Teachers are encouraged to conduct a group walk-through of the Training Test or Practice Test to promote familiarity with the testing format, basic test rules, and to allow for free and open communication on the testing process and/or
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PRACTICE AND TRAINING TESTS OVERVIEW

In preparation for and to expose students to the various item response types in ELA and Mathematics Assessments, it is highly recommended that all students access the Training Test site before taking the Summative Smarter Balanced or MSP assessments. The Training Tests will be especially beneficial for those students who have not previously participated in online testing. Each resource offers students a unique opportunity to experience a test in a manner similar to what they will see on the summative assessments and prepares students for their testing opportunity. These resources will not be scored; however, the Practice Test Scoring Guides, Annotated Anchors for Performance Tasks, and Performance Task Writing Rubrics are available from the Smarter Balanced web site for additional support.

Overview of the Training Tests

The Training Tests are designed to provide students and educators with an opportunity to quickly familiarize themselves with the software and navigational tools that they will use on the Smarter Balanced assessments. The Training Tests are organized by grade bands (grades 3–5, 6–8, and high school). Each test contains <10 questions.

On the student Training Test Administration site, the questions were selected to provide students with an opportunity to practice a range of item response types. The Training Tests do not contain PTs. The student Training Test site may be used by anyone. Students can log in as guests or use their first name and SSID. Students who log in using their credentials may log in to a guest session or a proctored training session with a training session ID set up through the Training Test Administration site.

Suggested options for Training Test training with your students

• Whole class: Take students through the Training Test using a projector/computer set-up. Provide time for questions and comments. Navigate forward and backward as needed. Depending on the number of questions and discussion, this activity can be completed in about 20–30 minutes in a classroom with one computer and a projector. See the short Step-by-step proctoring instructions.

• Guided Using Individual Computers: Allow students time to try out the Training Test. This will take about 20–30 minutes and can be done with individual or paired students at a computer. Allow time afterward for student questions and comments.

Overview of the Practice Tests

The Smarter Balanced Practice Tests allow educators and students to experience a full grade-level test and gain insight into the assessments. The Practice Tests mirror the summative assessments but are not scored. Each grade-level test includes a variety of item response types and difficulty levels—approximately thirty items each in ELA and mathematics—as well as an ELA and mathematics performance task at each grade level (3–8 and HS).

Suggested options for Practice Test training with your students

• Whole class: Take students through the Practice CAT or PT using a projector/computer set-up. Be sure to demonstrate all the tools available. Provide time for questions and comments regarding how the test engine functions. At this point, developing full answers for the example assessment questions is not important. Depending on the number of questions and comments students have, this activity will take approximately 30–45 minutes for the CAT and 30 minutes for the PT.

• Guided Using Individual Computers: Guide students through the Practice CAT or PT while on individual computers. Give specific directions on using the tools available on each independent item or essay. Provide time for questions and comments regarding how the test engine functions. Depending on the number of questions, this activity will take approximately 45–60 minutes for the CAT and PT.

• Independently Using Individual Computers: Allow students time to explore the Practice CAT and PT freely. Remind students to practice all tools available or give them a list of practice points. Monitor the practice session and answer student questions as needed. Depending on the number of questions, this option can take up to 2 hours.
**Things to Consider**

- Teachers are encouraged to provide time to answer students’ questions and give support during the Practice and Training tests.
- All students should have the opportunity to access both the Training and Practice tests before taking the Interim Assessments or Summative Assessments.
- The Training Test and Practice Test includes a comprehensive reflection of embedded universal tools, designated supports, and accommodations, which should also be provided to students as allowed on the Summative Assessments. The text-to-speech functionality is available **only** when using the Training Tests through the secure browser.
- The Training and Practice Tests are set up for practice only; students’ answers will not be scored or saved. The Practice questions come from pilot and field testing.
- **Paper-Pencil Math ELA Supports:** For schools and districts who have chosen to take the paper-pencil Smarter Balanced Assessments, supports can be found on OSPI's ELA and mathematics web pages. One purpose of the Smarter Balanced paper-pencil sample tests is to give students an opportunity to practice using two booklets: a test booklet and a separate answer booklet. Educators should read through the Teacher Sample Booklet Companion document prior to using the paper-pencil supports with students.
- **Paper-Pencil and Online Science Supports:** Additional resources to help teacher, parents, and students prepare for both the online and paper forms of the science MSP are available on the science assessment web page. These resources include updates documents with sample test questions, short-answer item scoring trainings, lessons learned documents, and short-answer item templates.

**Test Administrator/Teacher Walkthrough for the Practice and Training Tests**

It is best practice for teachers to conduct a group walk-through of the Training Test or Practice Test to promote familiarity with the testing format, basic test rules, and to allow for free and open communication on the testing process and/or content. This provides an opportunity for teachers to describe the limitations to the support they will be able to provide and the verbal interactions they can have with students during each Summative test session. Students can become familiar with the pause rules, marking items for review, alert messages when leaving a segment, and ending a test session.

The **proctoring instructions** were created by Everett Public Schools and modified for use by Washington public schools. The short step-by-step guide provides teachers with instructions on

- Setting up a secure practice or training test session
- Establishing student access
- Session approval

⚠️ **Do NOT use the live Student Interface or TA Interface for practice.** Doing so constitutes a test incident (breach). For all Training Test sessions, use the TA Training site and the Training Tests or Practice Tests.

For additional information about how to set up a Practice Test or Training Test session, refer to the **TA User Guide** located at [http://wa.portal.airast.org/](http://wa.portal.airast.org/)

**INTERIM ASSESSMENT OVERVIEW**

The Interim Assessments allow teachers to check student progress and provides information to improve classroom instruction. Interim assessments should be administered following the same test administration protocols as the summative assessments. Students can also have access to the Accessibility Supports that they will use on the Summative Assessments. Some Interim Assessments are hand scored. A benefit of hand scoring is that it allows teachers to interpret strengths and weaknesses for their students, in the skills being assessed. Additional Resources include the [ELA Interim Assessment Scoring Module](http://wa.portal.airast.org/) and [THSS Training Materials](http://wa.portal.airast.org/).
TA PROCTORING INSTRUCTIONS

Practice and Training Tests
Generating Session ID and Student Login to Sessions

Prior to starting the testing session prepare by:

- Ensuring you have WCAP Portal login access (see step 5)
- Generating test tickets with SSID in TIDE Rosters
- Distributing test tickets to each student
  - Distributing testing devices to students
    (Do not have students log in to google accounts, etc. Instructions for student access begins on page 5 of this guide)
  - Creating the test session, no more than 20 minutes prior to testing

Teacher Access

1. Using Google Chrome as your browser.

2. Go to wa.portal.airast.org

3. Select “ELPA21 English Language Proficiency Assessment” or the “Test Administrator” User Card
4. Select “Training Test Administration” to access Practice using TA interface and Training assessments.

Options for Training Test Administration

A. **Training Test** used to practice setting up a session and use of tools.

B. **Resources**
   - **General Information** sub-folder includes required state testing forms, Achievement Level Descriptors, and scratch paper log
   - **User Guides and Manuals** sub-folder includes Test Administration Manual (TAM), ORS and TIDE user guides, and Guidelines on Tools, Supports & Accommodations (GTSA) for State Assessments.
   - **Modules** sub-folder include training webinars

C. **Test Administration** Access to ELPA21, Smarter Balanced, MSP Summative Assessments

D. **Data Entry Interface** Enter responses for Braille or Large Print Paper/Pencil exams

Do NOT use the live Student Interface or TA Interface for practice. Doing so constitutes a test incident (breach). For all Training Test sessions, use the TA Training site and the Training Tests or Practice Tests.

5. Log in to the **Training Test Administration** site using email address and the secured WCAP Portal access password. If you have forgotten your password, enter your email address then click on “Forgot Your “Password?” link to get a temporary password from “AIRAST-DoNotReply”.

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.

Secure Login
6. Select one of the Training or Practice Test options by clicking on the + (plus) sign (Do not check a box at this time) to drill down to the test label of the specific test being proctored. In this example, Smarter Balanced Training Test was selected.

This is an example of the appropriate time to check a test label box. In this Example the "ELA Grades 3-5 Training Test" for Smarter Balanced is selected.

7. Click on Start Practice or Training Session to create a Session ID. (Reminder: No more than 20 minutes prior to beginning the test session)
8. A Session ID will be generated, in this case “TRAIN—A6F1-1”  
(Write the Session ID on the board for student access)
STUDENT ACCESS
Practice and Training Tests
Student Login to Sessions

1. Student’s access testing devices by selecting the secure browser
   \textbf{(Do not have students login to their google accounts, etc.)}

2. Students should click on the Training or Practice Test Site link (bicycle) and log in on the next page.

3. Students should **UNCHECK** the Guest User and Guest Session boxes. Using the student test tickets generated in TIDE, students must enter the following login information:
   - First name (legal)
   - Student ID (10-digit state SSID number)
   - Session ID \textit{(created by the teacher)}
     i.e. \textbf{TRAIN-A6F1-1}

4. Have students click on Sign In.

5. The student will be prompted to verify his/her information (name, SSID and test session ID), and click “Yes” if the student information is correct.

6. The student selects the test available test.

7. The student waits for the TA to approve the student, or the entire class; the exam will then appear.

   \textbf{To End Session on the CB}
   1. “Pause” if not done, “End Test” if done
   2. Close Secure Browser \textit{(top right)}
   3. Shut Down \textit{(bottom left)}
It will take no more than 30 seconds for the student names to display on the waiting for approval list on the Teacher (TA) Interface. *(You may want to select the refresh button to update the page)*

1. Click on the Approvals once the expected number appears, i.e. 23. This will approve all at once and help identify if one or two students are having log in issues.

2. A new window opens and you click on “Approve All Students” or the green check mark next to student’s name to approve one at a time allowing entry into the session.

3. Monitor student completion of questions: Use this to anticipate who to help submit and select to the next segment.
4. Click on the PRINT SESSION icon located on top right-hand of the Webpage (above session ID) if you want to maintain a completion record.

5. Click on the “Stop” button (next to the Session ID) when all students have completed the test.

6. Click on “Log Out” (top-right corner) of the window to close out.