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# Chapter 2. Test Administration Resources

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**Additional Resource for This Chapter:**

- CAASPP List of Acronyms and Initialisms web page—  
<http://www.caaspp.org/about/abbreviations.html>

 2019–2020 TEST ADMINISTRATION

**CAASPP  
Online Test  
Administration  
Manual**



  
California Assessment of  
Student Performance and Progress

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

## Summative Assessment Administration Documentation Resources



### Resources in This Section:

- *CAASPP and ELPAC Accessibility Guide for Online Testing* web document—  
<http://www.caaspp.org/rsc/pdfs/CAASPP-ELPAC.accessibility-guide.2019-20.pdf>
- *CAASPP Security Incidents and Appeals Procedure Guide* web document—  
<http://www.caaspp.org/rsc/pdfs/CAASPP.stairs-appeals-guide.2019-20.pdf>
- CAASPP Security and Test Administration Incident Reporting System (STAIRS)/  
Appeals Process for Summative Assessments web page—  
<http://www.caaspp.org/stairs/>
- CDE California Longitudinal Pupil Achievement Data System (CALPADS) web  
page—<https://www.cde.ca.gov/ds/sp/cl/>
- CDE Matrix One: California Assessment of Student Performance and Progress  
Accessibility Resources web document—[https://www.cde.ca.gov/ta/tg/ai/  
documents/caasppmatrixone.docx](https://www.cde.ca.gov/ta/tg/ai/documents/caasppmatrixone.docx)
- CDE Student Accessibility Resources web page—[https://www.cde.ca.gov/  
ta/tg/ca/accesssupport.asp](https://www.cde.ca.gov/ta/tg/ca/accesssupport.asp)
- *CAASPP and ELPAC Technical Specifications and Configuration Guide for Online  
Testing* web document—[http://www.caaspp.org/rsc/pdfs/CAASPP-ELPAC.tech-  
specs-and-config-guide.2019-20.pdf](http://www.caaspp.org/rsc/pdfs/CAASPP-ELPAC.tech-specs-and-config-guide.2019-20.pdf)
- *CAASPP and ELPAC TOMS User Guide* web document—  
<http://www.caaspp.org/rsc/pdfs/CAASPP-ELPAC.toms-guide.2019-20.pdf>

The *Online Test Administration Manual* is designed to complement a variety of other resources developed by Smarter Balanced and the CDE listed in [Table 1](#).

**Table 1. Manuals**

Resources	Description
<i>CALPADS resources</i>	The CDE <a href="#">CALPADS</a> web page contains links to CALPADS system documents, updates, and other useful information for maintaining student demographics and program participation.
<i>CAASPP and ELPAC TOMS User Guide</i>	The <a href="#">CAASPP and ELPAC TOMS User Guide</a> provides instructions for the processes necessary to assign and manage LEA and school users, test administrations, as well as student information for various aspects of CAASPP testing (test assignments, test settings, condition codes).
<i>CAASPP Security Incidents and Appeals Procedure Guide</i>	The <a href="#">CAASPP Security Incidents and Appeals Procedure Guide</a> includes information about how LEA CAASPP coordinators can submit an incident report using the STAIRS/Appeals process and enter appeals for summative assessments in TOMS. Refer also to the <a href="#">STAIRS/Appeals Process for Summative Assessments</a> web page on the CAASPP website for additional information and links to STAIRS resources.
<i>CAASPP and ELPAC Accessibility Guide for Online Testing</i>	The <a href="#">CAASPP and ELPAC Accessibility Guide for Online Testing</a> includes information and instructions regarding configuring and using online accessibility resources including braille.
<i>Matrix One: California Assessment of Student Performance and Progress Accessibility Resources</i>	The CDE <a href="#">Matrix One</a> web document is an important source of information for determining the assignment of designated supports and accommodations to students.
<i>CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing</i>	The <a href="#">CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing</a> contains instructions related to making the network infrastructure ready for CAASPP testing, such as network and system requirements as well as secure browser configuration.

Table 1 (continuation one)

Resource	Description
<p><i>Test Administrator DFA—Smarter Balanced Summative Assessments and the CAST</i></p>	<p>The Test Administrator Online Directions for Administration for the Smarter Balanced and CAST Assessments document is a standalone version of <a href="#">Chapter 7: Using the Test Administer Interface with Summative Assessments</a> and <a href="#">Chapter 8: Scripts for Administering Smarter Balanced Summative Assessments and the California Science Test</a>, which provide test administrators at all grade levels with step-by-step instructions for the Test Administrator Interface and student applications, as well as the test administration script for administering Smarter Balanced and CAST assessments. These instructions are intended for the day of test administration. Scripts must be read verbatim but may be adapted for students assigned the Simplified Test Directions designated support.</p>
<p><i>Test Administrator DFA—CSA</i></p>	<p>The Test Administrator Online Directions for Administration for the CSA document is a standalone version of <a href="#">Chapter 7: Using the Test Administer Interface with Summative Assessments</a> and <a href="#">Chapter 9: Scripts for Administering the California Spanish Assessment</a>, which provides test administrators at all tested grade levels (grades three through eight) and the grade band (high school) with the test administration script for administering the CSA. These instructions are intended for the day of test administration. Scripts, which are in Spanish, must be read verbatim but may be adapted for students assigned the Simplified Test Directions designated support.</p>
<p><i>Test Examiner DFAs</i></p>	<p>Directions for the administration of the CAAs for ELA and mathematics are posted securely in TOMS and can be accessed by selecting the <b>[Resources]</b> navigation button on the TOMS top navigation bar. <i>DFAs</i> for each of the CAA for Science embedded PTs also can be accessed in this manner.</p>

Table 1 (continuation two)

Resource	Description
<p><i>Usability, Accessibility, and Accommodations Guidelines</i></p>	<p>The <i>Usability, Accessibility, and Accommodations Guidelines</i> focus on universal tools, designated supports, and accommodations for the Smarter Balanced assessments. The <i>Guidelines</i> are intended for school-level personnel and decision-making teams, particularly IEP and Section 504 teams, as they prepare for and implement CAASPP assessments. The <i>Guidelines</i> provide information for classroom teachers, English language development educators, special education teachers, and instructional assistants to use in selecting and providing universal tools, designated supports, and accommodations for those students who need them during the administration of the assessments. The <i>Guidelines</i> are also intended for assessment staff and administrators who oversee the decisions that are made in instruction and assessment. The CAST and CSA follow similar guidelines.</p> <p>The <i>Usability, Accessibility, and Accommodations Guidelines</i> for Smarter Balanced testing can be found on the CDE <a href="#">Student Accessibility Resources</a> web page.</p>

## Training Resources

### Training and Videos



#### Resources in This Subsection:

- Brainshark CAA Test Examiner Tutorial videos web page—  
[https://www.brainshark.com/ets/CAA\\_Test\\_Examiner\\_Tutorials](https://www.brainshark.com/ets/CAA_Test_Examiner_Tutorials)
- CAASPP Summative Assessment Videos and Archived Webcasts web page—  
<http://www.caaspp.org/training/caaspp/>

All LEA CAASPP coordinators, CAASPP test site coordinators, test administrators, test examiners, and school administrative staff who will be involved in CAASPP assessment administration should review the applicable supplemental videos and archived webcasts.

**The LEA CAASPP coordinator, CAASPP test site coordinator, and other staff** designated by the state are responsible for ensuring all appropriate trainings have been completed. Such training should include, but not be limited to, training on item security and professional conduct associated with the administration of standardized assessments.

**Test examiners for the CAAs—ELA, mathematics, science, or any combination thereof**—must receive training by completing an online learning module or the [CAA Test Examiner Tutorials](#). Supplemental training may be provided by the LEA. There are three possible content-area tutorials; test examiners are strongly urged to complete the one that is the most relevant:

- CAAs for ELA and mathematics;
- CAAs for ELA, mathematics, and science; or
- CAA for science.

Trained test examiners receive a certificate of completion, generated automatically by the online training system. Test examiners must be trained each year before administering CAAs for ELA, mathematics, and science.



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

## Practice and Training Tests



### Resources in This Subsection:

- *CAASPP and ELPAC Accessibility Guide for Online Testing* web document—<http://www.caaspp.org/rsc/pdfs/CAASPP-ELPAC.accessibility-guide.2019-20.pdf>
- [Appendix C: Accessing the Practice and Training Tests](#) subsection in this manual
- CAASPP Online Practice and Training Tests Portal web page—<http://www.caaspp.org/practice-and-training/>
- CAASPP Test Administrator and Test Examiner Resources for the Online Practice and Training Tests web page—<http://www.caaspp.org/ta-resources/practice-training.html>

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

## Resources

### Practice Tests

For the Smarter Balanced assessments, practice tests include CAT items and PTs for each grade level (three through eight and eleven). The practice tests provide a preview of the item types included in the Smarter Balanced assessments.

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

For the CAA for Science, practice tests are available for each tested grade level (grades five and eight and high school). The practice tests provide experience with grade-level content similar to what appears in the operational CAA for Science.

For the CAST, practice tests are available for each tested grade level (grades five and eight and high school). Each practice test consists of a series of discrete or stand-alone items followed by three PTs, one from each of the three science content domains. The braille practice test was made available in January 2020.

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

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

## Training Tests

Training tests are for test administrators, test examiners, and students to become familiar with the format and functionality of the online test. For the Smarter Balanced assessments, this resource is available by grade band (three through five, six through eight, and eleven) and has approximately six to nine mathematics items and six to seven ELA items per grade band.

For the CAAs for ELA and mathematics, there is one training test for all grade levels. For the CAA for Science, there is one training PT available for all grade levels. DFAs are available on the [Test Administrator and Test Examiner Resources for the Online Practice and Training Tests](#) web page.

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

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

## Public Access

The practice and training tests can be used as a “guest” without logon credentials and using a supported web browser; note that Internet Explorer is *not* a supported web browser. The practice and training tests do not require use of the secure browser, but some accessibility resources, such as text-to-speech, are only available through the secure browser. Braille (i.e., refreshable or embossed), where available, can be accessed using a web browser.

## Secure Access

If users want to access the practice and training tests as a test administrator or test examiner—required if they want to administer a practice or training test that uses the text-to-speech resource—a logon will be required. Test administrators and test examiners can contact their CAASPP test site coordinator for logon credentials.

## Technology Resources



### Resources in This Section:

- CAASPP Bandwidth Checker web page—<http://www.caaspp.org/about/bandwidth-checker.html>
- *CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing* web document—<http://www.caaspp.org/rsc/pdfs/CAASPP-ELPAC.tech-specs-and-config-guide.2019-20.pdf>
- CDE Smarter Balanced Technology Readiness Resources web page—<https://www.cde.ca.gov/ta/tq/sa/sbac-itr-index.asp>
- Smarter Balanced Student Device and Secure Browser Requirements web page—<http://www.smarterbalanced.org/assessments/testing-technology/devices-and-browsers/>
- *Smarter Balanced Guide to Technology Readiness* web document—<https://portal.smarterbalanced.org/library/en/guide-to-technology-readiness.pdf>

The [CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing](http://www.caaspp.org/rsc/pdfs/CAASPP-ELPAC.tech-specs-and-config-guide.2019-20.pdf) web document provides technology coordinators information about supported technology and technology requirements and can be used to confirm that the school meets the minimum requirements for online testing with the technical specifications for online testing, including the following:

- Information about internet and network requirements
- Hardware and software requirements
- Secure browser installation
- Supported operating systems for student testing
- Supported web browsers
- Supported peripheral equipment for testing

The bandwidth checker, linked on the [Bandwidth Checker](http://www.caaspp.org/about/bandwidth-checker.html) web page on the CAASPP website, can assist technology coordinators to assess network readiness by performing a real-time check of a school's network bandwidth. Note that technology coordinators may want to run this test more than once and at different times of the day because estimates change as the network conditions change and can vary from run to run.

The CDE also hosts a [Smarter Balanced Technology Readiness Resources](https://www.cde.ca.gov/ta/tq/sa/sbac-itr-index.asp) web page, which includes links to tools, requirements, and topics that LEAs will find useful in planning for the 2019–2020 online CAASPP testing.

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