

## 2016 Smarter Balanced Summative Assessments School Readiness Checklist

This document provides a list of essential activities schools must complete before testing, the time by when each activities should be completed, and the resources available to accomplish each activity. This list is NOT intended to be a comprehensive list of activities. Schools should reference the [Smarter Balanced Online Test Administration Manual](#) and other District and State documents for specific details.

	Activity	Notes and Resources
<b>3-4 Weeks Before Testing</b>	Work with technology personnel to ensure timely device setup: <ul style="list-style-type: none"> <li>Update iPads and other testing devices</li> <li>Download the secure browsers</li> </ul>	<ul style="list-style-type: none"> <li>ITD Helpdesk: 323-224-2450 (Technology)</li> <li>STB Helpdesk: 213-241-4104 (Test Administration)</li> <li><a href="#">Winter 2016 SBA Technical Brief PowerPoint</a></li> <li><a href="#">Secure Browser Installation Manual</a></li> <li><a href="#">Secure Browsers Page</a></li> <li><a href="#">Getting Your Devices Ready (Video Series)</a></li> </ul>
	Setup Testing Schedule for your school: <ul style="list-style-type: none"> <li>Include make-ups for PT, Non-PT and Classroom Activity</li> <li>Complete <a href="#">SBA Technology Survey</a></li> </ul>	<ul style="list-style-type: none"> <li>See Testing Windows and Testing Schedules in <a href="#">CAASPP Winter Coordinator Training PowerPoint</a> (Slides 18-34)</li> <li><a href="#">SB Online Test Administration Manual</a> (pages 39-46)</li> <li><a href="#">REF-6506.1, 2015-16 State, District, and National Mandated Testing Calendars</a></li> </ul>
	Send CAASPP pre-test parent notification letter <ul style="list-style-type: none"> <li>Setup process for collecting letters from parents who wish to exempt their students from testing</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Parent letter template</a> (Other languages: <a href="#">Armenian</a>, <a href="#">Chinese</a>, <a href="#">Korean</a>, and <a href="#">Spanish</a>)</li> </ul>
	Review student information in TOMS to ensure that correct grade level and other student demographic information is accurate	<ul style="list-style-type: none"> <li><a href="#">TOMS</a>; <a href="#">MiSIS</a></li> <li><a href="#">Student Data Not in TOMS Form</a></li> </ul>
<b>2-3 Weeks Before Testing</b>	Prepare earbuds <ul style="list-style-type: none"> <li>Earbuds are required for the ELA listening portions, for students requiring text-to-speech, or audio glossaries (mathematics only)</li> <li>Generate student labels in MiSIS to place on each earbud bag</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Mem-6571, SBA Summative Assessment Earbuds</a></li> <li>Print earbuds labels from MiSIS</li> <li>See MiSIS labels in <a href="#">CAASPP Winter Coordinator Training PowerPoint</a> (Slides 83-86)</li> </ul>
	Enter Designated Supports and Accommodations in TOMS <ul style="list-style-type: none"> <li>Perform equipment needs assessment based on individual student's needs (special equipment or Accommodations)</li> <li>Establish place to test students who need separate test setting</li> </ul>	<ul style="list-style-type: none"> <li>See Test Settings in <a href="#">CAASPP Winter Coordinator Training PowerPoint</a> (Slides 61-75)</li> <li><a href="#">REF-6420.1, LAUSD Accessibility and Accommodations Guidelines</a></li> </ul>
	Train Test Administrators (TA) and Test Examiners (TE): <ul style="list-style-type: none"> <li>This training is conducted by the CAASPP Coordinator to address test security and the logistics for administering the test at the school</li> </ul>	<ul style="list-style-type: none"> <li>See training topics in <a href="#">CAASPP Winter Coordinator Training PowerPoint</a> (Slides 41-43)</li> <li><a href="#">Embedded Universal Tools (video)</a></li> <li><a href="#">PT Overview – Includes Classroom Activity (Video)</a></li> <li><a href="#">Non-PT (CAT) Overview (Video)</a></li> </ul>
<b>1-2 Weeks Before Testing</b>	Collect from TAs/TEs Certificates of Completion for Online Trainings: <ul style="list-style-type: none"> <li>TAs complete <i>2015-16 Smarter Balanced Teacher Training</i></li> <li>TEs complete the <i>CAA Online Training</i></li> </ul> Note: TAs and TEs also have to complete the <i>2015-16 CAASPP Security Forms Teacher Training</i> and sign a Security Affidavit	<ul style="list-style-type: none"> <li>TA Training: Teachers will self-enroll in the class in the <a href="#">Learning Zone</a> and print certificate for coordinator</li> <li>TE Training: Link posted on <a href="#">Student Testing Webpage</a>. TEs will print certificate for coordinator</li> <li><a href="#">2015-16 CAASPP Security Affidavit</a></li> </ul>
	Create new accounts or change roles in TOMS to TA/TE after teachers complete the required trainings	<ul style="list-style-type: none"> <li>Video: <a href="#">Adding and Managing Users in TOMS</a></li> <li><a href="#">Adding and Managing Users Guide</a></li> </ul>
<b>1 Week Before Testing</b>	Work with TAs to plan a quiet activity for each test session for students who finish early	The activity should NOT be related to the test being given. Students who finish early may work on assignments for unrelated subjects or read a book.
	Classroom Activity: <ul style="list-style-type: none"> <li>Share the Classroom Activity with teachers one to two days before the planned administration of the Classroom Activity.</li> <li>Review with teachers Classroom Activity Guidelines</li> <li>Plan with teachers the administration of the Classroom Activity</li> </ul>	Administration of the CAT items plus a PT with a classroom-based activity will require advance preparations. <ul style="list-style-type: none"> <li><a href="#">Classroom Activity Guidelines</a></li> <li><a href="#">LAUSD School Assignments</a></li> <li><a href="#">Classroom Activities (PDFs)</a></li> </ul>