
From: CalTac <CalTAC@info.ets.org>
Sent: Wednesday, September 5, 2018 9:08 AM
To:
Subject: CSA Field Test Preadministration Checklist



Measuring the Power of Learning.™

Dear LEA CAASPP Coordinator:

Thank you for your willingness to participate in the field test administration of the California Spanish Assessment (CSA)! Your participation will assist in the collection of test response data from students representing diverse demographic backgrounds throughout the state. This email serves as a reminder that the field test administration window will occur between **September 17 and October 12, 2018**. With the window rapidly approaching, the following is a preadministration checklist to ensure that you and your students are adequately prepared for the CSA field test administration:

1. Ensure that your local education agency (LEA) has selected the fixed CSA field test administration window (September 17–October 12, 2018) in the [Test Operations Management System \(TOMS\)](#).
2. Assign students to the CSA field test in [TOMS](#). The CSA field test assignment can be configured on a student-by-student basis within the TOMS user interface or for multiple students through a .csv file upload process.
3. Ensure that test site coordinators have prepared all technology requirements listed in the [Technical Specifications and Configuration Guide for CAASPP Online Testing](#).
4. Ensure there is coordination of students being tested to the number of available testing devices, headphones, and testing stations.
5. Ensure that CAASPP test site coordinators and their test administrators are familiar with CSA field test administration requirements, which are included in the [CSA Field Test Administration Manual](#) and the [CSA Field Test Training Video](#), available via the CAASPP web page in September.
6. Ensure CAASPP test site coordinators have encouraged students to review the CSA Testing Interface Tutorial videos. Versions in [Spanish](#) and [English](#) are available for students on the CAASPP [CSA](#) web page.

7. Encourage students to access the [CSA training test](#). The CSA training test can be accessed using the **[Practice & Training Tests]** button on the [CAASPP Portal](#) web page.

For questions about the CSA field test, please contact the California Technical Assistance Center by phone at 800-955-2954 or email at caltac@ets.org.

Sincerely,

California Technical Assistance Center

Phone: 800-955-2954

Fax: 800-541-8455

Email: caltac@ets.org

Website: <http://www.caaspp.org/>

Copyright © 2018 by Educational Testing Service. All rights reserved. ETS, the ETS logo and Measuring the Power of Learning. are registered trademarks of Educational Testing Service (ETS).