Tips for Administering the California Alternate Assessment (CAA) for Science

**PLAN**
- **Review** the Administration Planning Guide and use the schedule planning template.
- **Meet** with your testing team early.
- **Build** a timeline for when to administer each of the four embedded PTs based on your instructional calendar for the year.

The four separate embedded performance tasks (PTs) can be administered in any order and at any time during the year between September and the last day of instruction.

**TEACH**
- **Strategize** about the science domain with which to start your instruction.
- **Prepare** all necessary materials.
- **Individualize** your science instruction based on your student’s needs.

**ADMINISTER**
- **Download** the Directions for Administration (DFAs) two or three days before administration.
- **Administer** your planned PT using the guidelines and scripts in the DFAs right after instruction on the related content.
- **Select** the Pause option if your student becomes nonresponsive (you know your student).
- **Choose No Response** or **Skip** the question only if you present the question to the student but they do not provide a response (despite your best efforts).
- **Complete** the Test Examiner survey after each PT.
- **Submit** the test after each PT is completed.
- **Continue** with your next unit of science instruction and then administer the next PT.

*Ensure that students attempt all four embedded PTs to complete the assessment.*

**RESOURCES**

Administration Planning Guides: [https://www.caaspp.org/administration/about/caa/caa-for-science-administration-planning-guide.html](https://www.caaspp.org/administration/about/caa/caa-for-science-administration-planning-guide.html)

Available resources for the CAA for Science: [https://www.caaspp.org/tar-resources/available-resources-caasci.html](https://www.caaspp.org/tar-resources/available-resources-caasci.html)

CAA web page: [https://www.caaspp.org/administration/about/caa](https://www.caaspp.org/administration/about/caa)