



California Assessment of Student Performance and Progress (CAASPP)

User Role Guidance

This document is intended to provide a short reference sheet for local educational agency (LEA) CAASPP and test site coordinators to use when identifying the appropriate user roles for staff at their site. It is important that the LEA CAASPP and test site coordinators review their site user list and the roles assigned to those users on a periodic basis to ensure that all users maintain appropriate permissions within the Test Operations Management System (TOMS).

The options below allow LEA and test site coordinators flexibility in selecting the user roles to meet the educational needs of the students they serve while also allowing coordinators the ability to assign roles consistent with state and federal privacy laws and local policy and procedures.

The following table, along with the descriptions on the back of this sheet, identify all available user roles within TOMS, and which system components each user role is able to access.

System Access Through TOMS

User Role	User Management: Add, edit, and delete users	Test Administrator Interface: Summative, interim, practice, & training tests	Student Test Settings: Accessibility settings and score status	Test Security: Test Irregularities and appeals	Reports: Rosters, results data files and student scores reports	Online Reporting System: Preliminary results	Completion Status Reports: Data on students' progress through online tests
CAASPP Coordinator	Yes	Yes	Yes	Submit	Yes	Entire LEA	Entire LEA
Test Site Coordinator	Yes (at Site-level)	Yes	Site-level	Submit	No	Site-level	Site-level
Test Administrator	No	Yes, excluding California Alternate Assessments	Interim-Yes Summative-View Only	Appeals -View Only	No	Roster-level	Site-level
Test Examiner	No	California Alternate Assessments and Interim Only	Interim-Yes Summative-View Only	Appeals -View Only	No	Roster-level	Site-level
Test Administrator & Test Examiner	No	Yes	Interim-Yes Summative-View Only	Appeals - View Only	No	Roster-level	Site-level

Additional information about how to set up users in TOMS is available in the *TOMS Pre-Administration Guide for CAASPP Testing* available at <http://www.caaspp.org/administration/toms/>.

User Role	User Management: Add, edit, and delete users	Test Administrator Interface: Summative, interim, practice, & training tests	Student Test Settings: Accessibility settings and score status	Test Security: Test Irregularities and appeals	Reports: Rosters, results data files and student scores reports	Online Reporting System: Preliminary results	Completion Status Reports: Data on students' progress through online tests
Interim Assessment Administrator Only	No	Interims Only	Interim-Yes	No	No	No	Site-level
Educator – District	No	No	No	No	No	Entire District	No
Educator – Test Site	No	No	No	No	No	Site-level	No
Educator – Roster	No	No	No	No	No	Roster-level	No

User Role Descriptions

Role	Description
CAASPP Coordinator	Identifies and trains all test site coordinators. Responsible for the assignments and management of all user roles. Responsible for the assignment and verification of test administrations, student test settings, test assignments, and condition codes, as well as test security. Manages the Interim Assessment Hand Scoring System, accesses Completion Status Reports, and accesses assessment results in the Online Reporting System (ORS) for all the students in that local educational agency. Creates and assigns ORS rosters and able to administer all summative, interim, practice, and training tests.
Test Site Coordinator	Identifies and trains all relevant site staff, assigns and manages the site user roles of Test Administrator and Test Examiner, assigns and verifies student test settings and condition codes, and coordinates test site security. Manages the Interim Assessment Hand Scoring System, accesses Completion Status Reports, and accesses the ORS for assessment results for all the students in that site. Creates and assigns ORS rosters to site users and able to administer all summative, interim, practice, and training tests.
Test Administrator	Administers standard summative, interim, practice, and training tests to students, confirms student test settings in the Test Administrator Interface, and ensures test session security. Accesses the Interim Assessment Hand Scoring System, Completion Status Reports, and ORS assessment results for students in an associated student roster. Rosters of students are created and assigned to the test administrator user by the LEA CAASPP coordinator or test site coordinator. Note that unless the test administrator has been assigned to a student roster, he or she cannot see any student results in the ORS.
Test Examiner (must be a credentialed or licensed employee)	Administers alternate summative assessments and interim, practice, and training tests to students, confirms student test settings in the Test Administrator Interface, and ensures test session security. Accesses the Interim Assessment Hand Scoring System, Completion Status Reports, and ORS assessment results for students in an associated student roster. Rosters of students are created and assigned to the test examiner user by the LEA CAASPP coordinator or test site coordinator. Note that unless the test examiner has been assigned to a student roster, he or she cannot see any results in the ORS.
Test Administrator & Test Examiner (must be a credentialed or licensed employee)	Administers both standard and alternate summative assessments and interim, practice, and training tests to students, confirms student test settings in the Test Administrator Interface, and ensures test session security. Accesses the Interim Assessment Hand Scoring System, accesses Completion Status Reports, and ORS assessment results for students in an associated student roster. Rosters of students are created and assigned to the test administrator/test examiner by the LEA CAASPP coordinator or test site coordinator. Note that unless the test administrator/test examiner has been assigned to a student roster, he or she cannot see any results in the ORS. May administer practice and training tests to students.
Interim Assessment Administrator Only	Administers only the interim assessments to students. Includes access to Interim Assessment Hand Scoring System and Interim Assessment Completion Status Reports. (Note: Access to Interim Assessment results are available through the Interim Assessment Reporting System logon.)
Educator - District	Allows access to assessment results in the ORS for the entire LEA. This role is assigned by the LEA CAASPP coordinator.
Educator - Test Site	Allows access to assessment results in the ORS for the entire school. This role is created and assigned to the user by the LEA CAASPP coordinator or test site coordinator.
Educator - Roster	Allows access to assessment results for students in an associated student roster in the ORS. Rosters of students are created and assigned to the user by the LEA CAASPP coordinator or test site coordinator. Note that unless this user has been assigned to a student roster, he or she cannot see any results in the ORS.