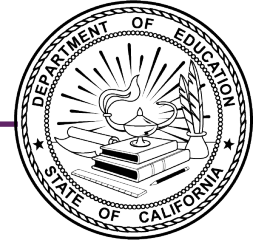


**CSA**

California Spanish Assessment



# Preparing for Administration



**Spring 2024**  
**Grades 3–12**

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## CSA Administration Notes

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### Notes to LEA CAASPP Coordinators and Test Administrators:

- Local educational agency (LEA) CAASPP coordinators and CAASPP test site coordinators must electronically sign the *Test Security Agreement* and the *Test Security Affidavit*—found within the Test Operations Management System (TOMS), which can be accessed through the CAASPP website located at <https://www.caaspp.org/>—prior to handling any testing materials.
- Test administrators who have access to TOMS must electronically sign the *Test Security Affidavit* prior to accessing the testing materials or administering the assessment.
- Proctors and anyone handling testing materials, such as student logon tickets, who do not have access to TOMS must sign the *Test Security Affidavit* for Non-TOMS Users located at <https://www.caaspp.org/rsc/pdfs/CAASPP--Non-TOMS-Test-Security-Affidavit-2023-24.pdf> prior to accessing the testing materials.
- All testing materials must be kept secure.
- Only trained test administrators may administer the CSA.
- Students must not be exposed to the test questions or content before the actual testing.

### For Questions Regarding the CSA or for Additional Assistance:

- CAASPP test site coordinators, test administrators, and other school personnel should contact their LEA CAASPP coordinator with questions about CSA administration.
- LEA CAASPP coordinators should contact their LEA Success Agent. Refer to the LEA Success Agent web page located at <https://ca-toms-help.ets.org/contact/lea-success-agents/> to look up the name and contact information for the LEA's assigned representative or the California Outreach web page located at <https://ca-toms-help.ets.org/contact> for all support options.
- For questions regarding the CSA or for additional assistance, all users are encouraged to use the Get Answers feature on the web page located at <https://ca-toms-help.ets.org/contract/get-answers/>.

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# What's New for the 2023–24 California Spanish Assessment

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- For the 2023–24 test administration year, the CSA will continue assessing reading, writing mechanics, and listening but will also include field testing the speaking and full-write items.
- The CSA will include speaking and full-write field test items at each grade level and the high school grade band.
- The embedded field test is scheduled in spring 2024 and will evaluate item performance prior to using them on an operational form starting in 2024–25 where they will contribute to a student's score.
  - ♦ The CSA will continue to be administered in a group setting. It is not necessary to administer the speaking domain in a separate setting.
- All students registered to take the CSA will be field testing the newly developed speaking and full-write items, except students who are registered to take the CSA accommodated forms or braille.
- The second segment of the CSA has been updated to include speaking field test items in addition to listening items and the third segment has been updated to include full-write field test items. It is important to note that once a segment has been completed, a student can no longer go back and change responses.
  - ♦ In addition to the verbal instructions provided for test administrators in the *Administering an Online Test Session* document, a cover page of instructions for students is now included at the beginning of each of the second and third test segments in the test delivery system.
- The CSA [Administering an Online Test Session](https://ca-toms-help.ets.org/s/pdf/CSA-Administering-an-Online-Test-Session.pdf) document located at <https://ca-toms-help.ets.org/s/pdf/CSA-Administering-an-Online-Test-Session.pdf>, has been updated to include additional directions for administering speaking and full-write field test items. Additionally, the test administrator scripts are now provided in both English and Spanish.
- The CSA 2023–24 Student Score Reports will not incorporate the speaking and full-write field-tested item results into the overall score reporting range.
- The testing contractor, ETS, will score all speaking and full-write constructed response field test items. Once the expanded assessment is operational in 2024–25, ETS will continue scoring the full-write items, and test administrators will listen to each recorded audio response and score each one in the Teacher Hand Scoring System.
- The CSA training tests have also been updated to include a speaking audio-response item and a full-write item.

# Helpful Links

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## Online Resources for CSA Administration

- *CSA Administering an Online Test Session*: <https://ca-toms-help.ets.org/s/pdf/CSA-Administering-an-Online-Test-Session.pdf>
- *Preparing for Administration* document: <https://www.caaspp.org/rsc/pdfs/CSA-PFA.pdf>
- *CAASPP Online Test Administration Manual*: <https://ca-toms-help.ets.org/caaspp-otam/>

## Additional Resources

- Bilingualism and the CSA video (English): <https://www.youtube.com/watch?v=CutGI5KXmYM>
- Bilingüismo y la prueba CSA video (Spanish): <https://www.youtube.com/watch?v=FapgXDCFUzg>
- What's New for the CSA? <https://www.youtube.com/watch?v=0v6dNMhilzM>
- CSA Fact Sheet: <https://www.cde.ca.gov/ta/tg/ca/documents/csafactsheet.pdf>
- Training Test flyer: <https://www.caaspp.org/rsc/pdfs/CSA-Training-Test-Flyer.pdf>
- Using the Online Practice and Training Tests Video: <https://www.youtube.com/watch?v=QdTfIGLeC3w>
- Online Practice and Training Tests web page: <https://www.caaspp.org/practice-and-training/index.html>
- California Accessibility Resources Matrix web document located at: <https://bit.ly/CAAccessibilityResourcesMatrix>
- CAASPP website: <https://www.cde.ca.gov/ta/tg/ca/documents/csafactsheet.pdf>

## Remote Testing

Remote administration is intended as an option for LEAs only when students are receiving remote instruction or have health concerns that require remote testing. Students receiving in-person instruction should be tested in person.

Remote testing administration demonstration videos are located in the Videos and Quick Reference Guides section of the Remote Testing chapter of the [\*CAASPP Online Test Administration Manual\*](#). Test administrators are encouraged to watch these videos prior to administering the CSA remotely:

- How to Give a Remote Group Test (Video; 11:32): <https://www.youtube.com/watch?v=1rypwJLTiBk>
- Scheduling, Starting, and Stopping a Remote Test Session (Video; 12:07): <https://www.youtube.com/watch?v=QukThDxsFzc>
- Monitoring a Remote Test Session (Video; 08:25): <https://www.youtube.com/watch?v=MFdAkWBpLmE>

# Testing Materials

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## Assembling Test Materials

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Before testing begins, the test administrator should assemble the following materials:

- This *PFA*, if needed
- Electronic device for the students to access the test
- Electronic device for the test administrator to begin the testing session
- Obtain the required student logon information (Statewide Student Identifier or SSID and first name) as listed in TOMS and then use this information to produce logon tickets for the students in the testing session.

# Testing Materials (cont.)

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As a result of the CSA pilot that was conducted in spring 2023, the following equipment and materials are highly recommended to ensure a successful administration, but are not required.

## Equipment Recommendations

Prepare the headsets with microphones for distribution, if available. If headsets with microphones are not available, the device's speaker will capture the student's response. However, headsets with microphones are recommended, as student responses will be captured much more clearly.



Use dividers, if possible, to provide students with some level of privacy while recording their responses.



Provide scratch paper for students to take notes while listening to prompts for the speaking audio-response items and the full-write items. Students can then write down important points and outline their responses prior to recording or typing their responses into the test delivery system.





# Accessing the Training and Practice Tests

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## Training Tests

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The CSA training tests have been updated to include a speaking audio-response item and a full-write item. The CSA training tests are available for each of the following grade bands: grades three through five, grades six through eight, and high school (grades nine through twelve.)

Training tests assess several of the standards that are included in the operational assessments and help familiarize students and teachers with the online testing environment. The training tests are comprised of approximately 10 test items and intended to provide students with practice and exposure to using the item types and accessibility resources.

In preparation for the administration of the CSA in 2023–24, educators should use the CSA training test so students can

- practice a speaking audio response item and a full-write item;
- practice recording, listening to, and rerecording their responses;
- practice using writing tools, such as accent marks;
- interact with technology enhanced items; and
- familiarize themselves with the embedded accessibility resources.

The training tests can be administered in a standardized way that simulates a testing environment. Students can individually take the assessment in a group setting as they would during a live testing session.

Educators can also gain an understanding of the item types included on the CSA and consider the option of providing opportunities through instruction for students to practice during the time leading up to the administration of the CSA in 2023–24.

## Practice Tests

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CSA practice tests are available at each of grades three through eight and one for high school. The practice tests mirror the full length CSA summative blueprint and provide students with the ability to familiarize themselves with the test item types and accessibility tools within the system. Practice test scoring guides, which are available for each practice test, offer details about the items, student response types, and related scoring considerations for the included samples of practice items.

Prior to the 2024–25 CSA administration, the practice tests will be updated to include speaking audio-response items and full-write items.

Access the [Online Practice and Training Test](https://www.caaspp.org/practice-and-training/index.html) web page at <https://www.caaspp.org/practice-and-training/index.html> and select the **[Student Interface Practice and Training Tests]** button to open the Practice and Training Test Site.



# Administering the Test

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## Before Testing

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Before administering the assessment, the test administrator should take the following actions:

- Print or have an electronic copy of the *CSA Administering an Online Test Session* document and read through all elements.
- Read the three demographic questions, which are located in the *CSA Administering an Online Test Session* document, and prepare answers to the questions in advance. Provide students with these answers to enter into the student test delivery system during administration.
- Make sure to keep the content of the CSA secure. Information about items cannot be shared with students or other educators who are not involved in the test administration.
- Eliminate distractions in the testing environment (e.g., extraneous noises, the view from windows, students who are not testing, etc.).
- Verify that the appropriate test settings (e.g., masking, etc.) have been assigned by accessing student profiles in TOMS at least 24–48 hours prior to the test administration.
- Because the CSA is an optional assessment, verify that students were registered in TOMS prior to the opening of the test administration window on January 9, 2024.
- Work with the CAASPP test site administrator to prepare testing devices and materials for you and the students.
  - ◆ Check the volume on the students’ devices prior to logon. After logon, the maximum volume cannot be increased.
  - ◆ Be mindful of the 30-minute session time-out that could occur between logon and the sound check.
- Plan ahead of time to administer the CSA over multiple sessions spanning several days. With the inclusion of the speaking and full-write items, the assessment is expected to take approximately four to four-and one-half hours to complete.
- Access the CSA training test to provide students with time to practice the audio-response speaking item and the full-write item.

# Administering the Test (cont.)

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## During Testing

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- Greet the students as they enter; only students who are testing should be in the room.
- The students may not use books or technology outside what is being used for testing unless used for medical purposes and documented in TOMS, or other reference materials during testing. Students' desk should be clear of all items except for those materials provided by the test administrator.
- The universal tools (e.g., zoom, line reader, etc.) as described in the [California Accessibility Resources Matrix](#) are available in the Test Delivery System for student who need them.
- The test administrator should monitor students during the testing session and give reminders or recommendations to individual students, as appropriate, about the availability of universal tools.
- Verify the student's test setting in the Test Administrator Interface.
- Approximately 20 minutes before the test session ends, inform students that if they are in the middle of a constructed response writing or speaking item, they must complete that item, as they will not be able to return to it in a subsequent session.

## Coaching and Guessing

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- Do not show or suggest the correct answer to any question. If a student asks about a test question, give a neutral response to encourage them to do their best.
- Do not coach the student. The test administrator should not provide assistance that will inadvertently indicate an answer.
- Encourage the student to do the best they can on the assessment. Administering Audio-Response Speaking and Full-Write Items

## After Testing

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- Thank the student for their attention and hard work.
- Collect and securely destroy students' logon tickets and scratch paper.
- Collect headsets, if applicable.

# Administering the Test (cont.)

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## Estimated Test Administration Time

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The table that follows provides estimated times for completing each test administration activity.

Test Section	Administration Activity	Estimated Time
Logon Instructions	Logging on and conducting recording device check and verifying sound and video	10–15 minutes
Segment One	3-question demographic survey to be completed as a class	5 minutes
Segment Two	<ul style="list-style-type: none"><li>• Listening and speaking test</li><li>• Review and submit</li></ul>	Approximately 2 hours
Segment Three	<ul style="list-style-type: none"><li>• Reading and writing test</li><li>• Review and submit test for scoring</li></ul>	Approximately 2 hours

# Administering the Test (cont.)

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## Pause Rules

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The CSA can be paused by either the student or the test administrator during the assessment. The CSA may be paused for, but not limited to, the following reasons:

- Students, needing a break
- End of a testing session
- Inactivity
- Technical issues such as a power outage

### Equal to or Less than 20 Minutes

The student will return to where the student left off within a segment and revisit previously answered questions in the current segment. The student will not be able to access a previously submitted segment.

### More than 20 Minutes

- The student returns to the last page containing questions with which the student has not yet interacted.
- The student cannot return to previously answered segments or questions, even if the questions are marked for review.
- Any highlighted text will be saved regardless of how long the assessment is paused; notes entered into the digital notepad will not be saved.
- When pausing more than 20 minutes during a constructed response item (i.e., speaking response item or full-write item), the test delivery system will consider the partial response to be complete. The student will not be able to return to complete that item.

### Test Timeout Due to Inactivity

- As a security measure, students and test administrators are automatically logged off the assessment after 30 minutes of inactivity.
- Before the secure browser logs the student off the assessment, a warning message will be displayed on the screen. Selecting **[OK]** will restart the 30-minute inactivity timer.
- The system recognizes “activity” as selecting or entering an answer and using navigation tools. Moving the mouse is not considered “activity.”

# Administering the New Constructed-Response Items

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The following sections provide information on how the new CSA constructed-response items for speaking and writing are administered.

## Administering the Audio-Response Speaking Items

- The speaking domain is intended to be administered in a group setting for all grade levels.
- For speaking items that require students to provide a verbal response, students will first listen to a passage and then record their response to the prompt. Students will have the opportunity to listen to the passages as often as needed and then record their responses. Students can rerecord their responses as often as they would like until they are satisfied with their answers and are ready to move on to the next question.
- It is recommended that students use headphones with built-in microphones to minimize background noise and capture their responses clearly. Students should be encouraged to speak in a normal tone of voice while recording their responses.
- As students listen to the passage, they can take notes through the notepad feature in the test delivery system or on scratch paper provided by the test administrator to reference their notes prior to recording their response.
- As typical testing environments do not involve students recording responses, it is not unusual for students to feel hesitant to speak in a group setting during a test. Providing students with the opportunity to practice the audio response item in the training test will help students gain an understanding of how the recording feature works in the test delivery system. (More on this topic on page 6.)
- In addition, it is recommended, if possible, to provide each student with a divider to provide a sense of privacy while testing.

## Administering the Full-Write Items

- For full-write items, students will read a passage and be asked to respond to a prompt. All the writing tools, including the tool used to insert accent marks, will be available in the writing section of the assessment in the test delivery system.
- The accent mark chart will include only the characters (i.e., á, é, í, ó, ú, ÿ, ç).
- The spell check feature is available and underlines words that are misspelled without providing the option to select the correct spelling.
- In order for students to move on to the next test item, students must enter a typed response.