

Schedule for Administering CAASPP Tests

Testing Schedule

6th– 8th grade teachers: 4/28 - 5/2 & 5/5 - 5/9

WEEK 1	Monday	Tuesday	Wednesday	Thursday	Friday
Opening Morning Session 9:00-9:30	Homeroom Meets in Newrow or Zoom <ul style="list-style-type: none"> • Make sure students have their SSID (previously given to students in practice/training tests). • Share with students the Test Session ID – Exit Ticket should be for students to show the written down Test Session ID before leaving session. • Review instructions on how to sign-in. • Read DFA instructions for subject/grade level testing. • Dismiss all students from Newrow/Zoom. Students must leave this session to sign into secure browser. 				
Testing Morning Session 9:30-12:00	Smarter Balance Math Computer Adaptive Test	Math Performance Task	Smarter Balance ELA Computer Adaptive Test	ELA Performance Task	California Science Test (Grades 5 or 8, 11 th 12 th) and/or any make-up students
12:15-12:45	LUNCH BREAK				
Opening Afternoon Session 12:45-1:15	Class Meets in Newrow or Zoom <ul style="list-style-type: none"> • Make sure students have their SSID (previously given to students in practice/training tests) • Share with students the Test Session ID – Exit Ticket should be for students to show the written down Test Session ID • Review instructions on how to sign-in. • Read DFA instructions for subject/grade level testing. • Dismiss all students from Newrow/Zoom. Students must leave this session to sign into secure browser. 				
Testing Afternoon Session 1:15-3:30	Smarter Balance Math Computer Adaptive Test and/or any make-up students	Math Performance Task and/or any make-up students	Smarter Balance ELA Computer Adaptive Test and/or any make-up students	ELA Performance Task and/or any make-up students	California Science Test (Grades 5 or 8, 11 th 12 th) and/or any make-up students
Testing Wrap-up 3:30-4:00	Complete testing attendance each day and report attendance to administrator. Schedule make-up sessions.				

*You will not be able to schedule your test sessions until April 22, as that is the first day of our testing window and the tests will not appear until our testing window starts.

*As a reminder the test is untimed. Students should be allowed as much time to finish the assessment as possible. If students are not finished by the allotted time, then the test can be paused, and a make-up session should be scheduled.



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Please note that during week 2 of testing K-2 teachers will begin to administer the ELPAC to identified students. ELPAC takes priority during week 2, so teachers scheduling CAASPP make-up sessions should work with K-2 staff to eliminate conflicts.

WEEK 2	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:30	Homeroom				
Testing Morning Session 9:30-12:00	Any make-up students	Any make-up students	Any make-up students	Any make-up students	Any make-up students
12:15-12:45	LUNCH BREAK				
1:00-1:45PM	Math WG Lesson	ELA WG Lesson	Science WG Lesson	Careers WG Lesson	Any make-up students
2:00-2:45PM	ELA Help Session	Math Help Session	Careers/PE Help Session	Science Help Session	Any make-up students
Testing Wrap-up 3:30-4:00	Complete testing attendance each day and report attendance to administrator. Schedule make-up sessions.				

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Testing Expectations:

- Testing is to be administered to small groups of students - 10 is recommended; no more than 12 students should be in a session.
- Proctors must be monitoring the TOMS testing session at all times when students are testing. Students must not be left unattended.
 - Monitoring includes watching students' video, monitoring and answering questions in the chat, verifying completion of each test before dismissing student.

- Take testing attendance at each session and report any absences and completions to assigned administrator.
- Schedule and proctor make-up sessions
 - The daily subject tests as outlined above must be given in the blocks as scheduled. ○ If all students have completed the subject test that is listed for a day/session, the time block may be used for make-ups.
 - If there is room in the subject test block, students may be added to complete a make-up test, but the session should not exceed 12 students.
 - All session blocks must be utilized for the 2 weeks until all students are tested.