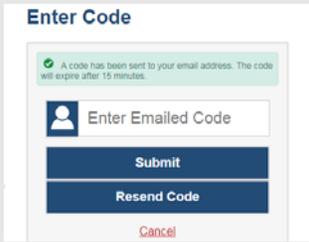
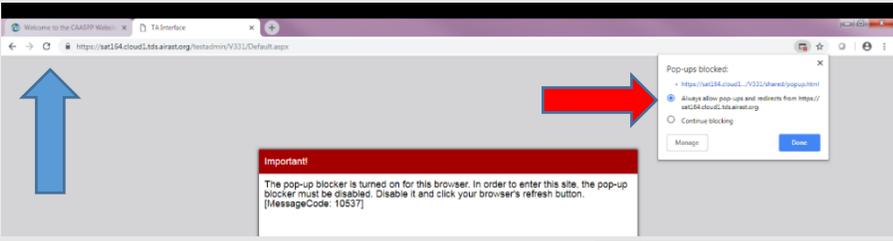
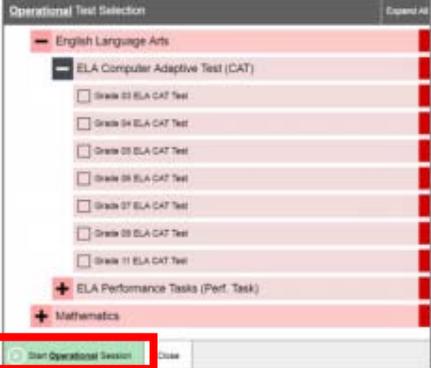
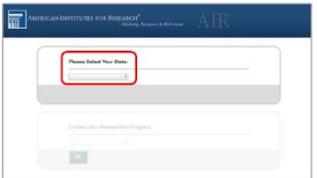
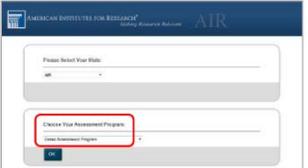
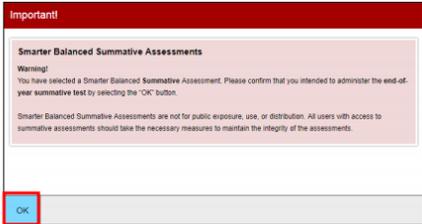
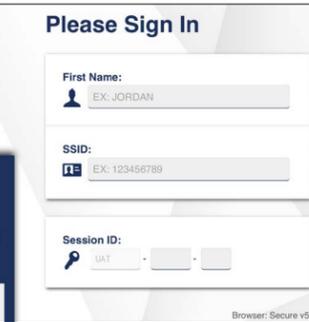
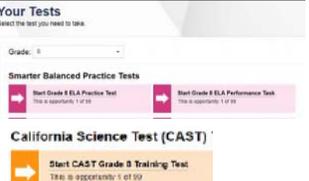


What you will be doing as a Test Administrator (TA)	What your students will be doing
<p>Before testing:</p> <ul style="list-style-type: none"> • Verify the security of your testing environment (all related content covered). • Access required resources (scratch paper, headphones, etc.). • Ensure students do not have access to digital, electronic, or manual devices during testing (collected and securely stored away from students). 	
<p>Logging into the Test Administrator Interface and starting a test session: (Note: An inactive test session expires within 20 minutes.)</p> <ol style="list-style-type: none"> 1. Go to: www.caaspp.org on a web browser 2. Click on:  3. Logon using your email address and password. You can click on "<u>Forgot Your Password?</u>" if you do not remember your password. <div data-bbox="800 604 1166 863">  </div> 3b) Security Feature: Enter Code: A code will be emailed to you if you are logging in on a different device for first time, using a different browser, or if your cache has been cleared. Enter the emailed code and submit. Code is active for only 15 minutes. <div data-bbox="857 898 1166 1140">  </div> 4. If a pop-up appears, you will always need to <u>allow it</u> and then <u>refresh</u> your screen. <div data-bbox="159 1283 1052 1524">  </div> 5. Expand a group and 6. Select a test. <div data-bbox="159 1591 743 1770"> <p>To expand a collapsed test group, select the [Plus] plus-sign [+] icon (or [Expand All])</p> <p>To collapse a test group, select the [Minus] minus-sign [−] icon (or [Collapse All]).</p> <p>To select individual tests, mark the checkbox for each test you want to include.</p> </div> <div data-bbox="751 1528 1182 1896">  </div> 7. Click "Start Operational Session." 	<p>Getting devices out and logging into the Secure Browser or App.</p> <p><i>Note:</i> Teachers can have the Secure Browser launched or Chromebooks logged into the Secure App ahead of time.</p> <p>If Using Chromebooks: Click on the [Apps] icon in the left corner on the Chromebook, then click the [AIRSecureTest] app.</p> <div data-bbox="1203 1098 1588 1213">  </div> <p>The first time you open the app, you need to select "California" for "Select Your State."</p> <div data-bbox="1230 1413 1547 1591">  </div> <p>The Assessment Program should auto-populate with "California Assessment System" in "Choose Your Assessment Program."</p> <div data-bbox="1239 1843 1547 2011">  </div>

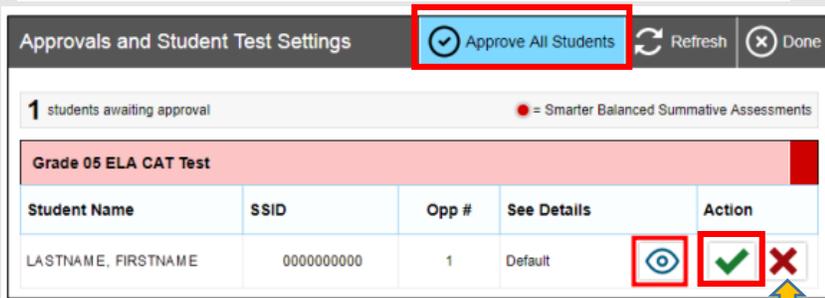
What you will be doing as a Test Administrator (TA)	What your students will be doing
<p>8. Confirm that you are going to give the Summative Assessment, by clicking “OK” on the “Important!” warning screen.</p> 	
<p>9. A Test Session ID will automatically generate. Write the session ID in multiple places where all students can clearly see it.</p> 	
<p>You must adhere strictly to the script – verbatim after “SAY.” Test items CANNOT be read to any student for any content area.</p> <p>10. Test Administrator Read the following SAY box.</p> <p>SAY:</p> <p>Today, you will take the [Smarter Balanced—insert grade, ELA/mathematics, and CAT/PT; or [grade five, eight, or high school] California Science Test. You will be given a test session ID that is required to start the test. Before logging on, let's go over some test rules.</p> <p>You must answer each question on the screen before selecting NEXT. If you are unsure of an answer, provide what you think is the best answer. If you would like to review that answer at a later time, mark the question for review before going on to the next question. You may go back and change the answer during this test session.</p> <p>You may pause at any point in the test by selecting PAUSE rather than NEXT after answering a question. Please raise your hand if you need a break and ask permission before selecting PAUSE.</p> <p>11. Test Administrator Read the following SAY box for the CAT portion or the CAST only.</p> <p>SAY:</p> <p>If you pause your test for more than 20 minutes, you will not be able to go back and change your answers to any questions, even the ones you marked for review. You may check your answers to any questions before you pause your test.</p> <p>12. Test Administrator Read the following SAY box for the mathematics CAT in grades six through eleven, the CAST, and the ELA PT only.</p> <p>SAY:</p> <p>Please keep in mind that this test is divided into segments. When you get to the end of a segment, you will be told to review your answers before moving on. Once you submit your answers and move on to the next segment, you will not be able to return to any of the questions in the previous segment.</p> <p>13. Test Administrator Read the following SAY box and all subsequent SAY boxes to everyone.</p> <p>SAY:</p> <p>Your answers need to be your own work. Please keep your eyes on your own test and remember, there should be no talking. If you have a cell phone, smartwatch, or other non-approved electronic devices, please turn off the device and put it away.</p> <p>If you finish your test early, please raise your hand and sit quietly.</p>	<p>Listening to your introduction and instructions to the test. (TA steps 10 – 13)</p>

What you will be doing as a Test Administrator (TA)	What your students will be doing
<p>14. Provide Log-In Sheet to each student. Verify that each student received the correct sheet.</p>	<p>14. Students have log-in sheets in front of them.</p>
<p>15. Test Administrator Direct students to sign in using the Student Sign In screen. It is not necessary to read the italicized sentences to students testing over multiple days who have already heard these instructions at least once.</p> <p>SAY:</p> <p>Now we are ready to log on. Once you have logged on, you will have to wait for me to approve the test before you start. I'll be checking that you have correctly entered the test session ID and other information.</p> <p>Enter your legal first name, not your nickname, followed by your SSID number. Then enter the test session ID. <i>Raise your hand if you need help typing this information on your keyboard.</i></p> <p>SAY:</p> <p>Now select SIGN IN. Once you have successfully logged on, you will see a screen with your first name and other information about you. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.</p>	<p>15. Students sign in using the information on their log-in sheet and the Session ID.</p> 
<p>16. Ensure that all students have successfully entered their information and can verify their identity in the “Is This You?” screen.</p> <p>Troubleshooting tip: If a student cannot log on. Place a space before the student’s name or before the SSID and see if they can log in. You can find the student’s username and SSID through the TA Interface. Click on the [Student Lookup] icon in the upper-right hand corner of the TA Interface. Proceed by clicking [Advanced Search] and use the drop down menu to find the student. Next, click [Search].</p> 	<p>16. Students log on correctly and verify identity by selecting [Yes] or [No].</p> 
<p>17. Test Administrator Inform students of the test type (for example, ELA CAT, Mathematics PT, science) in which they are participating today.</p> <p>SAY:</p> <p>On the next screen, select the [INSERT NAME OF TEST (i.e., ELA Grade 4 CAT)], and then select START TEST. After you have selected your test, you will see a screen with a moving bar and message saying that you are waiting for test administrator approval. Please wait quietly while I check and approve each of your tests.</p>	<p>17. Students select the test to take. <i>Note: Only the tests the TA selected for the test session will appear.</i></p> 

What you will be doing as a Test Administrator (TA)

18.

Approve students to test by selecting the **[Approve]** check mark [✓] icon in the *Actions* column for individual students or the **[Approve All Students]** button. Select the **[Details]** eye [👁] icon, to view the student's settings for the current test. "Custom" in the *Details* column indicates the student has been assigned test settings.

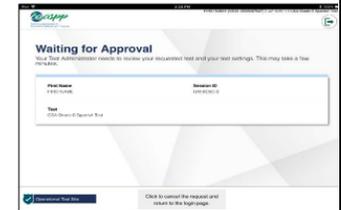


If a student's test settings are incorrect, deny the student, the test administrator should contact the LEA CAASPP coordinator or CAASPP test site coordinator to correct the test settings in TOMS, and test the student on another day. **Ensuring the test settings are correct before the student begins testing is critical to avoid the need for a test reset that may result in additional testing for the student later.**

The test administrator should also ensure that students selected the correct assessment; students who are awaiting approval for an incorrect assessment should be denied approval. These students should log on again and select the correct test.

What your students will be doing

18. Students wait for the TA's approval.



19. Have students taking any ELA assessment or using Text-to-Speech run the sound check.

SAY:

Next you should see a screen that prompts you to check that the sound and video on your computer are working. Put your headsets on and select the triangle **PLAY** button. If you hear the music and see the moving musical notes, select the **[I could play the video and sound]** button. If not, raise your hand.

SAY (only for students taking any assessment using the text-to-speech resource):

Next you should see a screen that prompts you to check that the sound on your computer is working. Put your headsets on and select the icon of the speaker in the circle to hear the sound. If you hear the chime, select **YES**. If not, raise your hand.

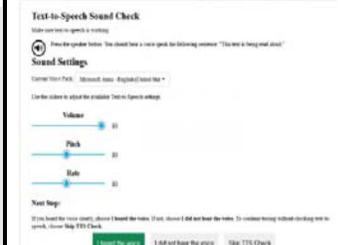
Encountering audio issues?

- Verify headphones are securely plugged into the correct jack.
- Check the volume control on the headphone.
- Check the volume/audio on the device (often via the control panel or settings window).

19. Students will see the sound and video playback screen.



Note: If a student has Text-to-Speech, they will have an additional sound check.

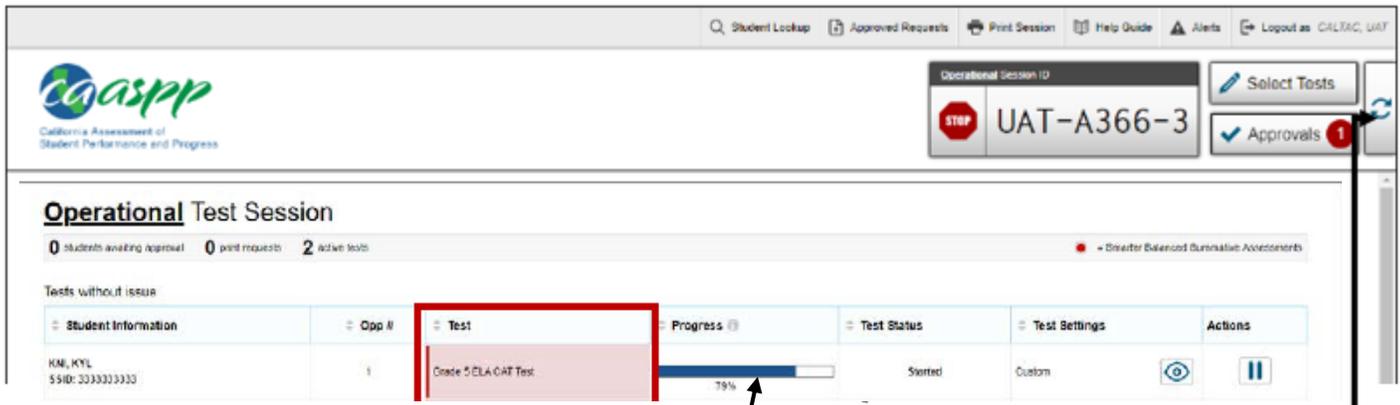


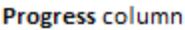
What you will be doing as a Test Administrator (TA)	What your students will be doing
<p>20.</p> <p>SAY:</p> <p>Before your test appears, you will see a tutorial page listing the test tools and buttons that you may use during the test or that will appear on the test. You can also find this information during your test by selecting the HELP button in the top right corner.</p> <p>When you are ready to begin your test, select BEGIN TEST NOW at the bottom of the page.</p> <p>The students will begin their test. Begin monitoring student progress.</p>	<p>20. Students will select [Begin Test Now]</p> 

Monitor student progress:

To ensure all conditions of security are maintained, **ACTIVELY** monitor students throughout the test session by walking around the room and checking their testing progress on the TA Interface.

- **DO NOT** navigate to other screens while you are on the TA Interface, it will shut off the session and all students in the session will be logged off. A new session will need to be created and started.
- **DO NOT** click on the web browser refresh button. See guidance below on refreshing the TA Interface.
- **DO NOT** coach or help students on test questions.



	<p>Student(s) progression through test. Blue bar indicates answered questions, orange bar indicates skipped questions.</p>
 [Refresh] button	<p>While the page refreshes every minute, this allows the TA to refresh the page manually. Do not use the web browser to refresh the TA Interface, only use this “refresh” button.</p>
	<p>The TA can add another test to the existing test session by clicking on this icon.</p>

Always write down the session ID for possible future use:

If the TA interface is accidentally closed while students are testing, the session will remain open for 30 minutes. You can open the web browser and navigate back. You will be prompted to enter the active session ID.

Common scenarios:

Below are common scenarios, followed by the actions to take or teacher script to read, if you encounter the situation:

What if a student...	What you do as a TA...
started the wrong test?	If a student started the PT but should be taking the CAT, it is highly recommended the student continue working on the PT. The PT 10-day expiration timeline has been activated.
started the test with the incorrect settings?	If the student started the test with incorrect test settings, pause the test and notify the CAASPP test site coordinator immediately.
is off task?	SAY: It is important that you do your best. Do you need to pause the test and take a break?
has questions about how to answer an item?	SAY: Try your best and choose the answer that makes the most sense to you. If you are unsure about how a question works, you can review a tutorial by selecting the “i” button on the right side of the screen.
is cheating?	You must stop the cheating; however the student must be allowed to complete the remainder of the test. After testing, you must notify your test site coordinator. Your test site coordinator will report the incident to the LEA CAASPP coordinator. Disciplinary actions to address the cheating should be handled locally.
finishes the test early?	If students finish early, DO NOT allow them to access any electronic device or work on any digital device. Please have them read a book quietly while they wait for the rest of the testers to finish.

Rules for pausing:

What if a student...	What you do as a TA...
needs to pause their test?	SAY: If you are pausing your test for more than 20 minutes, you will not be able to review or change any previously answered items, even if they are marked for review.

If a student has paused their test, the “Test Status” will show “Paused”.



Pause Rules for the CAT and Science Discrete Items	Pause Rules for the Performance Tasks (all subjects)
<p>If a test is paused for more than 20 minutes, the student:</p> <ul style="list-style-type: none"> will be required to log back in. is presented with page containing the item he/she was working on when the assessment was paused (if one item has not been <u>attended to</u>) OR with the next page (if all items were answered on the previous page). will not be permitted to review or change any previously answered items, even if marked for review. 	<p>There are no pause restrictions. If the PT is paused for 20 minutes or more, the student can return to the section and continue entering his or her responses.</p> <ul style="list-style-type: none"> For the math PT, any highlighted text and notes on the Digital Notepad will not be saved regardless of how long the test is paused. For the ELA PT, the Global notes are retained for both Parts 1 and 2. Highlighting is retained between Part 1 and Part 2.

What you will be doing as a Test Administrator (TA)	What your students will be doing
<p>Ending a test session:</p> <p>When there are approximately 10 minutes left in the test session...</p> <p>SAY:</p> <p>We are nearing the end of this test session. Please review your answers, including any questions you marked for review now. Do not submit your test unless you have answered all of the questions.</p> <p>[The following should be read for the ELA CAT portion only]</p> <p>If you are working on a set of questions for a reading passage, please finish all of the questions in that set.</p> <p>SAY:</p> <p>If you need additional time let me know.</p>	<p>Finishing up their current questions.</p> <p>In the ELA CAT portion, students need to complete ALL questions on a page then select Pause.</p> <p>Do not click Submit unless they are finished answering all questions.</p>
<p>For 11th grade students ONLY (at the end of ELA & Math CAT):</p> <p>Students must answer this question after each of the content-area assessments to have the results of that test reported to the CSU and participating CCCs. Agreeing to release the results of one content-area assessment to the EAP is <i>not</i> agreement to release the results of the other content-area assessment; the student must agree individually to both to have both sets of results reported to the EAP. Sending results to the CSU does not impact admission decisions.</p> <p>SAY: EAP SECTION—READ TO STUDENTS IN GRADE ELEVEN ONLY</p> <p>The Early Assessment Program (EAP) will assist the California State University (CSU) system and the California Community Colleges (CCC) system in providing you information on your readiness for college-level written communication and mathematics/quantitative reasoning prior to starting your senior year. The results are used to determine your placement in appropriate coursework once you have been admitted. The release of CAASPP results will not affect your application for admission.</p> <p>Please carefully read the statement presented as the last question in this test session. If you do not wish your results to be sent to the CSU and CCC, select “Do Not Release.” If you are considering or plan to enroll at CSU or CCC, select “Release” and then select the [Submit Test] button. Your Smarter Balanced results for this test will be provided to both institutions by selecting the Release circle and then submitting. If you do not select to release your results, you may be requested to provide a copy of your results to the institution at a later time. Even if you have already answered this question at the end of an ELA or mathematics test you have already taken, you need to answer it for this test to have the EAP results of both tests reported.</p> <p>Your CAASPP Student Report will provide a website, where additional information is available on what your EAP results mean.</p>	<p>Grade 11 students must answer this question.</p> <p>Congratulation test!</p> <p>If there are items available for re additional items are available for Submit Test at the bottom of the</p> <p>Questions:</p> <p>1 2 3</p> <p>Survey Question(s)</p> <p>2017-2018 CAASPP Computer Adap</p> <p>Early Assessment of Readiness</p> <p>The CAASPP EAP results will assist t Colleges (CCC) system in providing coursework. Your CAASPP EAP resu</p> <p>Your CAASPP results will be provide you mark the “Do Not Release” circ</p> <p>Release Authorization</p> <p>By filling in the circle below, I acknd college readiness assessment to be California Community Colleges (CC</p> <p>Release <input checked="" type="radio"/> Do Not Release <input type="radio"/></p>
<p>For ALL students:</p> <p>After answering the last item in each segment, each student is presented with a screen prompting the student to review answers (marked and unmarked) for all items available to the student or prior to submitting that segment or the test. Mark for Review is provided as a reminder to a student that the student had a question or concern about a particular item, but the student is permitted to review all items—marked or unmarked—within the constraints of the pause rule.</p>	<p>You have reached the end of this segment:</p> <p>Please review your answers before you continue testing. To</p> <p>Click on a question number on the left to review it.</p> <p>Questions:</p> <p>1 - 3 6 9 12</p> <p>4 7 10 13</p> <p>5 8 11 14</p>

What you will be doing as a Test Administrator (TA)

After answering the last question, students must submit their tests. If students would like to review their answers before submitting their test, they should select **[REVIEW MY ANSWERS]** and then **[SUBMIT TEST]** after they finish reviewing. Note: Once a student selects **[SUBMIT TEST]**, the student will not be able to review answers.

Continue for ALL students:

SAY:

This test session is now over. If you have not finished, select **PAUSE**, and you will be able to finish at another session.

[For the CAT portions and CAST only if the length of time pausing the test is greater than 20 minutes, e.g., the student will continue testing on another day]

SAY:

Remember, if you are not finished and need to pause your test for more than 20 minutes, you will not be able to go back to the questions from this test session, including questions marked for review. You will also not have access to the notes you entered in the Digital Notepad.

SAY:

If you have answered all the questions on your test and have finished reviewing your answers, select **SUBMIT TEST**. I will now collect any scratch paper or other materials.

Log Off & Collect Secure Materials:

Select **[Stop Session]** icon  to end the test session. This will pause any student test in the session that is still in progress. Then **[Logout]**.



Collect all secure materials (Student Log-In Sheets & all scratch paper).

NOTE: Only scratch paper from ELA and Math PTs and CAST can be returned to the student in the next testing session. Have student write full name and birthdate in top right-hand corner if they want returned in next testing session.

Provide directions regarding handling of devices and headphones.

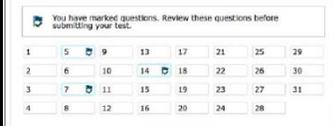
What your students will be doing

Students can select pause if not finished.



If finished, they will end their test and submit it.

Congratulations, you reached the end of the test!



Submit Test

After they submit their test, they will get a "Your Results" page



Students wait for directions from teacher regarding:

- their device & headphones
- process for turning in/collecting secure materials (scratch paper and log-in sheet)

TROUBLESHOOTING TIPS FOR CAASPP TESTING

Test Administrator Computer is losing power or malfunctioning:

You can transfer an active test session from one device to another without stopping the test session or interrupting the in-progress test.

1. While the session is still active on the original device, on a second device go to the CAASPP portal at www.caaspp.org and sign in to the **[Test Administrator Interface for All Online Tests]**. You will be prompted to enter the Test Session ID number of your current session.
2. Enter in the active Test Session ID number in the text box and press **[Enter]**. Your device will transfer the Test Administrator Interface to your second device. The test session on the previous device will automatically close.

Test Administrator's computer shuts down:

If the teacher's computer shuts down, the system will automatically pause all of the student's tests. The teacher will need to log back in to the **[Test Administrator Interface for All Online Tests]** and generate a new Test Session ID number. Students will log back into their computers using the new test session ID number.

A student's computer freezes:

For **Windows** devices – Move the student to another device and have them log in using current Session ID. Once the student is successfully testing, turn the power off the original device.

For **Chromebooks** - Refresh the screen by clicking the Refresh button (above the 4) on the keyboard. If that does not work, pause the student's test on your TA Interface screen. Take the student computer and hold the power button down until the Chromebook turns off, then turn the device on and have the student sign in to the test again using the active Test Session ID number. Another option is to provide them with a new device to use for testing.

Process to follow if a student is kicked off a test, a student is paused for more than 20 minutes or a student device shuts down:

The student will re-launch the browser and sign back into the test using the active Test Session ID number that was generated by the Test Administrator. Choose the same test the student was working on. The student will proceed to log in and the teacher will approve the test again.

A question does not load, or the next button does not appear, or the next button does not advance to the next question:

For **Windows** devices – pause the student's test, wait 5 minutes or so and try to log the student back on. If that doesn't resolve the issue, wait for the next test session. If this is not resolved, notify the Site CAASPP Coordinator and they will get direction on how to proceed.

For **Chromebooks** - refresh the screen by clicking the Refresh button (above the 4) on the keyboard. If that does not work, pause the student's test on your TA Interface screen. Take the student computer and hold the power button down until the Chromebook turns off, then turn the device on and have the student sign in to the test again using the active Test Session ID number. If that still does not work, pause the student and notify your test site coordinator of the problem. They will notify the LEA CAASPP Coordinator and they will get direction on how to proceed.

If a student finishes a test early and has enough time to start a new test:

If you selected the new test when you first created the test session, the student will log into the secure browser (Windows) or app (Chromebook) and select the new test using the active Test Session ID number. If you did not select the new test when you first created the test session, click on **[Select Test]** on the TA Interface and add the new test to the active session. Adding the new test will allow the test to be available when the student logs in. The student can log into their device using the active test session ID number.

Resolving Secure Browser Error Messages:

This section provides possible resolutions for the following messages that students may receive when signing in.

- **Secure Browser Not Detected:** The system automatically detects whether a device is using the secure browser to access the online testing system. The system will not permit access to a test other than through the secure browser; under no condition may a student access a test using a nonsecure browser.
- **You Cannot Login with This Browser:** This message occurs when the online testing system cannot determine if the student is taking the test through the correct secure browser. To resolve this issue, ensure the latest version of the secure browser is installed and that the student launched the secure browser instead of a standard web browser. If the latest version of the secure browser is already running, then log the student off, restart the device, and try again.
- **Looking for an Internet Connection:** This message occurs when the secure browser cannot connect to the test delivery system. This is most likely to occur if there is a network-related problem. The easiest thing to check is if the network cable is plugged in (for wired connections) or if the Wi-Fi connection is live (for wireless connections). Also check if the secure browser must use specific proxy settings; if so, those settings must be part of the command that launches the secure browser.
- **Test Environment Is Not Secure:** This message can occur when the secure browser detects a forbidden application running on the device. The easiest thing to do is to shut down the device and move the student to a different device. If another device is not available, reboot that device and try to launch the secure browser.