Fall 2020-2021 Assessment Administration Guidelines

TEST ADMINISTRATION BASICS

Fall IRI

When: 08/10/2020 – 09/25/2020 *optional extension to 10/09/2020

Who: All students in grades K-3

How long does the test normally take? Approximately 30 minutes

How do students participate? By accessing the Istation application or web-based assessment

IRI Test Administration Manual

ISAT Interims

When: 08/24/2020 -03/21/2021

Who: Optional, but available for students in grades 3-8 and High School

How long does the test normally take? 45 minutes to 2 ½ hours, depending on the interim option used

How do students participate? Standard administration is completed via the <u>Secure Browser</u> or the CambiumSecureTest

application

ELA/Literacy and Math Information; Science Information

ELPA Screener (WIDA & Kindergarten K W-APT)

When: 08/01/2020 - 06/1/2020

Who: Students newly enrolled in Idaho schools indicating a primary language other than English

How long does the test normally take? 30-60 minutes, depending on the screener

How do students participate? Kindergarten and first-semester grade 1 students are administered a paper/pencil screener (K-WAPT), while students in second semester grade 1 – grade 12 are administered the WIDA Screener Online. A WIDA Screener Paper is available, based on individual student need.

<u>WIDA Kindergarten W-APT Test Administrator Manual, WIDA Screener Online Test Administrator Manual, WIDA Screener Paper Test Administrator Manual</u>

SAT

When: 09/23/20, 10/14/20, and 10/27/20 (make-up)

Who: Seniors scheduled to take the SAT last year as juniors, prior to the COVID-19 based cancellation. This year's juniors (the class of 2022) are still scheduled to take the SAT, or other approved college entrance exam, in the spring.

How long does the test normally take? 3 hours

How do students participate? Via paper/pencil using the test booklets provided at the school or off-site location SAT Test Administration Manual

PSAT

When: 10/14/20, 10/17/20, and 10/29/20 (schools cannot select both 10/14 and 10/17) New 01/26/2021 winter option

Who: Sophomores (the class of 2023)

How long does the test normally take? 2 hours and 45 minutes

How do students participate? Via paper/pencil using the test booklets provided at the school or off-site location

PSAT Test Administration Manual

TEST ADMINISTRATION CONSIDERATIONS IN THE FALL OF SCHOOL YEAR 2020-2021

If all students are attending school in person...

Category 1 in the Idaho Back to School Framework

Provide more space than normal to make sure students can participate while remaining socially distant. Take additional time to disinfect surfaces prior to and after a test administration. If needed, identify additional physical locations and *trained* test administrators to ensure all students can comfortably - and securely - participate. Also, take advantage of the entire test window or multiple testing dates. Anticipate having groups of students testing over a longer period of time than in previous years.

If students are both attending school and learning from home on staggered schedules... Category 2 in the Idaho Back to School Framework

In addition to the Category 1 guidance, provide more time to administer the assessment than in the past to accommodate the limited time with students physically in attendance. When scheduling in-person assessments, pay attention to student schedules to make sure all students have the opportunity to participate. Some of the fall assessments also offer a remote administration option. However, be aware that remote administration is not always appropriate and includes its own set of considerations (see below).

If all students are learning from home...

Category 3 in the Idaho Back to School Framework

Remote administration has been made available for several fall assessments. When considering a remote test administration, carefully review the specific assessment guidance and test security protocols to ensure a standardized test administration that truly supports the goal of collecting valid and reliable student data.

- The Fall IRI is available for remote administration, but it must be enabled through a request process. See IRI specific guidance for additional information.
- The ISAT interim assessments are available for remote administration. This option is available automatically with the appropriate software. See ISAT Interim specific guidance for additional information.
- The standard WIDA screeners (K W-APT and WIDA Screener) for provisional English learners are not available remotely. However, to ensure that students have access to district English language support services in times of extended school closures, the Idaho SDE has created a process to pre-identify students for English support services using the WIDA Remote Screener. Students will still need to complete one of the formal WIDA screeners (K-WAPT or WIDA Screener) once the school opens to confirm eligibility. Pre-identification for English language support services can be found on the English Language Proficiency Assessment web page under the "Resource File" heading.
- The SAT and PSAT are not available remotely. Schools can register for a School Day date (or multiple dates) on which students will travel to a secure testing location to participate.

During remote administration, students need to have appropriate supports and accommodations. If districts are unable to provide the required components remotely, consider alternatives such as providing access to a testing facility or having a staff member bring the necessary resources directly to the student.

In addition, remote administration requires an emphasis on information security. Make sure the assessment approach does not compromise test items or personally-identifiable information, such as the ID students use to log in to an assessment.

Review the remote administration supplement for each assessment before proceeding.

Remote Administration Supplements for Fall SY 2020-2021

The Fall IRI, ISAT Interims, and the provisional screener for English learners



IDAHO STATE DEPARTMENT OF EDUCATION ASSESSMENT & ACCOUNTABILITY

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Fall IRI Remote Administration Supplement

Getting Started

Whether assessment will occur at school or at home, test administrators need to go through the standard steps to prepare for the assessment. This includes:

- Rostering students
- Completing the necessary proctor training
- Preparing students to use the available accessibility features (as needed)

These steps are outlined in the <u>Test Administration Manual</u>. The additional details below are a supplement to that full document, designed to assist with remote administration. Consider sharing the parent administration guide at the end of this document with families if students are participating remotely in the fall IRI.

Enabling Remote Testing

*UPDATE as of 9/16/20: In August Istation released a new feature allowing district manager level users to enable remote testing locally through the managed subscriptions option. Remote testing can be turned on for an entire school, class, or by individual student.

Districts may contact Alayna Knop at aknop@sde.idaho.gov or Istation support at support@Istation.com for set up instructions to enable remote testing.

Reviewing Student Accessibility Needs

The Idaho State Department of Education (ISDE) is committed to providing guidance to support districts to ensure accessibility needs of students are met for assessments administered both in the school building and remotely. Prior to remote testing districts should ensure a plan is in place for all students to be able to access any designated supports and accommodations identified in a student's 504 plan or IEP. Embedded accessibility features can be utilized by students with an identified need during remote or in person assessment. To address non-embedded accessibility features, consider a separate testing plan that involves coordinating with the student's family to have trained personnel administer the assessment with the appropriate accommodations in a safe, secure location (which could include the student's home, school, or district office).

Testing the Technology

When remote testing is enabled, students can participate in the assessment from home in two different ways:

- 1. Via the Istation <u>application</u>. The application must be downloaded or updated form previous versions prior to testing. There are minimal technical requirements for the application to work on a student's home device. These requirements are available at https://www.istation.com/Support.
- 2. By using the web-based interface.

It would be beneficial to have parents attempt to access the application from home well before administering the assessment to identify families who may need additional support based on internet connectivity challenges, a lack of internet-enabled devices, or software limitations.

Transferring Student Information

Remote assessment requires a **secure** way to share the student's log in information with them. For example, LEAs may have a secure parent portal or can contact the parents by phone to share the username and password normally provided to the student via a log in card during in-person testing. Administrators must share log in information directly with the student, rather than posting this information in a class document or other publicly available resource. For districts utilizing a single-sign on process, additional guidance to parents may be necessary to ensure students are able to log into Istation.

For questions regarding the IRI contact: **Alayna Knop** ELA/Literacy Assessment Coordinator

208-332-6979 | aknop@sde.idaho.gov

ISAT Interim Assessments Remote Administration Supplement

Getting Started

Whether assessment will occur at school or at home, test administrators need to go through the standard steps to prepare for the assessment. This includes:

- Rostering students
- Completing the necessary proctor training
- Preparing students to use the available accessibility features (as needed)

These steps are outlined in the resources available for <u>ELA/Literacy and Math</u> and <u>Science</u>. The additional details below are a supplement to that full set of resources, designed to assist with remote administration. Consider sharing the parent and administration guide at the end of this document with families if students are participating remotely in the interim assessments.

Reviewing Student Accessibility Needs

The Idaho State Department of Education (ISDE) is committed to providing guidance to support districts to ensure accessibility needs of students are met for assessments administered both in the school building and remotely. Prior to remote testing districts should ensure a plan is in place for all students to be able to access any designated supports and accommodations identified in a student's 504 plan or IEP. Embedded accessibility features can be activated for individual students during the rostering process in <u>TIDE</u>. To address non-embedded accessibility features, consider a separate testing plan that involves coordinating with the student's family to have trained personnel administer the assessment with the appropriate accommodations in a safe, secure location (which could include the student's home, school, or district office). Learn more about accessibility strategies at the Tools for Teachers website.

Thinking about your Purpose

The ISAT includes different types of interim assessments designed to meet specific instructional and learning needs.

- Interim Comprehensive Assessments (ICA) use the same blueprint as the ISAT Summative Assessments.
 They assess the same range of standards, are administered with the same computer-adaptive (CAT) process, include the same types of items and performance tasks (PT), and report results on the same vertical scale.
- Interim Assessment Blocks (IABs) and Focused Interim Assessment Blocks address smaller sets of standards in relation to the Comprehensive Interim and therefore provide more targeted information for instructional purposes. IABs assess 3-8 targets and Focused IABs assess 1-3 targets. Teachers can combine multiple IAB assessments to provide more complete coverage of specific content and/or skills.
- New Shortened Interim Comprehensive Assessments (SICA) are available and include only the machinescored items (no short answer or performance task) on an ICA. The PT is excluded from the SICA to shorten testing time while still assessing a range of standards.

Instructors can also use interim assessment items outside of administering an assessment to work with students as a group. Using web conference systems (e.g. Zoom or Google Classroom), teachers can use the Assessment Viewing Application (AVA) to display interim assessment questions to students for group discussion or to check for understanding in real time. However, teachers and students must not post the test items on a public page or email them.

Choose the interim assessment content and delivery strategy that will best meet the instructional needs. We also recommend viewing this video about the different interim assessments.

Testing the Technology

If administering an interim assessment is appropriate, the following steps will be necessary:

- 1. Navigate to the Idaho <u>ISAT Portal</u> and log in using approved credentials. Contact your district test coordinator if you do not have an account.
- 2. Select the test grade and subject to be administered.
- 3. Once you start the test session, the system will generate a session ID. Send this test session ID to students. This test session ID may be used for all students for the session, but when this test session is closed, a new test session ID will be required.
- 4. Have students sign in and select the appropriate test. You will approve or deny their entry into the session.
- 5. After all students complete the test, or your established window has expired, stop the test session and log out.

For students to access the interim assessment remotely they will need to access the <u>Remote Interim Testing Site</u>. Users will need to select "Idaho" as their organization/state and the "Idaho Assessment System" as their Assessment Program.

On the Remote Interim Testing site, students will need to enter their name, EDUID, and test session ID. If you want students to participate in a practice test, there is a box on the bottom left they can select.

Instructors and students should attempt to access the interim assessment from home well before administering the assessment to identify families who may need additional support based on internet connectivity challenges, a lack of internet-enabled devices, or software limitations.

Transferring Student Information

Remote assessment requires a **secure** way to share the student's EDUID information with them. For example, an LEA may have a secure parent portal or you can contact parents by phone. Administrators must share the log in information directly with the student, rather than posting this information in a class document or other publicly available resource.

For questions regarding the interim assessments contact:

Alayna Knop

ELA/Literacy Assessment Coordinator

208-332-6979 | aknop@sde.idaho.gov

Kevin Chandler

Math/Science Assessment Coordinator

208-332-6988 | kchandler@sde.idaho.gov

ELPA Screener (WIDA & K W-APT) for Provisional English Learners Remote Administration Supplement

Getting Started

Whether the screener will occur at school or at home, test administrators need to go through the standard steps to prepare for the assessment. This includes:

- Rostering and scheduling students
- Completing the necessary proctor training
- Preparing students to use the available accessibility features (as needed)
- Preparing all required materials for administration

These steps are outlined in the <u>K – WAPT Test Administration Manual</u>, the WIDA Screener Test Administrator Manual <u>Online/Paper</u>, and the <u>WIDA Remote Screener Test Administrator Manual</u>. The additional details below are a supplement to these full documents, designed to assist with remote administration. You may consider sharing the parent and administration guide at the end of this document with families if students are participating remotely.

Reviewing Student Accessibility Needs

The Idaho State Department of Education is committed to providing guidance to support districts to ensure the individual accessibility needs of a student are met for assessments administered both in the school building and remotely. Prior to remote testing, districts should ensure a plan is in place for all students to be able to access any administrative considerations and/or accommodations identified in a student's 504 plan or IEP. Embedded accessibility features can be activated for individual students during the rostering process in WIDA AMS. To address non-embedded accessibility features, consider a separate testing plan that involves coordinating with the student's family to have trained personnel administer the assessment with the appropriate accommodations in a safe, secure location (which could include the student's home, school, or district office). Reference the accessibility features in the Accessibility and Accommodations Supplement for more information.

Testing the Technology

If schools are closed for an extended period of time, Test Administrators will need to follow the SDE's <u>English Language</u> Support Services Identification Procedure - For Use During Extended School Closures.

Test administrators must be connected to the student via phone or computer throughout the test administration. Ideally, this connection will be through a cellphone, laptop, or tablet that supports video calls in a platform such as FaceTime, Zoom, or Skype. A visual connection between the Test Administrator and the student is likely to increase the student's engagement with the test and help ensure that both parties are looking at the same test materials at the appropriate time. When a video call is not possible, a supervising adult in the same location as the student might need to confirm the student is using materials correctly throughout the test.

Once the WIDA Remote Screener has been completed, a district ISEE user with English Learning Management System editor rights must input the results under the "Notes" action feature. Refer to pages of 7-8 of the English Language

what information should be included to track pre-identification.	
For questions regarding the screener for provisional English Learners contact:	
Andrew Bennett	
English Language Proficiency Assessment Coordinator	
208-332-6909 <u>abennett@sde.idaho.gov</u>	

Parent and Student Remote Administration Guides for Fall SY 2020-2021

The Fall IRI, ISAT Interims, and the provisional screener for English learners





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Administering the IRI at Home

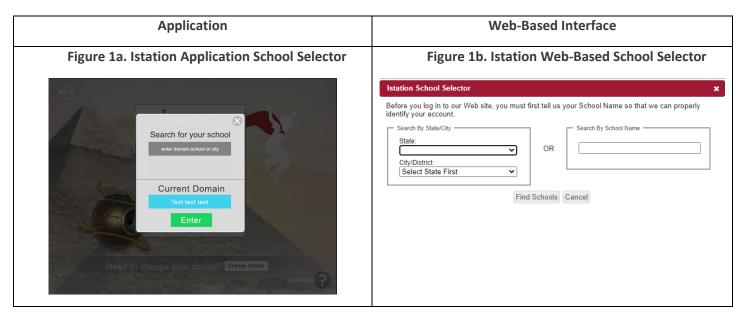
What Parents Need to Know

Idaho Kindergarten through 3rd grade students participate in an early literacy assessment administered via computer each fall and spring. This assessment, Idaho's Reading Indicator (IRI) measures student learning in the five foundational reading skills. Istation is the vendor who provides the IRI assessment for Idaho's K-3 students. The fall testing window opens on August 10, 2020. School districts will communicate directly to parents about when to begin testing, how often students should log in to Istation, supports available to students, and to provide username and password information. It is important for all K-3 students to participate in this assessment to ensure teachers are able to plan and deliver instruction designed to support each student's learning.

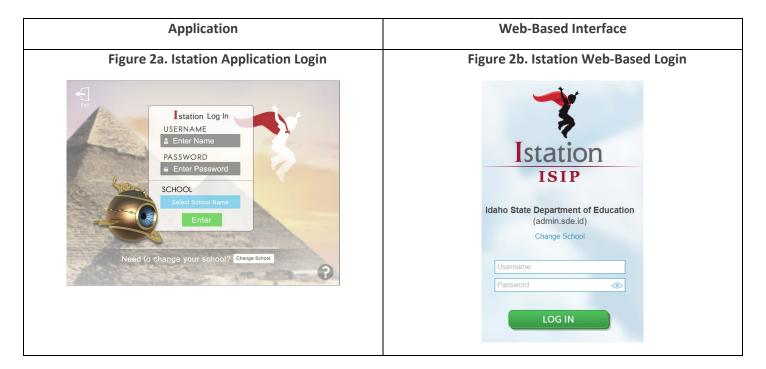
A parent testing guide to support at home administration of the IRI and common questions and answers are listed below.

HOW DOES MY CHILD ACCESS ISTATION?

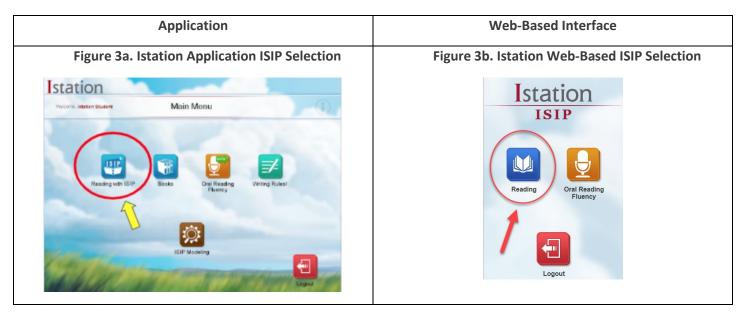
- 1. Download the Istation application or navigate to the web-based interface
- 2. If using the application or web-based interface for the first time, you will likely need search for your child's school.



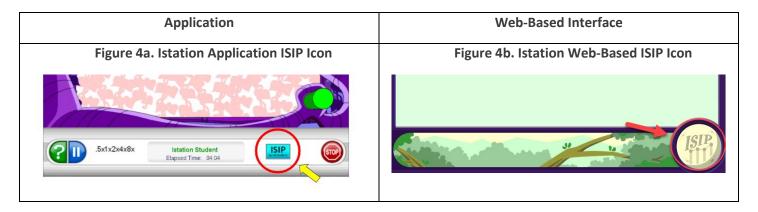
- 3. Enter the user name and password.
 - a. If your child's school has not provided you with their user name and password, contact them to get this information



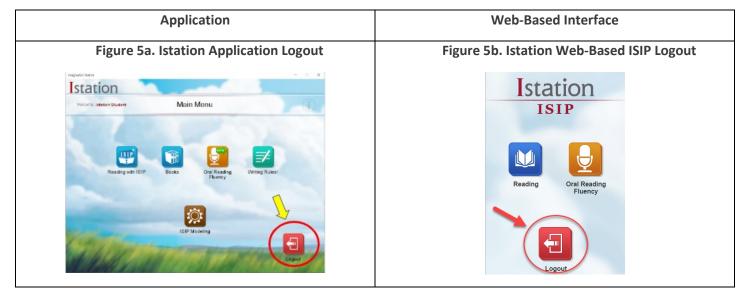
4. Your child will see a subject screen where they should select "Reading." If they are due for an assessment, the system will then automatically launch the assessment, otherwise the student will be redirected back to the main menu.



5. Your child will then proceed through the assessment. An "ISIP" icon will appear on the bottom of the screen during the assessment. When the "ISIP" icon no longer appears or "The End" appears on the screen, the assessment is complete.



6. Your child should then log out of the site to ensure the assessment data are stored and transferred to the district correctly.

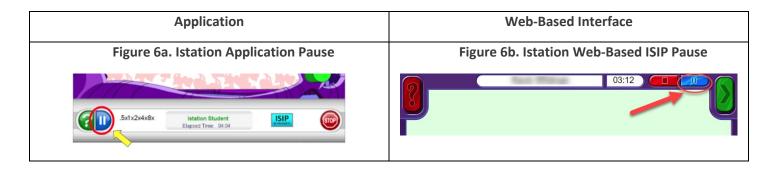


WHO DO I CONTACT IF MY CHILD HAS A PROBLEM LOGGING ON?

Contact your child's teacher.

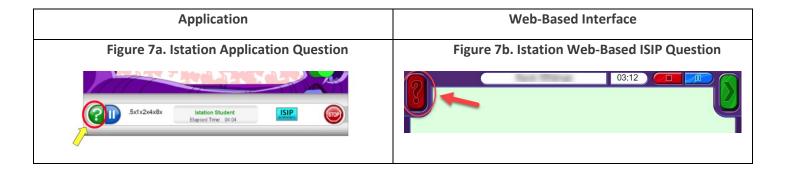
WHAT IF MY CHILD NEEDS TO TAKE A BREAK?

There is a "pause" button embedded in the assessment that you can use if a student needs to visit the restroom or leave the assessment for another reason. However, you can only pause a test for up to 20 minutes. After 20 minutes, the testing sessions expires.



WHAT IF MY CHILD ASKS FOR HELP WITH A QUESTION?

You cannot help your child answer. For the test to be a valid indicator of a student's reading ability, students must complete the assessment on their own. You may remind your student to try their best or use the question mark feature, if it is available.



WHAT IF MY CHILD DOESN'T HAVE ACCESS TO A SUPPORT THEY NORMALLY USE?

Do not continue with the assessment. Stop and contact your child's teacher. He or she may need to adjust the settings to make sure your student has the appropriate supports.

HOW CAN I USE THE RESULTS TO SUPPORT MY CHILD'S READING?

Once the assessment is complete, if your child's teacher has enabled the Istation Parent Portal, you can log into istation.com with your child's information to see reports and access helpful resources to support learning at home.

For questions regarding the IRI contact: **Alayna Knop** ELA/Literacy Assessment Coordinator 208-332-6979 | aknop@sde.idaho.gov

Administering the ISAT Interims at Home

What Parents and Students Need to Know

To support teachers in providing ongoing learning for students during virtual instruction, interim assessments have been configured for testing at home. Interim assessments are different than the state spring ISAT assessments. Interim assessments are used to support teaching and learning throughout the school year.

HOW DOES IT WORK?

Teachers will assign specific tests to students who can then use their state student ID number, first name, and test session ID provided by the teacher to log into the testing system from home. This will require the use of an approved browser (see below).

Before students can log in to take any assigned test, software will need to be verified and/or installed. The chart below outlines what software is required to run testing from home.

Students can take Interim Assessments using the Secure Browser, the AIRSecureTest app, or Chrome or Firefox web browsers. Internet Explorer and Microsoft Edge are not supported web browsers for interim assessment administration.

Required Software for Student Devices

Device Type	Required Software	
Loaner device from school district with Secure Browser already installed	Secure Browser (If the Secure Browser is already installed, these devices require no further setup.)	
Personal device running Windows, macOS, or Linux	Chrome or Firefox web browser	Google Chrome Mozilla Firefox
Personal device running Chrome OS	Chrome web browser	
Personal iPad	AIRSecureTest app	© Download on the App Store

HOW DO YOU SIGN IN TO TAKE AN INTERIM ASSESSMENT?

If using the secure browser or secure test app

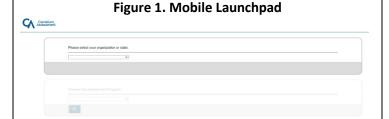
 Close all open programs and launch the required software on your testing device. If you select the AIRSecureTest app, the *Mobile Launchpad* page appears. Go to step 2.

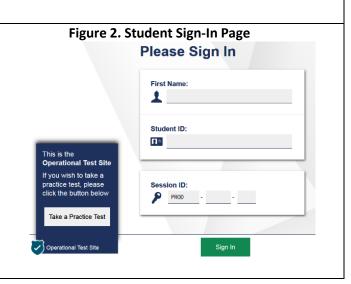
If you select the Secure Browser, the **Student Sign-In** page appears. Skip to step 4.

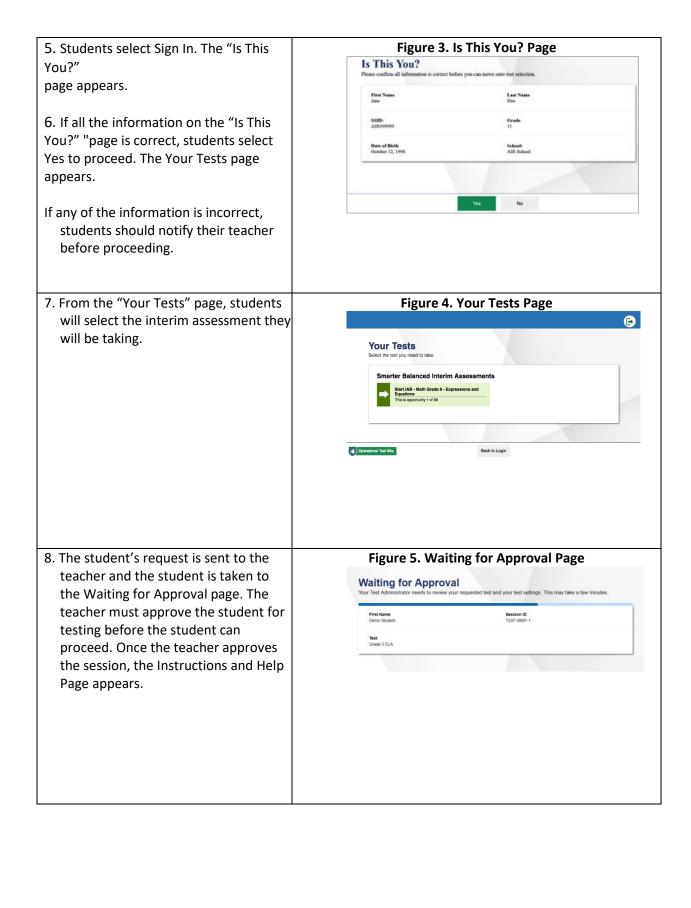
- 2. From the drop-down lists, select Idaho.
 - a. "Idaho Assessment System" will automatically populate in the second drop-down list.
- 3. Select **OK**. The *Student Sign-In* page appears.
- 4. Enter the following information:
 - a. In the First Name and Student ID fields, students enter their first name and nine-digit state student ID, respectively.
 - b. In the Session ID field, students enter the session ID provided by their teacher. This ID can change throughout the day.

If using a Chrome or Firefox web browser

In the URL bar, enter
 http://mobile.tds.airast.org/Launchpad/ and hit enter on your keyboard. The *Mobile Launchpad* page appears. Go to step 2.

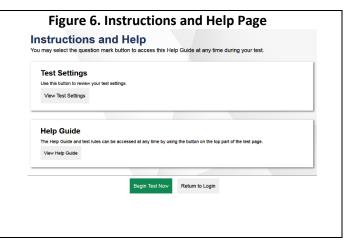






To start the test, select Begin Test Now.

Test questions will appear on the screen.
Students can test normally as if they
were in school. Teachers will be able
to remotely monitor student progress
throughout the test.



WHO SHOULD YOU CONTACT IF YOU/YOUR CHILD HAS A PROBLEM ACCESSING THE TEST?

Contact your/your student's teacher.

WHAT IF YOU/YOUR CHILD NEEEDS HELP WITH A QUESTION?

Students cannot be provided with assistance to answer a question. For the test to be a valid indicator of a student's ability, students must complete the assessment on their own.

WHAT IF THE INTERIM ASSESSMENT DOES NOT INCLUDE AN ACCOMODATION YOU/YOUR CHILD NORMALLY USES?

Do not continue with the assessment. Stop and contact your/your student's teacher. He or she may need to adjust the setting to make sure the appropriate accommodations are provided.

For questions regarding the interim assessments contact:

Alayna Knop

ELA/Literacy Assessment Coordinator

208-332-6979 | aknop@sde.idaho.gov

Kevin Chandler

Math/Science Assessment Coordinator

208-332-6988 | kchandler@sde.idaho.gov

Administering the Screener for Provisional English Learners at Home What Parents and Students Need to Know

To ensure English support services are assigned in a timely manner during periods of extended school closures, the WIDA Remote Screener should be used by districts to pre-identify provisional ELs who are thought to need services prior to being formally screened at the child's school. Once the student returns to school, eligibility for services will be confirmed by the student's performance on either the K W-APT or WIDA Screener.

HOW DOES IT WORK?

Based on answers given on the Home Language Survey, a school administrator will contact you to set a date and time to drop off test materials and schedule a time to call/video to complete an initial English language proficiency screening. The initial English language proficiency screening administration is necessary so school personnel can collect information on whether your student may need English support services. School administrators should review the English Language Support Services Identification Procedure – For Use During Extended School Closures document for a complete set of details outlining district responsibilities for identifying ELs when an in-person screener cannot be administered.

THE WIDA REMOTE SCREENING EXPERIENCE

The WIDA Remote Screener should not take more than 30 minutes to complete. Young students (in kindergarten through at least grade 5) should complete the screening activities with a responsible adult present in the student's physical location. During the screener administration the Test Administrator is in contact with the student by phone for the full duration of the test administration. A video call platform whenever the option is available should be used. If necessary, an interpreter who speaks the student's home language can join the call to explain the screening process to the student and the student's parent or guardian. An interpreter can help ensure the student understands test directions and knows how to respond to the Test Administrator. Results of the screener will be given to the parent or guardian within a few days of the test administration.

WIDA REMOTE SCREENER OUTCOMES

After administering the WIDA Remote Screener and until a formal WIDA screener can be completed on site, one of three determinations will be assigned to a child based on the student's observed English language skills:

- 1. The student is a newcomer or holds a beginning English proficiency and is placed into English language support services.
- 2. The student demonstrates a developing level of English language proficiency, but not in a way that clearly supports the student would be able to access grade-level content in English without support. The student will be placed into English language support services.
- 3. The student is fluent or highly proficient (equivalent to a monolingual English peer) and is not placed into English language support services.

WHO SHOULD YOU CONTACT IF YOU HAVE QUESTIONS?

Parents should contact the school's teacher or administrative team.

WHAT IF THE SCREENER DOES NOT INCLUDE AN ACCOMODATION YOU NORMALLY USE?

Do not continue with the screener and inform the Test Administrator of the type of missing accommodation.

WHAT IF MY CHILD ASKS FOR HELP WITH A QUESTION?

Parents/Guardians or other family members cannot help answer any part of the screener. For the test to be a valid indicator of your child's English skills, your child must complete the screener on their own. You may remind your child to try their best.

WHAT DO I DO WITH THE TEST MATERIALS AFTER THE TEST?

All paper test materials can be thrown away after the test is complete.

WHEN SHOULD I HEAR BACK ABOUT THE RESULTS OF MY CHILD'S TEST?

Parents/Guardians will be contacted by the school within a couple days of administering the screener with the assigned determination.

For questions regarding the screener for provisional English Learners contact:

Andrew Bennett

English Language Proficiency Assessment Coordinator

208-332-6909 | abennett@sde.idaho.gov