TO: Superintendents, Principals, School Leaders
FROM: Dr. Charity Flores, Director of Student Assessment
DATE: October 1, 2018
RE: ILEARN Assessments: Scheduling & Timing Guidance

The Indiana Department of Education (IDOE) defined scheduling guidance for all ILEARN assessments (ILEARN 3-8 and Biology and U.S. Government End-of-Course Assessments) beginning with the 2018-2019 school year. Schools and corporations should consider this information when creating local test schedules. Contact us with questions (INassessments@doe.in.gov).

ILEARN Assessment Structure

What is the structure of the ILEARN assessments?
Each ILEARN assessment is comprised of test "segments."
- **Mathematics and English/Language Arts (Grades 3-8)**
  - **Math:** One computer-adaptive test (CAT) segment and one Performance Task (PT) segment
  - **English/Language Arts (ELA):** One CAT segment and one PT consisting of two segments for a total of three segments
- **Science (Grades 4 & 6) and Biology**
  - One fixed-form test segment and one PT segment
- **Social Studies (Grade 5) and U.S. Government ECA**
  - One fixed-form test segment

Content Area (Grade Level)	Number of Test Segments			TOTAL Test Segments
	Computer-Adaptive Test (CAT)	**Fixed-Form**	**Performance Task (PT)**	
Mathematics (3-8)	1*	N/A	1	2
English/ Language Arts (3-8)	1**	N/A	2	3
Science (4 & 6)	N/A	1	1	2
Social Studies (5)	N/A	1	N/A	1
Biology ECA	N/A	1	1	2
U.S. Government ECA	N/A	1	N/A	1

*Grades 6-8 ONLY: Test segment presents non-calculator items, then calculator-allowed items. Once the student proceeds to the calculator items, he or she will not be able to return to the non-calculator items.

**Segmented for students with the text-to-speech (TTS) accommodation only.

Anticipated Average Testing Times

Untimed practice tests are available via AIR's Secure Browser beginning October 1. Corporations and schools must administer each online content-specific ILEARN practice test to students *at least once* **before** students participate in the operational assessment. Please review IDOE's *Practice Test Guidance* for more details.

While all ILEARN assessments are untimed, IDOE defined this guidance to help schools plan their local testing schedules. The table outlines the number of test segments per tested content area and the anticipated average testing times for administering each test segment. **All testing times are approximate and reflect estimated time students will likely need to respond to both operational and embedded field test items.**

2018-2019 ILEARN Assessment
Anticipated Average Testing Times

Content Area & Grade Level(s)	Average Testing Times Per Segment (minutes)		TOTAL Anticipated Testing Times (minutes)
	CAT or Fixed Form (Non-Performance Task)	Performance Task (PT)	
Mathematics (3-8)	90-100	50-70	**140-170**
English/ Language Arts (3-8)	90-100	110-130	**200-230**
Science (4 & 6)	100-120	15-25	**115-145**
Social Studies (5)	85-95	N/A	**85-95**
Biology ECA	125-145	15-25	**140-170**
U.S. Government ECA	75-85	N/A	**75-85**

Scheduling Tests

How much time will students have to complete the ILEARN assessments?
All ILEARN assessments are untimed and students will proceed at their own pace. AIR and IDOE set forth suggested testing times to assist corporations and schools when defining local testing schedules (see **Anticipated Average Testing Times**, above). Students must complete all grade-level assessments by the last day of the established four-week assessment window.

Does it matter which content area assessments schools administer first?
Schools may administer the content area assessments in any order, but students should complete all content area test segments *before* moving onto a different content area (e.g., Students complete all Mathematics test segments before beginning any Science test segments).

What flexibility exists for corporations and schools to schedule assessments?

The degree of flexibility is dependent on the test segment(s) students must complete. The following guidance outlines specific considerations for specific test segments when planning local schedules.

❖ ***Computer-Adaptive Tests and Fixed-Form Tests in the Non-Performance Task Segments* (All content areas)**

- Students may start and finish a test segment in a single day; or
- Students may start and finish a test segment over the course of multiple days (see example):
  - The Test Administrator (TA) may have students begin a test segment on Day 1, and allow students to finish test segment on Day 2 (see ***Pause Rules***, below)**.**
- Students may start and finish the Grade 5 Social Studies and U.S. Government ECA within a single day.
- A student can enter and exit a test with the TA's approval an unlimited number of times while the student's test is active.

❖ ***Performance Tasks (Mathematics, English/Language Arts, Science, Biology)***

- Students must complete the CAT/fixed-form test segment and Performance Task (PT) for a given content area on at least two separate days. Students must complete the CAT/fixed-form test segment first (example, below).
  - Day 1: Students complete the Mathematics CAT segment.

    Day 2: Students complete the Mathematics PT segment.
- TAs may <u>not</u> administer the CAT/fixed-form test segment and PT to students in a single day.
- Students must start and finish the Math Performance Task <u>within a single day</u>.
- Students must start and finish the Science Performance Task <u>within a single day.</u>
- The ELA Performance Task consists of two segments that must be administered to students <u>over **two** consecutive days</u>. The first segment must be administered on Day 1 and the second segment must be administered on Day 2:
  - Day 1 (Segment 1): Students complete passage-based items.

    Day 2 (Segment 2): Students complete a passage-based extended writing item.
  - In the event that a student starts an ELA PT segment but is unable to finish it by the end of the day, (e.g., the student becomes ill, the school has a fire alarm, etc.) the student should proceed and complete the test segment the next school day.
  - Once the student begins an ELA PT segment, it will expire in three (3) business days. If a student is unable to complete the segment within three business days, the CTC/STC must file an irregularity report and receive IDOE approval before the student will be allowed to complete the remaining items in the segment.

Additional Timing Guidance

Pause Rules

Corporations and schools may find it necessary to pause a student's CAT or fixed-form test to accommodate a short break (e.g., student restroom visit) or an unexpected test irregularity (e.g., sudden illness, weather emergency, unplanned fire alarm).

The pause rule applies only to the CAT or fixed-form (Non-PT) test segments. There is not a pause rule for PTs. If a student pauses their PT and logs out, they will be able to log back into the component and access the PT where they left off before pausing the test.

❖ **Computer-Adaptive Test** OR **Fixed-Form Test Segments**
- If the student pauses a test for **less than 20 minutes**, the student may revisit and/or change answers to previous test items within the current test segment.

- If the student pauses a test for **more than 20 minutes**, please note the following:
  - The student must log back in to the student interface.
  - The student will be presented with the screen in the test delivery system containing the item(s) he or she was working on when the test was paused (if the screen contains at least one unanswered item) OR with the next screen containing a new test item (if all items on the previous page were answered by the student before the pause).
  - The student is NOT permitted to review or change any previously answered items, even if they are marked for review (with the exception of items on the screen that contain at least one item that was not yet answered by the student).
  - The student may change any answers on the screen if the screen contains both answered and unanswered items. The student may not go back and return to previous screens and cannot change answers to items on previous screens.
    - *Example*: A single test screen in the test delivery system has items 4–10. A student answers items 4–7 and pauses the test for more than 20 minutes. When the student resumes testing, he or she can change answers to items 4–10 but cannot return to items 1–3 on an earlier screen.
    - *Example*: A page contains items 8–11 and a student answers all of those items before pausing the test for more than 20 minutes. When the student resumes testing, he or she will begin on item 12 and cannot return to items 1–11.

NOTES:

- A constructed-response item is considered answered if the student has taken any action within the response area. This includes random keystrokes (e.g., sdkjfasdgi), one or more spaces using the spacebar, and clicking anywhere on any open-ended item (e.g., Short Answer, Table Input, Hot Text, etc.).

- If the student pauses their test for more than 20 minutes, they will no longer have access to the item's digital notepad. The students will still have access to global notes they have recorded in the test delivery system for the test component.

- In the event of a technical issue (e.g., power outage or network failure), students will be logged out and the test will automatically be paused. The students will need to log in again upon resuming the test.

- Students must complete a paused test component before starting the next test component in the same content area (e.g., Mathematics, ELA).

- A student's test remains active until the student completes and submits the test or until the established test window closes.

Test Timeout

As a test security measure, any student will be logged out of test segment after 20 minutes of inactivity in either the non-PT or the PT segments. Activity is defined as selecting an answer or navigation option in the test segment (e.g., selecting [Next] or [Back] or using the Mark for Review dropdown list to navigate to another item). Simply moving the mouse around the screen will not count as test activity. The student must actually select something on the screen.

- The student will receive a warning message 60 seconds before timeout occurs.

- The student must log back in to resume testing.

- The student may **not** revisit items on a previous screen in the current test segment after a timeout.
  - The student who logs back in after a test timeout **must** complete the unfinished test segment he or she was working on *before* starting the next test segment in same content area.

Students Absent During Test Administration / Make-up Testing

Upon return to school, the student must begin testing with rest of class per the testing schedule. The school must then administer any remaining test segments in the content area the student missed while absent before starting a new content area assessment. The student must complete all his or her grade-level assessments before the end of the test window.