**(ETS)**                                                    *Measuring the Power of Learning.*™

Dear LEA CAASPP Coordinator:

The following features are now available in the Test Operations Management System (TOMS) after this weekend's scheduled maintenance:

- **Science Test Assignments**
    - o Science test assignments are now available in TOMS. All grade twelve students are automatically assigned the California Science Test (CAST).

    - o Test coordinators can now assign tests for students who are to take the California Alternate Assessment (CAA) for Science and for students in grade ten or eleven who are to take either the CAST or CAA for Science.

    - o Test assignments for grade ten and grade eleven students cannot be removed once the student begins testing for any CAASPP assessment. Local educational agencies (LEAs) that accidentally assign students to take the science assessment should not test the student, although the assignment will remain in TOMS. These assignments will be reflected in the Completion Status Reports; therefore, completion status rates may not equal 100 percent.

- **Enhancements to the Dashboard and Notifications**
    - o LEAs that have set up a test administration window in TOMS will now see the start date and end date for the selected test administration window and the number of days until the administration starts or ends.

    - o To assist LEAs in monitoring testing, e-mail notifications will be sent two weeks prior to the start of the selected testing window, on the first day of the window, and two weeks prior to the last day of the window.

- **Demographic Data Locked for Reporting Purposes upon Student's First Logon**
    - o When summative assessments are available for administration January 9, 2018, student demographic data will be locked at the start of a student's first test. This includes grade assessed, date of birth, special education (IEP), and primary disability. Verify this data is accurate for your students before your LEA begins testing.

    - o As a reminder, the assessed grade, as shown in TOMS, is used for individual student reporting as well as aggregate reporting on the California Assessment of Student Performance and Progress public reporting Web site.

- **Field Name Changes and Two New Fields in TOMS**

- In TOMS, the *Special Education* field name has been changed to *CALPADS Special Education,* and the *Primary Disability Code* field name has been changed to *CALPADS Primary Disability Code* to help LEAs identify this data is pulled from the California Longitudinal Pupil Achievement Data System (CALPADS).

- *Special Education for Testing* and *Primary Disability Code for Testing* fields have been added to show what was listed for the student when the demographic data was locked for that student. ***Note:*** This could differ from the demographic data that is listed in CALPADS if changes have been made to the student's demographic data after testing had begun for that student.

- **Enhancements to the User Upload**
  - LEAs can now change or remove roles for users through the user upload functionality in TOMS.

Questions regarding the 2017–18 CAASPP administration should be directed to the California Technical Assistance Center (CalTAC) by phone at 800-955-2954 or by e-mail at caltac@ets.org.

Sincerely,

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