



# Student Assessment News

Connecticut State Department of Education • Performance Office

January 18, 2022

[Archived Student Assessment News](#)  
[CTStudentAssessment@ct.gov](mailto:CTStudentAssessment@ct.gov)

## Assessment Office Hours

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The CSDE Performance Office staff will host Office Hour virtual meetings during the 2022 testing window. On these, CSDE staff and their partner vendors will provide brief assessment updates and answer any questions regarding LAS Links, Smarter Balanced, NGSS, Alternative Assessments and Connecticut SAT. No registration is required.

- **Connecticut SAT School Day SSD Support- Office Hours: January 19, 2022 and January 26, 2022, from 1:30 p.m. to 2:00 p.m.**

To join the TEAMS meeting, [click here to join the meeting](#) or call in (audio only) 1 860-840-2075, with conference ID 860885335#.

- **LAS Links Office Hours: February 3, 2022, from 3:00 p.m. to 3:30p.m.**

To join the TEAMS meeting, [click here to join the meeting](#) or call in (audio only) 1 860-840-2075, with conference ID 112107442#.

- **Smarter, NGSS, and Alternative Assessments Office Hours will run every week on Thursday from 3:00 p.m. - 4:00 p.m. beginning on March 31, 2022. Additionally, two Office Hours focused on Connecticut Alternate Assessments/Accessibility and Accommodations will run on February 17, 2022, and March 17, 2022.**

To join the TEAMS meeting, [click here to join the meeting](#) or call in (audio only) 1 860-840-2075, with conference ID 825974607#.

### Rigorous Coursework Letters to Students and Parents

As mentioned previously (on October 1 and December 9), the first round of letters to all eligible students (nearly 33,000) were mailed on January 3. The list of students receiving these letters was posted on EdSight Secure on December 10. Please use the [Frequently Asked Questions](#) to address any inquiries from students and parents. The second letter will be sent in late January either to parents of eligible students, or to the eligible students. A webinar on the logistics surrounding these letters was held on December 14; several materials from that webinar are available for your information including the [recording](#), the [sample student and parent letters](#), and a [technical documentation of the underlying methodology](#). Please contact Chief Performance Officer Ajit Gopalakrishnan at [ajit.gopalakrishnan@ct.gov](mailto:ajit.gopalakrishnan@ct.gov) if you have any questions.



Connecticut Alternate Assessment



Connecticut  
Alternate  
Science  
Assessment



Connecticut SAT School Day



## Student Assessment News: January 18, 2022

### Special Population Updates

#### Summative Assessment Training Sessions

The CSDE Performance Office will be delivering virtual training on the spring 2022 administrations of Smarter Balanced, NGSS Assessments, CTAA, and CTAS. There will be virtual sessions on **General Test Administration Policies** and **Special Populations**. District Administrators (DA's in TIDE) are highly encouraged to attend both sessions, while other district personnel are also welcome at the sessions. Below are session descriptions and session times. Registration can be completed using the [CSDE calendar](#).

- **District Administrator Special Populations Training:** This session will provide important information related to test administration, designated supports, accommodations, and assessment requirements for general education students, students with disabilities, and students identified as English learners. Details related to the Special Documented Accommodation procedures, medical exemptions, and the Connecticut Alternate Assessment System (CTAA and CTAS) will also be discussed. Please note that participants in this session should also plan on attending one of the 2021-22 District Administrator General Summative Test Administration sessions planned for January 19, 20, or 21, 2022.
- **District Administrator General Summative Test Administration:** This session will review important procedures, policies, and administration requirements for the Smarter Balanced, NGSS, CTAA, and CTAS assessments. Please note that participants in this session should also plan on attending one of the 2021-22 **District Administrator Special Populations Training** sessions planned for January 20 or January 21, 2022.

### CT SAT School Day Updates

#### 2022 Connecticut SAT School Day Handbooks Are Available To Download

- [Coordinator Implementation Handbook](#)
- [Digital SAT School Day Coordinator Manual](#)
- [Digital SAT School Day Standard Testing Room Manual](#)
- [Digital SAT School Day Accommodated Testing Manual](#)

#### PSIS Bulk File Upload Dates

Districts do not need to submit bulk files to the College Board in preparation for the Connecticut SAT School Day. The CSDE will be submitting multiple files to the College Board in preparation for the 2022 Connecticut SAT School Day. The files will be used to populate the College Board's TIDE system. Please be sure to work with your PSIS coordinator to make sure student information is entered correctly in the PSIS system. The files will be submitted on January 14, February 4, February 18, March 18, March 25, April 22 and 26, 2022, to account for student movement during testing.

### Special Populations Updates

#### Special Documented Accommodations due March 1, 2022

In exceptional circumstances, there may be a student whose disabilities are such that the allowable accommodations listed in the [Assessment Guidelines](#) would be insufficient to provide access to an assessment (e.g., need for a scribe or human reader). In these cases, upon request, the District Administrator can request and complete a petition for a special documented accommodation. Please refer to the Assessment Guidelines, which specifies accommodations that are test specific and Appendix C for details about submitting special documented accommodations. **Petitions are due no later than March 1, 2022.** In some cases the approval of certain accommodations, such as the provision of a human reader or scribe, will require teachers to review specific test guidelines and complete test security/ confidentiality protocols.

#### Text-to-Speech: Items vs. Reading Passages

This time of year, the Performance Office frequently receives questions about the use of text-to-speech for the ELA Reading Passages. Text-to-speech of the ELA reading passages is an accommodation available to students who typically have visual or print disabilities, including dyslexia. Claim 1 Reading is designed to measure a student's reading, comprehension, and analyses of complex informational and literary text. Therefore, the text-to-speech accommodation for reading passages should only be provided when there is an access barrier to the digital text, as outlined by the [Smarter Balanced Guidelines for Choosing Text-to-Speech or Read Aloud](#) and the [Decision Guidelines for Text-to-Speech of the ELA Reading Passages](#). Inappropriate use of this accommodation may impact the performance results, the accuracy of interpretation of test results, and the comparison of the individual student with the test results of their peers.

Generally speaking, the designated support of text-to-speech for items in ELA and stimuli and items in math and science is available to all students for whom a team has determined its appropriateness. It should not be selected for students who don't use text-to-speech during instruction as it may pose a distraction to some students and hinder their test experience. Students should have time to practice in advance of testing and know how to activate the audio, speed, and volume using the System Settings icon on their test screen.

#### Alternate Assessment Eligibility Form

The deadline for submitting the Connecticut Alternate Assessment Eligibility form for eligible Grade 11 students has passed. District Administrators will need to regularly communicate with SAT School Coordinators those students with eligibility forms submitted after January 11, 2022. Note that these students may appear in the College Board's TIDE system for testing but they should not be administered the Connecticut SAT School Day. Similarly, for dually identified students, TEAs should submit the Alternate Assessment Eligibility Form into the DEI as soon as possible and communicate with the district's English Learner Assessment Coordinator to ensure these students do not participate in the LAS Links assessment.

All Connecticut Alternate Assessment Eligibility Forms must be submitted through the Data Entry Interface by March 1, 2022. This submission is only permitted by TEAs with a Trained TEA status. Late submissions will be accepted for new students, or those students who are eligible based on PPT determinations that take place after this deadline. However, the Connecticut Help Desk will need to be contacted (1-844-202-7583) to activate the Alt Flag Indicator in the student's TIDE account for submissions after this date. Without this activation, students will only have access to the standard assessments.

### Special Populations Updates

#### Connecticut SAT School Day Accommodations

As schools gear up for spring administration of the Connecticut SAT School Day, there are some important steps to complete to ensure that students have accommodations in place prior to testing. First, submit any new or updated accommodations in the College Board's Services for Students with Disabilities (SSD) by **February 2, 2022**. Additionally, add any 50% time and one-half requests for eligible English learners. If there are no changes to pre-existing accommodations in SSD and no new students to add, nothing further needs to be done in SSD.

The next important phase involves access to the Non-Standard Administration Report (NAR) in SSD. This report is typically available **four weeks prior to testing**. The SSD Coordinators will use this report to work with administration to plan for students testing with accommodations (and English learner extended time). College Board approved accommodations and English learner 50 percent time and one-half will need to be entered in the College Board's TIDE system prior to testing. Access to TIDE will be available on February 7. More information about this process will be available in the weeks ahead.

Finally, once accommodations are set in TIDE, schedule an opportunity for students to practice on a digital SAT to learn about the test format, universal tools, and practice with accommodations or assistive technology, if applicable. To practice giving a test using the TA Interface or to preview the student digital test experience, visit the College Board's Digital Testing [platform](#).

If you have questions about entering accommodations in SSD, approval status, or other related SSD questions, contact SSD Customer Service at 855-373-6387 or via email at [SATSchoolDaySupport@collegeboard.org](mailto:SATSchoolDaySupport@collegeboard.org). All other accommodation-related questions can be directed to Deirdre Ducharme at [deirdre.ducharme@ct.gov](mailto:deirdre.ducharme@ct.gov).

#### Frequently Asked Questions Related to College Board Accommodations

##### Q1. Are there training materials that explain how to use SSD?

A. The College Board offers a variety of information located on the [SSD Online for Coordinators](#) webpage. You can also access the [College Board SSD Module- Understand College Board Accommodations](#) and the [College Board Accommodations and Supports Handbook](#) located on the [Connecticut SAT School Day webpage](#).

##### Q2. How do I add a new student to SSD?

A. To add a new student to SSD, from the student dashboard, choose the Student Not Listed option at the bottom of the screen. As prompted, complete the student demographic and information related to the student's disability/health/accommodation needs. Be sure to have the student's Individualized Education Program or 504 Plan available when creating the student record. Keep in mind that as you are adding or editing a student's record, information provided should 1) explain the student's documented disability, 2) describe the functional impact and degree of impact that the disability has on the student, and 3) show the need for the specific accommodation that is being requested. Schools may be contacted by the CSDE if more information is needed to process certain requests.

### Special Populations Updates

#### Q3. How do I edit student demographic information in SSD?

A. An update may be made to certain student information online. For example, to update a student's graduation date, select the student's profile and select edit. To update the student's name or date of birth, contact the College Board at 844-255-7728.

#### Q4. How do I make changes to an existing student record?

A. A change may be necessary to add an accommodation or request an accommodation that was not approved. To make a change, search for the student on the dashboard. Select the student name to open their profile. From the student profile, choose New Accommodation and follow the steps as prompted. You may be asked to provide additional documentation.

#### Q5. Do I need to upload documentation to SSD in order to save a record?

A. Depending on the student's primary disability or the accommodation being requested, you may be asked to upload documentation. For the purposes of the Connecticut SAT School Day, SSD Coordinators may upload this [form](#) to SSD in lieu of submitting additional documentation. Work may not be saved if documentation is not uploaded as instructed.

#### Q6. How do I remove an accommodation?

A. To remove an accommodation, search the student and pull up their profile. From their profile page, select the link and follow the steps to remove the accommodation.

#### Q7. When can I add 50% time and one-half for my English learners?

A. Submit 50 percent time and one-half requests for English learners between January 10 and February 2, 2022. To submit requests, log on to the SSD dashboard and select the New Request option. When presented with a menu that lists Accommodation Type/Supports Option, choose English Learner (EL) Support and follow the steps for entering student information. Once added, coordinators will see their EL students listed on the dashboard. Once extended time is approved by the College Board, English learners will be reported on the NAR. Use this report to activate the 50% time and one-half in the College Board's TIDE system prior to testing. Refer to this [EL brochure](#) for details.

#### Q8. In addition to extended time, what supports are available for English learners?

A. Translated directions (available in 13 languages) will be available on the Connecticut SAT School Day webpage prior to testing. Schools will print the needed language(s) and distribute to students on test day. Students who use word-to-word glossaries during instruction may use the College Board Approved [Word-to-Word Glossaries](#) on test day. Schools are responsible for distributing prior to testing and collecting them when testing is complete. These supports do not need to be requested through the SSD Online or entered in the College Board's TIDE system.

#### Q9. How do I transfer students?

A. To make a transfer, search the student and pull up their profile. Complete the Transfer/Move form to have the College Board add or remove a student from the dashboard.

#### Q10. Who do I contact for information about approved, pending, or denied accommodations?

A. Contact SSD Customer Service at 855-373-6387 or via email at [SATSchoolDaySupport@collegeboard.org](mailto:SATSchoolDaySupport@collegeboard.org).

## Student Assessment News: January 18, 2022

### Special Populations Updates

#### LAS Links Administration Reminders

Students who have been entered manually into the DRC portal for any reason will be deleted. Students are entered into the DRC portal via the required PSIS nightly upload system. Ensure students are accurately reflected as English learners in the PSIS system. Then they will be automatically uploaded to the DRC portal. Only at this point can you schedule them into testing sessions. Please refer to the 2021-22 ELAC Training conducted in November which is posted on the [Connecticut DRC LAS Links Website](#).

#### Clarification of LAS Links Text-to-Speech

On December 23, 2021, a memo, [Clarification of LAS Links Text-to-Speech and Updates](#) about the LAS Links text-to-speech accommodation as well as other information was sent to English Learner Assessment Coordinators.

#### LAS Links Test Administration Manual

The LAS Links Test Administration Manual has been updated to include clarifications regarding Text-to-Speech, the expectations for the LAS Links Online General Directions in Appendix A, and updates to the Online Tools Training (OTT) messaging if a student enters their live test username and password into the online tools training.

#### LAS Links Form E /F Read Aloud Chart with No Accommodation

The [LAS Links Form E /F Read Aloud Chart with No Accommodation](#) has been updated.

Procedures To Update Assessment Contacts	
User Roles	Procedure to Update
District Administrator (DA) in TIDE for Smarter Balanced, NGSS, Alternate Assessment System (CTAA and CTAS)	Email request to <a href="mailto:ctstudentassessment@ct.gov">ctstudentassessment@ct.gov</a> .
English Learner Assessment Coordinator (ELAC)	Request the district Contacts Manager Writer update the ELAC contact information.
Information Technology (IT) Coordinator for LAS Links	Email request to <a href="mailto:LASLinksPM@DataRecognitionCorp.com">LASLinksPM@DataRecognitionCorp.com</a> .
Connecticut SAT School Day Test Coordinator	Email request to <a href="mailto:michelle.rosado@ct.gov">michelle.rosado@ct.gov</a> .
<p>*Each local education agency (LEA) has one or more individuals with the Contacts Manager Writer role who can update contact information for any of the directories listed in Contacts Manager, including ELAC. A list of individuals serving in this role may be accessed via this link: <a href="https://edsight.ct.gov/SASStoredProcess/guest?_action=form,properties,execute,newwindow&amp;_program=/CTDOE/EdSight/Release/Reporting/Public/Reports/StoredProcesses/DMRolesSearchReport">https://edsight.ct.gov/SASStoredProcess/guest?_action=form,properties,execute,newwindow&amp;_program=/CTDOE/EdSight/Release/Reporting/Public/Reports/StoredProcesses/DMRolesSearchReport</a></p>	

The CSDE's Performance Office is evaluating the value of the **Lexile® and Quantile® Measures** reported out with the Smarter Balanced Summative Assessment results in Connecticut as a tool for educators and administrators. These measures are reported out on the *Individual Student Reports* and in the *Centralized Reporting System*. To better understand the degree to which educators are using these measures to inform or support their teaching in Connecticut, please take a few minutes to [complete this survey](#). You are welcome and encouraged to share this survey with your colleagues. Please complete the survey by January 28, 2022.



Connecticut Alternate Assessment



## Student Assessment News: January 18, 2022

### Summative Assessment Calendar for 2021-22

Assessment	Dates
CT SAT Accommodations Window	November 29, 2021-February 2, 2022 - Students with IEP and 504 Plan January 10– February 2, 2022– EL students with Time and One Half
LAS Links	January 3-March 4, 2022
NGSS	February 7-June 3, 2022 (Grade 11) March 28-June 3, 2022 (Grades 5 and 8)
Connecticut SAT School Day (Digital Administration)	March 23-25 and 29-30, 2022 Make-up Window: April 26-28, 2022
Connecticut Alternate Assessment—CTAA	March 28-June 3, 2022
Connecticut Alternate Science Assessment—CTAS (Administered throughout the year)	(Upload Window for Submission through the DEI) March 28-June 3, 2022 (Grades 5, 8, and 11)
Connecticut Smarter Balanced Assessments	March 28-June 3, 2022

Connecticut Alternate Assessment Eligibility Form	
Submission Dates Through the Data Entry Interface (DEI)	Student Subgroup
November 19, 2021 –March 1, 2022	Eligible students in Grades 3-8; Extended deadline for newly eligible Grade 11 students
June 3, 2022	DEI closes for the spring 2021 assessment window.

**Register for email updates**

To automatically receive the *Student Assessment News* and/or other announcements, [register for e-mail updates](#) on the Comprehensive Assessment Program Portal.

