Chapter 7. Using the Test Administrator Interface with Summative Assessments

Additional Resource for This Chapter:

- CAASPP List of Acronyms and Initialisms web page— http://www.caaspp.org/about/abbreviations.html

2019–2020 TEST ADMINISTRATION

CAASPP Online Test Administration Manual

California Assessment of Student Performance and Progress

- Smarter Balanced for English Language Arts/Literacy and Mathematics Summative Assessments
- California Alternate Assessments for English Language Arts/Literacy, Mathematics, and Science
- California Science Test
- California Spanish Assessment

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General Steps to Take When Administering Summative Assessments

This chapter describes the steps to take before and after administering the Smarter Balanced Summative Assessments, CAST, and CSA.

- The scripts that are to be read to students taking the Smarter Balanced and CAST are found in Chapter 8: Scripts for Administering Smarter Balanced Summative Assessments and the California Science Test. These scripts, which are in English, are to be read after logging on to the Test Administrator Interface.

- The scripts for administering the CSA are in Chapter 9: Scripts for Administering the California Spanish Assessment. These scripts, which are in Spanish, are to be read after logging on to the Test Administrator Interface.

> ⚠️ **Warning:** The English scripts in chapter 8 are to be used **only** for the Smarter Balanced and CAST. The Spanish scripts in chapter 9 are to be used **only** for the CSA. **Do not use the Spanish scripts to administer the Smarter Balanced or CAST to Spanish speaking ELs.**

Establishing Appropriate Testing Conditions

Test site coordinators, test administrators, and test examiners should work together to determine the most appropriate testing option(s) and testing environment based on the number of devices available, the number of students in each tested grade, and the estimated time needed to complete each test. For the Smarter Balanced assessments, CAST, and CSA, testing students in classroom-sized groups is preferable; the CAA is delivered one on one. Establishing classroom-sized groups reduces test fear and anxiety for the students and facilitates monitoring and control for the test administrator. However, this also includes setting up testing rooms for students whose IEPs or Section 504 plans specify universal tools, designated supports, accommodations, or any combination of these that necessitate testing the students in a separate setting (that is, reading test questions aloud, extended testing time, additional breaks, and so forth).

The test administration should be conducted in a secure environment (refer to the subsection *Security of the Test Environment*).

Establish procedures to maintain a quiet testing environment throughout the test session, recognizing that some students will finish more quickly than others. If students are allowed to leave the testing room when they finish, explain the procedures for leaving without disrupting others and where they are expected to report once they leave. If 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. Access to a student's device should be monitored strictly for types of activities that may be done without violating the security of the tests if other students in the room are still testing.

Additional Required Resources

Smarter Balanced for ELA

During administration of the Smarter Balanced for ELA, students may have access to and use of the following additional required resources for CAT items:

- Headphones are required for the listening portion of the ELA assessment and for students requiring text-to-speech.

- Scratch paper should be provided for note taking if necessary. Only plain paper or lined paper is appropriate for ELA.

During administration of the Smarter Balanced for ELA, students may have access to and use of the following additional required resources for PTs:

- Headphones are required for some PTs and for students requiring text-to-speech.

- Scratch paper should be provided for note taking if necessary. Only plain paper or lined paper is appropriate for ELA.

Smarter Balanced for Mathematics

During administration of the Smarter Balanced for Mathematics, students may have access to and use of these additional required resources for CAT items:

- Headphones are required for students requiring text-to-speech and for students requiring Audio Glossaries.

- An embedded calculator is available for some mathematics items in grades six and above. A non-embedded calculator may only be used by students with a documented accommodation in an IEP or Section 504 plan per guidance provided in the *Smarter Balanced Usability, Accessibility, and Accommodations Guidelines*.

- Scratch paper is required for all grades.

- Graph paper is required for grades six and above and can be used on all mathematics assessments.

CAA for ELA

During administration of the CAA for ELA, students may have access to and use of the following additional required resources:

- While headphones are permissible, the CAA for ELA is administered one on one; it is recommended that the audio component be played on the device's or external speakers so that the test examiner may listen along with the student.

CAA for Mathematics

During administration of the CAA for Mathematics, students may have access to and use of the following additional required resources:

- While headphones are permissible, the CAA for Mathematics is administered one on one; it is recommended that the audio component be played on the device's or external speakers so that the test examiner may listen along with the student.

- Graph paper can be used on all mathematics assessments.

CAA for Science

During administration of the CAA for Science, students may have access to and use of the following additional required resources:

- While headphones are permissible, the CAA for Science is administered one on one; no items on the test have audio components.

CAST

During administration of the CAST, students may have access to and use of the following additional required resources:

- Headphones are required for students requiring text-to-speech, audio glossaries, or both.

- An embedded calculator will be available for all items—students in grade five will use a four-function calculator; and students in grade eight, ten, eleven, or twelve will use a scientific calculator.

- Scratch paper (plain, lined, or graph) that is blank on both sides is required for all grades as a non-embedded universal tool.

CSA

During administration of the CSA, students may have access to and use of the following additional required resources:

- Headphones are required for the listening items of the assessment and for students requiring text-to-speech.

- Scratch paper should be provided for note taking if necessary. Only plain paper or lined paper is appropriate.

Tasks to Complete Prior to Summative Test Administration

Resources in This Subsection:

- *CAASPP and ELPAC TOMS User Guide* web document—
http://www.caaspp.org/rsc/pdfs/CAASPP-ELPAC.toms-guide.2019-20.pdf
- CAASPP Online Practice and Training Tests Portal web page—
http://www.caaspp.org/practice-and-training/
- CDE California Longitudinal Pupil Achievement Data System (CALPADS) web
page—https://www.cde.ca.gov/ds/sp/cl/

- **LEA CAASPP coordinators, CAASPP test site coordinators, test administrators, and test examiners should verify that students are provided the opportunity to practice on the training test and practice test prior to testing.**

  – It is highly recommended that **all** students be provided the opportunity to practice on the training test and practice test prior to testing. This allows students the opportunity to become familiar with all of the item types, the universal tools, buttons, and any allowable designated supports and accommodations. Practice and training tests are found on the CAASPP Online Practice and Training Tests Portal web page.

- **LEA CAASPP coordinators and CAASPP test site coordinators should ensure all test administrators and test examiners have logon information that can be used for the Test Administrator Interface.**

  – Because there is a two-step authentication process used when logging on to the systems used in CAASPP testing, test administrators and test examiners should log on to the Test Administrator Interface prior to actual test administration using the device and web browser that will be used during testing. The system will send a code, via email, to the username (email address) entered for the test administrator or test examiner user. A new code is sent once for each device and web browser combination.

- **LEA CAASPP coordinators, CAASPP test site coordinators, test administrators, and test examiners should verify, update, or verify and update student demographic information and test settings.**

  1. Each student must be correctly assigned to an LEA, school, and grade in TOMS. CAASPP test site coordinators, test administrators, and test examiners will need to work with LEAs to ensure demographic student information in CALPADS is current, including SSIDs.

  2. In addition to the correct demographic student information in CALPADS, CAASPP test site coordinators, test administrators, and test examiners should verify that all students have accurate test settings configured in TOMS, including designated supports and accommodations (embedded and non-embedded) for each content area prior to testing.

3. Only CALPADS coordinators may add, modify, or delete student demographic information in CALPADS. Note that CALPADS updates may take between 24 and 48 hours to process in TOMS, and another 24 hours to process between TOMS and the test delivery system.

4. LEA CAASPP coordinators and CAASPP test site coordinators may also set embedded and non-embedded designated supports in TOMS for any student for which the need has been determined and accommodations for students who require them as part of an IEP or Section 504 plan. Test administrators and test examiners may view student information; however, test administrators and test examiners cannot add, upload, or modify student information. Within the Test Administrator Interface, a test administrator or test examiner may change the default font size and turn off universal tools prior to the start of the test.

> **IMPORTANT:** Any additions, modifications, or deletions of students and changes to student test settings in TOMS must be completed **before the student can test.** The update, once made, may take **up to 24 hours to appear in the Test Administrator Interface.** Failure to correct test settings before testing could result in the student's not being provided with the needed accommodations, designated supports, or both at the time of testing. This is considered a testing irregularity.

> **Note:** It is important for anyone with access to student information to remember that student personal information, including the student's SSID, is confidential. **If materials containing student personal information, which includes SSIDs, are distributed to students, these materials must be collected before the students leave the testing room and either securely stored to be used in a subsequent test session or securely destroyed.** For additional information about security protocols, refer to the _Test Security_ section of this manual.

- **CAASPP test site coordinators should ensure that test administrators and test examiners have necessary student logon information.**

  Each student will log on to the test delivery system using a first name, SSID, and test session ID. Prior to starting a test session, test administrators and test examiners must have a record of each student's first name and SSID. This information must be provided to each student to complete the logon process for the Smarter Balanced, CAST, and CSA. The test examiner completes the logon process for a student taking the CAAs for ELA, mathematics, and science.

  It is suggested that the SSID and the student's first name be printed on a card or piece of paper and distributed to each student just prior to testing to help a student type it in the device accurately. **It is also permissible to include a photo of the student or including the student's last name with the logon information as additional safeguards to ensure that the student receives the correct logon information.**

Student information is confidential; therefore, the cards or papers with this information must be kept secure until used during a test session. The loss of logon information is considered a security incident at the local level and does not need to be reported in STAIRS.

> **Note:** When a test administrator or test examiner creates a test session on the Test Administrator Interface, a unique session ID is randomly generated. This session ID must be provided to students before they log on (or entered by the CAA test examiner on behalf of the student). Please refer to the *Creating a Test Session* subsection for more information about how to obtain session IDs.

- **CAASPP test site coordinators should ensure that test administrators and test examiners have the additional required resources described in the *Establishing Appropriate Testing Conditions* subsection available for student use during test administration.**

- **LEA CAASPP coordinators should ensure CAASPP test site coordinators understand protocols in the event a student moves to a school within a new LEA or a school within the same LEA.**

  When students move within the state, their data record must be updated with the student's new school and district (if necessary) codes in CALPADS at least 48 hours before the student begins or resumes testing in the new school or LEA. The CDE CALPADS web page contains links to CALPADS system documents, updates, and other useful information for maintaining student data.

- **CAASPP test site coordinators or test examiners should download the necessary versions of the CAA *DFA for ELA and Mathematics* by selecting the [Resources] button on the top navigation bar in TOMS and then selecting *CAAs for ELA and Mathematics DFAs* from the *Available Materials* list.**

  The *DFAs* include the script and prompts for the test examiners to use throughout testing, providing administration guidance to test examiners for every possible test routing outcome, based on the staged design of the test. Each *DFA* contains both ELA and mathematics for a grade. *DFAs* can be printed out and used as hard copies or accessed as PDFs on the test examiner's electronic device. All *DFAs* used for the CAA include secure content and must be stored or destroyed according to appropriate test security procedures.

- **CAASPP test site coordinators or test examiners should download the necessary versions of the CAA for Science embedded PT *DFAs* by first selecting the [Resources] button on the top navigation bar in TOMS and then selecting *CAA for Science DFAs* from the *Available Materials* list.**

  The CAA for Science is administered via an online PT that is administered after related concepts have been taught. Embedded PT *DFAs* can be downloaded and either accessed on the test examiner's device or printed out and used as a hard

copy. Embedded PT *DFA*s should be treated as secure materials and must be destroyed securely immediately after use according to appropriate test security procedures.

Use the Summative Test Administrator Sites

Resources in This Section:

- *CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing* web document—http://www.caaspp.org/rsc/pdfs/CAASPP-ELPAC.tech-specs-and-config-guide.2019-20.pdf

- *CAASPP and ELPAC TOMS User Guide* web document—http://www.caaspp.org/rsc/pdfs/CAASPP-ELPAC.toms-guide.2019-20.pdf

- CAASPP Online Practice and Training Tests Portal web page—http://www.caaspp.org/practice-and-training/

- CAASPP website—http://www.caaspp.org/

- CAASPP Test Administrator and Test Examiner Resources for the Online Practice and Training Tests web page—http://www.caaspp.org/ta-resources/practice-training.html

Overview of the Test Administration Sites

Sites for Test Administrators and Test Examiners

The sites for test administrators and test examiners, including the Test Administrator Interface and the Test Administrator Practice and Training Site, are accessed through the CAASPP website. To log on to either site, a test administrator or test examiner must have an authorized username and password. If a test administrator or test examiner has not yet received an email with account information, the test administrator or test examiner should contact the LEA CAASPP coordinator or CAASPP test site coordinator (as applicable).

This section describes the test administration sites for test administrators and test examiners. Throughout the rest of this user guide, "Test Administrator Site" refers to both the Test Administrator Interface and Test Administrator Training Site.

Warning: The Test Administrator Interface cannot be used for practice or training tests. To practice administering tests, use the Test Administrator Training Site. Both Test Administrator Sites have the same functionality, but the available tests are different. Tests provided in the Test Administrator Interface are summative, and students' scores on the Smarter Balanced assessments, CAAs, CAST, and CSA will be transmitted to the CDE.

Test Delivery Application

The test delivery application delivers California's online CAASPP assessments. The following sections describe highlights of online testing in general and the test delivery application in particular.

The test delivery application consists of practice sites and summative testing sites. The features of the questions in the practice sites function identically to the summative testing sites, although the practice and training tests themselves are not adaptive, and students have the option of selecting their own designated supports and accommodations.

- Practice Sites

  – The **Test Administrator Training Site** allows test administrators and test examiners to practice administering tests.

  – The **Student Training Site** allows students to practice taking tests online and using test tools.

- Operational Testing Sites

  – The **Test Administrator Interface** allows test administrators and test examiners to administer summative tests.

  – The **Student Testing Application** allows students to take CAASPP online assessments.

Understanding User Roles

Resources in This Subsection:

- *CAASPP and ELPAC Technical Specifications and Configuration Guide for CAASPP Online Testing* web document— http://www.caaspp.org/rsc/pdfs/CAASPP-ELPAC.tech-specs-and-config-guide.2019-20.pdf

- *CAASPP and ELPAC TOMS User Guide* web document— http://www.caaspp.org/rsc/pdfs/CAASPP-ELPAC.toms-guide.2019-20.pdf

- CAASPP website—http://www.caaspp.org/

- CAASPP User Role Guidance web document—http://www.caaspp.org/rsc/pdfs/ CAASPP.user-role-guidance.2019-20.pdf

Types of Access

Access to the practice and summative testing sites depends on the user role and web browser.

- Test administrators and test examiners can use any supported web browser to access either the Test Administrator Training Site or the Test Administrator Interface.

- Students, test administrators, test examiners, and parents/guardians can use a supported web browser or secure browser to access the Student Training Site as guests. Students can also sign in to a practice test session created by a test administrator or test examiner.
- Students use a secure browser to access the student testing application.

For information about supported operating systems and browsers, refer to the *CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing*.

Using the Single Sign-on System

Switching Between Systems

The Single Sign-On (SSO) system allows a test administrator or test examiner to log on to multiple systems provided by Educational Testing Service (ETS) and the American Institutes for Research (AIR), including TOMS, the Test Administrator Interface, the Test Administrator Practice and Training Site, and the Completion Status reports. After logging on, the test administrator or test examiner can switch between systems without having to log on to and off each system.

SSO is designed to ease the logon process and simplify navigation between systems. SSO integrates the following systems:

- TOMS
- Test Administrator Interface
- Test Administrator Practice and Training Site
- Interim Assessment Hand Scoring Site
- CERS
- ORS
- Completion Status Reports

> **Reminder:** Access to each system and its features is dependent on the access provided by the user role.

> ⚠️ **Warning:** Although navigating to another system is easy, it is important to understand how the system operates in order to avoid unintended consequences of switching systems.
>
> • A test administrator or test examiner administering a test using the Test Administrator Interface or Test Administrator Training Site and who navigates away from it within the same browser tab will stop the session, and all students in the session will be logged off. The test administrator or test examiner cannot resume the session. The test administrator or test examiner will have to create a new session, and students will have to log on to the new session to resume testing.

Logging On to the Single Sign-On System

1. Use an internet browser to go to the CAASPP website and select the button representing the system to be accessed.

2. Select either the [**Test Operations Management System (TOMS)**] button (to manage administration details of the online Smarter Balanced Summative and Interim Assessments, like student test settings), the [**Test Administrator Interface for *All* Online Tests**] button (to administer and monitor online student assessments), or the [**Practice & Training Tests**] button (to administer practice and training tests to students), as shown in Figure 5.

Figure 5. Buttons on CAASPP.org

3. Enter the username—which is the test administrator or test examiner's email address—in the username field next to the [**Email Address**] person [👤] icon and the password in the *Password* field next to the [**Password**] lock [🔒] icon in the *Logon* screen (shown in Figure 6), and then select the [**Secure Logon**] button.

   • The username and password are case sensitive.

   • If the test administrator or test examiner has forgotten the password, select the [Forgot Your Password?] link. Refer to the on-screen instructions for additional assistance.
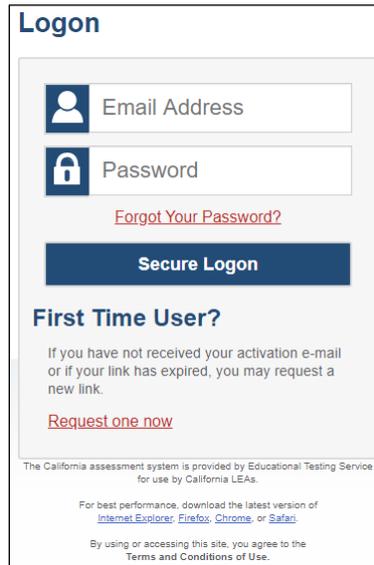
Figure 6. *Logon* screen

4. If this is the first time the test administrator or test examiner is logging on using a particular web browser or device, the *Enter Code* screen appears (refer to Figure 7). This form appears the first time a particular web browser and device combination is used for logon or if cookies or cache had been deleted.
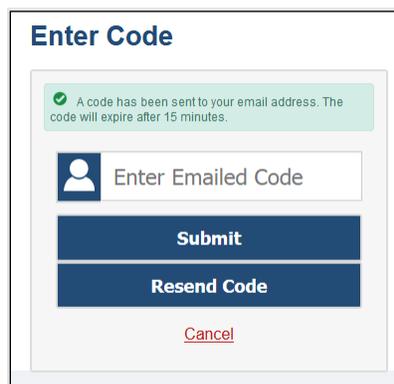

Figure 7. *Enter Code* screen

a. Retrieve the code included in the system email that was sent.

b. Enter the code in the *Enter Emailed Code* field. This step must be taken within 15 minutes of the email's receipt. If it is not taken within 15 minutes, skip to step d.

c. Select the [**Submit**] button.

d. If the code expired, select the [**Resend Code**] button for a new code and repeat these steps to enter the new code.

5. If a test administrator or test examiner is associated with multiple institutions, an "Important!" message, such as the one in Figure 8, appears upon logon. Select the appropriate institution from the drop-down list in this message and select the [**Go**] button. A user may select only one institution at a time.

   - A test administrator or test examiner will only be able to administer tests available for the selected institution.

   - To select a different institution, the test administrator or test examiner must log off and then log back on.

Important!

Please choose the institution for which you will be administering this test session.
[Message Code: 12306]

Select your School/District
| Click here to choose ▼ | Go | |
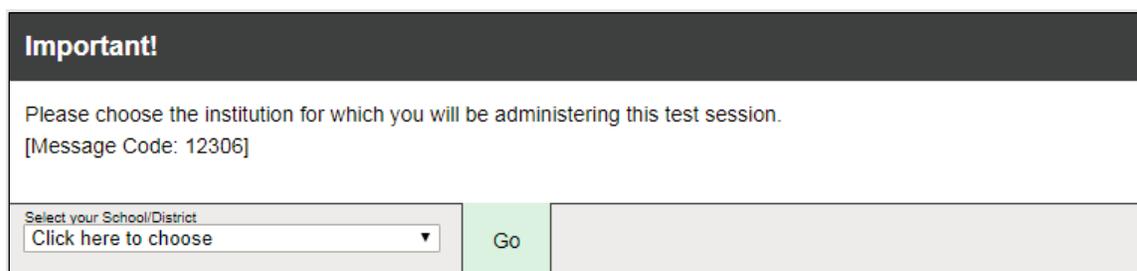
Figure 8. Select Institution drop-down list

> **Note:** For information about logging off of the Test Administrator Site, refer to the subsection *Logging Off*.

About Usernames and Passwords

The username is the email address associated with an account in TOMS. When a test administrator or test examiner is added to TOMS, the system sends an email containing a temporary password and a logon link for the CAASPP single sign-on system. To activate the account, the test administrator or test examiner must log on within 30 minutes of receiving the email. Do this by entering the code received via email after entering the username and temporary password and then updating the password.

Take the following actions if the temporary password has expired or if the password was forgotten:

1. Use an internet browser to go to the CAASPP website.

2. Select the [**Test Operations Management System (TOMS)**] button. The *Logon* screen, shown in Figure 9, appears.
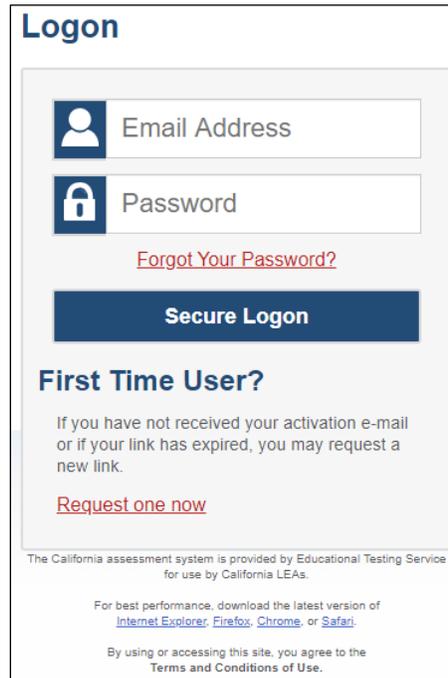
Figure 9. *Logon* screen

3.   Select the [Forgot Your Password?] link for a forgotten username or password or the [Request one now] link that answers the question "Do you need a new temporary password?" in the "First Time User?" section of the *Logon* screen to reset the temporary password.

4.   Enter the email address on the *Reset Your Password* screen shown in Figure 10, and then select the [**Submit**] button.
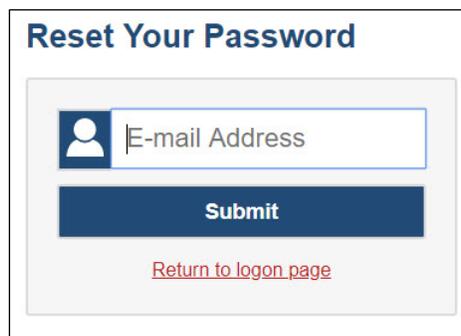

Figure 10. *Reset Your Password* screen

If the test administrator or test examiner did not receive an email containing a temporary password, the test administrator or test examiner should check a spam folder to make sure the email system or program did not categorize it as junk mail. If the test administrator or test examiner still does not receive an email, contact the CAASPP test site coordinator to make sure a TOMS user role has been assigned.

The email received expires after 30 minutes.

Test Administrator Site Layout

Figure 11 displays the layout of the Test Administrator site during an active test session.
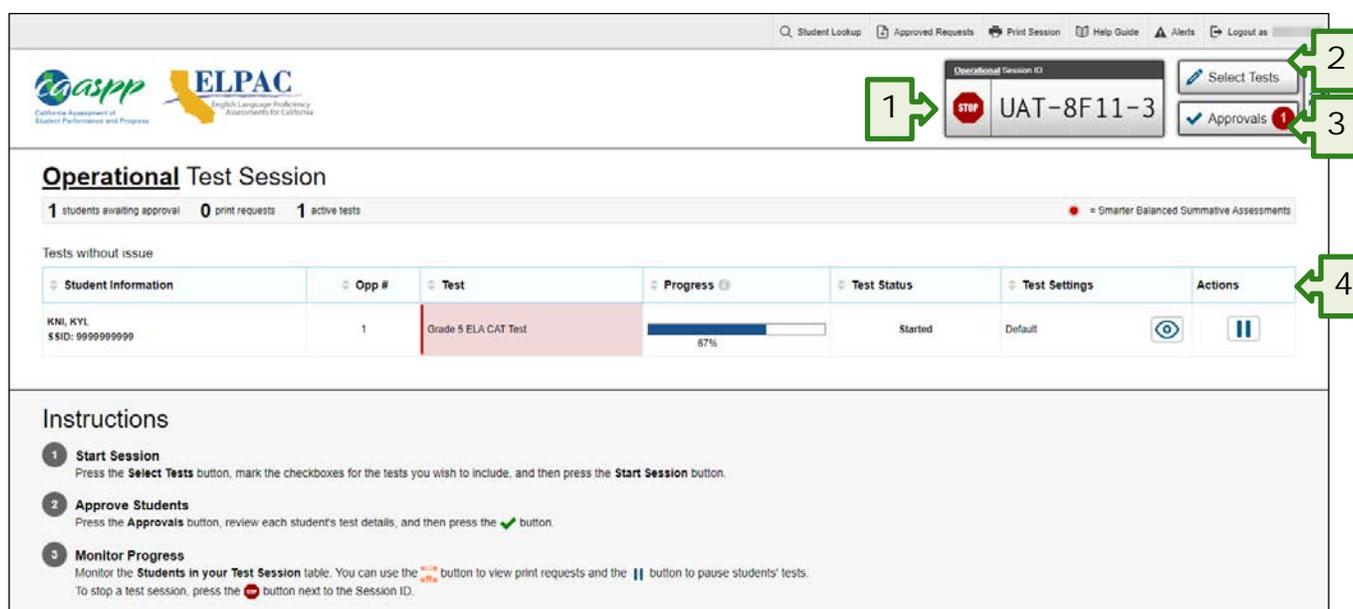
Figure 11. Test Administrator Site layout

Essential Features

The following are essential features in the Test Administrator Site:

1. Session ID
2. [**Select Tests**] button
3. [**Approvals**] button
4. *Students in Your Operational Test Session* table

Table 13 provides an overview of the major features available in the Test Administrator Site.

Table 13. Test Administrator Site Features

Feature	Description or More Information
[**Student Lookup**] button	Searches for student information. Refer to the subsection *How to Look Up Students*.
[**Approved Requests**] button	Displays a list of print requests approved by the test administrator or test examiner during the current session. Refer to the subsection *How to Approve Print Requests*.
[**Print Session**] button	Prints the screen. Refer to the subsection *How to Print Session Information*.

Table 13 *(continuation)*

Feature	Description or More Information
[**Help Guide**] button	Displays an online help guide.
[**Log Out**] button	Logs the test administrator or test examiner off the Test Administrator Site. Refer to the subsection *Stopping a Test Session and Logging Off*.
[**Alerts**] button	Displays alert messages from the CDE. Refer to the subsection *Alert Messages*.
[**Stop Session**] button*	Ends the test session. Refer to the subsection *Stopping a Test Session and Logging Off*.
Session ID	Displays the unique ID generated for the test session. This feature appears after starting a test session.
[**Select Tests**] button	Opens the *Test Selection* window. Refer to the subsection *How to Start a Test Session*.
[**Approvals**] button	Opens the *Approvals and Student Test Settings* window. Refer to the subsection *How to Approve Students for Testing*. This feature appears after starting a test session.
[**Refresh**] button*	Updates the on-screen information.
Students in Your Test Session table	Displays the testing progress for students in the test session. Refer to the subsection *How to Monitor Student Testing*. This feature appears after approving students for testing.

Alert Messages

The CDE can send statewide alerts that appear as pop-up messages on the Test Administrator Site. To view a record of active alert messages, such as the sample in Figure 12, select [**Alerts**] in the Test Administrator Site banner.
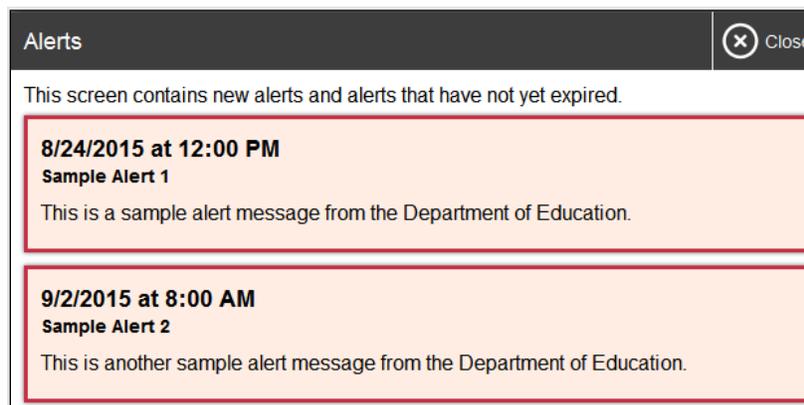
Figure 12. Record of alerts

Creating a Test Session

Provide Student Logon Information

Each student will log on to the test delivery system using a first name, SSID, and test session ID. Prior to starting a test session, test administrators must have a record of each student's first name, as it appears in CALPADS, and SSID; SSIDs should be checked against what is listed in the Test Administrator Interface or in TOMS before distribution.

For students taking the Smarter Balanced, CAST, CSA, or any combination of these, it is suggested that the SSID and the student's first name be printed on a card or piece of paper and distributed to each student just prior to testing to help the student type it in the device accurately. **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 students receive the correct logon information.** This information must be provided to each student to complete the logon process.

For students taking the CAAs for ELA, mathematics, and science, the test examiner must log the student on to the test delivery system to begin.

Student information is confidential; therefore, the cards or papers with this information must be kept secure until used during a test session and must be securely shredded (destroyed) when testing has been completed.

About Test Settings (Universal Tools, Designated Supports, and Accommodations)

In the test delivery application, "test settings" include embedded universal tools, designated supports, and accommodations, as well as non-embedded designated supports and accommodations. Thus, "test settings" is used throughout this user guide to refer to all embedded and non-embedded universal tools, designated supports, and accommodations, unless otherwise indicated.

Test administrators and test examiners may view student test settings in the Test Administrator Interface. Test settings are grouped into categories. The resources displayed differ by content area.

- Presentation
- Literacy Assistance Resources
- Integration with Assistive Technology
- Visual Assistance Resources
- Auditory Assistance Resources
- Concentration Assistance Resources
- General Testing Resources

Students' test settings must be reviewed prior to starting a test session.

Student test settings must be assigned by the LEA CAASPP coordinator or the CAASPP test site coordinator in TOMS.

How to Start a Test Session

After a test administrator or test examiner has logged on to the Test Administrator Interface, the *Operational Test Selection* window appears. (If it is not open, select the [**Select Tests**] button in the upper-right corner of the Test Administrator Interface.) Select a test to create a session.

1. The *Test Selection* window, shown in Figure 13, color-codes tests and groups them into various categories. **For example, the Smarter Balanced Summative Assessments are likely found in the second category and are colored in red.** A test group, such as "Smarter Balanced Summative Assessments," may include one or more subgroups. All test groups and subgroups appear collapsed by default.
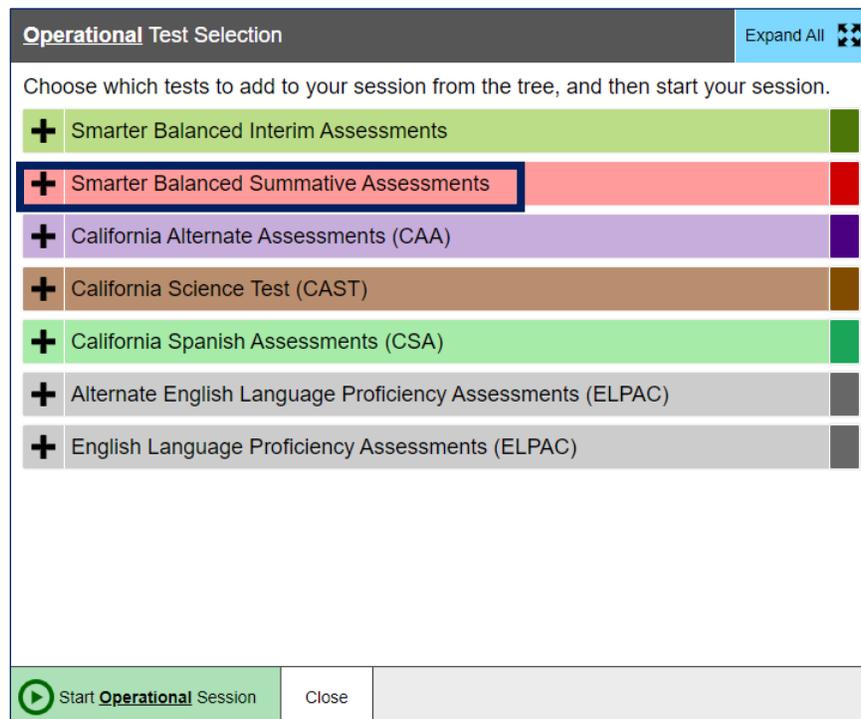
Figure 13. *Operational Test Selection* window

2. To select tests for the session, do one of the following:

    -   To expand a collapsed test group, select the [Plus] plus-sign [✚] icon (or [Expand All])

    -   To collapse a test group, select the [Minus] minus-sign [▬] icon (or [Collapse All]).

    -   To select individual tests, mark the checkbox for each test to be included.

3.   Select the [**Start Operational Session**] button (indicated in Figure 14).
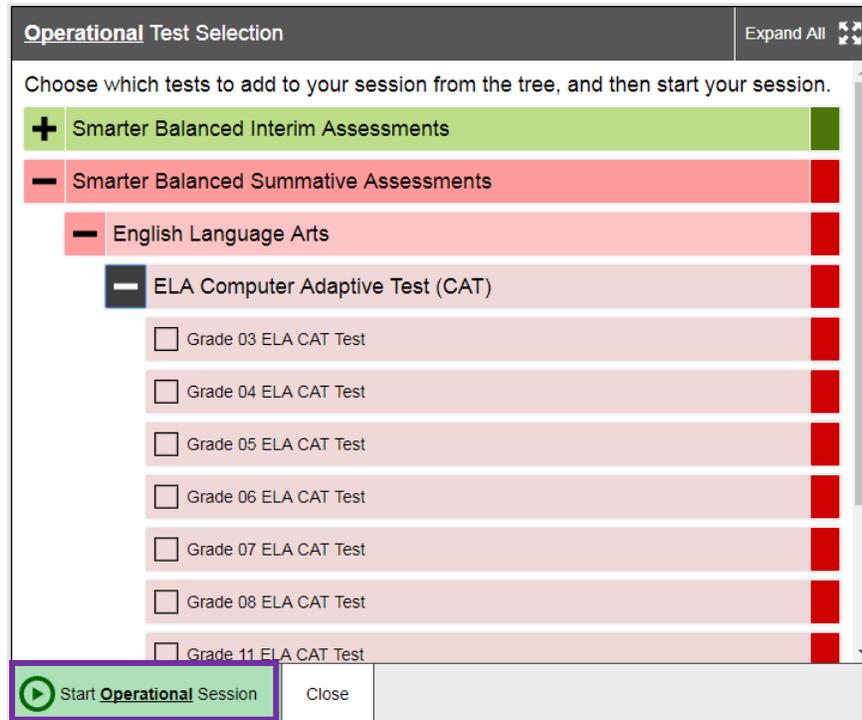
Figure 14. Expanded tests in the *Test Selection* window

4. The test administrator or test examiner will receive a warning advising that the test administrator or test examiner is about to administer a summative assessment and warning that Smarter Balanced Summative Assessments are not for public exposure, use, or distribution. If the test administrator or test examiner selects [**OK**] (indicated in Figure 15), the test administrator or test examiner can either continue with the test administration or exit from the Test Administrator Interface if the test administrator or test examiner selected a summative assessment unintentionally.
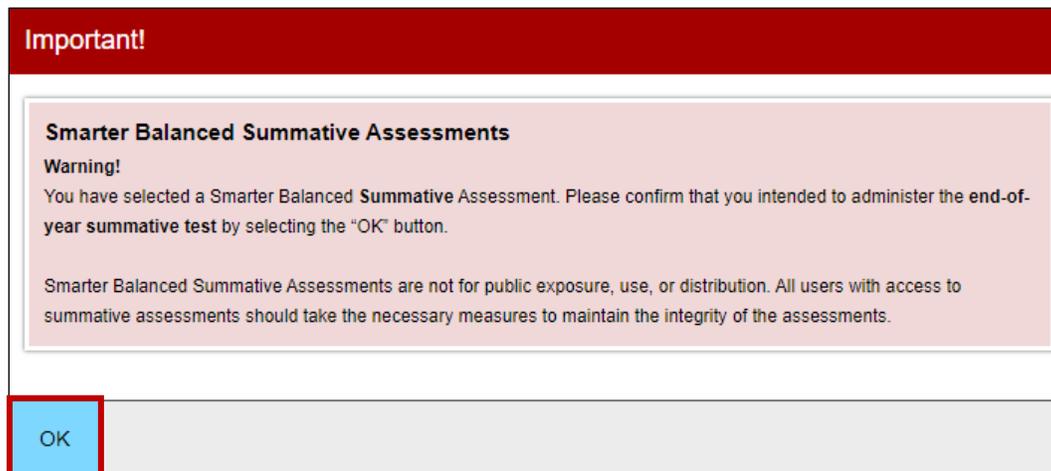
Figure 15. Summative Assessment confirmation box

5. Make a note of the test session ID and then inform students of it.

- The session ID is automatically generated upon selecting [**OK**] in the previous step; it is circled in Figure 11.

- Write the session ID on a place where all students taking a Smarter Balanced assessment, the CAST, or the CSA can clearly refer to it. If the test administrator or test examiner is administering the CAAs for ELA or mathematics, make a note of it to enter into the test delivery system on behalf of the student.

> **Notes:**
>
> - Write down the session ID in case the browser window is closed accidentally or session must be transferred to another device and returned to the active test session. If this is the case, the test administrator or test examiner will enter the session ID on the new device, after which the session on the original device will be locked out. (Refer to *Transferring a Test Session* for complete instructions on how to transfer a test session to a new device.)
>
> - There may be only one session open at a time.
>
> - A test administrator or test examiner cannot reopen closed sessions, but students can resume a test opportunity in a new session.

- • Once the LEA's selected testing window is open, a test administrator or test examiner with a user role permitting access to all CAASPP summative and interim assessments will have all assessments available for selection. Proceed with caution to ensure that the correct assessment type is being selected.

- • Only users assigned the Test Examiner role will have access to the *California Alternate Assessments (CAA)* test category.

To add tests to an active test session:

1. In the upper-right corner of the Test Administrator Site (to the right of the Session ID indicated in Figure 16), select [**Select Tests**].

2. A confirmation message asks if the test administrator or test examiner is sure about modifying the tests in the session. To continue, select [**Yes**].

3. In the *Test Selection* window, mark the checkbox for the required test and select [**Add to Session**] in the lower-left corner.

> **Note:** A test administrator or test examiner can only add tests individually when the session is active. A test administrator or test examiner cannot remove tests from an active session.

How to Approve Students for Testing

After students sign in and select tests, the test administrator or test examiner must verify that their settings, including any designated supports and accommodations, are correct before approving them for testing. When students are awaiting approval, the [**Approvals**] button next to the Session ID becomes active and appears to bounce until the test administrator or test examiner selects it. The number next to this button indicates how many students are awaiting approval (refer to Figure 16).
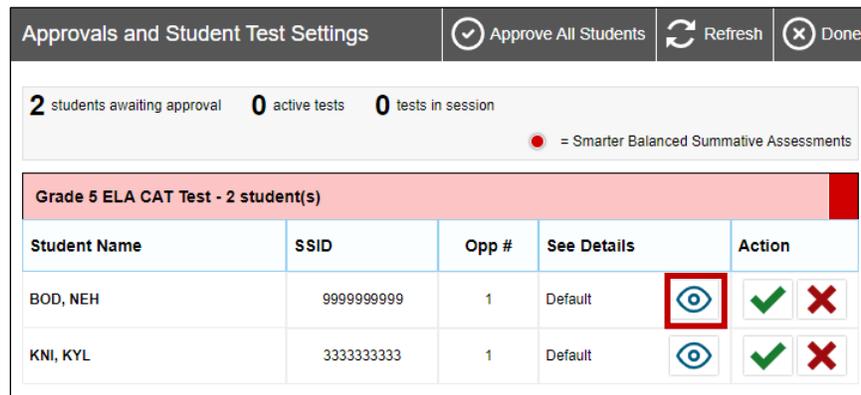

Figure 16. Students awaiting approval

> **Note:** The Approvals notification updates regularly, but the test administrator or test examiner can also select the [**Refresh**] arrows [⟳] icon in the upper-right corner to update it manually.

To approve students for testing:

1. Select the [**Approvals (#)**] button. The *Approvals and Student Test Settings* screen appears, displaying a list of students grouped by test (refer to Figure 17).

Figure 17. *Approvals and Student Test Settings* screen

2. To check a student's test settings, select the [**Details**] eye [👁] icon for that student (indicated in Figure 17). The student's information appears in the *Test Settings* window (refer to Figure 18). This window groups test settings by their area of need.

   a. Review the list to ensure that students are taking the correct test (summative or interim), the correct content area (mathematics, ELA, science, or Spanish) and the correct portion of a test (CAT or PT).

   > **Note:** Administering a summative test instead of an interim test is a testing irregularity and needs to be addressed in STAIRS. Administering an interim test instead of a summative test is not a testing irregularity but will require students to retest at a later time to complete summative testing.

   b. Verify that students have access to and use of the additional required resources in the *Establishing Appropriate Testing Conditions* subsection specific to each assessment and content area (e.g., scratch paper for all tests, headphones for ELA, graph paper for mathematics grades six and above).

   c. If any settings are incorrect, report the incorrect test settings to the CAASPP test site coordinator, who will update them as required in TOMS and reschedule the student's testing. Students should not begin testing until their settings are correct.

   d. Take one of the following steps; buttons are shown in Figure 18.

      - To confirm the settings, select [**Set**] at the top of the student's *Test Setting* screen. The test administrator or test examiner must still approve the student for testing (refer to step 5).

- To confirm the settings and approve the student, select the [**Set & Approve**] button.

- To return to the *Approvals and Student Test Settings* window without confirming settings, select [**Cancel**].
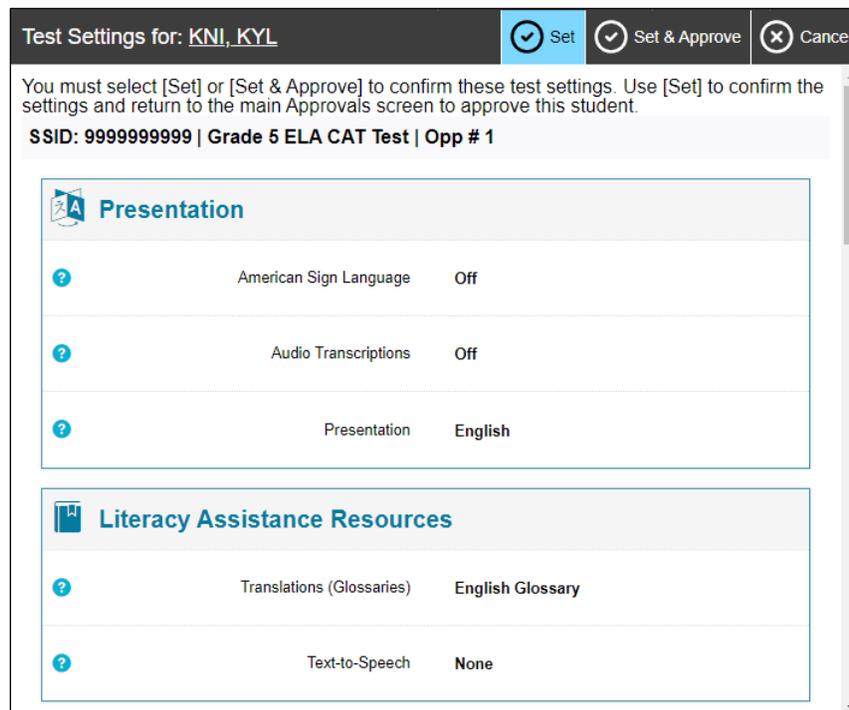

Figure 18. Part of the *Test Settings* screen for a selected student

3. Repeat step 2 for each student in the list.

> **Note:** The *Approvals and Student Test Settings* screen does not automatically refresh. To update the list of students awaiting approval, select the [**Refresh**] button at the top of the window (shown in Figure 17).

4. If the test administrator or test examiner needs to deny a student access to testing because, for example, test settings are not correct, do the following (otherwise skip to step 5):

a. Select the [**Deny**] "X" [❌] icon in the *Actions* column for that student.

b. Optional: In the window that appears, enter a brief reason for denying the student.

c. Select the [**Deny**] button. The student receives a message explaining the reason for the denial and is logged off the student testing application.

> **Note:** If the test administrator or test examiner denies students entry for a test, they can still request access to that test again.

5. If the test administrator or test examiner wants to approve students directly from the *Approvals and Student Test Settings* window, do one of the following:

   - To approve individual students, select the [**Approve**] check mark [✔] icon in the *Actions* column for each student.

   - To approve all students displayed in the list, select [**Approve All Students**].

How to Monitor Student Testing

A test administrator may also use the Test Administrator Interface to view the testing progress of any student. However, because the CAA is administered one on one, it is not necessary for a test examiner to monitor student progress in this way. This screen will not show test questions or scores but will let the test administrator know the percentage of questions that have been delivered to each student out of the total number possible.

The *Progress* column is called out in Figure 19. Student sessions can be sorted by selecting any of the linked column heads.

Figure 19. Monitoring student status in the Test Administrator Interface

Table 14 describes the columns in the *Student Status* table. To sort the table by a given column, select that column header.

Table 14. Columns in the *Students in Your Operational Test Session* Table

Column	Description
Student Information	This column displays the first and last name of the student in the session as well as the SSID associated with the student (as they appear in CALPADS and TOMS).
Opp #	This column displays the opportunity number for the student's selected test. *Each student has only one opportunity for each summative test.*
Test	This column displays the name of the test the student selected.
Progress	This column displays the student progression through the test that shows the percentage of items presented from the number of items available as well as the questions that were skipped (displays in a different color; not shown in Figure 19).
Test Status	This column displays the current status for the student's test in the session such as "Started" or "Paused." Some statuses will include a *more info* drop-down list with additional information such as "The student paused their test by clicking the [Pause] button."
Test Settings	This column displays one of the following: **Default:** Default test settings are applied for this test opportunity; there were no additional test settings assigned in TOMS for this student. **Custom:** One or more of the student's test settings or universal tools, designated supports, or accommodations differ from the default settings. To view the student's settings for the current test opportunity, select the [**Details**] [👁] icon.

Table 14 *(continuation)*

Column	Description
Actions	The icons in this column allow the test administrator or test examiner to perform an available action for an individual student's test.
	Select the [**Pause**] icon to pause a student's test. When a test pauses, this column displays an information button that opens a pop-up message explaining how the test became paused. *For more information, refer to the* [Pause Rules](#) *subsection for information on pause time limits and students' ability to review previously answered items.*
	When a student approved for and assigned the print-on-demand accommodation requests a printout of a reading passage or other test material, a [**Print**] icon will appear in this column. Select the [**Print**] icon to review and authorize or deny the student's request. For more information, refer to the subsection *[How to Approve Print Requests](#)*.

[Table 15](#) describes the codes in the *Status* column of the *Students in Your Operational Test Session* table.

Table 15. Student Testing Statuses

Status	Description
Started	The student started the test and is actively testing.
Review	The student visited all questions and is currently reviewing answers before completing the test.
Reported	The test passed quality assurance and is undergoing further processing.
Paused*	The student's test is paused. The time listed indicates how long the test has been paused.
Expired*	The test was not completed by the end of the testing window and the opportunity expired.
Pending*	The student is awaiting approval for a new test opportunity.
Suspended*	The student is awaiting approval to resume a test opportunity.
Started	The student started the test and is actively testing.
Review	The student visited all questions and is currently reviewing answers before completing the test.

* Statuses marked with an asterisk (*) appear when the student is not actively testing. The student's row grays out in such cases.

> **Note:** The *Students in Your Test Session* table refreshes at regular intervals, but the test administrator or test examiner can also refresh it manually by selecting the [**Refresh**] arrows [↻] icon in the upper-right corner.

How to Pause a Student's Test

The test administrator or test examiner can pause a student's test via the *Actions* column in the *Students in Your Test Session* table (refer to Figure 11). For information about pause rules, refer to the subsection *Pause Rules*.

To pause an individual student's test:

1. In the *Actions* column, select the [**Pause**] parallel line [❚❚] icon for that student.

2. Select [**OK**] to confirm. The test administrator or test examiner logs the student off, and an information button appears in the *Actions* column.

How to Look Up Students

The test administrator or test examiner can use the student lookup feature to perform a quick or advanced search for student information. This is useful if students signing in to the test session cannot remember their logon information. The student must enter his or her first name exactly as it appears with the student lookup tool. If the first name contains a space or a special character, it must be entered as it appears. (Refer to the guidelines in the *Step 1: Signing Students In* subsection for information about entering Unicode characters for special characters such as accented letters.)

> **Warning:** Any incorrect student information in the displayed demographic fields must be updated in CALPADS by an authorized user. After a student's updated record appears in TOMS, the student may begin testing.

To perform a quick search:

1. In the banner at the top of the Test Administrator Interface (Figure 19), select the [**Student Lookup**] button.

2. Enter a student's full SSID in the *SSID* field and select [**Submit SSID**]. Search results appear below the search field (refer to [Figure 20](#)).
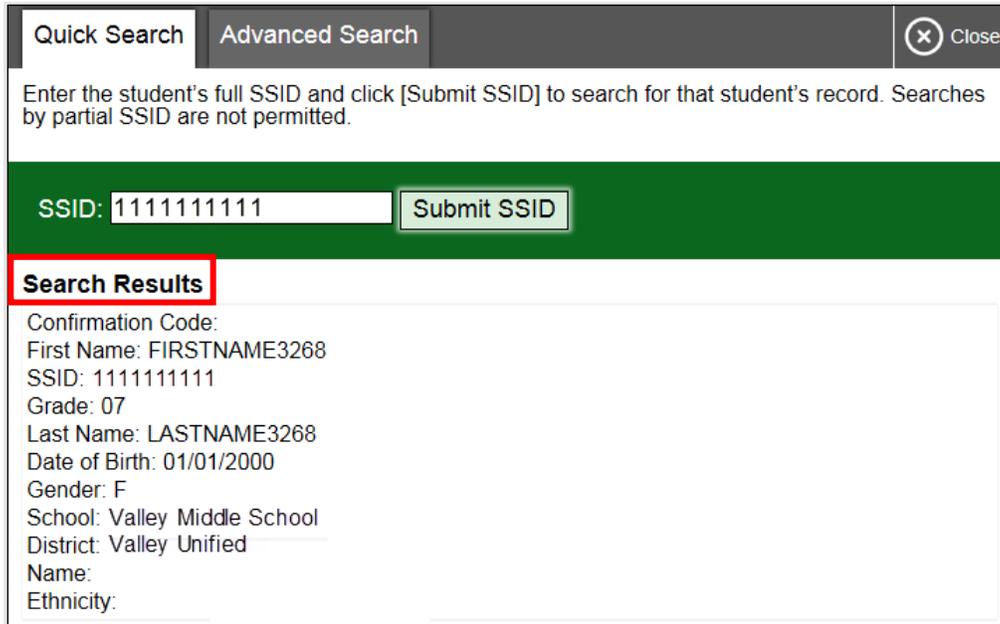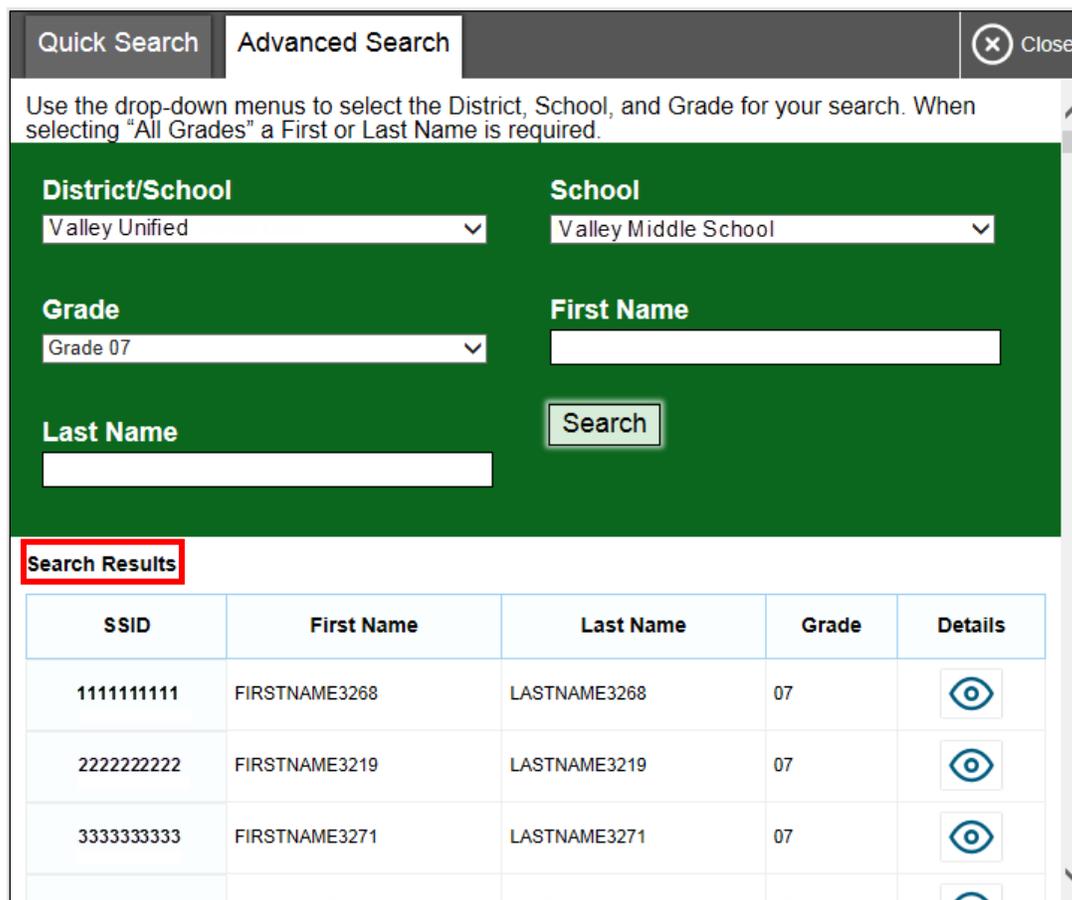

Figure 20. Student Lookup: Quick Search

To perform an advanced search:

1. Select [**Student Lookup**] > [**Advanced Search**].

   a. Select the appropriate LEA and school from the drop-down lists.

   b. Select the appropriate grade.

   c. Optional: Enter all or part of a student's first or last name. If there are special characters in the student's first or last name, refer to the guidelines in the *[Step 1: Signing Students In](#)* subsection for information about entering Unicode characters.

2. Select [**Search**]. Search results appear below the search fields (refer to [Figure 21](#)).

Figure 21. Student Lookup: Advanced Search

3. To view a student's information, select the [**Details**] [👁] icon in the *Details* column.
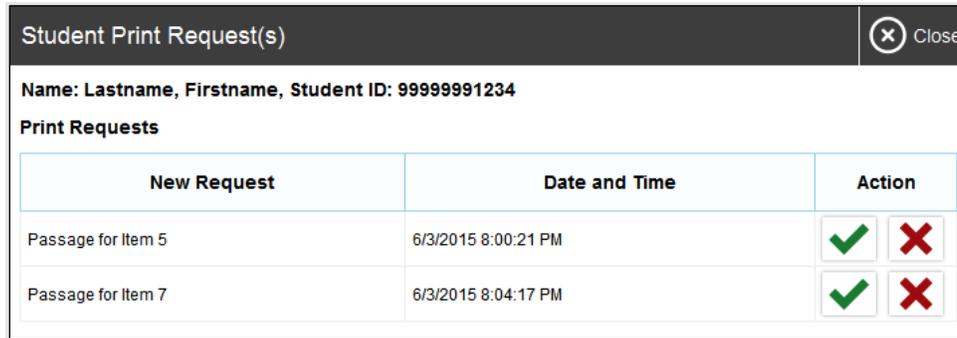
How to Approve Print Requests

> ⚠️ **Warning:** Before the test administrator or test examiner approves the student's request to print a test item or stimulus, ensure that the printer is on and is monitored by staff who have been trained using the test administrator training modules for the test.

Students using the print-on-demand tool can request printouts of test passages and questions. When students send print requests, the request notification appears in the *Students in Your Test Session* table (refer to Figure 11). The print-on-demand accommodation is available by preapproval only after the LEA CAASPP coordinator contacts CalTAC.

To approve print requests:

1. Select the [**Print**] printer [ ] icon in the *Actions* column of the *Students in Your Test Session* table. The *Student Print Request* window appears (Figure 22).


Figure 22. *Student Print Request* window

2. Review the print request and take one of the following actions in the *Student Print Request* window (Figure 22):

    a. To approve the request, select the [**Approve**] check mark [✔] icon in the *Action* column. A cover sheet appears in a new browser window.

    b. To deny the request, select the [**Deny**] "X" [✖] icon in the *Action* column. In the window that appears, enter a brief reason for denying the request and select the [**Deny**] button. Do not proceed to step 3.

3. In the new window, select [**Print**] to open the printer dialog box.

4. Select [**OK**] to print the requested test elements.

Viewing Approved Requests

The test administrator or test examiner can view a list of every print request approved during the current session.

To view approved requests:

1. Select [**Approved Requests**] from the banner at the top of the Test Administrator Interface. The *Print Requests* window opens (refer to Figure 23, listing print requests by student.

2. If the test administrator or test examiner wants to print the list of approved requests, select the [**Print**] button (indicated in Figure 23).
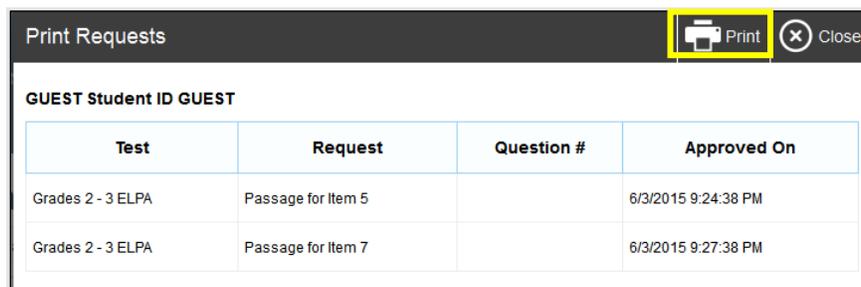
Figure 23. *Print Requests window*

How to Print Test Session Information

The test administrator or test examiner can print a snapshot of the Test Administrator Site as it currently appears if a hard-copy record of the session ID or list of approved students is wanted.

To print a snapshot of the page (i.e., screen):

1. In the banner at the top of the Test Administrator Interface, select [**Print Session**]. The device's print dialog window appears.

2. Select the required print settings and then select the approval button ([**Print**] or [**OK**], depending on the web browser).

> **TIP**
>
> **Tip:** Set the print options to landscape mode (horizontal). The test administrator or test examiner can also use the web browser's "Print Preview" feature to scale content to fit on a single printed page.
>
> **Caution:** The Family Educational Rights and Privacy Act policies prohibit the release of any student's personally identifiable information. Any printouts must be securely stored and then destroyed when no longer needed.

Stopping a Test Session and Logging Off

This subsection explains how to stop a test session and log off the Test Administrator Site.

How to Stop a Test Session

When students finish testing or the current testing period is over, the test administrator or test examiner should stop the test session. Stopping a session automatically logs off all the students in the session and pauses their tests. Once the test administrator or test examiner stops a test session, the test administrator or test examiner cannot resume it. To resume testing students, the test administrator or test examiner must start a new session.

> ⚠️ **Warnings:**
>
> - If the test administrator or test examiner is using the Test Administrator Interface or Test Administrator Training Site web browser and navigates to a different website, or the Test Administrator Interface is accidentally closed while students are still testing, the session will remain open until it times out after 30 minutes. The test administrator or test examiner can open the web browser and navigate back to the Test Administrator Interface. The test administrator or test examiner will be prompted to enter the active session ID.
>
> - As a security measure, test administrators and test examiners are automatically logged off the Test Administrator Interface after 30 minutes of test administrator or test examiner user inactivity and student inactivity in the test session, which will result in closing the test session. If this occurs, the test administrator or test examiner 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 test administrator or test examiner should give the students the new session ID so that they can log on and resume testing.

To stop a test session:

1. In the upper-right corner of the *Students Awaiting Approval* screen, select the [**Stop**] stop sign [🛑] icon (refer to Figure 16). A confirmation message appears.

2. Select [**OK**]. The test session stops.

How to Log Off the Test Administrator Site

The test administrator or test examiner should log off the Test Administrator Site only after stopping a test session.

To log off the Test Administrator Site:

1. In the banner, select [**Logout as** *Name*]. A warning message appears.

2. In the warning message, select [**OK**]. The front page of the CAASPP website appears.

> ⚠️ **Alert:** Navigating away from the Test Administrator Site will also log the user off. Logging off while a session is in progress stops the session. To access another online application while administering tests, open it in a separate web browser tab or window.

Accidentally Closing the Browser Window

If the test administrator or test examiner accidentally closes the browser while students are testing, the session remains open until it times out in 30 minutes. **To return to the test session in the Test Administrator Site, the test administrator or test examiner must enter the active session ID.**

If the test administrator or test examiner does not return to the active session within 30 minutes, the test delivery application logs the test administrator or test examiner off and pauses the students' tests.

Testing Over Multiple Sessions or Days

Refer to the *Duration and Timing Information* subsection for estimated testing times and estimated test durations.

Smarter Balanced Assessments, CAST, and CSA

For some tests, particularly the Smarter Balanced PTs, students may be best served by sequential, uninterrupted time that may exceed the time in a student's schedule. Smarter Balanced recommends that the ELA PT be administered in two sessions, corresponding with Part 1 and Part 2. Students can be provided breaks within each part; however, once a student moves on to Part 2, the student will not be able to review or revise items in Part 1. For this reason, it is recommended that students complete Part 1 in one test session; Part 2 would ideally be delivered the next school day. For the mathematics PT, Smarter Balanced recommends that it be administered in one test session of 40–120 minutes.

If the test administrator intends to administer the test over the course of multiple days for a student or group of students, the test administrator may ask students to pause at a designated point. For most tests, there is nothing built into the system to prevent students from progressing from one section of the test to another. In those cases, the test administrator should give the students clear directions on when to pause. For example, test administrators may designate a certain amount of time for testing. Likewise, the end of Part 1 of the ELA PT might be a logical stopping point. This guidance may be written on a dry-erase board, chalkboard, or another place to which students can easily refer.

Students will receive a notification when they reach the end of the segment or the assessment, similar to the notification shown in Figure 24.
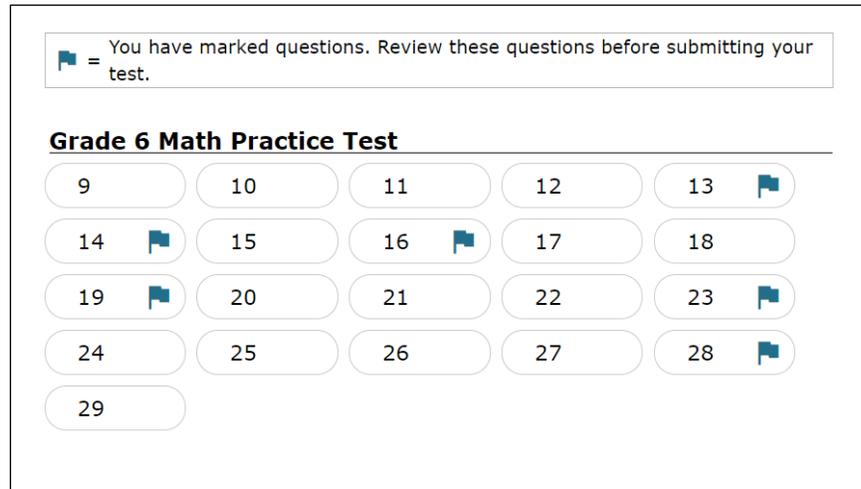

Figure 24. Sample *End Segment* screen

When testing is resumed on a subsequent day, the test administrator will need to start a new test session and provide a new session ID. When instructing the students to log on, test administrators should read the unitalicized sections of the general script (SAY boxes) to the students from the beginning.

CAAs

Students typically take approximately 95 cumulative minutes or less to successfully complete a single content area of a CAA in ELA and mathematics, and about 60 minutes or less for science. If at any time the test examiner administering the test feels the student is no longer engaged in the test, is not actively participating, or is showing signs of behavioral or functional concerns related to the test, the test examiner can make the decision to pause or end the test. If the choice is made to **pause** the test, the student can reenter and complete testing once settled, or when the test examiner feels it is appropriate. If the decision is made to **end** the test based on the best interests of the student, the test examiner will need to advance through the remaining test items until the test examiner reaches the [**Stop**] button and then submits the test.

Transferring a Test Session

The test administrator or test examiner can transfer an active test session from one device or web browser to another without stopping the session or interrupting in-progress tests. This is useful in scenarios when a device malfunctions while a session is in progress.

Warning: A session cannot be transferred if the test administrator or test examiner does not know the active Session ID.

The test delivery application ensures that the test administrator or test examiner can only administer a test session from one web browser at a time. If the test administrator or test examiner moves a test session to a new device, the test administrator or test examiner cannot simultaneously administer the session from the original web browser or device.

These instructions apply to both the Test Administrator Interface and Test Administrator Training Site. Additionally, the test administrator or test examiner cannot transfer a session from the Test Administrator Interface to the Test Administrator Training Site or vice versa.

To transfer a test session to a new device or web browser:

1.   While the session is still active on the original device or web browser, log on to the Test Administrator Site on the new device or web browser. A Session ID prompt appears.

2.   Enter the active Session ID in the text box and press [Enter]. The Test Administrator Site appears, allowing the test administrator or test examiner to continue monitoring students' progress. The test session on the previous device or web browser automatically closes.

> **Note:** The Session ID prompt appears any time the test administrator or test examiner accesses the Test Administrator Site during an active session. If the test administrator or test examiner does not wish to return to the active session, the test administrator or test examiner can select [**Start a Different Session**] to create a new session or [**Logout**] to close the active session and log off the Test Administrator Site.

Test Expiration

CAT Items

A student's 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. However, it is recommended that students complete the CAT items portion of the test within **five days** of starting the designated content area.

PT

The PT is a separate test that remains active for only **10 calendar days** after the student has begun the PT. However, Smarter Balanced recommends that students complete the PT in each content area within **three days** of starting. A summary of recommendations for the number of sessions and session durations is provided in subsection *Duration and Timing Information*.

> **Note:** If a student starts the test near the end of the testing window, the student must finish before the administration window officially closes. **The test will automatically end on the last day of the scheduled administration window, even if the student has not finished.**

Following Test Administration

Destroying Test Materials

> ⚠️ **Alert:** Federal law—the Family Educational Rights and Privacy Act—prohibits the release of any student's personally identifiable information. Any printed materials must be securely stored and then shredded.

As a reminder, those printed and paper test materials identified in the *Test Security* section must be securely destroyed immediately following each test session and may not be retained from one test session to the next. The only exception to this is scratch paper and graph paper used during the PT, which should be handled according to the guidance provided in the *Handling Secure Printed Materials* subsection.

Reporting Testing Improprieties, Irregularities, and Breaches

> **Resources in This Subsection:**
> - *CAASPP Security Incidents and Appeals Procedure Guide* web document—http://www.caaspp.org/rsc/pdfs/CAASPP.stairs-appeals-guide.2019-20.pdf
> - CAASPP Security and Test Administration and Incident Reporting System (STAIRS)/Appeals Process for Summative Assessments web page—http://www.caaspp.org/stairs/

Throughout testing, ensure that all test security incidents were reported in accordance with the guidelines in the *Test Security* section in this manual (that is, LEA CAASPP coordinators or CAASPP test site coordinators must follow the CAASPP STAIRS/Appeals process in TOMS.