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# Appendix H: Test Examiner Checklists

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**Additional Resource for This Chapter:**

- CAASPP List of Acronyms and Initialisms web page—  
<http://www.caaspp.org/about/abbreviations.html>

 2019–2020 TEST ADMINISTRATION

**CAASPP  
Online Test  
Administration  
Manual**



  
California Assessment of  
Student Performance and Progress

- Smarter Balanced for English Language Arts/Literacy and Mathematics Summative Assessments
- California Alternate Assessments for English Language Arts/Literacy, Mathematics, and Science
- California Science Test
- California Spanish Assessment

## Appendix H: Test Examiner Checklists

### CAAs for ELA and Mathematics

- ❑ **ACTIVITY:** Confirm that TOMS logon information has been received in an automated email from TOMS with logon instructions. This username and password are also used for the online testing system.

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete at least one to two weeks prior to testing.

**Notes and Resources:** If this information has not been received, please check a spam or junk email folder to learn if it was mistakenly routed there. If not, check with the CAASPP test site coordinator.

- [CAASPP and ELPAC TOMS User Guide](#), Chapter 3 Access, Logons, and Passwords

- ❑ **ACTIVITY:** Log on to TOMS to electronically sign the *CAASPP Test Security Affidavit*.

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete at least one to two weeks prior to testing.

**Notes and Resources:** Test examiners are required to sign the affidavit.

- [CAASPP and ELPAC TOMS User Guide](#), Chapter 3 Access, Logons, and Passwords

- ❑ **ACTIVITY:** View the CAA Test Examiner Tutorial and present the resulting completion certificate to the CAASPP test site coordinator or LEA CAASPP coordinator.

**Estimated Time to Complete:** One hour

**Target Completion Date:** Complete at least two to three weeks prior to testing.

**Notes and Resources:**

- *Online Test Administration Manual*, [chapter 2](#)
- CAASPP [CAAs](#) web page

- ❑ **ACTIVITY:** Review all CAASPP policy and test administration documents.

**Estimated Time to Complete:** One to two hours

**Target Completion Date:** Complete at least two to three weeks prior to testing.

**Notes and Resources:** *Online Test Administration Manual*

- **ACTIVITY: Provide students with a walk-through of the training test or practice test for ELA and mathematics for familiarity with navigation of the system and tools.**

*Estimated Time to Complete:* One hour

*Target Completion Date:* Complete multiple opportunities prior to testing.

*Notes and Resources:* *Online Test Administration Manual*, [appendix C](#)

- **ACTIVITY: Perform an equipment needs check based on individual student requirements.**

- **Work with the CAASPP test site coordinator to identify students who will need specialized equipment for accommodations.**

*Estimated Time to Complete:* One to two hours

*Target Completion Date:* Complete at least two weeks prior to testing.

*Notes and Resources:* Students are permitted and encouraged to use their own ear buds or headsets—but LEAs and schools should also plan on having some available.

- **ACTIVITY: Work with the CAASPP test site coordinator to determine precise testing schedules based on the test administration windows selected by the school schedule.**

- **Make sure the students' test administration schedules include allowable breaks.**

*Estimated Time to Complete:* As needed

*Target Completion Date:* Complete at least one to two weeks prior to testing.

*Notes and Resources:* *Online Test Administration Manual*, [chapter 4](#)

- **ACTIVITY: Work with the CAASPP test site coordinator to ensure that each student to whom the CAAs are being administered has a SSID.**

*Estimated Time to Complete:* Two to four hours

*Target Completion Date:* Complete at least one to two weeks prior to testing.

*Notes and Resources:* *None*

- **ACTIVITY: Work with the CAASPP test site coordinator to obtain the correct version of the secure CAA DFAs from TOMS for each grade being administered.**

*Estimated Time to Complete:* Fifteen minutes

*Target Completion Date:* One to two weeks prior to testing.

*Notes and Resources:*

- [TOMS](#) website
- CAASPP [CAAs for ELA and Mathematics Version Assignments](#) web page

**□ ACTIVITY: Carefully review the DFA(s) for each grade being administered.**

**Estimated Time to Complete:** One to two hours

**Target Completion Date:** Complete prior to administering the online assessments.

**Notes and Resources:** Downloaded DFA(s)

**□ ACTIVITY: Confirm each student’s test settings for designated supports and accommodations in TOMS against the student’s IEP, Section 504 plan, or other relevant documentation as appropriate.**

**Estimated Time to Complete:** Two to four hours

**Target Completion Date:** Complete at least one to two weeks prior to testing.

**Notes and Resources:** [CAASPP and ELPAC TOMS User Guide](#), Chapter 7 Students

**□ ACTIVITY: Ensure that the secure browser has been downloaded to any device(s) on which students will be testing.**

**Estimated Time to Complete:** One to two hours

**Target Completion Date:** Complete at least one to two weeks prior to testing *and again* the day before testing or morning of testing.

**Notes and Resources:** Check with the CAASPP test site coordinator or school technology coordinator if the [**Secure Browser**] icon is missing.

- [CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing](#), Chapter 4 Secure Browser Configuration

**□ ACTIVITY: The CAAs for ELA and mathematics online assessments are to be administered one on one. The test examiner will share use of the testing device with the student. Confirm audio is working on the device, such that both the test examiner and the student can hear the audio.**

**Estimated Time to Complete:** Fifteen minutes

**Target Completion Date:** Complete before testing.

**Notes and Resources:** ELA and mathematics assessments contain videos, animations containing audio, or both.

**□ ACTIVITY: Review all guidelines for creating a secure test environment.**

- Review all security procedures and guidelines in the *Online Test Administration Manual*.
- Carefully read and sign the test security affidavit.

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete prior to and during day(s) of testing.

**Notes and Resources:**

- *Online Test Administration Manual*, [chapter 3](#)

**□ ACTIVITY: Make sure the physical conditions of the testing room are satisfactory and that no instructional materials directly related to the content of the assessments are visible.**

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete the day(s) of testing.

**Notes and Resources:**

- Make sure that cell phones, electronic devices of any kind, and other materials not needed for the test are not present in the testing room unless required by a student's IEP or Section 504 plan.
- Ensure that students do not access unauthorized electronic devices (such as cell phones) at any time during testing.
- *Online Test Administration Manual*, [chapter 3](#)

**□ ACTIVITY: On the day of testing, verify possession of the student's logon information (first name, SSID, and session ID).**

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete the day(s) of testing.

**Notes and Resources:**

- *Online Test Administration Manual*, [chapter 7](#)
- *Online Test Administration Manual*, [chapter 8](#)
- *Online Test Administration Manual*, [chapter 9](#)

**□ ACTIVITY: Begin the one-on-one test administration with a student by starting with the ELA or mathematics assessment, beginning with the Student Response Check for the content area.**

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete the day(s) of testing.

**Notes and Resources:** CAA DFA

- ACTIVITY: Administer the assessment according to the script in the *DFA*, following the script and directions for administration. Provide any necessary non-embedded designated supports and accommodations.**

***Estimated Time to Complete:*** Sixty to 100 minutes per test (estimated; time may vary per student)

***Target Completion Date:*** Complete the day(s) of testing.

***Notes and Resources:*** Provide students with scratch paper for all test sessions. Also provide students in grades six and above graph paper for the mathematics assessments.

- *Online Test Administration Manual*, [chapter 7](#)

- ACTIVITY: Report any summative testing improprieties, irregularities, and breaches to the CAASPP test site coordinator and LEA CAASPP coordinator in writing immediately following an impropriety, irregularity, or breach. The coordinator will report the incident using the online CAASPP STAIR/Appeals process to submit a report and may also call the CDE immediately, when appropriate.**

***Estimated Time to Complete:*** As needed

***Target Completion Date:*** Complete as soon as possible during or immediately following testing.

***Notes and Resources:*** *Online Test Administration Manual*, [chapter 3](#)

- ACTIVITY: Securely dispose of all printed testing materials, including the *DFA*, print-on-demand documents, and scratch paper.**

***Estimated Time to Complete:*** As needed

***Target Completion Date:*** Complete after testing.

***Notes and Resources:*** *Online Test Administration Manual*, [chapter 3](#)

**Contact Information**

Questions about the overall administration and state policies	Questions about technology and the overall administration procedures
<p><b>California Department of Education Accommodations, Test Policy, Testing Irregularities</b></p> <p>Name: <b>CAASPP Office</b>            Phone: <b>916-445-8765</b>            Email: <a href="mailto:caaspp@cde.ca.gov">caaspp@cde.ca.gov</a></p>	<p><b>School Technology Coordinator</b></p> <p>Name: _____            Phone: _____            Email: _____</p> <p><b>CAASPP Test Site Coordinator</b></p> <p>Name: _____            Phone: _____            Email: _____</p> <p><b>LEA CAASPP Coordinator</b></p> <p>Name: _____            Phone: _____            Email: _____</p>

## CAA for Science

- ❑ **ACTIVITY:** Confirm that TOMS logon information has been received in an automated email from TOMS with logon instructions. This username and password are also used for the online testing system.

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete at least one to two weeks prior to testing.

**Notes and Resources:** If this information has not been received, please check a spam or junk email folder to learn if it was mistakenly routed there. If not, check with the CAASPP test site coordinator.

- [CAASPP and ELPAC TOMS User Guide](#), Chapter 3 Access, Logons, and Passwords

- ❑ **ACTIVITY:** Log on to TOMS to electronically sign the **CAASPP Test Security Affidavit**.

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete at least one to two weeks prior to testing.

**Notes and Resources:** Test examiners are required to sign the affidavit.

- [CAASPP and ELPAC TOMS User Guide](#), Chapter 3 Access, Logons, and Passwords

- ❑ **ACTIVITY:** View the CAA Test Administration Tutorial and present the resulting completion certificate to the CAASPP test site coordinator or LEA CAASPP coordinator.

**Estimated Time to Complete:** Two to three hours

**Target Completion Date:** Complete at least two to three weeks prior to testing.

**Notes and Resources:**

- *Online Test Administration Manual*, [chapter 2](#)
- CAASPP [CAAs](#) web page

- ❑ **ACTIVITY:** Review all CAASPP policy and test administration documents.

**Estimated Time to Complete:** One to two hours

**Target Completion Date:** Complete at least two to three weeks prior to testing.

**Notes and Resources:** *Online Test Administration Manual*

- ❑ **ACTIVITY: Work with the CAASPP test site coordinator to determine testing schedules; make sure the students' test administration schedules include allowable breaks.**

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete at least one to two weeks prior to testing.

**Notes and Resources:** *Online Test Administration Manual*, [chapter 4](#)

- ❑ **ACTIVITY: Work with the CAASPP test site coordinator to ensure that each student to whom the CAA for Science is being administered has a SSID.**

**Estimated Time to Complete:** Two to four hours

**Target Completion Date:** Complete at least one to two weeks prior to testing.

**Notes and Resources:** None

- ❑ **ACTIVITY: Ensure that the secure browser has been downloaded to any device(s) on which students will be testing.**

**Estimated Time to Complete:** One to two hours

**Target Completion Date:** Complete at least one to two weeks prior to testing *and again* the day before testing or morning of testing.

**Notes and Resources:** Check with the CAASPP test site coordinator or school technology coordinator if the [**Secure Browser**] icon is missing.

- [CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing](#), Chapter 4 Secure Browser Configuration

- ❑ **ACTIVITY: Work with the CAASPP test site coordinator to obtain the CAA for Science embedded PT for each grade being administered.**

**Estimated Time to Complete:** Fifteen minutes

**Target Completion Date:** One to two weeks prior to testing. Note that these files are available starting on September 8, 2019.

**Notes and Resources:** [TOMS](#) website

- ❑ **ACTIVITY: Carefully review the embedded PT.**

**Estimated Time to Complete:** One to two hours

**Target Completion Date:** Complete just prior to administering the embedded PT.

**Notes and Resources:** *Downloaded embedded PT(s)*

**□ ACTIVITY: Gather any materials needed, according to guidelines provided in the embedded PT and individual student needs and learning styles, and record which materials are used to administer the embedded PT.**

**Estimated Time to Complete:** Thirty minutes

**Target Completion Date:** Complete prior to administering the embedded PT.

**Notes and Resources:** *Downloaded embedded PT(s)*

**□ ACTIVITY: Review all guidelines for creating a secure test environment.**

- Review all security procedures and guidelines in the *Online Test Administration Manual*.
- Carefully read and sign the test security affidavit.

**Estimated Time to Complete:** As needed

**Target Completion Date:** Prior to and during day(s) of testing.

**Notes and Resources:**

- *Online Test Administration Manual*, [chapter 3](#)

**□ ACTIVITY: Make sure the physical conditions of the testing room are satisfactory and that no instructional materials directly related to the content of the assessments are visible.**

**Estimated Time to Complete:** As needed

**Target Completion Date:** Complete the day(s) of testing.

**Notes and Resources:**

- Make sure that cell phones, electronic devices of any kind, and other materials not needed for the test are not present in the testing room unless required by a student's IEP or Section 504 plan.
- Ensure that students do not access unauthorized electronic devices (such as cell phones) at any time during testing.
- *Online Test Administration Manual*, [chapter 3](#)

**□ ACTIVITY: Administer the assessment according to the guidelines in the embedded PT. Provide any necessary individualized resources.**

**Estimated Time to Complete:** Sixty to 100 minutes per test (estimated; time may vary per student)

**Target Completion Date:** Complete the day(s) of testing.

**Notes and Resources:** *Downloaded embedded PT*

**□ ACTIVITY: Securely dispose of all printed testing materials.**

**Estimated Time to Complete:** Fifteen minutes

**Target Completion Date:** Complete after testing.

**Notes and Resources:** *Online Test Administration Manual*, [chapter 3](#)

**Contact Information**

Questions about the overall administration and state policies	Questions about technology and the overall administration procedures
<p><b>California Department of Education Accommodations, Test Policy, Testing Irregularities</b></p> <p>Name: <b>CAASPP Office</b> Phone: <b>916-445-8765</b> Email: <a href="mailto:caaspp@cde.ca.gov">caaspp@cde.ca.gov</a></p>	<p><b>School Technology Coordinator</b></p> <p>Name: _____ Phone: _____ Email: _____</p> <p><b>CAASPP Test Site Coordinator</b></p> <p>Name: _____ Phone: _____ Email: _____</p> <p><b>LEA CAASPP Coordinator</b></p> <p>Name: _____ Phone: _____ Email: _____</p>