



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: 2022-23 California Alternate Assessments for Science and Interim Assessments Requirements for Principals, Coordinators, Test Examiners, and support staff

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ROUTING
LD Administrators
COS Administrators
Principals
School Administrators
CAASPP Coordinators

PURPOSE: The purpose of this Reference Guide is to outline the 2022-23 Smarter Balanced Interim Assessments (IABs) and California Alternate Assessment (CAA) for Science Requirements for Principals, California Assessment of Student Performance and Progress (CAASPP) Coordinators, Smarter Balanced Interim Assessments Test Administrators (IA Administrator), CAA for Science Test Examiners (TE), Proctors, and support staff.

MAJOR CHANGES: The CAA for Science training is required for all users who require a Site CAASPP Coordinator role in the Test Operations Management System (TOMS).

BACKGROUND: CAASPP is California’s statewide student assessment system. It consists of the following computer-based summative assessments listed below.

1. Smarter Balanced Assessments (SBAs) for English Language Arts (ELA) and Mathematics
2. California Alternate Assessments (CAA) for ELA and Mathematics
3. CAA for Science
4. California Science Test (CAST)
5. California Spanish Assessment (CSA)

All CAASPP assessments listed above, except CAA for Science, are administered in the spring semester. In the 2022-23 school year, the testing window for CAA for Science opens on September 6, 2022 and it closes on the last day of school. The CAA for Science is administered as four separate embedded performance tasks (PTs) that are integrated into each student’s instruction. Each PT is administered to the student in a one-on-one setting by a trained Test Examiner (TE) shortly after the student has received instruction on



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the related science content. *The Embedded PTs are available for administration any time, in any order, between September and the end of the school year.*

The CAA for Science is administered to all eligible students in grades five and eight and one time in high school in grade eleven or twelve. In Los Angeles Unified, eligible high school students take the CAA for Science in grade eleven. For students who are repeating grade 11, if they took the CAA for science the previous year, the students do not take the test again. Eligible students in grade 12 who did not take the CAA for science in grade 11 are required to take the test in grade 12. However, students who are repeating grade 12 are not eligible to take the test. Parents/guardians may submit a written request to the school to exempt their students from taking the test.

The CAA for Science is for students with the most significant cognitive disabilities whose Individualized Education Program (IEP) teams have designated the use of an alternate assessment on statewide summative assessments. CDE Guidelines for IEP teams regarding participation in CAAs is available at <https://www.cde.ca.gov/ta/tg/ca/caaiepteamrev.asp>.

Schools are assigned specific versions of the CAA for Science. Version assignments for the 2022–23 administration are available on the [2022–23 CAA for Science Form Assignments by Name or CDS Code](#) web page.

Interim Assessments

Interim Assessments are part of the Smarter Balanced Assessments. The system also includes Summative Assessments for ELA and mathematics and Tools for Teachers. Summative Assessments for ELA and mathematics are administered in the spring semester. Tools for Teachers is a website of formative assessment resources that supports K–12 teachers in their use of the formative assessment process. Additional information and resources for Tools for teachers are posted on the CDE Website at <https://www.cde.ca.gov/ta/tg/sa/tools-for-teachers.asp>.

Interim Assessments are designed to support teaching and learning throughout the year and they are aligned with grade-level content in ELA and mathematics for grades three through eight and high school. There are three types of Interim Assessments for ELA and mathematics: Interim Comprehensive Assessments (ICAs), Interim Assessment Blocks (IABs), and Focused Interim Assessment Blocks (Focused IABs).

- Interim Comprehensive Assessments (ICAs) – ICAs are built on the same blueprints as the summative assessments. The ICAs include the same item types and formats, including performance tasks, as the summative assessments and yield results on the same vertical scale. The ICAs yield



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overall scale scores, overall performance level designations, and claim-level information.

- Interim Assessment Blocks (IABs) – IABs focus on smaller sets of targets than ICAs. They are intended to provide educators the ability to check where students are at that moment in time and use results to determine next steps for instruction.
- Focused IABs – Focused IABs assess no more than three assessment targets to provide educators with an even more-detailed understanding of student learning.

The administration of Interim Assessments is a district requirement. Information about the frequency and number of Interim Assessments to be administered this year is included in the District Comprehensive Assessment Program 2022-2023 Interoffice Correspondence (IOC) published by the Division of Instruction (DOI) on July 22, 2022.

GUIDELINES: ACCESS TO ONLINE APPLICATIONS

CAA for Science and Interim Assessments are administered online using the same secure browser, Test Administrator Interface, and Test Delivery System (TDS) as other CAASPP Summative Assessment.

Test Operations Management System (TOMS)

TOMS is a secure platform that allows the CAASPP Coordinator to monitor and manage the administration of CAASPP online assessments. Access to TOMS is assigned on a yearly basis and is based on the role assigned to the user. Each role is assigned a set of permissions giving specific access to different assessment systems. At the District level, the Student Testing Branch (STB) assigns and manages TOMS user roles for principals (Educator – Test Site role) and CAASPP Coordinators (Site CAASPP Coordinator role). TOMS accounts are assigned when the principal and CAASPP Coordinator complete their respective requirements. STB will begin assigning 2022-23 TOMS accounts for principals and CAASPP Coordinators who complete their respective requirements on Monday, August 29, 2022.

At the school site, the CAASPP Coordinator assigns the CAASPP Test Examiner role to school **credentialed or licensed** staff who will administer the CAA for Science and Interim Assessments. The IA Administrator ONLY role is assigned by the CAASPP Coordinator to credentialed or licensed staff who will be administering the Interim Assessments only



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Below is a description of the roles assigned in Los Angeles Unified. Each role is assigned a set of responsibilities and permissions giving specific access to different assessment systems as indicated:

1. Site CAASPP Coordinator
 - a. Identification and training of all relevant site staff
 - b. Assignment of users at the site level
 - c. Coordination of test security
 - d. Entry of student test assignments and Unlisted resources
 - e. Entry and uploading of test settings and condition codes
 - f. Submission of STAIRS incident
 - g. Management of the Interim Assessment Hand Scoring System (IAHSS), which includes the ability to view interim assessment constructed responses for all students at the site, score responses for which they have been assigned, and reassign responses to any scorer or score manager within the LEA
 - h. Access to the Interim Assessment Viewing System
 - i. Access to Completion Status reports in TOMS
 - j. Access to summative assessment results in California Educator Reporting System (CERS)
 - k. Access to interim assessment results in CERS for all students at the site
 - l. Creation of student groups in CERS and assignment of rosters and student groups to site users
 - m. Ability to administer all summative, interim, practice, and training tests
2. CAASPP Test Examiner Role
 - a. Administration of both the general and the alternate summative assessments and interim, practice, and training tests to students
 - b. Verification of student test settings in the Test Administrator Interface
 - c. Test session security
 - d. Access to the IAHSS, which includes the ability to view interim assessment constructed responses for all students at the site and score responses for which the test examiner has been assigned
 - e. Access to the Interim Assessment Viewing System
 - f. Access to Completion Status reports in TOMS
 - g. Access to summative and interim assessment results in CERS for the students in the student group(s) assigned to them by a coordinator
3. CAASPP IA Administrator Only
 - a. Administration only of the Smarter Balanced Interim Assessments to students
 - b. Access to the IAHSS, which includes the ability to view interim assessment constructed responses for all students at the site and



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- score responses for which the CAASPP IA administrator has been assigned, the Interim Assessment Viewing System, and the Interim Assessment Completion Status reports system
- c. Access to interim assessment results available through CERS for the students in the student group(s) assigned to them by a coordinator
- 4. Educator – Test Site
 - a. Access to assessment results in CERS for the entire school

Moodle

Moodle is a secure platform that allows the CAASPP Coordinators and test Examiners to complete all CAA trainings. CAASPP Coordinators and TEs will need a Moodle account to access the CAA Test Examiner Tutorial. Site CAASPP Coordinators will identify in the STB Portal TEs who require Moodle accounts.

California Educator Reporting System (CERS)

CERS allows educators to view their students' assessment results and has time-saving features. For example, educators can create customized groups from assigned student groups; for interim assessments, they can see specific assessment items with student responses; and they can use the distractor analysis feature to identify student strengths and needs. CERS has many features that can help with viewing and analyzing assessment results for planning instruction.

Staff members with Educator – Test Site role, Site CAASPP Coordinator role, Test Examiner role, and IA Administrator role will have access to CERS through the CAASPP Portal or the English Language Proficiency Assessments for California (ELPAC) Portal.

- IA Administrators and Test Examiners will view results for the groups of students assigned to them. STB will create and manage student groups.
- The CAASPP Coordinator, ELPAC Coordinator, and principals with *Educator - Test Site* role in TOMS will have access to school-level results for Interim Assessments, CAASPP Summative Assessments, and English Language Development interim and summative assessments results by grade level.

I. PRINCIPAL REQUIREMENTS FOR CAASPP ASSESSMENTS

Principals at schools administering CAASPP tests, including Interim Assessments and CAA for Science, must complete requirements 1 and 2



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below by Friday, July 29, 2022. These two requirements must be completed in the Principal's Portal (<https://principalportal.lausd.net/>) before STB assigns a TOMS account to the CAASPP Coordinator. Attachment A provides step-by-step instructions for completing these requirements.

1. Certify the 2022-23 CAASPP Security Affidavit and Security Agreement
2. Designate a 2022-23 CAASPP Coordinator and an ELPAC Coordinator

Principals at schools without access to the Principal's Portal should contact the STB Help Desk at 213-241-4104. Upon completion of requirements 1 and 2, the principal will be assigned an Educator - Test Site role in TOMS.

Principals who assign themselves as CAASPP Coordinators in the Principal's Portal are required to complete all the CAASPP Coordinator requirements listed in the next section.

Although the principal may only designate one official CAASPP Coordinator in the Principal's Portal, the principal may request the Site CAASPP Coordinator role for himself/herself or another staff member at the school. However, any staff member who requires a Site CAASPP Coordinator role must complete all CAASPP coordinator requirements described in this document. To request a Site CAASPP Coordinator role for an additional staff member, the principal must submit the request via email to James Overturf at james.overturf@lausd.net and studenttestingbranch@lausd.net.

II. CAASPP COORDINATOR, TEST EXAMINER/ADMINISTRATOR, AND PROCTOR REQUIREMENTS FOR CAASPP ASSESSMENTS

A. CAASPP Coordinator Requirements for CAA for Science and Interim Assessments

The CAASPP Coordinator is responsible for managing the administration of CAASPP Summative and Interim Assessments at the school and ensuring that all eligible students are tested following state and district administration and security protocols.

The CAASPP Coordinator must complete the following requirements:

1. 2022-23 CAASPP Security Forms Coordinator Requirements.
The curriculum in MyPLN includes two separate requirements:



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- a. 2022-23 CAASPP Security Forms Coordinator Training (MyPLN)
- b. 2022-23 CAASPP Security Affidavit and Agreement (Electronic certification in STB Portal via MyPLN)
2. Participate in the 2022-23 CAA for Science and Interim Assessment Administration Coordinator Training (Facilitated by STB)
3. Complete the 2022-23 CAA Test Examiner Tutorial for Science (In Moodle within the LAUSD section, select California Alternate Assessments (CAAs) Training)

After the CAASPP Coordinator completes these requirements, STB will assign a Site CAASPP Coordinator role in TOMS that will remain active from August 22, 2022 through March 1, 2023. To maintain an active Site CAASPP Coordinator TOMS account from March 2, 2023 through the end of the school year, the CAASPP Coordinator is required to complete the CAASPP Summative requirements in winter/spring 2023. TOMS accounts for coordinators who do not complete CAASPP Summative requirements in the spring will be downgraded to *IA Administrator Only* on March 2, 2023. Teacher TOMS accounts will also be downgraded until the coordinator complete these requirements. Details about these requirements will be published in winter/spring 2023.

B. CAASPP Test Examiner (TE) Requirements for CAA for Science and Interim Assessments

The CAASPP Test examiner role in TOMS allows users to administer alternate summative assessments and Interim Assessments. The CAASPP Test Examiner (TE) role must be assigned only to credentialed or licensed LAUSD employees who complete the requirements indicated in this document.

Test Examiners who complete the 2022-23 CAA Test Examiner Tutorial for science via Moodle must view all slides, listen to 100 percent of the audio without advancing, and answer all in-module questions correctly to receive a certificate. The certificate must be collected by the site CAASPP Coordinator prior to creating a Test Examiner TOMS account.

Test Examiners must complete the following requirements:

1. 2022-23 CAASPP Security Form TA, TE, and Proctor Requirements. The curriculum in MyPLN includes two separate requirements:



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- a. 2022-23 CAASPP Security Form TA, TE, and Proctor Training
- b. 2022-23 CAASPP Security Affidavit (Electronic certification in STB Portal via MyPLN)
2. Participate in the 2022-23 CAA for Science and Interim Assessment Administration School-based Training (Facilitated by the Site CAASPP Coordinator)
3. Complete the 2022-23 CAA Test Examiner Tutorial for Science (In Moodle within the LAUSD section, select California Alternate Assessments (CAAs) Training)

Once completion of requirements 1-3 is confirmed, the CAASPP Coordinator assigns a *CAASPP Test Examiner* role in TOMS. With this role, Test Examiners may administer and proctor CAA for Science and Interim Assessments.

C. IA Administrator Requirements for Interim Assessments ONLY

Beginning in 2021-22, the state did not require that users with IA Administrator Only role in TOMS to sign the CAASPP Security Affidavit when logging into TOMS. Instead, users will sign the LAUSD Smarter Balanced Interim Assessments Acknowledgement form available on the STB Portal. Note that IA Administrators and proctors who sign only the Smarter Balanced Interim Assessments Acknowledgement form may not have access to secure CAA materials or proctor a CAA test administration.

The principal and CAASPP Coordinator at each school identify teachers and school administrators who will administer Interim Assessments only. Each IA Administrator is required to complete the following requirements:

1. 2022-23 Smarter Balanced Interim Assessment Acknowledgement Form (Sign in STB Portal)
2. 2022-23 Interim Assessment and CAA for Science School-Based Training (Facilitated by the CAASPP Coordinator at the school site)

The school CAASPP Coordinator is responsible for ensuring that IA Administrators complete these requirements. Once completion of requirements is confirmed, the CAASPP Coordinator may create the IA Administrator Only role in TOMS to enable the designated user to administer, monitor, and manage the administration of Interim Assessments.



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D. Proctor Requirements for CAA for Science

A test proctor must be an LAUSD employee or a person assigned by the student's IEP team to implement a student's IEP or Section 504 Plan.

Proctors support the administration of CAA for Science under the supervision of a Test Examiner. Since proctors do not administer CAA for Science assessment, proctors do not need a TOMS account. However, because they will be in the setting where CAA for Science assessments are being administered, Proctors are required to sign a 2022-23 CAASPP Security Affidavit and complete the following requirements:

1. 2022-23 CAASPP Security Form TA, TE, and Proctor Requirements. The curriculum in MyPLN includes two separate requirements:
 - a. 2022-23 CAASPP Security Form TA, TE, and Proctor Training
 - b. 2022-23 CAASPP Security Affidavit (Electronic certification in STB Portal via MyPLN)
2. Participate in the 2022-23 CAA for Science and Interim Assessment Administration School-based Training (Facilitated by the Site CAASPP Coordinator)

E. Proctor Requirements for Interim Assessments ONLY

A test proctor must be an LAUSD employee or a person assigned by the student's IEP team to implement a student's IEP or Section 504 Plan.

Proctors support the administration of Interim Assessments under the supervision of an IA Administrator. Since proctors do not administer Interim Assessment, proctors do not need a TOMS account. However, because they will be in the setting where Interim Assessments are being administered, Proctors are required to complete the following requirements:

1. 2022-23 Smarter Balanced Interim Assessment Acknowledgement Form (Sign in STB Portal)
2. 2022-23 Interim Assessment and CAA for Science School-Based Training (Facilitated by the CAASPP Coordinator at the school site)

RELATED RESOURCE:

- Student Testing Branch Web-page: <http://achieve.lausd.net/testing>
- Smarter Balanced Interim Assessments Resources: <http://www.caaspp.org/ta-resources/interim.html>



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ASSISTANCE: For assistance or further information, please contact the STB Help Desk at (213) 241-4104.



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ATTACHMENT A


PRINCIPAL'S PORTAL INSTRUCTIONS FOR STATE TESTING REQUIREMENTS

Use these instructions for signing the CAASPP and ELPAC security agreements and security affidavits and for designating the Point-of-Contact for Testing, and the CAASPP, ELPAC, Fitnessgram, and Technology Coordinators in the Principal's Portal. As individual requirements are completed, the **Pending** flag in Principal's Portal will be replaced with the date when the requirement was completed.

1. Electronically sign the 2022-23 CAASPP and ELPAC Test Security Agreement and Affidavit

- a. Go to the Principal's Portal at <https://principalportal.lausd.net/Default.aspx>
- b. In the Actions box, select State Testing Requirements
<https://principalportal.lausd.net/STAR/Default.aspx>
- c. In the State Testing Requirements landing page, click on the security affidavit and agreement link for each program
- d. Read the Security **Affidavit** and **Agreement**
- e. Click on **I Accept all conditions on the CAASPP/ELPAC Security Affidavit and Security Agreement**
- f. Click on **Certify** at the bottom of the screen
- g. Click on **Return to Testing Menu**. The date when the affidavit and agreement are certified will display under the Completed Date column

2. Designate a CAASPP, ELPAC, Fitnessgram, and Technology Coordinators as well as the Point of Contact for Testing

- a. Go to the Principal's Portal at <https://principalportal.lausd.net/Default.aspx>
- b. In the Actions box, select State Testing Requirements
<https://principalportal.lausd.net/STAR/Default.aspx>
- c. In the State Testing Requirements landing page, click on the [Click here to assign](#) link
- d. For each program click on the people finder icon 
- e. Type the designee's LAUSD email address and select your staff member's name from the dropdown menu
- f. Go to the bottom of the page and click on **Submit**
- g. Return to the State Testing Programs landing page. The designee's name will be displayed in the coordinators table and in the table for the appropriate testing program
- h. As the coordinator completes his/her requirements, the **Pending** flag will be replaced with the date when the requirement is completed