



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: District-wide System Readiness Test For Smarter
Balanced Assessments

NUMBER: REF-6451

ISSUER: Cynthia Lim, Executive Director
Office of Data and Accountability

DATE: February 9, 2015

ROUTING
 ESC Administration
 Principals
 Assistant Principals
 CAASPP Coordinators
 Testing Coordinators
 Technology
 Coordinators

This request for information has been approved by the Office of the Superintendent of schools or his designee.

PURPOSE: The purpose of this Reference Guide is to provide instructions for schools to follow in preparation for the District-wide System Readiness Test scheduled for Thursday, February 19, 2015.

MAJOR CHANGES: None.

INSTRUCTIONS: On Thursday, February 19, 2015, LAUSD will be conducting a Smarter Balanced District-wide System Readiness Test to identify any infrastructure issues that need to be addressed prior to the Smarter Balanced testing this spring. Schools will mimic operational test conditions by having a class or classes in grades 3-8 and grade 11 access the Smarter Balanced practice tests between the hours of 9:00 a.m. and 11:00 a.m. Schools should plan to access the Practice Tests at anytime during this 2 hour period. Classrooms not participating in the System Readiness Test should continue regularly scheduled online instructional activities.

Students should access the English Language-arts (ELA) or mathematics Practice Tests as guests. This will allow students to navigate the test delivery system and practice answering different types of questions as they progress through the test. If students will be accessing the ELA Practice Test, students will need ear buds. Earphones will be delivered to schools by Trucking Operations during the second week in February. Note that earphones should be collected after the Readiness test as they are intended for use during the Summative Smarter Balanced assessments by those students. Before students access the Practice Test, it is recommended that students view the Smarter Balanced Practice Test video available in the Principals Toolkit.

Schools are encouraged to start preparing for the Readiness Test early and promptly report any issues that may prevent them from participating in the



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Readiness Test so that ITD staff has sufficient time to get the school ready. Any Smarter Balanced Assessment technology-related issues should be reported to the ITD Help Desk at (323) 224-2450. Any issues pertaining to accessing Smarter Balanced Practice Tests should be addressed to the Student Testing Branch at (213) 241-4104.

Early preparation includes identifying the devices that will be used for the Readiness Test, ensuring the devices meet minimum technology requirements for Smarter Balanced Testing, and confirming the devices connect to the internet.

a. Identify Devices to be used for the System Readiness Test

Although schools may use any computing devices (PC/Mac desktops or laptops, tablets, etc.) that meet the Smarter Balanced technology requirements, it is recommended that schools use the same devices they plan to use for the operational test in the spring. Schools may use the iPads in the carts used for the field test last year. These devices will be returned to all schools by early February.

b. Device Preparation for the System Readiness Test

1. Remove devices from the cart and set up ready for students to take assessments

Remember, the majority of these detailed steps are outlined in the Smarter Balanced Cart Device Set-up online tutorial:

http://www.lausd.net/cdg/SBAC_Device_SetUp/2015/

This tutorial should include information on what should be in the Device Carts, setting up the access point, charging devices, checking connectivity and more! Use the menu on the left to navigate to the section you need.

2. Check battery indicator

If devices have not been charging in the cart, be sure the cart is plugged in and devices are charged before proceeding. This information can also be found in the Smarter Balanced Cart Device Set-up online tutorial for further clarification.

3. Check connectivity

If the devices are not connected to the Internet: Go to Settings; Navigate to Wifi; Click on LAUSD, *not LAUSD Guest*, to connect.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

4. For laptops, desktops and iPads, navigate to the Practice Test via this URL during the District-wide System Readiness Test:
<http://caaspp.org/practice-and-training/index.html> and click on the green icon “Student Interface Practice and Training Tests” to access.
 - a. If you need further assistance navigating through the Practice Test, view the Smarter Balanced Assessments Practice Test online tutorial: http://www.lausd.net/cdg/SBA_PracticeTests/. A Spanish version of the Practice est tutorial is coming soon for parents and students.
 - b. For iPads, make sure you use the Safari app to access the URL during the Smarter Balanced System Readiness Test.
5. For Chromebooks, access the Air Secure Web during the District-wide System Readiness Test
 - a. Click on ”Apps” on the black bar in the lower-left corner. Select “Air Secure Web” from the pop-up menu to put the Chromebook in Kiosk mode and access the test.

Please note: For the System Readiness Test it is necessary for students to access the Air Secure Web on Chromebook as opposed to the Practice Test URL, which is what is advised for laptops, desktops and tablets.

During the Readiness Test, the Information Technology Division (ITD) will monitor the District technology network and bandwidth to identify any potential issues. Feedback will be collected from schools to help identify areas of need. After the Readiness test is completed and through Friday, February 20, schools will complete an online survey. Survey questions are included in Attachment A of this document. To access the survey, go to <http://achieve.lausd.net/testing> and select the Coordinator Resources link under the Quick Links heading.

RELATED RESOURCES:

- Technical Specifications Manual for Online Testing - <http://caaspp.org/rsc/pdfs/CAASPP.tech-specs-manual.2015.pdf>
- Secure Browser Installation Manual - <http://caaspp.org/rsc/pdfs/CAASPP.secure-browser-manual.2015.pdf>

ASSISTANCE:

- For assistance with technology-related issues please contact the ITD Help Desk at (323) 224-2450.
- For assistance with Smarter Balanced or the Practice Test please contact the Student Testing Branch at 213-241-4104.



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

ATTACHMENT A

The following are the questions included on the *District-wide System Readiness Test Survey*. Schools may choose to review the questions and prepare responses before accessing the survey. Once the survey is complete, a PDF copy of the survey responses will be emailed to the contact person’s email address. If you have any questions completing the survey, contact the Student Testing Branch at (213) 241-4104.

District-wide Readiness Test for Smarter Balanced Assessments

School and Contact Information

- 1) School Name _____
- 2) Educational Service Center (ESC) _____
- 3) Staff member completing this survey
 - First Name: _____
 - Last Name: _____
 - Employee Number: _____
 - Title/Position: _____
 - LAUSD Email Address: _____
 - Phone Number: _____
- 4) How many classrooms were used for the Readiness Test? _____
- 5) What time did you access the Practice Test? _____
- 6) How many devices were used? _____

| | |
|-------------|--------------|
| | Enter Number |
| iPads | _____ |
| Chromebooks | _____ |
| Laptops | _____ |
| Other | _____ |
- 7) Did you use wired or wireless devices?
 - ___ Wired
 - ___ Wireless
 - ___ Both
- 8) Did you use the testing carts provided by the District? _____
- 9) Did you use the access point provided by the District? _____
- 10) Were you able to administer the Practice Test? _____
- 11) Did classrooms using the internet for instructional activities experience connectivity issues during the Readiness Test? _____
- 12) Did you report any technical issues to the ITD Helpdesk? _____
- 13) Please list any issues you encountered during the Practice Test. If applicable, please enter the room number(s) where you encountered issues so infrastructure issues can be addressed. _____

