

9.0 DIRECTIONS FOR ADMINISTRATION

Note: This section includes directions for administration and a script to use in the administration tests.

9.1 Establishing Appropriate Testing Conditions

9.2 Components of the Field Test

The Field Test (non-PT) item (non-PT and with the non-PT) may opt to be designed to

Important Recommendations:

- If a student begins the assessment PT items prior to moving on to the classroom activity, it is recommended that the student continue with the classroom activity and then move on to the non-PT items. It is open for any student at a given time.
- It is recommended that an entire classroom complete the assessment before starting another, but it is not required by the Test Coordinator.

9.3 Classroom Activity Administration Guidelines

The Smarter Balanced Assessment Consortium will collect information about student performance during the classroom activity to explore how to improve the testing experience and to ensure that all students are allowed the opportunity to show what they know.

All Field Test participants will receive information about how to complete a PT in the assigned content area. The Test Coordinator will provide students with information and key terms related to the performance task.

Classroom activities may be administered in a variety of ways, including the performance task. Regardless of how the activity is administered, the Test Coordinator should be able to record information for the classroom activity (e.g., on a whiteboard). Computers, projectors, and other technology may be used for the activity.

The classroom activity involves the participation of all students. Students may take notes during this time, but the notes should be stored in a secure location until securely scanned and uploaded to the system.

Please read the following information carefully for the classroom activity in ELA or mathematics:

- The classroom activity involves interacting with the performance task that follows will be completed by the student using the system.
- The classroom activity should be administered in a way that it can occur on different days. The retest window between the classroom activity and the performance task should be at least 24 hours.
- Classroom activities are designed to address the complexity of the topic and individual student needs in the classroom or in any area deemed appropriate by the Test Coordinator.
- The SC will download and provide the performance task for the planned administration of your classroom activity.
- Determine an appropriate space for the classroom activity that students will need for discussion, and any other logistic details.

Once you have logged in, you will have to wait for me to approve before you can start. I'll be checking that you have correctly entered your SSID number and other information.

**Give Students
Access to
the Test**
The test is
on a computer
test session
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Students
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SAY: Enter your confirmation code which is your full first name, your birth date abbreviation followed by a hyphen, and your SSID. Then enter your session ID. *Raise your hand if you cannot see these numbers or if they do not appear on your keyboard.*

Please do not share your SSID with anyone. This is private information.

Once you have successfully logged in, you will see a page on your computer with your full first name, SSID, school, and grade. If all of the information on your page is correct, select YES to continue. If any of the information is incorrect, please raise your hand so that you can show me what

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SAY: On the next page, select the test you will be taking today (at least one NAME OF TEST), and then click START TEST. After you have selected a test, you will see a page with a moving bar and message saying "waiting for Test Administrator approval." This step helps ensure that you are taking the correct test. Please wait quietly while I verify each of your

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of students who are awaiting approval at any time. **Please make sure the correct student has logged in.**

Once students begin appearing in the preview box, you can click [**Approvals (#)**] to open the Approvals pop-up window, shown below. Review each student's test settings and edit as necessary. You can either click [**Approve**] for each individual student (recommended) or, when you are satisfied that all students in the list can be approved, click [**Approve All Students**]. *Reminder. If any student's test settings are incorrect, do NOT approve that student.*

Note: The SSID is required.

To refresh the list of students awaiting approval at any time, click the [**Refresh**] button at the top of the pop-up window.

✓ All Students Refresh

Test Settings

Opp # Test Settings

Each student will be logging in at a different time. Monitor the sessions and log in all students who are currently ready before assisting any students who are having problems.



You may PAUSE at any point in the test after answering an item. [The PAUSE button is used for the Non-PT test.] The PAUSE button is used for the Non-PT test. If you pause for more than 20 minutes, you will be removed from the test. Please raise your hand to the administrator prior to clicking PAUSE.

Your answers need to be your own. Do not look at other students' answers. Remember that there is no time limit for the test.

When you are ready to begin your test, click the PAUSE button at the bottom of the page.

Please keep in mind that this test is a computer-based test. At the end of each segment, you will be asked to click PAUSE to move on. Once you submit your answer, you will not be able to return to the question.

Note: For the Non-PT test, the testing window is up to 45 days after the start of Administration for recording purposes.

9.6 Testing Over Multiple Sessions or Days

For some tests, particularly the performance tests, it may be necessary to administer the test over multiple sessions. For the ELA PT, the maximum uninterrupted time that may exceed the time recommended for the PT. Students can be provided with breaks between sessions. If a student pauses the test to go to Part 2, he or she will not be able to review answers from Part 1. It is recommended that students complete Part 1 of the test on the next school day. For the mathematics PT, the maximum uninterrupted time is 40–120 minutes.

If you intend to administer the test over multiple sessions, it may be important for all of the students to be present for the entire test. For most tests, there is nothing built into the system to allow a student to move from one section of the test to another. In those cases, you will need to provide a way for students to pause the test. For example, Test Administrators can provide a way for students to pause the test. Likewise, the end of Part 1 of the ELA performance test can be written on a dry-erase board. Students will receive a notification when the test is paused.

When testing is resumed on a subsequent day, you will need to provide a new session ID. When instructing students to begin the test, refer to the general script to the student in the *Administration* manual. For printing purposes, the *Administration* manual.

A summary of
6.5 Testing Time

9.7 Monitoring Test

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contact your S

You may also
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browser's refre

Student Name	State/SSID	Opp #	Test	Requests	St	at State	Time Test
STUDENT A	AI-99999991843	G3 M		start			
STUDENT C	AI-99999990553	G3 EL		start			
STUDENT B	AI-99999991086	G3 M		pause	2 m		

If you notice that a student is off task
to keep him or her focused.

If a student asks for assistance either
instruct the student to review the tuto
his or her best, but that you cannot h

Warnings before the end of the test session

When there are approximately five minutes left for the test session, give students a brief warning

End the test session and log out of the Test Administration Site.

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TEST] once they are done reviewing. Once a student clicks [**SUBMIT TEST**], the student will not be able to review answers.

Collect any scratch paper. Then click [**Stop Session**] to end the test session and pause any student tests in your session that are still in progress. When you are finished, you can log out of the TA Interface by clicking the [**Logout**] button at the top right.

10.0 FOLLOWING TEST ADMINISTRATION

10.1 Destroying Test Materials



Federal law—the Family Educational Rights and Privacy Act (FERPA, Code Section 11019.9) prohibit the release of a student's personally identifiable information. Any printouts must be securely stored and then destroyed.

As a reminder, those test materials identified in section 10.1 must be destroyed immediately following each test session and may not be used in any subsequent test session.

10.2 Reporting Testing Improperities, Irregularities, and Breaches

At the close of the testing window, ensure that all test security incidents were reported in accordance with the guidelines in *Appendix B* in this manual.

APPENDIX A: DIRECTIONS FOR ADMINISTRATION SCRIPT

Use the ca/resources/

Login script

RECOMMENDATION: Do not use non-PT items. Such as, adhere to the following page.

To ensure that the script for administration following page help the class **student for any**

Please remember: If you are reading directions again

All directions that they stand out in a natural tone and a mistake. Listen

Try to maintain a calm begins, encourage

Any time a student includes logging

SAY: Today, you will take the [State mathematics] test. You will take the test. If you need an item, wait for my instructions and

Once you have logged in, before you can start. I'll be number and other information

Give Students the Test Session ID

The test session ID, the SSID, and the confirmation code on a card or piece of paper to help them type it in the test session ID on the board or another place where that the test session ID must be entered **exactly** as it Student information is confidential; therefore, the card collected and securely shredded if used. Please refer



at <http://sbac.org> /field-test-familiarize-yourself-with-the-Crime-Testing-System.

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you will not be able to

*Note: For the Non-P
testing window up to
but the test expires
of Administration for*

Testing Over Multiple Sessions or Days

Monitoring Testing

Assessment

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The screenshot shows a web-based test administration interface. On the left, there is a list of test segments with columns for 'Segment Name', 'Start Time', 'End Time', and 'Status'. The 'Request' panel on the right contains buttons for 'Start Test' and 'Pause Test', along with a progress indicator showing 'started: 0/14', 'started: 2/7', and 'paused: 0/14 (2 min)'.

SAY: It is in a tree

SAY: I can't

Warn student. **the end of the test session.**

When there are approximately five minutes left for the test session, give students a brief warning

SAY: We are
marking
the test

End the test session and out of the Test Administrator Site.

After answering the last item in each segment, each student is presented with a screen prompting him or her to review answers (marked and unmarked) for all items available for the student (presented after any pause taken) or to end the test. Tests can no longer be paused after the last item has been presented.

After answering the last question, students must end their test. If students would like to review the answers before ending their test, they do so by clicking [REVIEW MY ANSWERS] and then [SUBMIT TEST] once they are done reviewing. Once a student clicks [SUBMIT TEST], the student will not be able to review answers.

SAY: This test
will be
I will n

Collect tests
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