

TITLE: 2023-2024 California Assessments of Student Performance and Progress (CAASPP) Fall Requirements for Principals, Coordinators, Test Administrators, Test Examiners, and Proctors

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ROUTING
Region Superintendents
Administrators of Instruction
Region Directors
Principals
School Administrators
CAASPP Coordinators

PURPOSE: The purpose of this Reference Guide is to outline 2023-2024 fall requirements for Principals, Coordinators, Test Administrators (TAs), Test Examiners (TEs), Proctors, and support staff for the administration of California Alternate Assessment (CAA) for Science and Smarter Balanced Interim Assessments (IAs).

MAJOR CHANGES: This Reference Guide REF – 144107 lists the due dates and timelines for the 2023-2024 school year as the following:

- The California Department of Education (CDE) is developing ELPAC IAs for release in fall 2023.
- CAST Interim Assessments will be available for preview in September 2023, with full access to administer in mid-October 2023.
- Smarter Balanced IAs interim assessments will remain available to schools that choose to administer them although they are not a district’s requirement for the 2023-2024 school year.

BACKGROUND: The California Assessments of Students Performance and Progress (CAASPP) is California’s statewide student assessment system. It consists of the following computer-based summative assessments listed below.

1. Smarter Balanced Assessments (SBAs) for English Language Arts (ELA) and Mathematics
2. California Alternate Assessments (CAA) for ELA and Mathematics
3. CAA for Science
4. California Science Test (CAST)
5. California Spanish Assessment (CSA)

CAA for Science

CAASPP summative assessments, except CAA for Science, are administered in the spring semester of the school year. The testing window for CAA for Science opens in September 2023 and it closes on the last day of school. The CAA for Science is administered as four separate embedded performance tasks (PTs) that are integrated into each student's instruction. Each PT is administered to the student in a one-on-one setting by a trained Test Examiner shortly after the student has received instruction on the related science content. The CAA for Science is for students with the most significant cognitive disabilities whose Individualized Education Program (IEP) teams have designated the use of an alternate assessment on statewide summative assessments. CDE Guidelines for IEP teams regarding participation in CAAs is available at <https://www.cde.ca.gov/ta/tg/ca/caaiepteamrev.asp>.

Schools are assigned specific versions of the CAA for Science. Version assignments for the 2022–23 administration are available on the [2023–2024 CAA for Science Form Assignments by Name or CDS Code](#) web page.

The CAA for Science is required for all students enrolled in grades 5, 8, and 11. Students who are not tested in grade 11 due to absences and other unforeseen circumstances must be tested in grade 12. Students who repeat grade 5 or grade 8 are required to take the CAA for Science each spring in grade 5 or 8. In high school the CAA for Science is taken only one time even if the student is repeating a grade. However, students repeating grade 12 are not allowed to test even if the student did not take the test in grade 11 or grade 12 the previous years.

Parents/guardians may submit a written request to the school to exempt their students from taking the test. If a parent/guardian submits a written request to the school and the Site CAASPP Coordinator submits the exemption request in the Test Operations Management System (TOMS), the exemption remains in place for the entire time the student is in high school. Therefore, once the exemption is documented in TOMS, the student will not be allowed to log into the CAA for Science again.

Interim Assessments

Interim Assessments (IAs) are part of the CAASPP System. IAs are designed to support teaching and learning throughout the year, and they

are aligned with grade-level content in ELA and mathematics for grades 3-8 and high school. There are three types of Interim Assessments for ELA

and mathematics: Interim Comprehensive Assessments (ICAs), Interim Assessment Blocks (IABs), and Focused Interim Assessment Blocks (Focused IABs).

- Interim Comprehensive Assessments (ICAs) – ICAs are built on the same blueprints as the summative assessments. The ICAs include the same item types and formats as the summative assessments, including Performance Task (PT) and yield results on the same vertical scale. The ICAs yield overall scale scores, overall performance level designations, and claim-level information.
- Interim Assessment Blocks (IABs) – IABs focus on smaller sets of targets than ICAs. They are intended to provide educators with the ability to check where students are at that moment in time and use results to determine the next steps for instruction.
- Focused IABs – Focused IABs assess no more than three assessment targets to provide educators with an even more detailed understanding of student learning.

In 2023-2024, schools are not required to administer Smarter Balanced IAs to students. For a list of District assessments required this year, see Memorandum 6700.4, *2023-2024 LAUSD Comprehensive Assessment Program*, dated June 26, 2023. However, Smarter Balanced IAs will remain available for schools that choose to administer them. Before administering Smarter Balanced IAs, Site CAASPP Coordinators must ensure that each staff member involved in administering and proctoring the tests completes the requirements indicated in this document for their specific role.

The CDE will be releasing the new ELPAC IAs in October 2023. The Multicultural and Multilingual Education Department (MMED) is developing District policy for the administration of ELPAC IAs. Additional guidance will be released by MMED in fall 2023.

Both Smarter Balanced IAs and ELPAC IAs will be administered through the same platforms. Additionally, Test Administrators will need a single IA Administrator Only role in TOMS created by the CAASPP. Note that if the user is granted as IA Administrator ONLY role for CAASPP, a separate role is not required for ELPAC. However, before assigning the IA Administrator Only role to users, the CAASPP and ELPAC coordinator must ensure that each user has completed the requirements indicated in this document. The Student Testing Branch (STB) will monitor TOMS and the STB Portal to ensure requirements are met. IA Administrator Only roles created for users who have not completed all requirements will be deleted by STB.

INSTRUCTIONS: CAA for Science and Smarter Balanced IAs and ELPAC IAs are administered online using the secure browser, Test Administrator (TA) Interface, and Test Delivery System (TDS). However, the requirements for administering each assessment are different, therefore, the CAASPP and ELPAC coordinators must ensure that the users at their schools complete the appropriate requirements before assigning them access to each assessment.

Requirements for CAA for Science and Smarter Balanced IAs are included in this document. Requirements for the administration of Initial ELPAC and ELPAC IAs are included in the *2023-2024 Initial English Language Proficiency Assessments for California (ELPAC) and Alternate ELPAC Training and Security Requirements for Principals, Coordinators, and Support Staff* reference guide, which will be released in early August 2023. Requirements for the Administration of Summative ELPAC and CAASPP Summative Assessments will be released in fall 2023 and January 2024, respectively.

Test Operations Management System (TOMS)

TOMS is a secure platform that allows the Site CAASPP Coordinator to monitor and manage the administration of CAASPP online assessments. Access to TOMS is assigned on a yearly basis and is based on the role assigned to the user. Each role is assigned a set of permissions giving specific access to different assessment systems. At the District level, STB assigns and manages TOMS user roles for principals (Educator – Test Site role) and Site CAASPP Coordinators (Site CAASPP Coordinator role). TOMS accounts are assigned when the principal and Site CAASPP Coordinator complete their respective requirements. STB begins assigning 2023-24 TOMS accounts to principals and Site CAASPP Coordinators when the principal and Site CAASPP Coordinator have completed their respective requirements.

At the school site, the Site CAASPP Coordinator assigns the CAASPP Test Examiner role to school **credentialed or licensed** staff who is most familiar with the student/s being assessed will administer the CAA for Science.

The *IA Administrator ONLY* role is assigned by the Site CAASPP Coordinator to credentialed or licensed staff who will be administering the Interim Assessments only. CAASPP Test Administrators roles must be

assigned in the spring semester only to credentialed or licensed staff members who complete their requirements for administration of the CAASPP Summative Assessments. This website provides a detailed description of each user role available in TOMS <https://ca-toms-help.ets.org/toms/user-roles/#user-roles-for-caaspp>.

Moodle Training Platform

Moodle is a secure State platform that allows the Site CAASPP Coordinators and TEs to complete CAA (ELA, Math, and Science) trainings. Site CAASPP Coordinators and TEs will need a Moodle account to access the CAA Test Examiner Tutorial. Site CAASPP Coordinators will identify TEs who require Moodle accounts in the STB Portal.

California Educator Reporting System (CERS)

CERS allows educators to view their students' assessment scores. Users with the Educators role can create customized groups from assigned student groups; for interim assessments, they can see specific assessment items with student responses; and they can use the distractor analysis feature to identify student strengths and needs. CERS has many features that can help with viewing and analyzing assessment results for planning instruction.

Staff members with Educator – Test Site role, Site CAASPP Coordinator role, Test Examiner role, and IA Administrator role will have access to CERS through the CAASPP Portal or the ELPAC Portal. Refer to the [California Educator Reporting System \(CERS\) User Guide](#) for general reporting features, details regarding user roles and functions and support for navigating CERS.

I. PRINCIPAL REQUIREMENTS FOR CAASPP ASSESSMENTS

All principals at schools administering CAASPP assessments, including Interim Assessments must complete requirements 1 and 2 below in the Principal's Portal (<https://principalportal.lausd.net/>).

1. Electronically certify/submit the 2023-2024 CAASPP Security Affidavit and Security Agreement
2. Appoint the 2023-2024 Site CAASPP Coordinator in addition to the Site ELPAC Coordinator, Physical Fitness Test (PFT) Coordinator, Technology Coordinator, and Point-of-Contact for Testing

These requirements should be completed in July 2023 to ensure access to state platforms and timely communication to designees. The [Quick Guide: Principal's Portal Security Forms and Designation of Coordinators](#) provides step-by-step instructions for certifying the security forms and designating coordinators for CAASPP and other state assessments.

Principals at schools without access to the Principals' Portal should contact the STB Help Desk at 213-241-4104. Upon completion of requirements 1 and 2, the principal will be assigned the Educator - Test Site role. An IA Administrator ONLY role will also be assigned to principals who sign the Interim Assessments Acknowledgment Form in the STB Portal.

Principals who assign themselves as Site CAASPP Coordinators in the Principal's Portal are required to complete all the CAASPP Coordinator requirements listed in the next section.

Although the principal may only designate one primary Site CAASPP Coordinator in the Principal's Portal, the principals may request an additional Site CAASPP Coordinator designee. However, any staff member who requires a Site CAASPP Coordinator role must complete all CAASPP coordinator requirements described in this document. Note that a second coordinator is not considered the official coordinator for the school. A second coordinator is assigned the Site CAASPP Coordinator role in TOMS to help the primary/official perform CAASPP-related duties. Any person assigned a role associated with a school site must be officially assigned to the site. To request a Site CAASPP Coordinator role for an additional staff member, the principal must submit the request via email to studenttestingbranch@lausd.net and james.overturf@lausd.net.

II. SITE CAASPP COORDINATOR REQUIREMENTS FOR CALIFORNIA ALTERNATE ASSESSMENTS FOR SCIENCE AND INTERIM ASSESSMENTS

The Site CAASPP Coordinator is responsible for managing the administration of CAASPP Summative and Interim Assessments at the school and ensuring that all eligible students are tested following State and District administration and security protocols.

The Site CAASPP Coordinator must complete the following requirements:

1. 2023-2024 CAASPP Security Forms Coordinator Requirements. The curriculum in MyPLN includes two components:
 - a. 2023-2024 CAASPP Security Forms Coordinator Training (MyPLN)
 - b. 2023-2024 CAASPP Security Affidavit and Agreement (Electronic certification in STB Portal via MyPLN)
2. Participate in the 2023-2024 CAASPP Fall Coordinator Training (Facilitated by STB via Zoom)
3. Complete the 2023-2024 CAA for Science Test Examiner Tutorial (In Moodle within the LAUSD section, select California Alternate Assessments (CAAs) Training)

After the Site CAASPP Coordinator completes these requirements, STB will assign a Site CAASPP Coordinator role in TOMS that will remain active beginning August 28, 2023 through March 1, 2024. To maintain an active Site CAASPP Coordinator TOMS account from March 2, 2024 through the end of the school year, the Site CAASPP Coordinator is required to complete the CAASPP Summative requirements in winter/spring 2024. TOMS accounts for coordinators who do not complete CAASPP Summative requirements in the spring will be downgraded to *IA Administrator Only* on March 1, 2024. Teacher TOMS accounts will also be downgraded until the coordinator completes these requirements. Details about spring 2024 requirements will be published in winter/spring 2024.

III. TEST EXAMINER REQUIREMENTS FOR CALIFORNIA ALTERNATE ASSESSMENT FOR SCIENCE

The CAASPP Test Examiner role in TOMS allows users to administer CAAs and IAs. Because the TE role allows access to IAs, a separate IA Administrator Only role is not needed for TEs who will administer CAAs and IAs. The CAASPP Test Examiner (TE) role must be assigned only to credentialed or licensed LAUSD employees who complete the requirements indicated in this section.

Test Examiners must complete the following requirements:

1. 2023-2024 CAASPP Security Form TA, TE, and Proctor Requirements. The curriculum in MyPLN includes two components:
 - a. 2023-24 CAASPP Security Form TA, TE, and Proctor Training
 - b. 2023-24 CAASPP Security Affidavit (Electronic certification in STB Portal via MyPLN)

2. Participate in the 2023-2024 CAA for Science and Interim Assessment Administration School-based Training (Facilitated by the Site CAASPP Coordinator)
3. Complete the 2023-2024 CAA for Science Test Examiner Tutorial (In Moodle within the LAUSD section, select California Alternate Assessments (CAAs) Training)

Test Examiners who complete the 2023-2024 CAA Test Examiner Tutorial for Science via Moodle must view all slides, listen to 100 percent of the audio without advancing, and answer all in-module questions correctly to receive a certificate. Before creating a Test Examiner TOMS account, the Site CAASPP Coordinator must collect Moodle certificates and confirm in the STB Portal that the users have completed the security requirements as outlined above.

IV. INTERIM ASSESSMENT ADMINISTRATOR REQUIREMENTS

With the release of the ELPAC Interim Assessments, Interim Assessment Administrators and IA Proctors will need to complete the LAUSD 2023-2024 electronic Interim Assessment Acknowledgement Form for Smarter Balanced IAs and ELPAC IAs. The Acknowledgement form applies to both Smarter Balanced IAs and ELPAC IAs. However, CAASPP IA Administrators and Proctors will need to participate in the Smarter Balanced IAs and ELPAC IA in person training facilitated by the Site CAASPP and/or ELPAC Coordinators. The coordinator will address logistics for test administration, testing schedules and timelines, technology issues, students to be tested, and any other school-specific topics for the specific testing program. The training must be documented using a dated Agenda and Sign-In Sheet.

The principal and Site CAASPP Coordinator at schools that choose to administer Smarter Balanced IAs will need to identify staff members who will administer the tests. The Site CAASPP Coordinator is also responsible for coordinating and monitoring the completion of the requirements indicated in this section before assigning IA Administrator Only roles in TOMS.

IA Administrators are required to complete the following requirements:

1. 2023-2024 Interim Assessment Acknowledgement Form (Electronic Certification in STB Portal)
2. 2023-2024 Interim Assessments School-Based Training (Facilitated by the Site CAASPP Coordinator)

Note that staff members who will administer Interim Assessments only are not required to sign a CAASPP Security Affidavit. However, these staff members may not serve as TAs, TEs, or Proctors for any CAASPP summative assessments.

V. PROCTOR REQUIREMENTS FOR CAA FOR SCIENCE

A test proctor must be an LAUSD employee, or a person assigned to an Individualized Education Program (IEP) to implement a student's IEP. Proctors may only support the administration of CAA for Science under the supervision of a Test Examiner. Since proctors do not administer CAA for Science assessment, proctors do not need a TOMS account. However, because they will be in the setting where CAA for Science assessments is being administered, CAASPP Coordinators is responsible for coordinating and monitoring the completion of the requirements as indicated in this section.

CAASPP Proctors are required to complete the following requirements:

1. 2023-2024 CAASPP Security Form TA, TE, and Proctor Requirements. The curriculum in MyPLN includes two separate requirements:
 - a. 2023-2024 CAASPP Security Form TA, TE, and Proctor Training
 - b. 2023-2024 CAASPP Security Affidavit (Electronic certification in STB Portal via MyPLN)
2. Participate in the 2023-2024 CAA for Science and Interim Assessment Administration School-based Training (Facilitated by the Site CAASPP Coordinator)

VI. PROCTOR REQUIREMENTS FOR INTERIM ASSESSMENTS ONLY

A test proctor must be an LAUSD employee, or a person assigned by the student's IEP team to implement a student's IEP or Section 504 Plan. Proctors support the administration of Interim Assessments under the supervision of an IA Administrator. Since proctors do not administer IAs, proctors do not need a TOMS account. However, because they will be in the setting where Interim Assessments are being accessed and/or administered, Proctors are required to complete the following requirements:

1. 2023-2024 Interim Assessment Acknowledgement Form (Electronical Certification in STB Portal)
2. 2023-2024 Interim Assessment School-Based Training (Facilitated by the Site CAASPP Coordinator)

VII. CAASPP AND ELPAC SECURITY AUDITS

The District and State conduct audits for CAASPP and ELPAC every year. It is critical that Site ELPAC and CAASPP coordinators keep accurate records demonstrating compliance with District and state requirements. CAASPP and ELPAC coordinators should keep all their documentation together in a testing binder for each testing program, which should be easily accessible if the school is audited.

For State audits, the CAASPP and ELPAC test vendor, Educational Testing Services (ETS), sends professional auditors to monitor randomly selected schools before, during and after the CAASPP and ELPAC administration, which include the administration of Interim Assessments. The auditor will visit the school and interview the CAASPP and ELPAC Coordinators to establish adherence to CAASPP and ELPAC guidelines, inventory ELPAC K-2 Writing Answer Books, and evaluate the storage facilities where secure test materials and student logon credentials are kept when not in use. Auditors may also evaluate testing rooms and observe test administration.

For auditing purposes, CAASPP and ELPAC Coordinators are required to maintain evidence of 2023-2024 completion requirements, including dated agendas and sign-in sheets for the school-based training facilitated by the CAASPP and ELPAC coordinators. Copies of these documents must be filed at the school site for 24 months and readily available. Copies must also be uploaded to the STB Portal on a yearly basis.

In early fall 2023, the Student Testing Branch will notify via email principals and coordinators at schools selected for a state audit. Once identified, an STB administrator will be assigned to the school for guidance and support.

**RELATED
RESOURCES:**

Student Testing Branch Webpage <https://www.lausd.org/testing>
Smarter Balanced Interim Assessments Resources:
<http://www.caaspp.org/ta-resources/interim.html>

ATTACHMENTS: Not Applicable.**ASSISTANCE:** For assistance or further information, please contact the Student Testing Branch Help Desk at (213) 241-4104.