# CAASPP Test Administrator Training Resource Guide

California Department of Education | September 2025

Please note all in-training activities can be found in the [In-Training Activities section](#_In-Training_Activities).

All links can be found in the [Links section](#_Links).

## Overview of CAASPP

### California Assessment for Student Performance and Progress (CAASPP) System

#### Science

* California Science Test (CAST)
* California Alternate Assessment (CAA)

#### English Language Arts/Literacy (ELA) and Mathematics

* Smarter Balanced Assessments
* CAAs

####  Spanish Reading/Language Arts

* California Spanish Assessment (CSA)

### Average Testing Times

| Content Area ​ | Grade Levels and Spans | Computer Adaptive Test (CAT)​​ | Performance Task (PT) | Total​ |
| --- | --- | --- | --- | --- |
| ELA​ | Three through eight | 45 minutes ​ | 2 hours​ | 2 hour 45 minutes ​ |
| ELA​ | Eleven | 1 hour​ | 2 hours​ | 3 hours​ |
| Mathematics | Three through five | 45 minutes ​ | 1 hour​ | 1 hour 45 minutes​ |
| Mathematics | Six through eight | 1 hour​​ | 1 hour​ | 2 hours |
| Mathematics | Eleven | 1 hour​​ | 1 hour​ 30 minutes | 2 hours 30 minutes |
| CAST​ | Five, eight, and high school | n/a​ | n/a​ | 1 to 2 hours​ |
| CAAs for ELA and Mathematics | Three through eight and eleven​ | n/a​ | n/a​ | 1 to 1 hour 40 minutes​ |
| CAA for Science​ | Five, eight, and high school | n/a​ | 1 hour or less per PT, 3 PTs total | 3 to 5 hours​ |
| CSA | Three through five and high school | n/a | n/a | 2 hours 30 minutes to 4 hours 30 minutes |

## Pause Rules

* Pauses less than 20 minutes
* Pauses of 20 minutes or more
* Timeout due to inactivity

## Miscellaneous CAASPP Information

* Participation rate expectation

## Test Security

* Test Operations Management System (TOMS) Security Affidavits
* Non-TOMS Security Affidavits
* Secure Browser
* Secure Materials

## Overview of Accessibility Resources

1. Access
2. Options
3. Categories
4. Types

#### Our Local Process

* Classification

## Different Roles

* Test Administrator (TA) versus Test Examiner (TE)

## Let Us Dig Into Your Role

| Test​ | Headphones​ | Scratch Paper​ | Graph Paper​ |
| --- | --- | --- | --- |
| ELA​ | Required ​ | Optional | Not allowed​ |
| Mathematics | Required **only** for Text-To-Speech and Translated Glossaries (Audio)​ | Optional | Required for grade six and above but can be used in lower grades |
| CAST​ | Required **only** for Text-To-Speech ​ | Optional | Optional​ |
| CSA | Required | Optional | Optional |

### Important Notes

* To ensure that all students are tested under the same conditions, the TA should adhere ​strictly to the administration script for a particular assessment unless a student is assigned the non-embedded designated support for simplified test directions. ​
* If students will log on to multiple tests in one day, collect the login cards after the last login of the day has been completed.
* When scratch paper is optional, the local educational agency (LEA) is required to have it available even if the students do not choose to use it.
* All scratch paper must be collected and securely destroyed at the end of each CAST, ELA and mathematics CAT session.
	+ For the CSA, CAAs and CAST, mathematics and ELA PT, if a student needs to take the PT over multiple days, scratch paper may be collected at the end of each day, securely stored, and made available to the student at the next CSA, CAAs or PT testing session.

**Do not place secure materials such as Directions for Administration, notes or printed materials, in the recycle bin when destroying secure documents!​**

## Preparing for Testing

* Before testing
* Room preparation
* Preparing to give the test
* Classroom logistics
* Technology
* Reading the script

## Security Incidents and Cheating

|  |  |  |
| --- | --- | --- |
| Breach​ | Irregularity​ | Impropriety |
| * These have external implications. ​
* A breach incident must be reported to the LEA or Site coordinator immediately.​​
 | * These can be contained at the local level.
* Take corrective action and notify the site coordinator.
 | * These have a low impact and low risk.​
* Take corrective action and notify the site coordinator.
 |

[Insert your Site or LEA contact person information here.]

## Preparing Students

California *Education Code* Section 60642.7 (b) prohibits the use of interim assessments for any high-stakes purposes such as course placement, identification as gifted or talented, or reclassification of English learner students.​

## Links

* [CAASPP & ELPAC Administer a Test Session web page](https://www.caaspp-elpac.org/resources/administration/administer-a-test-session)
* [CAASPP & ELPAC CAA for Science Administration Planning Guides web page](https://www.caaspp-elpac.org/assessments/caaspp/caa/caa-for-science-administration-planning-guides)
* [CAASPP & ELPAC California Assessment Accessibility Resources Matrix web page](https://www.caaspp-elpac.org/resources/preparation/accessibility-resources/matrix)
* [CAASPP & ELPAC Interim Assessment Lookup Tool web page](https://www.caaspp-elpac.org/assessments/interim/caaspp-and-elpac/interim-assessment-lookup%22%20%5Co%20%22Interim%20Assessment%20Lookup%20Tool%20web%20page)
* [CAASPP & ELPAC 2024–25 Introduction to CERS for Teachers Microlearning Videos web page](https://www.caaspp-elpac.org/training-and-communication/training/upcoming-and-on-demand/intro-to-cers-for-teachers/)
* [CAASPP and ELPAC Pause Rules for Assessments document (PDF)](https://www.caaspp-elpac.org/s/docs/CAASPP-ELPAC-Pause-Rules.pdf)
* [CAASPP and ELPAC Starting and Stopping a Test Video](https://youtu.be/CBalw_0uwVA?si=u0k_PdiKXqBqHRtG)
* [CAASPP & ELPAC Test Security web page](https://www.caaspp-elpac.org/resources/administration/test-security)
* California Department of Education (CDE) CA Assessment Accessibility Resources web page (for Accessibility Resource Graphics)
* [CDE Early Assessment Program web page](https://www.cde.ca.gov/ci/gs/hs/eapindex.asp)
* [CDE How to Start a Test Session Quick Reference Guide (PDF)](https://www.cde.ca.gov/ta/tg/ca/documents/qrgstarttestsession.pdf%22%20%5Co%20%22How%20to%20Start%20a%20Test%20Session%20Wuick%20Reference%20Guide)
* [CDE Organization of the California Science Test flyer (PDF)](https://www.caaspp-elpac.org/s/docs/organizationcast.pdf)
* [Testing Do Not Disturb Sign (PDF)](https://www.caaspp.org/rsc/pdfs/calif-tac-do-not-disturb-sign.pdf)

## In-Training Activities

### CAASPP Overview Activity: Pause and Reflect

* What sits square?
* What is still rolling around?
* What are three points you want to remember?

## Activity: Quiz Time

* **Question:** True or False?
The state expects us to test 95 percent of students on ELA, Mathematics, and Science.​
* Correct answer:
* **Question:** True or False?
Scratch paper can be secured between testing times and returned to the student to use over multiple days.
* Correct answer:
* **Question:** True or False?
A pause of 20 minutes means the student cannot return to previously answered segments or questions, even if they are marked for review.
* Correct answer:

## Accessibility Activity: Classification of Resources

| Test​ | Engagement​ | Action/Expression​ | Presentation​ |
| --- | --- | --- | --- |
| ELA​ | ​Insert here | ​ Insert here | Color Contrast (DS)​ |
| Mathematics | Separate Setting (DS)​ | ​ Insert here | ​ Insert here |
| CAST​ | ​ Insert here | ​ Insert here | ​ Insert here |
| CAA for ELA​ | ​ Insert here | ​ Insert here | ​ Insert here |
| CAA for Mathematics​ | ​ Insert here | ​ Insert here | ​ Insert here |
| CAA for Science​ | ​ Insert here | ​ Insert here | ​ Insert here |

## Let Us Dig Into Your Role Activity: Pause and Reflect

* What sits square?
* What is still rolling around?
* Three points you want to remember:

### Activity: Thumbs Up, Thumbs Down

1. You need to log on to TOMS before you can start a test session.
2. You can leave instructional materials on your walls uncovered during testing.
3. You need to read the testing scripts verbatim to all students.

### Activity: Show What You Know

* **Question:**
What information is **not** needed for a student to log on to a test?​
	+ SSID: Student’s Statewide Student Identifier (SSID)​
	+ Teacher's name​
	+ Student's first name as in California Longitudinal Pupil Achievement Data System
* **Question:**
If a test item is shared on social media, what type of security incident is it? ​
	+ An irregularity​
	+ An impropriety​
	+ A breach​