
From: CalTac <CalTAC@info.ets.org>
Sent: Friday, October 19, 2018 9:59 AM
To:
Subject: CAASPP--Deadline for Test Administration Window Setup



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Dear LEA CAASPP Coordinator:

The deadline for setting up your 2018–19 CAASPP test administration window in the Test Operations Management System (TOMS) is December 1, 2018. Because this is a Saturday and TOMS will not accept test administration windows beyond December 1, 2018, you may want to plan accordingly and establish your test administration window by November 30, 2018.

If you have not already done so, you must set up your test administration window(s) in TOMS that include the following content areas:

- Smarter Balanced for English language arts/literacy (ELA) and mathematics
- California Science Test
- California Alternate Assessments (CAAs) for ELA and mathematics

Test administration windows for the following content areas are preset if selected:

- CAA for Science (January 8, 2019, to the final day of the LEA's instructional calendar or July 15, 2019, whichever comes first)
- California Spanish Assessment (April 1, 2019, to the final day of the LEA's instructional calendar or July 15, 2019, whichever comes first)

The following are considerations as you establish your test administration window:

- LEAs have the option to designate a shorter selected testing window within the larger regulatory testing window. These selected testing windows must contain at least 25 instructional days. Once a shorter selected testing window has been established, this selected window will be enforced.
- Access to the summative assessments will open on the first day of the selected testing window and will close on the last day of the selected testing window. Once the selected testing window has closed, LEAs will no longer have access to the summative assessments and cannot reopen the window.

Reminders:

- You should verify that the primary shipping, secondary shipping, billing, and reporting shipping addresses listed for your LEA are correct using the [**Addresses**] tab in the Organizations module. Note that each address must be a physical address; special versions materials (braille and large print) cannot be shipped to a post office box.
- Ensure that all student information is up to date and correct in the California Longitudinal Pupil Achievement Data System.

Please refer to Chapter 3 of the [TOMS Pre-Administration Guide for CAASPP Testing](#) for assistance in setting up a test administration window.

Questions about setting up a test administration window, and all other questions related to the 2018–19 CAASPP administration, should be directed to the California Technical Assistance Center by phone at 800-955-2954 or by email at caltac@ets.org.

Sincerely,

California Technical Assistance Center
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