



# Student Assessment News

Connecticut State Department of Education • Performance Office

February 14, 2020

[Archived Student Assessment News](#)  
[CTStudentAssessment@ct.gov](mailto:CTStudentAssessment@ct.gov)

## Connecticut SAT School Day Updates

Use the quick links below to access articles and/or sections included in this newsletter.

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### Connecticut SAT School Day Materials

Connecticut SAT School Day materials have begun to ship to the attention of Test Coordinators. Review the table below to plan for receiving and checking materials and to find information about the various forms and publications used for administering the test. Please refer to Page 8 in the [Test Coordinator Manual](#) for more details about each shipment.

- Coordinator Planning Kit includes one copy of each manual, forms, posters, etc.
- Pre-administration shipment will come in two parts – arriving within the same window. The first part will include answer sheets and student guides, along with all manuals needed for testing. The second part is the pre-ID labels for all students included in January pre-ID uploads.
- Test materials, which will include test books, forms, envelopes for returning materials and other materials needed for test day. Accommodated materials will come in a separate shipment during the same window.

Materials Shipments	March 25 test day	April 14 test day
Coordinator Planning Kit	2/10/20-2/14/20	2/10/20-2/14/20
Pre-ID Materials	3/3/20-3/5/20	3/24/20-3/26/20
Test Materials	3/17/20-3/19/20	3/31/20-4/2/20

### 2020 Score Release Schedule

Scores from the 2020 Connecticut SAT School Day administration will be available through the College Board K-12 Assessment Reporting portal beginning on the following dates:

Primary Admin	Student Score Release	K12 Educator Score Release
3/25/2020	Beg. 4/16/2020	Beg. 04/20/2020
4/14/2020	Beg. 5/6/2020	Beg. 05/08/2020
4/28 or 29/2020	Beg. 5/20/2020	Beg. 05/22/2020

**REMINDER: All Connecticut Alternate Assessment Eligibility Forms *must* be submitted through the Data Entry Interface by February 14, 2020.**



Performance Matters Forum

October 22, 2020



Connecticut Alternate Assessment



Connecticut SAT School Day



### Connecticut SAT School Day Updates

#### Test Coordinator Workshop Materials

Thank you to those who attended the recent test coordinator workshops. Slides from the workshop have been posted to the [CSDE's CT SAT School Day Website](#). A shortened version of this training will be recorded and posted to this site next week. Please feel free to use this recorded version if you missed the in-person training or for any staff training you may be conducting.

#### Sending Scores

Students who take the Connecticut SAT School Day in 2020 receive four free score sends. Students will enter the college codes for the free score sends on their answer sheet prior to or after testing. Many free score sends go unused by Connecticut students. The Connecticut State Department of Education (CSDE) has created two flyers, [Sending Your Scores](#), to encourage using the free score sends for Connecticut's public colleges and universities, as well as a flyer for Connecticut's private colleges and universities. Schools may post these flyers and/or use it during testing. Schools are encouraged, but not required to use this resource.

#### Test Coordinator Survey

As discussed at the Test Coordinator Workshops, all Test Coordinators must complete a one-minute survey regarding test security and staff training. Please complete the [online survey](#), **as soon as possible**.

#### College Board Accommodations and Supports Handbook

A new resource is available from the College Board to assist with available accommodations and supports on College Board tests. The College Board Accommodations & Supports Handbook is available on the Connecticut SAT School Day [Web page](#). Keep in mind that some of the processes explained in this manual may differ slightly from those on the Connecticut SAT School Day.

#### Nonstandard Materials and the Non-Standard Administration Report

The College Board will order both standard and nonstandard materials on behalf of schools. Accommodated materials will be processed based on approved accommodations in SSD Online. SSD Coordinators should use the Non-Standard Administration Report (NAR) (available through the SSD online approximately 4 weeks prior to testing) to create rosters of students with approved accommodations. The NAR includes ALL students who are approved for accommodations in SSD and will help facilitate the planning, staffing, and organization to ensure that the appropriate test settings and technology needs (if applicable) are in place for the Primary Test Day and the two week accommodated window (for those testing with a blue booklet). The NAR will also identify the test booklet to be used (purple or blue) based on approved accommodations and the script assignment associated with the approved accommodations.

SSD Coordinators are encouraged to review the [SAT School Day Accommodated Testing Manual](#) in advance of testing.

## Student Assessment News: February 14, 2020

### Connecticut SAT School Day Updates

#### Accommodations and Supports

All test accommodations for students with an Individualized Education Program (IEP), 504 Plan or EL Plan were due on February 4, 2020. Please *continue to apply for accommodations* for new students or students with changes to their IEP or 504 Plan. Here are some considerations when requesting accommodations:

- If you are submitting accommodations through the SSD Online Platform and are asked to upload documentation, please use this [form](#) to overwrite the system.
- As a reminder, the request for accommodations should be supported by the student's disability and need. To expedite the approval process for students with a **Physical/Medical category of "Other,"** please provide a brief explanation using the drop-down text box to describe the student's need for that accommodation. This will ensure that student is approved for the most appropriate accommodation(s) to meet their unique needs. For example, if 100% extended time is requested for a student with an "Other" category solely to address his/her anxiety, a more appropriate support may be recommended for that student, such as breaks as needed. In some circumstances, you may be contacted by the CSDE to provide additional information about the student.
- Temporary medical or physical supports are available to students with conditions such as a broken arm or concussion, as these injuries sometimes unexpectedly occur prior to testing. When approved, temporary supports are available for only the specific test administration the student is approved for and will yield a college-reportable score. To request temporary assistance, submit the [Support for Students with Temporary Physical/Medical Conditions form](#) to the College Board. For more information, see Appendix/Forms of the College Board's [Accommodations & Supports Handbook](#) or contact the SSD support at 844-255-7728.
- If you have any students who were denied accommodations on a previous College Board test, please resubmit for the Connecticut SAT School Day.
- The use of the College Board parent consent form is not required as the IEP, 504 or EL Plan act as consent.
- Contact [Deirdre Ducharme](#) as soon as possible if you have any students who are listed as *In Review* in SSD Online or if you have questions.

#### MP3 Application and Audio

SSD Coordinators or their designated proctors must install the MP3 application on each computer used for MP3 audio testing for those students approved to use this accommodation. On test day, the SSD Coordinator or proctor will download the MP3 audio files for approved students using SSD Online. More information is available on the MP3 Streaming Application Access Page in SSD Online.

#### Parent Letters

An updated parent/guardian letter is available to aid communication with parents/guardian in regards to the Smarter Balanced Assessments and NGSS Assessments. There is an [English](#) and [Spanish](#) version available. Parent letters for the [Connecticut SAT School Day](#) are also available. As a reminder, there is also a [Parent Resources for Connecticut Summative Assessments page](#) that maybe helpful for parent/guardian communication.

## Student Assessment News: February 14, 2020

### Office Hours Webinars Focusing on Special Populations, Accessibility, and Accommodations

The Performance Office will be conducting **Special Populations Focused Office Hours webinars** prior to the opening of the testing window. Attendees must register in advance. These Focused Office Hours are appropriate for district and school personnel working with general education students requiring designated supports, students identified as English learners, special education or those with Section 504 plans.

#### Webinar Dates and Topic Overview:

February 26, 2020, 3 to 4 p.m.

Overview of Designated Supports and Accommodations as well as Walk Through of the Connecticut Portal Resources

March 11, 2020, 3 to 4 p.m.

Medical Exemptions, Early Stopping Rule, Appeals

A [recorded version](#) of the webinar held on Wednesday, January 29, 2020, is available. This webinar covered the Connecticut Alternate Assessment Eligibility Form, Speech-to-Text, and Special Documented Accommodations.

### Summative Assessment Policy Overview

The [2019-20 Connecticut's Summative Assessment System Assessment Policy Overview](#) is a new resource available for schools and districts. The purpose of the Assessment Policy Overview is to outline the general policies of the Connecticut State Department of Education for all state summative assessments that are administered to Connecticut public school students. The Smarter Balanced Assessment, the Next Generation Science Standards (NGSS) Assessment, the Connecticut SAT School Day, the Connecticut Alternate Assessment (CTAA), and the Connecticut Alternate Science (CTAS) Assessment are the primary summative assessments. In addition, this document also addresses other state assessments including the Connecticut Physical Fitness Assessment, the English Language Proficiency Assessment, and the Kindergarten Entrance Inventory. For more specific information on each of the assessments, please refer to the [Connecticut State Department of Education Student Assessment Page](#) or the [Connecticut Comprehensive Assessment Program Portal](#).

### Student Letters to Encourage Participation in Rigorous Coursework

For the seventh straight year, the CSDE is sending letters to over 23,000 Grade 10 and Grade 11 high school students in Connecticut who have demonstrated potential to succeed in advanced, rigorous coursework based on the 2019 October PSAT. Superintendents received a [letter on February 5, 2020](#), regarding this mailing.

The letters instruct these students to meet with their high school counselors to discuss what coursework is right for them. By taking challenging courses such as AP, dual enrollment, and/or International Baccalaureate (IB) 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.

Please contact Michelle Rosado at [michelle.rosado@ct.gov](mailto:michelle.rosado@ct.gov) with any questions about this mailing.

### Special Populations Updates

#### Preparing for Testing for Students Using Large Print/Braille and Out-of-State/Non-Approved Facilities/ Generic-in-State Testers

District Administrators should submit their orders for large print and braille test booklets in TIDE as soon as possible. Please reference the [Testing Students in PSIS Who Attend Out-of-State and Non-Approved Facilities](#) brochure to prepare for test administration for those students who are educated in out-of-state facilities or in-state, non-approved schools. If you have a student who is considered “generic-in-state,” please contact our office as soon as possible so that we can discuss testing options and procedures for this small subset of students.

#### Connecticut Assistive Technology Manual

The Connecticut Assistive Technology Manual is a new resource available on the [Connecticut Comprehensive Assessment Program Portal](#). The manual provides detailed information on embedded and non-embedded assistive technology tools that can be used to help students with specific accessibility needs complete online tests in the Test Delivery System (TDS).

#### Connecticut Alternate Assessment Eligibility Form Deadline

All Connecticut Alternate Assessment Eligibility Forms **must** be submitted through the Data Entry Interface by **February 14, 2020**. This submission is only permitted by TEAs with a Trained TEA status. Late submissions will be accepted for new students, or those students who are eligible based on PPT determinations that take place after this deadline. However, following this submission, contact the AIR Help Desk at 844-202-7583 to activate the Alt Flag Indicator in the student’s TIDE account. Without this activation, students will only have access to the standard assessments.

#### LAS Links Writing and Speaking Test Use of Scratch Paper

For the LAS Links Writing and Speaking test, the DRC system currently provides access to a “sticky note” embedded in the system for the purpose of note taking. However, if students are more comfortable accessing scratch paper during the LAS Links Assessment because they use it during other classroom assessments, students may use scratch paper in lieu of the “sticky note.” It is the student’s responsibility to enter responses without any prompting. Any student notes and materials must be securely destroyed immediately following each testing session.

#### Accessing Test Materials for the CTAA and the CTAS Assessment

Required test materials for the CTAA for mathematics and English language arts will be available in the Secure Materials folder in TIDE on **March 6, 2020**. These materials can be accessed and downloaded in TIDE by DAs and TEAs only and include grade and specific Directions for Test Administration (DTAs). This means that a grade-specific math and English language arts DTA must be printed and used by the TEA at the time of test administration for a given student. During the test window of March 23-June 5, 2020, TEAs can also print grade-specific secure CTAA test booklets from the Secure Materials tab for those students who may require the use of a paper/pencil format. [The CTAA Test Administration Manual](#) is posted to the portal and should be used by the TEA in conjunction with the Directions for Test Administration at the time of testing. CTAS materials (administered to eligible students in Grades 5, 8, and 11) are available in hard copy at the local level. [Electronic PDFs](#), including the [CTAS Test Administration Manual](#) are also available for download and printing from the portal. This assessment is administered over the course of the school year, however TEAs must submit the Student Score Worksheets through the DEI between March 23, and June 5, 2020.

## Student Assessment News: February 14, 2020

### Student Assessment Most Commonly Used Acronyms

AIR	American Institutes for Research	LCI	Learner Characteristics Inventory
AP	Advanced Placement®	NAR	Nonstandard Administration Report
CSDE	Connecticut State Department of Education	NGSS	Next Generation Science Standards
CTAA	Connecticut Alternate Assessment	PSIS	Public School Information System
CTAS	Connecticut Alternate Science Assessment	SAN	Student Assessments Newsletter
DA	District Administrator (in TIDE)	SASID	State Assigned Student Identification Number
DEI	Data Entry Interface	SBAC	Smarter Balanced Assessment Consortium
DRC	Data Recognition Corporation	SPED	Special Education
EL	English learner	SSD	Services for Students with Disabilities
ELA	English Language Arts	TC	Test Coordinator
ELAC	English Learner Assessment Coordinator	TEA	Teacher Administering the Alternate
FRL	Free and Reduced Lunch	TIDE	Test Information Distribution Engine
IEP	Individualized Education Program		

### 2019-20 Summative Assessment Calendar

The AIR secure browsers for the 2019-20 school year must be downloaded for all 2019-20 online tests.	Currently available
LAS Links	January 2, 2020–March 6, 2020
Connecticut Alternate Assessment Eligibility Form Deadline	January 15, 2020—students in Grade 11 and Dually Identified students in Grades 3-8 and 11; and February 14, 2020—students in Grades 3-8 and newly identified Grade 11 students
NGSS Assessment	February 3–June 5, 2020 (Grade 11) March 23–June 5, 2020 (Grades 5 and 8)
Connecticut Alternate Assessment - CTAA	March 23–June 5, 2020
Connecticut Alternate Science Assessment - CTAS	(Upload Window for Submission through the DEI) March 23–June 5, 2020 (Grades 5, 8, and 11)
Connecticut Smarter Balanced	March 23–June 5, 2020
Connecticut SAT School Day	Primary Test Dates: March 25, 2020, <b>OR</b> April 14, 2020 (Based on school selection)  Makeup Dates: April 28 and/or 29, 2020

**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.

