

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