2018–19 Smarter Balanced Paper-Pencil Data Entry Interface User Guide

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## Acronyms and Initialisms Used in the Data Entry Interface User Guide

<table>
<thead>
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<th>Abbreviation</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAASPP</td>
<td>California Assessment of Student Performance and Progress</td>
</tr>
<tr>
<td>DEI</td>
<td>Data Entry Interface</td>
</tr>
<tr>
<td>EAP</td>
<td>Early Assessment Program</td>
</tr>
<tr>
<td>ELA</td>
<td>English language arts/literacy</td>
</tr>
<tr>
<td>IEP</td>
<td>individualized education program</td>
</tr>
<tr>
<td>LEA</td>
<td>local educational agency</td>
</tr>
<tr>
<td>STAIRS</td>
<td>Security and Test Administration Incident Reporting System</td>
</tr>
<tr>
<td>SSID</td>
<td>Statewide Student Identifier</td>
</tr>
<tr>
<td>TOMS</td>
<td>Test Operations Management System</td>
</tr>
</tbody>
</table>
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1. Introduction

This guide supports users of the Data Entry Interface (DEI). DEI is a component of the California Assessment of Student Performance and Progress (CAASPP) test delivery system and is used in conjunction with braille, large-print, and paper-pencil Smarter Balanced assessments. The DEI allows authorized users to enter student assessment data, such as question responses and information about accessibility resources, for the 2018–19 CAASPP Smarter Balanced English language arts/literacy (ELA) and mathematics assessments for students in grades three through eight and grade eleven who use the braille, large-print, and paper-pencil tests.

Local educational agency (LEA) CAASPP coordinators should work with their LEA’s California Longitudinal Achievement Data System coordinator or technology coordinator to ensure that student data is correct before paper-pencil testing begins. LEAs should not exit students from the system until the state test administration window closes on July 15, 2019.

1.1 Use of Paper-Pencil Tests

Students with an individualized education program (IEP) or Section 504 plan that specifies the paper-pencil test in braille, large-print, or as a standard paper-pencil test can receive the paper-pencil test. If there are students in the LEA who have been approved to take the CAASPP Smarter Balanced paper-pencil tests for the 2018–19 administration, follow the processes in this guide when entering the responses from a student’s Answer Book into the DEI.

DEI entry will be available starting April 1, 2019. LEAs will have access to the DEI after their selected testing window starts. Access ends when the selected testing window ends, so all student responses must be entered prior to the close of the window.

Only LEA personnel who have signed CAASPP Test Security Affidavits can log on to the DEI. The following user roles can access the DEI:

- Test Site Coordinator
- Test Administrator
- Test Examiner
- Test Administrator & Test Examiner.

1.2 When to Enter Data

After the student has completed testing, the test site coordinator, test administrator, or other authorized staff will be responsible for entering the responses from the student(s)’ Answer Book into the DEI. The responses should be entered within five days of the student’s completing the test.
Introduction

It is important to note that all responses must be entered for a student before the LEA’s selected testing window ends. If a student moves to a different LEA after testing, or exits the testing LEA before the results are entered into the DEI, the original LEA has to reenroll the student and complete the data entry.
2. How to Log On to the DEI

2.1 Usernames and Passwords in the Test Operations Management System (TOMS)

Review chapter 2 of the TOMS Pre-Administration Guide for CAASPP Testing for instructions on gaining access to TOMS and setting and resetting passwords for the California assessment systems.
3. How to Enter Results into the DEI

Resources in This Section:
- DEI website—http://www.caaspp.org/dei/

Step A. Enter logon information for the student being tested.

After logging on to the DEI, the Enter Student Information screen, shown in Figure 1, appears. Enter the logon information for the student being tested.

![Enter Student Information screen](image)

To enter a student's information:
1. In the Student First Name field, enter the student's first name as it exists in TOMS.
2. In the SSID field, enter the student’s Statewide Student Identifier (SSID).
3. Select [Sign In].
Step B. Verify student information.

After a student’s information has been entered, the *Is This the Student?* screen appears (Figure 2).

![Is This the Student? screen](image)

**Figure 2. Is This the Student? screen**

1. Review the following information that appears on this screen:
   - First Name
   - SSID
   - Grade
   - School
   - State

2. If all of the student’s information is correct, select [Next]. If any of the information is incorrect, select [Return to Login] and do not proceed with the data entry for this student. Instead, notify the test site coordinator that the student’s information is incorrect. Data entry cannot begin until this information is corrected.

3. Select the test for the student on the *Available Tests* screen, shown in Figure 3, which displays the tests available for data entry.
The Available Tests screen displays the two possible tests—for ELA and mathematics. The selected test is highlighted. In Figure 3, mathematics is shown as being selected.

- “Start” indicates a start to data entry for a test.
- “Resume” indicates a resumption of data entry for a test.
- “Inactive” indicates that student responses have already been entered for a test.

**IMPORTANT:** If no tests appear for the student, exit by selecting [Return to Login] and confirm the student’s test eligibility in TOMS. The list of tests is determined by the grade associated with the student’s record in TOMS.

Take the following steps to continue in the DEI:

1. Select the test for the student on the Available Tests screen (Figure 3).
2. On the Choose a Test Form screen, select the test from the Test Forms dropdown list and then select [Next] to continue or [Back] to return to the previous screen. Only the test selected in the previous step is listed.
Choose a Test Form

Select the appropriate test form from the drop-down list. If no drop-down list is available, verify that
the listed test form is correct.

Test Forms: Select form

Select form

Math-OP-G7-2019-DEI

3. The next screen that appears, the Audio/Video Checks screen (Figure 5), requests
verification that sound and video are playing.
How to Enter Results into the DEI

4. Select the [Play] arrow [ ] icon to play the sound and then the [I could play the video and sound] button to verify the audio and video. If there is no audio, video, or neither sound nor video, review chapter 10 of the CAASPP Online Test Administration Manual for instructions on troubleshooting problems.

5. Select [Continue] to advance to the next screen or [Back] to return to the previous screen.

![Instructions and Help screen](image.jpg)

**Figure 6. Instructions and Help screen**

6. The Instructions and Help screen, shown in Figure 6, is the same as that used by a student taking assessments online.

   a. Select the [View Help Guide] button for an overview of DEI buttons and tools. The guide is available on all screens by selecting the [Help] question mark [?] button in the top-right corner of any screen.

   b. Select the [View Test Settings] button to review the DEI’s test settings. Note that these cannot be changed.

7. Select the [Begin Data Entry] button to enter the responses found in the student’s Answer Book or select [Return to Login] to exit.
How to Enter Student Responses into the DEI

4. How to Enter Student Responses into the DEI

Resources in This Section:

- DEI website—http://www.caaspp.org/dei/

Refer to chapter 10 of the CAASPP Online Test Administration Manual for more information about using the tools in the DEI.

4.1 Guidelines for Response Entry

4.1.1 Layout of the Answer Book vs. Layout of the DEI

The response options in the DEI may be labeled differently than in the Answer Books. Keep the following guidelines in mind when entering student responses:

► When entering the student’s responses, there are questions with multiple choice, multiple-select response options that are marked with letters in the Answer Book but presented as check boxes in the DEI (where multiple-check boxes can be selected). The order of check boxes corresponds with the letter options from top to bottom, as shown in Table 1.

<table>
<thead>
<tr>
<th>Answer Book</th>
<th>DEI</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>□</td>
</tr>
<tr>
<td>B</td>
<td>□</td>
</tr>
<tr>
<td>C</td>
<td>□</td>
</tr>
<tr>
<td>D</td>
<td>□</td>
</tr>
</tbody>
</table>

► There may also be instances where there are questions with multiple-choice, single-correct responses in the Answer Book where response selection is A, B, C, or D but in the DEI, the selection has to be highlighted.

► A matching table question appears as A, B, C, or D responses in the Answer Book but as check boxes in the DEI. The options will correspond from top to bottom and left to right to enter the response.
4.1.2 Interpreting Responses

- Constructed-response sections must be entered by the testing coordinator verbatim. **Student responses must not be corrected or otherwise altered.**
- Enter **any and all** check box selections the student marked in the Answer Book, even if that number is greater or fewer than the number called for in the test question.
- Use the text response formatting tools only if such formatting, such as an underline, was included in the student’s response.

4.1.3 General Test Rules and Navigation

- Questions are reviewable before submitting the test.
- Selected responses for questions are changeable only if the test has not been submitted for scoring.
- If any of the response sections have been skipped, return to those sections and enter the missing information before the test is submitted.
- Responses must be entered and submitted within five days of when the student finished testing.
- All responses must be entered before the end of the LEA’s selected testing window.

4.2 Proceeding through the Test

Enter student response data for each required question on a page before proceeding to the next page in the assessment.

4.2.1 Navigating to Questions

Navigate to questions page by page or by jumping directly to a question page.

- To navigate page by page, select the [Back] or [Next] buttons at the top of the screen. These are indicated in Figure 7.
To jump directly to a page with a specific question, select the appropriate question from the Questions drop-down list, which is shown in Figure 8.

![Figure 8. Question Numbers drop-down list](image)

### 4.3 Ending the Test

**Step A. End the test.**

1. When the end of the assessment has been reached, a message box, like the one shown in Figure 9, pops up to advise that responses have been entered for all test items.

![Figure 9. Attention message box (finished entering responses)](image)

2. Select [OK].
3. Review questions by scrolling through the assessment using the [Back] and [Next] buttons or by selecting a specific question (shown in Figure 7 and Figure 8). Otherwise, select the [End Test] button that appears at the top of the screen with the other buttons and is indicated in Figure 10.
4. After selecting [End Test], a message box appears to provide the choice of either continuing to work on the test (select [No]) or moving on to the Test Summary screen (select [Yes]). Selecting [Yes] means the responses entered cannot be changed.

**Figure 10. [End Test] button**

**Figure 11. Attention message box (reached the end of the test)**

**Step B. Finalize responses.**

**Figure 12. Top of the Test Summary screen**
1. The Test Summary, shown in Figure 12, provides the final chance to enter or edit the responses entered for a student (if, for example, text in an essay response was not underlined like the student did when he or she hand-wrote it).
   a. Select the number associated with a test question to return to that question to edit the student’s work that had been entered.
   b. Select the number associated with a flagged test question.
   c. Select the number associated with the test question where a colored triangle indicates failure to enter a student-provided response. This is shown in Figure 13.

   ![Figure 13. Sample unanswered items on the Test Summary screen](image)

2. If data entry has been completed—that is, if no designated supports or accommodations for a student with an IEP or Section 504 plan, designated supports for an English learner (box A4), or student-selected options for Early Assessment Program (EAP) reporting need to be entered—select [Submit Test] to complete the data entry process. Or, select one of these options:
   • Proceed to Step C to enter designated supports, accommodations, or both from Answer Book boxes A3 and A4 into the DEI.
   • Proceed to Step D to enter the student-selected EAP options.

   **Alert:** After selecting the [Submit Test] button, the test is officially completed. The responses and data entered cannot be reviewed.

3. Select [Yes] on the message box that appears (“Are you sure you want to submit the test?”) to continue.

4. After the test has been submitted, the Test Summary page reappears and displays the student’s name, test name, and data entry completion date (Figure 14).
5. Select the button at the bottom of the screen corresponding with the next action to be taken:

- **[Log Out]**—Exit the DEI.
- **[Enter More Responses for This Student]**—Open the Available Tests screen to select the other CAASPP Smarter Balanced content-area assessment for the student and enter the student’s responses.
  - Select [Yes] in the Warning box that appears (“You intend to enter more data for student [STUDENT] with SSID [SSID #]”) to continue.
- **[Enter Responses for a Different Student]**—Open the Enter Student Information screen to select another student for data entry.

**Step C. Enter codes for accommodations or designated supports.**

If a student used any designated supports or accommodations, the appropriate code should be entered into the DEI after all of the student’s responses have been completed and before the test is submitted. These were marked on the back of Answer Books. The complete list of the codes for designated supports and accommodations can be found in appendix I of the Paper-Pencil Testing Test Administration Manual for Smarter Balanced Summative Assessments.

1. Scroll down from the top of the Test Summary screen, shown in Figure 12. The bottom section, the Designated Supports and Accommodations Survey section, appears.
Note: If the student responses being entered are for a grade eleven assessment, the Designated Supports and Accommodations Survey section appears after the EAP Release & Instructions [Content Area] section. **Step D** contains instructions on how to enter this response.

![Designated Supports and Accommodations Survey](image)

**Figure 15.** Designated Supports and Accommodations section of the Test Summary screen

2. Locate boxes A3 and A4 on the back of the student Answer Book. These are indicated in Figure 16.
3. Check the boxes on the *Designated Supports and Accommodations Survey* that correspond with the options marked in boxes A3 and A4 on the Answer Book. Note that the screen displays only those accessibility resources available for the content area.

4. If data entry has been completed—that is, no student-selected options for EAP reporting need to be entered—select [Submit Test] to complete the data entry process. Otherwise, if the student is in grade eleven, proceed to Step D to enter the student-selected EAP options.

**Alert:** After selecting the [Submit Test] button, the test is officially completed. The responses and data entered cannot be reviewed.

5. Select [Yes] on the message box that appears (“Are you sure you want to submit the test?”) to continue.

6. After the test has been submitted, the *Test Summary* page reappears and displays the student’s name, test name, and data entry completion date (Figure 17).
7. Select the button at the bottom of the screen corresponding with the next action to be taken:

- **[Log Out]**—Exit the DEI.

- **[Enter More Responses for This Student]**—Open the *Available Tests* screen to select the other CAASPP Smarter Balanced content-area assessment for the student and enter the student’s responses.
  - Select **[Yes]** in the Warning box that appears (“You intend to enter more data for student [STUDENT] with SSID [SSID #]”) to continue.

- **[Enter Responses for a Different Student]**—Open the *Enter Student Information* screen to select another student for data entry.
Step D. Respond to the EAP option in grade eleven.

Once responses have been entered for a grade eleven student, a response to the EAP option must be entered.

1. **Scroll down** from the top of the Test Summary screen, shown in Figure 12. The bottom section, the EAP Release & Instructions Survey section, appears.

![EAP Release & Instructions Survey section of the Test Summary screen](image)

**Figure 18. EAP Release & Instructions section of the Test Summary screen**
2. Locate the *Authorization to Release Results* box on the front of the grade eleven student Answer Book. This box is indicated in Figure 19.

![Figure 19. Front page of the grade eleven Answer Book](image)

3. Select the radio button corresponding with the option the student marked on the Answer Book as shown in Figure 18. The student’s choices were *Release* and *Do Not Release*.

4. If data entry has been completed—that is, if no designated supports or accommodations for a student with an IEP or Section 504 plan or designated supports for an English learner (box A4) need to be entered—select [Submit Test] to complete the data entry process.
   - If needed, return to Step C to enter designated supports, accommodations, or both from Answer Book boxes A3 and A4 into the DEI. Otherwise, submit the test.

**Alert:** After selecting the [Submit Test] button, the test is officially completed. The responses and data entered cannot be reviewed.

5. Select [Yes] on the message box that appears (“Are you sure you want to submit the test?”) to continue.
6. Because a response is required, an error message will appear if student responses are submitted without selecting one of the two radio buttons. **If the student did not choose either of the radio buttons, then select Do Not Release.**

7. After the test has been submitted, the *Test Summary* page reappears and displays the student’s name, test name, and data entry completion date (Figure 20).

8. Select the button at the bottom of the screen corresponding with the next action to be taken:
   - **[Log Out]**—Exit the DEI.
   - **[Enter More Responses for This Student]**—Open the *Available Tests* screen to select the other CAASPP Smarter Balanced content-area assessment for the student and enter the student’s responses.
     - Select [Yes] in the Warning box that appears (“You intend to enter more data for student [STUDENT] with SSID [SSID #]”) to continue.
   - **[Enter Responses for a Different Student]**—Open the *Enter Student Information* screen to select another student for data entry.
5. What to Do After Accidental Submittal

Resources in This Section:

- Security Incidents and Appeals Procedure Guide web document—

If one or more student responses must be corrected, or if a student’s responses were entered using an incorrect SSID, it will be necessary for the LEA CAASPP coordinator to file a report in the Security and Test Administration Incident Reporting System (STAIRS) to request an Appeal.

- In the case where a student’s responses need to be edited—for example, if a student’s EAP response must be changed to Release—a Re-open Appeal can be requested.

- In a case where the wrong SSID was used, a Reset Appeal can be requested to clear all student responses, allowing reentry of all student responses using the correct SSID.

Complete instructions for using the STAIRS/Appeals process are found in the Security Incidents and Appeals Procedure Guide.

Important: Reset and Re-Open Appeal requests should be submitted in time to be processed before the end of the LEA’s selected testing window.