Chapter 3. Test Administration Setup
Using the Test Operations Management System (TOMS) for CAASPP Test Administration Setup

Additional Resources:
- California Assessment of Student Performance and Progress (CAASPP) Planned System Downtime Web page—http://www.caaspp.org/system-status/

Use the Test Operations Management System (TOMS) Test Administration Setup module to determine and calculate dates for the local educational agency’s (LEA’s) 2017–18 administration of the following tests:

- Smarter Balanced Summative Assessments for English language arts/literacy (ELA) and mathematics (online, paper-pencil) in grades three through eight and grade eleven
- California Alternate Assessments (CAAs) for ELA and mathematics in grades three through eight and grade eleven; and the science Pilot 2 in grades five and eight and either ten, eleven, or twelve
  - The criteria for determining which high school students take the CAA for Science Pilot 2 are as announced to LEAs.
- California Science Test (CAST) field test in grades five and eight and grades ten, eleven, and twelve
  - The criteria for determining which high school students take the CAST field test are as announced to LEAs.
- California Spanish Assessments (CSA) pilot in grades four through twelve (LEAs that have been selected only)

Administrations should be entered before December 1, 2017. Changes to calendars or the testing window after this date can only be made by contacting the California Technical Assistance Center (CalTAC).

About Test Administration Dates

Test administrations should be entered once the local educational agency (LEA) has finalized its instructional schedule and prior to December 1, 2017. Test administration dates must be finalized before tests are assigned to individual students in TOMS. Changes to calendars or the testing window after December 1, 2017, can only be made by contacting the California Technical Assistance Center (CalTAC).

Multiple Tracks

Schools within an LEA may have a variety of beginning and ending dates of instruction because of multiple tracks. This means an LEA may have more than one test administration window for each test group (Smarter Balanced, CAA, CAST); up to six administrations can be configured. LEAs that have assigned students to nonpublic, nonsectarian schools (NPSs) on the basis of individualized education program (IEP) team recommendations may need specific test administration windows to accommodate the NPSs.
For LEAs that have schools with multiple tracks, LEA CAASPP coordinators should create separate test administration windows to accommodate each track schedule. For each test administration, the schedules will vary for delivery of testing materials, actual testing dates, pickup of materials, and reporting.

If school or track schedules are slightly different but the appropriate percent-of-instructional-days date (described in the next section) is within a day or so for schools within the LEA and if the LEA intends to test all schools during the same test window, the LEA should set up a single test administration period. LEAs should not set up multiple test windows with the same dates.

**Adding Windows**

**Notes:**
- The selected testing window for the Smarter Balanced, CAA, and CAST assessments must include at least 25 consecutive instructional days.
- The CAAs for ELA and mathematics and CAST assessments are available starting on April 2, 2018.
- The fixed testing window for the California Spanish Assessment (CSA) is from September 18 to October 6, 2017. Only LEAs that have been selected to participate in the CSA pilot should schedule this testing window.

The LEA can add new test administration windows at any time or change dates related to a testing window up to the time the LEA CAASPP coordinator (or CalTAC) approves the testing materials order for that particular test administration. If there are no Smarter Balanced paper-pencil administrations in the window, dates can be changed up to the day before testing begins. After this approval, only CalTAC can edit the test dates. Some dates may not be changed.

The Test Administration Setup module on the TOMS Web site calculates the LEA testing windows automatically.

**Nonpublic, Nonsectarian Schools**

LEA CAASPP coordinators for each LEA that has assigned students to NPSs on the basis of IEP team recommendations will continue to be responsible for ordering the testing materials, sending them to the NPSs, receiving the materials back from the NPSs, and returning the materials to the contractor.

The testing windows for NPSs are determined using the same criteria as for LEAs. If the NPS’s testing window coincides with another LEA test administration, include it in that window. If it does not, separate test windows must be entered for the NPS in TOMS.

**Note:** It is the LEA CAASPP coordinator’s responsibility to communicate with NPSs at which students within the LEA are enrolled to determine whether the NPS will be assigned to an existing testing window or whether a separate testing window will be created.
Do the following to set up the test administration windows for NPSs in which the LEA has enrolled students:

1. Contact all NPSs in which the LEA has enrolled students and request copies of their 2017–18 instructional calendars. These will be needed to set up the test administration windows for the NPSs.

2. Request that each NPS provide the LEA with the dates for its proposed 25-day window. The schools’ proposed windows will need to be verified through the Test Administration Setup module of TOMS. California Education Code Section 56366(a)(8)(B) states that, “Each nonpublic, nonsectarian school shall notify the district of residence of a pupil enrolled in the school of its testing period.”

3. For all NPSs that fit into a test administration window being used for an LEA’s schools, notify the NPSs of the testing window.

4. For any NPS that does not fit into a test administration window being used for an LEA’s schools or that has a student or students who is testing outside of that window, first verify with the NPS that all students in the school are on the same instructional calendar, and then use the instructional calendar provided by the NPS to set up a test administration period for them.

**Spring Break**

If spring break occurs within the testing window(s), dates for testing may be scheduled before and after the break. The 25-day window may not be changed.

LEAs are encouraged to schedule all testing, including makeups, either before or after the spring break, if possible. If it is necessary to schedule some tests before and some tests after the break, schools should take extra precautions with the security of testing materials over spring break.

**Note:** Because performance tasks have an expiration date of 10 calendar days, and a formal appeal is required to reopen a performance task, LEAs are strongly encouraged to administer the performance task test either before or after a spring break.

**Scheduled CAASPP Downtime**

The system downtime dates known as of September 5, 2017, are included on the noninstructional dates calendar and will be combined with the LEA’s noninstructional dates when the selected testing window is calculated. Refer to the CAASPP Planned System Downtime Web page for an updated list of dates on which CAASPP systems will be down. Note that the LEA’s noninstructional calendar will not be recalculated when additional system downtime dates become known and that testing cannot occur on system downtime dates, whether or not they are included in the noninstructional calendar.

**Late Testers**

Late testers are LEAs that have approved State Board of Education waivers to operate nonstandard school years that span fiscal years. The testing windows for some students in these LEAs may be open until (but no later than) July 16, 2018.
Dates for the Smarter Balanced Summative Assessments, CAST, and CAA

Pursuant to the California Code of Regulations, Title 5 (5 CCR), Sections 855(b)(1), 855(b)(2), and 855(c), the rules for the establishment of the testing windows for the Smarter Balanced assessments, the CAA, and the CAST are as follows:

- Testing shall not begin until the day of completion of 66 percent of a school’s annual instructional days, and
- Testing may continue up to and including the last day of school, although so long as a selected testing window has been established in TOMS, LEAs no longer need to administer tests through the last day of school.

Please note, however, that the CAST field test and the CAAs for ELA, mathematics, and science Pilot 2 will not be available until April 2, 2018. If your selected testing window starts before this date, you may not have 25 instructional days in which to administer these tests.

Sixty-six percent of a school year occurs on the 118th instructional day in a 180-day school year, leaving a 12-week window for testing. Table 2 shows typical testing periods for a sample of school-year lengths (in number of instructional days).

<table>
<thead>
<tr>
<th># Instructional Days</th>
<th>Test Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>175</td>
<td>115th – 175th day</td>
</tr>
<tr>
<td>176</td>
<td>116th – 176th day</td>
</tr>
<tr>
<td>180</td>
<td>118th – 180th day</td>
</tr>
</tbody>
</table>

The testing window for Smarter Balanced paper-pencil tests is the same as for the online assessments so long as a carton containing test booklets has not been opened. Were a carton to be opened, Smarter Balanced paper-pencil tests must be administered within three weeks.
Configuring Test Administrations

Additional Resources:
- CAASPP Planned System Downtime Web page—http://www.caaspp.org/system-status/

Notes:
- The California Science Test (CAST) field test and the California Alternate Assessment (CAA) for English language arts/literacy (ELA) and mathematics will be available starting on April 2, 2018. The CAA for Science Pilot 2 will be available after October 30, 2017.
- These steps may be repeated to add new or additional administrations once you have set up the first administration.

The following is a list of the roles and features of the Test Administration area in the Test Operations Management System (TOMS):

- View, add, or edit nondelivery dates
- Create the instructional calendar
- Edit the instructional calendar
- View the instructional calendar summary
- View the test administrations

Each test administration you configure includes a window for Smarter Balanced for grades three through eight and grade eleven for ELA and mathematics; the CAAs in grades three through eight and eleven for ELA and mathematics and for science (Pilot 2) in grades five, eight, and ten, eleven, twelve, and high school students in ungraded programs; and the CAST field test in grades five, eight, and students in grades ten, eleven, and twelve as assigned.

Before you begin, consider gathering the local educational agency’s (LEA’s) nondelivery/nonworking dates and instructional calendar(s) to facilitate entry of dates.

Take these steps to enter the Test Administration area of TOMS:

1. Using an Internet browser, go to the CAASPP Portal and select the [Test Operations Management System (TOMS)] button to access the TOMS Logon Web form to open TOMS.

2. When TOMS has opened, select the [Test Administrations] button from the left navigation bar to open the Set Nondelivery Dates/Nonworking Dates Web form that is shown in Figure 17.
3. In the Select LEA field, type at least five characters of the LEA’s name (including spaces) or the County-District-School code for the LEA in the search field; select the name of your LEA when it appears under the search field.

4. Select [CONTINUE].

**Step 1. Set Nondelivery/Nonworking Dates.**

Nondelivery and nonworking days are days on which the LEA is closed or unable to accept materials deliveries for any other reason. Choose dates for nondelivery and nonworking days between December 2017 and August 2018 to calculate the date(s) when any test materials can be delivered.

Remember the following:

- Mark nondelivery and nonworking days only.
- Nondelivery and nonworking days do not impact the instructional dates calendar.
- The noninstructional days used to calculate test administrations may not necessarily coincide with the LEA’s nondelivery or nonworking days.
- Weekend days are assumed to be nondelivery, nonworking days and **cannot** be changed from blue (nondelivery/nonworking) to white (delivery/working).
- Noninstructional dates, also set up using the Test Administration Setup module, **cannot** be changed from this calendar Web form. However, those dates can be marked as nondelivery/nonworking days or kept as delivery/working days, as appropriate.
• The LEA CAASPP coordinator must contact the California Technical Assistance Center (CalTAC) after December 1, 2017, to make changes to the nondelivery/nonworking dates calendar as the calendars are locked to edits after this date.

Take the following steps to set nondelivery/nonworking dates:

1. Configure the nondelivery/nonworking dates on the calendar shown in Figure 18 by selecting the number on a white calendar day to choose it as a nondelivery or nonworking date; selecting the number on a blue-shaded calendar day removes it as a nondelivery/nonworking date.

![Figure 18. Set Nondelivery Dates/Nonworking Dates calendar Web form and confirmation alert box](image-url)
2. When you are finished configuring your dates, select \[**SAVE**\].

3. A confirmation alert box, also shown in Figure 18, will display. Select \[**SET INSTRUCTIONAL CALENDAR**\] to continue or \[**Close**\] to close the calendar.

**Step 2. Set the Instructional Calendar.**

If you are returning to the administration setup process after setting up your nonworking/nondelivery days (but before setting the instructional calendar), follow the instructions in the “Viewing and Editing Test Administrations” subsection to access the function and continue configuring dates for the test administration.

1. When the Instructional Calendar Administration Summary view (shown in Figure 19) opens and your LEA is participating in the paperless Student Score Reporting pilot, select an option from the drop-down list for student score reporting and then select \[**Save**\]. Options are:
   - \textit{Request Printed}, to have the LEA’s Student Score Reports printed and shipped;
   - \textit{Locally Print} to have your Student Score Reports available in a downloadable file that are printed at the LEA; and
   - \textit{Export to SIS} to have the LEA’s Student Score Reports made available for the LEA to provide electronically to the Student Information System.
Test Administration Setup

Configuring Test Administrations

Figure 19. Instructional Calendar Administration Summary view
3. Select the desk-calendar-and-plus-sign [Create Administration Dates] icon in the “Administrations” section of the to set the Instructional Calendar dates.

4. When the Set Instructional Dates view opens (as shown in Figure 20), check the Parent/Guardian Address box to have parent/guardian addresses printed on Student Score Reports when they are printed after testing. Note that checking this box will incur additional charges to the LEA.

![Figure 20. Set Instructional Calendar Web form](image)

5. Select a type of Pre-ID—either “Labels” or “None”—from the Pre-ID Type drop-down list. You cannot finish Step 2 without selecting a Pre-ID type, even if your LEA is not administering paper-pencil tests. Please note the following about Pre-ID and Late Pre-ID:

   - Select “None” if your LEA is administering only online tests.

   - If your LEA is administering any Smarter Balanced paper-pencil tests and you do not select “Labels” from the Pre-ID Type drop-down list and/or check the Late Pre-ID box before December 1, 2017, your only other option for labels is to contact CalTAC to request late labels. Place this order prior to your LEA’s Late Label Cutoff Date.

   - In 2017–18, Pre-ID information will not be printed directly on answer documents and test booklets; the only options are to request Pre-ID labels or for the LEA to hand-mark Pre-ID information.
6. Check the Late Pre-ID box to elect to receive late Pre-ID labels. Note that checking this box will incur additional charges to the LEA—$0.44 per student record for a late Pre-ID label vs $0.38 per student record for a standard Pre-ID label.

7. Select dates from the Instructional Calendar Start Date and Instructional Calendar End Date calendars.
   a. Select the [X] icon to clear the calendar.

8. Select [NEXT]. (Selecting [CANCEL] will exit to the Instructional Calendar Summary Web page without saving data from this Web form.)
   a. If you save without setting a Pre-ID type, you will see an error message indicating you are unable to save your instructional calendar. Select [CLOSE] to return to the Instructional Calendar Web form.
   b. To see why the form would not save, either hover over the [Question Mark] [?] icon (circled in Figure 21) or select the [Error list] link where it says, “Errors exist in form. Hover over or click on the red question mark to view error details. Error list” (also circled in Figure 21).

![Instructional Calendar errors](image)

9. Select [NEXT] to continue and open the “Set Noninstructional Dates” section. If you select the [CANCEL] button, any data you have entered will not be saved.
Create Noninstructional Dates

The system downtime dates known as of September 5, 2017, are included on the noninstructional dates calendar and will be combined with the LEA’s noninstructional dates when the available testing window is calculated. Refer to the CAASPP Planned System Downtime Web page for an updated list of dates on which CAASPP systems will be down. Note that the LEA’s noninstructional calendar will not be recalculated if additional system downtime dates become known and that testing cannot occur on system downtime dates, whether or not they are included in the noninstructional calendar.

1. Set your calendar when the “Select Noninstructional Dates” section of the Set Instructional Dates Web form shows the calendar, as seen in Figure 22 on the next page.
   - Select a number on a white calendar day to choose it as a noninstructional date.
   - Select the number on a blue-shaded calendar day to remove it as a noninstructional date.
   - Calendar dates that are outlined with a bold red line and contain an asterisk are known system downtime dates; if you select one of these dates as a noninstructional date, it will become blue-shaded.

2. When you are finished configuring your dates, select [NEXT]. If you exit this Web form without continuing to the next step, your noninstructional dates will not be saved.
Planned downtime dates

Noninstructional dates

Note: Dates shown are for demonstration purposes only and may not reflect actual downtime or noninstructional dates.

Figure 22. Set Noninstructional Dates Web form

1. Noninstructional and known system downtime dates are shaded gray. For more information on system downtime, visit the CAASPP Planned System Downtime Web page.

2. The selected testing window start and end dates must be instructional days and must include at least 25 consecutive instructional days.

3. All CAASPP testing must conform to the 66 percent testing window.

4. All Smarter Balanced Summative Assessments for ELA and mathematics—online and paper-pencil forms—are available starting January 8, 2018.

5. CAAs for ELA and mathematics and the CAST field test are available starting April 2, 2018.

6. The CAA for Science Pilot 2 (embedded performance tasks [PTs]) will be made available online, as PDFs, in October 30, 2017; test examiners will download and administer these embedded PTs one on one with students and then enter the results in the new Data Entry Interface starting in January 2018.

7. CAST and CAA assessments must be completed within the available testing window and are available on April 2, 2018.

Follow these steps to set the testing window within an administration:

1. When the “Set Test Administration” area of the Test Administrations Calendar Web form opens, as shown in Figure 23, find the listing for the test administration you would like to set—your choices are as follows:
   - Smarter Balanced (ELA and mathematics), CAAs (ELA and mathematics), CAST
   - California Spanish Assessment for Reading/Language Arts (for LEAs selected to participate only)
2. Check the **Activate this Test Administration** box to choose the test administration to set.
   a. Skip to step 5 if you accept the default test window.
   b. Go on to step 3 if you wish to set dates that differ from the default dates, that is, if you wish to set a smaller window within the default testing window.
   c. This box may be checked only if the LEA is participating in the CSA pilot.

3. Note that the testing window cannot be shorter than 25 instructional days (5 CCR 855[b][3]). You will see an error message if you attempt to set a testing window that is shorter than 25 instructional days. If your window opens before the April 2 availability date for CAA and CAST assessments, please ensure that either your window extends at least 25 instructional days after April 2 for CAA and CAST testing to take place. LEA CAASPP coordinators should contact CalTAC if this is not going to be possible.
   a. Select the calendar.
   b. Select a number on a white calendar day to choose it; select a number on a blue-shaded calendar day to remove it as a start or end date.
Notes:
- Changes to the testing window after December 1 can be made only by contacting CalTAC.
- Calendars are preset with the testing window; you cannot set a date outside the testing window or on a noninstructional day.
- LEAs may be granted a one-time extension to the selected testing window of 10 consecutive days (excluding downtime and noninstructional days) so long as the extension is requested by contacting CalTAC at least two days prior to the last day of the selected testing window.

4. Repeat as necessary.
5. When you are finished, select [SAVE].
6. Select [YES] in the confirmation box and then set a test administration. If not, select [No] and continue.
7. Select [CLOSE] to close the Save Test Administrations confirmation box (shown in Figure 23).
8. If there are errors on the form, hover over a [Question Mark] [?] icon to discover why. Fix your error and try again to save.
9. See also the “View the Details of the Windows Summary” section for details of the Windows Summary and instructions on how to open the summary outside of this process.
Assigning Schools to Test Administrations

After you have successfully set up your test administration(s) in the Test Operations Management System (TOMS), you must assign schools within your local educational agency (LEA) to the test administration(s). This step must be completed using the TOMS online interface. If the LEA has received approval to order Smarter Balanced paper-pencil tests for one or more schools in the LEA, this step will ensure that any test material orders are shipped in the appropriate time frame.

Note: If you set up only one test administration for your LEA, you still will need to assign schools within your LEA to that test administration.

Add Schools

1. Select the [Test Administrations] button from the left navigation bar.
2. Select the [Instructional Calendar] button to open the Instructional Calendar Administration Summary Web form that is shown in Figure 24.
3. Select the [Select Organization] link and type at least five characters of the LEA’s name (including spaces) or the County-District-School code for the LEA in the search field.
4. After selecting the LEA, select [VIEW/ADD ADMINS].
5. A table of the test administrations you have set up will appear under the Select LEA field (Figure 25).

![Figure 25. Test administrations, with dates](image)

6. Select the [Org/Administration Assignment] schoolhouse-plus-[+] icon in the same row of the administration to which you would like to assign schools. Select the [Org/Administration Assignment] in row 1 if you are assigning schools to Admin01, row 4 if you are assigning schools to Admin04, etc. Additional icons are as follows:

   a. Select the [Create Administration Dates] desk-calendar-and-plus-sign-[+] icon to set the Instructional Calendar dates by opening the Instructional Calendar view.
b. Select the [Summary] desk-calendar icon to view the LEA’s Testing Windows Summary.

c. Select the [Edit] pencil icon to edit the instructional calendar for an existing test administration. Use the instructions in the “Set the Instructional Calendar” subsection for guidance in editing the instructional calendar.

d. Select the [VIEW/ADD ADMINS] button to return to the list of test administrations.

7. After you select the [Org/Administration Assignment] icon, a page with a list of schools associated with your LEA, like the one shown in Figure 26, will populate.

   - Schools that are assigned to the chosen administration will have a check mark in the check box.
   - Schools that are assigned to a different administration have no check box; the currently assigned administration is in the Admin Assigned column.
   - Schools that are not yet assigned to an administration have a selectable check box.

![Figure 26. Administration Organization Assignments Web form](image)

8. From the list of schools, check the boxes of the school sites you would like to add to the selected administration. You can check the boxes individually or use the [SELECT ALL] button to select all school sites. Use the [RESET] button to uncheck all the boxes that were checked during this session.

9. Upon selecting the desired schools, select the [SAVE] button to assign the chosen administration to the school(s) and then the [CLOSE] button in the confirmation box to confirm the assignment.
10. To reassign a school’s administration:
   a. Select the **Org/Administration Assignment** icon in the row for the school’s current administration.
   b. Uncheck the box next to the school’s name on the Administration Organization Assignments Web form.
   c. Repeat for the schools whose administration you are changing.
   d. Select [SAVE] and then the [CLOSE] button in the confirmation box to confirm the reassignment.
   e. Select a different administration (see step 6).
   f. Check the box for the school you are reassigning.
Viewing and Editing Test Administrations

You may view and/or edit your test administrations once you have set them up in the Test Operations Management System (TOMS).

View and Edit the Instructional Calendar Administration Summary

1. Open TOMS.
2. Select [Test Administrations] from the left navigation bar.
3. Select [Instructional Calendar] from the left navigation bar to open the Instructional Calendar Administration Summary Web form, shown in Figure 27.

4. Select the [Select Organization] link and type at least five characters of the local educational agency's (LEA's) name (including spaces) or the County-District-School (CDS) code for the LEA in the search field.

5. After selecting the name of your LEA, select the [VIEW/ADD ADMINS] button to open the Instructional Calendar Administration Summary Web page, shown in Figure 28 on the next page.
Figure 28. Choose a summary to view

6. Select the pencil [Edit] pencil [ ] icon to edit the instructional calendar for an existing test administration. Use the instructions in the “Set the Instructional Calendar” subsection for guidance in editing the instructional calendar.

View and Edit the Nondelivery/Nonworking Dates

1. Open TOMS.
2. Select the [Test Administrations] button from the left navigation bar.
3. Select the [Nondelivery Dates] button from the left navigation bar.
4. 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.
5. After selecting the name of your LEA, select [Continue].

6. Select the dates on the calendar to set or unset the dates, using the instructions in the “Set Nondelivery/Nonworking Dates” subsection for guidance in editing these dates.

View the Details of the Windows Summary

1. Open TOMS.
2. Select [Test Administrations] from the left navigation bar.
3. Select [Instructional Calendar] in the left navigation bar.
4. 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.
5. After selecting the name of your LEA, select [VIEW/ADD ADMINS].
6. Select the [Summary] desk-calendar icon to view the LEA’s Testing Window Summary, which is shown in Figure 29.

Figure 29. Testing Window Summary
7. Select a test window tab in the “Testing Window Summary” section to view the dates for the testing window; your choices are [Smarter Balanced, CAA, CAST] and [CSA].

8. Select the [VIEW/ADD ADMINISTRATIONS] button to return to the Instructional Calendar Track Summary area or the [VIEW NONINSTRUCTIONAL DATES] button to view noninstructional dates.

Add, Edit, or Remove Participation in the Electronic Student Score Reporting Pilot

If your LEA has been chosen to participate in the Electronic Student Score Reporting pilot, you have the option of selecting the method by which you would prefer Student Score Reports for all the LEA’s test administration(s) be delivered when these reports are created. Note that the only way to change this option after December 1, 2017, is by contacting the California Technical Assistance Center (CalTAC); and you may not change this option after any test administration within the LEA has reached 90 percent of students scored.

1. Open TOMS.
2. Select [Test Administrations] from the left navigation bar.
3. Select [Instructional Calendar] from the left navigation bar to open the Instructional Calendar Administration Summary Web form, shown in Figure 30.
4. Select one of the following options:
   - Request Printed—Have Student Score Reports printed and shipped to the LEA by Educational Testing Service when they are available.
   - Print Locally—Print Student Score Reports locally at the LEA.
   - Export to SIS—Use the LEA process to transfer all electronic Student Score Reports securely to the LEA’s Student Information System (SIS).

5. Select [Save]. The selected option will display in the **Student Score Reporting Option** field on the Windows Summary for the LEA.

6. You can change the selection using this process until December 1, 2017. After December 1, the only way to change the selection is to contact CalTAC.