

Our District has decided which ELA Interims to Administer (ELA or Reading). How can we prevent the accidental administration of the other type of ELA Interim?

As mentioned in the announcement, ***“Why Do I See Interim Reading and Interim ELA Tests?”***, posted on August 10th, 2021, we recommend that **districts select one of the two types of ELA Interims to use at a grade level**. That decision to administer only ELA Interims or Reading Interims then needs to be communicated to all users within the District.

When the District or School user sets up Test Windows in TIDE, only the selected Interim tests should be added to the Test Window. Even if the message on the selected Interims (ELA or Reading) is communicated across the district, it is possible that the other Interim could accidentally be added to a Test Session.

Please read on to learn more about a systematic way, in TIDE, to prevent the possibility of adding an incorrect Interim to a Test Session.

Quick Review: What is a Test Window?

You may recall that by adding Tests to Test Windows you restrict the time frame during which **those** tests can be administered. All other tests that are available to your district and NOT in a Test Window, have no restrictions on when they may be administered.

Example: A District that intended to use ELA Interims accidentally administered Reading Interims. How did this happen?

Let's imagine that we have a district that decided to administer the ELA Interims in grades 3 through 8. A District Test Window has been configured for these Interims and is open from 8/23/2021 through 9/30/2021. Conversely, this district has not added the Reading Interims for grades 3 through 8 to any Test Windows. Because these Reading Interims are not in a Test Window, there is no restriction on these tests and they can be added to a Test Session at any time. This means that anyone who did not know the district's decision about which Interims to administer or that was in a hurry setting up Test Sessions could accidentally add Reading Interims to their Test Session instead of the ELA Interims.

What can you do to ensure that the other type of Interim is NOT added to a Test Session and accidentally Administered?

In the example district that we are considering, we could add the Reading Interims to a Test Window so we restrict the selection of these Interims and prohibit them from accidentally being administered.

There is a qualifier. The Test Window for the unselected Interim (in this example, Reading) CANNOT overlap dates with the Test Window for the selected Interim (in this example, ELA). If they do overlap, then both Interims can be selected.

A failsafe way to configure the Test Window for the unselected Interim is to set the dates in the past.

Screenshots for Clarity:

For visual learners or those that benefit from “seeing” this process in action, use the following images to support the text above.

Example: District Test Window is set for ELA Interims but no Test Window is set for Reading Interims. This District has selected the ELA Interims for grades 3 through 8. This first Test Window is set from 8/23-9/30.

Test Window Information

Window Name:

*Client: 000000 - ClearSight

*State: AL - Al AST

*District: AL_9990 - ClearSight Mo

Window Start Date: 08232021

Window End Date: 09302021

Select Tests from "Available Test IDs" List below to add to the Test Window

Available Test IDs (483)	Selected Test IDs (6)
<input type="checkbox"/> Interim: Reading Grade 5	<input checked="" type="checkbox"/> Interim: ELA Grade 3
<input type="checkbox"/> Interim: Reading Grade 6	<input checked="" type="checkbox"/> Interim: ELA Grade 4
<input type="checkbox"/> Interim: Reading Grade 7	<input checked="" type="checkbox"/> Interim: ELA Grade 5
<input type="checkbox"/> Interim: Reading Grade 8	<input checked="" type="checkbox"/> Interim: ELA Grade 6
<input type="checkbox"/> Interim: ELA Grade 9	<input checked="" type="checkbox"/> Interim: ELA Grade 7
<input type="checkbox"/> Interim: Reading Grade 9	<input checked="" type="checkbox"/> Interim: ELA Grade 8
<input type="checkbox"/> Interim: ELA Grade 10	
<input type="checkbox"/> Interim: Reading Grade 10	
<input type="checkbox"/> Interim: ELA Grade 11	
<input type="checkbox"/> Interim: Reading Grade 11	
<input type="checkbox"/> Checkpoint: Writing Grade 3 Informative (Auto-Scored) - 1	

Buttons: Add All, Add Selected, Remove All, Remove Selected, Save, Cancel

Now, we navigate to the Test Administration System to set up our Test Session. The Upcoming Proctoring Session will run from 9/6-9/20. Notice that both types of Interims are available in my Test Tree because I have not restricted access to the Reading Interims.

Upcoming Proctoring Test Selection

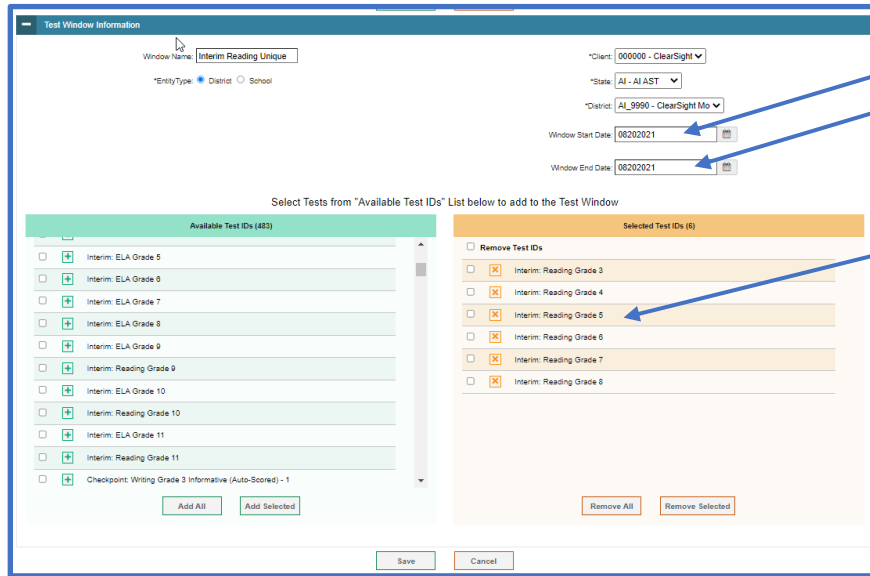
Filter By:

Interims

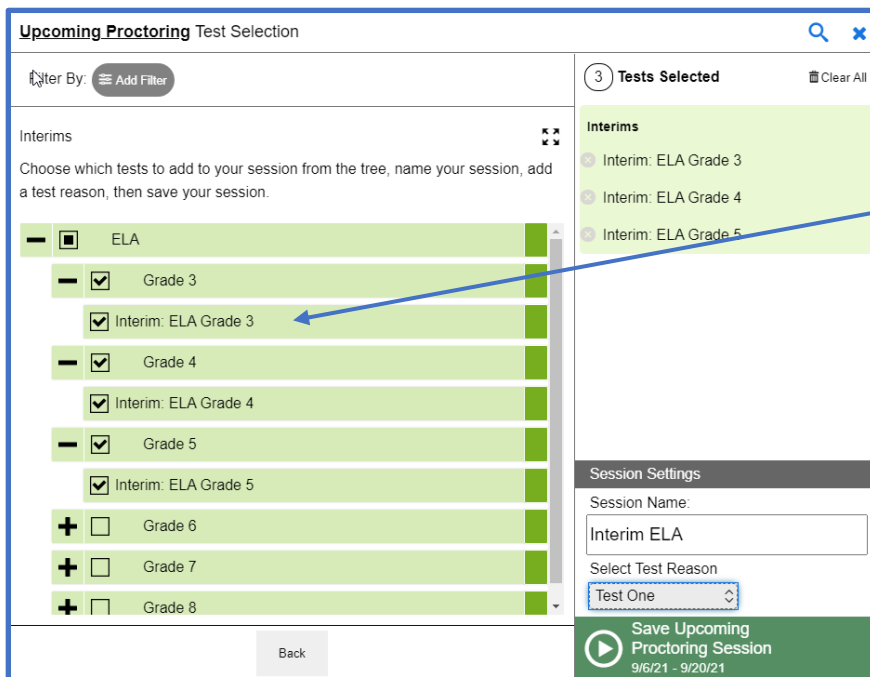
Choose which tests to add to your session from the tree, name your session, add a test reason, then save your session.

- ELA
 - Grade 3
 - Interim: ELA Grade 3
 - Interim: Reading Grade 3
 - Grade 4
 - Interim: ELA Grade 4
 - Interim: Reading Grade 4
 - Grade 5
 - Interim: ELA Grade 5
 - Interim: Reading Grade 5

Let's go back to TIDE and set up a Test Window for Reading Interims that is unique from the timeframe of the ELA Interim Test Window. This Test Window is set for one day and set to expire before the ELA Test Window begins.



We'll return to TDS and try again to set up a Test Session. Notice that now the Reading Interims are not available for my Test Session.



If we accidentally set the Test Window in TIDE for Reading Interims to overlap with the ELA Interims, the Reading Interims can be accidentally selected in TDS.

View/Edit/Export Test Windows

Use this form to modify the test window. [more info](#)

Save Cancel

Test Window Information

Window Name: Interim Reading Unique

Selected Window: ClearSight Model District

Window Start Date: 09/02/21

Window End Date: 09/20/21

Select Tests from "Available Test IDs" List below to add to the Test Window

Available Test IDs (483)

Add Test IDs

- Braille Formative: Science Grade 5 Earth and Space Science - 1
- Braille Formative: Science Grade 5 Earth and Space Science - 2
- Braille Formative: Science Grade 5 Life Science - 1
- Braille Formative: Science Grade 5 Life Science - 2
- Braille Formative: Science Grade 5 Physical Science - 1
- Braille Formative: Science Grade 5 Physical Science - 2
- Braille Formative: Science Grade 6 Earth and Space Science - 1
- Braille Formative: Science Grade 6 Earth and Space Science - 2
- Braille Formative: Science Grade 6 Life Science - 1
- Braille Formative: Science Grade 6 Life Science - 2

Add All Add Selected

Selected Test IDs (6)

Remove Test IDs

- Interim: Reading Grade 3
- Interim: Reading Grade 4
- Interim: Reading Grade 5
- Interim: Reading Grade 6
- Interim: Reading Grade 7
- Interim: Reading Grade 8

Remove All Remove Selected

Save Cancel

Upcoming Proctoring Test Selection

Filter By: [Add Filter](#)

Interims

Choose which tests to add to your session from the tree, name your session, add a test reason, then save your session.

- ELA
 - Grade 3
 - Interim: ELA Grade 3
 - Interim: Reading Grade 3
 - Grade 4
 - Interim: ELA Grade 4
 - Interim: Reading Grade 4
 - Grade 5
 - Interim: ELA Grade 5
 - Interim: Reading Grade 5

You must make at least one selection before starting your session.

Back

Save Upcoming Proctoring Session
9/6/21 - 9/20/21