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**From:** CalTac <CalTAC@info.ets.org>  
**Sent:** Wednesday, February 15, 2017 12:52 PM  
**To:**  
**Subject:** CAASPP--2016-17 Test Security Guidelines Webcast



*Measuring the Power of Learning.™*

Dear LEA CAASPP Coordinator:

On **Wednesday, February 22, 2017, from 1–2 p.m.**, Educational Testing Service (ETS) will present the California Assessment of Student Performance and Progress (CAASPP) 2016–17 Test Security Guidelines Webcast to prepare local educational agency (LEA) CAASPP coordinators for the upcoming administration of the summative assessments for English language arts/literacy (ELA), mathematics, and science. LEA CAASPP coordinators **must** train their LEA staff (e.g., CAASPP test site coordinators, test administrators, and/or test examiners) on test security guidelines and procedures for the 2016–17 administration of computer-based tests as well as the paper-pencil tests.

Participants will learn about the following topics:

- Regulatory requirements for statewide testing
- General test security guidelines
- Test security guidelines for the computer-based tests
- Test security guidelines for the paper-pencil (Smarter Balanced for mathematics and ELA, if approved by the California Department of Education, and Standards-based Tests in Spanish) tests
- Social media breaches process
- Updated procedures for reporting test incidents using the *CAASPP Security Incidents and Appeals Procedure Guide* and the CAASPP Security and Test Administration Incident Reporting System (STAIRS) process, including a streamlined communication process
- Test security auditor activities

You may view the Webcast at <http://www.caaspp.org/training/webcast/>. This Webcast is open to everyone and requires no preregistration or logon account.

Materials and the archive of the Webcast will be available in the “Webcasts” section on the Administration of the CAASPP System Summative Assessments—Training Videos and Webcasts Web page at <http://www.caaspp.org/training/caaspp/>.

Questions about the 2016–17 CAASPP administration should be directed to the California Technical Assistance Center (CalTAC) by phone at 800-955-2954 or by e-mail at [caltac@ets.org](mailto:caltac@ets.org).

Sincerely,

California Technical Assistance Center  
Phone: 800-955-2954

Fax: 800-541-8455

E-mail: [caltac@ets.org](mailto:caltac@ets.org)

Web site: <http://www.caaspp.org/>

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