

TEST ADMINISTRATOR CHECKLIST

	Test Administrator (TA) Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	1. Review all Smarter Balanced policy and test administration documents, particularly the <i>Test Administrator (TA) Reference Guide (Reference Guide)</i> .	<i>Reference Guide, section I</i>	1–2 hours	Complete at least 2–3 weeks prior to testing.	http://caaspp.org/rsc/pdfs/CAASPP.ta-reference-guide.2015.pdf
<input type="checkbox"/>	2. Review the training modules and attend school or local educational agency (LEA) training sessions, if any are offered.	<i>Online Test Administration Manual (TAM), section 2.1</i>	2–3 hours	Complete at least 2–3 weeks prior to testing.	http://caaspp.org/training/caaspp/ http://caaspp.org/rsc/pdfs/CAASPP.online_tam.2015.pdf
<input type="checkbox"/>	3. Show students the videos “What is a CAT?” and “What are Universal Tools?”	<i>TAM, section 2.1</i>	1 hour	Complete while spaced over 2–3 weeks prior to testing.	http://caaspp.org/training/caaspp/
<input type="checkbox"/>	4. Provide students with a walk-through of the Training Test and/or Practice Test for familiarity with navigation of the system and tools.	<i>Reference Guide, Appendix B</i>	1 hour	Complete while spaced over 2–3 weeks prior to testing.	http://caaspp.org/rsc/pdfs/CAASPP.ta-reference-guide.2015.pdf http://caaspp.org/practice-and-training/
<input type="checkbox"/>	5. Perform an equipment needs check based on individual student requirements. <ul style="list-style-type: none"> • Work with the CAASPP Test Site Coordinator (SC) to identify students who will need specialized equipment for accommodations. 	<i>None</i>	1–2 hours	Complete at least 2 weeks prior to testing.	Students are permitted and encouraged to use their own ear buds or headsets—but LEAs and schools should also plan on having some available.

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<input type="checkbox"/> 6. Work with the SC to determine precise testing schedules based on the test administration windows selected by the school schedule. <ul style="list-style-type: none"> • Make sure your students' test administration schedule includes allowable breaks and time for the Classroom Activity prior to the performance task. 	TAM, section 7.3		Complete at least 1-2 weeks prior to testing.	
<input type="checkbox"/> 7. Confirm that you have received your Test Operations Management (TOMS) logon information. You should have received an automated e-mail from TOMS notifying you of how to log on. You will also use this username and password for the Online Testing System.	TOMS Passwords, Access, and Logon Guide	30-60 minutes	Complete at least 1-2 weeks prior to testing.	If you have not received this information, please check your spam/junk e-mail folder to see if it was mistakenly routed there. If not, check with your SC. http://caaspp.org/rsc/pdfs/CAASPP.TOMS-access-and-logon.2015.pdf
<input type="checkbox"/> 8. Work with your SC to ensure that each student has a Statewide Student Identifier (SSID) and is registered for an appropriate paper-pencil test as necessary.	None	2-4 hours	Complete at least 1-2 weeks prior to testing.	
<input type="checkbox"/> 9. Confirm each student's test settings for designated supports and accommodations in TOMS against their individualized education program (IEP), Section 504 plan, or other relevant documentation as appropriate.	TOMS Online Student Test Settings User Guide	2-4 hours	Complete at least 1-2 weeks prior to testing.	http://caaspp.org/rsc/pdfs/CAASPP.student-test-settings.2015.pdf

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<input type="checkbox"/> 10. Ensure that the secure browser has been downloaded to any computer(s) on which students will be testing.	<i>Secure Browser Installation Manual</i>	1–2 hours	Complete at least 1–2 weeks prior to testing <i>and again</i> the day before testing or morning of testing.	Check with your SC or School Technology Coordinator if the [Secure Browser] icon is missing. http://caaspp.org/rsc/pdfs/CAASPP.secure-browser-manual.2015.pdf
<input type="checkbox"/> 11. Prior to administration, check all computers that will be used and close all applications except those identified as necessary by the school’s Technology Coordinator. Make sure that no computer has dual monitors. <ul style="list-style-type: none"> • Work with your SC to set system volume prior to students launching the secure browser to ensure students can hear the audio portions of the ELA segment. 	None	1–2 hours	Complete the morning of testing.	The TA should open the secure browser on each computer after closing any unnecessary applications.
<input type="checkbox"/> 12. Communicate to students the need for headsets in order to take the English language arts/literacy (ELA) Listening portions of the assessment. <ol style="list-style-type: none"> a. Identify any students who may not have their own headsets and make arrangements with the school to have headsets available for those students. Counts should be determined prior to testing. b. Also have extra headsets on hand 	None		Make a count of needed headsets (vs students who have their own) at least 3 weeks prior to testing and tell your SC the number needed. Three days before testing, remind students to have their headsets available the day of tests. One day before testing, remind	Administration of the ELA assessment will contain a listening portion. Students will need ear buds or headsets. Make sure your school has extras available for students who may need them on the day of testing. Have extra headsets on hand in case students forget.

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<p>for students who may forget to bring theirs.</p> <p>c. Send reminders to students and parents several days before and the day prior to testing to remind parents that students may bring their own headsets but that headsets will be provided to students without headsets on the day of testing.</p>			students to bring their headsets.	
<input type="checkbox"/> 13. All assessments will have computer adaptive non-performance task (non-PT) items plus a performance task (PT) with a Classroom Activity. <p>a. Obtain the Classroom Activity from your SC and plan for the administration.</p> <p>b. Administer the Classroom Activity.</p>	TAM, section 9.2	60 minutes planning the day prior to administering the PT 30 minutes actual Classroom Activity administration time	Complete the week of testing.	Administration of the non-PT items plus a PT with a classroom-based activity will require advance preparations. http://caaspp.org/rsc/pdfs/CAASPP.online_tam_2015.pdf
<input type="checkbox"/> 14. Plan a quiet activity for each test session for students who finish early.	None	15–30 minutes	Complete the week of testing.	The activity should not be related to the test being given. For example, students who finish early may work on assignments for unrelated subjects or read a book.
<input type="checkbox"/> 15. Administer the Smarter Balanced assessments, following the script and directions for administration. Provide any necessary non-embedded	Test Administrator Online Directions for Administration, section II		Complete the day(s) of testing.	Provide students with scratch paper for all test sessions. Also provide students in grades 6 and above graph paper for the mathematics assessments.

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designated supports and accommodations.				http://caaspp.org/rsc/pdfs/CAASPP.ta-odfa.2015.pdf
<input type="checkbox"/> 16. On the day of testing, verify that the students have their logon information (first name, SSID, and Session ID).	TAM, section 9.2		Complete the day(s) of testing.	http://caaspp.org/rsc/pdfs/CAASPP.online_tam.2015.pdf
<input type="checkbox"/> 17. Review all guidelines for creating a secure test environment. <ul style="list-style-type: none"> • Review all security procedures and guidelines in the TAM. • Carefully read and sign the CAASPP Test Security Affidavit. 	TAM, section 3.0		Prior to and during day(s) of testing.	http://caaspp.org/rsc/pdfs/CAASPP.online_tam.2015.pdf
<input type="checkbox"/> 18. Make sure the physical conditions of the testing room are satisfactory. <ul style="list-style-type: none"> • Make sure that no instructional materials directly related to the content of the assessments are visible. • Students should be seated so there is enough space between them, or provide desktop partitions to minimize opportunities to look at each other's screen. • Actively monitor students throughout the test sessions. • Students who are not being tested may not be in the room where a test 	TAM, section 3.0		Complete the day(s) of testing.	<ul style="list-style-type: none"> • Make sure students clear their desks and put away all books, backpacks, purses, cell phones, electronic devices of any kind, and other materials not needed for the test. • Ensure that students do not access unauthorized electronic devices (such as cell phones) at any time during testing. http://caaspp.org/rsc/pdfs/CAASPP.online_tam.2015.pdf

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is being administered.				
<input type="checkbox"/> 19. Report any testing improprieties, irregularities, and breaches to the SC and LEA CAASPP Coordinator in writing immediately following an impropriety, irregularity, or breach.	<i>TAM</i> , sections 4.0, 5.0, and Appendix C		Complete as soon as possible during or immediately following testing.	http://caaspp.org/rsc/pdfs/CAASPP.online_tam.2015.pdf http://caaspp.org/administration/forms/
<input type="checkbox"/> 20. Securely dispose of all printed testing materials, including student logon information, print-on-demand documents, and scratch paper in a secure manner.	<i>TAM</i> , sections 3.0 and 11.0		Complete after testing.	http://caaspp.org/rsc/pdfs/CAASPP.online_tam.2015.pdf

Contact Information	
Questions about the overall administration and state policies	Questions about technology and the overall administration procedures
<p>California Department of Education Accommodations, Test Policy, Testing Irregularities</p> <p>Name: CAASPP Office Phone: 916-445-8765 E-mail: caaspp@cde.ca.gov</p>	<p>School Technology Coordinator</p> <p>Name: _____ Phone: _____ E-mail: _____</p> <p>CAASPP Test Site Coordinator</p> <p>Name: _____ Phone: _____ E-mail: _____</p> <p>LEA CAASPP Coordinator</p> <p>Name: _____ Phone: _____ E-mail: _____</p>