

Appendix H: LEA CAASPP Coordinator Checklist

LEA CAASPP Coordinator Activities		Estimated Time to Complete	Target Completion Date	Notes/Resources
Direct Responsibilities				
<input type="checkbox"/>	1. Add users to the Test Operations Management System (TOMS).		As soon as possible to provide the option to administer interims assessments, if applicable.	<i>TOMS Pre-Administration Guide for CAASPP Testing</i> , Chapter 1: Adding and Managing Users— http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2016-17.Chapter-1.pdf
<input type="checkbox"/>	2. Set up test administration windows for the local educational agency (LEA) and assign schools to it.		Complete by December 1, 2016.	<i>TOMS Pre-Administration Guide for CAASPP Testing</i> , Chapter 1: Adding and Managing Users— http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2016-17.Chapter-1.pdf
<input type="checkbox"/>	3. Set up test assignments in TOMS.		Complete at least by the start of the selected testing window.	<i>TOMS Pre-Administration Guide for CAASPP Testing</i> , Chapter 4: Student Test Assignment— http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2016-17.Chapter-4.pdf
<input type="checkbox"/>	4. Notify schools when training materials are available.		Complete at least 5–6 weeks prior to testing.	<i>Online Test Administration Manual</i> , Chapter 2 CAASPP Training Videos and Webcasts Web page— http://www.caaspp.org/training/caaspp/
<input type="checkbox"/>	5. Notify schools when administration manuals are available.		Complete at least 5–6 weeks prior to testing.	<i>Online Test Administration Manual</i> , Chapter 2 CAASPP Manuals and Instructions Web page— http://www.caaspp.org/administration/instructions/
<input type="checkbox"/>	6. Download and communicate California Science Test (CAST) and California Alternate Assessment (CAA) for Science grade assignments with high school test sites.	1 hour	Complete at least 5–6 weeks prior to testing.	CAASPP Portal High School Grade Assignments for Science Tests Web page— http://www.caaspp.org/administration/about/science/science-assignments.html
<input type="checkbox"/>	7. Review all Smarter Balanced policy and summative test administration documents.	3 to 5 hours	Complete at least 5–6 weeks prior to testing.	<i>Online Test Administration Manual</i> , Chapter 2
<input type="checkbox"/>	8. Review scheduling and testing requirements with California Assessment of Student Performance and Progress (CAASPP) test site coordinators.	60–90 minutes	Complete at least 3–4 weeks prior to testing.	<i>Online Test Administration Manual</i> , Chapter 4

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<input type="checkbox"/>	9. Plan any state-required training for CAASPP test site coordinators and test administrators; retrain as needed.		Complete at least 3 weeks prior to testing.	None
<input type="checkbox"/>	10. Download and communicate California Alternate Assessment (CAA) version assignments with the test sites.	1 hour	Complete at least 2–3 weeks prior to testing.	CAASPP CAA Version Assignments Web page— http://www.caaspp.org/administration/about/caa/caa-assignments.2016-17.html
<input type="checkbox"/>	11. Review training modules and schedule training session for CAASPP test site coordinators.	2–3 hours	Complete while spaced over 2–3 weeks prior to testing.	<i>Online Test Administration Manual</i> , Chapter 2 CAASPP Training Videos and Webcasts— http://www.caaspp.org/training/caaspp/
<input type="checkbox"/>	12. Review security procedures with CAASPP test site coordinators, test administrators, and test examiners.		Complete at least 2–3 weeks prior to testing.	<i>Online Test Administration Manual</i> , Chapter 3
<input type="checkbox"/>	13. Work with LEA technology coordinators to ensure timely device setup. <ul style="list-style-type: none"> • Conduct network diagnostics. • Download the secure browser (beginning late November or early December). • Verify that schools meet the minimum technology requirements. 	5–10 hours	Complete at least 2 weeks prior to testing.	<i>Technical Specifications and Configuration Guide for CAASPP Online Testing</i> — http://www.caaspp.org/rsc/pdfs/CAASPP.tech-specs-and-config-guide.2016-17.pdf
<input type="checkbox"/>	14. Work with schools to review and verify California Longitudinal Pupil Achievement Data System (CALPADS) student demographic data in TOMS.	2–4 hours	Complete at least 2 weeks before testing and during testing.	<i>TOMS Pre-Administration Guide for CAASPP Testing</i> Chapter 5: Student Test Settings— http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2016-17.Chapter-5.pdf
<input type="checkbox"/>	15. Perform an equipment needs assessment based on individual student requirements. <ul style="list-style-type: none"> • Work with the CAASPP test site coordinator to identify students who will need specialized equipment for accommodations. • Communicate with the CAASPP test site coordinators, test administrators, and test examiners to identify the 	1–2 hours	Complete at least 2 weeks prior to testing.	None. Students are permitted and encouraged to use their own ear buds or headsets—but LEAs and schools should also plan on having some available.

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<p>number of headsets needed in order to take the English language arts/literacy (ELA) Listening portions of the assessment. Place order for the number of headsets needed plus extra.</p>				
<input type="checkbox"/>	<p>16. Instruct CAASPP test site coordinators to download (or have test examiners download) the correct version of the secure <i>CAA Directions for Administration (DFAs)</i> from TOMS for each grade being tested at the school.</p>	<p>30 minutes per manual</p>	<p>1–2 weeks per testing. Note that these files will not be available until March 20, 2017.</p>	<p>TOMS— https://caaspp.ets.org/ CAA Version Assignments for 2016–17 Test Administration— http://www.caaspp.org/administration/about/caa/caa-assignments.2016-17.html</p>
<input type="checkbox"/>	<p>17. Instruct CAASPP test site coordinators to download (or have test examiners download) the correct version of the CAA for Science embedded performance tasks (PTs) for each grade being tested at the school.</p>	<p>15 minutes per task</p>	<p>1–2 weeks per testing. Note that these files will not be available until March 20, 2017.</p>	<p>TOMS— https://caaspp.ets.org/ High School Grade Assignments for 2016–17 Science Pilot Testing— http://www.caaspp.org/administration/about/science/science-assignments.html</p>
<input type="checkbox"/>	<p>18. Enter condition codes NTE (Not tested medical emergency) and PGE (Parent/Guardian exemption) in TOMS as necessary.</p>		<p>Ongoing. It is recommended that you submit condition codes before a student has completed testing.</p>	<p>Instructions for Using Condition Codes in TOMS Web page— http://www.caaspp.org/administration/toms/condition-codes.html</p>
<input type="checkbox"/>	<p>19. Collect completed CAA for Science embedded PTs from test site coordinators and store them securely for one year.</p>		<p>The end of the selected testing window.</p>	<p>None</p>
Monitor Administration Activities				
<input type="checkbox"/>	<p>20. Investigate all summative testing improprieties, irregularities, breaches, and incidents reported by test administrators and test examiners.</p> <ul style="list-style-type: none"> • Submit an incident report following the Security of Test Administration Incident Reporting System process (STAIRS). • File an appeal in TOMS if directed to do so after following the STAIRS process. 	<p>As needed</p>	<p>Ongoing. Deadline for all submissions will be one week after the selected testing window closes.</p>	<p><i>Online Test Administration Manual</i>, Chapter 3 <i>Security Incidents and Appeals Procedure Guide</i>— http://www.caaspp.org/rsc/pdfs/CAASPP.stairs-appeals-guide.2016-17.pdf CAASPP STAIRS Process for Summative Assessments Web page— http://www.caaspp.org/stairs/</p>

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<input type="checkbox"/>	21. Monitor with the LEA technology coordinator any technical problems to apply resolutions or disseminate information at other school sites prior to testing.		Ongoing throughout the testing window.	None.
Oversight Responsibilities				
<input type="checkbox"/>	22. Ensure that CAASPP test site coordinators, test administrators, and test examiners in the LEA are appropriately trained and aware of policies and procedures, especially related to security.		Complete at least 3 weeks prior to testing.	<i>Online Test Administration Manual, Chapter 3</i>
<input type="checkbox"/>	23. Review school test administration schedules for adequate time and resource planning.		Complete at least 3 weeks prior to testing.	<i>Online Test Administration Manual, Chapter 4</i>
<input type="checkbox"/>	24. Verify that CAASPP test site coordinators, test administrators, and test examiners have reviewed student information in TOMS and are verifying student settings for designated supports and accommodations in TOMS.		Complete at least 2 weeks prior to testing.	<i>TOMS Pre-Administration Guide for CAASPP Testing Chapter 5: Student Test Settings— http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2016-17.Chapter-5.pdf</i>
<input type="checkbox"/>	25. You or your designee must be available during your testing window for questions and problem solving.		Complete during your entire testing window.	None.
<input type="checkbox"/>	26. Communicate regularly with CAASPP test site coordinators any emerging trends or issues.		Complete during your entire testing window.	None.

Contact Information	
Questions about state policies	Questions about technology and the overall administration procedures
<p>California Department of Education Accommodations, Test Policy, Testing Incidents</p> <p>Name: CAASPP Office Phone: 916-445-8765 E-mail: caaspp@cde.ca.gov</p> <p>California Department of Education Security Breach or Testing Irregularity)</p> <p>Name: CAASPP Office Fax: 916-319-0969 E-mail: STAIRS@cde.ca.gov</p>	<p>California Technical Assistance Center 800-955-2954 CalTAC@ets.org http://www.caaspp.org/administration/instructions/ Hours of operation: Monday through Friday, 7 a.m. to 5 p.m. Pacific time</p>