

# Appendix I: CAASPP Test Site Coordinator Checklist

CAASPP Test Site Coordinator Activities	Estimated Time to Complete	Target Completion Date	Notes/Resources
<b>Direct Responsibilities</b>			
<input type="checkbox"/> 1. Add local users to the Test Operations Management System (TOMS).		As soon as possible to provide the option to administer interims assessments, if applicable.	<i>TOMS Pre-Administration Guide for CAASPP Testing</i> , Chapter 1: Adding and Managing Users— <a href="http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2016-17.Chapter-1.pdf">http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2016-17.Chapter-1.pdf</a>
<input type="checkbox"/> 2. Communicate California Science Test (CAST) and California Alternate Assessment (CAA) for Science grade assignments with high school test sites.	1 hour	Complete at least 5–6 weeks prior to testing.	CAASPP Portal High School Grade Assignments for Science Tests Web page— <a href="http://www.caaspp.org/administration/about/science/science-assignments.html">http://www.caaspp.org/administration/about/science/science-assignments.html</a>
<input type="checkbox"/> 3. Attend trainings that your local educational agency (LEA) offers and review all Smarter Balanced policy and test administration documents.	2 to 4 hours	Complete at least 3 weeks prior to testing.	<i>Online Test Administration Manual</i> , <a href="#">Chapter 2</a>  CAASPP Training Videos and Webcasts Web page— <a href="http://www.caaspp.org/training/caaspp/">http://www.caaspp.org/training/caaspp/</a>
<input type="checkbox"/> 4. Ensure that all test administrators and test examiners attend your school's or LEA's training and review the self-paced online training modules posted on the Smarter Balanced portal. Review with test administrator the videos (“What is a Computer Adaptive Test?” and “Embedded Universal Tools and Online Features”) and encourage them to show these to their students in preparation for the test.	2–3 hours	Complete at least 3 weeks prior to testing.	<i>Online Test Administration Manual</i> , <a href="#">Chapter 2</a>  CAASPP Training Videos and Webcasts Web page— <a href="http://www.caaspp.org/training/caaspp/">http://www.caaspp.org/training/caaspp/</a>

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<input type="checkbox"/>	<p>5. Work with technology personnel to ensure timely device setup:</p> <ul style="list-style-type: none"> <li>• Conduct network diagnostics.</li> <li>• Download the secure browser.</li> <li>• Verify that your school has met the minimum technology requirements.</li> <li>• Ensure that other technical issues are resolved before and during testing.</li> </ul>	5–10 hours	Complete at least 3–4 weeks prior to testing.	<p><i>Technical Specifications and Configuration Guide for CAASPP Online Testing</i>— <a href="http://www.caaspp.org/rsc/pdfs/CAASPP.tech-specs-and-config-guide.2016-17.pdf">http://www.caaspp.org/rsc/pdfs/CAASPP.tech-specs-and-config-guide.2016-17.pdf</a></p>
<input type="checkbox"/>	<p>6. Communicate with the test administrators and test examiners to identify the number of headsets needed for each testing site and ensure that the needed number are available at least two weeks prior to the testing window.</p> <ul style="list-style-type: none"> <li>• Headsets are required for the English language arts/literacy (ELA) Listening portions of the assessment, for students who require text-to-speech, or for students requiring audio glossaries (mathematics only).</li> <li>• Communicate with the LEA CAASPP coordinator to identify the number of headsets needed.</li> </ul>	Up to 1 hour	Complete at least 2 weeks prior to testing.	<p><i>None.</i></p> <p>Order the number needed plus extra.</p> <p>Students are permitted and encouraged to use their own ear buds or headsets—but districts and schools should also plan on having some available.</p>
<input type="checkbox"/>	<p>7. Perform an equipment needs check based on individual student requirements.</p> <ul style="list-style-type: none"> <li>• Work with test administrators and test examiners to identify students who will need specialized equipment for accommodations.</li> </ul>	1–2 hours	Complete at least 2 weeks prior to testing.	<i>None.</i>
<input type="checkbox"/>	<p>8. Based on the test administration windows, work with test administrators, test examiners, and LEA CAASPP coordinator to establish a testing schedule.</p>	2–4 hours	Complete at least 1–2 weeks prior to testing.	<i>Online Test Administration Manual, <a href="#">Chapter 4</a></i>

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<input type="checkbox"/>	9. Work with test administrators and test examiners to review student information in TOMS before students are tested to ensure that correct student information and test settings for designated supports and accommodations are applied.	2–4 hours	Complete at least 2 weeks prior to testing.	TOMS <i>Pre-Administration Guide for CAASPP Testing</i> Chapter 5: Student Test Settings— <a href="http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2016-17.Chapter-5.pdf">http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2016-17.Chapter-5.pdf</a>
<input type="checkbox"/>	10. Establish a place to test those students who need a separate test setting.	1–2 hours	Complete at least 1–2 weeks prior to testing.	<i>Usability, Accessibility, and Accommodations Guidelines</i> —linked on the California Department of Education Student Accessibility Supports Web page at <a href="http://www.cde.ca.gov/ta/tg/ca/accesssupport.asp">http://www.cde.ca.gov/ta/tg/ca/accesssupport.asp</a>
<input type="checkbox"/>	11. Download (or have test examiners download) the correct version of the secure <i>CAA Directions for Administration (DFAs)</i> from TOMS for each grade being tested at the school.	30 minutes per manual	1–2 weeks prior to testing. Note that <b>these files will not be available until March 20, 2017.</b>	TOMS— <a href="https://caaspp.ets.org/">https://caaspp.ets.org/</a> CAA Version Assignments for 2016–17 Test Administration— <a href="http://www.caaspp.org/administration/about/caa/caa-assignments.2016-17.html">http://www.caaspp.org/administration/about/caa/caa-assignments.2016-17.html</a>
<input type="checkbox"/>	12. Instruct CAASPP test site coordinators to download (or have test examiners download) the correct version of the CAA for Science embedded performance tasks for each grade being tested at the school.	15 minutes per task	1–2 weeks prior to testing. Note that these files will not be available until March 20, 2017.	TOMS— <a href="https://caaspp.ets.org/">https://caaspp.ets.org/</a> High School Grade Assignments for 2016–17 Science Pilot Testing— <a href="http://www.caaspp.org/administration/about/science/science-assignments.html">http://www.caaspp.org/administration/about/science/science-assignments.html</a>
<input type="checkbox"/>	13. Work with CAA for Science test examiners and the LEA CAASPP coordinators to develop a process for sending completed materials from CAA for Science embedded performance tasks (PTs) to the LEA CAASPP coordinator for secure storage.	15 minutes	1–2 weeks prior to testing.	<i>None</i>
<input type="checkbox"/>	14. Ensure proper handling of all printed test materials and scratch paper. Collect all test materials on each day of testing to keep in a secure location until after the test session, and then destroy according to the security policy outlined in the <i>Online Test Administration Manual</i> .		Complete during and after testing window.	<i>Online Test Administration Manual</i> , <a href="#">Chapter 3</a>

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<input type="checkbox"/> 15. Ensure adherence to all security policies. <ul style="list-style-type: none"> <li>• Read and sign the <i>California Assessment of Student Performance and Progress (CAASPP) Test Security Agreement</i> and submit it to your LEA CAASPP coordinator.</li> <li>• Ensure that all test administrators and test examiners read and sign <i>CAASPP Test Security Affidavits</i>.</li> </ul>			<i>Online Test Administration Manual, Chapter 3</i>  CAASPP Forms Web page— <a href="http://www.caaspp.org/administration/forms/">http://www.caaspp.org/administration/forms/</a>
<input type="checkbox"/> 16. Document any summative testing impropriety, irregularity, or breach and report to the LEA CAASPP coordinator immediately after learning of the incident. <ul style="list-style-type: none"> <li>• Submit an incident report following the Security of Test Administration Incident Reporting System process (STAIRS) described in section 4.0.</li> <li>• File an appeal in TOMS if directed to do so after following the STAIRS process.</li> </ul>	As needed	Ongoing	<i>Online Test Administration Manual, Chapter 3</i>  <i>Security Incidents and Appeals Procedure Guide—</i> <a href="http://www.caaspp.org/rsc/pdfs/CAASPP.stairs-appeals-guide.2016-17.pdf">http://www.caaspp.org/rsc/pdfs/CAASPP.stairs-appeals-guide.2016-17.pdf</a>  CAASPP STAIRS Process for Summative Assessments Web page— <a href="http://www.caaspp.org/stairs/">http://www.caaspp.org/stairs/</a>
<input type="checkbox"/> 17. Enter condition codes <b>NTE</b> (Not tested medical emergency) and <b>PGE</b> (Parent/Guardian exemption) in TOMS as necessary.		Ongoing. It is recommended that you submit condition codes before a student has completed testing.	Instructions for Using Condition Codes in TOMS Web page— <a href="http://www.caaspp.org/administration/toms/condition-codes.html">http://www.caaspp.org/administration/toms/condition-codes.html</a>
<input type="checkbox"/> 18. Collect completed CAA for Science embedded performance task materials from test examiners and send them to the LEA CAASPP coordinator for secure storage.		After CAA for Science testing is complete.	None
<b>Monitor Administration Activities</b>			
<input type="checkbox"/> 19. Monitor testing progress during the testing window and ensure that all students participate as appropriate, addressing student issues as needed.	As needed	Ongoing	None.
<input type="checkbox"/> 20. Raise any technical issues with the school technology coordinator for resolution.	As needed	Ongoing	None.

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<input type="checkbox"/>	21. Review, investigate, and report on all potential testing improprieties, irregularities, and breaches reported by test administrators and test examiners. Mitigate incidents when appropriate.	As needed	Ongoing	<p><i>Online Test Administration Manual, Chapter 3</i></p> <p><i>Security Incidents and Appeals Procedure Guide—</i>  <a href="http://www.caaspp.org/rsc/pdfs/CAASPP.stairs-appeals-guide.2016-17.pdf">http://www.caaspp.org/rsc/pdfs/CAASPP.stairs-appeals-guide.2016-17.pdf</a></p> <p>CAASPP STAIRS Process for Summative Assessments Web page—  <a href="http://www.caaspp.org/stairs/">http://www.caaspp.org/stairs/</a></p>
<b>Oversight Responsibilities</b>				
<input type="checkbox"/>	22. Verify that test administrators and test examiners have reviewed student information in TOMS and are verifying student settings for designated supports and accommodations in TOMS.		Complete at least 1–2 weeks prior to testing.	<p><i>TOMS Pre-Administration Guide for CAASPP Testing Chapter 5: Student Test Settings—</i>  <a href="http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2016-17.Chapter-5.pdf">http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2016-17.Chapter-5.pdf</a></p>
<input type="checkbox"/>	23. Assist test administrators and test examiners in taking proper measures to ensure that students have access only to allowable non-embedded resources during testing.		Complete prior to testing.	None.
<input type="checkbox"/>	24. Verify that test administrators and test examiners are adhering to all test security policies and practices.		Complete during 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><b>California Department of Education</b></p> <p><b>Accommodations, Test Policy, Testing Irregularities</b></p> <p>Name: <b>CAASPP Office</b></p> <p>Phone: <b>916-445-8765</b></p> <p>E-mail: <a href="mailto:caaspp@cde.ca.gov">caaspp@cde.ca.gov</a></p>	<p><b>School Technology Coordinator</b></p> <p>Name: _____</p> <p>Phone: _____</p> <p>E-mail: _____</p> <p><b>LEA CAASPP Coordinator</b></p> <p>Name: _____</p> <p>Phone: _____</p> <p>E-mail: _____</p> <p><a href="http://www.caaspp.org/administration/instructions/">http://www.caaspp.org/administration/instructions/</a></p>