Chapter 7. Using the Test Administrator Interface with Summative Assessments

Additional Resource for This Chapter:
- CAASPP List of Acronyms and Initialisms web page— http://www.caaspp.org/about/abbreviations.html
General Steps to Take When Administering Summative Assessments

This chapter describes the steps to take before and after administering the Smarter Balanced Summative Assessments, CAST, and CSA.

- The scripts that are to be read to students taking the Smarter Balanced and CAST are found in Chapter 8: Scripts for Administering Smarter Balanced Summative Assessments and the California Science Test. These scripts, which are in English, are to be read after logging on to the Test Administrator Interface.

- The scripts for administering the CSA are in Chapter 9: Scripts for Administering the California Spanish Assessment. These scripts, which are in Spanish, are to be read after logging on to the Test Administrator Interface.

**Warning:** The English scripts in chapter 8 are to be used only for the Smarter Balanced and CAST. The Spanish scripts in chapter 9 are to be used only for the CSA. **Do not use the Spanish scripts to administer the Smarter Balanced or CAST to Spanish speaking ELs.**

Establishing Appropriate Testing Conditions

Test site coordinators, test administrators, and test examiners should work together to determine the most appropriate testing option(s) and testing environment based on the number of devices available, the number of students in each tested grade, and the estimated time needed to complete each test. For the Smarter Balanced assessments, CAST, and CSA, testing students in classroom-sized groups is preferable; the CAA is delivered one on one. Establishing classroom-sized groups reduces test fear and anxiety for the students and facilitates monitoring and control for the test administrator. However, this also includes setting up testing rooms for students whose IEPs or Section 504 plans specify universal tools, designated supports, accommodations, or any combination of these that necessitate testing the students in a separate setting (that is, reading test questions aloud, extended testing time, additional breaks, and so forth).

The test administration should be conducted in a secure environment (refer to the subsection Security of the Test Environment).

Establish procedures to maintain a quiet testing environment throughout the test session, recognizing that some students will finish more quickly than others. If students are allowed to leave the testing room when they finish, explain the procedures for leaving without disrupting others and where they are expected to report once they leave. If students are expected to remain in the testing room until the end of the session, instruct them on what activities they may engage in after they finish the test. Access to a student’s device should be monitored strictly for types of activities that may be done without violating the security of the tests if other students in the room are still testing.
Additional Required Resources

Smarter Balanced for ELA
During administration of the Smarter Balanced for ELA, students may have access to and use of the following additional required resources for CAT items:

- Headphones are required for the listening portion of the ELA assessment and for students requiring text-to-speech.
- Scratch paper should be provided for note taking if necessary. Only plain paper or lined paper is appropriate for ELA.

During administration of the Smarter Balanced for ELA, students may have access to and use of the following additional required resources for PTs:

- Headphones are required for some PTs and for students requiring text-to-speech.
- Scratch paper should be provided for note taking if necessary. Only plain paper or lined paper is appropriate for ELA.

Smarter Balanced for Mathematics
During administration of the Smarter Balanced for Mathematics, students may have access to and use of these additional required resources for CAT items:

- Headphones are required for students requiring text-to-speech and for students requiring Audio Glossaries.
- An embedded calculator is available for some mathematics items in grades six and above. A non-embedded calculator may only be used by students with a documented accommodation in an IEP or Section 504 plan per guidance provided in the Smarter Balanced Usability, Accessibility, and Accommodations Guidelines.
- Scratch paper is required for all grades.
- Graph paper is required for grades six and above and can be used on all mathematics assessments.

CAA for ELA
During administration of the CAA for ELA, students may have access to and use of the following additional required resources:

- While headphones are permissible, the CAA for ELA is administered one on one; it is recommended that the audio component be played on the device’s or external speakers so that the test examiner may listen along with the student.

CAA for Mathematics
During administration of the CAA for Mathematics, students may have access to and use of the following additional required resources:
• While headphones are permissible, the CAA for Mathematics is administered one on one; it is recommended that the audio component be played on the device’s or external speakers so that the test examiner may listen along with the student.

• Graph paper can be used on all mathematics assessments.

CAA for Science
During administration of the CAA for Science, students may have access to and use of the following additional required resources:

• While headphones are permissible, the CAA for Science is administered one on one; no items on the test have audio components.

CAST
During administration of the CAST, students may have access to and use of the following additional required resources:

• Headphones are required for students requiring text-to-speech, audio glossaries, or both.

• An embedded calculator will be available for all items—students in grade five will use a four-function calculator; and students in grade eight, ten, eleven, or twelve will use a scientific calculator.

• Scratch paper (plain, lined, or graph) that is blank on both sides is required for all grades as a non-embedded universal tool.

CSA
During administration of the CSA, students may have access to and use of the following additional required resources:

• Headphones are required for the listening items of the assessment and for students requiring text-to-speech.

• Scratch paper should be provided for note taking if necessary. Only plain paper or lined paper is appropriate.
Resources in This Subsection:

- **CAASPP and ELPAC TOMS User Guide** web document—
- CAASPP Online Practice and Training Tests Portal web page—
- CDE California Longitudinal Pupil Achievement Data System (CALPADS) web page—[https://www.cde.ca.gov/ds/sp/cl/](https://www.cde.ca.gov/ds/sp/cl/)

**Tasks to Complete Prior to Summative Test Administration**

- **LEA CAASPP coordinators, CAASPP test site coordinators, test administrators, and test examiners** should verify that students are provided the opportunity to practice on the training test and practice test prior to testing.
  
  - It is highly recommended that all students be provided the opportunity to practice on the training test and practice test prior to testing. This allows students the opportunity to become familiar with all of the item types, the universal tools, buttons, and any allowable designated supports and accommodations. Practice and training tests are found on the **CAASPP Online Practice and Training Tests Portal** web page.

- **LEA CAASPP coordinators and CAASPP test site coordinators** should ensure all test administrators and test examiners have logon information that can be used for the Test Administrator Interface.
  
  - Because there is a two-step authentication process used when logging on to the systems used in CAASPP testing, test administrators and test examiners should log on to the Test Administrator Interface prior to actual test administration using the device and web browser that will be used during testing. The system will send a code, via email, to the username (email address) entered for the test administrator or test examiner user. A new code is sent once for each device and web browser combination.

- **LEA CAASPP coordinators, CAASPP test site coordinators, test administrators, and test examiners** should verify, update, or verify and update student demographic information and test settings.
  
  1. Each student must be correctly assigned to an LEA, school, and grade in TOMS. CAASPP test site coordinators, test administrators, and test examiners will need to work with LEAs to ensure demographic student information in CALPADS is current, including SSIDs.
  2. In addition to the correct demographic student information in CALPADS, CAASPP test site coordinators, test administrators, and test examiners should verify that all students have accurate test settings configured in TOMS, including designated supports and accommodations (embedded and non-embedded) for each content area prior to testing.
3. Only CALPADS coordinators may add, modify, or delete student demographic information in CALPADS. Note that CALPADS updates may take between 24 and 48 hours to process in TOMS, and another 24 hours to process between TOMS and the test delivery system.

4. LEA CAASPP coordinators and CAASPP test site coordinators may also set embedded and non-embedded designated supports in TOMS for any student for which the need has been determined and accommodations for students who require them as part of an IEP or Section 504 plan. Test administrators and test examiners may view student information; however, test administrators and test examiners cannot add, upload, or modify student information. Within the Test Administrator Interface, a test administrator or test examiner may change the default font size and turn off universal tools prior to the start of the test.

**IMPORTANT:** Any additions, modifications, or deletions of students and changes to student test settings in TOMS must be completed **before the student can test.** The update, once made, may take **up to 24 hours to appear in the Test Administrator Interface.** Failure to correct test settings before testing could result in the student’s not being provided with the needed accommodations, designated supports, or both at the time of testing. This is considered a testing irregularity.

**Note:** It is important for anyone with access to student information to remember that student personal information, including the student’s SSID, is confidential. **If materials containing student personal information, which includes SSIDs, are distributed to students, these materials must be collected before the students leave the testing room and either securely stored to be used in a subsequent test session or securely destroyed.** For additional information about security protocols, refer to the **Test Security** section of this manual.

- **CAASPP test site coordinators should ensure that test administrators and test examiners have necessary student logon information.**

  Each student will log on to the test delivery system using a first name, SSID, and test session ID. Prior to starting a test session, test administrators and test examiners must have a record of each student’s first name and SSID. This information must be provided to each student to complete the logon process for the Smarter Balanced, CAST, and CSA. The test examiner completes the logon process for a student taking the CAAs for ELA, mathematics, and science.

  It is suggested that the SSID and the student’s first name be printed on a card or piece of paper and distributed to each student just prior to testing to help a student type it in the device accurately. **It is also permissible to include a photo of the student or including the student’s last name with the logon information as additional safeguards to ensure that the student receives the correct logon information.**
Student information is confidential; therefore, the cards or papers with this information must be kept secure until used during a test session. The loss of logon information is considered a security incident at the local level and does not need to be reported in STAIRS.

**Note:** When a test administrator or test examiner creates a test session on the Test Administrator Interface, a unique session ID is randomly generated. This session ID must be provided to students before they log on (or entered by the CAA test examiner on behalf of the student). Please refer to the [Creating a Test Session](#) subsection for more information about how to obtain session IDs.

- **CAASPP test site coordinators** should ensure that test administrators and test examiners have the additional required resources described in the [Establishing Appropriate Testing Conditions](#) subsection available for student use during test administration.

- **LEA CAASPP coordinators** should ensure CAASPP test site coordinators understand protocols in the event a student moves to a school within a new LEA or a school within the same LEA.

  When students move within the state, their data record must be updated with the student’s new school and district (if necessary) codes in CALPADS at least 48 hours before the student begins or resumes testing in the new school or LEA. The CDE [CALPADS](#) web page contains links to CALPADS system documents, updates, and other useful information for maintaining student data.

- **CAASPP test site coordinators or test examiners** should download the necessary versions of the CAASPP [DFA for ELA and Mathematics](#) by selecting the [Resources] button on the top navigation bar in TOMS and then selecting [CAAs for ELA and Mathematics DFAs](#) from the [Available Materials](#) list.

  The DFAs include the script and prompts for the test examiners to use throughout testing, providing administration guidance to test examiners for every possible test routing outcome, based on the staged design of the test. Each DFA contains both ELA and mathematics for a grade. DFAs can be printed out and used as hard copies or accessed as PDFs on the test examiner’s electronic device. All DFAs used for the CAA include secure content and must be stored or destroyed according to appropriate test security procedures.

- **CAASPP test site coordinators or test examiners** should download the necessary versions of the [CAA for Science](#) embedded PT DFAs by first selecting the [Resources] button on the top navigation bar in TOMS and then selecting [CAA for Science DFAs](#) from the [Available Materials](#) list.

  The CAA for Science is administered via an online PT that is administered after related concepts have been taught. Embedded PT DFAs can be downloaded and either accessed on the test examiner’s device or printed out and used as a hard
Embedded PT DFAs should be treated as secure materials and must be destroyed securely immediately after use according to appropriate test security procedures.
Use the Summative Test Administrator Sites

Resources in This Section:

- CAASPP website—http://www.caaspp.org/

Overview of the Test Administration Sites

Sites for Test Administrators and Test Examiners

The sites for test administrators and test examiners, including the Test Administrator Interface and the Test Administrator Practice and Training Site, are accessed through the CAASPP website. To log on to either site, a test administrator or test examiner must have an authorized username and password. If a test administrator or test examiner has not yet received an email with account information, the test administrator or test examiner should contact the LEA CAASPP coordinator or CAASPP test site coordinator (as applicable).

This section describes the test administration sites for test administrators and test examiners. Throughout the rest of this user guide, “Test Administrator Site” refers to both the Test Administrator Interface and Test Administrator Training Site.

Warning: The Test Administrator Interface cannot be used for practice or training tests. To practice administering tests, use the Test Administrator Training Site. Both Test Administrator Sites have the same functionality, but the available tests are different. Tests provided in the Test Administrator Interface are summative, and students’ scores on the Smarter Balanced assessments, CAAs, CAST, and CSA will be transmitted to the CDE.
Using the Test Administrator Interface with Summative Assessments
Use the Summative Test Administrator Sites

**Test Delivery Application**

The test delivery application delivers California’s online CAASPP assessments. The following sections describe highlights of online testing in general and the test delivery application in particular.

The test delivery application consists of practice sites and summative testing sites. The features of the questions in the practice sites function identically to the summative testing sites, although the practice and training tests themselves are not adaptive, and students have the option of selecting their own designated supports and accommodations.

- **Practice Sites**
  - The **Test Administrator Training Site** allows test administrators and test examiners to practice administering tests.
  - The **Student Training Site** allows students to practice taking tests online and using test tools.

- **Operational Testing Sites**
  - The **Test Administrator Interface** allows test administrators and test examiners to administer summative tests.
  - The **Student Testing Application** allows students to take CAASPP online assessments.

**Understanding User Roles**

**Resources in This Subsection:**

- **CAASPP and ELPAC Technical Specifications and Configuration Guide for CAASPP Online Testing** web document—

- **CAASPP and ELPAC TOMS User Guide** web document—


**Types of Access**

Access to the practice and summative testing sites depends on the user role and web browser.

- Test administrators and test examiners can use any supported web browser to access either the Test Administrator Training Site or the Test Administrator Interface.
Students, test administrators, test examiners, and parents/guardians can use a supported web browser or secure browser to access the Student Training Site as guests. Students can also sign in to a practice test session created by a test administrator or test examiner.

Students use a secure browser to access the student testing application.

For information about supported operating systems and browsers, refer to the CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing.

### Using the Single Sign-on System

#### Switching Between Systems

The Single Sign-On (SSO) system allows a test administrator or test examiner to log on to multiple systems provided by Educational Testing Service (ETS) and the American Institutes for Research (AIR), including TOMS, the Test Administrator Interface, the Test Administrator Practice and Training Site, and the Completion Status reports. After logging on, the test administrator or test examiner can switch between systems without having to log on to and off each system.

SSO is designed to ease the logon process and simplify navigation between systems. SSO integrates the following systems:

- TOMS
- Test Administrator Interface
- Test Administrator Practice and Training Site
- Interim Assessment Hand Scoring Site
- CERS
- ORS
- Completion Status Reports

**Reminder:** Access to each system and its features is dependent on the access provided by the user role.
**Warning**: Although navigating to another system is easy, it is important to understand how the system operates in order to avoid unintended consequences of switching systems.

- A test administrator or test examiner administering a test using the Test Administrator Interface or Test Administrator Training Site and who navigates away from it within the same browser tab will stop the session, and all students in the session will be logged off. The test administrator or test examiner cannot resume the session. The test administrator or test examiner will have to create a new session, and students will have to log on to the new session to resume testing.

**Logging On to the Single Sign-On System**

1. Use an internet browser to go to the CAASPP website and select the button representing the system to be accessed.

2. Select either the [Test Operations Management System (TOMS)] button (to manage administration details of the online Smarter Balanced Summative and Interim Assessments, like student test settings), the [Test Administrator Interface for All Online Tests] button (to administer and monitor online student assessments), or the [Practice & Training Tests] button (to administer practice and training tests to students), as shown in Figure 5.

3. Enter the username—which is the test administrator or test examiner’s email address—in the username field next to the [Email Address] person icon and the password in the Password field next to the [Password] lock icon in the Logon screen (shown in Figure 6), and then select the [Secure Logon] button.
   - The username and password are case sensitive.
   - If the test administrator or test examiner has forgotten the password, select the [Forgot Your Password?] link. Refer to the on-screen instructions for additional assistance.
Using the Test Administrator Interface with Summative Assessments

| Use the Summative Test Administrator Sites |

4. If this is the first time the test administrator or test examiner is logging on using a particular web browser or device, the Enter Code screen appears (refer to Figure 7). This form appears the first time a particular web browser and device combination is used for logon or if cookies or cache had been deleted.

![Image of Logon screen]

**Figure 6. Logon screen**

- a. Retrieve the code included in the system email that was sent.
- b. Enter the code in the Enter Emailed Code field. This step must be taken within 15 minutes of the email’s receipt. If it is not taken within 15 minutes, skip to step d.
- c. Select the [Submit] button.
- d. If the code expired, select the [Resend Code] button for a new code and repeat these steps to enter the new code.

![Image of Enter Code screen]

**Figure 7. Enter Code screen**
5. If a test administrator or test examiner is associated with multiple institutions, an “Important!” message, such as the one in Figure 8, appears upon logon. Select the appropriate institution from the drop-down list in this message and select the [Go] button. A user may select only one institution at a time.

- A test administrator or test examiner will only be able to administer tests available for the selected institution.
- To select a different institution, the test administrator or test examiner must log off and then log back on.

![Figure 8. Select Institution drop-down list](image)

**Note:** For information about logging off of the Test Administrator Site, refer to the subsection Logging Off.

### About Usernames and Passwords

The username is the email address associated with an account in TOMS. When a test administrator or test examiner is added to TOMS, the system sends an email containing a temporary password and a logon link for the CAASPP single sign-on system. To activate the account, the test administrator or test examiner must log on within 30 minutes of receiving the email. Do this by entering the code received via email after entering the username and temporary password and then updating the password.

Take the following actions if the temporary password has expired or if the password was forgotten:

1. Use an internet browser to go to the CAASPP website.
2. Select the [Test Operations Management System (TOMS)] button. The Logon screen, shown in Figure 9, appears.
3. Select the [Forgot Your Password?] link for a forgotten username or password or the [Request one now] link that answers the question “Do you need a new temporary password?” in the “First Time User?” section of the Logon screen to reset the temporary password.

4. Enter the email address on the Reset Your Password screen shown in Figure 10, and then select the [Submit] button.

If the test administrator or test examiner did not receive an email containing a temporary password, the test administrator or test examiner should check a spam folder to make sure the email system or program did not categorize it as junk mail. If the test administrator or test examiner still does not receive an email, contact the CAASPP test site coordinator to make sure a TOMS user role has been assigned.
Using the Test Administrator Interface with Summative Assessments

Use the Summative Test Administrator Sites

The email received expires after 30 minutes.

Test Administrator Site Layout

Figure 11 displays the layout of the Test Administrator site during an active test session.

![Test Administrator Site Layout](image)

**Figure 11. Test Administrator Site layout**

**Essential Features**

The following are essential features in the Test Administrator Site:

1. Session ID
2. [Select Tests] button
3. [Approvals] button
4. Students in Your Operational Test Session table

Table 13 provides an overview of the major features available in the Test Administrator Site.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description or More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Student Lookup] button</td>
<td>Searches for student information. Refer to the subsection How to Look Up Students.</td>
</tr>
<tr>
<td>[Approved Requests] button</td>
<td>Displays a list of print requests approved by the test administrator or test examiner during the current session. Refer to the subsection How to Approve Print Requests.</td>
</tr>
<tr>
<td>[Print Session] button</td>
<td>Prints the screen. Refer to the subsection How to Print Session Information.</td>
</tr>
</tbody>
</table>
Table 13 (continuation)

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description or More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Help Guide] button</td>
<td>Displays an online help guide.</td>
</tr>
<tr>
<td>[Log Out] button</td>
<td>Logs the test administrator or test examiner off the Test Administrator Site. Refer to the subsection Stopping a Test Session and Logging Off.</td>
</tr>
<tr>
<td>[Alerts] button</td>
<td>Displays alert messages from the CDE. Refer to the subsection Alert Messages.</td>
</tr>
<tr>
<td>[Stop Session] button*</td>
<td>Ends the test session. Refer to the subsection Stopping a Test Session and Logging Off.</td>
</tr>
<tr>
<td>Session ID</td>
<td>Displays the unique ID generated for the test session. This feature appears after starting a test session.</td>
</tr>
<tr>
<td>[Select Tests] button</td>
<td>Opens the Test Selection window. Refer to the subsection How to Start a Test Session.</td>
</tr>
<tr>
<td>[Approvals] button</td>
<td>Opens the Approvals and Student Test Settings window. Refer to the subsection How to Approve Students for Testing. This feature appears after starting a test session.</td>
</tr>
<tr>
<td>[Refresh] button*</td>
<td>Updates the on-screen information.</td>
</tr>
<tr>
<td>Students in Your Test Session table</td>
<td>Displays the testing progress for students in the test session. Refer to the subsection How to Monitor Student Testing. This feature appears after approving students for testing.</td>
</tr>
</tbody>
</table>

**Alert Messages**

The CDE can send statewide alerts that appear as pop-up messages on the Test Administrator Site. To view a record of active alert messages, such as the sample in Figure 12, select [Alerts] in the Test Administrator Site banner.

![Figure 12. Record of alerts](image-url)
Creating a Test Session

Provide Student Logon Information

Each student will log on to the test delivery system using a first name, SSID, and test session ID. Prior to starting a test session, test administrators must have a record of each student’s first name, as it appears in CALPADS, and SSID; SSIDs should be checked against what is listed in the Test Administrator Interface or in TOMS before distribution.

For students taking the Smarter Balanced, CAST, CSA, or any combination of these, it is suggested that the SSID and the student’s first name be printed on a card or piece of paper and distributed to each student just prior to testing to help the student type it in the device accurately. **It is also permissible to include a photo of the student or include the student’s last name with the logon information as additional safeguards to ensure that the students receive the correct logon information.** This information must be provided to each student to complete the logon process.

For students taking the CAAs for ELA, mathematics, and science, the test examiner must log the student on to the test delivery system to begin.

Student information is confidential; therefore, the cards or papers with this information must be kept secure until used during a test session and must be securely shredded (destroyed) when testing has been completed.

About Test Settings (Universal Tools, Designated Supports, and Accommodations)

In the test delivery application, “test settings” include embedded universal tools, designated supports, and accommodations, as well as non-embedded designated supports and accommodations. Thus, “test settings” is used throughout this user guide to refer to all embedded and non-embedded universal tools, designated supports, and accommodations, unless otherwise indicated.

Test administrators and test examiners may view student test settings in the Test Administrator Interface. Test settings are grouped into categories. The resources displayed differ by content area.

- Presentation
- Literacy Assistance Resources
- Integration with Assistive Technology
- Visual Assistance Resources
- Auditory Assistance Resources
- Concentration Assistance Resources
- General Testing Resources

Students’ test settings must be reviewed prior to starting a test session.

Student test settings must be assigned by the LEA CAASPP coordinator or the CAASPP test site coordinator in TOMS.
How to Start a Test Session

After a test administrator or test examiner has logged on to the Test Administrator Interface, the Operational Test Selection window appears. (If it is not open, select the [Select Tests] button in the upper-right corner of the Test Administrator Interface.) Select a test to create a session.

1. The Test Selection window, shown in Figure 13, color-codes tests and groups them into various categories. For example, the Smarter Balanced Summative Assessments are likely found in the second category and are colored in red. A test group, such as “Smarter Balanced Summative Assessments,” may include one or more subgroups. All test groups and subgroups appear collapsed by default.

![Operational Test Selection window](image)

**Figure 13. Operational Test Selection window**

2. To select tests for the session, do one of the following:
   - To expand a collapsed test group, select the [Plus] plus-sign [+] icon (or [Expand All])
   - To collapse a test group, select the [Minus] minus-sign [−] icon (or [Collapse All]).
   - To select individual tests, mark the checkbox for each test to be included.
3. Select the **Start Operational Session** button (indicated in Figure 14).

![Figure 14. Expanded tests in the Test Selection window](image-url)
4. The test administrator or test examiner will receive a warning advising that the test administrator or test examiner is about to administer a summative assessment and warning that Smarter Balanced Summative Assessments are not for public exposure, use, or distribution. If the test administrator or test examiner selects [OK] (indicated in Figure 15), the test administrator or test examiner can either continue with the test administration or exit from the Test Administrator Interface if the test administrator or test examiner selected a summative assessment unintentionally.

![Figure 15. Summative Assessment confirmation box](image)

5. Make a note of the test session ID and then inform students of it.
   - The session ID is automatically generated upon selecting [OK] in the previous step; it is circled in Figure 11.
   - Write the session ID on a place where all students taking a Smarter Balanced assessment, the CAST, or the CSA can clearly refer to it. If the test administrator or test examiner is administering the CAAs for ELA or mathematics, make a note of it to enter into the test delivery system on behalf of the student.

**Notes:**
- Write down the session ID in case the browser window is closed accidentally or session must be transferred to another device and returned to the active test session. If this is the case, the test administrator or test examiner will enter the session ID on the new device, after which the session on the original device will be locked out. (Refer to Transferring a Test Session for complete instructions on how to transfer a test session to a new device.)
- There may be only one session open at a time.
- A test administrator or test examiner cannot reopen closed sessions, but students can resume a test opportunity in a new session.
Once the LEA’s selected testing window is open, a test administrator or test examiner with a user role permitting access to all CAASPP summative and interim assessments will have all assessments available for selection. Proceed with caution to ensure that the correct assessment type is being selected.

Only users assigned the Test Examiner role will have access to the *California Alternate Assessments (CAA)* test category.

To add tests to an active test session:

1. In the upper-right corner of the Test Administrator Site (to the right of the Session ID indicated in Figure 16), select `[Select Tests]`.
2. A confirmation message asks if the test administrator or test examiner is sure about modifying the tests in the session. To continue, select `[Yes]`.
3. In the *Test Selection* window, mark the checkbox for the required test and select `[Add to Session]` in the lower-left corner.

*Note:* A test administrator or test examiner can only add tests individually when the session is active. A test administrator or test examiner cannot remove tests from an active session.

**How to Approve Students for Testing**

After students sign in and select tests, the test administrator or test examiner must verify that their settings, including any designated supports and accommodations, are correct before approving them for testing. When students are awaiting approval, the `[Approvals]` button next to the Session ID becomes active and appears to bounce until the test administrator or test examiner selects it. The number next to this button indicates how many students are awaiting approval (refer to Figure 16).

*Note:* The Approvals notification updates regularly, but the test administrator or test examiner can also select the `[Refresh]` arrows `[趆]` icon in the upper-right corner to update it manually.
To approve students for testing:

1. Select the [Approvals (#)] button. The Approvals and Student Test Settings screen appears, displaying a list of students grouped by test (refer to Figure 17).

   ![Figure 17. Approvals and Student Test Settings screen](image)

2. To check a student’s test settings, select the [Details] eye [ ] icon for that student (indicated in Figure 17). The student’s information appears in the Test Settings window (refer to Figure 18). This window groups test settings by their area of need.
   a. Review the list to ensure that students are taking the correct test (summative or interim), the correct content area (mathematics, ELA, science, or Spanish) and the correct portion of a test (CAT or PT).

   ![Note: Administering a summative test instead of an interim test is a testing irregularity and needs to be addressed in STAIRS. Administering an interim test instead of a summative test is not a testing irregularity but will require students to retest at a later time to complete summative testing.](image)

   b. Verify that students have access to and use of the additional required resources in the Establishing Appropriate Testing Conditions subsection specific to each assessment and content area (e.g., scratch paper for all tests, headphones for ELA, graph paper for mathematics grades six and above).

   c. If any settings are incorrect, report the incorrect test settings to the CAASPP test site coordinator, who will update them as required in TOMS and reschedule the student’s testing. Students should not begin testing until their settings are correct.

   d. Take one of the following steps; buttons are shown in Figure 18.

   - To confirm the settings, select [Set] at the top of the student’s Test Setting screen. The test administrator or test examiner must still approve the student for testing (refer to step 5).
• To confirm the settings and approve the student, select the **[Set & Approve]** button.

• To return to the *Approvals and Student Test Settings* window without confirming settings, select **[Cancel]**.

![Test Settings screen example](image)

**Figure 18. Part of the Test Settings screen for a selected student**

3. Repeat step 2 for each student in the list.

4. If the test administrator or test examiner needs to deny a student access to testing because, for example, test settings are not correct, do the following (otherwise skip to step 5):
   a. Select the **[Deny]** “X” [ ✗ ] icon in the *Actions* column for that student.
   b. Optional: In the window that appears, enter a brief reason for denying the student.
   c. Select the **[Deny]** button. The student receives a message explaining the reason for the denial and is logged off the student testing application.

---

Note: The *Approvals and Student Test Settings* screen does not automatically refresh. To update the list of students awaiting approval, select the [**Refresh**] button at the top of the window (shown in **Figure 17**).
Note: If the test administrator or test examiner denies students entry for a test, they can still request access to that test again.

5. If the test administrator or test examiner wants to approve students directly from the Approvals and Student Test Settings window, do one of the following:
   - To approve individual students, select the Approve check mark [✓] icon in the Actions column for each student.
   - To approve all students displayed in the list, select Approve All Students.

How to Monitor Student Testing

A test administrator may also use the Test Administrator Interface to view the testing progress of any student. However, because the CAA is administered one on one, it is not necessary for a test examiner to monitor student progress in this way. This screen will not show test questions or scores but will let the test administrator know the percentage of questions that have been delivered to each student out of the total number possible.

The Progress column is called out in Figure 19. Student sessions can be sorted by selecting any of the linked column heads.

![Figure 19. Monitoring student status in the Test Administrator Interface](image-url)
Table 14 describes the columns in the *Student Status* table. To sort the table by a given column, select that column header.

**Table 14. Columns in the Students in Your Operational Test Session Table**

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Information</strong></td>
<td>This column displays the first and last name of the student in the session as well as the SSID associated with the student (as they appear in CALPADS and TOMS).</td>
</tr>
<tr>
<td><strong>Opp #</strong></td>
<td>This column displays the opportunity number for the student’s selected test. <em>Each student has only one opportunity for each summative test.</em></td>
</tr>
<tr>
<td><strong>Test</strong></td>
<td>This column displays the name of the test the student selected.</td>
</tr>
<tr>
<td><strong>Progress</strong></td>
<td>This column displays the student progression through the test that shows the percentage of items presented from the number of items available as well as the questions that were skipped (displays in a different color; not shown in <em>Figure 19</em>).</td>
</tr>
<tr>
<td><strong>Test Status</strong></td>
<td>This column displays the current status for the student’s test in the session such as “Started” or “Paused.” Some statuses will include a <em>more info</em> drop-down list with additional information such as “The student paused their test by clicking the [Pause] button.”</td>
</tr>
</tbody>
</table>
| **Test Settings** | This column displays one of the following:  
  **Default:** Default test settings are applied for this test opportunity; there were no additional test settings assigned in TOMS for this student.  
  **Custom:** One or more of the student’s test settings or universal tools, designated supports, or accommodations differ from the default settings.  
  To view the student’s settings for the current test opportunity, select the [Details] [ ] icon. |
Table 14 (continuation)

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions</td>
<td>The icons in this column allow the test administrator or test examiner to perform an available action for an individual student’s test. Select the [Pause] icon to pause a student’s test. When a test pauses, this column displays an information button that opens a pop-up message explaining how the test became paused. For more information, refer to the Pause Rules subsection for information on pause time limits and students’ ability to review previously answered items. When a student approved for and assigned the print-on-demand accommodation requests a printout of a reading passage or other test material, a [Print] icon will appear in this column. Select the [Print] icon to review and authorize or deny the student’s request. For more information, refer to the subsection How to Approve Print Requests.</td>
</tr>
</tbody>
</table>

Table 15 describes the codes in the Status column of the Students in Your Operational Test Session table.

Table 15. Student Testing Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Started</td>
<td>The student started the test and is actively testing.</td>
</tr>
<tr>
<td>Review</td>
<td>The student visited all questions and is currently reviewing answers before completing the test.</td>
</tr>
<tr>
<td>Reported</td>
<td>The test passed quality assurance and is undergoing further processing.</td>
</tr>
<tr>
<td>Paused*</td>
<td>The student’s test is paused. The time listed indicates how long the test has been paused.</td>
</tr>
<tr>
<td>Expired*</td>
<td>The test was not completed by the end of the testing window and the opportunity expired.</td>
</tr>
<tr>
<td>Pending*</td>
<td>The student is awaiting approval for a new test opportunity.</td>
</tr>
<tr>
<td>Suspended*</td>
<td>The student is awaiting approval to resume a test opportunity.</td>
</tr>
<tr>
<td>Started</td>
<td>The student started the test and is actively testing.</td>
</tr>
<tr>
<td>Review</td>
<td>The student visited all questions and is currently reviewing answers before completing the test.</td>
</tr>
</tbody>
</table>

* Statuses marked with an asterisk (*) appear when the student is not actively testing. The student’s row grays out in such cases.
**Note:** The Students in Your Test Session table refreshes at regular intervals, but the test administrator or test examiner can also refresh it manually by selecting the [Refresh] arrows icon in the upper-right corner.

**How to Pause a Student’s Test**

The test administrator or test examiner can pause a student’s test via the Actions column in the Students in Your Test Session table (refer to Figure 11). For information about pause rules, refer to the subsection Pause Rules.

To pause an individual student’s test:

1. In the Actions column, select the [Pause] parallel line icon for that student.
2. Select [OK] to confirm. The test administrator or test examiner logs the student off, and an information button appears in the Actions column.

**How to Look Up Students**

The test administrator or test examiner can use the student lookup feature to perform a quick or advanced search for student information. This is useful if students signing in to the test session cannot remember their logon information. The student must enter his or her first name exactly as it appears with the student lookup tool. If the first name contains a space or a special character, it must be entered as it appears. (Refer to the guidelines in the Step 1: Signing Students In subsection for information about entering Unicode characters for special characters such as accented letters.)

**Warning:** Any incorrect student information in the displayed demographic fields must be updated in CALPADS by an authorized user. After a student’s updated record appears in TOMS, the student may begin testing.

To perform a quick search:

1. In the banner at the top of the Test Administrator Interface (Figure 19), select the [Student Lookup] button.
2. Enter a student’s full SSID in the SSID field and select [Submit SSID]. Search results appear below the search field (refer to Figure 20).

![Quick Search](image)

**Figure 20. Student Lookup: Quick Search**

To perform an advanced search:

1. Select [Student Lookup] > [Advanced Search].
   a. Select the appropriate LEA and school from the drop-down lists.
   b. Select the appropriate grade.
   c. Optional: Enter all or part of a student’s first or last name. If there are special characters in the student’s first or last name, refer to the guidelines in the Step 1: Signing Students In subsection for information about entering Unicode characters.
2. Select [Search]. Search results appear below the search fields (refer to Figure 21).
3. To view a student’s information, select the [Details] icon in the Details column.

How to Approve Print Requests

**Warning:** Before the test administrator or test examiner approves the student’s request to print a test item or stimulus, ensure that the printer is on and is monitored by staff who have been trained using the test administrator training modules for the test.

Students using the print-on-demand tool can request printouts of test passages and questions. When students send print requests, the request notification appears in the Students in Your Test Session table (refer to Figure 11). The print-on-demand accommodation is available by preapproval only after the LEA CAASPP coordinator contacts CalTAC.
To approve print requests:

1. Select the [Print] printer icon in the Actions column of the Students in Your Test Session table. The Student Print Request window appears (Figure 22).

![Figure 22. Student Print Request window]

2. Review the print request and take one of the following actions in the Student Print Request window (Figure 22):
   a. To approve the request, select the [Approve] check mark icon in the Action column. A cover sheet appears in a new browser window.
   b. To deny the request, select the [Deny] “X” icon in the Action column. In the window that appears, enter a brief reason for denying the request and select the [Deny] button. Do not proceed to step 3.
3. In the new window, select [Print] to open the printer dialog box.
4. Select [OK] to print the requested test elements.

Viewing Approved Requests

The test administrator or test examiner can view a list of every print request approved during the current session.

To view approved requests:

1. Select [Approved Requests] from the banner at the top of the Test Administrator Interface. The Print Requests window opens (refer to Figure 23, listing print requests by student.
2. If the test administrator or test examiner wants to print the list of approved requests, select the [Print] button (indicated in Figure 23).
**How to Print Test Session Information**

The test administrator or test examiner can print a snapshot of the Test Administrator Site as it currently appears if a hard-copy record of the session ID or list of approved students is wanted.

To print a snapshot of the page (i.e., screen):

1. In the banner at the top of the Test Administrator Interface, select [Print Session]. The device’s print dialog window appears.
2. Select the required print settings and then select the approval button ([Print] or [OK], depending on the web browser).

**Tip**: Set the print options to landscape mode (horizontal). The test administrator or test examiner can also use the web browser’s “Print Preview” feature to scale content to fit on a single printed page.

**Caution**: The Family Educational Rights and Privacy Act policies prohibit the release of any student’s personally identifiable information. Any printouts must be securely stored and then destroyed when no longer needed.

**Stopping a Test Session and Logging Off**

This subsection explains how to stop a test session and log off the Test Administrator Site.

**How to Stop a Test Session**

When students finish testing or the current testing period is over, the test administrator or test examiner should stop the test session. Stopping a session automatically logs off all the students in the session and pauses their tests. Once the test administrator or test examiner stops a test session, the test administrator or test examiner cannot resume it. To resume testing students, the test administrator or test examiner must start a new session.
Warnings:

- If the test administrator or test examiner is using the Test Administrator Interface or Test Administrator Training Site web browser and navigates to a different website, or the Test Administrator Interface is accidentally closed while students are still testing, the session will remain open until it times out after 30 minutes. The test administrator or test examiner can open the web browser and navigate back to the Test Administrator Interface. The test administrator or test examiner will be prompted to enter the active session ID.

- As a security measure, test administrators and test examiners are automatically logged off the Test Administrator Interface after 30 minutes of test administrator or test examiner user inactivity and student inactivity in the test session, which will result in closing the test session. If this occurs, the test administrator or test examiner will have to create a new session and the students will have to log on to the new session to resume testing. When starting a new session, the test administrator or test examiner should give the students the new session ID so that they can log on and resume testing.

To stop a test session:

1. In the upper-right corner of the Students Awaiting Approval screen, select the [Stop] stop sign icon (refer to Figure 16). A confirmation message appears.

2. Select [OK]. The test session stops.

How to Log Off the Test Administrator Site

The test administrator or test examiner should log off the Test Administrator Site only after stopping a test session.

To log off the Test Administrator Site:

1. In the banner, select [Logout as Name]. A warning message appears.

2. In the warning message, select [OK]. The front page of the CAASPP website appears.
Alert: Navigating away from the Test Administrator Site will also log the user off. Logging off while a session is in progress stops the session. To access another online application while administering tests, open it in a separate web browser tab or window.

Accidentally Closing the Browser Window
If the test administrator or test examiner accidentally closes the browser while students are testing, the session remains open until it times out in 30 minutes. To return to the test session in the Test Administrator Site, the test administrator or test examiner must enter the active session ID.

If the test administrator or test examiner does not return to the active session within 30 minutes, the test delivery application logs the test administrator or test examiner off and pauses the students’ tests.

Testing Over Multiple Sessions or Days
Refer to the Duration and Timing Information subsection for estimated testing times and estimated test durations.

Smarter Balanced Assessments, CAST, and CSA
For some tests, particularly the Smarter Balanced PTs, students may be best served by sequential, uninterrupted time that may exceed the time in a student’s schedule. Smarter Balanced recommends that the ELA PT be administered in two sessions, corresponding with Part 1 and Part 2. Students can be provided breaks within each part; however, once a student moves on to Part 2, the student will not be able to review or revise items in Part 1. For this reason, it is recommended that students complete Part 1 in one test session; Part 2 would ideally be delivered the next school day. For the mathematics PT, Smarter Balanced recommends that it be administered in one test session of 40–120 minutes.

If the test administrator intends to administer the test over the course of multiple days for a student or group of students, the test administrator may ask students to pause at a designated point. For most tests, there is nothing built into the system to prevent students from progressing from one section of the test to another. In those cases, the test administrator should give the students clear directions on when to pause. For example, test administrators may designate a certain amount of time for testing. Likewise, the end of Part 1 of the ELA PT might be a logical stopping point. This guidance may be written on a dry-erase board, chalkboard, or another place to which students can easily refer.
Students will receive a notification when they reach the end of the segment or the assessment, similar to the notification shown in Figure 24.

![Figure 24. Sample End Segment screen](image)

When testing is resumed on a subsequent day, the test administrator will need to start a new test session and provide a new session ID. When instructing the students to log on, test administrators should read the unitalicized sections of the general script (SAY boxes) to the students from the beginning.

**CAAs**

Students typically take approximately 95 cumulative minutes or less to successfully complete a single content area of a CAA in ELA and mathematics, and about 60 minutes or less for science. If at any time the test examiner administering the test feels the student is no longer engaged in the test, is not actively participating, or is showing signs of behavioral or functional concerns related to the test, the test examiner can make the decision to pause or end the test. If the choice is made to pause the test, the student can reenter and complete testing once settled, or when the test examiner feels it is appropriate. If the decision is made to end the test based on the best interests of the student, the test examiner will need to advance through the remaining test items until the test examiner reaches the [Stop] button and then submits the test.

**Transferring a Test Session**

The test administrator or test examiner can transfer an active test session from one device or web browser to another without stopping the session or interrupting in-progress tests. This is useful in scenarios when a device malfunctions while a session is in progress.

![Warning: A session cannot be transferred if the test administrator or test examiner does not know the active Session ID.](image)
Using the Test Administrator Interface with Summative Assessments | Use the Summative Test Administrator Sites

The test delivery application ensures that the test administrator or test examiner can only administer a test session from one web browser at a time. If the test administrator or test examiner moves a test session to a new device, the test administrator or test examiner cannot simultaneously administer the session from the original web browser or device.

These instructions apply to both the Test Administrator Interface and Test Administrator Training Site. Additionally, the test administrator or test examiner cannot transfer a session from the Test Administrator Interface to the Test Administrator Training Site or vice versa.

To transfer a test session to a new device or web browser:

1. While the session is still active on the original device or web browser, log on to the Test Administrator Site on the new device or web browser. A Session ID prompt appears.
2. Enter the active Session ID in the text box and press [Enter]. The Test Administrator Site appears, allowing the test administrator or test examiner to continue monitoring students’ progress. The test session on the previous device or web browser automatically closes.

Note: The Session ID prompt appears any time the test administrator or test examiner accesses the Test Administrator Site during an active session. If the test administrator or test examiner does not wish to return to the active session, the test administrator or test examiner can select [Start a Different Session] to create a new session or [Logout] to close the active session and log off the Test Administrator Site.

Test Expiration

**CAT Items**

A student’s CAT remains active until the student completes and submits the test or **45 calendar days** after the student has begun the test, whichever occurs first. However, it is recommended that students complete the CAT items portion of the test within **five days** of starting the designated content area.

**PT**

The PT is a separate test that remains active for only **10 calendar days** after the student has begun the PT. However, Smarter Balanced recommends that students complete the PT in each content area within **three days** of starting. A summary of recommendations for the number of sessions and session durations is provided in subsection *Duration and Timing Information*. 
**Note**: If a student starts the test near the end of the testing window, the student must finish before the administration window officially closes. **The test will automatically end on the last day of the scheduled administration window, even if the student has not finished.**
Following Test Administration

Destroying Test Materials

**Alert:** Federal law—the Family Educational Rights and Privacy Act—prohibits the release of any student’s personally identifiable information. Any printed materials must be securely stored and then shredded.

As a reminder, those printed and paper test materials identified in the Test Security section must be securely destroyed immediately following each test session and may not be retained from one test session to the next. The only exception to this is scratch paper and graph paper used during the PT, which should be handled according to the guidance provided in the Handling Secure Printed Materials subsection.

Reporting Testing Improprieties, Irregularities, and Breaches

**Resources in This Subsection:**


Throughout testing, ensure that all test security incidents were reported in accordance with the guidelines in the Test Security section in this manual (that is, LEA CAASPP coordinators or CAASPP test site coordinators must follow the CAASPP STAIRS/Appeals process in TOMS.)
Chapter 9. Scripts for Administering the California Spanish Assessment

Additional Resource for This Chapter:
- CAASPP List of Acronyms and Initialisms web page—
  http://www.caaspp.org/about/abbreviations.html
Test Directions Overview

Notes:
- These instructions on how to begin a test session apply to administration of the CSA.
- The scripts that are read to students are in Spanish. The user must read the correct script for the test being administered.

Tasks

RECOMMENDATION: Consider printing this section to be used on the day of testing.

Before administering a test session, verify that the following tasks have been completed:

- Verify the security of the testing environment prior to beginning a test session. (Refer to the subsection Security of the Test Environment.)
  - Student seats are arranged in a way so they cannot see each other’s answers.
  - All displayed instructional materials (e.g., vocabulary charts, etc.) are covered or taken down.
  - Post “TESTING IN PROGRESS—DO NOT DISTURB” signs outside of the testing room.

- Ensure that students do not have access to digital, electronic, or manual devices (e.g., cellphones, smart watches) during testing.

- Make sure each testing device or workstation has headphones.

- Verify that students have access to and use of the additional required resources specific to each assessment and content area (e.g., scratch paper for all tests, headphones for ELA, graph paper for mathematics grades six and above). Refer to the subsection Additional Required Resources for a complete list.

- Recommended: Launch secure browsers on all testing devices before students sit down to test.

To ensure that all students are tested under the same conditions, the test administrator should adhere strictly to the script for administering the test unless a student is assigned the non-embedded designated support for Simplified Test Directions. The script can be found in

These instructions apply to administration of the CSA only. Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test. The Directions for Administration of the CAAs for ELA and Mathematics and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.
These instructions apply to administration of the CSA only. **Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test.** The *Directions for Administration of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.
Administer an Online Test Session

WARNING

The CDE recommends that test administrators exercise extreme caution when selecting an assessment for a test session. To help with differentiating the tests, the assessments each have a differently colored background with a white-text label.

Online Assessments:

- Red—Smarter Balanced Summative Assessments
- Indigo—California Alternate Assessments (CAA)
- Brown—California Science Test (CAST)
- Green—Smarter Balanced Interim Assessments
- Mint—California Spanish Assessment (CSA)

Online Practice and Training Tests:

- Pink—Smarter Balanced practice tests
- Purple—Smarter Balanced training tests
- Teal—CAAs for English language arts/literacy (ELA), mathematics, and science training tests
- Blue—CAAs for ELA, mathematics, and science practice tests
- Gray—CAST training tests
- Orange—CAST practice test
- Green—CSA training tests

If a test administrator has mistakenly selected and administered the summative assessment when intending to administer an interim assessment or practice or training test, the LEA CAASPP coordinator or CAASPP test site coordinator must report the incident using the CAASPP STAIRS/Appeals process.

These instructions apply to administration of the CSA only. Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test. The Directions for Administration of the CAAs for ELA and Mathematics and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.
Open the Test Administrator Interface and Approve Students for Testing—All Assessments

The test administrator must create a test session before students can log on to the Student Testing Site. In order for a student to take a specific test, it must be included in the test session.

This section contains information on how to start a test session, add tests to the session, verify students’ test settings, approve students for testing, and monitor their progress.

⚠️ Warning: Check students’ information and test settings before test sessions.

- Students who require test settings other than the default must have their settings updated in the TOMS before testing begins. For information about test settings, including accommodations, refer to the chapter describing student test settings in the **CAASPP and ELPAC TOMS User Guide** and the **Smarter Balanced Usability, Accessibility, and Accommodations Guidelines**. Both documents are linked on the **CAASPP website**.

- If there is a student whose test settings are incorrect, do not approve the student for testing. Contact the LEA CAASPP coordinator or CAASPP test site coordinator (as appropriate) to have the student’s information updated in TOMS and reschedule the student’s testing.

**Beginning an Assessment**

Follow these instructions to administer the CSA unless a student is assigned the non-embedded designated support for Simplified Test Directions. The test administrator must create a test session before students can log on to the Student Testing System **(but no more than 30 minutes prior or the system will time out)**. When a test administrator creates a test session, a unique session ID is randomly generated. This session ID must be provided to the students before they log on and should be written down.

The process for administering online tests is as follows:

1. The test administrator selects tests and starts a test session.
2. Students sign in and request approval for tests.
3. The test administrator reviews students’ requests and approves them for testing.
4. Students complete and submit their tests.
5. The test administrator stops the test session and logs off.

These instructions apply to administration of the CSA only. **Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test.** The **Directions for Administration of the CAAs for ELA and Mathematics** and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.
Warning: These instructions are for the administration of the CSA only. Using these instructions to administer a different assessment is a security incident that must be reported using the STAIRS/Appeals process.

1. Test Administrator
   Navigate to the CAASPP website on a web browser.

2. Test Administrator
   Select the [Test Administrator Interface for All Online Tests] button, as shown in Figure 42.

3. Test Administrator
   Log on to the Test Administrator Interface using the sign-in credentials, as shown in Figure 43.

These instructions apply to administration of the CSA only. Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test. The Directions for Administration of the CAAs for ELA and Mathematics and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.
4. Test Administrator

If the test administrator is associated with multiple institutions, an “Important!” message appears at logon. The test administrator must select the appropriate institution from the drop-down list in this message and select the [Go] button, as shown in Figure 44. The test administrator may only select one institution at a time. The test administrator will only be able to administer tests available for the selected institution. To select a different institution, the test administrator must log off and then log back on.

![Figure 44. Message from the Test Administrator Interface](image)

5. Test Administrator

The Test Selection window, as seen in Figure 45, color-codes tests and groups them into various categories. A test group, such as “Smarter Balanced Interim Assessments,” may include one or more subgroups. All test groups and subgroups appear collapsed by default.

These instructions apply to administration of the CSA only. Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test. The Directions for Administration of the CAAs for ELA and Mathematics and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.
These instructions apply to administration of the CSA only. **Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test.** The *Directions for Administration of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.

6. **Test Administrator**
   To select tests for the session, do one of the following:
   a. To expand a collapsed test group, select the [Plus] plus-sign \([[\text{Plus}]]\) icon (or [Expand All]).
   b. To collapse a test group, select the [Minus] minus-sign \([[\text{Minus}]]\) icon (or [Collapse All]).
   c. To select individual tests, mark the checkbox for each test to be included.
   d. To select all the tests in a test group, mark the checkbox for that group.

7. **Test Administrator**
   Select the [Start Operational Session] button, as displayed in Figure 46.

---

**Figure 45. Operational Test Selection window**
8. Test Administrator  Inform students of the test session ID. The session ID is automatically generated upon selecting [OK] in the previous step. Write the session ID, as shown in Figure 47, in a place to which all students can clearly refer.

9. Test Administrator  Read the following SAY box.

SAY:

Hoy tomarán la prueba de California en español para el grado [grado]. Yo les daré el número de identificación de la sesión que se requiere para iniciar la prueba. Antes de iniciar la prueba, revisaremos algunas reglas que hay que seguir.

These instructions apply to administration of the CSA only. Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test. The Directions for Administration of the CAAs for ELA and Mathematics and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.
Deben responder a cada pregunta en la pantalla antes de seleccionar [SIGUIENTE]. Si no están seguros de la respuesta, contesten lo que piensen que es la mejor respuesta. Si desean revisar la respuesta más adelante, marquen la pregunta para revisarla antes de pasar a la siguiente sección. Podrán regresar y cambiar la respuesta durante esta parte de la prueba.

Podrán hacer una pausa en cualquier punto de la prueba seleccionando [PAUSA] en lugar de Siguiente después de contestar una pregunta. Levanten la mano si necesitan hacer una pausa en la prueba y pidan permiso antes de seleccionar [PAUSA].

10. Test Administrator  Read the following SAY box and all subsequent SAY boxes to everyone.

SAY:

Por favor, tengan en cuenta que esta prueba está dividida en dos secciones. Cuando lleguen al final de una sección, se les pedirá que revisen sus respuestas antes de continuar. Una vez que terminen con sus respuestas y pasen a la sección siguiente, no podrán regresar a ninguna de las preguntas de la sección anterior.

Sus respuestas deben ser su propio trabajo. Por favor, mantengan los ojos en su prueba y recuerden, no deben hablar durante la prueba. Si tienen un teléfono celular o smartwatch, deben guardarlo y mantenerlo apagado.

Si terminan la prueba antes del tiempo indicado, por favor levanten la mano y permanezcan sentados en silencio.

11. Test Administrator  Logon tickets may be provided to each student. The logon tickets should provide the students’ SSID. Note that logon tickets are secure testing materials and should be securely destroyed after testing.

11. Student  Log on to the Student Testing Site through the secure browser.

12. Test Administrator  Direct students to sign in using the Student Sign In screen. It is not necessary to read the italicized sentences to students testing over multiple days who have already heard these instructions at least once.

These instructions apply to administration of the CSA only. Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test. The Directions for Administration of the CAAs for ELA and Mathematics and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.
SAY:

Ya estamos listos para iniciar la sesión. Cuando hayan empezado la sesión, tendrán que esperar hasta que yo inicie la prueba antes de comenzar. Estaré comprobando que hayan introducido correctamente la identificación de la sesión de prueba y el resto de la información.

Incluyan su nombre completo, no sus apodos, seguido de su número de estudiante SSID. A continuación, introduzcan la identificación para la sesión. Levanten la mano si necesitan ayuda para escribir esta información en el teclado.

SAY:

Ahora seleccionen [SIGN IN]. Cuando se haya iniciado la sesión correctamente, verán una pantalla con su nombre y más información personal. Si toda la información en la pantalla está correcta, seleccionen [Yes] para continuar. Si la información está incorrecta, levanten la mano y muéstrenle lo que está incorrecto.

These instructions apply to administration of the CSA only. Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test. The Directions for Administration of the CAAs for ELA and Mathematics and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.
12. **Student**  
Sign in using the Student Sign In screen, as shown in Figure 48.

![Figure 48. Student Sign In screen](image)

13. **Test Administrator**  
Ensure that all students have successfully entered their information.

These instructions apply to administration of the CSA only. **Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test.** The Directions for Administration of the CAAs for ELA and Mathematics and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.
13. Student  
Verify identity by selecting [No] or [Yes], as shown in Figure 49.

![Is This You? screen](image)

**Figure 49. Is This You? screen**

14. Test Administrator  
Inform students of the test type (for example, CSA) in which they are participating today.

**SAY:**

*En la siguiente pantalla, seleccionen CSA [introducir grado]. Cuando hayan seleccionado su prueba, verán una pantalla con una barra en movimiento y un mensaje diciendo que están esperando la aprobación del administrador de la prueba. Por favor esperen en silencio mientras compruebo y apruebo cada una de sus pruebas.*

**Note:** Only the tests that the test administrator selected for the test session for which students are eligible are selectable by students.

These instructions apply to administration of the CSA only. **Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test.** The Directions for Administration of the CAAs for ELA and Mathematics and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.
14. **Student** Select the test to take, as displayed in Figure 50.

![Figure 50. Your Tests selection screen](image)

15. **Student** Wait for the test administrator’s approval, as displayed in Figure 51.

![Figure 51. Waiting for Approval dialog box](image)

These instructions apply to administration of the CSA only. **Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test.** The *Directions for Administration of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.
15. Test Administrator  Approve students to test by selecting the [Approve] check mark [✔️] icon in the Actions column for individual students or the [Approve all Students] button, as shown in Figure 52. Select the [Details] eye [👀] icon, also in Figure 52, to view and adjust the student’s settings (universal tools) for the current test opportunity. “Custom” in the Details column indicates the student has been assigned test settings.

Note: If a student’s test settings are incorrect, deny the student access to the test, contact the LEA CAASPP coordinator or CAASPP test site coordinator to correct the test settings in TOMS, and test the student on another day.

![Figure 52. Approvals and Student Test Settings screen](image)

18. Test Administrator  Have students run the sound check.

SAY:

A continuación, verán una pantalla que les pedirá que comprueben que el sonido y el video en sus computadoras están funcionando. Colóquense los auriculares y seleccionen el botón triangular PLAY. Si oyen la música y ven las notas musicales moviéndose, seleccionen el botón [SÍ, PUDE REPRODUCIR EL VIDEO Y SU SONIDO]. Si algo está incorrecto, levanten la mano.

SAY:

Si todo está correcto, haz clic en [CONTINUAR].

These instructions apply to administration of the CSA only. Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test. The Directions for Administration of the CAAs for ELA and Mathematics and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.
18. Student  Complete the audio checks with headphones. Test with the listening items audio and video check, as shown in Figure 53.

![Sound and Video Playback Check screen](image)

Figure 53. Sound and Video Playback Check screen

19. Test Administrator  If audio issues occur, do the following:

- Ensure headphones are securely plugged in to the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the device is not muted (often via a control panel or settings window).

If the student is still experiencing issues, contact the CAASPP test site coordinator or school technology coordinator.

20. Test Administrator  Tell students how to take the test.

These instructions apply to administration of the CSA only. **Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test.** The Directions for Administration of the CAAs for ELA and Mathematics and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.
Antes de que aparezca la prueba en la pantalla, podrán ver una página de tutorial que les permitirá ver las herramientas de la prueba y los botones que se pueden utilizar durante la prueba o que aparecerán en la prueba. Si seleccionan el botón [VER LA GUÍA DE AYUDA] ahora mismo, podrán ver la página del tutorial. También pueden encontrar esta información durante la prueba seleccionando el botón de ayuda [?] en la esquina superior derecha de la pantalla.

Si quieren ver sus configuraciones ahora mismo, seleccionen el botón [VER CONFIGURACIONES].

Cuando estén listos para comenzar su prueba, seleccionen [COMENZAR LA PRUEBA AHORA] en la parte inferior de la pantalla.

21. Student  Select [Comenzar la prueba ahora], as shown in Figure 54, to begin testing.

![Figure 54. Instrucciones y ayuda screen](image)

These instructions apply to administration of the CSA only. **Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test.** The *Directions for Administration of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.
21. Test Administrator  Walk students through the three survey questions. If students are unsure of the response that they need to input, help them provide the correct answer. Do not let any student move ahead when going through the survey questions. Make sure all students are on the same survey question, and that they are providing the appropriate response. The SAY text for the survey questions that follow is provided in both English and Spanish.

SAY:

This is the first segment of the test. There are three survey questions you will need to answer with my guidance. These questions are very important. Once we are done with question three of the survey, you may continue testing.

Esta es la primera sección de la prueba. Hay tres preguntas de una encuesta que deberán contestar con mi ayuda. Estas preguntas son muy importantes. Una vez que hayan contestado las tres preguntas, podrán continuar con la prueba.

Question one asks, “Did you receive instruction in Spanish the current school year?” If you do not know which answer to select, please raise your hand and I will help you with the answer. ” If you do not know which answer to select, please raise your hand and I will help you with the answer.

La pregunta uno dice: «¿Recibiste educación en español durante el presente año escolar?» Si no saben qué respuesta elegir, por favor levanten la mano y les ayudaré con la respuesta.

Now we are all on question two. Question two asks, “Which program were you enrolled in?” If you do not know which answer to select, please raise your hand and I will help you with the answer.

Ahora estamos todos en la pregunta dos. La pregunta dos dice: «¿En qué tipo de programa escolar estuviste matriculado/inscrito?» Si no saben qué respuesta elegir, por favor levanten la mano y les ayudaré con la respuesta.

We are now on question three of the survey. The question asks, “What percentage of your school day instruction was provided in Spanish?” If you do not know which answer to select, please raise your hand and I will help you with the answer.

If you have four periods in the day and you take a course that is taught in Spanish, select the option that indicates “25%.” If you are in program where you are in class for six hours and you are taught in Spanish for two hours, select the option that indicates “33%.”
Now that we have completed the survey, you may proceed with the test.

Ahora que hemos completado la encuesta, pueden continuar con la prueba.

22. Test Administrator Continue with the instructions in the next subsections, Monitoring Student Progress and Ending a Test Session.

Monitoring Student Progress

Test Selection

It is very important that test administrators monitor student progress throughout the test session. This includes verifying that students are participating in the appropriate content area and type of test (CSA). The test administrator monitors the test each student is taking by referring to the Students in Your Operational Test Session table in the Test Administrator Interface, shown in Figure 55. Note that the list of student names can be sorted by linked (underlined) column headings.

Ahora estamos todos en la pregunta tres de la encuesta. La pregunta tres dice: «¿Qué porcentaje de tu educación diaria recibiste en español?» Si no saben qué respuesta elegir, por favor levanten la mano y les ayudaré con la respuesta.
In the event a student is taking an incorrect test, the test administrator should pause the student's test. The test administrator should then instruct the student to log off and log on again to select the correct test. The Test column is indicated in Figure 55.

Note: If a student is unable to return to and complete the test that the student logged off before it expires on July 15, the LEA CAASPP coordinator or CAASPP test site coordinator must use the STAIRS/Appeals process in TOMS to first, report the incident, and then, to submit an Appeal to reopen the test.

Warning: If the student has already begun to test with incorrect test settings, the test settings would have to be corrected in TOMS by the CAASPP test site coordinator or LEA CAASPP coordinator. To reset the test, the LEA CAASPP coordinator or CAASPP test site coordinator must report the incident using the STAIRS/Appeals process. Then, if warranted, the coordinator would file an Appeal. The CDE will determine the impact of resetting a test due to incorrect test settings and will either approve or deny a request to reset within two business days of receiving the request.

These instructions apply to administration of the CSA only. **Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test.** The *Directions for Administration of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.
Test Security
Once students have started the CSA, the test administrator should monitor the room to ensure that all conditions of test security are maintained. If the test administrator witnesses or suspects the possibility of a test security incident, the CAASPP test site coordinator and LEA CAASPP coordinator should be contacted immediately in accordance with the security guidance provided in this manual.

Student Directions During Testing
While the Test Administrator Interface is designed to refresh automatically every minute, the test administrator can refresh it manually at any time by selecting the [Refresh Now] button at the top left corner of the page.

**Warning:** Do not use the web browser’s [Refresh] button to refresh the Test Administrator Interface.

If the test administrator notices that a student is off task, the test administrator may say the following statement to the student, verbatim, to keep the student focused.

**SAY:**

Es importante que lo hagas lo mejor que puedas. ¿Necesitas hacer una pausa en la prueba y tomar un descanso?

If a student is concerned about an item, direct the student to review a tutorial by reading the following script verbatim.

**SAY:**

Hazlo lo mejor que puedas y elige la respuesta que más sentido tiene. Si no estás seguro de cómo funciona una pregunta, puedes revisar el tutorial haciendo clic en el botón "i" en el lado derecho de la pantalla.

Allowing the students to practice on the training test and practice test prior to testing is strongly encouraged to attempt to ensure that students are able to familiarize themselves with each item type and use the various tools and supports during testing.

**Warnings:** Always write down the session ID for possible future use:

- If the Test Administrator Interface is accidentally closed while students are still testing, the session will remain open until it times out after 30 minutes. The test

These instructions apply to administration of the CSA only. **Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test.** The Directions for Administration of the CAAs for ELA and Mathematics and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.
Administer an Online Test Session

The administrator can open the web browser and navigate back to the Test Administrator Interface. The test administrator will be prompted to enter the active session ID.

- If the Test Administrator Interface or Test Administrator Practice Site web browser is accidentally closed while students are still testing, the session will remain open until it times out after 30 minutes. The test administrator can open the web browser and navigate back to the Test Administrator Interface. The test administrator will be prompted to enter the active session ID.

- As a security measure, test administrators are automatically logged off of the Test Administrator Interface after 30 minutes of test administrator user inactivity and student inactivity in the test session, which will result in closing the test session. If this occurs, the test administrator will have to create a new session and the students will have to log on to the new session to resume testing. When starting a new session, the test administrators should give the students the new session ID so they can log on and resume testing.

Ending a Test Session

When there are approximately 10 minutes left in the test session, the test administrator should give students a brief warning.

SAY:

Nos estamos acercando al final de esta sesión de la prueba. Por favor, revisen ahora las preguntas que han completado o que han seleccionado para revisar. No envíen su prueba a menos de que hayan contestado todas las preguntas.

SAY:

Si están trabajando en un grupo de preguntas para un mismo pasaje de lectura, por favor contesten todas las preguntas de ese grupo.

SAY:

Avísenme si necesitan más tiempo.

After answering the last item in each segment, each student is presented with a screen prompting the student to review answers (marked and unmarked) for all items available to the student or prior to submitting the test. Mark for Review is provided as a reminder to a student

These instructions apply to administration of the CSA only. Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test. The Directions for Administration of the CAAs for ELA and Mathematics and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.
that the student had a question or concern about a particular item, but the student is permitted to review all items—marked or unmarked—within the constraints of the pause rule.

After answering the last question, students must submit their tests. If students would like to review their answers before submitting their test, they can do so by selecting [TERMINAR PRUEBA]. Once students have reviewed their answers, students must select [FINALIZAR PRUEBA] to submit their tests. Once students have selected [FINALIZAR PRUEBA], they will not be able to review their answers.

**SAY:**

Esta sesión de prueba se ha terminado. Si no han terminado la prueba, seleccionen PAUSA y podrán terminarla en otra sesión.

[Para la prueba CSA: podrán regresar y cambiar sus respuestas cuando regresen a la prueba, siempre y cuando regresen a la prueba dentro del tiempo permitido para la CSA].

Si han contestado a todas las preguntas y han terminado de revisar sus respuestas, seleccionen [FINALIZAR PRUEBA]. Ahora recogeré sus materiales.

Test administrators should select [Stop Session] to end the test session and pause any student test in the session that is still in progress. When finished, test administrators can log off the Test Administrator Interface by selecting the [Logout] button at the top right. Test administrators should also collect any used scratch paper.

**Logging Off**

Use caution when logging off the Test Administrator Interface as this will log the test administrator off other related systems (e.g., Completion Status, Interim Assessment Hand Scoring, and TOMS). To log off the Test Administrator Interface, select the [Logout] button in the top-right corner of the screen on the Single Sign-On system banner (shown in Figure 56).

![Figure 56. Single Sign-On system banner](image)

The test administrator’s session will be closed, and the test administrator will be directed to the CAASPP website after logging off. The test administrator will not be able to resume the test session.

These instructions apply to administration of the CSA only. **Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test.** The *Directions for Administration of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.
Alert: This scenario also occurs when a test administrator navigates to another site from the Test Administrator Interface. If the test administrator needs to access TOMS or another application, the test administrator is encouraged to open a separate browser window and use that window for other applications.

- If a test administrator unintentionally logs off the Test Administrator Interface while students are still testing, all in-progress tests will be paused, and the students will be logged off. The test administrator cannot resume the original session. The test administrator will need to log back on, start a new session, and provide the new session ID to students who need to log back on and resume testing.
Troubleshoot Issues During Testing

Resource in This Subsection:


This subsection describes how to troubleshoot some situations in which a student cannot connect to a test.

Resolving Secure Browser Error Messages

This section provides possible resolutions for the following messages that students may receive when signing in.

- Secure Browser Not Detected: The system automatically detects whether a device is using the secure browser to access the online testing system. The system will not permit access to a test other than through the secure browser; under no condition may a student access a test using a nonsecure browser.

- You Cannot Login with This Browser: This message occurs when the online testing system cannot determine if the student is taking the test through the correct secure browser. To resolve this issue, ensure the latest version of the secure browser is installed and that the student launched the secure browser instead of a standard web browser. If the latest version of the secure browser is already running, then log the student off, restart the device, and try again.

- Looking for an Internet Connection: This message occurs when the secure browser cannot connect to the test delivery system. This is most likely to occur if there is a network-related problem. The easiest thing to check is if the network cable is plugged in (for wired connections) or if the Wi-Fi connection is live (for wireless connections). Also check if the secure browser must use specific proxy settings; if so, those settings must be part of the command that launches the secure browser.

These instructions apply to administration of the CSA only. Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test. The Directions for Administration of the CAAs for ELA and Mathematics and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.
• **Test Environment Is Not Secure:** This message can occur when the secure browser detects a forbidden application running on the device (refer to the subsection *Security of the Test Environment*). If this message appears on an iPad, ensure that either ASAM or Automatic Assessment Configuration is enabled. Refer to the *CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing* or contact the technology coordinator to determine if you are testing with ASAM.

These instructions apply to administration of the CSA only. **Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the California Science Test.** The *Directions for Administration of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.