 

# Test Administrator/Test Examiner Checklist

*For the Successful Administration of the 2020–‍21 Remote Assessments: California Assessment of Student Performance and Progress and the Summative English Language Proficiency Assessments for California*

This checklist for California Assessment of Student Performance and Progress (CAASPP) test administrators (TAs) and English Language Proficiency Assessments for California (ELPAC) test examiners (TEs) lists the activities necessary to ensure the successful remote administration of those assessments.

Although comprehensive, this checklist is not exhaustive and might not include every task or activity required of a TA or TE to support a successful administration.

The tasks, on the checklist that follows, are listed in the time frame they should occur; however, some tasks may occur in different time frames depending on your local schedules and needs. Please adjust the checklist to best fit your local schedules, if necessary.

## Test Administrator and Test Examiner Remote Testing Checklist

The following is a list of recommended actions for TAs and TEs to perform before, during, and after the testing window to help ensure a successful remote administration.

### Before Testing

* Confirm your Test Operations Management System (TOMS) account.
* Electronically sign the Test Security Affidavit in TOMS.
* CAASPP—Review training modules and attend school or district trainings, if any are offered.
* Become familiar with the instructions for remote testing available on the [Spring Administration Information for Educators](https://ca-toms-help.ets.org/spring-21-educators/remote-testing/remote-testing-features/) and [Spring Administration Information for Parents/Guardians](https://ca-toms-help.ets.org/spring-21-parents-guardians/) web pages of the ETS website.
* Summative ELPAC—Become familiar with the Summative ELPAC kindergarten through grade two (K–2) *Remote Directions for Administration* (*DFAs*) and the grades three through twelve (3–12) *Remote DFA Addendum*.
* Use the online practice and training tests to familiarize yourself with the test requirements and starting a remote test session.
* Watch the remote testing video tutorials to familiarize yourself with remote testing procedures.
* Summative ELPAC—Review TE materials assigned by site or local educational agency (LEA) coordinators on the [ELPAC Moodle Training Site](https://moodle.elpac.org/login/index.php) ([Moodle](https://moodle.elpac.org/login/index.php)). The materials are based on the grade levels that you are assigned to test.
* Summative ELPAC—Pass the [Moodle](https://moodle.elpac.org/login/index.php) calibration quizzes for the grade(s) and grade span(s) for which you will be scoring:
  + <https://moodle.elpac.org/>

***Summative ELPAC and CAASPP Remote Testing Videos (for Test Administrators and Test Examiners)***

* + [Scheduling, Starting, and Stopping a Remote Test Session](https://youtu.be/ukCnbhjxIb4)
  + [Monitoring a Remote Test Session](https://youtu.be/UizmfJx2C4k)
  + [How to Give a Remote Group Test](https://youtu.be/DUf_y3V1lHY)
  + [Conducting a Practice Test Session with Students](https://youtu.be/rF-kJXNypt0)

***Summative ELPAC and CAASPP Remote Testing Videos (for Parents/Guardians and Students)***

* + [How to Take a Remote Test for Students in English](https://youtu.be/3EHHAZK0kIM)
  + [How to Take a Remote Test for Students in Spanish](https://youtu.be/MCfLheG0oxY)
  + [Downloading the Secure Browser on a Windows Computer in English](https://youtu.be/CEFr6T7bXj8)
  + [Downloading the Secure Browser on a Windows Computer in Spanish](https://youtu.be/IpeJXk-BlCs)
  + [Downloading the Secure Browser on a Mac Computer in English](https://youtu.be/KNDXggjeBQU)
  + [Downloading the Secure Browser on a Mac Computer in Spanish](https://youtu.be/jZ0gxMAJZt8)

***Summative ELPAC Remote Testing Videos***

* + [ELPAC K–2 Remote Test Administration: Writing](https://youtu.be/C-9iDi1oT3I)
  + [ELPAC K–2 Remote Test Administration: Listening and Reading](https://youtu.be/IaBjV4nGyf0)
  + [ELPAC K–12 Remote Test Administration: Speaking](https://youtu.be/BuS2ZLRrWgc)
  + [ELPAC: Starting a One-on-One Remote Test Session](https://youtu.be/K50j3WBkYC8)
* Confirm your video conferencing meeting platform account (Zoom, Teams, etc).
* Know your site plan for communicating things such as testing schedule, meeting links, and parent notification with students and their families.
* Know your site plan for handling technical or conductivity issues during remote testing.
* Conduct a practice test session to ensure that all student testing devices have the most current secure browser installed.
* Use the [Bandwidth Checker](https://demo.tds.cambiumast.com/systemdiagnostic/pages/default.aspx?c=California_PT&url=https://capt.tds.cambiumast.com/student) to verify that bandwidth and technology capabilities are adequate.
* Confirm that students have testing devices at home and, if possible, a headset with a microphone.
* Ensure that students have received their Statewide Student Identifiers.
* Confirm that the TA or TE device or devices are available.
* Review the allowed student testing supports and verify accuracy.
* Verify that individualized education programs (IEPs) and Section 504 plans are current. Follow your LEA’s procedures to ensure that all accessibility resources are loaded into TOMS.
* Ensure that all students without an IEP are designated with the correct accessibility resources if applicable.

### During Testing

* Monitor students via video during testing. Pause the test of any student who loses video while testing until the video is restored.
* Ensure that test security procedures are followed, including no additional electronic devices and that students are not receiving help on the test from someone at home.
* Summative ELPAC—Follow the instructions in the remote *DFAs* or the remote *DFA Addendums* during the test administration.
* Summative ELPAC—Score Speaking responses in the moment.
* Document and report any security or technology incidents to the site coordinator.

### After Testing

* Account for all secure testing materials. Students should destroy scratch paper at the end of their test. Follow the site and LEA coordinators’ directions for specifics on securely destroying test materials or returning them to the site CAASPP or ELPAC coordinator.
* Summative ELPAC—Verify that the correct Pre-ID label is on each Answer Book.
* Summative ELPAC—Enter ELPAC Speaking scores immediately after testing into the Data Entry Interface.