

HOW TO ADMINISTER THE CAASPP TEST

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#1

Go to Caaspp.org & click "Test Administrator Interface."



#2

Sign in with your log-in info. Your username is: **firstname.lastname.**

The screenshot shows the 'Sign In' page. It has a blue header with the text 'Sign In'. Below the header, there are two input fields: 'Username' and 'Password'. To the right of the 'Password' field, there is a link that says 'Forgot Your Password?'. At the bottom, there is a blue button.

#3

Now select the grade level and test type your students will be taking.
***On this sample, "Interim" is checked. This is only because the testing window has not opened yet!*

The screenshot shows the 'Start Session' page. It has a blue header with the text 'Start Session', 'Student Lookup', and 'Print'. Below the header, there's a section for 'Select the test(s) to be included in your test session.' with a 'Filter By' dropdown menu. The 'Filter By' menu is set to 'Smarter', and the 'G03 Interim Math Test (ICA)' is selected. Below this, there's an 'Instructions' section with the text 'Starting the Session:' and a list of instructions.

#4

Select the box next to the test(s) you would like students to take. Click the green START SESSION box.

The screenshot shows the 'Live Tests' page. It has a blue header with the text 'Live Tests'. Below the header, there's a section for 'Select the test(s) to be included in your test session.' with a 'Filter By' dropdown menu. The 'Filter By' menu is set to 'Smarter', and the 'G03 Interim Math Test (ICA)' is selected. Below this, there's a table of tests with checkboxes. The 'G03 Interim Math Test (ICA)' is checked. To the right of the table, there's a 'Session ID' field with the value 'CA-00CA-1'.

#5

The screenshot shows the 'Live Tests' page. It has a blue header with the text 'Live Tests'. Below the header, there's a section for 'Select the test(s) to be included in your test session.' with a 'Filter By' dropdown menu. The 'Filter By' menu is set to 'Smarter', and the 'G03 Interim Math Test (ICA)' is selected. Below this, there's a table of tests with checkboxes. The 'G03 Interim Math Test (ICA)' is checked. To the right of the table, there's a 'Session ID' field with the value 'CA-00CA-1'. A red arrow points to this field.

- Verify that the name of the test you want students to take is italicized and has the box to the left checked.
- Provide the Session ID to your students.
- As students log in and enter that Session ID, their names will appear in the "Waiting for Approval" section. You may either approve them individually or in large groups.
- Then to end the testing session, click the red STOP SESSION button.