

Appendix K: Test Examiner Checklists

California Alternate Assessments (CAAs) for English Language Arts/Literacy and Mathematics

	Test Examiner Activities (ELA and Mathematics)	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. View the CAA Test Administration Tutorial and present the resulting completion certificate to your California Assessment of Student Performance and Progress (CAASPP) test site coordinator or local educational agency (LEA) CAASPP coordinator and/or attend a locally provided training.	2–3 hours	Complete at least 2–3 weeks prior to testing.	<i>Online Test Administration Manual, Chapter 2</i> CAAs— http://www.caaspp.org/administration/about/caa/
<input type="checkbox"/>	3. Review all 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. Provide students with a walk-through of the training test and/or practice test for English language arts/literacy and mathematics for familiarity with navigation of the system and tools.	1 hour	Complete multiple opportunities prior to testing.	<i>Online Test Administration Manual, Appendix C</i>
<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 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.

	Test Examiner Activities (ELA and Mathematics)	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	6. Work with the CAASPP test site coordinator 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. 		Complete at least 1–2 weeks prior to testing.	<i>Online Test Administration Manual</i> , Chapter 4
<input type="checkbox"/>	7. Work with your CAASPP test site coordinator to ensure that each student to whom you are administering the CAAs has a Statewide Student Identifier (SSID).	2–4 hours	Complete at least 1–2 weeks prior to testing.	<i>None.</i>
<input type="checkbox"/>	8. Work with your CAASPP test site coordinator to obtain the correct version of the secure <i>CAA Directions for Administration (DFAs)</i> from TOMS for each grade you are administering.	15 minutes	1–2 weeks per testing. Note that these files will not be available until March 20, 2017.	TOMS— https://caaspp.ets.org/ CAA Version Assignments for 2016–17 Test Administration— http://www.caaspp.org/administration/about/caa/caa-assignments.2016-17.html
<input type="checkbox"/>	9. Carefully review the <i>DFA(s)</i> for each grade you are administering.	1–2 hours	Complete prior to administering the online assessments.	<i>Downloaded DFA(s)</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</i> Chapter 5: Student Test Settings— http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS.pre-admin-guide.2016-17.Chapter-5.pdf
<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.	Check with your CAASPP test site coordinator or school technology coordinator if the [Secure Browser] icon is missing. <i>Technical Specifications and Configuration Guide for CAASPP Online Testing</i> , Chapter 4: Secure Browser Configuration— http://www.caaspp.org/rsc/pdfs/CAASPP.tech-specs-and-config-guide.2016-17.Chapter-4.pdf

	Test Examiner Activities (ELA and Mathematics)	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	12. The CAAs for ELA and mathematics online assessments are to be administered one on one. The test examiner will share use of the testing device with the student. Confirm audio is working on the device, such that both you and the student can hear the audio.	15 minutes	Before testing.	Both ELA and mathematics tests contain videos and/or animations containing audio.
<input type="checkbox"/>	13. 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.2016.pdf
<input type="checkbox"/>	14. Make sure the physical conditions of the testing room are satisfactory and that no instructional materials directly related to the content of the assessments are visible.		Complete the day(s) of testing.	<ul style="list-style-type: none"> 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"/>	15. On the day of testing, verify you have the student's logon information (first name, SSID, and session ID).		Complete the day(s) of testing.	<i>Online Test Administration Manual</i> , Chapter 6 <i>Online Test Administration Manual</i> , Chapter 7
<input type="checkbox"/>	16. Begin the one-on-one test administration with a student by starting with the ELA or mathematics assessment, beginning with the Student Response Check for the content area.		Complete the day(s) of testing.	CAA DFA

	Test Examiner Activities (ELA and Mathematics)	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	17. Administer the assessment according to the script in the <i>DFA</i> , following the script and directions for administration. Provide any necessary non-embedded designated supports and accommodations.	60–100 minutes per test	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, Chapter 6</i>
<input type="checkbox"/>	18. 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.		Complete as soon as possible during or immediately following testing.	<i>Online Test Administration Manual, Chapter 3</i>
<input type="checkbox"/>	19. Securely dispose of all printed testing materials, including the <i>DFA</i> , 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>

California Alternate Assessment (CAA) for Science

	Test Examiner Activities (Science)	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. View the CAA Test Administration Tutorial and present the resulting completion certificate to your California Assessment of Student Performance and Progress (CAASPP) test site coordinator or local educational agency (LEA) CAASPP coordinator and/or attend a locally provided training.	2–3 hours	Complete at least 2–3 weeks prior to testing.	<i>Online Test Administration Manual, Chapter 2</i> CAAs— http://www.caaspp.org/administration/about/caa/
<input type="checkbox"/>	3. Review all 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. Download and carefully review the sample embedded performance task (PT), and prepare any necessary materials.	1 hour	Complete prior to administering the sample embedded PT.	<i>Online Test Administration Manual, Appendix C</i> CAAs— http://www.caaspp.org/administration/about/caa/
<input type="checkbox"/>	5. Provide students taking the CAA for Science with a walk-through of the sample embedded PT.	1 hour	Complete multiple opportunities prior to testing.	<i>CAA for Science Training Sample Embedded PT—</i> http://www.caaspp.org/rsc/pdfs/CAA.sample-embedded-PT.2016-17.pdf
<input type="checkbox"/>	6. Work with the CAASPP test site coordinator to determine testing schedules; 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"/>	7. Work with your CAASPP test site coordinator to ensure that each student to whom you are administering the CAA for Science has a Statewide Student Identifier (SSID).	2–4 hours	Complete at least 1–2 weeks prior to testing.	None.

	Test Examiner Activities (Science)	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	8. Work with your CAASPP test site coordinator to obtain the CAA for Science embedded PT for each grade you are administering. You will need a separate copy for each student administered.	15 minutes	1–2 weeks per testing. Note that these files will be available for use starting in March, 2017, and may be administered any time, once available, up until the end of the LEA's selected testing window.	TOMS— https://caaspp.ets.org/ High School Grade Assignments for 2016–17 Science Pilot Testing— http://www.caaspp.org/administration/about/science/science-assignments.html
<input type="checkbox"/>	9. Carefully review the PT.	1–2 hours	Complete prior to administering the embedded PT.	<i>Downloaded embedded PT(s)</i>
<input type="checkbox"/>	10. Gather any materials needed, according to guidelines provided in the embedded PT and individual student needs and learning styles, and record which materials are used to administer the embedded PT.	30 minutes	Complete prior to administering the embedded PT.	<i>Downloaded embedded PT(s)</i>
<input type="checkbox"/>	11. 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, Chapter 3</i> <i>CAASPP Test Security Affidavit—</i> http://www.caaspp.org/rsc/pdfs/CAASPP.Security_Affidavit.2016.pdf
<input type="checkbox"/>	12. Make sure the physical conditions of the testing room are satisfactory and that no instructional materials directly related to the content of the assessments are visible.		Complete the day(s) of testing.	<ul style="list-style-type: none"> 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, Chapter 3</i>
<input type="checkbox"/>	13. Administer the assessment according to the guidelines in the embedded PT. Provide any necessary non-embedded designated supports and accommodations.	60–100 minutes per test	Complete the day(s) of testing.	<i>Downloaded embedded PT</i>

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<input type="checkbox"/>	14. Administer the student post-testing survey questions that are included at the end of the embedded PT document. You should administer the survey questions to the student immediately after he or she has completed the embedded PT. Student survey responses then need to be entered into the test delivery system at some point prior to the close of the LEA's selected testing window in order for the student to be counted as tested.	10 minutes	Questions should be asked of the student immediately after testing. Student responses should be entered in the test delivery system before the close of the LEA's selected testing window. (Instructions for logging on to the test delivery system can be found in the <i>Online Test Administration Manual</i> and in other CAAs for ELA and mathematics materials.)	<i>Online Test Administration Manual</i> , Chapter 6 <i>Online Test Administration Manual</i> , Chapter 7
<input type="checkbox"/>	15. Score each student's responses and record directly on the embedded PT document or in a separate document. Also record which materials are used to administer the embedded PT to each student, and any modifications used.		During and after administration of the embedded PT.	<i>Downloaded embedded PT</i>
<input type="checkbox"/>	16. Securely dispose of all printed testing materials, including any blank embedded PTs.	15 minutes	Complete after testing.	<i>Online Test Administration Manual</i> , Chapter 3
<input type="checkbox"/>	17. Deliver completed embedded PT documents, including student responses, scores, materials used, and any modifications, to your LEA or test site coordinator. These materials will be retained centrally by the LEA.	1 day	Deliver completed embedded PT documents, including student responses, scores, materials used, and any modifications, to your LEA or test site coordinator. These materials will be retained centrally by the LEA.	

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>