** Site Coordinators – May 8, 2015**

**Great Job – Hiram Johnson**

We had the opportunity to proctor and observe at Hiram Johnson during an audit visit and want to thank the administration, staff and students for an outstanding job. We observed procedures in place, great organization, TAs well prepared and the students were well behaved and taking the test serious. Thank you!

**Number of Questions**

The TA Interface may say 46 questions when students start testing but because the test is Computer Adaptive, they may have fewer questions. Students just need to submit when they have completed all questions.

**Science Paper Tests**

Science pick-ups will be May 19-22. If you would like an earlier pick-up please email CAASPPSupport@scusd.edu.

Please read the directions on pages 42-45 of the Paper Pencil Test Administration Manual on how to prepare your scorables for scoring and packaging up your materials.

**Classroom Activity**

The Classroom Activity must be completed before a student takes the PT.

Community Growth and Expansion American have been updated. Please use the May 5 revised copies.

**Performance Task**

If a PT is being given over 2 days, have students pause the test and not click submit. This will ensure that they have the opportunity to complete their Performance Task.

**Completion Reports**

Completion status can take 24 hours to show on the reports. New student’s completion of tests can be verified in your completion reports once you have access to them in TOMS.

**Parent Opt-Out Students**

Please scan and send a copy of your opt out note from parents. Opting out will still count as not taking the test and affect your participation rate.

**CAA**

**Testing system demonstration video.** ETS has produced a short demonstration video, [California Alternate Assessments Logon Process](http://caaspp.org/rsc/videos/archived-training_CAA-logon.html), of the logon process for the CAA Online Student Interface. This “how to” video walks test examiners through clicking on a browser to selecting either the CAA for ELA or CAA for Mathematics.

**Testing students using eye gaze.** Guidelines are available for testing eligible students who use eye gaze as a response mode. ETS has posted a link to these guidelines under “Additional Resources” on the [CAASPP CAA Web page](http://caaspp.org/about/caa/).