

- Testing may continue up to and including the last day of instruction for the regular school's or track's annual calendar;
- An LEA may establish a selected testing window of no less than 25 instructional days within their available testing window, which must provide 25 instructional days for administering the CAAs for ELA, mathematics, and science; and the CAST, which will be available on March 20, 2017; and
- An LEA may extend a selected testing period up to an additional 10 consecutive instructional days if still within the available testing window.

Science in Grades Five, Eight, and Either Ten, Eleven, or Twelve

- The selected testing window also must provide 25 instructional days for administering the California Science Test (CAST) and California Alternate Assessment (CAA) for Science, which will be available on March 20, 2017.



Sixty-six percent of a school year occurs on the 118th instructional day in a 180-day school year, leaving a 12-week regulatory testing window for grades three through eight testing. LEAs have the option to select a shorter testing window.

Scheduling Time for Testing:

Estimated testing times do not account for any time needed to start devices, load secure browsers, and log students on; nor do they account for breaks. Test administrators and test examiners should work with CAASPP test site coordinators to determine precise testing schedules.

Smarter Balanced Summative Assessments for ELA and Mathematics

Table 7 contains rough estimates of the time it will take most students to complete the Smarter Balanced assessments based on the time it took students to complete the Smarter Balanced Summative Assessments in prior years. **This information is for scheduling purposes only, as the assessments are not timed.**

Table 7: Estimated Testing Times for Smarter Balanced Online Assessments

Content Area	Grades	Computer Adaptive Test (CAT) items hrs:mins	Performance Task (PT) hrs:mins	Total hrs:mins	Total hrs:mins
ELA	3–5	1:30	2:00	3:30	4:00
	6–8	1:30	2:00	3:30	4:00
	HS	2:00	2:00	4:00	4:30

Content Area	Grades	Computer Adaptive Test (CAT) items hrs:mins	Performance Task (PT) hrs:mins	Total hrs:mins	Total hrs:mins
Mathematics	3–5	1:30	1:00	2:30	3:00
	6–8	2:00	1:00	3:00	3:30
	11	2:00	1:30	3:30	4:00
Both	3–5	3:00	3:00	6:00	7:00
	6–8	3:30	3:00	6:30	7:30
	11	4:00	3:30	7:30	8:30

All Roles

When developing a testing schedule, use the estimated testing times to calculate the number of days and the amount of time it will take to complete an assessment in each content area and grade level.

California Alternate Assessments for ELA, Mathematics, and Science

For the online CAAs for ELA and mathematics, testing should take approximately 60 to 100 minutes for each content area, although the assessments are untimed, and the amount of time each student needs can vary. Tests may be administered to a student over as many testing sessions and days as required to meet the needs of that student.

For the CAA for Science, which is administered one on one during regular classroom instruction, testing should take no longer than 60 minutes, although the assessments are untimed, and the amount of time each student needs can vary. Tests may be administered to a student over as many testing sessions and days as required to meet the needs of that student. In addition, immediately after the student has completed the CAA for Science, he or she will complete a brief, two-question survey about his or her experience. The survey questions are included at the end of the embedded PT instructions PDF that is downloaded from TOMS. The test examiner should administer the survey questions to the student immediately after the student has completed the embedded PT, either entering student survey responses directly into the test delivery system or transcribing responses externally, for later entry into the test delivery system.

The survey, which is taken in the test delivery system, is estimated to take an additional five minutes or less. It must be completed prior to the close of the LEA's test administration window. The test examiner may respond to the survey on behalf of a student.

California Science Test

Administration of the pilot CAST assessment is estimated to take approximately one hour. Note that the CAST is an untimed test, but almost all students should complete it within one to two hours. In addition, students will take a brief survey at the end of the test before exiting the test delivery system. The survey is estimated to take an additional five to seven minutes.



Note: Because student embedded designated supports and accommodations are not applicable for the survey, students who used these features during the test may require test administrator assistance to complete the survey, which may result in a student needing approximately 10 to 15 minutes to complete the survey. (For example, a student who used the braille accommodation might need to have survey questions read aloud by the test administrator, who would then enter the student's responses.)

Recommended Order of Online Administration of the Smarter Balanced Content Area Assessments

The assessments are comprised of two components (tests) for ELA and mathematics: a CAT and a PT.

Smarter Balanced recommends that students take the CAT and PT items on separate days to minimize the effect of student fatigue. For each content area, Smarter Balanced also recommends that students begin with the CAT items followed by the PT. LEAs/Schools may opt to administer in a different order if needed.

Recommended Order of Test Administration

Computer Adaptive Test



Performance Task

Duration and Timing Information

The scheduling recommendations for each of these components is included in Table 8 and Table 9 on the next page. Note that the duration, timing, break/pause rules, and session recommendations vary for each content area and component.

English Language Arts/Literacy

Table 8: Assessment Sequence—ELA

ELA	CAT Items	Performance Task (PT)	CAA
Number and Duration of Sessions	<p>Recommendations:</p> <ul style="list-style-type: none"> No fewer than two sessions (recommended) and no more than six sessions (rare/extreme). Session durations range from 40–60 minutes. 	<p>The PT is presented in two parts.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> Administer in two sessions corresponding to Parts 1 and 2 of the PT. Session durations range from 60–120 minutes. 	<p>Recommendations:</p> <ul style="list-style-type: none"> As many testing sessions and days required to meet the needs of the student. The test examiner can make the decision to pause and resume the test administration if the student is no longer engaged, is not actively participating, or is showing signs of behavioral or functional concerns related to the test.
Breaks within Sessions	<p>Breaks can be provided during the test sessions using the software’s pause feature. If the test is paused for more than 20 minutes, the student will not be able to go back to items on the previous pages (i.e., screens).</p> <ul style="list-style-type: none"> Recommendation: A single test session should not include a break longer than 20 minutes. Instead, separate test sessions should be scheduled around extended breaks (e.g., lunch). 	<p>The PT is presented in two parts. Students may take breaks within Parts 1 and 2; however, once a student moves to Part 2, he or she will not be able to review or revise items in Part 1.</p> <ul style="list-style-type: none"> Recommendation: Students complete Part 1 in one test session and Part 2 the next school day. 	<p>Breaks can be provided during the test sessions according to individual student needs.</p>
Total Duration	<p>Once a student has started the CAT items, this test will be available for 45 calendar days or as many days remain within the LEA’s selected testing window, whichever length of time is shorter (e.g., if there are 15 days left in the selected testing window and 20 days before the CAT expires, the test will become unavailable after 15 days).</p> <ul style="list-style-type: none"> Recommendation: Student completes this portion within five days of starting. 	<p>Once a student has started the PT, it will be available for 10 calendar days or as many days remain within the LEA’s selected testing window, whichever length of time is shorter (e.g., if there are four days left in the selected testing window and nine days before the PT expires, the test will become unavailable after four days).</p> <ul style="list-style-type: none"> Recommendation: Student completes each part of the PT within one day. 	<p>Once a student has started the CAAs, this test will be available for 45 calendar days or as many days remain within the LEA’s selected testing window, whichever length of time is shorter (e.g., if there are 15 days left in the selected testing window and 20 days before the CAA expires, the test will become unavailable after 15 days).</p> <ul style="list-style-type: none"> Recommendation: Student completes this portion within five days of starting.

Important reminders for ELA:

1. **For the Smarter Balanced PTs, students may be best served by sequential, uninterrupted time that may exceed the time in a student's schedule.**
2. **Minimize the amount of time between beginning and completing each test within a content area.**
3. The number of items will vary on the CAT portion of each student's Smarter Balanced assessment.
4. The tests are not timed, so all time estimates are approximate.
5. Students should be allowed extra time if they need it, but test administrators and test examiners need to use their best professional judgment when allowing students extra time. Students should be actively engaged in responding productively to test questions.
6. ELA assessments can be spread out over multiple days as needed.

Mathematics

Table 9: Assessment Sequence—Mathematics

Mathematics	CAT Items	Performance Task (PT)	CAA
Number and Duration of Sessions	<p>Recommendations:</p> <ul style="list-style-type: none"> Administer in two sessions. Session durations range from 40–60 minutes. <p>Most students will complete the CAT items in two sessions of 60 minutes or less or one long session of more than 60 minutes.</p>	<p>Recommendations:</p> <ul style="list-style-type: none"> Administered in one session. Session duration ranges from 40–120 minutes. 	<p>Recommendation:</p> <ul style="list-style-type: none"> As many testing sessions and days required to meet the needs of the student. The test examiner can make the decision to pause and resume the test administration if the student is no longer engaged, is not actively participating, or is showing signs of behavioral or functional concerns related to the test.
Breaks within Sessions	<p>Breaks can be provided during the test sessions using the software’s pause feature. If the test is paused for more than 20 minutes, the student will not be able to go back to items on the previous pages (i.e., screens).</p> <ul style="list-style-type: none"> Recommendation: A single test session should not include a break longer than 20 minutes. Instead, separate test sessions should be scheduled around extended breaks (e.g. lunch). 	<p>Students may take breaks during PT test sessions. Mathematics PT items are presented on a single page (i.e., screen). Following a break, the student will have access to the same items.</p>	<p>Breaks can be provided during the test sessions according to individual student needs.</p>
Total Duration	<p>Once a student has started the CAT items, they will be available for 45 calendar days or as many days remain within the LEA’s selected testing window, whichever length of time is shorter (e.g., if there are 15 days left in the selected testing window and 20 days before the CAT expires, the test will become unavailable after 15 days).</p> <ul style="list-style-type: none"> Recommendation: Student completes this portion within five days of starting it. 	<p>Once a student has started the PT, it will be available for 10 calendar days or as many days remain within the LEA’s selected testing window, whichever length of time is shorter (e.g., if there are four days left in the selected testing window and nine days before the PT expires, the test will become unavailable after four days).</p> <ul style="list-style-type: none"> Recommendation: Student completes the PT in one day. 	<p>Once a student has started the CAAs, this test will be available for 45 calendar days or as many days remain within the LEA’s selected testing window, whichever length of time is shorter (e.g., if there are 15 days left in the selected testing window and 20 days before the CAA expires, the test will become unavailable after 15 days).</p> <ul style="list-style-type: none"> Recommendation: Student completes this portion within five days of starting.

Additional administration recommendations for mathematics

1. **For the Smarter Balanced PTs, students may be best served by sequential, uninterrupted time that may exceed the time in a student's schedule.**
2. **Minimize the amount of time between beginning and completing each test within a content area.**
3. The number of items will vary on the CAT portion of each student's Smarter Balanced assessment.
4. The tests are not timed, so all time estimates are approximate.
5. Students should be allowed extra time if they need it, but test administrators and test examiners need to use their best professional judgment when allowing students extra time. Students should be actively engaged in responding productively to test questions.
6. Mathematics assessments can be spread out over multiple days as needed.

California Science Test

Table 10: Assessment Sequence—Science

Science	CAST
Number and Duration of Sessions	<p>Recommendations:</p> <ul style="list-style-type: none"> Administered in one session. Session duration should take approximately 60 minutes. Post-testing survey should take an additional five to seven minutes for students who did not use embedded designated supports and accommodations, and 10 to 15 minutes for students who used embedded designated supports and accommodations.
Breaks within Sessions	<p>Breaks can be provided during the test sessions using the software’s pause feature. If the test is paused for more than 20 minutes, the student will not be able to go back to items on the previous pages (i.e., screens).</p>
Total Duration	<p>Once a student has started the CAST, this test will be available for 45 calendar days or as many days remain within the LEA’s selected testing window, whichever length of time is shorter (e.g., if there are 15 days left in the selected testing window and 20 days before the CAST expires, the test will become unavailable after 15 days).</p> <ul style="list-style-type: none"> Recommendation: Student completes this portion within five days of starting.

Additional administration recommendations for science

- For the CAST, students may be best served by sequential, uninterrupted time that may exceed the time in a student’s schedule.
- Minimize the amount of time between beginning and completing the test.
- The tests are not timed, so all time estimates are approximate.
- Students should be allowed extra time if they need it, but test administrators need to use their best professional judgment when allowing students extra time. Students should be actively engaged in responding productively to test questions.
- The CAST can be spread out over multiple days as needed.

Sensitive Responses

Taking Appropriate Action with Student Responses or Student Actions That Cause Concern

Throughout the test administration process, student safety is always the primary consideration.

During testing, test administrators or test examiners may encounter student actions that disrupt the assessment administration and may endanger the student or others. In addition, it