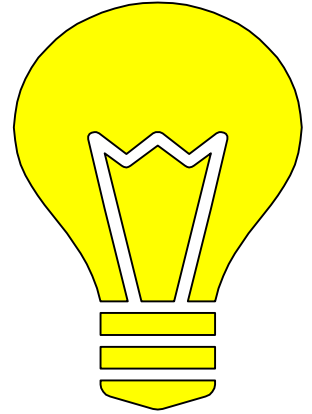


**How to start a  
training or  
practice test  
session for  
CAASPP**



# Instructions for use



## ACCESS TO THE PRACTICE & TRAINING TESTS:

Use this quick guide to easily start a training or practice test session.

In order to access the tests, each user must have a TOMS account established. If you are unsure, or have not set up your account for the 2018 -19 administration please contact your site coordinator.

## HOW TO PICK YOUR ASSESSMENT:

Assessments are color coded:

Practice tests: **Pink** and **Blue**

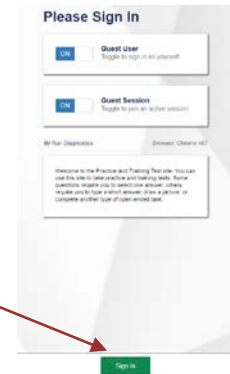
Training tests: **Purple** , **Teal** , **Green** and **Orange**

*This guide reflects only limited information for a specific task. The Test Administration Manual, which provides complete instructions, is available on the CAASPP Portal Web site at <http://www.caaspp.org/ta-resources/summative.html>.*

*Additional information can also be found by watching the video "Setting Up a Test Session" at [http://www.caaspp.org/rsc/videos/archived-training\\_setting-up-a-test-session.2017.html](http://www.caaspp.org/rsc/videos/archived-training_setting-up-a-test-session.2017.html).*

# How to steps...

1. Navigate to [www.caaspp.org](http://www.caaspp.org)
2. Select the **Practice and Training Test** button.
3. Select the **Student Interface Practice and Training Test** button.
4. Select the **Sign In** button at the bottom of screen to sign into the test as a guest.
5. Select either grade 5, 8, or HS from the **Grade** drop down menu to access the CAST Training Test.
6. Select **Yes** button.
7. Select the CAST Training test.



# How to steps continued...

8. Select any test settings as needed.

9. Select the **Select** button.

10. Review the test settings.

11. Select the **Yes** button if the test settings are correct.

12. Select the **Begin Test Now** button.

 *If the test selected has items that require audio, you will see the Audio Playback Check.*

13. Select the  (**Play Sound**) button.

14. Select either the **I Heard The Sound** or **I Did Not Hear The Sound** button, depending which option applies.

15. Select the **Begin Test Now** button.



Choose Settings:  
Review the following test settings. You can change the options, if necessary.

CAST Grades 5, 8 and HS Training Test

Presentation: English

Expandable Items: Expandable Items On

Expandable Passages: Expandable Passages On

Highlighter:

Permissive Mode: Permissive Mode Disabled

Strikethrough:

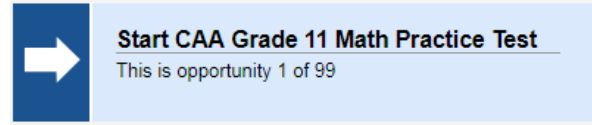
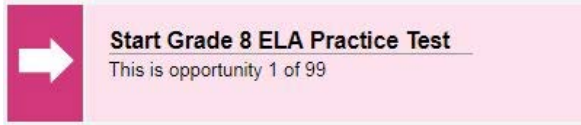
Zoom: No default zoom applied

Next Step:  
To test with these settings, choose Select. To select a different test, choose Go Back.

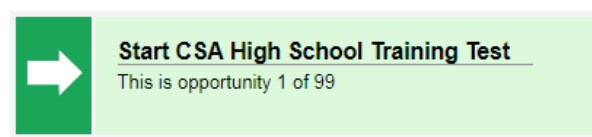
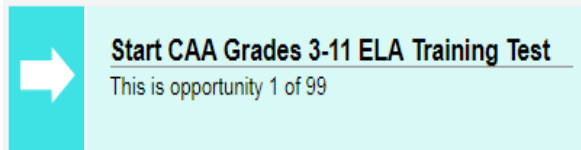
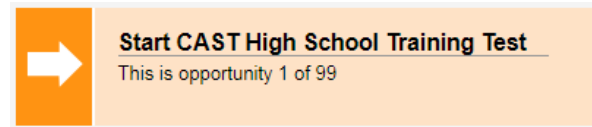
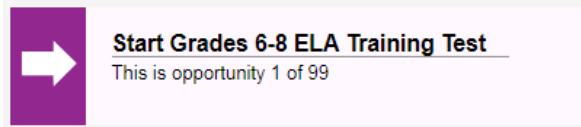
Select Go Back

# Color coding for assessments:

Practice tests are **Pink** (Smarter Balanced) and **Blue** (CAA):



Training tests are **Purple** (Smarter Balanced) **Teal** (CAA) **Orange** (CAST) and **Green** (CSA):



# Thank You!

If you have any questions regarding this Quick Guide or anything CAASPP please contact:

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