

## TEST COORDINATOR'S MANUAL (TCM)

<https://ilearn.portal.cambiumast.com/core/fil>

TEST COORDINATOR'S MANUAL (TCM)		NOTES			
<b>CH 1</b>					
Indiana Helpdesk	866-298-4256; Email: indiana_helpdesk@cambiumassessment.com	NONE			
DATES	April 19 -May 14	NONE			
Vendor	CAI	NONE			
<b>CH 2. TEST ADMIN POLICIES &amp; PROCEDURES</b>					
Sections	2 parts: Computer Adaptive Test (CAT) & Performance	NONE			
Calculators	Gen Ed--online calc for specific questions	NONE			
	Calc accom for IEP, 504, etc.	NONE			
	Grades 6–8: The Mathematics computer-adaptive test segment presents non-calculator items, then calculator-allowed items. Once students proceed to the calculator items, they will be unable to return to the non-calculator items.	NONE			
TTS (Text to Speech)	2 types, excludes rdg comprehension OR ALL items; refer to Accommodations doc	NONE			
Human Reader/Scripts	Are scripts needed?	Laura to consult with Sally/Keely	The Office of Student Assessment will communicate specific scripts will be communicated with CT		
IDOE Collection Report	Report accommodations for 504 & EL	Laura to complete			
<b>CH 3 PREPARING FOR TEST ADMINISTRATION</b>					
TA Certification	Everyone to complete:	Done??? Randy			
<b>Test Times</b>					
Practice Test	Mandatory; untimed; 25-45 min per subj; Refer to TDS User Guide Need to Schedule	NONE NONE Randy/Team			
Operational Test	6th E/LA 225; Math 145; Sci 100; 7th E/LA 205 Math 135; 8th E/LA 195; Math 150;	Approx. Total 8 Hrs Approx. Total 6 Hrs Approx.Total 6 Hrs			
<b>Scheduling</b>	Schools may schedule content area assessments in any order, but should plan for students to complete all test segments for a specific content area before moving on to a different content area assessment	NONE			
	Students who miss any test segment(s) due to absence should continue to test with other students per the local testing schedule and make up any missed test segment(s) prior to the close of the test window. Make-up test segments may be given out of order.	NONE			
	If all students have submitted the assessment before the local testing schedule defines the end time, the TA may end the scheduled session early	NONE			
<b>IDOE strongly recommends</b>	Students complete the CAT or fixed-form segment before completing the PT for a given content area.	NONE			
	Students complete the CAT or fixed-form segment and PT on at least two separate days.	NONE			
<b>ELA Performance Test</b>	• The ELA PT segment is configured as a single test ID, but consists of two parts, Part 1 and Part 2. Each part may be administered to students on one day or two separate days.	NONE			



	Students must complete ELA PT Part 1 before they will be able to move to ELA PT Part 2. TA approval is required for students to move from Part 1 to Part 2. If not immediately moving to Part 2, the students should log out of the test.	NONE			
<b>Pause &lt; 20 minutes</b>	Students must pause their tests each time they step away from the testing room (e.g., restroom break).	NONE			
	If students pause their tests for less than 20 minutes, the students may revisit and/or change answers to previous test items within the current test segment.	NONE			
<b>Pause &gt; 20 minutes</b>	Student MUST log back in	NONE			
	• The students will be presented with the screen in the TDS containing the item(s) they were working on when their tests were paused (if the screen contains at least one unanswered item) OR with the next screen containing a new test item (if students answered all items on the previous page before the pause).	NONE			
	• The students will be presented with the screen in the TDS containing the item(s) they were working on when their tests were paused (if the screen contains at least one unanswered item) OR with the next screen containing a new test item (if students answered all items on the previous page before the pause).	NONE			
<b>Pause Other</b>	Students will be logged out and their tests automatically paused in the event of a technical issue (e.g., power outage or network failure). Students must log back in to resume testing. Immediately contact your STC and IDOE should any technical issues occur.	NONE			
<b>CH 4 IMPORTANT INFORMATION</b>					
Test Security, irregularities, & Invalidations	TCM p. 16 - 19	EVERYONE			
Device Prep	Refer to Technology Setup for Online Testing Quick guide	Technology			<a href="http://learn.portal.cambiumast.com/core/fileparse.php">learn.portal.cambiumast.com/core/fileparse.php</a>
	Systems Readiness Test; Refer to IN assessment portal, Tech Resources; Systems Readiness Guide	Technology			<a href="https://ilearn.portal.cambiumast.com/core/filepa">https://ilearn.portal.cambiumast.com/core/filepa</a>
Student Access Cards	Available in TIDE; TIDE User Guide; pdf; 10 per sheet	Laura			<a href="https://ilearn.portal.cambiumast.com/core/filepa">https://ilearn.portal.cambiumast.com/core/filepa</a>
	Student Name & STN				
<b>CH 5 DURING TEST ADMINISTRATION</b>					
Tech Issues	Troubleshooting TDS User Guide	EVERYONE			<a href="https://ilearn.portal.cambiumast.com/core/filepa">https://ilearn.portal.cambiumast.com/core/filepa</a>
Appendix C	Paper & Pencil p.36	Laura to consult with Sally & Keely			
<b>TEST ADMINISTRATION MANUAL (TAM)</b>					
<b>PRE-TESTING</b>	p.13 Rules; cover walls; no personal devices	Teachers/Admin			<a href="https://ilearn.portal.cambiumast.com/core/fil">https://ilearn.portal.cambiumast.com/core/fil</a>
<b>PRACTICE TEST</b>					
	E/LA Script	Teacher/TA			<a href="https://ilearn.portal.cambiumast.com/core/filepa">https://ilearn.portal.cambiumast.com/core/filepa</a>
	Math Script	Teacher/TA			<a href="https://ilearn.portal.cambiumast.com/core/filepa">https://ilearn.portal.cambiumast.com/core/filepa</a>
	Science Script	Teacher/TA			<a href="https://ilearn.portal.cambiumast.com/core/filepa">https://ilearn.portal.cambiumast.com/core/filepa</a>
<b>OPERATIONAL TEST</b>					
<b>Required student materials (Provided by Guidance)</b>	Earbuds for E/LA assessment (All students); TTS accommodation all subjects (IEP students)	Johnson /Team Leaders			Inventory; 200 New; JMo has rest of inventory; purchase baggies; print labels
	Pencil(s)	Johnson			
	Scratch paper, lined and graph; TAs collect and return to Gudiane	Johnson			TAs collect; return
	Student Access Cards	Johnson			TAs collect; return



<b>OPERATIONAL TEST Required TA Materials (Provided by Guidance)</b>	Copy of TAM	Johnson			
	Student Access Cards	Johnson	TAs collect; return to Guidance		
	Extra Pencils	Johnson			
	Scratch paper	Johnson/TAs			
	Do Not Disturb Sign	Johnson	Made copy; IIEARN folder		
	No Personal Devices Sign	Johnson	Made copy; IIEARN folder		
<b>Test Security</b>	TAM p. 16	EVERYONE			
<b>Common Issues/Resolution</b>	TAM p. 24	EVERYONE			
<b>Operational Test Scripts</b>	E/LA TAM p. 38	Teacher/TA			
	Math TAM p. 53	Teacher/TA			
	Science (6th only) TAM p.66	Teacher/TA			
<b>Global &amp; Context Tools</b>	Appendix E TAM p. .98	EVERYONE			
<b>Invalid Test Report</b>	TAM p.102	EVERYONE			
<b>2/24/21 On-line conference with Michelle Grewe</b>					
<b>Concern of remote testing groups</b>					
	Non certified staff may administer test; CTC MUST complete form; submit to state; complete testing items				
Meeting 95% attendance rate					
	Interpretation--document all attempts to contact student/parent				
<b>Miscellaneous</b>					
CAT questions	Stays in grade level				
Platform	Cloud based; will not have server problems				
Headphones	Needed for E/LA Practice and operational test				
Statewide readiness test	Not required this year				
TTide information	Real time communic				

