

# CAASPP Test Site Coordinator Checklist

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

California Department of Education | July 2023

This checklist for CAASPP test site coordinators 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 test site coordinator 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 test 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.

## CAASPP Test Site Coordinator Checklist

### Before Testing

#### Designation

* Ensure your local educational agency (LEA) coordinator has set you up as the test site coordinator in the Test Operations Management System (TOMS).

#### Manage Users

* Follow your LEA process to add local users to TOMSat the appropriate user level. Complete the additions as soon as possible to provide the ability to administer the California Alternate Assessment (CAA) for Science or interim assessments, if applicable. A list of all user roles in TOMS and their complete definitions is available in the [*TOMS User Roles for CAASPP*](https://ca-toms-help.ets.org/toms/user-roles/#user-roles-for-caaspp) section in the [*TOMS User Guide*](https://ca-toms-help.ets.org/toms/new-features/).
	+ Provide CERS groups to TEs and TAs so they can access scores for their students.
* Ensure that staff who will be assisting with testing, but do not need TOMS access, or any staff member (e.g., custodial staff, aids, nurses, etc.) who will have access to testing material, complete a non-TOMS user affidavit. The *Test Security Affidavit* is available on the CAASPP [Test Security](https://www.caaspp.org/administration/test-security/index.html) web page.

#### Review Information

* Review scheduled system downtimes on the CAASPP [Planned System Downtime](https://www.caaspp.org/system-status/planned-system-downtime.html) web page and communicate them to staff.
* Review and show the CAASPP overview videos to orient students to testing.
	+ [What are Smarter Balanced Assessments?](https://youtu.be/5kFGqmYXbEs) (English) (Video; 3:32)
	+ [Smarter Balanced: A Complete Assessment System](https://youtu.be/NHtWwAX1S3I) (English) (Video; 1:39)
	+ [CAST and the Next Generation Science Standards](https://www.caaspp.org/rsc/videos/archived-training_CAST-and-the-NGSS.2018-19.html) (English) (Video; 5:34)

#### Share Resources

* Share the practice tests, training tests, and interim assessments with test administrators (TAs), test examiners (TEs), and teachers.
	+ Interim assessment resources are available on the CAASPP [Interim Assessment Administration Resources](https://www.caaspp.org/ta-resources/interim.html) web page.
	+ Practice tests are available on the CAASPP [Online Practice and Training Tests Portal](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 Tests Portal](https://www.caaspp.org/practice-and-training/index.html) web page.
	+ Quick reference guides for the 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.
* Share additional resources with educators, including but not limited to the following:
	+ [Tools for Teachers](https://smartertoolsforteachers.org/) website
	+ [Smarter Annotated Response Tool](https://smart.smarterbalanced.org/) website
	+ [Smarter Content Explorer](https://contentexplorer.smarterbalanced.org/) website
	+ [Starting Smarter](https://ca.startingsmarter.org/) website
	+ [*Lexile*® & *Quantile*® Hub](https://hub.lexile.com/) website

#### Plan for Testing

* Work with your LEA coordinator to review test administration windows, and plan the test administration schedule for your site, taking into account computer availability, bandwidth, available TAs and TEs, schedules, etc.
* Review the test assignments and assigned accessibility resources for all CAASPP tests.
	+ 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 TOMS against the student’s IEP, Section 504 plan, or other relevant documentation as appropriate. The [*Managing Students*](https://ca-toms-help.ets.org/toms/students/managing-students/) section of the [*TOMS User Guide*](https://ca-toms-help.ets.org/toms/) is available for further details.
	+ Follow your LEA process to enter condition codes NTE (Not tested medical emergency) and PGE (Parent/Guardian exemption) in TOMS as necessary.

Plan for the time and space requirements for testing. This includes accommodating students with separate settings and one-on-one administration as needed, and ensuring all instructional materials are removed from walls or covered prior to testing. Information regarding time requirements for testing is available in the [*Testing Time and Recommended Order of Administration*](https://ca-toms-help.ets.org/caaspp-otam/prep-and-planning/general-test-admin-info/#testing-time-and-order-of-administration) subsection of the [*CAASPP Online Test Administration Manual*](https://ca-toms-help.ets.org/caaspp-otam/).

#### Communication

* Reach out to your site-level English Language Proficiency Assessments for California (ELPAC) coordinator if that is someone other than yourself. Communication between CAASPP and ELPAC coordinators throughout the year is crucial to ensure successful test administration.
* Sign up to receive the California Department of Education’s (CDE’s) weekly Assessment Spotlight newsletter. To receive the CDE’s Assessment Spotlight emails, join the listserv by sending a blank email to subscribe-caaspp@mlist.cde.ca.gov.
* Follow your LEA process to notify parents/guardians about upcoming CAASPP testing.
	+ Notification letter templates are provided on the CAASPP [Parent/Guardian Notification](https://www.caaspp.org/administration/parent-notification.html) web page and are available in multiple languages.
	+ Parent guides are provided on the CDE [Parent Guides to Understanding](https://www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp) web page and are also available in multiple languages.

#### Accessibility

* Communicate with special education staff and other staff as needed to review IEPs and Section 504 plans before the Summative CAASPP assessments start.
* Review the [California Assessment Accessibility Resources Matrix](https://www.cde.ca.gov/ta/tg/ca/accessibilityresources.asp), on the CDE [Student Accessibility Resources](https://www.cde.ca.gov/ta/tg/ca/accesssupport.asp) web page with testing staff.
	+ Review universal tools, designated supports, and accommodations with educators to ensure they understand their role in providing resources.
	+ Note that additional resources related to accessibility, including the *Smarter Balanced Usability, Accessibility, and Accommodations Guidelines*, are available on the CAASPP [Accessibility Resources](https://www.caaspp.org/ta-resources/accessibility/index.html) web page.
	+ Note that embedded accessibility resource videos are available on the CAASPP [Accessibility Resources Demonstration Videos](https://www.caaspp.org/training/caaspp/uaag.html) web page.
	+ Access the [*CAASPP and ELPAC Accessibility Guide*](https://ca-toms-help.ets.org/accessibility-guide/introduction/manual-content/), as needed.
* Work with the 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.
* Share the web-based Individual Student Assessment Accessibility Profile (ISAAP) Tool, which is located on the ETS [ISAAP Tool](https://isaap.ets.org/) website with appropriate staff.
* Verify accessibility 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. The California Assessment Accessibility Resources Matrix is located on the CDE [CA Assessment Accessibility Resources Matrix](https://www.cde.ca.gov/ta/tg/ca/accessibilityresources.asp) web page.
	+ Work with TAs and TEs to identify students who will need [specialized equipment](#_View_Matrix_Four) for accommodations and perform an equipment needs check based on individual student requirements.
* Ensure that student test settings are updated in TOMS.

#### Trainings

* Attend trainings that your LEA offers, and review test administration manuals, guides, and videos as needed.
	+ CAASPP [Manuals and Instructions](https://www.caaspp.org/administration/instructions/index.html) web page
	+ CAASPP [Videos and Quick Reference Guides](https://www.caaspp.org/administration/instructions/qrgs-and-videos/index.html) web page
* Conduct any required site trainings for TAs and TEs, following your LEA process. Please note that the s TE Tutorials in the [CAASPP-ELPAC Moodle Training Site (Moodle)](https://moodle.caaspp-elpac.org/) are mandatory and the use of the TA Tutorial in Moodle is optional.
* Register for the monthly ETS Coffee Sessions on the CAASPP [Upcoming Training Opportunities](https://www.caaspp.org/training/training-opportunities.html) web page.
* 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](https://www.cdecac.org/) website.
* Register for the California Educator Reporting System (CERS) training for LEA and test site coordinators on the CAASPP [Upcoming Training Opportunities](https://www.caaspp.org/training/training-opportunities.html%22%20%5Co%20%22Upcoming%20Training%20Opportunities%20web%20page%20on%20the%20CAASPP%20website) web page.
* Share registration information for parts one and two of the Matching Accessibility Resources to Student Needs virtual training with educators. Registration is available on the CAASPP [Upcoming Training Opportunities](https://www.caaspp.org/training/training-opportunities.html) web page.

#### Technology

* Verify that bandwidth and technology capabilities are adequate. Additional information is located on the CAASPP [Technology Resources](https://www.caaspp.org/ta-resources/technology-resources.html) web page.
* Create a testing schedule for your school site, taking into account computer availability, bandwidth, available TAs and 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 TA or TE devices are available.
* Communicate with the TAs and TEs to identify the number of headsets needed for testing and ensure that the number needed 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).
	+ Note that Bluetooth headsets are not allowed.

### During Testing

#### Testing Windows

**September—**CAA for Science testing window opens.

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

* + Smarter Balanced for ELA
	+ Smarter Balanced for Mathematics
	+ California Science Test
	+ CAA for ELA
	+ CAA for Mathematics
	+ California Spanish Assessment

#### Planning for Administration

* Use the administration planning guides, available on the [CAA for Science Administration Planning Guides](https://www.caaspp.org/administration/about/caa/caa-for-science-administration-planning-guide.html) web page, to plan when embedded performance tasks will be administered throughout the school year for the CAA for Science.
	+ Share test administration planning guides with test examiners.
	+ Ensure that CAA TEs have completed the online CAA tutorial(s) prior to administering the test.
* Communicate the availability of the CAA for Science embedded performance tasks to special education staff and TEs.
* Remind TEs of the various response options for the CAA for Science. A guide for test examiners that details the response options available in the test delivery system for the CAA for Science is provided in the [Response Options for Alternate Assessments](https://www.caaspp.org/rsc/pdfs/CAASPP-ELPAC--Response-Options-for-Alternate-Assessments.2021.pdf) web document.
* 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. More information about the second scoring process and assignments will be posted on the CAASPP [Videos and Quick Reference Guides](https://www.caaspp.org/administration/instructions/qrgs-and-videos/index.html) web page.
* Remind test administrators, maintenance and operations departments, school administrators, and support staff of the site testing schedule.
* Download and distribute the *Directions for Administration (DFAs),* which are located on the CAASPP [*Online Practice Test Scoring Guides, Preparing for Administration, and Directions for Administration*](https://www.caaspp.org/ta-resources/practice-training.html) web page.

#### Security

* Monitor the 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). Report test security incidents within 24 hours.
	+ Detailed STAIRS instructions can be accessed in the [*CAASPP and ELPAC Security Incidents and Appeals Procedure Guide*](https://ca-toms-help.ets.org/stairs/).
	+ Basic instructions on how to submit a security incident are available in the [How to Submit a Security Incident](https://www.caaspp.org/rsc/pdfs/qrgtomssubmitsecurity.pdf) quick reference guide.
* Ensure proper handling of all printed test materials and scratch paper. Collect all test materials on each day of testing to store in a secure location until after the test session, and then destroy the materials according to the security policy outlined in the [*Handling Secure Printed Materials*](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/).

#### Technology

* Collaborate with technology personnel to make sure all devices and systems are ready for testing. Additional information is located on the CAASPP [Technology Resources](https://www.caaspp.org/ta-resources/technology-resources.html) web page.

#### Communication

* Work with the LEA coordinator to prepare to communicate CAASPP results to school staff, parents/guardians, and the media.

#### Accessibility

* Verify that IEPs and Section 504 plans are 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. The [*Managing Students*](https://ca-toms-help.ets.org/toms/students/managing-students/) section of the [*TOMS User Guide*](https://ca-toms-help.ets.org/toms/) is available for further details.

#### Completion Monitoring

* 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. Completion Status Reports are located in TOMS as well as in the Completion Status System. Refer to the [TOMS User Guide](https://ca-toms-help.ets.org/toms/new-features/) and [*Guide to CAASPP and ELPAC Completion Status*](https://ca-toms-help.ets.org/completion-status/introduction/manual-content/) for details about each system, respectively.
* Monitor and confirm that all CAA for Science embedded performance tasks have been administered as required.

#### Document Trends

* Document any trends, issues, and ideas for suggested changes for your LEA coordinator to consider for next year’s administration.

### After Testing

#### Results

* Review information from your LEA CAASPP coordinator regarding the availability of the CAASPP results, including the timeline and delivery status of the Student Score Reports (SSRs).
	+ Follow your LEA process to make SSRs available and communicate results to parents/guardians, educators, and other interest holders.
* Coordinate with LEA staff on how you will brief different interest holder groups of the results.
* Work with your LEA coordinator to prepare to communicate CAASPP and CAA results to school staff, parents/guardians, and the media.

#### Post-Test Feedback

* Complete the Continuous Improvement Survey that you receive from the testing contractor through email to provide feedback on programs, systems, and resources related to California assessments.
	+ Encourage TAs and TEs to also complete the Continuous Improvement Survey.
* Solicit feedback about CAASPP test administration from TAs and TEs to identify changes for next year. This will be shared with the LEA CAASPP coordinator.

#### Training

* Attend the *CAASPP:* *Using Data Assessment Training Series* workshop with a team of educators from your site or access the archived webcast. Registration information is located on the CAASPP [Upcoming Training Opportunities](https://www.caaspp.org/training/training-opportunities.html) web page.
* Access the *CAASPP and ELPAC Reporting Results Webinar.* Registration information is located on the CAASPP [Upcoming Training Opportunities](https://www.caaspp.org/training/training-opportunities.html) web page.
* Review upcoming training opportunities, which are located on the CAASPP [Upcoming Training Opportunities](https://www.elpac.org/training/training-opportunities/) web page.