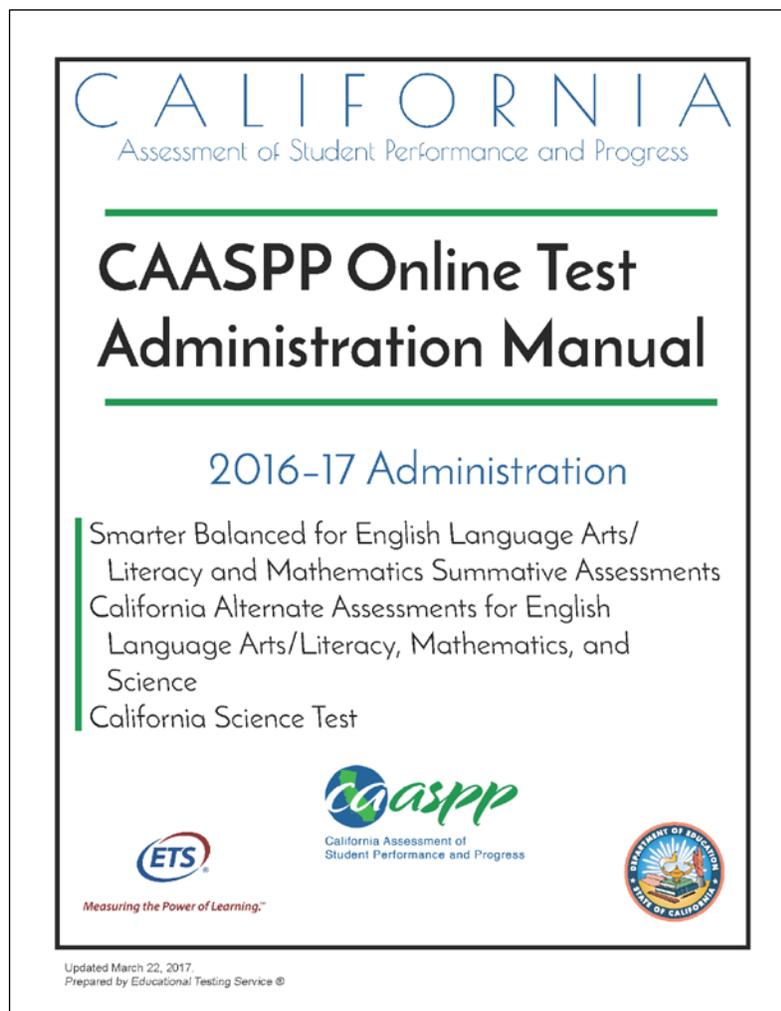

Chapter 1. CAASPP Testing Overview



What's New in the CAASPP System in 2016–17

Table 1 describes what is new in the 2016–17 California Assessment of Student Performance and Progress (CAASPP) administration. See also the manuals for the Test Operations Management System (TOMS) for more information on how these changes have been implemented.

Table 1. What's New in the 2016–17 CAASPP Administration

Feature	Change
CAASPP System of Assessments	
California Science Test (CAST) pilot	<ul style="list-style-type: none"> • The CAST, an online pilot assessment delivered using the same test delivery system through which students receive Smarter Balanced assessments, will be available on and after March 20, 2017. • Students in grades five, eight, and either ten, eleven, or twelve (each high school has been assigned one of these grades) will take the CAST. • Students will take either the CAST or the CAA for Science in the grade they are assigned, depending on whether they take the general assessments or have an individualized education program (IEP) and have been assigned to take the alternate assessments. • The CAST pilot will be delivered online. • The high school grade level for the CASTs has been assigned on a per-school basis. • Students will take a post-testing survey that is available in the test delivery system immediately after testing. Test examiners will take a survey that is available on the Internet, at http://www.caaspp.org/cast-survey.html. • The CAST pilot administration is set up in the same test administration window as the Smarter Balanced Summative Assessments and CAAs; no additional action is required in the Test Operations Management System (TOMS).
California Alternate Assessment (CAA) for Science pilot	<ul style="list-style-type: none"> • The CAA for Science, a pilot assessment delivered via embedded performance task, will be available for students eligible to take the CAAs on and after March 20, 2017. This test may be administered starting on March 20, 2017 through the end of the LEA's selected testing window. • Eligibility requirements to take an alternate assessment in science (CAA for Science) are the same as for the CAAs for English language arts/literacy (ELA) and mathematics. • Eligible students in grades five, eight, and either ten, eleven, or twelve (each high school has been assigned one of these grades) will take the CAA for Science. High school students in an ungraded program whose calculated grade is the one assigned to their high school will take this assessment. Calculate a student's grade by subtracting five from his or her chronological age on September 1, 2016. • The CAA for Science pilot (embedded performance tasks) will be made available online, as PDFs, in TOMS; test examiners

Feature	Change
	<p>will download and locally administer embedded performance tasks.</p> <ul style="list-style-type: none"> • Students will take a post-testing survey that is available in the test delivery system immediately after testing. Test examiners will take a survey that is available on the Internet, at http://www.caaspp.org/caa-science-survey.html. • A training sample for the CAA for Science will be available before the pilot administration. • The CAA for Science pilot administration is set up in the same test administration window as the Smarter Balanced Summative Assessments, CAAs for ELA and mathematics, and CAST; no additional action is required in TOMS.
Test Administrator Interface	
Changed color coding	<p>Assessment types—summative or interim—are color coded in the test selection screen:</p> <ul style="list-style-type: none"> • Smarter Balanced Summative—red (was purple) • CAA Summative—indigo (was blue) • CAA training tests—teal (was pink) • Smarter Balanced Interim—green (no change) • Smarter Balanced practice tests—pink (was orange) • Smarter Balanced training tests—purple (was yellow)
New color coding	<p>Assessment types—summative or interim—are color coded in the test selection screen:</p> <ul style="list-style-type: none"> • CAA practice tests—blue • CAST Summative—brown • CAST training tests—orange
Test Delivery	
Smarter Balanced Item Types	<p>Item types used in the Smarter Balanced Online Summative Assessments have been redefined.</p> <p>Please refer to Appendix B: Online Item Types for the list of current item types.</p>
Student identifier	<p>The “CA-“ prefix is no longer required with Statewide Student Identifiers.</p>
Calculator	<p>The calculators used by the student testing application during the Smarter Balanced summative, practice, and interim mathematics assessments for grades six through eight and grade eleven and the CAST for grades five, eight, ten, eleven, and twelve are now Desmos calculators. (For more information about Desmos calculators, visit the Desmos Web site at http://www.desmos.com.)</p>
CAA for Science	<p>The secure CAA for Science embedded performance tasks for summative testing will be delivered via PDFs posted in the Test Operations Management System (TOMS).</p>

All Roles

Feature	Change
CAST	The same test delivery system that students use to take the Smarter Balanced assessments and CAAs is used to take the CAST.
CAST Training Tests	Training tests for the CAST will be available by the end of January/early February 2017.
CAA Survey of Student Characteristics (SSC)	The SSC is integrated within the ELA and mathematics tests, with three questions appearing at the end of each test for the test examiner to answer about the test.
Student Response Check	The [End Test] button on the first and fourth test question will end the test, rather than requiring the test examiner to navigate to the end of the test and end again.
CAA Practice Tests	Grade-specific practice tests for the CAA for ELA and mathematics will be available in January 2017.
Policy	
Administration of the Classroom Activity	Performance tasks for the Smarter Balanced Summative Assessments in California do not include a Classroom Activity. For more information, see the California Department of Education's (CDE's) CAASPP Update, Issue 177, at http://www.cde.ca.gov/ta/tg/sa/caasppupdtissue177.asp .
Processes	
Updates to definitions of testing windows	<p>Pursuant to <i>California Code of Regulations, Title 5 (5 CCR), Section 855</i>:</p> <ul style="list-style-type: none"> • The grade eleven test administration for Smarter Balanced Summative Assessments is set up using the same criteria as the test administration for grades three through eight. The available testing window shall begin on the day in which 66 percent of a school's or track's annual instructional days have been completed. • The California Alternate Assessments (CAAs) test administration for English language arts/literacy (ELA), mathematics, and science is set up using the same criteria as the test administration for the Smarter Balanced Summative Assessments. All CAA tests, including the CAA for Science pilot, will be available on March 20, 2017, through the last day of instruction at the LEA or end of the LEA's selected testing window, whichever comes first. • The CAST pilot administration is set up in the same administration as the Smarter Balanced Summative Assessments and CAAs; no additional action is required. • The selected testing window must contain a minimum of 25 instructional days.
Testing window extension	LEAs may request a maximum of one extension of 10 instructional days to the end of the selected testing window so long as the LEA's selected testing window has not yet closed. An LEA CAASPP coordinator may request this extension by contacting the California Technical Assistance Center (CalTAC).

Feature	Change
<p>Accessibility Supports Please refer to the Chapter 5 Student Test Settings in the <i>Test Operations Management System (TOMS) Pre-Administration Guide for CAASPP Testing</i> for more information: http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2016-17.pdf. Refer also to the <i>Accessibility Guide for CAASPP Online Testing</i> for more information: http://www.caaspp.org/rsc/pdfs/CAASPP.accessibility-guide.2016-17.pdf</p>	
New universal tool	<ul style="list-style-type: none"> Expandable Items, a universal tool that permits passages or items to span the width of the screen for students (and that was available as the default expansion tool during the previous CAASPP administration for the CAAs for ELA and mathematics), is available now for Smarter Balanced and CAST assessments. This universal tool must be set by a test administrator in the Test Administrator Interface for Smarter Balanced and CAST testing. It is currently the default expansion tool for the online CAAs.
New non-embedded accommodation, Smarter Balanced Summative Assessments	<ul style="list-style-type: none"> 100s Numbers Table—A paper-based table listing numbers from 1–100 is available as a downloadable PDF available on the Student Accessibility Resources and Test Settings Web page on the CAASPP Portal at http://www.caaspp.org/administration/accessibility/.
New non-embedded designated support, Smarter Balanced Summative Assessments	<ul style="list-style-type: none"> Simplified Test Directions—The test administrator simplifies or paraphrases test directions according to guidelines available as a downloadable PDF available on the Student Accessibility Resources and Test Settings Web page on the CAASPP Portal at http://www.caaspp.org/administration/accessibility/.
Updated functionality, embedded accommodation	<ul style="list-style-type: none"> The Streamline accommodation now allows for zoom levels greater than 3X in the test delivery system.
CAST embedded designated supports	<ul style="list-style-type: none"> Permissive Mode Settings Print Size (that increases the default zoom level of the font size of all items delivered) Reminder to Turn Off Any Universal Tool(s) Text-to-Speech (items and stimuli)
CAST non-embedded designated supports	<ul style="list-style-type: none"> Color Overlay Magnification Noise Buffers (e.g., individual carrel or study enclosure or noise-cancelling headphones) Read Aloud Items Science Charts Scribe Items Separate Setting (i.e., Special lighting/acoustics, adaptive furniture, time of day) Simplified Test Directions

Feature	Change
CAST embedded accommodations	<ul style="list-style-type: none"> American Sign Language (ASL) (videos) Braille (i.e., refreshable and embosser)
CAST non-embedded accommodations	<ul style="list-style-type: none"> 100s Number Table Abacus Calculator (four-function for grade five and scientific for grades eight, ten, eleven, and twelve) Mathematics Tools Multiplication Table Print-on-Demand (must be requested through CalTAC) Speech-to-Text
Secure Browser Please refer to <i>Chapter 4 Secure Browser Configuration</i> of the <i>Technical Specifications and Configuration Guide for CAASPP Online Testing</i> for more information: http://www.caaspp.org/rsc/pdfs/CAASPP.tech-specs-and-config-guide.2016-17.pdf .	
Updated desktop version	The updated secure browser for desktop and laptop operating systems (Windows and Mac iOS), version 9.x, is currently available and will be the only secure browser version that can be used on Windows, iOS, and Linux desktop and laptop machines after November 14, 2016, when version 8.0 will no longer be supported.
Auto update is not available	Auto update is not available for the current version of the secure browser (version 9.x). Secure browser updates will be announced on caaspp.org and via e-mail.
No support for secure browser version 6.5	Because Mac OS X 10.5 (Intel) is no longer supported, secure browser version 6.5 is also no longer supported.
CAASPP Ancillary Systems	
Roster Management and Completion Status	The Roster Management and Completion Status have been decoupled from the Online Reporting System and moved into the same system with the Appeals module. Please refer to the <i>Guide to CAASPP Completion Status and Roster Management</i> for more information: http://www.caaspp.org/rsc/pdfs/CAASPP.completion-status-roster-management-guide_2016-17.pdf .
CAASPP Library of Manuals	
Instructions for TOMS pre-administration tasks	Descriptions of how to use TOMS for CAASPP pre-administration tasks have been accumulated in one manual. Please refer to the <i>TOMS Pre-Administration Guide for CAASPP Testing</i> for more information: http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2016-17.pdf .

Feature	Change
<p>Technical instructions for CAASPP testing</p>	<p>Instructions related to making the network infrastructure ready for CAASPP testing such as system requirements, network and system requirements, and secure browser configuration.</p> <p>Please refer to the <i>Technical Specifications and Configuration Guide for CAASPP Online Testing</i> for more information: http://www.caaspp.org/rsc/pdfs/CAASPP.tech-specs-and-config-guide.2016-17.pdf.</p>
<p>Redistribution of test administration instructions</p>	<ul style="list-style-type: none"> • Instructions and descriptions related to student accessibility supports has been moved from such resources as the Secure Browser chapter of the <i>Technical Specifications and Configuration Guide</i> and the <i>Online Test Administration Manual</i> into a new manual, the <i>Accessibility Guide for CAASPP Testing</i>. • The contents of the <i>Test Administrator Reference Guide</i> have been incorporated into the <i>CAASPP Online Test Administration Manual</i>. The separate <i>Test Administrator Reference Guide</i> is no longer available. • The contents of the <i>CAA Test Administration Manual</i> have been incorporated into the <i>CAASPP Online Test Administration Manual</i>. The separate <i>CAA Online Test Administration Manual</i> is no longer available. • Instructions and tables that appeared in both the <i>CAASPP Online Test Administration Manual</i> and the <i>Security Incidents and Appeals Procedure Guide</i> will appear in the <i>Security Incidents and Appeals Procedure Guide</i> only. • Instructions regarding universal tools, designated supports, and accommodations that appeared in the <i>Online Test Administration Manual</i>, technical specifications and configuration manuals, and <i>Braille Requirements for Online Testing Manual</i> will now appear in the new <i>Accessibility Guide for CAASPP Testing</i>.

All Roles

About the Assessments

In 2016–17, there are three types of online summative assessments administered as a part of California Assessment of Student Performance and Progress (CAASPP):

- Smarter Balanced online summative assessments (grades three through eight and grade eleven)
 - English language arts/literacy (ELA)
 - Mathematics
- California Alternate Assessments (CAAs)
 - ELA (grades three through eight and grade eleven)
 - Mathematics (grades three through eight and grade eleven)
 - Science (This pilot is delivered as an embedded performance task to students in grades five and eight; either ten, eleven, or twelve; and high school students in ungraded programs whose calculated grade is the one assigned to their high school. Calculate a student's grade by subtracting five from his or her chronological age on September 1, 2016.)
- California Science Test (CAST)
 - Science (grades five and eight and either ten, eleven, or twelve)

The Standards-based Tests in Spanish for Reading/Language Arts do not replace the Smarter Balanced for ELA and mathematics, although EL students who are within their first 12 months of enrollment in a U.S. school as of April 15 of the previous year have a one-time exemption from the Smarter Balanced for ELA. These students may instead participate in the California English Language Development Test.

Students in grades three through eight and grade eleven take the Smarter Balanced summative assessments for ELA and mathematics. Each assessment consists of a computer adaptive test (CAT) and a performance task (PT).

In fall 2017, there will be an online pilot of a new CAASPP assessment, the California Spanish Assessment (CSA), which will be administered to Spanish-speaking English learners as well as students seeking a measure that recognizes their Spanish-specific reading, writing, and listening skills at selected schools. See the CAASPP [CSA](#) Web page for more information about this new assessment.



Additional Resources:

- CAASPP CSA Web page—<http://www.caaspp.org/administration/about/csa/>

Smarter Balanced Summative Assessments

Smarter Balanced Summative Assessments for ELA and mathematics are next-generation assessments that were developed by the Smarter Balanced Assessment Consortium, a multistate, state-led consortium. These tests are aligned to the Common Core State Standards in ELA and mathematics that accurately measure student progress toward college- and career-readiness..



Additional Resources:

- Smarter Balanced Assessment Consortium Web site—
<http://www.smarterbalanced.org/>

California Alternate Assessments

The summative CAAs for English language arts/literacy (ELA), mathematics, and the science pilot are administered to eligible students whose disability prevents them from taking the Smarter Balanced Summative Assessments for ELA and mathematics and the CAST. Students in grades three through eight and grade eleven will take the CAAs for ELA and mathematics. Students in grades five and eight and either grade ten, eleven, or twelve will take the CAA for Science.

Students in ungraded programs should have a grade of testing calculated by subtracting five from his or her chronological age on September 1, 2016.

The CAAs are for students with the most significant cognitive disabilities whose individualized education program team has designated the use of an alternate assessment on statewide summative assessments.

There are five versions of the CAAs for ELA and mathematics per grade, assigned at the school level. Version assignments will be posted on the [CAA Version Assignments](#) Web page on the CAASPP Portal by February 9, 2017. Secure, version-specific *Directions for Administration* are available for download from the Test Operations Management System.

The pilot CAA for Science is administered one on one as an embedded performance task by a test examiner during the course of instruction. The embedded performance task and its associated directions for administration will be available for download prior to test administration. Immediately after testing, the student will respond to a brief, two-question survey about his or her experience with the CAA for Science. The test examiner should administer the survey questions to the student immediately after the student has completed the embedded PT, either entering student survey responses directly into the test delivery system or transcribing responses externally, for later entry into the test delivery system. This survey is also used to capture students' participation.

Additional Resources:

- California Department of Education (CDE) California Alternate Assessments Web page—<http://www.cde.ca.gov/ta/tg/ca/altassessment.asp>
- CAASPP California Alternate Assessments Web page—
<http://www.caaspp.org/administration/about/caa/>
- CAASPP CAA Version Assignments Web page—<http://www.caaspp.org/administration/about/caa/caa-assignments.2016-17.html>
- CAASPP High School Grade Assignments for Science Tests Web page—
<http://www.caaspp.org/administration/about/science/science-assignments.html>

California Science Test

The CAST is an online test based on the California Next Generation Science Standards. All local educational agencies (LEAs) with eligible students in grades five, eight, and assigned grade in high school will administer a pilot CAST. Schools with eligible students in high school (i.e., students in grades ten, eleven, or twelve) have been assigned and only one grade will participate in the spring 2017 pilot. Every school with students in those grades will have one grade selected for the pilot.

The CAST pilot uses the current CAASPP test delivery system and will only be administered online. A brief student survey will directly follow within the same testing session. Students will not receive scores for the pilot test; however, student participation data will be collected and reported for accountability.

Tests include embedded and non-embedded universal tools, designated supports, and accommodations. However, because student embedded designated supports and accommodations are not applicable for the survey, students who used these features during the test may require test administrator assistance to complete the survey, which may result in a student needing additional overall time to complete the survey. (For example, a student who used the braille accommodation might need to have survey questions read aloud by the test administrator, who would then enter the student's responses.)

Additional Resources:

- 
- CDE Science Assessments Web page—<http://www.cde.ca.gov/ta/tg/ca/caasppscience.asp>
 - CAASPP California Science Test Web page—<http://www.caaspp.org/administration/about/science/>

Test Administration Roles and Responsibilities

Sample users' roles and responsibilities for the test are provided in Table 2.

Table 2. User Roles in the Online Testing System

User Role	Description
<p>Local Educational Agency (LEA) California Assessment of Student Performance and Progress (CAASPP) Coordinator</p>	<p>LEA CAASPP coordinators were designated by the district superintendent at the beginning of the 2016–17 school year. A signed <i>Superintendent Designation Form</i> appointing the LEA CAASPP coordinator and a signed <i>CAASPP Test Security Agreement</i> from the LEA CAASPP coordinator must be on file with the California Technical Assistance Center (CaTAC). LEA CAASPP coordinators are responsible for the following:</p> <ul style="list-style-type: none"> • adding CAASPP test site coordinators, test administrators, and test examiners into the Test Operations Management System (TOMS); • setting up test administration windows in TOMS and assigning schools within the LEA to those windows; • assigning students to tests either in TOMS or using batch upload; • verifying and/or assigning designated supports and accommodations to students either in TOMS, using the Individual Student Assessment Accessibility Profile (ISAAP) Tool, or using batch upload; • requesting unlisted resources for students in TOMS; • ensuring that the CAASPP test site coordinators, test administrators, and test examiners in their LEA are appropriately trained regarding CAASPP assessment administration as well as security policies and procedures; • printing out checklists from this manual (and also posted independently on the Manuals and Instructions Web page on the CAASPP Portal at http://www.caaspp.org/administration/instructions/) for CAASPP test site coordinators, test administrators, and test examiners to review in preparation for the summative assessments; • reporting all test security irregularities and/or breaches that occur before, during, or after test administration to the CDE within 24 hours of discovery using the online Security and Test Incident Reporting System (STAIRS) process, which is available on the CAASPP STAIRS Process for Summative Assessments Web page on the CAASPP Portal at http://www.caaspp.org/stairs/. (<i>California Code of Regulations</i>, Title 5 [5 CCR], Section 859 [e]); • assuming general oversight responsibilities for all administration activities in their LEA schools; • accessing and reviewing test completion rates for the LEA in the Completion Status system; • creating student rosters in the Roster Management system; • assigning student condition codes in TOMS, as appropriate;

User Role	Description
	<ul style="list-style-type: none"> • accessing and reviewing preliminary student reports (including assessment target reports) and aggregate statistics for the LEA in the Online Reporting System (ORS); • accessing and reviewing preliminary and final student reports and aggregate data for the LEA in TOMS; and • distributing printed Student Score Reports to students and test sites.
<p>CAASPP Test Site Coordinator <i>Note: A CAASPP test site coordinator can be a principal, vice principal, technology coordinator, counselor, or other staff member. If possible, a CAASPP test site coordinator should be a person with non-instructional or limited instructional duties so that he or she can coordinate and monitor testing activity in the school.</i></p>	<p>CAASPP test site coordinators are designated by the LEA CAASPP coordinator. CAASPP test site coordinators are added to TOMS by the LEA CAASPP coordinator. (<i>Note: There can be more than one CAASPP test site coordinator as required by school need.</i>) CAASPP test site coordinators are responsible for:</p> <ul style="list-style-type: none"> • identifying test administrators and other test site staff (such as test examiner, test administrator & test examiner, IA Administrator Only, Educator – Test Site, and Educator – Roster) as appropriate, ensuring that they are properly trained, and ensuring that they have submitted signed <i>CAASPP Test Security Affidavits</i> as appropriate (5 CCR Section 859 [c]); • adding test administrators, test examiners, test administrators & test examiners, IA Administrator Only, Educator – Test Site, and Educator – Roster as appropriate into TOMS; • maintaining registration accounts for test administrators and test examiners at their sites for use of the CAASPP System, including the summative and interim assessments and formative assessment tools; • coordinating with test administrators and test administrators & test examiners so they administer all assessments; • verifying and/or assigning designated supports and accommodations to students either in TOMS, using the ISAAP Tool, or using batch upload; • requesting unlisted resources for students in TOMS; • creating or approving testing schedules and procedures for the school (consistent with state and LEA policies); • working with technology staff to ensure that necessary secure browsers are installed and any other technical issues are resolved; • monitoring testing progress during the testing window using the Completion Status application and ensuring that all students participate, as appropriate; • using the school's procedure for correcting student data errors reported by test administrators and test examiners in CALPADS, verifying the corrections in TOMS, and ensuring that the student's test session is rescheduled; • addressing testing problems, as needed;

User Role	Description
	<ul style="list-style-type: none"> mitigating and reporting all test security incidents in a manner consistent with Smarter Balanced, state, and LEA policies; assuming general oversight responsibilities for all administration activities in their school and for all test administrators, test examiners, test administrators & test examiners, and other school staff; creating student rosters in the Roster Management system; accessing and reviewing completion status reports for the test site in the Completion Status system; and accessing and reviewing preliminary student reports and aggregate statistics for the test site in the ORS.
<p>Test Administrator <i>Note: The CAASPP assessments should be administered by individuals with an existing state certification in education (e.g., teachers, school psychologists, principals, etc.). Pursuant to the emergency California Code of Regulations, Title 5 (5 CCR), emergency regulations Section 850(ad), a test administrator is an employee or contractor of an LEA or a nonpublic, nonsectarian school (NPS) who has signed a CAASPP Test Security Affidavit and has received training to administer the CAASPP achievement tests.</i></p>	<p>Test administrators administer the Smarter Balanced assessments and the CAST. CAASPP test site coordinators should identify school personnel to act as test administrators. Test administrators are responsible for:</p> <ul style="list-style-type: none"> reading and signing the <i>CAASPP Test Security Affidavit</i>, which is returned to the CAASPP test site coordinator; completing CAASPP administration training (see the Training Resources subsection) and reviewing all Smarter Balanced, CAST and CAASPP policy and administration documents prior to administering any CAASPP assessments; viewing student information in the Test Administrator Interface prior to testing to ensure that the correct student receives the proper test with the appropriate supports. Test administrators should report any potential data errors to CAASPP test site coordinators and LEA CAASPP coordinators as appropriate; administering the Smarter Balanced assessments and CAST; reporting all potential test security incidents to their CAASPP test site coordinator and LEA CAASPP coordinator in a manner consistent with Smarter Balanced, state, and LEA policies; viewing completion status reports in the Completion Status system; and reviewing preliminary results for students in an associated student roster in the ORS. (Note that unless the test administrator has been assigned to a student roster, he or she cannot see any student results in the ORS.) <p>Note: A test administrator’s questions about passwords, TOMS, the ORS, technology issues, and test administration should be relayed to his or her CAASPP test site coordinator or LEA CAASPP coordinator.</p>

All Roles

User Role	Description
<p>Test Examiner <i>Assessments must be administered by licensed and credentialed individuals. Pursuant to the emergency regulations 5 CCR Section 850 (ae) “Test examiner” is an employee or contractor of an LEA or an NPS who has signed a CAASPP Test Security Affidavit and has received training to administer the CAAs. A test examiner must be a certificated or licensed LEA staff member.</i></p>	<p>Credentialed or licensed employee who administers California Alternate Assessments (CAAs) and interim assessments to students. Test examiners are responsible for:</p> <ul style="list-style-type: none"> • reading and signing the <i>CAASPP Test Security Affidavit</i>, which is returned to the CAASPP test site coordinator; • completing CAA administration training (see the Training Resources subsection) and reviewing all CAASPP policy and administration documents prior to administering any CAAs; • viewing student information in the Test Administrator Interface prior to testing to ensure that the correct student receives the proper test with the appropriate supports. Test examiners should report any potential data errors to CAASPP test site coordinators and LEA CAASPP coordinators as appropriate; • administering the CAAs; • reporting all potential test security incidents to their CAASPP test site coordinator and LEA CAASPP coordinator in a manner consistent with CAASPP and LEA policies; • viewing completion status reports in the Completion Status system; and • reviewing preliminary results for students in an associated student roster in the ORS. (Note that unless the test examiner has been assigned to a student roster, he or she cannot see any student results in the ORS.) <p>Note: A test examiner’s questions about passwords, TOMS, the ORS, technology issues, and test administration should be relayed to his or her CAASPP test site coordinator or LEA CAASPP coordinator.</p>
<p>Test Administrator & Test Examiner <i>The test administrator & test examiner must meet the requirements of both the test administrator and the test examiner and has signed a CAASPP Test Security Affidavit.</i></p>	<p>Credentialed or licensed employee who administers both standard and alternate summative assessments and interim assessments to students. For more information about the role of the test administrator, see the “Test Administrator” row in this table. For more information about the role of the test examiner, see the “Test Examiner” row in this table.</p> <p>Note: A test administrator & test examiner’s questions about passwords, TOMS, the ORS, technology issues, and test administration should be relayed to his or her CAASPP test site coordinator or LEA CAASPP coordinator.</p>
<p>Interim Assessments (IA) Administrator Only</p>	<p>Administers only the interim assessments to students.</p> <p>Note: An IA Administrator Only’s questions about passwords, technology issues, and all aspects of interim test administration should be relayed to his or her test site coordinator or LEA CAASPP coordinator.</p> <p>Note 2: It is a local decision whether to require the IA Administrator Only to sign a <i>CAASPP Test Security Affidavit</i>.</p>

User Role	Description
Educator – District	<p>Allows access to assessment results in the ORS for the entire LEA. This role is assigned by the LEA CAASPP coordinator.</p> <p>Note: An Educator – District’s questions about passwords, the ORS, and technology issues should be relayed to his or her CAASPP test site coordinator or LEA CAASPP coordinator.</p> <p>Note 2: It is a local decision whether to require the Educator – District to sign a <i>CAASPP Test Security Affidavit</i>.</p>
Educator – Test Site	<p>Allows access to assessment results in the ORS for the entire school.</p> <p>Note: An Educator – Test Site’s questions about passwords, the ORS, and technology issues should be relayed to his or her CAASPP test site coordinator or LEA CAASPP coordinator.</p> <p>Note 2: It is a local decision whether to require the Educator – Test Site to sign a <i>CAASPP Test Security Affidavit</i>.</p>
Educator – Roster	<p>Allows access to assessment results for students in an associated roster in the ORS. Rosters of students are created and assigned to the user by the LEA CAASPP coordinator or test site coordinator. Note that unless this user has been assigned to a student roster, he or she cannot see any student results in the ORS.</p> <p>Note: An Educator – Roster’s questions about passwords, the ORS, and technology issues should be relayed to his or her CAASPP test site coordinator or LEA CAASPP coordinator.</p> <p>Note 2: It is a local decision whether to require the Educator – Roster to sign a <i>CAASPP Test Security Affidavit</i>.</p>

All Roles

Additional Resources



- For LEA CAASPP coordinators, see [Appendix H](#).
- For CAASPP test site coordinators, see [Appendix I](#).
- For test administrators, see [Appendix J](#).
- For test examiners, see [Appendix K](#).

About this Manual

This *California Assessment of Student Performance and Progress (CAASPP) Online Test Administration Manual* for Smarter Balanced Online Summative Assessments, California Alternate Assessments, and the California Science Test is intended for staff who play a role in the administration of CAASPP assessments, including local educational agency (LEA) CAASPP coordinators, CAASPP test site coordinators, test administrators, and test examiners.

This manual provides procedural and policy guidance to implement the CAASPP assessments. To help quickly locate areas that pertain to each role, tabs that identify the primary user of that section have been placed on the margin of each page. The appendixes of this manual, which contain important information that can be used as stand-alone materials, are easily extracted for printing or distribution. For a list of frequently used terms associated with CAASPP assessments, see [Appendix A](#). For specific questions not addressed in this manual, test administrators, and test examiners can contact their CAASPP test site coordinator; CAASPP test site coordinators can contact their LEA CAASPP coordinator; and LEA CAASPP coordinators can contact the California Technical Assistance Center.