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# Chapter 4. Student Test Assignment

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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
- ◆ Score Status
- ◆ Uploads
- ◆ Reports

Smarter Balanced Summative and Interim Assessments  
California Science Tests  
California Alternate Assessments  
California Spanish Assessment



Measuring the Power of Learning.™



California Assessment of  
Student Performance and Progress



# Assigning Students for the California Alternate Assessment (CAA) and Special Test Versions

## Additional Resources:

- California Department of Education (CDE) California Longitudinal Pupil Achievement Data System (CALPADS) System Documentation Web page—  
<http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp>
- California Assessment of Student Performance and Progress (CAASPP) Test Operations Management System (TOMS) Resources Web site—  
<http://www.caaspp.org/administration/toms/>

Local educational agency (LEA) CAASPP coordinators can assign students for alternate assessments and special version Smarter Balanced paper-pencil assessments in a student assignment file that is uploaded into 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 Resources](#) Web page. The completed file that is uploaded must be in .csv format (see the [instructions on how to save a file in the .csv format](#) for more information). LEAs can submit more than one file.

Student demographic data from 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 twelve will be assigned to take the California Science Test (CAST) field test. Students in grades ten and eleven can be assigned at the discretion of the LEA.

Default tests are shown in Table 4.

**Table 4. Default CAASPP Tests**

Test Type	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 10	Gr 11	Gr 12
Smarter Balanced for ELA (grade level)	✓	✓	✓	✓	✓	✓		✓	
Smarter Balanced for Mathematics (grade level)	✓	✓	✓	✓	✓	✓		✓	
California Science Test field test			✓			✓			✓

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. 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 **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 **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 criteria decided for test assignment for each high school, will also participate in CAA for Science Pilot 2. 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 CDE [CALPADS System Documentation](#) Web page, for more information about CALPADS code values.
- ① **Students taking the CAAs (ELA, mathematics, science) do not take the Smarter Balanced Summative Assessments or the CAST 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.
  - TOMS calculates the testing grade for students in ungraded programs.
- ① **LEAs selected to participate in the CSA pilot should assign students in grades four through twelve who are Spanish-speaking English learners or seeking a measure that recognizes their Spanish reading, writing, and listening skills to take this pilot assessment. LEAs that have not already been contacted to participate should not assign students to this test.**
- 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 for paper-pencil tests, the LEA CAASPP coordinator should contact the California Technical Assistance Center (CaTAC) by phone at 800-955-2954 or by e-mail at [caltac@ets.org](mailto:caltac@ets.org).**
- ① **See [Chapter 6 Orders for Smarter Balanced Paper-Pencil Materials](#) for instructions on how to approve the orders for Smarter Balanced 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 also will be assigned to take the CAA for Science Pilot 2 as well as students in grade eleven who have been assigned to participate in this pilot
  - The criteria for determining which high school students take the CAA for Science Pilot 2 are as announced to LEAs.
- Special version assignments (Smarter Balanced 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

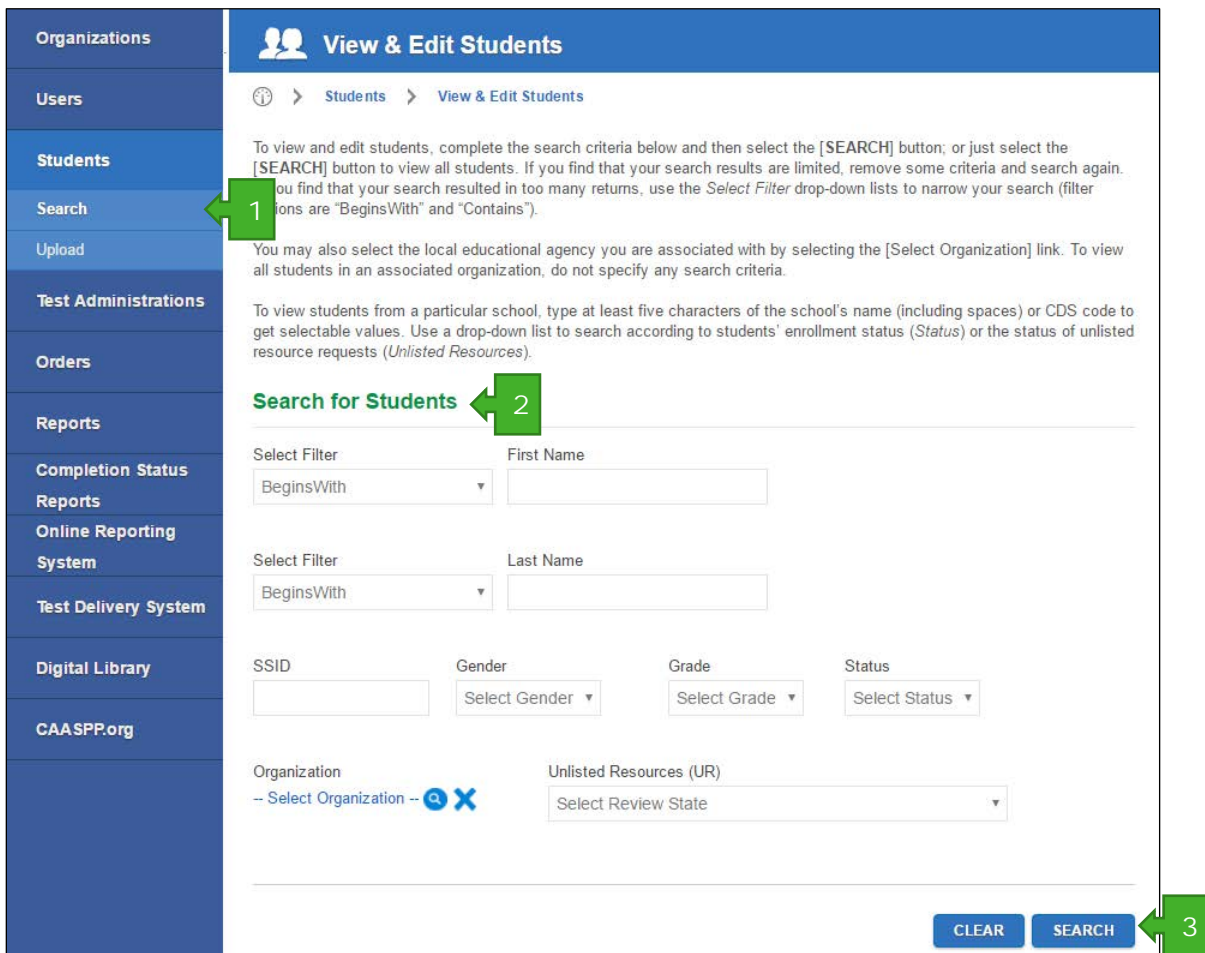
## Additional Resources:

- California Department of Education (CDE) California Longitudinal Pupil Achievement Data System (CALPADS) System Documentation Web page—  
<http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp>

## View Students

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

- Select the **[Students]** button on the left navigation bar (Figure 31).



The screenshot shows the 'View & Edit Students' web form. On the left is a navigation menu with 'Students' selected. The main area contains instructions and search filters. The 'Search for Students' section includes dropdown menus for 'Select Filter' (set to 'BeginsWith'), text input for 'First Name', and 'Last Name', and dropdowns for 'Gender', 'Grade', and 'Status'. There are also fields for 'SSID', 'Organization', and 'Unlisted Resources (UR)'. At the bottom right are 'CLEAR' and 'SEARCH' buttons.


**Figure 31. Search for Students Web form**

- Enter details about the student in the search fields in the “Search for Students” section (shown in Figure 31); 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.
3. Select the [**SEARCH**] button.



**Note:** Check your 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			

Showing 1 of 1

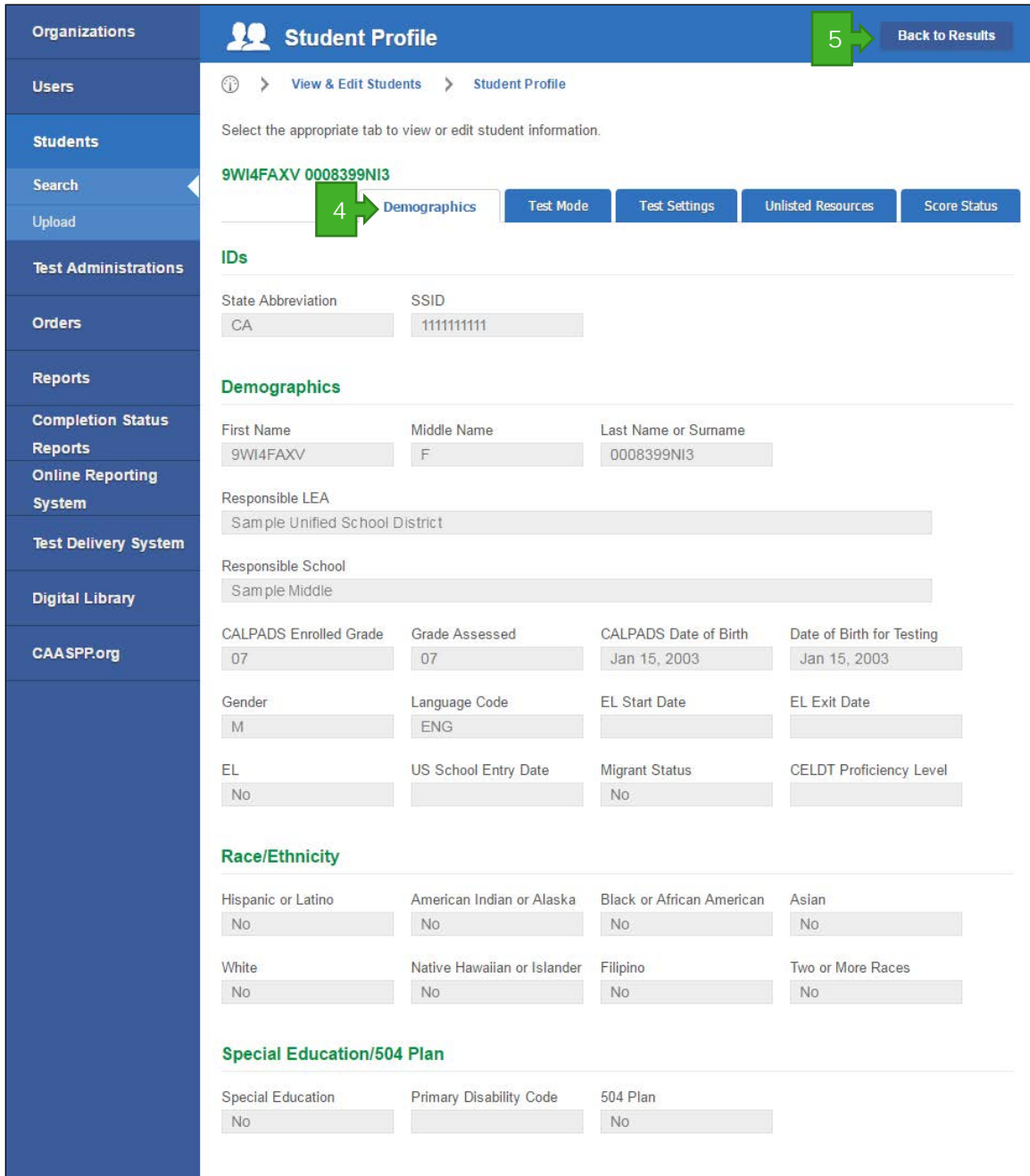
**Figure 32. Student search results**

4. Select a [**View**] magnifying glass  icon in the *Actions* column shown in Figure 32 to access the Student Profile screen in Figure 33. 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 CDE [CALPADS System Documentation](#) Web page, for more information about CALPADS code values.

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



**Organizations** | **Student Profile** | **5** [Back to Results](#)

**Users** | [View & Edit Students](#) | [Student Profile](#)

Select the appropriate tab to view or edit student information.

**9WI4FAXV 0008399NI3**

**4** [Demographics](#) | [Test Mode](#) | [Test Settings](#) | [Unlisted Resources](#) | [Score Status](#)

**IDs**

State Abbreviation: CA | SSID: 111111111

**Demographics**

First Name: 9WI4FAXV | Middle Name: F | Last Name or Surname: 0008399NI3

Responsible LEA: Sample Unified School District

Responsible School: Sample Middle

CALPADS Enrolled Grade	Grade Assessed	CALPADS Date of Birth	Date of Birth for Testing
07	07	Jan 15, 2003	Jan 15, 2003

Gender	Language Code	EL Start Date	EL Exit Date
M	ENG		

EL	US School Entry Date	Migrant Status	CELDT Proficiency Level
No		No	

**Race/Ethnicity**

Hispanic or Latino	American Indian or Alaska	Black or African American	Asian
No	No	No	No
White	Native Hawaiian or Islander	Filipino	Two or More Races
No	No	No	No

**Special Education/504 Plan**

Special Education	Primary Disability Code	504 Plan
No		No

**Figure 33. Student Profile—[Demographics] tab**

- Select the **[Test Mode]** tab in the Student Profile to see the student's assigned tests, shown in Figure 34. Use this Web form to assign or change tests manually for the selected student.

Student Profile

8 [Back to Results](#)

Organizations

Users

Students

Search

Upload

Test Administrations

Orders

Reports

Completion Status Reports

Online Reporting System

Test Delivery System

Digital Library

CAASPP.org

9WI4FAXV 0008399NI3

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SSID:	111111111111	CALPADS Enrolled Grade:	07
First Name:	9WI4FAXV	Grade Assessed:	07
Middle Name:	F	Special Education:	No
Last Name or Surname:	0008399NI3	Primary Disability Code:	
Responsible School:	Sample Middle	504 Plan:	No

Students are assigned to take general California Assessment of Student Performance and Progress (CAASPP) tests by default. Select the *Alternate Assessments* radio button to assign the student to all the alternate assessments.

Students in grades 3–8 and grade 11 take English language arts/literacy (ELA) and mathematics; students in grades 5 and 8 and selected students in grades 10, 11, and 12 take science. If the *Alternate* radio button is selected, these eligible students will take the California Alternate Assessments for Science.

For ungraded students, the Test Operations Management System will calculate the testing grade and assign tests accordingly at the time of testing. Students whose calculated grade is greater than grade 12 do not participate in CAASPP assessments.

### Assigned Administration

No Admin

### Test Assignment Status : Completed

✔

	Test Delivery Mode	Condition Code
<p><b>General Assessments</b> These tests are selected by default.</p> <p><input type="checkbox"/> Smarter Balanced for English Language Arts/Literacy</p> <p><input type="checkbox"/> Smarter Balanced for Mathematics</p>		
<p><b>California Alternate Assessments</b> In order for a student to be eligible to take California Alternate Assessments, the California Longitudinal Pupil Achievement Data System (CALPADS) education program code (field 3.13) must be set to "special education" (value 144) and the primary disability category (field 3.21) must not be blank.</p> <p>See the California Department of Education CALPADS System Documentation Web page &lt;<a href="http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp">http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp</a>&gt;, for more information about CALPADS code values.</p> <p><input type="checkbox"/> California Alternate Assessments for English Language Arts/Literacy</p> <p><input type="checkbox"/> California Alternate Assessments for Mathematics</p>		
<p><b>California Spanish Assessment (CSA)</b> <span style="float: right;">Online</span></p> <p><input type="checkbox"/> <b>California Spanish Assessment (CSA) for Reading/Language Arts (RLA) Pilot Test</b> The CSA is a voluntary, computer-based summative assessment designed to measure Spanish language arts skills in reading, writing, and listening for students in grades 3–8 and high school. In 2017, the CSA will be piloted to a select sample of LEAs and a select sample of students in grades 4–12 within those LEAs. The goal of the CSA pilot is to evaluate the computer-based reading, writing, and listening items. <b>Note:</b> Only selected LEAs that have been notified by Educational Testing Service should select this test assignment for students.</p>		

### Special Test Form

Select the appropriate option from this drop-down list if this student requires a braille or large-print test booklet. This selection applies to the preapproved Smarter Balanced paper-pencil test materials only.

Special Form \*

None ▼

7 [UPDATE](#)

**Figure 34. 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 or use the [**Back to Results**] button to return to the Search screen.

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