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# Chapter 6. Orders for Paper-Pencil and Special Version Materials

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CALIFORNIA  
Assessment of Student Performance and Progress

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## Test Operations Management System Pre-Administration Guide for CAASPP Testing

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- ◆ Adding and Managing Users ◆
- ◆ Passwords, Access, and Logon ◆
- ◆ Test Administration Setup ◆
- ◆ Student Test Assignment ◆ Student Test Settings ◆
- ◆ Orders ◆ Score Status ◆ File Uploads ◆ Reports ◆

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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

# Approving Orders in the Test Operations Management System (TOMS)

Please note the following important points about paper-pencil materials in the Test Operations Management System (TOMS):

- ① **The deadline to request approval to administer Smarter Balanced paper-pencil tests was September 30, 2016.**
- ① **You must have a test administration set up to order materials for paper-pencil testing.**
- ① **Materials must be ordered prior to your local educational agency's (LEA's) Initial Order Cut-off Date. Material orders after that date must be placed by contacting the California Technical Assistance Center (CaTAC) as a supplemental order.**
- ① **Initial orders are based on the number of enrolled students assigned to a particular test or special version.**
- ① **Supplemental orders must be placed with CaTAC.**
- ① **If you are assigning students to tests and/or assigning schools to a test administration, allow up to 24 hours for the LEA's enrollment counts for paper-pencil testing to update.**

LEA CAASPP coordinators should approve requests for California Assessment of Student Performance and Progress (CAASPP) paper-pencil testing materials as soon as possible after either receiving approval from the California Department of Education (CDE) (for the Smarter Balanced tests) or assigning students to tests (the optional Standards-based Tests in Spanish [STS] for Reading/Language Arts [RLA]).

There are three tasks you can perform in the Orders module:

3. Approve initial orders for the LEA;
4. View a summary of the LEA's orders; and
5. View and track orders for the LEA.

## Approve Initial Orders for the LEA

### Step 1. Select the Test Administration

1. Open TOMS.
2. Select [**Orders**] from the left navigation bar.
3. Select the [Select Organization] link and type at least five characters of the LEA's name (including spaces) or the CDS code for the LEA in the search field.
  - a. To view the LEA's information, type at least five characters of the LEA's name (including spaces) or the County-District-School (CDS) code for the LEA.
  - b. To view a school's information that is in your organization, type at least five characters of the school's name (including spaces) or the CDS code of the school.

- Select the test from the *Select Testing Program* drop-down list. Choices are *Smarter Balanced Grades 3–11* and *Standards-based tests in Spanish*.

**Approve Initial Paper-Pencil Testing Order Counts for LEA**

Orders > Approve Initial Order Counts

To approve your enrollment counts for paper-pencil testing, select your local educational agency (LEA) and then select [SEARCH]. Once you have selected an active administration, you can review the administration by content area, grade, and student counts.

**Important note:** If you are assigning students to tests and/or assigning schools to a test administration, please allow up to 24 hours for your enrollment counts for paper-pencil testing to update.

**Select Criteria**

Select LEA \*  
Valley Unified [0000000000000000] 🔍 ✕

Select Testing Program \*  
Standards-based Tests in Spanish ▼

Select Test Administration \*

	Admin	Approve	Approval Date/Time	Approver
<input type="radio"/>	Admin01	<input type="checkbox"/>		
	Admin02			
	Admin03			
	Admin04			
	Admin05			
	Admin06			

Search

**Figure 67. Select criteria for ordering paper-pencil materials**

- In the *Select Test Administration* table, select the radio button next to the test administration for which you will be ordering materials.
- Select [**Search**].

## Step 2. Review and Approve the Order

CAASPP.org

[Review LEA Student Test Assignment Report](#)

You may download this report now or download it at any time from the LEA Reports Web form by selecting the [Reports] button in the left navigation bar, and then requesting a new report in the "LEA-Level Student Test Assignment Report" section.

**Legend:**

ELA	English language arts/literacy
B	Braille
LP	Large Print
Math	Mathematics
S	Mathematics in Spanish

Grade	Smarter Balanced 3–8 and 11 (Paper)							Standards-based Tests in Spanish (STS)		
	ELA	B	LP	Math	B	LP	S	STS	B	LP
2										
3										
4										
5										
6										
7							1	4	1	1
8										
9										
10										
11										

	Smarter Balanced 3–8 and 11	Standards-based Tests in Spanish (STS)
Available Testing Window Dates	Mar 3, 2017 – Jun 9, 2017	Apr 14, 2017 – May 18, 2017
Selected Testing Window Dates	Mar 20, 2017 – May 12, 2017	Apr 14, 2017 – May 18, 2017
Test Administration Setup Cut-off Date	Dec 1, 2016	Dec 1, 2016
Order Forwarded For Packaging	Jan 23, 2017	Feb 19, 2017
Initial Order Cut-off Date	Feb 3, 2017	Mar 2, 2017
Supplemental Order Cut-off Date	May 16, 2017	May 22, 2017
Late Label Cut-off Date	Apr 30, 2017	May 6, 2017
Material Delivery Dates	Feb 17, 2017 – Mar 6, 2017	Mar 16, 2017 – Mar 30, 2017
Material Return Date	May 19, 2017	May 25, 2017

**Figure 68. Review the initial order**

1. Review the number of students who are assigned to take the particular test. These numbers, sampled in Figure 68, reflect the quantities of materials that will be ordered.
2. In the *Select Test Administration* table (shown in Figure 67), select the *Approve* check box next to the test administration for which you will be ordering materials.
3. Select **[OK]** to confirm approval of the LEA’s student enrollments for the selected test administration and forward the order for packaging.

**Note:** Once you confirm your approval, you cannot update delivery names and delivery codes for the students associated with this test administration, testing program, and LEA.

## View a Summary of the LEA's Orders

1. Select [**Orders**] from the left navigation bar.
2. Select [**View Summary Orders**].
3. Select the [Select LEA] link and type at least five characters of the LEA's name (including spaces) or the CDS code for the LEA in the search field.
4. Select [**Search**].

The screenshot displays the 'View Summary Orders' page in the TOMS system. On the left, a navigation menu includes 'Orders' (1), 'View Summary Orders' (2), and other options. The main area features a search bar with 'Valley Unified' entered (3) and a 'SEARCH' button (4). Below the search, a table lists one order with columns for Org. Name, Administration, Testing Program, Order Type, Order Date, Status (5), and Action (6). The table data is as follows:

Org. Name	Administration	Testing Program	Order Type	Order Date	Status	Action
Valley Unified School...	Admin01	Standards-based Tests in Spanish	Initial	Nov 3, 2016	(5)	(6)

Showing 1 of 1

**Figure 69. Select a summary order to view**


5. There are two possible statuses in the *Status* field, either “processing” or “completed.”
6. Select a [**View**] magnifying glass [Q] icon in the *Actions* column shown in Figure 69 to access the View Order screen. This screen shows information such as LEA name and shipping address, information about the LEA CAASPP coordinator who approved the order, and the materials that were approved to order. A section of a materials order is shown in Figure 70.

Materials	
Materials	Shipped Quantity
795008, CAASPP STS BKLT DFA GR 8	35
795021, CAASPP STS BDL RLA GR 7 BRL	1
795038, CAASPP STS BDL RLA GR 3 LT20	2
795027, CAASPP STS BDL RLA GR 9 BRL	1
794984, CAASPP STS T/B RLA GR 5	45
998236, TAPE	1
794981, CAASPP STS T/B RLA GR 2	35
795006, CAASPP STS BKLT DFA GR 6	35
795042, CAASPP STS BDL RLA GR 5 LT20	1
795059, CAASPP FORM RETURN INSTRUCT	1
748250, CAASPP STS BDL PRACTICE GR 4	20
795054, CAASPP STS BDL RLA GR 11 LT20	2
794987, CAASPP STS T/B RLA GR 8	40
748249, CAASPP STS BDL PRACTICE GR 3	35
782762, CAASPP LBL RET NON-SCORE UPS	14
748248, CAASPP STS BDL PRACTICE GR 2	35
795001, CAASPP STS A/D GR 4-11	335
795003, CAASPP STS BKLT DFA GR 3	35

**Figure 70. Sample of materials order**

7. If quantities are incorrect, contact CalTAC to place a supplemental order.

## View and Track Orders for the LEA

1. Select **[Orders]** from the left navigation bar.
2. Select the **[Select LEA]** link and type at least five characters of the LEA's name (including spaces) or the CDS code for the LEA in the search field.
3. Select **[Search]**.
4. Select **[View]** icon to view the order or the **[Tracking]** moving-x  icon access tracking information for the shipment of materials.
5. If you selected to view the order, requested quantity and shipped quantity are shown.
6. If you selected to track the order, the UPS tracking number is shown.

## Request a Supplemental Order for Paper-Pencil and Additional Special Version Materials

Supplemental orders are made if the LEA experiences new enrollment that requires additional paper-pencil and/or special version materials after the initial order has been placed. LEA CAASPP coordinators must contact CalTAC to request an order for supplemental paper-pencil and/or additional special version materials.