

# CALIFORNIA

Assessment of Student Performance and Progress

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## Standards-based Tests in Spanish Online Test Administration Manual

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### 2017-18 Summative Administration



*Measuring the Power of Learning.™*



California Assessment of  
Student Performance and Progress



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**Acronyms and Initialisms in the *Standards-based Tests in Spanish Online Test Administration Manual: 2017–18 Administration***

Term	Meaning
ART	Administration and Registration Tools
CAASPP	California Assessment of Student Performance and Progress
CaTAC	California Technical Assistance Center
CAST	California Science Test
CCR	<i>California Code of Regulations</i>
CCSS	Common Core State Standards
CDE	California Department of Education
DFA	directions for administration
EL	English learner
LEA	local educational agency
RLA	Reading/Language Arts
STAIRS	Security and Test Administration Incident Reporting System
SSID	Statewide Student Identifier
STS	Standards-based Tests in Spanish

**Note About the Administration and Registration Tools (ART) User Roles:**

The California Assessment of Student Performance and Progress user roles of “Local educational agency CAASPP coordinator” and “test site coordinator” are called “District Coordinator” and “School Coordinator,” respectively, in ART.



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# **Chapter 1. Standards-based Tests in Spanish Overview**

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# Overview of the Standard-based Tests in Spanish (STS)

## Additional Resources:

- 
- Adding and Managing Users for the Standards-based Tests in Spanish (STS) Web video—[http://www.caaspp.org/rsc/videos/archived-training\\_sts-adding-managing-users.2018.html](http://www.caaspp.org/rsc/videos/archived-training_sts-adding-managing-users.2018.html)
  - STS Test Administrator Interface Web site—<https://cde-sts-tds.smarterbalanced.org/proctor/>

The optional STS for Reading/Language Arts (RLA) are multiple-choice tests that allow students in grades two through eleven to demonstrate their knowledge of the California academic content standards that were adopted in 1997 by taking an assessment in their primary language. Biliterate, bilingual California educators and test developers constructed the STS for RLA items. Students may take the STS for RLA in addition to, not in place of, the Smarter Balanced English language arts/literacy assessments.

For the 2017–18 school year, the STS has transitioned to an online platform using the open-source test delivery system provided by Smarter Balanced. LEA CAASPP coordinators will need to add or assign test administrators in the Administration and Registration Tools (ART) so they can administer the STS. Once test administrators have been assigned the test administrator role in ART, they will need to access the [STS Test Administrator Interface](#) using their ART credentials. Please watch the [Adding and Managing Users for the STS](#) Web video if you need instructions on adding and/or assigning test administrators in ART.

The 2017–18 school year will be the last year of administration for the STS, as California will transition to the California Spanish Assessment, which is expected to be operational during the spring of 2019.

## About This Manual

This *Standards-based Test in Spanish Online Test Administration Manual: 2017–18 Summative Administration* provides information and instructions about test preparation and the administration of the STS. The intended users of this manual are staff who play a role in the administration of the STS, including local educational agency (LEA) CAASPP coordinators, test site coordinators, and test administrators. This manual is specific to the 2017–18 administration of the STS and should not be used for any other assessment.

# Student Eligibility and Participation in the Standards-based Test in Spanish (STS)

## Additional Resources:

- 
- California Assessment of Student Performance and Progress (CAASPP) Online Test Administration Manual—[http://www.caaspp.org/rsc/pdfs/CAASPP.online\\_tam.2017-18.pdf](http://www.caaspp.org/rsc/pdfs/CAASPP.online_tam.2017-18.pdf)
  - Primary Language Assessment—Standards-based Test in Spanish (STS) for Reading/Language Arts (RLA) Web page—<http://www.caaspp.org/administration/about/sts/>

## Student Eligibility

Students enrolled during your local educational agency's (LEA's) testing window, may optionally participate in the Standards-based Tests in Spanish (STS) for RLA, including students with disabilities, English learners (ELs)—regardless of their English fluency (whether or not they speak no English or English only) or the length of time they have been in school in the United States—and students placed in nonpublic, nonsectarian schools by the LEA participate in the California testing program unless exempted by their parent/guardian.

## Student Participation

Student participation in the STS is optional. The STS are multiple-choice tests for Spanish-speaking ELs in grades two through eleven; however, any student in these grades may take the STS.

Students who take the STS must also take the appropriate Smarter Balanced English language arts/literacy (ELA) and mathematics summative assessment(s). Students in grades five and eight will take the grade-level California Science Test (CAST). Students in grade twelve and, as appropriate, grade ten or eleven will take the CAST if it has been assigned at their high school for that grade. English learners who have been enrolled in California schools for less than 12 months as of April 15, 2017, are exempt from the Smarter Balanced ELA summative assessment but may be tested at the LEA's discretion. Please refer to the [CAASPP Online Test Administration Manual](#) for more information regarding test assignment.

## Student Test Assignment

Student demographic information, including grade level, are automatically loaded into the Smarter Balanced Administration Registration Tools on a daily basis. This information is extracted from the student records in the California Longitudinal Pupil Achievement Data System. There is no manual student test assignment needed for this test.

## Test Administration Features

### Additional Resources:

- 
- Secure Browsers Web site—<http://ca.browsers.airast.org/>
  - Standards-based Tests in Spanish (STS) Test Administrator Interface Web site—<https://cde-sts-tds.smarterbalanced.org/proctor/>
  - *Technical Specifications and Configuration Guide for California Assessment of Student Performance and Progress (CAASPP) Online Testing* Web document—<http://www.caaspp.org/rsc/pdfs/CAASPP.tech-specs-and-config-guide.2017-18.pdf>

The STS is designed for administration between multiple students and a test administrator. Per the CAASPP regulations, a test administrator must be an employee or contractor of a local educational agency (LEA) or a nonpublic, nonsectarian school who has signed a *CAASPP Test Security Affidavit* and has been trained to administer the STS (*California Code of Regulations*, Title 5, Section 850[ad]).

Individual student scores, school-level scores, and score reports will be available to LEAs for all students who participated in the STS. However, scores for English learners will be the only scores viewable through CAASPP public Web reporting.

## Test Design

The STS uses a fixed form—a test where students are given a fixed set of questions irrespective of the student’s responses or ability—that assesses the two domains of reading and writing. There are grade-specific test forms for students in grades two through eleven.

### *Test Items and Standards*

All test items are multiple choice. All items are designed to allow Spanish-speaking English learners to demonstrate their knowledge of the California academic content standards that were adopted in 1997 by taking an assessment in their primary language (although the current administration permits any student, regardless of primary language, to take the STS). Because the STS is a linear assessment, the test will not adapt to a student based on his or her responses to the items.

## Technical Requirements

The STS is administered online and requires an Internet-connected device for each student and a separate device for the test administrator. The test administrator starts a test session through the [STS Test Administrator Interface](#). One test session may accommodate many concurrent student sessions. Test administrators also may use their device to open this *STS Online Test Administration Manual* to access the directions for administration (DFA).

The STS requires the installation of CAASPP secure browsers on student testing devices. These are the same secure browsers that are used for the other online CAASPP assessments. **However, to access the STS, students must select the link on the**

**CAASPP secure browser landing page to access the STS test delivery interface.**

Secure browsers are available for download on the [Secure Browsers](#) Web site.

The general technical requirements and supported devices are identical to those for the other online CAASPP assessments. These are described in the [Technical Specifications and Configuration Guide for CAASPP Online Testing](#).

Additionally, LEAs should work with their information technology teams to whitelist the following URLs prior to administration of the STS. Note that these URLs are for use with the STS only; LEAs not administering this test do not need to whitelist these sites.

- <https://cde-sts.smarterbalanced.org>
- <https://cde-sts-tds.smarterbalanced.org>

## Directions for Administration (DFA)

The [Administer an Online Test Session](#) subsection of this manual, which contains the directions for administration of the STS, must be used by the test administrator to administer tests to students. The DFA includes the script for the test administrator to use at the beginning of testing and provides administration guidance on the day of testing. The script is provided in Spanish.

## Test Scheduling

### Window and Test Times

LEA CAASPP coordinators set the schedules for multiple-choice STS testing within a **25-day window based on 12 days before and 12 days after the date on which 85 percent of the instructional days** have been completed for the school year. It is the responsibility of the LEA to test within this window. Dates will vary by LEA and school based on the first day of instruction. The STS must be administered within this window.

Although the anticipated time it will take for a student to complete the test is approximately 150 minutes for grades two and three and 170 minutes for grades four through eleven, the amount of time each student needs can vary. Schools should consider these estimated times when scheduling test sessions.

The STS is untimed. Tests may be administered to a student over as many testing sessions and days within the testing window as needed.

### Key Dates

Table 1 lists key dates for the 2017–18 STS administration. Note, however, that the LEA’s selected testing window is set in the Test Operations Management System.

**Table 1. List of Key Dates**

Date	Activity
February 28, 2017	STS state testing window opens
July 16, 2017	STS state testing window closes

## Roles and Responsibilities

### Additional Resources:

- 
- Adding and Managing Users for the Standards-based Tests in Spanish (STS) Web video—[http://www.caaspp.org/rsc/videos/archived-training\\_sts-adding-managing-users.2018.html](http://www.caaspp.org/rsc/videos/archived-training_sts-adding-managing-users.2018.html)
  - *California Assessment of Student Performance and Progress (CAASPP) Online Test Administration Manual* Web document—[http://www.caaspp.org/rsc/pdfs/CAASPP.online\\_tam.2017-18.pdf](http://www.caaspp.org/rsc/pdfs/CAASPP.online_tam.2017-18.pdf)
  - CAASPP Security and Test Administration Incident Reporting System (STAIRS) Process for Summative Assessments Web page—<http://www.caaspp.org/stairs/>
  - STS Test Administrator Interface Web site—<https://cde-sts-tds.smarterbalanced.org/proctor>

A successful administration of the STS requires identifying the appropriate staff to fulfill specific roles and work together. The three main roles involved with the administration of the STS are the:

1. local educational agency (LEA) CAASPP coordinator,
2. test site coordinator (called the “school coordinator” in the Administration and Registration Tools system), and
3. test administrator.



**Note:** Test administrators are responsible for administering the STS.

The subsection that follows outlines the various responsibilities of each role.

### LEA CAASPP Coordinator

The LEA CAASPP coordinators were designated by the district superintendent at the beginning of the 2017–18 school year and must meet the requirements and fulfill the duties outlined in the [CAASPP Online Test Administration Manual](#).

### LEA CAASPP Coordinator Responsibilities

For the STS, LEA CAASPP coordinators are responsible for the following activities:

- Ensuring that schools are testing within a 25-day window based on 12 days before and 12 days after the date on which 85 percent of the instructional days have been completed for the school year
- Reporting a test security incident (incorrect Statewide Student Identifier) that occurs during test administration to the California Department of Education (CDE) within 24 hours of discovery, using *STAIRS*, which is available on the [CAASPP STAIRS](#) Web page (*California Code of Regulations*, Title 5 (5 CCR), Section 859[e])

- Assuming general oversight responsibilities for all administration activities in the LEA’s schools and ensuring that students have a positive test experience
- Ensuring test site coordinators and test administrators have access to the Administration and Registration Tools (ART) (Note that ART uses the term “school coordinator” for the CAASPP user role of “test site coordinator.”)

## LEA CAASPP Coordinator Checklist

✓	LEA CAASPP Coordinator Activities	Target Completion Date
<input type="checkbox"/>	Coordinate the scheduling of testing for all eligible students with the test site coordinators at each school, taking factors into consideration that include the following: <ul style="list-style-type: none"> <li>• The number of available testing devices and testing stations</li> <li>• The time required to take a content area</li> <li>• The number of students being tested</li> </ul>	As soon as possible
<input type="checkbox"/>	Learn about the STS: <ul style="list-style-type: none"> <li>• Review this test administration manual.</li> <li>• View the <a href="#">Adding and Managing Users for the STS</a> video.</li> </ul>	As soon as possible after materials are available
<input type="checkbox"/>	Ensure that test site coordinators have installed supported Web browsers and CAASPP secure browsers on student testing devices.	2 weeks before testing
<input type="checkbox"/>	Ensure that test site coordinators have familiarized themselves and their test administrators with the three components they need for STS testing: <ol style="list-style-type: none"> <li>1. CAASPP secure browser (through which students will access the testing interface)</li> <li>2. <a href="#">STS Test Administrator Interface</a></li> <li>3. <i>CAASPP STS Online Test Administration Manual</i> (especially the directions for administration in subsection <a href="#">Administer an Online Test Session</a>)</li> </ol>	3–5 days before testing
<input type="checkbox"/>	Ensure test site coordinators and test administrators have access to ART. (Note that ART uses the term “school coordinator” for the CAASPP user role of “test site coordinator.”)	3–5 days before testing
<input type="checkbox"/>	Assume general oversight responsibilities for all STS administration activities in LEA schools.	Length of STS testing for the LEA

## Test Site Coordinator

The test site coordinator—referred to as the “school coordinator” in ART—is designated by the LEA CAASPP coordinator and must meet the requirements and fulfill the duties outlined in the [CAASPP Online Test Administration Manual](#).

## Test Site Coordinator Responsibilities

For the STS, the test site coordinator is responsible for the following activities:

- Identifying test administrators, and ensuring that they have reviewed and signed the *CAASPP Test Security Affidavit* (5 CCR Section 850[w])
- Verifying that student demographic information from the California Longitudinal Pupil Achievement Data System is appearing correctly in ART

- Creating or approving testing schedules and procedures for the school (consistent with state and LEA policies)
- Working with technology staff to ensure that devices are configured for testing and that any technical issues are resolved
- Addressing testing problems, as needed
- Mitigating and reporting all test security incidents in a manner consistent with state and LEA policies
- Assuming general oversight responsibilities for all administration activities in their schools and for all test administrators
- Ensuring test administrators have access to the to the [STS Test Administrator Interface](#) (must be assigned the test administrator role in ART)



**Note:** LEA CAASPP coordinators, who also serve the role of the test site coordinators, should be familiar with the tasks and responsibilities of the test site coordinator.

## Test Site Coordinator Checklist

✓	Test Site Coordinator Activities	Target Completion Date
<input type="checkbox"/>	Inform staff at your test site about STS converting to an online assessment.	As soon as possible
<input type="checkbox"/>	Coordinate the scheduling of testing for all eligible students with the LEA CAASPP coordinator, taking in consideration factors that include the following: <ul style="list-style-type: none"> <li>• The number of available testing devices and testing stations</li> <li>• The time required to take the assessment</li> <li>• The number of students being tested</li> </ul>	As soon as possible
<input type="checkbox"/>	Learn about the STS: <ul style="list-style-type: none"> <li>• Review this test administration manual.</li> <li>• View the <a href="#">Adding and Managing Users for the STS</a> video.</li> </ul>	As soon as possible after materials are available
<input type="checkbox"/>	Identify test administrators at each school: <ul style="list-style-type: none"> <li>• Prepare test administrators.</li> <li>• Collect and review <i>CAASPP Test Security Affidavits</i>.</li> <li>• Provide test administrators with ART user accounts.</li> <li>• Direct test administrators to this manual.</li> </ul>	As soon as possible after materials are available
<input type="checkbox"/>	Identify student testing devices and ensure the installation of the CAASPP secure browser. Identify an equal number of devices that test administrators are to use to start test sessions using the <a href="#">STS Test Administrator Interface</a> .	2 weeks before testing
<input type="checkbox"/>	Ensure that you and your test administrators have familiarized yourselves with the three components you need for the STS: <ol style="list-style-type: none"> <li>1. CAASPP secure browser</li> <li>2. <a href="#">STS Test Administrator Interface</a></li> <li>3. <i>CAASPP STS Online Test Administration Manual</i> (especially the directions for administration in subsection <a href="#">Administer an Online Test Session</a>)</li> </ol>	3–5 days before testing

✓	Test Site Coordinator Activities	Target Completion Date
<input type="checkbox"/>	Ensure test administrators have access to the <a href="#">STS Test Administrator Interface</a> (must be assigned the test administrator role in ART).	3–5 days before testing
<input type="checkbox"/>	Assume general oversight responsibilities for all STS administration activities at the school.	Length of STS testing for the LEA

## Test Administrator

A test administrator is an employee of an LEA or an employee of a nonpublic, nonsectarian school who has been trained to administer the STS. Test administrators must review the test administration directions and read and sign the *CAASPP Test Security Affidavit*.

### Test Administrator Responsibilities

Test administrators are responsible for the following activities:

- Reading and submitting signed *CAASPP Test Security Affidavits* (5 CCR Section 850[w]) to their test site coordinator
- Administering the STS in accordance to the guidelines outlined in this manual
- Ensuring he or she has access to the [STS Test Administrator Interface](#) (must be assigned the test administrator role in ART)

### Test Administrator Checklist

✓	Test Administrator Activities	Target Completion Date
<input type="checkbox"/>	Read and sign the <i>CAASPP Test Security Affidavit</i> ; return to the test site coordinator.	As soon as possible
<input type="checkbox"/>	Learn about the STS: <ul style="list-style-type: none"> <li>• Review this test administration manual.</li> </ul>	1–2 weeks before testing
<input type="checkbox"/>	Work with your test site coordinator or LEA CAASPP coordinator to obtain a username and password for ART, which will enable you to access the <a href="#">STS Test Administrator Interface</a> . (This is the same logon and password used to access the Digital Library, for example.)	1–2 weeks before testing
<input type="checkbox"/>	Become familiar with the STS testing systems and tools: <ul style="list-style-type: none"> <li>• CAASPP secure browser</li> <li>• <a href="#">STS Test Administrator Interface</a> (to administer test sessions)</li> </ul>	1–2 weeks before testing
<input type="checkbox"/>	Ensure you have access to the <a href="#">STS Test Administrator Interface</a> (must be assigned the test administrator role in ART)	3–5 days before testing
<input type="checkbox"/>	Confirm the students you will test are correctly assigned in the <a href="#">STS Test Administrator Interface</a> .	1–5 days before testing
<input type="checkbox"/>	Ensure devices are turned on and the testing system is working.	Day of testing (before sitting student for testing)

✓	Test Administrator Activities	Target Completion Date
<input type="checkbox"/>	Ensure you have familiarized yourselves with the three components you need for the STS: <ol style="list-style-type: none"> <li>1. CAASPP secure browser</li> <li>2. <a href="#">STS Test Administrator Interface</a></li> <li>3. <i>CAASPP STS Online Test Administration Manual</i> (especially the directions for administration in subsection <a href="#">Administer an Online Test Session</a>)</li> </ol>	3–5 days before testing
<input type="checkbox"/>	Start a test session in the <a href="#">STS Test Administrator Interface</a> and ensure that students are logged on using the STS test delivery system located in the CAASPP secure browser on the testing device.	Day of testing (before sitting student for testing)
<input type="checkbox"/>	Begin the test administration with students.	Day of testing, with student present.

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# **Chapter 2. Test Administration Preparation and Planning**

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# Preparing for the Standard-based Test in Spanish (STS) Administration

## Additional Resources:

- Adding and Managing Users for the Standards-based Tests in Spanish (STS) Web video— [http://www.caaspp.org/rsc/videos/archived-training\\_sts-adding-managing-users.2018.html](http://www.caaspp.org/rsc/videos/archived-training_sts-adding-managing-users.2018.html)
- California Assessment of Student Performance and Progress (CAASPP) Standards-based Tests in Spanish (STS) Web page— <http://www.caaspp.org/administration/about/sts/>
- STS Test Administrator Interface Web site— <https://cde-sts-tds.smarterbalanced.org/proctor/>
- *Technical Specifications and Configuration Guide for CAASPP Online Testing* Web document— <http://www.caaspp.org/rsc/pdfs/CAASPP.tech-specs-and-config-guide.2017-18.pdf>

## Technology Requirements

All online CAASPP assessments, including the STS, have the same technological requirements. Prior to assessment administration, local educational agency (LEA) CAASPP coordinators, test site coordinators, and/or technology coordinators should review the technology infrastructure at their schools to ensure it meets the minimum requirements for administering the STS.

The [Technical Specifications and Configuration Guide for CAASPP Online Testing](#) provides the technical specifications for online testing. This includes information about Internet and network infrastructure requirements, hardware and software requirements, and secure browser installation.

Additionally, LEAs should work with their information technology teams to whitelist the following URLs prior to administration of the STS. Note that these URLs are for use with the STS only; LEAs not administering this test do not need to whitelist these sites.

- <https://cde-sts.smarterbalanced.org>
- <https://cde-sts-tds.smarterbalanced.org>

## STS Test Administrator Interface

Username and passwords are generated for the [STS Test Administrator Interface](#), after a test administrator has been added and assigned the test administrator role in ART. Please view the [Adding and Managing Users for the STS](#) Web video for a demonstration on adding and managing STS users in ART. For the STS, test administrators can use this username and password to log on to the [STS Test Administrator Interface](#), which is necessary to generate a test session ID and approve students for testing.

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# Accessibility Resources

## Overview

Accessibility resources are access features or supports of the assessment that are either provided as digitally delivered components of the CAASPP secure browser (embedded supports) or separate from it (non-embedded supports). Accessibility supports allow students to participate in an assessment that can generate results that are a fair and accurate estimate of each student's achievement.

For the STS, large print and braille are the only accessibility resources available to students upon request. These resources will be paper-based and must be ordered by a LEA CAASPP coordinator by contacting CalTAC. Students may use the embedded universal tools within the test delivery system.

## Large-Print and Braille Forms

Large-print and braille forms are available to students as a paper-based form. As mentioned previously, these forms must be ordered by a LEA CAASPP coordinator by contacting the California Technical Assistance Center (CalTAC). Students who need one of these accommodated forms will complete the test using the braille or large-print, paper-based form. **A test administrator should then log on to the respective student's testing interface and enter the student's responses that the student indicated on the paper form into online test form.**

Once the student's test has been submitted via the online test delivery system, the test administrator should work with the test site coordinator and/or the LEA CAASPP coordinator to send the test materials back to CalTAC. This includes the accommodated test form and answer document.

## Availability of Universal Tools

Embedded universal tools are available to all students by default. There are no non-embedded universal tools available for the STS.

The list of available universal tools for the STS is as follows:

- Breaks
- Expandable passages
- Highlighter
- Mark for review
- Notepad
- Strikethrough
- Zoom



**Note:** These resources are intended for use in the operational administration approved by the Office of Administrative Law.

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# Chapter 3. Test Security

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# Test Security for the Standards-based Tests in Spanish (STS)



## Additional Resources:

- *Security Incidents and Appeals Procedure Guide* Web document—  
<http://www.caaspp.org/rsc/pdfs/CAASPP.stairs-appeals-guide.2017-18.pdf>

The Standards-based Tests in Spanish (STS) is a secure test. All test administrators are required to read and sign the *California Assessment of Student Performance and Progress (CAASPP) Test Security Affidavit* prior to testing, which is then kept on file with the test site coordinator. The test site coordinator should be contacted if test administrators have not received the *CAASPP Test Security Affidavit*.

## Test Security Incidents

Test administration incidents are situations that occur before, during, or after test administrations that include test administration errors, disruptions, and student cheating. These incidents generally do not affect test results, are reported to the test site coordinator, and are handled at the local level.

There is only one type of incident that requires reporting in the Security and Test Administration Incident Reporting System (STAIRS) for the STS: resetting a test due to use of an incorrect Statewide Student Identifier (SSID).

If a student starts testing using an incorrect SSID, the test administrator must stop the student's test session. The student should then log on to the test session again using his or her correct SSID. The test site coordinator or the local educational agency CAASPP coordinator should then report the incident in the Security and Test Administration Incident Reporting System (STAIRS), which is done by accessing the Test Operations Management System.

If a student completes testing using an incorrect SSID, the test administrator should report the incident in STAIRS to initiate an SSID swap. The student does not need to test again; however, the student whose SSID was used in error must wait until the LEA has been notified by the CDE that the test opportunity is available for that student.

The [Security Incidents and Appeals Procedure Guide](#) contains complete instructions for using the STAIRS process.

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# **Chapter 4. Administering the Standards-based Tests in Spanish to Students**

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## Use the Directions for Administration

### Additional Resources:



- *California Assessment of Student Performance and Progress (CAASPP) Online Test Administration Manual* Web document—  
[http://www.caaspp.org/rsc/pdfs/CAASPP.online\\_tam.2017-18.pdf](http://www.caaspp.org/rsc/pdfs/CAASPP.online_tam.2017-18.pdf)

## Overview



**Caution:** These instructions apply to administration of the Standards-based Test in Spanish only.

**RECOMMENDATION:** Consider printing this section to be used on the day of testing.

Before you administer a test session, check to see if the following tasks have been completed:

- Verify the security of the testing environment prior to beginning a test session. (See the [Security of the Test Environment](#) subsection in the *CAASPP Online Test Administration Manual*.)
  - ✓ **Student seats are arranged in a way so students cannot see each other's answers.**
  - ✓ **All displayed instructional materials (e.g., vocabulary charts, 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.
- Recommended:** Launch secure browsers on all testing devices before students sit down to test.

To ensure that all students are tested under the same conditions, the test administrator should adhere strictly to the script for administering the test. These instructions can be found in the boxes in bold on the following pages. 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.**

**Please remember that the script must be followed exactly and used each time a test is administered.** 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. If the test administrator makes a

mistake in reading a direction, then he or she should stop and say, “He hecho un error. Escuche de nuevo. (I made a mistake. Listen again.)” Then the direction should be reread.

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 the script.

# Administer an Online Test Session

## Additional Resources:

- *California Assessment of Student Performance and Progress (CAASPP) Online Test Administration Manual* Web document—  
[http://www.caaspp.org/rsc/pdfs/CAASPP.online\\_tam.2017-18.pdf](http://www.caaspp.org/rsc/pdfs/CAASPP.online_tam.2017-18.pdf)
- CAASPP Standard-based Tests in Spanish (STS) Web page—  
<http://www.caaspp.org/administration/about/sts/>
- STS Test Administrator Interface Web site—<https://cde-sts-tds.smarterbalanced.org/proctor/>

You must create a test session in the [STS Test Administrator Interface](#) 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, especially their grade level, before test sessions.**



*If you have a student whose information is incorrect, do not approve him or her for testing. Contact your local educational agency (LEA) CAASPP coordinator or test site coordinator (as appropriate) to have the student's information updated in the California Longitudinal Pupil Achievement Data System (CALPADS), which provides data to the Administration and Registration Tools.*

## General Rules

### *Entering Student Responses into the System*

A student may enter his or her responses into the testing device using a mouse, keyboard, or other assistive technology.

### *Beginning the Test*

Follow these instructions to administer the STS. The test administrator must create a test session before students can log on to the STS test delivery system. 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.

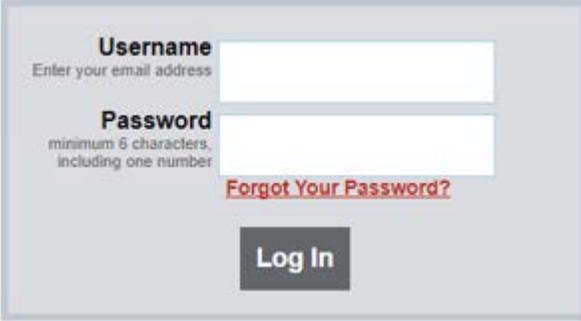
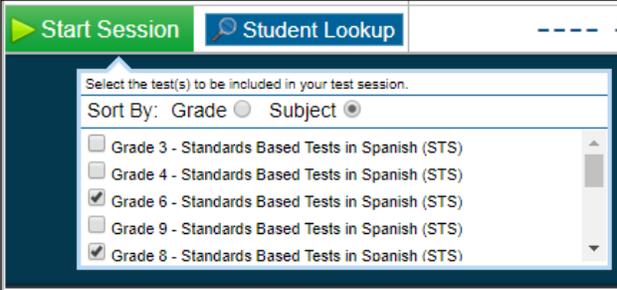
## Workflow

The basic workflow for administering online tests is as follows:

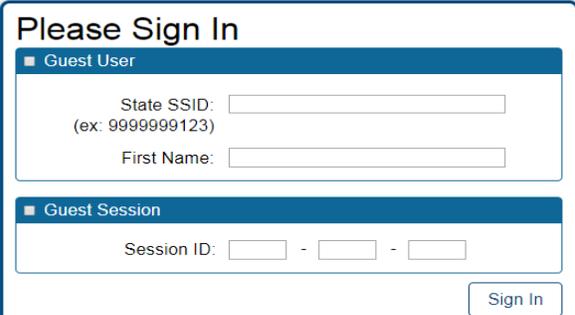
1. The test administrator logs on to the [STS Test Administrator Interface](#), selects tests, and starts a test session.
2. Students select the link in the CAASPP secure browser that takes them to the STS test delivery system.
3. Students sign in and request approval for tests.

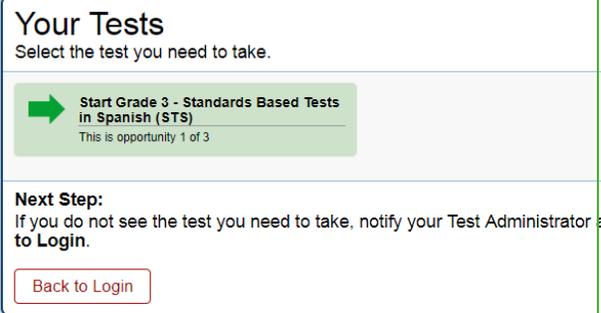
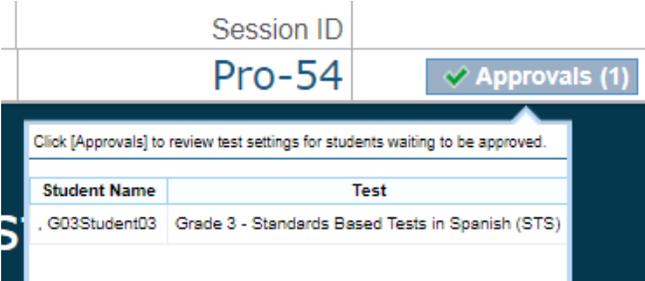
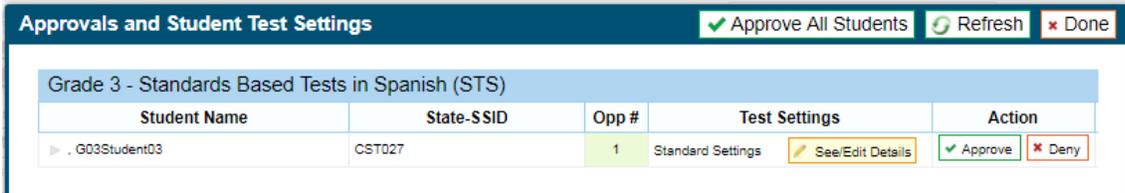
4. The test administrator reviews students' requests and approves them for testing.
5. Students complete and submit their tests.
6. The test administrator stops the test session and logs off.

## Directions for Test Administration

Test Administrator	Student
<p>1. Navigate to the <a href="#">Primary Language Assessment—STS for Reading/Language Arts</a> Web page on the CAASPP Portal in a Web browser.</p>	
<p>2. Select the link to the <a href="#">STS Test Administrator Interface</a>.</p>	
<p>3. Log on to the <a href="#">STS Test Administrator Interface</a> using the sign in credentials you were provided for ART.</p> 	
<p>4. Once you have logged on, you will be directed to the <a href="#">STS Test Administrator Interface</a>. To begin a test session, you will first need to select the grade level(s) of the test session you want to create. Once you have selected the appropriate grade-level assessments, select <b>[START SESSION]</b>.</p> 	
<p>5. Once you have selected <b>[START SESSION]</b>, a session ID will generate. This session ID is what you will use to log on to the student test delivery system and what students will use to associate their test session with yours.</p>	

Test Administrator	Student
	
<p>6. Inform students of the test session ID. Write the session ID somewhere all students can see it clearly.</p>	
<p>7. Read the following SAY box.</p>	
<p><b>SAY:</b> Hoy, tomará la prueba Standards-based Tests en Spanish ven el grado [insertar grado]. Yo les daré el número de identificación de la sesión de prueba que se requiere para iniciar la prueba. Antes de iniciar la sesión, revisemos algunas reglas de prueba. Debe responder a cada pregunta en la pantalla antes de seleccionar SIGUIENTE. Puede hacer pausa en cualquier punto de la prueba seleccionando [PAUSA] en lugar de SIGUIENTE después de contestar una pregunta. Levante su mano si necesita un descanso y pida permiso antes de seleccionar [PAUSA].</p>	
<p>8. Read the next SAY box and all subsequent SAY boxes to everyone.</p>	
<p><b>SAY:</b> Sus respuestas deben ser su propio trabajo. Por favor, mantenga sus ojos en su propia prueba y recuerde, no debe hablar durante la prueba. Si tiene su teléfono celular o smartwatch, debe guardarlo y mantenerlo apagado. Si termina su prueba temprano, por favor levante su mano y siéntese en silencio.</p>	
<p>9. Logon tickets may be provided to each student. A logon ticket should provide a student's Statewide Student Identifier (SSID). Note that logon tickets are secure testing materials and should be securely destroyed after testing.</p>	<p>9. Log on to the STS student testing interface through the secure browser. Students must follow the STS link located in the CAASPP secure browser to access the STS student testing interface.</p>
<p>10. Direct students to sign in using the <i>Student Sign In Web</i> form. <i>You do not need to read the italicized sentences to students testing over multiple days who have already heard these instructions at least once.</i></p>	

Test Administrator	Student
<p><b>SAY:</b> Ahora estamos listos para iniciar la sesión. Una vez que haya iniciado la sesión, tendrá que esperar a que yo inicie la prueba antes de comenzar. Estaré comprobando que ingresaron correctamente la identificación de sesión de prueba y otra información.</p> <p>Ingrese su nombre legal, no su apodo, seguido de su número SSID. A continuación, introduzca la identificación de sesión. <i>Levante su mano si necesita ayuda para escribir esta información en su teclado.</i></p> <p><b>SAY:</b> Ahora seleccione [SIGN IN]. Una vez que haya iniciado la sesión correctamente, verá una pantalla con su nombre y otra información. Si toda la información en la pantalla es correcta, seleccione SÍ para continuar. Si alguna de la información es incorrecta, levante su mano y muéstreme lo que es incorrecto.</p>	
<p>11. Ensure that all students have successfully entered their information.</p>	
<p>12. Inform students of the test type (for example, STS) in which they are participating today.</p>	<p>12. Select the test to take.</p>
<p><b>SAY:</b> En la siguiente pantalla, seleccione STS [insertar banda de grado] y, a continuación, seleccione [START TEST]. Una vez que haya seleccionado su prueba, verá una pantalla con una barra en movimiento y un mensaje diciendo que está esperando la aprobación del administrador de la prueba. Espere tranquilamente mientras compruebo y apruebo cada una de sus pruebas.</p>	

Test Administrator	Student										
<p><b>Note:</b> Only the tests that the test administrator selected for the test session for which students are eligible are selectable by students.</p>	 <p><b>Your Tests</b> Select the test you need to take.</p> <p>➔ <b>Start Grade 3 - Standards Based Tests in Spanish (STS)</b> This is opportunity 1 of 3</p> <p><b>Next Step:</b> If you do not see the test you need to take, notify your Test Administrator or <b>Login</b>.</p> <p><a href="#">Back to Login</a></p>										
 <p>Session ID <b>Pro-54</b> <span>✓ Approvals (1)</span></p> <p>Click [Approvals] to review test settings for students waiting to be approved.</p> <table border="1"> <thead> <tr> <th>Student Name</th> <th>Test</th> </tr> </thead> <tbody> <tr> <td>G03Student03</td> <td>Grade 3 - Standards Based Tests in Spanish (STS)</td> </tr> </tbody> </table>	Student Name	Test	G03Student03	Grade 3 - Standards Based Tests in Spanish (STS)	<p>13. Wait for the test administrator's approval.</p>						
Student Name	Test										
G03Student03	Grade 3 - Standards Based Tests in Spanish (STS)										
<p>14. When you select the <b>[APPROVALS]</b> button to approve individual students, the <i>Approvals and Test Settings</i> page (screen) opens. You also have the option to approve multiple tests by selecting <b>[APPROVE ALL STUDENTS]</b>.</p>											
 <p><b>Approvals and Student Test Settings</b> <span>✓ Approve All Students</span> <span>Refresh</span> <span>✖ Done</span></p> <p>Grade 3 - Standards Based Tests in Spanish (STS)</p> <table border="1"> <thead> <tr> <th>Student Name</th> <th>State-SSID</th> <th>Opp #</th> <th>Test Settings</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>G03Student03</td> <td>CST027</td> <td>1</td> <td>Standard Settings <a href="#">See/Edit Details</a></td> <td><a href="#">✓ Approve</a> <a href="#">✖ Deny</a></td> </tr> </tbody> </table>	Student Name	State-SSID	Opp #	Test Settings	Action	G03Student03	CST027	1	Standard Settings <a href="#">See/Edit Details</a>	<a href="#">✓ Approve</a> <a href="#">✖ Deny</a>	
Student Name	State-SSID	Opp #	Test Settings	Action							
G03Student03	CST027	1	Standard Settings <a href="#">See/Edit Details</a>	<a href="#">✓ Approve</a> <a href="#">✖ Deny</a>							
<p><b>SAY:</b> Después que apruebo el comienzo de la prueba, verá una pantalla que le pedirá que compruebe la prueba y su configuración. Si toda la información es correcta, puede seleccionar <b>[SI, COMENZAR LA PRUEBA]</b>. Si algo es incorrecto, levante su mano.</p>	<p>15. Verify test information and settings.</p>  <p><b>¿Es esta tu prueba?</b> Revisa la configuración de la siguiente prueba.</p> <p>ID de sesión: PRO-54</p> <p><b>Grade 3 - Standards Based Tests in Spanish (STS)</b> Language: Spanish Print Size: No default zoom applied</p> <p><b>Siguiente paso:</b> Si el nombre de la prueba y la configuración son correctos, selecciona <b>Si</b>. Si no, selecciona <b>No</b>.</p> <p><input type="button" value="Sí, comenzar la prueba"/> <input type="button" value="No"/></p>										
	<p>16. Select <b>[Sí, comenzar la prueba]</b> to begin testing.</p>										

Test Administrator	Student
<p>17. Tell students how to take the test.</p>	<p>17. Select [<b>Comenzar la prueba ahora</b>] to begin testing.</p>
<p><b>SAY:</b> Antes de que aparezca la prueba, aparecerá una página de tutorial en la que se enumeran las herramientas de prueba y los botones que puede utilizar durante la prueba o que aparecerán en la prueba. También puede encontrar esta información durante la prueba seleccionando el botón [HELP] en la esquina superior derecha. Cuando esté listo para comenzar su prueba, seleccione [COMENZAR LA PRUEBA AHORA] en la parte inferior de la página.</p>	 <p><b>Instrucciones y ayuda</b> Puedes seleccionar el botón del signo de interrogación para tener acceso a esta Guía de ayuda en cualquier momento durante la prueba.</p> <ul style="list-style-type: none"> <li>• Descripción general del sitio de prueba estudiantil</li> <li>• Reglas de la prueba</li> <li>• Sobre Impresión por demanda</li> </ul> <p>Descripción general del sitio de prueba estudiantil</p>  <p><b>Siguiente paso:</b> Para comenzar tu prueba, selecciona <b>Comenzar prueba ahora</b>. Si el Administrador de la prueba te dice que cierres la sesión, selecciona <b>Regresar a Inicio</b>.</p> <p><b>Comenzar la prueba ahora</b>    <b>Cancelar</b></p>

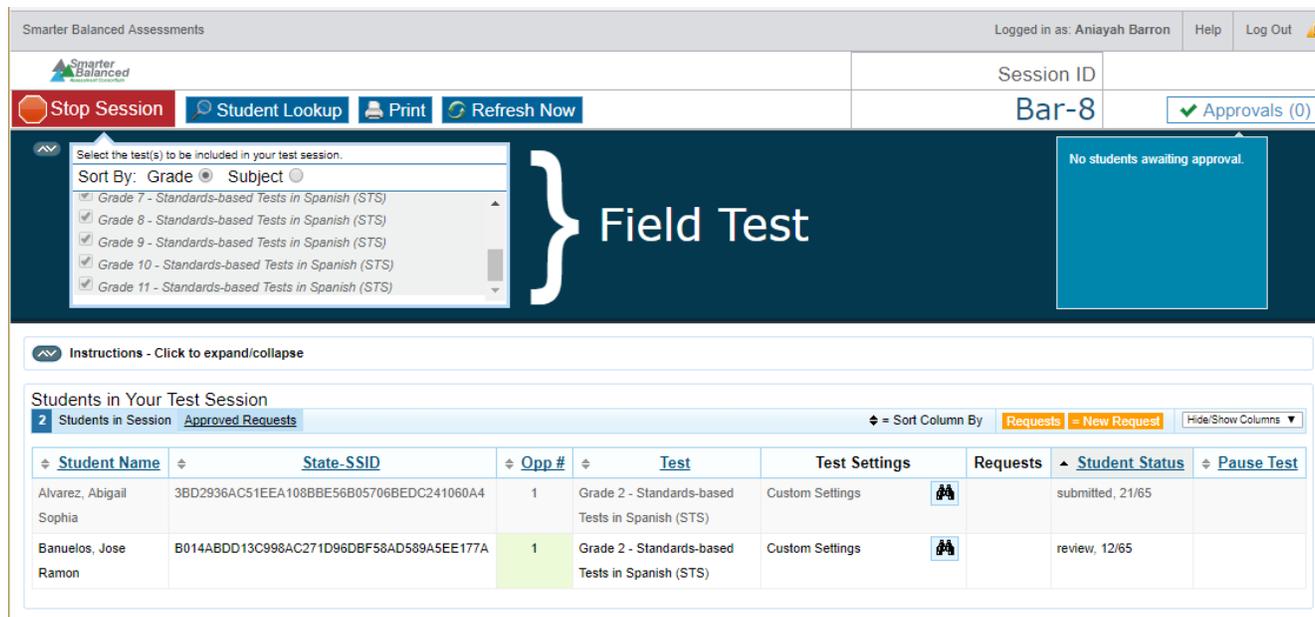
## Monitoring Student Progress

### 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 grade level test and type of test (STS). The test administrator monitors the test each student is taking by referring to the *Students in Your Operational Test Session* table in the [STS Test Administrator Interface](#), shown in Figure 1. 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 the test administrator should contact the LEA CAASPP coordinator to ensure that the student’s information in CALPADS is correct. The *Test* column is indicated in Figure 1.

It is important to note that in the *Student Status* column in the Test Administrator Interface, the number indicated displays the number of test items to which a student has been exposed. This number does not indicate the number of items the student has answered.



Smarter Balanced Assessments

Logged in as: Aniyah Barron | Help | Log Out

Session ID: Bar-8 | Approvals (0)

Stop Session | Student Lookup | Print | Refresh Now

Select the test(s) to be included in your test session.  
Sort By: Grade | Subject

- Grade 7 - Standards-based Tests in Spanish (STS)
- Grade 8 - Standards-based Tests in Spanish (STS)
- Grade 9 - Standards-based Tests in Spanish (STS)
- Grade 10 - Standards-based Tests in Spanish (STS)
- Grade 11 - Standards-based Tests in Spanish (STS)

No students awaiting approval.

Instructions - Click to expand/collapse

Students in Your Test Session

Students in Session | Approved Requests

Sort Column By: Requests | New Request | Hide/Show Columns

Student Name	State-SSID	Opp #	Test	Test Settings	Requests	Student Status	Pause Test
Alvarez, Abigail Sophia	3BD2936AC51EEA108BBE56B05706BEDC241060A4	1	Grade 2 - Standards-based Tests in Spanish (STS)	Custom Settings		submitted, 21/65	
Banielos, Jose Ramon	B014ABDD13C998AC271D96DBF58AD589A5EE177A	1	Grade 2 - Standards-based Tests in Spanish (STS)	Custom Settings		review, 12/65	

Figure 1. Monitoring student progress in the Test Administrator Interface



**Note:** To reset a test in cases where a student has begun testing with an incorrect Statewide Student Identifier, the LEA CAASPP coordinator or test site coordinator must submit the *CAASPP Security and Test Administration Incident Reporting System (STAIRS)* form. The CDE will contact the LEA CAASPP coordinator or test site coordinator with more information once the STAIRS form has been received.

## Test Security

Once students have started an STS test session, the test administrator should circulate the room to ensure that all conditions of test security are maintained. If the test administrator witnesses or suspects the possibility of a test security incident, the 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 [STS Test Administrator Interface](#) is designed to refresh automatically every minute, the test administrator can refresh it manually at any time by selecting the **[Refresh]** button at the top right of the page.



**Caution:** You should not use the Web browser's **[Refresh]** button to refresh the [STS Test Administrator Interface](#).

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:**

Es importante que haga lo mejor que pueda. ¿Necesita pausar la prueba y tomar un descanso?

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

**SAY:**

Haz lo mejor que pueda y elige la respuesta que tiene más sentido. Si no está seguro de cómo funciona una pregunta, puede revisar un tutorial seleccionando en el botón "i" en el lado derecho de la pantalla.

**Warnings:**

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

- If the [STS 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 can open the Web browser and navigate back to the [STS Test Administrator Interface](#). The test administrator will be prompted to enter the active session ID.
- As a security measure, test administrators are automatically logged off the [STS 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 administrator should give the students the new session ID so they can log on and resume testing.



## 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:**

Nos estamos acercando al final de esta sesión de prueba. Por favor revise las preguntas completada ahora. No envíe su prueba a menos que haya contestado todas las preguntas.

**SAY:**

Déjeme saber si necesita más tiempo.

After answering the last question, each student is presented with a screen prompting him or her to review answers for all items available to the student or prior to submitting the test. After any review is completed, students must submit their tests. If students would like to review their answers before submitting their test, they can do so before selecting **[TERMINAR**

**PRUEBA**]. Once a student selects [**TERMINAR PRUEBA**], the student will not be able to review answers.

**SAY:**

Esta sesión de prueba se ha terminado. Si no ha terminado la prueba, seleccione PAUSA y podrá terminarlo en otra sesión.

Si ha contestado todas las preguntas y ha terminado de revisar sus respuestas, seleccione [**TERMINAR PRUEBA**]. Ahora recojeré cualquier papel u otros materiales.

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 [STS Test Administrator Interface](#) by selecting the [**Logout**] button at the top right. Test administrators should also collect any scratch paper.

## Logging Off

Use caution when logging off the Test Administrator Interface as this will log you off of other related systems (e.g., Digital Library). To log off the [STS Test Administrator Interface](#), select the [**Logout**] button in the top-right corner of the screen.

Your session will be closed, and you will not be able to resume the test session.



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

If a test administrator unintentionally logs off the [STS 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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# Chapter 5. Appendixes

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## Appendix A: Standards-based Tests in Spanish (STS) Item Types

The Standards-based Tests in Spanish features only multiple choice single select item types. What follows are details this item type, describing the type of functionality the student and test administrator will see.

1. **Multiple Choice**—These items consist of question and list of choices; they may also include a stimulus or subset of a passage as the stimulus.
  - a. **Single Select**—The student must select the one correct choice to receive credit.

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## Support for the Standards-based Tests in Spanish

### Additional Resources:

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- California Assessment of Student Performance and Progress (CAASPP) Portal Web site—<http://www.caaspp.org/>
  - CAASPP Primary Language Assessment—Standards-based Test in Spanish (STS) for Reading/Language Arts (RLA) Web page—<http://www.caaspp.org/administration/about/sts/>

The [CAASPP Portal](#) is the home for all CAASPP assessment administration information, including the STS. All information and nonsecure materials needed to administer the STS are or will be available on the CAASPP [Primary Language Assessment—STS for RLA](#) Web page.

For questions regarding the STS or for additional assistance:

- Local educational agency (LEA) CAASPP coordinators should contact the California Technical Assistance Center by phone at 800-955-2954, by e-mail at [caltac@ets.org](mailto:caltac@ets.org), or by using the chat function linked on the [CAASPP Portal](#).
- Test site coordinators should contact their LEA CAASPP coordinator.
- STS test administrators should contact their test site coordinator.