

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.

Carefully Consider Setting Options and Implications

Two setting options are available:

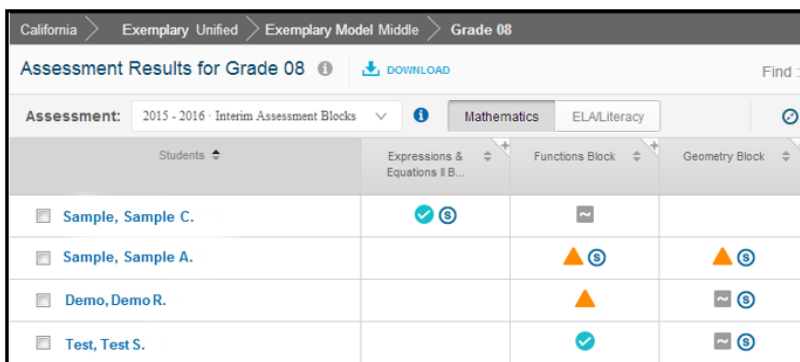
- ✓ *Nonstandardized* (Default setting)—Results are not valid for comparison of performance across students or across time.
- ✓ *Standardized/Benchmark*—Select for interim assessments administered in a manner that will allow for valid comparisons of performance across students or across time.

Set Manner of Administration before Approving an Assessment to Begin

- ✓ The manner of administration should be set in the Test Administrator Interface *prior to approving* a student to begin an interim assessment. This method is strongly recommended.

Look for the (S) Icon in the Interim Assessment Reporting System

- ✓ The (S) icon indicates that the test was administered in a standardized manner.
- ✓ Absence of this icon indicates that the test was administered in a nonstandardized manner.

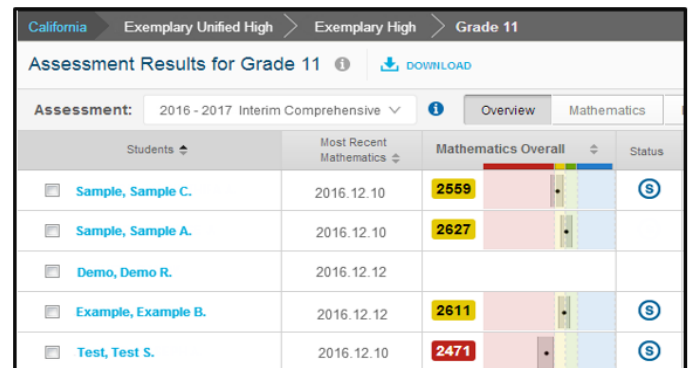


California > Exemplary Unified > Exemplary Model Middle > Grade 08

Assessment Results for Grade 08 [i] [D] DOWNLOAD Find :

Assessment: 2015 - 2016 Interim Assessment Blocks [i] Mathematics ELA/Literacy [S]

Students	Expressions & Equations # B...	Functions Block	Geometry Block
Sample, Sample C.	✓ (S)	~	~
Sample, Sample A.		▲ (S)	▲ (S)
Demo, Demo R.		▲	~ (S)
Test, Test S.	✓		~ (S)



California > Exemplary Unified High > Exemplary High > Grade 11

Assessment Results for Grade 11 [i] [D] DOWNLOAD

Assessment: 2016 - 2017 Interim Comprehensive [i] Overview Mathematics

Students	Most Recent Mathematics	Mathematics Overall	Status
Sample, Sample C.	2016.12.10	2559	(S)
Sample, Sample A.	2016.12.10	2627	
Demo, Demo R.	2016.12.12		
Example, Example B.	2016.12.12	2611	(S)
Test, Test S.	2016.12.10	2471	(S)

- ✓ If it is necessary to change the setting after a test has been administered, the LEA CAASPP coordinator must work with the California Technical Assistance Center (CalTAC) to modify the downloadable data file from the reporting system and re-upload it.

For More Information

Further details about the Manner of Administration Setting are available in Part III (Interim Assessment Administration) of the [Interim Assessment User Guide](#). Any questions regarding the information in this tip sheet should be directed to the CalTAC Digital Library and Interim Assessments Help Desk by phone at 855-631-1510 or by e-mail at caltac@ets.org.