



CAASPP Site Test Coordinator Checklist

BEFORE TESTING		
	Activity	Category
<input type="checkbox"/>	Create a site testing schedule based on the estimated testing times; access the job aid at https://www.sandi.net/staff/assessment-services/job-aids	Testing Schedule
<input type="checkbox"/>	Communicate schedule to staff/teachers	Testing Schedule
<input type="checkbox"/>	Communicate schedule to parents/students and send parent notification letter home with students	Testing Schedule
<input type="checkbox"/>	Ensure secure browser has been properly downloaded on student devices	Technology
<input type="checkbox"/>	Inventory technology equipment (e.g. head phones) to determine how many test-takers can test at the same time; plan for additional back-up devices (3-5) for each classroom during testing	Technology
<input type="checkbox"/>	Raise any technical issues with the Integrated Technology Division with student devices that aren't working properly or if secure browser didn't properly load	Technology
<input type="checkbox"/>	Sign the Security Agreement and submit to Assessment Services	Test Security
<input type="checkbox"/>	Have all Test Administrators (TAs) and Test Examiners (TEs) read and sign a Security Affidavit; ensure all TAs and TEs understand the security procedures and guidelines	Test Security
<input type="checkbox"/>	Establish appropriate testing conditions (e.g. remove/cover instructional materials)	Test Security
<input type="checkbox"/>	Establish a place to test those students who need a separate setting	Accessibility
<input type="checkbox"/>	Train teachers on the accessibility resources (universal tools, designated supports, and accommodations); have students use the Practice/Training Tests or SBAC Interim Assessments to determine the effectiveness of the accessibility resources	Accessibility
<input type="checkbox"/>	Collect information from teachers for the designated supports and accommodations using the ISAAP tool or ISAAP form	Accessibility
<input type="checkbox"/>	Submit names to Assessment Services for additional staff needing the Site Coordinator role in TOMS	TOMS
<input type="checkbox"/>	Set up password and log into Test Operations Management System (TOMS)	TOMS
<input type="checkbox"/>	Enter designated supports and accommodations in TOMS	Accessibility & TOMS
<input type="checkbox"/>	Ensure all TAs and TEs have logged into TOMS and set passwords	TOMS
<input type="checkbox"/>	Manage TAs and TEs in TOMS; reset passwords and add users as needed	TOMS
<input type="checkbox"/>	Review student demographics in TOMS to ensure accuracy	TOMS
<input type="checkbox"/>	Create log in sheets for students; access the job aid at https://www.sandi.net/staff/assessment-services/job-aids	Technology & Test Admin
<input type="checkbox"/>	Ensure Test Examiners (TEs) have been trained to administer CAA (watch online tutorial)	Test Administration
<input type="checkbox"/>	Ensure Test Examiners (TEs) have downloaded the correct version of the CAA DFA for ELA, Math, and Science from TOMS	Test Administration
<input type="checkbox"/>	Train TAs and TEs- DFA Script, job aid, test security procedures, and technology trouble-shooting	Test Admin & Technology
<input type="checkbox"/>	Have students and teachers use the Practice/Training Tests or the SBAC Interim Assessments to become familiar with the testing interface	Test Administration
<input type="checkbox"/>	Ensure the correct test has been assigned to students in TOMS (e.g. SBA vs. CAA); make necessary corrections prior to testing	TOMS



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DURING TESTING		
	Activity	Category
<input type="checkbox"/>	Investigate and report all testing irregularities and breaches through the online system. All testing breaches must also be reported to Assessment Services. Mitigate incidents when appropriate.	Test Security & TOMS
<input type="checkbox"/>	Ensure proper handling of all printed test materials, student login sheet, and scratch paper (collect and secure daily)	Test Security
<input type="checkbox"/>	Ensure Test Administrators (TAs) are verifying designated supports and accommodations prior to approving students	Test Administration & Accessibility
<input type="checkbox"/>	Submit any STAIRS/Appeals as necessary (e.g. student's test expires)	TOMS
<input type="checkbox"/>	Enter condition codes NTE (not tested medical emergency) and PGE (parent/guardian exemption) in TOMS as necessary	TOMS
<input type="checkbox"/>	Monitor testing to ensure that all students participate as appropriate	Test Administration
<input type="checkbox"/>	Run completion reports to monitor test participation and assist in scheduling make-ups or additional sessions for students needing more time	TOMS
<input type="checkbox"/>	Assist in troubleshooting technical issues that occur during testing	Technology

AFTER TESTING		
	Activity	Category
<input type="checkbox"/>	Make copies (keep for 1 year) of signed Security Affidavits; submit originals to Assessment Services in ORANGE envelope	Test Security & Post Test Admin
<input type="checkbox"/>	Ensure all CAA DFAs, student login sheets, and used scratch paper have been securely destroyed after testing	Test Security & Post Test Admin
<input type="checkbox"/>	Ensure all condition codes for students not tested due to medical emergency (NTE) or parent/guardian exemption (PGE) in TOMS prior to the end of the testing window	TOMS
<input type="checkbox"/>	Complete and submit Principal's Certification/Appportionment form in ORANGE envelope to Assessment Services	Post Test Admin
<input type="checkbox"/>	Submit Parent Exemption forms in ORANGE envelope to Assessment Services	Post Test Admin
<input type="checkbox"/>	Print Student Score Reports from TOMS for parents who do not have access to the PowerSchool Parent Portal	Post Test Admin & TOMS