

Connecticut Alternate Assessment System Training – Required for Teachers Administering the Alternate (TEAs)



Session Tasks – Master List

This document contains all Session Tasks that are included in each Session of the Connecticut Alternate Assessment System Training – Required for Teachers Administering the Alternate (TEAs). Please review these tasks in order to make sure they have been completed before test administration.



Session 1 Tasks

- ✓ Obtain your student's IEPs and confirm their SASID numbers, grade level, and whether they are already indicated to take the Connecticut Alternate Assessment (CTAA) and the Connecticut Alternate Science Assessment (CTAS) for students in Grades 5, 8, and 11.
- ✓ If the student already had a PPT indicating that they will participate in the alternate assessments, locate the LCI in the student's record.
- ✓ If the student has not yet had a PPT, download and print a paper copy of the Learner Characteristics Inventory (LCI) document for any student who you believe qualifies for the alternate assessments. Complete a draft for the PPT to determine which assessment the student will be participating in this school year.
- ✓ Present the draft LCI at the PPT to determine eligibility.
- ✓ Once you complete the Connecticut Alternate Assessment System Training for TEAs and pass the quiz, follow procedures discussed in this training to submit the LCI through the Data Entry Interface by the specified deadlines.



Session 2 Tasks

- ✓ Complete and pass the **Connecticut Alternate Assessment System Training – Required for Teachers Administering the Alternate (TEAs)** each year with a score of at least 80% accuracy.
- ✓ Confirm you have been assigned the user role of Teacher Administering the Alternate (TEA) and can access the TIDE System.
 - ✓ The TEA may view the Trained Teacher status in TIDE.
 - ✓ The TEA user role includes all permissions of the Teacher (TE) User Role.
- ✓ Download and complete a draft of the current Learner Characteristics Inventory (LCI) prior to the PPT.
- ✓ Present the draft LCI at the PPT to determine student eligibility.
- ✓ Submit the LCI into the Data Entry Interface (DEI) by the appropriate deadline.
- ✓ Maintain the Planning and Placement Team (PPT)-approved copy of the LCI in the student records.
- ✓ Select the CTAA Verbal or Non-Verbal ELA test form for eligible students in grades 3 or 4 in TIDE Test Settings.
- ✓ Locate and begin reviewing the *CTAA Test Administration Manual* for this year.
- ✓ Locate and begin reviewing the *CTAA System User Guide* for this year.
- ✓ Locate and download the Secure Directions for Test Administration (DTA) when they become available.



Session 3 Tasks

- ✓ Complete the **Connecticut Alternate Assessment System Training – Required for Teachers Administering the Alternate** and associated quiz with a score of 80% or greater accuracy.
- ✓ Review your student IEPs to determine who is participating in the Connecticut Alternate Assessment System in grades 5, 8, and 11.
- ✓ Locate the grade appropriate CTAS materials on the Connecticut Comprehensive Assessment Program Portal or access district copies.
- ✓ Review materials and consider alignment to classroom instruction.
- ✓ Create a schedule for when each Performance Task will be administered.
- ✓ Review script for each Storyline in advance.
- ✓ Review materials list, prepare materials/resources from the Resource Packet, and try out investigations (if described by the PT).
- ✓ Begin administration; complete accompanying Student Score Worksheet for each task administered and store safely when not using.
- ✓ Submit Student Score Worksheets through the Data Entry Interface no later than **June 7, 2019**.



Session 4 Tasks

- ✓ Complete the **Connecticut Alternate Assessment System Training – Required for Teachers Administering the Alternate** and associated quiz with a score of 80% or greater accuracy.
- ✓ Ensure that the LCI is submitted in the Data Entry Interface by appropriate deadlines (the earlier, the better).
- ✓ Download the *CTAA Directions for Test Administration* for the appropriate grade and subject area.
- ✓ Locate and prepare all CTAS materials (to be administered to eligible students in grades 5, 8, and 11).
- ✓ Develop testing schedules and identify special resources, technology, and communication supports to be provided during testing.
- ✓ If you think your student may be eligible for the ESR, consider testing early in the testing window and following the ESR process as described in this training.