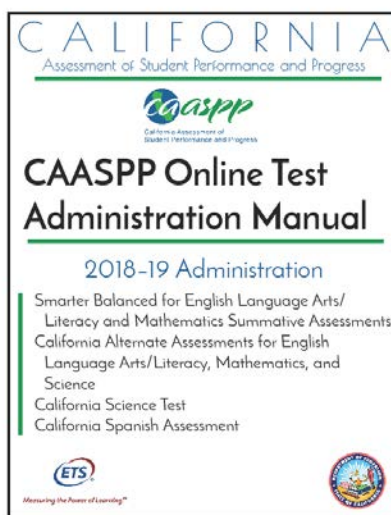


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# Chapter 8. Scripts for Administering Smarter Balanced Summative Assessments and the California Science Test to Students

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## Test Directions Overview



### Notes:

- These instructions on how to begin a test session apply to administration of the Smarter Balanced Summative Assessments for English language arts/literacy (ELA) and mathematics, the California Science Test (CAST).
- The scripts that are read to students are in English for the Smarter Balanced and CAST. You must read the correct script for the test you are administering.
- The *Directions for Administration of the California Alternate Assessments (CAAs) for ELA and Mathematics* and the embedded performance tasks (PTs) for the CAA for Science, which include directions, can be downloaded from the password-protected Test Operations Management System (TOMS).

## Tasks

**RECOMMENDATION:** Consider printing this section to be used on the day of testing for both the computer adaptive test (CAT) and PT portions of each content area test. Remember that the CAT and PT portions are considered two unique tests and, as such, adherence to the process that follows is needed when initiating both tests.

Before you administer a test session, verify that the following tasks have been completed:

- Verify the security of the testing environment prior to beginning a test session. (Refer to the subsection [Security of the Test Environment](#).)
  - Student seats are arranged in a way so they cannot see each other’s answers.
  - All displayed instructional materials (e.g., vocabulary charts, periodic tables, etc.) are covered or taken down.
  - Post “TESTING IN PROGRESS—DO NOT DISTURB” signs outside of the testing room.
- Ensure that students do not have access to digital, electronic, or manual devices (e.g., cellphones, smart watches) during testing.
- Make sure each testing device or workstation has headphones.

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These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST only. **Do not use these instructions for administration of the CSA.** The *Directions for Administration of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.

- Verify that students have access to and use of the additional required resources 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). Refer to the subsection [Additional Required Resources](#) for a complete list.
- Recommended:** Launch secure browsers on all testing devices before students sit down to test.



**Note:** With the exception of students in grades six and above with a documented accommodation in an IEP or Section 504 plan to use a non-embedded calculator on a mathematics assessment or students in grades five and eight and high school taking a science assessment, students are expected to use the embedded calculator for calculator-allowed questions on the mathematics and science tests.

To ensure that all students are tested under the same conditions, the test administrator should adhere strictly to the script for administering the test unless a student is assigned the non-embedded designated support for Simplified Test Directions. The script can be found in the shaded boxes on pages in [chapter 8](#). When asked, the test administrator should answer questions raised by students but should never help the class or individual students with specific test items. **No test items can be read to any student for any content area, unless the student is assigned a Read-Aloud non-embedded designated support or accommodation as listed in the *Smarter Balanced Usability, Accessibility, and Accommodations Guidelines*.**

**Please remember that the script must be followed exactly and used each time a test is administered, except for students who are assigned the Simplified Test Directions non-embedded designated support as described in the *Smarter Balanced Usability, Accessibility, and Accommodations Guidelines*.**

If the class is resuming a test and the test administrator is sure that all students are able to log on without hearing the logon directions again, the test administrator may skip the italicized portions of the directions.

All directions that a test administrator needs to read to students are indicated by the word “SAY” and are in boxes so they stand out from the regular text. They should be read exactly as they are written, using a natural tone and manner (except for students assigned the Simplified Test Directions non-embedded designated support). If the test administrator makes a mistake in reading a direction, the test administrator should stop and say, “I made a mistake. Listen again.” Then the direction should be reread.

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These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST only. **Do not use these instructions for administration of the CSA.** The *Directions for Administration; of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.

## Scripts for Administering Smarter Balanced Summative Assessments and the California Science Test to Students | Test Directions Overview

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The test administrator should try to maintain a natural classroom atmosphere during the test administration. Before each test begins, he or she should encourage students to do their best.

Any time a student logs on to the testing system, the test administrator should follow this script. This includes logging on to complete the CAT items or the PT.

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These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST only. **Do not use these instructions for administration of the CSA.** The *Directions for Administration of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.

## Administer an Online Test Session

### WARNING

The California Department of Education (CDE) recommends that test administrators exercise extreme caution when selecting an assessment for a test session. To help with differentiating the tests, the assessments each have a differently colored background with a white-text label.

#### Online Assessments:

- **Red—Smarter Balanced Summative Assessments**
- **Indigo—California Alternate Assessments (CAA)**
- **Brown—California Science Test (CAST)**
- **Green—Smarter Balanced Interim Assessments**
- **Mint—California Spanish Assessment (CSA)**

#### Online Practice and Training Tests:

- **Pink—Smarter Balanced practice tests**
- **Purple—Smarter Balanced training tests**
- **Teal—CAAs for English language arts/literacy (ELA) and mathematics training tests**
- **Blue—CAAs for ELA and mathematics practice tests**
- **Gray—CAST training tests**
- **Orange—CAST practice test**
- **Green—CSA training tests**

If a test administrator has mistakenly selected and administered the summative assessment when intending to administer an interim assessment or practice or training test, the local educational agency (LEA) California Assessment of Student Performance and Progress (CAASPP) coordinator or CAASPP test site coordinator must report the incident using the CAASPP Security and Test Administration Incident Reporting System (STAIRS)/Appeals process.

These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST only. **Do not use these instructions for administration of the CSA.** The *Directions for Administration; of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.

## Open the Test Administrator Interface and Approve Students for Testing—All Assessments

You must create a test session before students can log on to the Student Testing Site. In order for a student to take a specific test, it must be included in your test session.

This section contains information on how to start a test session, add tests to the session, verify students' test settings, approve students for testing, and monitor their progress.



### **Warning: Check students' information and test settings before test sessions.**

- Students who require test settings other than the default must have their settings updated in the Test Operations Management System (TOMS) before testing begins. For information about test settings, including accommodations, refer to “Chapter 5. Student Test Settings” of the *TOMS Pre-Administration Guide for CAASPP Testing* and the *Smarter Balanced Usability, Accessibility, and Accommodations Guidelines*. Both documents are linked on the [Student Accessibility Resources and Test Settings](#) web page on the CAASPP Portal.
- *If you have a student whose test settings are incorrect, do not approve him or her for testing. Contact your LEA CAASPP coordinator or CAASPP test site coordinator (as appropriate) to have the student's information updated in TOMS and reschedule the student's testing.*

## ***Beginning an Assessment***

Follow these instructions to administer the Smarter Balanced Online Summative Assessments and the CAST unless a student is assigned the non-embedded designated support for Simplified Test Directions. The test administrator must create a test session before students can log on to the Student Testing System (**but no more than 30 minutes prior or the system will time out**). When a test administrator creates a test session, a unique session ID is randomly generated. This session ID must be provided to the students before they log on and should be written down.

The basic workflow for administering online tests is as follows:

1. The test administrator selects tests and starts a test session.
2. Students sign in and request approval for tests.
3. The test administrator reviews students' requests and approves them for testing.
4. Students complete and submit their tests.

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These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST only. **Do not use these instructions for administration of the CSA.** The *Directions for Administration of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.

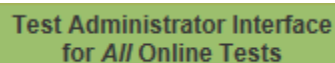
5. The test administrator stops the test session and logs off.

For information about the testing process from a student's perspective, refer to the subsections [Signing In to the Student Testing Site](#) and [Features of the Student Testing Application](#).



**Warning:** These instructions are for the administration of the Smarter Balanced Summative Assessments and the CAST only. Using these instructions to administer a different assessment is a security incident that must be reported using the STAIRS/Appeals process .

- 1. Test Administrator** Navigate to the [CAASPP Portal](#) on a web browser.
- 2. Test Administrator** Select the [**Test Administrator Interface**] button, as shown in Figure 22.



Test Administrator Interface  
for All Online Tests

**Figure 22.** [**Test Administrator Interface for All Online Tests**] button

- 3. Test Administrator** Log on to the Test Administrator Interface using your sign-in credentials, as shown in Figure 23.

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These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST only. **Do not use these instructions for administration of the CSA.** The *Directions for Administration; of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.



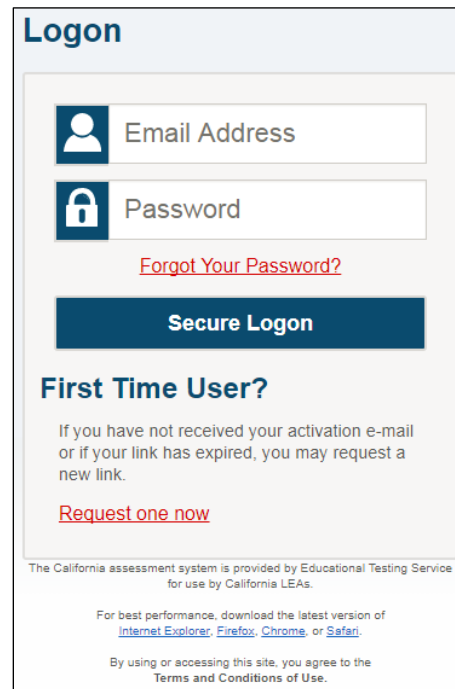


Figure 23. Test Administrator Interface Logon screen

- 4. Test Administrator** If you are associated with multiple institutions, an “Important!” message appears when you log on. You must select the appropriate institution from the drop-down list in this message and select the **[Go]** button, as shown in Figure 24. You may only select 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.

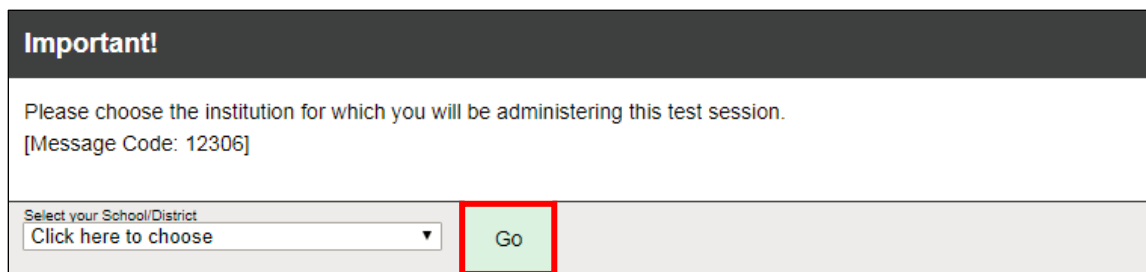
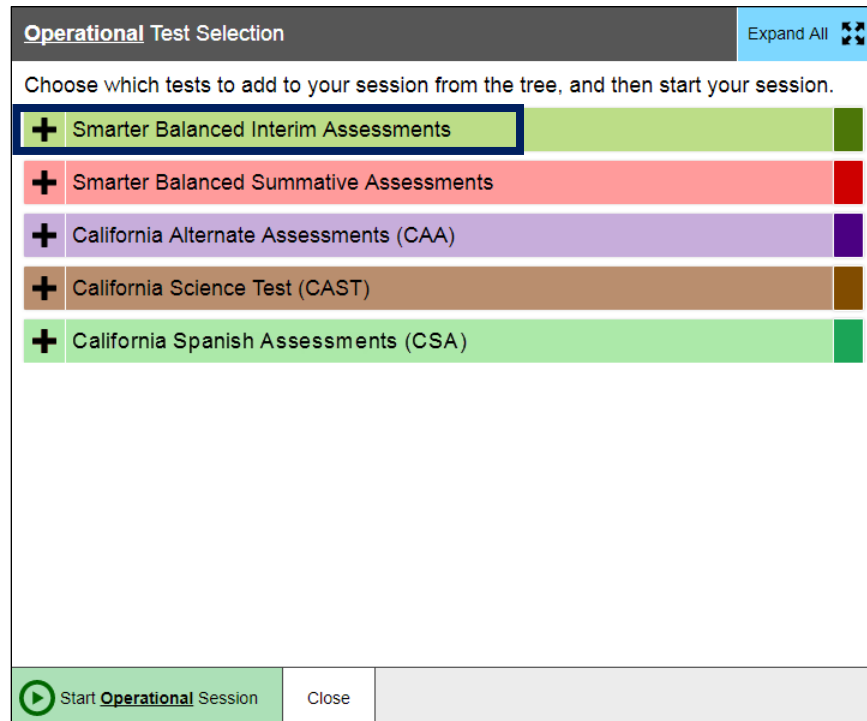


Figure 24. Message from the Test Administrator Interface

These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST only. **Do not use these instructions for administration of the CSA.** The *Directions for Administration of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.



- 5. Test Administrator** The **Test Selection** window, as shown in Figure 25, color-codes tests and groups them into various categories. A test group, such as “Smarter Balanced Summative Assessments,” may include one or more subgroups. All test groups and subgroups appear collapsed by default. **The summative assessments are always found in the second category.**



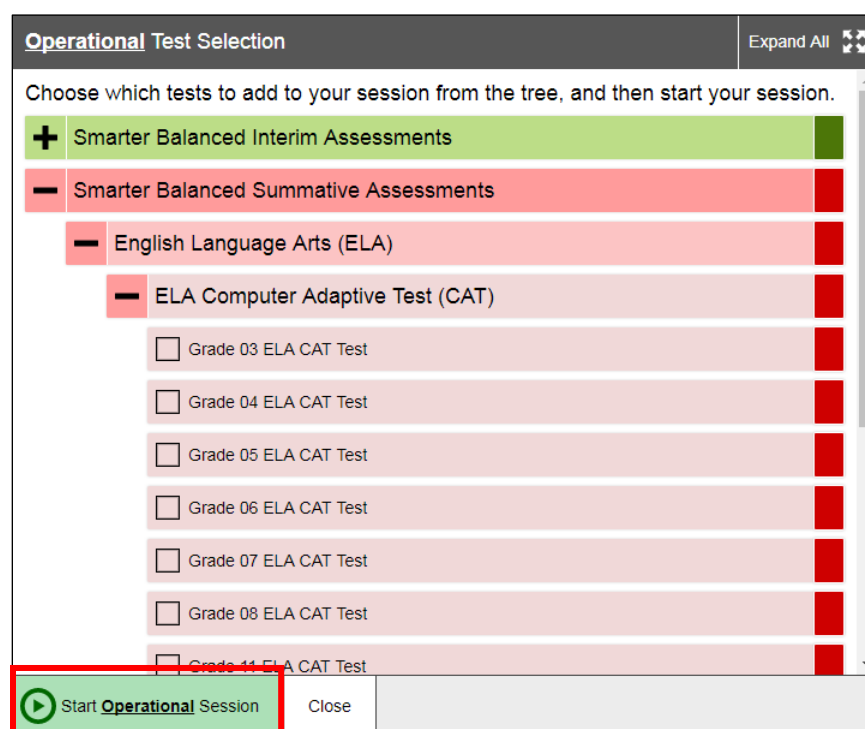
**Figure 25. Operational Test Selection window**

- 6. Test Administrator** 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.

These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST only. **Do not use these instructions for administration of the CSA.** The *Directions for Administration; of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.

- d. To select all the tests in a test group, mark the checkbox for that group.

**7. Test Administrator** Select the [**Start Operational Session**] button, as shown in Figure 26.



**Figure 26. Operational Test Selection screen**

**8. Test Administrator** If you are administering a Smarter Balanced assessment, there will be a warning letting you know that you are about to administer a summative assessment. If you select [**OK**], as shown in Figure 27, you can either continue with the test administration or exit from the Test Administrator Interface if you selected a summative assessment unintentionally.

These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST only. **Do not use these instructions for administration of the CSA.** The *Directions for Administration of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.

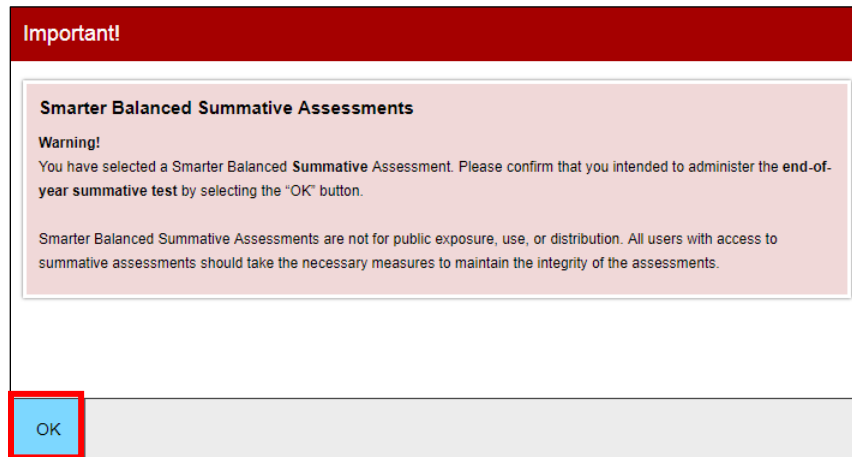


Figure 27. Smarter Balanced Summative Assessment confirmation box

- 9. Test Administrator** Inform students of the test session ID. The session ID is automatically generated upon selecting [OK] in the previous step. Write the session ID, as shown in Figure 28, on a place to which all students can clearly refer.



Figure 28. Session ID on the Test Administrator Interface

- 10. Test Administrator** Read the following SAY box.

**SAY:**

Today, you will take the [ Smarter Balanced—insert grade, ELA/mathematics, and CAT/PT; or California Science Test—insert grade five, eight, or high school] test. You will be given a test session ID that is required to start the test. Before logging on, let's go over some test rules.

You must answer each question on the screen before selecting NEXT. If you are unsure of an answer, provide what you think is the best answer. If you would like to review that answer at a later time, mark the question for review before going on to the next question. You may go back and change the answer during this test session.

These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST only. **Do not use these instructions for administration of the CSA.** The *Directions for Administration; of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.

**You may pause at any point in the test by selecting PAUSE rather than NEXT after answering a question. Please raise your hand if you need a break and ask permission before selecting PAUSE.**

**11. Test Administrator** Read the following SAY box for the **CAT portion** or the **CAST only**.

**SAY:**

**If you pause your test for more than 20 minutes, you will not be able to go back and change your answers to any questions, even the ones you marked for review. You may check your answers to any questions before you pause your test.**

**12. Test Administrator** Read the following SAY box for the mathematics computer adaptive test (CAT) in grades six through eleven, the California Science Test (CAST), and the English language arts/literacy (ELA) performance task (PT) only.

**SAY:**

**Please keep in mind that this test is divided into segments. When you get to the end of a segment, you will be told to review your answers before moving on. Once you submit your answers and move on to the next segment, you will not be able to return to any of the questions in the previous segment.**

**13. Test Administrator** Read the following SAY box and all subsequent SAY boxes to everyone.

**SAY:**

**Your answers need to be your own work. Please keep your eyes on your own test and remember, there should be no talking. If you have a cell phone, smartwatch, or other non-approved electronic devices, please turn off the device and put it away.**

**If you finish your test early, please raise your hand and sit quietly.**

**14. Test Administrator** Logon tickets may be provided to each student. The logon tickets should provide the students' Statewide Student Identifier (SSID). Note that logon tickets are secure testing materials and should be securely destroyed after testing.

**14. Student** Log on to the Student Testing Site through the secure browser.

These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST only. **Do not use these instructions for administration of the CSA.** The *Directions for Administration of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.

- 15. Test Administrator** Direct students to sign in using the Student Sign In web form. You do not need to read the italicized sentences to students testing over multiple days who have already heard these instructions at least once.

**SAY:**

**Now we are ready to log on. Once you have logged on, you will have to wait for me to approve the test before you start. I'll be checking that you have correctly entered the test session ID and other information.**

**Enter your legal first name, not your nickname, followed by your SSID number. Then enter the test session ID. *Raise your hand if you need help typing this information on your keyboard.***

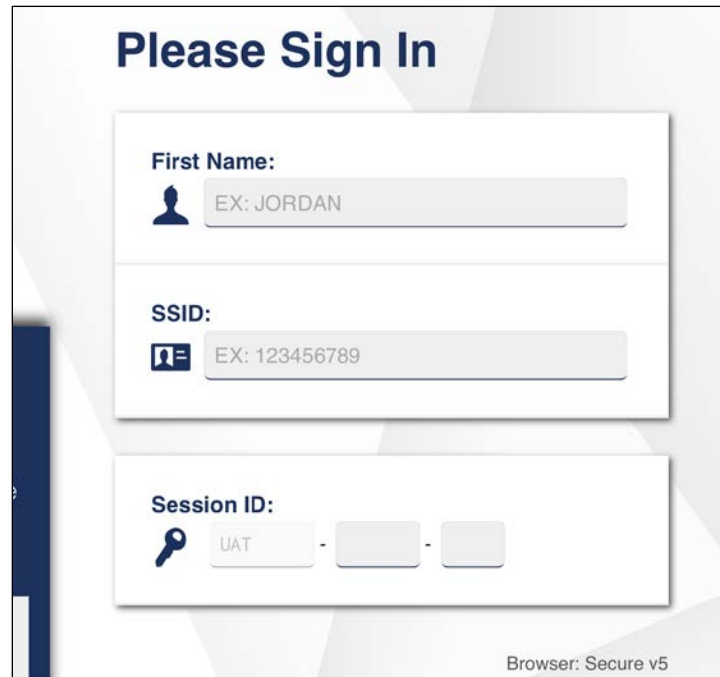
**SAY:**

**Now select SIGN IN. Once you have successfully logged on, you will see a screen with your first name and other information about you. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.**

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These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST only. **Do not use these instructions for administration of the CSA.** The *Directions for Administration; of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.

**15. Student** Sign in using the *Student Sign In* web form, as shown in Figure 29.



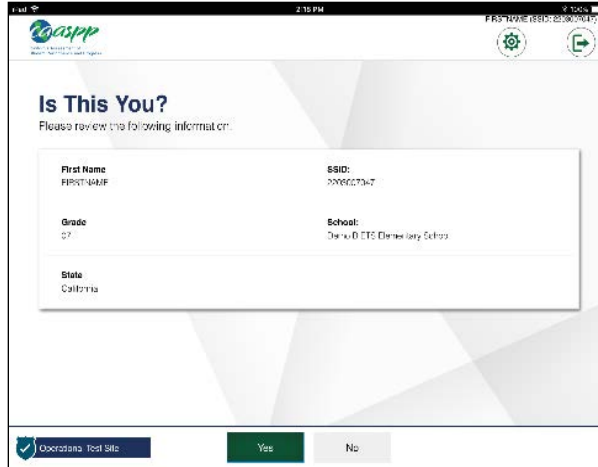
The screenshot shows a web form titled "Please Sign In". It contains three input fields: "First Name:" with a person icon and an example value "EX: JORDAN"; "SSID:" with a network icon and an example value "EX: 123456789"; and "Session ID:" with a key icon and a format of "UAT - [ ] - [ ]". At the bottom right of the form, it says "Browser: Secure v5".

**Figure 29. Student Sign In web form**

**16. Test Administrator** Ensure that all students have successfully entered their information.

These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST only. **Do not use these instructions for administration of the CSA.** The *Directions for Administration of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.

**16. Student** Verify identity by selecting [No] or [Yes], as shown in Figure 30.



**Figure 30.** *Is This You?* screen

**17. Test Administrator** Inform students of the test type (for example, ELA CAT, Mathematics PT, science) in which they are participating today.

**17. Student** Select the test to take.

**SAY:**

On the next screen, select the [INSERT NAME OF TEST (i.e., ELA Grade 4 CAT)], and then select [START TEST]. After you have selected your test, you will see a screen with a moving bar and message saying that you are waiting for test administrator approval. Please wait quietly while I check and approve each of your tests.

**Note:** Only the tests that the test administrator selected for the test session for which students are eligible are selectable by students. The sample shown in Figure 31 is from the practice and training test interface.

These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST only. **Do not use these instructions for administration of the CSA.** The *Directions for Administration; of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.



**18. Student** Select the test to take, as shown in Figure 31.



**Your Tests**  
Select the test you need to take.

Grade: 8

**Smarter Balanced Practice Tests**

- Start Grade 8 ELA Practice Test  
This is opportunity 1 of 99
- Start Grade 8 ELA Performance Task  
This is opportunity 1 of 99
- Start Grade 8 Math Practice Test  
This is opportunity 1 of 99
- Start Grade 8 Math Performance Task  
This is opportunity 1 of 99

**Smarter Balanced Training Tests**

- Start Grades 6-8 ELA Training Test  
This is opportunity 1 of 99
- Start Grades 6-8 Math Training Test  
This is opportunity 1 of 99

**California Alternate Assessment (CAA) Training Tests**

- Start CAA Grades 3-11 ELA Training Test  
This is opportunity 1 of 99
- Start CAA Grades 3-11 Math Training Test  
This is opportunity 1 of 99
- Start CAA Grades 5, 8, and High School Science Training Test  
This is opportunity 1 of 99

**California Alternate Assessment (CAA) Practice Tests**

- Start CAA Grade 8 ELA Practice Test  
This is opportunity 1 of 99
- Start CAA Grade 8 Math Practice Test  
This is opportunity 1 of 99

**California Science Test (CAST) Training Test**

- Start CAST Grade 8 Training Test  
This is opportunity 1 of 99

**California Science Test (CAST) Practice Test**

- Start CAST Grade 8 Practice Test  
This is opportunity 1 of 99

**California Spanish Assessment (CSA) Training Test**

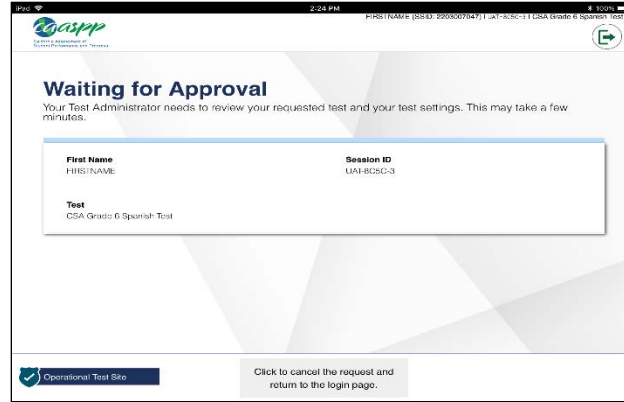
- Start CSA Grade 6-8 Training Test  
This is opportunity 1 of 99

[Return to Login](#)

**Figure 31. Your Tests selection screen**

These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST only. **Do not use these instructions for administration of the CSA.** The *Directions for Administration of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.

**19. Student** Wait for the test administrator’s approval, as shown in Figure 32.



**Figure 32. Waiting for TA Approval dialog box**

**20. Test Administrator**

Approve students to test by selecting the [**Approve**] check mark [✓] icon in the *Actions* column for individual students or the [**Approve All Students**] button, as shown in Figure 33, for each group of tests. Select the [**Details**] eye [👁] icon, as shown in Figure 34, to view the student’s settings for the current test. “Custom” in the *Details* column indicates the student has been assigned test settings.

**Note:** If a student’s test settings are incorrect, deny the student, contact the LEA CAASPP coordinator or CAASPP test site coordinator to correct the test settings in TOMS, and test the student on another day.

These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST only. **Do not use these instructions for administration of the CSA.** The *Directions for Administration; of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.

## Scripts for Administering Smarter Balanced Summative Assessments and the California Science Test to Students | Administer an Online Test Session

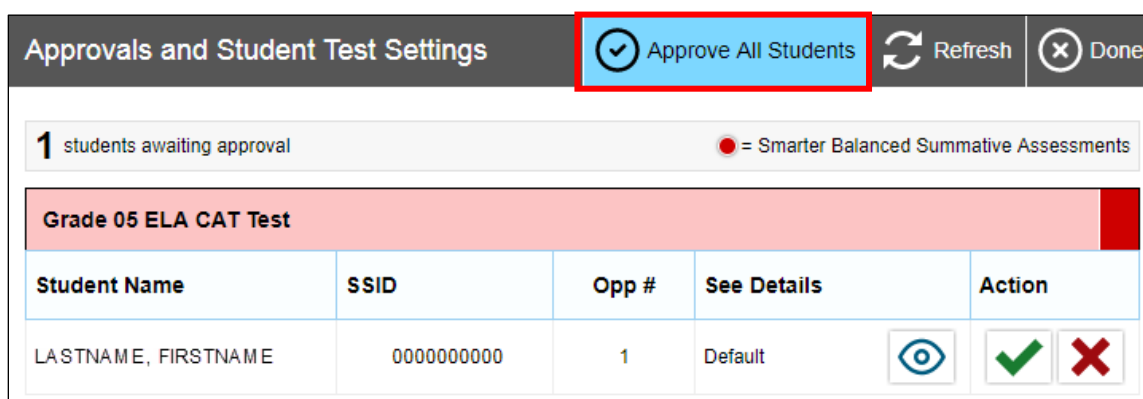


Figure 33. Approvals and Student Test Settings screen

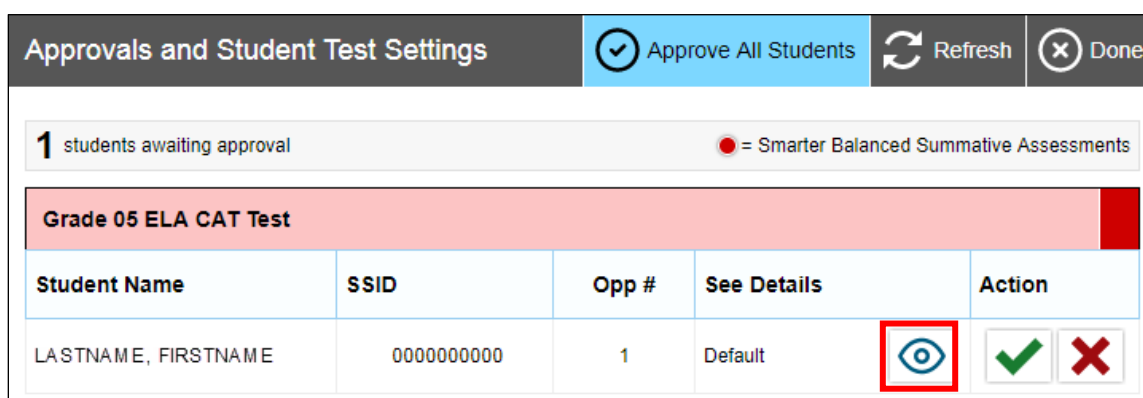


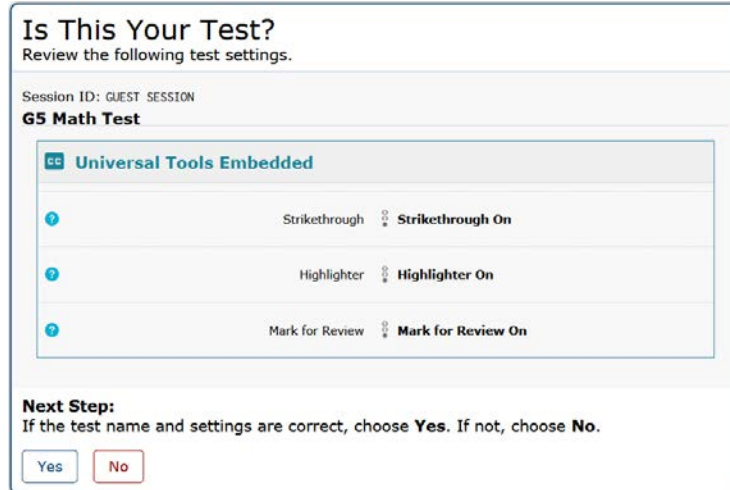
Figure 34. Approvals and Student Test Settings screen

### SAY:

You will now see a screen asking you to check your test content area and settings. If all the information is correct, you may select YES, START MY TEST. If any of it is incorrect, please raise your hand.

These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST only. **Do not use these instructions for administration of the CSA.** The *Directions for Administration of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.

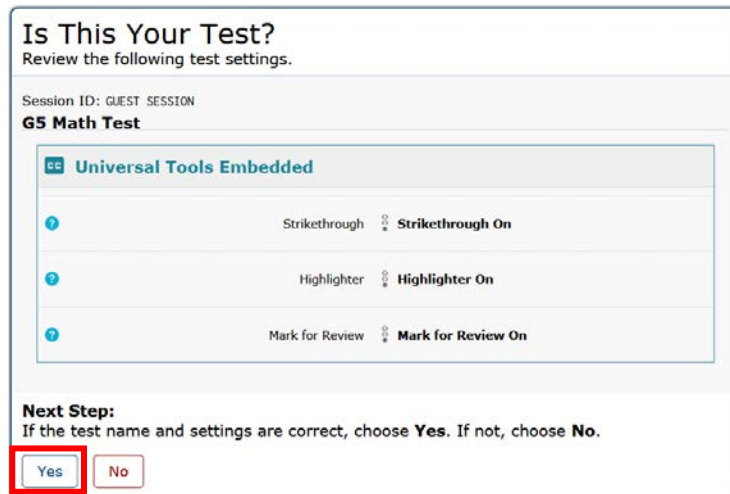
**20. Student** Verify test information and settings, as shown in Figure 35.



The screenshot shows a web interface titled "Is This Your Test?" with the instruction "Review the following test settings." Below this, it displays "Session ID: GUEST SESSION" and "G5 Math Test". A section titled "Universal Tools Embedded" contains three rows of settings: "Strikethrough" (Strikethrough On), "Highlighter" (Highlighter On), and "Mark for Review" (Mark for Review On). At the bottom, a "Next Step" instruction asks the user to choose "Yes" or "No" based on whether the test name and settings are correct. The "Yes" button is highlighted with a red box.

**Figure 35. *Is This Your Test?* screen**

**21. Student** Select [Yes] to begin testing, as indicated in Figure 36.



This screenshot is identical to Figure 35, showing the "Is This Your Test?" screen with the same test settings. The "Yes" button at the bottom is highlighted with a red box, indicating the correct selection to proceed.

**Figure 36. *Is This Your Test?* screen**

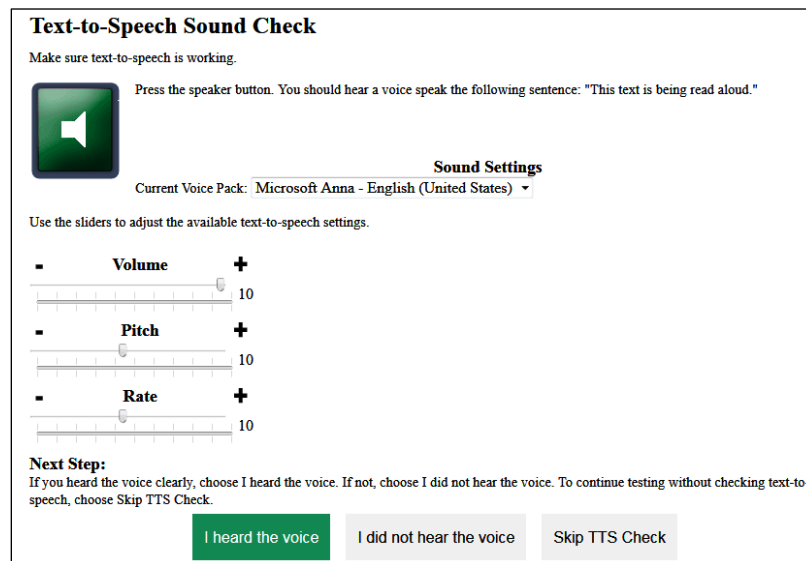
**21. Test Administrator** If you are administering a Smarter Balanced ELA test, have students run the sound check.

These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST only. **Do not use these instructions for administration of the CSA.** The *Directions for Administration; of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.

**SAY (only for ELA test):**

**Next you should see a screen that prompts you to check that the sound on your computer is working. Put your headsets on and select the icon of the speaker in the circle to hear the sound. If you hear the chime, select [YES]. If not, raise your hand.**

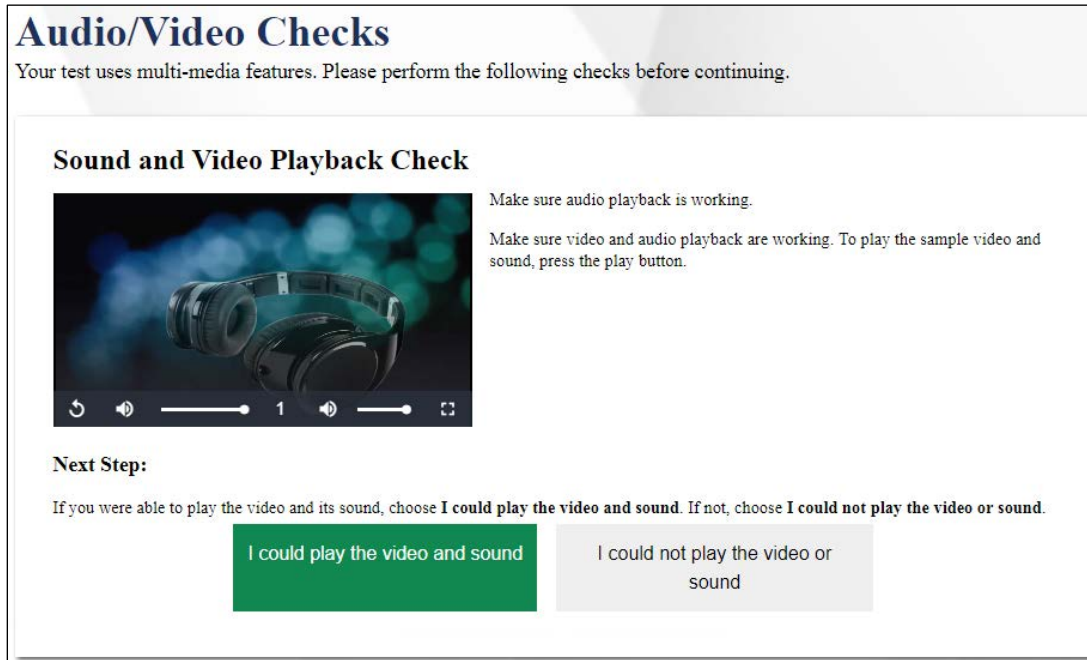
**22. Student** If beginning a test with text-to-speech, complete the audio checks with headphones. Test with text-to-speech audio check, as shown in Figure 37.



**Figure 37. Text-to-Speech Sound Check screen**

These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST only. **Do not use these instructions for administration of the CSA.** The *Directions for Administration of the CAAs for ELA and Mathematics* and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.

**23. Student** If beginning a test with listening items, complete the audio checks with headphones. Test with the listening items audio and video check, as shown in Figure 38.



**Figure 38. Sound and Video Playback Check screen**

**22. Test Administrator** If audio issues occur, do the following:

- Ensure headphones are securely plugged in to the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the device is not muted (often via a control panel or settings window).

If the student is still experiencing issues, contact your CAASPP test site coordinator or school technology coordinator.

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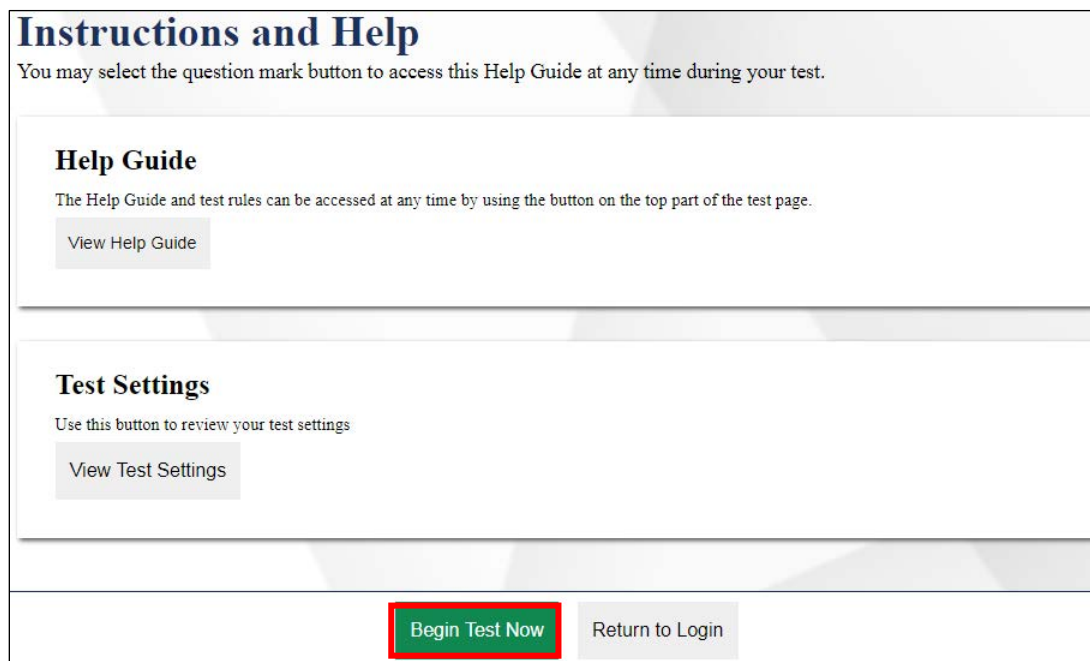
**23. Test Administrator** Tell students how to take the test.

**SAY:**

**Before your test appears, you will see a tutorial page listing the test tools and buttons that you may use during the test or that will appear on the test. You can also find this information during your test by selecting the HELP button in the top right corner.**

**When you are ready to begin your test, select BEGIN TEST NOW at the bottom of the page.**

**24. Student** Select [**Begin Test Now**], as shown in Figure 39, to begin testing.



**Figure 39. Instructions and Help screen**

**24. Test Administrator** Continue with the instructions in the next subsections, [Monitoring Student Progress](#) and [Ending a Test Session](#).

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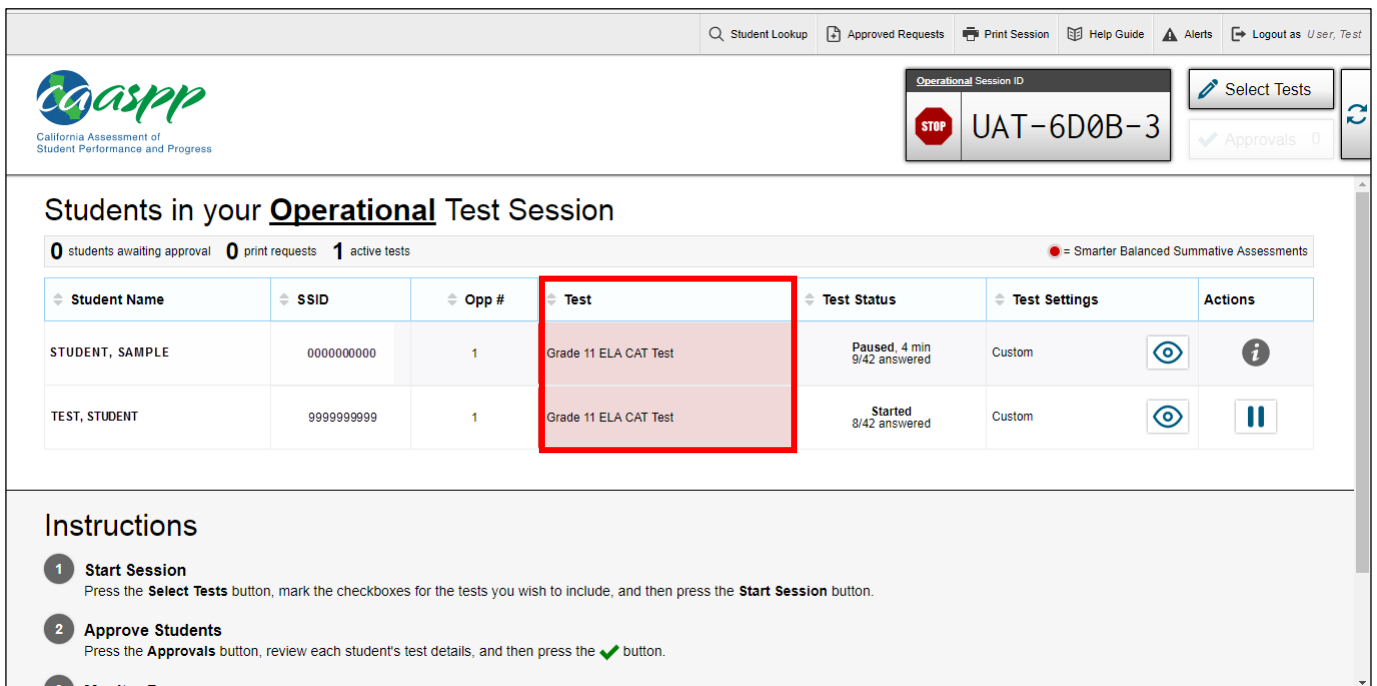


## Monitoring Student Progress

### Test Selection





It is very important that test administrators monitor student progress throughout the test session. This includes verifying that students are participating in the appropriate content area and type of test (CAT, CAST, or PT). The test administrator monitors the test each student is taking by referring to the *Students in Your Operational Test Session* table in the Test Administrator Interface, shown in Figure 40. Note that the list of student names can be sorted by linked (underlined) column headings.

In the event a student is taking an incorrect test, the test administrator should pause the student’s test. The test administrator should then instruct the student to log off and log on again to select the correct test. The *Test* column is called out in Figure 40.



The screenshot shows the Test Administrator Interface. At the top, there is a navigation bar with options like Student Lookup, Approved Requests, Print Session, Help Guide, Alerts, and Logout. Below this is the CAASPP logo and an Operational Session ID box displaying 'UAT-6D0B-3'. A 'Select Tests' button and an 'Approvals 0' indicator are also visible.

The main section is titled 'Students in your **Operational** Test Session'. It shows a summary: 0 students awaiting approval, 0 print requests, and 1 active tests. Below this is a table with the following columns: Student Name, SSID, Opp #, Test, Test Status, Test Settings, and Actions.

Student Name	SSID	Opp #	Test	Test Status	Test Settings	Actions
STUDENT, SAMPLE	0000000000	1	Grade 11 ELA CAT Test	Paused, 4 min 9/42 answered	Custom	 
TEST, STUDENT	9999999999	1	Grade 11 ELA CAT Test	Started 8/42 answered	Custom	 

Below the table, there are instructions for the administrator:


- 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 40. Monitoring student progress in the Test Administrator Interface

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If a student is unable to return to and complete the test that he or she logged off before it expires in 10 calendar days (PT) or 45 calendar days (CAT or CAST), the LEA CAASPP coordinator or CAASPP test site coordinator must use the Security and Test Administration Incident Reporting System (STAIRS)/Appeals process to first, report the incident, and then, to submit an Appeal to re-open the test.



**Warning:** If the student has already begun to test with incorrect test settings, the test settings would have to be corrected in TOMS by the CAASPP test site coordinator or LEA CAASPP coordinator. To reset the test, the LEA CAASPP coordinator or CAASPP test site coordinator must report the incident using the STAIRS/Appeals process. Then, if warranted, the coordinator would file an Appeal. The CDE will determine the impact of resetting a test due to incorrect test settings and will either approve or deny a request to reset within two business days of receiving the request.

In the rare event that a student starts a test unintentionally (for example, selected a PT instead of a CAT, or selected mathematics instead of ELA), the test's expiration timeline will be activated. If a student is unable to return to and complete the test before it expires in 10 days (PT) or 45 days, the CAASPP test site coordinator or LEA CAASPP coordinator must use the STAIRS/Appeals process to first, report the incident, and then, to submit an Appeal to re-open the test.

### Test Security

Once students have started the Smarter Balanced assessment or CAST, the test administrator should monitor the room to ensure that all conditions of test security are maintained. If the test administrator or test examiner witnesses or suspects the possibility of a test security incident, the CAASPP test site coordinator and LEA CAASPP coordinator should be contacted immediately in accordance with the security guidance provided in this manual.

### Student Directions During Testing

While the Test Administrator Interface is designed to refresh automatically every minute, the test administrator can refresh it manually at any time by selecting the **[Refresh Now]** button at the top left corner of the page.



**Warning:** Do **not** use the web browser's **[Refresh]** button to refresh the Test Administrator Interface.

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If the test administrator notices that a student is off task, the test administrator may say the following statement to the student, **verbatim**, to keep him or her focused.

**SAY:**

**It is important that you do your best. Do you need to pause the test and take a break?**

If a student is concerned about an item, you may direct the student to review a tutorial by reading the following script **verbatim**.

**SAY:**

**Try your best and choose the answer that makes the most sense to you. If you are unsure about how a question works, you can review a tutorial by selecting the “i” button on the right side of the screen.**

Allowing the students to practice on the training test and practice test prior to testing is strongly encouraged to ensure that students are able to manipulate each item type and use the various tools and resources during testing.



**Warnings: Always write down the session ID for possible future use:**

- If the test administrator is using the Test Administrator Interface and navigates to TOMS or the Test Administrator Practice or Training website, the session will stop, and all students in the session will be logged off. The session cannot be resumed. A new session will have to be created, and the students will have to log on to the new session to resume testing. When starting a new session, give the new session ID to the students so they can log on and resume testing.
- If the Test Administrator Interface or Test Administrator Practice Site web browser is accidentally closed while students are still testing, the session will remain open until it times out after 30 minutes. The test administrator can open the web browser and navigate back to the Test Administrator Interface. The test administrator will be prompted to enter the active session ID.

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- As a security measure, test administrators are automatically logged off of the Test Administrator Interface after 30 minutes of test administrator user inactivity and student inactivity in the test session, which will result in closing the test session. If this occurs, the test administrator 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 administrators should give the students the new session ID so they can log on and resume testing. Please note that students will not be able to return to CAT or science items from previous sessions, even if the responses were marked for review.

### ***Ending a Test Session***

When there are approximately 10 minutes left in the test session, the test administrator should give students a brief warning.

**SAY:**

**We are nearing the end of this test session. Please review your answers, including any questions you marked for review now. Do not submit your test unless you have answered all of the questions.**

**[The following should be read for the ELA CAT portion only]**

**If you are working on a set of questions for a reading passage, please finish all of the questions in that set.**

**SAY:**

**If you need additional time let me know.**

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**Read ONLY to Students in Grade Eleven Taking Smarter Balanced Summative Assessments:**



**Alert:** Students in grade eleven taking a computer adaptive test (CAT) will get an additional question at the end of their test sessions for both English language arts/literacy (ELA) and mathematics, such as is shown in Figure 41. This question appears where students are reminded of any test questions flagged for review.

- This question is not part of the assessment, but is presented to allow students the option of selecting whether or not they will share their scores on the CAASPP Smarter Balanced Summative Assessments with the California State University (CSU) system and participating California Community Colleges (CCC) as part of the Early Assessment Program (EAP). If you are administering a test to students in grade eleven, please read the text in the next box. Otherwise, skip the text in that box and continue with the test administration.
- **Students must answer this question after each of the content-area assessments to have the results of that test reported to the CSU and participating CCCs. Agreeing to release the results of one content-area assessment to the EAP is *not* agreement to release the results of the other content-area assessment; the student must agree individually to both to have both sets of results reported to the EAP.**

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## Congratulations, you reached the end of the test!

If there are items available for review, they will be displayed in the box below. If the box is blank, no additional items are available for review. Please complete any remaining item reviews, then click Submit Test at the bottom of the screen.

**Questions:**

1

2

3

4

5

6

7

8

**Survey Question(s)**

2017-2018 CAASPP Computer Adaptive Test – EAP Release & Instructions Mathematics

**Early Assessment of Readiness for College Mathematics**

The CAASPP EAP results will assist the California State University (CSU) system and the California Community Colleges (CCC) system in providing you an early assessment of your readiness for college-level mathematics coursework. Your CAASPP EAP results are not required or used for admissions.

Your CAASPP results will be provided to the institutions for which you have applied by marking the release circle. If you mark the “Do Not Release” circle, you will be required to submit the results at a later date if requested.

**Release Authorization**

By filling in the circle below, I acknowledge that I am voluntarily releasing the results of my English/Mathematics college readiness assessment to be shared with appropriate officials at the California State University (CSU) and California Community Colleges (CCC).

Release  Do Not Release

Submit Test

Figure 41. Sample EAP question for the CAASPP Smarter Balanced for ELA

**SAY: EAP SECTION—READ TO STUDENTS IN GRADE ELEVEN ONLY**

**The Early Assessment Program (EAP) will assist the California State University (CSU) system and the California Community Colleges (CCC) system in providing you information on your readiness for college-level written communication and mathematics/quantitative reasoning prior to starting your senior year. The results are used to determine a student’s placement in appropriate coursework once you have**

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**been admitted. The release of CAASPP results will not affect a student’s application for admission.**

**Please carefully read the statement presented as the last question in this test session. If you do not wish your results to be sent to the CSU and CCC, select “Do Not Release.” If you are considering or plan to enroll at CSU or CCC, select “Release” and then select the [Submit Test] button. Your Smarter Balanced results for this test will be provided to both institutions by selecting the Release circle and then submitting. If you do not select to release your results, you may be requested to provide a copy of your results to the campus at a later time. Even if you have already answered this question at the end of an ELA or mathematics test you have already taken, you need to answer it for this test to have the EAP results of both tests reported.**

**Your CAASPP Student Report will provide a website, where additional information is available on what your EAP results mean.**

## **END OF EAP SECTION**

### **Continue Reading to ALL Students:**

After answering the last item in each segment, each student is presented with a screen prompting him or her to review answers (marked and unmarked) for all items available to the student or prior to submitting the test. Mark for Review is provided as a reminder to a student that he or she had a question or concern about a particular item, but he or she is permitted to review all items—marked or unmarked—within the constraints of the pause rule.

After answering the last question, students must submit their tests. If students would like to review their answers before submitting their test, they should select [**REVIEW MY ANSWERS**] and then [**SUBMIT TEST**] after they finish reviewing. Once a student selects [**SUBMIT TEST**], the student will not be able to review answers.

**SAY:**

**This test session is now over. If you have not finished, select PAUSE, and you will be able to finish at another session.**

**[For the CAT portion and CAST only if the length of time pausing the test is greater than 20 minutes, e.g., the student will continue testing on another day]**

**SAY:**

**Remember, if you are not finished and need to pause your test for more than 20 minutes, you will not be able to go back to the questions from this test session,**

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**including questions marked for review. You will also not have access to the notes you entered in the Digital Notepad.**

**SAY:**

**If you have answered all the questions on your test and have finished reviewing your answers, select SUBMIT TEST. I will now collect any scratch paper or other materials.**

Test administrators should select [**Stop Session**] to end the test session and pause any student test in the session that is still in progress. When finished, test administrators can log off the Test Administrator Interface by selecting the [**Logout**] button at the top right. Test administrators should also collect any scratch paper (and graph paper for mathematics in grades six and up).

### Logging Off

Use caution when logging off the Test Administrator Interface as this will log you off of other related systems (e.g., Completion Status, Interim Assessment Hand Scoring, and TOMS). To log off the Test Administrator Interface, select the [**Logout**] button in the top-right corner of the screen on the Single Sign-On system banner (shown in Figure 42).



**Figure 42. Single Sign-On system banner**

Your session will be closed, and you will be directed to the CAASPP Portal after you log off. You will not be able to resume the test session.



**Alert:** This scenario also occurs when a test administrator or test examiner navigates to another site from the Test Administrator Interface. If you need to access TOMS or another application, you are encouraged to open a separate web browser window and use that window for other applications.

- If a test examiner or test administrator unintentionally logs off the Test Administrator Interface while students are still testing, all in-progress tests will be paused and the students will be logged off. You cannot resume the original session. You will need to log back on, start a new session, and provide the new session ID to students who need to log back on and resume testing.

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## Troubleshoot Issues During Testing



### Resource in This Subsection:

- *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>

This section describes how to troubleshoot some situations in which a student cannot connect to a test.

### Resolving Secure Browser Error Messages

This subsection provides possible resolutions for the following messages that students may receive when signing in.

- **Secure Browser Not Detected:** The system automatically detects whether a device is using the secure browser to access the online testing system. The system will not permit access to a test other than through the secure browser; under no condition may a student access a test using a nonsecure browser.
- **You Cannot Login with This Browser:** This message occurs when the online testing system cannot determine if the student is taking the test through the correct secure browser. To resolve this issue, ensure the latest version of the secure browser is installed and that the student launched the secure browser instead of a standard web browser. If the latest version of the secure browser is already running, then you should log the student off, restart the device, and try again.
- **Looking for an Internet Connection:** This message occurs when the secure browser cannot connect to the test delivery system. This is most likely to occur if there is a network-related problem. The easiest thing to check is if the network cable is plugged in (for wired connections) or if the Wi-Fi connection is live (for wireless connections). Also check if the secure browser must use specific proxy settings; if so, those settings must be part of the command that launches the secure browser.

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## Scripts for Administering Smarter Balanced Summative Assessments and the California Science Test to Students | Troubleshoot Issues During Testing

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- **Test Environment Is Not Secure:** This message can occur when the secure browser detects a forbidden application running on the device (refer to the subsection [Security of the Test Environment](#)). If this message appears on an iPad, ensure that either Autonomous Single App Mode (ASAM) or Automatic Assessment Configuration is enabled. Refer to the [Technical Specifications and Configuration Guide for CAASPP Online Testing](#) or contact your technology coordinator to determine if you are testing with ASAM.

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