



Quick Guide to Administering South Dakota ELA, Math, and Science Interim Assessments Remotely

The South Dakota ELA, Math, and Science 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 South Dakota Summative assessments. Typically, students use the Cambium Assessment Secure Browser (formerly American Institutes for Research) to take Interim Assessments at school. Given that some students may be learning at home through distance learning, the South Dakota Department of Education (SDDOE) will allow students to take Interim Assessments at home using the Cambium Secure Browser as had been required, the SecureTestBrowser iPad app, or Chrome or Firefox web browsers. This document describes how Proctors (PRs) can remotely administer the Interim Assessments and how students may access and participate in an Interim Assessment.

How Proctors Administer Interim Assessments Remotely

PRs will administer Interim Assessments for students at home in the same way they would at their schools. (Note: If this is your first time administering an Interim Assessment, refer to the *Test Delivery System User Guide* using the Proctor site, available on the South Dakota Gateway.) PRs must communicate with students to provide a Session ID and provide support for students through the log in process, including helping them **securely** locate their State Student ID (SSID). *It is important that the SSID is 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. If a student is taking an assessment using the Secure Browser, the SSID and test session ID needs to be securely communicated to the student through a classroom management system prior to launching the Secure Browser. Non-secure methods such as private text messages or email should not be used.*

Proctors:

1. Using any web browser, navigate to the [South Dakota Gateway](#) and log into the **Interim and Summative Test Site** using the same credentials used at school. Contact the District Administrator or School Coordinator if login information is needed.
 2. Select the test grade and subject to be administered. Students will be able to take Interim Assessments in the Cambium Secure Browser, SecureTestBrowser app, or Chrome or Firefox web browsers.
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3. Start the test session and securely provide 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 students sign in and select the test they are going to take, approve them 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

In the Table Below is the Required Software for Student Devices

If Student's Device is a:	The Student's Device Requires the Following Software:
Loaner device from school district with Cambium (formerly American Institutes for Research) Secure Browser already installed	Cambium Secure Browser (If the Cambium 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.)

Student Signing in to Take an Interim Assessment

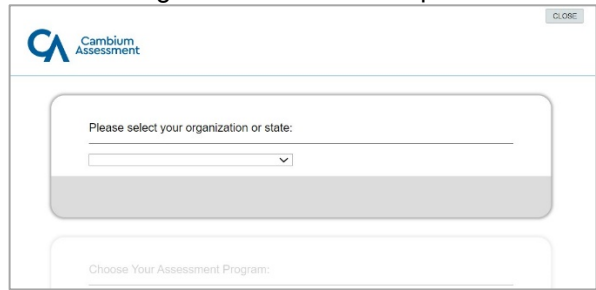
Once students have the required software as outlined above, they are ready to sign in and take an Interim Assessment.

Students:

1. Launch the required software on their testing device.
 - If using the Cambium Secure Browser, the **Student Sign-In** page appears. Skip to Step [5](#).
 - If using the SecureTestBrowser app, the **Mobile Launchpad** page appears. Skip to Step [3](#).
 - If using the Chrome or Firefox web browsers, continue to Step [2](#).
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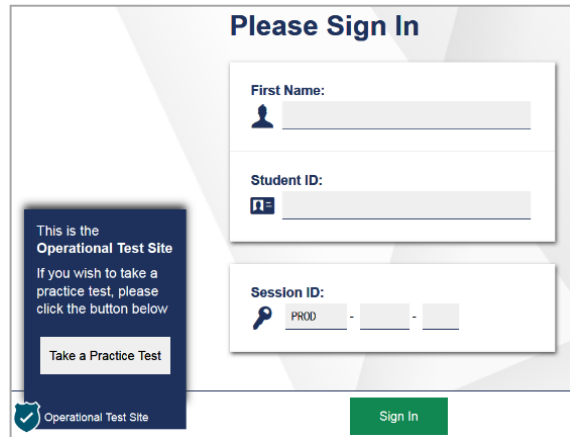
2. In the URL bar, enter <http://mobile.tds.cambiumast.com/Launchpad/> and hit enter on your keyboard. The **Mobile Launchpad** page appears.
3. From the drop-down lists, select South Dakota and assessment program.
4. Select **OK**. The **Student Sign-In** page appears.

Figure 1. Mobile Launchpad



5. Enter the following information:
 - a. In the *First Name* and *Student ID* fields, students enter first name and SSID. (Note: The student first name should match the name indicated in TIDE. Students should not use nicknames.)
 - b. In the *Session ID* field, students enter the Session ID provided by their Proctor. This ID is created by PRs when activating a test session.

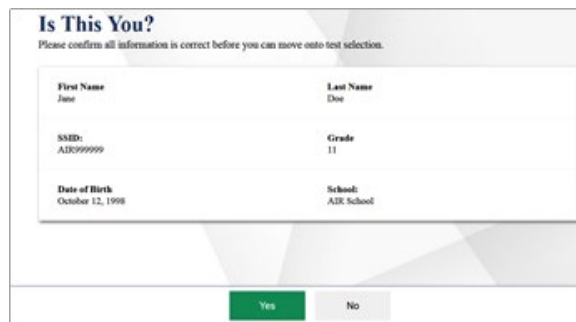
Figure 2. Student Sign-In Page



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.

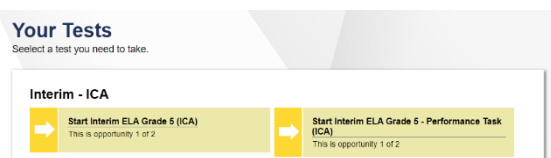
If any of the information is incorrect, notify your PR before proceeding.

Figure 3. Is This You? Page



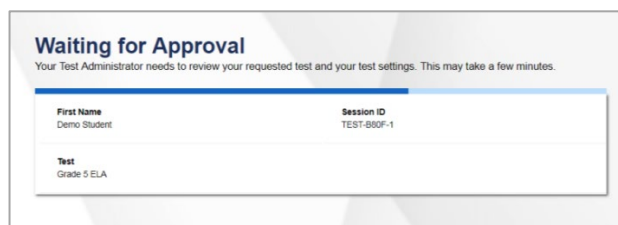
8. From the **Your Tests** page, select the Interim Assessment you will be taking.

Figure 4. Your Tests Page



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

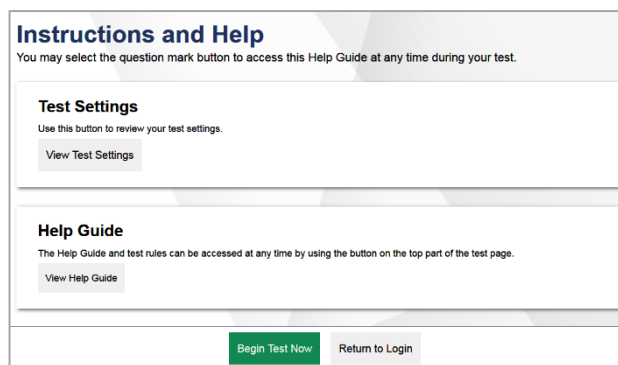
Figure 5. Waiting for Approval Page



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. PRs will be able to remotely monitor their progress throughout the test using the Test Administration site.

Figure 6. Instructions and Help Page



Other Resources:

A variety of resources are available on the [South Dakota Gateway](#). For quick access, key resources are listed below:

Resource	Description
Supporting Distance Learning Using Interim Assessments Guide	This user guide provides critical steps to set up Interim Assessments for remote use to support distance learning.
2020-21 Smarter Balanced Interim Assessment Overview	The Interim Assessments Overview provides the features of available Interim Assessments and information to support formal and informal use of these tools.
Test Delivery System User Guide	This user guide provides instructions and support for users viewing student Interim Assessment performance reports in the Reporting System.
Assessment Viewing Application (AVA) User Guide	This user guide provides an overview of how to access and use the Assessment Viewing Application that allows teachers to view items on the South Dakota ELA, Math, and Science Interim Assessments for administrative or instructional purposes.
Reporting System User Guide	This user guide provides instructions and support for users viewing student Interim Assessment performance reports in the Reporting System.

[Smarter Balanced Remote Learning Website](#)

This Smarter Balanced site provides additional guidance and resources for administering Interim Assessments for remote use to support distance learning.

User Support:

Contact the South Dakota CAI Assessments Help Desk by [email](#) or phone at 1-855-838-8378.