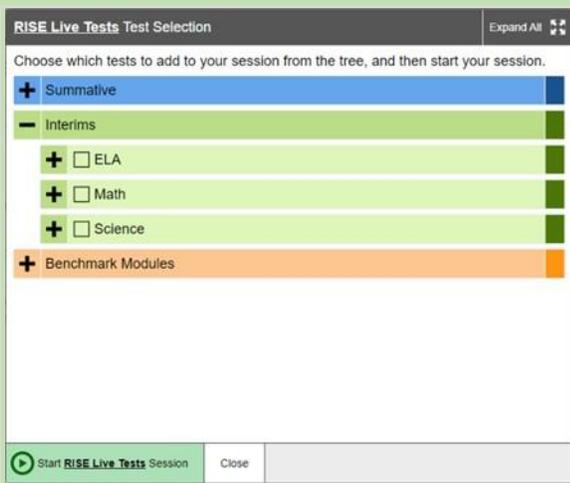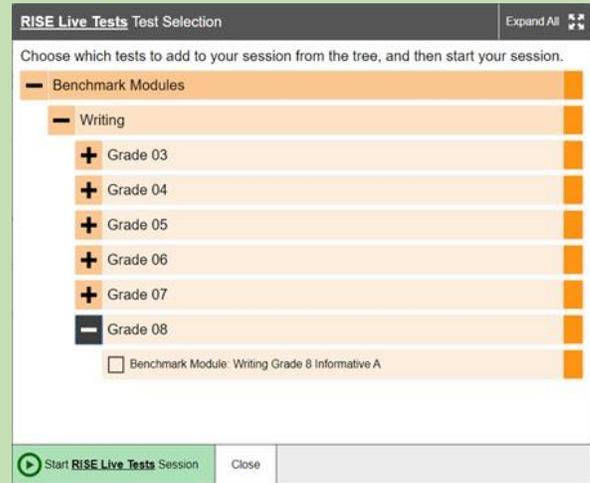# Test Windows: Managing Test Delivery in RISE Systems

There are three different assessment instruments available in the RISE systems for Utah educators; summative, interim, and benchmark modules. These instruments help in understanding what students know and can do at any given moment in a school year. This document explains how to schedule these instruments using test windows in TIDE.

It is important to ensure that students are taking the correct assessment instruments at the correct times. By not creating test windows, all assessment instruments will default to the wider state testing windows and test administrators in your LEA will be able to add them in the TA Interface to each testing session. For this reason, it is highly recommended that LEAs schedule when certain assessment instruments will be available.

Test Selection Tree without LEA Set Test Windows: TAs may be overwhelmed with choices and administer an incorrect instrument	**Test Selection Tree with Sample LEA Set Test Windows:** TAs will have a lower chance of administering an incorrect instrument

Good to Know

- Test windows can be edited at any time by LEA administrators.
- LEAs can create a test window for schools that need to test outside of the LEA window (e.g., year-round schools that test in the winter instead of the spring with the rest of the LEA).
- If you do not want a test to be available, assign start and stop dates in the past or future.

- All test window restrictions are specific to a proctor's association with a specific LEA or school, regardless of the students' LEA or school.
- Creating a test window for one instrument does not prevent a proctor from seeing other instruments during that window.
- When creating test windows both school and LEA windows must fall entirely within the state testing window.

Best Practices:
To ensure tests are delivered correctly, create three test windows to control when each test instrument is available in the TA interface.
1. Summative window – provide planned start and end dates for your summative testing and include the summative tests.
2. Interim window – include the interim tests.
    a. If your LEA is not administering interim tests, then the start and end dates should either be in the past or future to prevent them from being available in the TA interface
    b. If your LEA is administering interim tests, then provide the actual start and end dates for your interim window.
3. Benchmark window – Include the benchmark modules.
    a. If benchmark modules are not being administered in your LEA, then the start and end dates should either be in the past or future to prevent them from being available in the TA interface
    b. If benchmark modules will be administered, then create a window with the benchmark modules with the start and end date they will be available.

How to Create/Edit Test Windows
To create (or edit) test windows manually:
- Log in to TIDE.
- Under *Preparing for Testing* select **Add Test Windows**.
- Enter the required information at the top of the panel.
- Select the test name(s) to be added to the window and click **Add Selected** to move them from Available Test name(s) to Selected Test name(s).
  Note: you can also click on the + icon next to the test name to select.
- These will be the only test families available to the entity type you selected, during the window start and end date you selected.
- Click **Save** to create the test window.

To create (or edit) test windows by file upload click here to download template files by test type:
- Click here to download template files by test type.
- Copy the tab to an individual upload file and update for your LEA
    o Replace INSTITUTIONIRN in column B with your LEA Number
    o Replace the WINDOWNAME with your desired name
    o Update the WINDOWSTARTDATE and WINDOWENDDATE with the desired dates
    o Delete any tests you may not want included. For example, if your LEA is delivering Benchmark Modules Writing Informative A in the month of February, then you would have two upload files; the first will include the writing informative A with 02012021 as the start date and 02282021 as the end date. The second file would include the rest of the benchmark modules with start and end dates outside this window.
- Log in to TIDE.
- Under *Preparing for Testing* select **Upload Test Windows**.
- Browse to your upload files and complete the upload process.

Please, see the *TIDE User Guide* or contact the RISE Helpdesk at 1-877-269-4966 or RISEHelpDesk@cambiumassessment.com for more information on creating test windows.