

Students in PSIS who Attend Out-of-State Facilities or In-State Non-Approved Facilities

Connecticut public school districts are responsible for testing students enrolled in the Public School Information System (PSIS) who are being educated in out-of-state facilities or in-state, non-approved schools. Information below describes how to administer the Smarter Balanced for English language arts and mathematics (Grades 3-8), the Next Generation Science Standards (NGSS) (Grades 5, 8, and 11), and/or the Connecticut SAT School Day (Grade 11). This document also includes information about administering the Connecticut Alternate Assessments (CTAA) for English language arts and mathematics (Grades 3-8 and 11) and the Connecticut Alternate Science (CTAS) Assessment (Grades 5, 8, and 11).
Note: Students in PSIS enrolled in non-approved private schools in Connecticut or at an out-of-state facility will not be administered the Collaborative for the Alternate Assessment of English Language Proficiency (CAAELP) (Grades K-12) regardless of eligibility.

Student's School Location: Students registered in PSIS enrolled in non-approved private schools in Connecticut.

Testing Procedures:

The reporting district is responsible for testing general and special education students registered in PSIS who attend non-approved private schools in Connecticut using public school funds. The reporting district that has programmatic responsibility for a student's education through the development and implementation of an Individualized Education Program (IEP) must provide the student with an opportunity to participate in summative testing.

Administering Smarter Balanced and NGSS Assessments: The student should be administered the assessments in the reporting district. Prior to testing, the District Administrator (DA) is responsible for ensuring designated supports and accommodations are set in the Test Information Distribution Engine (TIDE) system for students with IEPs/Section 504 Plans that are not finalized in CT-SEDS and confirming supports and accommodations are provided at the time of testing.

Administering the Connecticut SAT School Day: DAs/school test coordinators should work with Michelle Rosado, Program Manager for Connecticut SAT School Day. Please direct questions to 860-713-6748 or via email at michelle.rosado@ct.gov.

Administering CTAA, and/or CTAS:

The DA is responsible for:

- Confirming the student registration in PSIS and TIDE for the district.
- Ensuring that the [Connecticut Alternate Assessment System Eligibility Form](#) is submitted in the Data Entry Interface (DEI) by a trained teacher in the reporting district. An Alternate Assessment Eligibility Form must be entered in the DEI by **December 23, 2022** (for students in Grade 11 who qualify for the Alternate Assessment System and students in Grades K-12 who are dually identified as an English learner/multilingual learner (EL/ML) and receive services under IDEA who qualify for the CAAELP and/or CTAA/CTAS), and by **March 1, 2023**, for students in Grades 3-8 (or new Grade 11/EL/ML students) who qualify for the Alternate Assessment System.
- Contacting the CSDE (860-713-6860) to request test materials if needed.
- Verifying that the assigned trained teacher in the reporting district administers the alternate assessments. Student responses must be entered in the appropriate platform for each assessment. All CTAA responses must be recorded in the Secure Student Browser by **June 2, 2023**, for scoring. The CTAS Student Score Worksheet must be recorded in the DEI by **June 2, 2023**, for scoring.
- Ensuring student testing materials are managed in a secure manner.



Students in PSIS who Attend Out-of-State Facilities or In-State Non-Approved Facilities

Student's School Location: Students registered in PSIS enrolled in out-of-state schools participating in Smarter Balanced, NGSS, and/or the Connecticut SAT School Day.

Testing Procedures:

The reporting district is responsible for testing general and special education students registered in PSIS including those who are placed by the district in out-of-state schools. The reporting district that has programmatic responsibility for a student's education through the development and implementation of an IEP must provide the student with an opportunity to participate in summative testing.

Administering Smarter Balanced and NGSS Assessments:

The DA is responsible for:

- Confirming the student's registration in PSIS and TIDE for that district.
- Contacting the Performance Office (860-713-6860) to provide specific information, including the following:

Student Information

- ◆ Assessment Name
- ◆ SASID and District Name
- ◆ Student Name (unless emailing) and Grade
- ◆ District Administrator in TIDE Email Address

Out-of-State School Information

- ◆ Contact Name
- ◆ Contact Email Address
- ◆ Contact Phone
- ◆ Shipping Address
- ◆ Street, Town, State, and Zip Code

The CSDE will provide the student's information to Cambium Assessment, Inc. (CAI) to ensure that paper-test materials are sent to the reporting district.

- Once the reporting district receives the test materials and shipping labels from CAI, the reporting district mails them to the out-of-state school via tracked mail.
- The reporting district must ensure that the out-of-state school administers the assessments in a secure manner with the designated supports and accommodations as required.
- The out-of-state school must return completed test booklets to the reporting district via tracked mail.
- The reporting district must assign a qualified educator to enter all student responses into the Data Entry Interface (DEI). Student responses will only be scored if they are entered into the DEI by **June 2, 2023**.
- The reporting district must return the secure test materials to Measurement Incorporated via tracked mail by **June 2, 2023**.

Administering the Connecticut SAT School Day: DAs/school test coordinators should work with Michelle Rosado, Program Manager for Connecticut SAT School Day. Please direct questions to 860-713-6748 or via email at michelle.rosado@ct.gov.

Students in PSIS who attend Out-of-State Facilities or In-State Non-Approved Facilities

Student's School Location: Students registered in PSIS enrolled in out-of-state schools participating in the CTAA and/or CTAS. Note: Students in PSIS enrolled in non-approved private schools in Connecticut or at an out-of-state facility will not be administered the CAAELP (Grades K-12) regardless of eligibility.

Testing Procedures:

Administering CTAA and/or CTAS:

The DA is responsible for:

- Confirming the student's registration in PSIS and TIDE for the district.
- Ensuring that the [Connecticut Alternate Assessment System Eligibility Form](#) is submitted in the DEI by a designated trained teacher from the reporting district. The student's Connecticut Alternate Assessment System Eligibility Form must be entered in the DEI by **December 23, 2022**, (for students in Grade 11 who qualify and students in Grades K-12 who are dually identified as an English learner/multilingual learner (EL/ML) and receive services under IDEA, and by **March 1, 2023**, for students in Grades 3-8 (or new Grade 11/EL/ML students) who qualify for the Alternate Assessment System.
- Contacting the Performance Office (860-713-6860) to provide specific information, including the following:

Student Information

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| ◆ Name of Alternate Assessment (CTAA, CTAS) | ◆ Student Name (unless emailing) |
| ◆ SASID and District Name | ◆ Grade |
| | ◆ District Administrator in TIDE Email Address |

Out-of-State School Information

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|-------------------------|-------------------------------------|
| ◆ Contact Name | ◆ Shipping Address |
| ◆ Contact Email Address | ◆ Street, Town, State, and Zip Code |
| ◆ Contact Phone | |
- The reporting district sends materials to the out-of-state facility via tracked mail.
 - ◆ Materials include CTAA Secure Directions for Test Administration, PDFs of the appropriate grade-level CTAA English language arts and mathematics tests. (Note: test materials are available in TIDE Secure Testing Materials.)
 - ◆ If the student is in Grade 5, 8, or 11, the CTAS Printed Resources, Performance Tasks, Score Worksheet, and test administration manual are also mailed with the CTAA materials. (Note: [CTAS Required Materials](#) are available on the [CT Portal](#).)
 - The reporting district must ensure that the out-of-state school administers the assessments in a secure manner with accommodations as required.
 - The out-of-state school **must** return the completed tests and materials to the reporting district via tracked mail.
 - The same designated trained teacher from the reporting district records student responses in the appropriate platform for each assessment. All CTAA responses must be recorded in the Secure Student Browser by **June 2, 2023**, for scoring. The CTAS Student Score Worksheet must be recorded in the DEI by **June 2, 2023**, for scoring.
 - The reporting district **must** shred and securely dispose of all alternate assessment system student materials.

[How to Access the Data Entry Interface \(DEI\)](#)