Before Testing Checklist
Spring 2019 CMAS and CoAlt: Math, ELA, Science and Social Studies

Note: This checklist may not be all inclusive of the activities required in your district and schools. Review the Spring 2019 CMAS and CoAlt Procedures Manual and *DAC* email updates from CDE for additional information.

November – December

- Read the Spring 2019 CMAS and CoAlt Procedures Manual to prepare for DAC responsibilities
- Notify students and parents about the district/school spring assessment dates if not previously communicated
- Create a list of students who require accommodations and accessibility features that must be identified in advance (e.g., large print, braille, oral script, text-to-speech, Spanish, color contrast)

**By December 15**

- Submit any UARs via Syncplicity
- Through the Spring 2019 CMAS District Testing Information and Format Selections site, notify CDE of:
  - District/school-wide intent to use PBT
  - Selected testing window options
  - PANext Work Request/Transfer Request contact information
- DACS update/create PANext and Training Site SAC accounts (this can be done through any administration in PANext)
- 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 (Note: Each district has a homeschool organization with school code of HHHH)
  - Verify shipping address
  - Notify Sara Loerzel (loerzel.s@cde.state.co.us) if changes are needed

January 7-25, 2019

- Confirm student registrations in PANext against current district enrollment (SR/PNP info at http://www.cde.state.co.us/assessment/cmas)
  - View applicable training modules
  - Delete withdrawn students
  - Register new students or use Work Requests to transfer
  - Delete incorrect test assignments and add the correct assignment (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, oral scripts, CSLA, Spanish)
  - Must be identified in advance based on information collected from November – December
- Verify accuracy of registration information as it is used to automatically generate PBT labels and initial materials shipment
  - Labels will be sorted by “Class” if indicated on SR/PNP

January 25 – Before testing

*Prepare for Test Administration*

- Prepare Test Administrators to administer accommodations and accessibility features, if necessary
  - PBT ELA/CSLA - audio guidelines that must be used by Test Administrator for ELA/CSLA Auditory Presentation: Oral Script unique accommodation
  - PBT math, science, and social studies have scripts that must be used
Before Testing Checklist

- Schedule time for students to use student 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 and Test Examiner user accounts
- 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
  - Send Verification of District Training to CDE through Syncplicity Assessment Forms folder

February 1 – Before Testing

- 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
  - “Prepare” test sessions in PAnext
    - 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)
- Prepare testing environments and testing devices
- DACs receive, inventory, and secure testing materials

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
  - Online tests are proctor cached

Four days before testing

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

24 hours before testing

- Test Administrators providing PBT auditory presentation in English or Spanish may view oral scripts (math, science, and social studies)
- TVIs access Teacher Notes for braille assessments (test books and source books are not to be reviewed)