
From: CalTac <CalTAC@info.ets.org>
Sent: Thursday, November 05, 2015 3:37 PM
To:
Subject: Retention and Deletion of Smarter Balanced Interim Assessment Results in the Interim Assessment Reporting System



Listening. Learning. Leading.®

Dear LEA CAASPP Coordinator:

On Tuesday, November 3, 2015, an e-mail went out to all local educational agency (LEA) California Assessment of Student Performance and Progress (CAASPP) coordinators regarding the new *Manner of Administration* setting in the Test Administrator (TA) Interface for the Smarter Balanced Interim Assessments.


Our records indicate that one or more schools in your LEA administered one or more interim assessments either 1) prior to the release of the enhanced TA Interface on October 15, 2015, or 2) prior to the receipt of the November 3 notice regarding the *Manner of Administration* setting.

The process outlined below may be used by these schools to designate, outside of the TA Interface, the manner of administration for interim assessments. Please forward these instructions to the CAASPP test site coordinators at these schools and ask them to forward the instructions to the interim assessment administrators at the school site.

For all interim assessment administrators:

Step 1: Log on to the Interim Assessment Reporting System at <https://reporting.smarterbalanced.org> using your Smarter Balanced logon credentials.

Step 2: Download IA results by navigating to the Assessment Results by Grade report.

1. Select LEA --> Select school --> Select grade -->
2. Select the [Download] button  -->
3. Select the Student assessment results radio button -->

4. Select the [Download] button 

Step 3: Open the appropriate .csv file and proceed to delete each row of data associated with the student(s) who had been administered the IA in a nonstandardized manner. See student first, middle, and last names in columns K, L, and M and SSID in column J. *Do NOT delete any columns. To open the .csv file, you must first drag/copy the file from the zipped folder to an external location on your computer (e.g., your Desktop or your Downloads folder).

Step 4: Save changes using the following filename format, as a .csv file—"NameOfInstitution_ ResponsibleSchoolIdentifier_Grade.csv." The NameOfInstitution is found in column I, the ResponsibleSchoolIdentifier is found in column H.

Step 5: Send the file to your CAASPP test site coordinator.

For CAASPP test site coordinators:

Step 6: Collect files from all interim assessment administrators at each school site, and then provide them to the LEA CAASPP coordinator. If possible, please combine files into a .zip file.

For LEA CAASPP coordinators:

Step 7: Send the file as an attachment to the California Technical Assistance Center (CaITAC) by e-mail to caaspp_processing@ets.org with “Standardized/Benchmark Interim Assessment Admin” in the subject line.

As a reminder, any interim assessment results that are not marked as having been administered in a standardized manner will be purged from the Interim Assessment Reporting System at the beginning of the 2016–17 school year.

If you have any questions regarding the information in this e-mail, please contact the CaITAC Digital Library and Interim Assessments Help Desk by phone at 855-631-1510 or by e-mail at caltac@ets.org.

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