

## Ancillary Guidance for CAI-Deployed Assessments

The Indiana Department of Education (IDOE) defined the following guidance related to assessment manuals produced by Cambium Assessment, Inc. (CAI) for use with the ILEARN, IREAD-3, ISTEP+, and I AM assessments. The purpose of assessment manuals is to help ensure a valid and reliable test administration for all students. IDOE strongly encourages Corporation Test Coordinators and building administrators to share this information with all staff who will manage and/or administer any of these assessments during the 2020-2021 school year.

### Important Reminders:

- Corporation Test Coordinators (CTCs) and School Test Coordinators (STCs) must download manuals from the [Indiana Assessment Portal](#). Schools may print manuals locally (in part or in whole, as needed), or have Test Administrators (TAs) read directions from the PDF on their school-owned devices.
- No printed copies of manuals will be sent to schools.
- Any locally printed manuals and practice test scripts may be discarded locally once test administration is complete.
- Licensed school staff administering ILEARN, I AM, IREAD-3, and/or ISTEP+ are referenced as TAs.
- The ILEARN 3-8 Test Administrator's Manual (TAM) contains directions for administering all online content area assessments to students in grades 3-8.
- The ILEARN 3-8 online practice test scripts are available as separate downloadable files.
- The ILEARN Biology ECA and U.S. Government ECA TAMs include online practice and operational test scripts.

### Responsibilities at the Local Level

- **CTCs and STCs**
  - Ensure that TAs have accessed the correct assessment manuals **prior to testing** as part of Test Administration Training.
  - Review the appropriate Test Coordinator's Manuals (TCMs) for information specific to test coordinator responsibilities.
  - Review the appropriate TAMs for information specific to test administration.
  - Adhere to the procedures and processes outlined in the 2020-2021 CTC Test Security and Integrity Training, the Indiana Assessments Policy Manual, and the "Assurances" section of the "Test Coordinator" tab in DOE Online.
- **TAs**
  - Review the TAMs, including front matter *and* test administrator directions, **prior to** administering tests to students.
  - Adhere to procedures and processes outlined in the 2020-2021 All Staff Test Security and Integrity Training and the 2020-2021 Indiana Assessments Policy Manual.
  - Direct any questions or concerns to their CTC/STC ahead of testing.

## 2020-2021 ILEARN, I AM, IREAD-3, and ISTEP+ Assessment Manuals

Test Administration(s)	Manuals	Audience
2020-2021	ILEARN TCM	CTC/STCs
Fall 2020 Winter 2021 Spring 2021	ILEARN Biology ECA TAM	CTC/STCs and TAs
2020-2021	ISTEP+ Grade 10 Retest TAM	CTCs/STCs and TAs
2020-2021	ISTEP+ Practice Test Manual	TAs
Spring 2021	ILEARN U.S. Government ECA TAM	CTC/STCs and TAs
Spring 2021	ILEARN 3-8 TAM	CTC/STCs and TAs
Spring 2021	ILEARN 3-8 Online Practice Test Scripts	TAs
Spring and Summer 2021	IREAD-3 TAM*	CTCs/STCs
Spring 2021	I AM TCM	CTC/STCs
Spring 2021	I AM TAM	TAs

\*The same IREAD-3 TAM will be used for spring and summer test administrations.

Please contact the Office of Student Assessment with questions: [INassessments@doe.in.gov](mailto:INassessments@doe.in.gov).