



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: 2017-18 CAASPP Requirements for
Principals, Coordinators, and Support staff

NUMBER: REF-6877

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Office of Data and Accountability

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ROUTING
LD Administrators
Principals
School Administrators
CAASPP Coordinators

PURPOSE: The purpose of this Reference Guide is to outline the 2017-18 state and district requirements for principals, coordinators, teachers, and support staff to access or administer assessments in the California Assessment of Student Performance and Progress (CAASPP) program.

MAJOR CHANGES: New procedures and user roles will be implemented for principals in the Test Operations Management Systems (TOMS).

- Principals who complete the proper requirements will be assigned an Educator – Test Site role. Principals who prefer to have a different role will be required to complete the requirements for the desired role.
- Principals will electronically certify the affidavit and agreement in the Principal’s Portal. Principals will not be required to submit hard copies of the CAASPP Security Affidavit and CAASPP Security Agreement to the Student Testing Branch.

INSTRUCTIONS: I. Background

On January 1, 2014, *California Education Code* Section 60640 established the California Assessment of Student Performance and Progress (CAASPP). The CAASPP is a system of assessments that provides information that can be used to monitor student progress. The new California Accountability Model also uses CAASPP test results to provide information about how districts and schools are meeting the needs of California’s diverse student population based on a concise set of measures.

The CAASPP system includes the following assessments:

1. Smarter Balanced Summative Assessments:



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These are comprehensive end of year assessments in English language arts/literacy (ELA) and mathematics that are aligned with the Common Core State Standards (CCSS). All students in grades 3-8 and 11 take these assessments, except for those students who have an individualized education program (IEP) that designates the use of an alternate assessment.

2. California Alternate Assessments (CAAs):

The CAAs for ELA and mathematics are aligned with alternate achievement standards. IEP teams determine when a student in grades 3-8 and 11 with a significant cognitive disability participates in an alternate assessment aligned with the alternate academic achievement standards.

3. Science

The California Department of Education (CDE) is developing a new science assessment based on California's Next Generation Science Standards (NGSS). The CAASPP System includes federally required science assessments in grades 5 and 8 and once in high school (i.e., grade ten, eleven, or twelve). Two separate assessments are being developed:

- a. California Science Test (CAST) – Field Test:
Administered to all students in the designated grade levels.
- b. CAA for Science – Pilot Test: Administered to students with significant cognitive disabilities whose IEP designates the use of an alternate assessment.

4. Standards-based Tests in Spanish (STS)

The STS for Reading/Language Arts (RLA) are administered to Spanish-speaking students in grades 2-11.

The principal at schools with any of the grades indicated above must designate a CAASPP test site coordinator from among the certificated employees at the school to manage the administration of the CAASPP program. The CAASPP test site coordinator can be a principal, vice principal, counselor, or other credentialed staff member. If possible, a CAASPP test site coordinator should be a person with non-instructional or limited instructional duties so that he or she can coordinate and monitor tests-related activities at the school.

All CAASPP tests are highly secure. Security procedures for handling tests and test materials are established by the CDE and



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the test vendor, Educational Testing Services (ETS). CAASPP regulations and the CAASPP Test Administration Manual outline the security procedures districts must follow before, during, and after administering each test. As required by CAASPP regulations, before handling secure materials or getting access to secure online applications, individuals must agree to abide by the security conditions specified in the 2017-18 CAASPP Security Affidavit and/or a 2017-18 CAASPP Security Agreement.

The CDE and ETS also establish training requirements for each testing program. The CAASPP test site coordinator is responsible for ensuring all staff members who will play a role in the administration of CAASPP tests complete the appropriate trainings as described on this document. Depending on the individual's role, the training may include procedures for before, during and after testing, guidelines on item security, and professional conduct associated with the administration of standardized assessments.

The Student Testing Branch monitors access to secure materials by ensuring that school and Local District employees meet all the training and documentation requirements before gaining access to secure test materials or secure online applications.

II. Access to Online Applications

The Test Operations Management System (TOMS), is a secure website that allows the CAASPP test site coordinator to monitor and manage the administration of CAASPP online assessments.

Access to different applications in TOMS is based on the role assigned to the user. At the District level, the Student Testing Branch assigns and manages TOMS user roles for principals and CAASPP test site coordinators. TOMS accounts are assigned when the principal and CAASPP test site coordinator complete their respective requirements as indicated later in this document. At the school level, the CAASPP test site coordinator assigns and manages TOMS accounts for teachers and other support staff who are involved in the administration of CAASPP tests.

Access to TOMS is assigned on a yearly basis. TOMS accounts for the 2016-17 school year will be deactivated in early fall 2017 when the state transitions to the 2017-18 school year. Until then,



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users may continue accessing TOMS applications using their 2016-17 TOMS credentials.

The Student Testing Branch will start creating 2017-18 TOMS accounts for principals and CAASPP test site coordinators who complete all their respective requirements after the state transitions to the new year. Principals will be assigned the Educator – test site role, which allows access to assessment results in the Online Reporting System (ORS) for the entire school. CAASPP coordinators will be assigned a test site coordinator role in TOMS.

The test site coordinator role allows users to:

- Assign and manage the school site TOMS accounts for teachers.
- Enter student test settings and condition codes in TOMS.
- Manage the Interim Assessment Hand Scoring System.
- Access Completion Status Reports and the ORS for assessment results for all the students at the school.
- Create and assigns ORS rosters to site users.
- Administer Interim Assessments, Summative Assessments, practice, and training tests.

Principals who prefer a test site coordinator role in TOMS must complete all the test site coordinator requirements.

III. Principal's Requirements

Principals at schools administering CAASPP tests must complete the following requirements:

1. Electronically certify the 2017-18 CAASPP Security Affidavit and CAASPP Security Agreement in the Principal's Portal. (Complete by 8/18/17)
2. Designate a CAASPP coordinator in the Principal's Portal. (Complete by 8/18/17)
3. Attend the Fall 2017 Testing Updates and Accountability Meeting. Dates and locations are forthcoming as sessions will be scheduled in coordination with Local Districts.

Principal's Portal Procedures
1. Log in to the Principal's Portal at https://principalPortal.lausd.net
2. Click State Testing Program Requirements located at the bottom of the page



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3. In the CAASPP Certification box:	
Electronically certify security documents	Designate a CAASPP Coordinator
4. Select the Security Forms link	4. Click on the Point-of-contact link
5. Read each document thoroughly and click on the check box	5. Select the staff icon in the CAASPP Coordinator section
6. Click on the Certify button at the bottom of the page	6. Search the name of the staff member you wish to designate as coordinator. Designate for other testing programs at this time.
	7. Scroll down to the bottom of the page and click on the Submit button.

Principals at schools that do not have access to the Principal's Portal are required to fax both security forms for the principal and the CAASPP test site coordinator to the Student Testing Branch at (213) 241-8461. 2017-18 CAASPP security forms are included in this document (Attachments A and B1-B2). Fillable forms are posted on the Student Testing Branch website at <http://achieve.lausd.net/testing>.

IV. CAASPP Test Site Coordinator Requirements

The Student Testing Branch will assign test site coordinator-level access to TOMS to the staff member designated as CAASPP coordinator in the Principal's Portal. Although the principal may only designate one CAASPP coordinator in the Principal's Portal, the principal may request test site coordinator access for more than one staff member at the school—Contact the Student Testing Branch for instructions. However, the CAASPP coordinator and each staff member for whom test site coordinator access is requested must complete the following requirements:

1. Complete the 2017-18 CAASPP Security Form Coordinator training in the Learning Zone (Complete by 9/5/17): When the CAASPP test site coordinator is designated in the Principal's Portal, the designee is enrolled in the 2017-18 CAASPP Security Forms Coordinator Training in the Learning Zone. Staff members who have been designated as coordinators and complete the security forms training will receive an IA Administrator Only account in TOMS. The security forms training requirement should be completed before attending the 2017-18 Interim Assessment Training.
2. Attend a 2017-18 Interim Assessment Training (face-to-face training) (Complete by 10/26/17). This training prepares



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coordinators for the administration of the interim assessments. Coordinators will be introduced to the interim assessment blocks (IABs) as well as being guided through the process of creating the necessary TOMS accounts for teachers to administer the selected IABs and ICAs. The Student Testing Branch will be coordinating these trainings with each Local District. CAASPP Coordinators are required to attend their Local District training session. Principals and Technology Coordinators involved with any aspect of the Smarter Balanced Interim Assessments are encouraged to attend.

3. Submit hard copies of the 2017-18 CAASPP Security Affidavit and the 2017-18 CAASPP Security Agreement at the Interim Assessment Training (Submit by 10/26/17): The CAASPP test site coordinator will submit hard copies of the 2017-18 CAASPP Security Affidavit and 2017-18 CAASPP Security Agreement at the Interim Assessment Training.

Upon completing (1) the 2017-18 CAASPP Security Forms Coordinator Training, (2) the 2017-18 Interim Assessment Training, and (3) submitting signed hard copies of the security forms to the Student Testing Branch, the coordinator will be assigned a CAASPP test site coordinator TOMS account for their school. This account will remain active through March 2, 2018.

4. Attend a Fall 2017 Testing Updates and Accountability Meeting (Complete by 11/30/17): This meeting will provide updates and information on the following:
 - CAASPP Program Updates
 - Timeline and Due Dates
 - CALPADS Updates
 - Digital Library
 - State's New Accountability System – Dashboard
5. Attend a 2017-18 CAASPP Summative Assessment Training (Complete by 3/2/18): These trainings will be scheduled in coordination with each Local District. CAASPP Coordinators are required to attend their Local District training session. Principals and school technology coordinators involved with any aspect of the Smarter Balanced Summative Assessments are encouraged to attend.



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The following information will be provided at the CAASPP Summative Assessments Training sessions:

- TOMS system updates
- Students to be tested and excluded
- Updating student data in MiSIS
- Technical preparations and device setup
- Coordinator during and after testing responsibilities
- Testing Windows
- Test Administrator training and certification
- Test Examiner training and certification
- Using ORS to manage makeup sessions

The CAASPP test site coordinator is required to complete the 2017-18 CAASPP Summative Assessment Training by March 2, 2018. TOMS accounts for coordinators who do not complete this requirement by March 2nd will be downgraded to IA Administrator Only.

6. Complete the 2017-18 Smarter Balanced Teacher Training in the Learning Zone. After completing this training, take the assessment and print the certificate.
 - Coordinators at schools administering the CAA for ELA, math, or science are responsible for completing the CAA Test Examiner Tutorial for the appropriate test. A link to the tutorial is posted at <http://www.caaspp.org/administration/about/caa/index.htm>

V. Teacher Requirements:

CAASPP Coordinators are responsible for managing all school-level TOMS and Digital Library (DL) accounts. The CAASPP coordinator must ensure that teachers complete the trainings indicated below before provisioning 2017-18 TOMS Accounts. Teachers are responsible for completing:

1. 2017-18 CAASPP Security Forms Teacher Training in the Learning Zone. After viewing the training, teachers must complete the online assessment and provide the CAASPP Coordinator a copy of the certificate of completion. The assessment contains all the conditions listed on the test security affidavit; therefore, successfully completing the



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assessment is an acknowledgement of the test security requirements.

2. Participate in an Interim Assessment Teacher Training conducted by the CAASPP coordinator at the school.
3. Submit signed copies of the 2017-18 CAASPP Test Security Affidavit to the CAASPP coordinator during the school-based Smarter Balanced Interim Assessment Teacher Training. Copies of the signed documents must be kept on file at the school and originals submitted to the school's testing center. Procedures for submitting required documentation will be outlined during the 2017-18 CAASPP Testing Updates and Accountability Meeting.

Requirements 1, 2, and 3 must be met before the CAASPP Coordinator creates TOMS Accounts for teachers. In fall 2017, CAASPP coordinators may only create TOMS accounts to administer Interim Assessments. IA Administrator Only accounts allow users to access the Test Administrator Interface, the Interim Assessment Viewing System, and the Interim Assessment Hand Scoring System.

4. Complete the 2017-18 Smarter Balanced Teacher Training in the Learning Zone. After completing this training, teachers are required to take the assessment and print the certificate for the CAASPP coordinator.
 - Teachers who will administer the CAA for ELA, math, or science are responsible for completing the CAA Test Examiner Tutorial. A link to the tutorial is posted at <http://www.caaspp.org/administration/about/caa/index.html>
5. Participate in the school-based training conducted by the CAASPP coordinator at the school. The following topics must be covered during the school-based trainings:
 - Testing Schedule
 - Test Security
 - Protocols for Distribution of Log On Credentials
 - Reporting Potential Security or Testing Incidents
 - Collecting and Handling Scratch Paper and Other Secure Materials Such as Print-On-Demand Materials
 - Make-up Testing Procedures
 - Proctor/Support Staff Roles and Responsibilities



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- Procedures for Notifying Coordinator When Test Settings Are Not Correct
- Other School-Specific Topics

Requirements 1, 2, 3, 4, and 5 must be completed before the coordinator designates a Test Administrator (TA) and Test Examiner (TE) accounts. The CAASPP coordinators may only use LAUSD emails when creating TOMS or DL accounts. For security purposes, accounts created with non-LAUSD email accounts will be deleted.

VI. Required Online Enrollment Procedures

CAASPP coordinators identified in the Principal's Portal will be automatically enrolled in the 2017-18 CAASPP Test Security Forms Coordinator Training in the Learning Zone. The Test Examiner Tutorial is available through the <http://caaspp.org> website.

CAASPP Coordinators are required to self-register in the Learning Zone for the following sessions:

- 2017-18 Smarter Balanced Interim Assessments Training
- 2017-18 CAASPP Testing Updates and Accountability Meeting
- 2017-18 CAASPP Summative Assessments Trainings
- 2017-18 Smarter Balanced Teacher Training

Principals are required to self-register in the following session:

- Fall 2017 CAASPP Testing Updates and Accountability Meeting in the fall.

Teachers requiring IA, TA, or TE TOMS accounts will need to self-enroll in the following sessions:

- 2017-18 CAASPP Test Security Forms Teacher Training.
- 2017-18 CAASPP Smarter Balanced Teacher Training CAA Examiner Tutorial (Registration is not required. The online training is available at <http://caaspp.org>)

For each face-to-face training, participants are required to download the PowerPoint materials prior to attending the training session. Hard copies of the PowerPoint materials will not be available at the meeting site. The presentation materials will be



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posted the day prior to the training at the Student Testing Branch website at <http://achieve.lausd.net/testing>.

Once the Learning Zone registration process is completed, a registration confirmation email with instructions will be sent to participants' LAUSD email inbox. The email will contain the meeting information. Participants must verify the date, time, and location included in the registration confirmation email. If necessary, participants enrolling in the wrong class will need to drop the class and enroll in the correct class.

Use the following steps to register:

Self-Registration Procedures For Learning Zone Classes
<ol style="list-style-type: none">1. Log in to Learning Zone at http://lz.lausd.net2. From the Home Page click on the "Courses" tab3. Click "Class Offerings"4. In the "Program" drop menu, select "Student Testing Unit" and click on "Search"5. Select the desired class6. Click "Enroll Now"7. Click "Confirm"

After attending the face-to-face session, the Student Testing Branch will update the enrollment status of attendees to "Completed". At that time the participant will be able to print a certificate of completion from the Learning Zone.

I. Digital Library Accounts

The Digital Library (DL) is a component of the Smarter Balanced Assessment System that provides subject and grade specific resources intended to help educators apply the formative assessment process during daily instruction. Most teachers hold a DL_EndUser role which allows access to the DL instructional resources. The coordinator is responsible for creating DL accounts for new teachers and delete accounts for teachers who have left the school.

During the 2016-17 school year, some teachers were granted by the CAASPP Coordinator, additional roles (GENERAL, Personally Identifiable Information (PII), and SAREXTRACTS).



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The combination of these roles grant authorized users access to student data in the Interim Assessment Reporting System. In preparation for the administration of the 2017-18 Smarter Balanced Interim Assessments, all 2016-17 DL user accounts will be downgraded to the DL_EndUser role. Please note that downgrading the roles does not impact the ability to access instructional and professional learning resources from the DL.

Principals and CAASPP Coordinators will automatically be granted the appropriate DL user roles once they have met the requirements to obtain a CAASPP test site coordinator TOMS accounts. CAASPP coordinators will then be able to add the additional user roles to teachers once they complete the 2017-18 CAASPP Test Security Teacher Training (certificate of completion from the Learning Zone), sign hard copies of the CAASPP Test Security Affidavits, and participate in the Smarter Balanced Interim Assessment Teacher Training conducted by the CAASPP coordinator at the school site.

For teachers to access the Interim Assessment (IA) results in the IA Online Reporting System, the CAASPP Coordinator must change/upgrade the teachers' access level. Note that access to student Personally Identifiable Information (PII) is strictly regulated by state and federal laws. Teachers and other school staff with access to PII are required to protect interim assessment reporting information in any form. This includes information contained on printed reports, data downloaded onto computers and computer media, or any other format. To access the IA Online Reporting System and see student data, teachers and authorized users must have the GENERAL and PII roles added to the DL_EndUser role.

Additionally, users may also have the SAREXTRACTS role which allows users to download interim assessment test results. Note that the SAREXTRACTS role provides access to download the reported data in detail for all students at the school site. The table below provides a brief description of the DL user roles and the requirements teachers must complete before their DL user roles are changed.

User Role	Role Description	User Requirement
DL_EndUser	This role is required to access resources in the Digital Library.	Employee of the District with a



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		professional interest in SBAC resources.
GENERAL ("Responsible Entity Type" as "Institution")	This role is required for access to the IA Reporting System.	1-Complete CAASPP Test Security Forms Training 2-Submit signed copies of CAASPP Test Security Affidavit 3-Participate in Interim Assessment Training (provided by CAASPP Coordinator)
PII (Personally Identifiable Information)	This role provides access to individual student assessment results. To activate this role, GENERAL must be also assigned.	
SAREXTRACT S	This role provides access to download the reported data in detail for all students. To activate this role, GENERAL and PII must also be assigned.	

RELATED RESOURCES

- REF-6848, 2017-18 *State, Local, and National Mandated Testing Calendars*, posted April 17, 2017, from the Office of Data and Accountability.
- MEM-6700.1, Comprehensive Assessment program: District Assessments 2017-18, posted June 21, 2017, from the Division of Instruction.
- Student Testing Branch Web-page: <http://achieve.lausd.net/testing>

ASSISTANCE

For assistance or further information, please contact the Student Testing Branch, at (213) 241-4104.

ATTACHMENT A



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2017-18 CAASPP Test Security Agreement For CAASPP Test Site Coordinators

I acknowledge by my signature on this form that the California Assessment of Student Performance and Progress (CAASPP) achievement tests pursuant to Education Code section 60640 are secure tests and agree to each of the following conditions to ensure test security:

- (1) I will take all necessary precautions to safeguard all achievement tests and corresponding test materials, whether paper-based or computer-based assessments, by limiting access to only persons within the LEA who are responsible for, and have professional interest in, the tests' security.
- (2) I will keep on file the names of all persons who have been trained in the administration of CAASPP achievement tests and all persons with access to tests and corresponding test materials, whether paper-based or computer-based assessments. I have and shall have all other persons having access to the achievement tests and corresponding test materials read and sign the CAASPP Test Security Affidavit that will be kept on file in the LEA office.
- (3) Except during the administration of the tests, I will keep the paper-pencil tests, and corresponding test materials in a securely locked room that can be entered only with a key or keycard and, when possible, in a locked storage cabinet within that room.
- (4) I will securely destroy all print-on-demand papers, scratch paper, and other documents as prescribed within the contractor's(s') or consortium's administrative manuals and documentation.
- (5) With the exception of subdivision (6) below, I will deliver achievement tests and corresponding test materials or allow electronic access thereto, only on actual testing dates and only to those persons who have executed CAASPP Test Security Affidavits.
- (6) For an alternate assessment (CAA), I will keep all tests and testing materials in the manner set forth above in subdivisions (b)(3) and (5) except during actual testing administration or when being used by test examiners to prepare for and to administer the assessment. I will adhere to the contractor's directions for the distribution of the assessment materials to test examiners.

By signing my name to this document, I am assuring that I have completely read and will abide by the above conditions.

Signed: _____ Date: _____
Print Name: _____ Employee No.: _____
Title/Position: ☐ CAASPP Test Site Coordinator ☐ Other: _____
School Name: _____ Location Code: _____
Local District: ☐ NE ☐ NW ☐ S ☐ E ☐ W ☐ C ☐ Beaudry District: Los Angeles Unified



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ATTACHMENT B1



2017-18 CAASPP Test Security Affidavit For Test Site Coordinators, Test Examiners, Test Administrators, Proctors, Translators, Scribes, and Any Other Person Having Access to CAASPP Tests For All CAASPP Assessments, Including Field Tests

I, _____, acknowledge that I will have access to one or more of the California Assessment of Student Performance and Progress (CAASPP) achievement tests pursuant to Education Code section 60640, for the purpose of administering the test(s). I understand that these materials are highly secure and may be under copyright restrictions and it is my professional responsibility to protect their security as follows:

- (1) I will not divulge the contents of the CAASPP achievement tests and corresponding test materials to any other person through verbal, written, or any other means of communication. This includes, but is not limited to, sharing or posting test content via the Internet or by email without the prior expressed written permission of the CDE.
- (2) I will not copy or take a photo of any part of the achievement test(s) or corresponding test materials. This includes, but is not limited to, photocopying (including enlarging) and recording without the prior expressed written permission of the CDE.
- (3) Except during the actual testing administrations or as otherwise provided for by law, I will keep the achievement test(s) and corresponding test materials secure until the test(s) are actually distributed to pupils when tests and testing materials are checked in and out by the CAASPP test site coordinator. Keeping materials secure means that test materials are required to be kept in a securely locked room that can be entered only with a key or keycard and, when possible, in a locked storage cabinet within that room.
- (4) I will limit access to the achievement test(s) and corresponding test materials by test examinees to the actual testing periods when they are taking the test(s). I understand that only pupils who are testing and LEA staff participating in the test administration who have signed a CAASPP Test Security Affidavit may be in the room when and where an achievement test is being administered.
 - (A) I will keep all assigned, generated, or created usernames, passwords, and logins secure and not divulge pupil personal information to anyone other than the pupil to whom the information pertains for the purpose of logging on to the test delivery system.
 - (B) I will not allow anyone other than the assigned pupils to log into their assigned test. I may assist pupils with using their information to log into their assigned test.
 - (C) I will not use a pupil's information to log in as a pupil or allow a pupil to log in using another pupil's information.
- (5) I will not allow pupils to access electronic devices that allow them to access outside information, communicate with other pupils, or photograph or copy test content. This includes, but is not limited to, cell phones, personal digital assistants (PDAs), tablets, laptops, cameras, and electronic translation devices.
- (6) I will collect and account for all achievement test materials following each testing session and will not permit pupils to remove any test materials by any means from the room(s) where testing takes place. After each testing session, I will count all test booklets and answer documents before allowing any pupil to leave the testing room and/or ensure that all pupils have properly logged off the test delivery system.
- (7) I will not review any achievement test questions, passages, performance tasks, or other test items independently or with pupils or any other person at any time, including before, during, or following testing. I understand that this includes any discussion between LEA staff for training or professional development whether one-on-one or in a staff meeting.

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ATTACHMENT B2

CAASPP Security Affidavit 2017-18

- (8) I will not, for any achievement test, develop scoring keys, review any pupil responses, or prepare answer documents. I understand that this includes coaching pupils or providing any other type of assistance to pupils that may affect their responses. This includes, but is not limited to, both verbal cues (e.g., interpreting, explaining, or paraphrasing the test items or prompts) and nonverbal cues (e.g., voice inflection, pointing, or nodding head) to the correct answer (anything that may indicate correct or incorrect answers), or completing or changing pupils' answers.
- (9) I will return all achievement tests and corresponding test materials to the designated CAASPP test site coordinator each day upon completion of testing. I understand that all test booklets, answer documents, and scratch paper shall be returned to the CAASPP test site coordinator each day immediately after testing has been completed for storage or confidential destruction.
- (10) If I administer and/or observe the administration of an alternate assessment (CAA), which means that I am a certificated or a licensed LEA employee and a trained examiner, I will keep all the alternate assessment materials in a securely locked room, and, when possible, in a locked storage cabinet within that room except when I am preparing for the administration, administering, or observing the administration of the assessment to pupils.
- (11) I will actively supervise pupils throughout the paper-pencil testing session to ensure that they are working on the correct test section or part, marking their answers in the correct section of their answer documents, following instructions, and are accessing only authorized materials (non-embedded universal tools, designated supports, accommodations, instructional supports for alternate assessments or unlisted resources) needed for the test being administered.
- (12) I will actively supervise pupils throughout the testing session and verify that pupils have selected the appropriate assessment for the testing session and have completed any necessary preceding test sections and/or classroom activities.
- (13) I will administer the achievement test(s) in accordance with the directions for test administration and test administration manuals prepared by the CAASPP testing contractor(s), or any additional guidance provided by the CAASPP test contractor(s). I understand that the unauthorized copying, sharing, or reusing of any test booklet, test question, performance task, or answer document by any means is prohibited. This includes, but is not limited to, photocopying, recording, emailing, messaging (instant text, or multimedia messaging service, or digital application), using a camera/camera phone, and sharing or posting test content via the Internet without the expressed prior written permission of the CDE.
- (14) I have been trained to administer the achievement tests. By signing my name to this document, I am assuring that I have completely read this affidavit and will abide by the above conditions.

Signed: _____ Date: _____

Print Name: _____ Employee No.: _____

Title/Position: ☐ CAASPP Test Site Coordinator ☐ Test Administrator (TA) ☐ Test Examiner (TE)
☐ Proctor ☐ Translator ☐ Scribe ☐ Other: _____

School Name: _____ Location Code: _____

Local District: ☐ NE ☐ NW ☐ S ☐ E ☐ W ☐ C ☐ Beaudry District: Los Angeles Unified