



# Instructions for Using CAASPP Large-Print and Braille Materials

Students using large-print or braille versions of the following assessments record their answers to test questions by using the same methods they use for regular classwork:

- The California Assessment of Student Performance and Progress (CAASPP) Smarter Balanced for English language arts/literacy and mathematics in grades three through eight and grade eleven
- The California Science Test (CAST) in grades five, eight, ten, eleven, or twelve

One standard-sized test booklet and one standard-sized CAASPP response booklet per student are shipped with each order for a content area special materials assessment in either large-print or braille format. (Note that there is only one version of each Smarter Balanced or CAST special materials assessment.) For CAST, there is one combined test/response booklet.

After testing is completed:

- Transcribe these students' responses into the standard-sized response booklet or test/response booklet. **Note:** All employees involved in transcribing must sign a CAASPP Test Security Affidavit (*California Code of Regulations*, Title 5, sections 850[z] and 859[d]).
- Complete the student's identification information on the standard-sized response booklet or test/response booklet provided with the large-print or braille test materials, and then transcribe the student's answers into that standard-sized response booklet.
- Enter the student responses into the Data Entry Interface (DEI). Refer to the *DEI User Guide* posted on CAASPP.org for additional information.
- Once the responses have been entered successfully into the DEI and the test has been submitted, package and return the student's standard answer books or test/response booklet and large-print or braille test materials with the nonscorable materials to the Educational Testing Center Processing Center.

If questions arise regarding completion of the standard-sized response booklets or test/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 email at [caltac@ets.org](mailto:caltac@ets.org).