

Quick Guide to Administering Smarter Balanced Interim Assessments Remotely

The Smarter Balanced Interim Assessments provide teachers with an additional resource that measures students' mastery of specific content and skills. Interim assessments are administered on a computer using the same Test Delivery System as the Smarter Balanced Summative Assessments. Typically, students use the Secure Browser to take interim assessments at school.

In the midst of the national health crisis, Smarter Balanced member states will support teaching and learning by allowing teachers to administer interim tests remotely. Students may now access the interim assessments remotely using the DeSSA Secure Browser, SecureTestBrowser (formerly AIRSecureTest) iPad app, or the Chrome or Firefox web browsers using the special mobile link (Table 1)

This document describes how test administrators (TAs) can remotely administer the interim assessments and how students may access and participate in an interim assessment.

The last day to administer interim assessments remotely will be **July 16, 2021**.

Test Administrators and how to Administer Interim Assessments Remotely

Please refer to the checklist on getting ready to administer Interim Assessments remotely. This is located in the schoology group for remote assessment for Interims.

Test administrators will administer interim assessments at home the same way they would at their schools. Test administrators need a way to communicate with students to provide a session ID and to provide support for students through the login process, including helping them securely find their student ID if they don't know it.

It is important that the session ID and student ID are communicated using a secure method, such as a classroom management system, as opposed to a non-secure method such as private text messages or emails.

Test administrators should be mindful of the time students are allowed to complete a test. For security reasons, IABs and IACs should be completed in no more than 2 sessions or 1.5 hours for IACs and 45 minutes for IABs.

Test Administrators Administration Steps

Test administrators should perform the following steps to administer Smarter Balanced Interim Assessments remotely:

1. Access the DDOE EdAccess login page (Figure 1) at <https://launchpad.classlink.com/ddoe>. Use your regular EdAccess ID and password to log in.
2. After you have successfully logged in to IMS, you will see a list of applications available to you, including DeSSA Math & ELA. Click the **DeSSA Math & ELA** icon (Figure 2). You will be directed to the DeSSA Portal.

Figure 1. DDOE EdAccess Login Page



3. Click the **Smarter ELA & Mathematics** user card (Figure 3). You will be directed to the selected “Welcome” page, which includes links to the available DeSSA applications.
4. The selected assessment page includes links to the available DeSSA applications. To access the TA Interface, select the **Test Administration** button.
5. Select the test you will be administering. Students will be able to take interim assessments in the Secure Browser, SecureTestBrowser app, or the Chrome or Firefox web browsers.

Figure 2. DDOE IMS DeSSA Math & Reading Icon

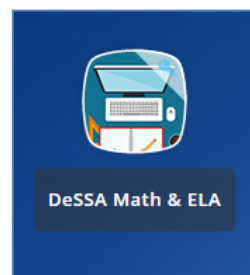
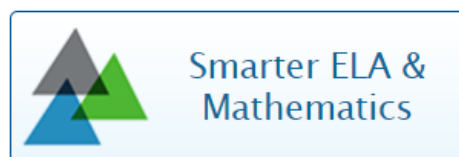


Figure 3. DeSSA Portal Smarter User Card



6. Start the test session and securely provide your students the session ID that is generated. This session ID may be used by all students for the session, but when this session is closed a new session ID will be required.
7. After your students sign in and select the test they’re going to take, approve them into the session so that they may start testing.
8. After all students complete the test, stop the test session and log out.

How Students Take Interim Assessments Remotely

Table 1. Required Software for Student Devices

Student Device	Required Software
Loaner device from school district with Secure Browser already installed	Secure Browser (If the Secure Browser is already installed, these devices require no further setup.)

Personal device running Windows, Mac, or Linux	Chrome or Firefox web browser
Personal device running Chrome OS	Chrome web browser
Personal iPad	SecureTestBrowser app (You need to download this app from your iPad's App Store.)
https://mobile.tds.cambiumast.com/launchpad	Link for all browsers other than DeSSA Browser to access interims for students

Signing in to Take an Interim Assessment

Once you have the required software as outlined above, you are ready to sign in and take an interim assessment.

1. Launch the required software on your testing device.

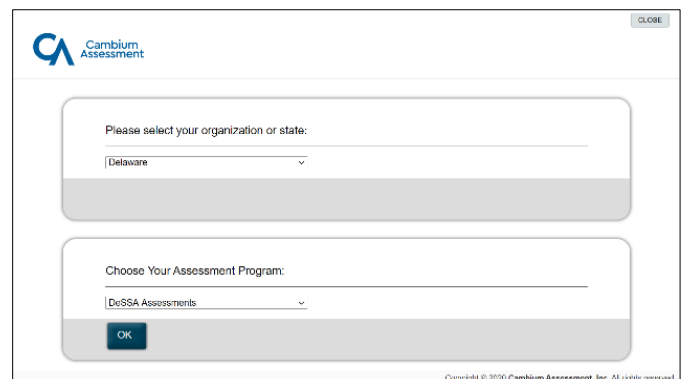
If you are using the Secure Browser, the ***Student Sign-In*** page appears. Skip to step [5](#).

If you are using the SecureTestBrowser app, the ***Mobile Launchpad*** page appears. Skip to step [3](#).

If you are using the Chrome or Firefox web browsers, continue to step [2](#).

2. In the URL bar, enter <https://mobile.tds.cambiumast.com/launchpad/> and hit enter on your keyboard. The ***Mobile Launchpad*** page appears.
3. From the drop-down lists, select Delaware and the DeSSA assessment program.
4. Select **OK**. The ***Student Sign-In*** page appears.

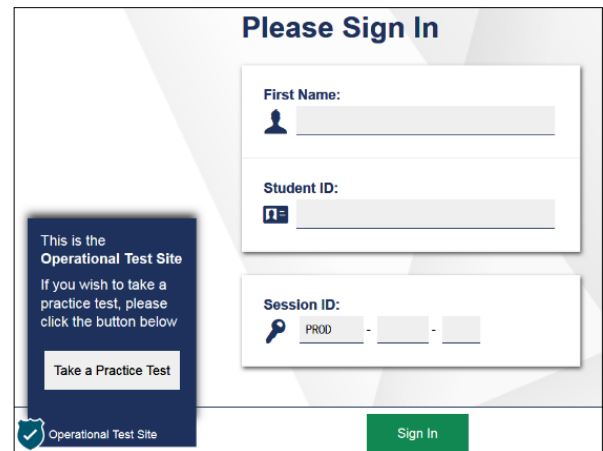
Figure 4. Mobile Launchpad



5. Enter the following information:

- a. In the *First Name* and *Student ID* fields, students enter their first name and student ID.
- b. In the *Session ID* field, students enter the session ID provided by their test administrator. This ID is created by test administrators and can change throughout the day. NOTE: students should have their ID. If not, teacher must provide it in a secure way.

Figure 5. Student Sign-In Page

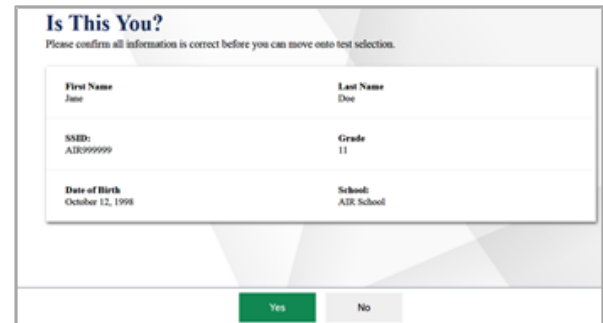


The Student Sign-In Page features a header titled "Please Sign In". Below the header are three input fields: "First Name:" with a person icon, "Student ID:" with a card icon, and "Session ID:" with a key icon and a dropdown menu showing "PROD". A "Take a Practice Test" button is located to the left of the Session ID field. At the bottom right is a green "Sign In" button. A blue sidebar on the left contains the text: "This is the Operational Test Site. If you wish to take a practice test, please click the button below." and a "Take a Practice Test" button. The footer includes a shield icon and the text "Operational Test Site".

6. Students select **Sign In**. The *Is This You?* page appears.
7. If all the information on the *Is This You?* page is correct, select **Yes** to proceed. The *Your Tests* page appears.

If any of the information is incorrect, notify your test administrator before proceeding.

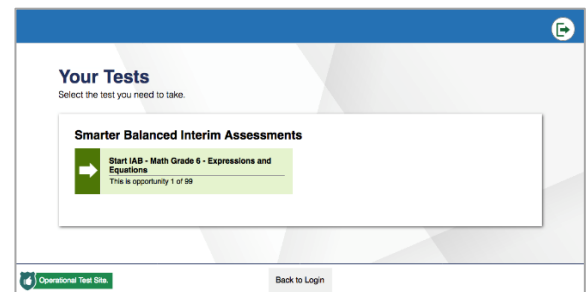
Figure 6. Is This You? Page



The "Is This You?" page has a header with the title "Is This You?" and a sub-header "Please confirm all information is correct before you can move onto test selection." Below this is a form with four fields: "First Name" (Jane), "Last Name" (Doe), "SID" (ABR999999), and "Grade" (11). There are also fields for "Date of Birth" (October 12, 1998) and "School" (ABR School). At the bottom are two buttons: "Yes" (green) and "No" (gray).

8. From the *Your Tests* page, select the interim assessment you will be taking.

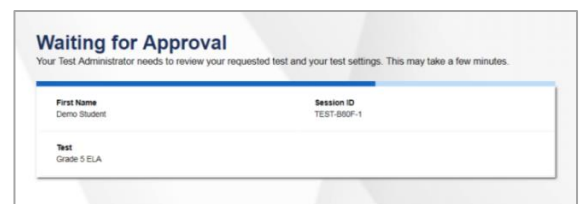
Figure 7. Your Tests Page



The "Your Tests" page has a header with the title "Your Tests" and a sub-header "Select the test you need to take." Below this is a box titled "Smarter Balanced Interim Assessments" containing a green button with a right arrow and the text "Start IAB - Math Grade 6 - Expressions and Equations" and "This is opportunity 1 of 99". At the bottom are two buttons: "Operational Test Site" (green) and "Back to Login" (gray).

9. The student's request is sent to the test administrator and the student is taken to the *Waiting for Approval* page. The TA must approve the student for testing before the student can proceed. Once the TA approves, the *Instructions and Help Page* appears.

Figure 8. Waiting for Approval Page

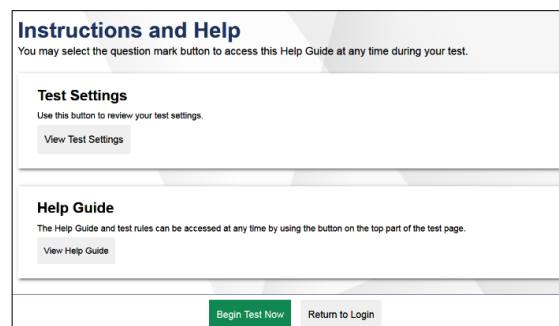


The "Waiting for Approval" page has a header with the title "Waiting for Approval" and a sub-header "Your Test Administrator needs to review your requested test and your test settings. This may take a few minutes." Below this is a form with four fields: "First Name" (Demo Student), "Session ID" (TEST-888F-1), "Test" (Grade 5 ELA), and "Grade" (5 ELA).

10. To start the test, select **Begin Test Now**.

Test questions will appear on the screen. Students can test normally as if they were in school. Test administrators will be able to remotely monitor their progress throughout the test.

Figure 9. Instructions and Help Page



Other Resources

- [Smarter ELA/Literacy and Mathematics Interim Comprehensive Assessment \(ICA\) and Interim Assessment Block \(IAB\) Test Administration Manual \(TAM\)](#)
- [Smarter Balanced Remote Learning Website](#)
- [Smarter Balanced Interim Overview](#)

Support

For assistance, school personnel can contact the DeSSA Help Desk. The Help Desk is open Monday–Friday (except holidays) 6:30 a.m. to 6:30 p.m.

Delaware System of Student Assessments Help Desk

Toll-Free Phone Support: 877-560-8331

Email Support: DeSSAHelpDesk@cambiumassessment.com

For general questions, please contact Katia Foret (Katia.Foret@doe.k12.de.us) or Lisa Alexander (Lisa.Alexander@doe.k12.de.us) at the Delaware Department of Education.