Dear LEA CAASPP Coordinator:

As a reminder, the Smarter Balanced Interim Assessments will experience downtime from **5 p.m. Pacific time (PT) on Friday, August 26, 2016,** through **11:59 p.m. PT on Sunday, September 11, 2016,** to prepare for the transition to the 2016–17 school year.

At the start of this downtime, the California Technical Assistance Center (CalTAC) will remove *all* user roles in both the Test Operations Management System (TOMS) and the Administration and Registration Tools (ART) that provide access to the interim assessment systems. **Please note that Digital Library accounts will not be impacted.** The appropriate TOMS user roles provide access to administer interim assessments. The appropriate ART user roles provide access to view student results in the Interim Assessment Reporting System.

On September 6, 2016, local educational agency (LEA) California Assessment of Student Performance and Progress (CAASPP) coordinators who have been designated by their LEA superintendent and returned the necessary security agreement will be provisioned (i.e., registered) in TOMS and ART. Once LEA CAASPP coordinators are provisioned, they will be responsible for adding users from their LEA and providing the necessary access in both systems.

On September 12, 2016, the 2016–17 Smarter Balanced Interim Assessments will be available for LEA use. In addition to revising many interim assessment blocks (IABs), Smarter Balanced released several new IABs. For more details about 2016–17 IABs, please refer to the 2016–17 Interim Assessment Blocks Overview document provided by Smarter Balanced, found at http://www.smarterbalanced.org/wp-content/uploads/2015/08/Interim_Assessment_Blocks_overview.pdf.

Important steps in preparation for the 2016–17 interim assessments:

Prior to the downtime on August 26

1. In TOMS, you may download the LEA User List Report linked in the [**Reports**] button in the left navigation bar; select this tab, scroll down the form, and select the [**DOWNLOAD REPORT**] button in the "LEA User List Report" section. This report includes all current users associated with the LEA. You will also be able to download the report after September 6. Directions are provided in TOMS.

2. In ART, download all users in your LEA by selecting the [**Create/Modify User**] icon, and then selecting the [**Export**] button to download a file of your users.

3. Update your 2016–17 student enrollment data in the California Longitudinal Pupil Achievement Data System (CALPADS). Changes made in CALPADS to student

demographics from August 26–September 6, 2016, and changes to student test settings in TOMS from September 6–September 11, 2016, may take 24–48 hours to update in the Test Delivery System after all systems come back online on Monday, September 12.

During the downtime from August 26 through September 5

1. Use the LEA User List Report to determine which users need to be modified and which users are no longer associated with the LEA. Prepare the TOMS upload file for the 2016–17 users associated with the LEA. Ensure that educators who will need to administer interim assessments are provisioned with the correct user roles in TOMS. (See the CAASPP User Roles in TOMS Web page at http://www.caaspp.org/administration/toms/toms-users.html for user role definitions.) You will be able to upload these files on September 6.

2. Use the ART download to determine which users will need access to the Interim Assessment Reporting System (IA Reporting System). Prepare the ART upload file for the 2016–17 users associated with the LEA. Ensure they are provided with the correct user roles in ART. You will be able to upload these files on September 6.

3. Ensure that your LEA superintendent has designated you as the LEA CAASPP coordinator and return the necessary security agreement. If you have not been designated as the LEA CAASPP coordinator for 2016–17 and/or have not returned your security agreement, you will not be able to provision any users in your LEA.

Between September 6 and September 11

1. Upload the TOMS file by selecting the [**Users**] button in the left navigation bar and then select the [**Upload Users**] button. Follow the directions provided in TOMS to upload the user file.

2. To upload the ART file, contact CalTAC by phone at 855-631-1510.

Note: Although these activities can be completed after the systems resume, it is strongly suggested that these tasks be completed during the timeframes listed above to be able to administer the interim assessments as soon as they are available.

Remember that during the downtime, all TOMS and ART user roles with access to the interim assessments will be cleared out. Only LEA CAASPP coordinators who have been named in the superintendent designation form and returned the security agreement will be provided access to TOMS and ART on September 6, 2016.

Questions about access to the interim assessments and related systems should be directed to the CalTAC Digital Library and Interim Assessment Help Desk by phone at 855-631-1510 or by e-mail at caltac@ets.org.

Sincerely,

California Technical Assistance Center
E-mail: caltac@ets.org
Web site: http://www.caaspp.org/