

2022-23 CAASPP Coordinator Checklist for CAASPP Summative Assessments and California Alternate Assessments (CAAs) Administration

The CAASPP Coordinator Checklist is a tool created to assist coordinators in preparing and managing the CAASPP Summative and CAA administrations. The checklist contains a non-exhaustive list of key tasks to be completed *Before*, *During*, and *After* testing.

BEFORE TESTING

CAASPP Coordinator Training Requirements

Complete the 2022-23 CAASPP Coordinator Training Requirements:

1. 2022-23 CAASPP Security Forms Coordinator Online Training in MyPLN
2. Electronically sign the 2022-23 CAASPP Security Affidavit and Agreement in the STB Portal via MyPLN
3. 2022-23 CAA Science and IA Coordinator Training (FALL)
4. CAA for Science Training in Moodle (FALL)*
5. 2022-23 CAASPP Summative Assessments Coordinator Training (WINTER)
6. CAA for ELA/Math Training in Moodle (WINTER)*

*All CAASPP Coordinators must complete the CAA for Science, ELA and Math trainings in Moodle.

Training and Security for Test Administrators and Proctors

Requirements listed must be completed **prior** to staff receiving access to test materials or TOMS.

Test Administrators (TAs) - Administer Smarter Balanced Summative Assessments, California Science Test (CAST), and California Spanish Assessment (CSA).

1. 2022-23 CAASPP Security Form TA, TE, and Proctor Training in MyPLN
2. Electronically sign the 2022-23 CAASPP Security Affidavit in the STB Portal
3. 2022-23 CAASPP Summative Assessments School-based Training-facilitated by CAASPP Coordinator

Test Examiners (TEs) - Administer California Alternate Assessments (CAAs) for ELA, Math, and/or Science

1. 2022-23 CAASPP Security Form TA, TE, and Proctor Training in MyPLN
2. Electronically sign the 2022-23 CAASPP Security Affidavit in the STB Portal via MyPLN
3. 2022-23 Interim Assessment and CAA for Science School-based Training - facilitated by CAASPP Coordinator (TEs administering the CAA for Science)
4. 2022-23 CAA for Science Training in [Moodle](#)
 - Collect Certificate of Completion from TEs administering the CAA for Science
5. 2022-23 CAASPP Summative Assessments School-based Training - facilitated by CAASPP Coordinator (TEs administering the CAA for ELA/Math)
6. 2022-23 CAA for ELA/Math Training in [Moodle](#)
 - Collect Certificate of Completion from TEs a TEs administering the CAA for ELA/Math

Proctors – Assist trained TAs and TEs with monitoring students during the assessment.

1. 2022-23 CAASPP Security Form TA, TE, and Proctor Training in MyPLN
2. Electronically sign the 2022-23 CAASPP Security Affidavit in the STB Portal
 - Bills and BIDs will sign a hard copy of the CAASPP Security Affidavit (located in [Coordinator Resources](#))
3. 2022-23 CAASPP Summative Assessments School-based Training -facilitated by CAASPP Coordinator

Any other staff member who may have access to tests must complete items 1 and 2 (Plant Manager, SAA, etc.)
Verify via the STB Portal that all required staff complete their respective training requirements as outlined below. <i>STB Portal > Security Forms > Reports > Select CAASPP Summative</i>
Prepare, facilitate, and maintain all sign-in sheets and agendas for the <i>2022-23 CAASPP Summative Assessments School-based Training</i> . These will be uploaded to the STB Portal by June 2.
Designate CAA Test Examiners (TEs) for your school in the STB Portal and share the CAA Moodle Key after they have completed security requirements.
Preparing for CAASPP Administration
Bookmark the following websites on your computer: <ul style="list-style-type: none"> • CAASPP homepage CAASPP.org • STB Website https://achieve.lausd.net/testing
Develop a testing schedule taking into consideration: the number of available testing devices, number of students being tested, number of students requiring a separate test setting, and the time required to complete assessments.
Enter testing dates in the STB Portal by February 24 .
Create and manage all TA and TE (CAA only) TOMS accounts after verifying all required trainings have been completed.
Print, prepare, and securely store student logon credentials via MISIS. <i>MISIS > Reports > Testing > State Testing Label/State Testing Roster</i>
Develop and share protocol with TAs and TEs for daily checking out/in student logon credentials, earbuds, printed CAA DFAs, and scratch paper. Use CAASPP Inventory Control Form (Coordinator Resources)
Evaluate student demographic data in TOMS to ensure that all students are listed in TOMS at the correct grade level and are assigned the appropriate assessments.
Review <i>2022-23 CAASPP Administration Instructions (STB website > Coordinator Resources)</i>
Distribute parent notification letters (available from STB website under <i>Coordinator Resources</i>).
Enter parent exemptions in TOMS for eligible students upon receipt. <ul style="list-style-type: none"> • Maintain parent exemption requests for 2 years
Ensure Secure Browsers are installed/updated on student testing devices (Contact ITD to ensure timely device setup.)
Ensure TAs and TEs have an updated device (e.g., laptop, Chromebook, desktop) to utilize during testing.
Prepare rooms for testing and distribute the materials <ul style="list-style-type: none"> • “Do Not Disturb” sign (posted outside of the door) • “Unauthorized Electronic Devices” sign (posted inside the room on all four walls) • Instructional resources must be covered or removed from the walls/bulletin boards
Share links or print the following DFAs/Test Administration Scripts for Test Administrators: <ul style="list-style-type: none"> • Smarter Balanced and CAST • California Spanish Assessment CAA DFAs for ELA, math, and science may be printed and kept secure by the CAASPP Coordinator or TEs may download from TOMS.
Ensure students are participating in ICAs/IABs and CAASPP Practice and Training Tests.

Designated Supports and Accommodations

Communicate with special education teachers to review supports and accommodations for students with IEPs and Section 504 Plans. Identify designated supports and accommodations students will use during testing by utilizing the Welligent Section K Report.

Verify that eligible students who will take the CAAs are designated in TOMS. Quick Guide (page 3-4) https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/411/AssigningStudentsAnAlternateAssessmentInTOMS_20211117.pdf

Collect and maintain documentation for students who do not have an IEP or students with a temporary or recent injury who may need access to certain Designated Supports.

Refer to [2022-23 LAUSD Accessibility and Accommodations Guidelines for ELPAC and CAASPP](#)– Use [Attachment B](#) as needed.

Contact STB for assistance regarding the Print-on-Demand Accommodation.

Enter identified designated supports/accommodations in TOMS for all students who require them at least 72 hours prior to testing.

During Testing

Monitor testing progress during the testing window and ensure that all students participate as appropriate, addressing student issues as needed. Use the [Completion Status Portal](#) to monitor test completion.

Provide direction and assistance to TEs, TAs, and proctors during testing.

Monitor that TEs, TAs, and proctors are adhering to all test security policies and protocols.

Ensure proper handling and destruction of all printed test materials. Collect all test materials and student logon credentials **each day of testing** to keep in a secure location.

Depending on the type of assessment, follow procedures for storing/shredding scratch paper daily.

Report any testing impropriety, irregularity, or security breach by creating a STAIRS in TOMS. Security breaches need to be reported immediately in STAIRS and STB must be called after submitting the STAIRS.

After Testing

Refer to *2022-23 CAASPP Administration Instructions* for instructions on uploading the required documentation to the STB Portal. **DOCUMENTS ARE DUE JUNE 2, 2023.**

Securely destroy the following:

- Student logon credentials
- Student Smarter Balanced Rosters or any roster with students' Personal Identifiable Information
- Printed CAA DFAs, picture cards (and/or ensure permanent deletion from electronic devices)