

CLASSROOM ACTIVITY AND PERFORMANCE TASK ADMINISTRATION GUIDELINES

The Field Test is comprised of two separate assessments: the non-performance task (non-PT) items and the Classroom Activity/performance task (PT). Smarter Balanced recommends that students take the PT and the non-PT items on separate days in the following sequence:

1. Non-PT items
2. Classroom Activity
3. PT items

If districts/schools elect to administer these in a different order, the Classroom Activity **must** always occur prior to the administration of the PT.

Descriptions of the Classroom Activity and performance task are provided in Table 1, below.

Table 1: Descriptions

	Administration Setting	Description
Classroom Activity	Administered in a classroom setting	<p>The Classroom Activity precedes the administration of the computer-based performance task. The main purpose of the Classroom Activity is to ensure that all students have a common understanding, at a minimal level, of the contextual elements of a PT topic so they are not disadvantaged in demonstrating the skills the task intends to assess. Contextual elements may include the following:</p> <ul style="list-style-type: none"> • an understanding of the setting or situation in which the task is placed; • potentially unfamiliar concepts that are associated with the scenario (e.g., how stocks are traded on the stock market or how fines are calculated for speeding tickets); and/or • key terms or vocabulary students will need to understand in order to meaningfully engage with and complete the PT. Key terms are analyzed to determine whether they meet one of the following criteria: <ul style="list-style-type: none"> – They are on the upper end of grade-level appropriateness; or – They are unique to the context of the topic and may be unfamiliar based on a student’s background or culture. <p>The Classroom Activities do not pre-teach content that will be assessed in the performance task.</p>
Performance Task (PT)	Computer-administered in a secure testing environment	<p>The performance task is an individually administered, computer-generated task. The PT requires students to answer a set of complex questions that are centered on a common theme or problem.</p>

The following guidelines provide information and instructions on how to administer the Classroom Activity and performance task.

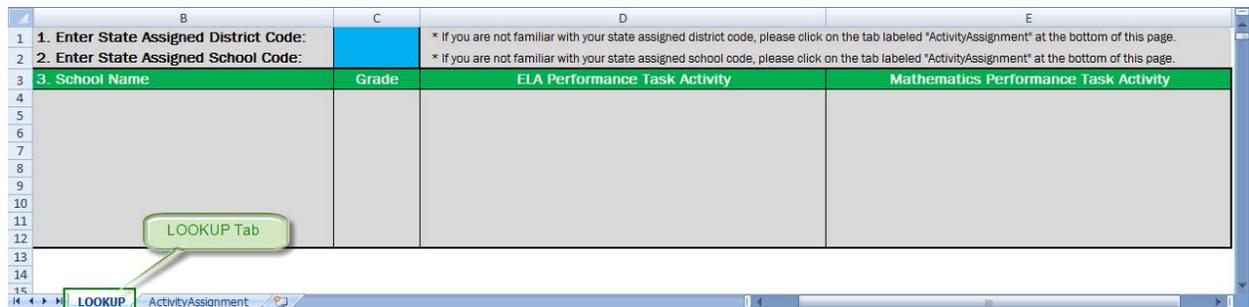
Steps for Administration

Classroom activities are assigned by grade for each individual school. Refer to the spreadsheet found on the field-test portal to identify your assigned Classroom Activity (<http://sbac.portal.airast.org/field-test/>).

1. Identify your Classroom Activity.

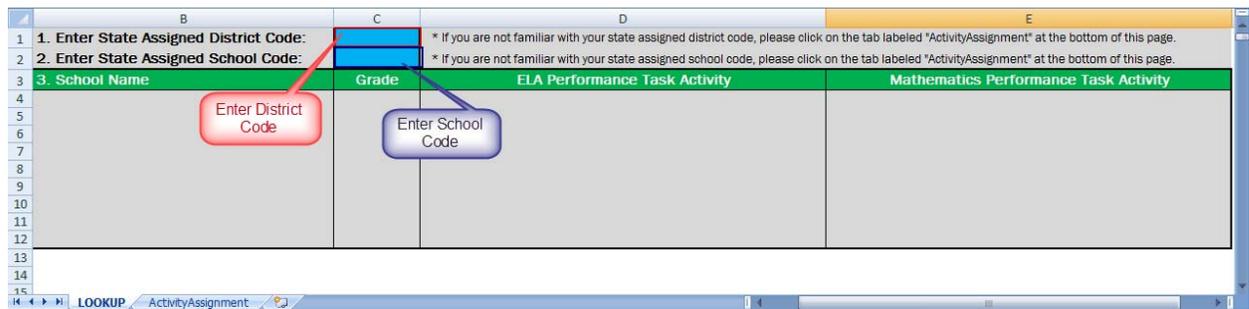
After you locate your state’s spreadsheet, there are two options to identify which Classroom Activity your school and/or grades have been assigned. If you know your district and school code, use option 1. If you do not know your school and district code, use option 2. **You will use the directions below to identify which Classroom Activity has been selected for your class to administer.**

OPTION 1: Locate the Classroom Activity via the LOOKUP tool.



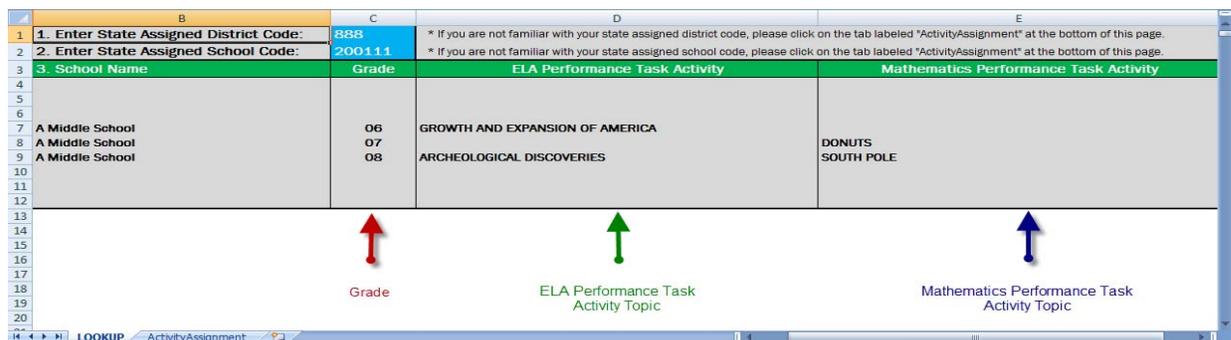
	B	C	D	E
1	1. Enter State Assigned District Code:		* If you are not familiar with your state assigned district code, please click on the tab labeled "ActivityAssignment" at the bottom of this page.	
2	2. Enter State Assigned School Code:		* If you are not familiar with your state assigned school code, please click on the tab labeled "ActivityAssignment" at the bottom of this page.	
3	3. School Name	Grade	ELA Performance Task Activity	Mathematics Performance Task Activity
4				
5				
6				
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14				
15				

Enter your district code, as listed in the Test Information Distribution Engine (TIDE), into Column C Row 1 and your school code, as listed in TIDE, into Column C Row 2.



	B	C	D	E
1	1. Enter State Assigned District Code:		* If you are not familiar with your state assigned district code, please click on the tab labeled "ActivityAssignment" at the bottom of this page.	
2	2. Enter State Assigned School Code:		* If you are not familiar with your state assigned school code, please click on the tab labeled "ActivityAssignment" at the bottom of this page.	
3	3. School Name	Grade	ELA Performance Task Activity	Mathematics Performance Task Activity
4				
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Press [ENTER] on your keyboard. The ELA and/or mathematics assignments for each grade at the selected school will be populated.

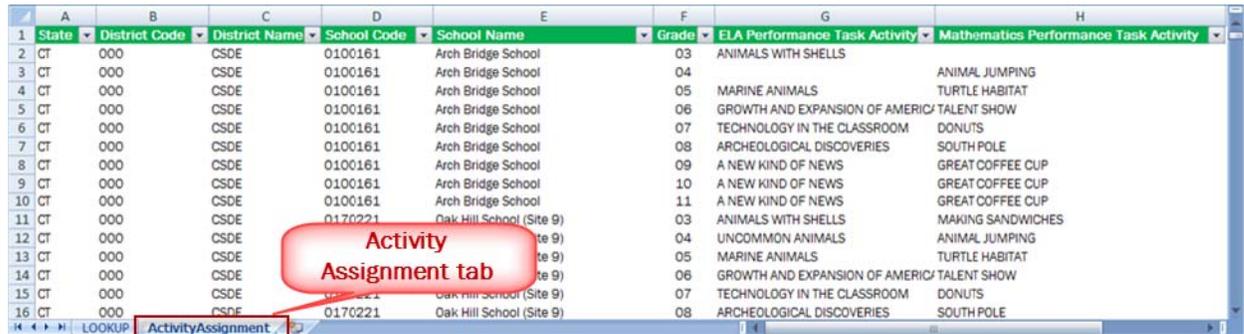


	B	C	D	E
1	1. Enter State Assigned District Code:	888	* If you are not familiar with your state assigned district code, please click on the tab labeled "ActivityAssignment" at the bottom of this page.	
2	2. Enter State Assigned School Code:	200111	* If you are not familiar with your state assigned school code, please click on the tab labeled "ActivityAssignment" at the bottom of this page.	
3	3. School Name	Grade	ELA Performance Task Activity	Mathematics Performance Task Activity
4				
5				
6				
7	A Middle School	06	GROWTH AND EXPANSION OF AMERICA	DONUTS
8	A Middle School	07		SOUTH POLE
9	A Middle School	08	ARCHEOLOGICAL DISCOVERIES	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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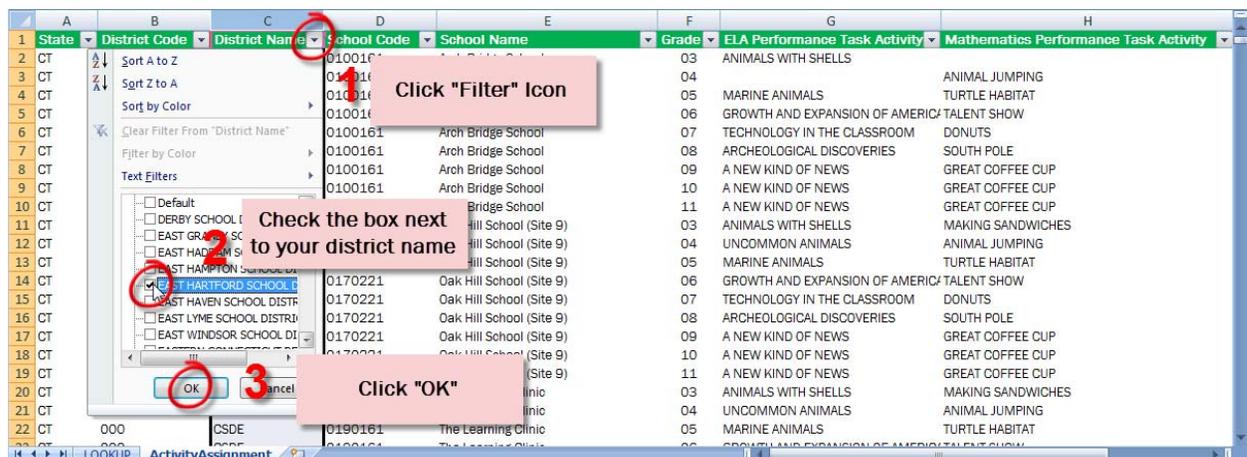
OPTION 2: Locate the Classroom Activity via filtering.

Click on the tab labeled “Activity Assignment” at the bottom of the spreadsheet and use the filter function within the document to sort for your school.



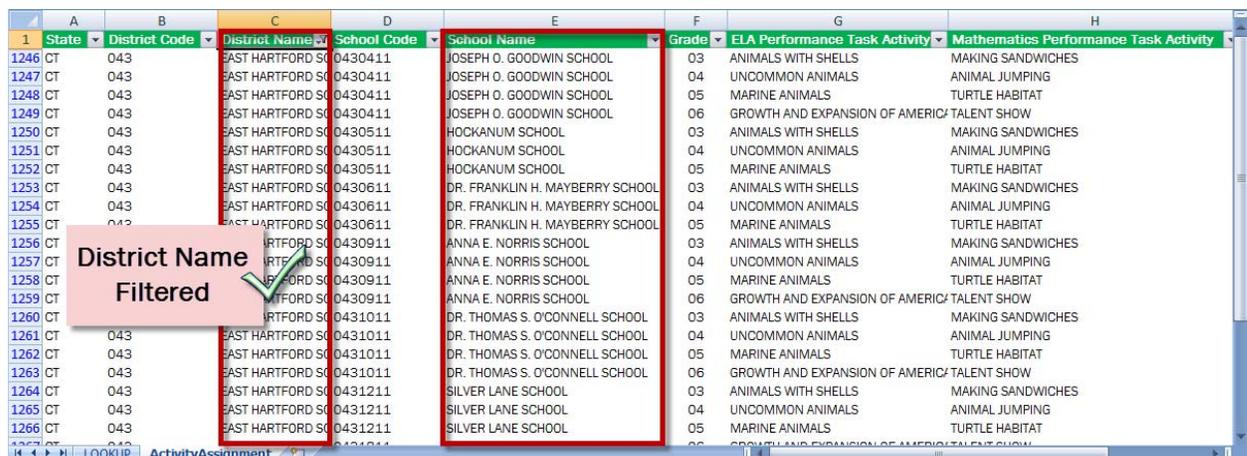
1	A	B	C	D	E	F	G	H
	State	District Code	District Name	School Code	School Name	Grade	ELA Performance Task Activity	Mathematics Performance Task Activity
2	CT	000	CSDE	0100161	Arch Bridge School	03	ANIMALS WITH SHELLS	
3	CT	000	CSDE	0100161	Arch Bridge School	04		ANIMAL JUMPING
4	CT	000	CSDE	0100161	Arch Bridge School	05	MARINE ANIMALS	TURTLE HABITAT
5	CT	000	CSDE	0100161	Arch Bridge School	06	GROWTH AND EXPANSION OF AMERICA	TALENT SHOW
6	CT	000	CSDE	0100161	Arch Bridge School	07	TECHNOLOGY IN THE CLASSROOM	DONUTS
7	CT	000	CSDE	0100161	Arch Bridge School	08	ARCHEOLOGICAL DISCOVERIES	SOUTH POLE
8	CT	000	CSDE	0100161	Arch Bridge School	09	A NEW KIND OF NEWS	GREAT COFFEE CUP
9	CT	000	CSDE	0100161	Arch Bridge School	10	A NEW KIND OF NEWS	GREAT COFFEE CUP
10	CT	000	CSDE	0100161	Arch Bridge School	11	A NEW KIND OF NEWS	GREAT COFFEE CUP
11	CT	000	CSDE	0170221	Oak Hill School (Site 9)	03	ANIMALS WITH SHELLS	MAKING SANDWICHES
12	CT	000	CSDE	0170221	Oak Hill School (Site 9)	04	UNCOMMON ANIMALS	ANIMAL JUMPING
13	CT	000	CSDE	0170221	Oak Hill School (Site 9)	05	MARINE ANIMALS	TURTLE HABITAT
14	CT	000	CSDE	0170221	Oak Hill School (Site 9)	06	GROWTH AND EXPANSION OF AMERICA	TALENT SHOW
15	CT	000	CSDE	0170221	Oak Hill School (Site 9)	07	TECHNOLOGY IN THE CLASSROOM	DONUTS
16	CT	000	CSDE	0170221	Oak Hill School (Site 9)	08	ARCHEOLOGICAL DISCOVERIES	SOUTH POLE

Select the filter drop-down in Column C (District Name), select your district, and then click [OK].



1	A	B	C	D	E	F	G	H
	State	District Code	District Name	School Code	School Name	Grade	ELA Performance Task Activity	Mathematics Performance Task Activity
2	CT	000	CSDE	0100161	Arch Bridge School	03	ANIMALS WITH SHELLS	
3	CT	000	CSDE	0100161	Arch Bridge School	04		ANIMAL JUMPING
4	CT	000	CSDE	0100161	Arch Bridge School	05	MARINE ANIMALS	TURTLE HABITAT
5	CT	000	CSDE	0100161	Arch Bridge School	06	GROWTH AND EXPANSION OF AMERICA	TALENT SHOW
6	CT	000	CSDE	0100161	Arch Bridge School	07	TECHNOLOGY IN THE CLASSROOM	DONUTS
7	CT	000	CSDE	0100161	Arch Bridge School	08	ARCHEOLOGICAL DISCOVERIES	SOUTH POLE
8	CT	000	CSDE	0100161	Arch Bridge School	09	A NEW KIND OF NEWS	GREAT COFFEE CUP
9	CT	000	CSDE	0100161	Arch Bridge School	10	A NEW KIND OF NEWS	GREAT COFFEE CUP
10	CT	000	CSDE	0100161	Arch Bridge School	11	A NEW KIND OF NEWS	GREAT COFFEE CUP
11	CT	000	CSDE	0170221	Oak Hill School (Site 9)	03	ANIMALS WITH SHELLS	MAKING SANDWICHES
12	CT	000	CSDE	0170221	Oak Hill School (Site 9)	04	UNCOMMON ANIMALS	ANIMAL JUMPING
13	CT	000	CSDE	0170221	Oak Hill School (Site 9)	05	MARINE ANIMALS	TURTLE HABITAT
14	CT	000	CSDE	0170221	Oak Hill School (Site 9)	06	GROWTH AND EXPANSION OF AMERICA	TALENT SHOW
15	CT	000	CSDE	0170221	Oak Hill School (Site 9)	07	TECHNOLOGY IN THE CLASSROOM	DONUTS
16	CT	000	CSDE	0170221	Oak Hill School (Site 9)	08	ARCHEOLOGICAL DISCOVERIES	SOUTH POLE
17	CT	000	CSDE	0170221	Oak Hill School (Site 9)	09	A NEW KIND OF NEWS	GREAT COFFEE CUP
18	CT	000	CSDE	0170221	Oak Hill School (Site 9)	10	A NEW KIND OF NEWS	GREAT COFFEE CUP
19	CT	000	CSDE	0170221	Oak Hill School (Site 9)	11	A NEW KIND OF NEWS	GREAT COFFEE CUP
20	CT	000	CSDE	0190161	The Learning Clinic	03	ANIMALS WITH SHELLS	MAKING SANDWICHES
21	CT	000	CSDE	0190161	The Learning Clinic	04	UNCOMMON ANIMALS	ANIMAL JUMPING
22	CT	000	CSDE	0190161	The Learning Clinic	05	MARINE ANIMALS	TURTLE HABITAT
23	CT	000	CSDE	0190161	The Learning Clinic	06	GROWTH AND EXPANSION OF AMERICA	TALENT SHOW

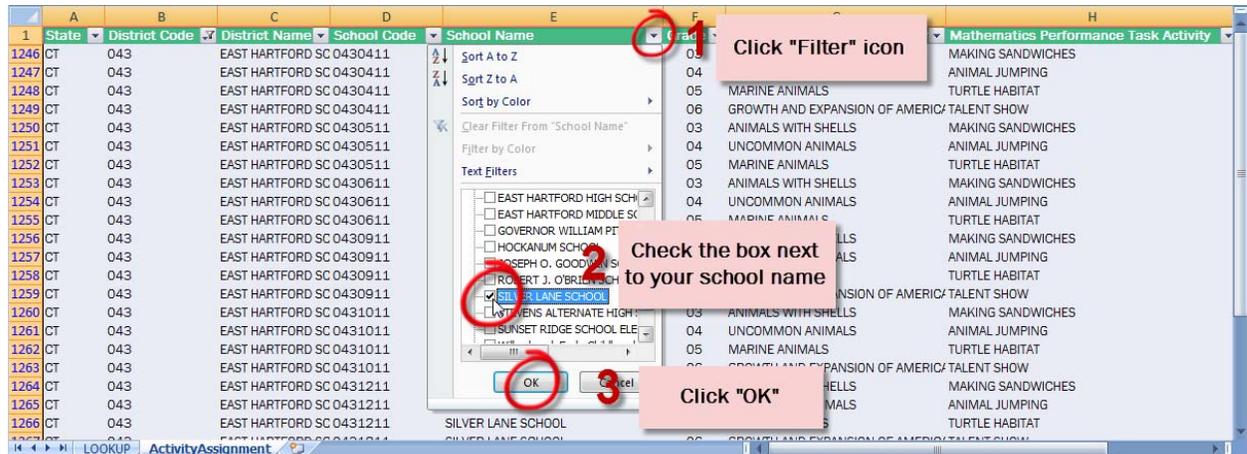
Once filtered by district name, you will see a subset of schools in Column E.



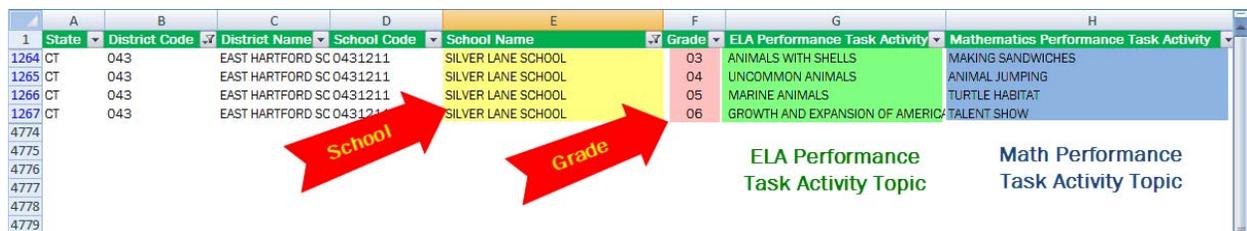
1	A	B	C	D	E	F	G	H
	State	District Code	District Name	School Code	School Name	Grade	ELA Performance Task Activity	Mathematics Performance Task Activity
1246	CT	043	EAST HARTFORD SC	0430411	JOSEPH O. GOODWIN SCHOOL	03	ANIMALS WITH SHELLS	MAKING SANDWICHES
1247	CT	043	EAST HARTFORD SC	0430411	JOSEPH O. GOODWIN SCHOOL	04	UNCOMMON ANIMALS	ANIMAL JUMPING
1248	CT	043	EAST HARTFORD SC	0430411	JOSEPH O. GOODWIN SCHOOL	05	MARINE ANIMALS	TURTLE HABITAT
1249	CT	043	EAST HARTFORD SC	0430411	JOSEPH O. GOODWIN SCHOOL	06	GROWTH AND EXPANSION OF AMERICA	TALENT SHOW
1250	CT	043	EAST HARTFORD SC	0430511	HOCKANUM SCHOOL	03	ANIMALS WITH SHELLS	MAKING SANDWICHES
1251	CT	043	EAST HARTFORD SC	0430511	HOCKANUM SCHOOL	04	UNCOMMON ANIMALS	ANIMAL JUMPING
1252	CT	043	EAST HARTFORD SC	0430511	HOCKANUM SCHOOL	05	MARINE ANIMALS	TURTLE HABITAT
1253	CT	043	EAST HARTFORD SC	0430611	DR. FRANKLIN H. MAYBERRY SCHOOL	03	ANIMALS WITH SHELLS	MAKING SANDWICHES
1254	CT	043	EAST HARTFORD SC	0430611	DR. FRANKLIN H. MAYBERRY SCHOOL	04	UNCOMMON ANIMALS	ANIMAL JUMPING
1255	CT	043	EAST HARTFORD SC	0430611	DR. FRANKLIN H. MAYBERRY SCHOOL	05	MARINE ANIMALS	TURTLE HABITAT
1256	CT	043	EAST HARTFORD SC	0430911	ANNA E. NORRIS SCHOOL	03	ANIMALS WITH SHELLS	MAKING SANDWICHES
1257	CT	043	EAST HARTFORD SC	0430911	ANNA E. NORRIS SCHOOL	04	UNCOMMON ANIMALS	ANIMAL JUMPING
1258	CT	043	EAST HARTFORD SC	0430911	ANNA E. NORRIS SCHOOL	05	MARINE ANIMALS	TURTLE HABITAT
1259	CT	043	EAST HARTFORD SC	0430911	ANNA E. NORRIS SCHOOL	06	GROWTH AND EXPANSION OF AMERICA	TALENT SHOW
1260	CT	043	EAST HARTFORD SC	0431011	DR. THOMAS S. O'CONNELL SCHOOL	03	ANIMALS WITH SHELLS	MAKING SANDWICHES
1261	CT	043	EAST HARTFORD SC	0431011	DR. THOMAS S. O'CONNELL SCHOOL	04	UNCOMMON ANIMALS	ANIMAL JUMPING
1262	CT	043	EAST HARTFORD SC	0431011	DR. THOMAS S. O'CONNELL SCHOOL	05	MARINE ANIMALS	TURTLE HABITAT
1263	CT	043	EAST HARTFORD SC	0431011	DR. THOMAS S. O'CONNELL SCHOOL	06	GROWTH AND EXPANSION OF AMERICA	TALENT SHOW
1264	CT	043	EAST HARTFORD SC	0431211	SILVER LANE SCHOOL	03	ANIMALS WITH SHELLS	MAKING SANDWICHES
1265	CT	043	EAST HARTFORD SC	0431211	SILVER LANE SCHOOL	04	UNCOMMON ANIMALS	ANIMAL JUMPING
1266	CT	043	EAST HARTFORD SC	0431211	SILVER LANE SCHOOL	05	MARINE ANIMALS	TURTLE HABITAT
1267	CT	043	EAST HARTFORD SC	0431211	SILVER LANE SCHOOL	06	GROWTH AND EXPANSION OF AMERICA	TALENT SHOW

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Select the filter drop-down in Column E (School Name), select your school, and then click [OK].



ELA and/or mathematics assignments for each grade at the selected school will be populated.



2. Download the Classroom Activity.

You will need to download and review the Classroom Activity at least one to two days prior to the planned delivery of your Classroom Activity. Classroom Activities will be posted on the portal webpage at <http://sbac.portal.airast.org/field-test/> in alphabetical order. By clicking on your Classroom Activity, you can print and/or save the materials. Carefully review the TA directions for the Classroom Activity, located in Section 9.5 and Appendix A in the *Online Field Test Administration Manual*, to ensure that you know how to prepare for and carry out the Classroom Activity.

3. Administer the Classroom Activity.

- Classroom activities are designed to fit into one 30-minute window. While the exact timing will vary due to the complexity of the topic and individual student needs, a Classroom Activity should be administered in a single session.
- The Classroom Activity involves interactions between the teacher or TA and students. It is recommended that all students have an opportunity to interact with teachers or TAs and—when appropriate—peers during the Classroom Activity. In the event a student is absent during the Classroom Activity, a make-up session must be scheduled. The make-up session should provide students with an experience similar to that of his or her peers. To the greatest extent possible, the make-up session should provide students an opportunity to interact with the teacher or TA and his or her peers.

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- The Classroom Activities are nonsecure. Each Classroom Activity includes specific directions. Any tables, graphics, formulas, or other information contained in the materials for the Classroom Activity may be displayed for students. Similarly, the teacher or TA should be able to write notes for students to see (such as on a chalkboard or dry-erase board). Computers, projectors, and other technology are allowed for the Classroom Activity.
- Each Classroom Activity includes strategies that teachers or TAs can use to address special needs and increase accessibility.

Students may take notes during this time, but the notes must be collected before proceeding to the PT. Students may not use notes taken during the Classroom Activity for the PT.

4. Administer the performance task.

The students must work independently on their PT responses; instructions will be delivered to them in the Test Delivery System.

English Language Arts/Literacy (ELA)

The ELA PT consists of two parts. As noted in the *ELA Timing and Sequencing* document (<http://sbac.portal.airast.org/wp-content/uploads/2014/02/ELA-Timing-and-Sequencing.pdf>), it is recommended that each part be administered on a separate day. In Part 1, students will read sources and answer research questions. During Part 2, students will provide a written response using those sources. Only in Part 2 of the ELA performance task may students have access to a hard-copy dictionary/thesaurus or to the dictionary/thesaurus that is embedded in the Test Delivery System.

Note 1: *If you opt to offer a hard-copy dictionary to your students, it must be a commercially published dictionary in print form. Teacher- or student-created dictionaries are not allowed.*

Note 2: *ELA performance tasks may require headsets.*

Mathematics

As noted in the *Math Timing and Sequencing* document (<http://sbac.portal.airast.org/wp-content/uploads/2014/02/Math-Timing-and-Sequencing.pdf>), the mathematics performance task should be administered in one session.

Note: *Mathematics performance tasks do not require headsets unless needed as an accommodation.*

Frequently Asked Questions about the Classroom Activity

1. Who should administer the Classroom Activity?

A certified teacher or other instructional staff should administer the Classroom Activity. It is preferable but not essential that the teacher administering the Classroom Activity have content knowledge in the area of assessment.

2. Can the Classroom Activity be recorded and viewed by students who were absent for the Classroom Activity?

The Classroom Activities are nonsecure and therefore may be recorded; however, the make-up session should provide students with an experience similar to that of his or her peers. To the

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greatest extent possible, the make-up session should provide students an opportunity to interact with the teacher and his or her peers.

3. Can the Classroom Activity be administered over several days?

Classroom activities are designed to fit into a single 30-minute window.

4. Can the Classroom Activity be administered several times to a group of students?

The Classroom Activity should be administered once before students participate in the PT. Having students participate in the Classroom Activity multiple times is not advisable.