**Step-by-Step Guide**

Before administering interims:

- ☐ Teachers who will be administering the interims must:
  - ☐ Complete the **Test Administrator Certification**.
  - ☐ **New!** Sign the digital Test Security Agreement (TSA) by clicking on the TIDE portal button, going to "General Resources" at the top of the screen, and selecting "Test Security Agreement." Read the agreement and select "I Acknowledge."
- ☐ Teachers need to be enrolled as TE (Teachers) in order to see results.
- ☐ All computers must have the AIR secure software downloaded.
- ☐ Print students SBAC ID numbers and first names as seen in TIDE for easy login.
  Note: if you are missing one, you can look up a student ID number once you have set up the proctoring for the assessment
- ☐ Have scrap paper readily available for students to use during the assessment.
- ☐ Use the **Interim Assessment Viewing Application** to preview assessments to help decide which assessment you would like to administer.
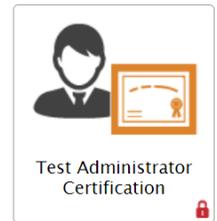
Testing time:

1. Go to mt.portal.cambiumast.com.
2. Click on **Smarter Balanced.**
3. Click on **Test Administration**. Login using your email and password.
   a. *if it is your first time this year you will be prompted to change your password.*
4. Use the + and – buttons to select the interim assessment you would like to administer.
5. Hit **Start Operational Session**
6. Select a Test Reason: Choose Unassigned or if you plan to give the same test multiple times, choose the attempt number. **Click ok**.
7. Your **session ID number** will be at the top of the screen.
   a. Students will need the session id to sign in.
   b. Next, approve students as they log into the test. This is where you can monitor their progress-just like in the Smarter Balanced Summative Assessment.
   c. Students can pause tests. If the test is stopped for more than 20 minutes, remind students they will not be able to go back to previous questions.

Reports:

To view your student's Interim results go to the portal and click on Reporting. There you can access student level and whole class data.

Need help? Reach out to the **OPI Assessment Help Desk**
Call 1.844.867.2569 | Email: OPIAssessmentHelpDesk@mt.gov
Or **Montana Help Desk- Cambium**
Call 1.877.365.7915 | Email: mthelpdesk@cambiumassessment.com

Using Interim Assessments

Interim Assessment Viewing Application: In this application you are able to view all Interim Assessment Blocks (IAB) and Interim Comprehensive Assessment (ICA) before administering them to your class. Teachers are able to view all items as well as accessibility and interactive features. Use this as a starting point to decide which interim to administer based off of your scope and sequence.

To view the answer keys and rubrics for the Interim Assessments: Click the TIDE button (homepage)→ General Resources (top right) → Interim Materials → Smarter Balanced ELA/Math Answer Keys (downloaded as a zip file).

Test Administration: To administer an Interim Assessments you will be using the same test administration process as you do for the summative assessment. Teachers need to have completed the Test Administration Certification, signed the digital Test Security Agreement (TSA) as well as printed student ID numbers and first names as seen in TIDE. They also will need to make sure the latest AIR secure software is downloaded onto all student computers. Detailed instructions on the reverse side.

Reporting: After you have completed administering your interim assessment, results will populate in the AIR Ways Reporting. Here you are able to select the IAB/ICA you administered, view overall results at the class level and students level. You are able to see the five items your students performed the best on, the five items your students struggled with the most in addition to all items. You are able to click on the individual item to see scoring rubrics. You also may select an individual student to see their unique response. Here is where you can make decisions to guide your instructional practice.

Access to Rubrics and Answer Keys: Click the TIDE button (homepage)→ General Resources (top right) → Interim Materials → Smarter Balanced ELA/Math Answer Keys (downloaded as a zip file). Scoring Guides are also available with sample student responses and scores.

Print Interim Assessments: You can access printable versions of the interim assessments through the Tools for Teachers site. Click on the Tools for Teachers. Login by selecting the login button on the bottom left, select Montana as your location, then using your Montana Testing Portal login information. You then will see a flower shape with a check in the middle in the left side panel, the "Interim Assessment Item Portal." Select the grade, subject, interim test name, "select all" and "print card" to print.
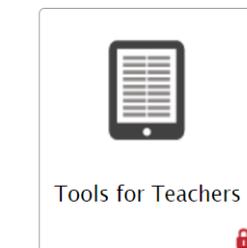
Administer Interim Assessments Remotely: Go to remote.smartertoolsforteachers.org to learn more about how to administer interim assessments remotely.

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