

# CAASPP Test Administrator 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 administrators (TAs) 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 TA to support a successful administration. The 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 TAs 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 Administrator 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 test delivery system. ***Please note:*** *If this information has not been received, check a spam or junk email folder to learn whether it was mistakenly routed there. If you are still unable to locate logon information, contact your CAASPP test site coordinator.*
* Log on to [TOMS](https://mytoms.ets.org/) and electronically sign the CAASPP *Test Security Affidavit.* ***Please note:*** *Test administrators are required to sign the affidavit as part of the TOMS logon process. This step must be completed prior to administering summative assessments to students.*

#### 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.

#### Review Information

* 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/).
* 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/).

#### Share Resources

* Guide students 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 Tests](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](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.
	+ Students can learn about the available universal tools by viewing the [CA Assessment Accessibility Resources: Universal Tools Overview](https://www.youtube.com/watch?v=ZhRzMvAgSOk) video.

**Plan for Testing**

* Work with the CAASPP test site coordinator to determine precise testing schedules based on the test administration windows selected by the school. ***Please note:*** *Make sure the students’ test administration schedule includes allowable breaks.*
* 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.
* Make sure the physical conditions of the testing room are satisfactory. Make sure no instructional materials directly related to the content of the assessments are visible.

#### Communication

* Communicate to students the need for headsets when taking the English language arts/literacy (ELA) Listening portions of the assessment. ***Please note:*** *Administration of the ELA assessment will contain a listening portion. Students will need earbuds or headsets. Make sure the school has extra headsets available for students who may need them on the day of testing. Note that Bluetooth headsets are not allowed.*

#### Technology

* Perform an equipment needs check based on individual student requirements. ***Please note:*** *Students are permitted and encouraged to use their own non-Bluetooth earbuds or headsets—but LEAs and schools should also have some available. Work with the CAASPP test site coordinator to identify students who will need specialized equipment for accommodations.*
* Confirm that the correct number of student testing devices and a TA device are available.
* Ensure that all student testing devices have the 2023–24 secure browser installed. ***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.

## During Testing

#### Planning for Administration

* Ensure the student sets the system volume prior to students launching the secure browser to ensure students can hear the audio portions of the ELA segment.
* If tested students are expected to remain in the testing room until the end of the session, instruct them on what activities they may engage in after they finish the test.
* Administer an online test session, following the script in the [*CAASPP Online Test Administration Manual*](https://ca-toms-help.ets.org/caaspp-otam/sb-summ-and-cast-scripts/admin-an-online-test-session/).
	+ Refer to the [Smarter Balanced and CAST script](https://ca-toms-help.ets.org/s/pdf/SB-Summative-and-CAST-Scripts.pdf).
	+ Refer to the [CSA script](https://ca-toms-help.ets.org/s/pdf/CSA-Scripts.pdf).
* Provide students with scratch paper for all test sessions. Also provide students in grades six and above graph paper for the mathematics assessments. Provide any necessary non-embedded designated supports and accommodations.

#### Security

* Students should be seated so there is enough space between them (or provide desktop partitions) to minimize opportunities to look at each other's screen.
* 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.
* Ensure that students do not have access to digital, electronic, or manual devices (e.g., cell phones, smartwatches) during testing unless it is an approved medical support. Access the [*Test Directions Overview*](https://ca-toms-help.ets.org/caaspp-otam/sb-summ-and-cast-scripts/test-directions-overview/) section of the [*CAASPP Online Test Administration Manual*](https://ca-toms-help.ets.org/caaspp-otam/).
* Actively monitor students throughout the test sessions.
* Follow local procedures to report any summative testing improprieties, irregularities, or breaches to the CAASPP test 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

* 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.
* Ensure the students 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). Logon tickets are secure testing material until testing is completed; these are to be securely destroyed after testing.

#### 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.

## After Testing

* Deliver all secure materials (paper–pencil tests or *DFAs*) back to the CAASPP test site coordinator.
	+ Secure testing materials include paper–pencil tests, *DFAs,* scratch paper with test content, print-on-demand documents, and any other materials that may contain test content.
* Securely dispose of all non-secure testing materials that do not contain test content, such as student logon tickets, unused scratch paper, and testing scripts. ***Please note:*** *The only exception to the requirement governing the immediate destruction of printed materials and scratch paper is when students take notes or draft responses to ELA, mathematics, or science performance tasks. All scratch paper (including graph paper) must have the student’s name on it and be collected, inventoried, and securely stored for student use in a subsequent test session. The retention of scratch paper is only allowed for the Smarter Balanced PTs, California Science Test, California Alternate Assessments, and California Spanish Assessment.*