

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 each of your student’s IEPs and confirm their SASID number, grade, and whether they are already indicated to take the Connecticut Alternate Science (CTAS) Assessment (for students in grades 5, 8, and 11) and/or the Connecticut Alternate Assessment (CTAA) for Mathematics and English Language Arts (grades 3-8, and 11).
- ✓ If the student already had a PPT indicating that they will participate in the alternate assessments, locate the *Connecticut Alternate Assessment Eligibility Form* (or the *Learner Characteristics Inventory*) from the student's record. Remember, evidence from the LCI must be transcribed to the new form.
- ✓ If the student has not yet had their annual PPT, download and print a paper copy of the *Connecticut Alternate Assessment Eligibility Form* if you believe the student qualifies. Complete a draft and present at the PPT to determine student eligibility for the 2019-20 school year.
- ✓ Once you complete the Connecticut Alternate Assessment System Training for TEAs and pass the quiz, follow procedures discussed in this training to submit the *Connecticut Alternate Assessment Eligibility Form* through the Data Entry Interface by the specified deadlines.



Session 2 Tasks

- ✓ 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.
- ✓ 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.
- ✓ Download and complete a draft of the current *Connecticut Alternate Assessment Eligibility Form* prior to the PPT.
- ✓ Present the draft eligibility form at the PPT to determine student eligibility.
- ✓ Submit the eligibility form into the Data Entry Interface (DEI) by the appropriate deadline.
- ✓ Maintain the PPT-approved copy of the eligibility form 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 school year.
- ✓ Locate and begin reviewing the *CTAA System User Guide* for this school 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 5, 2020.



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 *Connecticut Alternate Assessment Eligibility Form* 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.