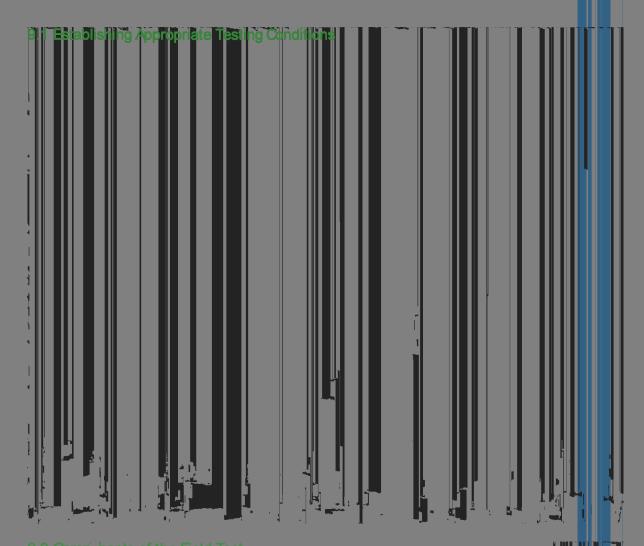




9.0 DIRECTIONS FOR ADMINISTRATION

Note: This section includes directions for admi. Sistration and a script to use in the adilumistratio tests.



9.2 Comp_nents of the Field Test

The Field Test components are comprised of two separate assessments: the non–performand the classroom activity/ PT. Smarter Balanced recommends that study non-PT and the PT items on separate days. Smarter Balanced also recommends that study with the non-PT items, followed by the classroom activity, and then the PT items. Districts may opt to administer in a different order if needed; however, the classroom activity, while designed to introduce the PT, **must** occur prior to the PT.

Important Recommendations:

- If a student begins the assessment with the r PT items prior to moving on to the classroom assessment with the classroom activity and F moving on to the non-PT items. It is recomme open for any student at a given time.
- It is recommended that an entire content ses starting another, but it is not required and wc Test Coordinator.



9.3 Classroom Activity Administration Edid

The Smarter Balanced Assessment Conscillect information about student perfor explore how to improve the testing expeallowed the opportunity to show what the

All Field Test participants will receive inf complete a PT in the assigned content a students with information and key terms the performance task.

Classroom activities may be administered the performance task. Regardless of which should be able to record information for board). Computers, projectors, and othe activity.

The classroom activity involves the parti may take notes during this time, but the stored in a secure location until securely

Please read the following information ca ELA or mathematics:

- The classroom activity involves inter task that follows will be completed b system.
- The classroom activity should be add it can occur on different days. The relapse between the classroom activity
- Classroom activities are designed to complexity of the topic and individual classroom or in any area deemed applications.
- The SC will download and provide the the planned administration of your c
- Determine an appropriate space for information that students will need to discussion, and any other logistic de





Consider the appropriate accommodations that would normally be provided during instruction classroom activity.

 Any tables, graphics, formulas, or other inform activity may be displayed for students.

9.4 Classroom Activity/ Pel rformance Tasks

Classroom preparation

The SC, or other designated individual, will need to ta

1. Identify which classroom activity has been selected activities are assigned by grade for each individual

This information can be found on the California Si . Locate Californi

filter for your school. Beside the name of the scho assigned to your grade/ content area.

2. Download the classroom activity.

Once you know your classroom activity, you will no least one or two days prior to the planned delivery

Materials are posted on the California Smarter Ba

classroom activity, you will have the ability to prindirections for the classroom activity carefully to elearry out the classroom activity.

3. Complete the classroom activity.

Ensure that the teacher or other instructional states students prior to PT administration. It is recommed administered one to three days prior to the admiring the state of the states o

Classroom activities include directions associated

Note: The classroom activity is not administered to does not require a login.

4. Administer the make-up classroom activity.

For students who are absent on the day of the cla make-up session is scheduled.

5. Administer the performance task.

The students must work independently on the per delivered to them in the Test Delivery System.

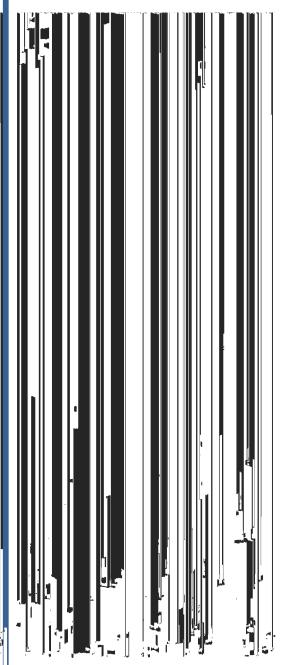
ELA

The ELAPT consists of two parts: Part 1 and Part administered on separate days. In Part 1, student questions. During Part 2 (the full write), students

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Id be provided to students in the ce these accommodations during t

ontained in the materials for the c





Once you have logged in, you will have to wait for me to approve before you can start. I'll be checking that you have correctly entenumber and other information.

Cive : The te on a c test s that tl Stude collec at Testin	and the control of									
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of students who are awaiting approval at any time. Please make sure the correct student has logged in.

Once students begin appearing in the preview box, you can click [Approvals (#)] to open the Approvals pop-up window, shown below. Review each student's test settings and edit as necessary. You can either click [Approve] for each individual student (recommended) or, when you are satisfied that all students in the list can be approved, click [Approve All Students]. Reminder. If any student's test settings are incorrect, do NOT approve that student.

Note: The SSID is required.

To refresh the list of students awaiting approval at any time, click the [Refresh] button at the top of the pop-up window.



Each student will be logging in at a different time. Monitor the sessions and log in all students who are currently ready before assisting any students who are having problems.



You may PAUSE at any point in after answering an item. [The t test.] The PAUSE button is used than 20 minutes will prevent you pages of the test. Please raise prior to clicking PAUSE

Your answers need to be your of test and remember that there:

When you are ready to begin you of the page.

Please keep in mind that this to the end of each segment, you v moving on. Once you submit yo you will not be able to return to

Note: For the Non-PT test, a testing window up to 45 day but the test expires 10 days of Administration for recom

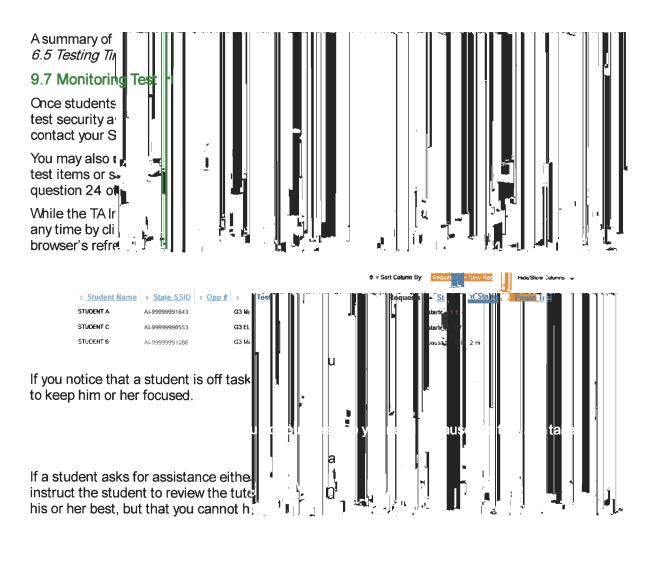
9.6 Testing Over Multiple Sessi ☐ns or Days

For some tests, particularly the performance tasks, students may be buninterrupted time that may exceed the time in a student's schedule. recommends that the ELAPT be administered in two sessions correspond to Part 2, he or she will not be able to review or revise items in Part 1. recommended that students complete Part 1 in one test session. Part the next school day. For the mather natics PT, Smarter Balanced recoming one session of 40–120 minutes.

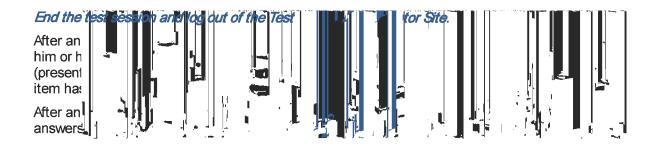
If you intend to administer the test over the course of multiple days for students, it may be important for all of the students to pause after the most tests, there is nothing built into the system to prevent students for section of the test to another. In those cases, the TA should give the student of the test to another. In those cases, the TA should give the student of the test to another. Test A dministrators may designate a cert Likewise, the end of Part 1 of the El A performance task might be a log guidance may be written on a dry-er ase board, chalkboard, or another see. Students will receive a notification when they reach the end of the

When testing is resumed on a subsequent day, the TA will need to star provide a new session ID. When instructing the students to log in, TAs sections of the general script to the students from the beginning in second administration. For printing purposes, the entire script will also be available.

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TEST] once they are done reviewing. Once a student clicks [**SUBMIT TEST**], the student will not be able to review answers.

Collect any scratch paper. Then click [**Stop Session**] to end the test session and pause any student tests in your session that are still in progress. When you are finished, you can log out of the TA Interface by clicking the [**Logout**] button at the top right.



10.0 FOLLOWING TEST ADMINISTRATION

10.1 Destroying Test Materials



Federal law—the Family Educational Rights and Code Section 11019.9) prohibit the release of a Any printouts must be securely stored and then

As a reminder, those test materials identified in sec immediately following each test session and may no next.



At the close of the testing window, ensure that all test security incidents were reported in accord with the guidelines in *Appendix B* in this manual.

Give Students the Test Session ID

The test session ID, the SSID, and the confirmation code may be provided on a card or piece of paper to help them type it in the computer accurate test session ID on the board or another place where students can see it that the test session ID must be entered exactly as it is written, without Student information is confidential; therefore, the cards/ paper with this collected and securely shredded if used. Please refer to the California Tai



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Assessment Consortium

nitoring



