

The Connecticut Alternate Assessment of English Language Proficiency (CAAELP) TEA Responsibility Checklist

The Connecticut Alternate Assessment of English Language Proficiency (CAAELP) is a secure test administered to eligible students with significant cognitive disabilities who are dually identified as an English learners/multilingual learners (ELs/MLs) in Grades K-12. The CAAELP was designed to be administered by the Trained Teacher Administering the Alternate (TEA) in a one-to-one test setting with the student. The CAAELP is comprised of four domains—Listening, Reading, Speaking, and Writing—that must be administered by the Trained TEA during the testing window between **February 1 and March 29, 2024**.

The TEA selects the responses indicated by the student in the online test delivery system. One component of the test design requires reading the entire test to the student including passages, items, and responses.

Teachers Administering the Alternate Assessments must access and review the [CAAELP Test Administration Manual \(TAM\)](#), [CAAELP Accessibility and Accommodations Manual](#), and the secure grade/grade band (and Domain-specific test forms [A, B, C, or D]) Directions for Test Administration (DFA) manuals (available in TIDE) and use them in conjunction with test administration. The responsibilities and suggested steps for the Trained TEA are defined below.

PRIOR TO TESTING

- Confirm you have been assigned the user role of TEA by your District Administrator (DA) in TIDE.
- Verify that you can access the TIDE system with your username and established password.
- Review and complete the updated 2023-24 CAAELP/Alt ELPA training at [ELPA 21](#) each school year. Upon completion, print and share your certificate in accordance with your district's policy.
- Ensure the [Connecticut Alternate Assessment Eligibility Form](#) is implemented in CT-SEDS by **December 29, 2023**. As a reminder, eligibility forms are no longer submitted through the Data Entry Interface. A student's alternate assessment eligibility status will be populated nightly from CT-SEDS to TIDE.
- Review each student's Individualized Education Program (IEP) to determine which students are eligible to participate in Connecticut's Alternate Assessment System/CAAELP based on the Planning and Placement Team's (PPT's) decision (reflected on the District and State Testing Accommodations page of the IEP).
- For the small group of students who do not have an established mode of communication, TEA's need to review and administer the [Early Stopping Rule](#) (ESR) Student Response Check by **February 1, 2024**. If the student does not qualify, assess as described in [CAAELP Test Administration Manual \(TAM\)](#).
- Confirm that you have access to two computers to administer the CAAELP.

- Ensure the current year's secure browser is updated on both computers.
- Review the current [CAAELP Test Administration Manual \(TAM\)](#) and [CAAELP Accessibility and Accommodations Manual](#).
- Use the CAAELP Practice Site with your student and confirm the compatibility of any assistive technology needed by the student. Practice Test Administrator Directions and Scoring Rubrics Booklets can be found on the [CAAELP Resources](#) page.
- Prepare for optimal testing conditions as described in the [CAAELP TAM](#) and [CAAELP Accessibility and Accommodations Manual](#), which are posted to the [CAAELP Resources](#) page on the [portal](#).
- Ensure the student's name, demographics, and grade indicated in the testing system are accurate. Report any errors to your District Administrator (DA) in TIDE.
- Prior to testing, download the **required** grade/grade band and Domain-specific assigned DFA (Form A, B, C, or D) from the Secure Materials tab in TIDE. The DFA contains the script that must be followed by the TEA along with embedded models to help provide the student access to test items. The DFAs become available the week before the opening of the testing window.
- Read each grade/grade band and Domain-specific DFA (Assigned test form A, B, C, or D). Prepare and organize materials as specified in the DFA.

DURING TESTING

- Administer the CAAELP using the DFA as written.
- Prepare for optimal testing conditions as described in the [CAAELP TAM](#) and [CAAELP Accessibility and Accommodations Manual](#), which are posted to the [CAAELP Resources](#) page on the [portal](#).
- Implement breaks as needed for the student while ensuring the CAAELP is completed by the last day of testing on **March 29, 2024**.
- If the student becomes disruptive or refuses to continue or participate, pause the test, and try again at a later time during the test window.
- When beginning a new test session, ensure that you have selected the correct student and ensure you have downloaded the correct assigned domain specific test form.
- Maintain test security by ensuring all test materials (including DFAs) are secure. When not testing, ensure that test items or DFAs are not left open online.
- Report any technology concerns or inappropriate test practices to your School Coordinator (SC), District Test Coordinator (DC), or District Administrator (DA).
- Direct any general concerns to your SC, DC, or DA.

AFTER TESTING

- Follow the CSDE guidelines outlined in the CAAELP TAM for the deleting and destruction of all secure materials for the CAAELP, which include any printed DFAs, scoring rubrics, student-identifiable information, scratch paper, and student work.
- Remove any test related documents or materials from all computers and assistive technology (if applicable).

Contact [Deirdre Ducharme](#) (860-713-6859), or [Katie Seifert](#) (860-713-6722) at the Connecticut State Department of Education with any questions or concerns.