

Version [#]

Grade [#]

CALIFORNIA

Assessment of Student Performance and Progress

SECURE MATERIAL

Directions for Administration for the
California Alternate Assessments

Spring 2016 | English Language Arts and Mathematics

Version #

Grade #



California Assessment of
Student Performance and Progress



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California Assessment of
Student Performance and Progress

California Alternate Assessments
Direction for Administration

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Overview

This document contains directions and the specific scripts you will need to administer the online 2016 California Alternate Assessments (CAAs).

2015–16 Test Design

For the 2015–16 California Assessment of Student Performance and Progress (CAASPP) administration, the CAAs have been newly designed to route students to different levels of items based on their responses. Each student will take no more than **27** test questions per content area.

Survey of Student Characteristics

Prior to beginning a test with the student, test examiners are required to complete the Survey of Student Characteristics (SSC) based on his/her familiarity with the student. In the SSC, the test examiner will indicate whether he/she will be entering responses in the test on behalf of the student. **If the test examiner has marked this indication, he/she must enter the responses for the student on all of the test questions despite the language in the DFA script that prompts students to mark a choice.** The test examiner must select the SSC in the Test Administrator Interface then complete it through the CAASPP secure browser. The information collected will help test developers to improve the test.

Test Administration

The administration and scoring procedures for the CAAs must be uniform. If the scores are to be comparable, the testing conditions must be similar for all students. Standardization requires that examiners adhere to the guidelines described in this *Direction for Administration (DFA)* and the *2016 CAA Test Administration Manual*.

Prior to beginning a test session, you should explain the assessment to the student, saying, for example, “Today we are going to do some work together. I want you to do your best.” The statement may be altered to fit the student’s maturity level and communication requirements.

Either content area may be administered first; however, all questions and sections of the test must be administered in the order indicated in this *DFA*. The scripts contain the exact wording that must be read aloud to the student, except when general adaptations are given. Pictures or other visual material within the test may be described as needed for students with visual impairments using the alternative text provided in this *DFA*. Students should be encouraged to answer all questions in each content area test.

The CAAs are untimed and can be administered over as many days as needed. You may pause and resume the test as many times as necessary to elicit the student’s best performance. The pause-and-resume feature can be used throughout the day, over several days, and at any time during the test administration window. Students will automatically be logged off the system after 30 minutes of inactivity. Logging back on to the test will return the student to the last unanswered question.

For more information on all aspects of the CAAs, including test security, item types, and guidelines, refer to the **2016 CAA Test Administration Manual** available at <http://caaspp.org/administration/instructions/>.

Administering a CAA Test Session

Prior to Testing Checklist

- Confirm that the student has been assigned the correct test settings (designated supports and accommodations) in the Test Operations Management System (TOMS).
- Verify you are using the correct grade-level and version *DFA* assigned to your school.
- Post “TESTING IN PROGRESS—DO NOT DISTURB” signs outside of the testing room.
- Complete the Survey of Student Characteristics (SSC) for the student you are testing.

How to Start a Test Session

1. Launch a supported Web browser on your device to log onto the Test Administrator Interface (accessible from <http://www.caaspp.org>).
2. Log on to the Test Administrator Interface using your TOMS username and password.
3. Select the test(s) you want to administer from the test selection window, shown in Figure 1. You must select and complete the Survey of Student Characteristics (SSC) prior to administering the CAAs.
4. Select the [**Start Operational Session**] button.
5. Upon selecting the [**Start Operational Session**] button, a session ID will appear on the top right corner of the Test Administrator Interface, shown in Figure 2.
6. Launch the CAASPP secure browser on the student’s testing device.
7. Log on for the student on the *Enter Student Information* screen, shown in Figure 3.
 - In the *First Name* field, enter the student’s first name as it appears in CALPADS.

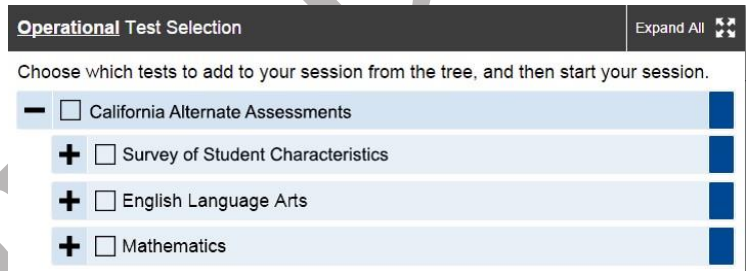


Figure 1. Test selection window in the Test Administrator Interface

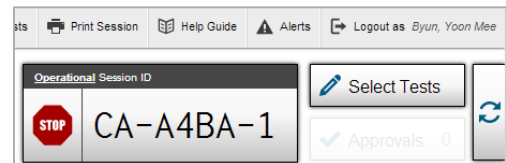


Figure 2. Session ID



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- In the *Student ID* field, enter "CA," a dash, and then the student's 10-digit Statewide Student Identifier (for example, CA-9999999999).
- In the *Session ID* field, enter the test session ID generated from the Test Administrator Interface.
- Select the [**Sign In**] button.

Please Sign In

First Name:

SSID:

Session ID: - -

Figure 3. Student Login screen

- Verify the student information is correct on the *Is This the Student?* screen, shown in Figure 4. Select [**Yes**] to continue (and [**No**] if it is not. Notify your CAASPP test site coordinator if it is not.).
- Select a test for the student (shown in Figure 5).

Is This the Student?

Please review the information below. If all of the information is correct, click [Yes]. If not, click [No].

First Name: Demo First

Last Name: Demo Last

SSID: ZZ9999907

Grade: 10

Date of Birth: November 1, 2000

School: AIR School

Figure 4. Is This the Student? screen

- **Note:** You will only be able to select a test if the SSC has been completed.

- Go back to your test examiner device and in the Test Administrator Interface, verify you have selected the right test and test settings for the student by selecting the [**Approvals (#)**] button.

Your Tests

Select the test you need to take.

This is opportunity 1 of 1

This is opportunity 1 of 1

This is opportunity 1 of 1

Figure 5. Tests for This Student Screen

- Select [**Approve**] to begin testing.
- Go back to the student testing device and administer the assessment using the script that starts in the next section of this *DFA*.



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About this DFA

This *DFA* contains **grade-specific** and **form-specific** information needed by test examiners during test sessions.

Using this *DFA*

There are two parts in this *DFA*, one for each content area. All *DFAs* begin with ELA, but either content area may be administered first.

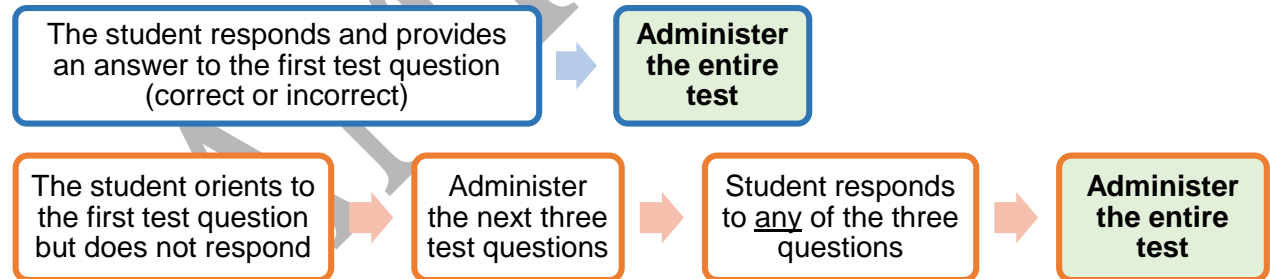
The scripts are presented in table formats with four columns. Beginning on the left, the first column of the script indicates the stage of the test. The second column indicates the item number in the test. The third column contains the administration scripts to be read to the student. The text associated with “**SAY**” and “**READ**” prompts apply to all students. The fourth column contains alternative text, which should only be read to students with visual impairments to describe images. Follow the scripts **EXACTLY** as written and in the item order presented in the document.

Student Response Check

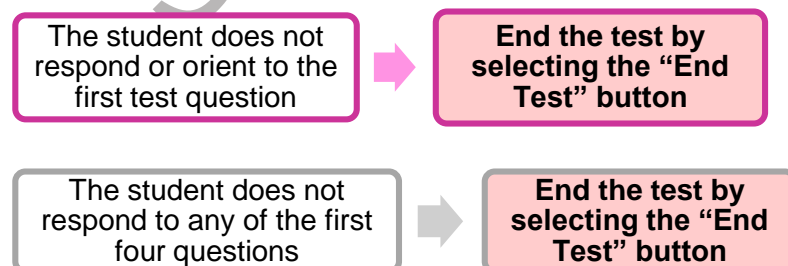
The purpose of the Student Response Check (SRC) is for the test examiner to check if the student has a consistent and observable way of indicating responses to test questions. Student response modes may include using a mouse or keyboard, verbalizations, pointing/gesturing, and/or eye gaze using an assistive communication device.

The SRC is identified by the student’s responses to the first or first four questions of each test (ELA and mathematics). The SRC must be administered by the test examiner to each student at the beginning of both content areas. Test examiners will be guided through the SRC process by this *DFA*. Specifications and guidance for administering the SRC are as follows:

When to administer the entire assessment



When to end the assessment



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Ending Tests



Figure 6. End Test Button

The [End Test] button will completely submit the test for scoring and reporting. **Test examiners should not select this button unless the results of the SRC indicate that a test should be closed.** For the 2016 CAAs, the [End Test] button may **only** be selected after the first test question, the fourth test question or the last test question of a test.



Note: For the SRC, it is not important whether the student gets any of the “answers” right but rather that the student shows that he or she is oriented to the item presented.

After Testing

The live test content in this document must be kept secure at all times. At the conclusion of testing, this *DFA*—whether a printed copy or an electronic file—must be destroyed securely. It must be deleted in such a way that the file does not remain in a temporary storage location such as Windows’ Recycle Bin, where it can be undeleted. Test examiners and CAASPP test site coordinators should use the school’s or LEA’s preferred method of secure file deletion.

While there are many ways to permanently delete a file, including using a “shredding” tool that might be part of a virus scanning tool, what follows are basic ways to remove a file from a Windows or Macintosh system:

- **Windows**—Hold the <Shift> key when deleting the file or empty the Recycle Bin after deleting.
- **Macintosh and Macintosh equivalent devices using OS X**—Press the <Command> + <Delete> keys with any file or folder selected to send a file to the Trash and then press the <Shift> + <Command> + <Delete> keys or open the Finder menu and then select “Secure Empty Trash” to immediately empty the Trash.

Paper copies of this *DFA* should be returned to your CAASPP test site coordinator for secure destruction; all paper copies of printed items and this *DFA* must be securely destroyed.



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English Language Arts

Directions for Administration Script



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California Alternate Assessments
Direction for Administration

SECURE TEST MATERIAL

Version [Sample]

Grade [Sample]

ENGLISH LANGUAGE ARTS

STAGE 1A

Stage	No.	Administration Script	Alternative Text for Students with Visual Impairments
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— Begin with the Student Response Check (SRC) —

Upon logging onto the ELA training test, begin with administering the first test question following the script below.

1A	1	SAY: [Script that Test Examiner must read verbatim goes here.]	DESCRIBE: Alternative text will go here.
1A	1	READ:	DESCRIBE:
1A	1	[Script that Test Examiner must read verbatim goes here.]	Alternative text will go here.

— Determine Outcome of Student Response Check —

- Does the student respond and provide an answer (correct or incorrect) to the first test question? → **Continue to administer the ENTIRE assessment.**
- Does the student orient to the first test question but does not respond? → **Continue to administer the NEXT THREE test questions that require a student response.**
- Is the student unable to respond or orient to the first test question? → **End the assessment by selecting the “End Test” button on the screen.**

If the student does not respond within an expected time (this will vary between students so familiarity to the student is crucial), ask the student to tell/show you the *first* answer option, then proceed with asking the student to tell/show you the *second* answer option, and finally (if applicable) to tell/show you the *last* answer option.

You may assist the student with computer navigation if he or she struggles to indicate his or her response independently. Hand-over-hand guidance is prohibited.

Continue to administer the next three test questions until you see the next **Determine Outcome of Student Response Check** box in this manual. If testing is paused while engaged in the Student Response Check, be sure to mark your place in this *DFA*.

1A	2		
1A	3		

ELA

Stage 1A



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Version [Sample]

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ENGLISH LANGUAGE ARTS

STAGE 1A

Stage	No.	Administration Script	Alternative Text for Students with Visual Impairments
1A	4		

— Determine Outcome of Student Response Check *(if necessary)* —

- Does the student respond and provide an answer (correct or incorrect) to any of the last three test questions? → **Continue to administer the ENTIRE assessment.**
- Is the student *unable* to respond to any of the last three test questions? → **End the assessment by selecting the “End Test” button on the screen.**

If the student does not respond within an expected time (this will vary between students so familiarity to the student is crucial), ask the student to tell/show you the *first* answer option, then proceed with asking the student to tell/show you the *second* answer option, and finally (if applicable) to tell/show you the *last* answer option.

You may assist the student with computer navigation if he or she struggles to indicate his or her response independently. Hand-over-hand guidance is prohibited.

1A	5		
1A	6		
1A	7		
1A	8		
1A	9		
1A	10		
1A	11		

ELA

Stage 1A



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ENGLISH LANGUAGE ARTS

STAGE 1A

Stage	No.	Administration Script	Alternative Text for Students with Visual Impairments
-------	-----	-----------------------	---

— End of ELA Stage 1A —

When you start the next section of this test, the testing system will automatically route students either to Stage 1B or to Stage 2, T1 of the ELA test.

Upon beginning the next section, the online system will prompt you to either:

- Turn to **Stage 2, T1** in this ELA section **OR**
- Proceed to **Stage 1B** on the next page in this ELA section

ELA

Stage 1A

SAMPLED



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ENGLISH LANGUAGE ARTS

STAGE 1B

Stage	Item No.	Administration Script	Alternative Text for Students with Visual Impairments
1B	12	SAY: [Script that Test Examiner must read verbatim goes here.]	DESCRIBE: <i>Alternative text will go here.</i>
1B	12		
1B	12	READ: [Script that Test Examiner must read verbatim goes here.]	DESCRIBE: <i>Alternative text will go here.</i>
1B	13		
1B	14		
1B	15		
1B	16		
1B	17		
1B	18		
1B	19		
1B	20		
1B	21		

ELA

Stage 1B

— End of ELA Stage 1B —

When you start the next section of this test, the testing system will automatically route students to T1, T2, or T3 of Stage 2.



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ENGLISH LANGUAGE ARTS

STAGE 1B

Stage	Item No.	Administration Script	Alternative Text for Students with Visual Impairments
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Upon beginning the next section, the online system will prompt you to either:

- Turn to **Stage 2, T1** in this ELA section **OR**
- Turn to **Stage 2, T2** in this ELA section **OR**
- Turn to **Stage 2, T3** in this ELA section

SAMPLED

ELA

Stage 1B



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ENGLISH LANGUAGE ARTS

STAGE 2

T1

Stage	No.	Administration Script	Alternative Text for Students with Visual Impairments
T1	12 or 22	SAY: [Script that Test Examiner must read verbatim goes here.]	
T1	12 or 22		
T1	12 or 22		
T1	13 or 23	SAY: [Script that Test Examiner must read verbatim goes here.]	
T1	13 or 23		
T1	14 or 24	SAY: [Script that Test Examiner must read verbatim goes here.]	DESCRIBE: <i>Alternative text will go here.</i>
T1	14 or 24		DESCRIBE: <i>Alternative text will go here.</i>
T1	14 or 24		
T1	15 or 25		
T1	16 or 26		
T1	17 or 27		

— End of ELA test —

ELA

Stage 2

T1



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ENGLISH LANGUAGE ARTS

STAGE 2

T2

Stage	No.	Administration Script	Alternative Text for Students with Visual Impairments
T2	22	SAY: [Script that Test Examiner must read verbatim goes here.]	
T2	22		
T2	23	SAY: [Script that Test Examiner must read verbatim goes here.]	
T2	23		
T2	24	SAY: [Sample: Script that Test Examiner must read verbatim goes here.]	DESCRIBE: <i>Alternative text will go here.</i>
T2	24		
T2	24	READ: [Sample: Script for the Test Examiner goes here.]	DESCRIBE: <i>Alternative text will go here.</i>
T2	24		
T2	25		
T2	26		
T2	27		
— End of ELA test —			

ELA

Stage 2

T2



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ENGLISH LANGUAGE ARTS

STAGE 2

T3

Stage	No.	Administration Script	Alternative Text for Students with Visual Impairments
T3	22	SAY: [Script that Test Examiner must read verbatim goes here.]	
T3	22		
T3	23	SAY: [Script that Test Examiner must read verbatim goes here.]	
T3	23		
T3	24	SAY: [Script that Test Examiner must read verbatim goes here.]	DESCRIBE: <i>Alternative text will go here.</i>
T3	24		
T3	24	READ: [Script that Test Examiner must read verbatim goes here.]	DESCRIBE: <i>Alternative text will go here.</i>
T3	24		
T3	25		
T3	26		
T3	27		
— End of ELA test —			

ELA

Stage 2

T3



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Mathematics

Directions for Administration Script



California Alternate Assessments
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MATHEMATICS

STAGE 1A

Stage	No.	Administration Script	Alternative Text for Students with Visual Impairments
-------	-----	-----------------------	---

— Begin with the Student Response Check (SRC) —

Upon logging onto the mathematics training test, begin with administering the first test question following the script below.

1A	1	SAY: [Script that Test Examiner must read verbatim goes here.]	DESCRIBE: <i>Alternative text will go here.</i>
1A	1	READ: [Script that Test Examiner must read verbatim goes here.]	DESCRIBE: <i>Alternative text will go here.</i>

— Determine Outcome of Student Response Check —

- Does the student respond and provide an answer (correct or incorrect) to the first test question? → **Continue to administer the ENTIRE assessment.**
- Does the student orient to the first test question but does not respond? → **Continue to administer the NEXT THREE test questions that require a student response.**
- Is the student unable to respond or orient to the first test question? → **End the assessment by selecting the “End Test” button on the screen.**

If the student does not respond within an expected time (this will vary between students so familiarity to the student is crucial), ask the student to tell/show you the *first* answer option, then proceed with asking the student to tell/show you the *second* answer option, and finally (if applicable) to tell/show you the *last* answer option.

You may assist the student with computer navigation if he or she struggles to indicate his or her response independently. Hand-over-hand guidance is prohibited.

Continue to administer test questions until you see the next **Determine Outcome of Student Response Check** box in this manual. If testing is paused while engaged in the Student Response Check, be sure to mark your place in this *DFA*.

1A	2		
1A	3		

Mathematics

Stage 1A



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MATHEMATICS

STAGE 1A

Stage	No.	Administration Script	Alternative Text for Students with Visual Impairments
1A	4		
<p align="center">— Determine Outcome of Student Response Check (<i>if necessary</i>) —</p> <ul style="list-style-type: none"> Does the student respond and provide an answer (correct or incorrect) to any of the last three test questions? → Continue to administer the <u>ENTIRE</u> assessment. Is the student <i>unable</i> to respond to any of the last three test questions? → End the assessment by selecting the “End Test” button on the screen. <p>If the student does not respond within an expected time (this will vary between students so familiarity to the student is crucial), ask the student to tell/show you the <i>first</i> answer option, then proceed with asking the student to tell/show you the <i>second</i> answer option, and finally (if applicable) to tell/show you the <i>last</i> answer option.</p> <p>You may assist the student with computer navigation if he or she struggles to indicate his or her response independently. Hand-over-hand guidance is prohibited.</p>			
1A	5		
1A	6		
1A	7		
1A	8		
1A	9		
1A	10		

Mathematics

Stage 1A



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MATHEMATICS

STAGE 1A

Stage	No.	Administration Script	Alternative Text for Students with Visual Impairments
1A	11		

Mathematics

Stage 1A

— End of Mathematics Stage 1A —

When you start the next section of this test, the testing system will automatically route students either to Stage 1B or to Stage 2, T1 of the mathematics test.

Upon beginning the next section, the online system will prompt you to either:

- Turn to **Stage 2, T1** in this mathematics section **OR**
- Proceed to **Stage 1B** on the next page in this mathematics section

SAMPLE



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MATHEMATICS

STAGE 1B

Stage	No.	Administration Script	Alternative Text for Students with Visual Impairments
1B	12	SAY: [Script that Test Examiner must read verbatim goes here.]	DESCRIBE: <i>Alternative text will go here.</i>
1B	12	READ: [Script that Test Examiner must read verbatim goes here.]	DESCRIBE: <i>Alternative text will go here.</i>
1B	13		
1B	14		
1B	15		
1B	16		
1B	17		
1B	18		
1B	19		
1B	20		
1B	21		

Mathematics

Stage 1B

— End of Mathematics Stage 1B —



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MATHEMATICS

STAGE 1B

Stage	No.	Administration Script	Alternative Text for Students with Visual Impairments
-------	-----	-----------------------	---

When you start the next section of this test, the testing system will automatically route students to T1, T2, or T3 of Stage 2.

Upon beginning the next section, the online system will prompt you to either:

- Turn to **Stage 2, T1** in this mathematics section OR
- Turn to **Stage 2, T2** in this mathematics section OR
- Turn to **Stage 2, T3** in this ELA section

SAMPLED

Mathematics
Stage 1B



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MATHEMATICS

STAGE 2

T1

Stage	No.	Administration Script	Alternative Text for Students with Visual Impairments
T1	12 or 22	SAY: [Script that Test Examiner must read verbatim goes here.]	
T1	12 or 22		
T1	12 or 22		
T1	13 or 23	SAY: [Script that Test Examiner must read verbatim goes here.]	
T1	13 or 23		
T1	14 or 24	SAY: [Script that Test Examiner must read verbatim goes here.]	DESCRIBE: <i>Alternative text will go here.</i>
T1	14 or 24		DESCRIBE: <i>Alternative text will go here.</i>
T1	14 or 24		
T1	15 or 25		
T1	16 or 26		
T1	17 or 27		

— End of Mathematics test —

Mathematics

Stage 2

T1



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MATHEMATICS			
STAGE 2			T2
Stage	No.	Administration Script	Alternative Text for Students with Visual Impairments
T2	22	SAY: [Script that Test Examiner must read verbatim goes here.]	
T2	22		
T2	23	SAY: [Script that Test Examiner must read verbatim goes here.]	
T2	23		
T2	24	SAY: [Script that Test Examiner must read verbatim goes here.]	DESCRIBE: <i>Alternative text will go here.</i>
T2	24		
T2	24	READ: [Script that Test Examiner must read verbatim goes here.]	DESCRIBE: <i>Alternative text will go here.</i>
T2	24		
T2	25		
T2	26		
T2	27		
— End of Mathematics test —			

Mathematics
 Stage 2
 T2



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MATHEMATICS

STAGE 2

T3

Stage	No.	Administration Script	Alternative Text for Students with Visual Impairments
T3	22	SAY: [Script that Test Examiner must read verbatim goes here.]	
T3	22		
T3	23	SAY: [Script that Test Examiner must read verbatim goes here.]	
T3	23		
T3	24	SAY: [Script that Test Examiner must read verbatim goes here.]	DESCRIBE: <i>Alternative text will go here.</i>
T3	24		
T3	24	READ: [Script that Test Examiner must read verbatim goes here.]	DESCRIBE: <i>Alternative text will go here.</i>
T3	24		
T3	25		
T3	26		
T3	27		

— End of Mathematics test —

Mathematics

Stage 2

T3