



Considerations for Remote Administration of Interim Assessments

The Hawai'i Department of Education's Assessment Section has received questions about administering interim assessments during this time of remote learning and teaching. This document outlines considerations, guidance, and processes that schools and complex area staff should discuss regarding the remote administration of the Smarter Balanced interim assessments.

Smarter Balanced and Hawai'i Department of Education are allowing select Interim Assessment Blocks (IABs) and Focused Interim Assessment Blocks (FIABs) to be administered remotely through June 30, 2020. The Hawai'i Department of Education does not require, expect, or even encourage the administration of interims during this time of distance learning. However, we do want to provide access to these tools and resources.

Cambium Assessment, Inc. (CAI)—Hawaii's testing vendor—has made both IABs and FIABs available remotely without students needing to use the secure browser. CAI and the Hawai'i Department of Education Assessment Section have developed a ***Guide to Remotely Administering Smarter Balanced Interim Assessments*** to provide specific guidance on administering IABs and FIABs remotely. That guide is provided starting on page 3 of this document.

The Hawai'i Department of Education believes data from remote interim administration should only be used for teachers' instructional decision-making. Data should not be used for any other purpose: not placement, not student performance trends, not in lieu of summative test results, etc. Interim assessments are not designed, nor should they be used for accountability purposes, e.g., grading.

Below are some thoughts for complex area and school staff to consider regarding the administration of interim assessments.

Equity

- Equitable access must be provided to all students if interims are administered remotely. Be mindful that students who require assistive technology may not be able to interact with the interims fully if they do not have the appropriate assistive technology (such as a Braille embosser) available at home. Certain supports, such as print-on-demand, will likewise not be feasible to provide.
- If equitable access is not possible, the Hawai'i Department of Education recommends the ***Alternate Use of Interim Items*** provided on page 2 in order to maintain compliance with students' IEP or 504 plan and learning needs.

Security

- Interims are considered "student- and teacher-facing" so only the students in a teacher's class and the teacher should have access to interim assessments or items.
- To take an interim remotely, students will need to have their SSID number. Each student's SSID should be treated as securely as one's social security number. Student SSIDs must not be distributed en masse to all students and families. Mass sharing of student information—including SSID numbers—is a FERPA violation. A student's SSID needs to be provided only to the student or an appropriate family member via a phone call or through secure means such as a complex area's or school's password-enabled parent portal or other school or complex area secure tool.

Administration

- Administering interims remotely requires synchronous teaching where the students and teacher are online at the same time, working together.
- Smarter Balanced has developed a [Remote Teaching and Learning webpage](#) that describes allowable uses, guidance, security, and considerations for interim assessments and items. The Hawai'i Department of Education asks that school and complex area staff attend to the guidance on that webpage when considering the use of interims. That webpage also provides guidance on the use of other Smarter Balanced resources that can be used during remote teaching and learning. The Hawai'i Department of Education encourages schools and complex areas to consider how those other resources—many of them publicly available—could be used as well.

Alternate Use of Interim Items

If administering interims does not fit well with a school's or complex area's remote learning model, educators may use items from any interim by accessing the Assessment Viewing Application (AVA), available on the [Hawai'i Statewide Assessment Program Portal](#) for authorized users. The use of AVA does not require administering an interim. Please follow the guidance and security considerations provided on the [Smarter Balanced Remote Teaching and Learning webpage](#) when using AVA.

Additional Resources

Educators may freely use or adapt any Performance Task (PT) or item from the [publicly available Training Test and Practice Test](#), the [Smarter Balanced Sample Items website](#), and/or the [Smarter Balanced Content Explorer](#). The use of these items also does not require administering an interim.

- [Digital Library](#): Find activities and lesson plans to support the formative assessment process.
- [Smarter Content Explorer](#): Use this site to learn how test items connect to academic standards. Can provide students extra practice with specific concepts.
- [Sample Items Website](#): Use content-relevant test questions for additional practice. This website has more than 500 items that measure the content standards and may be printed and emailed to students to collect information about what students know and can do as part of a teacher's formative assessment process
- Students can take a [Practice Test](#).
- [Tools for Teachers Remote Teaching and Learning Website](#): Use this Smarter Balanced website to find resources and guidance to support students while teaching remotely and while students are learning outside of the traditional classroom..

If you need any technical support or have any questions around administering interims, using interim items outside of an interim administration, or other Smarter Balanced resources during this time, please reach out to the Assessment Section at hsa@k12.hi.us.



Guide to Remotely Administering Smarter Balanced Interim Assessments

IAB and FIAB ONLY

Smarter Balanced member states will support teaching and learning by allowing teachers to remotely administer select Interim Assessment Blocks (IABs) and Focused Interim Assessment Blocks (FIABs). Cambium Assessment has configured the Test Delivery System to assist in this effort. Students may access the interim assessments remotely using Chrome or Firefox web browsers. This document describes how Test Administrators (TAs) can remotely administer the interim assessments and how students can take an interim assessment.

Interims may be remotely administered through June 30, 2020.

How Test Administrators Administer Interim Assessments Remotely

Test Administrators will remotely administer interim assessments the same way they would at their schools. Test Administrators will need to communicate with students to provide a session ID and to provide support for students through the login process, including helping them securely find their student ID. **It is important that the session ID and student ID are communicated using a secure method, such as a classroom management system. Sending secure student information—including their student ID—via a non-secure method is a FERPA violation.** Test Administrators should carefully monitor the time students are working to complete an interim.

Guidelines for Administering Interim Assessments During Remote Instruction

- An authorized employee (e.g., teacher, Test Administrator) in a school or complex area administers the interim consistent with state and school policies for in-person interim assessment administration.
- The Test Administrator monitors the interim activity such that interims are open only for the minimum amount of time necessary for students to complete and submit their responses.
- The Test Administrator uses established test administration practices to support students accessing the interim assessments; this may be a phone call or chat with a parent in advance of starting the test.
- The Test Administrator maintains student data privacy with student ID and other personally identifiable information (PII), which are required to take an interim.
- The Test Administrator follows state and local policies regarding test security and immediately escalates to the Test Coordinator any suspected item security issue (e.g., posting interim items on social media).

Administering an Interim Assessment Session

1. Navigate to the [Hawai'i Statewide Assessment Program Portal](#) and log in to the Test Administration application using the same credentials you would use at school.
2. Select the interim assessment block (IAB) you will be administering.
3. Start the test session and securely provide your students the session ID that is generated. This session ID will be used by all students for the session, but when this session is closed a new session ID will be required.

4. After your students sign in and select the interim, approve them into the session so that they may start testing.
5. After all students complete the interim, stop the test session and log out.

Providing Information to Students and Families

The information and directions on the next pages can be provided to students and families as is, can be modified by school or complex area staff for students and families, or can be used by schools or complex areas to create a different communication for students and families. How Students Take Interim Assessments Remotely

Required Software for Student Devices

Student Device	Required Software
Personal or school-provided device running Windows, Mac, or Linux	Chrome or Firefox web browser
Personal or school-provided device running Chrome OS	Chrome web browser

Signing in to Take an Interim Assessment

Once students have the required software browser as outlined above, they are ready to sign in and take an interim assessment.

1. Launch the required software browser.
2. In the URL bar, enter <http://mobile.tds.airast.org/Launchpad/> and hit enter on your keyboard. The **Mobile Launchpad** page appears.

Figure 1. Mobile Launchpad

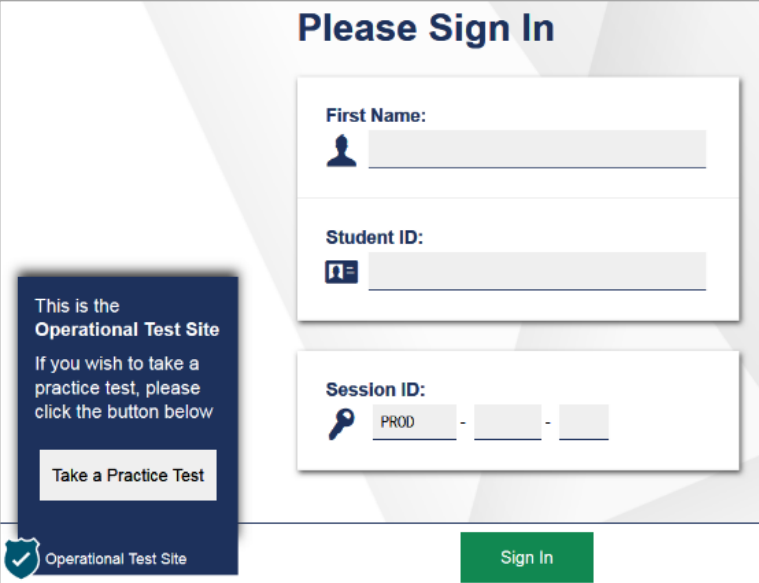


The screenshot shows the Mobile Launchpad interface. At the top left is the AIR Assessment logo. Below it, there are two distinct sections. The first section, titled "Please select your organization or state:", features a horizontal drop-down menu. The second section, titled "Choose Your Assessment Program:", also features a horizontal drop-down menu and a small blue button labeled "OK" at the bottom left of the section.

3. From the drop-down list at the top, select "Hawaii" and "Hawaii State Assessments" should then show in the assessment program section.

4. Select **OK**. The **Student Sign-In** page appears. Enter the following information:
 - Enter your first name and student ID.
 - In the Session ID field, enter the session ID provided by your Test Administrator.

Figure 2. Student Sign-In Page

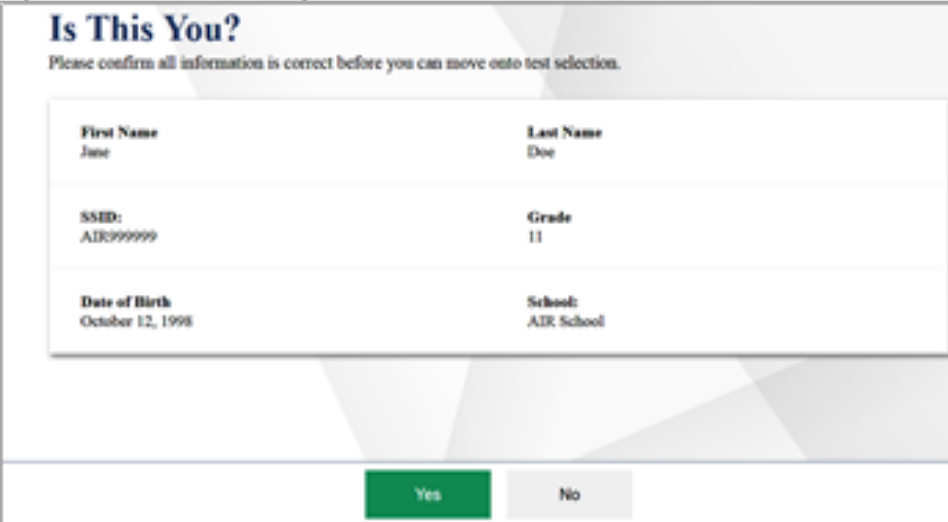


The "Please Sign In" page features a dark blue sidebar on the left with the text "This is the Operational Test Site" and "If you wish to take a practice test, please click the button below", followed by a "Take a Practice Test" button. The main area contains three input fields: "First Name:" with a person icon, "Student ID:" with an ID card icon, and "Session ID:" with a key icon and a "PROD" label. A green "Sign In" button is at the bottom right.

Field	Label	Value
First Name	First Name:	
Student ID	Student ID:	
Session ID	Session ID:	PROD - -

5. Now select **Sign In**. You should see the **Is This You?** page.

Figure 3. Is This You? Page

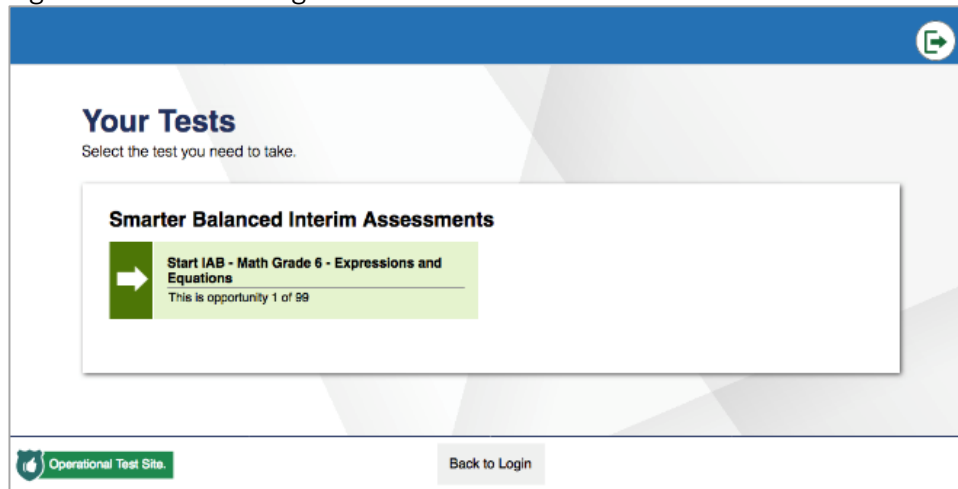


The "Is This You?" page displays a confirmation form with the text "Please confirm all information is correct before you can move onto test selection." The form contains three rows of information: First Name (Jane), Last Name (Doe), SSID (AIR999999), Grade (11), Date of Birth (October 12, 1998), and School (AIR School). At the bottom, there are "Yes" and "No" buttons.

Field	Value
First Name	Jane
Last Name	Doe
SSID	AIR999999
Grade	11
Date of Birth	October 12, 1998
School	AIR School

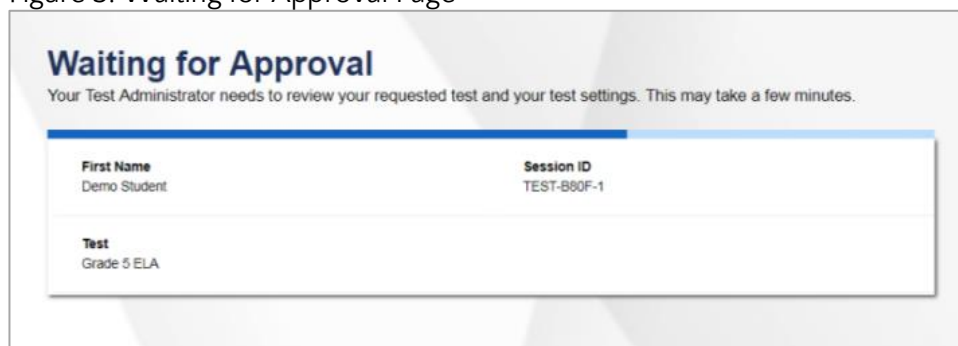
6. If all the information on this page is correct, select **Yes** to proceed. The **Your Tests** page appears.
If any of the information is incorrect, notify your Test Administrator before proceeding.

Figure 4. Your Tests Page



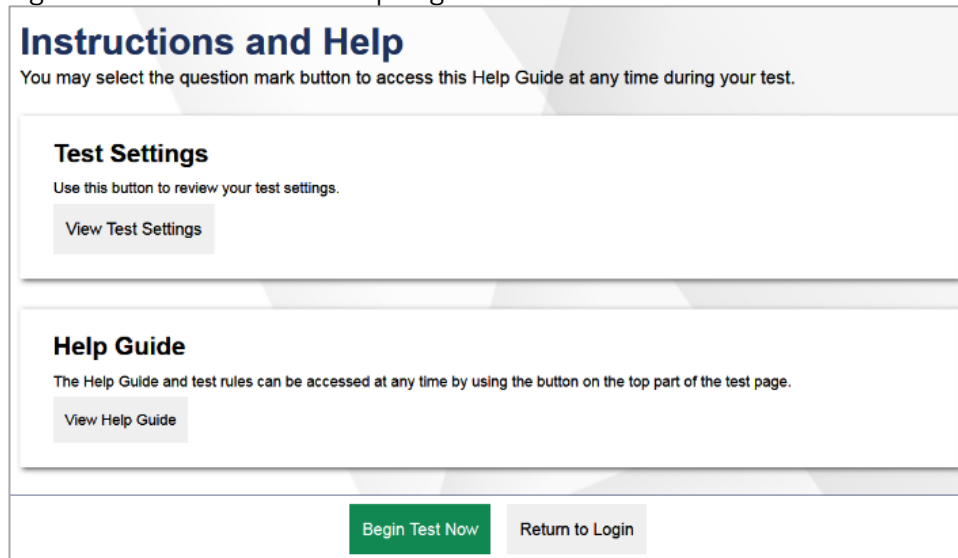
7. Now select the interim assessment you will be taking.
8. Wait for your Test Administrator to approve your interim.

Figure 5. Waiting for Approval Page



9. On the *Instructions and Help* page, select **Begin Test Now**.

Figure 6. Instructions and Help Page



Interim questions will appear on the screen and you will test normally as if you were in school. Your Test Administrators will remotely monitor your progress throughout testing.