# California Alternate Assessment Test Examiner Tutorial Moodle Template Letter

Dear CAA Test Examiner:

The 2021–22 California Alternate Assessment (CAA) Test Examiner Tutorial is available on the [Moodle Training Site](https://moodle.caaspp-elpac.org/) according to the following schedule:

* General Section—Available now
* CAA for Science Section—Available now
* CAAs for English Language Arts/Literacy (ELA) and Mathematics Section—Available in December 2021

Prior to administering an embedded performance task in the CAA for Science, test examiners must complete both the General **and** the CAA for Science sections in Moodle. The CAA for Science performance tasks can be administered at any time and in any order throughout the school year.

Test examiners administering the CAAs for ELA and mathematics will need to return to Moodle in December 2021 to complete the CAAs for ELA and mathematics section.

## Accessing Moodle

***[Remove this section if your test examiners will be creating their own Moodle account.]***

A Moodle user account is necessary for test examiners to access and complete the CAA Test Examiner Tutorial. A Moodle account has been created for you. You will receive an email with your Moodle logon credentials. Upon your initial logon, you will be prompted to update your password.

***[Remove this section if you will be creating Moodle accounts for your test examiners in bulk.]***

A Moodle user account is necessary for test examiners to access and complete the CAA Test Examiner Tutorial. Follow these steps to create your individual Moodle account:

1. Access the [Moodle Training Site](https://moodle.caaspp-elpac.org/login/index.php).
2. Select the **Create new account** link.
3. Create a username and password and provide the requested information. Use the CDS code [**insert CDS code**]
4. Activate the account by selecting the link provided in the email confirmation.

Once in Moodle, test examiners can access the CAA Test Examiner Tutorial using the following Moodle enrollment key:

**[insert enrollment key]**

## Completing the Course

To receive the CAA for Science Certificate of Completion, you must view each video completely and answer all of the “Checks for Understanding” questions correctly **in the General *and* the CAA for Science sections**. A check mark to the right of each item will indicate successful completion.

A separate CAA for ELA and Mathematics Certificate of Completion will be available upon completion of that section later in the year. If you will only be administering the CAA for Science, you will not need to complete the CAA for ELA and mathematics section of the tutorial.

Download and save or print the certificate for your reference. Your LEA CAASPP coordinator and test site coordinator can confirm your completion status by accessing the LEA Moodle Account Reporting feature.

If you have questions about the administration of the CAAs, contact your CAASPP test site coordinator:

**[insert site coordinator name]**

**[insert site coordinator phone]**

**[insert site coordinator email]**

Sincerely,

**[insert LEA CAASPP coordinator name]**

**[insert LEA CAASPP coordinator phone]**

**[insert LEA CAASPP coordinator email]**