



2023-2024



Connecticut Alternate Assessment System Training – Required for Teachers Administering the Alternate (TEAs)

When you are ready to begin Session 2,
select the **Start** button.

Start



Estimated Time of Completion: 30 Minutes

1

Connecticut Alternate Assessment System Training – Required for Teachers Administering the Alternate (TEAs)

When you are ready to begin Session 2, select the “Start” button.



CONNECTICUT STATE DEPARTMENT OF EDUCATION

Session 2

The Connecticut Alternate Assessment (CTAA) for English Language Arts and Mathematics

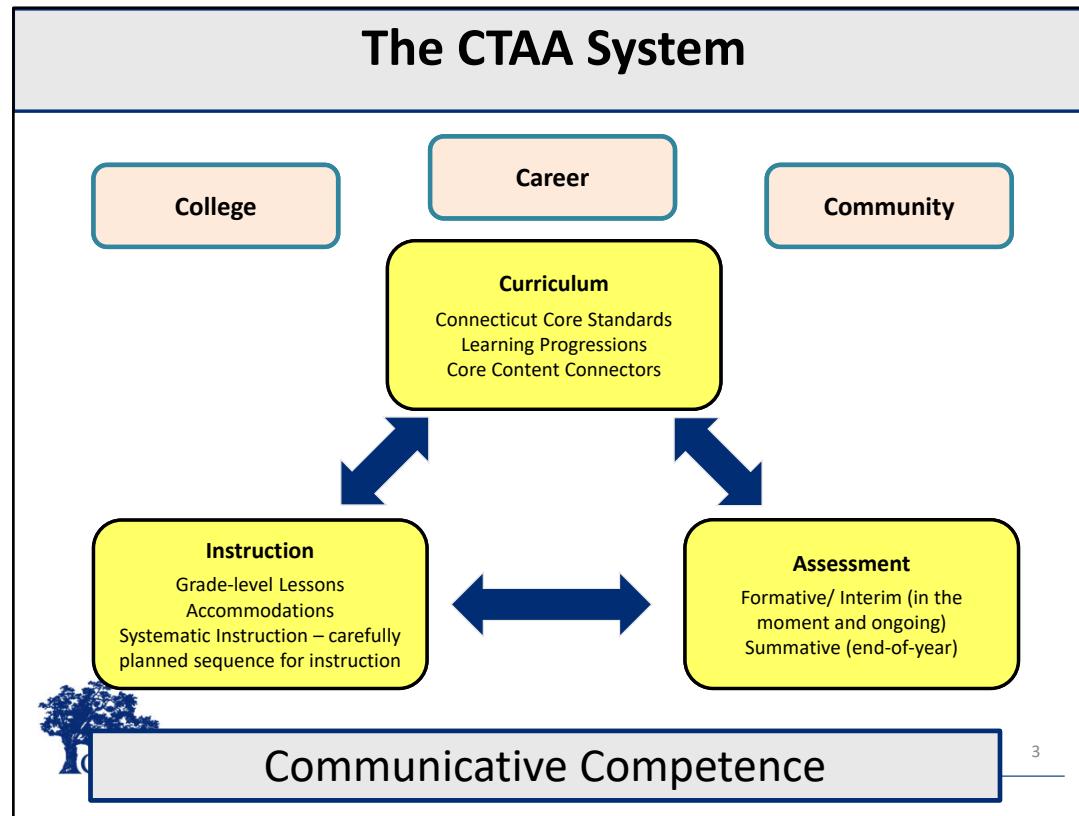


2

Session 2 Introduction

Welcome to the Connecticut Alternate Assessment System Training – Required for Teachers Administering the Alternate (TEA).

This presentation is Session 2 of the four required training sessions for any teacher who has the primary responsibility for administering alternate assessments to eligible students participating in the alternate assessment system. In this session, we will look at the components and administration process for the Connecticut Alternate Assessment (CTAA) for English language arts and mathematics.



The CTAA System

Connecticut continues to implement goals for students with significant cognitive disabilities through a comprehensive system that coherently incorporates evidence-based curriculum and instruction models, while providing technically defensible assessments. We are committed to all Connecticut students in preparing them to be College, Career, and Community ready upon graduation.

The **Curriculum** component specifies learning expectations and what students will be taught. This system includes Connecticut Core Standards, Learning Progressions, and Core Content Connectors. These can be used to support the IEP Goals and Objectives.

The **Instruction** component addresses how students will be involved in the teaching and learning of the standards and includes grade-level model lessons and guidance in providing accommodations as well as systematic instruction.

Resources are available on the CSDE Portal which provide support for teachers to address the Connecticut Core Standards when teaching students with significant cognitive disabilities who participate in the CTAA.

The **Assessment** component addresses how student performance in lessons and the standards will be measured, through a well-designed summative assessment.

The foundation for this framework is communicative competence. It is an essential requirement for students to access the Connecticut Core Standards.

Foundation for the CTAA System

Communicative Competence Goal:

By kindergarten, all students have a communication system in place and are able to gain and demonstrate knowledge using that communication system before they are assessed in the third grade.



4

Foundation for the CTAA System

This communication goal reflects the need for all students to have a communication system in place by kindergarten, and the ability to use it to gain and demonstrate knowledge before they are assessed in the third grade. Establishing a communication mode for students ultimately provides access to the Connecticut Core Standards and the opportunity for our students to be college, career, and community ready. Evidence of the communication modes should be documented throughout the IEP, such as in the Present Levels of Performance, the IEP Goals and Objectives, and the Supplementary Aids and Services and Accommodations.

Core Content Connectors (CCCs)

- Define the grade-specific academic content from which the assessment items are based;
- Define academic connections between the Connecticut Core Standards (CCS) and the Progress Indicators of the Learning Progression Frameworks, which preserves the sequence of learning into smaller, observable, and measurable segments of the content;
- Support access to grade-level content CCS for students with significant cognitive disabilities; and
- Provide instructional content aligned to the CCS.



5

Core Content Connectors

The Core Content Connectors (CCCs) were developed to help identify grade level IEP Goals and Objectives that are aligned to state standards.

- They define the grade-specific academic content from which the assessment items are based;
- define academic connections between the Connecticut Core Standards (CCS) and the Progress Indicators of the Learning Progression Frameworks, which preserve the sequence of learning into smaller, observable, and measurable segments of the content;
- support access to grade-level content CCS for students with significant cognitive disabilities; and
- provide instructional content aligned to the CCS.

Description of CTAA Test Segments and Item Types

CTAA Test Segments and Item Types	
Reading (Segment 1 and 2)	<ul style="list-style-type: none">• Literary and informational passages• Select-Response items• Open-Response foundational items (Grades 3 and 4 only)
Writing (Segment 3)	<ul style="list-style-type: none">• Select-Response items
Math (Segment 1 and 2)	<ul style="list-style-type: none">• Select-Response items• Constructed-Response Completion items (Grades 3-5, 8, 11)



6

Description of CTAA Test Segments

The CTAA English language arts includes two reading segments and one writing segment. The majority of the items are selected response, also called multiple choice. Only students in grades 3 or 4 are assessed with Open Response items for word identification.

The CTAA mathematics includes two segments with selected-response items and constructed-response items in Grades 3, 4, 5, 8, and 11. A rubric is used to indicate the student response. The rubrics are included in the required Directions for Test Administration or DTA.

Locating the Required Secure Directions for Test Administration (DTA)

All directions and materials needed for administering the CTAA are in the secure Directions for Test Administration (DTA) that are required for each grade-level test form.

The diagram illustrates the process of accessing the TIDE system:

- On the homepage of the Connecticut Assessment Program Portal (<http://ct.portal.cahsbeat.com/>), select the Alternate Assessment System program card.
- Click on the Test Information Distribution Engine (TIDE) card under Preparing for Testing. The login page appears.
- Enter your username and password, then click Secure Login.

Once logged in, the TIDE dashboard is displayed. On the left, there is a sidebar titled "Preparing for Testing" with tabs for "Students" and "Readers". Below these, the "Secure Testing Materials" tab is highlighted with a red border. A blue arrow points from the "Secure Testing Materials" tab to the main dashboard area. The main dashboard shows the "Inbox" section with a list of items, each with a creation date, expiration date, and a "Days Available" field indicating 2 days. The items listed are:

- CTAA - 1020 - Grade 11 Secure Paper Form (2) (Creation Date: 09/09/2019 11:30 PM, Expiry Date: 09/13/2019 12:00 AM)
- CTAA - 1020 - Grade 3 Secure Paper Form (2) (Creation Date: 09/09/2019 11:30 PM, Expiry Date: 09/13/2019 12:00 AM)
- CTAA - 1020 - Grade 4 Secure Paper Form (2) (Creation Date: 09/09/2019 11:30 PM, Expiry Date: 09/13/2019 12:00 AM)
- CTAA - 1020 - Grade 5 Secure Paper Form (2) (Creation Date: 09/09/2019 11:30 PM, Expiry Date: 09/13/2019 12:00 AM)
- CTAA - 1020 - Grade 6 Secure Paper Form (2) (Creation Date: 09/09/2019 11:30 PM, Expiry Date: 09/13/2019 12:00 AM)
- CTAA - 1020 - Grade 7 Secure Paper Form (2) (Creation Date: 09/09/2019 11:30 PM, Expiry Date: 09/13/2019 12:00 AM)

The TIDE dashboard also includes a "General Resources" dropdown, a "Help" link, a "Secure File Center" button, and a user profile for "State5 DemoUser".

Locating the Directions for Test Administration (DTA)

All required directions and materials needed to administer the CTAA are located in TIDE. To access, trained TEAs should log into the TIDE system following the steps shown. Once in the TIDE dashboard, TEAs will then locate these materials in the Preparing for Testing section. TEAs can access the **Secure File Center** by clicking the **Secure Testing Materials** tab in TIDE. In TIDE, only trained TEAs may access these materials in the **Secure File Center** by clicking the **Secure Testing Materials** tab in TIDE.

Directions for Test Administration (DTA) are **required** for each grade-level test form as they are grade and content specific. Please note that the DTAs include the manipulatives required to administer the constructed-response: mathematics completion items. All DTAs must be downloaded from TIDE **prior** to the test administration and must be followed verbatim at the time of test administration.



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Accessibility Features and Accommodations

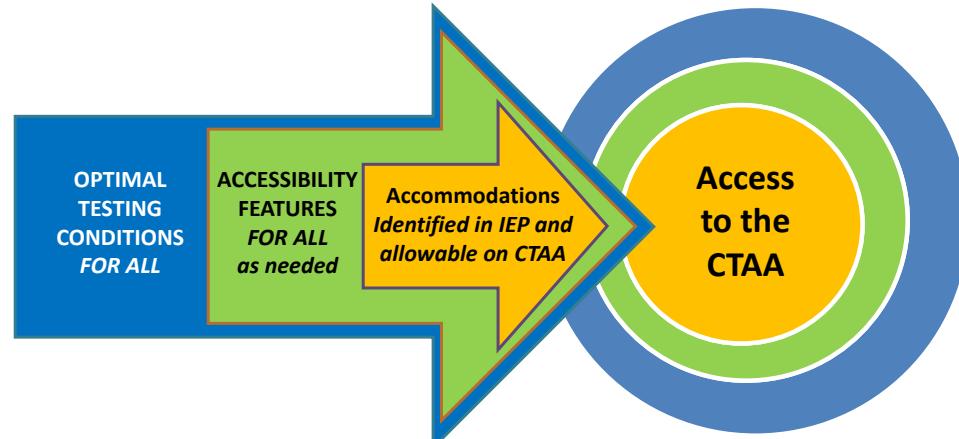


8

Accessibility Features and Accommodations

We will now discuss accessibility features and accommodations.

CTAA Accessibility



9

CTAA Accessibility

The CTAA is a secure, online assessment designed to promote maximum student access while maintaining the integrity of the constructs being assessed.

To accomplish this goal, CTAA has incorporated:

- optimal testing conditions that must be provided to all students who take the test;
- accessibility features that must be provided to students as needed; and
- accommodations that students must receive as specified in their IEPs.

This combination of accessibility features, optimal testing conditions, and accommodations is incorporated within the assessment design and is intended to maximize students' test access and performance.

Accessibility Through the Read Aloud

- All text in each subject area is designed to be read aloud by the TEA.
- Students may respond online, although, for most students, the TEA will enter the student response.
- Review the *CTAA System User Guide and CTAA Test Administration Manual* for information on accessibility features.



10

Accessibility Through the Read Aloud

The content of the CTAA for both English language arts and mathematics is designed to be read aloud to all participating students. The TEA reads the item, response options, and passages as often as is reasonable to obtain a student's response to an item. All text must be read to students exactly as written. The TEA may not paraphrase or vary speed to emphasize words in ways that hint at correct or incorrect responses.

Students may respond to items in the Secure Browser if the TEA considers the student's skills to be at an appropriate level. However, the TEA must ensure that there is an appropriate wait time for the student to provide their answer. For students that do not have this skill level, the TEA will enter the response indicated by the student.

Review the *CTAA System User Guide*, available on the Connecticut Comprehensive Assessment Program Portal, to determine how to activate accessibility features for the administration of the CTAA if they are needed.

CTAA Test Accommodations

Accommodations are changes in the materials or procedures of the assessment that do not alter the construct being measured.

A student may use the accommodations included per their IEP that are consistent with the secure standardized administration of the CTAA.

Physical prompting such as hand-over-hand is not permitted during the administration of the CTAA.



11

CTAA Test Accommodations

Accommodations are changes in the materials or procedures of the assessment that do not alter the construct being measured. For the CTAA, a student may use the accommodations that are in their Individualized Education Program that are consistent with the CTAA.

Remember that physical prompting such hand-over-hand is not permitted during the administration of the CTAA and is considered to be an inappropriate test practice and a test irregularity that should be reported through the TIDE appeals system.

CTAA Accessibility Features

The test is designed to have all passages, items, and response options read to the student, either by the text-to-speech embedded accessibility feature or the TEA. Refer to the CTAA System User Guide, the CTAA Test Administration Manual, and the Assistive Technology webpage for more information.

Embedded Accessibility Feature	Non-Embedded Accessibility Feature
Color Contrast	American Sign Language
Highlighter	Assistive Technology
Line Reader Tool	Augmentative and Alternative Communication
Magnification	Read Aloud (Items Directions, Response Options, Passages)
Mark For Review	Scribe
Masking	
Print-on-Demand	
Speech-to-Text	
Strikethrough	
Text-To-Speech	
Volume Control	
Word Prediction	
Zoom	



12

CTAA Accessibility Features

Accessibility features support student access to the test and are either built into the Test Delivery System or are typically available on a computer. The non-embedded assessment features may be provided by the TEA. Accessibility features are typically enabled by the TEA at the time of testing. Generally, assistive technology supports or augmentative and alternative communication (AAC), are supported by the Test Delivery System but should be tested with the CTAA practice site in the secure browser to confirm compatibility prior to test administration.

As a reminder, refer to the Supplementary Aids and Services areas of the IEP to ensure that all appropriate accommodations, including Assistive Technology and Augmentative and Alternative Communication Supports, are documented. Additionally, it is very important that if text-to-speech is used to read to the student, the TEA must be listening to follow the required support as written in the DTA.

Implementing Accommodations from the IEP

Accommodations	Access Information
Assistive Technology (AT) devices (for viewing, responding to, or interacting with the test items)	Refer to <i>CTAA System User Guide</i> and the <i>Assistive Technology webpage</i> for information about: <ul style="list-style-type: none">• Compatibility of AT with Test Delivery System and with accessibility features• Enabling AT devices
Paper Version of Test (for students not able to access the items via the Test Delivery System)	Test item/s can be provided via a secure PDF available in TIDE in the Secure File Center.
Scribe (may be used for recording all responses to test items)	Refer to the DTAs accessed in TIDE and the <i>CTAA Test Administration Manual</i> .
Sign Language (e.g., ASL, PSE, SEE)	Refer to the DTAs accessed in TIDE and the <i>CTAA Assessing Students who are Blind, Deaf, or Deaf-Blind Additional Guidance</i> document.



13

Accommodations typically included in IEPs may be used with the CTAA. There are a variety of ways a TEA can administer the CTAA so that it is accessible using the mode of communication used by the student.

For example, assistive technology can be used in conjunction with the test delivery interface. Permissive mode must be activated in the student's TIDE account and the functionality should be tested using a practice test before the student participates in summative testing.

A paper version of the CTAA may be downloaded and printed from TIDE and made available to the student if it is a more appropriate format than the online test platform. As a reminder, the TEA will transcribe the student responses from the paper test into the test delivery interface in order to submit and process the student's test.

The TEA typically reads and scribes all portions of the test as needed by the student.

The TEA may also administer the assessment using sign language if that is an appropriate accommodation in the

student's IEP.

Refer to the resources referenced on this slide for more information. These resources are available on the CT Portal.

Assessing Students Who Are Blind, Deaf, or Deaf-Blind

Additional procedures are provided in the document *CTAA Assessing Students Who Are Blind, Deaf, or Deaf-Blind: Additional Directions for Test Administration*. This document is intended for students meeting one or more of the following criteria. The student:

- has low vision; uses vision for some activities of daily living;
- has no functional use of vision for activities of daily living, or unable to determine functional use of vision;
- has profound hearing loss, even with aids; and/or undetermined functional use of hearing; and/or
- uses braille (contracted or uncontracted).



14

Assessing Students Who Are Blind, Deaf, or Deaf-Blind

If the student is blind, deaf, or deaf-blind, the TEA must download the *CTAA Assessing Students Who Are Blind, Deaf, or Deaf-Blind: Additional Directions for Test Administration* from the Portal.

If your student meets the criteria for this resource, follow the directions in the *CTAA: Test Administration Manual* to obtain the additional components needed for test administration.

Verbal and Non-Verbal ELA Test Forms

Grades 3 and 4 Only

- The forms differ in the presentation of the foundational word identification items or Open-Response (OR) items.
- The selection of either the Verbal or Non-Verbal form is based upon the student's communication mode.
- The form assignment must be made in TIDE prior to test administration.
- The Non-Verbal Form presents the Open Response items in a Selected-Response format for students who do not respond
 - with oral speech;
 - are blind, deaf, or deaf-blind; or
 - use augmentative and alternative communication (AAC).



15

Verbal and Non-Verbal ELA Test Forms

For students in grades 3 and 4 taking the ELA reading assessment, select either a Verbal or Non-Verbal test form in the TIDE test settings. The forms differ in the presentation of the foundational word identification items or Open-Response (OR) items. Based on the student's mode of communication, the Verbal or Non-Verbal form should be selected in TIDE prior to test administration.

Verbal and Non-Verbal ELA Test Forms Grades 3 and 4 Only

Edit		School Information		Student Information						
		District	School	SSID	Student's Last Name	Student's First Name	Student's Middle Name	Gender	Grade Level When Assessed	Alternate Assessment Indicator
<input type="checkbox"/>		9999999999	9999999999-9999999999	999993452	Test	Test	Y	Male	05	Yes
<input type="checkbox"/>		9999999999	9999999999-9999999999	999993453	Test	Test	Y	Male	08	Yes

CTAA Verbal/Non-Verbal Test Form | ELA

Verbal/Non-Verbal Test Form

No assignment

No assignment

Non-Verbal Form

Verbal Form

The default setting is the Verbal form. Procedures for selecting the form are located on the CSDE Comprehensive Assessment Program Portal under Alternate Assessment Resources or in the *CTAA Test Administration Manual*.



16

Verbal and Non-Verbal ELA Test Forms

As you can see in this image, the appropriate test form must be selected in the student's test settings in TIDE for the CTAA ELA reading assessment, which includes the open-response items for students in Grades 3 or 4.

The Verbal Form is the default form presented to the student if no form is assigned in TIDE.



CONNECTICUT STATE DEPARTMENT OF EDUCATION

Administering the Connecticut Alternate Assessment (CTAA)



17

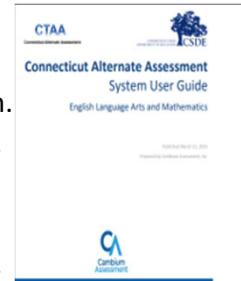
Administering the CTAA

We will now discuss the process necessary to administer the CTAA.

How do I administer the CTAA?

Two devices are required to administer the CTAA online. The basic workflow for administering the CTAA online is as follows:

1. On the first device, the TEA logs in to the Test Administration Interface (TA Interface), selects tests to be included in the test session, and starts a test session.
2. On the second device, the TEA signs into the Secure Browser and requests approval to enter the test session.
3. On the TA Interface, the TEA reviews the entry requests and approves the student's entry into the test session.
4. Using the DTA, the TEA works with the student to complete and submit the test using the Secure Browser. Once the TEA submits the test, the TEA may log out of the browser.
5. The TEA stops the test session and logs out of the TA Interface.



The CT Alternate Assessment System User Guide provides step-by-step instructions for setting up a test from both the teacher and student's device.

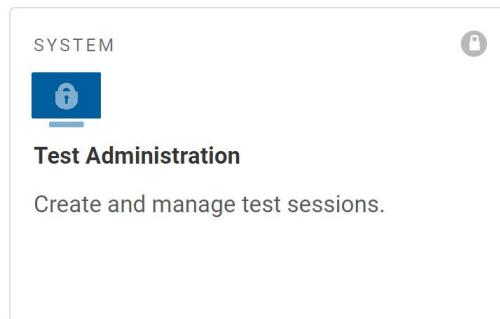
18

How do I administer the CTAA?

Two devices are required to administer the CTAA online. The basic workflow for administering the CTAA online is as follows:

1. On the first device, the TEA logs in to the Test Administration (TA) Interface, selects tests to be included in the test session, and starts a test session. **Remember, only a TEA with Trained TEA status will be able to administer the CTAA. Also remember that if the eligibility form is not completed through the PPT process in CT SEDS and the IEP is not implemented, the alternate assessment indicator will not be set in TIDE. The student will only have access to the standard assessments in the test selection menu.**
2. On the second device, the TEA signs into the Student Interface using the secure browser and requests approval to enter the test session.
3. In the TA Interface, the TEA reviews the entry request from the Student Interface and approves the student's entry into the test session.
4. Using the DTA, the TEA works with the student to complete and submit the test in the Secure Browser. Remember that this test can be paused at any time to allow for breaks. The test can be resumed on the same day or during another time in the testing window to allow for flexibility to the student and schedule. Once the TEA submits the test in the Student Interface, he or she may log out.
5. The TEA stops the test session and logs out of the Test Administration (TA) Interface.

Starting a Test Session in the TA Interface



19

Starting a Test Session in the TA Interface

Using your TEA TIDE account credentials, you must follow these steps to start a test session in the TA Interface:

The screenshot shows the homepage of the Connecticut Comprehensive Assessment Program Portal. At the top, a blue header bar displays the title "Welcome to the Connecticut Comprehensive Assessment Program Portal" and a subtext "This site contains information about Connecticut's Comprehensive Assessment Program." Below the header, there is a section titled "Announcements" featuring a card for the "2023-2024 Secure Browser Now Available" and another card for "Updated SecureBrowser to Resolve the SecureBrowser Problems on ChromeOS Devices". A "Find More" button is located at the top right of the announcements section. Below the announcements, there is a section titled "Browse by Assessment" containing four cards: "Smarter Balanced Assessments" (with a "smarter BALANCED" logo), "NGSS Assessments" (with a "CONNECTED SCIENCE" logo), "Alternate Assessment System" (with a person icon), and "Other Assessments" (with a document icon). The "Alternate Assessment System" card is highlighted with a blue border. In the bottom left corner of the page, there is a logo for the Connecticut State Department of Education (CSDE) featuring a stylized tree and the letters "CSDE".

20

Navigate to the Connecticut Comprehensive Assessment Program Portal. Click on the **Alternate Assessment System** card.

Alternate Assessment System
Access resources for administering the Connecticut Alternate Assessment (CTAA), the Connecticut Alternate Science (CTAS) Assessment, and the Connecticut CAELP.

Home > Alternate Assessment System

Preparing for Testing

- Alternate Assessment System Training**
Access the Connecticut Alternate Assessment System Course Required for Teachers Administering the Alternate.
- Practice and Training Tests**
Become familiar with the testing system, accommodations, and types of questions on the summative tests.
- TA Practice and Training Tests Site**
Become familiar with Test Administrator (TA) Interface and proctor practice sessions for students and guest users.
- Test Information Distribution Engine (TIDE)**
Manage users, manage student information, and monitor test progress.

Data Entry Interface
Enter student responses for braille and large print paper tests and scores from the Connecticut Alternate Science (CTAS) Assessment Student Score Worksheet.

Administering Tests

- Test Administration**
Create and manage test sessions.

CSDE

21

- On the **Alternate Assessment System** program page, find the **Test Administration** card.



CONNECTICUT STATE DEPARTMENT OF EDUCATION
COMPREHENSIVE ASSESSMENT PROGRAM PORTAL

Login

Please Log In

Enter your username and password to log into CAI online systems. Once you log in, you will automatically be directed to your selected system.

Need More Help?

If you [forgot your password](#) or [need a new password](#), please use the [Forgot Your Password](#) link to reset it.

For assistance, contact the Connecticut Help Desk at 1-844-202-7583 | chelpdesk@cambiuassessment.com

[Forgot Your Password?](#)

Secure Login

First Time Login This School Year?

The password you used during the previous school year has expired.

[Request a new one for this school year.](#)



22

- On the login screen, you must enter your username and password as a TEA used to access TIDE.



Login

Please Log In

Enter your username and password to log into CAI online systems. Once you log in, you will automatically be directed to your selected system.

Need More Help?

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[Forgot Your Password?](#)

Secure Login

First Time Login This School Year?

The password you used during the previous school year has expired.

[Request a new one for this school year.](#)



- As a reminder, only **trained** teachers with a TEA account will be able to start a test session for the CTAA.
- Click **Secure Login** to log in to the TA Interface.

The screenshot shows the 'Operational Test Selection' window. At the top, there's a header with the Operational Session ID 'TEST-0D68-1', navigation icons for 'Select Tests', 'Student Lookup', 'Approvals', and session controls ('Stop Session', 'Refresh page', 'Menu'). Below the header is the main content area titled 'Choose a Testing Category'. A message states: 'Then select one or more tests. You can switch categories by using the button in the modal header.' A list of categories is shown, with 'Connecticut Alternate Assessments' being the selected item, indicated by a green background and a right-pointing arrow icon. To the right of the list is a large black arrow pointing to the right. A message at the bottom left of the list area says: 'You must make at least one selection before starting your session.' At the bottom right of the window is a green button with a play icon and the text 'Start Operational Session'.

CSDE

24

- When the TEA logs into the TA Interface, the **Test Selection** window opens automatically. This window allows you to select tests and start the session.
- Only the tests that you select will be available to students in your session. If the CTAA tests do not appear in the menu, confirm that the Connecticut Alternate Assessment System Eligibility Form was completed through the PPT process in CT SEDS and the IEP has been fully implemented for this student. You can verify your student's profile in TIDE that the Alternate Assessment Indicator has been set to "Yes" for the student.
- The **Test Selection** window color-codes tests and groups them into various categories by test, grade, and subject. A test group may include one or more sub-groups. All test groups and sub-groups appear collapsed by default.

The screenshot shows the 'Test Administration' interface for the Connecticut State Department of Education Comprehensive Assessment Program. At the top, there is a header with the CSDE logo, the program name, and a user dropdown for 'DemoUser, State5'. Below the header, the session ID 'TEST-64E2-3' is displayed along with buttons for 'Select Tests', 'Student Lookup', and 'Approvals'. On the right side of the header are links for 'Stop Session', 'Refresh page', and 'Menu'. The main content area is titled 'Test Selection' and features a 'Filter By' section with a button to 'Add Filter'. Below this is a section titled 'Connecticut Alternate Assessments' with a close button. A message states: 'Choose the tests to add to your session, and then start your session.' To the right of this message is a note: 'You must make at least one selection before starting your session.' with a left arrow icon. On the left, there is a list of grade levels from Grade 3 to Grade 11, each preceded by a plus sign and a checkbox. At the bottom of the screen are 'Back' and 'Start Session' buttons, and the CSDE logo is visible on the far left.

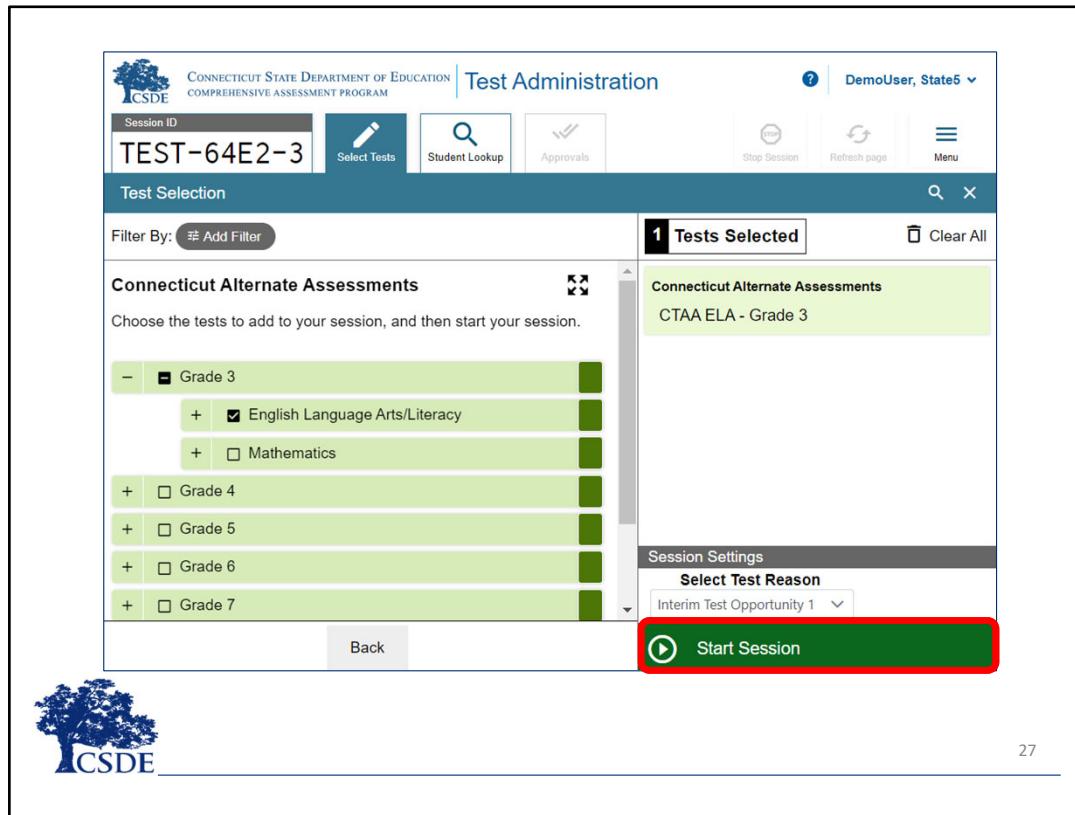
- To expand a test group, click the plus sign. If you need to collapse an expanded test group, click the minus sign.

The screenshot shows the 'Test Administration' interface for the Connecticut State Department of Education's Comprehensive Assessment Program. At the top, there is a logo for 'CSDE' (Connecticut State Department of Education) and the text 'CONNECTICUT STATE DEPARTMENT OF EDUCATION COMPREHENSIVE ASSESSMENT PROGRAM'. The session ID 'TEST-64E2-3' is displayed. Navigation links include 'Select Tests', 'Student Lookup', and 'Approvals'. On the right, there are buttons for 'Stop Session', 'Refresh page', and 'Menu', along with a user profile for 'DemoUser, State5'. The main area is titled 'Test Selection' and contains a 'Filter By' section with a button to 'Add Filter'. Below this is a section titled 'Connecticut Alternate Assessments' with a note: 'Choose the tests to add to your session, and then start your session.' A list of grade levels is shown, each with a checkbox and a plus sign to expand options:

- Grade 3
 - + English Language Arts/Literacy
 - + Mathematics
- + Grade 4
- + Grade 5
- + Grade 6
- + Grade 7

A message on the right side states: 'You must make at least one selection before starting your session.' with a left-pointing arrow icon. At the bottom, there are 'Back' and 'Start Session' buttons.

- Let's expand the available options for the Grade 3 test by clicking the plus sign by **Grade 3**.



- Click the checkbox next to the test you would like to administer. Let's select the **English Language Arts** test.
- In the lower-right corner of the window, click **Start Session**.



28

- The **Test Selection** window closes, and the Session ID appears in the TA Interface. You will need to write down the Session ID to log into the Student Interface on your second device and in case you accidentally close the browser window and need to return to the active test session. You may have only one session open at a time. You cannot reopen closed sessions, but TEAs and students can resume a test opportunity in a new session.
- At this time, you will log into the Student Interface on the student's device using the Session ID provided in the Test Administration (TA) Interface. Once you have signed into the Student Interface, you will select the appropriate test for administration. Steps for signing into the Student Interface and proceeding to the test on the student's device will be provided shortly.

The screenshot displays the Test Administration interface for the Connecticut State Department of Education's Comprehensive Assessment Program. At the top, the CSDE logo and the program name are visible. The main header reads "Test Administration" and includes a user dropdown for "DemoUser, State5". Below the header, the session ID "TEST-64E2-3" is prominently displayed. To the right of the session ID are four buttons: "Select Tests" (pencil icon), "Student Lookup" (magnifying glass icon), "Approvals" (checkmark icon with a count of 1), and "Stop Session" (stop sign icon). Further to the right are "Refresh page" and "Menu" buttons. A green banner below the session ID indicates "1 student awaiting approval" and "0 active students (max 200)". The main content area is titled "Instructions" and contains three numbered steps: 1. Start Session, 2. Approve Students, and 3. Monitor Progress. Step 1 describes pressing the "Select Tests" button, marking checkboxes for tests, and then pressing "Start Session". Step 2 describes pressing the "Approvals" button, reviewing student test details, and then pressing the "Approve" button. Step 3 describes monitoring the "Students in your Test Session" table, using the "Print Requests" button to view print requests, and the "Pause" button to pause students' tests. A "NOTICE" section at the bottom states: "The Test Administrator Interface contains personally identifiable information that is strictly confidential pursuant to federal and state law. By accessing the Test Administrator Interface, I hereby acknowledge that the information contained therein shall only be disclosed to authorized personnel and used as permitted by federal and state law." The footer features the CSDE logo.

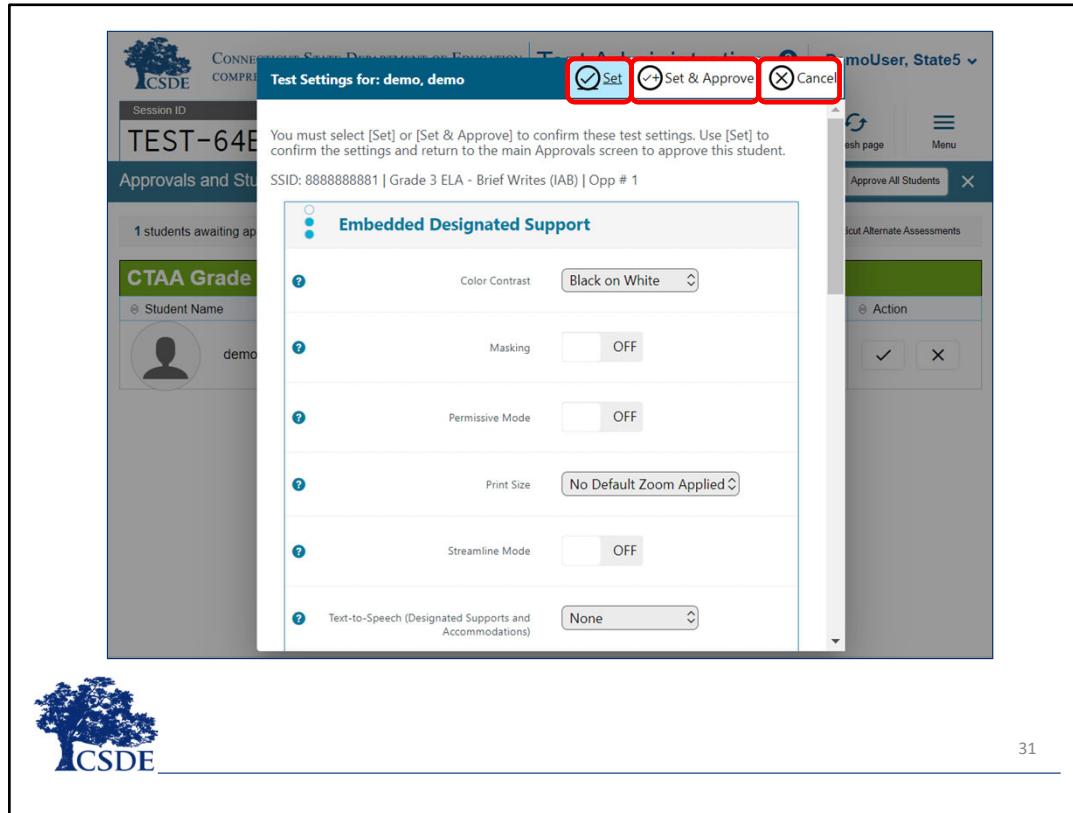
- When a student test is awaiting approval, the Approvals button next to the Session ID becomes active in the TA Interface and bounces until you click it.

Follow these steps within the TA Interface to approve a student for testing:

- Click **Approvals**.

The screenshot shows the 'Test Administration' interface for the Connecticut State Department of Education's Comprehensive Assessment Program. At the top, there is a logo for 'CSDE' (Connecticut State Department of Education) and the text 'CONNECTICUT STATE DEPARTMENT OF EDUCATION COMPREHENSIVE ASSESSMENT PROGRAM'. The title 'Test Administration' is displayed with a help icon (?). A dropdown menu shows 'DemoUser, State5'. Below the header, the session ID 'TEST-64E2-3' is shown, along with buttons for 'Select Tests' and 'Student Lookup'. There is also a 'Approvals' button with a checkmark and the number '1'. Other buttons include 'Stop Session', 'Refresh page', and 'Menu'. A sub-header 'Approvals and Student Test Settings' is present. A message indicates '1 students awaiting approval 0 active students (max 200) 0 tests in session'. A link to 'Connecticut Alternate Assessments' is also visible. The main content area is titled 'CTAA Grade 3 ELA Test - 1 student(s)'. It displays a table with one row for a student named 'demo, demo' with SSID '8888888881' and Opp # '1'. The 'See Details' column contains an eye icon followed by the word 'Standard', which is highlighted with a red box. Action buttons for '✓' and 'X' are also present.

- The **Approvals and Student Test Settings** window appears, displaying the student(s) awaiting approval.
- To review a student's test settings and accommodations, click the eye icon for that student.

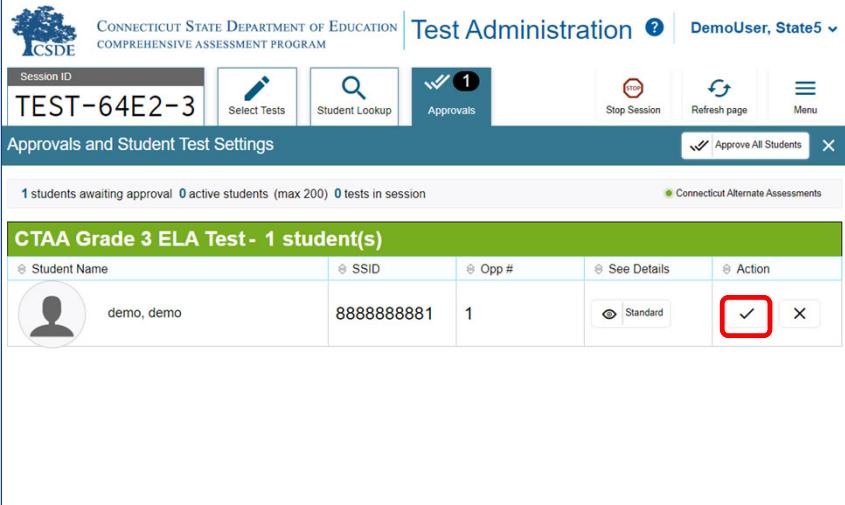


The student's information appears. To ensure maximum accessibility, the accommodations are defaulted as activated and are available unless turned off by the TEA.

- If any accommodations are incorrect (or need to be turned off), update the editable test accommodations as necessary in the TA Interface.
- Do one of the following:
 - To confirm the accommodations, click **Set**. You must still approve the student for testing.
 - To confirm the accommodations, and approve the student, click **Set &**

Approve. Students can start testing once you approve them.

- To return to the ***Approvals and Student Test Settings*** window without confirming accommodations, click **Cancel**.



The screenshot shows the 'Test Administration' interface for the Connecticut State Department of Education's Comprehensive Assessment Program. At the top, there is a logo for 'CSDE' and the text 'CONNECTICUT STATE DEPARTMENT OF EDUCATION COMPREHENSIVE ASSESSMENT PROGRAM'. The title 'Test Administration' is displayed with a help icon and a user dropdown 'DemoUser, State5'. Below the title, there are several buttons: 'Session ID TEST-64E2-3', 'Select Tests' (with a pencil icon), 'Student Lookup' (with a magnifying glass icon), 'Approvals' (with a checkmark icon and the number '1'), 'Stop Session' (with a red octagon icon), 'Refresh page' (with a circular arrow icon), and 'Menu' (with a three-line icon). A sub-header 'Approvals and Student Test Settings' is shown, along with a button 'Approve All Students' and a close 'X' button. Below this, a message indicates '1 students awaiting approval 0 active students (max 200) 0 tests in session' and a link 'Connecticut Alternate Assessments'. The main content area is titled 'CTAA Grade 3 ELA Test - 1 student(s)'. It contains a table with columns: 'Student Name' (with a placeholder 'demo, demo' and a user icon), 'SSID' (with placeholder '8888888881'), 'Opp #' (with placeholder '1'), 'See Details' (with a magnifying glass icon), and 'Action' (with a green checkmark icon and a red-bordered red 'X' icon). The CSDE logo is visible at the bottom left of the page.

32

If you wish to approve the student directly from the **Approvals and Student Test Settings** window, click the green check mark for the student.

The screenshot shows the 'Test Administration' page of the Connecticut State Department of Education Comprehensive Assessment Program. At the top, there is a logo for CSDE (Connecticut State Department of Education) and a session ID 'TEST-64E2-3'. Below the header are several buttons: 'Select Tests', 'Student Lookup', 'Approvals', 'Stop Session', 'Refresh page', and 'Menu'. A green bar labeled 'Test Session' contains the text '0 students awaiting approval 0 print requests 1 active students (max 200)' and a link to 'Connecticut Alternate Assessments'. The main content area is titled 'Students in your Test Session' and features a table with the following data:

Student Information	Test	Opp #	Progress	Test Settings	Actions
demo, d 888888881	CTAA Grade 3 ELA Test	1	<div style="width: 33%;">33% answered - Started</div>		

Below the table, there is a section titled 'Instructions' with three numbered steps:

- 1 Start Session
Press the **Select Tests** button, mark the checkboxes for the tests you wish to include, and then press the **Start Session** button.
- 2 Approve Students
Press the **Approvals** button, review the student's test details, and then press the **button**.
- 3 Monitor Progress
Monitor the **Students in your Test Session** table. You can use the button to view print requests and the button to pause students' tests.
To stop a test session, press the **button** next to the Session ID.

At the bottom left is the CSDE logo, and at the bottom right is the page number '33'.

- After you approve a student for testing, the **Students in Your Test Session** table appears.

Signing into the Student Interface

Home Smarter Balanced Assessments Next Generation Science Standards Assessments Alternate Assessment System Technology Resources Resources

Connecticut State Department of Education

Welcome to the Connecticut Comprehensive Assessment Program Portal

This site contains information about Connecticut's Comprehensive Assessment Program.

SYSTEM

Secure Browsers

Install the secure browser on each student device used for secure student testing.

34

Signing into the Student Interface

We will now describe the process to sign a student into the Student Interface using the Secure Browser on the second device.

Before setting up a test for your student, you will have to ensure the secure browser has been updated for the 2023-2024 school year. Information about the secure browser can be found on the Connecticut Comprehensive Assessment Program Portal.

The screenshot shows the 'Please Sign In' page of the CTAA Student Sign In. At the top, the CSDE logo and the text 'CONNECTICUT STATE DEPARTMENT OF EDUCATION' and 'COMPREHENSIVE ASSESSMENT PROGRAM' are displayed. Below this, the main title 'Please Sign In' is centered. On the left, a dark blue sidebar contains the text 'This is the Operational Test Site' and 'If you want to go to the Practice Test Site click the button below'. It features a white button labeled 'Go to the Practice Test Site' and a shield icon labeled 'Operational Test Site'. The main sign-in area has two input fields: 'First Name:' with placeholder 'EX: JORDAN' and 'Student ID:' with placeholder 'EX: 123456789'. Below these is a session selection dropdown labeled 'Session: CT' with options 'UAT', 'TEST', and 'PROD'. A note 'Browser: Secure v5' is visible. At the bottom right is a green 'Sign In' button and a small grid of four squares.

After the secure browser is downloaded on the computer, the student/TEA will use it to access the CTAA **Student Sign In** page.

On the **Student Sign In** page, the TEA must use the student's first name and State Assigned Student Identifier (SASID) exactly as they appear in TIDE. Let's review the required steps.

- Enter the following information:

The screenshot shows the 'Please Sign In' page for the Connecticut State Department of Education (CSDE) Comprehensive Assessment Program. At the top, the CSDE logo and the text 'CONNECTICUT STATE DEPARTMENT OF EDUCATION' and 'COMPREHENSIVE ASSESSMENT PROGRAM' are displayed. Below this, the main title 'Please Sign In' is centered. The page contains three input fields: 'First' (with placeholder 'EX: JORDAN'), 'Student ID' (with placeholder 'EX: 123456789'), and 'Session ID' (with placeholder 'UAT - 3181 - 21'). A note on the left side of the page states, 'This is the Operational Test Site. If you want to go to the Practice Test Site click the button below.' A 'Go to the Practice Test Site' button is shown. The bottom right corner of the page displays the text 'Browser: Secure v5'. The footer features the CSDE logo and the number '36'.

- In the *First Name* field, enter the student's first name as it appears in TIDE.
- In the *Student ID* field, enter the student's ten-digit SASID as it appears in TIDE.
- In the *Session ID* field, enter the Session ID as it appears on the TA Interface.
- Click Sign In.

Firstname (Student ID: 9999990091) CT-3181-21

 CONNECTICUT STATE DEPARTMENT OF EDUCATION
COMPREHENSIVE ASSESSMENT PROGRAM



Is This You?

Please review the following information.

First Name Firstname	Grade 03
SSID: 9999990091	School: Demo School 1



Yes **No**



37

- The **Is This You?** page appears. Verify the student's personal information on this page. If any of the information displayed is incorrect, the student must not proceed with testing. The TEA should click **No**. You must notify the School Test Coordinator or District Administrator (DA) that the student's information is incorrect. If all of the information on this page is correct, click **Yes**.

The screenshot shows the 'Your Tests' page of the CTAA interface. At the top, there is a blue header bar with the CSDE logo, the text 'CONNECTICUT STATE DEPARTMENT OF EDUCATION' and 'COMPREHENSIVE ASSESSMENT PROGRAM', and a status message 'Firstname (Student ID: 9999990091) | CT-3181-21'. On the right side of the header is a green circular icon with a white 'E' and a right-pointing arrow. Below the header, the main content area has a light gray background with a subtle geometric pattern. The title 'Your Tests' is displayed in a large, dark blue font at the top left. A sub-instruction 'Select the test that you need to take.' is shown below it. A central box titled 'Connecticut Alternate Assessments' contains an orange button with a white right-pointing arrow and the text 'Start CTAA Grade 3 ELA'. Below this button, a smaller line of text reads 'This is opportunity 1 of 1'. At the bottom of the page, there is a footer section featuring the CSDE logo (a blue tree with stars) and the text 'Back to Login'. To the right of the footer, the number '38' is printed.

- The **Your Tests** page appears. The **Your Tests** page displays all the tests selected by the TEA in the TA Interface that a student is eligible to take. Only tests selected by the TEA in the TA Interface will be visible. Click the required test name.



Firstname (Student ID: 99999990091) | CT-3181-21 | CTAA ELA Grade 3

Waiting for Approval

Your Test Administrator needs to review your requested test and your test settings. This may take a few minutes.

First Name Firstname	Session ID CT-3181-21
--------------------------------	---------------------------------

Test CTAA ELA Grade 3

Click to cancel the request and return to the login page.



39

- The request is sent to the TEA for approval in the TA Interface and the ***Waiting for Approval*** page appears. This page remains until the student is approved into the test session by the TEA in the TA Interface.

The screenshot shows a web-based application for audio and video checks. At the top, there is a blue header bar with the CSDE logo, the text "CONNECTICUT STATE DEPARTMENT OF EDUCATION COMPREHENSIVE ASSESSMENT PROGRAM", and a green "Next" button. Below the header, the main content area has a light gray background. The title "Audio/Video Checks" is displayed in large, bold, dark blue font. A sub-instruction "Your test uses multi-media features. Please perform the following checks before continuing." is shown in smaller black font. A section titled "Text-to-Speech Sound Check" is present, with the instruction "Make sure text-to-speech is working." and a speaker icon followed by the text "Press the speaker button. You should hear a voice speak the following sentence: 'This text is being read aloud.'". Another section titled "Sound Settings" includes a dropdown menu showing "Current Voice Pack: Microsoft Anna - English (United S ▾)". Below this, a note says "Use the sliders to adjust the available text-to-speech settings." A horizontal slider is labeled "Volume" with a value of "10". At the bottom of the page, there is a footer with the CSDE logo and a page number "40".

- The **Audio/Video Checks** page will appear if the student has been approved to use text-to-speech. On this page, students with TEA support verify that text-to-speech is working properly on their device by clicking the speaker icon. If the voice is not clearly audible, you may adjust the settings using the available sliders and click the speaker icon again.
- TEAs must attend to the text read by text-to-speech aloud so they can follow the script and directions provided in the DTA.



Audio/Video Checks

Your test uses multi-media features. Please perform the following checks before continuing.

Text-to-Speech Sound Check

Make sure text-to-speech is working.



Press the speaker button. You should hear a voice speak the following sentence:
"This text is being read aloud."

Sound Settings

Current Voice Pack: Microsoft Anna - English (United S ▾)

Use the sliders to adjust the available text-to-speech settings.

Volume



Continue

Back



41

- Once the audio functionality has been verified, click **Continue**.

The screenshot displays the 'Instructions and Help' page of the CTAA ELA Grade 3 test. At the top, the CSDE logo is visible, along with the text 'CONNECTICUT STATE DEPARTMENT OF EDUCATION' and 'COMPREHENSIVE ASSESSMENT PROGRAM'. A blue header bar at the very top contains the text 'Firstname (Student ID: 9999990091) | CT-3181-21 | CTAA ELA Grade 3' and a green circular icon with a white arrow pointing right. Below the header, the main content area features a section titled 'Help Guide' with a sub-section titled 'Test Settings'. The 'Help Guide' section includes a 'View Help Guide' button. The 'Test Settings' section includes a 'View Test Settings' button and a note to 'Please raise your hand'. At the bottom of the page, there is a large green 'Begin Test Now' button, a 'Return to Login' button, and the CSDE logo again.

The **Instructions and Help** page appears. On this page, you can view the help guide or review the student's test settings before entering the test. If you wish to proceed directly to the test, click **Begin Test Now** to proceed to and begin the test.

TEAs should work with students to follow this procedure when starting a new test or resuming a paused test.

As a reminder, Directions for Test Administration (DTA) are **required** for each grade-level test form as they are grade and content specific and must be used to administer the assessment. More information about administering the CTAA is included on the Alternate Assessment System Resources page on the Connecticut Assessment Program Portal.

What if my student becomes disruptive or refuses to respond?

If the student becomes disruptive, aggressive, or refuses testing:

- Mirror strategies used during instruction.
- Pause testing; resume at another time when student is more receptive to testing.
- Consider testing in a different environment or provide additional staff supports.
- If personal safety is ever a concern for you or your student, stop testing immediately.
- If the student is unable to complete testing, enter any completed test items in the Student Interface and pause the test.
- Teachers **should not** submit the CTAA for students who refused to respond to all items on the test; rather, leave the test in **paused** status.



43

What if my student becomes disruptive or refuses to respond?

If the student becomes disruptive, aggressive, or refuses testing:

- Mirror strategies used during instruction.
- Pause testing; resume at another time when student is more receptive to testing.
- Consider testing in a different environment or provide additional staff supports.
- If personal safety is ever a concern for you or your student, stop testing immediately.
- If the student is not able to complete testing, leave the test in **paused** status in the Student Interface. Any items with a response entered at the close of the testing window will be scored.
- Teachers **should not** submit the CTAA for students who refused to respond to items on the test. The test status should be paused.
- Teachers should notify supervisors within their district that monitor student testing completion rates of this occurrence.

Session 2 Tasks



- ✓ Confirm you have been assigned the user role of Teacher Administering the Alternate (TEA) and can access the TIDE System.
 - ✓ The TEA may view the Trained Teacher status in TIDE.
 - ✓ The TEA user role includes all permissions of the Teacher (TE) User Role.
- ✓ Complete and pass the **Connecticut Alternate Assessment System Training – Required for Teachers Administering the Alternate (TEAs)** each year with a score of at least 80% accuracy.
- ✓ Teams can download and complete a draft of the current Connecticut Alternate Assessment Eligibility Form prior to the PPT to aid in reviewing eligibility determination.
- ✓ Present the draft eligibility form at the PPT to determine student eligibility.
- ✓ Eligibility forms are completed through the PPT process in CT SEDs and the implemented IEP.
- ✓ Maintain the PPT approved copy of the eligibility form in the student records.
- ✓ Select the CTAA Verbal or Non-Verbal ELA test form for eligible students in grades 3 or 4 in TIDE Test Settings.



44

Session 2 Tasks

Here is a list of responsibilities that you, as the primary teacher, must complete before administering the CTAA.

Take a minute to review these responsibilities in order to make sure they have been completed before continuing to the next session.

A list of responsibilities for each session of this training is available on the Connecticut Comprehensive Assessment Program Portal.

Session 2 Tasks – Continued



Prior to testing

- ✓ Locate and begin reviewing the *CTAA Test Administration Manual* for this school year.
- ✓ Locate and begin reviewing the *CTAA System User Guide* for this school year.
- ✓ Locate and download the Secure Directions for Test Administration (DTA) when they become available.
- ✓ Develop a schedule for individual testing sessions. Tests may be administered between March 25-May 31, 2024.



45

Session 2 Tasks – Continued

This is a continued list of tasks.

Take a minute to review these tasks in order to make sure they have been completed before continuing to the next session.

A list of tasks for each session of this training is available on the Connecticut Comprehensive Assessment Program Portal.



Connecticut Alternate Assessment System Training – Required for Teachers Administering the Alternate (TEAs)

- ✓ Session 2: Administering the Connecticut Alternate Assessment (CTAA)

Congratulations, you have completed Session 2!

If you would like to review this session again, select the **Review Again** button.

If you would like to start another session, select the **Return Home** button.



Review Again

Return Home

46

End of Session 2

You have completed Session 2 of the Connecticut Alternate Assessment System Training – Required for Teachers Administering the Alternate (TEAs).

If you have any questions or want to find additional information on this assessment, please review your CTAA Test Administration Manual (TAM), located on the Connecticut Comprehensive Assessment Portal.

Please click the “Return Home” button to return to the session selection page and proceed to Session 3. To return to the beginning of the course, select the “Review Again” button.

You may review this session as many times as you like. Thank you for completing Session 2!