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# Introduction

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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



# What's New in 2016–17 for the Test Operations Management System (TOMS)

Feature	Change
<b>User Interface</b>	
Expanding content	<p>Select a section heading with a plus sign next to it to display content on a Web page. Select the expanded content with the minus sign next to the section name to hide the content on a Web form (Figure 1):</p> <div data-bbox="889 579 1247 716" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="margin: 0;">+ File Validation Results</p> <p style="margin: 0;">- Uploaded Files</p> </div> <p style="text-align: center; margin-top: 10px;"><b>Figure 1. Sample expandable and contractible headings</b></p>
Updated left navigation bar	Because Completion Status Reporting has been moved into the Test Information Distribution Engine, there are now separate buttons in the left navigation bar for [ <b>Completion Status Reports</b> ] and [ <b>Online Reporting System</b> ].
<b>User Roles</b>	
Acquiring the previous-year's user file	LEA CAASPP coordinators and CAASPP test site coordinators may choose to download a file—rather than request it from the California Technical Assistance Center—that contains the users from the previous CAASPP administration, modify and/or remove users, and then validate and upload the file to assign users to the new CAASPP administration.
<b>Test Administration Setup</b>	
Summative testing windows	<p>Pursuant to <i>California Code of Regulations, Title 5 (5 CCR), Section 855</i>:</p> <ul style="list-style-type: none"> <li>• The grade eleven test administration for Smarter Balanced Summative Assessments is set up using the same criteria as the test administration for grades three through eight.</li> <li>• The California Alternate Assessment (CAA) test administration for English language arts/literacy (ELA), mathematics, and science is set up using the same criteria as the test administration for the Smarter Balanced Summative Assessments. All CAA tests, including the CAA for Science pilot, will be available on March 20, 2017, through the last day of instruction at the LEA or end of the LEA's selected testing window, but no later than July 17 (based on CAASPP emergency regulations that will be presented to the State Board of Education in January 2017).</li> <li>• While the California Science Test (CAST) pilot administration is set up using the same criteria as the test administration for the Smarter Balanced Summative Assessments, pilot testing will be available on March 20, 2017, through the last day of instruction at the LEA, the end of the LEA's selected testing window, or July 17, 2017, whichever comes first.</li> </ul>

Feature	Change														
Test window validation	If the testing window selected does not contain at least 25 instructional days, the system will provide a warning message.														
Known system downtime calculations	Test delivery system downtimes that are known by September 6, 2016, are included in the calculations of a selected testing window.														
Testing window extension	LEAs may request a maximum of <b>one</b> extension of 10 instructional days to the end of the selected testing window so long as the LEA's selected testing window has not yet closed. An LEA CAASPP coordinator may request this extension by contacting the California Technical Assistance Center (CalTAC).														
Save before exiting	If you exit the process of setting up a test administration without saving your work as the final step, data you entered will not be saved.														
<b>Student Data</b>															
[Demographics] tab	<p>The following on-screen demographic labels were changed in the fields shown in the Student Profile, [Demographics] tab:</p> <table border="1"> <thead> <tr> <th>New Name</th> <th>Former Name</th> </tr> </thead> <tbody> <tr> <td><i>EL</i></td> <td><i>LEP Status</i></td> </tr> <tr> <td><i>EL Start Date</i></td> <td><i>LEP Entry Date</i></td> </tr> <tr> <td><i>EL Exit Date</i></td> <td><i>LEP Exit Date</i></td> </tr> <tr> <td><i>Special Education</i></td> <td><i>IDEA Indicator</i></td> </tr> <tr> <td><i>Primary Disability Code</i></td> <td><i>Primary Disability Type</i></td> </tr> <tr> <td><i>504 Plan</i></td> <td><i>Section 504 Status</i></td> </tr> </tbody> </table>	New Name	Former Name	<i>EL</i>	<i>LEP Status</i>	<i>EL Start Date</i>	<i>LEP Entry Date</i>	<i>EL Exit Date</i>	<i>LEP Exit Date</i>	<i>Special Education</i>	<i>IDEA Indicator</i>	<i>Primary Disability Code</i>	<i>Primary Disability Type</i>	<i>504 Plan</i>	<i>Section 504 Status</i>
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<b>Student Test Assignment</b>															
New science pilot tests	<ul style="list-style-type: none"> <li>Students in grades five, eight, and either ten, eleven, or twelve (each high school will be assigned one of these grades) will take either the CAST pilot or the CAA for Science pilot in the grade they are assigned, depending on whether they have an individualized education program (IEP) and have been assigned to take the alternate assessments.</li> <li>Eligibility requirements to take an alternate assessment in science (CAA for Science pilot) are the same as for the CAAs for ELA and mathematics.</li> <li>The CAST pilot will be delivered online.</li> <li>The CAA for Science pilot (embedded performance tasks) will be made available online, as PDFs; test examiners will download and administer these embedded performance tasks locally.</li> <li>The high school grade level for the CAST pilot and CAA for Science pilot is assigned on a per-school basis. The science pilot high school grade assignments are available for download, by county, on the CAASPP Portal at <a href="http://www.caaspp.org/administration/about/science/science-assignments.html">http://www.caaspp.org/administration/about/science/science-assignments.html</a>.</li> </ul>														
Paper-pencil science tests	The paper-pencil California Standards Tests for Science, California Modified Assessment for Science, and California Alternate Performance Assessment for Science assessments are no longer available for students in grades five, eight, and ten. These tests are being replaced by the online CAST and CAA for Science embedded performance task.														

Feature	Change
<b>Student Test Settings</b>	
New non-embedded accommodation, Smarter Balanced Summative Assessments	<ul style="list-style-type: none"> <li>• 100s Numbers Table—A paper-based table listing numbers from 1–100 is available as a downloadable PDF available on the CAASPP Student Accessibility Resources and Test Settings Web page at <a href="http://www.caaspp.org/administration/accessibility/">http://www.caaspp.org/administration/accessibility/</a>.</li> </ul>
New non-embedded designated support, Smarter Balanced Summative Assessments	<ul style="list-style-type: none"> <li>• Simplified Test Directions—The test administrator simplifies or paraphrases test directions according to guidelines available as a downloadable PDF available on the CAASPP Student Accessibility Resources and Test Settings Web page at <a href="http://www.caaspp.org/administration/accessibility/">http://www.caaspp.org/administration/accessibility/</a>.</li> </ul>
CAST pilot embedded designated supports	<ul style="list-style-type: none"> <li>• Text-to-Speech (items and stimuli)</li> <li>• Permissive Mode Settings</li> <li>• Print Size (that increases the default zoom level of the font size of all items delivered)</li> <li>• Reminder to Turn Off Any Universal Tool(s)</li> </ul>
CAST pilot non-embedded designated supports	<ul style="list-style-type: none"> <li>• Color Overlay</li> <li>• Magnification</li> <li>• Noise Buffers (e.g., individual carrel or study enclosure or noise-cancelling headphones)</li> <li>• Read Aloud Items</li> <li>• Scribe Items</li> <li>• Separate Setting (i.e., special lighting/acoustics, adaptive furniture, time of day)</li> <li>• Simplified Test Directions</li> </ul>
CAST pilot embedded accommodations	<ul style="list-style-type: none"> <li>• American Sign Language (ASL) (videos)</li> <li>• Braille (refreshable or embosser)</li> </ul>
CAST pilot non-embedded accommodations	<ul style="list-style-type: none"> <li>• 100s Number Table</li> <li>• Abacus</li> <li>• Calculator (four-function for grade five and scientific for grades eight, ten, eleven, and twelve)</li> <li>• Mathematics Tools</li> <li>• Multiplication Table</li> <li>• Print-on-Demand (must be requested through CalTAC)</li> <li>• Speech-to-Text</li> </ul>
<b>Condition Codes</b>	
Removal of condition codes for approved unlisted resources	The use of unlisted resources will no longer generate a condition code. Instead, this will be noted in an appropriate field of the student data file—an approved unlisted resource that changes the construct of what is being tested is noted as “Y”; one that does not, as “N.”
<b>File Upload Process</b>	
Validation	Batch files must be validated before they are uploaded. The new validation process will identify any errors in the file.

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## About the Test Operations Management System (TOMS)

TOMS is a secure Web site that permits local educational agency (LEA) California Assessment of Student Performance and Progress (CAASPP) coordinators to perform a number of tasks for the CAASPP System, which comprises the Smarter Balanced Online Summative Assessments for English language arts/literacy (ELA) and mathematics, the California Alternate Assessments (CAAs) for ELA, mathematics, and science (pilot embedded performance tasks), the pilot of the California Science Test, and the remaining optional paper-pencil primary language tests in reading/language arts (RLA), the Standards-based Tests in Spanish (STS).

### Projected TOMS Release Schedule for Pre-Administration Functions

Functions that support CAASPP pre-administration activities are being released in two phases in late 2016. The *TOMS Pre-Administration Guide for CAASPP Testing* will be updated when any new features are released.

#### September 2016 Release

- **Adding and Managing Users** permits LEA CAASPP coordinators and CAASPP test site coordinators to add users, either one by one or in a batch upload, to the CAASPP Single Sign-On system, which allows users to access the following CAASPP systems:
  - Test Operations Management System (TOMS)
  - Test Administrator Interface
  - Interim Assessment Hand Scoring System
  - Online Reporting System
  - Completion Status Reports
  - Security and Test Administration Incident Reporting System and Appeals System  
(*These systems are available in January 2017.*)
- **Test Administration Setup** permits LEA CAASPP coordinators to set up a testing window(s) for the schools in the LEA.
- **Reports** permits LEA CAASPP coordinators and CAASPP test site coordinators to information about data they have uploaded and/or entered into TOMS (although some reports will not be available until later in fall 2016).

#### Fall 2016 Release

- **Student Test Assignment** permits LEA CAASPP coordinators to assign the alternate tests or STS for RLA to students as well as special version test forms (for students taking a paper-pencil test).
- **Student Test Settings** permits LEA CAASPP coordinators and CAASPP test site coordinators to assign accommodations and designated supports, either one by one or in a batch upload, to students within the LEA.

- **Unlisted Resources** permits LEA CAASPP coordinators and CAASPP test site coordinators to request use of an accessibility support that is not otherwise available for a student who uses the support in his or her daily instruction.
- **Score Status** permits LEA CAASPP coordinators to assign certain condition codes, either one by one or using batch upload, to students prior to or during the selected testing window; as well as request that a student's score reports be produced in Spanish, also either one by one or using batch upload.

## TOMS Functionality for LEA CAASPP Coordinators

### LEA CAASPP coordinators will be able to perform the following tasks in TOMS:

- Manage the LEA's testing windows;
- Verify contact and mailing address information, including delivery and e-mail addresses;



**Note:** If your mailing address is incorrect, you need to contact your California School Directory (CSD) coordinator to update this address on the CSD.

- Indicate which students are taking the CAAs for English language arts/literacy, mathematics, and the science pilot;
- Review the LEA's order for all paper-pencil materials;
- Indicate which students are also taking the optional STS for RLA;
- Indicate which students are to receive special versions of the paper-pencil STS assessments;
- Assign accommodations and designated supports to students for CAASPP assessments administered by computer, including both embedded and non-embedded supports;
- Submit requests for unlisted resource(s), if necessary, for students with individualized education programs or Section 504 plans;
- Report testing irregularities, breaches, improprieties, and incidents by completing the *CAASPP Security and Test Administration Incidents Reporting System* form, and then filing an online appeal in TOMS if required;
- Add and manage contact information for the LEA technology coordinator and LEA special education coordinator;
- Add and manage CAASPP test site coordinator, test administrator, test examiner, test administrator & text examiner, IA Administrator Only, Educator – District, Educator – Site, and Educator – Roster access to TOMS, including password resets;
- Download secure materials such as CAASPP training materials for hand scoring interim assessments; and *Directions for Administration* for the CAAs for ELA and mathematics; and the embedded performance tasks for the CAA for Science;

- Download reports associated with student testing, such as the LEA- and school-level student test assignment reports and the LEA- and school-level student test settings reports; and
- Access the LEA's test results.

## TOMS Requirements

TOMS supports the following Web browsers:

- Internet Explorer 10 and above
- Mozilla Firefox 45 and above
- Google Chrome 51 and above
- Safari 7 and above

See the “Supported Web Browsers for Online Systems Associated with Testing” subsection of the *Technical Specifications and Configuration Guide for CAASPP Online Testing*, which is linked on the Manuals and Instructions Web page on the CAASPP Portal at <http://www.caaspp.org/administration/instructions/>, for additional information.

System functionality and screen displays may operate or appear differently due to different Web browser and operating system capabilities. The TOMS Web site is optimal when viewed using a resolution of 1280 x 1024.



**Important:** While it is possible to open more than one Web browser tab or window at a time, only one session of any module of TOMS should be open in a Web browser tab or Web browser application window for editing at one time.

## Gaining Access to TOMS

LEA CAASPP coordinators may access this module permitting them to add and manage test site users only after the proper designation and security forms have been submitted to CalTAC:

- the Superintendent's Designation of LEA CAASPP Coordinator; and
- the CAASPP Test Security Agreement for LEA CAASPP Coordinators and CAASPP Test Site Coordinators.

These electronic forms are linked on the Forms Web page at <http://www.caaspp.org/administration/forms/>.

After these forms are submitted, the LEA CAASPP coordinator will receive an e-mail to verify his or her username (which is the user's e-mail address) and temporary password from [caaspp@ets.org](mailto:caaspp@ets.org) that will allow access to TOMS. During times of high volume, logon credentials may take as long as two business days to arrive.



**Note:** If necessary, ask your e-mail administrator to white list the e-mail address [caaspp@ets.org](mailto:caaspp@ets.org) to ensure you receive your logon credentials.

## About This Manual

1. This manual provides the instructions necessary for local educational agency (LEA) California Assessment of Student Performance and Progress (CAASPP) coordinators and CAASPP test site coordinators to manage user, test administration, and student data assignments and for LEA CAASPP coordinators to order paper-pencil testing materials. Chapter 2 Passwords, Access, and Logon provides instructions for users in all assigned roles to access CAASPP systems.
2. Web site users may notice slight differences between what is displayed on the Web page and the screen captures shown in this manual due to individual browser versions, monitor resolution, PC configuration, etc.
3. Data displayed on the Web pages or forms shown as examples in this manual are for demonstration purposes only and may not reflect valid data.
4. Web pages may appear slightly differently under Macintosh, using various versions of Windows, or because of differences in Web browsers or Web browser versions.
5. Information about how to administer Smarter Balanced Interim Assessments, access the Interim Assessment Reporting System, and adding and managing users in the Smarter Balanced Administration and Registration Tools system is found in the *CAASPP Interim Assessment User Guide* at <http://www.caaspp.org/rsc/pdfs/CAASPP.interim-assessment-guide.2016-17.pdf>.