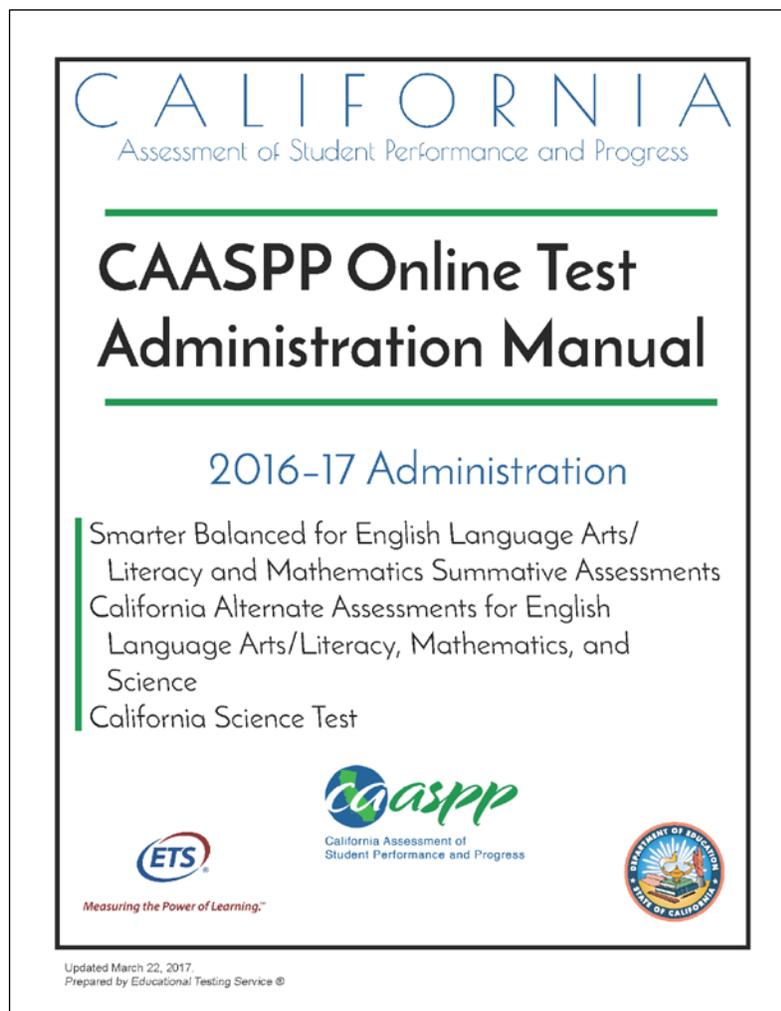

Chapter 2. Test Administration Resources



Summative Assessment Administration Documentation Resources

Additional Resources:



- California Department of Education (CDE) Student Accessibility Supports Web page at <http://www.cde.ca.gov/ta/tq/ca/accesssupport.asp>
- California Assessment of Student Performance and Progress (CAASPP) Manuals and Instructions Web page—<http://www.caaspp.org/administration/instructions/>

Prior to administering a test, test administrators and test examiners (and any other individuals who will be administering any secure CAASPP assessment) will read the CAASPP *Online Test Administration Manual* (linked on the [Manuals and Instructions](#) Web page), the *Smarter Balanced Usability, Accessibility, and Accommodations Guidelines* (linked on the CDE [Student Accessibility Supports](#) Web page), and view the associated training modules.

The *Online Test Administration Manual* is designed to complement a variety of other resources developed by Smarter Balanced and the CDE listed in Table 3.

Table 3. Manuals

Resource	Description
California Longitudinal Pupil Achievement Data System (CALPADS) resources	The CDE's California Longitudinal Pupil Achievement Data System (CALPADS) Web page at http://www.cde.ca.gov/ds/sp/cl/ contains links to CALPADS system documents, updates, and other useful information for maintaining student data.
<i>Test Operations Management System (TOMS) Pre-Administration Guide for CAASPP Testing</i>	The <i>TOMS Pre-Administration Guide for CAASPP Testing</i> provides instructions for the processes necessary to assign local educational agency (LEA) and school users and test administrations as well as student data for various aspects of CAASPP testing (test assignments, test settings, condition codes). 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 .
<i>Security and Test Administration Incident Reporting System (STAIRS) and Appeals User Guide</i>	The <i>CAASPP Security and Test Administration Incident Procedure Guide</i> includes information about how LEA CAASPP coordinators can enter appeals for summative assessments. Please refer to the <i>CAASPP Security and Test Administration Incident Procedure Guide</i> for more information: http://www.caaspp.org/rsc/pdfs/CAASPP.stairs-appeals-guide.2016-17.pdf . See also the STAIRS Process Web page on the CAASPP Portal at http://www.caaspp.org/stairs/ for additional information and links to STAIRS resources.

Resource	Description
<p><i>Accessibility Guide for CAASPP Testing</i></p>	<p>The <i>Accessibility Guide for CAASPP Testing</i> is an aggregation of information and instructions regarding configuring and using various online accessibility supports including braille.</p> <p>Please refer 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>
<p><i>Technical Specifications and Configuration Guide for CAASPP Online Testing</i></p>	<p>The <i>Technical Specifications and Configuration Guide for CAASPP Online Testing</i> contains 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><i>Test Administrator Directions for Administration</i></p>	<p>The <i>Test Administrator Online Directions for Administration</i> is a standalone version of Day of Test Administration: Directions for Administration of the Smarter Balanced Assessments and CAST in Chapter 6 Administering the Tests to Students, which provides test administrators at all grade levels with step-by-step instructions for the Test Administrator Interface and student applications as well as the test administration script for administering Smarter Balanced assessments and the California Science Test (CAST). These instructions are intended for the day of test administration.</p>
<p><i>Test Examiner Directions for Administration</i></p>	<p>Directions for the administration of the California Alternate Assessments for English language arts/literacy and mathematics are published on the secure Test Operations Management System (TOMS). They can be found by selecting the [Help] icon in TOMS.</p>
<p><i>Usability, Accessibility, and Accommodations Guidelines</i></p>	<p>The <i>Usability, Accessibility, and Accommodations Guidelines</i> focus on universal tools, designated supports, and accommodations for the Smarter Balanced assessments. The <i>Guidelines</i> are intended for school-level personnel and decision-making teams, particularly individualized education program (IEP) and Section 504 teams, as they prepare for and implement the Smarter Balanced assessments. The <i>Guidelines</i> provide information for classroom teachers, English language development educators, special education teachers, and instructional assistants to use in selecting and providing universal tools, designated supports, and accommodations for those students who need them during the administration of the assessments. The <i>Guidelines</i> are also intended for assessment staff and administrators who oversee the decisions that are made in instruction and assessment. The CAST follows similar guidelines.</p> <p>The <i>Usability, Accessibility, and Accommodations Guidelines</i> for Smarter Balanced testing can be found on the CDE Student Accessibility Supports Web page at http://www.cde.ca.gov/ta/tg/ca/accesssupport.asp.</p>

Training Resources

Training and Videos

Additional Resources:

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- California Alternate Assessment (CAA) Test Examiner Tutorial videos Web page—http://www.brainshark.com/ets/CAA-tutorial_2017
 - Administration of the California Assessment of Student Performance and Progress (CAASPP) System Summative Assessments—Training Videos and Webcasts Web page—<http://www.caaspp.org/training/caaspp/>

All local educational agency (LEA) CAASPP coordinators, CAASPP test site coordinators, test administrators, test examiners, and school administrative staff who will be involved in CAASPP assessment administration should review the applicable supplemental videos and archived Webcasts.

The LEA CAASPP coordinator, CAASPP test site coordinator, and/or other staff designated by the state are responsible for ensuring all appropriate trainings have been completed. Such training should include, but is not limited to, training on item security and professional conduct associated with the administration of standardized assessments.

CAAs for English language arts/literacy (ELA) and mathematics test examiners must receive training by completing an online learning module—the [CAA Test Examiner Tutorial](#)—and/or receiving a local training provided by the LEA. There are three possible tutorials; test examiners are strongly urged to complete the one that is the most relevant:

- CAAs for ELA and mathematics;
- CAAs for ELA, mathematics, and science; or
- CAA for science

Trained test examiners receive a certificate of completion, either provided by the LEA or generated automatically by the online training system. Test examiners must be trained each year before administering CAAs for ELA, mathematics, and science.

Practice and Training Tests

Additional Resources:

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- CAASPP Practice and Training Tests Portal Web page—<http://www.caaspp.org/practice-and-training/>
 - CAASPP Test Administrator and Test Examiner Resources for the Online Practice and Training Tests Web page—<http://www.caaspp.org/ta-resources/practice-training.html>
 - *Accessibility Guide for CAASPP Online Testing* Web document—<http://www.caaspp.org/rsc/pdfs/CAASPP.accessibility-guide.2016-17.pdf>
 - [Appendix C: Accessing the Practice and Training Tests](#)

Online practice and training tests are available for the Smarter Balanced assessments and the CAAs for ELA and mathematics. The California Science Test (CAST) is available as an online training test only. Finally, a CAA for Science embedded performance task training sample will be available for download as a PDF on the [Test Administrator and Test Examiner Resources for the Online Practice and Training Tests](#) Web page.

Table 4. Practice and Training Test Resources

Resource	Description
Practice Test*	<p>For the Smarter Balanced assessments, practice tests include CAT items and PTs for each grade level (three through eight and eleven). The practice tests provide a preview of the item types included in the Smarter Balanced assessments.</p> <p>For the CAAs for ELA and mathematics, practice tests include items for each grade level (three through eight and grade eleven). The practice tests provide experience with grade-level content similar to what appears in the operational CAAs.</p> <p>Item types are listed and described in Appendix B: Online Item Types in this manual.</p>
Training Test*	<p>Training tests are for test administrators, test examiners, and students to become familiar with the format and functionality of the online test. For the Smarter Balanced assessments, this resource is available by grade band (three through five, six through eight, eleven) and has approximately six to nine mathematics items and six to seven ELA items per grade band.</p> <p>For the CAAs for ELA and mathematics, there is one training test for all grade levels. For the CAA for Science, there will be a training sample available in two grades and a grade band: grade five, grade eight, and high school. The training samples will be available in a PDF on caaspp.org.</p> <p>Finally, the CAST offers one training test that can be taken by students in all tested grades.</p>

Public Access

The practice and training tests can be used as a “guest” without logon credentials and using a supported Web browser. The practice and training tests do not require use of the secure browser, but some accessibility features (such as text-to-speech) are only available through the secure browser. Braille (i.e., refreshable or embossed), where available, can be accessed using a Web browser.

Secure Access

If users want to access the practice and/or training test Web sites as a test administrator or test examiner (required if they want to administer a practice or training test that uses the text-to-speech support), a logon will be required. Test administrators and test examiners can contact their CAASPP test site coordinator for logon credentials.

Technology Resources

Additional Resources:

- Smarter Balanced Student Device and Secure Browser Requirements Web page—<http://www.smarterbalanced.org/assessments/testing-technology/devices-and-browsers/>
- California Department of Education (CDE) Smarter Balanced Technology Readiness Resources Web page—<http://www.cde.ca.gov/ta/tg/sa/sbac-it/index.asp>
- California Assessment of Student Performance and Progress (CAASPP) Bandwidth Checker Web page—linked on <http://www.caaspp.org/about/bandwidth-checker.html>
- *Technical Specifications and Configuration Guide for CAASPP Online Testing* Web document—<http://www.caaspp.org/rsc/pdfs/CAASPP.tech-specs-and-config-guide.2016-17.pdf>

The [Technical Specifications and Configuration Guide for CAASPP Online Testing](http://www.caaspp.org/rsc/pdfs/CAASPP.tech-specs-and-config-guide.2016-17.pdf) Web document provides technology coordinators information about supported technology and technology requirements and can be used to confirm that your school meets the minimum requirements for online testing with the technical specifications for online testing, including the following:

- Information about Internet and network requirements
- Hardware and software requirements
- Secure browser installation
- Supported operating systems for student testing
- Supported Web browsers
- Supported peripheral equipment for testing

The bandwidth checker, linked on the [Bandwidth Checker](http://www.caaspp.org/about/bandwidth-checker.html) Web page on the CAASPP Portal, can assist Technology Coordinators to assess network readiness by performing a real-time check of a school's network bandwidth. Note that technology coordinators may want to run this test more than once and at different times of the day because estimates change as the network conditions change and can vary from run to run.

The CDE also hosts a [Smarter Balanced Technology Readiness Resources](http://www.cde.ca.gov/ta/tg/sa/sbac-it/index.asp) Web page, which includes links to tools, requirements, and topics that local educational agencies will find useful in planning for the 2016–17 online CAASPP testing.