



California Assessment of Student Performance and Progress (CAASPP)

2015 CAASPP Online Test Administration Workshop

*Original January 28, 2015
Edited BUSD March 10, 2014*



Student Participation

Q: Who will take the online Smarter Balanced summative assessments?

A: All students in grades 3–8 and 11 are required to take the summative assessments.

Student Participation (cont.)

- The **only** students exempt from participating in the Smarter Balanced summative assessments are:
 - Students participating in the California Alternate Assessments (CAA) in English language arts/literacy (ELA) and mathematics
 - English learners (ELs) who have been attending school in the United States for less than 12 months (for the ELA test only)

About the Summative Assessments

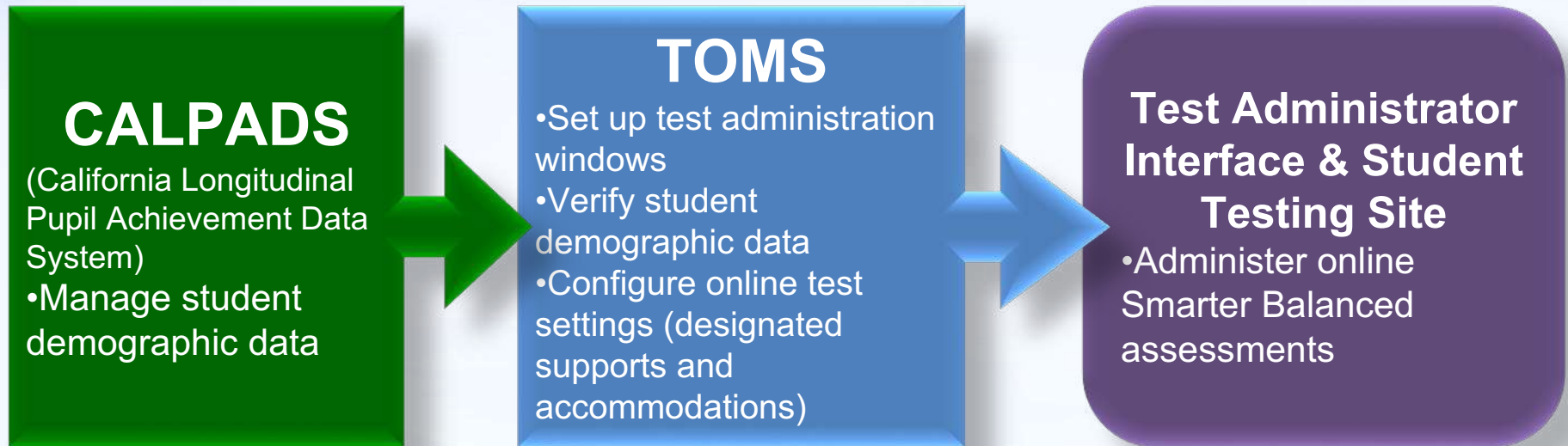
- **Content areas:**
 - English language arts/literacy (ELA)
 - Mathematics
- **Two components per content area:**
 - Computer adaptive test (CAT)
 - Performance task (PT)

BUSD SBAC SCHEDULE

SBAC TESTING						
3/3/2015	Window Opens	Science Assessment			MAY 9 - MAY 13th	
5/29/2015	Window Closes					
4/15/2015	HS Window Opens					
Week 1	3/3/2015					
Week 2	3/9/2015					
Week 3	3/16/2015					
Week 4	3/23/2015					
Week 5	4/6/2015	Allen Ave	Roynon	La Verne Heights		
Week 6 (HS 4/15/2015)	4/13/2015	Allen Ave	Roynon	La Verne Heights	BHS	SDHS
Week 7	4/20/2015	Lone Hill	Shull	Gladstone	BHS	SDHS
Week 8	4/27/2015	Lone Hill	Shull	Gladstone	Oak Mesa	Ed Jones
Week 9	5/4/2015	Ramona	Ekstrand	Grace Miller	Oak Mesa	Ed Jones
Week 10	5/11/2015	Ramona	Ekstrand	Grace Miller		
Week 11	5/18/2015					
Week 12 (Memorial Day 5/25)	5/26/2016					
* Testing can continue beyond the two week window as needed at each site						
* Technology support resources will be prioritized to scheduled sites						
* Please submit all plans for extensions to the above scheduled times to the District						



Systems and Processes for Online Administration



Roles and Responsibilities



Important Roles

- **LEA CAASPP coordinator**-- Mark Rodgers
- **Test Site Coordinator (SC)**-- 1 or 2 people at your site an Administrator and/or Designee
- **Test Administrator (TA)**-- Teachers/Proctors
- **Technology Coordinator**--Kris Boneman and Aaron Weathersby
- **CALPADS Administrator**--Tracy Walsh

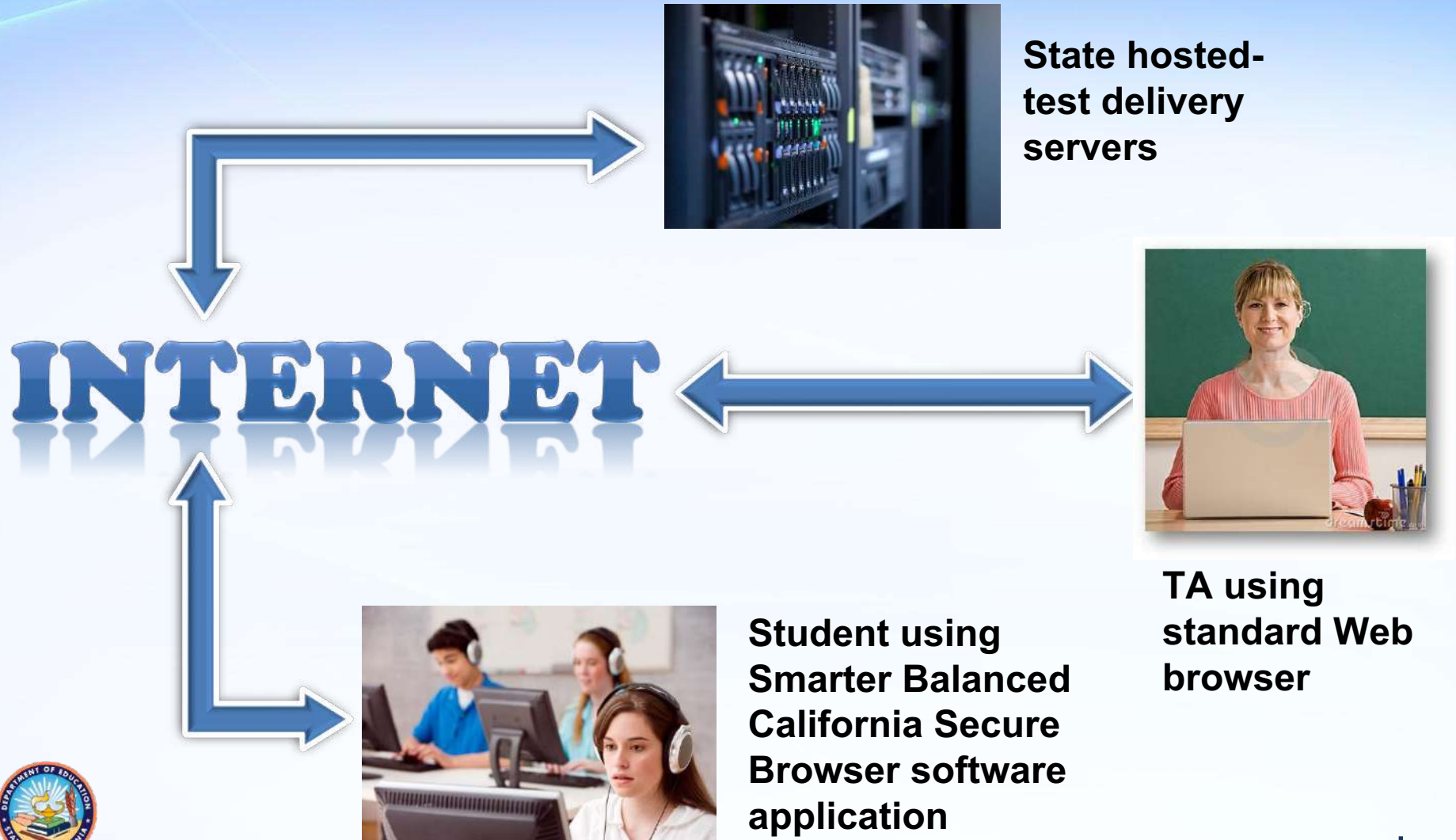
Test Site Coordinator

1. Identify TAs, ensure that they have submitted signed CAASPP Test Security Affidavits
2. Ensure TAs are properly trained
3. Enter and/or verify student test settings in TOMS
4. Create testing schedules/procedures for the school
5. Monitor testing progress and ensure that all eligible students participate
6. Address testing problems at the school site
7. Mitigate and report all test security incidents to the LEA CAASPP coordinator

Test Administrator

1. Read and sign the CAASPP Test Security Affidavit
2. Complete training and review all Smarter Balanced policy and administration documents prior to administering any Smarter Balanced assessments
3. Review student information prior to testing to ensure that the correct student receives the proper test with the appropriate supports/test settings
4. Administer the Smarter Balanced assessments
5. Report all potential test security incidents to the SC

High-level Technology Overview



Secure Browser

- Specifically designed for California to provide secure access
- Prevents students from accessing other hardware and software functions
- **Note:** Test Administrator computers will use a standard Web browser

Hardware Requirements

- On-site printers
 - Print out test session information
 - Print test stimuli or items for students with the print-on-demand accommodation
 - Only the TA's computer should have access to a single local or network printer in the testing room
- Headphones are required for each test station
- External keyboards required for tablets

Practice Tests and Training Tests



Practice Tests vs. Training Tests

	Practice Test	Training Test
Purpose	Provide students with a grade specific testing experience similar in structure and format to the summative assessments	Provide students with an opportunity to quickly become familiar with the software and interface features. There are no performance tasks (PTs).
Grade Levels	Each grade: •3–8, 11	Grade bands: •3–5 •6–8 •High school
Number and Types of Items	Approximately 30 items in ELA and 30 items in math per grade level Includes 1 ELA PT and 1 math PT per grade level	Approximately 15 items per grade band (6 in ELA and 8–9 in math); PTs are not available
Universal Tools, Designated Supports, and Accommodations	All	All
Scoring	Results are not scored, however answer keys and scoring rubrics are available	Results are not scored



Accessing the Practice and Training Tests

- There are two means for accessing the Practice and Training Tests:
 1. Through <http://caaspp.org> on a Web browser
 2. Through the secure browser
 - Simulates operational online testing environment
 - TAs may create test sessions for the Practice Tests or Training Tests on the TA Practice and Training Site
 - Students may return to a Practice Test and/or Training Test session

Accessing the Practice and Training Tests

WELCOME TO THE CAASPP PORTAL

Home About Test Administration Training FAQs Calendar

Action Required

- Return [Superintendent Designation Form for the LEA CAASPP Coordinator, 2014-15 School Year](#) by September 30.

Test Operations Management System (TOMS) Test Administrator Interface Secure Browsers **Practice & Training Tests** Participation Reports

Students and parents who wish to access the Practice Test and/or Test via an **Internet browser** will select the button below

Home About Test Administration TA Resources Training FAQs

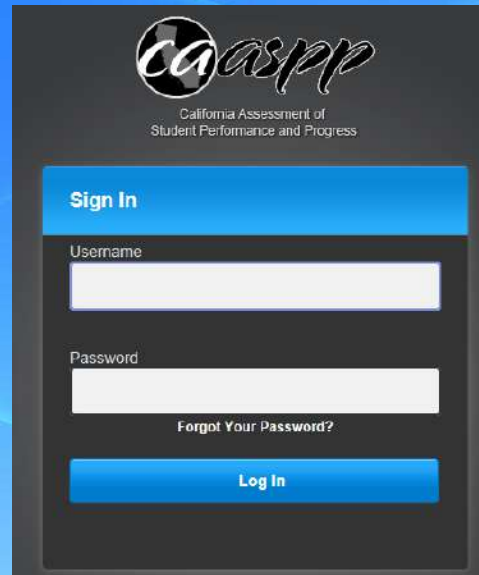
Home > Smarter Balanced Practice and Training Tests

Smarter Balanced Practice and Training Tests

To access the Smarter Balanced Practice and Training Tests, please select a button below:

- Test Administrator Practice and Training Site**
If you are a **Test Administrator (TA)**, select this button to access the online Smarter Balanced Practice and Training Site for TAs.
- Test Administrator Resources**
If you are a **Test Administrator (TA)**, select this button to access resources.
- Student Interface Practice and Training Tests**
If you are a **student**, select this button to access the Practice and Training Tests for the online Smarter Balanced tests.

Using the Test Operations Management System (TOMS)



The screenshot shows the login interface for the California Assessment of Student Performance and Progress (CAASPP). At the top, the CAASPP logo is displayed, consisting of the letters 'caaspp' in a stylized font with a globe icon, and the text 'California Assessment of Student Performance and Progress' below it. Below the logo is a blue header bar with the text 'Sign In'. Underneath the header are two white input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below the password field is a link that says 'Forgot Your Password?'. At the bottom of the form is a blue button with the text 'Log In'.

Tasks to Complete in TOMS for the Online Administration

- ☑ Review student data
 - Demographic data from CALPADS
 - Test enrollment
- ☑ Assign online test settings to students

Reviewing Student Data

- Each student profile in TOMS includes:
 - Demographic data and grade level
 - Read-only; ***must be modified in CALPADS***
 - Online test settings
 - Universal tools, designated supports, and accommodations
 - Students' grade levels must be correct in TOMS before testing
 - If a student's designated supports and accommodations information is incorrect, it must be updated in TOMS before he or she tests

Student Profile in TOMS: Test Settings

The screenshot shows the TOMS interface for a student profile. On the left is a navigation sidebar with categories: Organizations, Users, Students, Search, Online Test Settings, Paper Assignments, Test Admins, Orders, and Reports. The 'Students' category is selected. The main content area is titled 'Student Profile' and includes a 'Back to Results' button. Below the title is a breadcrumb trail: 'View & Edit Students > Student Profile'. A paragraph of text explains that CAPA students not in grades 5, 8, or 10 will remain enrolled in Smarter Balanced until the online Alternate Assessment is available for ELA and Math. The student's name, 'EVAN ACEVEDO', is displayed. There are three tabs: 'Demographics', 'Test Mode', and 'Test Settings', with the 'Test Settings' tab highlighted by a red box. Below the tabs, a message states: 'Listed below are the student's online test settings and designated supports.' The 'Embedded Accommodations' section contains two dropdown menus for 'Language' and 'Text-to-Speech (ELA)', and three checkboxes: 'American Sign Language', 'Closed Captioning (ELA)', and 'Streamlined Interface'. The 'Non-Embedded Accommodations' section contains a dropdown menu for 'Print on Demand' and a list of checkboxes: 'Abacus (Math)', 'Alternate Response Options', 'Calculator (Math)', 'Multiplication (Math)', 'Read Aloud Passages (ELA)', 'Scribe (ELA Writing)', 'Speech-To-Text', and 'Individualized Aids'.



Assigning Accessibility Supports in TOMS

- Student online test settings must be configured **at least 24 hours prior to testing**
 - Allow up to 24 hours from when you configure test settings in TOMS to when the changes appear in the TA and Student Testing Interface

What are Accessibility Supports?

- **Universal Tools:**
 - Available to all; based on student preference and selection (e.g., strikethrough, highlighter)
 - **Designated Supports:**
 - Need to be indicated by an educator or guardian (e.g., color contrast, read aloud, glossary, magnification)
 - **Accommodations:**
 - Based on individualized education programs (IEPs) or Section 504 plans (e.g., American Sign Language, scribe)



What are Accessibility Supports? (cont.)

Embedded		Non-Embedded	
Designated Support	Accommodation	Designated Support	Accommodation
Color Contrast	American Sign Language (ELA listening and math items)	Bilingual Dictionary (ELA performance task full writes)	Abacus
Masking	Braille	Color Contrast	Alternate Response Options
Text-to-Speech (math and ELA items)	Closed Captioning (ELA listening items)	Color Overlays	Calculator
Translated Test Directions (math items)	Streamlined Interface	Magnification	Multiplication Table
Translations (glossaries) (math items)	Text-to-speech (ELA reading passages)	Noise Buffers	Print on Demand**
Translations (stacked) (for math items)*		Read Aloud (math and ELA items)	Read Aloud (ELA reading passages)
Turn off any universal tools*		Scribe (ELA non-writing and math items)	Scribe
Permissive Mode		Separate Setting	Speech-to-Text
Print Size		Translated Test Directions	Individualized Aids
		Translation (glossaries) (math items)	
		Special Lighting or Acoustics	
		Translated Test Directions (math items)	

*Must be activated in the test delivery system.

Print on demand for **stimuli only can be activated in TOMS. If a student(s) need print on demand for items and/or items and stimuli, contact CaTAC at **least 24 hours** prior to testing.



Test Administration



Scheduling Testing Time

- Estimated testing times:

Content Area	Grades	Computer Adaptive Test (CAT) items hrs : mins	Performance Task (PT) hrs : mins	Total hrs : mins	Classroom Activity (administered prior to the PT)* hrs : mins	Total hrs : mins
English Language Arts/Literacy	3–5	1:30	2:00	3:30	:30	4:00
	6–8	1:30	2:00	3:30	:30	4:00
	11	2:00	2:00	4:00	:30	4:30
Mathematics	3–5	1:30	1:00	2:30	:30	3:00
	6–8	2:00	1:00	3:00	:30	3:30
	11	2:00	1:30	3:30	:30	4:00
Both	3–5	3:00	3:00	6:00	1:00	7:00
	6–8	3:30	3:00	6:30	1:00	7:30
	11	4:00	3:30	7:30	1:00	8:30



Scheduling Testing Time

- Scheduling is a collaborative effort
- **Recommended:** CAT first, PTs second
 - The classroom activity should be completed within 3 days prior to administering a PT
 - ELA PTs have 2 parts and can be completed over 2 days
 - Mathematics PTs have 1 part and can be completed in 1 day



- **Recommended:** PTs should *not* be administered on the same day as the CAT

Establishing Appropriate Testing Conditions

- Testing students in classroom-sized groups is preferable
 - Reduces test fear and anxiety
 - Facilitates monitoring and control for TAs
- Room should have good lighting, ventilation, and freedom from noise and interruptions
- **Remove or cover** displayed information (on bulletin boards, chalkboards, or dry-erase boards, etc.) that might be used by students to help answer questions
 - Rubrics, vocabulary charts, student work, posters, graphs, charts, etc.

Establishing Appropriate Testing Conditions (cont.)

- Make appropriate seating arrangements prior to test administration
 - Students should be seated so that they cannot view the answers of others
- Establish procedures to maintain a quiet testing environment
 - Remember that some students will finish more quickly than others

Establishing Appropriate Testing Conditions (cont.)

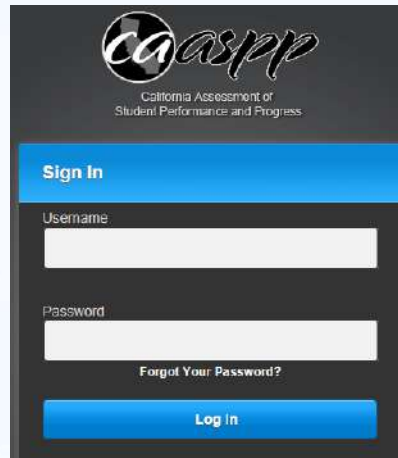
- Cell phones or other electronic devices are not allowed to be used during testing (e.g., turned off and put away)
- Post an **“Unauthorized Electronic Devices May Not Be Used at Any Time During the Testing Session”** sign so that it is clearly visible to all students
- Place a **“TESTING—DO NOT DISTURB”** sign on the door

General Test Rules

- Students must answer all test items on a page before moving on to the next page
- Students may not return to a test segment once it has been completed and submitted
- Students must answer all test items before the test can be submitted
- Students may not return to a test once it has been completed and submitted
- TAs must follow the “SAY” script exactly each time a test session is administered
 - Refer to the “SAY” boxes of the *Online Test Administration Manual* and/or *Online Directions for Administration*

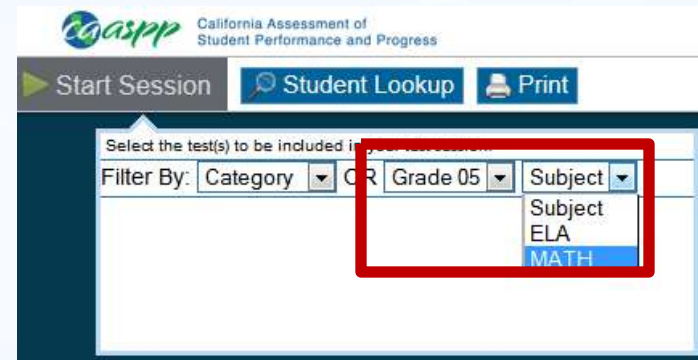
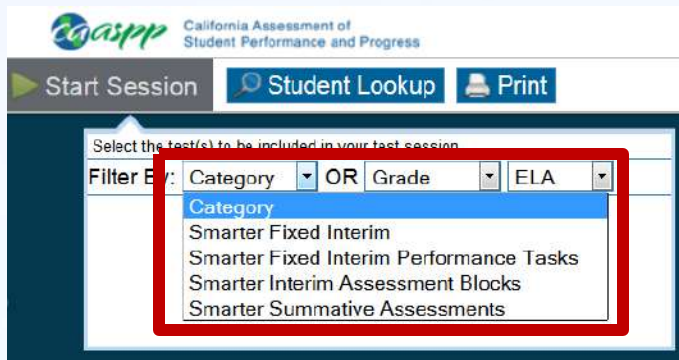
Administering a Test Session

1. The TA logs on to the TA Interface from <http://caaspp.org> on a standard Web browser

A screenshot of the CAASPP Sign In page. At the top is the CAASPP logo and the text "California Assessment of Student Performance and Progress". Below this is a blue header with "Sign In". The form contains two input fields: "Username" and "Password". Below the password field is a link that says "Forgot Your Password?". At the bottom is a blue "Log In" button.

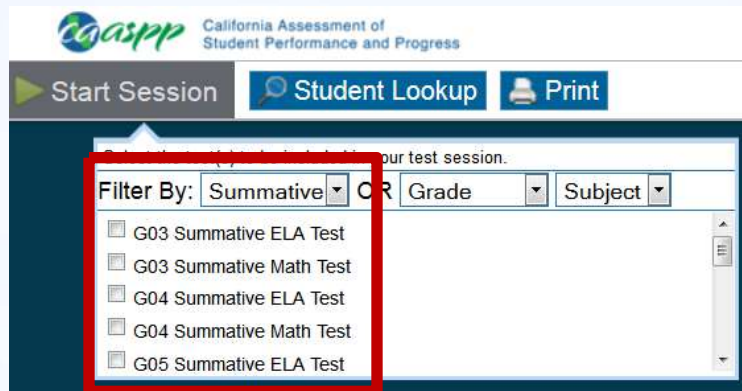
Administering a Test Session (cont.)

2. The TA selects the test category **or** the grade and content area

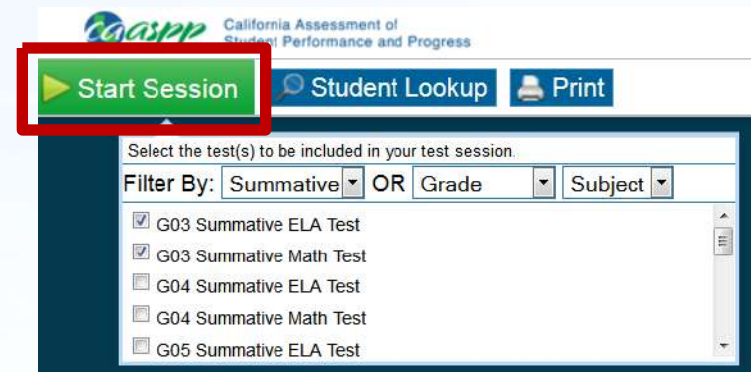


Administering a Test Session

- The TA selects the tests to administer
 - Additional tests can be added to a session; you will receive a confirmation message box

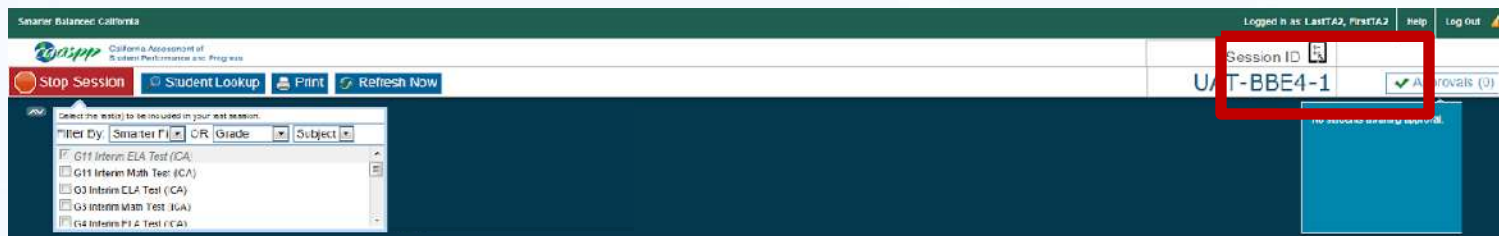


- The TA starts a test session



Administering a Test Session (cont.)

5. The TA informs students of the test **Session ID**
 - Write or display clearly in a place all students can see
 - Session IDs are automatically generated upon selecting the [**Start Session**] button



Additional tests can be added to a session; you will receive a confirmation message box



Distributing Student Logon Information

- TAs need to provide students with the Session ID, the student's Statewide Student Identifier (SSID), and confirmation code (student first name in CALPADS) for logon
 - May be provided on a card or piece of paper
 - TAs may write the Session ID on a board or where students can see it

Important: Student personal information is secure and must be collected and securely stored at the end of a test session, then securely destroyed at the end of the test administration.

Administering a Test Session (cont.)

6. Students log on through the secure browser
 - **Recommended:** Secure browsers are already launched on testing devices before students sit down to test
 - To log on, students need:
 - **First Name (Confirmation Code):** Student's legal first name as spelled in CALPADS
 - **State-SSID:** "CA" followed by a hyphen "-" and the student's SSID
 - **Session ID:** TA-generated Session ID

Please Sign In

Confirmation Code:

State-SSID:
(ex: ST-9999999123)

Session ID:

Sign In



Administering a Test Session (cont.)

7. Students verify their identity
 - After logging on, students will see the “*Is This You?*” screen
 - Students should select [**Yes**] to continue

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: CA-999999981





Grade: 03

Administering a Test Session (cont.)

8. Students selects the test
 - All grade-level tests that the student is eligible to take are displayed
 - **Only** the tests that the TA selected for the test session and those that have not been completed are selectable by students

Your Tests

Select a test.

 Start SBAC-G03-Math-NonPT4 This is opportunity 1 of 1	 Start SBAC-G03-ELA-NonPT1 This is opportunity 1 of 1
 Start Math-PT-School Library This is opportunity 1 of 1	 Start ELA-PT-Trees-A This is opportunity 1 of 1

[Back to Login](#)

Administering a Test Session (cont.)

9. Upon selecting a test, students will wait for TA approval

Waiting for TA approval...

Please wait while the Test Administrator edits the settings for your test session. This may take a few minutes...

[Click here to cancel.](#)

9. As students select tests, the TA will see approvals populate in the Approvals queue of the TA Interface

Session ID	Approvals
BLUE-F3C0-1	✓ Approvals (0)

No students awaiting approval.

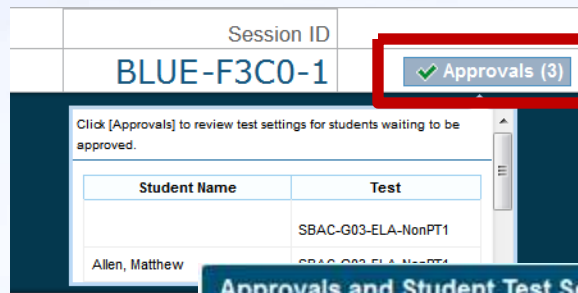
Session ID	Approvals
BLUE-F3C0-1	✓ Approvals (3)

Click [Approvals] to review test settings for students waiting to be approved.

Student Name	Test
Allen, Matthew	SBAC-G03-ELA-NonPT1

Administering a Test Session (cont.)

11. The TA selects the [Approvals (#)] button to access the *Approvals and Student Test Settings* screen



Approvals and Student Test Settings ✓ Approve All Students 🔄 Refresh ✖ Done

SBAC-G03-ELA-NonPT1				
Student Name	State-SSID	Opp #	Test Settings	Action
▶	CA.999999981	1	Standard Settings See/Edit Details	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny
▶ Allen, Matthew	CA.999999982	1	Standard Settings See/Edit Details	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny

SBAC-G03-ELA-NonPT2				
Student Name	State-SSID	Opp #	Test Settings	Action
▶ Blake, Michelle	CA.999999983	1	Custom Settings See/Edit Details	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny



Administering a Test Session (cont.)

12. The TA verifies the student has selected the appropriate test and reviews the students' test settings by selecting [**See/Edit Details**] button next to each student

Approvals and Student Test Settings ✓ Approve All Students 🔄 Refresh ✕ Done

SBAC-G03-ELA-NonPT1				
Student Name	State-SSID	Opp #	Test Settings	Action
▶	CA.999999981	1	Standard Settings	✍ See/Edit Details ✓ Approve ✕ Deny
▶ Allen, Matthew	CA.999999982	1	Standard Settings	✍ See/Edit Details ✓ Approve ✕ Deny

SBAC-G03-ELA-NonPT2				
Student Name	State-SSID	Opp #	Test Settings	Action
▶ Blake, Michelle	CA.999999983	1	Custom Settings	✍ See/Edit Details ✓ Approve ✕ Deny

Administering a Test Session (cont.)

Test Settings for: GUEST

Language: English

Non-Embedded Designated Supports:

- None
- Color Contrast Available
- Color Overlay Available
- Glossary - Spanish
- Glossary - Arabic
- Glossary - Cantonese
- Glossary - Filipino
- Glossary - Korean

Non-Embedded Accommodations:

- None
- Abacus
- Alternate Response Options
- Calculator
- Multiplication Table Available
- Speech-to-Text

Permissive Mode: Permissive Mode Disabled

Test Shell: Standard Test Shell

Strikethrough: True

You must select [Set] or [Set & Approve] to confirm these test settings. Use [Set] to confirm the settings and return to the main Approvals screen to approve this student.



Administering a Test Session (cont.)

13. The TA selects [**Set**] to confirm the current test settings and return to the list of students awaiting approval
 - The TA will still have to approve the student for testing

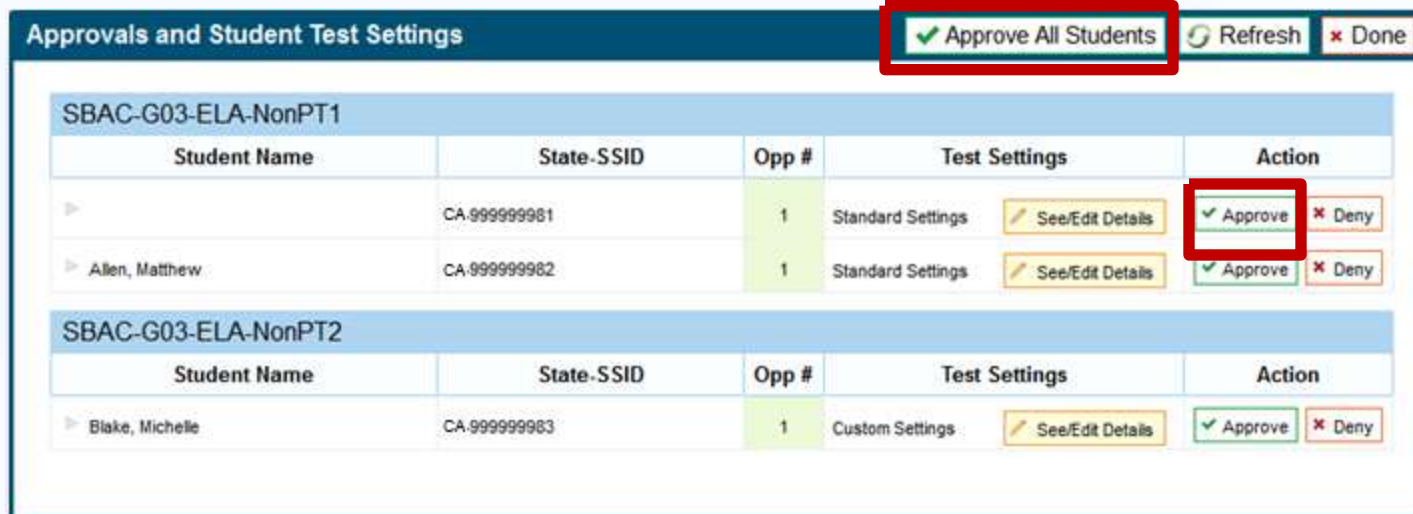
OR

14. The TA selects [**Set & Approve**] to establish the existing settings and approve the student for testing

Note: If a student's test settings are incorrect, TAs should deny the student, contact the LEA CAASPP coordinator or SC to correct the test settings in TOMS, and test the student on another day

Administering a Test Session (cont.)

15. Upon reviewing test settings for all students, the TA approves students to test on the *Approvals and Student Test Settings* screen
- Select [**Approve**] to approve a specific student for testing
 - Select [**Approve All Students**] to approve all students



Approvals and Student Test Settings

✓ Approve All Students Refresh × Done

SBAC-G03-ELA-NonPT1				
Student Name	State-SSID	Opp #	Test Settings	Action
▶	CA-999999981	1	Standard Settings See/Edit Details	✓ Approve × Deny
▶ Allen, Matthew	CA-999999982	1	Standard Settings See/Edit Details	✓ Approve × Deny
SBAC-G03-ELA-NonPT2				
Student Name	State-SSID	Opp #	Test Settings	Action
▶ Blake, Michelle	CA-999999983	1	Custom Settings See/Edit Details	✓ Approve × Deny

Administering a Test Session (cont.)

16. After the TA has approved a student for testing, the student will verify the test information and settings
- The student will select [**Yes, Start My Test**] to begin testing or [**No**] if their settings are incorrect

Is This Your Test?

Session ID: Green-f3c0-1

SBAC-G03-ELA-NonPT1

Color Choices: Black on White

Language: English

Masking: Masking Not Available

Print on Request: None

Print Size: No default zoom applied

Text-to-Speech: No Text-to-Speech

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

Administering a Test Session (cont.)

18. Finally, students will see the *Test Instructions and Help* page before they begin testing
- Students will select [**Begin Test Now**] to begin testing

Test Instructions and Help

Click the question mark button to access this Help Guide at any time during your test. Scroll down for more information.

Overview of the Student Testing Site and Test Tools

All tests have navigation and test tools. Some test tools are available only for specific tests or questions.

Sample Test Layout: Mathematics

The screenshot shows a test interface with a top navigation bar containing buttons for Back, Next, Save, Pause, and End Test. A message at the top right states 'The test has been completed and is ready to be submitted.' Below the navigation bar, there are icons for Calculator, Erase, Zoom Out, and Zoom In. A question is displayed: 'Select all numbers from the list that are greater than 5 and less than 5.75.' Below the question is a list of numbers: 24, 5. Callouts point to the 'End Test' button, the 'End Test Button and Message', the 'Context Menu' (a list icon), and the 'Test Tools' (calculator, eraser, zoom icons).

Return to Login Begin Test Now

Monitoring Student Progress

- TAs can monitor student testing through the *Students in Your Test Session* table on the TA Interface
 - Displays students who have logged in and been approved for testing

Students in Your Test Session

3 Students in Session Approved Requests ⚡ = Sort Column By **Requests** + New Request Hide/Show Columns ▾

⚡ Student Name	⚡ State-SSID	⚡ Opp #	⚡ Test	Test Settings	Requests	⚡ Student Status	⚡ Pause Test
Student B	CA-999999990206	1	Math-PT-School Library	Custom Settings		started: 4/6	<input type="button" value="Pause"/>
Student C	CA-999999990206	1	SBAC-G03-Math-NonPT4	Standard Settings		paused: 0/0	
Student A	CA-999999991195	1	SBAC-G03-Math-NonPT4	Custom Settings		approved: 0/0	<input type="button" value="Pause"/>

Pausing Tests

- TAs may pause an individual student's test in the *Students in Your Test Session* table
- This will not affect other students' tests

Students in Your Test Session

3 Students in Session Approved Requests ⚡ = Sort Column By Requests + New Request Hide/Show Columns ▾

⚡ Student Name	⚡ State-SSID	⚡ Opp #	⚡ Test	Test Settings	Requests	⚡ Student Status	⚡ Pause Test
Student B	CA-999999990206	1	Math-PT-School Library	Custom Settings		started: 4/6	Pause
Student C	CA-999999990206	1	SBAC-G03-Math-NonPT4	Standard Settings		paused: 0/0	
Student A	CA-999999991195	1	SBAC-G03-Math-NonPT4	Custom Settings		approved: 0/0	Pause

General Pause Rules

- If there is a technical issue (e.g., power outage or network failure), students will be logged out and the tests will automatically be paused
- If a test is paused, the student must log in again to resume testing
- Highlighted text and global notes will not be preserved

Pause Rules: Computer Adaptive Test

- If a CAT is paused for **more than 20 minutes**, the student is:
 - Presented with the test page containing the test item he or she was last working on (if the page contains at least 1 unanswered item) **OR**
 - Presented with the next test page (if all items on the previous test page were answered)
 - Not permitted to review or change any test items on previous test pages
 - If a CAT is paused for **less than 20 minutes**, the student is:
 - Presented with the test item or passage he or she was working on when the test was paused
 - Permitted to answer previously shown items within a segment

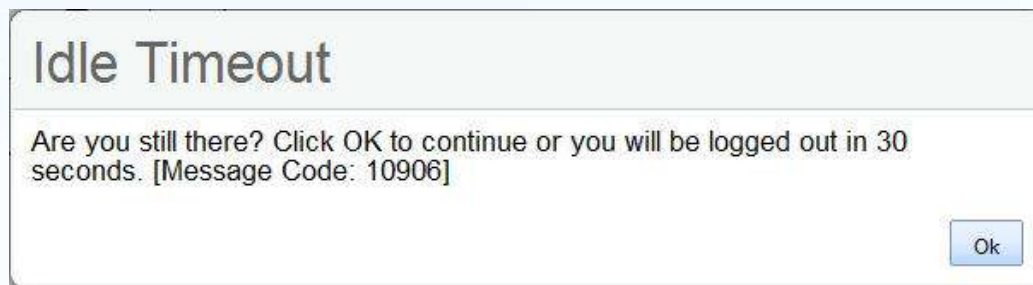


Pause Rules: Performance Task

- There are no pause rules for PTs
 - Even if a PT is paused for more than 20 minutes, the student can return to the current section and continue
- ELA PTs are divided into two parts
 - After a student completes the first part, he or she cannot return to it

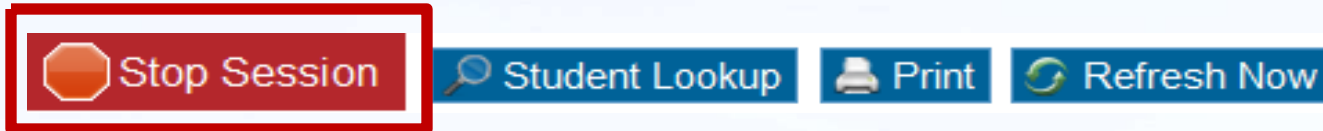
Test Timeout Due to Inactivity

- As a security measure, students are automatically logged out of the test after 30 minutes of inactivity
- Activity means:
 - Selecting an answer
 - Using a navigation option in the test (e.g., selecting [**Next**] or [**Back**], using the Questions drop-down list)
- **Note:** Moving the mouse or selecting an empty space on the screen is not considered activity
- Before the system logs out, a warning message will be displayed



Stopping an Entire Test Session

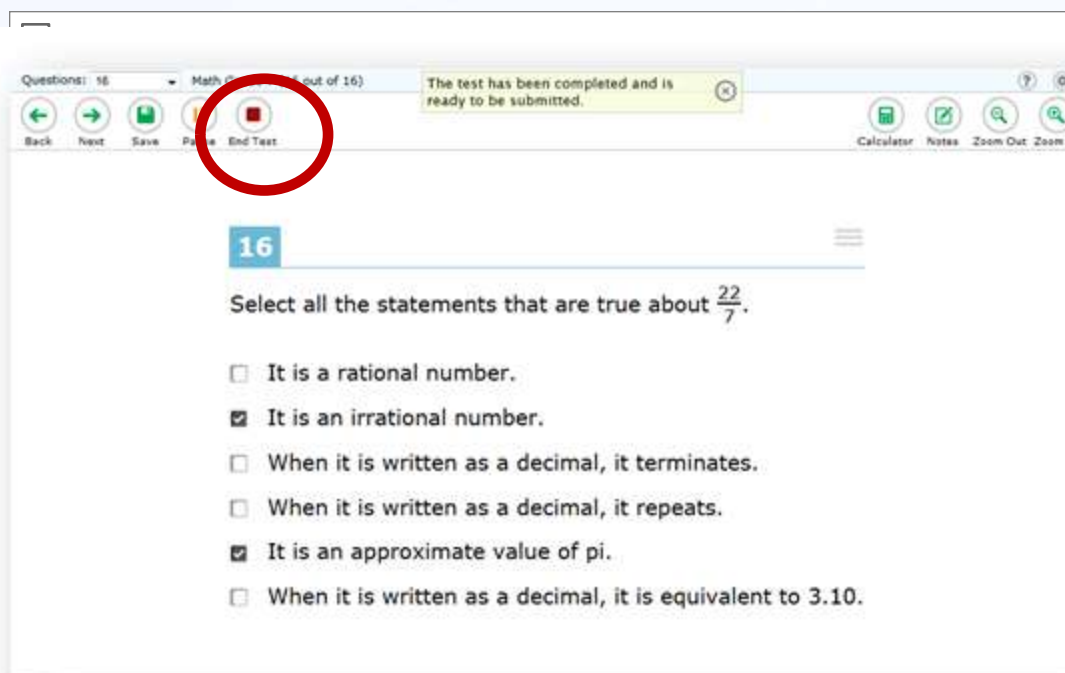
- TAs can stop a test session (and therefore pause tests for all students in the session)
 - Select the [**Stop Session**] button in the upper-left corner of the TA Interface



- An “Important!” box will appear, requesting verification to end the session and log students out
- Select [**OK**] to continue or [**Cancel**] to keep the test session open

Reaching the End of the Test

1. After students answer the last item on the test, the **[End Test]** button will appear in the upper-left corner of the screen



Reaching the End of the Test

2. Upon selecting the [**End Test**] button, an “Attention” message will appear
 - Students will select [**Yes**] to proceed with reviewing answers and submitting the test

Attention


You have reached the end of the test. Click [Yes] to continue to the next page. Click [No] to keep working on your test. [Message Code: 10900]

Reaching the End of the Test


3. Students may review answers before submitting a test (Seems suspicious)

You have reached the end of the test.

You have reached the end of the test. You may review your answers. If you are done reviewing your answers, click [Submit Test]. You cannot change your answers after you submit the test.

 You have marked questions. Review these questions before submitting your test.

Questions:

1	3	5	7	9
2	4	6	8 	



Reaching the End of the Test

4. When a student is ready to submit the test, he or she will receive a confirmation screen

Test Successfully Submitted

Student Name: Student, Demo (State-SSID: AI-9999999281)

Test Name: SBAC-G03-Math-NonPT3

Test Completed On: 3/21/2014

Scores are not shown for this test. You have finished the test. You may now log out.

[Log Out](#)

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

Test Expiration Rules

- A student's CAT test remains active until the student completes and submits the test **or** 45 calendar days after the student has begun the CAT
- A student's PT remains active for 10 calendar days after the student has begun it

Classroom Activity Administration Guidelines

- **Purpose:** To provide students with important context, concepts, and key terms prior to taking the PT
- All students will have a classroom activity before they complete a PT
- May be administered in a classroom or any other appropriate space
- **Recommended:**
 - ELA Classroom Activity should take place on a separate day from the PT
 - No more than a 3-day lapse between the classroom activity and the PT administration

Classroom Activity Administration Guidelines (cont.)

- Computers, projectors, and other technology are allowed but not required for the classroom activity
- Involves the participation of **all** students in an instructional task
- PT will be completed by **individual** students on the testing device
- Students may take notes during the classroom activity, but the notes must be collected before proceeding to the PT

Classroom Activity Administration Guidelines (cont.)

- Designed to fit into a **30-minute** window
 - Will vary due to complexity of topic and individual student needs
- The SC should download the assigned classroom activity and provide to TAs at least 1–2 days prior
- After receiving the activity from the SC, the TA or classroom teacher should administer the classroom activity

Test Security



Test Security

- There are three different types of test security incidents:

Level 1. Impropriety

Level 2. Irregularity

Level 3. Breach

Report to the LEA CAASPP Coordinator (Google Form)