

---

---

## Appendix J: Test Administrator Checklist

- ACTIVITY:** Confirm that you have received your Test Operations Management (TOMS) logon information. You should have received an automated email from TOMS notifying you of how to log on. You will also use this username and password for the online testing system.

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete at least one to two weeks prior to testing.

**Notes and Resources:** If you have not received this information, please check your spam or junk email folder to learn if it was mistakenly routed there. If not, check with your CAASPP test site coordinator.

- *TOMS Pre-Administration Guide for CAASPP Testing*, [Chapter 2: Passwords, Access, and Logons](#)

- ACTIVITY:** Provide students with a walk-through of the training test or practice test for familiarity with navigation of the system and tools.

**Estimated Time to Complete:** One hour

**Target Completion Date:** Complete multiple opportunities prior to testing.

**Notes and Resources:** *Online Test Administration Manual*, [appendix C](#)

- ACTIVITY:** Review all California Assessment of Student Performance and Progress (CAASPP) policy and test administration documents.

**Estimated Time to Complete:** One to two hours

**Target Completion Date:** Complete at least two to three weeks prior to testing.

**Notes and Resources:** *Online Test Administration Manual*

- ACTIVITY:** Review the training modules and attend school or district training sessions, if any are offered.

**Estimated Time to Complete:** Two to three hours

**Target Completion Date:** Complete at least two to three weeks prior to testing.

**Notes and Resources:**

- *Online Test Administration Manual*, [chapter 2](#)
- CAASPP [Summative Assessments Training Videos and Webcasts](#)

**□ ACTIVITY: Show students the videos “What is a Computer Adaptive Test?” and “Embedded Universal Tools and Online Features.”**

**Estimated Time to Complete:** One hour

**Target Completion Date:** Complete while spaced over two to three weeks prior to testing.

**Notes and Resources:** CAASPP [2015–16 Archived Webcasts and Training Videos](#) web page

**□ ACTIVITY: Perform an equipment needs check based on individual student requirements.**

- Work with the CAASPP test site coordinator to identify students who will need specialized equipment for accommodations.

**Estimated Time to Complete:** One to two hours

**Target Completion Date:** Complete at least two weeks prior to testing.

**Notes and Resources:** 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.

**□ ACTIVITY: Work with the CAASPP test site coordinator to determine precise testing schedules based on the test administration windows selected by the school schedule.**

- Make sure your students’ test administration schedule includes allowable breaks.

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete at least one to two weeks prior to testing.

**Notes and Resources:** *Online Test Administration Manual*, [chapter 4](#)

**□ ACTIVITY: 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.**

**Estimated Time to Complete:** Two to four hours

**Target Completion Date:** Complete at least one to two weeks prior to testing.

**Notes and Resources:** None

- ❑ **ACTIVITY:** 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 include the student's last name with the logon information as additional safeguards to ensure that the students receive the correct logon information.)

**Estimated Time to Complete:** Two to four hours

**Target Completion Date:** Complete at least one to two weeks prior to testing.

**Notes and Resources:** *Online Test Administration Manual*, [chapter 7](#)

- ❑ **ACTIVITY:** Confirm each student's test settings for designated supports and accommodations in TOMS against his or her individualized education program (IEP), Section 504 plan, or other relevant documentation as appropriate.

**Estimated Time to Complete:** Two to four hours

**Target Completion Date:** Complete at least one to two weeks prior to testing.

**Notes and Resources:** *TOMS Pre-Administration Guide for CAASPP Testing*, [Chapter 5: Student Test Settings](#)

- ❑ **ACTIVITY:** Ensure that the secure browser has been downloaded to any device(s) on which students will be testing.

**Estimated Time to Complete:** One to two hours

**Target Completion Date:** Complete at least one to two weeks prior to testing *and again* the day before testing or morning of testing.

**Notes and Resources:** Check with your CAASPP test site coordinator or school technology coordinator if the [Secure Browser] icon is missing.

- *Technical Specifications and Configuration Guide for CAASPP Online Testing*, [Chapter 4: Secure Browser Configuration](#)

- ❑ **ACTIVITY:** Communicate to students the need for headsets in order to take the English language arts/literacy (ELA) Listening portions of the assessment.

1. 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.
2. Also have extra headsets on hand for students who may forget to bring theirs.
3. 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.

**Estimated Time to Complete:** As needed

**Target Completion Date:**

1. Make a count of needed headsets (vs students who have their own) at least three weeks prior to testing and tell your CAASPP test site coordinator the number needed.
2. Three days before testing, remind students to have their headsets available the day of tests.
3. One day before testing, remind students to bring their headsets.

**Notes and Resources:** 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.

**□ ACTIVITY: Plan a quiet activity for each test session for students who finish early.**

**Estimated Time to Complete:** 15–30 minutes

**Target Completion Date:** Complete the week of testing.

**Notes and Resources:** 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.

**□ ACTIVITY: 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 IEP or Section 504 plan.**

- Make sure that no device has dual monitors except where required in an IEP or Section 504 plan.
- 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.

**Estimated Time to Complete:** One to two hours

**Target Completion Date:** Complete the morning of testing.

**Notes and Resources:** The test administrator or test examiner should open the secure browser on each device after closing any unnecessary applications.

**□ ACTIVITY: Review all guidelines for creating a secure test environment.**

- Review all security procedures and guidelines in the *Online Test Administration Manual*.
- Carefully read and sign the test security affidavit.

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete prior to and during day(s) of testing.

**Notes and Resources:**

- *Online Test Administration Manual*, [chapter 3](#)
- [CAASPP Test Security Affidavit](#)

**□ ACTIVITY: Make sure the physical conditions of the testing room are satisfactory.**

- 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.

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete the day(s) of testing.

**Notes and Resources:**

- 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.
- *Online Test Administration Manual*, [chapter 3](#)

- ❑ **ACTIVITY:** 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.

*Estimated Time to Complete:* As needed

*Target Completion Date:* Complete the day(s) of testing.

*Notes and Resources:* *Online Test Administration Manual*, [chapter 7](#)

- ❑ **ACTIVITY:** Administer the Smarter Balanced assessments, following the script and directions for administration. Provide any necessary non-embedded designated supports and accommodations.

*Estimated Time to Complete:* As needed

*Target Completion Date:* Complete the day(s) of testing.

*Notes and Resources:* Provide students with scratch paper for all test sessions. Also provide students in grades six and above graph paper for the mathematics assessments.

- *Online Test Administration Manual*, [chapter 8](#) (Smarter Balanced Summative Assessments and CAST)
- *Online Test Administration Manual*, [chapter 9](#) (California Spanish Assessment)

- ❑ **ACTIVITY:** 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 *CAASPP Security and Test Incident Reporting System* form to submit a report and may also call the California Department of Education immediately, when appropriate.

*Estimated Time to Complete:* As needed

*Target Completion Date:* Complete as soon as possible during or immediately following testing.

*Notes and Resources:* *Online Test Administration Manual*, [chapter 3](#)

- ❑ **ACTIVITY:** Securely dispose of all printed testing materials, including student logon information, print-on-demand documents, and scratch paper.

*Estimated Time to Complete:* As needed

*Target Completion Date:* Complete after testing.

*Notes and Resources:* *Online Test Administration Manual*, [chapter 3](#)

## Contact Information

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