

From: CalTAC <Do-Not-Reply@info.ets.org>
Sent: Thursday, April 16, 2020 5:15 PM
To:
Subject: CAASPP: Instructions for Remote Administration of Interim Assessments
Attachments: How Students Take CAASPP Interim Assessments at Home .docx; Administering Smarter Balanced Interim Assessments Remotely_Quick Guide for Teachers.docx



Dear LEA CAASPP Coordinator or LEA ELPAC Coordinator:

The California Department of Education (CDE) has opened the Smarter Balanced Interim Assessments to be used as part of distance learning while schools are closed due to coronavirus disease 2019 (COVID-19). Students can now access the interim assessments on a nonsecure website with either the Chrome or Firefox browser. This means of accessing the interim assessments will be available to local educational agencies (LEAs) through June 30, 2020. The use of interim assessments continues to be optional for educators to use and should be done in conjunction with LEA guidelines and goals.

The following documents are attached to this email to assist LEAs in using the interim assessments for distance learning:

- *For teachers:* [Administering Smarter Balanced Interim Assessments Remotely—Quick Guide for Teachers](#)
- *For students and parents or guardians:* [How Students Take CAASPP Interim Assessments at Home](#)

To access student results from the interim assessments in the California Educator Reporting System (CERS), teachers need student groups assigned to them by their LEA Coordinator. Instructions for configuring student groups can be found in the “Manage Student Groups” section on pages 86-94 of the [CERS User Guide](#).

What follows is a list of things to think about before using the interim assessments in distance learning:

1. LEAs are prohibited from using the Smarter Balanced Interim Assessments for any high-stakes decisions. The interim assessments should be used by teachers only as a means for verifying student understanding.
2. LEAs will need to find a method for students to obtain a correct Statewide Student Identifier (SSID) while protecting student personally identifiable information (e.g., is not done via email). Teachers should not provide this information to students during group meetings. Depending on the LEA’s student information system, parents and guardians may be able to retrieve a child’s SSID in the LEA’s parent or student portal.
3. To share a session ID, teachers can use Zoom, Google Meet, or another similar method.
4. While a nonsecure web browser is being used as part of the distance learning curriculum, LEAs are expected to maintain security as best as possible. For example, sessions should be stopped when they are no longer needed, and testing device screens should not be captured for any reason.

Smarter Balanced has just launched a new web page with tools and suggestions on supporting and advancing distance learning. The [Supporting Remote Teaching and Learning web page](#) contains additional information regarding interim assessments and other distance learning resources. Please share this email with educators in your LEA.

Please let us know if ETS can assist your LEA in any way as you move forward with distance learning. Questions regarding the use of interim assessments during

distance learning should be directed to the California Technical Assistance Center, by phone at 800-955-2954 or by email at caltac@ets.org.

Sincerely,

California Technical Assistance Center

Phone: 800-955-2954

Fax: 800-541-8455

Email: caltac@ets.org

Websites: <http://www.caaspp.org/> and <https://www.elpac.org/>