

2nd Edition: 1/21/15

### At a Glance

1/27-30: SBAC District Test Administrator Workshops. Open to two participants per SU/SSD. [Register](#)

**Reminder-Every SU/SD must register at least one designee.**

**Who is my District Test Administrator?** Click [here](#) to find out.

1/23: VT-SBAC Portal goes live!

January 2015

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### Notes from the Director

*Based on the field calls I have been receiving at the agency, I thought it might be a good idea to describe the importance of the District Test Administrator's (DTA) role and their responsibilities. First and foremost, the DTAs will be trained to be the experts for their Supervisory Union or Supervisory District (SU/SD) on all things SBAC. Aside from being the point person for SBAC, they will also be responsible for coordinating the SU/SD training plan using the online training modules and resources that will be available on Vermont's SBAC Portal (scheduled to go live within the next week). Finally, they will coordinate updates of the Test Information Distribution Engine (TIDE). In all, the DTA is the SU/SD's designee who will make our Smarter Balanced test system work. If you're thinking this sounds like a big job, you would be right. Fortunately, the DTA can designate any number of District Test Coordinators (DTC) to assist with the work, and DTCs don't necessarily need to be SU/SD personnel. For example, it might make sense to have one DTC in charge of training, another responsible for coordinating technology, and a third to help enter data into TIDE. There are no limits on the number of DTCs, or the roles they will be assigned to play. Each SU/SD can configure these roles to fit their unique needs. Please feel free to give me a call or send me an email if you have questions, and my sincere thanks to all of you who have agreed to take on the very important job of being your Supervisory Union or Supervisory District's Test Administrator.*

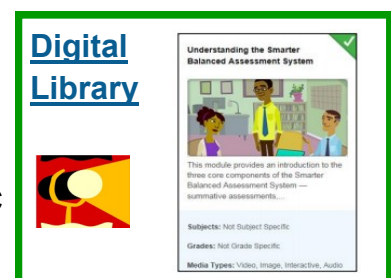
**Michael Hock, Director of Educational Assessment**

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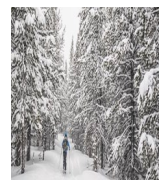
### Weekly Field Question: How do I train students for SBAC and Computer Assisted Tests (CAT)?

The best way to prepare students for SBAC starts with incorporating technology into your daily instruction. In addition, the Vermont State SBAC web portal will offer practice and training tests which give students an opportunity to navigate the universal tools as well as the designated supports and accommodations, if applicable. Please note, however, that it is imperative that you administer the student training test no sooner than 3 weeks before you start testing.



### Looking forward

**Webinars** on Technology Requirements, Starting and Monitoring the online test and test settings, and How to use the Online Reporting System. Dates TBD.



For more information or questions please contact Linda Moreno at 802-479-1309 or [linda.moreno@state.vt.us](mailto:linda.moreno@state.vt.us)