
Chapter 4. Student Test Assignment

CALIFORNIA
Assessment of Student Performance and Progress

Test Operations Management System Pre-Administration Guide for CAASPP Testing

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Smarter Balanced Summative and Interim Assessments
California Science Test
California Alternate Assessments
Standards-based Tests in Spanish



Measuring the Power of Learning.™



California Assessment of Student Performance and Progress



Assigning Students for the California Alternate Assessment (CAA), Standards-based Tests in Spanish (STS), and Special Test Versions

Local educational agency (LEA) California Assessment of Student Performance and Progress (CAASPP) coordinators can assign students for alternate assessments, the Standards-based Tests in Spanish (STS), and special version paper-pencil assessments in a student assignment file that is uploaded into the Test Operations Management System (TOMS). Alternately, test assignments can be configured in the TOMS user interface. This is the first step in ensuring students receive the proper test assignments.

An .xlsx template that includes file specifications can be downloaded through TOMS or from the CAASPP TOMS Web page at <http://www.caaspp.org/administration/toms/>. The completed file that is uploaded must be in .csv format (see the [instructions on how to save a file in the .csv format](#) on page 127 for more information). LEAs can submit more than one file.

Student demographic data from the California Longitudinal Pupil Achievement Data System (CALPADS) are uploaded into TOMs so LEA CAASPP coordinators can manage their CAASPP administrations.

By default, students in grades three through eight and eleven are already assigned to take the Smarter Balanced Online Summative Assessments for English language arts/literacy (ELA) and mathematics. Students in grades five, eight, and either ten, eleven, or twelve at a selected high school are already assigned to take the California Science Test (CAST) pilot. Default tests are shown in Table 4.

Table 4. Default CAASPP Tests

Test Type	Grade Enrolled									
	3	4	5	6	7	8	10	11	12	
Smarter Balanced for ELA (grade level)	✓	✓	✓	✓	✓	✓		✓		
Smarter Balanced for Mathematics (grade level)	✓	✓	✓	✓	✓	✓		✓		
California Science Test pilot			✓			✓		✓*		

* The CAST pilot will be assigned by school to students in either grade ten, eleven, or twelve.

Use TOMS for individual test assignments or the batch upload process for a large number of students when you need to assign tests that are not the default test. This means you will specifically assign the California Alternate Assessment (CAA) to students instead of the default tests, and/or the optional STS for Reading/Language Arts (RLA) tests. Please note the following important points about using the Student Test Assignment function in TOMS:

- ① **Student test assignments do not carry over from year to year in TOMS.**
- ① **Use the student paper-pencil test assignment to order the STS for RLA tests. By assigning a student for this paper-pencil test, you are also ordering the appropriate test materials.**

- ① **Student data in CALPADS, including education program (e.g., special education or Section 504 plan program), must be kept current to ensure that students remain eligible to take the correct test with the appropriate test settings.**
- ① **Identify the grade of testing for students in ungraded programs (where “ungraded” means a student does not have a numeric grade assignment in CALPADS).**
 - Students are identified using the following codes in CALPADS (instead of grade numbers): “UE” stands for ungraded elementary; and “US” stands for ungraded secondary.
 - Calculate a student’s grade by subtracting five from his or her chronological age on September 1, 2016.
- ① **Include all students in the student test assignment file in grades three through eight and grade eleven who will participate in the CAAs for ELA and mathematics; and students in grades five, eight, and a selected high school grade of ten, eleven, or twelve, depending on the test assignment for each high school, will also participate in CAA for Science pilot. The following must be true in order to participate in the CAAs:**
 - CALPADS settings must indicate the student’s individualized education program (IEP) status to enable selection of this assessment in TOMS.
 - The student’s IEP must indicate that the student is to take the alternate assessment for ELA and mathematics (Title 1, Part A, Subpart 1, Sec. 1111(b) (2) (D) (ii) (I)—Every Student Succeeds Act, 2015).
 - The CALPADS education program Field 3.13 must be set for “special education” (value 144) and provide a primary disability category (field 3.21).
 - See the CALPADS Code Sets downloadable spreadsheet, linked on the California Department of Education (CDE) CALPADS System Documentation Web page at <http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp>, for more information about CALPADS code values.
- ① **Students taking the CAAs (ELA, mathematics, science) do not take the Smarter Balanced Summative Assessments, the CAST, or the STS for RLA assessments.**
- ① **Note the following about the CAA grade-level assessments:**
 - The CAAs for ELA and mathematics mirror the grades of the Smarter Balanced Summative Assessments.
 - The CAA for Science mirrors the grades of the CAST.
 - LEAs calculate the testing grade for students in ungraded programs.

- 1 **Include all students in the student test assignment file who need a special version of the paper-pencil Smarter Balanced Summative Assessments for ELA and mathematics. This includes the following special versions:**
 - Large-print version
 - Braille version
 - Spanish-language Smarter Balanced mathematics test



Note: Order special versions of the Smarter Balanced paper-pencil tests only if the LEA has received the CDE's approval to administer the Smarter Balanced paper-pencil tests.

- 1 **To place supplemental and/or late orders, the LEA CAASPP coordinator should contact the California Technical Assistance Center (CalTAC) by phone at 800-955-2954 or by e-mail at caltac@ets.org.**
- 1 **See [Chapter 6 Orders for Paper-Pencil Materials](#) for instructions on how to approve the orders for paper-pencil materials. Note that this should be done as soon as you can after uploading or making the assignment.**

Enter the following test assignment details for students:

- Test assignment
 - CAAs for ELA and mathematics in grades three through eight and grade eleven; students in grades five and eight will also take the CAA for Science pilot as well as students in grade eleven if that is the grade that has been assigned to their high school
 - CAA for Science pilot in grade ten or twelve if that is the grade that has been assigned to their high school
 - STS for RLA in grades two through eleven
- Special version assignments (paper-pencil test only)
 - Braille
 - Large print
 - Spanish-language version of the Smarter Balanced summative mathematics assessment (paper-pencil version)

Create and Submit a Student Test Assignment File

Use student Statewide Student Identifiers (SSIDs) to assign tests to students in your LEA by uploading a .csv file to TOMS. Use the specifications in the template when you create your file. The completed file **must be** converted to a .csv file and then uploaded to TOMS. You may upload as many files as you wish. SSIDs in the test assignment file are matched with CALPADS data that have been imported into TOMS.



- The template includes information and instructions in the **[Information]** tab and the file specifications in the **[Test Assignment File Spec]** tab.
- The student test assignment template is in .xlsx format; convert it to .csv before uploading to TOMS.
- When student records are uploaded in more than one file, students will be assigned the test in the most recent file uploaded.
- Instructions for downloading the template, saving the completed file in the .csv format, validating the file, and uploading the file can be found in [Chapter 8 File Uploads](#).

Reviewing and Updating Student Assignments and Settings

View Students

In the View & Edit Students Web form, you can search, view, and edit individual student data.

1. Select the **[Students]** button on the left navigation bar (Figure 40).

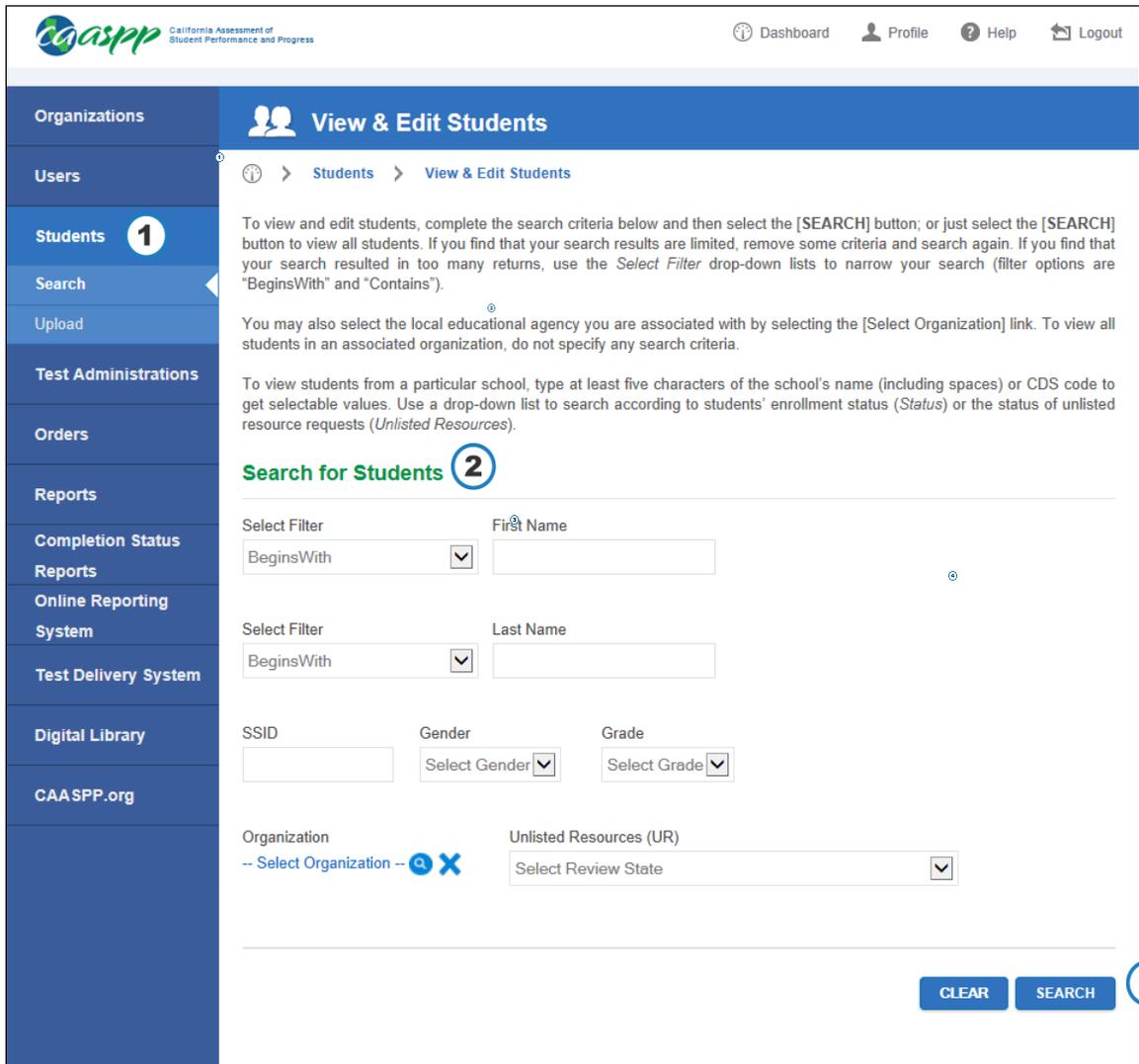


Figure 40. Search for Students Web form

2. Enter details about the student in the search fields in the “Search for Students” section (shown in Figure 40); use the *Select Filter* drop-down lists to narrow your search (options are *BeginsWith* and *Contains*).
or
Select the local educational agency (LEA) you are associated with by selecting the [Select Organization] link.

- a. To pull up all students in an associated organization, do not specify any search criteria.
 - b. To view students from a particular school, type at least five characters of the school's name (including spaces) or County-District-School code to get selectable values.
or
To search according to the status of Other unlisted resource requests, select a status from the *Unlisted Resources* drop-down list (Table 5 on page 95).
3. Select the [**Search**] button.

Check your California Longitudinal Pupil Achievement Data System (CALPADS) student records if students are not listed.

We found 7 entries matching your search criteria. Results Per Page 20

To view or edit the student information, select the [View] (magnifying glass) icon. Hover your mouse over the other icons (if present) in the *Actions* column for a description of additional actions available to some users.

#	Name	SSID	School	Grade	Actions	Unlisted Resources	UR Submitted Date
1	XXXXX, XXXXX	0000000000	Demo School A (99999999999999)	03			
2	XXXXX, XXXXX	0000000000	Demo School A (99999999999999)	10			
3	XXXXX, XXXXX	0000000000	Demo School A (99999999999999)	11			
4	XXXXX, XXXXX	0000000000	Demo School A (99999999999999)	07			
5	XXXXX, XXXXX	0000000000	Demo School A (99999999999999)	07			
6	XXXXX, XXXXX	0000000000	Demo School A (99999999999999)	09			
7	XXXXX, XXXXX	0000000000	Demo School A (99999999999999)	03	4		

Showing 1 of 1

Figure 41. Student search results

4. Select a [**View**] magnifying glass icon in the *Actions* column shown in Figure 41 to access the Student Profile screen in Figure 42. The Student Profile opens with the [**Demographics**] tab selected.



Student demographic data were imported from CALPADS and cannot be edited in the Test Operations Management System (TOMS). Any change to student demographic data must be made in CALPADS. Data updates should show up in TOMS on the morning of the second business day after the data were changed in CALPADS. See the CALPADS Code Sets downloadable spreadsheet, linked on the California Department of Education (CDE) CALPADS System Documentation Web page at <http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp>, for more information about CALPADS code values.

5. Use the **[Back to Results]** button to return to the Search screen.

Student Profile 5 Back to Results

View & Edit Students > Student Profile

Select the appropriate tab to view or edit student information.

XXXXX XXXXX

Demographics | Test Mode | Test Settings | Unlisted Resources | Score Status

IDs

State Abbreviation: CA | SSID: 0000000000

Demographics

First Name: XXXXX | Middle Name: | Last Name or Surname: XXXXX

Responsible LEA: Valley Unified

Responsible School: Valley Middle

CALPADS Enrolled Grade: 07 | Grade Assessed: 07 | Date of Birth: Dec 17, 2002

Gender: M | Language Code: ENG | EL Start Date:

EL Exit Date: | EL: No | US School Entry Date: Sep 1, 2008

Migrant Status: No | CELDT Proficiency Level:

Race/Ethnicity

Hispanic or Latino: No | American Indian or Alaska: No | Black or African American: Yes | Asian: No

White: No | Native Hawaiian or Islander: No | Filipino: No

Two or More Races: No

Special Education/504 Plan

Special Education: No | Primary Disability Code: | 504 Plan: No

Figure 42. Student Profile—[Demographics] tab

6. Select the **[Test Mode]** tab in the Student Profile to see the student’s assigned tests, shown in Figure 43. Use this Web form to assign or change tests manually to the selected student.

Figure 43. Student Profile—Test Mode



Note: Assigning a student to take the CAA will cancel the student's assignment of the Smarter Balanced and CAST online assessments. The "General Assessments" section will become blank after enrollment data are updated for TOMS in a background process that happens every few hours.

7. Select the **[Update]** button in the **[Test Mode]** tab to save any changes made. Note that it may take up to 24 hours for the student's test assignment to process.
8. Select a different tab to perform a different function.

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