
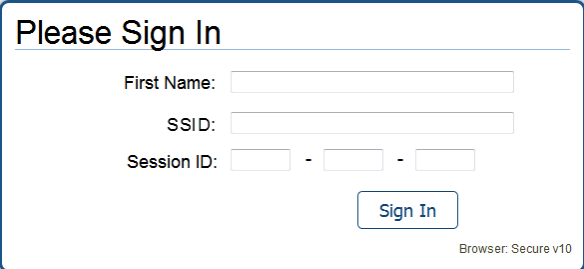


Test Administrator	Student
<p>9. Inform students of the test session ID.</p> <p>The session ID is automatically generated upon selecting [OK] in the previous step. Write the session ID on a place where all students can clearly see.</p>	
	
<p>10. Read the following SAY box.</p> <p>SAY:</p> <p>Today, you will take the [Smarter Balanced—insert grade, ELA/mathematics, and CAT/PT; or California Science Test—insert grade five, eight, or high school] test. I will give you a test session ID that is required to start the test. Before logging on, let’s go over some test rules.</p> <p>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.</p> <p>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.</p>	
<p>11. Read the following SAY box for the CAT portion or the CAST only.</p> <p>SAY:</p> <p>If you pause your test for more than 20 minutes, you will no longer be able to go back and change your answers, even the ones you marked for review. You may check your answers to any questions before you pause your test.</p>	
<p>12. Read the following SAY box for the mathematics computer adaptive test (CAT) in grades six through eleven and the English language arts/literacy (ELA) performance task (PT) only. You do not need to read this for the California Science Test (CAST).</p>	

These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST. The *Directions for Administration of 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.

Test Administrator	Student
<p>SAY: Please keep in mind that 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 the previous segment.</p>	
<p>13. Read the following SAY box and all subsequent SAY boxes to everyone.</p>	
<p>SAY: 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 non-approved electronic devices, please turn off the device and put it away. If you finish your test early, please raise your hand and sit quietly.</p>	
<p>14. Logon tickets may be provided to each student. The logon tickets should provide the students' Statewide Student Identifier (SSID). Note that logon tickets are secure testing materials and should be securely destroyed after testing.</p>	<p>14. Log on to the Student Testing Site through the secure browser.</p>
<p>15. Direct students to sign in using the <i>Student Sign In Web</i> form. <i>You do not need to read the italicized sentences to students testing over multiple days who have already heard these instructions at least once.</i></p>	
<p>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 legal first name, not your nickname, followed by your SSID number. Then enter the test session ID. <i>Raise your hand if you need help typing this information on your keyboard.</i> SAY: Now select SIGN IN. <i>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,</i></p>	

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Test Administrator	Student
<p><i>please raise your hand and show me what is incorrect.</i></p>	
<p>16. Ensure that all students have successfully entered their information.</p>	<p>16. Verify identity by selecting [No] or [Yes].</p>
<p>17. Inform students of the test type (for example, ELA CAT, Mathematics PT, science) in which they are participating today.</p>	<p>17. Select the test to take.</p>
<p>SAY: On the next screen, select the [INSERT NAME OF TEST (i.e., ELA Grade 4 CAT)], 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.</p>	<div data-bbox="841 520 1419 968"> <p>Is This You? Please review the following information.</p> <hr/> <p>First Name: Jane Last Name: Smith SSID: 1234567890 Grade: 08 Date of Birth: December 1, 1998 School: Demo School</p> <hr/> <p>Next Step: If the information is correct, choose Yes. If not, choose No.</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p> </div>
<p>Note: Only the tests that the test administrator selected for the test session for which students are eligible are selectable by students. The sample shown is from the practice and training test interface.</p>	<div data-bbox="841 995 1419 1730"> <p>Your Tests Select the test you need to take.</p> <hr/> <p>Smarter Balanced Practice Tests</p> <ul style="list-style-type: none"> Start Grade 5 ELA Practice Test <small>This is opportunity 1 of 99</small> Start Grade 5 ELA Performance Task <small>This is opportunity 1 of 99</small> Start Grade 5 Math Practice Test <small>This is opportunity 1 of 99</small> Start Grade 5 Math Performance Task <small>This is opportunity 1 of 99</small> <p>Smarter Balanced Training Tests</p> <ul style="list-style-type: none"> Start Grades 3-5 ELA Training Test <small>This is opportunity 1 of 99</small> Start Grades 3-5 Math Training Test <small>This is opportunity 1 of 99</small> <p>California Alternate Assessment (CAA) Training Tests</p> <ul style="list-style-type: none"> Start CAA Grades 3-11 ELA Training Test <small>This is opportunity 1 of 99</small> Start CAA Grades 3-11 Math Training Test <small>This is opportunity 1 of 99</small> <p>California Alternate Assessment (CAA) Practice Tests</p> <ul style="list-style-type: none"> Start CAA Grade 5 ELA Practice Test <small>This is opportunity 1 of 99</small> Start CAA Grade 5 Math Practice Test <small>This is opportunity 1 of 99</small> <p>California Science (CAST) Training Test</p> <ul style="list-style-type: none"> Start CAST Grades 5, 8 and HS Training Test <small>This is opportunity 1 of 99</small> <hr/> <p>Next Step: If you do not see the test you need to take, notify your Test Administrator and select Back to Login.</p> <p><input type="button" value="Back to Login"/></p> </div>



These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST. The *Directions for Administration of 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.

Test Administrator	Student										
	<p>18. Wait for the test administrator's approval.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Waiting for TA approval...</p> <div style="background-color: #ccc; width: 100px; height: 10px; margin-bottom: 5px;"></div> <p>Please wait while your Test Administrator reviews the settings for your test. This may take a few minutes...</p> <p style="text-align: center; border: 1px solid #f44336; padding: 2px; display: inline-block;">Click to cancel the request and return to the login page.</p> </div>										
<div style="background-color: #333; color: white; padding: 5px;"> Approvals and Student Test Settings ✔ Approve All Students ↻ Refresh ✕ Done </div> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 5px;"> <p>1 students awaiting approval ● = Smarter Balanced Summative Assessments</p> <div style="background-color: #f8bbd0; padding: 5px; margin-bottom: 5px;">Grade 05 ELA CAT Test</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Student Name</th> <th style="width: 15%;">SSID</th> <th style="width: 10%;">Opp #</th> <th style="width: 20%;">See Details</th> <th style="width: 25%;">Action</th> </tr> </thead> <tbody> <tr> <td>LASTNAME, FIRSTNAME</td> <td>0000000000</td> <td>1</td> <td>Default</td> <td style="text-align: center;"> <div style="border: 2px solid #f44336; display: inline-block; padding: 2px;">👁</div> <div style="display: inline-block; padding: 2px 10px;">✔</div> <div style="display: inline-block; padding: 2px 10px;">✕</div> </td> </tr> </tbody> </table> </div>		Student Name	SSID	Opp #	See Details	Action	LASTNAME, FIRSTNAME	0000000000	1	Default	<div style="border: 2px solid #f44336; display: inline-block; padding: 2px;">👁</div> <div style="display: inline-block; padding: 2px 10px;">✔</div> <div style="display: inline-block; padding: 2px 10px;">✕</div>
Student Name	SSID	Opp #	See Details	Action							
LASTNAME, FIRSTNAME	0000000000	1	Default	<div style="border: 2px solid #f44336; display: inline-block; padding: 2px;">👁</div> <div style="display: inline-block; padding: 2px 10px;">✔</div> <div style="display: inline-block; padding: 2px 10px;">✕</div>							
<p>Note: If a student's test settings are incorrect, deny the student, contact the LEA CAASPP coordinator or CAASPP test site coordinator to correct the test settings in TOMS, and test the student on another day.</p>											
<p>19. Approve students to test by selecting the [Approve] check mark [✔] icon in the <i>Actions</i> column for individual students or the [Approve all Students] button for each group of tests. Select the [Details] eye [👁] icon to view the student's settings for the current test opportunity. "Custom" in the <i>Details</i> column indicates the student has been assigned test settings.</p>											

These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST. The *Directions for Administration of 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.

Test Administrator	Student										
<div style="display: flex; justify-content: space-between; align-items: center;"> Approvals and Student Test Settings <div style="border: 2px solid red; padding: 2px; display: flex; align-items: center;"> ✓ Approve All Students </div> <div style="display: flex; align-items: center;"> ↻ Refresh ✕ Done </div> </div>											
<div style="display: flex; justify-content: space-between; align-items: center;"> 1 students awaiting approval ● = Smarter Balanced Summative Assessments </div>											
Grade 05 ELA CAT Test											
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Student Name	SSID	Opp #	See Details	Action							
LASTNAME, FIRSTNAME	0000000000	1	Default	👁 ✓ ✕							
<p>SAY:</p> <p>You will now see a screen asking you to check your test content area and settings. If all the information is correct, you may select YES, START MY TEST. If any of it is incorrect, please raise your hand.</p>	<p>20. Verify test information and settings.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Is This Your Test? Review the following test settings.</p> <p>Session ID: GUEST SESSION</p> <p>G5 Math Test</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="background-color: #e0e0e0; padding: 2px;">CC Universal Tools Embedded</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50px; text-align: center;">1</td> <td style="text-align: center;">Strikethrough</td> <td style="text-align: center;">Strikethrough On</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Highlighter</td> <td style="text-align: center;">Highlighter On</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">Mark for Review</td> <td style="text-align: center;">Mark for Review On</td> </tr> </table> </div> <p>Next Step: If the test name and settings are correct, choose Yes. If not, choose No.</p> <div style="display: flex; justify-content: center; gap: 20px;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </div> </div>	1	Strikethrough	Strikethrough On	2	Highlighter	Highlighter On	3	Mark for Review	Mark for Review On	
1	Strikethrough	Strikethrough On									
2	Highlighter	Highlighter On									
3	Mark for Review	Mark for Review On									
	<p>21. Select [Yes] to begin testing.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Is This Your Test? Review the following test settings.</p> <p>Session ID: GUEST SESSION</p> <p>G5 Math Test</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="background-color: #e0e0e0; padding: 2px;">CC Universal Tools Embedded</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50px; text-align: center;">1</td> <td style="text-align: center;">Strikethrough</td> <td style="text-align: center;">Strikethrough On</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Highlighter</td> <td style="text-align: center;">Highlighter On</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">Mark for Review</td> <td style="text-align: center;">Mark for Review On</td> </tr> </table> </div> <p>Next Step: If the test name and settings are correct, choose Yes. If not, choose No.</p> <div style="display: flex; justify-content: center; gap: 20px;"> <input style="border: 2px solid red;" type="button" value="Yes"/> <input type="button" value="No"/> </div> </div>	1	Strikethrough	Strikethrough On	2	Highlighter	Highlighter On	3	Mark for Review	Mark for Review On	
1	Strikethrough	Strikethrough On									
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These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST. The *Directions for Administration of 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.

Test Administrator	Student
<p>22. If you are administering a Smarter Balanced ELA test, have students run the sound check.</p>	
<p>SAY (only for ELA test): 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 sound. If you hear the chime, select [YES]. If not, raise your hand.</p>	<p>22. If beginning a test with text-to-speech or a test with listening items, complete the audio checks with headphones.</p>
<p>If audio issues occur, do the following:</p> <ul style="list-style-type: none"> • Ensure headphones are securely plugged in to the correct jack or USB port. • If the headphones have a volume control, ensure the volume is not muted. • Ensure that the audio on the device is not muted (often via a control panel or settings window). <p>If the student is still experiencing issues, contact your CAASPP test site coordinator or school technology coordinator.</p>	<p>Text-to-speech audio check:</p> <div data-bbox="846 617 1414 1066"> <p>Text-to-Speech Sound Check Make sure text-to-speech is working.</p>  <p>Press the speaker button. You should hear a voice speak the following sentence: "This text is being read aloud."</p> <p>Next Step: If you heard the voice clearly, choose I heard the voice. If not, choose I did not hear the voice. To continue testing without checking text-to-speech, choose Skip TTS Check.</p> <p><input type="button" value="I heard the voice"/> <input type="button" value="I did not hear the voice"/> <input type="button" value="Skip TTS Check"/></p> <p>Sound Settings Current Voice Pack: (Google US English ▾)</p> <p>Use the sliders to adjust the available Text-to-Speech settings.</p> <ul style="list-style-type: none"> • Volume <input type="range" value="10"/> • Pitch <input type="range" value="10"/> • Rate <input type="range" value="10"/> </div> <p>Test with listening items audio/video check:</p> <div data-bbox="837 1171 1422 1646"> <p>Sound and Video Playback Check Make sure video and audio playback are working. To play the sample video and sound, press the play button.</p>  <p>Next Step: If you were able to play the video and its sound, choose I could play the video and sound. If not, choose I could not play the video or sound.</p> <p><input type="button" value="I could play the video and sound"/> <input type="button" value="I could not play the video or sound"/></p> </div>

These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST. The *Directions for Administration of 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.

Test Administrator	Student
<p>23. Tell students how to take the test.</p> <p>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 in the top right corner.</p> <p>When you are ready to begin your test, select BEGIN TEST NOW at the bottom of the page.</p>	<p>23. Select [Begin Test Now] to begin testing.</p> <div data-bbox="841 352 1453 772"> <p>Instructions and Help You may select the question mark button to access this Help Guide at any time during your test.</p> <p>Contents</p> <ul style="list-style-type: none"> • Smarter Balanced Assessments: <ul style="list-style-type: none"> • Overview of the Test Site for Smarter Balanced Assessments • Test Rules for Smarter Balanced Assessments • About Print-on-Demand and Text-to-Speech for Smarter Balanced Assessments • California Alternate Assessments: <ul style="list-style-type: none"> • Overview of the Test Site for California Alternate Assessments • Test Rules for California Alternate Assessments • About Print-on-Demand for California Alternate Assessments <p>Next Step: To begin your test, choose Begin Test Now. If your Test Administrator tells you to log out, choose Login.</p> <p><input type="button" value="Begin Test Now"/> <input type="button" value="Return to Login"/></p> </div>
<p>24. Continue with the instructions in the next subsections, Monitoring Student Progress and Ending a Test Session.</p>	

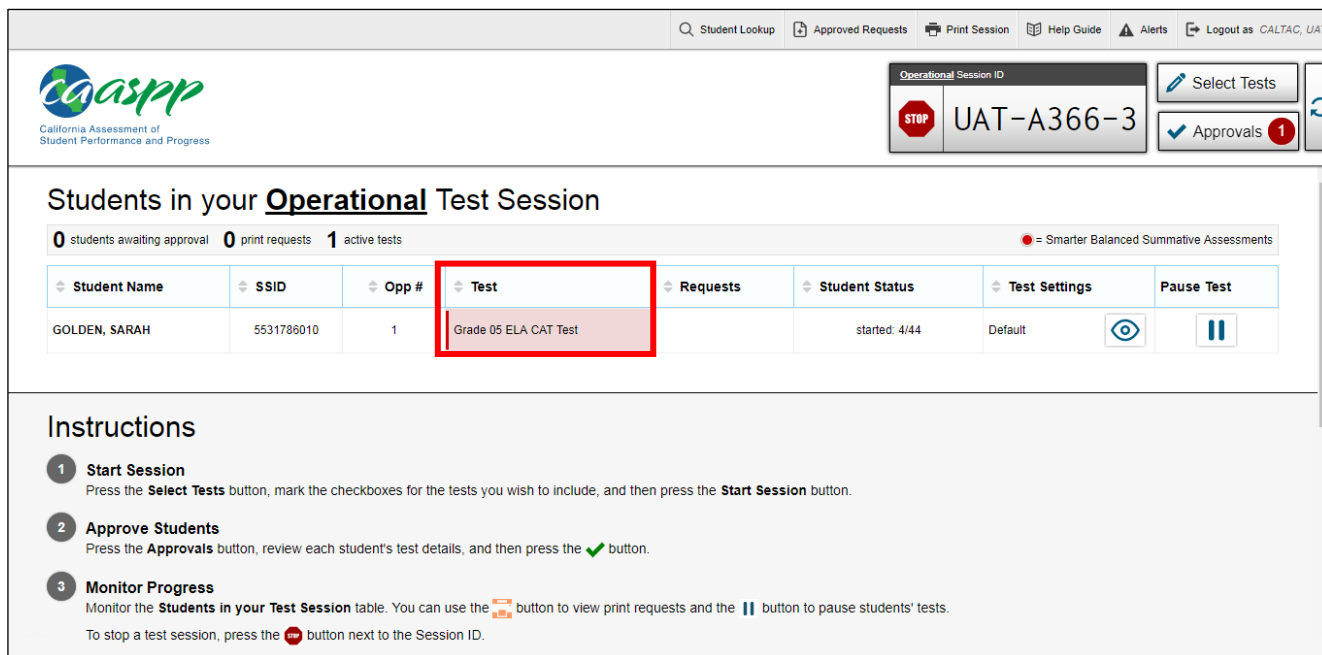
Monitoring Student Progress

Test Selection

It is very important that test administrators monitor student progress throughout the test session. This includes verifying that students are participating in the appropriate content area and type of test (CAT, CAST, or PT). The test administrator monitors the test each student is taking by referring to the *Students in Your Operational Test Session* table in the Test Administrator Interface, shown in Figure 30. Note that the list of student names can be sorted by linked (underlined) column headings.

In the event a student is taking an incorrect test, the test administrator should pause the student’s test. The test administrator should then instruct the student to log off and log on again to select the correct test. The *Test* column is called out in Figure 30.

These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST. The *Directions for Administration of 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.



Students in your Operational Test Session

0 students awaiting approval 0 print requests 1 active tests

Student Name	SSID	Opp #	Test	Requests	Student Status	Test Settings	Pause Test
GOLDEN, SARAH	5531786010	1	Grade 05 ELA, CAT Test		started: 4/44	Default	

Instructions

- 1 Start Session**
Press the **Select Tests** button, mark the checkboxes for the tests you wish to include, and then press the **Start Session** button.
- 2 Approve Students**
Press the **Approvals** button, review each student's test details, and then press the button.
- 3 Monitor Progress**
Monitor the **Students in your Test Session** table. You can use the button to view print requests and the button to pause students' tests.
To stop a test session, press the button next to the Session ID.

Figure 30. Monitoring student progress in the Test Administrator Interface

If a student is unable to return to and complete the test that he or she logged off before it expires in 10 calendar days (PT) or 45 calendar days (CAT or CAST), the CAASPP test site coordinator or LEA CAASPP coordinator must use the Security and Test Administration Incident Reporting System (STAIRS) process to first, report the incident, and then, to submit an appeal to re-open the test.



Warning: If the student has already begun to test with incorrect test settings, the test settings would have 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 submit the *CAASPP STAIRS* form. Then, if warranted, the coordinator would file an appeal. The CDE will determine the impact of resetting a test due to incorrect test settings and will either approve or deny a request to reset within two business days of receiving the request.

In the rare event that a student starts a test unintentionally (for example, selected a PT instead of a CAT, or selected mathematics instead of ELA), the test's expiration timeline will be activated. If a student is unable to return to and complete the test before it expires in 10 days (PT) or 45 days, the CAASPP test site coordinator or LEA CAASPP coordinator must use the STAIRS process to first, report the incident, and then, to submit an appeal to re-open the test.

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Test Security

Once students have started their Smarter Balanced assessment or CAST, the test administrator should circulate the room to ensure that all conditions of test security are maintained. If the test administrator or test examiner witnesses or suspects the possibility of a test security incident, the CAASPP test site coordinator and LEA CAASPP coordinator should be contacted immediately in accordance with the security guidance provided in this manual.

Student Directions During Testing

While the Test Administrator Interface is designed to automatically refresh every minute, the test administrator can refresh it manually at any time by selecting the **[Refresh Now]** button at the top left corner of the page.



Warning: Do **not** use the Web browser's **[Refresh]** button to refresh the Test Administrator Interface.

If the test administrator notices that a student is off task, the test administrator may say the following statement to the student, **verbatim**, to keep him or her 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, you may direct the student to review a tutorial by reading the script below **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 on the “i” button on the right side of the screen.

Allowing the students to practice on the training test and practice test prior to testing is strongly encouraged to ensure that students are able to manipulate each item type and use the various tools and resources during testing.

Warnings:

Always write down the session ID for possible future use:



- If the test administrator is using the Test Administrator Interface and navigates to TOMS or the Test Administrator Practice or Training Web site, the session will stop, and all students in the session will be logged off. The session cannot be resumed. A new session will have to be created, and the students will have to log on to the new session to resume testing. When

These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST. The *Directions for Administration of 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.

starting a new session, give the new session ID to the students so they can log on and resume testing.

- If the Test Administrator Interface or Test Administrator Practice Site Web browser is accidentally closed while students are still testing, the session will remain open until it times out after 30 minutes. The test administrator can open the Web browser and navigate back to the Test Administrator Interface. The test administrator will be prompted to enter the active session ID.
- As a security measure, test administrators are automatically logged off of the Test Administrator Interface after 30 minutes of test administrator user inactivity and student inactivity in the test session, which will result in closing the test session. If this occurs, the test administrator 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 test administrators should give the students the new session ID so they can log on and resume testing. Please note that students will not be able to return to CAT or science items from previous sessions, even if the responses were marked for review.

Ending a Test Session

When there are approximately 10 minutes left in the test session, the test administrator 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.

[The following should be read for the ELA CAT portion only]

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

SAY:

If you need additional time let me know.

Read to Students in Grade Eleven ONLY:



Alert: Students in grade eleven taking a computer adaptive test (CAT) will see an additional question at the end of their test sessions for both English language arts/literacy (ELA) and mathematics, such as is shown in Figure 31.

These instructions apply to administration of the Smarter Balanced Summative Assessments for ELA and mathematics and CAST. The *Directions for Administration of 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.