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**From:** CalTac <CalTAC@info.ets.org>  
**Sent:** Monday, March 20, 2017 8:30 AM  
**To:**  
**Subject:** CAASPP--Systems Back Online and What's New



*Measuring the Power of Learning.™*

Dear LEA CAASPP Coordinator:

The California Assessment of Student Performance and Progress (CAASPP) systems are back online. The following features are now available in the test delivery system and the Test Operations Management System (TOMS):

- **California Alternate Assessment (CAA) and California Science Test (CAST) Pilot Now Available**
  - The CAAs for English language arts/literacy (ELA), mathematics, and the science pilot are now available for administration within your local educational agency's (LEA's) selected testing window.
- **Student's Grade Locked for Reporting Purposes upon Student's First Logon**
  - Verify the grade is accurate in your students' data before your LEA begins testing, as the student's grade is locked in TOMS after a student first logs on to his or her first test. This is shown in TOMS as the "assessed grade." The assessed grade is used for individual student reporting as well as aggregate reporting on the CAASPP public reporting Web site. If the student started testing and the grade is incorrect, enter the incident in the Security and Test Administration Reporting System (STAIRS).
- **Changes to the LEA Dashboard**
  - The LEA Dashboard in TOMS, which displays your LEA's scoring percentages, has been improved. This year, the calculation for the scoring percentage includes only students who were assigned Smarter Balanced ELA and mathematics tests, not CAAs. Because CAST assessments do not contribute to student individual or aggregated results, the CAST is not included in the calculation.

**Reminders—Before Your Selected Test Administration Window Closes:**

- 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.
  - A "snapshot" of each LEA's demographic data will be taken when the LEA's selected testing window closes. Demographic data changes in CALPADS can take up to two business days to process through the test delivery system, which means changes to demographic data in CALPADS must be completed at least two days prior to the close of your selected testing window to be used on the CAASPP public reporting Web site.

- LEAs should not perform annual exits of students in CALPADS until after your LEA's selected testing window has closed.
- You must enter the condition codes for Parent/Guardian exemption (PGE) and NTE (Not tested due to medical emergency) for each student's content-area test, where applicable, before the end of your LEA's selected testing window. Once a student completes and submits all parts of a content-area test, the LEA will be prevented from entering PGE and NTE condition codes in TOMS for that content-area test for the student. For instructions, visit the [Instructions for Using Condition Codes in TOMS](#) Web page.

**Reminders—Before Administration Reaches 90 Percent of Students Scored:**

- Requests for optional Spanish Student Score Reports can be made either in the [Score Status] section of the Student Profile in TOMS for an individual student or by using the upload process for multiple students. There is no additional charge for this service. Instructions for uploading data for multiple students can be found in [Chapter 8 File Uploads](#) of the [TOMS Pre-Administration Guide for CAASPP Testing](#). This service can be requested now through the administration reaching 90 percent of students scored. After Student Score Reports have been printed for this test administration, this service can no longer be requested.
- Requests for printing the parent/guardian address on Student Score Reports are a fee-based service that were to be made while setting up a test administration prior to December 1, 2016; or, after a test administration has been set up, by contacting the California Technical Assistance Center (CaTAC). If requested after a test administration has been set up, this service must be requested before the administration reaches 90 percent of students scored. Requests for parent/guardian addresses cannot be made after Student Score Reports for the administration have printed.
  - Changes to Parent/Guardian addresses must be made in CALPADS before your LEA reaches 90 percent to be reflected on Student Score Reports.

Questions relating to the 2016–17 CAASPP test administration should be directed to CaTAC by phone at 800-955-2954 or by e-mail at [caltac@ets.org](mailto:caltac@ets.org).

Sincerely,

California Technical Assistance Center  
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