** Site Coordinators - March 27, 2015**

**Proctors**

Must be employees of the district (substitutes, TAs, etc.) Parents are not allowed to proctor.

**Shut Down Computers**

After the last session of students have completed testing, have them shut down the computers. This will help prevent computers having browsers freezing and other issues.

**Performance Tasks**

There is only one performance task for ELA. It consists of 3-4 research questions and an essay. It is recommended that you provide two computer-based, sessions (questions then the essay) but not necessary. Each section is estimated at 1 hour each.

**Paper Tests**

You will receive your paper tests the week of April 6-10.

* Inventory materials received
* Securely store
* Ensure you have enough materials for CST, CMA and CAPA
* Complete additional materials form if needed and send to [CAASPPSupport@scusd.edu](mailto:CAASPPSupport@scusd.edu)

**California Alternate Assessment Training for Site Coordinators**

You may sign up for Site Coordinator training at: <HTTP://www.signupgenius.com/go/4090f4bacaf22a46-california1> or email [CAASPPSupport@scusd.edu](mailto:CAASPPSupport@scusd.edu) . A training will also be available to view on your own and complete a test. Please see the attached flyer for more information. Case managers will be viewing the CAA tutorial and emailed a certificate when completed. Please ensure you receive a copy of their certificate before they assess their students.

**Interim Assessments**

The Smarter Balanced Interim Assessment (IA) Reporting System is now available on CAASPP.org. The IA Reporting System allows authorized users to view and download student reports for students within their school who have completed Interim Assessment Blocks (IABs) and Interim Comprehensive Assessments (ICAs) after hand scoring (if required) has been completed.  Access to student level Interim results will be given to site principals whose schools have used the Interims. Otherwise, all other registered users’ access will be set to the general, aggregate, overall results level. Principals will be able to log in using their Digital Library username and password to print reports. Please email [CAASPPSupport@scusd.edu](mailto:CAASPPSupport@scusd.edu) with any questions.

**Dual Logins**

Attached is a reference guide on which password and username is needed to access which components for test administration (TOMS) and results reports (ART/Digital Library).

Have a great Spring Break! 