



Before Testing Checklist

Spring 2023 CMAS and CoAlt: Math, ELA, and Science

Note: This is a high-level checklist and is not all inclusive of the activities required in your district and schools. Review the *Spring 2023 CMAS and CoAlt Procedures Manual* and *DAC* email updates from CDE for additional information.

November – December

- Read the *Spring 2023 CMAS and CoAlt Procedures Manual* to prepare for DAC responsibilities
 - Notify students and parents about district/school spring assessment dates if not previously communicated
 - Create a list of students who require accommodations and accessibility features (e.g., large print, braille, auditory/signed presentation script, text-to-speech, Spanish, color contrast)
 - By **December 15**
 - Submit CMAS UAR documentation to CDE Assessment via Syncplicity
 - Through the *Spring 2023 CMAS District Testing Information and Format Selections* form*, notify CDE of:
 - District/school-wide intent to use paper-based testing
 - Selected testing window options
 - PANext Work Request/Transfer Request contact information
- *This form is provided to DACs upon their completion of the CDE-hosted *CMAS Administration Training for DACs*.
- DACs update/create PANext and Training Site SAC accounts
 - Establish a district testing schedule
 - Provide district testing windows information to CDE (see “By December 15” above)
 - Confirm all school organizations are in PANext for the district
 - Verify shipping address
 - Notify Sara Loerzel (loerzel_s@cde.state.co.us) if changes are needed

January 9-27, 2023

- Confirm student registrations in PANext against current district enrollment (SR/PNP info at <http://www.cde.state.co.us/assessment/training-cmas>)
 - View applicable training modules
 - Register new students and use Work Requests to transfer student records between districts
 - Verify accuracy of the Responsible Organization in PANext for new/transferred students.
 - Remove incorrect test assignments and add correct assignments (e.g., students taking CSLA in grades 3 and 4 who are assigned to ELA)
- Add accommodations and accessibility features that require physical test materials (e.g., large print, auditory/signed presentation scripts, CSLA, Spanish) based on information collected in November – December
- Verify accuracy of registration information, including accommodations and accessibility features, as it is used to automatically generate PBT labels, rosters, and initial materials shipment
 - Labels are sorted by “Class” if this information is indicated through the SR/PNP

February – Before testing

PANext Activities

- Confirm all accommodations and accessibility features are identified in advance through the SR/PNP
- Create PANext test sessions for CBT
- Proctor cache test sessions in PANext (as proctor caching becomes available, by test)
 - “Prepare” test sessions in PANext (function available one school day before earliest testing date, by test)
 - DO NOT “prepare” test sessions until accommodations and accessibility features are confirmed
 - DO NOT “prepare” test sessions that will not be started (e.g., parent excusal sessions)

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Prepare for Test Administration

- Prepare Test Administrators to administer accommodations and accessibility features, if necessary
- Schedule time for students to use student resources at <https://coassessments.com/practice-resources/> (recommended)
- Develop district plans:
 - Security
 - Logistics
 - Training
- Meet with and train Technology Coordinators
 - Ensure DTC attends CDE technology webinars
 - Complete technology setup
- Conduct an Infrastructure Trial using CMAS Site Readiness administration in the PAnext Training Site
- SACs update/create PAnext Test Administrator user accounts for individuals who will administer online CMAS tests
- DACs ensure all school and district personnel involved in the spring administrations are trained
 - All personnel must sign the *CMAS and CoAlt Security Agreement* form (DACs sign a separate online form – link accessed through the CDE-hosted *CMAS Administration Training for DACs*)
 - Send *Verification of District Training* to CDE through Syncplicity Assessment Forms folder
- DACs receive, inventory, and secure testing materials (March – arrival date varies by test)
- Prepare testing environments and testing devices

Two weeks before testing

- Finalize school testing schedules
- Finalize school security and logistics plans

One week before testing

- Meet with Test Administrators and Proctors
- SACs receive, inventory, and store materials
- Confirm setup of test sessions in PAnext
 - Test Administrator accounts are active for individuals administering online CMAS tests
 - Online tests are proctor cached

Four days before testing

- Open sealed test packages
- Provide access to accommodated materials as needed for translation (i.e., sign language and translation into languages other than English or Spanish)
- Make final preparations as needed (e.g., headphones for TTS, handheld calculators for math)

24 hours before testing

- Test Administrators providing PBT auditory presentation in English or Spanish may view auditory presentation scripts
- TVIs access Teacher Notes for braille assessments (test books are not to be reviewed)