



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: 2014-15 CAASPP Test Security Forms and Principal’s Portal Requirements

NUMBER: REF-6413

ISSUER: Cynthia Lim, Executive Director
Office of Data and Accountability

Matt Hill, Chief Strategy Officer

DATE: November 10, 2014

ROUTING
 ESC Administration
 Principals
 Assistant Principals
 CAASPP Coordinators
 Testing Coordinators

This request for information has been approved by the Office of the Superintendent of schools or his designee.

PURPOSE: The purpose of this Reference Guide is to describe the process for electronically submitting the California Assessment of Student Performance and Progress (CAASPP) security forms to the District. This document also describes the procedures for designating a CAASPP coordinator and managing CAASPP trainings and other CAASPP-related requirements in the Principal’s Portal.

MAJOR CHANGES: None.

INSTRUCTIONS: In spring 2015, schools will be administering CAASPP paper-pencil tests, computer-based Smarter Balanced tests, and CAPA Alternate Assessment Field Test. For Smarter Balanced, schools will be granted early access to the Test Operations Management System (TOMS). Authorized users will be able to manage test administrators, download school files and designate test settings for students in preparation for spring 2015 testing.

Before gaining access to secure Smarter Balanced web-based applications, the principal and CAASPP test site coordinator are required to read, agree to, and sign a CAASPP Test Security Agreement and a CAASPP Test Security Affidavit. Initially, the principal and coordinator will electronically certify the security documents online as described in this document. Signed copies of the security documents will be submitted to the school’s designated Testing Center in spring 2015. A copy of the signed documents must also be maintained in school files for 24 months from the date signed.

The District is responsible for ensuring that schools comply with CAASPP requirements for each test the school administers. The District uses the Principal’s Portal to monitor timely completion of security forms, training, and other CAASPP-related activities as required by State guidelines and regulations.



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

PRINCIPAL'S PORTAL

The principal is responsible for entering required information in the Principal's Portal and monitoring the completion of trainings for each CAASPP testing program as described below.

To access the Principal's Portal go to <https://principalportal.lausd.net/>

- Click on the *State Testing Program Requirements* link.
- In the *Testing Menu*, scroll down to the CAASPP Certification box.

A. CAASPP Security Documents

The District will grant CAASPP test site coordinators access to TOMS in early December. Only schools where the principal and CAASPP coordinator electronically submit the CAASPP security forms by Friday, November 21, 2014 will receive early access to TOMS. Schools that submit security forms after November 21 will receive access to TOMS accordingly.

Principal Security Documents

Principals will electronically certify the CAASPP test security documents in the Principal's Portal. Principals at schools with no access to the Principal's Portal are required to fax the signed security documents to the Student Testing Branch at (213) 241-8461. (See Attachments A and B.)

Steps on how Principals Electronically Certify CAASPP Security Documents

The principal must certify both the CAASPP Security Agreement and the CAASPP Security Affidavit separately.

CAASPP Security Agreement:

1. In the CAASPP *Certification* box, select *Security Agreement*
2. Read and agree to all the statements
3. Click on the check box to certify that you have read and agree to each statement on the document
4. Click on *Submit*
5. Click on the *Return to Testing Menu* link at the bottom of the page

CAASPP Security Affidavit:

6. In the CAASPP *Certification* box, select *Security Affidavit*
7. Read and agree to all statements
8. Click on the check box to certify that you have read and agree to each statement on the document
9. Click on *Submit*
10. Click on the *Return to Testing Menu* link



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

CAASPP Test Site Coordinator Security Documents

When a CAASPP coordinator is designated in the Principal's Portal (See instructions below), the appointee is automatically enrolled in three classes. One of those classes is the 2014-15 CAASPP Security Forms Training. This training should be completed by Friday, November 21, 2014 to receive access as soon as TOMS is available in December.

The CAASPP coordinator is responsible for completing the training and completing the assessment for the training in the Learning Zone prior to handling secure CAASPP tests materials or accessing secure Smarter Balanced web-based applications. The assessment contains all the conditions listed on the test security forms, therefore successfully completing the assessment is an acknowledgement of the CAASPP tests security requirements.

NOTE: The date and time when the coordinator successfully completes the 2014-15 CAASPP Security Forms training assessment in the Learning Zone is automatically displayed in the Principal's Portal.

B. Designation of a CAASPP Coordinator and Technology Coordinator


CAASPP regulations require that the principal at every school administering CAASPP tests designate a CAASPP test site coordinator. The CAASPP coordinator will oversee the administration of CAASPP paper-pencil tests, Smarter Balanced tests and the Alternate Assessment Field Test. Principals who will also serve as CAASPP Coordinators at their schools must designate themselves as coordinators in the Principal's Portal and complete all required CAASPP coordinator trainings. A list of coordinator responsibilities is included in REF-6394, *CAASPP Coordinator Differential for the 2014-15 School Year*, dated October 28, 2014.

When the CAASPP coordinator is designated in the Principal's Portal, the coordinator is automatically enrolled in three classes in the Learning Zone. After designating the coordinator in the portal, the principal should confirm that the CAASPP coordinator received enrollment confirmation emails for each class. If confirmation emails are not received, the coordinator is responsible for self-enrolling in each class.

- 2014-15 CAASPP Security Forms Training
- 2014-15 CAASPP Training for Coordinators
- 2014-15 CAASPP Smarter Balanced Coordinator Training



The District is also requiring principals to designate a technology coordinator in the Principal's Portal. The technology coordinator together with the CAASPP coordinator will be the point-of-contact for technology-related issues or questions pertaining to Smarter Balanced testing.

| Steps on how Principals Designate a CAASPP Test Site Coordinator and a Technology Coordinator | |
|--|---|
| 1. From the CAASPP <i>Certification</i> section click on the <i>Coordinator/ Designee</i> link | |
| 2. In the CAASPP section, click on the <i>Staff Icon</i> |  |
| 3. Type the coordinator's first and last name | |
| 4. Click on the <i>Search</i> box | |
| 5. Verify the employee number and click on the <i>Select</i> link next to the staff member's name. | |
| 6. Click <i>Done</i> to confirm your selection | |
| 7. Go to the Technology Coordinator/Designee section, and repeat steps 3-6 to designate a technology coordinator | |
| 8. Confirm that the CAASPP coordinator and the technology coordinator names display in the appropriate sections. | |
| 9. Scroll to the bottom of page and click on the <i>Submit</i> button | |
| 10. Click on the <i>Return to Testing Menu</i> link | |

C. Principal and Coordinator Training for Administering CAASPP tests

Principals and coordinators are required to participate in training before any CAASPP tests are administered at the school. After participating in training, participants are required to complete an online assessment. A passing score of 100% is required. At the end of the online assessment print the Certificate of Completion. This certificate should be kept on file at the school for 24 months. A copy of the certificate will be submitted to the school's testing center with scorable materials for accountability purposes.

Principals Trainings

The District will automatically enroll principals in the two CAASPP trainings in the Learning Zone. These two trainings must be completed before any CAASPP tests are administered at the school:

- 2014-15 CAASPP Training for Principals
- 2014-15 Smarter Balanced Principal Training

Due to possible assignment changes and/or other reasons, principals will need to self-enroll in these two trainings in the Learning Zone if they are not automatically enrolled by the District.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

CAASPP Test Site Coordinator Trainings

When the CAASPP coordinator is designated in the Principal's Portal, the appointee is automatically enrolled in three separate trainings in the Learning Zone:

- 2014-15 CAASPP Security Forms Training
- 2014-15 CAASPP Training for Coordinators
- 2014-15 Smarter Balanced Coordinator Training

The CAASPP coordinator should complete the 2014-15 CAASPP Security Forms Training by Friday, November 21, 2014. The other two trainings will be available in early spring 2015 and they must be completed before any CAASPP tests are administered at the school.

How to Access the Training

1. Log into the Learning Zone using your LAUSD single sign-on
2. If you are already enrolled in the class, go to #5
3. If you need to self-enroll in the class
 - a. Click on *Class Offerings*
 - b. In the *Programs* drop-down menu select Student Testing Unit
 - c. Click on *Search*
 - d. Select the class
 - e. Click on *Enroll Now*
4. After enrolling in the class, click on the *Home* tab, then select the *My Classes* tab
5. Click on the globe next to the class title to start the training.

How to Take Assessment

1. Log into the Learning Zone using your LAUSD single sign-on
2. Click on *My Assessment* tab
3. Select the assessment for the CAASPP training you have completed

How to Print Certificate

1. Log into the Learning Zone using your LAUSD single sign-on
2. Click on *My History* tab
3. Select the certificate for the CAASPP training for which you completed the assessment



D. Staff CAASPP training

All test administrators (Examiners), proctors, and school administrative staff who will be involved in the administration of CAASPP paper-pencil and/or computer-based Smarter Balanced tests are required to participate in training conducted by the CAASPP test site coordinator. After participating in training and before handling any test materials, being assigned a password to access Smarter Balanced web-based applications, or administering tests, staff members are required to read, agree to, and sign a CAASPP Test Security Affidavit. The CAASPP coordinator is to keep a copy of the signed Test Security Affidavits on file for at least 24 months from the date signed. The coordinator will submit the original documents to the school’s designated Testing Center after all CAASPP testing is completed in late spring 2015.

District and State resources for training examiners and proctors will be available in early spring 2015. The principal is responsible for entering in the Principal’s Portal the date when examiners and proctors are trained. The deadline to train staff to administer Smarter Balanced tests is Wednesday, March 4, 2015. The deadline to train staff to administer CAASPP paper-pencil tests is Thursday, April 9, 2015.

| Steps on how Principals Enter the Examiner and Proctor Training Date |
|--|
| <p>After examiners and proctors have been trained:</p> <ol style="list-style-type: none"> 1. In the CAASPP Certification section, click on the <i>Training Date for CAASPP Test Examiners</i> link 2. Use the calendar to select the <i>Training Date for CAASPP Test Examiners</i> or <i>Training Date for Smarter Balanced Test</i>. 3. After selecting the date, scroll to the bottom of the page and click on <i>Submit</i> |

RELATED RESOURCES:

- REF-6394 – CAASPP Coordinator Differential for the 2014-15 School Year, dated October 28, 2014.
- REF-6299.1 – 2014-15 State, District, and National Mandated Testing Calendars, dated November 4, 2014.
- Student Testing Branch Website <http://achieve.lausd.net/testing>
- CAASPP Website <http://CAASPP.org/>

ASSISTANCE:

For assistance please contact the Student Testing Branch at 213-241-4104.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

ATTACHMENT A

| | | |
|---|---|---|
|  | <p>CAASPP Test Security Agreement for Principals and CAASPP Test Site Coordinators 2014–2015 School Year</p> |  |
|---|---|---|

Which of the following best describes your primary role in administering CAASPP testing for the 2014–15 school year?

- Principal (Mark both boxes if the principal is also the CAASPP Test Site Coordinator)
- CAASPP Test Site Coordinator

I acknowledge by my signature on this form that the California Assessment of Student Performance and Progress (CAASPP) tests pursuant to Education Code section 60640 are secure tests and agree to each of the following conditions to ensure test security:

- (1) I will take all necessary precautions to safeguard all tests and test materials, whether paper-based or computer-based assessments, by limiting access to only persons within the LEA who are responsible for, and have professional interest in, the tests' security.
- (2) I will keep on file the names of all persons who have been trained in the administration of CAASPP tests and all persons with access to tests and test materials, whether paper-based or computer-based assessments. I have and shall have all other persons having access to the tests and test materials read and sign the CAASPP Test Security Affidavit that will be kept on file in the LEA office.
- (3) Except during the administration of the tests, I will keep the paper-pencil tests, and their test materials, in a securely locked room that can be entered only with a key or keycard and, when possible, in a locked storage cabinet within that room.
- (4) I will securely destroy all print-on-demand papers, scratch paper, and other documents as prescribed within the contractor's(s') or consortium's administrative manuals and documentation.
- (5) With the exception of subdivision (6) below, I will deliver tests and test materials or allow electronic access thereto, only on actual testing dates and only to those persons who have executed CAASPP Test Security Affidavits.
- (6) For an alternate assessment (CAPA or its successor alternate assessment), I will keep all tests and testing materials in the manner set forth above in subdivisions (3) and (5) except during actual testing administration or when being used by test examiners to prepare for and to administer the assessment. I will adhere to the contractor's directions for the distribution of the assessment materials to test examiners.

By signing my name to this document, I am assuring that I have completely read and will abide by the above conditions.

Signed: _____ Date: _____

Print Name: _____ Title/Position: _____

School Name: _____ Loc. Code: _____

ESC: _____ District: Los Angeles Unified School District



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

ATTACHMENT B 1

| | | |
|--|--|--|
| | <p>2014-15 CAASPP Test Security Affidavit For Principals, Test Site Coordinators, Test Examiners, Proctors, Scribes, and Any Other Person Having Access to CAASPP Tests</p> | <p>California Assessment of Student Performance and Progress</p> |
|--|--|--|

I, _____, acknowledge that I will have access to one or more of the California Assessment of Student Performance and Progress (CAASPP) tests pursuant to *Education Code* Section 60640, for the purpose of administering the test(s). I understand that these materials are highly secure and may be under copyright restrictions and it is my professional responsibility to protect their security as follows:

(1) I will not divulge the contents of the tests and test materials to any other person through verbal, written, or any other means of communication. This includes, but is not limited to, sharing or posting test content via the Internet or by email without the express written permission of the CDE.

(2) I will not copy or take a photo of any part of the test(s) or test materials. This includes, but is not limited to, photocopying (including enlarging) and recording without prior expressed written permission of the CDE.

(3) Except during the actual testing administrations or as otherwise provided for by law, I will keep the test(s) and test materials secure until the test(s) are actually distributed to pupils when tests and testing materials are checked in and out by the CAASPP test site coordinator. Keeping materials secure means that testing materials are required to be kept in a securely locked room that can be entered only with a key or keycard and, when possible, in a locked storage cabinet within that room.

(4) I will limit access to the test(s) and test materials by test examinees to the actual testing periods when they are taking the test(s). I understand that only pupils who are testing and LEA staff participating in the test administration who have signed a test security affidavit may be in the room when and where a test is being administered.

a) I will keep all assigned, generated, or created usernames, passwords and logins secure and not divulge pupil personal information to anyone other than the pupil to whom the information pertains for the purpose of logging on to the assessment delivery system.

b) I will not allow anyone other than the assigned pupils to log into their assigned test. I may assist a pupil with using their information to log into their assigned test.

c) I will not use a pupil's information to log in as a pupil or allow a pupil to log in using another pupil's information.

(5) I will not allow pupils to access electronic devices that allow them to access outside information, communicate with other pupils, or photograph or copy test content. This includes, but is not limited to, cell phones, personal digital assistants (PDAs), tablets, laptops, cameras, and electronic translation devices.

(6) I will collect and account for all materials following each testing session and will not permit pupils to remove any test materials by any means from the room(s) where testing takes place. After each testing session, I will count all test booklets and answer documents before allowing any pupil to leave the testing room and/or ensure that all pupils have properly logged off the assessment delivery system.

(7) I will not review any achievement test questions, passages, performance tasks, or other test items independently or with pupils or any other person at any time, including before, during, or following testing. I understand that this includes any discussion between LEA staff for training or professional development whether one-on-one or in a staff meeting.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

ATTACHMENT B 2

(8) I will not, for any achievement test, develop scoring keys, review any pupil responses, or prepare answer documents. I understand that this includes coaching pupils or providing any other type of assistance to pupils that may affect their responses. This includes, but is not limited to, both verbal cues (e.g., interpreting, explaining, or paraphrasing the test items or prompts) and nonverbal cues (e.g., voice inflection, pointing, or nodding head) to the correct answer (anything that may indicate correct or incorrect answers), or completing or changing pupils' answers.

(9) I will return all test materials to the designated CAASPP test site coordinator each day upon completion of testing. I understand that all test booklets, answer documents, and scratch paper shall be returned to the CAASPP test site coordinator each day immediately after testing has been completed for storage or confidential destruction.

(10) If I will administer and/or observe the administration of an alternate assessment (CAPA or its successor alternate assessment), which means that I am a certificated or a licensed LEA employee and a trained examiner, I will keep all the alternate assessment (CAPA or its successor alternate assessment) materials in a securely locked room, and, when possible, in a locked storage cabinet within that room except when I am preparing for the administration, administering or observing the administration of the assessment to pupils.

(11) I will actively supervise pupils throughout the paper-pencil testing session to ensure that they are working on the correct test section or part, marking their answers in the correct section of their answer documents, following instructions, and are accessing only authorized materials (non-embedded universal tools, designated supports, accommodations, or individualized aids) needed for the test being administered.

(12) I will actively supervise pupils throughout the testing session and verify that pupils have selected the appropriate assessment for the testing session and have completed any necessary preceding test sections and/or classroom activities.

(13) I will administer the test(s) in accordance with the directions for test administration and test administration manuals prepared by the CAASPP testing contractor(s), or any additional guidance provided by the CAASPP test contractor(s). I understand that the unauthorized copying, sharing, or reusing of any test booklet, test question, performance task, or answer document by any means is prohibited. This includes, but is not limited to, photocopying, recording, emailing, messaging (instant, text, or multimedia messaging service, or digital application), using a camera/camera phone, and sharing or posting test content via the Internet without the express prior written permission of the CDE.

(14) I have been trained to administer the tests. By signing my name to this document, I am assuring that I have completely read this affidavit and will abide by the above conditions.

By signing below I swear that I have completely read, understand, and shall abide by this affidavit.

Signed: _____ Date: _____

Print Name: _____

Title/Position: Principal Coordinator Examiner Proctor Other: _____

School Name: _____ Loc. Code: _____

ESC: _____ District: Los Angeles Unified School District