



How to Second Score for the CAA for ELA

For the California Alternate Assessment (CAA) for English language arts/literacy (ELA) test administration, **a subset of schools assigned to Form 2** will be required to participate in second scoring. Assigned schools are listed in the lookup tool on the CAA for ELA Second Scoring Assignments web page (<https://www.caaspp.org/administration/about/caa/caa-ela-second-scoring-assignments.2022-23.html>). Participating in second scoring means that in addition to the primary test examiner (TE) and student, a secondary TE will need to be present at the time of testing to observe and score the student's rubric-scored responses **simultaneously**, yet **independently**, from the primary TE. Ideally, the secondary TE should also be familiar with the student's individual testing needs. Both TEs must be credentialed educators. For more information on the complete list of responsibilities for a TE, please refer to the CAASPP Test Examiner Checklist (<https://www.caaspp.org/rsc/pdfs/CAASPP.test-examiner-checklist.2022-23.docx>) on the CAASPP website (<https://www.caaspp.org/>).

To conduct second scoring, complete the following steps:

1. Ensure that the primary and secondary TEs both have an account in the Test Operations Management System (TOMS) website (<https://mytoms.ets.org/TOMS>) with a "CAASPP Test Examiner" user role.
2. Complete the General and CAAs for ELA and mathematics sections of the Test Examiner Tutorial in Moodle (<https://moodle.caaspp-elpac.org/login/index.php>).
3. Download the CAAs for ELA and Mathematics *Preparing for Administration (PFA)* document posted on the California Alternate Assessments (CAAs) web page (<https://www.caaspp.org/rsc/pdfs/CAA.ELA-Math.PFA.2022-23.pdf>) or the TOMS website. Review the second scoring section.
4. Download and review the CAA for ELA *Directions for Administration (DFA)* located in the TOMS **[Secure Materials]** tab and become familiar with the rubric-scored items. Items that require second scoring will have the **[Second Scoring]** double checkmark [] icon in the *DFA*.
5. Second scorers have two options to record scores at the time of testing. They can either enter the student's second scores directly into the DEI at the time of testing or they can use a printed score sheet provided in the appendix of the *DFA* to initially record second scores during testing and then enter them later in the DEI.
6. At the time of testing, observe and score the student's responses based on the rubric included in the *DFA*. Enter scores for as many rubric-scored items both test examiners are able to observe during the test session. Enter the student's responses directly into the DEI or record scores on the Answer Recording Sheet.
7. If the Answer Recording Sheet was used, **ensure that all second scores are entered into the DEI** after testing and prior to the end of the test administration window. Local educational agencies (LEAs) can refer to the Entering Student Responses and Scores into the Data Entry Interface video (<https://www.elpac.org/training/videos/entering-student-responses-and-scores-into-the-dei/>) to obtain more information on how to use the DEI.