

# CAASPP Test Examiner Checklist

*For the Successful Administration of the 2023–‍24 California Assessment of Student Performance and Progress (CAASPP) Summative Assessments*

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This checklist for CAASPP test examiners (TEs) is meant to organize the activities necessary to ensure the successful administration of the CAASPP.

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. 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 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.

**Please note:** Tasks related to second scoring are called out within each time frame 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.

## CAASPP Test Examiner Checklist

### Before Testing

#### User Account

* 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.
	+ If this information has not been received, check a spam or junk email folder to learn whether it was mistakenly routed there. If not, check with the CAASPP test site coordinator.
* Log on to [TOMS](https://mytoms.ets.org/) 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.*

#### Manage Student Logon

* Create a logon ticket for each student that includes the student’s first name and Statewide Student Identifier (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 student receives the correct logon information. ***Please note:*** *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.*
	+ Optional: Add each student’s test settings for designated supports and accommodations on the logon ticket.

#### Training

* Complete the California Alternate Assessment (CAA) Test Examiner Tutorial(s), which can be accessed via the CAASPP [CAAs](https://www.caaspp.org/administration/about/caa/index.html) web page, and present the resulting completion certificate to the CAASPP test site coordinator or LEA CAASPP coordinator. **Please note:** There are different tutorials for the CAA for Science and the CAAs for English language arts/literacy (ELA) and mathematics.

#### Review Information

* Become familiar with the *Directions for Administration (DFA)* located in TOMS under the [**Resources**] tab.
* Review all CAASPP policy and test administration documents in the [*Support for the CAASPP Assessments*](https://ca-toms-help.ets.org/caaspp-otam/test-security/secure-printed-materials/) section of the *[CAASPP Online Test Administration Manual](https://ca-toms-help.ets.org/caaspp-otam/%22%20%5Co%20%22CAASPP%20Online%20Test%20Administration%20Manual%20on%20the%20ETS%20website)*.
* Review the training modules and materials on the CAASPP [Upcoming Training Opportunities](https://www.caaspp.org/training/training-opportunities.html) web page and attend school or local educational agency (LEA) training sessions, if any are offered.
* Review all guidelines for managing a secure test environment as well as all security procedures and guidelines in the [*Security of the Test Environment*](https://ca-toms-help.ets.org/caaspp-otam/test-security/security-of-the-test-environment/) subsection of the [*CAASPP Online Test Administration Manual*](https://ca-toms-help.ets.org/caaspp-otam/test-security/security-of-the-test-environment/).

#### Share Resources

* Guide the student through a training test or practice test for familiarity with navigation of the system and tools. The following additional resources are available:
	+ Practice tests and training tests are available on the CAASPP [Online Practice and Training Test](https://www.caaspp.org/practice-and-training/index.html) web page under the “Student Interface Practice and Training Tests” section.
	+ Manuals and user guides for practice and training tests are available on the CAASPP [Online Practice and Training Test](https://www.caaspp.org/practice-and-training/index.html) web page.
	+ Quick reference guides for administration of practice and training tests are available on the CAASPP [Videos and Quick Reference Guides](https://www.caaspp.org/administration/instructions/qrgs-and-videos/index.html) web page.

#### Plan for Testing

* 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.*

* If you will be administering the CAA for Science, work with the CAASPP test site coordinator to obtain the materials for the CAA for Science embedded performance task (PT) for each grade level being administered. Visit the CAASPP [CAAs](https://www.caaspp.org/administration/about/caa/index.html) web page, under the heading Science, to find links to:
	+ the [Administration Planning Guides](https://www.caaspp.org/administration/about/caa/caa-for-science-administration-planning-guide.html) web page to plan for the four embedded PTs throughout the instructional calendar;
	+ the [*Preparing for Administration*](https://www.caaspp.org/rsc/pdfs/CAA.Science.Operational.PFA.2022-23.pdf) document; and
	+ the *DFA*, which is available in TOMS.
* 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.

#### Technology

* 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 earbuds or headsets—but LEAs and schools should also plan to have some available.*
* Confirm that a student testing device and a TE device are available.
* Ensure that the secure browser has been downloaded to any device(s) on which a student 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[*CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing*](https://ca-toms-help.ets.org/tech-specs-and-config/) is available for detailed instructions.

### Before Testing (Student Specific)

* Verify that each student’s individualized education program (IEP) and Section 504 plan is current and confirm each student’s test settings for designated supports and accommodations in TOMS against the student’s IEP, Section 504 plan, or other relevant documentation as appropriate. Additional information is available in the [*Managing Students*](https://ca-toms-help.ets.org/toms/students/managing-students/) subsection of the [*TOMS User Guide*](https://ca-toms-help.ets.org/toms/)*.*
* Become familiar with the student’s primary communicative mode.
* Develop an individualized administration plan for each student, considering items in the DFA and their primary communication mode.
* 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, program it before starting the test session.
* For the CAA for Science, gather any materials needed to administer the orienting activities and embedded PTs, according to guidelines provided in the *DFA* 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.

### Second Scoring for the CAA for ELA

* Work with the test site coordinator to determine if your site will be required to do second scoring.
	+ A subset of schools assigned the Form 2 test will be required to second score the CAA for ELA. To verify, refer to the [CAA for ELA Second Scoring Assignments](https://www.caaspp.org/administration/about/caa/caa-ela-second-scoring-assignments.2022-23.html) web page.
* 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 TOMS for each grade level being administered. ***Please note:*** *Sites identified for second scoring for the CAA for ELA will be using version five of the DFA.*
* Watch the CAASPP [Entering Student Responses and Scores into the Data Entry Interface (DEI)](https://www.caaspp.org/rsc/videos/entering-student-responses-and-scores-into-the-dei.html) video.
* Determine how secondary TEs will enter scores.
	+ Option A: Prepare a laptop to enter second scores into the DEI at the time of testing.
	+ Option B: Print out the answer recording document provided in appendix A of the version 5 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 the site testing schedule.

### During Testing

#### Planning for Administration

* Follow the instructions in the *DFA* during the test administration.

#### Security

* 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.
* Students who are not being tested cannot 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.
* Actively monitor students throughout the test sessions.
* Follow local procedures to report any summative testing improprieties, irregularities, or breaches to the CAASPP site coordinator and LEA CAASPP coordinator immediately following an impropriety, irregularity, or breach. ***Please note:*** *The coordinator will report the incident using the online CAASPP Security and Test Administration Incident Reporting System (STAIRS)/Appeals process.*

#### Technology

* The 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.
* Verify that the students have their logon information (first name, SSID, and session ID).

#### Administration

* Administer the appropriate assessments, following the script in the *DFA*. Provide any necessary non-embedded designated supports and accommodations.
* For the CAAs for ELA, mathematics, and science, administer the assessment according to the guidelines in the script in the *DFA*. Provide any necessary individualized resources.
* For the CAAs for ELA and mathematics, begin the one-on-one test administration with the Student Response Check for the content area.
* For the CAA for Science, begin with the orienting activity.

#### Document Trends

* Document any trends, issues, and ideas for suggested changes for next year and follow local procedures to provide these to the CAASPP test site coordinator.

### Second Scoring for CAA for ELA

* Review the [How to Second Score for the CAA for ELA](https://www.caaspp.org/rsc/pdfs/CAA-for-ELA-Second-Scoring-Handout.pdf) web document.
* 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 the answer recording document provided in appendix A of the version 5 *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.

### After Testing: Second Scoring

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