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  - ❑ Delete withdrawn students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

- ❑ 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)