Dear LEA CAASPP Coordinator:

We are pleased to announce that test results for the 2017–18 CAASPP Smarter Balanced Online Summative Assessments for English language arts/literacy (ELA) and mathematics are now available.

This e-mail includes information about the following:

1. **The Student's [Score Status] Tab in the Test Operations Management System (TOMS)**
2. **Aggregate Results in the Online Reporting System (ORS)**
3. **Electronic Student Results in the ORS**
4. **Local Educational Agency (LEA) Dashboard—Scoring Percentage Complete**
5. **Electronic Student Score Reports Available in TOMS**
6. **Paper Student Score Reports**
7. **Important Reminders about CAASPP Reporting**

1. The Student's [Score Status] Tab in TOMS

The [**Score Status**] tab in TOMS allows you to see the following information about an individual student:

- Availability of a student's content score (green checkmark if the score is received; red X if it is not; or gray "–" symbol to show the score has been put on hold by Educational Testing Service) and the date the student's content score was loaded in TOMS

- Condition codes

- Appeals status

- Student Score Report in English

- Student Score Report in Spanish, if this option was selected

- A downloadable Student Score Report PDF, when available, will appear as a link.

2. Aggregate Results in the ORS

Partial aggregate results at the group, school, and LEA levels are available in the [**Score Reports**] section of the ORS.

Please note that the results available in the ORS are partial and may not be a good representation of your school or LEA's final aggregate results. As a real-time system, these results will change as additional data are received and relevant appeals are processed.

Because your school or LEA's final aggregate results may be higher or lower than the partial results posted to this system, the partial results are not appropriate for public release.

3. Individual Student Results in the ORS

The individual results for your students who completed at least one content area of the CAASPP Smarter Balanced Online Summative Assessments for ELA and/or mathematics and have been scored can be accessed by visiting the CAASPP Portal, selecting the *Test Administration* menu, and then selecting the *Online Report System* option. You will be prompted to log on to the ORS. You also may access the ORS in TOMS by selecting the [**Online Reporting System**] button on the left navigation bar.

The Smarter Balanced ELA writing extended response scores for 2016–17 and 2017–18 are now available in the ORS.

4. LEA Dashboard—Scoring Percentage Complete

The LEA Dashboard displays the list of test administrations and the percentage of scoring completed for your students. The calculation for the scoring percentages includes only students who were assigned Smarter Balanced for ELA and mathematics tests. You can check your LEA's scoring completion status by selecting the [**Dashboard**] button at the top of the TOMS user interface and then selecting the [**LEA Dashboard**] tab. Review your LEA Dashboard frequently, as it is updated daily while results are scored and processed.

You will see alerts on the LEA Dashboard and receive an automated e-mail from TOMS when your LEA administration reaches 80 percent and then 90 percent of Smarter Balanced for ELA and mathematics students scored.

5. Electronic Student Score Reports Available in TOMS

Electronic Student Score Reports for your students who have completed both the ELA and mathematics portions of the CAASPP Smarter Balanced Online Summative Assessments have been scored and are available in TOMS as downloadable PDFs. Student Score Report PDFs can be downloaded as a single file that contains all Student Score Reports for your LEA. They are sorted by school and grade.

You can access the electronic Student Score Reports by navigating to the CAASPP Portal and selecting the [**Test Operations Management System (TOMS)**] button. Once you have logged on to TOMS, select the [**Reports**] button on the left navigation bar and then the [**SSR PDFs**] button, which is also on the left navigation bar.

You also can access individual Student Score Reports in TOMS by selecting the [**Students**] button on the left navigation bar. Enter the student's Statewide Student Identifier and select [**Search**]. Select the [**View**] (magnifying glass) icon in the *Action* column and then the [**Score Status**] tab. If it is available, the Student Score Report can be downloaded by selecting the [Download Current Year Student Score Report] link above the "Student Available for Reporting" section of this tab.

6. Paper Student Score Reports

Student Score Reports will be generated, printed, and shipped as soon as your LEA's administration reaches 90 percent of students with Smarter Balanced assessments scored. If your LEA's administration has already reached 90 percent of students scored, your Student Score Reports are being processed now.

The shipment of printed Student Score Reports will not include students assigned to take the California Alternate Assessments (CAAs) for ELA and mathematics. This year, the analysis and scoring processes for the CAAs will take additional time; as a result, Student Score Reports for these students will be sent with your additional score reports after statewide testing has ended.

7. Important Reminders about CAASPP Reporting

- Students in grades five, eight, and eleven assigned to participate in the field test for the California Science Test will have a general message about the field test on their Student Score Reports. If a student has a Parent/Guardian exemption (PGE) or Not tested due to medical emergency (NTE) condition code for science, the message on a Student Score Report for his or her parent/guardian will be different.

- Confirm that your students' demographic data are up to date in the California Longitudinal Pupil Achievement Data System (CALPADS) and TOMS prior to the end of your LEA's selected testing window. Demographic data for testing is based on the student's demographic data in CALPADS when the selected window for the LEA closes. If changes are made to a student's demographic data in CALPADS between the time the student tested and the close of the selected window, the changed demographic data will be associated with the student's test record.

- Students should not be exited in CALPADS for the purpose of re-enrolling in the next school year or grade before the LEA's selected testing window closes. Only students who leave the school prior to the close of the LEA's selected testing window should be exited from CALPADS.

- Spanish-language versions of your students' score reports are available upon request in TOMS. Once you have logged on to TOMS, select the student's profile, select the [**Score Status**] tab, and then check the *Request for Spanish Student Score Report* box. You must make your requests *before* your LEA administration reaches 90 percent. You also have the option to batch-upload students into TOMS ([**Students**] > [**Upload**] > [**Request Spanish Student Score Report**]).

- Requests for printing the parent/guardian address on Student Score Reports are a fee-based service that can be requested while setting up a test administration or by contacting the California Technical Assistance Center

(CalTAC) after a test administration has been set up. If you selected this service for your Student Score Reports, you will need to update the parent/guardian addresses in CALPADS before your LEA reaches 90 percent of students scored. If you want to select this service for a test administration that is already set up, contact CalTAC.

If you have any questions about your CAASPP Student Score Reports, please contact CalTAC by phone at 800-955-2954 or by e-mail at caltac@ets.org.

We thank you for your continued support of the CAASPP System.

Sincerely,

California Technical Assistance Center
Phone: 800-955-2954
Fax: 800-541-8455
E-mail: caltac@ets.org
Web site: http://www.caaspp.org/