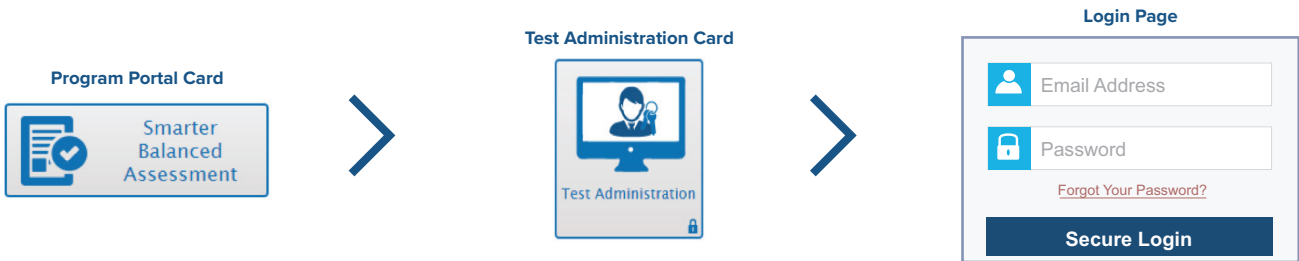


## HOW TO ACTIVATE A TEST SESSION: SMARTER BALANCED INTERIM ASSESSMENTS

This document provides instructions on how to activate a test session for the Smarter Balanced Interim Assessments using the Test Administration (TA) Interface.

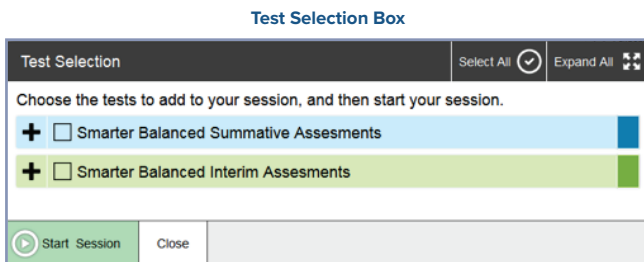
### LOGGING INTO THE TEST ADMINISTRATION (TA) INTERFACE

- 1 From the Connecticut Comprehensive Assessment Program portal (<http://ct.portal.airast.org/>), select the **Smarter Balanced Assessment** program card.
- 2 Click the **Test Administration** card to enter the Test Administration (TA) Interface.
- 3 Enter your e-mail address and password, and then click **Secure Login**. The TA Interface appears.



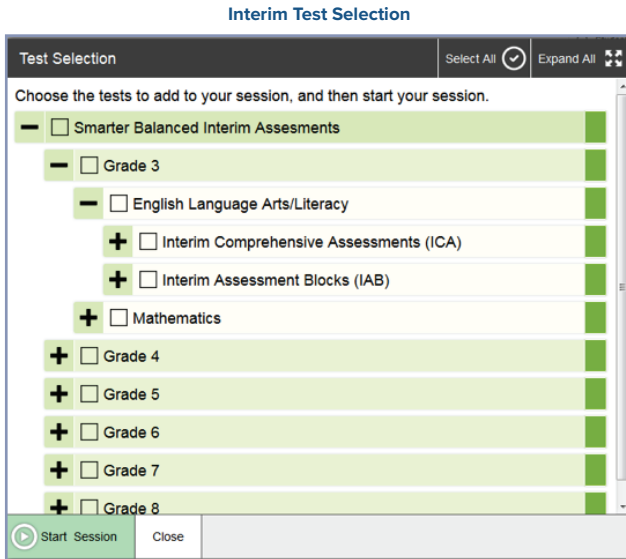
### TEST SELECTION

- 1 When you enter the TA Interface the **Test Selection** box appears. You can also click the [**Select Tests**] button in the upper-right corner of the screen.
- 2 To expand a test group, click **+** (or **Expand All**). To collapse an expanded test group, click **—** (or **Collapse All**).



- 3 Select a test from the green **Smarter Balanced Interim Assessments** list.

**Interim Test Selection**



Test Selection Select All Expand All

Choose the tests to add to your session, and then start your session.

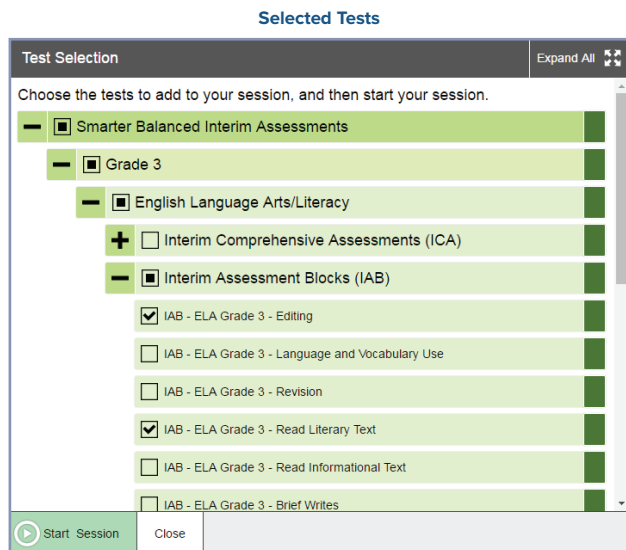
- Smarter Balanced Interim Assessments
  - Grade 3
    - English Language Arts/Literacy
      - Interim Comprehensive Assessments (ICA)
      - Interim Assessment Blocks (IAB)
    - Mathematics
  - Grade 4
  - Grade 5
  - Grade 6
  - Grade 7
  - Grade 8

Start Session Close

- 4 To select tests for the session, do one of the following:
- To select individual tests, mark the checkbox for each test you want to include.
  - To select all the tests in a test group, mark the checkbox for that group.

The figure below shows the Interim Assessment Blocks “Editing” and “Read Literary Text” for ELA Grade 3 selected.

**Selected Tests**



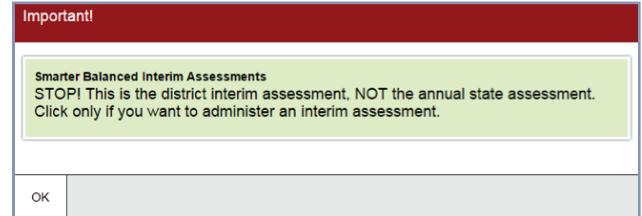
Test Selection Expand All

Choose the tests to add to your session, and then start your session.

- Smarter Balanced Interim Assessments
  - Grade 3
    - English Language Arts/Literacy
      - Interim Comprehensive Assessments (ICA)
      - Interim Assessment Blocks (IAB)
        - IAB - ELA Grade 3 - Editing
        - IAB - ELA Grade 3 - Language and Vocabulary Use
        - IAB - ELA Grade 3 - Revision
        - IAB - ELA Grade 3 - Read Literary Text
        - IAB - ELA Grade 3 - Read Informational Text
        - IAB - ELA Grade 3 - Brief Writes

Start Session Close

- 5 Once you have selected an interim test, you will receive a warning message indicating that you have selected a district interim assessment instead of the annual state assessment. Click [OK] to acknowledge this message and continue.



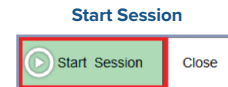
**Important!**

Smarter Balanced Interim Assessments  
STOP! This is the district interim assessment, NOT the annual state assessment. Click only if you want to administer an interim assessment.

OK

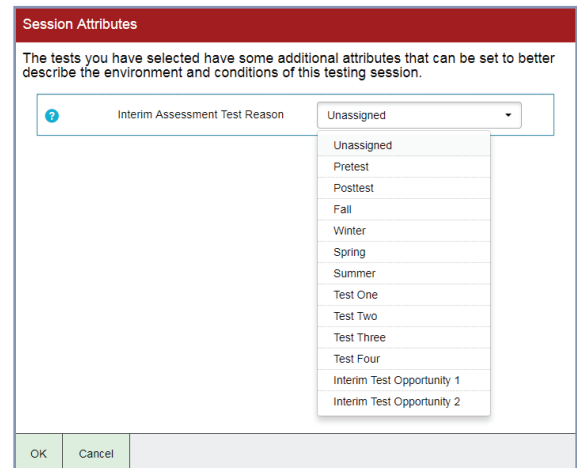
- 6 After you have selected the test(s) you wish to administer, click [**Start Session**].

**Start Session**



Start Session Close

- 7 A **Session Attributes** box appears that allows you to select a test reason from the **Interim Assessment Test Reason** drop-down menu. Test reasons are categories used to classify all test opportunities in a test session for reporting purposes in AIR Ways. Test reasons may *only* be selected for interim assessments. Select a test reason from the drop-down menu and click [OK].



**Session Attributes**

The tests you have selected have some additional attributes that can be set to better describe the environment and conditions of this testing session.

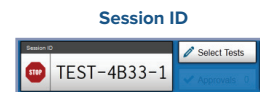
Interim Assessment Test Reason: Unassigned

- Unassigned
- Pretest
- Posttest
- Fall
- Winter
- Spring
- Summer
- Test One
- Test Two
- Test Three
- Test Four
- Interim Test Opportunity 1
- Interim Test Opportunity 2

OK Cancel

- 8 The session ID will be generated in the upper-right corner of the screen.

**Session ID**



TEST-4B33-1 Select Tests

View [Table 1](#) for a complete list of Interim Assessment name labels.

Table 1: Smarter Balanced Assessment Interim Labels

Smarter Balanced Interim Assessments Blocks (IABs)			
Grade	Content Area	Test	Test Label in the TA Interface
3	ELA	Interim Assessment Block	IAB - ELA Grade 3 - Read Literary Text
		Interim Assessment Block	IAB - ELA Grade 3 - Read Informational Text
		Interim Assessment Block	IAB - ELA Grade 3 - Brief Writes
		Interim Assessment Block	IAB - ELA Grade 3 - Revision
		Interim Assessment Block	IAB - ELA Grade 3 - Language and Vocabulary Use
		Interim Assessment Block	IAB - ELA Grade 3 - Editing
		Interim Assessment Block	IAB - ELA Grade 3 - Listen/Interpret
		Interim Assessment Block	IAB - ELA Grade 3 - Research
		Interim Assessment Block	IAB - ELA Grade 3 - Research: Analyze Information
		Interim Assessment Block	IAB - ELA Grade 3 - Research: Interpret and Integrate
		Interim Assessment Block	IAB - ELA Grade 3 - Write and Revise Narratives
		Interim Assessment Block	IAB Opinion PT - ELA Grade 3 - Beetles
	Math	Interim Assessment Block	IAB - Math Grade 3 - Operations and Algebraic Thinking
		Interim Assessment Block	IAB - Math Grade 3 - Number and Operations - Fractions
		Interim Assessment Block	IAB - Math Grade 3 - Measurement and Data
		Interim Assessment Block	IAB - Math Grade 3 - Number and Operations in Base Ten
		Interim Assessment Block	IAB - Math Grade 3 - Geometry
		Interim Assessment Block	IAB - Math Grade 3 - Multiplication and Division: Interpret, Represent, and Solve
		Interim Assessment Block	IAB - Math Grade 3 - Properties of Multiplication and Division
Interim Assessment Block		IAB - Math Grade 3 - Multiply and Divide within 100	
4	ELA	Interim Assessment Block	IAB - ELA Grade 4 - Read Literary Text
		Interim Assessment Block	IAB - ELA Grade 4 - Read Informational Text
		Interim Assessment Block	IAB - ELA Grade 4 - Brief Writes
		Interim Assessment Block	IAB - ELA Grade 4 - Revision
		Interim Assessment Block	IAB - ELA Grade 4 - Language and Vocabulary Use
		Interim Assessment Block	IAB - ELA Grade 4 - Editing
		Interim Assessment Block	IAB - ELA Grade 4 - Listen/Interpret
		Interim Assessment Block	IAB - ELA Grade 4 - Research
		Interim Assessment Block	IAB - ELA Grade 4 - Research: Analyze Information
		Interim Assessment Block	IAB - ELA Grade 4 - Research: Interpret and Integrate
		Interim Assessment Block	IAB - ELA Grade 4 - Write and Revise Narratives
		Interim Assessment Block	IAB Narrative PT - ELA Grade 4 - Unlikely Animal Friends
	Math	Interim Assessment Block	IAB - Math Grade 4 - Operations and Algebraic Thinking
		Interim Assessment Block	IAB - Math Grade 4 - Numbers and Operations in Base Ten
		Interim Assessment Block	IAB - Math Grade 4 - Number and Operations - Fractions

**Note:** The interim assessments are currently available as fixed forms.

## Smarter Balanced Interim Assessments Blocks (IABs)

Grade	Content Area	Test	Test Label in the TA Interface
4	Math	Interim Assessment Block	IAB - Math Grade 4 - Geometry
		Interim Assessment Block	IAB - Math Grade 4 - Measurement and Data
		Interim Assessment Block	IAB - Math Grade 4 - Four Operations: Interpret, Represent, and Solve
		Interim Assessment Block	IAB - Math Grade 4 - Fraction Equivalence and Ordering
		Interim Assessment Block	IAB - Math Grade 4 - Fractions and Decimal Notation
		Interim Assessment Block	IAB PT - Math Grade 4 - Animal Jumping
5	ELA	Interim Assessment Block	IAB - ELA Grade 5 - Read Literary Text
		Interim Assessment Block	IAB - ELA Grade 5 - Read Informational Text
		Interim Assessment Block	IAB - ELA Grade 5 - Brief Writes
		Interim Assessment Block	IAB - ELA Grade 5 - Revision
		Interim Assessment Block	IAB - ELA Grade 5 - Language and Vocabulary Use
		Interim Assessment Block	IAB - ELA Grade 5 - Editing
		Interim Assessment Block	IAB - ELA Grade 5 - Listen/Interpret
		Interim Assessment Block	IAB - ELA Grade 5 - Research
		Interim Assessment Block	IAB - ELA Grade 5 - Research: Analyze Information
		Interim Assessment Block	IAB - ELA Grade 5 - Research: Interpret and Integrate
		Interim Assessment Block	IAB - ELA Grade 5 - Write and Revise Narratives
		Interim Assessment Block	IAB Narrative PT - ELA Grade 5 - Whales
	Math	Interim Assessment Block	IAB - Math Grade 5 - Numbers and Operations in Base Ten
		Interim Assessment Block	IAB - Math Grade 5 - Fractions
		Interim Assessment Block	IAB - Math Grade 5 - Measurement and Data
		Interim Assessment Block	IAB - Math Grade 5 - Geometry
		Interim Assessment Block	IAB - Math Grade 5 - Operations and Algebraic Thinking
		Interim Assessment Block	IAB - Math Grade 5 - Numerical Expressions
Interim Assessment Block		IAB - Math Grade 5 - Operations with Whole Numbers and Decimals	
Interim Assessment Block		IAB - Math Grade 5 - Add and Subtract with Equivalent Fractions	
		Interim Assessment Block	IAB PT - Math Grade 5 - Turtle Habitat
6	ELA	Interim Assessment Block	IAB - ELA Grade 6 - Read Literary Text
		Interim Assessment Block	IAB - ELA Grade 6 - Read Informational Text
		Interim Assessment Block	IAB - ELA Grade 6 - Brief Writes
		Interim Assessment Block	IAB - ELA Grade 6 - Revision
		Interim Assessment Block	IAB - ELA Grade 6 - Language and Vocabulary Use
		Interim Assessment Block	IAB - ELA Grade 6 - Editing
		Interim Assessment Block	IAB - ELA Grade 6 - Listen/Interpret
		Interim Assessment Block	IAB - ELA Grade 6 - Research
		Interim Assessment Block	IAB - ELA Grade 6 - Research: Analyze Information
		Interim Assessment Block	IAB - ELA Grade 6 - Research: Interpret and Integrate

**Note:** The interim assessments are currently available as fixed forms.

## Smarter Balanced Interim Assessments Blocks (IABs)

Grade	Content Area	Test	Test Label in the TA Interface
6	ELA	Interim Assessment Block	IAB - ELA Grade 6 - Write and Revise Narratives
		Interim Assessment Block	IAB Argumentative PT - ELA Grade 6 - Multivitamins: Good or Bad?
	Math	Interim Assessment Block	IAB - Math Grade 6 - Ratio and Proportional Relationships
		Interim Assessment Block	IAB - Math Grade 6 - Geometry
		Interim Assessment Block	IAB - Math Grade 6 - The Number System
		Interim Assessment Block	IAB - Math Grade 6 - Expressions and Equations
		Interim Assessment Block	IAB - Math Grade 6 - Statistics and Probability
		Interim Assessment Block	IAB - Math Grade 6 - Divide Fractions by Fractions
		Interim Assessment Block	IAB - Math Grade 6 - One-Variable Expressions and Equations
		Interim Assessment Block	IAB - Math Grade 6 - Dependent and Independent Variables
		Interim Assessment Block	IAB PT - Math Grade 6 - Cell Phone Plan
7	ELA	Interim Assessment Block	IAB - ELA Grade 7 - Read Literary Text
		Interim Assessment Block	IAB - ELA Grade 7 - Read Informational Text
		Interim Assessment Block	IAB - ELA Grade 7 - Brief Writes
		Interim Assessment Block	IAB - ELA Grade 7 - Revision
		Interim Assessment Block	IAB - ELA Grade 7 - Language and Vocabulary Use
		Interim Assessment Block	IAB - ELA Grade 7 - Editing
		Interim Assessment Block	IAB - ELA Grade 7 - Listen/Interpret
		Interim Assessment Block	IAB - ELA Grade 7 - Research
		Interim Assessment Block	IAB - ELA Grade 7 - Research: Analyze Information
		Interim Assessment Block	IAB - ELA Grade 7 - Research: Interpret and Integrate
		Interim Assessment Block	IAB - ELA Grade 7 - Write and Revise Narratives
		Interim Assessment Block	IAB Explanatory PT - ELA Grade 7 - Mobile Educational Technology
	Math	Interim Assessment Block	IAB - Math Grade 7 - Ratio and Proportional Relationships
		Interim Assessment Block	IAB - Math Grade 7 - Geometry
		Interim Assessment Block	IAB - Math Grade 7 - The Number System
		Interim Assessment Block	IAB - Math Grade 7 - Expressions and Equations
		Interim Assessment Block	IAB - Math Grade 7 - Statistics and Probability
		Interim Assessment Block	IAB - Math Grade 7 - Equivalent Expressions
		Interim Assessment Block	IAB - Math Grade 7 - Algebraic Expressions and Equations
Interim Assessment Block	IAB - Math Grade 7 - Geometric Figures		
Interim Assessment Block	IAB PT - Math Grade 7 - Camping Tasks		
8	ELA	Interim Assessment Block	IAB - ELA Grade 8 - Read Literary Text
		Interim Assessment Block	IAB - ELA Grade 8 - Read Informational Text
		Interim Assessment Block	IAB - ELA Grade 8 - Brief Writes
		Interim Assessment Block	IAB - ELA Grade 8 - Edit/Revise
		Interim Assessment Block	IAB - ELA Grade 8 - Listen/Interpret
		Interim Assessment Block	IAB - ELA Grade 8 - Research

**Note:** The interim assessments are currently available as fixed forms.

## Smarter Balanced Interim Assessments Blocks (IABs)

Grade	Content Area	Test	Test Label in the TA Interface
8	ELA	Interim Assessment Block	IAB - ELA Grade 8 - Research: Analyze Information
		Interim Assessment Block	IAB - ELA Grade 8 - Research: Interpret and Integrate
		Interim Assessment Block	IAB - ELA Grade 8 - Write and Revise Narratives
		Interim Assessment Block	IAB Explanatory PT - ELA Grade 8 - Compare Ancient Societies
	Math	Interim Assessment Block	IAB - Math Grade 8 - Expressions & Equations I
		Interim Assessment Block	IAB - Math Grade 8 - Expressions & Equations II (with Probability & Statistics)
		Interim Assessment Block	IAB - Math Grade 8 - Geometry
		Interim Assessment Block	IAB - Math Grade 8 - Functions
		Interim Assessment Block	IAB - Math Grade 8 - The Number System
		Interim Assessment Block	IAB - Math Grade 8 - Proportional Relationships, Lines, and Linear Equations
		Interim Assessment Block	IAB - Math Grade 8 - Analyze and Solve Linear Equations
		Interim Assessment Block	IAB - Math Grade 8 - Congruence and Similarity
		Interim Assessment Block	IAB PT - Math Grade 8 - Baseball Tickets
11	ELA	Interim Assessment Block	IAB - ELA Grade 11 - Read Literary Text
		Interim Assessment Block	IAB - ELA Grade 11 - Read Informational Text
		Interim Assessment Block	IAB - ELA Grade 11 - Brief Writes
		Interim Assessment Block	IAB - ELA Grade 11 - Revision
		Interim Assessment Block	IAB - ELA Grade 11 - Language and Vocabulary Use
		Interim Assessment Block	IAB - ELA Grade 11 - Editing
		Interim Assessment Block	IAB - ELA Grade 11 - Listen/Interpret
		Interim Assessment Block	IAB - ELA Grade 11 - Research
		Interim Assessment Block	IAB - ELA Grade 11 - Research: Analyze Information
		Interim Assessment Block	IAB - ELA Grade 11 - Research: Interpret and Integrate
		Interim Assessment Block	IAB - ELA Grade 11 - Write and Revise Narratives
		Interim Assessment Block	IAB Explanatory PT - ELA Grade 11 - Learning Styles
	Math	Interim Assessment Block	IAB - Math Grade 11 - Algebra and Functions 1
		Interim Assessment Block	IAB - Math Grade 11 - Algebra and Functions 2
		Interim Assessment Block	IAB - Math Grade 11 - Statistics and Probability
		Interim Assessment Block	IAB - Math Grade 11 - Geometry and Right Triangle Trigonometry
		Interim Assessment Block	IAB - Math Grade 11 - Geometry Congruence
		Interim Assessment Block	IAB - Math Grade 11 - Geometry Measurement and Modeling
		Interim Assessment Block	IAB - Math Grade 11 - Interpreting Functions
		Interim Assessment Block	IAB - Math Grade 11 - Number and Quantity
		Interim Assessment Block	IAB - Math Grade 11 - Seeing Structure in Expressions/Polynomial Expressions
		Interim Assessment Block	IAB - Math Grade 11 - Equations and Reasoning
		Interim Assessment Block	IAB - Math Grade 11 - Solve Equations and Inequalities: Linear and Exponential
Interim Assessment Block	IAB - Math Grade 11 - Solve Equations and Inequalities: Quadratic		
Interim Assessment Block	IAB PT - Math Grade 11 - Teen Driving Restrictions		

**Note:** The interim assessments are currently available as fixed forms.

## Smarter Balanced Interim Comprehensive Assessments (ICAs)

Grade	Content Area	Test	Test Label in the TA Interface
3	ELA	CAT Interim*	ICA - ELA Grade 3
		Performance Task Interim	ICA PT - ELA Grade 3 - Beetles
	Math	CAT Interim	ICA - Math Grade 3
		Performance Task Interim	ICA PT - Math Grade 3 - Order Form
4	ELA	CAT Interim*	ICA - ELA Grade 4
		Performance Task Interim	ICA PT- ELA Grade 4 - Unlikely Animal Friends
	Math	CAT Interim	ICA - Math Grade 4
		Performance Task Interim	ICA PT - Math Grade 4 - Animal Jumping
5	ELA	CAT Interim*	ICA - ELA Grade 5
		Performance Task Interim	ICA PT - ELA Grade 5 - Whales
	Math	CAT Interim	ICA - Math Grade 5
		Performance Task Interim	ICA PT - Math Grade 5 - Turtle Habitat
6	ELA	CAT Interim*	ICA - ELA Grade 6
		Performance Task Interim	ICA PT - ELA Grade 6 - Multivitamins: Good or Bad?
	Math	CAT Interim	ICA - Math Grade 6
		Performance Task Interim	ICA PT - Math Grade 6 - Cell Phone Plan
7	ELA	CAT Interim*	ICA - ELA Grade 7
		Performance Task Interim	ICA PT - ELA Grade 7 - Mobile Educational Technology
	Math	CAT Interim	ICA - Math Grade 7
		Performance Task Interim	ICA PT - Math Grade 7 - Camping Tasks
8	ELA	CAT Interim*	ICA - ELA Grade 8
		Performance Task Interim	ICA PT - ELA Grade 8 - Compare Ancient Societies
	Math	CAT Interim	ICA - Math Grade 8
		Performance Task Interim	ICA PT - Math Grade 8 - Baseball Tickets
11	ELA	CAT Interim*	ICA - ELA Grade 11
		Performance Task Interim	ICA PT - ELA Grade 11 - Learning Styles
	Math	CAT Interim	ICA - Math Grade 11
		Performance Task Interim	ICA PT - Math Grade 11 - Teen Driving Restrictions

\* The interim assessments are currently available as fixed forms.

**Note:** The Smarter Balanced Interim Comprehensive Assessments (ICA) are the equivalent of administering the full summative assessment. Educators should be cognizant of the amount of time required to administer and hand-score all ICA open-ended items and Performance Tasks, and use it for purposes that justify the time away from instruction.

Contact the Connecticut Comprehensive Assessment Program Help Desk for additional guidance.

Email: [cthelpdesk@air.org](mailto:cthelpdesk@air.org)

Phone: 1.844.202.7583