

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 IV. Administering Tests

The tasks available in the Administering Tests task category allow authorized users to generate customized Completion Status reports to determine which students have completed or need to complete testing. Users may also check test completion rates by school, grade, subject, and test opportunity (each summative assessment will have one opportunity per student; interim assessments have three or more opportunities per student).

Take the following steps to create a report:

1. Access the Administering Tests options.
 - a. Select the Administering Tests task category to display the *Completion Status Reports* drop-down list at the top of each page (and shown in Figure 34).
 - b. Select the report type you want to generate from the drop-down list.
2. Select the parameters for your report.
3. Review your report.

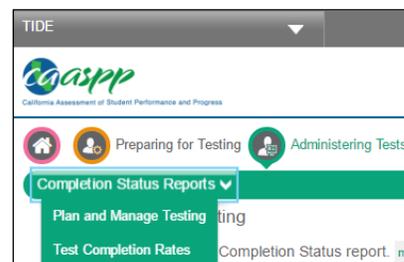


Figure 34. Completion Status Reports drop-down list

Plan and Manage Testing (Completion Status) Reports

The *Plan and Manage Testing* option allows you to monitor your students' test progress by generating customized Completion Status reports to determine which students have completed testing, as well as which students have yet to begin or complete a test opportunity. Data display according to the parameters you select. If no students are listed, it means that no students currently match the specified report criteria.

You may generate two types of reports using the *Plan and Manage Testing* option:

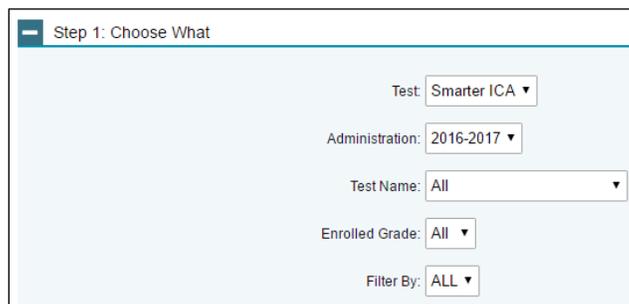
1. [Online Testing Progress Report](#)
2. [Test Administrator Report](#)

Selecting Report Parameters

Report parameters are selected in three steps on the *Plan and Manage Testing* screen. These steps enable you to specify the type of report you wish to generate, the entity for which you wish to generate the report, and the type of data you wish to view.

Step 1. Choose What

This section, shown in Figure 35, allows you to select the tests and grade levels for which you wish to generate a report.



Step 1: Choose What

Test: Smarter ICA ▼

Administration: 2016-2017 ▼

Test Name: All ▼

Enrolled Grade: All ▼

Filter By: ALL ▼

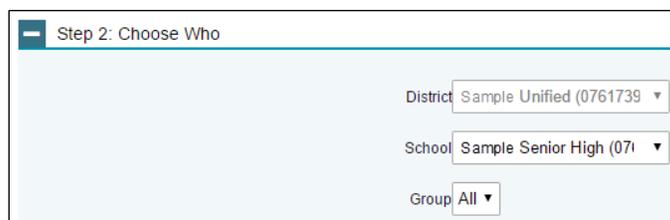
Figure 35. Step 1: Choose What options

The essential fields in the Step 1: Choose What section are as follows:

- **Test:** Allows you to select the test type. A default variable for the current California Assessment of Student Performance and Progress (CAASPP) testing administration will appear here, with the following options available in the *Test* drop-down menu as tests are completed and begin generating completion data in the system:
 - CAA: California Alternate Assessments
 - CAST: California Science Test
 - Smarter ELA: Smarter Balanced English Language Arts/Literacy Summative Assessment
 - Smarter ICA: Smarter Balanced Interim Comprehensive Assessment
 - Smarter IAB: Smarter Balanced Interim Assessment Block
 - Smarter Math: Smarter Balanced Mathematics Summative Assessment
- **Administration:** Allows you to select the test administration year.
- **Test Name:** Enables you to select the specific test for which you wish to generate a report. The test name usually includes the content area and grade level.
- **Enrolled Grade:** Enables you to select the grade level for which you wish to generate a report.
- **Filter By:** Allows you to filter by sex (gender), enrolled grade, or other parameters.

Step 2. Choose Who

This section, shown in Figure 36, allows you to choose the local educational agency (LEA) and school for which you wish to generate the report.



Step 2: Choose Who

District: Sample Unified (0761739) ▼

School: Sample Senior High (07) ▼

Group: All ▼

Figure 36. Step 2: Choose Who options

The constituent fields in the Step 2: Choose Who section are as follows:

- **District:** Allows you to select the LEA for which you wish to generate the report. This option is only applicable for users who are associated with more than one LEA. For most users, the LEA with which you are associated in the Test Operations Management System (TOMS) will already be selected.
- **School:** Allows you to select the school for which you wish to generate the report. This is only applicable for users, such as LEA-level users, who are associated with more than one school. For most users, the school with which you are associated in TOMS will already be selected. Users associated with multiple schools will have additional values (i.e., schools) from which to select.
- **Group:** This is an optional field that enables you to select the test administrator for whom you wish to generate the report. The drop-down list contains all of the personnel associated with the selected school. The field is defaulted to “All.”

Step 3. Get Specific

This section, shown in Figure 37, allows you to specify filters that best match the data you wish to view. Each filter generates a report containing students whose information matches the parameters you have selected.

Step 3: Get Specific

students who opportunity in the selected administration

students whose current opportunity will expire in days.

students on their opportunity in the selected administration, and have a status of

students whose most recent was between and

Note: If no TA or Session ID is specified, date range cannot exceed 15 days

Figure 37. Step 3: Get Specific options

To select the parameters in this section:

1. Select the radio button for the row that has the parameters you wish to use.
2. Specify the required values for the parameters in the row that you have selected.

The report filter options are listed below. You can filter by a number of criteria, including grade, test, school, group, and test statuses, such as students who have started tests and who have started within a specific test administration year. The values in brackets [] are the parameter values that are available for selection. The options are:

- **students who [have/have not] [completed/started] the [] opportunity in the selected administration**
 - Determine which students have or have not completed testing.
 - Determine which students have or have not started testing.
 - The only “[] opportunity” option for summative tests and the California Science Test (CAST) is “1st”; for the Interim Comprehensive Assessments (ICAs), the default is

“Any” and the options are “1st,” “2nd,” and “3rd”; for the Interim Assessment Blocks (IABs), the default is “Any” and the options are “1–99” (i.e., unlimited).

- **students whose current opportunity will expire in [##] days**
 - Determine which of the students currently testing have at least one test that will expire shortly. For example, you can enter “2” days to determine who needs to complete testing by the end of the next day.
- **students on their [] opportunity in the selected administration, and have a status of [student test status]**
 - Determine which students have a specified test status for the selected test opportunity. For a list of test statuses and their definitions, refer to Table 4.
 - The only “[] opportunity” option for summative tests and the CAST is “1st”; for the ICAs, the default is “Any” and the options are “1st,” “2nd,” and “3rd”; for the IABs, the default is “Any” and the options are “1–99” (i.e., unlimited).
- **students whose most recent [Session ID/TA Name] was _____ between [start date] and [end date]**
 - Search for students who were in a specific session and view their current test status.
 - To view this report, enter the test administrator’s Session ID *or* enter the test administrator’s name, and then select a Session ID associated with the test administrator. You will also need to select the *date* fields to enter the time frame associated with the test administration.
 - This report will return the most recent completion status data for students who have taken the selected test. The *Session ID* and *TA Name* fields are optional. You may leave these fields blank and simply search for completion information within a particular date range. If the *Session ID* or *TA Name* is not specified, you will be limited to a date range of 15 days.



Note: Students will have one opportunity to take each summative assessment to which they have been assigned. The opportunity number drop-down list will be functional only after students have taken the tests. The generated reports may also include multiple rows per student, as each subject available to the student will appear on a unique row.

Generating a Completion Status Report

You may generate a Completion Status report from the *Plan and Manage Testing* option. To generate a Completion Status report:

1. Select the *Plan and Manage Testing* option from the *Completion Status Reports* drop-down list.
2. Select the parameters for your report on the *Plan and Manage Testing* screen (refer to the [Selecting Report Parameters](#) section).
3. Select the [**Generate Report**] button on the bottom of the *Plan and Manage Testing* screen to view the results of your selected parameters on the screen. If you want to download or export the information on



Figure 38. Report buttons

your screen, you can select the **[Export Report]** button to open the report in Microsoft Excel. These buttons are shown in Figure 38.



Warning: Reports show student information, which is secure data. Adhere to your school’s security policies to ensure these data remain protected.



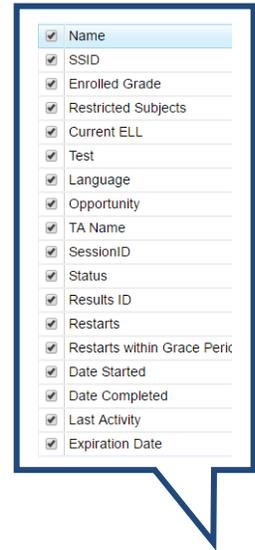
Caution: The information displayed on the report reflects available data as of the time you generated the report. To update the information displayed in your report, you must generate a new report. Do *not* use the Web browser’s refresh or reload function to update the page as this action may not provide the most current information.

Completion Status Report Types

Online Testing Progress Report

The Online Testing Progress Report, shown in Figure 39, is generated if you select any of the first three opportunity-related radio buttons in the Step 3: Get Specific section of the *Plan and Manage Testing* screen.

Column headings are shown in Table 3, which starts on page 30. Table 4 defines the possible values in the *Status* column.



Name	SSID	Enrolled Grade	Restricted Subjects	Current ELL	Test	Language	Opportunity	TA Name	SessionID	Status	Results ID	Restarts	Restarts within Grace Period
LASTNAME770, FIRSTNAME770	00000000044	11			High School Math Performance Task - Teen Driving Restrictions (ICA)	ENU	1	DEMOUSER, TA1	UAT-BC19-1	paused 6/6	100136	0	0
LASTNAME767, FIRSTNAME767	00000000000	11			High School Math Performance Task - Teen Driving Restrictions (ICA)	ENU	1	DEMOUSER, TA1	UAT-6AB4-1	paused 6/6	100129	1	1
LASTNAME770, FIRSTNAME770	00000000003	11			High School Math Performance Task - Teen Driving Restrictions (ICA)	ENU	1	DEMOUSER, TA1	UAT-3758-1	paused 6/6	100140	1	1
LASTNAME777, FIRSTNAME777	00000000070	11			High School Math Performance Task - Teen Driving Restrictions (ICA)	ENU	1	DEMOUSER, TA1	UAT-060E-1	paused 6/6	100135	0	0

Figure 39. Online Testing Progress Report

Features of the Online Testing Progress Report

- **Navigation Tools:**

- By default, 100 student records can be displayed on the screen at a time. Navigation buttons are displayed at the bottom of the report to enable you to navigate through all the retrieved records.
- By default, the table displays 15 columns of available data. To view all of the available data, you will need to use the horizontal scroll bar at the bottom of the report. Table 3 identifies all of the columns present in an Online Testing Progress Report and

provides a description of each one. Table 4 provides a definition for each test status (listed in the status column).

- **Hide/Show Columns:** You may show or hide columns in the table by selecting the [Arrow] icon  in the top right corner of the table (Figure 39). When you select the arrow, a list of the columns in the table is displayed. You may uncheck the check boxes next to the columns that you wish to hide. This will remove the columns from view. To remove the list from view, move your cursor away from the arrow icon.
- **Sort Results by Attribute:** You may sort Completion Status report data in any column. Select the column header to sort data in ascending (A–Z; 1–10) or descending (Z–A; 10–1) order. The default sort order is by *Student Name*, in ascending order by last name.
- **General Tools:** The Online Testing Progress Report also provides you with access to the Help and Manage Account tools. For information on the functions of each of these tools, refer to [General Tools](#).

Table 3. Online Testing Progress Report column attribute definitions

Column	Description
Name	Student’s legal name (last name, first name).
SSID	The student’s unique California Statewide Student Identifier (SSID).
Enrolled Grade	The grade in which a student is enrolled.
Restricted Subjects	The content area in which the student is restricted (i.e., blocked) from taking tests. This field is populated as a Y/N value.
Current ELL	Indicates whether the student is an English learner (EL). This field is populated as a Y/N value.
Test	Test name for this student record (e.g., “Gr 03 Math PT [performance task] – Making Sandwiches”).
Results ID	The unique identifier linked to the student’s results for that specific opportunity. This information is used for results processing and is internal to the test provider.
Opportunity	The opportunity number for a specific student record. <i>For the current testing administration, 1 opportunity is available per student per summative test and the CAST, 3 opportunities are available for each ICA, and 99 opportunities (i.e., unlimited) are available for the IABs.</i>
Date Started	The date when the first test item was presented to the student for that opportunity.
Date Completed	The date when the student submitted the test for scoring.
Language	The language setting that was assigned to the student (English, Spanish, or braille).
TA Name	The test administrator who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific opportunity (<i>see Table 4 for test status definitions</i>).
Restarts	The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three “Restarts”). (This includes Restarts Within Grace Period—see below.)

Column	Description
Restarts Within Grace Period	The total number of times a student has resumed an opportunity within 20 minutes after a test was paused (e.g., if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 35 minutes after the third pause, then this column will show 2 Restarts Within Grace Period). A student has a timeout period of 30 minutes before the test is paused automatically by the test delivery system. The student can be idle in an active test for 30 minutes and still remain logged on to the test with access to all previously viewed items within a test segment. However, once a test is paused automatically, it can be paused for only 20 minutes (the grace period). A test paused for more than 20 minutes will expire, and the student will not be able to review any of his or her previous answers.
Last Activity	The date of the last activity for that opportunity/record. A “completed” test can still have activity as it is processed for reporting.
Expiration Date	The date the test opportunity expires.

Table 4. Test Status definitions

Status	Definitions
Approved	The test administrator has approved the student for the session, but the student has not yet started or resumed the test.
[blank]	The student has not begun this test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The test administrator denied the student entry into the session. If the student attempts to enter the session again, this status will change to “Pending” until the test administrator approves or denies the student.
Expired	The student’s opportunity has not been completed and cannot be resumed because the test opportunity has expired. Performance tasks expire after 10 days; computer adaptive tests expire after 45 days.
Invalidated	The test result has been invalidated.
Paused	The student’s test is currently paused. The following scenarios will result in a paused status: <ul style="list-style-type: none"> • The student pauses his or her test by selecting the [Pause] button. • The student has been idle longer than 20 minutes and the test was paused. • The test administrator pauses the student’s test. • The test administrator stops the session. • A technical problem with the student’s device or Web browser has resulted in a loss of connectivity to the test delivery system. <i>The time listed with this status indicates how long the student’s test has been in the pause status.</i>
Pending	The student is awaiting test administrator approval for a new test opportunity. <i>For the CAASPP assessments in the current testing administration, 1 opportunity is available per student per summative test and the CAST, 3 opportunities are available for each ICA, and 99 opportunities (i.e., unlimited) are available for the IABs.</i>
Reported	All quality assurance and scoring work is complete, and the results will be posted on the Online Reporting System when they become available. For interim assessments, results will be posted on the Interim Assessment Reporting System when they become available.
Review	The student has answered all test items and is currently reviewing his or her answers before submitting the test. (A test with a “review” status is not considered complete.)
Scored	The test delivery system has processed the student’s responses to items on the test.
Started	The student has started the test and is actively testing.

Status	Definitions
Submitted	The test has been submitted for quality assurance review and validation before scores can be released. A quality assurance engine examines submitted tests for a number of statistical elements before they are reported, including reviews for scoring errors. Results with this status are not yet available to be viewed.
Suspended	The student is awaiting test administrator approval to resume a test opportunity.

Test Administrator Report

The Test Administrator Report provides information about the test sessions that match the search parameters, the name of the test administrator for the sessions, and the number of students associated with each of those sessions. For the Test Administrator Report, the date range is a required field. The test administrator name is an optional field, but without a test administrator’s name, the date range must not exceed 15 calendar days from the date the report is generated.

Take the following steps to access the Test Administrator Report:

1. Select the *Students whose most recent* radio button in *Step 3: Get Specific* of the *Plan and Manage Testing* screen, as shown in Figure 40.

Figure 40. Step 3: Get Specific of the Plan and Manage Testing screen

2. The Test Administrator Report (Figure 41) is generated.

Test Administrator Name	Session ID	# of Students in Session	# of Test IDs in Session	Generate Report	Export Report
LastName, FirstName	UAT-3278-1	1	1	Generate Report	Export Report
LastName, FirstName	UAT-04CA-1	1	1	Generate Report	Export Report

Figure 41. Test Administrator Report

Features of the Test Administrator Report

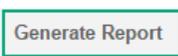
Similar to the Online Testing Progress Report, the Test Administrator Report allows you to hide/show columns, sort data, and utilize the general tools available on the screen.

Additionally, the Test Administrator Report allows you to generate or export the Online Testing Progress Report for the selected test administrator and session. Table 5 identifies the columns in the Test Administrator Report, and Table 6 identifies the Test Administrator Report tools.

Table 5. Test Administrator Report columns

Column	Description
Test Administrator Name	Test administrator's name (first name, last name).
Session ID	The Session ID to which the tests are linked.
# of Students in Session	The number of students testing or tested in the specified session.
# of Test IDs in Session	The number of test IDs that have been generated for the session. (A test ID is a unique identifier used by the software that says which test[s] students may take in a given session. A test session where the test administrator has selected the grade three adaptive mathematics test and the grade four English language arts/literacy [ELA] performance task has two test IDs.)

Table 6. Test Administrator Report tools

Tools	Description
	Allows you to generate the Online Testing Progress Report for the selected test administrator and session. For information on the Online Testing Progress Report, refer to the Online Testing Progress Report section above.
	Allows you to export the Online Testing Progress Report for the selected test administrator and session.

Test Completion Rates Reports

LEA- and school-level users may generate a Microsoft Excel spreadsheet that displays the total number of students who have started and completed each test. The spreadsheet also provides information about the number of students who are associated with the selected entity. The reports can be viewed in Microsoft Excel and/or uploaded into most data analysis programs.

The reports, described in Table 7, can be generated at different user levels for all tests, or for one specific test. Refer to Table 8 for a detailed description of each column provided in the report.



Warning: Reports show student information, which is secure data. Adhere to your school's security policies as well as to security requirements outlined in the signed *Test Security Agreement* (LEA CAASPP coordinators and CAASPP test site coordinators) and *Test Security Affidavit* (test administrators and others having access to tests) to ensure these data remain protected.

Table 7. Test Completion Rates Reports

Report Type	Description	Access
District Test Completion Rates	This report contains data for the selected LEA.	LEA-level users may generate a report for the LEA(s) with which they are associated in TOMS.
School Test Completion Rates	This report contains data for the selected school, or for all the schools in the selected LEA.	LEA-level users may generate this report for all schools under their jurisdiction, while school-level users may generate a report for the school(s) with which they are associated in TOMS.

Accessing a Test Completion Rates Report

The Test Completion Rates Report may be generated by selecting the *Test Completion Rates* option from the *Completion Status Reports* drop-down list, shown in Figure 42.

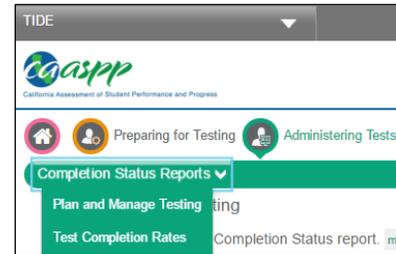


Figure 42. Completion Status Reports drop-down list

Selecting the Test Completion Rates Report Parameters and Generating the Report

The parameters required for generating a Test Completion Rates Report include selecting the test type, the administration year, the report type, and the test(s) you wish to include in the report. Figure 43 shows the *Test Completion Rates* options.

Figure 43. Test Completion Rates options



Note: The reports that are available to you are determined by your user role in TOMS. The parameters that must be specified to generate the report vary based on your report selection.

Step 1. Select a Report

Select the desired report from the *Report* drop-down menu, which displays all reports available to you based upon your user role. For example, a school-level user will only have permission to generate the School Test Completion Rates Report.

Step 2. Select an Entity

Select the desired LEA or school from the fields that are displayed based on the report you have selected.



Note: For most users, the entity will be preselected. If a user is associated with more than one LEA or school, the user will have the ability to generate a report for each of the entities for which he or she has rights.

Step 3. Select a Test Type

Select the test type from the *Test* drop-down menu, which displays Smarter Balanced Interim and Summative Assessments, California Alternate Assessment, and California Science Test options.

Step 4. Select an Administration

Select the administration year from the *Administration* drop-down menu.

Step 5. Select a Test Name

Select whether you want to view a single test or all tests. The default value is set to “All.”

Step 6. Generate the Report



Warning: Reports show student information, which is secure data. Adhere to your school’s security policies to ensure these data remain protected.



Note: The Test Completion Rates Report **includes** students to whom the PGE (parent/guardian exemption), NTE (not tested due to medical emergency), or NEL (student is exempted from Smarter Balanced ELA test due to student enrolling in a U.S. school fewer than 12 months ago) condition codes have been associated. These students retain their test eligibility but are blocked from taking a test. The total population of students is still represented in the denominator of the completion reports.

Generate the report by selecting the [**Export Report**] button. This will create the report in an Excel spreadsheet, which you can either save or view. Figure 44 is a sample of an LEA-level Test Completion Rates spreadsheet report. Table 8 lists the column descriptions in the report that is produced.

Date	Test Name	District Name	District Id	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
42503	CAA Grade 3 ELA	Sample Unified	11111111111111	1	15	5	4	33.33%	26.67%
42503	CAA Grade 3 Math	Sample Unified	11111111111111	1	15	3	3	20.00%	20.00%
42503	CAA Grade 4 ELA	Sample Unified	11111111111111	1	9	5	5	55.56%	55.56%
42503	CAA Grade 4 Math	Sample Unified	11111111111111	1	9	5	5	55.56%	55.56%
42503	CAA SSC Grade 03	Sample Unified	11111111111111	1	15	9	9	60.00%	60.00%
42503	CAA SSC Grade 04	Sample Unified	11111111111111	1	9	6	6	66.67%	66.67%
42503	Gr 03 ELA PT	Sample Unified	11111111111111	1	739	317	246	42.90%	33.29%
42503	Gr 03 ELA PT	Sample Unified	11111111111111	1	522	239	235	45.79%	45.02%
42503	Gr 03 ELA PT	Sample Unified	11111111111111	1	300	106	106	35.33%	35.33%
42503	Gr 03 Math PT	Sample Unified	11111111111111	1	403	87	87	21.59%	21.59%
42503	Gr 03 Math PT	Sample Unified	11111111111111	1	716	182	181	25.42%	25.28%
42503	Gr 03 Math PT	Sample Unified	11111111111111	1	444	124	123	27.93%	27.70%
42503	Gr 04 ELA PT	Sample Unified	11111111111111	1	387	177	171	45.74%	44.19%
42503	Gr 04 ELA PT	Sample Unified	11111111111111	1	463	266	264	57.45%	57.02%
42503	Gr 04 ELA PT	Sample Unified	11111111111111	1	581	102	76	17.56%	13.08%
42503	Gr 04 ELA PT	Sample Unified	11111111111111	1	154	86	86	55.84%	55.84%
42503	Gr 04 Math PT	Sample Unified	11111111111111	1	373	73	73	19.57%	19.57%
42503	Gr 04 Math PT	Sample Unified	11111111111111	1	464	112	110	24.14%	23.71%
42503	Gr 04 Math PT	Sample Unified	11111111111111	1	249	4	4	1.61%	1.61%

Figure 44. Sample Test Completion Rates Report for tests within the LEA

Table 8. Test Completion Rates Report column descriptions

Column	Description
Date	The date and time that the report was generated.
Test Name	The grade, test, and subject that is being reported.
District Name	The name of the reported LEA.
District ID	The ID number of the reported LEA.

Column	Description
School Name	The name of the reported school. This column is included in the School Test Completion Rates Report but is not included in the District Test Completion Rates Report.
School ID	The ID number of the reported school. This column is included in the School Test Completion Rates Report but is not included in the District Test Completion Rates Report.
Opportunity	The test opportunity number that is being reported. <i>For the current testing administration, 1 opportunity is available per student per summative test and the CAST, 3 opportunities are available for each ICA, and 99 opportunities (i.e., unlimited) are available for the IABs.</i>
Total Student	The number of students associated with the LEA or school in TOMS. This number will include students who did not test due to a medical emergency (condition code NTE) or parent/guardian exemption (PGE) (depending on when those condition codes were applied) as well as students who were exempt from taking an ELA assessment because they enrolled in a U.S. school fewer than 12 months ago (NEL). The percentage completed may be impacted as a result. This number will not be used for accountability purposes and is purely informational
Total Student Started	The number of students who have started the test.
Total Student Completed	The number of students who have finished the test and submitted the test for scoring.
Percent Started	The percentage of students who have started the test out of the total number of students associated with the LEA or school in TOMS.
Percent Completed	The percentage of students who have completed the test out of the total number of students associated with the LEA or school in TOMS.

Technical Support

If this document does not answer your questions, test administrators, test examiners, and/or California Assessment of Student Performance and Progress (CAASPP) test site coordinators should contact their local educational agency (LEA) CAASPP coordinators, who will contact the California Technical Assistance Center (CalTAC) Help Desk.

CalTAC for LEA CAASPP Coordinators

CalTAC Help Desk for LEA CAASPP Coordinators

Toll-Free Phone Support: 800-955-2954

E-mail Support: caltac@ets.org

Web site: <http://www.caaspp.org/>