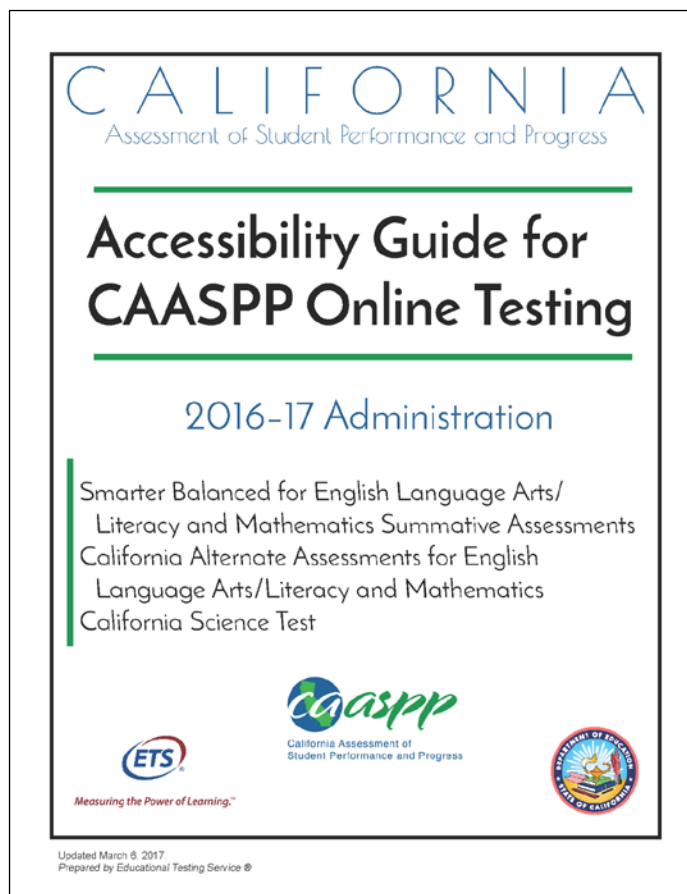


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# Chapter 3. Testing Students with Accessibility Supports

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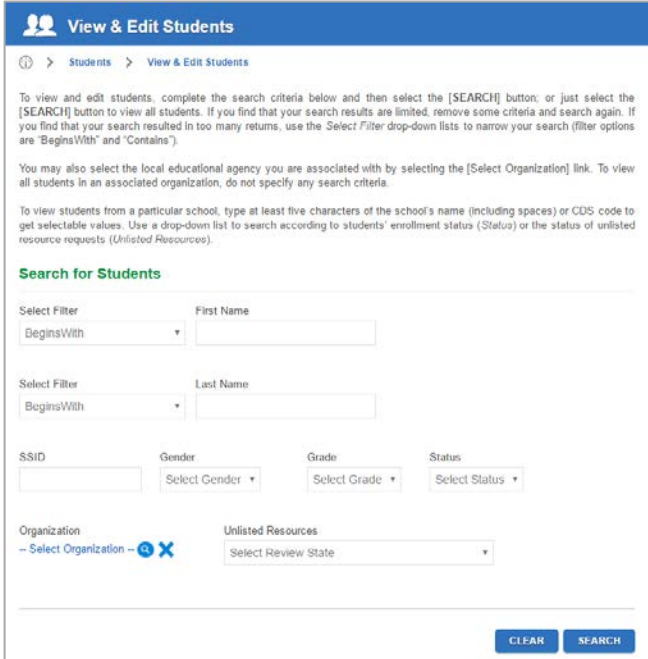


# Creating a Test Session for Practice and Summative Testing

This section provides a brief overview of the processes for verifying students' test settings for summative testing, creating a test session, approving students to enter the session, and viewing embossing and enlarged-text requests.

## Step 1. Test Administrator: Review the student's test settings in the Test Operations Management System (TOMS).

1. Open an Internet browser.
2. Go to <http://www.caaspp.org/> and select the **[Test Operations Management System (TOMS)]** button.
3. Log on using your Single Sign-On account.
4. When logged on, select the **[Students]** button.
5. Using the Search for Students Web form shown in Figure 34, either enter the student's name or other identifying information and then select **[Search]** to find a student.



**View & Edit Students**

Students > View & Edit Students

To view and edit students, complete the search criteria below and then select the [SEARCH] button, or just select the [SEARCH] button to view all students. If you find that your search results are limited, remove some criteria and search again. If you find that your search resulted in too many returns, use the Select Filter drop-down lists to narrow your search (filter options are "BeginsWith" and "Contains").

You may also select the local educational agency you are associated with by selecting the [Select Organization] link. To view all students in an associated organization, do not specify any search criteria.

To view students from a particular school, type at least five characters of the school's name (including spaces) or CDS code to get selectable values. Use a drop-down list to search according to students' enrollment status (Status) or the status of unlisted resource requests (Unlisted Resources).

### Search for Students

Select Filter: BeginsWith First Name:

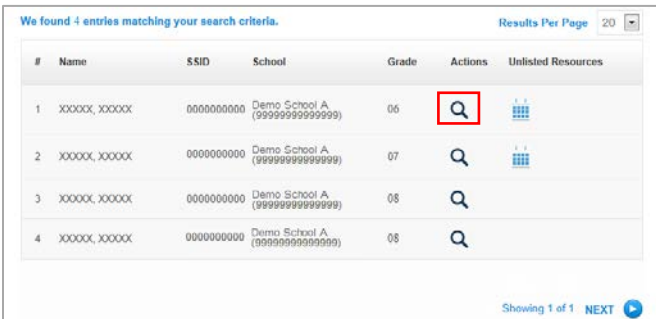
Select Filter: BeginsWith Last Name:

SSID:  Gender: Select Gender Grade: Select Grade Status: Select Status







Organization: -- Select Organization -- Unlisted Resources: Select Review State

Figure 34. Searching for a student in TOMS

6. Select the magnifying glass **[View]** icon for the student in the *Actions* column, shown in Figure 35, to access the *Student Profile* screen in Figure 36.



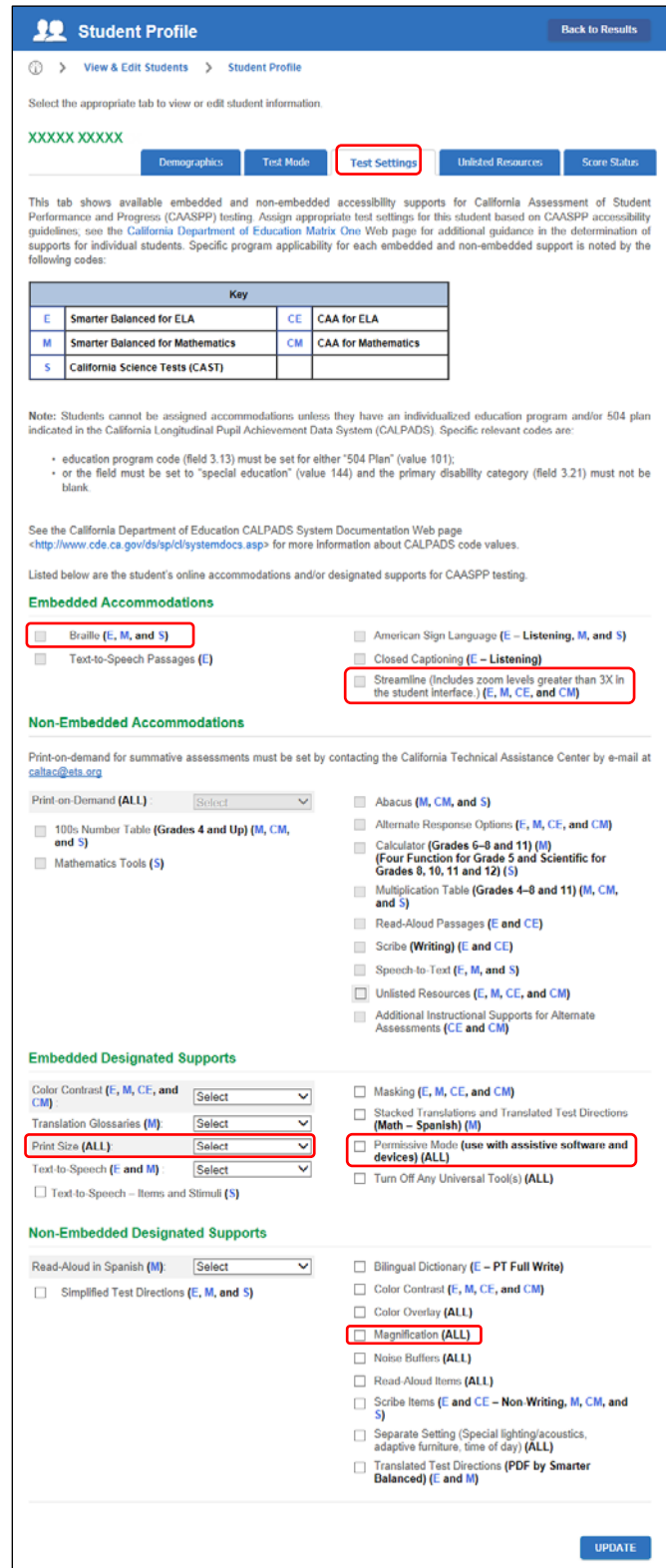
We found 4 entries matching your search criteria. Results Per Page: 20

| # | Name         | SSID       | School                         | Grade | Actions   | Unlisted Resources  |
|---|--------------|------------|--------------------------------|-------|---|---|
| 1 | XXXXX, XXXXX | 0000000000 | Demo School A (99999999999999) | 06    |  |  |
| 2 | XXXXX, XXXXX | 0000000000 | Demo School A (99999999999999) | 07    |  |  |
| 3 | XXXXX, XXXXX | 0000000000 | Demo School A (99999999999999) | 08    |  |   |
| 4 | XXXXX, XXXXX | 0000000000 | Demo School A (99999999999999) | 08    |  |   |

Showing 1 of 1

Figure 35. Student search results

7. Select the [Test Settings] tab.
8. Review the student's test settings before approving him or her for testing in the Student Profile, shown in Figure 36. The following instructions, which can be undertaken by your CAASPP test site coordinator or your local educational agency (LEA) CAASPP coordinator, ensure that the student has the appropriate Individuals with Disabilities Education Act (IDEA) indicators (special education and a primary disability) or Section 504 plan for the applicable settings.
  - a. Under the "Embedded Accommodations" heading, the *Braille (E, M, and S)* and the *Streamline (Includes zoom levels greater than 3X)*. . . . (*E, M, CE, and CM*) checkboxes should be selected if a screen reader or a magnifier will be used. Note that the selection of braille includes the ability to emboss on demand; the print-on-demand accommodation does not have to be set specifically.
  - b. Under the "Embedded Designated Support" heading, the *Permissive Mode (use with assistive software and devices)* checkbox should be selected if a screen reader or magnification will be used.
  - c. Under the "Embedded Designated Support" heading, the appropriate option on the *Print Size* drop-down should be selected if an enlarged font will be used or if the default zoom levels for on-screen test presentation need to be set.
  - d. Under the "Non-Embedded Designated Support" heading, the *Magnification* checkbox should be selected if a magnifier will be used.



**Student Profile** Back to Results

View & Edit Students > Student Profile

Select the appropriate tab to view or edit student information.

XXXXX XXXXX

Demographics | Test Mode | **Test Settings** | Unlisted Resources | Score Status

This tab shows available embedded and non-embedded accessibility supports for California Assessment of Student Performance and Progress (CAASPP) testing. Assign appropriate test settings for this student based on CAASPP accessibility guidelines; see the [California Department of Education Matrix One Web page](#) for additional guidance in the determination of supports for individual students. Specific program applicability for each embedded and non-embedded support is noted by the following codes:

| Key |                                  |    |                     |
|-----|----------------------------------|----|---------------------|
| E   | Smarter Balanced for ELA         | CE | CAA for ELA         |
| M   | Smarter Balanced for Mathematics | CM | CAA for Mathematics |
| S   | California Science Tests (CAST)  |    |                     |

Note: Students cannot be assigned accommodations unless they have an individualized education program and/or 504 plan indicated in the California Longitudinal Pupil Achievement Data System (CALPADS). Specific relevant codes are:

- education program code (field 3.13) must be set for either "504 Plan" (value 101);
- or the field must be set to "special education" (value 144) and the primary disability category (field 3.21) must not be blank.

See the California Department of Education CALPADS System Documentation Web page <http://www.cde.ca.gov/ds/sp/csl/systemdocs.asp> for more information about CALPADS code values.

Listed below are the student's online accommodations and/or designated supports for CAASPP testing.

**Embedded Accommodations**

Braille (E, M, and S)  American Sign Language (E – Listening, M, and S)

Text-to-Speech Passages (E)  Closed Captioning (E – Listening)

Streamline (Includes zoom levels greater than 3X in the student interface.) (E, M, CE, and CM)

**Non-Embedded Accommodations**

Print-on-demand for summative assessments must be set by contacting the California Technical Assistance Center by e-mail at [caltac@ets.org](mailto:caltac@ets.org)

Print on Demand (ALL) Selected

100% Number Table (Grades 4 and Up) (M, CM, and S)  Abacus (M, CM, and S)

Mathematics Tools (S)  Alternate Response Options (E, M, CE, and CM)

Calculator (Grades 6–8 and 11) (M) (Four Function for Grade 5 and Scientific for Grades 8, 10, 11 and 12) (S)  Multiplication Table (Grades 4–8 and 11) (M, CM, and S)

Read-Aloud Passages (E and CE)  Scribe (Writing) (E and CE)

Speech-to-Text (E, M, and S)  Unlisted Resources (E, M, CE, and CM)

Additional Instructional Supports for Alternate Assessments (CE and CM)

**Embedded Designated Supports**

Color Contrast (E, M, CE, and CM) Selected

Translation Glossaries (M) Selected

Print Size (ALL) Selected  Masking (E, M, CE, and CM)

Text-to-Speech – Items and Stimuli (S)  Stacked Translations and Translated Test Directions (Math – Spanish) (M)

Permissive Mode (use with assistive software and devices) (ALL)  Turn Off Any Universal Tool(s) (ALL)

**Non-Embedded Designated Supports**

Read-Aloud in Spanish (M) Selected

Simplified Test Directions (E, M, and S)  Bilingual Dictionary (E – PT Full Write)

Color Contrast (E, M, CE, and CM)  Color Overlay (ALL)

Magnification (ALL)  Noise Buffers (ALL)

Road-Along Items (ALL)  Road-Along Items (ALL)

Scribe Items (E and CE – Non Writing, M, CM, and S)  Separate Setting (Special lighting/acoustics, adaptive furniture, time of day) (ALL)

Translated Test Directions (PDF by Smarter Balanced) (E and M)

**UPDATE**

Figure 36. Test Settings in TOMS

Magnification also may be used in association with print on demand.

**Note:** Other settings for which the student has the proper IDEA/Section 504 indicator should be selected as well.

**Alert:** *Permissive Mode* and *Magnification* should be selected if a magnifier or screen reader will be used.

**Reminder:** Your LEA CAASPP coordinator should contact the California Technical Assistance Center by phone at least one to two business days before testing to have print-on-demand enabled.

9. Log off using the [**Logout**] button when you have finished reviewing the test settings in TOMS.

---

## Step 2. Test Administrator: Log on to the Test Administrator Interface.

1. Open an Internet browser.
2. Go to <http://www.caaspp.org/> and select the [**Test Administrator Interface for All Online Tests**] button (summative testing) or [**Practice & Training Tests**] button (practice or training tests).
3. Log on with your Single Sign-On username and password in the Web form that is shown in Figure 37.

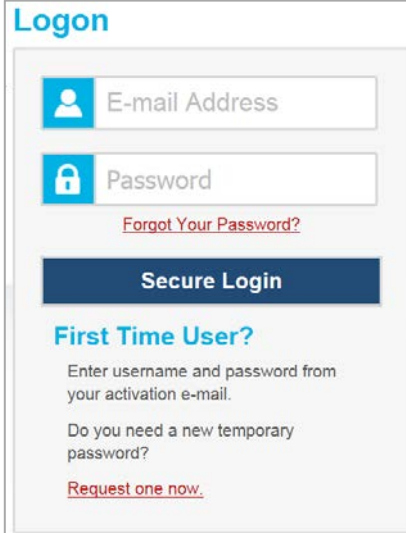


Figure 37. Test Administrator Sign In Web form

### Step 3. Test Administrator: Create a test session.

1. In the test selection box shown in Figure 38 (operational assessments) or Figure 39 (practice and training tests), select the test(s) to include in the test session.

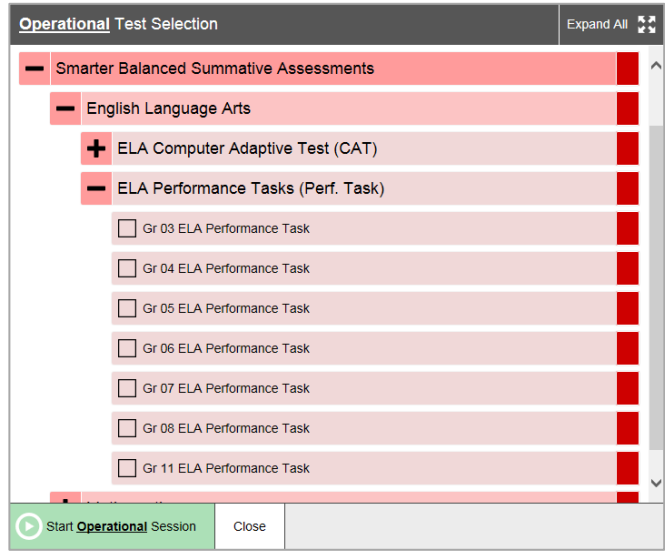


Figure 38. Creating a test session, operational assessments

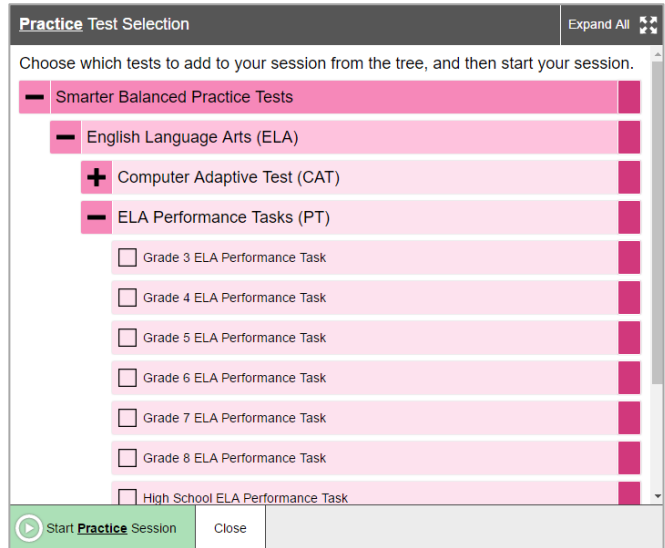


Figure 39. Creating a test session, practice and training tests

2. Select the [**Start Operational Session**] button. The Session ID, such as the one in Figure 40, will be generated automatically. Please make a note of this session ID. The session ID for the training tests starts with “TRAIN.”

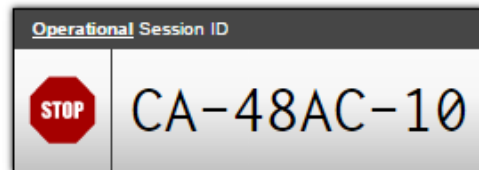


Figure 40. Sample Session ID

#### Step 4. Student: Log on to a test session in the secure browser.

1. Open Job Access with Speech (JAWS®) on the student device.
2. To access an operational or training test, open the secure browser on the student device. The student *Please Sign In Web* form, shown in Figure 41, will display.
3. If the student needs to take a practice test, select [**Go to the Practice and Training Test Site**].
4. On the *Please Sign In Web* form, students must enter their first name, Statewide Student Identifier (SSID), and the Session ID, and then select [**Sign In**].
  - a. Press the [Tab] key to navigate to the *First Name* field. The student should enter his or her first name.
  - b. Press the [Tab] key to navigate to the *SSID* field. Enter the SSID.
  - c. Press the [Tab] key to navigate to the first text box for the Session ID. Enter the first portion of the hyphenated text given by the test administrator.
  - d. Press the [Tab] key to navigate to the second text box for the Session ID. Enter the next set of hyphenated text given by the test administrator.
  - e. Press the [Tab] key to navigate to the third text box for the Session ID. Enter the remaining text given by the test administrator.
  - f. Press the [Tab] key to navigate to the [**Sign In**] button. Press the [Enter] key to log on.

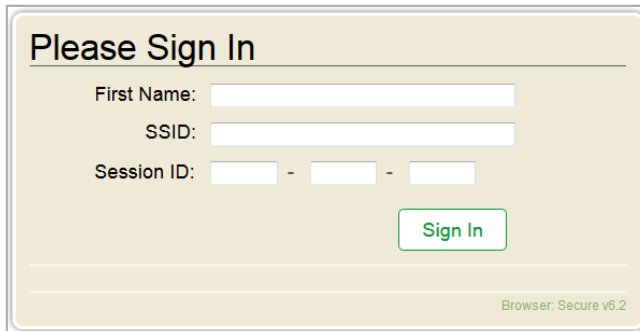


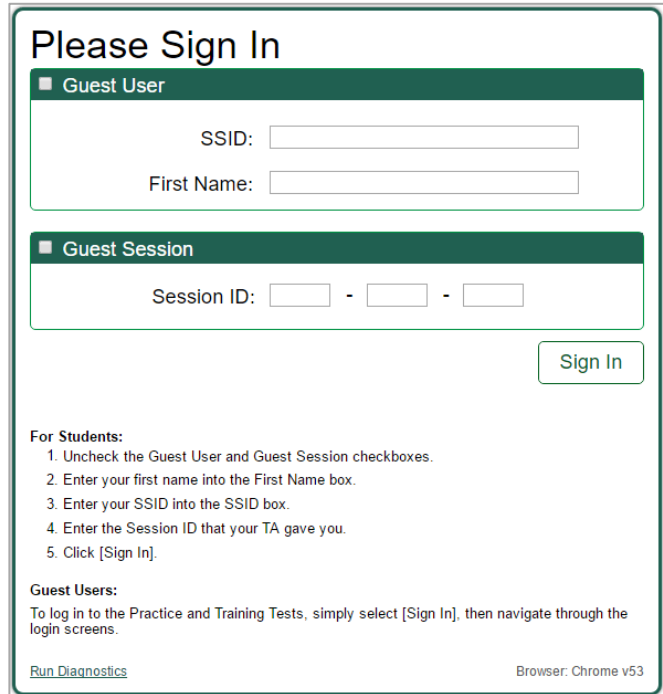
Figure 41. Student *Please Sign In Web* form

**Note:** Session IDs will have three parts. As a result, the Session ID field is split into three text boxes. The hyphens are automatically provided.

5. To access a practice test as a guest, go to <http://www.caaspp.org/> and select the [**Practice & Training Tests**] button. Select the [**Student Interface Practice and Training Tests**] button.
6. On the *Practice and Training Test Sign In* screen (shown in Figure 42), have students uncheck *Guest User* and *Guest Session* using the [Space Bar] key. Students should enter their SSID, first name/confirmation code, and the Session ID, and then select [**Sign In**].

*Optional:* While students may log on as a guest user, logging on with their own SSID/First Name is recommended to aid tracking print requests on the Test Administrator Interface.

*Required:* In order to enable print requests, students must not utilize *Guest Session*. Please make sure that the [Guest Session] checkbox is unchecked.

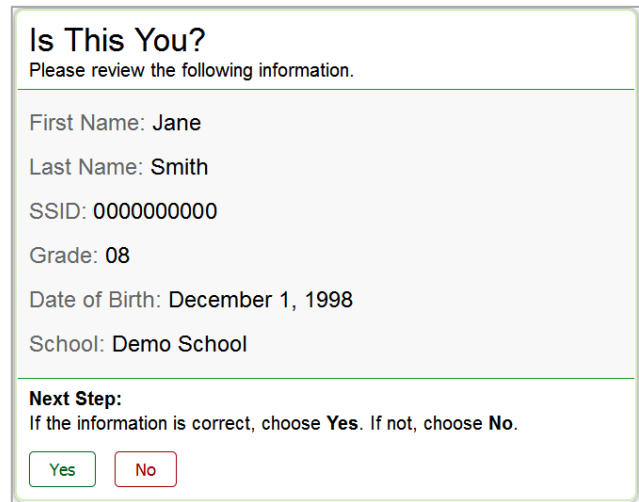


**Figure 42. Practice and Training Test Site Student Interface Sign In page**

**Step 5. Student: Verify student information in the secure browser.**

This screen requires students to verify personal information.

1. On the *Is This You?* screen (shown in Figure 43), the student must verify his or her personal information. If the information is correct, the student should select [**Yes**].
  - a. To listen to each line of text, press the [Down] arrow. The listed demographic information will be read aloud.
  - b. To move to the [**No**] and [**Yes**] buttons, press the [Tab] key.
  - c. To select the [**No**] or [**Yes**] button, press [Enter].



**Figure 43. Is This You? student verification screen**

## Step 6. Student: Select a test in the secure browser.

This screen lists the available tests for the student's grade level (Figure 44). Tests are listed in a two-column table. Students will first hear the test name, then the opportunity number, and then the link to choose that test.

1. To move to the first test listed on this screen, press the [Tab] key.
2. To navigate between the test names, press the [Tab] key. The order of navigation is from left to right and top to bottom, in a zigzag pattern.
3. To start or resume a test, press the [Enter] key.



Figure 44. Selecting a student's test

## Step 7. Test Administrator: Approve student for operational or training testing.

1. On the Test Administrator Interface, the student's name and selected test will appear in the *Approvals* preview box, shown in Figure 45.
2. Select the [**Approvals (#)**] button. The *Approvals and Student Test Settings* screen will display.



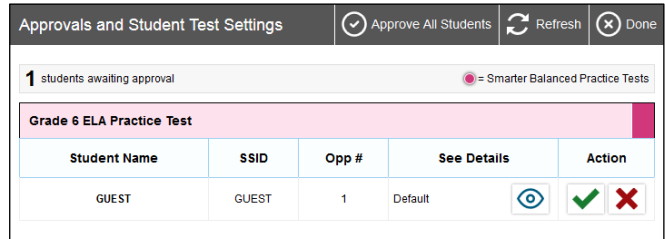
Figure 45. Approving a student's test



- On the *Approvals and Student Test Settings* screen, select the [See/Edit Details] eye [👁️] icon, shown in Figure 46, for a student.

The student's test settings will appear on the screen.

- If you have not done so already, verify that all other test settings are correct (see Step 1 on page 60). Contact your CAASPP test site coordinator or LEA CAASPP coordinator to have them set if they are not.
  - Confirm that streamline mode, permissive mode, zoom, and items and stimuli test settings are correct.
  - If the field for student's test language is not set to Braille, the test administrator should not approve the test.** The student's information must be updated in TOMS before the student can test. If the test was approved before the test settings were corrected, the LEA CAASPP coordinator or CAASPP test site coordinator must complete a Security and Test Administration Incident Reporting System form to file a report and then, when directed, an appeal to have the test reset.
  - The options for Braille Type may be in the Approvals and Student Test Settings screen. The Braille Type options for each subject matter is as follows:
    - Mathematics: *Nemeth*
    - English language arts/literacy (ELA): *Contracted* or *Uncontracted*
  - Emboss Request Type is a test setting that determines if embossing requests are generated automatically, without student input,



**Figure 46. Approving the student's test in the Test Administrator Interface**

or manually, with student input. The default options for each test subject are as follows:

- Mathematics: *Auto-Request*  
(As students move through the test, embossing requests will automatically appear on the Test Administrator Interface.)
  - ELA: *On-Request*  
(Students must manually request printing of passages and items as they move through the test.)
5. After you have verified the student's test settings are correct, you may approve the student. Select **[Set & Approve]**. The student will appear in the "Students in Your Test Session" table.

### Step 8. Student: Verify test settings.

This screen lists student test information. The student needs to verify that all test information and settings are correct. Settings may look different for different assessments.

1. After you approve the student, he or she will see the *Is This Your Test?* screen (shown in Figure 47). The student should verify that all test information is correct and select **[Yes]**.
  - a. To listen to each line of text, press the [Down] arrow.
  - b. To move to the **[No]** and **[Yes]** buttons, press the [Tab] key. (You can also press the [B] key.)
  - c. To select the **[No]** or **[Yes]** button, press [Enter].
2. If the information is not correct, the student should select **[No]** and communicate the incorrect information to the test administrator.



**Is This Your Test?**  
Review the following test settings.

Session ID: GUEST SESSION

**Grade 8 ELA Performance Task**

|   |                          |
|---|--------------------------|
| Expandable Items:   | Expandable Items Off     |
| Permissive Mode:  | Permissive Mode Disabled |
| Presentation:   | English                  |
| American Sign Language:   | Off                      |
| Color Contrast:   | Black on White (default) |
| Expandable Passages:  | Expandable Passages On   |
| Highlighter:  | On                       |
| Masking:  | FALSE                    |
| Mark for Review:  | On                       |
| Streamline (Includes zoom levels greater than 3X in the student interface): | Off                      |
| Strikethrough:  | On                       |
| Text-to-Speech:   | None                     |
| Translations (Glossaries):  | English Glossary         |
| Zoom:   | No default zoom applied  |

**Next Step:**  
If the test name and settings are correct, choose Yes. If not, choose No.

**Figure 47. *Is This Your Test?* student verification screen**

## Step 9. Student: Review test instructions and help.

This screen provides a basic overview of test rules and available tools. See the [Navigating Within the Test](#) section for instructions on how to use JAWS to navigate online assessments.

1. Review the information on the *Test Instructions and Help* screen, shown in Figure 48.
2. To proceed and start the test, select [**Begin Test Now**].

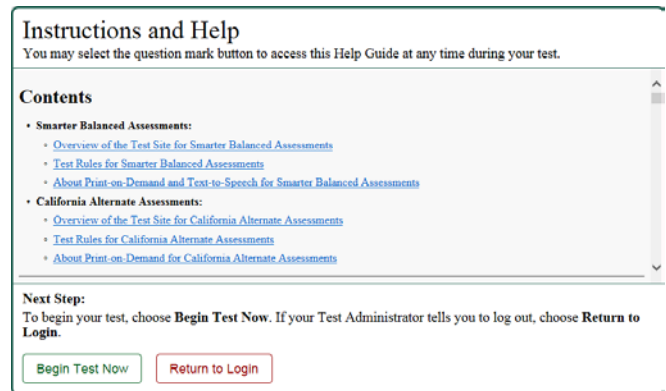


Figure 48. *Test Instructions and Help* screen

## Step 10. Student: Submit print requests.

1. For tests that require manual embossing requests or enlarged printing, students must open the context menu for a passage or item and select the print option. The request will be sent to the test administrator. The [**Context Menu**] icon is circled in the sample item in Figure 49.
  - For *passages*, the student must select the print option in the passage menu. To open the menu, select the [**Context Menu**] icon [☰] at the top right of the passage. The menu will include a print option. Select [**Print Passage**].
  - For *items*, the student must select the printer option in the item's menu. To open the menu, select the [**Context Menu**] icon [☰] at the top right of the item. The menu will include a print option. Select [**Print Item**].
  - For *passages and items*, the student must select the [**Print Page**] button on the upper right-hand side of the student interface.

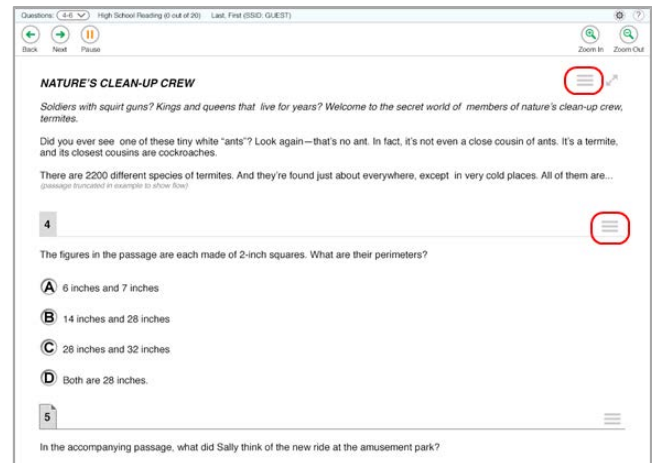


Figure 49. Submitting an embossing request

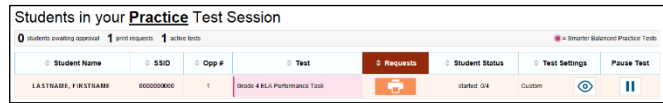
**Reminder:** For tests that have *auto-request* enabled for the *Emboss Request Type* test setting, the embossing requests will automatically appear on the

Test Administrator Interface as the student moves through the test. Mathematics tests will default to *auto-request* and ELA tests will default to *on-request* unless otherwise indicated by the test administrator in [Step 7](#).

### Step 11. Test Administrator: Approve printing requests.

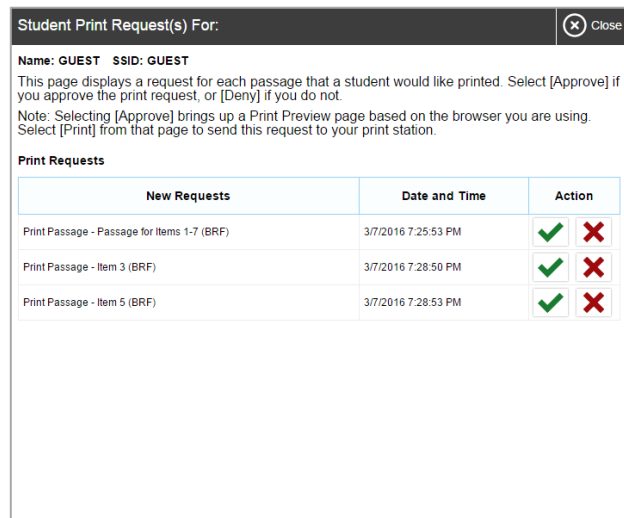
1. The Students in Your Test Session table, sampled in Figure 50, includes a *Requests* column. When a student submits an embossing request, the *Requests* column header changes color and a **[Print]** button with an icon of a printer appears for the student who submitted the request.
2. Select the **[Print]** button for the student who submitted the print request. The *Student Print Request(s) For:* window, like the one in Figure 51, will open.
3. Review the print requests. Multiple requests may appear.
4. Select **[Approve]** for each print request that is allowed. Select **[Deny]** for incorrect (or duplicate) print requests.
5. Process the print requests. (For more information, refer to the [“Sending Requested BRF and PRN Files to the Embosser”](#) subsection.)

**Note:** Embossed tests are not labeled. The test administrator must keep track of student print requests as shown in the “Student Print Request” screen.



| Student Name         | SSID      | Opp # | Test                         | Requests | Student Status | Test Settings | Pause Test |
|----------------------|-----------|-------|------------------------------|----------|----------------|---------------|------------|
| LA STRABE, FIKSTRABE | 000000000 | 1     | Grade 4 ELA Performance Task |          | started 0:4    | Custom        |            |

Figure 50. Students in Your Test Session table



| New Requests                                | Date and Time       | Action   |
|---|---------------------|--|
| Print Passage - Passage for Items 1-7 (BRF) | 3/7/2016 7:25:53 PM | <input checked="" type="checkbox"/> <input type="checkbox"/> |
| Print Passage - Item 3 (BRF)                | 3/7/2016 7:28:50 PM | <input checked="" type="checkbox"/> <input type="checkbox"/> |
| Print Passage - Item 5 (BRF)                | 3/7/2016 7:28:53 PM | <input checked="" type="checkbox"/> <input type="checkbox"/> |

Figure 51. Student’s embossing requests

### **Policy: Deleting Files and Discarding Test Material**



- When the student’s test session is completed, all digital and printed test materials must be permanently deleted and securely destroyed.
- For instructions on deleting downloaded files, refer to the [“Removing Files from the Web Browser Download Archive”](#) subsection.
- Printed test materials must be securely destroyed.