The Connecticut Alternate Assessments (CTAA) for English Language Arts and Mathematics
TEA Responsibility Checklist

The Connecticut Alternate Assessment (CTAA) is a secure test administered to eligible students with significant cognitive disabilities in Grades 3-8 and 11. The CTAA was designed to be administered by the Trained Teacher Administering the Alternate (TEA) in a one-to-one test setting with the student. The CTAA is comprised of a series of reading, writing, and mathematics items that must be administered by the Trained TEA during the testing window between **March 29 and June 4, 2021**.

The TEA selects the responses indicated by the student in the online test delivery system. One component of the test design requires the reading of the entire test to the student including passages, items, and responses. The test format includes the use of pictures and graphics to help students understand test content, reduced passage length, embedded models in reading, writing and math, and the incorporation of common geometric shapes and smaller numbers in the mathematics sections.

Teachers Administering the Alternate Assessments must access and review the grade (and content specific) *Directions for Test Administration* (DTA) manuals (available in TIDE) and use them in conjunction with test administration. The responsibilities and suggested steps for the Trained TEA are defined below.

PRIOR TO TESTING	
	☐ Confirm you have been assigned the user role of TEA by your District Administrator (DA) in TIDE.
	☐ Verify that you can access the TIDE system with your username and established password.
	☐ Review and complete the online *Connecticut Alternate Assessment System Training- Required for Teachers Administering the Alternate (TEAs)* and pass with at least 80% accuracy each school year.
	☐ After passing the required training, confirm that you are a **Trained** TEA in the TIDE system.
	☐ Confirm that you can access the Data Entry Interface (DEI) with your username and established password.
	☐ Review each student's Individualized Education Program (IEP) to determine which students are eligible to participate in Connecticut's Alternate Assessment System based upon the Planning and Placement Team (PPT) decision (reflected on page 9 of the IEP).
	☐ Submit the PPT-approved [Connecticut Alternate Assessment Eligibility Form](#) into the DEI. Maintain the paper copy in the student's file.
	☐ For students in Grades 3 or 4, select the CTAA Verbal or Non-Verbal ELA test form in the student's Test Settings in TIDE.
	☐ Confirm that you have access to two computers to administer the CTAA.
	☐ Ensure the current year's secure browser is updated on both computers.
	☐ Review the current *[CTAA Test Administration Manual](#)* (TAM) and the *[Alternate Assessment System User Guide](#)*.

	☐ If applicable, access the *CTAA Assessing Students who are Blind, Deaf, or Deaf-Blind-Additional Guidance*.
	☐ Use the CTAA Practice Site with your student and confirm compatibility of any assistive technology needed by the student.
	☐ Prepare for optimal testing conditions as described in the CTAA TAM.
	☐ Ensure student name, demographics, and grade indicated in testing system are accurate. Report any errors to your DA in TIDE.
	☐ Prior to testing, download and print the **required** grade and content-specific DTA from the Secure Materials tab in TIDE. The DTA contains the script that must be followed by the TEA along with embedded models to help provide student access to certain reading, writing, and math items. The DTAs become available the week before the opening of the testing window.
	☐ Read each grade and content-specific DTA. Prepare and organize materials and print the reference sheets as specified in the DTA.
DURING TESTING	☐ Administer the CTAA using the DTA as written.
	☐ If applicable, follow the suggestions included in the *CTAA Assessing Students who are Blind, Deaf, or Deaf-Blind-Additional Guidance* document.
	☐ Maintain optimal testing conditions as described in the CTAA TAM and per the student's IEP.
	☐ Implement breaks as needed for the student while ensuring the CTAA is completed by the last day of testing on **June 4, 2021**.
	☐ If the student becomes disruptive or refuses to continue or participate, pause the test and try again at a later time.
	☐ When beginning a new test session, ensure that you've selected the correct student and subject.
	☐ Maintain test security by ensuring all test materials (including DTAs) are in a secure and locked location when not testing and that test items or DTAs are not left open online.
	☐ Report any technology concerns or inappropriate test practices to your School Coordinator (SC) or District Test Coordinator (DC) or DA.
	☐ Direct any general concerns to your SC, DC, or DA.
AFTER TESTING	☐ Follow your district/school guidelines for the destruction of all secure materials for the CTAA which include any printed DTAs, scoring rubrics, student-identifiable information, scratch paper, and student work.
	☐ Remove any test related documents or materials from all computers and assistive technology (if applicable).

Contact Deirdre Ducharme (860-713-6859) or Janet Stuck (860-713-6837) at the Connecticut State Department of Education with any questions or concerns.