

Students in PSIS who attend Out-of-State Facilities or In-State Non-Approved Facilities

Connecticut public school districts are responsible to test students enrolled in the Public School Information System (PSIS) who are being educated in out-of-state facilities or in-state, non-approved schools. Below is information on how to administer the Connecticut state-wide assessments for Smarter Balanced for English language arts and mathematics (Grades 3-8), the Next Generation Science Standards (NGSS) (Grades 5, 8, and 11), and the Connecticut SAT School Day (Grade 11). This document also includes information for administering the Connecticut Alternate Assessments (CTAA) for English language arts and mathematics (Grades 3-8 and 11) and the Connecticut Alternate Science (CTAS) Assessment (Grades 5, 8, and 11).

Student's School Location: Students registered in PSIS enrolled in non-approved private schools in Connecticut.

Testing Procedures:

The reporting district is responsible for testing students registered in PSIS who attend non-approved private schools in Connecticut. This includes both general and special education students educated in non-approved private schools using public school funds. It is important to remember that districts should only be reporting those students with disabilities attending non-approved private schools in PSIS if the district has programmatic responsibility for the student's education through the development and implementation of an Individualized Education Program (IEP).

Administering Smarter Balanced and NGSS Assessments: The student should be administered the assessments in the reporting district. The District Administrator (DA) is responsible for entering designated supports and accommodations in the Test Information Distribution Engine (TIDE) system and ensuring supports and accommodations are provided at the time of testing.

Administering the Connecticut SAT School Day: DAs/school test coordinators should work with Michelle Rosado, Program Manager for Connecticut SAT School Day. Please direct questions to 860-713-6748.

Administering CTAA and CTAS:

The DA is responsible for:

- Confirming the student registration in PSIS and TIDE for the district.
- Ensuring that the [Connecticut Alternate Assessment Eligibility Form](#) is submitted in the Data Entry Interface (DEI) by a trained teacher in the reporting district. The student's Alternate Assessment Eligibility Form must be entered in the DEI by **January 15, 2020**, for students in Grade 11, and by **February 14, 2020**, for students in Grades 3-8 or new Grade 11 students.
- Contacting the CSDE (860-713-6860) to request test materials if needed.
- Verifying that the assigned trained teacher in the reporting district administers the Alternate Assessments. Student responses must be entered in the appropriate platform for each assessment. All CTAA responses must be recorded in the Secure Student Interface of the Test Delivery System by **June 5, 2020**, for scoring. The CTAS Student Score Worksheet must be recorded in the DEI by **June 5, 2020**, for scoring.
- Ensuring student testing materials are managed in a secure manner.

[How to Access the Data Entry Interface \(DEI\)](#)



Students in PSIS who attend Out-of-State Facilities or In-State Non-Approved Facilities

Student's School Location: Students registered in PSIS enrolled in out-of-state schools participating in Smarter Balanced, NGSS, and/or the Connecticut SAT School Day.

Testing Procedures:

The reporting district is responsible to test students registered in PSIS who are placed by the district in out-of-state schools where the district has accepted programmatic responsibility for the student's education through the development and implementation of an Individualized Education Program (IEP).

Administering Smarter Balanced and NGSS Assessments:

The DA is responsible for:

- Confirming the student registration in PSIS and TIDE for that district.
- Contacting the Performance Office (860-713-6860) to provide specific information, including the following:

Student Information

- Assessment Name
- SASID and District Name
- Student Name (unless e-mailing)
- Grade
- District Administrator in TIDE E-mail Address

Out-of-State School Information

- Contact Name
- Contact E-mail Address
- Contact Phone
- Shipping Address
- Street, Town, State, and Zip Code
- The CSDE will provide the student's information to the American Institutes for Research (AIR) to ensure that paper-test materials are sent to the reporting district.
- Once the reporting district receives the test materials and shipping labels from AIR, the reporting district mails them to the out-of-state school via tracked mail.
- The reporting district must ensure that the out-of-state school administers the assessments in a secure manner with the designated supports and accommodations as required.
- The out-of-state school must return completed test booklets to the reporting district via tracked mail.
- The reporting district must assign a qualified educator to enter all student responses into the DEI. Student responses will only be scored if they are entered into the DEI by **June 5, 2020**.
- The reporting district must return the secure test materials to AIR via tracked mail by **June 5, 2020**.

Administering the Connecticut SAT School Day: DAs/school test coordinators should work with Michelle Rosado, Program Manager for Connecticut SAT School Day. Please direct questions to 860-713-6748.

Students in PSIS who attend Out-of-State Facilities or In-State Non-Approved Facilities

Student's School Location: Students registered in PSIS enrolled in out-of-state schools participating in the Alternate Assessment System.

Testing Procedures:

Administering CTAA and CTAS:

The DA is responsible for:

- Confirming the student registration in PSIS and TIDE for the district.
- Ensuring that the [Connecticut Alternate Assessment Eligibility Form](#) is submitted in the DEI by a designated trained teacher from the reporting district. The student's Connecticut Alternate Assessment Eligibility Form must be entered in the DEI by **January 15, 2020**, for students in Grade 11, and by **February 14, 2020**, for students in Grades 3-8 or new Grade 11 students.
- Contacting the Performance Office (860-713-6860) to provide specific information, including the following:

Student Information

- ◆ Alternate Assessment (CTAA, CTAS)
- ◆ SASID and District Name
- ◆ Student Name (unless e-mailing)
- ◆ Grade
- ◆ District Administrator in TIDE E-mail Address

Out-of-State School Information

- ◆ Contact Name
- ◆ Contact E-mail Address
- ◆ Contact Phone
- ◆ Shipping Address
- ◆ Street, Town, State, and Zip Code
- The reporting district sends materials to the out-of-state facility via tracked mail. Materials include CTAA Secure Directions for Test Administration, PDFs of the appropriate grade-level CTAA English language arts test, and mathematics. (Note: test materials are available in TIDE Secure Testing Materials.) If the student is in Grade 5, 8 or 11, the CTAS Printed Resources, Performance Tasks and Score Worksheet are also mailed with the CTAA materials. (Note: [CTAS required materials](#) are available on the [CT Portal](#).)
- The reporting district must ensure that the out-of-state school administers the assessments in a secure manner with accommodations as required.
- The out-of-state school **must** return the completed tests and associated materials to the reporting district via tracked mail.
- The same designated trained teacher from the reporting district records student responses in the appropriate platform for each assessment. All CTAA responses must be recorded in the Secure Student Interface of the Test Delivery System by **June 5, 2020**, for scoring. The CTAS Student Score Worksheet must be recorded in the DEI by **June 5, 2020**, for scoring.
- The reporting district **must** shred and securely dispose of all CTAA and CTAS student materials.

[How to Access the Data Entry Interface \(DEI\)](#)

