Interim Assessment Implementation & Planning Checklist

Introduction

Use this checklist to complete tasks prior to administering interim assessments. Required steps are marked with an asterisk (*).

See the CAI Systems User Roles chart for descriptions of which users can access each system and the features/tasks within each system.

Step #	Task	Done?
1	**Install the Secure Browser on students' workstations.** • *Secure Browser Downloads available on the Idaho Portal: https://idaho.portal.cambiumast.com/secure-browsers.html*	
2	**Existing users of CAI systems, update their password for the school year.*** • *Click on any CAI system card on the Idaho Portal (https://idaho.portal.cambiumast.com/ela-lit-math.html) and then click on the "Request a new one for this school year" to verify your email and update your password for the school year.*	
3	**District Administrators (DA), District Test Coordinators (DC), and/or School Test Coordinators remove old users and add new users in TIDE with an appropriate user role.*** • *See the CAI Systems User Roles chart for a model that illustrates the hierarchy of CAI system user roles. Users with a higher role, will have access to different tasks and can grant access to **connected** user role(s) underneath.* • *If you are new to the DA role, and need access to the CAI systems, contact the Idaho State Department of Education Assessment & Accountability ISAT ELA/L or mathematics coordinator via email (https://www.sde.idaho.gov/assessment/staff.html) with a request to be added to CAI systems.* • *New users will also verify their email and password as described in step 2.*	
4	**Add students into TIDE.*** • *Add a new student one at a time or add multiple students at once through a file upload.*	

Step #	Task	Done?
5	**Set students' appropriate Test Settings and Tools in TIDE.*** • *Set a student's test settings and tools (universal tools. designated supports and/or accommodations) one at a time or set multiple students' test settings and tools through a file upload.* • *Reference the Usability, Accessibility, and Accommodations Guidelines (UAAG) for information on test settings and tools that are appropriate based on a student's IEP or 504 plan.*	
6	**Confirm Interim Testing Grade is set for students.** • *When students are added into TIDE, their Interim Testing Grade is automatically assigned.* • *Modify or add Interim Testing Grade(s) for one student at a time or multiple students at a time through a file upload.*	
7	**Create rosters in TIDE.*** • *Rosters are groups of students associated with a teacher in a particular school* • *The rosters you create in TIDE are available in Reporting.*	
8	**Complete the TA Certification Course.*** • *TA Certification Course is available on the Idaho Portal (https://idaho.portal.cambiumast.com/ela-lit-math.html).* • *TA Certification refreshes every school year, so the Course must be taken every school year.*	
9	**Review interim assessment overview, summaries, and/or blueprints in the Idaho Portal Resources.** • *The Interim Assessment Overview summaries all the interims that Smarter Balanced offers in ELA/L and mathematics. It is updated every school year.* • *The Interim summaries offer a concise listing off all the ICAs, SICAs, IABs, and FIABs available in ELA/L and mathematics. Plus, the number of items on each interim, and an estimated amount of time for completion.* • *The Interim Blueprints include detailed information on the number of items on each ELA/L, mathematics, and science interim, their standard alignment, and depth of knowledge alignment.*	
10	**Access the Smarter Content Explorer to learn how test items connect to academic standards.** • *The Smarter Content Explorer (https://contentexplorer.smarterbalanced.org/) offers detailed information on all ELA/L and mathematics standards including Clarifications, Range ALDs, Evidence, Item Guidelines, and Task Models.*	

Step #	Task	Done?
11	**Review interim items via the Assessment Viewing Application (AVA).** • *AVA is accessible on the Idaho Portal (https://idaho.portal.cambiumast.com/ela-lit-math.html).* • *Educators can also use AVA for non-standardized administrations by displaying items to a class through AVA. Students can then answer on paper, in small groups, or as a class discussion.* • *Educators can also use the Interim Assessment Item Portal (IAIP) to view the interim items. The IAIP is accessible via Tools for Teachers (https://smartertoolsforteachers.org/) and includes all live items (and answer keys) on the available ICAs, IABs, and FIABs.*	
12	**Plan out when the interim assessments will be administered.** • *See Important Dates on the Idaho Portal (https://idaho.portal.cambiumast.com/calendar.html#list) for the Interim Testing Window.*	
13	**Administer an interim via the Test Administrator (TA) app.** • *TA app is available on the Idaho Portal (https://idaho.portal.cambiumast.com/ela-lit-math.html)* • *Remember that all interims are fixed forms.*	
14	**Access hand-scored interim items in Reporting assign or confirm scores for hand-scored items and review student performance data.** • *See the Reporting User Guide for more information on hand-scored items.*	
15	**Access Interim Connections Playlists on Tools for Teachers.** • *With Interim Connections Playlists, you can match student performance on Interim Assessment Blocks to specific topics and find related instructional resources to use in the classroom.*	