

# LEA CAASPP Coordinator Checklist

*For the Successful Administration of the 2023–‍24 California Assessment of Student Performance and Progress Summative Assessments*

California Department of Education (CDE) | July 2023

This checklist for LEA level coordinators is meant to organize the activities necessary to ensure the successful administration of the CAASPP.

Although comprehensive, this checklist is not exhaustive and may not include every task or activity required of an LEA CAASPP coordinator to support a successful administration. Tasks that are ongoing in nature are also listed at the beginning of the checklist.

**This checklist was created in an editable format, organized by month, so LEA coordinators can add, remove, or reorganize tasks to create a unique checklist of local activities and timelines.**

**Additional details are available for many of the tasks listed in the checklist. Select the links within each task to access the additional information specific to that task.**

## LEA CAASPP Coordinator Checklist

### Ongoing or Continuous

#### Designation

* Ensure your superintendent or charter school administrator has designated the primary LEA CAASPP coordinator. If a primary coordinator is not selected by July 1, TOMS will automatically select the primary coordinator from the list of existing LEA coordinators for your LEA based on the first user added to TOMS. The primary coordinator role can be updated at any time by the superintendent. Follow the [Designate Users: Overview & Instructions](https://u20830431.ct.sendgrid.net/ls/click?upn=n-2FX9SGQQ7wqwMnpPZfG9OYcyfRxUygg3H3xCgn8hDyJF6lEO-2F1qK0ATMUEPpj1sb-2FH8utSclUr-2BuI0wDaDUxQhvqdjO2x8Ab-2F4MgeyjLRfQ-3D2LtV_yX3k-2FEKT5MLDQki9hrXTMqUBud-2B5qudsjeo5uqqOUN0jufhsOiI9e-2BhWqcRmKMciKndv1hsPPabHKQZ8WF-2FrSeOiaf5oUD-2BgdeQfvD-2FZq3Y9-2BAkUxb1csFWBif1E8-2BK41MiIz5enKxafC7bVzS6qbYp8B0qBpv7o1riYKaPPtxmbcSULCrm3PwC2df-2BegZP-2BrtRFh2UJsOzKFTCPWqDmKdJN-2BV0OuO-2BP2NJwu9FOgdwqFN98tn2PO-2BHr7buAEHyn5A5gJPmGV1jvHsgUO9lV5QygRq-2FwlNc2-2FzMcnE7yDpIP9f-2BMgtGd2o8EiZOUCyLJwnnM7b7pE-2BFhAq-2FwNyi-2BAHNAcMT-2B3BRA-2FRQP-2BwvpCNTxU41MZqyKLZg-2B-2Buup2glk2DBi8kuhGqZRPzFqHFIJpHCMaHioDBOSE7Ty-2BBewE0CkoTEJKpc9tF0sFeFD85wD1uYCpIevkUwawXsf0uOvnCJmo7Bfvqt1RR4Kal5-2BVAL6UhoAHSVc-2FRxg28Sp4akfF-2Fd47GTzMMPjGx-2FpQ1XnOmlL8C-2FDOaMkB65LfW1HI9Bh3Q2EOzjhlgeS9CuZlFqNrDhtS8UL2lucIz3XbWiTEK3It6jJBeYeayfVukz8ngL8fl1m8I23SvIgya9KFaY8MHnx8Wlx2aaTVP2CBYb-2B-2BcZ0Z2Plo-2FbJUeClsvI-2FEWemRsh5CMoNqDRGmT1e-2BXoroKDxEz9Fz1ZLN3hLFa5wxjgcQBF7mtEIl-2B0fa-2BdsWTYoqEUfOPaaB48nYdFWXJBgOzMTqqNJKph0rLQOUgYew63gW-2BBUxbrMtNEsL0HwUQGQzGykTXPNgnq7vYqAc-2BIG1dBH75x-2B1COCIjTJn5GLyykLpQ622NlOzy6cYRla36p1kJ3gcqWCFeLAfkQvmSkKT4BqEgebF0pbjGw8Kp-2FRcg-3D-3D) for help with this process.
* The designated primary LEA CAASPP coordinator can add additional LEA CAASPP coordinators beginning July 5, 2023.
* If you are new to your role, please review the [welcome letter](https://www.caaspp.org/rsc/pdfs/caaspp--welcome-to-your-role.pdf) included in your designation email.
* Reach out to your LEA ELPAC coordinator if that is someone other than yourself. Communication between CAASPP and ELPAC coordinators throughout the year is crucial to a successful test administration. Examples of important topics include the following:
  + Regeneration of credentials (If disseminating SSRs through your local student information system [SIS], generate credentials for a secure connection between TOMS and the SIS as needed. Information on this process is available on the [*SIS Vendor Credentialing Overview*](https://ca-toms-help.ets.org/toms/credentialing/) subsection in the [*TOMS User Guide*](https://ca-toms-help.ets.org/toms/new-features/).)
  + Alternate assessments (If alternate assessments are assigned, students will take them for all subjects for the CAASPP and ELPAC.)
  + Student remote test settings, if needed

#### Review Information

* Review the online test administration manuals on the [Manuals and Instructions](https://www.caaspp.org/administration/instructions/index.html) web page.
* Review the information in the [CAASPP Web Pages and CAASPP Communications](#_CAASPP_Web_Pages) section of this checklist.
* Review [scheduled system downtimes](#_System_Downtimes_1) and communicate them to test site coordinators.

#### Share Resources

* Share the [practice tests, training tests, and interim assessments](#_Practice_Tests_&) with test site coordinators, test administrators (TAs), text examiners (TEs), and teachers; encourage administration of these tests to students.
* Share additional resources with educators, including but not limited to the following:
  + [Tools for Teachers](https://smartertoolsforteachers.org/) website
  + [Smarter Annotated Response Tool](https://smart.smarterbalanced.org/) website
  + [Smarter Content Explorer](https://contentexplorer.smarterbalanced.org/) website
  + [Starting Smarter](https://ca.startingsmarter.org/) website
  + [*Lexile*® & *Quantile*® Hub](https://hub.lexile.com/) website
* [Establish procedures, maintain security, and monitor sites](#_Test_Security,_Procedures_1) to make sure procedures are followed.

#### Communication

* Coordinate with LEA CALPADS staff. Communication between LEA coordinators and LEA CALPADS coordinators throughout the year is crucial to successful test administration.
* Regularly communicate and [troubleshoot with test site coordinators](#_Troubleshoot_with_CAASPP_1); respond to questions to ensure issues are resolved.
* Forward the California Department of Education's (CDE’s) weekly [Assessment Spotlight](#_CDE's_Weekly_Assessment_2) information email to LEA and site leaders, as appropriate. Test site coordinators are also encouraged to sign up for this weekly newsletter.
* Follow the CDE Assessments Twitter account [@CDEassessments](https://www.twitter.com/cdeassessments).
* At the beginning of the school year, meet with your Special Education department to make sure the California Alternate Assessments (CAAs) are discussed during the special education referral meetings and individualized education program (IEP) meetings. If during the IEP meeting it is determined that an alternate assessment is appropriate, the case manager should notify the site coordinator. For more information, refer to the [Alternate Assessment IEP Team Guidance](https://www.cde.ca.gov/ta/tg/ca/caaiepteamrev.asp) web page.
* Follow your LEA process to notify parents/guardians about upcoming CAASPP testing.
  + Notification letter templates are provided on the CAASPP [Parent/Guardian Notification](https://www.caaspp.org/administration/parent-notification.html) web page and are available in multiple languages.
  + Parent guides are provided on the CDE [Parent Guides to Understanding](https://www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp) web page and are also available in multiple languages.
* Coordinate with LEA staff on how you will brief different interest holder groups, including leadership teams and the school board, and how you will prepare a news release about the release of statewide CAASPP results.

#### Accessibility

* Review the [California Assessment Accessibility Resources Matrix](#_Review_the_California_2).
* Review the [California Student Assessment Accessibility Graphics](https://www.cde.ca.gov/ta/tg/ca/accesssupport.asp) and [Accessibility Resources Demonstration Videos](https://www.caaspp.org/training/caaspp/uaag.html) and share them with test site coordinators.
* Coordinate with special education and English language development administrators to establish a consistent process to document the selection of accessibility resources for students, including instructions about how these resources are entered or submitted in TOMS.
* Share the [Individual Student Assessment Accessibility Profile (ISAAP) Tool](#_View_Matrix_Four) with staff.
* Update student test settings as needed. Resources assigned to students for assessment should mirror resources used by students in classroom instruction.
  + [Verify the need for specialized equipment](#_Verify_Accessibility_Resources," \o "Verify Accessibility Resources Including Specialized Equipment) for students who require accessibility resources.
  + Verify student accessibility resources based on each student’s IEP or Section 504 plan and update where necessary in TOMS.
  + Request any necessary [unlisted resources](#_Request_Unlisted_Resources_3) for students as documented in their IEPs or Section 504 plans, at least two weeks prior to administration.

#### Trainings

* Calendar LEA coordinator training opportunities, including registering for the monthly ETS Coffee Sessions, on the CAASPP [Upcoming Training Opportunities](https://www.caaspp.org/training/training-opportunities.html) web page.
* Refer to the [Asynchronous Training Opportunities](https://www.caaspp.org/training/training-opportunities-async.html) web page for any missed training opportunities.

#### Student Score Reports

* If disseminating SSRs through your local SIS, generate credentials for a secure connection between TOMS and the SIS as needed. Information on this process is available on the [*SIS Vendor Credentialing Overview*](https://ca-toms-help.ets.org/toms/credentialing/) subsection in the [*TOMS User Guide*](https://ca-toms-help.ets.org/toms/new-features/).
  + Inclusion of the SSR in the student cumulative record is not required. The requirement is for LEAs to retain a record of the student results; however, those do not need to be printed.
  + A report is available in TOMS to assist with this work: the SSR Distribution Report. The CAASPP LEA-Level SSR Distribution Report option displays the SSR options for all students registered for CAASPP. This includes SSR language preference as well as whether paper SSRs were ordered. All reporting options are configured in TOMS.
  + Visit the [*Access SSRs Using a Locally Provided Parent or Student Portal*](https://ca-toms-help.ets.org/caaspp-post-test-guide/options-for-distributing-ssrs/) subsection in the [*CAASPP Scoring and Reporting Guide*](https://ca-toms-help.ets.org/caaspp-scoring-reporting/new/).

### During Testing

* Ensure site coordinators are trained on generating necessary reports to ensure that all eligible students are tested. Helpful reports include the student eligibility report, test completion status, student test assignments, and student test settings.
* Monitor completion rates for each site, which can be done in TOMS using the completion status reports as well as the Test Information Distribution Engine (TIDE) Completion Status System. Communicate testing progress to site coordinators and other staff as appropriate.
* [Submit incident reports as needed](#_Testing_Irregularities_and_2) using the Security and Test Administration Incident Reporting System (STAIRS). Report test security incidents within 24 hours using the CAASPP STAIRS/Appeals process. Review your local process with test site coordinators as needed, including who submits the STAIRS report in TOMS.
* [Document trends and obtain feedback](#_Trend_Documentation_and_1) for next year’s planning.

### July 2023

* Ensure that the CAASPP coordinator designation process is complete for the 2023–24 administration year for primary and other LEA coordinators. **A primary LEA CAASPP coordinator must be designated by July 1.** Instructions are on the [*Designate Users*](https://ca-toms-help.ets.org/toms/users/designate-users) section in the [*TOMS User Guide*.](https://ca-toms-help.ets.org/toms/)
* Download the [CAASPP Student Score Data File Report](#_Download_Student_Results) for 2022‒23 from the [**Reports**] tab in TOMS for local use. Please note that this file is continuously updated as results are available and may not contain all student results.
* Access the Statewide Testing Notification document on the CAASPP [Parent/Guardian Notification](https://www.caaspp.org/administration/parent-notification.html) web page. The template can be edited and added to a parent/guardian handbook as needed.

#### Training

* Attend the two (optional) New Coordinator Webinars for coordinators who have been in their role for less than 12 months, or those who want a refresher. Registration information is located on the CAASPP [Upcoming Training Opportunities](https://www.caaspp.org/training/training-opportunities.html) web page.
  + [CAASPP Coordinator Welcome Webinar](https://scoe.zoom.us/webinar/register/WN_JkZvHZ0UQ3axDGwg8FvDuA" \l "/registration)
  + [New Coordinator Webinar #1](#_New_Coordinator_Trainings) focuses on results.
* Register for, and attend, the California Educator Reporting System (CERS) training for LEA and test site coordinators. Registration information is located on the CAASPP [Upcoming Training Opportunities](https://www.caaspp.org/training/training-opportunities.html) web page.
* Register for the CDE [Assessment and Accountability Information Meeting](#_Assessment_and_Accountability) webinars. Registration is typically available in July; refer to the [Assessment & Accountability Information Meeting Registration](https://scoe.zoom.us/webinar/register/WN_Y5LvqBnpR2qMu0OB7XsTmw#/registration) web page.
* Ensure appropriate instructional staff are registered for the California Assessment Conference. Registration information is available on the [California Assessment Conference](https://www.cdecac.org/) website.

#### Communication

* [Communicate the availability of the CAASPP results](#_Notification_of_Results_1) to administrators, including the timeline and delivery status of the individual SSRs.
  + Quick reference guides are available with step-by-step instructions for accessing results on the CAASPP [Videos and Quick Reference Guides](https://www.caaspp.org/administration/instructions/qrgs-and-videos/index.html) web page.

### August 2023

* [Identify CAASPP Test Site Coordinators](#_Identify_Site_CAASPP), and [Confirm Test Security Agreements and Affidavits](#_Confirm_Test_Security_1). Ensure test site coordinators have accessed TOMS and signed necessary security forms.
* In coordination with LEA curriculum administrator(s), notify staff of available interim assessments, noting that all hand scored responses that are not completed will be deleted from the system during the scheduled downtime.
* Check scheduled [system downtimes](#_System_Downtimes_1). Add these to local calendars as needed.
* Begin installing secure web browsers as available on the CAASPP [Secure Browsers](https://ca.portal.cambiumast.com/) web page.
  + Coordinate with the LEA technology coordinator to access the [Technology Resources](https://www.caaspp.org/ta-resources/technology-resources.html) web page, which contains resources for technology coordinators and other LEA staff responsible for managing the technology for online testing.

#### Communication

* Communicate to test site coordinators about their [roles and responsibilities](#_CAASPP_Site_Coordinator) for CAASPP administration, including local deadlines for communications and deliverables.
* [Communicate the availability of CAASPP results](#_Notification_of_Results_3) to parents/guardians and teachers, including the method of delivery of the individual SSRs.

#### Training

* Attend the CDE [Assessment and Accountability Information Meeting](#_Assessment_and_Accountability) webinars and communicate CAASPP changes and updates to relevant staff.
* Establish a schedule for training test site coordinators, including training on summative assessments, alternate assessments, and interim assessments. Communicate the [dates and locations of local CAASPP trainings](#_Register_for_State-Sponsored) to test site coordinators.
* Share information for the asynchronous training [Accessibility Resources Virtual Training Series](https://www.caaspp.org/training/ar-training-series.html) with educators.
  + Provide updated information to special education staff, site coordinators, and other educators.

### September 2023

* **CAA for Science testing window opens.**
  + Communicate the availability of the CAA for Science embedded performance tasks to LEA special education staff, TEs, and test site coordinators. Work with special education staff to ensure early planning for the administration of the embedded performance tasks. The CAA for Science embedded performance tasks are designed to align with the student’s curriculum and should be administered throughout the instructional calendar.
* Verify form assignment via the [CAA for Science Form Assignments](https://www.caaspp.org/administration/about/caa/caa-science-assignments.2022-23.html) web page.
* Access and share the [CAA for Science Administration Planning Guides](https://www.caaspp.org/administration/about/caa/caa-for-science-administration-planning-guide.html) web page.
* Ensure that supported operating systems and internet browsers for the current administration year are operational at all sites. More information is available on the [Secure Browsers](https://ca.portal.cambiumast.com/) web page.
* Ensure educators have access to [CERS](https://www.caaspp.org/ta-resources/cers.html).

* [Confirm test security agreements and affidavits](#_Confirm_Test_Security_1). Ensure test site coordinators have accessed TOMS and signed the necessary security forms.
* Download the final [CAASPP Student Score Data File Report](#_Download_Individual_Student_2) for 2022‒23 from the [**Reports**] tab in TOMS for local use. Please note that this complete file will include all results.
* Ensure site principals have access to local CAASPP results to reference for any back-to-school activities.

#### Training

* Ensure that CAA TEs who will be administering CAA for Science have completed the online CAA tutorial(s) on the CAASPP [CAAs](https://www.caaspp.org/administration/about/caa/index.html) web page and [establish a TOMS account](#_Create_User_Accounts_1) prior to administering the test.
* Instruct CAA TEs to access and review the *Preparing for Administration* (*PFA*) documents on the [CAAs](https://www.caaspp.org/administration/about/caa/index.html) web page. These are non-secure materials.
* Attend the summer [New CAASPP Coordinator Training](#_ELPAC_Moodle_Training_1).
* Attend the (optional) New Coordinator Webinar for coordinators who have been in their role for less than 12 months, or those who want a refresher.
  + [New Coordinator Webinar #2](#_ELPAC_Moodle_Training_1) focuses on accessibility resources.

### October 2023

* During the [LEA preview of statewide CAASPP results](#_Preview_Local_CAASPP_1), verify preview data against local data, including demographic information. Information about the LEA preview and public release of scoring information will be made available in the fall.
  + Preview results can be accessed by LEA coordinators via the [Test Results for California's Assessments](https://caaspp-elpac.ets.org/caaspp/) web page.
  + Local data can also be accessed via the *By Tested LEA* Student Score Data File report in TOMS.
* Coordinate with LEA communications staff on briefing the interest holders, including the LEA leadership team and school board, and preparing a news release about the release of statewide CAASPP results.
* Review local processes and prepare for communicating CAASPP results to school staff, parents/guardians, and the media with site coordinators and principals.
* Coordinate with the LEA technology coordinator to access the [Technology Resources](https://www.caaspp.org/ta-resources/technology-resources.html) web page which contains resources for technology coordinators and other LEA staff responsible for managing the technology for online testing.

#### Communication

* [Communicate with special education staff](#_Review_IEPs_and_1) and other staff as needed to review IEPs and Section 504 plans before the Summative CAASPP.

#### Training

* Attend the (optional) New Coordinator Webinar for coordinators who have been in their role for less than 12 months, or those who want a refresher, if not previously attended.
  + [New Coordinator Webinar #3](#_ELPAC_Moodle_Training_1) focuses on resources for student assessment practice.

### November 2023

* Verify school calendars and instructional days, [set LEA testing window(s)](#_Set_Local_Testing) accordingly, and assign schools to those testing windows in TOMS. **The deadline for setting the test administration window is December 1, 2023.**
* Verify with LEA technology personnel that technology requirements are tested and met on all devices, including updated secure browsers as listed on the [Secure Browsers](https://ca.portal.cambiumast.com/) web page.

#### Training

* Share information for the asynchronous training CAASPP [Accessibility Resources Virtual Training Series](https://www.caaspp.org/training/ar-training-series.html) with educators.

### December 2023

* Provide administrators and test site coordinators with their test administration window dates.
* Verify the need for special test versions, such as braille, large print, or regular paper test materials as stated in each student’s active IEPs or Section 504 plans.
  + If special test versions, including braille, large print, or regular paper test materials, are required, complete the [CAASPP and ELPAC Special Request for Paper Exams](https://survey.alchemer.com/s3/6686924/CAASPP-and-ELPAC-Special-Request-For-Paper-Exams) form, which is located on the CAASPP [Accessibility Resources](https://www.caaspp.org/ta-resources/accessibility/index.html) web page.
  + If braille graphics materials (hybrid adaptive test) are needed for the mathematics assessment or the California Science Test (CAST), complete the [CAASPP Request for Braille Graphics Packages](https://survey.alchemer.com/s3/7055229/CAASPP-Request-for-Braille-Graphics-packages) form.
* Attend the fall [New CAASPP Coordinator Training](#_ELPAC_Moodle_Training_1).
* Attend the CDE and ETS “What’s New” [Pretest Virtual Training](#_Pretest_Workshop_1).

### January 2024

* **The following statewide CAASPP testing windows open:**
  + Smarter Balanced for English Language Arts/Literacy (ELA)
  + Smarter Balanced for Mathematics
  + CAST
  + CAA for ELA
  + CAA for Mathematics
  + California Spanish Assessment (CSA)
* Encourage CAASPP test site coordinators to instruct TAs to administer [practice tests or training tests](#_Practice_Tests_&) to students.
* [Evaluate student demographic data](#_Student_Demographic_Data_1) from TOMS to verify grade level, Special Education status, English learner status, home language, and date first entered into US schools.
* Remind test site coordinators of their site testing window and provide sample test administration schedules.
* [Verify scheduled system downtimes](#_System_Downtimes_1) and communicate them to test site coordinators.
* Request test site coordinators run reports in TOMS to obtain a preliminary student list for CAASPP testing, test assignments, and student test settings.
* [Collaborate with technology personnel](#_Register_each_site) to make sure all devices and systems are ready for testing.

#### Training

* [Prepare CAASPP training materials](#_Conduct_LEA_and) for local trainings or give staff access to the Test Administrator Tutorial provided by the CDE. The tutorial is available on the CAASPP [Test Administrator Tutorial](https://www.caaspp.org/training/test-administrator-tutorial.html) web page, so no logon information is required. LEA CAASPP coordinators can use the Test Administration Tutorial course on the [Moodle Training Site](https://www.caaspp.org/training/moodle.html) to track staff completion of the course.
* Ensure that any TEs who will be administering the CAA for ELA or the CAA for Mathematics have completed the Test Examiner Tutorial.

### February 2024

* Begin the process for the [superintendent designation](#_Complete_Superintendent_Designation) of the LEA coordinator for the 2024–25 year. The primary CAASPP coordinator designation will be due July 1, 2024.
* Ensure that test site coordinators have resources and instructions for TAs, TEs, and other staff to [establish TOMS accounts](#_Create_User_Accounts_1).
* Verify site test administration schedules with test site coordinators.
* [Share testing schedules](#_Site_Testing_Schedule—Communicated_1) with LEA administrators, school administrators, and support staff.
* [Notify parents/guardians](#_Notification_of_Testing) about upcoming CAASPP testing.
* [Review and verify apportionment](#_Review_and_Verify_1) (from the previous administration year).
* [Confirm test security agreements and affidavits](#_Confirm_Test_Security_1) are signed.

#### Training

* Attend the (optional) New Coordinator Webinar for coordinators who have been in their role for less than 12 months, or those who want a refresher.
  + [New Coordinator Webinar #4](#_ELPAC_Moodle_Training_1) focuses on test completion monitoring and STAIRS.
* [Conduct local CAASPP training(s)](#_Schedule_Local_Training) for test site coordinators, TAs, and TEs, making sure to include pertinent information from the [Pretest Virtual Training](#_Pretest_Workshop_1)
  + If the [LEA is selected for second scoring](bookmark://_Second_Scoring), ensure TEs are prepared with a second, trained TE for the CAA for ELA. Refer to the [How to Second Score for the CAA for ELA](https://www.caaspp.org/rsc/pdfs/CAA-for-ELA-Second-Scoring-Handout.pdf) web document for guidance on second scoring.

### March 2024

* Confirm that staff with roles that do not require access to TOMS, who will have access to testing materials (e.g., custodial staff, aids, nurses, etc.), have completed the *Test Security Affidavit for Non-TOMS Users* on the [Test Security](https://www.caaspp.org/administration/test-security/index.html) web page.
* Remind LEA administrators, maintenance and operations departments, school administrators, and support staff of site testing schedules.
  + If testing has begun, [communicate with test site coordinators](#_Notification_of_Results_1) to ensure any issues are resolved promptly.

#### Training

* [Confirm site-level trainings](#_Schedule_Local_Training). Confirm that the test site coordinators have conducted the required site trainings for TAs and TEs.

### April 2024

* Ensure all condition codes are documented and entered into TOMS as outlined on the TOMS [*Managing Students*](https://ca-toms-help.ets.org/toms/students/managing-students#caaspp-edit-condition-codes) section of the [*TOMS User Guide*](https://ca-toms-help.ets.org/toms/new-features/) prior to the close of the LEA’s selected testing window(s).
* [Collaborate with technology personnel](#_Register_each_site) to make sure technology requirements are met and tested for dissemination of SSRs via the local SIS parent portal or secure local method.
  + Refer to the [*Options for Distributing SSRs*](https://ca-toms-help.ets.org/caaspp-post-test-guide/options-for-distributing-ssrs/) section of the [*CAASPP Scoring and Reporting Guide*](https://ca-toms-help.ets.org/caaspp-scoring-reporting/new/).

#### Training

* Attend the (optional) New Coordinator Webinar for coordinators who have been in their role for less than 12 months, or those who want a refresher.
  + [New Coordinator Webinar #5](#_ELPAC_Moodle_Training_1) focuses on preparing for summative results.

### May 2024

* Review the [*CAASPP Scoring and Reporting Guide*](https://ca-toms-help.ets.org/caaspp-scoring-reporting/new/).
* Access and download preliminary CAASPP results from CERS, including the assessment target reports.
* Notify parents/guardians and [make CAASPP SSRs available](#_Provide_CAASPP_SSRs) within 20 working days of receipt in TOMS. Optional SSR cover letter templates are available on the [CAASPP Score Reporting](https://www.caaspp.org/administration/reporting/index.html) web page for LEA staff to customize and send to parents/guardians along with SSRs.
  + Inclusion of the SSR in the student cumulative record is not required. The requirement is for LEAs to retain a record of the student results; however, those do not need to be printed.
  + A report is available in TOMS to assist with this work: the SSR Distribution Report. The CAASPP LEA-Level SSR Distribution Report option displays the SSR options for all students registered for the CAASPP. This includes SSR language preference as well as whether paper SSRs were ordered. All reporting options are configured in TOMS.
* [Solicit feedback about the CAASPP test administration](#_Trend_Documentation_and_1) from test site coordinators, TAs, and TEs to identify changes for next year.

#### Communication

* [Notify test site coordinators](#_Notification_of_Results_1) about the local results communication plan and the plan for sharing with LEA interest holders.
* Review the local process for preparing the superintendent communication that will accompany the electronic or paper SSRs.

### June 2024

* **Ensure that the CAASPP coordinator designation process is complete for the 2024–25 year. This designation is due July 1.**
* Attend the [*CAASPP: Data Leadership Training Series*](#_Data_Leadership:_Using) workshop with a team of educators from your LEA or access the archived webcast.
* Continue the optional bulk download of SSRs, as described in the CAASPP [How to Bulk Download SSRs Quick Reference Guide](https://www.caaspp.org/rsc/pdfs/CAASPP.TOMS-score-reports-quick-start.v1.pdf) as they become available; [disseminate SSRs](#_Notification_of_Results_1) per the LEA results communication plan.
* Plan training dates and reserve locations for the upcoming school year. Consider [feedback from test site coordinators, TAs, and TEs](#_Trend_Documentation_and_1) in planning.
* Confirm that all CAA for Science embedded performance tasks have been administered as required.
* [Share preliminary CAASPP results](#_Preview_Local_CAASPP_1) with LEA and school site personnel (optional). Include instructions on how to access information and create reports, and about the cautions related to the preliminary results.

#### Training

* Access the ETS [CAASPP and ELPAC Reporting Results Training](#_CAASPP_and_ELPAC).

## Additional Information

The following pages provide an expanded form of the CAASPP coordination tasks and are grouped by the following categories:

* [Accessibility Resources](#_Accessibility_Resources_2)
* [Communication](#_Communication)
* [LEA Training Coordination](#_LEA_Training_Coordination)
* [Results and Reporting](#_Results_and_Reporting)
* [Test Planning and Scheduling](#_Test_Planning_and)
* [Test Security, Procedures, and Forms](#_Test_Security,_Procedures)
* [TOMS and Technology Support](#_TOMS_and_Technology)
* [Trainings and Learning Opportunities](#_Trainings_and_Learning)

In the following sections, the arrow symbol (****) indicates an *action item* that may include a hyperlink that leads to additional online information available for CAASPP administration.

## Accessibility Resources

### ISAAP Tool

The web-based [ISAAP Tool](https://isaap.ets.org/) is one piece of the process in ensuring that each student receives the accessibility resources necessary for fair and valid testing. The ISAAP Tool can also generate a file to be uploaded to TOMS for assigning test settings for groups of students prior to testing. The ISAAP Tool should be used in conjunction with the [California Assessment Accessibility Resources Matrix](https://www.cde.ca.gov/ta/tg/ca/accessibilityresources.asp).

* Learn more about the ISAAP process on the ETS [About the ISAAP Process](https://isaap.ets.org/About) web page.
* A video on [using the ISAAP tool](https://www.youtube.com/watch?v=S65paPkb10s) is available on the [CAASPP & ELPAC YouTube channel](https://www.youtube.com/@CAASPPELPAC).

### Request Unlisted Resources

Unlisted resources are accessibility resources not currently available in the California Assessment Accessibility Resources Matrix. For these resources to be assigned to a student for CAASPP testing, the resources must be documented in the student’s IEP or Section 504 plan and approved by the CDE prior to testing.

Unlisted resources must be requested from the [**Unlisted Resources**] tab within the Student Profile in TOMS. Additionally, on the [**Demographics**] tab on the Student Profile, the *CALPADS Special Education* field must indicate “Yes”, and the *Primary Disability Code for Testing* field must not be blank.

Request any necessary unlisted resources through TOMS for a student as documented in the student’s IEP or Section 504 plan at least two weeks before testing.

* Review the CDE [CA Assessment Accessibility Resources Matrix](https://www.cde.ca.gov/ta/tg/ca/accessibilityresources.asp) web page.
* Review the CAASPP [Unlisted Resources](https://www.caaspp.org/ta-resources/accessibility/unlisted-resources.html) web page.

### Review IEPs and Section 504 Plans

Communicate with your LEA’s special education teachers to review students’ IEPs and Section 504 plans to identify any students with an IEP and testing resources that are to be used.

LEA coordinators should communicate with special education staff and test site coordinators to ensure that students do not start testing until all student test settings are finalized. As IEPs are finalized, ensure any applicable changes to the accessibility resources are entered into TOMS.

**Please note:** Once a student is identified for alternate assessment, the student will then take the alternate assessment for all standardized state assessments, including the CAAs for ELA, mathematics, and science, and the Summative Alternate ELPAC. For more information, refer to the [Alternate Assessment IEP Team Guidance](https://www.cde.ca.gov/ta/tg/ca/caaiepteamrev.asp) web page.

### Review the California Assessment Accessibility Resources Matrix

Review the California Assessment Accessibility Resources Matrix before the test administration for information about the resources available for students taking the CAASPP. LEA CAASPP coordinators should be familiar with the Matrix to assist site-level staff who may have questions.

* Visit the CDE [Student Accessibility Resources](https://www.cde.ca.gov/ta/tg/ca/accesssupport.asp) web page and review the California Assessment Accessibility Resources Matrix, which describes the available universal tools, designated supports, and accommodations by domain, as well as other important resources.
* Note that an additional resources related to accessibility, including the Smarter Balanced Usability, Accessibility, and Accommodations Guidelines, are available on the CAASPP [Accessibility Resources](https://www.caaspp.org/ta-resources/accessibility/index.html) web page.
* Note that embedded accessibility resources videos are available on the CAASPP [Accessibility Resources Demonstration Videos](https://www.caaspp.org/training/caaspp/uaag.html) web page.
* Access the [*CAASPP and ELPAC Accessibility Guide*](https://ca-toms-help.ets.org/accessibility-guide/introduction/manual-content/), if needed.

### Verify Accessibility Resources, Including Specialized Equipment

Verify student accessibility resources, including the need for any specialized equipment, separate setting, or print-on-demand. Accommodations may only be provided to a student with an IEP or Section 504 plan, while designated supports are available to all students when determined for use by an educator or team of educators (with parent/guardian and student input, as appropriate).

## Communication

### CAASPP Test Site Coordinator Roles and Responsibilities

Communicate roles and responsibilities to the test site coordinators. These can vary depending on your LEA.

* The online *Test Security Agreement* can only be accessed in TOMS. Once users are given access to TOMS, they will be prompted to fill out the *Test Security Agreement*.
* The online *Test Security Affidavit* can be accessed only in TOMS *for users with roles within the online system*. Other staff who do not require access to TOMS (e.g., custodians, aides, nurses, etc.) can access an online *CAASPP Test Security Affidavit for Non-TOMS Users* on the CAASPP [Test Security](https://www.caaspp.org/administration/test-security/index.html) web page. Affidavits should be stored locally until the end of the school year.

### CAASPP Web Pages and CAASPP Communications

Review CAASPP web pages and the CAASPP communications from ETS for information about new training materials, manuals, and other test administration documents.

* Refer to the CDE [CAASPP System](https://www.cde.ca.gov/ta/tg/ca/) web page for information on all assessments in the CAASPP System.
* Check out the [CAASPP Coordinator Emails](https://www.caaspp.org/ta-resources/emails.html) web page.
* Email [caaspp@scoe.net](mailto:caaspp@scoe.net) to subscribe to the Charter Support Network Newsletter. (This newsletter is intended for charter assessment coordinators only.)

### CDE’s Weekly Assessment Spotlight Email

Forward information from the Assessment Spotlight email to test site coordinators, TAs, and TEs, as appropriate. Test site coordinators are also encouraged to sign up for this weekly newsletter.

* To receive the CDE’s Assessment Spotlight emails, join the listserv by sending a blank email to [subscribe-caaspp@mlist.cde.ca.gov](mailto:subscribe-caaspp@mlist.cde.ca.gov?subject=Assessment%20Spotlight%20Listserv).
* To access an archive of previous Assessment Spotlight emails, refer to the [Assessment Spotlight](https://www.cde.ca.gov/ta/tg/sa/assessmentspotlight.asp) web page.

### Interim Assessments, Practice Tests, and Training Tests

Remind test site coordinators, TAs, TEs, and teachers about the availability and use of the interim assessments, practice tests, and training tests.

* Interim assessment resources are available on the CAASPP [Interim Assessments Resources](https://www.caaspp.org/ta-resources/interim.html) web page.
* Practice tests are available on the CAASPP [Online Practice and Training Tests](https://www.caaspp.org/practice-and-training/index.html) web page under “Student Interface Practice and Training Tests.”
* Manuals and user guides for practice and training tests are available on the CAASPP [Online Practice Test Scoring Guides, *PFAs*, and *DFAs*](https://www.caaspp.org/ta-resources/practice-training.html) web page.
* Quick reference guides for the administration of practice and training tests are available on the CAASPP [Videos and Quick Reference Guides](https://www.caaspp.org/administration/instructions/qrgs-and-videos/index.html) web page.

### Notification of Results to Parents/Guardians

Communicate to parents/guardians about the availability of CAASPP results and reports to parents/guardians and teachers, including the timeline and method of delivery of the individual SSRs.

* The CDE provides optional CAASPP SSR letter templates to notify parents/guardians about the results. The templates are located on the CAASPP [Score Reporting](https://www.caaspp.org/administration/reporting/index.html) web page and are available in multiple languages.
* Additional resources for communication with parents/guardians are available on the CDE [Resources for Communication with Parents](https://www.cde.ca.gov/ta/tg/ca/caasppparentresource.asp) web page.
* The [Starting Smarter](https://ca.startingsmarter.org/) website is a great resource to share with parents/guardians.

### Notification of Results to Site Administrators

* Notify test site coordinators about your local CAASPP results communication plan and the timeline to send SSRs to parents/guardians.
* Prepare, or collaborate with others to prepare, the letter or electronic communication that will accompany the SSRs.
* Remind test site coordinators and site administrators of the timeline and method of delivery for the individual SSRs.
* When available, communicate the arrival of CAASPP results and reports to test site administrators. This includes preliminary results, SSRs, and statewide results.
* Coordinate with local communications staff on briefing the LEA leadership team, the school board, and others on any possible news releases about the CAASPP results.
* Prepare principals and test site coordinators to communicate CAASPP results to school staff and parents/guardians.

### Notification of Testing to Parents/Guardians

Communicate with parents/guardians about upcoming testing. The LEA must also meet state and federal obligations to inform parents/guardians of the year's statewide assessments. The CDE provides parent guides and letter templates to notify parents/guardians about the statewide assessments.

* Letter templates are provided on the CAASPP [Parent/Guardian Notification](https://www.caaspp.org/administration/parent-notification.html) web page and are available in multiple languages.
* Parent guides are provided on the CDE [Parent Guides to Understanding](https://www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp) web page and are also available in multiple languages.

### System Downtimes

All CAASPP system downtimes should be verified using the CAASPP [Planned System Downtime](https://www.caaspp.org/system-status/planned-system-downtime.html) web page. LEA coordinators should communicate downtimes to their test site coordinators, TAs, and TEs.

### Troubleshoot with CAASPP Support Staff

Regularly communicate with and respond to questions from test site coordinators to ensure that any issues are resolved promptly.

* A list of CAASPP-related frequently asked questions is located on the [Get Answers](https://ca-toms-help.ets.org/contact/get-answers/) web page.
* The [Get Answers](https://ca-toms-help.ets.org/contact/get-answers/) web page also allows users to narrow or expand a search with key words and quickly scan information by highlighted key words.

## LEA Training Coordination

### Conduct LEA and Site CAASPP Trainings

Conduct training for test site coordinators and confirm that test site coordinators conduct training for TAs, TEs, and other site staff with access to the test or testing materials. Please note that the Test Examiner Tutorial in [CAASPP-ELPAC Moodle Training Site](https://moodle.caaspp-elpac.org/) are mandatory and the use of the Test Administrator Tutorial in Moodle is optional.

* Use existing training materials whenever possible, adding information specific to your LEA as needed.
* Ensure that test site coordinators have resources and instructions for site staff to complete their test security affidavits.
* Confirm that the test site coordinators have conducted the required site trainings.
* Confirm that the test security affidavits have been completed as TOMS accounts are established for TAs and TEs at each site.

### Develop Training Materials

Develop training materials for test site coordinators, CAASPP TAs, and TEs.

Use existing training materials whenever possible, adding information specific to your LEA as needed. Members of your local assessment network may have training materials available. A list of the Regional Assessment Network (RAN) members, by region, is located on the CDE [RAN](https://www.cde.ca.gov/ta/tg/ai/caregionalranmap.asp) web page.

### Register for State-Sponsored Training

Registration information for all state-sponsored trainings mentioned throughout this checklist is located on the CAASPP [Upcoming Training Opportunities](https://www.caaspp.org/training/training-opportunities.html) web page.

### Schedule Local Training Dates

Schedule local training dates and communicate them to your test site coordinators. Use local LEA calendars and schedules to ensure that training dates are feasible for test site coordinators, TAs, and TEs. Consider whether trainings will be spread throughout the year or consolidated, and whether new and experienced coordinators will receive the same training.

## Results and Reporting

### Download Student Results

Download the student results data from TOMS for local uses, including uploading it into the local SIS, data and assessment system, or other system to generate customized data analyses.

* Access the student data file layout on the CAASPP [Score Reporting](https://www.caaspp.org/administration/reporting/index.html) web page.

### Preview Local CAASPP Data

The CDE notifies LEA CAASPP coordinators and LEA superintendents via email of the opportunity to review CAASPP data before the public release.

* During the LEA preview of the CAASPP results, verify the preview data against local data, specifically student enrollment and student demographic information, to ensure accuracy.

### Provide CAASPP SSRs

Provide Summative CAASPP SSRs to parents/guardians within 20 working days of receipt from ETS. If the LEA receives the SSRs from ETS after the last day of instruction, the report must be made available to parents/guardians no later than the first 20 working days of the next school year.

There are several options for accessing and providing results.

* Visit the CAASPP [Score Reporting](https://www.caaspp.org/administration/reporting/index.html) web page for information on when SSRs are available, how to access and distribute SSRs, and for letter templates for LEAs to use to communicate with parents/guardians.

### Review and Verify Apportionment

Review and verify the LEA CAASPP student data in the State Assessment Apportionment System (SAAS) for the previous test administration year by the CDE deadline.

* In the fall, the CDE will email a link to the SAAS website directly to the LEA CAASPP coordinator.

## Test Planning and Scheduling

### LEA Testing Window—Set in TOMS

Work with test site coordinators, as well as site and LEA administrators, to set LEA testing window(s) within the windows listed below. Windows must be set by December 1.

* The selected testing window for the Smarter Balanced, CAAs for ELA and mathematics, CAST, and CSA must not begin until the day of completion of 66 percent of a school’s annual instructional days.
* Testing may continue up to and including the last day of school or July 15, whichever comes first.
* For LEAs with nonpublic, nonsectarian schools (NPS), or schools with multiple tracks, separate test administration windows should be established to accommodate each NPS or track schedule.
* The selected testing window must include at least 25 consecutive instructional days.
* A short video on setting up the test administration window is available on the CAASPP [Videos and Quick Reference Guides](https://www.caaspp.org/administration/instructions/qrgs-and-videos/index.html#set-up-your-test-administration-window) web page.
* If a testing window is not selected by December 1, the allowable window will become the selected window, or the LEA coordinator must call the LEA’s assigned Success Agent, whose contact information is located on the [Success Agent Lookup](https://ca-toms-help.ets.org/contact/lea-success-agents/) web page, for assistance with setting up the window.

Additional information about setting test windows is located in the [*TOMS User Guide*](https://ca-toms-help.ets.org/toms/new-features/).

### Monitor Test Completion and Scoring

Use the MyTOMS at a Glance to track progress on student test completion and the release of SSRs.

* Completion status reports are located not only in TOMS, but also in the [TIDE Completion Status System](https://ca.tide.cambiumast.com/Common/DashBoard).
* Also use the Completion Status System and TOMS reports to track student test status and completion.
* View the How to Monitor Test Completion video on CAASPP [Videos and Quick Reference Guides](https://www.caaspp.org/administration/instructions/qrgs-and-videos/index.html#monitor-test-completion) web page.

### Second Scoring for the CAA for ELA

A subset of LEAs and schools assigned the Form 2 test will be required to participate in second scoring for the CAA for ELA. Second scoring is the process of having a secondary, trained TE score a student’s rubric-scored items simultaneously, yet independently, from the student’s primary TE. Any scoring involving human judgment, including scoring conducted by TEs, must contain evidence that the scoring of these items includes adequate procedures and criteria for ensuring and documenting interrater reliability. Second scoring is one method of confirming scorer reliability.

If an LEA has been selected to participate in second scoring, the secondary TE must be present during the entirety of the administration, along with the student and primary TE. The secondary TE is not involved in the administration of the assessment and should be present only to observe student responses.

Visit the [CAA for ELA Second Scoring Assignment](https://www.caaspp.org/administration/about/caa/caa-ela-second-scoring-assignments.2022-23.html) web page in fall 2023 to find out if your LEA or school has been selected to participate in second scoring for the 2023–24 school year. Second scoring resources are located on the [California Alternate Assessments (CAAs)](https://www.caaspp.org/administration/about/caa/index.html) webpage on the CAASPP website.

### Site Testing Schedule—Communicated by Test Site Coordinators to LEA Coordinator

Test site coordinators establish a site testing schedule for when each teacher or grade level will administer tests. These test schedules may follow some LEA practices, such as testing mathematics before ELA or scheduling testing on the days of the week with traditionally higher attendance rates. Site testing schedules should also be established after confirming dates of schoolwide events and class trips.

Share the LEA and site CAASPP schedules with school administrators and the LEA leadership team, including the timing of parent/guardian notification and when score reports are expected. Facilities, maintenance, and other support staff should also be made aware of the site testing schedules so they can schedule repairs and events accordingly.

### Trend Documentation and Site Feedback

Document any trends, issues, and ideas for suggested changes for next year.

* It is recommended that the LEA CAASPP coordinator share these at the county office of education level.
* Obtain feedback about the CAASPP administration from test site coordinators, TAs, TEs, and support staff to identify changes for next year.
* Obtain feedback about technology protocols, issues, and other technology-related instances to identify best practices for next year.

## Test Security, Procedures and Forms

### Complete the Superintendent Designation

Ensure completion of the required Superintendent Designation Process for identifying the primary LEA CAASPP coordinator. This requires the superintendent to establish a TOMS account. A reminder email is sent to the current LEA CAASPP coordinator and the LEA superintendent or charter school administrator when the function is available in TOMS.

*The form must be submitted by July 1 annually.*

* Notification for annual Superintendent Designation will be emailed to the superintendent. The designation process is completed in TOMS by the superintendent and includes an option of designating the current coordinator for the following year.

Carefully read and complete the *Test Security Agreement* and *Test Security Affidavit* upon establishment of the LEA coordinator account. Be sure to save the email confirmations for your records.

* An email confirmation is sent to the current LEA CAASPP coordinator and the LEA superintendent.

After July 1, 2023, the primary LEA CAASPP coordinator may assign other LEA CAASPP coordinators in TOMS.

### Confirm Test Security Agreements and Affidavits

Confirm that all CAASPP test site coordinators are registered in TOMS and have completed their electronic *Test Security Agreement* and *Test Security Affidavit* as part of the registration process.

* The *Test Security Agreement* and *Test Security Affidavit* must be completed by the LEA CAASPP coordinator and all test site coordinators.
* Signed copies of the test security agreements and affidavits are located under “Download Signed Security Forms” in TOMS by selecting the [**Reports**] tab.
* The LEA CAASPP coordinator will automatically receive an email notification when the test site coordinators complete the *Test Security Agreement*.
* A [Security Forms Status Report](https://ca-toms-help.ets.org/toms/reports/lea-caaspp-reports/#security-forms-status) is available in TOMS.
* The *Test Security Affidavit* must be completed by all TAs and TEs.
  + **Note:** Staff handling secure materials who do not have roles in TOMS will be required to complete the *ELPAC Test Security Affidavit for Non-TOMS Users* on the ELPAC [Test Security](https://www.elpac.org/test-administration/test-security/) web page.

### Identify CAASPP Test Site Coordinators

Identify the test site coordinator for each school.

* The test site coordinator, at the site level, manages the CAASPP testing program, ensures the proper administration of all testing procedures, and maintains the security of all test materials at the site.
* Additional information on the responsibilities of the CAASPP test site coordinator is located in the *[TOMS User Roles for CAASPP](https://ca-toms-help.ets.org/toms/user-roles/" \l "user-roles-for-caaspp" \o "TOMS User Roles for CAASPP subsection in the TOMS User Guide on the ETS website)* subsection in the [*TOMS User Guide*](https://ca-toms-help.ets.org/toms/new-features/).

### Test Exemptions

A student may be exempted from taking the CAASPP in the following situations:

* The student’s parent/guardian has expressed in writing that the student should be excluded from taking any or all tests that compose the summative assessments. A parent/guardian may annually submit to the school a written request to excuse the student from any or all parts of any CAASPP test provided pursuant to *Education Code* section 60640 for the school year. Parent/Guardian exemptions are notated by entering the code “PGE” in the *Condition Code* field for each applicable test. The *Condition Code* field is located on the [**Score Status**] tab of the Student Profile in TOMS.
* For the ELA assessment, only: The student has been designated as an English learner and is within the first 12 months of enrollment in a US school as of April 15 of the previous year. This exemption is automatically applied as long as correct information populates the *US School Entry Date* and *English Learner* fields on the [**Demographics**] tab of the Student Profile in TOMS.
* For a student who experience a medical emergency (e.g., hospitalization) that prevents the student from taking any or all tests that compose the summative assessments, coordinators may indicate that the student was not tested due to a medical emergency by entering the code “NTE” in the *Condition Code* field for each test missed. The *Condition Code* field is located on the [**Score Status**] tab of the Student Profile in TOMS.

### Testing Irregularities and Security Breaches

Establish procedures with all test site coordinators to maintain the security of all test materials and monitor sites during testing to ensure that all CAASPP testing and security procedures are being followed. Local procedures should include who will be responsible for reporting incidents in STAIRS. Additional training and information in this area may be provided by the Test Security Guidelines video, located on the CAASPP [Videos and Quick Reference Guides](https://www.caaspp.org/administration/instructions/qrgs-and-videos/index.html) web page.

Also review the [*CAASPP and ELPAC Security Incidents and Appeals Procedure Guide*](https://ca-toms-help.ets.org/stairs/overview).

* Any testing regularities and security breaches must be recorded in the [**STAIRS**] tab of TOMS.
* A quick reference guide is available to guide coordinators through the STAIRS/Appeals process on the CAASPP [Videos and Quick Reference Guides](https://www.caaspp.org/administration/instructions/qrgs-and-videos/index.html) web page.

## TOMS and Technology Support

### Collaborate with LEA Technology Personnel

Collaborate with technology personnel to ensure that technology requirements are tested on each TA’s or TE’s electronic device and on each student device that will be used for testing.

Collaborate with technology personnel to ensure that connections between the local SIS and TOMS are active and SSRs will populate for the correct students in a timely manner. If the LEA is making the reports available locally via a secure site, ensure that the reports are properly displayed, that parents/guardians can access the report, and that they can solely access scores for their own child.

### Create User Accounts in TOMS

Create, or confirm that test site coordinators have created, user accounts in TOMS for TAs, TEs, and other staff as appropriate.

* A list of all user roles in TOMS and their complete definitions is available on the [*TOMS User Roles for CAASPP*](https://ca-toms-help.ets.org/toms/user-roles/#user-roles-for-caaspp) section of the [*TOMS User Guide*](https://ca-toms-help.ets.org/toms/new-features/).
* TOMS users can either be entered one-by-one or uploaded in bulk (i.e., batch uploading) using templates. Instructions for uploading users into TOMS are located on the CAASPP [Videos and Quick Reference Guides](https://www.caaspp.org/administration/instructions/qrgs-and-videos/index.html) web page.

### Student Demographic Data

Student demographic data is critical to each student’s test assignment. Key data viewable in TOMS in the [**Demographics**] tab within the Student Profile includes the following:

* ***Statewide Student Identifier*:** This is the unique statewide identifier for each student. The SSID is a required input to log on to an interim or summative assessment.
* ***First Name*:** This is the student’s official (legal) first name, or if a preferred name exists in CALPADS, that name will populate the first name field in TOMS. The first name must be input by the student exactly as presented in TOMS for the student to log on to an interim or summative assessment.
  + **Please note that if the *Preferred First Name* field is used, the *Preferred Last Name* field must also be used**.
* ***Last Name or Surname*:** This is the student’s official (legal) last name.
* **\**Grade Assessed*:** This field indicates the grade level of the assessment that is assigned to the student when the student begins testing, based on the student’s grade level in CALPADS.
* ***Primary Language for Testing:*** SSRs will be generated in English; if the student has a primary language other than English, an additional SSR will also be generated in the student’s primary language if the primary language is Chinese (Traditional), Filipino, Korean, Spanish, or Vietnamese.
* ***English Learner (EL)*:** This field may help LEAs flag students to evaluate for language-development-related supports and accommodations, such as stacked translation and read aloud in Spanish.
* ***US School Entry Date*:** Students who are ELs and have a US school entry date after April 15 of the prior year are exempt from taking the CAASPP ELA tests.
* ***504 Plan*:** If this field is marked “Yes”, the assignment of testing accommodations is permitted for the student.
* **\**Special Education for Testing*:** If this field is marked “Yes”, and a primary disability code is also present, the student is eligible for CAA registration and the assignment of testing accommodations is permitted for the student.
* **\**Primary Disability Code for Testing*:** If a value is present in this field and the *Special Education for Testing* field is marked “Yes”, the assignment of testing accommodations and requests for unlisted resources is permitted for the student.

\*Please note that these are locked when a student starts the first test.

Reports are available in TOMS to help with this:

* LEA-Level Student Demographics Report
* School-Level Student Demographics Report

## Trainings and Learning Opportunities

The CAASPP [Upcoming Training Opportunities](https://www.caaspp.org/training/training-opportunities.html) web page provides a list of all upcoming live trainings. Asynchronous trainings and recordings of previous live trainings are available on the CAASPP [Asynchronous Training Opportunities](https://www.caaspp.org/training/training-opportunities-async.html) web page. Each of these web pages offers users filtering options, saving users time and streamlining their experience in planning for and accessing key trainings.

### Assessment and Accountability Information Meeting

Attend the Assessment and Accountability Information Meeting webinar series, which typically takes place in August. Refer to the CDE [Assessment and Accountability Information Meeting](https://www.cde.ca.gov/ta/tg/ai/infomeeting.asp) web page for more information.

### CAASPP and ELPAC Scoring and Reporting Training

Access the CAASPP and ELPAC Scoring and Reporting Training, which focuses on how to access results.

### Data Leadership: Using CAASPP Data for System Improvement Training Series

Attend a state-sponsored Data Leadership: Using CAASPP Data for System Improvement training. Sessions will focus on understanding and analyzing results as well as communicating results to interest holders.

### ELPAC Moodle Training Site

The ELPAC [Moodle Training Site](https://moodle.caaspp-elpac.org/) allows teachers and administrators to access training for the ELPAC.

### New Coordinator Trainings and Webinars

Attend the optional New CAASPP Coordinator Training if you have been an LEA CAASPP coordinator for less than 12 months or want a refresher. These trainings focus on the role of the LEA coordinator and the tasks the LEA coordinator needs to complete.

* The summer trainings will cover tasks needed to close out the prior test administration as well as prepare for the 2023–24 administration.
* The winter trainings will cover tasks needed during testing and after testing, as well as special circumstances coordinators might encounter.
* These trainings will be held at multiple county offices of education throughout the state and online as webinars.

### Pretest Virtual Training Series

The CDE and ETS offer a joint CAASPP and ELPAC pretest training throughout the fall and winter. Experienced coordinators need only attend the “What’s New” session.

## Commonly Used Acronyms and Initialisms

| Term | Meaning |
| --- | --- |
| CAAs | California Alternate Assessments |
| CAASPP | California Assessment of Student Performance and Progress |
| CALPADS | California Longitudinal Pupil Achievement Data System |
| CalTAC | California Technical Assistance Center |
| CAST | California Science Test |
| CAT | computer adaptive test |
| CBT | computer-based test |
| *CCR* | *California Code of Regulations* |
| CCSS | Common Core State Standards |
| CDE | California Department of Education |
| CDS code | county/district/school code |
| CERS | California Educator Reporting System |
| CSA | California Spanish Assessment |
| DEI | Data Entry Interface |
| *DFA* | *Directions for Administration* |
| EAP | Early Assessment Program |
| *EC* | *Education Code* |
| EL | English learner |
| ELA | English language arts/literacy |
| ELAS | English language acquisition status |
| ELPAC | English Language Proficiency Assessments for California |
| FIAB | Focused Interim Assessment Block |
| IAB | Interim Assessment Block |
| IAHSS | Interim Assessment Hand Scoring System |
| ICA | Interim Comprehensive Assessment |
| IDEA | Individuals with Disabilities Education Act |
| IEP | individualized education program |
| IFEP | initial fluent English proficient |
| ISAAP | Individual Student Assessment Accessibility Profile |
| K–2 | kindergarten through grade two |

Commonly Used Acronyms and Initialisms *(continuation)*

| Term | Meaning |
| --- | --- |
| LEA | local educational agency |
| LOSS | lowest obtainable scale score |
| NCEO | National Center for Educational Outcomes |
| non-PT | non–performance task |
| NPS | nonpublic, nonsectarian school |
| NTE | Not tested medical emergency |
| OTAM | online test administration manual |
| *PFA* | *Preparing for Administration* |
| PGE | Parent/Guardian exemption |
| PII | personally identifiable information |
| PPT | paper–pencil test |
| Pre-ID | pre-identification |
| PT | performance task |
| RFEP | reclassified fluent English proficient |
| SEIS | special education information system |
| SIS | student information system |
| SmART | Smarter Annotated Response Tool |
| SRC | Student Response Check |
| SSID | Statewide Student Identifier |
| SSO | Single Sign-On |
| SSR | Student Score Report |
| STAIRS | Security and Test Administration Incident Reporting System |
| TA | test administrator |
| TBD | To Be Determined |
| TDS | test delivery system |
| TE | test examiner |
| THSS | Teacher Hand Scoring System |
| TIDE | Test Information Distribution Engine |
| TOMS | Test Operations Management System |
| *UAAG* | *Smarter Balanced Usability, Accessibility, and Accommodations Guidelines* |
| UDAs | universal tools, designated supports, and accommodations |