



## Before Testing Checklist

### Spring 2020 CMAS and CoAlt: Math, ELA, Science and Social Studies

**Note:** This is a high-level checklist and is not all inclusive of the activities required in your district and schools. Review the *Spring 2020 CMAS and CoAlt Procedures Manual* and \*DAC\* email updates from CDE for additional information.

#### November – December

- Read the *Spring 2020 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 (e.g., large print, braille, oral script, text-to-speech, Spanish, color contrast)
- By **December 15**
  - Submit any UARs via Syncplicity
  - Through the Spring 2020 CMAS District Testing Information and Format Selections site, notify CDE of:
    - District/school-wide intent to use paper-based testing
    - Selected testing window options
    - PANext Work Request/Transfer Request contact information
- 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 (**Note:** If home schooled students will test in your district, confirm the presence of a homeschool organization with school code of HHHH)
  - Verify shipping address
    - Notify Sara Loerzel ([loerzel\\_s@cde.state.co.us](mailto:loerzel_s@cde.state.co.us)) if changes are needed

#### January 6-24, 2020

- 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
  - Register new students or use Work Requests to transfer
  - Remove incorrect test assignments and add correct assignments (e.g., students taking CSLA in grades 3 and 4 who are assigned to ELA, students taking CoAlt who are registered for CMAS)
- Add accommodations and accessibility features that require physical test materials (e.g., large print, oral scripts, CSLA, Spanish)
  - Based on information collected from November – December
- Verify accuracy of registration information, including accommodations, as it is used to automatically generate PBT labels, rosters, and initial materials shipment
  - Labels are sorted by “Class” if this information is indicated on SR/PNP

#### January 27 – Before testing

##### **Prepare for Test Administration**

- Prepare Test Administrators to administer accommodations and accessibility features, if necessary
  - PBT ELA/CSLA – Test Administrators use audio guidelines for the ELA/CSLA Auditory Presentation: Oral Script unique accommodation
  - PBT math, science, and social studies – Test Administrators use scripts received from the vendor
- 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 (i.e., 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)