

# CAASPP User Guide

Please select one of the topics below by using **Ctrl +Click** over the **topic text**:

*Any word or phrase seen in blue throughout the entire guide is a direct hyperlink to a document or shared resource for your convenience.*



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## Acronyms Found in the CAASPP Test Administration Manual

Term	Meaning
ASAM	Autonomous Single App Mode
ASL	American Sign Language
CA NGSS	California Next Generation Science Standards
CAAs	California Alternate Assessments
CAASPP	California Assessment of Student Performance and Progress
CALPADS	California Longitudinal Pupil Achievement Data System
CaTAC	California Technical Assistance Center
CAST	California Science Test
CAI	Cambium Assessment, Inc.
CAT	computer adaptive test
CCC	California Community Colleges
CCR	<i>California Code of Regulations</i>
CCSS	Common Core State Standards
CDE	California Department of Education
CERS	California Educator Reporting System
CSA	California Spanish Assessment
DFA	<i>Directions for Administration</i>
EAP	Early Assessment Program
ELA	English language arts/literacy
ELPAC	English Language Proficiency Assessments for California
ELs	English learners
IEP	individualized education program
ISAAP	Individual Student Assessment Accessibility Profile
LEA	local educational agency
NPS	nonpublic, nonsectarian school
ORS	Online Reporting System
PT	performance task
SSID	Statewide Student Identifier
SSO	single sign-on
SSR	Student Score Report
STAIRS	Security and Test Administration Incident Reporting System
TE	test examiner
TOMS	Test Operations Management System

## Assessment Team MYLO

Our MYLO Assessment Team page is a one-stop-shop resource for any questions you may have. We keep current on state assessment and accountability updates to relay key information regarding our schools and stakeholders with the goal of quality assurance for all test administrations. Below are direct links that most staff find useful:

### [Assessment Team Mylo Page](#)

Check out resources, news, and submit requests from here.

### [CA Asmt Resources > CAASPP](#)

All the necessary documents needed for Test Site Captains are housed here, including (but not limited to) CAASPP Rosters, DFAs and the CAASPP User Guide.

### [FAQs](#)

Please select one of the topics on the left to redirect you accordingly.

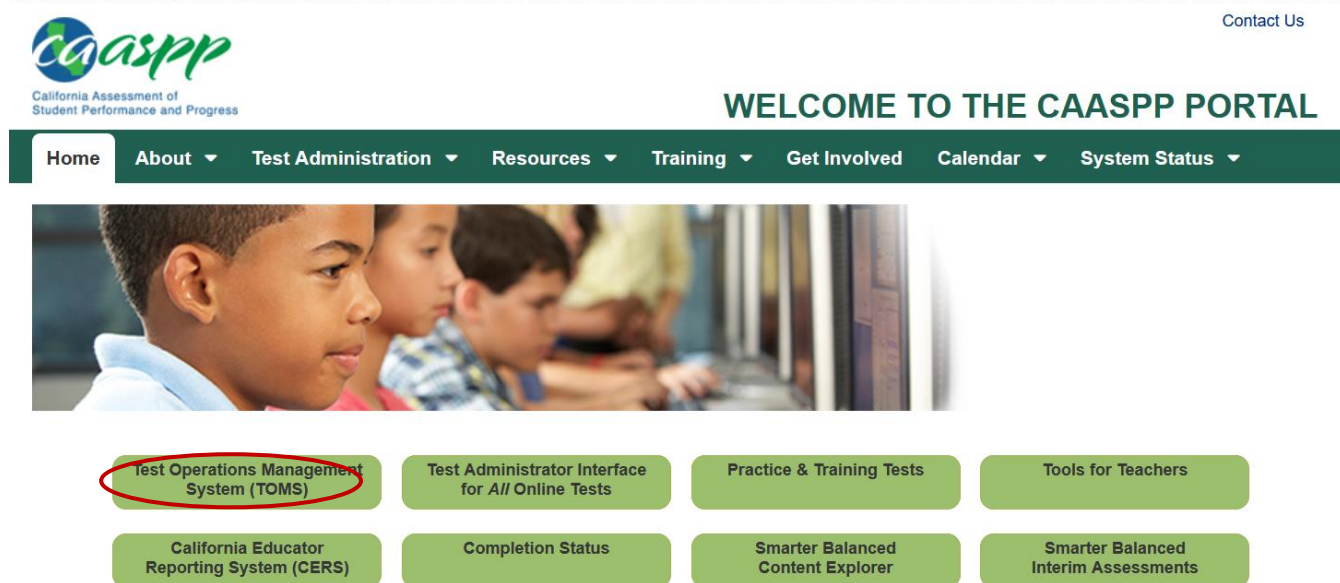
## Overview: All CAASPP Assessments

Below are all the different assessments that are all encompassing within CAASPP. Please note that CAA is one of them, but since it affects 1% of all L4L students and with a different regimented protocol, the CAA has its own section. It is mandated by CA State Standards to complete 95% of CAASPP testing which is reflected on our accountability dashboard.

- **Smarter Balanced Assessment (SBA):**  
English language arts (ELA) **and** Mathematics taken in Grades 3–8 and Grade 11.  
Includes computer adaptive portion of the test **AND** a performance task in each content area.  
A student is considered fully complete in the Completion Status Report and reflected in our Power BI Report when **both the CAT and PT are reported for BOTH tests in the CSR (ELA + Math).**
- **California Science Assessment (CAST/CST):**  
California Science Test taken in Grades 5, 8, and 12.  
Taken only once in a student's high school academic years. The Assessment Team pulls a report from TOMS and indicates on the roster of all G12 students who have already taken the CAST (i.e; in their former school). This helps the TSC to purely focus on students who have yet to take the CAST as a twelfth grader.

## TOMS Login & Usage

- CAASPP TOMS logins will be created for all Test Site Coordinators.
- If you need a TOMS login, please [Submit a TOMS Request](#) here.
- If additional staff will support in administrating CAASPP, the Test Site Coordinator will need to train them at the site level. Please reach out to the Assessment Team or your regional POC to create TOMS logins for staff well before the window begins.
- An email will be sent on from CA-Assessments <CA-Assessments@ets.org> with a temporary password. Please check your JUNK EMAIL folder.
- Log into <https://www.caaspp.org/> and select the TOMS icon:



## HOW TO RESET TOMS PASSWORD

In case the verification link expired:

1. Go to <https://www.caaspp.org/>
2. Click on the TOMS blue button (1<sup>st</sup> green button, 1<sup>st</sup> row of the homepage).
3. Reset your password by inputting your email.
4. Go to your JUNK EMAIL folder.

## TOMS Usage for Test Site Coordinators

**TOMS** is used to verify student demographics (i.e; if *Grade Assessed* and *CALPADS Enrolled Grade* are the same) and Sped test settings are updated from what is reflected on the CAASPP roster, in addition to, being able to see what specific assessment is assigned to a student.

1. Once you log into TOMS, select on the *Student* tab.

**View & Edit Students**

**Search for Students** ?

SSID:  First Name:  Last Name:

Organization:  Grade:

Unlisted Resources (UR):  English Language Acquisition Status:

**SEARCH** **CLEAR**

We found 2163 entries matching your search criteria.

#	NAME	SSID	SCHOOL	GRADE	ACTIONS
1	[REDACTED]	7535107080	Alta Vista Innovation High (39750510139432)	09	

2. Search by SSID (recommended) or by Last/First Name. The student will populate on the bottom of the screen. Select the magnifying glass to view specific information about the student.  
*The name and SSID in the sample photo is covered for privacy reasons.*

**Note:** If a student **is not** reflected on the bottom, it means they are not in TOMS. For newly enrolled students within the window, this process may take up to 2 weeks before it makes its way into TOMS. Once a student withdraws from our school, we no longer have access to their information.

## Ways To Look-up and Confirm Student Information in TOMS

### Demographics Tab

This tab helps to show there is a discrepancy between *Grade Level Assessed* and *CALPADS Enrolled Grade*. The grade levels needs to match in order for the student to test in the appropriate grade level.

DemographicsTest AssignmentsTest SettingsUnlisted ResourcesScore StatusReporting

---

**Details**

SSID		Local Student ID	
4619806301		21568	
First Name	Middle Name	Last Name or Surname	
Responsible LEA			
Alta Vista Innovation High			
Responsible School			
Alta Vista Innovation High			
CALPADS Enrolled Grade		Grade Assessed	
11		11	
CALPADS Date of Birth		Date of Birth for Testing	
Dec 17, 2004		Dec 17, 2004	
US School Entry Date	Effective Enrollment Date	Pre-enrolled Student	
Sep 1, 2009	Sep 2, 2022	No	
CEDS Primary Language Code	CALPADS Primary Language	Primary Language for Testing	
SPA	Spanish	Spanish	
CALPADS English Language Acquisition Status		English Language Acquisition Status for Testing	
EL		EL	
CALPADS Special Education	Special Education for Testing	504 Plan	
No	No	No	

## Test Assignments Tab

This tab helps to view if **Remote Testing Video Permissions** are set to **Yes**. If settings are set to **No**, please contact your designated Assessment Specialist and allow 48 hours for it to make its way to the TA Interface to test the student. One can also check if CAASPP has been assigned to the student under **Current Active Test Assignments**.

The screenshot shows the 'Student Profile' page with the 'Test Assignments' tab selected. The page displays student information and a section for 'Remote Testing Video Permission'.

**Student Profile**

**Test Assignments** (selected tab)

**Test Assignments ?**

SSID:	[Redacted]	Special Education for Testing:	No
Responsible School:	Diego Valley East Public Charter	504 Plan:	No
CALPADS Enrolled Grade:	11	English Language Arts/Literacy Exempt:	No
Grade Assessed:	11	English Language Acquisition Status:	ADEL
CALPADS Special Education:	No	Primary Language:	Arabic

**Assigned Administration Admin01**

**Remote Testing Video Permission ?**

☒ Yes

☐ No

The name and SSID in the sample photo is covered for privacy reasons.

## Test Settings Tab

This tab should have all the accommodations listed to match what is on the Sped tab of your CAASPP roster. The TSC will need to verify in TOMS that the accommodations are there for each Sped student **prior to testing**. For any students missing a required accommodation in TOMS, email your Assessment Specialist **at least 48 hours in advance of the student's test appointment** with a copy of the student's IEP state-wide testing accommodation page. Designated Supports can be added with the approval of a parent/guardian or teacher. Accommodations not included in the student's IEP specifically for the test cannot be entered in TOMS **unless the IEP is amended as appropriate**.

## Chromebook, Tech & Troubleshooting Issues

The Assessment Team has partnered with our IT Team to create resources based on feedback from the field regarding Chromebooks. Two videos have been made on how to log in students via Student Chromebooks using the Secure Browser. Please visit each link below and read through all possible troubleshooting issues **prior** to contacting the IT Team:

[Connecting on Student's WIFI](#)

[Students accessing Testing Apps using Chromebooks](#)

To simplify this process:

1. Student logs into the Chromebook
2. Student enters their SSID
3. Student logouts of the Chromebook
4. Student goes to the Apps and selects the proper testing secure browser.

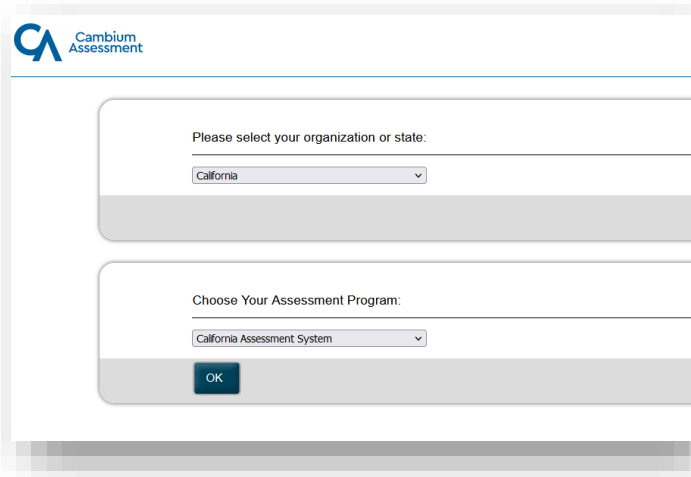
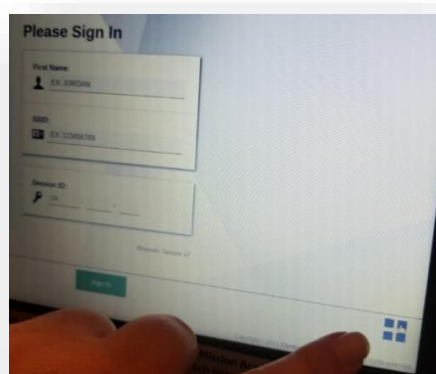
From the Student login screen, make sure the Chromebook is connected to a WiFi network. Then click on Apps in the bottom left corner and select the appropriate testing browser. If a network error message is displayed, reboot the Chromebook and verify WiFi connectivity.

Please note these Enterprise Enrolled Chromebooks are programmed to authenticate the Student's login of the Chromebook **prior** to the Student connecting to the Student SSID WiFi while at the school site.

The secure browsers can **ONLY** be accessed from the Chromebook's log in screen, in kiosk mode. If the student is signed into their account, they must sign out.

Ensure the student Chromebook session ID is set to "CA". If it is not, please follow the directions below:

- On the CAASPP login screen, there is an icon on the bottom right corner (looks like 4 squares).
- The student will need to click on this icon. It will revert the student back to the screen to choose the organization and state (screenshots below for visual help):

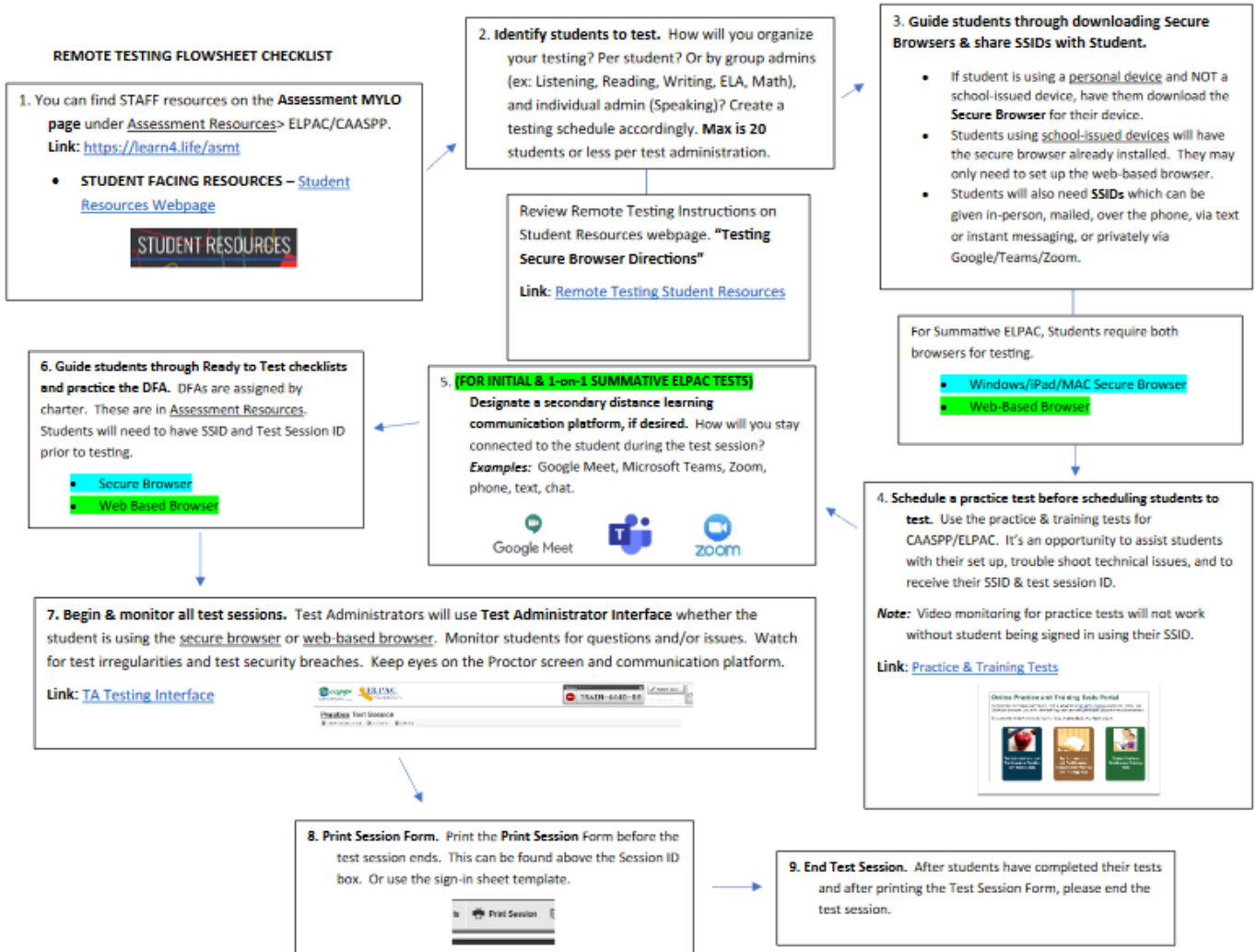


Ensure the Secure Browser is updated. If issues still arise, please email [tech@llac.org](mailto:tech@llac.org)



## Remote Testing & Secure Browser

Below is a very useful visual and flowsheet regarding remote testing. [Remote Testing Flowsheet](#)  
 Since ELPAC and CAASPP use the same Test Administration Interface and operating system (TOMS), please read through the flowchart that pertains solely to CAASPP. You can disregard any information pertaining to Web-Based Browser, as this pertains to ELPAC but follow through the rest of the chart to ensure you are prepared prior to testing.



## Browser by Assessment

Below is a breakdown of which browser type is needed for each assessment and domains.

Test	Remote Testing	In-Person Testing	Browser Type(s)
Smarter Balanced Summative Assessments for English language arts/literacy (ELA) and mathematics (SBA)	Yes	Yes	Secure browser
California Science Test (CST)	Yes	Yes	Secure browser
California Alternate Assessments (CAAs) for ELA and mathematics	No	Yes	Secure browser
CAA for Science	No	Yes	Secure browser
Initial ELPAC	Yes	Yes	Web-based student testing interface
Summative ELPAC K-2 Listening, Reading, and Writing domains	Yes	Yes	Web-based student testing interface
Summative ELPAC K-12 Speaking domains	Yes	Yes	Web-based student testing interface
Summative ELPAC 3-12 Listening, Reading, and Writing domains	Yes	Yes	Secure browser

## Student Set Up Documents

These documents are to be given to the student up to one week **prior** to testing to get them set up and make sure their personal device has the proper Operating System. These are pre-testing tasks to do and separate from the testing times anticipated. You can find these under [Student Resources](#) on the Student Portal.

Attention!!! Remote Testing Directions For ELPAC & CAASPP Testing

Remote Testing Directions

Student Resources

Tutoring

Homework Help

Remote Learning








Tech Support

STUDENT RESOURCES

Student Technical Support 844-309-3065

## Remote Testing Features

There are remote testing features available in the secure browser and the web-based Student Testing Interface for the summative assessments, practice and training tests. For common tools, icons, and device checks that you may encounter view this document, [Remote Testing At A Glance](#). The following remote testing features are available by role:

Icon	Feature	Initiated By
 Schedule a Session	Advanced scheduling of test sessions	<ul style="list-style-type: none"><li>• Coordinator</li><li>• Test administrator and examiner</li></ul>
 video	Video monitoring	<ul style="list-style-type: none"><li>• Coordinator (to confirm)</li><li>• Test administrator and examiner (to monitor)</li></ul>
 messages	Individual messaging	<ul style="list-style-type: none"><li>• Student</li><li>• Test administrator and examiner</li></ul>
	Raise hand	<ul style="list-style-type: none"><li>• Student only</li></ul>
	One-on-one video call	<ul style="list-style-type: none"><li>• Test administrator and examiner only</li></ul>
 Broadcast	Broadcast	<ul style="list-style-type: none"><li>• Test administrator and examiner only</li></ul>
 View	Screen share	<ul style="list-style-type: none"><li>• Test administrator and examiner only</li></ul>

In order to ensure secure browsers are working, please read the [Chromebooks & Secure Browser](#) document and reference the [Chromebook, Tech & Troubleshooting](#) topic for more information.

## Suggested Guidelines for Physically Distancing Test Administration

As counties are adjusting during COVID-19, the health and safety is held with highest priority. These guidelines will provide information regarding the administration of ELPAC, schools should review information from the CDE around

wearing masks, sanitation, and social distancing. This information should not be interpreted as a state mandate. Administrators need to work with their local health departments and stakeholders to ensure that their public health protocols align with the most current scientific knowledge and community expectations.

Suggestions for the following testing scenarios are presented in these guidelines:

- [Group Testing](#)
- [One-on-One Testing](#)
- [Transparent Plastic Divider with the Test Examiner Entering Answers](#)
- [Transparent Plastic Divider with the Student Entering Answers](#)
- [Distance with the Test Examiner Entering Answers](#)
- [Distance with the Student Entering Answers](#)
- [Facing the Same Direction with the Test Examiner Entering Answers](#)
- [Facing the Same Direction with the Student Entering Answers](#)

## CAASPP Roster & Completion Tracking Report

### CAASPP Roster and Usage

The CAASPP Rosters are transitioning over to the **CAASPP Roster & Completion Tracking Report** in [PowerBI](#). Please watch the [instructional video](#) (2 mins) for a quick tutorial.

**CAASPP Roster- Student**

Power BI | Learn4Life Data Reports | CAASPP Roster and Completion Tracking Re... | Data updated 9/27/22

File | Export | Chat in Teams | Get insights | Subscriptions

Learn4Life Data Reports

Overview

Assessments

CAASPP Roster and Completion Tracking Report

Charter

Learning Center

TA

Student List

CAASPP Scores and Achievement

ELPAC Roster and Completion Tracking Report

Charter

Learning Center

TA

Student List

NWEA First Enrollments

School Year: 2021 - 2022

Test Type: ELA

Charter Name: All

Learning Center: All

Assessment Status: Completed

Teacher Name: All

TA Name: All

End Date: All

Exempt: All

Exempt Code: All

All test domains must be "reported" to be counted as a complete test.

As of 7/29/2022

Check the CSR Status Column

Charter Name	Learning Center	Completed Assessment	Staff Name	TA Name	SSID	Local ID	Student Name	Birth Date	Special Ed	Test Type	Test	CSR Status	Date Started	Date Completed	Enrollment Start Date	Enrollment End Date	Exempt
Alta Vista	San Jacinto	Completed							Yes	ELA	CAA Grade 11	reporte d 33 33	04/01/2022	04/01/2022	8/6/2021	6/10/2022	Non-Exempt
Innovation High	CAR	Completed							Yes	ELA	CAA Grade 11	reporte d 33 33	04/12/2022	04/12/2022	8/30/2021	6/17/2022	Non-Exempt
Antelope Valley Learning Academy	Palmdale 5th Street Home Study	Completed							Yes	ELA	CAA Grade 11	reporte d 33 33	05/04/2022	05/04/2022	7/1/2021	5/27/2022	Non-Exempt
Assurance Learning Academy	Pacoma	Completed							Yes	ELA	CAA Grade 11	reporte d 33 33	04/25/2022	04/25/2022	8/30/2021	6/17/2022	Non-Exempt
Vista Norte Public Charter	Ruho Home Study	Completed							Yes	ELA	CAA Grade 3	reporte d 12 33	05/02/2022	05/02/2022	8/30/2021	6/17/2022	Non-Exempt
Vista Norte Public Charter	Ruho Home Study	Completed							Yes	ELA	CAA Grade 3	reporte d 12 33	05/02/2022	05/02/2022	8/30/2021	6/17/2022	Non-Exempt
Antelope Valley Learning Academy	Palmdale 5th Street Home Study	Completed							Yes	ELA	CAA Grade 4	reporte d 16 33	04/25/2022	04/25/2022	8/30/2021	6/17/2022	Non-Exempt
Antelope Valley Learning Academy	Palmdale 5th Street Home Study	Completed							Yes	ELA	CAA Grade 5	reporte d 29 33	04/21/2022	04/21/2022	9/7/2021	6/17/2022	Non-Exempt
Antelope Valley Learning Academy	Palmdale 5th Street Home Study	Completed							Yes	ELA	CAA Grade 6	reporte d 8 16	04/18/2022	05/13/2022	1/31/2022	6/17/2022	Non-Exempt
Vista Norte Public Charter	Ruho Home Study	Completed							Yes	ELA	CAA Grade 7	reporte d 27 33	05/02/2022	05/02/2022	8/30/2021	6/17/2022	Non-Exempt
Vista Norte Public Charter	Ruho Home Study	Completed							Yes	ELA	CAA Grade 7	reporte d 12 33	05/04/2022	05/04/2022	8/30/2021	6/17/2022	Non-Exempt
Vista Norte Public Charter	Ruho Home Study	Completed							Yes	ELA	CAA Grade 7	reporte d 12 33	05/02/2022	05/02/2022	8/30/2021	6/17/2022	Non-Exempt

Please note: The **CAASPP Roster & Completion Tracking Report** will update every Tuesday, which will capture any newly enrolled students from the week prior.

### Highlights:

- This report will replace the Excel rosters on the OneDrive.

Updated 2/2023

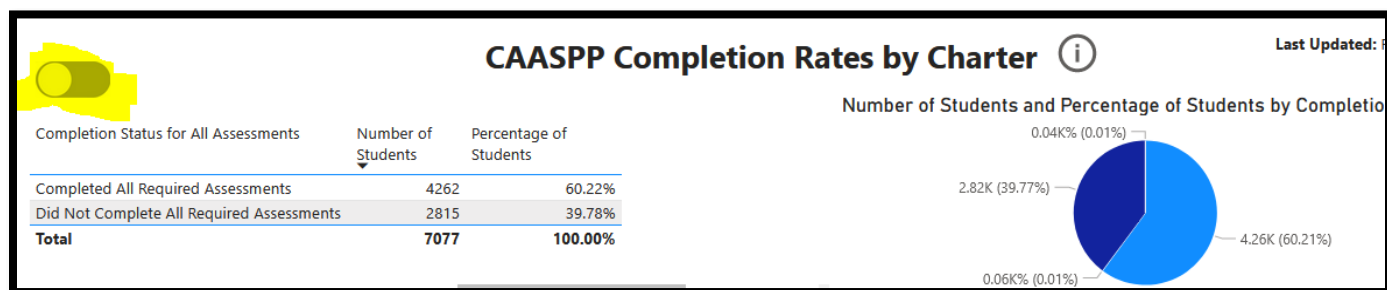
- This report will inform CAASPP ELA, Math, CAST & CAA testing moving forward.
- Tests attempts must be documented and noted in SIS Contact Manager.
- Updated information comes directly from TOMS on a weekly basis.

## Completion Status Reports

### Power BI CAASPP Roster and Completion Tracking Report – By Charter

The CAASPP Participation Report created by the Data Team allows Leadership, Area Sups, Directors and Stakeholders view this report to check participation rates on a weekly basis per charter and site.

You will need to click on this icon to filter accordingly (i.e.; by Learning Center and Content Area).



The Power BI report reflects the **cumulative numbers of all students** enrolled within the CAASPP testing window (including any W/D or exited students who have not tested).

Please reference this direct link to check up on student participation rates each week: [CAASPP Power BI Report](#)

## Test Preparation: Affidavits, DFAs, Parent Letters, Sign-in Sheet/Print Sessions

### Test Security Affidavits

All staff that have access to test materials or testing area need to sign the Test Security Affidavit. Staff that work at multiple locations only need to have one affidavit signed. Staff who are given access to TOMS will sign their Test Security Affidavit the first time they log into TOMS. All other staff need to sign the online Non-TOMS User Affidavit.

**Link:** [Non-TOMS Users Affidavits](#)

When signing these forms:

District or LEA=Charter

School = Site or Center Name

Site CAASPP Coordinator Email Address = ASMT Specialist Email Address

### Directions for Administration (DFA)

Below is the direct link to the Directions for Administration (DFAs). All test examiners must read directions verbatim to avoid a test impropriety

[DFAs and PFAs](#)

## Testing's Signs

It is best practice to use the provided testing signs to ensure staff and students not testing do not enter the testing area and to avoid electronic devices entering the testing area.

- Link: ["Do Not Disturb! State Testing in Progress"](#)
- Link: ["Unauthorized Electronic Devices May NOT Be Used"](#)

## Parent Letters

Each year LEAs are required to notify parents or guardians of their pupil's participation in CAASPP testing. In addition, LEAs are required to inform parents of their right to exempt their child from taking the CAASPP tests. It is the centers responsibility to send out the parent letters at least two weeks prior to their sites testing day. Parent letters can be mailed or emailed out, and you can use them along with other forms of communication such as phone calls, reminder cards, and Learn 4 Life Connect. Parent letters are available on MYLO and should be downloaded and updated reflecting site specific testing plans.

[Link to Parent Letters](#)

## Exemptions

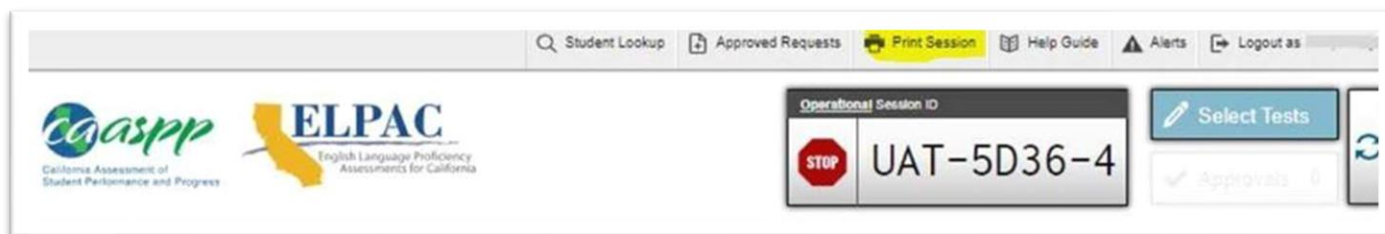
If a parent wants to except their child from CAASPP testing, parents must annually submit a written request specifying the tests to be exempted. The written request must include:

- Student name
- Test they wish to exempt their student from (ELA, Math, CAST, CAA)
- Date
- Signed
- Can be mailed emailed or hand delivered
- Must be from parent or guardian

Test Site Coordinators must provide a copy of the written request to the Assessment Team or regional POC as soon as staff receives it. Letters must be received by **the Friday before the test window closes** to be processed. Letters received after **the last day of the testing window** will not be entered for the student and non-testers will be counted as absent.

## Sign-in Sheets/Print Sessions

It is best practice to track student testing by capturing their attendance. You may print the Print Session or utilize a Sign-in Sheet. Please print your **PRINT SESSION** and save it as a PDF. You will need to save all printed Print Sessions and email them to your designated Assessment Specialist once the testing window ends.



An alternative method would be to use our **Sample Sign-In Sheet** template and type all student names from each testing session. You will need to prepare a sign in sheet for each day/ session/ and test you are administering at your site.

**\*\*IMPORTANT: Write down the Session ID right away and place on sign in sheet.**

## How To Proctor

### [Test Site Coordinator Responsibilities With Proctoring](#)

### [Monitoring a Remote Test Session](#)

### [Test Administrator-Test Examiners-Proctor Responsibilities](#)

### [Monitoring an In Person Test Session](#)

For helpful proctoring videos please go to the **CAASPP Testing Videos** section for added support.

## Sped Protocol

The CAASPP Roster will have a Sped Tab located at the bottom of the Roster that will show all accommodations uploaded into TOMS for students with IEPs or Sections 504 Plans.

New SpEd enrollments during the test window will need their acc/designated supports to be manually entered.

Please contact the ASMT Team or regional POC if you are missing information for a student. First and foremost, the information must be in SIS for it to be relayed into TOMS

### **BEFORE THE TEST:**

- Review the IEP for any Special Education Students well before the test
- Ensure Accommodations/Designated Supports specific to CAASPP are available to the student in TOMS prior to testing the student
- Communicate with the student and Sped teacher on site to verify if the student will be using Accommodations/Designated Supports specific to CAASPP.
- Work with the site SpEd Teacher to determine who will provide support (Acc/Designated support) to any eligible students on day(s) of testing
- Contact Assessment before allowing any changes in standard testing procedures
- For any students missing a required accommodation in TOMS, email your Assessment Specialist at least 48 hours in advance of the student's test appointment with a copy of the student's IEP state-wide testing accommodation page. Designated Supports can be added with the approval of a parent/guardian or teacher.

Updated 2/2023



Accommodations not included in the student's IEP specifically for the test cannot be entered in TOMS unless the IEP is amended as appropriate.

### **California Student Assessment Accessibility documents (Bento Box):**

Below are references of all designated supports per content area and accessibility matrix for convenience.

- [English Language Arts/Literacy](#)
- [Mathematics](#)
- [Science](#)

### **[California Assessment Accessibility Resources Matrix](#)**

The California Assessment Accessibility Resources Matrix (Accessibility Matrix) displays the embedded and non-embedded universal tools, designated supports, and accommodations (UDAs) allowed as part of the California Assessment of Student Performance and Progress.

The CAASPP and the ELPAC now include embedded speech-to-text functionality that can be used without enabling permissive mode. Because the speech-to-text functionality is within the test delivery system, a student can use a voice as an input device to the computer for dictating responses to constructed-response items. No external assistive technology devices are required. This functionality works on all supported testing devices, including Chromebooks.

[“Accommodations” page](#)

[CAASPP and ELPAC Accessibility Guide](#)

## **CAA & Mandated Training**

### **California Alternate Assessments (CAA)**

The CAAs are for students with the most significant cognitive disabilities and whose individualized education program (IEP) team has designated the use of an alternate assessment on statewide summative assessments.

The summative California Alternate Assessments (CAAs) for English language arts/literacy (ELA), mathematics, and science are administered to eligible students using the secure browser and test delivery system.

For students that have an active IEP designating the CAA as their Summative Assessment, they will also take the CAA Science test if they are in grades 5, 8, or 12.

### **TESTING**

#### **ELA and Mathematics**

The CAA for ELA and CAA for mathematics are delivered one on one by a trained CAA test examiner familiar to the student.

#### **Science**

The CAA for Science is administered as four embedded performance tasks (PTs) administered online.



## REQUIRED TRAINING

Staff designated to administer the CAA to students will receive the required training information via email prior to the opening of the window. All Test Examiners administering the CAA must successfully complete CAA training each year to administer the assessment.

To obtain a certificate of completion, the CAA Test Examiner must watch the Video Tutorials via the link below.

**CAA Test Examiner Tutorials** have three sections General, CAA for Science, and CAAs for ELA and Mathematic available in the [Moodle Training Site \(Moodle\)](#)

Follow [How To Create a CAA CAASPP Moodle Account](#) doc to create an account or use your existing account.

Participants must **view the "What's New and Basics"** video in the General section and **answer all Check for Understanding questions correctly**. After successfully completing the General section of the tutorial, participants must **complete all Check for Understanding questions correctly** in the CAA for Science section, the CAAs for ELA and Mathematics section, or both content-area sections to receive a Certificate of Completion. All videos in the tutorial, except the "What's New and Basics" video, are **recommended but not required** for certification. The General section covers all of the basic information needed to administer all CAAs, including the CAA for Science. The CAAs for ELA and Mathematics section highlights the components of that assessment. The Test Examiner Tutorial **does not** contain any secure content and intended for TEs to have more practice prior to testing a student.

**\*\* IMPORTANT: You must email your Completion Certificate to [assessmentteam@learn4life.org](mailto:assessmentteam@learn4life.org) before you can administer the CAA to students.**

Please send CAASPP CAA Parent Letters 2 weeks prior to your internal testing window:

Link: [CAA Parent Letters](#)

### CAA ELA Second Scoring

There are two forms available for the CAA for ELA and Math. A **subsection** of LEAs **assigned to Form 2** for the CAAs for ELA and mathematics will be required to participate in second scoring.

Please refer to the document below to see which form is assigned to your charter:

[CAA ELA & Science Form Assignments](#)

The lists of responsibilities and deadlines related to second scoring are included in the checklists on the [Manuals and Instructions](#) web page on the [CAASPP website](#).

- [CAASPP Test Examiner Checklist](#) (DOCX)

A second scoring quick reference guide and video are available on the [CAA Test Administration](#) web page.

- [How to Second Score for the CAA for ELA](#) (PDF)
- [How to Second Score for the CAA for ELA](#) (Video)

Additional resources for the CAAs, including the CAA Test Examiner Tutorial and the **DFAs** for the CAA practice tests, are linked on the [California Alternate Assessments](#) web page. Practice and training tests for the CAAs for ELA and mathematics are available through the [Online Practice and Training Tests Portal](#).

## Helpful Resources

DFAs for the assigned versions are available in [TOMS](#).

Take the following steps to access CAA for Science DFAs after this date:

1. Select the **[Resources]** button on the [TOMS](#) top navigation bar.
2. Select *CAA for Science DFAs* from the *Available Materials* list.
3. Select the button corresponding with the grade being tested.
4. Scroll down the page to find the version number assigned.
5. Select a PDF link to initiate the download process.

## CAASPP Testing Videos

Moodle houses the most updated video tutorials on how to administer CAASPP and CAA. There are a variety of videos to watch on several topics you may need. Moodle Training Site: <https://moodle.caaspp-elpac.org/>

- Overview of the CAASPP
- Preparing for the CAASPP
- Before/During/After the CAASPP
- CAA Instructions for Test Examiner
- CAA Science
- CAA ELA/Math
- CAA Test Examiner Resources

## Ops Protocol

A student **MUST** test **PRIOR** to graduating, exiting, or a grade level advancement within the test window (CAASPP or ELPAC). Student grade levels are locked at the start of the testing window and are counted as needing to test.

For CAASPP, a student's grade level is locked on the first day of the testing window. If they took the ELPAC prior to the CAASPP, then the grade level they tested in will be the same grade level they will assess in for CAASPP. Once they have tested then they can be – graduated, exited, or given a grade level adjustment.

***If a CAASPP student is graduating***, please loop in Ops and Asmt Team before graduating to ensure all sections of both assessments (ELPAC & CAASPP) have been *reported* in the PowerBI.

**Example Scenario:** A student that tests in 10<sup>th</sup> grade for Summative ELPAC, then earns enough credits to advance to 11<sup>th</sup> grade. The student grade level is locked at 10<sup>th</sup> grade in TOMS. This would be reported as a mis-match grade. The student will not be able to access the 11<sup>th</sup> grade CAASPP test until the 10<sup>th</sup> grade Summative ELPAC test is reset. This would result in the student needing to retake the Summative ELPAC. This is not recommended, and final determination is a local decision.

Avoid grade level demotions (affects CALPADS reporting).

## Assessment Test Support & TOMS Support Request

A STAIRS report should be submitted to document any testing irregularity, security breach or to follow up with any expired domains. Below are examples of testing irregularities or security breaches:

### Testing Security Breaches

To clarify, the following are examples of security breaches. This is not an exhaustive list.

#### Security breaches:

- **Failing to maintain security of test materials**
- Permitting eligible students access to test materials outside of the testing periods
- **Taking and/or posting pictures of test materials to social media sites**
- **Allowing test examiners or scorers to take the test home**
- Photocopying test materials
- Allowing untrained staff to administer the test
- Missing test materials
- **Cell phone use by staff or students**

## Testing Irregularities

To clarify, the following are examples of testing irregularities. This is not an exhaustive list.

### Testing irregularities:

- **Cheating by students**
- Failing to follow instructions provided in the Examiner's Manuals
- Discussing questions with students before, during, or after testing
- Giving or providing any clues to the answers
- **Administering the wrong grade/grade span to a student or using mismatched test materials**
- **Leaving instructional materials on walls in testing room that may assist students**
- Allowing students to have additional material or tools (e.g., books, tables) that are not in an IEP or Section 504 Plan, or an allowable testing accommodation

## Assessment – Test Support Request

### Assessment - Test Support Request

Date of request \*

Today's date

02/02/2023

Test for requested support \*

Provide a detailed description of the test support being requested \*

Please be as descriptive as possible so that we can best support this request.

Type of support requested \*

☐ During Test Window - Grade Level Approval

☐ Moodle Calibration Certificate

☒ Staff log-in (NWEA, TOMS, Star Renaissance)

☐ Student Information Import (NWEA & Star Renaissance)

☐ Change to Test Site Coordinator List

☐ Test Materials

# Assessment – TOMS Support Request

Date of request \*

02/02/2023

Provide a detailed description of the test support being requested \*

Please be as descriptive as possible so that we can best support this request.

Provide SSID \*

Provide Grade Affected \*

Test Type or Domain Affected \*

- ☐ Initial ELPAC - Listening
- ☐ Initial ELPAC - Reading
- ☐ Initial ELPAC - Writing
- ☐ Initial ELPAC - Speaking
- ☐ Initial ELPAC - DEI/THSS
- ☐ Summative ELPAC - Listening
- ☐ Summative ELPAC - Reading
- ☐ Summative ELPAC - Writing
- ☐ Summative ELPAC - Speaking
- ☐ Summative ELPAC - DEI
- ☐ SBA - ELA CAT
- ☐ SBA - ELA PT
- ☐ SBA - Math CAT
- ☐ SBA - Math PT
- ☐ CAST - CAT

STAIRS (SSID swap, reopen expired test, administered wrong test, cell phone use)

Add remote testing permission

Enter student accommodation

Enter parent exemption or medical excuse

[Submit a TOMS Request](#)

[Submit Test Support Request](#)

Depending on the issue, the Assessment Team will follow up with any questions.

## Important Resources

Please click below on the direct links to important resources and updates

[CAASPP System Downtime Updates](#)

[CAASPP Training Videos & Note-taking Guides](#)

[CAASPP TSC Training PowerPoint](#)

[CAASPP Q&A PowerPoint](#)