

# Quick Guide to Administering Smarter Balanced Interim Assessments Remotely

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The Smarter Balanced Interim Assessments provide teachers with an additional resource that measures students' mastery of specific content and skills. Interim assessments are administered on a computer using the same Test Delivery System as the Smarter Balanced Summative Assessments. Typically, students use the Secure Browser to take interim assessments at school. In the midst of the national health crisis, Smarter Balanced member states will support teaching and learning by allowing teachers to administer interim tests remotely. Cambium Assessment has configured the Test Delivery System to assist in this effort. Students may now access the interim assessments remotely using the Secure Browser, SecureTestBrowser iPad app, or the Chrome or Firefox web browsers. This document describes how test administrators (TAs) can remotely administer the interim assessments and how students may access and participate in an interim assessment. The last day to administer interim assessments remotely will be March 5, 2021.

## How Test Administrators Administer Interim Assessments Remotely

Test administrators will administer interim assessments at home the same way they would at their schools. Test administrators need a way to communicate with students to provide a session ID and to provide support for students through the login process, including helping them securely find their student ID. *It is important that the session ID and student ID are communicated using a secure method, such as a classroom management system, as opposed to a non-secure method such as private text messages or emails.* Test administrators should be mindful of the time students are allowed to complete a test.

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1. In a web browser, navigate to the VIDE Smarter Balanced Assessments portal at <https://vide.portal.cambiumast.com/>. Select the Test Administrators or Test Coordinators card, then select TA Administration. You will be brought to the login page and log in using your VIDE email address. Note: The password will differ from your Microsoft Office 365 password.
  2. Select the test you will be administering. Students will be able to take interim assessments in the Secure Browser, SecureTestBrowser app, or the Chrome or Firefox web browsers.
  3. Start the test session and securely provide your students the session ID that is generated. This session ID may be used by all students for the session, but when this session is closed a new session ID will be required.
  4. After your students sign in and select the test they're going to take, approve them into the session so that they may start testing.
  5. After all students complete the test, stop the test session and log out.
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## How Students Take Interim Assessments Remotely

### *Required Software for Student Devices*

Student Device	Required Software
Loaner device from school district with Secure Browser already installed	Secure Browser (If the Secure Browser is already installed, these devices require no further setup.)
Personal device running Windows, Mac, or Linux	Chrome or Firefox web browser
Personal device running Chrome OS	Chrome web browser
Personal iPad	SecureTestBrowser app (You need to download this app from your iPad's App Store.)

### *Signing in to Take an Interim Assessment*

Once you have the required software as outlined above, you are ready to sign in and take an interim assessment.

1. Launch the required software on your testing device.

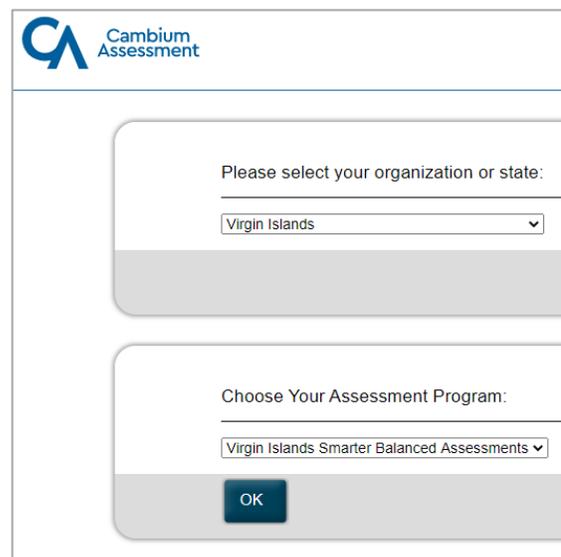
If you are using the Secure Browser, the **Student Sign-In** page appears. Skip to step [5](#).

If you are using the SecureTestBrowser app, the **Mobile Launchpad** page appears. Skip to step [3](#).

If you are using the Chrome or Firefox web browsers, continue to step [2](#).

2. In the URL bar, enter <https://mobile.tds.cambiumast.com/launchpad/> and hit enter on your keyboard. The **Mobile Launchpad** page appears.
3. From the drop-down lists, select your state and assessment program.
4. Select **OK**. The **Student Sign-In** page appears.

Figure 1. Mobile Launchpad



The screenshot shows the Mobile Launchpad interface. At the top left is the Cambium Assessment logo. Below it, there are two main sections. The first section is titled "Please select your organization or state:" and contains a dropdown menu with "Virgin Islands" selected. The second section is titled "Choose Your Assessment Program:" and contains a dropdown menu with "Virgin Islands Smarter Balanced Assessments" selected. At the bottom of the second section is a blue "OK" button.

5. Enter the following information:
  - a. In the *First Name* and *Student ID* fields, students enter their first name and student ID.
  - b. In the *Session ID* field, students enter the session ID provided by their test administrator. This ID is created by test administrators and can change throughout the day.

Figure 2. Student Sign-In Page

6. Students select **Sign In**. The *Is This You?* page appears.
7. If all the information on the *Is This You?* page is correct, select **Yes** to proceed. The *Your Tests* page appears.

If any of the information is incorrect, notify your test administrator before proceeding.

Figure 3. Is This You? Page

8. From the *Your Tests* page, select the interim assessment you will be taking.

Figure 4. Your Tests Page

9. The student's request is sent to the test administrator and the student is taken to the *Waiting for Approval* page. The TA must approve the student for testing before the student can proceed. Once the TA approves, the *Instructions and Help Page* appears.

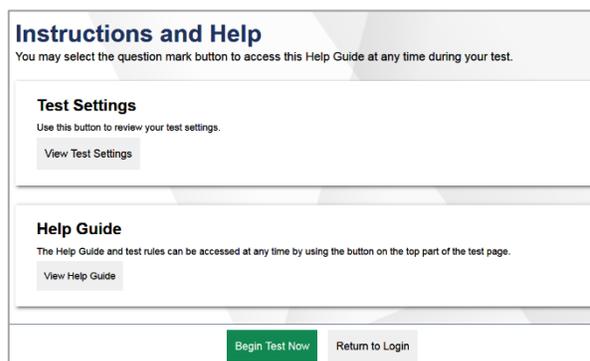
Figure 5. Waiting for Approval Page

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10. To start the test, select **Begin Test Now**.

Test questions will appear on the screen. Students can test normally as if they were in school. Test administrators will be able to remotely monitor their progress throughout the test.

Figure 6. Instructions and Help Page



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### Other Resources

- Interim Assessment Guide (Coming Soon)
- [Smarter Balanced Remote Learning Website](#)

### User Support

For assistance, school personnel can contact the CAI Helpdesk.

The Helpdesk is open Monday-Friday from 7:00 AM AST-6:00 PM AST (except holidays or as otherwise indicated on the State Assessment Portal).

**U.S. Virgin Islands Assessment Program Helpdesk**

Toll-Free Phone Support: 1.844.560.7369

Email Support: [vihelpdesk@cambiumassessment.com](mailto:vihelpdesk@cambiumassessment.com)