



South Dakota Smarter Balanced Assessment: Online, Summative, Test Administration Checklists

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REMINDER: THIS DOCUMENT **ONLY** CONTAINS THE TEST ADMINISTRATION CHECKLISTS FOR ONLINE TESTING. PRIOR TO TESTING, REFER TO THE COMPLETE ONLINE, SUMMATIVE TEST ADMINISTRATION MANUAL ON THE [SOUTH DAKOTA PORTAL](#).



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1.0 INTRODUCTION TO THE TEST ADMINISTRATION CHECKLISTS

District, School, and Test Administrators/Teachers can use the following checklists to prepare for online testing. Please refer to the *Online, Summative Test Administration Manual* at <http://sd.portal.airast.org> prior to administering the Summative test.

This document refers to Test Administrators (TAs) generically whenever discussing administration or the user guide. Test Administrators can be defined as district or school personnel responsible for administering the Smarter Balanced assessments in a secure manner in compliance with the policies and procedures outlined in the *Online, Summative Test Administration Manual*. If the user role School Test Administrator in TIDE is being referenced, that will be clarified.



NOTE: The Test Administration Checklists are located in the appendices of the Online, Summative Test Administration Manual.

2.0 DISTRICT TEST COORDINATOR CHECKLIST

The District Test Coordinator checklist highlights tasks related to the setup and configuration that support online test administration. For the complete list of tasks, refer to the appendices of the *Online, Summative Test Administration Manual*.

Table 1. District Coordinator Direct Responsibilities

District Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
Direct Responsibilities				
<input type="checkbox"/> 1. Work with District Technology Coordinators to ensure timely computer setup. <ul style="list-style-type: none"> • Conduct network diagnostics. • Download the secure browser (beginning late November or early December). • Verify that schools meet the minimum technology requirements. 	<i>Technical Specifications Manual, Secure Browser Manual, System Requirements</i>	5–10 hours	Complete at least 2 weeks prior to testing.	http://sd.portal.airast.org

	District Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	2. Work with schools to ensure that school users have accounts.	<i>TIDE User Guide</i>	1–2 hours	Complete at least one week before testing and during testing.	http://sd.portal.airast.org
<input type="checkbox"/>	3. Work with schools to review TIDE student enrollment information.	<i>TIDE User Guide</i>	2–4 hours	Complete at least 2 weeks before testing and during testing.	http://sd.portal.airast.org
<input type="checkbox"/>	4. Perform an equipment needs assessment based on individual student requirements. <ul style="list-style-type: none"> • Work with the SC to identify students who will need specialized equipment for accommodations. • Communicate with the SC/TAs to identify the number of headsets needed in order to take the ELA Listening portions of the assessment. Place order for the number of headsets needed plus extra. 	None	1–2 hours	Complete at least 2 weeks prior to testing.	Students are permitted and encouraged to use their own ear buds or headsets—but districts and schools should also plan on having some available.

Table 2. District Coordinator Oversight Responsibilities

	District Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
Oversight Responsibilities					
<input type="checkbox"/>	5. Verify that SCs and TAs have reviewed student information in TIDE and are verifying	<i>TIDE User Guide</i>	As needed	Complete at least 2 weeks prior to testing.	http://sd.portal.airast.org

	student settings for designated supports and accommodations in TIDE.				
<input type="checkbox"/>	6. Assist with logging any appeals in TIDE (if needed)	<i>TIDE User Guide, Appeals Quick Guide, TAM</i>	As needed	During testing.	http://sd.portal.airast.org
<input type="checkbox"/>	7. Monitor test participation and results through reports.	<i>TIDE User Guide, ORS</i>	As needed	During testing.	http://sd.portal.airast.org

3.0 SCHOOL TEST COORDINATOR CHECKLIST

The School Test Coordinator checklist highlights tasks related to the setup and configuration that support online test administration. For the complete list of tasks, refer to the appendices of the *Online, Summative Test Administration Manual*.

Table 3. School Coordinator Direct Responsibilities

School Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources	
Direct Responsibilities					
<input type="checkbox"/>	1. Work with technology personnel to ensure timely computer setup: <ul style="list-style-type: none"> Conduct network diagnostics. Download the secure browser. Verify that your school has met the minimum technology requirements. Ensure that other technical issues are resolved before and during testing. 	<i>Technical Specifications Manual, Secure Browser Manual, System Requirements</i>	5–10 hours	Complete at least 3–4 weeks prior to testing.	http://sd.portal.airast.org
<input type="checkbox"/>	2. Work with TAs to ensure they have accounts.	<i>TIDE User Guide</i>	1–2 hours	Complete at least one	http://sd.portal.airast.org

School Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
			week before testing and during testing.	
<input type="checkbox"/> 3. Work with TAs to review student information in TIDE applications before students are tested to ensure that correct student information and test settings for designated supports and accommodations are applied.	<i>TIDE User Guide, TAM, section 9.2</i>	2-4 hours	Complete at least 1-2 weeks prior to testing.	http://sd.portal.airast.org
<input type="checkbox"/> 4. Create rosters for TAs for reporting in ORS.	<i>TIDE User Guide</i>	2-4 hours	Complete prior to testing.	http://sd.portal.airast.org

Table 4. School Coordinator Oversight Responsibilities

School Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
Oversight Responsibilities				
<input type="checkbox"/> 5. Verify that TAs have verified student settings for designated supports and accommodations in TIDE.	<i>TIDE User Guide</i>	As needed	Complete at least 1-2 weeks prior to testing.	http://sd.portal.airast.org
<input type="checkbox"/> 6. Assist TAs in taking proper measures to ensure that students have access only to allowable non-embedded resources during testing.	<i>None</i>	As needed	Complete prior to testing.	
<input type="checkbox"/> 7. Monitor test participation and results through reports.	<i>TIDE User Guide, ORS</i>	As needed	During testing.	http://sd.portal.airast.org
<input type="checkbox"/> 8. Monitor test participation and results through reports.	<i>TIDE User Guide, ORS</i>	As needed	During testing.	http://sd.portal.airast.org

School Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/> 9. Monitor test participation and results through reports.	<i>TIDE User Guide, ORS User Guide</i>	As needed	During testing.	http://sd.portal.airast.org

4.0 TEST ADMINISTRATOR CHECKLIST

The Test Administrator activity checklist highlights tasks related to the setup and configuration that support online test administration. For the complete list of tasks, refer to the appendices of the *Online, Summative Test Administration Manual*.

Table 5. Test Administrator Responsibilities

	Test Administrator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	1. Confirm that you have received your TIDE login information. You should have received an automated email from the Help Desk notifying you of how to log in to TIDE. You will also use this username and password for the Online Testing System.	<i>TIDE User Guide</i>		Complete at least 1–2 weeks prior to testing.	If you have not received this information, please check your spam/junk email folder to see if it was mistakenly routed there. If not, check with your School Test Coordinator. http://sd.portal.airast.org
<input type="checkbox"/>	2. Work with your SC to ensure that each student has an SSID number and has been loaded into TIDE.	<i>TIDE User Guide</i>		Complete at least 1–2 weeks prior to testing.	http://sd.portal.airast.org
<input type="checkbox"/>	3. Confirm each student’s test settings for designated supports and accommodations in TIDE against their IEP or other relevant documentation as appropriate.	<i>TIDE User Guide,</i>	2–4 hours	Complete at least 1–2 weeks prior to testing.	http://sd.portal.airast.org
<input type="checkbox"/>	4. Ensure that the secure browser has been downloaded to any computer(s) on which students will be testing.	<i>Technical Specifications Manual, sections V and VI</i>	1–2 hours	Complete at least 1–2 weeks prior to testing. <i>and again</i> Complete the day before testing or morning of testing.	Check with your SC or School Technical Coordinator if the [Secure Browser] icon is missing. http://sd.portal.airast.org

	Test Administrator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	<p>5. Prior to administration, check all computers that will be used and close all applications except those identified as necessary by the school's Technology Coordinator. Make sure that no computer has dual monitors.</p> <ul style="list-style-type: none"> • Work with your SC to set system volume prior to students launching the secure browser to ensure students can hear the audio portions of the ELA segment. 	None	1-2 hours	Complete the morning of testing.	The TA should open the secure browser on each computer after closing any unnecessary applications.
<input type="checkbox"/>	6. On the day of testing, verify that the students have their login information (first name, SSID, and session ID).	<i>TIDE User Guide</i>	As needed	Complete the day(s) of testing.	http://sd.portal.airast.org
<input type="checkbox"/>	7. On the day of testing, verify prior to the test session that you can successfully access the Test Administration interface.	<i>TA User Guide, TAM/ TA Script</i>	As needed	Complete the day(s) of testing.	http://sd.portal.airast.org
<input type="checkbox"/>	8. Report any appeal requests to your school or district coordinator.	<i>TIDE User Guide, Appeals Quick Guide, TAM</i>	As needed	Complete the day(s) of testing.	http://sd.portal.airast.org
<input type="checkbox"/>	<p>9. Monitor test participation and results through reports.</p> <p>Note: Your School or District Coordinator needs to create rosters along with students meeting scoring requirements for</p>	<i>ORS User Guide</i>	As needed	During testing.	http://sd.portal.airast.org

Test Administrator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
CAT/PT before scores are available in ORS.				

5.0 SOUTH DAKOTA SMARTER BALANCED ASSESSMENT USER SUPPORT

The South Dakota Smarter Balanced assessment portal at <http://sd.portal.airast.org> is the home for all online Smarter Balanced assessment administration information. If a school or district requires information on paper/pencil administration, please contact the South Dakota DOE Office of Assessment at <http://doe.sd.gov/about.aspx>.

For questions regarding the online testing system or for additional assistance, please contact the South Dakota Smarter Balanced Assessment Help Desk at 1-855-838-8378 or SDHelpDesk@air.org.

The Help Desk is open Monday–Friday from 6:00 a.m. to 6:00 p.m. Central Time (except holidays or as otherwise indicated on the SD SBAC portal). During these hours, staff will respond promptly to calls.

The Help Desk may be contacted for situations and questions that include the following:

1. Testing environment down or unavailable; user accounts not available or users not able to administer tests;
2. Loading student data or student settings into the Test Information Distribution Engine (TIDE), which includes accommodations, or designated supports for the Math, ELA computer adaptive test (CAT), and ELA performance task (PT) or Interim test eligibility;
3. Appeals module in TIDE;
4. Preparing for online testing—downloading the secure browser, voice packs, etc.;
5. Tests showing as available to students when they log in to begin testing;
6. Password resets for State, district, and school users;
7. Settings not presenting as intended; and/or
8. Test Security incidents.

When contacting the Help Desk, provide the representative with as much detail as possible about the issue(s) encountered and the system on which it occurred. This should include the following:

- type of device being used for the test;
- any error messages that appeared (code and description);
- operating system and browser information;
- network configuration information;
- your contact information for follow-up, including email address and phone number; and
- any relevant and authorized student and school information, including statewide student identifier (SSID), grade level, content area, and performance task (PT) or computer adaptive test (CAT), and test question item number.

Refer to the *Help Desk Information Template* on the portal at <http://sd.portal.airast.org/> for a more detailed list of information to provide the Help Desk when reporting an issue.