

New Coordinator Training Webinar Notetaking Guide

California Department of Education | September 2019

Learning Goals

- The timeline and responsibilities associated with California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC).
- The items calendared for September and October on the Coordinator Checklists.
- The interim assessment watch points.
- The future training and webinar opportunities.

Success Criteria

- Complete coordinator checklist tasks
- Order materials as needed
- Use and share results

Coordinator Checklist

CAASPP: <http://www.caaspp.org/administration/instructions/index.html>

ELPAC: <https://www.elpac.org/resources/>

Task Reminders

CAASPP

- Identify CAASPP Test Site Coordinators and communicate roles and responsibilities
- Notify staff of available assessments
- Notify Test Site Coordinators about 2019–20 CAASPP assessments and changes.
- Prepare and distribute a calendar/schedule of Test Site Coordinator training sessions/meetings for the year

ELPAC

- Communicate the availability of the Summative ELPAC results to staff and parents.
- Communicate the availability of the Summative ELPAC results to staff and parents.
- Continue initial ELPAC testing

Share CAASPP Results and Resources

- Now that these scores are in, the next step is to determine how to share the results with your different stakeholders who will each want and need different information.

- Your district board members will likely want a report summarizing your results for the entire district.
- Sites will want reports that summarize how their students are doing and progressing.
- If you have a Community Outreach or Public Relations department, work with them to prepare materials.
- Use the embargo window to prepare communication materials such as a media release, data displays, etc., so that you're ready to go when the release is public.

Single Sign-On

- The Single Sign-On (SSO) system allows you to log onto multiple systems and is designed to ease the logon process and simplify navigation between systems
- After logging on, you can switch between systems without having to log on and off of each system.
- SSO integrates many of the systems we use for testing, some of which include:
 - TOMS
 - Test Administrator Interface
 - Test Administrator Practice and Training Site
 - Interim Assessment Viewing System
 - Interim Assessment Hand Scoring Site
 - California Educator Reporting System (CERS) – Previously call the Interim Assessment Reporting System
 - Digital Library
 - Online Reporting System
 - Completion Status Reports
- If issues arise, check user roles first.

Adding Users to (Test Operations Management System) TOMS

<http://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-pre-admin-guide.2018-19.pdf>.

- Adding users should be done on an as needed basis, as there is no designated timeline.
- Please use the TOMS Pre-Administration Guide for CAASPP Testing, Chapter 1: Adding and Managing Users as a resource to walk you through this process
- Each year users must be re-added to the system, as TOMS is cleared for updating purposes
- Test Site Coordinator or site ELPAC coordinator user accounts must be entered either individually or bulk uploaded to TOMS by the local educational agency (LEA) coordinator. Other site roles may be added either by the LEA coordinator or the Test Site coordinators or site ELPAC coordinators for their sites, as they are determined.

CERS Key Features

- Reporting for interim assessments include all of the features available for the summative assessments including the assessment dashboard

Accessibility

<http://www.caaspp.org/administration/accessibility>

- There are tools to help navigate the systems used to provide accessibility resources to the students who need them.
 - Matrix One is a tool that provides information about the universal tools, designated supports, and accommodations (embedded and non-embedded) allowed as part of CAASPP
 - Matrix four provides information about the universal tools, designated supports, and accommodations (embedded and non-embedded) allowed as part of ELPAC
 - Begin conversations with your Special Education departments
 - Enter accessibility resources for students

California Alternate Assessment (CAA) for Science Window Opens

<http://www.caaspp.org/administration/accessibility>

- The CAA for Science window is open and available until the end of the instructional calendar or July 15 whichever comes first
- The CAA for Science is administered to all eligible students in grades five and eight and once in high school, (grade 10, 11 or 12).
- The CAA for Science consists of four performance tasks (PTs) that can be administered at any time and in any order.
- CAA Test Examiners should review the CAA for Science Administration Planning Guides to assist in planning when to administer each performance task

Supported Operating Browsers

<https://ca.browsers.airast.org>

- Changes have been made to operating systems and browsers for the 2019–20 online testing.
- LEAs participating in the October 2019 Summative ELPAC computer-based field test will need to make any necessary updates prior to field testing

RSVP for Initial ELPAC

<https://www.elpac.org/test-administration/rsvp>

- Approximately 10 percent of local education agencies (LEAs) in California have been identified by the California Department of Education (CDE) to take part in the Rotating Score Validation Process (RSVP) for the Initial ELPAC. This process will help to produce item statistics for the Initial ELPAC, validate scores, and provide technical assistance for scoring

- Every year, newly formed LEAs will be incorporated into the RSVP list and an updated version will be posted.
- The alphabetical lists of RSVP LEAs for this 2019–20 school year is posted on the ELPAC RSVP web page available at the URL in your notetaking guide

Summative ELPAC Training

- The 2019–20 Computer-based Summative ELPAC testing window is February 1 through May 31, 2020.
- If your LEA is participating in the field test, your LEA should already be registered to attend one of the first 10 trainings held from September 30 through October 11, 2019.
- Non-field-testing LEAs will register to attend training in late October/early November but may register for any of the 22 trainings with available space.
- A list of dates and locations for statewide 2019–20 computer-based ELPAC Administration and Scoring Trainings can be found under the Training tab on <https://www.elpac.org> web page.
- Each non-field-testing LEA will be allotted one seat to attend the 2019–20 computer-based Summative ELPAC Administration and Scoring Trainings

Order Summative ELPAC Materials

<https://www.elpac.org/s/pdf/ELPAC.ordering-instructions-quick-start-guide.2017-18.pdf>

- The Summative ELPAC ordering window opens in late October/early November and allows the LEA ELPAC coordinator to order materials at the school site level. Materials can be ordered through the TOMS site
- Pre-ID labels will be generated for K–2 students and sent to LEAs free of charge at the beginning of the testing window and then again later in the window for newly enrolled students.
- There is only one round of ordering test materials this year. LEAs should place their orders as soon as possible.
- The supplemental ordering window should be used to order small quantities of additional materials and should not be used to place your LEA's primary order as materials will not be sorted by school site but sent in a single shipment.
- The supplemental window is January 15 through May 15, 2020

Summative Order Overage

- For the primary order you place an additional 5 percent of materials is allocated as overage.
- This overage is not included when calculating excessive materials

Excessive Ordering

- Primary Order + Supplemental Order = Total Materials

- If less than 90 % of Total Materials are returned for scoring Excessive Materials Charges will apply
- *Total materials does not include the 5% overage shipped with primary orders.*

ELPAC- The Results are In... Now What?

- Currently workshops are full, one location is being live broadcasted.

Initial ELPAC Monitoring

- Coordinators must do the following:
 - Monitor testing progress during the testing window and ensure all students participate as appropriate.
 - Use the Completion Status system to monitor test completion rates.
 - Raise any technical issues with the school technology coordinator for resolution as soon as possible.
- Review, investigate, and report on all potential testing improprieties, irregularities, and breaches reported by test administrators and test examiners. Actions to mitigate incidents can be used when appropriate.
- Train test site coordinators, test examiners, and any staff that come into contact with secure materials on security protocols so that they understand what is allowed and not allowed.

Oversight Responsibilities

- First, coordinators need to assist test administrators and test examiners in taking proper measures to ensure that students have access only to allowable non-embedded resources during testing.
- Second, coordinators must verify that test administrators and test examiners are adhering to all test security policies and practices.
 - This requires continuous communication and monitoring.

Interim Assessments

- The Smarter Balanced Interim Assessments are online tests that provide educators with information necessary to guide instruction and support student learning.
- Two types of interim assessments are available:
 - Interim Comprehensive Assessments
 - Interim Assessment Blocks.
- The reporting system sandbox is ready for use.
- Lastly, the CDE Smarter balanced Interim Assessment video series is available of CDE's website, which includes instructions for administration, hand scoring, and more.

Focused Interim Blocks (IAB's)

- On September 3, the 2019–20 Interim Assessments were made available to LEAs.
- These included new Focused Interim Assessment Blocks (IABs), which assess 1 to 3 targets.
- Smarter created these Focused Interim Assessment Blocks based on educator feedback.
- Focused IABs is a multi-year project. They will be released over the next 3 years.
- This school year, the release consisted of 42 math and English language arts/literacy Focused IABs. Approximately 40 additional focused IABs are planned for release in each of the following two school years

Interim Assessments

<https://www.cde.ca.gov/ta/tg/sa/documents/sbiaglanceiab.pdf>

- The Interim at-a-glance flyers—one for ELA and one for math—identify the total number of items on each Interim Assessment Block (IAB) and Interim Comprehensive Assessment (ICA) for grade three.
- Unless otherwise noted, all hand scored items are short answer response.

Homework for All Coordinators

- Visit <http://www.caaspp.org>
- Visit <https://www.elpac.org>
- Sign up for trainings and WebEx opportunities
- Share Accessibility Resources with Staff

Question and Answers

The next webinar is October 22, 2019

Next Training

- Register for any of the upcoming webinars check with one of the County Offices of Education (COEs) listed:
 - Humboldt COE
 - Los Angeles COE
 - Orange COE
 - Riverside COE
 - Sacramento COE
 - San Bernardino COE
 - Santa Clara COE
 - Shasta COE

- Sonoma COE
- Stanislaus COE