



Instructions for Using CAASPP Large-Print and Braille Materials

Standards-based Tests in Spanish (STS) for Reading/Language Arts (RLA) and Smarter Balanced Paper-Pencil Tests

Students using large-print or braille versions of paper-pencil tests are to record their answers to test questions by using the same methods that they use for regular class work. These students' responses are to be transcribed as outlined below.

One additional, standard-sized Smarter Balanced test booklet and response booklet or STS for RLA version 1 test booklet (all grades) and answer document (grades four through eleven) is shipped with each order for a large-print or braille test booklet as follows:

- For grades three through eight and grade eleven Smarter Balanced assessments, one standard-sized test booklet and one standard-sized response booklet are shipped with each order. (Note that there is only one version of each Smarter Balanced paper-pencil test.)
- For grades two and three STS for RLA, one standard-sized version 1 test booklet is included with each order.
- For grades four through eleven STS for RLA, one standard-sized version 1 test booklet and one standard-sized answer document are included with each order.

After testing is completed, transcribe these students' responses into the standard-sized response booklets or answer documents included with the large-print or braille test materials or STS for RLA, grades two and three, test booklets. **Tests that are not transcribed cannot be scored.** If transcriptions are made by a scribe—an employee of a local educational agency (LEA) or a person assigned by a nonpublic, nonsectarian school to implement the individualized education program of a student, who is required to transcribe a student's responses to the format required by the test—the scribe must sign a California Assessment of Student Performance and Progress (CAASPP) Test Security Affidavit (*California Code of Regulations*, Title 5, Section 859 [c]).

Use the following guidelines for ensuring that student identification information is included with the student's scorable materials:

- If the LEA received a **pre-identified (Pre-ID) label** for a student using large-print or braille materials, affix the label to the standard-sized response booklet or answer document or version 1 test booklet for STS for RLA, grade two or three, included with the student's large-print or braille test materials.
- If the LEA **did not use Pre-ID** services, complete the student's identification information on the standard-sized response booklet or answer document or STS for RLA, grade two or three, version 1 test booklet provided with the large-print or braille test materials. Then transcribe the student's answers into that standard-sized response booklet or answer document or STS for RLA, grade two or three, test booklet.

After the student identification information—either affixed on a label or hand-marked—and the student's responses have been completed on a standard-sized response booklet or answer document or STS for RLA, grade two or three, test booklet:

- Package and return completed standard-sized response booklets or answer documents and STS for RLA, grade two or three, test booklets for this and any other students to the Scoring Center with the scorable materials for each student's class or grade level.
- Package and return the student's large-print or braille test materials with the nonscorable materials to the ETS Processing Center.

If questions arise regarding completion of the standard-sized answer documents or STS for RLA, grade two or three, test booklets for students using large-print or braille test materials, LEA CAASPP coordinators should contact the California Technical Assistance Center by phone at 800-955-2954.