

**From:** CalTac <CalTAC@info.ets.org>  
**Sent:** Tuesday, May 10, 2016 1:34 PM  
**To:**  
**Subject:** CAASPP--Setting the Manner of Administration for Interim Assessments

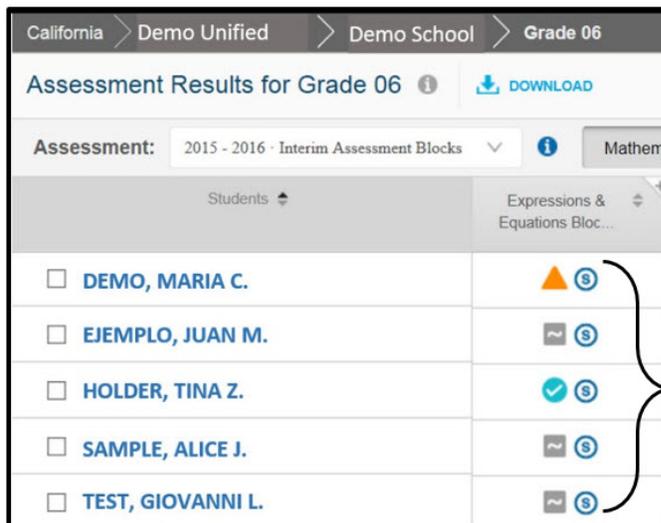


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Dear LEA CAASPP Coordinator:

Two options are available for the “Manner of Administration” setting: “Nonstandardized” and “Standardized/Benchmark.” Interim assessments administered in 2015–16 in a nonstandardized manner will be purged at the beginning of the 2016–17 school year. At this same time, all 2014–15 interim assessment results also will be purged.

The status of the “Manner of Administration” can be located in the Interim Assessment Reporting System. The Interim Assessment Reporting System displays an icon (  ) adjacent to the performance level to indicate that an assessment was administered in a standardized manner. The following sample screen shot shows how the icon is displayed.



Students	Expressions & Equations Bloc...
<input type="checkbox"/> DEMO, MARIA C.	 
<input type="checkbox"/> EJEMPLO, JUAN M.	 
<input type="checkbox"/> HOLDER, TINA Z.	 
<input type="checkbox"/> SAMPLE, ALICE J.	 
<input type="checkbox"/> TEST, GIOVANNI L.	 

The (  ) indicates that the test was administered in a standardized manner.

## SETTING THE MANNER OF ADMINISTRATION

The default selection is “Nonstandardized.” By choosing the “Standardized/Benchmark” option, interim assessment administrators are identifying which interim assessment results will be retained in the Interim Assessment Reporting System for potential longitudinal analyses locally. The “Standardized/Benchmark” option should be selected only if the interim assessment will be administered in a standardized manner. The exact criteria for selecting the “Standardized/Benchmark” option for a student is determined locally.

There are two ways to set the manner of administration to “Standardized/Benchmark” for a student:

1. **(Recommended Option)** The test administrator sets it in the Test Administrator Interface prior to approving a student to begin an interim assessment. Page 30 of the [Interim Assessment User Guide](#) provides specific instructions and screenshots.
2. Set using a downloadable data file from the Interim Assessment Reporting System after test administration. This option requires the LEA CAASPP coordinator to work with the California Technical Assistance Center (CalTAC) to re-upload the file and requires additional time to complete. Specific instructions are documented on pages 41–43 of the [Interim Assessment User Guide](#).

If you have any questions regarding the information in this e-mail, please contact the CalTAC Digital Library and Interim Assessments Help Desk by phone at 855-631-1510 or by e-mail at [caltac@ets.org](mailto:caltac@ets.org).

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