
Appendix I: CAASPP Test Site Coordinator Checklist

Direct Responsibilities

- ❑ **ACTIVITY:** Add local users who have signed a California Assessment for Student Performance and Progress (CAASPP) security affidavit to the Test Operations Management System (TOMS).

Estimated Time to Complete: As needed

Target Completion Date: Complete as soon as possible to provide the option to administer interims assessments, if applicable.

Notes and Resources: TOMS Pre-Administration Guide for CAASPP Testing, [Chapter 1: Adding and Managing Users](#)

- ❑ **ACTIVITY:** Communicate California Science Test (CAST) and California Alternate Assessment (CAA) for Science test assignments.

Estimated Time to Complete: One hour

Target Completion Date: Complete at least five to six weeks prior to testing.

Notes and Resources: [Science Test Administration for High School Students](#)

- ❑ **ACTIVITY:** Attend trainings that your local educational agency (LEA) offers and review all Smarter Balanced policy and test administration documents.

Estimated Time to Complete: Two to four hours

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

Notes and Resources:

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

- ❑ **ACTIVITY:** 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.

Estimated Time to Complete: Two to three hours

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

Notes and Resources:

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

- ❑ **ACTIVITY:** Work with technology personnel to ensure timely device setup:

- Conduct network diagnostics.
- Download the secure browser.
- Verify that your school has met the minimum technology requirements.
- Ensure that other technical issues are resolved before and during testing.

Estimated Time to Complete: Five to 10 hours

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

Notes and Resources: [Technical Specifications and Configuration Guide for CAASPP Online Testing](#)

- ❑ **ACTIVITY:** Work with the LEA CAASPP coordinator to ensure that consistent processes are used to document the selection and assignment of appropriate accessibility resources for students.

Estimated Time to Complete: As needed

Target Completion Date: Complete at least two weeks before testing.

Notes and Resources:

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

- ❑ **ACTIVITY:** Work with your test site coordinators to ensure that requests for unlisted resources have been submitted for students who require them.

Estimated Time to Complete: As needed

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

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

□ ACTIVITY: 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.

- Headsets are required for the English language arts/literacy (ELA) computer adaptive test (CAT) assessment to support the Listening portions of the assessment, for students who require text-to-speech, or for students requiring audio glossaries (mathematics only).
- Communicate with the LEA CAASPP coordinator to identify the number of headsets needed.

Estimated Time to Complete: Up to one hour

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

Notes and Resources: Order the number needed plus extra. Students are permitted and encouraged to use their own ear buds or headsets—but districts and schools should also plan on having some available.

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

- Work with test administrators and test examiners 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: None

□ ACTIVITY: Based on the test administration windows, work with test administrators, test examiners, and the LEA CAASPP coordinator to establish a testing schedule.

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 4](#)

□ ACTIVITY: 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.

Estimated Time to Complete: Two to four hours

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

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

□ ACTIVITY: Establish a place to test those students who need a separate test setting.

Estimated Time to Complete: One to two hours

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

Notes and Resources: *Usability, Accessibility, and Accommodations Guidelines*—linked on the California Department of Education [Student Accessibility Resources](#) web page

□ ACTIVITY: Download (or have test examiners download) the correct version of the secure CAA Directions for Administration (DFAs) from TOMS for each grade being tested at the school.

Estimated Time to Complete: Thirty minutes per manual

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

Notes and Resources:

- [TOMS](#) website
- CAASPP [CAAs for ELA and Mathematics Version Assignments](#) web page

□ ACTIVITY: Instruct CAASPP test site coordinators to download (or have test examiners download) the correct version of the CAA for Science embedded performance tasks (PTs) for each grade being tested at the school.

Estimated Time to Complete: Fifteen minutes per task

Target Completion Date: Complete shortly before testing. Note that these files are available on January 8, 2019.

Notes and Resources:

- [TOMS](#) website
- CAASPP and [CAA for Science Version Assignments](#) web page

□ ACTIVITY: 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 *Online Test Administration Manual*.

Estimated Time to Complete: As needed

Target Completion Date: Complete during and after the testing window.

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

□ ACTIVITY: Ensure adherence to all security policies.

- Read and sign the *CAASPP Test Security Agreement* and submit it to your LEA CAASPP coordinator.
- Ensure that all test administrators and test examiners read and sign *CAASPP Test Security Affidavits*.

Estimated Time to Complete: As needed

Target Completion Date: Ongoing

Notes and Resources:

- *Online Test Administration Manual*, [chapter 3](#)
- CAASPP [Forms](#) web page

□ ACTIVITY: Document any summative testing impropriety, irregularity, or breach and report to the LEA CAASPP coordinator immediately after learning of the incident.

- Submit an incident report following the Security of Test Administration Incident Reporting System (STAIRS)/Appeals process in TOMS.
- File an Appeal in TOMS if directed to do so after following the STAIRS/Appeals process.

Estimated Time to Complete: As needed

Target Completion Date: Ongoing

Notes and Resources:

- *Online Test Administration Manual*, [chapter 3](#)
- [Security Incidents and Appeals Procedure Guide](#)
- CAASPP [STAIRS/Appeals Process for Summative Assessments](#) web page

□ ACTIVITY: Enter condition codes NTE (Not tested medical emergency) and PGE (Parent/Guardian exemption) in TOMS as necessary.

Estimated Time to Complete: As needed

Target Completion Date: Ongoing; submit condition codes before a student has completed testing.

Notes and Resources: [Instructions for Using Condition Codes in TOMS](#) web page

Monitor Administration Activities

- ACTIVITY:** Monitor testing progress during the testing window and ensure that all students participate as appropriate, addressing student issues as needed.

Estimated Time to Complete: As needed

Target Completion Date: Ongoing

Notes and Resources: None

- ACTIVITY:** Raise any technical issues with the school technology coordinator for resolution.

Estimated Time to Complete: As needed

Target Completion Date: Ongoing

Notes and Resources: None

- ACTIVITY:** Review, investigate, and report on all potential testing improprieties, irregularities, and breaches reported by test administrators and test examiners. Mitigate incidents when appropriate.

Estimated Time to Complete: As needed

Target Completion Date: Ongoing

Notes and Resources:

- *Online Test Administration Manual*, [chapter 3](#)
- [Security Incidents and Appeals Procedure Guide](#)
- CAASPP [STAIRS/Appeals Process for Summative Assessments](#) web page

- ACTIVITY:** Use the Completion Status system to monitor test completion rates.

Estimated Time to Complete: As needed

Target Completion Date: Complete on an ongoing basis throughout the testing window.

Notes and Resources: [Guide to CAASPP Completion Status and Roster Management](#)

Oversight Responsibilities

- ACTIVITY:** 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.

Estimated Time to Complete: As needed

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: Assist test administrators and test examiners in taking proper measures to ensure that students have access only to allowable non-embedded resources during testing.

Estimated Time to Complete: As needed

Target Completion Date: Complete prior to testing.

Notes and Resources: None

□ ACTIVITY: Verify that test administrators and test examiners are adhering to all test security policies and practices.

Estimated Time to Complete: As needed

Target Completion Date: Complete during 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>California Department of Education Accommodations, Test Policy, Testing Irregularities</p> <p>Name: CAASPP Office Phone: 916-445-8765 Email: caaspp@cde.ca.gov</p>	<p>School Technology Coordinator</p> <p>Name: _____ Phone: _____ Email: _____</p> <p>LEA CAASPP Coordinator</p> <p>Name: _____ Phone: _____ Email: _____</p> <p>http://www.caaspp.org/</p>