

## Appendix H: LEA CAASPP Coordinator Checklist

### Direct Responsibilities

- ❑ **ACTIVITY:** 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).

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete as soon as possible to provide the option to administer interims assessments, if applicable.

**Notes and Resources:** TOMS Pre-Administration Guide for CAASPP Testing, [Chapter 1: Adding and Managing Users](#)

- ❑ **ACTIVITY:** Set up test administration windows for the local educational agency (LEA) and assign schools to it.

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete by December 1, 2018.

**Notes and Resources:** TOMS Pre-Administration Guide for CAASPP Testing, [Chapter 1: Adding and Managing Users](#)

- ❑ **ACTIVITY:** Verify student test assignments, updating where necessary in TOMS.

**Estimated Time to Complete:** Ongoing

**Target Completion Date:** Complete at least by the start of the selected testing window.

**Notes and Resources:** TOMS Pre-Administration Guide for CAASPP Testing, [Chapter 4: Student Test Assignment](#)

- ❑ **ACTIVITY:** Notify schools when training materials are available.

**Estimated Time to Complete:** Complete at least five to six weeks prior to testing.

**Target Completion Date:** Ongoing

**Notes and Resources:**

- *Online Test Administration Manual*, [chapter 2](#)
- CAASPP [Summative Assessment Training Videos and Webcasts](#) web page

**□ ACTIVITY: Notify schools when administration manuals are available.**

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete at least five to six weeks prior to testing.

**Notes and Resources:**

- *Online Test Administration Manual*, [chapter 2](#)
- CAASPP [Manuals and Instructions](#) web page

**□ ACTIVITY: Communicate California Science Test (CAST) and California Alternate Assessment (CAA) for Science test assignments.**

**Estimated Time to Complete:** One hour

**Target Completion Date:** Complete at least five to six weeks prior to testing.

**Notes and Resources:** [Science Test Administration for High School Students](#)

**□ ACTIVITY: Review the CAA for Science Administration Planning Guides for the grade levels of the CAA for Science to be administered.**

**Estimated Time to Complete:** Three to five hours

**Target Completion Date:** Complete at least five to six weeks prior to testing.

**Notes and Resources:** CAASPP [CAAs](#) web page

**□ ACTIVITY: Review all Smarter Balanced policy and summative test administration documents.**

**Estimated Time to Complete:** Three to five hours

**Target Completion Date:** Complete at least five to six weeks prior to testing.

**Notes and Resources:** *Online Test Administration Manual*, [chapter 2](#)

**□ ACTIVITY: Review scheduling and testing requirements with CAASPP test site coordinators.**

**Estimated Time to Complete:** Sixty to 90 minutes

**Target Completion Date:** Complete at least three to four weeks prior to testing.

**Notes and Resources:** *Online Test Administration Manual*, [chapter 4](#)

**□ ACTIVITY: Plan and conduct any state-required training for CAASPP test site coordinators and test administrators; retrain as needed.**

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete at least three weeks prior to testing.

**Notes and Resources:** None

**□ ACTIVITY: Download and communicate CAA version assignments with the test sites.**

**Estimated Time to Complete:** One hour

**Target Completion Date:** Complete at least two to three weeks prior to testing.

**Notes and Resources:**

- CAASPP [CAAs for ELA and Mathematics Version Assignments](#) web page
- CAASPP [CAA for Science Version Assignments](#) web page

**□ ACTIVITY: Review training modules and schedule training session for CAASPP test site coordinators.**

**Estimated Time to Complete:** Two to three hours

**Target Completion Date:** Complete while spaced over two to three weeks prior to testing.

**Notes and Resources:**

- *Online Test Administration Manual*, [chapter 2](#)
- CAASPP [Summative Assessment Training Videos and Webcasts](#) web page

**□ ACTIVITY: Review security procedures with CAASPP test site coordinators, test administrators, and test examiners.**

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete at least two to three weeks prior to testing.

**Notes and Resources:** *Online Test Administration Manual*, [chapter 3](#)

**□ ACTIVITY: Work with LEA technology coordinators to ensure timely device setup.**

- Conduct network diagnostics.
- Download the secure browser (beginning late August or early September).
- Verify that schools meet the minimum technology requirements.

**Estimated Time to Complete:** Five to 10 hours

**Target Completion Date:** Complete at least two weeks prior to testing.

**Notes and Resources:** [Technical Specifications and Configuration Guide for CAASPP Online Testing](#)

**□ ACTIVITY: Work with schools to review and verify California Longitudinal Pupil Achievement Data System (CALPADS) student demographic data in TOMS.**

**Estimated Time to Complete:** Two to four hours

**Target Completion Date:** Complete at least two weeks before testing and during testing.

**Notes and Resources:** *TOMS Pre-Administration Guide for CAASPP Testing*, [Chapter 5: Student Test Settings](#)

**□ ACTIVITY: Work with test site coordinators to ensure that consistent processes are used to document the selection and assignment of appropriate accessibility resources for students.**

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete at least two weeks before testing.

**Notes and Resources:**

- *TOMS Pre-Administration Guide for CAASPP Testing*, [Chapter 5: Student Test Settings](#)
- [Accessibility Guide for CAASPP Online Testing](#)

**□ ACTIVITY: Work with your test site coordinators to ensure that a request for unlisted resources have been submitted for students who require them.**

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete at least two weeks prior to testing.

**Notes and Resources:** *TOMS Pre-Administration Guide for CAASPP Testing*, [Chapter 5: Student Test Settings](#)

**□ ACTIVITY: Perform an equipment needs assessment based on individual student requirements.**

- 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.

**Estimated Time to Complete:** One to two hours

**Target Completion Date:** Complete at least two weeks prior to testing.

**Notes and Resources:** Students are permitted and encouraged to use their own ear buds or headsets—but local educational agencies (LEAs) and schools should also plan on having some available.

- ACTIVITY: Instruct CAASPP test site coordinators to download (or have test examiners download) the correct version of the secure *CAA Directions for Administration (DFAs)* from TOMS for each grade being tested at the school.**

***Estimated Time to Complete:*** Thirty minutes per manual

***Target Completion Date:*** Complete one to two weeks before testing.

***Notes and Resources:***

- [TOMS](#) website
- CAASPP [CAA for ELA and Mathematics Version Assignments](#) web page
- CAASPP [CAA for Science Version Assignments](#) web page

- ACTIVITY: 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.**

***Estimated Time to Complete:*** Fifteen minutes per task

***Target Completion Date:*** Complete shortly before testing. These files are available starting January 8, 2019.

***Notes and Resources:*** [TOMS](#) website

- ACTIVITY: Enter condition codes NTE (Not tested medical emergency) and PGE (Parent/Guardian exemption) in TOMS as necessary.**

***Estimated Time to Complete:*** As needed

***Target Completion Date:*** Ongoing; submit condition codes before a student has completed testing.

***Notes and Resources:*** [Instructions for Using Condition Codes in TOMS](#) web page

- ACTIVITY: Collect completed CAA for Science embedded PTs from test site coordinators.**

***Estimated Time to Complete:*** As needed

***Target Completion Date:*** Complete by the end of the selected testing window.

***Notes and Resources:*** None

## Monitor Administration Activities

**□ ACTIVITY: Investigate all summative testing improprieties, irregularities, breaches, and incidents reported by test administrators and test examiners.**

- Submit an incident report following the Security of Test Administration Incident Reporting System (STAIRS)/Appeals process.
- File an Appeal in TOMS if directed to do so after following the STAIRS/Appeals process.

**Estimated Time to Complete:** As needed

**Target Completion Date:** Ongoing; the deadline for all submissions will be one week after the selected testing window closes.

**Notes and Resources:**

- *Online Test Administration Manual*, [chapter 3](#)
- [Security Incidents and Appeals Procedure Guide](#)
- CAASPP [STAIRS/Appeals Process for Summative Assessments](#) web page

**□ ACTIVITY: Monitor with the LEA technology coordinator any technical problems to apply resolutions or disseminate information at other school sites prior to testing.**

**Estimated Time to Complete:** As needed

**Target Completion Date:** This is ongoing throughout the testing window.

**Notes and Resources:** None

**□ ACTIVITY: Use the Completion Status system to monitor test completion rates.**

**Estimated Time to Complete:** As needed

**Target Completion Date:** This is ongoing throughout the testing window.

**Notes and Resources:** [Guide to CAASPP Completion Status and Roster Management](#)

## Oversight Responsibilities

**□ ACTIVITY: 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.**

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete at least three weeks prior to testing.

**Notes and Resources:** *Online Test Administration Manual*, [chapter 3](#)

- ❑ **ACTIVITY: Review school test administration schedules for adequate time and resource planning.**

*Estimated Time to Complete:* As needed

*Target Completion Date:* Complete at least three weeks prior to testing.

*Notes and Resources:* *Online Test Administration Manual*, [chapter 4](#)

- ❑ **ACTIVITY: 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.**

*Estimated Time to Complete:* As needed

*Target Completion Date:* Complete at least two weeks prior to testing.

*Notes and Resources:* *TOMS Pre-Administration Guide for CAASPP Testing*, [Chapter 5: Student Test Settings](#)

- ❑ **ACTIVITY: You or your designee must be available during your testing window for questions and problem solving.**

*Estimated Time to Complete:* As needed

*Target Completion Date:* Complete during your entire testing window.

*Notes and Resources:* None

- ❑ **ACTIVITY: Communicate regularly with CAASPP test site coordinators any emerging trends or issues.**

*Estimated Time to Complete:* As needed

*Target Completion Date:* Complete during your entire testing window.

*Notes and Resources:* None



## Contact Information

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