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**From:** CalTac <CalTAC@info.ets.org>  
**Sent:** Monday, March 14, 2016 3:17 PM  
**To:**  
**Subject:** CAASPP--Pre-embossed Graphics Package for a Smarter Balanced Braille Fixed Online Form for Mathematics Summative Assessment



Measuring the Power of Learning.™

Dear LEA CAASPP Coordinator:

A new braille fixed online form for the Smarter Balanced Summative Assessment for Mathematics is available in place of the traditional computer adaptive test for mathematics during the 2015–16 California Assessment of Student Performance and Progress (CAASPP) administration. A pre-embossed graphics package will be used in conjunction with the braille fixed online form for mathematics. Order this package to save your local educational agency (LEA) and/or test sites the expense of printing these materials in-house. In addition, printing these materials for visually impaired students and having a scribe enter their results means that scoring for these students will take place at the same time as results for other students in the LEA.

LEA CAASPP coordinators will need to order the graphics package for a mathematics summative assessment by contacting the California Technical Assistance Center (CalTAC) by phone at 800-955-2954 or by e-mail at [caltac@ets.org](mailto:caltac@ets.org) at least 14 business days prior to the start of testing at the school. When you make your request, be sure to specify the grade being assessed and the Statewide Student Identifier of the student for whom the package is being ordered, because these materials are available **only for the students in your LEA who are testing with the braille fixed online form for mathematics and have this test setting assigned**. Once ordered, the pre-embossed graphics package will be sent to the LEA prior to testing at no additional charge.

To administer the braille fixed online form, the test administrator will select the *Mathematics Braille Fixed Form* option in the Test Administrator Interface when he or she chooses assessments to administer during a test session. For security reasons, students are not permitted to share the graphics packages.

**The graphics packages must be returned to Educational Testing Service's (ETS's) Concord, California, warehouse by the LEA no more than five working days after the student has finished testing. They are returned in the packing materials provided by ETS and separately from other testing materials.**

Questions and orders for the braille fixed online form and all other topics regarding the 2015–16 CAASPP administration should be directed to 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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