Training
- Interim Hand Scoring
- Student and TA Interface Training
- TIDE Training



Test Coordinator  
Resources

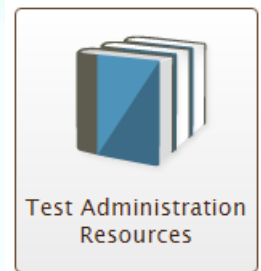
# TA WCAP Resources



## TA (Proctor/Teacher) Resources (4 sections)

### 1. General Information

- AVA User Guide for Interim Assessments
- Score Reports & Claims Factsheet
- All SBA Assessment Blueprints
- Document Resources



Glossaries	Formula and Conversion Guidelines
Material List for Students	Items Specifications
Keyboard Shortcuts	Item Type Quicksheet

- Links to State Webinars

### 2. User Guides and Manuals

- Test Coordinators manual (HSPE, MSP, EOC, SBA)
- User Guides for THSS, ORS
- Math Video & ELA Hand Scoring Guides

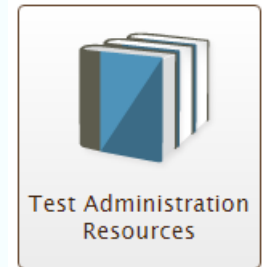
# TA WCAP Resources



## TA (Proctor/Teacher) Resources (continued)

### 3. Assessment Resources

- In-class Performance Task Activity for Practice Test



### 4. Modules

- Read-aloud Demo
- Translated Assessments Demo
- ORS Training
- Teacher Hand Scoring System for Interim Assessments
- Student and TA Interface Training
- TIDE Training

# Online Reporting System



- Online Reporting System:
  - Score Reports
    - Manage rosters
      - Rosters determine data sorts
      - Consider establishing rosters for small groups or special programs
    - Default rosters created:
      - Elementary by homeroom teacher
      - Middle school by Math & ELA teacher and period
      - High School by grade, teacher, period
  - Test Management Center
    - Test completion rates (by content area)
    - Plan and manage testing (have/have not completed)
    - Retrieve student results (download excel files by school, grade, teacher, etc.)
  - Discrepancy Reports (coming soon)



# TIDE



- **ICONS in TIDE WCAP [portal](#)**
  - Manage Users - add TA users for your building, Email C&A Dept. to add an SC designee
  - Student Information - update student accommodation & designated options (may require 24 hours for student access)
  - Rosters
    - add or change new rosters
    - add new students to existing rosters before the testing window closes
  - THSS Materials - hand scoring for interims
  - Test Incident Codes – Indicate refused, absent, NNEP, etc. testing codes (not visible yet)
- **TABS in TIDE (across the top of the page)**
  - Print PT Classroom Activities – Print in-class activities for ELA and Math



# SC & TA access in TIDE



Home - Google Chrome  
https://maac.tide.airast.org/Common/Home.aspx?Querystring=5qeJ+9w/paLmavBMOxswOceC5uqsypCwx8ucO/MzUc=  
Apps Managed bookmarks WCAP Google Imported From IE Apps DRA Holt McDougal ... OSPI EDS SuccessNet Everett Public S... DocuShare Login SBE


TIDE User: KING, LAURA Role: SC My Account Contact Us Logout Help FAQ

WASHINGTON COMPREHENSIVE ASSESSMENT PROGRAM **TIDE** Test Information Distribution Engine School: (3407) Cascade High School Administration: WA-Fall 2015 Change Institution/Test Administration


Home Contact Info Manage Users Student Information Download Voice Pack Rosters THSS Materials

## Home


You can perform the following tasks in TIDE, depending on your role: managing user accounts, managing student information, assessment eligibilities, and test settings, managing orders for testing materials, managing rosters of students, and managing appeals.  
For detailed instructions about using TIDE, see the *TIDE User Guide*, available by clicking **Help** in the banner.




Contact Info




Manage Users




Student Information



Download Voice Pack



Rosters



THSS Materials

Washington Help Desk | 1-844-560-7366 | WAHelpDesk@air.org

# Common Anomalies



## Notes from BOATS

1. Pause test, close secure browser, shut down CB and log back into same session.
2. Replace the Chromebook
3. Refresh/reload Chrome browser
4. Request help from Help Desk



TA Interface has the ability to view accommodations before testing starts if there is something strange in what the student is seeing.

# Test Tickets



- Cognos Reports

<input type="checkbox"/>	Name
<input type="checkbox"/>	Student Test Tickets Elementary
<input type="checkbox"/>	Student Test Tickets Secondary
<input type="checkbox"/>	Test Tickets for Selected Students



- TIDE
  - Student Information
  - View/Edit – select names, or enter SSID with comma divider - Print Test Tickets

# New Student



- Students receive an SSID once enrolled in eSP and uploaded to CEDARS.
- If the student was previously in a WA state school, look-up student in TA Interface or ORS to verify if the student is already in TIDE.
- If the student doesn't have access to the PT, he/she may still be "enrolled" at the other school in TIDE. The in-class activity will need to be changed to match your school's activity.
- Remember that this is a testing window when considering when to test a new student.
- Never enter a student directly into TIDE.

# TA Interface



- Start a session by logging into WCAP no more than 20 minutes prior to testing
  - Select the appropriate test(s)
    - Students are displayed on the TA interface grouped by test.
  - Approve student access
    - When more than one test type is open for a grade level in a session, the student will see both test options. The TA approves each student within each test type and should deny access if the student has logged into the wrong test.
  - Monitor student progress (16/44)
    - The monitor may indicate 44 but a student may end on question 46
- TAs will be automatically logged out (session stops) after 30 minutes of inactivity. Activity includes the students actively clicking next or back.

# Student Interface



- Students log into the Session using their legal first name, as listed in eSchoolPlus, SSID number and session ID.
  - If students are unable to log in, verify that they are entering their login information correctly.
- If a student arrives late:
  - the student can join the session in progress with TA approval
  - the TA can add another content area or grade level test to the session already in progress, if necessary
- Students can only access their grade level of exams.

# Tools & Test Setting Options



Review the accommodation sheet and discuss

- Note: Changes in universal and designated options and accommodations may take up to 24 hours to appear
- Headsets required for:
  - ELA CAT listening portion, some PT tasks and for students requiring text-to-speech
  - Math CAT & PT for students requiring audio glossaries and text-to-speech



TA has access to review testing options assigned to the student and may turn on or off some options for the session. Permanent changes need to be made in TIDE.

# Test Security Materials



- Test tickets must be locked up when not in use. Tickets may be reused but must be secured between uses.
  - Do not write the session ID on the ticket.
- ELA PT1 scratch paper (lined) must be redistributed for PT2 and shredded at completion of PT2.
- ELA CAT scratch paper (lined) must be collected after each session and shredded.
- Math CAT and PT scratch paper (graph or lined) must be collected after each session and shredded.
  - Graph paper must be available in the classroom for Grade 6 and up.

# Security Protocols



- State and local laws and policies specify practices to ensure test security of standardized and ethical administration of assessments.
- Student monitoring must be maintained throughout testing.
- Allowable and prohibited behaviors are detailed in appendix H of the Guidelines on Tools, Supports and Accommodations.
- A complete list of rules and regulations can be found online:  
**[www.k12.wa.us/ProfPractices/CodeConduct.aspx](http://www.k12.wa.us/ProfPractices/CodeConduct.aspx)**

# Security Regulations



**RCW 28A.635.040, RCW 42.56.250, and WAC 181-87-060**

## **Examination questions — Disclosing — Penalty.**

Any person having access to any question or questions prepared for the examination of teachers or common school pupils, who shall directly or indirectly disclose the same before the time appointed for the use of the questions in the examination of such teachers or pupils, or who shall directly or indirectly assist any person to answer any question submitted, shall be guilty of a misdemeanor, the penalty for which shall be a fine in any sum not less than one hundred nor more than five hundred dollars.

# Test Security Room Setting



- Instructional materials related to the content of the assessments are not visible
- In-class activities have been removed from view and student notes collected and destroyed
- Student seats are far enough apart to prevent students from viewing other screens
- TA is prepared to respond to students asking for help:
  - “I can’t help you with your test, review the tutorial for help.”
  - “Select the help icon (?) in the upper right corner .”
  - “Always try your best.”

# HSPE Testing



- Inventory & secure booklets
- Print additional pre-ID labels in TIDE

Administration & Grade	Subject	Estimated Student Working Time per Assessment*	Student Work/Break Schedule					
			Work Time (Set 1)	Break (First)	Work Time (Set 2)	Break (Second)	Work Time (Set 3)	Allow Additional Time as Necessary
High School Proficiency Exam Grade 12	**Writing	90–120 minutes (per session)	60 minutes	10 minutes	30 minutes	**	Not applicable	30-minute intervals
	Reading	100–120 minutes	50 minutes	10 minutes	50 minutes	10 minutes	20 minutes	20-minute intervals

\*Allow an additional 15–20 minutes for Test Administrator activities.

\*\* For the writing assessments only one break is scheduled in the DFA.

NOTE: Additional breaks should be based on individual student needs and Test Administrator judgment.

# MSP Science Testing Time



**MSP Science testing must be completed during the day in which it was begun.**

Table 10: Estimated Testing Times

Administration & Grade	Subject	Estimated Student Working Time*	Student Working/Break Schedule					Additional Time
			Working Time (Set 1)	Break (First)	Working Time (Set 2)	Break (Second)	Working Time (Set 3)	
Off-Grade ES & MS	Science	90-120 minutes	45-minutes	10-minutes	45-minutes	10-minutes	30-minutes	20-minute intervals

**TA directions specify the break schedule.**

# MSP Science Pause Rules



**Table 8: Pause Rules**

Science	Student pauses own test		TA pauses all tests		Technical issue	30 minutes of inactivity
	Less than 20 minutes	More than 20 minutes	Less than 20 minutes	More than 20 minutes		
<b>How does the student return to their test?</b>	Student can log back in to the existing test session using the original Session ID.		TA starts a new session and generates a new Session ID for all students to log in with.			
<b>Where does the student re-enter the test after re-logging in?</b>	The page containing the Items the student was last working on when the test was paused, or the next page if all items on the previous page were answered.					
<b>Can the student access previously answered questions?</b>	Yes, the student(s) can move freely throughout their test.					

MSP Science has 2 breaks built in between 3 sessions in the teacher directions. The student can go back to previous sessions unless logged in to a new session ID.

# MSP Science Appeals



Type of Appeal	Description	Conditions for Use
<b>INVALIDATION</b>	Invalidating a student's test eliminates the test. The test will not be scored.	<p>The DC may request to invalidate a test if:</p> <ol style="list-style-type: none"> <li>1. There is a test security breach. Log as Testing Irregularity: YES.</li> <li>2. The test is administered in a manner inconsistent with the <i>Test Administration Manual (TAM)</i>. Log as Testing Irregularity: YES.</li> <li>3. There is a testing session in which a student deliberately does not attempt to respond appropriately to items. Log as Testing Irregularity: YES.</li> </ol> <p><i>Note 1: Invalidated tests will not be scored.</i></p> <p><i>Note 2: After reviewing the circumstances of an incident, OSPI may elect only to document the above conditions as testing irregularities, rather than to invalidate the test.</i></p>
<b>GRACE PERIOD EXTENSION</b>	Allows the student to review previously answered questions upon resuming a test after expiration of the pause timer.	<p>The DC may ask for a GPE if, for example, a student pauses a test, and a 20-minute pause timer starts running.</p> <ul style="list-style-type: none"> <li>• If the student resumes the test within 20 minutes, student can review previously answered questions.</li> <li>• Without a GPE, if the student resumes the test after 20 minutes, student cannot review previously answered questions—student can only work on unanswered questions.</li> </ul> <p>Upon receiving a GPE, the student can review previously answered questions the next time student resumes the test. The normal pause rules apply to this opportunity.</p>

Type of Appeal	Description	Conditions for Use
<b>REASSIGN A TEST</b>	Reassigns a test from one student to another.	The DC may re-assign a test. Refer to the TIDE User Guide for detailed information.
<b>RESET</b>	Resetting a student's test removes that test from the system and enables the student to start a new test.	The State may reset a test. Refer to the TIDE User Guide
<b>RESTORE</b>	Restoring a test returns a test from the Reset status to its prior status. This action can only be performed on tests that have been reset.	The DC or DA may only restore a test if a test was inadvertently or inappropriately reset.

# SBA Segments



## Math

- In-class activity  
(school specific)
- Performance Task (1)
  - school specific
  - all one segment
- CAT
  - one long segment

## ELA

- In-class activity  
(school specific)
- Performance Task (1 & 2)
  - school specific
  - one segment in each  
PT (Cannot return to  
Segment 1 from 2)
- CAT
  - one long segment

# End of ELA PT1 Segment



## Questions:

1 - 3

## You have reached the end of this segment:

Please review your answers before you continue testing. You **will not** be able to come back to these questions later.

Click on a question number on the left to review it.

Students receive a clear message that they are leaving PT 1 segment and going into the long write – PT2.

On rare occasion a student may inadvertently submit before finishing Segment 1. Contact the District Assessment Coordinator to see if the incident qualifies for reopening the student exam.

# SBA Pause Rules



**Pausing for less than 20 minutes, the student will:**

Return using the same session ID and

Be able to review responses or change answers within any segment

**Stopping the test for lunch or for more than 20 minutes, the student:**

## **Performance Tasks:**

Will have all highlighted text saved for review

Can continue to add text or change answers within the segment

Cannot return to segment 1 once they begin working in segment 2 without using the appeal process



## **Computer Adaptive Tests (CAT):**

Cannot go back and review responses or change previous answers

Will continue where they left an unanswered question

## **CAT Important reminders for TAs and students:**

Because CAT questions cannot be reviewed after 20 minutes, DO NOT release students for lunch with the intention of **reviewing** responses after 20 minutes

# SBA Appeals



Type of Appeal	Conditions	Irregularity Report
Reset (removes student work and starts a new test)	If incorrect designations or accommodations are set or not set	Yes
	If student is presented with incorrect exam:	
	CAT - if less than 5 test items	No
	CAT - if more than 5 test items	Yes
Reopen (submitted or expired test)	PT - any item	Yes
	Technical difficulty prohibiting test completion.	Yes
	CAT - Student is unable to complete test before <u>45 days expiration</u> .	Yes
	PT- Student is unable to complete test before <u>10 days expiration</u>	Yes
	Student selects PT instead of CAT and can't complete in 10 days	Yes
Invalidation (test will not be scored)	Student unintentionally submits test before completion	No
	DC invalidates, must confer with the state:	
	There is a security breach	Yes
	TA did not follow the test administration manual	Yes
	Student deliberately does not attempt to respond appropriately	Yes

# Appeals



- Appeals in TIDE involve an action for a test

Send an email with first name only, SSID, test type, the reason for the request and it will be done by the next day. For same day or immediate requests – Use High Importance in Outlook.

We will respond when appeals is entered in TIDE

Appeals must be entered in TIDE within 24 hours.

Appeals can be viewed in TIDE using the view appeals tab.

# Irregularities



Must be reported to DC by end of the day to determine if a report is necessary

(See TAM pg.15-17 in Off-Grade Science)

- Low/Impropriety: Issue is addressed in district and may need to be entered into TIDE
- Medium/Irregularity: Issue is addressed in district and may need to be entered into TIDE for resolution by OSPI
- High/Breach: Issue will be entered into TIDE for resolution by OSPI

# Test Incident Codes



- NNEP
  - Less than one year in US school
  - Mark all content areas even if the assessment was administered
- Medical Exemption
  - Complete paperwork, state will update record
- Refused, Absent, Private, Home schooled

# Required Documentation



eRoster for paper-pencil assessments

TA Training Log

Tracking Log (reason for not testing)

Test Security Assurance Form with Test

*Review the answer to the question about irregularities, “Have you reported all test security irregularities...?”*

*If yes is marked, there should be comments in the top section or note referring to attached copy. If no irregularities, mark N/A.*

Irregularity Forms (if any)

School Site Administration and Security Report

# Test Administrator Resources



- Assessment & Research SBA website for staff and parents resources
  - FAQs
  - Links to SBA Resources on WCAP:
    - Manuals
    - Assessment Access
  - Informational and training videos
  - Assessment calendar
- DocuShare: [Fall Assessment Training Materials](#)



# For Assistance



## **Test Administrators:**

Contact the School Coordinator

## **School Coordinator:**

Contacts the District Assessment Coordinator

**Terry Campbell x4057 (Office)**

## **District Assessment Coordinator:**

State Assessments = Contacts State Coordinator

National Assessments = Contacts Area Specialists

## **Technical Support:**

**American Institute of Research - Washington Help Desk**

[wahelpdesk@air.org](mailto:wahelpdesk@air.org) 1.844.560.7366