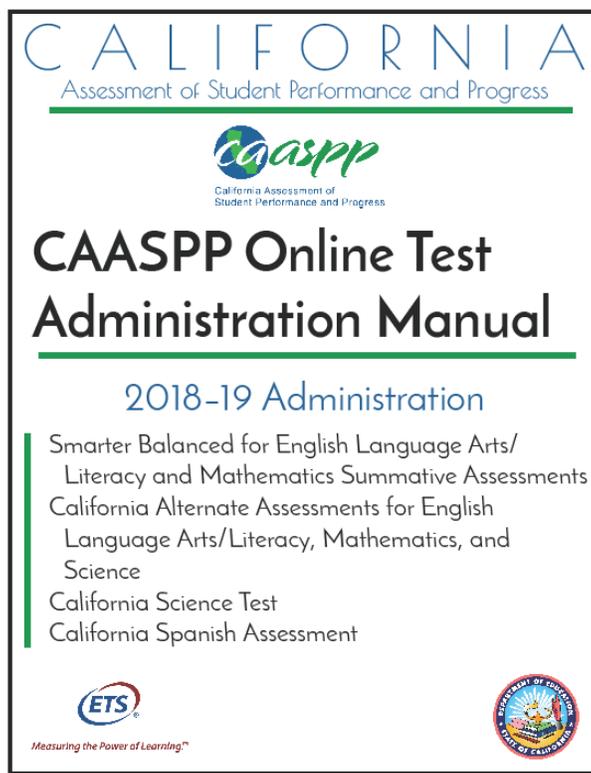

Chapter 7. Using the Test Administrator Interface with Summative Assessments



General Steps to Take When Administering Summative Assessments

This chapter describes the steps to take before and after administering the Smarter Balanced Summative Assessments, California Science Test (CAST), and California Spanish Assessment (CSA).

- The scripts that are to be read to students taking the Smarter Balanced and CAST are found in [Chapter 8: Scripts for Administering Smarter Balanced Summative Assessments and the California Science Test to Students](#). These scripts, which are in English, are to be read after you have logged on to the Test Administrator Interface.
- The scripts for administering the CSA are in [Chapter 9: Scripts for Administering the California Spanish Assessment to Students](#). These scripts, which are in Spanish, are to be read after you have logged on to the Test Administrator Interface.



Warning: The English scripts in [chapter 8](#) are to be used **only** for the Smarter Balanced and CAST. The Spanish scripts in [chapter 9](#) are to be used **only** for the CSA. **Do not use the Spanish scripts to administer the Smarter Balanced or CAST to Spanish speaking English learners.**

Establishing Appropriate Testing Conditions

Test site coordinators, test administrators, and test examiners should work together to determine the most appropriate testing option(s) and testing environment based on the number of devices available, the number of students in each tested grade, and the estimated time needed to complete each test. For the Smarter Balanced assessments, CAST, and CSA, testing students in classroom-sized groups is preferable; the California Alternate Assessment (CAA) is delivered one on one. Establishing classroom-sized groups reduces test fear and anxiety for the students and facilitates monitoring and control for the test administrator. However, this also includes setting up testing rooms for students whose individualized education programs (IEPs) or Section 504 plans specify universal tools, designated supports, accommodations, or any combination of these that necessitate testing the students in a separate setting (that is, reading test questions aloud, extended testing time, additional breaks, and so forth).

The test administration should be conducted in a secure environment (refer to the subsection [Security of the Test Environment](#)).

Establish procedures to maintain a quiet testing environment throughout the test session, recognizing that some students will finish more quickly than others. If students are allowed to leave the testing room when they finish, explain the procedures for leaving without disrupting others and where they are expected to report once they leave. If students are expected to remain in the testing room until the end of the session, instruct them on what activities they

may engage in after they finish the test. Access to a student's device should be monitored strictly for types of activities that may be done without violating the security of the tests if other students in the room are still testing.

Additional Required Resources

Smarter Balanced for English Language Arts/Literacy (ELA)

During administration of the Smarter Balanced for ELA, students may have access to and use of the following additional required resources for computer adaptive test (CAT) items:

- Headphones are required for the listening portion of the ELA assessment and for students requiring text-to-speech.
- Scratch paper should be provided for note taking if necessary. Only plain paper or lined paper is appropriate for ELA.

During administration of the Smarter Balanced for ELA, students may have access to and use of the following additional required resources for performance tasks (PTs):

- Headphones are required for some performance tasks and for students requiring text-to-speech.
- Scratch paper should be provided for note taking if necessary. Only plain paper or lined paper is appropriate for ELA.

Smarter Balanced for Mathematics

During administration of the Smarter Balanced for Mathematics, students may have access to and use of these additional required resources for CAT items:

- Headphones are required for students requiring text-to-speech and for students requiring Audio Glossaries.
- An embedded calculator is available for some mathematics items in grades six and above. A non-embedded calculator may only be used by students with a documented accommodation in an IEP or Section 504 plan per guidance provided in the *Smarter Balanced Usability, Accessibility, and Accommodations Guidelines*.
- Scratch paper is required for all grades.
- Graph paper is required for grades six and above and can be used on all mathematics assessments.

CAA for ELA

During administration of the CAA for ELA, students may have access to and use of the following additional required resources:

- While headphones are permissible, the CAA for ELA is administered one on one; it is recommended that the audio component be played on the device's or external speakers so that the test examiner may listen along with the student.

CAA for Mathematics

During administration of the CAA for Mathematics, students may have access to and use of the following additional required resources:

- While headphones are permissible, the CAA for Mathematics is administered one on one; it is recommended that the audio component be played on the device's or external speakers so that the test examiner may listen along with the student.
- Graph paper can be used on all mathematics assessments.

CAST

During administration of the CAST, students may have access to and use of the following additional required resources:

- Headphones are required for students requiring text-to-speech, audio glossaries, or both.
- An embedded calculator will be available for all items—students in grade five will use a four-function calculator; and students in grade eight, ten, eleven, or twelve will use a scientific calculator.
- Scratch paper (plain, lined, or graph) that is blank on both sides is required for all grades as a non-embedded universal tool.

CSA

During administration of the CSA, students may have access to and use of the following additional required resources:

- Headphones are required for the listening items of the assessment and for students requiring text-to-speech.
- Scratch paper should be provided for note taking if necessary. Only plain paper or lined paper is appropriate.

Tasks to Complete Prior to Summative Test Administration

Resources in This Subsection:

- California Assessment of Student Performance and Progress (CAASPP) Online Practice and Training Tests Portal web page—<http://www.caaspp.org/practice-and-training/>
- California Department of Education (CDE) California Longitudinal Pupil Achievement Data System (CALPADS) web page—<https://www.cde.ca.gov/ds/sp/cl/>
- *Test Operations Management System (TOMS) Pre-Administration Guide for CAASPP Testing* web document—<http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2018-19.pdf>

- **Local educational agency (LEA) CAASPP coordinators, CAASPP test site coordinators, test administrators, and test examiners should verify that students are provided the opportunity to practice on the training test and practice test prior to testing.**
 - It is highly recommended that **all** students be provided the opportunity to practice on the training test and practice test prior to testing. This allows students the opportunity to become familiar with all of the item types, the universal tools, buttons, and any allowable designated supports and accommodations. Practice and training tests are found on the [CAASPP Online Practice and Training Tests Portal](http://www.caaspp.org/practice-and-training/) web page.
- **LEA CAASPP coordinators and CAASPP test site coordinators should ensure all test administrators and test examiners have logon information that can be used for the Test Administrator Interface.**
 - Because there is a two-step authentication process used when logging on to the systems used in CAASPP testing, test administrators and test examiners should log on to the Test Administrator Interface prior to actual test administration using the device and web browser that will be used during testing. The system will send a code, via email, to the username (email address) entered for the test administrator or test examiner user. A new code is sent once for each device and web browser combination.
- **LEA CAASPP coordinators, CAASPP test site coordinators, test administrators, and test examiners should verify, update, or verify and update student demographic information and test settings.**
 1. Each student must be correctly assigned to his or her LEA, school, and grade in TOMS. CAASPP test site coordinators, test administrators, and test examiners will need to work with LEAs to ensure demographic student information in CALPADS is current, including Statewide Student Identifiers (SSIDs).

2. In addition to the correct demographic student information in CALPADS, CAASPP test site coordinators, test administrators, and test examiners should verify that all students have accurate test settings configured in TOMS, including designated supports and accommodations (embedded and non-embedded) for each content area prior to testing.
3. Only CALPADS coordinators may add, modify, or delete student demographic information in CALPADS. Note that CALPADS updates may take between 24 and 48 business hours to process in TOMS, and another 24 business hours to process between TOMS and the test delivery system.
4. LEA CAASPP coordinators and CAASPP test site coordinators may also set embedded and non-embedded designated supports in TOMS for any student for which the need has been determined and accommodations for students who require them as part of an IEP or Section 504 plan. Test administrators and test examiners may view student information; however, test administrators and test examiners cannot add, upload, or modify student information. Within the Test Administrator Interface, a test administrator or test examiner may change the default font size and turn off universal tools prior to the start of the test.



IMPORTANT: Any additions, modifications, or deletions of students and changes to student test settings in TOMS must be completed **before the student can test**. The update, once made, may take **up to 24 business hours to appear in the Test Administrator Interface**. Failure to correct test settings before testing could result in the student's not being provided with the needed accommodations, designated supports, or both at the time of testing. This is considered a testing irregularity.



Note: It is important for anyone with access to student information to remember that student personal information, including the student's SSID, is confidential. **If materials containing student personal information, which includes SSIDs, are distributed to students, these materials must be collected before the students leave the testing room and either securely stored to be used in a subsequent test session or securely destroyed.** For additional information about security protocols, refer to the [Test Security](#) section of this manual.

- **CAASPP test site coordinators should ensure that test administrators and test examiners have necessary student logon information.**

Each student will log on to the test delivery system using his or her first name, SSID, and a test session ID. Prior to starting a test session, test administrators and test examiners must have a record of each student's first name and SSID. This information must be provided to each student to complete the logon process for the Smarter Balanced, CAST, and CSA. The test examiner completes the logon process for a

student taking the California Alternate Assessments (CAAs) for ELA, mathematics, and science.

It is suggested that the SSID and the student's first name be printed on a card or piece of paper and distributed to each student just prior to testing to help him or her type it in the device accurately. **It is also permissible to include a photo of the student or including the student's last name with the logon information as additional safeguards to ensure that the students receive the correct logon information.**

Student information is confidential; therefore, the cards or papers with this information must be kept secure until used during a test session. The loss of logon information is considered a security incident at the local level and does not need to be reported in the Security and Test Administration Incident Reporting System.



Note: When a test administrator or test examiner creates a test session on the Test Administrator Interface, a unique session ID is randomly generated. This session ID must be provided to students before they log on (or entered by the CAA test examiner on behalf of the student). Please refer to the [Creating a Test Session](#) subsection for more information about how to obtain session IDs.

- **CAASPP test site coordinators should ensure that test administrators and test examiners have the additional required resources described in the [Establishing Appropriate Testing Conditions](#) subsection available for student use during test administration.**
- **LEA CAASPP coordinators should ensure CAASPP test site coordinators understand protocols in the event a student moves to a school within a new LEA or a school within the same LEA.**

When students move within the state, their data record must be updated with the student's new school and district (if necessary) codes in CALPADS at least 48 hours before the student begins or resumes testing in the new school or LEA. The CDE [CALPADS](#) web page contains links to CALPADS system documents, updates, and other useful information for maintaining student data.

- **CAASPP test site coordinators or test examiners should download the necessary versions of the *CAA Directions for Administration (DFA) for ELA and Mathematics* by selecting the [Secure Materials] button and then the [CAA Secure Materials] button in TOMS. Finally, select the [CAA for ELA and Math] button.**

The *DFAs* include the script and prompts for the test examiners to use throughout testing, providing administration guidance to test examiners for every possible test routing outcome, based on the staged design of the test. Each *DFA* contains both ELA and mathematics for a grade. *DFAs* can be printed out and used as hard copies or accessed as PDFs on the test examiner's electronic device. All *DFAs* used for the CAA include secure content and must be stored or destroyed according to appropriate test security procedures.

- **CAASPP test site coordinators or test examiners should download the necessary versions of the CAA for Science embedded PT *DFAs* by first selecting the [Secure Materials] button then the [CAA Secure Materials] button in TOMS. Finally, select the [CAA for Science] button.**

The CAA for Science field test is administered via an online performance task that is administered after related concepts have been taught. Embedded PT *DFAs* can be downloaded and either accessed on the test examiner's device or printed out and used as a hard copy. Embedded PT *DFAs* should be treated as secure materials and must be destroyed securely immediately after use according to appropriate test security procedures.

Use the Summative Test Administrator Sites

Resources in This Section:

- California Assessment of Student Performance and Progress (CAASPP) Portal website—<http://www.caaspp.org/>
- 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>
- *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>
- *Test Operations Management System (TOMS) Pre-Administration Guide for CAASPP Testing Chapter 2: Passwords, Access, and Logon* web document—<http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2018-19.Chapter-2.pdf>

Overview of the Test Administration Sites

Sites for Test Administrators and Test Examiners

The sites for test administrators and test examiners, including the Test Administrator Interface and the Test Administrator Practice and Training Site, are accessed through the CAASPP Portal. To log on to either site, you must have an authorized username and password. If you have not yet received an email with your account information, contact your local educational agency (LEA) CAASPP coordinator or CAASPP test site coordinator (as applicable).

This section describes the test administration sites for test administrators and test examiners. Throughout the rest of this user guide, “Test Administrator Site” refers to both the Test Administrator Interface and Test Administrator Training Site.



Warning: Do not use the Test Administrator Interface for practice. To practice administering tests, use the Test Administrator Training Site. Both Test Administrator Sites have the same functionality, but the available tests are different. Tests provided in the Test Administrator Interface are summative, and students' scores on the Smarter Balanced assessments, California Alternate Assessments (CAAs), California Science Test (CAST), and California Spanish Assessment (CSA) will be transmitted to the California Department of Education (CDE).

Test Delivery Application

The test delivery application delivers California's online CAASPP assessments. The following sections describe highlights of online testing in general and the test delivery application in particular.

The test delivery application consists of practice sites and summative testing sites. The features of the questions in the practice sites function identically to the summative testing sites, although the practice and training tests themselves are not adaptive, and students have the option of selecting their own designated supports and accommodations.

- Practice Sites
 - **Test Administrator Training Site** allows test administrators and test examiners to practice administering tests.
 - **Student Training Site** allows students to practice taking tests online and using test tools.
- Operational Testing Sites
 - **Test Administrator Interface** allows test administrators and test examiners to administer summative tests.
 - **Student Testing Application** allows students to take CAASPP online assessments.

Understanding User Roles

Resources in This Subsection:

- CAASPP Portal website—<http://www.caaspp.org/>
- CAASPP User Role Guidance web document—<http://www.caaspp.org/rsc/pdfs/CAASPP.user-role-guidance.2016-17.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>
- *TOMS Pre-Administration Guide for CAASPP Testing Chapter 2: Passwords, Access, and Logon* web document—<http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2018-19.Chapter-2.pdf>

Types of Access

Access to the practice and summative testing sites depends on your user role and web browser.

- Test administrators and test examiners can use any supported web browser to access either the Test Administrator Training Site or the Test Administrator Interface.
- Students, test administrators, test examiners, and parents/guardians can use a supported web browser or secure browser to access the Student Training Site as guests. Students can also sign in to a practice test session created by a test administrator or test examiner.
- Students use a secure browser to access the student testing application.

For information about supported operating systems and browsers, refer to the [*Technical Specifications and Configuration Guide for CAASPP Online Testing*](#).

Using the Single Sign-on System

Switching Between Systems

The Single Sign-On (SSO) system allows you to log on to multiple systems provided by Educational Testing Service and the American Institutes for Research, including TOMS, the Test Administrator Interface, the Test Administrator Practice and Training Site, and the Completion Status reports. After logging on, you can switch between systems without having to log on to and off each system.

SSO is designed to ease the logon process and simplify navigation between systems. SSO integrates the following systems:

- TOMS
- Test Administrator Interface
- Test Administrator Practice and Training Site
- Interim Assessment Hand Scoring Site
- Online Reporting System
- Completion Status Reports

Reminder: Access to each system and its features is dependent on the access provided by your user role.

Warning: Although navigating to another system is easy, it is important to understand how the system operates in order to avoid unintended consequences of switching systems.

- *If you are administering a test using the Test Administrator Interface or Test Administrator Training Site and you navigate away from it within the same browser tab, your session will stop, and all students in the session will be logged off. You cannot resume your session. You will have to create a new session, and your students will have to log on to the new session to resume testing.*

Logging On to the Single Sign-On System

1. Use an internet browser to go to the [CAASPP Portal](#) and select the button representing the system you wish to access.
2. Select either the [**Test Operations Management System (TOMS)**] button (to manage administration details of the online Smarter Balanced Summative and Interim Assessments, like student test settings), the [**Test Administrator Interface for All Online Tests**] button (to administer and monitor online student assessments), or the [**Practice & Training Tests**] button (to practice administering online assessments to students), as shown in Figure 2.

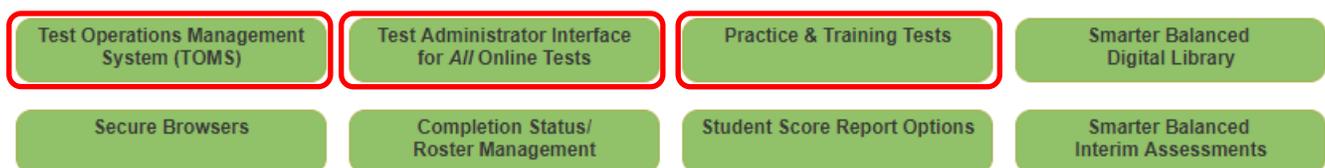
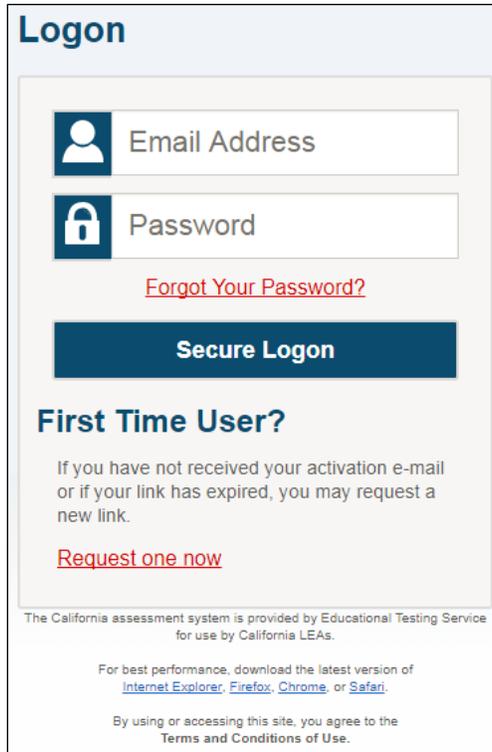


Figure 2. Buttons on CAASPP.org

3. Enter your username—which is your email address—in the username field next to the [**Email Address**] person  icon and your password in the *Password* field next to the [**Password**] lock  icon in the *Logon* web form (shown in Figure 3), and then select the [**Secure Logon**] button.

- The username and password are case sensitive.
- If you have forgotten your password, select the [Forgot Your Password?] link. Refer to the [TOMS Pre-Administration Guide for CAASPP Testing Chapter 2: Passwords, Access, and Logon](#) for instructions on resetting it.



Logon

Email Address

Password

[Forgot Your Password?](#)

Secure Logon

First Time User?

If you have not received your activation e-mail or if your link has expired, you may request a new link.

[Request one now](#)

The California assessment system is provided by Educational Testing Service for use by California LEAs.

For best performance, download the latest version of [Internet Explorer](#), [Firefox](#), [Chrome](#), or [Safari](#).

By using or accessing this site, you agree to the [Terms and Conditions of Use](#).

Figure 3. Logon web form

4. If this is the first time you are logging on using a particular web browser or device, the *Enter Code* web form appears (refer to Figure 4). *This form appears the first time a particular web browser and device combination is used for logon or if cookies or cache had been deleted.*

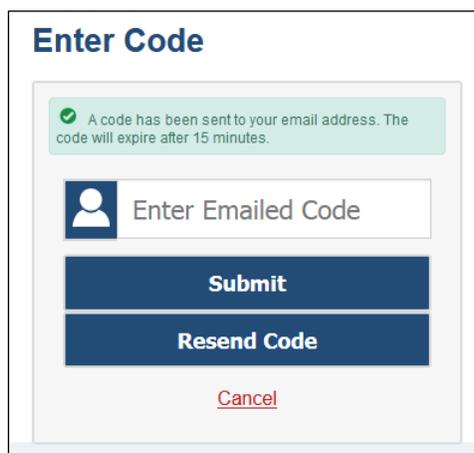


Figure 4. *Enter Code* web form

- a. Retrieve the code included in the system email that was sent.
 - b. Enter the code in the *Enter Emailed Code* field. This step must be taken within 15 minutes of the email’s receipt. If it is not taken within 15 minutes, skip to step d.
 - c. Select the [**Submit**] button.
 - d. If the code expired, select the [**Resend Code**] button for a new code and repeat these steps to enter the new code.
5. If you are associated with multiple institutions, an “Important!” message, such as the one in Figure 5, appears when you log on. You must select the appropriate institution from the drop-down list in this message and select the [**Go**] button. You may select only one institution at a time.
- You will only be able to administer tests available for the selected institution.
 - In order to select a different institution, you must log off and then log back on.

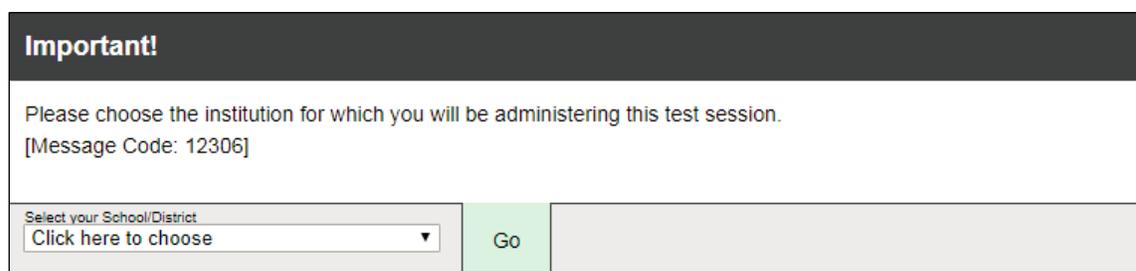


Figure 5. *Select Institution* drop-down list



Note: For information about logging off of the Test Administrator Site, refer to the subsection [Logging Off](#).

About Usernames and Passwords

Your username is the email address associated with your account in TOMS. When you are added to TOMS, you receive an email containing a temporary password and a logon link for the CAASPP single sign-on system. To activate your account, you must log on within 30 minutes of receiving the email. You do this by entering the code you receive via email after you enter your username and temporary password and then updating your password.

Take the following actions if your temporary password has expired or if you have forgotten your password:

1. Use an internet browser to go to the [CAASPP Portal](#).
2. Select the **[Test Operations Management System (TOMS)]** button. The *Logon* web form, shown in Figure 6, appears.

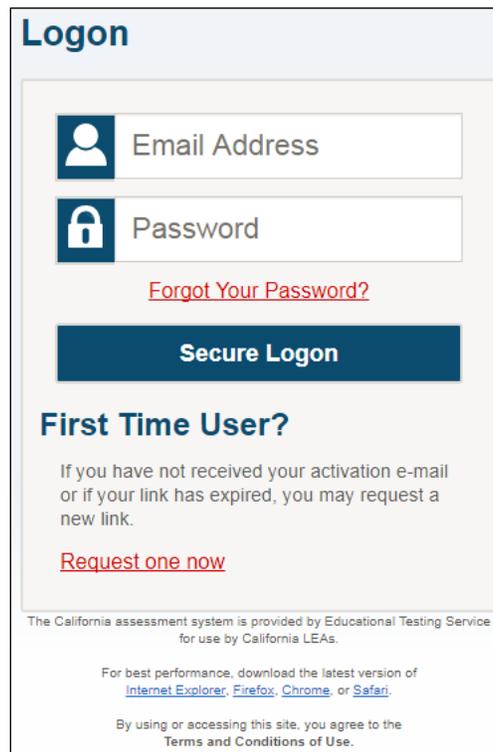
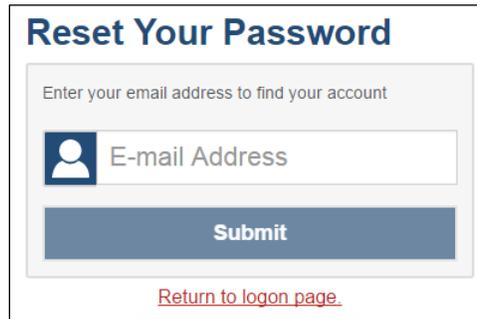


Figure 6. *Logon* web form

3. Select the **[Forgot Your Password?]** link if you have forgotten your username or password or the **[Request one now]** link that answers the question “Do you need a new temporary password?” in the “First Time User?” section of the *Logon* web form to reset your temporary password.
4. Enter your email address on the Password Reset web form shown in Figure 7, and then select the **[Submit]** button.

Using the Test Administrator Interface with Summative Assessments | Use the Summative Test Administrator Sites



Reset Your Password

Enter your email address to find your account

[Return to logon page.](#)

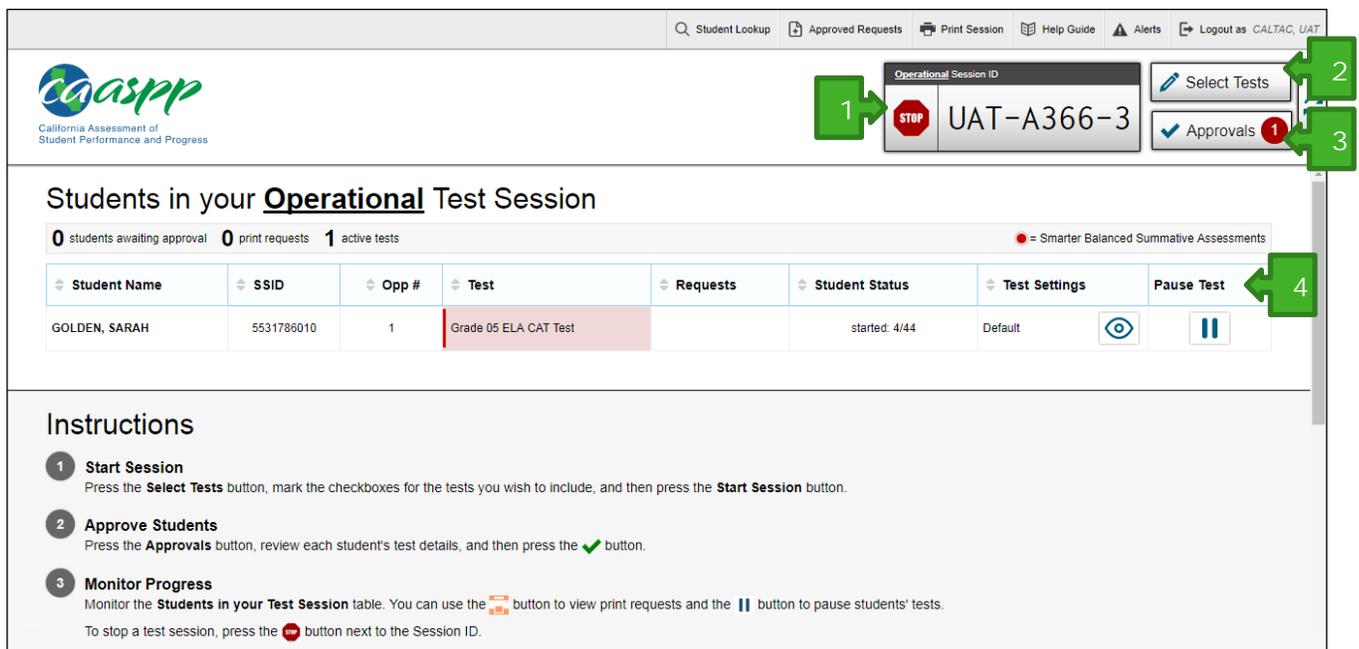
Figure 7. Password Reset web form

If you did not receive an email containing a temporary password, check your spam folder to make sure your email system or program did not categorize it as junk mail. If you still do not receive an email, contact your CAASPP test site coordinator to make sure you have been assigned a TOMS user role.

The email you receive expires after 30 minutes.

Test Administrator Site Layout

Figure 8 displays the layout of the Test Administrator site during an active test session.



Operational Session ID: UAT-A366-3

Buttons: Select Tests, Approvals (1)

STOP button (1)

Students in your Operational Test Session

0 students awaiting approval | 0 print requests | 1 active tests

Student Name	SSID	Opp #	Test	Requests	Student Status	Test Settings	Pause Test
GOLDEN, SARAH	5531786010	1	Grade 05 ELA CAT Test		started: 4/44	Default	Pause Test (4)

Instructions

- Start Session**
Press the **Select Tests** button, mark the checkboxes for the tests you wish to include, and then press the **Start Session** button.
- Approve Students**
Press the **Approvals** button, review each student's test details, and then press the **✓** button.
- Monitor Progress**
Monitor the **Students in your Test Session** table. You can use the **🖨** button to view print requests and the **⏸** button to pause students' tests.
To stop a test session, press the **STOP** button next to the Session ID.

Figure 8. Test Administrator Site layout

Essential Features

The following are essential features in the Test Administrator Site:

1. Session ID
2. **[Select Tests]** button
3. **[Approvals]** button
4. *Students in Your Operational Test Session* table

Table 14 provides an overview of the major features available in the Test Administrator Site.

Table 14. Test Administrator Site Features

Feature	Description or More Information
[Student Lookup] button	Searches for student information. Refer to the subsection How to Look Up Students .
[Approved Requests] button	Displays a list of print requests you approved during the current session. Refer to the subsection How to Approve Print Requests .
[Print Session] button	Prints your screen. Refer to the subsection How to Print Session Information .
[Help Guide] button	Displays an online help guide.
[Log Out] button	Logs you off the Test Administrator Site. Refer to the subsection How to Stop a Test Session and Log Off .
[Alerts] button	Displays alert messages from the CDE. Refer to the subsection Alert Messages .
[Stop Session] button*	Ends the test session. Refer to the subsection Stopping a Test Session and Logging Off .
Session ID*	Displays the unique ID generated for the test session.
[Select Tests] button	Opens the <i>Test Selection</i> window. Refer to the subsection How to Start a Test Session .
[Approvals] button*	Opens the <i>Approvals and Student Test Settings</i> window. Refer to the subsection How to Approve Students for Testing .
[Refresh] button*	Updates the on-screen information.
[Students in Your Test Session] table**	Displays the testing progress for students in your test session. Refer to the subsection How to Monitor Student Testing .

* Feature appears after you start a test session.

** Feature appears after you approve students for testing.

Alert Messages

The CDE can send statewide alerts that appear as pop-up messages on the Test Administrator Site. To view a record of active alert messages, such as the sample in Figure 9, select [**Alerts**] in the Test Administrator Site banner.

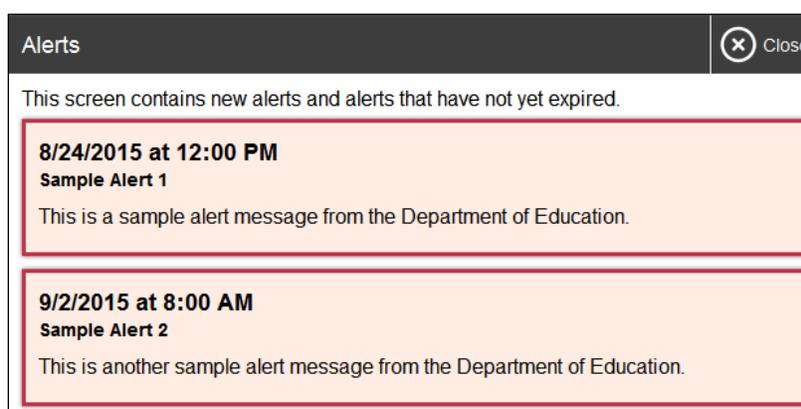


Figure 9. Record of alerts

Creating a Test Session

Provide Student Logon Information

Each student will log on to the test delivery system using his or her first name, Statewide Student Identifier (SSID), and a test session ID. Prior to starting a test session, test administrators must have a record of each student's first name and SSID; SSIDs should be checked against what is listed in the Test Administrator Interface or in TOMS before distribution.

For students taking the Smarter Balanced, CAST, CSA, or any combination of these, it is suggested that the SSID and the student's first name be printed on a card or piece of paper and distributed to each student just prior to testing to help him or her type it in the device accurately. **It is also permissible to include a photo of the student or include the student's last name with the logon information as additional safeguards to ensure that the students receive the correct logon information.** This information must be provided to each student to complete the logon process.

For students taking the CAAs for English language arts/literacy (ELA), mathematics, and science, the test examiner must log the student on to the test delivery system to begin.

Student information is confidential; therefore, the cards or papers with this information must be kept secure until used during a test session and must be securely shredded (destroyed) when testing has been completed.

About Test Settings (Universal Tools, Designated Supports, and Accommodations)

In the test delivery application, “test settings” include embedded universal tools, designated supports, and accommodations, as well as non-embedded designated supports and accommodations. Thus, “test settings” is used throughout this user guide to refer to all embedded and non-embedded universal tools, designated supports, and accommodations, unless otherwise indicated.

Test administrators and test examiners may view student test settings in the Test Administrator Interface. Test settings are grouped into categories. The resources displayed differ by content area.

- Presentation
- Literacy Assistance Resources
- Integration with Assistive Technology
- Visual Assistance Resources
- Auditory Assistance Resources
- Concentration Assistance Resources
- General Testing Resources

Students’ test settings must be reviewed prior to starting a test session.

Student test settings must be assigned by the LEA CAASPP coordinator or the CAASPP test site coordinator in TOMS.

How to Start a Test Session

After a test administrator or test examiner has logged on to the Test Administrator Interface, the *Operational Test Selection* window appears. (If it is not open, select the [**Select Tests**] button in the upper-right corner of the Test Administrator Interface.) Select a test to create a session.

1. The *Test Selection* window, shown in Figure 10, color-codes tests and groups them into various categories. **For example, the Smarter Balanced Summative Assessments are likely found in the second category and are colored in red.** A test group, such as “Smarter Balanced Summative Assessments,” may include one or more subgroups. All test groups and subgroups appear collapsed by default.

Using the Test Administrator Interface with Summative Assessments | Use the Summative Test Administrator Sites

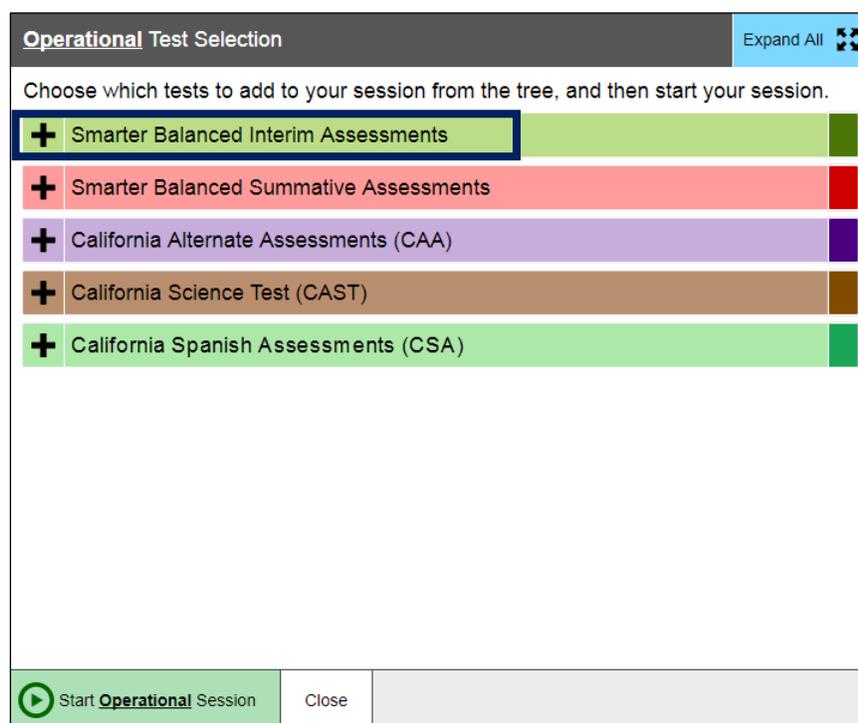


Figure 10. Operational Test Selection window

2. To select tests for the session, do one of the following:
 - To expand a collapsed test group, select the [Plus] plus-sign **[+]** icon (or [Expand All])
 - To collapse a test group, select the [Minus] minus-sign **[-]** icon (or [Collapse All]).
 - To select individual tests, mark the checkbox for each test you want to include.
3. Select the **[Start Operational Session]** button (indicated in Figure 11).

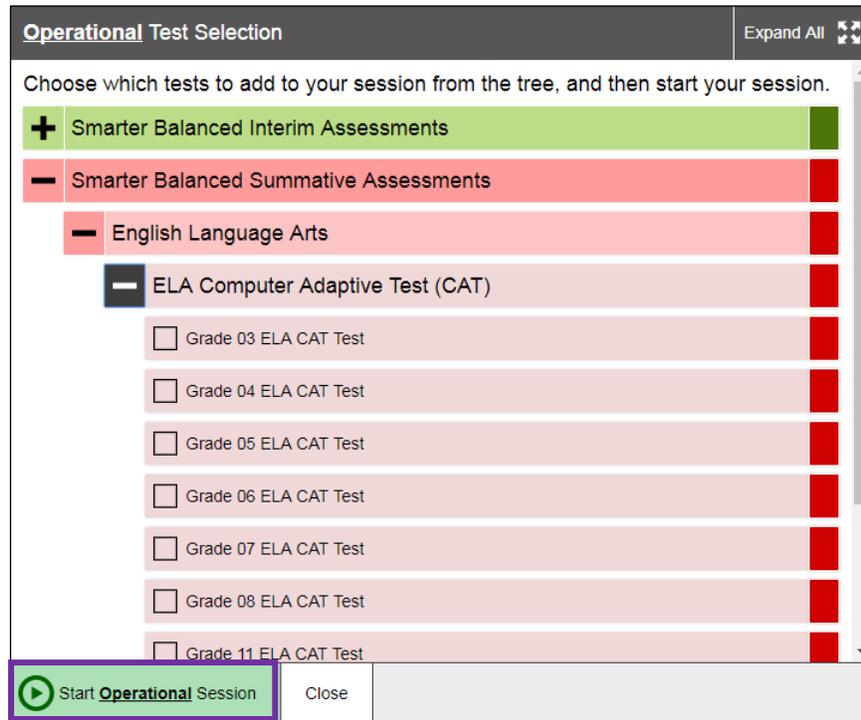


Figure 11. Expanded tests in the *Test Selection* window

4. You will receive a warning letting you know that you are about to administer a summative assessment. If you select [OK] (indicated in Figure 12), you can either continue with the test administration or exit from the Test Administrator Interface if you selected a summative assessment unintentionally.

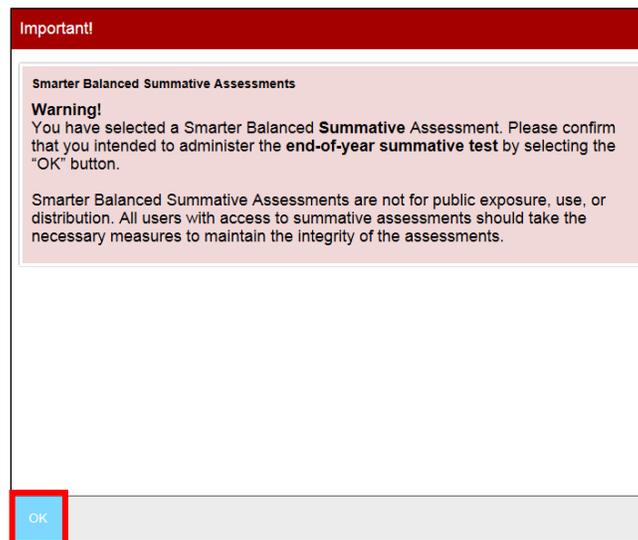


Figure 12. Summative Assessment confirmation box

5. Make a note of the test session ID and then inform students of it.
 - The session ID is automatically generated upon selecting **[OK]** in the previous step; it is circled in Figure 8.
 - Write the session ID on a place where all students taking a Smarter Balanced assessment or the CAST can clearly refer to it. If you are administering the CAAs for ELA or mathematics, make a note of it to enter into the test delivery system on behalf of the student.



Notes:

- Write down the session ID in case you accidentally close the browser window or need to transfer your session to another device and must return to the active test session. If this is the case, you will enter the session ID on the new device, after which the session on the original device will be locked out. (Refer to [Transferring a Test Session](#) for complete instructions on how to transfer a test session to a new device.)
- You may have only one session open at a time.
- You cannot reopen closed sessions, but students can resume a test opportunity in a new session.
- Once the LEA's selected testing window is open, a test administrator or test examiner with a user role permitting access to all CAASPP summative and interim assessments will have all assessments available for selection. Proceed with caution to ensure that you are selecting the correct assessment type.
- Only users assigned the Test Administrator & Test Examiner role will have access to the *California Alternate Assessments (CAA)* test category.

To add tests to an active test session:

1. In the upper-right corner of the Test Administrator Site (to the right of the Session ID indicated in Figure 13), select **[Select Tests]**.
2. A confirmation message asks if you are sure you want to modify the tests in your session. To continue, select **[Yes]**.
3. In the **Test Selection** window, mark the checkbox for the required test and select **[Add to Session]** in the lower-left corner.



Note: You can only add tests individually when the session is active. You cannot remove tests from an active session.

How to Approve Students for Testing

After students sign in and select tests, you must verify that their settings and any designated supports, and accommodations are correct before approving them for testing. When students are awaiting approval, the **[Approvals]** button next to the Session ID becomes active and appears to bounce until you select it. The number next to this button indicates how many students are awaiting approval (refer to Figure 13).



Figure 13. Students awaiting approval



Note: The Approvals notification updates regularly, but you can also select the **[Refresh]** arrows  icon in the upper-right corner to update it manually.

To approve students for testing:

1. Select the **[Approvals (#)]** button. The *Approvals and Student Test Settings* window appears, displaying a list of students grouped by test (refer to Figure 14).

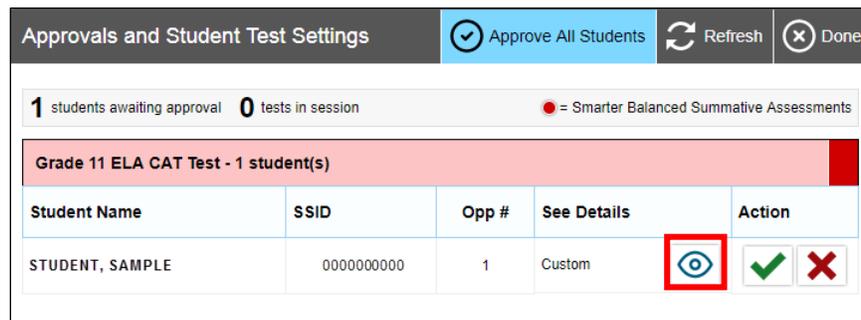


Figure 14. Approvals and Student Test Settings window

2. To check a student's test settings, select the **[Details]** eye  icon for that student (indicated in Figure 14). The student's information appears in the *Test Settings* window (refer to Figure 15). This window groups test settings by their area of need.
 - a. Review the list to ensure that students are taking the correct test (summative or interim), the correct content area (mathematics, English language arts/literacy [ELA], science, or Spanish) and the correct portion of a test (computer adaptive test [CAT] or performance task [PT]).



Note: Administering a summative test instead of an interim test is a testing irregularity and needs to be addressed in the Security and Test Administration Incident Reporting System. Administering an interim test instead of a summative test is not a testing irregularity but will require students to retest at a later time to complete summative testing.

- b. Verify that students have access to and use of the additional required resources in the [Establishing Appropriate Testing Conditions](#) subsection specific to each assessment and content area (e.g., scratch paper for all tests, headphones for ELA, graph paper for mathematics grades six and above).
- c. If any settings are incorrect, report the incorrect test settings to your CAASPP test site coordinator, who will update them as required in TOMS and reschedule the student's testing. Students should not begin testing until their settings are correct.
- d. Take one of the following steps; buttons are shown in Figure 15.
 - To confirm the settings, select [**Set**] at the top of the student's *Test Setting* screen. You must still approve the student for testing (refer to step [5](#)).
 - To confirm the settings and approve the student, select the [**Set & Approve**] button.
 - To return to the *Approvals and Student Test Settings* window without confirming settings, select [**Cancel**].

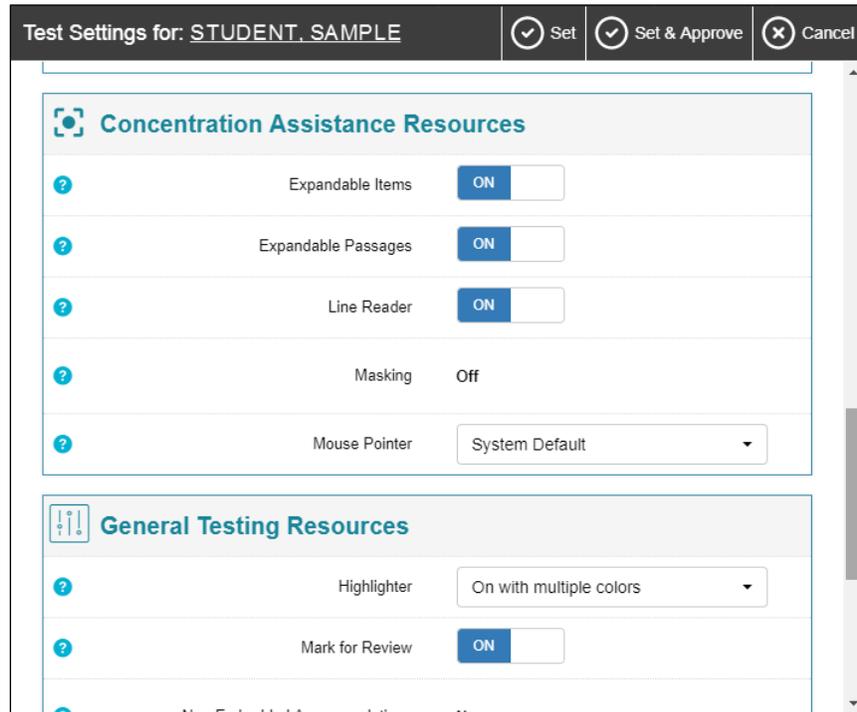


Figure 15. Part of the *Test Settings* page for a selected student

3. Repeat step 2 for each student in the list.



Note: The *Approvals and Student Test Settings* window does not automatically refresh. To update the list of students awaiting approval, select the **[Refresh]** button at the top of the window (shown in Figure 14).

4. If you need to deny a student access to testing, do the following (otherwise skip to step 5):
 - a. Select the **[Deny]** “X”  icon in the *Actions* column for that student.
 - b. Optional: In the window that appears, enter a brief reason for denying the student.
 - c. Select the **[Deny]** button. The student receives a message explaining the reason for the denial and is logged off the student testing application.



Note: If you deny students entry for a test, they can still request access to that test again.

5. If you want to approve students directly from the *Approvals and Student Test Settings* window, do one of the following:

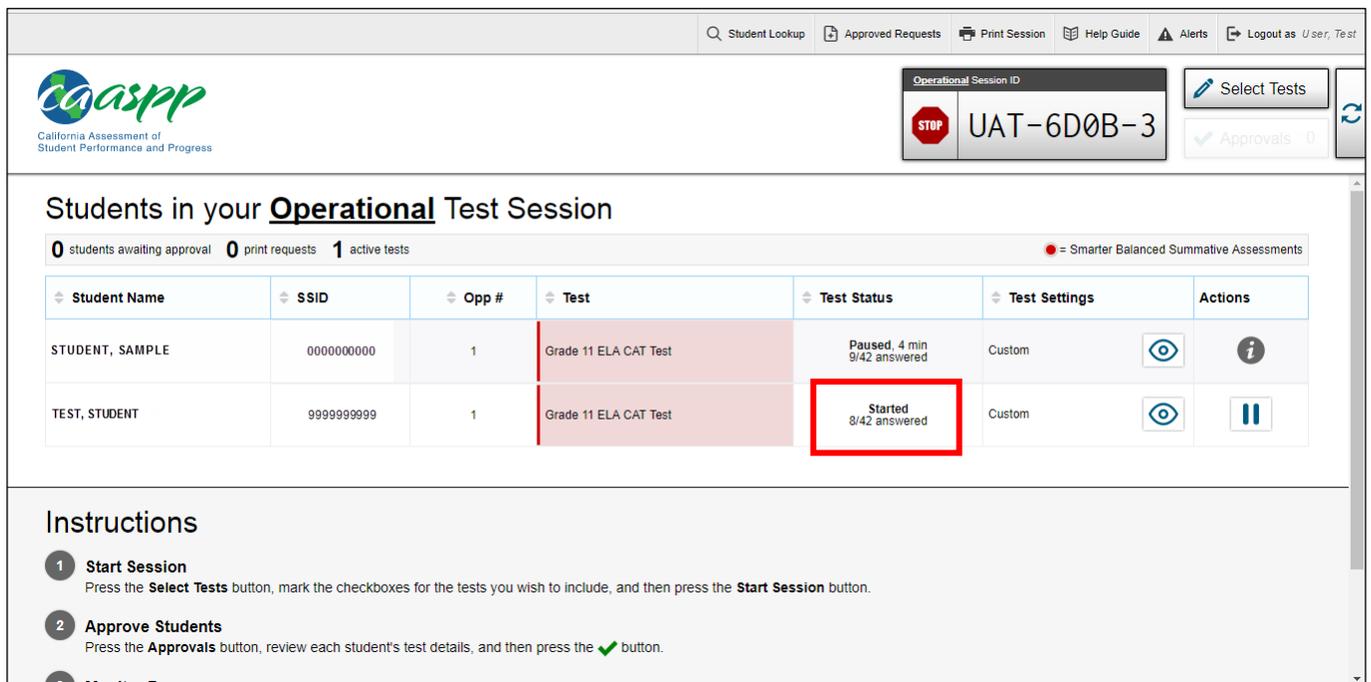
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- To approve individual students, select the [**Approve**] check mark [✓] icon in the *Actions* column for each student.
- To approve all students displayed in the list, select [**Approve All Students**].

How to Monitor Student Testing

A test administrator may also use the Test Administrator Interface to view the testing progress of any student; because the CAA is administered one on one, it is not necessary for a test examiner to monitor student progress in this way. This screen will not show test questions or scores but will let the test administrator know how many questions have been delivered to each student out of the total number possible (e.g., question 4/44), although the student will not always receive the number of questions shown. For example, a student might see only 42 of the 44 possible questions.

The *Student Status* column is called out in Figure 16. Student sessions can be sorted by selecting any of the linked column heads.



Students in your **Operational** Test Session

0 students awaiting approval 0 print requests 1 active tests ● = Smarter Balanced Summative Assessments

Student Name	SSID	Opp #	Test	Test Status	Test Settings	Actions
STUDENT, SAMPLE	000000000	1	Grade 11 ELA CAT Test	Paused, 4 min 9/42 answered	Custom	 
TEST, STUDENT	999999999	1	Grade 11 ELA CAT Test	Started 8/42 answered	Custom	 

Instructions

- Start Session**
Press the **Select Tests** button, mark the checkboxes for the tests you wish to include, and then press the **Start Session** button.
- Approve Students**
Press the **Approvals** button, review each student's test details, and then press the  button.
- Monitor Progress**

Figure 16. Monitoring student status in the Test Administrator Interface

Table 15 describes the columns in the *Student Status* table. To sort the table by a given column, select that column header.

Table 15. Columns in the *Students in Your Operational Test Session* Table

Column	Description
Student Name	The first and last name of the student in the session (as it appears in the California Longitudinal Pupil Achievement Data System [CALPADS] and TOMS).
SSID	This column displays the SSID associated with the student (in CALPADS and TOMS).
Opp #	Opportunity number for the student’s selected test. <i>Each student has only one opportunity for each summative test.</i>
Test	Name of the test the student selected.
Status	Current status for each student in the session. The numbers (###/###) listed after the status show the student’s progress while he or she is taking the test. The first number is the number of items the student has answered. The second number is the total number of items that will be administered. Note that due to the adaptive nature of CAT assessments, this number may change during testing and may differ between students.
Test Settings	This column displays one of the following: Standard: Default test settings are applied for this test opportunity; there were no additional test settings assigned in TOMS for this student. Custom: One or more of the student’s test settings or universal tools, designated supports, or accommodations differ from the default settings. To view the student’s settings for the current test opportunity, select [Details] [].
Actions	The icons in this column allow you to perform an available action for an individual student’s test. Select the [Pause] button to pause a student’s test. When a test pauses, this column displays an information button that opens a pop-up message explaining how the test became paused. <i>For more information, refer to the Pause Rules subsection for information on pause time limits and students’ ability to review previously answered items.</i> When a student approved for and assigned the print-on-demand accommodation requests a printout of a reading passage or other test material, a [Print] button will appear in this column. Select the [Print] button to review and authorize or deny the student’s request. For more information, refer to the subsection How to Approve Print Requests .

Table 16 describes the codes in the *Status* column of the *Students in Your Operational Test Session* table.

Table 16. Student Testing Statuses

Status	Description
Started	The student started the test and is actively testing.
Review	The student visited all questions and is currently reviewing answers before completing the test.
Reported	The test passed quality assurance and is undergoing further processing.
Paused*	The student's test is paused. The time listed indicates how long the test has been paused.
Expired*	The test was not completed by the end of the testing window and the opportunity expired.
Pending*	The student is awaiting approval for a new test opportunity.
Suspended*	The student is awaiting approval to resume a test opportunity.
Started	The student started the test and is actively testing.
Review	The student visited all questions and is currently reviewing answers before completing the test.

* Statuses marked with an asterisk (*) appear when the student is not actively testing. The student's row grays out in such cases.



Note: The *Students in Your Test Session* table refreshes at regular intervals, but you can also refresh it manually by selecting the **[Refresh]** arrows  icon in the upper-right corner.

How to Pause a Student's Test

You can pause a student's test via the *Actions* column in the *Students in Your Test Session* table (refer to Figure 8). For information about pause rules, refer to the subsection [Pause Rules](#).

To pause an individual student's test:

1. In the *Actions* column, select the **[Pause]** parallel line  icon for that student.
2. Select **[Yes]** to confirm. The test administrator or test examiner logs the student off, and an information button appears in the *Actions* column.

How to Look Up Students

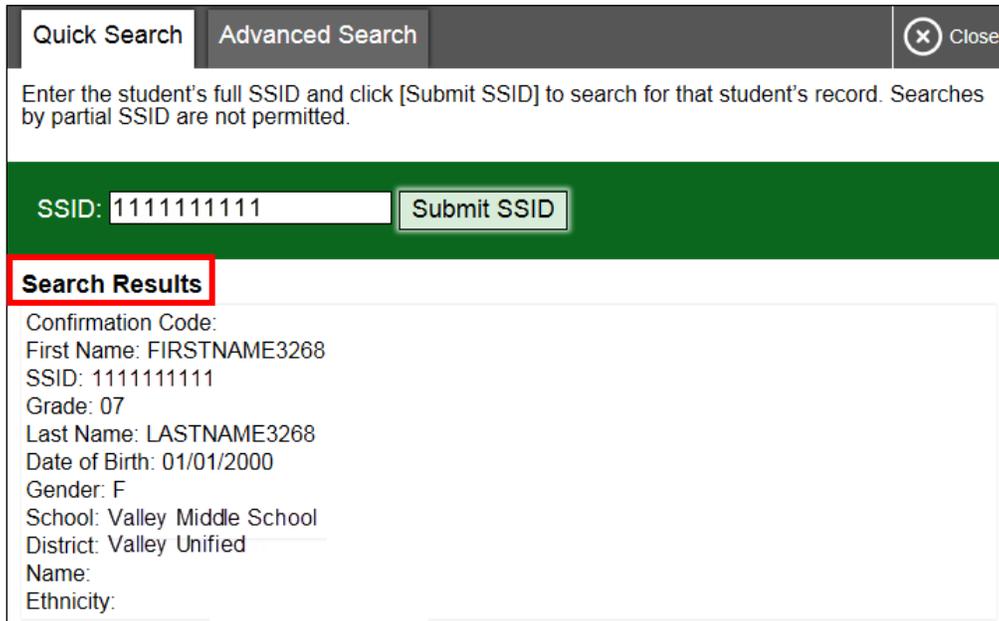
You can use the student lookup feature to perform a quick or advanced search for student information. This is useful if students signing in to your test session cannot remember their logon information. The student must enter his or her first name exactly as it appears with the student lookup tool. If the first name contains a space or a special character, it must be entered as it appears. (Refer to the guidelines in the [Step 1: Signing Students In](#) subsection for information about entering Unicode characters for special characters such as accented letters.)



Warning: Any incorrect student information in the displayed demographic fields must be updated in CALPADS by an authorized user. After a student's updated record appears in TOMS, he or she may begin testing.

To perform a quick search:

1. In the banner at the top of the Test Administrator Interface (Figure 16), select the **[Student Lookup]** button.
2. Enter a student's full SSID in the *SSID* field and select **[Submit SSID]**. Search results appear below the search field (refer to Figure 17).



Quick Search Advanced Search Close

Enter the student's full SSID and click [Submit SSID] to search for that student's record. Searches by partial SSID are not permitted.

SSID: Submit SSID

Search Results

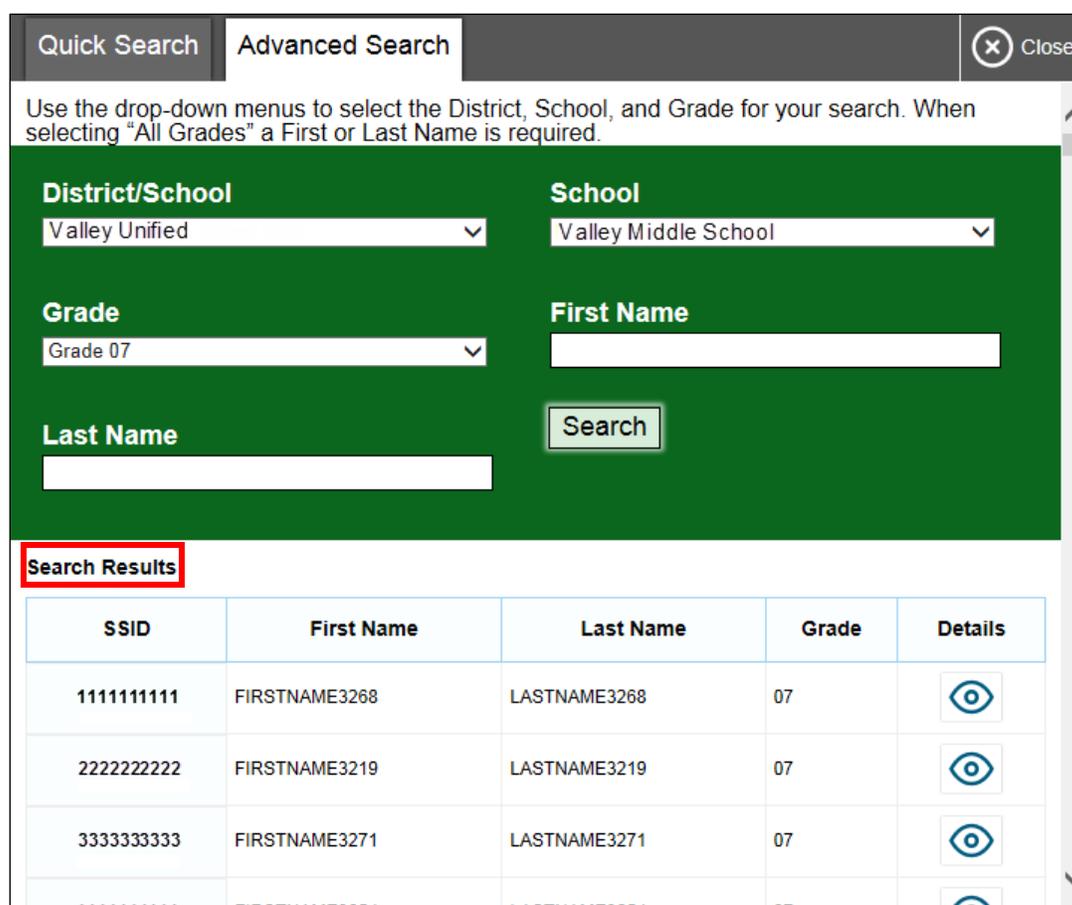
Confirmation Code:
 First Name: FIRSTNAME3268
 SSID: 1111111111
 Grade: 07
 Last Name: LASTNAME3268
 Date of Birth: 01/01/2000
 Gender: F
 School: Valley Middle School
 District: Valley Unified
 Name:
 Ethnicity:

Figure 17. Student Lookup: Quick Search

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Use the Summative Test Administrator Sites

To perform an advanced search:

1. Select **[Student Lookup]** > **[Advanced Search]**.
 - a. Select the appropriate LEA and school from the drop-down lists.
 - b. Select the appropriate grade.
 - c. Optional: Enter all or part of a student's first or last name. If there are special characters in the student's first or last name, refer to the guidelines in the [Step 1: Signing Students In](#) subsection for information about entering Unicode characters.
2. Select **[Search]**. Search results appear below the search fields (refer to Figure 18).



SSID	First Name	Last Name	Grade	Details
1111111111	FIRSTNAME3268	LASTNAME3268	07	
2222222222	FIRSTNAME3219	LASTNAME3219	07	
3333333333	FIRSTNAME3271	LASTNAME3271	07	
4444444444	FIRSTNAME3254	LASTNAME3254	07	

Figure 18. Student Lookup: Advanced Search

3. To view a student's information, select the **[Details]**  icon in the *Details* column.

How to Approve Print Requests



Warning: Before you approve the student’s request to print a test item or stimulus, ensure that the printer is on and is monitored by staff who have been trained using the test administrator training modules for the test.

Students using the print-on-demand tool can request printouts of test passages and questions. When students send print requests, the request notification appears in the *Students in Your Test Session* table (refer to Figure 8). The print-on-demand accommodation is available by preapproval only after the LEA CAASPP coordinator contacts the California Technical Assistance Center.

To approve print requests:

1. Select the **[Print]** printer  icon in the *Actions* column of the *Students in Your Test Session* table. The *Student Print Request* window appears (Figure 19).

Student Print Request(s) Close		
Name: Lastname, Firstname, Student ID: 99999991234		
Print Requests		
New Request	Date and Time	Action
Passage for Item 5	6/3/2015 8:00:21 PM	<input checked="" type="checkbox"/> <input type="checkbox"/>
Passage for Item 7	6/3/2015 8:04:17 PM	<input checked="" type="checkbox"/> <input type="checkbox"/>

Figure 19. Student Print Request window

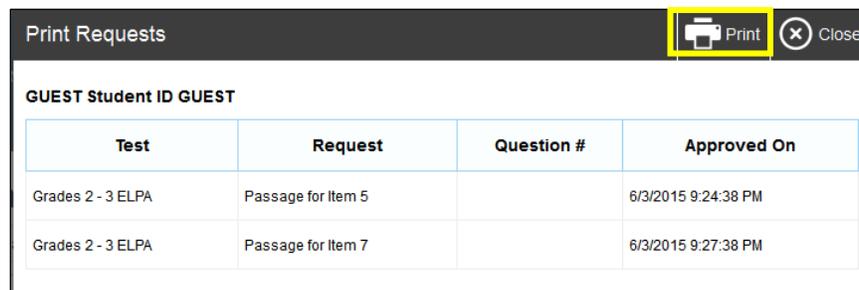
2. Review the print request and take one of the following actions in the *Student Print Request* window (Figure 19):
 - a. To approve the request, select the **[Approve]** check mark  icon in the *Action* column. A cover sheet appears in a new browser window.
 - b. To deny the request, select the **[Deny]** “X”  icon in the *Action* column. In the window that appears, enter a brief reason for denying the request and select the **[Deny]** button. Do not proceed to step 3.
3. In the new window, select **[Print]** to open the printer dialog box.
4. Select **[OK]** to print the requested test elements.

Viewing Approved Requests

You can view a list of every print request you approved during the current session.

To view approved requests:

1. Select [**Approved Requests**] from the banner at the top of the Test Administrator Interface. The *Print Requests* window opens (refer to Figure 20), listing print requests by student.
2. If you want to print the list of approved requests, select the [**Print**] button (indicated in Figure 20).



Test	Request	Question #	Approved On
Grades 2 - 3 ELPA	Passage for Item 5		6/3/2015 9:24:38 PM
Grades 2 - 3 ELPA	Passage for Item 7		6/3/2015 9:27:38 PM

Figure 20. *Print Requests* window

How to Print Test Session Information

You can print a snapshot of the Test Administrator Site as it currently appears if you want to keep a hard-copy record of the session ID or list of approved students.

To print a snapshot of the page (i.e., screen):

1. In the banner at the top of the Test Administrator Interface, select [**Print Session**]. The device's print dialog window appears.
2. Select the required print settings and then select the approval button ([**Print**] or [**OK**], depending on the web browser).



Tip: Set the print options to landscape mode (horizontal). You can also use your web browser's "Print Preview" feature to scale content to fit on a single printed page.



Caution: The Family Educational Rights and Privacy Act policies prohibit the release of any student's personally identifiable information. Any printouts must be securely stored and then destroyed when no longer needed.

Stopping a Test Session and Logging Off

This subsection explains how to stop a test session and log off the Test Administrator Site.

How to Stop a Test Session

When students finish testing or the current testing period is over, you should stop the test session. Stopping a session automatically logs off all the students in the session and pauses their tests. Once you stop a test session, you cannot resume it. To resume testing students, you must start a new session.



Warnings:

- If the test administrator or test examiner is using the Test Administrator Interface or Test Administrator Training Site web browser and navigates to a different website, or the Test Administrator Interface is accidentally closed while students are still testing, the session will remain open until it times out after 30 minutes. The test administrator or test examiner can open the web browser and navigate back to the Test Administrator Interface. The test administrator or test examiner will be prompted to enter the active session ID.
- As a security measure, test administrators and test examiners are automatically logged off the Test Administrator Interface after 30 minutes of test administrator or test examiner user inactivity and student inactivity in the test session, which will result in closing the test session. If this occurs, the test administrator or test examiner will have to create a new session and the students will have to log on to the new session to resume testing. When starting a new session, the test administrator or test examiner should give the students the new session ID so that they can log on and resume testing.

To stop a test session:

1. In the upper-right corner of the *Students Awaiting Approval* screen, select the [**Stop**] stop sign  icon (refer to Figure 13). A confirmation message appears.
2. Select [**OK**]. The test session stops.

How to Log Off the Test Administrator Site

You should log off the Test Administrator Site only after stopping a test session.

To log off the Test Administrator Site:

1. In the banner, select [**Logout as Name**]. A warning message appears.
2. In the warning message, select [**Yes**]. The front page of the CAASPP Portal website appears.



Alert: Navigating away from the Test Administrator Site will also log you off. Logging off while a session is in progress stops the session. If you need to access another online application while administering tests, open it in a separate web browser tab or window.

Accidentally Closing the Browser Window

If you accidentally close the browser while students are testing, your session remains open until it times out in 30 minutes. **To return to the test session in the Test Administrator Site, you must enter the active session ID.**

If you do not return to the active session within 30 minutes, the test delivery application logs you off and pauses the students' tests.

Testing Over Multiple Sessions or Days

Refer to the [Duration and Timing Information](#) subsection for estimated testing times and estimated test durations.

Smarter Balanced Assessments, CAST, and CSA

For some tests, particularly the Smarter Balanced PTs, students may be best served by sequential, uninterrupted time that may exceed the time in a student's schedule. Smarter Balanced recommends that the ELA PT be administered in two sessions, corresponding with Part 1 and Part 2. Students can be provided breaks within each part; however, once a student moves on to Part 2, he or she will not be able to review or revise items in Part 1. For this reason, it is recommended that students complete Part 1 in one test session; Part 2 would ideally be delivered the next school day. For the mathematics PT, Smarter Balanced recommends that it be administered in one test session of 40–120 minutes.

If the test administrator intends to administer the test over the course of multiple days for a student or group of students, he or she may ask students to pause at a designated point. For most tests, there is nothing built into the system to prevent students from progressing from one section of the test to another. In those cases, the test administrator should give the students clear directions on when to pause. For example, test administrators may designate a certain amount of time for testing. Likewise, the end of Part 1 of the ELA PT might be a logical stopping point. This guidance may be written on a dry-erase board, chalkboard, or another place to which students can easily refer. Students will receive a notification when they reach the end of the segment, like the notification shown in Figure 21.

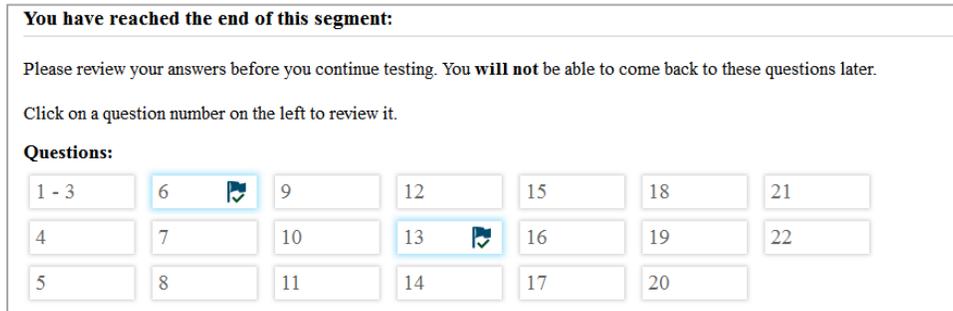


Figure 21. Sample *End Segment* screen

When testing is resumed on a subsequent day, the test administrator will need to start a new test session and provide a new session ID. When instructing the students to log on, test administrators should read the unitalicized sections of the general script (SAY boxes) to the students from the beginning.

CAAs

Students typically take approximately 95 cumulative minutes or less to successfully complete a single content area of a CAA. If at any time the test examiner administering the test feels the student is no longer engaged in the test, is not actively participating, or is showing signs of behavioral or functional concerns related to the test, the test examiner can make the decision to pause or end the test. If the choice is made to **pause** the test, the student can reenter and complete testing once settled, or when the test examiner feels it is appropriate. If the decision is made to **end** the test based on the best interests of the student, the test examiner will need to advance through the remaining test items until he or she reaches the [**Stop**] button and then submits the test.

Transferring a Test Session

You can transfer an active test session from one device or web browser to another without stopping the session or interrupting in-progress tests. This is useful in scenarios when your device malfunctions while a session is in progress.



Warning: If you do not know the active Session ID, you cannot transfer the session.

The test delivery application ensures that you can only administer a test session from one web browser at a time. If you move a test session to a new device, you cannot simultaneously administer the session from the original web browser or device.

These instructions apply to both the Test Administrator Interface and Test Administrator Training Site. Additionally, you cannot transfer a session from the Test Administrator Interface to the Test Administrator Training Site or vice versa.

To transfer a test session to a new device or web browser:

1. While the session is still active on the original device or web browser, log on to the Test Administrator Site on the new device or web browser. A Session ID prompt appears.
2. Enter the active Session ID in the text box and press [Enter]. The Test Administrator Site appears, allowing you to continue monitoring your students' progress. The test session on the previous device or web browser automatically closes.



Note: The Session ID prompt appears any time you access the Test Administrator Site during an active session. If you do not wish to return to the active session, you can select [**Start a Different Session**] to create a new session or [**Logout**] to close the active session and log off the Test Administrator Site.

Test Expiration

CAT Items

A student's CAT remains active until the student completes and submits the test or **45 calendar days** after the student has begun the test, whichever occurs first. However, it is recommended that students complete the CAT items portion of the test within **five days** of starting the designated content area.

PT

The PT is a separate test that remains active for only 10 calendar days after the student has begun the PT. However, Smarter Balanced recommends that students complete the PT in each content area within three days of starting. A summary of recommendations for the number of sessions and session durations is provided in subsection [Duration and Timing Information](#).



Note: If a student starts the test near the end of the testing window, the student must finish before the administration window officially closes. **The test will automatically end on the last day of the scheduled administration window, even if the student has not finished.**

Following Test Administration

Destroying Test Materials



Alert: Federal law—the Family Educational Rights and Privacy Act—prohibits the release of any student’s personally identifiable information. Any printed materials must be securely stored and then shredded.

As a reminder, those printed and paper test materials identified in the [Test Security](#) section must be securely destroyed immediately following each test session and may not be retained from one test session to the next. The only exception to this is scratch paper and graph paper used during the performance task, which should be handled according to the guidance provided in the [Handling Secure Printed Materials](#) subsection.

Reporting Testing Improprieties, Irregularities, and Breaches



Resources in This Subsection:

- *Security Incidents and Appeals Procedure Guide* web document—
<http://www.caaspp.org/rsc/pdfs/CAASPP.stairs-appeals-guide.2018-19.pdf>
- California Assessment of Student Performance and Progress (CAASPP) Security and Test Administration and Incident Reporting System Process for Summative Assessments web page—<http://www.caaspp.org/stairs/>

Throughout testing, ensure that all test security incidents were reported in accordance with the guidelines in the [Test Security](#) section in this manual (that is, local educational agency CAASPP coordinators or CAASPP test site coordinators must follow the CAASPP Security and Test Administration Incident Reporting System process in the Test Operations Management System.

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