



# **District, State and National Assessments**

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## **California Assessment of Student Performance and Progress (CAASPP)**

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### **Spring 2024 CAASPP Summative Assessments Administration Instructions**

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**Los Angeles Unified School District**  
Office of Data and Accountability  
Student Testing Branch

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## CRITICAL DATES

### 2024 Summative CAASPP Testing Windows

Subject & Grade Level	Grade Levels	Testing Window	CAASPP Post-Test Documentation Due
California Alternate Assessment (CAA) for Science	5, 8, and 11 <sup>(1)</sup>	September 2023 – May 24, 2024	Post-test documentation for all assessments must be uploaded to the STB Portal by:  May 31, 2024
Smarter Balanced (SB) Summative Assessments for English Language Arts (ELA) and Math	3-8 and 11	April 22 – May 24, 2024 <sup>(2)</sup>	
CAA for ELA and Math	3-8 and 11		
California Science Test (CAST)	5, 8, and 11 <sup>(1)</sup>		
California Spanish Assessment (CSA) • Newcomers: Grades 3-11 • Spanish Dual Language Program: Grades 3-8	3-11		

<sup>(1)</sup> Students who missed the 2022-23 administration must be tested in their 12<sup>th</sup> grade year.

<sup>(2)</sup> For schools testing 1000 students or more, the CAASPP testing window opens on April 8, 2024, and closes on May 24, 2024.

### Earbuds

Earbuds were delivered to schools the week of January 8, 2024, via LAUSD Trucking:

1. Schools received the earbuds needed for all Summative CAASPP and Summative English Language Proficiency Assessments for California (ELPAC) testing.
2. English Learners in grades 3-8 and 11 who are eligible to take Summative CAASPP assessments will use the same earbuds for ELPAC and CAASPP testing. The CAASPP and ELPAC coordinators must coordinate the use of earbuds for both assessments.

## SPRING 2024 SUMMATIVE CAASPP ADMINISTRATION

These instructions supplement the information provided in the [2024 CAASPP Online Test Administration Manual](#), [2024 Directions for Administration \(DFA\)](#), [Preparing for Administration \(PFA\)](#), [Scripts for Summative Assessments](#), and information provided in required web-based trainings.

### WHAT IS NEW?

- CAASPP Testing Window has changed based on guidance from the Superintendent's Office. The CAASPP Summative testing window opens on April 22, 2024, and closes on May 24, 2024. This testing window is for all regular and make-up testing. Schools testing 1000 students or more may choose to start testing before April 22<sup>nd</sup> to meet the May 24<sup>th</sup> deadline. The TOMS testing window for schools testing 1000 students or more will open on April 8, 2024.
- California Spanish Assessment (CSA) Field Test. The State is field-testing new speaking and writing constructed-response items in the CSA. These improvements are aimed at ensuring a more robust assessment for operational use in future administrations.

### IMPORTANT REMINDERS

- Test Administrators (TAs) administer Smarter Balanced Assessments (SBA) for ELA and Math, California Science Test (CAST), and California Spanish Assessment (CSA)
- Test Examiners (TEs) administer the California Alternate Assessment (CAA) for ELA, Math, and Science.
- TAs, TEs, must be certificated LAUSD school staff members who have been trained and have electronically signed a CAASPP Test Security Affidavit and completed required training outlined in [REF-149115: 2023-24 California Assessment of Student of Student Performance and Progress \(CAASPP\) Requirements for Principals, Coordinators, Test Administrators, Test Examiners and Proctors, dated January 29, 2024](#).
- Trained paraeducators can proctor and assist in the administration of the CAASPP (e.g., observe students during testing) but are not allowed to administer the assessments. Therefore, proctors do not need a Test Operations Management System (TOMS) role.
- TAs, TEs, proctors, scribes, and school administrators must NOT:
  - Review CAASPP Summative test questions or passages independently with students, or with any other person, before, during, or after testing. This includes reviewing students' notes on scratch paper.
  - Copy, photograph, scan or transmit any part of the test(s) or test materials.
  - Review students' answers to coach, advise, or alert students of wrong answers or to check answers.
- TAs, TEs, and proctors may not read passages to a student unless the student has an active IEP or a Section 504 Plan that allows this support. If such IEP or 504 Plan is in place, the CAASPP coordinator must indicate the support in TOMS.
- TAs, TEs, and proctors may not read test questions to students unless the students have either an IEP or a Section 504 Plan that includes a statement allowing this designated support or Attachment B from Reference Guide 133914.1, [2023-24 LAUSD Accessibility Resources Guidelines for ELPAC and CAASPP](#), dated December 18, 2023, has been completed with this allowance. This designated support must be enabled in TOMS.
- TAs, TEs, and proctors will actively monitor students during testing to ensure students do not have access to electronic devices that allow them to access outside information, communicate with other students, or photograph or copy test content.
- Students not included in the testing session may not be in the classroom during testing. Those who finish early must be provided with a quiet activity unrelated to the test content being tested.
- Test Scripts for SBAs, CAST, and CSA are not secure and they are posted on the [DFAs and Scripts](#) page in <https://www.caaspp.org/>. If paper copies are being used, the Site CAASPP Coordinator should plan on distributing scripts to TAs at least 2 working days before testing begins.

- TEs and the Site CAASPP Coordinator must complete the *CAA Training* in Moodle annually, <https://moodle.caaspp-elpac.org/login/index.php>.
- Certain materials or manipulatives needed to administer CAA for Science, such as school supplies or objects must be obtained prior to test administration.
- Arrange for the use of two devices for the administration of the CAA.

## **SUBMITTING THE SCHOOL SITE TESTING CALENDAR**

All schools are required to follow the Districtwide testing window. Site CAASPP Coordinators were required to submit the site CAASPP calendar via the [STB Portal](#) by February 23, 2024. The school site testing calendar allows the District to assign resources where needed. Testing calendars will be shared with other District offices: Information Technology Services (ITS) and the Division of Special Education. The [Testing Calendar Submission Quick Guide](#) provides instructions on how to submit the testing calendar in the STB Portal.

## **STUDENTS TO BE TESTED**

### **Smarter Balanced and CAA for ELA/Math**

All students enrolled in grades 3-8 and 11 are required to participate in the Smarter Balanced ELA and Math assessments except:

- Students with the most significant cognitive disabilities whose IEP indicates the use of alternate assessments. These students will take the CAA for ELA/Math.
  - The CAA for ELA/Math is administered one-on-one and in-person.
- English Learners who are within their first 12 consecutive months of enrollment in a U.S. school on or after April 15<sup>th</sup> (of the previous school year) have a one-time exemption from the Smarter Balanced or CAA for ELA assessment.
  - These students must still take the Smarter Balanced for mathematics or CAA for mathematics and the CAST or CAA for Science (as applicable).
  - Note that the State does not remove students with a one-time exemption from the Completion Status Report. Although these students will remain on the report as not being tested for ELA, this will **not** affect participation rate.

### **CAST and CAA for Science**

All students in grades 5, 8, and 11 are required to take the CAST as well as grade 12 students who missed or did not take a CAASPP Science Test in the 2022-23 school year except for the following:

- Students with the most significant cognitive disabilities whose IEP indicates the use of an alternate assessment will take the CAA for Science.
  - The CAA for Science is administered one-on-one and in-person.
- Students who were in grade 12 in the 2022-23 school year and are repeating grade 12 this year do not have to take the science test.
- Grade 12 students with a parent exemption on file (for science) from the previous year do not have to take the science test.

### **CSA**

Eligible Spanish-speaking students in grades 3-8 and high school may take the CSA if they meet one of the following conditions:

- Students in grades 3 through 8 who are enrolled in a Spanish dual-language program, regardless of their language classification.
- Spanish-speaking English Learners in grades 3-11 who have been enrolled in a U.S. school less than 12 consecutive months, as of April 15, 2023.

## TEST ASSIGNMENT

The Student Testing Branch assigned the CAAs, CSA, and CAST to eligible students before spring break. Site CAASPP Coordinators must use TOMS to confirm that all eligible students have been assigned to take the appropriate Summative CAASPP assessment(s) based on each student's IEP. If a student is not assigned to the correct test, the Site CAASPP Coordinators must manually make the test assignment correction in TOMS prior to testing.

### ***Test Assignment Report***

Before tests are administered, Site CAASPP Coordinators will download the *CAASPP School Level Student Test Assignment Report* in TOMS and confirm that each student's name, grade level, and other demographic information are accurate. This report lists all students eligible to take CAASPP Summative assessments.

To download the CAASPP School Level Student Test Assignment Report from TOMS:

1. Log in to TOMS and Click on the "Reports" tab
2. Select the CAASPP School Level Student Test Assignment Report
3. Select your school's name in the "Organization" dropdown menu and click on "Download Report"

If the student's grade level is inaccurate, make the necessary corrections in MiSiS and wait for the changes to be reflected in TOMS before administering any test. For assistance with students who are not on the report and for guidance on making corrections to students' demographic information, contact the LAUSD State Reporting Services Branch (SRSB) at 213-241-2450.

### ***Updating Test Assignments in TOMS***

Refer to the STB Quick Guide [Add or Remove Test Assignment](#) for guidance updating test assignment(s) in TOMS. Test assignment change processing time is at least 2 business days before testing students.

## STUDENTS EXEMPTED FROM CAASPP TESTING

### **Parent/Guardian Exemption**

Under California law, parents and guardians have the right to exempt their child(ren) from CAASPP Tests. Parents must initiate and submit a written letter that is signed and dated to the principal specifying the test(s) from which they want their child(ren) exempted. These letters must be kept on file at the school site for 24 months (about 2 years) after testing. If a parent or guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent or guardian and included in the pupil's records.

### **Medical Exemptions**

Medical documentation is required to exempt students from testing due to a medical emergency, i.e., student hospitalized for entire testing window. Medical documentation must be kept on file at the school site for 24 months.

### **Entering Exemptions in TOMS**

All Exemptions must be entered into TOMS as soon as possible upon receipt.

1. Log into TOMS.
2. Enter the student's SSID then click on the magnifying glass to the right of the student's name.
3. Click on the Test Assignments tab.
4. Click on the Condition Code button next to the test(s) the student is being exempted.
5. Select one of the following from the drop-down menu,
  - PGE (Parent Guardian Exemption)
  - NTE (Not Tested Medical Emergency)
6. Click on Save.

Students with exemptions must not be in the room when the exempted test(s) are being administered.

**State law prohibits teachers and administrators from soliciting or encouraging parents or guardians to request exemptions.**

## TRAINING REQUIREMENTS

The Principal, Site CAASPP Coordinators, Test Administrators (TAs), and Test Examiners (TEs) are required to participate in CAASPP training before receiving access to online CAASPP applications and administering any CAASPP tests. For details, see Reference Guide No.149115, *2023-2024 CAASPP Requirements for Principals, Coordinators, Test Administrators, Test Examiners and Proctors*, dated January 29, 2024. When submitting the CAASPP Post-Test Documentation via the STB Portal, the Site CAASPP Coordinator and principal will electronically certify that the required trainings (as indicated below) for the principal, Site CAASPP Coordinator and teachers who administered CAASPP tests have been completed. This information will be used for auditing purposes.

<b><i>Test Administrator</i></b>	<b><i>Test Examiner</i></b>
<ul style="list-style-type: none"> <li>• SB Assessments for ELA and Math</li> <li>• CAST</li> <li>• CSA</li> </ul>	<ul style="list-style-type: none"> <li>• CAA for Science</li> <li>• CAA for ELA/Math</li> </ul>

State regulations require that the Site CAASPP Coordinator conducts annual trainings for Test Administrators, Test Examiners, proctors, and scribes administering or overseeing any state test. The training must include the following:

- Viewing of the CAASPP Summative Assessment Training PowerPoint provided by STB during the *2023-24 CAASPP Summative Coordinator Training*.
- Viewing of the training videos provided by State contractor, Educational Testing Service (ETS), and the District before administering a test.
- Adhering to all security procedures before, during, and after testing.
- Monitoring the use of unauthorized electronic devices.
- Reviewing Directions for Administration (DFAs) and administering appropriate tests in accordance with the DFAs for each grade and test.
- Preparing testing rooms.
- Following the school administration procedures, such as school CAASPP testing and bell schedule, distribution and collection of testing materials from examiners each day of testing, students to be tested, and test(s) to be administered each day.
- Reviewing, setting, and ensuring any test universal tools, designated supports, or accommodations required by English learners, at-risk students, and students with IEPs and Section 504 Plans are available.

As evidence of this training, the Site CAASPP Coordinator will electronically submit in the STB Portal post-test documentation which includes the sign-in sheet and the agenda used for the training. Post-test documents must be uploaded to the STB Portal by May 31, 2024.

## **Requirements**

### ***Principal Requirements***

1. Electronically certify the 2023-24 CAASPP Security Affidavit and Agreement in the Principal's Portal
2. Designate a Site CAASPP Coordinator in the Principal's Portal



### **Site CAASPP Coordinator Requirements**

1. 2023-24 CAASPP Summative Security Forms Coordinator Requirements Curriculum (MyPLN)
  - a. CAASPP Security Forms Coordinator Training video
  - b. Electronically sign and submit the 2023-24 CAASPP Test Security Affidavit and Security Agreement in the STB Portal via MyPLN
2. 2023-24 CAASPP Fall Coordinator Training
3. 2023-24 CAASPP Summative Coordinator Training
4. 2023-24 CAA for Science Training in Moodle Training Platform
5. 2023-24 CAA for ELA/Math Training in Moodle Training Platform

### **Test Administrator Requirements**

1. 2023-24 CAASPP Summative Security Form TA, TE, and Proctor Requirements (MyPLN)
  - a. CAASPP Summative Security Form TA, TE, and Proctor Training video
  - b. Electronically sign and submit the 2023-24 CAASPP Test Security Affidavit in the STB Portal via MyPLN
2. 2023-24 CAASPP Summative Assessments School-based Training

### **Test Examiner Requirements**

1. 2023-24 CAASPP Summative Security Form TA, TE, and Proctor Requirements (MyPLN)
  - a. CAASPP Summative Security Form TA, TE, and Proctor Training video
  - b. Electronically sign and submit the 2023-24 CAASPP Test Security Affidavit in the STB Portal via MyPLN
2. 2023-24 CAASPP Fall School-based Training (if administering the CAA for Science)
3. 2023-24 CAASPP Summative School-based Training (if administering the CAA for ELA/Math)
4. 2023-24 CAA for Science Training in Moodle Training Platform (if administering the CAA for Science)
5. 2023-24 CAA for ELA/Math Training in Moodle Training Platform (if administering the CAA for ELA/Math)

### **Proctor Requirements**

Other staff members who assist with testing

1. 2023-24 CAASPP Summative Security Form TA, TE, and Proctor Requirements (MyPLN)
  - a. CAASPP Summative Security Form TA, TE, and Proctor Training video
  - b. Electronically sign and submit the 2023-24 CAASPP Test Security Affidavit in the STB Portal via MyPLN
2. 2023-24 CAASPP Fall School-based Training (if administering the CAA for Science)
3. 2023-24 CAASPP Summative School-based Training (if administering the CAA for ELA/Math)

### **Others without access to the STB Portal**

These would include those that support students during instructional time; i.e., Behavior Intervention Implementation (BII) will need to sign and submit a hard copy of the *2023-24 CAASPP Test Security Affidavit* (available in Coordinator Resources webpage of the STB website).

**Mandated Test Administrator and Test Examiner School-based Training(s)**

Test Administrators (TAs) and Test Examiners (TEs) must be trained yearly. Site CAASPP Coordinators should review the topics to be covered in each of the school-based trainings and should meet with the Principal in advance to establish the time and dates for these required trainings. Agendas must be developed for each of the different trainings and TAs and TEs must sign in. Site CAASPP Coordinators must become familiar with the different resources to be used in each of the trainings. Below are topics that must be covered:

1. Test Security Affidavit
  - Review Test Security Affidavit guidelines
  - Ensure ALL teachers have read, electronically signed, and submitted the CAASPP Security Affidavit in the STB Portal
  - Ensure ALL teachers have completed the CAASPP Security Form TA, TE, and Proctor Training in MyPLN before handling testing materials or accessing online tests
2. School testing schedule (dates, times, and testing rooms)
3. CAA (ELA, Mathematics, and Science)
  - View CAA Moodle Training(s) in Moodle and obtain Certificate(s) of Completion
  - Handling secure DFAs
4. Review available accessibility resources and guidelines
5. Review Directions for Administration (DFAs) / Test Administration Manuals (TAMs)
  - TAs/TEs are to follow the script exactly as stated in DFA for every administration
6. Test Security Protocols
  - TA and TE TOMS accounts and student logon credentials
  - Distribution and collection of earbuds (if needed) and student logon credentials
  - Reporting potential security incidents to school Site CAASPP Coordinator
  - Handling of scratch paper
  - Handling of Print-on-Demand materials
7. Review guidelines for creating a secure and proper testing environment
  - Cover or remove information displayed on bulletin boards, white boards, or charts that could be used by students to help answer test questions
  - Proper signage must be displayed
  - TAs are to actively monitor students in the test session
8. Location and procedures for checking out and returning secure test materials
9. Secure Browser Procedures
  - Installation
  - Verifying the Secure Browser
  - Demonstrate how to access secure browser
10. Creating Test Sessions
  - Review how to create and manage a test session in the TA Interface
11. Review student logon procedures in the student testing device via Secure Browser
  - Verifying assigned designated supports and accommodations
12. Make-up testing procedures
  - Documentation for absent students
13. Procedures for notifying coordinator when student test settings are not correct
14. Plan for students who have technology issues during testing
15. Plan for students who finish early
16. Other school-specific logistics

## **Second Scoring Requirements for CAA for ELA**

A subset of schools that have students taking the CAA for ELA will be selected to participate in second scoring. Second scoring is the process of having another TE, also known as the Second Scorer, be present at the time of testing and score the same student's rubric-scored items simultaneously, yet independently, from the student's primary test examiner.

Second Scorers must meet the same training requirements as TEs. The Second Scorer should be certificated staff. Ideally, the Second Scorer is also a teacher familiar with the student's individual testing accommodations as stated in the student's IEP. Coordinators can access the following link to verify if their school has been assigned a second scoring: <https://www.caaspp.org/administration/about/caa/caa-ela-second-scoring-assignments.2023-24.html>.

The Second Scorer must have access to the DFA and be present during the administration along with the student and primary TE. All Second Scores must be documented on the answer recording sheet located in the appendices of the DFA. Scores are then entered into the Data Entry Interface (DEI) by the Second Scorer immediately after the student completes testing. The document titled [How to Second Score for the CAA for ELA](#) provides guidance for second scorers.

## **MOODLE TRAINING-CAA**

The CAA for ELA, Math, and Science training for TEs and Site CAASPP Coordinators are completed through the state's Moodle Training Platform. All Site CAASPP Coordinators and TEs will require a Moodle account to complete CAA training(s). An LAUSD Moodle account is only created once in an individual's career, and it is not related to the TOMS or LAUSD Single Sign On (SSO).

### **Coordinators and TEs with an Existing Moodle Account**

- Staff with existing LAUSD Moodle accounts will continue to use their existing account when completing Moodle training.
- Use the FORGOT PASSWORD link on the Moodle site if the user cannot remember their username or password.
  - Search by LAUSD email only

### **Coordinators and TEs Who Do Not Have an Existing Moodle Account**

- STB will request a Moodle account for Site CAASPP Coordinators after they are designated in Principal's Portal.
- STB requests Moodle accounts for TEs after the Site CAASPP Coordinator designates them in the STB Portal.
  - To designate CAA TEs in the STB Portal:
    1. Log into the [STB Portal](#)
    2. Click on [Security Forms]
    3. Select [Reports]
    4. In the [Testing Programs] drop-down menu, select [CAASPP Summative]
    5. In the [CAA TE Designation] column, click on the checkbox
    6. After designating all eligible users, scroll to the bottom of the page and click on [Designate (All Selected)]
    7. If needed, move on to the next page and repeat steps 5 and 6
    8. Allow 24-48 hours (about 2 days) for STB to submit a request to the state for the creation of Moodle accounts for the designated TEs.
- After TEs receive their Moodle account and participated in the CAASPP Summative School-based Training (facilitated by the Site CAASPP Coordinator), the Site CAASPP Coordinator will share the site's Moodle Key so they may complete the appropriate CAA training in Moodle.

### **Accessing the Moodle Key**

Only the primary Site CAASPP Coordinator will have access to the school site's CAA Moodle key in the STB Portal.

1. Log into the [STB Portal](#)
2. Click on [Moodle Keys and Completion Status]
3. Select [CAA]
4. The Moodle key is displayed at the top of the screen, under the Enrollment Key column.
  - a. After TEs finish the training, completion will be reflected in the table after one business day.

### **TEST OPERATIONS MANAGEMENT SYSTEM (TOMS)**

TOMS is a secure website that Site CAASPP Coordinators can access through [caaspp.org](https://caaspp.org). Through this site, authorized users can perform tasks for CAASPP such as: sign the TOMS affidavit, manage CAASPP test administration, add and delete users, setup students' test settings, access STAIRS to submit testing incident reports, download data, including student files, test reports, and more.

### **Creating TOMS Accounts for Test Administrators and Test Examiners**

Site CAASPP Coordinators create CAASPP TOMS accounts for TAs and TEs after all training requirements are met. A [video demonstration](#) on how to create TA and TE CAASPP TOMS accounts is available to guide coordinators through the process.

**Site CAASPP Coordinators must not create CAASPP TOMS accounts until after confirming the user has completed all training requirements. TOMS accounts will be deleted if any TA or TE has not completed training requirements.**

### ***TOMS Accounts Usernames and Passwords***

Usernames and temporary passwords are created in TOMS after a district or Site CAASPP Coordinator has submitted users for access. CAASPP TAs and TEs will use this username and password to log into TOMS to create a new password and sign the TOMS CAASPP Security Affidavit.

### ***TOMS Affidavit***

The TOMS CAASPP affidavit must be signed prior to the TA or TE logging on to the Test Administrator Interface to generate a test session ID and approve students for testing. After signing the TOMS affidavit, it can take **up to 2 hours** for a test session to be created. Site CAASPP Coordinators can verify which TAs and TEs have signed the TOMS affidavit by downloading the *Security Forms and Remote Administration Status Report* from TOMS. For more information about the different user roles in TOMS, refer to the CAASPP and ELPAC TOMS User Guide.

### **Student Test Settings in TOMS**

Site CAASPP Coordinators will enter students' accessibility resources in the Test Setting field in TOMS using one of the following methods:

1. One-by-one through the student profile, under Test Settings
2. Template upload
  - a. This method is not recommended as many errors can occur when creating and uploading the template.

The following resources are available for entering supports and accommodations in TOMS:

1. STB resource – 2024 CAASPP Summative Assessments Coordinator Training PowerPoint provides step-by-step instructions for entering designated supports and accommodations in TOMS.
  - a. The PowerPoint can be accessed at, <https://www.lausd.org/testing>.
    - i. Click on Coordinator Resources.

- ii. In the PowerPoint section, select CAASPP Summative and download.
2. ETS resource – [TOMS: Configuring Online Student Testing Settings One-by-One video](#), found on the [CAASPP website](#).
3. ETS resource – [Configuring Online Student Test Settings By Batch Upload video](#) found on [CAASPP Website](#). Multiple students' test settings can be added by a batch upload.

## ACCESSIBILITY RESOURCES

Embedded and non-embedded designated supports and accommodations are available for students taking the Summative CAASPP. These designated supports and accommodations must be assigned in the Test Settings tab of the Student Profile page in TOMS by the Site CAASPP Coordinator. For more information about available accessibility resources, refer to the [Accessibility Resources](#) web page on the CAASPP website at [caaspp.org](#).

REF-133914.1, [2023-24 LAUSD Accessibility and Accommodations Guidelines for ELPAC and CAASPP](#) provides guidance for schools regarding the universal tools, designated supports, and accommodations for the CAASPP. Prior to the Summative CAASPP testing, specific designated supports and accommodations must be enabled in TOMS by the Site CAASPP Coordinator. All settings must be indicated in TOMS at least two (2) days prior to the student's scheduled testing session. Failure to input test settings before testing could result in the student not being provided with the needed designated supports, accommodations, or both at the time of testing. This is considered a testing irregularity and must be reported in STAIRS.

### **Welligent Section K Report**

The Section K Welligent Report should be used to identify universal tools, designated supports and accommodations for students with disabilities. These changes in test administration must be verified with the terms used in the current state list. See REF-133914.1, [LAUSD Accessibility and Accommodations Guidelines for ELPAC and CAASPP](#) dated December 18, 2023.

### **Unlisted Resources**

Unlisted Resources are supports determined by an IEP team or the 504 Plan to be necessary but not listed in the Matrix. Unlisted resources already approved by the CDE can be designated in TOMS directly by the Site CAASPP Coordinator. Unlisted resources not preapproved, may be submitted for approval by the Site CAASPP Coordinator in TOMS. If the Unlisted Resource changes the test's construct, the student will receive a score with a footnote that the test was administered under conditions that resulted in a score that may not accurately represent the student's achievement. These scores are not considered valid for aggregation of scores. Coordinators must verify that the student is using the Unlisted Resource(s) regularly during instruction. Contact STB at 213-241-4104 if you have any questions regarding unlisted resources.

### **Print-On-Demand**

Print-On-Demand (POD) is a non-embedded accommodation for the Summative CAASPP. It is used for students who need a printed copy of passages, stimuli, questions, or any combination of these. The POD CAASPP accommodation can now be set by the site CAASPP Coordinator for a student in TOMS. Coordinators may contact the STB Helpdesk at (213) 241-4104 for assistance. To confirm that the POD feature has been activated in TOMS, download the *CAASPP School Level Student Test Settings Report*. The POD column is titled, *Non Embedded Accommodation–Print-on-Demand (Computer – E, M, S, CE, CM, CS, and RO)* is found on column "AC" for students whose POD has been activated.

### **Print-on-Demand Instructions**

Once the POD is designated in TOMS by the Site CAASPP Coordinator, the student may send a print request to the TA during testing by selecting the print icon on the screen. This request needs to be made for each item. Because of the involvedness associated with POD, it is recommended that TAs administer the test one-one-one or in a small group no greater than five (5) students.

Follow these guidelines when using the POD designated support:

- To ensure security of test items, the printer should be located in the room where students are testing and should be dedicated for testing for the duration of the test.
- Provide POD training for the student and TA and allow them to practice using a practice or training test.
- Before the TA approves the student's request to print a test item or passage, the TA must ensure that the printer is on and is monitored by the TA who has been trained and has signed the CAASPP Test Security Affidavit.
- Immediately after printing a POD request, the file should be securely deleted from TA's device in such a way that the file does not remain in temporary storage where it can be recovered. Refer to the Destroying Electronic Files subsection for additional instructions.
- The TA must collect the previously printed item from the student after the next item's print request. Printed items must be maintained secure and then securely destroyed after the test session.

The POD instructions can be found in the [Summative CAASPP Online Test Administration Manual](#). You may also access this [Print-On Demand demonstration Video](#) and the TA Interface Online Manual the How to Approve Print Requests (Scroll down to three quarters of the page to figure 15): <https://ca-toms-help.ets.org/caaspp-otam/ta-interface/use-ta-interface/>

## TECHNOLOGY REQUIREMENTS

Prior to the Summative CAASPP administration, Site CAASPP Coordinators must review the technology infrastructure at their schools to ensure it meets the minimum requirements for administering the Summative CAASPP. Each TA will require a device to start the test session and approve students. Each TE will require two devices for the administration of the CAA. One device will serve as the teacher's device and the other will serve as the student device and must contain the secure browser.

The CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing provides the technical specifications for online testing. This includes information about internet and network infrastructure requirements, hardware and software requirements, and secure browser installation.

### **Bandwidth Checker**

The school can use the [Network Diagnostic Tool](#) to perform a real-time check of a school's network bandwidth. Note that technology coordinators may want to run this test more than once, and at different times of the day, because estimates change as the network conditions change, varying from run to run. The CDE also hosts a Smarter Balanced Technology Readiness Resources web page, which includes links to tools, requirements, and topics that schools will find useful in planning for the 2024 Summative CAASPP testing.

### **Secure Browsers**

All students must use a secure browser to access Summative CAASPP Assessments. The secure browser is designed to support test security by prohibiting access to external applications or navigation away from the assessment. All testing devices must have the correct secure browser installed prior to assessment. School technology coordinators are responsible for ensuring that each device to be used for testing at the school is properly secured by installing the most current secure browser. Secure browsers are available for download on the Secure Browsers website. Information about installing and configuring the secure browsers is available in the *2023-24 CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing*.

The Summative CAASPP is administered online and requires two internet-connected devices; a student testing device and a separate device that the CAASPP TA or TE uses to start a test session through the Test Administrator Interface. CAASPP TAs may also use their device to access the scripts for testing from caaspp.org. CAASPP TEs administering the CAA may use their device to access the secure DFAs that are



posted in TOMS and to access the Data Entry Interface (DEI) for entering the CAA second scores at schools where CAA Second Scorers are required for the CAA for ELA test.

### **CAASPP and ELPAC Online Testing Readiness Test and Survey**

Schools must conduct a Readiness Test before the testing window opens. Each school should select the best date and time for the readiness test during this timeframe. The readiness test's goal is to identify any infrastructure or device-related issues that must be addressed before CAASPP Summative Testing this spring. Schools should mimic operational test conditions by administering Interim Assessments (IABs), practice tests, or training tests. The number of students participating in the readiness test should be like the maximum number of students taking CAASPP assessments on any given day. Additional information regarding the Readiness Test will be provided to schools in a Testing Update.

Technology-related issues that occur at the school before, during, or after the readiness test should be reported to the ITS Help Desk at (213) 241-5200. If Testing Coordinators need immediate IT support, they may connect to a live IT agent through Remote Chat. Any issues pertaining to accessing practice tests platforms should be reported to the Student Testing Branch at (213) 241-4104.

## **PREPARING FOR TEST ADMINISTRATION**

### **Student Logon Credentials**

- Student logon credentials (i.e., SSID and First Name) are considered secure and confidential information that grants access to a student's Personal Identifiable Information (PII) which is secure and is protected by federal privacy laws. It is the responsibility of the individual user to protect data to which they have access. However, the Site CAASPP Coordinator is responsible for reviewing security procedures with TAs and TEs and for ensuring that users adhere to the guidelines and rules of behavior defined in the 2023-24 CAASPP Test Security Affidavit and 2023-24 CAASPP Test Security Agreement. Below are some security procedures provided during the CAASPP Summative Assessments Coordinator training. Schools must establish procedures and guidelines to maintain the security of all student logon credentials.
- Site CAASPP Coordinators must establish a method to track the sign out and sign in of student logon credentials daily. The CAASPP Daily Inventory Control Form, Attachment F, is provided for this purpose.
- Schools must train all staff that will be handling student logon credentials on the established procedures and guidelines for maintaining the security of student logon credentials.
- Schools are to report to the Student Testing Branch if any student logon credentials are compromised.

Site CAASPP Coordinators should generate MiSiS Student logon credential rosters and provide labels for each teacher administering Summative CAASPP.

1. Go to <https://www.lausd.org/misis>
2. Under Reports, click on Testing
3. Click on State Testing Label/State Testing Roster
4. The rosters and labels can be customized for those students that qualify for CAASPP.

### **Daily Inventory Control Form**

Site CAASPP Coordinators must maintain a daily inventory of the test materials checked out and checked in each day to TAs and TEs. It is each TA and TE's responsibility to check out all test materials (including student logon credentials) from the Site CAASPP Coordinator and return all material back to the Site CAASPP Coordinator as soon as testing is completed each day. Site CAASPP Coordinators will use the *2023-24 CAASPP Daily Inventory Control Form* to document when material was checked out and when they are checked back in. If a Site CAASPP Coordinator is administering any tests to students, then a Daily

Inventory Control Form must be completed for themselves. The *2023-24 CAASPP Daily Inventory Control Form* is provided on Attachment F and it is also in the Coordinator Resources webpage on the STB website

### **CAA and CSA Preparing for Administration Documents**

The Preparing for Administration (PFA) is a nonsecure document and should be used PRIOR to test administration. This document prepares TEs and TAs for test administration and allows them to become familiar with testing guidelines. It contains the planning and preparation content previously found in the DFA. The PFA is posted in TOMS Resources.

- [CAA for Science PFA](#)
- [CAA for ELA/Literacy and Mathematics PFA](#)
- [California Spanish Assessment PFA](#)

## **TEST ADMINISTRATION**

### **Security**

TAs, TEs, proctors, scribes, and school administrators CANNOT

1. Review test questions or passages independently with students, or with any other person, before, during, or after testing. This includes reviewing students' notes on scratch paper.
2. Copy, photograph, scan or transmit any part of the test(s) or test materials.
3. Review students' answers to coach, advise, or alert students of wrong answers or to check answers.
4. TAs may not read passages or test questions to students unless the students have an IEP or a Section 504 Plan that includes a statement allowing this designated support or accommodation and it has been enabled in TOMS. This resource must be enabled in the student's test settings in TOMS.
  - a. See Attachment B from Reference Guide, REF-133914.1, [LAUSD Accessibility and Accommodations Guidelines for ELPAC and CAASPP](#), dated December 18, 2023.

## **MANAGE A TEST SESSION**

A test session must be created before students can log on to the secure student browser. In order for a student to take a specific test, the test must be included in the test session.

### **Directions for Administration (DFA) for CAA**

The DFA includes the script for the Test Examiner to use at the beginning of testing and provides administration guidance for each day of testing. All directions that a Test Examiner needs to read to students are indicated by the word "SAY" and are in boxes so that they stand out from the regular text.

Secure, grade level specific CAA DFAs are available for download from TOMS. To access DFAs, navigate to TOMS and then download and/or print the corresponding DFAs from the Resources tab. DFAs may also be printed by the Site CAASPP Coordinator and distributed to TEs who have completed all their requirements. Printed DFAs must be checked out and checked in daily using the 2023-24 CAASPP Daily Inventory Control Form located on Attachment F and in Coordinator Resources webpage of the STB website.

Students who started the CAA for ELA, Math or a CAA for Science performance task and did not finish at the previous school before they transferred must finish the test using the DFAs for the Form assigned to the previous school. Use the following links to search for the previous school's form assignments.

- [2023-24 CAA for Science Form Assignments](#)
- [2023-24 CAA for ELA/Literacy and Mathematics Form Assignments](#)

Contact the STB Help Desk if the previous and the new schools have been assigned different forms. STB will download the DFAs for the form assigned to the previous school and securely share it with the Site CAASPP Coordinator. A student who does not have a paused CAA test will complete all other CAAs using the form assigned to the new school.



### **Scripts for Smarter Balanced, CAST, and CSA Summative Assessments**

Scripts must be used for every test session when administering the Smarter Balanced Summative Assessments, California Science Test (CAST), and California Spanish Assessment (CSA). Scripts provide guidance on creating the test session, approving students for testing, verifying students' accessibility resources, and monitoring students' progress during the test session.

To ensure that all students are tested under the same conditions, the TA should adhere strictly to the script for administering the test unless a student is assigned the non-embedded designated support for simplified test directions. All directions that a Test Administrator needs to read to students are indicated by the word "SAY" and are in boxes so that they stand out from the regular text. Smarter Balanced Summative, CAST and CSA scripts are not secure and may be provided to Test Administrators for familiarity prior to test administration. Web-based versions of the script are available through [caaspp.org](https://caaspp.org).

- [Smarter Balanced CAT Script](#)
- [Smarter Balanced PT Script](#)
- [California Science Test Script](#)
- [California Spanish Assessment Script](#)
  - For the administration of the CSA, the TA must be bilingual (English/Spanish)

### **Requirements to Log into a Test Session**

Students will need their log on credentials, consisting of three pieces of information, to log into the test session created by the Test Examiner:

1. Test Session ID
  - a. The Test Session ID is created by the Test Examiner in the Test Administrator Interface.
  - b. The Test Session ID should be created just before students are to log into the test. Session IDs created too far in advance may expire before students log into the test.
    - i. Note that the test session is secure and should not be shared with anyone outside of the group of students taking the test.
2. Student's First Name
  - a. The name must be entered exactly as it appears in the TOMS (This may be a preferred name that was entered in MiSiS).
3. Student's SSID
  - a. The SSID number is a unique, personally-identifiable number linked to a given individual student within the California public K–12 educational system. The SSID number is available in MiSiS and it is also available in the student's profile page in TOMS.

Allow up to two weeks for newly enrolled students to populate in TOMS. If a student has been enrolled at a school longer than 2 weeks and is not yet visible in TOMS, contact SRSB for assistance at 213-241-2450.

### **Pause Rules for ELA and Math Computer Adaptive Test (CAT)**

The pause rules that follow apply regardless of whether the student or the TA or TE pauses the test, or if there was a technical issue (for example, power outage or network failure) that resulted in the student being logged off.

- Pause is equal to or less than 20 minutes
  - The student logs into the test and will be able to return to where the student left off within a segment.  
The student will not be able to access previously submitted segments.
- Pause is more than 20 minutes

- The student logs into the test and will return to the page where the student left off if there are questions remaining that a student has not interacted\* with.
  - A student interacts with a section if the student enters text into a question's response area and then deletes what was typed

### **Test Timeout (Due to Inactivity)**

As a security measure, students, TAs and TEs are automatically logged off after 30 minutes of test inactivity. For students, activity is defined as selecting an answer or navigation option in the assessment (for example, selecting [Next] or [Back] or using the Questions drop-down list to navigate to another item). Moving the mouse or selecting an empty space on the screen is not considered activity. This timeout also results in the test being paused automatically.

For TAs and TEs, activity means that a student or students are registering test activity. If students are testing, the TA or TE will not be logged off.

Before the secure browser logs the student off the test, a warning message will be displayed on the screen. If [OK] is not selected within 60 seconds after this message appears, the student will be logged off. Selecting [OK] will restart the 30-minute-inactivity timer.

### **Test Expiration Rules**

"Opportunities" refers to the number of times a student can take a test within a range of dates. For the Summative CAASPP, a student only has one opportunity to take each test. The test remains active until the student completes and submits the test or until the test expires, whichever occurs sooner.

- The expiration rule is 15 calendar days after a student first accesses an ELA or math Performance Tasks and 45 calendar days after a student first accesses an ELA or math CAT, CSA, CAST, or CAA test.
- Once a test opportunity expires, the student cannot complete or review the test unless an Appeal is submitted through STAIRS

## **MONITORING TEST COMPLETION**

### **Completion Status Portal**

Only students with complete tests are submitted for scoring. Schools are expected to test all eligible students. Schools are also responsible for administering make-up tests. Site CAASPP Coordinators should use the CAASPP Completion Status Portal to keep track of those students needing make-up tests.

### ***Generating a Completion Status Portal Report***

Use the [Completion Status Portal](#) available through [caaspp.org](http://caaspp.org) to monitor the completion of the CAASPP Summative Assessments.

1. In the Completion Status Reports drop-down list, select *Plan and Manage Testing*.
2. In the *Choose What* section, select the test instrument (SBAC, CAST or CAA)
3. In the *Search Students* section, your school should be automatically populated.
4. In the *Get Specific* section, select the second radio button and set the two filters to Any. This report will list all the students who have logged into the test.
5. Click on *Export Report* at the bottom of the screen to generate an Excel file.
  - a. Status column- Indicates if a test has been paused, completed, reported, or expired. A STAIRS report must be filed for students whose tests have expired.
  - b. Force Complete Date column- Displays a date for any test that has expired and has been force completed. A STAIRS report must be filed for these students.
  - c. Expiration Date column- Provides the dates when current active tests will expire. The Site CAASPP Coordinator should prioritize testing for these students.

## TEST SECURITY AND AUDITS

### Incidents

Test security incidents, such as improprieties, irregularities, and breaches are prohibited either because they give a student an unfair advantage or because they compromise the secure administration of the assessments. Whether intentional or unintentional, failure by staff or students to comply with security rules constitutes a test security incident. All security incidents must be reported in the Security and Test Administration Incident Reporting System (STAIRS) by the Site CAASPP Coordinator. If a security breach occurs, the Site CAASPP Coordinator must enter it in STAIRS and call the Student Testing Branch before dismissal.

For more information, refer to the CAASPP Online Test Administration Manual, [Identifying Testing Incidents](#) section. Below are examples of Testing Incidents and which assessments are affected:

- Accessibility Issue - All
- Accidental Summative Access – SB Only
- Administration Error - All
- Disruption or Technical Issue – Not CAA
- Exposing Secure Materials - All
- Incorrect Statewide Student Identifier (SSID) - All
- Cheating / Accessing Unauthorized Devices – Not CAA
- Student Disruption - All
- Test Expiration – Not CAA ELA & Mathematics
- Validity Issue – Not CAA for Science
- Special Case – All

### School Audits

Starting with the 2023-24 test administration year, the test security audit process has changed to a three-tiered process:

#### Tier 1

For Tier 1, about 200 schools and the District are selected at random to complete an audit survey that contains questions regarding staff training, classroom setup for assessments, storage of secure materials, and other assessment-related information. Schools selected to Tier 1 were informed in spring 2024.

#### Tier 2

For Tier 2, the CDE and ETS will review the responses to the audit surveys in Tier 1. If there are follow-up questions, a virtual meeting will be scheduled with the School and District. The purpose of this meeting is for the CDE and ETS to assist the school and District in ensuring that correct security protocols are being followed.

#### Tier 3

For Tier 3, an ETS staff member will visit the District and/or school site. A Tier 3 in-person visit may be initiated based on concerns identified during a Tier 2 virtual meeting, STAIRS cases where it is indicated that a school may have ongoing security issues, or security concerns reported to the CDE or ETS. The purpose of the in-person visit is to assist an LEA in ensuring that appropriate security protocols are in place or in determining changes that might be needed to meet security protocols.

## **ELECTRONIC SUBMISSION OF POST-TEST DOCUMENTATION**

After testing is complete, the school's Site CAASPP Coordinator must electronically submit in the STB Portal as a single file containing the following documents (See Attachment A for more information):

1. Attachment A – Spring 2024 Certification of Proper Summative CAASPP Administration
2. Attachment B – Spring 2024 Summative CAASPP Staff Training Agenda
3. Attachment C – Spring 2024 Spring 2024 Summative CAASPP School-Based Training Sign-In Sheet
4. Attachment D – Spring 2024 Daily Inventory Control Form for CAASPP

The following are the steps to submit your school's CAASPP Certification:

1. Go to <https://www.lausd.org/testing>
2. Click on the [STB Portal](#) link
3. Click on Post-Test Documentation
4. Click on CAASPP
5. Select current school year from the drop-down menu
6. Click either *Yes* or *No* as to whether your school had any irregularities during testing
7. Click on Choose File and select the file to upload from your computer
8. Using your mouse, sign your signature in the designated box.
9. Click on Submit

## **DESTROYING SECURE PRINTED/DOWNLOADED MATERIALS**

### **Securely Destroying Scratch Paper and Printed Material**

Printed material from the print-on-demand designated support, *CAA Directions for Administration (DFA)*, student logon credentials as well as scratch paper must be kept in a securely locked room or locked cabinet that can be opened only with a key or keycard by staff responsible for test administration who have signed a *CAASPP Test Security Affidavit*. All test material must always remain secure.

Printed test items or passages, including embossed Braille printouts, must be collected and inventoried at the end of each test session and then immediately securely destroyed.

Students may use scratch paper to make notes or develop draft responses. TAs will collect the scratch paper at the end of each test session and turn it in along with student logon credentials. The Site CAASPP Coordinator should then securely destroy or store (depending on the test administered) the scratch paper following state guidelines.

At the end of the test, the Site CAASPP Coordinator should collect the student logon credentials issued to students and securely destroy them.

**CAA DFAs** that were printed for Test Examiners after being downloaded from the password-protected TOMS must be checked out and checked in daily. Test Examiners must keep the DFAs in a securely locked cabinet when not in use. Once testing is completed, DFAs must be securely destroyed.

### **Destroying Electronic Files**

Immediately after printing a print-on-demand request, making a printed copy of a *CAA DFA*, the file produced by the process should be securely deleted from the TE's device. It must be deleted in such a way that the file does not remain in a temporary storage location such as Windows' Recycle Bin, where it can be undeleted. TEs and Site CAASPP Coordinators should use the school's or district's preferred method of secure file deletion.

While there are many ways to permanently delete a file, including using a “shredding” tool included in a virus scanning tool, what follows are basic ways to remove a file from a Windows or Macintosh system:

- **Windows**—Hold the <Shift> key when deleting the file or empty the Recycle Bin after deleting.
- **Macintosh and Macintosh equivalent devices using OS X**—Press the <Command> + <Delete> keys with any file or folder selected to send a file to the Trash and then press the <Shift> + <Command> + <Delete> keys *or* open the Finder menu and then select “Secure Empty Trash” to empty the Trash.

## RELATED RESOURCES

Additional information regarding the CAASPP program is available at the following websites:

- CASPP Online Test Administration Manual - <https://ca-toms-help.ets.org/caaspp-otam/>
- Smarter Balanced Summative and CAST Scripts - <https://ca-toms-help.ets.org/caaspp-otam/sb-summ-and-cast-scripts/test-directions-overview/>
- CAASPP and ELPAC Security Incidents and Appeals Procedure Guide - <https://ca-toms-help.ets.org/stairs/>
- CAASPP and ELPAC Test Operations Management User Guide- <https://ca-toms-help.ets.org/toms/>
- California Department of Education (CDE) California Longitudinal Pupil Achievement Data System (CALPADS) web page - <https://www.cde.ca.gov/ds/sp/cl/>
- California Assessment Accessibility Resources Matrix - <https://www.cde.ca.gov/ta/tg/ca/accessibilityresources.asp>
- CAASPP and ELPAC Completion Status Guide - <https://ca-toms-help.ets.org/completion-status/>
- CAASPP Website - <http://www.caaspp.org>
- Moodle Website - <https://moodle.caaspp-elpac.org/login/index.php>
- Student Testing Branch web page - <https://www.lausd.org/testing>
- CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing - <https://ca-toms-help.ets.org/tech-specs-and-config/>

## ADDITIONAL ASSISTANCE

For assistance on CAASPP Assessments, please call STB at (213) 241-4104.

The following divisions/departments may also be of assistance:

- Questions regarding testing devices and operating systems should be directed to Information Technology Services (ITS) at (323) 224-2450.
- Questions regarding special education students’ access to online assessments can be directed to the Special Education Division at (213) 241-6701.
- Questions on MiSiS rosters and labels can be directed to MiSiS (My Student Integrated System) at (213) 241-5200.

**Attachment A – Spring 2024 Certification of Proper Summative CAASPP Administration**

**Post-Test Documentation 1 of 4 (Upload Attachments A-D to the STB Portal by 5/31/2024)**

School	Region	Loc. Code	CDS Code 19-64733
Principal's Name (type or print)	Signature	Date	
CAASPP Coordinator's Name (type or print)	Signature	Date	
CAASPP Coordinator's Contact Number	CAASPP Coordinator's Email @lausd.net		

We certify that:

1. All persons involved in the testing program and transcribers received mandatory training, which involved reviewing, planning, and implementing the administration instructions; school schedules; administration procedures; testing security.
2. The school sent a letter to parents to inform them of the *2023-24 CAASPP* program, the school's testing schedule, and their right to exempt their child/ren.
3. All potential testing incidents were submitted electronically through the Security and Test Administration Incident Reporting System (STAIRS) and when required by the CDE, submitted appeals. Any Security Breach was submitted in STAIRS and reported to the Student Testing Branch.
4. Condition Codes were entered in TOMS for students who were exempted from testing by parent request or for students not tested due to Medical Emergencies by May 24, 2024.
5. Secure California Alternate Assessment (CAA) electronic materials saved/downloaded by school staff on any device have been permanently destroyed/deleted.
6. All print-on-demand test items or passages downloaded by school staff on any device have been permanently deleted.
7. Printed test items/passages, including embossed Braille printouts and scratch paper, were collected, inventoried, and shredded according to District and/or California policies or procedures.
8. The CAASPP Coordinator completed the *2024 CAASPP Summative Assessment Coordinator Training* and obtained Certificates of Completion for CAA for ELA/Math and CAA for Science Moodle trainings.
9. All CAASPP tests (SB, CAA, CAST, and CSA) were administered to eligible students as defined in the *2023-24 CAASPP Administration Instructions*.
10. The tests were administered only by certificated or licensed staff members.
11. Everyone who had access to the test electronically signed the *2023-24 CAASPP Test Security Affidavit* in the STB Portal.
12. Testing rooms were actively monitored to ensure that students did not have access to cell phones or electronic devices during the test.
13. All students with IEPs and Section 504 Plans were provided the listed supports and accommodations as indicated in their IEPs and Section 504 Plans.
14. Testing Coordinator Differential funds were used to complete tasks related to the administration of online assessments that include SB, CAA, CAST, and CSA.

**Attachment B – Spring 2024 Summative CAASPP Staff Training Agenda**

**Post-Test Documentation 2 of 4 (Upload Attachments A-D to the STB Portal by 5/31/2024)**

School	Region	Loc. Code	CDS Code 19-64733
CAASPP Coordinator's Name (type or print)		Date	

Agenda Required Topics - These Topics Must be Addressed During the School-based Training:

1. Test Security Affidavit
2. School testing schedule (dates, times, and testing rooms)
3. CAA (ELA, Mathematics, and Science)
4. Review available accessibility resources and guidelines
5. Review Directions for Administration (DFAs) / Test Administration Manuals (TAMs)
6. Test security protocols
  - a. TA and TE TOMS accounts and student logon credentials
  - b. Distribution and collection of earbuds (if needed) and logon credentials
  - c. Reporting potential security incidents to school Site CAASPP Coordinator
  - d. Handling of scratch paper
  - e. Handling of print-on-demand materials
7. Review guidelines for creating a secure and proper testing environment
  - a. Cover or remove information displayed on bulletin boards, white boards, or charts that could be used by students to help answer test questions
  - b. Proper signage must be displayed
  - c. TAs are to actively monitor students in the test session
8. Location and procedures for checking out and returning secure test materials
9. Secure Browser
10. Creating test sessions
  - a. Verifying assigned designated supports and accommodations and procedure for notifying coordinator when test settings are not correct
11. Documentation for absent students and make-up testing procedures
12. Plan for students who have technology issues during testing
13. Plan for students who finish early
14. Other school-specific logistics

**Attachment C – Spring 2024 Spring 2024 Summative CAASPP School-Based Training Sign-In Sheet**

**Post- Post-Test Documentation 3 of 4 (Upload Attachments A-D to the STB Portal by 5/31/2024)**

School	Region	Loc. Code	CDS Code 19-64733
Site CAASPP Coordinator's Name (type or print)		Date	

Name	Employee ID	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		



## Attachment D – Spring 2024 Daily Inventory Control Form for CAASPP

**Post-Test Documentation 4 of 4 (Upload Attachments A-D to the STB Portal by 5/31/2024)**

School:			19 - 64733 -
	Region	Loc. Code	CDS Code

Test Examiner/ Test Administrator: \_\_\_\_\_

Name (type or print)                      Signature                      Grade/Room

CAASPP Coordinators must use a Daily Inventory Control Form whenever they check out and check in materials to TAs and TEs:

- TA or TE: Count and initial the number of materials being checked out from site CAASPP Coordinator.
- CAASPP Coordinator: Count and initial the number of materials being returned by the TA or TE.

[illegible][illegible]

Attachment E: Unauthorized Electronic Devices Sign

**Unauthorized  
electronic devices  
MAY NOT be used at  
any time during the  
testing session.**

**Attachment F: Do Not Disturb Sign**

**TESTING  
DO NOT  
DISTURB!**