

Smarter Interim Assessment – Remote Administration Checklist

Checklist Item	Checklist Item Description	Complete										
i	Make sure to join the Smarter Remote Interim Assessment Group on Schoology – Access Code: KVMQ-D3Q4-FV88N											
1	<p>Test Administrator Training Requirements:</p> <ul style="list-style-type: none"> a) Smarter Interim Test Administrator Training – PDMS course 24659 (or review documents)/Smarter Summative Test Administrator Training – PDMS Course 24246 b) DeSSA Test Security – PDMS course 26402 <p>Make sure you have completed the necessary training.</p>											
2	<p>Student Computer Requirements:</p> <ul style="list-style-type: none"> a. Student must use one of the following: <table border="1" data-bbox="342 907 1325 1474"> <thead> <tr> <th data-bbox="342 907 657 957">Student Device</th> <th data-bbox="657 907 1325 957">Required Software</th> </tr> </thead> <tbody> <tr> <td data-bbox="342 957 657 1163">Loaned device from school district with DeSSA Secure Browser already installed</td> <td data-bbox="657 957 1325 1163">Secure Browser (If the DeSSA Secure Browser is already installed, these devices require no further setup.)</td> </tr> <tr> <td data-bbox="342 1163 657 1293">Personal device running Windows, Mac, or Linux</td> <td data-bbox="657 1163 1325 1293">Chrome or Firefox web browser http://mobile.tds.airast.org/Launchpad/</td> </tr> <tr> <td data-bbox="342 1293 657 1381">Personal device running Chrome OS</td> <td data-bbox="657 1293 1325 1381">Chrome web browser: http://mobile.tds.airast.org/Launchpad/</td> </tr> <tr> <td data-bbox="342 1381 657 1474">Personal iPad</td> <td data-bbox="657 1381 1325 1474">AIRSecureTest app (Download this app from your iPad's App Store.)</td> </tr> </tbody> </table> <p>Confirm that all students can access the DeSSA Secure Browser or link provided above. This step should be completed before scheduling an administration of interim assessment for your students.</p>	Student Device	Required Software	Loaned device from school district with DeSSA Secure Browser already installed	Secure Browser (If the DeSSA Secure Browser is already installed, these devices require no further setup.)	Personal device running Windows, Mac, or Linux	Chrome or Firefox web browser http://mobile.tds.airast.org/Launchpad/	Personal device running Chrome OS	Chrome web browser: http://mobile.tds.airast.org/Launchpad/	Personal iPad	AIRSecureTest app (Download this app from your iPad's App Store.)	
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3	<p>Student Login and ID:</p> <p>Make sure students have correct login information, given first name and student ID.</p> <p>It will be up to the district/charter/school to determine how to securely provide student ID information to students while at home.</p>											

	<p>Examples to provide:</p> <ul style="list-style-type: none"> a. Individual zoom session with each student while checking to see if students can log in b. Email student ID only to parent contact email. c. Mail the student ID directly to the student at home mailing address. d. Any additional way the LEA determines to provide secure information. 	
4	<p>Student Test Security Videos:</p> <p>Students should view the Student Test Security Video before Interim Assessment can be administered. Links are provided below:</p> <p>Test Security for Students Elementary https://youtu.be/UmMgazwnd7U</p> <p>Test Security for Students Elementary SPANISH https://youtu.be/P-B-KCtiXvw</p> <p>Test Security for Students Grades 6-8 and HS https://youtu.be/eoICnxYII2k</p>	
5	<p>Provide parents with security letter or email regarding security of test items. These items may not be shared publicly in any way. This will be up to the LEA to determine how to share this information.</p>	
6	<p>Test administrator should determine which ICA/IAB assessment will be set-up for a test session. The test administrator should set-up for the IAB or ICA assessment in advance to practice delivery and administration.</p>	
7	<p>Test Administration:</p> <ul style="list-style-type: none"> a. A specific date/time should be scheduled for test administration. This should be adhered to and monitored by TA. b. Test Session should be shutdown at specified time. Test can be resumed during a different session if not completed. <p>Note: No electronic devices</p>	
8	<p>Scoring and Reporting:</p> <p>Complete AIRWays training to understand the reporting and score system for any hand-scored items after assessments are submitted.</p> <p>PDMS Course: 28624</p>	