

# Tips for Administering the California Alternate Assessment (CAA) for Science



## PLAN

- **Review** the *Administration Planning Guide* and **use** the schedule planning template.
- **Meet** with your testing team early.
- **Build** a timeline for when to administer each of the **four** embedded PTs based on your instructional calendar for the year.

The four separate embedded performance tasks (PTs) can be administered in **any** order and at **any** time during the year between September and the last day of instruction.



## TEACH

- **Strategize** about the science domain with which to start your instruction.
- **Prepare** all necessary materials.
- **Individualize** your science instruction based on your student's needs.



## ADMINISTER

- **Download** the *Directions for Administration (DFAs)* two or three days before administration.
- **Administer**\* your planned PT using the guidelines and scripts in the *DFAs* right after instruction on the related content.
- **Select** the **Pause** option if your student becomes nonresponsive (you know your student).
- **Choose No Response** or **Skip** the question only if you present the question to the student but they do not provide a response (despite your best efforts).
- **Complete** the Test Examiner survey after each PT.
- **Submit** the test after each PT is completed.
- **Continue** with your next unit of science instruction and then administer the next PT.

\* **Ensure that students attempt all four embedded PTs to complete the assessment.**

## RESOURCES

*Administration Planning Guides*: <https://www.caaspp.org/administration/about/caa/caa-for-science-administration-planning-guide.html>

Available resources for the CAA for Science: <https://www.caaspp.org/ta-resources/available-resources-caasci.html>

CAA web page: <https://www.caaspp.org/administration/about/caa>



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