ABRIDGED California Science Test Administering an Online Test Session

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.

The SAY statements should be read exactly as they are written, using a natural tone and manner (except for students assigned the simplified test directions non-embedded designated support). If you make a mistake in reading a direction, you should stop and say, "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.

Test Administrator Interface Logon Instructions

Test Administrator

1. Navigate to the CAASPP & ELPAC Website on a web browser.

2. Select the [**Administer a Test Session**] button.

3. Select the [**Test Administrator Interface**] button.

4. Log on to the Test Administrator Interface using your Test Operations Management (TOMS) sign-in credentials.

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 or [**Start a Remote Session**] button.

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

Test Administrator Interface Logon Instructions

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. 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.**

8. The *Operational Test Selection* screen color-codes assessments and groups them into various categories. A test group, such as the brown "California Science Test (CAST)," may include one or more subgroups. All test groups and subgroups appear collapsed by default.

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.

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**], you can either continue with the test administration or exit from the Test Administrator Interface if you selected a summative assessment unintentionally.

11. Either use the filtering feature to open specific grade-level or content-area assessments; or, to start the assessment, select the [**Start Operational Session**] button. 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.

    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)].

    e. Remove the filter by selecting the [**Remove Filter**] "X" icon [⊗].

    f. Select the [**Start Operational Session**] button to start the assessment.

During the Test Session

Student Logon

Test Administrator

1. Inform students of the 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.

2. Read the following SAY statement aloud.

    SAY: Today, you will take the [grade five, eight, or high school] California Science Test. 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 question. You may go back and change the answer during this test session.

    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.

3. Read the following SAY statement.

    SAY: 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 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.

    There is a survey at the end of this test that will help us understand your experience with science in general. Your answers to these survey questions help improve the development of the test, will not count toward your test score, and are confidential, which means they will not be shared with teachers, schools, or parents or guardians.

    Your answers need to be your own work. Please keep your eyes on your own test and remember, there should be no talking. If you have a cell phone, smartwatch, or other nonapproved electronic devices, please turn off the device and put it away.

    If you finish your test early, please sit quietly.

During the Test Session

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.

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 for this assessment.

   SAY: 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 SSID number, as listed on your logon ticket. Then enter the test session ID. *Raise your hand if you need help typing this information on your keyboard.*

Student

7. Sign in using the *Student Sign-In* screen.

   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: **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.**

Student

9. Have students verify their identity by selecting [**Yes**] or [**No**].

Test Administrator

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

SAY: **On the next screen, select the [grade level] CAST, and then select START TEST. After you have selected your test, you will see a screen with a moving bar and message saying that you are waiting for test administrator approval. 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. Because students may be able to select from more than one assessment—for example, the science assessment or a PT and a CAT in both ELA and mathematics—you should direct students to select the CAST. You should contact the site CAASPP coordinator if you are unsure of the content area or assessment that is being administered.

Student

11. Select the assessment to take.

12. Wait for the test administrator's approval.

Test Administrator

13. Have students run the sound and video checks. Only students who are using the text-to-speech resource also have the text-to-speech sound check. Only students who are using the speech-to-text resource have the recording device check.

SAY: **Next you should see a screen that prompts you to check that the sound and video on your computer are working. Put your headsets on and select the triangle PLAY button. If you hear the music and see the moving musical notes, select the I COULD PLAY THE SOUND AND VIDEO button. If not, raise your hand.**

Student

14. If beginning an assessment that has listening items, complete the audio and video checks with headphones. Test with the listening items audio and video check.

During the Test Session

Test Administrator

NOTE: The SAY statements in steps 16 and 18 are only for students taking any assessment using the text-to-speech and speech-to-text resources. If no student is using either of these resources, continue to step 20.

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

    SAY: 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.

    [Move to the next SAY statement.]

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

Student

16. If assigned text-to-speech, complete the audio checks with headphones. Test with text-to-speech audio check.

Test Administrator

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

    SAY: You should see a screen that prompts you to check that your recording device is working. Put your headsets on and select the icon of the microphone in a circle to record the sound. Follow the rest of the instructions on the screen to record your voice and then listen to your recording. If you hear your voice, select I HEARD MY RECORDING. If not, raise your hand.

    [Move to the next SAY statement.]

Student

18. If assigned speech-to-text, complete the recording device check with a headset. Test with the recording device check.

Test Administrator

19. Tell students how to take the assessment.

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

    When you are ready to begin your test, select BEGIN TEST NOW at the bottom of the page.

Student

20. Select [**Begin Test Now**] to begin testing.

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 for each group of assessments. Select the [**View**] eye [👁] icon to view the student's settings for the current assessment.

22. Continue with the instructions in the next sections.

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 CAST.

You can monitor student progress through the *Tests* table in the Test Administrator Interface. 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.

> **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 assessment, the LEA CAASPP coordinator or site CAASPP coordinator must report the incident using the Security and Test Administration Incident Reporting System (STAIRS)/Appeals process and submit an Appeal.

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: 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: Try your best and choose the answer that makes the most sense to you. 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, you should give students a brief warning.

   SAY: We are nearing the end of this test session. Please review your answers, including any questions you marked for review now. Do not submit your test unless you have answered all of the questions.

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 [**Submit Test**] after they finish reviewing all desired items. Once a student selects [**Submit Test**], the student will not be able to review answers.

2. Read the following SAY statement.

   SAY: This test session is now over. If you have not finished, select PAUSE, and you will be able to finish at another session.

3. Read the following SAY statement only if the length of time pausing the assessment is greater than 20 minutes, for example, the student will continue testing on another day.

   SAY: Remember, if you are not finished and need to pause your test for more than 20 minutes, you will not be able to go back to the questions from this test session, including questions marked for review. You will also not have access to the notes you entered in the Digital Notepad.

   If you have answered all the questions on your test and have finished reviewing your answers, select SUBMIT TEST. I will now collect any scratch paper or other materials.

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

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 or graph paper and follow procedures for local secure destruction as outlined in the *Handling Secure Materials* section of the *CAASPP Online Test Administration Manual*.

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*.

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*.

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 mathematics instead of the CAST), 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 15 days (PT) or 45 days, 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 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.

Video

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

1. Make sure the student has selected the [**I could play the sound and video**] button before attempting to continue.

2. Ask the student to exit the secure browser and then restart the test session.

3. Reboot the student's device.

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.