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 Test
California Alternate Assessment
California Spanish Assessment

ETS — Measuring the Power of Learning.™

caaspp — California Assessment of Student Performance and Progress

DEPARTMENT OF EDUCATION · STATE OF CALIFORNIA

Posted September 2018
Prepared by Educational Testing Service ®

What's New in 2018–19 for the Test Operations Management System (TOMS)

User Interface

- The user "Logged on as" information will be present in all the TOMS screens.

- There will be an option in the left navigation bar for switching the program if the user has access to both CAASPP and ELPAC. Users with a role assigned in the English Language Assessments for California (ELPAC) TOMS will see a [**Switch to ELPAC**] button to switch to ELPAC TOMS.

- Selecting the [**Help**] button in the application window header in TOMS will open the newly designed *Help* screen in a new window. The user will land on the *Help Overview* screen. From there, the user can navigate to TOMS in the left menu and find help on specific TOMS features.

- Selecting the [**Help**] question mark [🌐] icon opens the contextual help topic related to the function

- A [**Secure Materials**] button will be added to the left navigation bar in TOMS to host useful resources like PDF documents, videos, installation files (such as those used by the test delivery system) etc. Resources can also be accessed by selecting [**Help**] and then navigating to *Resources* in the screen's left menu.

- The Security and Test Administration Incident Reporting System (STAIRS) will be part of TOMS after January 8, 2019. Processes for STAIRS will continue to be described in the *CAASPP Security Incidents and Appeals Procedure Guide*. (The California Spanish Assessment [CSA] field test will use the process from the 2017–18 administration.)

Student Data

- The *Language Code* field has been renamed *CEDS Primary Language Code* and will contain the student's Common Education Data Standards (CEDS) code.

- *Primary Language* has been added as a new field and will contain the name of the student's primary language.

Adding and Managing Users

- Multiple roles may now be associated with a single username at one or more organizations.

- A user's highest level of user role hierarchy applies to the assigned location only. For example a user who is a Site Coordinator at School A and a Test Administrator at School B does not have Site Coordinator privileges at School B.

- A user will be able to make changes to all the roles that are lower in hierarchy, regardless of the organization their current role is associated with. For example, If User1 is the LEA CAASPP Coordinator at LEA1 and LEA2 and is currently logged on as the LEA CAASPP Coordinator for LEA1, User1 will still be able to view and update users associated with both LEA1 and LEA2 without having to switch roles.

- One username can be associated with multiple roles and organizations in the user upload template. The user is able to delete a role by using the *Delete Role* column.

Passwords, Access, and Logon

- There is a new *Welcome* screen that appears when you log on.
  - The default selection of a testing program—either CAASPP or ELPAC—is made based on the URL you entered while logging on.
  - The roles shown in the updated *Welcome* screen are based on the testing program selection.
  - If you have roles in both programs, you have the option to switch between versions of TOMS on this screen.

- Local educational agency (LEA) CAASPP coordinators will be notified, via messaging in the *News and Announcements* box, when a primary LEA CAASPP Coordinator user is not assigned.

- The user can log off the system by selecting the [**Logoff**] button or the [**Cancel**] button if he or she is logging on for the first time during the current session.

- The new two-step authentication process requires that, for the first use of TOMS using a particular web browser, you will be prompted to request a security code be sent to your email address. Once received, the code must be used within 15 minutes to gain access to TOMS. Use of a different web browser requires that a new code be requested.

- With the advent of two-step authentication, a security question and answer are no longer required.

Test Administration Setup

- The CSA field test will be administered during a fixed testing window during fall 2018, from September 17 to October 12, 2018.

- Pre-ID selection is no longer required because there is no Pre-ID for special version materials.

- The *Parent/Guardian Addresses* box for Student Score Reports is checked by default because all Student Score Reports will include the parent/guardian address.
  - There is no fee associated with this service.
  - This check box is not selectable.

Student Test Assignment/Test Assignment

- Grade twelve students who tested previously will not be automatically registered for the CAST (or CAA for Science field test if an alternate assessment had been selected for the student).

- An English Learner (EL) Exempt indicator has been added.

- The CAST is now an operational assessment.

- A new button, [**Student Science Participation Information**], was added. Select this button to open the *Student Science Participation Information* message showing whether or not a student in high school participated in science testing in a prior administration (either the California Science Test [CAST] or California Alternate Assessment [CAA] for Science).

- The CSA field test can be administered to students in grades four through twelve. Administration will be off-grade, meaning that students in grade four will receive a grade three CSA and students in grade five will receive a grade four CSA, all the way through grade nine students, who will receive the grade eight CSA. Students in grades ten through twelve will receive the high school assessment.

- The operational CSA can be administered to students in grades three through twelve.

- The Standards-based Tests in Spanish is no longer part of the CAASPP System.

- Paper-pencil Smarter Balanced Summative Assessments for ELA and mathematics are no longer offered with the exception of braille and large-print special versions. These can be ordered, using the supplemental ordering process, from the California Technical Assistance Center after receiving permission from the California Department of Education.

- Delivery Name/Delivery Code, which are associated with Pre-ID and paper-pencil testing, are no longer required on the test assignment upload template.

Student Test Settings

General/All

- Streamline has been reassigned as an embedded designated support.

- "Medical device" is a new non-embedded designated support for all assessments.

- The button used to clear unlisted resources is now called [**MAKE INACTIVE**].

Smarter Balanced

- Burmese is now among the embedded translation glossaries available as a designated support for the mathematics assessment.

CAST

- The braille version of the CAST will be available in April 2019.
- The following accessibility resources can be assigned to the CAST:

Type	Universal Tools	Designated Support	Accommodations
Embedded	- Breaks - Calculator - Digital notepad - English glossary - Expandable items - Expandable passages - Highlighter - Keyboard navigation - Line reader - Mark for review - Math tools - Science charts - Science tools - Strikethrough - Writing tools - Zoom	- Color contrast - Masking - Mouse pointer - Streamline - Text to speech - Translations (glossary) - Translations (Spanish stacked) - Turn off any universal tool(s)	- American Sign Language - Audio transcript - Braille - Closed-captioning

Type	Universal Tools	Designated Support	Accommodations
Non-embedded	• Breaks • Scratch paper	• 100s number table • Amplification • Calculator • Color contrast • Color overlay • Magnification • Medical device • Multiplication table • Noise buffers • Read aloud • Science charts • Scribe • Separate setting • Simplified test directions • Translated test directions	• Abacus • Alternate response options • Print-on-demand • Speech-to-text • Word prediction

CAA for Science

The following accessibility resources can be assigned to the CAA for Science:

Type	Universal Tools	Designated Support	Accommodations
Embedded	• Breaks • Digital notepad • Expandable passages • Expandable items • Highlighter • Keyboard navigation • Line reader • Mark for review • Strikethrough • Zoom	• Color contrast • Masking • Mouse pointer (size and color) • Streamline • Turn off any universal tools	• (none)
Non-embedded	• Breaks • Calculator • Scratch paper	• 100s number table • Amplification • Color contrast • Color overlay • Magnification • Medical device • Multiplication table (for items) • Noise buffers • Read aloud (for items) • Scribe • Separate setting	• Abacus • Additional instructional supports and resources for alternate assessments • Alternate response options • Print-on-demand • Word prediction

CSA Field Test

- The following accessibility resources will be available in Spanish:
    - Closed-captioning
    - Mouse pointer
    - Braille

- The following accessibility resources can be assigned to the CSA field test:

Type	Universal Tools	Designated Support	Accommodations
Embedded	- Breaks - Digital notepad - Expandable items - Expandable passages - Highlighter - Keyboard navigation - Line reader - Mark for review - Strikethrough - Writing tools (i.e., bold, italic, bullets, undo/redo) - Zoom (in/out)	- Color contrast - Masking - Mouse pointer - Permissive mode - Streamline - Text-to-speech (items) - Turn off any universal tool(s)	- Braille (embossed and refreshable) - Closed-captioning - Text-to-speech (reading passages)

Type	Universal Tools	Designated Support	Accommodations
Non-embedded	• Breaks • Scratch paper • Spanish dictionary • Spanish thesaurus	• Amplification • Bilingual dictionary (full write items) • Color contrast • Color overlay • Magnification • Medical device • Noise buffers • Read-aloud (items) • Scribe (nonwriting items) • Separate setting • Simplified test directions	• Alternate response options • Print-on-demand • Read aloud (reading passages) • Scribe (writing items)

Operational CSA

- Unlisted resources are available starting with the operational CSA.

- The following accessibility resources will be available in Spanish:

  – Audio transcript
  – Closed-captioning
  – Mouse pointer
  – Braille

- The following accessibility resources can be assigned to the operational CSA:

Type	Universal Tools	Designated Support	Accommodations
Embedded	- Breaks - Digital notepad - Expandable items - Expandable passages - Highlighter - Keyboard navigation - Line reader - Mark for review - Spanish glossary (for specific items) - Strikethrough - Writing tools (i.e., bold, italic, bullets, undo/redo) - Zoom (in/out)	- Color contrast - Masking - Mouse pointer - Permissive mode - Print size - Streamline - Text-to-speech (items) - Turn off any Universal Tool(s)	- Audio transcript - Braille (embossed and refreshable) - Closed-captioning - Text-to-speech (reading passages)
Non-embedded	- Breaks - Scratch paper - Spanish dictionary - Spanish thesaurus	- Amplification - Color contrast - Color overlay - Magnification - Medical device - Noise buffers - Read-aloud (items) - Scribe (nonwriting items) - Separate setting - Simplified test directions	- Alternate response options - Print-on-demand - Read aloud (reading passages) - Scribe (writing items)

Student Score Status

- The user-entered condition codes PGE (Parent/Guardian exemption) and NTE (Not test due to medical emergency) will be available for following assessments:
  - CAST operational assessment
  - CAA for Science field test
  - Operational CSA

- Student Score Reports will be available in English and the language determined by the *Primary Language* field when the language is Filipino, Mandarin, Spanish, or Vietnamese.

File Uploads

- File upload types "Delivery Name and Delivery Code" and "Request Spanish Student Score Report" are no longer file upload options.

Reports

Student Demographics Report:

- The new columns *CEDS Language Code* and *Primary Language* have been added to the Student Demographics report.

- The *EL* field has been renamed to "English Learner (EL)."

High School Participation Report for the CAST and CAA for Science

- This new report provides tracking information on students who took a high school science assessment during the previous CAASPP administration (2017–18).

Test Assignment Report

- Two new columns, *EL Exempt* and *Student Status*, have been added.

- There are separate columns for the CSA field test and operational CSA.

- Columns for tracking administration of Smarter Balanced paper-pencil tests for English language arts/literacy and mathematics have been replaced with content-area columns for special versions materials (braille and large print).

- The column indicating whether a Spanish Student Score Report was requested for the student has been removed.

About the Test Operations Management System (TOMS)

> **Resources in This Section:**
>
> - 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 website 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 (online field test of embedded performance tasks); the California Science Test (CAST); and the California Spanish Assessment (CSA) fall field test and spring operational 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 *(STAIRS is available through TOMS and Appeals is available in the Test Information Distribution Engine; both are available in January 2019. LEAs participating in the CSA fall field test will have access to the 2017–18 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 (braille and large print).

- **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.

TOMS Functionality for LEA CAASPP Coordinators

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

- **Manage the LEA's testing windows**
- **Verify contact and mailing address information, including delivery and email 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.

- **Indicate which students are taking the CAAs for English language arts/literacy, mathematics, and the science field test**
- **Review the LEA's order for all Smarter Balanced special version test materials (braille and large print)**
- **Assign accommodations and designated supports to students for CAASPP assessments administered by computer, including both embedded and non-embedded accommodations and designated supports**
- **Submit requests for unlisted resource(s), if necessary, for students with individualized education programs or Section 504 plans**
- **Report testing irregularities, breaches, improprieties, and incidents by completing the *CAASPP Security and Test Administration Incidents Reporting System* form in TOMS and then filing an online appeal if required**
- **Add and manage contact information for the LEA technology coordinator and LEA special education coordinator**

- **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**

- **Download secure materials and resources such as CAASPP training materials for hand scoring interim assessments; *Directions for Administration* for the CAAs for ELA and mathematics and separate *Directions for Administration* for the CAA for Science; and the installation files for the voice packs used by the test delivery system**

- **Download reports associated with student testing, such as the LEA- and school-level student test assignment reports, the LEA- and school-level student test settings reports, and the LEA- and school-level High School Participation Report for the CAST and CAA for Science**

- **Access the LEA's test results and Student Score Reports**

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 website 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 the California Technical Assistance Center:

- 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 email to verify his or her username (which is the user's email 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 email administrator to white list the email address caaspp@ets.org to ensure you receive your logon credentials.

About This Manual

> **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

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 special version testing materials (braille and large print). Chapter 2 Passwords, Access, and Logon provides instructions for users in all assigned roles to access CAASPP systems.

2. Website 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, device 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.
🗒	**Resources:** This symbol accompanies a list of URLs for web pages and/or web documents that provide additional information.

Element	Description
`file name`	Monospaced text indicates a directory, file name, or something you enter in a field.
[text]	Text in brackets is used to indicate a link or button that is selectable.

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