CONNECTICUT STATE DEPARTMENT OF EDUCATION

Performance Office

STUDENT ASSESSMENT NEWS

December 22, 2017

NEW Special Populations Updates

Participation Requirement Update for Alternative Assessments

The state must ensure that in Grades 3-8 and 11, the total number of students assessed in each subject using the alternate assessments does not exceed one percent of the total number of all students in the State who are assessed in such subject. Please read the memo sent on November 27, 2017, to Special Education Directors and District Administrators regarding Connecticut's Alternate Assessments – Participation Requirements Update.

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. However, for students in Grade 11, the deadline to submit LCIs is **January 19, 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 administers (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 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 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.

CTAA
Connecticut Alternate Assessment

Smarter Balanced
Assessment Consortium

CONNECTICUT NEXT GENERATION SCIENCE ASSESSMENT

Connecticut SAT School Day

NEW **Special Populations Updates**

DRC LAS Links Technology Webinars and Digital Library

The English Learner Assessment Coordinators (ELACs) were asked to identify and complete the LAS Links Tech Survey for their district. Those individuals identified in the Tech Survey as the technology contact received an e-mail from Data Recognition Corporation (DRC) on November 30, 2017, inviting them to attend one of two technology webinars. These webinars will also be posted in the DRC Digital Library. For planning purposes, the second DRC LAS Links Technology Webinar will be conducted on January 5, 2018, at 3:00 p.m. A link for the first webinar on December 8, 2017, is available.

The ELACs should have received their access credentials for the DRC INSIGHT Portal. You may access the digital library of resources within the portal. Previously Identified Technology Coordinators and ELACs were notified via e-mail from DRC.

NEW **AP Potential Student Letters**

Letters are being prepared to be sent to 19,698 Grade 10 and Grade 11 high school students in Connecticut who have demonstrated Advanced Placement (AP) Potential based on the 2017 October PSAT. Superintendents received a letter on December 19, 2017, regarding this mailing.

For the past five years, as part of a student activation campaign, the Connecticut State Department of Education (CSDE) has issued letters to students who demonstrated the potential to succeed on AP course work based on the results from the PSAT. The letters instruct these students to meet with their school counselors to discuss what course work is right for them. By taking challenging courses such as AP, dual enrollment, International Baccalaureate (IB), and/or honors courses students attain important academic and financial benefits such as earning college credit, potentially skipping introductory courses, and experiencing college-level work while in high school.

District Administrator Workshops

District Administrator (DA) Workshops are scheduled for January 17, 18,and 19, 2018, at the Institute of Technology and Business Development (ITBD) in New Britain. There will be five sessions to choose from and each session will repeat the same content. The session on January 18, from 12:00-3:30 p.m. is for new DAs. **Training will be provided for the administration of the Smarter Balanced Assessments for English language arts/literacy and mathematics, the NGSS Science Field Test (including the Connecticut Alternate NGSS Science), and the CTAA for English language arts and mathematics.** Separate training for the Connecticut SAT School Day will be held on February 13 and 14, 2018 (See Page 3). District Administrators will be provided with information to support training School Coordinators and Test Administrators. Registration is limited to **two** attendees per district.

Register for January 17, 2018, from 8:30-11:30 a.m.	Register for January 17, 2018, from 12:00-3:00 p.m.
Register for January 18, 2018, from 8:30-11:30 a.m.	**New** DAs Register for January 18, 2018, from 12:00-3:30 p.m.
Register for January 19, 2018, from 8:30-11:30 a.m.	

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

Connecticut SAT School Day Updates

Testing Grade 12 Students on the Connecticut SAT School Day

A *small* number of Grade 12 students will be required to take the Connecticut SAT School Day. Schools must test Grade 12 students if they "skipped" Grade 11 because of the lack of credits (i.e., student started this school year in Grade 11 then moved to Grade 12 before March 21, 2018, and did not test last year). **This is the only reason to test a Grade 12 student.** Students who were absent or refused to test in Grade 11 do not test in Grade 12. Grade 12 students who moved into your district from out of state do not test. No Grade 8, 9 or 10 students are permitted to take the Connecticut SAT School Day. Any tests received for these students will **NOT** be scored.

If your school has any such eligible Grade 12 students, please **FAX** a list of these students to Michelle Rosado at the CSDE at **860-326-0565** by **February 1, 2018**. *The list should be faxed and not e-mailed due to student privacy.* The list of Grade 12 students must include the following information as it appears in the Public School Information System (PSIS) registration:

- Student Name (First and Last)
- SASID
- Date of Birth
- School and District

Please contact Michelle Rosado if you have any questions about student eligibility.

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.

Register for February 13, 2018, from 8:30-11:30 a.m.   Register for February 13, 2018, from 12:00-3:00 p.m.
Register for February 14, 2018, from 8:30-11:30 a.m.
New Coordinators Register for February 14, 2018, from 12:00-3:30 p.m.

Parent Letter and FAQ Documents

A 2018 Connecticut SAT School Day English parent letter and Spanish parent letter has been posted to our Web site. Schools may personalize this letter and use it to inform parents about the 2018 Connecticut SAT School Day. A *Frequently Asked Questions for Families and Students* document has also been updated and is available in English and Spanish. Additionally, an updated FAQ for Districts and Schools is available.

REMINDER: Schools do **NOT** need to order any test materials for students for the Connecticut SAT School Day. Test materials, including student labels, will automatically be sent to each Test Center Supervisor prior to the March 21, 2018, test. Quantities of materials will be based on enrollments in the CSDE's PSIS Registration Module, as well as special materials for students approved for accommodations through the College Board's Services for Students with Disabilities (SSD) system.

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 SOAR roster. 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;

3. select Active Registration and click on Download; and

4. 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 Non Standard Administration Report (NAR) through the College Board's Services for 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.

SAT Practice Tests and Khan Academy
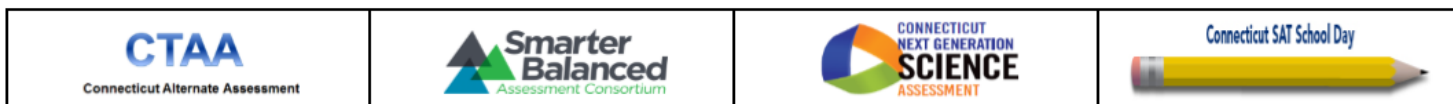
Schools can access full length SAT practice tests for students from the College Board's Web site. Practice tests are also available for students using MP3 or Screen Reader or Assistive Technology. Schools can also request large print or Braille SAT practice tests for students by contacting the College Board's Services for Students with Disabilities (SSD). Additionally, students may access free online SAT practice through Khan Academy. Students *may* also choose to link their College Board account to their Khan Academy account. Students who link their accounts will receive personalized practice. Please contact Alan Bernstein at the College Board if you would like to know the percentage of students in your school who have linked their accounts.

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 by the primary teacher who completed the form. This **MUST** be entered by January 19, 2018, to have students removed from Connecticut SAT School Day registration.

Accommodations Deadline

All Connecticut SAT School Day accommodations for special education and 504 students must be entered into the College Board's SSD online system by **Tuesday, January 30, 2018**. A late request window will be available for those students who are newly enrolled, identified or classified as Grade 11 students. The window to enter accommodations for English learner (EL) students who need 50 percent extended time into the College Board's SSD online system is January 25-March 15, 2018. As a reminder EL students who receive 50 percent extended time will receive a college reportable score for the 2018 administration. If you have any questions, please contact Joe Amenta.

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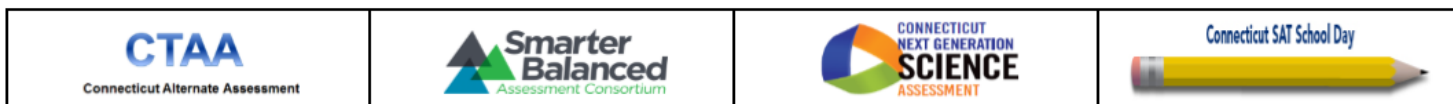- Connecticut Alternate Science.

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

Effective November 30, 2017, 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 (this is already in effect) and DRC's INSIGHT System (in effect as of December 20, 2017).

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

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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.

TIDE will be offline for maintenance beginning Friday, January 5th and will return online Monday, January 8th.

NEW Interim Assessment Hand Scoring Training – New Dates Added

Half-day, in-person training of the trainers sessions will provide participants with an overview of the Smarter Balanced Teacher Hand Scoring System (THSS) used to score open-ended student responses on the Interim Assessment Blocks (IABs). Trainings 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.

At each training, there will be a review of 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 January 29, 2018, from 1:00-4:00 p.m.

Register for February 15, 2018, from 9:00 a.m.-12:00 p.m.

Update of the Teacher Administering the Alternate Role in TIDE
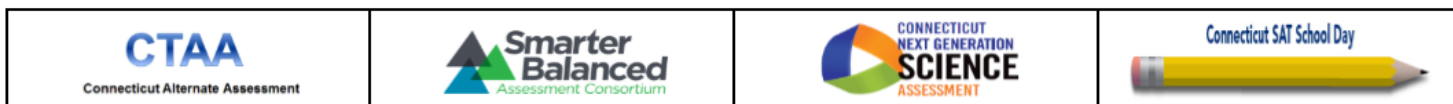
The CSDE is updating the Teacher Administering the Alternate (TEA) user role list in TIDE based on whether a teacher's state-required training is current. This updated list was made available on November 21, 2017, only to the District Administrator-level user role.

Only those TEAs with current training will be able to submit the Learner Characteristics Inventory (LCI) into the Data Entry interface (DEI). The LCI registers a student for the Alternate Assessments. Only a currently trained TEA can administer the Alternate Assessments in spring of 2018.

If these individuals will be administering the Alternate Assessments in the 2017-18 school year and are current in their CSDE training they should have received an e-mail by November 10, 2017, from AIR to update their TEA accounts.

Individuals who will be administering the Alternate Assessments in the 2017-18 school year and are **not** current in their CSDE training, will need to register for the 2017-18 Alternate Assessment System training. These educator names will be added to the TIDE trained-teacher list once they have completed and passed the course. At that time, they will receive an e-mail from AIR that will allow them to create a password.

The TEA accounts are typically issued for specific schools based on school codes. If a trained educator will be administering the alternate assessments in multiple schools, they will need to contact their District Administrator who will then contact the AIR helpdesk (1-844-202-7583 or cthelpdesk@air.org) with the appropriate school facility codes to gain access at each school.

Important Dates

Event	Dates
The secure browsers for the 2017-18 school year must be downloaded for all 2017-18 online tests	**Currently available**
Learner Character Interface (LCI) **Data Entry Interface (DEI)**	**Currently Open**
English Language Proficiency LAS Links Form C ONLINE	**January 3-March 9, 2018**
District Administrator Workshops	**January 17, 18 and 19, 2018**
Learner Characteristics Inventory (LCI) *Final* **Submission Deadlines**	**January 19, 2018–Grade 11** **March 16, 2018–Grades 3-8**
Connecticut SAT School Day State Allowed Accommodations Window	**January 25, 2018-March 15, 2018**
Connecticut SAT School Day Accommodations Window Deadline	**January 30, 2018**
Connecticut SAT School Day TCS Workshops	**February 13 and 14, 2018**
Connecticut SAT School Day	**Primary Test Date: March 21, 2018** **Makeup Dates: April 24 and 25, 2018**
NGSS Field Test	**March 26-May 25, 2018 (Grade 11)** **April 30-May 25, 2018 (Grades 5 and 8)**
NGSS Alternate Science 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.