State and National Assessments

California Assessment of Student Performance and Progress
CAASPP

Spring 2019 CAASPP Summative Assessments
Administration Instructions

LAUSD Testing Notebook

Los Angeles Unified School District
Office of Data and Accountability
Student Testing Branch
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FACT SHEET
CAASPP ASSESSMENTS

State and District Requirement:
On January 1, 2014, California Education Code Section 60640 established the California Assessment of Student Performance and Progress (CAASPP) System of assessments. CAASPP includes the following computer-based assessments.

Smarter Balanced Summative Assessments
The Smarter Balanced (SB) Summative Assessments are aligned with the Common Core State Standards (CCSS) for English language arts (ELA) and mathematics. The SB Summative Assessments are comprehensive assessments for ELA and mathematics for students in grades 3-8 and 11. The ELA and mathematics tests are comprised of two parts: (1) a computer adaptive test (CAT), also known as non-performance task (non-PT) and (2) a performance task (PT).

California Alternate Assessment
The California Alternate Assessments (CAA) are assessments that are administered to students with significant cognitive disabilities who are unable to take the SB Summative Assessments even with supports and accommodations. Students are assessed through alternate achievement standards linked to CCSS. In order to take the CAA, students must have an Individualized Education Program (IEP) and the IEP must indicate the student will participate in the CAASPP program by taking the CAA.

California Science Test (CAST) and California Alternate Assessment (CAA) for Science
Schools will administer the new operational California Science Test (CAST) and the field test version of the CAA for Science. Students in grades 5, 8, and 11 are required to take a CAASPP science test. Grade 12 students who did not take a CAASPP science test in the 2017-18 school year are also required to test. Most students take the CAST. For students with disabilities, the IEP team determines if the student will participate by taking the CAST or the CAA for Science.

California Spanish Assessment (CSA)
The CSA is replacing the Standards-based Tests in Spanish (STS) as the Primary Language Assessment (PLA). The CSA will be administered as an operational test in spring 2019.

The CSA is a computer-based assessment that will be administered to Spanish speaking English Learners in grades 3-8 and high school who meet one of the following two criteria:
- Students in grades 3 through 8 who are enrolled in a Spanish dual-language program, regardless of their language classification, and/or
- Spanish-speaking English Learners who have been enrolled in a U.S. school less than 12 months, as of April 15, 2018.

Students Excluded from CAASPP Testing
- English learners (ELs) who are within their first twelve months of enrollment in a U.S. school on or after April 15th of the previous school year have a one-time exemption from the Smarter Balanced ELA assessment. These are consecutive, not cumulative, months. These students are still required to take the SB Summative for math and the CAST.
- Students whose parents/guardians submit a signed and dated letter requesting that their child not be tested with all or part of any CAASPP test.

Program Requirements
No IEP team may exempt students from participation in the CAASPP Program. However, for students with significant cognitive disabilities, IEP teams must specify how students will participate in the program.
## CAASPP CRITICAL DATES – SPRING 2019

### ALL SCHOOLS

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June 1, 2019
ADMINISTRATION INSTRUCTIONS
CAASPP ASSESSMENTS

These instructions supplement the information in the California Code of Regulations, Title 5, Education (5CCR), 2019 CAASPP Online Test Administration Manual, Directions for Administration (DFAs), and information provided in mandatory web-based and face-to-face trainings.

**Major Changes:**
- CAASPP Post-Test Documentation will be streamlined and will be submitted electronically through the Student Testing Branch (STB) Portal.
- All students in grades 5, 8, and 11 as well as grade 12 students not tested in 2017-18 will participate in either the operational CAST or the CAA for Science Field Test, regardless of science class enrollment. The testing window for the CAST opens on March 4, 2019 and closes on June 7, 2019. The testing window for the CAA for Science Field Test begins after test examiners are trained and have completed all requirements.
- Matrix One has been updated.

**Important:**
- All students in grades 5, 8, and 11 as well as grade 12 students not tested with a Science test in 2017-18 including students with disabilities and ELs are required to participate in the Science Assessment unless exempted by their parent/guardian. Most students take the CAST. For students with disabilities, the IEP team determines if the student will participate in the CAASPP program by taking the CAST or the CAA for Science.
- CAASPP coordinators can view the CAA for Science Field Test completion status report to track whether students’ results from each performance task have been partially entered or completely entered into the CAASPP Secure Brower. All three performance tasks must be entered before June 7, 2019. Students must attempt all 3 performance tasks and be entered in the student testing device in order to count for participation.
- Test preparation and administration procedures for the CAASPP Online Assessments must be conducted in accordance with State regulations and District guidelines. The CAASPP Coordinator must ensure that all individuals with access to testing materials read, agree to, and electronically sign the CAASPP Security Affidavit in the STB Portal and have completed the MyPLN 2018-2019 CAASPP Security Forms Teacher Training and Assessment before handling testing materials or accessing online tests. Please note that employees who do not comply with mandated requirements will face the possibility of discipline, including but not limited to suspension, demotion, or dismissal and the suspension or revocation of credentials.

**2019 Training:**
The Principal, CAASPP Coordinators, Test Administrators (TE), and Test Examiners (TE) are required to participate in CAASPP trainings before getting access to online CAASPP applications and administering any CAASPP tests. For details, see Reference Guide No. 054498, 2018-19 CAASPP Requirements for Principals, Coordinators, and Support staff, dated August 14, 2018. When returning
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the CAASPP Post-Test Documentation via the STB Portal, the CAASPP Coordinator and principal will electronically certify that the required trainings as indicated below for the principal, CAASPP Coordinator and teachers who administered CAASPP tests have been completed. This information will be used for auditing purposes.

- Principal
  - Electronically certify the 2018-19 CAASPP Security Affidavit and CAASPP Security Agreement in the Principal’s Portal

- CAASPP Coordinator
  - Electronically signed and submitted the 2018-19 CAASPP Test Security Affidavit and Security Agreement in the STB Portal
  - Certificate of Completion for 2018-19 CAASPP Security Forms Coordinator Training (MyPLN)
  - Certificate of Completion for 2018-19 Smarter Balanced Interim Assessment Coordinator Training (face-to-face training)
  - Certificate of Completion for 2018-19 CAASPP Summative Assessment Coordinator Training (face-to-face)
  - Certificate of Completion for 2018-19 Smarter Balanced Teacher Training (MyPLN)
  - Certificate of Completion for CAA Test Examiner Tutorial (if the school administers CAA) [http://www.caaspp.org/about/caa/index.html](http://www.caaspp.org/about/caa/index.html)

- Teachers (Test Administrators and Test Examiners)
  - Electronically signed and submitted the 2018-19 CAASPP Test Security Affidavit in the STB Portal
  - Certificate of Completion for 2018-19 CAASPP Security Forms Teacher Training (MyPLN)
  - Certificate of Completion for 2018-19 Smarter Balanced Teacher Training (if the teacher administered SB, CAST, or CSA) (MyPLN)
  - Certificate of Completion for CAA Test Examiner Tutorial (if the teacher administered CAA) [http://www.brainshark.com/ets/vu?pi=ziPz18xuCozJ0cZz0](http://www.brainshark.com/ets/vu?pi=ziPz18xuCozJ0cZz0)

- Other staff members who assisted with testing
  - Electronically signed and submitted the 2018-19 CAASPP Test Security Affidavit in the STB Portal

- Others without access to the STB Portal. These would include those that support students during instructional time; i.e., Behavior Intervention Implementation (BII)
  - Signed and submitted a hard copy of 2018-19 CAASPP Test Security Affidavit (Attachments G1-2)

State regulations require that the CAASPP Coordinator conduct annual training for examiners, proctors, and scribes administering or overseeing any state tests. The training must include, but not be limited to, the following.

- Viewing of the training videos provided by state contractor, Educational Testing Service (ETS), and the District before administering a test.
- Verifying STB Portal Report to ensure CAASPP Test Security Affidavits have been electronically signed.
- 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 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 CAASPP Coordinator will electronically submit a copy of the sign-in sheet and of the agenda used for the training.

**Mandated Teacher Training Agenda Topics:**

Test Administrators (TAs) and Test Examiners (TEs) are required to be trained every year. CAASPP Coordinators should review the topics to be covered in each of the different school-based trainings. They should meet with the Principal in advance to establish the time and dates for required trainings. Agendas must be developed for each of the different trainings and TAs and TEs must sign in. 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 2019 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 2018-2019 CAASPP Security Forms Teacher Training and assessment in the MyPLN before handling testing materials or accessing online tests

2. **Test Security Protocols**
   - TA and TE TOMS accounts and student logon credentials
   - Distribution and collection of earphones and logon credentials (Emphasize Preferred Name and Similar Name information on SB Label)
   - Reporting potential security incidents to school CAASPP Coordinator
   - Collecting and handling scratch paper and other secure materials such as print-on-demand materials
   - Enforcing District cell phone policy as outlined in LAUSD Parent Handbook

3. **SB, CAST, and CSA**
   - View Smarter Balanced Teacher Training on MyPLN and complete assessment to obtain certificate of completion
   - Review how to create and manage a test session in the TA Interface
   - Review student logon procedures in the student testing device via Secure Browser

4. **CAA (ELA, Mathematics, and Science Field Test)**
   - View CAA Online Tutorial and obtain Certificate of Completion for the test(s) to be administered
   - Review student logon procedures in the student testing device via Secure Browser
   - Review how to create and manage a test session in the TA Interface
5. Review Directions for Administration (DFAs)/Test Administration Manuals (TAMs)
   - TAs/TEs to follow the script exactly as stated in DFA
6. School testing schedule (dates, times, and testing rooms)
7. Testing device set up and use
8. Make-up testing procedures and documentation for absent students
9. Location and procedures for checking out and returning secure test materials
10. Procedures for handling scratch paper
11. Procedures for notifying coordinator when student test settings are not correct
12. Other school-specific logistics
13. 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
   - TAs and proctors are to actively monitor by walking around the testing room
14. Plan for students who finish early

**Important Reminders:**

- TAs, TEs, proctors, scribes, and school administrators CANNOT:
  - 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.
  - 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 students unless the students have an IEP or a Section 504 Plan that includes a statement allowing this accommodation and it has been enabled 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 Attachments A or B from Reference Guide 043786.1 LAUSD Accessibility and Accommodation Guidelines for Smarter-Balanced Assessments, dated January 7, 2019, have been completed with this allowance. This designated support must be enabled in TOMS.
- TAs, TEs, must be certified or licensed school staff members who have been trained and have electronically signed a CAASPP Test Security Affidavit and completed required training outlined in the 2019 Training section of these Administration Instructions.
- Trained paraeducators are permitted to proctor and assist in the administration of the CAASPP (e.g., observe students during testing), but are not permitted to administer the assessments to students.
- Students who are not testing may **not** stay in the classroom during testing.
- CAA Test Examiner training must take place annually. They must complete the CAA Test Examiner Tutorial (Video) posted on the CAASPP Website [http://www.brainshark.com/ets/vu?pi=ZIPz18xuCozJ0cZz0](http://www.brainshark.com/ets/vu?pi=ZIPz18xuCozJ0cZz0).
- For SB, CAST, and CSA, distribute DFAs to TAs at least 2 working days before testing begins.
- Certain materials or manipulatives needed to administer CAA for Science, such as school supplies or objects, must be obtained prior to test administration. A link
Students to be Tested:

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

- Students with the most significant cognitive disabilities who meet the criteria for the CAA for ELA alternate assessment based on alternate achievement standards. These students must also take the CAA for mathematics.

- ELs who are within their first 12 months of enrollment in a U.S. school on or after April 15th of the previous school year have a one-time exemption from the Smarter Balanced or CAA for ELA assessment. These are consecutive months. These students must take the Smarter Balanced for mathematics.

All students in grades, 5, 8, and 11 as well as grade 12 students who did not take a CAASPP Science Test in 2017-18 school year will take the CAST except for the following:

- Students with the most significant cognitive disabilities who meet the criteria for the CAA for Science Field Test based on alternate achievement standards.

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, and/or

- Spanish-speaking English Learners who have been enrolled in a U.S. school less than 12 months, as of April 15, 2018.

CAASPP Coordinators should verify student test assignments and student grade levels a minimum of 48 hours prior to testing students. In TOMS, click on the Reports tab. Download the School-Level Student Test Assignment Report.

Students Exempted from Testing:

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 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.

NOTE: Parent Exemptions must be entered into TOMS as soon as possible upon receipt of parent or guardian request, but no later than June 7, 2019. In TOMS, click on the magnifying glass to the right of the student’s name. Click on the Score Status tab. Click on the Condition Code tab next to the test(s) the student has been exempted. Select PGE and then click Save.

Do not give students access to assessments if parents have requested exemptions.

State law prohibits teachers and administrators from soliciting or encouraging parents/guardians to request exemptions.
Test Security and Student Logon Credentials:

Student logon credentials (i.e., SSID and Confirmation Code) are to be considered secure and confidential information that grants access to a student’s Personal Identifiable Information (PII). Therefore:

- Schools must establish procedures and guidelines to maintain all student logon credentials secure.
- 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 student logon credentials are compromised. (See section on Testing Incidents.)
- CAASPP Coordinators should generate MiSiS Student logon credential rosters and labels for each teacher administering Smarter Balanced Assessments. Go to achieve.lausd.net/misis. Under Reports, click on Testing then click on Smarter Balanced. Select SB Label & Student Roster.
- CAASPP Coordinators should establish a method to track the sign out and sign in of student logon credentials. The CAASPP Daily Inventory Control Form, Attachment E, is provided for this purpose.

Testing Incidents:

Test Security Incidents, such as improprieties, irregularities, and breaches, are behaviors prohibited because they either give a student an unfair advantage or 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. 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

Once a Testing Incident has occurred, CAASPP Coordinators must follow the steps below:

1. Gather relevant information.
2. Complete a LAUSD Incident Report Form (Attachment J). A fillable PDF form can be found on the STB Webpage, achieve.lausd.net/testing, under the Coordinator Resources link.
3. Fax Incident Report Form to STB at (213) 241-8461, and
4. If a breach of test security has occurred, contact STB at (213) 241-4104 before school dismissal.
5. Submit STAIRS Form in TOMS before the end of the school day.
6. The California Department of Education (CDE) (STAIRS@cde.ca.gov) will send an email to the CAASPP Coordinator containing a case number and action steps.
7. File Appeal request in TOMS, if needed.
8. Retain STAIRS response email in school records.

**Welligent Report:**

The Welligent Report will 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 Reference Guide 043786.1 *LAUSD Accessibility and Accommodation Guidelines for Smarter-Balanced Assessments*, dated January 8, 2019.

Unlisted resources are subject to California Department of Education approval. Unlisted resources may result in the student receiving an invalidated score for the applicable section or sections of the CAASPP. For assistance, contact STB.

**Print-on-Demand Request Procedures:**

The print-on-demand test accommodation cannot be set by the CAASPP Coordinator for a student in TOMS. This test accommodation requires approval from the CDE and, once approved, will be set in TOMS for the student by the CDE. Please follow the following procedures:

- Request Print-on-Demand Request Form from the Student Testing Branch at (213) 241-4104
- Fax completed form to STB at (213) 241-8461
- Allow for a 5-business day turn-around time
- CAASPP Coordinator will be notified via fax once approved

**Electronic Submission of CAASPP Testing Verification Documentation:**

After testing is complete, the school’s CAASPP Coordinator must electronically submit the CAASPP Assessments Certification of Proper Administration – Spring 2019 (Attachment B) signed by both the principal and the CAASPP Coordinator. Schools will need to upload Attachment B in one of .pdf, .jpeg, or .png file formats. The following are the steps to submit your school’s CAASPP Certification:

- Go to achieve.lausd.net/testing
- Click on the STB Portal link
- Click on Post-Test Documentation
- Click on CAASPP
- Select current school year from the drop-down menu
- Click either Yes or No as to whether your school had any irregularities during testing
- Click on Choose File and select the file to upload from your computer
- Using your mouse, sign your signature in the designated box.
- Finally, click Submit

**School Audits:**

The state’s CAASPP test vendor, ETS, sends professional auditors to monitor randomly selected district testing sites throughout the state before, during and after the CAASPP administration. Auditors may be employees of ETS or In-Touch Insight. A representative from either ETS or In-Touch Insight will contact the school’s Testing Coordinator directly to set up the date, time, and name of auditor. Please notify STB if you are contacted by an auditor.

When the auditor arrives at the school the following procedures should be followed:

- copy the letter of introduction and ID card for your records (or write auditor’s name on the letter)
CAASPP ASSESSMENTS – SPRING 2019

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- use the driver’s license to verify the person’s identity
- have the auditor complete a 2018-19 CAASPP Security Affidavit (Attachments G1-2)

After the identity of the auditor has been verified, the auditor is allowed to observe the testing process. The auditors evaluate adherence to the guidelines stated in the 2019 Online Test Administration Manual for CAASPP Testing; e.g., the auditors will observe the handling of secure logon credentials, secured storage area where confidential (Print on Demand, CAA) materials are stored, and administration procedures. They will also observe the testing room locations and the testing environment, performance of the test coordinator and administrators, and the security of logon credentials, scratch paper, and other secure test materials during the administration.

In addition to state audits, schools can be audited by the district at any time. Consequently, it is important to keep accurate records demonstrating compliance with district and state requirements. See Attachment A for a list of documentation that must be kept at the school site for two years. It is recommended that schools keep all their documentation together in a binder. Attachment C is a binder cover that is provided to help with the organization of the school’s CAASPP documentation.

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 Division (ITD) at (323) 224-2450.
- Questions regarding special education students’ access to online assessments can be directed to Special Education Division at (213) 241-6701.
- Questions regarding ELs’ access to online assessments can be directed to Multilingual and Multicultural Education Department (MMED) at (213) 241-5582.
- Questions on MiSiS rosters and labels can be directed to MiSiS (My Student Integrated System) at (213) 241-5200.

Web Online Resources:

California Department of Education: http://www.cde.ca.gov
Student Testing Branch: http://achieve.lausd.net/testing
California Assessment of Student Performance and Progress: http://www.caaspp.org
The following is to be submitted electronically in the STB Portal:

1. Certification of Proper CAASPP Online Tests Administration – Spring 2019 (Attachment B)

The following documentation must be kept by the school for two years:

2. List of all staff members who administered/proctored SB, CAA, CAST, CSA
3. Copy of Security Affidavits for all staff members on list above (#2)
4. Copy of Certificates of Completion – 2018-19 CAASPP Security Forms Teacher Training
5. List of Students Not Tested – Spring 2019 (Attachment D)
6. CAASPP Logon Credentials Daily Inventory Control Forms (Attachment E)
7. Parent letters requesting exemptions (SB, CAA, CAST, or CSA)
8. School-based CAASPP Staff Training documentation
   a. Agenda
   b. Sign-in Rosters
9. Copies of Certificates of Completion – 2018-19 CAASPP Summative Assessments Coordinator Training
10. Copies of Certificates of Completion – 2018-19 Smarter Balanced Teacher Training
11. Copies of Certificates of Completion – 2019 CAA Tutorial from caaspp.org (Only if school administered CAA)
CAASPP ASSESSMENTS CERTIFICATION OF PROPER ADMINISTRATION – SPRING 2019

School: ___________________________________________  LD Location Code  CDS Code  19 - 64733 -

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 2018-19 CAASPP program, the school’s testing schedule, and their right to exempt their child/ren.
3. All potential testing incidents were reported to the Student Testing Branch by completing the LAUSD Student Incident Report Form. The incident was submitted electronically through the Security and Test Administration Incident Reporting System (STAIRS) and when required by the CDE, submitted appeals.
4. Condition Codes were entered in TOMS for students who were exempted from testing by parent requests and as soon as they were received by the school and for students not tested due to Medical Emergencies by June 7, 2019.
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 2019 CAASPP Summative Assessment Coordinator Training (face-to-face) and obtained a Certificate of Completion.
9. All CAASPP tests (SB, CAA, CAST, and CSA) were administered to eligible students as defined in the 2018-19 CAASPP Administration Instructions.
10. The tests were administered only by certificated or licensed staff members.
11. Everyone who had access to the test has electronically signed the 2018-19 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.

In addition to the test examiners and proctors, the staff listed below also handled CAASPP test materials (e.g., SAA, plant manager)

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>TASK(S) PERFORMED</th>
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</thead>
</table>

☐ To the best of our knowledge, there were no irregularities and/or security breaches in the administration.
☐ There were irregularities and/or security breaches in the administration of the test. The irregularities were reported to the Student Testing Branch and the California Department of Education following procedures as described in this document.

By signing my name to this document I am assuring that the above statements are accurate.

Principal: _______________________________________________  Name (type or print) ________________ Signature ________________ Date ________________

CAASPP Coordinator: __________________________________________  Name (type or print) ________________ Signature ________________ Date ________________

Contact Number ________________ Extension ________________ E-mail Address @lausd.net
State and National Assessments

Post-Test Documentation Binder
RECORD OF STUDENTS NOT TESTED, SPRING 2019

Schools are required to keep a record of all students not tested on this form. A copy of this form should be kept in the school files for five (5) years.

School: ____________________________ 19 - 64733 - ____________________________
LD Location Code  CDS Code

Principal: ____________________________ Signature ____________________________ Date
Name (type or print)

CAASPP Coordinator: ____________________________ Signature ____________________________ Date
Name (type or print)
Contact Number ____________________________ Extension ____________________________ E-mail Address @lausd.net

Code  Reason
1  Parent Letter: Student was not tested by parent/guardian request. A copy of the letter must be attached to this form given to the district and the original letter must be on file in the school records.
2  Absent: Student was absent for regular and makeup testing
3  Medical Emergency: Significant medical emergency. Doctor statement must be included.
4  Tested at a previous school: The student changed schools and was previously tested with SB, CAST, CAA, or CSA.
5  EL student exempted from SB or CAA ELA due to less 12 consecutive months enrollment in U.S.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>LAUSD ID</th>
<th>Grade</th>
<th>SB ELA</th>
<th>SB Math</th>
<th>CAA ELA</th>
<th>CAA Math</th>
<th>CAST</th>
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It is each teacher’s responsibility to check all student logon credentials out from the school’s **CAASPP Coordinator** each morning and to return them to the **CAASPP Coordinator** as soon as testing is completed for the day. This form or the Inventory Control Form posted on the Student Testing Branch Webpage under the “CAASPP” link can be used.

**Instructions for Examiner:** In each column, record the test date. In each box, enter the number of student login credentials checked out and in, and print your initials.

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<thead>
<tr>
<th>Teacher Name</th>
<th>Test Date</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
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**CAASPP Coordinator Signature:** ________________________________  Date: _____________

A copy of this form should be retained in your school files.
2018-19 CAASPP Test Security Agreement
For CAASPP Test Site Coordinators

I acknowledge by my signature on this form that the California Assessment of Student Performance and Progress (CAASPP) achievement tests pursuant to Education Code section 60640 are secure tests and agree to each of the following conditions to ensure test security:

(1) I will take all necessary precautions to safeguard all achievement tests and corresponding test materials, whether paper-based or computer-based assessments, by limiting access to only persons within the LEA who are responsible for, and have professional interest in, the tests’ security.

(2) I will keep on file the names of all persons who have been trained in the administration of CAASPP achievement tests and all persons with access to tests and corresponding test materials, whether paper-based or computer-based assessments. I have and shall have all other persons having access to the achievement tests and corresponding test materials read and sign the CAASPP Test Security Affidavit that will be kept on file in the LEA office.

(3) Except during the administration of the tests, I will keep the paper-pencil tests, and corresponding test materials in a securely locked room that can be entered only with a key or keycard and, when possible, in a locked storage cabinet within that room.

(4) I will securely destroy all print-on-demand papers, scratch paper, and other documents as prescribed within the contractor’s(s’) or consortium’s administrative manuals and documentation.

(5) With the exception of subdivision (6) below, I will deliver achievement tests and corresponding test materials or allow electronic access thereto, only on actual testing dates and only to those persons who have executed CAASPP Test Security Affidavits.

(6) For an alternate assessment (CAA), I will keep all tests and testing materials in the manner set forth above in subdivisions (b)(3) and (5) except during actual testing administration or when being used by test examiners to prepare for and to administer the assessment. I will adhere to the contractor’s directions for the distribution of the assessment materials to test examiners.

By signing my name to this document, I am assuring that I have completely read and will abide by the above conditions.

Signed: ___________________________ Date: ___________________________

Print Name: ___________________________ Employee No.: ___________________________

Title/Position: ☐ CAASPP Test Site Coordinator ☐ Other: ___________________________

School Name: ___________________________ Location Code: ___________________________

Local District: ☐ NE ☐ NW ☐ S ☐ E ☐ W ☐ C ☐ Beaudry District: Los Angeles Unified
2018-19 CAASPP Test Security Affidavit For Test Site Coordinators, Test Examiners, Test Administrators, Proctors, Translators, Scribes, and Any Other Person Having Access to CAASPP Tests
For All CAASPP Assessments, Including Field Tests

I, ________________________________, acknowledge that I will have access to one or more of the California Assessment of Student Performance and Progress (CAASPP) achievement tests pursuant to Education Code section 60640, for the purpose of administering the test(s). I understand that these materials are highly secure and may be under copyright restrictions and it is my professional responsibility to protect their security as follows:

1. I will not divulge the contents of the CAASPP achievement tests and corresponding test materials to any other person through verbal, written, or any other means of communication. This includes, but is not limited to, sharing or posting test content via the Internet or by email without the prior express written permission of the CDE.

2. I will not copy or take a photo of any part of the achievement test(s) or corresponding test materials. This includes, but is not limited to, photocopying (including enlarging) and recording without the prior expressed written permission of the CDE.

3. Except during the actual testing administrations or as otherwise provided for by law, I will keep the achievement test(s) and corresponding test materials secure until the test(s) are actually distributed to pupils when tests and testing materials are checked in and out by the CAASPP test site coordinator. Keeping materials secure means that test materials are required to be kept in a securely locked room that can be entered only with a key or keycard and, when possible, in a locked storage cabinet within that room.

4. I will limit access to the achievement test(s) and corresponding test materials by test examinees to the actual testing periods when they are taking the test(s). I understand that only pupils who are testing and LEA staff participating in the test administration who have signed a CAASPP Test Security Affidavit may be in the room when and where an achievement test is being administered.
   
   (A) I will keep all assigned, generated, or created usernames, passwords, and logins secure and not divulge pupil personal information to anyone other than the pupil to whom the information pertains for the purpose of logging on to the test delivery system.

   (B) I will not allow anyone other than the assigned pupils to log into their assigned test. I may assist pupils with using their information to log into their assigned test.

   (C) I will not use a pupil’s information to log in as a pupil or allow a pupil to log in using another pupil’s information.

5. I will not allow pupils to access electronic devices that allow them to access outside information, communicate with other pupils, or photograph or copy test content. This includes, but is not limited to, cell phones, personal digital assistants (PDAs), tablets, laptops, cameras, and electronic translation devices.

6. I will collect and account for all achievement test materials following each testing session and will not permit pupils to remove any test materials by any means from the room(s) where testing takes place. After each testing session, I will count all test booklets and answer documents before allowing any pupil to leave the testing room and/or ensure that all pupils have properly logged off the test delivery system.

7. I will not review any achievement test questions, passages, performance tasks, or other test items independently or with pupils or any other person at any time, including before, during, or following testing. I understand that this includes any discussion between LEA staff for training or professional development whether one-on-one or in a staff meeting.

Page 1 of 2 (Signature required on page 2)
CAASPP Security Affidavit 2018-19

(8) I will not, for any achievement test, develop scoring keys, review any pupil responses, or prepare answer documents. I understand that this includes coaching pupils or providing any other type of assistance to pupils that may affect their responses. This includes, but is not limited to, both verbal cues (e.g., interpreting, explaining, or paraphrasing the test items or prompts) and nonverbal cues (e.g., voice inflection, pointing, or nodding head) to the correct answer (anything that may indicate correct or incorrect answers), or completing or changing pupils’ answers.

(9) I will return all achievement tests and corresponding test materials to the designated CAASPP test site coordinator each day upon completion of testing. I understand that all test booklets, answer documents, and scratch paper shall be returned to the CAASPP test site coordinator each day immediately after testing has been completed for storage or confidential destruction.

(10) If I administer and/or observe the administration of an alternate assessment (CAA), which means that I am a certificated or a licensed LEA employee and a trained examiner, I will keep all the alternate assessment materials in a securely locked room, and, when possible, in a locked storage cabinet within that room except when I am preparing for the administration, administering, or observing the administration of the assessment to pupils.

(11) I will actively supervise pupils throughout the paper-pencil testing session to ensure that they are working on the correct test section or part, marking their answers in the correct section of their answer documents, following instructions, and are accessing only authorized materials (non-embedded universal tools, designated supports, accommodations, instructional supports for alternate assessments or unlisted resources) needed for the test being administered.

(12) I will actively supervise pupils throughout the testing session and verify that pupils have selected the appropriate assessment for the testing session and have completed any necessary preceding test sections and/or classroom activities.

(13) I will administer the achievement test(s) in accordance with the directions for test administration and test administration manuals prepared by the CAASPP testing contractor(s), or any additional guidance provided by the CAASPP test contractor(s). I understand that the unauthorized copying, sharing, or reusing of any test booklet, test question, performance task, or answer document by any means is prohibited. This includes, but is not limited to, photocopying, recording, emailing, messaging (instant, text, or multimedia messaging service, or digital application), using a camera/camera phone, and sharing or posting test content via the Internet without the express prior written permission of the CDE.

(14) I have been trained to administer the achievement tests. By signing my name to this document, I am assuring that I have completely read this affidavit and will abide by the above conditions.

By signing below I swear that I have completely read, understand, and shall abide by this affidavit.

Signed: ___________________________ Date: ___________________________

Print Name: ___________________________ Employee No.: ___________________________

Title/Position: ☐ CAASPP Test Site Coordinator ☐ Test Administrator (TA) ☐ Test Examiner (TE)
☐ Proctor ☐ Translator ☐ Scribe ☐ Other: ___________________________

School Name: ___________________________ Location Code: ___________________________

Local District: ☐ NE ☐ NW ☐ S ☐ E ☐ W ☐ C ☐ Beaudry District: Los Angeles Unified

Page 2 of 2
Unauthorized electronic devices MAY NOT be used at any time during the testing session.
# 2018-19 CAASPP System
## LAUSD Incident Report Form

The CAASPP Coordinator must use this form to provide the required information to the Student Testing Branch. Fax form before the end of the school day to (213) 241-8461. For assistance, call the Student Testing Branch at (213) 241-4104.

<table>
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<tr>
<th>School Name:</th>
<th>School CDS Code: (14 digit code)</th>
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<tr>
<th>School CAASPP Coordinator Name:</th>
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<th>School CAASPP Coordinator Telephone:</th>
<th>Principal’s Name:</th>
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<th>School CAASPP Coordinator E-mail Address:</th>
<th>Principal’s Signature:</th>
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- [ ] Testing Impropriety
- [ ] Testing Irregularity
- [ ] Security Breach


Check All That Apply:
- [ ] Smarter Balanced – ELA
- [ ] Smarter Balanced – Mathematics
- [ ] CAA – ELA
- [ ] CAA – Mathematics
- [ ] CAA – Science Pilot test
- [ ] CAST – Science Field test
- [ ] STS – RLA

Incident Date: ________

Grade(s) Involved: ________

Number of Students Involved: ________

Number of Staff Involved: ________

Please specify the section(s) of the CAASPP Test Security Agreement or CAASPP Test Security Affidavit that were violated:

Briefly describe the incident. Do not include the names of staff members or students involved. Include details of how the incident was verified and any action taken locally.

This form may be photocopied.