# 2024–25 LEA Security Audit Tier 1 Survey for LEA CAASPP Coordinators

### Please enter your first and last name: \*

### Please enter your email address: \*

### Please select your LEA: \*

### How long have you held the role of LEA CAASPP coordinator? \*

#### Does the LEA hold trainings for site CAASPP coordinators prior to or shortly after assigning the role? \*

( ) Yes

( ) No

#### Does the LEA coordinator work with site coordinators to ensure that all CAASPP test examiners have completed Moodle training prior to giving any alternate assessments? \*

( ) Yes

( ) No

Does the LEA coordinator work with site coordinators to ensure that the CAA for Science embedded performance tasks are administered throughout the instructional calendar and not just during the LEA CAASPP testing window? \*

( ) Yes

( ) No—Please explain why:

## Remote Testing Information

#### Does your LEA plan on completing any of the state assessments via remote testing? \*

( ) Yes

( ) No

## Remote Question (Logic if above is yes)

#### Which assessments does the LEA plan on administering remotely? (Check all that apply.) Please remember that no alternate assessments may be given remotely. \*

[ ] Smarter Balanced for English Language Arts/Literacy (ELA)

[ ] Smarter Balanced for Mathematics

[ ] ELA Interim Assessments

[ ] Mathematics Interim Assessments

[ ] California Science Test (CAST)

[ ] CAST Interim Assessments

## Test Security

#### Where are any paper assessments (large-print assessments, braille assessments, etc.) stored prior to being shipped to the sites? \*

[ ] Secured office with limited access

[ ] Secured area within the LEA warehouse

[ ] Materials immediately dispersed to the school sites

[ ] Other—Write In (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Does an LEA coordinator visit, or have another LEA member visit, the sites to ensure that testing materials are being stored correctly? \*

( ) Yes

( ) No

( ) Other—Write In (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### What is the process for school sites to collect materials to be shipped back to the LEA once testing is completed? \*

[ ] Site coordinators, or an assigned person at the site, personally returns the materials to the LEA office, where the LEA and site coordinator confirm and count the materials.

[ ] Site coordinators ship secure boxes via LEA mail with a list of included materials that is checked upon receipt.

[ ] Materials are sent through LEA mail to the LEA office, where they are immediately added to all received materials.

[ ] Other - Write In (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### What is the LEA’s policy for destroying materials at the site for materials not needing to be returned? \*

[ ] Test administrators and test examiners are responsible for destroying their own nonsecure materials.

[ ] Nonsecure materials are turned in to the site coordinator, where they are securely stored until destruction.

[ ] Students are asked to destroy the materials on their own.

[ ] Other—Write In (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Does the LEA coordinator or site coordinator create the user accounts for CAASPP testing?

( ) LEA coordinator

( ) Site coordinator

( ) Both LEA coordinator and site coordinator

#### How does the LEA assign user accounts in the Test Operations Management System (TOMS)? \*

( ) Each user is assigned an individual account.

( ) Users share a generic account.

( ) Other—Write In (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### How does an LEA ensure that the users are signing appropriate security agreements and affidavits? \*

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#### Are all test administrators and test examiners current LEA employees or contractors? \*

( ) Yes

( ) No

### What steps are taken to ensure that the LEA is using the non-TOMS user affidavits for those persons who need access to rooms where testing is taking place or to testing materials? \*

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### How often does an LEA coordinator visit sites during planned testing to ensure that rooms are set up properly, materials are secured, and security guidelines are being followed? \*

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### What is the typical ratio of test administrators to students for CAASPP general summative assessments? \*

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### How do the sites ensure that parents/guardians or staff members who are not involved with testing are not in testing rooms? \*

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#### Whose responsibility is it to enter STAIRS cases? \*

( ) LEA coordinator

( ) Site coordinator

( ) Both LEA coordinator and site coordinator

#### Are teachers instructed to use the interim assessments for instructional purposes and not for accountability, high-stakes, or reclassification purposes as stated in Education Code Section 60642.7(a) and (b)? \*

( ) Yes

( ) No

#### Do LEA coordinators provide steps to sites to ensure that students are not taking pictures or posting to social media during testing? \*

( ) Yes

( ) No

### What are the steps taken to ensure content security?

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## Test Settings

#### Does the LEA coordinator confirm with the site coordinators that students have the correct test settings? \*

( ) Yes

( ) No

( ) Other—Write In (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Does the LEA coordinator confirm with site coordinators that they have verified with teachers whether any students require designated supports prior to testing? This is for all students, not just those identified for special education. \*

( ) Yes

( ) No

( ) Other—Write In (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## General Questions

### Who responds and submits the required annual 1.0 percent threshold survey for your LEA? (Name and Title) \*

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#### Do LEA coordinators confirm that sites provide time for students, test administrators, or test examiners time to log on to either a practice test, training test, or interim assessment prior to administering summative assessments? \*

( ) Yes

( ) No

## Testing Windows

### Please submit the dates you will be testing at LEA sites (not the testing window, but the actual scheduled dates). N/A can be entered for assessments not being given at your LEA.

### Smarter Balanced Summative Assessments for ELA and mathematics (Start/Finish) \*

### CAST (Start/Finish) \*

### California Alternate Assessments (CAAs) for ELA and mathematics (Start/Finish) \*

### CAA for Science (Start/Finish) \*

### Interim assessments (Start/Finish) \*

## Thank You!