NONSECURE MATERIALS

CSA

California Spanish Assessment

Administering an Online Test Session

2024–25
California Spanish Assessment

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Before the Test Session

NOTE: Refer to the *Administering to Students* chapter in the California Assessment of Student Performance and Progress (CAASPP) Online Test Administration Manual for additional instructions on test administration and more information about using the Test Administrator Interface.

This document contains information on how to administer a general assessment to students, including how to start a test session, add assessments to the session, verify students' test settings, approve students for testing, and end a test session.

Test Directions Overview

These instructions apply to administration of the summative **California Spanish Assessment (CSA) only**. Do not use these instructions for administration of the Smarter Balanced computer adaptive test (CAT) or performance task (PT); or California Science Test (CAST).

Other scripts that provide instructions for a test administrator (TA) to read to students during test administration are as follows:

- CSA (script-only abridged version)
- Smarter Balanced CAT for ELA and mathematics (full version)
- Smarter Balanced CAT for ELA and mathematics (abridged version)
- Smarter Balanced PT for ELA and mathematics (full version)
- Smarter Balanced PT for ELA and mathematics (abridged version)
- CAST (full version)
- CAST (abridged version)

The *Directions for Administration* (*DFAs*) for the California Alternate Assessments (CAAs) for ELA and mathematics and the embedded PTs for the CAA for Science, which include directions, can be downloaded from the password-protected Test Operations Management System (TOMS).

Reading the Script

To ensure that all students are tested under the same conditions, you should adhere strictly to the administration script for a particular assessment unless a student is assigned the non-embedded designated support for simplified test directions. The readable script can be found in bold text after the word "**SAY**." When asked, you should answer questions raised by students but should never help the class or individual students with specific test items. **No test items can be read to any student for any content area, unless the student is assigned a read-aloud non-embedded designated support or accommodation as listed in the California Assessment Accessibility Resources Matrix.**

Before the Test Session (cont.)

The SAY statements should be read exactly as they are written in Spanish, using a natural tone and manner (except for students assigned the simplified test directions non-embedded designated support). An English translation is provided underneath each Spanish SAY statement as an additional resource for test administrators only. Do not read the "DO NOT READ ALOUD; FOR REFERENCE ONLY" statements in English aloud.

If you make a mistake in reading a direction, you should stop and say, "He hecho un error. Escuchen de nuevo. (I made a mistake. Listen again.)" Then the direction should be reread.

If the class is resuming an assessment and you are sure that all students are able to log on without hearing the logon directions again, you may skip the italicized portions of the directions.

You should try to maintain a natural classroom atmosphere during the test administration. Before each assessment begins, you should encourage students to do their best.

Process to Follow

Follow these instructions to administer the CSA unless a student is assigned the non-embedded designated support for simplified test directions. You must create a test session before students can log on to the Student Testing System **(but no more than 30 minutes prior or the system will time out)**. When you create a test session, a unique session ID is randomly generated. This session ID must be provided to the students before they log on and should be written down.

The process for administering computer-based assessments is as follows:

1. The TA selects assessments and starts a test session in the Test Administrator Interface.
2. Students sign in and request approval for assessments.
3. The TA reviews students' requests and approves them for testing.
4. Students complete and submit their assessments.
5. The TA stops the test session and logs off.

For information about the testing process from a student's perspective, refer to the sections *Signing In to the Student Testing Site* and *Features of the Student Testing Application* in the *CAASPP Online Test Administration Manual*.

Guide to Test Administration Scripts

Tab	Definition
Test Administrator	Indicates the test administrator's tasks or view
Student	Indicates the student's tasks or view

Before the Test Session (cont.)

Test Administrator Tasks

Before administering a test session, you should verify that the following tasks have been completed:

- Verify the security of the testing environment prior to beginning a test session. (Refer to the section *Security of the Test Environment* in the *CAASPP Online Test Administration Manual*.)
  - Arrange student seats so that students cannot view each other's answers.
  - Cover or take down all displayed instructional materials (for example, vocabulary charts, periodic tables, etc.).
  - Post "TESTING—DO NOT DISTURB" (PDF) signs outside of the testing room.
- Ensure that students do not have access to digital, electronic, or manual devices (for example, cell phones, smartwatches) during testing unless it is an approved medical support. Hang "Unauthorized Electronic Devices May Not Be Used at Any Time During the Testing Session" (PDF) signs where clearly visible to students in the testing environment as a test security reminder.
- Verify that students have access to and use of the additional required resources specific to each assessment and content area (for example, scratch paper for all assessments). Refer to *Additional Required Resources* for a complete list.
- Make sure each testing device or workstation has headphones or a headset. For the CSA speaking domain, a headset with a microphone is recommended for better clarity of the voice capture but is not required.
- **Recommended:** Launch secure browsers on all testing devices before students sit down to test.

Starting a Test Session

You must create a test session before students can log on to the Student Testing Site. For a student to take a specific assessment, it must be included in the test session.

You should also ensure that students selected the correct assessment; students who are awaiting approval for an incorrect assessment should be denied approval. These students should log on again and select the correct assessment. **It is very important that you pay close attention to the test name prior to approval to be sure it is the correct assessment to be administered at that time.**

Student Test Settings

Ensuring the test settings are correct before the student begins testing is critical. This will help avoid the need for a test reset that may result in additional testing for the student later.

Refer to the *Types of Resources* section of the *Accessibility Guide* for the accessibility resources—both embedded and non-embedded—that are available for the CAASPP.

Before the Test Session (cont.)

"Custom" in the *See Details* column of the Test Administrator Interface indicates the student has been assigned test settings; otherwise, the label is "Default" (figure 1). Select the [**View**] eye [ ] icon to view the student's settings for the current assessment.

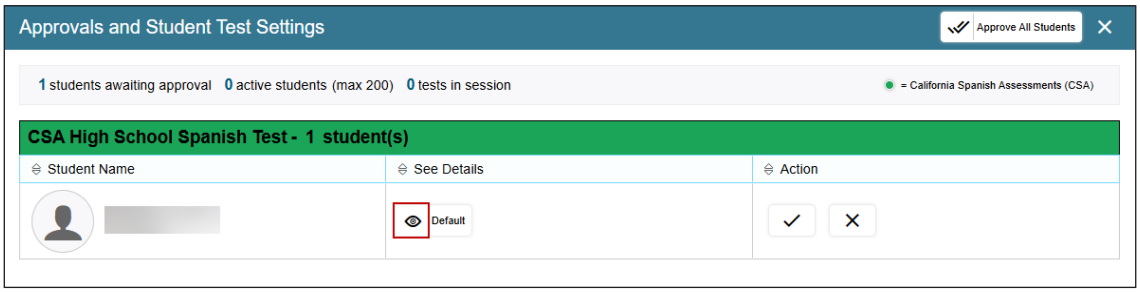

Figure 1. Settings in the *Approvals and Student Test Settings* screen

Note the following about checking students' information and test settings before test sessions:

- A student who requires test settings other than universal tools must have the settings updated by a testing coordinator in TOMS before testing begins.
- **If there is a student whose test settings are incorrect, do not approve the student for testing.** Instead, contact the local educational agency (LEA) CAASPP coordinator or site CAASPP coordinator to have the student's information updated in TOMS and test the student on another day.

If the student had been assigned the designated support to turn off any universal tool[s], you can toggle the universal tools on and off.

Reminders During Testing

- **Always write down the session ID for possible future use.** If the Test Administrator Interface web browser is accidentally closed while students are still testing, the session will remain open until it times out after 30 minutes. You can open the web browser and navigate back to the Test Administrator Interface. You will be prompted to enter the active session ID.
- If you need to access TOMS or another application, you are encouraged to open a separate browser window and use that window for other applications. This scenario also occurs when you navigate to another site from the Test Administrator Interface.
- **If you unintentionally log off the Test Administrator Interface while students are still testing, all in-progress tests will be saved and paused, and the students will be logged off.** If this occurs, you will have to create a new session to resume testing. When starting a new session, you should give the students the new session ID so they can log on and resume testing.

Before the Test Session (cont.)

Test Security

Once students have started the CSA, you should monitor the room to ensure that all conditions of test security are maintained. If you witness or suspect the possibility of a test security incident, you should contact your site CAASPP coordinator, the LEA CAASPP coordinator, or both coordinators immediately in accordance with the security guidance provided in the *CAASPP Online Test Administration Manual*.

Test Administrator Interface Logon Instructions

NOTE: This subsection describes the screens associated with in-person testing. Refer to the *Remote Testing* chapter of the *CAASPP Online Test Administration Manual* for details about testing remotely.

WARNING: When launching a test session, always be sure to select the correct assessment. To help with differentiating the assessments, the assessments each have a differently colored background with a white-text label; the CSA is mint.

You must create a test session before students can log on to the secure student browser. For a student to take a specific assessment, the assessment must be included in the test session.

If you have mistakenly selected and administered the summative assessment when intending to administer an interim assessment or practice or training test, you should stop the assessment and notify the testing coordinator. The LEA CAASPP coordinator or site CAASPP coordinator will need to report the incident using the CAASPP Security and Administration Incident Reporting System (STAIRS)/Appeals process. However, while all cases of accidental summative assessment should be filed, not all cases will be eligible for a Reset Appeal.

Test Administrator

1. Navigate to the CAASPP & ELPAC Website on a web browser.
2. Select the [**Administer a Test Session**] button, as shown in figure 2.

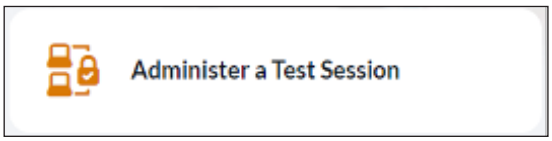

Figure 2. [Administer a Test Session] button

3. Select the [**Test Administrator Interface**] button (figure 3).

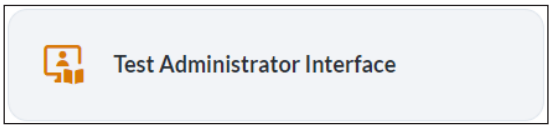

Figure 3. [Test Administrator Interface] button

Test Administrator Interface Logon Instructions (cont.)

4. Log on to the Test Administrator Interface using your TOMS sign-in credentials, as shown in figure 4.

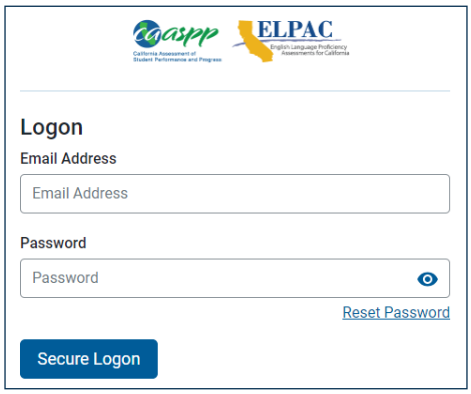

Figure 4. Test Administrator Interface *Logon* screen

5. Once you have logged on to the Test Administrator Interface, the [**Active Sessions**] tab in the *Test Administration Dashboard* will appear. Start a new session by selecting either the [**Start an In-person Session**] button (figure 5) or [**Start a Remote Session**] button (figure 6).

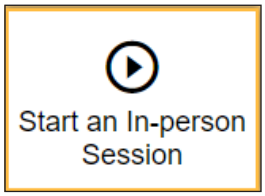

Figure 5. [Start an In-person Session] button in the Test Administrator Interface

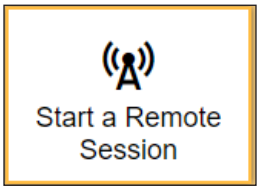

Figure 6. [Start a Remote Session] button in the Test Administrator Interface

Test Administrator Interface Logon Instructions (cont.)

6. To join a previously scheduled session, select the session's [**Join**] button in the *Action* column (figure 7) of the *Active Sessions* table.

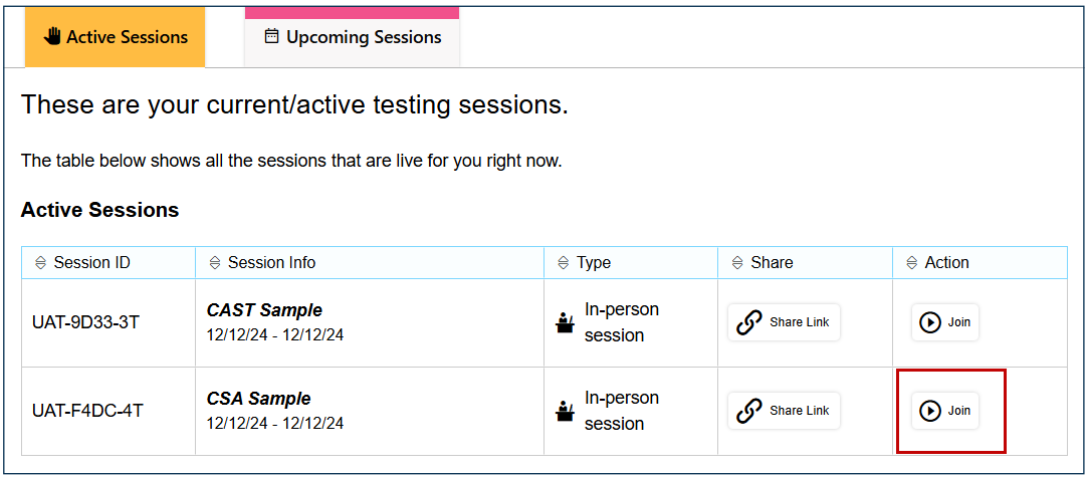

Figure 7. [Join] button in the *Active Sessions* table

7. If you are associated with multiple schools, an *Important!* message appears when you log on. Select the appropriate school from the drop-down list in this message and select the [**Go**] button (figure 8). You may only select one school or district at a time. Students who have the session ID and are enrolled in a different school than the one you selected will also be able to test in the same test session as students in other schools, if you have roles in the schools in which students are enrolled. You will only be able to administer tests available for the selected school or district. **Regardless of their test site, students who are testing should be supervised at all times.**

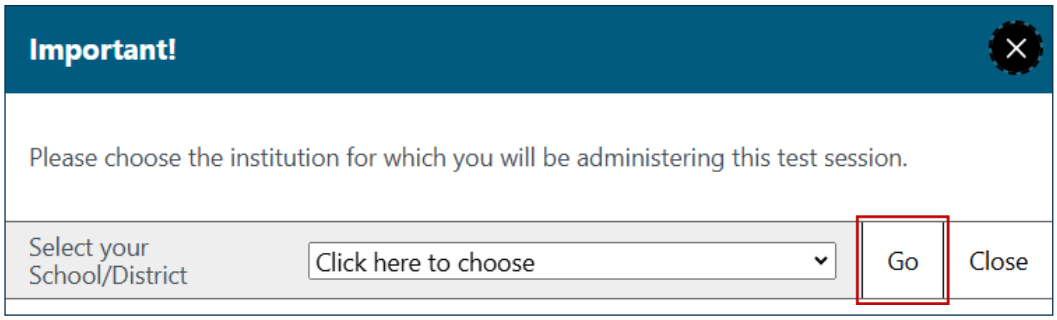

Figure 8. *Important!* school and district selection message

Test Administrator Interface Logon Instructions (cont.)

8. The *Operational Test Selection* screen, as shown in figure 9, color-codes assessments and groups them into various categories. A test group, such as "California Spanish Assessments (CSA)," may include one or more subgroups. All test groups and subgroups appear collapsed by default.

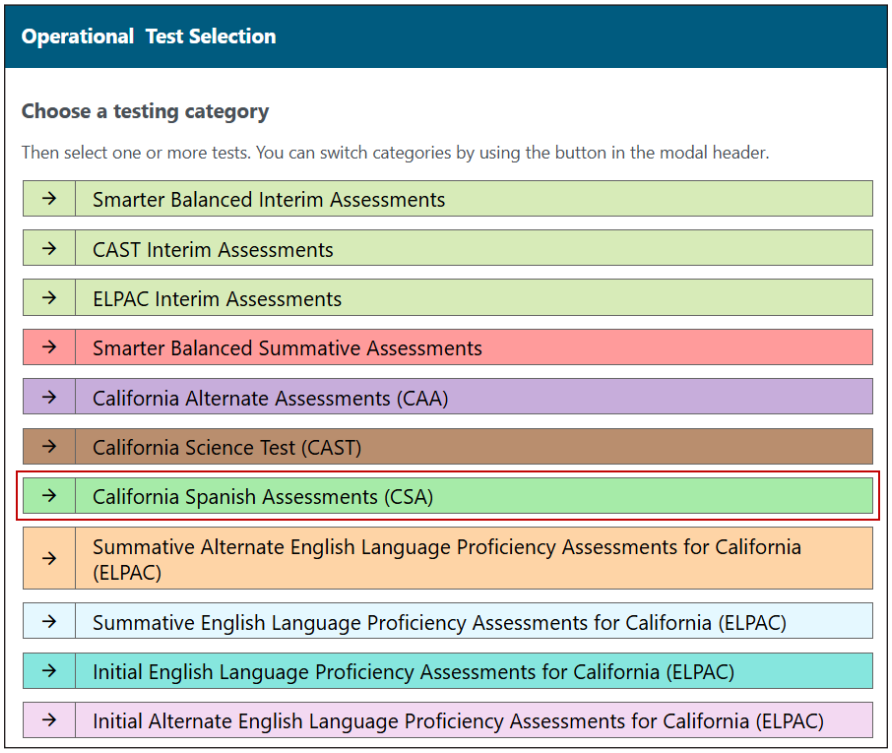

Figure 9. *Operational Test Selection* screen

Test Administrator Interface Logon Instructions (cont.)

9. To select an assessment or assessments for the session, first select the test name and then mark the checkbox for each assessment to be included in the session, as indicated in figure 10.

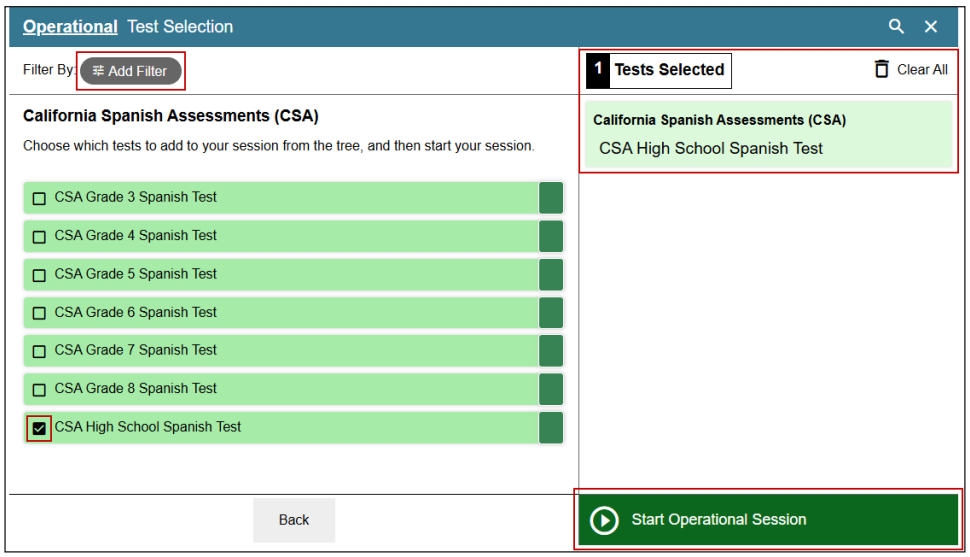

Figure 10. Sample *Expanded Operational Test Selection screen*

10. Because you are administering a summative assessment, there will be a warning letting you know that a summative assessment is about to be administered. If you select [**OK**], as shown in figure 11, you can either continue with the test administration or exit from the Test Administrator Interface if you selected a summative assessment unintentionally.

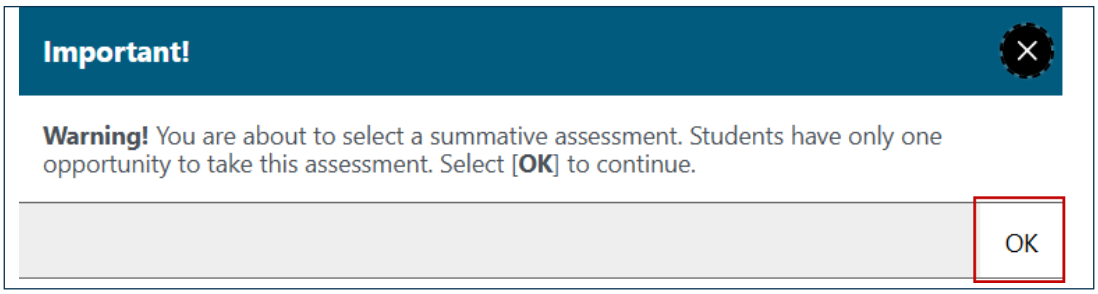

Figure 11. Summative Assessment confirmation box

Test Administrator Interface Logon Instructions (cont.)

11. Either use the filtering feature to open specific grade-level or content-area assessments (figure 12); or, to start the assessment, select the [**Start Operational Session**] button (indicated in figure 10). Take the following steps to use the filtering feature:

    a) Select the [**Add Filter**] button [Add Filter] to access the filter panel.

    b) Expand the available filter categories by selecting a [**Plus**] plus-sign [**+**] icon.

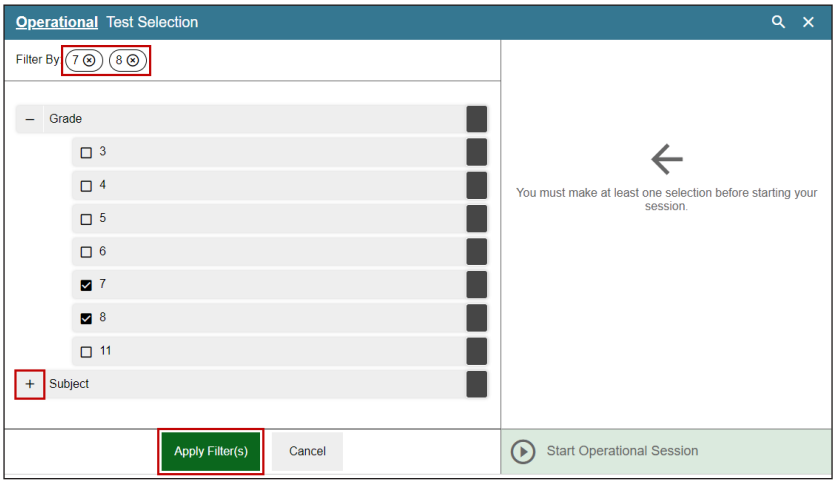

Figure 12. ***Sample Operational Test Selection*** **screen with filtering option**

    c) Select the criteria to filter. For example, to select all the assessments in a content area, mark the checkbox for that group.

    d) Select the [**Apply Filter(s)**] button [Apply Filter(s)] (indicated in figure 12).

    e) Remove the filter by selecting the [**Remove Filter**] "X" icon [⊗] (indicated in figure 12).

    f) Select the [**Start Operational Session**] button to start the assessment (indicated in figure 10).

During the Test Session

Student Logon

Test Administrator

1. Inform students of the test session ID. The session ID is automatically generated upon selecting [**Start Operational Session**]. Write the session ID in a place where all students can clearly refer to it during group administrations. The current session ID also appears on the Test Administrator Interface screen saver when the screen saver is active. A sample of a session ID is shown in figure 13.

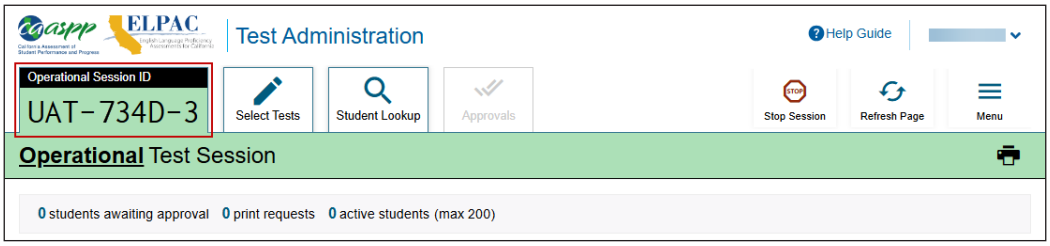

Figure 13. Sample session ID at the top of the Test Administrator Interface

2. Read the following SAY statement aloud.

SAY: Hoy tomarán la evaluación de español en California para el grado [mencionar grado]. Se les dará el número de identificación de la sesión que se requiere para iniciar la prueba. Antes de iniciar la prueba, revisaremos algunas reglas.

Respondan a cada pregunta en la pantalla antes de seleccionar [SIGUIENTE]. Si no están seguros de la respuesta, contesten con su mejor respuesta. Si desean revisar su respuesta más adelante, marquen la pregunta para revisarla antes de pasar a la siguiente sección. Podrán regresar y cambiar la respuesta durante esta sesión de la prueba.

Do not read the "DO NOT READ ALOUD; FOR REFERENCE ONLY" statements in English aloud; these are for your reference only.

During the Test Session (cont.)

DO NOT READ ALOUD; FOR REFERENCE ONLY:

Today, you will take the California Spanish Assessment for grade [level or band]. You will be given a test session ID that is required to start the test. Before logging on, let's go over some test rules.

You must answer each question on the screen before selecting [**NEXT**]. If you are unsure of an answer, provide what you think is the best answer. If you would like to review that answer at a later time, mark the question for review before going on to the next segment. You may go back and change the answer during this test session.

3. Read the following SAY statement and all subsequent SAY statements aloud to everyone.

SAY: Podrán hacer una pausa en cualquier punto de la prueba seleccionando [PAUSA] en lugar de [SIGUIENTE] después de contestar una pregunta. Por favor levanten la mano si necesitan un descanso y pidan permiso antes de seleccionar [PAUSA].

Si pausan la prueba por más de 20 minutos, no podrán regresar y cambiar sus respuestas, aunque las hayas marcado para revisarlas después. Pueden revisar sus respuestas a cualquier pregunta antes de pausar su prueba.

Esta prueba está dividida en tres segmentos. Cuando lleguen al final de un segmento, se les pedirá que revisen sus respuestas antes de continuar. Una vez que terminen con sus respuestas y pasen al siguiente segmento, no podrán regresar a ninguna de las preguntas del segmento anterior.

Sus respuestas deben ser su propio trabajo. Mantengan los ojos en su prueba y recuerden, no hablen con otros durante la prueba. Si tienen un teléfono celular o smartwatch, guárdenlo y manténganlo apagado.

Si terminan la prueba antes del tiempo indicado, por favor permanezcan sentados en silencio.

During the Test Session (cont.)

DO NOT READ ALOUD; FOR REFERENCE ONLY:

You may pause at any point in the test by selecting [**PAUSE**] rather than [**NEXT**] after answering a question. Please raise your hand if you need a break and ask permission before selecting [**PAUSE**].

If you pause your test for more than 20 minutes, you will not be able to go back and change your answers to any questions, even the ones you marked for review. You may check your answers to any questions before you pause your test.

This test is divided into three segments. When you get to the end of a segment, you will be told to review your answers before moving on. Once you submit your answers and move on to the next segment, you will not be able to return to any of the questions in the previous segment.

The last passage set in the third segment contains a writing constructed-response item. Before that passage set, there is a page in the test that will instruct you to stop testing and raise your hand. I will tell you if there is enough time left to complete the final portion of the test or if you need to finish at another time. Do not continue past this page unless I tell you to.

Your answers must be your own work. Please keep your eyes on your own test and remember, you are not to talk to others during the test. If you have a cell phone, smartwatch, or other nonapproved electronic devices, you should put it away and keep it turned off.

If you finish the test before the indicated time, please sit quietly.

4. Logon tickets may be provided to each student. The logon tickets should provide the students' SSID (Statewide Student Identifier). Note that logon tickets are secure testing materials and should be securely destroyed after testing.

Student

5. Log on to the Student Testing Site through the secure browser.

During the Test Session (cont.)

Test Administrator

6. Direct students to sign in using the *Student Sign-In* screen. It is not necessary to read any italicized, asterisked sentences to students testing over multiple days who have already heard these instructions at least once.

   SAY: Ahora estamos estas listos para iniciar la prueba. Una vez iniciados, tendrán que esperar a que yo apruebé su prueba antes de empezar. Estaré revisando que hayan escrito el número de la identificación de la sesión correctamente y el resto de la información.

   Tecleen su primer nombre completo y su número de estudiante SSID, como está escrito en su boleto de inicio de sesión. A continuación, introduzcan la identificación para la sesión. *Levanten la mano si necesitan ayuda para teclear esta información.*

DO NOT READ ALOUD; FOR REFERENCE ONLY:

Now we are ready to log on. Once you have logged on, you will have to wait for me to approve the test before you start. I'll be checking that you have correctly entered the test session ID and other information.

Enter your first name and your SSID number, as listed on your logon ticket. Then, enter the ID for the session. **Raise your hand if you need help typing this information on the keyboard.*

Student

7. Sign in using the *Student Sign-In* screen, as shown in figure 14.

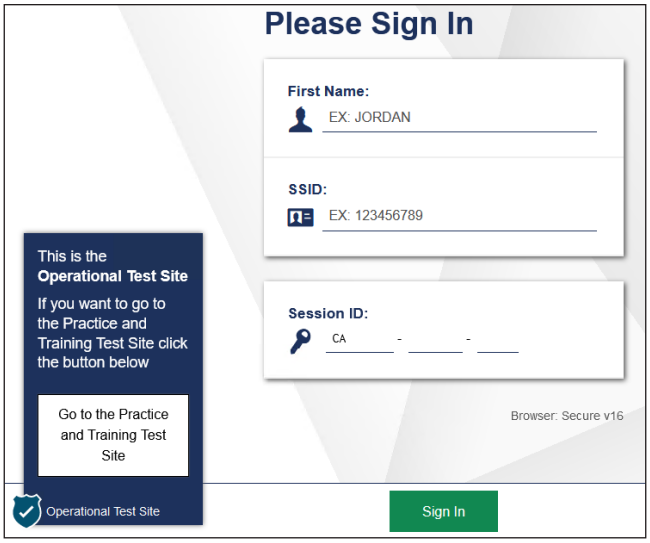

Figure 14. *Student Sign-In* screen

During the Test Session (cont.)

NOTE: If there is a special character in the student's first name, the student must use the Unicode character equivalent for that character; instructions for entering characters vary by operating system. Additionally, the Wikipedia topic Unicode input provides more information about entering Unicode characters and contains links to additional resources.

a. **Windows:** Press [Alt] + number pad [####]. For example, press [Alt] + keypad [0201] to create the "É" in "JOSÉ."
b. **Chrome:** Press [Ctrl] + [Shift] + [U] until an underlined "U" is displayed, and then key in the key sequence for the character. For example, after the underlined "U," type [00C9] + [Enter] or [Space] to create the "É" in "JOSÉ."
c. **macOS and iOS:** Hold the standard character key until the Unicode accent characters are displayed. For example, holding down [A] will provide eight accented versions of the letter "A."
d. **Linux:** Press [Ctrl] + [Shift], type [U], and then type the hexadecimal digits.

Test Administrator

8. Ensure that all students have successfully entered their information. If a student is unable to log on, the student will be prompted to try again and provided with a message describing the reason. If the student is still having difficulty, the student should indicate to you what is incorrect; you may assist students with logging on, if necessary. You can look up the correct information using the Student Lookup function on the Test Administrator Interface or in TOMS. If the issue cannot be resolved, you should tell the student to select [**No**] to end the logon process and then contact the site CAASPP coordinator to determine the next steps.

   SAY: **Ahora seleccionen [SIGN IN]. Cuando se haya iniciado la sesión correctamente, verán una pantalla con su nombre y más información personal. Si toda la información en la pantalla está correcta, seleccionen [YES] para continuar. Si la información está incorrecta, levanten la mano y muéstrenme lo que está incorrecto.**

DO NOT READ ALOUD; FOR REFERENCE ONLY:

Now select [**SIGN IN**]. Once you have successfully logged on, you will see a screen with your first name and other information about you. If all of the information on your screen is correct, select [**YES**] to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.

During the Test Session (cont.)

Student

9. Have students verify their identity by selecting [**Yes**] or [**No**], as shown in figure 15.

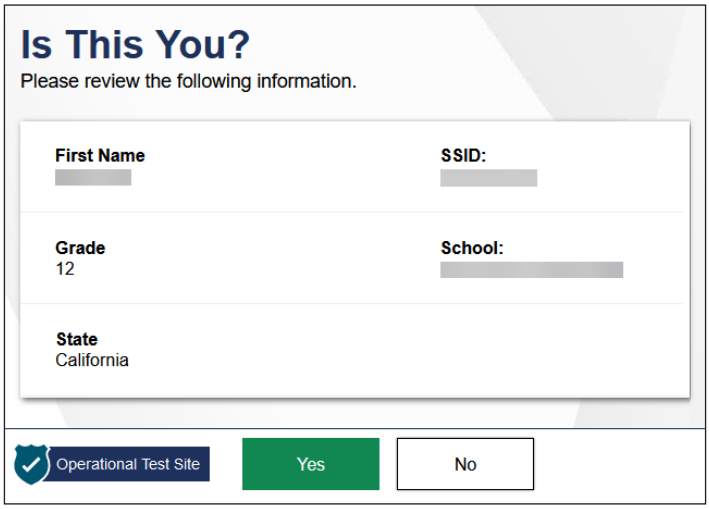

Figure 15. *Is This You?* screen

Test Administrator

10. Inform students of the test type in which they are participating today.

SAY: En la siguiente pantalla, seleccionen CSA [mencionar grado] Spanish Test. Cuando hayan seleccionado su prueba, verán una pantalla con una barra en movimiento y un mensaje diciendo que están esperando la aprobación del administrador de la prueba. Por favor esperen en silencio mientras compruebo y apruebo cada una de sus pruebas.

DO NOT READ ALOUD; FOR REFERENCE ONLY:

On the next screen, select CSA [mention grade] Spanish Test. When you have selected your test, you will see a screen with a moving bar and a message saying you are waiting for approval from the test administrator. Please wait quietly while I check and approve each of your tests.

Only the assessments that you selected for the test session for which students are eligible are selectable by students (figure 16). Because students may be able to select from more than one assessment—for example, CSA and a PT and a CAT in both ELA and mathematics—you should direct students to select the CSA.

During the Test Session (cont.)

Student

11. Select the assessment to take, as shown in figure 16.

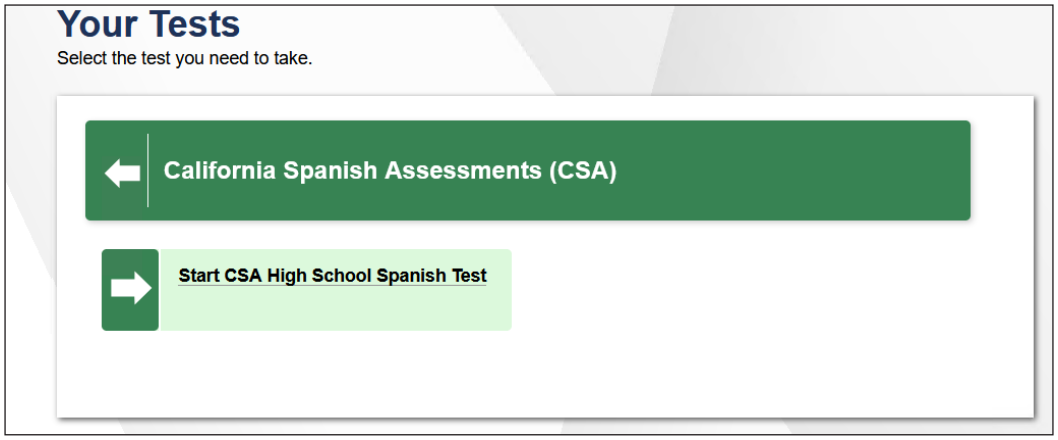

Figure 16. *Your Tests* selection screen

12. Wait for the TA's approval, as displayed in figure 17.

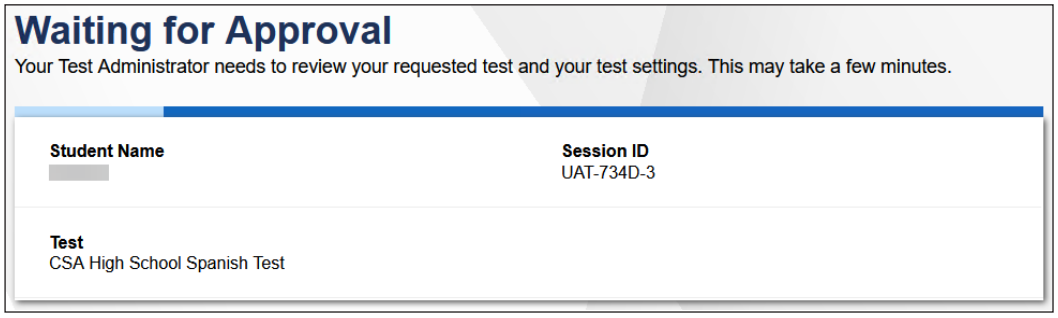

Figure 17. *Waiting for Approval* screen

Test Administrator

13. Have students run the sound check(s). Students who are not taking the speaking domain may use either headphones or headsets. Only students in high school, who take the speaking domain, also have the recording device sound check.

    SAY: A continuación, verán una pantalla que les pedirá que comprueben que el sonido en sus computadoras está funcionando. Colóquense los auriculares y seleccionen el botón de altavoz [TOCAR AUDIO]. Si oyen la música, seleccionen el botón [ESCUCHÉ]. Si algo está incorrecto, levanten la mano.

During the Test Session (cont.)

DO NOT READ ALOUD; FOR REFERENCE ONLY:

You will then see a screen asking you to verify that the sound on your computer is working. Put on the headset or headphones and select the speaker [**PLAY**] button. If you hear the music, select the [**I HEARD**] button. If something is wrong, raise your hand.

Refer to the *Troubleshooting* section for a list of actions that can be taken if the student raises their hand.

Student

14. Complete the recording and audio checks with headset or headphones on the *Sound Check* page shown in figure 18.

Figure 18. "Revisión de reproducción de audio" section of the *Controles de audio* page

15. **For high school only:** Navigate students who are taking the speaking domain through the recording playback check. Students taking the speaking domain should use headsets, if possible.

SAY: Completaremos la verificación de reproducción de la grabación juntos.

Verán una pantalla que les solicita que verifiquen que su dispositivo de grabación esté funcionando. Pónganse los auriculares y seleccionen el icono del micrófono para grabar su voz. Luego, seleccionen el botón triangular [REPRODUCIR] para escuchar su grabación. Si escuchan su voz, seleccionen [ESCUCHÉ]. Si no la escucharon, levanten la mano.

During the Test Session (cont.)

DO NOT READ ALOUD; FOR REFERENCE ONLY:

We will complete the recording playback check together. You should see a screen that prompts you to check that your recording device is working. Put on the headset or headphones and select the icon of the microphone to record your voice. Then, select the triangular [**PLAY**] button to listen to your recording. If you hear your voice, select [**I HEARD**]. If not, raise your hand.

Refer to the *Troubleshooting* section for a list of actions that can be taken if the student raises their hand.

Student

16. Students in high school complete the recording device check with a headset. Test with the recording device check, as shown in figure 19.

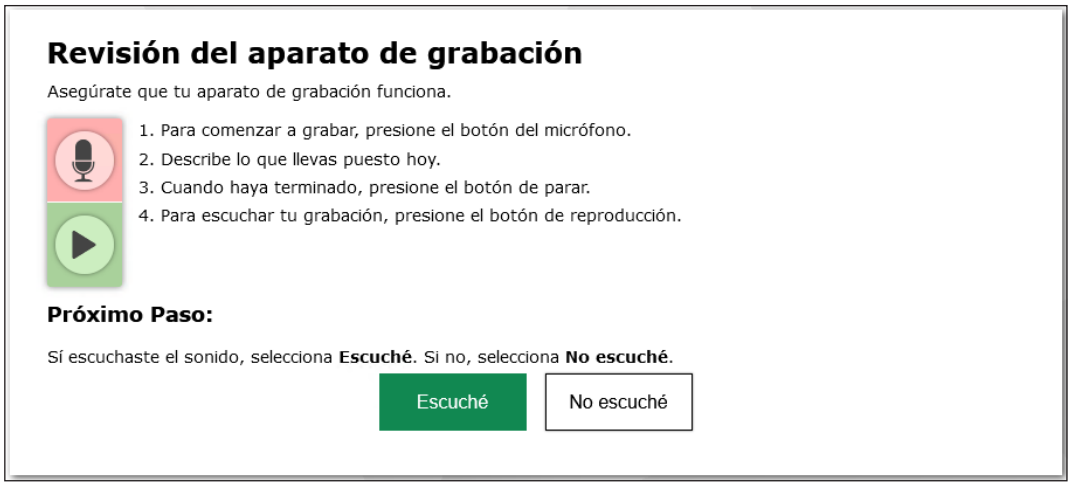

Figure 19. "Revisión de reproducción de audio" section of the *Controles de audio* page

Test Administrator

NOTE: The SAY statement in step 17 is only for students taking any assessment using the text-to-speech resource. If no student is using this resource, continue to step 19.

17. ***(only for students taking any assessment using the text-to-speech resource)***

    SAY: **A continuación, verás una pantalla que te pide que revises que el sonido de tu computadora está funcionando. Ponte tus auriculares y elige el icono del micrófono en un círculo para escuchar una voz. Si escuchas la voz, selecciona [ESCUCHÉ LA VOZ]. Si no la escuchaste, levanta tu mano.**

During the Test Session (cont.)

DO NOT READ ALOUD; FOR REFERENCE ONLY:

Next you should see a screen that prompts you to check that the sound on your computer is working. Put your headsets on and select the icon of the speaker in the circle to hear the voice. If you hear the voice, select [**I HEARD THE VOICE**]. If not, raise your hand.

Refer to the *Troubleshooting* section for a list of actions that can be taken if the student raises their hand.

Student

18. If assigned text-to-speech, complete the audio checks with headphones. Test with text-to-speech audio check, as shown in figure 20.

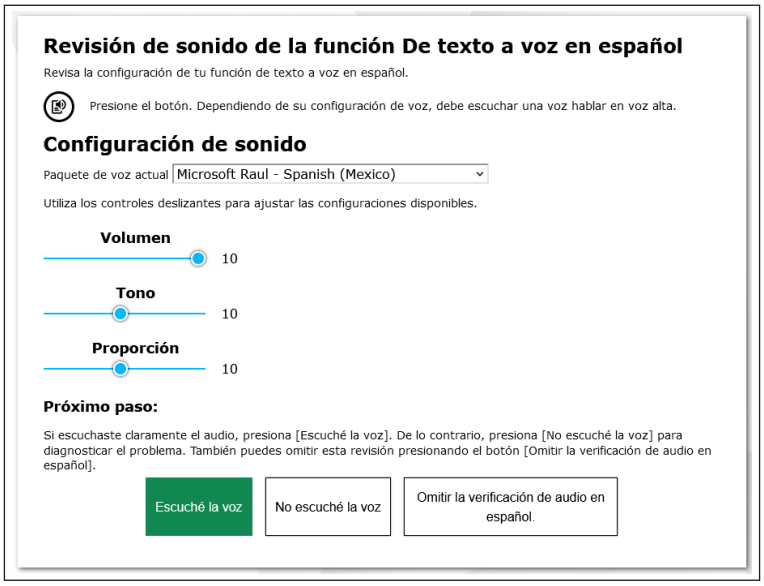

Figure 20. "Revisión de sonido de la función De texto a voz en español" section of the *Controles de audio* page

Test Administrator

19. Tell students how to take the assessment.

SAY: Antes de que aparezca la prueba, podrán ver una página de tutorial que les permitirá ver las herramientas de la prueba y los botones que se pueden utilizar durante la prueba o que aparecerán en la prueba. Si seleccionan el botón [VER LA GUÍA DE AYUDA] ahora mismo, podrán ver la página del tutorial. También pueden encontrar esta información durante la prueba seleccionando el botón de ayuda [?].

Cuando estén listos para comenzar su prueba, seleccionen [COMENZAR LA PRUEBA AHORA] en la parte inferior de la página.

DO NOT READ ALOUD; FOR REFERENCE ONLY:

Before your test appears, you will see a tutorial page listing the test tools and buttons you can use during the test or that appear on the test. You can also find this information during your test by selecting the [**HELP**] button.

When you are ready to begin the test, select [**BEGIN THE TEST NOW**] at the bottom of the page.

Student

20. Select [**Comenzar la prueba ahora**], as shown in figure 21, to begin testing.

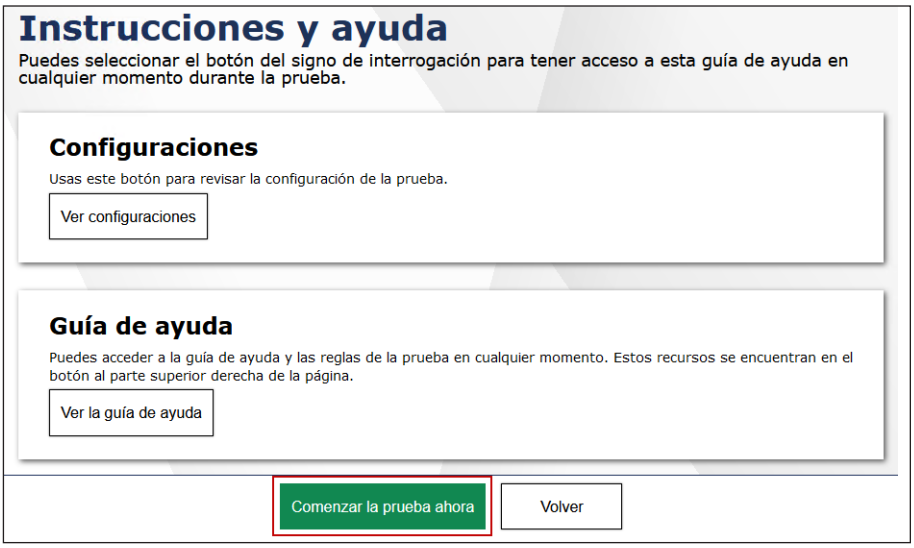

Figure 21. *Instrucciones y ayuda* page

Test Administrator

21. Approve students to test by selecting the [**Approve**] check mark [✔] icon in the *Actions* column for individual students or the [**Approve All Students**] button, as indicated in figure 22, for each group of assessments. Select the [**View**] eye [👁] icon, also in figure 22, to view the student's settings for the current assessment.

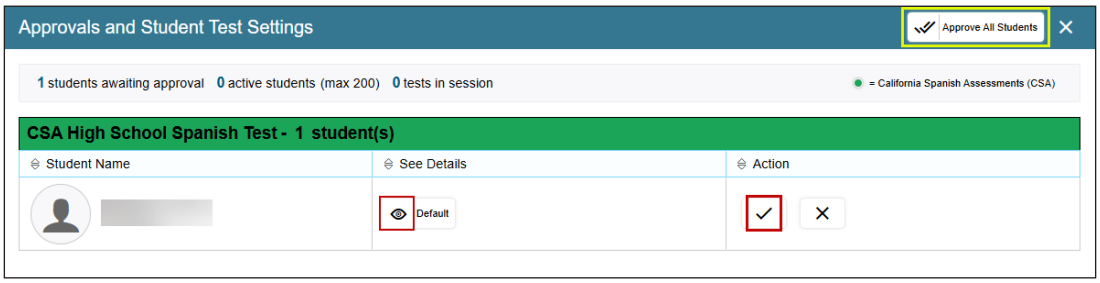

Figure 22. *Approvals and Student Test Settings* screen

22. Navigate students through the three survey questions. If students are unsure of the response that they need to enter, help them provide the correct answer. Do not let any student move ahead when going through the survey questions. Make sure all students are on the same survey question, and that they are providing the appropriate response. The SAY text for the survey questions that follow is provided in both English and Spanish and may be read in either language.

SAY: Esta es la primera sección de la prueba. Hay tres preguntas de una encuesta que deberán contestar con mi ayuda. Estas preguntas son muy importantes y las contestaremos juntos.

La pregunta número uno dice: «¿Recibiste educación en español durante el presente año escolar?» Si no saben qué respuesta elegir, por favor levanten la mano y les ayudaré con la respuesta.

Ahora estamos todos en la pregunta número dos. La pregunta dos dice: «¿En qué tipo de programa escolar estuviste matriculado/inscrito?» Si no saben qué respuesta elegir, por favor levanten la mano y les ayudaré con la respuesta.

Ahora estamos todos en la pregunta número tres de la encuesta. La pregunta tres dice: «¿Qué porcentaje de tu educación diaria recibiste en español?» Si no saben qué respuesta elegir, por favor levanten la mano y les ayudaré con la respuesta.

Ahora que hemos completado la encuesta, pueden continuar con la prueba.

During the Test Session (cont.)

DO NOT READ ALOUD; FOR REFERENCE ONLY:

This is the first segment of the test. There are three survey questions you will need to answer with my guidance. These questions are very important and we will answer together.

Question one asks, "Did you receive instruction in Spanish in the current school year?" If you do not know which answer to select, please raise your hand and I will help you with the answer.

Now we are all on question two. Question two asks, "Which program were you enrolled in?" If you do not know which answer to select, please raise your hand and I will help you with the answer.

We are now on question three of the survey. The question asks, "What percentage of your school day instruction was provided in Spanish?" If you do not know which answer to select, please raise your hand and I will help you with the answer.

Now that we have completed the survey, you may proceed with the test.

23. Read the following SAY statement aloud to students in **grades three through eight.**

SAY: Los segmentos dos y tres evaluarán la comprensión auditiva, la lectura y la escritura en español. Escucharán y leerán pasajes, responderán a preguntas y escribirán sus respuestas en el sistema utilizando las herramientas integradas.

DO NOT READ ALOUD; FOR REFERENCE ONLY:

(For grades three through eight only) The second and third segments will test listening, reading and writing in Spanish. You will listen to and read passages, respond to questions, and type your responses in the Test Delivery System using the embedded tools.

During the Test Session (cont.)

24. Read the following SAY statement aloud to students in **high school**.

SAY: Esta prueba incluye preguntas para las cuales grabarán sus respuestas. El segundo segmento evaluará la comprensión auditiva y la expresión oral en español. Escucharán pasajes durante los cuales podrán tomar notas en una hoja de papel que les proporcioné. Pueden volver a escuchar los pasajes tantas veces como sea necesario. Pueden utilizar sus notas cuando respondan a las preguntas y graben sus respuestas. Asegúrense de usar un volumen de voz apropiado cuando graben sus respuestas. Si hablan en voz baja, es posible que el sistema no grabe sus respuestas. Si desean escuchar sus repuestas o volver a grabar sus respuestas, pueden hacerlo hasta que estén satisfechos con sus respuestas.

El tercer segmento evaluará la lectura y escritura en español. Leerán pasajes, responderán a preguntas y escribirán sus respuestas en el sistema utilizando las herramientas integradas.

DO NOT READ ALOUD; FOR REFERENCE ONLY:

(For high school only) This test includes questions for which you will record your answers. The second segment will test listening and speaking in Spanish. You will listen to passages, during which you can take notes on a sheet of paper that I provided to you. You may replay the listening passages as often as you need. You can use your notes when you are responding to the questions and recording your responses. Be sure to speak in a normal voice when you are recording your responses. If you speak quietly, the system may not record your responses. If you want to listen to your answers or rerecord your answers, you can do so until you are satisfied with your responses.

The third segment will test reading and writing in Spanish. You will read passages, respond to questions, and type your responses in the Test Delivery System using the embedded tools.

25. Continue with the instructions in the next sections.

During the Test Session (cont.)

Monitoring Student Progress

Test Administrator

It is very important that you monitor student progress throughout the test session. This includes verifying that students are participating in the appropriate content area and type of assessment (CSA).

You can monitor student progress through the *Tests* table in the Test Administrator Interface, shown in figure 23 with the *Test* column indicated. Note that the list of student names can be sorted by column headings. This site will not show test items or scores but will show the percentage of items that have been delivered to the student.

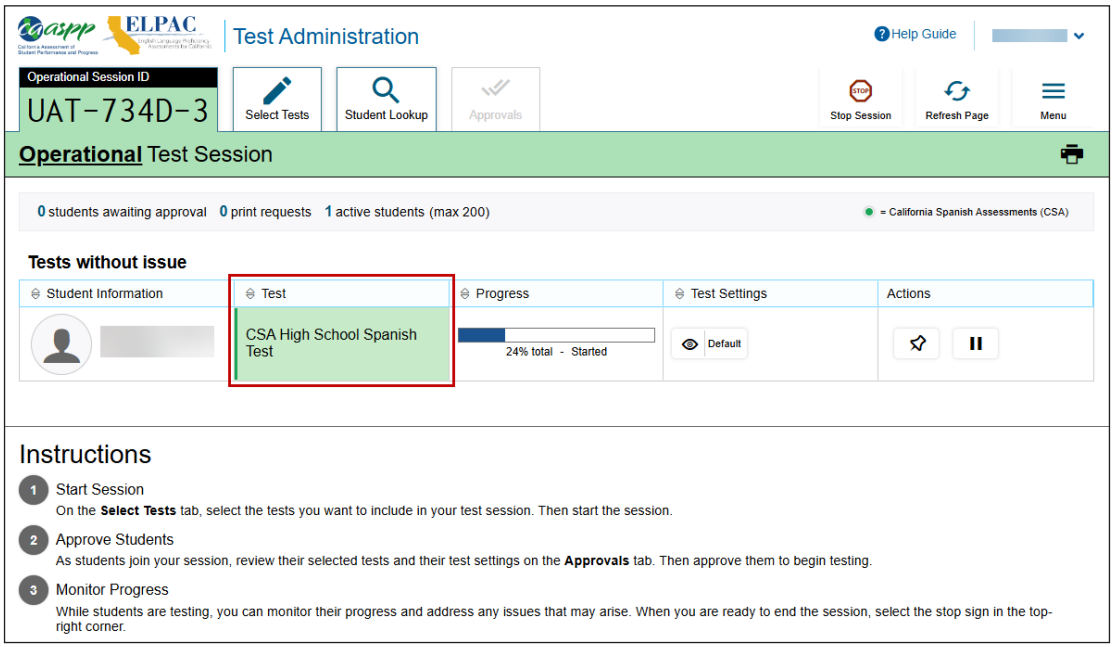

Figure 23. Monitoring student progress in the Test Administrator Interface

WARNING: If the student has already begun to test with incorrect test settings, the assessment needs to be reset and the settings need to be corrected in TOMS by the site CAASPP coordinator or LEA CAASPP coordinator. To reset the test, the LEA CAASPP coordinator or site CAASPP coordinator must report the incident using the STAIRS/ Appeals process and submit an Appeal.

During the Test Session (cont.)

Student Directions During Testing

While the Test Administrator Interface is designed to refresh automatically every minute, you can refresh it manually at any time by selecting the [**Refresh Page**] button at the top-right corner of the page.

WARNING: Do **not** use the web browser's [**Refresh**] button to refresh the Test Administrator Interface. Instead, use the [**Refresh Page**] button in the Test Administrator Interface to update screen information manually.

If you notice that a student is off task, you may say the following statement to the student, **verbatim**, to keep the student focused.

SAY: Es importante que hagas lo mejor que puedas. ¿Necesitas hacer una pausa en la prueba y tomar un descanso?

DO NOT READ ALOUD; FOR REFERENCE ONLY:

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

If a student is concerned about an item, direct the student to review a tutorial by reading the following script **verbatim**.

SAY: Hazlo lo mejor que puedas y elige la respuesta que tenga más sentido. Si no estás seguro de cómo funciona una pregunta, puedes revisar un tutorial seleccionando la opción "tutorial" en el menú contextual.

DO NOT READ ALOUD; FOR REFERENCE ONLY:

Do the best you can and select the response that makes the most sense. If you are unsure about how a question works, you can review a tutorial by selecting the "tutorial" option from the context menu.

Ending a Test Session

Test Administrator

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

   SAY: Nos estamos acercando al final de esta sesión de la prueba. Si están trabajando en una respuesta escrita o están grabando una respuesta, terminen sus respuestas antes del final de esta sesión de la prueba. También revisen sus respuestas, incluyendo las preguntas que han seleccionado para revisar. No envíen su prueba a menos de que hayan contestado todas las preguntas

   Si están trabajando en un grupo de preguntas para el mismo pasaje, por favor contesten todas las preguntas de ese grupo.

   Avísenme si necesitan más tiempo.

DO NOT READ ALOUD; FOR REFERENCE ONLY:

We are nearing the end of this test session. If you are currently working on a written response or are recording a response, complete your responses before the end of this test session because you will not be able to return to and complete them later. Please review your answers, including any questions you marked for review. Do not submit your test unless you have answered all of the questions.

If you are working on a set of questions for the same passage, please answer all of the questions in that set.

If you need additional time, let me know.

Special Instructions for the Constructed-Response Writing Item

The final passage set of the assessment contains a writing constructed-response (CR) item for which students will need to draft their response. Because students cannot return to an item with an incomplete response after pausing the assessment for longer than 20 minutes, it is important to ensure they have adequate time to complete their response before the test session ends. Any incomplete response, including a single entered character such as a space, will be used for scoring if the assessment is paused for longer than 20 minutes and no STAIRS case is submitted.

To help ensure that students have enough time to fully complete their written responses before the end of the test session, there is an informational page that appears in the assessment just before the passage set containing the writing CR item. The page, shown in figure 24, instructs the student to stop testing, raise their hand, and await your instructions on whether they may continue testing.

Ending a Test Session (cont.)

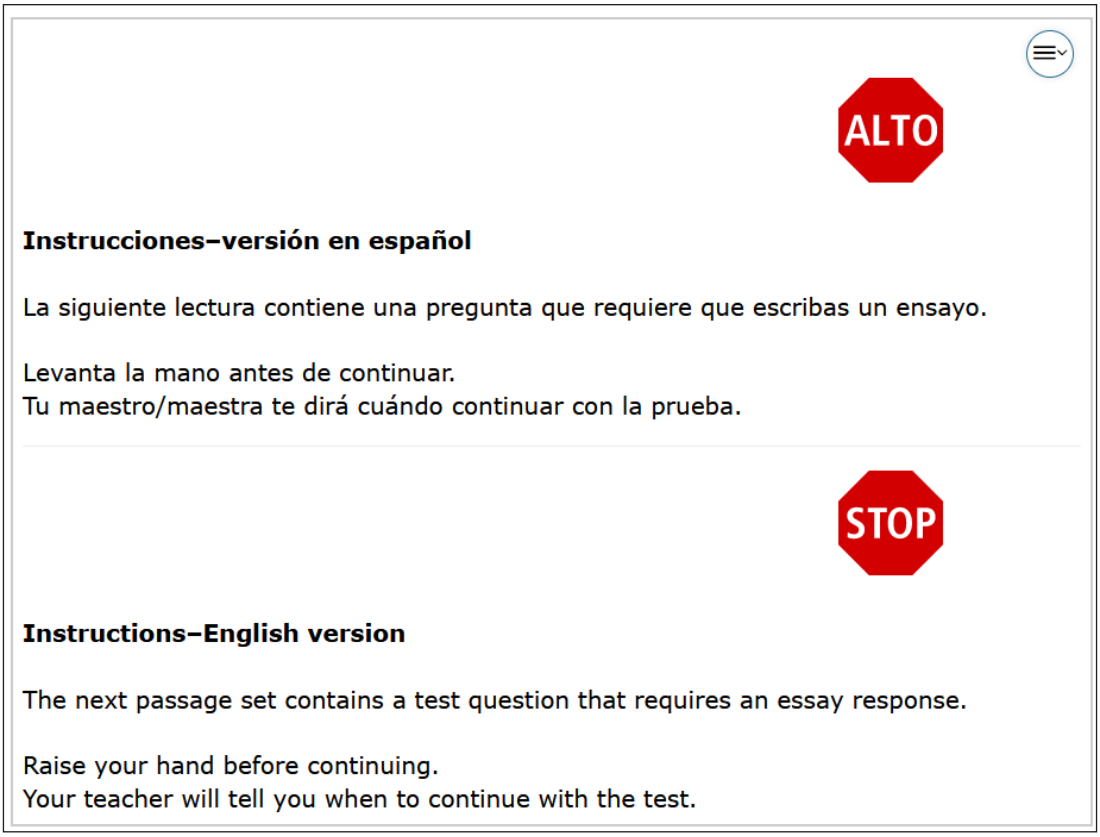

Figure 24. Writing item warning screen

The recommended time allotted for a student to be able to complete the final passage set differs by grade level or grade band. These times are presented in table 1.

Table 1. Recommended Testing Times for the Final Passage Set

Grade Level or Grade Band	Recommended Minutes
3	45–90
4	60–105
5	45–90
6	60–105
7	45–90
8	45–90
High school	45–90

Ending a Test Session (cont.)

You should confirm whether there is enough time left in the test session for the student to be able to complete the final passage set. If there is not sufficient time, instruct the student (or students) to review their answers and then pause their assessment. Any student who pauses their assessment will need to complete the final passage set in another test session.

Submitting Assessments

Test Administrator

1. After answering the last item in each segment, each student is presented with a screen prompting the student to review answers within that segment of the assessment prior to submitting. The Mark for Review function is provided as a reminder to the student that the student had a question or concern about a particular item. However, a student cannot return to items in segments that have been submitted.

   After answering the last question, students must submit their assessments. If students would like to review their answers before submitting their assessment, they should select an item number to review and then [**Terminar prueba**] after they finish reviewing all desired items. Once a student selects [**Terminar prueba**], the student will not be able to review answers.

   Students can go back and change answers when they return to the assessment before it is submitted so long as they return to the assessment within the testing window for the CSA.

Note: If the student is responding to a CR item that is the final item in the segment, then the student must complete that item. If the test is paused for 20 minutes or more, the Test Delivery System considers that response to be complete and the student will not be able to return to that segment. The student will also not have access to notes entered in the Digital Notepad.

2. Read the following SAY statement.

   SAY: **Esta sesión de la prueba se ha terminado. Si no la han terminado la prueba completamente, seleccionen [PAUSA] y podrán terminarla en otra sesión. Podrán y cambiar sus respuestas cuando regresen a la prueba, siempre y cuando regresen a la prueba dentro de 20 minutos.**

   Si han contestado a todas las preguntas y han terminado de revisar sus respuestas, seleccionen [TERMINAR PRUEBA]. Ahora recogeré sus materiales.

Ending a Test Session (cont.)

DO NOT READ ALOUD; FOR REFERENCE ONLY:

This test session is now over. If you have not finished the test, select [**PAUSE**] and you will be able to finish at another session. You will be able to go back and change your answers when you return to the test, as long as you return to the test within 20 minutes.

If you have answered all of the questions and you have finished reviewing your responses, select [**TERMINAR PRUEBA**]. Now I will collect your materials.

You should select [**Stop Session**] to end the test session; when selected, the *Important!* message box appears (figure 25). However, ending the test session will pause any student assessment in the session that is still in progress.

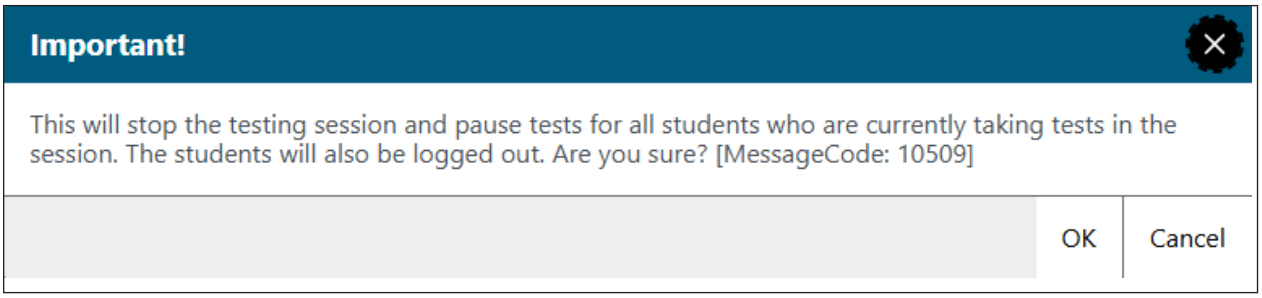

Figure 25. *Important!* end-of-session message

When finished, you can log off the Test Administrator Interface by selecting the [*Name*] drop-down list at the top right and then selecting *Logout*. You should also collect any scratch paper and follow procedures for local secure destruction as outlined in the *Handling Secure Materials* section of the *CAASPP Online Test Administration Manual*.

Ending a Test Session (cont.)

Back to Dashboard

To close the test session and return to the Test Administration Dashboard, select the [*Name*] drop-down list in the top-right corner of the screen, and then select *Back to Dashboard* (figure 26).

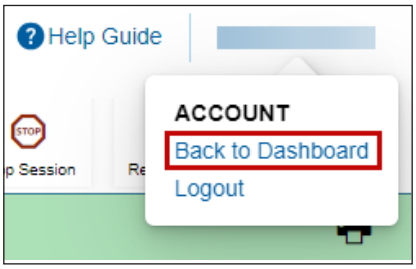

Figure 26. *Back to Dashboard* option under the [*Name*] drop-down list

Logging Off

Use caution when logging off the Test Administrator Interface, as this will log off other related systems (for example, TOMS). To log off the Test Administrator Interface, select the [*Name*] drop-down list in the top-right corner of the screen, and then select *Logout* (shown in figure 27).

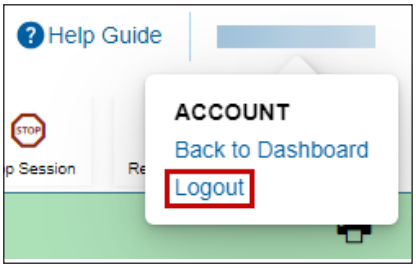

Figure 27. *Logout* option under the [*Name*] drop-down list

Once the Test Administrator Interface is closed, you will not be able to resume the test session and will need to create a new test session to continue testing.

Troubleshooting

Incorrect Assessment Selected

In the rare event that a student starts an assessment unintentionally (for example, if the student selected the CAST instead of the CSA), you should pause the student's assessment and instruct the student to log off and log on again to select the correct assessment.

Pausing the assessment activates the expiration timeline for that particular assessment. If a student is unable to return to and complete the assessment before it expires in 45 days for the CSA, the site CAASPP coordinator or LEA CAASPP coordinator must use the STAIRS/Appeals process to report the incident and submit an Appeal to reopen the assessment when the student is ready to resume testing.

Assessment Does Not Display in the Test Administrator Interface

When summative assessments are not displayed in the Test Administrator Interface, it may be that you have not signed the *Test Security Affidavit* in TOMS prior to logging on to the Test Administrator Interface. Once signed, you will be allowed access to view and administer the CAASPP assessments.

Other causes might include a dropped internet connection, incorrect web browser version, or other unique situations. These must be resolved before testing can begin.

Student Access

If a student experiences an issue with the Test Delivery System or if accessibility resources are not functioning as intended, have them either pause the test and then immediately rejoin the test session; or join a new test session. If the issue persists, have the student stop testing and notify the site CAASPP coordinator, who can escalate the issue.

Audio

If audio issues occur, take one of the following actions:

1. Ensure headphones or headsets are securely plugged in to the correct jack or USB port.
2. If the headphones have a volume control, ensure the volume is not muted.
3. Ensure that the audio on the device is not muted (often via a control panel or settings window).
4. Reboot the student's device.

If the student is still experiencing issues, contact the site CAASPP coordinator or school technology coordinator.

Troubleshooting (cont.)

Recording

If the issue is that the student cannot hear their recorded voice, take one of the following actions:

1. Ensure headsets are securely plugged in to the correct jack or USB port.
2. Position the student's microphone closer to the student's mouth.
3. Ask the student to speak louder.
4. Reboot the student's device.