



California Assessment of Student Performance and Progress

Washington Unified School District CAASPP Interim Assessments Quick Reference Guide 2016-2017



View Assessments

There are 2 types of Interim Assessments available to all K-12 students.

Interim Comprehensive Assessments (ICA)

- > 35-50 items intended to be administered over multiple days
- Follow summative blueprint, fixed with performance and non-performance tasks, results reported the same as summative assessments
- Hand scoring required
- Students can take each ICA up to 3 times

Interim Assessment Blocks (IAB)

- 5-20 items per block that can take 15 minutes 1 hour
- No scores reported, just below/near/at/above standard
- Students can take IAB unlimited number of times

A. Connect to CAASPP online	www.caaspp.org
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- B. Smarter Balanced Interim
AssessmentsOn the top of the CAASPP Home Page, there are two rows of four green buttons, click the bottom
right button labeled Smarter Balanced Interim Assessments.
- C. Interim Assessment
 On the Interim Assessment Administration Resources page, select the Interim Assessment Viewing

 Viewing System
 System top-left green button and Login using your WUSD email and password. View assessments with read-only access.
- D. Hand Scoring Training
 Guides and Exemplars
 On the Interim Assessment Administration Resources page, click the middle green button labeled
 Hand Scoring Training Guides and Exemplars. You may be prompted to Login using your WUSD
 email and password. Click the Help button in the top right corner of the screen. Click the blue Interim
 Assessment Hand Scoring tab in the center of the page.

These resources are also available within each student response in the Interim Assessment Hand Scoring System, for your reference when hand scoring constructed responses.

2 Test Administration



Students will show in the CAASPP Test Administrator Interface system as long as they have been populated in CALPADS at least 2 business days before testing.

Α.	Secure Browser	For 2016-17 Interim Assessments administration, a secure browser is required to be installed on each device that will be used for student testing.
		Check each student testing device for an icon such as this wser
		If the icon is missing, contact the IT Department. The browser download takes about 10-15 minutes.
		Note: The secure browser will not allow any other programs (such as a non-secure internet browser like Google Chrome) to run in the background. <u>All programs</u> on student testing devices should be closed before they attempt to login to the Secure Browser.
В.	Personal Audio Headsets	There are many questions that require the student to listen to a recording. Each student testing device should include its own set of headphones. Each student should verify the volume is loud enough, prior to beginning a test. Note: Not all assessments, or test questions have an audio portion.

C.	Allow Pop-up Windows on Test Administrator Computer	Test Administrators (TA) must enable pop-ups in your internet browser by turning off the pop-up blocker. If you do not, you will see an error message. Here are three common ways to turn off a pop-up blocker. Note: You may need to refresh the webpage in order to see the pop-up window.
		• 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. Select [OK]
		• Google Chrome
		1. Access "Settings"
		Scroll to the bottom of the Web page and select the [Show advanced settings] link
		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
D.	Connect to CAASPP online	www.caaspp.org
Ε.	Test Administrator	On the CAASPP Home Page you will see two rows of 4 green buttons. Click the 2 nd button from the
	Interface	left in the 1 st row called Test Administrator Interface for <i>All</i> Online Tests (TAI) and Login using your
		W/LISD email and password

F. School Selection	Important!
	Please choose the institution for which you will be administering this test session. [Message Code: 12306]
	Go Click here to choose Click here to choose Click here to choose
	Stonegate Elementary (ID: 57726940114710)

G. Test Selection:

a. Interim Assessment Blocks (IAB) A pop-up window will look like the image below. **Select the Interim Assessment Block(s)** you want to administer. Your pop-up window should look like the image below, except it will vary by the test grade(s) you select. Click the **"Start Operational Session"** button at the bottom left of the window.

Operational Test Selection Expand All	8
Choose which tests to add to your session from the tree, and then start your session.	^
Smarter Balanced Summative Assessments	
Smarter Balanced Interim Assessments	
+ Interim Comprehensive Assessments (ICA)	
Interim Assessment Blocks (IAB)	
Choose Subject(s) English Language Arts (ELA)	
+ Grade 03	
Grade 04	
Choose Grade(s) and Grade 04 ELA - Brief Write (IAB) Block(s)	
Grade 04 ELA - Edit Revise (IAB)	
Grade 04 ELA - Listen Interpret (IAB)	
Grade 04 ELA - Read Info (IAB)	+
Start Operational Session Close	

b.	Interim	
	Comprehensive	
	Assessments (ICA	٩)

A pop-up window will look like the image below. **Select the Interim Comprehensive Assessment(s)** you want to administer:



Click the **"Start Operational Session"** button at the bottom left of the window.

H. Student Access

In the Test Administrator Interface (TAI), an Operational Session ID will be generated in the upper right corner of the screen that looks like the following image. Your students will use this number to access their online test.

Notes: Must stay logged into TAI for Session ID to stay valid; do not navigate away from the TAI during testing. Also, you may want to keep a record of Session ID(s) for future reference.

Operation	nal Session ID
STOP	CA-2D34-4

Each student will need to open the secure browser on their individual computer and login.

Note: A student may receive a Warning to close all other programs; all programs must be closed on a testing device before the student can login using the secure browser.

Please Sign In
First Name:
SSID:
Session ID:
Sign In
Is This You? Please review the information below. If all of the information is correct, click [Yes]. If not, click [No].
Confirmation Code: ZZ12345
School: Demo School A
State-SSID:CA-999999981
Grade: 03
No Yes

Once the student confirms their identity, they will select the appropriate assessment and receive directions to wait until the Test Administrator approves their access.



In the **TAI** you will now see the option to **Approve students.** You may approve each student **one-by-one**, or wait until they have all selected the correct test and **Approve All** at once.

Operational Session ID Select Tests STOP CA-4E64-3								
Approvals and Studen	Approvals and Student Test Settings 🛛 🔗 Approve All Students 📿 Refresh 🚫 Done							
1 students awaiting approval	1 students awaiting approval Image: Construction of the state of t							
Grade 05 ELA CAT Test								
Student Name	State-SSID	Opp #	See Deta	ails	Action			
XXXXX, XXXXX	CA-1577165308	1	Default	\odot	✓ ×			

Note: If you need to select another test (for example the wrong grade level was chosen when setting up the test session) stopping the current session will log all students out. In the **TAI**, set up a new test session with the correct information and have students log back in with the **new Session ID**.

Т.	Embedded Tools	Before each assessment, instructions will be displayed to each student explaining the tools at their disposal during the test like flagging questions for review, zooming in and out, etc.
		Audio volume may be adjusted within the test by clicking the settings icon in the upper right hand corner.
		Note: While responses <u>are</u> saved (automatically saves every 2 minutes), any notes/comments made by students on the notepad <u>are not</u> saved once logged off of a given test session. They are treated as scratch paper.

J. Test Support/Accessibility Settings Individual student support settings can be modified during interim test administration (unlike summative assessments).

Grade 05 ELA CAT Test						
Student Name	State-SSID	Opp #	See Details	Action		
XXXXX, XXXXX	CA-1577165308	1	Default 💿	~ X		
Test Settings for: XX	XXX, XXXXX		Set Set	& Approve	Cancel	
You must select [Set] o	r [Set & Approve] to	confirm the	se test settings. Use	[Set] to confirm	n the -	
State-SSID: CA-22812	281614 Gr 03 ELA	PT - Land	Formations Opp #	ŧ1		
Zoom: No default zoom	applied 🔻					
Streamline: Off					E	
Streamine. On					- 84	
Non-Embedded Desig	nated Supports: No	ne			- 84	
Non-Embedded Accon	nmodations: None					
Print on Demand: Non	e				- 84	
Translations (Glossarie	es): English Glossar	у			- 81	
Text to Speech: None					- 84	
Text-to-opecent. None					- 88	
Mark for Review: ON	•				- 10	
Highlighter: ON -						
Test Settings for:	XXXXX, XXXX	X	Set Set	Set & Ap	pprove 🗴	Cancel
Very second and a strong	tl or [Set & Appro	vel to cont	firm these test set	tings Use (Se	tto confirm	the

K. Monitoring the Test Session

Use the Test Administrator Interface (TAI) to monitor student progress during the testing session.

Paused test sessions (by the TA or by individual students) will stay active for up to 20 minutes (bathroom/recess break) and students can log back in using the same Session ID. After 20 minutes, a new session ID must be created for students to continue their assessment. **Note:** There are no pause rules for Performance Tasks.

Stopped test sessions will log out all students automatically. A new Session ID must be created.



After 30 minutes of inactivity the TA and Students will be automatically logged off. A warning popup window should appear. If logged out due to inactivity, a new Session ID must be created.

Idle Timeout	
Are you still there? Click OK to continue or you will be logged out in 30 seconds. [Message Code: 10906]	
	Ok

Unintentionally closing the TAI or internet browser as the TA **will not end the session**. You may open the browser and navigate back to the TAI where you will be prompted to enter the active Session ID

If multiple assessments are enabled in a test session, the TA should make sure correct test was selected by each student. If incorrect, do not approve, but have them log back in and select the correct test.

Note: See pages 15-20 of the **Administration of the Online Interim Tests Resource Guide** for more detailed information.

L.	End	ing t	the ⁻	Fest

Students will select **End Test** when they have completed the last question. They will be given the opportunity to **review their answers**. They must select the green **Submit button** to complete the assessment.

16		=	
Select all the state	ements that are true abo	$\frac{22}{7}$.	
It is a rational	number.		
It is an irratior	nal number.		
When it is writ	ten as a decimal, it tern	ninates.	
When it is writ	ten as a decimal, it repe	eats.	
It is an approx	imate value of pi.		
When it is writ	ten as a decimal, it is eq	quivalent to 3.10.	
Test Successfully Su	Ibmitted		
Student Name: Student, Demo (State-SS	ID: AI-9999999281)		
Test Name: SBAC-G03-Math-NonPT3			
Test Completed On: 3/21/2014			
Scores are not shown for this test	t. You have finished the test. You r	nay now log out.	
Scores are not shown for this test	t. You have finished the test. You r	nay now log out.	_

3 Hand Scoring

Results of Interim Assessments will not display if there are Constructed Responses for which the hand scoring portion has not been completed by the Test Administrator (TA). There are many resources available to help you prepare for the hand scoring portion of an Interim Assessment.

Α.	Preparing to Hand Score	ICA table of Hand Scoring Items and Total Number of Questions per test: http://www.cde.ca.gov/ta/tg/ca/icahandscoring.asp
		IAB table of Hand Scoring Requirements by Subject and Grade: http://www.cde.ca.gov/ta/tg/ca/iabhandscoring.asp
		Smarter Balanced Interim Assessments Estimated Times for Hand Scoring Items: http://www.cde.ca.gov/ta/tg/ca/iahandscoretimes.asp
		Interim Assessment Blueprint for ELA: http://www.smarterbalanced.org/wordpress/wp-content/uploads/2015/02/ELA-IAB-Fixed- Blueprint.pdf
		Interim Assessment Blueprint for Mathematics: http://www.smarterbalanced.org/wordpress/wp-content/uploads/2015/02/Math_Blueprint_IAB.pdf
В.	Prep & Check Sets	See Item 1D in this Quick Reference Guide for instructions on how to access the Hand Scoring Interim Training resources in the Test Operations Management System (TOMS).
		Under Hand Scoring Item Training Guides and Exemplars, each Exemplar contains a Prep Set and Check Set.
		Prep Set: Example student responses that have been pre-hand scored
		Check Set: Example student responses to practice hand scoring
С.	Connect to CAASPP online	www.caaspp.org
D.	Smarter Balanced Interim Assessments	On the top of the CAASPP Home Page, there are two rows of four green buttons, click the bottom right button labeled Smarter Balanced Interim Assessments.

E.	Interim Assessment Hand Scoring System	On the Interim Assessment Administration Resources page, click the green button on the right in the 2 nd row called Interim Assessment Hand Scoring System. You may be prompted to Login using your WUSD email and password.
F.	Hand Scoring Responses	Click the Score button (to the far left of each student response) to complete scoring for responses currently assigned to you. Once a score is assigned, click the "Submit Score" button at the bottom of the page. This will "tentatively score" each response.
		To complete scoring, go back to the Response List , check the boxes to the left of each scored response and click the "Mark Selected As Complete" button at the bottom of the screen.
		Note: Once responses have been submitted, they will no longer appear in the Response List.
G	. Reassigning Responses	Assign responses to be scored by another person by checking the box to the far left of a student(s) and clicking the Reassign All Selected button on the bottom of the page. Select a scorer from the drop down box titled Scorer . On the top of the page there are 5 drop down boxes and this is the last one on the right.
		Note: Once responses are reassigned to another Scorer, your access to score them will disappear. You must reassign the responses back to yourself, or have them reassigned to you, in order to have scoring access again. (There can only be one Scorer assigned to each response at a time)

4 Assessment Results

Results of Interim Assessments will not display if the hand scoring portion of an interim assessment has not been completed (if applicable). For any assessment with a **Performance Task (PT)**, PT(s) must be completed by students and hand scored in order to see the results for the entire assessment (all ICAs).

Note: Results will not show for **24-48 hours** after all parts of the assessment(s) have been completed.

- A. Connect to CAASPP online www.caaspp.org
- B. Smarter Balanced Interim
AssessmentsOn the top of the CAASPP Home Page, there are two rows of four green buttons, click the bottom
right button labeled Smarter Balanced Interim Assessments.
- C. Interim Assessment
Reporting SystemOn the Interim Assessment Administration Resources page click the bottom right button labeled
Interim Assessment Reporting System. You may be prompted to Login using your WUSD email and
password.
- **D.** Interpreting Results The following should be considered when interpreting the results of Interim Assessments:
 - Student exposure to information
 - > The number of times a student has seen the test
 - Results should not be compared to STAR results
 - Results should not be used for any high stakes decisions

E. Grade Landing Screen

Grade Landing Screen

Academic year: 2016 - 2017	× (⊘ Legend	TFilter V Align: 📄 🧮	• 1
Grade 🕈 5	Mathematics ¢	# Assessed 🗘	ELA/Literacy \$	# Assessed
Reference Point: Daybreak Elementary School Overall	Interim Data Only		Interim Data Only	
Grade 03	Interim Data Only		Interim Data Only	
Grade 04	Interim Data Only		Interim Data Only	
Figure 97 Breadcrum Report Info	 List of Grades with bs: Used to navigate rmation: This provid 	Interim Assesses back to grade	sment Results Ready e-level views. regarding the purposes,	

4 Academic Year: This drop-down list displays the available academic years with interim assessment results.

Grade: This column displays the grade levels that have interim data for mathematics or ELA.

6 **Content Area Columns:** These columns show whether interim data is available for either mathematics or ELA.

F. IAB List of Students Report

Smarter Image: Smarter Assessment Controllom Maily Builting California Sample Joint Unified						
Assessment Results for Gr	rade 03 🚯 🛃 DOWNLO	DAD		Find :	Enter student	٩
Assessment: 2016 - 2017 - Interin	n Assessment Blocks 🗸 🜖	Mathematics	ELA/Literacy	Ø	Legend T F	ilter 🗸
Students 🗢	Measuren Dat	tent and 💠 🕈	Fractions \$	Operations and Algebraic Thi	Performance Task - \$ Order For	t
LastName1, FirstName1			▲ ③		6	A
LastName2, FirstName2			▲ ③			
LastName3, FirstName3			2			
LastName4, FirstName4	1	2	2			
LastName5, FirstName5			≈ (3)	8	2	

The IAB List of Students Report displays performance levels for the blocks assessed. Select the [Mathematics] button to display the results for any mathematics blocks with results. Select the [ELA/Literacy] button to display the results for any ELA blocks with results. Each column under the content area represents a single IAB.

IAB score reports provide a level of Below, At/Near, or Above Standard for each block.

Note: The grade level displayed on this report is the grade level of the interim assessment. It will not necessarily correspond with the grade level in which the student is enrolled. For example, a grade four student may take a grade five test. The results for this test will display under grade five, not grade four.

G. IAB Student Score Report

Overview of the IAB Student Score Report



	3	Report Information: Detailed report information regarding the report's purpose and potential uses is accessible by pausing on or selecting the [Information] icon next to the report's title.
	4	Assessment Selector: This drop-down list shows all assessments that the student has taken, organized by assessment type and year of administration.
	5	Mathematics or ELA: Select to view mathematics results or ELA results.
	6	Print: Reports can be printed in color or grayscale.
	7	Block Information: Performance levels for any blocks completed by the student will display here.
	8	[Standardized/Benchmark] icon ((S): Indicates the test was administered in a standardized manner. Results without this icon on the Student Score Report were administered in a nonstandardized manner.
	9	Previous Results: If the student has taken a specific IAB multiple times, the Previous Results section will display results from the previously taken IAB. The Previous Results section will include the [Standardized/Benchmark] icon ((S)) if the test was administered in a standardized manner. Results without this icon in the Previous Results section were administered in a nonstandardized manner.
H. Informational Pop-up Windows	Hover of select t	over the [Report Information] icon (1), the [Interim Information] icon (1), or he [Legend] button, to provide additional information (Figure 118).
	FIRSTNA	ME LASTNAME Grade 03 ELA/Literacy 2364 Level 1
	Assessm	ent: 2016.11.09 · Grade 03 · Interim Comprehensive V 🚺 Mathematics ELA/Literacy 🖉 Legend 🏝 Print

I. Help Menu	Smarter Balanced Aussured Construm	Ð Help 🔷 Hi, User ∨
	Help FAQ User Guide Glossary Resources	×
	 General Who can access the Smarter Balanced Reports? What types of reports are available? How does Smarter Balanced protect students' privacy? How is data generated for these reports? For Educators Who has access to school level data? How can I get access to the Reporting system to see my students' scores? Where can I find resources to help me understand how to use the reporting system? What will the reports tell me about my school's or district's performance? What comparisons will the reporting system support? How do I navigate between academic years? 	

5 Practice & Training Tests

Practice and Training tests are public, non-secure tests that help students to prepare for the Summative assessments. They can help students and their families to become familiar with the technology they will need to use.

Note: Students and teachers will not receive reports or scores from the Practice or Training tests.

Α.	Connect to CAASPP online	www.caaspp.org
В.	Practice & Training Tests	On the CAASPP Home Page you will see two rows of 4 green buttons. Click the 3 rd button from the left in the 1 st row called Practice & Training Tests. You may be prompted to Login using your WUSD email and password.
C.	Test Administrator Practice and Training Site	The 1 st blue button to the left (picture of an apple) allows you to set up a Practice or Training tests.
		Practice Test: Experience a full grade-level assessment that mirrors the year-end summative assessment. Approximately 30 items in ELA and math, as well as ELA and math performance tasks.
		Training Test: Quickly familiarizes students and teachers with software and navigational tools used in the Smarter Balanced Assessments. Organized by grade bands and each test contains 5-10 questions to allow students to practice with a range of question types. No performance tasks are included. No scoring rubrics or answer keys are provided.
D.	Test Administrator	The 2 nd brown button from the left (book) goes to the resources page for Practice or Training tests.
	Resources	You can also access the same resources via the green tool bar on top of the CAASPP Home Page. Click Resources and select Practice and Training Tests from the drop down menu. <u>http://www.caaspp.org/ta-resources/practice-training.html</u>
Ε.	More Resources and	The following are available for students to preview/practice with outside of the testing environment
	Support	Equation Response Editor Tool: <u>http://demo.tds.airast.org/eqtutorial/</u>
		Calculators: http://sbac.portal.airast.org/practice-test/calculators/
		Additional Information: <u>http://www.smarterbalanced.org/practice-test/</u>

6 FAQ



A. Logging In Q: I don't know/can't remember my password, or my temporary password has expired. How can I log in? Logon A Forgot Your Password? Secure Login First Time User? Enter username and password from your activation e-mail. Do you need a new temporary password? Request one now. A: Click the "Forgot Your Password" link to reset. Click the "Request one Now" to get a new temporary password sent to you, if your previous temporary password expired. You should receive an email with a new temporary password to your district email address. **B.** Assessment Session Setup **Q**: When my students log in, why do they have so many tests to choose from? - Test Selection A: When setting up the testing session, only check the boxes next to assessments you would like to be displayed to students. See Test Administration, Section 2G of this Guide (pg. 7) for an example of the Test Selection process.

C.	Student Accessibility / Accommodations	Q: If a Student's accessibility settings are not set up correctly in an Interim Assessment, what should I do?
		 A: For Interim Assessments, test settings can be changed right before giving the assessment by the test administrator without submitting them through TOMS. (Interim Reporting System User Guide, page 21: http://www.caaspp.org/rsc/pdfs/CAASPP.interim-reporting.2015.pdf) Warning: If the settings are not correct when the student starts or resumes the test, the student's test will need to be reset.
		If you continue to have trouble, please notify your RSP Teacher. Corrections may take up to 1 business day to complete.
		Important: Student test settings that can be modified in the TA Interface for Interim Assessments will not be modifiable in the TAI for the Summative assessments .
D.	Hand Scoring Condition Code	Q: When scoring a student response there is a Condition Code that is defaulted to "Not Applicable". What is the purpose of this field?
		A: Condition codes are used for any item you cannot score due to the nature of the student response. Examples of Condition Codes are: Nonscorable Language, Off Topic and Insufficient. If a single item consists of multiple scoring criteria, you should enter a score or condition code for each criterion. If the Condition Code is defaulted to "Not Applicable" it is not available for that particular assessment, or response.
		For more information about Condition Codes please see the Interim Assessment Hand Scoring User Guide, page 11, online: http://www.caaspp.org/rsc/pdfs/CAASPP.hand-scoring-guide.2015.pdf
Ε.	Hand Scoring Training Guides and Exemplars	Q: When scoring a student response, how can I view the full text of the passage they had to read and respond to?
		A: In the top right corner of the Rubric section of a particular student's response, you will see Exemplar Training Guides
		To view the item's full passage of text select Training Guides. Pay attention to the Source # in the Rubric Description within the student response to ensure you are referring to the correct passage(s) of text.
		To view the item's prompt and an example of a perfect response, select Exemplar.

F.	Interim Assessment Reporting – Multiple Assessment Attempts	Q: If a student takes the same Interim Assessment multiple times, will the Assessment Reporting System provide a separate score for each attempt by that student?
		A: For subsequent attempts at the same interim assessment, the results are sent in with the same name and date but do not replace the original assessment report; previous results are not deleted. Previous results will persist to provide a comparison between the first test opportunity and the second. (Interim Reporting System User Guide, page 40.8, 42:
		http://www.caaspp.org/rsc/pdfs/CAASPP.interim-reporting.2015.pdf)
G	Secure Browsers - App for Chromebooks	Q: Is the secure browser installation for Chromebooks complete district-wide?
		A: The installation of an App is complete for all Chromebooks district-wide. The App must be opened in "kiosk mode" and a cheat sheet is available on Google Drive. If you have any additional questions, please open a Help Desk ticket with a Category of SBAC.
H	Secure Browsers – Missing	Q: I cannot locate the CAASPP secure browser or app on an individual testing computer/device.
		A: Please open a new Help Desk ticket with a Category of SBAC.
ι.	Interim Assessment for Students in Grades other	Q: Can I administer the interim assessments to my 1 st , 2 nd , 9 th , 10 th , 12 th graders?
	than 3-8 & 11	A: Yes. All WUSD students are in the database. Login ID Cards are only printed for grades 3-8 & 11, so please notify your CAASPP Site Coordinator if you would like to get cards for another grade.
		Note: The online assessments only require Student First Name and SSID to login. This information can be accessed in the Aeries and Illuminate Education systems if you would like to proceed to test without formal Login ID Cards.