



Instructions for Using CAASPP Large-Print and Braille Materials

Students in grades three through eight and grade eleven using large-print or braille versions of California Assessment of Student Performance and Progress (CAASPP) Smarter Balanced for English language arts/literacy and mathematics paper-pencil tests are to record their answers to test questions by using the same methods they use for regular classwork. These students' responses are to be transcribed as outlined here.

One additional standard-sized test booklet and one standard-sized CAASPP response booklet are shipped with each order for a content area paper-pencil test in either large-print or braille format. (Note that there is only one version of each Smarter Balanced paper-pencil test.)

After testing is completed, transcribe these students' responses into the standard-sized response 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 provided 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 provided with the large-print or braille test materials, and then transcribe the student's answers into that standard-sized response booklet.

After the student identification information—either affixed on a label or hand-marked—and the student's responses have been entered on a standard-sized response booklet:

- Package and return completed standard-sized response booklets for this and any other students to the Educational Testing Service (ETS) 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 response 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 or by e-mail at caltac@ets.org.