



Before Testing Checklist

Notes specific to CSI schools provided in blue text

CMAS and CoAlt: Mathematics, English Language Arts including CSLA, 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 *CMAS and CoAlt Procedures Manual* and ~~*DAC* email updates from CDE~~ for additional information.

Assessment Updates from DAC

November and December

SAC

- Read the [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., standard print, large print, braille, auditory/signed presentation script, text-to-speech, Spanish including CSLA, color contrast)
- By **December 15** via Google Drive
 - Submit [CMAS UAR documentation](#) to CDE Assessment via Synchplicity
 - ~~Through the CMAS District Testing Information form*, notify CDE of.~~
 - ~~Desire for CDE to create generic PearsonAccess^{next} sessions based on school and grade~~
 - ~~Desire to receive hard copy Student Performance Reports~~
 - ~~Data Respondent contact information~~
 - ~~PearsonAccess^{next} Work Request/Transfer Request contact information~~
- SACs ~~DACs~~ update/create [PearsonAccess^{next}](#) and [Training Site](#) SAC accounts
- Establish a school ~~district~~ training and testing schedule staff
- ~~Confirm all school organizations are in PearsonAccess^{next} for the district~~
 - ~~Verify shipping address~~
 - ~~Notify CDE Assessment if changes are needed~~

January

school

- Confirm student registrations in PearsonAccess^{next} against current ~~district~~ enrollment (refer to [Student Registration/Personal Needs Profile](#) guidance, as needed)
 - View applicable training modules
 - Register new students and use Work Requests to transfer student records between districts
 - 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., standard print, large print, braille, auditory/signed presentation script) based on information collected in November and December
- Verify accuracy of registration information, including accommodations and accessibility features, as it is used to automatically generate initial materials shipment

February until before testing

PearsonAccess^{next} Activities

- Confirm all accommodations and accessibility features are identified in advance through the SR/PNP
- Create PearsonAccess^{next} test sessions for all students
- Optional – Proctor cache test content in PearsonAccess^{next}
- [“Prepare” test sessions in PearsonAccess^{next}](#) (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)

February until before testing continued from previous page

Prepare for Test Administration

- Prepare Test Administrators to administer accommodations and accessibility features, if necessary
- Schedule time for students to use [practice resources](#) (recommended)
- Develop ~~district~~ ^{school} plans:
 - Security
 - Logistics
 - Training
- Meet with and train Technology Coordinators
 - Ensure ~~DTC attends CDE technology webinars and~~ completes training
 - Complete technology setup
- Verify technology readiness using CMAS Test Simulator administration in the PearsonAccess^{next} Training Site
- SACs update/create PearsonAccess^{next} Test Administrator user accounts for individuals who will administer online tests and transcribe paper test responses into online transcription forms (includes all CMAS paper tests and CoAlt)
- ~~DACs ensure all school and district personnel involved in the spring administrations are trained~~
- ^{SACs} 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~~)
- ^{SACs} Submit ~~Verification of District Training to CDE~~ [School Training Verification Form to DAC](#)
- ~~DACs~~ receive, inventory, and secure testing materials (March)
- 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 [and document on a chain of custody form](#)
- Confirm setup of test sessions in PearsonAccess^{next}
 - Test Administrator accounts are active for individuals administering online CMAS tests and transcribing paper CMAS tests and CoAlt
 - Optional – 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 text-to-speech, handheld calculators for math)

24 hours before testing

- Test Administrators providing paper-based testing 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)
- “Prepare” online test session through PearsonAccess^{next} (see *February until before testing – PearsonAccess^{next} Activities*) if not previously completed