# ETS logo

# California Assessment of Student Performance and Progress and English Language Proficiency Assessments for California LEA Security Audit Tier 1 Survey

**2023–24 Administration**

**2023-24 LEA Security Audit Tier 1 Survey (Please note that based on answers, the numbering in the survey may differ).**

Questions without answers provided are a text box where the site coordinator will be allowed to provide a detailed answer.

**Role**

1. Please select your LEA:
2. Please select your role:
* LEA CAASPP coordinator
* LEA ELPAC coordinator
* Both LEA CAASPP coordinator and LEA ELPAC coordinator
1. Name:
2. Please enter your email address:

**LEA CAASPP Coordinator** (will be skipped for those selecting “LEA ELPAC coordinator”)

1. How long have you held the position of LEA CAASPP coordinator?
2. Does the LEA hold trainings for CAASPP test site coordinators and site ELPAC coordinators prior to or shortly after assigning the role?
* Yes
* No

**LEA ELPAC Coordinator** (will be skipped for those selecting “LEA CAASPP coordinator”)

1. How long have you held the role of LEA ELPAC Coordinator?
2. As an LEA ELPAC coordinator, I completed Moodle Training Site (Moodle) training for the LEA ELPAC coordinator prior to any of the ELPAC being administered in my LEA.
* Yes
* No
1. Have ELPAC site coordinators for your LEA held the role for more than a year and are considered trained?
* Yes
* No
1. Does the LEA ELPAC coordinator work with site coordinators to ensure that all ELPAC test examiners have completed Moodle training prior to giving any ELPAC trainings?
* Yes
* No

**Type of Testing**

1. Does your **LEA** plan on completing **any** of the state assessments via remote testing?
* Yes
* No

**Types of Remote**(will be skipped if question 11 is a no)

1. Which assessments does the **LEA** plan on administering remotely? (Check all that apply.) Please remember that no alternate assessments may be given remotely.
* Smarter Balanced for English Language Arts/Literacy (ELA)
* Smarter Balanced for Mathematics
* ELA Interim Assessments
* Mathematics Interim Assessments
* California Science Test (CAST)
* CAST Interim Assessments
* Summative ELPAC
* Initial ELPAC
* ELPAC Interim Assessments

**Testing Materials**

1. Where are any paper assessments (kindergarten through grade two ELPAC Answer Books, large-print assessments, braille assessments, etc.) stored prior to being shipped to the sites?
* Secured office with limited access
* Secured area within the LEA warehouse
* Materials immediately dispersed to the school sites
* Other - Write In (Required)
1. Does the LEA coordinator visit, or have another LEA member visit, the sites to ensure that testing materials are being stored correctly?
* Yes
* No
1. What is the process for school sites to collect materials to be shipped back to the LEA once testing is completed?
* Site coordinators, or an assigned person at the site, personally returns the materials to the LEA office, where the LEA
* Site coordinators ship secure boxes via LEA mail with a list of included materials that are checked upon receipt.
* Materials are sent through LEA mail to the LEA office, where they are immediately added to all received materials.
* Other - Write In (Required)
1. What is the LEA’s policy for destroying materials at the site for materials not needing to be returned?
* Test examiners are responsible for destroying their own nonsecure materials.
* Nonsecure materials are turned in to the site coordinator, where they are securely stored until destruction.
* Students are asked to destroy the materials on their own.
* Other - Write In (Required)

**Test Security**

1. Does the LEA coordinator or site coordinator create the user accounts for CAASPP and ELPAC testing?
* LEA coordinator
* Site coordinator
* Both LEA coordinator and site coordinator
1. How does the LEA assign user accounts in the Test Operations Management System (TOMS)?
* Each user is assigned an individual account.
* Users share a generic account.
* Other - Write In (Required)
1. How does an LEA ensure that the users are signing appropriate security agreements and affidavits?
2. Are all test administrators and test examiners current LEA employees or contractors?
* Yes
* No
1. What steps are taken to ensure that the LEA is using the non-TOMS user affidavits for those persons who need access to rooms where testing is taking place or to testing materials?
2. How often does an LEA coordinator visit sites during planned testing to ensure that rooms are set up properly, materials are secured, and security guidelines are being followed?
3. What is the typical ratio of test administrators to students for CAASPP general summative assessments? Please enter N/A if you are not the LEA CAASPP coordinator.
4. What is the typical ratio of test examiners to students for the general Summative ELPAC in a group setting (so, excluding the administration of the Speaking domain)? Please enter N/A if you are not the LEA ELPAC coordinator.
5. How does the site ensure that parents/guardians or staff members who are not involved with testing are not in testing rooms?
6. Whose responsibility is it to enter STAIRS cases?
* LEA coordinator
* Site coordinator
* Both LEA coordinator and site coordinator

**Test Settings**

1. Does the LEA coordinator confirm with the site coordinators that students have the correct test settings?
* Yes
* No
1. Who responds and submits the required annual 1.0 percent threshold survey for your LEA? (Name and Title)
2. Does the LEA coordinator confirm with site coordinators that they have verified with teachers whether any students require designated supports prior to testing? This is for all students, not just those identified for special education.
* Yes
* No

**General Questions**

1. Are teachers instructed to use the interim assessments for instructional purposes and not for accountability, high-stakes, or reclassification purposes as stated in Education Code 60642.7 (a) and (b)?
* Yes
* No
1. Do LEA coordinators confirm that sites provide time for students, test administrators, or test examiners time to log on to either a practice test, training test, or interim assessment prior to administering summative assessments?
* Yes
* No
1. Do LEA coordinators provide steps to sites to ensure that students are not taking pictures or posting to social media during testing?
* Yes
* No

**Social Media Steps** (will be skipped if the answer for question 32 is “No”)

1. What are the steps taken to ensure content security?

**Please submit the dates you will be testing at LEA sites (not the testing window, but the actual scheduled dates). N/A can be entered for assessments not being given at your LEA.**

1. Smarter Balanced Summative Assessments for ELA and mathematics (Start/Finish)
2. CAST (Start/Finish)
3. California Alternate Assessments (CAAs) for ELA and mathematics (Start/Finish)
4. CAA for Science (Start/Finish)
5. Summative ELPAC (Start/Finish)
6. Summative Alternate ELPAC (Start/Finish)
7. Interim assessments (Start/Finish)