



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

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

NUMBER: REF-6822

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 Office of Data and Accountability

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ROUTING
 LD Administration
 LD IT Specialists
 LD ITD Staff
 Principals
 Assistant Principals
 CAASPP Coordinators
 Testing Coordinators
 Technology Coords.

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 Friday, February 17, 2017.

MAJOR CHANGES: None.

INSTRUCTIONS: On Friday, February 17, 2017, 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 classes in grades 3-8 and grade 11 access the Smarter Balanced tests between the hours of 9:00 a.m. and 11:00 a.m. Schools should plan to administer an Interim Assessment or Practice Tests at anytime during this two-hour period with the same number of students, classrooms, and testing environment the school plans to use for the Smarter Balanced Summative Assessments. Classrooms not participating in the System Readiness Test should continue regularly scheduled online instructional activities.

Schools not administering an Interim Assessment should have students access the English Language-arts (ELA) or mathematics Practice Tests as guests. This will allow students to log in, 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 earphones. Earphones were delivered to schools by Trucking Operations during the first weeks after the winter break. Note that earphones should be collected and identified by student after the Readiness test as they are intended for use during the Summative Smarter Balanced assessments by those same students.

Schools are encouraged to start preparing for the Smarter Balanced Readiness Test early and promptly report any issues that may prevent them from participating in the Readiness Test so that ITD staff has sufficient time to assist



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

the school in becoming 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 Interim Assessments or Practice Tests should be addressed to the Student Testing Branch at (213) 241-4104.

Early preparation includes identifying the devices and peripherals (e.g., keyboards, earphones, stands, etc.) 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. For information about supported operating systems, network and Internet requirements and recommendations, general hardware and software requirements and secure browser installation, please refer to the Technical Specifications and Configuration Guide for CAASPP Online Testing at <http://www.caaspp.org/rsc/pdfs/CAASPP.tech-specs-and-config-guide.2016-17.pdf>.

b. Device Preparation for the System Readiness Test

1. If devices are still in storage, 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:

System

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

Readiness

This tutorial includes information on what should be in the Device Carts, charging devices, checking connectivity and more! Use the menu on the left to navigate to the section you need. Please note that, in most cases, portable access points are no longer needed to connect to the Internet. The video tutorial references delivery of devices to schools. These deliveries occurred 2013-15. No deliveries of devices to schools are scheduled for this year.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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.

4. Update iPad Operating Systems

Update iPad operating systems as follows:

- a. iPad 2 and 3rd Generation iPads must use iOS 8.0-8.2, 9.2 or 9.3. iOS 10 is not compatible with these devices.
- b. iPads Air, Air 2, 4th Generation
 - Must update to iOS 10.2.1 (10.0 – 10.1 will not work after January 31, 2017)
 - The required AirSecureTest Browser version is 3.4
- c. iOS 10.2.1 is downloaded on the network.
 - This will occur automatically if the device is connected to the network, turned on and out of the cart.
 - Once downloaded, choose to install the iOS when prompted
 - Install will be forced after February 7 (there will be no choice to delay the install. It will happen without notice.)

5. Follow regular procedures to administer a scheduled Smarter Balanced Interim Assessment Block by using the Test Administrator Interface or the Practice and Training Tests buttons from the following site <http://www.caaspp.org/index.html>.

- 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 Test tutorial is coming soon for parents and students.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- b. For iPads, make sure you use the Safari app to access the URL during the Smarter Balanced System Readiness Test.
6. For Chromebooks, access the Air Secure Web via the kiosk mode from the “Apps” menu at the bottom of the screen Do not have students log into the Chromebook using their mymail account and passwords. (This will produce an error)
 - 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 24, schools will complete an online survey. Schools are asked to enter their testing schedules so that appropriate technical support can be made available. 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 and Configuration Guide for CAASPP Online Testing - <http://www.caaspp.org/rsc/pdfs/CAASPP.tech-specs-and-config-guide.2016-17.pdf>

ASSISTANCE:

- For assistance with technology-related issues please contact the CAASPP Technical Support Help Desk at (323) 224-2450.
- For assistance with CAASPP, Smarter Balanced Interim Assessments or the Practice Tests 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) Local District (LD) _____
- 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 Interim Assessment or 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) Were you able to administer the Test? _____
- 10) Did classrooms using the internet for instructional activities experience connectivity issues during the Readiness Test? _____
- 11) Did you report any technical issues to the ITD Helpdesk? _____
- 12) Please list any issues you encountered during the Readiness Test. If applicable, please enter the room number(s) where you encountered issues so infrastructure issues can be addressed. _____

- 13) Please mark all dates the school plans to administer a Smarter Balanced Summative Assessment.