



# CAASPP Site Coordinator Checklist

## ***For the Successful Administration of the 2021–22 California Assessment of Student Performance and Progress (CAASPP) Summative Assessments***

California Department of Education | June 2021

Produced by the California Department of Education (CDE), this checklist for CAASPP site coordinators is meant to organize the activities necessary to ensure the successful administration of the CAASPP assessments.

Although comprehensive, this checklist is not exhaustive and may not include every task or activity required of a CAASPP site coordinator to support a successful administration.

The CAASPP site coordinator tasks on the checklist that follows are listed in the time frame when they are most likely to occur; however, some tasks may occur in different time frames depending on your local schedules and needs. Please adjust the checklist to best fit your local schedules, as necessary. Tasks that are ongoing in nature are also listed at the beginning of the checklist.

**This checklist was created in an editable format so CAASPP site coordinators can add, remove, or reorganize tasks to create a unique checklist of local activities and timelines.**

**Additional details are available for many of the tasks listed in the checklist. Links to this information can be found at the end of this checklist.**

# CAASPP Site Coordinator Checklist

## Ongoing—Before Testing

- Plan for the time and space requirements for testing. This includes accommodating students with separate setting and one to one administration, and ensuring all instructional materials are removed from walls or covered prior to testing.
- Ensure your local educational agency (LEA) coordinator has set you up as the test site coordinator in the Test Operation Management System (TOMS).
- Follow your LEA process to add local users to TOMS at the appropriate user level.<sup>[1]</sup> Complete as soon as possible to provide the option to administer interim assessments, if applicable.
- Confirm that all users have been created in TOMS with correct user roles.
- Ensure that staff who will be assisting with testing, but do not need TOMS access, complete a non-TOMS users affidavit.<sup>[2]</sup>
- Reach out to your site level English Language Proficiency Assessments for California (ELPAC) coordinator if someone other than yourself. Communication between CAASPP and ELPAC coordinators throughout the year is crucial to ensure successful test administration.
- Review scheduled system downtimes and communicate them to staff.<sup>[3]</sup>
- Communicate information and encourage the use of practice tests, training tests, and interim assessments with test examiners (TEs), test administrators (TAs), and teachers.<sup>[4,5,6,7]</sup>
- Sign up to receive the CDE's weekly Assessment Spotlight newsletter, as appropriate.<sup>[8]</sup>
- Verify accesibility resources with teachers or department chairs.
  - Follow your LEA procedures to ensure that all accessibility resources are loaded into TOMS.
  - Follow your LEA procedures to ensure that all unlisted resources are requested in TOMS.<sup>[9]</sup>

- Work with TAs and TEs to identify students who will need specialized equipment for accommodations and perform an equipment needs check based on individual student requirements.
- Review the California Assessment Accessibility Resources Matrix with testing staff.<sup>[10,11,12,13]</sup>
  - Share the Individual Student Assessment Accessibility Profile (ISAAP) tool with appropriate staff.<sup>[14]</sup>
- Establish a place to test those students who need a separate test setting.
- Communicate with special education staff to review IEPs and Section 504 plans before the Summative CAASPP assessments start.
- Work with LEA CAASPP coordinator to verify the need for special test versions, such as Braille or large print, as stated in students' active IEPs or section 504 plans.
- Attend trainings that your LEA offers and review test administration manuals, guides, and videos as needed.<sup>[15,16]</sup>
- Verify that bandwidth and technology capabilities are adequate.<sup>[17]</sup>
- Create a testing schedule for your school site, taking into account computer availability, bandwidth, available TEs, schedules, etc.
- Have the technology coordinator confirm that the latest secure browser is loaded onto all necessary devices.
- Confirm that the correct number of student testing devices and a TE device are available.
- Communicate with the TAs and TEs to identify the number of headsets needed for testing and ensure that the needed number are available at least two weeks prior to the testing window.
  - Headsets are required for the English language arts/literacy (ELA) computer adaptive test to support the Listening portions of the assessment, for students who require text-to-speech, and for students requiring audio glossaries (mathematics only).
- Follow your LEA process to enter condition codes NTE (not tested medical emergency) and PGE (parent/guardian exemption) in TOMS as necessary.

- Review the test assignments and assigned accessibility resources for all CAASPP tests.
- Follow your LEA process to notify parents about upcoming CAASPP testing.<sup>[18,19]</sup>
- Conduct any required site trainings for TAs and TEs, following your LEA process.
- Confirm that staff with roles that do not require access to TOMS, who will have access to testing material, have Non-Toms User Affidavit completed test security forms on the CAASPP website.<sup>[2]</sup>
- Review and show the CAASPP Overview Videos to orient students to testing.<sup>[20,21,22,23,24]</sup>

### During Testing

- Monitor completion rates and communicate testing progress to other staff as appropriate, to ensure that all students participate as appropriate, addressing student issues as needed<sup>[25]</sup>
- Monitor site during testing to support and ensure that test security procedures are followed.
  - Follow your LEA process to submit incident reports as needed using the Security and Test Administration Incident Reporting System (STAIRS).<sup>[26,27,28]</sup> Report test security incidents within 24 hours.
- Ensure proper handling of all printed test materials and scratch paper. Collect all test materials on each day of testing to keep in a secure location until after the test session, and then destroy according to the security policy outlined in the Online Test Administration Manual.
- Document any trends, issues, and ideas for suggested changes for your LEA coordinator to consider for next year's administration.
- Review information from your LEA CAASPP coordinator regarding the availability of the CAASPP results, including the timeline and delivery status of the individual Student Score Reports.
- Ensure appropriate instructional staff are registered for the state-sponsored California Assessment Conference. Registration information is available on the California Assessment Conference website.<sup>[29]</sup>

- Coordinate with LEA staff on how you will brief different stakeholder groups, including leadership teams and the school board, and how you will prepare a news release about the release of statewide CAASPP results.
- Work with the LEA coordinator to prepare to communicate CAASPP results to school staff, parents, and the media.
- Share registration information for the Matching Accessibility Resources to Student Needs Part One virtual training with educators. Registration is available at <https://www.caaspp.org/training/training-opportunities.html>.

**September—California Alternate Assessment (CAA) for Science testing window opens.**

- Use the Administration Planning Guides to plan when performance tasks will be administered throughout the school year for CAA for Science.
  - Test administration planning guides can be found on the CAA website and should be shared with site level coordinators.
  - Ensure that CAA TEs have completed the online CAA tutorial(s) prior to administering the test.
- Communicate the availability of the CAA for Science Performance Tasks to Special Education staff and TEs.
  - If necessary, download and distribute the *Directions for Administration*.
  - Remind TEs of the various response options for the CAA for Science.<sup>30</sup>
- Share registration information for the Matching Accessibility Resources to Student Needs Part Two virtual training with educators. Registration is available at <https://www.caaspp.org/training/training-opportunities.html>.

**January—The following statewide CAASPP testing windows open:**

- Smarter Balanced ELA
- Smarter Balanced Mathematics
- CAA for ELA
- CAA for Mathematics

- California Science Test
  - California Spanish Assessment
- If necessary, download and distribute the *Directions for Administration*.
  - Verify that TAs and TEs have verified student settings for designated supports and accommodations in TOMS.
  - Collaborate with technology personnel to make sure all devices and systems are ready for testing.<sup>[31]</sup>
  - If your LEA is selected for second scoring, ensure that a second TE is trained and scheduled for all students taking the CAA for ELA.<sup>[32]</sup>
  - Remind administrators, Maintenance and Operations Departments, school administrators, and support staff of site testing schedule.
  - Provide information to instructional staff about the state-sponsored California Assessment Conference offered in the fall. Registration information is available on the California Assessment Conference website.<sup>[33]</sup>

### After Testing

- Complete the Post-Test Survey to provide feedback on programs, systems, and resources related to California assessments.
- Solicit feedback about the CAASPP test administration from TAs and TEs to identify changes for next year. This will be shared with the LEA CAASPP coordinator.
- Attend *The Results Are In, Now What?* workshop with a team of educators from your site, or access the archived webcast.<sup>[34]</sup>
- Confirm that all CAA for Science performance tasks have been administered as required.

## Resource Links

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- <sup>1</sup> A list of all user roles in TOMS and their complete definitions is available on the ETS User Roles web page at <https://ca-toms-help.ets.org/toms/single-sign-on/#user-roles-for-caaspp>.
- <sup>2</sup> The Test Security affidavit is available on the ETS Test Security Affidavit web page at [https://etsforms.formstack.com/forms/test\\_security\\_affidavit\\_for\\_non\\_test\\_operations\\_management\\_system\\_toms\\_users](https://etsforms.formstack.com/forms/test_security_affidavit_for_non_test_operations_management_system_toms_users).
- <sup>3</sup> Review system downtimes on the CAASPP Planned System Downtimes web page at <https://www.caaspp.org/system-status/planned-system-downtime.html>.
- <sup>4</sup> Interim assessment resources are available on the CAASPP Interim Assessments web page at <https://www.caaspp.org/ta-resources/interim.html>.
- <sup>5</sup> Practice tests are available on the CAASPP Practice and Training Test web page at <https://www.caaspp.org/practice-and-training/index.html> under the Student Interface Practice and Training Tests section.
- <sup>6</sup> Manuals and user guides for practice and training tests are available on the CAASPP Practice and Training Test web page at <https://www.caaspp.org/practice-and-training/index.html>.
- <sup>7</sup> Quick Reference Guides for administration of practice and training tests are available on the CAASPP Quick Reference Guides and Videos web page at <https://www.caaspp.org/administration/instructions/qrgs-and-videos/index.html>.
- <sup>8</sup> To receive the CDE's Assessment Spotlight emails join the listserv by sending a blank email to [subscribe-caaspp@mlist.cde.ca.gov](mailto:subscribe-caaspp@mlist.cde.ca.gov).
- <sup>9</sup> The Student Accessibility Resources Matrix can be found on the CDE Accessibility Resources web page at <https://www.cde.ca.gov/ta/tg/ca/accessibilityresources.asp>.
- <sup>10</sup> Visit the CDE Student Accessibility Resources web page at <https://www.cde.ca.gov/ta/tg/ca/accesssupport.asp>, and review the California Assessment Accessibility Resources Matrix which describes the available universal tools, designated supports, and accommodations by domain, as well as other important resources.
- <sup>11</sup> Additional resources related to accessibility, including the Smarter Balanced Usability, Accessibility, and Accommodations Guidelines, are available on the CAASPP Accessibility web page at <https://www.caaspp.org/ta-resources/accessibility/index.html>, or the CAASPP website at <https://www.caaspp.org> on the Resources tab, under the Accessibility Resources and Test Settings section.

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- <sup>12</sup> Embedded accessibility resources videos are available on the CAASPP Accessibility Resources Demonstration Videos web page at <https://www.caaspp.org/training/caaspp/uaag.html>.
- <sup>13</sup> The Accessibility guide can be accessed on the ETS Accessibility Guide web page at <https://ca-toms-help.ets.org/accessibility-guide/introduction/manual-content/>.
- <sup>14</sup> The web based ISAAP Tool can be found on the ETS ISAAP website at <https://isaap.ets.org>.
- <sup>15</sup> CAASPP Administration Instructions Index web page: <https://www.caaspp.org/administration/instructions/index.html>.
- <sup>16</sup> CAASPP Quick Reference Guides and Videos web page: <https://www.caaspp.org/administration/instructions/qrgs-and-videos/index.html>.
- <sup>17</sup> CAASPP Technology Resources web page: <https://www.caaspp.org/ta-resources/technology-resources.html>.
- <sup>18</sup> Letter templates are provided on the CAASPP Administration Notification Letters web page at <https://www.cde.ca.gov/ta/tg/ca/caasppadminnftyltr.asp> and are available in multiple languages.
- <sup>19</sup> Parent guides are provided on the CDE Parent Guides to Understanding web page at <https://www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp> and are also available in multiple languages.
- <sup>20</sup> What are Smarter Balanced Assessments? (English) (Video; 3:32) <https://youtu.be/5kFGqmYXbEs>
- <sup>21</sup> What are Smarter Balanced Assessments? (Spanish) (Video; 4:00) <https://youtu.be/-rpRn2fdPIA>
- <sup>22</sup> Smarter Balanced: A Complete Assessment System (English) (Video; 1:39) <https://youtu.be/NHtWwAX1S3I>
- <sup>23</sup> Smarter Balanced: A Complete Assessment System (Spanish) (Video; 1:40) <https://youtu.be/-zMFDJML7-g>
- <sup>24</sup> CAST and the NGSS (English) (Video; 5:34) [https://www.caaspp.org/rsc/videos/archived-training\\_CAST-and-the-NGSS.2018-19.html](https://www.caaspp.org/rsc/videos/archived-training_CAST-and-the-NGSS.2018-19.html)
- <sup>25</sup> The Guide to CAASPP and ELPAC Completion Status can be found on the CAASPP Administrations Instructions web page at <https://www.caaspp.org/administration/instructions/index.html>.



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<sup>26</sup> This guide can be accessed on the CAASPP website at <https://www.caaspp.org> within the "Security and Test Administration Incident Reporting System (STAIRS)" link under the Test Administration tab.

<sup>27</sup> A quick reference guide is available on the CAASPP Quick Reference Guides and Videos web page to guide coordinators through the STAIRS process at <https://www.caaspp.org/administration/instructions/qrgs-and-videos/index.html>.

<sup>28</sup> A manual is available on the ETS STAIRS Overview web page at <https://ca-toms-help.ets.org/stairs/overview>.

<sup>29</sup> Visit the California Assessment Conference website at <https://www.cdecac.org/>.

<sup>30</sup> A guide for test examiners that provides response options available in the test delivery system for the CAA for Science and the Alternate ELPAC can be found in the CAASPP ELPAC Response Options for Alternate Assessments (PDF) at <https://www.caaspp.org/rsc/pdfs/CAASPP-ELPAC--Response-Options-for-Alternate-Assessments.2021.pdf>.

<sup>31</sup> The CAASPP Technology Resources web page at <https://www.caaspp.org/ta-resources/technology-resources.html>.

<sup>32</sup> More information about the second scoring process and assignments will be posted on the CAASPP Quick Reference Guides and Videos web page at <https://www.caaspp.org/administration/instructions/qrgs-and-videos/index.html>.

<sup>33</sup> California Assessment Conference website: <https://www.cdecac.org/>.

<sup>34</sup> Upcoming Training Opportunities can be found on the CAASPP Training Opportunities web page at: <https://www.caaspp.org/training/training-opportunities.html>.