Washington Unified School District
CAASPP Interim Assessments
Quick Reference Guide
2016-2017
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There are 2 types of Interim Assessments available to all K-12 students.

**Interim Comprehensive Assessments (ICA)**
- 35-50 items intended to be administered over multiple days
- Follow summative blueprint, fixed with performance and non-performance tasks, results reported the same as summative assessments
- Hand scoring required
- Students can take each ICA up to 3 times

**Interim Assessment Blocks (IAB)**
- 5-20 items per block that can take 15 minutes - 1 hour
- No scores reported, just below/near/at/above standard
- Students can take IAB unlimited number of times

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A. Connect to CAASPP online
   - [www.caaspp.org](http://www.caaspp.org)

B. Smarter Balanced Interim Assessments
   - On the top of the CAASPP Home Page, there are two rows of four green buttons, click the bottom right button labeled **Smarter Balanced Interim Assessments**.

C. Interim Assessment Viewing System
   - On the **Interim Assessment Administration Resources** page, select the **Interim Assessment Viewing System** top-left green button and **Login** using your WUSD email and password. View assessments with read-only access.

D. Hand Scoring Training Guides and Exemplars
   - On the **Interim Assessment Administration Resources** page, click the middle green button labeled **Hand Scoring Training Guides and Exemplars**. You may be prompted to **Login** using your WUSD email and password. Click the **Help** button in the top right corner of the screen. Click the blue **Interim Assessment Hand Scoring** tab in the center of the page.

   These resources are also available within each student response in the Interim Assessment Hand Scoring System, for your reference when hand scoring constructed responses.
Students will show in the CAASPP Test Administrator Interface system as long as they have been populated in CALPADS at least 2 business days before testing.

A. Secure Browser

For 2016-17 Interim Assessments administration, a secure browser is required to be installed on each device that will be used for student testing.

Check each student testing device for an icon such as this:

If the icon is missing, contact the IT Department. The browser download takes about 10-15 minutes.

Note: The secure browser will not allow any other programs (such as a non-secure internet browser like Google Chrome) to run in the background. All programs on student testing devices should be closed before they attempt to login to the Secure Browser.

B. Personal Audio Headsets

There are many questions that require the student to listen to a recording. Each student testing device should include its own set of headphones. Each student should verify the volume is loud enough, prior to beginning a test. Note: Not all assessments, or test questions have an audio portion.
| C. Allow Pop-up Windows on Test Administrator Computer | Test Administrators (TA) must enable **pop-ups in your internet browser** by turning off the pop-up blocker. If you do not, you will see an error message. Here are three common ways to turn off a pop-up blocker. **Note:** You may need to refresh the webpage in order to see the pop-up window.

- **Internet Explorer**
  1. Access “Internet Options”
  2. Select the Privacy tab
  3. Uncheck the “Turn on Pop-up Blocker” box
  4. Select [OK]

- **Mozilla Firefox**
  1. Access “Options”
  2. Select the Content tab
  3. Uncheck the “Block pop-up windows” box
  4. Select [OK]

- **Google Chrome**
  1. Access “Settings”
  2. Scroll to the bottom of the Web page and select the [Show advanced settings...] link
  3. In the Privacy section, select the [Content settings...] button
  4. Scroll down to the Pop-ups section
  5. Select the Allow all sites to show pop-ups radio button
  6. Select [Done]
  7. Exit the Settings Web page

<table>
<thead>
<tr>
<th>D. Connect to CAASPP online</th>
<th><a href="http://www.caaspp.org">www.caaspp.org</a></th>
</tr>
</thead>
</table>

| E. Test Administrator Interface | On the CAASPP Home Page you will see two rows of 4 green buttons. Click the 2\(^{nd}\) button from the left in the 1\(^{st}\) row called **Test Administrator Interface for All Online Tests** (TAI) and **Login** using your WUSD email and password. |
Important!

Please choose the institution for which you will be administering this test session.
[Message Code: 12306]

[Select School]

- Click here to choose
- Click here to choose
- Stonegate Elementary (ID: 57726940114710)
G. Test Selection:

a. Interim Assessment Blocks (IAB)

A pop-up window will look like the image below. **Select the Interim Assessment Block(s)** you want to administer. Your pop-up window should look like the image below, except it will vary by the test grade(s) you select. Click the “**Start Operational Session**” button at the bottom left of the window.
A pop-up window will look like the image below. **Select the Interim Comprehensive Assessment(s) you want to administer:**

Click the “**Start Operational Session**” button at the bottom left of the window.
H. Student Access

In the Test Administrator Interface (TAI), an Operational Session ID will be generated in the upper right corner of the screen that looks like the following image. Your students will use this number to access their online test.

Notes: Must stay logged into TAI for Session ID to stay valid; do not navigate away from the TAI during testing. Also, you may want to keep a record of Session ID(s) for future reference.

Each student will need to open the secure browser on their individual computer and login. Note: A student may receive a Warning to close all other programs; all programs must be closed on a testing device before the student can login using the secure browser.

Once the student confirms their identity, they will select the appropriate assessment and receive directions to wait until the Test Administrator approves their access.
In the TAI you will now see the option to Approve students. You may approve each student one-by-one, or wait until they have all selected the correct test and Approve All at once.

Note: If you need to select another test (for example the wrong grade level was chosen when setting up the test session) stopping the current session will log all students out. In the TAI, set up a new test session with the correct information and have students log back in with the new Session ID.
I. Embedded Tools

Before each assessment, instructions will be displayed to each student explaining the tools at their disposal during the test like flagging questions for review, zooming in and out, etc.

Audio volume may be adjusted within the test by clicking the settings icon in the upper right hand corner.

**Note:** While responses are saved (automatically saves every 2 minutes), any notes/comments made by students on the notepad are not saved once logged off of a given test session. They are treated as scratch paper.
Individual student support settings can be modified during interim test administration (unlike summative assessments).
K. Monitoring the Test Session

Use the Test Administrator Interface (TAI) to monitor student progress during the testing session.

Paused test sessions (by the TA or by individual students) will stay active for up to 20 minutes (bathroom/recess break) and students can log back in using the same Session ID. After 20 minutes, a new session ID must be created for students to continue their assessment.

**Note:** There are no pause rules for Performance Tasks.

Stopped test sessions will log out all students automatically. A new Session ID must be created.

Stopped test sessions will log out all students automatically. A new Session ID must be created.

After 30 minutes of inactivity the TA and Students will be automatically logged off. A warning pop-up window should appear. If logged out due to inactivity, a new Session ID must be created.

Unintentionally closing the TAI or internet browser as the TA will not end the session. You may open the browser and navigate back to the TAI where you will be prompted to enter the active Session ID.

If multiple assessments are enabled in a test session, the TA should make sure correct test was selected by each student. If incorrect, do not approve, but have them log back in and select the correct test.

**Note:** See pages 15-20 of the Administration of the Online Interim Tests Resource Guide for more detailed information.
L. Ending the Test

Students will select **End Test** when they have completed the last question. They will be given the opportunity to **review their answers**. They must select the green **Submit button** to complete the assessment.

As students complete assessments, **ID cards should be collected and retained** as instructed by your CAASPP Site Coordinator.
### Hand Scoring

#### A. Preparing to Hand Score

- ICA table of Hand Scoring Items and Total Number of Questions per test: [ICA](http://www.cde.ca.gov/ta/tg/ca/icahandscoring.asp)
- IAB table of Hand Scoring Requirements by Subject and Grade: [IAB](http://www.cde.ca.gov/ta/tg/ca/iabhandscoring.asp)
- Smarter Balanced Interim Assessments Estimated Times for Hand Scoring Items: [Hand Score Times](http://www.cde.ca.gov/ta/tg/ca/iahandscoretimes.asp)

#### B. Prep & Check Sets

See Item 1D in this Quick Reference Guide for instructions on how to access the Hand Scoring Interim Training resources in the Test Operations Management System (TOMS).

Under Hand Scoring Item Training Guides and Exemplars, each **Exemplar** contains a Prep Set and Check Set.

- **Prep Set**: Example student responses that have been pre-hand scored
- **Check Set**: Example student responses to practice hand scoring

#### C. Connect to CAASPP online

[www.caaspp.org](http://www.caaspp.org)

#### D. Smarter Balanced Interim Assessments

On the top of the CAASPP Home Page, there are two rows of four green buttons, click the bottom right button labeled **Smarter Balanced Interim Assessments**.
| E.  | Interim Assessment Hand Scoring System | On the Interim Assessment Administration Resources page, click the green button on the right in the 2nd row called Interim Assessment Hand Scoring System. You may be prompted to Login using your WUSD email and password. |
| F.  | Hand Scoring Responses | Click the Score button (to the far left of each student response) to complete scoring for responses currently assigned to you. Once a score is assigned, click the “Submit Score” button at the bottom of the page. This will “tentatively score” each response.  
To complete scoring, go back to the Response List, check the boxes to the left of each scored response and click the “Mark Selected As Complete” button at the bottom of the screen.  
Note: Once responses have been submitted, they will no longer appear in the Response List. |
| G.  | Reassigning Responses | Assign responses to be scored by another person by checking the box to the far left of a student(s) and clicking the Reassign All Selected button on the bottom of the page. Select a scorer from the drop down box titled Scorer. On the top of the page there are 5 drop down boxes and this is the last one on the right.  
Note: Once responses are reassigned to another Scorer, your access to score them will disappear. You must reassign the responses back to yourself, or have them reassigned to you, in order to have scoring access again. (There can only be one Scorer assigned to each response at a time) |
4 Assessment Results

Results of Interim Assessments will not display if the hand scoring portion of an interim assessment has not been completed (if applicable). For any assessment with a Performance Task (PT), PT(s) must be completed by students and hand scored in order to see the results for the entire assessment (all ICAs).

Note: Results will not show for 24-48 hours after all parts of the assessment(s) have been completed.

A. Connect to CAASPP online
   www.caaspp.org

B. Smarter Balanced Interim Assessments
   On the top of the CAASPP Home Page, there are two rows of four green buttons, click the bottom right button labeled Smarter Balanced Interim Assessments.

C. Interim Assessment Reporting System
   On the Interim Assessment Administration Resources page click the bottom right button labeled Interim Assessment Reporting System. You may be prompted to Login using your WUSD email and password.

D. Interpreting Results
   The following should be considered when interpreting the results of Interim Assessments:
   - Student exposure to information
   - The number of times a student has seen the test
   - Results should not be compared to STAR results
   - Results should not be used for any high stakes decisions
E. Grade Landing Screen

**Figure 97. List of Grades with Interim Assessment Results Ready**

1. **Breadcrumb**: Used to navigate back to grade-level views.

2. **Report Information**: This provides information regarding the purposes, uses, and features of the results on the screen.

3. **[Download] button**: Allows users to download the current view of grade-level assessment statuses as a CSV file. (Both PI and SAREXTRACT roles are required for bulk reporting and data exports.)

4. **Academic Year**: This drop-down list displays the available academic years with interim assessment results.

5. **Grade**: This column displays the grade levels that have interim data for mathematics or ELA.

6. **Content Area Columns**: These columns show whether interim data is available for either mathematics or ELA.
The IAB List of Students Report displays performance levels for the blocks assessed. Select the [Mathematics] button to display the results for any mathematics blocks with results. Select the [ELA/Literacy] button to display the results for any ELA blocks with results. Each column under the content area represents a single IAB.

IAB score reports provide a level of Below, At/Near, or Above Standard for each block.

**Note:** The grade level displayed on this report is the grade level of the interim assessment. It will not necessarily correspond with the grade level in which the student is enrolled. For example, a grade four student may take a grade five test. The results for this test will display under grade five, not grade four.
G. IAB Student Score Report

Overview of the IAB Student Score Report

Mathematics Interim Assessment Blocks 2016 - 2017

Figure 116. Student Score Report for an IAB

1. Breadcrumbs: At the top of the page, users can navigate back to the grade-, school-, district-, and state-level reports (depending on user level).
2. Name and Grade: The student name and grade of the assessment are shown.
H. Informational Pop-up Windows

Hover over the [Report Information] icon (Fig. 118), the [Interim Information] icon (Fig. 118), or select the [Legend] button, to provide additional information.
I. Help Menu

[Image of a webpage with a help menu open]

- FAQ
- User Guide
- Glossary
- Resources

General
- Who can access the Smarter Balanced Reports?
- What types of reports are available?
- How does Smarter Balanced protect students’ privacy?
- How is data generated for these reports?

For Educators
- Who has access to school level data?
- How can I get access to the Reporting system to see my students’ scores?
- Where can I find resources to help me understand how to use the reporting system?
- What will the reports tell me about my school’s or district’s performance?
- What comparisons will the reporting system support?
- How do I navigate between academic years?
Practice and Training tests are public, non-secure tests that help students to prepare for the Summative assessments. They can help students and their families to become familiar with the technology they will need to use.

**Note:** Students and teachers will not receive reports or scores from the Practice or Training tests.

### A. Connect to CAASPP online

[www.caaspp.org](http://www.caaspp.org)

### B. Practice & Training Tests

On the CAASPP Home Page you will see two rows of 4 green buttons. Click the 3rd button from the left in the 1st row called **Practice & Training Tests**. You may be prompted to **Login** using your WUSD email and password.

### C. Test Administrator Practice and Training Site

The 1st blue button to the left (picture of an apple) allows you to set up a Practice or Training tests.

**Practice Test:** Experience a full grade-level assessment that mirrors the year-end summative assessment. Approximately 30 items in ELA and math, as well as ELA and math performance tasks.

**Training Test:** Quickly familiarizes students and teachers with software and navigational tools used in the Smarter Balanced Assessments. Organized by grade bands and each test contains 5-10 questions to allow students to practice with a range of question types. No performance tasks are included. No scoring rubrics or answer keys are provided.

### D. Test Administrator Resources

The 2nd brown button from the left (book) goes to the resources page for Practice or Training tests.

You can also access the same resources via the green tool bar on top of the CAASPP Home Page. Click **Resources** and select **Practice and Training Tests** from the drop down menu.


### E. More Resources and Support

The following are available for students to preview/practice with outside of the testing environment

**Equation Response Editor Tool:** [http://demo.tds.airast.org/eqtutorial/](http://demo.tds.airast.org/eqtutorial/)


Frequently Asked Questions

A. Logging In

Q: I don’t know/can’t remember my password, or my temporary password has expired. How can I log in?

A: Click the “Forgot Your Password” link to reset. Click the “Request one Now” to get a new temporary password sent to you, if your previous temporary password expired. You should receive an email with a new temporary password to your district email address.

B. Assessment Session Setup – Test Selection

Q: When my students log in, why do they have so many tests to choose from?

A: When setting up the testing session, only check the boxes next to assessments you would like to be displayed to students. See Test Administration, Section 2G of this Guide (pg. 7) for an example of the Test Selection process.
### C. Student Accessibility / Accommodations

**Q:** If a Student’s accessibility settings are not set up correctly in an Interim Assessment, what should I do?

**A:** For **Interim Assessments**, test settings can be changed right before giving the assessment by the test administrator without submitting them through TOMS. (Interim Reporting System User Guide, page 21: [http://www.caaspp.org/rsc/pdfs/CAASPP.interim-reporting.2015.pdf](http://www.caaspp.org/rsc/pdfs/CAASPP.interim-reporting.2015.pdf))

**Warning:** If the settings are not correct when the student starts or resumes the test, the student’s test will need to be reset.

If you continue to have trouble, please notify your RSP Teacher. Corrections may take up to 1 business day to complete.

**Important:** Student test settings that can be modified in the TA Interface for Interim Assessments will **not be modifiable in the TAI for the Summative assessments**.

### D. Hand Scoring Condition Code

**Q:** When scoring a student response there is a Condition Code that is defaulted to “Not Applicable”. What is the purpose of this field?

**A:** Condition codes are used for any item you cannot score due to the nature of the student response. Examples of Condition Codes are: Nonscorable Language, Off Topic and Insufficient. If a single item consists of multiple scoring criteria, you should enter a score or condition code for each criterion. If the Condition Code is defaulted to “Not Applicable” it is not available for that particular assessment, or response.


### E. Hand Scoring Training Guides and Exemplars

**Q:** When scoring a student response, how can I view the full text of the passage they had to read and respond to?

**A:** In the top right corner of the Rubric section of a particular student’s response, you will see

| Exemplar | Training Guides |

To view the item’s full passage of text select Training Guides. Pay attention to the Source # in the Rubric Description within the student response to ensure you are referring to the correct passage(s) of text.

To view the item’s prompt and an example of a perfect response, select Exemplar.
<table>
<thead>
<tr>
<th></th>
<th>F. Interim Assessment Reporting – Multiple Assessment Attempts</th>
<th>Q: If a student takes the same Interim Assessment multiple times, will the Assessment Reporting System provide a separate score for each attempt by that student?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A: For subsequent attempts at the same interim assessment, the results are sent in with the same name and date but do not replace the original assessment report; previous results are not deleted. Previous results will persist to provide a comparison between the first test opportunity and the second. (Interim Reporting System User Guide, page 40 &amp; 42: <a href="http://www.caaspp.org/rsc/pdfs/CAASPP.interim-reporting.2015.pdf">http://www.caaspp.org/rsc/pdfs/CAASPP.interim-reporting.2015.pdf</a>)</td>
</tr>
<tr>
<td></td>
<td>G. Secure Browsers - App for Chromebooks</td>
<td>Q: Is the secure browser installation for Chromebooks complete district-wide?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A: The installation of an App is complete for all Chromebooks district-wide. The App must be opened in “kiosk mode” and a cheat sheet is available on Google Drive. If you have any additional questions, please open a Help Desk ticket with a Category of SBAC.</td>
</tr>
<tr>
<td></td>
<td>H. Secure Browsers – Missing / Installation Needed</td>
<td>Q: I cannot locate the CAASPP secure browser or app on an individual testing computer/device.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A: Please open a new Help Desk ticket with a Category of SBAC.</td>
</tr>
<tr>
<td></td>
<td>I. Interim Assessment for Students in Grades other than 3-8 &amp; 11</td>
<td>Q: Can I administer the interim assessments to my 1st, 2nd, 9th, 10th, 12th graders?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A: Yes. All WUSD students are in the database. Login ID Cards are only printed for grades 3-8 &amp; 11, so please notify your CAASPP Site Coordinator if you would like to get cards for another grade.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> The online assessments only require Student First Name and SSID to login. This information can be accessed in the Aeries and Illuminate Education systems if you would like to proceed to test without formal Login ID Cards.</td>
</tr>
</tbody>
</table>