

# LEA CAASPP Coordinator Checklist

*For the Successful Administration of the   
2020–21 California Assessment of Student Performance and Progress (CAASPP) Summative Assessments*

Produced by the California Department of Education (CDE), this checklist for local educational agency (LEA) level coordinators is meant to organize the activities necessary to ensure the successful administration of the CAASPP assessments.

Although comprehensive, this checklist is not exhaustive and may not include every task or activity required of an LEA CAASPP coordinator to support a successful administration.

The LEA coordinator tasks on the checklist that follows are listed in the months where they are most likely to occur; however, some tasks may occur in other months or over a span of several months depending on your local schedules and needs. Please adjust the month titles to best fit your local schedules, if necessary.

**This checklist was created in an editable format so LEA coordinators can add, remove, or reorganize tasks to create a unique checklist of local activities and timelines.**

For the 2020–21 year, the checklist spans from July 2020 through June 2021. Tasks that are ongoing in nature are also listed at the beginning of the checklist.

**Additional details are available for many of the tasks listed in the checklist. Select the links within each task to see the additional information, which can also be found at the end of this checklist.**

## LEA CAASPP Coordinator Checklist

### Ongoing/Continuous

* If you are new to this role during the year, ensure your Superintendent or charter school administrator has designated you as the LEA CAASPP coordinator.
* [Review scheduled system downtimes](#_Verify_Scheduled_Downtimes.) and communicate them to site coordinators.
* [Share the practice tests, training tests](#_Practice_Tests_&), and interim assessments with site coordinators, text examiners and teachers; encourage administration of the tests to students.
* Review [CAASPP web pages and CAASPP communications](#_CAASPP_Web_Pages) from Educational Testing Service (ETS) for latest information.
* [Establish procedures, maintain security, and monitor sites](#_Test_Security,_Procedures) to make sure procedures are followed.
* If disseminating Student Score Reports through local Student Information System (SIS), regenerate credentials as described in the How to Regenerate Credentials reference guide at <http://www.caaspp.org/rsc/pdfs/TOMS.Regenerate-Credentials-QRG.2019-20.pdf> for a secure connection between the Test Operation Management System (TOMS) and the SIS as needed.
* Regularly communicate and [troubleshoot with site coordinators](#_Test_Administration_Troubleshooting_1); respond to questions to ensure issues are resolved.
* [Forward the CDE’s weekly Assessment Spotlight information](#_CDE's_Weekly_Assessment_2) email to district and site leaders, as appropriate.
* [Verify specialized equipment](#_View_Matrix_Four) for students who require accessibility resources.
* Request any necessary [Unlisted Resources](#_Matrix_Four) for students as documented in their individualized education programs (IEPs) or Section 504 Plans, at least two weeks prior to administration.
* Collect and file [parent exemption letters](#_Identify_Site_ELPAC_1); enter condition codes into TOMS as outlined on the Instructions for Using Condition Codes in TOMS web page at <http://www.caaspp.org/administration/toms/condition-codes.html>.
* **During testing**, provide site coordinators with the student list for CAASPP testing, including test assignments (e.g., Smarter Balanced or Alternate Assessment) and assigned testing [supports/accommodations](#_Accessibility_Resources_1).
* **During testing**, monitor completion rates for each site and communicate testing progress to site coordinators and other staff as appropriate.
* **During testing**, [submit incident reports as needed](#_Testing_Irregularities_and_2) using the Security and Test Administration Incident Reporting System (STAIRS). Report test security incidents within 24 hours using the CAASPP STAIRS.
* [Document trends and obtain feedback](#_Trend_Documentation_and_1) for next year planning.

### July 2020

* Ensure that the CAASPP coordinator designation form is complete for the   
  2020-21 year. **This form is due July 1.**
* Ensure that you are signed up for the Weekly [CDE Assessment Spotlight](#_CDE's_Weekly_Assessment_2) emails.
* Follow the CDE Assessments Twitter account @CDEassessments.
* View the CAASPP Coordinator Welcome WebEx for coordinators who have been in their role for less than 12 months, or those who want a refresher. Registration information can be found on the CAASPP website at [http://www.caaspp.org](http://www.caaspp.org/) under the Training tab.
* View the [New Coordinator WebEx #1](#_New_Coordinator_WebEx), with a focus on Results. This WebEx is for coordinators who have been in their role for less than 12 months, or those who want a refresher. Registration information can be found on the CAASPP website at [http://www.caaspp.org](http://www.caaspp.org/) under the Training tab.
* Calendar LEA coordinator training opportunities using the list of dates on the CAASPP Calendar web page at <http://www.caaspp.org/calendar/list-of-dates.html>, information in the [Trainings and Learning Opportunities](#_Trainings_and_Learning_1) section of this document, and information from the Weekly [CDE Assessment Spotlight](#_CDE's_Weekly_Assessment_2).
* [Download official student results data file](#_Download_Individual_Student_2) (Student Score Data Extract) from the Reports tab in the TOMS for local use.
* [Communicate the availability of the CAASPP results](#_Test_Results_Notification) to administrators including the timeline and delivery status of the individual Student Score Reports. If disseminating Student Score Reports through local Student Information System (SIS), ensure a method is available to provide paper copies upon parent request. Quick Reference Guides are available with step-by-step instructions for accessing and analyzing results on the CAASPP Quick Reference Guide web page at <https://www.cde.ca.gov/ta/tg/ca/caasppqrg.asp>.
* Access the Statewide Testing Notification document that may be added to a parent handbook at <https://www.cde.ca.gov/ta/tg/ca/caasppadminnftyltr.asp>.
* Ensure appropriate instructional staff are registered for the California Assessment Conference. Registration information is available on the California Assessment Conference website at <https://www.cdecac.org/>.

### August 2020

* During the [LEA preview of statewide CAASPP results](#_Preview_Local_CAASPP), verify preview data against local data, including demographic information, to ensure student group assignments are accurate.
* Coordinate with LEA staff on how you will brief different stakeholder groups, including leadership teams and the school board, and how you will prepare a news release about the release of statewide CAASPP results.
* Prepare principals/site coordinators to communicate CAASPP results to school staff, parents, and the media. Consider using the toolkit provided on the CAASPP Communications Toolkit web page at <https://www.cde.ca.gov/ta/tg/ca/communicationskit.asp>.
* [Identify CAASPP Test Site Coordinators](#_CAASPP_Test_Site) (site coordinators) and monitor TOMS account setup, including completion of security agreements.
* In coordination with LEA Curriculum administrator(s), notify staff of available interim assessments, noting that all hand scored responses that are not completed will be deleted from the system during the scheduled downtime.
* Check scheduled system downtimes on the CAASPP System Status web page at <http://www.caaspp.org/system-status/index.html>.
* Establish a schedule for training site coordinators, including training on summative assessments, alternate assessments, and interim assessments. [Communicate dates/locations of local CAASPP trainings](#_Schedule_Local_Training) to site coordinators,
* Communicate to site coordinators about their [roles & responsibilities](#_CAASPP_Site_Coordinator) for CAASPP administration, including local deadlines for communications and deliverables.
* [Communicate the availability of CAASPP results](#_Test_Results_Notification—Parents) to parents and teachers, including the timeline for delivery and method of delivery of the individual Student Score Reports, and the release of local and statewide data.
* Attend, or view the webcast of, the CDE [Assessment Information Meeting](#_Pre-Test_Workshop) and communicate CAASPP changes to relevant staff.
* Begin installing secure web browsers.

### September 2020

* **CAA for Science testing window opens.**
* Communicate the availability of the California Alternate Assessment (CAA) for Science Performance Tasks to LEA Special Education staff, test examiners, and site coordinators.
* Ensure that CAA Test Examiners have completed the online CAA tutorial on the CAASPP Administration web page at <http://www.caaspp.org/administration/about/caa/index.html> and [established a TOMS account](#_Local_Scoring_Tool) prior to administering the test.
* Ensure that supported operating systems and internet browsers for the current administration year are operational at all sites.
* Attend, the summer [New CAASPP Coordinator Training](#_ELPAC_Moodle_Training_1).
* View the [New Coordinator WebEx #2](#_New_Coordinator_WebEx), with a focus on Accessibility Resources. This WebEx is for coordinators who have been in their role for less than 12 months, or those who want a refresher. Registration information can be found on the CAASPP website at [http://www.caaspp.org](http://www.caaspp.org/) under the Training tab.
* Share local CAASPP results and resources as part of back to school activities. Consider the use of the communication aids available in the toolkit provided on the CAASPP Communications Toolkit web page at <https://www.cde.ca.gov/ta/tg/ca/communicationskit.asp>. As always, be careful in sharing preliminary data as it is always possible that changes could be made.

### October 2020

* Coordinate with LEA CAASPP Technology Coordinator to view the ETS webcast *Preparing Technology* on the CAASPP website at [http://www.caaspp.org](http://www.caaspp.org/). The CAASPP Technology Resources web page at <http://www.caaspp.org/ta-resources/technology-resources.html> contains resources for technology coordinators and other LEA staff responsible for managing the technology for online CAASPP testing.
* View the [New Coordinator WebEx #3](#_New_Coordinator_WebEx), with a focus on resources for student assessment practice. This WebEx is for coordinators who have been in their role for less than 12 months, or those who want a refresher. Registration information can be found on the CAASPP website at [http://www.caaspp.org](http://www.caaspp.org/) under the Training tab.

### November 2020

* Verify school calendars and instructional days and [set LEA testing window(s)](#_LEA_Testing_Window—Set) accordingly in TOMS.
* Verify that technology requirements are tested and met on all devices, including updated secure browsers as listed on the Secure Browsers web page at <https://ca.browsers.airast.org/>.

### December 2020

* Provide administrators and site coordinators with their test administration windows.
* View the Accessibility video; provide updated information to special education staff, site coordinators and other educators.
* Attend, the fall [New CAASPP Coordinator Training](#_ELPAC_Moodle_Training_1).
* Coordinate with special education and English language development administrators to establish a consistent process to document the selection of appropriate accessibility resources for students, including instructions about how these resources are entered/submitted to TOMS.
* [Communicate with special education staff](#_IEPs_and_Section) to review IEPs and Section 504 plans before the Summative CAASPP.
* Verify the need for special test versions, such as Braille or large print, as stated in students’ active IEPs or section 504 plans.
  + If special test versions are required, complete the Special Request for Paper Exam form, which can be found on the CAASPP Administration Forms web page at <http://www.caaspp.org/administration/forms/index.html>. Once the form is complete, CalTAC will follow up.

### January 2021

* **The following Statewide CAASPP testing windows open**
  + Smarter Balanced ELA
  + Smarter Balanced Mathematics
  + CAA for ELA
  + CAA for Mathematics
  + California Science Test
  + California Spanish Assessment
* Attend CDE/ETS [Pretest Workshop](#_Pretest_Workshop_1) and/or view webcast.
* [Prepare CAASPP training materials](#_Develop_Training_Materials_2) for local trainings.
* [Evaluate student demographic data](#_Student_Demographic_Data) from TOMS to verify grade level, Special Education status, English Learner status, home language, and date first entered US schools.
* Remind site coordinators of their site testing window and provide sample test administration schedules.
* [Verify scheduled system downtimes](#_Verify_Scheduled_Downtimes.) and communicate them to site coordinators.
* Provide site coordinators with a preliminary student list for CAASPP testing, test assignments, and student test settings.
* [Collaborate with technology personnel](#_Register_each_site) to make sure all devices and systems are ready for testing. The CAASPP Technology Resources web page at <http://www.caaspp.org/ta-resources/technology-resources.html> contains resources for technology coordinators and other LEA staff responsible for managing the technology.
* Encourage CAASPP Site Coordinators to administer [Practice Tests or Training Tests](#_Practice_Tests_&) to students.

### February 2021

* [Conduct local CAASPP training(s)](#_LEA_and_Site) for site coordinators and/or test examiners and test administrators, making sure to include pertinent information from the [CAASPP Pretest Workshop](#_Pretest_Workshop_1) and ensure that test security affidavits and agreements are signed by using the Security Forms Status Report in TOMS.
* Ensure that site coordinators have resources/instructions for test administrators, test examiners, and other staff to [establish TOMS accounts](#_Local_Scoring_Tool).
* Verify site test administration schedules with site coordinators.
* [Share testing schedules](#_Site_Testing_Schedule—Communicated) with LEA administrators, school administrators, and support staff.
* [Notify parents](#_Communicate_with_Site) about upcoming CAASPP testing.
* View the [New Coordinator WebEx #4](#_New_Coordinator_WebEx), with a focus on STAIRS. This WebEx is for coordinators who have been in their role for less than 12 months, or those who want a refresher. Registration information can be found on the CAASPP website at [http://www.caaspp.org](http://www.caaspp.org/) under the Training tab.
* [Review and verify apportionment](#_Review_and_Verify_1) (*from the previous administration year*).

### March 2021

* [Confirm site level trainings](#_LEA_and_Site). Confirm that the site coordinators have conducted the required site trainings for test administrators and test examiners.
* Confirm that staff with roles that do not require access to TOMS, who will have access to testing material, have completed test security forms on the CAASPP Administration Forms web page at <http://www.caaspp.org/administration/forms/index.html>.
* Encourage CAASPP Site Coordinators show the [CAASPP Overview Video](#_CAASPP_Overview_Video) to orient students to testing.
* Remind LEA administrators, Maintenance and Operations Departments, school administrators and support staff of site testing schedules.
* If testing has begun, [regularly communicate with site coordinators](#_Test_Administration_Troubleshooting_1) to ensure any issues are resolved promptly.

### April 2021

* **Ensure the** [**Superintendent Designation**](#_Completion_of_the) **of the LEA coordinator for the 2021–22 year is completed.** The designation will be due July 1, 2021.
* [Collaborate with technology personnel](#_Register_each_site) to make sure technology requirements are met and tested for dissemination of student score reports via the local SIS parent portal or secure local method.
* If disseminating Student Score Reports through local SIS as outlined on the CAASPP Reporting Option A web page at <http://www.caaspp.org/administration/reporting/student-score-report-option-A.html>, regenerate credentials for the SIS to securely connect to TOMS as needed (required annually). Instructions are available on the CAASPP Administration Instructions web page at <http://www.caaspp.org/administration/instructions/quickstart/index.html>.
* If results will be made available through secure electronic distribution as outlined on the CAASPP Reporting Option B web page at <http://www.caaspp.org/administration/reporting/student-score-report-option-B.html>, validate security to ensure adequate protection of student personally identifiable information (PII).
* If printing SSRs locally as outlined on the CAASPP Reporting Option C web page at <http://www.caaspp.org/administration/reporting/student-score-report-option-C.html>, verify sufficiency of printing equipment and supplies.
* Provide information to instructional staff (e.g., teachers, site administrators, etc.) about the California Assessment Conference offered in the fall. Registration information is available on the California Assessment Conference website at <https://www.cdecac.org/>.
* View the [New Coordinator WebEx #5](#_New_Coordinator_WebEx), with a focus on completion reports and preparing for summative results. This WebEx is for coordinators who have been in their role for less than 12 months, or those who want a refresher. Registration information can be found on the CAASPP website at [http://www.caaspp.org](http://www.caaspp.org/) under the Training tab.

### May 2021

* Ensure all condition codes are documented and entered into TOMS as outlined on the Instructions for Using Condition Codes in TOMS web page at <http://www.caaspp.org/administration/toms/condition-codes.html> prior to the close of the LEA’s selected testing window(s).
* [Notify site coordinators](#_Test_Results_Notification) about local results communication plan and the plan for sharing with district stakeholders.
* View and/or download preliminary CAASPP results from the California Educator Reporting System (CERS), including the assessment target reports. Reference the Reporting System User Guide for CAASPP at <http://www.caaspp.org/administration/instructions/index.html>.
* [Share preliminary CAASPP results](#_Preview_Local_CAASPP) with LEA and/or school site personnel (optional). Include instructions on how to access information and create reports, and about the cautions related to the preliminary results.
* View the ETS [CAASPP Post-Test Webcast](#_Post-Test_Webinar).
* Download and review the CAASPP Post-Test Guide on the CAASPP Reporting web page at <http://www.caaspp.org/administration/reporting/index.html>.
* Prepare or collaborate with others to prepare communication from the Superintendent that will accompany the electronic and/or paper Student Score Reports.
* Begin optional bulk download of Student Score Reports (SSRs), as described in the How to Bulk Download SSRs Quick Reference Guide at <http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-score-reports-quick-start.v1.pdf>, and [dissemination of SSRs](#_Results_and_Reporting) as they become available.
* Inclusion of the SSR in the student cumulative record is not required. The requirement is for LEAs to retain a record of the student results.
* Three years of results are available to print and downloaded as needed.
* If disseminating SSRs through SIS parent portal, retain downloaded SSRs for records or as a backup for parents not able to access the portal.
* A report is available in TOMS to assist with this work: SSR Distribution Report. The CAASPP LEA-Level SSR Distribution Report displays the student score report (SSR) options for all students registered for CAASPP assessments. This includes SSR language preference as well as if paper SSRs were ordered. All reporting options are configured in TOMS.
* [Solicit feedback about the CAASPP test administration](#_Trend_Documentation_and_1) from site coordinators, test administrators, and test examiners to identify changes for next year.

### June 2021

* Attend [*The Results Are In, Now What?*](#_State-Sponsored_ELPAC_The) workshop with a team of educators from your LEA or view the archived webcast.
* Continue optional bulk download of Student Score Reports, as described in the How to Bulk Download SSRs Quick Reference Guide at <http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-score-reports-quick-start.v1.pdf>, as they become available; [disseminate SSRs](#_Results_and_Reporting) per LEA results communication plan.
* Plan training dates and reserve locations for the upcoming school year. Consider [feedback from site coordinators, test administrators and test examiners](#_Trend_Documentation_and_1) in planning.
* Confirm that all CAA for Science performance tasks have been administered as required.

## Additional Information

The following pages provide an expanded view of the CAASPP coordination tasks and are grouped by the following categories:

* Communication
* LEA Training Coordination
* Material Delivery and Shipment
* Results and Reporting
* Supports and Accommodations
* Test Planning and Scheduling
* Test Security, Procedures & Forms
* TOMS and Technology Support
* Trainings and Learning Opportunities

The arrow symbol (**→**) indicates an *action item* that may include a hyperlink that leads to additional online information available for CAASPP administration.

## Communication

### CAASPP Site Coordinator Roles & Responsibilities

Communicate roles and responsibilities to the site coordinators. These can vary depending on your LEA, but are described in the Test Security Agreement and the Online Test Administration Manual for CAASPP.

* The Online Security Agreement can only be accessed via TOMS. Once users are given access to TOMS they will be prompted to fill out the Online Security Agreement.

### CAASPP Web Pages and CAASPP Communications

Review CAASPP web pages and the CAASPP communications from ETS for information about new training materials, manuals, ordering deadlines, and other test administration documents.

* Refer to the CDE CAASPP web page at <https://www.cde.ca.gov/ta/tg/ca/> for information on all assessments in the CAASPP system.
* Also, check out the CAASPP website, [http://www.caaspp.org](http://www.caaspp.org/), for additional resources and information, including CAASPP practice tests.

### CDE's Weekly Assessment Spotlight Email

Forward information from the Assessment Spotlight email to site coordinators, test administrators, and test examiners, as appropriate.

* To receive the CDE’s Assessment Spotlight emails join the listserv by sending a blank email to [subscribe-caaspp@mlist.cde.ca.gov](mailto:subscribe-caaspp@mlist.cde.ca.gov?subject=Assessment%20Spotlight%20Listserv)

### Practice Tests & Training Tests

Remind site coordinators, test examiners and teachers about the availability and use of the practice tests.

* Practice tests are available on the CAASPP website at <http://www.caaspp.org/practice-and-training/index.html> > Student Interface Practice and Training Tests.
* Manuals and user guides for practice and training tests are available at <http://www.caaspp.org/practice-and-training/index.html>.
* Quick Reference Guides for administration of practice and training tests are available at <http://www.caaspp.org/administration/instructions/quickstart/index.html>

### System Downtimes

All CAASPP system downtimes should be verified using the link below. LEA coordinators should communicate downtimes to their site coordinators, test administrators and test examiners.

* Visit [http://www.CAASPP.org/system-status/](http://www.caaspp.org/system-status/) to view system downtimes.

### Test Administration Notification

Communicate with parents about upcoming testing. The CDE provides parent guides and letter templates to notify parents and guardians about the statewide assessments.

* Letter templates are provided at <https://www.cde.ca.gov/ta/tg/ca/caasppadminnftyltr.asp> and are available in multiple languages.
* Parent guides are provided at <https://www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp> and are also available in multiple languages.

### Test Administration Troubleshooting

Regularly communicate with, and respond to questions from, site coordinators to ensure that any issues are resolved promptly.

* A list of CAASPP-related frequently asked questions can found at <http://www.caaspp.org/faqs/index.html> or by selecting "FAQ" under the Resources tab at [http://www.caaspp.org](http://www.caaspp.org/).

### Test Results Notification­—Administrators and Site Coordinators

* Notify site coordinators about your local CAASPP results communication plan and the timeline to send Student Score Reports to parents and/or guardians. Prepare, or collaborate with others to prepare, the letter and/or electronic communication that will accompany the Student Score Reports.
* Remind site coordinators and site administrators of the timeline and method of delivery for the individual Student Score Reports.
* When available, communicate the arrival of CAASPP results and reports to site administrators. This includes preliminary results, Student Score Reports, and statewide results.
* Coordinate with local communications staff on briefing the district leadership team, the school board, and others on any possible news releases about the CAASPP results.
* Prepare principals and site coordinators to communicate CAASPP results to school staff and parents.

### Test Results Notification—Parents

Inform parents about the availability of CAASPP results and reports to parents and teachers, including the timeline and method of delivery of the individual Student Score Reports.

* The CDE provides CAASPP Student Score Report letter templates to notify parents and guardians about the results. The templates can be found at <https://www.cde.ca.gov/ta/tg/ca/caasppssrinfo.asp>. These letter templates are available in multiple languages.
* Additional resources for communication with parents are available at <https://www.cde.ca.gov/ta/tg/ca/caasppparentresource.asp>.

## LEA Training Coordination

### Communicate Local Training Dates

Schedule local training dates and communicate them to your site coordinators. Use local district calendars and schedules to ensure that training dates are feasible for site coordinators and/or test administrators and test examiners. Consider whether trainings will be spread throughout the year or consolidated, and whether new and experienced coordinators will receive the same training.

### Develop Training Materials

Develop training materials for site coordinators, CAASPP test administrators and test examiners, using existing training materials whenever possible and adding information specific to your LEA as needed.

### LEA and Site CAASPP Trainings

Conduct training for site coordinators, and confirm that site coordinators conduct training for test administrators, test examiners, and other site staff with access to the test or testing materials.

* Use existing training materials whenever possible, adding information specific to your LEA, as needed.
* Ensure that site coordinators have resources/instructions for site staff to complete test security affidavits.
* Confirm that the site coordinators have conducted the required site trainings.
* Confirm that test security affidavits have been completed as TOMS accounts are established for test administrators and test examiners at each site.

### CAASPP Overview Video

Brief student videos that give key information about the Smarter Balanced Summative Assessments and how to get additional information about testing in the State of California:

* What are Smarter Balanced Assessments? (English) (Video; 3:32)  
  <https://youtu.be/5kFGqmYXbEs>
* What are Smarter Balanced Assessments? (Spanish) (Video; 4:00)  
  <https://youtu.be/-rpRn2fdPlA>
* Smarter Balanced: A Complete Assessment System (English) (Video; 1:39)  
  <https://youtu.be/NHtWwAX1S3I>
* Smarter Balanced: A Complete Assessment System (Spanish) (Video; 1:40)  
  <https://youtu.be/-zMFDJML7-g>

## Results and Reporting

### CAASPP Student Score Reports

Provide Summative CAASPP Student Score Reports to parents/guardians within 20 working days of receipt from ETS.

If the LEA receives the SSRs from ETS after the last day of instruction, the report must be made available to parents/guardians no later than the first 20 working days of the next school year.

There are several options for accessing and providing results.

* Visit the Student Score Report Options page at <http://www.caaspp.org/administration/reporting/Student-Score-Report-Options.html> for information on how to access and distribute student Score Reports, including the Electronic Student Score Reports Communications Toolkit available on the CAASPP Electronic SSR Toolkit web page at <http://www.caaspp.org/administration/reporting/essr-communications-toolkit.html>.

The CDE makes letter templates and additional resources available for LEAs to use to communicate with parents and guardians as part of its CAASPP Communications Toolkit at <https://www.cde.ca.gov/ta/tg/ca/communicationskit.asp>.

### Download Individual Student Results

Download the individual student results data file from TOMS for local uses, including uploading into the local SIS, data and assessment system, or other system to generate customized data analyses. This task may be done on a monthly basis depending on your local needs and requirements.

* See the student data file layout at [http://www.caaspp.org/administration/reporting/index.html](http://www.caaspp.org/administration/reporting/index.html" \o "CAASPP Administration Reporting Web Page).
* Download the student data file from the Reports tab within TOMS.

### Preview Local CAASPP Data

The CDE notifies LEA CAASPP coordinators and district superintendents via email of the opportunity to review CAASPP data before the public release.

* During the LEA preview of the CAASPP results, verify the preview data against local data, including demographic information, to ensure accuracy.

### Review and Verify Apportionment

Review and verify the LEA ELPAC student data in the State Assessment Apportionment System (SAAS) for the previous administration year by the CDE deadline.

* In the fall, the CDE will email a link to the SAAS website directly to the LEA ELPAC coordinator.

## Accessibility Resources

### Accessibility Resources Verification

Verify the need for any specialized equipment for students requiring accessibility resources. Accommodations may only be provided to students with an IEP or 504 plan, while designated supports can be provided through a LEA-determined teacher recommendation process.

* Matrix One describes the universal tools, designated supports, and accommodations that are available for the CAASPP and can be found at <https://www.cde.ca.gov/ta/tg/ai/caasppmatrix1.asp>.
* Additional resources related to accessibility, including the Smarter Balanced Usability, Accessibility, and Accommodations Guidelines, are available at <http://www.caaspp.org/administration/accessibility/index.html>, or the at [http://www.caaspp.org](http://www.caaspp.org/) on the Test Administration tab – the Student Accessibility Resources and Test Settings selection.
* Embedded accessibility resources videos are available at <http://www.caaspp.org/training/caaspp/uaag.html> and accessibility resources Module One is available at <http://www.caaspp.org/rsc/resources/ar_module_one/story.html>.

### IEPs and Section 504 Plans

Communicate with your LEA's special education teachers to review students' IEPs and Section 504 plans and identify testing resources that are to be used and/or any students with an IEP.

LEA coordinators should communicate with special education staff and site coordinators to ensure that students do not start testing until all student test settings are finalized.

### Unlisted Resources

Unlisted resources (previously called “individualized aids”) are accessibility resources not currently available on Matrix One. In order for these resources to be assigned to students for CAASPP testing, they must be documented in the student IEP or 504 plan and approved by the California Department of Education (CDE) prior to testing. Request any necessary unlisted resources for students at least two weeks before testing.

Unlisted resources must be requested from the Unlisted Resources tab within the Student Profile in TOMS. Additionally, on the Demographics tab on the Student Profile, the Special Education for Testing field must be indicate “Yes” and the Primary Disability Code for Testing must not be blank.

* Review Matrix One at <https://www.cde.ca.gov/ta/tg/ai/caasppmatrix1.asp>.

## Test Planning and Scheduling

### LEA Testing Window—Set in TOMS

Work with site coordinators, as well as site and LEA administrators to set LEA testing window(s) within the windows listed below. Windows must be set by December 1.

* The selected testing window for the Smarter Balanced, CAA for ELA and mathematics, CAST and CSA must not begin until the day of completion of 66 percent of a school’s annual instructional days, and
* Testing may continue up to and including the last day of school or July 15, whichever comes first.
* For LEAs with schools with nonpublic, nonsectarian schools (NPS) and/or schools with multiple tracks, separate test administration windows should be established to accommodate each NPS or track schedule.
* The selected testing window must include at least 25 consecutive instructional days.
* A short video on setting up the test administration window is available at <http://www.caaspp.org/training/caaspp/index.html>.
* If a testing window is not selected by December 1, the allowable window will become the selected window, or the coordinator must call CalTAC for assistance with setting up the window.

Additional information about setting test windows may be found in the CDE Assessment System document at <https://www.cde.ca.gov/ta/tg/ai/documents/calassesssystem.pdf> or in the Test Operations Management System Pre-Administration Guide for CAASPP Testing, at [http://www.caaspp.org](http://www.caaspp.org/) under the Test Administration tab – the Manuals and Instructions selection.

### Site Testing Schedule—Communicated by Site Coordinators to LEA Coordinator

Site coordinators establish a site testing schedule of when each teacher or grade level will administer tests. These test schedules may follow some LEA practices such as testing mathematics before ELA or scheduling testing on the days of the week with traditionally higher attendance rates. Site testing schedules should also be established after confirming dates of schoolwide events and class trips.

Share the LEA and site CAASPP schedules with school administrators and the LEA leadership team, including the timing of parent notification and when score reports are expected. Facilities, maintenance and other support staff should also be made aware of the site testing schedules in order to schedule repairs and events accordingly.

### Trend Documentation and Site Feedback

Document any trends, issues, and ideas for suggested changes for next year.

* It is recommended that the LEA CAASPP coordinator share these at the county office of education level.
* Obtain feedback about the CAASPP administration from site coordinators, test administrators and test examiners, and support staff to identify changes for next year.
* Obtain feedback about technology protocols, issues, and other technology-related instances to identify best practices for next year.

## Test Security, Procedures and Forms

### Completion of the Superintendent Designation Form

Ensure completion of the required Superintendent Designation Form identifying the LEA CAASPP coordinator. This requires the Superintendent to establish a TOMS account. A reminder email is sent to the current LEA CAASPP coordinator and the LEA superintendent or charter school administrator when the function is available in TOMS.

*The form must be submitted by July 1 annually.*

* Notification for annual Superintendent Designation Form will be emailed to the Superintendent. The designation form is completed in TOMS by the Superintendent, and includes an option of designating the current coordinator for the following year.
* CAASPP Test Security Agreement and Test Security Affidavit

Carefully read and complete the Test Security Agreement and Test Security Affidavit upon establishment of the LEA Coordinator account. Be sure to save the email confirmations for your records.

* An email confirmation is sent to the current LEA CAASPP coordinator and the district superintendent. The Online Test Security Agreement and Test Security Affidavit also can be found on the CAASPP website at [http://www.caaspp.org](http://www.caaspp.org/) by selecting "Forms" under the Test Administration tab.
* The Test Security Agreement and Test Security Affidavit must be completed by the LEA CAASPP Coordinator and all site coordinators.
* The LEA CAASPP coordinator will automatically receive an email notification when the site coordinators complete the Online Security Agreement.
* Signed copies of the test security agreements and affidavits can be found in the “Download Signed Security Forms” in TOMS under the Reports Tab.

### CAASPP Test Site Coordinator Identification

Identify the site coordinator for each school.

* A definition of site coordinator responsibilities: At the school level, manages the CAASPP testing program, ensures the proper administration of all testing procedures, maintains the security of all test materials at the site;
* Additional information on the responsibilities of the site CAASPP coordinator can be found on the CAASPP website at [http://www.caaspp.org](http://www.caaspp.org/) by selecting "Manuals and Instructions" under the Test Administration tab.

### Test Exemptions

A student may be exempted from taking the CAASPP assessments in the following situations:

* A parent or guardian has expressed in writing that their student should be excluded from taking any/all tests comprising the summative assessments. The request must be signed, dated, and for the current school year. Parent/guardian exemptions are notated by entering the code “PGE” in the Condition Code field for each applicable test. The Condition Code field is found on the Score Status tab of the Student Profile in TOMS.
* For ELA assessment, only: The student has been designated as an English Learner and is within their first 12 months of enrollment in a U.S. school as of April 15 of the previous year. This exemption is automatically applied as long as correct information populates the US School Entry Date and English Learner fields on the Demographics page of the Student Performance Profile in TOMS.
* For students who experience a medical emergency (e.g., hospitalization) that prevents them from taking any/all tests comprising the summative assessments, coordinators may indicate that the student was not tested due to medical emergency by entering the code “NTE” in the Condition Code field for each test missed. The Condition Code field is found on the Score Status tab of the Student Profile in TOMS.

### Testing Irregularities and Security Breaches

Establish procedures with all site coordinators to maintain the security of all test materials and monitor sites during testing to ensure that all CAASPP testing and security procedures are being followed. Additional training and information in this area may be provided by the CAASPP Test Security Guidelines Video, found on the CAASPP website at [http://www.caaspp.org](http://www.caaspp.org/) on the Videos and Archived Webcasts selection of the Training Tab.

Review the CAASPP Security Incidents and Appeals Procedure Guide so you are familiar with the testing irregularity reporting process.

* This guide can be accessed on the CAASPP website at [http://www.caaspp.org](http://www.caaspp.org/) within the "Security and Test Administration Incident Reporting System (STAIRS)" link under the Test Administration tab.
* A quick reference guide is available to walk coordinators through the STAIRS process.

## TOMS and Technology Support

### Collaborate with LEA Technology Personnel

Collaborate with technology personnel to ensure that technology requirements are tested on each test administrator or test examiner's electronic device and on each device that will be used for testing.

Collaborate with technology personnel to ensure that connections between the local SIS and TOMS are active and Student Score Reports will populate for the correct students in a timely manner. If the LEA is making the reports available locally via a secure site, ensure that the reports are properly displayed, that parents and guardians can access the report and that they can solely view scores for their own student.

### Create User Accounts TOMS

Confirm that site coordinators have created user accounts in TOMS for their test administrator and test examiners.

Create, or confirm that site coordinators have created, user accounts in TOMS for test administrators and other staff as appropriate.

* A list of all user roles in TOMS and their complete definitions is available on the CAASPP website at [http://www.caaspp.org](http://www.caaspp.org/) by selecting "Manuals and Instructions," under the Test Administration tab and then selecting the "User Roles in TOMS" link.
* TOMS users can either be entered one-by-one or uploaded in bulk (i.e., batch uploading) using templates. Instructions for uploading users into TOMS can be found in the TOMS User Manual on the CAASPP website at [http://www.caaspp.org](http://www.caaspp.org/) under the Test Administration tab.

### Student Demographic Data

Student demographic data is critical to each student’s test assignment. Key data viewable in TOMS on the Demographics tab within the Student Profile includes:

* **SSID**: this is the unique statewide identifier for each student. The SSID is a required input to log into an interim or summative assessment.
* **First Name**: this is the student’s official (legal) first name. The first name must be input exactly as presented in TOMS in order for the student to log into an interim or summative assessment.
* **Grade Assessed**: this field indicates the grade level of the assessment that is assigned to the student when they begin testing, based on their grade in CALPADS.
* **Primary Language**: SSRs will be generated in English; if the student has a primary language other than English, an additional SSR will also be generated in the student’s primary language if the primary language is Chinese (Traditional), Filipino, Spanish, and Vietnamese.
* **English Learner**: students who are English Learners (ELs) and have a US school entry date after April 15 of the prior year are exempt from taking the ELA CAASPP tests. Additionally, this field may flag students to evaluate for language-development-related supports and accommodations, such as stacked translation and read aloud in Spanish.
* **US School Entry Date**: students who are English Learners (ELs) and have a US school entry date after April 15 of the prior year are exempt from taking the ELA CAASPP tests.
* **504 Plan**: if this field is marked “Yes”, the assignment of testing accommodations is permitted for the student.
* **Special Education for Testing**: if this field is marked “Yes” and a primary disability code is also present, the student is eligible for CAA registration and the assignment of testing accommodations is permitted for the student.
* **Primary Disability Code for Testing**: if a value is present in this field and the Special Education for Testing field is marked “Yes”, the assignment of testing accommodations and requests for unlisted resources is permitted for the student.

Reports are available in TOMS to help with this:

* LEA-Level Student Demographics Report
* School-Level Student Demographics Report

## Trainings and Learning Opportunities

Webcasts are typically broadcast on the CAASPP website under the Training tab. Select the Live Webcast link for live broadcasts or the Videos and Archived Webcasts link for previously aired trainings.

### Assessment Information Meeting

Attend the Assessment Information Meeting or view the webcast.

* + In 2020 the meeting dates and locations are:
  + Wednesday, August 19—Sacramento
  + Wednesday, August 26—Ontario
  + Refer to the CDE Assessment and Information Meeting web page at <https://www.cde.ca.gov/ta/tg/ai/infomeeting.asp> for more information.

### New Coordinator Training

Attend the optional new CAASPP coordinator training if you have been an LEA CAASPP coordinator for less than 12 months or want a refresher. These trainings focus on the role or the LEA coordinator and the tasks they need to complete.

* The summer trainings will cover tasks needed to close out the prior test administration as well as preparing for the 2020–21 administration.
* The winter trainings will cover tasks needed during testing and after testing, as well as special circumstances coordinators might encounter.
  + These trainings will be held at multiple county offices of education throughout the state. For more information go to the CAASPP training page at <http://www.caaspp.org/training/caaspp/2020-21-training-opportunities.html>.

### New Coordinator WebEx

View any of the New Coordinator WebEx Trainings throughout the year.

* For more information go to the CAASPP training page at <http://www.caaspp.org/training/caaspp/2020-21-training-opportunities.html>.

### Pretest Workshop

Attend a CAASPP/ELPAC training annually throughout the state. If you are not able to attend, you can view the live webcast at <http://www.caaspp.org/training/webcast/index.html> or the archived version at <http://www.caaspp.org/training/caaspp/index.html>.

* For more information go to the CAASPP training page at <http://www.caaspp.org/training/caaspp/workshops.html>

### Post-Test Webinar

View the ETS sponsored Post-Test webinar, which focusses on how to access and utilize results.

* + For more information go to [http://www.caaspp.org/training/webcast/index.html](http://www.caaspp.org/training/webcast/index.html" \o "CAASPP Webcast Web Page).

### State-Sponsored CAASPP The Results Are In…Now What? Training

Attend a state-sponsored CAASPP The Results Are In…Now What? training.

* + More information can be found on the Workshop Training page at <http://www.caaspp.org/training/caaspp/workshops.html>.

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