

Appendix J: Test Administrator Checklist

	Test Administrator Activities	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	1. 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.		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 CAASPP test site coordinator. <i>TOMS Pre-Administration Guide for CAASPP Testing</i> Chapter 2: Passwords, Access, and Logons— http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2016-17.Chapter-2.pdf
<input type="checkbox"/>	2. Provide students with a walk-through of the training test and/or practice test for familiarity with navigation of the system and tools.	1 hour	Complete multiple opportunities prior to testing.	<i>Online Test Administration Manual</i> , Appendix C
<input type="checkbox"/>	3. Review all California Assessment of Student Performance and Progress (CAASPP) policy and test administration documents.	1–2 hours	Complete at least 2–3 weeks prior to testing.	<i>Online Test Administration Manual</i>
<input type="checkbox"/>	4. Review the training modules and attend school or district training sessions, if any are offered.	2–3 hours	Complete at least 2–3 weeks prior to testing.	<i>Online Test Administration Manual</i> , Chapter 2 CAASPP Training Videos and Webcasts— http://www.caaspp.org/training/caaspp/
<input type="checkbox"/>	5. Show students the videos “What is a Computer Adaptive Test?” and “Embedded Universal Tools and Online Features.”	1 hour	Complete while spaced over 2–3 weeks prior to testing.	2015–16 Archived Webcasts and Training Videos Web page— http://www.caaspp.org/training/archive/archive2015-16.html
<input type="checkbox"/>	6. Perform an equipment needs check based on individual student requirements. <ul style="list-style-type: none"> • Work with the CAASPP test site coordinator to identify students who will need specialized equipment for accommodations. 	1–2 hours	Complete at least 2 weeks prior to testing.	<i>None.</i> Students are permitted and encouraged to use their own ear buds or headsets—but local educational agencies (LEAs) and schools should also plan on having some available.

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<input type="checkbox"/>	<p>7. Work with the CAASPP test site coordinator to determine precise testing schedules based on the test administration windows selected by the school schedule.</p> <ul style="list-style-type: none"> • Make sure your students' test administration schedule includes allowable breaks. 		Complete at least 1–2 weeks prior to testing.	<i>Online Test Administration Manual, Chapter 4</i>
<input type="checkbox"/>	8. Work with your CAASPP test site coordinator to ensure that each student has a Statewide Student Identifier (SSID) and is registered for an appropriate paper-pencil test as necessary.	2–4 hours	Complete at least 1–2 weeks prior to testing.	<i>None.</i>
<input type="checkbox"/>	9. Create logon tickets for students that include their legal first name and their SSID. (It is also permissible to include a photo of the student or including the student's last name with the logon information as additional safeguards to ensure that the students receive the correct logon information.)	2–4 hours	Complete at least 1–2 weeks prior to testing.	<i>Online Test Administration Manual, Chapter 6</i>
<input type="checkbox"/>	10. Confirm each student's test settings for designated supports and accommodations in TOMS against his or her individualized education program, Section 504 plan, or other relevant documentation as appropriate.	2–4 hours	Complete at least 1–2 weeks prior to testing.	<i>TOMS Pre-Administration Guide for CAASPP Testing Chapter 5: Student Test Settings— http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2016-17.Chapter-5.pdf</i>
<input type="checkbox"/>	11. Ensure that the secure browser has been downloaded to any device(s) on which students will be testing.	1–2 hours	Complete at least 1–2 weeks prior to testing <i>and again</i> the day before testing or morning of testing.	<p>Check with your CAASPP test site coordinator or school technology coordinator if the [Secure Browser] icon is missing.</p> <p><i>Technical Specifications and Configuration Guide for CAASPP Online Testing, Chapter 4: Secure Browser Configuration— http://www.caaspp.org/rsc/pdfs/CAASPP.tech-specs-and-config-guide.2016-17.Chapter-4.pdf</i></p>

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<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 for students who may forget to bring theirs. 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>Make a count of needed headsets (vs students who have their own) at least 3 weeks prior to testing and tell your CAASPP test site coordinator the number needed.</p> <p>Three days before testing, remind students to have their headsets available the day of tests.</p> <p>One day before testing, remind students to bring their headsets.</p>	<p><i>None.</i></p> <p>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.</p> <p>Have extra headsets on hand in case students forget.</p>
<input type="checkbox"/> 13. All assessments will have CAT items plus a performance task (PT).	60 minutes planning the day prior to administering the PT	Complete the week of testing. Administration of the CAT items plus a PT will require advance preparations.	<i>Online Test Administration Manual, Chapter 6</i>
<input type="checkbox"/> 14. Plan a quiet activity for each test session for students who finish early.	15–30 minutes	Complete the week of testing.	<p><i>None.</i></p> <p>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.</p>
<input type="checkbox"/> 15. Prior to administration, check all devices that will be used and close all applications except those identified as necessary by the school's technology coordinator or the student's individualized education program (IEP) or Section 504 plan. <ul style="list-style-type: none"> • Make sure that no device has dual monitors except where required in an IEP or Section 504 plan. 	1–2 hours	Complete the morning of testing.	<p><i>None.</i></p> <p>The test administrator or test examiner should open the secure browser on each device after closing any unnecessary applications.</p>

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<ul style="list-style-type: none"> • Work with your CAASPP test site coordinator to set system volume prior to students launching the secure browser to ensure students can hear the audio portions of the ELA segment. 			
<input type="checkbox"/> 16. Review all guidelines for creating a secure test environment. <ul style="list-style-type: none"> • Review all security procedures and guidelines in the <i>Online Test Administration Manual</i>. • Carefully read and sign the test security affidavit. 		Prior to and during day(s) of testing.	<i>Online Test Administration Manual</i> , Chapter 3 <i>CAASPP Test Security Affidavit</i> — http://www.caaspp.org/rsc/pdfs/CAASPP.Security.Affidavit.2017.pdf
<input type="checkbox"/> 17. 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 is being administered. 		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, and other materials not needed for the test. • Make sure that cell phones, electronic devices of any kind, and other materials not needed for the test are not present in the testing room unless required by a student's IEP or Section 504 plan. • Ensure that students do not access unauthorized electronic devices (such as cell phones) at any time during testing. <i>Online Test Administration Manual</i> , Chapter 3
<input type="checkbox"/> 18. On the day of testing, verify that the students have their logon information (first name, SSID, and session ID). Logon tickets are secure testing material until testing is completed; these should be securely destroyed after testing.		Complete the day(s) of testing.	<i>Online Test Administration Manual</i> , Chapter 6
<input type="checkbox"/> 19. Administer the Smarter Balanced assessments, following the script and directions for administration. Provide any necessary non-embedded designated supports and accommodations.		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. <i>Online Test Administration Manual</i> , Chapter 6

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<input type="checkbox"/>	20. Report any summative testing improprieties, irregularities, and breaches to the CAASPP test site coordinator and LEA CAASPP coordinator in writing immediately following an impropriety, irregularity, or breach. The coordinator will report the incident using the online <i>CAASPP Security and Test Incident Reporting System</i> form to submit a report and may also call the California Department of Education immediately, when appropriate.		Complete as soon as possible during or immediately following testing.	<i>Online Test Administration Manual, Chapter 3</i>
<input type="checkbox"/>	21. Securely dispose of all printed testing materials, including student logon information, print-on-demand documents, and scratch paper.		Complete after testing.	<i>Online Test Administration Manual, Chapter 3</i>

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>