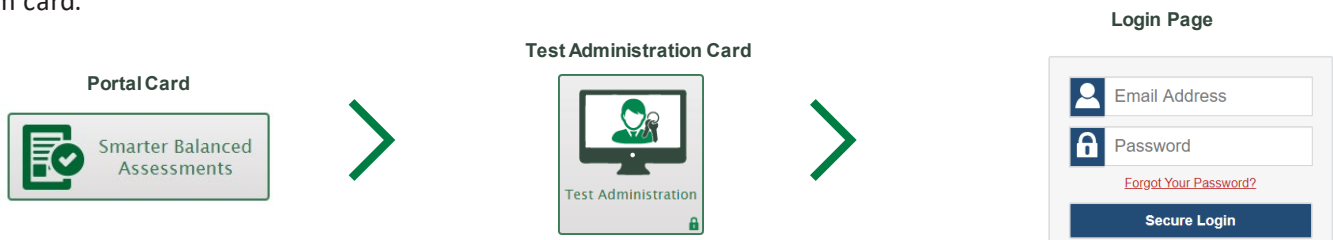


HOW TO ACTIVATE A TEST SESSION: INTERIM ASSESSMENTS

This document provides instructions on how to activate a test session for the Smarter Balanced Interim Assessments in the TA Interface. Interim assessments are optional and flexible tests given throughout the year to help teachers monitor student progress.

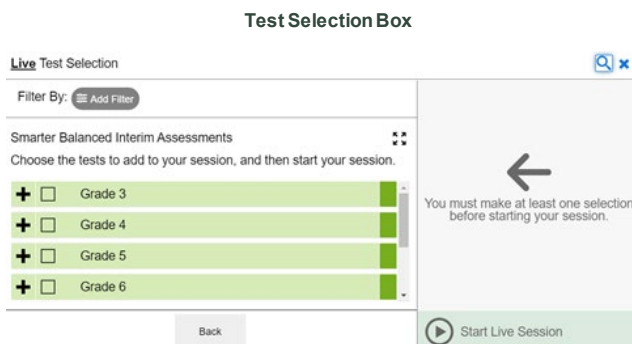
LOGGING into the TEST ADMINISTRATION (TA) INTERFACE

- From the Vermont Comprehensive Assessment Program portal (<http://vt.portal.cambiumast.com>), select the **Smarter Balanced Assessments** program card.
- Click the **Test Administration** card to enter the Test Administration (TA) Interface.
- Enter your e-mail address and password, and then click **Secure Login**. The TA Interface appears.

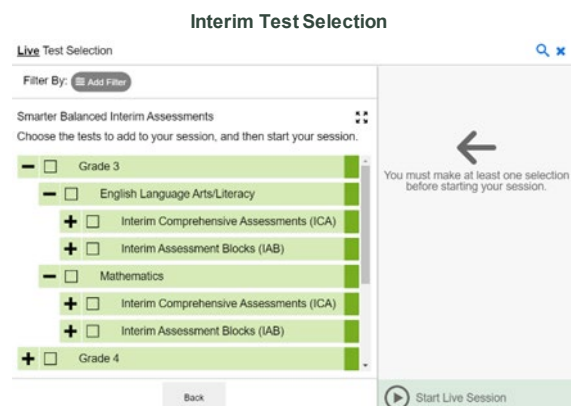


TEST SELECTION

- When you enter the TA Interface the **Test Selection** box appears. You can also click the **[Select Tests]** button in the upper-right corner of the screen.
- To expand a test group, click **+**. To collapse an expanded test group, click **-**.



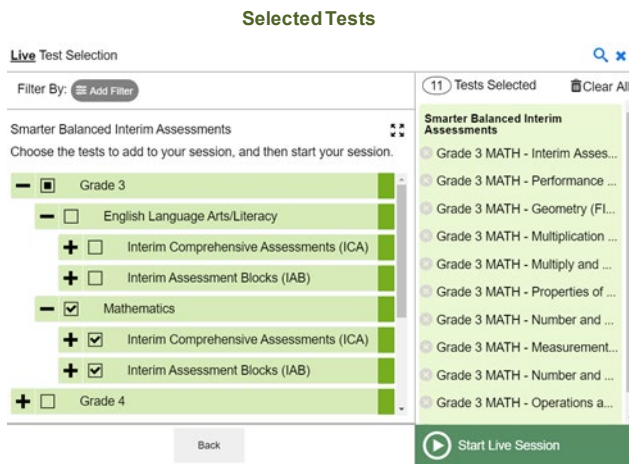
- Select a test from the green **Smarter Balanced Interim Assessments** list.



4 To select tests for the session, do one of the following:

- To select individual tests, mark the checkbox for each test you want to include.
- To select all the tests in a test group, mark the checkbox for that group.

The figure below shows the Mathematics Interim Comprehensive Assessments and the Interim Assessment Blocks for Grade 3 selected.

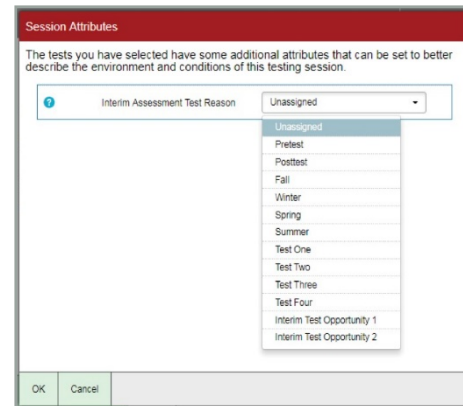


6 After you have selected the test(s) you wish to administer, click [**Start Live Session**].

Start Session



7 A **Sessions Attributes** box appears that allows you to select a test reason from the **Interim Assessment Test Reason** drop-down menu. Test reasons are categories used to classify all test opportunities in a test session for reporting purposes in Reporting. Test reasons may *only* be selected for interim assessments. Select a test reason from the drop-down menu and click [**OK**].



5 Once you have selected an interim test, you will receive a warning message that the TA Interface contains personally identifiable information. Click [**OK**] to acknowledge this message and continue.

Important!

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.

8 The session ID will be generated in the upper-right corner of the screen.



Note: The Smarter Balanced Interim Comprehensive Assessments (ICA) are the equivalent of administering the full summative assessment. Educators should be cognizant of the amount of time required to administer the ICA and use it for purposes that justify the time away from instruction.

Contact the Vermont Comprehensive Assessment Program Help Desk for additional guidance.

Email: vthelpdesk@cambiumassessment.com

Phone: 1.844.218.1184