California Assessment of Student Performance and Progress (CAASPP) Test Administrator Checklist

Three to Four Weeks Before Testing Begins

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

Estimated Time to Complete: One hour

Resources:

- [Practice and Training Test Portal](#)
- [QRG—How to Start a Practice Test](#)

Review all CAASPP policy and test administration documents.

Estimated Time to Complete: One to two hours

Resources: [CAASPP Online Test Administration Manual](#)

Review the training modules and attend school or district training sessions, if any are offered.

Estimated Time to Complete: Two to three hours

Resources:

- [Online Test Administration Manual](#)
- [CAASPP Summative Assessments Quick Reference Guides](#)

Show students the "Universal Tools Overview Video."

Estimated Time to Complete: 10 minutes

Resources:

- [Universal Tools Overview Video](#)

One to Two Weeks Before Testing Begins

Confirm that Test Operations Management System (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.

Notes: 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.

Estimated Time to Complete: As needed

Resources: *TOMS User Guide*

Log on to TOMS to carefully read and electronically sign the CAASPP Test Security Affidavit.

Notes: Test administrators are required to sign the affidavit as part of the TOMS logon process.

Estimated Time to Complete: As needed

Resources: Regulations for CAASPP

Perform an equipment needs check based on individual student requirements.

Notes: Students are permitted and encouraged to use their own ear buds or headsets—but local educational agencies (LEAs) and schools should also plan on having some available. 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

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

Notes: Make sure the students' test administration schedule includes allowable breaks.

Estimated Time to Complete: As needed

Resources: *CAASPP Online Test Administration Manual*

Create logon tickets for students that include their first name and their SSID. (It is also permissible to include a photo of the student or include the student's last name with the logon information as additional safeguards to ensure that the students receive the correct logon information.)

Notes: If the preferred name field is populated in the California Longitudinal Pupil Achievement Data System (CALPADS), that is the name the student will use to log on to the test.

Estimated Time to Complete: One to two hours

Resources: *CAASPP Online Test Administration Manual*

Confirm each student's test settings for designated supports and accommodations in TOMS against the student's individualized education program (IEP), Section 504 plan, or other relevant documentation as appropriate.

Estimated Time to Complete: Two to four hours

Resources: *TOMS User Guide*

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

Notes: Check with the CAASPP test site coordinator or school technology coordinator if the [**Secure Browser**] icon is missing. Complete prior to testing and verify again the day before testing.

Estimated Time to Complete: One to two hours

Resources: *CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing*

Communicate to students the need for headsets in order to take the English language arts/literacy (ELA) Listening portions of the assessment.

Notes:

1. Administration of the ELA assessment will contain a Listening portion. Students will need ear buds or headsets. Make sure the school has extra headsets available for students who may need them on the day of testing.

2. Identify any students who may not have their own headsets and make arrangements with the school to have headsets available for those students. Counts should be determined prior to testing.

3. Also have extra headsets on hand for students who may forget to bring theirs.

4. Send reminders to students and parents several days before and the day prior to testing to remind parents that students may bring their own headsets but that headsets will be provided to students without headsets on the day of testing.

Estimated Time to Complete: As needed

Completion Timeline:

1. At least three weeks prior to testing, make a count of needed headsets (versus students who have their own) and tell the CAASPP test site coordinator the number needed.

2. Three days before testing, remind students to have their headsets available on the day of testing.

3. One day before testing, remind students to bring their headsets.

The Week of Testing

Plan a quiet activity for each test session for those students who finish early.

Notes: The activity should not be related to the test being given. For example, students who finish early may work on assignments with unrelated subjects or read a book.

Estimated Time to Complete: 15–30 minutes

Review all guidelines for creating a secure test environment.

Notes: Review all security procedures and guidelines in the Online Test Administration Manual. Review as needed during day(s) of testing.

Estimated Time to Complete: As needed

Resources: *CAASPP Online Test Administration Manual—Security of the Test Environment*

The Day(s) Testing Takes Place

Prior to administration, check all devices that will be used and close all applications except those identified as necessary by the school's technology coordinator or the student's IEP or Section 504 plan.

Notes:

- Make sure that no device has dual monitors except where required in an IEP or Section 504 plan.

- Work with the CAASPP test site coordinator to set system volume prior to students launching the secure browser to ensure students can hear the audio portions of the ELA segment.

Estimated Time to Complete: One to two hours

Make sure the physical conditions of the testing room are satisfactory.

Notes:

- Make sure students clear their desks and put away all books, backpacks, purses, and other materials not needed for the test.

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- Ensure that students do not have access to unauthorized electronic devices (such as cell phones) at any time during testing.

- Make sure that no instructional materials directly related to the content of the assessments are visible.

- Ensure that students are seated so there is enough space between them, or provide desktop partitions to minimize opportunities to look at each other's screen.

- Actively monitor students throughout the test sessions.

- Make sure that students who are not being tested are not in the room where a test is being administered.

Estimated Time to Complete: As needed

Resources: *CAASPP Online Test Administration Manual—Security of the Test Environment*

On the day of testing, verify that the students have their logon information (first name, SSID, and session ID). Logon tickets are considered a secure testing material until testing is completed; these should be securely destroyed after testing.

Estimated Time to Complete: As needed

Resources: *CAASPP Online Test Administration Manual*

Administer the appropriate assessments, following the script and directions for administration. Provide any necessary non-embedded designated supports and accommodations.

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

Estimated Time to Complete: Untimed. Complete as needed

Resources: *CAASPP Online Test Administration Manual*

Report any summative testing improprieties, irregularities, and breaches to the CAASPP test site coordinator and LEA CAASPP coordinator in writing immediately following the incident. The coordinator will report the incident using the online CAASPP Security and Test Administration Incident Reporting System (STAIRS)/Appeals process and may also call the California Department of Education immediately, when appropriate.

Estimated Time to Complete: As needed

Completion Timeline: Complete within 24 hours of the incident occurring .

Resources: *CAASPP Online Test Administration Manual*

After Testing is Completed

Securely dispose of all printed testing materials, including student logon information, print-on-demand documents, and scratch paper.

Estimated Time to Complete: As needed

Resources: *CAASPP Online Test Administration Manual*