
From: CalTac <CalTAC@info.ets.org>
Sent: Wednesday, July 20, 2016 2:37 PM
To:
Subject: CAASPP--Scheduled System Downtime for the 2016-17 School Year Transition



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Dear LEA CAASPP Coordinator:

As we transition to the 2016–17 school year, the following California Assessment of Student Performance and Progress (CAASPP) online systems 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**:

- Test Operations Management System (TOMS)*
- Online Reporting System (ORS)—including Completion Status*
- Test Delivery System
- Test Administrator Interface
- Appeals and Roster Management System
- Interim Assessment Viewing System
- Interim Assessment Hand Scoring System (IAHSS)

* TOMS and the ORS will resume on September 6, 2016. All other systems will resume on September 12, 2016. Note:—Once TOMS is available, student demographic changes from the California Longitudinal Pupil Achievement Data System (CALPADS) and test settings made in TOMS may take up to three days to propagate across all systems. Also note, it may take 24–48 hours to update in the Test Delivery System after all remaining systems come back online on September 12, 2016.

Important! Note the following details about this scheduled downtime:

- The following CAASPP online assessments will **NOT** be available:
 - o Smarter Balanced Summative Assessments
 - o Smarter Balanced Interim Assessments (interim assessment blocks and interim comprehensive assessments)
 - o California Alternate Assessments
 - o Practice and training tests
- All incomplete tests (summative and interim) will be removed from the test delivery system.
 - o Incomplete interim assessments that contain items that must be hand scored will not receive results in the Interim Assessment Reporting System.
- All 2015–16 completion status data will be removed from the ORS.

- All 2015–16 interim assessment student responses will be removed from the IAHS.

In preparation for the downtime, it is strongly recommended that you take the following actions:

- Notify all test administrators, CAASPP test site coordinators, and any other users in your local educational agency (LEA), who may want to access the systems listed above, of the upcoming downtime.
- Download student completion data from the ORS before they are removed.
- Ensure all interim assessment hand scoring is complete and submitted in the IAHS.
- Identify the users and user roles you will be assigning for the 2016–17 administration year.

On Monday, September 12, all systems will be available and interim assessment testing may begin for the 2016–17 CAASPP administration.

Please note that during the downtime all user roles with access to student personally identifiable information will be deactivated. On September 6, when TOMS is back online, *only* the newly designated LEA CAASPP coordinators—designated by their LEA superintendent using the online [Designation Form](#)—will have access to the online systems. At that time, LEA CAASPP coordinators may add CAASPP test site coordinators and other users, including interim assessment test administrators. A 2015–16 user report file will be available for download on September 6, 2016, from TOMS to assist with adding/editing LEA users to TOMS.

- **Add your LEA’s 2015–16 users before the rest of the systems are back online on September 12 so they can access CAASPP systems immediately. Interim assessments will be available *only* to staff who have been provided access by the newly designated coordinators.**

Questions about this scheduled downtime and the 2016–17 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,

California Technical Assistance Center
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