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

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

### Please enter your email address: \*

### Please select your school and LEA: \*

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

#### As a CAASPP test site coordinator: \*

( ) I have been trained by my local educational agency (LEA) to complete the responsibilities for this role.

( ) I will be trained prior to the start of our testing window.

( ) I do not know when training will occur.

#### If trained, did the training occur in person? \*

( ) Yes

( ) No

( ) No training occurred.

#### If trained, did the trainer use ETS–provided materials or locally created materials? \*

( ) ETS

( ) Locally created

( ) Combined ETS and locally created

( ) No training occurred.

### Please list what type of trainings your LEA holds (whether you attended or not): \*

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## Remote Testing

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

( ) Yes

( ) No

## Remote Questions (Logic if above is yes)

#### Does the site provide instruction to students remotely? \*

( ) Yes

( ) No

#### Does the site provide additional training for proctors giving assessments remotely? \*

( ) Yes

( ) No

#### Which assessments does the site 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

## Interim Assessments

#### Which interim assessments will your site be using (in person or remote)? \*

[ ] ELA Interim Assessments

[ ] Mathematics Interim Assessments

[ ] CAST Interim Assessments

[ ] None—Please explain if there is a reason why your site does not use the interim assessments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Staff Trainings

#### For CAASPP general assessments: Does the site provide training for test administrators? \*

( ) Yes

( ) No

#### When does the training occur? \*

( ) Trained for the role prior to January 1

( ) Trained after January 1 but prior to the start of the testing window

( ) Not scheduled, yet

( ) We do not train the test administrators for CAASPP.

#### What style of training will be provided for the test administrators for CAASPP? \*

( ) Locally created, in-person training

( ) Locally created, online training or recorded video

( ) Test Administrator Tutorial

( ) Other—Please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( ) We do not provide training.

#### For the California Alternate Assessments (CAAs): Does the site confirm that test examiners have completed Moodle training prior to giving roles to users? \*

( ) Yes

( ) No

( ) We do not have any students assigned to the CAAs.

#### Does the site coordinator work with test examiners 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.

( ) We do not have any students assigned to the CAA for Science

## Test Security

#### Where are any paper assessments (large-print assessments, braille assessments, etc.) stored when shipped to your site? \*

[ ] School vault

[ ] Site coordinator’s office in a locked filing cabinet

[ ] Site coordinator’s office in an unlocked storage area

[ ] Test administrators immediately provided assessments and locked in the classroom filing cabinet

[ ] Test administrators provided assessments, no checks are done on storage

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

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

( ) Test administrators return materials to the site coordinator, where they are checked against a roster or a checkout list.

( ) Test administrators return materials to the office without confirmation of materials counts.

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

#### What is the site’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 site 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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*

#### Does the site coordinator know how to ensure that all users have signed security agreements or affidavits for summative assessments? \*

( ) Yes

( ) No

#### Does the site coordinator use the non-TOMS agreement for all staff members who do not need a TOMS role but will have access to testing rooms during testing or to testing materials? \*

( ) Yes

( ) No

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

( ) Yes

( ) No

#### Does the site coordinator visit classrooms or testing labs during planned testing to ensure that rooms are set up properly, materials are secured, and security guidelines are being followed? \*

( ) Yes

( ) No

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

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

( ) Yes

( ) No

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

( ) LEA coordinator

( ) Site coordinator

( ) Both

#### Did you review the security procedures and guidelines the Interim Assessment User Guide? \*

( ) Yes

( ) No—Please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### What measures are in place at your school to ensure that interim assessment content is available only to staff and students? \*

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### What is your process for reporting security breaches or compromises of the interim assessments to your LEA coordinator? \*

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

( ) Yes

( ) No

#### Are teachers instructed on how to ensure test security during standardized and nonstandardized interim assessment administration, including when the secure browser is not used? \*

( ) Yes

( ) No

#### Does the site have steps in place to ensure that students are not posting to social media or taking pictures during testing? \*

( ) Yes

( ) No

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

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## Test Settings

#### Does the site coordinator provide a list of test settings to individualized education program (IEP) case managers to ensure that students have the correct test settings aligned with the requirements within the student’s IEP? \*

( ) Yes

( ) No

#### Do teachers inform site coordinators when IEPs are updated to ensure that test settings are updated in TOMS? \*

( ) Yes

( ) No

#### Does the site provide a list of test settings to test administrators or test examiners? \*

( ) Yes

( ) No

#### Are all staff made aware of the availability of accessibility resources (universal tools, designated supports, and accommodations)? \*

( ) Yes

( ) No

#### Are all staff aware that the use ofdesignated supports and accommodations does not impact a student’s score? \*

( ) Yes

( ) No

#### Does the site coordinator confirm 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

#### Are all students provided an opportunity to practice with their assigned accessibility resource(s) prior to testing day? \*

( ) Yes

( ) No

## General Questions

#### Does the school provide any time for students, test administrators, or test examiners to log on to either a practice test, training test, or interim assessments prior to administering summative assessments? \*

( ) Yes

( ) No

## Testing Windows

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

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!

You have now completed your Tier 1 Security Audit Survey. You will be notified of any discrepancies.