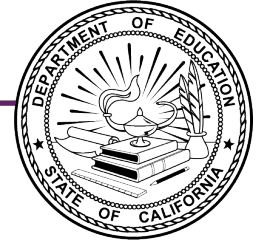


CSA

California Spanish Assessment



Administering an Online Test Session



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Directions for Administration

Test Directions Overview

These instructions apply to administration of the CSA only. **Do not use these instructions for administration of the Smarter Balanced Summative Assessments or the CAST.** The DFAs for the CAAs for ELA and mathematics and the embedded performance tasks for the CAA for Science, which include directions, can be downloaded from the password-protected TOMS.

TA Tasks Before Testing

Before administering a test session, the test administrator (TA) 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 subsection [Security of the Test Environment](#).)
 - ◆ Arrange student seats so that students cannot view each other’s answers.
 - ◆ Cover or take down all displayed instructional materials (e.g., vocabulary charts, 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 (e.g., cell phones, smart watches) 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.
- 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.
- Verify that students have access to and use of the additional required resources specific to each assessment and content area (e.g., scratch paper for all tests). Refer to the subsection [Additional Required Resources](#) for a complete list.
- **Recommended:** Launch secure browsers on all testing devices before students sit down to test.

To ensure that all students are tested under the same conditions, the TA 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, the TA 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](#).**

Directions for Administration (cont.)

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

All directions that a TA needs to read to students are indicated by the word “SAY” and are in boxes so they stand out from the regular text. They 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 the TA makes a mistake in reading a direction, the TA should stop and say, “He hecho un error. Eschuchen de nuevo. (I made a mistake. Listen again.)” Then the direction should be reread.

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

Directions for Administration (cont.)

Administer an Online Test Session

NOTE: This subtopic describes the screens associated with in-person testing. Refer to the [Remote Testing](#) topic for details about testing remotely.

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

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

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

Open the Test Administrator Interface and Approve Students for Testing

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

This section contains information on how to start a test session, add tests to the session, verify students' test settings, approve students for testing, and monitor their progress.

WARNINGS: Check students' information and test settings before test sessions.

- A student who requires test settings other than universal tools must have the settings updated in TOMS before testing begins. For information about test settings, including accommodations, refer to the chapter describing student test settings in the [CAASPP and ELPAC TOMS User Guide](#) and the [Smarter Balanced Usability, Accessibility, and Accommodations Guidelines \(PDF\)](#).
- Students who have been assigned the TTS embedded designated support or accommodation must have a Spanish voice pack installed.
- **If there is a student whose test settings are incorrect, do not approve the student for testing.** Instead, contact the LEA CAASPP coordinator or CAASPP test site coordinator to have the student's information updated in TOMS and reschedule the student's testing.

Directions for Administration (cont.)

Beginning an Assessment

Follow these instructions to administer the CSA unless a student is assigned the non-embedded designated support for Simplified Test Directions. The TA 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 a TA creates 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 tests is as follows:

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

For information about the testing process from a student's perspective, refer to the subsections [Signing In to the Student Testing Site](#) and [Features of the Student Testing Application](#).

Test Logon Instructions

WARNING: These instructions are for the administration of the CSA only. Using these instructions to administer a different assessment is a security incident that must be reported using the STAIRS/Appeals process.

Test Administrator

1. Navigate to the [CAASPP website](#) on a web browser.
2. Select the **[Test Administrator Interface for All Online Tests]** button, as shown in figure 1.

**Test Administrator Interface
for All Online Tests**

Figure 1. **[Test Administrator Interface for All Online Tests]** button

3. Log on to the Test Administrator Interface using the TA's sign-in credentials, as shown in figure 2.

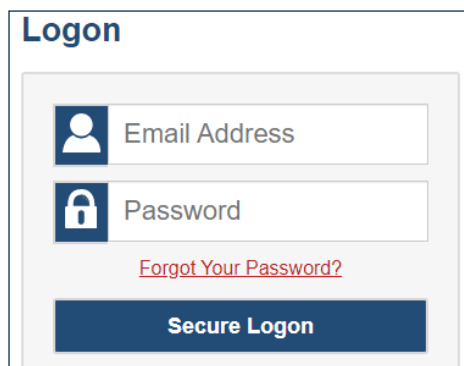


Figure 2. Test Administrator Interface *Logon* screen

4. If the TA is associated with multiple schools, an “Important!” message appears after selecting the **[Start a New Session Now]** button. The TA must select the appropriate school from the Select your School/District drop-down list in this message and select the **[Go]** button, as shown in figure 3. The TA 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 the TA selected will also be able to test in the same test session as students in other schools, if the TA has roles in multiple schools. To select a different school or district, the TA must log off and then log back on. **Regardless of their test site, students who are testing in person should be supervised at all times.**

Test Logon Instructions (cont.)

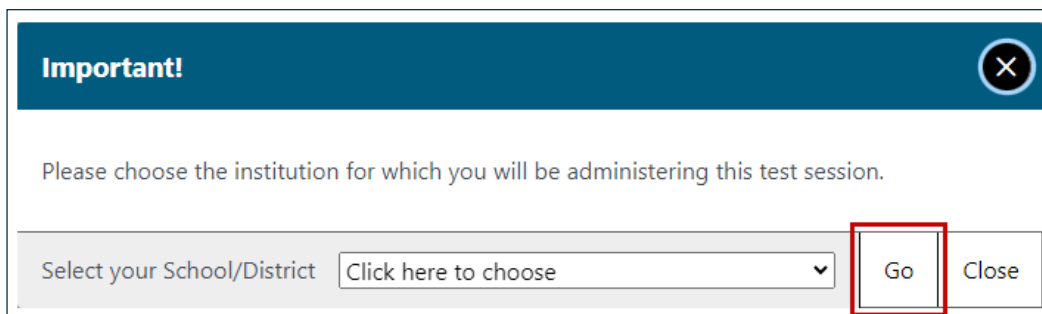


Figure 3. *Important!* message from the Test Administrator Interface

5. Once logged on to the Test Administrator Interface, the **[Active Sessions]** tab will appear. Select the **[Join]** button in the Active column (figure 4) to join a previously scheduled session, or select the **[Start a New Session Now]** button (figure 5) to start a new session.

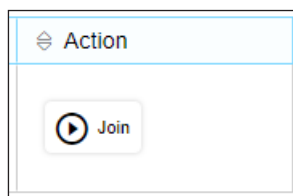


Figure 4. [Join] button in the Test Administrator Interface

6. Select the **[Start a New Session Now]** button (figure 5); this appears on the right side of the screen.

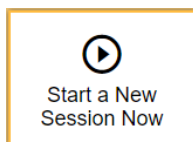


Figure 5. [Start a New Session Now] button

Test Logon Instructions (cont.)

7. The *Operational Test Selection* screen, as shown in figure 6, color-codes tests 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.

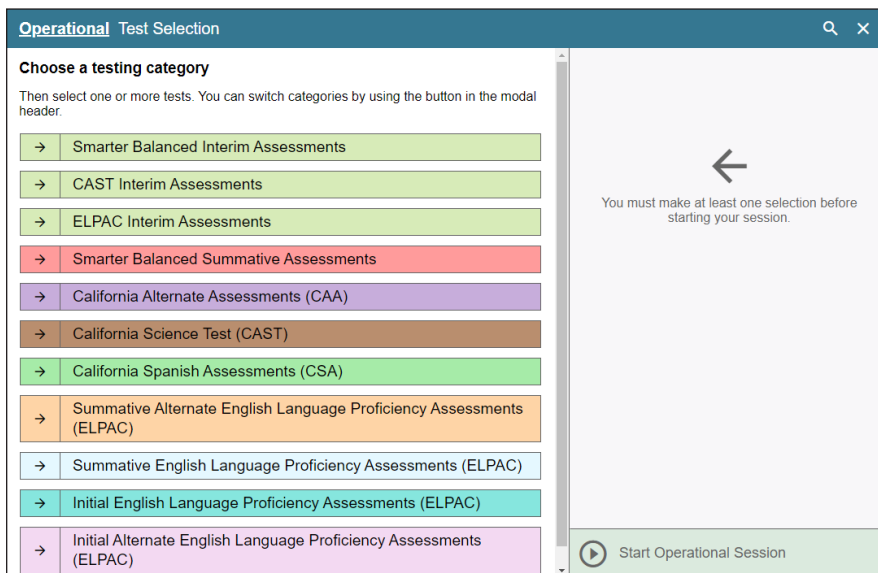


Figure 6. *Operational Test Selection* screen

8. To select a test or tests for the session, first select the test name and then mark the checkbox for each test to be included in the session, as indicated in figure 7:

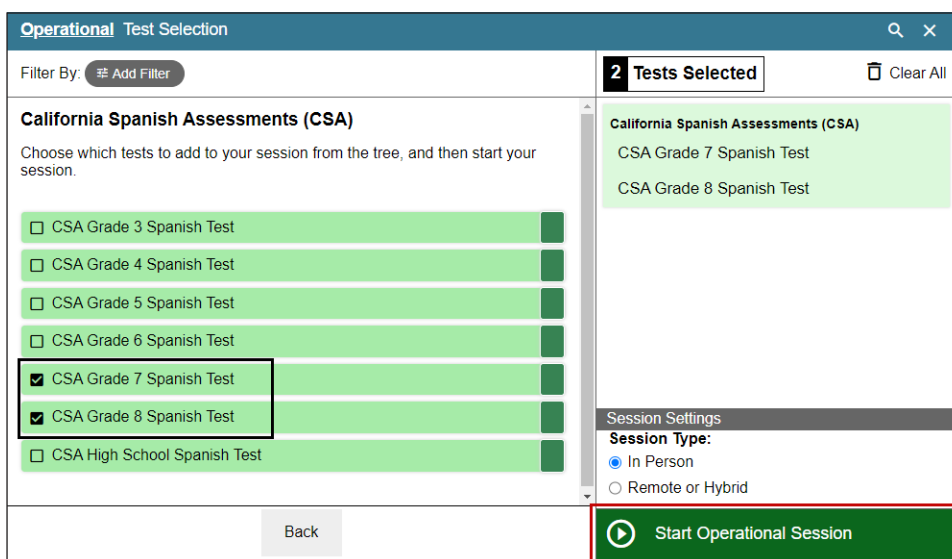


Figure 7. *Expanded Operational Test Selection* screen

Test Logon Instructions (cont.)

9. Either use the filtering feature to open specific grade-level or content-area assessments; or, to start the test, select the **[Start Operational Session]** button (indicated in figure 7). These features are indicated in figure 8. Take the following steps to use the filtering feature:

- Select the **[Add Filter]** button **[Add Filter]** to access the filter panel.
- Expand the available filter categories by selecting a **[Plus]** plus-sign **[+]** icon.

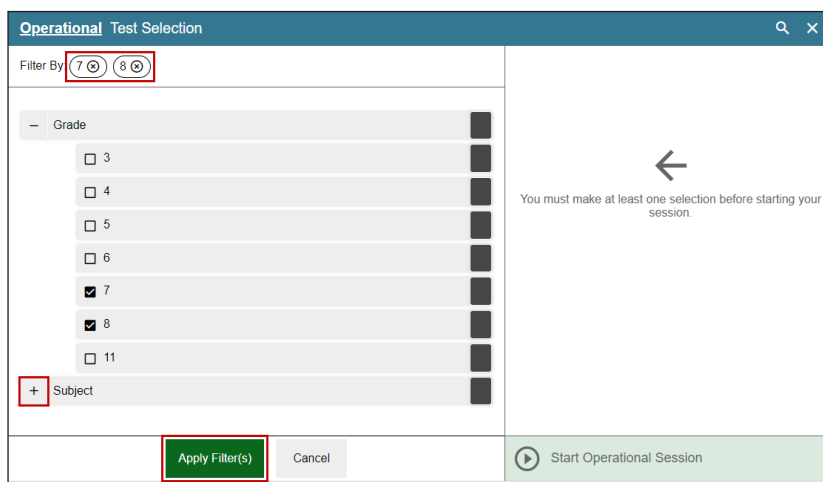


Figure 8. Sample Operational Test Selection screen with filtering option

- Select the criteria to filter.
- Select the **[Apply Filter(s)]** button **[Apply Filter(s)]** (indicated in figure 8).
- Remove the filter by selecting the **[Remove Filter]** "X" icon **[X]** (indicated in figure 8).
- Select the **[Start Operational Session]** button to start the test (indicated in figure 9).

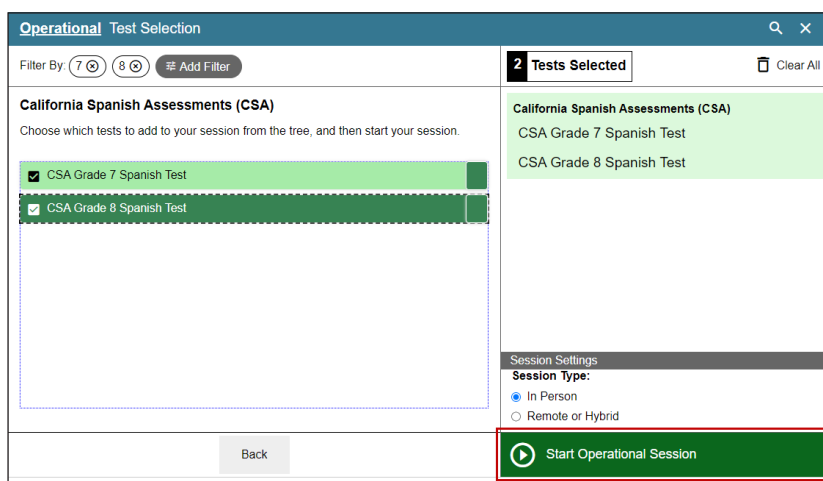


Figure 9. Sample Operational Test Selection screen with filtering applied

Test Logon Instructions (cont.)

10. 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 10.

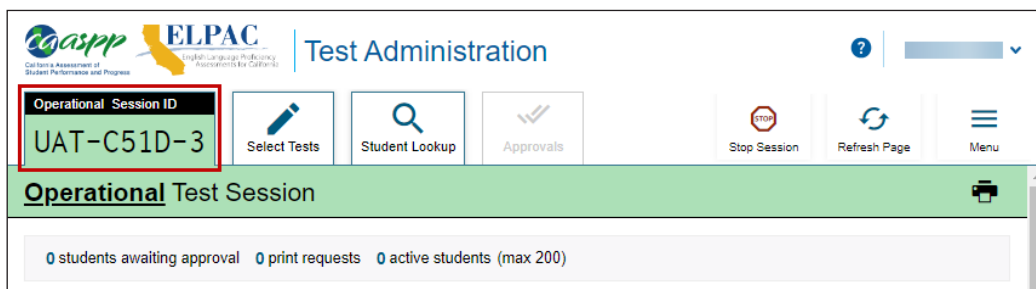


Figure 10. Sample session ID on the Test Administrator Interface

11. Read the following SAY statement aloud.

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

Deben responder a cada pregunta en la pantalla antes de seleccionar **[SIGUIENTE]**. Si no están seguros de la respuesta, contesten lo que piensen que es la mejor respuesta. Si desean revisar la respuesta más adelante, marquen la pregunta para revisarla antes de pasar a la siguiente sección. Podrán regresar y cambiar la respuesta durante esta parte de la prueba.

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

DO NOT READ ALOUD; FOR REFERENCE ONLY:

Today you will take the California Spanish Assessment for grade [level or band]. I will give you the session identification number that is required to start the test. Before starting the test, we will review some rules that must be followed.

You must answer each question on the screen before selecting **[NEXT]**. If you are not sure of the answer, give what you think is the best answer. If you want to review the answer later, please mark the question for review before moving on to the next section. You will be able to go back and change the answer during this part of the test.

Test Logon Instructions (cont.)

12. 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. Levanten la mano si necesitan hacer una pausa en la prueba y pidan permiso antes de seleccionar [PAUSA].

Por favor, tengan en cuenta que 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 segmento siguiente, no podrán regresar a ninguna de las preguntas del segmento anterior.

Sus respuestas deben ser su propio trabajo. Por favor, mantengan los ojos en su prueba y recuerden, no deben hablar con otros durante la prueba. Si tienen un teléfono celular o smartwatch, deben guardarlo y mantenerlo apagado.

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

DO NOT READ ALOUD; FOR REFERENCE ONLY:

You may pause the test at any point by selecting [PAUSE] instead of [NEXT] after answering a question. Please raise your hand if you need to pause the test and ask for permission before selecting [PAUSE].

Please note that this test is divided into three segments. When you reach the end of each segment, you will be asked to review your answers before continuing. Once you are done with 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.

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.

13. Logon tickets may be provided to each student. The logon tickets should provide the students' SSID. Note that logon tickets are secure testing materials and should be securely destroyed after testing.

Test Logon Instructions (cont.)

Student

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

Test Administrator

15. 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: Esta próxima sección la completaremos todos juntos paso por paso.

Ya estamos listos para iniciar la sesión. Cuando hayan empezado la sesión, tendrán que esperar hasta que yo inicie la prueba antes de comenzar. Estaré comprobando que hayan introducido correctamente la identificación de la sesión de prueba y el resto de la información.

Incluyan su primer nombre completo, 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.*

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:

We will complete this next section together step by step.

We are now ready to start the session. When you have started the session, you will have to wait until I start the test before you can start. I'll be checking that you entered the test session ID and other information correctly.

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

Now select [SIGN IN]. When you have successfully logged on, you will see a screen with your name and more personal information. If all the information on the screen is correct, select [YES] to continue. If the information is wrong, please raise your hand and show me what is wrong.

Test Logon Instructions (cont.)

Student

16. Sign in using the Student Sign-In screen, as shown in figure 11.

The screenshot shows a web interface for signing in. At the top, it says "Please Sign In". There are three input fields: "First Name:" with a person icon and "EX: JORDAN", "SSID:" with a key icon and "EX: 123456789", and "Session ID:" with a key icon and "CA". A blue callout box on the left contains the text: "This is the Operational Test Site. If you want to go to the Practice and Training Test Site click the button below." Below this callout is a button that says "Go to the Practice and Training Test Site". At the bottom right of the form area is a green "Sign In" button. The browser status bar at the bottom right says "Browser: Secure v16".

Figure 11. *Student Sign-In* screen

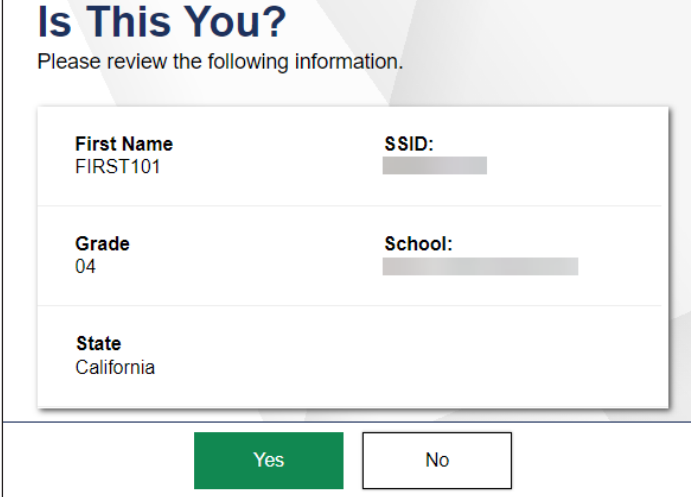
Test Administrator

17. 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 the TA what is incorrect; a TA may assist students with logging on, if necessary. The TA can look up the correct information using the Student Lookup function on the TA Interface or in TOMS. If the issue cannot be resolved, the TA should tell the student to select **[No]** to end the logon process and then contact the CAASPP test site coordinator to determine the next steps.

Test Logon Instructions (cont.)

Student

18. Verify identity by selecting **[No]** or **[Yes]**, as shown in figure 12.



Is This You?
Please review the following information.

First Name FIRST101	SSID: [REDACTED]
Grade 04	School: [REDACTED]
State California	

Figure 12. *Is This You?* screen

Test Administrator

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

SAY: En la siguiente pantalla, seleccionen CSA [mencionar grado] examen de español. 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.

NOTE: Only the tests that the TA selected for the test session for which students are eligible are selectable by students.

Test Logon Instructions (cont.)

Student

20. Select the test to take, as shown in figure 13.

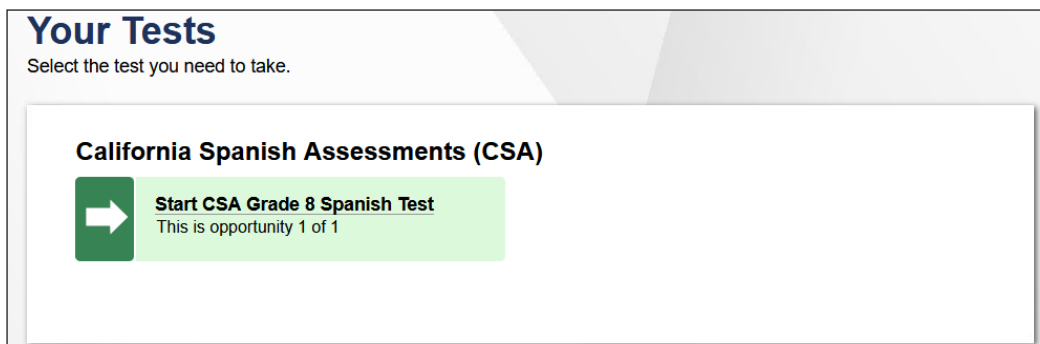


Figure 13. *Your Tests* selection screen

21. Wait for the TA's approval, as displayed in figure 14.

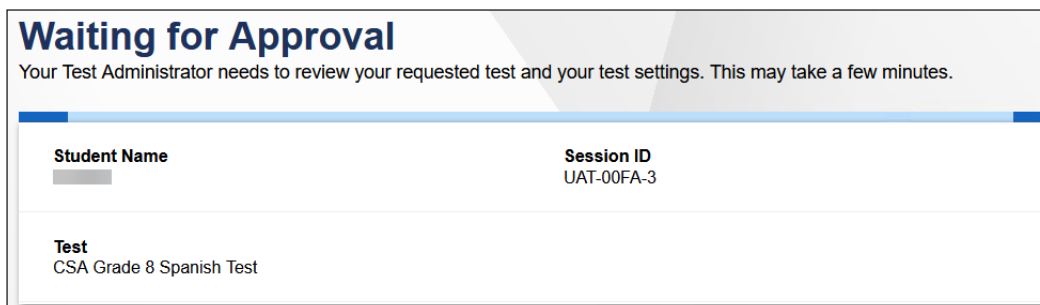


Figure 14. *Waiting for Approval* screen

Test Administrator

22. 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 15. Select the **[View]** eye [👁] icon, also in figure 15, to view and adjust the student's settings (universal tools) for the current test opportunity. (For example, if the student had been assigned the designated support to turn off any universal tool(s), the TA can toggle the universal tools on and off.) "Custom" in the See Details column indicates the student has been assigned test settings. Refer to the [Types of Resources](#) subsection of the [CAASPP and ELPAC Accessibility Guide](#) for the accessibility resources—both embedded and non-embedded—that are available for the CAASPP.

Test Logon Instructions (cont.)

If a student's test settings are incorrect, deny the student; the TA should contact the LEA CAASPP coordinator or CAASPP test site coordinator to correct the test settings in TOMS and test the student on another day. **Ensuring the test settings are correct before the student begins testing is critical to avoid the need for a test reset that may result in additional testing for the student later.**

The TA 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 test. **It is very important that the TA pays close attention to the test name prior to approval to be sure it is the correct test to be administered at that time.**

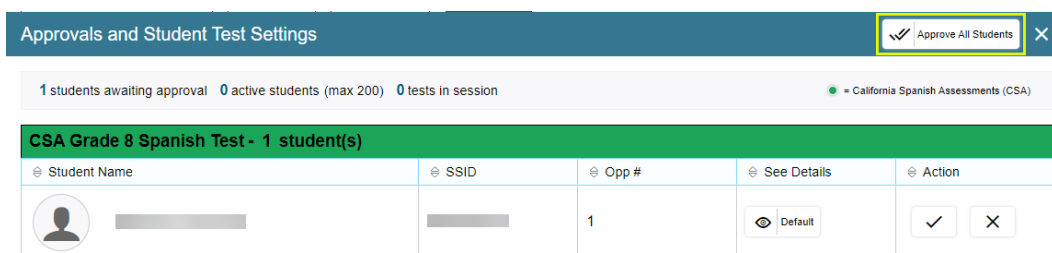


Figure 15. *Approvals and Student Test Settings* screen

23. Navigate students taking the speaking domain through the recording playback check.

SAY: Completaremos la verificación de reproducción de la grabación juntos. Debería ver una pantalla que le solicita que verifique que su dispositivo de grabación esté funcionando. Ponte los auriculares y selecciona el icono del micrófono para grabar tu voz. Luego, selecciona el botón triangular [Reproducir] para escuchar su grabación. Si escucha su voz, selecciona [Escuché]. Si no, levante la mano.

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 your headsets on 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.

Test Logon Instructions (cont.)

24. Have students run the sound check.

SAY: A continuación, verán una pantalla que les pedirá que comprueben que el sonido y el video en sus computadoras están funcionando. Colóquense los auriculares y seleccionen el botón triangular [TOCAR AUDIO]. Si oyen la música y ven las notas musicales moviéndose, seleccionen el botón [SÍ]. Si algo está incorrecto, levanten la mano.

SAY: Si todo está correcto, seleccione el botón [CONTINUAR].

DO NOT READ ALOUD; FOR REFERENCE ONLY:

You will then see a screen asking you to verify that the sound and video on your computers are working. Put on the headphones and select the triangular **[PLAY]** button. If you hear the music and see the musical notes moving, select the **[Yes, I was able to play the video and its sound]** button. If something is wrong, raise your hand. If everything is correct, select **[CONTINUE]**.

Test Logon Instructions (cont.)

Student

25. Complete the recording and audio and video checks with headphones on the *Sound and Video Playback Check Screen* shown in figure 16.

Controles de audio / video
Tu prueba contiene multimedia. Por favor, realiza las siguientes comprobaciones antes de continuar.

Revisión del aparato de grabación
Asegúrate que tu aparato de grabación funciona.

1. Para comenzar a grabar, presione el botón del micrófono.
2. Describe lo que llevas puesto hoy.
3. Cuando haya terminado, presione el botón de parade.
4. Para escuchar tu grabación, ese es el botón de reproducción.

Próximo Paso:
Si escuchaste tu grabación, selecciona **Escuché**. Si no, selecciona **No escuché**.

Verificación de sonido y video

Asegúrate de que la función de texto a voz funciona. Haz clic en el botón para ver y escuchar la muestra.

Próximo paso:
Si pudiste reproducir el video y su sonido, elige **Sí**, puede reproducir el video y su sonido. Si no, elige **No**, no puede reproducir el video o el sonido.

Figure 16. *Sound and Video Playback Check* screen

Test Administrator

26. If audio or voice capture issues occur, do the following:

- a) Ensure headphones are securely plugged in to the correct jack or USB port.
- b) If the headphones have a volume control, ensure the volume is not muted.
- c) Ensure that the audio on the device is not muted (often via a control panel or settings window).

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

Test Logon Instructions (cont.)

27. Tell students how to take the test.

SAY: Antes de que aparezca la prueba en la pantalla, 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 [?] en la esquina superior derecha de la pantalla.

Si quieren ver sus configuraciones ahora mismo, seleccionen el botón [VER CONFIGURACIONES].

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

DO NOT READ ALOUD; FOR REFERENCE ONLY:

Before the test appears on the screen, you will be able to see a tutorial page that allows you to view the test's tools and the buttons you can use during the test or that appear on the test. If you select the [VIEW THE HELP GUIDE] button at this time, you will be able to view the tutorial page. You can also find this information during the test by selecting the help [?] button on the top right corner of the screen.

If you want to view your test settings at this time, select the [VIEW SETTINGS] button.

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

Test Logon Instructions (cont.)

Student

28. Select **[Comenzar la prueba ahora]**, as shown in figure 17, to begin testing.

Instrucciones y ayuda
Puedes seleccionar el botón del signo de interrogación para tener acceso a esta guía de ayuda en cualquier momento durante la prueba.

Configuraciones
Usa este botón para revisar la configuración de la prueba.

Ver configuraciones

Guía de ayuda
Se puede acceder a la guía de ayuda y a las reglas de prueba en cualquier momento utilizando el botón en la parte superior derecha de la página de la prueba.*

Ver la guía de ayuda

Comenzar la prueba ahora Volver

Figure 17. Instrucciones y ayuda screen

Test Administrator

29. 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. Una vez que hayan contestado las tres preguntas, podrán continuar con la prueba.

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.

Test Logon Instructions (cont.)

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.

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. Once we are done with question three of the survey, you may continue testing.

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. Remember, when you are recording your answer, be sure to respond in Spanish.

30. Continue with the instructions in the next subsections, Monitoring Student Progress and Ending a Test Session.

31. Read the following SAY statement aloud.

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 varias veces según las veces que necesiten. Pueden utilizar sus notas cuando responden 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 grabará 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.

Test Logon Instructions (cont.)

DO NOT READ ALOUD; FOR REFERENCE 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 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.

Monitoring Student Progress

Test Selection

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

The TA monitors the test each student is taking by referring to the *Tests* table in the Test Administrator Interface, shown in figure 18. Note that the list of student names can be sorted by linked (underlined) column headings. This site will not show test items or scores but will show the TA the percentage of items that have been delivered to the student.

In the event a student is taking an incorrect test, the TA should pause the student's test. The TA should then instruct the student to log off and log on again to select the correct test. The *Test* column is indicated in figure 18.

The screenshot displays the 'Test Administration' interface. At the top, it shows the 'Operational Session ID' as 'UAT-00FA-3' and navigation buttons for 'Select Tests', 'Student Lookup', and 'Approvals'. A 'Help Guide' link is also present. Below this, a green banner indicates an 'Operational Test Session' with 0 students awaiting approval, 0 print requests, and 1 active student (max 200). A legend identifies the green dot as 'California Spanish Assessments (CSA)'. The main section, 'Tests without issue', contains a table with columns: Student Information, Test, Opp #, Progress, Test Settings, and Actions. The 'Test' column for the first student is highlighted with a red box and contains the text 'CSA Grade 8 Spanish Test'. The 'Progress' column shows a progress bar at '5% total - Started'. Below the table, 'Instructions' are provided in a numbered list: 1. Start Session, 2. Approve Students, and 3. Monitor Progress. The footer contains the copyright notice: 'Copyright © 2023 Cambium Assessment, Inc. All rights reserved.'

Student Information	Test	Opp #	Progress	Test Settings	Actions
	CSA Grade 8 Spanish Test	1	5% total - Started	Default	

Figure 18. Monitoring student progress in the Test Administrator Interface

Monitoring Student Progress (cont.)

NOTE: If a student’s test expires, contact the LEA CAASPP coordinator or CAASPP test site coordinator, who can use the STAIRS/Appeals process in TOMS to submit an Appeal to reopen the test.

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

Test Security

Once students have started the CSA, the TA should monitor the room to ensure that all conditions of test security are maintained. If the TA witnesses or suspects the possibility of a test security incident, the TA should contact the CAASPP test site coordinator, the LEA CAASPP coordinator, or both of these coordinators immediately in accordance with the security guidance provided in this manual.

Student Directions During Testing

While the Test Administrator Interface is designed to refresh automatically every minute, the TA 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 the TA notices that a student is off task, the TA may say the following statement to the student, verbatim, to keep the student focused.

SAY: Es importante que lo 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 for you to do your best. Do you need to pause the test and take a break?

Monitoring Student Progress (cont.)

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 más sentido tiene. Si no estás seguro de cómo funciona una pregunta, puede 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 you feel is best. If you are unsure about how a question works, you can review a tutorial by selecting the “tutorial” option from the context menu.

WARNING:

- **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. The TA can open the web browser and navigate back to the Test Administrator Interface. The TA will be prompted to enter the active session ID.
- As a security measure, TAs are automatically logged off the Test Administrator Interface after 30 minutes of TA user inactivity and student inactivity in the test session, which will result in closing the test session. If this occurs, the TA will have to create a new session and the students will have to log on to the new session to resume testing. When starting a new session, the TAs should give the students the new session ID so they can log on and resume testing.

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 las preguntas que han completado o que han seleccionado para revisar. No envíen su prueba a menos de que hayan contestado todas las preguntas.

SAY: Si están trabajando en un grupo de preguntas para un mismo pasaje de lectura o escucha, por favor contesten todas las preguntas de ese grupo.

SAY: 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. Please review the questions you have completed or selected 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 reading or listening passage, please answer all of the questions in that set.

Let me know if you need more time.

Ending a Test Session (cont.)

Submitting Tests

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 test 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 tests. If students would like to review their answers before submitting their test, they should select an item number to review and then **[TERMINAR PRUEBA]** after they finish reviewing all desired items. Once students have selected **[TERMINAR PRUEBA]**, they will not be able to review their answers.

Students can go back and change answers when they return to the test before it is submitted so long as they return to the test 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 TDS considers that response to be complete and the student will not be able to return to that segment.

2. Read the following SAY statement.

SAY: Esta sesión de prueba se ha terminado. Si no han terminado la prueba, seleccionen PAUSA y podrán terminarla en otra sesión.

[Para la prueba CSA: podrán regresar y cambiar sus respuestas cuando regresen a la prueba, siempre y cuando regresen a la prueba dentro del tiempo permitido para la CSA].

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

DO NOT READ ALOUD; FOR REFERENCE ONLY:

This test session is about to end. If you have not completed the test, select PAUSE and you will be able to complete it in another session.

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

Ending a Test Session (cont.)

TAs should select **[Stop Session]** to end the test session; when selected, the Important! message box appears (figure 19). However, ending the test session will pause any student test in the session that is still in progress.

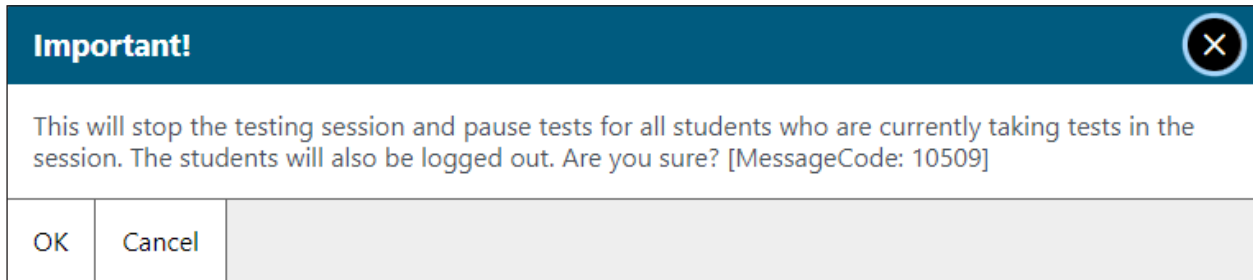


Figure 19. *Important!* message box

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

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 20).

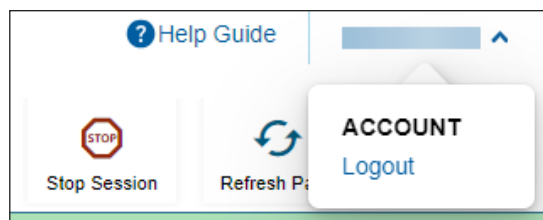


Figure 20. *Logout* option under the **[Name]** drop-down list

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

Ending a Test Session (cont.)

ALERTS:

- If the Test Administrator Interface is closed accidentally while students are still testing in person, the session will remain open for 30 minutes before timing out. The TA can open the web browser and navigate back to the Test Administrator Interface. The TA will be prompted to enter the active session ID.
 - ◆ If the TA needs to access TOMS or another application, the TA is encouraged to open a separate browser window and use that window for other applications.
 - ◆ This scenario also occurs when a TA navigates to another site from the Test Administrator Interface.
- **If a TA unintentionally logs 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.** To return to the test session in the Test Administrator Interface, log back on, enter the active session ID, and provide the session ID to students who need to log back on and resume testing.

Resolve Test Administrator Interface Issues During Testing

NOTE: Refer to the Common Student Sign-in Errors subsection for information about resolving errors for students.

When summative assessments are not displayed in the Test Administrator Interface, it may be that a TA has not signed the Test Security Affidavit in TOMS prior to logging on to the Test Administrator Interface. Once signed, the TA 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.