

CALIFORNIA

Assessment of Student Performance and Progress

Guide to CAASPP Completion Status and Roster Management

Smarter Balanced Summative Assessments for
English Language Arts/Literacy and Mathematics
Smarter Balanced Interim Assessments for English
Language Arts/Literacy and Mathematics
California Alternate Assessments for English
Language Arts/Literacy and Mathematics
California Science Tests



Measuring the Power of Learning.™



California Assessment of
Student Performance and Progress



Section I. Introduction to Completion Status and Roster Management

The Completion Status and Roster Management interface is the primary means of viewing test status and completion data and managing rosters for students taking part in the California Assessment of Student Performance and Progress (CAASPP) in English language arts/literacy, mathematics, and science. The completion data provided in the Completion Status portion of the system enable users to determine which students have completed or need to complete testing.



Note: This interface does not provide users with score reports, test performance data, or accountability reports.

What's New

Feature	Change
California Science Test (CAST)	The CAST is now included in the Completion Status and Roster Management system and applicable reports.
Redesigned Completion Status and Roster Management system user interface	The Completion Status and Roster Management system user interface has been redesigned, with both tools no longer accessible through the Online Reporting System. Details and updated screen captures are provided throughout this guide.
Shortened Statewide Student Identifier (SSID)	SSIDs no longer require the "CA-" prefix before the 10-digit SSID.

User Roles and Access

The Completion Status and Roster Management system operates in a secure, role-based structure. Your access to reports, data, and rosters in the system depends upon your user role in the Test Operations Management System (TOMS), as well as your school- and/or local educational agency (LEA)-level associations. The *User Role Guidance* Web document that is linked on the CAASPP TOMS Web page at <http://www.caaspp.org/administration/toms/> describes the reports and features that are accessible for each user role. In the Completion Status portion of the system, users in all user roles can access two report types: the Plan and Manage Testing Report and the Test Completion Rates Report.



Warning: School-level users cannot view LEA-level data. For example, a CAASPP test site coordinator may view only roster and test data for students within his or her school.

Switching Between CAASPP Systems Using Single Sign-On

All CAASPP test management and administration systems, including the Completion Status and Roster Management system, use the integrated Single Sign-On (SSO) system that allows you to log on to multiple systems provided by Educational Testing Service and the American Institutes for Research, and then access all available applications without having to log on to each one separately.

SSO is designed to ease the logon process and simplify navigation between systems. The applications it serves include:

- TOMS (which includes access to the Security and Test Administration Incident Reporting System)
- Test Administrator Interface
- Test Administrator Practice and Training Test Site
- Online Reporting System
- Completion Status and Rosters/Appeals
- Interim Assessment Hand Scoring System



Note: Access to each system and its features is dependent on the access provided by your user role.