

## Adjustments to Test Directions When the Number of Test Sessions Is Limited (with step-by-step guide)

## Introduction

This year is another unusual year as we continue to deal with the COVID-19 outbreak. For this reason there have been several adjustments to the Smarter Balanced tests and testing procedures.

- The computer adaptive components (CAT) of the Smarter Balanced English Language Arts (ELA) and Mathematics tests have been shortened (approximately half as many items as in the past) such that most students should be able to finish the tests in 45 to 60 minutes.
- The ELA Performance Task (PT) is unchanged so most students in elementary school will take approximately 90 minutes, middle school students approximately 80 minutes, and high school students approximately 60 minutes. Remember there is no PT for math.

Smarter Balanced ELA and Math Estimated Test Times with the Shortened CAT				
Content Area	Grades	Computer Adaptive Test (CAT)	Performance Task (PT) <u>hrs</u> : mins	
English Language Arts/Literacy	3–5	45-60 min	1:45	
	6–8		1:20	
	HS		1:00	
Mathematics	3–5 6–8 HS	45-60 min	N/A	

Although the test is still not a "timed test", it is appropriate, especially for our fully-on-line students who are coming on campus specifically for testing purposes, to limit the time and number of sessions they have available for testing. Given the shortened tests, most students can be expected to complete the CAT in one test session and the ELA PT in one or two sessions.

- Caution should be taken when limiting time available for students with IEPs and/or English Learners.
- All tests students start but do not complete will be closed and scored at the end of the testing window.

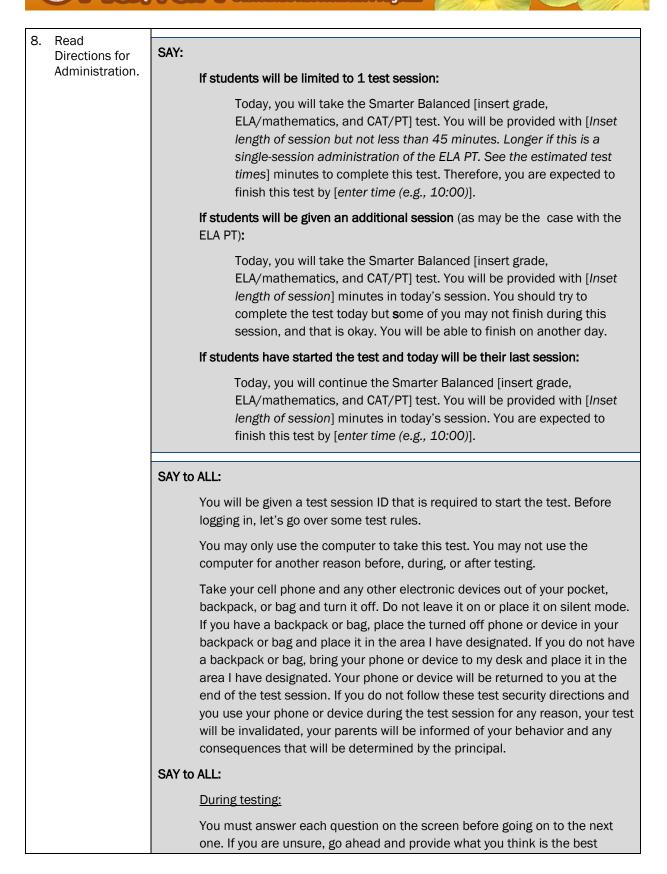
The Test Directions that follow can be used when students will be limited to one or two sessions for each test.





	Before Testing				
1.	Make sure you are prepared for testing.	Complete the online TA Certification Course available at alohahsap.org. This will take approximately 30 minutes. You will not be able to log into the TA Live Site to administer assessments or exams without completing this course. Administer a Smarter Balanced Practice Test to students on the TA Training Site to			
		become familiar with the procedures for creating a test session. Know what your students will see. Take a Smarter Balanced Training Test at			
		alohahsap.org			
		Download and read relevant user guides and manuals, including the Smarter Balanced Summative Test Administration Manual, the Guide to Navigating Online HSAP Administration, and the Centralized Reporting User Guide.			
2.	Make sure students are prepared for testing.	Make sure all of your students have taken the grade/subject appropriate Training and Practice Tests at before testing.			
3.	Get a list of secure 10-digit State Student Identification Numbers (SSIDs).	Students will log into the online system using their legal first names, their 10-digit State Student Identification Numbers (SSIDs), and a Test Session ID. Your school clerk or registrar can export a list with student names and 10-digit State Student Identification Numbers (SSIDs) from Infinite Campus for students to use when logging into a test session. Talk to your Test Coordinator about how you will obtain this list. Remember that student personal information, including 10-digit State Student Identification Numbers (SSIDs), is confidential.			
	On Testing Day				
4.	Log into the Test Administrator Live Site.	Using your username and password, log into the TA Live Site by going to alohahsap.org. If you do not have a username and password, contact your Test Coordinator. The Test Coordinator must add each TA as a user in the TIDE system in order to generate a username and a secure web link, which will be emailed to the TA. The TA must use the secure link to create a password in TIDE and also select and answer a security question. If you forget your password, go to the TIDE home page, select the "Forgot Your Password?" link, and follow the instructions. Remember that you cannot log in to the TA Live Site unless you have successfully completed the online TA Certification Course. The words "Live Test" should appear adjacent to the Test Selection Table to confirm that you are in the TA Live Site and not the TA Training Site.			
5.	Select tests to administer.	Once you have logged in, select the tests you would like to administer by selecting the subject(s) and grade(s) in the box.			
		Each test session that you create will be automatically assigned a unique Test Session ID number (e.g., "ORANGE-49F5-3"). Write this down somewhere where students will be able to see it. Students will need the Test Session ID to log into the test.			
6.	Launch the secure browser on each computer students will use for testing.	Before students arrive to take an assessment or exam, make sure that the student login screen is showing on each computer. Select the HI Secure Browser icon on each computer to open the secure browser. It is recommended that Test Administrators rather than students launch the browsers in order to prevent students from accessing other applications. Once the secure browser is launched, students can no longer access other applications.			
7.	Distribute materials.	Refer to Table 13 in the Smarter Balanced Summative Test Administration Manual for additional details on allowable resources for a Smarter Balanced Assessment.			

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answer and mark it for review before going on to the next question. You may go back and change the answer during this test session.

If you have a question or need help during the test, raise your hand and I will come to you. Some of you may not finish your tests during this session, and that is okay. You will be able to finish on another day.



**NOTE:** If a school has a more stringent cell phone policy, then that policy may be stated in place of the minimum cell phone test security requirements stated above

**SAY:** Please write your name on the scratch paper. I will collect all papers at the end of this session.

The following should be read for the Math CAT in grades 6 – 11 and ELA PT only]

- **SAY:** Please keep in mind that this test is divided into segments. When you get to the end of a segment, you will be prompted to review your answers before moving on. Once you move to the next segment, you will not be able to return to any of the questions in the previous segment.
- **SAY:** You may pause at any point in the test by selecting PAUSE after answering an item. Please raise your hand if you need a break and ask permission before selecting PAUSE.

## [The following should be read for the CAT test only]

**SAY:** If you pause your test for more than 20 minutes, you will no longer be able to go back and change your answers, even the ones you marked for review. You may check your answers to any questions before you pause your test.

## SAY to All:

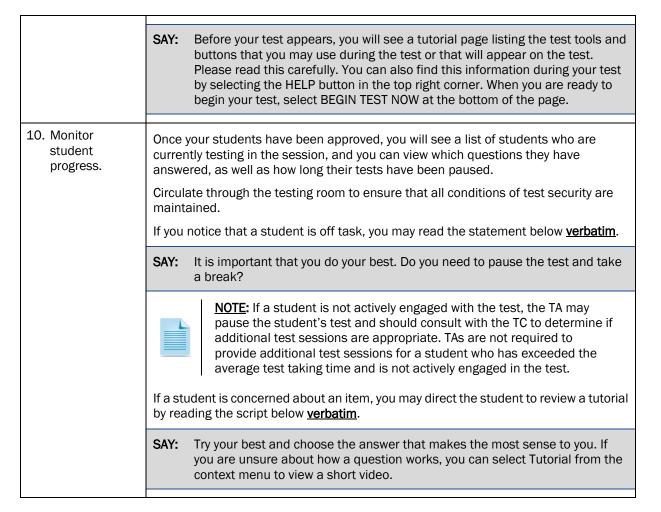
Your answers need to be your own work. Please keep your eyes on your own test and remember, there should be no talking. If you still have a cell phone or an electronic device, please turn it off, raise your hand and I will come and collect it before the test begins.

If you finish your test early, review your answers. Once you have done so, submit your test and log out. You must sit quietly in your seat until dismissed. You may not use the computer for any reason.

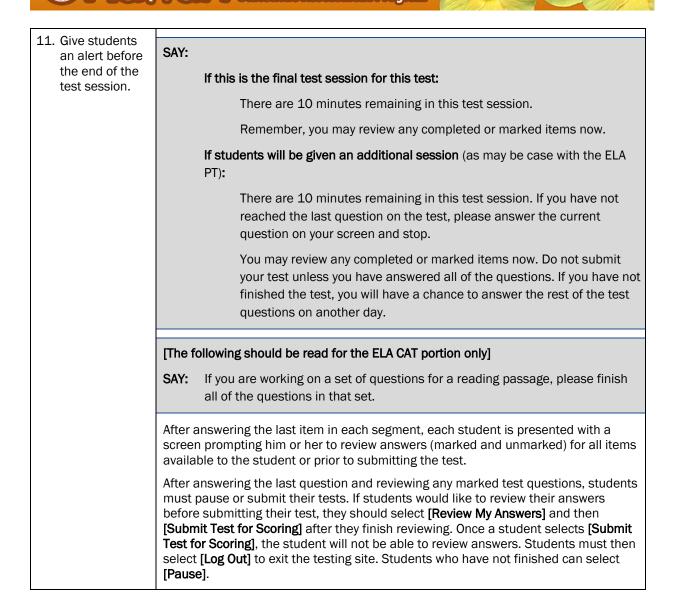
We have [x] minutes to work on this test today. I will let you know when there are 10 minutes remaining in the session. Begin to log in now.

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9. Approve students for testing.	Students can now log in using their first names, 10-digit State Student Identification Numbers (SSIDs), and Session ID. After students log in, you will see a box in the upper right corner that tells you which students have signed in and are waiting for your approval on the TA screen. Students cannot proceed to their test without the approval of the Test Administrator. Select the "Approvals" button in the upper right corner of the page to approve the waiting students. After carefully checking each student's designated supports and accommodations, you can select the "Approve" button for each <b>individual</b> student. Or you can select the "Approve All" button to approve all of your students at once. Be careful using the "Approve All" feature.			
	<b>SAY:</b> Now we are ready to log in. Once you have logged in, you will have to wait for me to approve the test before you start. I'll be checking that you have correctly entered the test session ID and other information.			
	Enter your legal first name, not your nickname, followed by your SSID number. Then enter the test session ID. Raise your hand if you need help typing this information on your keyboard.			
	Please do not share your SSID with anyone. This is private information.			
	Now select "Sign In." Once you have successfully logged in, you will see a screen with your first name and other information about you. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.			
	On the next screen, select the [INSERT NAME OF TEST (e.g., ELA Grade 4 CAT)], and then select START TEST. After you have selected your test, you will see a screen with a moving bar and message saying that you are 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 tests.			
	After I approve you to begin testing, you will see a screen asking you to check your test content area and settings. If all the information is correct, you may select YES, START MY TEST. If any of it is incorrect, please raise your hand.			
	[The following should be read for the ELA CAT]			
	<b>SAY:</b> Next you should see a screen that prompts you to verify that the sound on your computer is working. Put your headsets on and select the icon of the speaker in the circle to hear the sound. If you hear the chime, select [I heard the sound]. If not, raise your hand.			
	[The following should be read for any students who have the Text-to-Speech designated support or accommodation]			
	<b>SAY:</b> Next, if you have the Text-to-Speech designated support available to you, you should see a screen that prompts you to verify that the sound on your computer is working. Put your headsets on and select the icon of the speaker in the circle to hear the sound. If you hear the chime, select [I heard the sound]. If not, raise your hand.			





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12. End the session and log out.	<b>SAY:</b> This test session is now over. If you have not finished, please answer the current question on your screen and select [ <b>Pause</b> ], and you will be able to finish at another time. Then select [ <b>Log Out</b> ].	
	Follow appropriate testing policies regarding allowing students who need additional time to finish testing. Keep in mind the 20 minute pause rule; students whose test is paused for longer than 20 minutes will not be able to go back to any questions that contain a response or are marked for review. Students will also not have access to notes entered in the Digital Notepad.	
	<b>SAY:</b> If you have finished all the questions on your test and have finished reviewing your answers, please carefully read the questions presented at the bottom of the item review screen, just above the [Submit Test] button. You should provide an answer for each question, before you select [ <b>Submit Test</b> ]. You will not be graded on these questions. If you have trouble reading these questions you may raise your hand and I will read them to you. Once you have answered the five questions at the bottom of the item review screen, select [ <b>Submit Test</b> ]. Then select [Log Out]. I will now collect any scratch paper.	
	TAs should select [ <b>Stop Session</b> ] to end the test session and pause any student test in the session that is still in progress. When finished, TAs can log out of the TA Interface by selecting the [ <b>Logout</b> ] button at the top right. TAs should also collect any scratch paper (and graph paper for math grades 6 and up).	
13. Collect any used paper or other materials.	Scratch paper and other handouts that students have written on <i>must be shredded</i> and disposed of immediately after each test session (note: ELA PT scratch paper may be securely stored after each test session. Once the student has completed the ELA PT, the scratch paper should be shredded). Refer to the test security guidelines in the Smarter Balanced Summative Test Administration Manual for additional information.	