Chapter 1. CAASPP Testing Overview

CALIFORNIA
Assessment of Student Performance and Progress

CAASPP Online Test Administration Manual

2017-18 Administration

Smarter Balanced for English Language Arts/ Literacy and Mathematics Summative Assessments
California Alternate Assessments for English Language Arts/Literacy, Mathematics, and Science
California Science Test

CAASPP
California Assessment of Student Performance and Progress

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DEPARTMENT OF EDUCATION
STATE OF CALIFORNIA

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What's New in the CAASPP System in 2017–18

Table 1 describes what is new in the 2017–18 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 2017–18 CAASPP Administration

Feature	Change
CAASPP System of Assessments	
California Science Test (CAST) field test	• The CAST field test is available starting on April 2, 2018. A testing window that begins prior to this date may allow fewer than 25 instructional days for test administration. • Enrollment in the CAST field test is assigned automatically to students in grades five, eight, and twelve. Students in grades ten and eleven may also be assigned by their school if they are enrolled in their last high school science course. • Scores for students in grades ten and eleven who take the CAST will be saved and reported for accountability purposes when those students are in grade twelve. • Students who take the CAST while their testing grade is grade ten or eleven will not be required to retake the CAST in grade eleven or twelve. • The information in the "California Science Test" section of the [**Score Status**] tab in TOMS will include a *Status* column for field test scoring, although the score will not be reported. • A one-question survey will be presented only to students in high school. Students in grades five and eight will not be presented with a survey.
California Alternate Assessment (CAA) for Science Second Year Pilot	• The CAA for Science second year pilot embedded performance tasks have been available for administration since November 1, 2017. Test examiners will download and administer these embedded PTs one on one with students and then enter the results, survey responses, and test individualizations into the new Data Entry Interface (DEI) starting on January 9, 2018. • There are three embedded PTs per grade and grade span. Each embedded PT has its own two-question student survey. • Eligibility requirements for students in grades five, eight, and twelve whose individualized education program determines they should take an alternate assessment in science (CAA for Science second year pilot) are the same as for the CAAs for English language arts/literacy (ELA) and mathematics. Students in grades ten and eleven may also be assigned, if they are enrolled in their last high school science course. • Student responses and survey results will be entered into the DEI, which will be available on January 9, 2018. These data must be entered before the end of the local educational agency's (LEA's) instructional school year.

Feature	Change
Student test modes	If a student has already started testing in any content area, you cannot remove a science test assignment. If the student is not required to take the science test this year after all, do not administer the test. The student will be eligible again in the following year.
Demographic assessment data	If a student begins testing and one of the following fields is incorrect, you must correct the field in the California Longitudinal Pupil Achievement Data System (CALPADS) and then submit the *Security and Test Administration Incident Reporting System* form as the first step in requesting reset appeals for all the tests the students has submitted. • Grade Assessed • Date of Birth for Testing • Special Education for Testing • Primary Disability Code for Testing
Test Administrator Interface	
Updated *Test Settings* screen	The screen on which student test settings can be viewed has been updated to sort the accessibility resources by type and group similar features together.
Descriptive help tools	When the [**Help**] icon is selected, topics may now include images and/or animations in the popup.
Support for Web Content Accessibility Guidelines (WCAG) 2.0	The Test Administrator Interface now complies with the requirements of WCAG 2.0.
Test Delivery	
Science pre-operational tests	The pre-operational tests for science include: 1. the CAST field test, and 2. the CAA for Science second year pilot, for students who have an individualized education program (IEP) and have been assigned to take the alternate assessments.
Standards-based Tests in Spanish (STS)	The STS, which is the optional primary language assessment for reading/language arts, will be administered online. Student test registration and other management activities will occur using the Administration and Registration Tools.
Practice and Training Tests	
CAST training tests	Starting in March 2018, there will be a training test for each grade level and grade span (five, eight, and high school). Until this date, there is one comprehensive training test available covering all grade spans tested.
CAA training tests	The training tests for the CAAs for ELA and mathematics will be updated with new item types.
Print essay response	Provides a print button on the text editor that would allow for printing an essay response in a nonsecure browser.

All Roles

All Roles

Feature	Change
Test Security and Appeals	
Updated selection filters	The Appeals System shows only those tests that have the right status for the submitted appeal.
Multiple appeals	Multiple appeals can be combined into a single appeal request (for example, a re-open appeal that also requires a grace period extension).
Exportable comments	Comments included when an appeal was created are included when requests for appeals are exported to a spreadsheet.
Reports	
Paperless reporting pilot	LEAs selected to participate in the paperless reporting pilot can elect to have all Student Score Reports for a test administration for the LEA either printed locally or securely transferred to a local Student Information System instead of being printed and shipped to the LEA. This option is selectable when configuring an instructional calendar in Test Administration Setup and cannot be changed by the LEA user after December 1, 2017.
Student Score Reports PDFs	The Student Score Reports file can be compiled by LEA, school, or selected schools.
Navigation tab for 2014–15 Student Score Reports	There is no longer a tab in TOMS for 2014–15 Student Score Reports in the Reports section of the left navigation bar.
TOMS Processes	
Testing Window Summary tabs	CSA is now a viewing option in TOMS with the addition of a [**CSA**] tab. Only those LEAs selected to administer the CSA pilot will have a CSA testing window.
Testing window reminder e-mails	TOMS will send a reminder e-mail notification to LEA CAASPP coordinators and CAASPP test site coordinators two weeks prior to the selected testing window start date and two weeks prior to the selected testing window end date, as well as an e-mail on the first day of the selected testing window.

Feature	Change
Accessibility Resources Please refer to the Chapter 5 Student Test Settings in the *Test Operations Management System (TOMS) Pre-Administration Guide for CAASPP Testing* for more information: http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2017-18.pdf. Refer also to the *Accessibility Guide for CAASPP Online Testing* for more information: http://www.caaspp.org/rsc/pdfs/CAASPP.accessibility-guide.2017-18.pdf	
Hybrid Adaptive Test (HAT) for braille readers	HAT is an online, multistage form for students using refreshable braille to access the Smarter Balanced for Mathematics assessments. The HAT features an adaptive section with items that do not require a supplemental graphics package, followed by a fixed-form section requiring a tactile graphics package for the student.
Unlisted resources availability	Unlisted resources can be requested for the CAA for Science.
Test settings for Smarter Balanced paper-pencil tests	Accessibility resource options for students taking paper-pencil versions of the Smarter Balanced Summative Assessments can be set in TOMS.
Accessible equation editor universal tool for braille	The full mathematics editor for students accessing tests using braille allows for accessible mathematics input/output and full scoring.
New embedded designated support	• Mouse Pointer (size and color options for the student's mouse pointer)
New non-embedded designated support	• Amplification (volume control beyond a device's built-in settings using headphones or other non-embedded devices)
New embedded accommodation, Smarter Balanced for ELA (Listening passages) and CAST	• Audio Transcript (transcript of the closed captioning created for the listening packages; includes braille transcript)
New non-embedded accommodation	• Word Prediction (accessed using a physically separate device that allows students to begin writing a word and choose from a list of words that have been predicted from word frequency and syntax rules)
Additional CAST field test embedded designated supports	• Color Contrast • Stacked Translations and Translated Test Directions (Spanish) • Translation Glossaries • Turn Off Any Universal Tools
Additional CAST field test non-embedded designated supports	• Read-Aloud in Spanish • Science Charts • Simplified Test Directions
Additional CAST field test embedded accommodations	• Closed Captioning • Streamline
Additional CAST field test non-embedded accommodation	• Alternate Response Options
Updated Smarter Balanced non-embedded designated support	• Read Aloud for mathematics has been clarified that it applies to mathematics stimuli and items.
Updated Smarter Balanced non-embedded accommodation	• Scribe applies to ELA performance task full write.

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Feature	Change
Updated CAST field test non-embedded designated supports	• 100s Number Table (was accommodation) • Calculator (four-function for grade five; scientific for grades eight and ten through twelve) (was accommodation) • Multiplication Table (was accommodation) • Mathematics Tools (deleted)
Accessibility resources for the STS for Reading/Language Arts	• Test settings for the online STS are to be assigned using Administration and Registration Tools.
Secure Browser Please refer to *Chapter 4 Secure Browser Configuration* of the *Technical Specifications and Configuration Guide for CAASPP Online Testing* for more information: http://www.caaspp.org/rsc/pdfs/CAASPP.tech-specs-and-config-guide.2017-18.pdf.	
Updated secure browser for desktop and laptop machines	The updated secure browser for desktop and laptop operating systems (Windows and macOS versions 10.9–10.12), version 10, currently is available and will be the only secure browser version that can be used on Windows, iOS versions 10.9–10.12, and Linux desktop and laptop machines after December 31, 2017. Version 9.5 will be supported on macOS versions 10.7–10.8 only.

About the Assessments

In 2017–18, there are four 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). Each assessment consists of a computer adaptive test (CAT) and a performance task (PT).

  - 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 PT to students in grades five, eight, and twelve, and students in grades ten and eleven who are taking their final high school science class; high school students in ungraded programs will take the test if their calculated grade as determined by Test Operations Management System (TOMS) is grade twelve, or if their calculated grade is grade ten or eleven and they are taking their final science class in high school. A student's grade is calculated by subtracting five from his or her chronological age on September 1, 2017.)

- California Science Test (CAST)

  - Science (grades five, eight, and twelve, and students in grades ten and eleven who are taking their final high school science class)

- The Standards-based Tests in Spanish (STS) for Reading/Language Arts assessments

  - Do not replace the Smarter Balanced for ELA and mathematics (although English learner [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 English Language Proficiency Assessments for California)
  - Do not occur in the same test delivery engine
  - Register students in the Administration and Registration Tool

In fall 2017, there was an online pilot of a new CAASPP assessment, the California Spanish Assessment (CSA), which was administered to Spanish-speaking ELs, 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/

All Roles

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 are for students with the most significant cognitive disabilities whose individualized education program (IEP) team has designated the use of an alternate assessment on statewide summative assessments. These tests, for ELA, mathematics, and the science second year 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 who are identified for an alternate assessment will take all the alternate assessments to which they have been assigned.

Students in grades three through eight and grade eleven will take the CAAs for ELA and mathematics. Students in grades five, eight, and twelve whose IEP designates they take a science assessment will take the CAA for Science. Students in grades ten and eleven who are taking their final high school science class and meet this requirement also may be assigned to take the CAA for Science.

TOMS will determine an assessed grade for students in ungraded programs by subtracting five from his or her chronological age on September 1, 2017.

There are five versions of the CAAs for ELA and mathematics per grade, assigned at the school level. Version assignments are posted on the CAA for ELA and Mathematics Version Assignments Web page on the CAASPP Portal. Secure, version-specific *Directions for Administration* are available for download from TOMS.

The CAA for Science second year pilot is administered one on one as embedded PTs by a test examiner during the course of instruction. The three embedded PTs and their associated directions for administration are available for download after November 1, 2017. Immediately after each of the three CAA for Science PTs has been administered, 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, transcribing responses externally for entry into the online Data Entry Interface (DEI) with the student's results, survey responses, and test individualizations for each embedded PT. This information is to be entered into the DEI between January 9, 2017, and the last day of the LEA's instructional school year.

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 for ELA and Mathematics Version Assignments Web page— http://www.caaspp.org/administration/about/caa/caa-assignments.2017-18.html

California Science Test

The CAST is an online test based on the California Next Generation Science Standards being field tested during the 2017–18 CAASPP administration. All local educational agencies (LEAs) with eligible students in grades five, eight, twelve, and students in grades ten and/or eleven who are enrolled in their last high school science course will administer a CAST field test. Scores for students in grades ten and eleven who take the CAST will be saved and reported for accountability purposes when those students are in grade twelve. While students who take the CAST while their testing grade is grade ten or eleven will not be required to retake the CAST in grade eleven or twelve, all grade twelve students are required to take the CAST field test this year regardless of whether or not they participated in the pilot test last year.

The CAST field test uses the current CAASPP test delivery system and will be administered online only.

Tests include embedded and non-embedded universal tools, designated supports, and accommodations.

Additional Resources:

- CDE California Science Test 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 California Assessment of Student Performance and Progress are provided in Table 2.

Table 2. User Roles in the Online Testing System

User Role	Description
Local Educational Agency (LEA) CAASPP Coordinator	LEA CAASPP coordinators were designated by the district superintendent at the beginning of the 2017–18 school year. A signed *Superintendent Designation Form* appointing the LEA CAASPP coordinator and a signed *CAASPP Test Security Agreement* from the LEA CAASPP coordinator must be on file with the California Technical Assistance Center (CalTAC). LEA CAASPP coordinators are responsible for the following: • 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 described on the CAASPP STAIRS Process for Summative Assessments Web page on the CAASPP Portal at http://www.caaspp.org/stairs/ and linked in TOMS (*California Code of Regulations*, 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;

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User Role	Description
	• assigning student condition codes in TOMS, as appropriate;
	• 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.
CAASPP Test Site Coordinator *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.*	CAASPP test site coordinators are designated by the LEA CAASPP coordinator. CAASPP test site coordinators are added to TOMS by the LEA CAASPP coordinator. *(Note: There can be more than one CAASPP test site coordinator as required by school need.)* CAASPP test site coordinators are responsible for: • 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 *CAASPP Test Security Affidavits* 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;

User Role	Description
All Roles	• addressing testing problems, as needed; • 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.
Test Administrator *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.*	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: • reading and signing the *CAASPP Test Security Affidavit*, 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 resources. 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.) ***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.

User Role	Description
Test Examiner *Assessments must be administered by licensed and credentialed individuals. Pursuant to the emergency regulations 5 CCR Section 850(af) "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.*	**Credentialed or licensed employee** who administers California Alternate Assessments (CAAs) and interim assessments to students. Test examiners are responsible for: • reading and signing the *CAASPP Test Security Affidavit*, 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 resources. Test examiners should report any potential data errors to CAASPP test site coordinators and LEA CAASPP coordinators as appropriate; • downloading all three CAA for Science embedded PTs for a grade from the TOMS [**Help**] tab; • 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; • recording CAA for Science student test results on the Answer Recording Document during testing and to the Data Entry Interface following testing; 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.) ***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.
Test Administrator & Test Examiner *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.*	**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. ***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.

All Roles

User Role	Description
Interim Assessments (IA) Administrator Only	Administers only the interim assessments to students. *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. *Note 2:* It is a local decision whether to require the IA Administrator Only to sign a *CAASPP Test Security Affidavit.*
Educator – District	Allows access to assessment results in the ORS for the entire LEA. This role is assigned by the LEA CAASPP coordinator. *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. *Note 2:* It is a local decision whether to require the Educator – District to sign a *CAASPP Test Security Affidavit.*
Educator – Test Site	Allows access to assessment results in the ORS for the entire school. *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. *Note 2:* It is a local decision whether to require the Educator – Test Site to sign a *CAASPP Test Security Affidavit.*
Educator – Roster	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. *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. *Note 2:* It is a local decision whether to require the Educator – Roster to sign a *CAASPP Test Security Affidavit.*

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 administer 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.

All Roles

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