Section 1: Considerations for Remote Administration of Interim Assessments

This document outlines considerations, guidance, and processes that schools and complex area staff should discuss regarding the remote administration of the Smarter Balanced and HSA Science (NGSS) Interim Assessments.

The Smarter Balanced and HSA Science (NGSS) Interim Assessments will be available for in-person or remote administration starting on August 18, 2020. Remote administration of the interim assessments, including the Smarter Balanced Interim Assessment Blocks (IABs), Focused Interim Assessment Blocks (FIABS), and the Interim Comprehensive Assessments (ICAs), will be made available without students needing to use the secure browser. Cambium Assessment (CAI) and the Hawai'i Department of Education (HIDOE) Assessment Section have developed this document, *Guide to Remotely Administering Interim Assessments,* to provide specific guidance on administering interim assessments remotely.

The HIDOE believes data from remote interim administration should only be used for teachers' instructional decision-making. **Data should not be used for any other purpose, including but not limited to the placement of students in classes, the identification of student performance trends, or as a replacement for summative test results. Interim assessments are not designed nor should they be used for accountability purposes, e.g., grading**.

Below are some thoughts for complex area and school staff to consider regarding the administration of interim assessments.

Equity
- Equitable access must be provided to all students if interims are administered remotely. Be mindful that students who require assistive technology may not be able to interact with the interims fully if they do not have the appropriate assistive technology (such as a Braille embosser) available at home. Certain supports, such as print-on-demand, will likewise not be feasible to provide.
- If equitable access is not possible, the HIDOE recommends the *Alternate Use of Interim Items* provided on page 2 in order to maintain compliance with students' IEP or 504 plan and learning needs.

Security
- Interims are considered "student- and teacher-facing" so only the students in a teacher's class and the teacher should have access to interim assessments or items.
- All Interims are fixed-form tests, which means that all students taking an interim assessment will see the same items in the same order. Exposure to and familiarity with test items may affect student performance and the accuracy of interim results as an indicator of student's knowledge and skills. Therefore, schools must ensure that the assessments stay within the classroom and learning environments. Additionally, interim assessments are not for public use, display, or distribution and must not be copied into third party systems (e.g., google docs). Access to individuals beyond authorized school staff and students is prohibited.
- To take an interim remotely, students will need to have their SSID number. Each student's SSID should be treated as securely as one's social security number. Student SSIDs must not be distributed en masse

to all students and families. Mass sharing of student information—including SSID numbers—is a FERPA violation. A student's SSID needs to be provided only to the student or an appropriate family member via a phone call or through secure means such as a complex area's or school's password-enabled parent portal or other school or complex area secure tool.

Administration
- The administration of interims requires the students and teacher to be online at the same time.
- Smarter Balanced has developed the [Tools for Teachers Remote Teaching and Learning Website](#) that describes allowable uses, guidance, security, and considerations for interim assessments and items. The HIDOE asks that school and complex area staff attend to the guidance on that webpage when considering the use of interims. This guidance also applies to the HSA Science (NGSS) interim assessments,
- That webpage also provides information on other Smarter Balanced resources that can be used during remote teaching and learning. The HIDOE encourages schools and complex areas to consider how those other resources—many of them publicly available—could be used as well.

Alternate Use of Interim Items
If the standardized remote administration of interims (i.e., administering interims as a test) does not fit well with a school's or complex area's remote learning model, educators may use items from any interim assessment in a non-standardized way by accessing the Assessment Viewing Application (AVA), available on the [Hawaiʻi Statewide Assessment Program Portal](#) for authorized users. Please follow the guidance and security considerations provided on the [Tools for Teachers Remote Teaching and Learning Website](#) when using AVA.

Additional Smarter Balanced Resources
Educators may use or adapt any Performance Task (PT) or item from the [publicly available Training Test and Practice Test](#), the [Smarter Balanced Sample Items website](#), and/or the [Smarter Balanced Content Explorer](#).

- [Tools for Teachers](#): Find activities and lesson plans to support the formative assessment process.

- [Smarter Content Explorer](#): Use this site to learn how test items connect to academic standards. Can provide students extra practice with specific concepts.

- [Sample Items Website](#): Use content-relevant test questions for additional practice. This website has more than 500 items that measure the content standards and may be printed and emailed to students to collect information about what students know and can do as part of a teacher's formative assessment process

- Students can take a [Practice Test](#).

- [Tools for Teachers Remote Teaching and Learning Website](#): Use this Smarter Balanced website to find resources and guidance to support students while teaching remotely and while students are learning outside of the traditional classroom.

Additional HSA Science (NGSS) Resources

- [HIDOE NGSS Fact Sheet](#): This document provides information on the Next Generation Science Standards (NGSS), their adoption as the Hawaii Science Standards, and what NGSS looks like in the classroom

- [NGSS Interim Assessments Fact Sheet](): This document contains an overview of the NGSS Interim Assessments that will be administered.
- [NGSS Interim Assessments Test Administration Guide 2020-2021:]() This guide provides an overview of how to prepare for and administer the Next Generation Science Standards (NGSS) Interim Assessments.

If you need any technical support or have any questions around administering interims, using interim items outside of an interim administration, or other Smarter Balanced resources during this time, please reach out to the Assessment Section at (808)307-3636 or via email at [hsa@k12.hi.us]()

Section 2: Administering Interim Assessments Remotely

HIDOE supports teaching and learning by allowing teachers to remotely administer the Smarter Balanced IABs, FIABs, and ICAs, as well as the HSA Science (NGSS) Interim Assessments. Cambium Assessment has configured the Test Delivery System to assist in this effort. Students may access the interim assessments remotely using Chrome or Firefox web browsers. This document describes how Test Administrators (TAs) can remotely administer the interim assessments and how students can take an interim assessment.

Interims may be remotely administered starting on August 18, 2020.

How Test Administrators Administer Interim Assessments Remotely
Test Administrators will remotely administer interim assessments the same way they would at their schools. Test Administrators will need to communicate with students to provide a session ID and to provide support for students through the login process, including helping them securely find their student ID. **It is important that the session ID and student ID are communicated using a secure method, such as a classroom management system. Sending secure student information—including their student ID—via a non-secure method is a FERPA violation**. Test Administrators should carefully monitor the time students are working to complete an interim.

Guidelines for Administering Interim Assessments During Remote Instruction
● An authorized Test Administrator, who has completed the TA certification course, in a school administers the interim consistent with HIDOE and school policies for in-person interim assessment administration.
● The TA monitors the interim activity such that interims are open only for the minimum amount of time necessary for students to complete and submit their responses.
● The TA uses established test administration practices to support students accessing the interim assessments; this may be a phone call or chat with a parent in advance of starting the test.
● The TA maintains student data privacy with student ID and other personally identifiable information (PII), which are required to take an interim.
● The TA follows HIDOE test security procedures and immediately escalates to the Test Coordinator any suspected item security issue (e.g., posting interim items on social media). In the case of any breach, where an item may have been shared publicly, the School Test Coordinator is responsible for notifying the HIDOE Assessment Section at 808-307-3636.

Administering an Interim Assessment Session
1. In order to administer a test through the TA Live Site, a test administrator should be Identified in TIDE as a TA and have completed the TA certification course.
2. Navigate to the Hawai'i Statewide Assessment Program Portal and log in to the TA Live Site using your TIDE username and password.
3. Select the interim assessment you will be administering.
4. Start the test session and securely provide your students the session ID that is generated. This session ID will be used by all students for the session, but when this session is closed a new session ID will be required.

5. After your students sign in and select the interim, approve them into the session so that they may start testing.
6. After all students complete the interim, stop the test session and log out.

Providing Information to Students and Families
The information and directions on the next pages can be provided to students and families as is, can be modified by school staff for students and families, or can be used by schools to create a different communication for students and families.

How Students Take Interim Assessments Remotely

Required Software for Student Devices

Student Device	Required Software
Personal or school-provided device running Windows, Mac, or Linux	Chrome or Firefox web browser
Personal or school-provided device running Chrome OS	Chrome web browser

Signing in to Take an Interim Assessment
Once students have the required software browser as outlined above, they are ready to sign in and take an interim assessment.

1. Launch the required software browser.

2. In the URL bar, enter https://mobile.tds.cambiumast.com/Launchpad and hit enter on your keyboard. The **Mobile Launchpad** page appears.

   Figure 1. Mobile Launchpad

3. From the drop-down list at the top, select "Hawaii" and "Hawaii State Assessments" should then show in the assessment program section.
4. Select **OK**. The **Student Sign-In** page appears. Enter the following information:
   - Enter your first name and student ID.
   - In the Session ID field, enter the session ID provided by your Test Administrator.

Figure 2. Student Sign-In Page

5. Now select **Sign In**. You should see the *Is This You?* page.

Figure 3. Is This You? Page

6. If all the information on this page is correct, select **Yes** to proceed. The *Your Tests* page appears.

   If any of the information is incorrect, notify your Test Administrator before proceeding.

   Figure 4. Your Tests Page
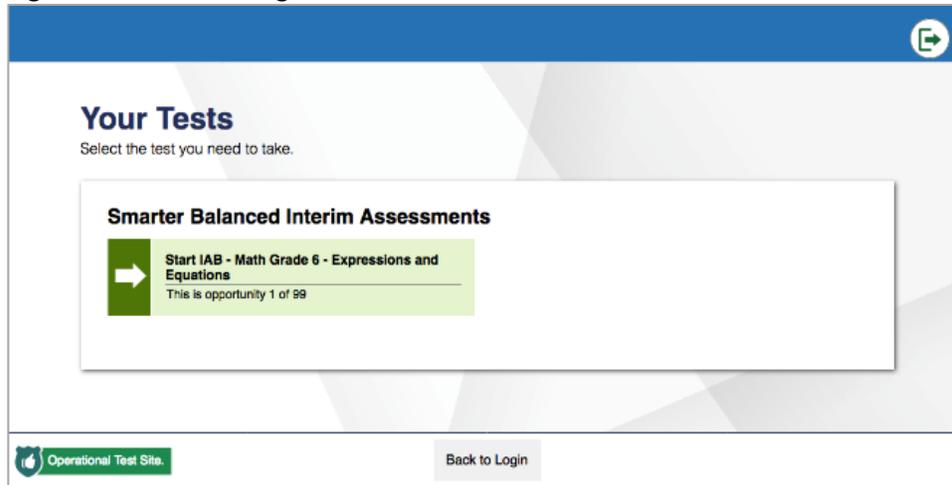
7. Now select the interim assessment you will be taking.

8. Wait for your Test Administrator to approve your interim.

   Figure 5. Waiting for Approval Page
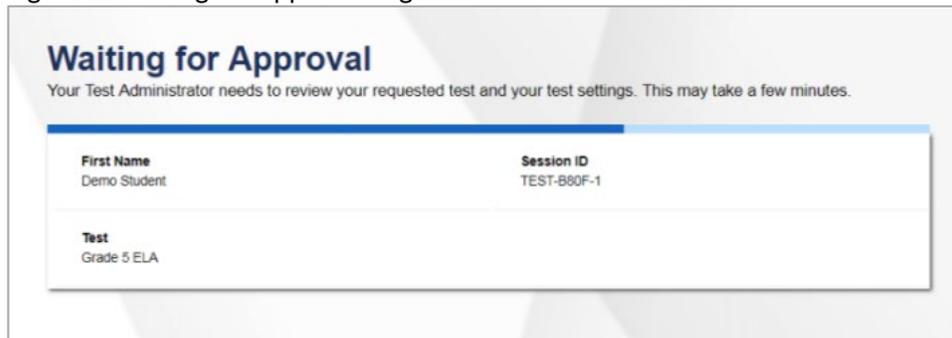
9. On the *Instructions and Help* page, select **Begin Test Now**.

Figure 6. Instructions and Help Page
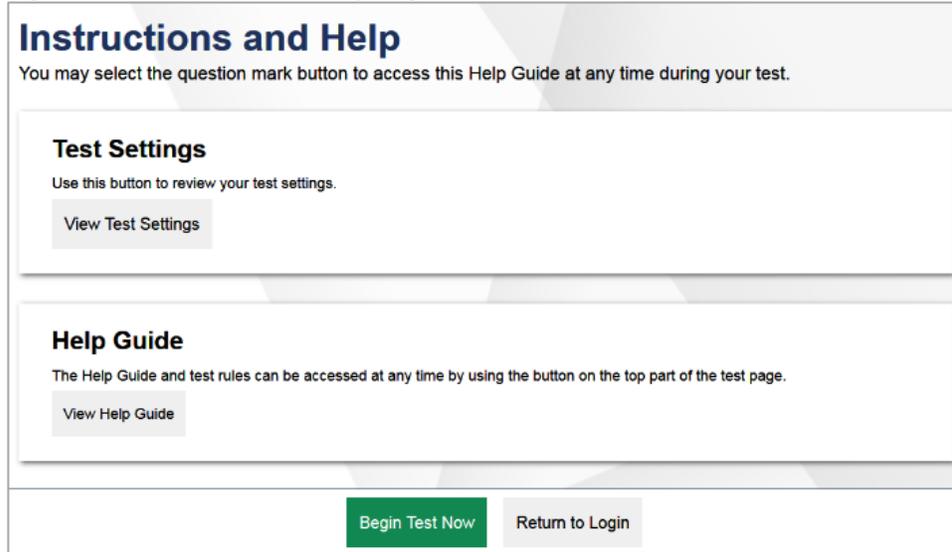
Interim questions will appear on the screen and you will test normally as if you were in school. Your Test Administrators will remotely monitor your progress throughout testing.