**2020-21 SMARTER BALANCED ASSESSMENTS GUIDELINES & PROCEDURES**

**Test Administrators**

Test Administrators (TA’s) are responsible for:

* Completing SBA administration training and complete the online TA Certification Course
* Assuring the test environment meets the specified requirements
* Administering the SBA
* Reporting all potential test security incidents to the Test Coordinator
* Assessments are to be administered at a secure testing site such as a school computer lab, library, or classroom.
* Students who are distance learning are required to be assessed in-person and school-level staff are expected to communicate the requirement to the parents/guardians of distance learning students and address concerns to ensure needs are met.

**Proctors**

Proctors are provided to support Test Administrators and may **NOT** administer any of the online assessments and do not need to take the online TA Certification Course.

They are not required to remain in your class the entire testing period, but are provided to support Test Administrators especially at the start and end of each testing session.

Proctors may:

* Walk around the room to monitor students’ behavior
* Inform the Test Administrator if anyone becomes ill, is disruptive, or appears to be cheating
* Assist Test Administrator with distribution of test materials, prepare computers, etc.

**Testing Rooms**

* Information displayed on bulletin boards, whiteboards, or charts that students might use to help answer test items **MUST BE REMOVED OR COVERED**. This applies to rubrics, vocabulary charts, student work, posters, graphs, charts, etc.
* During testing, place “**DO NOT DISTURB Testing In Session**” signs on door
* During testing, keep doors closed but unlocked
* Please have all computers ready for your class. For example, if your Period 1 class has 25 students, have 25 computers ready to go with the secure browser on the screen.
* No food or drink are allowed in the testing environment

**SBA Testing Folders**

* SBA Packets will be provided to each ELA & Math test administrator by the test coordinator.
* Testing Packet Contents:
	+ SBA Calendar or Modified schedule
	+ Copy (printed or electronic) of the Test Administration Manual (TAM) and printed Directions for Administration (includes how to create a test session and script)
	+ Scratch Paper /Graph Paper
	+ SBA Guidelines and Procedures
	+ Pencils (please return after testing)
	+ Test Tickets
	+ Testing Incident Report Form
	+ SBA Session ID Log
	+ DO NOT DISTURB Signs (2)

**Cell Phones/Electronic Devices/Watches**

* At the beginning of the test session, instruct students to **TURN OFF** and place all cell phones, electronic devices, and **WATCHES** in their bags.
* Ask students to place their bags in a designated, secure area in the classroom that cannot be accessed during the test session.
* ***ELA ONLY!*** Instruct students to only take out their headphones or use the ones provided.

**Test Problems**

* Inform your proctor and they will contact the Test Coordinator
* Call the office at ### or ### and office will contact the Test Coordinator
* Either Test Coordinator or VP/Principal will come to your room ASAP

**Tardy Student**

* Tardy students may or may not be allowed to join your test session depending on the length of the testing period (school decision).

**Inappropriate Behavior/Sick Students**

* Phone the office at extension ### or ### and student must wait until a staff member comes to your classroom to pick up student
* Complete the Testing Incident Report Form that is placed in your testing folders

**Quiet Work**

* When a student completes testing during the testing session, they must turn off the computer and can only engage in “**QUIET WORK**”
* “**QUIET WORK**” includes the following:
	+ Scribbling or drawing on a blank scratch paper which needs to be collected at the end of the test session and shredded
	+ Sudoku puzzles, seek a word, coloring intricate color books
	+ They can read a book but not anything to do with classroom work.
* **NO** academic/content homework completion allowed which includes surfing the internet or subject curriculum books, after testing in the testing environment, even if it does not contain the content being tested.

**Extended Time**

* Students who do not finish the test during the time provided must click ***[PAUSE]*** when directed to do so
* Students will not be able to review or change the answers they have already worked on when the test is paused for more than **20 minutes.**

**Make-Up Testing**

* Students who are absent from the testing period will need to be placed in make-up sessions

**Procedures Prior to Administration of Smarter Balanced Assessments**

* The number of students in test session may vary but students must be at least 6 feet apart with masks, 12 feet apart if not wearing mask (i.e. speaking test)
* Each student have their own 3' x 6' table or desk . All of their belongings placed under their table only
* Temperature taken and hand sanitizer given before they enter the room
* Everyone wears a mask at all times (Depending upon school policy, masks might be removed for the speaking test in distances between students is increased)
* Use gloves to distribute and collect the tests
* Students not allowed on campus more than 30 minutes before their test and must leave immediately after testing\*
* Allow at least 30 minutes between each group for tables, chairs, handles, headsets, keyboards, mice and anything else that a student may have touched to be sanitized\*
* Stagger their location and times
* Students do not cross paths in stairwells or bathrooms \*
* At the end of the day, clean bathrooms and floors, teachers wipe all the areas again.\*

\*Subject to school policies and procedures

**DAY OF TEST ADMINISTRATION**

**STUDENT COMPUTERS**

* Before students arrive to take an assessment, make sure that the student login screen is showing on each computer.
* Click on the HISecure Browser icon (desktop) or AIRSecure (apps-- chromebook) 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 a student is done with the test and using a Chromebook please be sure to plug the computer back in the mobile lab cart.

**TEST ADMINISTRATOR COMPUTER**

* Create a Test Session before students can log in no more than 30 minutes prior to testing begins or the system will time out.
* Go to: *alohahsap.org*
* Click on → Smarter Balanced Test Coordinators/Administrators → TA Live Site

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**ENGLISH LANGUAGE ARTS (ELA)**

**CAT: COMPUTER ADAPTIVE TEST (List Dates of Test)**

1. CLICK on (+) SMARTER BALANCED SUMMATIVE – GREEN
2. CLICK on (+) ENGLISH LANGUAGE ARTS (ELA)
3. CLICK on (+) COMPUTER ADAPTIVE TEST
4. Select appropriate grade that you are testing: (Schools can change grade below)

Grade 6: Grade 6 ELA CAT

Grade 7: Grade 7 ELA CAT

Grade 8: Grade 8 ELA CAT

 5. CLICK on → Start LIVE Session

6. Write test session on board for all students to see **AND in the Testing Log Sheet**

**PT: PERFORMANCE TASK (List Dates of Test)**

1. CLICK on (+) SMARTER BALANCED SUMMATIVE - GREEN
2. CLICK on (+) ENGLISH LANGUAGE ARTS (ELA)
3. CLICK on (+) PERFORMANCE TASKS
4. Select appropriate grade that you are testing: (Schools can change grade below)

Grade 6: Grade 6 ELA Performance Task

Grade 7: Grade 7 ELA Performance Task

Grade 8: Grade 8 ELA Performance Task

 5. CLICK on → Start LIVE Session

6. Write test session on board for all students to see **AND in the Testing Log Sheet**

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**MATHEMATICS**

 **CAT: COMPUTER ADAPTIVE TEST (List Dates of Test)**

1. Click on (+) SMARTER BALANCED SUMMATIVE – GREEN
2. Click on (+) MATHEMATICS
3. Click on (+) next to COMPUTER ADAPTIVE TEST
4. Select appropriate grade that you are testing: (Schools can change grade below)

Grade 6: Grade 6 Math CAT

Grade 7: Grade 7 Math CAT

Grade 8: Grade 8 Math CAT

 5. CLICK on → Start LIVE Session

 6. Write test session on board for all students to see **AND in the Testing Log Sheet**

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**PAUSE RULES**

**During the CAT portion of the test (ELA & MATH)**

Scenarios:

1. If the CAT is paused for less than 20 minutes, the student can return to previous test pages and change the response to any item he or she has already answered within a segment.
2. If the CAT test is paused for MORE than 20 minutes, the test will return the student to the last page with unanswered items when the student resumes testing. If a page has both answered and unanswered items, the student may change any answers on that page. The student may not return to previous pages and cannot change answers to items on previous pages.
	1. EXAMPLE A: A single test page has items 4-10. A student answers items 4-7 and pauses the test for more than 20 minutes. When the student resumes testing, he or she can change answers to items 4-10 but cannot return to items 1-3 on an earlier page.
	2. EXAMPLE B: A page contains items 9-11 and a student answers all of those items before pausing the test for more than 20 minutes. When the student resumes testing, he or she will begin on item 12 and cannot return to items 1-11.

**During the ELA Performance Task**

There are NO pause restrictions. If a performance task is paused for 20 minutes or more, the student can return to the current section and continue entering his or her responses.

**IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT YOUR SCHOOL TEST COORDINATOR**