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

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



Approving Orders in the Test Operations Management System (TOMS)

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

- ❗ **The deadline to request approval to administer Smarter Balanced paper-pencil tests is October 2, 2017.**
- ❗ **You must have a test administration set up to order materials for Smarter Balanced paper-pencil testing.**
- ❗ **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.**
- ❗ **Initial orders are based on the number of enrolled students assigned to a particular test or special version.**
- ❗ **Supplemental orders must be placed with CaTAC.**
- ❗ **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 Smarter Balanced 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).

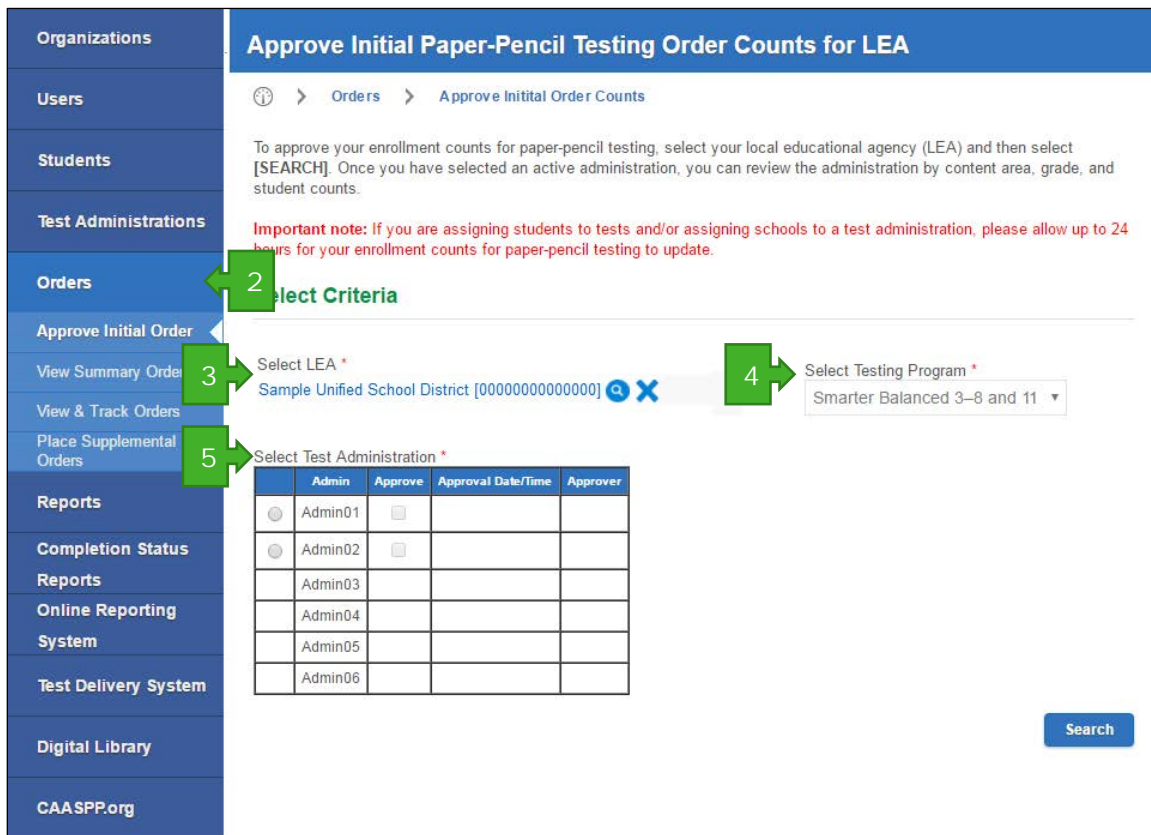
There are three tasks you can perform in the Orders module:

1. approve initial orders for the LEA;
2. view a summary of the LEA's orders; and
3. 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 to open the Approve Initial Paper-Pencil Testing Order Counts for LEA screen (Figure 58).



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.

2 Select Criteria

3 Select LEA *

 Sample Unified School District [000000000000000]

4 Select Testing Program *

 Smarter Balanced 3–8 and 11

5 Select Test Administration *

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

Search

Figure 58. Select criteria for ordering Smarter Balanced paper-pencil materials

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.
 - 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.
4. Select the test from the *Select Testing Program* drop-down list. The choice is *Smarter Balanced 3–8 and 11*.
5. In the *Select Test Administration* table, select the radio button next to the test administration for which you will be ordering materials.
6. Select [**Search**].

Step 2. Review and approve the order.

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)						
	ELA	B	LP	Math	B	LP	S
2							
3	15			15			
4	15			15			
5	15			15			
6							
7							
8							
9							
10							
11							

Smarter Balanced 3–8 and 11	
Available Testing Window Dates	Mar 2, 2018 – Jun 7, 2018
Selected Testing Window Dates	Apr 16, 2018 – May 18, 2018
Test Administration Setup Cut-off Date	Dec 1, 2017
Order Forwarded For Packaging	Feb 11, 2018
Initial Order Cut-off Date	Feb 22, 2018
Supplemental Order Cut-off Date	May 22, 2018
Late Label Cut-off Date	May 6, 2018
Material Delivery Dates	Mar 8, 2018 – Mar 23, 2018
Material Return Date	May 25, 2018

Figure 59. Review the initial order

1. Review the number of students who are assigned to take the particular test. These numbers, sampled in Figure 59, reflect the quantities of materials that will be ordered.
2. In the *Select Test Administration* table (shown in Figure 58), 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].

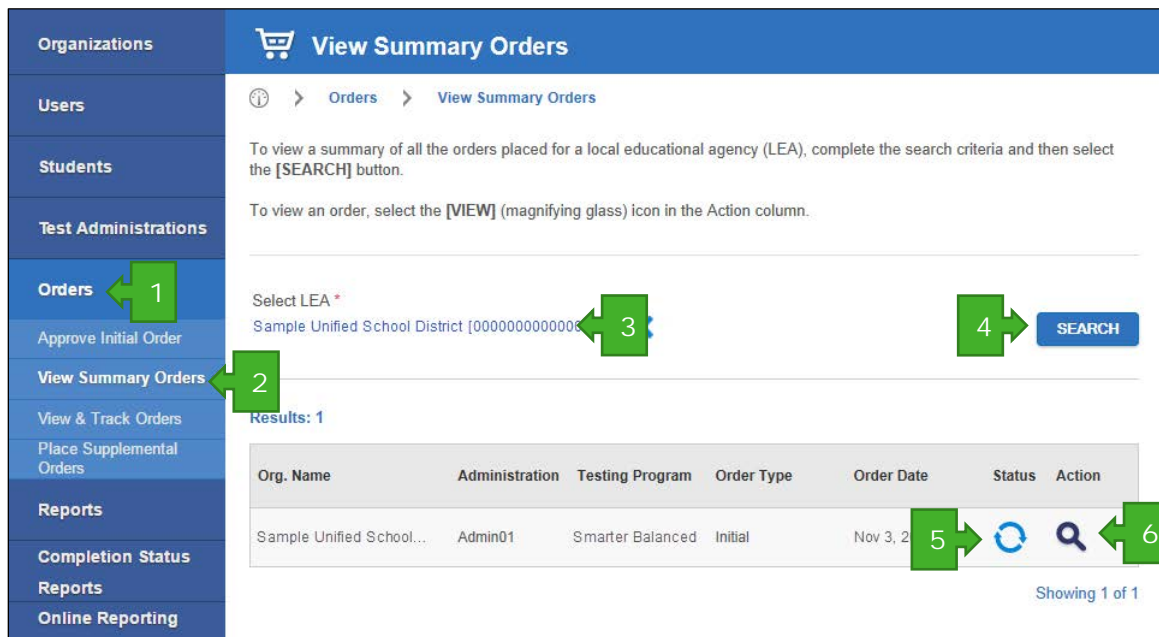


Figure 60. Select a summary order to view

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 60 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.
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 Smarter Balanced Paper-Pencil and Additional Special Version Materials

Supplemental orders are made if the LEA experiences new enrollment that requires additional Smarter Balanced 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 Smarter Balanced paper-pencil and/or additional special version materials.