
Chapter 4. Student Test Assignment

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
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Smarter Balanced Summative and Interim Assessments

California Science Test

California Alternate Assessment

California Spanish Assessment



Measuring the Power of Learning.™



California Assessment of
Student Performance and Progress



Assigning Students for the California Alternate Assessment (CAA), California Spanish Assessment (CSA), and Smarter Balanced Special Test Versions



Resources in This Section:

- 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 website—
<http://www.caaspp.org/administration/toms/>

Local educational agency (LEA) CAASPP coordinators can assign students for alternate assessments, special version (braille and large print) Smarter Balanced assessments, the CSA field test, and the operational CSA 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 is uploaded daily into TOMs so LEA CAASPP coordinators can manage their CAASPP administrations. This data can be edited in CALPADS only. Because this is an automatic process, no manual intervention on the part of the LEA CAASPP coordinator is required.

By default, students in grades three through eight and grade 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) if they have not tested previously in high school. Students in grades ten and eleven can be assigned to take the CAST at the discretion of the LEA to satisfy their participation requirement for all of high school; verify student participation by downloading a participation report, either the [LEA-Level High School Participation Report for the CAST and CAA for Science](#) or the [School-Level High School Participation Report for the CAST and CAA for Science](#).

Default tests are shown in Table 5. Students in grade twelve will be required to test in science if they did not test in grade ten or eleven.

Table 5. 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)	✓	✓	✓	✓	✓	✓	NA	✓	NA
Smarter Balanced for Mathematics (grade level)	✓	✓	✓	✓	✓	✓	NA	✓	NA
California Science Test	NA	NA	✓	NA	NA	✓	NA	NA	✓*

The asterisk (*) indicates a student in grade twelve must test only if he or she has not tested in science previously.

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 high school grade of ten, eleven, or twelve. Students in grade twelve must take the CAA for Science online field test if they have not taken a science assessment previously. 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.**

Student Test Assignment | Assigning Students for the California Alternate Assessment (CAA), California Spanish Assessment (CSA), and Smarter Balanced Special Test Versions

- 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.
- ① **LEAs participating in the CSA field test in fall 2018 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 field test.**
- ① **For the operational CSA in spring 2019, LEAs should assign students in grades three through twelve who are Spanish-speaking English learners or seeking a measure that recognizes their Spanish reading, writing, and listening skills.**
- ① **Include all students in the student test assignment file who need a special version of the Smarter Balanced Summative Assessments for ELA and mathematics. This includes the following special versions:**
 - Braille
 - Large print



Note: Order special versions of the Smarter Balanced assessments only if the LEA has received the CDE's approval to administer the Smarter Balanced special version assessments.

- ① **To place supplemental and/or late orders for special version tests (braille and large print), the LEA CAASPP coordinator should contact the California Technical Assistance Center (CaTAC) by phone at 800-955-2954 or by email at caltac@ets.org.**
- ① **See [Chapter 6 Orders for Special Version Materials](#) for instructions on how to approve the orders for Smarter Balanced special version 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 field test as well as students in grade eleven who have been assigned to participate in this field test.

Student Test Assignment | Assigning Students for the California Alternate Assessment (CAA), California Spanish Assessment (CSA), and Smarter Balanced Special Test Versions

- Students in grade ten who have been assigned to take the CAA for Science field test.
- Students in grade twelve who must take the CAA for Science field test if they have not taken a science assessment previously.
- Special version assignments (Smarter Balanced only)
 - Braille
 - Large print

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 has been imported into TOMS.



Notes:

- 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



Resources in This Section:

- 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.

1. Select the **[Students]** button on the left navigation bar (Figure 35).

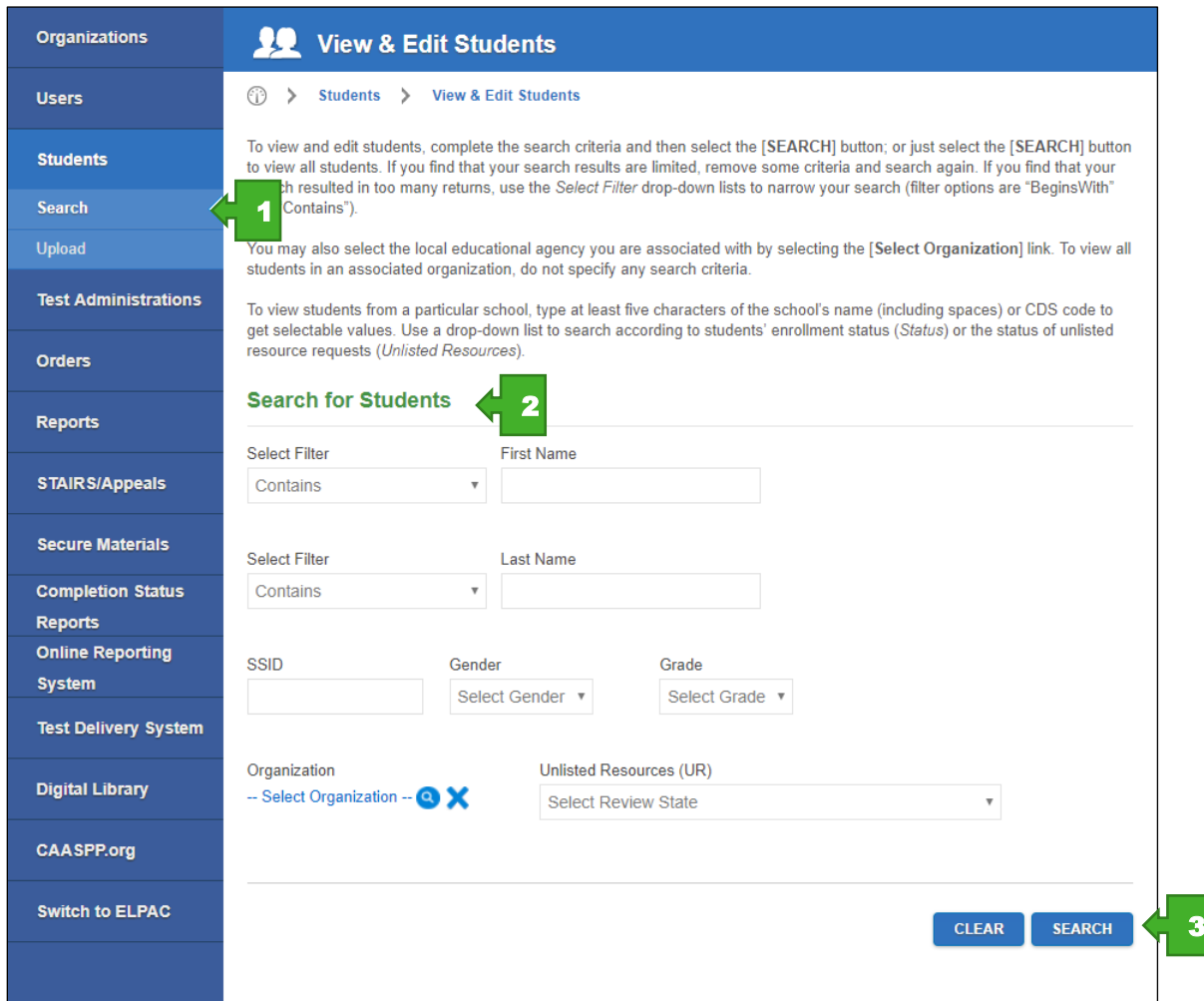


Figure 35. Search for Students web form

2. Enter details about the student in the search fields in the “Search for Students” section (shown in Figure 35); 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.











Student Test Assignment | Reviewing and Updating Student Assignments and Settings



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 (9999999999999999)	03			
2	XXXXX, XXXXX	0000000000	Demo School A (9999999999999999)	10			
3	XXXXX, XXXXX	0000000000	Demo School A (9999999999999999)	11			
4	XXXXX, XXXXX	0000000000	Demo School A (9999999999999999)	07			
5	XXXXX, XXXXX	0000000000	Demo School A (9999999999999999)	07			
6	XXXXX, XXXXX	0000000000	Demo School A (9999999999999999)	09			
7	XXXXX, XXXXX	0000000000	Demo School A (9999999999999999)	03	 		

Showing 1 of 1

Figure 36. Student search results

- Select a [View] magnifying glass  icon in the *Actions* column shown in Figure 36 to access the *Student Profile* screen in Figure 37. The Student Profile opens with the [Demographics] tab selected.



Note: Student demographic data is imported from CALPADS on a daily basis 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 was 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, indicated in Figure 37, to return to the *Search* screen.

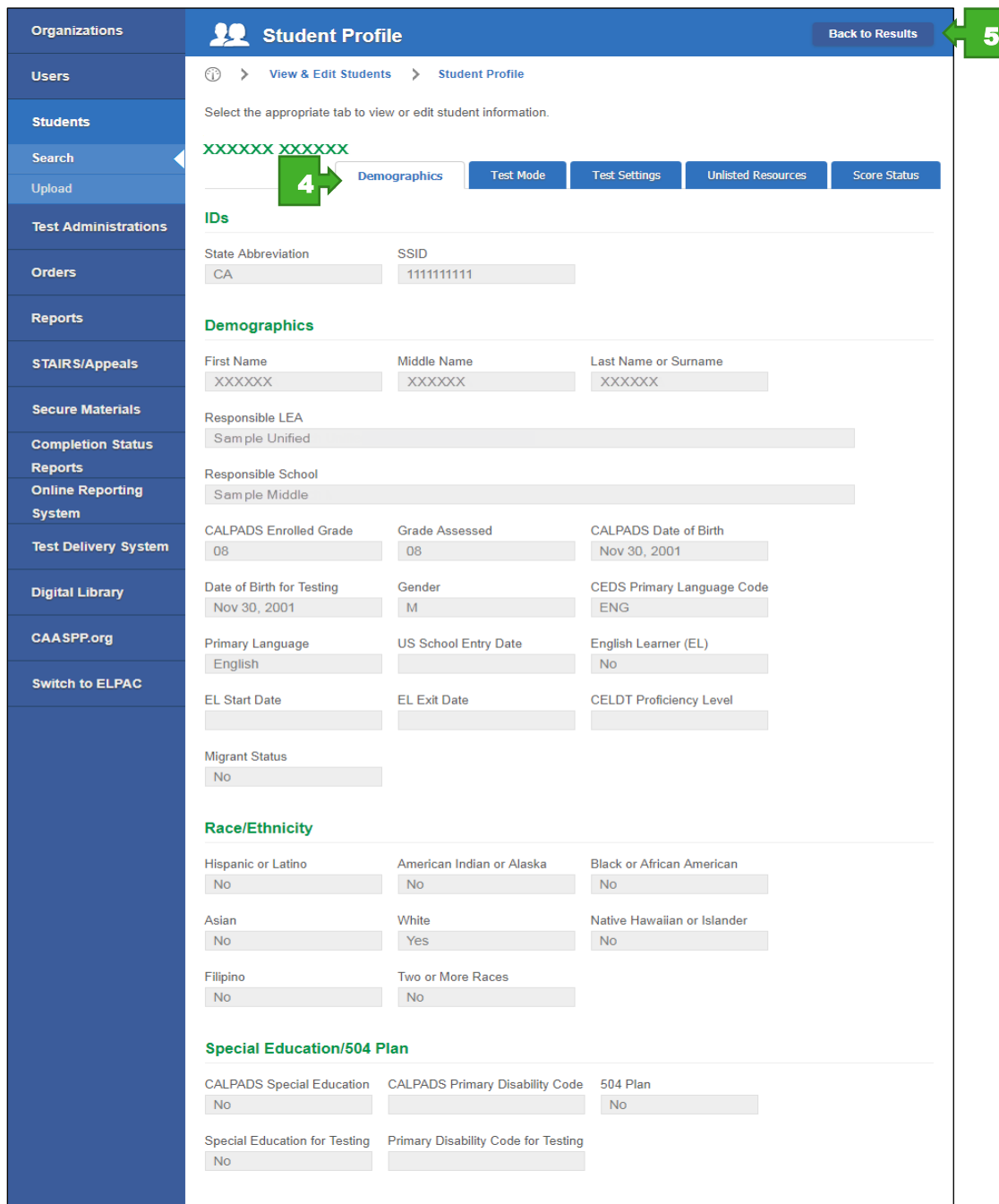
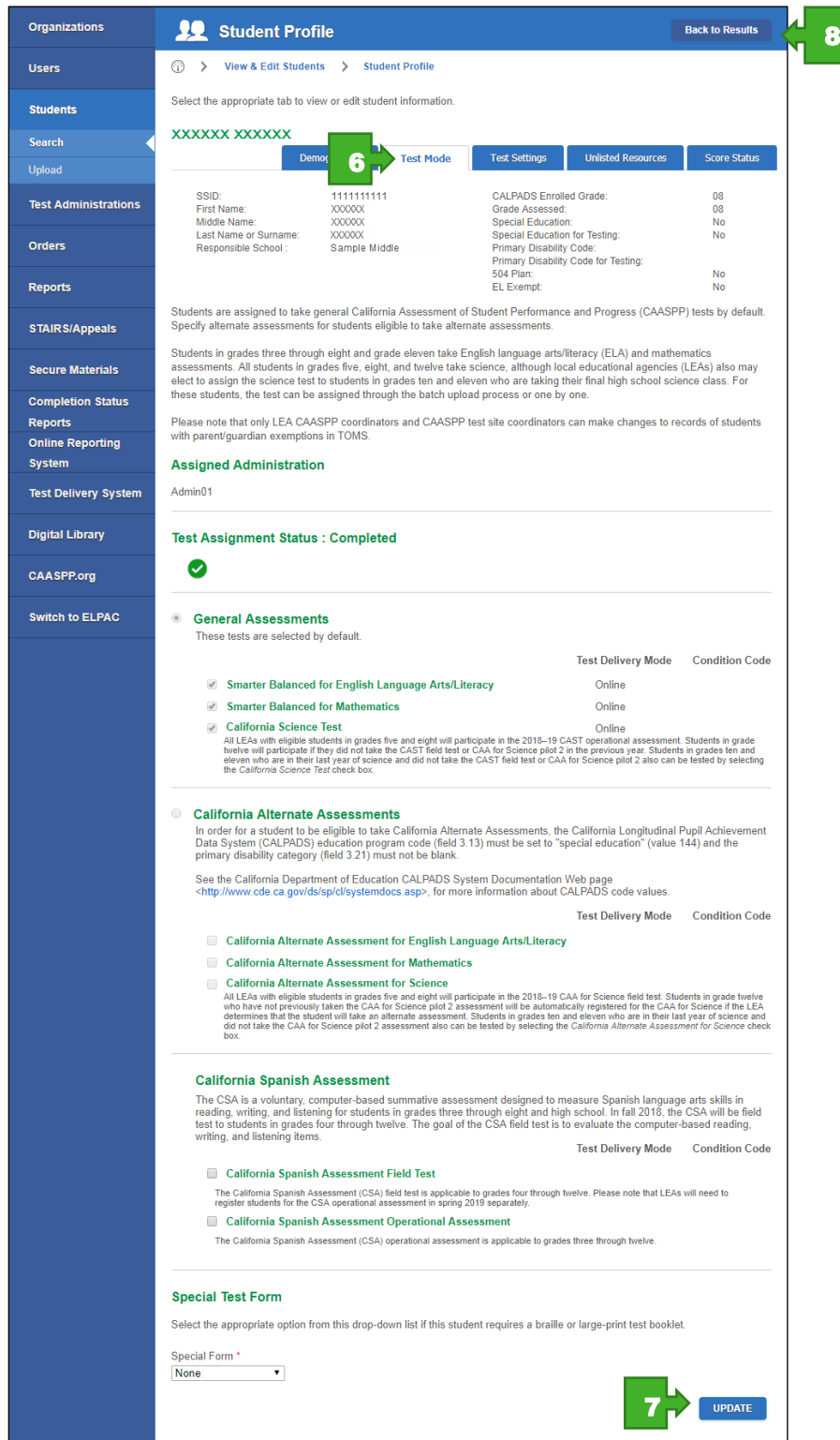


Figure 37. Student Profile—[Demographics] tab

6. Select the [Test Mode] tab in the *Student Profile* to see the student’s assigned tests, shown in Figure 38. Use this web form to assign or change tests manually for the selected student.

Student Test Assignment | Reviewing and Updating Student Assignments and Settings



Student Profile Back to Results

View & Edit Students > Student Profile

Select the appropriate tab to view or edit student information.

XXXXXXXX XXXXXX

Demographics **6** Test Mode Test Settings Unlisted Resources Score Status

SSID: 1111111111 CALPADS Enrolled Grade: 08
 First Name: XXXXXX Grade Assessed: 08
 Middle Name: XXXXXX Special Education: No
 Last Name or Surname: XXXXXX Special Education for Testing: No
 Responsible School: Sample Middle Primary Disability Code:
 Primary Disability Code for Testing: No
 504 Plan: No
 EL Exempt: No

Students are assigned to take general California Assessment of Student Performance and Progress (CAASPP) tests by default. Specify alternate assessments for students eligible to take alternate assessments.

Students in grades three through eight and grade eleven take English language arts/literacy (ELA) and mathematics assessments. All students in grades five, eight, and twelve take science, although local educational agencies (LEAs) also may elect to assign the science test to students in grades ten and eleven who are taking their final high school science class. For these students, the test can be assigned through the batch upload process or one by one.

Please note that only LEA CAASPP coordinators and CAASPP test site coordinators can make changes to records of students with parent/guardian exemptions in TOMS.

Assigned Administration

Admin01

Test Assignment Status : Completed

General Assessments

These tests are selected by default.

	Test Delivery Mode	Condition Code
<input checked="" type="checkbox"/> Smarter Balanced for English Language Arts/Literacy	Online	
<input checked="" type="checkbox"/> Smarter Balanced for Mathematics	Online	
<input checked="" type="checkbox"/> California Science Test	Online	

All LEAs with eligible students in grades five and eight will participate in the 2018–19 CAA for Science field test. Students in grade twelve will participate if they did not take the CAST field test or CAA for Science pilot 2 in the previous year. Students in grades ten and eleven who are in their last year of science and did not take the CAST field test or CAA for Science pilot 2 also can be tested by selecting the *California Science Test* check box.

California Alternate Assessments

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.

See the California Department of Education CALPADS System Documentation Web page <<http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp>> for more information about CALPADS code values.

	Test Delivery Mode	Condition Code
<input type="checkbox"/> California Alternate Assessment for English Language Arts/Literacy		
<input type="checkbox"/> California Alternate Assessment for Mathematics		
<input type="checkbox"/> California Alternate Assessment for Science		

All LEAs with eligible students in grades five and eight will participate in the 2018–19 CAA for Science field test. Students in grade twelve who have not previously taken the CAA for Science pilot 2 assessment will be automatically registered for the CAA for Science if the LEA determines that the student will take an alternate assessment. Students in grades ten and eleven who are in their last year of science and did not take the CAA for Science pilot 2 assessment also can be tested by selecting the *California Alternate Assessment for Science* check box.

California Spanish Assessment

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 three through eight and high school. In fall 2018, the CSA will be field test to students in grades four through twelve. The goal of the CSA field test is to evaluate the computer-based reading, writing, and listening items.

	Test Delivery Mode	Condition Code
<input type="checkbox"/> California Spanish Assessment Field Test		
<input type="checkbox"/> California Spanish Assessment Operational Assessment		

The California Spanish Assessment (CSA) field test is applicable to grades four through twelve. Please note that LEAs will need to register students for the CSA operational assessment in spring 2019 separately.

The California Spanish Assessment (CSA) operational assessment is applicable to grades three through twelve.

Special Test Form

Select the appropriate option from this drop-down list if this student requires a braille or large-print test booklet.

Special Form *

None

7 UPDATE

8

Figure 38. Student Profile—[Test Mode] tab



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 is 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, indicated in Figure 38, to return to the *Search* screen.

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