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**From:** CalTac <CalTAC@info.ets.org>  
**Sent:** Monday, June 12, 2017 4:09 PM  
**To:**  
**Subject:** CAASPP--Required Forms for 2017-18 CAASPP Administration



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**The Superintendent Designation of LEA CAASPP Coordinator form and the Test Security Agreement form for the 2017–18 CAASPP administration are now available, as is the Technology Questionnaire.**

June 2017

Dear LEA Superintendent:

Each local educational agency (LEA) is required to designate a test coordinator for the California Assessment of Student Performance and Progress (CAASPP) from among the employees of the LEA **by July 3, 2017**, as defined in Title 5 of the *California Code of Regulations (5 CCR)*, Section 857 (a). This task is the responsibility of the school district superintendent or direct funded charter school administrator (hereafter referred to as the “LEA superintendent”). The person designated as the LEA CAASPP coordinator is responsible for handling administrative and security responsibilities for all components of CAASPP. The LEA CAASPP coordinator is required to be available to carry out the responsibilities through July 31, 2018.

The form for designating the 2017–18 LEA CAASPP coordinator is now available by selecting this link:

<http://www.caaspp.org/administration/forms/designation/>

Educational Testing Service (ETS) **must receive both** the signed designation form from the LEA superintendent and a signed test security agreement from the LEA CAASPP coordinator to be able to grant the LEA CAASPP coordinator access to the Test Operations Management System (TOMS) as well as the Interim Assessment (IA) Reporting System. TOMS is the online system that coordinators will use to manage all aspects of CAASPP testing, including setting up test administrations, assigning user roles, registering students for tests, and configuring student test settings. The IA Reporting System is the online system by which coordinators will access students’ results for the Smarter Balanced Interim Assessments.

The 2017–18 test security agreement is now available by selecting this link:

<http://www.caaspp.org/administration/forms/security/>

The LEA CAASPP coordinator e-mail address requested on the designation form will be used for all communications related to CAASPP by both ETS and the California Department of Education (CDE). Therefore, if an e-mail address changes, please immediately notify ETS. Submit a new designation form for any change in coordinator contact information. The ETS California Technical Assistance Center (CalTAC) can be contacted by e-mail at [caltac@ets.org](mailto:caltac@ets.org) or by phone at 800-955-2954.

The designation form requests information about your LEA's special education contact and technology contact. This information will help ETS to direct e-mails with important information about the California Alternate Assessments (special education contact) and on topics about the technology required to administer the online assessments (technology contact). Additionally, the form can be used to appoint a secondary LEA CAASPP coordinator(s) who will be given the same access to TOMS and other CAASPP systems as the LEA CAASPP coordinator.

We are interested in hearing about any technological challenges the schools in your LEA faced last year or will face this year (2017–18) in administering the online CAASPP tests in compliance with the 5 CCR Section 853 (b). If you believe any of the schools in your LEA face barriers to administering online assessments in 2017–18, either for standard online administration or for students requiring braille, please complete a brief Special Request for Smarter Balanced Paper Exams form at <http://www.caaspp.org/administration/forms/questionnaire/> as soon as possible, but no later than **September 15, 2017**. The CDE will convene an internal panel to review those submissions.

Thank you for your attention to these important matters. If you have any questions, please contact CalTAC by e-mail at [caltac@ets.org](mailto:caltac@ets.org) or by phone at 800-955-2954.

Sincerely,

Mary Anne Arcilla  
Director of Operations  
ETS CAASPP

cc: LEA CAASPP coordinators

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