
Chapter 9. Reports

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




Downloading California Assessment of Student Performance and Progress (CAASPP) Administration Reports



Resources in This Section:

- *California Assessment of Student Performance and Progress (CAASPP) Interim Assessment User Guide* web document—<http://www.caaspp.org/rsc/pdfs/CAASPP.interim-assessment-guide.2018-19.pdf>
- CAASPP Portal website—<http://www.caaspp.org/>



Note: Information about how to access the Interim Assessment Reporting System, is found in the [CAASPP Interim Assessment User Guide](#).

The Test Operations Management System (TOMS) offers a number of reports to assist in planning test administration and tracking student results, at both the local educational agency (LEA) and school levels.

TOMS reports available for download from the *LEA Reports* web form are as follows:

- [LEA User List Report](#)
- [School-Level Student Demographics Report](#)
- [LEA-Level Student Demographics Report](#)
- [LEA Coordinator Report](#)
- [School-Level High School Participation Report for the California Science Test \(CAST\) and the California Alternate Assessment \(CAA\) for Science](#)
- [LEA-Level High School Participation Report for the CAST and the CAA for Science](#)
- [School-Level Student Test Assignment Report](#)
- [LEA-Level Student Test Assignment Report](#)
- [School-Level Student Test Settings Report](#)
- [LEA-Level Student Test Settings Report](#)
- [Unlisted Resources Report](#)
- [Student Results Report—Student Score Data Extract](#)

Take the following steps to download a report:

1. Using an internet browser, go to the [CAASPP Portal](#) and select the [**Test Operations Management System (TOMS)**] button to access the TOMS *Logon* web form to open TOMS.

Reports | Downloading California Assessment of Student Performance and Progress (CAASPP) Administration Reports



2. When TOMS has opened, select the **[Reports]** button—shown in Figure 73—in the left navigation bar to open the *Create Users* web form.
3. Select the LEA or school the user is associated with by selecting the **[Select Organization]** link.
 - 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. Locate and download your report by selecting the **[DOWNLOAD REPORT]** button. Note that certain LEA-level reports must be requested in advance by selecting the **[REQUEST NEW REPORT]** button; you will be notified of their availability via email.

Figure 73. LEA Reports in the left navigation bar

Reports | Downloading California Assessment of Student Performance and Progress (CAASPP) Administration Reports



Note: When you open your file, if Excel shows your school and LEA codes in scientific notation (e.g., 1.2408E+12), take the following steps to reformat to show the whole number:

1. Highlight the *School CDS* or *LEA CDS* column.
2. Select the column with your right mouse button.
3. Select *Format cells...* from the pop-up menu.
4. In the *Category* list, select “Number.”
5. Change the *Decimal places* field to “0” (zero).
6. Select [OK].
7. Repeat for the other CDS code.



LEA User List Report

Options for this report are *Current School Year* and *Previous School Year*. Use the *Previous School Year* option, circled in Figure 74, after TOMS transitions to a new test administration year to download a .csv file of users to edit and upload for user role assignments within the LEA.

LEA User List Report

This report generates a list of users associated to the LEA in the user upload format. To download the report, select an organization and school year (Current School Year or Previous School Year), and then select the [DOWNLOAD REPORT] button. Select “Previous School Year” when you intend to download the file containing users from the past administration that can be modified to change user roles and/or to remove users who are no longer associated with the LEA.

Organization *

-- Select Organization --  

School Year *

--Select School Year-- ▾

[DOWNLOAD REPORT](#)

Figure 74. “LEA User List Report” section on the *LEA Reports* web form

The LEA User List Report contains the following information about individuals assigned to roles within CAASPP systems:

- First Name
- Email Address
- Last Name
- Telephone Number
- CDS Code
- Role in Organization



School-Level Student Demographics Report

Select a school before downloading this report of student demographics information for a school. The section from the *LEA Reports* web form is shown in Figure 75.

School-Level Student Demographics Report

This report displays school-level student demographics. To download the report, select an organization and then select the [DOWNLOAD REPORT] button.

School *

-- Select Organization --  

DOWNLOAD REPORT

Figure 75. “School-Level Student Demographics Report” section on the *LEA Reports* web form



Note: Download this report for schools on the last day of the selected testing window; this is the data that will appear on the Public Web Reporting site.

What follows are column names within the School-Level Student Demographics Report:

- LEA CDS Code
- LEA Name
- School CDS Code
- School Name
- SSID
- CALPADS Enrolled Grade
- Grade Assessed
- American Indian or Alaska Native
- Asian
- Black or African American
- Filipino
- Hispanic Or Latino
- Native Hawaiian Or Other Pacific Islander
- Two or More Races
- White
- Smarter Student ID
- US School Entry Date
- English Language Proficiency Level
- Migrant Status
- Parent Education Level
- CALPADS Special Education
- 504 Plan
- English Language Acq Status
- English Learner (EL)
- EL Start Date
- EL Exit Date
- CALPADs Primary Disability Code
- Primary Disability Code for Testing
- Special Education District of Accountability
- CALPADS Date of Birth
- Date of Birth for Testing
- CEDS Primary Language Code
- Primary Language



LEA-Level Student Demographics Report


This demographics report shows all schools within the LEA. You also have the option of including specific demographic characteristics in the report, such as specific races/ethnicities, English-language proficiency level, and English learner status; the scrolling list is circled in Figure 76. To select multiple options, press the [Shift] key while you are making selections. *This report must be requested.*

LEA-Level Student Demographics Report

Download this report to see demographics for students in your LEA. Select your organization and then select the [REQUEST NEW REPORT] button to generate a new report. Return here after you have received an e-mail notification that your report is ready and then select the [DOWNLOAD REPORT] button to download a .csv file that shows the demographics for students in selected LEA. **NOTE:** Files may be very large and take time to process depending on the size of your LEA's student demographics. For the best performance, make sure to select the schools and the columns from the list provided, and allow time for the download to complete before submitting another request.

Important: If you are requesting a new report by selecting [REQUEST NEW REPORT], you will receive an e-mail notification when it is ready.

Organization *
 -- Select Organization --  

School List
 All Schools 

Select Optional Columns
 (SSID and School Name are pre-selected)

- All
- CALPADS Enrolled Grade
- Grade Assessed
- LEA CDS Code
- LEA Name

REQUEST NEW REPORT
DOWNLOAD REPORT

Figure 76. “LEA-Level Student Demographics Report” section on the *LEA Reports* web form



The default columns in the School-Level Student Demographics Report contain *Statewide Student Identifier* and *School Name* data. Column names within the LEA-Level Student Test Assignment Report are the same as for the LEA-Level Student Demographics Report described in the previous subsection, “[School-Level Student Demographics Report](#).”

LEA Coordinator Report

LEA Coordinator Report

This report allows a user to see each school for the LEA as well as the total number of students enrolled per grade. To download the report, select an organization and then select the [DOWNLOAD REPORT] button.

Organization *

-- Select Organization --  

DOWNLOAD REPORT

Figure 77. “LEA Coordinator Report” section on the *LEA Reports* web form

This report provides an overview of the number of students being tested, by school. The section from the *LEA Reports* web form is shown in Figure 77. What follows are column names within the LEA Coordinator Report:



- LEA Name
- LEA Code
- SCHOOL Name
- SCHOOL Code
- ADMIN
- Total Students enrolled in grade KN
- Total Students enrolled in grade 01
- Total Students enrolled in grade 02
- Total Students enrolled in grade 03
- Total Students enrolled in grade 04
- Total Students enrolled in grade 05
- Total Students enrolled in grade 06
- Total Students enrolled in grade 07
- Total Students enrolled in grade 08
- Total Students enrolled in grade 09
- Total Students enrolled in grade 10
- Total Students enrolled in grade 11
- Total Students enrolled in grade 12

School-Level High School Participation Report for the CAST and CAA for Science

School-Level High School Participation Report for the CAST and CAA for Science

This report displays high school students who took the high school science test during a prior CAASPP administration. To download the report, select an organization and then select the [DOWNLOAD REPORT] button.

School *

-- Select School --  

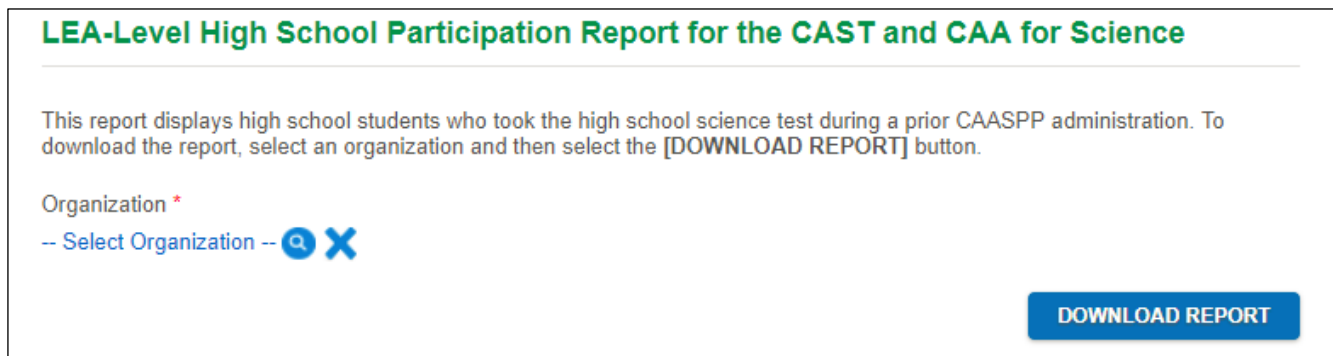
[DOWNLOAD REPORT](#)

Figure 78. “School-Level High School Participation Report” section on the *LEA Reports* web form

This participation report shows high school students who previously took a science test during the 2017–18 CAASPP administration. The section from the *LEA Reports* web form is shown in Figure 78. What follows are column names within the High School Participation Report for the CAST and CAA for Science Report:

- LEA Name
- LEA CDS Code
- School Name
- School CDS Code
- SSID
- First Name
- Last Name
- CALPADS Enrolled Grade
- Tested Grade
- Condition Code
- Science Test Taken
- Current Registration for Science
- Student Status in TOMS
- Tested LEA Name (CAST/CAA Task 1)
- Tested LEA CDS Code (CAST/CAA Task 1)
- Tested School Name (CAST/CAA Task 1)
- Tested School CDS Code (CAST/CAA Task 1)
- Tested Date (CAST/ CAA Task 1)
- Tested LEA Name (CAA Task 2)
- Tested LEA CDS Code (CAA Task 2)
- Tested School Name (CAA Task 2)
- Tested School CDS Code (CAA Task 2)
- Tested Date (CAA Task 2)
- Tested LEA Name (CAA Task 3)
- Tested LEA CDS Code (CAA Task 3)
- Tested School Name (CAA Task 3)
- Tested School CDS Code (CAA Task 3)
- Tested Date (CAA Task 3)

LEA-Level High School Participation Report for the CAST and CAA for Science



LEA-Level High School Participation Report for the CAST and CAA for Science

This report displays high school students who took the high school science test during a prior CAASPP administration. To download the report, select an organization and then select the [DOWNLOAD REPORT] button.

Organization *

-- Select Organization -- 🔍 ✕

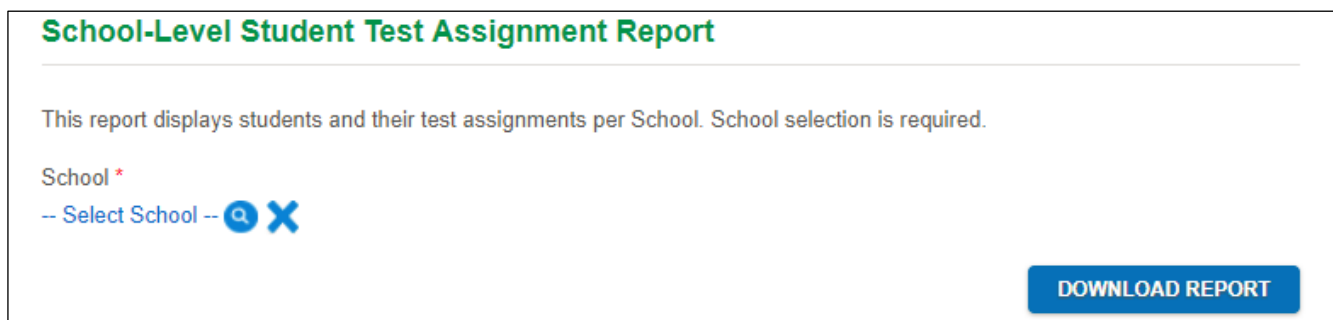
DOWNLOAD REPORT

Figure 79. “LEA-Level High School Participation Report” section on the *LEA Reports* web form

This participation report shows high school students who previously took a science test during the 2017–18 CAASPP administration. The section from the *LEA Reports* web form is shown in Figure 73.

Column names within the LEA-Level High School Participation Report for the CAST and CAA for Science Report are the same as for the School-Level High School Participation Report described in the previous subsection, “[School-Level High School Participation Report for the CAST and CAA for Science.](#)”

School-Level Student Test Assignment Report



School-Level Student Test Assignment Report

This report displays students and their test assignments per School. School selection is required.

School *

-- Select School -- 🔍 ✕

DOWNLOAD REPORT

Figure 80. “School-Level Student Test Assignment Report” section on the *LEA Reports* web form

Select the school to see details of the test assignments made in TOMS. The section from the *LEA Reports* web form is shown in Figure 80. Reports for schools are generated nightly. What follows are column names within the School-Level Student Test Assignment Report:

Reports | Downloading California Assessment of Student Performance and Progress (CAASPP) Administration Reports

- SSID
- First Name
- Last Name
- School Name
- School CDS
- LEA Name
- LEA CDS
- CALPADS Enrolled Grade
- Grade Assessed
- SB for ELA (Online)
- SB for Math (Online)
- SB for ELA (Paper Special Version)
- SB for Math (Paper Special Version)
- CAA for ELA
- CAA for Math
- California Science Test
- CAA for Science
- California Spanish Assessment Field Test
- California Spanish Assessment Operational Assessment
- Special Version (Paper)
- Student Admin
- School Admin
- SB for ELA Parent/Guardian Exemption
- SB for Math Parent/Guardian Exemption
- CAA for ELA Parent/Guardian Exemption
- CAA for Math Parent/Guardian Exemption
- California Science Test Parent/Guardian Exemption
- CAA for Science Parent/Guardian Exemption
- EL Exempt
- Student Status in TOMS

LEA-Level Student Test Assignment Report



See test assignments for students in the entire LEA by downloading the LEA-Level Student Test Assignment Report. The section from the *LEA Reports* web form is shown in Figure 81. *This report must be requested.*

LEA-Level Student Test Assignment Report

Download this report to see test assignments for students in your LEA. Select your organization and then select the [REQUEST NEW REPORT] button to generate a new report. Return here after you have received an e-mail notification that your report is ready and then select the [DOWNLOAD REPORT] button to download a .csv file that shows the tests to which students have been assigned.

Important: If you are requesting a new report by selecting [REQUEST NEW REPORT], you will receive an e-mail notification when it is ready.

Organization *

-- Select Organization --  

REQUEST NEW REPORT
DOWNLOAD REPORT

Figure 81. “LEA-Level Student Test Assignment Report” section on the *LEA Reports* web form



Column names within the LEA-Level Student Test Assignment Report are the same as for the School-Level Student Test Assignment Report described in the previous subsection, “[School-Level Student Test Assignment Report](#).”

School-Level Student Test Settings Report

School-Level Student Test Settings Report

This report displays school-level student test settings. To download the report, select an organization and then select the [DOWNLOAD REPORT] button.

School *

-- Select School --  




Figure 82. “School-Level Student Test Settings Report” section on the *LEA Reports* web form

School-Level Test Settings Reports include a list of the embedded and non-embedded resources that can be set with a “Y” (yes) or “N” (no) indicator for each resource for each student. The section from the *LEA Reports* web form is shown in Figure 82. What follows are column names within the School-Level Student Test Settings Report:

Administrative

- SSID
- First Name
- Last Name
- Grade
- School Name
- School CDS
- LEA Name
- LEA CDS
- School Admin
- Student Admin
- CALPADS Special Education
- Special Education for Testing
- CALPADS Primary Disability Code
- Primary Disability Code for Testing
- Section 504 Plan

Test Settings

- Embedded Accommodation—American Sign Language (E – Listening, M, and S)
- Embedded Accommodation—Audio Transcript (E, RO – Listening, and S)
- Embedded Accommodation—Braille (E and M)
- Embedded Accommodation—Braille (S)
- Embedded Accommodation—Braille (RF and RO)
- Embedded Accommodation—Closed Captioning (E – Listening, S, RF, and RO)
- Embedded Accommodation—Text-to-Speech Passages (E)

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- Embedded Accommodation—Text-to-Speech Passages (RF and RO)
- Non-Embedded Accommodation—Print-on-Demand (E, M, S, CE, CM, CS, RF, and RO)
- Non-Embedded Accommodation—100s Number Table (Grades 4 and Up) (M and CM)
- Non-Embedded Accommodation—Abacus (M, S, CM, and CS)
- Non-Embedded Accommodation—Additional Instructional Supports Alternate Assessments (CE, CM, and CS)
- Non-Embedded Accommodation—Alternate Response Options (E, M, S, CE, CM, CS, RF, and RO)
- Non-Embedded Accommodation—Calculator (Grades 6–8 and 11) (M)
- Non-Embedded Accommodation—Multiplication Table (Grades 4–8 and 11) (M and CM)
- Non-Embedded Accommodation—Read-Aloud Passages (E, CE, RF, and RO)
- Non-Embedded Accommodation—Scribe (Writing) (E, CE, RF, and RO)
- Non-Embedded Accommodation—Speech-to-Text (E, M, and S)
- Non-Embedded Accommodation—Unlisted Resources (E, M, S, CE, CM, CS, and RO)
- Non-Embedded Accommodation—Word Prediction (E, M, S, CE, CM, and CS)
- Embedded Designated Support—Color Contrast (E, M, S, CE, CM, CS, RF, and RO)
- Embedded Designated Support—Mouse Pointer (Size and Color) (E, M, S, CE, CM, CS, RF, and RO)
- Embedded Designated Support—Print Size (E, M, S, CE, CM, CS, RF, and RO)
- Embedded Designated Support—Text-to-Speech (E and M)
- Embedded Designated Support—Translation Glossaries (M)
- Embedded Designated Support—Translation Glossaries (S)
- Embedded Designated Support—Masking (E, M, S, CE, CM, CS, RF, and RO)
- Embedded Designated Support—Permissive Mode (use with assistive software and devices) (E, M, S, CE, CM, CS, RF, and RO)
- Embedded Designated Support—Stacked Translations and Translated Test Directions (Spanish) (M)
- Embedded Designated Support—Stacked Translations and Translated Test Directions (Spanish) (S)
- Embedded Designated Support—Streamline (Includes zoom levels greater than 3X in the student interface.) (E, M, S, CE, CM, CS, RF, and RO)
- Embedded Designated Support—Text-to-Speech – Items and Stimuli (S)
- Embedded Designated Support—Text-to-Speech Items (RF and RO)
- Embedded Designated Support—Turn Off Any Universal Tool(s) (E, M, S, CE, CM, CS, RF, and RO)
- Non-Embedded Designated Support—Read-Aloud in Spanish (M)
- Non-Embedded Designated Support—100s Number Table (S)
- Non-Embedded Designated Support—Amplification (E, M, S, CE, CM, CS, RF, and RO)

- Non-Embedded Designated Support—Bilingual Dictionary (E and RF – PT Full Write)
- Non-Embedded Designated Support—Calculator (Four Function for Grade 5 and Scientific for Grades 8, 10, 11, and 12) (S)
- Non-Embedded Designated Support—Color Contrast (E, M, S, CE, CM, CS, RF, and RO)
- Non-Embedded Designated Support—Color Overlay (E, M, S, CE, CM, CS, RF, and RO)
- Non-Embedded Designated Support—Magnification (E, M, S, CE, CM, CS, RF, and RO)
- Non-Embedded Designated Support—Medical Device (E, M, S, CE, CM, CS, RF, and RO)
- Non-Embedded Designated Support—Multiplication table (S and CS)
- Non-Embedded Designated Support—Noise Buffers (E, M, S, CE, CM, CS, RF, and RO)
- Non-Embedded Designated Support—Read-Aloud in Spanish (S)
- Non-Embedded Designated Support—Read-Aloud Items (E, M, S, CE, CM, CS, RF, and RO)
- Non-Embedded Designated Support—Science Charts [State- approved] (i.e., Periodic Table of the Elements, reference sheets) (S)
- Non-Embedded Designated Support—Scribe Items (E and CE – Non-Writing, M, S, CM, CS, RF, and RO)
- Non-Embedded Designated Support—Separate Setting (Special lighting/acoustics, adaptive furniture, time of day) (E, M, S, CE, CM, CS, RF, and RO)
- Non-Embedded Designated Support—Simplified Test Directions (E, M, S, RF, and RO)
- Non-Embedded Designated Support—Translated Test Directions (PDF on caaspp.org) (E, M, and S)

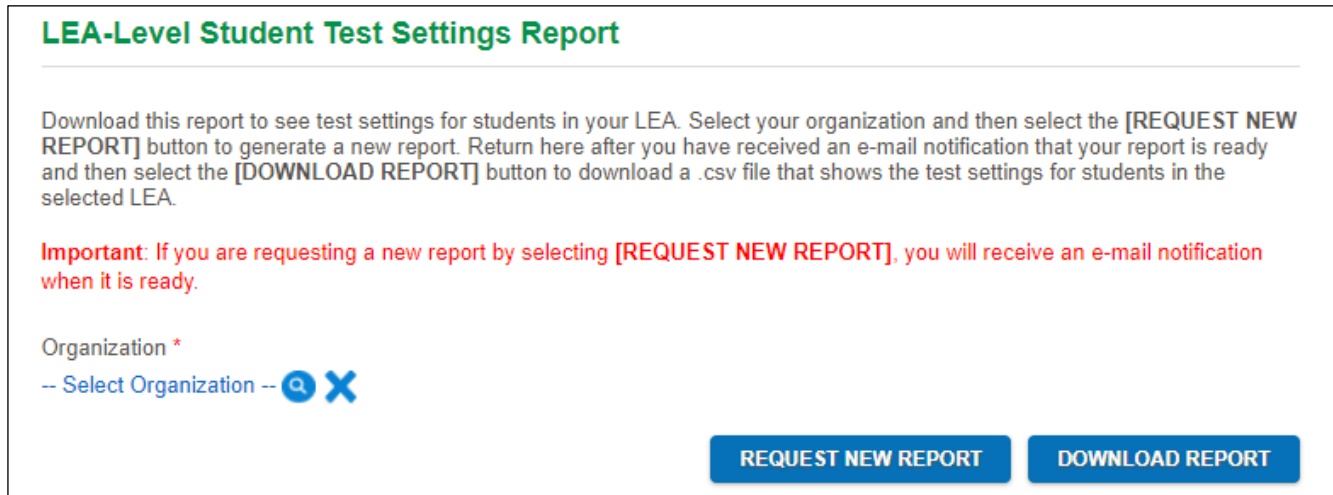
What follows are the assessment abbreviations used in the Test Settings reports:

- E = Smarter Balanced for ELA
- M = Smarter Balanced for Mathematics
- S = California Science Test (CAST)
- CE = CAA for ELA
- CM = CAA for Mathematics
- CS = CAA for Science
- RF = California Spanish Assessment (CSA) field test
- RO = Operational CSA

LEA-Level Student Test Settings Report

LEA-Level Student Test Settings Reports include a list of the embedded and non-embedded resources that can be set with a “Y” (yes) or “N” (no) indicator for each resource for each student. The section from the *LEA Reports* web form is shown in Figure 83. *This report must be requested.*

Reports | Downloading California Assessment of Student Performance and Progress (CAASPP) Administration Reports



LEA-Level Student Test Settings Report

Download this report to see test settings for students in your LEA. Select your organization and then select the [REQUEST NEW REPORT] button to generate a new report. Return here after you have received an e-mail notification that your report is ready and then select the [DOWNLOAD REPORT] button to download a .csv file that shows the test settings for students in the selected LEA.

Important: If you are requesting a new report by selecting [REQUEST NEW REPORT], you will receive an e-mail notification when it is ready.

Organization *

-- Select Organization --

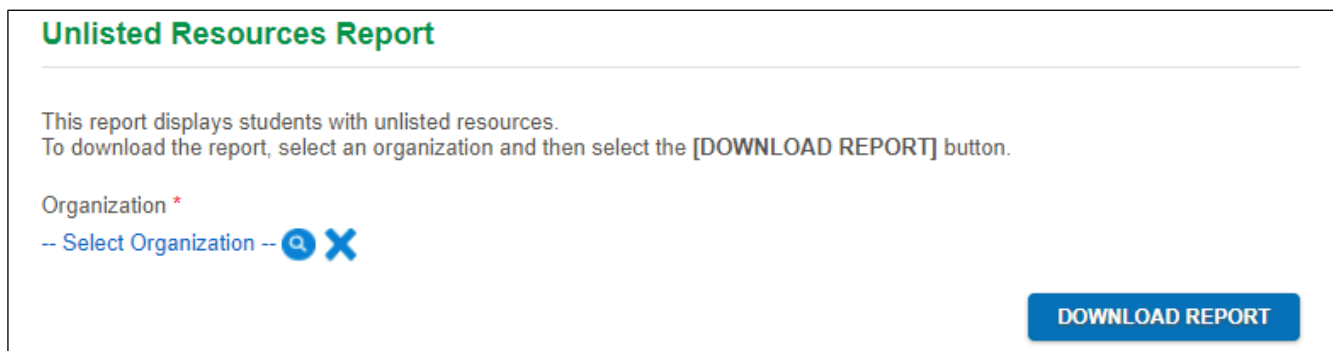
REQUEST NEW REPORT DOWNLOAD REPORT

Figure 83. “LEA-Level Student Test Settings Report” section on the *LEA Reports* web form

Selectable options for this report include the same demographic information as are available for the School Level Student Test Settings Report described in the previous subsection, [“School-Level Student Test Settings Report.”](#)

Column names within the LEA-Level Student Test Settings Report are the same as for the School-Level Student Test Settings Report described in the previous subsection, [“School-Level Student Test Settings Report.”](#)

Unlisted Resources Report



Unlisted Resources Report

This report displays students with unlisted resources. To download the report, select an organization and then select the [DOWNLOAD REPORT] button.

Organization *

-- Select Organization --

DOWNLOAD REPORT

Figure 84. “Unlisted Resources Report” section on the *LEA Reports* web form

This report displays students with unlisted resources. The section from the *LEA Reports* web form is shown in Figure 84. What follows are the column names within the Unlisted Resources Report:

- LEA CDS Code
- LEA Name
- Primary LEA CAASPP Coordinator Name
- Primary LEA CAASPP Coordinator email address
- School CDS Code
- School Name
- Name of the Requestor
- Email Address of the Requestor
- Role of the Requestor
- SSID of the student
- Grade of the student
- Case ID
- Test Name
- Name of the Unlisted Resource
- Known to Change Construct flag
- Student Usage
- Requestor Justification
- Disposition
- Disposition Code

Student Results Report—Student Score Data Extract

Your LEA’s student score data extract for all students testing within a particular test administration is available for download by school year; this option is circled in Figure 85. Note that the student data layout varies by year; the data layout for the testing years are also available for download.

Student Results Report—Student Score Data Extract

You may download your local educational agency's (LEA's) student score data extract for all students who tested during the current or two prior CAASPP administrations. You are required to select your LEA and the year of test administration.

Select a data layout for the administration year. Note that layouts are different from year to year.

http://www.caaspp.org/rsc/pdfs/CAASPP.student_data_layout.2016.pdf
http://www.caaspp.org/rsc/pdfs/CAASPP.student_data_layout.2017.pdf

Organization *

-- Select Organization --

School Year *

--Select School Year--

[DOWNLOAD REPORT](#)

Figure 85. “Student Results Report—Student Score Data Extract” section on the *LEA Reports* web form

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