



## CAASPP Assessments: *Directions for Administration of the Smarter Balanced Assessments (SBA) and the California Science Test (CAST)*

### REMINDERS BEFORE TESTING:

- Encourage students to do their best.
- Ensure all instructional materials displayed on the walls of the classroom have been removed or covered.
- Make sure students clear their desks and put away all books, electronic devices, and other materials not needed for the test.
- Ensure all students have scratch paper. Scratch paper is considered secure material and must be collected and securely destroyed after testing. *For the Performance Task (PT) only, scratch paper may be collected, securely stored, and returned to students in subsequent test sessions.*
- Ensure all students have their log-in information. The statewide student identifier (SSID), and the student's legal first name must be provided to students. Student information is confidential. Therefore, all cards/papers with this information must be collected after each test session, securely stored between sessions, and securely destroyed after testing is complete.
- Read all "SAY" boxes 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, stop and say, "I made a mistake. Listen again." Then the direction should be reread.

### DIRECTIONS DURING TESTING:

#### I. Create a Test Session

1. Create a test session **no more than 30 minutes prior to testing** or the system will time out.
2. Write down the **session ID** generated in the Test Administrator (TA) Interface.



**Alert:** If the session ID is not written down or known and the TA tries to log on to the session after getting involuntarily logged off of the system, the TA will be logged off for 8 hours before he or she is able to start a new session.

**SAY:**

**Today, you will take the [NAME OF TEST (e.g. Smarter Balanced ELA Grade 4 CAT)] 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.**

**You must answer each question on the screen before selecting NEXT. If you are unsure of the 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.**



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3. Read the following SAY box for the CAT portion or the CAST only.

**SAY:** If you pause your test for more than 20 minutes, you will no longer 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.

4. Read the following SAY box for the Math CAT in grades 6-11, the CAST, and the ELA PT only.

**SAY:** Please keep in mind that this test is divided into segments. When you get to the end of a segment, you will be prompted 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.

**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 device, please turn off the device and put it away.

**If you finish your test early, please raise your hand and sit quietly.**

## II. Students Log On To the Test

1. Write the test session ID on a classroom dry-erase or chalk board or another place where students can see it. Make sure students know that the test session ID must be entered **exactly** as it is written—it is case sensitive—without extra spaces or characters.
2. Ensure that the students use their legal first names, not nicknames. If a student is unable to log on, he or she will be prompted to try again and provided with a message describing the reason (an invalid SSID, for example). If the student is still having difficulty, look up the correct information using the Student Lookup function on the TA Interface. You may assist students with logging on if necessary.

**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. Raise your hand if you need help typing this information on your keyboard.**

**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.**

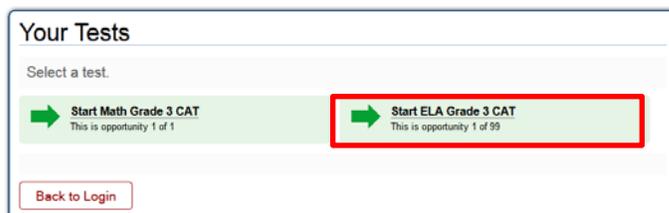


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3. Ensure that all students have successfully entered their information.

**SAY:** On the next screen, select the [INSERT NAME OF TEST (e.g., 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.

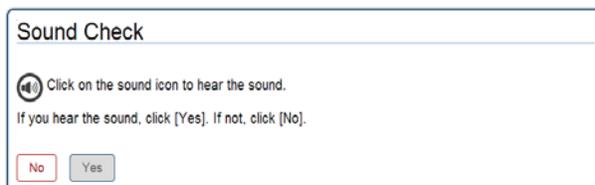
4. Ensure that students select the correct test. Students may be able to select from more than one test. Direct students to select the appropriate test name- the content area “ELA” or “Math” and the test type “CAT” or “PT.”



**SAY:** After I approve you to begin testing, you will 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.

5. Monitor the sessions and log on all students who are currently ready before assisting any students who are having problems. Each student will be logging on at a different time.
6. If students will be taking an ELA assessment during the test session, read the next “SAY” box so the students will know how to verify that their headsets are working properly.

**SAY:** Next you should see a screen that prompts you to verify that the sound on your (only for ELA test) 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.



7. If a student’s volume is not working, troubleshoot basic steps such as ensuring that the headset is fully plugged in, mute is not inadvertently selected, and the volume setting is turned up. If the student is still experiencing issues, contact your Site Coordinator.



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You may skip the following “SAY” box if the class is resuming a test and you are sure all students are able to log on without hearing these directions again.

**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.

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



**Note:** For the CAT portion of the test or the CAST, after a pause, the student’s test can be resumed at any time within the testing window up to 45 days from the start date. For the performance task, there is no pause limit, but the test expires 10 days after it is started.

### III. Monitoring Test Progress

1. Circulate through the room to ensure that all conditions of test security are maintained. If you witness or suspect the possibility of a test security incident, contact your Site Coordinator immediately.
2. If you notice that a student is off task, 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?

3. If a student is concerned about an item, please read the following *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 “i” button on the right side of the screen.



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### ENDING THE TEST SESSION

#### I. Ending the Test Session- For Grades 3-8 on SBA and Grades 3-8, 11-12 for CAST

1. Give a brief warning to students approximately 10 minutes before the end of the session.

**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.

2. Read the following SAY box for the ELA CAT portion only.

**SAY:** 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.

**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 box for the CAT portion and CAST only.

**SAY:** Remember, if you are pausing your test for more than 20 minutes, you will no longer be able to go back and change your answers when you return to the test.

**SAY:** 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.

4. Select [**Stop Session**] to end the test session in the TA Interface and pause any student test in the session that is still in progress.
5. Log off of the TA Interface by selecting the [**Logout**] button at the top right.
6. Collect any scratch paper and student Login Sheets.



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### II. Ending the Test Session- For Grade 11 for the SBA

1. Give a brief warning to students approximately 15 minutes before the end of the session.

**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.

2. Read the following SAY box for the ELA CAT portion only.

**SAY:** 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.

3. Read the *EAP Section “SAY”* box. Students in grade eleven taking a CAT will be prompted at the end of the test session to choose whether or not they will share their scores with the CSU and CCC systems as part of the Early Assessment Program (EAP).

#### ***EAP SECTION—READ TO STUDENTS IN GRADE ELEVEN ONLY***

**SAY:** The Early Assessment Program (EAP) will assist the California State University (CSU) system and the California Community Colleges (CCC) system in providing you information on your readiness for college-level English and/or mathematics coursework. Additionally, the EAP may help you earn an exemption from the CSU and participating CCC English and mathematics placement tests that are required for entering freshmen. However, providing EAP results is not a requirement to be admitted to the CSU or CCC.

Please carefully read the statement presented as the last question in this test session. If you do not wish your results to be sent to the CSU and CCC, select “Do Not Release.” If you are considering or plan to enroll at CSU or CCC, scroll down the form, select “Release” and then click on the [Submit] button. Your Smarter Balanced results for this test will be provided to both institutions by selecting the Release circle and then submitting. If you do not select to release your results, you may be requested to provide a copy of your results to the campus at a later time. Even if you have already answered this question at the end of an ELA or



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mathematics test you have already taken, you need to answer it for this test to have the EAP results of both tests reported.

Your CAASPP Student Report will provide a Web site, where additional information is available on what your EAP results mean.

***END OF EAP SECTION***

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

4. Read the following SAY box for the CAT portion and CAST only.

**SAY:** Remember, if you are pausing your test for more than 20 minutes, you will no longer be able to go back and change your answers when you return to the test.

**SAY:** 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.

5. Select [**Stop Session**] to end the test session in the TA Interface and pause any student test in the session that is still in progress.
6. Log off of the TA Interface by selecting the [**Logout**] button at the top right.
7. Collect any scratch paper and student Login Sheets.