** Site Coordinators – April 10, 2015**

**Science Test Inventory**

Please inventory your materials, sign and date your inventory sheet and return to CAASPPSupport@scusd.edu. If you need additional materials please get your order in by April 17 so we can place an order. Please use the attached form. The testing window for Science is: April 8 – May 12 for NPS and New Tech and April 21-May 15 for traditional schools.

**Pre-Id Labels**

Labels will be arriving next week in the school mail.

**New Students**

Remember it takes 48-72 hours for new students to show up in TOMS from the time they are enrolled in Infinite Campus to TOMs.

**Setting Up More than One Test in the TA Interface**

Multiple tests may be administered under one Session Id. After logging in to the TA Interface, select the first assessment and hit submit to get the Session ID number. Now, select the additional tests to administer. Do not provide the Session Id to students until all assessments have been selected.

**Confirmation Codes**

Please ensure that students have used the practice test to log in and verify they have the correct confirmation code. You do not want to start testing and find out that when you created the sign in cards for students, that the wrong SSID number was given.

**Student Can’t Continue to Next Question**

If a student is unable to move on to the next question and everything appears complete, carefully have them reread the directions. The item may be asking for only one word and they selected two or other directions were not followed correctly.

**Non-Embedded Calculators**

Just a reminder that non-embedded calculators should be braille or talking calculators. They are **only** allowed to be used when the calculator appears on the math item on the test. Students should be using the embedded calculator provided.

**Translated Test Directions**

Go to <http://caaspp.org/ta-resources/directions.html> to find translated test directions for students who have this as a designated support.

**California Alternate Assessment (CAA)**

**Testing Information**

The CAA window for testing opens this Wednesday, April 15 – June 10. Version assignments for the Directions for Administration will be available next week.

**Training**

If you did not attend the CAA Coordinator Trainings offered at Serna, you will need to take the self-guided training and quiz. The training powerpoint and CAA Testing Administration Manual can be found on the U drive at: **U:\CAASPP Coordinators**. To view the training, open the powerpoint and hit F5 on your keyboard to open fullscreen.

Testing Administrators (TAs) need to view the Training Tutorial at: <http://www.brainshark.com/ets/vu?pi=zI1zYUXqyzJ0cZz0> and send you their certification when completed.

**CAA Training Test Now Available**

The CAA Online Training Test can be found at: <http://caaspp.org/about/caa/index.html> . Only one computer is needed for the TA and student. The TA will need their TOMS log in credential and students’ SSID and first name to test. The training test will give TAs and students an opportunity to become familiar with the items and set up.