Chapter 1. Introduction

CALIFORNIA
Assessment of Student Performance and Progress

2018-19 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

ETS
Measuring the Power of Learning.™

CAASPP
California Assessment of
Student Performance and Progress

DEPARTMENT OF EDUCATION · STATE OF CALIFORNIA

Updated September 2018
Prepared by Educational Testing Service ®

Introduction to the User Guide

This manual provides guidance on the overall process of the California Assessment of Student Performance and Progress (CAASPP) interim assessment administration. 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.

- Chapter 1: Introduction
    - New features
    - Interim assessment types
    - Resources and training

- Chapter 2: Interim Assessment Viewing System
    - View all Interim Comprehensive Assessments (ICAs)
    - View all Interim Assessment Blocks (IABs)

- Chapter 3: Interim Assessment Administration
    - Interim assessment administration and monitoring
    - Student assessment accessibility resources
    - Understanding the student testing site

- Chapter 4: Interim Assessment Hand Scoring System (IAHSS)
    - Overview of the IAHSS
    - Using the IAHSS to hand score interim assessments
    - Scoring status types

- Chapter 5: Interim Assessment Reporting System
    - Features of the system
    - Accessing the IA Reporting System
    - Understanding data security and privacy

- Appendices
    - Register users to administer interim assessments (Test Operations Management System [TOMS])
    - Register users to view student reports and downloads (Administration and Registration Tools [ART])
    - 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 colored (blue) is used to indicate hyperlinks or cross references in the document.

What's New

Feature	Change
Steps for Student Login:	The student experience has been refreshed to improve and shorten the login process, resulting in fewer screens for the user.
Enhancements to the IA Reporting System	Enhancements to the IA Reporting System deployed in March 2018 and June 2018.
California *Education Code* Section 60642.7(b)	Results from interim assessments are not to be used to inform any high-stakes decisions.

Interim Assessment Types and Reports

The Smarter Balanced Interim Assessments are online tests that provide educators with information necessary to guide instruction and support student learning. Two types of interim assessments are available: Interim Comprehensive Assessments and Interim Assessment Blocks.

- **Interim Comprehensive Assessments (ICAs)** are built on the same blueprints as the Smarter Balanced 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.

The 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 results are generally available within 20 minutes after all scoring—including hand scoring—has been completed.

- A minimal delay may occur when there are high testing volumes during the summative testing window and when responses are flagged during quality assurance checks.

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

- Hand scoring of interim assessments is a local responsibility.

> ⚠️ **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.

Interim Assessment Security Requirement

In California, the Smarter Balanced Interim Assessments are available only to educators in California LEAs. (Nonpublic 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. Interim assessment items must not be copied into third-party systems without the permission of Smarter Balanced. Any use, display, or distribution of the interim assessments that results in access to individuals beyond LEA staff and students is considered a security compromise. In the event of a security compromise, LEA staff should notify their LEA California Assessment of Student Performance and Progress (CAASPP) coordinator immediately. Immediate action should be taken to contain/limit the scope of the compromise by collecting and destroying any hard copy or electronic materials containing test content.

> **Note:** The process for reporting a security compromise for interim assessments does not use the Security and Test Administration Incident Reporting System. Please contact the LEA CAASPP coordinator directly and notify him or her of the situation.

Resources and Training

> **Resources Linked in This Subsection:**
>
> - CAASPP Student Accessibility Resources and Test Settings web page— http://www.caaspp.org/administration/accessibility/
> - CAASPP Interim Assessment Administration Resources web page— http://www.caaspp.org/ta-resources/interim.html
> - CAASPP Manuals and Instructions web page—http://www.caaspp.org/administration/instructions/
> - CAASPP Portal website—http://www.caaspp.org/
> - CDE Smarter Balanced Interim Assessment Blocks web page— https://www.cde.ca.gov/ta/tg/ca/iabhandscoring.asp
> - CDE Smarter Balanced Interim Comprehensive Assessments web page— https://www.cde.ca.gov/ta/tg/ca/icahandscoring.asp
> - Interim Assessment Viewing System website— https://capt.tds.airast.org/student/?a=ResponseEntry
> - Student Assessment Results (SAR) extra dictionary web document— http://www.caaspp.org/rsc/pdfs/CAASPP.interim-SAR-extract-dictionary.xlsx
> - Test Operations Management System website—https://caaspp.ets.org/

All LEA and school staff involved in the administration of the interim assessments may visit the CAASPP Portal website for links to all CAASPP manuals and guides—as well as other resources such as the Practice and Training Test website, 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 allows users with CAASPP credentials (which are the same as the TOMS credentials) to view the Smarter Balanced Interim Assessments for professional development.

- **Interim Assessment Administration Resources**—This web page 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*
  – *Interim Assessment Viewing System Quick Reference 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; log on and choose the [**Secure Materials**] button in the left navigation bar. Then choose the [**Interim Assessment Hand Scoring Materials**] button on the TOMS *Secure Materials* web page and scroll to the lower half of the page. These same materials are also available via the CAASPP Interim Assessment Administration Resources web page. 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 Table of Hand Scoring Items**—This table 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 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.

- **SAR extract dictionary**—This is a Microsoft® Excel® file that explains the fields and layout of the student assessment results files that are downloadable from the IA Reporting System.

- **Administration Guides for LEA CAASPP Coordinators and CAASPP Test Site Coordinators**—Manuals can also be found on the CAASPP Manuals and Instructions web page and include the following:

  – *Technical Specifications and Configuration Guide for CAASPP Online Testing*
  – *TOMS Pre-Administration Guide for CAASPP Testing*

- **Accessibility Resources for LEA CAASPP Coordinators and CAASPP Test Site Coordinators—**Additional resources can also be found on the CAASPP <u>Student Accessibility Resources and Test Settings</u> web page and include the following:
  - *Accessibility Guide for CAASPP Online Testing*
  - *Smarter Balanced Usability, Accessibility, and Accommodations Guidelines*
  - *Smarter Balanced Usability, Accessibility, and Accommodations Implementation Guide*

Figure 1 presents a 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 resources should be set in TOMS prior to administering an interim assessment.

The flow diagram begins with Identity Management in CAASPP.org. From there, Identity Management flows in two different directions (to the right and downward).

- The path to the Test Administrator Interface provides access to all CAASPP online assessments, including the summative, interim, and alternate assessments. The data moves to the test delivery system and the Interim Assessment Hand Scoring System, which users access to score student responses to hand scored items. Machine and hand scored data flows to the Interim Assessment Reporting System, where users can access interim assessment results.

- The path from Identity Management in CAASPP.org feeds data directly into TOMS, which flows to the Test Administrator Interface.

  Note that both CALPADS and Identity Management feed into TOMS.
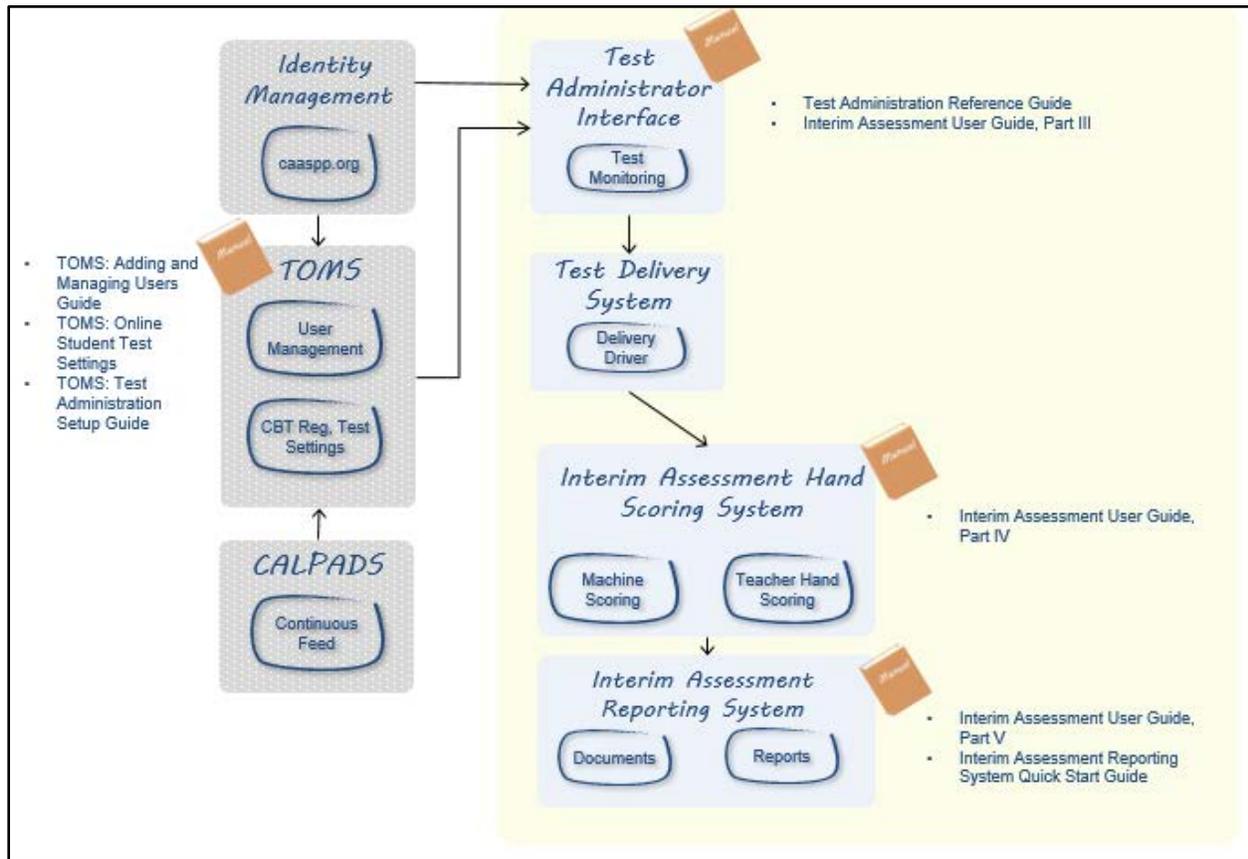
Figure 1. Interim Assessments: Overall flow diagram

Technical Requirements

> **Resources Linked in This Section:**
>
> - California Assessment of Student Performance and Progress (CAASPP) Portal website—http://www.caaspp.org/
>
> - CAASPP *Technical Specifications and Configuration Guide for CAASPP Online Testing* web document—http://www.caaspp.org/rsc/pdfs/CAASPP.tech-specs-and-config-guide.2018-19.pdf

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 67+ (Windows® and Macintosh®)
- Firefox® version 52+ (Mac 10.9–10.14 [upon release])
- Firefox version 52+ (Windows and Mac 10.10–10.14 [upon release])
- Internet Explorer® 11 or higher (Windows only)
- Microsoft Edge (Windows 10 only)
- Safari® 9+ (Mac only)

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. The application is intended to be accessed from a computer or tablet.

All students taking an interim assessment will need access to a computer that has the Secure Browser version 10.3 installed. These requirements can be found on the CAASPP Portal website after selecting the green [**Secure Browsers**] button or by accessing the *Technical Specifications and Configuration Guide for CAASPP Online Testing*.

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.