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**From:** CalTac <CalTAC@info.ets.org>  
**Sent:** Monday, November 14, 2016 8:14 AM  
**To:**  
**Subject:** CAASPP Systems Resume



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Dear LEA CAASPP Coordinator:

The California Assessment of Student Performance and Progress (CAASPP) systems are back online for the 2016–17 test administration. The following features are now available in the Test Operations Management System (TOMS):

- **Student Test Assignment**—Use the student test assignment functionality to assign students to take the California Alternate Assessment (CAA), the optional Standards-based Tests in Spanish (STS), and special version paper-pencil assessments. By default, students in grades three through eight and eleven are already assigned to take the Smarter Balanced Online Summative Assessments for English Language Arts/Literacy (ELA) and Mathematics.
- **Student Test Settings**—Use the student test settings functionality to assign test settings for students who require designated supports and accommodations.
- **Unlisted Resources**— Request unlisted resources in the **[Unlisted Resources]** tab of the Student Profile for students whose California Longitudinal Pupil Achievement Data System (CALPADS) education program (field 3.13) is set for “special education” (value 144) and the student has been provided a primary disability category (field 3.21), or special education is set to “504 Plan” (value 101).
- **Condition Codes**—Assign NTE (Not tested medical emergency) and PGE (Parent/Guardian exemption) condition codes in the **[Score Status]** tab. Condition codes should be assigned as soon as the local educational agency (LEA) has documentation supporting that the condition exists for the student. Setting condition codes prior to the start of the LEA’s selected testing window will ensure that a student is not inadvertently tested.
- **Spanish Student Score Report (SSR)**—Request a Spanish SSR in the **[Score Status]** tab. This will cause the SSR for the student to be produced in Spanish for Smarter Balanced Summative Assessments and the CAAs. This action must be taken before the final SSRs have been sent for the LEA.
- **Orders**—If your LEA is administering the optional STS assessments, use the orders functionality to approve the initial paper-pencil testing order counts as soon as possible.

**Reminders:**

- December 1, 2016, is the deadline for setting up your test administration window.
- You should verify that the primary shipping, secondary shipping, billing, and reporting shipping addresses listed for your LEA are correct using the **[Addresses]** tab in the Organizations module. This will ensure that any paper materials, including Student Score

Reports, are shipped to the correct location. Note that each address must be a physical address; materials cannot be shipped to a post office box.

- Ensure that all student information is up to date and correct in CALPADS. **Important: Verify the students' grade level is correct in CALPADS prior to the beginning of the selected testing window for those students.** Student demographic data changes in CALPADS can take up to two business days to process through the CAASPP test delivery system.

Questions about these features and all other topics regarding 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](mailto:caltac@ets.org).

Sincerely,

California Technical Assistance Center

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