
Introduction

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



What's New in 2017–18 for the Test Operations Management System (TOMS)

Feature	Change
User Interface	
Availability	All Test Operations Management System (TOMS) functionality is available starting on September 5, 2017.
Standards-based Tests in Spanish (STS) for Reading/Language Arts (RLA)	<ul style="list-style-type: none"> The test administration window for the STS is no longer selected in TOMS. Instead, it is to be selected in the Administration and Registration Tools (ART). Instructions for STS pre-administration will be provided separately. Request braille and large-print versions of the STS by contacting the California Technical Assistance Center (CaTAC).
Dashboard	
Selected test administration	The Local Educational Agency (LEA) Dashboard shows the selected test administration's start and end dates.
Student Data	
Enrolled Grade (calculation)	TOMS calculates the enrolled grade for students in ungraded programs by subtracting five from his or her chronological age on September 1, 2017. That is the grade in which the student should be tested.
Date of Birth	<p>There are now two Date of Birth fields:</p> <ol style="list-style-type: none"> <i>CALPADS Date of Birth</i>—The student's current date of birth the California Longitudinal Pupil Achievement Data System (CALPADS) (This might not match the "Date of Birth for Testing" if the student's date of birth changed in CALPADS after the student started a test.) <i>Date of Birth for Testing</i>—The student's date of birth in CALPADS at the start of the selected testing window. (This might not match the "CALPADS Date of Birth" if the student's date of birth changed in CALPADS after the student started a test.)
Enrolled Grade (display)	<p>There are now two Enrolled Grade fields:</p> <ol style="list-style-type: none"> <i>Grade Assessed</i>—The grade level of the assigned test based on enrolled grade at the start of testing (This might not match the "CALPADS Enrolled Grade" if the student's enrollment grade changed in CALPADS after the student started a test.) <i>CALPADS Enrolled Grade</i>—The student's current enrollment grade in CALPADS (This might not match the "Grade Assessed" if the student's enrollment grade changed in CALPADS after the student started a test.)

Feature	Change
Adding and Managing Users	
Restriction on user roles	Users cannot have multiple California Assessment of Student Performance and Progress (CAASPP) user roles across a single account. For example, a user who is a test site coordinator at School A cannot also be a test administrator at School B. Instead, the user must be assigned a user account with test site coordinator access at School A and a different user account with a different e-mail address for the test administrator role at School B. The user may, however, have a single user account if he or she has been assigned as a test site coordinator at both School A and School B.
E-mail address format	The e-mail domain extension portion of an e-mail address is limited to 10 or fewer characters. (The domain extension is the part of the e-mail address after the dot. For example, “.gov” is the domain extension in “@cde.ca.gov.”)
Passwords, Access, and Logon	
Link for user password	<ul style="list-style-type: none"> • New users will receive an e-mail with a link to a secure Web site at which they can create a new password. • Existing users will receive an e-mail with a link to a secure Web site at which they can reset their password.
Test Administration Setup	
California Science Test (CAST) field test	The CAST field test is available starting on April 2, 2018. A testing window that begins prior to this date may allow fewer than 25 instructional days for test administration.
California Alternate Assessments (CAAs) for English language arts/literacy (ELA) and mathematics administration	The CAAs for ELA and mathematics are available on April 2, 2018. A testing window that begins prior to this date may allow fewer than 25 instructional days for test administration.
CAA for Science Pilot 2	The CAA for Science Pilot 2 embedded performance tasks may be administered once the performance tasks are available on October 30, 2017. However, results cannot be entered until the Data Entry Interface becomes available in January 2017.
New California Spanish Assessment (CSA) pilot	<p>Only those LEAs that have been contacted by Educational Testing Service (ETS) will participate in the pilot and will set up a pilot test administration.</p> <ul style="list-style-type: none"> • Only the previously identified LEAs will set up a pilot test administration. • The CSA is an optional pilot assessment that assesses grades three through eight and high school-level content. • The selected testing window for the pilot is a fixed window, from September 18 to October 6, 2017. • Scores are not available for the CSA pilot.
Testing Window Summary tabs	[CSA] replaces [STS] as a viewing option. Only those LEAs selected to administer the CSA pilot will have a CSA testing window.
Testing window reminder e-mails	TOMS will send a reminder e-mail notification to LEA CAASPP coordinators two weeks prior to the selected testing window start date and two weeks prior to the selected testing window end date, as well as an e-mail on the first day of the selected testing window.

Feature	Change
Student Test Assignment	
Science pre-operational tests	The pre-operational tests for science include: <ol style="list-style-type: none"> 1. The CAST field test, and 2. The CAA for Science Pilot 2—for students who have an individualized education program (IEP) and have been assigned to take the alternate assessments. <ul style="list-style-type: none"> • All students in grades five and eight will take either the CAST field test or the CAA for Science Pilot 2. • The criteria for determining which high school students take the CAST field test and CAA for Science Pilot 2 are pending and will be announced to LEAs as soon as they are available.
CAST field test	Enrollment in the CAST field test is assigned automatically to students in grades five and eight. Criteria for determining which high school students take the CAST field test are pending.
CAA for Science Pilot 2	<ul style="list-style-type: none"> • Eligibility requirements for students in grades five, eight, and the selected high school grade taking an alternate assessment in science (CAA for Science Pilot 2) are the same as for the CAAs for ELA and mathematics. • Assignment of the CAA for Science Pilot 2 can be made for those students eligible to take the CAAs in grades five and eight when TOMS becomes available on September 5, 2017. • The CAA for Science Pilot 2 (embedded performance tasks [PTs]) will be made available online, as PDFs, on 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.
CSA pilot	<ul style="list-style-type: none"> • Only the LEAs that have been contacted by ETS will participate in the pilot, which will be administered within a fixed testing window—from September 18 to October 6, 2017. • TOMS will not permit a user who is not in one of the pilot LEAs to assign a student to take the CSA. • TOMS will not permit a student assigned to take a paper-pencil test to take the online CSA.
Student Test Settings	
Unlisted resources availability	Unlisted resources can be requested for the CAA for science.
Test settings for Smarter Balanced paper-pencil tests	Accessibility resource options for student taking paper-pencil versions of the Smarter Balanced Summative Assessments can be set in TOMS.
New embedded designated support	<ul style="list-style-type: none"> • Mouse Pointer (size and color options for the student's mouse pointer)
New non-embedded designated support	<ul style="list-style-type: none"> • Amplification (volume control beyond a device's built-in settings using headphones or other non-embedded devices)
New embedded accommodation, Smarter Balanced for ELA (Listening passages) and CAST	<ul style="list-style-type: none"> • Audio Transcript (transcript of the closed captioning created for the listening packages; includes braille transcript)
New non-embedded accommodation	<ul style="list-style-type: none"> • Word Prediction (accessed using a physically separate device that allows students to begin writing a word and choose from a list of words that have been predicted from word frequency and syntax rules)

Feature	Change
Additional CAST field test embedded designated supports	<ul style="list-style-type: none"> • Color Contrast • Stacked Translations and Translated Test Directions (Spanish) • Translation Glossaries • Turn Off Any Universal Tools
Additional CAST field test non-embedded designated supports	<ul style="list-style-type: none"> • Read-Aloud in Spanish • Science Charts • Simplified Test Directions
Additional CAST field test embedded accommodations	<ul style="list-style-type: none"> • Closed Captioning • Streamline
Additional CAST field test non-embedded accommodation	<ul style="list-style-type: none"> • Alternate Response Options
Updated Smarter Balanced non-embedded designated support	<ul style="list-style-type: none"> • Read Aloud for mathematics has been clarified that it applies to mathematics stimuli and items.
Updated non-embedded Smarter Balanced accommodation	<ul style="list-style-type: none"> • Scribe applies to ELA performance task full write.
Updated CAST field test non-embedded designated supports	<ul style="list-style-type: none"> • 100s Number Table (<i>was accommodation</i>) • Calculator (four-function for grade five; scientific for grades eight and ten through twelve) (<i>was accommodation</i>) • Multiplication Table (<i>was accommodation</i>) • Mathematics Tools (<i>deleted</i>)
CSA pilot embedded designated supports	<ul style="list-style-type: none"> • Print Size (that increases the default zoom level of the font size of all items delivered) • Turn Off Any Universal Tool(s)
CSA pilot non-embedded designated supports	<ul style="list-style-type: none"> • Color Overlay • Magnification • Noise Buffers • Read-Aloud Items • Separate Setting (special lighting/acoustics, adaptive furniture, time of day)
CSA pilot non-embedded accommodation	<ul style="list-style-type: none"> • Print-on-Demand
Smarter Balanced paper-pencil tests non-embedded accommodation, ELA	<ul style="list-style-type: none"> • Braille
Smarter Balanced paper-pencil tests non-embedded accommodations, mathematics	<ul style="list-style-type: none"> • Braille • Speech-to-Text
Smarter Balanced paper-pencil tests non-embedded designated supports, mathematics	<ul style="list-style-type: none"> • Stacked Translation • Translation Glossaries
Accessibility resources for the STS for RLA	Test settings for the online STS are to be assigned in ART.

Feature	Change
Reports	
Paperless reporting	LEAs selected to participate in the paperless reporting pilot can elect to have all Student Score Reports for a test administration for the LEA either printed locally or securely transferred to a local Student Information System instead of being printed and shipped to the LEA. This option is selectable when configuring an instructional calendar in Test Administration Setup and cannot be changed by the LEA user after December 1, 2017.
Student Score Reports PDF	The Student Score Report file can be compiled by LEA, school, or selected schools.
Navigation tab for 2014–15 Student Score Reports	There is no longer a tab for 2014–15 Student Score Reports in the Reports section of the left navigation bar.
Student Score Status	
Additional column for CAST	The information in the “California Science Test” section of the [Score Status] tab will include a <i>Status</i> column for field test scoring, although the score will not be reported.
Information about the CSA	Information about Condition Codes will be available for student who participated in the CSA pilot.

About the Test Operations Management System (TOMS)

Additional Resources:



- California Assessment of Student Performance and Progress (CAASPP) Manuals and Instructions Web page—<http://www.caaspp.org/administration/instructions/>
- CAASPP Forms Web page—<http://www.caaspp.org/administration/forms>

TOMS is a secure Web site that permits local educational agency (LEA) 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 2 of embedded performance tasks); the California Science Test field test; and, for the selected LEAs, the pilot of the California Spanish Assessment.

TOMS Pre-Administration Functions

Functions that support CAASPP pre-administration activities are listed in this subsection.

- **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 (STAIRS) and Appeals System (*These systems are available in January 2018, although those LEAs participating in the CSA pilot will have access to the CAASPP STAIRS form.*)
- **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 access information about data they have uploaded and/or entered into TOMS.
- **Student Test Assignment** permits LEA CAASPP coordinators to assign the alternate tests to students as well as special version test forms (for students taking a Smarter Balanced 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 resource that is not otherwise available for a student who uses the resource 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 and to request that a student's score reports be produced in Spanish.

TOMS Functionality for LEA CAASPP Coordinators

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

- ① **Manage the LEA's testing windows;**
- ① **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.

- ① **Indicate which students are taking the CAAs for English language arts/literacy, mathematics, and the science Pilot 2;**
- ① **Review the LEA's order for all Smarter Balanced paper-pencil materials;**
- ① **Assign accommodations and designated supports to students for CAASPP assessments administered by computer, including both embedded and non-embedded supports;**
- ① **Submit requests for unlisted resource(s), if necessary, for students with individualized education programs or Section 504 plans;**
- ① **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;**
- ① **Add and manage contact information for the LEA technology coordinator and LEA special education coordinator;**
- ① **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;**
- ① **Download secure materials such as CAASPP training materials for hand scoring interim assessments; *Directions for Administration* for the CAAs for ELA and mathematics; and the embedded performance tasks for the CAA for Science;**
- ① **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**
- ① **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, 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 CAASPP [Forms](#) Web page.

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 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 to ensure you receive your logon credentials.

About This Manual

Additional Resources:

- *California Assessment of Student Performance and Progress (CAASPP) Interim Assessment User Guide*—<http://www.caaspp.org/rsc/pdfs/CAASPP.interim-assessment-guide.2017-18.pdf>

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 Smarter Balanced 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](#).

Document Conventions

Table 1 lists key symbols and typographical conventions used in this manual.

Table 1. Key Symbols and Document Conventions

Element	Description
	Warning: This symbol accompanies important information regarding actions that may cause fatal errors.
	Caution: This symbol accompanies important information regarding a task that may cause minor errors.
	Note: This symbol accompanies additional information that may be of interest.
	Additional Resources: This symbol accompanies a list of URLs for Web pages and/or Web documents that provide additional information.
<code>file name</code>	Monospaced text indicates a directory, file name, or something you enter in a field.
[text]	Bold text in brackets is used to indicate a link or button that is selectable.