

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 who have signed a California Assessment for Student Performance and Progress (CAASPP) security agreement or a CAASPP security affidavit 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.2017-18.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, 2017.	<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.2017-18.Chapter-1.pdf
<input type="checkbox"/> 3. Verify student test assignments, updating where necessary 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.2017-18.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 Summative Assessment 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. Communicate California Science Test (CAST) and California Alternate Assessment (CAA) for Science test assignments.	1 hour	Complete at least 5–6 weeks prior to testing.	<i>At Which Grade Level in High School Do We Administer the 2017–18 Science Tests?</i> — https://www.cde.ca.gov/ta/tg/ca/documents/scitesthsadmin.pdf
<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 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 and conduct 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 CAA version assignments with the test sites.	1 hour	Complete at least 2–3 weeks prior to testing.	CAASPP CAA for ELA and Mathematics Version Assignments Web page— http://www.caaspp.org/administration/about/caa/caa-assignments.2017-18.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 Summative Assessment 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 August or early September). • 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.2017-18.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.2017-18.Chapter-5.pdf
<input type="checkbox"/>	15. Work with test site coordinators to ensure that consistent processes are used to document the selection and assignment of appropriate accessibility resources for students.		Complete at least 2 weeks before 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.2017-18.Chapter-5.pdf <i>Accessibility Guide for CAASPP Online Testing</i> — http://www.caaspp.org/rsc/pdfs/CAASPP.accessibility-guide.2017-18.pdf

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<input type="checkbox"/>	16. Work with your test site coordinators to ensure that a request for unlisted resources have been submitted for students who require them.		Complete at least 2 weeks prior to 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.2017-18.Chapter-5.pdf
<input type="checkbox"/>	17. 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 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. 	1–2 hours	Complete at least 2 weeks prior to testing.	<i>None.</i> Students are permitted and encouraged to use their own ear buds or headsets—but LEAs and schools should also plan on having some available.
<input type="checkbox"/>	18. 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.	30 minutes per manual	1–2 weeks per testing.	TOMS— https://caaspp.ets.org/ CAA for ELA and Mathematics Version Assignments for 2017–18 Test Administration— http://www.caaspp.org/administration/about/caa/caa-assignments.2017-18.html
<input type="checkbox"/>	19. 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.	15 minutes per task	1–2 weeks per testing. These files are available starting November 1, 2017.	TOMS— https://caaspp.ets.org/
<input type="checkbox"/>	20. Enter condition codes NTE (Not tested medical emergency) and PGE (Parent/Guardian exemption) in TOMS as necessary.		Ongoing; submit condition codes before a student has completed testing.	Instructions for Using Condition Codes in TOMS Web page— http://www.caaspp.org/administration/toms/condition-codes.html

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<input type="checkbox"/>	21. Collect completed CAA for Science embedded PTs from test site coordinators and store them securely for one year.		The end of the selected testing window.	None
Monitor Administration Activities				
<input type="checkbox"/>	22. Investigate all summative testing improprieties, irregularities, breaches, and incidents reported by test administrators and test examiners. <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. 	As needed	Ongoing. Deadline for all submissions will be one week after the selected testing window closes.	<i>Online Test Administration Manual, Chapter 3</i> <i>Security Incidents and Appeals Procedure Guide—</i> http://www.caaspp.org/rsc/pdfs/CAASPP.stairs-appeals-guide.2017-18.pdf CAASPP STAIRS Process for Summative Assessments Web page— http://www.caaspp.org/stairs/
<input type="checkbox"/>	23. 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.
<input type="checkbox"/>	24. Use the Completion Status system to monitor test completion rates.		Ongoing throughout the testing window.	<i>Guide to CAASPP Completion Status and Roster Management—</i> http://www.caaspp.org/rsc/pdfs/CAASPP.completion-status-roster-management-guide.2017-18.pdf
Oversight Responsibilities				
<input type="checkbox"/>	25. 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"/>	26. 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"/>	27. 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—</i> http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2017-18.Chapter-5.pdf

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<input type="checkbox"/>	28. You or your designee must be available during your testing window for questions and problem solving.		Complete during your entire testing window.	<i>None.</i>
<input type="checkbox"/>	29. Communicate regularly with CAASPP test site coordinators any emerging trends or issues.		Complete during your entire testing window.	<i>None.</i>
<input type="checkbox"/>	30. Work with CAASPP test site coordinators to verify that test examiners have entered CAA for Science student responses and survey results in the Data Entry Interface.		Complete prior to the end of the LEA's instructional year.	<i>Online Test Administration Manual, Chapter 5</i>

Contact Information	
Questions about state policies	Questions about technology and the overall administration procedures
<p>California Department of Education Accommodations, Test Policy, Testing Incidents Name: CAASPP Office Phone: 916-445-8765 E-mail: caaspp@cde.ca.gov</p> <p>California Department of Education Security Breach or Testing Irregularity 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>