



INTER-OFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of Data and Accountability

February 12, 2015

TO: Ramon Cortines, Superintendent
Members, Board of Education

FROM: Cynthia Lim, Executive Director

SUBJECT: SMARTER BALANCED SYSTEM READINESS TEST ON FEB. 19

On Thursday, February 19, 2015, LAUSD will conduct 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 9:00-11:00 a.m. Schools should plan to access the Practice Tests at any time during this two-hour period. Information Technology Division staff will be monitoring the district technology network and bandwidth to identify any potential issues. Staff from the Educational Testing Service (ETS), the state contractor for administering Smarter Balanced assessments, will also be present. Feedback will be collected from all schools to help identify areas of need prior to testing.

This will not only give us a chance to test operational conditions, but will also give our students and staff the opportunity to access the Practice Tests before Smarter Balanced testing this spring.

The following support numbers will be operational for the Readiness Test:

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

Following the Readiness Test, schools will be asked to complete a survey. Schools will also be asked to indicate their planned first day of testing so that support needs can be allocated appropriately. Reference Guide REF-6451 provides detail instructions for schools and the sample survey questions.

A variety of school resources have been developed for principals, teachers and parents including step-by-step guides for the readiness test, online tutorials on device set-up and accessing the practice test, flyers and informational packets for parents and principal toolkits. These resources are listed on the LAUSD home page under announcements.

If there are additional questions, feel free to contact me at (213) 241-2460.

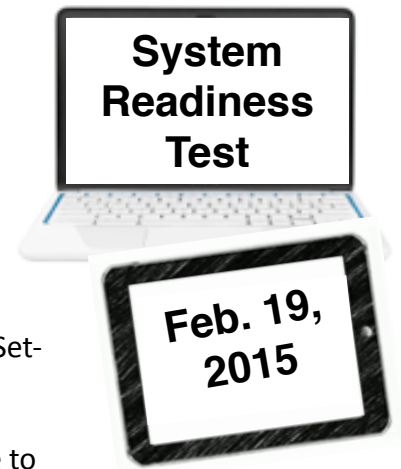


District-wide System Readiness Test For Smarter Balanced Assessments

Steps to Take

NOTE: These steps are to assist in preparation for the Smarter Balanced System Readiness Test on Feb. 19. Ideally, if you can review the steps below starting Feb. 6 to prepare, this will help ease your tasks the day of the event. **If you still have not received your devices, please call 213-241-3837

1. Remove devices from the cart and set-up ready for students to take assessments.
 - a. 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/
 - i. 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.
 - a. This information can also be found in the Smarter Balanced Cart Device Set-up online tutorial for further clarification.
3. Check connectivity.
 - a. If the devices are not connected to the Internet: Go to Settings; Navigate to Wifi; Click on LAUSD, not LAUSD Guest, to connect.
4. For laptops, desktops and iPads, navigate to the Practice Test via this URL during the Smarter Balanced 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/
 - i. Spanish version of Practice Test tutorial 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 Test App during the Smarter Balanced System Readiness Test.
 - a. Go to the Kiosk icon on the lower-left corner and click to put the Chromebook in Kiosk mode. This takes you to a menu.
 - b. Within the menu is the "Air Secure Test"; Click on it.
 - i. Please note: For the **Smarter Balanced System Readiness Test** it is advisable for students to access the Air Secure Test on Chromebooks...as opposed to the Practice Test URL, which is what is advised for laptops, desktops and tablets.



NOTE: When it comes time for the actual test dates, Chromebooks, laptops and desktops will need to use the Secure Web Browser. iPads will need to use the Air Secure Test App. This app, when activated, will put the iPad in Locked Testing Mode. When the student exits the test, the iPad will leave Locked Testing Mode Please ensure that the app and the iOS are updated.

After participating in the Readiness Test, [click here](#) to take survey by Feb. 20.