

Chapter 2. Test Administration Resources

CALIFORNIA
Assessment of Student Performance and Progress




California Assessment of Student Performance and Progress


CAASPP Online Test Administration Manual

2018–19 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
- California Spanish Assessment



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Summative Assessment Administration Documentation Resources

Resources in This Section:

- *Accessibility Guide for California Assessment of Student Performance and Progress (CAASPP) Online Testing*—<http://www.caaspp.org/rsc/pdfs/CAASPP.accessibility-guide.2018-19.pdf>
- CAASPP Manuals and Instructions web page—<http://www.caaspp.org/administration/instructions/>
- *CAASPP Security and Test Administration Incident Procedure Guide*—<http://www.caaspp.org/rsc/pdfs/CAASPP.stairs-appeals-guide.2018-19.pdf>
- CAASPP Security and Test Administration Incident Reporting System (STAIRS) Process for Summative Assessments web page—<http://www.caaspp.org/stairs/>
- California Department of Education (CDE) California Longitudinal Pupil Achievement Data System (CALPADS) web page—<https://www.cde.ca.gov/ds/sp/cl/>
- CDE Matrix One: California Assessment of Student Performance and Progress Accessibility Resources web document—<https://www.cde.ca.gov/ta/tg/ai/documents/caasppmatrixone0918.docx>
- CDE Student Accessibility Resources web page—<https://www.cde.ca.gov/ta/tg/ca/accesssupport.asp>
- *Technical Specifications and Configuration Guide for CAASPP Online Testing*—<http://www.caaspp.org/rsc/pdfs/CAASPP.tech-specs-and-config-guide.2018-19.pdf>
- *TOMS Pre-Administration Guide for CAASPP Testing* web document—<http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2018-19.pdf>

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 Resources](#) 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 1.

Table 1. Manuals

Resource	Description
CALPADS resources	The CDE CALPADS web page 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 TOMS Pre-Administration Guide for CAASPP Testing 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).
<i>CAASPP Security and Test Administration Incident Procedure Guide</i>	The CAASPP Security and Test Administration Incident Procedure Guide includes information about how LEA CAASPP coordinators can submit a report using the STAIRS/Appeals process and enter appeals for summative assessments in TOMS. Refer also to the STAIRS/Appeals Process for Summative Assessments web page on the CAASPP Portal for additional information and links to STAIRS resources.
<i>Accessibility Guide for CAASPP Online Testing</i>	The Accessibility Guide for CAASPP Online Testing is an aggregation of information and instructions regarding configuring and using various online accessibility resources including braille.
Matrix One: California Assessment of Student Performance and Progress Accessibility Resources	The CDE Matrix One web document is an important source of information for determining the assignment of designated supports and accommodations to students.
<i>Technical Specifications and Configuration Guide for CAASPP Online Testing</i>	The Technical Specifications and Configuration Guide for CAASPP Online Testing contains instructions related to making the network infrastructure ready for CAASPP testing such as system requirements, network and system requirements, and secure browser configuration.

Resource	Description
<p><i>Test Administrator Directions for Administration (DFA)—Smarter Balanced Summative Assessments and the California Science Test (CAST)</i></p>	<p>The Test Administrator Online Directions for Administration for the Smarter Balanced and CAST assessments is a standalone version of Chapter 7: Using the Test Administer Interface with Summative Assessments and Chapter 8: Scripts for Administering Smarter Balanced Summative Assessments and the California Science Test to Students, which provide 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 and CAST assessments. These instructions are intended for the day of test administration. Scripts must be read verbatim, but may be adapted for students assigned the Simplified Test Directions designated support.</p>
<p><i>Test Administrator DFA—California Spanish Assessment (CSA)</i></p>	<p>The Test Administrator Online Directions for Administration for the CSA is a standalone version of Chapter 7: Using the Test Administer Interface with Summative Assessments and Chapter 9: Scripts for Administering the California Spanish Assessment to Students, which provides test administrators at all grade levels with the test administration script for administering the CSA. These instructions are intended for the day of test administration.</p> <p>Scripts, which are in Spanish, must be read verbatim, but may be adapted for students assigned the Simplified Test Directions designated support.</p>
<p><i>Test Examiner DFAs</i></p>	<p>Directions for the administration of the California Alternate Assessments (CAAs) for English language arts/literacy and mathematics are published securely in TOMS by selecting the [Secure Materials] button in the TOMS left navigation bar. <i>DFAs</i> for each of the CAA for Science embedded performance tasks (PTs) are also published in this manner.</p>

Resource	Description
<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 CAASPP 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 and CSA follow similar guidelines.</p> <p>The <i>Usability, Accessibility, and Accommodations Guidelines</i> for Smarter Balanced testing can be found on the CDE Student Accessibility Resources web page.</p>

Training Resources

Training and Videos



Resources in This Subsection:

- California Alternate Assessment (CAA) Test Examiner Tutorial videos web page—
<http://www.brainshark.com/ets/vu?pi=zIPz18xuCozJ0cZz0>
- California Assessment of Student Performance and Progress (CAASPP) Summative Assessment Videos and Archived 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 other staff designated by the state are responsible for ensuring all appropriate trainings have been completed. Such training should include, but not be limited to, training on item security and professional conduct associated with the administration of standardized assessments.

Test examiners for the CAAs—English language arts/literacy (ELA), mathematics, science, or any combination thereof—must receive training by completing an online learning module or the [CAA Test Examiner Tutorial](#). Supplemental training may be 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, generated automatically by the online training system. Test examiners must be trained each year before administering CAAs for ELA, mathematics, and science.



Caution: CAA test examiners are required to participate in training prior to administering the CAAs (*California Code of Regulations, Title 5 [5 CCR], Section 850[ag]*).

Practice and Training Tests

Resources in This Subsection:

- *Accessibility Guide for CAASPP Online Testing* web document—
<http://www.caaspp.org/rsc/pdfs/CAASPP.accessibility-guide.2018-19.pdf>
- [Appendix C: Accessing the Practice and Training Tests](#) subsection in this manual
- CAASPP Online 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>

Online practice and training tests are available for the Smarter Balanced assessments, CAAs for ELA and mathematics, the CAST, and the California Spanish Assessment (CSA). The CAA for Science has a training test available.

Resources

Practice Test

For the Smarter Balanced assessments, practice tests include computer adaptive test (CAT) items and performance tasks (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.

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.

For the CAST, practice tests are available for each tested grade level (grades five and eight and high school). Each practice test consists of a series of discrete or stand-alone items followed by three PTs, one from each of the three science content domains. The braille practice test will be available in January 2019.

For the CSA, practice tests include items for each grade level (three through eight and high school). The practice tests provide experience with grade-level content similar to what appears in the operational CSA.

Item types are listed and described in [Appendix B: Online Item Types](#) in this manual.

Training Test

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, and eleven) and has approximately six to nine mathematics items and six to seven ELA items per grade band.

For the CAAs for ELA and mathematics, there is one training test for all grade levels. For the CAA for Science, there is one training PT available for all grade levels. *Directions for Administration* are available on caaspp.org.

The CAST offers grade-specific training tests in grades five and eight and high school that can be taken by students in all tested grades. All unique item types available on the operational test are covered in the training tests.

For the CSA, there are training test available in three grade bands: grades three through five, grades six through eight, and high school.

Public Access

The practice and training tests can be used as a “guest” without logon credentials and using a supported web browser; note that Internet Explorer is *not* a supported web browser. The practice and training tests do not require use of the secure browser, but some accessibility resources, 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 training tests as a test administrator or test examiner—required if they want to administer a practice or training test that uses the text-to-speech resource—a logon will be required. Test administrators and test examiners can contact their CAASPP test site coordinator for logon credentials.

Technology Resources

Resources in This Section:

- California Assessment of Student Performance and Progress (CAASPP) Bandwidth Checker web page—<http://www.caaspp.org/about/bandwidth-checker.html>
- California Department of Education (CDE) Smarter Balanced Technology Readiness Resources web page—<https://www.cde.ca.gov/ta/tg/sa/sbac-itr-index.asp>
- Smarter Balanced Student Device and Secure Browser Requirements web page—<http://www.smarterbalanced.org/assessments/testing-technology/devices-and-browsers/>
- *Smarter Balanced Guide to Technology Readiness* web document—<https://portal.smarterbalanced.org/library/en/guide-to-technology-readiness.pdf>
- *Technical Specifications and Configuration Guide for CAASPP Online Testing* web document—<http://www.caaspp.org/rsc/pdfs/CAASPP.tech-specs-and-config-guide.2018-19.pdf>

The [Technical Specifications and Configuration Guide for CAASPP Online Testing](https://portal.smarterbalanced.org/library/en/guide-to-technology-readiness.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](https://www.cde.ca.gov/ta/tg/sa/sbac-itr-index.asp) web page, which includes links to tools, requirements, and topics that local educational agencies will find useful in planning for the 2018–19 online CAASPP testing.

Finally, the [Smarter Balanced Guide to Technology Readiness](#) is intended to help school leaders better understand, plan for, and manage the technology necessary for successful administration of Smarter Balanced assessments. It is intended to help school leaders address key questions about technology readiness for the Smarter Balanced assessment system, including what it means to be “technology-ready” for the Smarter Balanced assessments.