Chapter 5. Administration of the Science Assessments

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

ETS®
Measuring the Power of Learning.™

California Assessment of
Student Performance and Progress

Posted January 9, 2018
Prepared by Educational Testing Service ®

Administration Information for the California Science Test (CAST)

Additional Resources:

- California Department of Education (CDE) California Science Test Web page—http://www.cde.ca.gov/ta/tg/ca/caasppscience.asp
- CDE CAASPP Accessibility Resources Web page—http://www.cde.ca.gov/ta/tg/ca/accesssupportitems.asp
- California Assessment of Student Performance and Progress (CAASPP) California Science Test (CAST) Web page—http://www.caaspp.org/administration/about/science/
- *TOMS Pre-Administration Guide for CAASPP Testing* Web document—http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2017-18.pdf
- *Day of Test Administration: Directions for Administration*
- Test Administrator Post-Testing Survey for the CAST—http://www.caaspp.org/cast-survey.html

Overview of the Assessment

The California Science Test (CAST) is an online, summative assessment based on the California Next Generation Science Standards (CA NGSS). All local educational agencies (LEAs) with eligible students in grades five, eight, and twelve are required to administer the CAST field test. Schools with eligible students in grades ten and eleven have the option to administer the test to students who have completed their final high school science course in one of these grades. 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.

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.

The CAST field test uses the current CAASPP test delivery system and will be administered online only. The CAST is to be administered within the LEA's selected testing window and will be available for administration on and after April 2, 2018. The selected testing window also must provide 25 instructional days for administering the CAST.

Purpose of the Field Test

Test Questions

The field test will assess the performance of newly developed CA NGSS–aligned item types/items, including technology-enhanced items that involve the use of dynamic stimuli and other types of new media (e.g., simulated experiments). It will also test the functionality of items with regard to science content rendered by the test delivery system.

Students will receive Student Score Reports for the field test. Student participation data will be collected and reported for accountability.

All Roles

Survey

High school students who have finished testing will complete a one-question survey that asks whether or not this is the student's final high school science course. The survey appears at the end of their test in the test delivery system. The survey is estimated to take an additional one minute.

Test administrators also will be asked to respond to a survey on a Web site outside of the test delivery system, which they may complete at any point during the LEA's test administration window. The test administrator survey must be completed before July 16, 2018.

Survey data will be analyzed and summarized once all CAASPP testing windows have closed.

Resources

Test Administrator Materials

Directions for CAST administration, including instructions on approving tests and the script that must be read prior to test administration, can be found in *Day of Test Administration: Directions for Administration*.

The test administrator survey is available by accessing the external Web address at http://www.caaspp.org/cast-survey.html.

Student Accessibility Resources

The complete list of embedded and non-embedded universal tools, designated supports, and accommodations available for the CAST are listed on the CDE CAASPP Accessibility Resources Web page.

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

User Responsibilities

Table 13 shows the tasks CAASPP users perform for the CAST field test:

Table 13. User Role Participation in the CAST Field Test

Role	Task
LEA CAASPP coordinator	• Create the users at schools involved in the CAST field test. • Provide training to CAASPP test site coordinators and test administrators.
CAASPP test site coordinator	• Work with the California Longitudinal Pupil Achievement Data System coordinator to ensure that students are in the correct grades. • Participate in training provided by the LEA.
Test administrator	• Participate in training provided by the LEA. • Administer the CAST. Take the test administrator survey.

All Roles

Administration Information for the California Alternate Assessment (CAA) for Science

Additional Resources:

- California Department of Education (CDE) California Science Test Web page— http://www.cde.ca.gov/ta/tg/ca/caasppscience.asp
- CDE California Alternate Assessments (CAA) Web page— http://www.cde.ca.gov/ta/tg/ca/altassessment.asp
- CDE California Assessment of Student Performance and Progress (CAASPP) Accessibility Resources Web page—http://www.cde.ca.gov/ta/tg/ca/ accesssupportitems.asp
- CAASPP CAA Web page—http://www.caaspp.org/administration/about/caa/
- CAASPP Test Operations Management System (TOMS) Web site— https://caaspp.ets.org/
- Data Entry Interface (DEI) Web page—http://www.caaspp.org/dei/
- *TOMS Pre-Administration Guide for CAASPP Testing* Web document— http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2017-18.pdf
- Test Examiner Post-Testing Survey for the CAA for Science— http://www.caaspp.org/caa-science-survey.html

Overview of the Assessment

The California Alternate Assessment (CAA) for Science is a summative assessment based on the California Next Generation Science Standards (CA NGSS) for students with the most significant cognitive disabilities. This assessment offers a developmentally appropriate opportunity for these students to be assessed on their science knowledge, skills, and abilities while providing meaningful information about academic performance to both students and teachers.

All local educational agencies (LEAs) with eligible students in grades five, eight, and twelve will administer the second year pilot for CAA for Science. Students in grades ten and eleven who are taking their final high school science class and whose individualized education program (IEP) indicates an alternate assessment may be assigned to take the CAA for Science. High school students in an ungraded program whose calculated grade is twelve will take this assessment, as will students in grades ten or eleven, if assigned. A student's grade is calculated by subtracting five from his or her chronological age on September 1, 2017.

Students in grades five, eight, twelve, or ten or eleven who meet the following eligibility requirements will take the CAA for Science:

- The student has a significant cognitive disability that is described in the student's IEP;
- The student is learning content derived from the California content standards; and
- The student requires extensive direct individualized instruction and substantial resources to achieve measurable gains in the grade and age-appropriate curriculum.

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Administration Information for the California Alternate Assessment (CAA) for Science

All Roles

The CAA for Science embedded performance tasks (PTs) may be administered between November 1, 2018—the date on which the embedded PTs become available—and the end of the LEA's selected testing window.

Purpose of the Pilot Test

Embedded Performance Tasks (PTs)

The CAA for Science second year pilot is administered one on one by a test examiner as three embedded PTs that are available to test examiners in PDF form. The test examiner reads an embedded PT to a student and uses a rubric to determine the student's score for that task. The second pilot assessment will assess the performance of newly developed CA NGSS–aligned embedded PTs. Students will not receive scores for the pilot test; however, student participation data will be collected and reported for accountability.

Printed embedded PTs, answer recording documents, and/or other paper materials that have been used for transcribing student responses to the CAA for Science second year pilot should be collected from test examiners after student results, survey responses, and individualizations have been entered into the DEI and sent to LEA CAASPP coordinators for secure storage for at least one year. The CAASPP test site coordinator should work with his or her LEA CAASPP coordinator to determine the best means by which student test responses for the second pilot assessment should be collected from the test examiner and sent to the LEA CAASPP coordinator.

Surveys

The test examiner survey collects general reactions on the CAA for Science second year pilot. The post-testing student survey is student-specific and must be completed after every embedded PT for each student presented with the second pilot assessment.

Student Survey

⚠️	**Warning: The student results, responses to the post-testing survey, and information about how each PT was individualized for a student must be completed and entered into the DEI for the student to be counted as participating in the 2017–18 CAA for Science second year pilot, even if the student did not respond to the embedded PT(s).**
📄	**Note:** It is the test examiner's entry of the students responses and survey that indicates a student's participation for CAASPP Completion Status reporting.
⚠️	**Alert:** Each student survey question has a "No response" option that may be selected if the student did not respond to the survey question. **This option applies only to a lack of student response to survey questions and *not* to a lack of response by the student during the embedded PT(s).**

The survey questions are included at the end of the embedded PT instructions PDF that is downloaded from TOMS. The test examiner should administer the survey questions to the student immediately after the student has completed an embedded PT, transcribing the

responses on the answer recording sheets provided in the embedded PT, for later entry into the DEI. The DEI is available on January 9, 2018.

Student Engagement Survey

Test examiners also will be asked to respond to the student engagement survey, which asks questions regarding the student's level of engagement while the PT was being administered. Results of the student engagement survey should also be transcribed onto the student answer recording document for later entry into the DEI.

Test Examiner Survey

Test examiners also will be asked to respond to an optional, general, online survey, found on a Web site outside of the CAASPP assessment systems, which they may complete at any time after administering the CAA for Science to students. Because the test examiner survey asks general questions and is not student-specific, the test examiner responds to the survey only once. The test examiner survey must be completed before July 18, 2017.

Test Examiner Resources

Directions for CAA for Science administration are found in the three grade-level secure embedded PTs that are to be downloaded from TOMS. CAASPP test site coordinators or test examiners should download the CAA for Science embedded PTs by first selecting the [**Help**] icon in TOMS and then downloading the files for the appropriate grade-level assessment.

The test examiner survey is available by accessing the external Web address, at http://www.caaspp.org/caa-science-survey.html.

User Responsibilities

Table 14 shows the tasks CAASPP users perform for the CAA for Science second year pilot:

Table 14. User Role Participation in the CAA for Science Second Year Pilot

Role	Task
LEA CAASPP coordinator	• Create the users at schools involved in the CAA for Science second year pilot. • Provide training to CAASPP test site coordinators and test examiners.
CAASPP test site coordinator	• Work with the California Longitudinal Pupil Achievement Data System coordinator to ensure that students are in the correct grades. • Participate in training provided by the LEA.
Test examiner	• Receive training by completing the CAA Test Administration Tutorial and the How to Input CAA for Science Results into the Data Entry Interface (DEI) online learning modules, and/or receiving a local training provided by the LEA. • Administer the CAA for Science. • Administer the post-testing student survey. • Take the test examiner survey.

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All Roles

Entering Results into the Data Entry Interface

Additional Resources:
- CAASPP DEI Web page—http://www.caaspp.org/dei/
- How to Input CAA for Science Results into the DEI—
  http://www.caaspp.org/rsc/videos/CAA.science-dei-training.2017-18.html

About the DEI

The DEI is an online application that test examiners use to enter results to questions that comprise each embedded PT, the student's responses to the surveys, and anything done to individualize an embedded PT to a student's needs. While student scores are not available for reporting, student participation data will be collected and reported for accountability. Results must be entered in the DEI before the end of the LEA's instructional year.

The following information is transcribed on the answer recording sheet and then entered into the DEI:

- The student's first name
- Statewide Student Identifier (SSID)
- Results of the Student Response Check
- Any individualized scripts and materials used
- Scores for each item
- Results of the student survey
- Results of the student engagement survey
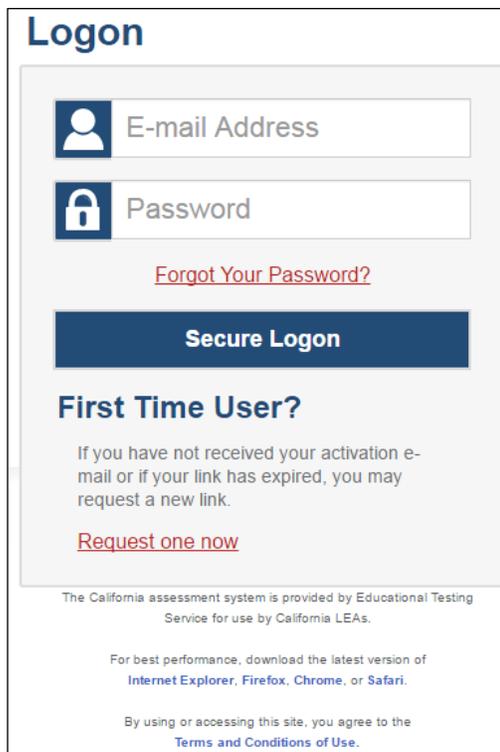- Final score calculated by the test examiner

Figure 3. Logon Web form

Throughout the embedded PT document, information that needs to be recorded is marked by a diamond indicator, which shows where this information needs to be recorded.

Instructions for Entering Data Using the DEI

Note: Results for students who move out of the LEA before the test examiner can enter them into the DEI must be entered by Educational Testing Service (ETS). The LEA CAASPP coordinator should work with the CAASPP test site coordinator and the California Technical Assistance Center on the best way to ship those results to ETS.

Take the following steps to enter the results of a student's embedded PT into the DEI. Note that you will use the same username and password you were given to access the CAASPP online systems (such as the Test Operations Management System).

1. Use an Internet browser to go to the CAA for Science DEI Web page.

2. Select the link to the DEI to open the Logon Web form (Figure 3).

3. Enter your username—which is your e-mail address—in the username field next to the [**E-mail Address**] person [👤] icon and your password in the *Password* field next to the [**Password**] lock [🔒] icon in the Logon Web form, and then select the [**Secure Logon**] button. Note that the username and password are case sensitive.

4. When the DEI appears, enter the student's first name and Statewide Student Identifier (SSID) in the *Student First Name* and *SSID* fields respectively (Figure 4), and then select [**Sign In**].
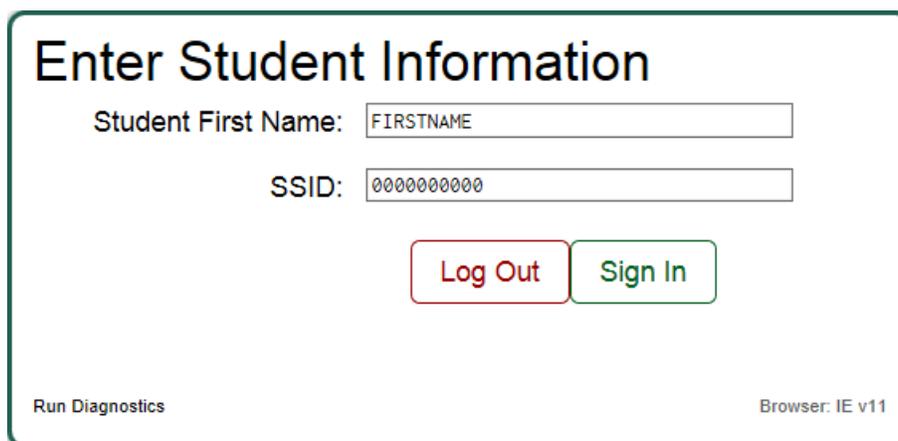
Figure 4. *Enter Student Information*

5. The "**Is This the Student?**" Web page will appear (Figure 5) to allow for review of the student's name, grade, SSID, and school. If the information is correct, select the [**Next**] button at the bottom of the screen. If the information is not correct, select [**Log Out**] and contact your school test site coordinator.
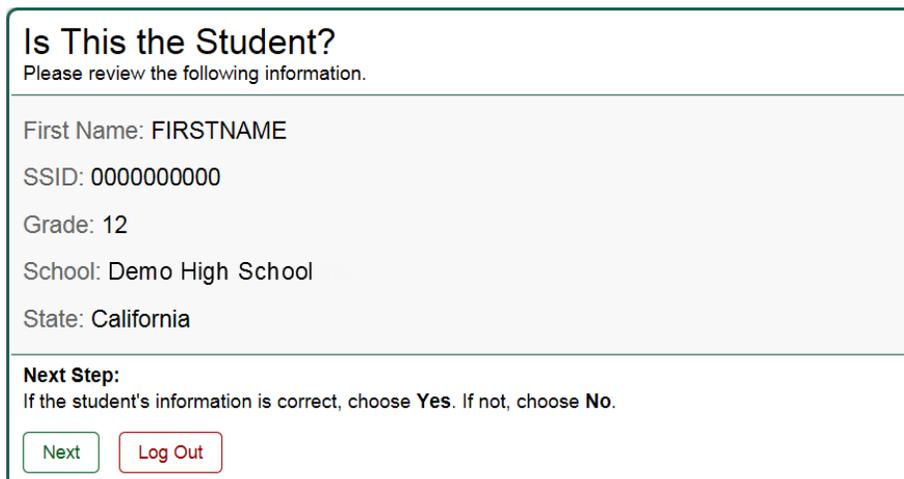

Figure 5. *Is This the Student?* **screen**

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All Roles

6. When the *Tasks for This Student* screen appears, as indicated in Figure 6, select a task for data entry for the student.
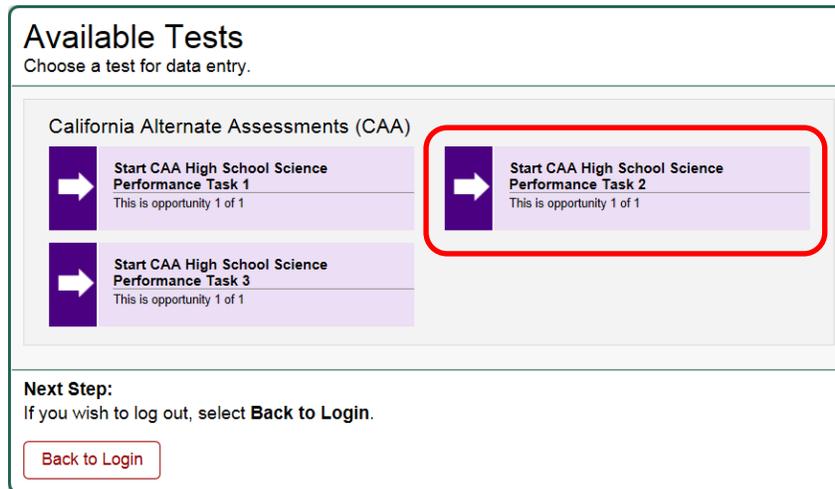

Available Tests
Choose a test for data entry.

California Alternate Assessments (CAA)

Start CAA High School Science Performance Task 1
This is opportunity 1 of 1

Start CAA High School Science Performance Task 2
This is opportunity 1 of 1

Start CAA High School Science Performance Task 3
This is opportunity 1 of 1

Next Step:
If you wish to log out, select **Back to Login**.

Back to Login

Figure 6. *Available Tests* with CAA for Science tasks

7. Verify that the embedded PT referenced on the screen (and indicated in Figure 7) is correct and then select [**Next**]. If the embedded PT is not correct, select [**No**] to return to the previous screen and select a different embedded PT.

Choose a Test Form
Select the appropriate test form from the drop-down list. If no drop-down list is available, verify that the listed test form is correct.

Session ID: UAT-AD74-3
HS Task 2 Force and Motion

Presentation

Presentation   **English**

Next Step:
To use this test form, choose **Next**. To return to the Login page, choose **Return to Login**.

Next   No
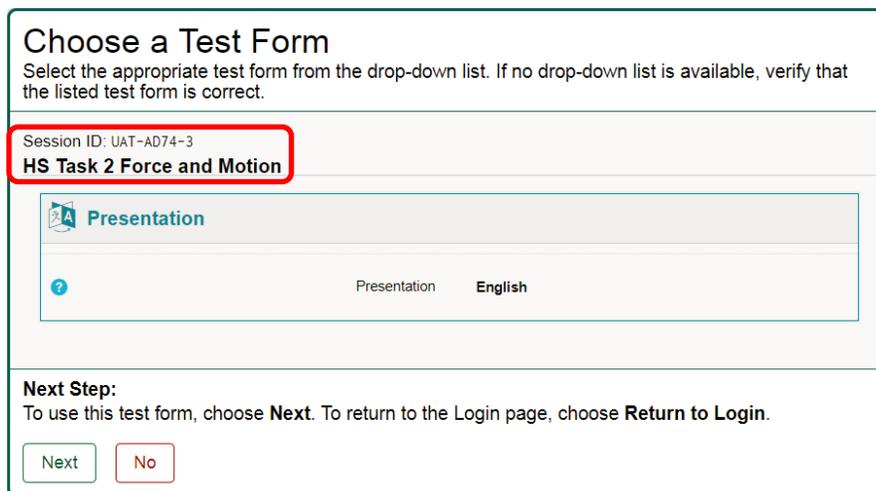
Figure 7. *Choose a Test Form* screen

8. The next screen to appear, the *Instructions and Help* screen, provides an overview of the DEI. Scroll down to read the instructions on how to use the DEI. Select the [**Begin Data Entry**] entry to enter the student's results or the [**Return to Login**] button to exit the DEI.

9. Enter the information transcribed on the answer recording sheet for each numbered item; these will include the Student Response Check (shown in Figure 8), entry of individualized materials, and numbered items themselves. Use the [**Next**] and [**Back**] buttons to scroll through the DEI. When you are finished, select the [**Finish Test**] button that appears at the top of the screen when you have reached question 17.

All Roles

Figure 8. Sample DEI data entry area

10. When the Warning message appears select [**Yes**] to continue or [**No**] to return to the data entry area. Note that you will have additional opportunities to return to the data entry area.

11. The *You are done entering data* screen (Figure 9) gives you the opportunity to review the answers you have entered.
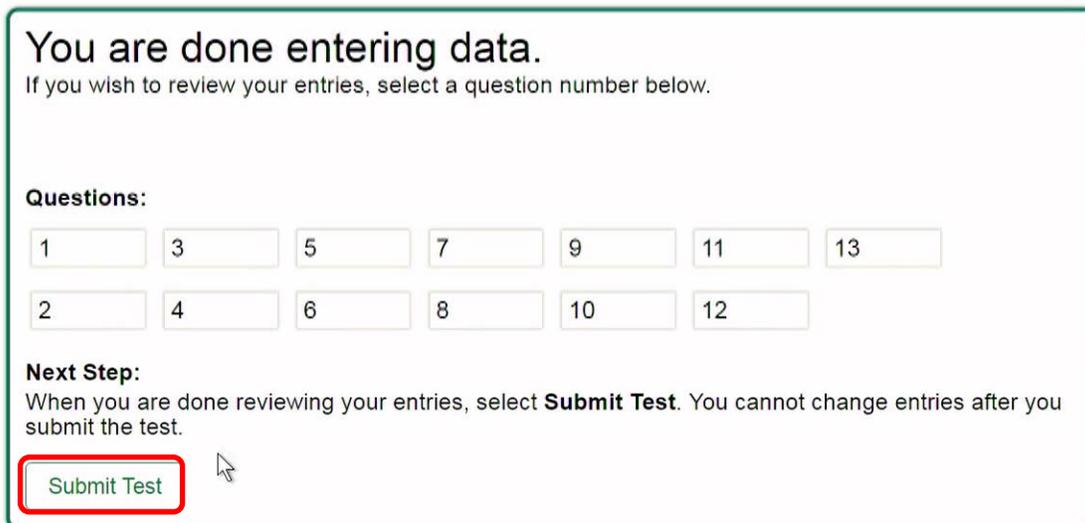
Figure 9. *You are done entering data* screen

12. Select the [**Submit Test**] button (indicated in Figure 9) and then the [**Yes**] button on the Warning pop-up box to continue.

13. Select one of the following buttons in the *Done Reviewing Test Task* screen that is shown in Figure 10:

Figure 10. *Done Reviewing Test* **screen**

a. [**Enter More Data for This Student**]—Enter data for another task for the same student

b. [**Enter Data for a Different Student**]—Start or continue data entry for a different student

c. [**Log Out**]—Exit the DEI.

14. Repeat until data have been entered for all embedded PTs for all students.

All Roles

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