



2017 Testing Tips

- Remove/cover all wall materials just like previous CST tests.
- Try a practice session on the actual cart you will use.
- Log into the **Test Administrator Interface** no more than 15 minutes prior to the test you are taking using only the Chrome Web Browser. <http://caaspp.org/>
- Use the help page on Mr. H's website. <http://blogs.egusd.net/macklab/caaspp-test-help-page/>
- Pass out and collect Student Login Cards every day. (Backup cards found on SisWeb Reports>Testing Reports>SBAC Reports>SBAC Labels)
- Students **DO NOT** log into the Chromebooks...simply choose **AIR Secure Test** from the apps menu icon at the bottom left.
- Make sure students hold up their card to the screen to double check their number.
- On the TA Interface, choose ONE of the "**Smarter Balanced Summative Assessments (CATs and Perf. Tasks)**". (Additional tests may be selected for makeups)

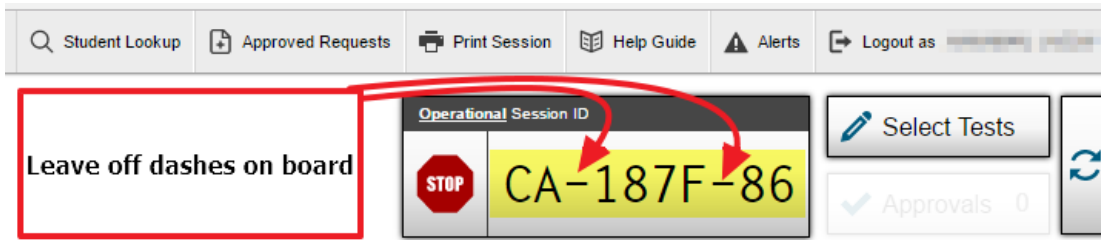
Operational Test Selection Expand All 

Choose which tests to add to your session from the tree, and then start your session.

- Smarter Balanced Interim Assessments
- Smarter Balanced Summative Assessments
 - English Language Arts
 - ELA Computer Adaptive Test (CAT)
 - ELA Performance Tasks (Perf. Task)
 - Mathematics
 - Mathematics Computer Adaptive Test (CAT)
 - Mathematics Performance Tasks (Perf. Task)
 - Mathematics Braille Fixed Form
- California Science Tests 5th Grade Only

 Start **Operational** Session
Close

- Write the session ID in large print on the board without the hyphens.



- Write down the **test**, **date**, and **session id** # on the **Test Record Keeper** sheet for future troubleshooting with the testing company.
- Students do **NOT pause all the way** for bathroom breaks; it logs them out unnecessarily. Just click No on the Pause dialog box later.
- With **10 minutes left**, remind students to **go back** and answer any “flagged/marked” questions (Students *cannot* return to previous questions after pausing- **Summative CAT Assessment only*)
- When time has run out for the day, have **students PAUSE & logout**. Then **Stop Session & logoff** yourself. (Stop Session button, Pause button, and turning off machine all have the same “pause” effect)



- Important Documents can be found on the (P)ublic Directory on your computer. Look in the **CAASPP Testing Resources Folder** or at <http://blogs.egusd.net/macklab/caaspp-test-help-page/> .
- **Test Day Directions**: Use pages 8-20 of **Directions for Administration for the Smarter Balanced Online Summative Assessments** for oral instructions to students. Link here: <http://www.caaspp.org/rsc/pdfs/CAASPP.ta-odfa.2016-17.pdf>

Known Issues on Chromebooks

- **Headphone Sound** doesn't work. Solution: Push in jack till it snaps, use volume up key on Chromebook, and restart Chromebook.
- **Spacebar Error** occurs while typing. Solution: Yell at the test creator.

- **Mouse Cursor** is huge. Solution: Power off Chromebook and back on, go to settings/clock icon on right and click, choose “accessibility” and uncheck “large cursor”.
- **Text to Speech is on** and it shouldn't be. Solution: Chromebooks have a ChromeVox spoken voice tool. Power off Chromebook, go to settings/clock icon on right and click, choose “accessibility” and uncheck “ChromeVox”. Ctrl+Alt+Z also toggles on and off.

