

[SBA Troubleshooting and FAQs](#)  
Click here for a list of questions/answers.

# Proctor (Test Administrator) Training Smarter Balanced Assessment

Thank you for signing in to this training!

[Training Log](#)

[Individual Staff Security Assurance Form](#)

(Assessment Coordinators, please click on these links to print forms and send them to Kristi Morrow after the proctor training)

Link: [Test Administration Manual](#)

## By the end of this session, you should be able to....

1. Explain your roles before, during, and after a test session
2. Explain your testing schedule and pausing rules
3. Use the TA Interface to:
  - a. start;
  - b. monitor, run, transfer;
  - c. pause;
  - d. end a test session
4. View and edit student test settings and accessibility resources

# Testing Schedule

Test Type	Number of Sessions	Session Duration	Breaks
ELA and Math Computer Adaptive Test (Non Performance Task) <b>MUST OCCUR            BEFORE PT</b>	ELA: 2 sessions  Math: 2 sessions	Each session 40-60 minutes long	As many breaks as needed whenever needed
ELA Performance Task	2 sessions:  a. Research Questions  b. Full Write	Each session 40-60 minutes long	As many breaks as needed whenever needed
Math Performance Task	1 session	40-60 minutes long	As many breaks as needed whenever needed

# Rules for Pausing a Test

## IMPORTANT! Rules for Pausing IMPORTANT!

Computer Adaptive Test (CAT) *45 days to complete	<b>**Pause less than 50 minutes =</b> student can go back to previous question screens	<b>**Pause more than 50 minutes =</b> student cannot go back to previous question screens
Performance Task <b>*15 days to complete</b>	Once a student has completed the research questions, student cannot go back to these questions	Students can go back to the full write at any time with no restrictions on pausing; this can happen over multiple days

When a student wants to start a test after any length of pause, the student has to re-enter their Test Ticket and Session ID information

**\*\*changed from years past**

# Materials Will You Need as Proctor

1. **[LINK: Administering the SBA - Checklist and Directions for Administration For Proctors](#)**

2. Classroom activity lesson plan for the classroom activity day

3. Test Tickets -- one per student if you don't already have them

4. Scratch Paper: ELA test

All grades -- 1-2 pages per student per day...students can use their own

5. Scratch Paper: Math test

3rd-5th grades -- 1-2 pages per student per day...students can use their own

6th, 7th, 8th, and 11th -- graph paper (1-2 sheets per student per test)...students can use own

6. Approximately 8-10 headphones....most students will bring their own

## Prior to testing sessions, proctors need to...

1. Cover or take down any materials that are instructional in nature or that could provide students with unfair advantages. (If you took it down for MSP/HSPE, take it down for SBA).
2. Read and plan for your classroom activity prior to the classroom activity day.
3. Open Chromebooks and place them on student desks.

### **Securing Testing Environment**

- Post “Testing – Do Not Disturb” signs
- **Electronic devices are turned off and out of reach (both staff and students should not use phones during testing or during breaks)**
- Backpacks and purses out of reach

At the start of a test session,  
proctors will follow this [helpful checklist](#)....

1. Post Do Not Disturb Sign on your door.
2. Begin a test session 1-2 minutes before students enter on the days of computer testing.
3. Write the test session ID on the whiteboard **and** in a safe place on your desk.
4. Pass out test tickets to students as they enter;
5. Direct students to turn off all electronics, store them in backpacks and move them to the back or side of the room. **Students CANNOT have access to backpacks or electronics during testing.**
6. Ask students to get out scratch paper and log on to test system.
7. Read directions from the Directions for Administration pages to students as they log on.
8. Approve and monitor tests.
9. Gather students test tickets and keep these secure.

## During the test session, proctors will...

1. Walk around and monitor testing. Maintain test security at all times. **Do not discuss problems/items/passages with students or any others within or outside of the testing environment.**
2. If a student has an electronic device, take it and have the student continue testing. Report this immediately to your building test coordinator and administrator.
3. If a student becomes ill, have the student hit “pause” and then log out and go to nurse’s office. The student can continue the testing when they return to school.
4. Please do not allow students snacks and beverages at their desks because of the chance of spilling on the technology. Instead, encourage students to eat/drink during a break.
5. At some point, collect student tickets. You will need them for the next day.

## At the end of the testing session, proctors will...

1. When there is 10 minutes left, ask students to go back and check their work from before. Instruct them not to start any new questions.
2. With 2-3 minutes left, direct students to hit pause and confirm the pausing. They can also hit save, although the program does not require it and they will not see a dialog box confirming the save. **DON'T WORRY...THEIR WORK IS SAVED.**
3. End your test session.
4. Collect scratch paper **AT THE END OF EACH TESTING SESSION:**
  - A. CAT scratch paper needs to be kept secure and given to building coordinator
  - B. Performance Task scratch paper needs to have student's name on it; keep it secure; return scratch paper to students for the next session; when PT is finished, scratch paper needs to be returned to building coordinator

# Starting and Running a Test Session

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

Home Users Resources Q & A Supported Browsers Register for email alerts | Manage Account

**WASHINGTON**  
COMPREHENSIVE ASSESSMENT PROGRAM

**Test Administrators**

**Recent Announcements**

**NEW!** January 28, 2015 – The Online Reporting System (ORS) is available again on the WCAP portal

The ORS is available again for the interim assessments on the portal. Scores that are submitted in the Teacher Hand Scoring System (THSS) beginning January 27 will be available in ORS beginning on Wednesday, January 28 for both the Interim ICA and Interim IAB assessments. Please contact the WCAP Help Desk if you need any assistance navigating THSS or ORS: Tel 1.844.560.7366; email [wahelpdesk@air.org](mailto:wahelpdesk@air.org)

*Added January 28, 2015*

**NEW!** January 27, 2015 – The Interim Assessments and Teacher Hand Scoring System (THSS) are now available on the WCAP portal

The Interim Comprehensive Assessment (ICA) and Interim Assessment Block (IAB) tests and the THSS are

**Helpful Hint:**  
Check this page for important announcements about system downtime or other updates.

**Program (WCAP)**  
This WCAP portal is your access point for the Washington assessment system tools and resources.

**Secure Browsers**

**Practice & Training Tests**

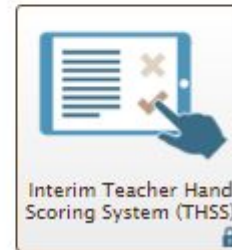
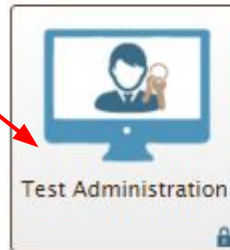
**Important Dates**

# Starting and Running a Test Session

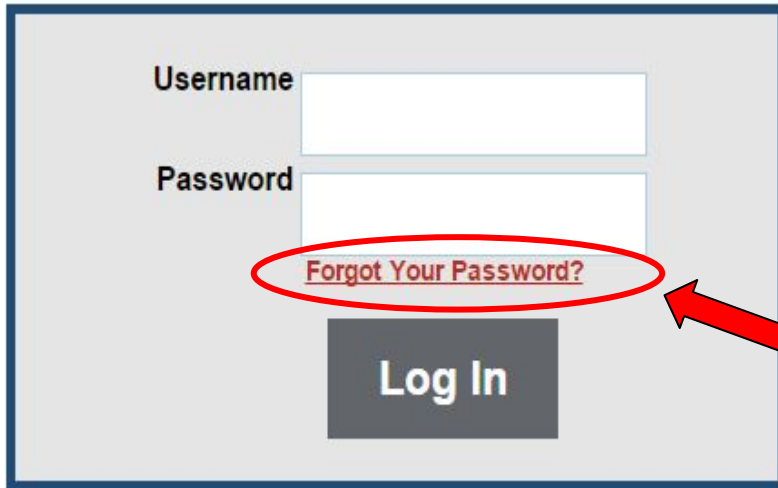
Click “test Administration”  
to begin a test session.



**Helpful Hint:**  
You can also get an easy-to-follow  
tutorial by clicking on “Test  
Administrator Certification”



# Starting and Running a Test Session



Username

Password

[Forgot Your Password?](#)

**Log In**

Your username is your Lake Stevens email address

The password is whatever you set up when you first activated your account.

If you can't remember your password -- click on [Forgot Your Password](#)



# Starting and Running a Test Session


The screenshot displays a 'Test Selection' window with the following elements:

- Test Selection** (Title bar)
- Expand All** (Button with icon)
- Choose which tests to add to your session from the tree, and then start your session.** (Instructional text)
- Interim Smarter Balanced Assessments** (Tree node, expanded, selected)
- Interim Comprehensive Assessment (ICA)** (Tree node, collapsed)
- Interim Assessment Block (IAB)** (Tree node, expanded, selected)
- Interim English Language Arts (ELA)** (Tree node, collapsed)
- Interim Mathematics** (Tree node, expanded, selected)
- G3Math-Interim-IAB-OpAlgThin** (Item, unselected)
- G3Math-Interim-IAB-Fractions** (Item, selected)
- G3Math-Interim-IAB-MeasData** (Item, unselected)
- G3Math-Interim-IAB-PTOrdrFrm** (Item, unselected)
- G4Math-Interim-IAB-OpAlgThin** (Item, unselected)
- G4Math-Interim-IAB-NumBase10** (Item, unselected)
- Start Session** (Green button with play icon)
- Close** (Grey button)

A red arrow points from the 'Start Session' button to the 'Interim Mathematics' node.

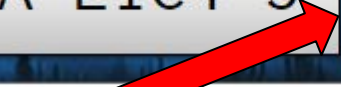
# Starting and Running a Test Session: Approving Students




Session ID



 WA-E1C4-5

Select Tests

Approvals **1**



Opp #	See Details	Approve	Reject
1	Custom		 

Approvals and Student Test Settings

Approve All Students

G6 ELA Performance Task	
Student Name	State-SSID
▶ STUDENT A	999991118

G6 Math Performance Task	
Student Name	State-SSID
▶ STUDENT B	999991119
▶ STUDENT C	999991118

Test Settings for GUEST

Language: English

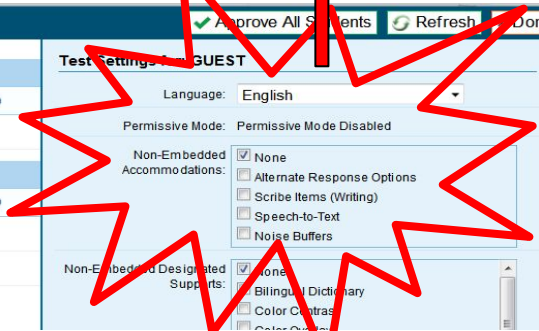
Permissive Mode: Permissive Mode Disabled

Non-Embedded Accommodations:

- None
- Alternate Response Options
- Scribe Items (Writing)
- Speech-to-Text
- Noise Buffers

Non-Embedded Designated Supports:

- None
- Bilingual Dictionary
- Color Contrast
- Color Overlay



# Missing a Student's SSID? No problem!

The screenshot shows a web application interface for student lookup. At the top right, there is a search bar labeled "Student Lookup" with a magnifying glass icon and a download icon labeled "Appr". Below this, there are two tabs: "Quick Search" and "Advanced Search". The "Advanced Search" tab is highlighted with a red box, and a red arrow points from it to the "Student Lookup" search bar. Below the tabs, there is a text instruction: "Use the drop-down menus to select the District, School, and Grade for your search. A First name is required." The main form area has a green background and contains several fields: "District/School" with a dropdown menu showing "Lake Stevens SD", "School" with a dropdown menu showing "Highland Elementary", "Grade" with a dropdown menu showing "All Grades", "First Name" with an empty text input field, "Last Name" with an empty text input field, and a "Search" button. The "First Name", "Last Name", and "Search" fields are all highlighted with red boxes. A red arrow also points from the "Advanced Search" tab to the "Student Lookup" search bar.

Quick Search   **Advanced Search**

Use the drop-down menus to select the District, School, and Grade for your search. A First name is required.

**District/School**  
Lake Stevens SD ▼

**School**  
Highland Elementary

**Grade**  
All Grades ▼

**First Name**  
[Text Input Field]

**Last Name**  
[Text Input Field]

**Search**

# Starting and Running a Test Session: Monitoring, Pausing & Stopping a Test Session

Students in Your Test Session

3 Students in Session Approved Requests    = Sort Column By    Request    New Request    Hide    Columns

Student Name	State-SSID	Opp #	Test	Test Settings	Requests	Student Status	Pause Test
STUDENT A	999999901	1	G6 Math Performance Task	Custom Settings		started: 2/4	Pause
STUDENT B	999999902	1	G6 Math Performance Task	Custom Settings	Print	started: 0/5	Pause
STUDENT C	999999903	1	G6 ELA Performance Task	Custom Settings		approved: 0/0	Pause







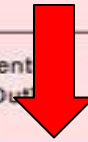

# Starting and Running a Test Session: Logging Out

## Important!

You are about to log out of all online systems. Your test session will be stopped and your student in-progress tests will be paused. Click [Cancel] to remain logged into this system or click [Log Out] to exit all systems. [Message Code: 10507]

✘ Cancel

✘ Log Out



# Starting and Running a Test Session: Transferring a Test Session

**Important**

This user currently has an active test session. Enter the Session ID to continue administering the session from this computer/browser. [Message Code: 11604]

# On-line MSP: Still a one-day test

**Table 8: 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)	
MSP Grade 5	Science	70-90 minutes	35-minutes	10-minutes	35-minutes	10-minutes	20-minutes	20-minute intervals
MSP Grade 8	Science	90-110 minutes	45-minutes	10-minutes	45-minutes	10-minutes	20-minutes	20-minute intervals

## Important Reminders:

1. The tests are not timed, so all time estimates are approximate.
2. This session must be completed during the day in which it was begun.
3. Students should be allowed extra time if they need it, but Test Administrators need to use their best professional judgment when allowing students extra time. Students should be actively engaged in responding productively to test questions.

# On-line MSP

## Securing Testing Environment

- Post “Testing – Do Not Disturb” signs
- **Electronic devices are turned off and out of reach (both staff and students should not use phones during testing or during breaks)**
- Cover/take down anything on walls that provides an advantage to students
- Backpacks and purses out of reach

# On-line MSP

Access the on-line test in at the same portal:

The screenshot shows the WCAP portal interface. At the top, there are navigation links: Home, Users, Resources, Q & A, and Supported Browsers. The main header reads "WASHINGTON COMPREHENSIVE ASSESSMENT PROGRAM". On the left side, there are four menu items: "Students and Families (Coming Soon)", "Test Administrators", "Test Coordinators" (circled in red), and "Technology Coordinators". The central area features a "Recent Announcements" section with a microphone icon. A red arrow points from a "Helpful Hint" box to the first announcement, which states: "January 28, 2015 - The Online Reporting is available again on the WCAP portal". Below this, there is a paragraph of text: "The ORS is available again for the interim assessments on the portal. Scores that are submitted in the Teacher Hand Scoring System (THSS) beginning January 27 will be available in ORS beginning on Wednesday, January 28 for both the Interim ICA and Interim IAB assessments. Please contact the WCAP Help Desk if you need any assistance navigating THSS or ORS: Tel 1.844.560.7366; email wahelpdesk@air.org". A second announcement below that reads: "January 27, 2015 - The Interim Assessments and Teacher Hand Scoring System (THSS) are now available on the WCAP portal". The right sidebar contains three buttons: "Secure Browsers" (with a shield icon), "Practice & Training Tests" (with a bicycle icon), and "Important Dates" (with a calendar icon). A text box at the top right of the sidebar states: "This WCAP portal is your access point for the Washington assessment system tools and resources."

LINK: [On-Line Science MSP: Directions for Administration](#)

## Exit Ticket for today's work

1. Create your SBA TIDE account if you have not already done so
2. Explain your testing schedule and the pausing rules
3. Begin a test session as a teacher and explain what materials you'll need
4. Explain details on administering, monitoring, and pausing a test session

[Thank you for signing in to this training!](#)

(Assessment Coordinators, please click on this link to print the sign-in sheet and send it to Kristi Morrow after the training)

# Special Education Teachers, 504 Case Managers, and LAP/Title/Support Teachers: Accommodations Training

**Embedded:**

**Built in to the computer system**

**Non-Embedded:**

**Setting, hand-held items, etc.**

## Universal Tools

### Embedded

Breaks, Calculator, Digital Notepad, English Dictionary, English Glossary, Expandable Passages, Global Notes, Highlighter, Keyboard Navigation, Mark for Review, Math Tools, Spell Check, Strikethrough, Writing Tools, Zoom

### Non-embedded

Breaks, English Dictionary, Scratch Paper, Thesaurus

## Designated Supports

### Embedded

Color Contrast, Masking, Text-to-speech, Translated Test Directions, Translations (Glossary), Translations (Stacked), Turn off Any Universal Tools

### Non-embedded

Bilingual Dictionary, Color Contrast, Color Overlay, Magnification, Read Aloud, Scribe, Separate Setting, Translated Test Directions, Translation (Glossary)

## Accommodations

### Embedded

American Sign Language, Braille, Closed Captioning, Text-to-speech

### Non-embedded

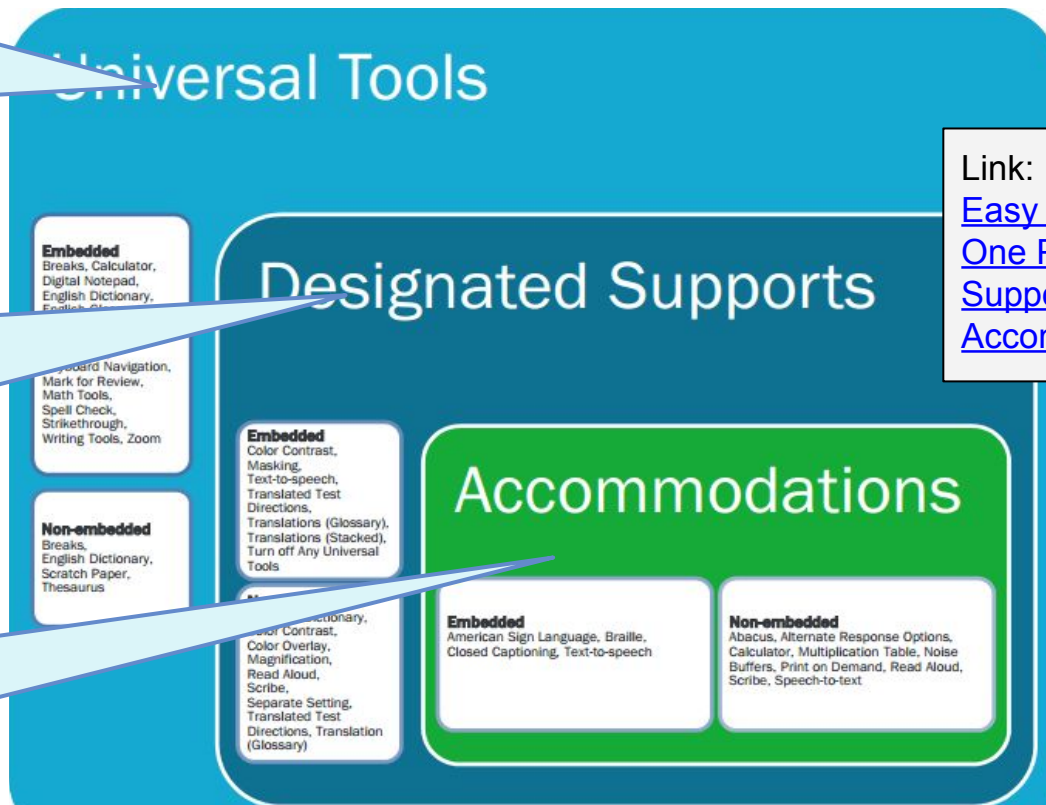
Abacus, Alternate Response Options, Calculator, Multiplication Table, Noise Buffers, Print on Demand, Read Aloud, Scribe, Speech-to-text

# Which students receive accommodations?

Every student....  
NO documentation  
needed

Any student identified by an educator or a team of educators as needing support. This includes general ed students as well as IEP/504 students

IEP or 504 students



Link:  
[Easy Reference: One Page List of Supports & Accommodations](#)

# What documentation is needed?

Every student....  
NO documentation  
needed

Must use this  
[Designated Supports  
Documentation Form](#)

Must be documented  
in student's IEP or  
504

## Universal Tools

### Embedded

Breaks, Calculator,  
Digital Notepad,  
English Dictionary

Word Passages,  
Global Notes,  
Highlighter,  
Keyboard Navigation,  
Mark for Review,  
Math Tools,  
Spell Check,  
Strikethrough,  
Writing Tools, Zoom

### Non-embedded

Breaks,  
English Dictionary,  
Scratch Paper,  
Thesaurus

## Designated Supports

### Embedded

Color Contrast,  
Masking,  
Text-to-speech,  
Translated Test  
Directions,  
Translations (Glossary),  
Translations (Stacked),  
Turn off Any Universal  
Tools

### Non-embedded

Bilingual Dictionary,  
Color Contrast,  
Color Overlay,  
Magnification,  
Read Aloud,  
Scribe,  
Separate Setting,  
Translated Test  
Directions, Translation  
(Glossary)

## Accommodations

### Embedded

American Sign Language, Braille,  
Closed Captioning, Text-to-speech

### Non-embedded

Abacus, Alternate Response Options,  
Calculator, Multiplication Table, Noise  
Buffers, Print on Demand, Read Aloud,  
Scribe, Speech-to-text

# Text to Speech

## Text to Speech:

SBA software read the text to students via headphones

[Regulations/Guiding Questions](#)

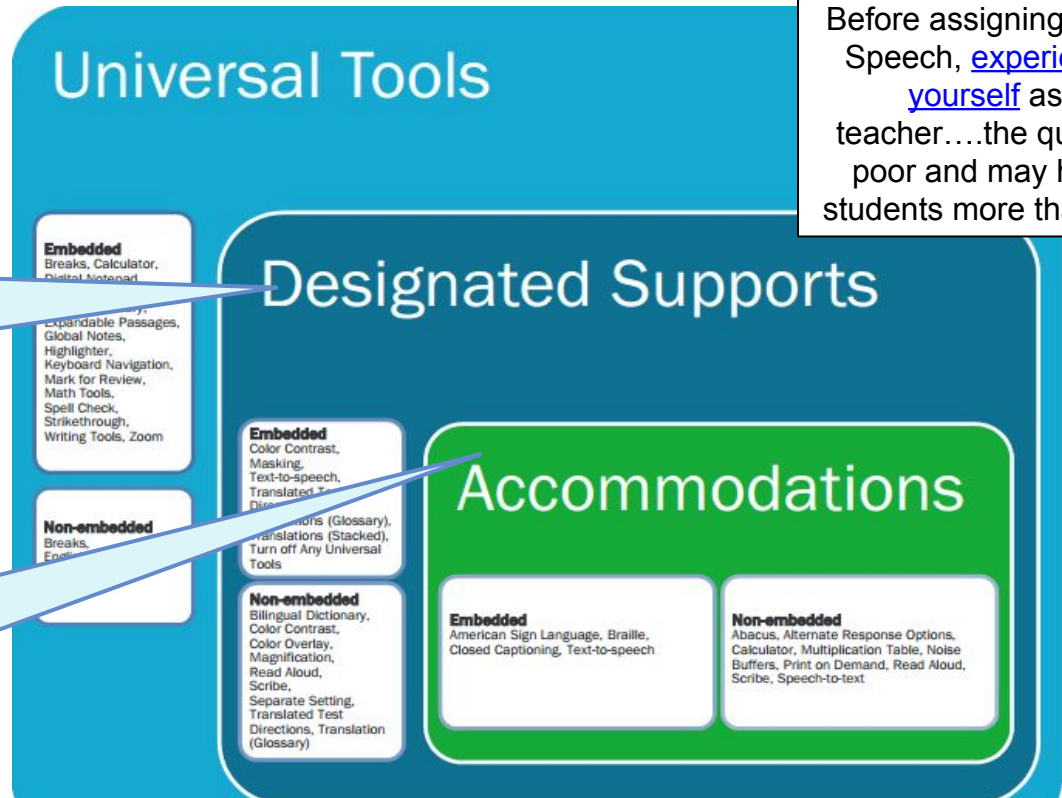
## Designated Support Text to Speech:

LAP/Title/ELL/Academic Support students can have **ITEMS ONLY** read to them at all grade levels.

## Accommodation Text to Speech:

Sped and 504 students can have **ITEMS and STIMULI** read to them at all grades

Before assigning Text to Speech, [experience it yourself](#) as a teacher....the quality is poor and may hinder students more than help.

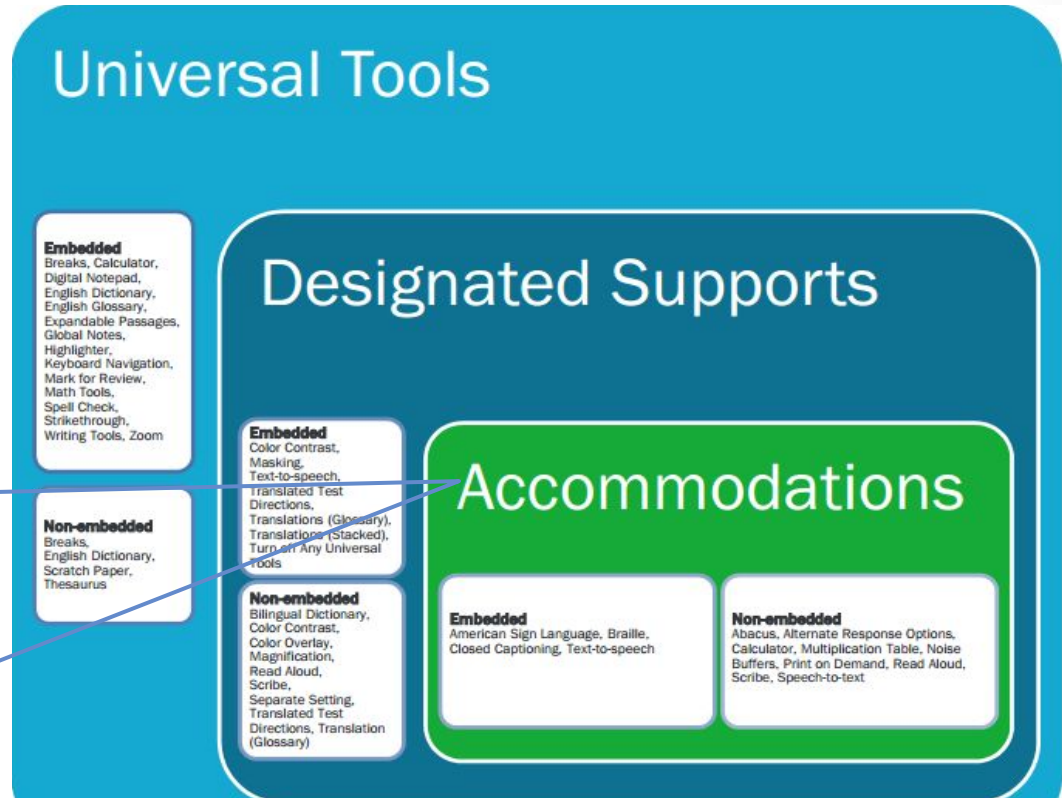


# A Special Note on “Speech to Text”

“Speech to text” is a special accommodation for assistive technology devices. *Read and Write for Google* is not an official assistive tech device.

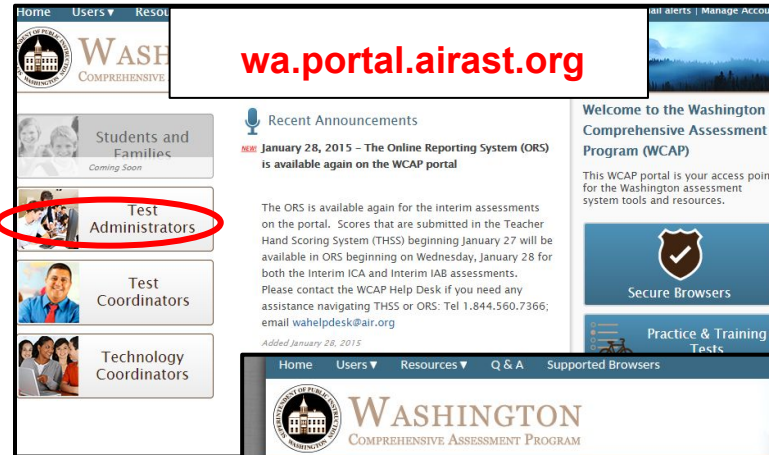
A student who legitimately needs speech-to-text and uses it the majority of the time in a general education setting should be assigned a scribe.

However, work closely with your building assessment coordinator when considering this designated support/accommodation as it has import impacts on test scheduling.



# Checking/Adjusting Student Test Settings

**STEP ONE:** Go to [wa.portal.airast.org](http://wa.portal.airast.org) and click on “Test Administrators”

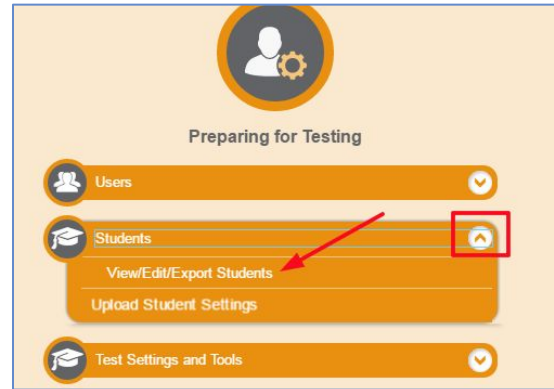


**STEP TWO:** Click on “TIDE” and log in

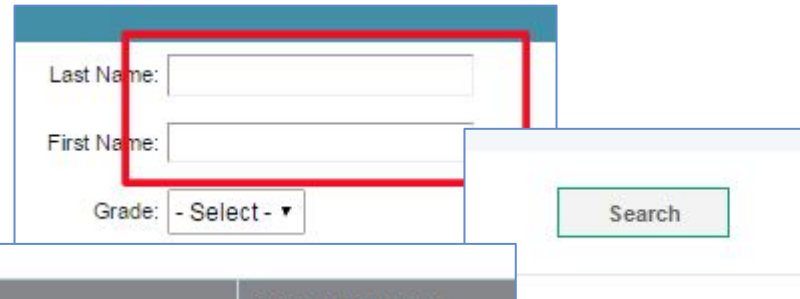


# Checking/Adjusting Student Test Settings

**STEP THREE:** Click on “**Students**” and then “**View/Edit/Export Students**”



**STEP FOUR:** Type in the student’s last name and first name. Grade level is optional. Then, click “**Search.**” Click on the **pencil icon** to edit the student record.




Last Name:

First Name:

Grade: - Select - ▾

Search

Number of students found: 1

Edit	School Information		Student Information
	District	School IRN	SSID
	31004	31004_2884	1217902058

# Checking/Adjusting Student Test Settings

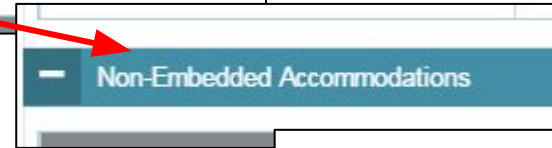
Ignore this section unless you want to turn an option off



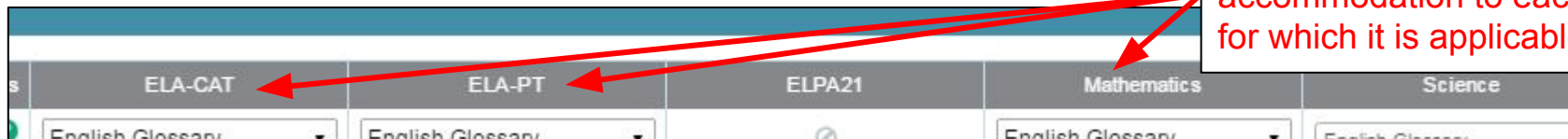
Designated supports -  
sped/504/ELL/LAP/Title/etc.



Accommodations -  
sped/504 students only



Remember to assign the  
accommodation to each test  
for which it is applicable.



# Resource Documents For You

## [One Page Quick Reference Sheet](#)

(Provides all the accommodations on one page with an limitations/rules for use)

## [Scribing and Transcribing Guide](#)

(Provides rules and training for scribes)

## [Read Aloud and Oral Translation Guidelines](#)

(Provides rules and training for read-aloud and oral translation)

## [Frequently Asked Questions about State Testing Accommodations](#)

## [Guidelines on Tool, Supports, and Accommodations](#)

(entire, 88-page document provided by OSPI that gives all of the information on accommodations)