** Site Coordinators – April 24, 2015**

**Security**

* If ANY incident happens with testing, please contact Melody Hartman-Palmero immediately. We must report incidents within 24 hours.
* Ensure if you are showing parts of the online assessment, that you are using the Practice Tests and/or Interim ONLY. Showing staff or students the live Summative test is a Security Breach and must be reported.
* Students and teachers should not be discussing the tests.
* Students must log in themselves.
* Teachers need to read the script in the DFA as written and cannot offer assistance except to say please try your best. Please have TAs review pages 10-13 of the Directions for Administration for the SBAC Online Summative Assessments.

**Practice and Summative Tests**

The Practice and the Summative tests, have their own TA Interface. Please see the attached resources to ensure you are accessing the correct sites and tests.

**Classroom Activities**

Every school is assigned a Classroom Acitivity for ELA and math by their school name. Use the Sacramento City Unified list not the District Level Program list. The correct list is attached.

**Pre-Id Labels**

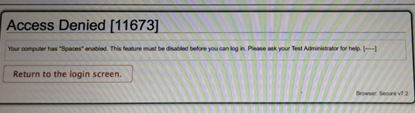
Sites were given two sets of pre-id labels, one as a spare. Please destroy the extra set securely as they have student information on them. Caltac should be getting back to us where some schools CMA labels are.

**iTunes Issues**

for ITunes issues, there are How to Guides available on our website at: <http://www.scusd.edu/post/quick-reference-guides>

**Spaces Error Message**

If you receive this message that access is denied, because you have Spaces enabled, please see the attached solution.

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**Performance Tasks Pause Rules**

There are no pause restrictions. If a student is paused for over 20 minutes they will be logged off but can return to the section after logging back on. Highlighted text and notes will not be saved when a test is paused regardless of how long the test is paused. Make sure that students DO NOT SUBMIT if they have not completed the PT. They will not be able to continue.

**CAPA**

Schools must double-rate a minimum of 10% of CAPA students per level. Observer must mark Observer on an additional answer document and sign. You can use the additional pre-id labels provided on the answer document.