Prior to Administering a Test Session

Before you administer a test session, check to see if the following has been completed:

❑ Verify the security of the testing environment prior to beginning a test session.

   ✓ Student seats are arranged in a way so they cannot see each other's answers.

   ✓ All displayed instructional materials (e.g., vocabulary charts, periodic tables, etc.) are covered or taken down.

   ✓ Post "TESTING IN PROGRESS—DO NOT DISTURB" signs outside of the testing room.

❑ Ensure that students do not have access to digital, electronic, or manual devices (e.g., cellphones) during testing.

❑ Make sure each testing device or workstation has headphones.

❑ **Recommended:** Launch secure browsers on all testing devices before students sit down to test.

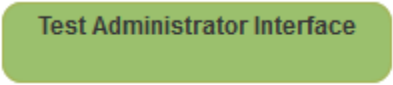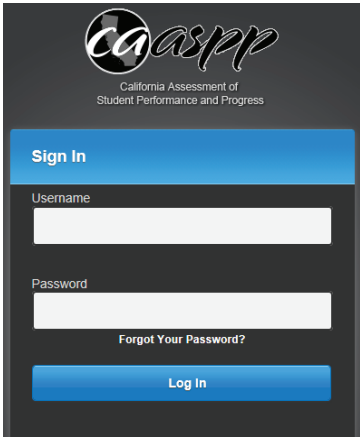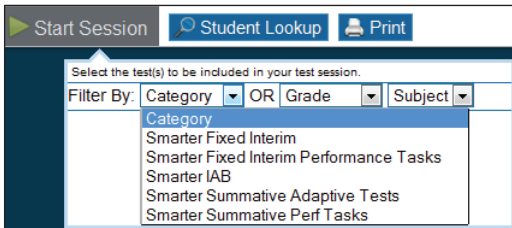Before you administer a **performance task (PT)** test session, check to see if the following has been completed:
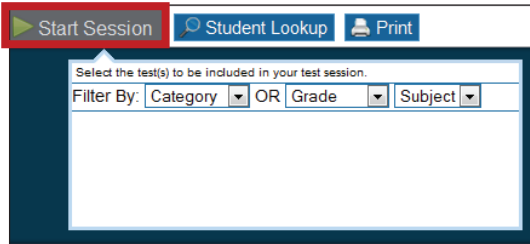
❑ The appropriate Classroom Activity has been administered to students within three days prior to the administration of the PT.

   ✓ There should be no more than a three-day lapse between the Classroom Activity and the PT administration.

❑ Content from the Classroom Activity is not to be available to students (i.e., do not put any content from the Classroom Activity on the board, in handouts, etc.).

❑ Student notes from the Classroom Activity are not accessible or used during the PT.

   ✓ Notes must be collected before proceeding to the PT and stored in a secure location until securely shredded.
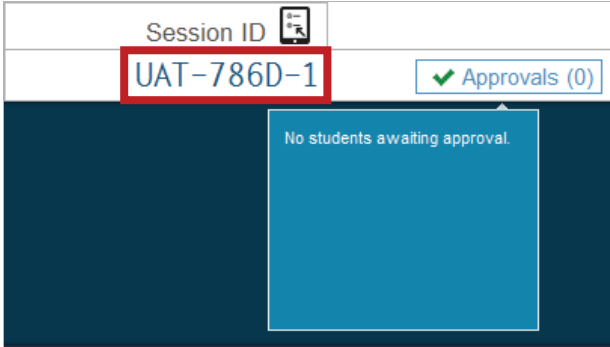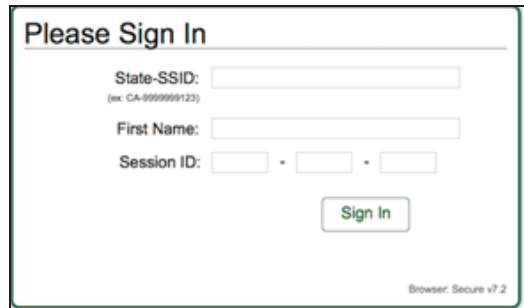

Remember:

- All PTs must be preceded by the administration of a Classroom Activity. Inadvertently administering the PT before or without the Classroom Activity constitutes a testing irregularity and is **not** eligible for any appeal if students are administered the PT without the Classroom Activity.

- The Classroom Activity should only be administered to students once and is designed to be completed in approximately 30 minutes.

- The PT remains active for only **10 calendar days** after the student has begun the PT.

- A student's computer adaptive test (CAT) remains active until the student completes and submits the test or **45 calendar days** after the student has begun the test, whichever occurs first.

Administering a Test Session

To administer a test session, follow the steps in the table below.

Step	Test Administrator	Student
1	Navigate to the CAASPP portal at http://caaspp.org/ on a Web browser.	
2	Select the [**Test Administrator Interface**] button.	
3	Log on to the TA Interface using your sign in credentials.	
4	Select the test(s) to administer in the test session filtering by either category or grade and subject.	
5	Select the [**Start Session**] button.	

Step	Test Administrator	Student
6	Inform students of the test Session ID.	

The Session ID is automatically generated upon selecting [**Start Session**] in Step 4. Write the Session ID on a place where all students can clearly see.

Session ID
UAT-786D-1 ✔ Approvals (0)
No students awaiting approval.

SAY:

Today, you will take the Smarter Balanced [insert grade, ELA/mathematics, and CAT/PT] test. I will give you a test Session ID that is required to start the test. If you need an individual break during the test, raise your hand and wait for my instructions and permission. At this time, you must turn off and put away all unauthorized electronic devices. This includes cell phones, music players, and PDAs (personal digital assistants).

Once you have logged on, you must wait for me to approve the test and hear additional directions before you can start. I'll be checking that you have correctly entered the test Session ID and other information.

7	Provide students with logon information:	Log on to the Student Testing Site through the secure browser.

- **State-SSID:** "CA" followed by a hyphen "-" and the student's Statewide Student Identifier (SSID)
- **First Name:** Student's legal first name as spelled in the California Longitudinal Pupil Achievement Data System (CALPADS)
- **Session ID:** TA-generated Session ID

Logon information may be provided on a card or piece of paper; must be collected and securely destroyed at the end of the test session.

Please Sign In
State-SSID: _____
(ex: CA-9999999123)
First Name: _____
Session ID: ___ - ___ - ___
Sign In
Browser: Secure v7.2

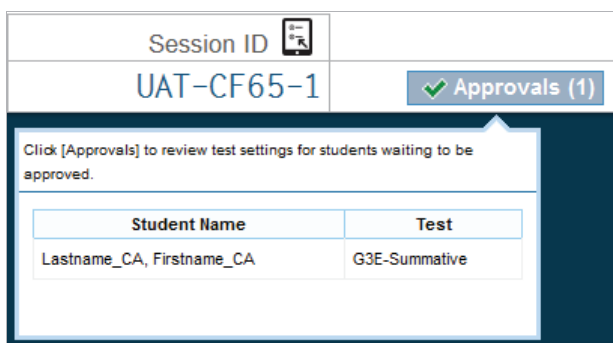| Step	Test Administrator	Student
8	**SAY:** Enter your first name and our state abbreviation (CA) followed by your SSID number. Then enter the test Session ID. Raise your hand if you need help typing this information on your keyboard. Please do not share your SSID with anyone. This is private information. **SAY:** Now select "Sign In." Once you have successfully logged on, you will see a screen with your first name, SSID, school, and grade. 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.	
9	Ensure that all students have successfully entered their information.	Verify identity by selecting [**No**] or [**Yes**]. **Is This You?** Please review the information below. If all of the information is correct, click [Yes]. If not, click [No]. Confirmation Code: ZZ12345 School: Demo School A State-SSID: AI-999999981 Grade: 03 [No] [Yes]
10	Inform students of the test session in which they are participating. **SAY:** 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. This step helps ensure that you are taking the correct test. Please wait quietly while I verify each of your tests.	
11	**Note:** All grade-level tests that the student is eligible to take are displayed. However, **only** the tests that the TA selected for the test session and those that have not been completed are selectable by students.	Select the test to take. **Your Tests** Select a test. Start G03 Summative ELA Test — This is opportunity 1 of 1 Start G03 Summative Math Test — This is opportunity 1 of 1 Start G03 Summative ELA PT - Heatwaves — This is opportunity 1 of 1 Start G03 Summative Math PT - Fitness Challenge — This is opportunity 1 of 1 [Back to Login]

Step	Test Administrator	Student
12		Wait for the TA approval.
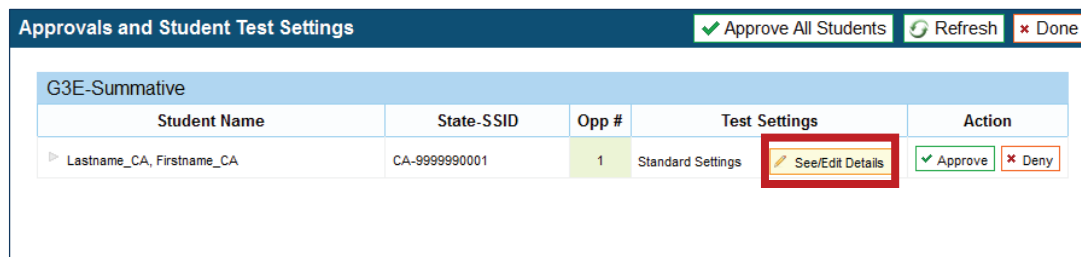
13 As students log on, verify that they have selected the correct test and have correct test settings.
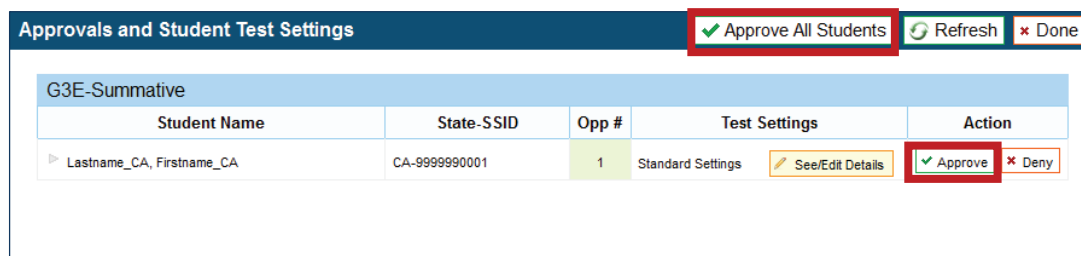
Note: If a student's test settings are incorrect, deny the student, contact the LEA CAASPP Coordinator or SC to correct the test settings in TOMS, and test the student on another day.

14 Approve students to test.

Step	Test Administrator	Student
	SAY: After I approve you to begin testing, you will see a screen asking you to check your test content area and settings. If all the information is correct, you may select YES, START MY TEST. If any of it is incorrect, please raise your hand.	
15		Verify test information and settings.

Is This Your Test?

Session ID: GUEST SESSION

G03 Summative ELA Test

Permissive Mode:	Permissive Mode Disabled
Language:	English
Strikethrough:	TRUE
Masking:	Masking Available
Mark for Review:	TRUE
Color Contrast:	Black on White (default)
American Sign Language:	Off
Highlighter:	TRUE
Text-to-Speech:	No Text-to-Speech
Streamlined Mode:	Off
Word List:	English Glossary
Expandable Passages:	Expandable Passages On
Print Size:	No default zoom applied
Student Comments:	Notepad

Is the test listed above the test you want to take? If it is, click [Yes, Start My Test]. If not, click [No].

No   Yes, Start My Test

Step	Test Administrator	Student
16		Select [**Yes, Start My Test**] to begin testing.

Is This Your Test?

Session ID: GUEST SESSION

G03 Summative ELA Test

Permissive Mode:	Permissive Mode Disabled
Language:	English
Strikethrough:	TRUE
Masking:	Masking Available
Mark for Review:	TRUE
Color Contrast:	Black on White (default)
American Sign Language:	Off
Highlighter:	TRUE
Text-to-Speech:	No Text-to-Speech
Streamlined Mode:	Off
Word List:	English Glossary
Expandable Passages:	Expandable Passages On
Print Size:	No default zoom applied
Student Comments:	Notepad

Is the test listed above the test you want to take? If it is, click [Yes, Start My Test]. If not, click [No].
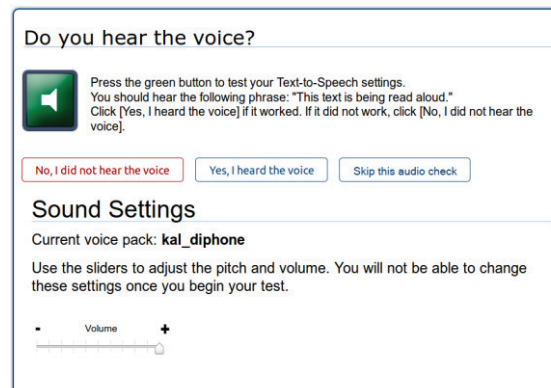
[No]   [Yes, Start My Test]
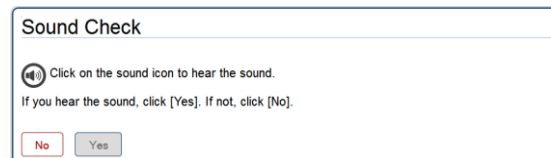
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17 — **SAY (only for ELA test):**

Next you should see a screen that prompts you to verify 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.

If beginning a test with **text-to-speech** or a **test with listening items**, complete the audio checks with headphones.

Text-to-speech audio check:

Do you hear the voice?

Press the green button to test your Text-to-Speech settings.
You should hear the following phrase: "This text is being read aloud."
Click [Yes, I heard the voice] if it worked. If it did not work, click [No, I did not hear the voice].

[No, I did not hear the voice]   [Yes, I heard the voice]   [Skip this audio check]

Sound Settings

Current voice pack: **kal_diphone**

Use the sliders to adjust the pitch and volume. You will not be able to change these settings once you begin your test.

−   Volume   +

Test with listening items audio check:

Sound Check

Click on the sound icon to hear the sound.

If you hear the sound, click [Yes]. If not, click [No].

[No]   [Yes]

Step	Test Administrator	Student
18	**SAY:** 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. Please read this carefully. You can also find this information during your test by selecting the HELP button in the top right corner. You must answer each question on the screen before going on to the next page. During the test, you may see a page with no test questions. Follow the directions on the page to continue taking the test. You must make an answer selection in order to move to the question on the next page. If you are unsure of an answer, provide what you think is the best answer; there is no penalty for guessing. If you would like to review that answer at a later time, mark the item for review by selecting the box next to the flag in the upper-right corner of the screen before going on to the next question. Flagging the item will remind you to go back and decide whether or not you want to change the answer during this test segment. You may PAUSE at any point in the test by selecting [PAUSE] rather than [NEXT] after answering an item. [The following statement only applies to the CAT.] The PAUSE button is used to stop the test. Note that PAUSING for more than 20 minutes will prevent you from changing any answer on previous pages of the test. Please raise your hand if you need a break and ask me before you select [PAUSE]. Your answers need to be your own work. Please keep your eyes on your own test and remember that there should be no talking. Please keep in mind that this test is divided into segments. When you get to the end of each segment, you will be prompted 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 the previous segment. When you are ready to begin your test, select BEGIN TEST NOW at the bottom of the page.	

Step	Test Administrator	Student
19		Select [**Begin Test Now**] to begin testing.

Monitoring Student Progress

Monitoring Test Selection

It is very important that TAs monitor student progress throughout the test session. This includes verifying that students are participating in the appropriate content area and type of test (CAT or PT). The TA monitors the test each student is taking by referring to the *Students in Your Test Session* table in the TA Interface, shown in Figure 1. Note that the list of student names can be sorted by linked (underlined) column headings.

In the event a student is taking an incorrect test, the TA should pause the student's test. The TA should then instruct the student to log off and log on again to select the correct test. The *Test* column is called out in Figure 1.

Warning: If the student has already begun to test with incorrect test settings, the test settings would have to be corrected in TOMS by the SC or LEA CAASPP Coordinator and the test would have to be reset, which is part of the Appeals process. The California Department of Education will determine the impact of resetting a test due to incorrect test settings and will either approve or deny a request to reset within two business days of receiving the request.

Figure 1. Monitoring student progress in the TA Interface

In the rare event that a student starts a test unintentionally (for example, selected a PT instead of a CAT, or selected mathematics instead of ELA), the test's expiration timeline will be activated. If a student is unable to return to and complete the test before it expires in 10 days (PT) or 45 days (CAT), the SC or LEA CAASPP Coordinator will need to submit an appeal using the Appeals module in TOMS to reopen the test.

Monitoring Test Progress

Once students have started their tests, the TA should circulate through the room to ensure that all conditions of test security are maintained. If the TA witnesses or suspects the possibility of a test security incident, the SC and LEA CAASPP Coordinator should be contacted immediately in accordance with the security guidance provided in this manual.

The TA may also use the TA Interface to view the testing progress of any student. This Web site will not show test items or scores but will let the TA see how many items have been delivered to each student (e.g., question 24/40). The *Student Status* column is called out in Figure 2. Student sessions can be sorted by selecting any of the linked column heads.

While the TA Interface is designed to automatically refresh every minute, the TA can refresh it manually at any time by selecting the [**Refresh Now**] button at the top left of the page. Do **not** use the Web browser's refresh button to refresh the TA Interface.

Figure 2. Monitoring student status in the TA Interface

If the TA notices that a student is off task, the TA may say the following statement to the student, verbatim, to keep him or her focused.

> **SAY:**
>
> It is important that you do your best. Do you need to pause the test and take a break?

If a student asks for assistance either in answering an item or manipulating an item type, the TA should gently instruct the student to review the tutorial for help and let the student know that he or she should try his or her best, but that the TA cannot help answer an item. The TA may remind the student to reread the instructions for that item.

> **SAY:**
>
> I can't help you with your test. Try to do the best that you can.

Warnings:

- If the TA is using the TA Interface and navigates to the TA Practice or Training Web site, the session will stop, and all students in the session will be logged off. The session cannot be resumed. A new session will have to be created, and the students will have to log on to the new session to resume testing. When starting a new session, give the new Session ID to the students so they can log on and resume testing.

- If the TA Interface or TA Training Web site browser is accidentally closed while students are still testing, the session will remain open until it times out after 30 minutes. The TA can open the browser and navigate back to the TA Interface. The TA will be prompted to enter the active Session ID.

- As a security measure, TAs are automatically logged off of the TA Interface after 30 minutes of TA user inactivity and student inactivity in the test session, which will result in closing the test session. If this occurs, the TA will have to create a new session and the students will have to log on to the new session to resume testing. When starting a new session, the TA should give the students the new Session ID so they can log on and resume testing.

Ending a Test Session

When there are approximately 10 minutes left in the test session, the TA should give students a brief warning.

> **SAY:**
>
> We are nearing the end of this test session. Please review any completed or marked items now. Do not submit your test unless you have answered all of the questions.

⚠️ **Alert:** Students in grade eleven taking a CAT will see an additional question at the end of their test sessions for both ELA and mathematics. This question is not part of the assessment, but is presented to allow students the option of selecting whether or not they will share their scores on the CAASPP Smarter Balanced assessments with the California State University (CSU) system and the California Community Colleges (CCC) system as part of the Early Assessment Program (EAP). If you are administering a test to students in grade eleven, please read the text in the next box Below. Otherwise, skip the text in that box and continue with the test administration.

EAP SECTION—READ TO STUDENTS IN GRADE ELEVEN ONLY

SAY: The Early Assessment Program (EAP) will assist the California State University (CSU) system and the California Community College (CCC) system in providing you information on your readiness for college-level English and/or mathematics. Additionally, the EAP may help you to earn an exemption from the CSU and participating CCC English and mathematics placement tests that are required for entering freshmen. However, providing EAP results is not a requirement to be admitted to the CSU or CCC.

The EAP for [insert test subject: ELA or mathematics] includes questions from the Smarter Balanced assessment you are finishing now.

If you choose to participate in the EAP, please carefully read the statement presented as the last question in this test session. If you are considering or plan to enroll at CSU or CCC, select "Release" and then the [Submit] button. Your Smarter Balanced results 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 campus at a later time.

Your CAASPP Student Report will provide a Web site, where additional information is available on what your EAP results mean. If you do not wish your results to be sent to the CSU and CCC, select "Do Not Release."

END OF EAP SECTION

After answering the last item in each segment, each student is presented with a screen prompting him or her to review answers (marked and unmarked) for all items available to the student or prior to submitting the test. A test cannot be paused after the last item has been presented to the student.

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. Once a student selects [**SUBMIT TEST**], the student will not be able to review answers.

> **SAY:**
>
> This test session is now over. If you have not finished, select PAUSE, and you will be able to finish at another time. If you have finished, select SUBMIT TEST. I will now collect any scratch paper or other materials.

TAs should select [**Stop Session**] to end the test session and pause any student test in the session that is still in progress. When finished, TAs can log off of the TA Interface by selecting the [**Logout**] button at the top right. TAs should also collect any scratch paper (and graph paper for grades six and up).

Logging Off

Use caution when logging off of the TA Interface as this will log you off of other related systems (e.g., Completion Status, Interim Assessment Hand Scoring, and TOMS). To log off the TA Interface, select the [**Log Out**] button in the top-right corner of the screen on the Single Sign-On system banner (shown in Figure 3).

Figure 3. Single Sign-On system banner

Your session will be closed, and you will be directed to the CAASPP portal after you log off. You will not be able to resume the test session.

> **Alert:** This scenario also occurs when the TA navigates to another site from the TA Interface. If you need to access TOMS or another application, you are encouraged to open a separate browser window and use that window for other applications.
>
> If you unintentionally log off of the TA Interface while students are still testing, all in-progress tests will be paused and the students will be logged off. You cannot resume the original session. You will need to log back on, start a new session, and provide the new Session ID to students who need to log back on and resume testing.