

# CAASPP Frequently Asked Questions



## What grade levels are participating in the Smarter Balanced assessments?

Students in grades 3–8 and 11 participate in Smarter Balanced assessments in English language arts/literacy (ELA) and mathematics.

## What are the components of the Smarter Balanced assessments?

The Smarter Balanced assessments comprise two components: the computer adaptive component (CAT) and the Classroom Activities/performance tasks (PTs).

## What is the difference between a test segment and a test session?

A test segment is an allocated preset group of items. A test session is a unit of time scheduled for a group of students in a room for testing. One test session ID corresponds to each test session.

## Can administrators review test questions while students are completing the CAASPP assessments?

No; only students should be viewing the test items. Staff wishing to become familiar with the types of items to be administered may review the Practice Test and Training Test. Items on the CAASPP assessments are secure test materials.

## Will all students in a grade level at a school receive the same Classroom Activity and performance task? How about late-enrolling students

Yes; all students in a grade level at a school will have the same Classroom Activity and performance task topic, although not necessarily the same performance task questions. Students moving in late to the school or local educational agency (LEA) will be assigned the same performance task topic and Classroom Activity as other students in the same grade within their current school.

## A student begins testing in LEA/School A and then moves to LEA/School B before completing the test. Can the test be moved to LEA/School B for the student to complete?

Yes; if a student starts a test event in one LEA/school and then moves to a different LEA/school, the test engine system will retain that test for that student.

For example, if the student starts the computer adaptive testing (CAT) section of the test, answers some questions, and then moves to a different LEA/school in the state. The student can begin, at the new school, where he or she left off on that section. The same situation applies for the performance task (PT)—once the student logs in and starts the test, the student can finish the test at the new LEA/school.

Remember, however, that the Classroom Activity is assigned to a specific grade and school. Therefore, if a student participates in the Classroom Activity in School A and then moves to a new School B before starting the PT section, the student will need instruction in the Classroom Activity assigned to the grade in School B before completing the PT portion of the test.

## Can Classroom Activities be administered more than one time?

Yes; the Classroom Activity can be administered as many times as necessary to ensure that every student received the Classroom Activity once. Keep in mind that every student needs to get the Classroom Activity before starting the performance task and that the ideal setting for the Classroom Activity is with a group of students in a classroom environment. Classroom Activity assignments are grade-specific at each school, but students from other grades that may be in the same class need not be excluded.

### **Are headphones needed for this assessment?**

Yes; headphones are required for all ELA listening items and performance tasks, and for all students who require text-to-speech. Schools are responsible for ensuring that all students have headphones.

### **Can the “Keyboard Commands for Students” be printed for students to use?**

Yes; the [Keyboard Commands for Students Web document \(PDF\)](#) provides keyboard commands that students can use to navigate between test elements, features, and tools. Test Administrators (TAs) can print this document out for students to use as a tool during testing.

### **May scratch paper or graph paper be retained between sessions?**

Printed test items/stimuli, including embossed braille printouts, scratch paper, and graph paper must be collected and inventoried at the end of each test session and then immediately shredded. DO NOT keep printed test items/stimuli or scratch paper for future test sessions.

The only exception to this rule is when notes are used during the ELA and mathematics performance tasks. During the ELA PT, the notes on the embedded notepad (“Global Notes”) are retained from Part 1 to Part 2 so the student may go back to the notes even though the student is not able to go back to specific items in Part 1. While the embedded notepad is the preferred mode for note taking, students may use scratch paper to make notes. To ensure that students using scratch paper for notes have the same allowance as students using the online notes, TAs should ensure that students write their names (or some other personal identifier) on the scratch paper, collect students’ notes at the completion of Part 1 of the ELA PT, and then securely store the scratch paper. The scratch paper should be redistributed for students’ use during Part 2 of the ELA PT.

Similarly, the mathematics PT may extend beyond one testing session. In this situation, TAs should ensure that students have written their names (or some other personal identifier) on the scratch paper or graph paper, collect them at the end of the first session, and securely store them for students’ use in the subsequent testing session. The retention of scratch paper is only allowed for the PTs. Following the conclusion of the PT, all scratch paper and/or graph paper must be collected and securely destroyed to maintain test security.

### **Can more than one grade level test in the same room?**

Yes; students in different grade levels can test in the same room in a single test session. The Test Administrator (TA) must remember to select each grade and test within the TA Interface that he or she intends to administer during that session.

### **Can students in one classroom take a test from a teacher in a different classroom?**

No; The Test Administrator (TA) and the students must be in the same room.

### **What are the recommendations to distribute logon information to students? Can proctors log on on students’ behalf?**

TAs may distribute slips of paper containing a student’s statewide student identifier (SSID) and first name only for logon purposes. These will be distributed a couple of days prior to the test. Any such materials must be kept secure at all times. Proctors may assist students with the logon process but should not logon on behalf of students.

### **Can TAs help students use the test tools during testing?**

No; the directions for administration in the *Online, Summative, Test Administration Manual* specify the guidance TAs can and cannot provide to students during testing. However,

students do have the ability to view tutorials that are embedded in the test delivery system at any time during testing.

**Can students return to items that were flagged for review even after the segment is complete?**

No; once a student completes a test segment, he or she cannot return to the items within that segment.

**Can students or TA's PAUSE the test?**

Yes; if the test is paused for more than 20 minutes, the student will not be able to go back to items on the previous pages (i.e., screens).

And the test administrator will be logged off the session if there is no activity for 30 minutes by the test administrator or a student; students will have their tests paused if there is no test administrator activity.

**Can students or TA's STOP the test?**

Yes, however, a test session automatically ends when you manually stop the session or log off of the Test Administrator Interface. While a student can resume a test opportunity in a new session, the current test session cannot be resumed. In order for students to resume testing, you will need to create a new test session and give them the new Session ID. While students cannot access previous (closed) test sessions, they will be able to resume a test if the test is paused.

**What happens if a browser window is accidentally closed?**

In the case of an unintentional exit from the TA interface caused by a system or computer error (such as the Web browser crashing or closing), a network or communication error, power loss, other event, the 20-minute rule applies.