



CAASPP Test Examiner Checklist

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

California Department of Education | August 2021

Produced by the California Department of Education (CDE), this checklist for CAASPP test examiners (TEs) 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 TE to support a successful administration.

The CAASPP TE tasks on the checklist that follows are listed in the time frame they should occur; however, some tasks may occur in time frames depending on your local schedules and needs. Please adjust the checklist to best fit your local schedules, if necessary.

This checklist was created in an editable format so CAASPP TEs 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.

Please note: Tasks related to second scoring are called out within each timeframe where applicable and only sites selected for second scoring need to complete those tasks. Sites identified for second scoring will need to ensure the secondary TE completes regular checklist tasks as needed.

Ongoing—Before Testing

- Confirm that Test Operations Management System (TOMS) logon information has been received in an automated email from the TOMS with logon instructions. This username and password are also used for the online testing system. **Please note:** *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.*
- Log on to the TOMS to electronically sign the CAASPP Test Security Affidavit. **Please note:** Test examiners are required to sign the affidavit as part of the TOMS log on process.
- Become familiar with the *Directions for Administration (DFA)*. These are located in the TOMS under the Resources tab.
- Provide students with a walk-through of a training test or practice test for familiarity with navigation of the system and tools. The following additional resources are available:
 - Practice tests on the CAASPP website^[1]
 - Manuals and user guides for practice and training tests^[2]
 - Quick Reference Guides for administration of practice and training tests^[3]
- Review all CAASPP policy and test administration documents.^[4]
- Complete the California Alternate Assessment (CAA) Test Examiner Tutorial and present the resulting completion certificate to the CAASPP test site coordinator or local educational agency (LEA) CAASPP coordinator.^[5] **Please note:** *There are different tutorials for the CAA for Science and the CAAs for English language arts/literacy (ELA) and mathematics.*
- Perform an equipment needs check based on individual student requirements. **Please note:** Work with the CAASPP test site coordinator to identify students who will need specialized equipment for accommodations. Students are permitted and encouraged to use their own ear buds or headsets—but LEAs and schools should also plan on having some available.
- Work with site staff to plan for the time and space requirements for testing. This includes accommodating students with separate setting and one-on-one administration, and ensuring all instructional materials are removed from walls or covered prior to testing. **Please note:** *Make sure the students' test administration schedule includes allowable breaks.*

- Confirm that the correct number of student testing devices and a TE device are available.
- Ensure that the secure browser has been downloaded to any device(s) on which students will be testing. **Please note:** Complete this prior to testing and verify again the day before testing. If the Secure Browser icon is missing, contact your CAASPP test site coordinator or school technology coordinator. The following additional resource is available: CAASPP and English Language Proficiency Assessments for California (ELPAC) Technical Specifications and Configuration Guide for Online Testing.^[6]
- If you will be administering the CAA for Science, work with the CAASPP test site coordinator to obtain the CAA for Science embedded performance task (PT) for each grade being administered. **Please note:** *These files are available starting in September 2020.*
- Make sure the physical conditions of the testing room are satisfactory.
- Make sure that no instructional materials directly related to the content of the assessments are visible.
- Review all guidelines for managing a secure test environment as well as all security procedures and guidelines in the Online Test Administration Manual.^[7]

Second Scoring for CAA for ELA

- Work with the test site coordinator to determine if your site will be required to do a second scoring.
- Confirm that the secondary TE has received TOMS logon information in an automated email from the TOMS with logon instructions. This username and password are also used for the online testing system. **Please note:** *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.*
- Confirm that the secondary TE has logged on to the TOMS to electronically sign the CAASPP Test Security Affidavit. **Please note:** *Test administrators are required to sign the affidavit as part of the TOMS log on process.*
- Communicate the testing location for one-on-one testing to the secondary TE.
- Communicate the precise testing schedules based on the test administration windows selected by the school schedule. **Please note:** *Make sure the students' test administration schedule includes allowable breaks.*

- Work with the CAASPP test site coordinator to obtain the correct version of the secure CAA *DFA* from the TOMS for each grade being administered.^[8,9] **Please note:** Sites identified for second scoring for the CAA for ELA will be using version five of the *DFA*.
- Ensure the secondary TE has carefully reviewed the *DFA* for each grade being administered.
- Review videos on how to second score and how to input scores into the Data Entry Interface (DEI).^[10]
- Determine how secondary TEs will input scores.
 - Option A: Prepare a laptop to enter second scores into the DEI at the time of testing.
 - Option B: Print out answer recording document provided in Appendix A of the version five *DFA* to record second scores during the time of testing for later entry into the DEI.
 - Remind administrators, Maintenance and Operations Departments, school administrators, and support staff of site testing schedule.

Ongoing - Before Testing (Student Specific)

- Verify that individualized education programs (IEPs) and Section 504 plans are current and confirm each student's test settings for designated supports and accommodations in the TOMS against the student's IEP, Section 504 plan, or other relevant documentation as appropriate. The following additional resource is available: CAASPP and ELPAC TOMS User Guide.^[11]
- Become familiar with the student's primary communicative mode.
- Develop an individualized administration plan for each student, taking into account their primary communication mode(s) and items in the *DFA*.
- Prepare any supplemental testing materials needed by the individual student, such as paper, writing tools, objects or manipulatives, picture cards, or an augmentative and alternative communication (AAC) device; if an AAC device is used by the student, be sure to program the device prior to starting the test session.
- For the CAA for Science, gather any materials needed, according to guidelines provided in the embedded PT and individual student needs and learning styles, and record which materials are used to administer the embedded PT.

- Familiarize the student with the test administration process with a practice test and ensure that your individualization strategies will be effective.
- Review the allowed student testing supports and verify accuracy 48 hours prior to test administration.

During Testing

- Follow the instructions in the *DFA* during the test 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.
- The test administrator or test examiner should open the secure browser on each device after closing any unnecessary applications.
- Make sure that no device has dual monitors except where required in an IEP or Section 504 plan.
- Students who are not being tested may not be in the room where a test is being administered.
- Make sure students clear their desks and put away all books, backpacks, purses, and other materials not needed for the test.
- Verify possession of the student's logon information (first name, SSID, and session ID).
- Administer the appropriate assessments, following the script in the *DFA*. Provide any necessary non-embedded designated supports and accommodations.
- Actively monitor students throughout the test sessions.
- For the CAA for Science, administer the assessment according to the guidelines in the embedded PT. Provide any necessary individualized resources.
- Provide any necessary non-embedded designated supports and accommodations.
- For the CAAs for ELA and mathematics, administer the assessment according to the script in the *DFA*.
- For all CAAs, begin the one-on-one test administration with a student by starting with the ELA or mathematics assessment, beginning with the Student Response Check for the content area.

- Follow local procedures to report any summative testing improprieties, irregularities, and breaches to the CAASPP test site coordinator and LEA CAASPP coordinator in writing immediately following an impropriety, irregularity, or breach. **Please note:** *The coordinator will report the incident using the online CAASPP (STAIRS)/Appeals process to submit a report.*

Second Scoring for CAA for ELA

- Ensure that the secondary TE has possession of the student's logon information (first name, SSID, and session ID).
- As the primary TE is administering the assessment to the student, the secondary TE will observe and score the student's response to rubric-scored items using the rubrics provided in the *DFA*. Record student's second score using either Option A or Option B.
 - Option A: Prepare a laptop to enter second scores into the DEI at the time of testing.
 - Option B: Print out answer recording document provided in Appendix A of the version five *DFA* to record second scores during the time of testing for later entry into the DEI.

After Testing

- Securely dispose of all printed testing materials, including student logon information, print-on-demand documents, and scratch paper.
- Document any trends, issues, and ideas for suggested changes for next year and follow local procedures to provide these to the test site coordinator.

Second Scoring

- (If Option B was used) After testing is completed, with the filled-out answer recording sheet, TOMS user account and password, and student's SSID at-hand, enter second scores into the DEI.

Resource Links

- ¹ CAASPP Practice and Training Tests web page: <https://www.caaspp.org/practice-and-training/index.html>
- ² CAASPP Online Practice and Training Tests Portal web page: <https://www.caaspp.org/practice-and-training/index.html>
- ³ CAASPP Quick Reference Guides and Videos web page: <https://www.caaspp.org/administration/instructions/qrgs-and-videos/index.html>.
- ⁴ CAASPP Online Test Administration Manual web page: <https://ca-toms-help.ets.org/caaspp-otam/>
- ⁵ CAASPP CAA web page: <https://www.caaspp.org/administration/about/caa/index.html>
- ⁶ 2020–21 CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing on the CAASPP Manuals and Instructions web page under *Manuals*: <https://www.caaspp.org/administration/instructions/>
- ⁷ CAASPP Online Test Administration Manual—Security of the Test Environment web page: <https://ca-toms-help.ets.org/caaspp-otam/test-security/security-of-the-test-environment/>
- ⁸ TOMS website: <https://caaspp.ets.org/>
- ⁹ CDE CAAs for ELA and Mathematics web page: <https://www.cde.ca.gov/ta/tg/ca/altassessment.asp>
- ¹⁰ CAASPP Entering Student Responses and Scores into the DEI Video: <https://www.caaspp.org/rsc/videos/entering-student-responses-and-scores-into-the-dei.html>
- ¹¹ CAASPP and ELPAC TOMS User Guide web page: <https://ca-toms-help.ets.org/toms/>