CALIFORNIA

Assessment of Student Performance and Progress

Interim Assessment User Guide

Smarter Balanced Interim Assessments for English Language Arts/Literacy and Mathematics

◈ Interim Assessment Viewing System
◈ Interim Assessment Administration
◈ Interim Assessment Hand Scoring System
◈ Interim Assessment Reporting System

CAASPP
California Assessment of
Student Performance and Progress

ETS®
Measuring the Power of Learning.™

Part I
Introduction

Introduction to the User Guide

This manual provides guidance on the overall process of California Assessment of Student Performance and Progress (CAASPP) interim assessment administration—from beginning a test session, to hand scoring student responses, to accessing reports. This user guide supports any local educational agency (LEA) personnel who administer the Smarter Balanced Interim Assessments, LEA personnel who use the Interim Assessment Hand Scoring System (IAHSS) to score Smarter Balanced Interim Assessment responses, and staff members who access and use the Interim Assessment Reporting System (IA Reporting System).

Organization of the User Guide

The following bulleted list contains brief descriptions of key concepts discussed in each section of this manual. Table 1 includes key symbols and elements used throughout the document.

- Part I: Introduction
  - ✓ New features
  - ✓ Interim assessment types
  - ✓ Additional resources and training

- Part II: Interim Assessment Viewing System
  - ✓ View all Interim Comprehensive Assessments (ICAs)
  - ✓ View all Interim Assessment Blocks (IABs)

- Part III: Interim Assessment Administration
  - ✓ Interim assessment administration and monitoring
  - ✓ Student assessment accessibility supports
  - ✓ Understanding the student testing site

- Part IV: Interim Assessment Hand Scoring System (IAHSS)
  - ✓ Overview of the IAHSS
  - ✓ Using the IAHSS to hand score interim assessments
  - ✓ Scoring status types

- Part V: Interim Assessment Reporting System
  - ✓ View IAB and ICA reports by student and grade level
  - ✓ Print reports
  - ✓ Download student results

- Appendixes
  - ✓ Register users to administer interim assessments (Test Operations Management System [TOMS])

✓ Register users to view student reports and downloads (Administration and Registration Tools)
✓ Definitions of reporting terms

Table 1. Key Symbols and Elements

Element	Description
⚠	**Warning:** This symbol accompanies important information regarding actions that may cause fatal system errors.
⚠	**Alert:** This symbol accompanies important information regarding a task that may cause minor errors.
📄	**Note:** This symbol accompanies additional information that may be of interest.
[**Text**]	Text in brackets is used to indicate a link or button that is selectable.
Text	Text that is underlined and blue is used to indicate hyperlinks or cross references in the document.

What's New

Feature	Change
Classroom activities	• Classroom activities are no longer available for the interim assessment performance tasks. This change is consistent with the removal of the classroom activities for the Smarter Balanced Summative Assessments.
Test selection tree (page 20)	• In the Test Administrator Interface, users must now select tests individually. Selecting a test type in the test selection tree will no longer select *all* tests beneath it.
Statewide Student Identifier (SSID) (page 25)	• SSIDs no longer require the "CA-" prefix before the 10-digit SSID.
Non-embedded designated supports, Smarter Balanced assessments (page 45)	• Simplified Test Directions—The test administrator simplifies or paraphrases test directions according to guidelines. • 100s Number Table—A paper-based table listing numbers from 1–100.

Interim Assessment Types and Reports

Interim assessments provide educators with the information necessary to guide instruction that will benefit each student in California. Two types of interim assessments are available through the Smarter Balanced Assessment System: Interim Comprehensive Assessments and Interim Assessment Blocks.

- **Interim Comprehensive Assessments (ICAs)** are built on the same blueprints as the Smarter Balanced Online Summative Assessments. The ICAs include the same item types and formats, including performance tasks, as the summative assessments, and yield results on the same vertical scale.

- **Interim Assessment Blocks (IABs)** focus on smaller sets of targets and therefore provide more detailed information for instructional purposes. The IABs yield overall information for each block.

Interim assessments are aligned with grade-level content in mathematics and English language arts/literacy for grades three through eight and grade eleven. LEAs have the flexibility to administer any interim assessment to any student regardless of grade.

Interim Assessment Security Requirement

In California, the Smarter Balanced Interim Assessments are available only to educators in California LEAs. (Non-public school educators who provide direct instruction to California public school students may also have access.) The interim assessments are not for public use, display, or distribution. Any use, display, or distribution of the interim assessments that results in access to individuals beyond LEA staff is considered a security breach. In the event of a security breach, LEA staff should notify their LEA California Assessment of Student Performance and Progress (CAASPP) coordinator immediately.

Interim assessment results are generally available **two business days** after all scoring has been completed (including hand scoring).

- Hand scoring interim assessments is a local responsibility.
- If an interim assessment (ICA or IAB) requires hand scoring, then the hand scoring must be completed before student reports will be generated.

Warning: For ICAs, hand scoring for **both** the performance task and the computer-based test must be completed and submitted in order to produce results in the IA Reporting System.

Additional Resources and Training

All LEA and school staff involved in the administration of the interim assessments may visit the CAASPP Portal Web site at http://www.caaspp.org/ for links to all CAASPP manuals and guides—as well as other resources such as the Practice and Training Test Web site, the Test Administrator Interface, secure browsers, *Completion Status User Guide*, and the Digital Library. The California Department of Education Smarter Balanced Interim Assessments Web page also has many valuable resources.

Resources include the following:

- **Interim Assessment Viewing System**—This online interface at https://capt.tds.airast.org/student/?a=ResponseEntry allows users with CAASPP login credentials (which are the same as the TOMS credentials) to view the Smarter Balanced Interim Assessments for professional development.

- **Interim Assessment Administration Resources**—The CAASPP Interim Assessment Administration Resources Web page at http://www.caaspp.org/ta-resources/interim.html contains many resources to assist test administrators in the administration of the interim assessments, including links to access the following:

  − *Interim Assessment User Guide*
  − *Completion Status User Guide*
  − Student Assessment Results (SAR) extract dictionary

- **Hand Scoring Training Guides and Exemplars**—These materials consist of rubrics and example responses to assist educators in hand scoring the constructed-response items as well as the performance tasks. They can be found on TOMS at https://caaspp.ets.org/ by logging in and choosing the [**Help**] icon in the upper right-hand corner. Then choose the [**Interim Assessment Hand Scoring**] tab on the TOMS Help page and scroll to the lower half of the page. These same materials are also available via the Interim Assessment Administration Resources page at http://www.caaspp.org/ta-resources/interim.html. Select the [**Hand Scoring Training Guides and Exemplars**] button at the center of the page and follow the directions above for accessing these resources within TOMS.

- **ICA Tables of Hand Scoring Items**—This table, found at http://www.cde.ca.gov/ta/tg/ca/icahandscoring.asp, is intended to assist LEAs in planning for the administration and local hand scoring of the ICAs. The table provides key information, including the total number of items appearing on each ICA. The total includes items that are both machine-scored and hand-scored, differentiating between the number of constructed-response and essay items that require local hand scoring.

- **IAB Tables of Hand Scoring Items**—These tables, found at http://www.cde.ca.gov/ta/tg/ca/iabhandscoring.asp, are intended to assist LEAs in planning for the administration and local hand scoring of the IABs. Included in each table is the total number of items on each IAB. The total includes items that are both machine-scored and hand-scored, differentiating between the number of constructed-response and essay items that require local hand scoring.

- **Estimated Times for Hand Scoring Items**—This table, found at http://www.cde.ca.gov/ta/tg/ca/iahandscoretimes.asp, is provided by Smarter Balanced and describes a range of estimated times required to complete the hand scoring portion of the interim assessments. Note that hand scoring is a local responsibility and must be complete to generate the scores included in student reports.

- **SAR extract dictionary**—A Microsoft® Excel® file that explains the fields and layout of the student assessment results files that are downloadable from the IA Reporting System is found at http://www.caaspp.org/rsc/pdfs/CAASPP.interim-SAR-extract-dictionary.xlsx.

- **User Guides for LEA CAASPP Coordinators and CAASPP Test Site Coordinators**—Additional resources can also be found on the Manuals and Instructions Web page at http://www.caaspp.org/administration/instructions/ and include the following:
  - *Technical Specifications and Configuration Guide for CAASPP Testing*
  - *TOMS Pre-Administration Guide for CAASPP Testing*
  - *Smarter Balanced Usability, Accessibility, and Accommodations Guidelines*
  - *Smarter Balanced Usability, Accessibility, and Accommodations Implementation Guide*

Figure 1 presents a step-by-step flow diagram of the interim assessment administration, scoring, and reporting process. All users must have current school-year TOMS credentials with roles that allow administration of an interim assessment. Student test settings and accessibility supports should be set in TOMS prior to administering an interim assessment.
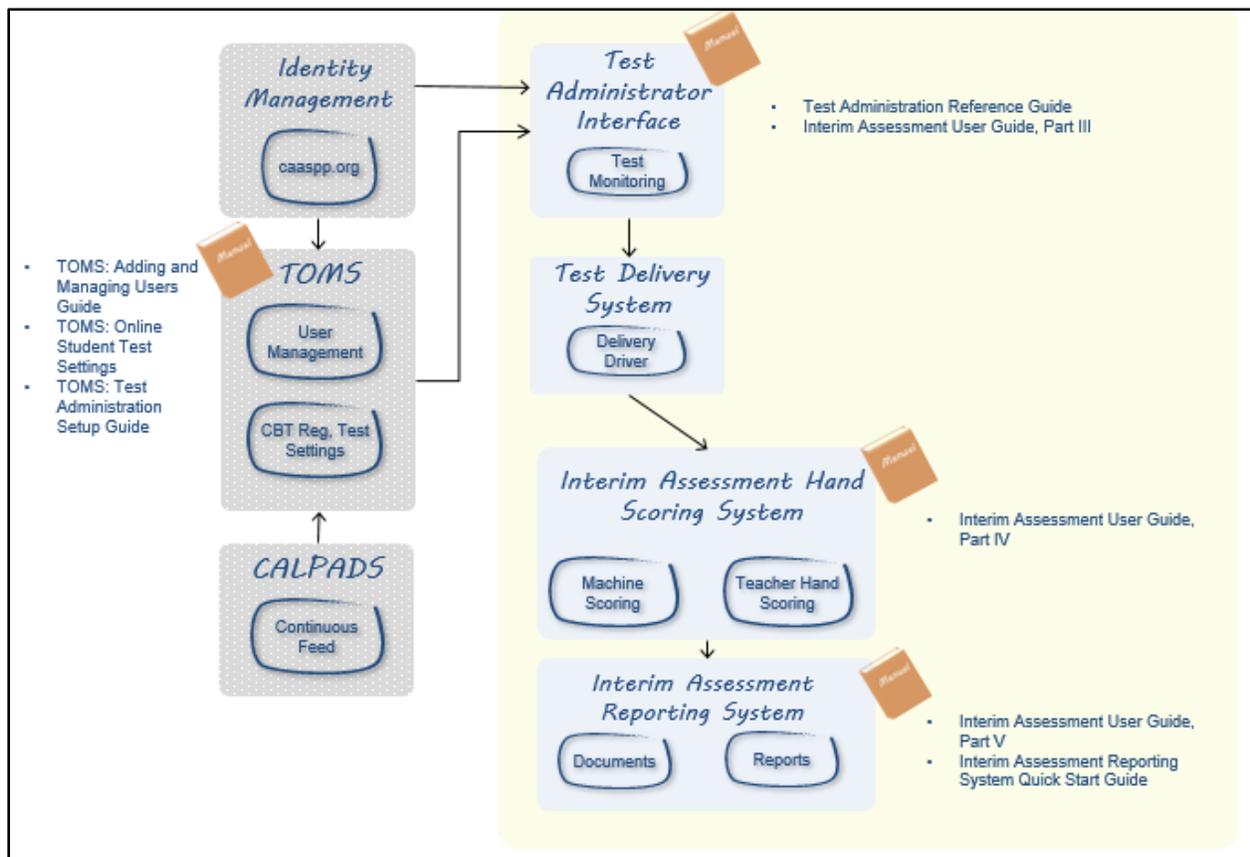

Figure 1. Interim Assessments: Overall Flow Diagram

Technical Requirements

Approved Web Browsers—Interim Assessment Reporting System

Reports from the Interim Assessment Reporting System (IA Reporting System) are designed to be viewed using standard up-to-date Web browsers running on most available hardware:

- Chrome™ version 48 or higher (Windows® and Macintosh®)
- Firefox® version 43 or higher (Windows and Mac)
- Internet Explorer® 11 or higher (Windows only)
- Microsoft Edge (Windows 10 only)
- Safari® 7–9 (Mac 10.7–10.9 only)
- Safari 8–9 (Mac 10.10 only)
- Safari 9 (Mac 10.11 only [and 10.12 dependent upon release date])

Otherwise, for IA Reporting System users, the technical requirements for viewing reports do not exceed or extend the technology readiness requirements established by Smarter Balanced.

All students taking an interim assessment will need access to a computer that has the Secure Browser version 9.0 installed. These requirements can be found on the California Assessment of Student Performance and Progress (CAASPP) Portal at http://www.caaspp.org/ after selecting the [**Secure Browsers**] button located under the [**Test Administration**] tab.

The *Technical Specifications and Configuration Guide for CAASPP Online Testing* is available at http://www.caaspp.org/rsc/pdfs/CAASPP.tech-specs-and-config-guide.2016-17.pdf.

Pop-Up Blockers

Before beginning an interim assessment, pop-ups must be enabled by turning off the Web browser's pop-up blocker. If pop-ups are not enabled, an error message will appear. What follows are four common ways to turn off a pop-up blocker:

Internet Explorer

1. Access Internet Options.
2. Select the [**Privacy**] tab.
3. Uncheck the "Turn on Pop-up Blocker" box.
4. Select [**OK**].

Mozilla Firefox

1. Access Options.
2. Select the [**Content**] tab.

3. Uncheck the "Block pop-up windows" box.
4. Close out of Options.

Google Chrome

1. Access Settings.

2. Scroll to the bottom of the Web page and select the [Show advanced settings…] link.

3. In the Privacy section, select the [**Content settings…**] button.

4. Scroll down to the Pop-ups section.

5. Select the *Allow all sites to show pop-ups* radio button.

6. Select [**Done**].

7. Exit the Settings Web page.

Safari

1. Access Preferences.
2. In the Preferences pane, select "Security" on the top row.
3. Uncheck the "Block pop-up windows" box.
4. Exit the Preferences pane.