



First Year I AM Test Administrator (TA) Webinar

Indiana Department of Education (IDOE)
Cambium Assessment, Inc. (CAI)





Indiana's Alternate Measure (I AM)



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Agenda

- Participation Guidelines
- TA Responsibilities
- Important Dates
- Communication Updates
- Test Design
- Test Security
- Key Differences Between I AM and General Education Assessments
- No Mode of Communication
- Accommodations
- Additional Resources
- Contact Information



Alternate Assessment Participation Criteria

1. Review of student record indicates a disability that significantly impacts intellectual functioning and adaptive behavior. Adaptive behavior is defined as essential for someone to live independently and to function safely in daily life.
2. The student requires extensive, individualized instruction and support that is not of a temporary nature.
3. The student uses substantially adapted materials and individualized methods of accessing information in alternative ways to acquire, maintain, generalize, demonstrate, and transfer skills across multiple settings.
4. Goals listed in the Individualized Education Program (IEP) for this student are linked to the enrolled grade-level Alternate Achievement Standards (Indiana Content Connectors).



I AM Participation by Grade Level

Student Grade	Content Areas to Be Administered to Each Student
3	English/Language Arts and Mathematics
4	English/Language Arts, Mathematics, and Science
5	English/Language Arts, Mathematics, and Social Studies
6	English/Language Arts, Mathematics, and Science
7	English/Language Arts and Mathematics
8	English/Language Arts and Mathematics
10	English/Language Arts and Mathematics
HS	Biology (after the Biology Content Connectors have been taught)



I AM Test Administrator Training

All Test Administrators (TAs) must be certified to administer the I AM assessment.

- What are the TA certification requirements?
- What is the process to become certified?
- How will TAs know whether they are certified?
- Is there a difference between the I AM TA Certification Course and the ILEARN/IREAD-3/ISTEP+ TA Certification Course?



TA Responsibilities – 1 Month Before Testing

1. Obtain a username and password from your School Test Coordinator (STC) for CAI's online systems.
2. Verify that students are eligible to take I AM.
3. Confirm all student accommodations in the Test Information Distribution Engine (TIDE) before testing.
4. Confirm that all testing devices meet system requirements.



TA Responsibilities – 2 Weeks Before Testing

1. Complete the online I AM TA Certification Course.
2. Read the I AM Test Administrator's Manual (TAM) before testing.
3. Review other user guides and resources on the Indiana Assessment Portal as needed.
4. Complete the Learner Characteristics Inventory (LCI) for all students taking I AM prior to the administration of any I AM assessment.





TA Responsibilities – During Testing

1. Maintain test security.
2. Administer and monitor all test sessions.
3. Report any testing irregularities to your STC.





TA Responsibilities – After Testing

1. Transcribe all responses for students with paper accommodations into the secure Student Site.
2. Return all used and unused paper materials to your STC.
3. Review final student scores in ORS on July 1.





Important Dates

- I AM TA Certification Course Available January 25, 2021
- LCI Available March 19–May 14, 2021
- I AM TAM Available March 19, 2021
- Operational Assessments Available April 5–May 14, 2021

Confirm the local test administration schedule with your STC and CTC.

All important dates for I AM are posted on the Indiana Assessment Portal.



I AM Updates

- There are few different ways to receive updates for I AM:
 - Dr. Jenner's Weekly Friday Newsletter – Subscribe on the IDOE Website.
 - https://public.govdelivery.com/accounts/INDOE/subscriber/new?qsp=INDOE_1
 - Indiana Assessment Portal Email Notifications – Subscribe and receive email updates when new announcements and/or new resources are posted.
 - <https://cambiumast.us17.list-manage.com/subscribe?u=03bc78f25f4b8e4329a828d42&id=697d293ae9>
 - CTCs receive weekly I AM updates every Monday and should share those with you each week.

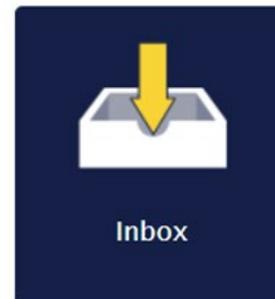




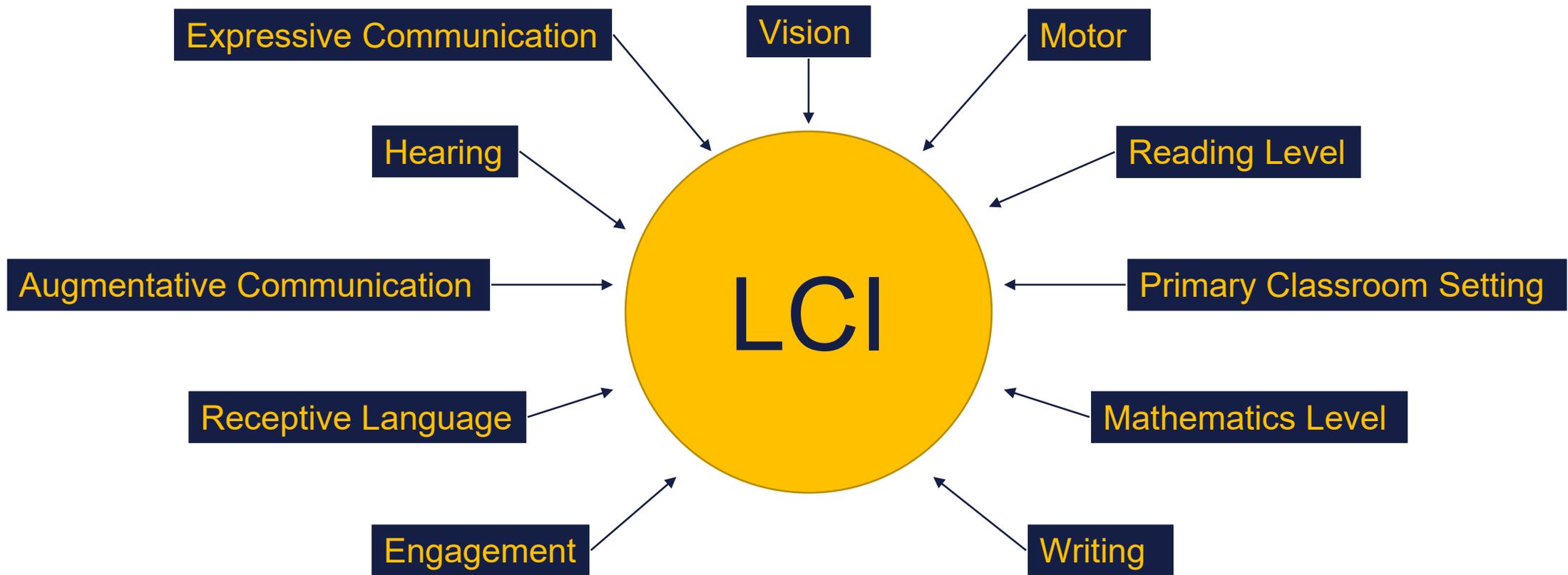
Test Administration



CAI Systems Used During Testing



Learner Characteristics Inventory (LCI)



How Is the I AM Administered to Students?

LCI

- Before test administration
- Once per student

Part 1

- 2 practice test items
- 26 operational items

Part 2

- Form A, Form B, or Form C
- 12 operational items





Test Security

All TAs must be trained in proper test security procedures, sign a Testing Security and Integrity Agreement, and adhere to test security procedures.

Your STC will guide you through these steps annually.



Test Security Violations

It is unethical and will be viewed as a violation of test security for any person to

- capture images of any part of the assessment via any electronic device;
- duplicate in any way any part of the assessment;
- examine, read, or review the content of any segment of the assessment;
- disclose or allow to be disclosed the content of any segment of the assessment before, during, or after test administration;
- discuss any I AM assessment item before, during, or after test administration, unless the item has been released by IDOE;
- allow students access to any assessment content prior to scheduled test administration; and/or
- allow students to share information during or after test administration.



Test Security Violations (cont.)

It is also unethical and will also be viewed as a violation of test security for any person to

- read any parts of the assessment to students except as indicated in the TAM or as part of an accommodation;
- influence students' responses by making any kind of gestures (for example, holding up fingers to signify item numbers or answer options) while students are taking the assessment;
- instruct students to go back and reread/change responses after they have finished their assessments;
- review students' responses;
- read or review students' scratch paper; and/or
- participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures.



Paper-and-Pencil Security Violations

Additional security violations for paper-and-pencil testing include the following:

- reading or reviewing any assessment book during or after testing, other than to transcribe the assessment;
- changing any student's response while transcribing it into the online system;
- failing to return all assessment books and other test materials following each scheduled test administration session.

Please note: schools and corporations are required to maintain a daily secure check-out and check-in document process.



Test Irregularities

TAs and Proctors may **not**:

- assist students in answering questions; and/or
- translate, reword, or explain any assessment content.

No assessment content may ever be discussed, copied, paraphrased, reviewed, posted, texted, emailed, or photographed before, during, or after test administration.



Test Irregularity Examples

- Not following directions as outlined in the TAM;
- Disruptions to a test session, such as a fire drill, school-wide power outage, earthquake, or other acts;
- TA giving incorrect instructions;
- TA, STC, or CTC modifying student responses or records at any time;
- TA or teacher coaching or providing any other type of assistance to students that may affect their responses; or,
- TA, STC, or CTC giving out one's username/password (via email or otherwise), including to other authorized users.





Key Differences Between I AM and General Education Assessments



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Key Differences

- Before beginning the assessment of students participating in I AM, the TA must complete the LCI.
- Text-to-speech (TTS) is required to complete I AM online unless the student has a human reader accommodation noted in the IEP. TTS is not considered an accommodation for the online administration of I AM.
- TAs must administer I AM in a one-on-one setting. Administering the assessment in a small- or large-group setting is considered a test security violation.
- TAs must administer I AM over a minimum of two days; Part 1 and Part 2 must be administered on separate days.



Key Differences (cont.)

- The TA may support the student with logging in to the Student Site in the Indiana Secure Browser, inputting the session ID, verifying the student's identity, selecting an assessment, conducting the audio check, navigating the assessment, using TTS, and accessing features on the context menu.
- The TA may input the student's clearly indicated response, if the student is unable to submit a response themselves. The TA may not provide cues to the correct answer, guess at a student's intended response, or enter a response other than what the student has indicated.
- If a student consistently does not provide a response to an item, the TA may select "Mark as No Response" from the Context Menu to move on to the next item.





No Mode of Communication



Students with No Mode of Communication

- All students must attempt the first five items in Part 1 (two practice items and three operational items) for each of the subject-area assessments.
- The TA must select “Mark as No Response” from the Context Menu for:
 - Practice Items 1 and 2; and
 - Operational Items 3, 4, 5.

The screenshot shows a digital assessment interface. At the top right, there is a green 'Next' button with a right-pointing arrow. Below it, a blue box with the number '1' indicates the current question. The question text reads: 'Read the paragraph. Long ago, all dogs were wild. They hunted for their food. They lived together in groups. What is the BEST topic sentence for this paragraph?'. To the right of the question is a 'Tutorial' context menu with options: 'Speak Option', 'Speak Question', 'Mark as No Response', 'Highlight Selection', and 'Strikethrough'. Below the question are three grey rectangular boxes, each containing a topic sentence and a small ear icon at the bottom center. The first box contains 'Meat is the right food for dogs.', the second contains 'Some people are afraid of dogs.', and the third contains 'Dogs have not always been pets.'





Accommodations



Accommodations and Features Available

Designated Features

Designated features are tools that are available for use by any student for whom the need has been indicated by an educator. Examples include print size and color contrast.

Accommodations

An accommodation is a change in the standardized testing materials or procedures that enables a student with a disability or with limited English proficiency to participate in an assessment in a way that accurately measures abilities.

Universal Features

Universal features are available to all students as they access instructional or assessment content. Examples include strikethrough, highlighter, line reader, and zoom.

<https://www.doe.in.gov/sites/default/files/assessment/2020-2021-accessibility-and-accommodations-guidance.pdf>



Important Dates for Print Accommodations

- **December 18, 2020:** Deadline for student's IEP to be updated for schools to receive print and large print materials before the test window.
- **January 28, 2021:** Braille paper accommodations must be noted in the student's IEP. There is no additional order window for braille materials.
- **March 29, 2021:** STCs and NPSTCs can begin ordering additional print and large print materials beyond those specified in the initial order window.

Each school will receive only one set of print materials per grade level.



Accommodations



As a reminder, it is *essential* for the TA to review a student's accommodations in TIDE before administering a paper assessment.

Under no circumstances should a student be administered two forms if an error with accommodations is noted after the administration of the first form.



Administering I AM with Print Accommodations

- All I AM assessments must be transcribed into the Student Site in the Indiana Secure Browser, as CAI does not score paper assessments.
- The TA must transcribe Part 1 and then enter Part 2 to see the form assignment for Part 2, but remember, these parts must still be administered on separate days.



Read-Aloud Scripts

- Read-aloud scripts are available to students who can participate in the online assessment, but cannot access TTS.
 - Students who require a human reader for online administration must have this accommodation noted in their IEP.
- Like the print accommodation, the use of a read-aloud script as a non-embedded accommodation will be imported into TIDE via a nightly file. It will appear on the student's page in TIDE under Accommodations (Non-Embedded).
- Information on administering the assessment using a read-aloud script is included in the I AM TA Certification Course and the I AM TAM.





Additional Resources



Additional Resources

Resources on the Indiana Assessment Portal

<https://iam.portal.cambiumast.com/>

- Test Administrator's Manual (available March 19, 2021)
- Online System User Guides and Quick Guides
- Online System Tutorials
- Released Items Repository

Resources on the IDOE Website

doe.in.gov/assessment

- Blueprints
- Item Specifications
- Performance-Level Descriptors
- Reporting Resources
- Brochures
- Participation Guidance
- Calculator Policy, etc.



Question and Answer Sessions

Opportunity for IDOE to answer any remaining questions before I AM is administered to students

- Registration available on the I AM Portal through April 1, 2021
- Sessions:
 - March 31, 2021 at 4:00 p.m. ET
 - April 1, 2021 at 8:00 a.m. ET



Contact Information

- Karen Davies, I AM Program Lead
 - kdavies@doe.in.gov
 - 317-232-2079
- General Assessment Questions
 - INassessments@doe.in.gov
 - 317-232-9050
- Indiana Assessment Help Desk
 - Email: indianahelpdesk@cambiumassessment.com
 - Chat: <https://indiana.portal.cambiumast.com/chat.shtml>
 - 1-866-298-4256





Path to Success

- Read the *Test Administrator's Manual* (TAM)
- Plan for the day of test administration
- Contact the Indiana Assessment Help Desk if you have questions

