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

Test of English Language Arts/Literacy and Mathematics

Published February 5, 2019

Prepared by the American Institutes for Research®

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.

Table of Contents

1.0 Introduction to the Test Administrator (TA) Script

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 Teachers (TEs) and Test TAs generically whenever discussing administration or the user guide. TEs and TAs 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 TE or TA 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 Coordinator Checklist

The District Coordinator activity checklists applies to all DA or DC TIDE users (see Table 1 and Table 2). For contact information, see Table 3.

Table 1. District Coordinator Direct Responsibilities

	District Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
	Direct Responsibilities				
☐	1. Notify schools when administration manuals and training materials are available.	*TAM*, section *2.1*		Complete at least 5–6 weeks prior to testing.	http://sd.portal.airast.org
☐	2. Review all Smarter Balanced policy and test administration documents.	*TAM*, section *2.1*	60–90 minutes	Complete at least 5–6 weeks prior to testing.	http://sd.portal.airast.org
☐	3. Review scheduling and testing requirements with SCs.	*TAM*, sections *7.2* and *7.3*	60–90 minutes	Complete at least 3–4 weeks prior to testing.	http://sd.portal.airast.org
☐	4. Plan any state-required training for SCs and TAs; retrain as needed.	*None*		Complete at least 3 weeks prior to testing.	
☐	5. Review training modules and schedule training session for SCs.	*TAM*, section *2.1*	2–3 hours	Complete while spaced over 2–3 weeks prior to testing.	http://sd.portal.airast.org
☐	6. Review security procedures with SCs and TAs.	*TAM,* sections *3.0, 4.0,* and *Appendix F*		Complete at least 2–3 weeks prior to testing.	http://sd.portal.airast.org
☐	7. Work with District Technology Coordinators to ensure timely computer setup. • Conduct network diagnostics.	*Technical Specifications Manual, Secure Browser Manual, System*	5–10 hours	Complete at least 2 weeks prior to testing.	http://sd.portal.airast.org

District Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
• Download the secure browser (beginning late August or early September). • Confirm the most recent version of the secure browser is installed. • Verify that schools meet the minimum technology requirements.	*Requirements,* or *Configurations & Troubleshooting*			
☐ 8. Work with schools to review TIDE student enrollment information.	*TIDE User Guide*	2–4 hours	Complete at least 2 weeks before testing and during testing.	http://sd.portal.airast.org
☐ 9. Perform an equipment needs assessment based on individual student requirements. • 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.

District Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
Monitor Administration Activities				
☐ 10. Investigate all testing improprieties, irregularities, and breaches reported by TAs. • Follow reporting procedure according to section *4.0*.	*TAM,* section *4.0*	As needed	Ongoing. Deadline for all submissions will be one week after the testing window closes.	http://sd.portal.airast.org
☐ 11. Report any test security incident in TIDE and report to the appropriate personnel according to the guidelines in section *4.0* and *5.0*.	*TAM,* sections *4.0* and *5.0*	As needed		http://sd.portal.airast.org
☐ 12. Monitor with the District Technology Coordinator any technical problems to apply resolutions or disseminate information at other school sites prior to testing.	None		Ongoing throughout the testing window.	

Table 2. District Coordinator Oversight Responsibilities

District Coordinator Activities	Reference in Manual	Target Completion Date	Notes/Resources
Oversight Responsibilities			
☐ 13. Ensure that SCs and TAs in the district are appropriately trained and aware of policies and procedures, especially related to security.	*TAM,* sections *3.0 and 4.0*	Complete at least 3 weeks prior to testing.	http://sd.portal.airast.org
☐ 14. Review school test administration schedules for	*TAM,* section *7.3*	Complete at least 3 weeks prior to testing.	http://sd.portal.airast.org

	adequate time and resource planning.			
☐	15. Verify that SCs and TAs have reviewed student information in TIDE and are verifying student settings for designated supports and accommodations in TIDE.	*TIDE User Guide*	Complete at least 2 weeks prior to testing.	http://sd.portal.airast.org
☐	16. You or your designee must be available during your testing window for questions and problem solving.	*None*	Complete during your entire testing window.	
☐	17. Communicate regularly with SCs any emerging trends or issues.	*None*	Complete during your entire testing window.	
☐	18. Assist with logging any appeals in TIDE (if needed).	*TIDE User Guide, Appeals Quick Guide, TAM*	During testing.	http://sd.portal.airast.org
☐	19. Monitor test participation and results through reports.	*TIDE User Guide, ORS User Guide*	During testing.	http://sd.portal.airast.org

Table 3. Contact Information for District Coordinators

Contact Information	
Questions about state policies	Questions about technology and the overall administration procedures
Your Smarter Balanced State Lead Contact, Test Policy, Testing Irregularities or in the event of a security breach or irregularity Name: Roxanne Weber Phone: 605-773-3246 Email: roxanne.weber@state.sd.us	**Your Help Desk** Name: South Dakota Smarter Balanced Assessment Help Desk Phone: 1-855-838-8378 Email: SDHelpDesk@air.org Hours: 6:00 a.m. to 6:00 p.m. CT (Mon-Fri)

Your State Education Agency Accommodations	
Name: Beth Schiltz	
Phone: 605-773-4257	
Email: beth.schiltz@state.sd.us	

3.0 School Test Coordinator Checklist

The School Coordinator activity checklists applies to all SC TIDE users (see Table 4 and

Table 5). For contact information, see [Table 6](#).

Table 4. School Coordinator Direct Responsibilities

	School Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
		Direct Responsibilities			
☐	1. Attend trainings your district offers and review all Smarter Balanced policy and test administration documents.	*TAM,* section *2.1*	60–90 minutes	Complete at least 3 weeks prior to testing.	http://sd.portal.airast.org
☐	2. Ensure that all TAs attend your school's or district's training and review the self-paced online training modules posted on the Smarter Balanced portal. Review with TAs the videos ("What is a CAT?" and "What are Universal Tools?") and encourage them to show these to their students in preparation for the test.	*TAM,* section *2.1*	2–3 hours	Complete at least 3 weeks prior to testing.	http://sd.portal.airast.org
☐	3. Work with technology personnel to ensure timely computer setup: • 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.	*Technical Specifications Manual, Secure Browser Manual, System Requirements,* or *Configurations & Troubleshooting*	5–10 hours	Complete at least 3–4 weeks prior to testing.	http://sd.portal.airast.org

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

	School Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
☐	4. Communicate with the TAs to identify the number of headsets needed for each testing site and ensure that the needed number are available at least two weeks prior to the testing window. • Headsets are required for the ELA CAT assessment to support the Listening portions of the assessment, for students who require text-to-speech, or for students requiring audio glossaries (mathematics only). • Communicate with the DC to identify the number of headsets needed.	*None*	Up to 1 hour	Complete at least 2 weeks prior to testing.	Order the number needed plus extra. Students are permitted and encouraged to use their own ear buds or headsets—but districts and schools should also plan on having some available.
☐	5. Perform an equipment needs check based on individual student requirements. • Work with TAs to identify students who will need specialized equipment for accommodations.	*None*	1–2 hours	Complete at least 2 weeks prior to testing.	
☐	6. Based on the test administration windows, work with TAs and DCs to establish a testing schedule.	*TAM,* section *7.4*	2–4 hours	Complete at least 1–2 weeks prior to testing.	http://sd.portal.airast.org
☐	7. Work with TAs to review student information in TIDE applications before	*TIDE User Guide, TAM,* section *9.2*	2–4 hours	Complete at least 1–2	http://sd.portal.airast.org

School Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
students are tested to ensure that correct student information and test settings for designated supports and accommodations are applied.			weeks prior to testing.	
☐ 8. Establish a place to test those students who need a separate test setting.	*Usability, Accessibility, and Accommodations Guidelines*	1–2 hours	Complete at least 1–2 weeks prior to testing.	http://sd.portal.airast.org
☐ 9. Work with TAs to plan a quiet activity for each test session for students who finish early.	*None*	30 minutes	Complete the week of testing.	The activity should not be related to the test being given. For example, students who finish early may work on assignments for unrelated subjects or read a book.
☐ 10. Ensure proper handling of all printed test materials and scratch paper. Collect all test materials on each day of testing to keep in a secure location until after the test session, and then destroy according to the security policy outlined in the *TAM*.	*TAM,* sections *3.2* and *11.0*		Complete during and after testing window.	http://sd.portal.airast.org
☐ 11. Ensure adherence to all security policies. • Ensure that all TAs read and sign state security agreements if required by your state.	*TAM,* section *3.0*		Ongoing	http://sd.portal.airast.org

School Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
☐ 12. Document any testing impropriety, irregularity, or breach and report to the DC immediately after learning of the incident. • Working with the DC, enter incidents in TIDE.	*TAM,* sections *4.0* and *5.0*	As needed	Ongoing	http://sd.portal.airast.org
Monitor Administration Activities				
☐ 13. Monitor testing progress during the testing window and ensure that all students participate as appropriate, addressing student issues as needed.	*None*	As needed	Ongoing	
☐ 14. Raise any technical issues with the School Technology Coordinator for resolution.	*None*	As needed	Ongoing	
☐ 15. Review, investigate, and report on all potential testing improprieties, irregularities, and breaches reported by the TA. Mitigate incidents when appropriate.	*TAM*, sections *4.0* and *5.0*	As needed	Ongoing	http://sd.portal.airast.org

Table 5. School Coordinator Oversight Responsibilities

	School Test Coordinator Activities	Reference in Manual	Target Completion Date	Notes/Resources
	Oversight Responsibilities			
☐	16. Verify that TAs have verified student settings for designated supports and accommodations in TIDE.	*TIDE User Guide*	Complete at least 1–2 weeks prior to testing.	http://sd.portal.airast.org
☐	17. Assist TAs in taking proper measures to ensure that students have access only to allowable non-embedded resources during testing.	*None*	Complete prior to testing.	
☐	18. Verify that TAs are adhering to all test security policies and practices and that they have access to the Test Security Incident Log, and that they understand how to complete this document if testing improprieties, irregularities, or breaches occur.	*TAM,* sections *3.0, 4.0, 5.0,* and *Appendix F*	Complete during testing.	http://sd.portal.airast.org
☐	19. Monitor test participation and results through reports.	*TIDE User Guide, ORS User Guide*	During testing.	http://sd.portal.airast.org

Table 6. Contact Information for School Coordinators

Contact Information	
Questions about the overall administration and state policies	Questions about technology and the overall administration procedures
Your Smarter Balanced State Lead Contact, Test Policy, Testing Irregularities or in the event of a security breach or irregularity Name: Roxanne Weber Phone: 605-773-3246 Email: roxanne.weber@state.sd.us	**Your Help Desk** **Name:** South Dakota Smarter Balanced Assessment Help Desk Phone: 1-855-838-8378 Email: SDHelpDesk@air.org Hours: 6:00 a.m. to 6:00 p.m. CT (Mon-Fri)
Your State Education Agency Accommodations Name: Beth Schiltz Phone: 605-773-4257 Email: beth.schiltz@state.sd.us	**Technology Coordinator** **Name:** _____ Phone: _____ Email: _____ **District Coordinator** Name: _____ Phone: _____ Email: _____

4.0 Teacher or Test Administrator Checklist

The Teacher or Test Administrator activity checklists applies to all TE or TA TIDE users (see

Table 7). For contact information, see

Table 8.

Table 7. Teacher/ Test Administrator Responsibilities

	Teacher/Test Administrator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
☐	1. Review all Smarter Balanced policy and test administration documents, particularly the *Test Administration Manual (TAM).*	*TAM, section 2.1*	1–2 hours	Complete at least 2–3 weeks prior to testing.	http://sd.portal.airast.org
☐	2. Review the training modules and attend school or district training sessions, if any are offered.	*TAM, section 2.1*	2–3 hours	Complete at least 2–3 weeks prior to testing.	http://sd.portal.airast.org
☐	3. Show students the videos "What is a CAT?" and "What are Universal Tools?"	*TAM, section 2.1*	1 hour	Complete while spaced over 2–3 weeks prior to testing.	http://sd.portal.airast.org
☐	4. Provide students with a walk-through of the Training Test and/or Practice Test for familiarity with navigation of the system and tools.	*TAM, Appendix D*	1 hour	Complete while spaced over 2–3 weeks prior to testing.	http://sd.portal.airast.org
☐	5. Perform an equipment needs check based on individual student requirements. • Work with the SC to identify students who will need specialized equipment for accommodations.	*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. http://sd.portal.airast.org
☐	6. Work with the SC to determine precise testing schedules based on the test administration windows selected by the school schedule.	*TAM, section 7.3*		Complete at least 1–2 weeks prior to testing.	http://sd.portal.airast.org

	Teacher/Test Administrator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
	• Make sure your students' test administration schedule includes allowable breaks.				
☐	7. 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.	*TIDE User Guide*		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
☐	8. Work with your SC to ensure that each student has an SSID number and has been loaded into TIDE.	*TIDE User Guide*		Complete at least 1–2 weeks prior to testing.	http://sd.portal.airast.org
☐	9. Confirm each student's test settings for designated supports and accommodations in TIDE against their IEP or other relevant documentation as appropriate.	*TIDE User Guide*	2–4 hours	Complete at least 1–2 weeks prior to testing.	http://sd.portal.airast.org
☐	10. Ensure that the Secure Browser or Windows 10 Take-A-Test app has been downloaded to any computer(s) on which students will be testing.	*TSM*, sections *V* and *VI*	1–2 hours	Complete at least 1–2 weeks prior to testing. *and again* Complete the day before testing or morning of testing.	Check with your SC or School Technical Coordinator if the [**Secure Browser**] icon or Windows 10 [**Take-A-Test**] icon is missing. http://sd.portal.airast.org

	Teacher/Test Administrator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
☐	11. Communicate to students the need for headsets in order to take the ELA Listening portions of the assessment. a. Identify any students who may not have their own headsets and plan with the school to have headsets available for those students. Counts should be determined prior to testing. b. Also have extra headsets on hand for students who may forget to bring theirs. c. Send reminders several days before and the day prior to testing to ensure students remember to bring headsets.	*None*		Make a count of needed headsets (vs students who have their own) at least 3 weeks prior to testing and tell your SC the number needed. Three days before testing, remind students to have their headsets available the day of tests. One day before testing, remind students to bring their headsets.	Administration of the ELA assessment will contain a listening portion. Students will need ear buds or headsets. Make sure your school has extras available for students who may need them on the day of testing. Have extra headsets on hand in case students forget. http://sd.portal.airast.org
☐	12. Plan a quiet activity for each test session for students who finish early.	*None*	15–30 minutes	Complete the week of testing.	The activity should not be related to the test being given. For example, students who finish early may work on assignments for unrelated subjects or read a book.
☐	13. Prior to administration, check all computers that will be used and close all applications except those identified as necessary by the school's Technology	*None*	1–2 hours	Complete the morning of testing.	The TA should open the secure browser on each computer after closing any unnecessary applications.

Teacher/Test Administrator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
Coordinator. Make sure that no computer has dual monitors. • 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.				
☐ 14. Review all guidelines for creating a secure test environment. • Review all security procedures and guidelines in the *TAM*. • Carefully read and sign a test security agreement if required by the SDDOE Office of Assessment.	*TAM, section 3.0*		Prior to and during day(s) of testing.	http://sd.portal.airast.org
☐ 15. Make sure the physical conditions of the testing room are satisfactory. • Make sure that no instructional materials directly related to the content of the assessments are visible. • Students should be seated so there is enough space between them, or provide desktop	*TAM, section 3.0*		Complete the day(s) of testing.	• Make sure students clear their desks and put away all books, backpacks, purses, cell phones, electronic devices of any kind, and other materials not needed for the test. • Ensure that students do not access unauthorized electronic devices (such as cell phones) at any time during testing. http://sd.portal.airast.org

	Teacher/Test Administrator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
	partitions to minimize opportunities to look at each other's screen. • Actively monitor students throughout the test sessions. • Students who are not being tested may not be in the room where a test is being administered.				
☐	16. On the day of testing, verify that the students have their login information (first name, SSID, and session ID).	*TIDE User Guide*		Complete the day(s) of testing.	http://sd.portal.airast.org
	17. Administer the Smarter Balanced assessments, following the script and directions for administration. Provide any necessary non-embedded designated supports and accommodations.	*TAM, section 10.1*		Complete the day(s) of testing.	Provide students with scratch paper for all test sessions. Also provide students in grades 6 and above graph paper for the mathematics assessments. http://sd.portal.airast.org
☐	18. Report any testing improprieties, irregularities, and breaches to the SC and DC in writing immediately following an impropriety, irregularity, or breach.	*TAM, sections 4.0, 5.0, and Appendix F*		Complete as soon as possible during or immediately following testing.	http://sd.portal.airast.org

	Teacher/Test Administrator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
☐	19. Securely dispose of all printed testing materials, including student login information, print-on-demand documents, and scratch paper in a secure manner.	*TAM, sections 3.0 and 11.0*		Complete after testing.	http://sd.portal.airast.org
	20. If you have a TA role in TIDE, monitor test participation and results through reports. NOTE: Your School or District Coordinator needs to create rosters along with students meeting scoring requirements for CAT/PT before scores are available in ORS.	*ORS User Guide*		During testing.	http://sd.portal.airast.org

Table 8. Contact Information for Test Administrators

Contact Information	
Questions about the overall administration and state policies	**Questions about technology and the overall administration procedures**
Your Smarter Balanced State Lead Contact, Test Policy, Testing Irregularities or in the event of a security breach or irregularity Name: Roxanne Weber Phone: 605-773-3246 Email: roxanne.weber@state.sd.us	**Your Help Desk** Name: South Dakota Smarter Balanced Assessment Help Desk Phone: 1-855-838-8378 Email: SDHelpDesk@air.org Hours: 6:00 a.m. to 6:00 p.m. CT (Mon-Fri)
Your State Education Agency Accommodations Name: Beth Schiltz Phone: 605-773-4257 Email: beth.schiltz@state.sd.us	**Technology Coordinator** Name: Phone: Email: **School Coordinator** Name: Phone: Email: **District Coordinator** Name: Phone: Email:

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 editable student accommodations 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 for a more detailed list of information to provide the Help Desk when reporting an issue.