Interim Assessment Administration Best Practices

Prior to the assessment:

- Log in to caaspp.org or go through your MyOUSD Dashboard
  - If you have not logged in this year, click “Request One Now” to receive a secure link
  - Each time you login with a different device, you will need to type in a code received through your email. This is not a new password.
- View the interim you will administer through the Interim Assessment Viewing System
  - Access directions for this here
- Charge the cart/devices to be used
- Count the headphones to make sure you have enough
- Check all headphones are working
- Have all SSID cards for your students
  - If a student does not have an SSID number, contact your test site coordinator

The day of the assessment:

- Adjust the volume of the headphones
  - Students could launch a short inspirational video through Google Classroom or PowerSchool
  - If students have launched the secure browser and cannot adjust the volume, close the secure browser, adjust the volume, and launch again.
- Remind students to use the universal tools and provide scratch paper if students would like to take notes.
  - You can show a video about a universal tool here
    - This could also be used to adjust the volume if the students watched it individually.
- Start the interim assessment at caaspp.org. See directions here
- Nonstandardized vs Standardized
  - Choose nonstandardized if you are using this as an instructional tool or students are working together
  - Choose standardized if you are administering this individually as an assessment
- Students launch the secure browser on their device.
  - Chromebook directions here
  - Stream or desktop directions here
  - iPad directions here
- If a student has difficulty logging in
  - Watch them login to make sure it is not an error on their part
    - Name must match the SSID card
  - Contact your test site coordinator

During the assessment

- Walk the room to see how the students are taking the assessment
  - Are they listening? How many times?
  - Are they using the tools?

After the assessment

- Your results are available in the California Educator Reporting System (CERS). See directions here.
- Remember, if there are hand-scored items, you must score those items prior to seeing results.

Questions?

Contact your test site coordinator

Created by the Student Achievement Committee (updated 10/25/21 CB)