CONNECTICUT STATE DEPARTMENT OF EDUCATION
Performance Office

NEW Connecticut SAT School Day Updates

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EL Students Who Receive 50 Percent Extended Time Will Receive a College Reportable Score for 2018

As a reminder, English Learners (ELs) who receive 50 percent extended time will receive a college reportable score for the 2018 administration. The window to enter accommodations for EL students who need 50 percent extended time into the College Board's Services for Students with Disabilities (SSD) online system is January 25-March 15, 2018. Requests for this accommodation must be made through the College Board's SSD State Allowed Accommodations site. However, the College Board's State Allowed portion of the SSD website has the following disclaimer, "schools should confirm that students/parents understand that students using State Accommodations will receive scores that will not be eligible for college admissions or scholarship opportunities," **disregard this**. Please remind your staff, students and parents that for the 2018 Connecticut SAT School Day, EL students who receive 50 percent extended time **WILL** receive a college reportable score. If you have any questions, contact Joe Amenta.

Requests for CT State Allowed Accommodations

- To access the State-Allowed (SAA) Accommodation Dashboard, click the link in the upper left hand corner.

Accommodations Deadline

All Connecticut SAT School Day accommodations for special education and 504 students should have been entered into the College Board's SSD online system by **January 30, 2018**. A late request window is available for those students who are newly enrolled, identified or classified as Grade 11 students. If you have any questions, please contact Joe Amenta.

Test Manuals

2018 Connecticut SAT School Day Manuals have been posted to the CSDE web site. Test Center Supervisors will receive paper copies of these manuals in the Supervisor Kits that will be shipping in mid-February.
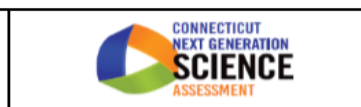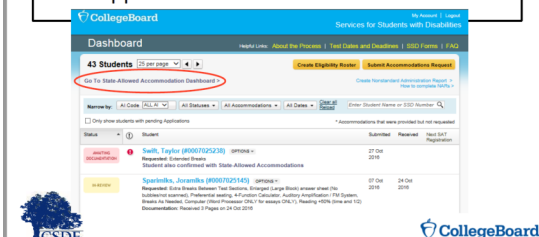
Standard Testing Manual

Accommodated Manual

Supervisor Manual

CTAA — Connecticut Alternate Assessment   Smarter Balanced Assessment Consortium   CONNECTICUT NEXT GENERATION SCIENCE ASSESSMENT   Connecticut SAT School Day

NEW Connecticut SAT School Day Updates

Connecticut SAT School Day Student Rosters

For the 2018 administration of the Connecticut SAT School Day, the College Board has eliminated the Supervisor Online Attendance Roster (SOAR). The SOAR roster had provided schools with a list of students who were registered to take the SAT. For 2018, if schools or districts want to create a list of all students who are registered through PSIS to take the 2018 Connecticut SAT School Day, this roster can be created using PSIS. The district PSIS coordinator will need to follow these steps to print a roster:

1. log into the PSIS Registration Module;
2. click on the Downloads Link; and
3. select Active Registration and click on Download.

The file will show all of the students actively registered in the district and can be sorted by grade.

Schools will still have access to the Nonstandard Administration Report (NAR) through the College Board's Services for the SSD system. However, the NAR now will provide a list of ALL students who are approved for accommodations in the SSD for the 2018 Connecticut SAT School Day.

Test Center Supervisor Training

Test Center Supervisor training for the 2018 Connecticut SAT School Day will take place on February 13 and 14, 2018, at the [Institute of Technology and Business Development (ITBD) in New Britain](). Schools may send **two** people to **one** of the four trainings. The session on February 14, 2018, from 12:00-3:30 p.m. is intended for **new** test center supervisors, but any test center supervisor may attend this session. We will spend more time on the details of the administration at this session. Registration information and details are included in the links below.

February 13, 2018, a.m. Session **FULL**   [Register for February 13, 2018, from 12:00-3:00 p.m.]()
February 14, 2018, a.m. Session **FULL**   [Register for February 14, 2018, from 12:00-3:30 p.m.]()

Grade 11 Students Taking the Connecticut Alternate Assessment

As a reminder, please register any students who are taking the Connecticut Alternate Assessment (CTAA) in place of the Connecticut SAT School Day. Teachers Administering the Alternate (TEAs) should submit the [Learner Characteristics Inventory (LCI)]() in order to register the student to take the CTAA. The LCI is entered on the [AIR Data Entry Interface (DEI)]() by the primary teacher who completed the form. This was due by January 19, 2018, to have students removed from Connecticut SAT School Day registration. However, please continue to submit the LCI for any students who have not been entered yet. **The deadline to enter the LCI is March 16, 2018.**

Transfer Scenarios and Testing on the Connecticut SAT School Day

The [Connecticut SAT School Day Guidance for Testing Students Who Transfer into Schools]() provides guidance about testing students who enroll in your school between January 25 and April 25, 2018. Please review this document to ensure that you are accounting for all Grade 11 students who must be tested. Contact [Michelle Rosado]() if you have any questions.

Smarter Balanced Educator Recruitment

The Connecticut State Department of Education (CSDE) and Smarter Balanced are seeking educators who meet all the qualifications outlined below to participate in, in-person content development activities beginning in spring 2018. Qualifications:

- Currently certified or licensed to teach ELA/literacy or mathematics in a K-12 public school or certified to teach English learners and/or students with disabilities.

- Currently teaching in a public school or currently employed by a public school, district or state education entity, including higher education in Connecticut.

- Within the past three years:

    Taught ELA/literacy or mathematics in Grades 3-8 or worked in a classroom content support role such as a literacy content specialist.

    AND/OR

    Taught students with disabilities and/or English learners in Grades 3-8 or worked in a support role such as a district/school coordinator or instructional specialist. (Teachers who have specializations in visual impairments or teaching for students who are deaf and hard of hearing are encouraged to apply.)

- Have previously reviewed part or all of the Common Core State Standards for the content area in which they are interested in working.

- For item writing, all educators must submit a statement of interest upon request that describes (a) the reason(s) for their interest in developing items for the Smarter Balanced assessment system, and (b) their qualifications for doing so.

Educators who have documented expertise in the areas of science and/or social science may apply for ELA/literacy item review. Some activities will have additional preferred experience qualifications.

Smarter Balanced item development involves educators, researchers, policymakers, and community groups in a transparent consensus-driven process to help all students succeed in a global economy. The 2018 item-development meetings will be *Item Authoring and Review* OR *Rangefinding and Data Review*.

All interested candidates, including candidates that have previously applied, must apply by submitting the online application form to Smarter Balanced by **February 9, 2018**.

The CSDE will recommend a limited number of qualified education candidates from Connecticut to participate. Smarter Balanced and respective contractors will then select educators to serve based on recommendations from each consortium state. The selection of educators will strive to represent a balance of geographic region, grade levels, years of experience and district type, among other demographic data.

Lodging, travel costs, and applicable reimbursements will be provided by Smarter Balanced following the meeting and may include substitute reimbursement defined by local policy. The selected educators will need to complete additional travel and contract information.

Please contact Michelle Rosado at the CSDE if you have any questions.
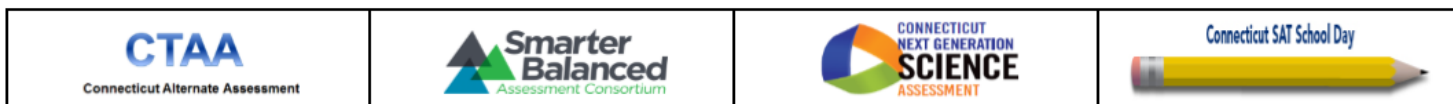
NEW **Special Populations Updates**

Special Accommodations Requests

Students taking the Connecticut SAT School Day who require special accommodations must have their application (Petition for Approval of Special Documented Accommodations 2017-2018) submitted to the CSDE by **January 30, 2018.** Special accommodations include the use of a scribe or the use of the human signer (not including Signed Exact English or test directions) for any of the Connecticut SAT School Day. **Before** completing the application, the district administrator **must** contact Joe Amenta at 860-713-6855 to discuss these accommodation options.

Similarly, for students participating in the Smarter Balanced or NGSS Science Assessments, who require special accommodations to access the test, must have their application (Petition for Approval of Special Documented Accommodations 2017-2018) submitted to the CSDE by **March 16, 2018.** Special accommodations include the use of a Scribe, Read Aloud for Passages, Print on Demand, the Human Signer Accommodation and the use of Human Signer (not including Signed Exact English or test directions) and for any accommodation not listed that is unique to the student. **Before** completing the application, the district administrator must contact either Janet Stuck (860-713-6837), Deirdre Ducharme (860-713-6859), or Joe Amenta (860-713-6855) to discuss accommodation options.

More information is available in the 2017-2018 Assessment Guidelines in Appendix B on page 41.

TIDE Test Setting and Uploading Designated Supports/Accommodations

The TIDE Test Setting website remains open throughout the testing window in order to continue to add or modify a student's test settings for students taking the Smarter Balanced Assessments and the NGSS Standard Science Assessment. For districts who plan to do a batch upload from their IEP system, a district needs to determine their own deadline at which time their final upload is submitted. Once that final upload has been completed, any additional test settings will need to be done directly in TIDE.

NGSS Alternate Assessment Field Test

The NGSS Alternate Assessment Field Test is an untimed test. Although, a suggested time of 90 minutes is provided, a student may have as much time as needed to complete this assessment. Similar to the Smarter Balanced Assessments, this test may be paused and a student may return to it at another time, including subsequent days. Care must be taken to make sure that a question cluster is completed if you plan to pause the test for more then 20 minutes.

Students requiring Text-to-Speech or Read Aloud of the Smarter Balanced Reading Passages

Any student with an IEP/Section 504 plan who qualifies for the accommodation of Text-to-Speech or Read Aloud of the Smarter Balanced reading passages, the Text-to-Speech and Read Aloud Decision Guidelines 2017-2018 form must be completed for any student in Grades 3-8 who will receive the accommodation. This paper form is submitted to the CSDE through our ONLINE system. For students who require the **Read Aloud** version of this accommodation, you **MUST** receive approval from the CSDE through the Petition for Approval of Special Documented Accommodations 2017-2018.

If you enter the Text-to-Speech and Read Aloud Decision Guidelines 2017-2018 form in error, contact Marlene Chameroy at 860-713-6885 or Marlene.Chameroy@ct.gov.
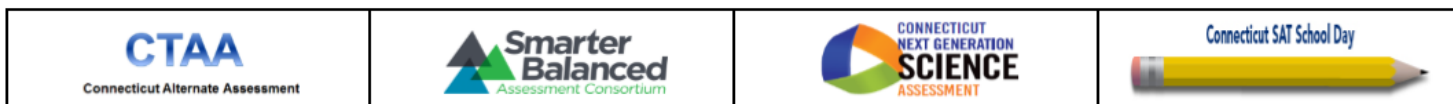
NEW **Special Populations Updates**

Submitting the Learner Characteristic Inventory

As a reminder, all Learner Characteristic Inventories (LCIs) must be submitted by **March 16, 2018,** for students in Grades 3-8, taking the Connecticut Alternate Assessments (CTAA) in language arts and mathematics, as well as the new Next Generation Science Standards (NGSS) alternate science test. For students in Grade 11, the deadline to submit LCIs was January 19, 2018, in order to have these students removed from the registration file sent to the College Board. However, districts who have not yet submitted the LCI for Grade 11 students should do so by **March 16, 2018.**

Only educators who are up-to-date with their required CTAA training are allowed to submit the LCI on the American Institutes for Research (AIR) Data Entry Interface (DEI). District administrators (DAs) can access a list of their own educators to determine if they have been given access to the DEI in order to submit the LCI. This list is available on the AIR TIDE Web site. From the main page in the Test Information Distribution Engine (TIDE), DAs can access this list by clicking on:

Users, then
View/Edit/Export Users then
more info, and then
Trained Teacher Spreadsheet.

This spreadsheet is updated every Friday.

In referring to this list of educators, note the following color coding:

RED- indicates the educator needs training in order to submit an LCI. The CTAA Online Training is still available for these educators or for any educator who is not on the list, but needs this training.

GREEN- indicates the educator is up-to-date with their training and has been sent an e-mail from AIR to set up their Teacher Administering the Alternate (TEA) account. These educators are able to enter their students LCIs.

WHITE- indicates the educator is up-to-date with his or her training, **but critical information** is missing in order for AIR to set up an account. These educators or their DAs can contact AIR directly to supply the additional information which includes District Code; School Code; or E-mail. Contact AIR at 1-844-202-7583/cthelpdesk@air.org.

Students in PSIS who attend Out-of-State Facilities or In-State Non-Approved Facilities

Connecticut public school districts are responsible to test students in the Public School Information System (PSIS) who are enrolled in out-of-state facilities or are enrolled in state non-approved schools. Information on how to administer the NGSS Assessment Field Test, NGSS Alternate Assessment Field Test, Smarter Balanced assessment and the Connecticut Alternate Assessment (CTAA) are included in the Students in PSIS who attend Out-of-State or In-State-Non-Approved Facilities document. It is also required that districts test these students in Grade 11 who are enrolled in out-of-state or in-state non-approved programs with the Connecticut SAT School Day or CTAA. The CSDE staff have been in contact with districts regarding these Grade 11 students.

LAS Links Staff Training Site Available

On January 2, 2018, Data Recognition Corporation (DRC) e-mailed English Learner Assessment Coordinators a memorandum which includes the link to access information for the LAS Links Staff Training Site.

CTAA Connecticut Alternate Assessment	Smarter Balanced Assessment Consortium	CONNECTICUT NEXT GENERATION SCIENCE ASSESSMENT	Connecticut SAT School Day
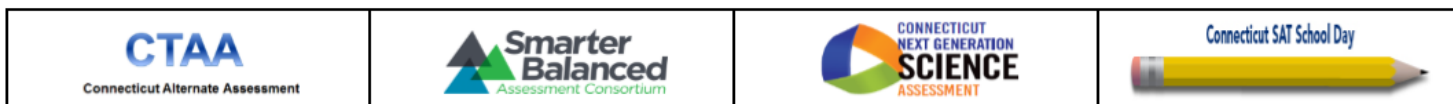
NEW Special Populations Updates

Assessing English Learners and English Learners with Disabilities

A memorandum was e-mailed to English Learner Assessment Coordinators (ELAC) on December 20, 2017. This is a follow up to the ELAC Workshop. It contains specifics regarding assessing English learners and English learners with disabilities. Topics include procedures and reminders for assessing English learners participating in alternate assessments, providing accommodations, testing students enrolled in Approved Private Special Education Programs (APSEPs) and ordering accommodated paper-test forms.

LAS Links Participation Reminder for Students Arriving During Test Window

For students arriving during the testing window, the screener should be administered. If it is determined that the student is an English Learner, the student should be indicated as such in PSIS and the LAS Links should be administered to the student before the end of the testing window.

Districts have two weeks (ten school days) to screen and identify an EL if the student arrives within the school year. If a student arrives within ten days from the end of the testing window, the district is obligated to screen the student, as would be done at any time of the year, but if the student is not identified within the testing window, he/she would not be tested on the LAS Links.

LAS Links Test Administration and Grade 12 Students

All students in Grades K-12 identified as EL are expected to participate in the LAS Links assessment. Students enrolled in Grade 12 who are included in PSIS should be tested. This includes students reported in PSIS who earned enough credits to graduate, but are currently enrolled to receive additional educational services. Students who are in possession of their high school diploma should not be included in PSIS.

LAS Links Students and the DRC INSIGHT Portal

Please see below a few common issues for the English Language Proficiency assessment regarding the availability of students in DRC's INSIGHT assessment system and their resolutions.

Student is not in DRC's Insight assessment system:

- If the student's EL status in the PSIS Registration module is "No" or "Not Selected," change the status to "Yes" and click the Save button. The following morning, the student's record will be included in data file transferred from the CSDE to DRC. The DRC's rostering process may take up to a day.
- If the student's EL status in the PSIS Registration module has a yellow or grayed out background, hover the mouse over the dropdown to see a tooltip regarding the student's status. Based on the tooltip, take the appropriate action and then click the Save button. The following morning, the student's record will be included in data file transferred from the CSDE to DRC. The DRC's rostering process may take up to a day.

Student is in DRC's INSIGHT assessment system who is no longer an EL or no longer registered with the district:

- These students are there because they were previously reported as an EL in PSIS Registration and their record was transferred to DRC for rostering.
- These students cannot be removed from INSIGHT.

Please do not schedule them for an assessment session; testing them may cause improper reporting and accountability results. For additional concerns please contact Michael Sabados.
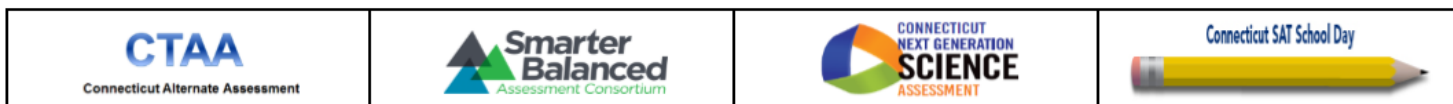
NEW Special Populations Updates

LAS Links Appeals Process

Occasionally, testing irregularities, such as special circumstances or incidents which impact an individual or group of students that may potentially affect performance on the test, test security, or test validity. Examples include, but are not limited to interruptions in testing such as a fire drill, incorrect directions shared or incorrect assessment or accommodations provided to the student.

If these incidents occur the English Learner Assessment Coordinator (ELAC) or designee contacts the DRC help desk with the following information to request the appropriate resolution.

Type of Appeal request options:

Unlock: allows student to re -enter the test with the same ticket and respond within the same test starting where the student last left off;

Regenerate: all previous student responses for the particular subtest, are cleared and the student starts again at item #1 for that subtest; or

Purge: all previous student responses for all subtests are cleared and a new test ticket is generated, allowing a student to receive a new test ticket and begin a new test.

Information to provide to DRC LAS Links help desk:

1) District
2) Requestor
3) School
4) Student SASID
5) Test Session Name
6) Subtest(s)
7) Student Test Ticket Password
8) Type of reset requested (unlock, regenerate, purge)
9) Reason for request/description of what happened

DRC Help Desk works with CSDE staff to approve these appeals in a timely manner and DRC will contact the district. Although active proctoring is expected, if a test proctor demonstrates inappropriate proctoring such as providing or modifying student answers or using secure test materials inappropriately, the ELAC should contact CSDE immediately. DRC maintains a database of these appeal requests which is shared with CSDE.

NEW Interim Assessment Workshop

A **final** Teacher Hand Scoring System (THSS) training is scheduled for **February 26, 2018**, and will be held at the CSDE, 450 Columbus Boulevard, Hartford. This training is appropriate for beginners to the THSS; or new teachers, district and school administrators who will be hand scoring or training hand scorers of the interim assessments. In this session, participants will review the scoring process and related scoring materials (rubrics, exemplars, and training guides) that can then be applied to the scoring of specific IABs administered in your classrooms. Participants will be led through a brief hand-scoring training of Reading and Writing, with a concluding presentation that connects results to the AIR Ways Reporting System and next steps for improving instruction. **Participants _must_ have a Test Information Distribution Engine (TIDE) user account and _must_ bring a laptop.** Please contact Deirdre Ducharme or Cristi Alberino if you have questions. To register, select and click on the session date below:

Register for the session on February 26, 2018, from 1:00-4:00 PM.
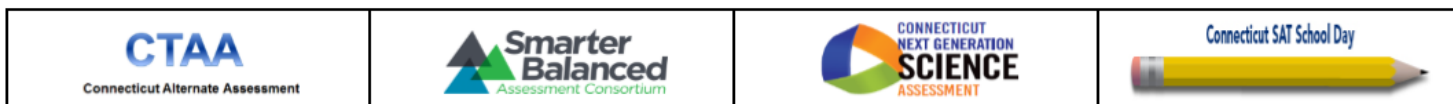
Accuracy of Demographic Status in the PSIS Registration Module for Statewide Summative Testing

Accurate reporting of individual student demographic status at the time of summative testing in the Public School Information System (PSIS) **Registration Module** is the only way to ensure accurate reporting for the annual summative statewide test results. Administrators responsible for statewide student testing will need to work with their District PSIS Coordinators to ensure that accurate student information is being reported in the PSIS **Registration Module**. The PSIS **Registration Module** data informs the following systems:

- AIR's Test Information Delivery Engine (TIDE);
- DRC's INSIGHT System; and
- The College Board testing system.

The District PSIS Coordinator should make all changes to student enrollment and demographic information directly into the PSIS **Registration Module**. During the summative test window, changes will appear in TIDE and in the DRC INSIGHT test delivery system the day after these changes are made in the PSIS **Registration Module** for all of the following statewide tests:

- LAS Links;
- NGSS Assessment Field Test;
- Smarter Balanced;
- Connecticut Alternate Assessment (CTAA) in English language arts and mathematics; and
- NGSS Alternate Assessment Field Test.

It is also important to keep these fields updated for the Connecticut SAT School Day in order to generate appropriate student rosters and student labels, and for accurate final reporting.

The following seven fields are available in the PSIS **Registration Module**:

- Special Education (SPED) Status;
- Free and Reduced Lunch (FRL) Status;
- English learner (EL) Status;
- Military Family;
- Homeless;
- Recently Arrived EL; and
- Section 504 Status.

These seven fields in the PSIS Registration Module must reflect the student's status at the time of testing. The first five fields have been populated in the PSIS **Registration Module** using the October PSIS Collection Freeze Zero data (i.e., freeze file from the collection generated on November 3, 2017). The last two fields (i.e., Recently Arrived EL and Section 504 Status) appear in the PSIS **Registration Module** but could not be prepopulated from Freeze Zero because these fields do not exist in the PSIS October collection; they are necessary and must be updated in the PSIS **Registration Module** for testing and reporting purposes.

If the status of any of the first five fields changes from the value reported in the October PSIS Collection Freeze Zero, or if the student being tested was not in the PSIS October Collection Freeze Zero, the District PSIS Coordinator must update the student's record in the PSIS **Registration Module**. The data from the PSIS **Registration Module** are updated on a nightly basis in both TIDE and DRC's INSIGHT System.
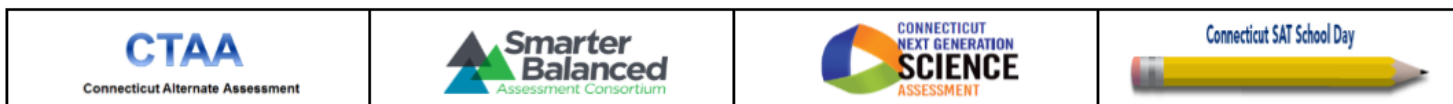
Accuracy of Demographic Status in the PSIS Registration Module for Statewide Summative Testing

To reiterate, these seven fields in the PSIS Registration Module must reflect the student's status at the time of testing. These student demographic values will initially be saved and the fields locked in PSIS on March 9, 2018; this first snapshot will be used for the LAS Links assessment. The student demographic values will re-open on March 10, 2018, be saved and the fields locked again on May 25, 2018 (i.e., the last day of the Smarter Balanced summative test window). This second snapshot will be used for all other state summative assessments (i.e., Smarter Balanced, CT Alternate Assessment, CT SAT School Day, NGSS Assessments), so all corrections to a student's status at the time of testing must have been made by May 25, 2018.

Please also note that in order to enter accommodations in TIDE, students must be identified as Special Education or Section 504 in the PSIS **Registration Module**. Similarly in order to be allowed to administer the LAS Links test on the DRC INSIGHT system, a student must be identified as an English learner in the PSIS **Registration Module**.

The state relies on districts to provide accurate reporting of these demographic fields at the time of testing because these data are used for public and secure reporting of statewide test results and are part of Connecticut's Next Generation Accountability System.

PSIS and the Connecticut SAT School Day

Even though the Connecticut SAT School Day is not related to TIDE, PSIS demographic values should also be updated, as necessary to indicate a student's status at the time of testing for the Connecticut SAT School Day. Accurate reporting for these students in PSIS will help ensure accurate statewide test reporting for the Connecticut SAT School Day. Additionally, accuracy is very important since students will be registered for the March 21, 2018, Connecticut SAT School Day based on the PSIS database.
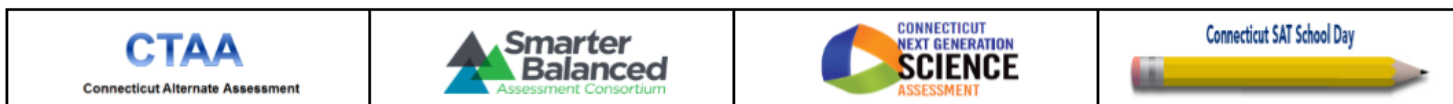
For any student who is participating in the March 21, 2018, Connecticut SAT School Day administration, the PSIS **Registration Module** should indicate their correct demographic status **at the time of that testing**. Likewise, for students who are participating instead in the makeup dates for the Connecticut SAT School Day (April 24 or 25, 2018), accurate status **at the time of that test** should be reflected in the PSIS **Registration Module**.

Please note: the grade recorded in PSIS should always reflect the grade in which the student is being educated.

Want to find recent announcements regarding Connecticut's assessments? Please visit the CSDE's Comprehensive Assessment Program Portal. You will find information about each assessment, as well as technology resources and information for students and families.

A new resource is available for schools and districts in preparation for 2018 testing. The 2018 Connecticut Summative Test Administration Resource Crosswalk provides links to documents relevant to the Smarter Balanced, NGSS Assessment Field Test, NGSS Alternate Assessment Field Test, CTAA and Connecticut SAT School Day.

The CSDE web site will be moving on February 17, 2018, to http://portal.ct.gov/sde . Please update your bookmarks to the new web site.

Important Dates

Event	Dates
The secure browsers for the 2017-18 school year must be downloaded for all 2017-18 online tests	**Currently available**
Data Entry Interface (DEI)	**Currently Open**
English Language Proficiency LAS Links Form C ONLINE	**January 3-March 9, 2018**
Learner Characteristics Inventory (LCI) *Final* Submission Deadline	**March 16, 2018**
Connecticut SAT School Day State Allowed Accommodations Window	**January 25, 2018-March 15, 2018**
Special Accommodations Petition	**March 16, 2018—Grades 3-8**
Connecticut SAT School Day Test Center Supervisor Workshops	**February 13 and 14, 2018**
Connecticut SAT School Day	**Primary Test Date: March 21, 2018** **Makeup Dates: April 24 and 25, 2018**
NGSS Assessment Field Test	**March 26-May 25, 2018—Grade 11** **April 30-May 25, 2018—Grades 5 and 8**
NGSS Alternate Assessment Field Test	**April 30-May 25, 2018—Grades 5, 8 and 11 (Upload Window)**
Connecticut Smarter Balanced	**March 26-May 25, 2018**
Connecticut Alternate Assessment	**March 26-May 25, 2018**

Register for email updates To automatically receive the *Student Assessment News* and/or other announcements, register for e-mail updates on the Comprehensive Assessment Program Portal.

CTAA Connecticut Alternate Assessment

Smarter Balanced Assessment Consortium

CONNECTICUT NEXT GENERATION SCIENCE ASSESSMENT

Connecticut SAT School Day