

# CAASPP Test Administrator Checklist

*For the Successful Administration of the 2024–‍25 California Assessment of Student Performance and Progress (CAASPP) Summative Assessments*

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This checklist for CAASPP test administrators (TAs) is meant to organize the activities necessary to ensure the successful administration of the CAASPP.

Although comprehensive, this checklist is not exhaustive and may not include every task or activity required of a CAASPP TA to support a successful administration. Ongoing tasks are listed at the beginning of the checklist.

**This checklist was created in an editable format so CAASPP TAs can add, remove, or reorganize tasks to create a unique checklist of local activities and timelines.**

Additional details are available for many of the tasks listed in the checklist.

## CAASPP Test Administrator Checklist

### Before Testing

#### User Account

* Confirm that Test Operations Management System (TOMS) logon information has been received in an automated email from TOMS with logon instructions. This username and password are also used for the online test delivery system.
	+ If this information has not been received, check a spam or junk email folder to learn whether it was mistakenly routed there. If you are still unable to locate logon information, contact your CAASPP test site coordinator. The role designation email will be sent from ca-assessments@ets.org.
* Log on to [TOMS](https://mytoms.ets.org/) and electronically sign the CAASPP *Test Security Affidavit.* ***Please note:*** *TAs must sign the affidavit as part of the TOMS logon process. This step must be completed prior to administering summative assessments to students.*

#### Manage Student Logon

* Create a logon card for each student that includes the student’s first name and Statewide Student Identifier (SSID)*—*it is also permissible to include a photo of the student or include the student’s last name with the logon information as additional safeguards to ensure that the student receives the correct logon information. ***Please note:*** *If the Preferred Name field is populated in the California Longitudinal Pupil Achievement Data System (CALPADS), that is the name the student will use to log on to the test.*
	+ Optional: Add each student’s test settings for designated supports and accommodations on the logon card.

#### Review Information

* Review all CAASPP policy and test administration documents in the [*About the Assessments*](https://ca-toms-help.ets.org/caaspp-otam/overview/about-the-assessments/) section of the [*CAASPP Online Test Administration Manual*](https://ca-toms-help.ets.org/caaspp-otam/).
* Review the training modules and materials on the CAASPP & ELPAC [Upcoming and On-Demand Trainings](https://www.caaspp-elpac.org/training-and-communication/training/upcoming-and-on-demand/) web page and attend school or local educational agency (LEA) training sessions, if any are offered.
* Review all guidelines for managing a secure test environment as well as all security procedures and guidelines in the [*Security of the Test Environment*](https://ca-toms-help.ets.org/caaspp-otam/test-security/security-of-the-test-environment/) section of the [*CAASPP Online Test Administration Manual*](https://ca-toms-help.ets.org/caaspp-otam/).

#### Share Resources

* Guide students through a training test or practice test for familiarity with navigation of the system and tools. The following additional resources are available:
	+ Practice tests and training tests are available on the CAASPP & ELPAC [Practice and Training Tests](https://www.caaspp-elpac.org/resources/preparation/practice-and-training-tests/) web page under the “Practice and Training Tests for Students” section. Please note: Practice and training tests do not produce scores for review.
	+ Manuals and user guides for practice and training tests are available on the CAASPP & ELPAC [Practice and Training Tests Resources](https://www.caaspp-elpac.org/resources/preparation/practice-and-training-tests/practice-and-training-resources) web page.
	+ Quick reference guides for administration of practice and training tests are available on the CAASPP & ELPAC [Practice and Training Tests](https://www.caaspp-elpac.org/resources/preparation/practice-and-training-tests/) web page.
	+ Students can learn about the available universal tools by viewing the [CA Assessment Accessibility Resources: Universal Tools Overview](https://www.youtube.com/watch?v=ZhRzMvAgSOk) video.

**Plan for Testing**

* Work with your CAASPP test site coordinator to determine precise testing schedules based on the test administration windows selected by the school. ***Please note:*** *Make sure the students’ test administration schedule includes allowable breaks.*
* Verify that individualized education programs (IEPs) and Section 504 plans are current and confirm each student’s test settings for designated supports and accommodations in TOMS against the student’s IEP, Section 504 plan, or other relevant documentation as appropriate. The [*View & Edit Students*](https://ca-toms-help.ets.org/toms/students/managing-students/) section of the [*TOMS User Guide*](https://ca-toms-help.ets.org/toms/) is available for further details.
* Make sure the physical conditions of the testing room are satisfactory. Make sure no instructional materials directly related to the content of the assessments are visible.

#### Communication

* Communicate to students the requirement of wired, non-Bluetooth headsets when taking various assessments:
	+ Smarter Balanced for English language arts/literacy (ELA) listening portions, for students who require text-to-speech
	+ Smarter Balanced for Mathematics for students requiring audio glossaries, for students who require text-to-speech
	+ The California Spanish Assessment (CSA) listening and speaking segments, for students who require text-to-speech
		- ***Please note:*** *Students are encouraged to use headsets with a microphone to record speaking responses.*

#### Technology

* Perform an equipment needs check based on individual student requirements. ***Please note:*** *Work with your CAASPP test site coordinator to identify students who will need specialized equipment for accessibility resources. Students are permitted and encouraged to use their own wired earbuds or headsets—but LEAs and schools should also have some available.*
* Confirm that the correct number of student testing devices and a TA device are available and working properly.
* Ensure that all student testing devices have the most up-to-date secure browser installed. ***Please note:*** *Complete this prior to testing and verify again the day before testing. If the [****Secure Browser****] icon is missing, contact your CAASPP test site coordinator or school technology coordinator.* The[*CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing*](https://ca-toms-help.ets.org/tech-specs-and-config/) is available for detailed instructions.

## During Testing

#### Planning for Administration

* Ensure the student sets the system volume prior to launching the secure browser to ensure the student can hear any audio portions, such as the ELA segment.
* If tested students are expected to remain in the testing room until the end of the session, instruct them on what activities they may engage in after they finish the test.
* Administer an online test session, following the scripts in the following web documents:
	+ Refer to the [Smarter Balanced Computer Adaptive Test for ELA and Mathematics script](https://ca-toms-help.ets.org/s/pdf/SB-CAT-Administer-an-Online-Test-Session.pdf).
	+ Refer to the [Smarter Balanced Performance Task for ELA and Mathematics script](https://ca-toms-help.ets.org/s/pdf/SB-PT-Administer-an-Online-Test-Session.pdf).
	+ Refer to the [California Science Test (CAST) script](https://ca-toms-help.ets.org/s/pdf/CAST-Administer-an-Online-Test-Session.pdf).
	+ Refer to the [CSA script](https://ca-toms-help.ets.org/s/pdf/CSA-Administer-an-Online-Test-Session.pdf).
* Provide students with scratch paper and dividers for all test sessions. Also provide students in grades six and above graph paper for the mathematics assessments. Provide any necessary non-embedded designated supports and accommodations.

#### Security

* The student should be seated so there is enough space between each student (or provide desktop partitions) to minimize opportunities to look at each other's screen.
* Note that students who are not being tested may not be in the room where a test is being administered.
* Make sure the student has a clear desk and has put away all books, backpacks, purses, and other materials not needed for the test.
* Ensure that the student does not have access to digital, electronic, or manual devices (e.g., cell phones, smartwatches) during testing unless it is an approved medical support. Access the [*Test Security*](https://ca-toms-help.ets.org/caaspp-otam/test-security/overview/) chapter of the [*CAASPP Online Test Administration Manual*](https://ca-toms-help.ets.org/caaspp-otam/).
* Actively monitor students throughout the test sessions.
* Follow local procedures to report any summative testing improprieties, irregularities, or breaches to your CAASPP test site coordinator and LEA CAASPP coordinator immediately following an impropriety, irregularity, or breach. ***Please note:*** *The coordinator will report the incident using the online CAASPP Security and Test Administration Incident Reporting System (STAIRS)/Appeals process.*

#### Technology

* Check all devices that will be used and close all applications except those identified as necessary by the school’s technology coordinator or the student’s IEP or Section 504 plan.
* Ensure that the student opens the secure browser on each device after closing any unnecessary applications.
* Make sure that no device has dual monitors except where required in an IEP or Section 504 plan.
* Verify that the student has the correct logon information (first name, SSID, and session ID). Logon cards are secure testing material until testing is completed; these are to be securely destroyed after testing.

#### Document Trends

* Document any trends, issues, and ideas for suggested changes for next year and follow local procedures to provide these to your CAASPP test site coordinator.

## After Testing

* Deliver all secure materials (paper–pencil tests) back to your CAASPP test site coordinator.
	+ Secure testing materials include paper–pencil tests, scratch paper with test content, print-on-demand documents, and any other materials that may contain test content.
* Securely dispose of all nonsecure testing materials that do not contain test content, such as student logon cards, unused scratch paper, and testing scripts. ***Please note:*** *The only exception to the requirement governing the immediate destruction of printed materials and scratch paper is when students take notes or draft responses to ELA, mathematics, or science performance tasks. All scratch paper (including graph paper) must have the student’s name on it and be collected, inventoried, and securely stored for student use in a subsequent test session. The retention of scratch paper is only allowed for the Smarter Balanced performance tasks, CAST, California Alternate Assessments, and CSA.*