
Chapter 6. Orders for Smarter Balanced 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 Test

California Alternate Assessment

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 special version materials (braille and large print) in TOMS:

- ⓘ **The deadline to request approval to administer Smarter Balanced special version materials is October 2, 2018.**
- ⓘ **You must have a test administration set up to order special version materials for Smarter Balanced testing.**
- ⓘ **Special version materials must be ordered prior to your local educational agency's (LEA's) Special Versions Supplemental Order Cutoff Date by contacting the California Technical Assistance Center as a supplemental order.**
- ⓘ **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 special version testing to update.**

LEA CAASPP coordinators should approve requests for California Assessment of Student Performance and Progress special version materials as soon as possible after receiving approval from the California Department of Education.

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

1. approve orders of special version materials for the LEA;
2. view a summary of the LEA's orders; and
3. view and track orders for the LEA.