
Chapter 9. Reports

CALIFORNIA
Assessment of Student Performance and Progress

Test Operations Management System Pre-Administration Guide for CAASPP Testing

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

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



Downloading California Assessment of Student Performance and Progress (CAASPP) Administration Reports



Information about how to access the Interim Assessment Reporting System, is found in the CAASPP Interim Assessment User Guide at <http://www.caaspp.org/rsc/pdfs/CAASPP.interim-assessment-guide.2016-17.pdf>.

The Test Operations Management System (TOMS) offers a number of reports to assist in planning test administration and tracking student results, at both the local educational agency (LEA) and school levels.

TOMS reports available for download from the LEA Reports Web form are as follows:

- [LEA User List Report](#)
- [School-Level Student Demographics Report](#)
- [LEA-Level Student Demographics Report](#)
- [LEA Coordinator Report](#)
- [School-Level Student Test Assignment Report](#)
- [LEA-Level Student Test Assignment Report](#)
- [School-Level Student Test Settings Report](#)
- [LEA-Level Student Test Settings Report](#)
- [Unlisted Resources Report](#)
- [Student Results Report—Student Score Data Extract](#)


Take the following steps to download a report:

1. Open an Internet browser.
2. Go to <http://www.caaspp.org/> and select the [**Test Operations Management System (TOMS)**] button to access the TOMS Sign In Web form to open TOMS.
3. When TOMS has opened, select the [**Reports**] button—shown in Figure 82—in the left navigation bar to open the Create Users Web form.
4. Select the LEA or school the user is associated with by selecting the [Select Organization] link.
 - 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.



Figure 82. LEA Reports in the left navigation bar

5. Locate and download your report by selecting the [**DOWNLOAD REPORT**] button. Note that certain LEA-level reports must be requested in advance by selecting the [**REQUEST NEW REPORT**] button; you will be notified of their availability via e-mail.



When you open your file, if Excel shows your school and LEA codes in scientific notation (e.g., 1.2408E+12), take the following steps to reformat to show the whole number:



1. Highlight the *School CDS* or *LEA CDS* column.
2. Select the column with your right mouse button.
3. Select *Format cells...* from the pop-up menu.
4. In the *Category* list, select “Number.”
5. Change the *Decimal places* field to “0” (zero).
6. Select [**OK**].
7. Repeat for the other CDS code.

LEA User List Report


LEA User List Report

This report generates a list of users associated to the LEA in the user upload format. To download the report, select an organization and school year (Current School Year or Previous School Year), and then select the [**DOWNLOAD REPORT**] button. Select "Previous School Year" when you intend to download the file containing users from the past administration that can be modified to change user roles and/or to remove users who are no longer associated with the LEA.

Organization *

-- Select Organization --  

School Year *

--Select School Year-- 

DOWNLOAD REPORT

Figure 83. LEA User List Report section on the LEA Reports Web form

Options for this report are *Current School Year* and *Previous School Year*. Use the *Previous School Year* option, circled in Figure 83, after TOMS transitions to a new test administration year to download a .csv file of users to edit and upload for user role assignments within the LEA.

The LEA User List Report contains the following information about individuals assigned to roles within CAASPP systems:


- First Name
- Last Name
- CDS Code
- Email Address
- Telephone Number
- Role in Organization

School-Level Student Demographics Report

School-Level Student Demographics Report


This report displays school-level student demographics. To download the report, select an organization and then select the [DOWNLOAD REPORT] button.

School *

-- Select Organization --  

DOWNLOAD REPORT

Figure 84. School-Level Student Demographics Report section on the LEA Reports Web form



Download this report for schools on the last day of the selected testing window; these are the data that will appear on the Public Web Reporting site.

Select a school before downloading this report of student demographics information for a school. The section from the LEA Reports Web form is shown in Figure 84.

What follows are column names within the School-Level Student Demographics Report:

- LEA CDS Code
- LEA Name
- School CDS Code
- School Name
- SSID
- American Indian or Alaska Native
- Asian
- Black or African American
- Filipino
- Hispanic Or Latino
- Native Hawaiian Or Other Pacific Islander
- Two or More Races
- White
- Smarter Student ID
- US School Entry Date
- English Language Proficiency Level
- Migrant Status
- Parent Education Level
- Special Education
- 504 Plan
- English Language Acq Status
- EL
- EL Start Date
- EL Exit Date
- Primary Disability Code
- Special Education District of Accountability



LEA-Level Student Demographics Report

LEA-Level Student Demographics Report

Download this report to see demographics for students in your LEA. Select your organization and then select the **[REQUEST NEW REPORT]** button to generate a new report. Return here after you have received an e-mail notification that your report is ready and then select the **[DOWNLOAD REPORT]** button to download a .csv file that shows the demographics for students in selected LEA. **NOTE:** Files may be very large and take time to process depending on the size of your LEA's student demographics. For the best performance, make sure to select the schools and the columns from the list provided, and allow time for the download to complete before submitting another request.

Important: If you are requesting a new report by selecting **[REQUEST NEW REPORT]**, You will receive an e-mail notification when it is ready.

Organization *

-- Select Organization --  

School List

All Schools

Select Optional Columns
(SSID and School Name are pre-selected)

- All
- LEA CDS Code
- LEA Name
- School CDS Code
- American Indian or Alaska Native
- *

REQUEST NEW REPORT
DOWNLOAD REPORT

Figure 85. LEA-Level Student Demographics Report section on the LEA Reports Web form

This demographics report shows all schools within the LEA. You also have the option of including specific demographic characteristics in the report such as specific races/ethnicities, English-language proficiency level, and English learner status; the scrolling list is circled in Figure 85. To select multiple options, press the [Shift] key while you are making selections. *This report must be requested.*

The default columns in the School-Level Student Demographics Report contain *Statewide Student Identifier* and *School Name* data. Optional columns are as follows:

- | | |
|------------------------------------|--------------------------------------|
| • LEA CDS Code | • Smarter Student ID |
| • LEA Name | • US School Entry Date |
| • School CDS Code | • English Language Proficiency Level |
| • American Indian or Alaska Native | • Migrant Status |
| • Asian | • Parent Education Level |
| • Black or African American | • Special Education |
| • Filipino | • English Language Acq Status |
| • Hispanic Or Latino | • EL |



- Native Hawaiian Or Other Pacific Islander
- Two or More Races
- White
- 504 Plan
- EL Start Date
- EL Exit Date
- Primary Disability Code

LEA Coordinator Report

LEA Coordinator Report

This report allows a user to see each school for the LEA as well as the total number of students enrolled per grade. To download the report, select an organization and then select the [DOWNLOAD REPORT] button.

Organization *

-- Select Organization --  

DOWNLOAD REPORT

Figure 86. LEA Coordinator Report section on the LEA Reports Web form

This report provides an overview of the number of students being tested, by school, including students enrolled as ungraded elementary (UE), ungraded secondary (US), and ungraded unknown (UU). The section from the LEA Reports Web form is shown in Figure 86. What follows are column names within the LEA Coordinator Report:



- LEA Name
- LEA Code
- SCHOOL Name
- SCHOOL Code
- ADMIN
- Total Students enrolled in grade KN
- Total Students enrolled in grade 01
- Total Students enrolled in grade 02
- Total Students enrolled in grade 03
- Total Students enrolled in grade 04
- Total Students enrolled in grade 05
- Total Students enrolled in grade 06
- Total Students enrolled in grade 07
- Total Students enrolled in grade 08
- Total Students enrolled in grade 09
- Total Students enrolled in grade 10
- Total Students enrolled in grade 11
- Total Students enrolled in grade 12

School-Level Student Test Assignment Report

School-Level Student Test Assignment Report

This report displays students and their test assignments per School. School selection is required.

School *

-- Select School --  

DOWNLOAD REPORT

Figure 87. School-Level Student Test Assignment Report section on the LEA Reports Web form

Select the school to see details of the test assignments made in TOMS. The section from the LEA Reports Web form is shown in Figure 87. Reports for schools are generated nightly. What follows are column names within the School-Level Student Test Assignment Report:

- SSID
- First Name
- Last Name
- School Name
- School CDS
- LEA Name
- LEA CDS
- CALPADS Enrolled Grade
- Grade Assessed
- Smarter Balanced ELA(Online)
- Smarter Balanced MATH(Online)
- Smarter Balanced ELA(Paper)
- Printed Pre-ID Label for Smarter Balanced ELA(Paper)
- Smarter Balanced MATH(Paper)
- Printed Pre-ID Label for Smarter Balanced MATH(Paper)
- CAA ELA
- CAA MATH
- California Science Test (CAST)
- CAA for Science
- STS
- Printed Pre-ID Label for STS
- Late Pre-ID
- Special Form
- Student Admin
- School Admin
- SB ELA Parent Exempted
- SB Math Parent Exempted
- CAA ELA Parent Exempted
- CAA Math Parent Exempted
- California Science Test (CAST) Parent Exempted
- CAA for Science Parent Exempted
- STS Parent Exempted
- Parent/Guardian Address Flag



LEA-Level Student Test Assignment Report

LEA-Level Student Test Assignment Report

Download this report to see test assignments for students in your LEA. Select your organization and then select the [REQUEST NEW REPORT] button to generate a new report. Return here after you have received an e-mail notification that your report is ready and then select the [DOWNLOAD REPORT] button to download a .csv file that shows the tests to which students have been assigned.

Important: If you are requesting a new report by selecting [REQUEST NEW REPORT], You will receive an e-mail notification when it is ready.

Organization *

-- Select Organization --  

REQUEST NEW REPORT
DOWNLOAD REPORT

Figure 88. LEA-Level Student Test Assignment Report section on the LEA Reports Web form

See test assignments for students in the entire LEA by downloading the LEA-Level Student Test Assignment Report. The section from the LEA Reports Web form is shown in Figure 88. *This report must be requested.*

What follows are column names within the LEA-Level Student Test Assignment Report:



- SSID
- First Name
- Last Name
- School Name
- School CDS
- LEA Name
- LEA CDS
- CALPADS Enrolled Grade
- Grade Assessed
- Smarter Balanced ELA(Online)
- Smarter Balanced MATH(Online)
- Smarter Balanced ELA(Paper)
- Printed Pre-ID Label for Smarter Balanced ELA(Paper)
- Smarter Balanced MATH(Paper)
- Printed Pre-ID Label for Smarter Balanced MATH(Paper)
- CAA ELA
- CAA MATH
- California Science Test (CAST)
- CAA for Science
- STS
- Printed Pre-ID Label for STS
- Late Pre-ID
- Special Form
- Student Admin
- School Admin
- SB ELA Parent Exempted
- SB Math Parent Exempted
- CAA ELA Parent Exempted
- CAA Math Parent Exempted
- California Science Test (CAST) Parent Exempted
- CAA for Science Parent Exempted
- STS Parent Exempted
- Parent/Guardian Address Flag

School-Level Student Test Settings Report

School-Level Student Test Settings Report

This report displays school-level student test settings. To download the report, select an organization and then select the **[DOWNLOAD REPORT]** button.

School *

-- Select School --  

DOWNLOAD REPORT

Figure 89. School-Level Student Test Settings Report section on the Reports Web form

School-Level Test Settings Reports include a list of the embedded and non-embedded resources that can be set with a “Y” (yes) or “N” (no) indicator for each resource for each student. The section from the LEA Reports Web form is show in Figure 89. What follows are column names within the School-Level Student Test Settings Report:

Administrative	Test Settings
<ul style="list-style-type: none"> • SSID • First Name • Last Name • Grade • School Name • School CDS • LEA Name • LEA CDS • School Admin • Student Admin • Special Education • Primary Disability Code • Section 504 Plan 	<ul style="list-style-type: none"> • Embedded Accommodations_Braille (E, M, and S) • Embedded Accommodations_Text-to-Speech Passages (E) • Embedded Accommodations_American Sign Language (E - Listening, M, and S) • Embedded Accommodations_Closed Captioning (E - Listening) • Embedded Accommodations_Streamline (Includes zoom levels greater than 3X in the student interface.) (E, M, CE, and CM) • Non Embedded Accommodations_Print-on-Demand (ALL) • Non Embedded Accommodations_100s Number Table (Grades 4 and Up) (M, CM, and S) • Non Embedded Accommodations_Mathematics Tools (S) • Non Embedded Accommodations_Abacus (M, CM, and S) • Non Embedded Accommodations_Alternate Response Options (E, M, CE, and CM) • Non Embedded Accommodations_Calculator (Grades 6-8 and 11) (M) (Four Function for Grade 5 and Scientific for Grade 8, 10, 11 and 12) (S) • Non Embedded Accommodations_Multiplication Table (Grades 4-8 and 11) (M, CM, and S) • Non Embedded Accommodations_Read-Aloud Passages (E and CE) • Non Embedded Accommodations_Scribe (Writing) (E and CE) • Non Embedded Accommodations_Speech-to-Text (E, M, and S) • Non Embedded Accommodations_Unlisted Resources (E, M, CE, and CM) • Non Embedded Accommodations_Additional Instructional Supports Alternate Assessments (CE and CM) • Embedded Designated Supports_Color Contrast (E, M, CE, and CM) • Embedded Designated Supports_Translation Glossaries (M) • Embedded Designated Supports_Print Size (ALL) • Embedded Designated Supports_Text-to-Speech (E and M) • Embedded Designated Supports_Text-to-Speech - Items and Stimuli (S) • Embedded Designated Supports_Masking (E, M, CE, and CM) • Embedded Designated Supports_Stacked Translations and Translated Test Directions (Math-Spanish) (M) • Embedded Designated Supports_Permissive Mode (use with assistive software and devices) (ALL) • Embedded Designated Supports_Turn Off Any Universal Tool(s) (ALL) • Non Embedded Designated Supports_Read-Aloud in Spanish (M) • Non Embedded Designated Supports_Simplified Test Directions (E, M, and S) • Non Embedded Designated Supports_Bilingual Dictionary (E - PT Full Write) • Non Embedded Designated Supports_Color Contrast (E, M, CE, and CM) • Non Embedded Designated Supports_Color Overlay (ALL) • Non Embedded Designated Supports_Magnification (ALL) • Non Embedded Designated Supports_Noise Buffers (ALL) • Non Embedded Designated Supports_Read-Aloud Items (ALL)

Administrative	Test Settings
	<ul style="list-style-type: none"> • Non Embedded Designated Supports_Scribe Items (E and CE - Non-Writing, M, CM, and S) • Non Embedded Designated Supports_Separate Setting (Special lighting/acoustics, adaptive furniture, time of day) (ALL) • Non Embedded Designated Supports_Translated Test Directions (PDF by Smarter Balanced) (E and M)

Key			
E	Smarter Balanced for ELA	CE	CAA for ELA
M	Smarter Balanced for Mathematics	CM	CAA for Mathematics
S	California Science Test (CAST)		



LEA-Level Student Test Settings Report

LEA-Level Student Test Settings Report

Download this report to see test settings for students in your LEA. Select your organization and then select the **[REQUEST NEW REPORT]** button to generate a new report. Return here after you have received an e-mail notification that your report is ready and then select the **[DOWNLOAD REPORT]** button to download a .csv file that shows the test settings for students in selected LEA.

Important: If you are requesting a new report by selecting **[REQUEST NEW REPORT]**, You will receive an e-mail notification when it is ready.

Organization *

-- Select Organization --  

REQUEST NEW REPORT
DOWNLOAD REPORT

Figure 90. LEA-Level Student Test Settings Report section on the LEA Reports Web form

LEA-Level Student Test Settings Reports include a list of the embedded and non-embedded resources that can be set with a “Y” (yes) or “N” (no) indicator for each resource for each student. The section from the LEA Reports Web form is shown in Figure 90. Selectable options for this report include the following demographic information:

- LEA CDS Code
- LEA Name
- School CDS Code
- American Indian or Alaska Native
- Asian
- Black or African American
- Filipino
- Hispanic Or Latino
- Native Hawaiian Or Other Pacific Islander
- Two or More Races
- White
- 504 Plan
- Smarter Student ID
- US School Entry Date
- English Language Proficiency Level
- Migrant Status
- Parent Education Level
- Special Education
- English Language Acq Status
- EL
- EL Start Date
- EL Exit Date
- Primary Disability Code

This report must be requested.

What follows are the column names within the LEA-Level Student Test Settings Report:

Administrative	Test Settings
<ul style="list-style-type: none"> • SSID • First Name • Last Name • Grade • School Name • School CDS • LEA Name • LEA CDS • School Admin • Student Admin • Special Education • Primary Disability Code • 504 Plan 	<ul style="list-style-type: none"> • Embedded Accommodations_Braille (E, M, and S) • Embedded Accommodations_Text-to-Speech Passages (E) • Embedded Accommodations_American Sign Language (E - Listening, M, and S) • Embedded Accommodations_Closed Captioning (E - Listening) • Embedded Accommodations_Streamline (Includes zoom levels greater than 3X in the student interface.) (E, M, CE, and CM) • Non Embedded Accommodations_Print-on-Demand (ALL) • Non Embedded Accommodations_100s Number Table (Grades 4 and Up) (M, CM, and S) • Non Embedded Accommodations_Mathematics Tools (S) • Non Embedded Accommodations_Abacus (M, CM, and S) • Non Embedded Accommodations_Alternate Response Options (E, M, CE, and CM) • Non Embedded Accommodations_Calculator (Grades 6-8 and 11) (M) (Four Function for Grade 5 and Scientific for Grade 8, 10, 11 and 12) (S) • Non Embedded Accommodations_Multiplication Table (Grades 4-8 and 11) (M, CM, and S) • Non Embedded Accommodations_Read-Aloud Passages (E and CE) • Non Embedded Accommodations_Scribe (Writing) (E and CE) • Non Embedded Accommodations_Speech-to-Text (E, M, and S) • Non Embedded Accommodations_Unlisted Resources (E, M, CE, and CM) • Non Embedded Accommodations_Additional Instructional Supports Alternate Assessments (CE and CM) • Embedded Designated Supports_Color Contrast (E, M, CE, and CM) • Embedded Designated Supports_Translation Glossaries (M) • Embedded Designated Supports_Print Size (ALL) • Embedded Designated Supports_Text-to-Speech (E and M) • Embedded Designated Supports_Text-to-Speech - Items and Stimuli (S) • Embedded Designated Supports_Masking (E, M, CE, and CM) • Embedded Designated Supports_Stacked Translations and Translated Test Directions (Math-Spanish) (M) • Embedded Designated Supports_Permissive Mode (use with assistive software and devices) (ALL) • Embedded Designated Supports_Turn Off Any Universal Tool(s) (ALL) • Non Embedded Designated Supports_Read-Aloud in Spanish (M) • Non Embedded Designated Supports_Simplified Test Directions (E, M, and S)

Administrative	Test Settings
	<ul style="list-style-type: none"> • Non Embedded Designated Supports_Bilingual Dictionary (E - PT Full Write) • Non Embedded Designated Supports_Color Contrast (E, M, CE, and CM) • Non Embedded Designated Supports_Color Overlay (ALL) • Non Embedded Designated Supports_Magnification (ALL) • Non Embedded Designated Supports_Noise Buffers (ALL) • Non Embedded Designated Supports_Read-Aloud Items (ALL) • Non Embedded Designated Supports_Scribe Items (E and CE - Non-Writing, M, CM, and S) • Non Embedded Designated Supports_Separate Setting (Special lighting/acoustics, adaptive furniture, time of day) (ALL) • Non Embedded Designated Supports_Translated Test Directions (PDF by Smarter Balanced) (E and M)



Key			
E	Smarter Balanced for ELA	CE	CAA for ELA
M	Smarter Balanced for Mathematics	CM	CAA for Mathematics
S	California Science Test (CAST)		

Unlisted Resources Report

Unlisted Resources Report

This report displays students with unlisted resources.
To download the report, select an organization and then select the **[DOWNLOAD REPORT]** button.

Organization *

-- Select Organization --  

DOWNLOAD REPORT

Figure 91. Unlisted Resources Report section on the LEA Reports Web form

This report displays students with unlisted resources. The section from the LEA Reports Web form is shown in Figure 91. What follows are the column names within the Unlisted Resources Report:

- LEA CDS Code
- LEA Name
- Primary LEA CAASPP Coordinator Name
- Primary LEA CAASPP Coordinator email address
- School CDS Code
- School Name
- Name of the Requestor
- Email Address of the Requestor
- Grade of the student
- Case ID
- Test Name
- Name of the Unlisted Resource
- Known to Change Construct flag
- Student Usage
- Requestor Justification
- Disposition

- Role of the Requestor
- SSID of the student
- Disposition Code



Student Results Report—Student Score Data Extract


Student Results Report—Student Score Data Extract

You may download your local educational agency's (LEA's) student score data extract for all students who tested during either the 2014–15 or 2015–16 CAASPP administration. You are required to select your LEA and the year of test administration.

Select a data layout for the administration year. Note that layouts are different from year to year.

http://www.caaspp.org/rsc/pdfs/CAASPP.student_data_layout.2015.pdf
http://www.caaspp.org/rsc/pdfs/CAASPP.student_data_layout.2016.pdf

Organization *
-- Select Organization --  

School Year *
--Select School Year-- 

DOWNLOAD REPORT

Figure 92. Student Results Report—Student Score Data Extract section on the LEA Reports Web form

Your LEA's student score data extract for all students testing within a particular test administration are available for download by school year; this option is circled in Figure 92. Note that the student data layout varies by year; the data layout for the testing years are also available for download.

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