

Tips for Administering the California Alternate Assessment (CAA) for Science



Plan

- **Review** the *Administration Planning Guide (APG)*.
- **Meet** with your testing team early.
- **Build** a timeline for when to administer each of the **three** embedded performance tasks (PTs) based on your instructional calendar for the year.
- **Use** the Testing Planner in the APG to schedule your PTs.
- **Read** *Preparing for Administration* to familiarize yourself with important information about administration of the assessment.

The three separate embedded PTs can be administered in any order and at any time during the school year between mid-September and the last day of instruction.



Prepare

- **Teach** related science concepts immediately before administering a PT.
- **Strategize, plan, and individualize** your science instruction based on your student's needs.



Administer

- **Download** the PT-specific *Directions for Administration (DFAs)* a few days before administration.
- **Administer** your planned PT right after instruction on the related content using the guidelines and scripts in the *DFAs*.
- **Select** the **Pause** option if your student becomes nonresponsive.
- **Choose No Response** or **Skip** the question only if you present the question to the student but they do not provide a response.
- **Submit** the test after each PT is completed.
- **Continue** with science instruction and administer the next PT according to your Testing Planner.
- **Complete** the assessment by ensuring all students attempt all three embedded PTs.

Resources

- [CAASPP and ELPAC California Alternate Assessments \(CAAs\) web page](#)
- [CAASPP and ELPAC Administer a Test Session web page](#)
- [CAASPP and ELPAC CAA for Science Administration Planning Guides web page](#)

