



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: CAASPP Program Training Requirements
for 2016-17

NUMBER: REF-6755.0

Cynthia Lim, Executive Director
Office of Data and Accountability

DATE: August 29, 2016

ROUTING

LD Administrators
Principals
School Administrators
CAASPP Coordinators

PURPOSE: The purpose of this Reference Guide is to outline the training requirements and completion of test security forms for the 2016-17 California Assessment of Student Performance and Progress (CAASPP) program.

- MAJOR CHANGES:**
- The state will pilot the new California Next Generation Science Standards (NGSS) general assessment in grades five and eight and high school as well as the alternate assessment in elementary, middle, and high school.
 - Principals and CAASPP Coordinators will sign and submit test security documents when they attend the training session.

INSTRUCTIONS I. BACKGROUND
:

The California Assessment of Student Performance and Progress (CAASPP) program was established on January 1, 2014. The CAASPP program replaced the Standardized Testing and Reporting (STAR) Program, which became inoperative on July 1, 2013. The new California assessment program, which includes the computer-based Smarter Balanced Summative Assessments, is intended to provide parents and students more accurate and actionable information about what students are learning, as well as provide better information about the successes and needs of individual students.

For 2016-17, the CAASPP program encompasses the following paper-pencil and computer-based assessments.

- Smarter Balanced Summative Assessments for English language arts/literacy (ELA) and mathematics in grades three through eight and eleven. All students at the designated grades are required to participate with the exception of



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

students who participate in the alternate assessments, and for ELA only, English learners who are in their first 12 months of attending a school in the United States.

- California Alternate Assessment (CAA) for ELA and mathematics in grades three through eight and eleven for students with significant cognitive disabilities who are unable to take the Smarter Balanced Summative Assessments even with accessibility supports and whose individualized education program (IEP) indicates assessment with an alternate test.
- California Next Generation Science Standards (NGSS) Pilot Test in grades five and eight and high school.
- California NGSS Alternate Pilot Test in elementary, middle, and high school.
- Standards-based Tests in Spanish (STS) for reading/language arts (RLA) in grades two through eleven. The STS is a paper-pencil primary language test in Spanish for Spanish-speaking English learners who either receive instruction in their primary language or have been enrolled in a school in the United States less than 12 cumulative months.

II. CAASPP SYSTEM DOWNTIME

The CAASPP System will experience downtime from 5 p.m. Pacific Time (PT) on Friday, August 26, 2016, through 11:59 p.m. PT on Sunday, September 11, 2016, to prepare for the transition to the 2016–17 school year. At the start of this downtime, the state will remove all 2015–16 user roles in the Test Operations Management System (TOMS). The TOMS and Online Reporting System (ORS) will be unavailable between August 26 and September 6, 2016. The Test Delivery System, Test Administrator Interface, Appeals and Roster Management System, Interim Assessment Viewing System, and Interim Assessment Hand Scoring System will be unavailable until September 12, 2016. Please note that instructional resources are still available from the Digital Library (DL) during the scheduled downtime.

III. REQUIRED CAASPP SECURITY FORMS

Prior to provisioning 2016–17 TOMS accounts to any users, the District is required by the California Department of Education (CDE) to obtain signed *2016–17 CAASPP Test Security Agreements* and *Affidavits*. The signed test security forms will be collected at the



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

district-wide meetings conducted by the Student Testing Branch. This year, principals and CAASPP Coordinators must meet the following requirements:

1. Principal's Submission of CAASPP Test Security Forms

Principals are required to electronically submit the *2016-17 CAASPP Test Security Agreement* and the *2016-17 CAASPP Test Security Affidavit* (two separate forms) online by logging into the State Testing Program Requirements section of the *Principal's Portal*. Principals are also required to identify their CAASPP Coordinator in the *Principal's Portal*. It is recommended that all other state testing program designees, including the Testing Point-of-Contact, the Physical Fitness Test (PFT) Coordinator, and the CELDT Coordinator if not already entered, be submitted at this time. Principals at schools that do not have access to the *Principal's Portal* will need to fax both of the security forms for the principal and the CAASPP Coordinator to the Student Testing Branch at (213) 241-8461. 2016-17 CAASPP security forms are included in the document (Attachments A and B1-B2) and posted on the Student Testing Branch website. Principals who designate themselves as CAASPP Coordinators are required to complete all the coordinator program requirements.

Principals will be temporarily granted *Test Site Coordinator* level TOMS Accounts shortly after security forms are electronically submitted in the portal. At this time principals will have access to the Online Reporting System (ORS) and other CAASPP Systems, but for 2016-17 TOMS Accounts to remain active throughout the year, principals will need to:

- Attend one of the *2016-17 CAASPP Informational Meetings* in the fall. Dates and locations are forthcoming as sessions will be scheduled in coordination with Local Districts.
- Sign and submit hard copies of the *2016-17 CAASPP Test Security Agreement and Affidavit*. Blank forms will be provided and collected at the 2016-17 CAASPP Informational Meetings. Principals must make sure they fill out the forms at the sign-in table.

Principals that are unable to attend one of the CAASPP Informational Meetings and submit hard copies of the security



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

forms will have their TOMS Account downgraded and/or deactivated by December 2016.

2. CAASPP Coordinator's Submission of Test Security Forms

Once a staff member has been identified in the *Principal's Portal* as a CAASPP Coordinator, that person will automatically be enrolled in the *2016-17 CAASPP Security Forms Coordinator Training*.

Prior to provisioning of 2016-17 TOMS Accounts, CAASPP Coordinators are responsible for completing the *2016-17 CAASPP Security Forms Coordinator Training* in the Learning Zone. After viewing the presentation, the CAASPP Coordinators must complete the online assessment. The assessment contains all the conditions listed on the test security forms; therefore, successfully completing the assessment is an acknowledgement of the test security requirements. In addition, CAASPP Coordinators will submit signed copies of the *2016-17 CAASPP Test Security Agreement* and *Affidavit* during the *2016-17 Smarter Balanced Interim Assessment Trainings*. These requirements must be met before the District can grant Test Site Coordinator TOMS Accounts.

3. CAASPP Teacher's Submission of Test Security Forms

CAASPP Coordinators are responsible for managing all school-level TOMS and DL user accounts by ensuring that all requirements are met. Prior to provisioning 2016-17 TOMS Accounts, teachers are responsible for completing the *2016-17 CAASPP Security Forms Teacher Training* in the Learning Zone. After viewing the presentation, the teachers must complete the online assessment and provide the CAASPP Coordinator with a copy of the certificate of completion. The assessment contains all the conditions listed on the test security affidavit; therefore, successfully completing the assessment is an acknowledgement of the test security requirements. In addition, teachers must submit signed copies of the *2016-17 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 *2016-17 CAASPP Informational Meetings*.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

All requirements must be met before the CAASPP Coordinator can create and grant teachers Interim Assessment (IA) TOMS Accounts. CAASPP Coordinators may only create IA TOMS Accounts in the fall. IA TOMS Accounts will grant users the ability to access the Test Administrator Interface and the Interim Assessment Viewing and Interim Assessment Hand Scoring Systems. Test Administrator (TA) and Test Examiner (TE) accounts may be created immediately before the summative assessment window opens once teachers complete the online Smarter Balanced Teacher Training and the school-based test examiner training. 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
- Procedures for Notifying Coordinator When Test Settings Are Not Correct
- Other School-Specific Topics

Note: CAASPP Coordinators may only use LAUSD emails to create TOMS or DL accounts. Non-LAUSD email accounts will be deleted.

IV. 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. During the 2015-16 school year, some teachers were granted by the CAASPP Coordinator, additional roles such as the GENERAL, Personally Identifiable Information (PII) and SAREXTRACTS roles, which grant authorized users access to student data in the Interim Assessment Reporting System. In preparation for the administration of the 2016-17 Smarter Balanced Interim



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Assessments and to ensure proper access privileges, all 2015-16 DL user accounts have been 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.

In order 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 and district policies. 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. Additionally, users may 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.

CAASPP Coordinators will automatically be granted the appropriate DL user roles once they have met the requirements to obtain Test Site Coordinator TOMS accounts. At this time, CAASPP Coordinators will be able to add the additional user roles to teachers once they complete the *2016-17 CAASPP Test Security Teacher Training* (certificate of completion from the Learning Zone), submit signed hard copies of the CAASPP Test Security Affidavits, and participate in the Smarter Balanced Interim Assessment Teacher Training provided by the CAASPP Coordinator.

The following outlines the requirements for the various DL user roles:

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 professional interest in SBAC resources.
GENERAL ("Responsible	This role is required for access to the IA Reporting System.	1-Complete CAASPP Test



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Entity Type” as “Institution”)		Security Forms Training
PII (Personally Identifiable Information)	This role provides access to individual student assessment results. To activate this role, GENERAL must be also assigned.	2-Submit signed copies of CAASPP Test Security Affidavit 3-Participate in Interim Assessment Training (provided by CAASPP Coordinator)
SAREXTRACTS	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.	

A resource titled *Digital Library – Manage Users* has been created to assist CAASPP Coordinators in creating and managing school staff DL Accounts. The Quick Guide is available from the *Coordinator Resources* tab on the Student Testing Branch website at achieve.lausd.net/testing.

V. 2016-17 CAASPP PROGRAM TRAINING REQUIREMENTS

The California Department of Education (CDE) requires that school staff be trained annually on all test security and test administration guidelines. To assist schools with the administration of the CAASPP tests, the District will conduct a variety of trainings for principals, CAASPP Coordinators, and test administrators. The first set of training sessions of the year are specifically designed to assist the CAASPP Coordinators and prepare schools for the administration of the Smarter Balanced Interim Assessments. The Smarter Balanced Interim Assessment training sessions are scheduled to start in September. Local Districts will inform their schools of the specific dates, times, and locations.

The CDE is scheduled to release information regarding the 2016-17 CAASPP Program in early October. When the latest information is available the District will conduct a series of informational meetings for principals and CAASPP Coordinators. The *2016-17 CAASPP Program Informational Meetings* will be provided in late October through early November to assist schools in preparation for the Smarter Balanced Summative Assessments. The last set of training sessions for CAASPP Coordinators is scheduled to take place prior



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

to the opening of the Smarter Balanced Summative Assessment testing window and is designed to guide schools through the final preparations including creating testing schedules, device setup, teacher training and other essential information. The sessions are titled *2016-17 CAASPP Summative Assessments Trainings*. Dates, times, locations, and registration procedures are forthcoming.

The following outlines the training requirements for principals and CAASPP Coordinators:

Participant	Training	Scheduled for:
Principals	2016-17 CAASPP Informational Meeting	October-November
CAASPP Coordinators and principals serving as CAASPP Coordinators	2016-17 Smarter Balanced Interim Assessment Training	September
	2016-17 CAASPP Informational Meeting	October-November
	2016-17 CAASPP Summative Assessments Training	January-February

Participation in the training is necessary to maintain 2016-17 TOMS accounts active the entire school year.

According to state requirements, prior to administering a test, test administrators must also be trained on item security and professional conduct associated with the administration of standardized assessments. The following outlines teachers' training requirements:

Role	Requirement	Provided by
Teacher administering Smarter Balanced Interim Assessments (IA TOMS User Role)	(1) Complete 2016-17 CAASPP Security Forms Teacher Training (2) Provide corresponding certificate of completion to CAASPP Coordinator	Online training and assessment through the Learning Zone



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

	(3) Complete Smarter Balanced Interim Assessment Training	CAASPP Coordinator
Teacher administering Smarter Balanced Summative Assessments (TA TOMS User Role)	(1) Complete 2016-17 CAASPP Security Forms Teacher Training (2) Provide corresponding certificate of completion to CAASPP Coordinator (3) Complete Smarter Balanced Teacher Training	Online training and assessment through the Learning Zone
	(4) Complete School-based Smarter Balanced Teacher Training	CAASPP Coordinator
Teacher administering the California Alternate Assessment (TE TOMS User Role)	(1) Complete 2016-17 CAASPP Security Forms Teacher Training (2) Provide corresponding certificate of completion to CAASPP Coordinator	Online training and assessment through the Learning Zone
	(3) Complete the CAA Training (4) Provide certificate of completion to CAASPP Coordinator	CAA Test Examiner Tutorial provided by the CDE

VI. SMARTER BALANCED INTERIM ASSESSMENT TRAININGS

On September 12, 2016, the Smarter Balanced Interim Assessments will be available for school use. To prepare schools for the administration of the interim assessments, the Student Testing Branch in coordination with the Local Districts will be providing trainings for CAASPP Coordinators. Coordinators will be introduced to the new 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. CAASPP Coordinators are required to attend their Local District training session. Principals and Technology Coordinators involved



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

with any aspect of the Smarter Balanced Interim Assessments are encouraged to attend.

VII. PRINCIPAL AND CAASPP COORDINATOR INFORMATIONAL MEETINGS

The CAASPP Informational Meetings for principals and CAASPP Coordinators will be conducted in the fall 2017 and are scheduled to include the following information:

A. CAASPP PROGRAM

- What's New
- CA Assessment System Overview
- Students to be tested/excluded
- System Updates
- Coordinator Roles and Responsibilities
- Teacher Roles
- Testing Windows
- Test Security

B. SMARTER BALANCED ASSESSMENTS 2016-17

- Testing Device Requirements and Preparation
- Using the Test Operations Management System (TOMS)
- Test Administration Procedures
- Accessibility Resources

C. NEXT GENERATION SCIENCE STANDARDS PILOT TEST

- Student Participation in General Assessment
- Student Participation in Alternate Assessment
- Technical Requirements and Device Setup
- Training of Test Examiners
- Testing Window

D. CALIFORNIA ALTERNATE ASSESSMENT

- Testing Device Requirements and Preparation
- Testing Administration Procedures
- Test Examiner Training Requirements

E. PAPER PENCIL TESTS

- STS
- Testing Materials
- Test Examiner Training Requirements



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- Timeline and Due Dates

VIII. 2016-17 CAASPP SUMMATIVE ASSESSMENTS TRAININGS

CAASPP Summative Assessments Trainings will be scheduled in coordination with each of the Local Districts. 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.

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

IX. REQUIRED ONLINE REGISTRATION PROCEDURES

CAASPP Coordinators identified in the Principal's Portal will be automatically enrolled in the *2016-17 CAASPP Test Security Forms Coordinator Training* in the Learning Zone. Teachers requiring IA or TA TOMS Accounts will need to self-enroll in the *2016-17 CAASPP Test Security Forms Teacher Training*.

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

- *2016-17 Smarter Balanced Interim Assessments Trainings*
- *2016-17 CAASPP Informational Meetings*
- *2016-17 CAASPP Summative Assessments Trainings*

Principals are invited to attend all sessions, but are only required to attend the *2016-17 CAASPP Informational Meetings* in the fall. Principals are not required to self-enroll. Registration for principals will be completed at the training site by the Student Testing Branch



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

staff. Principals who are the CAASPP Coordinators are required to attend all training sessions.

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 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, an automatic 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 menu5. Select "Student Testing Unit"6. Click the "Search" box7. Locate the desired class:<ul style="list-style-type: none">- "2016-17 Smarter Balanced Interim Assessments Training"- "2016-17 CAASPP Informational Meetings"- "2016-17 CAASPP Summative Assessments Training"8. Select location and session (morning or afternoon)9. Click "Enroll Now"10. 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



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

the participant will be able to print a certificate of completion from the Learning Zone.

RELATED RESOURCES

- REF-6656, 2016-2017 *State, Local, and National Mandated Testing Calendars*, posted April 8, 2016, from the Office of Data and Accountability.
- MEM-6700, Comprehensive Assessment program: District Assessments 2016-17, posted August 11, 2016, 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.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT A



2016-17 CAASPP Test Security Agreement For Principals and CAASPP Test Site Coordinators

Which of the following best describes your primary role in administering California Assessment of Student Performance and Progress (CAASPP) testing for the 2016–17 school year?

- ☐ Principal (mark both boxes if the principal is also the CAASPP Test Site Coordinator)
- ☐ CAASPP test site coordinator

I acknowledge by my signature on this form that the California Assessment of Student Performance and Progress (CAASPP) 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 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 and CAPA for Science), 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: ☐ Principal ☐ CAASPP Test Site Coordinator ☐ Other: _____

School Name: _____ Location Code: _____

Local District: _____ District: *Los Angeles Unified School District*



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT B1



2016-17 CAASPP Test Security Affidavit For Test Examiners, Test Administrators, Proctors, Translators, Scribes, and Any Other Person Having Access to CAASPP Tests For All CAASPP Tests 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 express 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 test(s) and 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.

Page 1 of 2 (Signature required on page 2)



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT B2

CAASPP Security Affidavit 2016-17

Page 2

- (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 the alternate assessments, 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 express 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: ☐ Principal ☐ CAASPP Test Site Coordinator ☐ Test Administrator ☐ Test Examiner
☐ Proctor ☐ Translator ☐ Scribe ☐ Other: _____

School Name: _____ Location Code: _____

Local District: _____ District: *Los Angeles Unified School District*