

# Using the Interim Assessment Manner of Administration Setting

## Tip Sheet



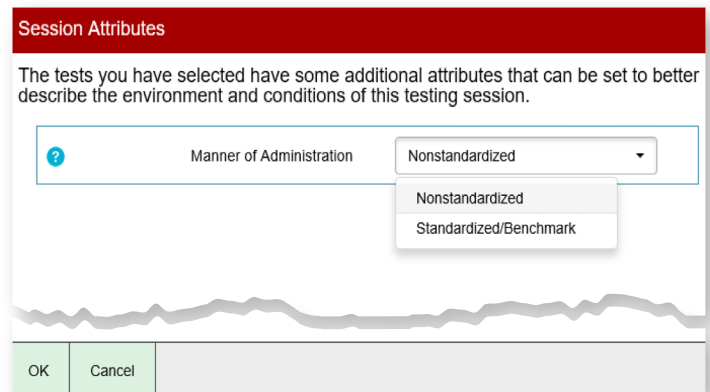
### Purpose of the Manner of Administration Setting

The Manner of Administration setting is available to interim assessment administrators to indicate whether or not results from an Interim Comprehensive Assessment (ICA) or an Interim Assessment Block (IAB) are valid for comparison of performance across students or across time.

### Set the manner of administration for the entire test session.

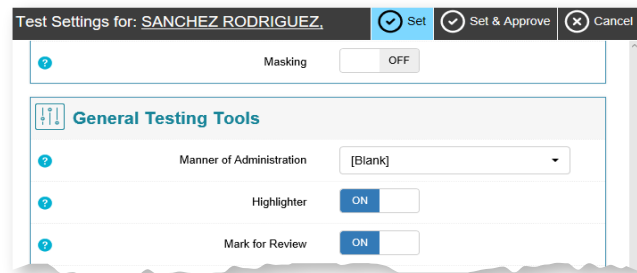
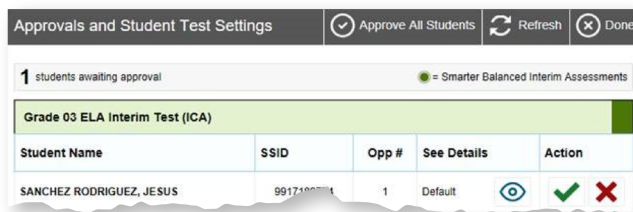
Two setting options are available:

1. *Nonstandardized* (default setting)—Results are not valid for comparison of performance across students or across time.
2. *Standardized/Benchmark*—Select for interim assessments administered in a manner that will allow for valid comparisons of performance across students or across time.



### The session-level designation can be overridden for individual students as needed.

Prior to approval, select the **[View]** icon (👁️) on the Approvals and Student Test Settings screen, then change the individual student's manner of administration in the General Testing Tools menu.



Look for the **Standardized** or **Nonstandardized** status icons in the Interim Assessment Reporting System.

The "Status" column displays the Manner of Administration setting for a given interim assessment.

Student	Date	Session	Enrolled Grade	Status	Achievement Level	Scale Score
Berg, Delmy	Mar 15, 2017	BAK-bb8a	G11	Standardized	Exceeded Standard	2789 ± 88
Duff, Liza	Mar 15, 2017	BAK-bb8a	G11	Standardized	Met Standard	2590 ± 60

